

## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JUNE 27, 2007

### Call to Order

President Fischer called the Committee of the Whole meeting to order at 6:00 p.m.

### Roll Call

PRESENT: President Fischer, Trustee Elrick, Trustee Joosten, Trustee Ransbottom, Trustee Van Ooyen, Trustee Vanden Heuvel (6:02), Trustee Verstegen

ALSO PRESENT: C. Kell, D. Haug, J. Moes, T. Flick, R. Van Gheem, V. Schneider  
Al Geurts, Outagamie County Highway Commissioner, Ray Palonen, Deputy Highway Commissioner, Jeff Bahling- Rettler Corporation, Mary Janssen, Little Chute School Board President. Peggy Edmonds, Kings Variety and Advance Little Chute Member

### Public Appearance for Items not on the Agenda

None

### Presentation/Discussion – Al Geurts, Outagamie County Highway Department, Funding for a Roundabout Feasibility Study

Board members were presented with a map indicating where the proposed roundabouts would be placed and a copy of the letter that the Highway Commissioner had received from Dave Botz, Superintendent of Little Chute Schools, requesting that the County investigate methods to improve conditions for pedestrians and bicyclists on the County roads that are in the Village. Mr. Geurts stated the County is recommending studying five intersections in the Village for possible installation of roundabouts and explained that the feasibility study would cost approximately between \$100,000 to \$200,000 per intersection. Mr. Geurts explained how the cost share was broken down based on the number of legs per intersection and the Village's cost share would be approximately 33% for the five intersections. Discussion took place. Mr. Geurts estimated the cost of a roundabout to be \$400,000 without land acquisition costs and stated the cost over time will be less than installation and maintenance of stop lights and studies also show there are fewer accidents at roundabouts. Board members expressed concern with the proposal to study the Hwy. "OO" and Holland Rd. intersection and whether crossing guards would still be needed at the roundabouts. Mr. Geurts stated a lesser study could be conducted at approximately \$5,000 per intersection. The issue of roundabouts slowing down traffic but not addressing the pedestrian and student safety issue and relocation of the school parking lot was discussed. Mary Janssen stated she would convey the concerns with the High School Parking Lot traffic to the School Board. Trustee's Ransbottom and Van Ooyen expressed support for roundabouts slowing down traffic. Trustee Verstegen asked Mr. Geurts to keep in mind that at Greenfield Dr. and Freedom Rd. pedestrians cross to school and the school parking lot traffic and regular traffic in this area is a concern. Mr. Geurts stated the County is looking at 2008 for the study and he would contact Brown County to see if they still use crossing guards at roundabouts and he will inform R. Van Gheem of the response. Trustee Verstegen suggested communicating the proposed roundabout study to the Safe Routes Committee. R. Van Gheem stated the Safe Routes Committee is waiting to hear if they will receive a grant to undertake a study. No action was taken and Board members agreed to discuss the issue further at a July Board meeting and then inform the County as to the Village's decision.

### Resolution – Petition – Requesting the United States Postal Service Change Addresses and Delivery Jurisdiction of Certain Properties within the Village of Little Chute

Board members reviewed the petition that had been signed by Little Chute residents who have Appleton mailing addresses and they are asking for the Village's support in petitioning the United States Postal Service to have their mailing addresses changed to Little Chute.

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*Moved by Trustee Verstegen, seconded by Trustee Ransbottom to Adopt Resolution No. 20, Series of 2007 Requesting that the United States Postal Service Change Addresses and Delivery Jurisdiction of Certain Properties within the Village of Little Chute.*

All Ayes – Motion Carried Unanimously

### **Discussion – Downtown Business Sandwich Board & Sign Policy Program**

C. Kell reviewed the draft of the policy program he had put together for sandwich board signs for downtown businesses with storefronts on Main Street between Monroe Street and Jackson Street. The proposed program is designed so that the businesses would be issued a street use permit through Public Works Dept. and the sign would be provided by the Village through a nominal fee lease program. The sign is proposed to have the Village's logo on it and it will only be allowed in areas where there is a minimum of five (5) feet of unrestricted travel area on the sidewalk and it must be placed against the building or in the beautification strips. Trustee Verstegen expressed concern with signs being allowed in the beautification strips because the flower planters are located in some of the strips and she wouldn't want to see the planters hidden by signs. Peggy Edmonds stated that for her store she plans to place it next to her building and not in the beautification strip and she doesn't believe it would be a problem if they were not allowed in the beautification strip. J. Moes suggested adding language to the draft that states the Village Board has the right to change the rules as necessary. Trustee Verstegen suggested that a plan for placement be required for every sign and staff disagreed and recommended instead just changing the policy to not allow it in the beautification strips although this will prevent some businesses from having signs because the sidewalks are not wide enough in some areas. Discussion continued.

