

## **MINUTES OF THE REGULAR BOARD MEETING OF MAY 16, 2012**

**Call to Order:** President Vanden Berg called the Regular Board Meeting to Order at 6:00 p.m.

### **Invocation**

### **Pledge Allegiance to the Flag**

President Vanden Berg led members in the reciting of the Pledge of Allegiance.

### **Roll call of Trustees**

PRESENT: Michael Vanden Berg, President  
Bob Berken, Trustee  
Tammy Frassetto, Trustee  
James Hietpas, Trustee  
Bill Peerenboom, Trustee  
Skip Smith, Trustee  
Larry Van Lankvelt, Trustee

### **Roll Call of Officers and Department Heads**

PRESENT: Charles Kell, Village Administrator  
Tom Flick, Director of Parks, Recreation, and Forestry  
Teri Matheny, Finance Director  
Jim Moes, Community Development Director  
Erik Misselt, Police Chief  
Roy Van Gheem, Public Works Director  
Beth Carpenter, Library Director  
Charles Koehler, Village Attorney  
Vicki Schneider, Village Clerk

OTHERS PRESENT: Interested Citizens, Media Reps

### **Public Appearance for Items Not on the Agenda**

None

### **Approval of Minutes**

Regular Board Meeting Minutes – May 4, 2012

Committee of the Whole Meeting Minutes – May 9, 2012

*Moved by Trustee Peerenboom, seconded by Trustee Smith to approve the Regular Board Meeting minutes of May 4, 2012 and the Committee of the Whole minutes of May 9, 2012 as presented.*

Ayes 7, Nays 0 - Motion Carried Unanimously

### **Report of Other Minutes-Other Informational Items**

*Minutes of the Park Planning Committee Meeting – March 6, 2012*

*Fox Valley Metro Incident Reports – April and YTD*

Board members noted receipt of the informational items.

### **Resolutions:**

#### **a) Authorizing the Sale of Lot 3 – Polk St. Cul de Sac to Tony and Laura Fischer**

*Moved by Trustee Frassetto, seconded by Trustee Peerenboom to Adopt Resolution No. 18, Series of 2012 Authorizing the Sale of Lot 3 in the Polk. St. Cul de Sac to Toney and Laura Fischer.*

Ayes 7, Nays 0 – Motion Carried Unanimously

#### **b) Authorizing the Sale of Lot 4 – Polk St. Cul de Sac to Matthew Brockman**

*Moved by Trustee Frassetto, seconded by Trustee Berken to Adopt Resolution No. 19, Series of 2012 Authorizing the Sale of Lot 4 – Polk St. Cul de Sac to Matthew Brockman.*

Ayes 7, Nays 0 – Motion Carried Unanimously

Trustee Smith asked permission from the Village President to abstain from voting on the next agenda item and President Vanden Berg granted permission.

**c) Authorizing the Sale of 325 W. Main Street to Becky Hermesen**

*Moved by Trustee Frassetto, seconded by Trustee Berken to Adopt Resolution No. 20, Series of 2012 Authorizing the Sale of 325 W. Main Street to Becky Hermesen.*

Ayes 6, Nays 0, Abstained (Smith) – Motion Carried

**President's Appointments:**

Board of Review – Gene Hojan – renewed 5 year term

Fire Commission – Richard Schevers and Bill Verhagen – renewed 3 year terms

Design Review Board – Hollie Hammen – renewed 3 year term

*Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to Approve the President's Appointments as presented.*

Ayes 7, Nays 0 – Motion Carried Unanimously

**Appoint President Pro Tem**

*Moved by Trustee Frassetto, seconded by Trustee Berken to Appoint Trustee Peerenboom as President Pro Tem.*

Ayes 7, Nays 0 – Motion Carried Unanimously

**Operator's License:**

Tammy A. Maley

1220 Garfield Ave.

Little Chute

Rosehill Bar

Ryan M. Selle

N9615 Hartford Ln.

Appleton

Walgreens

*Moved by Trustee Frassetto, seconded by Trustee Berken to Approve the Operator's License as presented.*

