



AGENDA

LITTLE CHUTE SPECIAL BOARD MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, February 12, 2020
TIME: 7:30 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 February 5, 2020
- 2. Action/Discussion—Carol Lynn Drive Parking
- 3. Unfinished Business
- 4. Items for Future Agendas
- 5. 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, email: Laurie@littlechutewi.org Prepared: February 7, 2020

MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 5, 2020

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: John Elrick, Trustee
Bill Peerenboom, Trustee
Brian Van Lankveldt, Trustee
David Peterson, Trustee
Skip Smith, Trustee
Larry Van Lankvelt, Trustee
Michael Vanden Berg, President

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
Lisa Remiker-DeWall, Finance Director
Kent Taylor, Director of Public Works
Laurie Decker, Village Clerk
Tyler Claringbole, Village Attorney
Steve Thiry, Library Director
EXCUSED Dan Meister, FVMPD Police Chief
Chris Murawski, Village Engineer

Public Appearance for Items Not on the Agenda

None

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 Committee of the Whole Meeting of January 22, 2020
2. Operator Licenses

Gierach, Garrett	Moasis Truck Stop	Little Chute
Perez Nunez, Rebecca	Walgreens	Menasha
Rudolph, Jamie	5 th Quarter	DePere
Sandoval, William	El Jaripeo	Appleton

3. Disbursement List

Moved by Trustee Smith, seconded by Trustee Peterson to Approve the Consent Agenda items as presented

Ayes 7, Nays 0 – Motion Carried

Action—Joint Library Agreement

Administrator Fenlon went over the termination of the joint library agreement with the Village of Kimberly. The Village of Kimberly has already approved this agreement.

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Approve the Termination of the Joint Library Agreement as presented

Ayes 7, Nays 0 – Motion Carried

Action—Adopt Resolution No. 3 Designating the Finance Director as the Official Authorized to Declare Official Intent under Reimbursement Bond Regulations

Moved by Trustee L. Van Lankvelt, seconded by Trustee B. Van Lankveldt to Adopt Resolution No. 3 Designating the Finance Director as the Official Authorized to Declare Official Intent under Reimbursement Bond Regulations

Ayes 7, Nays 0 – Motion Carried

Action—2019 Budget Adjustments

Director Remiker-DeWall went over documents for the adjustments to the 2019 Budget.

Moved by Trustee L. Van Lankvelt, seconded by Trustee Elrick to Approve the 2019 Budget Adjustments

Ayes 7, Nays 0 – Motion Carried

Roll Call Vote

Trustee Elrick	Aye
Trustee Peerenboom	Aye
Trustee L. Van Lankvelt	Aye
Trustee Peterson	Aye
Trustee Smith	Aye
Trustee B. Van Lankveldt	Aye
President Vanden Berg	Aye

Discussion/Possible Action—Mailboxes During Reconstruction

Administrator Fenlon went over information on efforts with USPS on resident mailboxes during reconstruction. Staff is recommending that we do not take ownership of mailboxes. Trustee Peerenboom felt after talking with residents that they felt the post office should hand deliver but reiterated that it is not up to the Village of Little Chute to tell the post office how to do their job.

Discussion—DRAFT Personnel Manual Changes

Administrator Fenlon went over the draft personnel change for the Military Leave Policy. This document is being reviewed by legal counsel and after final review will be back on the agenda for action on March 4th. Trustee Smith asked what percentage of employees this would pertain to and Administrator Fenlon advised right now there are 2 out of 65.

Discussion—Special Event Permits

Director Breest presented the updated Special Event Permit.

Discussion—Elected Official Compensation

Administrator Fenlon went over the resolutions covering the Village President, Trustees and Municipal Judge to bring their pay in line with local communities. Once approved the pay would take effect January 1, 2021. Trustee Van Lankveldt asked when the last pay raise was done; Administrator Fenlon felt it was at least 30 years ago.

