

Village of Fox Crossing Board of Trustees Regular Meeting
Monday, October 27, 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**
3. **Minutes to Approve/ Minutes and Correspondence to Receive**
Minutes to Approve
 - a) Special Village Board Meeting – Budget Workshop #2 – October 13, 2025
 - b) Regular Village Board Meeting – October 13, 2025**Minutes and Correspondence to Receive**
 - c) Planning Commission Meeting Minutes – September 17, 2025
 - d) Water Main Breaks Report – September 2025
 - e) Water Pumpage Report – September 2025
4. **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.**
5. **Discussion Items**
6. **Unfinished Business**
7. **New Business- Resolutions/Ordinances/Policies**
 - a) 251027-1 Condominium Plat – 1088 Ehlers Road (Parcel #121047305)
 - b) 251027-1:ORD Amend Fox Crossing Municipal Code Chapter §435 Zoning Ordinance – Rezone Lot 154 in Winding Creek Estates (Parcel # 1216272) from R-2 Suburban Low Density District to Planned Development District *First Reading*
 - c) 251027-2 Certified Survey Map – 800 Ninth Street (Parcel #121035315)
 - d) 251027-3 Change Order #2 – Margeo Neighborhood Utility Improvement Project
 - e) 251027-4 Resolution from the Village of Fox Crossing for Commitment of Financial Support for the WisDOT 2026-2031 Surface Transportation Program (STP) – Urban Grant Application
 - f) 251027-5 Reappoint Fox Crossing Representative to the Fox Cities Convention & Visitors Bureau Board of Directors – Village Manager Jeffrey Sturgell
 - g) 251027-6 Expenditures
8. **Reports**
 - a) Village President Dale Youngquist – 2026 Village of Fox Crossing Budget Public Hearing to be held Monday, November 24, 2025 at 5:00 p.m. in the Arden Tews Assembly Room of the Village Municipal Complex, 2000 Municipal Drive
 - b) Trustee Kris Koeppe – Results of Electronic Recycling Event held on October 11, 2025
 - c) Police Captain Tim Callan – Annual Trick-or-Treat Hours in the Village – October 31, 2025 from 4:00 p.m. to 7:00 p.m.
9. **Closed Session**
10. **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
Special Meeting of the Board of Trustees – Budget Workshop #2
Municipal Complex – Arden Tews Assembly Room
Monday, October 13, 2025 – 5:00 p.m.**

Minutes

1. Call to Order

President Dale Youngquist called the workshop to order at 5:00 p.m. Clerk Darla Salinas noted those present including: President Youngquist, Trustee Michael Van Dyke, Trustee Kris Koeppe, Trustee Timothy Raddatz, Trustee Kate McQuillan, Trustee Deb Swiertz, Trustee Barbara Hanson, Village Manager Jeffrey Sturgell, Finance Director Jeremy Searl, Police Chief Scott Blashka, Director of Community Development George Dearborn, Fire Chief Todd Sweeney, Director of Information Technology Tim Plagenz, Deputy Clerk Chantel Jaenke, and Director of Parks and Recreation Amanda Geiser. There were seven attendees.

2. Presentation of Departmental Budgets

Clerk/Elections Departments

Director Searl advised there are two main changes for this department's budget include the change of the Clerk position from Clerk Salinas to Deputy Clerk Jaenke and four elections being held in 2026, as compared to only two elections in 2025. Revenues show a small decrease in Special Events due to the lower amount of mechanical amusement devices and firework displays in the Village. Bar Operator licenses are showing an increase in revenue due to 2026 being the two-year renewal year. He is suggesting the use of \$30,000.00 from fund balance to fund the extra two elections this year to balance the budget.

In expenditures, there is a small decrease in wages due to the Clerk transition, however more funds were added in the supply and training accounts to provide training for the new Deputy Clerk. All costs in the election accounts are increased due to the extra elections. He stated this department is looking to replace eight Badger Books using the Equipment Replacement Fund (ERF) (2 server machines and 6 client machines). There are no other changes or additional funding needed for the ERF.

Parks & Recreation Department

Director Searl stated revenues in park rentals are showing a decrease, but much of that is due to Schildt Park being unavailable for rentals in 2026 due to renovation, however this is partially offset by the YMCA using Wittman Park more frequently for another program. He stated there are a large number of accounts that are showing transfers from special revenue funds, for example the disc golf and tree funds, however these transfers are consistent with previous years.

Director Searl stated there were no requested changes in payroll splits, or changes from part-time to full-time. There is a request for a new seasonal park employee for a requested increase of \$9,344.00. Currently there are four seasonal employees working 14 weeks at full-time for a total of 2,240 hours, however this was cut by Manager Sturgell to adding one additional seasonal staff employee for only nine weeks increasing the total hours available to all seasonal staff to 2,600 hours. This will provide the department more flexibility to fill openings during vacations, school schedules, etc. He advised pager pay amounts for this department was discussed for full-time employees, as they are currently compensated at \$20.00/day, however other departments simply receive an additional hour of straight pay for the day they're holding the pager. This change comes at a total increase of \$856.00 and does not include a change to summer staff pager pay. A correction

was made to the number of Park Commission meetings being budgeted for, reducing this from 17 meetings to 13 meetings. With all these payroll changes included, there is a total increase of \$23,000.00 or a 2.7% increase, of which more than half is due to benefit changes.

In Park expenditures, the 0210 Professional Services account includes the 5-year Comprehensive Outdoor Recreation Plan for \$20,000.00 which is completed every 5 years and will be offset with fund balance. There is a rollover of consulting services for Woodland Prairie Park for \$10,000.00, and a partial rollover of \$8,000.00 for the Rydell Conservancy dock removal, which will be able to be completed more easily when the water is frozen.

The 0234 Site Maintenance account is relatively flat and includes the Woodland Prairie Park dirt bike trail path for \$5,000.00 from fund balance. The 0240 Repair/Maintenance account is budget neutral from last year and includes \$15,000.00 for improvements to the soccer complex on Earl Street including miscellaneous repairs and parking lot. The 0340 Disc Golf account includes the addition of a 16' x 16' shelter to provide golfers their own staging/meeting/recreational area to allow other park users to use the existing shelter for other park uses. All costs for this shelter will be paid by the disc golf special revenue fund. The 0353 Equipment Maintenance and 0355 Vehicle Maintenance accounts combined have total budgeted expenditures of \$3,200.00 with \$1,400.00 being set aside for a barrel of oil used for vehicle and equipment maintenance that was previously budgeted in the Street Department. The balance of the increase is due to general cost increases for parts and services. The 0372 Crack/Seal Coat account is budget neutral from last year with the large projects being funded by fund balance with planned crack and seal coating at Fritsch Park and Butte des Morts Park in 2026. The 0378 Urban Forestry account shows the same amount as last year at \$3,600.00 as they are looking to remove ash trees using EAB funds (approximately \$25,000.00) and will be replacing a number of these trees with the tree planting special revenue fund (\$5,000.00). The 0831 Miscellaneous Capital Park Activity account includes \$20,000.00 on the levy which is consistent with years past and includes the multi-year picnic table replacement project to replace the old wood picnic tables.

In Recreation expenditures, the 0240 Repair/Maintenance account includes painting at the Community Center in the Robin and Maple rooms along with the lobby and hallways (\$3,500.00 off fund balance) and is otherwise level with previous years. The 0341 Postage/Shipping account shows an increase as postage increases effect this department heavily due to the cost of mailers, activity guides, etc. Recreation programming expenses are categorized by season. Director Geiser noted the loss of the Dance Instructor as having an impact on the dance program as we have been unable to fill the position, therefore at this time we will not have a dance program coming into Fall/Winter as they continue efforts to try to find a replacement for this program.

The Equipment Replacement Fund (ERF) is planned to be short funded similar to Fire and Police Departments to balance the budget this year. Projects in 2025 included O'Hauser Park and Westfield Park of which the final amounts will be updated when they are available, and these projects are complete. There is no equipment replacement planned in 2026, but the gator, mower and dump truck are slated for replacement in 2027 and were all extended a year.

Capital Projects for Parks and Recreation

American Drive Trail Resurfacing from East Shady Lane to Copperhead Drive for a cost of \$70,000.00.

Kippenhan Park Play Equipment (subdivision located off Lake Street) for a cost of \$95,000.00 offset with \$71,048.00 from the ERF and the remaining \$24,000.00 from borrowing.

Palisades Park Tennis Courts Reconstruction for a cost of \$150,000.00 offset with cash on hand. Director Geiser advised these tennis courts need to be reconstructed, along with completing a small amount of drainage improvement for these courts to redirect some of the water away from this area. These courts will also be lined with pickleball lines during the resurfacing.

Trestle Trail repairs to be split with the City of Menasha for a total cost of \$70,000.00 with \$35,000.00 being paid by the City of Menasha.

Schildt Park Renovation project for a total cost of \$2,150,000.00 to be offset with \$1,250,000.00 from settlement funds, \$763,998.00 from borrowing, and \$136,002.00 from the ERF. Manager Sturgell advised he is trying to keep borrowing down and proposed using some settlement funds to mitigate the amount on the tax levy. Director Geiser advised the current pavilion will stay, however the granary will be taken down. This project is being spearheaded by the stormwater pond that is required to be built on the west end of the property. The new park project is planned to include a sledding hill, six pickleball courts, a full basketball court, replacement of the playground equipment, development of a pedestrian trail bridge, tree planting, expansion of the parking lot, removal of the back parking lot, and a shade canopy near the pickleball and basketball courts. There are power lines running across the west side of that park which make it difficult to do anything else with that area of the land.

The residents on Benjamin Court will see a slight increase in traffic due to the addition of an entrance to the park off Benjamin Court which is currently a cul-de-sac. There is a notification letter ready to go to the Benjamin Court residents that will be sent as soon as this budget is approved. The trees that are being planted will help mitigate the noise from the pickleball and basketball courts. The Village Board expressed some hesitation to approving this park plan tonight due to residents not having been notified yet. Director Searl advised the Board will approve the final plan for the park later next year, and at this point they are just approving the funds to be included in the budget next year.

3. **Recess for Regular Village Board Meeting**

At 5:52 p.m., **MOTION:** Trustee Van Dyke, seconded Trustee Swiertz to adjourn the Budget Workshop until after completion of the Regular Village Board Meeting. Motion carried via voice vote.

4. **Reconvene Upon Completion of Regular Board Meeting**

At 6:46 p.m., **MOTION:** Trustee McQuillan, seconded by Trustee Hanson to reconvene the Budget Workshop. Motion carried via voice vote

5. **Continue Presentation of Departmental Budgets**

Trustee Van Dyke asked if the cost for this project includes the stormwater pond, and was advised it does not include the stormwater pond which will be discussed in detail at the next budget meeting. Manager Sturgell stated this land was purchased with the intention of creating a stormwater pond to meet the DNR's criteria for the Village and stormwater funds were used to purchase this land for future construction of this pond. There is currently a recreational pond on site, which will be changed to a stormwater pond.

Trustee Van Dyke asked about adding bathrooms near the basketball and pickleball courts. Director Geiser advised that was considered but that increased the cost of this project significantly, so it was taken out.

