

## **MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 5, 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  
Skip Smith, Trustee  
Larry Van Lankvelt, Trustee

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

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

EXCUSED: Village Attorney Charles Koehler

OTHERS PRESENT: Dave Botz and Kent Swanson from LC School District, Mary Janssen– 420 Park Ave., Judy Stangel-1509 Grant St., Michael Stouffer – 714 Bluff Ave, Ed & Ruth Weber- 2629 W. Main St., Interested Citizens, Media Reps

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

None

*Moved by Trustee Smith, seconded by Trustee Frassetto to enter into the Public Hearing on the 2013 Budget.*  
Ayes 7, Nays 0 – Motion Carried Unanimously

### **Public Hearing – 2013 Budget**

C. Kell reviewed a power point presentation providing an overview of the budget, highlighting that there is a levy decrease of \$5,197 and the Village's mill rate remains the same as in 2012 at \$6.87. No sanitation, sewer, storm sewer or water rate increases are being proposed. The budget provides for a 2% wage increase for non-represented staff and there is no undesignated fund balance used to balance the budget.

C. Kell stated that he had spoken with the Kimberly Administrator about the Library budget and the Kimberly Village Board did receive the information that the LC Board discussed last week but the Kimberly Board did not discuss the library budget and the budget was not changed. Michael Stouffer asked if retirees were being required to pay a percentage of their health insurance. T. Matheny stated the Village pays 100% of the retirees' health insurance premium and they remain in the deductible plan. T. Matheny stated the retirees are predominantly in Network or United Health. Mr. Stouffer commented on employees and retirees having the option to choose other health plans offered through the State and he asked if the retirees were informed of the options and he also asked about the progress made on looking at the Humana Insurance plan option for the retirees. T. Matheny stated that for this year for Outagamie County, Humana is a tier one plan and the cost is so high that it isn't figured in the average and it moved out of the calculation this year. T. Matheny stated that the health insurance paperwork was sent to the retirees and she wasn't aware of any retirees that had contacted the Finance Dept. about changing their plans. T. Matheny explained what the Village and the employee percentages are for health insurance premiums and the employees were given the option to choose any of the six plans. Michael Stouffer further commented on the Humana plan being a low cost option for retirees based on his figures from last

year and he asked the Board to consider addressing this issue going forward. T. Matheny commented on insurance premiums changing and noted that Network went up 14% this year but they will follow up on this issue for next year. Michael Stouffer also commented on the County setting up a medical stabilization fund based on his recommendations and he encouraged the Board and staff to look at what the County had done.

Mary Janssen thanked the staff and trustees for their work on the budget and she stated she liked Mr. Weber's comments in support of the Library and she thanked the Friends of the Library for their support of the library and she asked the Board to keep in mind how vital the library is for the Village and she provided comments on the value of the library. Judy Stangel stated she was also in support of Mr. Weber's letter in the newspaper supporting the library and she encouraged the Board to give support to the library in the future and she further commented on the Joint Budget meeting and comments made. Mrs. Stangel thanked Marcia Trentlage for getting the library reclassified and she thanked the Board members that supported the library budget. Mrs. Stangel stated she believes the Library is a vital public service and further stated that we have an excellent Library Director and staff that are working really hard to provide the programming we have.

*Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to exit the Public Hearing.*

Ayes 7, Nays 0 – Motion Carried Unanimously

### **Approval of Minutes**

Regular Board Meeting Minutes – November 28, 2012

*Moved by Trustee Frassetto, seconded by Trustee Berken to approve the Regular Board Meeting Minutes of November 28, 2012.*

Ayes 7, Nays 0 - Motion Carried Unanimously

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

*Minutes of the Design Review Board Meeting of November 12, 2012*

*Minutes of the Joint Police Commission Meeting on November 13, 2012 (unapproved)*

Board members noted receipt of the informational items.

### **Resolutions:**

#### **a) Adopting 2013 Budget and Establishing the Tax Levy**

*Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to Adopt Resolution No. 40, Series of 2012 Adopting the 2013 Budget and Establishing the Tax Levy.*

Roll Call Vote: Trustee Berken – Aye, Trustee Frassetto – Aye, Trustee Hietpas – Aye, Trustee Peerenboom – Aye, Trustee Smith – Aye, Trustee Van Lankvelt – Aye, President Vanden Berg – Aye  
Nays 0 – Motion Carried Unanimously

#### **b) Designating an Additional Public Depository (Chase Bank)**

*Moved by Trustee Frassetto, seconded by Trustee Smith to Adopt Resolution No. 41, Series of 2012 Designating JP Morgan Chase Bank, NA as an additional public depository.*

Ayes 7, Nays 0 – Motion Carried Unanimously

#### **c) Authorizing the Sale of Real Estate Located at 700 Harvest Trail to James & Susan Spierings**

*Moved by Trustee Frassetto, seconded by Trustee Berken to Adopt Resolution No. 42, Series of 2012 Authorizing the sale of real estate located at 700 Harvest Trail to James & Susan Spierings.*

Ayes 7, Nays 0 – Motion Carried Unanimously

### **Request by the Little Chute School District to Utilize the Village Civic Center as a Classroom**

Dave Botz and Kent Swanson gave a presentation on the Community Academy Charter School program and they commented on the goal of collaborating between the School District, the Village and the Heart of the Valley YMCA for this blended education environment. Mr. Swanson stated that Room S1 at the Civic Center would be utilized as a learning lab and there would be no more than 10 students in the lab at any given time. Mr. Swanson commented that this program is for the 2014/2015 school year and is for students in Kindergarten through 8<sup>th</sup> grade from throughout the Fox Valley. The grant that they are applying for to create this charter school would be used to provide funding to upgrade S1 for the students and the community with technology and furniture. The room would be used approximately 8 to 12 hours a week and the schedule would be worked out ahead of time with the Village. The current proposal is to pay the Village \$100 per month for the room. They would also like to utilize the library programs and services for this learning lab and they also want to get the community involved in this learning process. A question and answer session took place. Mr. Botz stated they will need to submit the grant application by April 15, 2013 and they propose that the Board would approve the concept and then they would come back by early March with an understanding in place. Board members agreed that the next step for the School District would be to present this proposal to the Library Board.

