



Village of

# Little Chute

## AGENDA

### LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall

DATE: Wednesday, February 11, 2015

TIME: 6:00 p.m.

- A. Call to Order
- B. Roll Call
- C. Public Appearance for Items Not on the Agenda

1. Approval of Minutes
  - Minutes of the Regular Board Meeting of January 21, 2015*
  - Minutes of the Committee of the Whole Meeting of January 28, 2015*
  - Minutes of the Regular Board Meeting of February 4, 2015*
2. Report of Minutes:
  - Minutes of the Design Review Board Meeting of August 26, 2014*
  - Minutes of the Water Commission Meeting of November 18, 2014*
  - Minutes of the Plan Commission Meeting of December 8, 2014*
3. Presentation: 2016-2019 Capital Improvement Plan (CIP)
4. Discussion/Action—Resolution #5 for Exception to Standard Request For The Grand Avenue and E. McKinley Avenue Reconstruction Project
5. Unfinished Business
6. Items for Future Agenda
7. 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 or email [laurie@littlechutewi.org](mailto:laurie@littlechutewi.org).      Prepared: February 6, 2015

## MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 21, 2015

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

### **Pledge Allegiance to the Flag**

President Vanden Berg led members in the reciting of the Pledge of Allegiance.

### **Roll call of Trustees**

PRESENT: Michael Vanden Berg, President

James Hietpas, Trustee

John Elrick, Trustee

Skip Smith, Trustee

Brian Joosten, Trustee

Larry Van Lankvelt, Trustee

EXCUSED: Bill Peerenboom, Trustee

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

PRESENT: James Fenlon, Village Administrator

Chief Misselt, FVMPD Police

Tom Flick, Director of Parks, Recreation, and Forestry

Michael Menghini, Village Attorney

Jeff Elrick with Public Works

Laurie Decker, Village Clerk

Jim Moes, Community Development Director

Teri Matheny, Finance Director

OTHERS PRESENT: Interested citizens, Media Reps.

### **Public Appearance for Items Not on the Agenda**

None

### **Approval of Minutes**

*Minutes of Regular Board Meeting December 17, 2014*

*Moved by Trustee Smith, seconded by Trustee Van Lankvelt to approve the minutes as presented.*

Ayes 6, Nays 0 – Motion Carried

### **Discussion/Potential Action—Street Assessment Policy for 2015**

At the request of the Village Board, the staff has reviewed the current special assessment policy for street paving for possible changes. The current policy set a flat rate based on street width for reconstructed concrete streets and a 30% Village - 70% property owner split for asphalt. Attached please find a revised policy for street assessments. The proposed policy would set assessment rates based on street design instead of street width. For residential zoned properties there are three proposed rates. These rates are based on the number of driving and parking lanes. The proposed rate for two driving lanes would be \$81.70. The proposed rate for two driving lanes and one parallel parking lane would be \$95.10. The proposed rate for two driving lanes and two parallel parking lanes would be \$107.82. For all other zoning (i.e., commercial, industrial, etc.) there would be two rates. The reason for this is based on that large trucks would need wider streets to maneuver at intersections and into facilities. The rates would be as follows: The proposed rate for two driving lanes would be \$121.11. The proposed rate for two driving lanes and one parking lane would be \$121.11. The proposed rate for two driving and two parking lanes would be \$129.01. The rates for concrete are based on a 40% Village – 60% property owner split. For new streets on existing base course, the assessment is based on actual cost. These streets would require pavement and restoration only. The assessments for alleys will also be based on actual cost.

Some of the advantages of the proposed rates are as follows: May help encourage narrower streets, the rate for each street will remain constant, regardless of engineering issues. Narrower streets will cost less than wider streets, regardless of engineering issues. It reduces upfront cost to the property owner compared to current policy. It reduces long-term cost to the Village. Lastly, the assessment is known before the project begins. The policy is structured so that no property owner is penalized for bike lanes or angle parking. Since width is not a factor, bike lanes won't add cost to the residents. Angle parking will be assessed as a parallel parking lane. Trustee Smith stated that whatever they decide not all residents will be happy with but it but he agrees to lower the cost we need to narrow the street to 29 feet with one parking lane. President Vanden Berg's observations were that taxpayers will be better off with this plan then we were before by narrowing the streets and the entire total of the bill will be lower and everyone will be better off. A traffic comp study should be done and we need to make sure we stick to it and choose a future date to revisit. As a Board we need to hold true to the policy that we need to narrow up the streets. Trustee Elrick would like to see what the interest rates we would need to charge if we went to a 60/40 split. Additionally, if we take our 5 year CIP and look at the streets we are doing there what would the projected width of the streets be? The Board decided to wait until next week to vote on this topic after the additional information is presented.

**Action—Approval of Provisional Liquor License for FKG Oil Company/MotoMart**

*Moved by Trustee Smith, seconded by Trustee Van Lankvelt to approve the Provisional Liquor License for FKG Oil Company/MotoMart as presented.*

Ayes 6, Nays 0 – Motion Carried

**Action/Approval—Resolution #3 for CSM for Chuck Hietpas**

*Moved by Trustee Van Lankvelt, seconded by Trustee Hietpas to Approve Resolution #3 for CSM for Chuck Hietpas.*

