



AGENDA

LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, November 14, 2018
TIME: 6:00 p.m.

- A. Call to Order
 - B. Roll Call
 - C. Public Appearance for Items Not on the Agenda
-
- 1. Approval of Minutes
Minutes of the Regular Board Meeting of November 7, 2018
 - 2. 2019 Budget Workshop
 - 3. Discussion/Action—2019 Civic Center Fee Increase
 - 4. Unfinished Business
 - 5. Items for Future Agendas
 - 6. Adjournment

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 108 West Main Street, (920) 423-3852, email: Laurie@littlechutewi.org Prepared: November 9, 2018

MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 7, 2018

Call to Order: President Vanden Berg called the Regular Board Meeting to Order at 6:00 p.m.

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

Roll call of Officers and Department Heads

PRESENT: James Fenlon, Village Administrator
Valerie Clarizio, Finance Director
Adam Breest, Director of Parks, Recreation and Forestry
Kent Taylor, Director of Public Works
Laurie Decker, Village Clerk
Tyler Claringbole, Village Attorney
Dan Meister, FVMPD Police Chief
Chris Murawski, Engineer
Jim Moes, Community Development Director
Steve Thiry, Library Director
Mark Janssen, Fire Chief
Interested Citizens

Public Appearance for Items Not on the Agenda

None

Approval of Minutes

Minutes of the Regular Board Meeting of October 17, 2018

Moved by Trustee Smith, seconded by Trustee Peterson to Approve the Minutes of the Regular Board Meeting of October 17, 2018

Ayes 6, Nays 0 – Motion Carried

Public Hearing—Zoning Request for Kelly Street

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Enter Public Hearing

Ayes 6, Nays 0 – Motion Carried

Director Moes advised the Board that the Smith Family purchased property on Kelly Street and would like to use the property as a parking lot; The Plan Commission already approved the rezoning from two family residential back to commercial.

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Exit Public Hearing

Ayes 6, Nays 0 – Motion Carried

Action—Adopt Ordinance No. 13, Series 2018 Kelly Street Rezoning Request

Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to Adopt Ordinance No. 13, Series 2018 Kelly Street Rezoning

Ayes 6, Nays 0 – Motion Carried

Department and Officers Progress Reports

Departments and Officers provided progress reports to the Board

Discussion—2019 Budget Workshop

Administrator Fenlon presented the budget summary slides for 2019 for discussion only.

Discussion—Fox River Boardwalk Intergovernmental Agreement

Director Breest went over the major points of the Intergovernmental Agreement for the Fox River Boardwalk. Trustee Elrick questioned with Kaukauna being the fiscal agent, what their bond rating is and Director Breest was not sure but can check.

Discussion/Action—Fox River Boardwalk Final Design and Permitting

Director Breest updated the Board on the fundraising for the Boardwalk. Director Breest also wanted to acknowledge and thank Little Chute residents Dr. Elmer and Grace Hoffman for their donation. The estimated project cost at this point is \$3,277,876.00 and have committed funds of \$3,080,541.92 which includes a contribution of \$330,000.00 (10%) each by the Village of Little Chute and City of Kaukauna. Director Breest would like approval for the Final Design and Permitting only.

Moved by Trustee Peerenboom, seconded by Trustee Smith to Approve the Fox River Boardwalk Final Design and Permitting only in the amount of \$82,750.00.

Ayes 6, Nays 0 – Motion Carried

Action—Approve Development Agreement with Faith Technologies, Inc.

Administrator Fenlon gave information on the Development Agreement with Faith Technologies, Inc. for a new facility on Evergreen Drive to expand their Integrated Modular Builds.

Moved by Trustee Elrick, seconded by Trustee Smith to Approve the Development Agreement with Faith Technologies, Inc. as presented

Ayes 6, Nays 0 – Motion Carried

Disbursement List

Moved by Trustee Peerenboom, seconded by Trustee Van Lankvelt to Approve the Disbursement List and Authorize the Finance Director to pay all vendors

Ayes 6, Nays 0 – Motion Carried

Call for Unfinished Business

Director Breest wanted to thank the Cheese fest donation of \$25,000.00 for the Island Park Shelter

Items for Future Agendas

None

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. *Economic Development*

Moved by Trustee Smith, seconded by Trustee Elrick to Enter into Closed Session

Ayes 6, Nays 0 – Motion Carried

19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Personnel Related Matter*

Moved by Trustee Elrick, seconded by Trustee Smith to Enter into Closed Session

Ayes 6, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Peerenboom, seconded by Trustee Peterson to Exit Closed Session

Ayes 6, Nays 0 – Motion Carried

Adjournment

Moved by Trustee Peerenboom, seconded by Trustee Peterson to Adjourn the Regular Board Meeting at 8:36 p.m.

