



AGENDA

LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, October 9, 2019
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 October 2, 2019
2. Action—Adopt Resolution No. 27, Series 2019 Village of Little Chute/Evergreen Dr. CSM
3. Discussion—Leaf Ordinance
4. Discussion—Budget Workshop #2—FVMPD and Fire Department
5. Unfinished Business
6. Items for Future Agendas
7. Adjournment

MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 2, 2019

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

Larry Van Lankvelt, Trustee

John Elrick, Trustee

Bill Peerenboom, Trustee

Skip Smith, Trustee

Brian Van Lankveldt, Trustee

David Peterson, Trustee

Roll call of Officers and Department Heads

PRESENT: James Fenlon, Village Administrator

Lisa Remiker-DeWall, Finance Director

Kent Taylor, Director of Public Works

Jim Moes, Community Development Director

Chris Murawski, Village Engineer

Adam Breest, Director of Parks, Recreation and Forestry

Laurie Decker, Village Clerk

Steve Thiry, Library Director

Tyler Claringbole, Village Attorney

EXCUSED: Daniel Meister, Fox Valley Metro Police Chief

Public Appearance for Items Not on the Agenda

Resident M. Stouffer presented a letter he received from the Village stating there was a complaint that his property contains decaying wood and a fence that needs repair. Mr. Stouffer would like to see action taken by the board stating that when complaints are filed they should have to come here and complain before the board rather than making the complaints in secret.

Consent Agenda

Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member or member of the public. Any removed items will be considered immediately following the motion to approve the other items.

1. Minutes of the Special Board Meeting of September 25, 2019
2. Operator License Approvals
3. Jaycees Christmas Tree Sales on Windmill Plaza
4. Outdoor Alcohol Permit for Down the Hill, October 12, 2019
5. Disbursement List

Moved by Trustee Van Lankvelt, seconded by Trustee Smith to Approve the Consent Agenda items as listed

Ayes 7, Nays 0 – Motion Carried

Department and Officers Progress Reports

Departments and Officers provided progress reports to the Board

Ordinances:

Adopt Ordinance No. 4, Series 2019 Creating Section 16-7 of the Municipal Code of the Village of Little Chute relating to Refund of Certain Overpayments to the Village

Moved by Trustee Elrick, seconded by Trustee Van Lankveldt to Adopt Ordinance No. 4, Series 2019 Creating Section 16-7 of the Municipal Code of the Village of Little Chute relating to Refund of Certain Overpayments to the Village

Ayes 7, Nays 0 – Motion Carried

Adopt Ordinance No. 5, Series 2019 Amendment Related to Shotgun Discharge in the Village of Little Chute

Moved by Trustee Peerenboom, seconded by Trustee Van Lankveldt to Adopt Ordinance No. 5, Series 2019 Amendment Related to Shotgun Discharge in the Village of Little Chute

Ayes 7, Nays 0 – Motion Carried

Action—Faith Technologies Development Agreement Amendment

Administrator Fenlon advised the Board that this is an Amendment on the timing for the start date and completion date with Faith Technologies Development.

Moved by Trustee Van Lankveldt, seconded by Trustee Smith to approve the Amendment Agreement with Faith Technologies Development

Ayes 7, Nays 0 – Motion Carried

Discussion/Potential Action—Refinancing Discussion

Director Remiker-DeWall discussed and went over the proposal from Baird to pursue a refunding opportunity.

Moved by Trustee Peerenboom, seconded by Trustee Peterson to Approve the proposal from Baird to pursue the Refinancing Opportunity as presented

Ayes 7, Nays 0 – Motion Carried

Discussion/Potential Action—Fox Cities Chamber Career Day Expo

Administrator Fenlon went over the request from Fox Cities Chamber to donate Village of Little Chute's "Free Day".

Moved by Trustee Van Lankveldt, seconded by Trustee Peerenboom to Approve the donation of the Village of Little Chute's "Free Day".

Ayes 7, Nays 0 – Motion Carried

Action—Adopt 2020-2024 Capital Improvement Plan (CIP)

Administrator Fenlon went over the 2020-2024 Capital Improvement Plan and advised the document will be available in the Clerk's office and the Little Chute library.

