

## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING NOVEMBER 11, 2015

### 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 Peterson, Trustee Hieptas, Trustee Peerenboom, Trustee Van Lankvelt, Trustee Smith, Trustee Elrick

ALSO PRESENT: James Fenlon, Teri Matheny, Roy Van Gheem, Eric Misselt, Ben La Frombois, Char Stankowski, Pam Seidl, 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 October 28, 2015*

*Minutes of the Regular Board Meeting of November 4, 2015*

*Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to Approve the Minutes of October 21, 2015 as presented.*

Ayes 7, Nays 0—Motion Carried

### Discussion—Fox Cities Expo Center

Ben La Frombois with Hinshaw and Culbertson, Pam Siedl the Executive Director of the FCCVB and Char Stankowski the owner of Country Inn and Suites of Little Chute all appeared to discuss the Fox Cities Expo Center. An overview was provided of the Exhibition Center Cooperation Agreement, the Amended and Restated Room Tax Commission and Tourism Zone Agreement and the Ordinance Imposing a Hotel/Motel Tax. The 10% room tax will be effective on January 1, 2016 if the Village adopts the Ordinance at the November 18, 2015 board meeting. The Village's counsel has reviewed the documents and finds them acceptable. The FCCVB and Char Stanowski have always supported this project and have invested many resources in helping this project move forward and stated that out of nine municipalities, four have already approved the Intergovernmental Agreement. The agreements and Ordinance will be on the agenda for discussion and possible adoption at the November 18, 2015 meeting.

### Discussion/Action—Sanitorium Parking

Chief Misselt stated a member of the board was contacted by a resident in regards to parking on Sanitorium Road. Chief stated there is a blind spot on the east side when driving up the hill but is not a high traffic area and there have never been any accidents. Director Van Gheem stated to improve sight distance the speed limit could be lowered or no parking signs could be installed on one side. All board members will drive by for observation and Public Works will order and install steep grade signage for Sanitorium Road.

### Discussion—Personnel Manual

Administrator Fenlon gave an overview of the updated Village Personnel Manual on Recruitment, Hiring and Separation from employment. Standards of Employee Conduct and Technology and Communications sections were also reviewed. There are eight sections in the personnel manual and as the board reviews them Administrator Fenlon will collect comments and draft changes. Once the entire series has been reviewed one final document will be presented.

### Discussion/Action—Municipal Garage

Administrator Fenlon discussed the delivery models for the new municipal garage and the importance of schedule, quality and price when discussing acquisitions. Administrator Fenlon explained the pros and cons of the Design, Bid and Build process and the Design Build process. In Design, Bid, Build the advantage is the owner controls the design and construction. In Design Build, the Village enters into a contract with a firm that would plan, design and deliver the building with minimal owner control. Administrator Fenlon recommended that a selection committee be established with various staff members, at least one board member, Director Van Gheem, the Village Engineer and the Director of Parks,

Recreation and Forestry that will interview the architects and firms. Trustee Smith stated the Village needs to know what they want before the committee meets with firms.

*Moved by Trustee Peerenboom, seconded by Trustee Van Lankvelt to Proceed with the Design Build project*

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

**Unfinished Business**

None

**Items for Future Agenda**

None

**Closed Session:**

19.85(1) (c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Personnel Matter/Recruitment Negotiations*

*Moved by Trustee Hietpas, seconded by Trustee Van Lankvelt to Enter into Closed Session*

Ayes 7, Nays 0 – Motion Carried

**Return to Open Session**

*Moved by Trustee Smith, seconded by Trustee Peterson to Return to Open Session*

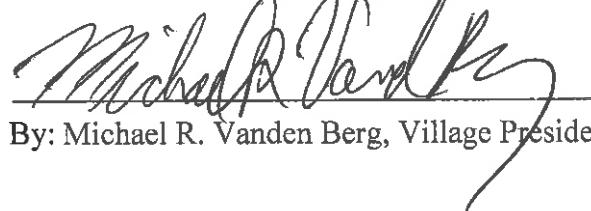
Ayes 7, Nays 0 – Motion Carried

**Adjournment**

*Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Adjourn the Committee of the Whole Meeting at 9:08 p.m.*

Ayes 7, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE



Michael R. Vanden Berg

By: Michael R. Vanden Berg, Village President



Laurie Decker

Attest: Laurie Decker, Village Clerk