



Village of

Little Chute

AGENDA

R EGULAR BOARD MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, April 20, 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. Approval of Minutes
Minutes of the Committee of the Whole Meeting of April 13, 2016
- G. Action—Approval of Temporary Class “B” Retailers License for CheeseFest
- H. Resolutions:
 - a) *Adopt Resolution No. 14, Series 2016 CSM for Legion Park*
 - b) *Adopt Resolution No. 15, Series 2016 CSM Chuck Hietpas for Zero Lot Line*
 - c) *Adopt Resolution No. 16, Series 2016 CSM for RRR-Appleton, LLC*
 - d) *Adopt Resolution No. 17, Series 2016 DNR Outdoor Recreation Aid*
 - e) *Adopt Resolution No. 18, Series 2016 Robert A. Nechodom Good Citizenship Award*
- I. Discussion/Action—Personnel Manual Appendices Additions
- J. Operator License Approval
Carr, Kenneth Dwyer’s Food Mart Little Chute
- K. Disbursement List
- L. Call for Unfinished Business
- M. Items for Future Agendas
- N. Adjournment

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING APRIL 13, 2016

Call to Order

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

Roll Call

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

ALSO PRESENT: James Fenlon, Roy Van Gheem, Adam Breest, Jim Moes, Teri Matheny, Laurie Decker, Jeff Elrick, Little Chute Area School District Representatives, Access Engineering Rep.

Public Appearance for Items not on the Agenda

None

Approval of Minutes

Minutes of the Regular Board Meeting of April 6, 2016

Moved by Trustee Van Lankvelt, seconded by Trustee Peterson to Approve the Minutes of the Regular Board Meeting of April 6, 2016 as presented.

Ayes 7, Nays 0 – Motion Carried

Action—Little Chute Community Area Network Bids

Administrator Fenlon and staff recommended the Underground/WE Energies Aerial for the LC CAN. Diana Sepe, Network Systems Specialist for the Little Chute Area School District, stated the underground option has long term built in savings. There were unknowns associated with Kaukauna Utilities because they have it written in their agreement that after five years the LC CAN could lose attachment. The next step is to work through the bylaws of the agreement between all parties involved. Project is set to be completed by the end of 2016.

Moved by Trustee Elrick, seconded by Trustee Smith to accept the underground along with the small aerial portion of the Little Chute Area Network Bid as presented

Ayes 7, Nays 0—Motion Carried

Discussion/Action—Municipal Services Building Architect Selection

Administrator Fenlon stated that the selection committee recommends Kueny Architects, LLC as the Architect for the Municipal Services Building.

Moved by Trustee Peerenboom, seconded by Trustee Van Lankvelt to approve Kueny Architects, LLC as the Architect for the Municipal Services Building and proceed with securing a contract

Ayes 7, Nays 0—Motion Carried

Discussion/Action—Municipal Services Building Construction Manager Selection

Administrator Fenlon stated that the selection committee recommends Miron Construction Co., Inc. as the Construction Manager for the Municipal Services Building. They have the substantial and have worked with Kueny Architects, LLC in the past. This is a service and not a product and sometimes the lowest bidder is not selected.

Moved by Trustee Peerenboom, seconded by Trustee Smith to approve Miron Construction Co., Inc. as the selection for the Construction Manager and to work to get a contract with them for Municipal Services Building Construction Manager

Ayes 6, Nays 1(Elrick)—Motion Carried

Operator License Approvals:

Miller, Tracy	Walgreens	Little Chute
Eisner, James	Jacks or Better	Kaukauna
Bates, Kevin	Moasis	Kaukauna
Klister, Mary Jo	Walgreens	Kaukauna
Gavin, Mary	Walgreens	Little Chute
Bauer, Kayla	M's Bar	Appleton
Carstens, Lisa	Super Shell 41	Little Chute

Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to Approve the Operator Licenses as presented

Ayes 7, Nays 0 – Motion Carried

Discussion/Action—Adopt Resolution #13—Sale of real estate located at 610 Harvest Trail to VC Holdings, LLC

Director Moes stated that the offer was for the asking price and he recommends the sale. The intent at this property is to build a 2400 square foot home with four bedrooms for four physically challenged individuals. This will go to the Plan Commission for approval of conditional use of the property.

Moved by Trustee Elrick, seconded by Trustee Smith to approve Resolution No. 13, Series 2016 for the sale of real estate located at 610 Harvest Trail to VC Holdings, LLC

Ayes 7, Nays 0—Motion Carried

Discussion/Action—FRSNA Bridge Agreement

Director Breest stated that this is an agreement between the Village of Little Chute and the Fox River Navigational System Authority (FRNSA) for the operation of the Mill Street bridge during the operating season. This is a first draft and Director Breest will make changes based on the constructive comments from the board.

Discussion/Action—DPW/DPRF Succession Planning

Administrator Fenlon gave an overview of the succession planning and provided hard copies of the four new position descriptions. This type of organizing has been done in other communities and it will help achieve efficiencies for the Village.

Moved by Trustee Elrick, seconded by Trustee Peerenboom to Adopt the format for the Department of Public Works and the Department of Parks, Recreation & Forestry Succession Planning and the related position descriptions

Ayes 7, Nays 0—Motion Carried

Action—Comprehensive Outdoor Recreation Plan

Moved by Trustee Peerenboom, seconded by Trustee Van Lankvelt to Approve the 2016 Comprehensive Outdoor Recreation Plan as presented on April 6, 2016

Ayes 7, Nays 0—Motion Carried

Action—Bike and Pedestrian Plan

Moved by Trustee Peerenboom, seconded by Trustee Peterson to Approve the 2016 Bike and Pedestrian Facilities Recreation Map as presented on April 6, 2016

Ayes 7, Nays 0—Motion Carried

Unfinished Business

Trustee Peerenboom wanted to thank everyone for their hard work on the DPW/DPRF Succession Plan and to let them know it is appreciated. President Vanden Berg noted it is no small task and it is a difficult one.

Administrator Fenlon noted that after Item 13 the board will return to Open Session.

Items for Future Agenda

Director Breest handed out a draft of the Creekview Resolution that will be addressed at the April 20, 2016 meeting.

Closed Session

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

Moved by Trustee Peterson, seconded by Trustee Smith to enter into Closed Session at 7:10 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 7:34 p.m.

Adjournment

Moved by Trustee Elrick, seconded by Trustee Smith to Adjourn the Committee of the Whole Meeting at 7:34 p.m.

Ayes 7, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By: Michael R. Vanden Berg, Village President

Attest: Laurie Decker, Village Clerk

APPLICATION FOR TEMPORARY CLASS "B"/ "CLASS B" RETAILER'S LICENSE

See additional information on reverse side. Contact the municipal clerk if you have questions.

Fee \$ 10.00

Application Date: 4/12/16

The Village of Little Chute of Outagamie County.

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or smaller gatherings under s. 125.26(6) Wis. Stats.
☐ A Temporary "Class B" license to sell wine at picnics or smaller gatherings under s. 125.51(10), Wis. Stats.

