



AGENDA

LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, March 10, 2021
TIME: 6:00 p.m.

Virtually attend the March 10, 2021 Committee of the Whole Meeting at 6 PM by following the zoom link here:
<https://zoom.us/j/92360591042>

Meeting ID: 923 6059 1042
One tap mobile
+13126266799,,92360591042# US (Chicago)

REGULAR ORDER OF BUSINESS

- A. Invocation
- B. Roll call of Trustees
- C. Public Appearance for Items Not on the Agenda
- D. Presentation—2021 Utility and Street Reconstruction Public Informational Meeting for Hartzheim Drive and Evergreen Drive
- E. Action—*Adopt Resolution No. 4, Series 2021 Preliminary Assessment/Hookup Fee Resolution Declaring Intent to Exercise Special Assessment Powers for Hartzheim Drive*
- F. Call for Unfinished Business
- G. Items for Future Agenda
- H. Closed Session:
19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Succession Planning and Recruitment*
- I. Return to Open Session
- J. 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: March 5, 2021



Information for the Committee of the Whole Meeting – March 10, 2021 – 6:00 PM

The Village of Little Chute is taking precautions related COVID-19 as it relates to Village Board meetings. On March 16th, 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 March 10th Committee of the Whole Meeting at 6:00 PM by following the link here:
Join Zoom Meeting
<https://zoom.us/j/92360591042>
Meeting ID: 923 6059 1042
2. Call-in Information: United States
+1 312 626 6799 US (Chicago)
Meeting ID: 923 6059 1042
Find your local number: <https://zoom.us/u/abGpaew1E>
3. If you are experiencing connectivity issues or have questions on the options above, please contact James Fenlon at 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 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>

2021 Utility & Street Reconstruction

Public Information Meeting

March 10, 2021 at 6pm, Virtual Meeting

Meeting Purpose

The 2021 Construction Projects have reached a point in design where we would like to provide residents and property owners with information regarding the planned utility and street reconstruction project adjacent to their property. Please feel free to ask questions or share comments and concerns by using the chat function or by phone. Time will be provided after the presentation to ask questions.

Introduction of the Village technical staff:

Laura Braatz – Office Administrative Staff
Bryan Blum – GIS Manager/Inspection
Dave Mattson – Field Survey/CAD Designer
Rob Olkiewicz – Construction Manager/CAD Designer
Chris Lyons– CAD Designer
Christopher Murawski, P.E. – Village Engineer

Why do we need to improve our facilities?

- Existing infrastructure is ageing
- Cost for maintenance begins to exceed new construction
- Increased demand for better roads, bridges, sidewalks, and improved sewer & water systems
- Higher standards for safety & health
- Environmental protection concerns
- Economic growth and revitalization
- Each generation should pay their share and not pass it on to the next generation

Process to Reconstruct Facilities

Many residents have asked what process is used to determine when a street is reconstructed. The Village of Little Chute uses a systematic evaluation process for maintaining, improving and operating our facilities in a cost effective manner. This process or plan is called “Asset Management”.

Why we use a management plan to evaluate and implement our construction activities.

- Facilitates the establishment of policy objectives & related measurement of performance
- Avoids problems & potential crisis
- Provides better & consistent levels of service for public
- Reduces life cycle costs
- Allows for better decisions regarding resource allocation
- Reduces risk to municipality
- Allows for more effective financial planning
- Leads to more efficient data management

What are the essential components of a good asset management plan?

- know the costs involved
- life expectancy of each facility improvement
- meeting public needs at a fair cost
- know risk tolerance
- balance between cost and service

Evaluations and Considerations

- **Pavement Paser Rating Scale** (from 1-pavement failure to 10-newly constructed)
- **Water main and service laterals** - condition, breaks and leaks, existing material, and safe drinking water
- **Sanitary sewer and service laterals** - condition, existing material, capacity, ground water infiltration or leaking
- **Storm sewer and storm laterals** – condition, capacity, water quality (redirect toward ponds)
- **Economic funding source** – Utility funded, Tax Incremental District (TID), special assessment, Grants, etc.
- **Durability** – with approximately 50 miles of road it is the Villages goal to reconstruct a street with public utilities once in 50 years. The only pavement product to provide this longevity is concrete.
- **Budget** – annual allowance for maintenance and reconstruction
- **Economic Development and Growth**
- **Existing and Future Traffic Demands**
- **Estimated Cost Opinions** – prior to plan development
- **Selection and order of construction** - for 5-year Capital Improvement Projects

2021 Utility and Street Reconstruction Project Information

The street reconstruction is necessary on Hartzheim Drive due to failing asphalt pavement. Utilities and concrete pavement will also be extended for this street to provide for new development.

