



Village of

**Little Chute**

## AGENDA

### **R**EGULAR BOARD MEETING

PLACE: Little Chute Village Hall  
DATE: Wednesday, February 3, 2016  
TIME: 6:00 p.m.

#### **REGULAR ORDER OF BUSINESS**

- A. Invocation
- B. Pledge of Allegiance to the Flag
- C. Roll call of Trustees
- D. Roll call of Officers and Department Heads
- E. Public Appearance for Items Not on the Agenda
- F. Report of Other Minutes:
  - Minutes of the Plan Commission Meeting of November 16, 2015
  - Minutes of the Meeting of Kimberly-Little Chute Public Library Board Meeting of Nov. 17, 2015
  - Minutes of the Utility Commission Meeting of November 17, 2015
  - Minutes of the Utility Commission Meeting of December 1, 2015
  - Minutes of the Plan Commission Meeting of December 14, 2015
- G. Approval of Minutes
  - Minutes of the Regular Board Meeting of January 20, 2016*
- H. Department and Officers Progress Reports
- I. Discussion—Municipal Services Building Update
- J. Discussion/Action—Community Survey Proposal from UW-River Falls
- K. Discussion/Action—Succession Planning for DPW and DPRF
- L. Discussion/Action—Development Agreement with Trilliant Food & Nutrition, LLC
- M. Discussion/Action—Offer to Purchase from Trilliant Food & Nutrition, LLC for 1501 and 1603 Stephen St.
- N. Discussion—Park, Recreation and Forestry Sponsorship Document
- O. Disbursement List
- P. Call for Unfinished Business
- Q. Items for Future Agendas

R. 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. *Property Acquisition Negotiations*

S. Return to Open Session

T. 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: January 6, 2016

## MINUTES OF THE PLAN COMMISSION MEETING – NOVEMBER 16, 2015

### 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  
Larry Van Lankvelt  
Bill Van Berkel  
Steve Eggert  
Brian Huiting  
Roy Van Gheem  
Richard Schevers

#### ALSO PRESENT:

Community Development Director Jim Moes, Village Clerk Laurie Decker and Ken Jaworski with Marteson & Eisele

### Public Appearance for Items Not on the Agenda

None

### Approve Minutes from the Plan Commission Meeting of October 12, 2015

*Moved by Commissioner Van Lankvelt, seconded by Commissioner Van Berkel to Approve the Minutes of October 12, 2015 as presented.*

Ayes 7, Nays 0 – Motion Carried

### Recommendation—Certified Survey Map

Community Development Director Jim Moes spoke of the reconfiguring of lot lines under the same ownership.

*Moved by Commissioner Van Lankvelt, seconded by Commissioner Huiting to enter a recommendation of adoption of resolution approving the CSM.*

Ayes 7, Nays 0 – Motion Carried

### Recommendation—Dedication of Hartzeim Drive

Community Development Director Jim Moes spoke of dedicating property acquired through purchase to straighten out Hartzeim Drive.

*Moved by Commissioner Van Lankvelt, seconded by Commissioner Huiting to enter a recommendation to the board to dedicate as road right-of-way for Hartzeim Drive.*

Ayes 7, Nays 0 – Motion Carried

### Recommendation—Vacation of Hartzeim Drive

Community Development Director Jim Moes discussed vacating the portion of Hartzeim Drive that the Village no longer needs and attach it to the property owner to the North.

*Moved by Commissioner Van Lankvelt, seconded by Commissioner Van Berkel to enter a recommendation to the board for vacation of Hartzeim Drive.*

Ayes 7, Nays 0 – Motion Carried

### Discussion—Comprehensive Land Use Plan

Mr. Jaworski discussed some of the updates to sections of the comprehensive plan including discussion on recent housing proposals for Senior Housing Development, attempts to elevate housing opportunities in the down town district, improving access on Cty. “N” and continuation of development on the north side and the Freedom Road area. There was discussion regarding the downtown district and that the Village has no plans to develop a secondary industrial park.

None

**Items for Future Agenda**

None

**Adjournment**

*Moved by Commissioner Van Berkel, seconded by Commissioner Eggert to Adjourn the  
Plan Commission Meeting at 6:28 p.m.*

Ayes 7, Nays 0 – Motion Carried

**VILLAGE OF LITTLE CHUTE**

  
By: Michael Vandenberg, Village President

  
Attest: Laurie Decker, Village Clerk

**Minutes of the Meeting of the  
Kimberly-Little Chute Public Library Board**

**November 17, 2015**

The meeting was called to order at 4:48 p.m. by President Moes at the Gerard H. Van Hoof Library in Little Chute.

**PRESENT:** Dave Hietpas, Jim Hietpas, Jim Moes, Lori Vanderloop, Phil Yunk.

**EXCUSED:** Amanda Fletcher, Rose Vander Velden.

**OTHERS PRESENT:** Beth Carpenter.

**MINUTES AND INVOICES**

Yunk moved, seconded by J. Hietpas, to approve the minutes of the October 20, 2015 meeting. Motion carried. D. Hietpas moved, seconded by Vanderloop, to approve the October 2015 invoices. Motion carried. The October 2015 financial and statistics reports were discussed. Carpenter shared information about "Wisconsin Public Library Service Trends 1990-2014," which was recently shared by the DPI. Local trends are mirroring state trends when considering library visits, circulation, computer use, and program offering & attendance.

**OLD BUSINESS**

Discussion regarding the status of the Joint Library relating to sustainability of services continued. Angela Schneider entered the meeting at 5:05 p.m. There was consensus to have Dave Hietpas and Jim Hietpas speak to the Village Administrator in their respective communities to recommend that the Joint Library Agreement and funding formula be examined, along with the consideration of what level of desired service each community would like to provide.

The 2016 Library Budget was approved at the Joint Budget Meeting on Monday, November 9, 2015. No action was required.

**NEW BUSINESS**

No new business was offered.

**DIRECTORS REPORT**

Angela Bishop was hired as Library Assistant and has started training as of November 12<sup>th</sup>.

The Fox Cities Reads committee continues to work on finding the 2016 Reads author/title. Authors are being booked for the Fox Cities Book Festival. Schneider reported on adult programming, including NaNoWriMo activities, Sounds of the Season with Elvis Presley, books clubs, and matinees.

Carpenter provided updates from an Administrative Advisory Committee attended last week, including information about Sierra migration and future upgrades, Windows 10, OWLSnet fees, circulating mobile hotspots, and return of materials legislation. She also reported on recent meetings with the WAPL Board and the

Public Library System Revision Steering Committee, as well as her recent attendance of the WLA annual conference in Middleton.

The library will be closed November 26-27 for the Thanksgiving holiday.

#### YOUTH SERVICES REPORT

Carpenter shared a report on Youth Services activities on behalf of Ann Hardginski. October and early November programming for youth included Family Story Times, Baby Story Times, 2 free programs with The Learning Shop, and Picture Book Palooza. Hardginski also read stories at Family Literacy Night at the Community Child Care Center in Kimberly.

Families celebrated achievement at the library's 4<sup>th</sup> annual 1000 Books Before Kindergarten Graduation Ceremony. Twenty-three children graduated in this year's program. December programs will include Stories with Santa, Math BINGO, movie double feature day, teen movie, and a Noon Year's Eve Party. Gordon Korman will be coming on March 2, 2016 and will have 3 presentations at the library and Little Chute & Kimberly schools.

Hardginski is working on booking performers for the 2016 Summer Reading Program. The theme will be *On Your Mark, Get Set, Read!* which will have an exercise/health/sports emphasis. She is also working with Schneider on the library's 2<sup>nd</sup> annual Winter Reading Program – *A Minion Reasons to Read*.

FOLKS was thanked for covering the cost of new preschool packs. 40 more packs were added to the library collections and each contains a learning game covering early literacy concepts and 3 picture books to expose families to a wide variety of stories.

#### ITEMS FOR FUTURE AGENDAS

Discussion action regarding the status of the Joint Library relating to sustainability of services will be included on the next meeting agenda. No additional items were offered for future agendas. J. Hietpas questioned if a meeting will be held in December. There was consensus to wait and see if there were enough agenda items to require a meeting and/or will enough Trustees be able to attend to afford a quorum.

#### ADJOURNMENT

J. Hietpas moved, seconded by D. Hietpas, to adjourn the meeting at 5:36 p.m. Motion carried.

Respectfully submitted,  
Beth A. Carpenter, Recording Secretary

## MINUTES OF THE UTILITY COMMISSION MEETING – NOVEMBER 17, 2015

### Call to Order

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

### Roll Call

PRESENT: Kevin Coffey, Chair  
Tim Wegand  
Mark Gloudemans  
Tim Bevers  
Jessica Schultz  
Michael Vanden Berg

ALSO PRESENT: MCO Rep. Jerry Verstegen, Village Clerk Laurie Decker, Finance Director Teri Matheny, Director of Public Works Roy Van Gheem, McMahon Associate Chad Olsen

### Public Appearance for Items Not on the Agenda

None

### Approval of Minutes

*Moved by M. Gloudemans, seconded by T. Bevers to approve the Minutes of October 20, 2015 and November 3, 2015 as presented.*

All Ayes – Motion Carried

### Discussion—2016 Budget

Finance Director Matheny asked if there were any questions on the budget packet that she handed out at the last meeting. It was noted that the Village Board is having a formal budget hearing on December 2. The reason for the increase in Operating Expense in the Sewer Utility section is due to the allocation of the salary for the engineer, for the entire year, as opposed to a partial year in 2015, when the engineer was hired.

### Discussion—Utility Billing

Finance Director Matheny gave an update on utility billing. The door hangers are being distributed and it appears as though one door hanger cycle will be adequate. The December newsletter will provide utility billing information and there will be an insert in the December MCO bill. The Village intern is working to include information on the Village website. Data from Kaukauna Utilities was pulled, as of last week, and is being reviewed. At the next meeting, on December 1, approval is being sought for the PSN process. Continuing to work on how to assign account numbers and develop protocol on how payments will be applied. Training for the new system is taking place on December 7. Finance is planning to hire a full-time Accounting Clerk and two part-time Cashiers.

### Progress Reports

#### MCO Operations Update

MCO Representative, Jerry Verstegen provided updates for current, past and ongoing Water Department projects and areas of concern. The silicate pump was repaired at Well #4 and resin was added to shells at Well #4. and brine pump was replaced. There was a water break on Orchard. The fall hydrant flush is complete and the hydrant was replaced at Carol Lynn. There was discussion about resin replacement, but need to analyze salt savings before taking action.

**Director of Public Works**

Director of Public Works, Roy Van Gheem provided updates on current projects and storm sewer. The interceptor on Cherryvale, Nixon and Eisenhower are complete. The Buchanan interceptor project is well underway up to Wilson and utilities on Taylor are complete.

**Finance Director**

Director Matheny stated it was proposed to the Village Board to raise Storm Water Utility rate by \$1.00 by due to pipe expansion. The sewer rates are not changing. There were no phone calls questioning the 3% rate increase on the current bills from Kaukauna Utilities.

**Approval of Vouchers**

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

All Ayes – Motion Carried

**Unfinished Business**

The houses torn down on Highway 96 have abandoned wells without active permits.

**Items for Future Agenda**

Approval of PSN

Kaukauna Utilities Policy

Well #4 tour on December 15

**Adjournment**

*Moved by T. Bevers, seconded by K. Coffey to adjourn the meeting at 6:51 p.m.*

All Ayes – Motion Carried

**VILLAGE OF LITTLE CHUTE**

  
Attest: Laurie Decker, Village Clerk

  
By: Kevin Coffey, Chair



## MINUTES OF THE UTILITY COMMISSION MEETING – DECEMBER 1, 2015

### Call to Order

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

### Roll Call

PRESENT: Kevin Coffey, Chair  
Tim Wegand  
Mark Gloudemans  
Tim Bevers  
Jessica Schultz  
EXCUSED: Michael Vanden Berg

ALSO PRESENT: Village Administrator James Fenlon, Finance Director Teri Matheny, Director of Public Works Roy Van Gheem, MCO Rep. Jerry Verstegen

### Public Appearance for Items Not on the Agenda

None

### Discussion—Utility Billing

Finance Director Teri Matheny gave an update on the utility billing conversion. Civic Systems has all of the data and is currently doing a parallel billing. Utility billing training is taking place in Madison from December 7-9. A special thank you goes out to Kaukauna Utilities for helping to keep the conversion on schedule. The payment scheme will have the village absorbing the ACH costs and the customer paying any debit/credit card charges. Online billing is currently on delay, but will be looked at after the first billing. The customer will need to set up and authorize a new ACH because this can't be carried over from KU. The customer account numbers will not remain the same. The first digit will reflect the type of customer: 1-residential, 2-multifamily, 3-commercial, 4-industrial or 5-public authority so there is the ability to sort by type of customer. After the customer receives the first postcard bill, they will be able to go online to view bills. The marketing effort is still underway to have inserts put into the December utility billing and to have a write-up in the December village newsletter. Additional staff is being hired in Finance to help with the extra work load. There will be two part-time cashiers and one full-time accounting clerk.

