

MINUTES OF THE CAPITAL IMPROVEMENT PLAN WORKSHOP OF AUGUST 29, 2012

Call to Order

President Vanden Berg called the Capital Improvement Plan Workshop meeting to order at 6:00 p.m.

Roll Call

PRESENT: President Vanden Berg, Trustee Berken, Trustee Frassetto, Trustee Hietpas, Trustee Smith, Trustee Van Lankvelt

EXCUSED: Trustee Peerenboom

ALSO PRESENT: C. Kell, J. Moes, R. Van Gheem, T. Matheny, S. Berkers, B. Carpenter, T. Flick, Fire Chief Mark Jansen, Glen Brouillard, Interested Citizens, Media Reps

Public Appearance for Items not on the Agenda

None

Marketing Presentation by Mau Realty

J. Moes stated that Mau Realty was unable to give a presentation tonight and did not expect to have a presenter for a couple of weeks. Board members agreed to have the issue put on the next agenda to decide whether to wait for Mau Realty or possibly find a different realtor.

Discussion on 316 West Lincoln

J. Moes reported that he had realtor Illa Mullen do a walk-through of the property on West Lincoln and that she felt the village would need to put some money into the property to sell it. J. Moes reported that Ms. Mullen felt the home should be listed at \$79,000. J. Moes reported that he had a local handyman go through the property and he gave him an estimate of \$5,200 to make repairs to the home. J. Moes stated that after work on the home was finished he would raise the asking price of the home to \$84,000.

Presentation on Capital Improvement Plan

C. Kell stated that the CIP is an important tool for planning for future Operating Budgets, Debt Planning and informs residents and businesses of upcoming projects being done in the village. C. Kell reported on the General Transportation Aids and the importance of keeping road projects at a steady pace to keep aid at a consistent rate due to funding being based on a six year average. C. Kell presented on the Surface Transportation Program or "STP" and noted that this program only awarded \$2.5 million in 2011 for 10 counties in the East Central Wisconsin area and that participation in this program is required to receive Federal funds and the ability to apply for other Transportation Grants. C. Kell presented that the "STP" program has a negative allocation of \$156,000. Trustee Frassetto questioned R. Van Gheem why Little Chute has a negative allocation and J. Moes replied that due to the large amount of aid the village received for the project on "OO" in the 90's the village will not be eligible for aid until we are in a positive ranking. C. Kell also noted that to receive aid for both the "STP" and the "LRIP" the project has to meet Complete Street standards. C. Kell presented to the board the definition of Complete Streets and that State Law states "the department shall ensure that bikeways and pedestrian ways are established in all new highway construction and reconstruction projects funded in whole or in part from State funds or Federal funds..." and that exceptions are only made if a project creates a negative impact, such as lack of traffic on road or excessive cost of construction vs. projected usage. C. Kell presented an overview of the 2013-2017 CIP and stated that each department head could present their 2013 portion of the CIP to the board.

Glenn Brouillard-Building Services Director- Reported that in 2013 the Civic Center portion of the roof needs replacement at an estimated cost of \$80,000. G. Brouillard reported that a notice accepting bids for the Library roof will be in the paper on September 1, and September 8, 2012. G. Brouillard also updated the board on an upcoming bid opening for the Library portion of the roof and it would be on September 19, 2012 and that he would update them in the future.

Beth Carpenter-Library Director-Reported that due to unsafe shelving in the library she has put in the CIP replacement of the shelving units. B. Carpenter also reported that the Library Collection Security needs updating but she has decided to wait until 2016 to put it in the CIP and see how technology changes. Trustee Van Lankvelt questioned Ms. Carpenter on her projected need of shelving with so many people going to e-readers. B. Carpenter replied that from her survey of library patrons is that the consensus is people still enjoy physically holding the book.

Mark Jansen-Fire Chief-Reported that in 2013 the Little Chute Fire Department would need to replace the Pumper Engine 3622 with a new unit, but 3622 would still be used as a reserve pumper. Trustee Van Lankvelt stated that the importance of the ISO rating for the Fire Department is important to residents and business owners for keeping insurance costs down. M. Jansen reported that due to standards that require Aerial Ladder trucks to have fully enclosed riding positions for firemen, his department would like to enclose the cab portion of the truck to bring it up to standards. M. Jansen also reported that recent maintenance on the village's Aerial Ladder truck brought up the truck's need for a new suspension system. M. Jansen noted that by updating these two things the truck can be used for an extra 10 to 15 years.

