



Village of

Little Chute

AGENDA

LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, March 8, 2017
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 March 1, 2017
 2. Presentation—Dave Botz with LCASD discussing April 4, 2017 Referendums
 3. Discussion/Action—Branding and Logo Direction
 4. Discussion—Ammonia
 5. Unfinished Business
 6. Items for Future Agendas
 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.

Prepared: March 3, 2017

MINUTES OF THE REGULAR BOARD MEETING OF MARCH 1, 2017

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
Larry Van Lankvelt, Trustee
James Hietpas, Trustee (arrived at 6:20 p.m.)
David Peterson, Trustee
Skip Smith, Trustee

EXUSED: John Elrick, Trustee
Bill Peerenboom, Trustee

Roll call of Officers and Department Heads

PRESENT: James Fenlon, Village Administrator
Jim Moes, Community Development Director
Laurie Decker, Village Clerk
Jeff Elrick, Public Works Director
Teri Matheny, Finance Director
Adam Breest, Director of Parks, Recreation and Forestry
Jeremy Slotke, Fox Valley Metro Police Department Police Department
Tyler Clairingbole, Village Attorney
Angela Schneider, Interim Library Director
Jerry Verstegen, MCO
Amy Vaclavik, Mc Mahon and Associates
Interested Citizens

Public Appearance for Items Not on the Agenda

Dan Hurst, 1901 Maplewood Drive, inquired if a final location was determined for the Diamond Club facility and urged the board to look at the color scheme of the building. Meghan Kerkhoff, 516 Taylor Street asked the board to consider issuing free permits to allow residents to tap maple trees on their terrace. Coral Coenen, 3500 Irene Street, Kaye Meyer, 3407 Arts Way, Evelyn Schneider, 3433 Arts Way, and Janice Hartjes, 526 E. Evergreen Dr. appeared to express their concern of a neighbor who has five dogs and the Village ordinance only allows for three.

Approval of Minutes

Minutes of the Committee of the Whole Meeting of February 15, 2017

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Approve the Minutes of the Committee of the Whole Meeting of February 15, 2017

Ayes 5, Nays 0 – Motion Carried

Department and Officers Progress Reports

Departments and Officers provided progress reports to the Board.

Resolutions:

Adopt Resolution No. 6, Series 2017 Authorizing the Sale of Real Estate Located at 3211-3213 Buchanan Road to Keegan J. Murphy.

Moved by Trustee Van Lankvelt, seconded by Trustee Peterson to Adopt Resolution No. 6, Series 2017 Authorizing the Sale of Real Estate Located at 3211-3213 Buchanan Road to Keegan J. Murphy

Adopt Resolution No. 7, Series 2017 to Change Polling Locations for April 4, 2017 Election

Moved by Trustee Smith, seconded by Trustee Smith, seconded by Trustee Van Lankvelt to Adopt Resolution No. 7, Series 2017 to Change Polling Locations for April 4, 2017 Election

Ayes 5, Nays 0 – Motion Carried

Action—Appoint Teri Matheny to Hotel/Motel Tax Commission for 1 Year Term

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Appoint Teri Matheny to Hotel/Motel Tax Commission for 1 Year Term

Ayes 5, Nays 0 – Motion Carried

Action—Award Well #1 Bids

Jerry Verstegen presented the bid tabulations for Well #1.

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Approve the Base Bid for the Municipal Well and Pump for \$33, 700

Ayes 5, Nays 0 – Motion Carried

Discussion/Action—Gardenia Drive Event Parking

Administrator Fenlon stated that in December of 2016, staff invited residents of the Gardenia subdivision to a meeting to discuss parking issues when an event was taking place at the Sports Complex. Staff reached out to officials from the City of Appleton as they encounter the same issue for events held at the complex. The City of Appleton puts up temporary no parking signs and then takes them down after the event. The City has been executing this effort for the past number of years and they feel it addresses the public safety concern. The recommendation from the Village of Little Chute staff for the 2017 event season is to replicate Appleton's efforts in our community. Staff would install temporary no parking signs on the Friday of major events and would be taken down on Monday. The no parking would be on the south side of Gardenia on these weekends. Following the 2017 season, Village staff will review these efforts for the effectiveness of enforcement, expense of manpower and the issue of public safety.

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Approve the Gardenia Drive Event Parking

Ayes 5, Nays 0 – Motion Carried

Discussion/Action—Snow Control Policy

Administrator Fenlon presented an overview of the Snow Control Policy drafted by the Director of Public Works, Jeff Elrick that illustrates and defines our snow control efforts. Once adopted, this document will be made available to the public and available on the Village website so residents know what level of effort will be headed into the snow season.

