



# AGENDA

## LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall  
DATE: Wednesday, September 23, 2020  
TIME: 6:00 p.m.

**Virtually attend the September 23<sup>rd</sup> Committee of the Whole meeting at 6 PM by following the link here:**

- <https://www.gotomeet.me/JamesFenlon/september-23rd-committeeofthewhole-board-meeting>
- Call-in Information: **+1 (646) 749 3122** Access Code: **816 808 877**
- For further details please refer to additional Information immediately following agenda.

### REGULAR ORDER OF BUSINESS

- A. Invocation
- B. Roll call of Trustees
- C. Roll call of Officers and Department Heads
- D. Public Appearance for Items Not on the Agenda
- E. Minutes of Regular Board Meeting of September 16, 2020
- F. Discussion/Action—2021 Health Insurance
- G. Discussion/Action—Moasis Storm Sewer Change Order
- H. Discussion/Action—CARES Act Funding for Technology Upgrades
- I. Discussion—Covid-19 Updates
- J. Presentation—Funding Street Reconstruction
- K. Call for Unfinished Business
- L. Items for Future Agenda
- L. 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](mailto:Laurie@littlechutewi.org). Prepared: October 7, 2020

## **Information for the Committee of the Whole Meeting – September 23<sup>rd</sup>, 2020 – 6:00 PM**

The Village of Little Chute is taking precautions related COVID-19 as it relates to Village Board meetings. On March 16<sup>th</sup>, 2020, the Wisconsin Attorney General released guidance for local communities related to Open Meetings and the use of technology while still complying with Wisconsin's Open Meeting laws. You can find Wisconsin Department of Justice guidance here: [DOJ Guidance on Open Meetings](#).

Until further notice, the Village of Little Chute will be providing the following means for residents to interact, engage, and participate in Village Board proceedings. The proceedings of all Village of Little Chute public meetings are recorded and available for review.

1. Virtually attend the September 23<sup>rd</sup> Committee of the Whole Meeting at 6:00 PM by following the link here:  
<https://www.gotomeet.me/JamesFenlon/september-23rd-2020-cotw>
2. Call-in Information: **United States: +1 (646) 749-3122** **Access Code: 816-808-877**
3. If you are experiencing connectivity issues or have questions on the options above, please contact James Fenlon at [james@littlechutewi.org](mailto:james@littlechutewi.org)
4. The Board Room at Village Hall will be open, but board members and staff have the option to attend virtually. We urge residents to participate in our meetings by utilizing the virtual options above.
5. If you have questions or comments regarding the agenda or potential items on the agenda, we urge you to contact Board or staff members regarding your concerns. You can find Board Member contact information here: <http://www.littlechutewi.org/59/Meet-the-Village-Board>
6. If you have questions or comments regarding the agenda, you can also contact the Village Administrator, James Fenlon, at [james@littlechutewi.org](mailto:james@littlechutewi.org) or 920-423-3850.
7. If you have questions or comments regarding the agenda and want to contact a Village of Little Chute Department Head, you can find a complete staff directory here: <http://www.littlechutewi.org/directory.aspx>

## MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 16, 2020

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

### **Roll call of Trustees**

PRESENT: Michael Vanden Berg, President  
Brian Van Lankveldt, Trustee  
Larry Van Lankveldt, Trustee  
Skip Smith, Trustee  
Bill Peerenboom, Trustee  
James Hietpas, Trustee

EXCUSED: Don Van Deurzen, Trustee

### **Roll call of Officers and Department Heads**

PRESENT: James Fenlon, Village Administrator  
Dave Kittel, Community Development Director  
Dan Meister, Fox Valley Metro Police Chief  
Chris Murawski, Village Engineer  
Kent Taylor, Director of Public Works

EXCUSED: Lisa Remiker-DeWall, Finance Director  
Tyler Claringbole, Village Attorney  
Adam Breest, Director of Parks, Recreation and Forestry  
Steve Thiry, Library Director  
Laurie Decker, Village Clerk

### **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 Regular Board of September 2, 2020
2. Disbursement List
3. Adopt Resolution No. 35, Series of 2020 Approving CSM 421 & 423 Hammen Ct
4. Adopt Resolution No. 36, Series of 2020 Approving CSM 3100 Spirit Ct

*Moved by Trustee Smith, seconded by Trustee B. Van Lankveldt to Approve Consent Agenda items as presented*

Ayes 6, Nays 0 – Motion Carried

### **Other Informational Items—August Fire Monthly Report and August Monthly Report**

### **Public Hearing—Amending Zoning Code Section 44-46(D)**

*Moved by Trustee L. Van Lankveldt, seconded by Trustee B. Van Lankveldt to enter into public hearing*  
Ayes 6, Nays 0 – Motion Carried

Director Kittel went over the special exceptions to allow professional use in a residential area.

*Moved by Trustee Smith, seconded by Trustee B. Van Lankveldt to exit public hearing*  
Ayes 6, Nays 0 – Motion Carried

**Action— Adopt Ordinance No. 7, Series of 2020 Amending Zoning Code Section 44-46(D)**

*Moved by Trustee L. Van Lankvelt, seconded by Trustee B. Van Lankveldt to Adopt Ordinance No. 7, Series of 2020 Amending Zoning Code Section 44-46(D)*

Ayes 6, Nays 0 – Motion Carried

**Public Hearing—Conditional Use 1215 Buchanan**

Not Addressed as no conditional use application was submitted

**Action—Conditional Use 1215 Buchanan**

No Action Taken

**Discussion/Action—Development Agreement with Nestle**

Administrator Fenlon went over the Development Agreement with Nestle USA Inc. and The Village of Little Chute.

