



AGENDA

LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, March 14, 2018
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 7, 2018
- 2. Discussion—Pool Study
- 3. Action—Approve Cheesefest Special Event Permit
- 4. Discussion—EAB Long Term Plan
- 5. Action—Notice of Redirection of 2% PAC Room Tax
- 6. Action—FVMPD PPA Side Agreement
- 7. Unfinished Business
- 8. Items for Future Agendas
- 9. 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: March 9, 2018

MINUTES OF THE REGULAR BOARD MEETING OF MARCH 7, 2018

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
David Peterson, Trustee
Skip Smith, Trustee
Larry Van Lankvelt, Trustee
Bill Peerenboom, Trustee
John Elrick, Trustee
James Hietpas, Trustee

Roll call of Officers and Department Heads

PRESENT: James Fenlon, Village Administrator
Tyler Claringbole, Village Attorney
Teri Matheny, Finance Director
Jim Moes, Community Development Director
Adam Breest, Director of Parks, Recreation and Forestry
Laurie Decker, Village Clerk
Chris Murawski, Engineer
Captain Scott Lund, Fox Valley Metro Police Department
Interested Citizens

EXCUSED: Steve Thiry, Library Director

Public Appearance for Items Not on the Agenda

None

Approval of Minutes

Minutes of the Regular Board Meeting of February 21, 2018

Moved by Trustee Smith, seconded by Trustee Peterson to Approve the Minutes of the Regular Board Meeting of February 21, 2018

Ayes 7, Nays 0 – Motion Carried

Public Hearing—2018 Public Improvement Projects—Hayes Street, Wilson Street and Daytona Lane

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to enter into Public Hearing

Ayes 7, Nays 0 – Motion Carried

Engineer Murawski presented documentation for the 2018 Utility and Street Reconstruction Projects for Hayes Street, Wilson Street and Daytona Lane. Engineer Murawski introduced Laura Braatz, Administrative and Kurt Geiger, Staff Engineer, and advised they will be available to help with questions in the Community Room following the presentation. Engineer Murawski went over questions frequently asked regarding Construction and Special Assessments and how the Village of Little Chute decides Street Improvement Projects. Engineer Murawski advised the time frame will be approximately 20 weeks depending on project complexity and weather. Engineer Murawski also went over the projected cost of the project but a final cost will not be available until after the bids are received. A question was asked on how wide the street on Hayes will be, Staff Engineer Geiger advised that Hayes & Wilson Streets are being reduced by 3 feet and Daytona will be reduced by 8 feet. Administrator Fenlon advised there was an informational meeting and residents were more concerned with keeping costs down and the Board and Staff agreed narrowing the streets is the best solution to keep the cost and maintenance down. A resident asked if the Village could make a variance during construction to allow residents to use the bike lane for parking. Administrator Fenlon advised that Staff and Fox Valley Metro will

look into this request. A question was asked about the water lateral replacement with lead pipes and how soon the homeowner will know if they have lead pipes, Engineer Murawski was told that the Water Department should have sent notices to the houses with lead pipes but can't guarantee they won't find more. A resident asked if anything needs to be prepped on the inside of their house, Engineer Murawski advised that it would help if you clear the area inside just in case they need to get in. Administrator Fenlon thanked the residents for their input.

Action—Adopt Resolution No. 5, Series 2018 Amending the Final Special Assessment/Hookup Fees for Special Assessments on Harvest Trail

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Adopt Resolution No. 5, Series 2018 Amending the Final Special Assessment/Hookup Fees for Special Assessments on Harvest Trail

Ayes 7, Nays 0 – Motion Carried

Action—Adopt Resolution No. 6, Series 2018 Amending Resolution No. 1, Series 2001 Regarding Polling Sites for All Elections Held in the Village of Little Chute

Moved by Trustee Elrick, seconded by Trustee Peterson to Adopt Resolution No. 6, Series 2018 Amending Resolution No. 1, Series 2001 Regarding Polling Sites for All Elections Held in the Village of Little Chute

Ayes 7, Nays 0 – Motion Carried

Action—Adopt Resolution No. 7, Series 2018 A Preliminary Assessment/Hookup Fee Resolution Declaring the Intent to Exercise Special Assessment Powers for Hayes Street, Wilson Street and Daytona Lane

Moved by Trustee Elrick, seconded by Trustee Smith to Adopt Resolution No. 7, Series 2018 A Preliminary Assessment/Hookup Fee Resolution Declaring the Intent to Exercise Special Assessment Powers for Hayes Street, Wilson Street and Daytona Lane

Ayes 7, Nays 0 – Motion Carried

Action—Adopt Resolution No. 8, Series 2018 Authorizing the Execution and Delivery of Documents Relating to the Fox Cities Exhibition Center Project

No Action Taken, will be reviewed at a later date

Action—Adopt Ordinance No. 2, Series 2018, An Ordinance Amending Chapter 34 Public Utilities by Creating Section 34-60 of the Village of Little Chute Municipal Code Regarding Lead Water Lateral

Moved by Trustee Smith, seconded by Trustee Elrick to Adopt Ordinance No. 2, Series 2018, An Ordinance Amending Chapter 34 Public Utilities by Creating Section 34-60 of the Village of Little Chute Municipal Code Regarding Lead Water Lateral

Ayes 7, Nays 0 – Motion Carried

Action—Adopt Ordinance No. 3, Series 2018 An Annexation Ordinance Adopted by the Village Board of Trustees Annexing Territory from the Town of Vandenbroek Where No Electors Reside in the Territory

Presented by Director Moes and approved by the Plan Commission and by the Land Owners and is recommending Board approval.

