

## MINUTES OF THE REGULAR BOARD MEETING OF JUNE 5, 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

EXCUSED: Larry Van Lankvelt, Trustee

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

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

OTHERS PRESENT: Doris Kuhn, Nick Vande Hey of McMahon, Michael Stouffer, Interested Citizens and Media Reps

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

Doris Kuhn, 815 N. Madison St., stated her mother Rose Kuhn recently passed away. The family would like to place a sign "Rosie's Corner" or a bench with a plaque on the corner of Madison and Main Streets as that was Rosie's corner for 37 years when she served as crossing guard. Doris stated that she hopes the Village will consider this request and approve it. J. Moes stated he will work on this request. President Vanden Berg informed Doris that they would take it under advisement and get back to her.

### **Approval of Minutes**

Regular Board Meeting Minutes – May 15, 2013

Committee of the Whole Meeting Minutes – May 22, 2013

*Moved by Trustee Smith, seconded by Trustee Hietpas to approve the Regular Board Meeting Minutes of May 15, 2013 and the Committee of the Whole Minutes of May 22, 2013 as presented.*

Ayes 6, Nays 0 - Motion Carried

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

Water Commission Meeting Minutes of April 16, 2013

Joint Library Board Meeting Minutes of April 16, 2013

Fire Commission Meeting Minutes (unapproved) – May 13, 2013

### **Resolution:**

**Preliminary Assessment Resolution for Main Street Paving Project – Set Public Hearing for 5:30 p.m. on June 26, 2013**

*Moved by Trustee Frassetto, seconded by Trustee Smith to Adopt Resolution No. 20, Series of 2013 a Preliminary Assessment Resolution for Main Street Paving Project and to set the Public Hearing for 5:30 p.m. on June 26, 2013.*

Ayes 6, Nays 0 – Motion Carried

**Approve Offer to Purchase – Village Owned Land on Cypress Street**

C. Kell stated that the Janssen's did agree to the contingencies requested by the Board concerning building on the property within two years from the date of purchase. If the buyers fail to comply they will owe additional money towards the purchase of the property.

*Moved by Trustee Smith, seconded by Trustee Peerenboom to Approve the Offer to Purchase of Village owned land on Cypress St. with the contingencies as listed in the offer to purchase.*

Ayes 5, Nays 0, Abstained 1 (Vanden Berg) – Motion Carried

**Resolution:**

**Sale of Land on Cypress Street to Janssen's**

*Moved by Trustee Peerenboom, seconded by Trustee Hietpas to Adopt Resolution No. 21, Series of 2013 Approving the Sale of Village Owned Land on Cypress St. to Martin and Harriett Janssen.*

Ayes 5, Nays 0, Abstained 1 (Vanden Berg) – Motion Carried

**Action- Approve 2013-2014 Liquor License Renewal Application and New Application for Gentleman Jack's**

*Moved by Trustee Frassetto, seconded by Trustee Smith to Approve 2013-2014 Liquor License Renewal Applications and New Application for Gentleman Jack's as presented.*

Ayes 6, Nays 0 – Motion Carried

**Action – Special Event Permit – Rock Cancer – August 17, 2013 – Doyle Park**

*Moved by Trustee Smith, seconded by Trustee Hietpas to Approve Special Event Permit for Rock Cancer on August 17, 2013 at Doyle Park as presented.*

Ayes 6, Nays 0 – Motion Carried

**Review/Possible Action- Proposed Design Concept for Vandenbroek/Depot Streets Intersection**

R. Van Gheem reviewed the two plans for the realignment of Vandenbroek St. Discussion took place on adding and/or eliminating bump outs, sidewalk relocation, and crosswalk configuration. Discussion also took place on whether to move forward with this project at this time. The project has been brought forward because of a donation of \$100,000 being offered to the Village if the street is realigned this year.

Trustee Peerenboom and Trustee Smith stated they would be in support of removing the red brick border. Trustee Frassetto stated she is in support of keeping the red brick border and she is also in favor of moving forward with this project because of the proposed donation and cost savings. The estimated cost with keeping the existing crosswalk configuration is \$164,000 and with the crosswalk reconfigured it is \$169,000 and the Public Works Director stated that the numbers included engineering and contingency dollars. R. Van Gheem stated that the long term goal is to add traffic lights to this intersection because of the hazards of turning left at this intersection. Nick Vande Hey also stated it is a safety issue with turning left at this intersection. Michael Stouffer commented that realignment of this street is important because of what the plans are for Pine St. as that will cause additional traffic at this intersection. T. Matheny discussed the bond proceeds that are available to cover the additional costs above the \$100,000 donation and the timeline for spending the debt proceeds.. A lengthy discussion continued. Trustees Smith, Frassetto and President Vanden Berg commented on being in favor of the realignment and correcting the hazardous left turn. Trustees Peerenboom, Hietpas and Joosten commented that they were not in favor of the realignment because they felt that the hazards at the intersection will not be corrected until stop lights are installed. No action taken. President Vanden Berg stated this item will be put on next week's agenda for possible action when the full Board is present.

