



Village of

# ***Little Chute***

## **AGENDA**

### **LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING**

PLACE: Little Chute Village Hall

DATE: Wednesday, March 25, 2015

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 March 18, 2015*
  - 2. Report of Minutes  
*Minutes of the Park Planning Committee Meeting of December 16, 2014*  
*Minutes of the Water Commission Meeting of January 20, 2015*  
*Minutes of the Plan Commission Meeting of February 9, 2015*
  - 3. Presentation: Proclamation to Honor Tom Flick
  - 4. Operator License:  
*Lindberg, Bradley S. Walgreens Little Chute*
  - 5. Resolutions:
    - a) Preliminary Assessment Resolution #8 Setting a Public Hearing for Residential Asphalt Paving on East Evergreen Drive to Buchanan Road
    - b) Final Special Assessment Resolution #9 Setting a Public Hearing for Concrete, Paving, Sidewalk and Utilities
    - c) Resolution #10 Authorizing the Sale to Crosswinds Development, LLC
  - 6. Presentation: Village of Little Chute Emergency Response Plan
  - 7. Discussion/Possible Action—Reconstruction of McKinley and Grand Avenue and projects replacing the reconstruction of McKinley and Grand Avenues.
  - 8. Unfinished Business
  - 9. Items for Future Agenda

10. Closed Session:
  - a) 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. *Public Infrastructure Development Agreement*
11. Return to Open Session
12. 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 or email [laurie@littlechutewi.org](mailto:laurie@littlechutewi.org). Prepared: March 20, 2015

# **MINUTES OF THE LITTLE CHUTE PARK PLANNING COMMITTEE OF**

**December 16, 2014**

## **Call to Order**

Meeting was called to order by J. Schumacher at 6:00 p.m.

## **Member Roll Call**

PRESENT: Tom Meyers, Ruben Wittman , Jerry Schumacher, Jodi Rietveld, Cary Luitjens, Bill Van Berkel

EXCUSED:

ALSO PRESENT: Tom Flick, Director of Parks, Recreation, and Forestry

## **Public Appearances**

None

## **Approval of Minutes of November 18, 2014**

*Moved by C. Luitjens, seconded by R. Wittman to approve the minutes of November 18, 2014.*

All Ayes – Minutes were approved by unanimous consent.

## **Discussion – Comprehensive Outdoor Recreation Plan**

Committee started reviewing and discussing park improvements and added amenities. Committee reviewed community survey and created list of improvement priorities and maintenance concerns for parks.

Discussed improvements and amenity additions to Doyle, Legion, and Van Lieshout Parks.

See attached list of recommended park improvements

## **Directors Report**

Provided update on Grand/McKinley street project. Discussed recruiting to fill park planning member vacancy

## **Unfinished Business**

None

## **Items for Future Agendas**

None

## **Adjournment**

*Moved by T. Meyers, seconded by B. Van Berkel to adjourn at 8:10 p.m. - Motion carried unanimously*

By:   
Jerry Schumacher - Chairperson

## MINUTES OF THE WATER COMMISSION MEETING – JANUARY 20, 2015

### Call to Order

The Water Commission meeting was called to order at 6:00 P.M. by Kevin Coffey, Chair

### Roll Call

PRESENT: Kevin Coffey, Chair  
Mark Gloudemans  
Jason Wegand  
Tim Bevers

EXCUSED: Tim Wegand

ALSO PRESENT: Village President, Michael Vanden Berg, MCO Rep., Jerry Verstegen, Village Administrator, James Fenlon, Director of Public Works Roy Van Gheem, Finance Director, Teri Matheny

### Public Appearance for Items Not on the Agenda

None

### Approval of Minutes

#### Water Commission Minutes of November 18, 2014

*Moved by Commissioner M. Gloudemans, seconded by Commissioner T. Bevers to approve the Minutes of November 18, 2014 as presented.*

All Ayes – Motion Carried

#### Discussion/Action—Site Plan for AT&T Generator at Stephen Street Water Tower

*Moved by T. Bevers, seconded by M. Gloudemans to approve the site plan for AT&T Generator at Stephen Street Water Tower as presented.*

All Ayes – Motion Carried

#### Discussion/Action—2<sup>nd</sup> Addendum to AT&T lease for Stephen Street Water Tower

*Moved by K. Coffey, seconded by M. Gloudemans to approve the 2<sup>nd</sup> addendum to AT&T lease for Stephen Street Water Tower as presented.*

All Ayes – Motion Carried

### Progress Reports

#### MCO Operations Update

Jerry Verstegen with MCO stated that the roof on Well #3 was replaced and the float was replaced on Well #4. Oil changes and inspections were also performed on all the wells, boosters and air compressors. There was a water break on Lincoln Street near the park entrance and new meters were installed. MCO is continuing to work with the DNR on discharge issues.