Ayes 6, Nays 0 - Motion Carried

VILLAGE OF LITTLE CHUTE

Attest:

Laurie Decker, Village Clerk

By: _____
Michael R. Vanden Berg, Village President

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

| |
|--|
| ITEM DESCRIPTION: 2019 Budget Workshop #4 – Final Workshop Prior to Adoption |
| PREPARED BY: James P. Fenlon, Administrator |
| REPORT DATE: November 9, 2018 |
| ADMINISTRATOR'S REVIEW/COMMENTS: (See Below) |
| <p>EXPLANATION: Presented and attached to this document are the budget summaries for the 2019 budget. Also attached is a preliminary comparison of taxing jurisdictions levy and mill rates. On Wednesday evening, you will have a complete budget book at your desk and we will review for a final time, by account, changes made to the Administration budget request since initial presentation.</p> <p>Please provide any questions or requests as appropriate.</p> |
| RECOMMENDATION: Provided for information/presentation with no action at this time. |

VILLAGE OF LITTLE CHUTE
 COMBINING BUDGET SUMMARY - GOVERNMENTAL FUNDS
 ANNUAL BUDGETS - ACTUAL AND ADOPTED

| | 2016 Actual | 2017 Actual | 2018 Adopted | 2018 Amended | 2018 Estimated | LEVY LIMIT | LEVY LIMIT | LEVY LIMIT |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------------------------------|---|--|
| | | | | | | 4,288,717 2019 Dept Request | 4,288,717 2019 Admin Recommended | 4,288,717 2019 Adopted Budget |
| REVENUE | | | | | | | | |
| Property Taxes | 4,141,815 | 4,782,924 | 4,912,301 | 4,912,301 | 4,912,301 | 5,249,257 | 5,078,435 | |
| Other Taxes | 1,251,741 | 996,698 | 1,261,969 | 1,261,969 | 1,250,514 | 2,427,404 | 2,427,404 | |
| Licenses & Permits | 129,272 | 128,827 | 122,233 | 122,233 | 165,397 | 123,985 | 123,985 | |
| Intergovernmental Revenue | 4,285,921 | 4,097,282 | 4,109,066 | 4,109,066 | 4,122,585 | 3,676,195 | 3,706,689 | |
| Charges for services | 643,559 | 623,178 | 570,358 | 570,358 | 709,484 | 586,585 | 589,235 | |
| Fines & Forfeitures | 92,634 | 80,891 | 100,000 | 100,000 | 91,000 | 91,000 | 91,000 | |
| Special Assessments | 18,930 | 606 | 20,750 | 20,750 | 1,000 | 1,000 | 1,000 | |
| Interest | 27,156 | 29,561 | 12,945 | 12,945 | 31,361 | 25,938 | 25,938 | |
| Miscellaneous Revenue | 337,474 | 428,599 | 475,489 | 475,489 | 265,859 | 165,721 | 165,721 | |
| Total Revenues | 10,928,502 | 11,168,564 | 11,585,111 | 11,585,111 | 11,549,501 | 12,347,084 | 12,209,406 | - |
| EXPENDITURE | | | | | | | | |
| General Government | 1,259,782 | 1,268,747 | 1,412,344 | 1,412,344 | 1,334,673 | 1,440,106 | 1,356,542 | |
| Public Safety | 4,379,891 | 5,025,768 | 4,306,884 | 4,306,884 | 3,932,825 | 4,076,417 | 4,038,153 | |