At the premise described below during a special event beginning 6/3/16 and ending 6/5/16 and agrees to comply with laws, regulations, ordinances, and regulations (state, federal, or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. **ORGANIZATION** (check appropriate box) ☒ Bona fide Club ☐ Church ☐ Lodge/Society ☐ Veteran's Organization ☐ Fair Association
- (a) Name Little Chute Jaycees
(b) Address P.O. Box 66
(c) Date organized 1/1975
(d) If corporation, given date of incorporation _____
(e) If the named organization is not required to hold a Wisconsin sellers permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐
(f) Names and addresses of all officers:
President Craig Spierings, 810 Depot St., Little Chute, WI 54140
Vice President _____
Secretary Todd Berken, 915 Schweimar St., Appleton, WI 54915
Treasurer Kevin Evers, 205 Williams St., Combined Locks, WI 54113
(g) Name and addresses of manager or person in charge of affair: _____
2. **LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:**
(a) Street Number 100 VanBuren St.
(b) Lot _____ Block _____
(c) Do premises occupy all or part of building? _____
(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____
3. **NAME OF EVENT**
(a) List name of the event Great Wisconsin Cheese Festival
(b) Dates of event June 3, 4 & 5, 2016

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Little Chute Jaycees

(Name of Organization)

Officer Todd Berken 4/12/16
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filled with Clerk 4/12/2016

Date Reported to the Council or Board 4/20/2016

Date Granted By Council _____
AT-315(R. 5-11)

License No. _____
Wisconsin Department of Revenue

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 14 , SERIES OF 2016

WHEREAS, Village of Little Chute, as owners of Parcels 260064700, 260064800, 2600873, 260087900, 26008800, 260088300, 260088500, 260088600, 260088700, 260088800, 260088900 and 260089400 presented a Certified Survey Map to the Village of Little Chute Board of Trustees as prepared by David M. Schmalz, a registered land surveyor; and

WHEREAS, the Village of Little Chute Planning Commission has recommended in favor of adoption of said Certified Survey Map; and

WHEREAS, a majority of the full Village Board find that the attached Certified Survey Map is found to be in the public interest.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of Trustees as follows:

1. That the Certified Survey Map attached hereto (photocopy), be and the same is hereby approved; and
2. That the Village President, Village Clerk, and Finance Director, upon full payment of, if applicable, all fees, taxes, and special assessments are directed to execute signatures on behalf of the Village of Little Chute upon the Certified Survey Map documents as required.

Date introduced, approved and adopted: April 20, 2016

VILLAGE OF LITTLE CHUTE:

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 15 , SERIES OF 2016

WHEREAS, Chuck Hietpas., as owner of Parcel 260436102 presented a Certified Survey Map to the Village of Little Chute Board of Trustees as prepared by Robert J. Harris, a registered land surveyor; and

WHEREAS, the Village of Little Chute Planning Commission has recommended in favor of adoption of said Certified Survey Map; and

WHEREAS, a majority of the full Village Board find that the attached Certified Survey Map is found to be in the public interest.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of Trustees as follows:

1. That the Certified Survey Map attached hereto (photocopy), be and the same is hereby approved; and
2. That the Village President, Village Clerk, and Finance Director, upon full payment of, if applicable, all fees, taxes, and special assessments are directed to execute signatures on behalf of the Village of Little Chute upon the Certified Survey Map documents as required.

Date introduced, approved and adopted: April 20, 2016

VILLAGE OF LITTLE CHUTE:

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 16 , SERIES OF 2016

WHEREAS, RRR-Appleton, LLC., as owner of Parcel 260130003 and Appleton Partners, LLC as owner of Parcel 260130008 presented a Certified Survey Map to the Village of Little Chute Board of Trustees as prepared by Gary A. Zahringer, a registered land surveyor; and

WHEREAS, the Village of Little Chute Planning Commission has recommended in favor of adoption of said Certified Survey Map; and

WHEREAS, a majority of the full Village Board find that the attached Certified Survey Map is found to be in the public interest.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of Trustees as follows:

1. That the Certified Survey Map attached hereto (photocopy), be and the same is hereby approved; and
2. That the Village President, Village Clerk, and Finance Director, upon full payment of, if applicable, all fees, taxes, and special assessments are directed to execute signatures on behalf of the Village of Little Chute upon the Certified Survey Map documents as required.

Date introduced, approved and adopted: April 20, 2016

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: Resolution for DNR Outdoor Recreation Aid for the Village of Little Chute

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

REPORT DATE: April 14, 2016

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report: 

See additional comments attached: _____

EXPLANATION: The Parks, Recreation, & Forestry Department is currently seeking a grant from the DNR Stewardship Fund for the Creekview Park Development. This resolution is being presented to the board to acknowledge that the Village of Little Chute is applying for this grant and that the Director of Parks, Recreation, & Forestry, Adam Breest is authorized to act on behalf of the Village of Little Chute to perform the following tasks.

- Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available
- Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date
- Submit signed documents
- Take necessary action to undertake, direct, and complete the approved project.

ATTACHMENTS: Resolution NO.

RECOMMENDATION: Discuss/Approve the Resolution NO. as presented.

**VILLAGE OF LITTLE CHUTE
RESOLUTION NO. 17 , SERIES OF 2016**

RESOLUTION FOR DNR OUTDOOR RECREATION AID FOR THE VILLAGE OF LITTLE CHUTE PARKS, RECREATION, & FORESTRY DEPARTMENT

WHEREAS, the Village of Little Chute is interested in developing lands for public outdoor recreation purposes as described in the application; and

WHEREAS, financial aid is required to carry out the project;

THEREFORE, BE IT RESOLVED, that the Village of Little Chute has budgeted a sum sufficient to complete the project and

HEREBY AUTHORIZES Adam Breest, Parks, Recreation, & Forestry Director to act on behalf of the Village of Little Chute to:

Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;

Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date;

Submit signed documents; and

Take necessary action to undertake, direct, and complete the approved project.

BE IT FURTHER RESOLVED that the Village of Little Chute will comply with state or federal rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

Introduced, approved and adopted this _____ day of _____, 2016.

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

IMPORTANT NOTE: The DNR expects the individual authorized by this resolution to become familiar with the applicable grant program's procedures for the purpose of taking the necessary actions to undertake, direct, and complete the approved project. This includes acting as the primary contact for the project, submitting required materials for a complete grant application, carrying out the acquisition or development project (e.g., obtaining required permits, noticing, bidding, following acquisition guidelines etc.), and closing the grant project (e.g., submitting grant reimbursement forms and documentation, and organization of project files for future monitoring of compliance with grant program.

VILLAGE OF LITTLE CHUTE
RESOLUTION NO. 18, SERIES OF 2016

WHEREAS, the Village of Little Chute Board of Trustees wishes to formally establish the framework and process for the Robert A. Nechodom Good Citizenship Award; and

WHEREAS, the purpose of this award is to recognize individuals, organizations, or the businesses in the Little Chute community who have demonstrated acts of good citizenship which have a positive impact on Little Chute's quality of life.

WHEREAS, Robert A. Nechodom served a total of 39 years for the Little Chute Police Department, starting as a patrol officer in 1950. In 1960 he was promoted to Chief of Police where he would serve until retirement in 1989; and

WHEREAS, this award was started in 2000 and the following individuals and/or businesses have been awarded the Robert A. Nechodom Good Citizenship Award in the past: 2001- Ed Spierings; 2002- Monsignor James VandenHogen; 2003- Crystal Print, Inc.; 2004- Donald DeGroot; 2006- Peter Arts; 2007- Rose Kuhn; and

WHEREAS, the Village of Little Chute Board of Trustees finds that the Robert A. Nechodom award is a fitting tribute to the service of Robert A. Nechodom; and

WHEREAS, the Robert A. Nechodom Good Citizenship Award promotes positive civic engagement by encouraging and recognizing residents who go above and beyond with the investment of time, talents and treasures that benefit the in the Village of Little Chute.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of Trustees as follows:

1. Nominations will be accepted from December 1st through December 31st every year, with the awardee being presented to the Village Board for approval at the 1st Regular Board meeting in the month of February.
2. Nomination forms will be made available on the Village Website and will be available in the Village Clerk's office year round.
3. Nominations will be reviewed by a three person Nomination Committee comprised of the Village President, the Village Administrator and one member of the immediate Robert. Nechodom Family.
4. Village employees shall not be eligible for this award while still actively employed by the Village.
5. Members of any Village Commission or Board and elected officials may be considered after they no longer serve in that capacity provided they have otherwise demonstrated outstanding leadership and vision of progress while serving in such position for the municipality.