*Moved by Trustee Smith, seconded by Trustee L. Van Lankvelt to Approve the Development Agreement with Nestle USA Inc and the Village of Little Chute as presented*

Ayes 6, Nays 0 – Motion Carried

**Discussion/Action— Nestle Site Improvements**

Director Kittel went over the site improvements for Nestle USA and advised this has been approved by the Plan Commission and staff is recommending approval. Trustee Peerenboom asked about overnight parking or trucks running and was advised by Mr. Paul Diabartolo that overnight parking or sleeping in trucks is not allowed at Nestle and drivers are advised they can show up two hours prior to their appointment but not more than that. If a driver shows up earlier they are advised to go to the Moasis truck stop.

*Moved by Trustee Smith, seconded by Trustee B. Van Lankveldt to Approve the Nestle Site Improvements as presented with no overnight parking signs installed.*

Ayes 6, Nays 0 – Motion Carried

**Discussion/Action—Hickory Drive Public Improvements**

*Moved by Trustee Smith, seconded by Trustee L. Van Lankvelt to Approve the Hickory Drive Public Improvements as presented*

Ayes 6, Nays 0 – Motion Carried

**Discussion/Action—Contractor for Hickory Drive Improvements**

*Moved by Trustee Smith, seconded by Trustee L. Van Lankvelt to Approve the various contractors as presented for Hickory Drive Improvements*

Ayes 6, Nays 0 – Motion Carried

**Discussion/Action—DG Storage**

Director Kittel presented the site plan for a storage unit and advised the Plan Commission has approved.

*Moved by Trustee L. Van Lankvelt, seconded by Trustee B. Van Lankveldt to Approve DG Storage plans as presented*

Ayes 6, Nays 0 – Motion Carried

**Discussion/Action—St. Johns Parking Lot**

*Moved by Trustee Smith, seconded by Trustee Peerenboom to Approve St. Johns Parking Lot as presented*

Ayes 6, Nays 0 – Motion Carried

**Discussion—Overview of Pine Street Parking Alternatives**

Engineer Murawski and Director Kittel went over alternatives for Pine Street for discussion only.

**Discussion/Action—Ballfield Banner Spending Authority**

Administrator Fenlon went over a request to spend \$1261.78 to pay for fencing around the Legion Ballfield 3 dugouts. The money is the remaining balance from the banner funds.

*Moved by Trustee Smith, seconded by Trustee L. Van Lankvelt to reallocate money from the banners to park improvement*

**Roll Call Vote**

Trustee B. Van Lankveldt	Aye
Trustee Smith	Aye
Trustee Peerenboom	Aye
Trustee L. Van Lankveldt	Nay
Trustee Hietpas	Aye
President Vanden Berg	Aye

Ayes 6, Nays 0 – Motion Carried

**Discussion/Action—2020 Heesakker Park Deer Culling***Moved by Trustee Peerenboom, seconded by Trustee Smith to Approve 2020 Heesakker Park Deer Culling as presented*

Ayes 6, Nays 0 – Motion Carried

**Discussion/Action Item—Revaluation Contract for 2021**

Director Kittel went over a need for revaluation for the Village and is recommending an exterior only portion be done in 2020 and then complete the revaluation in 2021. Director Kittel also advised that Associated Appraisal Consultants, Inc. would be doing the work. Trustee Hietpas asked about taxes going up if this revaluation would be approved, Director Kittel advised that this is not necessarily the case, it is just revaluation to keep things equitable. Administrator Fenlon advised that if the levy went up or down, that would increase or decrease your taxes and that is only by Board approved.

*Moved by Trustee Peerenboom, seconded by Trustee B. Van Lankveldt to Approve the Exterior Revaluation for 2020.*

Ayes 5, Nays 1(Hietpas) – Motion Carried

**Discussion—Overview of Downtown Storm Sewer Project**

Engineer Murawski went over the downtown storm sewer project, this was discussion only, no action taken.

**Discussion—Overview of Ebbel Pond Storm Water**

Engineer Murawski went over the Ebbel Pond storm water project, this was discussion only, no action taken.

**Discussion/Action—Real Estate Inquiry Fees**

Director Kittel advised the board that staff is recommending an increase of real estate inquiries fees to \$30.00 for non-rush items and \$50.00 for rush items.

*Moved by Trustee Peerenboom, seconded by Trustee B. Van Lankveldt to increase fees as presented*

Ayes 6, Nays 0 – Motion Carried

**Discussion/Action—Trailview South Development Agreement***Moved by Trustee L. Van Lankveldt, seconded by Trustee Smith to Approve the Trailview South Development Agreement as presented*

Ayes 6, Nays 0 – Motion Carried

**Presentation—Funding Street Reconstruction**

Delayed for a future board meeting.

**Discussion—Covid-19 Updates**

Administrator Fenlon went over updates as needed related to Covid-19.