*Moved by Trustee Joosten, seconded by Trustee Elrick to Approve the Draft Document – Village of Little Chute Sandwich Board Sign Policy and Program with the stipulation that business could use their own 42 x 30 inch sandwich board sign until the official signs being provided by the Village are available.*

Further Discussion: Trustee Verstegen stated she would like to see it additionally stated in the policy that a sign cannot be placed in the beautification strip when a planter is located in the strip. President Fischer stated that might be the only location that some businesses will have to locate a sign and the issue could be addressed at such time that the sign placement may be causing duress with the visibility of the planters.

*Moved by Trustee Verstegen to amend the motion to not allow the placement of sandwich board signs in the beautification strips when there is a planter located in the bumpout strip.*

Motion Died for Lack of a Second

Further Discussion: Administrator Kell asked for clarification on the motion that if business owners put their own signs out as a temporary sign will they still be required to obtain a permit from the Public Works Department? Administrator Kell stated there are locations where signs will not be able to be placed because of the right-of-way width and the business would not be required to get another permit when the Village has the signs available as a lease program will be worked out with the businesses and the cost will be kept as reasonable as possible. Discussion continued and it was determined that in the interim, until the Village has the sandwich board lease program in place, the Public Works Department will give permission for businesses to place signs on an individual basis through an approval letter from the Department. Trustee Verstegen suggested allowing the businesses on Grand Avenue to participate in the program. R. Van Gheem stated that some right-of-way areas on Grand Avenue are too narrow to allow for the signs.

*Moved by Trustee Verstegen, seconded by Trustee Van Ooyen to allow Grand Avenue to have sandwich board signs.*

All Ayes – Motion Carried Unanimously

Further Discussion on Main Motion: President Fischer stated that there may be a few minor details in the sandwich board lease program that staff will need to work out. Trustee Elrick called the question: Vote on the Motion to Approve the Draft Document – Village of Little Chute Sandwich Board Sign Policy and Program with the stipulation that business could put a 42 x 30 inch sandwich board out until the official board being provided by the Village are available.

All Ayes – Motion Carried Unanimously

**Presentation/Discussion – Comprehensive Park and Outdoor Recreation Plan**

T. Flick introduced Jeff Bahling from Rettler Corporation and stated this is the first step to adopting the Village’s first Comprehensive Park and Outdoor Recreation Plan which can be used as a roadmap for the Village for the next twenty years and the Plan will assist with obtaining grants from the DNR and other agencies. T. Flick stated through a survey public input was sought and various user groups had an opportunity to provide input for the plan. T. Flick stated the Plan is preliminary and the goal at this time is to see if the Board is comfortable with presenting the Plan to the public. Jeff Bahling presented the Plan and explained the goals and objectives of the Plan. Discussion took place. Trustee Verstegen expressed concern with the Plan indicating four parks should be added with an expected population growth of only 2,000 residents by the year 2025. Administrator Kell stated the Plan can address that concern by reflecting those proposed parks in a different type of graphic that indicates they are contingent on other developments in the Village. Trustee Elrick stated the public may be concerned with the cost of developing farmland into parks. Mary Janssen commented that the Village’s parks are well utilized and the community needs to look at what it wants to offer the residents. T. Flick stated the Public Informational Meeting is tentatively scheduled for July 23<sup>rd</sup> at 6 p.m. for the public to view and give comments on the Plan and Board members agreed with taking the Plan to the public.

**Unfinished Business**

C. Kell stated the Quad Communities meeting has been rescheduled to July 24<sup>th</sup> and reminded the Board that the topic will on the sexual predator residency restrictions and informed the Board of a concern the Village Attorney has with the approximately 10% available space left for residency in the Village.

**Items for Future Agendas**

Administrator Kell distributed a letter from a resident regarding spraying for gypsy moths. T. Flick stated that he has not seen a gypsy moth problem in the Village’s parks. Board members agreed that T. Flick should provide information to the resident on how to eliminate the moths at his residence and inform the resident that if problem increases throughout the Village then spraying will be considered.

**Adjournment**

*Moved by Trustee Elrick, seconded by Trustee Ransbottom to adjourn the Committee of the Whole meeting at 8:13 p.m.*

All Ayes – Motion Carried Unanimously

**VILLAGE OF LITTLE CHUTE**

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Attest: Vicki Schneider, Village Clerk

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By: Charles Fischer, Village President

