



AGENDA

LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, July 11, 2018
TIME: 6:00 p.m.

- A. Call to Order
 - B. Roll Call
 - C. Public Appearance for Items Not on the Agenda
1. Report—2017 Fox Cities Room Tax Commission
 2. Approval of Minutes
Minutes of the Regular Board Meeting of June 20, 2018
 3. Action—Adopt Resolution No. 20 Amending Resolution No. 1, Series of 2001, Regarding The Polling Sites for All Elections Held in the Village of Little Chute
 5. Action—Regency Place Senior Living Site Plan
 6. Discussion—NOAA Weather Radios
 7. Discussion—Fox Cities Exhibition Center—Municipal Day
 8. Discussion—Village Board Job Description
 9. Closed Session:
 - a) 19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Personnel Matter*
 10. Return to Open Session
 11. Unfinished Business
 12. Items for Future Agendas
 13. Adjournment

Annual Report of the Fox Cities Area Room Tax Commission 2017

The FOX CITIES AREA ROOM TAX COMMISSION has been created as a Commission under the provisions of Section 66.0615 of the Wisconsin Statutes, formed to coordinate tourism promotion and tourism development using tax revenues generated from the imposition of room taxes in the Fox Cities Tourism Zone pursuant to the Room Tax Act.

Meetings

The Commission met five (5) times in 2017. Meeting discussions included financial reports on room tax collections, overviews of state-mandated municipal reporting and status updates on room-tax funded bonds relating to the Fox Cities Performing Arts Center and Fox Cities Exhibition Center.

Commissioners were appointed from the 10 municipalities comprising the Fox Cities Tourism Zone (see attached for listing).

At the June 2017 meeting of the Commission, officers were elected:

- Bruce Sherman – Chair
- Mike Easker – Vice-Chair
- George Dearborn – Secretary

Room Tax Expenditures

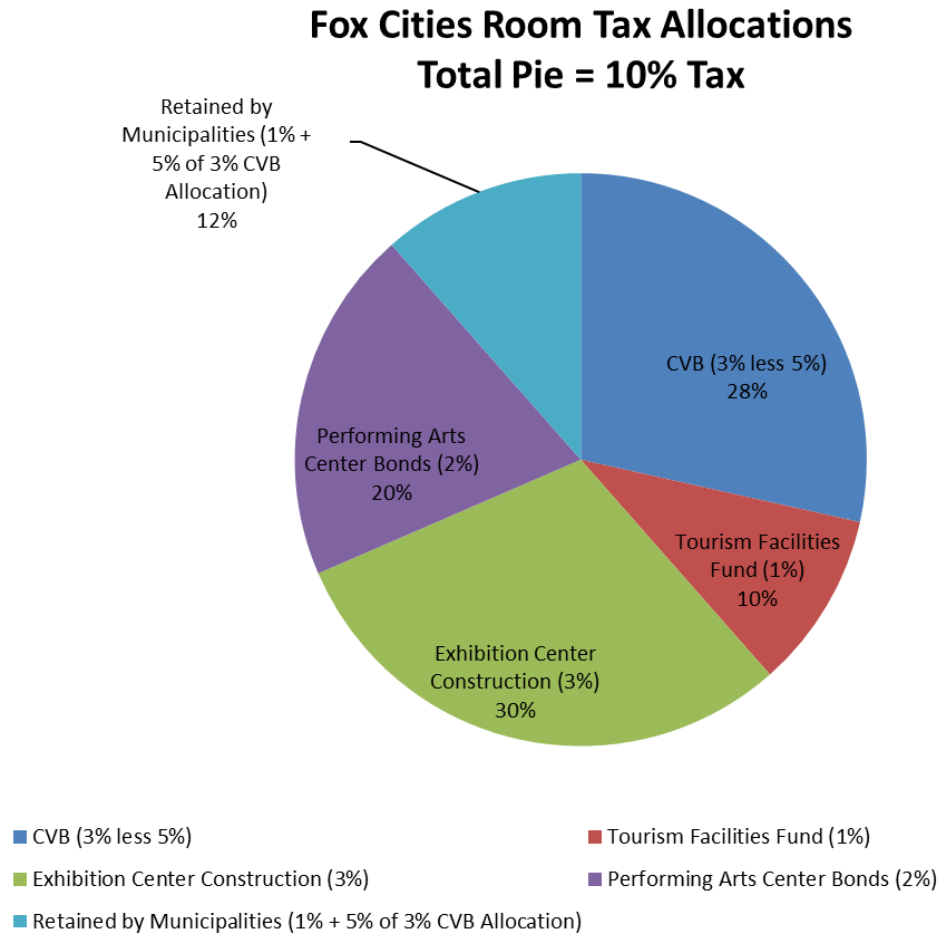
Aside from those allocations set in ordinance, the Fox Cities Area Room Tax Commission approved the allocation of \$25,000 of room tax to a fund earmarked for the Commission's own legal costs.

In 2017, the Commission solicited outside legal counsel to provide an opinion on the room tax funds remaining in the Room Tax Stabilization and Debt Service Reserve funds relating to the Fox Cities Performing Arts Center Bonds. Fund in excess of those needed to pay off the bonds existed in these accounts and the Commission asked for clarification on their role in determining the ultimate use of the funds. As a result of this effort, the Commission distributed the funds in the following manner:

- a grant of \$750,000 to the City of Appleton to be used in the financing of the Fox Cities Exhibition Center
- \$647,220.45 for the Fox Cities Sports Facility
- \$25,000 to the Fox Cities Area Room Tax Commission legal fund

Allocation of Room Tax Funds

The attached financial report shows actual tax collections and the allocations. A graphic summary of room tax allocations for 2017 is below:



MINUTES OF THE REGULAR BOARD MEETING OF JUNE 20, 2018

Call to Order: President Vanden Berg called the Regular Board Meeting to Order at 6:00 p.m.

Pledge of 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
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
Kent Taylor, Director of Public Works
Chris Murawski, Engineer
Laurie Decker, Village Clerk
Tyler Claringbole, Village Attorney
Interested Citizens
EXCUSED: Teri Matheny, Finance Director
Daniel Meister, Chief of Police
Steve Thiry, Library Director

Public Appearance for Items Not on the Agenda

None

Other Informational Items—May Fire, FVMPD Monthly Reports and May Report

Approval of Minutes

Minutes of the Regular Board Meeting of June 6, 2018

Moved by Trustee Smith, seconded by Trustee Peterson to Approve the Minutes of the Regular Board Meeting of June 6, 2018

Ayes 7, Nays 0 – Motion Carried

Presentation—Fox Cities Sports Facility

Administrator Fenlon introduced the following guests to give information on the Fox Cities Sports Facility.

- Char Stankowski, GM, Country Inn and Suites, Little Chute
- Pam Seidl, Executive Director, Fox Cities Convention and Visitors Bureau
- Matt Ten Haken, Director of Sports Marketing, Fox Cities Convention and Visitors Bureau
- Mike Patza, Town Planner, Town of Grand Chute

Char Stankowski advised the Board this facility should be supported and feels it will increase visitors to the area, especially in the slower winter months. Pam Seidl gave information on the goal of the Sports Facility and the potential for increased visitors to the area to help all area businesses. Once funding is secured the projected ground breaking should be in August with a projected opening date of October, 2019. Trustee Van Lankvelt questioned the closest facility and was advised the closest right now is Pleasant Praire Rec Plex near Kenosha. Director Moes questioned ownership and if the Town of Grand Chute will be leasing this facility, Pam Seidl answered the owner will be the Town of Grand Chute Fox Cities Sports Development and will be leases to the Town of Grand Chute but no money will be exchanged. Trustee Hietpas has read that Neenah is going to vote

next week, and wondered about other communities, Pam Seidl replied that all of the areas are expected to commit by June 27th and as far as she knows Appleton is the only facility she is not aware of the date of the meeting. Engineer Murawski feels this is a much needed facility as kids in the area that are in sports are doing a lot of traveling. Director Breest agreed with Engineer Murawski and feels this will be a great asset to all surrounding communities.

Action—Adopt Resolution No. 17 Authorizing Fox Cities Sports Facility

Moved by Trustee Elrick, seconded by Trustee Smith to Adopt Resolution No. 17 Authorizing Fox Cities Sports Facility

Ayes 7, Nays 0 – Motion Carried

Action—Fox Cities Sports Facility Pledge and Security Agreement

Moved by Trustee Elrick, seconded by Trustee Smith to Approve the Fox Cities Sports Facility Pledge and Security Agreement

Ayes 7, Nays 0 – Motion Carried

Action—Fox Cities Sports Facility Cooperation Agreement

Moved by Trustee Elrick, seconded by Trustee Smith to Approve the Fox Cities Sports Facility Cooperation Agreement

Ayes 7, Nays 0 – Motion Carried

Department and Officers Progress Reports

Departments and Officers provided progress reports to the Board

Action—Approve 2018-2019 Liquor Licenses

Moved by Trustee Smith, seconded by Trustee Peterson to Approve the 2018-2019 Liquor Licenses as presented

Ayes 7, Nays 0 – Motion Carried

Action—Adopt Resolution No. 18 Compliance Maintenance Annual Report (CMAR)

Moved by Trustee Peerenboom, seconded by Trustee Van Lankvelt to Adopt Resolution No. 18 Compliance Maintenance Annual Report (CMAR)

Ayes 7, Nays 0 – Motion Carried

Action—Adopt Resolution No. 19 Tennesen CSM

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Adopt Resolution No. 19 Tennesen CSM

Ayes 7, Nays 0 – Motion Carried

Action—Façade Grant for Lasting Impression by Mary LLC

Administrator Fenlon advised that Mary Thiel, owner of Lasting Impression by Mary LLC, applied for a Façade Renovation Loan in the amount of \$25,890.00. Administrator Fenlon advised the Design Review Board has approved and is recommending the Board also approve.