Moved by Trustee Elrick, seconded by Trustee Smith to Adopt Ordinance No. 3, Series 2018 An Annexation Ordinance Adopted by the Village Board of Trustees Annexing Territory from the Town of Vandenbroek Where No Electors Reside in the Territory

Ayes 7, Nays 0 – Motion Carried

Department and Officers Progress Reports

Action—Amend 2019 CIP

Moved by Trustee Elrick, seconded by Trustee Smith to Amend 2019 CIP as presented.

Ayes 7, Nays 0 – Motion Carried

Discussion—Civic Center Renovation Overview

Administrator Fenlon went over the renovations for the Civic Center and the cost is included in the 2018 budget. Renovation would begin after the August 14th Election. Administrator Fenlon also advised that as much work as possible will be done in house to keep costs down. Trustee Peerenboom asked if gates could be installed in the Civic Center entrance to be able to use restrooms when there are public functions.

Discussion—Wayfinding 2018

Director Breest went over the continued efforts to update our current signs. The goal is to guide residents to all Village amenities. The funding for this project is planned to be paid through the Village room tax. Trustee Elrick commented that he would like to see the sign on Walgreens done also and asked about if the signs would be put out for bids, Director Breest replied that it is his intention to get bids from a few companies.

Discussion—Downtown Business Incentive & Targeted Business

Administrator Fenlon went over ideas for discussion so staff can craft a program and application that would initiate a formal program for Downtown Efforts: Business Rent Incentives and Targeted Business. Trustee Smith asked if staff is aware of availability, and Administrator Fenlon replied that yes, they are aware of what is available. Trustee Peerenboom was concerned about locking this incentive to downtown only. Trustee Elrick asked about the type of businesses and wondered about the Health Care and Medical Services; Director Moes replied that there is room for smaller medical services, such as a Chiropractor or Podiatrist to draw people to the downtown area.

Discussion—Downtown Sign Grant

Administrator Fenlon is asking for discussion on a formal program to present a Sign Grant Initiation for the Downtown area for businesses to replace or for new signs to upgrade the look of the downtown area.

Committee and Commission Appointments

Moved by Trustee Elrick, seconded by Trustee Smith to Approve the Appointment of President Vanden Berg to the Exhibition Center Board

Ayes 7, Nays 0 – Motion Carried

Disbursement List

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

Ayes 6, Abstained 1(Elrick) Nays 0 – Motion Carried

Call for Unfinished Business

None

Items for Future Agendas

None

Closed Sessions:

a)19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Personnel—Compensation & Job Description Realignment*

Moved by Trustee Smith, seconded by Trustee Elrick to Enter into Closed Session at 8:24 p.m.

Ayes 7, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Elrick, seconded by Trustee Peterson to Return to Open Session at 9:02 p.m.

Ayes 7, Nays 0 - Motion Carried

Action—Updated Compensation & Job Descriptions

No Action Taken

Adjournment

Moved by Trustee Elrick, seconded by Trustee Peterson to Adjourn the Regular Board Meeting at 9:02 p.m.

Ayes 7, Nays 0 - Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____

Attest:

Michael R. Vanden Berg, Village President

Laurie Decker, Village Clerk

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Doyle Park Pool

PREPARED BY: Adam Breest, Parks, Recreation, & Forestry Director

REPORT DATE: March 9, 2018

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report: _____

See additional comments attached: _____

EXPLANATION: On December 6, 2017 the Village Board was presented with the results of the Doyle Park Pool Survey. UW-River Falls was hired to construct a survey and the compile results. The survey was mailed to 1,070 randomly selected households within the Village of Little Chute. 474 reusable surveys were received resulting in a 95% confidence level that the results of the survey reflect the general publics opinion of the Doyle Pool. The results of the question for determining the future of the pool was as follows:

Run Existing Pool to end of life span and eliminate – 22%

Remodel Existing Pool at Doyle – 30%

Build new pool at Doyle – 30%

Build a new pool at a different site – 18%

The Village Board then requested that the Park Planning Committee give their recommendation on the future of the pool utilizing the survey and previous two pool studies as a guide. The key questions that the Park Planning Committee tackled are listed with staff and Park Planning's recommendations.

Determine a New Pool vs Remodel vs New Pool New Site

The Park Planning Committee recommended building a new pool at Doyle Park.

Features Desired at a New Pool

The Park Planning Committee recommended building a zero-depth entry, a shallow diving well, a slide, a lazy river, and a splash pad.

Splash Pad or No Splash Pad

The Park Planning Committee recommended providing a splash pad within the pool foot print. Costs of other splash pads are listed below.

Splash Pad Cost Estimates:

We have roughly 2500 - 3000 sqft of room for a splash pad

- City of Blythe - \$250,000 – 2500 sqft
- City of Bullhead - \$200,000 – 3000 sqft
- City of Sandusky - \$180,000 – 1600 sqft
- Village of Windsor - \$490,000 – 2704 sqft
- City of Portage - \$130,000 – 2500 sqft
- City of Fitchburg - \$250,000 – 3949 sqft

Amount Willing to Spend and What Year to Build

The Park Planning Committee opted to let the board decide the year and the amount willing to spend during the budget process. The cost of the new pool at Doyle Park as estimated in 2016 was \$3,976,804. Staff would recommend that we include the pool the upcoming CIP so we can better plan.

