



Village of

Little Chute

AGENDA

LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, May 13, 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 22, 2015
 2. Action—Special Event Permit for Windmill and Village Hall Open House
 3. Action—Appoint Donna Koebe as Interim Director of Parks, Recreation and Forestry
 4. Operator License:
Johnson, Schuyler Shell 41 Little Chute
 5. Discussion—Village Engineer Position
 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*
 9. Return to Open Session
 10. Adjournment

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING APRIL 22, 2015

Call to Order

President Vanden Berg called the Committee of the Whole meeting to order at 6:00 p.m.

Roll Call

PRESENT: President Vanden Berg, Trustee Peerenboom, Trustee Peterson, Trustee Van Lankvelt, Trustee Smith, Trustee Hietpas (arrived at 6:27 p.m.)

EXCUSED: Trustee Elrick

ALSO PRESENT: James Fenlon, Roy Van Gheem, Teri Matheny, Laurie Decker, Jim Moes, Interested Citizens, Media Reps

Public Appearance for Items not on the Agenda

None

Approval of Minutes

Minutes of the Regular Board Meeting of April 8, 2015

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

Ayes 5, Nays 0 – Motion Carried

Windmill Presentation

Mr. Jay Van Stiphout, the Executive Director of the Little Chute Windmill presented a slideshow to the Board. The Little Chute Windmill is a non-profit organization which constructed, owns and operates an authentic windmill and heritage center. The windmill is an 1850's design from the province of North Brabant in the Netherlands and is over 100 feet tall. It was disassembled, shipped to Little Chute and reassembled. The Van Asten Visitor's Center is operated and maintained by the Little Chute Historical Society and features exhibits about the history of Dutch settlement in the Fox River Valley. The Windmill will be hosting its Grand Opening on May 16, 2015 with more details to follow.

Action—Application for Temporary Class “B” License for Cheesefest

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to approve the Temporary Class “B” License for Cheesefest

Ayes 5, Nays 0 – Motion Carried

Action—Set Public Hearing Date for Zoning Change of Grand Ave.

Moved by Trustee Smith, seconded by Trustee Peterson to Set the Public Hearing Date for Zoning Change of Grand Ave

Ayes 5, Nays 0 – Motion Carried

Action—Approve Resolution #14 CSM Crosswind Estates, LLC and the Village of Little Chute

Moved by Trustee Peerenboom, seconded by Trustee Van Lankvelt to Adopt Resolution #14 Crosswinds Estates LLC and the Village of Little Chute

Ayes 5, Nays 0 – Motion Carried

Discussion—Heart of the Valley Metro Sewage District Access Agreement

Administrator Fenlon stated that the Village of Little Chute, along with FRSNA and the Heart of the Valley were making payments to Jahnke for the temporary bridge where the current Mill Street Bridge is located. As construction approaches, the temporary bridge will need to be removed. In late January, the Village received a document from Commission Staff drafted by their attorney. We have met with District staff twice since January and Director Van Gheem attends monthly meetings. As we move forward there will be several meetings in the upcoming months to obtain an access agreement that is fair to all parties involved.

Unfinished Business

None

Items for Future Agenda

None

Closed Session:

a) 19.85(1)(e) Competitive or Bargaining Reasons, Deliberating of or negotiating for purchase of public properties, investment of public funds, or conduct of other specific public business, whenever competitive or bargaining *Contract Negotiations*

Moved by Trustee Van Lankvelt, seconded by Trustee Hietpas to enter in to Closed Session

Ayes 6, Nays 0 – Motion Carried

b) 19.85(1)(c) Compensation and Evaluation. Considering employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of governing body. *Recruitment Strategy*

Moved by Trustee Van Lankvelt, seconded by Trustee Hietpas to enter in to Closed Session

Ayes 6, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Smith, seconded by Trustee Peterson to Return to Open Session

Ayes 6, Nays 0 – Motion Carried

Action—Approval of Fox Valley Metro Police Department Professional Police Association Bargaining Agreement

Moved by Trustee Van Lankvelt, seconded by Trustee Peerenboom to Approve the FVMPD Bargaining Agreement except for Section 8.05 which will be written pursuant to the State Statue

Ayes 6, Nays 0 – Motion Carried

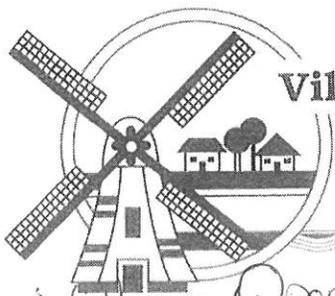
Adjournment

Moved by Trustee Smith, seconded by Trustee Peerenboom to Adjourn the Committee of the Whole Meeting at 7:30 p.m.