Moved by Trustee Smith, seconded by Trustee Elrick to Approve the Façade Grant for Lasting Impression by Mary LLC

Ayes 7, Nays 0 – Motion Carried

Operator License Approvals

Appleton, Lisa	Up the Hill/Hawks Nest	Kimberly
Chalupa, Darlene	Down the Hill	Little Chute
Goss, Kara	Moto Mart	Appleton
Hacker, Ryan	Van Zeeland (00)	Appleton
Hartjes, Bruce R.	Village Limits	Little Chute
Hartjes, Paul	Village Limits	Little Chute
Hermus, Karen	Up the Hill	Appleton
Kinjerski, Lisa A.	Weenies Still	Kimberly
Lamers, Breanna	Moto Mart	Little Chute
Malewski, Stacy	Up the Hill	Little Chute
Maley, Tammy	Rosehill	Appleton
Martin, Rachel	Piggly Wiggly	Kimberly
Mitchell, Jared	Moto Mart	Menasha
Norvell, Kimberly	Up the Hill	Appleton
Paul, Debra	Moto Mart	Appleton
Schmid, Sheryl	Moasis	Little Chute
Schroeder, Ali	Rosehill	Grand Chute
Schmieder, Valarie	Moto Mart	Little Chute
Tarket, Ryan	Moto Mart	Kaukauna
VandenBerg, James	5 th Quarter	Little Chute
VandenBerg, LouAnn	Rosehill	Little Chute

Moved by Trustee Smith, seconded by Trustee Peterson to Approve Operator Licenses as presented

Ayes 7, Nays 0 – Motion Carried

Discussion/Possible Action—Doyle Pool

Director Breest updated the Board on information previously requested regarding the cost of the splash pad in Sherwood. The splash pad was built in 2012 at a cost of \$345,000. Director Breest is looking for direction for the future of Doyle Pool and if the pool is going to stay would like to know if there is maximum dollar amount that can be set up. Trustee Van Lankvelt recommended running the pool until the end of the lifespan and then to make a decision. Trustee Hietpas asked if grant money was available for splash pads or pools, Director Breest has not run into any grants. Trustee Peterson asked what the issues are currently with the pool, Director Breest said most of the items at this time are minor, pumps and electrical issues, and mentioned that the Maintenance building is very tight and fans were not working for quite a while so items were deteriorated. Also mentioned the pump and filters will need to be replaced and he is getting cost estimates. Engineer Murawski said the tub or the shell of the pool is 30 years old and advised that could cause more maintenance issues. Trustee Hietpas asked regarding the CIP, where does the pool stand, Administrator Fenlon advised it would be pretty far out, probably looking at 5 years. Trustee Elrick stated his opinion was that we don't build a new pool, and go with splash pads; and also questioned if the CIP for splash pads could be added in 4-5 years. Trustee Elrick suggested getting a splash pad in place prior to the pool be closed to compare usage. Trustee Smith agreed with Trustee Elrick and would like some kind of a formula put in place for upkeep of the pool. Trustee Peterson also agreed with Trustee Elrick on doing two splash pads instead of the money for a new pool. Trustee Peerenboom is in favor of remodeling the pool but will go with the majority and agrees that if a splash pad is put in place it would be a good idea to do the pads at the parks that are busy with sports. Administrator Fenlon thanked the Board for the input and appreciates their professionalism and agrees that maintaining the pool and deal with any failure as it happens as the pool could last another 10 years. Trustee Peterson asked Director Breest if anything is done once the pool closes to help maintain the pool, and Director Breest advised they do follow the manufacturer guide lines on the slides, and the pumps, etc. when they shut the pool down for the year but the maintenance building does not have heat. Trustee Elrick asked Director Breest what the projected life span is for splash pads; Director Breest stated they haven't really been around long enough to evaluate. The oldest he is aware of in the area was built 15 years ago but stated the cost for replacement parts lower. Trustee Peterson would like to see something drawn up on the amount spent for repairs in the last few years before the board has to approve, and also stated that with the splash pad you don't need the life guards so could potentially stay open longer not required to follow the school schedule. Trustee Van Lankvelt asked about the staffing requirements for splash pads; Director Breest stated they do not have any staff besides maintenance staff and

probably a camera or two. Director Breest asked the Board if the general consensus is to run the pool as is and look at building a splash pad within the next 4-5 years. Trustee Smith asked the current budget amount to maintain the pool and Director Breest stated roughly \$12,000.00 per year. Trustee Smith suggested the Board come up with an amount so Director Breest does not need to go back to the Board for general upkeep. Trustee Elrick suggested Director Breest facilitate putting a splash pad at one of the parks in the next 3-4 years. The Board consensus is to run the pool as long as you can and look at adding a splash pad in the Village in the next few years.

Committee/Commission Appointments

President Vanden Berg recommended Leon Vanden Heuvel to the Fire Commission

Moved by Trustee Elrick, seconded by Trustee Peterson to Appoint Leon Vanden Heuvel to the Fire Commission

Ayes 7, Nays 0 – Motion Carried

Disbursement List

Moved by Trustee Peerenboom, seconded by Trustee Smith to Approve the 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

Closed Session

a)19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conduction other specific public business when competitive bargaining reasons require a closed session. *TID 5 & 6 Negotiations*

Moved by Trustee Elrick, seconded by Trustee Smith to Enter into Closed Session

Ayes 7, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Elrick, seconded by Trustee Peterson to Exit Closed Session

Ayes 7, Nays 0 – Motion Carried

Adjournment

Moved by Trustee Elrick, seconded by Trustee Peterson to Adjourn the Regular Board Meeting at 7:50 p.m.

Ayes 7, Nays 0 - Motion Carried

VILLAGE OF LITTLE CHUTE

Attest:

Laurie Decker, Village Clerk

By: _____
Michael R. Vanden Berg, Village President

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 20, 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 2, 6, 7, 8, 12, 13 will be held at the Little Chute Village Hall located at 108 West Main Street in the Community Room. Wards 3, 9, 10, 11, 15 will be held at 625 Grand Avenue in Room N1/N2 of the Library/Civic Center. Wards 1, 4, 5, 14 will be held at 625 Grand Avenue in Room S2/S3 of the Library/Civic Center.

