

MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 3, 2016

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
Larry Van Lankvelt, Trustee
John Elrick, Trustee
Bill Peerenboom, Trustee
David Peterson, Trustee
Skip Smith, Trustee
James Hietpas, Trustee

PRESENT: James Fenlon, Village Administrator
Eric Misselt, Fox Valley Metro Police Department
Jim Moes, Community Development Director
Laurie Decker, Village Clerk
Teri Matheny, Finance Director
Roy Van Gheem, Director of Public Works
Adam Breest, Director of Parks, Recreation and Forestry
Beth Carpenter, Library Director
Charles Koehler, Village Attorney

Public Appearance for Items Not on the Agenda

None

Report of Other Minutes

Minutes of the Plan Commission Meeting of November 16, 2015
Minutes of the Meeting of Kimberly-Little Chute Public Library Board Meeting of Nov. 17, 2015
Minutes of the Utility Commission Meeting of November 17, 2015
Minutes of the Utility Commission Meeting of December 1, 2015
Minutes of the Plan Commission Meeting of December 14, 2015

Approval of Minutes

Minutes of the Regular Board Meeting of January 20, 2016

Moved by Trustee Smith, seconded by Trustee Elrick to Approve the Minutes of the Committee of the Whole Meeting of January 20, 2016.

Ayes 7, Nays 0 – Motion Carried

Department and Officers Progress Reports

Departments and Officers provided progress reports to the Board.

Discussion—Municipal Services Building Update

Administrator Fenlon presented an update stating village staff is working with legal counsel to finalize RFP's for Architectural Services and Construction Management Services. Results and other information will be published on the village website, Times-Villager newspaper and in a construction publication. The beginning of February is when firms will respond to RFP's, mid-February is when a pre-submission meeting will be held, March is when the selection and execution of the contract will occur and April is when design work and site layout is expected to start. A selection committee will consist of Village President Vanden Berg, Trustee Peerenboom, Administrator Fenlon, DPW Director Van Gheem, CDD Director Moes, Village Engineer Murawski and DPRF Director Breest.

Discussion/Action—Community Survey Proposal from UW-River Falls

Administrator Fenlon presented an overview of the Community Survey Proposal to be done by UW-River Falls. UW River Falls was chosen to do the survey because they offered the most cost effective survey. Once the Village Board approves this proposal, all departments will give input for questions to be included on the survey. The data will be used to provide citizen perceptions of the community to the Board of Trustees and all Village Departments. This will assist us in achieving higher levels of satisfaction and greater efficiencies.

Moved by Trustee Peerenboom, seconded by Trustee Smith to move forward with the Community Survey Proposal from UW-River Falls

Ayes 7, Nays 0 – Motion Carried

Discussion/Action—Succession Planning for DPW and DPRF

Administrator Fenlon presented an overview of the DPW/DPRF Succession Planning. The new plan will reduce the upper management of the Department of Public Works. The Assistant Director of Public Works and Street Superintendent positions will be combined to make an Operations Manager position. Three additional Working Foreman positions will be created and all four Working Foreman will report to the Operations Manager. The combining of the labor resources of DPW and DPRF will make it easier to execute key priorities for the village and this will generally be driven by the seasonal calendar.

Moved by Trustee Elrick, seconded by Trustee Peerenboom to approve the Succession Plan for DPW and DPRF

Ayes 7, Nays 0 – Motion Carried

Discussion/Action—Development Agreement with Trilliant Food & Nutrition, LLC

Administrator Fenlon presented an overview of the Development Agreement between Village of Little Chute and Trilliant Food and Nutrition, LLC. The purpose is to enable Trilliant to construct a new manufacturing facility in Tax Increment District #5 at 1501 and 1603 Stephen Street. This will enable Trilliant the ability to continue growing and increase jobs.

Moved by Trustee Elrick, seconded by Trustee Smith to approve the Development Agreement with Trilliant Food & Nutrition, LLC

Ayes 7, Nays 0 – Motion Carried

Discussion/Action—Offer to Purchase from Trilliant Food & Nutrition, LLC for 1501 and 1603 Stephen St.

Trilliant Food and Nutrition, LLC has already signed the Offer to Purchase for 1501 and 1603 Stephen St. for the stated purchase price.

Moved by Trustee Elrick, seconded by Trustee Smith to approve Offer to Purchase from Trilliant Food & Nutrition, LLC for 1501 and 1603 Stephen St.

Ayes 7, Nays 0 – Motion Carried

Discussion—Park, Recreation and Forestry Sponsorship Document

Director Breest presented an overview of the Sponsorship Guide and explained its purpose is to inform local businesses and residents of the sponsorship opportunities. The Sponsorship Program handbook gives detail on all of the opportunities available through the Parks and Recreation Department.

Disbursement List

Moved by Trustee Peerenboom, seconded by Trustee Peterson 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 Agendas

Robert Nechodom Citizen of the Year Award will be added to an upcoming Village Board agenda for discussion because the family would like to see this award continue.

Closed Session

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. *Property Acquisition Negotiations*

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to enter into Closed Session at 6:47 p.m.

Ayes 7, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Elrick, seconded by Trustee Smith to exit Closed Session at 7:40 p.m.

Ayes 7, Nays 0 – Motion Carried

Adjournment

Moved by Trustee Elrick, seconded by Trustee Smith to Adjourn the Regular Board Meeting at 7:40 p.m.

Ayes 7, Nays 0 - Motion Carried

VILLAGE OF LITTLE CHUTE

By:

Michael R. Vanden Berg
Michael R. Vanden Berg, Village President

Attest:

Laurie Decker
Laurie Decker, Village Clerk