

## MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 15, 2014

**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  
Tammy Frassetto, Trustee  
James Hietpas, Trustee  
Brian Joosten, Trustee  
Bill Peerenboom, Trustee  
Skip Smith, Trustee  
Larry Van Lankvelt, Trustee

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

PRESENT: James Fenlon, Village Administrator  
Eric Misselt, FVMPD Police Chief  
Jim Moes, Community Development Director  
Roy Van Gheem, Director of Public Works  
Tom Flick, Director of Parks, Recreation, and Forestry  
Chuck Koehler, Village Attorney  
Sandy Berkers, Village Deputy Clerk

OTHERS PRESENT: Interested citizens

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

Don Vanden Wyngaard, 214 S. Buchanan stated to board members that he is not paying his property taxes anymore because the VA will be paying them in the future. Mr. Vanden Wyngaard went on to say that he appeared in front of board members in the 80's to complain about his garage floor being cracked from road construction and nothing was done to his satisfaction. Mr. Vanden Wyngaard had other complaints that staff members will address and bring back to the board in the near future.

### **Approval of Minutes**

Minutes of the Committee of the Whole Meeting of December 11, 2013

Minutes of the Regular Board Meeting of December 18, 2013

*Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to Approve the Minutes as presented.*

Ayes 7, Nays 0 – Motion Carried Unanimously

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

Minutes of the Water Commission Meeting of November 19, 2013

Fox Valley Metro Police Dept. Activity Report December 2013 and YTD

### **Resolutions:**

#### **a) Crossing Guard Recognition Week**

*Moved by Trustee Frassetto, seconded by Trustee Smith to Adopt Resolution No. 1 Series of 2014 Recognizing January 13<sup>th</sup> -January 17<sup>th</sup> Adult School Crossing Guard Week.*

Ayes 7, Nays 0 – Motion Carried Unanimously

#### **b) CSM – Turnkey Homes LLC.**

*Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to Adopt Resolution No. 2 Series of 2014 CSM – Turnkey Homes LLC. as Presented.*

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

**Discussion/Action – Moving of an Accessory Building from Outside of the Village Limits**

J. Moes stated that the village ordinance states that when a building is moved into the village that it is to be inspected and that report brought before the Village Board. J. Moes stated that the building is suitable to be moved.

*Moved by Trustee Frassetto, seconded by Trustee Hietpas to Approve Moving of an Accessory Building from Outside of the Village Limits with the Conditions set by Section 8-31 of the Village of Little Chute Code of Ordinances.*

Ayes 7, Nays 0 – Motion Carried Unanimously

**Discussion/Action – Pine Street/St. John’s Catholic Church Land Swap**

J. Fenlon updated the board on the status of the land swap and recommended the board approve the Village staff to conduct the necessary actions to comply with Resolution No. 44, Series of 2012 as agreed. R. Van Gheem noted that there are loose ends that need to be tied up with easements and the storm water waiver. Trustee Frassetto stated that if the Administrator is comfortable working through the list of concerns from R. Van Gheem to hold up the Village’s end of the deal she does not see a problem with proceeding. J. Fenlon stated that he is comfortable with the easements and will tackle the storm water waiver issue. J. Fenlon stated that once the land swap and easements are addressed from a legal perspective he will bring it to the Board for final approval. J. Fenlon stated that he would work with R. Van Gheem to address the storm water issue.

**Operator’s Licenses:**

Brunner, Alyssa M	Kaukauna	Down the Hill
Brittnacher, Lori J	Little Chute	Gentleman Jacks
Karctewski, Kristina L	Kimberly	Down the Hill
Ott, Jacqlyn E	Little Chute	Super 41 Shell

*Moved by Trustee Smith, seconded by Trustee Hietpas to Approve the Operator’s Licenses as presented.*

Ayes 7, Nays 0 – Motion Carried Unanimously

**Taxi Driver’s Licenses:**

Wasioleski, William	Appleton	Bell Taxi
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*Moved by Trustee Frassetto, seconded by Trustee Van Lankvelt to Approve the Taxi Cab Driver License as presented.*

