

## MINUTES OF THE REGULAR BOARD MEETING OF MAY 18, 2016

**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

Larry Van Lankvelt, Trustee

John Elrick, Trustee

Bill Peerenboom, Trustee

David Peterson, Trustee

Skip Smith, Trustee

James Hietpas, Trustee

**PRESENT:** James Fenlon, Village Administrator

Erik Misselt, Fox Valley Metro Police Department

Jeff Elrick, Assistant Director of Public Works

Adam Breest, Director of Parks, Recreation and Forestry

Charles Koehler, Village Attorney

Teri Matheny, Finance Director

Jim Moes, Community Development Director

Laurie Decker, Village Clerk

Interested Citizens

**EXCUSED:** Beth Carpenter, Library Director

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

None

### **Other Informational Items**

April Fire and FVMPD Reports

### **Report of Other Minutes**

Minutes of the Design Review Board Meeting of October 5, 2015

Minutes of the Fire Commission Meeting of February 1, 2016

Minutes of the Fire Commission Meeting of May 9, 2016

Minutes of the Plan Commission Meeting of February 8, 2016

Minutes of the Plan Commission Meeting of March 14, 2016

Minutes of the Kimberly-Little Chute Public Library Board of February 16, 2016

Minutes of the Kimberly-Little Chute Public Library Board of March 22, 2016

### **Approval of Minutes**

Minutes of the Regular Board Meeting of May 4, 2016

*Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Approve the Minutes of the Regular Board Meeting of May 4, 2016*

Ayes 7, Nays 0 – Motion Carried

### **Discussion/Action—Bench Donation Request**

There was discussion regarding the donation of a granite bench to remember Mary N. Janssen. Ms. Nelson, Mary's sister, wants the memorial bench placed in the plaza by the Village Hall. President Vanden Berg stated that he believes the bench should be placed at the library or school, as that is where Mary spent her time working and volunteering. Ms. Nelson is agreeable to moving the bench, in the future, if the Village warrants it necessary.

*Moved by Trustee Van Lankveld, seconded by Trustee Peterson to place the Memorial Bench, for Mary N. Janssen, in the Plaza with the Village's discretion to move the bench in the future, if needed.*

Ayes 6, Nays 1 (Vanden Berg) – Motion Carried

**Discussion—Harvest Trail Public Informational Meeting**

Information was presented on 610 Harvest Trail, the construction of Harvest Trail, and Creekview Park. Resident Rachel Van Wychen of 638 Harvest Trail stated that after speaking to Administrator Fenlon and receiving more information, there is no opposition to Helen's House joining the neighborhood. Residents noted that the Real Estate Inquiry Forms stated that the streets would be installed at a later date. The roads were scheduled to be installed at a date later when 75% of the lots are built upon or are under construction. Chris Smith of 903 Harvest Trail wants the road in as was originally suggested when construction was at 75%. Brian Roseman of 1012 Harvest Trail wants to be assured that this project does not fall off the radar. Tracy Wittman of 919 Harvest Trail asked why the chip sealing isn't going to happen until August. Jeff Elrick replied that it is because that is when the contractor is available. Park and Recreation Director Adam Breest spoke about the future of Creekview Park. The Village was able to apply for a couple of grants for this space and will find out in September if they are awarded. In the meantime, the Village will cut the grass. However, the deep ruts make it hard to do in some parts of the park. Amanda Fletcher of 1018 Harvest Trail noted that it would be helpful if the perimeter of the park was mowed to keep weeds down and rodents away. Director Breest stated that they would get as close as possible considering the deep ruts. Rachel Van Wychen wanted to thank everyone, on behalf of her neighborhood, for taking the time to go over these issues. She stated that it is important moving forward to continue to receive emails and letters and hopes that the Board will consider putting them higher on the list when it comes to park improvements. Dave Oliver of 909 Harvest Trail stated that communication is the key and he is thankful for the efforts made. Tracy Wittman of 919 Harvest Trail asked what the timeframe for doing the park is if the grant is received. Director Breest stated that the Village will need to acquire bids, but most likely the park will not be started until next spring.

