

## **MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 18, 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: James Fenlon, Village Administrator  
Eric Misselt, FVMPD Police Chief  
Jim Moes, Community Development Director  
Teri Matheny, Finance Director  
Roy Van Gheem, Director of Public Works  
Tom Flick, Director of Parks, Recreation, and Forestry  
Chuck Koehler, Village Attorney  
Vicki Schneider, Village Clerk

OTHERS PRESENT: Interested citizens

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

None

### **Approval of Minutes**

Minutes of the Regular Board Meeting of December 4, 2013

*Moved by Trustee Frassetto, seconded by Trustee Smith to Approve the Minutes of the Regular Board Meeting of December 4, 2013 as presented.*

Ayes 7, Nays 0 – Motion Carried Unanimously

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

Minutes of the Plan Commission Meeting of November 11, 2013

Minutes of Park Planning Committee Meeting of May 7, 2013

Fox Valley Metro Police Dept. Activity Report November 2013 and YTD

### **Action – Resolution Approving the Sale of Real Estate Located at 701 Harvest Trail to Boardwalk Builders, Inc.**

*Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Adopt Resolution No. 46, Series of 2013 Approving the Sale of Real Estate Located at 701 Harvest Trail to Boardwalk Builders, Inc.*

Ayes 7, Nays 0 – Motion Carried Unanimously

### **Action – Appoint Election Inspectors and Special Voting/Registration Deputies to Serve for the 2014/2015 Elections**

*Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to Appoint the Election Inspectors and Special Voting/Registration Deputies listed on the IFC to Serve for the 2014/2015 Elections.*

Ayes 7, Nays 0 – Motion Carried Unanimously

**Action – Taxi Cab Business License – Bell Taxi – Forrest R. Belanger, Sr. Owner – 317 W. North Avenue**

Clerk Schneider explained that the business license has to be renewed every year and that FVMPD has approved Bell Taxi for renewal.

*Moved by Trustee Frassetto, seconded by Trustee Hietpas to Approve the Taxi Cab Business License for Bell Taxi – Forrest R. Belanger, Sr. owner – business located at 317 W. North Avenue.*

Further Discussion: Trustee Smith questioned the procedure for approving said business and Chief Misselt stated that the PD does a background check on all drivers and all vehicles are inspected.

Ayes 7, Nays 0 – Motion Carried Unanimously

**Discussion/Action – Media & Social Media Policy**

J. Fenlon explained to the board that he would like to have a formalized process for communicating with media and social media. J. Fenlon stated that surrounding communities use social media as a way of communicating with residents and that he would like to see the Village Hall do the same but noted that policies should be in place for safeguarding the village. J. Fenlon stated that he had input from village staff and a Public Relations Firm regarding such policies. J. Fenlon went on to say that the media policies will be incorporated into the personnel manual. Trustee Smith questioned if the media policies affected Kimberly or Combined Locks and J. Fenlon responded “No” this is only for Little Chute. Trustee Smith questioned if the policies affected joint departments and J. Fenlon responded that it would affect only those departments that Little Chute is the fiscal agent for. Chief Misselt stated that Adam Hammatt from Kimberly is currently working on a similar Social Media Policy. J. Fenlon stated that he would like to put the Media/Social Media Policy into the personnel manual and bring the updated personnel manual to the board at a later date.

*Moved by Trustee Frassetto, seconded by Trustee Peerenboom to Approve the Media & Social Media Policy as Presented.*

Ayes 7, Nays 0 – Motion Carried Unanimously

**Discussion – Weenies Still License**

Item was dismissed no action was needed.

