

MINUTES OF THE REGULAR BOARD MEETING OF MARCH 7, 2018

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
Larry Van Lankvelt, Trustee
Bill Peerenboom, Trustee
John Elrick, Trustee
James Hietpas, Trustee

Roll call of Officers and Department Heads

PRESENT: James Fenlon, Village Administrator
Tyler Claringbole, Village Attorney
Teri Matheny, Finance Director
Jim Moes, Community Development Director
Adam Breest, Director of Parks, Recreation and Forestry
Laurie Decker, Village Clerk
Chris Murawski, Engineer
Captain Scott Lund, Fox Valley Metro Police Department
Interested Citizens
EXCUSED: Steve Thiry, Library Director

Public Appearance for Items Not on the Agenda

None

Approval of Minutes

Minutes of the Regular Board Meeting of February 21, 2018

Moved by Trustee Smith, seconded by Trustee Peterson to Approve the Minutes of the Regular Board Meeting of February 21, 2018

Ayes 7, Nays 0 – Motion Carried

Public Hearing—2018 Public Improvement Projects—Hayes Street, Wilson Street and Daytona Lane

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to enter into Public Hearing

Ayes 7, Nays 0 – Motion Carried

Engineer Murawski presented documentation for the 2018 Utility and Street Reconstruction Projects for Hayes Street, Wilson Street and Daytona Lane. Engineer Murawski introduced Laura Braatz, Administrative and Kurt Geiger, Staff Engineer, and advised they will be available to help with questions in the Community Room following the presentation. Engineer Murawski went over questions frequently asked regarding Construction and Special Assessments and how the Village of Little Chute decides Street Improvement Projects. Engineer Murawski advised the time frame will be approximately 20 weeks depending on project complexity and weather. Engineer Murawski also went over the projected cost of the project but a final cost will not be available until after the bids are received. A question was asked on how wide the street on Hayes will be, Staff Engineer Geiger advised that Hayes & Wilson Streets are being reduced by 3 feet and Daytona will be reduced by 8 feet. Administrator Fenlon advised there was an informational meeting and residents were more concerned with keeping costs down and the Board and Staff agreed narrowing the streets is the best solution to keep the cost and maintenance down. A resident asked if the Village could make a variance during construction to allow residents to use the bike lane for parking. Administrator Fenlon advised that Staff and Fox Valley Metro will

look into this request. A question was asked about the water lateral replacement with lead pipes and how soon the homeowner will know if they have lead pipes, Engineer Murawski was told that the Water Department should have sent notices to the houses with lead pipes but can't guarantee they won't find more. A resident asked if anything needs to be prepped on the inside of their house, Engineer Murawski advised that it would help if you clear the area inside just in case they need to get in. Administrator Fenlon thanked the residents for their input.

Action—Adopt Resolution No. 5, Series 2018 Amending the Final Special Assessment/Hookup Fees for Special Assessments on Harvest Trail

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Adopt Resolution No. 5, Series 2018 Amending the Final Special Assessment/Hookup Fees for Special Assessments on Harvest Trail

Ayes 7, Nays 0 – Motion Carried

Action—Adopt Resolution No. 6, Series 2018 Amending Resolution No. 1, Series 2001 Regarding Polling Sites for All Elections Held in the Village of Little Chute

Moved by Trustee Elrick, seconded by Trustee Peterson to Adopt Resolution No. 6, Series 2018 Amending Resolution No. 1, Series 2001 Regarding Polling Sites for All Elections Held in the Village of Little Chute

Ayes 7, Nays 0 – Motion Carried

Action—Adopt Resolution No. 7, Series 2018 A Preliminary Assessment/Hookup Fee Resolution Declaring the Intent to Exercise Special Assessment Powers for Hayes Street, Wilson Street and Daytona Lane

Moved by Trustee Elrick, seconded by Trustee Smith to Adopt Resolution No. 7, Series 2018 A Preliminary Assessment/Hookup Fee Resolution Declaring the Intent to Exercise Special Assessment Powers for Hayes Street, Wilson Street and Daytona Lane

Ayes 7, Nays 0 – Motion Carried

Action—Adopt Resolution No. 8, Series 2018 Authorizing the Execution and Delivery of Documents Relating to the Fox Cities Exhibition Center Project