Department and Officers Progress Reports

Departments and Officers provided progress reports to the Board

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. Development Proposals and Tentative Agreement with FVMPD PPA

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

Potential Action—FVMPD PPA CBA TA Professional Police Association Collective Bargaining Agreement Tentative Agreement

Moved by Trustee Elrick, seconded by Trustee Peterson to Approve the FVMPD PPA CBA TA Professional Police Association Collective Bargaining Tentative Agreement

Ayes 7, Nays 0 – Motion Carried

Adjournment

Moved by Trustee Elrick, seconded by Trustee Peterson to Adjourn the Regular Board Meeting at 8:52 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
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Carol Lynn Drive Street Width

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

REPORT DATE: February 5, 2020

EXPLANATION: For background, the following is attached to this memo:

1. Carol Lynn Resident Petition
2. 2010 Aerial Photo
3. 2014 Aerial Photo
4. 2018 Aerial Photo
5. 2019 Traffic Count Data from WDOT
6. Current Street Assessment Policy

On Monday, February 3rd, staff was presented the attached petition. While the petition does not state the formal desired outcome, we were informed the signatures represented those in favor of adding a second lane of parking in exchange for the rate published in the current assessment policy. Current rate for one lane of parking is published as \$95.10 per lineal foot and two lanes of parking is \$107.82 per lineal foot.

Staff have met and discussed this petition. **At present, staff uniformly recommends that the configuration of Carol Lynn Drive stay as presently designed (one lane of parking).** Staff cite the following reasons for that recommendation:

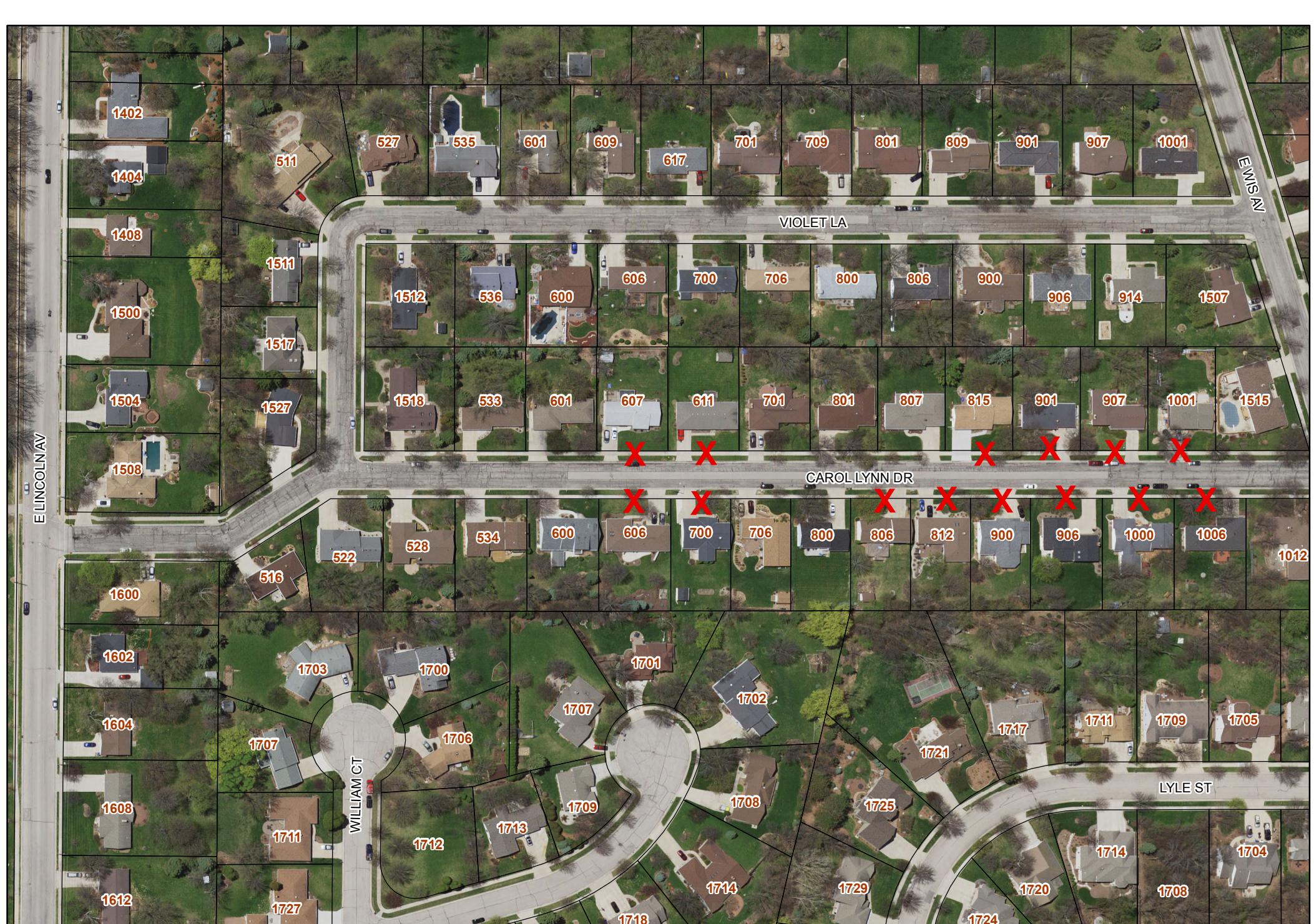
1. There are 32 residential properties being impacted by this street construction. Based upon the petition, there are 14 property owners/residents who signed onto the petition (see aerial photos designated parcels who have signed the petition).
2. Carol Lynn Drive is a local street. Other streets in the village include arterials (Main St/STH 96, CTH N/Madison/Freedom, CTH OO/North Ave) and collectors (examples include Florida Ave, Lincoln Ave, Wisconsin Ave, and others). Given Carol Lynn's local nature, as evidenced by attached traffic counts, staff would indicate that its use does not warrant a second lane of parking.
3. Carol Lynn Drive does not currently experience a vast amount of street parking. Rather, it is much like other streets we have reconstructed under the current policy (Fillmore, Greenfield, Wilson, Harvest Trail, McKinley, and Hayes). As evidenced by the aerials spanning 8 years, you can see that there is generally limited street parking being utilized.
4. The policy rate of \$107.82 for a second lane of parking is indicated for situations when the street configuration is recommended by the Village Engineer or staff to have a second lane of parking. This could occur pending the type of street, its location to other services, or varying traffic concerns. The \$107.82 does not cover the cost of the second lane of parking and this instance, if a second lane of parking is assessed at such a rate, would mean that the Village/Rate Payers/levy would be covering the increased costs to add an additional lane of parking when it is not warranted.
5. Street Assessment Policy Goal – The goal of the 2015 amended policy was to encourage narrower roads to reduce stormwater management costs, future maintenance costs, snow removal costs, and natural traffic calming features. Experience of the past five

