

**Village of Fox Crossing Board of Trustees Regular Meeting**  
**Monday, December 13, 2021 - 6:00 p.m.**  
**Municipal Complex - Arden Tews Assembly Room**  
**2000 Municipal Drive, Neenah WI 54956**  
**Agenda**

1. Call to Order, Pledge of Allegiance and Roll Call
2. Awards/Presentations
3. Public Hearings
4. Minutes to Approve/ Minutes and Correspondence to Receive  
Minutes to Approve
  - a) Regular Village Board Meeting – November 22, 2021
  - b) 2022 Budget Public Hearing – November 29, 2021
  - c) Special Village Board Meeting – November 29, 2021Minutes and Correspondence to Receive
  - d) Neenah-Menasha Sewerage Commission Meeting Minutes – October 26, 2021
  - e) Park Commission Meeting Minutes – November 10, 2021
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) 211213-1:ORD Amend Fox Crossing Municipal Code Chapter § 435 Zoning Ordinance – Create Reduced Setback Overlay District for Parcel #12104740101 Located at 1066 American Drive *First Reading, Second Reading & Adoption*
  - b) 211213-2:ORD Amend Fox Crossing Municipal Code Chapter § 435 Zoning Ordinance – Rezone Parcel #1214813 Located on Cold Spring Road from R-3 Suburban Medium Density to M-1 Mixed Use *First Reading*
  - c) 211213-1 Certified Survey Map – 1401 & 1403 Ridgeway Drive
  - d) 211213-2 Adopt Village of Fox Crossing Comprehensive Outdoor Recreation Plan for 2022-2026
  - e) 211213-3 2022 Intermunicipal Agreement Between the Cities of Appleton and Neenah, and the Village of Fox Crossing, to Provide for Cost-Sharing of Transit Services for the Elderly
  - f) 211213-4 Reappoint Community Development Director George Dearborn to the Exhibition Center Advisory Committee of the Appleton Redevelopment Authority
  - g) 211213-5 Appoint Election Inspectors for 2022-2023 Elections
  - h) 211213-6 Issue Annual Secondhand Dealer Licenses – January 1 through December 31, 2022
  - i) 211213-7 Operator License Applicants
  - j) 211213-8 Expenditures
9. **Reports**
  - a) President Dale Youngquist
    - Village Offices Closed December 24, 27, and December 31, 2021, & January 3, 2022 in Observance of Holidays
    - Last Day for In-Person Tax Collection in 2021 at the Municipal Complex Finance Office is Thursday, December 30, 2021; Community First Credit Union will Collect Taxes in the Lobby from 8:30 a.m. to 6:00 p.m. on Friday, December 31, 2021
    - Christmas and Holiday Wishes
10. Closed Session
11. Adjourn

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

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

ORD #211213-1:ORD *First Reading, Second Reading & Adoption*  
**AMEND FOX CROSSING MUNICIPAL CODE CHAPTER § 435 ZONING**  
**ORDINANCE – CREATE REDUCED SETBACK OVERLAY DISTRICT FOR PARCEL**  
**#12104740101 LOCATED AT 1066 AMERICAN DRIVE**

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

Part I. Chapter § 435, Zoning Ordinance, and the Zoning Map made a part thereof, is hereby amended by creating a Reduced Setback Overlay District for parcel #12104740101 located at 1066 American Drive 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.

Date Introduced: December 13, 2021

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

*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

ATTACHMENT 1: Proposed Zoning Map Amendment



ORD #211213-2:ORD *First Reading*

**AMEND FOX CROSSING MUNICIPAL CODE CHAPTER § 435 ZONING  
ORDINANCE – REZONE PARCEL #1214813 LOCATED ON COLD SPRING ROAD  
FROM R-3 SUBURBAN MEDIUM DENSITY TO M-1 MIXED USE**

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

Part I. Chapter § 435, Zoning Ordinance, and the Zoning Map made a part thereof, is hereby amended by rezoning parcel #1214813 located on Cold Spring Road from R-3 (Suburban Medium Density) to M-1 (Mixed Use) 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.