**Operator's Licenses:**

Vander Zanden, Luke D	Little Chute	Dwyers
Peterson, Edward E	Kaukauna	Dwyers
Beckman, Brett D	Little Chute	Moasis
Jones-Dewall, Jacob M	Appleton	Express
Becker, Crystal M	Appleton	Express
Marks, Mary A	Menasha	Hollanders

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

Ayes 7, Nays 0 – Motion Carried Unanimously

**Taxi Driver's Licenses:**

Belanger, Forrest R	Little Chute	Bell Taxi
Van Handel, Maxwell D	Kaukauna	Bell Taxi
Schampers, Shane	Kaukauna	Bell Taxi

*Moved by Trustee Frassetto, seconded by Trustee Hietpas to Approve the Taxi Cab Drivers Licenses as presented.*

Ayes 7, Nays 0 – Motion Carried Unanimously

**Review/Action – Approval of 2014 MCO Contract**

T. Matheny stated that MCO is asking for an increase for the 2014 contract due to the rising costs of insurance. T. Matheny stated that the Water Commission recommended that the Village Board approve the 2014 MCO Contract for \$336,500.

*Moved by Trustee Van Lankvelt, seconded by Trustee Frassetto to Approve the 2014 MCO Contract as Presented.*

Ayes 7, Nays 0 – Motion Carried Unanimously

### **Department and Officers Progress Reports**

Chief Misselt: On December 12, 2013 a bill was passed to prohibit local governmental units from enacting or restricting bow or crossbow hunting within their jurisdictions; The only exception is that the local governmental unit can restrict that they cannot hunt with a bow within a specified distance not to exceed 100 yards of a building or another person's land; The distance restriction does not apply if landowner gives the bow hunter permission; Is currently looking into ordinance changes and will bring it to the board in the near future. T. Matheny: Her department is busy collecting taxes and everything is going well. J. Fenlon: Discussion with staff members regarding the frequency of board meetings and the consensus was to stay with the Committee of the Whole meetings; The targeted move in date for the Village Hall addition is March 10, 2014 at that time the renovation portion of the project will start; Plans to send out an email before Christmas to all downtown businesses to discuss starting a Downtown Business Association; Larry Burkhardt from Fox Cities Regional Partnership will be doing a presentation for the board in the near future. J. Moes: Amendments to the Design Review Manual will be on a future agenda and that he has acquired the color chart that the new system will follow. T. Flick: The deer culling program ended this past week that resulted with five deer being culled; FVMPD reported no problems with the deer culling program this year; Recent opening on the Park Planning Committee and if anyone knows of someone willing to serve on that committee an application can be submitted by mail or email; Heart of the Valley temporary bridge lease on the next agenda; Handed out agreement with DOT for Mill Street Bridge; Heesakker ice rink is ready for use. R. Van Gheem: His department is moving snow and televising infrastructure for 2014 projects; Has met with the DNR regarding the storm water and well houses. V. Schneider: Electronic copy of newsletter on website; Nomination papers are due January 7, 2014 at 5 p.m. and Non Candidacy forms are due by December 27, 2013; Windmill committee met and the board will be downsized from thirteen to seven board members and noted that James Fenlon will take her place as a board member. Attorney Koehler no report.

### **Disbursement List**

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

Ayes 7, Nays 0 – Motion Carried Unanimously

### **Call for Unfinished Business**

Trustee Joosten questioned R. Van Gheem about moving snow between water sheds. R. Van Gheem stated that it has not been discussed lately and he has not received any complaints. Discussion regarding snow removal of downtown parking lots occurred. Trustee Smith questioned DNR regulations regarding snow stockpiles. R. Van Gheem stated that they cannot be put where they could potentially pollute an area. J. Fenlon stated that he will be reaching out to residents regarding the gabion system on Riverside Drive and discussing possible liability issues with Attorney Koehler.

### **Items for Future Agendas**

None

*Moved by Trustee Frassetto, seconded by Trustee Peerenboom to enter into closed session for item listed. (6:35 p.m.)*

Ayes 7, Nays 0 – Motion Carried

### **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 Owned Property*

*Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to exit closed sessions. (7:00 p.m.)*  
Ayes 7, Nays 0 - Motion Carried

**Return to Open Session**

No action taken

**Adjournment**

*Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to Adjourn the Regular Board Meeting at 7:00 p.m.*

Ayes 7, Nays 0 - Motion Carried

**VILLAGE OF LITTLE CHUTE**

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

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