

**Village of Fox Crossing Board of Trustees Regular Meeting**  
**Monday, July 25, 2022 - 6:00 p.m.**  
**Municipal Complex - Arden Tews Assembly Room**  
**2000 Municipal Drive, Neenah WI 54956**  
**Agenda**

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

**2. Awards/Presentations**

- a) Introduction and Oath of Office of Fox Crossing Police Officer Joseph Kotloski – Police Chief Scott Blashka
- b) Winnebago County Economic Recycling Update – Winnebago County Recycling Specialist Jessica Hanson

**3. Public Hearings**

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

- a) Special Village Board Meeting – July 11, 2022
- b) Regular Village Board Meeting – July 11, 2022

**Minutes and Correspondence to Receive**

- c) Park Commission Meeting Minutes – June 8, 2022
- d) Planning Commission Meeting Minutes – June 15, 2022
- e) Water Main Breaks Report – June 2022
- f) Water Pumpage Report – June 2022

**5. Public Comments Addressed to the Village Board. Individuals properly signed in may speak directly to the Village Board on non-repetitive village matters whether on, or not on the agenda. However, no announcements of candidacy for any elected position will be permitted.** Commenters must wait to be called, must speak from the podium, directing their comments to the board. Comments must be orderly. A maximum of **2-minutes** per person is allowed and you must return to the audience when signaled to do so. Public comment is not permitted outside of this public comment period. *Note:* The board's ability to act on or respond to public comments is limited by Chapter 19, WI Stats. **To address the Village Board, complete the Public Participation signup sheet.**

**6. Discussion Items**

**7. Unfinished Business**

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

- a) 220725-1 Certified Survey Map – Vacant Parcels #1210308 & D1866192 Located on Tayco Road
- b) 220725-2 Certified Survey Map – 991 & 1011 Ehlers Road
- c) 220725-3 Appointment of Police & Fire Commission Member – Kate McQuillan
- d) 220725-4 Appointment of Park Commission Member – Christopher McCoy
- e) 220725-5 Appointment of Successor Agent – Michelle A. Knox for True North Energy, LLC d/b/a True North Energy, LLC, 1370 Jacobsen Road
- f) 220725-6 Operator License Applicants
- g) 220725-7 Expenditures

**9. Reports**

- a) Village President Youngquist – Applications for Appointment to the Planning Commission are Being Accepted Until August 10, 2022
- b) Police Chief Scott Blashka – Police National Night Out Event will be held on Tuesday, August 2, 2022 from 5:00 p.m. to 8:00 p.m., Located at O’Hauser Park
- c) Clerk Darla Fink – Early Voting for the August 9 Partisan Primary Election will be held Tuesday, July 26 through Friday, August 5, 2022; Voting will be Open from 8:00 a.m. to 4:30 p.m., Monday through Friday, with the Exception of Friday, August 5, in which Voting will be Open Until 5:00 p.m.

**10. Closed Session**

**11. Adjourn**

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

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

RES #220725-1

**CERTIFIED SURVEY MAP – VACANT PARCELS #1210308 & D1866192 LOCATED ON TAYCO ROAD**

WHEREAS, the applicant, Habitat for Humanity, requests approval of a Certified Survey Map (CSM) to divide vacant parcels #1210308 and #D1866192 into four (4) lots; and

WHEREAS, the Village of Fox Crossing Planning Commission reviewed this item at their July 20, 2022 meeting and recommended approval of the Certified Survey Map with the following conditions:

1. All taxes and assessments shall be paid prior to the Village affixing signatures on the Certified Survey Map.
2. The applicant shall provide the Village with a final copy of the recorded CSM.

Planning Commission:   6   Aye   0   Nay   1   Excused   0   Abstain

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby recommends approval of the Certified Survey Map with the above conditions.