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: July 11, 2018

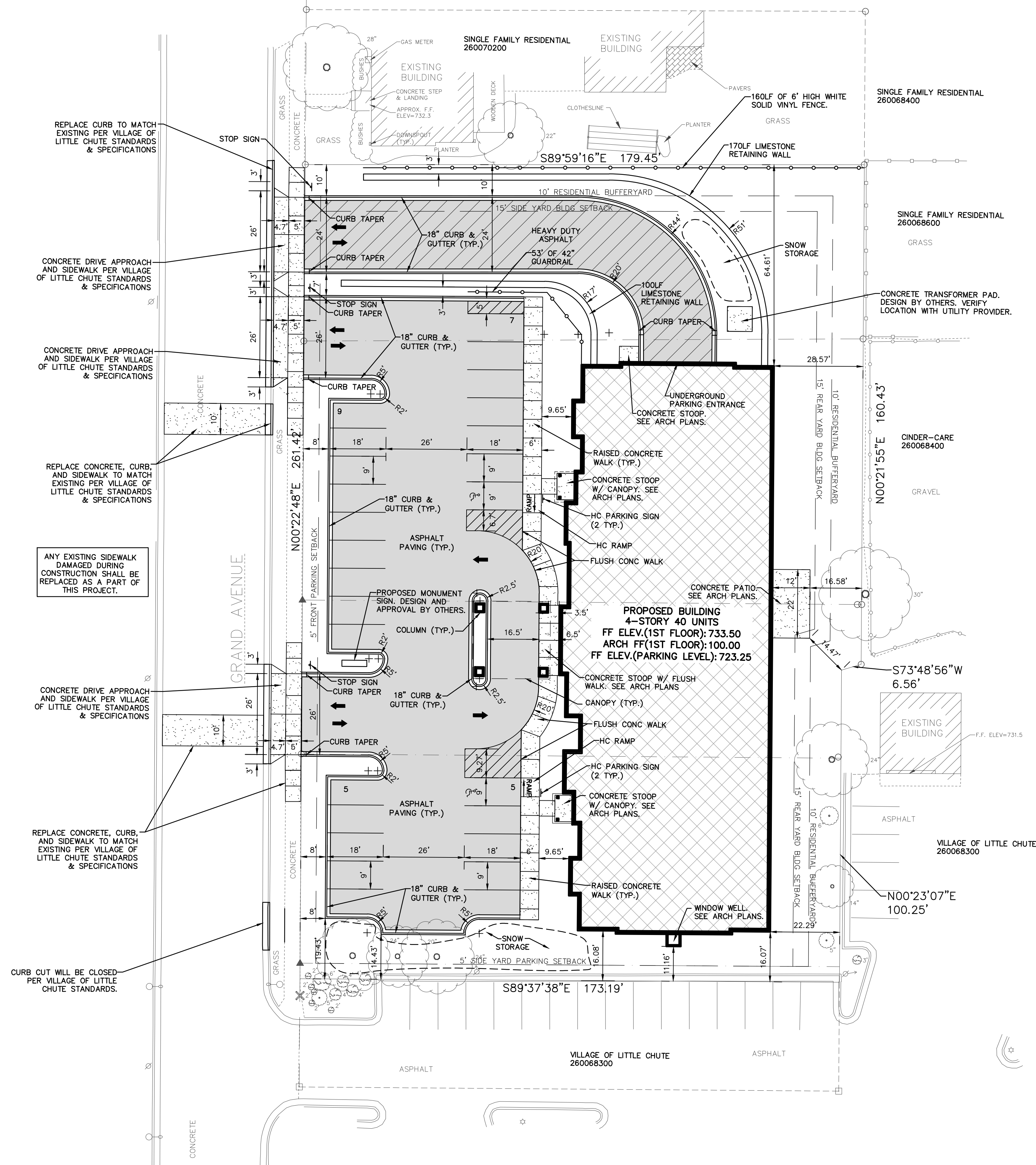
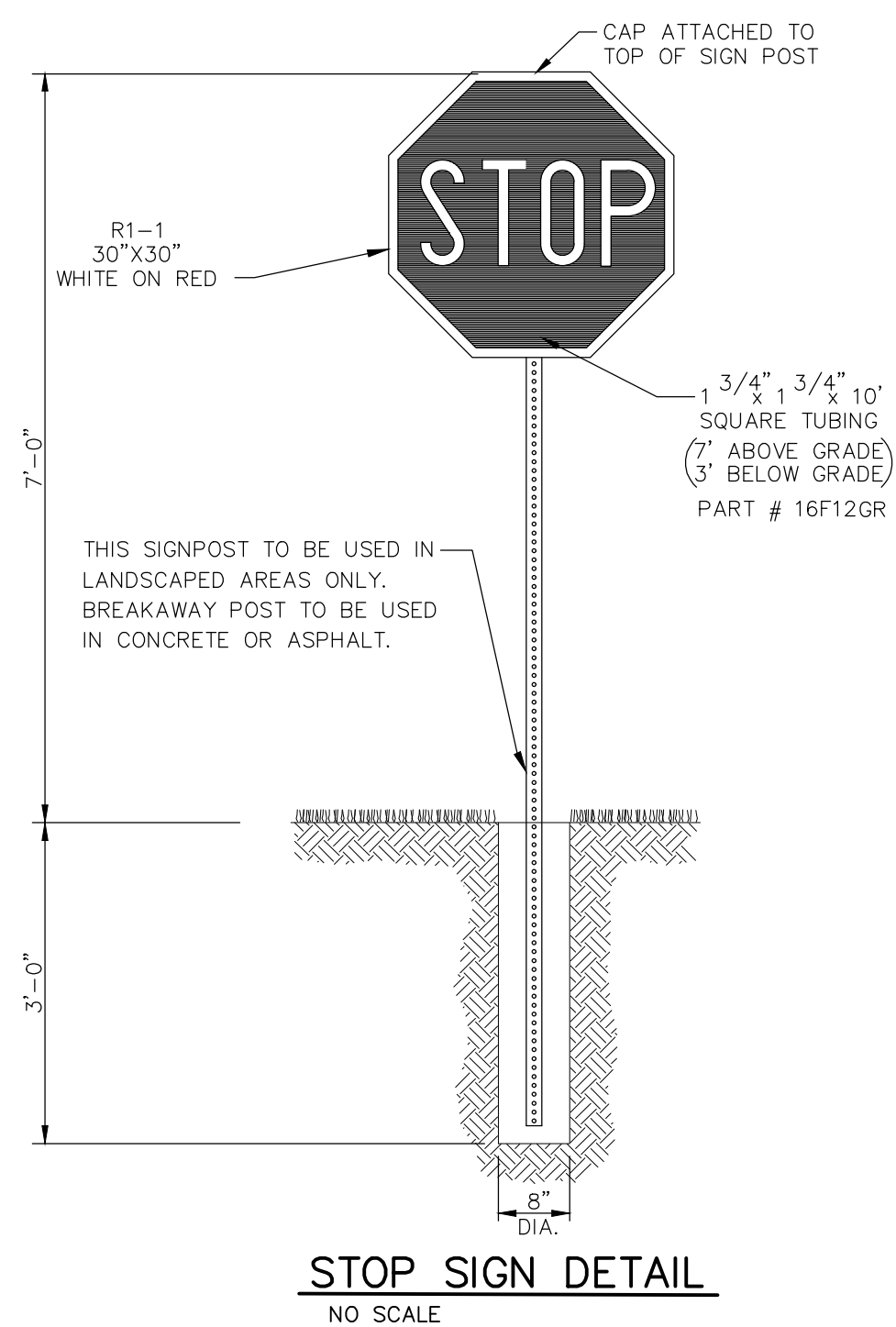
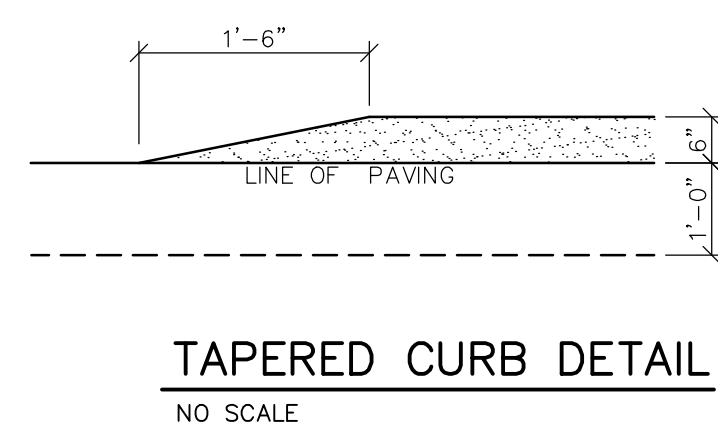
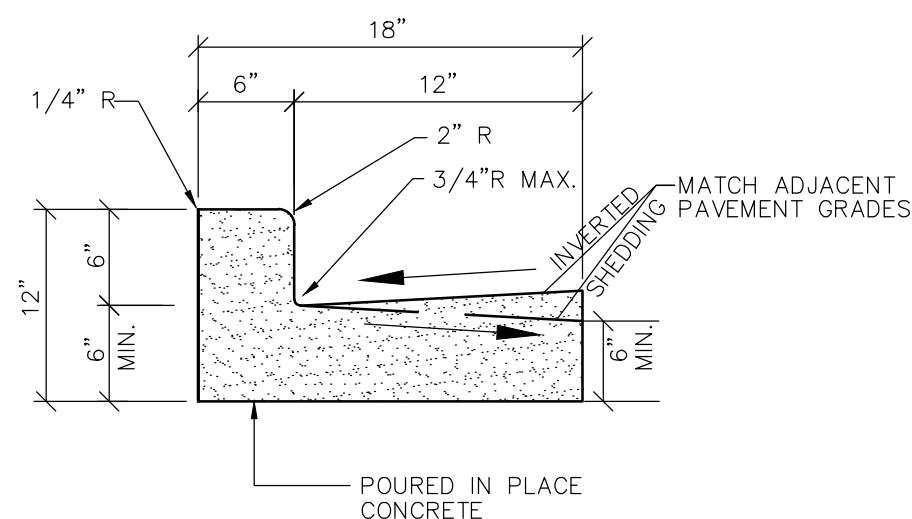
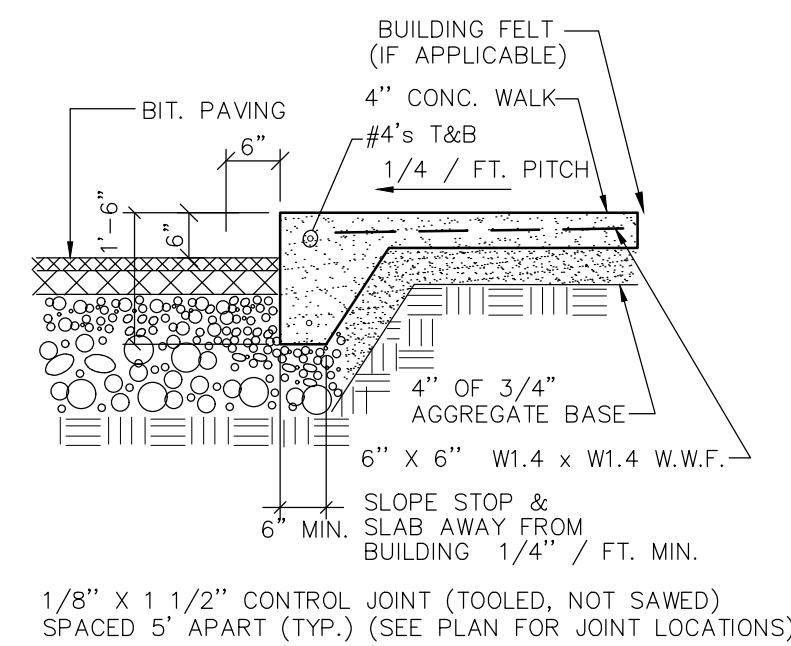
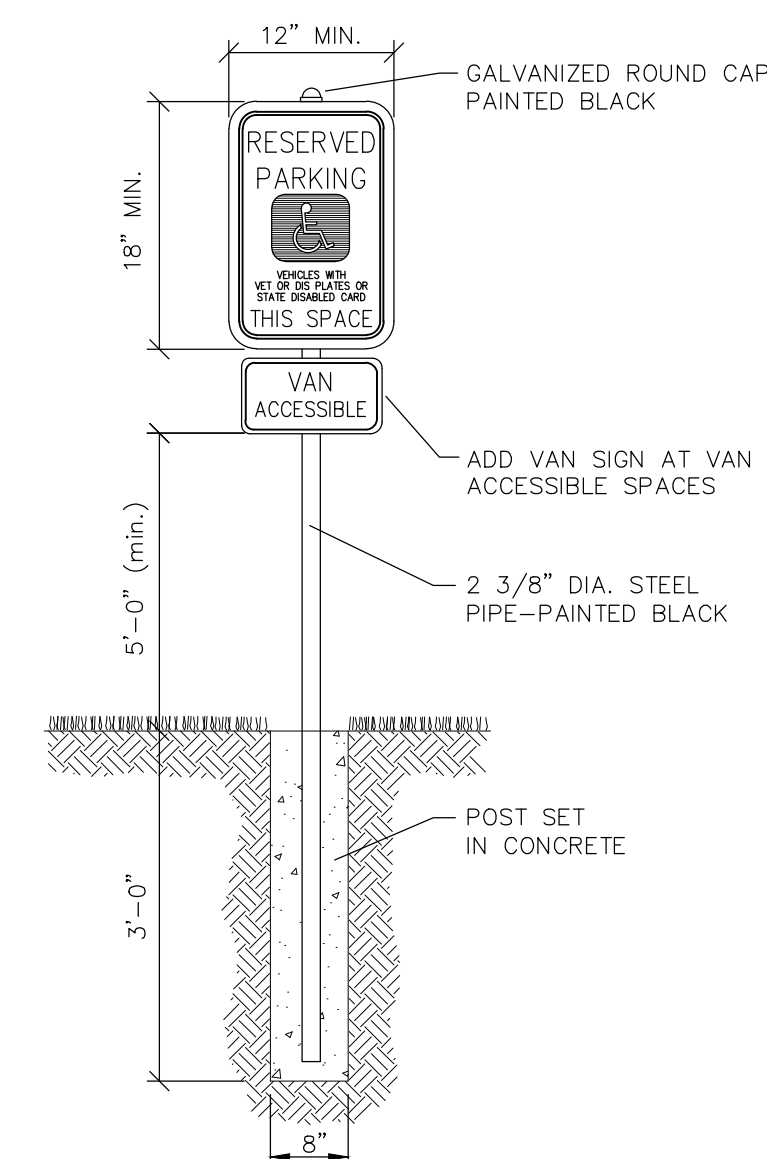
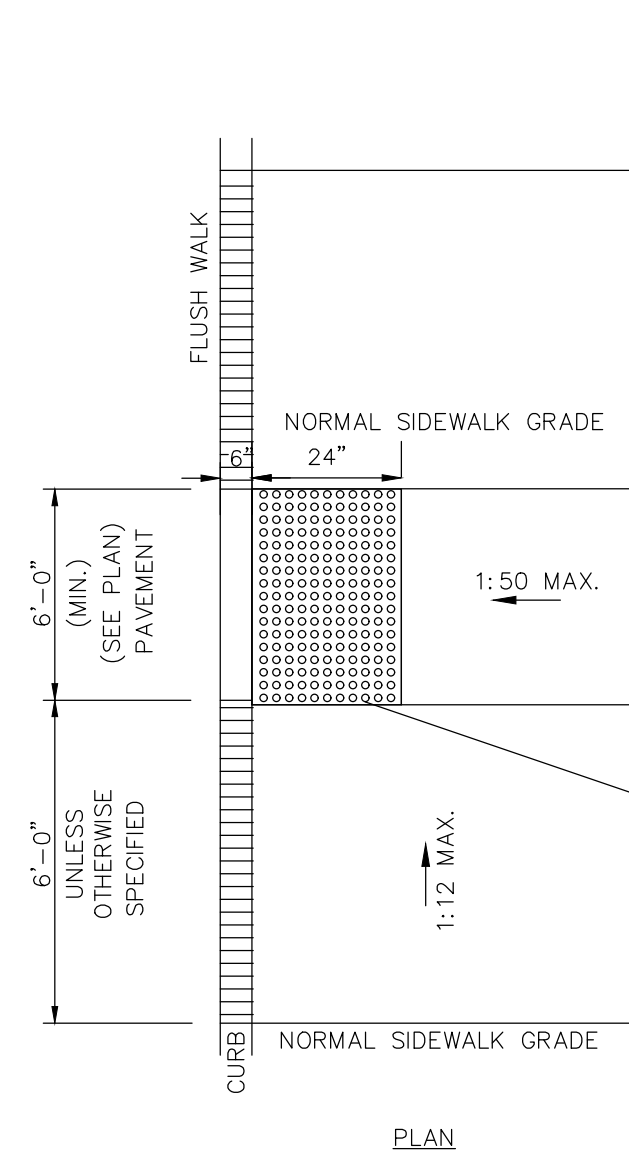
VILLAGE OF LITTLE CHUTE

