

**Village of Fox Crossing Board of Trustees Regular Meeting**  
**Monday, October 14, 2024 - 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) Results of Village of Fox Crossing 2024 General Obligation Notes and Revenue Bonds Sale – Financial Advisor Brad Viegut
  - b) Demonstration of Updated Village Website [www.foxcrossingwi.gov](http://www.foxcrossingwi.gov) – Information Technology Director Tim Plagenz
3. **Public Hearings**
4. **Minutes to Approve/ Minutes and Correspondence to Receive**

**Minutes to Approve**

  - a) Regular Village Board Meeting – September 9, 2024 & September 23, 2024

**Minutes and Correspondence to Receive**

  - b) Park Commission Meeting Minutes – September 11, 2024
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 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.**
6. **Discussion Items**
7. **Unfinished Business**
8. **New Business- Resolutions/Ordinances/Policies**
  - a) 241014-1 Award Proposal for Impact Fee Services
  - b) 241014-2 Issue Class “A” Beer License and Appointment of Agent for El Folklore Mexicano LLC d/b/a Tienda Mexicana El Folklore, 1008 Appleton Road
  - c) 240923-1:ORD Amend Fox Crossing Municipal Code Chapter §435 Zoning Ordinance – Rezone Parcels #1210184, #1210186, #1210189, and #1210191 Located on Clayton Avenue from A-2 General Agriculture District to R-4 Suburban High Density District *Second Reading & Adoption*
  - d) 240923-2:ORD Amend Fox Crossing Municipal Code Chapter §435 Zoning Ordinance – Rezone 679 East Shady Lane (Parcel #121025201) from B-3 Regional Business District to Planned Development District *Second Reading & Adoption*
  - e) 241014-3 Operator License Applicants
  - f) 241014-4 Expenditures
9. **Reports**
  - a) Village President Dale Youngquist – Announcement of Budget Workshop Dates
  - b) Police Chief Scott Blashka – Intersections of Irish Road and Jacobsen Road, and Irish Road and East Shady Lane, to become Permanent Four Way Stop Intersections Beginning October 18, 2024
  - c) Village Manager Jeffrey Sturgell – Winnebago County Agriculture & Household Hazardous Material Clean Sweep Event will be held on Friday, November 8 from 2:00 p.m. to 5:00 p.m. at the City of Menasha Public Works Building, and Saturday, November 9 from 9:00 a.m. to 11:00 a.m. at the Winchester Town Hall; Must Register for Appointment Time by November 1, 2024
  - d) Fire Chief Todd Sweeney – Fox Crossing Fire Department Insurance Services Office (ISO) Public Protection Classification Update
  - e) Parks & Recreation Director Amanda Geiser
    - Fall & Winter Parks & Recreation Special Event Update
    - Annual Trick-or-Treat Hours in the Village – October 31, 2024 from 4:00 p.m. to 7:00 p.m.
  - f) Clerk Darla Fink – In-person Absentee Voting for the November 5, 2024 Presidential Election begins Tuesday, October 22 through Friday, November 1, 2024; Voting Hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. from October 22 to October 31, and then from 8:00 a.m. to 5:00 p.m. on Friday, November 1, 2024
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.*

**VILLAGE OF FOX CROSSING  
BOARD OF TRUSTEES REGULAR MEETING  
Municipal Complex – Arden Tews Assembly Room  
Monday, September 9, 2024**

**Minutes**

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

Meeting called to order by President Youngquist at 6:00 p.m. The Pledge of Allegiance was recited.

Village Deputy Clerk Chantel Jaenke took roll call and noted those present: President Dale Youngquist, Trustees Michael Van Dyke, Kris Koepp, Gregory Ziegler, Kate McQuillan, Deb Swiertz (via teleconference), and Barbara Hanson.

Also Present: Village Manager Jeffrey Sturgell, Director of Finance Jeremy Searl, Director of Community Development George Dearborn, Chief of Police Scott Blashka, Fire Chief Todd Sweeney, Director of Public Works Joe Hoechst, Director of Parks & Recreation Amanda Geiser, Attorney Andrew Rossmeissl, Engineer Lee Reibold, and Engineer Bradley Werner. Excused: Engineer Zach Laabs. There were seven attendees.

**2. Awards / Presentations**

**3. Public Hearings**

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

**Minutes to Approve**

a) Special Village Board Meeting – August 26, 2024

b) Regular Village Board Meeting – August 26, 2024

**Minutes and Correspondence to Receive**

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

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

**6. Discussion Items**

**7. Unfinished Business**

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

a) 240909-1 Proclamation of International Lennox-Gastaut Syndrome (LGS) Awareness Day, November 1, 2024

**MOTION:** Trustee McQuillan, seconded by Trustee Ziegler to approve as submitted. Motion carried via voice vote.

b) 240909-2 Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$5,960,000 General Obligation Promissory Notes

**MOTION:** Trustee Van Dyke, seconded by Trustee Ziegler to approve as submitted. Brad Viegut, Financial Advisor from Baird Financial, provided an overview presentation covering the next two Resolutions. In previous years, the Board approved the borrowing in a two-step process. Financial Advisor Viegut gave his recommendation that the Board adopt a parameters resolution which is a one-step process that establishes a narrow set of parameters allowing the debt to be finalized outside of a regularly scheduled Village Board

Meeting. This allows flexibility for time of issuance. Mr. Viegut reviewed the parameters that would be established. Motion carried via voice vote.