**Resolutions:**

Adopt Resolution No. 24, Series 2016 Northside Solutions, LLC

*Moved by Trustee Peerenboom, seconded by Trustee Smith to Approve Resolution No. 24, Series 2016 regarding Special Assessments with Northside Solutions, LLC*

Ayes 7, Nays 0 – Motion Carried

Adopt Resolution No. 25, Series 2016 TID #2 Termination

*Moved by Trustee Peerenboom, seconded by Trustee Elrick to Approve Resolution No. 25, Series 2016 Terminating Tax Incremental District #2*

Ayes 7, Nays 0 – Motion Carried

**Discussion/Action—Authorize Ehlers and Associates to proceed with the financing of \$1,900,000 Water System Revenue Bonds**

Finance Director Matheny noted that the Village is moving forward with a debt offering. Philip Cosson from Ehlers presented an overview of his report. He is looking for authorization to go forward with prospectus so that at the July 15 meeting he can come back with actual bids received on the bond issue and give sales results at that time.

*Moved by Trustee Elrick, seconded by Trustee Peterson to Authorize Ehlers and Associates to proceed with the financing of \$1,900,000 Water System Revenue Bonds*

Ayes 7, Nays 0 – Motion Carried

**Discussion/Action—Authorize Ehlers and Associates to proceed with the financing of \$2,305,000 Storm Water System Revenue Bonds**

*Moved by Trustee Elrick, seconded by Trustee Peterson to Authorize Ehlers and Associates to proceed with the financing of \$2,305,000 Storm Water System Revenue Bonds*

Ayes 7, Nays 0 – Motion Carried

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

Departments and Officers provided progress reports to the Board.

Administrator Fenlon asked to move the Agenda item R above Agenda item O

### **Action—Trilliant Food and Nutrition, LLC Stephen Street Site Plan**

*Moved by Trustee Elrick, seconded by Trustee Smith to Approve Trilliant Food and Nutrition, LLC Stephen Street Site Plan*

Ayes 7, Nays 0 – Motion Carried

### **Discussion/Action—Municipal Services Building Working Group**

Administrator Fenlon proposed a Municipal Services Building Working Group to better assist staff in making decisions. The working group will consist of Village President Vanden Berg, Trustee John Elrick, Trustee Bill Peerenboom, Administrator Fenlon, Finance Director Matheny, DRPF Director Breest and DPW Director or Designee.

*Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Agree to move forward with the Working Group*

Ayes 7, Nays 0 – Motion Carried

### **Discussion—Draft Downtown Business Survey**

Administrator Fenlon discussed the Downtown Business Survey. It is currently in draft form and waiting for input from staff, business owners and the board.

### **Operator License Approval**

Maley, Rachel  
May, Sharon

The Rose Hill  
Walgreens

Little Chute  
Kaukauna

*Moved by Trustee Smith, seconded by Trustee Elrick to Approve the Operator Licenses as presented*  
Ayes 6 (Peterson stepped out at 8:14 p.m.), Nays 0 – Motion Carried

### **Action—Plan Commission Appointment**

President Vanden Berg recommended appointing Todd Verboomen to the Plan Commission.

*Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Approve the Plan Commission Appointment*

Ayes 6 (Peterson stepped out at 8:14 p.m.), Nays 0 – Motion Carried

### **Disbursement List**

*Moved by Trustee Peerenboom, seconded by Trustee Elrick to Approve Disbursement List and Authorize the Finance Director to pay all vendors*

Ayes 7, Nays 0 – Motion Carried

### **Call for Unfinished Business**

Trustee Van Lankvelt asked if there is consideration for having satellite stations for the Municipal Building. Administrator Fenlon said this is not being considered because the new building will be centrally located. Administrator Fenlon thanked all staff for their efforts.

### **Items for Future Agendas**

Storm water rates

**Closed Sessions:**

a) 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. *Property Negotiations*

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

*Moved by Trustee Peterson, seconded by Trustee Smith to enter into Closed Session at 8:24 p.m.*

**Return to Open Session**

*Moved by Trustee Peterson, seconded by Trustee Smith to Return to Open Session at 8:55 p.m.*

Ayes 7, Nays 0 – Motion Carried

**Adjournment**

*Moved by Trustee Elrick, seconded by Trustee Peterson to Adjourn the Regular Board Meeting at 8:55 p.m.*

Ayes 7, Nays 0 - Motion Carried

Attest:

Laurie Decker  
Laurie Decker, Village Clerk

VILLAGE OF LITTLE CHUTE

By:

Michael R. Vanden Berg  
Michael R. Vanden Berg, Village President