Ayes 5, Abstain 1 (Elrick), Nays 0 – Motion Carried

**Discussion/Potential Action—Village Website Update and Contract**

The Village's website is hosted by a company out of Manhattan, KS called Civic Plus. They have hosted the Village's website at least since 2006, the date of our last site redevelopment. Civic Plus has nearly 5,000 municipal clients across the country and is generally considered the market leader in web hosting for municipal organizations (323 award winning sites). One key item to outline prior to assessing alternatives and that is website shelf life. Generally a redeveloped website will be adequate for 4 years, 5 at the most. Given the amount of traffic and use that our residents apply to our website, we view this as one of our most effective means of communicating with residents. In 2014, we had in excess of 75,000 visits and 150,000 page views on our website. Civic Plus is not the cheapest option over the four year time frame, we are confident that it provides the best service to Village residents and staff. With Civic Plus we will retain all current amenities our website allows (notification of agendas, minutes, ordinances or resolutions, polling, and service request capabilities), plus enable us to start allowing for greater use of online payments, online rentals for civic center and park shelters and begin the process of creating online sign up for Village recreation programs. With the alternative municipal specific contractor, GovOffice, our residents would not be afforded the same services. Lastly, since we are currently a Civic Plus client, the transition or redevelopment should be seamless and our current web users will most likely not find any interruptions with their current service subscriptions or use of the site. Staff is recommending entering into a contract to redevelop the Village website in 2015 with Civic Plus.

*Moved by Trustee Elrick, seconded by Trustee Smith to approve the 2015 Village Update and Contract as presented.*

Ayes 6, Nays 0 – Motion Carried

**Action on Budget Adjustments—Aquatics**

Director Matheny presented an Aquatics Budget Amendment to transfer money from the General Fund for 2014. The negative fund balance is a combination of a decline in operating revenue and an offset by increased maintenance costs.

*Moved by Trustee Smith, seconded by Trustee Elrick to approve the 2014 Budget Amendments for Aquatics.*

Ayes 6, Nays 0 – Motion Carried

**Action—Approval of Taxicab Driver's License for Terry Vander Velden and Nicole Renn**

*Moved by Trustee Smith, seconded by Trustee Hieptas to approve the Taxicab Driver's License for Terry Vander Velden and Nicole Renn*

Ayes 6, Nays 0 – Motion Carried

**Operator License:**

Nicolette Swokowski      Kaukauna      M & M Bar

*Moved by Trustee Smith, seconded by Trustee Hietpas to approve the Operator License for Nicolette Swakowski as presented.*

Ayes 6, Nays 0 – Motion Carried

**Department and Officers Progress Reports**

Department and Officers provided progress reports to the Board.

**Disbursement List**

*Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to approve the Disbursement List as presented.*

Ayes 6, Nays 0 – Motion Carried

**Call for Unfinished Business**

None

**Items for Future Agendas**

Next week: Street Assessments

**Adjournment**

*Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Adjourn the Regular Board Meeting at 7:23 p.m.*

Ayes 6, Nays 0 – Motion Carried

**VILLAGE OF LITTLE CHUTE**

By: \_\_\_\_\_

Michael R. Vanden Berg, Village President

Attest:

\_\_\_\_\_  
Laurie Decker, Village Clerk

## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING JANUARY 28, 2015

### Call to Order

President Vanden Berg called the Committee of the Whole meeting to order at 6:00 p.m.

### Roll Call

PRESENT: President Vanden Berg, Trustee Joosten, Trustee Peerenboom, Trustee Elrick, Trustee Van Lankvelt, Trustee Smith, Trustee Hietpas

ALSO PRESENT: James Fenlon, Jim Moes, Tom Flick, Roy Van Gheem, Teri Matheny, Nick VandeHey of McMahon, Interested Citizens, Media Reps

### Public Appearance for Items not on the Agenda

No

### Approval of Minutes

Minutes of Regular Board Meeting of January 7, 2015

Minutes of Committee of the Whole of January 14, 2015

*Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to approve the minutes as presented.*

Ayes 7, Nays 0 – Motion Carried

### Public Hearing—Public Informational Meeting on Fillmore and Greenfield Streets

Nick VandeHey of McMahon and Public Works Director, Roy Van Gheem gave an overview of the project on Fillmore and Greenfield Streets.

Michael Milder—*308 Fillmore Street*, asked if the sanitary lateral replacement was mandatory if it was determined that the existing lateral was functional. He also asked if new valves would be placed on either side of the water meter if fresh water service was replaced. His home currently does not have a sump pump and he asked if he would be required to put in a storm water lateral. Mr. Milder asked if the insurance certificates for the contractor's would be provided to the property owners.

Randy Brewster—*702 E. Greenfield Street*, asked if the prices of asphalt vs. concrete were considered to see which would be most economical. He also asked about the hole that was dug in the ground for Buchanan Street and questioned why dump trucks were being run down Greenfield Street causing damages to the street and wondered if they would get their costs of this project offset by that.

Jim Vander Sanden—*902 E. Greenfield Street*, questioned how Greenfield could be in such rough shape when there is no traffic down the north end so it had to have been damaged by dump trucks not normal routine traffic.

Roger Smith—*825 Greenfield Drive #14*, stated that he is with St. Luke's Church and is asking that the three approaches on Greenfield Drive to the parking lot have a temporary gravel road put across 25 feet from the sidewalk to the temporary garage. This would allow access to the parking lot from those three approaches without any chop outs in any of them.

Carole Koehn—*305 Fillmore Street*, asked about parking on the east side of Fillmore due to the mailboxes and fire hydrants on that side of the street and it will limit the availability of parking spots. She also asked why Fillmore Street was not being done between Main & Wisconsin.

Greg Noonan—*304 Fillmore Street*, asked what the specific timeframe was for the project once the costs are finalized.