- c) 240909-3 Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$4,800,000 Waterworks System and Sewerage System Revenue Bonds of the Village of Fox Crossing, Winnebago and Outagamie Counties, Wisconsin, and Providing for the Payment of the Bonds and Other Details With Respect to the Bonds

**MOTION:** Trustee Van Dyke, seconded by Trustee Koeppel to approve as submitted. Motion carried via voice vote.

- d) 240909-4 Developer Agreement and Payment-in-Lieu-of-Taxes Agreement – CopperStone Holdings, LLC

**MOTION:** Trustee Van Dyke, seconded by Trustee Koeppel to approve as submitted. Aaron and Nicole Baird were present on behalf of CopperStone Holdings, LLC and answered questions from the Board about the need for the facility. Aaron stated that new building will have 75 units, and they expect it to fill as their current location on Deerwood Avenue is at 100% occupancy. Motion carried via voice vote.

- e) 240909-5 Award Bid – Valley Road Water and Sanitary Sewer Main Replacement Project

**MOTION:** Trustee Van Dyke, seconded by Trustee Koeppel to approve as submitted. Motion carried via voice vote.

- f) 240909-6 Change Order #1 & Final – Tumblebrook Road and Kenwood Drive Water Main Replacement Project

**MOTION:** Trustee Ziegler, seconded by Trustee Koeppel to approve as submitted. Motion carried via voice vote.

- g) 240909-7 Appointment of Police & Fire Commission Member – John Swenson

**MOTION:** Trustee McQuillan, seconded by Trustee Hanson to approve as submitted. Motion carried via voice vote.

- h) 240909-8 Special Event License for Saint Mary Catholic High School Homecoming Parade Held October 4, 2024

**MOTION:** Trustee Hanson, seconded by Trustee Van Dyke to approve as submitted. Motion carried via voice vote.

- i) 240909-9 Operator License Applicants

**MOTION:** Trustee Ziegler, seconded by Trustee Hanson to approve as submitted. Motion carried via voice vote.

- j) 240909-10 Expenditures

**MOTION:** Trustee Ziegler, seconded by Trustee Koeppel to approve the expenditures submitted without exception. Motion carried via voice vote.

## 9. Reports

- a) Public Works Director Joe Hoechst – Utility Meter System Update

Director Hoechst gave an overview of the current water meter system. He reviewed the benefits of transitioning to cellular technology. Director Hoechst stated that they would allow the meters that were most recently replaced to the Advanced Metering Infrastructure System to run their course and would update the most outdated meters first to the cellular system. He stated that the cellular encoders have become the most cost-efficient option.

- b) Fire Chief Todd Sweeney – Fire Safety Day will be held on Saturday, September 14, 2024 from 10:00 a.m. to 2:00 p.m. at Fire Station #40, 1326 Cold Spring Road

Chief Sweeney invited the public to attend Fire Safety Day which will be held at Fire Station #40, located at 1326 Cold Spring Road on September 14, 2024 from 10:00 a.m. to 2:00 p.m.

10. Closed Session

11. Adjourn

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

Respectfully submitted,

Chantel M. Jaenke, Village Deputy Clerk

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

**VILLAGE OF FOX CROSSING  
BOARD OF TRUSTEES REGULAR MEETING  
Municipal Complex – Arden Tews Assembly Room  
Monday, September 23, 2024**

**Minutes**

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

Meeting called to order by President Youngquist at 6:00 p.m. The Pledge of Allegiance was recited.

Village Clerk Darla Fink took roll call and noted those present: President Dale Youngquist, Trustees Michael Van Dyke, Kris Koepp, Gregory Ziegler, Deb Swiertz, and Barbara Hanson. Excused: Trustee Kate McQuillan.

Also Present: Village Manager Jeffrey Sturgell, Director of Finance Jeremy Searl, Director of Community Development George Dearborn, Fire Chief Todd Sweeney, Chief of Police Scott Blashka, Director of Public Works Joe Hoechst, Director of Parks & Recreation Amanda Geiser, Attorney Andrew Rossmeissl, and Engineer Zach Laabs. Excused: Engineer Bradley Werner and Engineer Lee Rebold. There were two attendees.

**2. Awards / Presentations**

**3. Public Hearings**

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

**Minutes to Approve**

**Minutes and Correspondence to Receive**

- a) Park Commission Meeting Minutes – August 14, 2024
- b) Planning Commission Meeting Minutes – August 21, 2024
- c) Water Main Breaks Report – August 2024
- d) Water Pumpage Report – August 2024

**MOTION:** Trustee Van Dyke, seconded by Trustee Hanson to accept other departmental minutes and correspondence into record. Motion carried via voice vote.

