



AGENDA

LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, April 11, 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 April 4, 2018
- 2. Presentation—Fox River Boardwalk
- 3. Action—Adopt Resolution No. 14 Changing Polling Location for Special Election
- 4. Action—Approve Special Event Permit for S&S Trading Company
- 5. Action—Approve Intergovernmental Agreement with the Town of Grand Chute
- 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. Prepared: April 6, 2018

MINUTES OF THE REGULAR BOARD MEETING OF APRIL 4, 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

Larry Van Lankvelt, Trustee

James Hietpas, Trustee

John Elrick, Trustee

Skip Smith, Trustee

EXCUSED: Bill Peerenboom, Trustee

Roll call of Officers and Department Heads

PRESENT: James Fenlon, Village Administrator

Tyler Claringbole, Village Attorney

Teri Matheny, Finance Director

Adam Breest, Director of Parks, Recreation and Forestry

Laurie Decker, Village Clerk

Chris Murawski, Engineer

Brett Jensen, Building Inspector

Steve Thiry, Library Director

Interested Citizens

EXCUSED: Jim Moes, Community Development Director

Lieutenant Slotke, Fox Valley Metro Police Department

Public Appearance for Items Not on the Agenda

None

Approval of Minutes

Minutes of the Regular Board Meeting of March 21, 2018

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

Ayes 6, Nays 0 – Motion Carried

Operator License Approvals

Ali, Melissa	M's Bar	New London
Anderson, Melissa	Weenies	Little Chute
Christian, Morgan	M's Bar	Dale
Fjellerad, Laura	M's Bar	Kaukauna
Gellerman, William	Ladder House	Kimberly

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

Ayes 6, Nays 0 – Motion Carried

Department and Officers Progress Reports

Departments and Officers provided progress reports to the Board

Discussion/Action—County Highway N Parking

Administrator Fenlon advised the Board at the recommendation of Lt. Ulman from the Fox Valley Metro Police Department (who was called away in an emergency) regarding the Parking on Highway N, and is recommending County Highway N roadway be designated as a “No Stopping, Standing or Parking at any time”. Trustee Elrick questioned if the School District has been involved and Administrator Fenlon advised he was not aware at this time. Trustee Smith advised that with the construction going on it has become more of a problem. Director Breest did advise that once construction is complete the plan is to have the drop off in the parking lot so that will alleviate some of this problem. Trustee Peterson feels this will be an enforcement nightmare and the school should educate the parents along with putting up the signs. Trustee Van Lankvelt asked if there is anything else that the school can do to alleviate this problem. Trustee Peterson asked if anyone had thought of putting up barricades. At the suggestion of President Vanden Berg he advised that the Board will pass the Parking Ban but the School Board should be notified

*Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Adopt the County Highway N
“No Stopping, Standing or Parking at any time” as presented*

Ayes 6, Nays 0 – Motion Carried

Discussion/Action—Downtown Sign Grant

Administrator Fenlon presented the guidelines and program application for the Central Business District/Downtown Sign Grant Program

Moved by Trustee Elrick, seconded by Trustee Smith to Approve the Downtown Sign Grant as presented

Ayes 6, Nays 0 – Motion Carried

Action—Approve Special Event Permit for Bazaar After Dark

*Moved by Trustee Smith, seconded by Trustee Elrick to Approve Special Event Permit for
Bazaar After Dark*

Ayes 6, Nays 0 – Motion Carried

Action—Approve Application for Temporary Class “B” Retailers License for Bazaar After Dark

*Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Approve Application for Temporary
Class “B” Retailers License for Bazaar After Dark*

Ayes 6, Nays 0 – Motion Carried

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

*Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to Approve Application for Temporary
Class “B” Retailers License for Cheesefest*

Ayes 6, Nays 0 – Motion Carried

Discussion—Street Closure and Special Event Permit for S&S Trading Company

Administrator Fenlon presented a request made by Bill Wolfe of S&S Trading Company to host three different sidewalk type sales events and is requested temporarily blocking off Pine Street. The dates planned are April 21st, May 12th and June 9th from 7AM to 2PM. Trustee Peterson asked if the Pine Street Bar was notified and feels they should be and wondered what the hours the bar was open; Administrator Fenlon advised the Bar is open as far as he knows at 3PM.

Action—Fox Cities Regional Partnership 2018 Pledge

Administrator Fenlon presented the agreement for the 2018 Fox Cities Regional Partnership and is recommending approval.