Evergreen Drive pavement improvements are being driven by new development. The existing asphalt pavement will not withstand the new traffic loads that are anticipated.

Typical Construction Order - Project Duration from May to October

- Terrace Trees
- Sanitary Sewer Installation
- Water Main Installation
- Sanitary Sewer Lateral Installation
- Water Lateral Installation
- Storm Sewer Installation
- Storm Sewer Lateral Installation
- Street Excavation
- Sub Base Installation
- Concrete Placement
- Terrace Restoration
- Signage and Pavement Marking Installation

Drainage & Sump Pump Water

Engineering staff would like residents with yard drainage concerns to discuss these issues with staff as soon as possible. Street reconstruction may allow for staff to work with property owners to design and provide solutions for ongoing drainage problems. In addition to yard drainage concerns, staff can also provide residents information on sump pump water discharge.

Trash and Recycling Pickup

Residential trash and recycling pickup should not change; however, it may occur at off hours dependent upon construction. Business trash and recycling pickup will be coordinated with the contractor to ensure access throughout the project.

Driveway Restrictions

Driveway access will be temporarily restricted throughout the project. Often this will occur when work is being completed in front of or adjacent to the property. Driveway access will be restored at the end of each construction day whenever possible. Driveway access will be restricted for an extended period during the construction of the pavement, driveway approach and any driveway sidewalk. Notification will be provided to the residents prior to the closure.

Parking During the Project

Street parking will be limited as required by construction. Residents that choose to park on the project streets are required to move their vehicles prior to the 7am start of construction. Residents are still required to adhere to existing parking restrictions on all the side streets during construction.

Mailboxes and other Right Of Way Accessories

The property owner will be responsible to remove and temporarily relocate their personal property during construction.

Special Needs

If you have any special needs for accessibility or for any other considerations please notify the Village as soon as possible.

Construction Updates

Information will be posted on the Village of Little Chute's website under Road Projects. The website link is: <http://www.littlechutewi.org/451/Road-Projects>

Tentative Project Schedule as of 3/10/21

3/10/21	Public Informational Meeting
3/24/21	Hold Public Hearing to Assess for the 2021 Utility and Concrete Paving Projects
3/25/21	Contract Documents available for Bid
4/15/21	Bid Due Date at 2:00 PM (Thursday)
4/21/21	Contract Award
5/3/21	Week of preconstruction meeting and on-site meeting with residents
5/10/21	Construction Mobilization for Utility Construction

Final meeting notice dates and times will be mailed to residents and property owners as dates are confirmed.

Assessments – Hartzheim Drive

Concrete Street Pavement – two 11 foot drive lanes 2-6 foot parking lanes

\$107.82 per LF - Residential Rate (Reconstruction)

\$129.01 per LF – Commercial Rate (Reconstruction)

Sanitary Lateral - Main to Property Line (Property Owner)

Storm Lateral - Storm Main to Property Line (30% Village – 70% Property Owner)

Water Service – Main to Curb Box

Reconstruction - (Village/Utility Cost)

New Construction - (Developer/Property Owner)



Little Chute

ESTABLISHED 1848

2021 Utility & Street Reconstruction Public Informational Meeting

Meeting Purpose

The 2021 Construction Projects have reached a point in design where we would like to provide residents and property owners with information regarding the planned utility and street reconstruction project adjacent to their property. Please feel free to ask questions or share comments and concerns by using the chat function or by phone. Time will be provided after the presentation to ask questions.

Village Engineering Staff



Chris Lyons
CAD Designer



Christopher Murawski, P.E.
Village Engineer



Laura Braatz
Office Administrative Staff



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- Reduces life cycle costs
- Allows for better decisions regarding resource allocation
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- Allows for more effective financial planning
- Leads to more efficient data management

What are the essential components of a good asset management plan?

