



Village of  
**Little Chute**

## AGENDA

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

PLACE: Little Chute Village Hall  
DATE: Wednesday, September 28, 2016  
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 September 21, 2016*
2. Discussion/Action—Adopt Resolution #43 Van Asten CSM
3. Presentation/Discussion—Economic Development and Permit Overview
4. Discussion—Downtown Plan
5. 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: September 23, 2016

## MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 21, 2016

**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

Larry Van Lankvelt, Trustee

John Elrick, Trustee

David Peterson, Trustee

Skip Smith, Trustee

James Hietpas, Trustee

Bill Peerenboom, Trustee

**Roll call of Officers and Department Heads**

PRESENT: James Fenlon, Village Administrator

Jim Moes, Community Development Director

Adam Breest, Director of Parks, Recreation and Forestry

Laurie Decker, Village Clerk

Charles Koehler, Village Attorney

Teri Matheny, Finance Director

Jeff Elrick, Public Works Director

John Foss, Administrative Intern

Scott Lund, Fox Valley Metro Police Department

Angela Schneider, Acting Library Director

Nick Vande Hey, McMahon & Assoc.

Tim Elam, Scannell Properties

Interested Citizens

EXCUSED: Erik Misselt, Fox Valley Metro Police Department Police Chief

**Public Appearance for Items Not on the Agenda**

Vicky Krause addressed the board with concerns related to parking on Gardenia Dr. People park on both sides of the street when there are soccer tournaments and go into driveways to turn around and are not always mindful of the children playing. She proposed signage that would allow for resident parking only on the street. Ms. Krause is going to work with the Administrator to develop a solution.

**Other Informational Items**

August Monthly Report

**Approval of Minutes**

Minutes of the Committee of the Whole Meeting of September 14, 2016

*Moved by Trustee Smith, seconded by Trustee Peterson to Approve the Minutes of the Committee of the Whole Meeting of September 14, 2016*

Ayes 7, Nays 0 – Motion Carried

**Department and Officers Progress Reports**

Departments and Officers provided progress reports to the Board.

**Operator License Approvals:**

Dean, Ella	Seth's Coffee	Kimberly
Weidinger, Drew	Village Lanes	Little Chute
Hartjes, Bruce	Village Limits	Little Chute
VanHaaster, Tammy	Hawk's Nest	Kimberly
Bathke, Amelia	Seth's Coffee	Appleton
Hartjes, Paul	Village Limits	Little Chute
Phillips, Tammy	Jack's or Better	Appleton
Wacaser, Ashley	The 5 <sup>th</sup> Quarter	Little Chute

*Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Approve the Operator Licenses as presented*

Ayes 7, Nays 0 – Motion Carried

**Action— Health Insurance Memo for Employees/Retirees**

Director Matheny presented the annual review that is done before open enrollment. The “It’s Your Choice” Open Enrollment period is set for October 17-November 11, 2016. For the fourth year, Anthem Blue Northeast remains the lowest cost plan option for Outagamie County.

*Moved by Trustee Van Lankvelt, seconded by Trustee Smith to Approve using Anthem Blue for Single and Family Plan for Village Employees and for the WPPA with the Premium Amounts as Indicated in the Memo.*

Ayes 7, Nays 0 – Motion Carried

*Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to Approve Paying Health Insurance Premiums for Retirees in the amounts of Individual \$450, All Eligible \$785.32, Eligible \$1212.18*

Ayes 6, Nays 0, Abstain 1 (Peterson) – Motion Carried

**Discussion/Action—Adopt Resolution #42, CSM Village of Little Chute**

Director Moes stated that this is to create two lots so that one can be sold to a developer.

*Moved by Trustee Elrick, seconded by Trustee Smith to Adopt Resolution 42, Series 2016, CSM for the Village of Little Chute*

Ayes 7, Nays 0 – Motion Carried

**Discussion/Action—Site Plan for Municipal Services Building**

Director Moes stated that staff reviewed the site plan and agrees it meets all regulations for zoning purposes and recommends approval.

*Moved by Trustee Elrick, seconded by Trustee Smith to Approve the Site Plan for Municipal Services Building*

Ayes 7, Nays 0 – Motion Carried

**Discussion/Possible Action—Approval of Site Plan for Heartland Business**

Director Moes stated that staff reviewed the site plan and it meets all regulations for zoning purposes and recommends approval.

