Village of Fox Crossing Board of Trustees
Regular Meeting Minutes
Monday, November 9, 2026 – 6:00 p.m.
Municipal Complex – Arden Tews Assembly Room
2000 Municipal Drive, Neenah WI 54956

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

The meeting of the Village Board of Trustees was called to order by President Youngquist at 6:00 p.m.

The Pledge of Allegiance was recited.

Village Clerk Chantel Jaenke conducted roll call and recorded the following Village Board members as present: President Dale Youngquist and Trustees Michael Van Dyke, Kris Koeppe, Tim Raddatz, Kate McQuillan, Deb Swiertz, and Barb Hanson.

Also Present: Village Manager Jeffrey Sturgell, Director of Finance Jeremy Searl, Director of Community Development George Dearborn, Fire Chief Todd Sweeney, Police Chief Tim Callan, Director of Parks & Recreation Amanda Geiser, Director of Public Works Joe Hoechst, Engineer Lee Reibold, Engineer Zach Laabs, and Attorney Andrew Rossmeissl.

Public Attendance: Four individuals were present.

2. **Awards / Presentations**

None.

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

Minutes to Approve

a) Regular Village Board Meeting – October 26, 2026

Minutes and Correspondence to Receive

b) November 3, 2026 General Election Results

Motion: Trustee Raddatz, seconded by Trustee McQuillan, to approve the meeting minutes and accept other departmental minutes and correspondence into the record, as presented.
Discussion: Clerk Jaenke provided a brief overview of the November 3, 2026 General Election and reported that the election was conducted successfully with no significant issues or concerns.
Vote: Motion carried unanimously.

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

None.

5. **Discussion Items**

None.

6. **Unfinished Business**

None.

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

a) 261109-1 Set 2027 Sanitary Sewer Rates

Motion: Trustee Van Dyke, seconded by Trustee Koeppe, to set the 2027 Sanitary Sewer Rates, as presented.
Discussion: President Youngquist noted that, as a member of the Neenah-Menasha Sewerage Commission Board, he was aware of a late budget adjustment by the Commission that resulted in a substantial increase in charges to the Village and other member communities. Director Searl reviewed the proposed 3.5% rate

increase, which will take effect January 15, 2027, and noted that the average residential customer would see an increase of approximately $18 to $19 annually.
Vote: Motion carried unanimously.

b) 261109-2 Set 2027 Garbage and Recycling Rate
Motion: Trustee Van Dyke, seconded by Trustee Koeppe, to set the 2027 Garbage and Recycling Rate, as presented.
Vote: Motion carried unanimously.

c) 261109-1:ORD Amend Fox Crossing Municipal Code Chapter §A450 Fines & Penalties *First Reading*
Motion: Trustee Van Dyke, seconded by Trustee Raddatz, to approve the first reading of an ordinance amending Chapter §A450 Fines & Penalties, as presented.
Vote: Motion carried unanimously.

d) 261109-3 Amend Village of Fox Crossing Bond Schedule for 2027
Motion: Trustee Van Dyke, seconded by Trustee Hanson, to amend the 2027 Village Bond Schedule, as presented.
Vote: Motion carried unanimously.

e) 261109-4 Amend Village of Fox Crossing Fee Schedule for 2027
Motion: Trustee Van Dyke, seconded by Trustee Hanson, to amend the 2027 Village Fee Schedule, as presented.
Discussion: Manager Sturgell explained that the fee in lieu of park land dedication is adjusted annually in accordance with the Construction Cost Index, as established by ordinance. For 2027, the adjustment is 2.8%. He further noted that the stormwater pond buy-in fee is also required by ordinance to be adjusted annually based on the Construction Cost Index and has been updated accordingly.
Vote: Motion carried unanimously.

f) 261109-5 Amend Village of Fox Crossing Additional Compensation Pay Schedule
Motion: Trustee Van Dyke, seconded by Trustee Swiertz, to amend the Additional Compensation Pay Schedule, as presented.
Vote: Motion carried unanimously.

g) 261109-6 Amend Village of Fox Crossing Paid-on-Call Firefighter Pay Plan
Motion: Trustee Van Dyke, seconded by Trustee Hanson, to amend the Paid-on-Call Firefighter Pay Plan, as presented.
Vote: Motion carried unanimously.

h) 261109-7 2026 Budget Amendment to Provide Funds for the Purchase of a Used Fire Truck for the Fire Department
Motion: Trustee Koeppe, seconded by Trustee Hanson, to approve a 2026 budget amendment providing funds for the purchase of a used fire truck for the Fire Department, as presented.
Discussion: Chief Sweeney explained that the proposed vehicle is a 1996 fire truck. While older, it will serve as a reserve apparatus until permanent replacements are received for the fire trucks damaged during the tornado.
Vote: On roll call vote: 7-0, motion carried.

i) 261109-2:ORD Amend Fox Crossing Municipal Code Chapter §49-6(F)(2) to Add Direction on Reimbursing the Stabilization Fund After Use *First Reading*

Motion: Trustee Van Dyke, seconded by Trustee Koeppe, to approve the first reading of an ordinance amending Chapter §49-6(F)(2) regarding reimbursement of the Stabilization Fund after use, as presented.
Discussion: Director Searl explained that the proposed ordinance amendment would provide direction for replenishing funds used from the committed fund balance. He noted that under the current language, the entire amount used would be required to be restored by year-end. Given that insurance and FEMA reimbursements related to tornado damages have not yet been received, restoring the full amount immediately would place a significant financial strain on the Village.
Vote: Motion carried unanimously.

