

Village of Fox Crossing Board of Trustees Regular Meeting
Monday, February 23, 2026 - 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. **Minutes to Approve/ Minutes and Correspondence to Receive**
Minutes to Approve
 - a) Regular Village Board Meeting – February 9, 2026**Minutes and Correspondence to Receive**
 - b) Park Commission Meeting Minutes – January 14, 2026
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) 260223-1 2025 Year End Budget Amendments
 - b) 260223-2 2026 Budget Amendments to Provide Funds for Various Items in Village Departments
 - c) 260223-3 Adoption of Fire Department Five Year Strategic Plan 2026-2030
 - d) 260223-1:ORD Amend Fox Crossing Municipal Code Chapter §274 for Mobile Food Vendors by Adding Chapter 274-9.5 Fire Code Inspection Requirements *First Reading*
 - e) 260223-4 Memorandum of Understanding for Fox Valley Regional Fire Departments Mobile Food Preparation Vehicle Inspection Program
 - f) 260223-2:ORD Amend Fox Crossing Municipal Code Chapter §146 for Alcohol Beverages *First Reading*
 - g) 260223-3:ORD Amend Fox Crossing Municipal Code Chapter §150 for Special Events and Mechanical Amusement Devices *First Reading*
 - h) 260223-4:ORD Amend Fox Crossing Municipal Code Chapter §A450 Fines & Penalties *First Reading*
 - i) 260223-5 Authorization to Release 2026 Budgeted Stormwater Utility Funds to the Little Lake Butte Des Morts Lake Association
 - j) 260223-6 Expenditures
8. **Reports**
 - a) Public Works Director Joe Hoechst – Winnebago County Valley Road Reconstruction Project Update
 - b) Fire Chief Todd Sweeney – Appleton Fire Department Auto Aid Agreement Update
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 Minutes
Monday, February 9, 2026 – 6:00 p.m.
Municipal Complex – Arden Tews Assembly Room
2000 Municipal Drive, Neenah WI 54956

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

The meeting of the Village Board of Trustees was called to order by President Youngquist at 6:00 p.m.

The Pledge of Allegiance was recited.

Village Clerk Chantel Jaenke conducted roll call and recorded the following Village Board members as present: President Dale Youngquist and Trustees Michael Van Dyke, Kris Koeppel, Tim Raddatz, and Trustee Barb Hanson.

Excused: Trustees Kate McQuillan, and Deb Swiertz

Also Present: Village Manager Jeffrey Sturgell (via teleconference), Director of Finance Jeremy Searl, Director of Community Development George Dearborn, Fire Chief Todd Sweeney, Police Chief Tim Callan, Director of Parks & Recreation Amanda Geiser, Director of Public Works Joe Hoechst (via teleconference), Engineer Lee Reibold, Director of IT Tim Plagenz (via teleconference), and Attorney Andrew Rossmeissl.

Excused: Engineer Zach Laabs

Public Attendance: One individual was present.

2. Awards / Presentations

a) Update on the Neenah-Menasha Regional Wastewater Treatment Plant Upgrade Project – Paul Much, President of Midwest Contract Operations, Inc (MCO)

Mr. Much provided background on phosphorus standards mandated by the Wisconsin Department of Natural Resources. While the treatment plant initially met these requirements, additional measures were needed to maintain compliance. He outlined several options that were considered and explained that, after other alternatives proved unsuccessful, the Neenah-Menasha Sewerage Commission approved the purchase and installation of a disc filter system at an estimated cost of \$24 million. Mr. Much also reviewed financing for the project, noting that costs will be allocated to communities based on usage, with Fox Crossing responsible for approximately 15–16% of the loan.

b) Recognition of Village of Fox Crossing Adult School Crossing Guards – Police Chief Tim Callan

Chief Callan recognized five current crossing guards and expressed appreciation for their dedication to keeping children safe, often while placing themselves in harm's way and working in all weather conditions.

3. Minutes to Approve / Minutes and Correspondence to Receive

Minutes to Approve

- a) Special Village Board Meeting – January 26, 2026
- b) Regular Village Board Meeting – January 26, 2026

Minutes and Correspondence to Receive

None.

Motion: Trustee Van Dyke, seconded by Trustee Hanson, to approve the meeting minutes and accept other departmental minutes and correspondence into the record as presented.

Vote: Motion carried unanimously.

4. Public Comments Addressed to the Village Board

There were no public comments.

5. Discussion Items

None.

6. Unfinished Business

None.

7. New Business-Resolutions/Ordinances/Policies

a) 260209-1 Proclamation by the Village of Fox Crossing for Wisconsin Adult School Crossing Guard Recognition Week

Motion: Trustee Van Dyke, seconded by Trustee Hanson to approve the Proclamation by the Village of Fox Crossing for Wisconsin Adult School Crossing Guard Recognition Week as February 16 - 20, 2026, as presented.

Vote: Motion carried unanimously.

b) 260209-2 Approve Intergovernmental Equipment Sharing Agreement Between Area Fire Departments

Motion: Trustee Van Dyke, seconded by Trustee Raddatz to approve the Intergovernmental Equipment Sharing Agreement Between Area Fire Departments, as presented.

Vote: Motion carried unanimously.

c) 260126-1:ORD Amend Fox Crossing Municipal Code Chapter §435 Zoning Ordinance – Rezone a Portion of Vacant Parcel #1210216 Located on Prairie Lake Circle from Planned Development District to R-2 Suburban Low Density District *Second Reading & Adoption*

Motion: Trustee Van Dyke, seconded by Trustee Koeppel to approve the Second Reading & Adoption of an ordinance amending Chapter §435 of the Fox Crossing Municipal Code to rezone a portion of vacant Parcel No. 1210216 located on Prairie Lake Circle from Planned Development District to R-2 Suburban Low Density District, as presented.

Vote: Motion carried unanimously.

d) 260126-2:ORD Amend Fox Crossing Municipal Code Chapter §435 Zoning Ordinance – Rezone 4425 West Prospect Avenue from R-1 Rural Residential District to I-1 Light Industrial District *Second Reading & Adoption*

Motion: Trustee Hanson, seconded by Trustee Van Dyke to approve the Second Reading & Adoption of an ordinance amending Chapter §435 of the Fox Crossing Municipal Code to rezone 4425 West Prospect Avenue from R-1 Rural Residential District to I-1 Light Industrial District, as presented.

Vote: Motion carried unanimously.

e) 260209-3 Final Acceptance of Water Mains Located in Scholar Ridge Phase 2

Motion: Trustee Van Dyke, seconded by Trustee Raddatz to approve the final acceptance of water mains located in Scholar Ridge Phase 2, as presented.

Vote: Motion carried unanimously.

f) 260209-4 Operator License Applicants

Motion: Trustee Van Dyke, seconded by Trustee Hanson to approve the operator license applicants, as presented.

Vote: Motion carried unanimously.

g) 260209-5 Expenditures

Motion: Trustee Koeppe, seconded by Trustee Van Dyke to approve the expenditures as presented, without exception.

Vote: Motion carried unanimously.

8. Reports

Trustee Kris Koeppe – Fox Crossing Sustainable Practices Procurement Policy Update

Trustee Koeppe provided an overview of the proposed changes to the Procurement Policy, originally approved by the Board in September 2011. Legal counsel was asked whether the revisions require Board approval. Counsel advised that Board approval is not necessary, as the policy is not codified in the municipal code.

9. Closed Session

None.

10. Adjourn

Motion: Trustee Hanson, seconded by Trustee Van Dyke to adjourn at 6:23 p.m.

Vote: Motion carried unanimously.

Respectfully submitted,

Chantel M. Jaenke, CMC, WCMC
Village Clerk

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

January 14, 2026

Park Commissioners Present: Jim Beson, Jordyn Kurer, Suneer Patel, Kathy Sylvester, Jean Wollerman, Matt Werner, Jill Rasmussen

Staff Present: Director Amanda Geiser, Recreation Supervisor Leah Zak, Village Manager Jeffrey Sturgell, Village President Dale Youngquist

Others in Attendance: Bill Rohrer, Linda Dums, Lisa Van Dyke, Sandy Yost, Karen Kabat, Dale McNamee, Tony Geracie, Pam Geracie, John Gregorius, Kris Robers, Mark Cleven, Eric Cleven, Alison Galley

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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 December 10, 2025, regular meeting minutes. Commissioner Sylvester motioned to accept the minutes, seconded by Commissioner Kurer. Commissioner Patel abstained. Motion carried.

PUBLIC FORUM

- Dale McNamee – resident from Whippletree Lane, spoke in regards to the Schildt Park project. He has looked at the plans and recently spoke to Village staff members. As a previous Village board member, he made decisions based on what is best for the community as a whole and he supports the vehicle entrance into the park. He believes there are a lot of residents who want to use Schildt Park. He does not feel there is enough parking space and if the access isn't put in, parks users will park in the cul-de-sac.
Linda Dums – resident from Benjamin Court, spoke in regards to the Schildt Park project. The proposed driveway access will bring more traffic and questioned why is it being put in. It is a waste of taxpayer dollars. The current 2022-2026 Comprehensive Outdoor Recreation Plan only speaks to a trail being put in, no mention of the road. The Village should focus on safety over convenience. The new park users will see the Benjamin Court access as a short cut to getting back to American Drive. She is frustrated to hear comments from Commissioners.
Kris Robers – resident from Benjamin Court, spoke in regards to Schildt Park. She is getting a lot of anxiety anticipating what is going to be happening at the park, with the quiet neighborhood changing. She is in favor of some of the changes. The most overwhelming part of the project is the new road and does not understand why the Village is spending money on something no one asked for. Cold Spring Road has always been the in and out of the park. She stated there is not currently a turnaround at the park and does not understand how this will be any different. Extending the parking lot will bring more people to the residential area. She questioned the purpose of the neighborhood entrance and noted she will be disappointed and disrespected if it goes in.
Tony Geracie – resident from Benjamin Court, spoke in regards to the Schildt Park. His biggest concern is he feels there is a lot of ignorance and a lot of dismissive attitude. Right now, there is little to no traffic. The scenery at the park is going to be gone. He feels the Village is washing their hands and feels the resident voices should be heard. Residents moved into the neighborhood because of the quiet and feels this would be taken away. He supports the development at the park for kids to play. Inviting people from other neighborhoods is not a good idea.
Alison Galley – resident from Benjamin Court spoke in regards to Schildt Park. She feels her kids are the most likely to be hit by a car. It is a very unsafe intersection and suggested Village staff members do not stop at this intersection. She feels the road into the park is not necessary and unwanted. She asked the Commission to stop

as they do not live there and this is not their neighborhood. She suggested the Village solve a problem and not make a problem. She loves the park and is excited about most of the things happening.

- Lisa Van Dyke – resident from Martingale Lane, spoke in regards to Schildt Park. She has been in this neighborhood for 27 years. She thanked the Commission members for their time and dedication to the parks. She spoke of her husband’s involvement in various Village committees. Stop signs have been strategically placed on Olde Buggy Lane, and they do not work. She agrees with having a pathway to the park, allowing kids to walk safely. She is against the road access. She does think the Village is looking ahead to the increased traffic.

