

MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 5, 2014

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
Larry Van Lankvelt, Trustee

EXCUSED: Skip Smith, Trustee

Roll Call of Officers and Department Heads

PRESENT: James Fenlon, Village Administrator
Eric Misselt, FVMPD Police Chief
Beth Carpenter, Library Director
Teri Matheny, Finance Director
Jim Moes, Community Development Director
Roy Van Gheem, Director of Public Works
Tom Flick, Director of Parks, Recreation, and Forestry
Chuck Koehler, Village Attorney
Sandy Berkers, Village Deputy Clerk

OTHERS PRESENT: Interested citizens, Media Reps.

Public Appearance for Items Not on the Agenda

None

Approval of Minutes

Minutes of the Committee of the Whole Meeting of January 8, 2014

Minutes of the Regular Board Meeting of January 15, 2014

Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to Approve the Minutes as presented.

Ayes 6, Nays 0 – Motion Carried

Report of Other Minutes-Other Informational Items

Minutes of the Plan Commission Meeting of December 9, 2013

Minutes of the Joint Library Board Meeting of November 19, 2013

Resolution:

Authorizing the Sale of Real Estate at 1003 Polk Street

Moved by Trustee Frassetto, seconded by Trustee Peerenboom to Adopt Resolution No. 4, Series of 2014 Authorizing the Sale of Real Estate Located at 1003 Polk Street to Sam & Amanda Hietpas.

Ayes 6, Nays 0 – Motion Carried

Action – Special Event Permit – Pig to Pig Walk – May 3, 2014

Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to Approve Special Event Permit – Pig to Pig Walk on May 3, 2014.

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – Sports Program Fees and Late Fee Policy

T. Flick stated that his department is recommending an increase of \$5.00 for the Park & Rec programs and elimination of the \$20.00 per family late fee policy. T. Flick stated that late fees are a thing of the past and he does not want to deter any family from signing up for any of the programs. T. Flick stated that Park & Rec has not increased their fees in 10 years and has been running in a deficit for the last 3-4 years. T. Flick noted that this increase does not include the Jets Football program.

Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to Approve Raising Sport Program Fees to \$15.00 as Presented and Eliminate the \$20.00 per Family Late Fee.

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – Court Cost Increase Request

J. Fenlon reported on the court cost increase for Judge Hammen and noted that Governor Walker signed Assembly Bill 22 allowing jurisdictions the ability to increase court fees by \$10.00. J. Fenlon stated that the Village of Kimberly and Combined Locks have increased their fees already and to make it easier on FVMPD he is recommending that Little Chute do the same. Discussion regarding warrants occurred.

Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to Approve Court Cost Bond Schedule Increases as Presented

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – 2014 Weights and Measures Annual Fee Updates

T. Matheny stated that she meets with the City of Appleton annually regarding weights and measures fees and that for 2014 a number of changes have been requested in the scale area. T. Matheny noted that the City only updates a portion of the fees annually.

Moved by Trustee Frassetto, seconded by Trustee Hietpas to Approve Fees Attached in the Weights and Measures Establishment Record – 2014 for Inclusion in Appendix C Village Fees, Deposits and Charges of the Village Municipal Code as Presented

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – Excessive Assessment Claim Filed by Walgreen Co.

J. Moes recommended denying the claim and allowing our Insurance Attorney handle said claim. J. Moes noted that Bree Madison, Attorney for the Village has filed an appeal on the court decision for the 2011 Excessive Assessment Claim.

Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to Deny Claim of Excessive Assessment by Walgreen Co. for Property Located at 219 W. Main Street

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – Approve the Amendments to the Personnel Manual

J. Fenlon stated that the Village received notice that the AFSCME Council 40 will no longer be a representative for the AFSCME Local 130C (Public Works & Park & Rec employees) as of January 1, 2014. J. Fenlon stated that he has worked with these departments to update the Personnel Manual to include these employees. J. Fenlon noted that these employees will also receive a Cost of Living Allowance that other employees received at the first of the year and also; Dental Insurance, Long term Disability, and Life Insurance. J. Fenlon noted that three portions of the Personnel Manual will be amended to accommodate these employees. The first amendment is defining hours worked and in the previous manual it does not define what an hour of work is. J. Fenlon stated that employees and staff agreed that Hours Worked should be regularly scheduled work hours, previously scheduled leave/vacation (scheduled 5 days in advance), and all holidays. Compensatory (Comp) time off and sick leave will not count as hours worked for overtime computations. Also employees called into work outside of their normally scheduled hours, shall receive two hours pay at their regular straight time hourly rate in addition to their appropriate pay. Employees called into work during a scheduled holiday shall receive pay of two times their regular pay. The second amendment is the utilization of Comp time and limiting an employee to 40 hours of Comp time per year. The third amendment is for safety reimbursement and this would allow the employee to receive \$125 per calendar year for safety wear as long as receipts are given to Department Director, Assistant Director, or Foreman.

Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to Approve Amendments to the Personnel Manual as Highlighted in the IFC.

Ayes 6, Nays 0 – Motion Carried

Action – Urban Non-Point Source and Storm Water (UNPS & SW) Planning Grant

R. Van Gheem stated that the Village has received several of these grants over the past few years to assist with storm water planning in the Village.

Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to Direct the Village Administrator to Sign the Grant.

Ayes 6, Nays 0 – Motion Carried

Operator's Licenses:

| | | |
|-----------------------|----------------|-----------------|
| Spierings, Marjorie L | Little Chute | Pine Street |
| Cochenet, Autumn L | Kaukauna | Moasis |
| Siebers, Julie J | Combined Locks | Hollanders |
| Gerow, Chase M | Kaukauna | Seth's |
| Wentland, Kelly | Little Chute | Gentleman Jacks |
| Ott, Skglea N | Little Chute | Gentleman Jacks |
| McGinnis, Noelle J | Neenah | Seth's |
| Dolan, Trevor J | Kaukauna | Seth's |
| Schumacher, Jacob A | Menasha | Seth's |

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

Ayes 6, Nays 0 – Motion Carried

Department and Officers Progress Reports

Chief Misselt reported: Informed the board of an organizational shift at FVMPD and noted that Duane Dissen investigator for FVMPD has gone back to street patrol as of January 1, 2014; Community Support Officer, Scott Van Schyndel is moving to investigator which will leave the Community Support position open; S. Van Schyndel will still take of social media items on a part time basis. B. Carpenter reported: She is working on an annual report that is submitted to the State of Wisconsin; Reported on programs in progress; Fox Cities Read program has chosen "Wonder" and noted that the author will be visiting the library April 9& 10; Two Teachers at the Little Chute Middle School are working on a writing contest for the Fox Cities Reads Program; Has been teaching Microsoft Publisher classes to Village employees for the past few weeks; Lori Van Dyke is retiring on February 27, 2014 and has been with the library for 25 years; Is looking at the pool of applicants from the last library job opening to fill the future opening. T. Matheny reported: Will be turning the tax roll over to County on Monday, February 10, 2014; Has collected 79-80 % of tax payments; Anthem Blue has had problems issuing insurance cards to Village employees and that she has asked Department Heads to direct their employees to contact Anthem Blue and request cards; Will be moving in to the new addition the week of March 3, or March 10 and that she is hoping to finalize the date in a week or so; Was notified this week that Governor Walker will be changing the State Withholding Tables for the first time since 2009 and she has notified employees that in April 2014 they will see more money in their paycheck; Will be attending the Ehlers Conference on February 13 and 14, 2014. J. Fenlon reported: Acknowledged FVMPD for their participation on social media sites to update residents of things happening in the Village; Acknowledged the Fox Cities Reads Program and persuaded Board members to participate; Thanked B. Carpenter for teaching the Publisher classes for the Village employees; Updated Board members on the Village's Facebook and Blog; Noted the amount of people looking at the Village's website; Downtown Business Association will be meeting for the second time next Tuesday; Met with the Emergency Management Plan staff met and is well underway. J. Moes reported: Has been working with the engineering firm for the proposed Culvers; Next week at the Plan Commission Meeting the selected architect for the Senior Housing Project will be in attendance; Language changes for the sign ordinance will go in front of Plan Commission. T. Flick reported: Bids for the Doyle Park Shelter came in over budget and that Keller is looking into other options that he will bring before the Board next week for consideration; Recently applied for a Canadian National Railroad Grant with the help of Administrator

Fenlon to receive 50 trees with 25 to be planted between Hwy N & OO and the other 25 to be planted at Creekview Park; Has received a grant to attend the National Park & Rec Conference in October 2014; Has closed the application process of the Park Planning Committee and has received 3 applicants; Thanked President Vanden Berg and Trustee Peerenboom for attending the Greenways meeting and accepted the award for Community Leadership. R. Van Gheem reported: Dealing with the blowing snow and the repetitive nature of the snow storms have been challenging this year; Continuing the televising program and collecting data for 2014 projects; Working on securing additional grants for the Village; This week he is out looking at new products/procedures for utilities. Deputy Clerk Berkers reported: Working on getting the February Election up and running. 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 6, Nays 0 – Motion Carried

Call for Unfinished Business

None

Items for Future Agendas

Trustee Joosten mentioned contacting the Outagamie County Landfill regarding the issue of seagulls before summer. J. Fenlon stated that he would take care of that.

Moved by Trustee Peerenboom, seconded by Trustee Van Lankvelt to enter into closed session for item listed. Chuck Kell, James Fenlon and Teri Matheny were present for Closed Session

Ayes 6, 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 Peerenboom, seconded by Trustee Frassetto to Exit Closed Session at 7:56 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 7:56 p.m.

Ayes 6, Nays 0 - Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____

Michael R. Vanden Berg, Village President

Attest: _____

Sandy Berkers, Village Deputy Clerk