



AGENDA

LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, March 23, 2022
TIME: 6:00 p.m.

Virtually attend the March 23 Committee of the Whole meeting at 6 PM by following the zoom link here:

Join Zoom Meeting

<https://us06web.zoom.us/j/86750744113>

Meeting ID: 867 5074 4113

Dial by your location: +1 312 626 6799 US (Chicago)

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. Public Hearing—2022 Concrete Assessment Projects

- F. Discussion/Action—Award Contract for Railroad Quiet Zone

- G. Discussion— Pine Street Parking and Pedestrian Mall

- H. Call for Unfinished Business

- I. Items for Future Agenda

- 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 18, 2022



Little Chute

ESTABLISHED 1848

2022 Concrete Paving Construction

**Public Hearing On Proposed Special
Assessments/Hookup Fees for Installation
and Construction of Public Improvements**

Please feel free to ask questions
or share comments and concerns.
Time will be provided after the
presentation to ask questions.
Thank you for your cooperation.

Village Engineering Staff

Christopher L. Murawski, P.E.
Village Engineer
423-3861

Kris Lyons
CAD Designer
423-3866

Bryan Blum
GIS Manager/ Inspection
423-3863

Dave Mattson
Survey Manager
423-3862

Laura Braatz
Administrative Assistant
423-3865

Rob Olkiewicz
Construction Manager
423-3861

2022 Concrete Street and Sidewalk Construction Project Information

The street construction is necessary on **Cherryvale Avenue** to remove the temporary asphalt and install the final concrete surface.

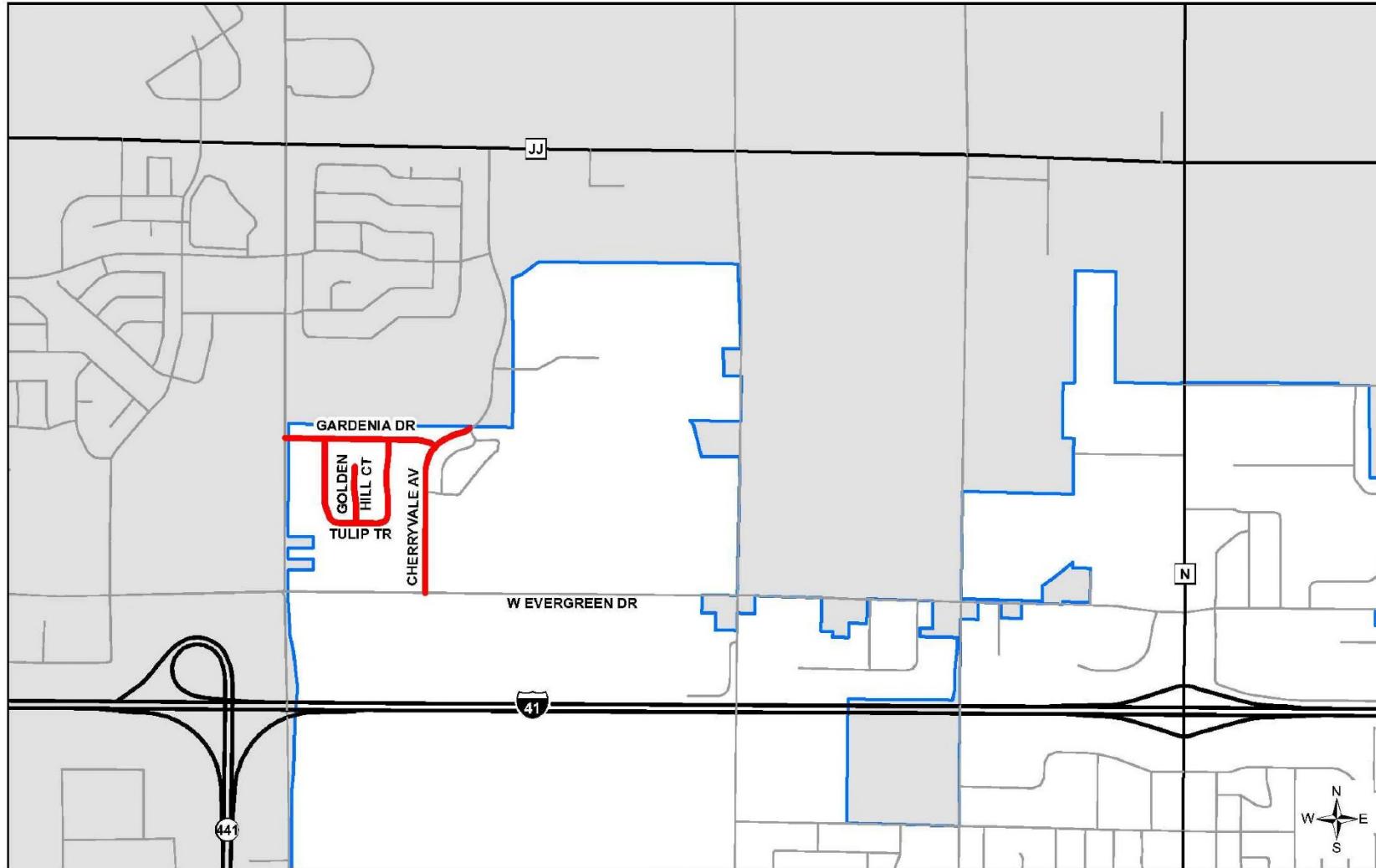
(Assessment Project)

Crosswinds Estates (Gardenia Drive, Tulip Trail & Golden Hill Court) sidewalk installation is

