



Village of

Little Chute

AGENDA

LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, April 8, 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 April 1, 2015
2. Action—Special Event Permits for Cheesefest, Rock Cancer and Fox Cities Greenways
3. Action—Application for Temporary Class “B” License for Rock Cancer
4. Operator Licenses:

Debra, Paul	MotoMart	Little Chute
Grundy, Webster	Super 41 Shell	Little Chute
Lahde, Kathy	Super 41 Shell	Little Chute
Fralin, William	Walgreens	Little Chute
5. Discussion—General Transportation Aids (GTA)
6. Unfinished Business
7. Items for Future Agenda
8. 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. *Sale of Village Owned Property*
 - b) 19.85(1) (c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Personnel Matter/Recruitment*

9. Return to Open Session

10. 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. Prepared: April 2, 2015

MINUTES OF THE REGULAR BOARD MEETING OF APRIL 1, 2015

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

Pledge 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
Skip Smith, Trustee
Bill Peerenboom, Trustee
John Elrick, Trustee
Larry Van Lankvelt, Trustee
EXCUSED: Brian Joosten, Trustee
James Hietpas, Trustee

Roll Call of Officers and Department Heads

PRESENT: James Fenlon, Village Administrator
Erik Misselt, FVMPD Police Chief
Jim Moes, Community Development Director
Roy Van Gheem, Director of Public Works
Teri Matheny, Finance Director
Laurie Decker, Village Clerk
Michael Menghini, Village Attorney
EXCUSED: Beth Carpenter, Library Director

Public Appearance for Items Not on the Agenda

None

Approval of Minutes

Minutes of the Committee of the Whole Board Meeting of March 25, 2015

Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to approve the minutes as presented

Ayes 5, Nays 0 – Motion Carried

Action—Operator License Denials

Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to deny the Operator Licenses as presented

Ayes 5, Nays 0 – Motion Carried

Department and Officers Progress Reports

Departments and Officers provided progress reports to the Board

Disbursement List

*Moved by Trustee Peerenboom, seconded by Trustee Smith to Approve the Vouchers and
Authorize the Finance Director to pay all vendors.*

Ayes 5, Nays 0 – Motion Carried

Call for Unfinished Business

None

Items for Future Agendas

None

Adjournment

Moved by Trustee Smith, seconded by Trustee Elrick to Adjourn the Regular Board Meeting at 6:11 p.m.

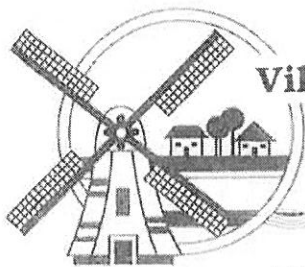
Ayes 5, Nays 0 - Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest:

Laurie Decker, Village Clerk



Village of

Little Chute

PERMIT FEE ~~\$25.00~~



SPECIAL EVENT PERMIT APPLICATION

➡ Special event permit applications must be submitted at least 3 months prior to proposed event.

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility **please be very specific**. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. Please call (920) 788-7380 ext. 204 with questions regarding this special event permit.

Event sponsor: Great Wisconsin Cheese Festival

Event name: Great Wisconsin Cheese Festival

Check one: ☒ (10:30 Sat) Parade ☒ (10:25 Sat) Run/Walk ☒ (Fri-Sun) Festival ☐ Tournament ☐ Other

Dates needed: June 5, 6 + 7, 2015

Times needed: 4/5 = 3:30pm to 12:30am (4/6); 4/7 = 7:00am to 12:30am (4/8); 4/7 = 7:00am to 5:30pm
(Please include beginning and end times, if different times are needed on different dates please specify.)

Parks, shelters, open space needed: Doyle Park (all facilities + open grass)

Will you be requesting street closure or use of street right of way? yes If so, what streets (submit mapped route and/or area requested)?

