Village of Fox Crossing Board of Trustees
Budget Workshop #3 Meeting Minutes
Monday, October 19, 2026 – 5:00 p.m.
Municipal Complex – Arden Tews Assembly Room
2000 Municipal Drive, Neenah WI 54956

1. Call to Order

The Budget Workshop was called to order by President Youngquist at 5:00 p.m.

Village Clerk Chantel Jaenke recorded the following Village Board members as present: President Dale Youngquist and Trustees Michael Van Dyke (virtual), Kris Koeppe, Tim Raddatz, Trustee Kate McQuillan, and Barb Hanson (virtual).

Also Present: Director of Finance Jeremy Searl, Village Manager Jeffrey Sturgell, Director of Community Development George Dearborn, Fire Chief Todd Sweeney, Police Chief Tim Callan, Director of Public Works Joe Hoechst, Superintendent Brian Bauer, and Director of IT Tim Plagenz.

Excused: Trustee Deb Swiertz
Public Attendance: No public attendance.

2. Presentation of Departmental Budgets

Director Searl reviewed the workshop agenda, which included the Information Technology, Streets, and Municipal Complex budgets. He also discussed upcoming utility budget materials and noted that the Fire Department staffing proposal and utility rate discussions remained under consideration for future review.

Information Technology

Director Searl reviewed the Information Technology budget, noting that technology-related costs continue to increase due to rising software licensing, cloud services, data storage, and hardware expenses. He reported that the proposed budget includes funding for annual equipment replacements, software licensing, server upgrades, security camera server replacement, document scanners, and mobile data computer replacements. Director Searl noted that the proposed budget reflects a 2.8% increase in levy and fund balance support, which is lower than increases experienced in recent years.

Director Plagenz provided an overview of the Village's information technology infrastructure and discussed the significant cost increases associated with server virtualization software, data storage systems, and related hardware. He explained that the Village's existing storage area network (SAN) and disaster recovery systems require replacement or substantial upgrades and reviewed options for a full hardware and software replacement. Director Plagenz reported that approximately $265,000 is currently budgeted for the SAN replacement project; however, a comprehensive hardware and software replacement is currently estimated at approximately $580,000. He discussed the risks associated with operating outdated infrastructure and unsupported systems.

Following discussion, the Board expressed support for Director Plagenz continuing to obtain formal quotes and evaluate a comprehensive hardware and software replacement option. Staff indicated that a budget amendment may be presented at a future Village Board meeting to address additional funding needs associated with the project.

Streets

Director Searl reviewed the Streets Department budget, including revenues, expenditures, transportation aid, roadway maintenance programs, equipment replacement needs, and interdepartmental cost allocations. He noted a projected decrease in state transportation aid revenues and reviewed transfers supporting garbage and recycling operations as well as the Village's street resurfacing and concrete panel replacement programs.

Director Searl discussed a request to add an additional Street Department laborer position at an estimated cost of approximately $107,000, with costs allocated between Streets and Stormwater operations. He reported that the position was removed from the proposed budget due to funding constraints.

Director Searl also reviewed increases in fuel and operating costs, including a proposed increase in gasoline and diesel fuel funding and continued funding for roadway maintenance programs such as crack sealing and concrete panel replacement. He noted that the Village completed an expanded crack sealing program in 2026 and intends to continue its roadway preservation efforts.

Director Searl reviewed Equipment Replacement Fund activities, including replacement of a single-axle truck and continued funding for future vehicle and equipment replacement needs.

Director Hoechst discussed the ongoing challenges associated with increasing fuel costs and noted that the department is adequately positioned for winter operations based on current salt inventories and procurement plans. He also discussed the long-term staffing impacts associated with continued residential growth and expansion of Village infrastructure, noting that staffing needs may need to be revisited as additional subdivisions and development occur throughout the Village.

Municipal Complex

Director Searl reviewed the Municipal Complex budget, including building maintenance, custodial services, capital improvement projects, and equipment replacement needs. He discussed a request to add a part-time custodian position at an estimated cost of approximately $22,391. The position was removed from the proposed budget due to funding constraints; however, the Board requested that the item be added to the budget workshop follow-up list for further discussion prior to budget adoption.

Director Hoechst and Superintendent Bauer discussed the positive impacts of having the existing part-time and full-time custodian positions, noting improvements in building condition, preventative maintenance efforts, and custodial coverage. Superintendent Bauer also noted that the current part-time custodial position has improved operational efficiency by reducing the need for Streets Department staff to perform custodial duties.

Director Searl reviewed proposed capital improvement projects, including approximately $40,000 for restroom renovations within the Municipal Complex, replacement of service doors, and approximately $66,000 for replacement of electronic message boards at the Municipal Complex and Fire Station No. 40. He also reviewed planned purchases of custodial equipment and up to $15,000 for replacement of interior and exterior security cameras.

Director Searl further reviewed Equipment Replacement Fund activities related to Municipal Complex fuel pumps and facility infrastructure.

Capital Projects Update

Director Searl provided an update to the proposed 2027 Capital Improvement Program, noting that Outagamie County has approached the Village regarding a potential future reconstruction project on Prospect Avenue. He reviewed a proposed addition of approximately $50,000 to the 2027 capital budget for the Village's share of preliminary design and engineering services, which would be funded through borrowing.