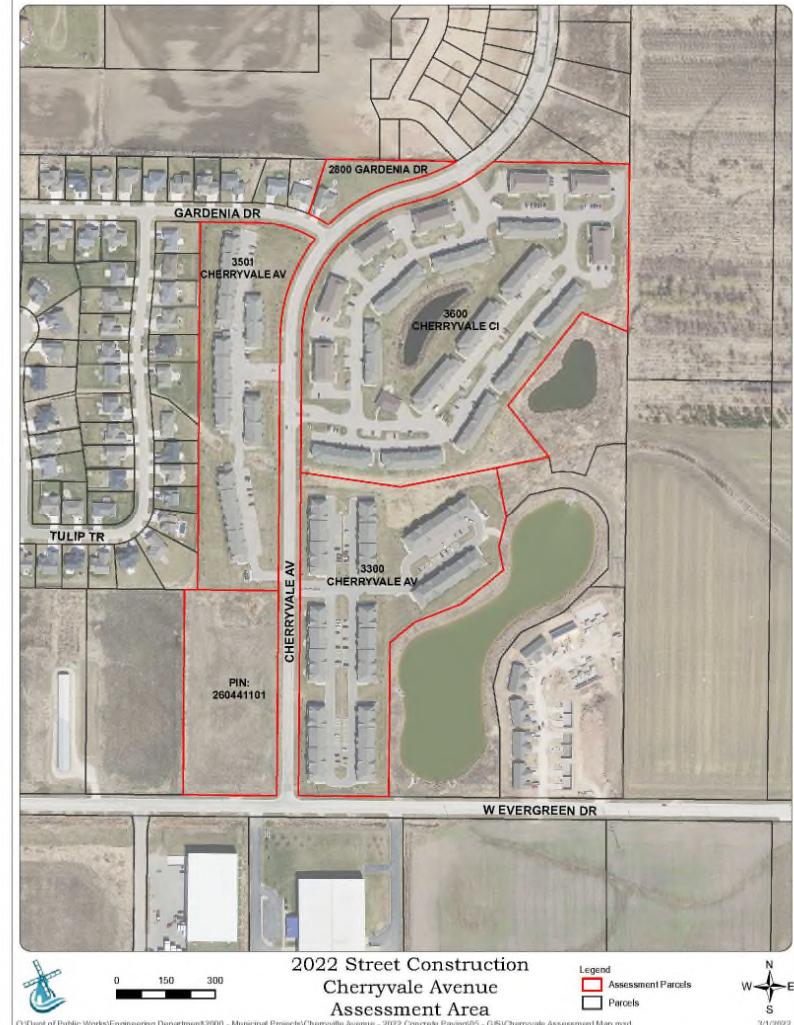
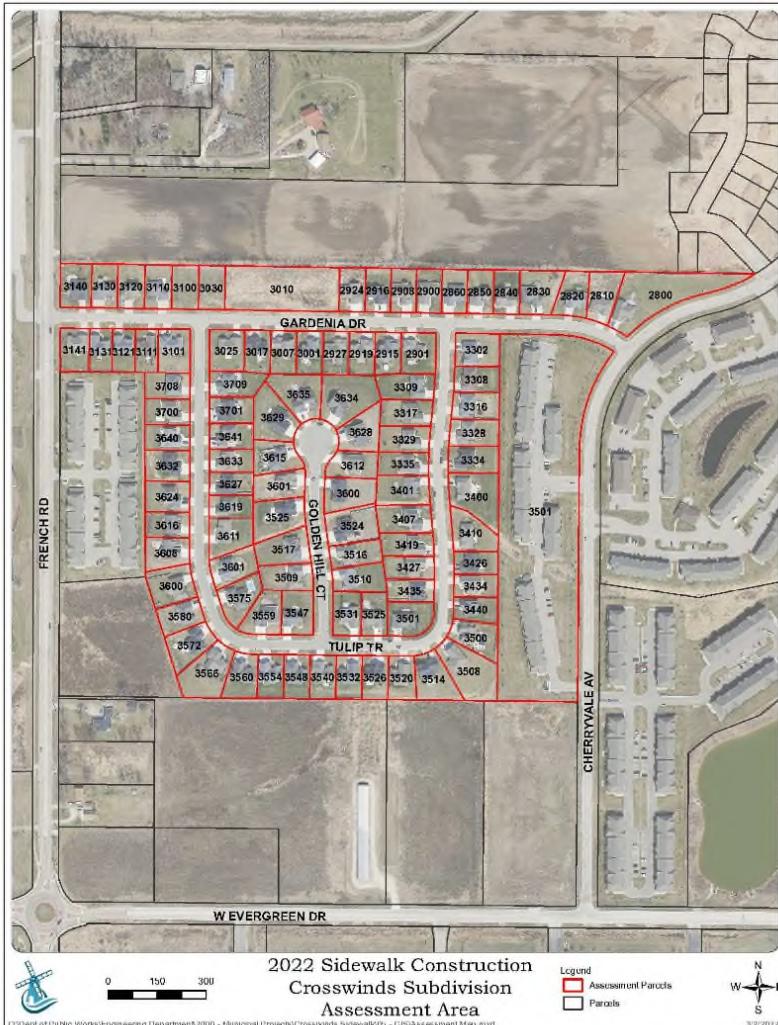
required because project buildout is complete.

(Assessment Project)

2022 Concrete Street & Sidewalk Construction Project Locations



2022 Concrete Street & Sidewalk Construction Project Locations



Public Hearing On Proposed Special Assessments/Hookup Fees

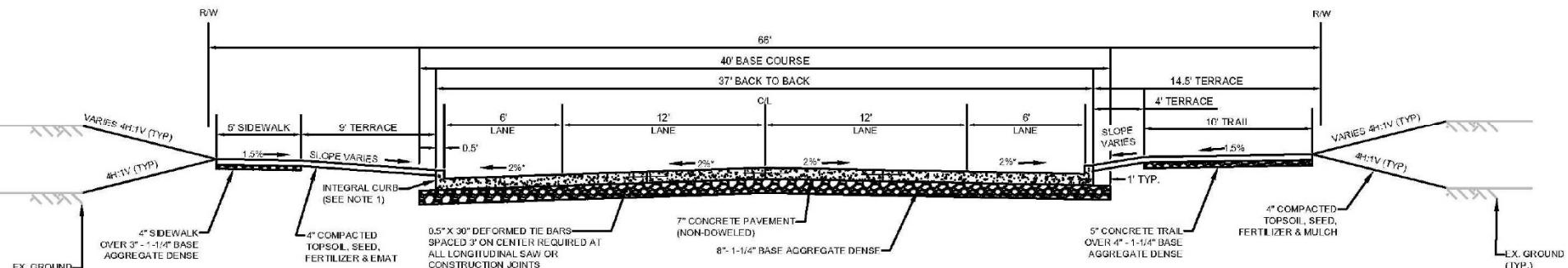
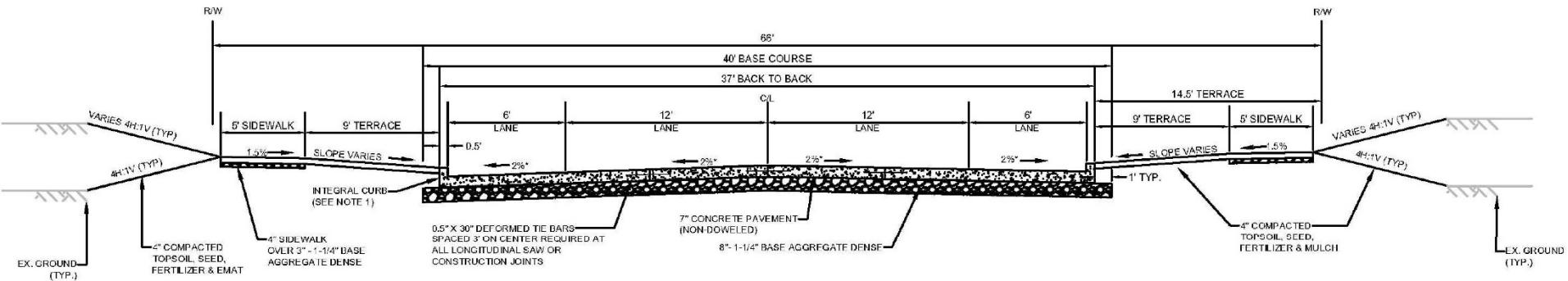
The 2022 Concrete Paving Construction Projects are complete and ready for bid. The Preliminary Engineer's report is available for review with an estimated value of the assessment to be levied against each affected parcel for the proposed benefits being constructed. Please do not hesitate to ask questions or share comments and concerns with the Village staff.