### Discussion/Potential Action—Fox Cities Regional Partnership

Administrator Fenlon stated The Fox Cities Regional Partnership was an effort started in 2012 through the Fox Cities Chamber and supported by municipalities, counties and other public agencies throughout the Fox Cities. The Fox Cities Regional Partnership has committed to looking at organizational structure and alternative

funding sources in 2015 with the hopes that it will address the concerns of the communities doubting their capabilities. The cities of Menasha, Neenah and Kaukauna still support the effort, along with Calumet and Winnebago counties. In addition, Harrison, New London, Brillion, and Outagamie Regional Airport continue to support this effort. The Regional Partnership has executed a number of primary employer visits within the Village of Little Chute, in addition to offering services related to employee recruitment opportunities. In discussions with these Little Chute businesses, there seems to be a supportive mentality to the efforts of the Partnership and Village's participation in that effort. Lastly, a regional approach to economic development should be something that is highly encouraged for an area like the Fox Cities. These efforts could not be duplicated by a community of our size, to have an organization that we can contract with on these efforts is a cost saving initiative in the long run and big picture perspective. Administrator Fenlon believes it is short sighted to pull funding from an organization that is only in the early stages of accomplishing the goals they have set out to achieve. He supports the Village of Little Chute's participation in the Regional Partnership with continued assessments on an annual basis.

*Moved by Trustee Smith, seconded by Trustee Elrick to approve funding with the stated conditions provided the reorganization happens before we pay.*

Ayes 6, Nays 1 (Joosten) – Motion Carried

**Discussion/Action—2<sup>nd</sup> Amendment to the AT & T Water Tower Lease at Stephen Street**

*Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to approve the amendment to the AT&T Water Tower Lease at Stephen Street.*

Ayes 7, Nays 0 – Motion Carried

**Discussion/Potential Action—Parking Lot Alternatives Adjacent to the Safety Center**

Discussion and presentation of the parking options was presented by the DPW Director. Board members asked numerous questions and posed various scenarios looking at all Village options for future use. Guidance was given to DPW Director, Roy Van Gheem, to obtain cost estimates on an option R-1 and a few additional parking lot configurations. No action was taken.

**Discussion/Potential Action—Adopt 2015 Assessment Policy**

*Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to adopt the 2015 Assessment Policy as presented.*

Ayes 6, Nays 1 (Peerenboom) – Motion Carried

**Action—Approval of “Class B and C” Liquor License for Bella-Thai Café**

*Moved by Trustee Peerenboom, seconded by Trustee Smith to approve the “Class B & Class C” liquor license for Bella-Thai Café as presented.*

Ayes 7, Nays 0 – Motion Carried

**Operator Licenses**

Megan Baerenwald	Appleton	Pop-In-Again
Jesse Damrau	Little Chute	Dwyer's Food Mart

*Moved by Trustee Smith, seconded by Trustee Elrick to approve the Operator's Licenses as presented.*

Ayes 7, Nays 0 – Motion Carried

**Action—Re-appointment of Jason Leicht to the Sexual Offender Residency Board: 5 Year Term**

*Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to reappoint Jason Leicht to the Sexual Offender Residency Board for a 5 year term.*

Ayes 7, Nays 0 – Motion Carried

**Unfinished Business**

None

**Items for Future Agenda**

None

**Closed Session:**

*Moved by Trustee Smith, seconded by Trustee Elrick to enter closed session at 8:57 p.m.*

Ayes 7, Nays 0 – Motion Carried

**Return to Open Session**

*Moved by Trustee Smith, seconded by Trustee Van Lankvelt to return to open session at 9:08 p.m.*

Ayes 7, Nays 0 – Motion Carried

**Action—Walgreens Claim**

*Moved by Trustee Smith, seconded by Trustee Peererenboom to abide by the attorney's recommendation and pay the claim.*

Ayes 7, Nays 0 – Motion Carried

**Adjourn**

*Moved by Trustee Elrick, seconded by Trustee Smith to Adjourn the Committee of the Whole Meeting at 9:10 p.m.*

Ayes 7, Nays 0 – Motion Carried

**VILLAGE OF LITTLE CHUTE**

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By: Michael R. Vanden Berg, Village President

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Attest: Laurie Decker, Village Clerk

## MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 4, 2015

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

### **Pledge Allegiance to the Flag**

President Vanden Berg led members in the reciting of the Pledge of Allegiance.

### **Roll call of Trustees**

PRESENT: Michael Vanden Berg, President  
Tammy Frassetto, Trustee  
James Hietpas, Trustee  
Brian Joosten, Trustee  
Bill Peerenboom, Trustee  
Skip Smith, Trustee  
Larry Van Lankvelt, Trustee

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

PRESENT: James Fenlon, Village Administrator  
Eric Misselt, FVMPD Police Chief  
Jim Moes, Community Development Director  
Roy Van Gheem, Director of Public Works  
Beth Carpenter, Library Director  
Tom Flick, Director of Parks, Recreation, and Forestry  
Teri Matheny, Finance Director  
Laurie Decker, Village Clerk

EXCUSED: Michael Menghini, Village Attorney

### **Public Appearance for Items Not on the Agenda**

None

### **Report of Other Minutes**

Minutes of Sex Offender Residency Board Hearing on June 16, 2014

### **Presentation—Fox Cities Convention & Visitors Bureau: *Bring it Home Campaign***

Presentation was rescheduled.

### **Discussion/Action—Resolution #4 Partnership for Prosperity**

Administrator Fenlon stated the League is focused at protecting municipal interests as it pertains to working with a new crop of legislatures that due to the budget constraints will be feeling pressure. Part of the League's strategic plan was adopted in October 2014 at the League conference and it focuses on the regional economic development approach, changes on how levy limits are accounted for, incentives for closing TID's early, changing the expenditure restraint formula, and general transportation aids. Administrator Fenlon and staff are recommending approval of this resolution. Trustee Peerenboom stated they have some good ideas but the basic conduct he cannot support is that it states we are better off to work collaboratively if we exclude townships. He doesn't agree with townships being excluded. President Vanden Berg stated that he does not believe this states that townships are insignificant and he supports this resolution.

*Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to Adopt Resolution #4 Partnership for Prosperity.*

Ayes 5, Nays 2 (Peerenboom/Joosten)—Motion Carried

### **Disbursement List**

*Moved by Trustee Peerenboom, seconded by Trustee Smith to Approve the Vouchers and Authorize the Finance Director to pay all vendors.*

Ayes 6, Abstain 1 (Elrick), Nays 0 – Motion Carried

### **Call for Unfinished Business**

None

**Items for Future Agendas**

None

**Adjournment**

*Moved by Trustee Peerenboom, seconded by Trustee Van Lankvelt to Adjourn the Regular Board Meeting at 6:19 p.m.*

Ayes 7, Nays 0 - Motion Carried

**VILLAGE OF LITTLE CHUTE**

By:

Attest:

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Michael R. Vanden Berg, Village President

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Laurie Decker, Village Clerk

**MINUTES OF THE DESIGN REVIEW BOARD MEETING  
OF AUGUST 26, 2014**

**Call to Order:** James Fenlon, Village Administrator called the meeting to order at 5:00 p.m.

**Roll Call:**

Present: Administrator James Fenlon-Chairperson, Village President Michael Vanden Berg,  
John Elrick, Rob Peterson, Steve Reynebeau

Also present: Village Clerk, Laurie Decker

**Public Appearances for Items Not on the Agenda**

None

**Approval of Minutes of November 14, 2013**

*Moved by R. Peterson, seconded by S. Reynebeau to approve the Minutes of November 14, 2013 as presented.*

Ayes 5, Nays 0 – Motion Carried

**Review/Action—New Sign Proposed for State Farm Sign on 322 E. Main Street**

The application is to make changes to a sign on a building that has been there for 35 years. S. Reynebeau suggested a different style and J. Fenlon stated that rectangle signs need to be avoided. Direction was provided to get the color of sign to J. Fenlon. J. Elrick suggested to frame the existing sign. Erik Hosking stated that State Farm would need to approve the changes.

*Moved by J. Elrick, seconded by S. Reynebeau to approve a ground and wall sign with additional information provided to Administrator Fenlon*

Ayes 5, Nay 0 – Motion Carried

**Unfinished Business**

None

**Items for Future Agenda**

None

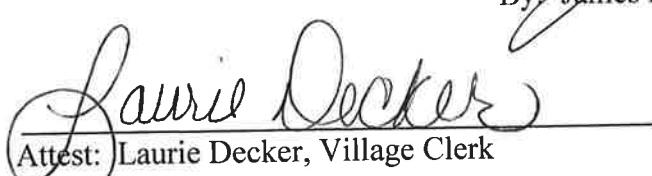
**Adjournment**

*Moved by J. Elrick, seconded by S. Reynebeau to adjourn the Meeting of the Design Review Board at 6:15 p.m.*

Ayes 5, Nays 0 – Motion Carried

**VILLAGE OF LITTLE CHUTE**

  
By: James Fenlon, Design Review Board Chair

  
Attest: Laurie Decker, Village Clerk

# MINUTES OF THE WATER COMMISSION MEETING – NOVEMBER 18, 2014

## Call to Order

The Water Commission meeting was called to order at 6:00 P.M. by Kevin Coffey, Chair

## Roll Call

PRESENT: Kevin Coffey, Chair  
Mark Gloudemans  
Tim Wegand  
Jason Wegand  
Tim Bevers

ALSO PRESENT: Village President, Michael Vanden Berg, MCO Rep., Jerry Verstegen, Village Administrator, James Fenlon, Director of Public Works Roy Van Gheem, Finance Director, Teri Matheny, Chad Olsen with McMahon and Associates

## Public Appearance for Items Not on the Agenda

None

## Approval of Minutes

### Water Commission Minutes of September 25, 2014

*Moved by Commissioner M. Gloudemans, seconded by Commissioner T. Bevers to approve the Minutes of September 25, 2014 as presented.*

All Ayes – Motion Carried

## Discussion/Action—2015 Kaukauna Utilities Billing Agreement

Director Matheny stated she found the old agreements with Kaukauna Utilities and it was signed in 1995 and there have never been updates to that contract since then. She stated we should update the out clause. As of today it takes 18 months to get out but Kaukauna Utilities is giving us a billing out by 7/1/2015. Director Matheny believes we should update the contract to say we only have to give 12 months of notice instead of 18. The billing agreement needs to be finalized September or October so we can have time to evaluate if we ever want to terminate that arrangement. This agreement is all in line with what we would expect. Director Matheny wants to stay another year.

*Moved by T. Wegand, seconded by J. Wegand to approve the 2015 Kaukauna Utilities Agreement as presented.*

All Ayes – Motion Carried

## Discussion/Action—2015 Operating Budget

Director Matheny presented the proposed 2015 Operating Budget. Village staff is proposing to continue to review the applicability of a Simplified Rate increase in 2015. The Water Utility was authorized to increase rates by 3 % as of September 1, 2014. Following the filing of the 2014 annual report, the Utility will confirm whether it is able to increase rates again using the Simplified Rate Case. The 2014 budgeted revenues assume minimal increases in residential, multi-family and commercial customers and water usage to remain level in comparison to 2014. This is an extremely conservative approach; however, revenues are also impacted by weather.

*Moved by K. Coffey, seconded by T. Bevers to accept the 2015 Operating Budget as presented*

All Ayes – Motion Carried

**Discussion/Action—2015 MCO Contract Proposal**

Administrator Fenlon provided a copy of the amended contract submitted by MCO for 2015. A few highlighted points are in comparison with the 2010 contract, the 2015 proposal is consistent in terms of direct and indirect labor, operation costs and health insurance. The contract was also amended to include a five year term.