DISCUSSION/PRESENTATION

- A. **2026 Park Project Preview:** Director Gieser presented the 2026 park project overview. The list detailed projects that will be occurring through the upcoming year at the various parks and throughout the trail system. Highlights included: Schildt Park renovation project, Palisades Park tennis court reconstruction, Kippenhan Park playground replacement, a section of the American Drive Trail will be reconstructed, security camera upgrades, and other various repairs and improvements to the parks and trails.
- B. **Community Center Rental Report:** Director Geiser presented the 2025 Community Center rental report. This report shows the total amount of rentals per room that we had for the year of 2025. Director Geiser pointed out that this year we had the highest number of rentals to date with a total of 313.

REPORTS

- A. **Park Report:** Accepted as written.
- B. **Recreation Report:** Accepted as given.
- C. **Director Report:** Accepted as given.
- D. **Commission Reports:**
 - **Commissioner Beson:** Thanked Commission for making the tough choices.
 - **Commissioner Kurer:** No report.
 - **Commissioner Patel:** No report.
 - **Commissioner Rasmussen:** No report.

 - **Commissioner Sylvester:** No report.
 - **Commissioner Werner:** No report.
 - **Commissioner Wollerman:** No report.

OLD BUSINESS

- None

NEW BUSINESS

- A. **Schildt Park Design Recommendation:** *Commissioner Sylvester made a motion to approve the Schildt Design as submitted. Commissioner Kurer seconded.*

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

- B. **Schildt Park Playground Recommendation:** *Commissioner Sylvester made a motion to recommend to the Fox Crossing Board of Trustees that Gerber Leisure Products (Landscape Structures) furnish and install Concept #3 Playground at Schildt Park in the amount of \$398,068. Commissioner Patel seconded.*

Director Geiser noted staff has been working with Gerber Leisure representatives to provide three design options for the new playground at Schildt Park. All options were to include a 100% poured-in-place (PIP) rubber

surfacing and provide the Village with the most options within the budget available. As part of the open house that was held on December 10, the three designs were on display to solicit feedback from the community. A survey was subsequently emailed out to parks and recreation database, both detailing the Schildt Park project in general and requesting playground feedback. In total, we received feedback from approximately 70 individuals. After reviewing the proposals and survey responses, the Commission was in favor of moving forward with Concept #3.

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

- C. Financial Assistance Request:** *Commissioner Patel made a motion to approve the Financial Assistance Request as submitted. Commissioner Kurer seconded the motion.*

Director Geiser reviewed the application that requested assistance for the winter KidStage youth theater program. Staff is recommending assistance in the form of 50% of the program fees, totaling \$57.

Commissioner Sylvester made a request to amend the motion to approve 100% of the financial assistance request, totaling \$114. Commissioner Patel seconded the amended motion.

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

CORRESPONDENCE

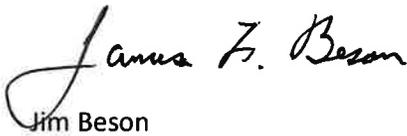
- None

ADJOURNMENT

Commissioner Sylvester motioned, seconded by Commissioner Rasmussen, to adjourn the Park Commission meeting at 7:14PM. Motion carried unanimously.

The next Commission meeting is scheduled for February 11 2026, at the Municipal Complex, 2000 Municipal Drive, Neenah, at 6:00PM.

Sincerely,

 2/11/2026

Jim Beson

Chairperson - Village of Fox Crossing Park Commission

RES #260223-1

2025 YEAR-END BUDGET AMENDMENTS

WHEREAS, the Village of Fox Crossing has certain departments/activities that are over budget in the 2025 Village of Fox Crossing Budget; and

WHEREAS, budget amendments are necessary to close out the 2025 Village of Fox Crossing Budget; and

WHEREAS, attached is a detailed listing of the budget amendments to bring the department/activity totals into balance.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby authorizes the Finance Director to amend the 2025 Village of Fox Crossing Budget, as attached.

Adopted this 23rd day of February, 2026

Requested by: Jeremy Searl, Finance Director

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Chantel M. Jaenke, Village Clerk

FOX CROSSING 2025 YEAR-END BUDGET AMENDMENT

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET	ADJUSTMENT NEEDED	ADJUSTED BUDGET	COMMENTS
General Fund - 101					
Expenditures / Transfers to:					
Judicial					
101-5100-510.02-10	Professional/Contracted Services	2,000	300	2,300	Offset with increased court costs revenue
101-5100-510.03-41	Postage	700	320	1,020	Offset with increased court costs revenue
Municipal Complex					
101-5100-590.02-10	Professional/Contracted Services	17,200	7,800	25,000	Offset with Contingency
101-5100-590.02-41	Building Repair & Maintenance	57,850	7,631	65,481	Offset with Contingency
Police Department					
101-5200-610.01-26	Hourly / Police Union Wages	1,965,471	86,416	2,051,887	Offset with General Revenue Increases
101-5200-610.01-27	Hourly / Police Union Overtime	178,198	43,000	221,198	Offset with Police Department Revenue Increases
101-5200-610.01-31	FICA Payroll Taxes	231,739	8,000	239,739	Offset with Police Department Revenue Increases
101-5200-610.01-32	WI Retirement System	455,457	16,000	471,457	Offset with Police Department Revenue Increases
Inspections					
101-5200-630.02-10	Professional/Contracted Services	22,000	29,377	51,377	Offset with Building Permit and Electric Permit Increases
Total General Fund Expenditure Adjustments			198,844		
Offset From Revenues / (Expenditures) / Transfers from:					
101-5100-600.03-99	Contingency Funds	(29,974)	7,800		Offset M/C Police Dept Building Soil Boring Costs
101-5100-600.03-99	Contingency Funds		7,631	(14,543)	Offset Municipal Complex building repairs
101-5100-433.03-01	County Sales Tax	-	36,760	36,760	Offset Police Wage and Benefit Coverage
101-5100-432.02-00	State Shared Revenue	840,873	24,139	865,012	Offset Police Wage and Benefit Coverage
101-5100-451.04-00	Court Costs	55,000	620	55,620	Offset Judicial increased costs
101-5100-480.01-00	Interest Income	275,790	35,078	310,868	Offset Police Wage and Benefit Coverage
101-5200-431.09-00	Federal Police Grants	20,000	4,182	24,182	Offset Police Wage and Benefit Coverage
101-5200-434.01-01	SRO Funding	99,592	2,570	102,162	Offset Police Wage and Benefit Coverage
101-5200-440.03-01	Building Permit Revenue	110,000	16,377	126,377	Offset Building Inspection overage
101-5200-440.03-02	Electric Permit Revenue	50,000	13,000	63,000	Offset Building Inspection overage
101-5200-451.01-00	Fines & Penalties	110,000	39,827	149,827	Offset Police Wage and Benefit Coverage
101-5200-452.01-00	Parking Violations	13,000	7,783	20,783	Offset Police Wage and Benefit Coverage
101-5200-461.01-02	Copies & Records Fees	500	923	1,423	Offset Police Wage and Benefit Coverage
101-5200-480.09-02	Miscellaneous Police Revenue	5,000	2,154	7,154	Offset Police Wage and Benefit Coverage
Total General Fund Offsets			198,844		
Special Revenue Funds - 204 & 205					
Expenditures / Transfers to:					
204-5600-730.09-10	Transfer to General Fund	16,920	3,286	20,206	Additional Revenue from County received
205-5500-710.09-30	Transfer to Debt Service Fund	-	94,000	94,000	Transfer additional impact fees revenue
Total Special Revenue Funds Expenditure/Transfers Adjustments			97,286		
Offset From Revenues / (Expenditures) / Transfers from:					
204-5600-433.01-01	Economic Development Grant	19,200	3,286	22,486	County authorized higher per person amount after budget set
205-5500-464.08-01	Park Impact Fee Revenue	25,000	94,000	119,000	More impact fees collected than anticipated due to large project
Total Special Revenue Funds Offsets			97,286		

RES #260223-2

2026 BUDGET AMENDMENTS TO PROVIDE FUNDS FOR VARIOUS ITEMS IN VILLAGE DEPARTMENTS

WHEREAS, numerous departments are requesting to rollover funds from the 2025 Budget into the 2026 Budget, or requesting funds for items previously not identified in the 2026 Budget.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees that the 2026 Village of Fox Crossing budget is amended, as attached, to provide funds for the various items in Village Departments.

Adopted this 23rd day of February, 2026

Requested by: Jeremy Searl, Finance Director

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Chantel M. Jaenke, Village Clerk

**FOX CROSSING
2026 BUDGET AMENDMENT**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET	ADJUSTMENT NEEDED	ADJUSTED BUDGET	COMMENTS
General Fund - 101					
Expenditures / Transfers to:					
101-5100-500.03-90	Other Supplies & Expense	500	1,750	2,250	Add Cabinets and Organizing System for Assembly Room
101-5100-500.08-14	Capital Equipment: Other	57,288	(26,500)	30,788	Reduce AV/Camera Technology Upgrade - \$57,288 was Rolled-over as part of 2026 Budget (70%); Reduced for 2025 Expenditure
Legislative Subtotal		57,788	(24,750)	33,038	Offset with Fund Balance
101-5100-540.02-40	Professional / Contracted Services	5,295	2,500	7,795	Rollover and Increase for General Code Update
Clerk Department Subtotal		5,295	2,500	7,795	Offset with Fund Balance
101-5100-560.02-10	Professional / Contracted Services	29,921	1,400		Rollover MS Sharepoint Set-up to Double Amount Available (70%)
101-5100-560.02-10	Professional / Contracted Services		3,200		Increase Amount for Ipro (Arbitrator) Migration for Price Increase
101-5100-560.02-10	Professional / Contracted Services		5,600	40,121	Add Upgrade AS400 Operating System
101-5100-560.02-11	Computer License & Maintenance	228,272	5,000	233,272	Add Naviline Online Building Permit Annual Maintenance
101-5100-560.08-15	Computer Equipment / Software	136,557	49,000		Adjust SAN and Virtual Host Server for Price Increases (70%)
101-5100-560.08-15	Computer Equipment / Software		42,700		Adjust Backup SAN & Virtual Host Server at Station 40 for Price Increases (70%)
101-5100-560.08-15	Computer Equipment / Software		1,400		Rollover Multi-Factor Authentication Software (70%)
101-5100-560.08-15	Computer Equipment / Software		8,948	238,605	Rollover Firewall Security Program Software Package (\$12,785 total)
Information Technology Subtotal		394,750	117,248	511,998	Offset with Fund Balance
101-5100-570.02-10	Professional / Contracted Services	43,490	2,000		Rollover Purchase Card Module Setup
101-5100-570.02-10	Professional / Contracted Services		25,000		Rollover Portion of Impact Fee Study; Not Completed in 2025
101-5100-570.02-10	Professional / Contracted Services		3,000	73,490	Rollover Conference Room Door; Keycard System Installed 2026
101-5100-570.03-35	Training	5,535	1,500	7,035	Rollover Naviline Products Training & Implementation
Finance Department Subtotal		49,025	31,500	80,525	Offset with Fund Balance
101-5100-590.08-31	Capital Equipment: Miscellaneous	-	7,500	7,500	Add Purchase of Floor Scrubber
Municipal Complex Subtotal:		-	7,500	7,500	Offset with Fund Balance
101-5200-610.01-10	Payroll: Salary	746,920	38,176	785,096	Staffing Overlap and Vacation Payout for Retiring Officers
101-5200-610.01-31	Payroll: FICA Taxes	228,519	2,922	231,441	Taxes Related to Retirements
101-5200-610.01-32	Payroll: WRS	441,726	5,651	447,377	WRS Contributions Related to Retirements
101-5200-610.01-51	Payroll: Medical Insurance	746,811	157,965	904,776	Accumulated Sick Leave Conversion to Health Retirement Account
101-5200-610.03-10	Office Supplies	20,150	1,400	21,550	Rollover Chair Replacements and Repairs not completed
101-5200-610.03-35	Training	16,720	1,440	18,160	Rollover Firearm Room Rental at FVTC for 2025 not Billed Until 2026 and Unused 1st Line Supervisor Training Funds
101-5200-610.03-40	Operating Supplies	44,721	600	45,321	Rollover Emergency Signage; Not Yet Purchased
101-5200-610.03-43	Accreditation & Awards	1,800	1,000	2,800	Add Funds to Update Department Photo Board in Lobby
101-5200-610.03-46	Uniform Allowance	21,050	5,500	26,550	Rollover Molle Vests, Body Armor, and Uniforms Ordered in 2025 but Not Received Until 2026
101-5200-620.03-98	Recruitment	3,775	5,500	9,275	Rollover Unused Recruitment Funds for Leadership Transfer
Police Subtotal:		2,272,192	220,154	2,492,346	Offset with Fund Balance