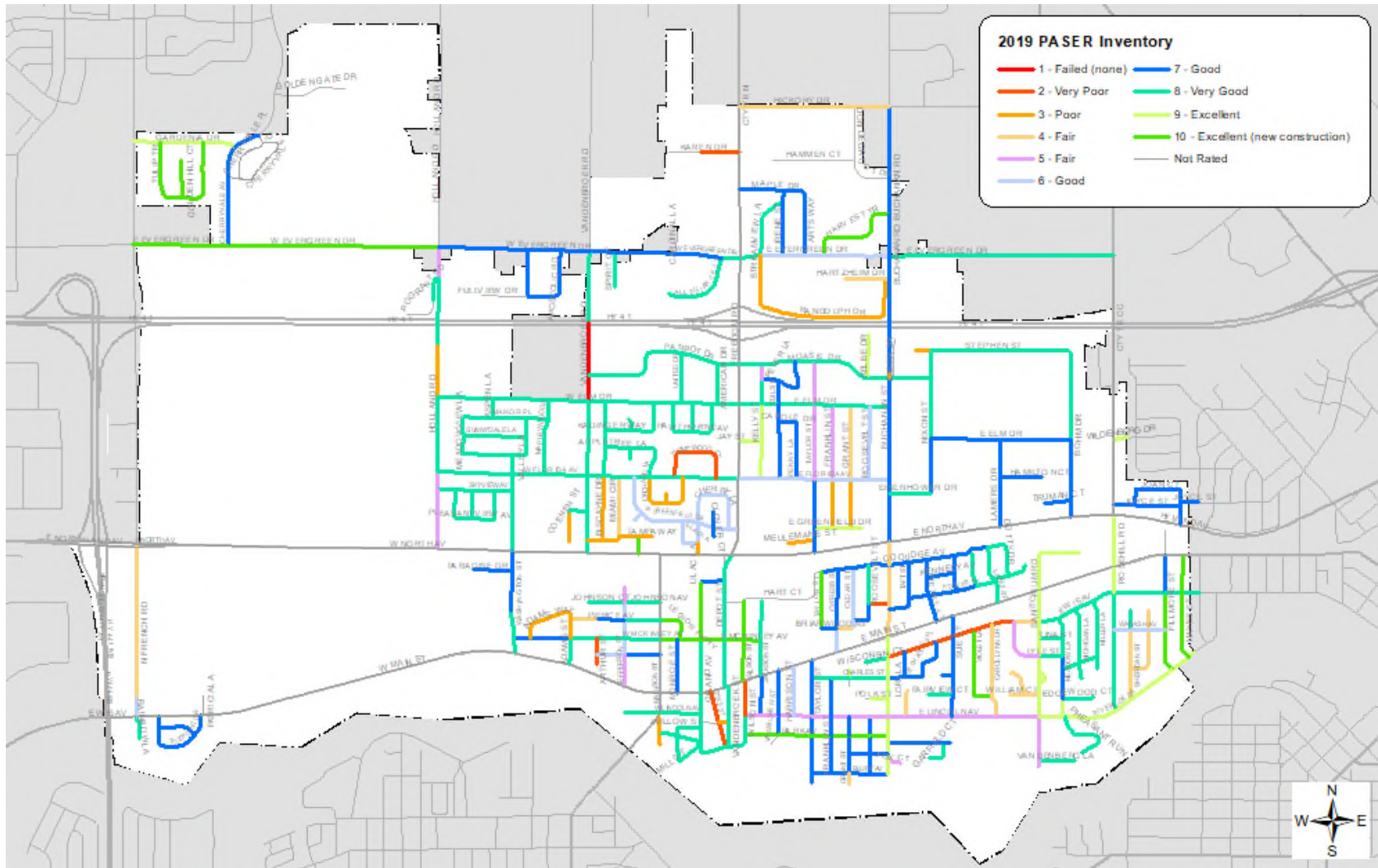
- know the costs involved
- life expectancy of each facility improvement
- meeting public needs at a fair cost
- know risk tolerance
- balance between cost and service

Evaluations and Considerations

- **Pavement Paser Rating Scale**
- **Water main and service laterals**
- **Sanitary sewer and service laterals**
- **Storm sewer and storm laterals** – condition, capacity, water quality (redirect toward ponds)
- **Economic funding source** – Utility funded, Tax Incremental District (TID), special assessment, Grants, etc.

Pavement Paser Rating Scale

(from 1-pavement failure to 10-newly constructed)



Pavement Paser Rating Scale

Rating pavement surface condition 23



RATING 3

POOR — (continued)
Structural improvement required

◀ Alligator cracking.
Edge needs repair
and drainage needs
improvement prior
to rehabilitation.