Date Introduced: December 13, 2021

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

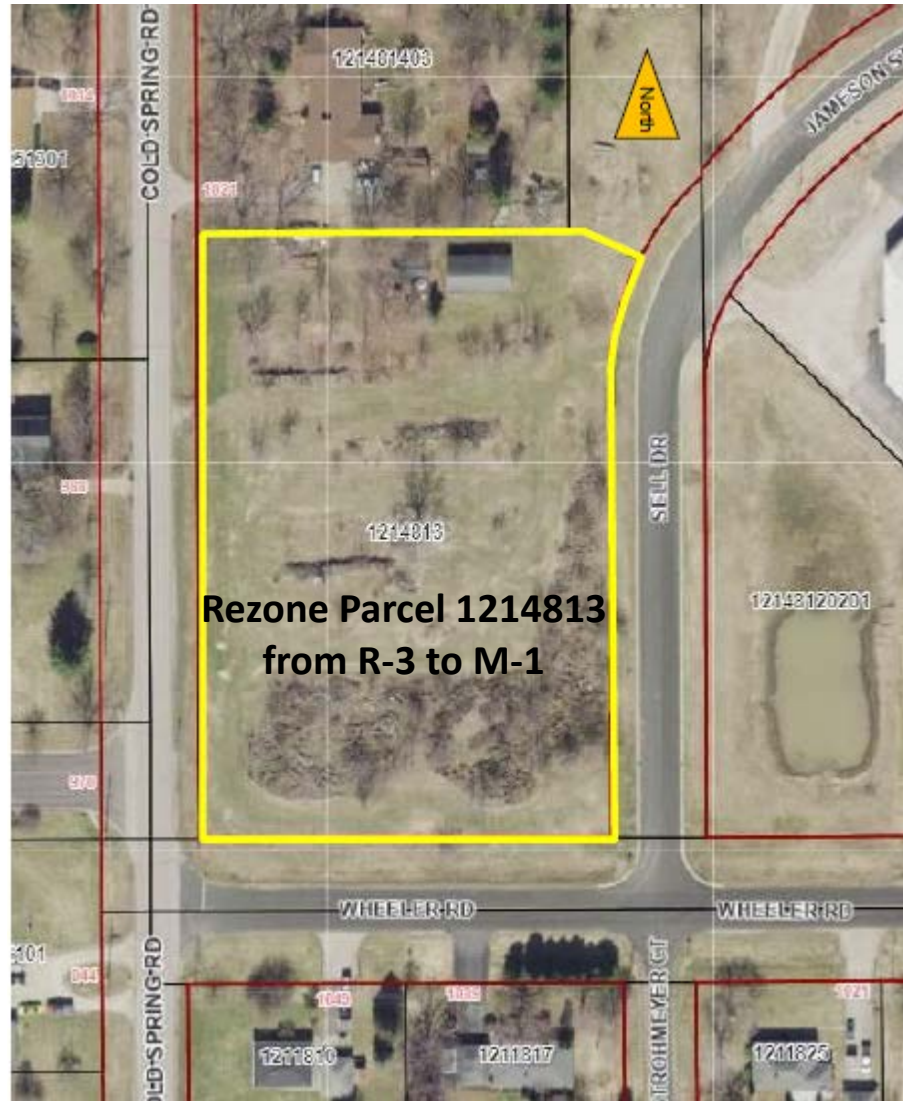
*Requested by: George Dearborn, AICP, Director of Community Development*

*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

ATTACHMENT 1: Proposed Zoning Map Amendment



RES #211213-1

**CERTIFIED SURVEY MAP – 1401 & 1403 RIDGEWAY DRIVE**

WHEREAS, the applicants request approval of a Certified Survey Map (CSM) to adjust the boundary line between the parcels located at 1401 Ridgeway Drive (parcel #1213829) and 1403 Ridgeway Drive (parcel #1213828) approximately 2.5 feet to the east to enlarge the property at 1403 Ridgeway Drive, and shrink the property located at 1401 Ridgeway Drive; and

WHEREAS, the Village of Fox Crossing Planning Commission reviewed this item at their December 8, 2021 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 Owner's Certificate's names be changed to reflect the names of the new buyers of 1401 Ridgeway Drive.
3. 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 13<sup>th</sup> day of December, 2021

*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 #211213-2

**ADOPT VILLAGE OF FOX CROSSING COMPREHENSIVE OUTDOOR  
RECREATION PLAN FOR 2022-2026**

WHEREAS, the Park Commission has adopted and recommended approval of an update to the Village of Fox Crossing Five-Year Comprehensive Outdoor Recreation Plan for 2022-2026; and

WHEREAS, this plan update will be included into the Village of Fox Crossing Comprehensive Plan by reference; and

WHEREAS, the approval of this plan update is necessary for future grant applications.