*Moved by Trustee Elrick, seconded by Trustee Smith to Approve the Site Plan for Heartland Business.*

Ayes 7, Nays 0 – Motion Carried

**Discussion/Possible Action—Approval of Site Plan for Scannell Properties**

Administrator Fenlon stated that this is to review the Site Plan for the Leroy and Mary Van Asten property. Nick Vande Hey gave an overview of the site plan that is being presented to the village for approval. Trustee Peerenboom stated that he is concerned about truck parking. John Verbeten questioned where the main engine room will be located. Tracy Whitman, 919 Harvest Trail, asked for clarification on the berm and fence because she wants the best possible coverage. Leo DeCoster questioned why this appears to be

spot zoning. Scott Fletcher, 1018 Harvest Trail, questioned the reefers and was told there are plugs for 50 reefers to run. Jean Van Handel questioned the zoning of adjacent properties, surface water and how they are going to make the building so it isn't visible. Michael Stouffer questioned the numbers on the noise level study. Diane Van Groll questioned truck noise level and also feels the truck pattern on the roads need to be addressed. Trustee Peerenboom stated that they will be held to the residential standards for noise level. Mr. Van Groll, 1015 Harvest Trail, asked if there are plans for improvements at Evergreen and N. Administrator Fenlon said that the goal for the TID is to improve that area. The village has to work with the county for that particular intersection. Brian Roseman, Harvest Trail, questioned if trucks will go between the two Nestlé facilities. It was stated that there will be trucks going between the two facilities. Jim Flemming wants larger trees put in and possibly a walking trail or something that will give back to the community put on the property. Lee Lamers has family on Evergreen and is questioning if wind turbines are in the future. Mr. Elam noted that currently Scannell does not have any wind turbines on any of its properties. Director Moes noted that the sewer system is in place to accommodate future development up to JJ. There were questions regarding the intersection of OO and N, odor and leaking of chemicals. It was noted that it is a contained cooling system and there are safety protocols in place. President Vanden- Berg noted that it is customary to have development incentives for large projects such as this one. Trustee Peterson is concerned about the noise at the south west corner and wants it protected. Trustee Elrick wanted to be assured that the pipe is properly screened and would like to wait to take action. Mr. Elam preferred to continue moving forward and is willing to put walls up as needed because the goal is to start the construction as soon as possible. Trustee Peerenboom question if it is acceptable to approve the site plan with conditions. Attorney Koehler stated it is okay to include conditions as long as they are few and specific.

*Moved by Trustee Peerenboom, seconded by Trustee Smith to Approve the Site Plan for Scannell Properties as Presented with the Condition that Equipment Shielding, Fencing of 8 Feet and Berm Height of 8 feet minimum are Agreed upon Before a Building Permit is Issued.*

Ayes 7, Nays 0 – Motion Carried

**Discussion/Action—Approval of Development Agreement Between the Village of Little Chute and Nestlé Dreyer's Ice Cream Company**

Administrator Fenlon gave an overview of the Development Agreement. A 300,000 square foot cold storage facility will be completed by December 31, 2018. The construction will be valued at \$46,700,000. Incentive of property tax is for 8 years. Covenants and Restriction state that this can't be non-profit. He thanked staff, Attorney Koehler and President Vanden Berg for all of their hard work. Tim Elam stated that they expect to be operational by July 1, 2017.

*Moved by Trustee Elrick, seconded by Trustee Smith to Approve the Development Agreement Between the Village of Little Chute and Nestlé Dreyer's Ice Cream*

Ayes 7, Nays 0 – Motion Carried

**Discussion/Action—2016 Heesakker Park Deer Culling**

Director Breest asked for approval for the Deer Culling from December 5-18, 2016

*Moved by Trustee Elrick, seconded by Trustee Smith to Approve Deer Culling at Heesakker Park for 2016*

Ayes 7, Nays 0 – Motion Carried

**Disbursement List**

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

Ayes 7, Nays 0 – Motion Carried

**Call for Unfinished Business**

None

**Items for Future Agendas**

None

**Adjournment**

*Moved by Trustee Peterson, seconded by Trustee Smith to Adjourn the Regular Board Meeting at 8:42 p.m.*

Ayes 7, Nays 0 - Motion Carried

**VILLAGE OF LITTLE CHUTE**

By:

Attest:

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Michael R. Vanden Berg, Village President

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Laurie Decker, Village Clerk

**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO. 43, SERIES OF 2016**

**WHEREAS**, LEROY J. VAN ASTEN AND MARY VAN ASTEN as owners of Parcel #'s 200019100 and 200019300 have presented a Certified Survey Map to the Village of Little Chute Board of Trustees as prepared by David Schmalz, a registered land surveyor; and

**WHEREAS**, the Village of Little Chute Planning Commission has recommended in favor of adoption of said Certified Survey Map; and

**WHEREAS**, a majority of the Village Board find that the attached Certified Survey Map is found to be in the public interest.

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

1. That the Certified Survey Map attached hereto (photocopy), be and the same is hereby approved; and
2. That the Village President, Village Clerk, and Finance Director, upon full payment of, if applicable, all fees, taxes, and special assessments are directed to execute signatures on behalf of the Village of Little Chute upon the Certified Survey Map documents as required.