Jim Moes-Director of Community Development-J. Moes reported that due to village wide revaluations he has put \$80,000 in the CIP for 2013 and \$80,000 for 2014 to budget for the revaluation. J. Moes reported that in the past he has always contracted out this work because his department is not large enough to handle a project of this magnitude.

Staff that presented their Capital Projects were dismissed at this time.

Tom Flick-Parks, Recreation & Forestry Director-T. Flick reported that the Plunge Slide at Doyle Pool needs to be replaced in 2013 with an estimated cost of \$120,000 and due to its age it can no longer be repaired to meet current safety standards. Trustee Frassetto stated that to ensure that Little Chute has an Aquatics Program the board needs to make some decisions on how to progress in the future be it a referendum or fund raiser and that the decision to stay at the current location at Doyle Park or move the pool to a different site needs to be discussed. T. Flick reported that to refinish the main pool and the wading pool basins and gutters it would cost \$140,000 for 2014 and if this project is taken on you are looking at staying at its current location for 20 years. T. Flick reported that the restrooms and changing rooms at Doyle Pool were built in 1983 and no renovations have been made to the building and due to its age replacement parts are difficult to find and the doorways do not meet ADA requirements. T. Flick reported that Kaukauna Utilities has informed the Parks Department that the utility poles and lines at Island Park need replacing and that he has placed this in the CIP for 2013. T. Flick stated that he felt this would be a good time to install underground utilities but has no idea how difficult the underlying ground will be to get through.

Roy Van Gheem-Director of Public Works-Reported that the State of Wisconsin Department of Transportation and the Village of Little Chute are reconstructing Main Street, from Jackson Street to east Village limits with a cost of \$650,000 for the village. This project will include a three lane road with a center turning lane, bike lanes, and no parking from Sanitorium to the east Village limits and two lanes from Jackson Street to Sanitorium, replacing road, water mains, sidewalks, curb, gutter, and storm sewer laterals. R. Van Gheem reported that due to a planned expansion of a building in the industrial plant the village's water main will be rerouted and placed under Taylor Street. R. Van Gheem reported that they are only looking at moving the water main and replacing the existing surface with a 3.5 inch asphalt pavement. Trustee Frassetto questioned if Taylor Street will be shaved like "OO" was done in the past. R. Van Gheem responded "no", milling the surface will pulverize the existing surface to be later used to strengthen the base and then a new asphalt surface put on. Trustee Smith questioned R. Van Gheem if the