By: _____
Michael Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Regency Place Senior Living Final Site Plan Review
PREPARED BY: James P. Fenlon, Administrator
REPORT DATE: July 5th, 2018
ADMINISTRATOR'S REVIEW/COMMENTS: (See Below)
<p>EXPLANATION: Per the terms of the Village of Little Chute's Development Agreement with Northpointe Development Corporation, the Board of Trustees has final approval of the Site Plan. Attached to this document is an excerpt of the formal site plan application submitted to the developer.</p> <p>It is worth noting the following prior to your consideration:</p> <ul style="list-style-type: none">- Village staff has spent a considerable amount of time working with the developer and their consultants to ensure that zoning ordinances and design standards were met.- The Design Review Board has unanimously approved the façade features of the facility earlier this year.- Village staff would recommend approval of the site plan. <p>Upon conclusion of this requirement, village staff expects that we will be ready to close on the property with the developer by September.</p>
RECOMMENDATION: Approve the attached site plan for the Regency Place Senior Living to be located in Downtown Little Chute.

[illegible]

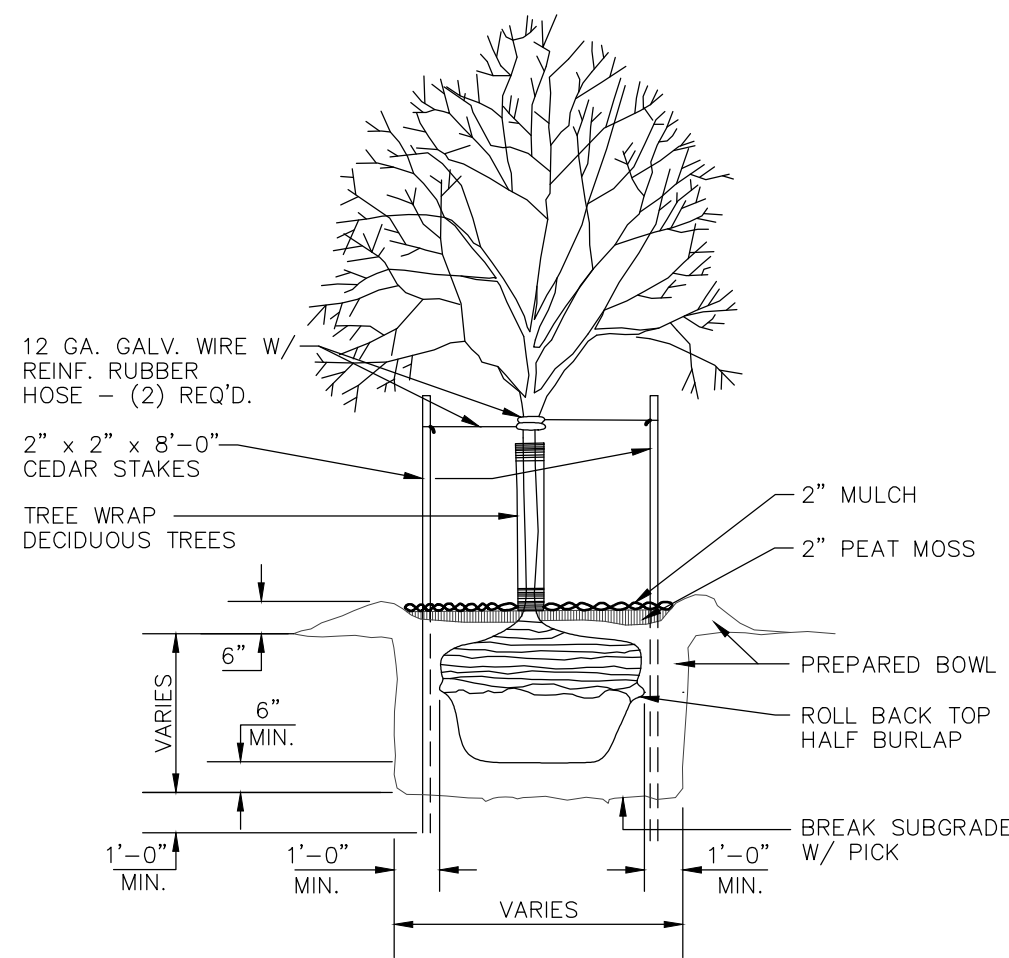
<u>EXISTING SITE DATA</u>			
	AREA (AC)	AREA (SF)	RATIO
PROJECT SITE	1.06	46,378	
BUILDING FLOOR AREA	0.00	0	0.0%
PAVEMENT (ASP. & CONC.)	0.01	600	1.3%
TOTAL IMPERVIOUS	0.01	600	1.3%
LANDSCAPE / OPEN SPACE	1.05	45,778	98.7%

<u>PROPOSED SITE DATA</u>			
	AREA (AC)	AREA (SF)	RATIO
PROJECT SITE	1.06	46,378	
BUILDING FLOOR AREA	0.27	11,855	25.6%
PAVEMENT (ASP. & CONC.)	0.42	18,453	39.8%
TOTAL IMPERVIOUS	0.70	30,308	65.3%
LANDSCAPE / OPEN SPACE	0.37	16,070	34.7%