Ayes 7, Nays 0 – Motion Carried Unanimously

**Department and Officers Progress Reports**

Chief Misselt provided an update on the interview process for the Lieutenant positions and staffing of the four new officers. Chief Misselt reported that the new officers were sworn in during a ceremony today and the Department's Open House was well attended. Chief Misselt gave an update on the process of getting the new squad cars on the road. T. Matheny provided Board members with a copy of the tentative CIP and Budget planning calendar, noting that the plan is to adopt the CIP Budget on Sept. 5 and the Operating Budget on Nov. 21. T. Matheny commented on State filing requirements for financial statements that had been completed and that the Department is responding to numerous open records requests. C. Kell asked the Board to mark their calendars for Thursday, June 7 which will be a big day in Little Chute and the Windmill Committee should be making an announcement on the activity taking place that day. C. Kell reported on the status of working on a revised lease with AT & T for the Stephen St. Water Tower and the lease will be taken to the Water Commission for review and then it will come before the Board. C. Kell reported on the status of the financing process that Poly-Flex is going through. C. Kell reported on a change with the Fox Cities Chamber of Commerce Economic Development Initiatives program and their plan is to ramp up the program to an \$800,000 to \$1 million program and they will want municipalities to be a part of the funding for this program. C. Kell reported that the cost to the Village would be approximately \$10,500 a year which is about an \$8,500 increase in what the Village currently pays and this will be looked at when preparing the 2013 budget. C. Kell provided Board members with a report prepared by Nick Vande Hey of McMahon regarding storm water quality results and the plan is to have Nick come to next week's board meeting to present the information to the Board. J. Moes reported that he has completed the first round of liquor license inspections. J. Moes reported that he has been working with Kamp K9 and the neighbors in regards to some issues with the proposed building and he noted that the Plan Commission did approve the variances for the new building. J. Moes reported on the DOR filing requirements he has in regards to TIDs and he also reported that the Library Board had met to do a performance evaluation of the Library Director and she obtained top ratings in all categories and the Board also agreed to donate a laminator to the Village's Parks Department. T. Flick reported that the parks are very busy with the clubs starting their leagues and the process of getting the pool ready has started. T. Flick reported on the issue with the pool

basin that continues to get worse each year as the pool ages. T. Flick reported that summer help started this week and they will be cleaning up the downtown parking lot areas and they are also working on getting Doyle Park and equipment ready for the Cheese Fest. T. Flick reported that the delivery of the center section of the Pedestrian Bridge would be this evening and the lift is scheduled for next Monday and it is still on schedule for completion by mid-June. R. Van Gheem reported on the status of current projects noting that sanitary work on Buchanan Rd. has begun. V. Schneider reported that the Design Review Board is meeting on Monday to review the plans for Kamp K9 and the Board of Review will also be meeting on Monday as required and they will be adjourning until the assessment roll is completed. V. Schneider also reported that the Clerk's Office is working on liquor licensing, elections and cheese fest and she noted that the Little Chute Historical Society is holding their annual cemetery walk this Saturday. T. Flick informed the Board the V. Schneider was able to secure Discover Wisconsin televising for their television show at the Cheese Fest this year and it is anticipated that this will be great advertising for the Festival and the Village. Attorney Koehler reported that WOW has given permission for easement releases so Poly-Flex can move forward with their building and he reported that the closings for the four Village North Subdivision lots would be taking place on June 7<sup>th</sup>.

### Disbursement List

*Moved by Trustee Frassetto, seconded by Trustee Smith to Approve the Vouchers and Authorize the Finance Director to pay all vendors.*

Ayes 7, Nays 0 – Motion Carried Unanimously

### Call for Unfinished Business

None

### Items for Future Agendas

Trustee Hietpas stated he had received an email from Rick Sanderfoot regarding the corner lot credit and he asked if that would be on a future agenda. President Vanden Berg stated it would be on a future agenda and staff is working on getting information together to present to the Board and he stated he would contact Mr. Sanderfoot to inform him that it is still in the works.

*Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to Enter into Closed Session.*  
(6:23p.m.)

Ayes 7, Nays 0 – Motion Carried Unanimously

The Village Clerk and Department Heads were excused from the meeting at this time.

**Closed Session: 19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session.** *Development Agreements with Evergreen L. C. Development, LLC and Premier Little Chute, LLC*

*Moved by Trustee Frassetto, seconded by Trustee Peerenboom to Return to Open Session.*  
(7:42 p.m.)

Ayes 7, Nays 0 – Motion Carried Unanimously

### Return to Open Session

**Discussion Possible Action on Development Agreement with Evergreen L. C. Development**  
**Discussion Possible Action on Development Agreement with Premier Little Chute, LLC**

*Moved by Trustee Berken, seconded by Trustee Frassetto to Table Action on both Development Agreements until the next Board meeting on May 23, 2012.*

Ayes 7, Nays 0 – Motion Carried Unanimously

*Moved by Trustee Frassetto, seconded by Trustee Peerenboom to Enter into Closed Session.*  
(7:45 p.m.)

Ayes 7, Nays 0 – Motion Carried Unanimously

The Village Administrator was excused from the meeting at this time.

**Closed Session: 19.85 (c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute** *Continuation of Performance Evaluation of the Village Administrator*

*Moved by Trustee Frassetto, seconded by Trustee Peerenboom to Exit Closed Session. (8:29 p.m.)*

Ayes 7, Nays 0 – Motion Carried Unanimously

**Return to Open Session - No Action Taken**

**Adjournment**

*Moved by Trustee Frassetto, seconded by Trustee Peerenboom to Adjourn the Regular Board meeting at 8:29 p.m.*

Ayes 7, Nays 0 - Motion Carried Unanimously

**VILLAGE OF LITTLE CHUTE**

Attest: \_\_\_\_\_  
Vicki Schneider, Village Clerk

By: \_\_\_\_\_  
Michael R. Vanden Berg, Village President