**Department and Officers Progress Reports**

Departments and Officers provided progress reports to the Board

**Call for Unfinished Business**

None

**Items for Future Agenda**

None

**Adjournment**

*Moved by Trustee L. Van Lankvelt, seconded by Trustee Smith to Adjourn the Regular Board Meeting at 8:31 p.m.*

Ayes 6, 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: 2021 Health and Dental Insurance Information**

**PREPARED BY: Lisa Remiker-DeWall, Finance Director**

**REPORT DATE: September 18, 2020**

**ADMINISTRATOR'S REVIEW/COMMENTS:**

No additional comments to this report

*JPF*

See additional comments attached

**EXPLANATION:** In August, background educational information was shared on Health Insurance and other benefit information as a planning tool for long-term strategic options.

**Health Insurance:** The It's Your Choice Health Insurance Open Enrollment period is set for September 28 – October 23, 2020. This is the annual opportunity for the Village to either change the type of health plan being offered to our employees/annuitants or for employees/annuitants to select a new health insurance provider, type of coverage and add/delete dependents. The Village of Little Chute provides health insurance for three distinct employee groups: Village employees, WPPA, and annuitants. Any changes in health insurance become effective January 1, 2021.

The current health plan for the Village is identified as P14 which is a deductible HMO with a \$500 deductible for a single plan and a \$1,000 deductible for a family plan. Of the qualified healthcare providers (plan in which there are at least five primary care physicians, a hospital and a chiropractor associated with the plan in the given county), the lowest cost plan option is Network Health. In 2021, the monthly premium for a Network single plan will cost \$836.96 or an increase of \$34.10 or 4.25% from \$802.86. The monthly premium for a family plan will cost \$2,055.42 or an increase of \$81.78 or 4.14% from \$1,973.64.

The State has deemed Network Health and WEA Trust plans in Outagamie County as Tier 1. Annually each health plan is assigned to one of three tiers based on the quality of care and relative efficiency with which it provides benefits by the General Insurance Brokers and Actuaries. The average cost is multiplied by 88% to calculate the maximum employer share for single and family plans. The WPPA employees will be at their contracted amount which is 15%. Consistent with WPPA, employees who select Dean Health plan will now contribute towards cost of their health plan as respective % of the premium cost (less than Tier 1 average cost).

Last year, the State introduced Medicare Family Some Contracts to retirees. This allowed retirees the option to divide their family health contract into a Medicare Plan and a non-

Medicare plan. ETF made this offer due to request by members, allows more flexibility, lower premium costs and additional providers for participants (Medicare Advantage offers a nationwide network and Medicare Plus offers a worldwide network). Medicare eligibility became a Life Change Event that allows for contract changes. The same providers are available to the retirees as the active employees who are not enrolled in Medicare. However, qualified annuitants who select a plan other than the lowest paid qualified option, are responsible for paying the monthly premium difference to the Village. Annuitants would be set up for an ACH transfer or billed directly for their share of the premium for a higher cost plan. For 2021, we will only have one annuitant remaining that is not Medicare age eligible. This change in structure was beneficial to the Village in 2020.

Per state requirements, the Village is obligated to offer all WRS eligible employees the option to take the insurance. In addition, the Village has 14 employees who have opted out of Village Health Insurance.

Based on the review of the information provided by ETF, it is recommended that the Village continue to offer the P14 Deductible Plan with the maximum monthly employer contribution for a Single Plan to be \$736.52 and for a Family Plan to be \$1808.77 for Village employees. For the WPPA, the Village would continue to offer a P14 Deductible Plan with the maximum employer contribution for a Single Plan to be \$711.42 and a Family Plan to be \$1,747.11.

Finally, the Village would offer the P14 Deductible Plan to annuitants with the employer contribution equal to the monthly premium for Network Health (Non-Medicare, Medicare Some Advantage and Plus), WEA Trust (Medicare Some Health Deductible plan), and UHC Medicare Advantage Plan (Medicare All).

**Dental Insurance:** Up until this time, the Village has two separate Delta Dental Plans (one for FVMPD and one for all other employees) with almost identical costs. Benefit coverages were the same except FVMPD had individual max of \$1,000 vs \$1,200 and orthodontic limited to \$1,000 vs \$1,500. Over the last 18 months, the Village aligned renewal dates of both plans to be a calendar year. In seeking quotes for 2021, we requested to have plans consolidated plus sought a two-year contract to align with FVMPD bargaining contract dates. While we were unable to attain a two-year locked contract, we were able to obtain a one-year contract consolidating both plans together at the higher coverage with no rate increase. Delta Dental also offered us to consider a three-tier rate (EE, EE + 1, EE + 2+) or a four-tier rate (EE, ES, EC, ESC) vs our current two-tier rate plan (Single/Family). We have performed an analysis based on current enrollment resulting in the four-tier plan being the most cost effective. Strategically, this is also a positive step towards making rates equitable to the coverage employees are seeking as we evaluate cost effective long-term benefit options.