Parade lineup: Sanatorium Rd from Main to Lincoln + Wisconsin from Violet to Sanatorium
Walk/run + parade route: start Main + Sanatorium, go west on Main to Grand, south on Grand then disband

* Request police dept post NO PARKING at corner of Van Buren + Lincoln and Van Buren + Park

Will tents or other temporary structures be erected? yes → numerous tents at Doyle

Will you be having any kind of animals, performances or amusement rides? yes → petting zoo, bands, amusement rides

Will you be selling or serving alcohol? yes Does your event include fireworks? no

Number of people attending: approx. 10,000 Please be aware that portable toilets will be required if crowd size exceeds toilet capacity.
for weekend

Other requests: _____

Indemnification Agreement

The applicant/organization shall indemnify, defend, and hold harmless the Village and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful misconduct of the Village. Applicant/Organization also understands and acknowledges that as required by the Village, liability insurance is the financial means to legally defend the Village and cover liability arising from the activity/event. I certify by my signature that I understand and agree to comply with this agreement and the insurance requirements and that I'm a qualified representative of my organization authorized to sign this agreement. I also certify the information is true and accurate.

Donna Koebe
Sponsor Representative - Print Name

Donna Koebe 3/19/15
Signature Date

Address 1940 Buchanan St., Little Chute, WI 54140

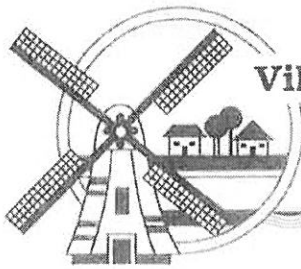
Work Phone 788-7390 x202 Cell Phone _____ Home Phone _____

RETURN FORM AND \$25.00 PERMIT FEE TO: Village of Little Chute Clerk's Office, 108 W. Main Street, Little Chute, WI 54140

Date Received:

Amount Received:

Received By:



Village of

Little Chute

SPECIAL EVENT PERMIT

Great Wisconsin Cheese Festival 6/5, 6/6 + 7 Great Wisconsin Cheese Festival
Event Name Event Date(s) 2015 Event Sponsor

THIS AGREEMENT is intended to clarify the working relationship between the **Sponsor** of the special event and the **Village of Little Chute**. The **Sponsor** agrees to abide by the terms of this agreement, and all existing policies governing use of Village Facilities unless specifically noted in the AGREEMENT. All Village Departments involved in the event as well as the Village Board must approve this agreement.

PARK FACILITIES must be reserved by the **Sponsor** through the **Parks & Recreation Dept.** Payment is due at that time.

Use of **VILLAGE STREETS** for events such as festivals, parades, sales, block parties, walks and runs must be approved by the **Public Works Department** and/or **Police Department**. If the route or grounds extends beyond the Village of Little Chute limits, the **Sponsor** must contact authorities in those jurisdictions for approval. If the event requires street closures or re-routing of traffic, the **Sponsor** may be required to mail a notice to affected residences and businesses PRIOR to the Village Board meeting.

STAFF needed to run the event are the responsibility of the **Sponsor**, except where the **Village** determines that Village personnel are required. When the **Village** incurs additional expense, due to personnel working overtime, regular hours, setting up, or cleaning up, the cost (including fringes) will be charged to the **Sponsor**. Non-profit organizations **may** receive 50% cost support from the Village.

EQUIPMENT needed to run the event will be the responsibility of the **Sponsor**, except when Village equipment such as traffic barricades or cones are needed, then the **Public Works Department** and/or **Police Department** will determine use. The cost to repair or replace lost or damaged equipment will be charged to the **Sponsor**.

A **CERTIFICATE OF INSURANCE** covering the event must be provided by the **Sponsor** upon approval, naming the Village of Little Chute as an additional insured for \$1,000,000.00. All insurance requirements as stated must be followed.

An **INVOICE** detailing charges for Village services will be sent to the **Sponsor** following the event. Payment is due within 30 days of the date of the invoice.

NO CHANGES may be made by the sponsor, regarding items included in this AGREEMENT, unless written permission is attached to this document. Requests will be reviewed with direction given. When questions regarding this AGREEMENT arise, they should be directed to the appropriate Department. If questions arise during the event, and the Department representative is unavailable, the decision of Village Staff on duty shall prevail.