Phasing a New Pool

I do not believe that through this process we should close the pool down for a full season. Other projects such as Erb Pool and the City of Hartford opted to close their pools in mid-July to begin construction. Then the following year they opened in mid-July for the remainder of the year once construction was complete. We could potentially perform a 2 year phasing plan. We could investigate building a new bathhouse and doing some site improvements one year and then the following year do the pool and maintenance room.

Capital Campaign

The Park Planning Committee also recommended not performing a capital campaign. Through my investigation I came across the cost to hire a company to assist with the capital campaign process. The City of Hartford went through this process in the last 5 years for their new outdoor pool. The total cost for the fundraiser was roughly \$90,000. They were able to fundraise 2.3 million dollars. The process initially involved an assessment study by the firm to determine if there was a strong case for a campaign and to determine the potential amount of fundraising dollars that might be obtained. That initial process was \$5,000.

Actions Going Forward

1. As staff we first need to know the direction that the board would like to go. Based off of the survey from 2017 and Park Planning Committee's recommendation the board needs to decide if we are to proceed with planning for a pool at Doyle Park, a pool elsewhere, or begin planning for the elimination of the pool in the future.
2. If the board decides to keep a pool in Little Chute the next step would be to determine the cost that we are willing spend and the year that we would like to plan for.
3. Determine if we are going to put together a community fundraiser to fund a portion of the project.

Once the questions above are answered, staff can then begin to develop an outline of the steps that will be required to meet the date, funding level, pool design/site, etc.

ATTACHMENTS: 2016 Ramaker and Associates Pool Study Scheme B cost estimates & Site Plan, 6 sample Splash Pad Designs, and 2010 Cost Estimate

RECOMMENDATION: Provided for discussion and direction so that staff can create a timeline and plan of action for the pool.

LITTLE CHUTE COMMUNITY POOL STUDY
ROUGH ORDER OF MAGNITUDE CONSTRUCTION ESTIMATE
Wednesday, July 27, 2016
DRAFT - Scheme B - Doyle Park New Aquatic Center
Ramaker & Associates Project #29905

Summary of Proposed Improvements as Defined in the July 6, 2016 Community Pool Study

All numbers include General Conditions and Construction Administration fees.

Bathhouse - Construct new bathhouse with changing areas, showers, and bathrooms and construct new control building.

Swimming Pool - Construct new 10,100 SF Swimming Pool including related pool deck and fencing.

Site Improvements - Modification and addition to existing paved area to create parking, new sidewalk, and other site improvements to accommodate the pool.

Bathhouse Construction

Demolition (control building)	LS	\$8,000	
Building Construction	2,140 SF	\$160	\$342,400
(new bathhouse, new control building)			
Civil/Utility Services	Allowance	\$30,000	
Sub-Total Bathhouse Improvements		\$380,400	

Pool Construction

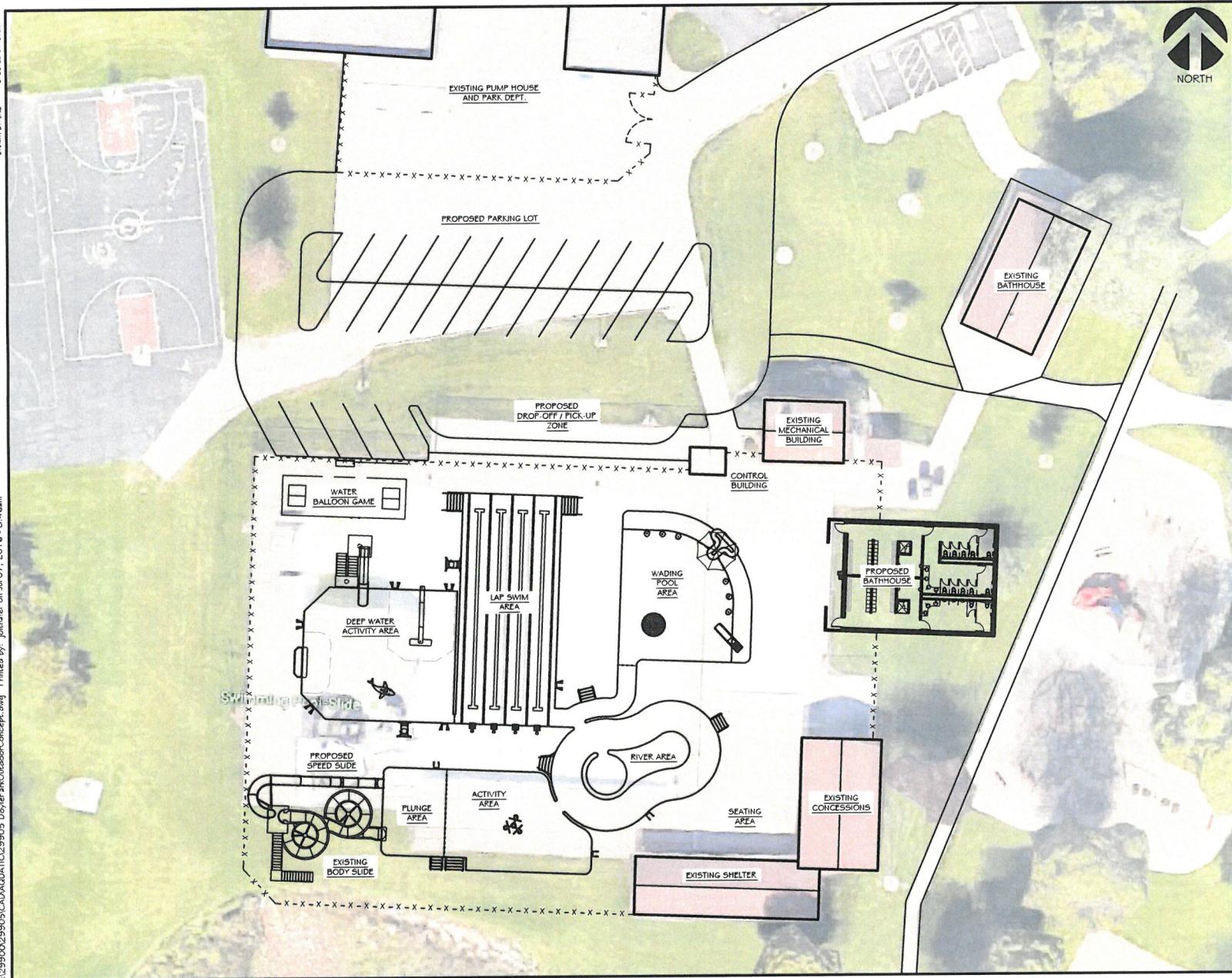
Demolition (pool area)	LS	\$50,000	
Swimming Pool (includes water treatment equipment)	9,580 SF	\$150	\$1,437,000
WaterWars Pad	520 SF	\$10	\$5,200
Pool Deck	16,400 SF	\$6	\$98,400
Pool Area Fencing	280 LF	\$30	\$8,400
Precast Concrete Surge Tank, 12,000 gallons	1 EA	\$20,000	\$20,000
Play Features Pumps/Piping	1 EA	\$20,000	\$20,000
Current Channel Pumps/Piping	1 EA	\$20,000	\$20,000
Water Slide Pumps/Piping	1 EA	\$20,000	\$20,000
Relocate Existing Slide	1 EA	\$15,000	\$15,000
Closed Flume Slide	1 EA	\$150,000	\$150,000
Wading Area Equipment	LS		\$41,000
Activity Area Equipment	LS		\$127,000
Deck/Pool Equipment	LS		\$73,000
Sub-Total Swimming Pool Construction		\$2,085,000	