Typical Construction Sequence

Project Duration from May to October

- Limited Storm Sewer Installation
- Street Excavation
- Sub Base Installation
- Concrete Placement (Typ. Street then Sidewalk)
- Terrace Restoration
- Signage and Pavement Marking Installation

The new pavement section for **Cherryvale Avenue** will comprise of two 12-foot-wide drive lanes and two additional 6-foot wide lanes.



Cherryvale Avenue Assessment Rates

Preliminary Engineer's Report, (March 8, 2022)

Concrete Street Pavement - Two 12 foot drive lanes 2-6 foot parking lanes

\$107.82 per lineal foot - Residential Rate (Per Development Agreement)

\$180.37 per lineal foot – Actual Cost (First Time Construction)

Sidewalk with Apron – Actual Cost, **\$10.56 per square foot installed**

4-inch Sidewalk (Cherryvale Avenue) – Actual Cost, **\$40.87 per lineal foot**

(No assessment charges for multi-use trail on Cherryvale Avenue)

Crosswinds Estates Assessment Rates

Preliminary Engineer's Report, (March 8, 2022)

4-inch Sidewalk (Crosswinds Estates) – Actual Cost, **\$55.76 per lineal foot**

Included in Concrete Pavement Assessment

Street Excavation

Removal of remaining pavement, sub base, curb and gutter, topsoil, vegetation, or any other obstructions.

Sub Base Installation

Install and grade crushed aggregate to function as road base.

Concrete Placement

Installation of street pavement and curb, replacement sidewalk, sidewalk ramps and driveway aprons.

Approximately one week of concrete cure time required between placing adjacent concrete items.

Terrace Restoration

Shape terrace areas, install topsoil and seed.

Frequently Asked Questions about Construction & Special Assessments

Common Questions for Village Street Improvement Projects – 2022 Concrete Paving Projects

What are special assessments?

A special assessment is a charge made by the Village to the property owners to pay for the cost of improvements which are constructed to serve the adjacent properties. Special assessments are a means by which the Village distributes the cost of constructing improvements to those properties which are benefited. The Village follows the procedures contained in Section 66.0701 and 66.0703, Wis. Stats. And the Village of Little Chute's Municipal Code, for levying special assessments.

Why do I have to pay special assessments if I am already paying property taxes?

Special assessments for new construction is paid by the property owners.

All property owners in the Village benefit from an ongoing program of street construction but abutting property owners realize a greater benefit of improvements which serve their properties.

What improvements are assessed?

Typically the Village assesses for new street construction, street reconstruction, new drive approaches, new sidewalk installation and/or replacement, building sewer laterals, alley paving, and new construction of mains for storm sewer, sanitary sewer and water supply.

Will my driveway be replaced?

For this project, the driveway approach, including the sidewalk section through the driveway, will be constructed as part of the concrete street paving. This is the portion of your driveway that resides in the public right of way.

Sidewalks will be installed and will have a separate special assessment unit rate.

How will garbage and recycling pickup be affected?

The Village will endeavor to maintain your regular garbage pick-up schedule. Unless notified otherwise, please leave your polycart out until it is emptied. If you experience problems or have questions during construction, please contact Public Works at 920-423-3865 (for garbage issues) and Orion Waste Solutions at 920-759-0501 (for recycling concerns).

Can the Contractor perform work on my private property?

The Village does not get involved with coordinating construction on private property. You may contact the Contractor individually to contract work with them privately.

Minimal transition work in lawn areas should be expected but if the property owner requests an easement one can be provided to document the extent of disturbance and the duration of the temporary construction easement. Because this work is considered to be a benefit to the property owner it is the Village's policy that no cost for the easement will be provided to the property owner. If permission to access the property is denied the construction work will end at the property line and the property owner will be required to complete the transition work using the established design elevations at the Right of way.

What happens if I witness something dangerous in the construction zone?

Please inform the project inspector or the Village offices as soon as possible. Appropriate staff will attempt to remedy the situation. If it is an emergency, contact 911.

How long will the project take?

Depending on the project complexity and weather, it will take approximately 12 weeks to complete the work. There may be times during this period when you will be inconvenienced by construction equipment and delays. We realize this will be an interruption to your normal routine and the Village appreciates your willingness to bear with the process.

What are the typical hours of construction?

Construction hours are from 7:00 am to 8:00 pm. Some exceptions may occur due to weather conditions or approaching deadlines. There may exist the need for saw cutting of the newly poured street outside of the typical construction hours. The timing of this sawing is critical to preclude random cracking from occurring. We apologize in advance for this inconvenience, but it is necessary to protect the integrity of the newly poured concrete panels.

Will my utilities (water, sewer, phone, cable, etc.) be affected?

The Village anticipates no interruptions to your utilities during the street construction. Private utilities, however, such as gas, electric, or phone may have work unrelated to this project scheduled to occur during this same time period.

What kind of access can I expect during construction?

Driveway access will be temporarily restricted throughout the project (Cherryvale Avenue). Often this will occur when work is being completed in front of or adjacent to the property. Driveway access will remain available so that parking areas are available to residents of the apartments.