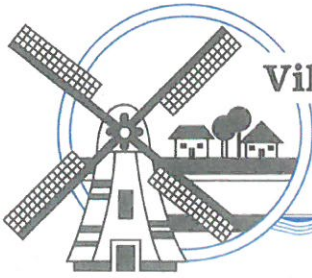
SPONSORS of special events must comply with all applicable Village ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Violations of these provisions will likely result in automatic denial of future requests for Special Event permits by the **Sponsor**.

The Village President, or designee, may cancel an event without prior notice for any condition affecting the public health or safety of the Village, or any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

<u>Donna Koebel</u>	<u>Donna Koebel</u>	<u>3/19/15</u>
SPONSOR REPRESENTATIVE - PRINT	SIGNATURE	DATE
<u>1940 Buchanan St, Little Chute, WI 54140</u>		
ADDRESS		
<u>788-7390 x 202</u>		
WORK PHONE	CELL PHONE	HOME PHONE

Approved By Village Board

VILLAGE REPRESENTATIVE - PRINT	SIGNATURE	DATE



Village of

Little Chute

PERMIT FEE \$25.00

SPECIAL EVENT PERMIT APPLICATION

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Event sponsor: Spierings Cancer Foundation

Event name: Rock Cancer

Check one: ☐ Parade ☐ Run/Walk ☒ Festival ☐ Tournament ☐ Other

Dates needed: Aug 15, 2015

Times needed: 10:00 AM - Midnight
(Please include beginning and end times, if different times are needed on different dates please specify.)

Parks, shelters, open space needed: All

Will you be requesting street closure or use of street right of way? _____ If so, what streets (submit mapped route and/or area requested)? _____

Will tents or other temporary structures be erected? tents 3 total

Will you be having any kind of animals, performances or amusement rides? No

Will you be selling or serving alcohol? Yes Does your event include fireworks? No

Number of people attending: 5,000 Please be aware that portable toilets will be required if crowd size exceeds toilet capacity.

Other requests: _____

Indemnification Agreement

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Sue or Jim Spierings Sue Spierings 3-26-2015
Sponsor Representative - Print Name Signature Date

Address 700 Harvest Trail Appleton 54913

Sue Jim
Work Phone 920 470 8088 Cell Phone 920 791-0028 Home Phone 788 7189

RETURN FORM AND \$25.00 PERMIT FEE TO: Village of Little Chute Clerk's Office, 108 W. Main Street, Little Chute, WI 54140

Date Received:

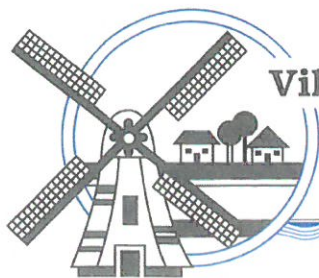
3/26/2015

Amount Received:

\$25.00

Received By:

Laurie



Village of

Little Chute

SPECIAL EVENT PERMIT

Rock Cancer

Event Name

Aug 15 2015

Event Date(s)

Spierings Cancer Foundation

Event Sponsor

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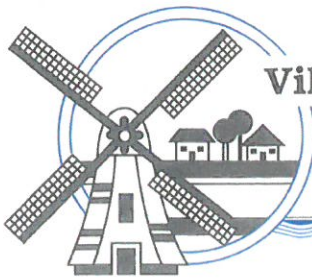
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Sue Spierings	Sue Spierings	3-26-2015
SPONSOR REPRESENTATIVE - PRINT	SIGNATURE	DATE
700 Harvest Trail Appleton		54913
ADDRESS		
920-470-8088	Same	920 788-7189
WORK PHONE	CELL PHONE	HOME PHONE

Approved By Village Board

VILLAGE REPRESENTATIVE - PRINT	SIGNATURE	DATE



Village of

Little Chute

SPECIAL EVENT PERMIT

PARKS & RECREATION

FACILITIES:	Doyle Park all Shelters
EQUIPMENT:	
STAFF:	Move picnic tables for all other parks.