General Fund continued next page

**FOX CROSSING
2026 BUDGET AMENDMENT**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET	ADJUSTMENT NEEDED	ADJUSTED BUDGET	COMMENTS
General Fund - 101 (cont.)					
Expenditures / Transfers (cont.) to:					
101-5200-620.02-41	Building Repair & Maintenance	14,620	812	15,432	Rollover Training Room Door Glass Replacement, Not Installed
101-5200-620.03-46	Clothing Uniform and Allowance	27,400	871	28,271	Rollover Helmet Shields Order but Not Received
	Fire Subtotal:	42,020	1,683	43,703	Offset with Fund Balance
	Total General Fund Expenditure Adjustments		355,835		
Offset From Revenues / (Expenditures) / Transfers from: (cont.)					
101-5100-492.09-00	Transfer from Fund Balance-General Government	301,344	133,998	435,342	
101-5200-492.09-00	Transfer from Fund Balance-Public Protection	134,831	17,123	151,954	
101-5200-492.09-00	Transfer from Reserved FB-Accumulated Sick/Vacation	-	204,714	204,714	Accumulated Sick Leave and Unused Vacation is Fully Accrued for in a Separate Fund Balance Account - Offsets Retiring Officer Costs
	Use of Fund Balance:	436,175	355,835	792,010	
	Total General Fund Offsets & Funding Sources		355,835		
Garbage & Recycling SRF - 201					
Expenditures / Transfers to:					
201-5300-692.02-10	Professional / Contracted Services	47,400	15,000	62,400	Rollover Second Tub Grinding - Not Completed Until 2026
	Garbage & Recycling Expenditure Total	47,400	15,000	62,400	Offset with Fund Balance
Offset From Revenues / (Expenditures) / Transfers from:					
201-5300-492.08-00	Transfer from Assigned Fund Balance	177,027	15,000	192,027	
	Garbage & Recycling Offsets & Funding Sources	177,027	15,000	192,027	
Capital Projects Fund - 401					
Expenditures / Transfers to:					
401-5100-600.08-54	Capital Equipment: Other	-	25,000		Rollover Balance of Carpet Installation Completed in 2026
401-5100-600.08-54	Capital Equipment: Other		10,000	35,000	Rollover Funds for Assembly Room Chair Replacement
	Capital Outlay Total	-	35,000	35,000	Offset with Fund Balance
Offset From Revenues / (Expenditures) / Transfers from: (cont.)					
401-5100-492.04-00	Transfer from Fund Balance: Borrowed Funds	25,000	35,000	60,000	
	Capital Projects Offsets & Funding Sources	25,000	35,000	60,000	

**FOX CROSSING
2026 BUDGET AMENDMENT**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET	ADJUSTMENT NEEDED	ADJUSTED BUDGET	COMMENTS
Equipment Replacement Fund - 402					
Expenditures / Transfers to:					
402-5200-620.08-54	Capital Equipment: Other - Fire	64,782	29,218	94,000	Increase Amount for Air Compressor Replacement - Originally Requested by Chief but Missed Increase in Budget Prep
402-5300-650.08-54	Capital Equipment: Other - Streets	37,500	75,565	113,065	Replace #28 Skid Steer Instead of Incurring Massive Repair for Hydraulic Leak Repair (85%)
ERF Capital Outlay Total		102,282	104,783	207,065	
Offset From Revenues / (Expenditures) / Transfers from:					
402-5300-480.02-01	Sale of Village Equip & Vehicles - Streets	30,000	11,900	41,900	Trade-in Value for #28 (85%)
402-5200-492.02-00	Transfer from Designated Fund Balance	-	29,218	29,218	Offset Increase in Air Compressor
402-5300-492.02-00	Transfer from Designated Fund Balance	-	63,665	63,665	Offset #28 Replacement
ERF Capital Outlay Offsets & Funding Sources		30,000	104,783	134,783	
TID #5 Capital Projects Fund - 415					
Expenditures / Transfers to:					
415-5600-650.08-46	Capital Outlay: Signs, Signals & Markings	-	7,500	7,500	Street Light at Clayton Ave/Shady Ln Intersection
TID Capital Outlay Total		-	7,500	7,500	Offset with Fund Balance
Offset From Revenues / (Expenditures) / Transfers from:					
415-5600-492.04-00	Transfer from Fund Balance: Borrowed Funds	-	7,500	7,500	Offset Street Light Project.
TID Capital Projects Offsets & Funding Sources		-	7,500	7,500	
Water Utility - 611					
Expenses / Capital Outlay / Transfers to:					
611-0100-814.02-10	Professional Services Contracted	231,000	(97,500)		Reduce Well #3 Rehabilitation - \$117,000 was Rolled-over as part of 2026 Budget but Only \$19,500 Remains for 2026 Installation
611-0100-814.02-10	Professional Services Contracted		14,500		Increase Amount Available for Well #3 Rehabilitation Due to Total Project Costs Higher than Estimated Amount
611-0100-814.02-10	Professional Services Contracted		12,000	160,000	Rollover Amount for Well Treatment to allow for Well 5 or Well 7 to be Treated in 2026 Since it was Not Treated in 2025; This Adjustment Will Allow for 4 Wells to be Treated in 2026
611-0200-833.03-53	Pumping Operations: Equipment Maintenance	30,000	10,688	40,688	Rollover Booster Pump Installation -Not Ready to be Reinstalled by End of 2025 Due to Rehabilitation Project
611-0300-853.03-53	Treatment Operations: Equipment Maintenance	42,500	1,688	44,188	Rollover Amount for Final Invoice on Reservoir Overflow Project
611-0400-876.03-40	Hydrant Maintenance: Operations Supplies	15,400	10,000	25,400	Use a Portion of the Fund Balance Not Used Due to the Tower Painting Project Being Delayed to 2027 Due to the Dramatic Cost Increase to Purchase a Wrench and Valve Turning Tool Instead of Setting It Aside Until 2027
611-0500-920.02-10	Professional / Contracted Services	27,387	200		Rollover MS Sharepoint Set-up to Double Amount Available due to Price Increase (10%)
611-0500-920.02-10	Professional / Contracted Services		200		Rollover Multi-Factor Authentication Software (10%)
611-0500-920.02-10	Professional / Contracted Services		5,000	32,787	Rollover Portion of Impact Fee Study; Not Completed in 2025

Water Utility Fund continued next page

**FOX CROSSING
2026 BUDGET AMENDMENT**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET	ADJUSTMENT NEEDED	ADJUSTED BUDGET	COMMENTS
Water Utility - 611 (cont.)					
Expenditures / Transfers (cont.) to:					
611-0500-920.08-15	Computer Equipment / Software	41,121	10,000		Fix SAN replacement request (missed allocation to the Utilities during budget) (10%)
611-0500-920.08-15	Computer Equipment / Software		7,000		Adjust SAN and Virtual Host Server for price increases (10%)
611-0500-920.08-15	Computer Equipment / Software		6,100		Adjust Backup SAN & Virtual Host Server at Station 40 for price increases (10%)
611-0500-920.08-15	Computer Equipment / Software		1,279		Rollover Firewall Security Program Software Package (\$12,785 total)
611-0500-920.08-15	Computer Equipment / Software		(3,750)	61,750	Reduce AV/Camera Technology Upgrade - \$8,184 was Rolled-over as part of 2026 Budget (10%); Reduced for 2025 Expenditure
611-0500-926.03-98	Employee Recruitment	-	150	150	Fix NeoGov Online Jobs (missed allocation to Utilities)
611-0500-930.08-01	Capital Outlay (Proj #W26200)	1,428,000	(300,000)	1,128,000	Remove Water Tower Project to Rollover Most of the Funds to 2027 due to Expected Project Total Cost
Water Utility Subtotal:		1,815,408	(322,445)	1,492,963	Offset with Fund Balance
Offset from Revenues / (Expenses) / Transfers in					
611-5300-492.09-00	Transfer from Unassigned Fund Balance	738,741	(322,445)	416,296	
Water Utility Subtotal funding sources:		738,741	(322,445)	416,296	
Sewer Utility - 612					
Expenses / Capital Outlay / Transfers to:					
612-5300-705.02-10	Professional Services Contracted	14,522	200		Rollover MS Sharepoint Set-up to Double Amount Available (10%)
612-5300-705.02-10	Professional Services Contracted		200		Rollover Multi-Factor Authentication Software (10%)
612-5300-705.02-10	Professional / Contracted Services		5,000	19,922	Rollover Portion of Impact Fee Study; Not Completed in 2025
612-5300-705.08-15	Computer Equipment / Software	41,121	10,000		Fix SAN replacement request (missed allocation to the Utilities during budget) (10%)
612-5300-705.08-15	Computer Equipment / Software		7,000		Adjust SAN and Virtual Host Server for price increases (10%)
612-5300-705.08-15	Computer Equipment / Software		6,100		Adjust Backup SAN & Virtual Host Server at Station 40 for price increases (10%)
612-5300-705.08-15	Computer Equipment / Software		1,279		Rollover Firewall Security Program Software Package (\$12,785 total)
612-5300-705.08-15	Computer Equipment / Software		(3,750)	61,750	Reduce AV/Camera Technology Upgrade - \$8,184 was Rolled-over as part of 2026 Budget (10%); Reduced for 2025 Expenditure
Sewer Utility Subtotal:		55,643	26,029	81,672	Offset with Fund Balance
Offset from Revenues / (Expenses) / Transfers in					
612-5300-492.09-00	Transfer from Unassigned Fund Balance	-	26,029	26,029	
Sewer Utility Subtotal funding sources:		-	26,029	26,029	