#### Director of Public Works

The water system is expanding over to the west side by Cherryvale and Gardenia. The DPW staff is working on closing out the 2014 contracts and preparing for assessments and the audit. The department is also working on the 2015 Project Design.

#### Finance Director

Discussed Finance Report

**Approval of Vouchers**

*Moved by Commissioner T. Bevers, seconded by M. Gloudemans to approve and authorize payment of the vouchers and draw from the respective funds.*

All Ayes – Motion Carried

**Unfinished Business**

None

**Items for Future Agenda**

Post notice of open position vacated by Jason Wegand

**Adjournment**

*Moved by Commissioner M. Gloudemans, seconded by K. Coffey to adjourn the meeting at 6:20 p.m.*

All Ayes – Motion Carried

**VILLAGE OF LITTLE CHUTE**

  
Attest: Laurie Decker, Village Clerk

  
By: Kevin Coffey, Chair

## MINUTES OF THE PLAN COMMISSION MEETING – FEBRUARY 9, 2015

### Call to Order

The Plan Commission meeting was called to order at 6:00 p.m. by President Vanden Berg

### Roll Call

PRESENT: President Vanden Berg  
Steve Eggert  
Richard Schevers  
Trustee Larry Van Lankvelt  
Roy Van Gheem  
Bill Van Berkel  
Brian Huiting  
ALSO PRESENT: Ken Jaworski with Martenson & Eisele, Community Development  
Director Jim Moes, Village Administrator, James Fenlon  
OTHERS PRESENT: Interested citizens

### Public Appearance for Items Not on the Agenda

None

### Approve Minutes from the Plan Commission Meeting from January 12, 2015

*Moved by Commissioner Van Gheem, seconded by Commissioner Eggert to approve the Minutes of January 12, 2015 as presented.*

Ayes 7, Nays 0 – Motion Carried

### Discussion/Possible Action—Comprehensive Plan Martenson and Eisele

Ken Jaworski of Martenson & Eisele gave an overview of the Comprehensive Plan for the Village of Little Chute. Discussion on the goals, objectives and policies as outlined in the memo. The transportation policy will be reconsidered when the Pedestrian & Bike Plan is complete.

### Unfinished Business

Community Development Director, Jim Moes gave an overview of the senior housing timeline.

### Items for Future Agenda

None

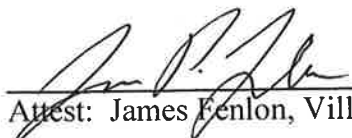
### Adjournment

*Moved by Commissioner Van Gheem, seconded by Commissioner Van Berkel to adjourn the Plan Commission Meeting at 7:25 p.m.*

Ayes 7, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

  
By: Michael Vanden Berg, Village President

  
Attest: James Fenlon, Village Administrator

**Carol Lynn Drive, Stephen Court, & Harvest Trail  
Village of Little Chute, WI**

[illegible]

**VILLAGE OF LITTLE CHUTE**  
(Outagamie County, State of Wisconsin)

**PRELIMINARY ASSESSMENT RESOLUTION NO. 8, SERIES OF 2015**

**A PRELIMINARY ASSESSMENT RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER CHAPTER(S) 66.60(1)(b) AND AS APPLICABLE 61.36, 66.62, 66.615 AND 66.60(10), OF THE WISCONSIN STATUTES, AS AMENDED FROM TIME TO TIME (AND AS AMENDED OR MODIFIED BY VILLAGE ORDINANCE).**

BE IT RESOLVED by the Village Board of Trustees, Village of Little Chute, as located in Outagamie County, State of Wisconsin, as follows:

1. That the Village Board of Trustees, Village of Little Chute, hereby declares its intention to exercise its police powers under Chapter(s) 66.60(1)(b), and as applicable 61.36, 66.62, 66.615 and 66.60(10) of the Wisconsin Statutes as amended from time to time (and as amended or modified by Village Ordinance) to levy special assessments upon property within the following-described area for improvements upon said property:

- a) DESCRIPTION OF SPECIAL ASSESSMENT/HOOKUP FEE PROJECT:  
Asphalt Street Paving
- b) EAST EVERGREEN DRIVE  
East Evergreen Drive-Buchanan Road to 1197 feet east

The special assessments as may be hereinafter determined shall be levied upon all real estate fronting roadways within the above-described area or individual properties within an area thereby benefitted.

