

MINUTES OF THE REGULAR BOARD MEETING OF MAY 15, 2013

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
Tammy Frassetto, Trustee
James Hietpas, Trustee
Brian Joosten, Trustee
Bill Peerenboom, Trustee
Skip Smith, Trustee
Larry Van Lankvelt, Trustee

Roll Call of Officers and Department Heads

PRESENT: Charles Kell, Village Administrator
Ray Lee, FVMPD Police Captain
Jim Moes, Community Development Director
Teri Matheny, Finance Director
Roy Van Gheem, Director of Public Works
Village Attorney Charles Koehler
Vicki Schneider, Village Clerk

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

OTHERS PRESENT: Interested Citizens and Media Reps

Public Appearance for Items Not on the Agenda

None

Public Hearing – Canceled – Public Hearing on Rezoning Request Filed by PBJ Holding, LLC – Applicant Withdrawn Request

Approval of Minutes

Regular Board Meeting Minutes – May 1, 2013

Committee of the Whole Meeting Minutes – May 8, 2013

Moved by Trustee Peerenboom, seconded by Trustee Van Lankvelt to approve the Regular Board Meeting Minutes of May 1, 2013 and the Committee of the Whole Minutes of May 8, 2013 as presented. Ayes 7, Nays 0 - Motion Carried Unanimously

Report of Other Minutes-Other Informational Items

Park Planning Committee Meeting Minutes of March 5, 2013

Design Review Board Meeting Minutes (unapproved) of April 16, 2013

Fox Valley Metro Incident Report - April 2013 and YTD

Ordinance:

Amending Chapter 2, Section 155 Fox Valley Metro Police Commission of the Village Code

Moved by Trustee Van Lankvelt, seconded by Trustee Frassetto to Adopt Ordinance No. 5, Series of 2013 Amending Chapter 2 Village Government and Elections, Section 155 Fox Valley Metro Police Commission. Ayes 7, Nays 0 - Motion Carried Unanimously

Action on Temporary Class B Beer/Wine License – Little Chute Jaycees – Great WI Cheese Festival, May 31, June 1 & 2, 2013

Moved by Trustee Frassetto, seconded by Trustee Hietpas to Approve the Temporary Class B Beer/Wine License for the Little Chute Jaycees for the Great Wisconsin Cheese Festival on May 31, June 1 & 2, 2013.

Ayes 7, Nays 0 – Motion Carried Unanimously

Operator's Licenses:

Alexandra Darrow	1003 Charles St.	Little Chute	Gentlemen Jack's
Carrie J. Draphal	912 William St.	Menasha	Pine Street
Robyn G. Gibson	1105 London St.	Menasha	Express
Jessica K. Johnson	1413 N. Graceland Ave	Appleton	LC Softball Club
Michelle M. Koslowski	420 Woodland Dr.	New London	Hawks Nest
Robert A. Weiske	1721 Lyle St.	Little Chute	Cheese Festival
Heather C. Wiik	141 Lamplighter Dr.	Kaukauna	Moasis