6. The nominee must have performed some act or series of acts demonstrating good citizenship as a member of the Little Chute community, which has a positive effect on the community.
- Demonstrating superiority, innovation, or leadership in a particular field which brings favor or acclaim to the entire community
 - Improving and enhancing the image of the Little Chute community as evidence by generous donation of time, talents, or resources.
 - Outstanding efforts to promote the goodwill, fellowship, and/or quality of life enjoyed in the Little Chute community
 - Demonstrating a deep and sincere caring for the under-privileged, handicapped, elderly, or youth as manifested in donation of time and talents to service work
 - Advancing partnerships within the community and displaying a cooperative attitude in developing working relationships for the betterment of the citizens of Little Chute
 - Performing a valuable, behind-the-scene support which results in the successful achievement of a project or activity
7. Once the committee has selected a nomination, that nominee would be presented to the Village Board for approval and recognition. Recognition would include a plaque.; and

BE IT FURTHER RESOLVED,

That the Village will present the awardee with a plaque of the award, while also creating an award to be displayed in Village Hall depicting current and past award winners.

Date introduced, approved and adopted: April 20, 2016

VILLAGE OF LITTLE CHUTE:

By: _____
Michael R. Vanden Berg, Village President

By: _____
Laurie Decker, Village Clerk

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Personnel Manual Additions

PREPARED BY: James Fenlon, Administrator 

REPORT DATE: Friday, April 15, 2016

ATTACHMENTS: 105A Verbal Resignation; 106A New Employee Checklist; 106B Property Checkout; 106C Checkout Sheet; 205 Employee Notice;

EXPLANATION: In implementing the newly adopted Personnel Manual, there were a number of documents that should be included within the appendix to provide resources for employees, supervisors and the Village moving forward. The appendices provided are administrative in nature, meant to assist in the execution of the manual.

Moving forward, the final items to implement and bring forward to board approval include personnel management tools (evaluation documents) and from a policy perspective, a merit based bonus system as previously discussed. From a scheduling perspective, I expect the evaluation tools to be brought forward in May with the merit based system to be discussed in the summer months.

Upon adoption, the document will be amended to include the attached appendices and provided hard copy to those employees who were provided a printed version.

RECOMMENDATION: Adopt the attached Appendices to the Personnel Manual.

Appendix 105 A Verbal Resignation

Date

RE: Resignation from Employment

Dear _____:

This letter is to confirm our (insert as appropriate telephone conversation or conversation in office, etc.) of (insert date/time) in which you indicated that you were resigning effective (insert date and reason for resignation, if given) and that your last day of work was/will be (insert, as appropriate).

We encourage you to contact the Finance Department to discuss any applicable insurance and benefit issues. As per Village policy, you are reminded to return all village-issued equipment. Thank you.

Sincerely,

Name

Position Title

Cc: Village Administrator

Employee Notice

Employee Information

Employee Name:

Date:

Job Title:

Department:

Type of Corrective Action or Discipline

- | | | |
|--|--|--|
| <input type="checkbox"/> Oral Warning | <input type="checkbox"/> Written Warning | <input type="checkbox"/> Suspension;
Dates of Suspension: |
| <input type="checkbox"/> Termination of employment | <input type="checkbox"/> Other: | |

Type of Offense

- | | | |
|---|---|---|
| <input type="checkbox"/> Absenteeism: Excessive tardiness/absence; unapproved absence; no call/no show; absence on date time-off request was denied. | <input type="checkbox"/> Insubordination or Willful Misconduct: Refusal of mandatory overtime; refusal to obey directives or work rule; discourteous behavior towards a management representative. | <input type="checkbox"/> Licensure/Certification: Failure to obtain or retain licensure or certification as required by law or County. |
| <input type="checkbox"/> Off-duty misconduct: Off-duty misconduct or outside employment with impact on County job. | <input type="checkbox"/> Substance abuse: Violation of drug- and alcohol-free workplace policy. | <input type="checkbox"/> Property Damage or Neglect: Includes improper use of County equipment, email and other resources. |
| <input type="checkbox"/> Violation of policy or work rule: Resident rights; inmate rights; HIPAA; confidentiality issues, etc. | <input type="checkbox"/> Unsatisfactory performance: Incompetence; negligence; inability to perform job duties. | <input type="checkbox"/> Discrimination, Harassment or Retaliation.

<input type="checkbox"/> Other Misconduct. Including but not limited to: Dishonesty, failure to timely report an accident; gambling; workplace violence; political activity on County property; sleeping or loafing. |

Specify:

Details

Briefly summarize the essential facts upon which this Employee Notice is based. Identify the specific work rules, performance or conduct standards violated.

Briefly describe the impact of the employee's performance/conduct on departmental operations.

If applicable, explain any mitigating circumstances that should be taken into consideration.

If applicable, summarize the previous performance record of this employee, if the previous record is relevant to the "theme" of the current Employee Notice or relevant to note.

Identify any specific behavior or requirements expected of the employee in the future.

Plan for Improvement:

Consequences of Further Infractions:

Acknowledgment of Receipt

By signing this form, you confirm that you understand the information in this notice. You also confirm that you and your manager have discussed the notice and a plan for improvement (as applicable). Signing this form does not necessarily indicate that you agree with this notice.

Employee Signature

Date

Supervisor/Department Head Signature

Date

If employee understands notice but refuses to sign.

Your signature indicates that you have knowledge that the employee received and understood this information and refused to sign this notice.

Witness Signature

Date

Notice to employee:

1. The Employee Assistance Program (EAP) is available to you if you need assistance to bring your performance or conduct up to acceptable standards.
2. Any future unacceptable conduct will result in further corrective action or discipline, up to and including termination.

Appendix 106A Department New Employee Orientation Checklist

PRE-START DATE EXPECTATIONS *(if possible 2 weeks before start date)*

Start date _____

Appointment letter to new hire

- includes phone number of Finance Department to contact for questions

Locate office assignment/phone number. Confirm phone updates with Village Administrator

Contact Administrator for computer set up

Contact new hire by telephone: _____ Date of contact _____

Review day one of employment, parking issues, lunch and dress code

Setup office with necessary office supplies

If necessary, setup appointments with the key management staff for introductions.

Assign mentor

For new supervisors only: _____ Arrange time to meet with each Department Head

DAY ONE

Give a warm welcome and try to reduce any nervousness the new employee may feel.

Discuss your plan for first day.

Review the job description and organizational chart with the employee.

Review the Village of Little Chute Property Checkout Guide sheet with employee and assign any items to them

Review the lunch period for the employee or arrange to have lunch with the new employee.

Review departmental policies and procedures. Items to include with this area are benefit time, building access

Review telephone, fax, e-mail, and Internet use, email

Show the new employee around the office and review the office layout

- Introduce to staff
- Locate restrooms, break rooms, mail bins, supply cabinets, forms, evacuation maps, meeting rooms

Bring to Human Resources for new employee orientation appointment.

WEEK ONE

Review employee work area with new employee to ensure needed equipment is in place

Set up a brief meeting with the employee to review the first week's activities (if appropriate)

Review office safety issues/ procedures:

- Assess knowledge of department's hardware and software

Meet with employee to review:

- Performance standards
- Work rules
- Job expectations and responsibilities
- Employee Performance Evaluation process
- Acceptable performance
- Discuss/Establish personal goals of employee

Ensure position description and personal protection equipment hazard assessment certifications are reviewed and signed and sent to human resources (if applicable)

Order business cards (if applicable)

Introduce employee to staff external to the unit with whom they will work

BY THE END OF MONTH ONE

Set up meeting with employee to discuss:

- Work performance
- Employee's thoughts about position
- Any questions or concerns employee may have regarding the position

Appendix 106 B Property Checkout Guide Sheet

Employee Name: _____ Department: _____

Start Date: _____

Item	Date Issued	Initials	Date Returned	Initials
ID Badge				
Desk/File Keys				
Office Keys				
(Please fill in any key(s) distributed below)				
Credit Card				
Cell Phone				
Cell Phone Charger				
Laptop				
Laptop Charger				
Pager				
List Other Items Below				

I, _____, acknowledge that I have received Village of Little Chute property that will help me fulfill my duties as a Little Chute employee. Also I acknowledge that it is my responsibility not to intentionally damage or lose any property that has been given to me. If I happen to damage or lose Village property it is my obligation to immediately report any damage or loss of Village property to the Village Administrator.