- NOTES:
- NO HAZARDOUS MATERIALS WILL BE STORED ONSITE.
 - STOP SIGNS SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH THE FEDERAL HIGHWAY ADMINISTRATION MUTCD, LATEST VERSION.
 - FIRE PROTECTION USED: WET SPRINKLER NFPA 13 & FIRE ALARM SYSTEM. (DESIGN BY OTHERS)

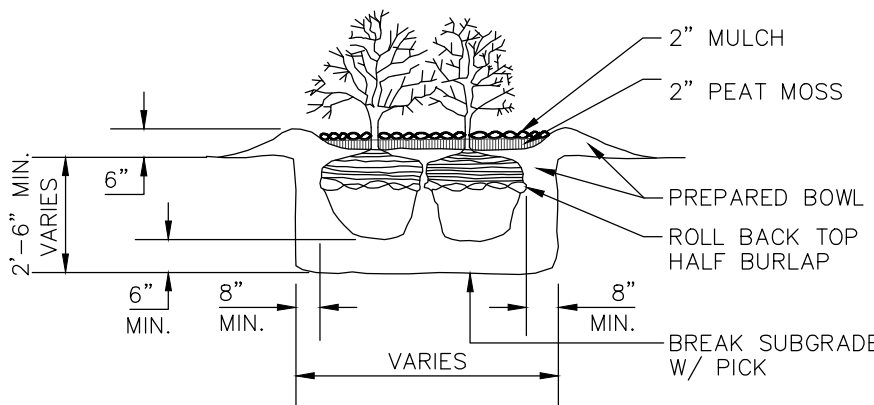
LANDSCAPING NOTES				
SYMBOL	COMMON NAME	BOTANICAL NAME	PLANTED SIZE	QUANTITY
DECIDUOUS TREES				
	Red Maple	Acer rubrum	2"	3
	Flowering Crabapple (Spring Snow)	Malus x hybrid (Spring Snow)	2"	6
EVERGREEN TREES				
	Colorado Blue Spruce	Picea pungens	4'	3
DECIDUOUS SHRUBS				
	Barberry Golden	Berberis thunbergii aurea	24"	8
	Weigela Carnival	Weigela Florida 'cortata'	24"	13
	Emerald Mound Honeysuckle	Lonicera x xylosteum 'Emerald Mound'	24"	6
EVERGREEN SHRUBS				
	Tecoma Arbutifolia	Thuja occidentalis	42"-48"	5
	Taunton Yew	Tauntonii	24"	4
	Andorra Juniper	Juniperus horizontalis 'Plumosa'	24"	9
PERENNIALS				
	Day Lilies	Heemerocallis 'Stella de Oro'	1 gal. pot	27
	Hosta	Hostas 'Royal Standard'	1 gal. pot	13

LANDSCAPING CALCULATIONS		
ZONE	REQ. PLANTS	PLANTS PROVIDED
PARKING LOT BUFFER (NORTH)	10' WIDE MIN. LANDSCAPE AREA 6' HIGH FENCE 2 SHADE TREES/100LF 5 EVERGREEN TREES/100LF 179LF OF BUFFERYARD 179/100=1.8 211.8=4 SHADE TREES 5*1.8=9 EVERGREEN TREES	10' WIDE MIN. LANDSCAPE AREA PROVIDED 6' HIGH FENCE PROVIDED DUE TO PLACEMENT OF PUBLIC STORM SEWER AND REQUIRED RETAINING WALL PROVIDING REQ. TREES IN THIS AREA OVER PUBLIC STORM SEWER IS NOT FEASIBLE. 2 SHADE TREES 3 EVERGREEN TREES
PARKING LOT BUFFER (WEST)	10' WIDE MIN. LANDSCAPE AREA 5 ORNAMENTAL TREES/100LF 25 SHRUBS/100LF 261LF OF FRONTAGE=76' OF DRIVE ENTRANCE=185LF 185/100=1.9 5*1.9=10 ORNAMENTAL TREES 25*1.9=48 SHRUBS	10' WIDE MIN. LANDSCAPE AREA PROVIDED DUE TO VISION TRIANGLES FROM DRIVEWAYS ORNAMENTAL TREES REQ. CANNOT BE MET. ADDITIONAL SHRUBS ARE PROVIDED. 8 ORNAMENTAL TREES 83 SHRUBS