| Public Works | 4,714,848 | 9,099,938 | 2,411,990 | 2,411,990 | 3,204,786 | 6,185,215 | 6,098,008 | |
| Community Enrichment | 1,272,437 | 1,438,873 | 1,463,173 | 1,463,173 | 1,495,302 | 2,013,203 | 1,924,597 | |
| Conservation & Development | 45,363 | 1,098,363 | 18,315 | 18,315 | 1,130,058 | 5,495,632 | 5,488,632 | |
| Debt Service | 689,677 | 900,388 | 2,518,569 | 2,518,569 | 855,393 | 942,351 | 942,351 | |
| Total Expenditures | 12,361,999 | 18,832,078 | 12,131,275 | 12,131,275 | 11,953,037 | 20,152,924 | 19,848,282 | - |
| OTHER FINANCING SOURCES (USES) | | | | | | | | |
| Transfer In | 185,941 | 2,088,915 | 106,846 | 106,846 | 315,107 | 358,350 | 358,350 | |
| Other Sources | 1,504,866 | 7,940,282 | 1,500 | 1,500 | 678,181 | 8,191,260 | 8,141,260 | |
| Transfer Out | (1,110,704) | (713,607) | (74,951) | (74,951) | (1,023,129) | (817,209) | (1,042,532) | |
| Other Uses | (299,932) | (35,112) | - | - | (17,812) | (17,812) | (17,812) | |
| | 280,172 | 9,280,477 | 33,395 | 33,395 | (47,653) | 7,714,589 | 7,439,266 | |
| Revenues less Expenditures | (1,153,324) | 1,616,954 | (512,769) | (512,769) | (451,189) | (91,251) | (199,610) | - |
| | | | | | | => 4.400% | 4.400% | 4.400% |
| | | | | | | => 7,304,020 | 7,304,020 | 7,304,020 |
| | | | | | | 2019 Dept Request | 2019 Admin Recommended | 2019 Adopted Budget |
| Tax Levy | 4,514,674 | 4,925,911 | 4,912,301 | 4,912,301 | 4,912,301 | 5,249,257 | 5,078,435 | - |
| Equalized Value | 704,553,900 | 726,771,000 | 771,569,100 | 771,569,100 | 771,569,100 | 878,465,300 | 878,465,300 | 878,465,300 |
| TID Increment | (52,490,150) | (49,468,150) | (56,140,100) | (56,140,100) | (56,140,100) | (109,169,600) | (109,169,600) | (109,169,600) |
| Equalized - TID Out | 652,063,750 | 677,302,850 | 715,429,000 | 715,429,000 | 715,429,000 | 769,295,700 | 769,295,700 | 769,295,700 |
| Equalized Rate | 6.924 | 7.273 | 6.866 | 6.866 | 6.866 | 6.823 | 6.601 | - |
| DOR Assessment Ratio | 0.9954138930 | 0.9948201150 | 0.9528300580 | 0.9528300580 | 0.9528300580 | PRELIM RATIO 0.8799443840 | FINAL RATIO 0.8799443840 | FINAL RATIO 0.8799443840 |
| Assessed Value | 697,899,300 | 723,006,500 | 735,134,700 | 735,134,700 | 735,134,700 | 773,487,300 | 773,487,300 | 773,487,300 |
| TID Increment | (52,250,480) | (49,468,150) | (53,491,975) | (53,491,975) | (53,491,975) | (96,063,176) | (96,063,176) | (96,063,176) |
| Assessed - TID Out | 645,648,820 | 673,538,350 | 681,642,725 | 681,642,725 | 681,642,725 | 677,424,124 | 677,424,124 | 677,424,124 |
| Assessed Rate | 6.992 | 7.313 | 7.207 | 7.207 | 7.207 | 7.749 | 7.497 | - |