I accept that at any time my department head may ask for the return of property given to me. I understand that I must return all property immediately upon request or upon termination of employment, in accordance with Village of Little Chute Policy 106.

Employee's Signature

Date

Village of Little Chute Property Checkout Guide Sheet

Employee Name: _____

Department: _____

Start Date: _____

<u>Item</u>	<u>Date Issued</u>	<u>Initials</u>	<u>Date Returned</u>	<u>Initials</u>
ID Badge				
Desk/File Keys				
Office Keys (Please fill in any key(s) distributed below)				
Ex: Key 568- Fire Door Key				
Credit Card				
Cell Phone				
Cell Phone Charger				
Laptop				
Laptop Charger				
Pager				
<u>List Other Items Below</u>				

DISBURSEMENT LIST - April 20, 2016

Payroll & Payroll Liabilities	\$188,559.76
Prepays April 1, 2016	\$121,490.66
Prepays April 11, 2016	\$16,304.04

Utility Commission

CURRENT ITEMS

Bills List April 20, 2016	535,840.61
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Total Payroll, Prepaid & Invoices	\$862,195.07
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The above payments are recommended for approval:

Rejected: _____

Approved April 20, 2016

Michael R Vanden Berg, Village President

Laurie Decker, Clerk

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
AT & T (1129)							
920788738103	Invoi	MARCH-APRIL	9.62	Open	Non		207-52120-203
920788738103	Invoi	MARCH-APRIL	19.23	Open	Non		101-53310-203
920788738103	Invoi	MARCH-APRIL	9.62	Open	Non		204-55420-203
920788738103	Invoi	MARCH-APRIL	9.62	Open	Non		101-53310-203
920788738103	Invoi	MARCH-APRIL	19.23	Open	Non		101-53310-203
920788738103	Invoi	MARCH-APRIL	38.46	Open	Non		620-53924-203
920788738103	Invoi	MARCH-APRIL	19.22	Open	Non		101-53310-203
Total AT & T (1129):			125.00				
BURKART HEISDORF INSURANCE (3248)							
249682	Invoi	2Q GENERAL & AUTO LIABILITY	26,399.00	Open	Non		101-51900-231
249682	Invoi	2Q WORKERS COMP	33,132.00	Open	Non		101-51900-230
Total BURKART HEISDORF INSURANCE (3248):			59,531.00				
COMPASS MINERALS AMERICA (4500)							
71459913	Invoi	BULK COARSE UNTREATED ROCK	2,269.63	Open	Non		620-53634-224
71461845	Invoi	BULK COARSE UNTREATED ROCK	2,252.63	Open	Non		620-53634-224
Total COMPASS MINERALS AMERICA (4500):			4,522.26				
EAGLE GRAPHICS LLC (1861)							
112045	Invoi	UNIFORMS	676.88	Open	Non		207-52120-212
Total EAGLE GRAPHICS LLC (1861):			676.88				
FONDY AUTO ELECTRIC (810)							
A52285	Invoi	ALTERNATOR FOR TRUCK #3623	182.81	Open	Non		101-53330-225
Total FONDY AUTO ELECTRIC (810):			182.81				
HOME DEPOT CREDIT SERVICES (1545)							
9074188	Invoi	FLOOR SEALER/WAXING MOPS	47.61	Open	Non		206-55110-242
Total HOME DEPOT CREDIT SERVICES (1545):			47.61				
J.G. UNIFORMS (4700)							
41588	Invoi	TACTICAL VEST	170.66	Open	Non		207-52120-212
Total J.G. UNIFORMS (4700):			170.66				
KAUKAUNA UTILITIES (234)							
MARCH2016	Invoi	SAFEETY CENTER	794.35	Open	Non		207-52120-249
MARCH2016	Invoi	SAFEETY CENTER	529.57	Open	Non		101-52250-249
MARCH2016	Invoi	910 MADISON	71.38	Open	Non		101-51650-249
MARCH2016	Invoi	VILLAGE HALL	8.22	Open	Non		101-51650-249
MARCH2016	Invoi	CIVIC CENTER	1,359.35	Open	Non		206-55110-249
MARCH2016	Invoi	BALLFIELD DPI	57.47	Open	Non		101-55200-249
MARCH2016	Invoi	DOYLE PARK STAGE	50.48	Open	Non		101-55200-249
MARCH2016	Invoi	DOYLE BALLFIELD DP2 LIGHTS	68.09	Open	Non		101-55200-249
MARCH2016	Invoi	HEESAKKER PARK TRAIL	53.99	Open	Non		101-55200-249
MARCH2016	Invoi	HERITAGE PARK	30.89	Open	Non		101-55200-249

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
MARCH2016	Invoi	LEGION PARK RESTROOMS	207.23	Open	Non		101-55200-249
MARCH2016	Invoi	VAN LIESHOUT PARK	121.59	Open	Non		101-55200-249
MARCH2016	Invoi	VAN LIESHOUT BALLFIELD	28.11	Open	Non		101-55200-249
MARCH2016	Invoi	VAN LIESHOUT PK SECURITY LIGHTS	56.03	Open	Non		101-55200-249
MARCH2016	Invoi	HEESAKKER PARK LINCOLN AVE	251.01	Open	Non		101-55200-249
MARCH2016	Invoi	PUMP STATION JEFFERSON ST	1,218.18	Open	Non		620-53624-249
MARCH2016	Invoi	WELL #4	3,425.36	Open	Non		620-53624-249
MARCH2016	Invoi	WELL #3	3,114.34	Open	Non		620-53624-249
MARCH2016	Invoi	STEPHEN ST TOWER/LIGHTING	20.00	Open	Non		620-53624-249
MARCH2016	Invoi	STEPHEN ST TOWER/LIGHTING	125.79	Open	Non		101-53300-249
MARCH2016	Invoi	SECURITY LIGHT	12.07	Open	Non		101-53300-249
MARCH2016	Invoi	SIGNALS GRAND AND MAIN	50.90	Open	Non		101-53300-249
MARCH2016	Invoi	COMMUNITY BRIDGE LIGHTING	239.04	Open	Non		101-53300-249
MARCH2016	Invoi	SIGNALS MAIN AND MADISON	47.41	Open	Non		101-53300-249
MARCH2016	Invoi	STREET LIGHTING	9,235.85	Open	Non		101-53300-249
MARCH2016	Invoi	SIGNALS NORTH AND BUCHANAN	36.31	Open	Non		101-53300-249
MARCH2016	Invoi	PATRIOT DR FLAG POLE	26.05	Open	Non		101-53300-249
MARCH2016	Invoi	SIGNALS N AND ELM	78.15	Open	Non		101-53300-249
MARCH2016	Invoi	STEPHEN ST SIGN	60.81	Open	Non		101-53300-249
MARCH2016	Invoi	900 RANDOLPH	480.01	Open	Non		460-53460-249
MARCH2016	Invoi	MOASIS DR	20.45	Open	Non		460-53460-249
MARCH2016	Invoi	1800 STEPHEN ST STORM	163.61	Open	Non		630-53441-249
MARCH2016	Invoi	VILLAGE HALL	943.57	Open	Non		101-51650-249
Total KAUKAUNA UTILITIES (234):			22,985.66				
MIDCON PRODUCTS INC (4701)							
7739	Invoi	CONCRETE WORK DOYLE PARK	3,419.05	Open	Non		420-57620-270
Total MIDCON PRODUCTS INC (4701):			3,419.05				
PACE ANALYTICAL SERVICES INC (4619)							
1540013556	Invoi	WATER ANALYSIS	45.00	Open	Non		620-53644-204
Total PACE ANALYTICAL SERVICES INC (4619):			45.00				
RC EXCAVATING INC (4643)							
L0001-94703-B FIN	Invoi	2015 STREET RECONSTRUCTION	9,324.03	Open	Non		452-51105-263
Total RC EXCAVATING INC (4643):			9,324.03				
RELIABLE CABLE INC (4699)							
3994	Invoi	CABLES INSTALLED	362.00	Open	Non		207-52120-248
Total RELIABLE CABLE INC (4699):			362.00				
RETTLER CORPORATION (248)							
1090	Invoi	OUTDOOR REC PLAN	1,150.00	Open	Non		420-57620-300
Total RETTLER CORPORATION (248):			1,150.00				
SCHWAAB INC (1925)							
A019765	Invoi	DATER PADS	31.50	Open	Non		101-51650-206
Total SCHWAAB INC (1925):			31.50				