**LT Disability, AD&D and Life:** Locked in current through 8/1/2023

#### **RECOMMENDED ACTION**

**Approve the selection of the P14 Health Plan with the attached monthly premiums for the Village employees and the annuitants and convert to one dental plan with a four-tier rate approach.**

Current  
Participants

Employees & Annuitants - Non Medicare Deductible \$500 Single and \$1000 Family								
Total Premium It's Your Choice (IYC) Health Plan Provider	2021 - P14		2020 - P14		Single		Family	
	Single	Family	Single	Family	\$ Change	% Change	\$ Change	% Change
	Dean Health Plan - Prevea 360	\$734.50	\$1,799.26	\$667.30	\$1,634.74	\$67.20	10.07%	\$164.52
Network Health	\$836.96	\$2,055.42	\$802.86	\$1,973.64	\$34.10	4.25%	\$81.78	4.14%
WEA Trust - East	\$861.60	\$2,117.02	\$819.58	\$2,015.44	\$42.02	5.13%	\$101.58	5.04%

2021 Village Budget Increase				\$27,237.71	
General Employees		FVMPD		Retirees	
Single	Family	Single	Family	Single	Family
(\$251.28)	(\$4,316.76)	\$360.00	\$18,136.44	\$654.88	\$6,281.83
			\$2,590.92		
				\$850.08	\$1,935.36

1S 7F 1S 2PTF 19F 3F	Village Active Employees	2021 - 12%		2020 - 12%		2021		2020	
		EMPLOYEE				EMPLOYER			
		Single	Family	Single	Family	Single	Family	Single	Family
Dean Health Plan - Prevea 360	\$88.14	\$215.91	\$0.00	\$0.00	\$646.36	\$1,583.35	\$667.30	\$1,634.74	
Network Health	\$100.44	\$246.65	\$96.34	\$236.84	\$736.52	\$1,808.77	\$706.52	\$1,736.80	
WEA Trust - East	\$125.08	\$308.25	\$113.06	\$278.64	\$736.52	\$1,808.77	\$706.52	\$1,736.80	

3S 12F	WPPA	2021 - 15%		2020 - 15%		2021		2020	
		EMPLOYEE				EMPLOYER			
		Single	Family	Single	Family	Employer	Employer	Employer	Employer
Dean Health Plan - Prevea 360	\$110.18	\$269.89	\$100.10	\$245.21	\$624.32	\$1,529.37	\$567.20	\$1,389.53	
Network Health	\$125.54	\$308.31	\$120.43	\$296.05	\$711.42	\$1,747.11	\$682.43	\$1,677.59	
WEA Trust - East	\$150.18	\$369.91	\$137.15	\$337.85	\$711.42	\$1,747.11	\$682.43	\$1,677.59	

Dean Health Plan - Prevea 360 is not a qualified county plan (must offer 5 primary care providers, a hospital and a chiropractor)

"Medicare All" is family coverage where all insured members are enrolled in Medicare Parts A, B and D

"Medicare Some" is family coverage where at least one insured family member enrolled in Medicare Parts A, B and D.

One Plan: Medicare Family Some - Health Plan Medicare

Subscriber and dependents are covered under the same IYC Health Plan

Two Plans: Medicare Family Some - Medicare Advantage

Medicare members enrolled in UHC Medicare Advantage AND

Non-Medicare members enrolled in an IYC Health Plan

Two Plans: Medicare Family Some - Medicare Plus

Medicare members enrolled in WEA Trust Medicare Plus AND

Non-Medicare members enrolled in an IYC Health Plan

ANNUITANTS		2021 - P14							
Provider	Non Medicare	Medicare All		Medicare Some - See Pg 8 IYC Guide				Medicare Rates	
		Single	Family	Single	Family	Health Plan	Medicare	Medicare	Deductible
						IYC PLANS	UHC	WEA Trust	Advantage
Dean Health Plan - Prevea 360	\$734.50	\$1,799.26	\$442.94	\$861.22	\$1,152.78	\$960.44	\$1,078.52	\$667.30	\$1,634.74
Network Health	\$836.96	\$2,055.42	\$501.30	\$977.94	\$1,313.60	\$1,062.90	\$1,180.98	\$802.86	\$1,973.64
WEA Trust - East	\$861.60	\$2,117.02	\$405.00	\$785.34	\$1,241.94	\$1,087.54	\$1,205.62	\$819.58	\$2,015.44
United Health Care Medicare Advantage			\$250.60	\$476.54				\$240.48	\$458.62
WEA Trust Medicare Plus			\$368.68	\$712.70				\$357.80	\$693.26

2020 - PO14							
Non Medicare		Medicare All		Medicare Some - See Pg 8 IYC Guide			
Single	Family	Single	Family	Health Plan	Medicare	Medicare	Deductible
				IYC PLANS	UHC	WEA Trust	
				One Plan	Two Plans	Two Plans	
				Family	Family	Family	
				\$667.30	\$1,634.74	\$1,054.76	\$885.44
				\$802.86	\$1,973.64	\$484.16	\$945.98
				\$819.58	\$2,015.44	\$385.86	\$749.38
						\$1,183.10	\$1,037.72
						\$1,002.76	\$1,138.32
						\$1,264.68	\$1,021.00
						\$1,155.04	\$1,205.62
						\$1,037.72	\$1,002.76
						\$693.26	\$1,138.32

Annuitants who wish to select a Health Insurance Plan highlighted in yellow above will be billed premium differential to lowest cost plan