Director Searl went over the remaining Clayton settlement funds indicating there is currently \$3.46 Million left available for Village capital projects, and after 2026 budgeted use there will be approximately \$2.2 Million left for Village capital projects.

Trustee Hanson stated she would like to see the Park Commission look at the wages paid to the seasonal employees. She is concerned we are going to lose staff to other municipalities due to the pay rate. Director Geiser stated she thinks the Village is in line with other municipalities, but she can certainly look at the wages, however any increase in wage will factor into the cost on what we charge the residents for the programs.

Administration Department

Director Searl stated there are no requested changes in payroll. There is a small increase in the Village's EAP and risk management programs. The 0343 Employee Recognition account includes a small increase to continue efforts on employee morale and to hold employee luncheon type activities. There is an ERF transfer in the amount of \$45,000.00 to replace Car #106 with a van specifically for Manager Sturgell's use and thereafter offered to other staff as needed, so we can expect future contributions to the ERF to be higher due to this change in vehicle.

Assessor Department

Director Searl advised there are no proposed changes to real estate inquiry fees or allocations and the State of Wisconsin has estimated a cost of \$12,500.00 for Manufacturing property assessments. The existing contract with Accurate Appraisal is set at \$54,000.00 for an annual market update and reminded the Board that the Village is in year 3 of 6 of this contract.

Finance Department

Director Searl reminded the Board that the Village is a part of City of Appleton's weights and measures consortium which has been working well. Interest revenue is up however he tried to minimize this increase to keep the budget flatter, but did need to use some of this increase to balance the budget. The use of fund balance last year was for the impact fee study and some training that was rolled over to 2026. Staffing in this department has remained unchanged, however they are looking to increase pay for the tax clerks by \$.75/hour.

The 0210 Professional Services account is from the levy and includes a small increase in audit rates for next year. The 0310 Office Supplies account increased due to printing costs increasing. The 0335 and 0330 Training and Miles/Meals/Lodging is budget neutral and noted a 2025 rollover for COGNOS training which Director Plagenz and Director Searl are planning to attend for the annual conference in Washington D.C. The 0510 Insurance account (Worker's Compensation, Property, Contractor's Equipment, Liability, Storage Tank, Auto, etc.) did not increase but the Village will be going out to RFP next year and expect to see some better figures by going out to bid.

Legislative Department

Director Searl noted the prior year's budget included use of fund balance for projects in the Assembly Room including the AV system, microphones, processor, and camera/recording equipment/livestream project which was approved at the regular Village Board meeting earlier tonight, however he is leaving this in the budget in case the project is not able to be fully completed this year. The 0320 Subscriptions and Dues account increased due to the League of Wisconsin Municipalities increasing their fees. The 0330 and 0335 Training and Miles/Meals/Lodging accounts have an increase in case any Board members want to attend any conferences or training in 2026.

Miscellaneous-General Government

Director Searl advised the first revenues are from the Garbage and Recycling special revenue fund and utility accounts to cover costs from the Municipal Complex which includes an advance of \$50,000.00 from stormwater utility. PILOT (payment in lieu of taxes) Revenue is the taxes paid by the water utility for the local share of the tax rate which is required by the PSC and includes an anticipated increase due to higher assessed values but is trending down due to the mil rate decreasing. Shared Revenue is now indexed by the sales tax collected by the State, so the Village is seeing an increase in actual and budgeted figures. Computer, Personal Property, and Fee Subsidies are all items that used to be on the tax roll that the State has removed and will continue to pay the Village the same amount as last year. Cable franchise fee revenue has been consistent overall but there have been slight declines which is a societal trend.

General account expenditures include a normal contingency amount of \$30,000.00. This account also includes \$186,144.00 to equate for a 4% base wage increase with approximately \$15,000.00 for market-based adjustments, which is the same as last year and will allow salaries to catch up to pay ranges.

Special Revenue Funds

In the Garbage and Recycling special revenue fund, there is an increase of 3.46% in the Harter's contract for collection rates which are increasing from \$8.38/unit to \$8.67/unit. Winnebago County landfill increased their fees by \$2.00/ton from \$54.00/ton to \$56.00/ton. Winnebago County recycling fee is increasing \$2.50/ton from \$7.50/ton to \$10.00/ton.

Director Hoechst is looking to purchase a new truck mounted leaf vacuum (to bring the total to three truck mounted leaf vacuums) at a cost of \$300,000.00. In exchange, the Village will sell Truck #42 (International crew cab truck with an estimated sale price of \$75,000.00 with this account receiving 15% of the sale (\$11,250.00)) and one trailer mounted vacuum (estimated sale price of \$50,000.00) plus \$45,444.00 saved in the ERF for this trailer to aid in offsetting the cost of this new truck mounted leaf vacuum. Director Hoechst and Superintendent Bauer will be at the next budget meeting to answer any questions on this purchase decision.

Director Searl advised the budget includes the purchase of \$50,000.00 worth of new garbage/recycling carts for operations, however, if a cart purchase is not necessary then these funds will be placed in the cart replacement fund. This is to keep an inventory on hand for when residents ask to trade theirs in or need to upgrade. He discussed the option of taking these funds out of the cart replacement fund which is already very healthy and using this amount towards the purchase of the new truck mounted leaf vacuum. This would still leave plenty of funds in the cart replacement fund and decrease borrowing by \$50,000.00 for that purchase. The Board had several questions regarding current cart inventory, rate of cart replacement per month/year, recycling of old carts, etc. that they will bring to Director Hoechst and Superintendent Bauer next week before making a final decision on this funding. With all of this considered, due to the increase in households being serviced, the proposed garbage and recycling fee remains consistent at \$220.00/year per household.

Director Searl advised there are several special revenue funds in the Village that are tracked separately. He provided the estimated end of 2025 balances for each special revenue fund as compared to budgeted end of 2026 balances in each (fund examples: disc golf, boat trailer parking, tree planting, park impact fees, national night out, K9, fire department community relations, sustainability, room tax, Santa float, etc.). Each fund is set to earn its own amount of interest, however Trustee Van Dyke asked if the Board could determine which account to assign the accumulated interest to. For example, the K9 fund is running low, and they could take the full

interest earnings for all special revenue funds and place into that fund. Director Searl stated he will check previous Resolutions to confirm it is possible to use interest income in any special revenue fund and will report back to the Board on this.

Tax Incremental Districts

TID #1 – Community First Credit Union & Cobblestone Hotel

This TID includes paying on the debt service for the concrete and roadwork that was completed in this area. This TID is set to expire in 2035 if not earlier due to all obligations having been met, however Director Searl doesn't foresee closing this TID early. The assessed value as of January 1, 2025, was \$35,026,000.00. The difference from when the TID was created/amended is the incremental growth for this district due to changes in market. The fund balance for this TID is in a deficit, however this TID will end in the positive, but is unlikely to close out early.

TID #2 - McMahon Business Park (OSMS, WOW Logistics, Probation and Parole)

This TID is very healthy as Miron Construction has completed several additions to their building without any developer incentive which has added value. The debt service fund for this TID is for the reconstruction of Jacobsen Road from Cold Spring Road to County Road CB. This TID is set to expire in 2037, however it is very possible that this TID will pay off early so the Village can start generating tax revenue from these properties.

TID #3 – Secura Insurance

This TID has an assessed value of \$67,320,000.00 and currently has a fund balance of \$1.8 Million. The Village is keeping 35% of the increment to recover up to \$4.5 Million in costs for the roundabout that was constructed on County Road CB along with a stormwater pond and other infrastructure improvements. The stormwater pond needs to be constructed prior to 2033 to meet the expenditure period.

TID #4 – (Vacant Land on the corner of Olde Buggy Drive and West American Drive)

This TID includes the vacant land that was originally set to become Women's Care of Wisconsin, and its expenditure life will expire in 2034. The value of the land has increased so this TID is no longer in the negative. Trustee Van Dyke asked if we could combine this with TID #2, however Director Searl advised we would be better off leaving it by itself for future development.

TID #5 – (Fox Crossing Creek Apartments)

This TID is growing and started earning their incentive payment in 2025. The debt service on this TID is to pay for the extension of water and sewer north on Clayton Avenue and a culvert installation. There is no other infrastructure items planned here. The assessed value as of January 1, 2025 is \$10,426,600.00, and due to this growth, the developer will double their incentive for next year and may receive even more of a bonus if they get all their buildings completed by 2027.

6. Motion to reconvene to the October 20, 2025 Budget Workshop which will begin at 5:00 p.m.

At 9:05 p.m., **MOTION:** Trustee Hanson, seconded by Trustee Van Dyke, to reconvene to the October 20, 2025 Budget Workshop which will begin at 5:00 p.m. Motion carried via voice vote.

Respectfully submitted,

Darla M. Salinas, CMC, WCMC
Village Clerk

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

**VILLAGE OF FOX CROSSING
BOARD OF TRUSTEES REGULAR MEETING
Municipal Complex – Arden Tews Assembly Room
Monday, October 13, 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 Salinas took roll call and noted those present: President Dale Youngquist, Trustees Michael Van Dyke, Kris Koeppe, Timothy Raddatz, Kate McQuillan, Deb Swiertz, and Barbara Hanson.

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, Deputy Clerk Chantel Jaenke, Director of Information Technology Tim Plagenz, Engineer Zach Laabs, and Engineer Lee Reibold. There were ten attendees.

2. Awards / Presentations

3. Minutes to Approve / Minutes and Correspondence to Receive

Minutes to Approve

- a) Regular Village Board Meeting – September 22, 2025
- b) Special Village Board Meeting – Budget Workshop #1 – October 6, 2025

Minutes and Correspondence to Receive

- c) Park Commission Meeting Minutes – September 10, 2025

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

4. Public Comments Addressed to the Village Board

Zach Mears – Operations Manager with Gold Cross

Mr. Mears stated he wanted to walk through the mid-year impact report from Gold Cross that was recently provided to the Village. He stated the goal of this report is to be transparent with the Village and it includes Gold Cross's Village metrics, average response time, types of calls responded to, whole blood bank use, deployments in the Village, and events attended. He stated they will be sending out this report quarterly and will be looking for feedback from the Village Board on what they would like to see in this report going forward.

Gary Kranzusch – 1426 Stead Drive

Mr. Kranzusch stated he has lived in the Village his entire life and currently has two concerns regarding speeding on Stead Drive and the use of e-bikes and e-scooters. He stated he has already spoken with Barb Hanson and Chief Blashka about this and wanted to bring this to the full Village Board. He stated he is seeing aggressive speeding every day and it seems to be getting worse. His concern is that someone is going to get hurt including the children walking to and from school in this area. He stated the use of e-bikes and e-scooters in the Village is getting out of control and feels they are dangerous. He is currently seeing large groups of kids coming down the street at maximum speed, sometimes with multiple kids riding on one unit. Chief Blashka stated he has been in numerous meetings with the City of Menasha and City of

Neenah as all municipalities are trying to come together to create an ordinance that all municipalities would follow to be consistent.

Tom Gritton – President of the Police & Fire Commission

Mr. Gritton stated he wanted to let the Village Board know that the Police and Fire Commission made an offer to our next Chief of Police. He stated current Captain Tim Callan has accepted the position, and he wanted to let the Board know the results of the hiring process before this information goes public. He thanked the Board for their willingness to provide feedback towards this decision.