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
SITEONE LANDSCAPE SUPPLY (4678)							
74887606	Invoi	FERTILIZER	1,170.64	Open	Non		101-55200-215
Total SITEONE LANDSCAPE SUPPLY (4678):			1,170.64				
TOTAL TOOL SUPPLY INC (557)							
06995013	Invoi	SAFETY VESTS AND EARMUFFS	288.74	Open	Non		101-55200-213
TOTAL TOOL SUPPLY INC (557):			288.74				
TRANSAMERICA LIFE INSURANCE COMPANY (4355)							
APRIL G000025341	Invoi	MARCH BILLING	1,586.83	Open	Non		101-21364
Total TRANSAMERICA LIFE INSURANCE COMPANY (4355):			1,586.83				
VERIZON WIRELESS (3606)							
9762178209	Invoi	FEB/MARCH SERVICE	130.76	Open	Non		207-52120-203
9762669771	Invoi	FEB/MARCH SERVICE	4.46	Open	Non		101-52050-203
Total VERIZON WIRELESS (3606):			135.22				
VILLAGE OF LITTLE CHUTE (1404)							
1215 UTILITIES	Invoi	SAFETY CENTER WATER	244.18	Open	Non		207-52120-249
1215 UTILITIES	Invoi	SAFETY CENTER WATER	61.04	Open	Non		101-52250-249
1215 UTILITIES	Invoi	VILLAGE HALL	186.52	Open	Non		101-51650-249
1215 UTILITIES	Invoi	CIVIC CENTER	261.56	Open	Non		206-55110-249
1215 UTILITIES	Invoi	PARKS	640.16	Open	Non		101-55200-249
1215 UTILITIES	Invoi	PARKS	178.39	Open	Non		204-55420-249
1215 UTILITIES	Invoi	WELLS, PUMP STATION	51.50	Open	Non		620-53624-249
1215 UTILITIES	Invoi	MUNICIPAL SERVICES BUILDINGS	114.32	Open	Non		460-53460-249
1215 UTILITIES	Invoi	3609 FREEDOM RD	7.00	Open	Non		630-53441-249
1215 UTILITIES	Invoi	WELLS, PUMP STATION	158.40	Open	Non		620-53624-249
JAN-MAR UTILITIE	Invoi	DOYLE PARK POOL RESTROOMS	1,849.89	Open	Non		101-55200-249
JAN-MAR UTILITIE	Invoi	HERITAGE PARK	14.70	Open	Non		101-55200-249
JAN-MAR UTILITIE	Invoi	CIVIC CENTER	704.35	Open	Non		206-55110-249
JAN-MAR UTILITIE	Invoi	VILLAGE HALL	502.24	Open	Non		101-51650-249
JAN-MAR UTILITIE	Invoi	SAFETY CENTER WATER	691.59	Open	Non		207-52120-249
JAN-MAR UTILITIE	Invoi	SAFETY CENTER WATER	172.90	Open	Non		101-52250-249
JAN-MAR UTILITIE	Invoi	PUMP STATION	18.20	Open	Non		620-53624-249
JAN-MAR UTILITIE	Invoi	PUMP STATION	36.40	Open	Non		620-53624-249
JAN-MAR UTILITIE	Invoi	LEGION PARK RESTROOMS	281.40	Open	Non		101-55200-249
JAN-MAR UTILITIE	Invoi	VAN LIESHOUT PARK	306.60	Open	Non		101-55200-249
JAN-MAR UTILITIE	Invoi	839 MOASIS DR	33.26	Open	Non		460-53460-249
JAN-MAR UTILITIE	Invoi	900 RANDOLPH	377.91	Open	Non		460-53460-249
JAN-MAR UTILITIE	Invoi	3609 FREEDOM RD	21.00	Open	Non		630-53441-249
JAN-MAR UTILITIE	Invoi	HEESAKKER PARK RESTROOM	150.24	Open	Non		101-55200-249
JAN-MAR UTILITIE	Invoi	WELL #3	39.90	Open	Non		620-53624-249
JAN-MAR UTILITIE	Invoi	MADISON ST	80.86	Open	Non		101-51650-249
Total VILLAGE OF LITTLE CHUTE (1404):			7,184.51				
WATER WELL SOLUTIONS (3136)							
134136	Invoi	WELL #1 WATER SAMPLING	1,505.00	Open	Non		620-53604-257
Total WATER WELL SOLUTIONS (3136):			1,505.00				

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
WE ENERGIES (2788)							
APRIL 16 4494-800	Invoi	DOYLE POOL	24.65	Open	Non		204-55420-249
APRIL 16 4494-800	Invoi	FVMPD	322.07	Open	Non		207-52120-249
APRIL 16 4494-800	Invoi	FIRE DEPT	214.71	Open	Non		101-52250-249
APRIL 16 4494-800	Invoi	920 WASHINGTON	52.11	Open	Non		620-53624-249
APRIL 16 4494-800	Invoi	PLANT 1	222.28	Open	Non		620-53634-249
APRIL 16 4494-800	Invoi	PLANT 2	216.70	Open	Non		620-53624-249
APRIL 16 4494-800	Invoi	CIVIC CENTER	1,047.04	Open	Non		206-55110-249
APRIL 16 4494-800	Invoi	PUMPHOUSE #4	315.53	Open	Non		620-53624-249
APRIL 16 4494-800	Invoi	STREET LIGHTS	2,710.15	Open	Non		101-53300-249
APRIL 16 4494-800	Invoi	VILLAGE HALL	812.55	Open	Non		101-51650-249
APRIL 16 4494-800	Invoi	839 MOASIS DR #3	70.94	Open	Non		460-53460-249
APRIL 16 4494-800	Invoi	900 RANDOLPH DR	1,037.53	Open	Non		460-53460-249
Total WE ENERGIES (2788):			7,046.26				
Grand Totals:			121,490.66				

Report GL Period Summary

Vendor number hash: 68896
 Vendor number hash - split: 150770
 Total number of invoices: 24
 Total number of transactions: 98

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	121,490.66	121,490.66
Grand Totals:	121,490.66	121,490.66