Village of Little Chute  
Engineering Department

**REQUEST FOR BOARD'S CONSIDERATION**

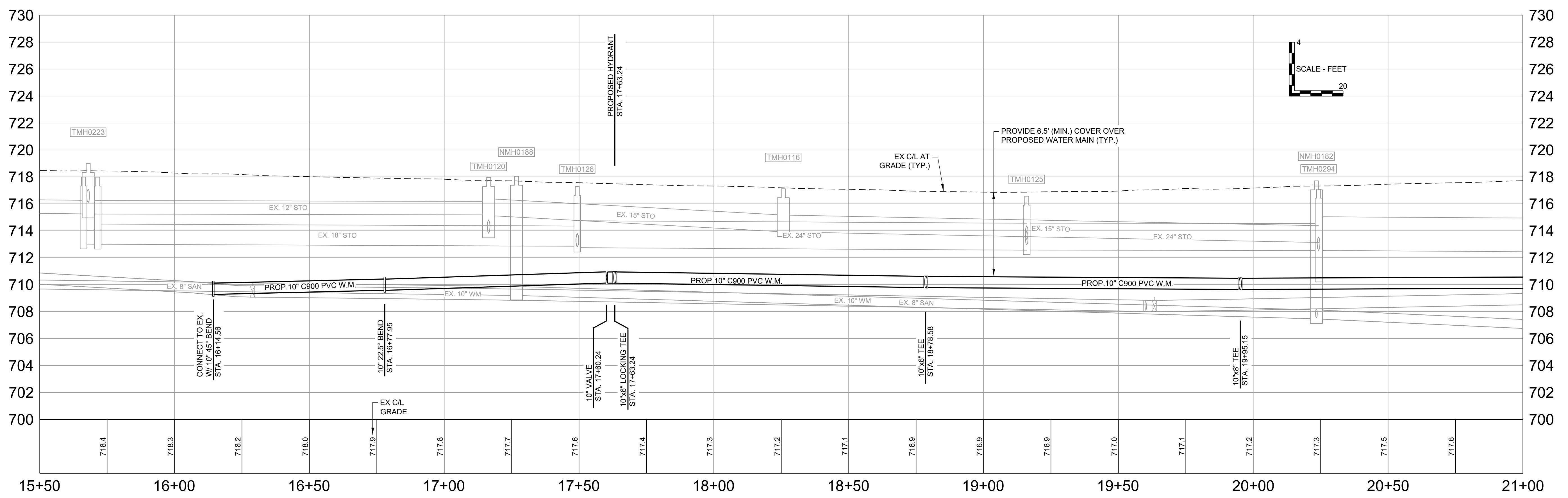
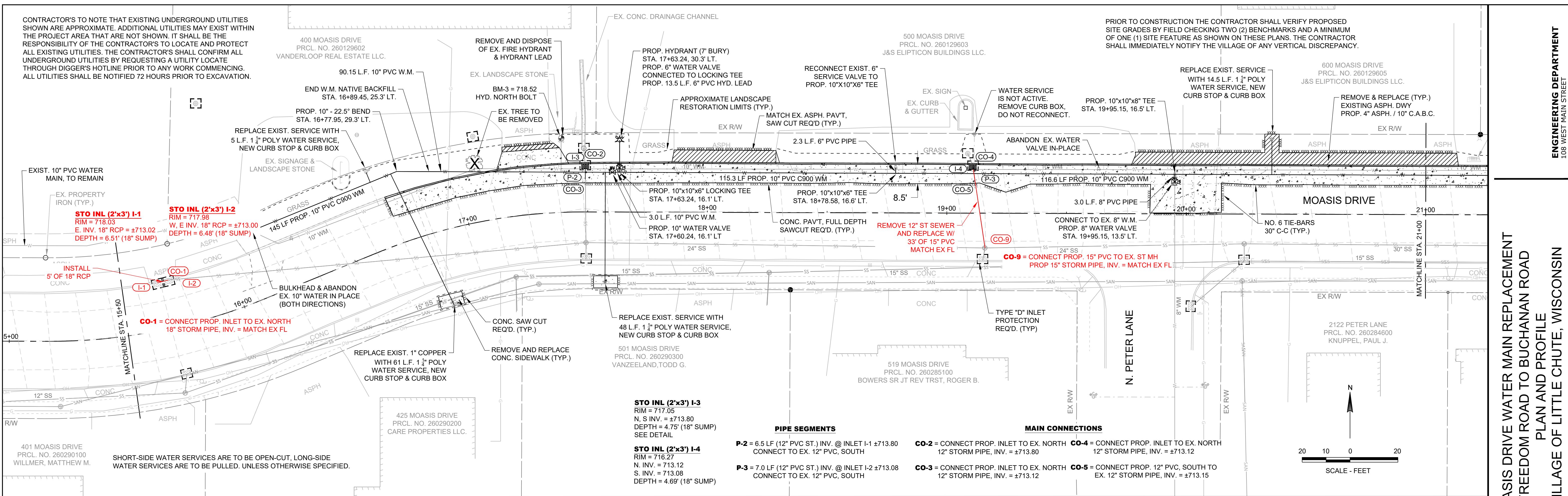
ITEM DESCRIPTION:	Moasis Drive - Storm Sewer Change Order
REPORT PREPARED BY:	Christopher L. Murawski, P.E.
REPORT DATE:	September 18, 2020
ADMINISTRATOR'S REVIEW / COMMENTS:	
No additional comments to this report _____ See additional comments attached _____	
<b>EXPLANATION:</b> After the award of the Moasis Drive Water Main Reconstruction Contract the Village of Little Chute had received heavy rains and a section of Moasis Drive was inundated by storm water with high water exceeding the top of curb for approximately 200 feet. After this storm event, engineering staff evaluated the area and identified that inlet leads were undersized for the amount of water directed to these structures. The main line storm sewer remains slightly undersized and a full reconstruction would be required to improve the main line storm sewer in this area but the danger of flooding at this specific location could be reduced for approximately \$33,000.  Dorner Inc. has provided a change order for the additional inlet storm pipe enlargement in the amount of \$17,660 and is attached for your review. The additional \$15,340 is for pavement replacement and would be covered under the original bid unit price. The cost for these improvements are not associated with the water main reconstruction and would need to be funded through the storm water utility.  Attached are two red-line plans for the proposed storm sewer changes for your review.	
<b>RECOMMENDATION:</b> It is recommended by the Village Engineer that Dorner Inc. be granted the change order in the amount \$17,660 with an increase cost for pavement replacement for an estimated amount of \$15,340. The total cost for this work would be approximately \$33,000 and requires a budget adjustment to the Stormwater Utility increasing capital expenditures by \$33,000 (funded from operating cash balances).  With the contractor on-site a significant savings in mobilization and additional time for bidding is realized. The benefit for this work is increase in safety for motorists and pedestrians while reducing the risk for property damage.  It is not expected that the mainline storm sewer will need additional work in the near future but it has been noted that this area is undersized as compared to the storm water runoff rate for the 10-year, 24-hour storm event.	