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

**6. Discussion Items**

**7. Unfinished Business**

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

- a) 240923-1:ORD Amend Fox Crossing Municipal Code Chapter §435 Zoning Ordinance – Rezone Parcels #1210184, #1210186, #1210189, and #1210191 Located on Clayton Avenue from A-2 General Agriculture District to R-4 Suburban High Density District *First Reading*

**MOTION:** Trustee Van Dyke, seconded by Trustee Koepp to accept the First Reading as submitted. Director Dearborn stated the proposed rezoning matches the Future Land Use Map and was recommended for approval by the Plan Commission. Motion carried via voice vote.

- b) 240923-2:ORD Amend Fox Crossing Municipal Code Chapter §435 Zoning Ordinance – Rezone 679 East Shady Lane (Parcel #121025201) from B-3 Regional Business District to Planned Development District *First Reading*  
**MOTION:** Trustee Van Dyke, seconded by Trustee Koeppe to accept the First Reading as submitted. Director Dearborn stated this was recommended for approval by the Plan Commission. Motion carried via voice vote.
- c) 240923-1 2024 Budget Amendment to Provide Funds for the Water and Wastewater Departments  
**MOTION:** Trustee Van Dyke, seconded by Trustee Koeppe to approve as submitted. Director Hoechst explained the budget amendments including replacement of the HVAC system at the Utility Building and other piping and equipment replacements. On roll call vote, Motion carried 6-0.
- d) 240923-2 Authorization to Order Park & Recreation Department Replacement Vehicle and Equipment for Delivery in 2025  
**MOTION:** Trustee Hanson, seconded by Trustee Swiertz to approve as submitted. Motion carried via voice vote.
- e) 240923-3 Amend Commitment and Assignment of Fund Balances to Include 2024 Budget Amendments  
**MOTION:** Trustee Van Dyke, seconded by Trustee Ziegler to approve as submitted. On roll call vote, Motion carried 6-0.
- f) 240923-4 Temporary Class “B” Retailer’s License – Fox Valley Youth Hockey  
**MOTION:** Trustee Hanson, seconded by Trustee Ziegler to approve as submitted. Motion carried via voice vote.
- g) 240923-5 Temporary Class “B” Retailer’s License – C & R Musky Club Inc.  
**MOTION:** Trustee Ziegler, seconded by Trustee Van Dyke to approve as submitted. Motion carried via voice vote.
- h) 240923-6 Operator License Applicants  
**MOTION:** Trustee Ziegler, seconded by Trustee Swiertz to approve as submitted. Motion carried via voice vote.
- i) 240923-7 Expenditures  
**MOTION:** Trustee Ziegler, seconded by Trustee Koeppe to approve the expenditures submitted without exception. Motion carried via voice vote.

## 9. Reports

### a) Village President Dale Youngquist

- Announcement of Budget Workshop Dates

President Youngquist advised there will be Budget Workshop sessions held on October 7<sup>th</sup>, October 14<sup>th</sup>, October 21<sup>st</sup>, and October 28<sup>th</sup> from 5:00 p.m. – 9:00 p.m. He stated that October 14<sup>th</sup> and October 28<sup>th</sup> are Regular Village Board Meeting nights as well.

- 2025 Village of Fox Crossing Budget Public Hearing to be held Monday, November 25, 2024 at 5:00 p.m. in the Arden Tews Assembly Room of the Village Municipal Complex, 2000 Municipal Drive

President Youngquist advised the Budget Public Hearing will be held on November 25<sup>th</sup> which is also the night of a Regular Village Board Meeting at 6:00 p.m.

- b) Trustee Kris Koeppé – Fall Electronic Recycling Event will be held on Saturday, October 12, 2024 from 8:00 a.m. to Noon at the Municipal Complex

Trustee Keoppe announced the upcoming Fall Electronic Recycling Event which will take place in the Municipal Complex Street Garage. Information was sent out with recent Utility Bills and is also available on the Village website.

- c) Fire Chief Todd Sweeney – Results of the Fire Safety Day Event Held on Saturday, September 14, 2024

Chief Sweeney stated the recent Fire Safety Day was a success and included new events such as live fire demonstrations, stop the bleed training, and guided station tours. He thanked the local sponsors for their contributions to this Event.

10. Closed Session

11. Adjourn

At 6:28 p.m., **MOTION:** Trustee Hanson, seconded by Trustee Koeppé to adjourn. Motion carried via voice vote.

Respectfully submitted,

Darla M. Fink, Village Clerk

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

September 11, 2024

Park Commissioners Present: Jim Beson, Jordyn Kurer, Steve Otto, Chris McCoy (Virtually), Kathy Sylvester, Jean Wollerman

Staff Present: Director Amanda Geiser

Excused: Suneer Patel

\* \* \* \* \*

The Commission meeting was held at the Municipal Complex, 2000 Municipal Dr., Neenah, and was called to order by Commissioner Beason 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 August 14, 2024, regular meeting minutes. Commissioner Sylvester motioned to accept the minutes, seconded by Commissioner Kurer. Motion carried.

PUBLIC FORUM

- None

DISCUSSION/PRESENTATION

A. Discounted Ticket Program Summary: Director Geiser reviewed the 2024 discount ticket program sales and discussed the comparison to last year's figures. Overall it was a good year, coming in just slightly lower in the number of total tickets sold and overall revenue from 2023. The department instituted a 3% service charge policy on credit card transactions this summer and that did not seem to have any effect on sales.