2. Said improvements shall include the required cost of construction and installation, including total construction costs, engineering fees, attorneys' fees, and publication expenses, and Village administrative costs and fees.

3. The Village Board hereby determines that all such municipal improvements shall be made under Chapter(s) 66.60(1)(b), and as applicable 61.36, 66.62, 66.615 and 66.60(10) of the Wisconsin Statutes, as amended from time to time (and as amended or modified by Village Ordinance) and that the amount assessed against each abutting parcel is based upon a reasonable basis, being total construction and material costs, including engineering fees, attorneys' fees, publication expenses, Village administrative fees and costs, and other appropriate special assessment proceeding costs. The Village Board of Trustees further determines that all said improvements benefit the property described in Paragraph 1 above.

4. The assessments against abutting property owners (or property owners within the area of special assessment) may be paid in cash or in the number of installments to be determined at the

Public Hearing on the proposed assessments and according to the Final Resolution of the Village Board of Trustees of the Village of Little Chute as may be hereinafter adopted.

5. The Village Engineers and/or Village Director of Public Works are directed to prepare an Engineer's Report and/or Director of Public Work's Report consisting of:

- a. Preliminary and final plans and specifications for said improvements.
- b. An estimate of the entire, final, total cost of the proposed construction and installation, including costs of construction, materials, engineering fees, attorneys fees, publication expenses, Village administrative fees and costs, and other appropriate costs of special assessment proceedings.
- c. A schedule of proposed assessments against abutting property prepared under the terms and conditions of Chapter 66.60 of the Wisconsin Statutes as amended from time to time.
- d. The Engineer's Report and/or Director of Public Work's Report shall state that all such assessments are based upon a reasonable basis, being total construction and material costs, and additional direct or indirect costs as specified above, and that all said special assessments benefit the property(s) being assessed.

Upon completing said Engineer's Report/Village Director of Public Work's Report, the Village Engineers or Village Director of Public Works is directed to file a copy of the same in the office of the Village Clerk for public inspection.

Upon receiving the Engineer's Report/Village Director of Public Work's Report, the Village Clerk is directed to prepare and publish a Class One Notice of a Public Hearing on said Report and upon the Preliminary Special Assessment Resolution, as specified in Chapter 66.60(1)(b), of the Wisconsin Statutes, as amended from time to time, which Notice of Public Hearing shall state the place and time at which the Report may be inspected and the place and time at which all persons interested, or their agents or attorneys, may appear before the Village Board of Trustees for the Village of Little Chute and be heard concerning the matters contained in said Special Assessment Preliminary Resolution and the Village's Engineer's Report or Village Director of Public Work's Report, which shall be a Public Hearing thereon. A copy of the Notice of Public Hearing, together with a scale map (if available) showing the general boundary areas of the proposed assessment district/area, shall be mailed at least ten (10) days before the hearing date to all interested persons whose post office addresses are known. The Public Hearing shall commence not less than ten (10) days nor more than forty (40) days after publication. The Public Hearing will be held in the Board Room at the Village Hall, 108 W. Main Street, Little Chute, WI 54140, Outagamie County, State of Wisconsin, at 6:00 p.m. on Wednesday, April 15, 2015.

Date introduced, approved and adopted: March 25, 2015

**VILLAGE OF LITTLE CHUTE:**

By: \_\_\_\_\_  
Michael R. Vanden Berg, Village President

By: \_\_\_\_\_  
Laurie Decker, Village Clerk

**VILLAGE OF LITTLE CHUTE**

(Outagamie County, State of Wisconsin)

**RESOLUTION NO. 9 , SERIES OF 2015**

**A Final Special Assessment/Hookup Fee Resolution authorizing special assessments/hookup fees for installation and construction of municipal improvements as described hereinafter, within an area described hereinafter, and providing for the levying of special assessments or hookup fees. As applicable, against said property owners as described hereinafter under and pursuant to the provisions of chapter(s) 61.36, and as applicable 66.0701, 66.0703, and 66.0907, of the Wisconsin Statutes, as amended from time to time, and further pursuant to applicable village ordinances.**

