

VILLAGE OF FOX CROSSING SPECIAL MEETING OF THE BOARD OF TRUSTEES

**Municipal Complex – Arden Tews Assembly Room
2000 Municipal Drive, Neenah**

**THURSDAY, JULY 30, 2026
2:00 p.m.**

AGENDA

1. Call to Order
2. 2026 Budget Amendments
3. Finding of Emergency Pursuant to Wis. Stat. § 5.25(3) and Polling Place Relocation for the August 11, 2026, Partisan Primary Election
4. July 27 Storm Response Update
5. Adjourn

RES #260730-1

**2026 BUDGET AMENDMENT TO PROVIDE FUNDS FOR THE WELL #5 REPAIR
PROJECT AND PARK GRAPPLE ATTACHMENT**

WHEREAS, in the course of this year's routine maintenance and well treatments for Well #5, significant pitting and corrosion were found on the well line shaft; and

WHEREAS, left unaddressed, the pitting and corrosion on the line shaft could impact the structural integrity of the shaft, and cause the well to fail; and

WHEREAS, the Water Department requests \$41,000 in additional funds in the 2026 Water Department budget for the unexpected repair of Well #5; and

WHEREAS, the Park Department requests a \$6,000 grapple attachment for tree and storm debris removal; and

NOW, THEREFORE BE IT RESOLVED by the Village Board of Trustees that the 2026 Village of Fox Crossing Budget is amended, as attached, to provide funds for the repair of Well #5 and the purchase of the park grapple attachment.

Adopted this 30th day of July, 2026

*Requested by: Joe Hoechst, Public Works Director
Amanda Geiser, Park & Recreation Director*

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Chantel M. Jaenke, Village Clerk

BACKUP TO RESOLUTION # 260730-1

**FOX CROSSING
2026 BUDGET AMENDMENT**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PROJECT NUMBER	CURRENT BUDGET	ADJUSTMENT NEEDED	ADJUSTED BUDGET	COMMENTS
General Fund - 101						
Expenditures / Transfers to:						
101-5500-710.08-14	Capital Outlay: Capital Equipment - Other	P0323	-	6,000	6,000	grapple attachment for tool-cat machine
Parks Subtotal:			-	6,000	6,000	Offset with Fund Balance
Offset From Revenues / (Expenditures) / Transfers from:						
101-5100-432.09-00	State Grants / Assistance / Misc Grants		-	6,000	6,000	If not eligible for storm damage funding assistance; will use fund balance as offset instead
Total General Fund Offsets & Funding Sources				6,000		
Water Utility - 611						
Expenditures / Transfers to:						
611-0100-814.02-10	Well Expenses: Contracted Services		160,000	41,000	201,000	Well #5 Rehabilitation and stray voltage investigation
Water Utility Subtotal:			160,000	41,000	201,000	Offset with Fund Balance
Offset From Revenues / (Expenditures) / Transfers from:						
611-5300-492.09-00	Transfer from Unassigned Fund Balance		416,122	41,000	457,122	
Sewer Utility Subtotal funding sources:			416,122	41,000	457,122	

MEMO

DATE: July 29, 2026

TO: Village Manager Sturgell & Director Searl

FROM: Amanda Geiser, Director of Parks & Recreation

CC: Village Board

RE: Purchase of Grapple Bucket Attachment



I am requesting permission to purchase a \$6,000 grapple bucket attachment for our Toolcat. This new equipment purchase was set to be requested as part of the 2027 budget; however, the recent tornado has expedited the need for this equipment. A grapple attachment will improve the efficiency of storm debris cleanup by allowing our staff to move and load large tree limbs, logs, brush, and other debris.

In addition to supporting the current storm cleanup efforts, the grapple attachment will improve efficiency during routine park maintenance, tree removal, brush management, and other tasks throughout the year. Approving this budget amendment will allow staff to respond more effectively to the current cleanup efforts while providing equipment that will continue to benefit the department for years to come.

FINDING OF EMERGENCY PURSUANT TO WIS. STAT. § 5.25(3) AND POLLING PLACE RELOCATION FOR THE AUGUST 11, 2026, PARTISAN PRIMARY ELECTION

WHEREAS, the Board of the Village of Fox Crossing is the governing body responsible for the administration of municipal affairs, including actions necessary to ensure the proper conduct of elections within the Village; and

WHEREAS, the Community Center located at 1000 Valley Road, which serves as the established polling place for voters residing in Wards 10, 11, and 12 of the Village, has sustained significant damage and is not available for use as a polling place for the August 11, 2026 Partisan Primary Election; and

WHEREAS, the extent of the damage and anticipated timeline for repairs prevent the Community Center from being utilized as a polling place for the foreseeable future; and

WHEREAS, the Village must take appropriate action to ensure affected voters continue to have access to a suitable polling place and that election operations can be conducted effectively and efficiently; and

WHEREAS, Wis. Stat. § 5.25(3) provides that a governing body may close an established polling place upon a finding of emergency and approval by the municipal clerk, subject to required notice and voter notification procedures; and

WHEREAS, the Village has identified Pentecostals of the Fox Cities Church, located at 1445 Midway Road, as an appropriate alternate polling place to accommodate voters and election personnel assigned to the Community Center polling place.