**Taxi Cab Driver License:**

Cornelius D. Van Handel      1004 Brewster St.

Appleton

Bell Taxi

*Moved by Trustee Frassetto, seconded by Trustee Joosten to Approve the Taxi Cab Driver License as presented.*

Ayes 6, Nays 0 – Motion Carried

### Operator's Licenses:

<i>Brenda K. Angell</i>	<i>112 W. Henry St.</i>	<i>Kaukauna</i>	<i>The Flying Dutchman</i>
<i>Rebecca R. Chadwick</i>	<i>127 Brothers St.</i>	<i>Kaukauna</i>	<i>The Pumphouse</i>
<i>Kimberly L. Godfrey</i>	<i>612 Frances St.</i>	<i>Kaukauna</i>	<i>Rose Hill Bar</i>
<i>Paula L. Heckert</i>	<i>306 W. Main St.</i>	<i>Little Chute</i>	<i>Main Event Steakhouse</i>
<i>Tina F. Moore</i>	<i>1228 Pemmican Tr.</i>	<i>Neenah</i>	<i>Gentleman Jack's</i>
<i>Patrica A. Mullins</i>	<i>1436 Glenview Ln.</i>	<i>Little Chute</i>	<i>Down the Hill</i>
<i>Christine N. Priest</i>	<i>213 Jean St.</i>	<i>Comb. Locks</i>	<i>Moasis</i>
<i>Gary J. Simpson</i>	<i>2620 Bookdale Ct.</i>	<i>Appleton</i>	<i>Moasis</i>
<i>Kaylyn M. VanDerSteen</i>	<i>1020 Oviatt St.</i>	<i>Kaukauna</i>	<i>Moasis</i>

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

*Ayes 6, Nays 0 – Motion Carried*

### Department and Officers Progress Reports

B. Carpenter reviewed the document provided to the Board on Library Support in Outagamie County. B. Carpenter stated this report can be looked at as the Village's getting a big bang for the buck or as it being a challenge to improve collections and to manage because of the low level of staffing for the library. B. Carpenter stated that circulations have grown a great deal but the municipal appropriations are not growing to keep pace. B. Carpenter commented on the County's support and the circulation of materials to those outside of the Village and how the Joint Library compares to other libraries in the County. B. Carpenter provided a handout on the summer reading program and noted that there are over 600 people signed up for the summer programs. B. Carpenter explained what the Friends of the Library have done to raise money for the library and she noted that this is a small group and more participation is necessary. Chief Misselt reported that an officer resigned on June 1 and he has discussed a hiring timeline with the three Village Administrators and the Department will see how the budget looks in October but postings have taken place to fill that position as well as a PSL position at LCSD as the current officer's time as PSL is up so this will just be a replacement position. The current PSL officer will go back out on patrol. A community oriented policing program will be rolling out in October and it will split the three Village's into six sections and officers across shifts will be assigned to these areas to work with residents on any issues in these neighborhoods. A woman's self-defense class held at Kimberly High School has recently wrapped up and it was well received. Chief Misselt provided a summary report of costs for Cheese Fest and he commented on issues that need to be addressed within the Department and also with the Cheese Fest Board. T. Matheny reported that the annual financial report will be finalized and filed the week of June 17<sup>th</sup> and the CIP deadline for staff is June 21 and Department are ready to swing into the 2014 budget. T. Matheny asked the Board to contact her or Department Heads as soon possible if they have any issues or concerns that need to be addressed in the CIP and/or 2014 budget. C. Kell stated he had a meeting with a consultant this week concerning the Public Works Facility and that will continue next week. The study should take about 90 days. The sale of property will be discussed in tonight's closed session. Staff has also meet with the Village's Financial Advisor in regards to creating a new TID district in the Village's Industrial Park and that will also be discussed more in tonight's closed session. Next week's agenda will include an item recommending hiring Ehlers for the TID creation project. Site plans for the VH remodeling and expansion project and the Windmill will be going before the Plan Commission next Monday and the plans will then go before the Design Review Board for possible approval. Also going before the Design Review Board will be plans for replacing the awning at Seth's Coffee. Seth Lenz received permission from the DOT, through his lease agreement, to replace the awning. C. Kell reported that it looks like the salon building will be razed the week of June 10<sup>th</sup>. C. Kell reported on a situation with Kerkhoff Properties, the Salon Indulgence owners, and a bill that was sent by the Finance Dept. for water and sewer connection charges for their new structure. The owner has only paid the difference between the connection charges and the gravel they purchased for their new property which they believe was a part of the contract and should have been a village cost. C. Kell stated he will be turning this over to Attorney Koehler as the contract has been reviewed and discussed with the owner and there was no commitment that the Village would be paying for the gravel and now the Village isn't being properly compensated for the connection permits. C. Kell stated he held an insurance meeting with Village staff and it went well and staff will be sending their questionnaires into the insurance company.