Date introduced, approved and adopted: September 28, 2016

**VILLAGE OF LITTLE CHUTE:**

By:

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

Attest:

\_\_\_\_\_  
Laurie Decker, Village Clerk

Village of Little Chute  
REQUEST FOR VILLAGE BOARD CONSIDERATION

**ITEM DESCRIPTION:** Downtown Plan and Development Strategy

**PREPARED BY:** James P. Fenlon, Administrator *JPF*

**REPORT DATE:** September 23, 2016

**ADMINISTRATOR'S REVIEW/COMMENTS:** ( See Below )

**EXPLANATION:** Over the past 9 months, the Village has engaged in a number of outreach efforts centered on citizen and business engagement through the community wide survey, downtown business survey and efforts through the Little Chute Business Association. In addition, as part of the Village's 2015-2019 Strategic Plan, two related actions are to create an all-encompassing economic development strategy, along with marketing pieces related to economic development.

While some of those efforts are underway, creating an all-encompassing strategy will revolve first around the downtown and then be applied across the Village's various sectors. Part of the reasoning behind that decision is that there is no one size fits all as it relates to downtown, commercial highway or industrial, so each effort will be somewhat different. However, there will be similar characteristics/efforts with each sector. Second, given input from the 2016 Community Survey, focusing on the downtown is also an issue on the minds of our residents. Third, with the Windmill and potential in the downtown, it would seem that creating a strategy and executing it in the downtown would reap immediate benefits.

Attached to this memo is a DRAFT Downtown Plan that staff has created. While it is pretty self-explanatory, I think it easiest to be broken down between active and passive objectives. Active objectives would be those that we will have to start new efforts to achieve. The passive objectives would be those that can be rolled into current efforts. Below is a brief breakdown of those active and passive (see second page of memo):

ACTIVE OBJECTIVES	PASSIVE OBJECTIVES
1. Update Downtown Plan	Strategic and Comp Plan Integration
1.1 Listening Sessions (public and business)	Engage Business and Community
1.2 Connecting the River to the Downtown	Maximize public/private partnerships
1.3 Ensure accessibility to all	Pedestrians and Bike focus
1.4 Study traffic/pedestrian mobility	Updated ideas on Design Standards (examples)
2. Design Review Manual Review/Refresh	Engaging with seniors and market to understand market for housing
2.1 Façade Grant Refresh	Identify redevelopment sites
3. Develop multi-family sites (senior and market)	A business environment for success
4. Commercial space/business identification and recruitment	Workforce development (Regional Partnership)
4.1 Business recruitment	Analyze markets for growth
4.2 Space for start-ups/cooperative workspace	Utilize social media/website for marketing/recruitment
5. Downtown Branding/Marketing	Utilize robust civic groups, residents and business for events
6. Downtown Destination making	
7. Event programming for downtown	

**RECOMMENDATION:** Provided for discussion.

**"The mission of the Downtown Plan is to foster the development of a fully functioning downtown to live, work, and play."**



COMMUNITY INVOLVEMENT	Integration	Enhancement	Sustainability
<b>Foundational Planning Documents</b>	Strategic and Comprehensive Plan Integration	Engage in developing/updating the Downtown Plan (East Central Planning Commission)	Engage with the Business Community/Public to implement
<b>Business Engagement</b>	Engage Businesses and Create Goals	Offer Listening Sessions	Public - Private Partnerships
<b>VILLAGE ENHANCEMENT AND DESIGN</b>	<b>Culture</b>	<b>Enhancement</b>	<b>Design</b>
<b>Enhance Old World Theme</b>	Dutch-style Architecture/Design Review Manual Review and Refresh	Façade Improvement Grants Review/Refresh	Updated Ideas from Old World European Development
<b>Foster Walkability</b>	Connecting with the River to the Downtown	Pedestrian Areas and Bike Lanes	Study Traffic/Pedestrian Mobility
<b>Encourage Downtown Living</b>	Develop Multi-Family Housing Sites	Engage with millennials and seniors to meet the market	Identify sites that fit with development/redevelopment opportunities
<b>Adapt to Changing Needs</b>	Continue to Engage with Business/Residents	Continue to look for improvements in Design Review and programs	Ensure Areas are Accessible to All
<b>ECONOMIC IMPACT</b>	<b>New Growth</b>	<b>Current Growth</b>	<b>Future Growth</b>
<b>Stimulate Entrepreneurship</b>	Available Space for Startups	Cooperative Workspaces	Anticipate Future Needs
<b>Further Develop Current Businesses</b>	A Business Environment for Success	Facilitate Workforce Development	Analyze Market for Growth Areas
<b>Foster Business Diversity</b>	Identify new business to target	Make Downtown a Destination	Recruit new businesses
<b>PROMOTING THE VISION</b>	<b>Campaign</b>	<b>Informing</b>	<b>Welcoming</b>
<b>Create a Downtown Brand</b>	Create a Downtown Brand	Use Social Media and Website	Execute marketing plan
<b>Downtown Events</b>	Identify a greater array of events for Little Chute Downtown (business, public and Windmill inout)	Utilize robust civic groups/partners to engage the wider public	Establish a program of activity, both Village driven and private efforts integrated