5. Discussion Items

6. Unfinished Business

7. New Business-Resolutions/Ordinances/Policies

a) 251013-1 Appointment of Village of Fox Crossing Clerk – Chantel Jaenke

MOTION: Trustee Van Dyke, seconded by Trustee Hanson to approve as submitted. On roll call vote, Motion carried 7-0.

b) 251013-2 Change Order #1 – Municipal Complex Flooring Replacement Project

MOTION: Trustee Van Dyke, seconded by Trustee Koeppe to approve as submitted. Director Hoechst advised the project is still well under budget even with this small increase. Motion carried via voice vote.

c) 251013-3 Award Proposal – Arden Tews Assembly Room Technology Upgrade Project to Include a 2025 Budget Amendment

MOTION: Trustee Van Dyke, seconded by Trustee Koeppe to approve as submitted. Director Plagenz advised this technology upgrade will make it much easier for residents and staff to view the screens in the Assembly Room and will include two large monitors up front, one large monitor on each side of the room, and the option to display different items on separate screens. This project will also upgrade the camera system as the old cameras are failing and will add in capability to livestream meetings and provide easier access for virtual meetings. He stated the Assembly Room is used for many purposes throughout the week in addition to Village Board meetings and this will make the room more accessible for all. On roll call vote, Motion carried 7-0.

d) 251013-4 2025 Budget Amendment for Well #3 Rehabilitation Project

MOTION: Trustee Van Dyke, seconded by Trustee Swiertz to approve as submitted. Director Hoechst advised this project was budgeted, however during the inspection of Well #3 they were given recommendations including chlorination and cleaning treatments along with repairs to make sure the Well is up to code which pushed the project over budget. On roll call vote, Motion carried 7-0.

e) 250922-1:ORD Amend Fox Crossing Municipal Code Chapter §388 Comprehensive Plan – Amend Future Land Use Map for 2075 American Drive, 2025 American Drive, 550 East Shady Lane, and Vacant Parcel #12101450901 Located at the Northeast Corner of East Shady Lane and American Drive from Commercial to Industrial *Second Reading & Adoption*

MOTION: Trustee Van Dyke, seconded by Trustee Hanson to accept the Second Reading and Adoption as submitted. Motion carried via voice vote.

- f) 250922-2:ORD Amend Fox Crossing Municipal Code Chapter §435 Zoning Ordinance – Rezone 2075 American Drive, 2025 American Drive, 550 East Shady Lane, and Vacant Parcel #12101450901 Located at the Northeast Corner of East Shady Lane and American Drive from B-3 Regional Business District to I-2 Heavy Industrial District *Second Reading & Adoption*
MOTION: Trustee Van Dyke, seconded by Trustee Koeppe to accept the Second Reading and Adoption as submitted. Motion carried via voice vote.
- g) 250922-3:ORD Amend Fox Crossing Municipal Code §A450 Fines & Penalties *Second Reading & Adoption*
MOTION: Trustee Hanson, seconded by Trustee Swiertz to accept the Second Reading and Adoption as submitted. Motion carried via voice vote.
- h) 251013-5 Operator License Applicants
MOTION: Trustee Van Dyke, seconded by Trustee Swiertz to approve as submitted. Motion carried via voice vote.
- i) 251013-6 Expenditures
MOTION: Trustee Koeppe, seconded by Trustee Raddatz to approve the expenditures submitted without exception. Motion carried via voice vote.

8. Reports

- a) Village President Dale Youngquist – Announcement of 2026 Budget Workshop Dates

Village President Youngquist announced the upcoming Budget Workshop Dates to include:

Monday, October 13, 2025 from 5:00 p.m. until the start of the Regular Village Board Meeting at 6:00 p.m., and then continuing on after the adjournment of the Regular Village Board Meeting until 9:00 p.m.

Monday, October 20, 2025 from 5:00 p.m. – 9:00 p.m.

Monday, October 27, 2025 from 5:00 p.m. until the start of the Regular Village Board Meeting at 6:00 p.m., and then continuing on after the adjournment of the Regular Village Board Meeting until 9:00 p.m.

President Youngquist advised the Budget Public hearing will be held at 5:00 p.m. on Monday, November 24th, directly prior to the Regular Village Board Meeting at 6:00 p.m.

- b) Village Manager Jeffrey Sturgell – Winnebago County Agriculture & Household Hazardous Material Clean Sweep Event will be held on Saturday, November 1, 2025 from 8:00 a.m. to 11:00 a.m. at the Village of Fox Crossing Municipal Street Garage & from 1:00 p.m. to 3:00 p.m. at the Village of Winchester; Must Register for Appointment Time by 3:00 p.m. on October 27, 2025

Manager Sturgell announced the dates and locations for the upcoming Hazardous Material Clean Sweep events. He stated participants must be Winnebago County residents to sign up and must call or register online beforehand for an appointment. Registration closes on October 27th at 3:00 p.m. He stated there is a full list of acceptable materials on the Winnebago County website along with further registration information.

9. Closed Session

10. Adjourn

At 6:35 p.m., **MOTION:** Trustee Hanson, seconded by Trustee Swiertz to adjourn. Motion carried via voice vote.

Respectfully submitted,

Darla M. Salinas, CMC, WCMC
Village Clerk

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

VILLAGE OF FOX CROSSING
PLANNING COMMISSION MEETING
Municipal Complex – Arden Tews Assembly Room
Wednesday, September 17, 2025
at 5:15 PM
Minutes

CALL TO ORDER

The Planning Commission meeting was called to order by Chairperson Jochman at 5:15 p.m.

PRESENT: Chairperson: Mr. Dennis Jochman
 Commissioners: Mr. Morris Cox
 Mr. Thomas Willecke
 Mr. Michael Prince
 Mr. Michael Scheibe
 Mr. Tom Young
 Ms. Tracy Romzek

EXCUSED: None

 Staff: Community Development Director George Dearborn
 Village Manager Jeff Sturgell
 Village President Dale Youngquist
 Associate Planner Daniel Dieck

 Others: 9 others present

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES – August 20, 2025

MOTION: Mr. Cox, seconded by Mr. Willecke to approve the meeting minutes of August 20, 2025.

Motion carried 7-0-0

PUBLIC HEARING

1. **Public Hearing – Future Land Use Map Amendment – From Commercial to Industrial - 2075 and 2025 American Drive, 550 E. Shady Lane and vacant lot on the NE corner of American Drive and E. Shady Lane - Parcels 12101450501, 121014505, 121014509, 12101450901**

MOTION: Mr. Cox, seconded by Mr. Scheibe to open the public hearing.

Motion carried 7-0-0

Director Dearborn stated the applicant is proposing a change from commercial to heavy industrial use and outlined the transition trend in the area from retail to industrial. Staff recommends approval of the land use amendment.

Mr. Dale Youngquist – 1325 Prairie Lake Cir., Neenah

Mr. Youngquist asked to clarify that the only area changing from commercial to industrial was the area highlighted on the map in blue and that no other area was included. Associate Planner Dan Dieck clarified that it was the only area changing.

MOTION: Mr. Young, seconded by Mr. Scheibe to close the public hearing. Motion carried 7-0-0

2. **Public Hearing – Zoning Change – From B-3 Regional Business District to I-2 Heavy Industrial District - 2075 and 2025 American Drive, 550 E. Shady Lane and vacant lot on the NE corner of American Drive and E. Shady Lane - Parcels 12101450501, 121014505, 121014509, 12101450901**

MOTION: Mr. Willecke, seconded by Mr. Cox to open the public hearing. Motion carried 7-0-0.

Director Dearborn stated this is a proposed change from B-3 Commercial to I-2 Heavy Industrial. Staff recommends approval.

MOTION: Mr. Scheibe, seconded by Mr. Cox to close the public hearing. Motion Carried 7-0-0

3. **Public Hearing – Final Plat – Horizon Crossing – North side of Jacobsen Road West of Irish Road – Parcel 121021901**

MOTION: Mr. Willecke, seconded by Mr. Cox to open the public hearing. Motion carried 7-0-0

Director Dearborn summarized the unresolved issues and stated that the applicant has requested postponement of action on this item. Director Dearborn advised to continue with the public hearing and recommended postponement of action on this item.

Mr. Mitch Marohl – 1991 Jacobsen Rd., Neenah

Mr. Marohl is concerned about the number of driveways that will be crossing the trail and the small lot sizes being proposed. He also stated there has been no movement on the proposed residential development around the Church Pond property.

Mr. Mike Lyle – 1981 Jacobsen Rd., Neenah

Mr. Lyle asked for clarification regarding a postponement, timeframe or a time limit. He also mentioned that it appears there has been an ownership change, and it seems like it is now affiliated with Habitat for Humanity or HUD and asked for clarification.

Director Dearborn responded indicating there has not been an ownership change. However, the developer was going to purchase the land from the owner and develop some of the lots with affordable homes and there would be some Habitat homes as well.

Mr. John Depies – 2135 Mary Ln., Neenah

Mr. Depies asked what the plan was for stormwater runoff.

Director Dearborn said the original plan was to run a pipe from this development to the Church Pond but was not cost effective. The plan now is to construct a pond on site, yet nothing has been finalized.

MOTION: Mr. Cox, seconded by Mr. Scheibe to close the public hearing. Motion carried 7-0-0

OLD BUSINESS

None

NEW BUSINESS

1. **Future Land Use Map Amendment – From Commercial to Industrial - 2075 and 2025 American Drive, 550 E. Shady Lane and vacant lot on the NE corner of American Drive and E. Shady Lane - Parcels 12101450501, 121014505, 121014509, 12101450901**

MOTION: Mr. Young, seconded by Mr. Scheibe to approve the future land use amendment change from commercial to industrial. Motion carried 7-0-0

2. **Zoning Change – From B-3 Regional Business District to I-2 Heavy Industrial District - 2075 and 2025 American Drive, 550 E. Shady Lane and vacant lot on the NE corner of American Drive and E. Shady Lane - Parcels 12101450501, 121014505, 121014509, 12101450901**

MOTION: Mr. Scheibe, seconded by Ms. Romzek to approve the zoning change from B-3 Regional Business District to I-2 Heavy Industrial District. Motion carried 7-0-0

3. **Final Plat – Horizon Crossing – North side of Jacobsen Road West of Irish Road – Parcel 121021901**

Director Dearborn briefly summarized that the applicant has requested postponement to allow more time to work out the details of the development agreement and final plat. He recommended postponement of action on this item.

MOTION: Mr. Cox, seconded by Mr. Scheibe to postpone action on the final plat until the November 19, 2025 Planning Commission meeting. Motion carried 7-0-0

4. **Certified Survey Map (CSM) – Commerce Partners, LLC – 800 Ninth St., Menasha WI 54952 – Parcel 121035315**

Director Dearborn explained the CSM creates two (2) parcels, lot 1 will consist of .65 acres for the purpose of creating a lot for an existing cell tower. The remaining 29.61 acres are currently used for gravel storage and landscape materials. The City of Menasha is proposing to purchase the land and has approached the Village about a possible land exchange.

Village Manager Sturgell indicated the intent of the owner is to sell the land to the City of Menasha but retain ownership of the cell tower, hence the CSM creating 2 lots.