Moved by Trustee Elrick, seconded by Trustee Van Lankveldt to Adopt the 2020-2024 Capital Improvement Plan

Ayes 7, Nays 0 – Motion Carried

Discussion—Budget Workshop #1 – General Fund and Library

Administrator Fenlon went over the power point slides that were included in the Agenda for the 2020 first Budget Workshop – General Fund and Library as information only. Administrator Fenlon also went over the employees that are responsible for the individual department budgets and the timeline to formal adoption in November. All department heads went over their budgets with the exception of Fox Valley Metro Police Department which will be done at the Committee of the Whole meeting of October 9, 2019.

Call for Unfinished Business

None

Items for Future Agenda

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. *Boundary and Intergovernmental Agreement Discussions/Development Proposals*

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to enter into closed session

Ayes 7, Nays 0 – Motion Carried

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

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to enter into closed session

Ayes 7, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Smith, seconded by Trustee Elrick to exit closed session

Ayes 7, Nays 0 – Motion Carried

Adjournment

Moved by Trustee Smith, seconded by Trustee Elrick to Adjourn the Regular Board Meeting at

8:47 p.m.

Ayes 7, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____

Laurie Decker, Village Clerk

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 27, SERIES OF 2019

WHEREAS, the Village of Little Chute as owner of Parcel No. 260017604 have presented a Certified Survey Map to the Village of Little Chute Board of Trustees as prepared by David M. Schmalz, a registered land surveyor; and

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

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

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

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

Date introduced, approved and adopted: October 9, 2019

VILLAGE OF LITTLE CHUTE:

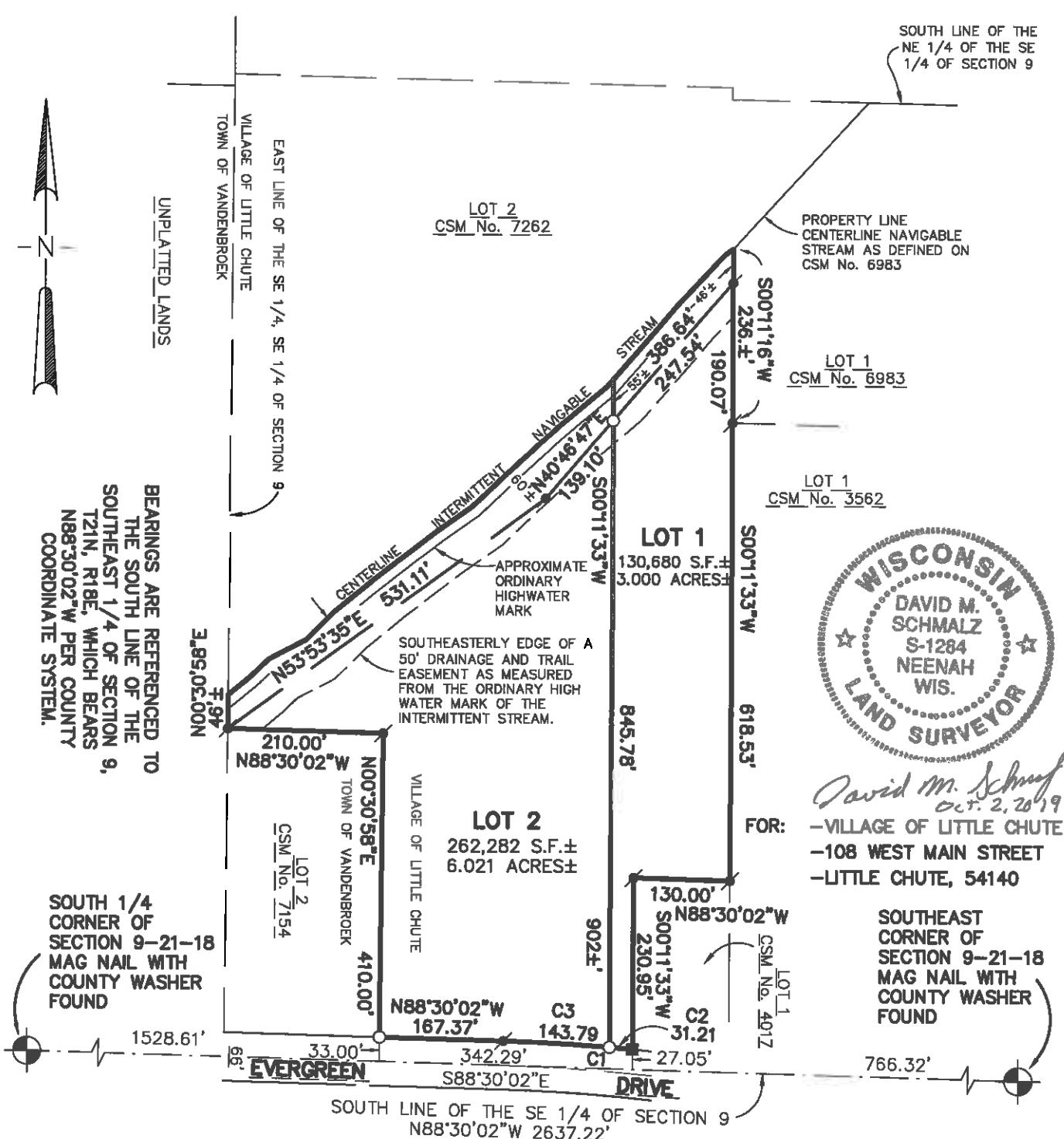
By:

Michael R. Vanden Berg, Village President

Attest:

Laurie Decker, Village Clerk

ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 7262 AS
RECORDED IN VOLUME 43 OF MAPS ON PAGE 7262 AS
DOCUMENT NO. 2085589, BEING A PART OF THE
SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 9,
TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE
CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

**LEGEND**

- - 3/4" x 24" ROUND IRON REBAR WEIGHING 1.5 lbs./lineal ft. SET
- - MAG NAIL FOUND
- - 3/4" ROUND STEEL REBAR FOUND
- - CERTIFIED LAND CORNER OUTAGAMIE COUNTY
- S.F. - SQUARE FEET

DRAFTED BY: DAVID W. JOHNSON

McMAHON
ENGINEERS ARCHITECTS

McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

CERTIFIED SURVEY MAP NO. _____

SHEET 2 OF 3

ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 7262 AS RECORDED IN VOLUME 43 OF MAPS
ON PAGE 7262 AS DOCUMENT NO. 2085589, BEING A PART OF THE SOUTHEAST 1/4 OF
THE SOUTHEAST 1/4 OF SECTION 9, TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF
LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, David M. Schmalz, Wisconsin Professional Land Surveyor S-1284, certify that I have
surveyed, divided and mapped all of Lot 1 of Certified Survey Map No. 7262 as recorded in
Volume 43 of Maps on Page 7262 as Document No. 2085589, being a part of the
Southeast 1/4 of the Southeast 1/4 of Section 9, Township 21 North, Range 18 East,
Village of Little Chute Outagamie County, Wisconsin containing 392,962 square feet, more
or less (9.021 acres, more or less) of land.

That I have made this survey by the direction of Owners of said Land.

I further certify that this map is a correct representation of the exterior boundary lines of
the land surveyed and the division of that land, and that I have complied with section
236.34 of the Wisconsin Statues and Village of Little Chute Subdivision Ordinance in
surveying, dividing and mapping the same.

Given under my hand and seal this 2nd day of October, 2019.

David M. Schmalz

David M. Schmalz, Professional WI Land Surveyor S-1284



NOTES

- THIS CSM IS ALL OF TAX PARCEL No. 260017604.
- THE PROPERTY OWNER OF RECORD IS THE VILLAGE OF LITTLE CHUTE.
- THIS PROPERTY IS CONTAINED WHOLLY WITHIN LANDS DESCRIBED IN DOCUMENT No. 2069348.
- THE ANNEXATION ORDINANCE FOR THIS PROPERTY IS RECORDED IN DOCUMENT No. 2077400.

