

## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF DECEMBER 11, 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 Smith, Trustee Van Lankvelt

EXCUSED: Trustee Peerenboom

ALSO PRESENT: Staff Members: J. Fenlon, R. Van Gheem, T. Matheny, T. Flick, J. Moes, V. Schneider, J. Elrick

### Public Appearance for Items not on the Agenda

None

### Little Chute Jaycees – Presentation of Donation to Village for New Doyle Park Shelter

T. Flick introduced Craig Spierings, President of the Little Chute Jaycees. Mr. Spierings stated the goal of the Jaycees is to give back to the community and he presented the Village with a check for \$10,000 for the new Doyle Park Shelter. Board members thanked Mr. Spierings and the Little Chute Jaycees for their generous donation.

### Action on Resolution – CSM – Martin and Harriette Janssen – 721 Briarwood Ave.

J. Moes stated the Plan Commission did review the CSM and their recommendation to the Board is approval.

*Moved by Trustee Van Lankvelt, seconded by Trustee Hietpas to Adopt Resolution*

*No. 45, Series of 2013 Approving CSM for Martin and Harriette Janssen – 721 Briarwood Ave. as presented.*

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

### Discussion/Possible Action – Mill Street Bridge Plans

T. Flick stated the design plans being presented have been worked on with the project engineer - EXP, the Fox River Navigational Authority (FRNSA), and the State. T. Flick stated the bids for the project will likely be let in June or July 2014 with construction to begin in late fall/early winter of 2014. It is anticipated the bridge would be operational by memorial weekend 2015. T. Flick has been working with FRSNA to secure easements for the bridge, the plaza area and parking as well as on the landscaping plan. FRSNA will be reviewing the final plans next week and then the plans will go to the State Building Committee for review and approval of the easements. The easements need to be recorded and signed before the project is let out to bid. T. Flick reviewed the plans with the Board. FRSNA recommended that only two parking stalls be located on the east side and there will be six stalls on the west side. The resident on the west side has expressed concerns about traffic and the number of parking stalls.

Vehicular access on the bridge will only be for maintenance equipment. The Village does not own the land directly on the north or south side of the bridge as that is State owned land. The Village Board will need to give direction on whether the parking stalls will be plowed in the winter. FRSNA has requested that the gates are electric and also that the bridge be operational from a remote system and this will be a future discussion with FRSNA and the Board about the opportunity for FRSNA to operate the bridge for the Village. The engineer is researching the costs of FRSNA's requests. A proposed Village sign will be placed in the southeastern corner of the plaza area. FRSNA denied placing the sign on the north side, which is where the Village originally wanted to place the sign, because they want more historical preservation of the site. On the south side, rails are being installed to stop people from crossing a gap when the drawbridge is raised. The lights on the bridge will match the lights on the Pedestrian Bridge at Heesakker Park. The initial comment from the review by the State Historical Society is that they feel that the two parking stalls on the east side are still too much of an encroachment so they have asked that the parking design be revisited and it is not known if they will accept the layout of six and two stalls. The

State Historical Society has also commented that the Village should preserve or rebuild the mechanical building on the south side of the canal. The State is stating that the building (which the State is referring to as a lock tender house) is on the State Registry as a historical site. The engineer and Village have responded that it is a mechanical building and not a lock tenders building. If the Village is required to rebuild the mechanical building, it could cost up to \$20,000. T. Flick commented on the MOR that is required from the State to mitigate the loss of the bridge. Trustee Frassetto questioned who would pay for the cost of redesigning the parking and if there was a contingency fund. T. Flick stated that he will check further into the contract regarding design costs and contingency costs but he believes that the cost for any redesign should be included in the contract. Cost estimates will not be known until there is a final design and he will keep the Board updated. T. Flick reminded the Board that the funding is coming from federal grant funds of 80%, 10% from the County and 10% from the Village. Trustee Frassetto thanked T. Flick for all his work on the project.

*Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to approve the plan as proposed pending cost estimates.* Ayes 6, Nays 0 – Motion Carried

#### **Action – Approve 2014 Meeting Schedule**

Trustee Hietpas stated that he did not believe it was an efficient use of staff time to have meetings every Wednesday and he would like to consider going back to twice a month meetings. J. Moes stated that there used to be committee meetings and the Board would only meet twice a month but once an Administrator was hired, which was 24 years ago, the committee structure went away and the Board then met every week. Trustee Hietpas commented on the meetings recently being short and staff's time could be more efficiently spent if they did not have to attend meetings every week and on 5<sup>th</sup> Wednesdays. It was noted that the Village's ordinance does state that Board meetings take place every Wednesday. Trustee Frassetto asked to gather staff's input on this issue. Discussion took place. Administrator Fenlon suggested that staff be given time to discuss and consider the proposal and he will report back to the Board and it could be an option to cancel one Committee of the Whole meeting during the month. Trustee Hietpas stated he is not opposed to coming to meetings every Wednesday but his concern is to make more efficient use of staff time.