NOW, THEREFORE BE IT RESOLVED the Village of Fox Crossing Board of Trustees hereby approves the update to the Village of Fox Crossing Five-Year Comprehensive Outdoor Recreation Plan 2022-2026.

Adopted this 13<sup>th</sup> day of December, 2021

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

*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 #211213-3

**2022 INTERMUNICIPAL AGREEMENT BETWEEN THE CITIES OF APPLETON AND NEENAH, AND THE VILLAGE OF FOX CROSSING, TO PROVIDE FOR COST-SHARING OF TRANSIT SERVICES FOR THE ELDERLY**

WHEREAS, the City of Neenah and the Village of Fox Crossing participate in the Northern Winnebago Dial-A-Ride program, a transportation program for the benefit of the elderly of the Cities of Neenah and Menasha, and the Village of Fox Crossing; and

WHEREAS, the City of Appleton owns Valley Transit, and is responsible for the direction of Valley Transit operations; and

WHEREAS, the City of Neenah and the Village of Fox Crossing desire to coordinate transportation services with the City of Appleton and Valley Transit in order to maximize external revenue sources and grants; and

WHEREAS, the current contract for the Dial-A-Ride program expires on December 31, 2021; and

WHEREAS, Valley Transit solicited for proposals for a successor contract for the Dial-A-Ride program; and

WHEREAS, Valley Transit selected and entered into a contract with Running, Inc. to serve as the next vendor for the program, with a cost of \$17.85 per ride (which will be partially offset with grant funding); and

WHEREAS, the City of Neenah and the Village of Fox Crossing agree to keep the rider share cost at the amount of \$3.50 per ride.

NOW, THEREFORE BE IT RESOLVED, that the Village of Fox Crossing Board of Trustees hereby approves the proposed elderly transportation rate of \$3.50 per resident and \$14.35 per municipality (less grant funding).

BE IT FURTHER RESOLVED, that the Village of Fox Crossing Board of Trustees hereby authorizes the Village President and Village staff to execute any necessary documents, including the intermunicipal agreement with the City of Appleton and City of Neenah for this program, as attached.

Adopted this 13<sup>th</sup> day of December, 2021

*Requested by: Myra Piergrossi, 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



RES #211213-4

**REAPPOINT COMMUNITY DEVELOPMENT DIRECTOR GEORGE DEARBORN TO  
THE EXHIBITION CENTER ADVISORY COMMITTEE OF THE APPLETON  
REDEVELOPMENT AUTHORITY**

WHEREAS, on November 9, 2015, the Town of Menasha Board of Supervisors approved the Fox Cities Exhibition Center Cooperation Agreement to join with other municipalities in the Fox Cities to construct an exhibition center in Appleton, Wisconsin; and

WHEREAS, on November 24, 2015, the final of the ten (10) signing municipalities approved the agreement formally putting the agreement into effect; and

WHEREAS, Section 6.04 of the agreement creates an Exhibition Center Advisory Committee of the Appleton Redevelopment Authority (ARA) to provide an opportunity for participating municipalities to provide counsel to the ARA, and assist in the program development and operations of the exhibition center; and

WHEREAS, the Village of Fox Crossing holds a seat on this Advisory Committee; and

WHEREAS, Village President Dale Youngquist recommends for re-appointment Community Development Director George Dearborn to serve as the Village of Fox Crossing representative on the Exhibition Center Advisory Committee of the Appleton Redevelopment Authority for a two (2) year term beginning January 1, 2022 and ending December 31, 2023.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby appoints Community Development Director George Dearborn to serve as the Village of Fox Crossing representative on the Exhibition Center Advisory Committee of the Appleton Redevelopment Authority for a two (2) year term beginning January 1, 2022 and ending December 31, 2023.

Adopted this 13<sup>th</sup> day of December, 2021

*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 #211213-5

**APPOINT ELECTION INSPECTORS FOR 2022-2023 ELECTIONS**

WHEREAS, Section 7.30(4), WI Stats require that before December 31, 2021, the Village President nominate to the Village Board of Trustees the necessary election officials for the next two-year term; and

WHEREAS, the Village Clerk has submitted a list of election officials to the Village President, who is recommending the nomination of same for Village Board consideration.