VILLAGE OF LITTLE CHUTE

By: Michael R. Vanden Berg, Village President

Attest: Laurie Decker, Village Clerk



Village of

Little Chute

SPECIAL EVENT PERMIT

Village Open House
Windmill Grand Opening May 16, 2015 Little Chute Windmill
 Event Name Event Date(s) 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, 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.

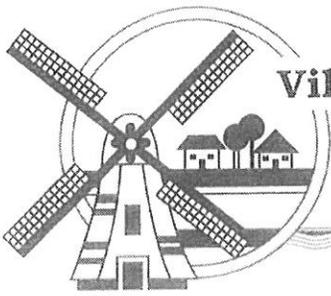
NO CHANGES may be made by the sponsor, regarding items included in this AGREEMENT, unless written permission is attached to this document. Requests will be reviewed with direction given. When questions regarding this AGREEMENT arise, they should be directed to the appropriate Department. If questions 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>James Fenlon</u>		<u>5/6/2015</u>
SPONSOR REPRESENTATIVE - PRINT	SIGNATURE	DATE
<u>108 W. Main St.</u>		
ADDRESS		
<u>920-423-3850</u>		
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:	N/A
EQUIPMENT:	
STAFF:	

PUBLIC WORKS/ TRAFFIC

STREETS:	Trashcans delivered on Friday afternoon and picked up Monday morning. Orange Traffic Cones for Administrator Fenlon.
EQUIPMENT:	
STAFF:	

POLICE

EQUIPMENT:	N/A
STAFF:	

VENDING INFORMATION

SPONSOR ADDITIONAL RESPONSIBILITIES

VILLAGE COST ESTIMATES

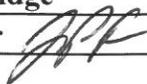
NOTE: These are estimates. If the Village incurs additional costs as a result of providing services necessary for the above listed activity, the Sponsor will be required to cover those costs.

Facility Rental:	=	\$
Park Labor:	=	\$
Public Works Labor:	=	\$
Police Labor:	=	\$
Other Charges:	=	\$
TOTAL ESTIMATE:		\$ 0

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Update on Mill Street Bridge

PREPARED BY: James P. Fenlon, Administrator



REPORT DATE: May 8, 2015

EXPLANATION: Attached is an IFC with information from October of 2013. Director Van Gheem and I will prepare as much updated information regarding this topic prior to Wednesday's meeting. Some of the items we have been discussing are as follows:

- Estimates on engineering costs in 2013 and 2014
- Discussions with other communities who contract out for services and who conduct engineering in house
- Discussion on current market conditions.

RECOMMENDATION: For discussion.

Village of Little Chute
Department of Public Works

REQUEST FOR BOARD'S CONSIDERATION

ITEM DESCRIPTION:	Evaluation of a Village Engineer's Position
REPORT PREPARED BY:	Roy Van Gheem 
REPORT DATE:	October 22, 2013
ADMINISTRATOR'S REVIEW / COMMENTS:	No additional comments to this report _____ See additional comments attached _____
EXPLANATION	<p>The Village Board requested a review of a possible Village Engineer's position for the Village of Little Chute. The Department of Public Works currently performs many engineering functions incorporating streets, utilities, and land development with in-house staff and the use of engineering consultants. As the engineering design needs of the Village have increased due to infrastructure maintenance, Heart of the Valley Metro Sewerage District (HOV) directives, and additional state and federal regulations, the need for engineering design services have also increased. This document will attempt to identify the need for a Village Engineer, the engineer's responsibility, and the potential cost savings this position could provide.</p> <p>To evaluate the position, we examined the operation of small municipal engineering departments. We also reviewed the setup and performance of small consultant firms. Information provided is incorporated into this document.</p> <p>Village Engineer's Responsibilities</p> <p>Under general direction by the Public Works Director, the Village Engineer will perform complex professional engineering work for land development, engineering design, and construction of public works and related projects; act as a project manager for major engineering design projects; and provide professional, administrative and technical support to the Public Works Director under the direction of the Village Administrator.</p> <p>This professional engineering position will require prior advanced professional engineering work experience and a valid engineering certification. A registered professional engineer is needed to prepare the preliminary engineering studies that are part of federal and state loan or grant applications. A registered engineer is also</p>

needed to prepare final design and contract specifications for construction of new infrastructure projects. In addition, a professional engineer is required for renovation, rehabilitation and maintenance projects. Plans submitted for state approval must also bear the stamp of a registered professional engineer licensed to practice in the State of Wisconsin.