Driveway access will be restricted for an extended period during the construction of the pavement, driveway approaches and driveway sidewalks (Cherryvale Avenue). Gapping the driveway will be utilized to maintain access.

Where should I park?

For this project residents should have no change where they normally park. Please be advised that during normal construction hours vehicles are required to be located outside of the public right of way.

What if I need special access to my property?

Simply call the Village Engineering Office and arrangements will be made to talk to you about your needs. If something comes up without notice, the Contractors will be informed to help as much as possible to avoid harm to person or property.

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

How will this affect emergency services?

There should be no impact to emergency services. They are informed daily and instantly if changes in traffic occur. Construction equipment will provide access and move out of the way if emergency services are present.

Do I need to do anything with my sump pump or roof drains?

Roof drains are not allowed to connect to the storm lateral that will be provided. The storm lateral is intended for the building sump pump. Property owners located in the Village of Little Chute are required to connect to the new lateral for your sump pump.

What will happen to mail delivery and my mailbox?

The proposed concrete paving projects will not require removal of mail boxes or will the apartment driveway entrances be fully closed. If the mail courier feels it is a risk to deliver the mail because of construction, they may make the decision to not provide mail service on that particular day. If this occurs the property owner/apartment occupant will need to make arrangements with the post office for mail service, if discontinued for any length of time. We will work with the contractor from preventing this from occurring.

Dust and Noise

Street construction is a process during which you can expect to endure a fair amount of noise and dust. We ask for your patience and understanding as we make the necessary improvements to your street. Thank you in advanced for your cooperation.

Communication Updates

The Village will use a variety of methods to communicate with you. Public meetings, the postal service, and/or doorstep memos and notices are standard. Once construction has started, bi-weekly updates will be posted on the Village website at www.littlechutewi.org. Of course we are always available by telephone if you should have questions that arise during the project.

Do I need to do anything before construction starts?

Please remove any irrigation, landscaping, walls, rocks, electric pet fences, and other items within the right of way you want to preserve during construction. If items are not removed, the Contractor will remove and discard them. Also, contact the Village if those items reside on your property to minimize impacts.

Please try to attend the walk through on-site public informational meeting. This meeting with the Village engineering staff will occur prior to construction and is provided to inform residents of what can be expected during construction.

What should I expect after construction is completed?

The Contractor will have top soiled, seeded, and mulched all areas disturbed by the construction. It is the property owner's responsibility to water the seeded areas and cut the newly established grass. By providing the same lawn care in the right of way as the property owner's lawn will ensure the grass seed will germinate and grow while preventing weeds from taking over the area. Please do not use weed killer during the first year of lawn development.

How much is this street improvement going to cost me?

The cost each property owner will pay is based on the lineal footage of the street frontage or square foot area of the driveway apron. Sidewalk costs are based on the lineal feet of sidewalk installed per lot. Lots with multiple frontages receive corner lot credit(s) per Village ordinance. Each property's preliminary assessment charge is calculated and published in the "Preliminary Engineer's Report" and are available for review with the plans at your convenience after the Public Hearing.

Payment options are provided on the following page.

What are my options for payment?

The Village offers the following payment options:

- **Pay Entire Assessment:** If you pay by the due date shown on the enclosed statement (60 days for special assessments) you will avoid any interest charges. If the assessment is not paid in full by the due date, the Village will start to accrue interest monthly at an annual rate determined by what rate the Village attains on its debt issue for the project. The rate assessed in 2020 and 2021 was 2.5% and 1.65 % respectively.)
- **Annual Installment:** An annual installment plan with the Village of no less than one year and generally up to five years is available. The term on the plan is dependent upon the amount of your bill (installment minimum is \$300 per year).

A property owner is responsible for making their annual payment before November 1 of each year to avoid placement of the special assessment installment on your property tax bill. By default, if we do not receive a required payment **before** November 1 each year the amount shown on the statement you will receive will automatically be placed on your tax bill as a special assessment beginning with the 2022 tax bill. Special Assessments are due on the first installment of your tax bill.

Please note the Village does not have a prepayment penalty on special assessments. An outstanding special assessment plus accrued interest can be made at any time. Interest is calculated ***monthly*** on the balance of your assessment as of the 1st of each month.

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

NOTICE OF PUBLIC HEARING

PROJECT: 2022 Concrete Street and Sidewalk Construction Projects

SPECIAL ASSESSMENT AREA OF PROJECT:

Cherryvale Avenue – From W. Evergreen Drive to Gladiolus Place (Village Limits)
Gardenia Drive – From French Road to Cherryvale Avenue (sidewalk only)
Tulip Trail – All of Tulip Trail, from Gardenia Dr. to Gardenia Dr. (sidewalk only)
Golden Hill Court – All, From Tulip Trail to Terminus (sidewalk only)

**NOTICE OF PUBLIC HEARING ON PROPOSED SPECIAL ASSESSMENTS/HOOKUP FEES FOR
INSTALLATION AND CONSTRUCTION OF PUBLIC IMPROVEMENTS, AS SET FORTH ABOVE, TO BE
CONSTRUCTED/INSTALLED WITHIN THE VILLAGE OF LITTLE CHUTE.**

PLEASE TAKE NOTICE that the Village Board of Trustees, Village of Little Chute, as located in Outagamie County, State of Wisconsin, has declared 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 and Village Ordinances, as amended from time to time, to levy special assessments/hookup fees upon property located within the above-described area for the purpose of paying for the installation and construction of the project set forth above. That all said special assessment/hookup fees, when levied, shall be based upon a reasonable basis, being total and complete construction costs, including engineering fees, attorneys' fees, publication costs, Village administrative costs and fees, and all other costs related to said special assessment proceedings.

The Report of the Village Engineer for the Village of Little Chute showing preliminary plans and specifications, an estimate of the entire and complete cost of installation and construction and proposed assessments, is on file in the Administrative Offices and Finance Department, 108 West Main Street and may be inspected on any business day, beginning March 9, 2021, between the hours of 8:00 A.M. to 4:30P.M.

YOU ARE FURTHER NOTIFIED that the Village Board of Trustees, of the Village of Little Chute, **will hear all persons interested**, or their agents or attorneys, concerning matters contained in the Preliminary Special Assessment/Hookup Fees Resolution and the Village Engineer's Report on:

**Wednesday, March 23, 2021 at 6:00 p.m. in the Village Board Room at the
Little Chute Village Hall, 108 W. Main Street, Little Chute, WI 54140**

All objections will be considered at said hearing and thereafter, the amount of special assessments/hookup fees will be determined by the Village Board of Trustees pursuant to any Final Assessment Resolution levying special assessments/hookup fees as thereafter voted upon, passed and adopted by the Village Board of Trustees.

