

## **MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 21, 2007**

Regular Board meeting was called to order at 6:00 p.m. by Charles Fischer, Village President

### **Invocation**

President Fischer called for a moment of silence.

### **Pledge Allegiance to the Flag**

President Fischer led members in the reciting of the Pledge of Allegiance.

### **Roll call of Trustees**

PRESENT: Charles Fischer, President  
John Elrick, Trustee  
Brian Joosten, Trustee  
Steve Ransbottom, Trustee  
Michael Vanden Berg, Trustee  
Judd Vanden Heuvel, Trustee  
Janet Verstegen, Trustee

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

PRESENT: Charles Kell, Village Administrator  
Dale Haug, Finance Director  
David Peterson, Police Chief Fox Valley Metro  
Tom Flick, Director of Parks and Recreation  
Roy Van Gheem, Director of Public Works  
Charles Koehler, Village Attorney  
Vicki Schneider, Village Clerk

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

None

### **Approval of Minutes**

*Regular Board Meeting Minutes – February 7, 2007*

*Committee of the Whole Meeting Minutes – February 14, 2007*

*Moved by Trustee Elrick, seconded by Trustee Ransbottom to approve the Regular Board minutes of January 17 and the Committee of the Whole meeting minutes of January 24, 2007 as presented.*

*All Ayes – Motion Carried Unanimously*

### **Report of Other Minutes – Other Informational Items**

*Citizen Advisory Board on Beautification Meeting Minutes – October 2006*

*Police School Liaison Monthly Report – January 2007*

*Plan Commission Meeting Minutes – January 8, 2007*

### **Ordinances**

**Amending Village of Little Chute Municipal Code – Zoning Code Section 13-1-27 – Well Head Protection**

*Moved by Trustee Vanden Heuvel, seconded by Trustee Elrick to Adopt Ordinance No. 5, Series of 2007 Amending Village of Little Chute Municipal Code – Zoning Code Section 13-1-27 – Well Head Protection as presented.*

*All Ayes - Motion Carried Unanimously*

**Award of Contracts for 2007 Asphalt Paving Project and Utility Project**

*Moved by Trustee Vanden Heuvel, seconded by Trustee Ransbottom to award the 2007 Asphalt Paving Project for \$316,244.95 to MCC Inc., of Appleton, Wisconsin and the 2007 Utility Project for \$749,422.00 to Don Hietpas & Sons of Little Chute, Wisconsin as presented.*

All Ayes – Motion Carried Unanimously

**Certify Election Results**

*Moved by Trustee Verstegen, seconded by Trustee Elrick to Certify the February 20, 2007 Election Results as presented. (attachment to minutes on file)*

All Ayes – Motion Carried Unanimously

**Draw for Ballot Placement – Village President – Spring Election – April 3, 2007**

The Village's Attorney drew the candidates' names in the following ballot placement order:

Chuck Fischer

Mike Vanden Berg

**Action to Approve Kaukauna Utilities Billing Agreement**

D. Haug stated the Water Commission had reviewed the agreement and recommended approval of the 2007 Kaukauna Utilities billing agreement. Trustee Joosten questioned why the contract cost increased when the Village is proceeding with automated meter readings and the estimated time spent on meter reading has decreased. Discussion took place. Trustee Joosten suggested bidding out the meter reading and billing function to see if there are other companies that could provide the service at a lower cost. D. Haug stated the Water Commission has instructed staff to look at meter reading and billing functions in depth once the conversion to automated meters in the Village is completed. Trustee Joosten stated he agreed with an in depth review of the process once the AMR conversion is completed.

*Moved by Trustee Verstegen by Trustee Ransbottom to approve the 2007 Utility Billing Agreement with Kaukauna Utilities and Authorize the Finance Director to sign the Agreement.*

All Ayes – Motion Carried Unanimously

**Action to Establish Fleet Maintenance Reserve Policy**

*Moved by Trustee Elrick, seconded by Trustee Ransbottom to Adopt a Policy to Transfer the Annual Unspent DPW Vehicle Maintenance Budget to the Fleet Revolving Fund to provide for a Vehicle and Equipment Maintenance Reserve with the maximum reserve set at \$50,000 as presented.*