**FOX CROSSING
2026 BUDGET AMENDMENT**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET	ADJUSTMENT NEEDED	ADJUSTED BUDGET	COMMENTS
Storm Utility - 613					
Expenses / Capital Outlay / Transfers to:					
613-5300-751.03-98	Employee Recruitment	-	50	50	Fix NeoGov Online Jobs (missed allocation to Utilities)
613-5300-751.08-01	Capital Equipment: Other - Streets	1,935,500	13,335	1,948,835	Replace #28 Skid Steer Instead of Incurring Massive Repair for Hydraulic Leak Repair (15%)
613-5300-755.02-10	Professional Services Contracted	13,000	200		Rollover MS Sharepoint Set-up to Double Amount Available (10%)
613-5300-755.02-10	Professional Services Contracted		200		Rollover Multi-Factor Authentication Software (10%)
613-5300-755.02-10	Professional / Contracted Services		3,000	16,400	Rollover Impact Fee Study; Not Completed in 2025
613-5300-755.08-15	Computer Equipment / Software	53,621	10,000		Fix SAN replacement request (missed allocation to the Utilities during
613-5300-755.08-15	Computer Equipment / Software		7,000		Adjust SAN and Virtual Host Server for price increases (10%)
613-5300-755.08-15	Computer Equipment / Software		1,279		Rollover Firewall Security Program Software Package (\$12,785 total)
613-5300-755.08-15	Computer Equipment / Software		6,100		Adjust Backup SAN & Virtual Host Server at Station 40 for price increases (10%)
613-5300-755.08-15	Computer Equipment / Software		(3,750)	74,250	Reduce AV/Camera Technology Upgrade - \$8,184 was Rolled-over as part of 2026 Budget (10%); Reduced for 2025 Expenditure
Storm Utility Subtotal:		2,002,121	37,414	2,039,535	Offset with Fund Balance
Offset from Revenues / (Expenses) / Transfers in					
613-5300-480.02-01	Sale of Village Equip & Vehicles	15,000	2,100	17,100	Trade-in Value for #28 (15%)
613-5300-492.01-00	Transfer from Fund Balane - Depreciation (ERF)	58,903	11,235	70,138	Offset Purchase of Skid Steer Net of Trade-in Value
613-5300-492.09-00	Transfer from Fund Balance	376,765	24,079	400,844	
Storm Utility Subtotal funding sources:		450,668	37,414	488,082	
GRAND TOTAL ROLLOVERS AND ADJUSTMENTS			259,116		

RES #260223-3

ADOPTION OF FIRE DEPARTMENT FIVE YEAR STRATEGIC PLAN 2026-2030

WHEREAS, in order to gain a deeper understanding of the Village of Fox Crossing Fire Department's fire service response paradigm, priorities of service, and overall perception of the Department from the Fox Crossing community, the Fire Chief developed and drafted a Village of Fox Crossing Fire Department Five Year Strategic Plan for years 2026 through 2030; and

WHEREAS, the plan was developed and created with input from an external stakeholder meeting, an internal stakeholder meeting, firefighter meetings, fire officer meetings, and the creation and consideration of a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of the Village of Fox Crossing hereby adopts the Fire Department Five Year Strategic Plan for years 2026 through 2030, as attached.

Adopted this 23rd day of February, 2026

Requested by: Todd Sweeney, Fire Chief

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Chantel M. Jaenke Village Clerk

AMEND FOX CROSSING MUNICIPAL CODE CHAPTER §274 FOR MOBILE FOOD VENDORS BY ADDING CHAPTER §274-9.5 FIRE CODE INSPECTION REQUIREMENTS

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

Part I. Chapter §274 Mobile Food Vendors, is hereby amended by adding chapter §274-9.5 Fire Code Inspection Requirements (amendment in red):

§274-1 License required.

It shall be unlawful for any mobile food vendor to do any of the following within a public right-of-way, or from private property open to the public, in the Village of Fox Crossing including to vend, sell or dispose of or offer to vend, sell or dispose of goods, wares or merchandise, produce or any other thing at any place whatsoever in the Village, without first obtaining a license from the Village Clerk and paying the license fee. All mobile food establishments used for vending food shall be licensed for such use by the Winnebago County Health Department and all other applicable agencies.

§274-2 Definitions.

The following definitions shall apply to this chapter:

Edible goods shall include but are not limited to:

1. Prepackaged and prepared food including, but not limited to, ice cream, custard and other prepackaged frozen treats, hot dogs, deserts, and pizzas.
2. On-site prepared food including, but not limited to, shaved ice, smoothies, sandwiches, and tacos.

Mobile shall mean the state of being in movement, though not necessarily in continuous movement.

Mobile food establishment means a restaurant or retail food establishment where edible goods are served or sold from a movable vehicle, cart, trailer, or boat, which periodically or continuously changes location.

Mobile food vendor means the registered owner of a mobile food establishment or the owner's agent or employee, or any business which sells edible goods from a mobile food establishment within the Village.

Service base means an establishment operated under license or permit of an appropriate regulatory authority (Winnebago County Health Department) where edible goods are manufactured, stored, prepared, portioned, packaged, or any combination of these, where such edible goods are intended for consumption at another establishment or place, and where such mobile food establishments are serviced, cleaned, supplied, maintained, and where the equipment, utensils, and facilities are serviced, cleaned, and sanitized. Service bases are not licensed separately through the Village, but are licensed separately through the Winnebago County Health Department.

Vehicle shall mean any motor vehicle as defined by §340.01(35), Wis. Stats., or trailer as defined by §340.01(71), Wis. Stats. "Vehicle" shall also include any bicycle or other self-propelled device.

Vend shall mean to sell or transfer the ownership of an article to another for a price in money.

§274-3 Application for License.

Any person desiring to operate a mobile food establishment within the Village of Fox Crossing shall be required to complete and return to the Village Clerk an application form provided by the Village Clerk which shall require the following information:

- A. If applying as an individual, application must include applicant's full legal name, permanent address, date of birth (applicant must be 18 years of age), and signature. If applying as a Corporation or Limited Liability Company, application must include corporation/LLC's full registered name along with each officer/member(s) full legal name, permanent address, and signature.
- B. Description of mobile food establishment vehicle including make, model, vehicle identification number (VIN), and license plate number.
- C. Description of the nature of business and description of the goods being sold.
- D. Statement as to whether the applicant has been convicted of any crime or ordinance violation related to the applicant's business within the last five (5) years, and the nature of the offense and place of conviction.

All applicants shall present valid copies of the following documents to the Village Clerk for examination at the time of application:

- A. Current Driver's License
- B. Vehicle Certificate of Registration/Licensing
- C. Wisconsin Seller's Permit (in same legal name as applicant/business)
- D. Food Permit issued by the Winnebago County Health Department
- E. Address of the Service Base and evidence of satisfactory inspection of said Service Base by the Winnebago County Health Department, if applicable
- F. Certificate of Insurance along with proof that the Village of Fox Crossing has been named as an additional insured
- G. State certificate of examination and approval from the Sealer of Weights and Measures, only applicable if the applicant's business requires the use of weighing and measuring devices approved by state authorities
- H. Written authorization(s) of the property owner(s) where mobile food establishment will be located, if applicable
- I. Written authorization from the Park & Recreation Department, if mobile food establishment will be located at a Village park.
- J. Written authorization from any permanent merchant retailing a similar product, if mobile food establishment will be selling within 200 feet of permanent merchant

All applications will be reviewed by the Village Police Department, Finance Department, Municipal Court, and Community Development Department. If approved by all of these departments, the Village Clerk shall issue the license to the applicant.

§274-4 License fee.

At the time the permit application is returned to the Village Clerk, fees as set forth in the Village Fee Schedule, reference this Code section, shall be paid to the Village Clerk. The annual license shall have a term of one (1) year commencing on January 1st and expiring December 31st of each year. A single day and/or six-month license may also be obtained. These fees are not pro-rated and are non-refundable. Each mobile food establishment shall be licensed separately.

§274-5 Insurance.

- A. *Liability insurance.* The license holder under this Chapter shall have in force a minimum liability and contractual liability policy in the amount of one hundred thousand dollars (\$100,000.00) for each person, three hundred thousand dollars (\$300,000.00) for each accident for bodily injury, and one hundred thousand dollars (\$100,000.00) for property damage.
- B. *Proof of insurance.* Applicant shall furnish a Certificate of Insurance, evidencing the existence of adequate liability insurance naming the Village of Fox Crossing, its employees and agents, as additionally insured in an amount not less than one million dollars (\$1,000,000.00). The Certificate of Insurance shall be filed with the Village Clerk as part of the application.
 - (1) License Holder shall provide 30 days written notice to the Village upon cancellation, nonrenewal, or material change in said insurance policy.

§274-6 Sanitation requirements.

- A. Mobile food establishments shall comply with all regulations of the Wisconsin Food Code and the Winnebago County Health Department including, but not limited to, the time, temperature, plumbing, operation, and maintenance for mobile food establishments.
- B. Mobile food establishments shall comply with all regulations of the Wisconsin Food Code and the Winnebago County Health Department regarding preparation facilities, serving areas, and operation areas.
- C. The licensees of the mobile food establishment or employee(s) thereof shall abide by the request of the Winnebago County Health Department for annual inspections of the establishment at a location designated by said health department.
- D. Authorities of the Winnebago County Health Department may require that mobile food establishments found in violation of sanitation and health requirements have follow-up inspections to verify compliance.

§274-7 Service Base required.

- A. All mobile food establishments shall have a service base to store and prepare food and all supplies. No food items are allowed to be stored or prepared in a private residence or garage unless approved by the Winnebago County Health Department.
- B. Any food item desired to be cooked or prepared on the mobile food establishment shall first be inspected by the Winnebago County Health Department.
- C. All mobile food establishments shall be cleaned, serviced, and sanitized as often as necessary at the service base.
- D. The service base shall be inspected and approved by the Winnebago County Health Department prior to operating the mobile food establishment.
- E. Mobile food establishment shall return to its service base at least once every 24 hours for service and maintenance.

§274-8 Business conduct regulations.