*Moved by Trustee Elrick, seconded by Trustee Smith to Approve Fox Cities Regional Partnership
2018 Pledge*

Ayes 6, Nays 0 – Motion Carried

Action—Committee and Commission Appointments

Moved by Trustee Elrick, seconded by Trustee Smith to Appoint Megan Normansell to the Park Planning Committee

Ayes 6, Nays 0 – Motion Carried

Disbursement List

Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to Approve Disbursement List and Authorize the Finance Director to pay all vendors

Ayes 6, Nays 0 – Motion Carried

Call for Unfinished Business

None

Items for Future Agendas

None

Closed Sessions:

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. *TID 4 & 6 Development Proposals*

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Enter into Closed Session at 6:32 p.m.

b)19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Recruitment Efforts and Personnel Related Matters*

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Enter into Closed Session at 6:32 p.m.

Ayes 6, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Peterson, seconded by Trustee Elrick to Exit Closed Session at 7:58 p.m.

Ayes 6, Nays 0 – Motion Carried

Adjournment

Moved by Trustee Peterson, seconded by Trustee Elrick to Adjourn the Regular Board Meeting at 7:58 p.m.

Ayes 6, 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: Fox River Boardwalk Joint Presentation & Discussion

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

REPORT DATE: April 6, 2018

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report: _____

See additional comments attached: _____

NOTE: The City of Kaukauna Common Council has been invited to this meeting for this presentation. There may be a quorum of the City Council present.

EXPLANATION: In the summer of 2017, the Village of Little Chute and City of Kaukauna elected to continue further investigation into the feasibility of a multi-modal pedestrian bridge that would connect the Village of Little Chute Heritage Parkway trail system to the future City of Kaukauna trail system. The Village and City hired GRAEF-USA, Inc. to perform this continued investigation. The investigation included borings in the river and at the landings, environmental investigation of the soils in the river and on land, further schematic designs, narrowed down cost estimates, and meetings with agencies such as Canadian National Railroad, Fox River Navigational Authority, WI DNR, Corp of Engineers, Heart of the Valley Sewage District, and the State Historical Society.

The design of the boardwalk has not changed drastically. The boardwalk is still projected as a steel girder bridge with composite decking. Lights are proposed to match the current lights being utilized on the Mill Street and Heesakker pedestrian bridges. The biggest difference in design is that we were able to rotate the boardwalk alignment slightly to the west due to coordination with Canadian National Railroad on their facilities and property. In our current plan, CNRR would remove approximately 250 feet of rail line and the City of Kaukauna would acquire that land in order to eliminate the timber boardwalk that was proposed on the original plan on that side of the river.

Locally, this boardwalk would link 2 miles of trail from Little Chute through Kaukauna along the Fox River. Regionally, this trail will be a crucial link in Outagamie's plan to create interconnected trails along the Fox River. The counties proposed trail system would consist of roughly 13.5 miles of a connected loop from Appleton to Kaukauna and back. I have also attached a map as to how this project would specifically impact the Heart of the Valley. We would create a 10.9 mile loop from Little Chute to Kaukauna, and back around to Kimberly.

In January of this year the City and Village applied for a grant with Outagamie County to help fund the proposed boardwalk. In March we were notified that we have received the maximum requested funding of \$600,000 for our project.

2019 is our target year for construction of this project. The next phase of this project is for the Village of Little Chute and the City of Kaukauna to continue to apply for grants and then begin a fundraising effort this fall. In spring of last year both the City and Village were presented with a plan from staff to reach a goal of 80% funding from grants and donations. The other 20% would be covered by the City and Village (10% each). Through the investigation that we have performed over the last half year, GRAEF has adjusted the estimates to reflect the railroad coordination, river and soil conditions, current construction costs, and the added site work. The new estimated project cost is \$3,277,876.

Our immediate next step is to apply for Wisconsin DNR Stewardship Funds. These applications are due my May 1 of this year. Applicants are notified of the results typically in September. This is an important step in our fundraising process as this grant could account for up to 50% of our project cost. Once this grant process is complete we will begin the process of fundraising for our gap. In the mean time we will also be submitting an application with the Fox Cities Visitors and Convention Bureau through their grant process.

CURRENT TOTAL PROJECT COST BREAKDOWN

- 10% Village of Little Chute \$327,787.60
- 10% City of Kaukauna \$327,787.60
- Outagamie County ATC Grant \$600,000
- Regional Festival Participation \$40,000