Site Improvements

Earthwork/Site Restoration/Erosion Control	LS	\$25,000	
Parking Lot Asphalt Paving, Striping	16,200 SF	\$5	\$81,000
New Sidewalk	420 SF	\$7	\$2,940
Fencing and Gate at Parking	LS		\$8,000
Sub-Total Site Construction		\$116,940	

SUB-TOTAL **\$2,582,340**

15% Construction Contingency	\$387,351
10% General Conditions	\$258,234
10% Contractor Overhead & Profit	\$258,234
5% State/Fed Wage Rate Requirements	\$129,117
Rough Order of Magnitude Construction Estimate	\$3,615,276
10% A/E Fees, etc.	\$361,528
Rough Order of Magnitude Project Estimate	\$3,976,804



R RAMAKER & ASSOCIATES, INC.

855 Community Drive, Sauk City, WI 53583
Phone: 608-643-4100 Fax: 608-643-7999
www.Ramaker.com

Certification Seal:

**PRELIMINARY
FOR REVIEW
PURPOSES ONLY**

MARK DATE DESCRIPTION
ISSUE PHASE PRELIMINARY REVIEW DATE ISSUED 07/06/2016

PROJECT TITLE: LITTLE CHUTE COMMUNITY POOL STUDY
PROJECT OWNER: VILLAGE OF LITTLE CHUTE
PROJECT LOCATION: LITTLE CHUTE, WI

Sheet Title: DOYLE PARK AQUATIC CENTER SITE PLAN

Blythe, CA



Bullhead City, AZ



Sandusky, MI



Town of Windsor



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Water Odyssey
A PlayCore Company

Town of Windsor

W15025

2,704 SQ FT Wet Play Area
w/ 5' recommended Overspray Zone

116 GPM

Perspective View

City of Portage



City of Fitchburg



Perspective View

3949 SQ FT Wet Play Area
w/ 5' recommended overspray zone
(optional sidewalks & seating areas shown)

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(512)392-1155

W13231 | MCKEE FARMS PARK
COLOR
60'-5" x 65'-5" - 411 GPM



2010 Study

New Pool - Doyle

OPTION II

To help receive feedback from the Parks Planning Committee as to what types of features and amenities should be included in a renovated option, Aquatica utilized a 13 page Aquatic Facility Planning Workbook. Over two meetings, the committee reviewed the demographic data, as well as all workbook options. The Committee as a whole determined that the following be included in a renovated option:

Recreational Swimming, Swimming Instruction, Lap Swimming, Diving, Zero-depth Entry, Whirlcove (jetted bench area), Waterslides (including an open flume, enclosed flume, and child slide), Interactive water play features, an increased Concessions area, Sunning Areas, Shaded Areas (including in the pool), Vinyl Coated Chain Link Fencing, Coin Operated Deck Lockers, and a Wet / Dry Sand Play Area.

The Committee as a whole recognized that the existing pool vessel is too large for the number of potential patrons. The current pool capacity exceeds 570 patrons. By reducing the size of the pool, operational costs can be minimalized. Additionally, given the items identified in Option I plus the age / shape / entry depth, and type of pool finish (paint), it was determined that a new vessel should be constructed.