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
AT&T LONG DISTANCE (2751)							
MARCH 845626857	Invoi	FEB/MARCH CHARGES	35.94	Open	Non		207-52120-203
MARCH 845626857	Invoi	FEB/MARCH CHARGES	22.73	Open	Non		620-53924-203
MARCH 845626857	Invoi	FEB/MARCH CHARGES	3.06	Open	Non		101-51650-203
Total AT&T LONG DISTANCE (2751):			61.73				
CELLCOM (4683)							
688359	Invol	FVMPD CELL - MARCH	932.00	Open	Non		207-52120-203
Total CELLCOM (4683):			932.00				
DELTA DENTAL OF WISCONSIN (33)							
888267	Invoi	APRIL DENTAL	3,973.06	Open	Non		101-21345
888334	Invoi	APRIL DENTAL - WPPA	1,925.17	Open	Non		101-21345
Total DELTA DENTAL OF WISCONSIN (33):			5,898.23				
DOCUMENT SALES AND DISTRIBUTION (4706)							
16-001463	Invoi	BUILDING PERMIT SEALS	330.50	Open	Non		101-52050-207
Total DOCUMENT SALES AND DISTRIBUTION (4706):			330.50				
EZ GLIDE GARAGE DOORS (696)							
144992-IN	Invoi	OFFICE SUPPLIES	47.35	Open	Non		101-52200-206
Total EZ GLIDE GARAGE DOORS (696):			47.35				
FIRST AMERICAN TITLE INSURANCE COMPANY (4695)							
925-650217101	Invoi	LOAN POLICY SPIERINGS	475.00	Open	Non		101-51780-300
925-650217101	Invoi	REGISTER OF DEEDS RECORDING FEE	30.00	Open	Non		101-51780-300
Total FIRST AMERICAN TITLE INSURANCE COMPANY (4695):			505.00				
JET'S PIZZA (3950)							
63 - FEB2016	Invol	PIZZAS	161.50	Open	Non		101-52200-211
Total JET'S PIZZA (3950):			161.50				
KAUKAUNA UTILITIES (234)							
LGUTI 9012695-00	Invoi	DOYLE PARK WELL	2,574.91	Open	Non		620-53624-249
Total KAUKAUNA UTILITIES (234):			2,574.91				
LINDNER ACE HARDWARE (4702)							
233245	Invoi	BATTERIES/MINERAL SPIRITS/MISC	36.94	Open	Non		206-55110-242
233245	Invoi	BATTERIES/MINERAL SPIRITS/MISC	3.69	Open	Non		206-55110-242
233266	Invol	TAPE AND SHELF BRACKETS	5.49	Open	Non		630-53442-218
233266	Invol	TAPE AND SHELF BRACKETS	.55	Open	Non		630-53442-218
233266	Invoi	TAPE AND SHELF BRACKETS	5.49	Open	Non		610-53612-218
233266	Invoi	TAPE AND SHELF BRACKETS	.55	Open	Non		610-53612-218
233320	Invoi	NUT SET	12.99	Open	Non		630-53442-251
233320	Invoi	NUT SET	1.29	Open	Non		630-53442-251
233446	Invol	CAR WASH	14.98	Open	Non		101-52200-215

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
233446	Invoi	CAR WASH	1.50-	Open	Non		101-52200-215
233581	Invoi	HARDWARE/PROPANE TORCH	60.96	Open	Non		101-55200-221
233581	Invoi	HARDWARE/PROPANE TORCH	6.10-	Open	Non		101-55200-221
233582	Invoi	ADAPTERS/COUPLERS	8.97	Open	Non		101-55200-218
233582	Invoi	ADAPTERS/COUPLERS	.90-	Open	Non		101-55200-218
233590	Invoi	SHIPPING TAPE/MISC	54.67	Open	Non		101-53330-218
233590	Invoi	SHIPPING TAPE/MISC	5.47-	Open	Non		101-53330-218
233600	Invoi	BATTERY	17.98	Open	Non		101-52200-213
233600	Invoi	BATTERY	1.80-	Open	Non		101-52200-213
233601	Invoi	BOLT CUTTER	29.99	Open	Non		101-52200-221
233601	Invoi	BOLT CUTTER	3.00-	Open	Non		101-52200-221
233605	Invoi	BATTERIES/CABLE TIES/EXTENSION CORD	31.47	Open	Non		101-52200-218
233605	Invoi	BATTERIES/CABLE TIES/EXTENSION CORD	2.80-	Open	Non		101-52200-218
233640	Invoi	CHAIN	9.60	Open	Non		101-53310-242
233659	Invoi	BATTERIES	6.74	Open	Non		206-55110-242
233659	Invoi	BATTERIES	6.74	Open	Non		101-51650-242
233659	Invoi	BATTERIES	6.74	Open	Non		207-52120-242
233659	Invoi	BATTERIES	6.75	Open	Non		101-52250-242
Total LINDNER ACE HARDWARE (4702):			288.85				
MILWAUKEE COUNTY CLERK OF COURTS (4703)							
1077701	Invoi	WARRANT REIMBURSEMENT	328.00	Open	Non		207-38623
Total MILWAUKEE COUNTY CLERK OF COURTS (4703):			328.00				
NEENAH POLICE DEPARTMENT (4704)							
3/22/16 TRAIN	Invoi	PROCEDURAL JUSTICE TRAINING	52.36	Open	Non		207-52120-218
Total NEENAH POLICE DEPARTMENT (4704):			52.36				
PEPSI-COLA (3493)							
32107310	Invoi	BEVERAGES	178.60	Open	Non		101-52200-211
36570003	Invoi	BEVERAGES	169.20	Open	Non		101-52200-211
Total PEPSI-COLA (3493):			347.80				
REGAN, ELLEN K. (3319)							
MARCH 6-28	Invoi	03/06/16-4/2/16 CONTRACTUAL SERVICES	32.45	Open	Non		610-53614-204
MARCH 6-28	Invoi	03/06/16-4/2/16 CONTRACTUAL SERVICES	32.45	Open	Non		620-53924-204
MARCH 6-28	Invoi	03/06/16-4/2/16 CONTRACTUAL SERVICES	32.45	Open	Non		630-53444-204
MARCH 6-28	Invoi	03/06/16-4/2/16 CONTRACTUAL SERVICES	64.90	Open	Non		452-57331-204
MARCH 6-28	Invoi	03/06/16-4/2/16 CONTRACTUAL SERVICES	162.25	Open	Non		101-53300-204
Total REGAN, ELLEN K. (3319):			324.50				
RIVERSIDE BY REYNEBEAU FLORAL (322)							
1007125	Invoi	FLORAL ARRANGEMENT	53.50	Open	Non		207-52120-218
Total RIVERSIDE BY REYNEBEAU FLORAL (322):			53.50				
SHOPKO STORES OPERATING CO (342)							
07943	Invoi	TISSUE	18.98	Open	Non		207-52120-218
Total SHOPKO STORES OPERATING CO (342):			18.98				

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
SUN LIFE FINANCIAL (4312)							
232004001	Invoi	APRIL LIFE	375.87	Open	Non		101-21391
232004001	Invoi	APRIL AD & D	66.33	Open	Non		101-21391
232004001	Invoi	APRIL STD	599.14	Open	Non		101-21365
232004001	Invoi	APRIL LTD	1,405.73	Open	Non		101-21385
Total SUN LIFE FINANCIAL (4312):			2,447.07				
TIME WARNER CABLE (89)							
MARCH 104046625	Invoi	FEB/MARCH CHARGES	11.75	Open	Non		101-52200-208
MARCH 104047059	Invoi	MARCH/APR CHARGES	97.82	Open	Non		101-52200-203
MARCH 104047095	Invoi	APR/MAY SERVICE	448.62	Open	Non		101-51650-203
Total TIME WARNER CABLE (89):			558.19				
U.S. ARMOR (4705)							
7139	Invoi	UNIFORM - VEST	921.02	Open	Non		207-52120-213
Total U.S. ARMOR (4705):			921.02				
VERIZON WIRELESS (3606)							
9761666981	Invoi	FEB/MARCH SERVICE	110.59	Open	Non		101-52200-203
9762685628	Invoi	FEB/MARCH SERVICE	80.15	Open	Non		101-55200-203
9762685628	Invoi	FEB/MARCH SERVICE	92.01	Open	Non		101-55300-203
Total VERIZON WIRELESS (3606):			282.75				
VILLAGE OF HORTONVILLE (2043)							
1077702	Invoi	WARRANT REIMBURSEMENT	119.00	Open	Non		207-38623
Total VILLAGE OF HORTONVILLE (2043):			119.00				
WE ENERGIES (2788)							
MARCH 7854-515-7	Invoi	910 MADISON ST	50.80	Open	Non		101-51650-249
Total WE ENERGIES (2788):			50.80				
Grand Totals:			16,304.04				