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees that the following nominations are hereby accepted:

Auer, Casey	842 Terra Cotta Dr.	Lenius, Lynne	2586 W. Palisades Dr.
Bentley, Connie	1340 N Lake St	Lenz, Vicki	1049 Sterling Heights Dr.
Boehlen, Penny	1643 Tonya Trail	Malchow, Beth	1838 Bridle Ln.
Brickham, Gloria	980 Solar Pkwy.	McDermott, Jim	2213 Palisades Dr.
Bruggeman, Ronald	1814 Pine Point Ct.	McDermott, Judilynn	2213 Palisades Dr.
Buss, Thomas	320 Bellin Street	McKenny, Bonnie	1831 Brighton Beach Rd.
Cameron-Olson, Mary	1641 Copperstone Pl.	McNamee, Dale	1390 Whippetree Ln
Conzelman, Susan	1330 Westcreek Ln	Mellenthin, Haley	850 Brookfield Ln.
Daniels, Michael	843 Tumblebrook Rd.	Metzig-Schmidt, Diane	1978 Fox Burrow Ct.
Daniels, Priscilla	843 Tumblebrook Rd.	Moder, Donna	1303 Green Valley Dr.
Demuth, Valrie	831 Trailsway Ln.	Morin, Augustine	1110 Goss Avenue
Demuth, Steven	831 Trailsway Ln.	Negro, Michael	1866 Bridgeview Dr.
Diehl, Carol	1052 Stead Drive	Nuite, Brenda	1001 Derby Ln.
Dirkman, Kelly	2114 Camelot Ct, #8	Olson, Judith	254 Crestview Ave.
Doell, Susan	2193 Sunrise Dr.	Olson, Terrance	741 Irish Rd.
Dollhopf, Susan	2190 Bramblewood Ct	Page, Margaret	1400 Home Ave.
Dorschner, Kathleen	2521 O'Connor Way	Peterson, Carl	810 Tumblebrook Rd.
Dugenske, Lisa	1741 Dublin Trail	Pierick-Radle, Maureen	1136 Golden Field Rd.
Edmunds, Janet	1903 Dordona Dr.	Podoski, Sally	7570 Sunburst Ln.
Engleman, Todd	1954 Olde Buggy Drive	Polzin, Jeffrey	1100 Oneida St
Garcia, Marcelo	1790 Wendy Way	Rankin, Kristine	857 Tumblebrook Rd.
Goffard, Mary	1194 Bartlein Ct	Redeker, Karyn	1381 Earl St.
Goodnight, Judith	1406 Fieldstone Ct.	Reinke, Julie	2193 Sunrise Dr., Unit N
Goodnight, Michael	1406 Fieldstone Ct.	Reinke, Robert	2193 Sunrise Dr., Unit N
Groskreutz, Susan	1914 Creek Side Dr.	Rogers, Virginia	310 W. Wilson Ave. Apt 2
Grunow, Matthew	1195 Christopher Dr.	Schanke, Michael	1604 Beethoven Way
Hardy, Chelsie	2119 W. Prairie Creek Dr.	Seeke, Lori	1391 Fox Burrow Ct
Hickey, Carol	949 Jacobsen Rd.	Smith, Garrett	1732 Dublin Trail
Karandikar, Kadambari	1375 Martingale Ln.	Smolcich, Josephine	223 W. Wilson Ave.
Keegan, Kathleen	2004 Omega Dr.	Stafford, Mellisa	1132 Tullar Rd.
Kettner, Lynn	2390 Stroebe Island Dr.	Stevenson, Mary	1750 Dublin Tr.
Kirst, Connie	1862 Bridle Ln.	Storma, Amme	718 Ravenswood Ct.
Knaack, Barbara	2379 Irish Rd.	Sutliff, Mary	1727 Tonya Tr.
Kuepper, Bernice	1500 Jacobsen Rd.	Taylor, Renee	788 Fieldcrest Dr.
Kuepper, Larry	1500 Jacobsen Rd.	Thurrow, Dave	991 Nennig Rd
Labre, Beverly	973 Solar Pkwy.	Thurrow, Rosemary	991 Nennig Rd
Lemke, Jill	710 Tyler Ave.	Tobey, Carl	1800 Midway Rd.
Lemmens, Rick	2370 Meadow Heights Cir.	Vanderheiden, Christa	1420 Westwood Dr.

