

## **MINUTES OF THE REGULAR BOARD MEETING OF MAY 2, 2007**

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  
Judd Vanden Heuvel, Trustee  
Janet Verstegen, Trustee

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

PRESENT: Charles Kell, Village Administrator  
Dale Haug, Finance Director  
David Peterson, Police Chief Fox Valley Metro  
Jim Moes, Community Development Director  
Tom Flick, Director of Parks and Recreation  
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 – April 18, 2007*

*Committee of the Whole Meeting Minutes – April 25, 2007*

*Moved by Trustee Verstegen, seconded by Trustee Van Ooyen to approve the Regular Board minutes of April 18, 2007 and the Committee of the Whole minutes of April 25, 2007 as presented.*

All Ayes – Motion Carried Unanimously

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

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

*Police School Liaison Monthly Report – March 2007*

*Minutes of the Water Commission Meeting of March 20, 2007*

*Minutes of the Kimberly-Little Chute Library Board – April 26, 2007*

### **Ordinance**

*Repealing and Recreating Village of Little Chute Municipal Code Section 10-1-27(b)(1) Parking Prohibited During Certain Periods (b) All-Night Parking Regulated.*

*Moved by Trustee Elrick, seconded by Trustee Vanden Heuvel to Adopt Ordinance No. 8, Series of 2007 Repealing and Recreating Village of Little Municipal Code Section 10-1-27(b)(1) Parking Prohibited During Certain Periods (b) All-Night Parking Regulated.*

All Ayes – Motion Carried Unanimously

### **Appoint Pro Tem President**

President Fischer recommended appointing Trustee Vanden Heuvel as President Pro Tem.

*Moved by Trustee Elrick, seconded by Trustee Verstegen to appoint Trustee Vanden Heuvel as President Pro Tem.*

All Ayes – Motion Carried Unanimously

### **Committee/Commission Appointments**

President Fischer stated he had one additional recommendation to add to the listing of committee/commission appointments and that was to appoint Trustee Van Ooyen to the Library Board to replace Trustee Ransbottom who has a conflict with the meeting times. President Fischer stated there is still an opening for a member on the CDA and a member for the Board of Review and asked Board members to let him know if they know of citizens that may be interested in these positions.

Committee/Commission recommendations:

Board Of Appeals - Reappoint Mike Bevers to a 3 year term expiring April 2010

Board of Review- Reappoint Gene Hojan to a 5 year term expiring April 2012; Appoint Vicki Schneider, Village Clerk as an alternate member

Fire Commission - Reappoint Carl Peeters to a 3 year term expiring April 2010; Reappoint Beth Jasiak to a 3 year term expiring April 2010

Community Development Authority - Reappoint Phillip Benoit to a 4 year term expiring April 2011

Plan Commission - Reappoint Bill Peerenboom to a 3 year term expiring April 2010; Appoint John Elrick as Village Board Representative to a 2 year term expiring April 2009

Joint Police Commission - Reappoint Beth Jasiak to a 3 year term expiring April 2010

Beautification Committee - Reappoint Nancy Arts to a 2 year term expiring Jan 2009; Reappoint Jeff

Reynebeau to a 2 year term expiring Jan 2009; Reappoint Lori Bayer to a 2 year term expiring Jan 2009;

Reappoint Mary Janssen to a 2 year term expiring Jan 2009; Reappoint Janet Verstegen to a 2 year term expiring Jan 2009; Appoint Ellen Mischler to a 3 year term expiring Jan. 2010

*Moved by Trustee Verstegen, seconded by Trustee Ransbottom to appoint the citizen committee/commission members as presented including appointing Trustee Van Ooyen to the Joint Library Board for a two year term expiring April 2009.*

All Ayes – Motion Carried Unanimously

### **2007 Construction Financing – Use of Fund Balance**

Finance Director Dale Haug noted that the approximate total expected use of Fund Balance is \$1,975,000 for 2007 construction projects to be funded from each of the respective funding areas as noted below:

<u>Fund</u>	<u>Approximate Amount</u>	<u>Purpose</u>
101 General Fund	\$ 350,000	Street Construction
213 TID #2	400,000	Storm Pond Remediation
610 Sewer Utility	340,000	Sanitary Relays
620 Water Utility	485,000	Water Relays, Holland Rd. Extension, Meter Conversion
630 Storm water Utility	400,000	Storm water relays
Expected Fund Balance Use	\$1,975,000	

*Moved by Trustee Elrick, seconded by Trustee Ransbottom to approve 2007 fund balance use for construction financing with the intent of future debt issuance to reimburse the appropriate funds.*

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

All Ayes – Motion Carried Unanimously

### **Parade Permits**

#### **1) St. Johns Athletic Association – Cheddar Chase – Saturday, June 2, 2007 – 10:15 a.m.**

*Moved by Trustee Verstegen, seconded by Trustee Elrick to approve the Parade Permit for St. Johns Athletic Association for the Cheddar Chase on Saturday, June 2, 2007 at 10:15 a.m.*