MOTION: Mr. Young, seconded by Mr. Cox to approve the CSM with the conditions that all taxes be paid prior to Village signatures, and the applicant to provide the Village with a copy of the recorded CSM. Motion carried 7-0-0

5. **Certified Survey Map (CSM) – Reserve Development Group, LLC – West American Drive, Neenah WI 54956 – Parcels 12102370203 & 12102370204**

Director Dearborn presented an overview of the CSM saying that it combines two lots into one for a future apartment development.

MOTION: Mr. Cox, seconded by Mr. Willecke, to approve the CSM with the conditions that all applicable taxes are paid prior to Village signatures, and a copy of the recorded CSM is received. Motion carried 7-0-0

OTHER BUSINESS

1. Development Activity Report

Director Dearborn provided an overview of the development activities, noting a slowdown in single-family home building permits due to limited available lots.

COMMUNICATIONS

1. Sustainability Committee

Director Dearborn reported the committee did not meet.

PUBLIC FORUM

Ms. Susan Garcia-Franz – 1790 Wendy Way

Ms. Garcia-Franz highlighted the need for more dense housing to address the housing crisis affecting Winnebago County.

Discussions amongst commissioners included regional transit options and economic considerations for housing development.

ADJOURN

At 6:07 p.m., **MOTION:** Mr. Scheibe, seconded by Mr. Cox to adjourn.

Motion carried 7-0-0

Respectfully submitted,

Dan Dieck
Associate Planner

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

FOX CROSSING UTILITIES

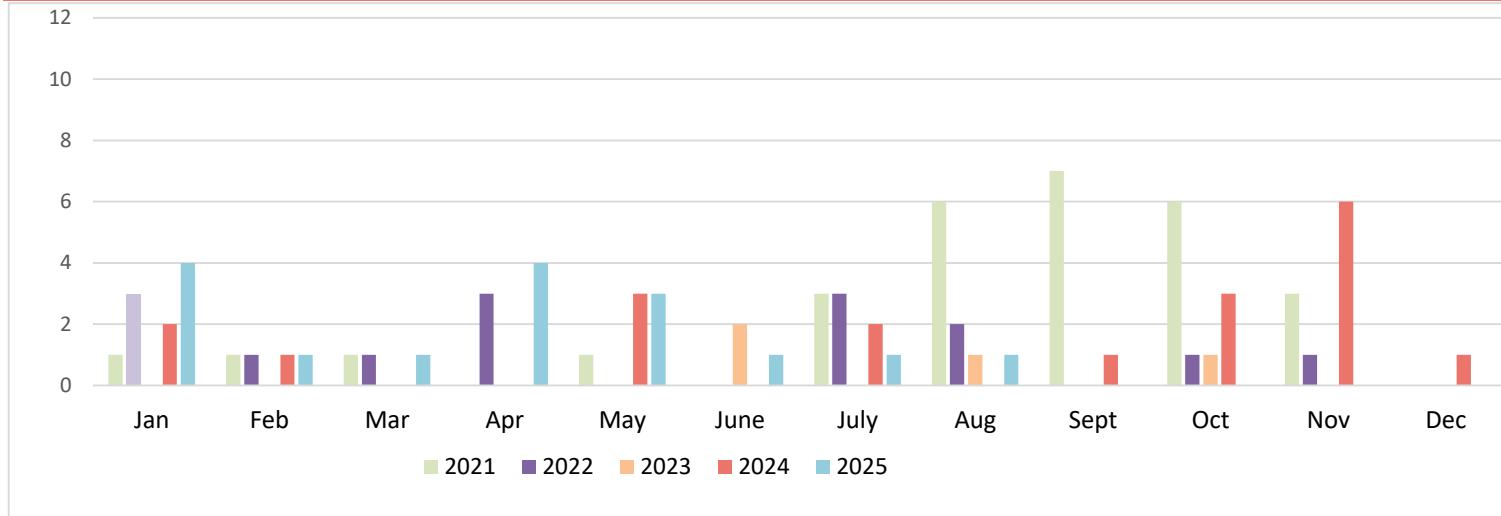
WATER MAIN BREAK/MISC WATER REPAIR REPORT SEPTEMBER, 2025

Water Main Breaks

NO MAIN BREAKS THIS MONTH

Total water main breaks year to date for 2025 = 16

Total water main breaks this time in 2024 = 9



YEAR	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2021	1	1	1	0	1	0	3	6	7	6	3	0	29
2022	3	1	1	3	0	0	3	2	0	1	1	0	15
2023	0	0	0	0	0	2	0	1	0	1	0	0	4
2024	2	1	0	0	3	0	2	0	1	3	6	1	19
2025	4	1	1	4	3	1	1	1	0				16

Utility Repairs

- 1 9/2/2025
- 2 9/2/2025
- 3 9/23/2025
- 4 9/30/2025

1056 Shady Ln
Home Ave @ Midway Rd
152 Baldwin Ct
2131 Sunrise Dr

Repaired hit water service
Replaced 8" 45 degree bends
Repaired service leak
Repaired bent stop box

FOX CROSSING UTILITIES

Utility Miscellaneous

- 1 CONTINUED WATER AND SEWER RELAY - MARGEO AREA.
- 2 CONTINUED HYDRANT MAINTENANCE ON EAST SIDE.
- 3 COMPLETED EXERCISING MAIN LINE VALVES ON EAST SIDE.
- 4 CONTINUED VALLEY ROAD RELAY.
- 5 CONTINUED WORKING ON EXCHANGING SMALL METERS.
- 6 CONTINUED WITH LEAK DETECTION IN PROBLEM AREAS.
- 7 CONTINUED WORKING ON MOVING END POINTS FOR METERS THAT ARE NOT READING FROM ANTENNAS.

WASTEWATER REPAIR/MISC REPORT SEPTEMBER, 2025

Wastewater Miscellaneous

1	Lift Station #1 - Brighton Beach Rd	Cleaned wet well. Cleaned dry well. Routine maintenance.
2	Lift Station #2 - Lakeshore Dr & Frances St	Cleaned wet well. Checked floats. Routine maintenance.
3	Lift Station #3 - Lakeshore Dr	Installed new hatch cover. Cleaned dry well. Routine maintenance.
4	Lift Station #4 - Memorial Dr/Foster St	Installed new hatch. Routine maintenance.
5	Lift Station #5 - Green Patch	Cleaned wet well. Routine maintenance.
6	Lift Station #6 - Calumet St	Cleaned wet well. Installed new casting on wet well. Cleaned and checked valves and impeller on pumps. Routine maintenance.
7	Lift Station #7 - Stroebe Rd & Harry's Gateway	Cleaned wetwell and pipe entering wet well. Routine maintenance.
8	Lift Station #9 - County Rd II (Winchester Rd)	Cleaned wet well and transducers. Routine maintenance.

FOX CROSSING UTILITIES

9

Miscellaneous:

Flex sealed manholes

Cleaned sewers per CMOM requirements

Televised and identified more I&I

Assisted Water Department with fixing some leaks

Installed 2 flow meters for Clayton Sewer

FOX CROSSING UTILITIES PUMPAGE REPORT

MONTH: SEPTEMBER, 2025

	Total water purchased & pumped from wells										
	EAST SIDE				WEST SIDE					TOTAL PUMPED X 1,000	Compare to same month in 2024
	DEEP WELL #5 X 1,000	DEEP WELL #7 X 1,000	PURCHASED CTY/MENASHA X 1,000	TOTAL EAST X 1,000	DEEP WELL #3 X 1000	DEEP WELL #4 X 1,000	DEEP WELL #6 X 1,000	DEEP WELL #8 X 1,000	TOTAL WEST X 1,000		
TOTAL	-	15,654	11,928	27,582	3,987	18,952	-	22,251	45,190	72,772	85,396
AVERAGE/DAY	-	522	398	920	133	632	-	742	1,507	2,427	2,846
MAXIMUM/DAY	-	581	535	1,064	1,147	1,190	-	1,131	1,824	2,888	3,357
MINIMUM/DAY	-	-	260	535	-	-	-	169	1,148	1,683	2,478

	SERVICE PUMPAGE (Water pumped to distribution system)					
	EAST SIDE	WEST SIDE			TOTAL SERVICE PUMPAGE	Compare to same month in 2024
	PLANT #2 X 1,000	PLANT #3 X 1,000	PLANT #4 X 1,000	TOTAL WEST SIDE X 1,000	TOTAL EAST & WEST X 1,000	
TOTAL	25,564	23,093	21,623	44,716	70,280	82,335
AVERAGE/DAY	852	770	721	1,491	2,343	2,745
MAXIMUM/DAY	995	1,399	1,093	2,492	2,720	3,068
MINIMUM/DAY	373	401	196	597	1,935	2,327

WATER LEVEL READINGS						
EAST SIDE DEEP WELLS			WEST SIDE DEEP WELLS			
#5	#7	#3	#4	#6	#8	
AVERAGE STATIC	-	-	61'	61'	-	48'
AVERAGE PUMPING LEVEL	-	350'	158'	156'	-	214'

Plant #2
09/30 thru 10/03
Maintenance on reservoir.

All water was fed through
the City of Menasha's system
during this time.

East Side System Purchased Water					
Month 2025		43%	Month 2024		47%
Year-to-Date		44%	Year-to-Date		46%
			Month 2023		49%
			Year-to-Date		44%

RES #251027-1

CONDOMINIUM PLAT – 1088 EHLERS ROAD (PARCEL #121047305)

WHEREAS, the applicant has requested approval of a condominium plat for 1088 Ehlers Road (parcel #121047305); and

WHEREAS, staff finds that this condominium plat complies with the Village of Fox Crossing's Chapter §419 Land Division Ordinance; and

WHEREAS, the Village of Fox Crossing Planning Commission conducted a Public Hearing and reviewed this item at their October 15, 2025 meeting, and recommended approval of the condominium plat with the following conditions:

1. All taxes and assessments shall be paid prior to the Village affixing signatures on the condominium plat.
2. The applicant shall provide the Village with a final copy of the recorded condominium plat.
3. A condominium declaration shall be recorded and provided to Community Development that addresses how the jointly owned land will be maintained.

Planning Commission: 5 Aye 0 Nay 2 Excused 0 Abstain

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

Adopted this 27th day of October, 2025

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

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Salinas, Village Clerk

MEMO

Date: October 8, 2025
To: Village Planning Commission Members
From: Community Development Department Staff
RE: Public Hearing and Action Item #1 - Condominium Plat - Tom Stilp, H2O By Noon, LLC - 1088 Ehlers Road

Overview

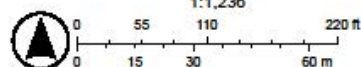
The applicant is requesting a condominium plat to allow for the sale of a building on this property. This plat will create two lots with the property held in common. Splitting of this lot is not possible as there would be no public road access to the second building thus a condominium plat is the best option for this property. A location map and condominium plat is attached.

Fox Crossing GIS Map



9/24/2025, 11:56:20 AM

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



1088 EHLERS ROAD CONDOMINIUM

LOT 4, CERTIFIED SURVEY MAP NO. 4273 AS RECORDED IN DOCUMENT NO. 1061890, LOCATED IN THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 AND THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4, ALL IN SECTION 16, TOWNSHIP 20 NORTH, RANGE 17 EAST, VILLAGE OF FOX CROSSING, WINNEBAGO COUNTY, WISCONSIN.

