

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 9, 2013

Call to Order

President Vanden Berg called the Committee of the Whole meeting to order at 6:00 p.m.

Roll Call

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

ALSO PRESENT: Staff Members: J. Fenlon, J. Elrick, T. Matheny, J. Moes, E. Misselt, B. Carpenter, G. Brouillard, V. Schneider
Todd Hietpas, Interested Citizens, Media Reps

Public Appearance for Items not on the Agenda

None

Discussion/Approve Amendments to Chapter 10, Article XV – Escorts and Escort Services

President Vanden Berg stated that the ordinance amendment is on the agenda for discussion tonight and if the changes are agreed upon by the Board the ordinance amendment will be placed on next week's agenda for adoption. Chief Misselt reviewed the amendments and noted that the proposed amendments bring the ordinance up-to-date and the proposed ordinance language is similar to the ordinances of Grand Chute and Appleton. Chief Misselt stated this ordinance will tie into future ordinance amendments that he will be recommending regarding prostitution. Board members indicated they agreed to the amendments.

Discussion/Action – Accept Streamview Pond by Storm Water Utility

J. Fenlon reviewed the resolution that was negotiated between the Hietpas family and Interim Administrator Hermus and this entails the Village accepting ownership of the Streamview Pond from the estate of Art and Irene Hietpas in exchange for a \$4,000 stipend from the family for maintenance of the pond area. The long-term intention is to decommission the pond and require property owners to be connected to a storm water main. Discussion took place. Trustee Joosten questioned if the owners were aware that there would be an assessment when they are connected to the pipe. J. Moes stated that previously there was a public hearing that was held and the owners were informed at that time but since then ownership may have changed and when the time comes for the properties to hook up it is likely there will be more changes in ownership. J. Fenlon noted that there will be an additional cost to decommission the pond and at today's cost the Public Work's Director estimated that cost would be \$30,000 to \$40,000. J. Fenlon noted that the Public Work's Director has estimated a 10 to 15 year window before the properties would be required to connect to a storm water pipe. Staff stated that infrastructure changes would not be needed on Streamview Ln. but the homeowners on Streamview Ln. would get the area assessment for the pipe. The assessment cost to the homeowners will depend on the lot size and the cost of the pipe.

T. Matheny stated that an informational letter could be sent to the current property owners noting that in the future the pond will cease to exist and the streets that need storm water pipe will have a storm water utility assessment that they would be responsible for. T. Matheny stated that it would then be up to the current owners to disclose that future assessment if they sell their property. Todd Hietpas stated that in his discussions with Interim Administrator Hermus the assessment fees are known and R. Hermus has that information and it is documented and the Village has the cost for the assessments but it has not yet been billed to the property owners and that would apply for those on Streamview Ln. and the balance of the properties in the Evergreen Estates Subdivision on Irene St., Arts Way, and Maple Dr. T. Matheny stated the known assessment would be the area assessment which is for the cost of the construction of the pond and that cost is currently held in abeyance. J. Moes stated that the property owner's will have to pay for the oversizing of the pipe as well. J. Elrick stated that once the project is on the Village's five-year plan the assessment will be noted on real estate inquiries when the property is sold.

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to accept ownership of the Streamview Pond from the Estate of Art and Irene Hietpas in exchange for a stipend of \$4,000 for maintenance of the pond area.
Ayes 7, Nays 0, - Motion Carried Unanimously

Discussion/Review of Joint Department Budgets for FVMPD, Library, and Facilities/Maintenance

J. Fenlon and T. Matheny reviewed highlights of the 2014 budget. Highlighted: The budget meets the target mill rate of \$6.95(increase of \$0.08 or 1.16%) set by the Board; new staff positions of a Village Engineer (starting July 1, 2014) and a CAD Designer (starting Aug. 1, 2014) are proposed for the Public Works Dept. with no impact to the General Fund; provides for a 2% increase & steps for non-represented wages; provides for a 3.67% increase and steps for Union protective employees with full WRS offset of 7%; uses no undesignated fund balance; increase of \$0.25 or 3% in sanitation fees; no increase in sewer rates or storm water rates; water rate increase of 3% proposed; decrease of \$392 in State Shared Revenue; decrease of 8.4% in General Transportation Aids, increase in Debt Service requirement of 14.5%; request for new employee for Parks, Rec., and Forestry was not funded; refund from TID#3 termination to be allocated to future debt service shortfall of TID #1, \$150,000 for VH renovation telephone/security/audio-visual/furnishings; and for May 2014 TID #4 obligation.

Joint Department formula changes: Custodial budget increase from 56.41% in 2013 to 58.62% due to VH addition; due to decrease in equalized values the Library decreases from 60.60% in 2013 to 60.37%; FVMPD decreases from 49.82% in 2013 to 49.48%.

G. Brouillard reviewed the custodial/maintenance budget noting the biggest change was the increase in Little Chute's share of the formula of 2% and the increase of 5,000 sq. ft. to the Village Hall and an adjustment mid-year 2013 for an employee's health insurance and hiring a staff person for the summer of 2013. T. Matheny noted the formula change begins Jan. 1, 2014. Board members did not recommend any changes to the custodial/maintenance budget.

