

**Village of Fox Crossing Board of Trustees Regular Meeting**  
**Monday, February 10, 2025 - 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) Recognition of Village of Fox Crossing Adult School Crossing Guards – Police Lieutenant Scott Farrell
3. Public Hearings
4. Minutes to Approve/ Minutes and Correspondence to Receive
  - Minutes to Approve
    - a) Regular Village Board Meeting – January 27, 2025
  - Minutes and Correspondence to Receive
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 sign-up sheet.**
6. Discussion Items
7. Unfinished Business
8. **New Business- Resolutions/Ordinances/Policies**
  - a) 250210-1 Proclamation by the Village of Fox Crossing for Wisconsin Adult School Crossing Guard Recognition Week
  - b) 250210-2 2025 Budget Amendment to Provide Funds for Various Departments
  - c) 250210-3 Operator License Applicants
  - d) 250210-4 Expenditures
9. **Reports**
  - a) Village President Dale Youngquist
    - Letters of Interest and Resumes for Applying for the Trustee #3 Vacancy are Due to the Clerk’s Office by Wednesday, February 12, 2025, at 4:30 p.m.
    - Clerk Darla Fink and Deputy Clerk Chantel Jaenke Both Receive Certified Municipal Clerk Designation from the International Institute of Municipal Clerks
    - Parks & Recreation Director Amanda Geiser Recognized as the 2024 Park Professional of the Year by the Wisconsin Park & Recreation Association
  - b) Trustee Kris Koeppe – Vacancy on the Fox Crossing Sustainability Committee; Interested Applicants should Contact Clerk Fink for Nomination Materials
  - c) Clerk Darla Fink
    - Early Voting for the February 18 Spring Primary Election Continues through Friday, February 14, 2025; Voting will be Open from 8:00 a.m. to 4:30 p.m., Monday through Friday, with the Exception of Friday, February 14, in which Voting will be Open Until 5:00 p.m.
    - Spring Primary Election will be held Tuesday, February 18, 2025 with polls Open from 7:00 a.m. to 8:00 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.*

**VILLAGE OF FOX CROSSING  
BOARD OF TRUSTEES REGULAR MEETING  
Municipal Complex – Arden Tews Assembly Room  
Monday, January 27, 2025**

**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 (via teleconference), Kris Koeppe, Kate McQuillan, Deb Swiertz, and Barbara Hanson (via teleconference).

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, Engineer Zach Laabs, and Engineer Lee Reibold. There were nine attendees.

**2. Awards / Presentations**

**3. Public Hearings**

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

a) Regular Village Board Meeting – January 13, 2025

**Minutes and Correspondence to Receive**

b) Planning Commission Meeting Minutes – December 4, 2024

c) Water Main Breaks Report – December 2024

d) Water Pumpage Report – December 2024

**MOTION:** Trustee McQuillan, seconded by Trustee Swiertz to approve the minutes and accept other departmental minutes and correspondence into record. Motion carried via voice vote.

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

Kathleen Hallett – 513 Kessler Drive, Neenah

Ms. Hallett stated she is a long-time member of Wild Ones and is a spokesperson for a group of local members who have wanted more transparency in the decision of the national organization to sell the property in Fox Crossing. She recently attended the Plan Commission meeting where many questions were brought up about the restrictions related to this conservancy. Their concern is to make sure the Wisconsin DNR and others involved are aware of the deed restrictions on the property and aware that those restrictions would be transferred to whoever would take ownership of the property in the future.

Sue Peck – 594 Plummers Harbor Road, Neenah

Ms. Peck stated she has the same concerns as Ms. Hallett. The current survey of the full property states the conservancy restrictions apply to the entire property and her concern is that these restrictions continue to apply to the lots after they are split. She stated she also has another question regarding the zoning of this property. She stated in 2008 this property was rezoned to P1 (park land) from R1 (residential) which she believes was approved. She has since spoken with many Village staff members and the Winnebago County zoning department and found that somehow in the transfer from the Town of Menasha to the Village of Fox Crossing,

the property transferred back to R1 (residential) zoning. Ms. Peck stated Director Dearborn advised the Village doesn't have a category P1 (park land) in our zoning code. She stated she doesn't understand how the property could have reverted back to residential. She stated the property backs up to the Wild Ones conservancy and will be an encroachment into a conservancy area which could contaminate the area. The main intent of this group is to keep this property as one and not allow for the split of the property to eventually be sold.