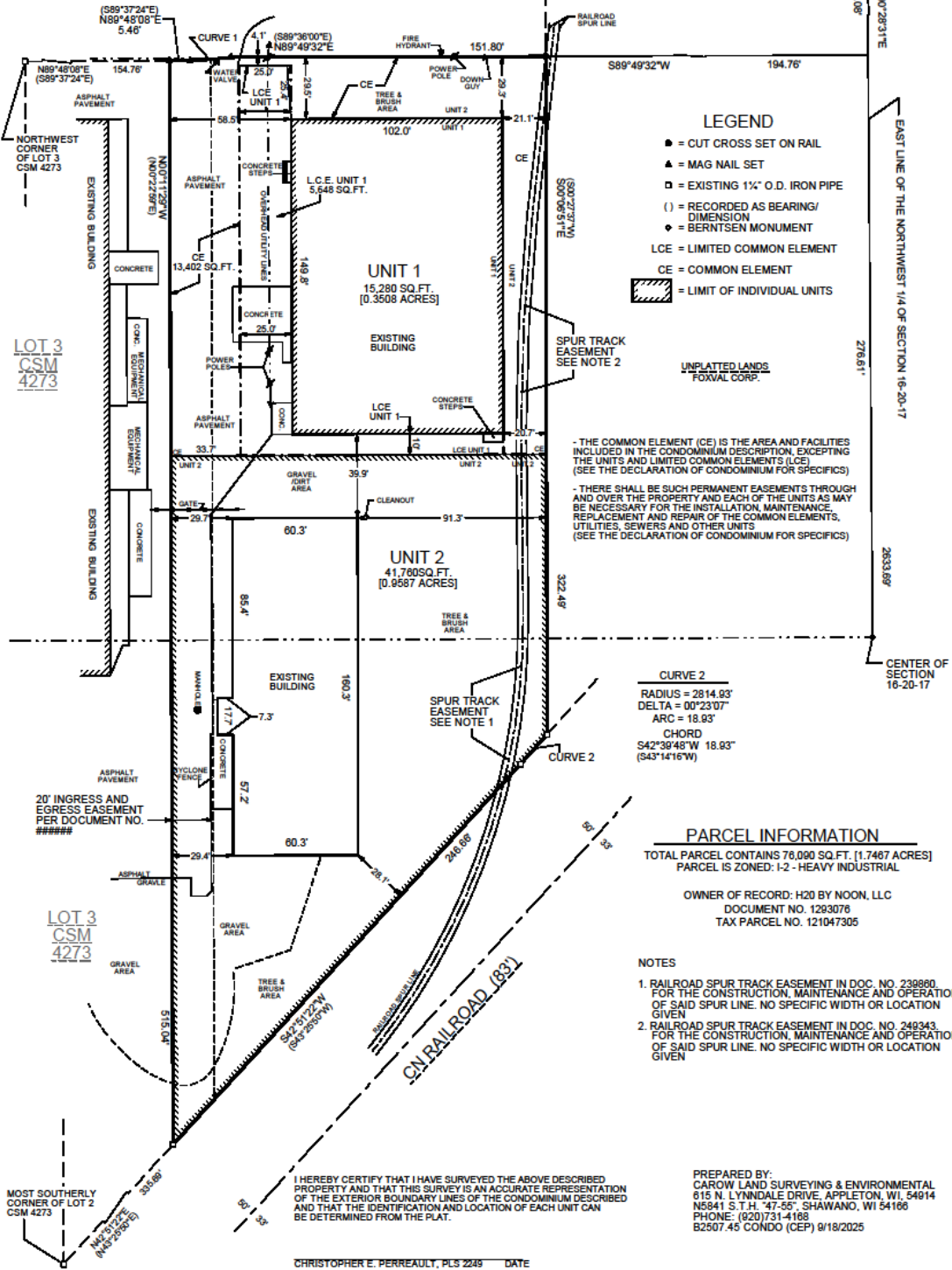
CURVE 1
RADIUS = 183.78'
DELTA = 07°38'12"
ARC = 24.50'
CHORD
N85°59'02"E 24.48'
(N86°33'30"E)

NORTH IS REFERENCED TO THE EAST LINE OF THE NORTHWEST 1/4 OF SECTION 16, T20N, R17E, VILLAGE OF FOX CROSSING, WINNEBAGO COUNTY, WISCONSIN, WHICH BEARS S00°28'31"E PER THE WISCONSIN COUNTY COORDINATE SYSTEM (WINNEBAGO COUNTY)

EHLERS ROAD
(WIDTH VARIES)

0 40 80
SCALE: 1" = 40 FEET

NORTH 1/4
OF SECTION
16-20-17



LEGEND

- = CUT CROSS SET ON RAIL
- ▲ = MAG NAIL SET
- = EXISTING 1 1/2" O.D. IRON PIPE
- () = RECORDED AS BEARING/DIMENSION
- ◆ = BERNTSEN MONUMENT
- LCE = LIMITED COMMON ELEMENT
- CE = COMMON ELEMENT
- ▨ = LIMIT OF INDIVIDUAL UNITS

UNPLATTED LANDS
FOXVAL CORP.

- THE COMMON ELEMENT (CE) IS THE AREA AND FACILITIES INCLUDED IN THE CONDOMINIUM DESCRIPTION, EXCEPTING THE UNITS AND LIMITED COMMON ELEMENTS (LCE) (SEE THE DECLARATION OF CONDOMINIUM FOR SPECIFICS)

- THERE SHALL BE SUCH PERMANENT EASEMENTS THROUGH AND OVER THE PROPERTY AND EACH OF THE UNITS AS MAY BE NECESSARY FOR THE INSTALLATION, MAINTENANCE, REPLACEMENT AND REPAIR OF THE COMMON ELEMENTS, UTILITIES, SEWERS AND OTHER UNITS (SEE THE DECLARATION OF CONDOMINIUM FOR SPECIFICS)

CURVE 2
RADIUS = 2814.93'
DELTA = 00°23'07"
ARC = 18.93'
CHORD
S42°30'48"W 18.93'
(S43°14'16"W)

PARCEL INFORMATION

TOTAL PARCEL CONTAINS 78,060 SQ. FT. (1.7467 ACRES)
PARCEL IS ZONED: I-2 - HEAVY INDUSTRIAL

OWNER OF RECORD: H20 BY NOON, LLC
DOCUMENT NO. 1293076
TAX PARCEL NO. 121047305

NOTES

1. RAILROAD SPUR TRACK EASEMENT IN DOC. NO. 239860, FOR THE CONSTRUCTION, MAINTENANCE AND OPERATION OF SAID SPUR LINE. NO SPECIFIC WIDTH OR LOCATION GIVEN
2. RAILROAD SPUR TRACK EASEMENT IN DOC. NO. 249343, FOR THE CONSTRUCTION, MAINTENANCE AND OPERATION OF SAID SPUR LINE. NO SPECIFIC WIDTH OR LOCATION GIVEN

I HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THIS SURVEY IS AN ACCURATE REPRESENTATION OF THE EXTERIOR BOUNDARY LINES OF THE CONDOMINIUM DESCRIBED AND THAT THE IDENTIFICATION AND LOCATION OF EACH UNIT CAN BE DETERMINED FROM THE PLAT.

PREPARED BY:
CAROW LAND SURVEYING & ENVIRONMENTAL
615 N. LYNDALE DRIVE, APPLETON, WI 54914
N5841 S.T.H. '47-55', SHAWANO, WI 54186
PHONE: (920)731-4168
B2507.45 CONDO (CEP) 9/18/2025

Staff Recommendation

Staff recommends approval of this condominium plat with the follow conditions:

1. All taxes shall be paid prior to recording
2. A copy of the final recorded condominium plat shall be provided to the Community Development Department
3. Condominium declarations shall be provided to the Community Development Department that provides information on common land maintenance.

This condominium plat will also require action by the Village Board.

ORD #251027-1:ORD *First Reading*

**AMEND FOX CROSSING MUNICIPAL CODE CHAPTER §435 ZONING
ORDINANCE – REZONE LOT 154 IN WINDING CREEK ESTATES (PARCEL
#1216272) FROM R-2 SUBURBAN LOW DENSITY 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 Lot 154 in the Winding Creek Estates Subdivision (Parcel #1216272) from R-2 Suburban Low Density District to Planned Development District as shown in Attachment 1.

Part II. Approval of the Planned Development District (PDD) includes the following:

1. Front setback is reduced from 30 feet to 25 feet.

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: October 27, 2025

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. Salinas, Village Clerk

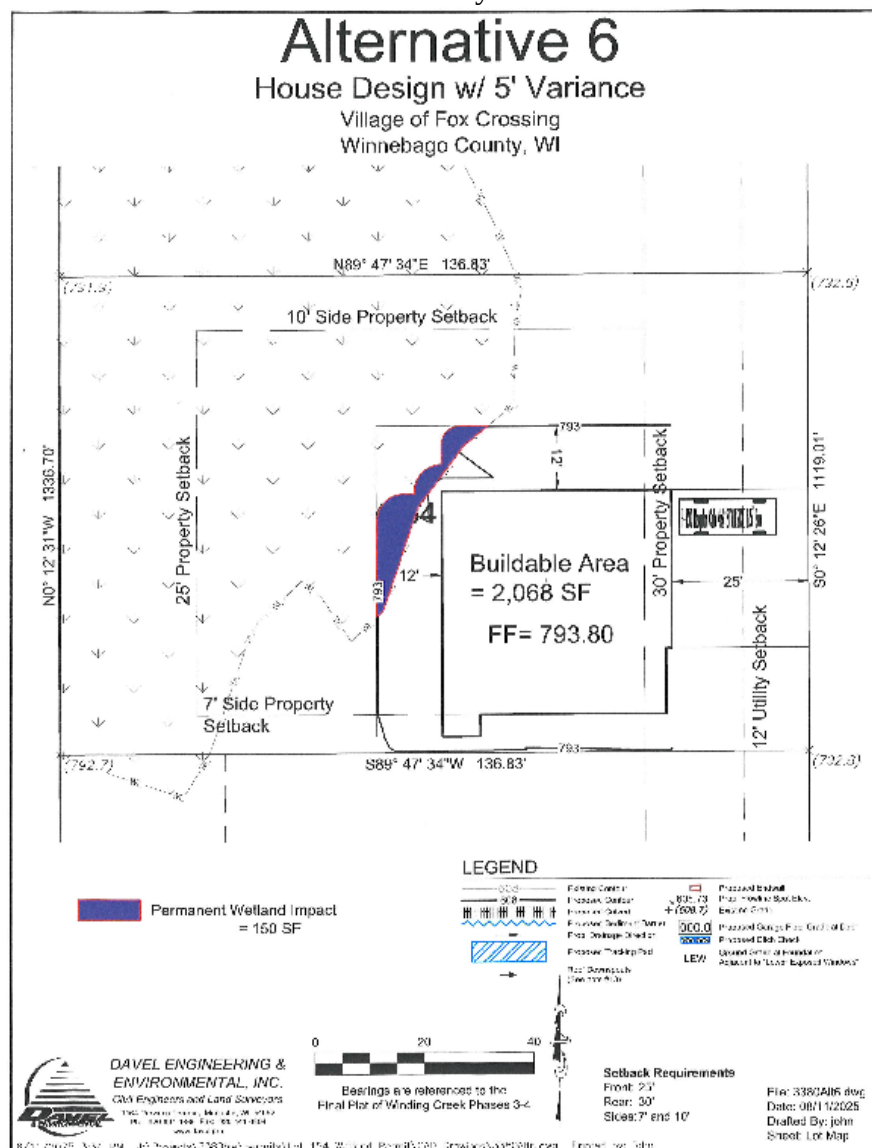
ATTACHMENT 1: Proposed Zoning Map Amendment