j) 261109-8 Amend Assessment Services Agreement Between the Village of Fox Crossing and Accurate Appraisal LLC for Assessment Services in 2027
Motion: Trustee Raddatz, seconded by Trustee Van Dyke, to amend the Assessment Services Agreement with Accurate Appraisal LLC for 2027 assessment services, as presented.
Discussion: Director Searl explained that the amendment reduces the cost of assessment services from approximately $54,000 to $51,000 for 2027. He noted that the 2027 assessment year will be conducted as a maintenance year rather than the scheduled interim market update, with assessment services returning to the contracted amount in 2028. The adjustment was made to provide relief to property owners affected by the tornado. Director Searl further stated that Accurate Appraisal will work closely with affected residents to help them understand any changes to their property assessments resulting from tornado-related impacts.
Vote: Motion carried unanimously.

k) 261109-9 Approve Commercial Lease Between Ripp Residual Trust and the Village of Fox Crossing for 1164 Valley Road, Menasha (former Fox Tire Building) to Serve as a Temporary Fire Station; Resolution Includes a 2026 Budget Amendment
Motion: Trustee Hanson, seconded by Trustee Swiertz, to approve a commercial lease between Ripp Residual Trust and the Village of Fox Crossing for 1164 Valley Road to serve as a temporary fire station and to approve the related 2026 budget amendment, as presented.
Discussion: Chief Sweeney explained that leasing the facility at 1164 Valley Road will provide the Fire Department with a temporary station on the east side of the Village and create capacity to house an additional fire truck in that area, improving operational readiness and response coverage.
Vote: On roll call vote: 7-0, motion carried.

l) 261109-10 Approve 2027 Village Board Meeting Calendar
Motion: Trustee Van Dyke, seconded by Trustee Swiertz, to Approve the 2027 Village Board Meeting Calendar, as presented.
Vote: Motion carried unanimously.

m) 261109-11 Issue Class "A"/"Class A" Beer and Liquor License and Appointment of Agent for Neenah Petro, Inc. d/b/a Pride of Neenah
Motion: Trustee McQuillan, seconded by Trustee Van Dyke, to approve the license and agent appointment, as presented.
Vote: Motion carried unanimously.

n) 261109-12 Issue Cigarette, Electronic Vaping Device, and Tobacco License and Appointment of Agent for Neenah Petro, Inc. d/b/a Pride of Neenah
Motion: Trustee McQuillan, seconded by Trustee Swiertz, to approve the license and agent appointment, as presented.
Vote: Motion carried unanimously.

o) 261026-1:ORD Amend Fox Crossing Municipal Code Chapter §388 Comprehensive Plan – Amend Future Land Use Map for 401 & 555 North Lake Street (Parcels #12105870101, #1210491, & #1210587) from Industrial to Neighborhood Mixed Use *Second Reading & Adoption*

Motion: Trustee Van Dyke, seconded by Trustee McQuillan, to approve the second reading and adoption of an ordinance amending the Future Land Use Map designation for the subject properties from Industrial to Neighborhood Mixed Use, as presented.
Vote: Motion carried unanimously.

p) 261026-2:ORD Amend Fox Crossing Municipal Code Chapter §435 Zoning Ordinance – Rezone 401 North Lake Street (Parcel #12105870101) from I-2 Heavy Industrial District, & 555 North Lake Street (Parcels #1210491 and #1210587) from R-3 Suburban Medium Density District to M-1 Mixed Use District *Second Reading & Adoption*

Motion: Trustee Van Dyke, seconded by Trustee Hanson, to approve the second reading and adoption of an ordinance rezoning the subject properties to M-1 Mixed Use District, as presented.
Vote: Motion carried unanimously.

q) 261109-13 Operator License Applicants

Motion: Trustee Van Dyke, seconded by Trustee McQuillan, to uphold the denial of an operator license application, as presented.

Discussion: The Village Board was advised that the applicant had been notified that the reconsideration of the license denial would be heard by the Board but was not present at the meeting. The Village Board received input from the Village Attorney and Chief Sweeney regarding the basis for the denial issued in September. The Board reviewed the application materials, considered the information presented, and deliberated on the request. Following discussion, the Board determined that the denial should be upheld based on the applicant's failure to provide complete and accurate information on the application and a finding that the applicant was a habitual law offender with convictions substantially related to the licensed activity.
Vote: On roll call vote: 7-0, motion carried.

r) 261109-14 Expenditures

Motion: Trustee Koeppe, seconded by Trustee Swiertz to approve the expenditures, as presented, without exception.
Vote: Motion carried unanimously.

8. Reports

a) Village President Youngquist – 2027 Village of Fox Crossing Budget Public Hearing to be held Monday, November 23, 2026 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 10, 2026

Discussion: Trustee Koeppe reported that the October 10, 2026 Electronic Recycling Event experienced lower participation than anticipated. He noted that staff are planning another collection event in April and intend to discontinue the fall event moving forward. Trustee Koeppe further stated that the Village will coordinate future events with neighboring municipalities to avoid scheduling conflicts and overlapping collection dates.

9. Closed Session

None.

10. Adjourn

Motion: Trustee Hanson, seconded by Trustee Van Dyke to adjourn at 6:49 p.m.
Vote: Motion carried unanimously.

Respectfully submitted,

Chantel M. Jaenke, CMC, WCMC
Village Clerk

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