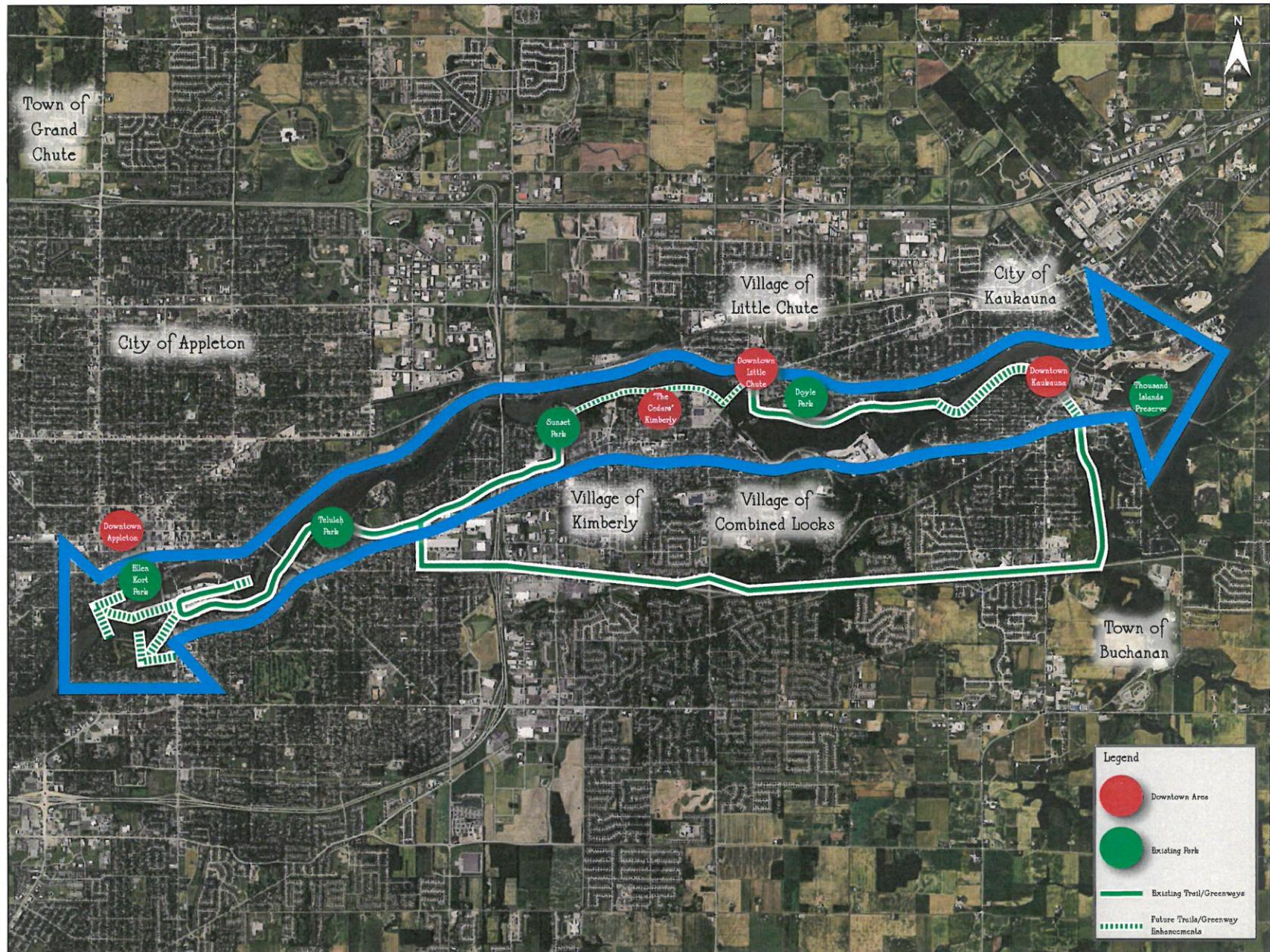
Funds Received to Date: **\$1,295,575.20**

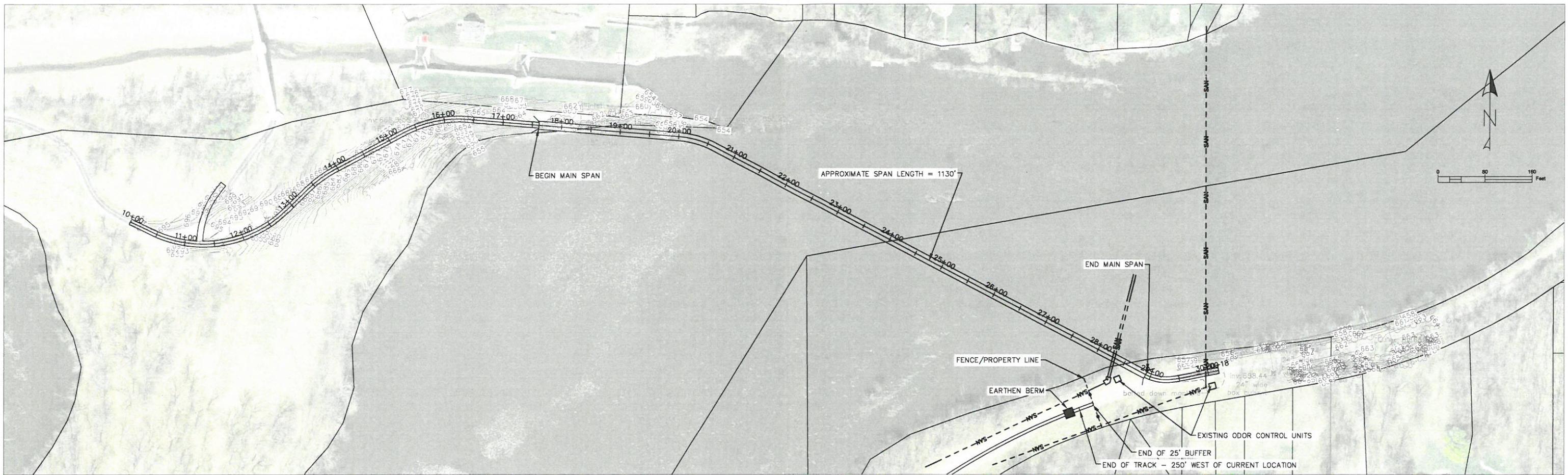
- DNR Stewardship (Up to 50%) \$1,638,938
- FCVCB (Approved to Apply) Funding Unknown
- Private Fundraising \$343,362.80

