TOWN BOARD MEETING – TOWN OF GRAND CHUTE – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – DECEMBER 17, 2019

CALL TO ORDER/ROLL CALL

Meeting called to order at 6:33 p.m. by Dave Schowalter, presiding officer.

PRESENT: Dave Schowalter, Eric Davidson, Jeff Nooyen, Travis Thyssen, Bruce Sherman, and Angie Cain, Town Clerk

STAFF: Jim March, Town Administrator; Tim Bantes, Fire Chief; Greg Peterson, Police Chief; Robert Buckingham, Community Development Director; Brent Braun; IT Director; Julie Wahlen, Finance Director; Katie Schwartz, Public Works Director; Sarah Ziemba, HR Director; Karen Heyrman, Deputy Director of Public Works; Mike Patza, Town Planner; Tyler DeBruin, GIS/Utility Technician; Colette Jaeger, Police Captain; Mike Velie, Police Captain, several police officers; Mick Magalski, McMahon Associates; Attorney Rossmeissl, Herrling Clark Law Offices

OTHERS: 0 signed attendance

APPROVAL OF AGENDA/ORDER OF THE DAY

Motion (Thyssen/Davidson) to approve the agenda. Motion carried.

SPECIAL PRESENTATION - Career Development Police Presentation

Chief Peterson explained the Career Development Program. There are three levels of achievement, Corporal, Sergeant, and Senior Sergeant. Chief Peterson listed the achievements of the following eight individuals.

- Jen Clement earned the rank of Senior Sergeant with 14.5 years of service.
- Pat Griesbach earned the rank of Senior Sergeant with 16.5 years of service.
- Amanda Gollner earned the rank of Sergeant with 10.5 years of service.
- Katie Keuler earned the rank of Sergeant with 10.5 years of service.
- Josh Bohlen earned the rank of Senior Sergeant with twelve years of service.
- Joe Teigen earned the rank of Corporal with 6.5 years of service.
- Mark Maas earned the rank of Corporal with seven years of service.
- Ted VandenBerg earned the rank of Corporal with seven years of service.

PUBLIC INPUT – There was no public input.

CONSENT AGENDA

Approval of regular meeting minutes from December 3, 2019.

Licensing: (applications on file in the clerk's office)(License Committee recommends approval)
Operator's License Applications to expire: 2021 dated 11/27/19 and 12/5/19

Secondhand Dealer Renewal:
Renewal Application for January 1, 2020 – December 31, 2020
Application for Secondhand Jewelry for Sterling, Inc. dba Kay Jewelers #1623, 4301 W. Wisconsin Avenue Suite 302, Christopher Stemen, manager

Accept Monthly Reports: Community Development, Fire Department, Police Department, Public Works, and Parks Commission

Motion (Nooyen/Davidson) to approve the consent agenda. Motion carried.

FINANCIAL REPORTS

Approval of Voucher List – December 17, 2019
$197,727.44 (94827-94868); Payroll $372,323.75; ACH $1,119,863.45

Accept Budget Statement – October 2019

Motion (Davidson/Sherman) to approve the voucher list and accept the budget statement. Motion carried.

UNFINISHED BUSINESS

Approve the special assessment methodology for the 2020 W. College Avenue reconstruction project.

Motion (Nooyen/Thyssen) to suspend the rules. Motion carried.

Supv. Sherman questioned if there was a way to layer the assessments. He stated it should be started with a 50 percent degree of benefit. He struggled with 20 percent for the condo residents.

Atty. Rossmeissl stated the Board just has to be reasonable with the methodology. He stated it needs to have a rational basis.

Dir. Schwartz stated only the properties with frontage on College Avenue are part of the assessment methodology. There is no access on College Avenue. On a previous project, the Justin Court condos were assessed $1,700 to $2,300 in 2015. It would be about a 20 percent assessment.

Chairman Schowalter stated he would be comfortable with a 20 percent assessment for the condos on Pennsylvania Avenue.

Supv. Nooyen clarified that if a 50% assessment was applied, the residents of that area would be paying 50 percent of the assessment and the other 50 percent would be coming from the tax-payers. If a 20 percent assessment was applied, the residents in that area would pay 20 percent and the taxpayers of the Town would be covering the 80 percent. He stated it would push the Town into additional borrowing. He questioned the commercial assessments.

Supv. Thyssen stated he would be comfortable with 33 percent for commercial and 20 percent for residential, since they will be benefitting from the safety aspect.

Dir. Schwartz stated the corner lot credit has been applied to the frontages.

Chairman Schowalter questioned if the public hearing was scheduled for this project.

Dir. Schwartz stated it has not yet been scheduled.