Significant discussion occurred regarding the upcoming change in locks management, and difficulty the Village might experience in lowering the canal water elevation. The concern is that in the near future, the canal level may not be able to be dropped at specific times, such as pool opening preparation, during pool season (in case of an emergency), or during pool winterization in the fall. The water level to be maintained in the canal is of a higher elevation than the deep well of the pool – if the pool needs to be drained when the canal is at its high water mark, hydrostatic pressure will cause the diving well to float out of the ground. Because of this concern, the Committee as a whole chose to recommend that a renovated option at Doyle Park only provide a maximum water depth of 5'-0", and that the pool site be raised with compacted structural fill by 2'-0".

The Committee as a whole acknowledged that many of the complaints at the existing facility related to the distance from parking to the pool entrance. The Committee felt that a vehicle drop off / pick up area at the facility entrance was warranted.

Lastly, the Committee as a whole recognized that having showers / restrooms outside of the fence line created operational issues regarding re-entry, that the number of toilet facilities was not code compliant, that the shower area should be connected to the restroom areas, and that the concession area was outdated. A

new bathhouse - including family changing / pool mechanical systems, concessions / rentable party room / updated concessions is required.

Estimate of Probable Construction Cost

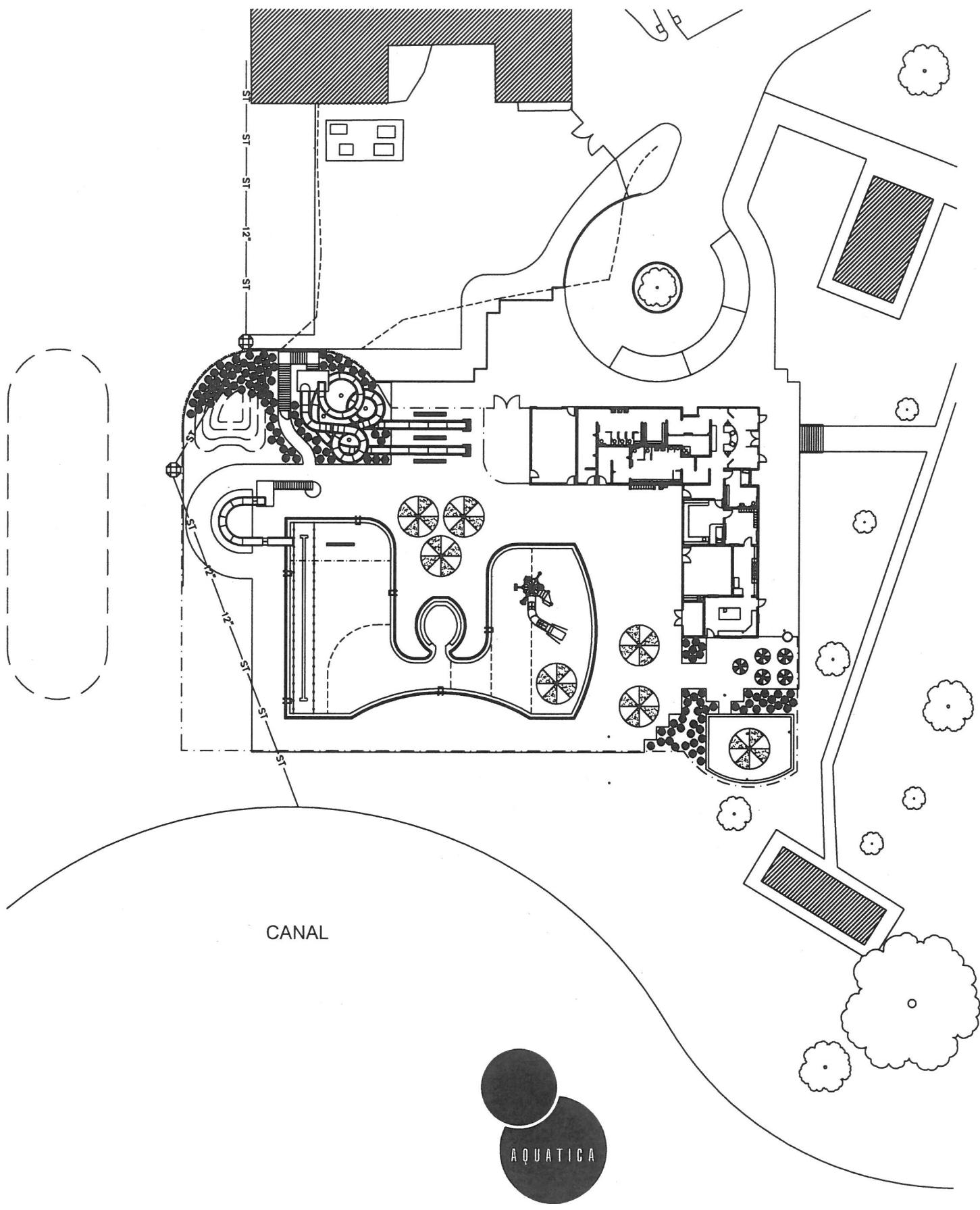
▪ Demolition allowance (With assistance from Public Works)	30,000
▪ Cut top soil / poor soil from existing site (With assistance from Public Works)	2,500
▪ New fill as required to raise site	32,500
▪ New water service to building (possible 6" line)	18,000
▪ New sanitary service to building (possible 8" line)	22,000
▪ New sanitary lift station	85,000
▪ Stormwater Management (DNR)	10,000
▪ New power service (transformer)	<u>25,000</u>
SUB - TOTAL	\$225,000
5% Construction Contingency	<u>11,250</u>
TOTAL ROUGH SITE WORK / UTILITIES	\$236,250