WHEREAS, the Village Board of Trustees, Village of Little Chute, located in Outagamie County, Wisconsin, did pass Ordinance No. 11, Series of 2004 Hookup Fees for Improvements Benefiting Properties Located Outside of the Village to be Imposed Upon Annexation and for Assessments Proceedings for Completed Municipal Improvements, thereby declaring the Village's intent to exercise special assessment and police powers under Wisconsin statutes in particular, Chapter(s) 61.34, 61.36, and as applicable 66.0701, 66.0703, and 66.0907 of the Wisconsin Statutes, as amended from time to time, and as further amended by then applicable Village Ordinances, for the following purposes and within the following described area:

- a) DESCRIPTION OF SPECIAL ASSESSMENT/HOOKUP FEE PROJECT:  
Concrete Streets, Private Storm Sewer Laterals, Private Sanitary Sewer Laterals, Rehab Sidewalk/New Sidewalk
- b) AREA OF SPECIAL ASSESSMENT/HOOKUP FEE IMPROVEMENTS:  
Riverside Drive from Sanitorium Road to each Village limits – concrete paving, storm sewer, new/storm laterals, rehab sidewalk, private sanitary laterals  
Violet Lane from E. Wisconsin Avenue to Carol Lynn Drive – concrete paving, storm sewer, new/storm laterals, rehab sidewalk  
Jay Street from STH "N" to Kelly Street – concrete paving, rehab sidewalk  
Kelly Street from Jay Street to Florida Avenue – concrete paving, rehab sidewalk  
Polk Street – New sidewalk (cul-de-sac lots)  
Rehab Sidewalk area – South of CTH "OO" from Madison Street to Buchanan Street and north side of CTH "OO" from Freedom Road to Buchanan Street

WHEREAS, the Village Board of Trustees did provide for the publishing of the required statutory Notice of Public Hearing on Special Assessment/Hookup Fee in the *Times/Villager* on April 1, 2015 and did further mail a copy of said Notice of Public Hearing on Special on Special Assessment/Hookup Fee to all affected property owners as set forth within the above-described project area, all within the required statutory time, including a scale map (if available) of the project area: and,

WHEREAS, the property affected and property owners therein affected by the municipal improvement project are as set forth above: and,

WHEREAS, the Village Board of Trustees, Village of Little Chute, did hold a Public Hearing upon said Special Assessment/Hookup Fees, on the 14<sup>th</sup> day of May, 2014, at 6:00 p.m. in the Board Room, 108 W. Main Street, Little Chute, WI 54140, pursuant to the published Notice of Public Hearing and a mailing of said Notice to affected property owners, for the purpose of informing and hearing all interested persons concerned with the Special Assessment/Hookup Fee and the Report of the Village Engineers reference the proposed public improvement project, and did hear all persons desiring audience at said hearing (or in the alternative the Report of the Village of Little Chute Director of Public Works in lieu of Village Engineer Report).

NOW THEREFORE, BE IT RESOLVED by the Village Board of Trustees, Village of Little Chute, as follows:

1. That the Report of the Village Engineers for the public improvement project, affecting the special assessment and hookup fee area, all as described above, including any and all engineering plans and specifications thereto, are hereby approved and adopted. Pursuant to the Report of the Village Engineer and/or the Village Director of Public works as set forth above, all of said special assessments/hookup fees proposed are determined to have been levied and proposed on a reasonable basis, being actual construction costs, engineering fees, attorneys' fees, publications costs, Village administrative costs and fees and other special assessment proceeding and hookup fee proceeding costs; and, further, that all said municipal improvements are determined to benefit the areas/properties being assessed, or charge with hookup fees, as applicable.
2. That the Village of Little Chute awarded a contract to carry out the work of said improvements in accordance with the Report of the Village Engineer/Village Director of Public Works.
3. That payment for said municipal improvements shall be made by assessing the cost to the abutting/affected property owners located within the Village jurisdiction pursuant to Chapter(s) 61.36, and pursuant to authority and police powers and as applicable 66.0701, 66.0703, and 66.097 of the Wisconsin Statutes, as amended from time to time, and as set forth hereinafter and further pursuant to any applicable Village Ordinance or Policy dealing with special assessments, and further made in part by imposing hookup fees at the time and manner set forth below for those properties presently located outside Village jurisdiction.
4. The Village of Little Chute had advertised for bids for this project and the Village of Little Chute did award a contract to carry out the work for said improvements, all to forementioned.

5. That all costs to be assessed or later charged as hookup fees, as shown on attached Engineer's Report and/or the Report of the Village Director of Public Works, as modified, are true and correct, have been determined on a reasonable basis, are further determined to benefit the abutting/affected property, and are hereby confirmed.