The following regulations shall apply to mobile food establishments during the regular conduct of business:

- A. Licensee shall not falsely or fraudulently misrepresent the quantity, character, or quality of any article offered for sale or offer for sale any unwholesome or tainted edible goods, nor intentionally misrepresent to any prospective customer the purpose of his or her solicitation, the name of the business of his or her principal, if any, the source of supply of the goods, wares, or merchandise which he or she sells or offers for sale or the disposition of the proceeds of his or her sales.
- B. Licensee shall not use the license provided by the Village of Fox Crossing after expiration or revocation of the license.
- C. Licensee shall keep the premises in a clean and sanitary condition and the edible goods offered for sale well covered and protected from dirt, dust, and insects. All mobile food vendors shall comply with requirements of state and local authorities.
- D. Licensee may vend, sell or dispose of, or offer to sell, vend, or dispose of goods, wares, or merchandise in the Village of Fox Crossing between the hours of 7:00 a.m. and 9:00 p.m. only. Licensee may periodically and infrequently extend the hours of service of the mobile food establishment from 7:00 a.m. to 3:00 a.m. for business purposes only (exemption not applicable in any residential zoning district). No mobile food vehicle shall be left unattended on a public way nor remain on a public way outside of these allowed hours of operation.
- E. All mobile food vendors shall abide by all parking and traffic laws, ordinances, statutes, rules, and regulations at all times. Vendors shall obey any lawful order of a Police Officer or other designated Village official to move to a different permitted location to avoid congestion or obstruction of a public way or remove the mobile food establishment entirely from the public way if necessary.
- F. A person with a valid driver's license of such a classification to allow the operation of the mobile food vehicle shall be with the vehicle at all times in which any activity is taking place in the mobile food vehicle. The mobile food vehicle licensee is liable for any violation of this subsection.
- G. All vendors conducting business on a sidewalk or terrace must maintain within 25 feet of their sales location, a clean, sanitary, and hazard-free condition, and shall not discharge any material onto the street, sidewalk, gutters, or storm drain. Each person conducting business on a sidewalk or terrace under the provisions of this Chapter shall carry a minimum 30-gallon container for placement of such litter by customers or other persons and remove such receptacle(s) at the conclusion of their sales daily. Trash shall not be placed in any public or private trash receptacles, including dumpsters, unless owned or leased by the mobile food establishment licensee.
- H. Mobile food vendors shall take every precaution to ensure their operation does not materially affect the peace and welfare of the general public, nor cause any unreasonable loud, disturbing, and/or unnecessary noise.
- I. A mobile food establishment shall be operated only by a person who has obtained a license or by the employee of the person who obtained a license under this Chapter.
- J. No person may sell or vend any item upon any premise(s) if there is placed signage prohibiting the activity.
- K. Mobile food establishments shall be located so as to not obstruct a public right-of-way, impair movement of pedestrians or vehicles, or pose a hazard to public safety. Patrons may only be served from the curbside of the vehicle at all times; service in the street is prohibited. No sales shall be made from a mobile vending vehicle except from the curbside

of said vehicle, unless otherwise authorized by the owner of private property on which the vehicle is parked.

- L. No food service shall be prepared, sold, or displayed outside of the mobile food establishment.
- M. No person shall provide or allow any dining area to the mobile food establishment, including, but not limited to, tables and chairs, booths, stools, benches, or stand up counters.
- N. Signage may only be permitted when permanently affixed to the mobile food establishment. No external free-standing signs, bollards, seating, or any other equipment not contained within the vehicle are permitted.

§274-9 Vehicle regulations.

- A. Any vehicle or other on-street unit used for vending food in any public street must be designed and constructed specifically for the purpose of vending the product(s) to be vended.
- B. Amplified music or other sounds from any vehicle or unit used for the purpose of vending products in the public streets shall comply with Chapter §302-8 and Chapter §287-13 of the Fox Crossing Municipal Code.
- C. All mobile food establishments located on a public way shall be entirely self-contained in regards to gas, water, electricity, and equipment required for operation of the unit, and shall not use utilities drawn from the public right-of-way. No power cable or equipment shall be extended at grade across any Village street, alley, or sidewalk.
- D. All mobile food vehicles must have valid license plates and registration as provided by Chapter 341, Wis. Stats.
- E. No vehicle or on-street unit may violate any traffic or parking statute or ordinance when stopping to make sales.
- F. No mobile food establishment shall use or maintain any outside sound amplifying equipment, flashing, blinking lights, or strobe lights, or any noisemakers such as bells or horns while stationary. All lighting is subject to review by the Community Development Department and Police Department and shall be removed if deemed to be in conflict with safe travel.
- G. All mobile food establishments shall comply with all Federal, State, and local regulations regarding vehicle size requirements.

§ 274-9.5 Fire Code Inspection Requirements.

- A. All mobile food establishments operating within the Village shall successfully complete a fire code inspection prior to operation.
- B. Upon passing the inspection, the establishment shall be issued a fire code inspection decal. The decal must be prominently displayed in a location visible to inspectors and the public.
- C. The Village of Fox Crossing Fire Department may enter into reciprocal agreements with other municipal fire departments for the inspection of mobile food establishments operating within participating jurisdictions. A valid fire code inspection decal issued by any participating fire department shall be recognized and accepted by the Village, and no additional fire code inspection shall be required during the decal's period of validity.

§274-10 Zoning restrictions.

- A. The vendor of the mobile food establishment shall not operate in a congested area where such operation impedes or inconveniences public right-of-way. No vendor shall engage in the licensed business on any Village owned property, unless involved in a Village sanctioned event. No vendor shall engage in the licensed business at any public park without first seeking permission from the Village Parks & Recreation Department, or unless involved in a Village sanctioned event. The vendor shall comply if asked to leave the private property by the property owner or a Village official.
- B. No mobile food establishment shall obstruct an adjacent path or lane of travel. A path or lane of travel includes, but is not limited to sidewalks, trails, motor vehicle lanes, bicycle lanes, and other designated parking areas.
- C. No mobile food establishment shall be located on any private property without written permission from the property owner. A copy of the written permission shall be kept in the mobile food establishment at all times. The vendor shall comply if asked to leave the private property by the property owner or a Village official.
- D. No more than two (2) mobile food establishments shall be allowed to conduct business on the same property at the same time, unless involved in a Village sanctioned event.
 - (1) Mobile food establishments operating on the same property at the same time should be located a safe distance from one another to avoid potential fire hazards.
 - (2) Upon application and approval of a Special Event license from the Village Clerk's office, the owner of private property may allow more than two (2) mobile food establishments to conduct business on said property at the same time during the normal hours of operation. See Municipal Code Chapter 150 for information on Special Event licenses.
- E. No mobile food establishment shall conduct business within 500 feet of any fair, festival, special event, or civic event that is licensed or sanctioned by the Village unless the licensee has obtained written permission from the event sponsor.
- F. A mobile food establishment shall be located on a gravel or paved surface at all times unless it is part of a Village-sanctioned special event.
- G. No mobile food establishment may conduct business on a sidewalk or curbside in any of the following places:
 - (1) Within 20 feet of the intersection of the sidewalk with any other sidewalk.
 - (2) Within ten (10) feet of the extension of any building entrance or doorway to the curb line.
 - (3) Within 150 feet of a public entrance of any business which is a licensed or permitted restaurant by the Winnebago County Health Department, during the hours the particular business is open for business, unless written permission is granted by the business.
 - (4) Within 150 feet of a Village park where food concessions are sold, during the hours that concessions are being sold, unless written permission is granted by the Park & Recreation Department.
- H. A mobile food establishment may be permitted in all zoning districts except within any residential zoning district, including R-1 through R-8 and Planned Development Districts for exclusive residential uses, unless in conjunction with a Special Event License. The subsection shall not apply to ice-cream trucks.

§274-11 Alteration of license; failure to display license.

The holder of the license shall display the license in a permanent and prominent place on the mobile food establishment and exhibit the license upon demand to any officer, customer, or prospective vendee. No person shall alter or change in any manner any license issued under the provisions of this chapter, and such alteration or the failure of the holder of the license to display the license in a permanent and prominent place on the mobile food establishment or to exhibit the license upon demand of any officer, customer, or prospective vendee shall be cause for revocation of such license.

§274-12 Transfer of license.

A license issued under this Chapter shall not be transferable from person to person or business to business. A license is valid for one (1) vehicle only and shall not be transferrable between vehicles.

§274-13 License suspension or revocation.

The Village Board, Police Chief or his/her designee, or Village Clerk may revoke or suspend any license under this chapter for any material omission or materially inaccurate statements in the license application, any violation by any vendor or the vendor's employee or agent of any provision of this chapter or any state law or Village ordinance which renders future vending contrary to the public health, safety, or welfare, or for fraud or misrepresentation in solicitation under this chapter.

§274-14 Violations & Penalties.

A licensee or vendor who violates any provision of this Chapter or any regulation, rule, or order made hereunder shall be assessed a penalty as set forth in Chapter A450, Fines and Penalties, reference this Code section.

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: February 23, 2026

Date Adopted: _____

Requested by: Chantel M. Jaenke, Village Clerk

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Chantel M. Jaenke, Village Clerk

RES #260223-4

MEMORANDUM OF UNDERSTANDING FOR FOX VALLEY REGIONAL DEPARTMENTS MOBILE FOOD PREPARATION VEHICLE INSPECTION PROGRAM

WHEREAS, in order to increase the overall safety of mobile food establishments and ensure the mobile food establishments are in compliance with applicable fire codes, mobile food establishments are to be inspected on a regular basis for fire code compliance; and

WHEREAS, some Fox Valley Fire Departments, to include the Appleton Fire Department and the Grand Chute Fire Department, maintain a Memorandum of Understanding in which the participating departments agree that the inspection of mobile food establishments by one of the departments is accepted as valid by the other departments; and

WHEREAS, the Village of Fox Crossing Fire Department desires to join with the Appleton Fire Department and the Grand Chute Fire Department and become a participating Department in the Memorandum of Understanding for Fox Valley Regional Departments Mobile Food Preparation Vehicle Inspection Program.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of the Village of Fox Crossing hereby approves the Memorandum of Understanding for the Fox Valley Regional Departments Mobile Food Preparation Vehicle Inspection Program, as attached.

Adopted this 23rd day of February, 2026

Requested by: Todd Sweeney, Fire Chief

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Chantel M. Jaenke Village Clerk

MEMORANDUM OF UNDERSTANDING

FOX VALLEY REGIONAL FIRE DEPARTMENTS MOBILE FOOD PREPARATION VEHICLE INSPECTION PROGRAM

I. THE PARTIES

- 1.01 The Appleton Fire Department, doing business at 700 North Drew Street, Appleton, WI 54911 (“AFD”).
- 1.02 The Grand Chute Fire Department, doing business at 2250 Grand Chute Boulevard, Grand Chute, WI 54913 (“GCFD”).