water main that is being moved off of private property is a twelve inch pipe and he stated that the “loop” is a twelve inch pipe. Trustee Frassetto stated that she understands that a private donor is paying for the water main move but she has a problem with the village paying for redoing the road when it could have potentially waited a couple years to replace. R. Van Gheem responded that a prior board motioned for the person asking for the water main to be moved pay for both the move and the street, but with the deterioration of the road over the last few years it was put on the CIP for improvement. Trustee Van Lankvelt questioned other board members if they knew of Trustee Peerenboom’s intentions of moving some streets ahead in the CIP. Trustee Frassetto stated that most would agree that Fillmore Street is the worst street on the CIP but noted that Chuck Kell gave a good explanation of why the roads on the CIP have been prioritized the way they have been in an e-mail sent to board members. R. Van Gheem stated that the condition of the roads in the CIP do not rate above a 3, but noted there are other components that figure into how the roads are prioritized for replacement. Trustee Frassetto questioned if the first 20 ft. of Fillmore off of Riverside Dr. could be replaced when Riverside was replaced. R. Van Gheem stated that “yes” you could but why would you do that only to tear it back out in a few years. R. Van Gheem noted that Fillmore was in the 5 year plan but was pulled out for financial reasons. R. Van Gheem stated that he and the Finance Director have put together an overall program of street replacement by fitting in some of the smaller projects with the larger ones therefore keeping it at a consistent average. R. Van Gheem reported that on Pine Street a small stub street will be tied into the parking lot complex and that he has not decided if the sidewalk will remain or not, but will hopefully have a design for Pine Street next week. Trustee Van Lankvelt questioned if there has been anymore talk with St. Johns Church regarding Pine Street. R. Van Gheem stated that he believed the church council met in August but he has not heard anything. President VandenBerg stated that he believed there was a deadline the village had to meet to vacate that portion of Pine Street. C. Kell reported on the Mill Street Bridge project and noted that we are in the engineering portion of the project and keeping the project moving forward. C. Kell stated that he is running into problems with DOT allowing vehicular access to Island Park although the use of emergency and maintenance vehicles is not an issue. C. Kell stated that T. Flick’s Island Park Plan is on hold because of the issue with vehicles not being allowed. C. Kell noted that there is no reason not to keep going on the bridge project for pedestrian and bicycle access to the island. C. Kell stated that DOT wants to have some discussion to whether the village will allow vehicular access to the island and that he is working on getting some meetings setup with them. R. Van Gheem reported that there are three courts that will be put into the CIP for asphalt paving and they are Sheridan, Woodland and Wisconsin. Trustee Frassetto questioned why these courts are not being done in concrete and R. Van Gheem stated that because so much of the curb and gutter can be salvaged it is just more cost effective. T. Matheny stated that the reason to be more consistent with the CIP is so residents and businesses can plan accordingly. Trustee Frassetto thanked T. Matheny and R. Van Gheem for being so proactive and looking at the struggles the village board has had in the past. T. Frassetto also commented on how pleased she was with the CIP and how it would give taxpayers the ability to plan for upcoming projects. T. Frassetto also thanked them both for the knowledge of the long term ramifications for pushing road projects off to a later date and the affect it would have on aid the village could collect. R. Van Gheem stated that the Buchanan Pond Interceptor is the construction of a 60 inch storm sewer pipe that will increase the capacity of storm water collected and deliver it to Buchanan Pond for treatment. R. Van Gheem stated that the Water Utility has put in a couple things for the 2013-2014 CIP and the first one is a new Utility Truck and the other is a security camera. Trustee Smith questioned why the village is paying for a truck for MCO and R. Van Gheem it is because the truck is used for village use and has tools installed that are specific to our needs. R. Van Gheem noted that the subject could be brought up later when the contract for MCO is up. Jeff Elrick stated that Public Works has made some changes in the fleet replacement due to diesel emission issues and that from the stopping and going with this type of vehicle can cause problems with them mechanically. J. Elrick stated that Public Works has decided to move the dump truck ahead for replacement. Trustee Frassetto questioned J. Elrick if Combined Locks recently loaned the village a Garbage Truck and J. Elrick stated “yes” they did,

due to emissions the truck breaks down regularly. C. Kell presented the CIP Financing plan and at \$39,253,558 in village projects the total to be financed will be \$21,035,178 that would be paid by the tax levy. C. Kell presented General Obligation Debt to be at \$17,060,473, Utility Revenue Bonds at \$6,843,890 and the village's legal debt limit is at 52.91 % and our scheduled Principal Payment is \$3,169,485. C. Kell stated that he and the Finance Director are meeting with Finance Advisor about the village's options for refinancing the additional debt of \$2,915,100 needed for 2013. T. Matheny noted that the debt limit percentage will go up because of the drop in equalized value. Board members agreed to put the CIP on next week's agenda for discussion and possible action. T. Matheny publicly thanked the department heads for their help with putting the CIP together.

Unfinished Business

C. Kell stated that he and T. Matheny are working on a Fiscal Trend Analysis to bring to the board in the future. C. Kell stated that one of Poly Flex's debt holders has asked the company to hold off on the project until after the presidential election. C. Kell stated that the position of Building Inspector has been given to Brett Jensen and that he will start on September 17, 2012.

Items for Future Agenda

T. Matheny stated that she got an e-mail from the Administrator of Combined Locks and they are looking to possibly set the date for the Tri-Board meeting on October 23, 2012.

Adjournment

Moved by Trustee Smith, seconded by Trustee Frassetto to Adjourn the CIP Workshop meeting at 9:09 p.m.

Ayes 6, Nays 0 – Motion Carried Unanimously

VILLAGE OF LITTLE CHUTE

By: Michael R. Vanden Berg, Village President

Attest: Sandy Berkers, Deputy Village Clerk