Report GL Period Summary

Vendor number hash: 119908
Vendor number hash - split: 230453
Total number of invoices: 37
Total number of transactions: 63

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	16,304.04	16,304.04
Grand Totals:	16,304.04	16,304.04

Terms Description	Invoice Amount	Net Invoice Amount
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Report Criteria:
Invoice Detail.Voided = {=} FALSE

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	GL Account
A.P. PLUMBING LLC			
040116	LIBRARY SUMP PUMP	435.00	206-55110-245
Total A.P. PLUMBING LLC:		435.00	
ABBY VASQUEZ			
2016	REFUND FOR 2 KIDS - PEEWEE SPORTS	30.00	101-34413
Total ABBY VASQUEZ:		30.00	
ACCURATE FIRE PROTECTION, LLC			
1003-517	FIRE SUPPRESSION UPGRADE RETROFIT 900 RA	13,637.50	460-53460-301
Total ACCURATE FIRE PROTECTION, LLC:		13,637.50	
AIRGAS USA LLC			
9049961322	KEY, LOCKING CLAMP, STYLUS	128.65	101-53330-218
9934751665	CYLINDER RENTALS	46.93	101-53330-204
Total AIRGAS USA LLC:		175.58	
ALL PRO CUSTOM GRAPHX			
2625	HELMET TAGS/REFLECTIVE LICENSE PLATES	860.00	101-52200-221
Total ALL PRO CUSTOM GRAPHX:		860.00	
APPLETON OIL CO INC			
86645/87583	OFF ROAD DIESEL	.58	201-53620-247
86645/87583	OFF ROAD DIESEL	26.47	101-55200-247
86645/87583	OFF ROAD DIESEL	10.66	101-55440-247
86645/87583	OFF ROAD DIESEL	3.82	610-53612-247
86645/87583	OFF ROAD DIESEL	1.33	620-53644-247
86645/87583	OFF ROAD DIESEL	15.55	101-53460-247
86645/87583	OFF ROAD DIESEL	170.41	101-53330-217
Total APPLETON OIL CO INC:		228.82	
ASSOCIATED APPRAISAL CONSULT			
120990	PROFESSIONAL SERVICES	1,225.00	101-51530-204
Total ASSOCIATED APPRAISAL CONSULT:		1,225.00	
BADGER MAILING &			
84727	INK CARTRIDGE	157.00	101-51650-206
Total BADGER MAILING &:		157.00	
BROCKMAN, MATT			
0316CLEANUP	MARCH CLEAN UP	30.00	101-52200-111
0316REIMBURSE	REIMBURSE - FOOD FOR MTG	35.07	101-52200-211
Total BROCKMAN, MATT:		65.07	

Invoice	Description	Total Cost	GL Account
BRUYETTE, TODD			
0316REIMBURSE	REIMBURSEMENT FOR BOOTS	125.00	101-53300-213
Total BRUYETTE, TODD:		125.00	
CITY OF APPLETON			
230192	APRIL WEIGHTS AND MEASURES	456.08	101-52050-204
230204	APRIL TRANSIT	6,089.00	101-51780-233
Total CITY OF APPLETON:		6,545.08	
COMPASS MINERALS AMERICA			
71471424	BULK COARSE UNTREATED ROCK	2,283.80	620-53634-224
71471425	BULK COARSE UNTREATED ROCK	2,136.46	620-53634-224
71472675	BULK COARSE UNTREATED ROCK	2,035.40	620-53634-224
Total COMPASS MINERALS AMERICA:		6,455.66	
COMPLETE OFFICE OF WISCONSIN			
524094	INDEX BINDER TABS	1.58	101-51440-206
536344	RECEIPT PAPER	30.95	101-51650-206
536344	PENS	29.16	101-51420-206
545636	LEGAL PAD PAPER	13.28	101-53100-206
545636	COPY PAPER	119.80	101-51650-207
545653	CLASP ENVELOPES	38.69	101-51440-206
Total COMPLETE OFFICE OF WISCONSIN:		233.46	
CRAIG VANGRINSVEN			
2016REID	REFUND OVERPAYMENT FOR T-BALL	10.00	101-34411
Total CRAIG VANGRINSVEN:		10.00	
DAMAGE PREVENTION SERVICES			
1837	MARCH LOCATES	1,778.00	620-53644-209
1837	MARCH LOCATES	1,018.50	610-53612-209
1837	MARCH LOCATES	992.25	630-53442-209
Total DAMAGE PREVENTION SERVICES:		3,788.75	
DONALD HIETPAS & SONS INC.			
030116BLUFFAVE	REPLACE STOP BOX AT BLUFF AVE	986.56	620-53644-252
031516PIERCE	WORK PIERCE/ADAMS WAY AND STOP BOX AT C	1,324.60	620-53644-252
031516PIERCE	WORK PIERCE/ADAMS WAY AND STOP BOX AT C	2,000.00	620-53644-254
100715TAYLORST	TAYLOR ST - HIGHWAY OO	1,392.05	630-50233-263
101615CEDARSTR	BUCHANAN STORM INTERCEPTOR - CEDAR STR	2,692.55	630-50234-263
Total DONALD HIETPAS & SONS INC.:		8,395.76	
DORNER, INC			
L000191400643A/C	2016 UTILITIES PROJECT - TEMPORARY WATER	4,021.50	620-51105-263
L000191400643A/C	2016 UTILITIES PROJECT - RETAINAGE	8,283.69	630-51105-263
L000191400643A/C	2016 UTILITIES PROJECT - STORM PROJECT	161,652.39	630-51105-263
Total DORNER, INC:		157,390.20	

Invoice	Description	Total Cost	GL Account
EWALD AUTOMOTIVE			
20029	2016 CHEVY SILVERADO 1500 #89	21,998.50	403-57324-303
Total EWALD AUTOMOTIVE:		21,998.50	
FACTORY MOTOR PARTS CO			
18-1480303	WIPER MOTOR, MOTOR KIT	230.23	101-53330-218
Total FACTORY MOTOR PARTS CO:		230.23	
FARRELL EQUIPMENT & SUPPLY CO INC			
785227	SAND BAGS	15.60	101-53300-218
792982	BRICK REPLACEMENT MORTAR	9.98	101-51650-242
794264	HAND TOOLS	77.84	101-53300-221
Total FARRELL EQUIPMENT & SUPPLY CO INC:		103.42	
FASTENAL COMPANY			
WIKIM200960	RUBBER STRAP	11.25	101-53300-218
WIKIM201282	PARTS TRUCK #11	18.06	101-53330-225
WIKIM201342	PARTS TRUCK #2	8.57	101-53330-225
WIKIM201489	CLAMPS AND CABLE TIES TRUCK 8	198.27	101-53330-225
Total FASTENAL COMPANY:		236.15	
FERGUSON WATERWORKS #1476			
192137	CLAMP	122.72	620-53644-251
Total FERGUSON WATERWORKS #1476:		122.72	
FIRE APPARATUS & EQUIPMENT			
15330	CABLE, DEFROSTER, HEATER CONTROL TRUCK	602.09	101-53330-225
Total FIRE APPARATUS & EQUIPMENT:		602.09	
FOX VALLEY METROLOGY			
297028	SOUND LEVEL METER	194.40	207-52120-247
Total FOX VALLEY METROLOGY:		194.40	
G&K SERVICES			
1011388511	MOPS & TOWELS	38.02	206-55110-243
1011388511	MOPS & TOWELS	38.02	101-51650-243
Total G&K SERVICES:		76.04	
GALLS LLC			
5135173	HOLSTER	35.95	207-52120-212
Total GALLS LLC:		35.95	
GARY BRICK			
2016	SHELTER FEE REFUND	100.00	101-34401
Total GARY BRICK:		100.00	

