

MINUTES OF THE REGULAR BOARD MEETING OF MAY 21, 2008

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
Jason Leicht, Trustee
Steven Ransbottom, Trustee
Skip Smith, Trustee
Uriah Van Ooyen, Trustee
Janet Verstegen, Trustee

Roll Call of Officers and Department Heads

PRESENT: Charles Kell, Village Administrator
David Peterson, Police Chief Fox Valley Metro
Dale Haug, Finance Director
Jim Moes, Community Development Director
Tom Flick, Director of Parks, Recreation and Forestry
Jeff Elrick, Assistant 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 – May 7, 2008

Committee of the Whole Meeting Minutes – May 14, 2008

Trustee Verstegen asked to have the discussion item on the update on Kraft and Van Zeeland Manufacturing Projects in the minutes of May 14, 2008 include wording to indicate that the Administrator also met with the Wisconsin Department of Transportation. Board members agreed with the request.

Moved by Trustee Elrick, seconded by Trustee Ransbottom to approve the Regular Board minutes of May 7 and the Committee of the Whole Minutes of May 14, 2008 with the additional wording added to the minutes of May 14, 2008.

Ayes 7, Nay 0 – Motion Carried Unanimously

Report of Other Minutes – Other Informational Items

Plan Commission Meeting Minutes – April 14, 2008

Fire Commission Meeting Minutes – May 12, 2008

Plan Commission Meeting Minutes – May 12, 2008

Board members noted receipt of the informational items.

Ordinances:

Amending Section 13 of the Municipal Code of the Village of Little Chute and the Official Zoning Map- Parcel of Real Estate Owned by Joseph Hietpas, 1150 Washington Street – to be zoned Industrial District

Moved by Trustee Verstegen, seconded by Trustee Elrick to Adopt Ordinance No. 3, Series of 2008 Amending Section 13 of the Municipal Code of the Village of Little Chute and the Official Zoning Map- Parcel of Real Estate Owned by Joseph Hietpas, 1150 Washington Street – to be zoned Industrial District.

Ayes 7, Nay 0 – Motion Carried Unanimously

Amending Village of Little Chute Code of Ordinances – Section 14 – Subdivision Regulations – Article H – Park and Public Land Dedications

Moved by Trustee Elrick, seconded by Trustee Ransbottom to Adopt Ordinance No. 4, Series of 2008 Amending the Village of Little Chute Code of Ordinances – Section 14 – Subdivision Regulations – Article H – Park and Public Land Dedications.

Ayes 7, Nay 0 – Motion Carried Unanimously

Amending Village of Little Chute Code of Ordinances Section 8-1-7 Regulations of Length of Lawn and Grasses and Adopting Public Property Mowing and Weed Cutting Policies

Moved by Trustee Ransbottom, seconded by Trustee Smith to Adopt Ordinance No. 5, Series of 2008 Amending the Village of Little Chute Code of Ordinances Section 8-1-7 Regulations of Length of Lawn and Grasses and Adopting the Public Property Mowing and Weed Cutting Policies as presented.

Ayes 7, Nay 0 – Motion Carried Unanimously

Resolutions:

Creating a Temporary Four-Way Stop at the Intersection of Jefferson Street and McKinley Avenue in the Village of Little Chute

Moved by Trustee Van Ooyen, seconded by Trustee Leicht to Adopt Resolution No. 23, Series of 2008, Creating a Temporary Four-Way Stop at the Intersection of Jefferson Street and McKinley Avenue in the Village of Little Chute..

Ayes 7, Nay 0 – Motion Carried Unanimously

Review of NR 208 Compliance Maintenance Report

Moved by Trustee Van Ooyen, seconded by Trustee Smith to Adopt Resolution No. 24, Series of 2008, a Resolution Acknowledging the Village Boards Review of NR 208 Compliance Maintenance Report as Presented.

Ayes 7, Nay 0 – Motion Carried Unanimously

Review and Approval of Site and Building Plans for Van Zeeland Manufacturing

C. Kell provided a handout of the current building plans for the Van Zeeland Manufacturing facility and informed the Board that the building design had changed from what had been presented to the Board a few weeks ago because of cost issues. Board members reviewed and commented on the design. Staff stated that the final site and landscaping plans will come before the Board for approval.