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

Ayes 7, Nays 0 – Motion Carried Unanimously

Department and Officers Progress Reports

R. Van Gheem provided an update on the Main Street project and noted that Vinton will start the State's project on storm water installation on May 21 and it estimated that part of the project will take six weeks and after that they will begin removing the existing payment. The project is a few weeks ahead of schedule at this time. Hietpas & Sons is working on the contract for Wisconsin Court and the storm sewer on Elm Dr. for the apartment complex. The Department is looking at opening bids for the Doyle Park storm sewer project on June 13. R. Van Gheem stated he has to attend an Outagamie County Drainage District meeting tonight at 6:30 and he asked to be excused at this time. Captain Lee provided Board members with a copy of the Department's 2012 Annual Report and he asked Board members to contact him or Chief Misselt if they had any questions. The report is available to the public in hard copy and it is also on the Department's website. T. Matheny reported the Kerber Rose had completed a special TID #1 audit and she will be emailing that to the Village President and Board members and it will also be forwarded to the other taxing entities. The audit was required because the project expenditure period for TID #1 has closed. The State financial report, Form C, was due today and it has been filed. T. Matheny reported that she would be on vacation next week. C. Kell reported that he and Mike McMahon of McMahon Associates visited the Village of Suamico last week to view their new village hall and board room and review the design aspects of their project. Mike McMahon will be at next week's board meeting to present more detailed design plans on the remodeling and expansion of Village Hall and he will be looking for direction from the Board so the project can move forward. The asbestos testing on the former salon building was completed and there is some minor abatement that is needed and they are waiting for the firm to come back and accomplish that. Also waiting on WE Energies to disconnect the gas line and when those two project are completed the building will be taken down and that will likely be around June 1. There is an issue with the chimney of Village Hall that is attached to the salon building and a concrete contractor has been hired to do a saw cut the chimney so it will fall off when the salon building is taken down. Soil borings were taken yesterday and it appears it looks like good clay and should be good for the foundation but the soil report has not yet been received. C. Kell and Attorney Koehler met with Boldt's attorney and staff in regard to the construction management contracts for the VH projects and issues were identified and worked through and Boldt will be getting back to the Village. There will be separate contracts for the expansion and the remodeling projects and the contract will come to the Village Board for approval in two to three weeks. C. Kell met with a representative of an investors group that is interested in a phased acquisition of the rest of the Evergreen Development property. The project would be mixed use development of single-family, higher use density adjacent to the apartments that Premier is putting up and low density commercial along French Rd. If they proceed with this project as planned the takedown of the property will fit with the agreement the Village has with Evergreen Development and the Village would be out of the project by the deadlines in the agreement. There is going to be a fairly large single family component and they will be requesting a TIF agreement. A concern is that it could retard some of the sales

in Village North but the investor group may also consider buying the remaining lots in Village North. It will be mid to late June before the Village hears back from the investor group. C. Kell reported that he met with Mike Upchurch and staff from Victor Allen and they discussed the company's growth plans and objectives and he will be discussing this with the Board in closed session next week. C. Kell reported that he was contacted by the President of Polyflex and they are 99% sure that they still want to build their facility in Little Chute and there are some financial proposals for the project he will be discussing in closed session next week. C. Kell stated that he talked with Pat Hietpas and if the Board wants Pat to come talk with them in closed session about the financial arrangements of the Evergreen Development project he is willing to do that. President Vanden Berg stated he did not need to hear from him but it is up to the Board. Trustee Hietpas stated that he believes as part of the contract they would report to the Board on an annual basis so he feels that they have an obligation to report to the Board. C. Kell reported that the Fox Valleyaires has requested to use one of the Village's sandwich boards outside of Village Hall to promote a membership drive. The ordinance doesn't provide for non-profit groups to use the sandwich boards and he asked the Board their thoughts on this request. There could be an issue with other groups making the same request and also possible issues with the sandwich board not being brought in at night. Discussion took place on this request. It was decided to allow the use of the sandwich boards by non-profit groups on a case by case trial basis. C. Kell reported on behalf of the Parks Director that Thrivent Financial has offered a \$10,000 matching grant for the ADA playground base at Van Lieshout Park and if the match is successful there will be \$40,000 available for the initial base and staff is also going to try to raise additional money for the remainder of the base. A press release will be going out on this matching grant incentive. J. Moes reported that State plan approval came through for the Kids Land Daycare and also approval for the plans for the foundation of the VH expansion project. Assessments are being worked on for TID reporting and the TID #2 amendment is being worked on for the Performance Welding addition.

Clerk Schneider – no report. Attorney Koehler – no report.

Disbursement List

Moved by Trustee Peerenboom, 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

J. Moes stated that the conditional use for 1409 Vandenbroek Rd. would be on next week's agenda. J. Moes stated that a request to extend the Building Inspector's hours from 35 to 40 hours a week will be on next week's agenda. President Vanden Berg stated a review of the Design Review Manual and how it applies to signage will be on a future agenda.

*Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to enter into closed session for item.
(6:30 p.m.)* Ayes 7, Nays 0 – Motion Carried Unanimously

The Village Clerk and all staff were excused at this time.

Closed Session:

19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute *Hiring Interim Administrator*

Moved by Trustee Peerenboom, seconded by Trustee Smith to exit closed session and return to open session. (6:44 p.m.) Ayes 7, Nays 0 – Motion Carried Unanimously

Return to Open Session

No action taken.

Adjournment

Moved by Trustee Peerenboom, seconded by Trustee Smith to adjourn the Regular Board meeting at 6:44 p.m.
Ayes 7, Nays 0 - Motion Carried Unanimously

VILLAGE OF LITTLE CHUTE

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

Vicki Schneider, Village Clerk