

MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 7, 2012

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

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
Larry Van Lankvelt, Trustee
Skip Smith, Trustee

Roll Call of Officers and Department Heads

PRESENT: Charles Kell, Village Administrator
Jim Moes, Community Development Director
Scott Lund, FVMPD Captain
Roy Van Gheem, Director of Public Works
Teri Matheny, Finance Director
Mark Jansen, Fire Chief
Charles Koehler, Village Attorney
Vicki Schneider, Village Clerk

EXCUSED: Tom Flick, Director of Parks, Forestry & Recreation

OTHERS PRESENT: Interested Citizens, Media Reps

Public Appearance for Items Not on the Agenda

None

Approval of Minutes

Regular Board Meeting Minutes – October 15, 2012

Little Chute, Kimberly, Combined Locks Village Boards Joint Budget Meeting – October 22, 2012

Committee of the Whole Meeting Minutes – October 24, 2012

Special Committee of the Whole Meeting Minutes – October 31, 2012

Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to approve the Regular Board Meeting Minutes of October 15, 2012, the Committee of the Whole Minutes of October 24 and October 30, 2012 and the Joint Budget Meeting Minutes of October 22, 2012 as presented.

Ayes 7, Nays 0 - Motion Carried Unanimously

Report of Other Minutes-Other Informational Items

Minutes of the Joint Library Board Meeting of September 18, 2012

Minute of the Water Commission Meeting of September 18, 2012

Fox Valley Metro Police Department Activity Reports - October 2012 and YTD

Board members noted receipt of the informational items.

Appointment of Brett Jensen as Village Building Inspector – Requires 2/3 vote of the Village Board

Moved by Trustee Frassetto, seconded by Trustee Smith to Approve the Appointment of Brett Jensen as the Village's Building Inspector. Ayes 7, Nays 0 – Motion Carried Unanimously

Action – Amendment to Offer to Purchase – Nicolet Lumber Company – Change of Closing Date

J. Moes informed the Board that the purchaser wishes to change the closing date by one month and he recommended approval of the amendment to the offer to purchase.

Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to Approve the Amendment to the Offer to Purchase to allow Nicolet Lumber Company to change their closing date.

Further Discussion: Trustee Smith questioned what the reason was for the delay. J. Moes stated they would not be starting construction until spring. Attorney Koehler stated that it was also a matter of preparedness with arranging financing. J. Moes stated that the Development Agreement does not need to be amended.

Vote on the Motion:

Ayes 7, Nays 0 - Motion Carried Unanimously

2013 Budget Discussion

T. Matheny stated that the plan for this evening is to finish the review of the general fund and she plans to put the rest of the CIP and utility budgets in Friday's packet for review at next week's meeting.

T. Matheny led a review of the Inspections Budget noting that the Department Head had requested the Building Inspector's hours be increased to 40 hours a week but the recommendation from the Administrator is that the position continues at 35 hours a week. J. Moes stated there is a need for extra hours because there is new construction happening and the budget is still decreased from last year's budget and he also noted that there will be 100 or so laterals that will need to be inspected next year because of the Main St. project. The Fire Department's budget was reviewed and it was noted that the radios are not shown in this budget as the money for the radios is in fund balance and the Fire Dept. will also be applying for a grant to help fund the radios. T. Matheny also pointed out that they are in the process of budgeting for a replacement pumper. Chief Jansen stated they have tried to hold the line on the budget and five firefighters have been added to the Department so the training budget is up. Discussion took place on the Fire Department's budget specifically the retirement and life insurance line items. No changes to the budget for the Fire Department were recommended. Other Public Safety budgets reviewed were Allocated Fire and Crossing Guards and no changes were recommended. T. Matheny and R. Van Gheem led a review of the Public Works budget. T. Matheny noted that the Public Works Union contract locked them in to paying 5.8% in retirement so the employees will not have to pay the increase in Wisconsin Retirement for 2013 and the contract also calls for them to pay 12% towards their health insurance. It was also noted that the PW union employees will not receive the 2% COLA per contract nor will they have to pay the \$1,000 health insurance deductible. R. Van Gheem explained the cost for contractual services was for repairs that had to be done to the refuse trucks and he commented on extending the useful life of the equipment but this also can result in significant repairs needed to the aging equipment. R. Van Gheem also commented on the equipment replacement schedule being a guide for the Department and discussion took place on the funding for equipment replacement. T. Matheny noted that currently it appears that the Snow & Ice Control budget will be under for 2012 but she cautioned that could change. R. Van Gheem commented that the salt storage shed is currently full and in the future he would like to address adding more storage for salt as it would save the Village money if more salt could be purchased when the rates are favorable. The recycling budget was reviewed and R. Van Gheem noted that this budget isn't related to the County recycling program but it is for the Village's pickup of white goods and yard waste. R. Van Gheem noted that the program for yard waste drop off is going well and revenues are currently above 2012 projections but the revenues will drop in the future as according to the policy the renewal fee is less than the original fee for the yard waste site card. T. Matheny reviewed the Economic Development budget noting that the increase is in contractual services and this is for the proposed payment of \$10,500 to Ignite Fox Cities which is the new Chamber of Commerce/Economic Development program. C. Kell explained how the program is going to work and he provided a handout that explained the program and the mission and he noted that what they are requesting for funding from municipalities is \$1 per person in population. C. Kell stated he thinks this would be money well spent because it will include marketing village property owners land along Highway 41. Discussion took place. Trustees agreed that the Administrator should contact a representative of Ignite Fox Cities to come and speak to the Board about the program at next week's meeting. T. Matheny reviewed the Other Financing Sources budget noting the fund balance amount that was included in 2013 is for the start of the revaluation process. T. Matheny stated that the Statement of Assessment had been received and the ratio and the assumptions that were made in the budget held true and the tax levy number holds at \$3,697,317/\$6.89.