Supv. Nooyen asked for an updated spreadsheet based on 33 percent for commercial and 20 percent for residential and a comparison of 50 percent for commercial and 20 percent for residential. ‘He also questioned how this would affect future borrowing.

Supv. Sherman questioned if the assessments should be different between commercial regional and commercial local use.

Motion (Nooyen/Davidson) to defer until the January 7, 2020 meeting. Motion carried.

Approve the Professional Services Agreement with McMahon Associates for Wisconsin Avenue (STH 96) sidewalk design in the amount of $19,500.

Motion (Sherman/Thyssen) to approve. Motion carried.

NEW BUSINESS

Plan Commission Recommendations:
SE-20-19 Special Exception Permit requested by AADWYER LLC, dba Cheese Hut, 2711 N. Lynndale Drive, to allow signage that extends above the parapet/roof line on the gas island canopy. Plan Commission recommends approval.

Motion (Nooyen/Davidson) to approve SE-20-19. Motion carried.

Park Commission Recommendations:
Approve supplemental uses to paid rentals for the Town Center Park Community Building at 1850 W. Grand Chute Boulevard. Park Commission recommends approval.

Motion (Thyssen/Davidson) to approve. Motion carried.

Approve a budget adjustment for replacement of the duct furnace in the police garage in the amount of $9,890.

Motion (Sherman/Thyssen) to approve. Motion carried.

Approve election workers for a 2-year term.

Motion (Nooyen/Sherman) to approve. Motion carried.

Approve the updates to the employee handbook regarding the holiday hours.

Motion (Sherman/Thyssen) to approve. Motion carried.

Approve the 2020 meeting and holiday schedule.

Motion (Thyssen/Sherman) to approve. Motion carried.

Approval of Development Agreement with ABS 1, LLC, dba Investors Community Bank, for land development and public infrastructure improvements at property located in Tax Increment District No. 2.

Motion (Sherman/Davidson) to approve. Motion carried.

Approve Elsner Road Change Order #3, Contract 2019-02, increasing the amount by $77,243.05 and extending the final completion date to July 4, 2020.

Motion (Davidson/Sherman) to approve. Motion carried.

ORDINANCE

Ordinance 14-2019 updating the fee schedule for 2020.

Motion (Thyssen/Sherman) to approve O-14-2019. Motion carried.

RESOLUTION

Resolution 23-2019 approving the agreement between the Town of Grand Chute and the Town of Grand Chute Sanitary District No. 1 regarding Intergovernmental Loan for Water System Projects.

Motion (Nooyen/Davidson) to adopt TBR-23-2019. Motion carried.

Resolution 24-2019 approving the agreement between the Town of Grand Chute and the Town of Grand Chute Sanitary District No. 3 regarding Intergovernmental Loan for Storm Water Management System Projects.

Motion (Davidson/Nooyen) to adopt TBR-24-2019. Motion carried.

Resolution 25-2019 awarding the sale of approximately $16,835,000 General Obligation Promissory Notes, Series 2019A, including action to approve and execute all ancillary documents associated therewith.

Motion (Davidson/Sherman) to adopt TBR-25-2019. Motion carried.

CLOSED SESSION

Motion to convene in Closed Session via ROLL CALL VOTE pursuant to 19.85 (1)(c) - Consideration of employment, promotion, compensation or performance evaluation data of any public employee of the Town of Grand Chute (Administrator review).

Motion (Nooyen/Davidson) to convene in Closed Session via Roll Call vote: Sherman – Aye; Thyssen – Aye; Davidson – Aye; Nooyen – Aye; Schowalter – Aye. Motion carried.

Roll call taken at 7:32 p.m.

Chairman Schowalter, Supervisors Thyssen, Sherman, Nooyen, and Davidson, Administrator March, and Clerk Cain attended the Closed Session. Closed Session commenced at 7:35 p.m.

Admin. March and Clerk Cain left closed session at 7:50 p.m.

Motion (Thyssen/Davidson) to adjourn Closed Session and reconvene the regular meeting. Motion carried.

Meeting reconvened at 7:55 p.m.

NEW BUSINESS CONTINUED

Action/discussion on closed session items.

Motion (Nooyen/Thyssen) to increase the Administrator salary from step 9 to step 10. Motion carried.

ADJOURNMENT

Motion (Thyssen/Nooyen) to adjourn meeting. Motion carried.

Meeting adjourned at 7:57 p.m.

These minutes were taken at a regular meeting held on December 17, 2019 and entered in this record book, December 18, 2019 by:

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Angie Cain, Town Clerk
Town of Grand Chute
Approved: January 7, 2020