



Village of

# *Little Chute*

## AGENDA

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

PLACE: Little Chute Village Hall  
DATE: Wednesday, January 25, 2017  
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 January 18, 2017*
- 2. Presentation—Outagamie County Solid Waste & Recycling Facility/Landfill Overview
- 3. Action—Approve Temporary Class "B" Alcohol License for Little Chute Gridiron Association
- 4. Discussion/Action—Draft CIP Correspondence
- 5. Discussion—Little Chute Diamond Club Indoor Facility
- 6. Unfinished Business
- 7. Items for Future Agendas
- 8. 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: January 20, 2017

**MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 18, 2017**

**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  
James Hietpas, Trustee  
Bill Peerenboom, Trustee  
Skip Smith, Trustee

**Roll call of Officers and Department Heads**

**PRESENT:** James Fenlon, Village Administrator  
Jim Moes, Community Development Director  
Laurie Decker, Village Clerk  
Teri Matheny, Finance Director  
Adam Breest, Director of Parks, Recreation and Forestry  
Jeff Elrick, Public Works Director  
Erik Misselt, Fox Valley Metro Police Department Police Chief  
Tyler Clairingbole, Village Attorney  
Interested Citizens  
**EXCUSED:** Angela Schneider, Interim Library Director

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

None

**Other Informational Items**

December Fire and FVMPD Monthly Reports and December Monthly Report

**Approval of Minutes**

Minutes of the Regular Board Meeting of January 4, 2017

*Moved by Trustee Smith, seconded by Trustee Peterson to Approve the Minutes of the Regular Board Meeting of January 4, 2017*

Ayes 7, Nays 0 – Motion Carried

**Department and Officers Progress Reports**

Departments and Officers provided progress reports to the Board.

**Resolutions:**

Adopt Resolution No. 1, Series 2017 to Combine Polling Locations

*Moved by Trustee Smith, seconded by Trustee Elrick to Approve Resolution No. 1, Series 2017 to Combine Polling Locations*

Ayes 7, Nays 0 – Motion Carried

Adopt Resolution No. 2, Series 2017 Granting an Easement for Installation of Storm Sewer on Village Property, Lot #34 to Serve the Village North Subdivision

*Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Approve Resolution No. 2, Series 2017 Granting an Easement for Installation of Storm Sewer on Village Property, Lot #34 to Serve the Village North Subdivision*

Ayes 7, Nays 0 – Motion Carried

Adopt Resolution No. 3, Series 2017 An Initial Resolution Regarding Industrial Development Bonds for Darboy Development, LLC/Heartland Technology Group, Inc. As required by State Law, information regarding the expected job impact of the project to be financed with the bonds on the project site and elsewhere in the State of Wisconsin will be available at the time of consideration of the Initial Resolution.

*Moved by Trustee Elrick, seconded by Trustee Smith to Approve Resolution No. 3, Series 2017 An Initial Resolution Regarding Industrial Development Bonds for Darboy Development, LLC/Heartland Technology Group, Inc.*

Ayes 7, Nays 0 – Motion Carried

Adopt Resolution No. 4, Series 2017 Regarding Public Bidding and Non-Discrimination in Connection With Industrial Development Revenue Bond Financing

*Moved by Trustee Elrick, seconded by Trustee Smith to Approve Resolution No. 4, Series 2017 Regarding Public Bidding and Non-Discrimination in Connection With Industrial Development Revenue Bond Financing*

Ayes 7, Nays 0 – Motion Carried

Adopt Resolution No. 5, Series 2017 Public Depository and Custodian Resolution

*Moved by Trustee Elrick, seconded by Trustee Peterson to Approve Resolution No. 5, Series 2017 Public Depository and Custodian Resolution*

Ayes 7, Nays 0 – Motion Carried

#### **Discussion/Action—2017 Investment Policy**

Director Matheny presented an overview of the 2017 Investment Policy.

*Moved by Trustee Smith, seconded by Trustee Elrick to Approve the 2017 Investment Policy*

Ayes 7, Nays 0 – Motion Carried

#### **Discussion—A Healthy Little Chute Initiative**

Director Breest presented an overview of the Healthy Little Chute Initiative. The five main categories that the “A Healthy Little Chute” will focus on are: Physical Activity, Nutrition, Collaboration, Outdoor Activity, and Educational Opportunities. This will be brought back for approval at a future meeting.

#### **Discussion—Little Chute Diamond Club Facility**

Director Breest gave an overview of the Diamond Club Indoor Batting Cage Opportunity. The Little Chute Diamond Club approached the Village with an opportunity to build an indoor batting cage on Village property within Legion or Van Lieshout Park. The Diamond Club was offered a 7211 sq ft metal building at a discounted price. The building would be utilized by both the Diamond Club and the Parks, Recreation, & Forestry Department. This building could potentially be utilized for public rentals on the nights or weekends that it is not in use. The Village and the Diamond Club need to work out financing and a land lease agreement. Director Breest will have a special meeting with the Park Planning Committee to get their input. This item will be placed on the January 25th agenda. Staff will work on firming up the numbers and researching zoning and other details.

**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 Elrick, seconded by Trustee Smith to Adjourn the Regular Board Meeting at  
7:07 p.m.*

Ayes 7, Nays 0 - Motion Carried

**VILLAGE OF LITTLE CHUTE**

Attest:

By: \_\_\_\_\_

Michael R. Vanden Berg, Village President

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

**See additional information on reverse side. Contact the municipal clerk if you have questions.**

**Application Date:**

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

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

(a) Name Little Chute Gridiron Association, Inc.