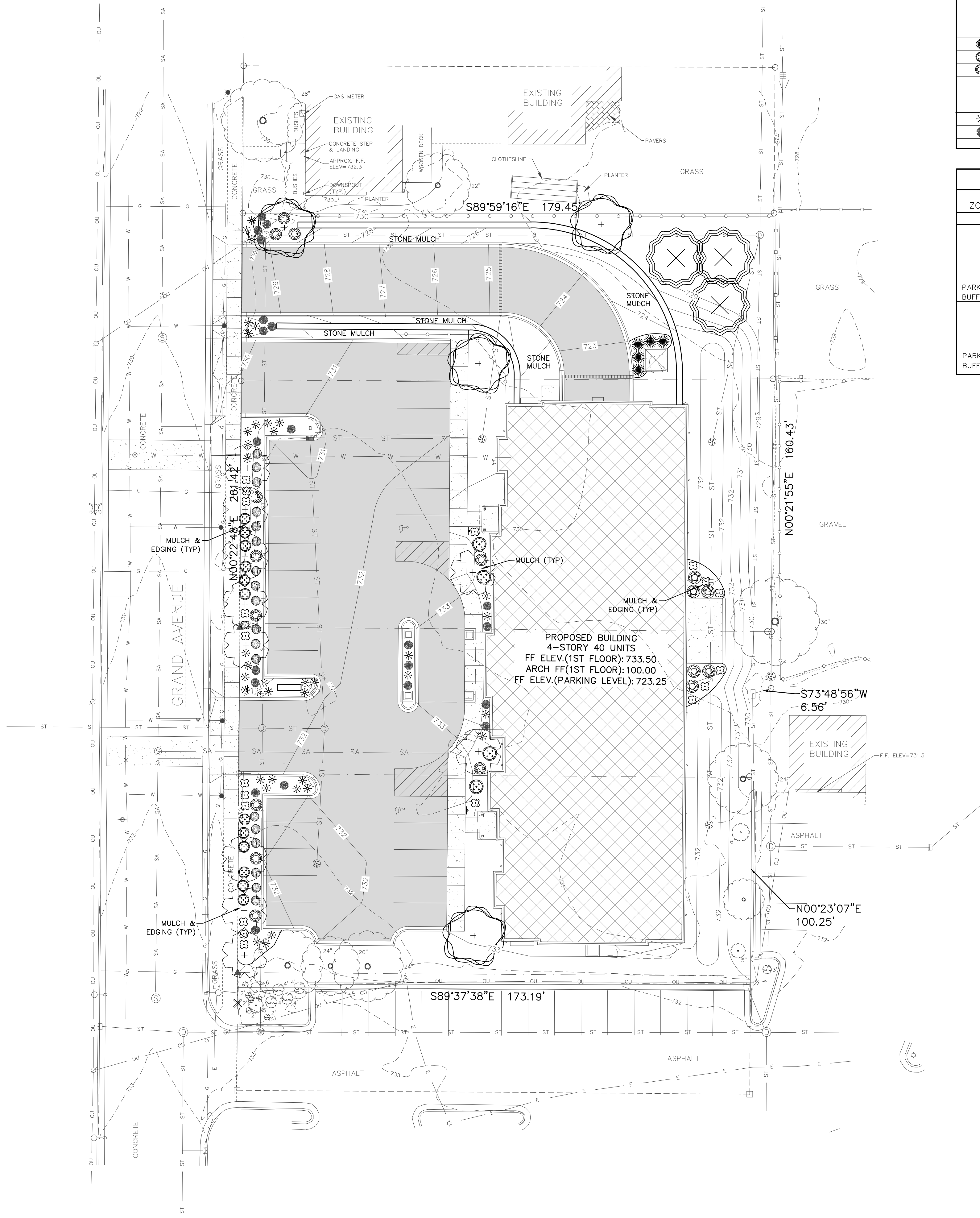


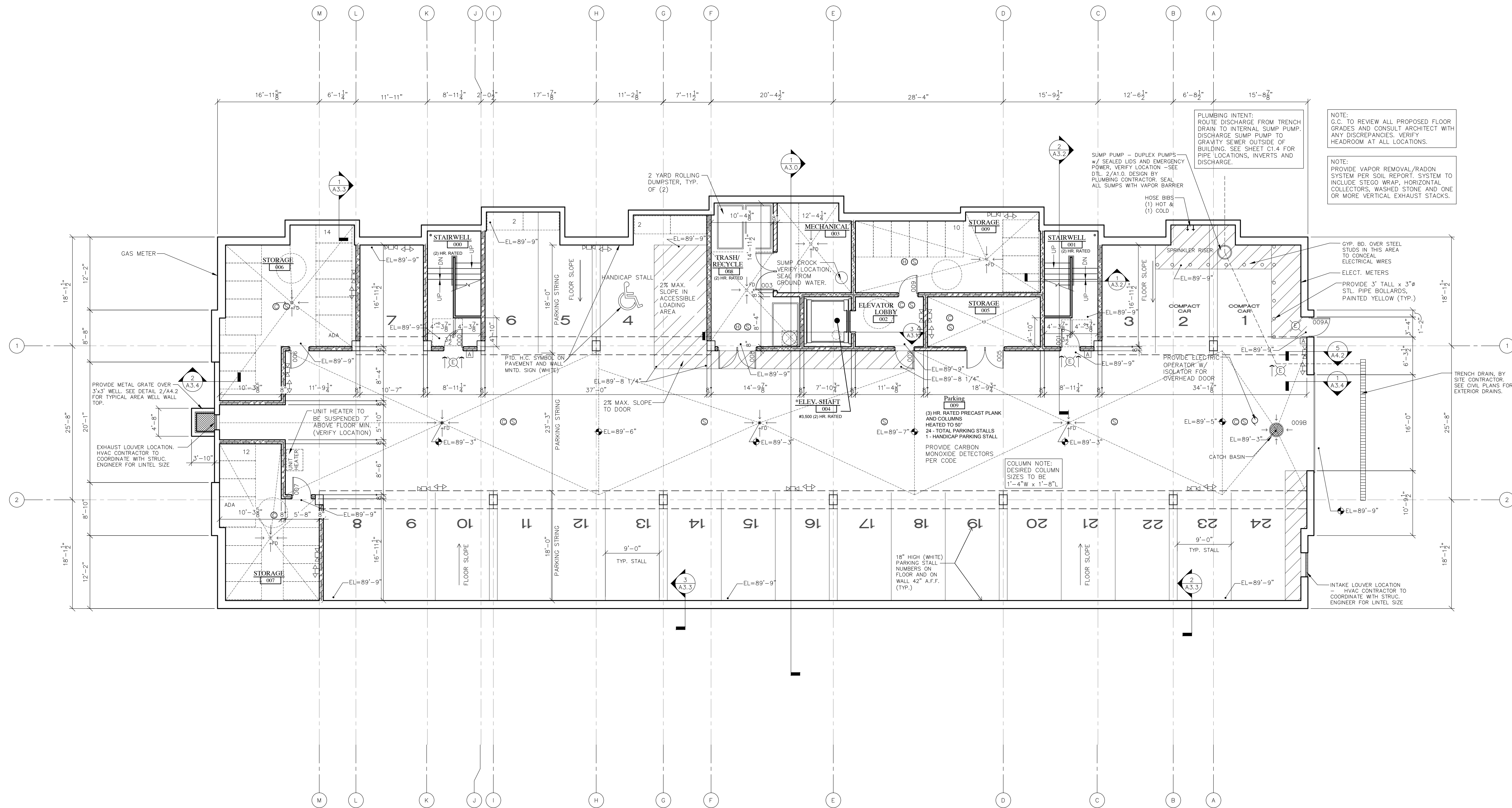
TREE PLANTING DETAIL
NO SCALE

NOTE:
FOR MASS PLANTINGS
EXCAVATE ENTIRE
BED & BACKFILL
W/ PREPARED SOIL.



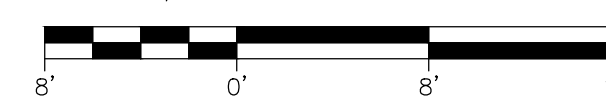
SHRUB PLANTING DETAIL
NO SCALE

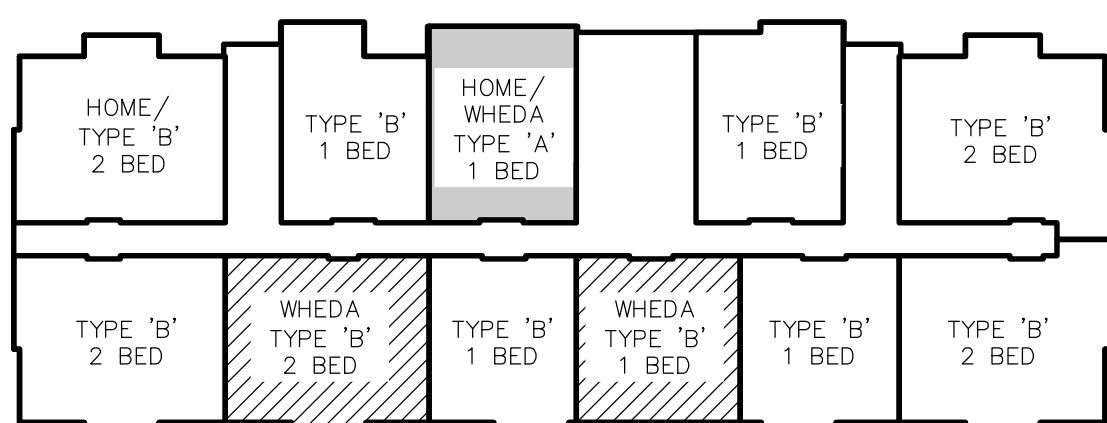
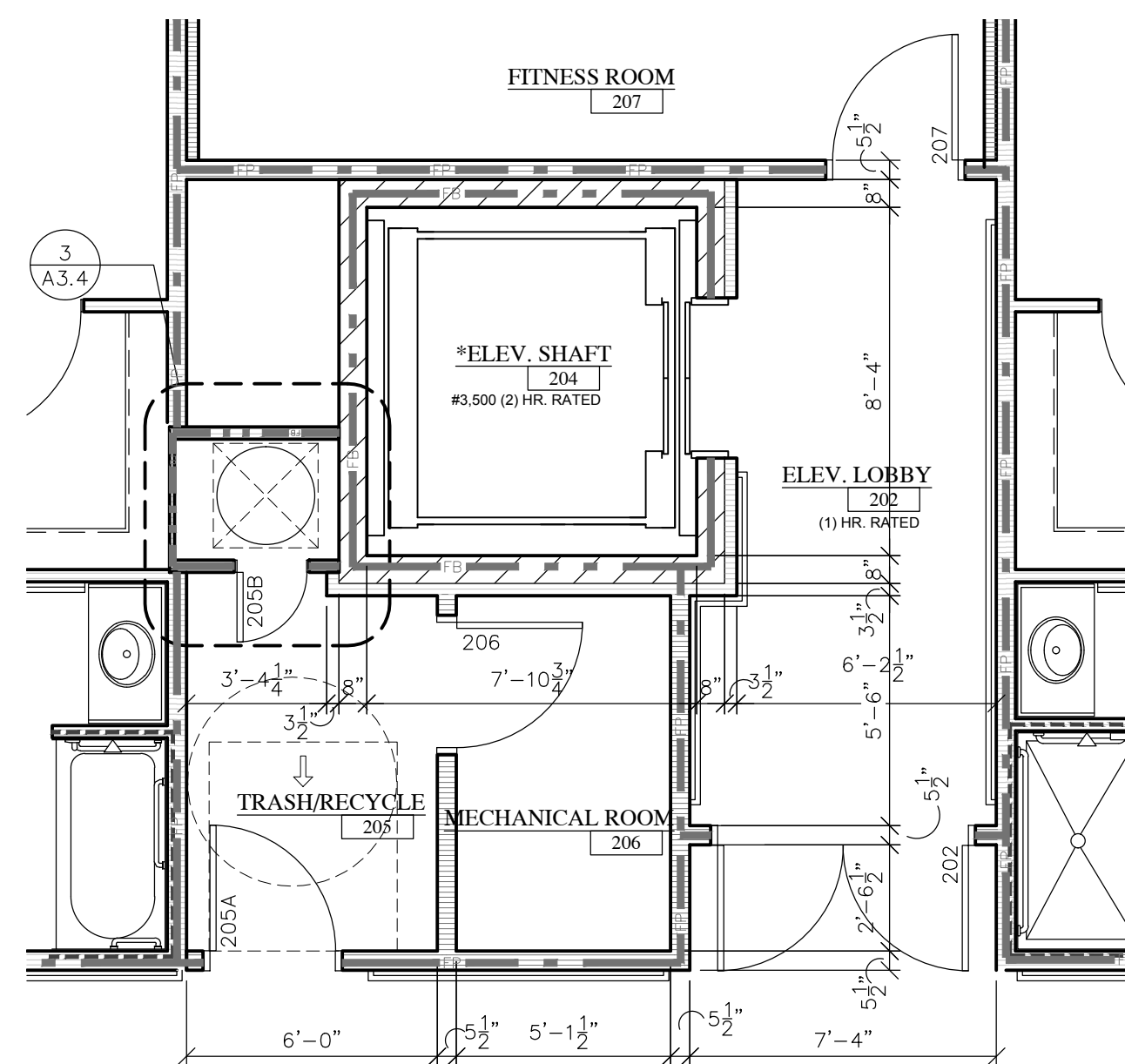
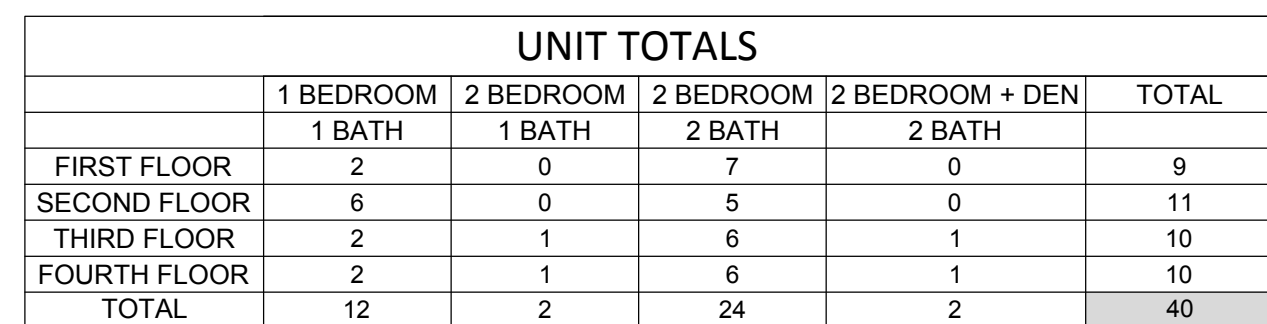