NOW, THEREFORE, BE IT FOUND by the Board of Trustees for the Village of Fox Crossing that an emergency exists pursuant to Wis. Stat. § 5.25(3) due to the damage sustained at the Community Center, which prevents the facility from serving as an established polling place for the August 11, 2026 Partisan Primary Election. The Board hereby authorizes the combination of polling places and relocation of voters and election personnel assigned to the Community Center polling place to Pentecostals of the Fox Cities Church, located at 1445 Midway Road, subject to Village Clerk approval and completion of all required notices, voter communications, election material updates, and staffing adjustments necessary to ensure the election is conducted in accordance with applicable law.

Adopted this 30th day of July, 2026

Requested by: Chantel M. Jaenke, Village Clerk

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Chantel M. Jaenke, Village Clerk

MEMO

To: Village Board of Trustees

From: Chantel M. Jaenke, Village Clerk

Date: July 29, 2026

RE: Finding of Emergency Pursuant to Wis. Stat. § 5.25(3) and Polling Place Relocation for the August 11, 2026, Partisan Primary Election

RECOMMENDED ACTION

Staff recommends that the Village Board adopt a finding of emergency pursuant to Wis. Stat. § 5.25(3), authorizing the closure of the Community Center polling place and the relocation of the polling place serving Wards 10, 11, and 12 due to tornado damage that has rendered the facility unavailable for election operations.

BACKGROUND

The Community Center, located at 1000 Valley Road, serves as an established polling place for electors residing in Wards 10, 11, and 12. On July 27, 2026, the facility sustained significant damage as a result of the tornado and is no longer suitable for use as a polling place. At this time, there is no estimated timeframe for when the facility will be restored and available for election operations.

Wis. Stat. § 5.25(3) authorizes a municipal governing body to declare an emergency when an established polling place becomes unusable and to designate an alternate polling location. Staff is requesting that the Village Board make the required finding of emergency to allow the relocation of the affected polling place for the August 11, 2026 Partisan Primary Election.

ANALYSIS

In response to the loss of the Community Center polling location, staff has developed an operational plan to ensure the August 11, 2026 Partisan Primary Election can be conducted safely, efficiently, and in compliance with state election law. Key operational considerations include:

- Loss of the Community Center as an established polling location;
- Relocation of affected electors and election inspectors;
- Adjustment of staffing assignments due to poll worker availability; and
- Maintaining adequate staffing and voter accessibility at all polling locations.

Staff recommends relocating the Community Center polling place to:

Pentecostals of the Fox Cities 1445 Midway Road

Staff has coordinated with representatives of Pentecostals of the Fox Cities, who have expressed their willingness to accommodate election operations. Although the facility remains without power as of the date of this memorandum, staff has developed a contingency plan to provide generators should electrical service not be restored before Election Day.

Village Clerk Jaenke and Deputy Clerk Lee have also been working with the Wisconsin Elections Commission regarding procedures for administering two polling places within one facility. Based on guidance received, the main worship area will be divided into two separate polling stations. One area will process voters assigned to the Community Center polling place, and the other area will process voters assigned to the Pentecostals of the Fox Cities polling place. Signage will be placed throughout the facility to clearly direct voters to the appropriate area.

Staff has notified election inspectors of the proposed relocation and potential staffing adjustments. Several inspectors have become unavailable due to personal impacts from the tornado, including damage to or loss of their homes. Staff will continue to reassign personnel as necessary to ensure adequate staffing at all polling locations.

Staff will provide public notice of the polling place change through multiple communication methods, including a required Class 3 notice, text and email alerts, Village website updates, and Facebook communications. In accordance with statutory requirements, the Village will also station an individual at or near the former Community Center polling place on Election Day to direct any voters who may arrive at the previous polling location to the new polling place.

Staff will continue to monitor operational needs and make adjustments as necessary. While circumstances remain fluid, staff is confident the proposed plan will allow the Village to conduct the August 11, 2026 Partisan Primary Election in an organized, accessible, and secure manner.

FISCAL IMPACT

Staff will continue to monitor any potential costs associated with voter notification, signage, staffing adjustments, or other operational needs and will report any significant impacts if they arise.

SUMMARY

Due to tornado damage, the Community Center is no longer available for use as a polling place. Approval of the proposed emergency finding will authorize staff to relocate the polling place serving Wards 10, 11, and 12 to Pentecostals of the Fox Cities for the August 11, 2026 Partisan Primary Election. Staff will continue coordinating voter communications, staffing, and election logistics to ensure the election is conducted in accordance with state law.