Next week's agenda will include an action item to approve construction management contracts for the Village Hall Remodeling and Expansion projects. C. Kell handed out an article on Trustee Joosten's business that appeared in "The Business News". J. Moes reported that construction in the Village continues to pick up and it is the highest it has been in 10 years. J. Moes reported that he signed an offer to purchase for Lot 16 in the Village North subdivision and that will be for the first duplex being built in the subdivision. J. Moes reported that the Public Hearing for amendment No. 2 for TID No. 2 is scheduled for Monday, June 10 at 6:00 before the Plan Commission and if approved a resolution approving the amendment will be on the Board's agenda for June 12<sup>th</sup> and it will go before the Joint Review Board on June 17<sup>th</sup>. T. Flick thanked Trustees and others that attended Cheese Fest as they helped to contribute to the \$1 million dollar mark on what the Festival has given back to the community. The Festival was a great success this year and possible the top year for proceeds. The Heritage Parkway Trail was reopened as the majority of the construction has been completed. The Van Lieshout Park playground install will take place the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> of July and should be operational by the 4<sup>th</sup> of July. In the near future, the LC Baseball Club will begin construction on two additional batting cages at Legion Park and the Club is paying for all costs for this project. The pool should open for the season this Friday, June 7<sup>th</sup>. T. Flick stated that the work that was done to the basin is a one year fix and they are looking at cost estimates for sand blasting and repainting which will be a four to five year fix and the cost for an epoxy finish which will be a 15 year fix and these costs will be brought forward and discussed during the CIP process. The canal will start to be refilled tomorrow and should be full by Friday, June 7<sup>th</sup>. R. Van Gheem reported on the progress of the Main Street project noting that the majority of the street has been turned over to the State and their contract with Vinton. R. Van Gheem reported on the status of the asphalt paving and utility projects. The bid for the Doyle Park storm sewers has been published and bids will be open on June 13<sup>th</sup>. V. Schneider reported that with the Boards approval tonight of the liquor license applications the licensees will be issued before June 30<sup>th</sup> and also reported by the Clerk was that newsletter articles are due June 10<sup>th</sup>. Attorney Koehler reported that the Performance Welding Purchase Agreement will be on the Board's agenda of either the 12<sup>th</sup> or 18<sup>th</sup> of June and the closing is scheduled for June 28<sup>th</sup> contingent upon the TID boundary amendment being approved. The Boldt Construction management contracts will be provided to the Board in advance of the contracts appearing on the agenda so Board members can review them as these contracts are different than a lowest bidder type contract.

### **Disbursement List**

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

Ayes 6, Nays 0 – Motion Carried

### **Call for Unfinished Business**

Trustee Frassetto questioned if the terrace issues on Rosehill Rd. had been followed up on. R. Van Gheem stated that they have and the grass is growing but it has to be given a chance to establish and the contractor is still on the hook for the performance of the reseeding. Trustee Joosten stated he wants to have a future agenda item to discuss retirees' health insurance. Retirees will be informed when this issue is on the agenda.

### **Items for Future Agendas**

Trustee Peerenboom stated he would like to have a future agenda item to discuss bike lanes and the plans for future bike lanes in the Village. T. Flick stated they have made a request to the County that they review the options and possibilities for bike lanes on Hwy. N. Mr. De Groot was assisting with the request but he has not yet heard back on the request. T. Flick stated he will contact the County to discuss the status of the option for bike lanes on Hwy. N. and he will report back to the Board. R. Van Gheem stated that the current projects have not involved adding bike lanes but they are planning to continue to follow the plans established for bike lanes in the Village. President Vanden Berg stated that the Board has not looked at the policy for bike lanes as Trustee Peerenboom had requested.

*Moved by Trustee Peerenboom, seconded by Trustee Smith to enter into closed session for item.*  
(7:23pm)

Ayes 6, Nays 0 – Motion Carried

The Village Clerk and staff were excused at this time. The Village Administrator was 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 conduction other specific public business when competitive or bargaining reasons require a closed session. *Sale of Village Owned Property*

*Moved by Trustee Peerenboom, seconded by Trustee Frassetto to exit closed session and return to open session. (8:17 p.m.)* Ayes 6, Nays 0 – Motion Carried

**Return to Open Session**

No action taken.

**Adjournment**

*Moved by Trustee Peerenboom, seconded by Trustee Frassetto to adjourn the Regular Board meeting at 8:17 p.m.* Ayes 6, Nays 0 - Motion Carried

**VILLAGE OF LITTLE CHUTE**

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

Attest:

\_\_\_\_\_  
Vicki Schneider, Village Clerk