II. THE RECITALS

WHEREAS,

- 2.01 The Parties each routinely inspect mobile food preparation vehicles (“MFPV” or “food trucks”) for compliance with applicable fire codes.
- 2.02 The Parties intend to join in a cooperative effort to increase the overall safety of food trucks in the Fox Valley area.
- 2.03 The Parties desire to improve effectiveness and efficiency of food truck Fire Code inspections (“Inspection”) by granting reciprocity for permitted food trucks between the respective fire departments.
- 2.04 The parties intend to formalize the reciprocal permitting relationship through this Memorandum of Understanding (“Agreement”).
- 2.05 The parties intend to increase the number of agencies participating in this reciprocal relationship over time.

III. THE AGREEMENT

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- 3.01 The Recitals are hereby made a part of the Agreement.
- 3.02 AFD will create decals to be applied to food trucks that pass Inspection by any agency participating (“Participating Agency”) in this Program. AFD will provide the decals to

all agencies participating in this Program.

- 3.03 The cost of the decals may be spread to Participating Agencies at the discretion of AFD.
- 3.04 AFD will create and regularly update a MFPV inspection policy for the minimum applicable standards to be followed by inspectors. Parties will follow the attached and incorporated Mobile Food Preparation Vehicle Inspection Policy. This policy may be updated from time to time with copies provided to the Parties. The Parties agree to follow the most up to date Policy upon receipt.
- 3.05 GCFD will maintain and manage all records of inspected food trucks for all Participating Agencies.
- 3.06 The cost of inspections records management may be spread to Participating Agencies at the discretion of GCFD.
- 3.07 All inspections must be done by a State of Wisconsin Certified Fire Inspector.
- 3.08 Any food truck permitted by any party to this Agreement will be deemed to have passed an initial inspection by every Party to this Agreement without a subsequent inspection. Subsequent inspections may be performed at the discretion of each Party to verify continued compliance.
- 3.09 Additional agencies can be added to this agreement via an Addendum signed by their respective fire chief. Additional agencies will become a Participating Agency upon receipt of the signed Addendum by all other Participating Agencies.
- 3.10 Severability. In the event that any part of this agreement is found to be illegal, it shall be stricken from the Agreement and the Agreement interpreted as if that clause did not exist.
- 3.11 Termination.
 - 3.11.1 This Agreement will terminate on January 1, 2029.
 - 3.11.2 Any Party can terminate their participation in this Program under this Agreement for any reason upon thirty (30) days' written notice to all other Parties to this Agreement.
- 3.12 This Agreement may be revised or amended at any time by mutual written agreement of all Parties to this Agreement.

3.13 Venue and choice of law. This Agreement shall be construed in accordance with, and governed by, the laws of the State of Wisconsin, without giving effect to any choice of law doctrine that would cause the law of any other jurisdiction to apply. Venue shall be in Outagamie County, Wisconsin.

3.14 Indemnification. Each Party to this Agreement agrees to indemnify, defend, and hold harmless every other Party and their respective officers, officials, employees, and agents from and against any and all liability, loss, damage, expenses, and costs, including attorney's fees, arising out of the activities performed under this Agreement, to the extent caused in whole or in part by any negligent act or omission of the indemnifying party or its employees, except where caused by the sole negligence or willful misconduct of the indemnified party.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed on the day and year of the last signature below.

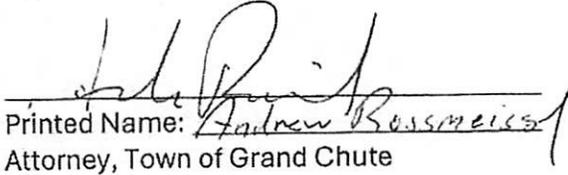
GRAND CHUTE FIRE DEPARTMENT



Steve Denzien, Fire Chief

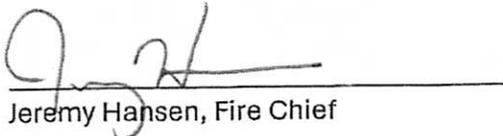
8-5-2025
Date

Approved as to form:



Printed Name: Andrew Rossmeyer
Attorney, Town of Grand Chute

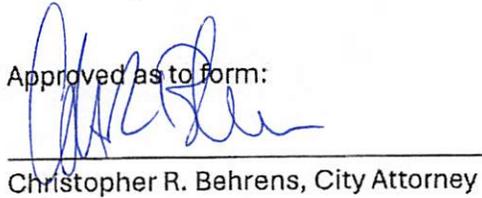
APPLETON FIRE DEPARTMENT



Jeremy Hansen, Fire Chief

8/21/2025
Date

Approved as to form:



Christopher R. Behrens, City Attorney

CityLaw: A25-0207 | dg

ADDENDUM TO MEMORANDUM OF UNDERSTANDING
FOX VALLEY REGIONAL FIRE DEPARTMENTS MOBILE FOOD
PREPARATION VEHICLE INSPECTION PROGRAM

I. ADDITIONAL PARTICIPATING AGENCY

- 1.01 The Fox Crossing Fire Department, doing business at 1326 Cold Spring Road, Neenah, Wisconsin 54956 (“FCFD”).

II. RECITALS

WHEREAS,

- 2.01 The Appleton Fire Department (“AFD”) and Grand Chute Fire Department (“GCFD”) created the Fox Valley Regional Fire Departments Mobile Food Preparation Vehicle Inspection Program (“Program”) to create a cooperative program to increase overall safety of mobile food preparation vehicles by allowing for a more uniform inspection process for Participating Agencies.
- 2.02 The Program allows for additional agencies to join by executing this Addendum to the Memorandum of Understanding for the Fox Valley Regional Fire Departments Mobile Food Preparation Vehicle Inspection Program (“MOU”) and providing notice to all other agencies that have joined the Program (“Participating Agencies”). Notice shall include a copy of this signed Addendum.
- 2.03 FCFD intends to join the Program.

III. THE AGREEMENT

- 3.01 The Recitals are hereby made a part of the Agreement.
- 3.02 FCFD hereby joins the Program and binds itself to all terms, covenants, and conditions contained in the MOU, effective upon latest date of receipt of notice to all Participating Agencies.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, [agency abbreviation] have caused this instrument to be executed on the day and year of the last signature below.

FOX CROSSING FIRE DEPARTMENT

Todd Sweeney, Fire Chief

Date

Approved as to form:

Printed Name: _____
Attorney, Village of Fox Crossing

Date

AMEND FOX CROSSING MUNICIPAL CODE CHAPTER §146 FOR ALCOHOL BEVERAGES

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

Part I. Chapters §146-1 and §146-5 for Alcohol Beverages, is hereby amended to read as follows (amendment in red):

§146-1. State statutes adopted.

The provisions of Ch. 125, Wis. Stats., relating to the sale of intoxicating liquor and fermented malt beverages, exclusive of any provisions thereof relating to the penalty to be imposed or the punishment for violation of said statutes, are hereby adopted and made a part of this article by reference; however, in doing so, the Village does not make the election referenced under Wis. Stat. § 125.51(3)(b).

§146-5. License restrictions.

In addition to the requirements imposed by provisions of the Wisconsin Statutes adopted by reference in §146-1 of this article, the following restrictions shall apply to the issuance of licenses or permits pursuant to this article:

A. Requirement for licenses

- (1) No license or permit shall be issued to any person who is not 21 years of age or over, except for an operator's license, of good moral character, and a citizen of the United States and the State of Wisconsin. No license shall be issued to any person who has **habitually violated the law or has been convicted of a felony unless such person has been duly pardoned.** ~~been an habitual petty law offender or convicted of a crime under the laws of this state punishable by imprisonment in the state prison unless such person has been pardoned.~~ This subsection shall not apply to Wisconsin corporations **or limited liability companies** but shall apply to all officers, **appointed agents, shareholders, owners, members, managers,** and directors of any such corporation **or limited liability company. The Police Department shall conduct a criminal background investigation of each individual applicant, including sole proprietors, partners of a partnership, officers, appointed agents, shareholders, owners, members, managers, directors, or operators.**
- (2) As of January 1, 1990, where new application is made for a Class "A" or Class "B" license, or any combination thereof, on behalf of an individual, the individual shall successfully complete a state-approved responsible beverage server training course within 60 days from the filing of the application with the Village Clerk. The same shall be required for each partner of an application filed by a partnership, and for an agent of an application filed by a corporation, and for an agent of a special Class "B" license.
- (3) **All new alcohol license applicants must complete and submit the Village of Fox Crossing Alcohol License Supplemental Questionnaire along with the standard application.**
- (4) **Applications shall not be accepted or processed until all required information, supporting documentation, and applicable fees have been submitted.**

(5) Applications for new and renewal retail alcohol beverage licenses must be filed with the Clerk's Office at least 15 days prior to the Village Board meeting at which action is requested, in accordance with Wis Stat. §125.04(3)(f)1. This filing deadline ensures compliance with statutory publication requirements and sufficient time for review.

(6) Each application for a new alcohol beverage license shall include:

(a) Floor Plan Requirement: Provide a legible floor plan, which may be hand-drawn, depicting the current layout of the premises and any proposed modifications during the licensing term. The floor plan shall include dimensions and clearly identify areas designated for the sale, consumption, and storage of alcohol, as well as kitchen and dining areas, seating arrangements, coolers, restrooms, record storage, and any amusement devices.

(b) Site Plan Requirement: Provide a legible site plan, which may be hand-drawn, depicting the current layout of the premises and any proposed modifications during the licensing term. The site plan shall clearly show the building location, outdoor areas designated for alcohol service or consumption, outdoor seating areas, parking areas, all entrances and exits, and any existing or proposed screening.

(c) Applicants for license renewal shall submit updated floor and site plans reflecting the current layout of the premises and any modifications made or proposed during the upcoming licensing term. Failure to provide updated plans may result in the application being deemed incomplete.

B. Effect of revocation of license.

...

C. Inspection of application and premises. The Village Clerk shall notify the Police Department and Fire Department Inspector of all licenses and permit applications, and these officials shall inspect each application and premises to determine whether the applicant and the premises comply with ~~the applicable~~ regulations, ordinances and laws. ~~applicable and the applicant's fitness for the trust to be imposed.~~ **The Police Department shall conduct a criminal background investigation of each individual applicant and provide a recommendation regarding the applicant's suitability for licensure and the responsibilities associated with it, in accordance with Wis. Stat. §125.04(5).** No license or permit provided for in this article shall be issued without the approval of a majority of the Village Board.

D. Health and sanitation.

...

E. Tax delinquencies.

...

F. Nonrenewals.

...