Director Hoechst reported that the project is being initiated by Outagamie County and may involve the Town of Grand Chute as a funding partner. While a final project scope, cost-sharing agreement, and construction schedule have not yet been established, he explained that the project is anticipated to address roadway and drainage concerns along Prospect Avenue, including evaluation of stormwater management improvements.

Director Hoechst noted that additional information regarding project scope, costs, and timeline is expected as design efforts move forward.

Stormwater Update

Director Searl provided a follow-up item related to the Stormwater Utility budget, noting that the proposed budget includes a $5,000 contribution to the Little Lake Butte des Morts Association. He explained that the Village provided a similar contribution in the prior year and that the funding had originally been intended as a one-time contribution.

Board members discussed the purpose of the contribution and requested additional information regarding the Association's activities, accomplishments, and use of Village funds. The Board directed that the item be placed on the budget workshop follow-up list for further discussion prior to the public hearing.

Utilities Capital Projects

Village Manager Sturgell reviewed a proposed utility capital project involving a new water system connection to the City of Appleton. He explained that the approximately $2.4 million project would create an additional connection point to improve system reliability and redundancy for the Village's water system following tornado-related impacts to Menasha Utilities.

Director Hoechst provided additional details regarding the proposed connection, noting that it would serve both short-term operational needs and long-term water supply planning efforts. He explained that engineering evaluations and system modeling are underway and that the project would require review and approval from the Wisconsin Public Service Commission before construction could proceed. Director Hoechst further reported that discussions with the City of Appleton and other project partners have been positive and that no construction timeline has been established at this time pending completion of regulatory review and project planning.

Village Manager Sturgell reviewed a proposed water utility capital project associated with the future East Shady Lane reconstruction project. He explained that the project includes replacement of a remaining section of aging ductile iron water main in advance of the planned 2028 roadway reconstruction. The work is intended to address utility infrastructure needs prior to completion of the larger roadway project and avoid future disruption of newly reconstructed roadway improvements.

Village Manager Sturgell reviewed a proposed utility infrastructure project associated with the future Earl Street reconstruction project. He explained that the project includes replacement of an aging sanitary sewer main at an estimated cost of approximately $700,000, along with approximately $125,000 in water service replacement work. He noted that a portion of the sewer project costs are anticipated to be recovered through the Village's sanitary sewer lateral cost-sharing program.

Director Hoechst provided additional details regarding the project and explained that while the public portion of sanitary sewer lateral replacement costs would be covered by the utility, certain costs associated with private property sewer laterals may be the responsibility of affected property owners in accordance with Village policy. He noted that staff will continue evaluating individual laterals to determine replacement needs and acknowledged the sensitivity of assessing costs within an area impacted by the recent tornado event. Director Hoechst stated that the project is intended to prepare utility infrastructure ahead of the anticipated future reconstruction of Earl Street.

Village Manager Sturgell reviewed two proposed sanitary sewer lining projects intended to address aging infrastructure and reduce inflow and infiltration (I&I) within the wastewater system. He explained that the projects include sanitary sewer lining on Calumet Street and within the Glenview Drive/Linwood Lane area, with a combined budget of approximately $500,000. Village Manager Sturgell noted that the Calumet Street project is partially in response to a sewer collapse that occurred earlier in the year, while the Glenview Drive and Linwood Lane project continues the Village's efforts to address aging sewer infrastructure in areas previously identified as significant sources of inflow and infiltration.

Director Hoechst discussed the Village's ongoing wastewater system rehabilitation efforts and noted that both projects were recommended through prior sanitary sewer evaluations. He stated that the projects are intended to further reduce inflow and infiltration and improve long-term system performance. Director Hoechst also reported that Fox West Regional Sewerage Commission has recognized the Village's continued efforts to reduce inflow and infiltration within the sewer system.

Village Manager Sturgell reviewed the final paving phase of the Margeo neighborhood utility project, noting that the project represents the final restoration work associated with previous water, wastewater, and stormwater improvements. He explained that project costs continue to be shared among the applicable utility funds.

Village Manager Sturgell and Director Hoechst reviewed a proposed water utility capital project involving rehabilitation of the Haase Street water tower. Director Hoechst reported that the scope of work has increased significantly from prior estimates because the tower must now be fully sandblasted and recoated rather than simply receiving a new layer of paint. As a result, the project was deferred from 2026 and is proposed for completion in 2027.

Village Manager Sturgell also reviewed a proposed Winchester Road booster station project with an estimated cost of approximately $500,000. He noted that the Town of Clayton is anticipated to be responsible for approximately $400,000 of the project cost, with the remaining portion allocated to the Village due to the operational benefits provided to Village utility customers.

Director Hoechst explained that the proposed booster station would address long-term water pressure concerns within portions of the Town of Clayton and support future development in the area. He noted that the project would improve pressure levels within the utility system, benefit customers in the project area, and provide operational benefits to Village facilities and customers served by the water utility.

3. Adjourn

Motion: Trustee McQuillan, seconded by Trustee Raddatz, to adjourn the meeting at 7:58 p.m. and reconvene for Budget Workshop #4 on Monday, October 26, 2026, at 5:00 p.m.
Vote: Motion carried unanimously.

Respectfully submitted,

Chantel M. Jaenke

Chantel M. Jaenke, CMC, WCMC
Village Clerk

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