CONTRACTOR'S TO NOTE THAT EXISTING UNDERGROUND UTILITIES SHOWN ARE APPROXIMATE. ADDITIONAL UTILITIES MAY EXIST WITHIN THE PROJECT AREA THAT ARE NOT SHOWN. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR'S TO LOCATE AND PROTECT ALL EXISTING UTILITIES. THE CONTRACTOR'S SHALL CONFIRM ALL UNDERGROUND UTILITIES BY REQUESTING A UTILITY LOCATE THROUGH DIGGER'S HOTLINE PRIOR TO ANY WORK COMMENCING. ALL UTILITIES SHALL BE NOTIFIED 72 HOURS PRIOR TO EXCAVATION.

PRIOR TO CONSTRUCTION THE CONTRACTOR SHALL VERIFY PROPOSED SITE GRADES BY FIELD CHECKING TWO (2) BENCHMARKS AND A MINIMUM OF ONE (1) SITE FEATURE AS SHOWN ON THESE PLANS. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE VILLAGE OF ANY VERTICAL DISCREPANCY.



**ENGINEERING DEPARTMENT**  
108 WEST MAIN STREET

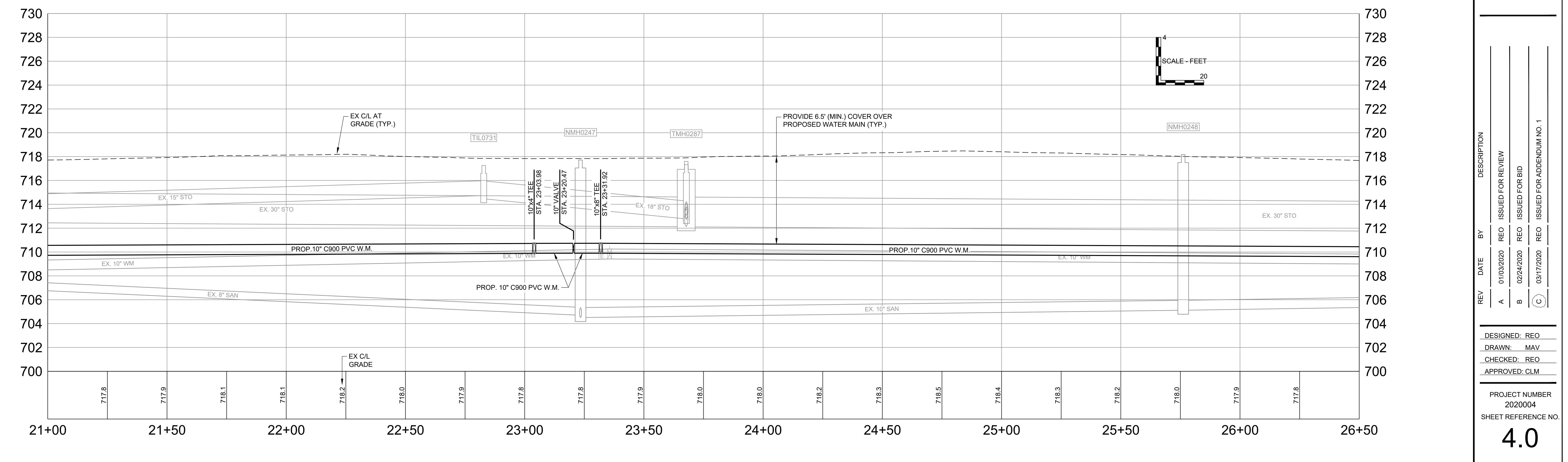
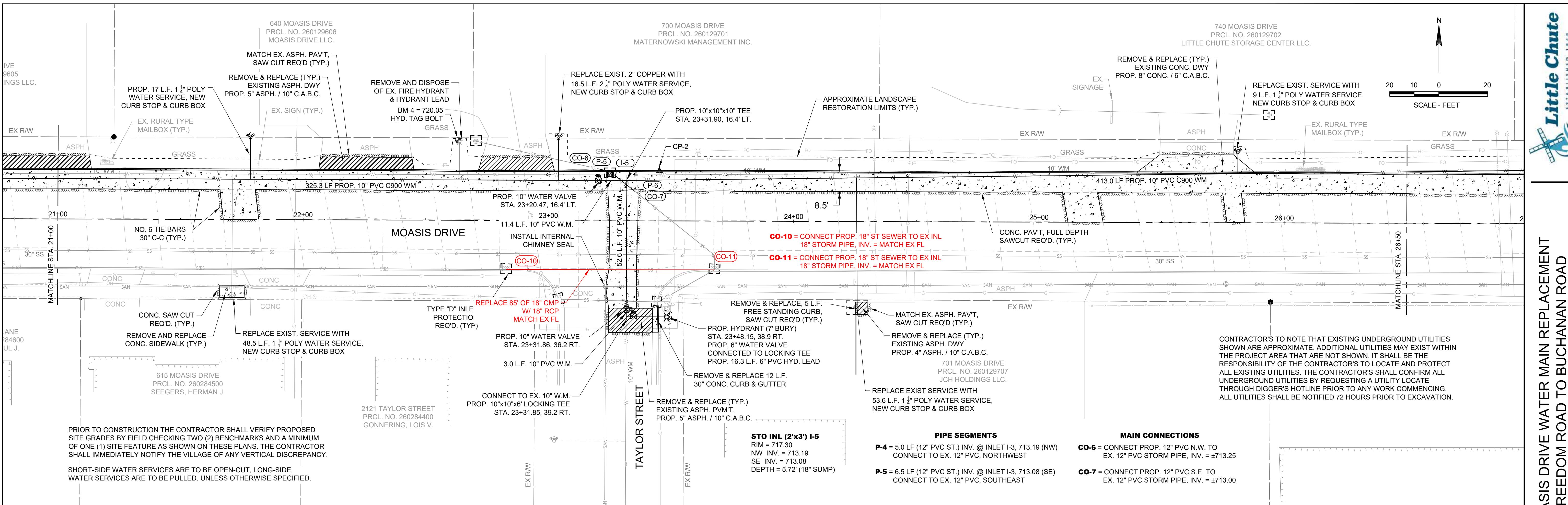
**ENGINEERING DEPARTMENT**  
108 WEST MAIN STREET

3.0



**ENGINEERING DEPARTMENT**  
108 WEST MAIN STREET  
LITTLE CHUTE, WISCONSIN, 54116

**ENGINEERING DEPARTMENT**  
108 WEST MAIN STREET  
LITTLE CHUTE, WISCONSIN, 54116



Village of Little Chute  
**INFORMATION FOR VILLAGE BOARD CONSIDERATION**

**ITEM DESCRIPTION: Village Hall Upgrades Related to COVID-19**

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

**REPORT DATE:** August 28, 2020

**EXPLANATION:** An item that is not budgeted for in 2020 is upgrading the audio-visual technology in the Board Room to conduct virtual meetings more effectively. At present, the audio feed into the virtual meeting is problematic. Due to the current configuration of the system, improving the system incrementally is not feasible. While this effort is not budgeted or authorized within our 2020 budget, we have confirmed with our auditors and the Wisconsin Department of Administration that these upgrades are eligible for the CARES Act through a reimbursement process.

Upon authorization, staff will obtain quotes and execute the project as outlined in the recommendation below.