The Village Engineer is expected to complete complex engineering assignments requiring the use of judgment and developing initiative solutions to problems, interpreting general policies, and determining work assignments. Work by the Village Engineer is distinguished from that of the Public Works Director in that the latter is responsible for the overall management and performance of the Department of Public Works. The Village Engineer is expected to provide a lead role in the land development, infrastructure master planning, and traffic engineering aspects of the Department of Public Works as well as aid in project assignments and quality control of construction documents.

Engineering Staffing Comparisons

Details of existing small engineering operations are listed below:

City of Kaukauna Staffing:

- Director of Public Works
- One Engineer
- One Engineer in training
- Half-time technician

The City designs streets and utility work including sanitary and storm sewers. They currently use consultants for pond work.

The City of Beloit Water Pollution Control Facility performed engineering including lift station, sewer rehab, CIPP, environmental studies, and GIS, with two engineers and a part-time technician.

There are one, two, and three person consultant firms performing land development, street construction, utilities construction/rehab and Storm water Treatment Facilities.

Village Engineering Possibilities

The Department of Public Works has already internally developed individuals which already perform multiple engineering functions. Village staff is currently providing field surveys, consultant oversight, plan review, specifications development, design inspections, and construction inspection. These same skills are used to develop

construction plans and design plans. At this time there is not enough staff to move further into detailed design of projects. The addition of a Village Engineer could be a natural progression of this community to add to its existing development/design staff and to offset the need and cost for consulting.

The engineering portion of the Department of Public Works is currently staffed as follows:

- Director of Public Works
- Engineering Technician/Land Surveyor
- Engineering Aid II
- Seasonal inspection staff

Possible engineering department capabilities:

The capabilities of a future engineering department will depend on the qualifications and experience of the person hired. Additional tasks performed could include:

- Street design
- Utility design (water, sewer, storm)
- Subdivision design
- Site design
- Grant applications
- Permit applications
- Additional reports
- Traffic studies
- Bidding/specifications
- Storm Water Facilities

Having a Village Engineer will not remove all consulting needs. Consultants would still be used for well house design, VFD's, controls, buildings, assessment plats, water towers, lift stations, and bridges. Workloads would likely still exceed the capacity of the department. At that time we may hire design surveys. Construction surveys could become the responsibility of the contractor. Some design projects may need to be contracted out to consultants.

Past Expenditures for Engineering Consultants

The Department of Public Works expense records for the past several years were examined to determine the department's use of engineering consultants. Engineering services which would not be performed by the Village Engineer have been removed to identify an annual budget available for the position. These annual expenses are listed as follows:

2005 - \$288,400
 2006 - \$317,000
 2007 - \$265,700
 2008 - \$219,600
 2009 - \$378,900
 2010 - \$286,900
 2011 - \$341,700
 2012 - \$350,000

Benefits of Hiring a Village Engineer

It is estimated that four larger construction projects per year could be designed, permitted and managed during construction. Additional smaller assignments are also possible during the same time frame. Indirect benefits such as consistent knowledge of the Village's continually changing infrastructure would benefit the community during the design phase. By maintaining current records and improved quality control of bid documents, a potential savings during construction is also feasible.

Two possible wage and benefit schedules are listed below:

Base Salary	7.65% FICA	5.90% WRS	MEDICAL INSURANCE	DENTAL	LIFE	GRAND DISABILITY	TOTAL
<u>CAD:</u>							
\$60,000	\$ 4,590	\$ 4,200	\$18,673	\$ 1,183	\$ 75	\$ 240	\$88,961
<u>Engineering:</u>							
\$80,000	\$ 6,120	\$ 5,600	\$18,673	\$ 1,183	\$ 75	\$ 320	\$ 111,971

The Village already has sufficient engineering software (AutoCAD/ESRI) and plotters; however, there would be minor costs to add a Village Engineer to the Department of Public Works staff. Additional costs to the community would include a computer work station and hydrology/hydraulics software. These expenses are estimated to not exceed \$20,000. Additional indirect expenses would include phone use, roll stock paper, and reproductions costs of construction documents.

The average value for typical design services over the past eight years is approximately \$300,000. With \$100,000 in excess of the new staff's wages and benefits, it is believed the Village could save substantial dollars if the Village can attract the right talent. We would need to find a place to locate this person. There are currently space needs at the Municipal Services Building along with other deficiencies (as listed in the Facility Study).

Summary

The Village's annual expenditures over the past seven years for "typical" municipal engineering have exceeded \$300,000. While hiring a Village Engineer will not eliminate the need for consultant services, it is believed there is a potential for substantial savings. The savings is highly dependent on the qualifications and talent of the person the Village is able to attract and the type of future projects.

RECOMMENDATION

For discussion and direction.