Date: October 8, 2025
To: Village Planning Commission Members
From: Community Development Department Staff
RE: Public Hearing and Commission action item 2 – Planned Development District – Winding Creek Estates Lot 154

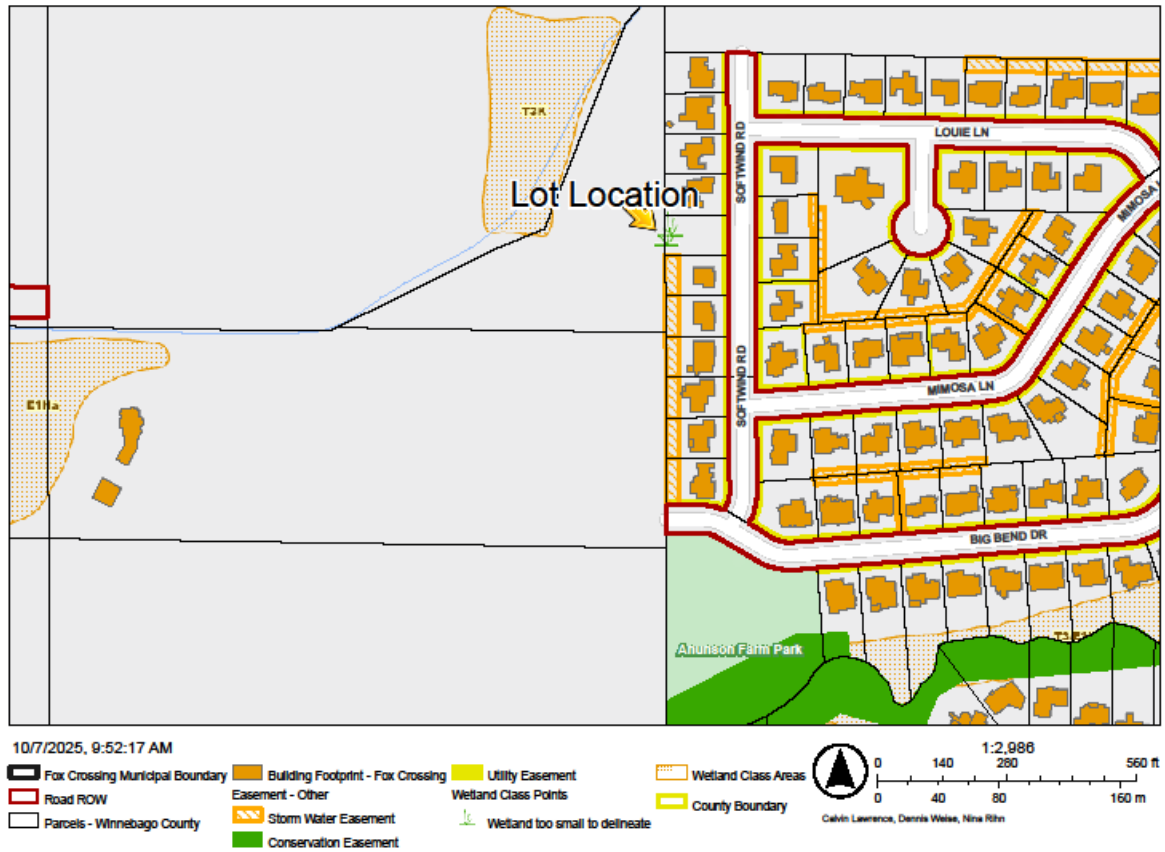
This proposed planned unit development for lot 154 in Winding Creek Estates. The PDD is being requested due to a wetland issue raised by the DNR. The attached map shows the proposed PDD, the second map shows the location of this proposed PDD. The original plat for this subdivision was reviewed by the Village and State and no issues were raised at that time, and other homes have been built in the same area as shown on the location map, including a home just north of this proposed home.

House Layout



Location Map

Fox Crossing GIS Map



Staff Recommendation

Staff recommends approval of this PDD reducing the front setback from its current 30 feet to 25 feet. This will allow a compatible home to built on the lot.

RES #251027-2

CERTIFIED SURVEY MAP – 800 NINTH STREET (PARCEL #121035315)

WHEREAS, the applicant requests approval of a Certified Survey Map (CSM) to divide the expansive 30.28 acre parcel located at 800 Ninth Street (parcel #121035315) into two (2) parcels; and

WHEREAS, the Village of Fox Crossing Planning Commission reviewed this item at their October 15, 2025 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: 5 Aye 0 Nay 2 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 27th day of October, 2025

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

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Salinas, Village Clerk

MEMO

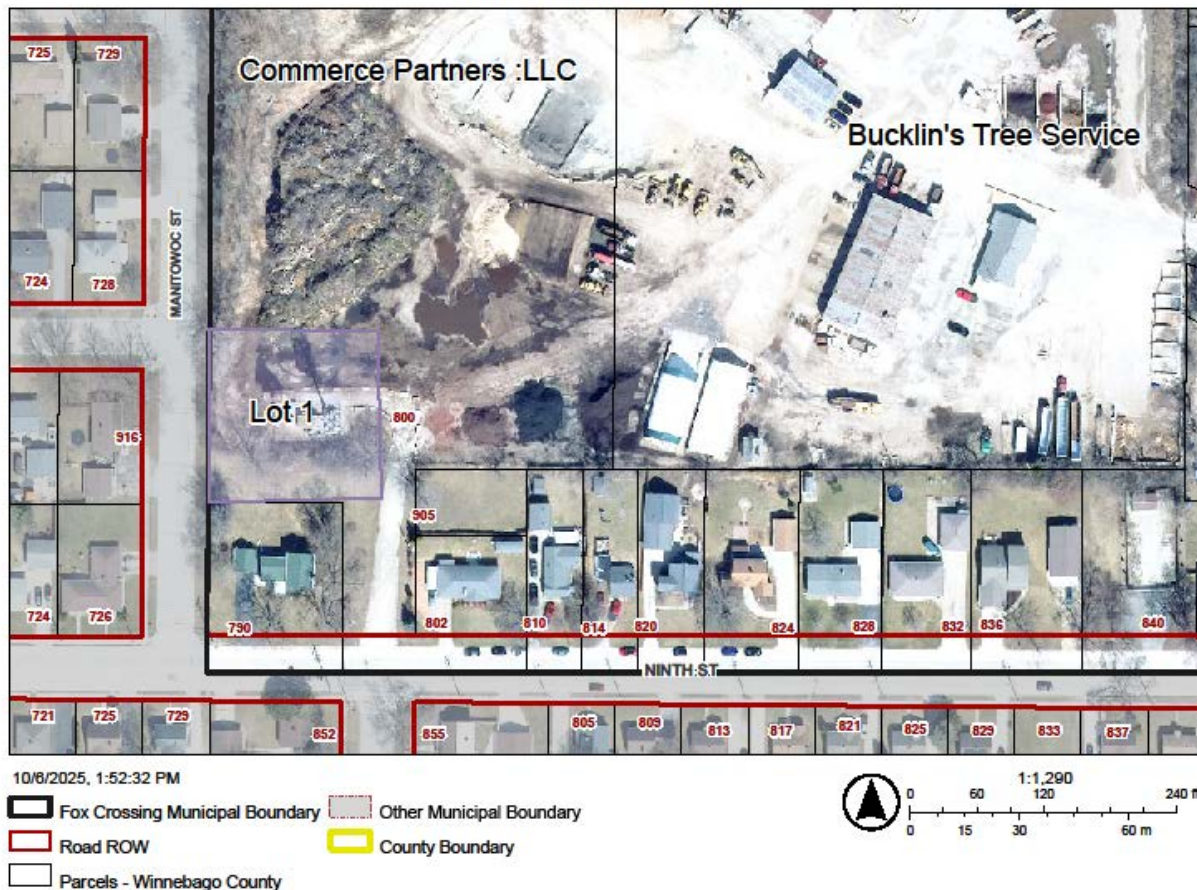
Date: October 8, 2025
To: Village Planning Commission Members
From: Community Development Department Staff
RE: New Business Item #3 – 2 Lot CSM Revision for Commerce Partners, LLC

Overview

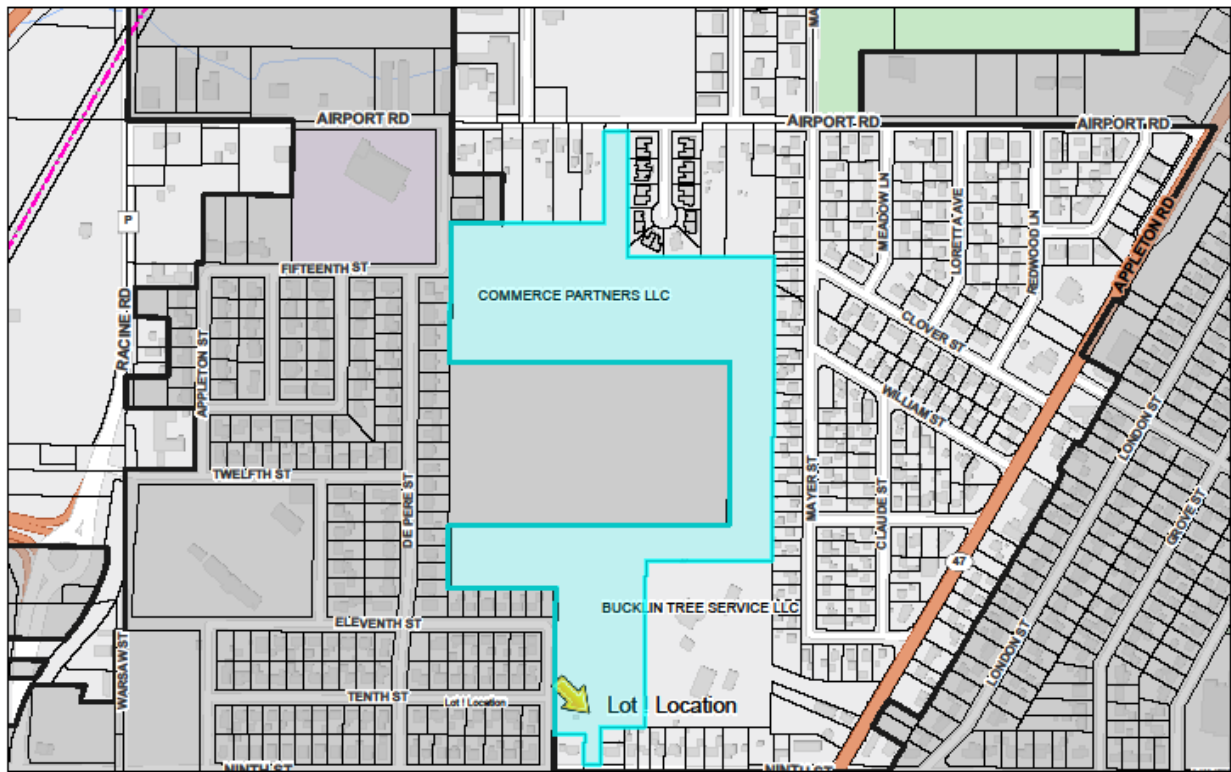
This CSM which was reviewed and approved at the last Planning Commission meeting has been revised. Since it was already approved by both the Planning commission and the Village Board it must be fully reviewed again. The change is to the size of lot 1. Lot 1 was being created to separate it out for an existing cell tower. The original new lot was proposed to be .65 acres. The revised lot is proposed to be .46 acres for the existing cell tower. The remaining 29.81 acres is currently used for gravel storage of landscape material from ground up vegetation. As was stated before, this land was part of a quarry that no longer functions. There is no new information on the City of Menasha's plan to purchase this property, or a request for a land exchange.