**RECOMMENDATION:** Authorize staff to execute audio visual improvements to for technological capabilities in the Village Hall Board room in response to COVID-19 by installing improved audio and video capabilities and applying for reimbursement through the CARES Act. Cost of this work will be limited to not exceed \$45,000. Prior to authorizing the work, the Village Administrator must ensure that the equipment is installed and invoiced no later than 11/1/2020.

Village of Little Chute  
**INFORMATION FOR VILLAGE BOARD CONSIDERATION**

**ITEM DESCRIPTION: COVID-19 Discussion - Governor Mask Mandate**

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

**REPORT DATE:** September 18<sup>th</sup>, 2020

**EXPLANATION:** On September 28<sup>th</sup>, the Governor's mask order is set to expire. There are two or three alternatives that may happen as a result:

1. The Governor has been rumored to be considering extending the order.
2. The County could implement an order of similar nature.
3. The order expires and there is no mask mandate.

If alternative 1 or 2 occur, it is essentially status quo in Village of Little Chute facilities. If Alternative 3 occurs, I would recommend that the Board direct staff to do the following:

- Strongly advise that the public wear masks in our facilities. In addition, Village of Little Chute personnel should continue to wear masks as has previously been mandated until such time that COVID-19 infections decline, or the Board of Trustees/Administration deem masks not essential.

**RECOMMENDATION: For discussion and direction.**



# Introduction

This presentation is meant as a basic overview of how the Village of Little Chute funds street reconstruction. This effort is meant to ensure all stakeholders have a basic understanding of the moving parts, options/alternatives, and how these facets impact the overall financial picture for the Village of Little Chute.