Budget Summary - Expenditures

| Dept Number | | 2016 | 2017 | 2018 | 2018 | 2018 | 2019 | 2019 | 2019 | |
|--|---------------------------|------------------|------------------|------------------|------------------|--------------------|------------------|--------------------|-------------------|--------------|
| | | Actual | Actual | Adopted | Amended | Estimated | Dept Request | Admin Recommend | Adopted Budget | |
| GENERAL GOVERNMENT | | | | | | | | | | |
| 51110 | Village Board | 50,734 | 61,831 | 58,366 | 58,366 | 52,423 | 58,496 | 58,496 | - | |
| 51400 | Administration | 106,912 | 112,559 | 122,261 | 122,261 | 120,474 | 126,292 | 116,292 | - | |
| 51410 | GIS/LIS | 54,263 | 72,640 | 76,119 | 76,119 | 73,078 | 80,338 | 70,351 | - | |
| 51415 | Engineering | - | - | - | - | - | 16,300 | 16,300 | - | |
| 51420 | Finance | 171,434 | 169,028 | 165,191 | 165,191 | 161,234 | 184,287 | 182,187 | - | |
| 51440 | Clerk | 152,564 | 134,276 | 161,025 | 161,025 | 161,056 | 152,547 | 152,547 | - | |
| 51530 | Comm Develop/Assessing | 106,209 | 99,856 | 100,861 | 100,861 | 107,900 | 131,092 | 104,146 | - | |
| 51650 | Village Hall | 135,689 | 127,099 | 150,809 | 150,809 | 123,996 | 132,761 | 88,467 | - | |
| 51680 | Municipal Court | 81,967 | 76,626 | 87,500 | 87,500 | 79,555 | 87,773 | 87,773 | - | |
| 51780 | Unallocated | 34,354 | 24,504 | 40,000 | 40,000 | 33,789 | 30,664 | 40,427 | - | |
| 51900 | Insurance | 303,777 | 309,435 | 342,038 | 342,038 | 317,289 | 323,180 | 323,180 | - | |
| 51960 | Village Promotion | 39,306 | 30,850 | 47,774 | 47,774 | 36,619 | 54,626 | 54,626 | - | |
| Total General Government | | 1,237,209 | 1,218,705 | 1,351,944 | 1,351,944 | 1,267,413 | 1,378,356 | 1,294,792 | - | -4.2% |
| PUBLIC SAFETY | | | | | | | | | | |
| 52050 | Inspection | 88,720 | 94,874 | 107,471 | 107,471 | 101,983 | 110,636 | 110,636 | - | |
| 52200 | Fire Operations | 223,629 | 220,968 | 266,214 | 266,214 | 226,708 | 300,972 | 274,772 | - | |
| 52250 | Allocated Fire | 361,571 | 358,318 | 370,937 | 370,937 | 367,013 | 372,037 | 365,720 | - | |
| 52350 | Crossing Guards | 94,726 | 65,521 | 57,068 | 57,068 | 55,498 | 58,387 | 58,387 | - | |
| Total Public Safety | | 768,646 | 739,681 | 801,690 | 801,690 | 751,202 | 842,032 | 809,515 | - | 1.0% |
| PUBLIC WORKS | | | | | | | | | | |
| 53100 | Administration | 66,074 | 21,497 | 28,552 | 28,552 | 37,530 | 19,337 | 17,482 | - | |
| 53300 | Street Repair/Maintenance | 678,936 | 620,592 | 643,550 | 643,550 | 523,145 | 654,224 | 634,224 | - | |
| 53310 | Support Services | 66,667 | 109,388 | 91,072 | 91,072 | 172,748 | 126,295 | 85,943 | - | |
| 53330 | Vehicle Maintenance | 151,945 | 148,308 | 242,371 | 242,371 | 166,688 | 222,351 | 197,351 | - | |
| 53350 | Snow & Ice Control | 156,522 | 182,674 | 203,471 | 203,471 | 203,129 | 251,184 | 251,184 | - | |
| 53460 | Weed Control | 17,178 | 13,328 | 19,124 | 19,124 | 13,460 | 18,427 | 18,427 | - | |
| 53650 | Recycling | 35,227 | 35,072 | 61,398 | 61,398 | 40,179 | 56,155 | 56,155 | - | |
| Total Public Works | | 1,172,550 | 1,130,859 | 1,289,538 | 1,289,538 | 1,156,879 | 1,347,973 | 1,260,766 | - | -2.2% |
| PARKS, RECREATION, & FORESTRY | | | | | | | | | | |
| 55200 | Parks | 273,748 | 274,630 | 334,041 | 334,041 | 308,981 | 355,934 | 356,184 | - | |
| 55300 | Recreation | 229,332 | 266,216 | 270,711 | 270,711 | 287,247 | 303,627 | 301,919 | - | |
| 55440 | Forestry | 97,809 | 117,803 | 130,977 | 130,977 | 114,971 | 149,735 | 135,735 | - | |
| 55460 | Youth Football | 14,569 | 20,970 | 16,550 | 16,550 | 18,900 | 16,500 | 15,100 | - | |
| 55480 | Community Band | 4,308 | 5,097 | 6,200 | 6,200 | 5,750 | 6,100 | 6,100 | - | |
| Total Parks, Recreation, & Forestry | | 619,766 | 684,715 | 758,479 | 758,479 | 735,849 | 831,896 | 815,038 | - | 7.5% |
| CONSERVATION AND DEVELOPMENT | | | | | | | | | | |
| 56700 | Economic Development | 5,740 | 11,985 | 7,600 | 7,600 | 13,110 | 14,100 | 7,100 | - | |
| Total Conservation and Development | | 5,740 | 11,985 | 7,600 | 7,600 | 13,110 | 14,100 | 7,100 | - | -6.6% |
| OTHER FINANCING USES | | | | | | | | | | |
| 59000 | Other Financing Uses | 102,265 | 35,112 | 49,951 | 49,951 | 42,150 | 60,000 | - | - | |
| Total Other Financing Uses | | 102,265 | 35,112 | 49,951 | 49,951 | 42,150 | 60,000 | - | - | 20.1% |
| Total General Fund | | 3,906,175 | 3,821,057 | 4,259,202 | 4,259,202 | 3,966,603 | 4,474,357 | 4,187,210 | - | -1.7% |
| | | | | | | Incr./Decr. | 5.1% | -1.69% | -100.00% | |
| | | | | | | Estimate | 4.30% | 4.40% | 4.40% | |
| | | | | | | | 4,442,348 | 4,446,607 | 4,446,607 | |
| | | | | | | | (32,009) | 259,397 | 4,446,607 | |