### Discussion/Action—Authorize Contract with PSN

*Moved by M. Gloudemans, seconded by T. Wegand to Approve the Contract with PSN*

All Ayes – Motion Carried

### Discussion—Primadata

Table this for a 12/15/15 action. The Village is waiting to find out the start-up programming costs for the post card mailing. There is a set rate for the paper and the postage.

### Unfinished Business

Expect the Village Board to adopt the budget at the December 2 meeting. There is a full rate case occurring for water, no change in sewer, uncertain about storm water and sanitation is up 3%. Sewer connection fee, from HOVMSD, will be less in 2016 because the Part A debt is gone.

### Items for Future Agenda

Regular Utility Commission Meeting to be held on December 15, 2015.

Final budget packet will be available.


**Adjournment**

*Moved by K. Coffey, seconded by T. Bevers to adjourn the meeting at 6:25 p.m.*

All Ayes – Motion Carried

**VILLAGE OF LITTLE CHUTE**

  
Attest: Laurie Decker, Village Clerk

  
By: Kevin Coffey, Chair

# **MINUTES OF THE PLAN COMMISSION MEETING – DECEMBER 14, 2015**

## **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  
Larry Van Lankvelt  
Bill Van Berkel  
Brian Huiting  
Roy Van Gheem  
Richard Schevers

**ALSO PRESENT:** Community Development Director Jim Moes, Village Administrator  
James Fenlon, Village Clerk Laurie Decker

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

None

## **Approve Minutes from the Plan Commission Meeting of November 16, 2015**

*Moved by Commissioner Van Lankvelt, seconded by Commissioner Van Berkel to  
Approve the Minutes of November 16, 2015 as presented.*

Ayes 6, Nays 0 – Motion Carried

## **Public Hearing—Conditional Use Request at 707 West McKinley Street**

*Moved by Commissioner Van Lankvelt, seconded by Commissioner Schevers to  
Enter Public Hearing.*

Ayes 6, Nays 0 – Motion Carried

Lorraine Yarbrough with “A Very Special Place, Inc.”, 1000 W. Main Street, Little Chute, WI advised the purpose of the purchase of the home is for 4 non-related disabled adults to live independently with some supportive supervision. It would be state regulated and licensed. Mike Hippel, future resident at 707 West McKinley presented a message about himself being an active member of Kiwanis and working with others with disabilities. He is excited to have this opportunity of independence. Commissioner Van Lankvelt questioned the amount of renovations to be done, and if there would be basement access. Ms. Yarbrough stated that they would be opening door areas for ADA compliance along with an egress window in the basement and a ramp in the garage. Commissioner Huiting inquired if “A Very Special Place” owns other homes and Ms. Yarbrough confirmed there are no other homes owned currently and no goal of adding housing in the future. Commissioner Van Lankvelt asked if this will be temporary housing. Ms. Yarbrough replied this is permanent. Commissioner Van Lankvelt engaged Mr. Moes inquiring if there have been similar houses that required conditional use permits. Mr. Moes explained that yes, there was one example to which the Village did not receive any complaints. Delena Wirth, 708 West McKinley Street, expressed concerns over zoning, parking, and emergency response along with conditions and restrictions of the property. Ms. Yarbrough explained all but one of the residents are non-drivers and property is to be utilized and licensed as residential rather than a business. Mr. Moes assisted with explanation of the pertinent Village codes. Mary Gitter, representing her Mother, Mrs. Lloyd Vandenheuvel of 715 West McKinley Street had questions regarding the lot maintenance. Executive Director Yarbrough explained “A Very Special Place” will have a contractor that will maintain the lawn and landscaping and the main goal is to look like part of the neighborhood. Director Moes assured that they cannot do anything different than any other homeowner can. Curtis Stark who represents the buyers echoed Director Yarbrough in that it will look and feel just like a residence. Jessica Gill, 700 West McKinley expressed

concerns with employees potentially parking on the street and Ms. Yarbrough responded if they ran into any problems, to please contact her. Diane Angeletti, N1206 Clune Road, Kaukauna thanked the Village of Little Chute for considering this as an option for people with disabilities.

*Moved by Commissioner Schevers, seconded by Commissioner Van Gheem to  
Exit Public Hearing*

Ayes 6, Nays 0 – Motion Carried

**Action—Conditional Use Request at 707 West McKinley Street**

Jim Moes advised to Approve Conditional Use as home is utilized as a single family and to keep jurisdiction on the property

*Moved by Commissioner Van Lankvelt, seconded by Commissioner Huiting to Approve  
Conditional Use at 707 West McKinley Street subject to keeping jurisdiction on the  
property.*

Ayes 6, Nays 0 – Motion Carried

**Discussion/Review—Comprehensive Plan**

Discussion/Review will take place at next Plan Commission Meeting due to Martenson & Eisle not having the information in time for the current meeting.

**Unfinished Business**

None

**Items for Future Agenda**

None

**Adjournment**

*Moved by Commissioner Huiting, seconded by Commissioner Van Berkel to Adjourn the  
Plan Commission Meeting at 6:37 p.m.*

Ayes 6, Nays 0 – Motion Carried

**VILLAGE OF LITTLE CHUTE**

  
By: Michael Vander Berg, Village President

  
Attest: Laurie Decker, Village Clerk

## MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 20, 2016

**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  
John Elrick, Trustee  
Bill Peerenboom, Trustee  
David Peterson, Trustee  
Skip Smith, Trustee  
James Hietpas, Trustee

**PRESENT:** James Fenlon, Village Administrator  
Eric Misselt, Fox Valley Metro Police Department  
Jim Moes, Community Development Director  
Laurie Decker, Village Clerk  
Teri Matheny, Finance Director  
Roy Van Gheem, Director of Public Works  
Adam Breest, Director of Parks, Recreation and Forestry  
Charles Koehler, Village Attorney  
Haley Mader, Administrative Intern  
Nick Vande Hey, McMahon and Associates

**Excused:** Beth Carpenter, Library Director

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

None

**Approval of Minutes**

Minutes of the Committee of the Whole Meeting of January 13, 2016

*Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Approve the Minutes of the Committee of the Whole Meeting of January 13, 2016.*

Ayes 7, Nays 0 – Motion Carried

**Discussion—2016 McKinley Ave/Grand Ave/ North Wilson Street Project Overview**

Nick Vande Hey with McMahon and Associates gave an overview of the 2016 McKinley Ave., Grand Ave. and the North Wilson Street Project. Due to the grades, it was proposed to not have sidewalks on the Southside of Grand Ave. between Jackson and Wilson Streets and to add three handicapped stalls in the angled parking at the school. The half cul-de-sac on the corner of Grand and Hans Parkway will be eliminated and Legion Parkway will be a one way street with a drop off/pickup at the school. The safety center driveway will be eliminated and Madison Street will be a right turn only. Trustee Elrick asked if it is possible to put straight parking instead of angled in the school parking lot. Jim Moes said the minimum standard is 60 feet and thus the parking lot would need to be 120 feet for straight parking. Trustee Elrick was concerned about losing parking for a driveway opening at Legion Park on Grand Ave. It was decided that a California curb will be installed at the driveway opening. At a future date, it will be determined if paint needs to be applied to the California curb, but initially it will not have paint.

**Discussion/Action—North Wilson Street Overview**

It was recommended to construct North Wilson Street as a 27 foot back to back concrete street. Trustee Peerenboom does not feel a 27 foot street is necessary he proposed either a 22 or 24 foot street. After discussion, comparing costs and thinking about access for emergency vehicles it was decided that a 24 foot concrete road with traditional curbs and parking on one side is the best option for North Wilson Street.

*Moved by Trustee Peerenboom, seconded by Trustee Elrick to proceed with twenty four foot concrete road with traditional curbs and parking on one side.*

Ayes 7, Nays 0 – Motion Carried

**Operator License Approvals:**

Puffe, Richard

Jack's or Better

Little Chute

*Moved by Trustee Smith, seconded by Trustee Elrick to Approve the Operator Licenses as presented*

Ayes 7, Nays 0 – Motion Carried

**Action—Adopt 2016 Personnel Manual**

Administrator Fenlon went over a few changes that were made to the Personnel Manual suggested by Attorney Jim Macy that had to do with the legal concerns. Second, was a change to the overtime policy and third was a change made for funeral leave.

*Moved by Trustee Elrick, seconded by Trustee Peterson to Adopt the Personnel Manual as presented on January 20, 2016*

Ayes 7, Nays 0 – Motion Carried

**Discussion—2015-2019 Strategic Plan Update**

Administrator Fenlon went over the 2015 and 2016 Strategic Actions. He also presented pictures of signage that will be purchased for the village. President Vanden Berg suggested removing the dates on the signage to increase its life. Trustee Van Lankvelt is very pleased with the progress of the Strategic Plan.

**Discussion—2015 Website/Social Media Metrics**

Administrative Intern Haley Mader gave an overview of the Website and Social Media Report.

**Department and Officers Progress Reports**

Departments and Officers provided progress reports to the Board.

**Disbursement List**

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

Ayes 7, Nays 0 – Motion Carried

**Call for Unfinished Business**

None

**Items for Future Agendas**

None

**Closed Session**

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. *Sale of Village Owned Property/Negotiations*

*Moved by Trustee Elrick, seconded by Trustee Smith to enter into Closed Session at 7:42 p.m.*

Ayes 7, Nays 0 – Motion Carried

**Return to Open Session**

*Moved by Trustee Elrick, seconded by Trustee Smith to exit Closed Session at 9:07 p.m.*

Ayes 7, Nays 0 – Motion Carried

**Adjournment**

*Moved by Trustee Elrick, seconded by Trustee Smith to Adjourn the Regular Board Meeting at 9:07 p.m.*

Ayes 7, Nays 0 - Motion Carried

**VILLAGE OF LITTLE CHUTE**

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

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

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

**ITEM DESCRIPTION:** Municipal Services Building Update

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



**REPORT DATE:** January 29, 2016

**ADMINISTRATOR'S REVIEW/COMMENTS:** ( See Below )

**EXPLANATION:** Over the past week, Village staff has worked closely with legal counsel from von Briesen & Roper to close the gap on the finalization of the Request for Proposals (RFPs) for Architectural Services and Construction Management Services (two separate documents). In addition, legal counsel has finalized the contracts that correspond to the separate RFPs.