G. Surrender of license due to nonuse.

- (1) A licensee may hold a license until its expiration date or request approval of the Village Board to transfer the license to another qualified location in the municipality. The license may also be surrendered to the Village Clerk. (Note: An alcohol beverage license is not "tied" to a particular location. The license is issued to a particular person for a specific premises, but it is the person that holds the license, not the place.)
- (2) If a licensed premises is leased or sold, the new owner or tenant may receive an available retail license for the premises if, prior to granting the license, control of the premises can be shown by purchase or lease agreement.
- (3) An agreement between a landowner and tenant regarding the premises is not binding on the Village Board. The Village Board decides whether licenses are granted and to whom they are granted. A landowner or previous licensee cannot force the Village Board to grant a license to the applicant of the landowner's choice or force revocation of the license at a later date.
- (4) The Village Board requires that ~~no~~ a licensee shall ~~not cease operating the licensed business on the premises for which the license was granted, nor close the establishment for more than 90 consecutive days within any 12-month period. close down an establishment for more than 90 days. To do so~~ Failure to comply may result in a revocation or suspension of the license.
 - (a) For purposes of this section, "cease operating" means a failure to legally sell or offer to sell alcoholic beverages under a valid alcohol beverage license.

H. Multiple licenses on same tax parcel.

- (1) Purpose. To ensure responsible licensing and compliance with state law while preventing arrangements intended to enable gambling or circumvent regulations.
- (2) General rule. No more than one alcohol beverage license shall be issued for any single tax parcel within the Village, regardless of the number of buildings or premises located on that parcel.
- (3) Exceptions. The Village Board may approve issuance of more than one license for the same tax parcel only if:
 - (a) The applicant submits a written request and a Surrender of Alcohol Beverage License Form; or
 - (b) The Board determines that:
 - i. Each proposed licensed premises is a bona fide, independently operated business with separate management and primary business purpose unrelated to gambling;
 - ii. The arrangement is not primarily intended to enable video gambling machines or circumvent state law;
 - iii. Compliance responsibilities are clearly delineated and enforceable.
- (4) Conditions. The Village Board may impose conditions on any approval under this subsection, including but not limited to physical separation, separate entrances, signage, and prohibition on shared staff or alcohol storage.

(5) Existing licenses. Any alcohol beverage licenses issued prior to the effective date of this subsection that cover the same tax parcel shall be exempt from this restriction.

I. Conditions on licenses.

(1) The Village Board may impose conditions on any alcohol beverage license at issuance, renewal, or as part of an enforcement action, including but not limited to compliance plans, designated manager requirements, security and staffing, hours or area limitations, training and reporting, physical separation, signage, and any other measures necessary to protect public health, safety, and welfare.

(2) Conditions shall be documented in the license record and are enforceable; violation of a condition is a violation of this Chapter and may be grounds for citation, suspension, revocation, or nonrenewal consistent with Wis. Stat. §125.12.

(3) In addition to enforcement under state law and this Chapter, the Village Board may:

(a) Deny renewal or grant a conditional renewal based on a pattern of violations of Wis. Stat. Ch. 125; failure to comply with license conditions; nuisance activity; falsification of applications, or delinquent taxes, assessments, or forfeitures.

(b) Require a compliance agreement (conditions) as a term of continued licensure.

(c) Suspend a license for cause consistent with Wis. Stat. §125.12, including failure to correct violations or comply with conditions.

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: February 23, 2026

Date Adopted: _____

Requested by: Chantel M. Jaenke, Village Clerk

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Chantel M. Jaenke, Village Clerk



ALCOHOL LICENSE SUPPLEMENTAL QUESTIONNAIRE

Village of Fox Crossing Clerk's Office
 2000 Municipal Drive Neenah, WI 54956

www.foxcrossingwi.gov | Phone: (920) 720-7103 | E-mail: clerk@foxcrossingwi.gov

All new applicants for an alcohol license under Chapter 146 of the Village of Fox Crossing Municipal Code must submit the following information with their original application. Any false or misleading statement will result in the automatic nullification of any license issued. Applications will not be accepted until all required information is complete and all necessary documents have been provided.

Applicant Information

Legal Business Name (Corporation, LLC, Sole Proprietor, Partnership):		Trade Name or DBA:	
Premise Address:	Street	City	State Zip Code
Tax Parcel Number:	Phone Number:	Email:	
Agents Name:	Phone Number:	Email:	

Business Information

Type of Alcohol License Applying for: Reserve Class "B"/"Class B" Class "B" Beer Only
 Class "A" Beer Class "A"/"Class A" "Class C" Wine

NOTE: No more than one alcohol beverage license shall be issued for any single tax parcel within the Village unless approved by the Village Board (see Municipal Code §146-5(H)); the license period runs from July 1 through June 30 each year, and applications must be filed with the Clerk's Office at least 15 days prior to the next Village Board meeting.

Primary Business Activity:
 Restaurant Tavern/Night Club/Wine Bar Convenience Store Liquor Store
 Grocery Store Other (describe) _____

Other business to be conducted on premise:

Anticipated Date of Opening:

Do you have a business plan developed? Yes No (if yes, attach to this questionnaire)

Hours of Operation:
NOTE: Hours of operation shall comply with the requirements set forth in Wis. Stat. 125.32(3).

Date the LLC/corporation/partnership/sole proprietorship commenced: _____
NOTE: You will be required to provide proof of a Wisconsin sellers permit issued to the applicant.

Will your business sell or serve food? Yes No
 If yes, describe or attach food menu: _____
NOTE: Mobile food vendors must be licensed by the Village Clerk and inspected by the Fire Department. For all other food-related licenses and inspections, contact the Winnebago County Health Department at (920) 232-3000.

Hours of the kitchen:

Property Information

Is the premises location within 300 feet of any church, school, daycare center, or hospital? Yes No

Do you own or lease the building? Own Lease

If owned: attach proof of ownership (Deed/Land Contract/Purchase Agreement)

Date Purchased: _____

If leased: provide the lease and a letter from the property owner authorizing alcohol sales and consumption.

Date Lease Starts: _____ Expiration Date: _____

Do you have an option to renew this lease? Yes No

Select the type of business premises: Existing Building New Construction

If existing building, please indicate the primary nature of the previous business that operated at this location: _____

Will there be construction or renovations? Yes No

If yes, explain: _____

What is the timeframe for rehabilitation/construction: _____

NOTE: Contact the Inspections department (920-720-7104) for information on building codes and permits.

Seating Capacity (Class B and Class C licenses only):

Inside: _____

Outside: _____

Number of Employees/Staff (per shift/day): _____

Approximate indoor area of the premises to be licensed: _____ sq. ft.

Approximate outdoor area of the premises to be licensed: _____ sq. ft.

Please attach a copy of the floor plan and site plan to this questionnaire.

Business Compliance

Does the premises meet a statutory exception (Wis. Stat. [125.32\(3m\)](#)) allowing for the presence of underage persons upon the premises? Yes No

If yes, describe:

Is there adequate separation of facilities and a plan to prevent underage persons from entering and consuming alcohol? Yes No

NOTE: Operators licensed by the Village of Fox Crossing must always be present on the premises and are the only individuals permitted to serve alcohol.

Describe plan to adequately address any neighborhood issues (street parking, noise, litter, etc.):

Beer Garden (if applicable)

Do you intend to have a Beer Garden (outdoor seating) where alcohol may be served/consumed? Yes No

If yes, please complete and submit the Village of Fox Crossing's Beer Garden Application.

Mechanical Amusement Devices (if applicable)

Do you anticipate installing or operating any gambling machines or video gambling devices, as defined or referenced in Wis. Stat. ch. 945, at any time during the licensing term? Yes No

Do you intend to have any mechanical amusement devices (such as pool tables, claw machines, arcade games, etc.) on the premises? Yes No

If yes, please complete and submit the Village of Fox Crossing's Mechanical Amusement Device Application. The application will require you to list all devices you intend to have on the premises. Please note that video gambling machines are illegal in the State of Wisconsin and will not be licensed (Wis. Stat. [945.03](#)).

Cigarette, Tobacco, and Electronic Vaping (if applicable)

Do you intend to sell cigarette, tobacco, or electronic vape products? Yes No

If yes, please complete and submit the Wisconsin Department of Revenue forms: CVT-100, CVT-101, and CVT-102

Floor Plan Requirement:

Please read all instructions before preparing the floor plan:

- A detailed floor plan must be submitted with this application
- A new floor plan is required even if the premises was previously licensed and a plan was submitted
- Submit a separate sheet for each floor
- The plan may be hand-drawn, provided it is legible, and must depict:
 - The **current** layout of the premises
 - Any **proposed** modifications during the licensing term

The floor plan must include all the following items:

1. Dimensions and total square feet of the premises (length x width = square feet)
2. Label all entrances and exits
3. Label all restrooms
4. Label alcohol record storage
5. Label and provide dimensions (length & width) of all alcohol storage areas (coolers, stock room, basement, etc.)
6. Label and provide dimensions (length x width) of all alcohol display areas (behind the bar, shelves, display cases, etc.)
7. Clearly identify areas designated for the sale and consumption of alcohol (bars, dining rooms, party rooms, etc.)
8. Class B & C Applicants only:
 - a. Clearly identify areas designated for the sale and consumption of alcohol (bars, dining rooms, party rooms, etc.)
 - b. Label all seating arrangements, bars, and food preparation areas (kitchen)
9. Label and provide dimensions (length & width) of all areas that will contain amusement devices
10. Each page must be labeled with the date the floor plan was made, the business name & address

Site Plan Requirement:

Please read all instructions before preparing the site plan:

- A detailed site plan must be submitted with this application
- A new site plan is required even if the premises was previously licensed and a plan was submitted
- The plan may be hand-drawn, provided it is legible, and must depict:
 - The **current** layout of the premises
 - Any **proposed** modifications during the licensing term

The site plan must include all the following items:

1. Label building location on the property/parcel
2. Label and provide dimensions (length & width) of outdoor areas designated for alcohol service or consumption (outdoor bars, beer gardens, patios, sidewalk cafes, entertainment areas)
3. Label and provide dimensions (length & width) of outdoor seating areas including access points to the outdoor areas (dining areas, lounge areas, fire pits, etc.)
4. Label and provide dimensions (length x width) for the first floor showing the relation of all parking areas on the premises to the building, not including street parking.
5. Label all entrances and exits
6. Label any existing or proposed screening (fencing, landscaping, barriers, etc.)
7. Each page must be labeled with the date the site plan was made, the business name & address

Certification and Acknowledgment:

By signing below, you certify that all information provided is true, complete, and accurate to the best of your knowledge. You understand that providing false or misleading statements, information or affidavits may result in the denial or revocation of your license.

State of Wisconsin

County of _____

Subscribed and sworn before me on this _____ day of _____, 20____

Notary Public, signature: _____

My Commission expires: _____

Signature of Individual/Agent/Partner/Officer

Notary Seal must be affixed

ORD #260223-3 *First Reading*

AMEND FOX CROSSING MUNICIPAL CODE CHAPTER §150 FOR SPECIAL EVENTS AND MECHANICAL AMUSEMENT DEVICES

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

Part I. Chapter §150 for Special Events and Mechanical Amusement Devices, is hereby amended to read as follows (amendment in red):

§150-1. Purpose.

