



# Village of **Little Chute**

## **AGENDA**

### **LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING**

PLACE: Little Chute Village Hall  
DATE: Wednesday, September 13, 2017  
TIME: 6:00 p.m.

- A. Call to Order
- B. Roll Call
- C. Public Appearance for Items Not on the Agenda

1. Approval of Minutes  
*Minutes of the Regular Board Meeting of September 6, 2017*
2. Presentation—2017 PASER Rating
3. Operator License Approvals

Carol Boyd	Super 41 Shell	Little Chute
Carrie Butler	M's Bar	Kaukauna
Ashley Parker	Millstone Bierhaus	Appleton
James VandenBerg	5 <sup>th</sup> Quarter	Little Chute
Bao Vang	Walgreens	Oshkosh
Seth Wildenberg	Moasis Truck Stop	Little Chute
4. Unfinished Business
5. Items for Future Agendas
6. Closed Sessions:
  - a) 19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Personnel – Fox Valley Metro Police Department*
  - b) 19.85(l)(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. *Bridgewater Development/Negotiations*
7. Return to Open Session
8. Adjournment

## MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 6, 2017

**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

David Peterson, Trustee

Skip Smith, Trustee

John Elrick, Trustee

Bill Peerenboom, Trustee

Larry Van Lankvelt, Trustee

James Hietpas, Trustee

### **Roll call of Officers and Department Heads**

PRESENT: James Fenlon, Village Administrator

Lieutenant Ulman, Fox Valley Metro Police Department

Adam Breest, Director of Parks, Recreation and Forestry

Jeff Elrick, Public Works Director

Chris Murwaski, Village Engineer

Teri Matheny, Finance Director

Jim Moes, Community Development Director

Tyler Claringbole, Village Attorney

Laurie Decker, Village Clerk

Steve Thiry, Library Director

Interested Citizens

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

None

### **Approval of Minutes**

Minutes of the Regular Board Meeting of August 16, 2017

*Moved by Trustee Smith, seconded by Trustee Peterson to Approve the Minutes of the Regular Board Meeting of August 16, 2017*

Ayes 7, Nays 0 – Motion Carried

### **Action—American Legion Veterans Memorial**

John Elrick presented Post #258 drawings for the Memorial around the flag poles on the Windmill Plaza.

The Memorial would include a central focal point along with a short wall that would encircle the Memorial and include pedestals for all five branches including a POW pedestal. The goal is to have this completed by November 11<sup>th</sup> for Veterans Day.

*Moved by Trustee Van Lankvelt, seconded by Trustee Smith to accept the donation and direct staff to work with the American Legion to install a Veterans Memorial as presented*

Ayes 5, Elrick (Abstain), Peterson (Abstain), Nays 0 – Motion Carried

### **Action—Jaycee Christmas Tree Lot**

Administrator Fenlon advised that the Jaycees organization would like the approval of the Board to move the location of the 2017 Jaycee Tree Christmas Tree sale to the Windmill Plaza and work with staff to formalize a plan. Administrator Fenlon noted that alcohol has been permitted in the Jaycee trailer and wanted the Village Board aware of this. Trustee Elrick questioned where the extra trees will be stored and the Jaycee representative, Todd Berken, stated that they will start with the trees they need and pick up more trees weekly. Trustee Smith questioned the liability, Administrator Fenlon stated that recreational immunity should be applied and Todd will work with the Village Clerk for more details. Trustee Peterson

wanted to make sure that we are still responsible for snow removal to avoid any damage to the Plaza. Trustee Elrick questioned the clean-up of all the needles and Administrator Fenlon stated they will work with the club to make sure clean-up is done.

*Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to approve the Jaycees annual Christmas Tree sale in the Windmill Plaza*

Ayes 7, Nays 0 – Motion Carried

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

Departments and Officers provided progress reports to the Board

#### **Discussion/Action—2018 Team Wellness Program**

Administrator Fenlon presented plans to formally move forward on the changes needed to begin a Wellness program. The screenings and incentive (\$150.00 in 2017) come at no cost for the Village. From a process perspective, this allows the Village to start this program in 2018 at no cost or risk.

*Moved by Trustee Elrick, seconded by Trustee Smith to approve the recommended changes to the Village of Little Chute Personnel Manual and authorize staff to prepare for participation in a 2018 Team Wellness program*

Ayes 7, Nays 0 – Motion Carried

#### **Discussion—Merit and Bonus Policy**

Administrator Fenlon provided information for discussion to obtain final direction for a policy to support a Merit and Bonus Policy. Trustee Peerenboom was okay with trying this and see how it goes. Trustee Smith asked about measures that will be in place. Trustee Peterson stated he is not a fan of a Merit or Bonus system. Administrator Fenlon advised that by putting a policy in place it will keep all departments uniform. A formal proposal will be presented by early October.

#### **Discussion/Action—DPW/Park/Forestry Hiring**

Director Elrick advised that due to a retirement in September and possible upcoming retirements, requested the hiring of two employees. With more responsibilities in house he feels the time is right to hire two more employees to have time for training. Trustee Smith wanted to know where the money would be coming from. Trustee Van Lankvelt and Trustee Elrick were in agreement to hire two more people.