*Moved by T. Wegand, seconded by T. Bevers to accept the 2015 MCO Contract Proposal as recommended.*

All Ayes – Motion Carried

**Review/Discussion—Engineering Study on Well Pumphouse Options Analysis**

Director Van Gheem stated the DNR is changing the way our operations run on a couple of our well pumps. We have done a study for the most efficient way to meet the needs of the DNR. Chad Olsen with McMahon and Associates stated he hasn't received any comments back yet and that it has only been a few weeks and it usually takes closer to 60 days. They tested the water and it came back very clean so we've moved forward with a request for a permit from the DNR and at that point the decision can be made to continue to send to storm with the new permit or turn it off. We can move forward when we get the comments from the DNR.

**Elections for Commission Secretary and President**

*Moved by M. Gloudemans, seconded by K. Coffey to appoint Tim Wegand as Secretary*

*Moved by T. Wegand, seconded by T. Bevers to appoint Kevin Coffey as President.*

All Ayes – Motion Carried

**Progress Reports*****MCO Operations Update***

Jerry Verstegen with MCO stated last month they cleaned the exteriors of the water tower. They also completed a third round of leak detection and found one leak on Miller Lane which is now fixed. There were main breaks on Evergreen and French. Two hydrants were replaced on Grand and Greenfield.

***Director of Public Works***

Wrapping up 2014 projects and all utility work is completed. Public Works is in the beginning stages of planning the 2015 projects which are Greenfield, Fillmore, Grand and McKinley.

***Finance Director***

No report

***Approval of Vouchers***

*Moved by Commissioner J. Wegand, seconded by T. Wegand to approve and authorize payment of the vouchers and draw from the respective funds.*

All Ayes – Motion Carried

**Unfinished Business**

None

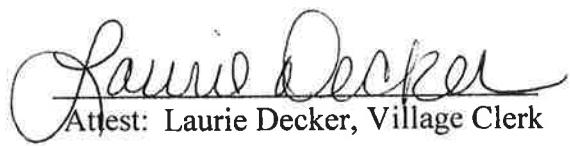
**Items for Future Agenda**

None

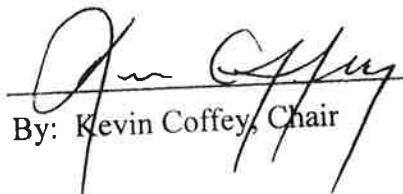
**Adjournment**

*Moved by Commissioner T. Wegand, seconded by J. Wegand to adjourn the meeting at 7:05 p.m.*

All Ayes – Motion Carried

  
Attest: Laurie Decker, Village Clerk

**VILLAGE OF LITTLE CHUTE**

  
By: Kevin Coffey, Chair

## MINUTES OF THE PLAN COMMISSION MEETING – DECEMBER 8, 2014

### Call to Order

The Plan Commission meeting was called to order at 6:00 p.m. by President Vanden Berg

### Roll Call

PRESENT: President Vanden Berg  
Steve Eggert  
Richard Schevers  
Trustee Larry Van Lankvelt  
Roy Van Gheem (arrived 6:07 p.m.)  
Bill Van Berkel

EXCUSED: Brian Huiting

ALSO PRESENT: Community Development Director Jim Moes, Village Administrator, James Fenlon, Dan Roarty with Dimension IV (arrived 6:20)

OTHERS PRESENT: Interested citizens

### Public Appearance for Items Not on the Agenda

None

### Approve Minutes from the Plan Commission Meeting from November 10, 2014

*Moved by Commissioner Schevers, seconded by Commissioner Van Berkel to approve the Minutes of November 10, 2014 as presented.*

Ayes 5, Nays 0 – Motion Carried

### Discussion/Action—Final Downtown Housing Plans—Presentation by Dimension IV

Administrator Fenlon stated that our consultant Dan with Dimension IV had not arrived yet and his plan was to present the final drawing. He presented the initial drawings back in September, made changes based upon the Plan Commission feedback and those drawings have been finalized and presented here in the final phase along with hard copies delivered and that would complete his contract.

Mr. Roarty was delayed due to weather and began his presentation. He presented a slideshow overview of refined images that were initially presented to the commission. He also presented slides of the final plans and gave an overview of parking. Director Moes stated they were looking for approval of the board with rezoning and showing the neighborhood and moving ahead with the project.

*Moved by Commissioner Van Lankvelt, seconded by Commissioner Van Berkel to move Ahead with proposed plan with developers.*

Ayes 6, Nays 0 – Motion Carried

### Discussion/Action—CSM Fox Valley Tool & Die

Director Moes presented a consolidation of properties that we are selling to them and other individual properties Fox Valley Tool & Die have purchased over time. Director Moes recommended the commission approve the CSM for Fox Valley Tool & Die

*Moved by Commissioner Van Berkel, seconded by Commissioner Van Lankvelt to approve the CSM for Fox Valley Tool & Die as presented*

Ayes 6, Nays 0 – Motion Carried

**Action/Approval—Feeding America Sign**

Director Moes stated that Feeding America owns some acreage on Hwy 41 and they would like to put a sign up. The code does allow for a free standing sign advertising of project to come. This would be the first sign with our new electronic regulations. We have not received a final site plan but they are currently talking with contractors. Staff recommendation is to approve the sign for up to a one year term.