B. Carpenter reviewed the library's budget noting the following: add 10 hours per week to an existing 20 hr. per week position to create a programming and adult services position and the position job description was approved by the Library Board should the budget be approved; the five-year plan for the library is to bring them up to a basic standard for staffing; a 1% cost of living increase was added for all staff positions (except summer staff) at the request of Administrator Hammatt; slight adjustments made to part-time employees wages to bring them in line with pay for performance expectations; savings were realized in health insurance costs; audio/visual/books line item costs were reduced to lessen the burden to the Villages for funding the increase of 10 hours per week for staffing costs and they will try to be creative with the Library Board and FOLKS to raise funds for materials; fine revenue was raised but there is concern with collecting that revenue with FVMPD no longer providing the service of collection of fines and that could potentially result in a \$4,000 negative impact on the fine revenues; FOLKS contributed for all of the adult programming costs in 2013 and they also contribute to special projects and their annual donation is estimated at \$4,500; donations from the community and other areas of savings were noted by the Library Director. B. Carpenter also noted that the joint library is doing very well with the funds they have compared to the services and circulation of materials that are providing. T. Matheny noted that the proposed library budget for 2014 does not get the library up to the budget that was presented at the tri-board meeting last year and \$11,000 was cut from the library budget last year. The Village's additional contribution for this year's budget is \$705.

T. Matheny stated that the Village could make a special contribution to the library as Kimberly did a few years ago and the TID #3 termination is a potential revenue source for the Village to make a one- time donation to the LC library. T. Matheny reported that the LC school district would not be charged any rent the first year of their use of Room S1 in the Civic Center for their charter school due to the improvements they will be making to the building. B. Carpenter stated that once the students are in place it could add additional pressure on the collections but there is hope that they might contribute in this area.

Chief Misselt reviewed the FVMPD budget and noted the following: the Dept. had started pursuing using a clerical temp(s) to help address the backlog issues but they have recently come across an individual that has a transcription company that is interested in the work but it would have to be determined if she would be a contractor or a limited term employee; \$20,000 was cut from the budget; it was also discovered that there was an error in calculation from the previous year's budge regarding wage reserve as it was added in twice, so he had to an additional \$27,000 from the budget and that is as bare as he can possible imagine; cuts in the budget were made in areas of training, guns and ammunition, recruitment, fuel and maintenance; going forward he is very concerned that being limited to a 1% or less budget increase it is going to be unsustainable without staffing cuts and service cuts; service cuts for 2014 do not impact public safety but the niceties have to be evaluated; budgets of other municipalities departments of similar population were reviewed and it was noted their overall annual budgets are \$400,000 more than Metros; services that are being proposed to be cut are to no longer follow-up on non-return of library materials, no longer assisting with vehicle lockouts, shift the responsibility for dog licensing to the Village Hall, by appt. only services for evidence release, fingerprinting, and bartender licensing. Chief Misselt emphasized that he would rather not have to make these changes but he feels this is the "new normal".

T. Matheny commented that normally the Chief has a surplus in his budget but the expectation is that the 2014 budget does not have a surplus and there is \$2 million in fund balance so if what he attempted to cut becomes unrealistic, there is an option to fund the shortfall for one year and reevaluate for the 2015 budget. At the request of Trustee Joosten, Chief Misselt explained the services that are shared with the County and assistance given to the Metro by the County and neighboring municipalities.

T. Matheny commented on it being a normal function for dog licenses to be issued by the Finance Dept. because the renewal period falls in with paying taxes and the revenue would then go in to the general fund but that won't happen until 2015 because it is not known when the transition will take place in 2014.

Chief Misselt stated that the County takes part of the dog licensing revenue and a certain portion is allocated to the Fox Valley Humane Assoc. fees. If an owner doesn't claim the animal the Village pays a \$98 fee.

Board members did not recommend any changes to the FVMPD budget.

T. Matheny reminded Board members that the tri-Village Board meeting on these budgets is being held next Tuesday, Oct. 15th beginning at 5:30.

Unfinished Business

J. Fenlon announced that the Fox Cities Regional Partnership is holding a tailgate party before the Oct. 20th Packer game and Board members should let him know if they want to attend. There will be site selectors from major corporations in attendance at this event and it will be a chance to promote the Fox Cities.

J. Fenlon also announced that on Thursday, Oct. 17th the HOV Chamber of Commerce will be hosting a Taste of the Heart of the Valley at Van Abel's in Hollandtown from 5 to 9 p.m. and he invited Board members to join him at this event. J. Fenlon also announced that he will be attending the League of Wisconsin Municipalities Annual Conference next week in Green Bay and he will be available by cell phone and he will be at next Wednesday's Board meeting.

Items for Future Agenda

President Vanden Berg announced that a Board meeting is being planned for October 30th which is a 5th Wednesday.

Adjourn

Moved by Trustee Frassetto, seconded by Trustee Smith to Adjourn the Committee of the Whole meeting at 7:07 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