Adopted this 25<sup>th</sup> day of July, 2022

*Requested by: George Dearborn, AICP, Director of Community Development*

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

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Dale A. Youngquist, Village President

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Attest: Darla M. Fink, Village Clerk

RES #220725-2

**CERTIFIED SURVEY MAP – 991 & 1011 EHLERS ROAD**

WHEREAS, the applicant requests approval of a Certified Survey Map (CSM) to combine the parcel located at 991 Ehlers Road with the adjacent parcel located at 1011 Ehlers Road; and

WHEREAS, the Village of Fox Crossing Planning Commission reviewed this item at their July 20, 2022 meeting and recommended approval of the Certified Survey Map with the following conditions:

1. All taxes and assessments shall be paid prior to the Village affixing signatures on the Certified Survey Map.
2. The applicant shall provide the Village with a final copy of the recorded CSM.

Planning Commission:   6   Aye   0   Nay   1   Excused   0   Abstain

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby recommends approval of the Certified Survey Map with the above conditions.

Adopted this 25<sup>th</sup> day of July, 2022

*Requested by: George Dearborn, AICP, Director of Community Development*

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

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Dale A. Youngquist, Village President

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Attest: Darla M. Fink, Village Clerk

RES #220725-3

**APPOINTMENT OF POLICE & FIRE COMMISSION MEMBER – KATE MCQUILLAN**

WHEREAS, Police & Fire Commissioner Ken Mattison has submitted his resignation to the Police & Fire Commission; and

WHEREAS, with the resignation, a vacancy exists on the Police & Fire Commission for the remainder of a term beginning June 1, 2018 and expiring on May 31, 2023; and

WHEREAS, Village President Dale Youngquist nominates Kate McQuillan for appointment to the Police & Fire Commission for the remainder of a five (5) year term beginning June 1, 2018 and expiring May 31, 2023; and

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

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees to hereby approve the appointment of Kate McQuillan to the Police & Fire Commission for the remainder of a five (5) year term commencing June 1, 2018 and expiring May 31, 2023.

Adopted this 25<sup>th</sup> day of July, 2022

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

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

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Dale A. Youngquist, Village President

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Attest: Darla M. Fink, Village Clerk

RES #220725-4

**APPOINTMENT OF PARK COMMISSION MEMBER – CHRISTOPHER MCCOY**

WHEREAS, Park Commissioner Paul Vandenberg has decided to retire from the Park Commission, and is not seeking reappointment to the Commission; and

WHEREAS, with Commissioner Vandenberg's retirement, an open seat exists on the Park Commission with a three (3) year term beginning July 1, 2022, and expiring on June 30, 2025; and

WHEREAS, Village President Dale Youngquist nominates Christopher McCoy for appointment to the Park Commission for a three (3) year term beginning July 1, 2022 and expiring June 30, 2025; and

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

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees to hereby approve the appointment of Christopher McCoy to the Park Commission for a three (3) year term commencing July 1, 2022 and expiring June 30, 2025.

Adopted this 25<sup>th</sup> day of July, 2022

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

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

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Dale A. Youngquist, Village President

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Attest: Darla M. Fink, Village Clerk

RES #220725-5

**APPOINTMENT OF SUCCESSOR AGENT – MICHELLE A. KNOX FOR TRUE NORTH ENERGY, LLC D/B/A TRUE NORTH ENERGY, LLC, 1370 JACOBSEN ROAD**

WHEREAS, True North Energy, LLC has submitted a *Appointment of Successor Agent* with the Village Clerk to appoint Michelle A. Knox as Agent for True North Energy, LLC d/b/a True North Energy, LLC, located at 1370 Jacobsen Road, Neenah; and

WHEREAS, the Police Chief has certified that upon checking municipal and state criminal records, to the best of his knowledge, said Agent was found satisfactory and he has no objection to the Agent appointment.

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees that the appointment of Michelle A. Knox as Agent for True North Energy, LLC is hereby approved.