*Moved by Commissioner Van Lankveld, seconded by Commissioner Van Berkel to approve the sign for up to a one year term.*

Ayes 6, Nays 0 – Motion Carried

**Unfinished Business**

None

**Items for Future Agenda**

None

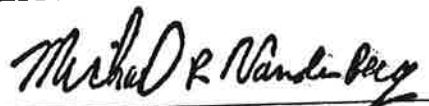
**Adjournment**

*Moved by Commissioner Schevers, seconded by Commissioner Eggert to adjourn the*

*Plan Commission Meeting at 6:40 p.m.*

Ayes 6, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE



By: Michael Vanden Berg, Village President

  
Attest: James Moes, Community Development Director

**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO. 5 , SERIES OF 2015**

**A RESOLUTION FOR EXCEPTION TO STANDARD REQUEST FOR THE GRAND AVENUE AND E. MCKINLEY AVENUE RECONSTRUCTION PROJECT**

WHEREAS, in 2014 the Village of Little Chute received a Local Road Improvement Program (LRIP) MSID grant from the Wisconsin Department of Transportation (DOT) for the Grand Avenue and E. McKinley Avenue Reconstruction Project; and

WHEREAS, a requirement of the grant is the completion of the “Trans 75 Complete Streets Compliance Check Sheet” which states that the road reconstruction project must comply with the concept of Complete Streets; and

WHEREAS, Complete Streets requires a roadway to provide for both bicycle and pedestrian accommodations on both sides of the roadway; and

WHEREAS, the preferred roadway design of the Village of Little Chute further provides an off-road ten foot wide trail for the shared use of bicyclists and pedestrians on the north side of McKinley Avenue from Madison Street to Grand Avenue, on Grand Avenue from McKinley Avenue to Hans Parkway, and Hans Parkway from Grand Avenue to Depot Street.

WHEREAS, the installation of on-street bike lanes on both sides of each street to accommodate cyclists to meet the requirements of the Trans 75 Checklist would have a negative impact on the abutting properties.

WHEREAS, the preferred roadway design of the Village of Little Chute provides for pedestrian accommodations on both sides of Grand Avenue and McKinley Avenue, via either a shared use path or sidewalk, except on the south side of McKinley Avenue from Wilson Street to Jackson Street; and

WHEREAS, the installation of the sidewalk on the south side of McKinley Avenue from Wilson Street to Jackson Street would have significant impacts to the adjoining properties, and

WHEREAS, the Village of Little Chute may formally request an Exception to Standard to waive the Trans 75 Checklist requirements under certain situations; and

WHEREAS, the Village of Little Chute may qualify for Exception to Standard Number 4 Absence of Need due to traffic volumes (as described in the Trans 75 Checklist as attached); and

WHEREAS, should the Exception to Standard request from the Village of Little Chute be approved by the DOT, then the requirement for on-street bike accommodations would be waived for the project.

NOW, THEREFORE BE IT RESOLVED, that the Village of Little Chute Village Board of Trustees formally requests an Exception to Standard for the requirements detailed in the Trans 75 Complete Streets Compliance Check Sheet.

BE IT FURTHER RESOLVED, the Village Board requests the Exception to Standard under Exception to Standard Number 4 – Absence of Need

Introduced, approved and adopted: \_\_\_\_\_, 2015

**VILLAGE OF LITTLE CHUTE**

By: \_\_\_\_\_  
Michael R. Vanden Berg, Village President

Attest: \_\_\_\_\_  
Laurie Decker, Village Clerk

## TRANS 75 COMPLETE STREETS COMPLIANCE CHECK SHEET

Project ID 13787_MSIPD	Highway/Roadway McKinley Avenue and Grand Avenue	Limits/Termini McKinley Avenue: Madison Ave. to Jackson St. Grand Avenue: McKinley Ave. to Hans Parkway Refer to attached Exhibit A for project location map.	
County Outagamie	Unit of Government Village of Little Chute	Existing AADT (year) McKinley Avenue = 800 (2014) Grand Avenue = 360 (2014)	Design Year AADT (year) McKinley Avenue = 890 (2035) Grand Avenue = 400 (2035)
List of local land use plans reviewed /considered. Village of Little Chute Comprehensive Plan/2005	List of regional land use plans reviewed /considered. Fox Cities Long Range Transportation/Land Use Plan 2010	List of local transportation and/or bicycle/pedestrian plans reviewed /considered. Village of Little Chute Comprehensive Plan/2005	List of regional transportation and/or bicycle/pedestrian plans reviewed /considered. Fox Cities Long Range Transportation/Land Use Plan 2010
<p><b>Existing Facility</b> Number of Lanes: McKinley Ave. = 2 plus parking, refer to note 1 Grand Ave. = 2 plus parking, refer to note 2</p> <p>Lane Width: McKinley Ave. = 11-ft Grand Ave. = 11-ft.</p> <p>Cross Section Shoulder Type:  <input type="checkbox"/> Rural Shoulder width (paved):  <input checked="" type="checkbox"/> Urban: Refer to attached Exhibit B for drawings of the existing typical sections</p> <p>Sidewalk: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other: Refer to note 3</p> <p>Bike/Ped Accommodation: : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other: Refer to Note 4</p> <p>Note 1: McKinley Avenue has parking lanes on both sides of the street for parallel parking.</p> <p>Note 2: Grand Avenue has parking lanes on both sides of the street. The east side of the street consists of a parallel parking lane. The west side of the street consists of parallel parking on the south end and forward angle parking on the north end.</p> <p>Note 3: There is sidewalk on both sides of each street with the following exception: McKinley Ave. from Wilson St. to Jackson St., no sidewalk exists on the south side of the roadway.</p> <p>Note 4: No bike accommodations currently exist on either McKinley Avenue or Grand Avenue.</p>		<p><b>Proposed Improvement</b> Number of Lanes: McKinley Ave. = 2 plus parking, refer to note 5 Grand Ave. = 2 plus parking, refer to note 6</p> <p>Lane Width: McKinley Ave. = 11-ft Grand Ave. = 11-ft.</p> <p>Cross Section Shoulder Type:  <input type="checkbox"/> Rural Shoulder width (paved):  <input checked="" type="checkbox"/> Urban: Refer Exhibit C for drawings of the proposed typical sections.</p> <p>Sidewalk: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other: Refer note 7</p> <p>Bike/Ped Accommodation: : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other: Refer to note 8</p> <p>Note 5: McKinley Avenue, from Grand Ave. to Jackson St. will have a parking lane on the north side of the street; no parking will be allowed on the south side. There will be no parking allowed on McKinley Ave. between Madison St. and Grand Ave. There will be a recessed drop-off/pick-up zone provided on the north side of McKinley Ave. between Legion Parkway and Grand Ave. Refer to Exhibit D for a plan view of the proposed alternative.</p> <p>Note 6: Grand Avenue will have parking on both sides of the street; parallel parking will be on the east side and forward angle parking will be on the west side. A recessed school bus loading zone will be provided on the west side just south of the angle parking area. There will also be a recessed drop-off/pick-up zone on the west side just south of the school bus loading zone. Refer to Exhibit D for a plan view of the proposed alternative.</p> <ul style="list-style-type: none"> <li>○ The design exception to standards report for allowing the angle parking to be maintained was approved on 2-4-15. Refer to Exhibit E for a copy of the signed document.</li> </ul> <p>Note 7: Sidewalk will be constructed at the following locations: <ul style="list-style-type: none"> <li>• South side of McKinley Ave. from Madison St. to Wilson St.</li> <li>• North Side of McKinley Ave. from Grand Ave. to Jackson St.</li> <li>• East side of Grand Ave. from McKinley Ave. To Hans Parkway.</li> </ul> </p> <p>Note 8: No on-street bike accommodations are proposed for either street. A shared use path will be constructed at the following locations: <ul style="list-style-type: none"> <li>• North side of McKinley Ave. from Madison St. to Grand Ave.</li> <li>• West side of Grand Ave. from McKinley Ave. to Hans Parkway</li> <li>• North side of Hans Parkway from Grand Ave. to Depot St.</li> </ul> </p>	