The Board approved interviewing for two positions and to hire one employee immediately but hold off the second person until the budget is completed at the end of October or another retirement notice is given.

*Moved by Trustee Smith, seconded by Trustee Elrick to interview for two positions for the DPW/Park/Forestry and hiring only one until the budget is approved or there is another notice for retirement.*

Ayes 7, Nays 0 – Motion Carried

#### **Action—Approve Outdoor Alcohol Permit for Down the Hill Bar**

*Moved by Trustee Smith, seconded by Trustee Peerenboom to Approve the Outdoor Alcohol Permit for Down the Hill Bar as listed*

Ayes 7, Nays 0 – Motion Carried

#### **Ordinances**

#### **Adopt Ordinance No. 5, Series 2017 Amending Chapter 7—Control of Construction Site Erosion Resulting from Land Disturbing Construction Activities, Title 9—Public Utilities Village of Little Chute Municipal Code**

Village Engineer Murawski provided information on a Revision to Construction Site Erosion Control and Post-Construction Storm Water Management Ordinances. These revisions are part of the work provided by Robert E Lee & Associates, Inc. as part of the storm water planning grant. These changes are necessary to comply with WPDES General Permit (WI-S050075-2) which requires the Village of Little Chute to update to comply with the DNR's model ordinance dated April 2015.

*Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Adopt Ordinance No.5, Series 2017 Amending Chapter 7—Control of Construction Site Erosion Resulting from Land Disturbing Construction Activities, Title 9—Public Utilities Village of Little Chute Municipal Code*

Ayes 7, Nays 0 – Motion Carried

**Adopt Ordinance No. 6, Series 2017 Amending Chapter 8—Post Construction Storm Water Management, Title 9—Public Utilities Village of Little Chute Municipal Code**

*Moved by Trustee Elrick, seconded by Trustee Smith to Adopt Ordinance No. 6, Series 2017 Amending Chapter 8—Post Construction Storm Water Management, Title 9—Public Utilities Village of Little Chute Municipal Code*

Ayes 7, Nays 0 – Motion Carried

**Action—Purchasing Equipment for Municipal Building**

Director Elrick presented a list of equipment needed for the Municipal Service Building. Trustee Elrick asked to explain the need for two way radios; Director Elrick advised this is to have access to communicate with all employees whether they are on a tractor, or in the field. Trustee Peerenboom questioned why they wouldn't go the way of cell phones; Director Elrick feels that two way radios would be safer for all employees. Trustee Smith questioned whether they have been tested everywhere in the Village and Director Elrick advised that the company guaranteed they will work or they would be returned for a refund.

*Moved by Trustee Peerenboom, seconded by Trustee Van Lankvelt to Purchase Equipment For the Municipal Building*

Ayes 7, Nays 0 – Motion Carried

**Action—Paperless Meetings: Tablet Acquisition**

Administrator Fenlon presented final costs for purchasing tablets to transition to Paperless Meetings. Administrator Fenlon recommends we order 7 Microsoft Surface Pro 4 for Board members and schedule future training sessions.

*Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to acquire 7 Microsoft Surface Pro 4 to transition to Paperless Meetings*

Ayes 7, Nays 0 – Motion Carried

**Discussion—DRAFT Downtown Master Plan and Actions**

Administrator Fenlon provided an updated draft copy of the Downtown Master Plan and associated action strategy. Administrator Fenlon recommends that we strive for completing many of the efforts presented in a 5 year window. Trustee Elrick agrees that resources should be made available to keep a more aggressive approach and a five year plan instead of 10 year plan should be done. Trustee Peerenboom also likes the five year plan. This will be an action item on the September 20, 2017 agenda.

**Disbursement List**

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

Ayes 7, Nays 0 – Motion Carried

**Call for Unfinished Business**

None

**Items for Future Agenda**

None

**Closed Session:**

b)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. *Senior Downtown Housing Project; LC Development LLC*

*Moved by Trustee Elrick, seconded by Trustee Smith to Enter into Closed Session at 7:42 p.m.*

Ayes 7, Nays 0 – Motion Carried

**Return to Open Session**

*Moved by Trustee Smith, seconded by Trustee Elrick to Return to Open Session at 8:07 p.m.*

Ayes 7, Nays 0 – Motion Carried

**Possible Action—Approve Development Agreement with LC Development LLC**

*Moved by Trustee Peerenboom, seconded by Trustee Smith to Approve Development Agreement with LC Development LLC*

Ayes 7, Nays 0 – Motion Carried

**Adjournment**

*Moved by Trustee Smith, seconded by Trustee Elrick to Adjourn the Regular Board Meeting at 8:02 p.m.*

Ayes 7, Nays 0 - Motion Carried

**VILLAGE OF LITTLE CHUTE**

By:

Attest:

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Michael R. Vanden Berg, Village President

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Laurie Decker, Village Clerk