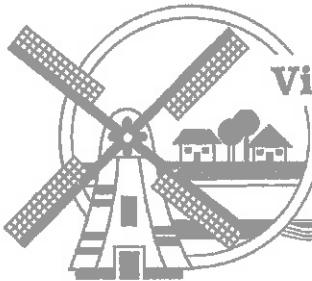
▪ Provide a new 5,995 square foot family leisure pool including beach entry, floor fountain jet play areas, interactive feature with child slide, a drop slide, a whirlcove, and related deck equipment	719,400
▪ Construction of a new 4,600 sq. ft. bathhouse building including men's and women's changing, one family changing rm., rentable party rm., concessions, filter rm., lifeguard / first aid rm., staff areas, and front desk area	825,000
▪ Deck allowance (21,500 sq. ft.)	96,750
▪ Drop off - pick up / retaining wall allowance (14,000 sq. ft.)	97,250

▪ Fence allowance	20,000
▪ Landscaping allowance	30,000
▪ Water / drop slides allowance	450,000
▪ Sand play equipment allowance	25,000
▪ Water feature allowance	70,000
▪ Locker / deck furniture / shade umbrella allowance	60,000
▪ Concession equipment allowance	10,000
▪ Site lighting / sound system	<u>45,000</u>
SUB - TOTAL	\$2,448,400
▪ 5% Contingency	<u>122,420</u>
TOTAL – PROJECT CONSTRUCTION	\$2,570,820
TOTAL – ROUGH SITE WORK / UTILITIES	<u>\$ 236,250</u>
TOTAL PROJECT CONSTRUCTION COST	\$2,807,070
▪ 6.50% Design Fee	182,460
▪ Printing and permitting costs	<u>6,000</u>
PROJECT TOTAL	\$2,995,530

Doyle Park
Pool

OPTION II
Doyle Park





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: Sat 10:30am Sat 10:25am Fri-Sun Parade Run/Walk Festival Tournament Other

Dates needed: June 1, 2 + 3, 2018

Times needed: W₁ = 3:30 pm to 12:30 am W₂ = 7:00 am to 12:30 am W₃ = 7:00 am to 5:30 pm
(Please include beginning and end times, if different times are needed on different dates please specify.)

Parks, shelters, open space needed: Dayle 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: Santorum from Main to Lincoln + Wisconsin from Violet to Santorum
Walk/run + parade route: start main + Santorum, west on Main to Grand, north on Grand
Request NO PARKING posted on parade route, corner Lincoln + Van Buren, east on Lincoln + Grand

Will tents or other temporary structures be erected? yes

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? yes (show 6/1/18, rain date 6/2/18)

Number of people attending: 15,000 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 3/7/18
Signature Date

Address 108 W. Main St., Little Chute, WI 54140

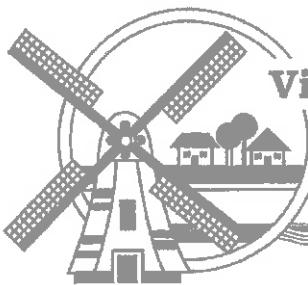
Work Phone 423-3869 Cell Phone 284-3232 Home Phone _____

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 INFORMATION

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

If you are organizing a special event, and plan to use public facilities (parks, streets, public right of way), you need to involve the appropriate Village Departments in your planning process. Most events take place in one location, such as a park. When that is the case, your planning can be handled directly through the Parks and Recreation Department. However, if your event involves use of Village Streets or if the event requires special safety/crowd control considerations, you will need a Special Event Agreement with the other departments of the Village that will be involved.

DEFINITION

Special event means any planned occurrence on the public right-of-way or public premises including, but not limited to, parades, gatherings, festivals and athletic events which is not within the normal and ordinary use of that public premises or place or which, by nature of the event, may have a greater impact on Village services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal, ordinary, or intended use of public facilities or property shall be determined by the Village Department that maintains jurisdiction over the proposed venue.

Special Events require Village Board approval. Do not publish information about your event if it has not yet been approved! You should meet with Village Staff at least 3 months prior to the event date to allow for the approval process. Applications submitted within 3 months of the event may serve as grounds for denial of the event permit without further consideration.

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.

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**. The **Sponsor** must request use of **Village** equipment and is subject to approval by **Village** staff.

PERMIT FEE of \$25.00 must be paid at the time of application submittal.

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

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.

GENERAL LIABILITY COVERAGE

- A. Commercial General Liability
 - (a) \$ 3,000,000 general aggregate
 - (b) \$ 3,000,000 products - completed operations aggregate
 - (c) \$ 3,000,000 personal injury and advertising injury
 - (d) \$ 3,000,000 each occurrence limit
- B. Claims made form of coverage is not acceptable.

BUSINESS AUTOMOBILE COVERAGE

- A. Minimum Limits - \$ 250,000 each person / \$ 500,000 each incident for Bodily Injury and \$ 100,000 for Property Damage
OR \$500,000 Combined Single Limit for Bodily Injury and Property Damage each incident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

WORKERS COMPENSATION AND EMPLOYERS LIABILITY

- A. Must carry coverage for Statutory Workers Compensation and Employers Liability minimum limit of:
\$500,000 Each Accident
\$500,000 Disease Policy Limit
\$500,000 Disease - Each Employee

Liquor Liability – If the event holder is selling alcoholic beverages then Liquor Liability with the following limit coverage must be carried:

- A. Minimum Limits - \$ 500,000 each occurrence / \$ 500,000 aggregate

ADDITIONAL PROVISIONS

* Additional Insured –

On the General Liability Coverage, Aircraft Liability, Automobile Pollution Liability, Contractors Pollution Liability and Protection and Indemnity Coverage. Village of Little Chute, and its officers, board members, agents, employees, and authorized volunteers shall be "Additional Insureds."