Moved by Trustee Elrick, seconded by Trustee Ransbottom to approve the design features for the building for Van Zeeland Manufacturing less the masonry columns on the West elevation and add seven foot poured block on the East elevation to the first overhead door.

Further Discussion: Trustee Verstegen asked to have the minutes reflect that the final site and landscaping plans will come back to the Board for approval.

Vote on the Motion: Ayes – 7, Nay 0 – Motion Carried Unanimously

Action on Budget Adjustment – Liquor License Grant

		<u>Adopted Budget</u>	<u>Proposed Budget</u>	<u>Amended Budget</u>
<u>Revenue</u>				
Liquor License	101-32110	\$9,500	\$10,000	\$19,500
<u>Expenditure</u>				
	101-56700-225	\$ 0	\$10,000	\$10,000

Moved by Trustee Elrick, seconded by Trustee Ransbottom to Approve the Budget Adjustment for the Liquor License Grant as presented.

Ayes 7, Nay 0 - Motion Carried Unanimously

Action to Approve Temporary Class B Liquor License – Little Chute Softball Club – June 20 – June 22 2008 – Doyle Park Ball Tournament

Moved by Trustee Van Ooyen, seconded by Trustee Smith to Approve the Temporary Class B Liquor License for the Little Chute Baseball Club for June 20 through June 22, 2008.

Ayes 7, Nay 0 – Motion Carried Unanimously

Review Direct Annexation Petition –Parcel of Land Owned by Leroy Van Asten – 1.64 Acres to be Annexed from the Town of Vandebroek

J. Moes stated that the Plan Commission has reviewed the annexation petition presented by Mr. Van Asten and they are recommending approval of the annexation. Staff stated that this piece of land is being annexed into the Village so the Village can make the necessary construction improvements to the Buchanan Street Bridge. J. Moes stated the proposed annexation has been sent to the State for review and if approved, an ordinance approving the annexation will be brought to the Board for adoption.

Action to Address High Speed Pursuits in the Village of Little Chute Limits

President Fischer stated that the issue is being brought forward at the request of Trustee Ransbottom concerning the recent incident with a high speed chase in the Village. President Fischer stated that he had talked with Chief Peterson about the incident and the Chief stated that there is a Department Policy and an Inter-Agency Pursuit Agreement that the Village follows and a copy of the policy and agreement was distributed to the Board. Board members agreed they would like time to review the policy and they would like to put the item on next week’s agenda for discussion.

Review and Approval of Professional Services Agreement with McMahon Associates for Island Park Design and Engineering Services

C. Kell reviewed the proposed agreement with McMahon Associates for providing permitting, engineering and design services for Island Park which includes the parking lots, walkways, road reconstruction, walking trail, and consideration of future projects such as the boat launch, docks, a park shelter and play equipment, a walking path to Doyle Park, a picnic area and boat docks in Doyle Park. The Village will cost share with the Windmill group for the services with the Windmill paying \$13,475 towards the cost. C. Kell informed the Board that the Village has had discussions with the Windmill Committee about incorporating a restroom for the park into the Windmill Building with access allowed only from the outside and the restroom would be under the control of the Village. C. Kell stated that the Windmill Facility is planning to have a meeting room included in the Visitor Center building plans to host meetings for 50 people. Discussion took place and it was noted that the boat ramp being proposed at this time is only for Fire Department use as it has been requested by the Department for search and rescue operations on the river. C. Kell stated the project designs for the park are being presented as one package to the DNR for permitting review purposes. C. Kell pointed out that the scope of services does not include building designs for the windmill building or landscaping of the windmill

areas nor for future park projects. C. Kell stated the cost estimates are expected to be put together by September and the estimated project costs will be presented to the Board for review. C. Kell also noted that the Village Board should not equate the ratio of cost sharing on the design and engineering phase of the project to necessarily apply to the construction cost sharing for the improvements to Island Park.

Moved by Trustee Versteegen, seconded by Trustee Ransbottom to Approve the Professional Services Agreement with McMahon Associates for Island Park Design and Engineering Services.