REPORTS

- A. Park Report: Accepted as written.
B. Recreation Report: Accepted as written.
C. Director Report: Accepted as given.
D. Commission Reports:
- Commissioner Beson: Reported that the volunteer group will start back up for the fall season on September 21. He also shared he recently attended a tree expo and saw a chipper that would take a full 36" tree. He joked that he would like to put that into the next budget.
- Commissioner Kurer: No report.
- Commissioner Otto: No report.
- Commissioner Sylvester: No report.
- Commissioner McCoy: No report.
- Commissioner Wollerman: No report.
- Commissioner Patel: Excused.

OLD BUSINESS

- None



**NEW BUSINESS**

A. **Fritsch Park Use Request – Amber Herzfeldt:** Removed from agenda, will be placed back on agenda in October.

**CORRESPONDENCE**

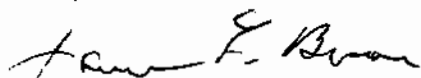
A. **Withheld Security Deposit:** A letter sent to the renter of Wittmann Park on August 10, 2024 was reviewed.

**ADJOURNMENT**

Commissioner Otto motioned, seconded by Commissioner Sylvester, to adjourn the Park Commission meeting at 6:38PM. Motion carried unanimously.

*The next Commission meeting is scheduled for October 9, 2024, at the Municipal Complex, 2000 Municipal Drive, Neenah, at 6:00PM.*

Sincerely,



Jim Beson  
Chairperson - Village of Fox Crossing Park Commission

RES #241014-1

**AWARD PROPOSAL FOR IMPACT FEE SERVICES**

WHEREAS, the Village of Fox Crossing needs to have the Village's current impact fees reviewed, evaluated and updated to incorporate the Village's most current capital planning, to ensure the collection of all eligible cost reimbursement, and to ensure compliance with Wisconsin State regulations; and

WHEREAS, the Village's impact fees were last reviewed, created or updated in 2006 for the Fire Impact Fee, 2008 for the Water and Sewer Impact Fee, and 2009 for the Parks Impact Fee; and

WHEREAS, proposals for review and updates to the Village of Fox Crossing's three (3) impact fees, along with the review of other revenues, and possible creation of additional impact fees, were due in the Finance Department on October 2, 2024 by 4:30 p.m.; and

WHEREAS, the following five (5) vendors submitted proposals to the Village: Ruckert Mielke, Clifton Larson Allen (CLA), Stafford Rosenbaum, Ehlers, and Baker Tilly; and

WHEREAS, the proposals were assessed based on evaluation criteria set forth in the Impact Fee Services Request for Proposal, which included cost, competency, comprehensiveness of service, and public sector experience; and

WHEREAS, it is the recommendation of Director Searl and Deputy Director Piergrossi to award the Impact Fee Services Contact to Ruckert Mielke, in the total amount of \$17,826.00.

NOW, THEREFORE BE IT RESOLVED by the Village of Fox Crossing Board of Trustees to hereby award the proposal for the Village of Fox Crossing Impact Fee Services, to the best qualified vendor, **Ruckert Mielke, 1400 Lombardi Ave, Suite 101S, Green Bay, Wisconsin**, for the total amount of **\$17,826.00**.

Adopted this 14<sup>th</sup> day of October, 2024

*Requested by: Jeremy Searl, Finance Director*

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

---

Dale A. Youngquist, Village President

---

Attest: Darla M. Fink, Village Clerk

RES #241014-2

**ISSUE CLASS “A” BEER LICENSE AND APPOINTMENT OF AGENT FOR EL FOLKLORE MEXICANO LLC D/B/A TIENDA MEXICANA EL FOLKLORE, 1008 APPLETON ROAD**

WHEREAS, El Folklore Mexicano LLC has made proper application with the Village Clerk’s office for a Class “A” Retail License and the applicant has paid the appropriate fees; and

WHEREAS, El Folklore Mexicano LLC has submitted a *Schedule of Appointment of Agent* with the Village Clerk to appoint Jennifer Robles Hernandez as Agent for El Folklore Mexicano LLC d/b/a Tienda Mexicana el Folklore; and

WHEREAS, issuance is pending satisfactory inspections by the Fire, Building, Community Development, and Winnebago County Health Departments, background check by the Police Department, and a report from the Finance Department indicating real estate taxes, personal property taxes, and all outstanding claims are paid in full; 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; and

WHEREAS, the Clerk’s office submits the following for Village Board approval:

*Class “A” Fermented Malt License*  
El Folklore Mexicano LLC d/b/a Tienda Mexicana el Folklore  
1008 Appleton Road, Menasha  
Jennifer Robles Hernandez (Agent)

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees that the Class “A” Retail License is hereby granted to El Folklore Mexicano LLC d/b/a Tienda Mexicana el Folklore, pending the above conditions, for the upcoming licensing period of July 1, 2024 through June 30, 2025.

BE IT FURTHER RESOLVED by the Village Board of Trustees that the appointment of Jennifer Robles Hernandez as Agent for El Folklore Mexicano LLC d/b/a Tienda Mexicana el Folklore is hereby approved.