### Section 1 Project Type (check all that apply) (Trans 75 and FDM 11-46-1)

This project is:

- New Construction – Trans 75 applies.
- Reconstruction – Trans 75 applies.
- Pavement Replacement – Trans 75 applies.
- New Bridge – Trans 75 applies.
- Bridge Replacement – Trans 75 applies.

Bridge Redecking – Trans 75 applies.

Bridge Elimination – Depending on project scope, Trans 75 may apply.

Other – Explain:

Go to Section 2

None of the above – Improve bike/ped accommodations as appropriate, Trans 75 does not apply, go to Section 4.

**Section 2 Pedestrian Accommodations (check all that apply) (FDM 11-46-5)**

<input type="checkbox"/> Pedestrian accommodations <u>are</u> being provided by: <ul style="list-style-type: none"><li><input type="checkbox"/> Bridge overpass/underpass, accommodations addressed.</li><li><input type="checkbox"/> Sidewalk on both sides of the highway.</li><li>* <input type="checkbox"/> Sidewalk:<ul style="list-style-type: none"><li><input type="checkbox"/> On one side of the highway</li><li><input type="checkbox"/> Sidewalk along a portion of the highway</li><li><input type="checkbox"/> A shared use path is provided</li></ul></li></ul>	<input checked="" type="checkbox"/> Pedestrian accommodations <u>are NOT</u> being fully provided because the following exceptions apply: <ul style="list-style-type: none"><li><input type="checkbox"/> Prohibition of Bicycles and Pedestrians - Attach Exception 1 Worksheet.</li><li><input type="checkbox"/> Excessively disproportionate cost - Attach Exception 2 Worksheet.</li><li><input type="checkbox"/> Constrained environment – Attach Exception 3 Worksheet.</li><li><input checked="" type="checkbox"/> Absence of need – Attach Exception 4 Worksheet.</li><li><input type="checkbox"/> Refusal to maintain – Attach Exception 5 Worksheet.</li></ul>
*An exception is required. Explain mitigation efforts as part of the appropriate completed exception documentation.	

**Section 3 Bicycle Accommodations (check all that apply) (FDM 11-46-15)**

<input type="checkbox"/> Bicycle accommodations <u>are</u> being provided by: <ul style="list-style-type: none"><li><input type="checkbox"/> Bike Lanes.</li><li><input type="checkbox"/> Bike lane/parking lane combination.<ul style="list-style-type: none"><li><input type="checkbox"/> Bike lane full time.</li><li><input type="checkbox"/> Short term parking restriction. Explain</li></ul></li><li><input type="checkbox"/> Wide curb lane or wide parking lane where parking is allowed.</li><li><input type="checkbox"/> Paved shoulders. Paved shoulder width is                   feet.</li><li><input type="checkbox"/> Other – Explain:</li><li><input type="checkbox"/> Bike accommodations:<ul style="list-style-type: none"><li><input type="checkbox"/> On a portion of the highway</li><li><input type="checkbox"/> A shared use path instead of on-street accommodations.**       **</li></ul></li></ul>	<input checked="" type="checkbox"/> Bicycle accommodations <u>are NOT</u> being fully provided because the following exceptions apply: <ul style="list-style-type: none"><li><input type="checkbox"/> Prohibition of Bicycles and Pedestrians - Attach Exception 1 Worksheet.</li><li><input type="checkbox"/> Excessive cost - Attach Exception 2 Worksheet.</li><li><input type="checkbox"/> Constrained environment – Attach Exception 3 Worksheet.<ul style="list-style-type: none"><li><input type="checkbox"/> Parking restrictions create only partial absence</li></ul></li><li>Explain:</li><li><input checked="" type="checkbox"/> Absence of need – Attach Exception 4 Worksheet.</li></ul>
Requires approval from the Project Services Section Chief- attach shared use path worksheet. Exception is required. Explain mitigation efforts as part of the appropriate completed exception documentation.	