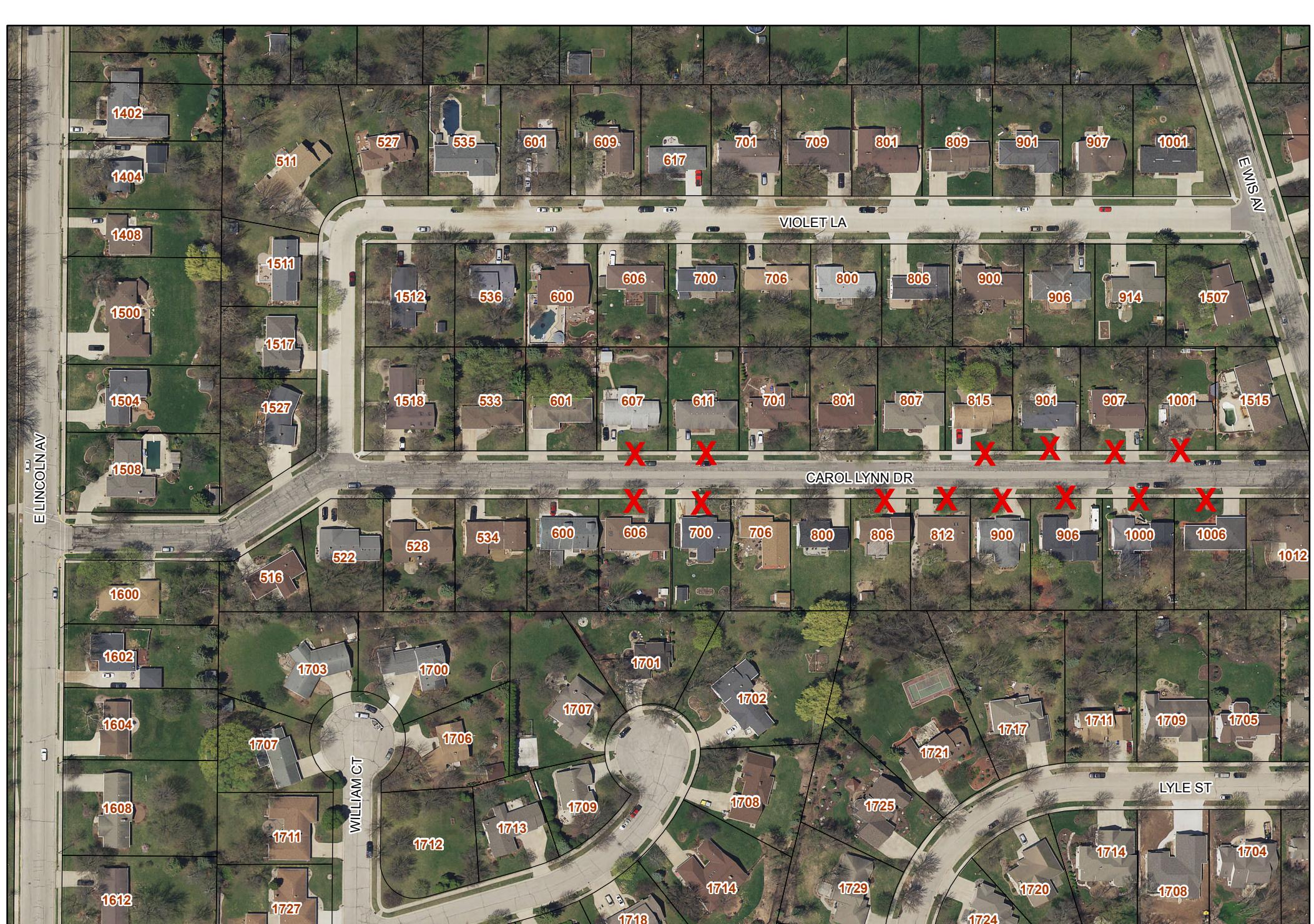
construction cycles have shown that those goals are working effectively and the feedback from residents has generally been positive.