Moved by Trustee Smith, seconded by Trustee Peterson to Adopt the Snow Control Policy

Ayes 5, Nays 0 – Motion Carried

Discussion/Action—Branding and Logo Direction

The Board decided to bring this topic back next week for discussion and action when all board members could be present.

Disbursement List

Moved by Trustee Van Lankvelt, seconded by Trustee Peterson to Approve Disbursement List and Authorize the Finance Director to pay all vendors

Ayes 5, Nays 0 – Motion Carried

Call for Unfinished Business
None

Items for Future Agenda
Branding and Logo Discussion
Find alternate locations for board meetings to engage residents

Closed Session

a) 19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Potential Sale of Village Owned Property*

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Enter into Closed Session

Ayes 5, Nays 0 – Motion Carried

b) 19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Negotiations*

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Enter into Closed Session

Ayes 5, Nays 0 – Motion Carried

c) 19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Personnel Review*

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Enter into Closed Session

Ayes 5, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Return to Open Session at 8:33 p.m.

Ayes 5, Nays 0 – Motion Carried

Adjournment

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Adjourn the Regular Board Meeting at 8:33 p.m.

Ayes 5, Nays 0 - Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest:

Laurie Decker, Village Clerk

Village of Little Chute
 Department of Public Works

REQUEST FOR BOARD'S CONSIDERATION

ITEM DESCRIPTION:	Additional category B user fee for ammonia
REPORT PREPARED BY:	Jeff Elrick <i>JFE</i>
REPORT DATE:	3/15/2017
ADMINISTRATOR'S REVIEW / COMMENTS:	No additional comments to this report: _____ See additional comments attached: _____
EXPLANATION:	In 2016 the Village has notice a rise in ammonia-nitrogen in the billing from Heart of the Valley Metropolitan Sewerage District (see attachment) to the extent that the cost to treat ammonia equals or is greater than treating any other parameters that the Village charges commercial customers who test their wastewater quarterly. The cost for ammonia-nitrogen that we are billed from HOVMSD is \$1.625 per unit. January bill is 13,676.91 lbs x \$1.625 = \$22,224.98 Presently the Village uses Category A and Category B for sanitary sewer charges; Category A which is defined as normal domestic wastewater having concentrations of biochemical oxygen demand (BOD) no greater than 180 mg/l, suspended solids no greater than 250 mg/l, and phosphorus no greater than eight mg/l. The user charge for Category A wastewater is the volume charge set by the village board. Category B which is defined as wastewater having concentrations of BOD greater than 180 mg/l, suspended solids greater than 250 mg/l, and/or phosphorus greater than eight mg/l. The minimum Category B charge will be based on a concentration of not less than 180 mg/l for BOD, 250 mg/l for suspended solids, and eight mg/l for phosphorus. Present formula for billing is; $R = (V \times R_v) + 0.00834V [B \times R_b] + (S \times R_s) + (P \times R_p)$ Ammonia was never included in the formula for Category B users. Not sure why it wasn't included, possible low cost for treatment and/or low volume. If the board would like to include ammonia-nitrogen to the present category B charges the ordinance would need to be changed. Below is parts of section 34 of the village ordinance with possible changes. If we include ammonia-nitrogen with (concentration minus 35 mg/l = A) to the formula; $R = (V \times R_v) + 0.00834V [B \times R_b] + (S \times R_s) + (A \times R_A) + (P \times R_p)$. Domestic sewage has an average of 30 to 40 mg/l of ammonia-nitrogen. Category A which is defined as normal domestic wastewater having concentrations of biochemical oxygen demand (BOD) no greater than 180 mg/l, suspended solids no greater than 250 mg/l, ammonia-nitrogen no greater than 35 mg/l and phosphorus no greater than eight mg/l. The user charge for Category A wastewater is the volume charge set by the village board.

Category B which is defined as wastewater having concentrations of BOD greater than 180 mg/l, suspended solids greater than 250 mg/l, ammonia-nitrogen greater than 35 mg/l and/or phosphorus greater than eight mg/l. The minimum Category B charge will be based on a concentration of not less than 180 mg/l for BOD, 250 mg/l for suspended solids, ammonia-nitrogen 35 mg/l and eight mg/l for phosphorus.

New formula for billing is; $R = (V \times R_v) + 0.00834V [B \times R_b] + (S \times R_s) + (A \times R_a) + (P \times R_p)$.

Items to be discussed:

1. Wastewater testing done at least monthly to have more accurate information for billing. Presently there are 4 sewer customers that are testing.
2. Random testing by the village at owner's expense.
3. New commercial customers required to test their wastewater monthly for a period of time, possible six months to a year to see if they fall into category A with a volume charge or category B which they will need to continue monthly testing.
4. Back charging customers for ammonia discharged. Only one customer has information on ammonia discharged from prior months?

RECOMMENDATION: Discussion