2019 Budget Comparisons - All Taxing Jurisdictions



| | |
|-------------------|-------------------|
| EQUALIZED VALUE | \$ 878,465,300.00 |
| EQUALIZED TID | \$ 109,169,600.00 |
| EQUALIZED TID OUT | \$ 769,295,700.00 |
| ASSESSMENT RATIO | 0.879944384 |
| FINAL ASSESSED | \$ 773,487,300.00 |
| ASSESSED TID | \$ 96,063,176.00 |
| ASSESSED TID OUT | \$ 677,424,124.00 |

| | Levy | Equalized less TID - Per Levy Certification | Equalized Rate | Assessed Rate | Assessed less TID - Per Final Ratio | FINAL ASSESSMENT - Per State Assesment |
|---------|-----------------|---|----------------|---------------|---|--|
| FVTC | \$ 812,588.35 | \$ 769,295,700 | \$ 1.06 | \$ 1.20 | | \$773,487,300 |
| AASD | \$ 174,114.10 | \$ 20,067,206 | \$ 8.68 | \$ 9.86 | | \$60,364,500 |
| KASD | \$ 1,879,703.40 | \$ 216,020,959 | \$ 8.70 | \$ 9.89 | | \$229,210,700 |
| LCASD | \$ 5,280,011 | \$ 533,207,535 | \$ 9.90 | \$ 11.25 | | \$483,912,100 |
| OUT CTY | | | | | | |
| VOLC | \$ 5,078,435.00 | \$ 769,295,700 | \$ 6.60 | \$ 7.50 | | \$773,487,300 |

| | 2017 ASSESSED RATES | 2018 ASSESSED RATES | Change | Percent Change | 2017 Combined Rate | 2018 Combined Rate | Change |
|---------|---------------------|---------------------|---------|----------------|--------------------|--------------------|--------|
| FVTC | \$1.14 | \$1.20 | \$0.06 | 5.30% | | | |
| AASD | \$9.11 | \$9.86 | \$0.75 | 8.24% | \$22.43 | \$23.53 | \$1.10 |
| KASD | \$9.65 | \$9.89 | \$0.24 | 2.47% | \$22.97 | \$23.56 | \$0.59 |
| LCASD | \$11.29 | \$11.25 | -\$0.04 | -0.32% | \$24.61 | \$24.92 | \$0.31 |
| OUT CTY | \$4.97 | \$4.97 | \$0.00 | 0.00% | | | |
| VOLC | \$7.21 | \$7.50 | \$0.29 | 4.02% | | | |

Awaiting receipt of Outagamie County's Tax Certification

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: 2019 Civic Center Fee Increases

PREPARED BY: Laurie Decker, Clerk

REPORT DATE: November 14, 2018

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report: _____
See additional comments attached: _____