These documents will be published through official action with the Times Villager and the Village will also take add with the Daily Reporter to ensure that we have broad distribution of the RFP. In addition, staff has compiled roughly a dozen contacts under each RFP, which the Village will directly solicit architectural firms and construction management firms. The schedule for the RFP is below:

- RFP issuance date: February 5<sup>th</sup>, 2016 (February 9<sup>th</sup>)
- Pre-Submission meeting: Mid-February, 2016
- Proposal submission date: March 4<sup>th</sup>, 2016 (March 11<sup>th</sup>)
- Selection: March 18<sup>th</sup>, 2016 (March 25<sup>th</sup>)
- Execution of contract: March 25<sup>th</sup>, 2016 (April 1<sup>st</sup>)

The most important aspect of the timeline above will be the selection timeframe and ensuring that the most qualified firms, based upon the RFPs submitted, are vetted and selected to partner with the Village on this project. Lastly, at least one other member will finalize the selection committee so that there are an odd number of members. At this time, the selection committee will consist of the following individuals:

- Village President
- Trustee Peerenboom
- Administrator Fenlon
- DPW Director Van Gheem
- CDD Director Moes
- Village Engineer Murawski

**RECOMMENDATION:** Discussion



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

**ITEM DESCRIPTION: 2016 Community Survey Proposal**

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



**REPORT DATE: January 29, 2016**

**ADMINISTRATOR'S REVIEW/COMMENTS: ( See Below )**

**EXPLANATION:** In order to move forward on the 2016 Community Survey in a timely manner, this information is being provided to the Board. Attached to this packet you will find the following:

- UW River Falls Proposal on survey with key areas highlighted
- DRAFT Survey – As an example of what the survey would theoretically look like

The proposal was presented to the Village after discussions with UW River Falls staff. The goal is to have a sample size of 367 so that the data is statistically valid. I have no other concerns or recommendations on the proposal, as I feel that based upon costs of over Universities that conduct this type of research, this is the most cost conscience proposal we will receive.

The DRAFT survey was provided for your review just so you have a concept of what the actual survey will look like and the types of typical questions we would expect to ask. Once the Board approves this proposal, all departments in the Village will conduct a review to insert or delete portions that are not relevant for our needs. I can say with a high degree of confidence that we will insert specific questions as it is related to the Doyle Park Pool and the Library. Other specific changes will be driven by individual departments and their consultation with me. Final survey design will be presented to the Board prior to conducting the survey.

Finally, just so we are all on the same page moving forward, the data gleaned from this survey will be used to provide valuable citizen perceptions of the community to all Village Departments and the Board of Trustees. Moving forward, I would expect and propose that the Village update this study every 3-5 years so that the data can be used to track results and produce trends in service, citizen perceptions and overall feedback on the Village of Little Chute. When this information is tied to other efforts, whether in individual departments or as part of overarching plans, the Village of Little Chute will have the ability to better understand how our efforts/operations can be altered to achieve higher levels of satisfaction or gain greater efficiencies.

**RECOMMENDATION:** Discuss and approve the proposal.

**Village of Little Chute Community Survey Cost Proposal**  
**January 12, 2016**

James Fenlon, Administrator of the Village of Little Chute, has requested a cost estimate from the Survey Research Center (SRC) at the University of Wisconsin–River Falls for services related to a community survey of Little Chute residents. This proposal lays out the assumptions used, tasks to be completed, and costs associated with this project.

**Survey Research Center (SRC) at the University of Wisconsin – River Falls**

*Since 1990, the Survey Research Center (SRC) at the University of Wisconsin – River Falls has provided statistically sound, low cost information gathering services for academics, local units of government, non-profit groups, school districts, and other organizations. The Center conducts between 30 and 40 surveys a year on a wide variety of topics. The SRC is directed by Dr. David Trechter, chair of the Department of Agricultural Economics and employs three staff (Denise Parks, Shelly Hadley, and James Janke) and four student assistants.*

**Assumptions**

According to the most recent 5-year estimate from the Census Bureau’s American Community Survey, there are approximately 8,148 adults age 18 year and older in Little Chute. Based on that number, the SRC will need to receive 367 completed questionnaires to produce estimates that are expected to be accurate to within plus/minus 5% with 95% confidence. The SRC will send the survey to a random sample of 1,101 Little Chute residents.

Other assumptions used in this cost estimate include:

- The survey instrument will contain 1 open-ended question.
- The SRC will purchase a mailing list of homeowners and renters in Little Chute from a commercial vendor.

**Project Tasks**

The project includes the following tasks:

- SRC staff will work with James Fenlon to identify information to be gathered, clarify survey objectives, identify how the survey will be formatted and administered, discuss the final product (deliverables), create a time line, and design a productive survey instrument. The first three survey drafts are included in the cost of the proposal. Additional drafts will be charged at a rate of \$75.00 per revision.
- We have assumed one open-ended question will be included in the survey. Additional open-ended questions can be added at an additional \$200 per question.
- The SRC will submit a required research protocol to the Institutional Review Board (IRB) for the protection of human subjects.
- The survey instrument will be compatible with the SRC’s scanning software.
- James Fenlon will decide if cover letters will be printed on the village’s letterhead and, if so, will provide an electronic or physical copy of the letterhead to the SRC.
- The SRC will provide all the work associated with the preparation and mailing of the surveys. This includes: copying and stuffing envelopes and mailing a survey to a random sample of 1,101 households in the Village of Little Chute, sending postcard reminders to non-respondents 10-14 days after the initial mailing, and mailing a second survey to non-respondents 10-14 days after the reminder postcard is sent. The SRC

uses multiple mailings in order to increase response rates and allow for non-response statistical testing.

- The SRC will input/scan, and clean data from the returned questionnaires, and tabulate the data.
- The SRC will provide a draft report including our statistical analysis to James Fenlon in electronic format for review and approval. **James Fenlon will determine if the Village of Little Chute wants a summary report (means, frequencies, and bullet point summary of key findings) or a full report (statistical analysis of the data, executive summary and full write-up of the results).**
- The SRC will send a final report and data to James Fenlon in an electronic format. The report will incorporate open-ended comments from respondents with all identifying information removed.
- Upon completion of the surveys, the data, and report will be the property of the client. The SRC will retain ownership of the questionnaire. The report may be posted on the SRC Internet web site.
- If requested, the SRC can make a public presentation of the survey findings to the client. Presentations of survey findings are usually at no cost to the client; however, nominal travel costs may be necessary.

#### **Estimated/Projected Costs and Sample Size**

The following is an estimate only. If the project goes forward, the SRC may need to create a revised cost proposal if changes occur to the project's dimensions, as we understand them.

The following table summarizes our assumptions about the size of the survey instrument and the number of surveys returned to the SRC for processing.

<b>Survey Size</b>	<b>Mail Out</b>	<b>Sample Size Needed/ Expected</b>	<b>Min. Cost Full Report</b>	<b>Min. Cost Summary Report</b>
4-pages	1,101	367	\$6,525	\$5,700
6-pages	1,101	367	\$6,875	\$6,050
8-pages	1,101	367	\$7,075	\$6,250

If more than 367 surveys are returned, the SRC will process additional 4-page surveys @\$5.35, 6-page surveys @\$5.85, and 8-page surveys @\$6.00. James Fenlon will specify the maximum number of surveys to be processed. The advantage of processing additional questionnaires is a slight improvement in the accuracy of the results, and the disadvantage is a slight increase in the overall cost of the survey.

#### **Tentative Survey Timeline and Delivery of Results**

It is anticipated that the survey will begin spring 2016 with final results delivered approximately one month after the closing of the survey. If a project delay requires the survey to be deferred to a later date, the timeline and delivery of results will need to be adjusted.

If you have any additional questions or comments, please feel free to contact: David Trechter at 715/425-3129, [david.d.trechter@uwrf.edu](mailto:david.d.trechter@uwrf.edu) or James Janke at 715/425-0703, [james.janke@uwrf.edu](mailto:james.janke@uwrf.edu)

# Village of Little Chute Survey - 2016

**\*\*Please return by August 15, 2013\*\***

Using blue or black ink, please fill the circle that most closely matches your response.

**Answer Selection:** Correct = ● Incorrect = ✗ ✓ ⊖

1. What is the primary reason you chose to live in Little Chute? (Mark (●) one only)

Little Chute School District	Tax Rate	Cost of Housing	Family Ties	Recreational Opportunities	Job	Other, Specify
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> _____

## INFRASTRUCTURE, STREETS, and SIDEWALKS

2. Rate the overall quality of the following in the Village of Little Chute?

	Excellent	Good	Fair	Poor
a. Roads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Parks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Recreation opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Senior Citizen opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Energy efficiency initiatives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. During the next 5 years, in which of the following do you think the Village of Little Chute should invest?

**Using the letters a to f, please rank your top 4 choices in priority order below:**

- |                                    |  |
|------------------------------------|--|
| a. Maintaining existing roadways   | d. Improving existing sidewalks  |
| b. Improving existing roadways     | e. Establish bike routes on existing streets through signage and striping        |
| c. Developing additional sidewalks | f. Improving bicycling opportunities by developing separate trails for bicycling |

\_\_\_\_ Letter of highest priority    \_\_\_\_ Letter of 2<sup>nd</sup> highest priority    \_\_\_\_ Letter of 3<sup>rd</sup> highest priority    \_\_\_\_ Letter of 4<sup>th</sup> highest priority

4. If these steps in Question 2 to improve transportation services required an increase in taxes, would you support or oppose increases for the following?

	Support	Not sure	Oppose
a. Maintenance to existing roadways	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Improving existing roadways	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Developing additional sidewalks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Improving existing sidewalks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Improving bicycling opportunities by:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Establishing bike routes on existing streets through signage and striping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ii. Developing separate trails for bicycling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
iii. Developing more connections to the Mountain Bay Trail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## QUALITY OF LIFE

5. How satisfied are you with the quality of the following services in the Village of Little Chute?	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
a. Police	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Fire	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Parks and playing fields	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Recreation services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Snow plowing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Street maintenance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Garbage collection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. During the next 5 years, how high a priority do you think it is for the Village of Little Chute to invest in the following recreational facilities?	High	Medium	Low	Not a Priority
a. Soccer fields	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Baseball/softball diamonds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Basketball courts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Skate board park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Ice skating rink	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Village Green Golf Course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Dog park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Frisbee golf course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Picnic areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Playground equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Outdoor pool/Aquatic Center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. Tennis courts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m. Volleyball courts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. If you believe that any of the resources above (Question 5) should be created or expanded, how should the improvements be funded? (Mark (•) one only)	Property Taxes	General park user fees	Fees for specific uses	Combination of fees and taxes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

## ECONOMIC DEVELOPMENT

8. Please indicate your level of disagreement or agreement with each of the following statements regarding a sense of community in Little Chute:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	No Opinion
1. Little Chute has a strong sense of community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The Village will be able to maintain its sense of community if growth continues at a rate similar to that since 2000.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Encouraging people to volunteer would enhance Little Chute's sense of community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Providing opportunities for community events (dances, block parties, etc.) would build a sense of community in the Village.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Little Chute should develop a specific image for the Village.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Special efforts should be made to include families and children identified as "at risk" in community events.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The Village should work to attract cultural or arts-oriented organizations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The Village should expend resources to determine if local tax rates can be sustained at current levels.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The Village should work with residents to create a vision for Little Chute future.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Which of the following retail establishments are the highest priorities for the Village of Little Chute?  
Using the letters a to l, please rank your **top 4** choices in priority order below:

- |                                     |                                       |                                      |
|-------------------------------------|---------------------------------------|--------------------------------------|
| a. Convenience stores               | e. Health and personal care supplies  | i. Supper clubs (high end)           |
| b. Upscale department stores        | f. Office supplies, stationery, gifts | j. Family restaurants (full service) |
| c. Discount department stores       | g. Specialty food stores              | k. Fast food restaurants             |
| d. Electronics and appliance stores | h. Other small specialty shops        | l. Grocery stores                    |

\_\_\_\_ Letter of highest priority    \_\_\_\_ Letter of 2<sup>nd</sup> highest priority    \_\_\_\_ Letter of 3<sup>rd</sup> highest priority    \_\_\_\_ Letter of 4<sup>th</sup> highest priority

10. Which of the following private service businesses are the highest priorities for the Village of Little Chute?  
Using the letters a to f, please rank your **top 2** choices in priority order below:

- |  |                     |   |
|--|---------------------|---|
| a. Entertainment establishments          | c. Child day care   | e. Health and personal care services            |
| b. Caterers and food service contractors | d. Elderly day care | f. Businesses that serve other businesses (B2B) |

\_\_\_\_ Letter of highest priority    \_\_\_\_ Letter of 2<sup>nd</sup> highest priority