### **Discussion/Possible Action on Vacation Carryover Request for the Community Development Director**

C. Kell reviewed the issue with the Community Development Director being unable to schedule and use all of his vacation earned this year because of the retirement of the Village's Building Inspector early in the year. C. Kell stated the personnel policy allows for him to approve up to 40 hours of vacation carry over which he has done for Mr. Moes but there are four days remaining that Mr. Moes will lose. C. Kell stated that due to the unique situation, he is recommending approval of nine days of vacation carryover for the Community Development Director. Trustee Peerenboom thanked Mr. Moes for his work.

*Moved by Trustee Peerenboom to approve nine days of vacation carryover into 2013 for the Community Development Director/Assessor.*

Further Discussion: Trustee Hietpas stated if it is possible, he would be in favor of just paying out for the vacation. Mr. Moes stated next year it may be hard for him to utilize all of his earned vacation time but he is fine with whatever the Board decides whether it be carryover, payout or a combination of both.

*Trustee Smith seconded Trustee Peerenboom's motion.*

Further Discussion: Trustee Hietpas stated he would vote against the motion as he would like to cash out Mr. Moes' vacation time. Trustee Smith stated he would like to do that too but it could be done next year and maybe Mr. Moes will be able to use all the vacation next year. Discussion took place on the option of paying out Mr. Moes for a portion of these days. C. Kell stated that under policy, payout cannot be made for the 40 hours or five days of carryover. J. Moes suggested a payout for four days and carryover of five days.

*Trustee Peerenboom amended his motion to approve five days of vacation carryover and payout of four days of vacation for the Community Development Director/Assessor. Trustee Smith seconded the amended motion.*

Vote on the amended and main motion:

Ayes 7, Nays 0 – Motion Carried Unanimously

### **Operator's License:**

Michelle J. Jasmine

301 Fillmore St.

Kaukauna

Dwyer's Food Mart

*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 – no report. T. Matheny – no report. C. Kell reported that the closing had taken place for the Kriplean properties on Pine Street and he stated that Pat Hietpas is ready to take the houses down but he would like to wait until the Village receives written correspondence from St. John's approving the land swamp. C. Kell stated he will bring the written correspondence to the Board for approval once he receives it. C. Kell reported that the house on W. Lincoln Ave. had been razed. C. Kell reported that he did receive some information from Polyflex that they are still very interested in Little Chute but they are still in a wait and see mode. C. Kell reported that he met with the Plant Manager from Nestle this morning concerning some communication issues and concerns that the Village had and he also stated that the Village will be receiving some property related issues from Nestle that will be coming before the Plan Commission and Village Board in the next 30 to 60 days. C. Kell reported that he had a follow-up meeting with an investor group representative concerning the Village's downtown property between Grand Avenue and Depot Street and that is for a senior housing project and this may potentially be a project taking place next spring. J. Moes stated that there are a lot of projects going on and the Building Inspector has been busy and this includes lateral replacement projects. J. Moes thanked the Public Works Dept. for cleaning up the properties recently purchased on Pine Street and preparing them for winter. T. Flick congratulated Megan Slater and the Chute-ing Stars Dance Team for earning two first place finishes last week at a competition in Green Bay. T. Flick reported that to-date four deer had been culled. T. Flick stated that the grading on the park site on W. Lincoln should be completed tomorrow and the Park Planning Committee met last night and finalized a master plan for the park and for a sign for the park and those will be presented to the Board at a future meeting. T. Flick stated that they will be moving forward with the Historical Society on a plan to incorporate the educational/ historical aspect for the park and they hope that by late spring/early summer construction of the park will be underway. T. Flick stated that they have finished terrace tree planting and are now switching to terrace tree trimming in the area west of Hwy. N. R. Van Gheem reported that they are continuing to work at gathering the data to close out the 2012 construction contract and they are working on research, inspection, and design for 2013 projects. R. Van Gheem also reported that an automatic refuse truck is down due to major damage it sustained while dumping at the landfill. V. Schneider reported that she is finishing up the winter newsletter and it should go to the printer on Friday.

### **Disbursement List**

*Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt 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**

Chief Misselt stated he would be bringing to the Board in January a proposed amendment to the ordinance on animals.

*Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to enter into closed session.  
(7:13 pm)*

Ayes 7, Nays 0 – Motion Carried Unanimously

Staff Members and the Village Clerk were excused from the meeting at this time. Attorney Macy was present for the closed session.

**Closed Session: 19.85(1)(c)Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute (g) Conferring with Legal Counsel for the Village, legal counsel rendering oral or written advice concerning strategy to be adopted by the Village Board with respect to litigation in which the Village is now or is likely to be involved.**

*Discussion of a personnel contract matter*

*Moved by Trustee Peerenboom, seconded by Trustee Berken to exit closed session and return to open session. (8:00 pm)* Ayes 7, 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 8:00 p.m.* Ayes 7, Nays 0 - Motion Carried Unanimously

**VILLAGE OF LITTLE CHUTE**

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

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