Ayes 7, Nay 0 – Motion Carried Unanimously

Operator's Licenses

<i>Beth A. Olson</i>	<i>60 Bluemound Ct. #8</i>	<i>Appleton</i>	<i>Express</i>
<i>Holly J. Hoffman</i>	<i>612 ½ W. Prospect Ave</i>	<i>Appleton</i>	<i>Snaggletooths</i>
<i>Donna S. Noack</i>	<i>W6394 Lakeview Ct.</i>	<i>Menasha</i>	<i>Rose Hill Tavern</i>
<i>Jessica D. Wagner</i>	<i>2902 Fieldcrest Dr.</i>	<i>Kaukauna</i>	<i>The Pump House</i>

Moved by Trustee Van Ooyen, seconded by Trustee Ransbottom to Approve the Operators' License as presented.

Ayes 7, Nay 0 - Motion Carried Unanimously

Department and Officers Progress Reports

Chief Peterson reported that the a record crowd showed up for the Department's Open House on May 14th and that approximately \$900 was raised at the Bike Auction on May 17th. D. Haug reported that the Department is finalizing the 2007 Annual Report and commented that the Budget Repair Bill that was signed by the Governor did not have an impact on shared revenue for municipalities for this year. D. Haug stated that there are only three delinquent personal property accounts that have not been yet been paid. C. Kell distributed a handout on raised crosswalks that can be reviewed for discussion on the topic at next week's meeting. C. Kell provided the Board with a copy of a letter that was sent to Attorney Koehler regarding the RFB for Resource One. C. Kell stated that Resource One was requesting that the CDA provide the approval for the Bonds and the Attorney for Resource One provided a written explanation to Attorney Koehler concerning the request. C. Kell stated that Attorney Koehler and the Village's Financial Advisor reviewed the request for the CDA to approve the Bonds and agreed that there is no liability placed on the Village. C. Kell stated a meeting of the CDA will be scheduled soon to act on the RFB for Resource One. C. Kell reported that he would like the Board to indicate approval for him to contract with McMahons for an environmental study and to help with grant applications for the expansion project at Kraft because of the complicated issues involved with the storm water management. C. Kell stated he estimates that the study will cost between \$10,000 and \$12,000 and he strongly believes that the State will award grants to Kraft and to the Village for the Washington Street project. Board members indicated agreement with the proposal to contract with McMahons for the study. J. Moes reported that he had received the site plans for O'Riley Auto Parts noting they are moving into the old D&M Store and for the A&W Restaurant and that he is also busy with property assessing. T. Flick reported that the Public Hearing for the Park Impact Fee Ordinance will be held at 6 p.m. on June 11th at the Committee of the Whole meeting. T. Flick also reported that the pool is being filled and the opening date is June 1 and that the restrooms in the Village parks have been prepared for opening. T. Flick reported that he has been assured by the School District that their contractor will be returning to reseed Legion Park. T. Flick also reported that security cameras have been installed at Doyle Park. J. Elrick provided an update on the construction projects. V. Schneider asked for newsletter articles to be submitted by next week and reported that the intern position had been filled. Attorney Koehler - no report.

Disbursement List

Moved by Trustee Leicht, seconded by Trustee Van Ooyen to approve the disbursement list as presented by the Finance Director 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

None

Moved by Trustee Elrick, seconded by Trustee Ransbottom to Enter into Closed Session.

Ayes 7, Nay 0 – Motion Carried Unanimously

Closed Session: Real Estate (e) 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. 19.85(1)(e), Wis. Stats. – Discussion on Artz Property and Susan Vosters Property

Moved by Trustee Van Ooyen, seconded by Trustee Verstegen to Exit Closed Session.

Ayes 7, Nay 0 – Motion Carried Unanimously

Adjournment

Moved by Trustee Ransbottom, seconded by Trustee Smith to adjourn the meeting at 7:31 p.m.

Ayes - 7, Nay 0-Motion Carried Unanimously

VILLAGE OF LITTLE CHUTE

By: _____

Charles Fischer, Village President

Attest: Vicki Schneider, Village Clerk