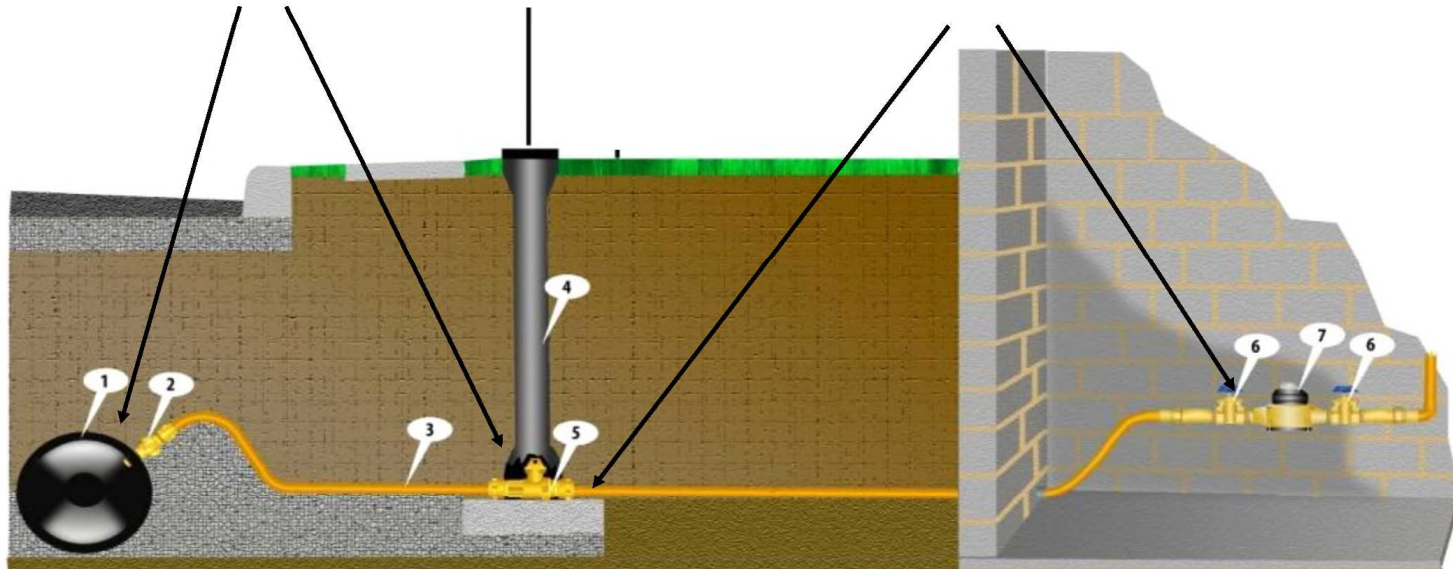
▼ Distortion with patches
in poor condition. Repair
and overlay.



Water Main and Service Laterals - condition, breaks and leaks, existing material, and safe drinking water.

Village owns and maintains the service line from the water main to the curb box

Home Owner owns and is responsible for the water lateral from the curb box to the meter.