*Moved by Trustee Smith to Approve the 2014 Meeting Schedule as presented.*

Further Discussion: Trustee Frassetto asked if it would make more sense to table this until staff has time to discuss the issue. Administrator Fenlon stated it will be discussed at the staff meeting on Tuesday and possible alternatives could be looked at. President Vanden Berg stated it is most likely that the Board will experiment with not holding Committee of the Whole meetings from time to time if there are not enough agenda items. Clerk Schneider stated that per the current Village Ordinance, the Board holds regular meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday and Committee of the Whole on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays but this could be changed. J. Moes stated that there are other commission meetings that are on the schedule and those meeting dates are needed for customers to get information to staff in time for the meetings. Board members have the option to cancel meetings.

*Trustee Frassetto seconded the motion made by Trustee Smith.*

Vote on the Motion: Ayes 5, Nays 1 (Hietpas) – Motion Carried

#### **Discussion/Possible Action – Pine Street Parking Lot**

R. Van Gheem reviewed the proposed updated site plan for the reconstruction of the Pine St. parking lots. Because the owner at 517 Pine Street decided not to participate, the expanded parking needed to be moved south impacting a portion of the Church's parking lot. This increased the cost and reduced the net gain of parking stalls. It is estimated that the additional parking would cost \$83,000 and when taking into account acquiring and demolishing of the property at 500 Pine St it is estimated that the cost for the 10 addition stalls would be \$173,000. R. Van Gheem stated the goal of this discussion is to confirm that the Village Board still wants to move forward with this project in light of the updated cost.

Discussion took place. R. Van Gheem pointed out that originally if the Village was not successful with expanding the parking lot, the design for the existing parking lot would still move forward noting that the parking lot could possibly be expanded in the future. Trustee Joosten and Trustee Van Lankvelt wanted to see the center section of the new parking area removed/modified for efficiencies in snow plowing. Trustee Frassetto stated the parking lot needs to be designed for future needs and for traffic flow and she agrees with keeping in the islands. Jeff Elrick estimated that with the center area is would add up to a possible ½ hour to plowing time. Trustee Smith was in favor of keeping the center island section to control traffic.

*Moved by Trustee Frassetto, seconded by Trustee Smith to Approve the Plans for the Pine Street Parking Lot as presented with the rehab of the existing lot and without the expansion of the new piece, pending final numbers and allow the Public Works Dept. to move forward with the process at this point.*

Ayes 4, Nays 2 (Joosten, Van Lankvelt) – Motion Carried

### **Discussion/Possible Action – Riverside Dr. Storm Sewer Project**

Jeff Elrick gave an update of the status of this proposed project that would replace the gabion channel system with a 60" reinforced concrete storm sewer pipe. J. Elrick reported that the Dept. has not been able to obtain all the permanent easements or agreement from all the property owners as is required by the DNR to move forward with this project. Board members reviewed and discussed the options of doing nothing, noting that the gabion system will continue to deteriorate and cause problems in the future or using eminent domain to obtain the easements. R. Van Gheem noted that without the easements the Village cannot perform any maintenance by going on the private properties and there needs to be 100% agreement from the property owners and that is not the case. R. Van Gheem further stated that this drainage system is on private property and the Village is trying to be proactive with the issue of the storm water drainage in this area even if it is on private land. When the system was constructed it wasn't considered a navigable stream but now it is. Discussion took place and Board members requested that staff contact the Village Attorney to get an opinion on the Village's liability, if any, with the drainage system on private property. Staff will report back to the Board.

### **Unfinished Business**

None

### **Items for Future Agenda**

Clerk Schneider reported that at next week's meeting the slate of Election Inspectors to serve for the 2014/2015 elections would be presented to the Board for action as well as the Annual Taxi Business Renewal License for Bell Taxi would also be presented for action. At the January 8<sup>th</sup> meeting a renewal request for the Fireworks Permit for Toonen Properties will be presented to the Board for action.

*Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Enter Closed Session. (7:24 p.m.)*

Ayes 6, Nays 0 – Motion Carried

Administrator Fenlon, J. Moes, R. Van Gheem, and T. Matheny 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. *Purchase/Sale of Village Property*

*Moved by Trustee Frassetto, seconded by Trustee Smith to Exit Closed Session and Return to Open Session (8:20 p.m.)*

Ayes 6, Nays 0 – Motion Carried

**Adjourn**

*Moved by Trustee Frassetto, seconded by Trustee Smith to Adjourn the Committee of the Whole Meeting at 8:20 p.m.*  
Ayes 6, Nays 0 – Motion Carried Unanimously

**VILLAGE OF LITTLE CHUTE**

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By: Michael R. Vanden Berg, Village President

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Attest: Vicki Schneider, Village Clerk