A detail map, location map and the new CSM are attached.

Detail Map
Fox Crossing GIS Map

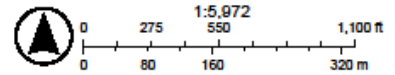


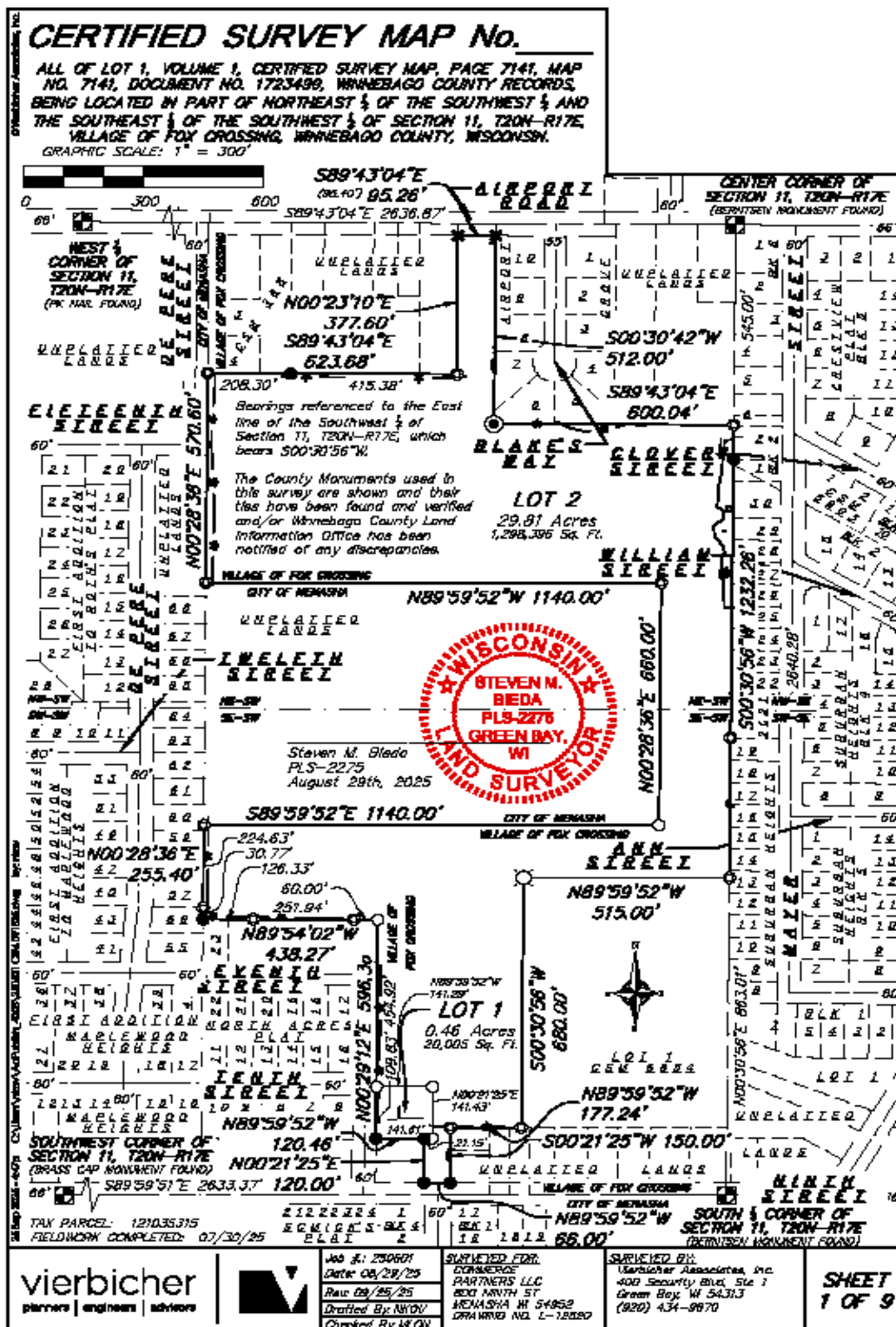
Fox Crossing GIS Map



10/6/2025, 2:50:12 PM

- Fox Crossing Municipal Boundary
- Other Municipal Boundary
- Railroad
- County Boundary
- Parcels - Winnebago County





Staff Recommendation

Staff recommends approval of the CSM with the following conditions:

1. All taxes shall be paid prior to recording.
2. The applicant shall provide the Village with a copy of the recorded CSM.

The land exchange and detachment would need to be addressed at a later date.

RES #251027-3

CHANGE ORDER #2 – MARGEO NEIGHBORHOOD UTILITY IMPROVEMENT PROJECT

WHEREAS, on March 24, 2025, DeGroot, Inc. was awarded the Margeo Neighborhood Utility Improvement Project contract in the amount of \$3,211,378.96, and with a final construction completion date of October 31, 2025; and

WHEREAS, on March 24, 2025, the Village Board approved Change Order #1 for a net decrease of \$146,280.56 to remove a portion of the utility project to reduce overall costs for the project; and

WHEREAS, Change Order #2 provides for a nineteen (19) day final construction completion date extension from October 31, 2025 to November 19, 2025; and

WHEREAS, it is the recommendation of Engineer Zachary Laabs and Public Works Director Joe Hoechst to approve Change Order #2 to DeGroot, Inc., to extend the final construction completion date from October 31, 2025 to November 19, 2025.

NOW, THEREFORE BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby approves Change Order #2 for the Margeo Neighborhood Utility Improvement Project contract, for a nineteen (19) day final construction completion date extension from October 31, 2025 to November 19, 2025, for **DeGroot, Inc., 4201 Champion Road, Green Bay, Wisconsin.**

Adopted this 27th day of October, 2025

Requested by: Joe Hoechst, Public Works Director

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Salinas, Village Clerk



October 10, 2025

Village of Fox Crossing
Attn: Joe Hoechst, DPW
2000 Municipal Drive
Neenah, WI 54956

Re: Fox Crossing Utilities
Margeo Area Utility Construction
Change Order #2
McM. No. F0058-09-24-00562

Dear Joe:

Enclosed herewith is Change Order #2 for the above referenced project. This change is an increase of 19 days to the completion date. The completion date will be November 19, 2025. No change to the current contract price.

Please review and sign in the space provided. Return signed copy to our office, and we will distribute accordingly.

Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.


Zachary R. Laabs
Municipal & Civil Engineer

ZRL:car

Enclosure: Change Order #2



1445 MCMAHON DRIVE P.O. BOX 1025
NEENAH, WI 54956 NEENAH, WI 54957-1025

CHANGE ORDER

Contract No.	F0058-09-24-00562
Project File No.	F0058-09-24-00562
Change Order No.	Two (2)
Issue Date:	October 9, 2025
Project:	Fox Crossing Utilities Margeo Area Utility Construction

	(Item Description)	(Price)
2.1	Extending completion date from October 31, 2025 to November 19, 2025.	+ 19 Days
	TOTAL	+ 19 Days

	CONTRACT PRICE	TIME
Prior To This Change Order	\$3,065,098.40	- days
Adjustments Per This Change Order	\$0.00	+ 19 days
Current Contract Status	\$3,065,098.40	- days

Authorized: **FOX CROSSING UTILITIES**
Wisconsin

By: _____
Date: _____

- Four (4) Copies Should Accompany This Change Order
Execute And Return To ENGINEER For Distribution



De Groot, Inc.

4201 Champion Rd, Green Bay, WI 54311

Phone: 920-866-2348 / Fax: 920-866-2361

office@degrootinc.com

Time Extension Request

10/8/2025

To Whom It May Concern
Village of Fox Crossing
2000 Municipal Drive
Neenah, WI 54956

To Whom It May Concern,

DeGroot, Inc. is requesting a completion date extension for the Village of Fox Crossing – Margeo Area Utility Construction – Contract F0058-09-24-00562. The original completion date is 10/31/2025. We are requesting a new completion date of 11/19/2025.

Thank you,

Marty Jensen
Project Manager
DeGroot, Inc.

RES #251027-4

RESOLUTION FROM THE VILLAGE OF FOX CROSSING FOR COMMITMENT OF FINANCIAL SUPPORT FOR THE WISDOT 2026-2031 SURFACE TRANSPORTATION PROGRAM (STP) – URBAN GRANT APPLICATION

WHEREAS, the Village of Fox Crossing desires to urbanize Irish Road between Jacobsen Road and East Shady Lane to include the installation of a ten (10) foot asphalt pedestrian trail; and

WHEREAS, the Village recognizes that a WisDOT Surface Transportation Program (STP) – Urban grant would fund eighty percent (80%) of authorized project costs up to a maximum allowable amount to aid the Village in offsetting costs for this important project; and

WHEREAS, the Village understands that should a STP-Urban grant be awarded to the Village of Fox Crossing, the Village must commit a minimum twenty percent (20%) of the project costs as a match requirement.

NOW, THEREFORE BE IT RESOLVED that the Village of Fox Crossing Board of Trustees supports the WisDOT STP-Urban grant application for the urbanization of Irish Road between Jacobsen Road and East Shady Lane, to include the installation of a ten (10) foot asphalt pedestrian trail, for the 2026-2031 grant cycle.

BE IT FURTHER RESOLVED that should the Village of Fox Crossing be awarded a STP-Urban grant for the above mentioned project, the Village Board commits to securing funding for the twenty percent (20%) match requirement for the grant, and enter into all necessary agreements as outlined in the WisDOT 2026-2031 STP-Urban grant application materials.

Adopted this 27th day of October, 2025

Requested by: Joe Hoechst, Public Works Director
Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Salinas, Village Clerk



WisDOT 2026-2031 STP-Urban Program Application

NOTE: This application is required for each new potential 2026-2031 program cycle project. Please review the application instructions (see link below) to assist you in completing the application.

Please click here for access to the [STP-Urban Application Instructions](#).