Typical Water Service Line

Water Service Laterals

**GET THE
LEAD OUT!**



Find out if
your home
has a lead
water service

Water Service Laterals

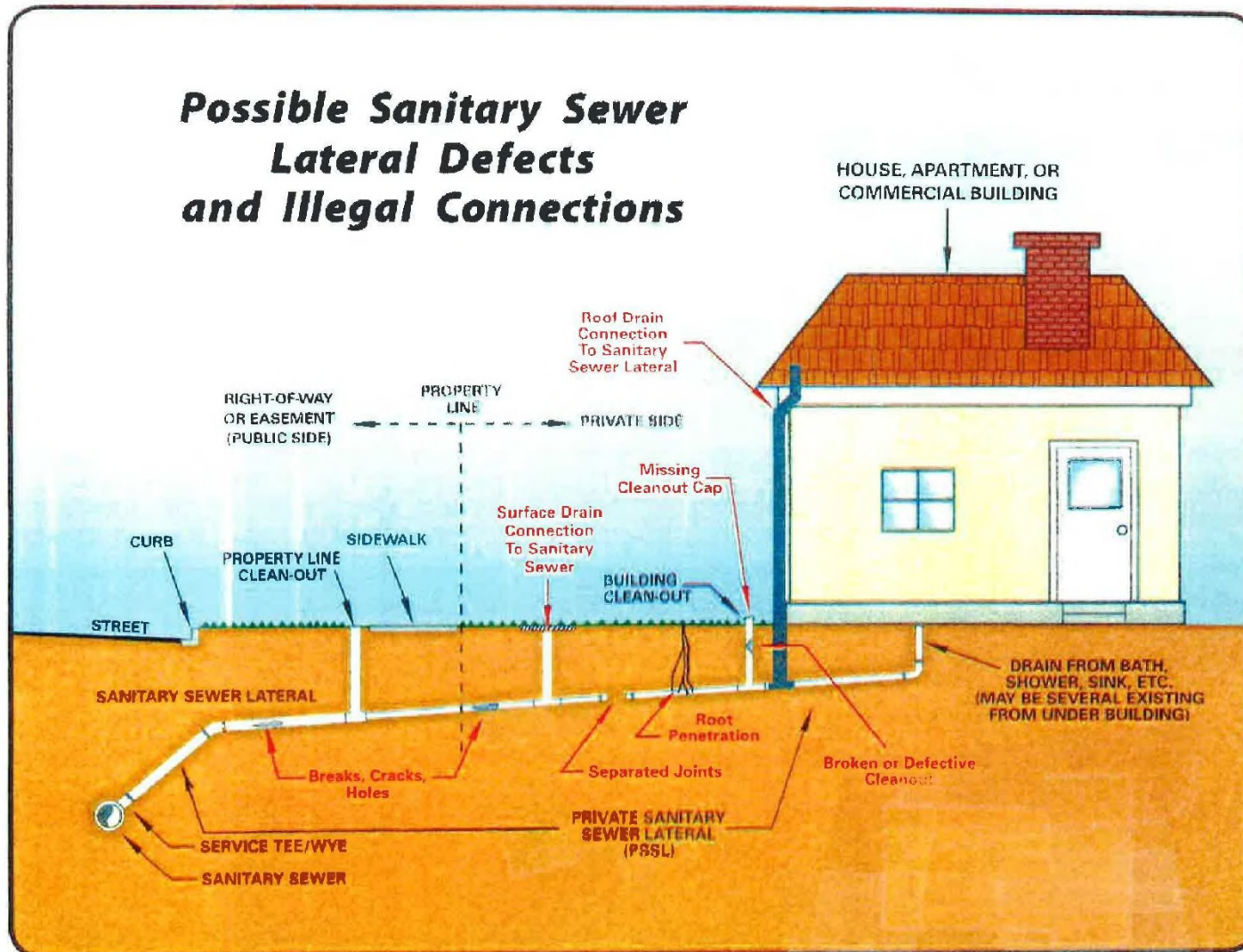


Call the Water Department
for Help: 920-788-7522

Water Department will
contact you to verify if you
have a lead service.



Sanitary Sewer Lateral



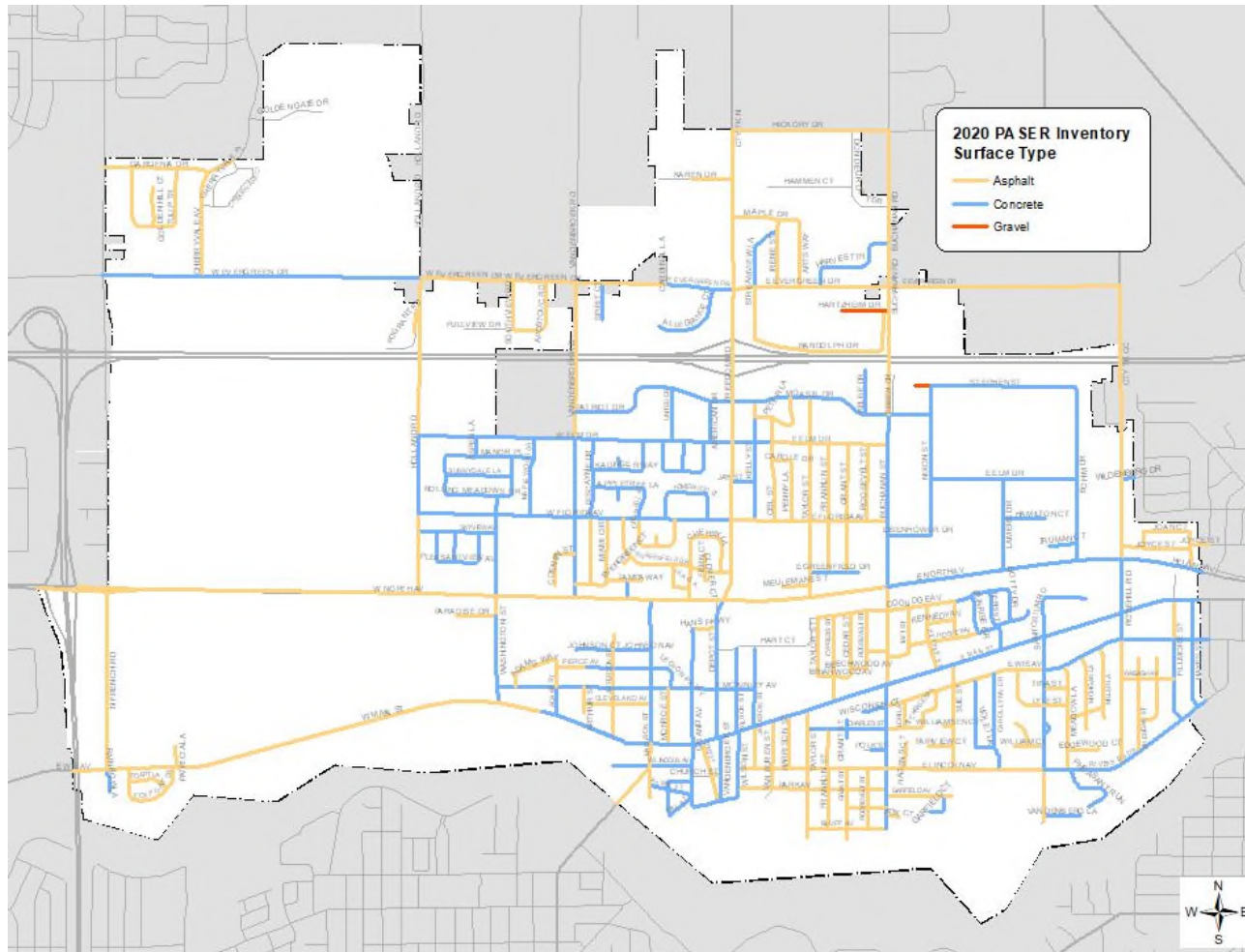
Sanitary Sewer and Service Laterals - condition, existing material, capacity, ground water infiltration or leaking