CERTIFICATE OF TREASURERS

I, being the duly elected, qualified and acting Treasurer, do hereby certify that the
records in my office show no unredeemed taxes and no un-paid taxes or special
assessments on any of the lands included in this Certified Survey Map as of:

Village Finance Director
Lisa Remiker-Dewall

Date

County Treasurer
Trenten Woelfel

Date

CERTIFIED SURVEY MAP NO. _____

SHEET 3 OF 3

ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 7262 AS RECORDED IN VOLUME 43 OF MAPS
ON PAGE 7262 AS DOCUMENT NO. 2085589, BEING A PART OF THE SOUTHEAST 1/4 OF
THE SOUTHEAST 1/4 OF SECTION 9, TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF
LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

Village of Little Chute, As Owner(s), I/We hereby certify that we caused the land described
on this map to be surveyed, divided, and mapped as represented on this Certified Survey
Map. We also certify that this Certified Survey Map is required be s. 236.10 or 236.12 of
the Wisconsin Statutes to be submitted to the following for approval.

Village of Little Chute

Dated this _____ day of _____, 20____

Village President
Michael M. Vanden Berg

Village Clerk
Laurie Decker

State of Wisconsin)

)ss
County)

Personally appeared before me on the _____ day of _____, 20____, the
above named persons to me known to be the persons who executed the foregoing
instrument, and acknowledged the same.

Notary Public

____ County, _____

My commission expires _____

VILLAGE BOARD APPROVAL

Approved by the Village of Little Chute, Outagamie County, Wisconsin, by the Village Board
on the _____ day of _____, 20____.

Michael R. Vanden Berg
Village President

Laurie Decker
Village Clerk



David M. Schmalz
Oct. 2, 2019

Village of Little Chute
Department of Public Works

REQUEST FOR BOARD'S CONSIDERATION

ITEM DESCRIPTION: Discussion – Proposed Ordinance Update, Sec. 38-27. – Collection of refuse(e)(5)

REPORT PREPARED BY: Kent Taylor, Public Works Director

REPORT DATE: October 9, 2019

ADMINISTRATOR'S REVIEW / COMMENTS:

JPF

EXPLANATION: Per the Wisconsin Department of Natural Resources (WDNR) Municipal Separate Storm Sewer (MS3) Permit, municipalities are required to have an ordinance that prohibits yard waste from being placed in street and curb areas.

A change to the leaf collection procedure was introduced in 2019. Information regarding the changes to leaf collection were posted on the Villages Facebook page. The change was also included on the cover page of the 2019 Annual Newsletter that was distributed to all residents in April 2019.

The Village of Little Chute ordinances address this issue multiple times in different ordinance sections.

Section 38-27. – Collection of refuse. (a) Placement for collection. (1) ...Yard and bulky wastes from residential units shall likewise be placed in neat, orderly fashion behind the curb...

Section 38-27, (e) Compost material. Collection of compost materials is as follows: (5) Leaves may be placed in and along the curb during the fall months. A date will be published annually when leaves can no longer be placed in and along the curb and must be in open bags; composting stickers are not required for these bags during this time period.

Section 38-27, (7) Noncompost material (includes stumps, roots evergreens or shrubs with intact root balls) shall be placed on the terrace for collection. Noncompost materials will be collected separately from wood or compost material.

Sec. 40-4. – Raking leaves into streets. In the interests of public safety, health and general welfare, community appearance and efficiency of operation, it shall be unlawful to rake or place fallen tree leaves or grass clippings onto the pavement or into the gutter of any public street, except as those times officially designated by the Village

Staff recommends changes to verbiage found in Section 38-27, (e) Compost material. Collection of compost materials is as follows: (5).

The updated ordinance reads as follows;

Section 38-27, (e) Compost material. Collection of compost materials is as follows: (5) Leaves may be placed ~~in-and~~ along the **back of the** curb during the fall months. A date will be published annually when leaves can no longer be placed ~~in-and~~ along the **back of the** curb and must be in open bags; composting stickers are not required for these bags during this time period.

RECOMMENDATION: Discuss potential changes to ordinances that pertain to leaf collection.

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: 2020 Budget Workshop #2

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

REPORT DATE: October 4, 2019

ADMINISTRATOR'S REVIEW/COMMENTS: (See Below)

EXPLANATION: Presented this evening will be summaries for the 2020 Department Head Budget Request for the Little Chute Fire Department and Fox Valley Metro Police Department. You were provided the Fire Department's budget last week; it is again reattached here for your review.