DISCLAIMER – the Village of Little Chute MUST not get too far away from 1 mile of reconstruction per year. This is essentially putting off the costs now only to have future generations and future costs grow. It also will vastly impact utility operations.

# Presentation Outline

- Defining Reconstruction
- Current Street Assessment Overview
- Overview of Recent Efforts
- Alternative Methods and Analysis
- Recommended Next Steps
- Conclusion

# What is Reconstruction?

- Reconstruction is the complete overhaul of a village roadway. This would exclude new subdivisions (Gardenia, Tulip, Hammen, DeGroot), annexed roadways (Evergreen Drive), or new right of way construction (Hartzheim Drive)
- Reconstruction typically also includes reconstruction of underground utilities (Storm, Sewer, Water)
- Reconstruction also typically contains new curb and gutter, sidewalks, aprons, and full concrete street
- Asphalt overlays and spot repair, like the 2019 Park Avenue project, are not considered reconstruction

# Current Street Assessment Information

- According to the DOT, we have ~55 miles of centerline road
- Paving costs are general fund responsibility, while the utilities are responsible for their respective main costs
- If we presume that the finished product is a concrete street, we should be reconstructing approximately 1 mile of centerline road per year to stay consistent with the life cycle of concrete
- Using very basic estimates, 1 mile of paving would cost approximately \$1.5M (excluding utilities)
- Using the policy goal of assessing 60/40, that means that we are assessing approximately \$900k annually and the village is funding \$600k

# 2000 – 2020 Paving History

# Current Assessment Policy

- The current assessment policy calls for a road diet consisting of two drive lanes and one parking lane unless dictated otherwise
- Resident cost (one parking): \$95.10
- Commercial cost (one parking): \$121.11
- For new construction, we recommend staying with current policy as other communities have done

# Pros and Cons of the Current Policy

Pros	Cons
Steady and consistent funding source	Cost control is difficult (inflation) which means higher portions end up on the levy
Assessment directly benefits property	Residents, understandably, do not like being assessed
Assess non-taxable properties (County/School/Nonprofit)	Administratively burdensome for staff
We assess for utilities, so assessing for street is an efficient process	

# Alternatives to Current Policy

- Lower Assessment Ratio and move more to levy supported efforts
- Create a transportation utility
- Shift assessments completely to the levy
- Combination of the above options

# Pros and Cons of Lowering Ratio and Shifting Costs to Levy

Pros	Cons
Residents being assessed would see relief	Residents being assessed, even if halved, would still not like the process
Could use outside sources like wheel tax to support and reduce assessment ration/per foot cost	Continued administrative burden for staff
Could use outside sources like sales tax to support (cannot be used to lower assessments but can be used to lower levy support)	Levy pressure and limits outside of our control
	Wheel tax addresses vehicle use but not generation (commercial carriers)

# Pros and Cons of Transportation Utility Fee

Pros	Cons
Equitable in the big picture	Administratively burdensome to create and maintain (multi-tenants, updates, vacancies, no vehicles, etc.)
All users pay their “fair share”, including non-taxable properties	Must ensure it does not hamper business
Can be a mix of utility and levy support	Those that have been assessed in the past would have to be addressed
If starting from scratch, this would be policy recommendation	Still must address utility costs one way or another
Annual construction meetings/hearings would be more focused on the best allocation of resources	Must be done appropriately to avoid legal challenge – becoming a target in some circles

# Reconstruction Costs all Levy Supported

Pros	Cons
Equitable in the big picture	Nontaxable properties would not contribute
Annual construction meetings/hearings would be more focused on the best allocation of resources	Levy pressure and lack of local control
Little to no administrative burden	Those that have been assessed in the past would have to be addressed
	Still must address utility costs one way or another
	Mill rate would be higher to accommodate and is a metric many use to assess performance

# Combination of all of the Above

- There is nothing to say that we can't create a multi-featured policy to fund this effort
- Far and away, this discussion is one that all communities grapple with
- Stakeholders and demands on the issue are multifaceted
- This would take a careful, scalpel like approach to arriving at something that addresses all issues/stakeholders
- Could use external sources like sales tax or wheel tax to supplement
- Some communities assign a percentage of street reconstruction to each utility below the road (Kimberly)

# Next Steps

- This is not an issue that can be addressed overnight
- Citizen input and outreach is mandatory for success
- Create a taskforce/subcommittee - Gather the SMEs, Board, and interested stakeholders and study the options in depth
- Engage the community
- Roll out new policy, if deemed necessary

# Projected Timeline

- Identify Taskforce members – October 2021
- Taskforce identifies goals/issues and ideal state – December 2021
- Taskforce narrows options – January 2021
- Taskforce studies alternatives in depth along with “what-if” analysis – March 2021
- Taskforce engages board/public – May 2021
- Taskforce makes a recommendation – June 2021
- Board acts – July 2021

# Conclusion

- Largest asset for government funds (~50%) - Outside of annual operations/services, the maintenance of roads/utilities is our core responsibility
- We must maintain an adequate level of effort
- We should strive for consistency in our approach
- We must accept that annual costs will continue to increase – plan for it
- Given the CIP, this is the ideal timeframe to make changes (if warranted) and have in place by 2022 or the latest by 2023