6. Street Assessment Policy Equity and Consistency – The policy has been in place since 2015 and used for 5 construction cycles. At present, we have been able to hold rates flat over that time in construction through the bidding process. If we now move to allow for increased parking requirements when it is not the recommendation of the Village Engineer, in some cases we invalidate the process and policy that was used in past practice. Residents on projects over those past five years would have an argument that they did not have the same opportunity for a second parking lane effectively or even partially funded by all other Village tax payers.
7. In addition to equity of policy concerns, staff conservatively estimates that the rate of \$95.10 would need to increase by at least 20% (28 feet currently and adding 5 feet for an additional lane is roughly 17% of increased concrete surface). Couple this with increased sizes of stormwater management (pipe sizes), increased design time (estimate a month of additional design), and delayed bidding timeline. At present, the estimated average assessed costs for pavement per parcel is roughly \$8,800. If we increased this average by 20% (knowing that some will be more and some will be less), the average assessment per parcel would be approximately \$10,500, or a difference of at least \$1,700 per parcel for the additional lane of parking. As a matter of equity, unless all property owners impacted by the project are willing to be responsible for all additional costs, we again recommend staying with the current configuration of one lane of parking.
8. Discussion points for increased parking since policy adoption from some residents has centered on property values being diminished, lack of parking for family gatherings, lack of ability to back in and out with various trailers/boats/campers, or family type requires more parking (teenage drivers). Since adoption and implementation, the Assessor has reported no noticeable impact to property owners related to sales data. We presume that on the streets where this has been implemented, family gatherings are taking place consistent with past practice. Just as previously mentioned, there are recreation type vehicles owned and backed into driveways on Harvest Trail and other streets that have consistent profiles. Finally, family and neighborhood dynamics change and are varied. Most certainly there will be an ebb and flow of residents living at various properties, but we have witnessed this with the projects referenced above and including on such streets as Main/HWY 96 which experienced the reconstruction of one parking lane. Additionally, there are certain instances in our community where streets have no parking (Madison Street/CTH N, CTH OO, and other local streets).
9. CONCLUSION. We are not concluding that it is easy to “lose” a lane of parking when neighborhoods have grown accustomed to different configurations. It is vital to understand that road profiles and design recommendations are not ultimately done to provide parking. Instead, the Village of Little Chute is focused on improving/replacing infrastructure, moving traffic safely and in accordance with design parameters for the street in question, and doing so in the most efficient and cost effective manner possible for all residents, business, and tax payers. In this instance, the currently proposed two travel lanes and one parking lane meet the needs of the neighborhood in question while achieving other policy goals and design standards.