TOTAL COST OF PROJECT: \$3,277,876

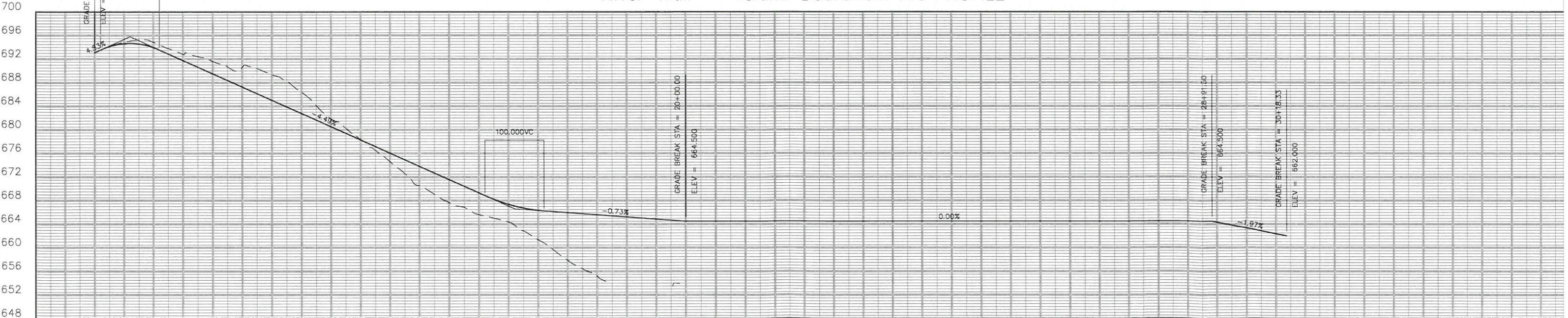
ATTACHMENTS: Fox River Boardwalk Schematic Design, original map of bridge location, county trail map, and HOTV trail map.

RECOMMENDATION: Presentation and Discussion on the Fox River Boardwalk Due Diligence and Schematic Design Report