Adopted this 14<sup>th</sup> day of October, 2024.

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

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

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

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

DL 25-311

Form  
AB-200

## Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
Fox Crossing	
License Period	

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer ..... \$ 300      Class "B" Beer ..... \$ 100  
 "Class A" Liquor ..... \$ 400      "Class B" Liquor ..... \$ 500  
 "Class A" Liquor (cider only) \$ 0      Reserve "Class B" Liquor \$ 10,000  
 "Class C" Liquor (wine only) \$ 100

Fees	
License Fees	\$ <u>300</u>
Background Check Fee	\$ <u>—</u>
Publication Fee	\$ <u>55</u>
<b>Total Fees</b>	<b>\$ <u>355</u></b>

### Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) <u>El folklore mexicano LLC</u>			
2. Business Trade Name or DBA <u>Tienda Mexicana el folklore</u>			
3. FEIN <u>99-3898876</u>		4. Wisconsin Seller's Permit Number <u>456-1031791887-02</u>	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization <u>WI</u>		7. Date of Organization <u>07/04/2024</u>	8. Wisconsin DFI Registration Number <u>E066553</u>
9. Premises Address <u>1008 Appleton Rd</u>			
10. City <u>Menasha</u>		11. State <u>WI</u>	12. Zip Code <u>54952</u>
13. County <u>winnebago</u>		14. Governing Municipality: <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: _____	15. Aldermanic District
16. Premises Phone <u>920 265 0869</u>		17. Premises Email <u>elfolkloremex@outlook.com</u>	18. Website
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <u>The building will be used for a grocery store, the alcohol will be stored in the warehouse (storage) where it will be the products and in one of the refrigerators.</u>			
20. Mailing Address (if different from premises address)			
21. City		22. State	23. Zip Code

### Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages.  Yes  No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No	

- verified 7/12/24 SP

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages.  Yes  No  
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor?  Yes  No  
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity?  Yes  No  
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity \_\_\_\_\_ 4b. Business Entity FEIN \_\_\_\_\_

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion.  Yes  No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine?  Yes  No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees?  Yes  No

**Part C: Individual Information**

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Robles Hernandez	Jennifer L	Owner	[REDACTED]
Vargas Enriquez	Ranferi	Owner	[REDACTED]

**Part D: Attestation**

One of the following must sign and attest to this application:  
 • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name: Robles Hernandez First Name: Jennifer M.I.: L  
 Title: Owner / partner Email: [REDACTED] Phone: [REDACTED]  
 Signature: [Signature] Date: 09/25/24

**Part E: For Clerk Use Only**

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

# Alcohol Beverage Appointment of Agent

Date 09/25/24

<b>Agent Type (check one)</b>	
<input checked="" type="checkbox"/> Original (no fee)	<input type="checkbox"/> Successor (\$10 fee for municipal licensees only)

<b>Part A: Business Information</b>	
1. Legal Business Name (individual name if sole proprietor) <u>El folklbre mexicano LLC</u>	
2. Business Trade Name or DBA <u>Tienda Mexicana el folklbre.</u>	
3. Entity Type (check one) <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	
4. Alcohol Beverage Business Authorization (check one) <input checked="" type="checkbox"/> Municipal Retail License <input type="checkbox"/> State Permit	5. If successor agent, provide State Permit or Municipal Retail License Number <u>456-1031791887-02</u>
6. Describe the reason for appointing a successor agent, if successor is checked above.	

<b>Part B: Agent Information</b>			
1. Last Name <u>Robles Hernandez</u>	2. First Name <u>Jennifer</u>	3. M.I. <u>L</u>	
4. Email [REDACTED]		5. Phone [REDACTED]	
6. Home Address [REDACTED]			
7. City <u>Kaukauna</u>	8. State <u>WI</u>	9. Zip Code <u>54130</u>	10. Age <u>25</u>
11. Drivers License/State ID Number [REDACTED]		12. Drivers License/State ID State of Issuance	

<b>Part C: Agent Questions</b>	
1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you completed Form AB-100, <i>Alcohol Beverage Individual Questionnaire</i> ? Submit a completed Form AB-100 with this form.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been a Wisconsin resident for at least 90 continuous days? See instructions for exceptions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Continued →

**Part D: Business Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Robles Hernandez</i>		First Name <i>Jennifer</i>		M.I. <i>L</i>
Title <i>Agent / partner</i>	Email [REDACTED]		Phone [REDACTED]	
Signature <i>[Signature]</i>			Date	

**Part E: Agent Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Robles Hernandez</i>		First Name <i>Jennifer</i>		M.I. <i>L</i>
Signature <i>[Signature]</i>			Date <i>09/25/24</i>	

ORD #240923-1:ORD *Second Reading & Adoption*  
**AMEND FOX CROSSING MUNICIPAL CODE CHAPTER §435 ZONING  
ORDINANCE – REZONE PARCELS #1210184, #1210186, #1210189, AND #1210191  
LOCATED ON CLAYTON AVENUE FROM A-2 GENERAL AGRICULTURE  
DISTRICT TO R-4 SUBURBAN HIGH DENSITY DISTRICT**