(b) Address P.O. Box 261 Little Chute WI 54140

(c) Date organized 7/13/2000

(d) If corporation, given date of incorporation 7/13/2000

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

(f) Names and addresses of all officers:

President Chris Hietpas 1824 Vandenbroek Rd Little Chute WI 54140

Vice President Jason Wegand 42151 Out of Town Ln Kaukauna WI 54130

Secretary Tammy Plate 1019 Manor Pl Little Chute WI 54140

Treasurer Ken Diedrick 1000 Manor Pl Little Chute WI 54140

(g) Name and addresses of manager or person in charge of affair: Chris Hietpas 1824 Vandenbroek Rd Little Chute

(a) Street Number 108 W. Main Street (Village Hall) - Little Chute WI 54140  
 (b) Lot \_\_\_\_\_ Block \_\_\_\_\_  
 (c) Do premises occupy all or part of building? Partial - Main Hall  
 (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: First Floor Main Hall and Hallway Leading to Restrooms

(a) List name of the event Little Chute Gridiron Association Cornhole Tournament  
(b) Dates of event February 18, 2017

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.

**(Name of Organization)**

Conf. 1-11-17  
(Signature/date)

Officer James M. Lopez 1-11-17  
(Signature/date)

Tammy Plate 1-11-17  
(Signature/date)

Officer Kenneth J. Dindiah 1-11-17  
(Signature/date)

Date Reported to the Council or Board

**License No.** \_\_\_\_\_

Wisconsin Department of Revenue

Village of Little Chute  
**REQUEST FOR VILLAGE BOARD CONSIDERATION**

**ITEM DESCRIPTION:** Capital Improvement Plan Correspondence

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

**REPORT DATE:** January 20, 2017

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

**EXPLANATION:** On January 4<sup>th</sup>, 2017, the Village Board adopted the 2017-2021 Capital Improvement Plan. With regards to that planning document, it is the Village's goal to better engage our residents, specifically on the street reconstruction plan.

Attached to this IFC is the DRAFT letter that will be sent to all property owners who are included in the 5 year plan. Additionally, we will include the document which portrays the 5 year reconstruction plan coded by year and displayed geographically across the village. As you can see in the attached letter, we also link the complete 2017-2021 CIP along with the current policy for street special assessments.

Lastly, as we discussed, this effort will continue after subsequent CIPs to continue efforts on engaging our residents while also allowing them time to plan for future responsibilities. As we know, many times the plan in the later years can change pending priorities and/or opportunities, so keeping our residents updated through this process and subsequent plans will allow residents to better follow the village's efforts and plan for future responsibilities.

**RECOMMENDATION:** Discuss, provide recommendations and direction and authorize distribution to residents.



Village of

**Little Chute**

Administration  
108 W. Main Street  
Little Chute, WI 54140  
(920) 788-7380

January 20, 2017

First Name/Last Name  
123 Main Street  
Little Chute, WI 54140

Dear First Name/Last Name,

In an effort to inform Village of Little Chute property owners of the Village's street and utility reconstruction schedule I would like to provide the following information that was presented at the January 4<sup>th</sup>, 2016 Regular Board meeting. At this meeting the Village Board adopted the 2017-2021 Capital Improvement Plan. The primary reason for this letter is to inform you that the street you live on or own property on is included in this 5-year plan. Attached to this letter is an exhibit from the recently adopted Capital Improvement Plan that identifies the scheduled street reconstruction by year. The complete plan can be found at <http://www.littlechutewi.org/DocumentCenter/View/3897> for your review.

The Village of Little Chute has adopted a "complete" street reconstruction policy. The Village evaluates not only the condition of the street itself, but also the condition of the water, sanitary sewer and storm water infrastructure as well. Village property owners are assessed for the reconstruction of the street, but are not assessed for the utility main replacement. Property owners may incur utility special charges for the replacement of utility laterals.

The recently approved Capital Improvement Plan will be revised and adopted annually. **Please note that there is always the potential for the 5-year plan to be updated and those changes could advance or delay your street reconstruction project.** Moving forward, as the Village adopts subsequent Capital Improvement Plans; the Village of Little Chute will continue to notify property owners of the streets identified to be reconstructed so you can remain informed and allow each property owner the ability to plan for the future.

It is also important for us to inform you that the current special assessment policy for streets has rates that range for residential parcels from \$81.70 to \$107.82 per lineal foot of frontage and for commercial parcels ranging from \$121.11 to \$129.01 per lineal foot of frontage. These rates vary pending the design and specific details of each street reconstruction project. The rates with this policy are flat but are scheduled for periodic reviews to ensure adequacy. The complete policy can be found at the following link: <http://www.littlechutewi.org/DocumentCenter/View/2410>.

Please note that the Village does not have any design for street reconstructions or any further cost updates. Please note that owners will be invited to a special assessment meeting in the year of construction. This meeting will provide detailed information for your project, property, cost and financing. If you have any questions or comments please do not hesitate to contact me at 920-423-3850 or [james@littlechutewi.org](mailto:james@littlechutewi.org).

Sincerely,

James P. Fenlon  
Village Administrator

### Village of Little Chute CIP 2017-2021 Concrete Paving

- 2017
- 2018
- 2019
- 2019 TBD
- 2020
- 2020 TBD
- 2021