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 250127-1 Certified Survey Map – 2285 Butte Des Morts Beach Road

**MOTION:** Trustee Koepp, seconded by Trustee McQuillan to approve as submitted. President Youngquist stated per Attorney Rossmeissl's guidance, they are only allowed to act on the Certified Survey Map at this time and therefore added in a condition to this Resolution for staff to make sure the Wisconsin DNR is well aware of the current deed and conservancy restrictions. Attorney Rossmeissl stated the only matter before the Village Board tonight is approval or disapproval of the Certified Survey Map and the only criteria the Village Board can consider are state statutes and Village ordinances. Therefore, absent any reason to deny, he would recommend approval of this Resolution with addition of the following language: "or other individuals or agencies that might have standing" to ensure any parties other than the DNR are also notified of these deed and conservancy restrictions. Trustee Koepp amended his Motion to include the above verbiage from Attorney Rossmeissl; seconded by Trustee McQuillan. Motion carried via voice vote.

b) 250127-2 Certified Survey Map – Fox Crossing Creek Apartments, LLC (Parcel #121021007)

**MOTION:** Trustee Swiertz, seconded by Trustee McQuillan to approve as submitted. Director Dearborn advised the Plan Commission recommended approval. Motion carried via voice vote.

c) 250127-3 Certified Survey Map – 1366 Appleton Road

**MOTION:** Trustee McQuillan, seconded by Trustee Koepp to approve as submitted. Director Dearborn advised the Plan Commission recommended approval. Motion carried via voice vote.

d) 250127-4 Intermunicipal Agreement Between the Town of Neenah and the Village of Fox Crossing for the Larsen Road Reconstruction Project from County Highway CB (CTH CB) to Clayton Avenue, to Include a 2025 Budget Amendment for Funds for the Project

**MOTION:** Trustee Koepp, seconded by Trustee McQuillan to approve as submitted. Manager Sturgell advised the Town of Neenah will be the lead agency for this road reconstruction and noted the Town of Neenah was successful in getting a grant from the Wisconsin DOT for this project. The Village has joint jurisdiction on the north side of this road for approximately 1,100 feet, therefore the Village's share of the project is 11.7% or a cost of \$225,000 to the Village. This project was mistakenly left out of the 2025 budget, so this resolution also includes a budget amendment. On roll call vote, Motion carried 6-0.

e) 250127-5 Intermunicipal Agreement Between the Town of Clayton and the Village of Fox Crossing Regarding the Sanitary Sewer Main Extension on Larsen Road from Rocket Way to Clayton Avenue

**MOTION:** Trustee Swiertz, seconded by Trustee McQuillan to approve as submitted. Manager Sturgell stated this section of sanitary sewer main is being installed on behalf of the Town of Clayton. Since this road is being fully reconstructed, it makes sense to install the main now even though it will remain unused until it is connected. The Town of Clayton has agreed to fund 100% of the cost of this project. Motion carried via voice vote.

- f) 250127-6 Change Order #2 & Final – Church Pond Stormwater Construction Project  
**MOTION:** Trustee McQuillan, seconded by Trustee Hanson to approve as submitted. Motion carried via voice vote.
- g) 250127-7 Award Proposal – Public Service Commission (PSC) Water Rate Case Application Consulting Services  
**MOTION:** Trustee Swiertz, seconded by Trustee Koeppel to approve as submitted. Director Searl advised this award consists of two parts including the wrap up of the water rate case that was submitted in 2022, as well as the new rate case that we are required to file in 2025 for a total cost of \$19,500. Motion carried via voice vote.
- h) 250127-8 Appointment of Representative to the Fox West Regional Sewerage Commission  
**MOTION:** Trustee Van Dyke, seconded by Trustee Swiertz to appoint Kris Koeppel to the Fox West Regional Sewerage Commission as submitted. Motion carried via voice vote.
- i) 250127-9 Operator License Applicants  
**MOTION:** Trustee Swiertz, seconded by Trustee McQuillan to approve as submitted. Motion carried via voice vote.
- j) 250127-10 Expenditures  
**MOTION:** Trustee Koeppel, seconded by Trustee McQuillan to approve the expenditures submitted without exception. Motion carried via voice vote.

## 9. Reports

### a) Village President Dale Youngquist

- Announcement of Resignation of Trustee #3 Gregory Ziegler as of January 12, 2025
- Applications for Appointment to Trustee #3 Position due Wednesday, February 12, 2025, at 4:30 p.m.