Dated this 3rd day of March 2022

Laurie Decker, Village Clerk

VILLAGE OF LITTLE CHUTE

Requests from persons with disabilities who need assistance to participate in this 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

Publish: March 9, 2022



Item For Consideration

For Board Review On: 3/23/2022

Agenda Item Topic: Award Contract for Railroad QZ

Prepared On: 3/18/2022

Prepared By: Village Engineer

Report: On March 17, 2022 bids were opened at 2:00 PM to provide infrastructure improvements to begin implementation of a railroad quiet zone in the Village of Little Chute. Two bids were received ranging in cost from \$233,825.45 to \$246,474.10.

Fiscal Impact: The low bid was submitted by Vinton Construction Company from Two Rivers, WI in the amount of \$233,825.45 as compared to the capital improvement construction budget of \$263,247.00. This contractor appears to be a responsible bidder and qualified to perform the work.

Recommendation/Board Action: It is the recommendation of the Village Engineer to award the Railroad Quiet Zone Implementation Project, Contract Number 2022005 to Vinton Construction Company of Two Rivers, WI in the amount of \$233,825.45.

Respectfully Submitted,
Christopher L. Murawski, P.E.
Village Engineer



Item For Consideration

For Board Review On: 3/23/2022

Agenda Item Topic: Pine Street Parking and Pedestrian Mall

Prepared On: 3/9/2022

Prepared By: Village Engineer

Report: The Village Engineer is seeking final input as to any desired plan changes to the bid documents for this project. Plans were developed with the construction budget in mind and from previous design requests made by the Village Board during site plan development. Amendments to the bid are still possible as well as extending the bid opening to a later date. The Village is under no obligation to award this project and may choose to postpone or redesign if circumstances dictate. As prepared the bid plans do meet the Villages goals for this project.

Fiscal Impact:

Current Cost Estimate for Improvements

Engineer's Estimate

Sanitary	\$ 50,570.00
Storm	\$242,618.50
Water	\$ 27,705.00
Paving	\$ 665,261.97
TOTAL	\$986,155.47

Electrical Costs for Above vs. Below Ground Costs

	Above Ground	Below Ground
Type II Base	\$ 2,000.00	\$ 6,000.00
2" Conduit	\$ 1,235.00	\$ 7,552.50
KU Costs	\$27,693.00	\$ 60,130.00
A/C Unit	-	\$ 11,600.00
Buildings UG	\$ 5,000.00	\$ 27,850.00
TOTAL	\$35,928.00	\$113,132.50

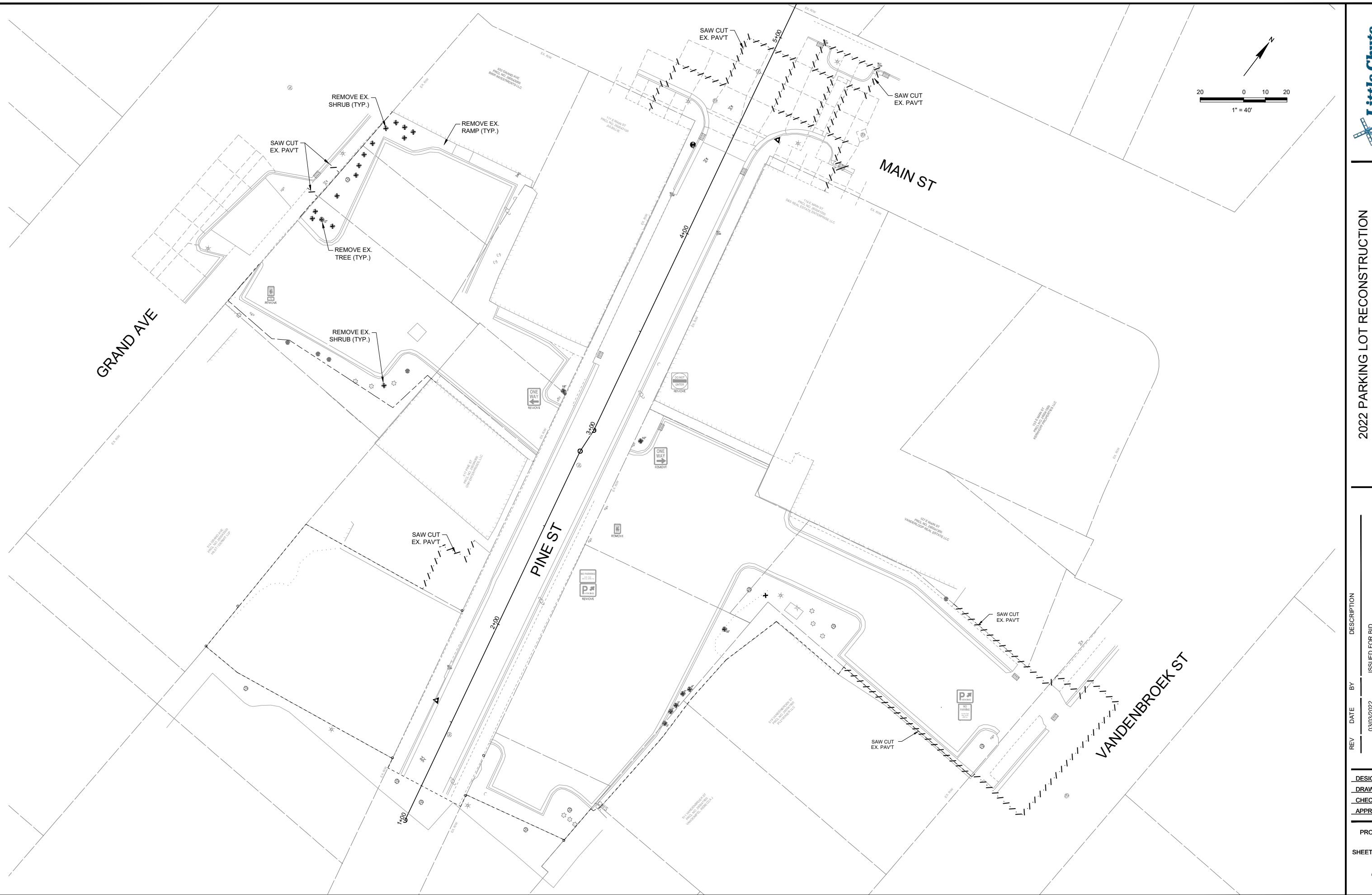
Add the Engineer's Estimate Total (\$986,155.47) to the KU Cost and Building UG (\$35,928) and 8 trees (\$1,200) would bring the total project cost to **\$1,023,238** as compared to current construction budget of **\$1,190,072**.