## UTILITY AND COMMUNITY FACILITIES/SERVICES

11. Based on your experience, please rate the following Village of Little Chute services.	Excellent	Good	Fair	Poor	Not Sure
a. Ambulance service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Fire protection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Garbage collection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Zoning and building Inspections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Park and recreation facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Police protection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Municipal electric system	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Recycling program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Sanitary sewer service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Snow removal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Storm water management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. Street and road maintenance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m. Youth, Adult, and Senior programming	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. If improvements required increases in your taxes, would you support or oppose increases for the following services?	Support	Oppose
a. Garbage collection	<input type="radio"/>	<input type="radio"/>
b. Zoning and building inspections	<input type="radio"/>	<input type="radio"/>
c. Park and recreation facilities	<input type="radio"/>	<input type="radio"/>
d. Municipal electric system	<input type="radio"/>	<input type="radio"/>
e. Recycling program	<input type="radio"/>	<input type="radio"/>
f. Sanitary sewer service	<input type="radio"/>	<input type="radio"/>
g. Snow removal	<input type="radio"/>	<input type="radio"/>
h. Storm water Management	<input type="radio"/>	<input type="radio"/>
i. Street and road maintenance	<input type="radio"/>	<input type="radio"/>
j. Youth, Adult, and Senior Programming	<input type="radio"/>	<input type="radio"/>

13. Should the Village Board consider spending funds to construct the following?	Yes	No
a. Outdoor pool or Aquatic Center	<input type="radio"/>	<input type="radio"/>
b. A downtown area or Village Center	<input type="radio"/>	<input type="radio"/>
c. Relocation of the Brown County Highway Department and mixed-use (Residential, Business, and Recreational) development around the quarries)	<input type="radio"/>	<input type="radio"/>

## **COMMUNICATION AND INFORMATION SERVICES**

14. Please answer the following:

	Yes	No
a. Are you aware that the Village of Howard communicates with residents through an e-mail newsletter called E-Notify?	<input type="radio"/>	<input type="radio"/>
b. Are you currently signed up for E-Notify?	<input type="radio"/>	<input type="radio"/>
c. Have you visited the Village of Howard website?	<input type="radio"/>	<input type="radio"/>
d. If yes, did you find the information on the website useful?	<input type="radio"/>	<input type="radio"/>
e. Are you aware that the Village of Howard offers a free and convenient autopay option for municipal water and sewer bill payments?	<input type="radio"/>	<input type="radio"/>
f. Are you currently signed up for the autopay bill payment service?	<input type="radio"/>	<input type="radio"/>

## **DEMOGRAPHICS (used for statistical purposes only)**

18. Gender:	Male <input type="radio"/>	Female <input type="radio"/>						
19. Age:	18-24 <input type="radio"/>	25-34 <input type="radio"/>	35-44 <input type="radio"/>	45-54 <input type="radio"/>	55-64 <input type="radio"/>	65 and older <input type="radio"/>		
20. Employment status:	Employed Full Time <input type="radio"/>	Employed Part Time <input type="radio"/>	Self Employed <input type="radio"/>	Unemployed <input type="radio"/>	Retired <input type="radio"/>	Other, specify <input type="radio"/> _____		
21. Place of residence:	Own <input type="radio"/>	Rent <input type="radio"/>	Other, specify <input type="radio"/> _____					
22. Number of Adults (18 or older) in household:			0 <input type="radio"/>	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5+ <input type="radio"/>
23. Number of children (under 18) in household:			0 <input type="radio"/>	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5+ <input type="radio"/>
24. Household income range:	Less than 15,000 <input type="radio"/>	15,000 – 24,999 <input type="radio"/>	25,000 – 49,999 <input type="radio"/>	50,000 – 74,999 <input type="radio"/>	75,000 – 99,999 <input type="radio"/>	100,000 or More <input type="radio"/>		
25. Highest level of education:	Less than high school <input type="radio"/>	High school diploma <input type="radio"/>	Some college/tech <input type="radio"/>	Tech college graduate <input type="radio"/>	Bachelor's degree <input type="radio"/>	Graduate or professional degree <input type="radio"/>		
26. How many years have you lived in the Village of Little Chute?	Less than 1 <input type="radio"/>	1 – 4 <input type="radio"/>	5 – 9 <input type="radio"/>	10 – 24 <input type="radio"/>	25+ <input type="radio"/>			

The Village Board thanks you for taking the time to provide your input regarding the importance of Village programs and services. This information will be considered in our long-range planning and budgeting.

Please return your survey in the enclosed postage-paid envelope by **August 15, 2013** to:  
 Survey Research Center, University of Wisconsin – River Falls  
 124 Regional Development Institute  
 410 S. Third Street, River Falls, WI 54022-5001



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

**ITEM DESCRIPTION: DPW/DPRF Succession Planning**

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



**REPORT DATE: January 29, 2016**

**ADMINISTRATOR'S REVIEW/COMMENTS: ( See Below )**

**EXPLANATION:** Staff has been meeting in earnest over the past number of weeks to discuss the potential for restructuring the internal workings of Public Works and Parks, Recreation and Forestry Department. These conversations began over a year ago, but due to now known retirements, the ability for the Village to restructure various positions has become a reality.

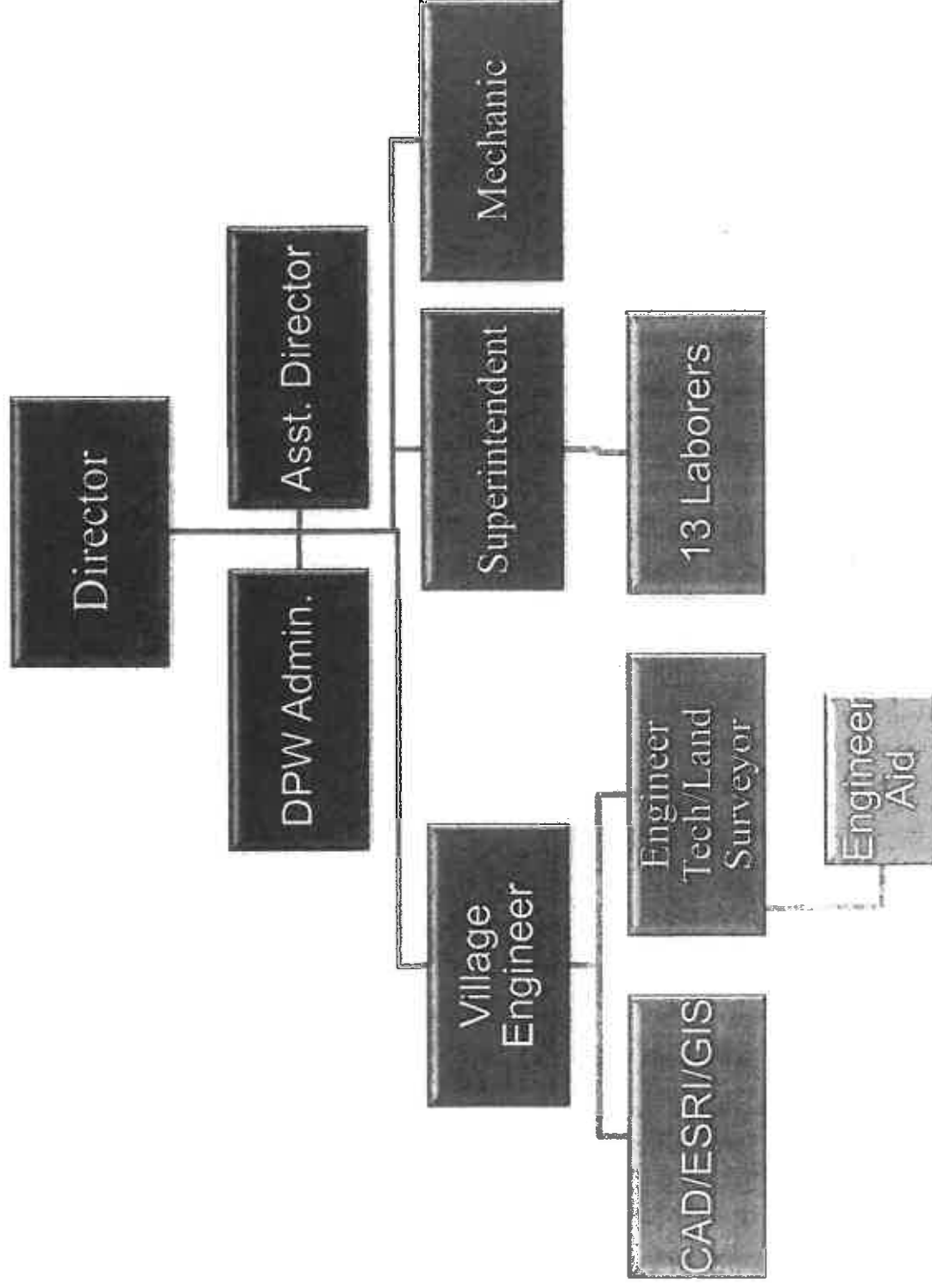
Attached to this document is a series of organizations charts, showing the current constructs and then the final a proposed organizational structure for both departments. The keys for this proposal are as follows:

1. This structure reduces the upper management of the Department of Public Works.
2. The key to the proposed change combines the Assistant Director of Public Works and Street Superintendent positions and creates an Operations Manager position. The Operations Manager will set the overall guidance and vision for the subordinates in the organization.
3. A secondary key to this proposal is the creation of three additional Working Foreman positions in Public Works. These positions will be focused on executing the day-to-day operations in conjunction with guidance from the Operations Manager.
4. By combining the labor resources of DPW and DPRF, this asset can be more readily deployed across organizational lines to execute the key priorities for the organization. Once priority tasks are executed, those resources can begin to undertake secondary priorities. The order of these tasks will change given real time events, but generally be driven by the seasonal calendar.
5. By increasing the responsibility of the Working Foreman, we do a number of positive things for the organization:
  - a) We provide advancement opportunities for our labor team where opportunity in the past did not exist.
  - b) Ensure that as we tackle the various priorities for the Village, each group can provide backup in the event of a vacation or departure (Street Superintendent – 24x365)
  - c) This plan prepares for future retirements, ensuring that no one individual will attain so much institutional knowledge their future departure would put operations at risk.

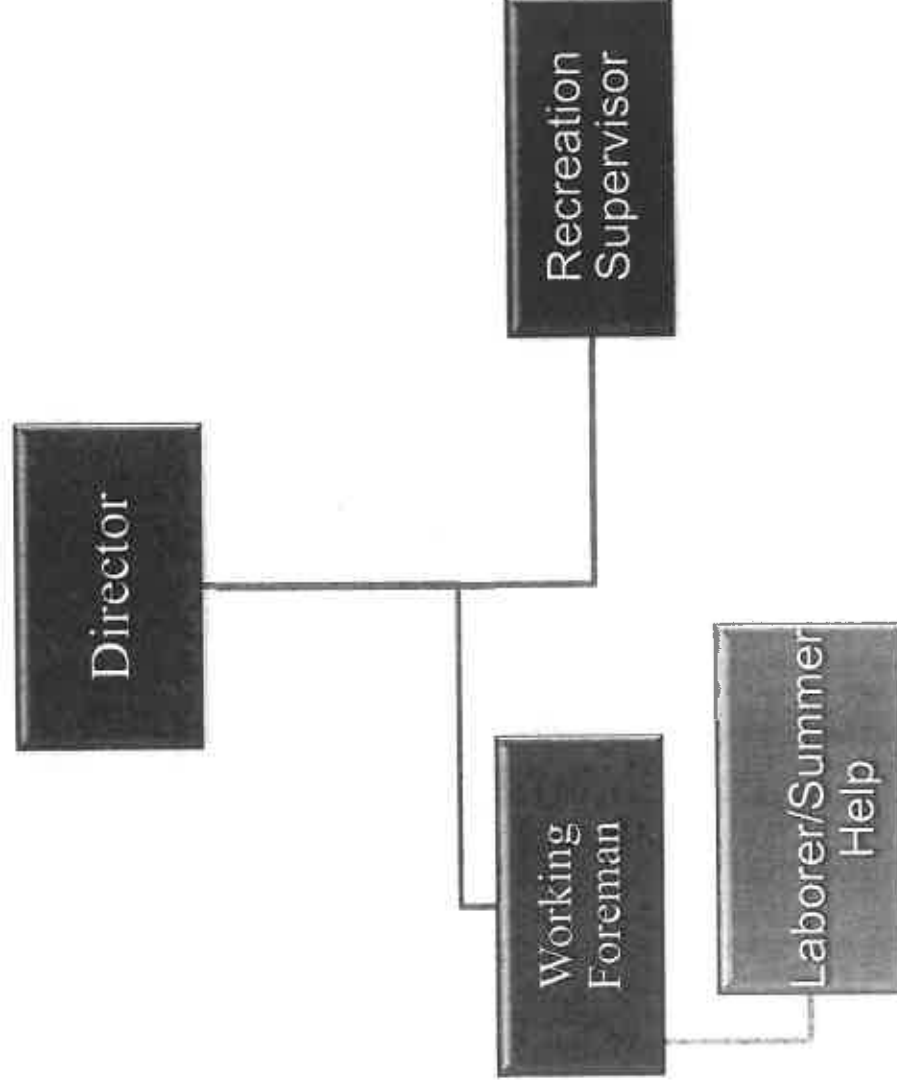
This proposal has been briefed, discussed and has the support of the leadership within the organization to execute the plan. In addition, the concept of the proposal has been briefed to the workforce. There is a strong acknowledgement that there are a number of details, including job descriptions that need to be worked. There is also acknowledgement that, as with anything, there will be bumps along the way. With all that being said, there is complete alignment with the proposal and buy-in that upon completion, will provide the Village with a more streamlined and effective workforce.