It is recognized that special events often bring certain benefits to the community. At the same time, the Village must have sufficient notice prior to an event so that Village departments can evaluate the potential impact such an event might have on resources of Village departments, Village-owned properties and facilities, and ultimately on the public safety. Each event has unique characteristics and will have a different impact on the services. Therefore, events should be considered on a case-by-case basis with the ultimate goal being the preservation of the public's health, safety, welfare, and to promote the responsible use of facilities and property.

§150-2. Definitions.

As used in this article, the following terms shall have the meanings indicated:

Building Official - The officer or other designated authority charged with the administration and enforcement of this code or a duly authorized representative as defined in the Wisconsin Enrolled Building Code.

Fire Official - The Fire Chief or his/her designee as defined in the Village of Fox Crossing Fire Prevention Code.

Gambling Machine -Has the meaning given in §945.01(3), Wis. Stats.

Mechanical Amusement Device - Any machine which upon insertion of a ~~coin or slug~~ **currency or any form of payment including coins, slugs, tokens, paper bills, vouchers, gift card, credit/debit cards, or electronic payment methods** that operates a game, contest or amusement and does not include a pay-off mechanism for the return of ~~slugs, money, coins, vouchers, checks, tokens or merchandise~~. **Examples include such as video arcade games, dartboards, and claw machines, but exclude music devices such as jukeboxes and karaoke.** A billiard table or pool table is **considered** a mechanical **amusement** device when operated commercially, whether it is coin-operated or not.

Outside Event - An event conducted outside in a space commonly used for alternate use, such as a street or parking lot. These events may or may not include erection of a tent, fence, or boundaries to delineate the area of the event.

Police Official - The Police Chief or his/her designee as defined in the Village of Fox Crossing Municipal Code.

Special Event - Any planned occurrence which changes the approved use of any facility; or any event on the public right-of-way or premises, including, but not limited to, parades, gatherings, festivals and athletic events, which is not within the normal and ordinary use of that premises or place or which, by nature of the event, may have a greater impact on Village services or resources or public safety than would have occurred had the event not taken place. Whether the event is

considered within the normal, ordinary, or intended use of the facilities or property shall be determined by the Village's Fire and/or Building Officials.

§150-3. Determination.

...

§150-4. Application and fee.

...

§150-5. Inspections.

...

§150-6. Food and beverage control.

...

§150-7. Mechanical amusement device license.

~~Policy: A mechanical amusement device license is required for any coin-operated entertainment to operate any mechanical amusement device.~~

- ~~A. Application annual fee. Commencement shall be on July 1 and shall expire June 30. The annual license fee shall be an amount set forth in the Village Fee Schedule, reference this Code section, or a six-month license may be obtained. Fees are nonrefundable.~~

A. License Required.

1. A mechanical amusement device license is required for any machine operated commercially within the Village of Fox Crossing that provides a game, contest, or amusement upon payment and does not offer a payout of money or merchandise.
2. This license does not authorize the possession, operation, or use of any gambling machine, video gambling machine (VGM), or any device prohibited under Wisconsin law. Gambling devices are illegal under Wis. Stat. ch. 945, including §945.01(3) (definition of gambling machine), §945.02 (gambling prohibited), §945.03 (commercial gambling), and §945.05 (devices and equipment).
3. All mechanical amusement device licenses shall be signed by the Village Clerk and indicate the name of the licensee and the place where he/she is authorized to conduct the licensed business. Such licenses shall not be transferable from one person to another nor from one premises to another.
4. Licenses issued under this article, shall be posted and displayed in a conspicuous location within the area where the licensed activity is taking place. Any licensee who fails to post his/her license(s) as required shall be presumed to be operating without a license.

~~B. Inspection, approval and issuance. Upon receipt of each application and after prior approval by the Building, Fire and Police Officials, the Village Board shall, at the next regularly scheduled Village Board meeting, approve or deny the license, and the Village Clerk shall notify the applicant of its decision.~~

- B. Applications shall be submitted by the establishment where the business will be conducted and filed with the Village Clerk. Each application must include:**
- a. Establishment Information:
 - i. Name of establishment, address, and contact information

- ii. Signature acknowledging compliance with Village ordinance and Wisconsin law
 - b. Rental Company Information (if applicable):
 - i. Business name, address, contact information and relationship to establishment
 - c. Device Details:
 - i. List brand name, types of devices, description of each, and quantity
 - ii. Applicant must specify if the device is used for gambling purposes as defined in Wis. Stat. ch. 945..
- C. Application Fee. Annual licenses commence on July 1 and expire on June 30. A six-month license option is available. The annual and six-month license fee shall be an amount set forth in the Village Fee Schedule. All fees are nonrefundable.
- D. Inspection, approval and issuance. Upon receipt of each application and after prior approval by the Building, Fire and Police Officials, the Village Board shall, at the next regularly scheduled Village Board meeting, approve or deny the license, and the Village Clerk shall notify the applicant of its decision.
- E. Adoption of State Law. The provisions of Wis. Stat. ch. 945 relating to gambling and gambling machines, exclusive of penalty provisions, are hereby adopted and made part of this section by reference.

§150-8. License fees.

...

§150-8.5. Penalty.

Failure to obtain a permit for a special event or mechanical amusement device shall result in a penalty. Second and subsequent offenses shall be assessed at the rate set forth in Chapter A450, Fines and Penalties, referencing this Code section.

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: February 23, 2026

Date Adopted: _____

Requested by: Chantel M. Jaenke, Village Clerk

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Chantel M. Jaenke, Village Clerk

ORD #260223-4:ORD *First Reading*

AMEND FOX CROSSING MUNICIPAL CODE CHAPTER §A450 FINES & PENALTIES

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

Part I. Chapter §A450 Fines & Penalties is hereby amended, as shown in Attachment 1.

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

Part III. Effective Date. This ordinance shall take effect and be in full force from and after its passage and publication or posting according to law, on March 9, 2026.

Date Introduced: February 23, 2026

Date Adopted: _____

Requested by: Chantel M. Jaenke, Village Clerk

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Chantel M. Jaenke, Village Clerk

Chapter §A450

FINES AND PENALTIES

§ A450-1 Schedule of Fines.

Section	Penalty	Fine	State Statute
Chapter 150, Amusements			
§ 150-8.5	Special Event, failure to obtain permit, per event		
	First offense	\$10 to \$200	
	Second and subsequent offense	\$200 to \$500	
§ 150-8.5	Mechanical Amusement Devices, failure to obtain permit		
	First offense	\$10 to \$200	
	Second and subsequent offense	\$200 to \$500	
§ 150-17	Public dances, failure to obtain permit		
	First offense	\$10 to \$200	
	Second and subsequent offense	\$200 to \$500	

RES #260223-5

AUTHORIZATION TO RELEASE 2026 BUDGETED STORMWATER UTILITY FUNDS TO THE LITTLE LAKE BUTTE DES MORTS LAKE ASSOCIATION

WHEREAS, the Little Lake Butte Des Morts Lake Association, a non-profit organization to address issues of water quality, invasive species, and ecological protection of Little Lake Buttes Des Morts, recently formed in November 2025; and

WHEREAS, the organization requests seed money from Appleton, Neenah, Fox Crossing and Menasha in an attempt generate revenue to support the organization's mission of protecting and enhancing Little Lake Butte Des Morts; and

WHEREAS, the Village of Fox Crossing included \$5,000 in the Village's 2026 Stormwater Budget to aid in the funding of the newly established Little Lake Butte Des Morts Lake Association; and

WHEREAS, Village Trustee Deb Swiertz requests authorization to release the budgeted funds to the Little Lake Butte Des Morts Lake Association.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of the Village of Fox Crossing hereby releases the budgeted \$5,000 in the Village's 2026 Stormwater Utility Budget to the Little Lake Butte Des Morts Lake Association to support the Association's mission to protect and enhance the waters of Little Lake Butte Des Morts.

Adopted this 23rd day of February, 2026

*Requested by: Deb Swiertz, Village Trustee #5
Barbara Hanson, Village Trustee #6
Submitted by: Dale A. Youngquist, Village President*

Dale A. Youngquist, Village President

Attest: Chantel M. Jaenke Village Clerk



INVOICE

Invoice Number: LLBDM-2026-01

From

Little Lake Butte Des Morts Lake
Association, Inc.
336 Lopas St
Menasha, WI 54952
EIN: 39-4802938

Date

January 26, 2026

Invoice due

Pending approval, net 30 days

To

Village of Fox Crossing
ATTN: Finance Director Jeremy Searl
2000 Municipal Drive
Neenah, WI 54956

Description	Quantity	Amount
Little Lake Butte Des Morts Lake Association Contribution Payment	1	5000
	Total:	\$5,000.00

Thank you for your partnership in preserving and maintaining
Little Lake Butte Des Morts.

Contact: Dani Rand, Board Member
Phone: (305) 609-4346

Email: info@llbdm.org
Website: www.llbdm.org

RES #260223-6

EXPENDITURES

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$13,286,713.27

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

Pending:	
General Fund	\$ 107,279.54
Special Revenue Fund	\$ 107,706.98
Debt Fund	\$ -
Capital Projects Fund	\$ 25,592.21
Water Fund	\$ 68,474.13
Sewer Fund	\$ 5,866.02
Stormwater Fund	\$ 8,909.46
Trust & Agency Fund	\$ 1,456.25
Special Processed Payments	\$ 12,961,428.68
Total:	<u>\$ 13,286,713.27</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 February, 2026.

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

Dale A. Youngquist, Village President

Attest: Chantel M. Jaenke, Village Clerk

VILLAGE OF FOX CROSSING
2000 Municipal Drive
Neenah, WI 54956

EXPENDITURE SUMMARY

For Accounts Payable Period Ending: February 17, 2026
 For Village Board Meeting of: February 23, 2026

REGULAR PROCESSED CHECKS	AMOUNT
General Fund	\$107,279.54
Special Revenue Funds	\$107,706.98
Debt Fund	\$0.00
Capital Projects Fund	\$25,592.21
Water Fund	\$68,474.13
Sewer Fund	\$5,866.02
Stormwater Fund	\$8,909.46
Trust & Agency Fund	<u>\$1,456.25</u>
 Total Bills for	 February 23, 2026
	<u><u>\$325,284.59</u></u>

SPECIAL PROCESSED PAYMENTS

CHECK #	PAYEE	DEPT. /PURPOSE	AMOUNT
	Village Specials	**See Attached Listing**	\$12,322,964.70
	Employee Benefits Corp	Flex Spending Claims	\$2,746.54
	North Shore	Deferred Comp	\$1,300.00
	WDC	Deferred Comp	\$9,487.29
	ETF	Medical Ins	\$186,760.60
	WI Retirement	Retirement	\$157,444.38
	Pay Trac	CC Fees	\$351.78
	Paymentus	CC Fees	\$2,662.89
56117-56119	Payroll	Payroll	\$3,092.28
	Payroll	Payroll	\$195,231.07
	Payroll	Taxes	<u>\$79,387.15</u>
Total Special Processed Payments			<u><u>\$12,961,428.68</u></u>
 GRAND TOTAL			 <u><u>\$13,286,713.27</u></u>