EXPLANATION: The current rate to rent the rooms in the Civic Center is \$50.00 for N1/N2 and \$40.00 for S2/S3. With the renovations complete, we are proposing a fee increase to \$100 to rent N1/N2, which has a brand new kitchen and appliances. The rate for S2/S3 would be proposed to increase to \$75 as it now includes a kitchen suite with oven and mini fridge. In a normal year, the Village can expect to receive about \$4,000 in rental revenue. This year, due to the renovation, we are only on track to receive about \$2,000 in rental revenue. If you would adopt the recommended change, we would budget \$4,000 to establish a normal budget baseline moving forward. Even with these fee increases, due to the costs of the renovation and actual costs of cleaning, utilities and staff time, this is not a true “revenue” generator for the Village.

Below is what neighboring communities charge for similar :

Kimberly -- \$75 (it can be rented to nonresidents but the fee is doubled)

Combined Locks -- \$75

Grand Chute -- \$150 with max of 30 people

Kaukauna -- \$50 with max of 25 people

Finally, at this time we do NOT allow non-residents to rent the facility. We would recommend that the Board allow non-residents the ability to rent the facility at twice the cost of non-residents or \$200 for N1/N2 and \$150 for S2/S3.

RECOMMENDATION: Approve Rental Fee Increase for the Civic Center Room Rentals in 2019 - \$100 for N1/N2; \$75 for S2/S3 resident rates and \$200 for N1/N2 and \$150 for S2/S3 for non-resident rates.

RENTAL PERMIT

**VILLAGE OF LITTLE CHUTE CIVIC CENTER ROOM RENTAL
LITTLE CHUTE RESIDENTS ONLY
(920) 788-7380**

*If your key fob does not work, please call FVMPD non-emergency at 687-7100.

Key may be picked up one or two days before the party, Monday – Friday between the times of 8 a.m. to 4:30 p.m.

Lessee or Group Name _____

Address: _____

City: _____ Telephone: _____

Date of the Event: _____

Time: from _____ to _____ (8am & 8pm)

(Enter the time that you want to get in to set-up and what time you will be cleaned up and leaving)

Purpose: _____ Attendance (#): _____

Person Responsible for Key: _____

ID provided _____ (Must be 18 and a Little Chute resident to rent rooms at the facilities)

Civic Center: 625 GRAND AVE

N1&2 with Kitchen (90 person capacity) _____

S2&3 (90 person capacity) _____

Total Rental Cost \$ _____ received on _____, by _____

The Lessee signing this Agreement below, hereby agrees to forfeit the security deposit of \$300.00, for any damage to property or items stolen, and costs incurred for cleaning, together with any other liability to the Village of Little Chute by the Lessee resulting from the use of Village property pursuant to this Rental Permit, whether or not specifically described herein, and to comply with the following hold harmless provisions:

Hold Harmless Clause: Lessees shall be liable to the Village of Little Chute for all losses and damages in connection with both personal and real property resulting from any act or omission of any individual attending the event for which this Permit is issued, whether or not caused by negligence. Lessee shall further indemnify and hold harmless the Village of Little Chute from any and all damage, or loss, or liability of any kind whatsoever occasioned upon and or within the leased premises (as described in the lease agreement or as permitted for use by oral or other agreement), or ways or walks or concourse adjacent thereto, by reason of any injury or property of third persons occasioned by any act of omissions, neglect, or wrongdoing of the Lessee or any of his, her and or its officers, agents, representatives, assigns, guests, employees, invites, or other person admitted by the Lessee to the premises, and the Lessee will, at his or her and/or its own cost and expense, defend and protect the Lessor against any and all such claims or demands. Lessee shall further pay and reimburse the Village for all costs of enforcement and collection resulting from the Rental Permit incurred by the Village, including but not limited to, reasonable attorney's fees. Lessee agrees to prevent loitering and the presence of unauthorized persons during all such usage periods and further authorizes the Village to expel individuals and/or terminate the Permit immediately without notice in the event the Village becomes aware of any form of damage, destruction, or other violation of law occurring on Village property.