Population Category:
Greater than 200,000

Project Description

Project Sponsor: **Village of Fox Crossing** Facility Owner: **Same as Sponsor**

Project Location:

Municipality: **Village of Fox Crossing**

County: **Winnebago**

On Route: **Irish Rd**

At Route (Start): **Jacobsen Road**

Offset: **1.0** (tenths of a mile)

Toward Route (End): **Shady Lane**

Is the project a planning, administration, or other non-infrastructure project? ☐ Yes ☒ No

If yes, please select the type of project and provide a brief explanation: **SELECT**

NOTE: Attach an 8½ x 11 map showing the project location. A WISLR map is REQUIRED (refer to the following link)
<http://wisconsindot.gov/Pages/doing-bus/local-gov/wislr/default.aspx>

Length of Project: **1.0** (tenths of a mile)

Average Daily Traffic (ADT): **1800** ADT Year: **2019** Posted or Statutory Speed Limit(s): **35** (mph)

Functional Classification: **Collector**

NOTE: Roadway must be functionally classified as a Collector or higher to be eligible for funding.

Existing Facility

Number of Lanes: **2** Lane Width: **11 ft** Cross Section: ☒ Rural ☐ Urban

Pavement Type: **Asphalt** If Combination, explain: Pavement Width: **24 ft**

Pavement Rating: **3** Pavement Condition: Year Last Improved: **2017**

Shoulder Type: **Combination** If Combination, explain: **Asph and Gravel** Shoulder Width: **3 ft (1 ft Asph, 2 ft Gravel)**

Existing Sidewalk? ☐ Yes - one side ☐ Yes - both sides ☒ No

Existing Bicycle Accommodations? ☐ Yes - on street ☐ Yes - off street ☒ No

If Yes to either of previous questions, are bicycle/pedestrian accommodations designated as part of a regional or local bicycle or pedestrian system?

☐ Yes ☐ No

☒ Lighting: **Spot** Lighting Style: **Standard**

Any federal-aid-eligible structures within the existing facility? ☐ Yes ☒ No

If yes, please indicate the structure ID #(s):

Does a railroad facility exist within 1000 feet of the project limits? ☐ Yes ☒ No If yes, specify: **SELECT**

Owner of Railroad facility:

NOTE: If there are any pertinent railroad considerations, design funds may be included for Railroad Review Costs.

Known Safety Issues? ☒ Yes ☐ No If yes, specify: **See attached narrative.** (consider applying for Highway Safety Improvement Program [HSIP] funds if applicable)

Is this project within a F4R site? ☐ Yes ☒ No If yes, a completed 23 CFR 667 Resiliency Scope Certification form and a copy off the completed evaluation must be submitted with this application.

NOTE: Refer to the following link, *Facilities Repeatedly Requiring Repair and Reconstruction (F4R)*

<https://wisconsin.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/f4r.aspx>

Project Justification

Explain why the project is needed, including the scope and appropriate detail on the project's uniqueness and complexity. Describe specific deficiencies such as pavement cracking, edge raveling, surface deterioration, substandard geometrics, etc. Include and separately identify any 100% locally funded components of the project that are part of the overall improvement.

See attached narrative.

Proposed Improvement

NOTE: Applicants should refer to the traffic data and design standards information in the instructions prior to completing this section of the application.

Improvement Type: **Reconstruction** If Combination, explain: Overall Length: **5,280** (feet)

☐ Rural Cross Section Length: (tenths of a mile)

☒ Urban Cross Section Length: **1.0** (tenths of a mile)

Will the project add lanes? ☐ Yes ☒ No

If Yes, describe which part(s) of the project will receive additional lanes:

Grading: ☐ Minimal ☐ Moderate ☒ Extensive

New Pavement Type: **Hot Mix Asphalt** If Combination, explain: Width: **32 ft** Length: **5,280 ft**

New Shoulder Type: **Concrete** If Combination, explain: Width: **2.5 ft each side** Length: **12,360 ft**

☒ Sidewalk One side or both: **One side** Width: **10 ft** Length: **5,280 ft**

Are bicycle/pedestrian accommodations required as part of a local or regional plan? ☒ Yes ☐ No

If yes, specify: **See attached narrative.**

☒ Curb and Gutter Length: **12,360 ft**

☐ Signals Location:

☐ Roundabout Location:

NOTE: Refer to [FDM 11-26](#) for modern roundabout information.

☐ Railroad improvements

☒ Lighting: **Spot** Lighting Style: **Standard**

☐ Beam Guard

☒ Permanent and Temporary Pavement Marking

☐ Permanent and Temporary Signing

☒ Storm Sewer

☐ Structure Structure Type: **SELECT**

Work Required: **SELECT**

Structure #(s):

Sizes and Descriptions:

Preliminary Quantity Estimates (*please enter 0 if none anticipated*)

Asphalt Pavement: **6,950** (tons) Concrete Pavement: **250** (square yds) Excavation: **38,300** (cubic yds)

Base Course: **28,200** (tons) Bridge Deck Area: **0** (square ft) Milling: (square yds)

Diamond Grinding: **0** (square yds) Traffic Striping: **21,540** (linear ft) Rubblizing: **0** (square yds)

Concrete Masonry: **0** (cubic yds)

NOTE: Refer to [FDM 19-5 Attachment 3.2](#) for guidance on estimating each of these quantities.

Traffic Management During Construction: **Road Closed with Detour**

Do you anticipate submittal of an exception to standards request? ☐ Yes ☒ No

If yes, please describe:

Low-Risk Project Delivery Model

WisDOT, in collaboration with the Federal Highway Association and Wisconsin counties, is continuing the efforts to reduce cost by streamlining delivery and oversight processes on low complexity Local Projects through the development of the Low-Risk Project Delivery Model.

More information on the low-risk delivery model can be found here: <https://wisconsindot.gov/Pages/doing-bus/local-gov/lpm/lowrisk-program.aspx>

Please indicate if you are interested in discussing if your project fits the low-risk delivery model requirements:

☐ Yes ☒ No

Environmental/Cultural Issues

Agriculture	☐ Yes	☐ No	☒ Not Investigated	Comments:
Archaeological sites	☐ Yes	☐ No	☒ Not Investigated	Comments:
Historical sites	☐ Yes	☐ No	☒ Not Investigated	Comments:
Lakes, waterways, floodplains	☐ Yes	☐ No	☒ Not Investigated	Comments:
Wetland	☐ Yes	☐ No	☒ Not Investigated	Comments: Some
wetlands potentially in ditches.				
Stormwater management	☒ Yes	☐ No	☐ Not Investigated	Comments:
Portions will drain to one of two Village regional stormwater ponds.				
Hazardous materials sites	☐ Yes	☐ No	☒ Not Investigated	Comments:
Hazardous materials on existing structure	☐ Yes	☐ No	☒ Not Investigated	Comments:
Upland habitat	☐ Yes	☐ No	☒ Not Investigated	Comments:
Endangered/threatened/migratory species	☐ Yes	☐ No	☒ Not Investigated	Comments:
Section 4(f)	☐ Yes	☐ No	☒ Not Investigated	Comments:
Section 6(f)	☐ Yes	☐ No	☒ Not Investigated	Comments:
Through/adjacent to tribal land	☐ Yes	☒ No	☐ Not Investigated	Comments:

Miscellaneous Issues

Construction Schedule Restrictions (trout spawning activities, migratory bird, local events): ☐ Yes ☒ No

If yes, please explain.

Has there been any real estate acquired or transferred in anticipation of this project? ☐ Yes ☒ No

If yes, please explain.

Right of Way: **(NOTE: It is recommended that local funds be used to acquire right of way.)**

Check all that are applicable.

☐ None ☐ Less than ½ acre ☐ More than ½ acre
☐ Parklands ☐ Large parcels ☒ Strips ☒ Temporary interests

Other Concept Notes: Provide any additional relevant project information that has not been covered in another section of the application.

(Application continued on the next page.)

RES #251027-5

**REAPPOINT FOX CROSSING REPRESENTATIVE TO THE FOX CITIES
CONVENTION & VISITORS BUREAU BOARD OF DIRECTORS—VILLAGE
MANAGER JEFFREY STURGELL**

WHEREAS, when a community within the Fox Cities Tourism Zone generates one percent (1%) or greater of the total Room Tax generated in the Zone, the community receives a seat on the Fox Cities Convention and Visitors Bureau Board of Directors; and

WHEREAS, the Village of Fox Crossing holds one (1) seat on the Fox Cities Convention and Visitors Bureau Board of Directors; and

WHEREAS, Village President Youngquist nominates Village Manager Jeffrey Sturgell for reappointment to a three (3) year term beginning January 1, 2026 and ending December 31, 2028.

NOW, THEREFORE BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby appoints Village Manager Jeffrey Sturgell to serve as the Fox Crossing representative to the Fox Cities Convention & Visitors Bureau Board of Directors for a three (3) year term beginning January 1, 2026 and ending December 31, 2028.

Adopted this 27th day of October, 2025

Requested by: Dale A. Youngquist, Village President

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Salinas, Village Clerk

RES #251027-6

EXPENDITURES

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$1,725,998.07

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

Pending:	
General Fund	\$ 111,262.12
Special Revenue Fund	\$ 44,066.78
Debt Fund	\$ -
Capital Projects Fund	\$ 373,850.96
Water Fund	\$ 63,125.67
Sewer Fund	\$ 138,091.24
Stormwater Fund	\$ 161,152.12
Trust & Agency Fund	\$ -
Special Processed Payments	\$ 834,449.18
Total:	<u>\$ 1,725,998.07</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 27th day of October, 2025.

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

Dale A. Youngquist, Village President

Attest: Darla M. Salinas, Village Clerk

VILLAGE OF FOX CROSSING
2000 Municipal Drive
Neenah, WI 54956

EXPENDITURE SUMMARY

For Accounts Payable Period Ending: October 22, 2025
For Village Board Meeting of: October 27, 2025

REGULAR PROCESSED CHECKS		AMOUNT
General Fund		\$111,262.12
Special Revenue Funds		\$44,066.78
Debt Fund		\$0.00
Capital Projects Fund		\$373,850.96
Water Fund		\$63,125.67
Sewer Fund		\$138,091.24
Stormwater Fund		\$161,152.12
Trust & Agency Fund		
Total Bills for	October 27, 2025	<u>\$891,548.89</u>

SPECIAL PROCESSED PAYMENTS

CHECK #	PAYEE		DEPT. /PURPOSE	AMOUNT
	Village Specials	10/8-10/21/2025	**See Attached Listing**	\$255,402.16
ACH	Employee Benefits Corp	10/8-10/15	Flex Spending Claims	\$481.19
ACH	North Shore	10/9/2025	Deferred Comp	\$1,450.00
ACH	WDC	10/9/2025	Deferred Comp	\$7,029.23
ACH	PayTrac	10/15/2025	CC Fees	\$308.97
ACH	ETF	10/16/2025	Medical Ins	\$180,664.64
ACH	WI Retirement	10/16/2025	Retirement	\$101,392.72
ACH	Paymentus	10/16/2025	CC Fees	\$3,398.56
ACH	Payroll	10/9/2025	Payroll	\$202,570.69
ACH	Payroll	10/9/2025	Taxes	\$81,751.02
Total Special Processed Payments				<u>\$834,449.18</u>
GRAND TOTAL				<u>\$1,725,998.07</u>