**RECOMMENDATION:** Discuss and approve the proposal so that Village staff can begin taking the steps necessary to finalize the plan, design and implement a restructured construct for the workforce in these two vital departments.

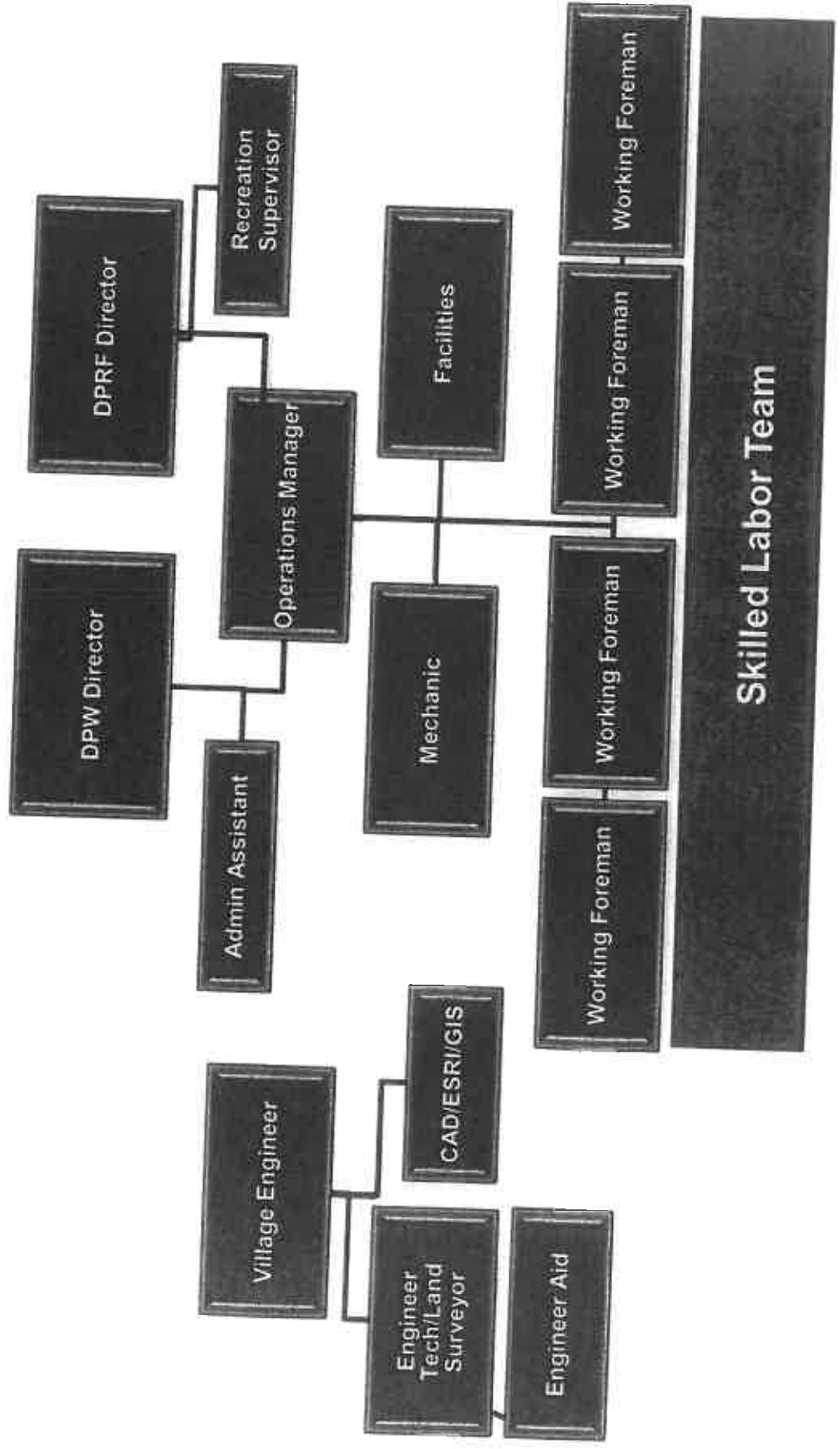
# DPW w/ Engineer



# DPRF



# DPW & DPRF SUCCESSION PLAN



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

**ITEM DESCRIPTION:** Parks, Recreation, & Forestry Sponsorship Guide

**PREPARED BY:** Adam Breest, Parks, Recreation, & Forestry Director

**REPORT DATE:** January 29, 2016

**ADMINISTRATOR'S REVIEW/COMMENTS:**

No additional comments to this report: 

See additional comments attached: \_\_\_\_\_

**EXPLANATION:** The purpose of creating a Sponsorship Guide for the Parks, Recreation, & Forestry Department is to inform local businesses and residents of the sponsorship opportunities that are available. This sponsorship guide will be printed without a date so it can last for more than just one year. Copies of the sponsorship guide will be available at village hall and will also be handed out to local businesses throughout the year.

The money that is collected from sponsorships goes directly back into the programs, seasonal program books, and the parks.

I have included the draft sponsorship guide attached to this packet.

**RECOMMENDATION:** Discussion

# Village of Little Chute Parks and Recreation Department



## Sponsorship Program

920-423-3868

[www.littlechutewi.org](http://www.littlechutewi.org)

[adam@littlechutewi.org](mailto:adam@littlechutewi.org)





## SPECIAL EVENTS

- Annual Family Fun Fest
- Annual Youth Carnival
- Family Glow Walk
- Amazing Race

## YOUTH ACTIVITIES & SPORTS

- Basketball
- Chute-ing Stars Dance Team
- Explore Nature
- Flag Football
- Peewee Sports
- T-Ball
- Tiny Tots Playtime
- Soccer
- Softball

Thank you for taking the time to review the sponsorship opportunities available with the Little Chute Parks & Recreation Department. We hope that you find our sponsorship program to be a great way for your company and/or family to support the Parks & Recreation Department which continues to help make the Little Chute area a great place to live, work, and play.

Village of Little Chute  
Parks & Recreation Dept.  
108 West Main Street  
Little Chute, WI 54140



## Table of Contents

<u>Financial Assistance</u>	<u>Deadline</u>	<u>Page</u>
Every Kid Counts	Ongoing	1
 <u>Program Book</u>		
Parks and Rec Program Book	January/July	2
 <u>Parks</u>		
Doyle Park Banners	Ongoing	2
Legion Park Banners	Ongoing	2
Van Lieshout Banners	Ongoing	2
Sponsor a Park Bench	Ongoing	3
Sponsor a Park Tree	Ongoing	3
Current Park Projects	Ongoing	3
 <u>Special Event Sponsorship Packages</u>		
Platinum Single Event Sponsor		4
Gold Single Event Sponsor		4
Silver Single Event Sponsor		4
 <u>Special Event Descriptions</u>		
Annual Family Fun Fest	June	5
Youth Carnival	July	5
Family Glow Walk	August	6
Amazing Race	March	6
 <u>Youth Sports Team Descriptions</u>		
Youth Activity & Team Sponsorship Benefits		6
T-Shirt Sponsorships		7
In-Kind Equipment/Supplies Donations		7

## Every Kid Counts

Every Kid Counts is a fund that is available to children of Little Chute residents/taxpayers who, for family financial reasons, would be unable to participate in recreation and/or aquatic programs. Residents can download the application right off of our website. Upon approval, children (age 17 & under) in the family would receive 50% of their recreation/aquatic program fees paid for from available funds up to a maximum of \$50 per child and \$150 per household. We are always looking for more businesses or organizations to help donate towards this fund so every kid in Little Chute can participate in the fun and enriching programs that the Little Chute Parks, Recreation, & Forestry program has to offer.

## Brochure Cover



## Van Lieshout Baseball Field



## Program Guide

Advertise directly to 2,000 households and businesses in the Village of Little Chute in our Spring/Summer or Fall/Winter Program Books. These comprehensive books are 12-28 page publications highlighting our Parks and Recreation Programs, Special Events, Library Programs, Senior Citizen Events, and more. Our program guides are distributed in March and August by direct mail. We will include a **FULL COLOR 3.5" x 3.5"** ad in the inside cover of the book. This is a great way to show your support for the Little Chute Parks and Recreation Department.

### Pricing

Size of ad	Program Book	Cost	Savings
3.5" x 3.5"	Spring/Summer	\$250	\$0
3.5" x 3.5"	Fall/Winter	\$250	\$0
3.5" x 3.5"	Both Books	450	\$50

## Baseball Field Advertising Banner

The Parks & Recreation Department is selling banners on the baseball field fences. Doyle, Legion, and Van Lieshout Parks all have opportunities for banners. Banners at the fields are 8'x4'. These signs which are made of heavy vinyl and full color are **highly** visible to spectators, coaches, and players.

### PRICING

# of Banners	# of Fields	# of Years	Cost	Savings **
1	1	1	\$200	-0-
1	1	2	\$350	\$50
1	1	3	\$500	\$100
2	2	1	\$400	-0-
2	2	2	\$650	\$150
2	2	3	\$900	\$300
3	3	1	\$600	-0-
3	3	2	\$900	\$300
3	3	3	\$1200	\$600
4	4	1	\$800	-0-
4	4	2	\$1200	\$400
4	4	3	\$1600	\$800

**\*\*Savings are based on signing up for multiple years**



## Benches and Trees



**Benches** are a great way to give back to the community and make our park a more beautiful place.

**Select a Location** – The resident will indicate the location they would like their bench installed. The Parks, Recreation & Forestry Director will try to honor their wishes as best as possible with the knowledge of the parks master plan. The Director may offer additional recommendations on locations.

**Select Wordage** – With the assistance of the Director, a plaque will be installed on the bench with the engraving signifying the resident's message.

**Complete the Application** – The resident will submit an application with gift payable to the Village of Little Chute Parks, Recreation, & Forestry Department, 108 West Main Street, Little Chute, WI 54140. A gift in the amount of roughly \$1400 is required for benches in village parks. The gift reflects the bench, delivery, and plaque. The site preparation, concrete, and annual maintenance are covered by the village.

**Install the Bench/Tree** – Residents can attend the installation of the bench, but they are not required to do so.



**Trees** are a great way to enhance a local park while helping the environment.

- **Select a Tree** - The trees are approximately 1.5" - 2.5" in

## Ongoing Park Projects

diameter and 7' to 10' tall. Ask us about our recommended species of trees.

- **Select a Location** - Indicate to us where you would like the tree planted. Most of our parks have room and we will try our best to honor your wishes. If a location doesn't work, we will offer alternatives. Also indicate what you want written on your plaque.