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.

TOILET FACILITIES on the immediate premises. Additional portable toilets may be required.

1. Toilet facilities shall be provided based on the anticipated peak crowd size in accordance with the following guidelines: One male and female toilet facility shall be provided for every 500 persons on premise.
2. Any portable units shall be located immediately adjacent to or within the authorized area of the event.
3. Portable toilets shall be properly enclosed, in good repair, emptied when full, and a minimum distance of 100 feet away from any food preparation area.
4. All toilet facilities, in use for an event, shall be kept in a clean useable condition by the sponsor.

Facility Toilet Capacity – Number of Persons

Doyle Park Diamond #1	1750	Legion Park	1500
Doyle Park Pool	1500	Van Lieshout Park	1500
Heesakker Park	1500		

The checklist below is designed to "walk you through" the procedure. Village staff are available to help you along the way. If you have any questions, call the department listed.

- o Does your event include a **parade or fireworks**? You must apply for a parade or fireworks permit. Contact the Village Clerk's Office 788-7380 ext. 204.
- o Will you be **selling and/or serving food**? You will need a temporary food-vending permit. Contact the Outagamie County Public Health Department at 832-5100.
- o Will you be using **Village streets or other public right of way**? You need to work with the Public Works Department and the Police Department. Contact the Public Works Department at 788-7395 and Police Department at 788-7505. The Village may require you to notify surrounding businesses and residences if streets will be closed.
- o Will you be using a **park or having amplified music**? Contact the Parks and Recreation Department 788-7390.
- o Will **tents or other temporary structures** be erected? All tents/structures with stakes require Diggers Hotline and private locate clearance. The cost of private locates is your responsibility.
- o If your event involves multiple departments (most large events do), Village staff can arrange a meeting to facilitate the discussions with the appropriate personnel. Contact Public Works 788-7395 or Parks and Recreation 788-7390.
- o Will you be serving or selling **beer/wine**? You must apply for a temporary beer/wine license. Contact the Village Clerks office 788-7380 ext. 204.
- o Will you need **portable toilets**? See chart above for park restroom capacities.

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: EAB Management Plan

PREPARED BY: Adam Breest, Parks, Recreation, & Forestry Director

REPORT DATE: March 9, 2018

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report: _____

See additional comments attached: _____

EXPLANATION: In August of 2012, the Parks, Recreation, & Forestry Department hired Ranger Services Inc. to draft an Emerald Ash Borer (EAB) Ordinance and Manual Review and craft a Readiness and Response Plan. To date the department has removed ash trees from village terraces when they are dead, dying, diseased, or if a resident calls and requests removal due to sidewalk lifting.

Beginning this year and for the next 10 years the department would like to craft a more active plan in removing ash trees from our village terrace. In 2008 the village hired Wachtel Tree Science and Service to perform an inventory on all village owned and maintained trees. This inventory included all public land, parks, and street terraces. In 2008 the ash tree population in the village accounted for 25.6% of our total tree population or 752 trees. Since the 2008 inventory it is estimated that the village has removed 99 ash trees. This brings the population down to 653 trees or roughly 24%.

The department has two large projects it needs to focus on to continue to improve the tree population on village property. These include updating the 2008 tree inventory and implementing a more aggressive approach with EAB. The department is currently working on investigating options to update the tree inventory in-house. The cost to hire a company such as Wachtel Tree Science and Service to update our inventory would be \$18,000 - \$20,000. It will take longer, but we believe there are options to update our inventory slowly in-house over the next 2 years.

In regards to EAB and the ash tree population the departments recommendation is to create a 10-year plan for removal and replanting. It was estimated in 2012 that it would take \$247,640 to remove all the ash trees and replant. I propose that we begin to develop a plan that will do this over the next 10 years to make it more financially feasible. I would like to begin with removal this spring if we can acquire a grant through the WI DNR and the local Regional Planning Commissions. A grant program was just released this spring requiring a 25% match. The department would shift funding within the operating budget so it could remove more trees through operating expenses and then utilize the grant for tree replacement and plantings. The grant requires a resolution from the village on the intent to utilize the grant funding. This resolution is planned to be presented for approval at the March 21 Regular Board meeting.

In future years the plan would be to remove ash trees and if terraces are wide enough for trees to be replanted then the village would offer to plant a tree back in the terrace space. There are some terraces that are only 2-4 feet wide that may not be suitable to have trees replanted. These terraces would simply be restored with top soil and seed. A more detailed plan for the next 10 years will be presented during the budget process.

RECOMMENDATION: Discussion so staff can plan for grant request that is due in April.

NOTICE OF REDIRECTION OF 2% PAC ROOM TAX

This notice is given to inform all hotelkeepers, motel operators, and other providers of accommodations that are available to the public within the _____ of _____, Wisconsin (the "Municipality") and are obligated to collect the 10% Room Tax imposed by the Municipality (the "Operators"), that the bonds issued to finance the Fox Cities Performing Arts Center (the "PAC Bonds") were paid in full on March 1, 2018. The 2% PAC Room Tax, which is a portion of the 10% Room Tax and which was pledged to pay the PAC Bonds, should no longer be sent directly to Associated Trust Company, National Association (the "Trustee"). *Effective immediately, the Operators are hereby directed by the Municipality to forward the entire 10% Room Tax to the Municipality.*

Operators should be aware that bonds are expected to be issued in May, 2018 to finance the Fox Cities Exhibition Center (the "Exhibition Center Bonds"). As soon as the Exhibition Center Bonds are issued, Operators will receive another notice from the Municipality directing the Operators to forward the 3% Exhibition Center Room Tax, which is also portion of the 10% Room Tax, directly to the Trustee in a similar manner that the PAC Room Tax was sent. When that happens, the Operators will forward only the remaining 7% of the 10% Room Tax to the Municipality.