No Action Taken, will be reviewed at a later date

Action—Adopt Ordinance No. 2, Series 2018, An Ordinance Amending Chapter 34 Public Utilities by Creating Section 34-60 of the Village of Little Chute Municipal Code Regarding Lead Water Laterals

Moved by Trustee Smith, seconded by Trustee Elrick to Adopt Ordinance No. 2, Series 2018, An Ordinance Amending Chapter 34 Public Utilities by Creating Section 34-60 of the Village of Little Chute Municipal Code Regarding Lead Water Laterals

Ayes 7, Nays 0 – Motion Carried

Action—Adopt Ordinance No. 3, Series 2018 An Annexation Ordinance Adopted by the Village Board of Trustees Annexing Territory from the Town of Vandebroek Where No Electors Reside in the Territory

Presented by Director Moes and approved by the Plan Commission and by the Land Owners and is recommending Board approval.

Moved by Trustee Elrick, seconded by Trustee Smith to Adopt Ordinance No. 3, Series 2018 An Annexation Ordinance Adopted by the Village Board of Trustees Annexing Territory from the Town of Vandebroek Where No Electors Reside in the Territory

Ayes 7, Nays 0 – Motion Carried

Department and Officers Progress Reports

Departments and Officers provided progress reports to the Board

Action—Amend 2019 CIP

Moved by Trustee Elrick, seconded by Trustee Smith to Amend 2019 CIP as presented.

Discussion—Civic Center Renovation Overview

Administrator Fenlon went over the renovations for the Civic Center and the cost is included in the 2018 budget. Renovation would begin after the August 14th Election. Administrator Fenlon also advised that as much work as possible will be done in house to keep costs down. Trustee Peerenboom asked if gates could be used in the Civic Center entrance to be able to use restrooms when there are public functions at the Village of Little Chute.

Discussion—Wayfinding 2018

Director Breest went over the continued efforts to update our current signs. The goal is to guide residents to all Village amenities. The funding for this project is planned to be paid through the Village room tax. Trustee Elrick commented that he would like to see the sign on Walgreens included in the upgrade as it is for downtown and also asked about the signs being put out for bids, Director Breest replied that as of right now the Village has not paid anything to Appleton Signs for the design so if it is decided to go out for quotes, Appleton Sign will bill us for the design and that price would be included in the cost.

Discussion—Downtown Business Incentive & Targeted Business

Administrator Fenlon went over ideas for discussion so staff can craft a program and application that would initiate a formal program for Downtown Efforts: Business Rent Incentives and Targeted Business. Trustee Smith asked if staff is aware of availability, and Administrator Fenlon replied that yes, they are aware of what is available. Trustee Peerenboom was concerned about locking this incentive to downtown only. Trustee Elrick asked about the type of businesses and wondered about the Health Care and Medical Services; Director Moes replied that there is room for smaller medical services, such as a Chiropractor or Podiatrist to draw people to the downtown area.

Discussion—Downtown Sign Grant

Administrator Fenlon is asking for discussion on a formal program to present a Sign Grant Initiation for the Downtown area for businesses to replace or for new signs to upgrade the look of the downtown area.

Committee and Commission Appointments

*Moved by Trustee Elrick, seconded by Trustee Smith to Approve the Appointment of President
Vanden Berg to the Exhibition Center Board*

Ayes 7, Nays 0 – Motion Carried

Disbursement List

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

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

Call for Unfinished Business

None

Items for Future Agendas

None

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—Compensation & Job Description Realignment*

Moved by Trustee Smith, seconded by Trustee Elrick to Enter into Closed Session at 8:24 p.m.

Ayes 7, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Elrick, seconded by Trustee Peterson to Return to Open Session at 9:02 p.m.

Ayes 7, Nays 0 - Motion Carried

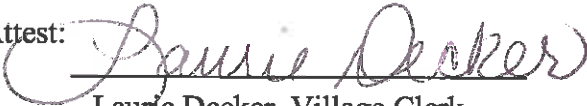
Action—Updated Compensation & Job Descriptions
No Action Taken

Adjournment

*Moved by Trustee Elrick, seconded by Trustee Peterson to Adjourn the Regular Board Meeting
at 9:02 p.m.*

Ayes 7, Nays 0 - Motion Carried

VILLAGE OF LITTLE CHUTE

Attest: 
Laurie Decker, Village Clerk

By: 
Michael R. Vanden Berg, Village President