Evaluations and Considerations Continued

- **Durability** – pavement type
- **Budget** – annual allowance for maintenance and reconstruction
- **Economic Development and Growth**
- **Existing and Future Traffic Demands**
- **Estimated Cost Opinions** – prior to plan development
- **Selection and order of construction** - for 5-year Capital Improvement Projects

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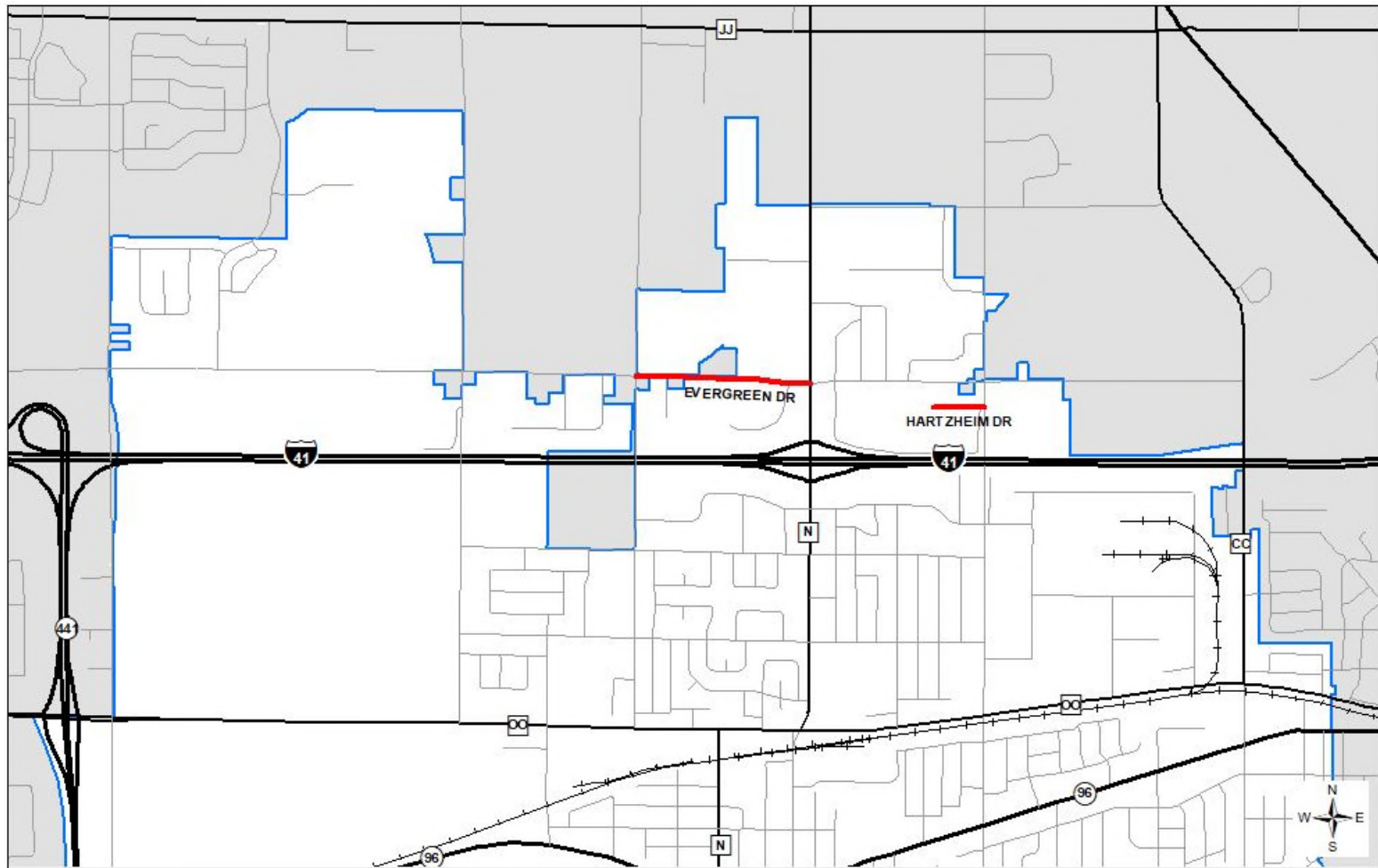