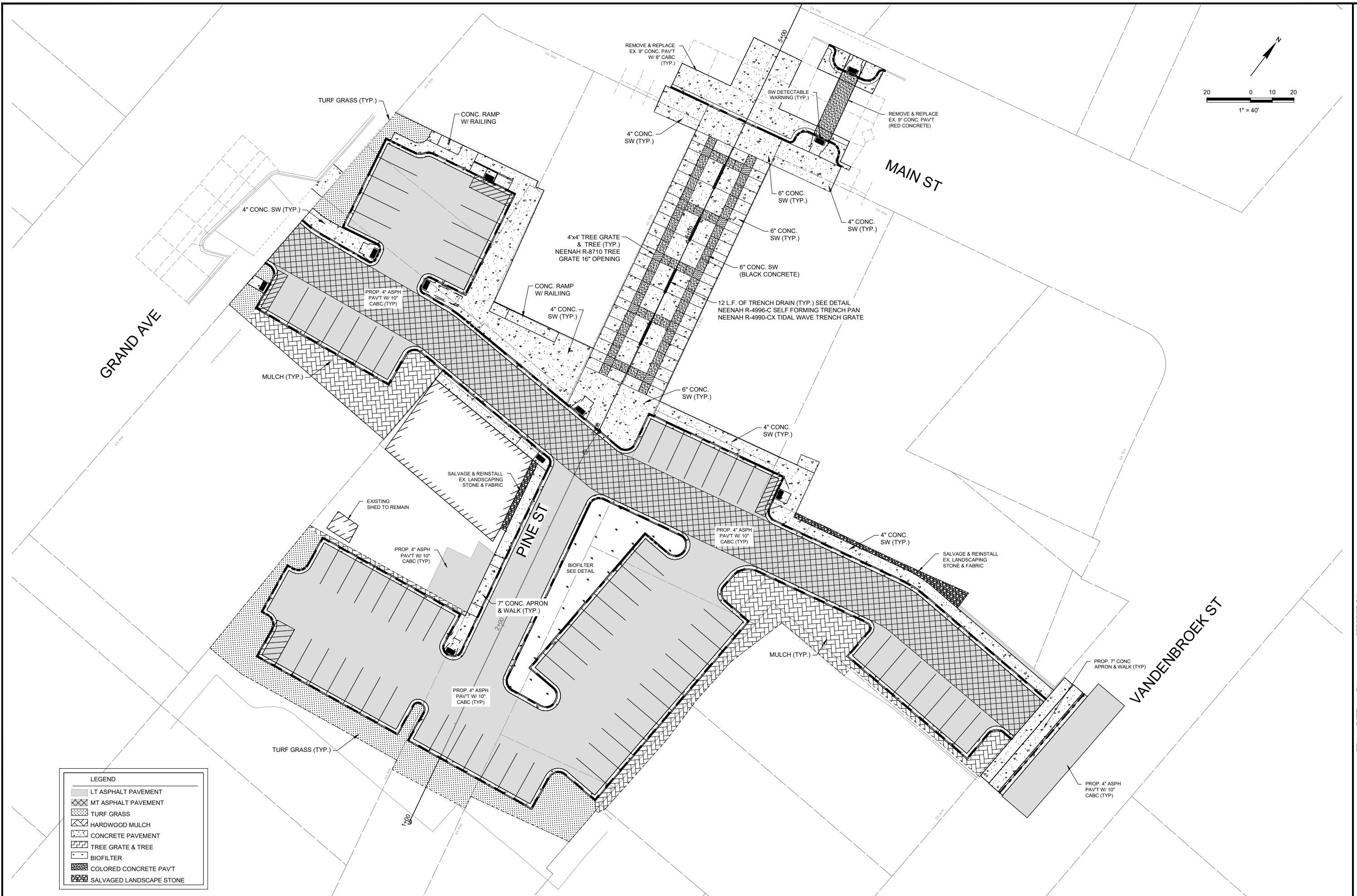


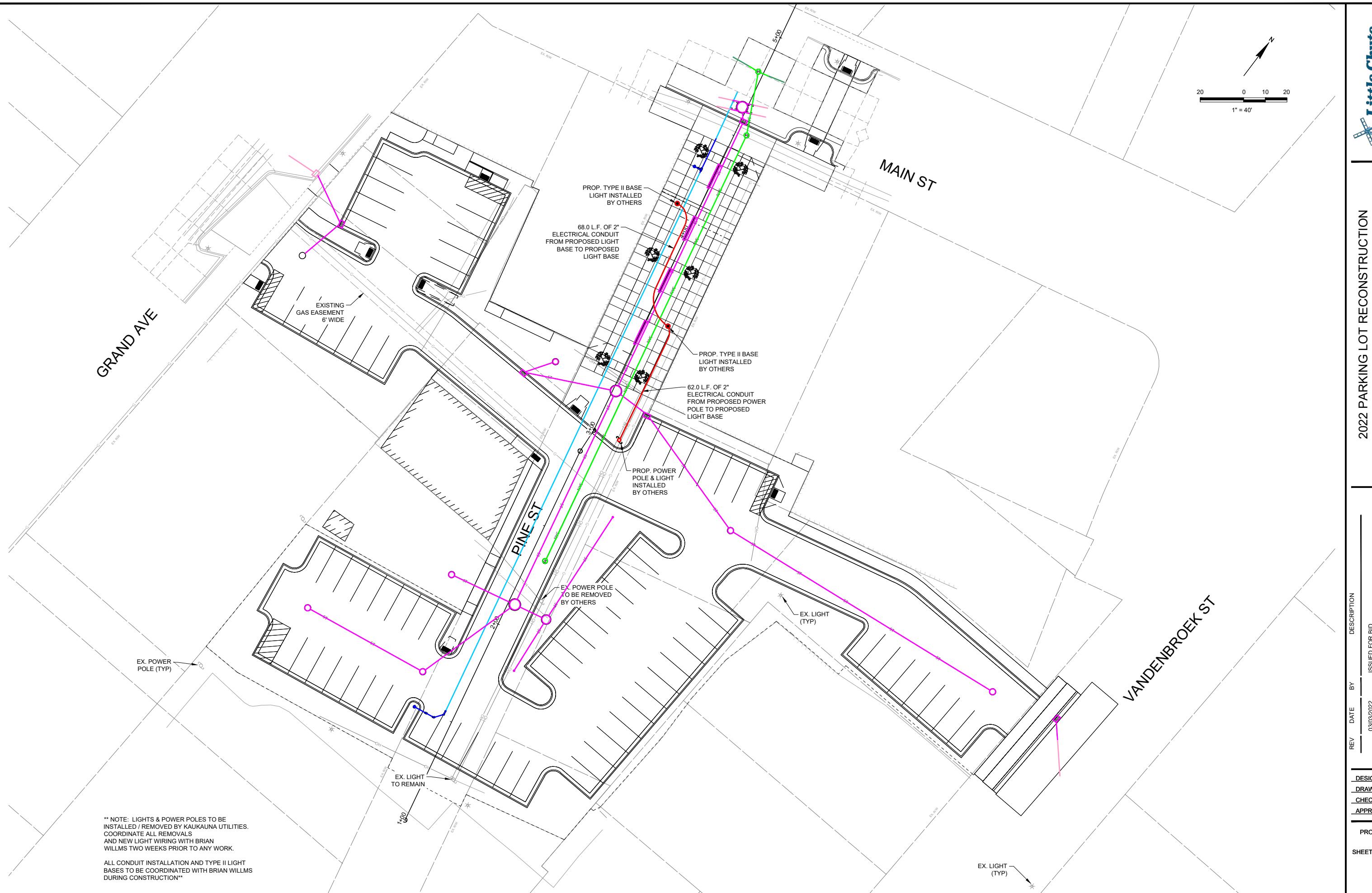
Item For Consideration

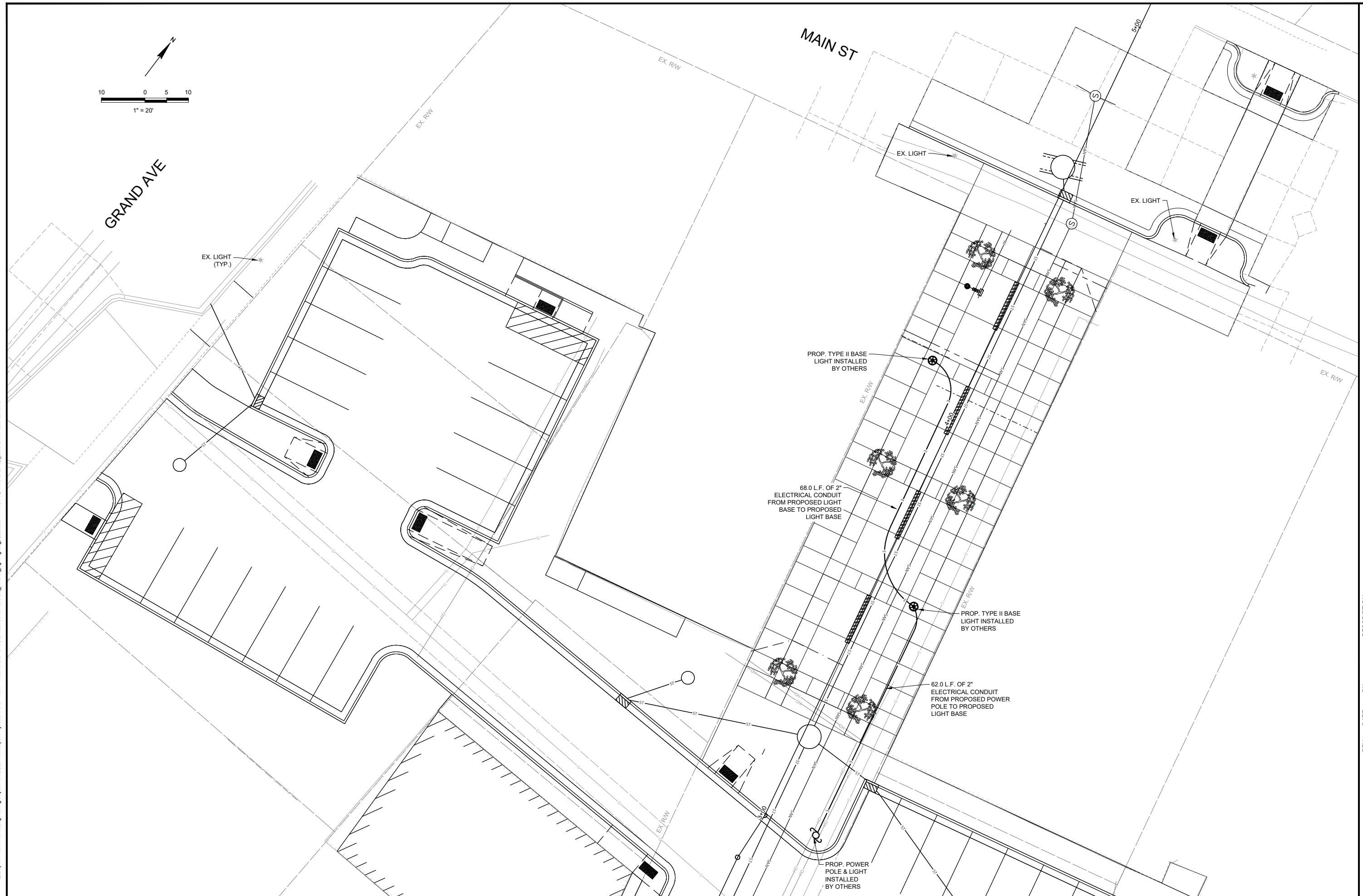
Recommendation/Board Action: The Village Engineer is recommending to move forward with the bid process and make amendments to the bid documents for any minor changes. If additional amenities are desired, additional funding will be required.