*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 parcels #1210184, #1210186, #1210189, and #1210191 located on Clayton Avenue from A-2 (General Agriculture District) to R-4 (Suburban High Density District) 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: September 23, 2024

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

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

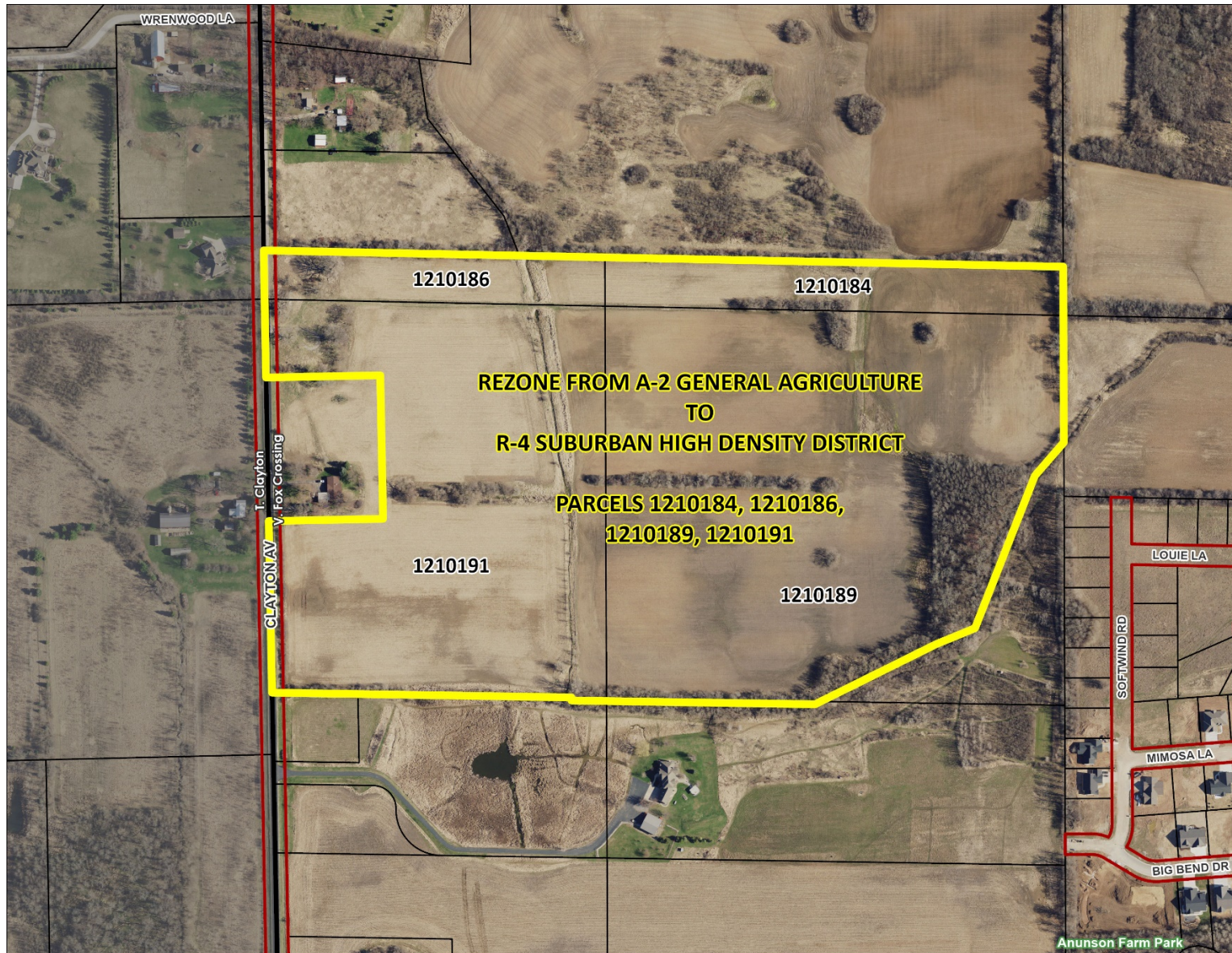
*Submitted by: Dale A. Youngquist, Village President*

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

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



ATTACHMENT 1: Proposed Zoning Map Amendment



# PLANNING COMMISSION MEMO

Date: September 9, 2024  
 To: Village Planning Commission Members  
 From: George L. Dearborn Jr., AICP Director of Community Development  
 RE: Agenda Item 3 - Jill Szamocki - Rezoning from A-2 to R-4