T. Matheny also reported on the amount the school districts tax levies had gone up and she noted that right now the Village's rate is the only one going up by a penny or staying the same. The budget discussion will continue at next week's meeting.

Operator's Licenses:

Kiona N. Bratcher	944 London St.	Menasha	Walgreens
Jeanette I. Fisher	3021 N. Ballard Rd.	Appleton	Hawks Nest
Andrea R. Howe	1511 Miami Cr.	Little Chute	Hawks Nest
Michael A. Kubot	725 Sounders Rd.	Kaukauna	5 th Quarter
Nate B. Prey	543 1/2 Grave St.	Neenah	Down the Hill
Robert W. Quandt	904 E. Greenfield Dr.	Little Chute	Gentlemen Jack's

Moved by Trustee Frassetto, seconded by Trustee Berken to Approve the Operator's Licenses as presented.
Ayes 7, Nays 0 – Motion Carried Unanimously

Department and Officers Progress Reports

Captain Lund reported on an issue with frequencies for the new radios and the new radio program is currently on hold due to a Federal/International issue concerning Canada and this affects Outagamie, Brown and Winnebago Counties and he isn't sure if this will delay the implementation of the program. Captain Lund also thanked the Fire Department for working with them on the arson at the park.

T. Matheny – no report. C. Kell reported that the real estate closings with LC Windmill Inc. and the Salon took place on Monday and the documents had been recorded. C. Kell reported that Steve Winter had signed the Developers Agreement for the Eagle Supply and Plastics project on Evergreen Dr. so that project will be moving forward in the near future. C. Kell reported that Premier has started their project on Cherryville Ln. C. Kell reported that the Library roof project is nearly completed and the contractor did not find any damaged insulation under the old roof. C. Kell stated that he will place the Memorandum of Agreement between the Village, DOT, and Federal Highway Commission for the Mill St. Bridge project on next week's agenda for review and approval. Trustee Frassetto asked if the Administrator had received the funding letter for the full amount from the donor and C. Kell stated that he had received the letter. Trustee Frassetto asked the Administrator if he contacted the Fox Locks Authority about the proposal for a bridge tender and C. Kell stated that he has asked the Executive Director to forward a proposed agreement for that service to the Village but he hasn't received it yet. C. Kell reported on behalf of the Parks and Recreation Director that at next week's meeting, Ranger Services will be making a presentation on the Emerald Ash Borer Readiness and Response Plan and there will also be a discussion on the ordinance of allowing dogs on park trails. C. Kell reported that also on next week's agenda will be a review of a proposed design concept for the Village North Park as well as a proposed name for the park. J. Moes – no report.

R. Van Gheem reported that the street projects on Sanitorium Rd. and Buchanan Rd. are winding down and the streets are now open. V. Schneider reported on a future agenda the Board will be presented with a Taxi Cab License Application for review and action and she noted that this is the first of such license that has been applied for. V. Schneider also stated that with the number of new apartment complexes being built it is likely that in the future consideration may need to be given to create a new polling site to handle the additional residents. Attorney Koehler – no report.

Disbursement List

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

Ayes 7, Nays 0 – Motion Carried Unanimously

Call for Unfinished Business

Trustee Frassetto thanked the Clerk and her staff for the job well done yesterday with tremendous voter turnout. Trustee Peerenboom asked for an update on the storm water issues at Doyle Park and Pheasant Run. R. Van Gheem explained that they are dealing with gathering easements and working with the DNR

and Corp of Engineers for permitting. R. Van Gheem stated that depending on response from the agencies the Doyle Park project may move forward this winter and he noted that the preliminary designs are in place.

Items for Future Agendas

Trustee Peerenboom requested that an update on the Pheasant Run and Doyle Park storm water projects be placed on a future agenda and he also requested to see an update on the Poly Flex project on a future agenda. C. Kell stated that he has heard that a number of regulations may be coming forward now that the Election is over and they may not be good for businesses. C. Kell stated he will contact the Poly Flex Reps to get an update from them on their project.

Moved by Trustee Berken, seconded by Trustee Frassetto to enter into closed session. (7:15 pm)
Ayes 7, Nays 0 – Motion Carried Unanimously

The Village Administrator, Community Development Director, Public Works Director, Village Clerk and Attorney Koehler were present for the closed session.

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.

- 1) Offer to Purchase on Village North Subdivision
- 2) Discussion on Real Estate Negotiations with St. John Catholic Church Regarding the Vacation of Pine Street

Trustee Frassetto was excused from the meeting at 7:54 p.m.

Moved by Trustee Smith, seconded by Trustee Peerenboom to exit closed session and return to open session. (8:06 pm)
Ayes 6, Nays 0 – Motion Carried Unanimously

Return to Open Session

No action taken.

Adjournment

Moved by Trustee Peerenboom, seconded by Trustee Berken to adjourn the Regular Board meeting at 8:06 p.m.
Ayes 6, Nays 0 - Motion Carried Unanimously

VILLAGE OF LITTLE CHUTE

Attest: _____
By: _____
Michael R. Vanden Berg, Village President

Vicki Schneider, Village Clerk