6. Special Assessments on parcels located inside the Village will be paid as detailed in the Final Engineer's Report for those properties under Village jurisdiction.

7. Hookup Fees will be charged to those parcels that are included in the project area (as detailed in the Final Engineer's Report) but are not currently located in the Village and will be imposed and held in abeyance until the time of annexation to the Village.

8. The Village Clerk for the Village of Little Chute is directed to publish this Resolution as a Class One Notice in the *Times/Villager Kaukauna*, Wisconsin.

9. The Village Clerk for the Village of Little Chute is further directed to mail a copy of the Final Assessment Resolution and a statement of final assessment against affected/abutting property, to each affected/abutting property owner whose name appears on the assessment roll and whose post office address is known or can, with reasonable diligence, be ascertained.

10. This assessment and hookup fee amount may be amended and/or revised, where necessary, from time to time, pursuant to Chapter 66.0703 (10) of the Wisconsin Statutes, Village ordinances or policies associated therewith, as amended from time to time.

11. Effect of Village Ordinance(s). See Village of Little Chute Municipal Code Chapter 16, Article III. The assessment and hookup fee rates have been modified and/or adjusted to reflect the Village of Little Chute local share, as paid by Village of Little Chute General Funds where applicable.

Date introduced, approved and adopted: March 25, 2015

VILLAGE OF LITTLE CHUTE

By: \_\_\_\_\_  
Michael R. Vanden Berg, Village President

Attest: \_\_\_\_\_  
Laurie Decker, Village Clerk

FINAL DETERMINATION OF ASSESSMENT/HOOKUP FEE:

Concrete Street – Flat Rate

Riverside Drive – Sanitorium Road to east Village limits – 33 ft. B-B - \$96.73 – Residential Rate

Violet Lane – E. Wisconsin Avenue to Carol Lynn Drive – 33 ft. B-B – \$96.73 – Residential Rate

Jay Street – STH “N” to Kelly Street – 31 ft. B-B - \$119.41 Commercial Rate

Kelly Street – Jay Street to Florida Avenue – 37 ft. B-B - \$137.31 Commercial Rate

Sanitary Lateral Construction with Reconnects

Assessment Rate per Lot - \$509.60

Sanitary Lateral Construction – No Reconnects

Assessment Rate per Lot - \$665.40

Storm Sewer Lateral Construction

Assessment Rate per Lot - \$1,984.70

Rehab Sidewalk

4” Walk                                      \$5.13 / sq. ft.

6” Walk                                      \$5.48/ sq. ft.

**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO. 10 , SERIES OF 2015**

**A RESOLUTION AUTHORIZING THE SALE OF REAL ESTATE LOCATED AT 3650 NORTH FRENCH ROAD TO CROSSWINDS DEVELOPMENT, LLC**

**BE IT RESOLVED**, by the Village Board of Trustees, Village of Little Chute, as follows:

1. That the Village Clerk, and/or Village Administrator, and/or Village President are hereby authorized to execute a deed on behalf of the Village of Little Chute, deeding and selling Village of Little Chute owned real estate described as:

Part of Lot 2, Certified Survey Map #6315 being part of the Southwest ¼ of Section 8, Township 21 North Range 18 East, Village of Little Chute, Outagamie County, Wisconsin described as follows:

Commencing at the South 1/4 corner of Section 8 T21N R18E; thence N89°29'44"W, 1338.42 feet on the south line of said Southwest 1/4; thence N00°23'23"E, 659.51 feet to the south line of said Lot 2; thence N89°22'09"W, 1300.90 feet along the south line of line of said Lot 2 to the east right of way of French Road; thence N00°10'34"E, 366.04 feet on said east right of way to the POINT OF BEGINNING; thence N00°10'34"E, 628.71 feet on said east right of way; thence S89°07'06"E, 263.02 feet; thence S00°10'34"W, 625.48 feet; thence N89°49'26"W, 263.00 feet to the POINT OF BEGINNING.

Said parcel contains 3.78 acres more less.

2. Sale of land is in the amount as specified in the development agreement and amendment there to.
3. A deed and other necessary documents will be signed and issued for recording upon payment at closing.

Introduced, approved and adopted: \_\_\_\_\_, 2015

**VILLAGE OF LITTLE CHUTE**

By: \_\_\_\_\_  
Michael R. Vanden Berg, Village President

Attest: \_\_\_\_\_  
Laurie Decker, Village Clerk