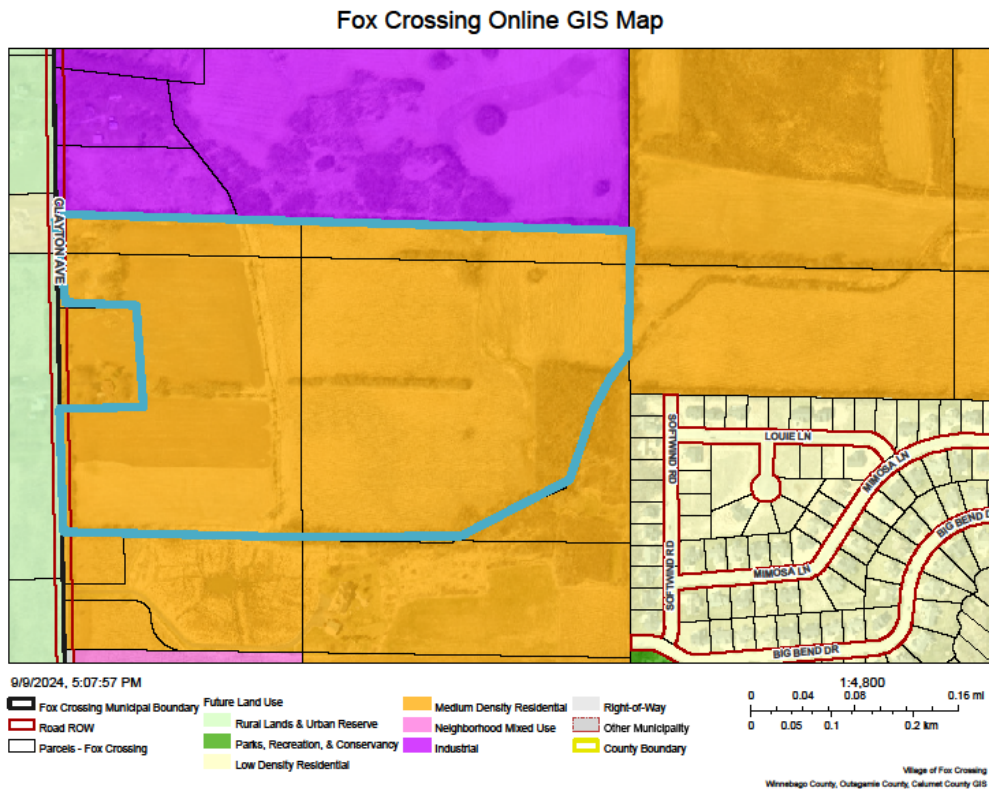
## Overview

The applicant is requesting a rezoning from A-2 General Agriculture to R-4 Suburban High Density District. This rezoning conforms to the Village's adopted Future Land Use Map, which states that R-4 is an appropriate zoning designation for medium density land uses as shown on the Village's Future Land Use Map, which is part of the Villages adopted Comprehensive Plan.

## Staff Recommendation

Staff recommends approval of this rezoning as it conforms to the Village's adopted Future Land Use Map and Comprehensive Plan.

Village of Fox Crossing Future Land Use Map



ORD #240923-2:ORD *Second Reading & Adoption*

**AMEND FOX CROSSING MUNICIPAL CODE CHAPTER §435 ZONING**

**ORDINANCE – REZONE 679 EAST SHADY LANE (PARCEL #121025201) FROM B-3 REGIONAL BUSINESS DISTRICT TO PLANNED DEVELOPMENT DISTRICT**

*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 679 East Shady Lane (parcel #121025201) from B-3 (Regional Business District) to PDD (Planned Development District) as shown in Attachment 1.

Part II. The Planned Development District will consist of the following conditions:

1. The reconstruction of the current building at the current setback.
2. All uses allowed in the B-3 Regional Business Zoning District will be allowed.
3. The applicant shall provide staff with a site plan for any new construction and meet all other current requirements for this development.

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

Part IV. 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: September 23, 2024

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

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

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

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

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

ATTACHMENT 1: Proposed Zoning Map Amendment



# PLANNING COMMISSION MEMO

Date: September 9, 2024  
To: Village Planning Commission Members  
From: George L. Dearborn Jr., AICP Director of Community Development  
RE: Agenda Item 1- Planned Development District (PUD) 679 East Shady Lane

## Overview

The applicant is requesting a PUD to reduce the front setback for an existing development to its current setback. The property is currently zoned B-3 Regional Business District. A public hearing is required for this proposed PUD rezoning. The current property is being used for commercial purposes. The owner desires to reconstruct one of the buildings as shown on the attached site plan. This building as noted above does not meet current street yard setbacks. A reconstruction of this building would trigger the requirement of a new setback of 30 feet. The current building setback is estimated to be about 17.1 feet. This PUD would allow the current front building setback to be used.

## Staff Recommendation

Staff recommends approval of this PUD with the following conditions:

1. The reconstruction of the current building at the current setback.
2. All uses allowed in the B-3 Zoning district be allowed.
3. The applicant shall provide staff with a site plan for any new construction and meet all other current requirements for this development.

