

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

The 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  
Uriah Van Ooyen, Trustee  
Janet Verstegen, Trustee  
Judd Vanden Heuvel, Trustee

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

PRESENT: Charles Kell, Village Administrator  
Mark Recker, Assistant Police Chief Fox Valley Metro  
Dale Haug, Finance Director  
Jim Moes, Community Development Director  
Tom Flick, Director of Parks, Recreation and Forestry  
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 – November 7, 2007***

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

*Moved by Trustee Verstegen, seconded by Trustee Elrick to approve the Regular Board minutes of November 7 and the Committee of the Whole minutes of November 21, 2007 as presented.*

*Ayes 7, Nay 0 – Motion Carried Unanimously*

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

*Fox Valley Metro Police Department Activity Report – August 2007*

*Police School Liaison Monthly Report – October 2007*

*Minutes of the Plan Commission Meeting of October 8, 2007*

*Minutes of the Joint Library Board Meeting – November 8, 2007*

Board members noted receipt and review of the Report of Other Minutes and Informational Items.

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

**Resolution:****Adopting the 2008 Budget and Establishing the Tax Levy**

Trustee Joosten stated he did not support the resolution as he would like to see tax cuts instead of a tax increase.

*Moved by Trustee Verstegen, seconded by Trustee Elrick, to Adopt Resolution No. 43, Series of 2007*

*Adopting the 2008 Budget and Establishing the Tax Levy.*

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

Ayes 6, Nay 1 (Joosten) – Motion Carried

**Action to Approve Change of Maximum Cost and Assessment Payback Period for Lateral Installation at 208 E. McKinley Avenue owned by Allen Greene**

R. Van Gheem informed the Board that if they agree to the new payback terms, the project to fix the lateral problems will begin next week. R. Van Gheem stated the new assessment is for \$5,000 with a five year payback period and the property owner will be required to sign the needed documentation for the project and assessment. Trustee Verstegen asked to have the record reflect that should the property be sold the assessment will become payable in full at that time.

*Moved by Trustee Elrick, seconded by Trustee Ransbottom to approve the change in the maximum assessment cost to \$5,000 with a five-year assessment payback term to make known that if the property sells prior to the assessment being paid back to the Village the outstanding assessment amount will become due in full at the time the property is sold.*

Ayes – 7, Nay 0 – Motion Carried Unanimously

**Appoint Janet Verstegen to the Fox Cities Convention and Visitors Bureau Board of Directors**

President Fischer stated that he is recommending Janet Verstegen for the Village representative position on the Fox Cities CVB Board of Directors.

*Moved by Trustee Elrick, seconded by Trustee Ransbottom to appoint Janet Verstegen to the Fox Cities Convention & Visitors Bureau Board of Directors.*

Ayes – 7, Nay 0 – Motion Carried Unanimously

**Review/Discussion on Financial Policies and Guidelines**

D. Haug led a discussion on the proposed Financial Policies and Guidelines for the Village commenting that these policies and guidelines are currently the practice of the Village and the policies are being presented in a written document to be adopted by the Board. D. Haug stated that by adopting the Policies the document will become a useful reference for financial discussions and this type of document is viewed favorably by the financial rating agencies and the Guiding Principles is meant to be a baseline approach as to how the Finance Department conducts business. No changes were requested by Board members and no action was taken and the policy and guidelines will be placed on the agenda of the next Regular Board meeting for action.

**Review/Discussion of Revised Policy for Street Assessments**

Staff reviewed the assessment comparisons table that staff constructed at the request of Trustee Elrick for a review of the current street assessment policy which sets a flat rate for concrete streets and a 70% village-30% property owner split for asphalt streets. Discussion took place on the rising costs of construction and the need to reevaluate the current payment policies. Staff presented three alternatives for the Board to consider. One is to keep the current policies and rates, two is to keep current policy and change the rates to better allocate costs between the Village and property owners and the third option presented is to change current assessment policy

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and rates and assess at a 70%-30% rate across the board which would lower the cost to the Village. Discussion took place on the options presented and the advantages and disadvantages of each alternative. Board members indicated support for reviewing assessment rates every two years because of the construction cost changes and asked staff to word the policy to allow for flexibility for use of outside funding sources for projects. The policy will be brought back to the Board at a future meeting for discussion and possible adoption of a new policy.