Willecke, Thomas  
Williams, Susan  
Winter, Ronald

912 William St.  
1869 Oakview Dr.  
2505 Southwood Dr.

Witthun, Olivia  
Zimmerman, Garth

1429 Fieldstone Ct.  
1134 Lake Breeze Ct.

Adopted this 13<sup>th</sup> day of December, 2021

*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 #211213-6

**ISSUE ANNUAL SECONDHAND DEALER LICENSES – JANUARY 1 THROUGH  
DECEMBER 31, 2022**

WHEREAS, the annual Secondhand Dealer license applicants listed below have made proper application with the Village Clerk's office and the proper fees have been paid and receipted; and

WHEREAS, the Clerk's office submits the following license applicants for Village Board approval:

Kenneth H. Melchert for The Harp Gallery, LLC – 2495 Northern Road  
Daniel J. Quella for Now That Is Cool Inc. – 1020 Appleton Road  
Mark Heimerl for Austin's Resale, LLC – 1050 Appleton Road

NOW, THEREFORE, BE IT RESOLVED that the Village Board of Trustees hereby grants approval of the Secondhand Dealer licenses above *pending satisfactory inspections, background checks, and a report from the Finance Department* that all outstanding invoices and taxes have been satisfied, for the licensing period of January 1 through December 31, 2022.

Adopted this 13<sup>th</sup> day of December, 2021

*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 #211213-7

**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:

Nichole Voss – Approved  
Brent Buechel – Approved  
Paul Ohlrogge – Approved  
Amber Fraley – Denied  
Meredith Krueger – 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, 2020 - June 30, 2022.

Adopted this 13<sup>th</sup> day of December, 2021

*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 #211213-8 Updated 12/13/2021

**EXPENDITURES**

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$2,634,400.01

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

Pending:		
General Fund	\$	361,145.17
Special Revenue Fund	\$	60,048.51
Debt Fund	\$	-
Capital Projects Fund	\$	234,457.71
Water Fund	\$	173,515.84
Sewer Fund	\$	1,245,522.42
Stormwater Fund	\$	17,450.65
Trust & Agency Fund	\$	33,353.85
Special Processed Payments	\$	508,905.86
Total:	\$	<u>2,634,400.01</u>

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

Adopted this 13th day of December, 2021

*Requested by: Myra R. Piergrossi, 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: December 7, 2021  
 For Village Board Meeting of: December 13, 2021

<b>REGULAR PROCESSED CHECKS</b>	<b>AMOUNT</b>
General Fund	\$361,145.17
Special Revenue Funds	\$60,048.51
Debt Fund	\$0.00
Capital Projects Fund	\$234,457.71
Water Fund	\$173,515.84
Sewer Fund	\$1,245,522.42
Stormwater Fund	\$17,450.65
Trust & Agency Fund	\$33,353.85
<b>Total Bills for</b>	<b>December 13, 2021</b>
	<u><u>\$2,125,494.15</u></u>

**SPECIAL PROCESSED PAYMENTS**

<b>CHECK #</b>	<b>PAYEE</b>	<b>DEPT. /PURPOSE</b>	<b>AMOUNT</b>
	Village Specials	11/17-12/7/21	\$265,485.70
		**See Attached Listing**	
ACH	Employee Benefits Corp	11/17-12/07/21	\$2,586.69
ACH	Employee Benefits Corp	11/19/2021	\$122.20
ACH	Employee Benefits Corp	11/19/2021	\$300.00
ACH	American Express	12/6/2021	\$1.72
ACH	American Express	12/6/2021	\$6.79
ACH	Elavon	12/7/2021	\$4,464.62
ACH	Elavon	12/7/2021	\$32.44
ACH	Elavon	12/7/2021	\$103.34
ACH	Plug N Pay	12/2/2021	\$15.00
ACH	Plug N Pay	12/2/2021	\$15.00
41664-41669	Payroll	11/23/2021	\$1,540.32
ACH	Payroll	11/23/2021	\$161,511.76
ACH	Payroll	11/23/2021	\$72,720.28
<b>Total Special Processed Payments</b>			<u><u>\$508,905.86</u></u>
<b>GRAND TOTAL</b>			<u><u>\$2,634,400.01</u></u>