## SPECIAL EVENTS

- Annual Family Fun Fest
- Annual Youth Carnival
- Family Glow Walk
- Amazing Race

## YOUTH ACTIVITIES & SPORTS

- Basketball
- Chute-ing Stars Dance Team
- Explore Nature
- Flag Football
- Peewee Sports
- T-Ball
- Tiny Tots Playtime
- Soccer
- Softball

## Combination Sponsorship Packages Available

Would you like to sponsor both special events and Youth Sports Teams? Please inquire with the Park & Rec Department. 920-423-3868 or [adam@littlechutewi.org](mailto:adam@littlechutewi.org)



## PLATINUM SINGLE EVENT SPONSOR

**\$1,000**

### Recognition at Event

- \* One (1) 8' x 3' custom banner with sponsor's name and company logo will be prominently displayed at the event. (Banner provided by Parks & Rec. artwork provided by business)
- \* One (1) 10' x 10' canopy with table and two chairs will be provided at the event for sponsor to distribute information about their company (if desired).
- \* Sponsor's company logo will appear on all printed materials for the event (submission deadlines apply).
- \* Verbal recognition of sponsorship at event

### Online Recognition

- \* Sponsor's logo and a link to their website will be displayed on the Parks & Recreation homepage.

### Print Recognition

- \* Inclusion in all press releases sent to print, radio, and TV two weeks prior to each event

### Advertising

- \* One Advertising banner at Baseball Field for 3 years **(\$500 Value)**

### VIP Benefits

- \* 1 Free Family of 4 Pool Pass **(\$105 Value)**

## GOLD SPONSOR

**\$500**

### Recognition at Event

- \* One half of 8' x 3' custom banner with sponsor's name and company logo will be prominently displayed at the event. You would share banner with another Gold Level Sponsor. (Banners provided by Parks & Recreation artwork provided business)
- \* Sponsor's company logo will appear on all printed materials for the event (submission deadlines apply).
- \* Verbal recognition of sponsorship at event.

### Online Recognition

- \* Sponsor's logo will be displayed on the Parks & Recreation homepage.

## SILVER SPONSOR

**\$250**

### Recognition at Event

- \* Verbal recognition of sponsorship at event

### Online Recognition

- \* Sponsor's logo will be displayed on the Park & Recreation homepage.



## SPECIAL EVENTS

- Annual Family Fun Fest
- Annual Youth Carnival
- Family Glow Walk
- Amazing Race

## YOUTH ACTIVITIES & SPORTS

- Basketball
- Chute-ing Stars Dance Team
- Explore Nature
- Flag Football
- Pee wee Sports
- T-Ball
- Tiny Tots Playtime
- Soccer
- Softball



## Annual Family Fun Fest

This event takes place at Doyle Park. Our staff will be grilling up some great hamburgers and hotdogs, so you can sit back and enjoy supper with your family and friends. A meal with a hamburger or hot dog, bag of chips, and a soda will only be \$2.00 per person.

There will be numerous FREE activities for the kids to enjoy including giant inflatables, balloon creations, kiddie express ride, prize give-a-ways and various games.

Families can also enjoy FREE admission to the swimming pool from 6:00 p.m. to 8:00 p.m., so bring your suits and towels along. Mark your calendar so you don't miss this awesome night of family fun!

***Sponsorship in this event will help defray the cost of inflatables, prizes, food, and other activities.***

## Annual Youth Carnival

Our annual carnival is held at Legion Park from 11:00 a.m. to 2:00 p.m. on Wednesday, August 10 (raindate August 11).

We provide balloon creations, giant inflatables, kiddie express ride, and numerous games for the kids to enjoy. Game tickets only cost 10¢ each. Kids turn in their prize points from playing the games for various novelties, toys, and gift certificates.

There will also be a food stand selling hotdogs, chips, soda, and ice cream bars. Enjoy lunch and a day of fun at the park with the kids.

***Sponsorship in this event will help defray the cost of inflatables, prizes, food, and other activities.***



## SPECIAL EVENTS

- Annual Family Fun Fest
- Annual Youth Carnival
- Family Glow Walk
- Amazing Race

## YOUTH ACTIVITIES & SPORTS

- Basketball
- Chute-ing Stars Dance Team
- Explore Nature
- Flag Football
- Peewee Sports
- T-Ball
- Tiny Tots Playtime
- Soccer
- Softball



## Family Glow Walk

In the Fall of 2016 we will be putting on our first Family Glow Walk through Hessakker, Island, and Doyle Park. All participants will receive a t-shirt, family glow in the dark picture, and free glow items along the walk.

***Sponsorship in this event will help defray the cost of black lights, glow paint, glow items, and t-shirts. The sponsor can also have their logo put on the t-shirt.***

## Amazing Race

This will be a new event beginning in 2017. It will take place in Spring. This event will be based off of the popular tv show "The Amazing Race." Family teams of 4 will compete in an Amazing Race around Little Chute. Businesses can volunteer to be a stop along the Amazing Race route. All you have to do is provide an activity and a volunteer to help run your station.

Prizes will be given to the top 3 teams and a door prize for all of the participants.

***We need a sponsor for t-shirts, stations, and prizes for this event.***

## Youth Sports Team Sponsorships

Be part of the action with the Village of Little Chute Parks, Recreation, & Forestry Department. Sponsoring Youth Sports teams helps display your community pride, defray the cost of uniforms and equipment, and advertise your business. All levels of sponsorship will receive the following recognition.

### Sponsor Recognition

- \* Sponsor's name or logo (if applicable) on participant t-shirts
- \* "Thank You to our Sponsors" will be listed on our Facebook page and monthly E-Newsletter throughout the year.

### Website Recognition

- \* Inclusion in "Thank You to our Sponsors" on our website
- \* Team pictures on our website.



## SPECIAL EVENTS

- Annual Family Fun Fest
- Annual Youth Carnival
- Family Glow Walk
- Amazing Race

## YOUTH ACTIVITIES & SPORTS

- Basketball
- Chute-ing Stars Dance Team
- Explore Nature
- Flag Football
- Pee wee Sports
- T-Ball
- Tiny Tots Playtime
- Soccer
- Softball



## Youth Activities & Sports T-Shirts

Up to 1200 kids every year are provided with a program t-shirt that has been sponsored by a local business or organization. All of the program tee shirts are printed with the sponsoring business or organizations logo (or name) on the t-shirts they sponsor. With your generous support, we will be able to give each child who participates in baseball, softball, basketball, pee wee sports, tiny tots playtime, sports 60, run jump throw, chute-ing stars dance team, pom & dance clinic, explore nature, U4/U6 soccer, and flag football a sponsored tee shirt.

As a sponsor you can either sponsor the whole program or an individual team. A sponsorship form can be obtained from the Little Chute Parks, Recreation, & Forestry Department.

## In Kind Donations

There are many other ways that you can help out the Parks, Recreation, & Forestry Department. We can always use new to either start up a brand new program or to replace old equipment that we are currently using. A list of some ideas are listed below. This list in not all encompassing.

- \* Footballs/Basketballs/Baseballs/Soccer Balls
- \* Flags
- \* Baseball Gloves (small)
- \* Cones
- \* Arts and craft supplies
- \* Broomball Set
- \* Hockey Sticks/Skates
- \* Pinnies
- \* Archery Equipment
- \* Tennis Racquets
- \* Sound and PA Equipment
- \* Don't be afraid to call us and ask about items you may have!!

## DISBURSEMENT LIST - February 3, 2016

---

### Payroll & Payroll Liabilities

Prepaid Invoices-January 21, 2016	\$1,115.00
Prepaid Invoices-January 22, 2016	\$174,836.25
Prepaid Invoices-January 23, 2016	\$30,522.00

Utility Commission

---

### CURRENT ITEMS

Bills List February 3, 2016	78,710.47
-----------------------------	-----------

<b>Total Payroll, Prepaid &amp; Invoices</b>	<b>\$285,183.72</b>
--	---------------------

The above payments are recommended for approval:

Rejected: \_\_\_\_\_

Approved February 3, 2016

\_\_\_\_\_  
Michael R Vanden Berg, Village President

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

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	GL Account
<b>5 ALARM FIRE &amp; SAFETY</b>			
153772	REPAIR OF REGULATOR CABLE/VALVE ASSEMB	253.83	101-52200-205
<b>Total 5 ALARM FIRE &amp; SAFETY:</b>		<b>253.83</b>	
<b>ASCAP</b>			
500636518-1	MUSIC/ENTERTAIN LICENSE FEE	336.08	101-55300-204
<b>Total ASCAP:</b>		<b>336.08</b>	
<b>ASSOCIATED APPRAISAL CONSULT</b>			
120330	PROFESSIONAL SERVICES	1,225.00	101-51530-204
<b>Total ASSOCIATED APPRAISAL CONSULT:</b>		<b>1,225.00</b>	
<b>AT&amp;T</b>			
0116-128699607	DEC-JAN	54.60	204-55420-203
<b>Total AT&amp;T:</b>		<b>54.60</b>	
<b>BERGSTROM FORD OF FOX VALLEY</b>			
40389	TRUCK #90	71.25	101-53330-225
40512	HEATER/WIRE ASSEMBLY TRUCK #82	151.73	101-53330-225
<b>Total BERGSTROM FORD OF FOX VALLEY:</b>		<b>222.98</b>	
<b>CITY OF APPLETON</b>			
229237	DEC TRANSIT SERVICES	5,970.00	101-51780-233
<b>Total CITY OF APPLETON:</b>		<b>5,970.00</b>	
<b>CIVICPLUS</b>			
157141	ANNUAL SUPPORT & WEB HOSTING FEE	9,489.99	101-51440-204
<b>Total CIVICPLUS:</b>		<b>9,489.99</b>	
<b>DECKER, LAURIE</b>			
0106-REIMBURSE	MILEAGE REIMBURSEMENT - TRAINING	21.06	101-51440-201
<b>Total DECKER, LAURIE:</b>		<b>21.06</b>	
<b>DERRICKS, MARLENE</b>			
0106-REIMBURSE	FAX MACHINE INK	35.69	101-51650-206
0106-REIMBURSE	LUNCH-CIVIC	20.31	101-51420-201
<b>Total DERRICKS, MARLENE:</b>		<b>56.00</b>	
<b>EITING, ROBERT A.</b>			
2016 REIMBURSE	REIMBURSEMENT FOR FRAMES	568.03	101-52200-219
<b>Total EITING, ROBERT A.:</b>		<b>568.03</b>	
<b>FACTORY MOTOR PARTS CO</b>			
1465605	GOLD ANTIFREEZE - STOCK	80.94	101-53330-218

Invoice	Description	Total Cost	GL Account
1465606	SENSOR TRUCK #82	170.22	101-53330-225
48-421899	SENSOR TRUCK #82	94.76	101-53330-225
Total FACTORY MOTOR PARTS CO:		345.92	
FARRELL EQUIPMENT & SUPPLY CO INC			
779956	ASPHALT PATCH	17.99	101-53300-216
Total FARRELL EQUIPMENT & SUPPLY CO INC:		17.99	
FASTENAL COMPANY			
198181	TRUCK #49	8.97	101-53330-225
198181	TRUCK #41	21.18	101-53330-225
198292	TRUCK #15	99.81	101-53330-225
198306	POWER WASHER PARTS	7.32	101-53310-242
198346	TRUCK #32	2.89	101-53330-225
WIKIM198516	CABLE TIES	32.42	101-55200-218
WIKIM198561	CABLE TIES	10.18	101-55300-218
Total FASTENAL COMPANY:		182.77	
FOX VALLEY FIRE CHIEFS ASSOC			
1262016	2016 MEMBERSHIP DUES	135.00	101-52200-208
Total FOX VALLEY FIRE CHIEFS ASSOC:		135.00	
G&K SERVICES			
1011353873	MOPS & TOWELS	38.02	101-51650-243
1011353873	MOPS & TOWELS	38.02	206-55110-243
Total G&K SERVICES:		76.04	
HAMMEN, NEIL			
260155800	2015 PROPERTY TAX REFUND	1,027.99	803-21215
Total HAMMEN, NEIL:		1,027.99	
HARDWARE HANK			
232267	BATTERIES - FD	17.98	101-52200-218
232267	BATTERIES - FD - DISCOUNT	1.80-	101-52200-218
232441	THREADLOCKER	29.99	101-52200-218
232441	THREADLOCKER - DISCOUNT	3.00-	101-52200-218
232442	FIRE DEPT - SUPPLY	12.29	101-52200-218
232442	FIRE DEPT - SUPPLY - DISCOUNT	1.23-	101-52200-218
232592	OIL ABSORBANT CLAY	89.90	101-52200-218
Total HARDWARE HANK:		144.13	
HEART OF THE VALLEY CHAMBER			
12475	GIFT CERT FOR POSTER CONTEST	205.00	101-52200-219
Total HEART OF THE VALLEY CHAMBER:		205.00	
HEARTLAND BUSINESS SYSTEMS			
HBS00520536	1YR SUBSCRIPTION LICENSE	7,548.00	207-52120-204
HBS00521895	NEWSLETTERS	2,425.70	101-51960-227