President Youngquist announced Trustee Ziegler's resignation effective as of January 12<sup>th</sup> and applications for this position are due to the Clerk's office by Wednesday, February 12<sup>th</sup> at 4:30 p.m. After this date, interviews will be scheduled with candidates before selecting the replacement.

### b) Clerk Darla Fink – Early Voting for the February 18 Spring Primary Election will be held Tuesday, February 4, 2025 through Friday, February 14, 2025; Voting will be Open from 8:00 a.m. – 4:30 p.m., Monday through Friday, with the Exception of Friday, February 14, in which Voting will be Open Until 5:00 p.m.

Clerk Fink announced the dates/times for early in-person absentee voting for the February 18<sup>th</sup> Spring Primary.

## 10. Closed Session

## 11. Adjourn

At 6:51 p.m., **MOTION:** Trustee Swiertz, seconded by Trustee Hanson to adjourn. Motion carried via voice vote.

Respectfully submitted,

Darla M. Fink, CMC, WCMC  
Village Clerk

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

RES #250210-1

**A PROCLAMATION BY THE VILLAGE OF FOX CROSSING FOR WISCONSIN  
ADULT SCHOOL CROSSING GUARD RECOGNITION WEEK**

WHEREAS, school crossing guards provide an invaluable service in helping to ensure the safe passage of our youngest, most vulnerable pedestrians, children walking between home and school; and

WHEREAS, school crossing guards typically serve with dedication in spite of the rigors of harsh weather, split shifts and heavy traffic; and

WHEREAS, for more than five decades, school crossing guards have served communities across Wisconsin; and

WHEREAS, this service has helped to drive down the rates of young pedestrian deaths and injuries, despite increases in traffic volume; and

WHEREAS, school crossing guards help reinforce in the minds of the young people they assist, the importance of traffic-hazard identification and safe street-crossing behavior; and

WHEREAS, local proclamations, police department honors, local news coverage and especially smiles and kind words from children, will help to convey the gratitude of our communities for the life-saving, injury-reducing role that school crossing guards play.

NOW, THEREFORE BE IT RESOLVED that the Village of Fox Crossing Board of Trustees, along with the Wisconsin Department of Public Instruction, does hereby proclaim February 17 – February 21, 2025, SCHOOL CROSSING GUARD RECOGNITION WEEK.

Adopted this 10<sup>th</sup> day of February, 2025

*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 #250210-2

**2025 BUDGET AMENDMENT TO PROVIDE FUNDS FOR VARIOUS DEPARTMENTS**

WHEREAS, the Fire Department requests a 2025 Budget Amendment to provide funds for the replacement of a Thermal Imaging Camera (TIC) which is carried aboard fire apparatus E41 (\$5,500 from the Equipment Replacement Fund (ERF)); and

WHEREAS, the Parks & Recreation Department requests a 2025 Budget Amendment to provide funds for urban forestry management (\$12,000 from the Tree Planting Special Revenue Fund); and

WHEREAS, the Water Department requests a 2025 Budget Amendment to provide funds for a direct mailing (printing and postage) to water customers (\$8,500 from Water Savings).

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees that the 2025 Village of Fox Crossing budget is amended, as attached, to provide \$5,500 for the replacement of a Thermal Imaging Camera for the Fire Department; \$12,000 for urban forestry management for the Parks & Recreation Department; and \$8,500 for printing and postage costs for a direct mailing to water customers.