### **Operator's Licenses**

Abbey R. Hammen	7778 Maple Lane	Fremont	Jacks or Better
Terry L. Finco	304 Cherry Lane	Little Chute	Van Zeelands
Kristin K. Van Zeeland	W5719 Woodland Rd	Menasha	Jacks or Better

*Moved by Trustee Elrick, seconded by Trustee Ransbottom to approve the operator's license as presented.*

Ayes – 6, Nay -0, Abstained – 1(Vanden Heuvel) – Motion Carried

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

Assistant Chief Mark Recker – no report. D. Haug reported on a meeting that staff had with the Village's Financial Consultant and stated the Village's 2008 debt issue will take place in January or February. D. Haug stated that residents will again be able to pay their Village taxes at CCU and commented on how the process of paying taxes at Financial Institutions has expanded. D. Haug updated the Board on the technology equipment replacement that had recently taken place at the Village Hall offices and thanked the Board for their support with keeping up with technology. C. Kell reported that the Village Hall now has wireless internet capabilities and there are also wireless communication capabilities between the Village's buildings if the need for such communication arises in the future. C. Kell reported that a meeting with Senator Kagen, Representative Nelson, DOT staff and other parties interested in the Mill Street bridge project will be taking place next week to discuss the funding issues and timeline for the bridge replacement. C. Kell also updated the Board on a recent meeting that was held with the current Kermis Committee and the new direction that the Festival will likely take under the leadership of the Windmill's Executive Director. The Village will still participate with support for setup but will no longer play a part as the main organizer of the event. J. Moes – no report.

T. Flick reported on the separation of the baseball and softball organizations so the youth of the community are served better through two separate organizations and also stated that 20 loads of buckthorn and honeysuckle had been removed from Heesakker Park. T. Flick reported on the recommendation that came forth from the pool managers to change the hours at the pool to better accommodate the needs of the citizens and the swim lesson programs. The recommendation is to shorten the adult swim by ½ hour and schedule it from noon to

1 p.m., then move the afternoon swim up ½ hour to 1 p.m. to 4:30 p.m. and to start swim lessons at 5 p.m. T. Flick stated the evening swim lessons fill up fast and an extra ½ hour added to the lessons will be beneficial to the program. Board members indicated agreement for the Director to make the changes to the pool hours. R. Van Gheem reported on the Department's activities with leaf pickup and converting equipment over for winter snow removal. R. Van Gheem also reported that the utility bids for the 2008 projects are due December 20<sup>th</sup>. V. Schneider informed the Board that the agenda and supporting documents would be emailed to them on Monday and copies of the packet would be available in the Clerk's office after 3 p.m. on Monday. V. Schneider reminded the Board that the Kiwanis Christmas Parade is taking place on Monday at 6:30 p.m.

Attorney Koehler stated he continues to work with staff as they request assistance on items.

### **Disbursement List**

*Moved by Trustee Van Ooyen, seconded by Trustee Ransbottom to approve the disbursement list as presented and to authorize the Finance Director to draw from the respective funds.*

Ayes 7, Nay 0 – Motion Carried Unanimously

**Call for Unfinished Business**

None

**Items for Future Agenda**

C. Kell reminded the Board that the DOT public meeting on the East Main Street design is being held at 6 p.m. next Wednesday prior to the start of the Board meeting at 7 p.m. C. Kell also informed the Board that the discussion of the status of the Parks Committee will be on next week's agenda.

**Adjournment**

*Moved by Trustee Elrick, seconded by Trustee Ransbottom to adjourn the meeting at 716 p.m.*

All Ayes-Motion Carried Unanimously

**VILLAGE OF LITTLE CHUTE**

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

\_\_\_\_\_  
Attest: Vicki Schneider, Village Clerk