I have read the attached terms of rental agreement and agree to comply _____

Signed

TERMS OF RENTAL

KEY FOB — Key fob must be picked up the week of the event, **before 4:30 on Friday**. You are responsible for the key and it must be returned to the Village Hall in order to have your security deposit returned. The key fob will only be given out to an adult 18 or older. *If your key fob does not work, please call FVMPD non-emergency at 687-7100.

UNLOCKING & LOCKING OUTSIDE DOOR—Person responsible for the key fob is also responsible for **Unlocking & Locking the outside door. To keep outside door open—push in handle, insert pin that is hanging on door, pull out pin when leaving and make sure door is locked.**

RESERVATION OF FACILITIES — Facilities may be reserved at the Village Hall Clerk's office by Little Chute Residents ONLY. Phone 788-7380. Office hours are 8:00 am to 4:30 pm, Monday through Friday. Reservations can be made anytime in advance with a minimum 48 hours advance notice. Reservations for usage are confirmed only when payment is made in full and a signed agreement is on file at Village Hall.

Rooms may be used for most meetings, group discussions, and receptions except the following: 1) A purpose which interferes with or disrupts the regular operation of the Village. 2) Programs involving the sale, advertising, solicitation or promotion of products, services or memberships. 3) The Village reserves the right to deny any request. 4.) Non-resident of the Village. 5) Violations of the agreement or excessive damage to facility may be cause for future denial of room rental.

DO NOT CONTACT LIBRARY STAFF REGARDING YOUR ROOM RENTAL. WHEN SENDING OUT INVITATIONS, PLEASE DO NOT INDICATE THE LIBRARY ADDRESS AS THE RSVP ADDRESS. USE YOUR HOME ADDRESS.

CANCELLATION—Notice to cancel a reservation must be given in a timely manner. Failure to do this will result in being charged at the following rate:

6 weeks in advance, refund 75% of paid rental
4 weeks in advance, refund 50% of paid rental
2 weeks in advance, refund 25% of paid rental
Less than 2 weeks, refund 0% of paid rental

TIMES: You may arrive at the Civic Center any time between the hours of 8:00 am and 8:00 pm (including take down and clean up) unless special permission is granted by the Village Board of Trustees.

CLEANING — Cleaning is to be done immediately after the conclusion of an event. Maintenance personnel will inspect the building at 7:00 am the following day for your deposit refund. Exceptions may be made if there is no event the next day and the department is notified prior to the event. All equipment not furnished by the Village must be removed from the building following the event.

All garbage must be emptied and bags brought outside and disposed of in the appropriate containers. Little Chute recycles! Please place recyclables in the appropriate containers. Also, please replace the bags in the garbage containers.

No decorating is allowed prior to your rental time/date. The Village of Little Chute will not permit affixing anything to the walls or ceilings with staples, nails, tape, or other fasteners. The Village of Little Chute will not accept responsibility for special cakes or decorations brought into the facility. **All decorations must be removed at the conclusion of the event.**

**Nail or tack holes will be charged at \$5 each.

ALCOHOLIC BEVERAGES — Alcohol may be consumed on the premises by adults of legal drinking age only. Permission to consume alcohol is obtained by purchasing an Alcohol permit. There is a \$5.00 fee for the permit and it must be brought to the facility the day of your event. Alcohol may only be consumed at the Civic Center for private parties. No ice tubs will be allowed in the rooms. Food and Beverages shall be consumed in the room and shall not be carried into the hallways.

SECURITY/SAFETY — Groups using the Civic Center/ Village Hall are responsible for the contents and security of the building. Opening and closing the building securely will avoid cost of damages to the user from vandalism. Use of candles or any flammable type material is prohibited in the buildings or on the grounds. The person responsible for renting the room should acquaint all attendees with the fire exists. Please dial 911 in case of an emergency or fire.

SMOKING — Smoking is prohibited in the buildings.

VILLAGE OF LITTLE CHUTE ORGANIZATIONS - Village charitable, civic and service groups are welcome to use the rooms for club functions at no charge. An annual permit must be completed at the Clerk's office to detail the days and times of use for the year. Terms of Rental and clean up requirements are to be followed. Violations of agreement or excessive damage to facility may be cause for future denial of room rental.

EQUIPMENT — Tables, chairs and other equipment are not to be removed from the buildings.

MUSIC - No live bands or amplification devices such as stereos, radios, etc. with external speakers will be allowed without permission of the Little Chute Village Board.