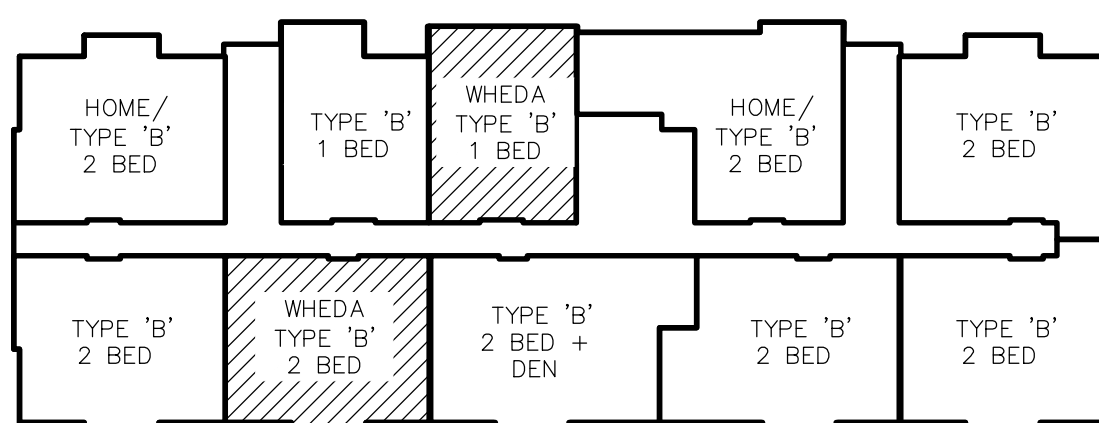
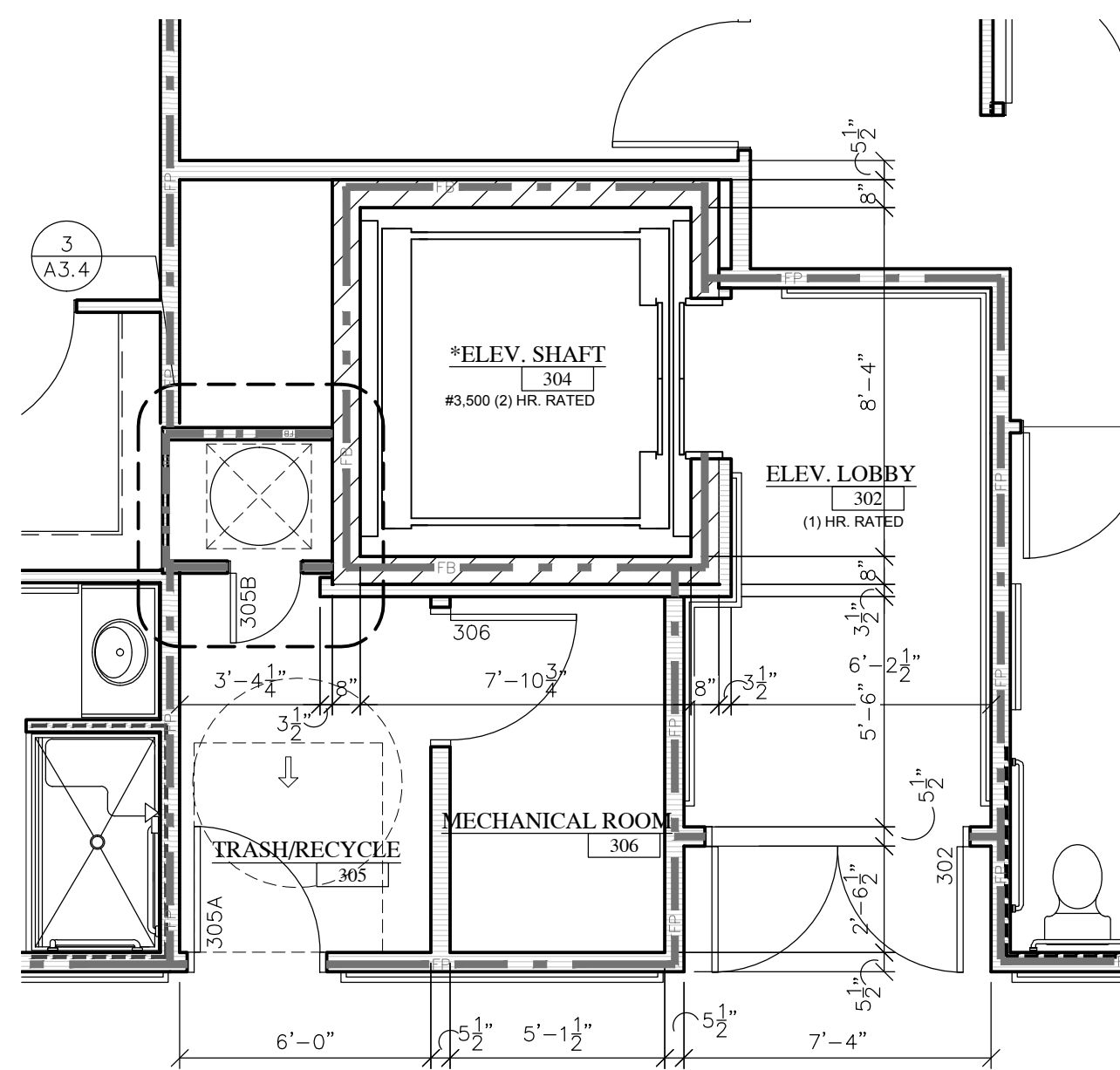
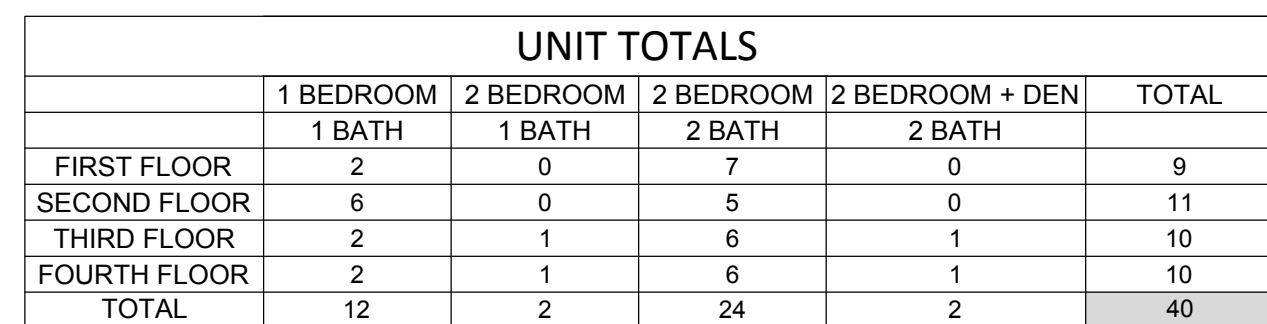


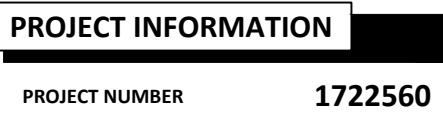
11,286 SF
**PARKING LEVEL
FLOOR PLAN**

SCALE: 1/8" = 1'-0"









GRAND AVE • LITTLE CHUTE, WI 54140

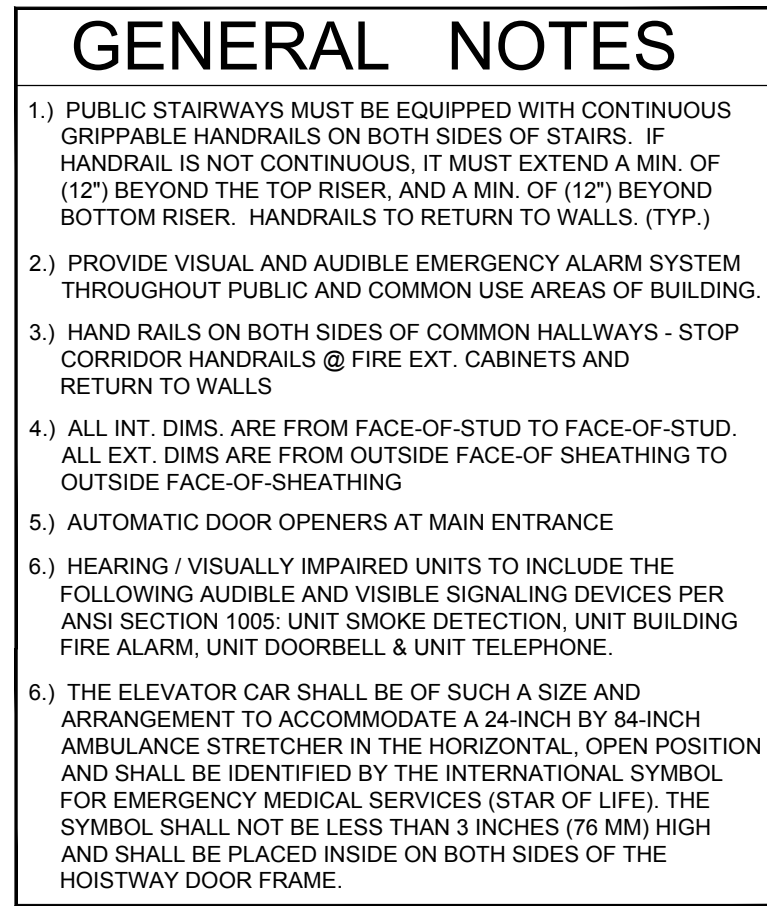
PRELIMINARY DATES
JUN. 26, 2018

SHEET INFORMATION

FOURTH FLOOR PLAN

SHEET NUMBER

2017 © EXCEL ENGINEERING, INC.