Fox Crossing Online GIS Map

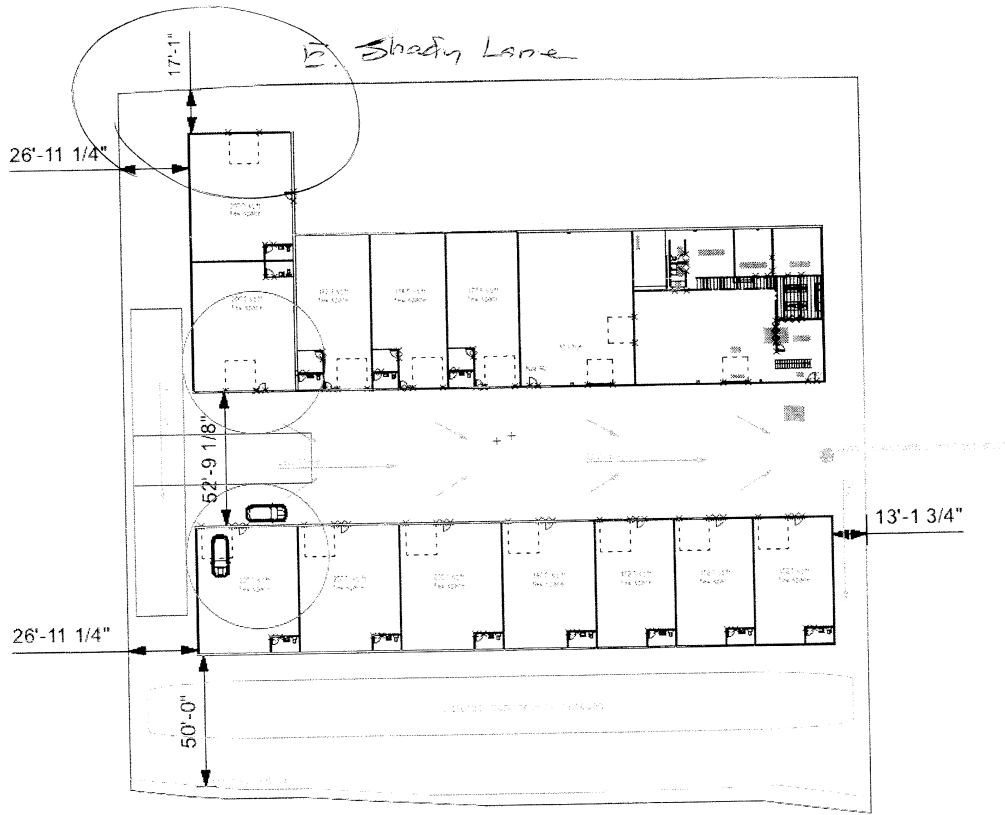


9/9/2024, 3:44:22 PM

Fox Crossing Municipal Boundary Parcels - Fox Crossing  
 Road ROW County Boundary

1:600  
0 0.01 0.01 0.02 mi  
0 0.01 0.01 0.03 km  
Winnebago County GIS

Site Plan



RES #241014-3

**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:

Joseph Lontcoski – Approved  
Andrea Randt – Approved

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

Adopted this 14<sup>th</sup> day of October, 2024

*Requested by: Scott Blashka, Police Chief*  
*Submitted by: Dale A. Youngquist, Village President*

---

Dale A. Youngquist, Village President

---

Attest: Darla M. Fink, Village Clerk

RES #241014-4

**EXPENDITURES**

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$1,660,383.69

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

Pending:		
General Fund	\$	96,732.20
Special Revenue Fund	\$	94,130.35
Debt Fund	\$	-
Capital Projects Fund	\$	225,558.31
Water Fund	\$	233,036.09
Sewer Fund	\$	162,634.72
Stormwater Fund	\$	79,105.52
Trust & Agency Fund	\$	-
Special Processed Payments	\$	769,186.50
Total:	\$	<u>1,660,383.69</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 14th day of October, 2024.

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

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

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



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

**EXPENDITURE SUMMARY**

For Accounts Payable Period Ending: October 8, 2024  
 For Village Board Meeting of: October 14, 2024

<b>REGULAR PROCESSED CHECKS</b>	<b>AMOUNT</b>
General Fund	\$96,732.20
Special Revenue Funds	\$94,130.35
Debt Fund	\$0.00
Capital Projects Fund	\$225,558.31
Water Fund	\$233,036.09
Sewer Fund	\$162,634.72
Stormwater Fund	\$79,105.52
Trust & Agency Fund	\$0.00
	<hr/>
Total Bills for	October 14, 2024
	<u><u>\$891,197.19</u></u>

**SPECIAL PROCESSED PAYMENTS**

<b>CHECK #</b>	<b>PAYEE</b>	<b>DEPT. /PURPOSE</b>	<b>AMOUNT</b>
	Village Specials	9/18-10/8/2024	\$184,992.39
	Employee Benefits Corp	9/18-10/7/2024	\$1,617.15
ACH	Paymentus	9/18/2024	\$6,580.45
VOID	Speedy Clean	9/23/2024	(\$10,665.02)
ACH	DTCC	10/1/2024	\$307,938.13
ACH	North Shore	9/27/2024	\$1,495.00
ACH	WDC	9/27/2024	\$6,238.04
ACH	Elavon	10/7/2024	\$301.68
ACH	PayTrac	10/7/2024	\$217.05
51637-51638	Payroll	9/26/2024	\$135.76
ACH	Payroll	9/26/2024	\$194,216.75
ACH	Payroll	9/26/2024	\$76,119.12
			<hr/>
<b>Total Special Processed Payments</b>			<u><u>\$769,186.50</u></u>
<b>GRAND TOTAL</b>			<u><u><b>\$1,660,383.69</b></u></u>