As we proceed through the month of October and our budget workshop sessions, these submittals will change with formal Administrator recommended items and the final Mission Statements for all departments. These additions will be formulated into a complete 2020 Budget document that will be adopted in November.

For now, this is a good opportunity for you to understand differences between 2019 Budget and 2020 Budget at a high level for each of these departments and down to the line by line presentation of their requests. Finally, we will provide relevant updates on revenues and any other general fund updates as needed.

RECOMMENDATION: Provided for information/presentation with no action at this time.

									INCREASE		% CHANGE
									(DECREASE) 2019		2019
									BUDGET	BUDGET	BUDGET
					AMENDED						
		ACTUAL 2017	ACTUAL 2018	BUDGET 2019	BUDGET 2019	YTD 2019	ESTIMATED 2019	BUDGET 2020			
Fire Operations											
101-52200-101	FULL-TIME WAGES		5,934.98	6,013.00	6,013.00	4,219.42	6,000.00	6,374.00	361.00	6.00%	
101-52200-102	PART-TIME WAGES	16,603.83	17,405.59	18,276.00	18,276.00	12,247.17	17,063.00	17,556.00	(720.00)	-3.94%	
101-52200-103	SOCIAL SECURITY	2,698.26	3,249.74	3,465.00	3,465.00	2,033.23	3,868.00	4,108.00	643.00	18.56%	
101-52200-104	RETIREMENT	50,957.86	39,305.00	39,133.00	39,133.00	37,710.47	38,000.00	41,506.00	2,373.00	6.06%	LOSA and LOSAP and Group Term
101-52200-105	HEALTH INSURANCE	658.86	2,565.64	1,933.00	1,933.00	1,588.20	2,106.00	2,084.00	151.00	7.81%	
101-52200-107	LIFE INSURANCE	2.03	7.53	5.00	5.00	5.15	8.00	6.00	1.00	20.00%	
101-52200-108	DENTAL INSURANCE	696.63	806.07	1,075.00	1,075.00	575.82	780.00	1,541.00	466.00	43.35%	
101-52200-109	DISABILITY INSURANCE	8.54	22.14	17.00	17.00	15.98	19.00	17.00		0.00%	
101-52200-110	OVERTIME					150.21	150.00			#DIV/0!	
101-52200-111	FIREFIGHTERS	19,541.19	20,325.00	23,000.00	23,000.00	10,794.75	22,500.00	24,000.00	1,000.00	4.35%	
101-52200-112	PER DIEM	3,225.00	5,945.87	6,000.00	6,000.00	4,050.00	5,000.00	6,000.00		0.00%	
101-52200-201	TRAINING & CONFERENCES	8,213.06	11,813.45	11,000.00	11,000.00	9,223.16	10,800.00	11,500.00	500.00	4.55%	
101-52200-203	TELEPHONE	2,940.91	3,300.58	3,000.00	3,000.00	1,632.78	3,000.00	3,500.00	500.00	16.67%	
101-52200-204	CONTRACTUAL SERVICES	7,267.92	4,079.49	22,105.00	22,105.00	11,855.74	22,000.00	15,000.00	(7,105.00)	-32.14%	
101-52200-205	EQUIPMENT REPAIR	3,938.07	1,868.07	6,500.00	6,500.00	1,497.55	4,000.00	6,500.00		0.00%	
101-52200-206	OFFICE SUPPLIES	360.39	1,193.47	750.00	750.00	530.46	700.00	800.00	50.00	6.67%	
101-52200-207	PRINTING & REPRODUCTION	1,412.50	687.31	800.00	800.00		700.00	800.00		0.00%	
101-52200-208	BOOKS, SUBSCRIPTIONS, MEMBERSHIP	2,543.15	4,108.23	3,500.00	3,500.00	5,121.65	4,500.00	4,000.00	500.00	14.29%	
101-52200-211	FOOD & PROVISIONS	21,176.43	19,933.63	25,000.00	25,000.00	14,681.76	24,000.00	25,750.00	750.00	3.00%	
101-52200-212	CLOTHING ALLOWANCE	2,153.17	2,259.60	5,000.00	5,000.00	3,718.23	4,500.00	5,500.00	500.00	10.00%	
101-52200-213	SAFETY EQUIPMENT	7,630.22	17,152.83	22,000.00	22,000.00	3,150.63	18,900.00	22,600.00	600.00	2.73%	
101-52200-215	CHEMICALS	1,010.32	1,715.27	1,200.00	1,200.00	268.50	900.00	1,400.00	200.00	16.67%	
101-52200-218	OPERATIONAL SUPPLIES	2,042.58	1,947.92	2,000.00	2,000.00	5,121.93	4,000.00	2,800.00	800.00	40.00%	
101-52200-219	AWARDS & RECOGNITION	4,911.05	6,689.69	4,500.00	4,500.00	7,165.92	7,000.00	4,800.00	300.00	6.67%	
101-52200-220	INSURANCE	2,493.00	2,493.00	3,500.00	3,500.00	2,503.00			(3,500.00)	-100.00%	
101-52200-221	SMALL EQUIPMENT	11,808.47	17,733.30	18,000.00	18,000.00	1,231.36	15,000.00	18,000.00		0.00%	
101-52200-225	FIRE PREVENTION PROGRAM	3,012.90	4,148.48	2,800.00	2,800.00	3,109.45	3,200.00	3,200.00	400.00	14.29%	
101-52200-240	COMPUTER MAINTENANCE	728.99	458.42	4,000.00	4,000.00	3,834.11	4,500.00	4,800.00	800.00	20.00%	
101-52200-242	BLDG & GRNDS REPAIR/MAINTENANC	245.00		200.00	200.00	367.00	367.00	200.00		0.00%	
101-52200-247	VEHICLE	22,258.60	23,687.22	20,000.00	20,000.00	11,560.33	23,300.00	21,000.00	1,000.00	5.00%	
101-52200-302	EQUIPMENT REPLACEMENT	20,429.07	17,316.49	20,000.00	20,000.00	11,385.69	19,000.00	29,300.00	9,300.00	46.50%	\$8,000 share of generator
Total Fire Operations		220,968.00	238,154.01	274,772.00	274,772.00	171,349.65	265,861.00	284,642.00	9,870.00	3.59%	