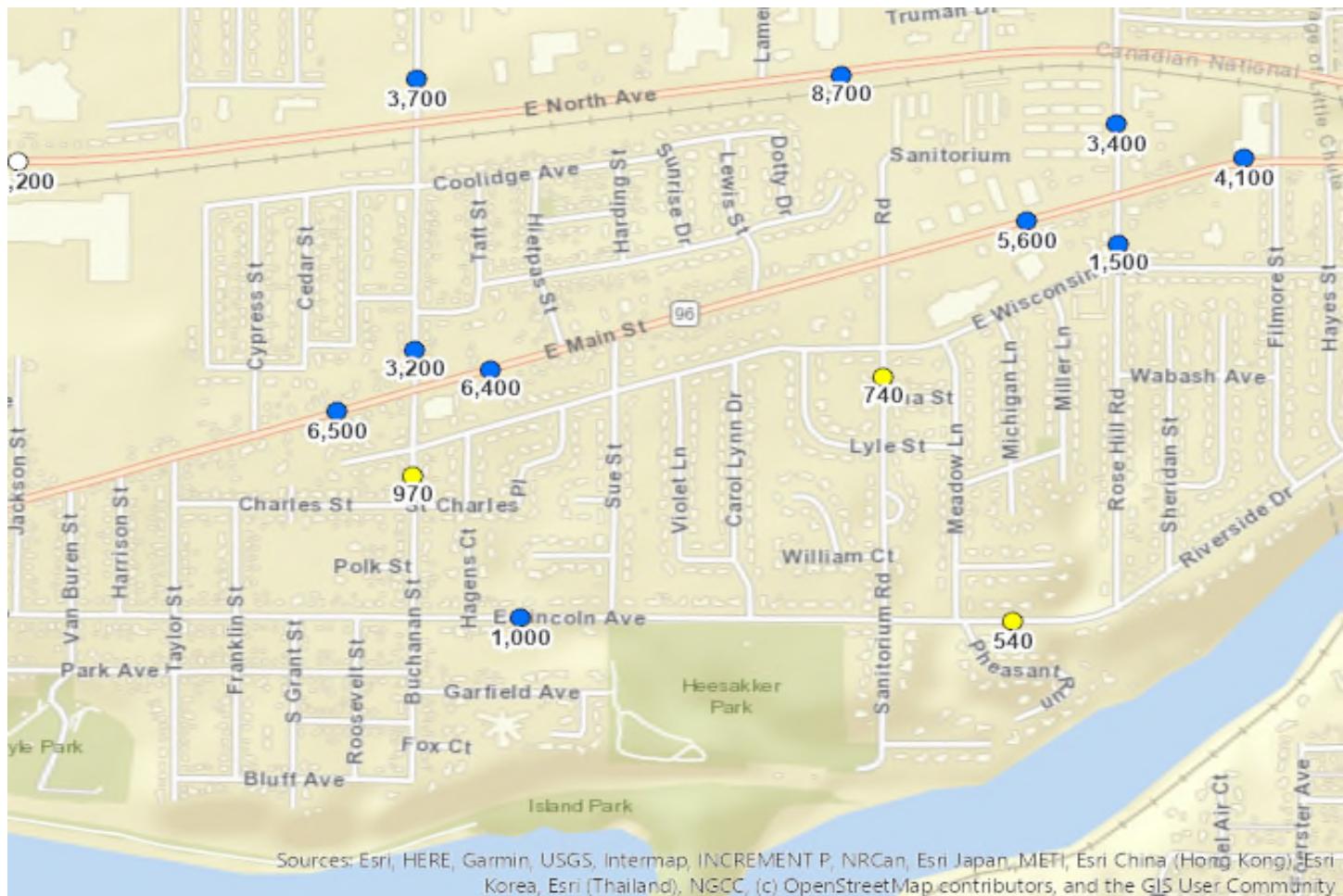
RECOMMENDATION: Staff uniformly recommends the current lane configuration of Carol Lynn Drive for the reconstruction in 2020 (which consists of 2 travel lanes and 1 parking lane).







Location	Annual Average Daily Total		
	June 2019	June 2010	May 2004
RIVERSIDE DR BTWN PHEASANT RUN & ROSE HILL RD	540	680	830
SANITORIUM S OF WI AVE	740	1,800	1,900
LINCOLN AVE BTWN HAGENS CT & SUE ST	1,000	1,300	1,500
BUCHANAN BTWN POLK & CHARLES ST	970	1,100	1,300



VILLAGE OF LITTLE CHUTE

**POLICY FOR SPECIAL ASSESSMENTS
(STREETS)**

Revised 09/07/93	Revised 04/10/96
Reapproved 05/01/96	Reapproved 12/10/97
Adopted 07/25/01	Adopted 12/05/07
Adopted 01/28/15	