Adopted this 10<sup>th</sup> day of February, 2025

*Requested by: Todd Sweeney, Fire Chief*

*Amanda Geiser, Parks & Recreation Director*

*Joe Hoechst, Public Works 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

**FOX CROSSING  
2025 BUDGET AMENDMENT**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET	ADJUSTMENT REQUESTED	ADJUSTED BUDGET	COMMENTS
<b>General Fund (101)</b>					
<b>Expenditures/Transfers Out</b>					
<b>Parks &amp; Recreation</b>					
101-5500-710.03-78	Tree & Brush Control (Urban Forestry Management)	33,600	12,000	45,600	Expand removal of Cottonwood Trees in Gateway Meadows area
<b>Total General Fund Expenditure Adjustments</b>			<b>12,000</b>		
<b>Offset from Revenues/(expenses)/transfers:</b>					
101-5500-491.02-05	Transfer from SRF: Tree Fund	26,676	12,000	38,676	
<b>Total General Fund Offsets</b>			<b>12,000</b>		
<b>Special Revenue Fund (205)</b>					
<b>Expenditures/Transfers Out</b>					
<b>Park &amp; Recreation</b>					
205-5500-710.09-10	Reallocations - Park & Rec transfer to GF	37,716	12,000	49,716	transfer tree funds to Park Urban Forestry Expenditure
<b>Total Special Revenue Fund Transfers Out Adjustments</b>			<b>12,000</b>		
<b>Offset from Revenues/(expenses)/transfers:</b>					
205-5500-492.08-00	Transfer from Assigned Fund Balance	-	12,000	12,000	use set aside funds for tree removal
<b>Total Special Revenue Fund Offsets</b>			<b>12,000</b>		
<b>Capital Projects Fund - Equipment Replacement (402)</b>					
<b>Expenditures/Transfers Out</b>					
<b>Public Safety: Fire Department</b>					
402-5200-620.08-54	Capital Equipment Fire	-	5,500	5,500	Replace truck based Thermal Imaging Camera (TIC)
<b>Total CPF - Equipment Replacement Fund Expenditure Adjustments</b>			<b>5,500</b>		
<b>Offset from Revenues/(expenses)/transfers:</b>					
402-5200-492.02-00	Transfer from Designated Balance - Fire	265,426	5,500	270,926	use set aside funds for TIC purchase
<b>Total CPF - Equipment Replacement Fund Offsets</b>			<b>5,500</b>		

**FOX CROSSING  
2025 BUDGET AMENDMENT**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET	ADJUSTMENT REQUESTED	ADJUSTED BUDGET	COMMENTS
<b>Water Utility (611)</b>					
<b>Expenditures/Transfers Out</b>					
<b>Administrative &amp; General Expenses</b>					
611-0500-920.03-13	Copy/Printing Charges	-	2,655	2,655	Contracted printing, inserting, and mailing letter
611-0500-920.03-41	Postage/Shipping	2,500	5,845	8,345	Pre-sorted first class permit mail postage for letter
<b>Total Water Utility Fund Expenditure Adjustments</b>			<b>8,500</b>		
<b>Offset from Revenues/(expenses)/transfers:</b>					
611-5300-492.09-00	Transfer from Fund Balance (Savings)	379,400	8,500	387,900	
<b>Total Water Utility Fund Offsets</b>			<b>8,500</b>		



RES #250210-3

**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:

John Stane – 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 10<sup>th</sup> day of February, 2025

*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 #250210-4

**EXPENDITURES**

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$658,176.99

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

Pending:		
General Fund	\$	99,685.13
Special Revenue Fund	\$	21,397.57
Debt Fund	\$	-
Capital Projects Fund	\$	658.00
Water Fund	\$	53,483.05
Sewer Fund	\$	9,744.82
Stormwater Fund	\$	10,820.09
Trust & Agency Fund	\$	-
Special Processed Payments	\$	462,388.33
Total:	\$	<u>658,176.99</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 10th day of February, 2025.

*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: February 4, 2025  
 For Village Board Meeting of: February 10, 2025

<b>REGULAR PROCESSED CHECKS</b>	<b>AMOUNT</b>
General Fund	\$99,685.13
Special Revenue Funds	\$21,397.57
Debt Fund	\$0.00
Capital Projects Fund	\$658.00
Water Fund	\$53,483.05
Sewer Fund	\$9,744.82
Stormwater Fund	\$10,820.09
Trust & Agency Fund	\$0.00
<b>Total Bills for</b>	<b>February 10, 2025</b>
	<u><u>\$195,788.66</u></u>

**SPECIAL PROCESSED PAYMENTS**

<b>CHECK #</b>	<b>PAYEE</b>	<b>DEPT. /PURPOSE</b>	<b>AMOUNT</b>
	Village Specials	1/22-2/4/2025	\$151,935.27
	Employee Benefits Corp	1/27-2/4	\$1,128.10
	North Shore	2/3/2025	\$1,425.00
	Great West	2/3/2025	\$6,738.73
52817-52824	Payroll	1/30/2025	\$2,457.81
	Payroll	1/30/2025	\$213,188.32
	Payroll	1/30/2025	\$85,515.10
		Taxes	<u>\$85,515.10</u>
<b>Total Special Processed Payments</b>			<u><u>\$462,388.33</u></u>
<b>GRAND TOTAL</b>			<u><u><b>\$658,176.99</b></u></u>