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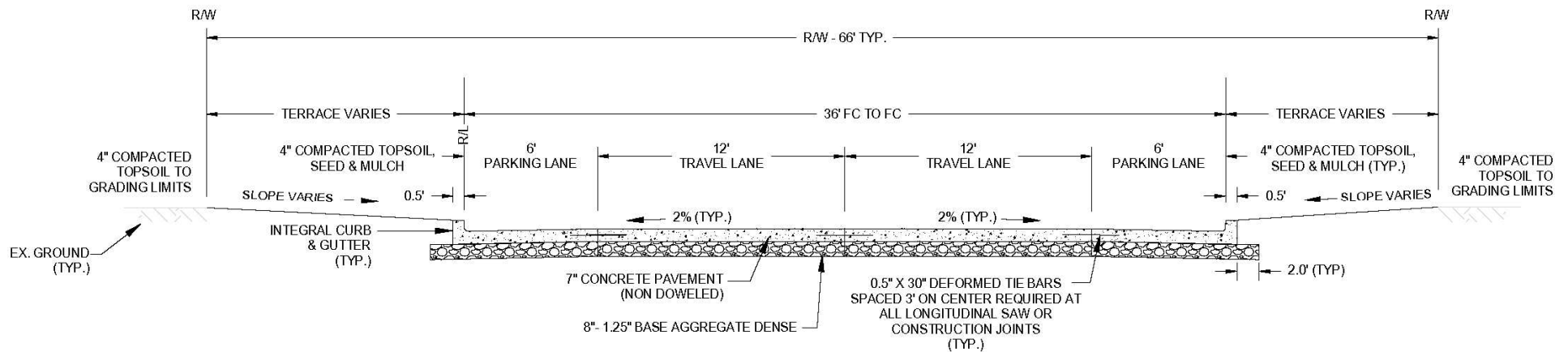
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2021 Utility and Street Reconstruction Project Locations

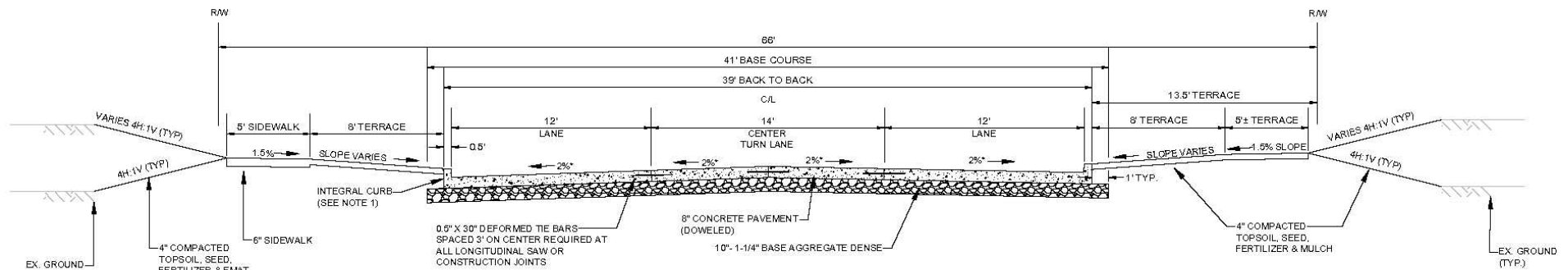


The new pavement section for Hartzheim Drive will comprise of two 12-foot-wide drive lanes and two 6-foot-wide parking lanes.



HARTZHEIM DRIVE PROPOSED TYPICAL SECTION (NOT TO SCALE)

The new pavement section for Evergreen Drive will comprise of two 12-foot-wide drive lanes and one 14-foot-wide dedicated turn lane.



EVERGREEN DRIVE PROPOSED TYPICAL SECTION (NOT TO SCALE)

Typical Construction Order

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(30% Village – 70% Property Owner)

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Reconstruction - (Village/Utility Cost)
New Construction - (Developer/Property Owner)

Do you have
any questions
or comments?



VILLAGE OF LITTLE CHUTE
(Outagamie County, State of Wisconsin)

RESOLUTION NO. 4, SERIES OF 2021

A PRELIMINARY ASSESSMENT/HOOKUP FEE RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER CHAPTER(S) 61.36 AND AS APPLICABLE 66.0701, 66.0703 AND 66.0907, OF THE WISCONSIN STATUTES, AS AMENDED FROM TIME TO TIME (AND AS AMENDED OR MODIFIED BY VILLAGE ORDINANCE).