I. STREET CONSTRUCTION AND RECONSTRUCTION

A. DEFINITIONS

1. Rural Road: A road with a cross-section basically consisting of a paved surface, grass or gravel shoulders, and swales or ditches for drainage, with the general absence of curb and gutter. These roads do not meet the general standards of a Village street.
2. Urban Street: A street meeting the general design requirements for a Village street including curb and gutter and storm sewers.
3. New Street: New streets include reconstructed gravel and rural roads and streets receiving their first permanent surfaces.
4. Reconstructed streets: Existing streets which meet the general design requirements of a Village street including a permanent surface, curb and gutter and storm sewers for drainage. Reconstruction would involve the removal and replacement of the curb and gutter and pavement.

B. GENERAL

1. Assessments will be levied according to the front foot dimensions of abutting property.
2. All lots will have a minimum assessable frontage of 40' with the exception of corner lots and adjoining lots under the same ownership.
3. Concrete driveway aprons within the street right-of-way shall be constructed at property owner's expense when new permanent street surfaces are constructed.
4. On reconstructed streets the concrete driveway aprons and curb ramp within the street right-of-way will be included as part of the street assessment. New or reconstructed sidewalk will be assessed separately.
5. All newly developed streets or streets reconstructed with new curb and gutter as of January 1, 1994 will be paved with concrete unless asphalt paving is

recommended by the Director of Public Works and approved by 2/3 of the Village Board. Asphalt streets with the existing curb and gutter remaining substantially in place will be reconstructed one time with asphalt pavement unless the property owners petition for concrete.

6. At any time property owners on unimproved streets may petition for a new concrete street. When there exists a majority of owners and frontage being greater than 50%, the Village may schedule that street for construction.
7. Where a project is undertaken, which includes pavement and/or curb and gutter, any miscellaneous cost deemed necessary and associated with utility repairs or replacement shall be deemed and considered a part of the entire project construction cost.

C. ASSESSMENTS

1. The standard residential street will consist of two driving lanes and one parking lane.
2. Non-residential zoned properties shall be assessed at a higher rate due to the increase in the volume of traffic and heavy trucks which in turn require wider streets, thicker pavement, and additional reinforcement.
3. The assessment rate for alley pavement shall be based on actual cost.

The assessment rate will be a flat rate in accordance with the following chart.

CONCRETE STREET ASSESSMENT RATES			
Street Design	2 Driving Lanes	2 Driving Lanes 1 Parking Lane	2 Driving Lanes 2 Parking Lanes
Residential			
Rate (RC/RT)	\$81.70	\$95.10	\$107.82
Commercial Rate (all other zoning)	\$121.11	\$121.11	\$129.01
New streets constructed on existing base course receiving its first permanent pavement will be assessed at cost.			

Rates will be re-evaluated in January of odd-numbered years for adequacy.

ASPHALT STREET ASSESSMENT RATES

Asphalt streets will be assessed at a 70% - 30% rate.

4. Public owned property, including lands under the jurisdiction of the Board of Education, Water Department and other branches of Federal, State, County, or local governments as well as tax exempt or institutional uses including but not limited to, schools, churches, post offices, nurseries, hospitals, day cares, nursing homes, and all commercial, utility, or industrial uses even though the present zoning may be RC or RT shall be assessed at the higher zoning rates. [The Village Engineer shall determine the classification of use or zoning for rate assignment. The Village Board shall determine said classification and rate if disputed by the property owner(s).] Cemeteries shall be assessed at the residential rate.
5. Within any project defined under Subparagraph B above, where the same is constructed abutting a corner lot, such corner lot shall receive a 50 foot deduct from its otherwise assessable front footage (25 foot on each side of the corner lot) provided that the 25 foot credit applies as a side is paved.
6. The use of outside funding sources, including but not limited to, T.I.F., State, County, or Federal grants will not be used to reduce the assessment rate to the owner unless otherwise approved by the Village Board through adoption of a Development Agreement, or as part of a special or unique financial package for a development project approved by the Village Board. Outside funding sources will be normally applied to the Village share of construction costs.
7. **CUL DE SAC COSTS**

For all subdivisions, the abutting property owner shall be responsible for cul de sac pavement overbuild costs. The assessment will be calculated using total assessable cost divided by the number of properties fully or partially abutting the "bulb" or "mouse ears" according to the number of originally platted lots.
8. The Village will assume the extra cost associated with additional pavement width due to bike lanes.
9. Each side of angle parking will be assessed the same as one parallel parking lane.