Ayes 7, Nays 0 – Motion Carried Unanimously

**Department and Officers Progress Reports**

Chief Misselt reported; His department switched to Heartland Business Systems at the first of the year for its IT services; Ordered 2 SUV’s and he should receive them in a month and then the vehicles will be outfitted with the lights; Ordered audio/visual recording system for Little Chute and Combined Locks building; newly hired Officer, Austin Weisnicht received orders from the Army and he will be deployed in July. J. Fenlon reported; Met with Heart of the Valley Metro Sewage Department and neighboring communities regarding a program to regulate facilities that have grease traps and will continue to meet with HOVMSD regarding the regulation; Next week FVMPD and the Department of Public Works will begin the process of updating the Village’s Emergency Management Plan; The Flex Academy held an event and announced their partnership with the Heart of the Valley YMCA, UW Oshkosh, and the Village of Little Chute and noted the positive press; Governor Walker had a brown bag lunch at Resource One where he met with the owner of the company regarding the addition of capacity; Met with HOTV business owners and noted that he and Bobbi Beckman will meet with additional business owners each month; Was present for the kickoff of the Downtown Business Association and the consensus of the group is that it will be all Little Chute businesses and their focus is to get foot traffic in downtown Little Chute; Next week a Strategic Planning Presentation will be given to the Board; Little Chute Village Employees Union that represents DPW an P&R voted to not recertify the union contract and those departments will be working to get the Personnel Manual updated to include those employees; Deputy Clerk Berkers is working on having the Appreciation Gathering on March 7, 2014; Next week will include a CIP Overview; The fifth Wednesday of January will be a tour of the Public Works Facility. J. Moes reported; The Flex Academy will be

presenting information to the Library Board at the next meeting; Planning Commission approved a site plan for Culvers; The Administrator and he will start interviewing Architects for the Senior Housing Project; He is recommending to the Plan Commission amending the ordinance regarding the Message Center Signs; Us Venture is looking to the Plan Commission for guidance on acceptable ideas for reconstructing the current Express. T. Flick reported: The Chuteing Stars Dance Team competed this past weekend and received a first place in Pom and Kick, and a second place in Jazz; Thanked the Trustees for providing names of individuals to serve on the Park Planning Committee; Little Chute Baseball Club will be donating funds for a scoreboard; Recently informed by engineer of the Mill Street Bridge Project that the State Historical Society has commented back on the village's request to not rebuild the mechanical room at the site and that the request was denied; Has asked the DOT to get involved with the Mill Street Bridge Project; Final revisions for easements with the Fox Locks Navigational System Authority hopefully will be finished at the end of January; FRNSA asked the village to look into adding a wireless remote to operate the Mill Street Bridge and to have both gates electrified but the cost would be \$190,000 to \$290,000 and the village staff has decided not pursue those options; The Fox Cities Greenways informed him that Little Chute will be presented with the 2013 Community Leadership Award. R. Van Gheem reported; Noted several adjustments will be required for the village to comply with the HOVMSD grease and fat program; Busy with snow removal and clearing inlets to prevent flooding; Several water main breaks due to the warming weather; Continuing the planning process for the 2014 projects; Replaced the water main coming into the Village Hall; He was notified that the village received a \$64,000 Storm Water Grant. Deputy Berkers reported; The Appreciation Gathering will be at the 5<sup>th</sup> Quarter this year. Attorney Koehler no report.

#### **Disbursement List**

Trustee Van Lankvelt questioned the tax refunds on the bills list. Trustee Frassetto stated that it was due to an overpayment into the tax payer's escrow account because of tax rate decreases.

*Moved by Trustee Peerenboom, seconded by Trustee Frassetto to Approve the Vouchers and Authorize the Finance Director to pay all vendors.*

Ayes 7, Nays 0 – Motion Carried Unanimously

#### **Call for Unfinished Business**

None

#### **Items for Future Agendas**

Trustee Van Lankvelt questioned if the board could get a quarterly CIP update and budget percentages. J. Fenlon stated that those reports are run on a monthly basis and that it would not be a problem.

*Moved by Trustee Peerenboom, seconded by Trustee Frassetto to enter into closed session for item (a) listed. Jim Moes and Attorney Koehler present*

Ayes 7, Nays 0 – Motion Carried

*Moved by Trustee Peerenboom, seconded by Trustee Van Lankvelt to enter into closed session for item (b) listed. James Fenlon, Jim Moes, and Attorney Koehler present (6:59 p.m.)*

Ayes 7, Nays 0 – Motion Carried

*Moved by Trustee Peerenboom, seconded by Trustee Frassetto to enter into closed session for item (c) listed. (7:00 p.m.)*

Ayes 7, Nays 0 – Motion Carried

#### **Closed Session:**

- 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. *Purchase/Sale of Village Owned Property*

- b) 19.85(1)(g) Conferring with Legal Counsel for the Village, legal counsel rendering oral or written advice concerning strategy to be adopted by the Village Board with respect to litigation in which the Village is now or is likely to be involved. *Walgreens vs Little Chute*
- c) 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 Peerenboom, seconded by Trustee Smith to exit closed sessions. (8:47 p.m.)*

Ayes 7, Nays 0 - Motion Carried

**Return to Open Session**

No action taken

**Adjournment**

*Moved by Trustee Peerenboom, seconded by Trustee Smith to Adjourn the Regular Board Meeting at 8:47 p.m.*

Ayes 7, Nays 0 - Motion Carried

**VILLAGE OF LITTLE CHUTE**

By: \_\_\_\_\_  
Michael R. Vanden Berg, Village President

Attest:

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Sandy Berkers, Village Deputy Clerk