Invoice	Description	Total Cost	GL Account
Total HEARTLAND BUSINESS SYSTEMS:		9,973.70	
HIETPAS, JESSE			
260056100	2015 PROPERTY TAX REFUND	94.56	803-21215
Total HIETPAS, JESSE:		94.56	
INTERNATIONAL ASSOCIATION OF			
1001181000	MEMBERSHIP FOR SCOTT LUND	150.00	207-52120-208
1001185155	CHIEF'S MEMBERSHIP	150.00	207-52120-208
Total INTERNATIONAL ASSOCIATION OF:		300.00	
K.R. WEST COMPANY INC.			
360843	PRESSURE WASHER HOSE	82.65	101-53310-242
Total K.R. WEST COMPANY INC.:		82.65	
KERRY'S VROOM SERVICE INC			
8242	OIL CHANGE/WIPER SWITCH REPLACEMENT	203.67	207-52120-247
Total KERRY'S VROOM SERVICE INC:		203.67	
LAPPEN SECURITY PRODUCTS INC			
LSPQ32913	DOOR #122 REKEY	123.00	101-51650-242
LSPQ32929	REPLACEMENT OF BROKEN DOOR LOCK	313.71	460-53460-306
Total LAPPEN SECURITY PRODUCTS INC:		436.71	
LARRY'S PIGGLY WIGGLY			
7905	FOOD/BEVERAGES	160.04	101-52200-211
Total LARRY'S PIGGLY WIGGLY:		160.04	
LENZ, BENJAMIN			
260308100	2015 PROPERTY TAX REFUND	1,462.84	803-21215
Total LENZ, BENJAMIN:		1,462.84	
MAILFINANCE			
N5743389	NOV-FEB LEASE	317.28	101-51650-226
Total MAILFINANCE:		317.28	
MARCO INC			
18133054	COPIER LEASE	594.19	207-52120-207
Total MARCO INC:		594.19	
MATTHEWS COMMERCIAL TIRE			
56883	TIRES #7	1,075.91	101-53330-225
56883	TIRES #7 - LABOR	19.00	101-53330-204
Total MATTHEWS COMMERCIAL TIRE:		1,094.91	

Invoice	Description	Total Cost	GL Account
<b>MBM</b>			
IN71252	CONTRACT OVERAGE CHARGE	161.04	101-51650-207
<b>Total MBM:</b>		<b>161.04</b>	
<b>MCMAHON ASSOCIATES INC</b>			
900908-A	BUCHANAN STORM SEWER INTERCEPTOR	3,977.64	630-50234-261
901168-A	BUCHANAN STORM SEWER INTERCEPTOR	1,849.29	630-50234-261
<b>Total MCMAHON ASSOCIATES INC:</b>		<b>5,826.93</b>	
<b>MODERN DAIRY INC</b>			
241343	POPCORN - SENIOR MOVIE	36.50	101-55300-218
<b>Total MODERN DAIRY INC:</b>		<b>36.50</b>	
<b>MONROE TRUCK EQUIPMENT INC</b>			
749041	TRUCK #31 TUBE STEPS	230.00	101-53330-225
<b>Total MONROE TRUCK EQUIPMENT INC:</b>		<b>230.00</b>	
<b>NETT, JEFF</b>			
0116-REIMBURSE	UNIFORM ALLOWANCE	16.80	207-52120-212
<b>Total NETT, JEFF:</b>		<b>16.80</b>	
<b>O'REILLY AUTOMOTIVE INC</b>			
401236	TRUCK #6	6.99	101-53330-225
401597	TRUCK PARTS - STOCK	194.97	101-53330-218
<b>Total O'REILLY AUTOMOTIVE INC:</b>		<b>201.96</b>	
<b>OUTAGAMIE COUNTY FIRE CHIEFS ASSOCIATION</b>			
2016 DUES	2016 MEMBERSHIP DUES	25.00	101-52200-208
<b>Total OUTAGAMIE COUNTY FIRE CHIEFS ASSOCIATION:</b>		<b>25.00</b>	
<b>OUTAGAMIE COUNTY TREASURER</b>			
260210900	2015 PROPERTY TAX REFUND	45.10	803-21215
<b>Total OUTAGAMIE COUNTY TREASURER:</b>		<b>45.10</b>	
<b>PACKER CITY INT'L TRUCKS</b>			
X103023503	TRUCK #88 - BLOCK JUNCTION	24.74	101-53330-225
<b>Total PACKER CITY INT'L TRUCKS:</b>		<b>24.74</b>	
<b>PAUL CONWAY SHIELDS</b>			
376883	COUPLINGS/COVERS	411.19	101-52200-221
377580	SHIELDS/BRACKETS	350.03	101-52200-213
<b>Total PAUL CONWAY SHIELDS:</b>		<b>761.22</b>	
<b>PETERBILT WISCONSIN</b>			
260210008	GEAR LUBE TRUCK #6	434.64	101-53330-217

Invoice	Description	Total Cost	GL Account
Total PETERBILT WISCONSIN:		434.64	
PLESHEK OUTDOOR POWER			
56354	FIRE DEPT	31.98	101-52200-218
66116	LEAF BLOWER - PARK DEPT	54.60	101-53330-221
Total PLESHEK OUTDOOR POWER:		86.58	
PM SUPPLY/WRIGHT INDUSTRIAL			
62401	FLOOR CLEANER	39.20	101-51650-244
Total PM SUPPLY/WRIGHT INDUSTRIAL:		39.20	
RC EXCAVATING INC			
15-L0001-940703-B	TID#4	638.50	452-50905-263
15-L001-940703-B	FRENCH RD	18,440.39	452-51105-263
Total RC EXCAVATING INC:		19,078.89	
ROBERT E. LEE & ASSOCIATES			
70106	WDNR STORM WATER GRANT WORK	5,584.50	630-53442-264
Total ROBERT E. LEE & ASSOCIATES:		5,584.50	
SAVE-A-LOT			
0042	PIZZA/CHIPS	42.88	101-52200-211
Total SAVE-A-LOT:		42.88	
SOMMERVILLE FLAG			
0116	FLAG ROPE	42.00	101-55200-225
Total SOMMERVILLE FLAG:		42.00	
SPEEDY CLEAN DRAIN & SEWER			
59924	SANITARY SEWER WORK - FVMPD	555.00	610-53612-251
Total SPEEDY CLEAN DRAIN & SEWER:		555.00	
STITCH'S			
136	FLAG REPAIR/COAT REPAIR	30.00	101-52200-212
Total STITCH'S:		30.00	
SWANSON, HOLLY			
260178500	2015 PROPERTY TAX REFUND	442.54	803-21215
Total SWANSON, HOLLY:		442.54	
TAPCO			
1513821	TRAFIC SIGNALS ELM & FREEDOM	171.54	101-53300-218
Total TAPCO:		171.54	
TELCOM			
10103124	CHARGERS AND BATTERY PACKS	241.75	101-52200-221

Invoice	Description	Total Cost	GL Account
Total TELCOM:		241.75	
TIME WARNER CABLE			
1040466256890150	JAN/FEB CHARGES	11.25	101-52200-208
1040471234680190	JAN/FEB CHARGES	115.50	101-53310-203
Total TIME WARNER CABLE:		126.75	
TIMES-VILLAGER			
2016SUBSCRIPTIO	1 YEAR RENEWAL	49.00	101-53100-208
Total TIMES-VILLAGER:		49.00	
TOTAL TOOL SUPPLY INC			
6993680	CHAIN SLING W/ GRAB HOOKS	194.08	101-53330-221
6993680	CHAIN SLING W/ GRAB HOOKS	194.08	101-53310-221
TOTAL TOOL SUPPLY INC:		388.16	
UNIFIRST CORPORATION			
0970204630	WIPERS/LAUNDRY BAGS/SHIRT/PANTS	34.15	101-53310-204
Total UNIFIRST CORPORATION:		34.15	
VALLEY LIQUOR			
92-1197	BEVERAGES	361.84	101-52200-211
Total VALLEY LIQUOR:		361.84	
VAN DEURZEN, CHRIS			
1215PHOTO	FIRE DEPT PHOTOS	96.00	101-52200-219
Total VAN DEURZEN, CHRIS:		96.00	
VANDEN HEUVEL, CHARLIE			
0106-REIMBURSE	SAFETY SHOES	125.00	101-53300-213
Total VANDEN HEUVEL, CHARLIE:		125.00	
VERIZON WIRELESS			
9758406407	DEC/JAN SERVICE	110.53	101-52200-203
Total VERIZON WIRELESS:		110.53	
WAUSAU EQUIPMENT COMPANY INC			
5206241	VULK GLIDE - STOCK	1,300.32	101-53330-225
Total WAUSAU EQUIPMENT COMPANY INC:		1,300.32	
WE ENERGIES			
02/03/2016	DOYLE POOL	15.97	204-55420-249
02/03/2016	FVMPD	186.71	207-52120-249
02/03/2016	FIRE DEPT	124.48	101-52250-249
02/03/2016	920 WASHINGTON ST	48.60	620-53624-249
02/03/2016	PLANT 1	208.03	620-53624-249
02/03/2016	PLANT 2	190.82	620-53624-249

Invoice	Description	Total Cost	GL Account
02/03/2016	WELL #4	221.25	620-53624-249
02/03/2016	STREET LIGHTS	1,064.72	101-53300-249
02/03/2016	PUMP STATION EVERGREEN/FRENCH	364.30	620-53624-249
02/03/2016	108 W MAIN	665.69	101-51650-249
02/03/2016	839 MOASIS	18.35	460-53460-249
02/03/2016	CIVIC CENTER	828.67	206-55110-249
2296773989	900 RANDOLPH DR	2,173.28	460-53460-249
Total WE ENERGIES:		6,110.87	
WEGAND, SCOTT			
319252	REIMBURSE FOR GAUNTLETS	49.90	630-53441-218
Total WEGAND, SCOTT:		49.90	
WI SUPREME COURT - BRIAN LAMPRECH			
44-0146	CONTINUING JUDICIAL EDUCATION	700.00	101-51680-208
Total WI SUPREME COURT - BRIAN LAMPRECH:		700.00	
WPRA			
3/10-3/11	SPRING WORKSHOP - KOEBE	85.00	101-55300-201
Total WPRA:		85.00	
ZIEBART RHINO LININGS/WI08			
50237	RUST INSPECTION FOR #31	41.18	101-53330-204
Total ZIEBART RHINO LININGS/WI08:		41.18	
Grand Totals:		78,710.47	

## Report GL Period Summary

Vendor number hash: 192105  
Vendor number hash - split: 229869  
Total number of invoices: 86  
Total number of transactions: 105

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	78,710.47	78,710.47
Grand Totals:	78,710.47	78,710.47

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
VFIS (2559)							
AD FEES LOSA	Invoi	2015 ADMINISTRATIVE FEES - LOSA	1,115.00	Open	Non		101-52200-104
Total VFIS (2559):			1,115.00				
Grand Totals:			1,115.00				

## Report GL Period Summary

Vendor number hash: 2559  
Vendor number hash - split: 2559  
Total number of Invoices: 1  
Total number of transactions: 1

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	1,115.00	1,115.00
Grand Totals:	1,115.00	1,115.00

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
VFIS (2923)							
117523	Invol	LOSAP 2015 CONTRIBUTION & ADMIN FEES	30,522.00	Open	Non		101-52200-104
Total VFIS (2923):			30,522.00				
Grand Totals:			30,522.00				

## Report GL Period Summary

Vendor number hash: 2923  
Vendor number hash - split: 2923  
Total number of Invoices: 1  
Total number of transactions: 1