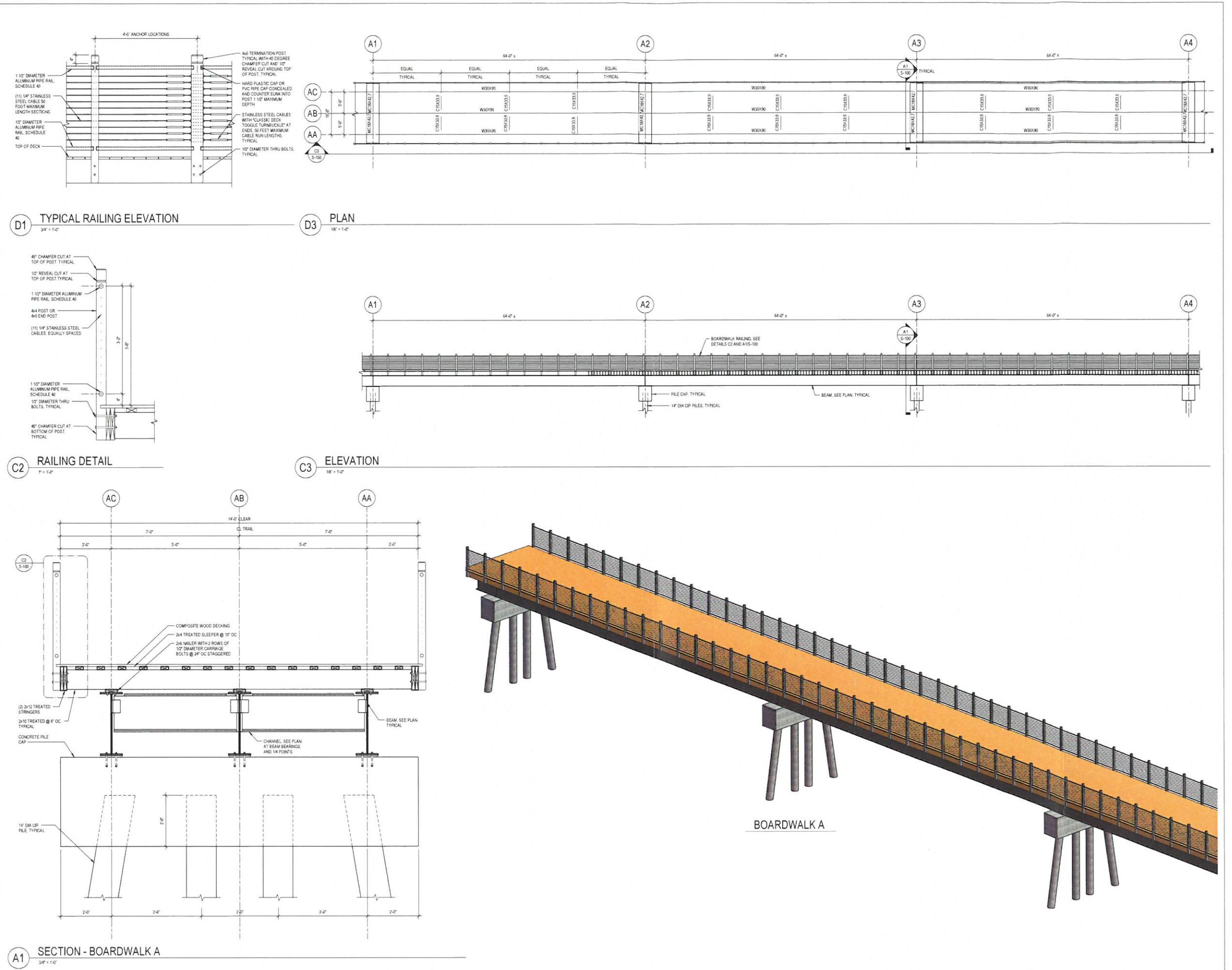


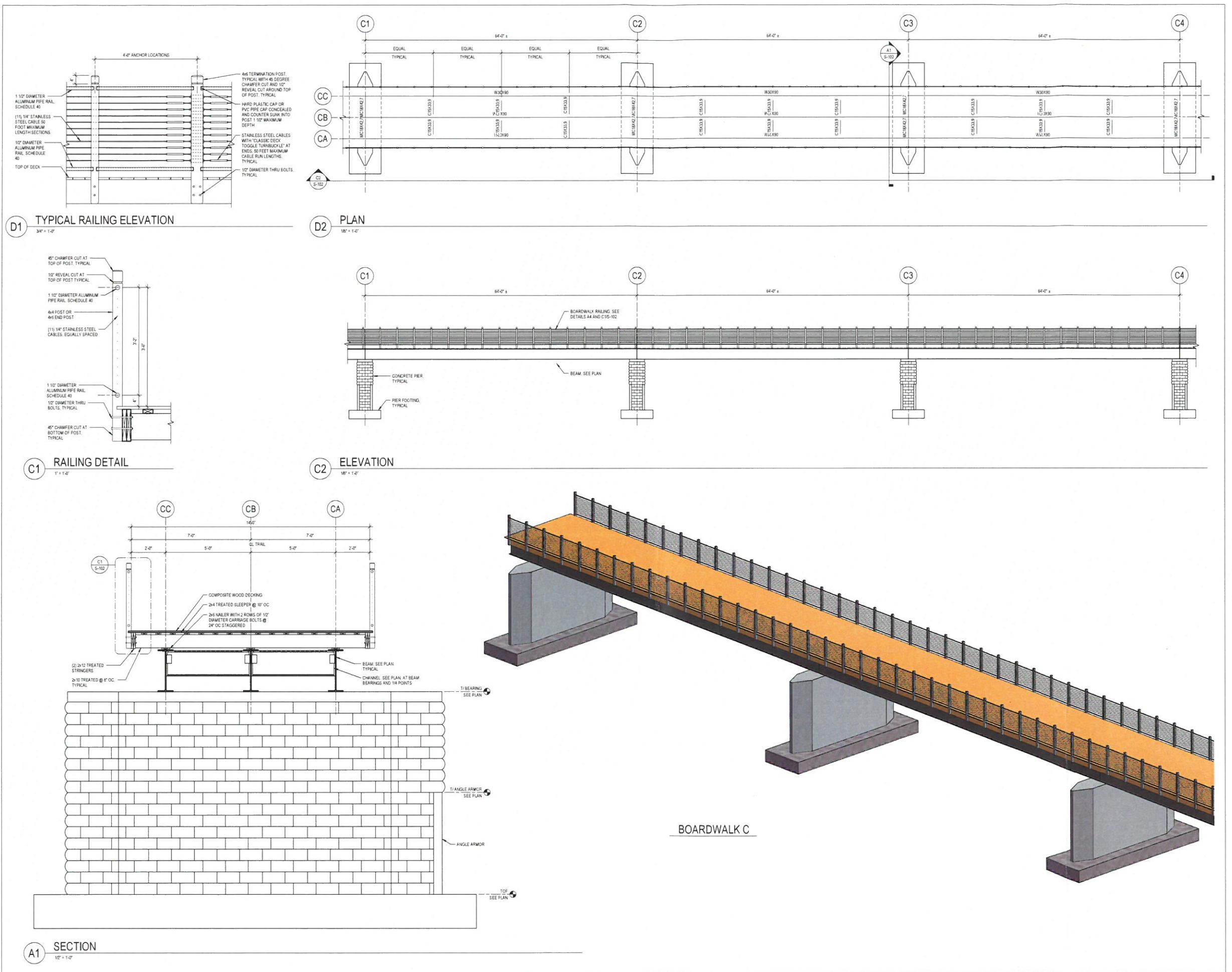


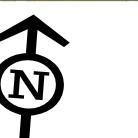