All Ayes – Motion Carried Unanimously

**Action to Approve 2006 Year End Budget Adjustments and Carryover of Unspent 2006 Funds**

*Moved by Trustee Elrick, seconded by Trustee Ransbottom to approve the 2006 year-end budget adjustments and approve a \$16,000 carryover of unspent funds in the General Fund as presented. (attachment to minutes on file)*

Roll Call Vote: Trustee Verstegen – Yes, President Fischer – Yes, Trustee Elrick – Yes, Trustee Joosten – Yes, Trustee Ransbottom – Yes, Trustee Vanden Berg – Yes, Trustee Vanden Heuvel – Yes

All Ayes – Motion Carried Unanimously

**Action to Approve Parade Permit – Pig to Pig Walk – May 5, 2007**

*Moved by Trustee Elrick, seconded by Trustee Ransbottom to Approve the Parade Permit for the Pig to Pig Walk on May 5, 2007 as presented.*

All Ayes – Motion Carried Unanimously

**Regular Board Meeting Minutes – February 21, 2007**

**Action to Approve Parade Permit – Community First Fox Cities Marathon – September 23, 2007**

*Moved by Trustee Elrick, seconded by Trustee Vanden Heuvel to Approve the Parade Permit for the Community First Fox Cities Marathon on September 23, 2007 as presented.*

All Ayes – Motion Carried Unanimously

**Operator's License**

None

**Department and Officers Progress Reports**

Chief Peterson (no report), D. Haug stated that the statutory tax reporting requirements had been completed and a handout was provided to the Board that graphed the history of tax collections by month. C. Kell informed the Board of a Foreign Trade Zone program and stated the Village will be sending out informational letters to six to eight businesses that may benefit from the Trade Zone program. C. Kell also stated that he planned to send a letter to the Berkens' addressing the issue of their encroaching on Village property and stated a copy of the letter will be provided to the Board. C. Kell stated he has had discussions with staff concerning the Village' involvement with the Kermis Festival and the issue may be brought to the Board at a future meeting. C. Kell stated he has been in contact with the State Historical Society on the Mill Street Bridge issue and possible funding sources. C. Kell informed the Board of a new prescription drug program that the Village is participating in through the area Chamber of Commerce organizations. C. Kell stated he plans to have a signed contract with a vendor for redesigning and improving the Village's website in the next week. J. Moes (no report), T. Flick reported that five proposals for conducting the street tree inventory and management plan were submitted and are currently being reviewed and also reported the Municipal Services building is now setup to collect fees by credit card. T. Flick informed the Board that the Village had once again received a Tree City USA award. R. Van Gheem reported that the Department is working on finalizing 2007 contracts for projects and designs for 2008 projects as well as cleaning and televising sewer laterals. R. Van Gheem informed the Board that the bids had been received and tabulated for the Industrial Park and Buchanan St. ponds construction and a recommendation for awarding the bid will be brought to the Board at the meeting on March 7. V. Schneider reminded the Board that newsletter articles are due on Monday, Feb. 26. Attorney Koehler updated the Board on the status of the Baumgartle property court case and stated he had been working with staff on an easement and agreement with the ANR Pipeline Company.

**Disbursement List**

*Moved by Trustee Ransbottom, seconded by Trustee Verstegen to approve the Disbursement List as presented by the Finance Director and draw from the respective funds.*

All Ayes-Motion Carried Unanimously

**Call for Unfinished Business**

President Fischer reminded Board members that the Windmill Committee is holding a Public Informational Meeting on Monday, February 26<sup>th</sup> at 7:00 p.m. at the Village Hall and Board members are encouraged to attend.

**Items for Future Agenda**

President Fischer stated that staff had informed him that there were not any items prepared for discussion at next week's Committee of the Whole meeting. Attorney Koehler commented that he is not aware of a statutory requirement to hold two Committee of the Whole meetings within each month.

*Moved by President Fischer, seconded by Trustee Verstegen to cancel the Committee of the Whole meeting scheduled for February 28, 2007.*

All Ayes – Motion Carried Unanimously

**Regular Board Meeting Minutes – February 21, 2007**

**Adjournment**

*Moved by Trustee Elrick, seconded by Trustee Verstegen to adjourn the meeting at 6:41 p.m.*

All Ayes – Motion Carried Unanimously

**VILLAGE OF LITTLE CHUTE**

By: \_\_\_\_\_  
Chuck Fischer, Village President

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Attest: Vicki Schneider, Village Clerk