Adopted this 25<sup>th</sup> day of July, 2022

*Requested by: Darla M. Fink, Village Clerk*

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

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Dale A. Youngquist, Village President

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Attest: Darla M. Fink, Village Clerk

RES #220725-6

**OPERATOR LICENSE APPLICANTS**

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

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

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

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

Pratima GC – Approved  
Tami Mathes – Approved  
Cathleen Winter – Approved  
Lauren Pahl – Approved  
Michael Luepke – Approved

Laura Spanger – Approved  
Tami Morrow – Approved  
Elizabeth Tyson – Approved  
Amanda Ertmer – Approved

WHEREAS, the Police Chief submits the applicant with a recommendation of denial as follows:

Katarena Dorschner – Denied

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees recommends the above applicants recommended for approval be approved, pending payment, successful background checks, and completion of a state-approved alcohol awareness training program, for the licensing period beginning July 1, 2022 - June 30, 2024.

BE IT FURTHER RESOLVED that the above applicant recommended for denial be denied.

Adopted this 25<sup>th</sup> day of July, 2022

*Requested by: Scott Blashka, Police Chief*

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

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Dale A. Youngquist, Village President

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Attest: Darla M. Fink, Village Clerk

RES #220725-7

**EXPENDITURES**

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$924,951.58

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

Pending:		
General Fund	\$	125,211.11
Special Revenue Fund	\$	75,748.58
Debt Fund	\$	-
Capital Projects Fund	\$	53,025.00
Water Fund	\$	46,190.85
Sewer Fund	\$	11,458.04
Stormwater Fund	\$	15,701.54
Trust & Agency Fund	\$	-
Special Processed Payments	\$	597,616.46
Total:	\$	<u>924,951.58</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 25th day of July, 2022.

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

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Dale A. Youngquist, Village President

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Attest: Darla M. Fink, Village Clerk

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

**EXPENDITURE SUMMARY**

For Accounts Payable Period Ending: July 19, 2022  
 For Village Board Meeting of: July 25, 2022

<b>REGULAR PROCESSED CHECKS</b>	<b>AMOUNT</b>
General Fund	\$125,211.11
Special Revenue Funds	\$75,748.58
Debt Fund	\$0.00
Capital Projects Fund	\$53,025.00
Water Fund	\$46,190.85
Sewer Fund	\$11,458.04
Stormwater Fund	\$15,701.54
Trust & Agency Fund	\$0.00
<b>Total Bills for</b>	<b>July 25, 2022</b>
	<u><u>\$327,335.12</u></u>

**SPECIAL PROCESSED PAYMENTS**

<b>CHECK #</b>	<b>PAYEE</b>	<b>DEPT. /PURPOSE</b>	<b>AMOUNT</b>
	Village Specials	7/6-7/19/22	\$147,967.63
	Employee Benefits Corp	7/8-7/19/22	\$226.08
ACH	ETF	7/8/2022	\$134,945.34
ACH	WI Deferred Comp	7/7/2022	\$6,271.86
ACH	American Express	7/8/2022	\$2.67
ACH	Elavon	7/8/2022	\$117.42
ACH	Elavon	7/8/2022	\$100.89
ACH	Paymentus	7/15/2022	\$3,157.12
ACH	WI Retirement	7/19/2022	\$70,504.12
ACH	Employee Benefits Corp	7/19/2022	\$126.30
43900-43902	Payroll	7/7/2022	\$635.30
ACH	Payroll	7/7/2022	\$167,996.18
ACH	Payroll	7/7/2022	\$65,565.55
		July FSA Benny/Admin Fees	\$126.30
		Medical Ins	\$134,945.34
		Deferred Comp	\$6,271.86
		June CC Fees	\$2.67
		June CC Fees	\$117.42
		June CC Fees	\$100.89
		June CC Fees	\$3,157.12
		Retirement	\$70,504.12
		Payroll	\$635.30
		Payroll	\$167,996.18
		Taxes	\$65,565.55
<b>Total Special Processed Payments</b>			<u><u>\$597,616.46</u></u>
<b>GRAND TOTAL</b>			<u><u>\$924,951.58</u></u>