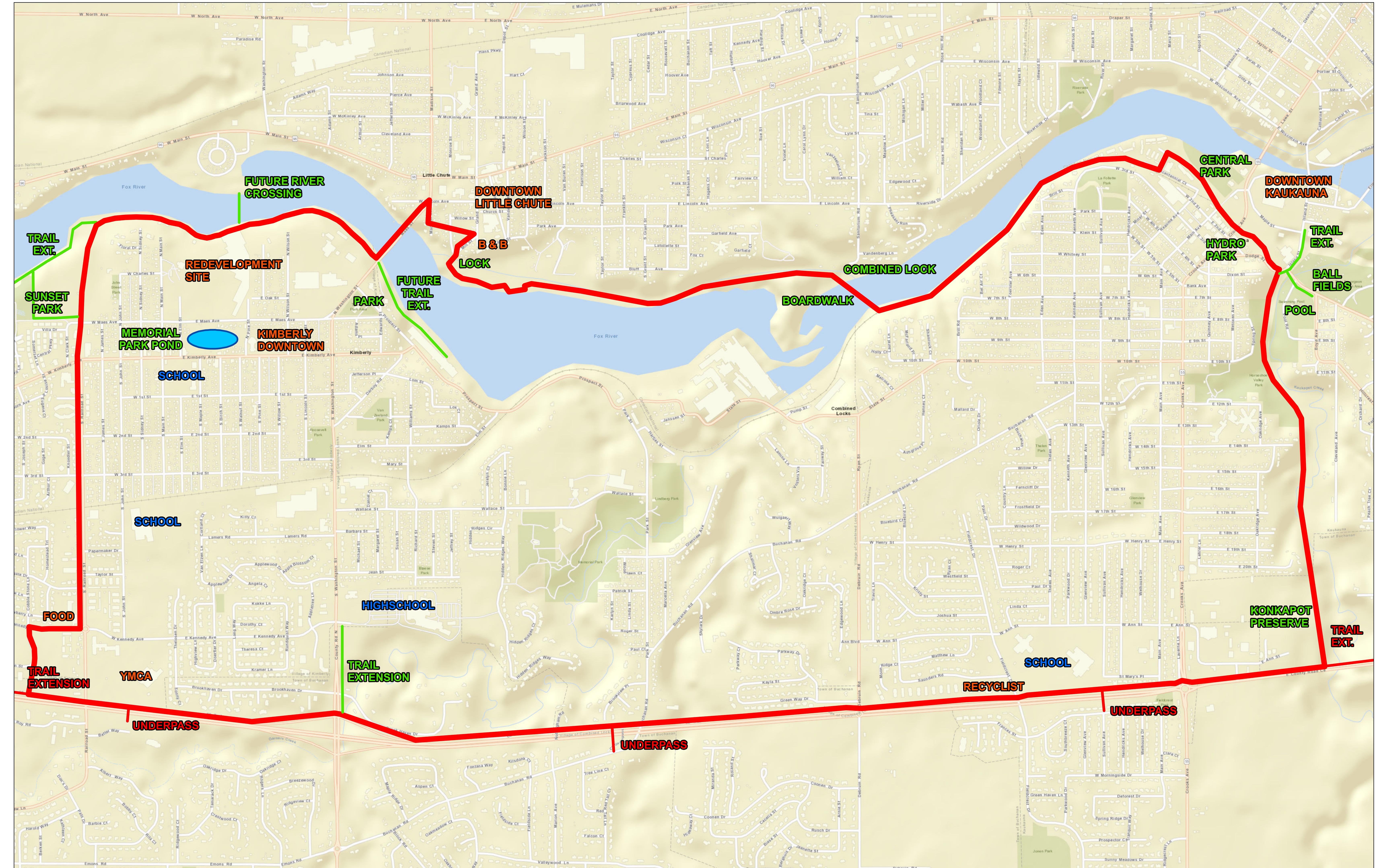
River Trail – Island Boardwalk Alt PROFILE