PUBLIC WORKS/ TRAFFIC

STREETS:	Last years Attached
EQUIPMENT:	Need the same
STAFF:	

POLICE

EQUIPMENT:	Last years Attached
STAFF:	Need the same

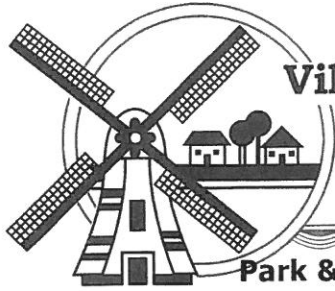
VENDING INFORMATION

SPONSOR ADDITIONAL RESPONSIBILITIES

VILLAGE COST ESTIMATES

NOTE: These are estimates. If the Village incurs additional costs as a result of providing services necessary for the above listed activity, the Sponsor will be required to cover those costs.

Facility Rental:	=	\$
Park Labor:	=	\$
Public Works Labor:	=	\$
Police Labor:	=	\$
Other Charges:	=	\$
TOTAL ESTIMATE:		\$



Village of

Little Chute

Park & Rec Dept., 1940 Buchanan, Little Chute, WI 54140 (920) 788-7390

INVOICE

Invoice #: 14-450

Date: 9/30/14

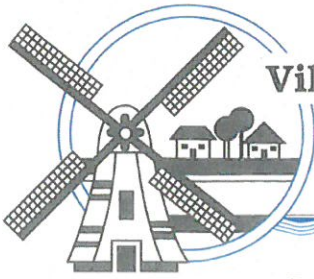
Bill To:

Rock Cancer Benefit
c/o Sue & Jim Spierings
700 Harvest Trail
Appleton, WI 54913

Pd CK 1551 10-8-2014

DESCRIPTION	TOTAL HOURS	PAY PLUS BENEFITS	50% COST
Park & Rec Department Part-Time Staff prep time and cleanup time for rock cancer benefit	35.00 hrs	\$378.98	\$189.49
Park & Rec Department Full-Time Staff prep time and cleanup time for rock cancer benefit	23.00 hrs	\$610.98	\$305.49
Park & Rec / Public Works Department Full-Time Staff time for August 16 th Rock Cancer Benefit (overtime)	13.00 hrs	\$473.70	\$236.85
Fox Valley Metro Police Department employee time for August 16 th Rock Cancer Benefit (overtime)	12.75 hrs	\$572.18	\$286.09
TOTAL			\$1,017.92

Total due in 30 days. Overdue accounts subject to late fee.



Village of

Little Chute

PERMIT FEE \$25.00

Please Waive All Fees

SPECIAL EVENT PERMIT APPLICATION

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Event sponsor: FOX CITIES GREENWAYS

Event name: BIKE WEEK PIT STOP

Check one: ☐ Parade ☐ Run/Walk ☐ Festival ☐ Tournament ☒ Other

Dates needed: 5/22/15; FRIDAY

Times needed: 6:30 - 10:00
(Please include beginning and end times, if different times are needed on different dates please specify.)

Parks, shelters, open space needed: WINDMILL/VILLAGE HALL OUTDOOR PLAZA

Will you be requesting street closure or use of street right of way? NO If so, what streets (submit mapped route and/or area requested)?

Will tents or other temporary structures be erected? ANTICIPATE 2, 10'x10' EZ UP CANOPIES

Will you be having any kind of animals, performances or amusement rides? NO

Will you be selling or serving alcohol? NO Does your event include fireworks? NO

Number of people attending: 30 +/- Please be aware that portable toilets will be required if crowd size exceeds toilet capacity.

Other requests: BIKE RACKS & GARBAGE CANS

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THOMAS WALSH
Sponsor Representative - Print Name

Thomas Walsh 2/26/15
Signature Date

Address N320 BROOKWOOD DR, APPLETON, WI 54915

Work Phone 920-716-1059 Cell Phone 920-716-1059 Home Phone 920-687-0104

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Date Received:

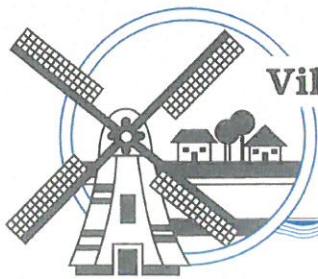
3/27/2015

Amount Received:

\$25.00

Received By:

Dawrie



Village of

Little Chute

SPECIAL EVENT PERMIT

Fox Cities Greenways

Event Name

5/22/15

Event Date(s)

Event Sponsor

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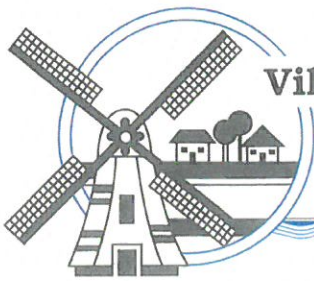
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SPONSOR REPRESENTATIVE - PRINT			SIGNATURE			DATE		
ADDRESS								
WORK PHONE			CELL PHONE			HOME PHONE		
Approved By Village Board								
VILLAGE REPRESENTATIVE - PRINT			SIGNATURE			DATE		



Village of

Little Chute

SPECIAL EVENT PERMIT

PARKS & RECREATION

FACILITIES:	2 hours, 2 guys to haul bike racks and garbage cans.
EQUIPMENT:	
STAFF:	

PUBLIC WORKS/ TRAFFIC

STREETS:	None
EQUIPMENT:	
STAFF:	

POLICE

EQUIPMENT:	None
STAFF:	

VENDING INFORMATION

SPONSOR ADDITIONAL RESPONSIBILITIES

VILLAGE COST ESTIMATES

NOTE: These are estimates. If the Village incurs additional costs as a result of providing services necessary for the above listed activity, the Sponsor will be required to cover those costs.

Facility Rental:	=	\$	0.00
Park Labor:	=	\$	123.28
Public Works Labor:	=	\$	0.00
Police Labor:	=	\$	0.00
Other Charges:	=	\$	0.00
TOTAL ESTIMATE:		\$	123.28

03/09/2015

American Specialty Insurance & Risk Services, Inc.
7609 W. Jefferson Boulevard, Suite 100
Fort Wayne, Indiana 46804

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

League of American Wheelmen dba League of American Bicyclists
1612 K Street NW, Suite 308
Washington, DC 20006

INS. A: Greenwich Insurance Company

INS. B:

INS. D.
INS. C.

INS. C:

FOX CITIES GREENWAYS/ FOX CITIES CYCLING
401 E. APPLE CREEK RD
APPLETON, WI 54913

CERT NUMBER: 1001213160

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

[illegible]

- The Certificate Holder is only an Additional Insured with respect to liability caused by the negligence of the Named Insured as per Form GXAL 428 Additional Insured - Certificate Holders, but only with respect to PIT STOPS ON BIKE TO WORK DAY on May 22, 2015.

VILLAGE OF LITTLE CHUTE
108 WEST MAIN STREET
LITTLE CHUTE, WI 54140

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES
BE CANCELLED BEFORE THE EXPIRATION DATE
THEREOF, NOTICE WILL BE DELIVERED IN
ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Drew Smith

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 3-26-2015

☐ Town ☒ Village ☐ City of Little Chute County of Outagamie

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning Aug 15 and ending Aug 15 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) ☒ Bona fide Club ☐ Church ☐ Lodge/Society ☐ Veteran's Organization ☐ Fair Association

(a) Name Spierings Cancer Foundation

(b) Address 700 Harvest Trail Appleton 54913
(Street) ☐ Town ☒ Village ☐ City

(c) Date organized 1/2009

(d) If corporation, give date of incorporation 2009

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Jim Spierings

Vice President Sue Spierings

Secretary Kathy Verhagen

Treasurer Craig Spierings

(g) Name and address of manager or person in charge of affair: Sue or Jim Spierings
700 Harvest Trail Appleton 54913

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number Doyle Park

(b) Lot Block

(c) Do premises occupy all or part of building? All

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. NAME OF EVENT

(a) List name of the event Rock Cancer

(b) Dates of event 8/15/2015

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer  (Signature/date)

Officer (Signature/date)

Date Filed with Clerk \$ 3-26-2015

Date Granted by Council

Spierings Cancer Foundation
(Name of Organization)

Officer (Signature/date)

Officer (Signature/date)

Date Reported to Council or Board

License No.