Please feel free to contact [add name/phone/email of municipal contact] with any questions.

Dated: March ___, 2018

_____ OF _____, WISCONSIN

By: _____
Its: _____

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: FVMPD PPA Side Agreement: Uniform Allowances

PREPARED BY: James Fenlon, Administrator

REPORT DATE: March 9, 2018

EXPLANATION: Over the past six to eight week, staff has been working with the Professional Police Association on creating a streamlined process for uniform reimbursement. Under the current contract, this effort reads as follows:

ARTICLE X - CLOTHING ALLOWANCE

Section 10.01: Each officer must purchase his/her complete uniform and will be paid only upon receipt for clothing, equipment or footwear purchased, cleaned, or repaired, up to \$525 per calendar year. With the approval of the Chief of Police, the employer will pick up the repair or replacement cost of uniforms, meaning clothing, if the officer does damage while in the performance of his/her duty. Each officer who begins employment during the year will be eligible to receive up to a \$700 clothing allowance, prorated from his/her starting date until the end of the calendar year and will be allowed an advance on the next calendar year clothing allowance. All officers may carry the uniform allowance from one year to the next, however the total amount held over is capped at, and shall not exceed, \$1050.00. The Village reserves the right to determine the serviceability of equipment.

Under the new agreement, there would be no reimbursement, just an annual allotment paid in February. This is beneficial for the village's in the following ways:

- While more costly, the time saved in processing receipts will allow staff to focus on other efforts.
- There is no longer the need to track annual reimbursements or any carryover.
- Determining the tax eligibility is no longer required (uniform versus civilian attire).

This change would become the standard in subsequent contracts. Finally, staff supports approval of the agreement for the efficacy of administration and execution of the contract.

RECOMMENDATION: Approve the attached Memorandum of Understanding (MOU) or “Side Agreement” with the Fox Valley Metro Professional Police Association.

MEMORANDUM OF UNDERSTANDING

This is a voluntary agreement between the Villages of Little Chute and Kimberly (collectively "Employer") and the Fox Valley Metro Professional Police Association ("FVMPPA"), Local No. 152, Wisconsin Professional Police Association/Law Enforcement Employee Relations Division ("WPPA-LEER") – [collectively "Association"]. The Employer and the Association are parties to a collective bargaining agreement ("CBA") expiring December 31, 2019. The parties have discussed the Clothing Allowance as currently provided for in ARTICLE X, Section 10.01 of the CBA, and in consideration of the mutual covenants found below, the parties hereby agree to the following:

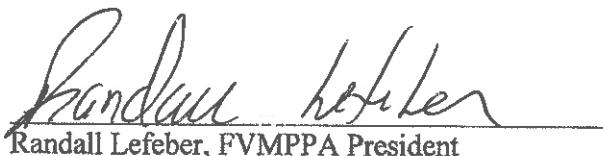
1. Upon execution of this Agreement, ARTICLE X, Section 10.01 of the CBA shall be understood by the parties to be modified to provide for the following: Each officer will be paid an annual allowance of \$590.00 (minus standard withholding) for the purchase, maintenance, cleaning, or repair of department-approved or mandated uniform clothing, equipment or footwear. Checks shall be issued for the annual allowance during the first pay period of February during each calendar year. New hires are entitled to the full allowance of \$790.00 and can also receive an advance of the next calendar year's full allowance (\$590.00). The Employer reserves the right to determine the serviceability of uniform clothing, equipment, and footwear. Additionally, the Employer shall pay for the cost of repair or replacement for uniform clothing, equipment, or footwear that is damaged in the performance of an officer's duty, subject to the approval of the Chief of Police or his/her designee.
Section 10.01 as it currently exists in the CBA shall no longer be in effect.
2. It is the intent of the parties to replace the existing ARTICLE X, Section 10.01 language in the CBA with the new language in 1. above in the successor CBA to the 2018-2019 CBA, or other language as agreed upon by the parties at that time.
3. Unless specifically modified by this agreement, all other provisions of the CBA will continue to apply.

EXECUTED this, the _____ day of March, 2018.

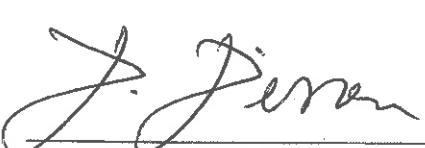
FOR THE EMPLOYER:

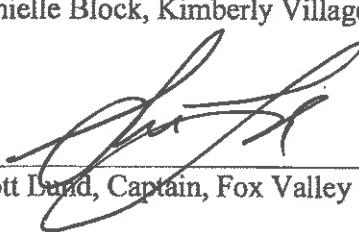
James Fenlon, Little Chute Village Administrator

FOR THE ASSOCIATION:


Randall Lefeber
Randall Lefeber, FVMPPA President

Danielle Block, Kimberly Village Administrator


Duane Dissen, FVMPPA Secretary/Treasurer


Scott Land, Captain, Fox Valley Metro PD


Michael Goetz, WPPA Business Agent