9+00 9+50 10+00 10+50 11+00 11+50 12+00 12+50 13+00 13+50 14+00 14+50 15+00 15+50 16+00 16+50 17+00 17+50 18+00 18+50 19+00 19+50 20+00 20+50 21+00 21+50 22+00 22+50 23+00 23+50 24+00 24+50 25+00 25+50 26+00 26+50 27+00 27+50 28+00 28+50 29+00 29+50 30+00 30+50 31+00 31+50 32+00 32+50 33+00 33+50 34+00 34+50 35+00







10.9 MILES

1 inch = 600 feet

Date: 4/5/2018

CITY OF KAUKAUNA PLANNING DEPT.

HEESAKKER
PARK

VILLAGE OF
LITTLE CHUTE

680' 890' 440' 380'

ALTERNATIVE 3

ALTERNATIVE 1

BOARDWALK
ALONG SHORE

CITY OF KAUKAUNA
FUTURE TRAIL

EAGLE EXCLUSION
ZONE

GRAEF

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Polling Sites for the possible Primary for the Special Election for the Office of State Senator, First District to be held on May 15, 2018 and to be held on June 12, 2018.

PREPARED BY: Laurie Decker

REPORT DATE: April 11, 2018

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report

See additional comments attached

EXPLANATION:

Pursuant to past history for minor local elections, the Village of Little Chute has historically combined the polling locations to facilitate greater efficiency amongst the election inspectors. There is a Special Election for State Senator, First District for Wards 3, 7, 9, 10, and 11 in the Village of Chute on Tuesday, June 12, 2018 with a possible Primary Election to be held on May 15, 2018. All Wards will vote in the Community Hall in Village Hall.

RECOMMENDATION:

Adopt Resolution No. 14 Amending Resolution No. 8, Series of 2001 regarding the polling sites for The Village of Little Chute.

VILLAGE OF LITTLE CHUTE
RESOLUTION NO. 14, SERIES OF 2018

A RESOLUTION AMENDING RESOLUTION NO. 1, SERIES OF 2001 REGARDING THE POLLING SITES FOR ALL ELECTIONS HELD IN THE VILLAGE OF LITTLE CHUTE

WHEREAS, the Village of Little Chute, Outagamie County, Wisconsin has been required by Wisconsin Statutes, Section 5.18(3) establishing polling places; and

WHEREAS, Wisconsin Statutes provides that no later than 30 days before an election the governing body of any municipality may, by resolution, establish a polling site replacing an old site; and

WHEREAS, Wisconsin Statutes states that polling places shall be established for each primary and general election at least 60 days before the election, and for each other election at least 30 days before the election.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Little Chute, that the voting sites be established as follows: Wards 3, 7, 9, 10, 11 for the Special Election for State Senator, First District will all vote in the Community Room in Village Hall.

This resolution shall remain in effect until modified or rescinded, or until a new division is made following the next census.

Introduced, approved and adopted: April 11, 2018

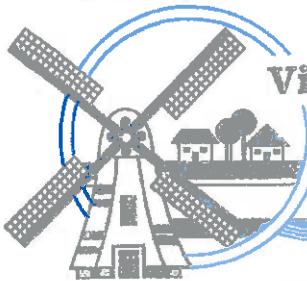
VILLAGE OF LITTLE CHUTE

By:

Michael R. Vanden Berg, Village President

Attest:

Laurie Decker, Village Clerk



Village of

Little Chute

PERMIT FEE \$25.00

SPECIAL EVENT PERMIT APPLICATION

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

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

Event sponsor: S and S TRADING CO

Event name: PINE STREET MARKET

Check one: Parade Run/Walk Festival Tournament Other

Dates needed: APRIL 21, MAY 12, JUNE 9, 2018

Times needed: 7am - 2 PM

(Please include beginning and end times, if different times are needed on different dates please specify.)

Parks, shelters, open space needed: PINE ST.

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)?
PINE ST BETWEEN MAIN ST AND THE PARKING LOTS (SEE MAP)

Will tents or other temporary structures be erected? YES

Will you be having any kind of animals, performances or amusement rides?

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

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

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.

WILLIAM WOLFE

Sponsor Representative – Print Name

4/5/18

Date

Address 113 E. MAIN ST LITTLE CHUTE WI 54140

Work Phone 920 423 3931

Cell Phone 920 750 9431

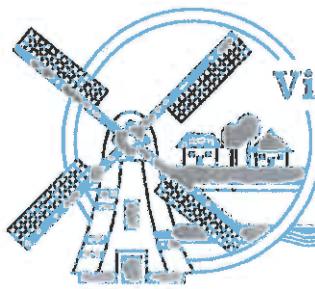
Home Phone _____

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

PINE STREET MARKET

Event Name

4/21, 5/12, 6/9 2018

Event Date(s)

S and S Trading Co.