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	30,522.00	30,522.00
Grand Totals:	30,522.00	30,522.00

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
<b>AMG EMPLOYER SOLUTIONS (2514)</b>							
341274	Invoi	NON-DOT 5 PANEL DRUG SCREEN	56.00	Open	Med		207-52120-225
<b>Total AMG EMPLOYER SOLUTIONS (2514):</b>			56.00				
<b>AT&amp; T (409)</b>							
920788738101	Invoi	JAN - FEB SERVICE	9.59	Open	Non		207-52120-203
920788738101	Invoi	JAN - FEB SERVICE	19.18	Open	Non		101-53310-203
920788738101	Invoi	JAN - FEB SERVICE	9.59	Open	Non		204-55420-203
920788738101	Invoi	JAN - FEB SERVICE	9.59	Open	Non		101-53310-203
920788738101	Invoi	JAN - FEB SERVICE	38.37	Open	Non		620-53924-203
920788738101	Invoi	JAN - FEB SERVICE	19.18	Open	Non		101-53310-203
920788738101	Invoi	JAN - FEB SERVICE	19.20	Open	Non		101-53310-203
<b>Total AT&amp; T (409):</b>			124.70				
<b>AWWA (452)</b>							
7001105078	Invoi	2016 MEMBERSHIP-MATHENY	200.00	Open	Non		620-53924-208
<b>Total AWWA (452):</b>			200.00				
<b>BURKART HEISDORF INSURANCE (3248)</b>							
249026	Invoi	YEAR 1 FIREMEN GROUP ACCIDENT	2,493.00	Open	Non		101-52200-204
<b>Total BURKART HEISDORF INSURANCE (3248):</b>			2,493.00				
<b>CADRE (4445)</b>							
163304	Invoi	1/10/16-1/16/16 CYNTHIA CHAMPEAU	92.60	Open	Non		610-53614-204
163304	Invoi	1/10/16-1/16/16 CYNTHIA CHAMPEAU	92.60	Open	Non		620-53924-204
163304	Invoi	1/10/16-1/16/16 CYNTHIA CHAMPEAU	92.60	Open	Non		630-53444-204
163304	Invoi	1/10/16-1/16/16 CYNTHIA CHAMPEAU	185.20	Open	Non		452-57331-204
163304	Invoi	1/10/16-1/16/16 CYNTHIA CHAMPEAU	463.00	Open	Non		101-53300-204
<b>Total CADRE (4445):</b>			926.00				
<b>CITY OF APPLETON (68)</b>							
228745	Invoi	JAN WEIGHTS & MEASURES	456.08	Open	Non		101-52050-204
<b>Total CITY OF APPLETON (68):</b>			456.08				
<b>EAGLE GRAPHICS LLC (1861)</b>							
108177	Invoi	FVMPD NAMES/NUMBERS	54.00	Open	Non		207-52120-212
<b>Total EAGLE GRAPHICS LLC (1861):</b>			54.00				
<b>FOX CITIES CONVENTION/VISITORS (466)</b>							
2016 TOURISM	Invoi	TOURISM BREAKFAST	18.00	Open	Non		101-51400-201
4TH QTR 2015	Invoi	4TH QTR 2015	11,048.34	Open	Non		101-31250
<b>Total FOX CITIES CONVENTION/VISITORS (466):</b>			11,066.34				
<b>FOX RIVER NAVIGATIONAL SYSTEM AUTHORITY (4537)</b>							
102	Invoi	LC CANAL BRIDGE HOVMSD ACCESS	7,000.00	Open	Non		610-50422-204



Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
Total FOX RIVER NAVIGATIONAL SYSTEM AUTHORITY (4537):			7,000.00				
FOX VALLEY HUMANE ASSOCIATION (971)							
NOV 2015	Invoi	NOV HANDLE FEES	369.11	Open	Non		207-52120-204
Total FOX VALLEY HUMANE ASSOCIATION (971):			369.11				
GALLS LLC (3595)							
4226286	Invoi	UNIFORM ALLOWANCE	46.39	Open	Non		207-52120-212
Total GALLS LLC (3595):			46.39				
HARDWARE HANK (815)							
230816	Invoi	FD - TORCH/TRAINING	75.97	Open	Non		101-52200-218
231242	Invoi	FD - POWER BLOCK OUTLET	19.99	Open	Non		101-52200-218
231348	Invoi	FD - SQUEEGEE/MISC	22.03	Open	Non		101-52200-218
Total HARDWARE HANK (815):			117.99				
HEART OF THE VALLEY CHAMBER (996)							
12469	Invoi	MEMBERSHIP INVESTMENT	265.00	Open	Non		101-51400-208
Total HEART OF THE VALLEY CHAMBER (996):			265.00				
KAUKAUNA UTILITIES (234)							
12/4/15-1/6/16	Invoi	SAFETY CENTER	534.95	Open	Non		101-52250-249
12/4/15-1/6/16	Invoi	SAFETY CENTER	802.42	Open	Non		207-52120-249
12/4/15-1/6/16	Invoi	VH PLAZA	22.23	Open	Non		101-51650-249
12/4/15-1/6/16	Invoi	VILLAGE HALL	919.66	Open	Non		101-51650-249
12/4/15-1/6/16	Invoi	CIVIC CENTER	1,316.26	Open	Non		206-55110-249
12/4/15-1/6/16	Invoi	BALLFIELD DPI/SHED LIGHTS	68.35	Open	Non		101-55200-249
12/4/15-1/6/16	Invoi	DOYLE PARK STAGE	73.58	Open	Non		101-55200-249
12/4/15-1/6/16	Invoi	DOYLE PARK BALLFIELD DP2 LIGHT	62.09	Open	Non		101-55200-249
12/4/15-1/6/16	Invoi	HEESAKKER PARK TRAIL	51.48	Open	Non		101-55200-249
12/4/15-1/6/16	Invoi	HERITAGE PARK	35.73	Open	Non		101-55200-249
12/4/15-1/6/16	Invoi	LEGION PARK RESTROOMS	159.46	Open	Non		101-55200-249
12/4/15-1/6/16	Invoi	VANLIESHOUT PARK	124.36	Open	Non		101-55200-249
12/4/15-1/6/16	Invoi	VAN LIESHOUT BALLFIELD	28.98	Open	Non		101-55200-249
12/4/15-1/6/16	Invoi	VAN LIESHOUT PARK SECURITY LT	61.47	Open	Non		101-55200-249
12/4/15-1/6/16	Invoi	LINCOLN AVE HEESAKKER PARK	238.74	Open	Non		101-55200-249
12/4/15-1/6/16	Invoi	PUMP STATION JEFFERSON ST	1,202.82	Open	Non		620-53624-249
12/4/15-1/6/16	Invoi	#4 WELL EVERGREEN DR	3,790.90	Open	Non		620-53624-249
12/4/15-1/6/16	Invoi	#3 WELL WASHINGTON	3,322.32	Open	Non		620-53624-249
12/4/15-1/6/16	Invoi	STEPHEN ST TOWER	20.00	Open	Non		620-53624-249
12/4/15-1/6/16	Invoi	STEPHEN ST TOWER	205.77	Open	Non		101-53300-249
12/4/15-1/6/16	Invoi	SECURITY LIGHT	12.47	Open	Non		101-53300-249
12/4/15-1/6/16	Invoi	SIGNALS GRAND/MAIN	51.38	Open	Non		101-53300-249
12/4/15-1/6/16	Invoi	COMMUNITY BRIDGE LIGHTING	252.74	Open	Non		101-53300-249
12/4/15-1/6/16	Invoi	SIGNALS MAIN/MADISON	47.59	Open	Non		101-53300-249
12/4/15-1/6/16	Invoi	STREET LIGHTING	9,613.46	Open	Non		101-53300-249
12/4/15-1/6/16	Invoi	SIGNALS NORTH/BUCHANAN	39.94	Open	Non		101-53300-249
12/4/15-1/6/16	Invoi	PATRIOT DR FLAG POLE	32.48	Open	Non		101-53300-249
12/4/15-1/6/16	Invoi	SIGNALS N/ELM	99.98	Open	Non		101-53300-249
12/4/15-1/6/16	Invoi	STEPHEN ST SIGN	74.16	Open	Non		101-53300-249
12/4/15-1/6/16	Invoi	900 RANDOLPH DR	422.22	Open	Non		460-53460-249
12/4/15-1/6/16	Invoi	839 MOASIS DR	14.38	Open	Non		460-53460-249

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
12/4/15-1/6/16	Invoi	1800 STEPHEN STORM	347.70	Open	Non		630-53441-249
Total KAUKAUNA UTILITIES (234):			24,050.07				
LINCOLN BENEFIT LIFE (3660)							
LOSA16	Invoi	2015 CONTRIBUTION LOSA	14,094.57	Open	Non		101-52200-104
Total LINCOLN BENEFIT LIFE (3660):			14,094.57				
LUNDA CONSTRUCTION COMPANY (3190)							
10475600	Invoi	GATE ISLAND PARK	1,457.56	Open	Non		452-50422-263
Total LUNDA CONSTRUCTION COMPANY (3190):			1,457.56				
OUTAGAMIE COUNTY TREASURER (486)							
108434	Invoi	INTERPRETATION DEC 15	12.64	Open	Non		207-52120-218
DEC COURT FINES	Invoi	DEC COURT FINES	360.00	Open	Non		101-35101
Total OUTAGAMIE COUNTY TREASURER (486):			372.64				
TDS (3889)							
JAN9206877088	Invoi	JAN - FEB SERVICE	229.49	Open	Non		207-52120-203
JAN9206877093	Invoi	JAN - FEB SERVICE	619.95	Open	Non		207-52120-203
Total TDS (3889):			849.44				
TRANSAMERICA LIFE INSURANCE COMPANY (4355)							
2501811454	Invoi	DECEMBER BILLING	1,632.21	Open	Non		101-21364
2501844575	Invoi	JANUARY BILLING	1,586.83	Open	Non		101-21364
Total TRANSAMERICA LIFE INSURANCE COMPANY (4355):			3,219.04				
US VENTURE (4231)							
L53973	Invoi	#17 SPECTRO V100 WATER AF FUEL	20.00	Open	Non		101-53330-225
Total US VENTURE (4231):			20.00				
VFIS (2923)							
117650	Invoi	2016 GROUP LIFE INSURANCE	5,135.90	Open	Non		101-52200-104
Total VFIS (2923):			5,135.90				
VILLAGE OF LITTLE CHUTE (1404)							
49483	Invoi	SIDEWALK 260-292300 ASSESSED IN ERROR	128.35	Open	Non		300-37131
Total VILLAGE OF LITTLE CHUTE (1404):			128.35				
WI CHIEFS OF POLICE (1665)							
2016 MEMBERSHI	Invoi	MEMBERSHIP DUES -MISSELT	100.00	Open	Non		207-52120-208
2016 MEMBERSHI	Invoi	MEMBERSHIP DUES-LUND	65.00	Open	Non		207-52120-208
Total WI CHIEFS OF POLICE (1665):			165.00				
WI DEPT OF JUSTICE (672)							
DEC2015-L4504T	Invoi	DEC BACKGROUND CHECKS	259.00	Open	Non		207-52120-218

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
Total WI DEPT OF JUSTICE (672):			259.00				
WI DEPT OF TRANSPORTATION (2756)							
L41675	Invoi	FRENCH RD DESIGN TENT. FINAL 4990-00-27	278.46	Open	Non		452-50931-261
L41676	Invoi	STATE 4990-03-71 MILL ST BRIDGE	101,201.61	Open	Non		452-50422-263
Total WI DEPT OF TRANSPORTATION (2756):			101,480.07				
WINNEBAGO B2B LLC (1992)							
5711	Invoi	1/3 PAGE COLOR-JAN 2016	430.00	Open	Non		101-56700-227
Total WINNEBAGO B2B LLC (1992):			430.00				
Grand Totals:			174,836.25				

## Report GL Period Summary

Vendor number hash: 69416  
Vendor number hash - split: 98569  
Total number of invoices: 33  
Total number of transactions: 75

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	174,836.25	174,836.25
Grand Totals:	174,836.25	174,836.25

## Report Criteria:

Invoice Detail.Voided = {=} FALSE