

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING JANUARY 14, 2015

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

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

ALSO PRESENT: J. Fenlon, Jim Moes, Tom Flick, Roy Van Gheem, Teri Matheny, Laurie Decker, Interested Citizens, Media Reps

Public Appearance for Items not on the Agenda
None

Minutes of Committee of the Whole of December 10, 2014

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to approve the minutes as presented.

Presentation—Award American Concrete Pavement Association: 2013 Main Street Project

Kevin McMullen, the President of the Wisconsin Concrete Pavement Association was present to deliver an award to the Village. The Village of Little Chute Main Street Project was turned over to the Wisconsin Concrete Project Association (WCPA) and the project competed nationally with 11 other projects and was awarded the top paving project in the United States for 2013. A plaque was presented to President Vanden Berg and staff.

Action—Draw Ballot Placement—Trustee Candidates—April 7, 2015 Election

Trustee Candidates for ballot placement for the April 7, 2015 election were drawn by Fire Chief, Mark Jansen. The results were 1. Bill Peerenboom, 2. David Peterson, 3. Skip Smith.

Discussion—Aerial Ladder Update

When finalizing the 2015 Capital Improvement Plan (CIP), the Board of Trustee elected to not include the LCFD's Aerial Ladder (3641). Instead, the Board directed the Administrator and LCFD Fire Chief to work a plan of action and come back for further discussion. Currently, 3641 is in need of an estimated \$6,824 of repair, including maintenance on the outriggers and a valve issue, rendering the truck inefficient. After meeting with Chief Jansen, we recommend that this maintenance be executed immediately. In addition, we will identify a maintenance plan for the next two years that allow us to keep 3641 in working order. It should be noted that there will likely be maintenance items and/or issues that will occur, simply due to the age. At a minimum, this maintenance and focus on future items will buy us time to investigate the future of 3641. At this time, we have a three pronged approach: First, engage communities that would benefit from LCFD's Aerial Ladder, namely Kimberly, Combined Locks and the Town of Buchanan. We will work with these communities to determine the will and possibility of cost sharing. Second, engage communities that could provide aerial service to the Village of Little Chute, namely the cities of Kaukauna and Appleton and the Town of Grand Chute. Third, engage our Insurance and ISO representatives to determine the impacts of having an Aerial Ladder, having service agreements or not having an aerial at all and how that would impact our ISO rating and insurance rates, both internal to the Village and for homeowners and business. Trustee Peerenboom asked what size and price a new truck would cost. Chief Jansen stated a new 75 foot Aerial truck would cost \$780,000.00. Trustee Joosten asked if maintenance is done in house. Preventive maintenance is done in house but aerial performance is specialized and Power Services will be conducting that it. Trustee Peerenboom asked what the lifespan of a new truck and Chief Jansen replied that 20 years is recommended unless it is on reserve. Director Matheny explained that Chief does have a routine maintenance budget and we can get a one-time exception if needed.

Discussion—3rd Floor Update

Administrator Fenlon reported that the 2nd floor is framed and insulation will be put in next week along with sheet rock and plastering and we will be well under budget. He thanked the Department of Public Works and Parks and Recreation for their hard work and keeping everything on schedule.

Discussion/Action—Park and Recreation Fees for 2015 Shelters

With the addition of the Cheese Fest shelter in Doyle Park and the soon to be constructed kitchen facility, the Parks Department is recommending revising shelter rental rates to reflect current costs associated with operating the amenities and set rates that mirror the use. The Parks Department surveyed 21 communities with open shelters and kitchen facilities. The residential fees for a daily rental ranged from \$80-\$150 for those with kitchens. The average deposit for kitchen facilities was \$50 per rental. The Parks Department is recommending a rental fee of \$90 for residents to rent the Cheese Fest shelter per day and a \$50 deposit fee. Currently the Village charges residents \$45 for a daily shelter rental. The estimated cost to operate the shelter per rental is \$54.64. The Parks Department is recommending increasing resident shelter rental rates that do not have kitchens to \$60 per daily rental in order to cover the costs associated with the event and maintain the \$20 deposit fee. Special event shelter rental fees are proposed to follow the same increase percentage. Shelter fees were reviewed and increased from \$30 to \$45 in 2004. Staff also surveyed fees for nonresidents to rent park shelters. The increased fees ranged from \$15-\$50 per daily rental. The Parks Department is recommending nonresident fees be an additional \$20 per daily rental, which would replace the policy of doubling the fee, based on the median surveyed fees.

Moved by Trustee Elrick, seconded by Trustee Smith to increase the Park and Recreation Shelter fees.

Ayes 7, Nays 0 – Motion Carried

Discussion/Action—Doyle Park Cheese Fest Shelter Kitchen

In 2013 the Parks Department hired Keller to be the architect for the construction of the Doyle Park Cheese Fest shelter. During that process, the kitchen amenity was designed and included in the bidding process. The kitchen facility was removed from the construction due to total costs of the project.

The Parks Department is recommending to contract with Keller to bid and construct the kitchen facility since the design and specifications are completed. There are cost savings with not having to hire a new architect for the design and specifications for the kitchen. This project was budgeted at \$65,000 and is currently projected to cost \$67,985. The additional \$2,985 is due to increased costs for having to relocate the electric service from an existing shelter column to the kitchen that was not previously planned on. The additional \$2,985 will be reduced upon completion of the project due to tax exempt savings and savings on material costs that were saved from the shelter construction. All additional costs will be paid from the park development account fund balance.

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to award the construction of the Doyle Park Cheese Fest Shelter kitchen to Keller, in the amount not to exceed \$67,985.00.

Ayes 6, 1 Abstain (Elrick), Nays 0 – Motion Carried

Operator Licesnes:

Samantha Simon	Appleton	Walgreens
Judy Hietpas	Little Chute	Up the Hill
Carla Jacobs	Brillion	Walgreens

Moved by Trustee Smith, seconded by Trustee Elrick to approve the Operator's Licenses as presented.

Unfinished Business

None


Items for Future Agendas

None

Adjourn

*Moved by Trustee Smith, seconded by Trustee Elrick to Adjourn the Committee of the Whole
Meeting at 6:39 p.m.*

Ayes 7, Nays 0 – Motion Carried


By: Michael R. Vanden Berg, Village President

Attest: Laurie Decker, Village Clerk