Event Sponsor

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

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

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

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

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

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

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

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

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

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

WILLIAM WOLFE	SIGNATURE	4/5/2018
SPONSOR REPRESENTATIVE - PRINT	SIGNATURE	DATE
113 E MAIN ST, LITTLE CHUTE, WI 54140		
ADDRESS		
920 423 3931	920 750 9431	
WORK PHONE	CELL PHONE	HOME PHONE

Approved By Village Board

VILLAGE REPRESENTATIVE - PRINT	SIGNATURE	DATE
--------------------------------	-----------	------

Google Maps



Imagery ©2018 Google, Map data ©2018 Google 50 ft

RED DOTS & DASHES INDICATE AREA TO BE CLOSED.

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Evergreen Drive Update: Intergovernmental Agreement with Town of Grand Chute

PREPARED BY: James Fenlon, Administrator *JF*

REPORT DATE: April 6, 2018

EXPLANATION: I was informed by the Town of Grand Chute Community Development Director that on Thursday, April 5th, the Town Board approved the attached agreement. The staff have requested that we provide the Town with an executed copy for their execution.

This is the same document that had been previously discussed and shared with the Town of Vandenbroek, with the only change being the names and description of road.

RECOMMENDATION: Approve the attached Intergovernmental Agreement with the Town of Grand Chute.

**INTERGOVERNMENTAL COOPERATION AGREEMENT BETWEEN
VILLAGE OF LITTLE CHUTE AND TOWN OF GRAND CHUTE**

The Parties to this Intergovernmental Cooperation Agreement (hereinafter "Agreement") are the Village of Little Chute (hereinafter the "Village") and the Town of Grand Chute (hereinafter the "Town"). The Village and town may be referred to herein individually as "party" or collectively as "parties".

RECITALS

WHEREAS, a portion of the boundary between the Village and Town consists of a public road known as Evergreen Drive which is located partially in both communities, within Sections 8 & 17 T21N R18E, approximately the north one-half in the Town and the south one-half in the Village; and

WHEREAS, the Village and Town find it to be in their mutual interests to make this Agreement regarding repairs, maintenance, and reconstruction of that portion of Evergreen Drive located between Holland Road on the east and French Road on the west ("Road");

NOW THEREFORE, the Village and the Town hereby enter into an Intergovernmental Cooperation Agreement pursuant to the authority granted to them by Wisconsin Statutes §66.0301, on the following terms:

1. **Term of Agreement**. The Term of this Agreement begins when signed on behalf of the last of either the Town or Village, and shall continue for an indefinite time period until either the Town or the Village gives at least 24 months advance written notice to the other party of the date of termination of this Agreement, at which time the Agreement shall terminate.

2. **Maintenance, Repair, and Reconstruction**. The Village is granted exclusive authority to determine when maintenance, repair, or reconstruction of this entire road shall take place, and the Village is granted exclusive responsibility to maintain, repair, or reconstruct this entire Road at Village expense. Maintenance includes, but is not limited to snow plowing, ditch maintenance, driveway access control and other usual and customary procedures and methods to keep the Road in good condition for vehicular travel. Reconstruction of the Road will be substantially consistent with preliminary plans presented by the Village to the Town. The Village shall obtain all permits required for such work.

3. **Use of the Road right of way**. The Village is granted exclusive authority to permit use of the Road right of way for installation and maintenance of above and below ground utilities.

4. **Traffic control of the Road**. The Village is granted exclusive authority to control traffic speeds, weight limits and signage on the Road.

5. **Assessments by Village**. The Village will not make assessments to Town of Grand Chute land owners abutting the Road for the initial road reconstruction and any initial water, sanitary sewer, or storm sewer work done in connection with the initial reconstruction of the Road. This provision does not apply to, or cancel, current outstanding deferred assessments for existing water, sanitary sewer, and storm sewer utilities.

6. **Complete Agreement**. This constitutes the complete agreement between the parties and there have been no other oral or written representations, warranties, or agreements upon which any party hereto has relied.

7. **Described segment of Road**. The road and road right-of-way affected by this Agreement begins where the road intersects at a point 285.3 feet West of the West line of Cherryvale Avenue and continues Westerly approximately 1340 feet to the West line of Section 8 T21N R18E.

8. **Signatures**. Fax or email copies of this document, and copies of signatures transmitted by fax or email, and counterpart signature pages of this document shall be deemed as binding and valid as originals.

Dated this _____ day of _____, 2018.

VILLAGE OF LITTLE CHUTE

BY: _____
Michael Vanden Berg, Village President

Dated this _____ day of _____, 2018.

TOWN OF GRAND CHUTE

BY: _____
David A. Schowalter, Town Chairman