All Ayes – Motion Carried Unanimously

#### **2) Great Wisconsin Cheese Festival – Big Cheese Parade – Saturday, June 2, 2007 – 10:30 a.m.**

*Moved by Trustee Vanden Heuvel, seconded by Trustee Ransbottom to approve the Parade Permit for the Great Wisconsin Cheese Festival – Big Cheese Parade on Saturday, June 2, 2007 at 10:30 a.m.*

All Ayes – Motion Carried Unanimously

### **Entertainment Permit – Great Wisconsin Cheese Festival – June 1 through June 3, 2007**

*Moved by Trustee Vanden Heuvel, seconded by Trustee Ransbottom to approve the Entertainment Permit for the Great Wisconsin Cheese Festival for June 1 through June 3, 2007.*

All Ayes – Motion Carried Unanimously

### **Update on Elementary School Expansion Project/Village Related Issues**

Administrator Kell informed the Board that most of the issues with the school district have been worked out and he distributed a copy of the draft of the shared use parking agreement. Administrator Kell reviewed the agreement for shared use of the parking facilities and discussion took place on the parking agreement and ball diamond replacement. Administrator Kell pointed out that the agreement needs to be in place if the school is going to apply for a variance stating they have off-street parking as the land being used for the parking is Village property and this agreement addresses that issue as well as recognizes what the past practice has been and it calls for a five year review of the agreement. Board members indicated approval with the agreement as it was written and it will be placed on next week's agenda for approval.

### **Operator's License**

Emmy Rae Dorff                      326 Park Avenue                      Little Chute                      Express

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

All Ayes – Motion Carried Unanimously

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

Chief Peterson reported on the recent bike auction that the Department held and stated it was very successful with the Department collecting \$1,100 from the auction. D. Haug stated he had provided Board members with a copy of the Declaration of Official Intent that was recently posted and noted the first significant payment to a contractor for a portion of this year's projects is included in the disbursement list. D. Haug also commented on the electronic payment information that was included in the bills list and will be provided to the Board with the first disbursement list of each month. D. Haug reported that work is continuing on the audit and the expenditure restraint reporting requirements had been filed with the State. D. Haug reported that the Library will be closed May 21<sup>st</sup> through May 26<sup>th</sup> for the carpet replacement project. D. Haug reported that this afternoon he had received a check from Sidney Hotels for a payment that had been due the Village.

**Regular Board Meeting Minutes – May 2, 2007**

Administrator Kell reported that the Library roof project had been successfully completed and the Buildings and Grounds staff will now be working on repairing the damage to the inside of the library. Administrator Kell stated that he and V. Schneider have been working on the website and now Departments will be involved in setting up their department pages by June 1. Administrator Kell handed out a copy of a page from the Business to Business publication that included mention of Little Chute businesses that have expanded or applied for building permits. J. Moes stated that he continues to work on 2007 assessments and he is expecting that the assessment roll will be completed in June. T. Flick stated the Department celebrated Arbor Day by planting two trees that were donated by Van Zeeland Nursery. DNR representatives, Van Zeeland Nursery staff and Little Chute 4<sup>th</sup> grade students planted a tree at Legion Park and with the Boy Scouts a tree was planted at Van Lieshout Park. The DNR, for the 13<sup>th</sup> time, has awarded the Village the Tree City USA award and for the first time a Growth Award for the tree inventory and maintenance program and the total number of trees that the Village planted in 2006. T. Flick stated that a stewardship grant from the DNR has been applied for and if granted it will be used at Heesakker Park for a parking lot and an ADA trail system that leads to an observation/overlook deck. R. Van Gheem reported that the utility work on Jackson and Franklin Streets are basically complete and Taylor Street is currently being worked on as well as the Industrial Park pond. R. Van Gheem stated a meeting was held with HOV on the Village's requirements for I & I reduction. R. Van Gheem stated that property owners that still have gravel driveways have been sent letters requesting that they upgrade their driveways. R. Van Gheem stated there are a few issues with the 2008 street design projects that will be brought back to the Board for discussion. V. Schneider provided an update on the Cheese Festival planning and commented on a publication from China that had requested information on the Festival for a world calendar. Attorney Koehler stated he had provided the Village's auditors with a letter stating the Village is not involved in pending litigation or claims.

#### **Disbursement List**

*Moved by Trustee Van Ooyen, seconded by Trustee Elrick to approve the Disbursement List as presented by the Finance Director and draw from the respective funds.*

All Ayes-Motion Carried Unanimously

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

None

#### **Items for Future Agenda**

None

#### **Adjournment**

*Moved by Trustee Elrick, seconded by Trustee Ransbottom to adjourn the meeting at 7:44 p.m.*

All Ayes – Motion Carried Unanimously

### **VILLAGE OF LITTLE CHUTE**

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

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