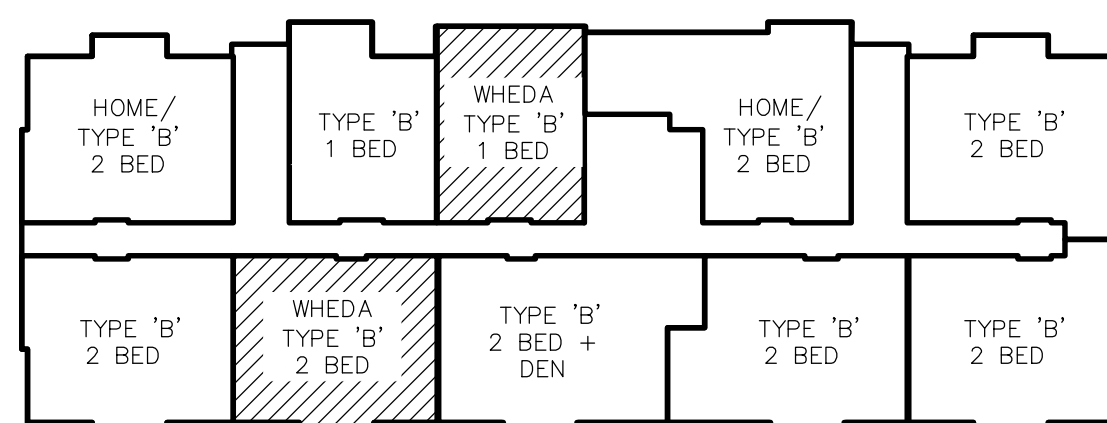
Architectural floor plan of the second floor. The plan shows the layout of rooms and their dimensions. Key features include:

- ELEV. SHAFT** (404) with dimensions 10'-0" x 10'-0" and a note: #3,500 (2) HR. RATED.
- ELEV. LOBBY** (402) with dimensions 10'-0" x 10'-0" and a note: (1) HR. RATED.
- ELEVATOR CONTROL ROOM** (406) with dimensions 10'-0" x 10'-0".
- TRASH/RECYCLE** (405) with dimensions 10'-0" x 10'-0".
- Restrooms** (403, 403A, 403B) with dimensions 10'-0" x 10'-0".
- Dimensions** for room sizes and wall thicknesses are provided throughout the plan.
- Notes** indicate the location of the main entrance and the existing structure.

SCALE: 1/4" = 1'-0"



SCALE: 1/8" = 1'-0"



SCALE: NONE



EAST ELEVATION



SOUTH ELEVATION



SOUTHEAST PERSPECTIVE



NORTH ELEVATION



WEST ELEVATION

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Outagamie County NOAA Weather Radio Distribution
PREPARED BY: James P. Fenlon, Administrator
REPORT DATE: July 5th, 2018
ADMINISTRATOR'S REVIEW/COMMENTS: (See Below)
<p>EXPLANATION: On June 26th, staff from the Outagamie County Emergency Management office provided 18 NOAA Weather Radios for our use. The radios have been programmed for Outagamie County. In their distribution, they provided information that if municipalities would have liked to block buy additional radios in 2018 that we respond by June 29th. We clearly missed the deadline but given the lead time, we can take advantage in future years if we would like (and that is an option per the information they provided). The radios themselves are being offered by the County at a unit price of \$24.99 (the radios seem to retail for about \$29.99).</p> <p>The Village of Kimberly proposed some sort of safety event to be held in conjunction with FVMPD and that we provide a portion of the radios to be made available for residents through a future event. It would seem that may be the most useful effort that we could execute at this time. I would NOT recommend expending additional resources at this time in 2018 for any additional radios.</p>
RECOMMENDATION: Provided for information and/or discussion. No action needed at this time.

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Fox Cities Exhibition Center and Your Future Live
PREPARED BY: James P. Fenlon, Administrator
REPORT DATE: July 5th, 2018
ADMINISTRATOR'S REVIEW/COMMENTS: (See Below)
<p>EXPLANATION: As part of the agreement regarding the construction of the Fox Cities Exhibition Center, each municipality within the tourism zone contributing hotel room tax to the facility is granted one “free” day to use the facility for an event.</p> <p>While many communities have looked for creative ways to use their “free” day, we have been approached by the Fox Cities Chamber of Commerce with the request that we donate our day for 2019 for their use. The event they are attempting to host there is called the “Your Future Live”. The event is catered to local 8th to 12th grade students with conversations regarding future careers, networking with local employers and information related to financial planning.</p> <p>With the current status of the local workforce, any effort related to assisting local employers with access to students or resources for students would seem to be an effective utilization of the resource provided to the Village of Little Chute.</p> <p>Based upon discussion and reception, this item will be presented for future action.</p>
RECOMMENDATION: Provided for information, direction, and/or discussion. No action needed at this time.

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Village Board Job Description
PREPARED BY: James P. Fenlon, Administrator
REPORT DATE: July 5th, 2018
ADMINISTRATOR'S REVIEW/COMMENTS: (See Below)
<p>EXPLANATION: As a preliminary starting point for direction, attached to this memo is a DRAFT job description for the Village Board of Trustees. The draft was comprised from an example of a Wisconsin County that recently adopted the same and I would submit that it is a fairly reasonable and comprehensive document.</p> <p>One note for further consideration is that another advanced municipality (located in the western region of the state), in addition to having a “Rules for the Council” document, also has a regularly updated “Council Handbook”. While current board members are experienced and in some cases have served the Village of Little Chute for a considerable amount of time, this may not always be the case in the future.</p> <p>At present, in addition to the Village Municipal Code of Ordinances, the Board of Trustees can rely on Chapter 19 of Wisconsin State Statutes (General Duties of Public Officials) along with Chapter 61 (Functions and Government of Municipalities – Villages) as state guidance when it comes to “rules of the board”. Another source of information for local elected officials is the 300+page “Handbook for Wisconsin Municipal Officials” which is published by the League of Wisconsin Municipalities.</p> <p>The handbook is essentially a “how to” for local public officials in addition to serving as an executive primer specifically designed around the Village of Little Chute. Following future discussion and adoption of the attached job description, I would advocate for staff in the administration office to create a “Board Member Handbook” specifically for Little Chute.</p>
RECOMMENDATION: Provided for information, direction, and/or discussion. No action needed at this time.

VILLAGE OF LITTLE CHUTE VILLAGE BOARD JOB DESCRIPTION

The Village of Little Chute is a municipality of the State of Wisconsin. The Village Board of Trustees and Village President comprise of the governing body of the Village of Little Chute. The Village of Little Chute has a Village President and six Trustees, all elected at large with three year terms of office. To be elected as a Trustee or President, a candidate must be 18 years of age or older and be a resident of the Village of Little Chute at the time election papers are taken out. The duties, powers and responsibilities of the Board of Trustees are defined by the laws of the State of Wisconsin and the Code of Ordinances for the Village of Little Chute, specifically but not limited to Chapter 2 - Administration¹.

All Village Board Members are expected to individually contribute to a collaborative effort to set strategic mission goals and make broad policy decisions that support the strategic mission and advance the priorities of the Village. Examples of such activities, include, but are not limited to:

- Taking part in the activities of the Board and serving on Standing or Special Committees, Boards and Commissions enumerated in the Code of Ordinances under Chapter 2, Article V², as appointed by the Village President;
- Participating in the process of debate and voting on proposed ordinances, resolutions and motions in Village Board meetings;
- Providing oversight and advice to the management of the Village regarding delivery of County services while refraining from the delivery, management or administration of daily operations of the County;
- Being responsive to the needs of their constituency through effective communication;
- Establishing priorities for the delivery of County services through the annual budget and tax levy.

Service as a Village Board member is an honor and a trust which compels the office holder to serve the public through use of his or her judgment for the benefit of the public, and binds him or her to uphold the Constitution of the United States, the Constitution of the State of Wisconsin, and to carry out impartially the laws of the Nation, State, County and Village.

Village Board members, being representatives drawn from society at large, are recognized to hold different views, values, and loyalties that may result in personal conflict. Personal integrity, courtesy and a willingness to work toward consensus on commonly accepted goals are essential traits as we acknowledge that the Village Board of Trustees' influence and authority comes from collective action and not from individual action.

Village Board Members:

- Are dedicated to the democratic ideals of honesty, openness and accountability in all matters involving Village government;
- Are willing to accept responsibility for decision-making that can affect many;
- Understand the Village's mission, priorities, challenges, needs and demographics;

¹ Chapter 2 of the Little Chute Code of Ordinances -

https://library.municode.com/wi/little_chute/codes/code_of_ordinances?nodeId=COOR_CH2AD

² Chapter 2, Article V of the Little Chute Code of Ordinances -

https://library.municode.com/wi/little_chute/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVBOCOCO

- Understand the difference between governance and management and accept that their role is to set policy while management carries out policy;
- Understand the importance of distinguishing between personal opinions and Village Board positions when communicating with the public and the media, exert a good faith effort to communicate the full truth about Village matters and avoid structuring information to achieve a personal advantage;
- Are good listeners and will speak to issues, but also recognize when discussion must conclude and a decision must be made;
- Are committed to building community partnerships;
- Actively practice and support stewardship of the Village's fiscal and natural resources by supporting public policy for the best use of land, water and air consistent with the public interests, community need and a vision for the future and adopt fiscal policies that promote the most effective, efficient and ethical use of public funds;
- Perform the duties of their office with fairness and impartiality to build public confidence in government;
- Support the principle of equal employment and oppose discrimination in all Village operations;
- Strive to seek and consider citizen input; and
- Strive for excellence through continuous learning, seek opportunities to acquire skills and knowledge, and dedicate the time necessary to adequately attend to the assignments and duties of the office.