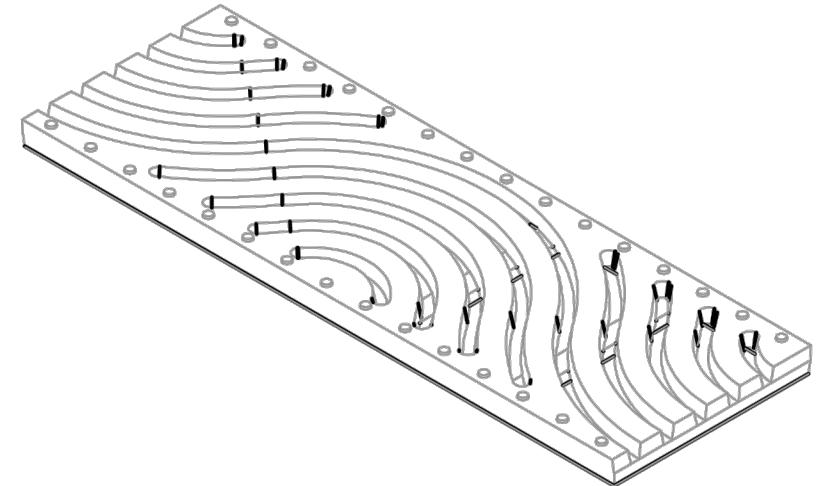
Respectfully Submitted,
Christopher L. Murawski, P.E.
Village Engineer









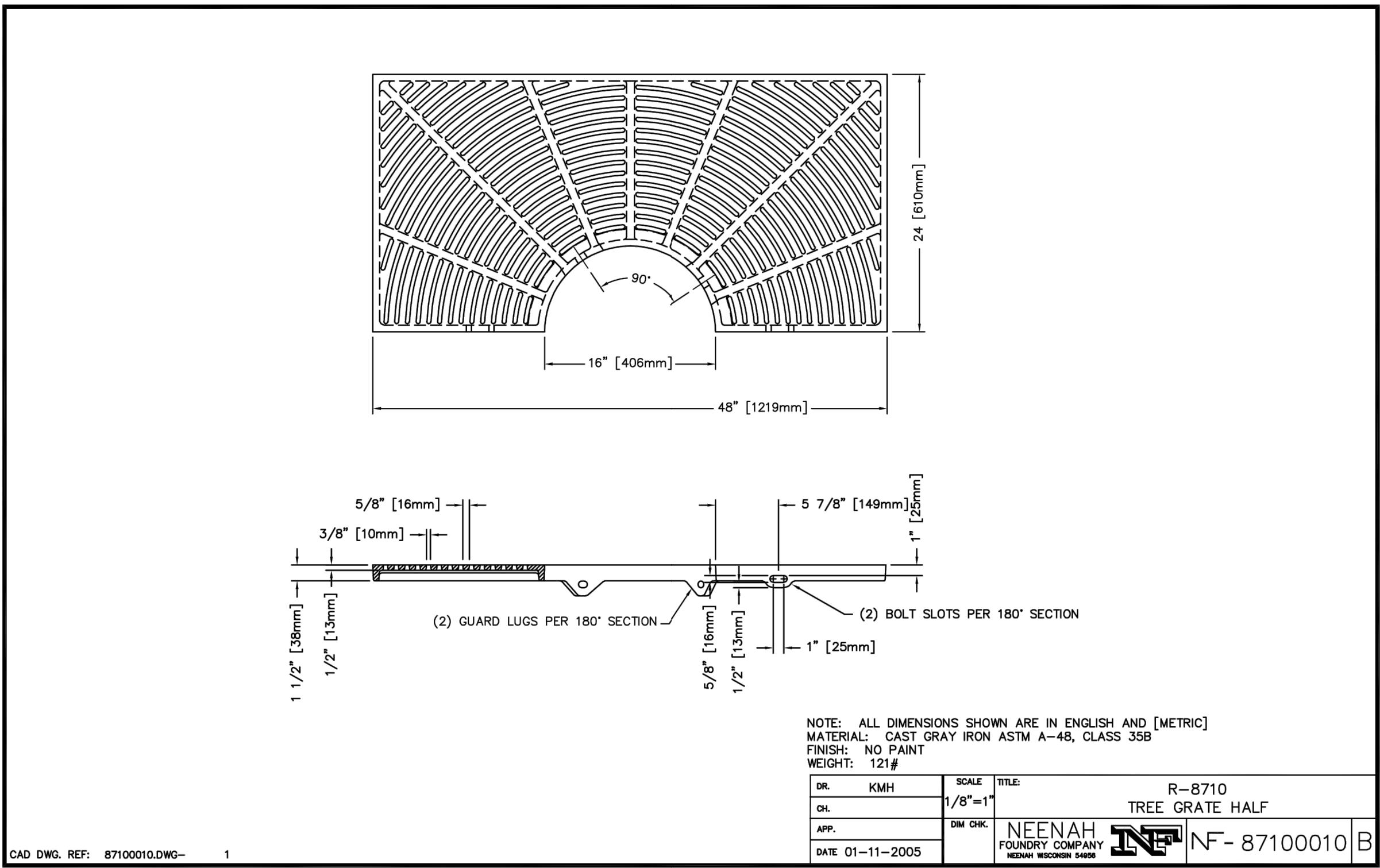


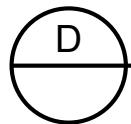
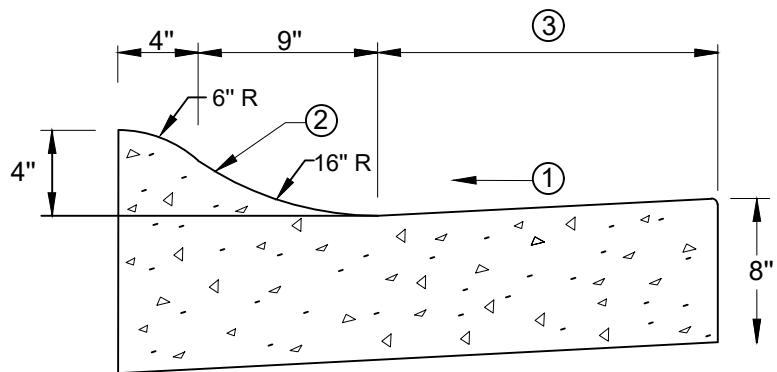
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MOUNTABLE CURB

NOT TO SCALE

- ① USE 4% GUTTER CROSS SLOPE UNLESS OTHERWISE NOTED IN PLANS
- ② UNLESS OTHERWISE NOTED, FOR STAKING PURPOSES THE FACE OF CURB IS 6" FROM THE BACK OF CURB
- ③ CONCRETE CURB AND GUTTER 4-INCH MOUNTABLE 30-INCH = 17" INCHES
CONCRETE CURB AND CUTTER 4-INCH MOUNTABLE 36-INCH = 23" INCHES