BE IT RESOLVED by the Village Board of Trustees, Village of Little Chute, as located in Outagamie County, State of Wisconsin, as follows:

1. That the Village Board of Trustees, Village of Little Chute, hereby declares its intention to exercise its police powers under Chapter(s) 61.36, and as applicable 66.0701, 66.0703 and 66.0907 of the Wisconsin Statutes as amended from time to time (and as amended or modified by Village Ordinance) to levy special assessments/hookup fees upon property within the following-described area for improvements upon said property:

- a) **DESCRIPTION OF SPECIAL ASSESSMENT/HOOKUP FEE PROJECT:**
Concrete Streets, New Storm Sewer, Private Storm Sewer Laterals, Private Sanitary Sewer Laterals
- b) **AREA OF SPECIAL ASSESSMENT/HOOKUP FEE IMPROVEMENTS:**
Hartzheim Drive – From Buchanan Street to 1,400 feet west

The special assessments/hookup fees as may be hereinafter determined shall be levied upon all real estate fronting roadways within the above-described area; or individual properties within an area thereby benefited.

2. Said improvements shall include the required cost of construction and installation, including total construction costs, engineering fees, attorneys' fees, and publication expenses, and Village administrative costs and fees.

3. The Village Board hereby determines that all such municipal improvements shall be made under Chapter(s) 61.36, and as applicable 66.0701, 66.0703 and 66.0907 of the Wisconsin Statutes, as amended from time to time (and as amended or modified by Village Ordinance) and that the amount assessed against each abutting parcel is based upon a reasonable basis, being total construction and material costs, including engineering fees, attorneys' fees, publication expenses, Village administrative fees and costs, and other appropriate special assessment proceeding costs. The Village Board of Trustees further determines that all said improvements benefit the property described in Paragraph 1 above.

4. The assessments/hookup fees against abutting property owners (or property owners within the area of special assessment) may be paid in cash or in the number of installments to be determined at the Public Hearing on the proposed assessments and according to the Final Resolution of the Village Board of Trustees of the Village of Little Chute as may be hereinafter adopted.

5. The Village Engineers and/or Village Director of Public Works are directed to prepare an Engineer's Report and/or Director of Public Work's Report consisting of:

- a. Preliminary and final plans and specifications for said improvements.

- b. An estimate of the entire, final, total cost of the proposed construction and installation, including costs of construction, materials, engineering fees, attorneys fees, publication expenses, Village administrative fees and costs, and other appropriate costs of special assessment proceedings.
- c. A schedule of proposed assessments/hookup fees against abutting property prepared under the terms and conditions of Chapter 66.0703 of the Wisconsin Statutes as amended from time to time.
- d. The Engineer's Report and/or Director of Public Work's Report shall state that all such assessments/hookup fees are based upon a reasonable basis, being total construction and material costs, and additional direct or indirect costs as specified above, and that all said special assessments benefit the property(s) being assessed.

Upon completing said Engineer's Report/Village Director of Public Work's Report, the Village Engineers or Village Director of Public Works is directed to file a copy of the same in the office of the Village Clerk for public inspection.

Upon receiving the Engineer's Report/Village Director of Public Work's Report, the Village Clerk is directed to prepare and publish a Class One Notice of a Public Hearing on said Report and upon the Preliminary Special Assessment/Hookup Fees Resolution, as specified in Chapter 66.0703 (7)(a), of the Wisconsin Statutes, as amended from time to time, which Notice of Public Hearing shall state the place and time at which the Report may be inspected and the place and time at which all persons interested, or their agents or attorneys, may appear before the Village Board of Trustees for the Village of Little Chute and be heard concerning the matters contained in said Special Assessment/Hookup Fees Preliminary Resolution and the Village's Engineer's Report or Village Director of Public Work's Report, which shall be a Public Hearing thereon. A copy of the Notice of Public Hearing, together with a scale map (if available) showing the general boundary areas of the proposed assessment district/area, shall be mailed at least ten (10) days before the hearing date to all interested persons whose post office addresses are known. The Public Hearing shall commence not less than ten (10) days nor more than forty (40) days after publication. **The Public Hearing shall be held (Virtually) with limited space available (due to COVID-19 protocol) in the Village Board Room of the Little Chute Village Hall, 108 W. Main Street, Little Chute, Wisconsin 54140, Outagamie County, State of Wisconsin, at 6:00 p.m. on March 24, 2020.**

Date approved and adopted: March 10, 2021

VILLAGE OF LITTLE CHUTE

By: Michael Vanden Berg, Village President

Attest: Laurie Decker, Village Clerk