		AMENDED							(DECREASE) 2019	2019	% CHANGE			
		ACTUAL 2017	ACTUAL 2018	BUDGET 2019	BUDGET 2019	YTD 2019	ESTIMATED 2019	BUDGET 2020						
Fire Allocated														
101-52250-230	WORKERS COMPENSATION INS	8,000.00	7,948.60	10,250.00	10,250.00	7,213.13	7,250.00	9,000.00	(1,250.00)	-12.20%	Work Comp audits - rcd refunds for exper rating mod for '17 & '18			
101-52250-231	PROPERTY & LIABILITY INSURANCE	13,276.00	12,955.48	14,500.00	14,500.00	13,191.56	13,200.00	14,000.00	(500.00)	-3.45%				
101-52250-241	CUSTODIAL - JOINT SERVICE	8,536.19	5,576.25	-	-	-	-	-	-	#DIV/0!				
101-52250-242	CUSTODIAL BLDG REPAIR/MAINT	29.75	1,061.40	1,300.00	1,300.00	123.66	1,176.34	1,400.00	100.00	7.69%				
101-52250-243	CUSTODIAL - CONTRACTUAL	1,070.87	472.35	7,025.00	7,025.00	2,361.64	5,105.86	7,850.00	825.00	11.74%				
101-52250-244	CUSTODIAL-OPERATIONS	335.76	403.57	975.00	975.00	43.69	931.31	1,100.00	125.00	12.82%				
101-52250-245	CUSTODIAL - EQUIPMENT	561.84	931.04	950.00	950.00	-	950.00	3,500.00	2,550.00	268.42%	going to replace exterior service door			
101-52250-248	PUBLIC FIRE PROTECTION	318,270.00	318,270.00	318,720.00	318,720.00	238,702.50	318,720.00	318,720.00	-	0.00%				
101-52250-249	UTILITIES	8,237.53	7,434.31	12,000.00	12,000.00	6,705.40	7,900.00	8,500.00	(3,500.00)	-29.17%				
Total Fire Allocated		358,317.94	355,053.00	365,720.00	365,720.00	268,341.58	355,233.51	364,070.00	(1,650.00)	-0.45%				