**Section 4 Concurrence – Attach any supporting documents or reports: Refer to Exhibit F for a copy of the Trans 75 Complete Streets Analysis.**

We concur that pedestrian and bicycle accommodations are being provided in compliance with Trans 75 or that the project satisfies one of the exceptions stipulated in Trans 75. If the project scope changes after the bike/ped coordinator signature date the project manager will re-evaluate the accommodations and engage the bike/ped coordinator in further discussions.

Signature (WisDOT Regional Project Manager)

Signature (WisDOT Regional Bicycle/Pedestrian Coordinator)

Printed Name (WisDOT Regional Project Manager)

Printed Name (WisDOT Regional Bicycle/Pedestrian Coordinator)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## EXCEPTION 4 – ABSENCE OF NEED WORKSHEET – FDM 11-46-1.3.1.4

Resolution required for this exception. Community resolution states that conditions are met for this exception after initial consultation with WisDOT. Attach a report justifying the exception in accordance with FDM 11-46-1.3.1.4.

Project ID 13787_MSIPD	Highway/Roadway McKinley Avenue and Grand Avenue	Limits/Termini McKinley Avenue: Madison St. to Jackson St. Grand Avenue: McKinley Ave. to Hans Parkway
County Outagamie	Unit of Government Village of Little Chute	Proposed posted speed 25 MPH (same as existing)

### Section 1 Bicycle Accommodations

If bicycle accommodation projects were proposed and funded under the Transportation Enhancement (TE), Congestion Mitigation & Air Quality (CMAQ) or Safe Routes to School (SRTS) this exception does not apply. See FDM 11-46-15.4.1, Table 15.1.

<b>Urban/Semi Urban Roadways and Bridges</b> <input checked="" type="checkbox"/> The design year AADT is less than 1500 vpd.  No on-street bike accommodations will be provided on McKinley Avenue or Grand Avenue. A shared use path is being constructed as part of the project at the following locations: <ul style="list-style-type: none"><li>• North side of McKinley Avenue from Madison St. to Grand Avenue</li><li>• West side of Grand Avenue from McKinley Avenue to Hans Parkway</li><li>• North side of Hans Parkway from Grand Avenue to Depot Street</li></ul>	<b>Rural/Outlying District Roadways and Bridges</b> (Both boxes must be checked to qualify for the exception for absence of need.) <input type="checkbox"/> The construction year ADT is less than 750 vpd <u>and any</u> of the following conditions apply: <ul style="list-style-type: none"><li>• Roadway <u>is not</u> in the Wisconsin Bicycle Transportation Plan or other government-endorsed WisDOT supported bicycle plan.</li><li>• Two-way bicycle volume is projected to be <u>less than 25</u> cyclists per day on the 10 most traveled days of the year.</li><li>• Bicycle accommodations <u>are not needed</u> to complete gaps in an otherwise continuous bicycle route.</li><li>• Bicycle accommodations <u>are not needed</u> to connect communities or urban areas within 3 miles of each other.</li></ul> <input type="checkbox"/> There will be no significant development within the next 10 years based on an official land use plan or the design year ADT is less than 750*. * If the design year ADT is less than 750, consider establishing a bikeway that (1) will complete a gap of one mile or less in an otherwise continuous bike route (2) Make a connection of not more than 3 miles from communities or urban areas to a town or county roadway network, excluding any dead end roadway.
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### Section 2 Pedestrian Accommodations

<b>Urban/Semi Urban Roadway and Bridges</b> <input type="checkbox"/> The roadway travels through an urban area however a portion of this roadway has an outlying district <u>and</u> there is no significant development, based on an official land use plan, within the next 10 years. <input type="checkbox"/> This is a semi urban area where on each side of the roadway within any 1,000 feet along the roadway the buildings fronting thereon average not more than 200 feet apart or where both sides of the roadway considered collectively average not more than 200 feet apart (does not meet omission). <input type="checkbox"/> Local (City, Village or Town) land use, bike and pedestrian, and transportation plans cited <input type="checkbox"/> County land use, bike and pedestrian, and transportation plans cited <input type="checkbox"/> MPO and/or RPC plans cited  Cite the source used to describe the planned development.  Note – The project is located in an urban area and will have pedestrian accommodations provided on both sides of McKinley and Grand with the following exception: <ul style="list-style-type: none"><li>• On the south side of McKinley Avenue from Wilson Street to Jackson Street, sidewalk will not be constructed due to the negative impacts that would result to the adjoining properties. These impacts include extensive grading, steep driveways, and the need for a retaining wall along the entire section including retaining walls on both sides of the driveways.</li></ul>	<b>Outlying District/Rural Roadways or Bridges</b> <input type="checkbox"/> The roadway travels through an outlying district or rural area where on each side of the roadway within any 1,000 feet along the roadway the buildings fronting thereon average more than 200 feet apart <u>and</u> there is no significant development, based on an official land use plan, within the next 10 years. <input type="checkbox"/> Local (City, Village or Town) land use, bike and pedestrian, and transportation plans cited <input type="checkbox"/> County land use, bike and pedestrian, and transportation plans cited <input type="checkbox"/> MPO and/or RPC plans cited  Cite the source used to describe the planned development.
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### Section 3 Bicycle and Pedestrian Accommodations within Project Design Life

<b>Roadway/Bridge Design Life</b> Defined as 20 years for a roadway, 75 years for a bridge (refer to FDM 1.3.1.4.1 Sidewalks, FDM 1.3.1.4.2 Bikeways). <input type="checkbox"/> Project evaluated changing patterns of use during the design life of the highway <input type="checkbox"/> Use is expected to increase (does not meet omission). <input type="checkbox"/> Use is not expected to increase. <input type="checkbox"/> Local (City, Village or Town) land use, bike and pedestrian, and transportation plans cited <input type="checkbox"/> County land use, bike and pedestrian, and transportation plans cited <input type="checkbox"/> MPO and/or RPC plans cited  Cite the source used to describe the planned development.
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