Invoice	Description	Total Cost	GL Account
GOLD CROSS AMBULANCE INC			
31793-IN	AED BATTERY	296.66	207-52120-218
Total GOLD CROSS AMBULANCE INC:		296.66	
GRAINGER			
9061064169	PULL STATION COVER	301.00	206-55110-244
Total GRAINGER:		301.00	
HALRON LUBRICANTS INC			
825361	OIL AND DIESEL EXHAUST FLUID	724.23	101-53330-217
826222	DRUM RETURN	40.00	101-53330-217
Total HALRON LUBRICANTS INC:		684.23	
HEART OF THE VALLEY			
MARCH 2016	MARCH WASTEWATER	146,174.83	610-53611-225
MARCH 2016	MARCH WASTEWATER	149.50	610-53611-204
Total HEART OF THE VALLEY:		146,324.33	
HEARTLAND BUSINESS SYSTEMS			
HBS00525613	ENVELOPES	280.00	101-51650-206
Total HEARTLAND BUSINESS SYSTEMS:		280.00	
HIROSKEY, CHUCK			
0416REIMBURSE	CDL RENEWAL	40.00	101-53310-213
Total HIROSKEY, CHUCK:		40.00	
INTERSTATE BATTERY OF GREEN BAY			
90108650	TRUCK #8	225.90	101-53330-225
Total INTERSTATE BATTERY OF GREEN BAY:		225.90	
J & B TROPHY & ENGRAV INC.			
35337	ENGRAVED HANDLES	80.00	101-52200-219
35465	PLAQUE & ENGRAVING	55.50	101-52200-219
Total J & B TROPHY & ENGRAV INC.:		135.50	
J.G. UNIFORMS			
42195	FLASHLIGHT/PATCH	112.00	207-52120-212
Total J.G. UNIFORMS:		112.00	
KERRY'S VROOM SERVICE INC			
8306	OIL CHANGE - SQUAD #95	42.21	207-52120-247
Total KERRY'S VROOM SERVICE INC:		42.21	
KIESLER'S POLICE SUPPLY INC			
779628	SIGMAS	565.00	207-52120-212

Invoice	Description	Total Cost	GL Account
Total KIESLER'S POLICE SUPPLY INC:		565.00	
LARRY'S PIGGLY WIGGLY			
13823	SHOP PHONE	40.37	101-53310-203
1590	FOOD FOR MEETING	45.92	101-51650-211
17940	SHOP PHONE	40.37	101-53310-203
18198	SHOP PHONE	40.37	101-53310-203
Q1, ACCOUNT 105	FOOD	309.72	101-52200-211
Total LARRY'S PIGGLY WIGGLY:		476.75	
MATTHEWS COMMERCIAL TIRE			
57459	TIRE REPLACEMENT AND FLAT REPAIR	265.72	101-53330-225
Total MATTHEWS COMMERCIAL TIRE:		265.72	
MCC INC			
78550	COLD MIX	170.25	101-53300-216
78550	COLD MIX	170.24	620-53644-216
Total MCC INC:		340.49	
MCMAHON ASSOCIATES INC			
901784	FILLMORE/GREENFIELD RECONSTR	51.00	610-50904-261
901784	FILLMORE/GREENFIELD RECONSTR	51.00	620-50904-261
901784	FILLMORE/GREENFIELD RECONSTR	51.00	630-50904-261
901785	INDUSTRIAL POND	3,800.00	415-57631-261
901786	BUCHANAN STORM SEWER INTERCEPTOR	153.00	630-50234-261
Total MCMAHON ASSOCIATES INC:		4,106.00	
MCO			
20269	DISCHARGE INSPECTION	2,500.00	630-53442-204
20291	MAY LIABILITY INC/HEALTH INSURANCE	28,970.03	620-53644-115
20325	#314 MILEAGE - MARCH 2016	121.00	620-53644-247
20352	METER READING MARCH	354.17	620-53904-204
20352	METER READING MARCH	354.17	610-53613-204
Total MCO:		32,299.37	
MONROE TRUCK EQUIPMENT INC			
40436	PLOW TRUCK	87,050.00	403-57324-303
Total MONROE TRUCK EQUIPMENT INC:		87,050.00	
NORTHERN LAKE SERVICE INC			
291632	METAL SCANS	125.00	620-53644-204
Total NORTHERN LAKE SERVICE INC:		125.00	
OSTER, LAURA			
0316REIMBURSE	CLOTHING REIMBURSEMENT	36.73	207-52120-212
Total OSTER, LAURA:		36.73	

Invoice	Description	Total Cost	GL Account
OUTAGAMIE COUNTY HIGHWAY DEPT			
1015615	COLD MIX BLACKTOP	69.43	101-53300-216
1015658	WORK IN RIGHT-OF-WAY PERMIT	360.00	610-51105-263
1015658	WORK IN RIGHT-OF-WAY PERMIT	360.00	620-51105-263
1015658	WORK IN RIGHT-OF-WAY PERMIT	360.00	630-51105-263
Total OUTAGAMIE COUNTY HIGHWAY DEPT:		1,149.43	
OUTAGAMIE COUNTY TREASURER			
1015679	MARCH FUEL	24.26	101-52050-247
1015679	MARCH FUEL	531.26	630-53442-247
1015679	MARCH FUEL	1,541.18	201-53620-247
1015679	MARCH FUEL	214.97	101-55200-247
1015679	MARCH FUEL	295.44	101-55440-247
1015679	MARCH FUEL	17.91	101-55300-247
1015679	MARCH FUEL	129.17	101-52200-247
1015679	MARCH FUEL	108.66	610-53612-247
1015679	MARCH FUEL	195.39	620-53644-247
1015679	MARCH FUEL	1,710.33	101-53330-217
109314	MARCH LANDFILL CHARGES - GARBAGE	13,290.96	201-53620-204
109314	MARCH LANDFILL CHARGES - SWEEPINGS	306.89	630-53442-204
109473	SCALE TICKET #842965	20.00	207-52120-218
MARCH2016	MARCH COURT FINES	763.97	101-35101
Total OUTAGAMIE COUNTY TREASURER:		19,150.39	
PAUL CONWAY SHIELDS			
0381312-IN	DROP SHIP CHARGE	7.25	101-52200-206
Total PAUL CONWAY SHIELDS:		7.25	
PIGGLY WIGGLY #258			
22083701328	SR PROGRAM ITEMS	18.72	101-55300-218
Total PIGGLY WIGGLY #258:		18.72	
PLESHEK OUTDOOR POWER			
66270	TRIMMER PARTS	6.69	101-55440-218
66276	SAW DEPTH GAUGE	22.95	101-55440-218
Total PLESHEK OUTDOOR POWER:		29.64	
POMASL FIRE EQUIPMENT INC			
62538	HELMET LIGHT	117.31	101-52200-213
Total POMASL FIRE EQUIPMENT INC:		117.31	
REINDERS INC			
2641769	BLADE COMBOS TRUCK #46	140.56	101-53330-225
Total REINDERS INC:		140.56	
RIESTERER & SCHNELL INC			
969497	FILTER TRUCK #48	47.79	101-53330-225
Total RIESTERER & SCHNELL INC:		47.79	

Invoice	Description	Total Cost	GL Account
ROBERT E. LEE & ASSOCIATES			
70323	STORM WATER PLANNING	3,784.50	630-53442-264
Total ROBERT E. LEE & ASSOCIATES:		3,784.50	
ROCK RIVER ARMS INC			
728861	FIREARMS	948.00	207-52120-223
Total ROCK RIVER ARMS INC:		948.00	
SAFETY FIRST			
24455	BREATHING AIR TEST	370.88	101-52200-204
Total SAFETY FIRST:		370.88	
SAVE-A-LOT			
0004	PAPER TOWEL	15.00	101-53310-244
2016 0013	TISSUE AND PAPER TOWEL	24.98	101-53310-218
Total SAVE-A-LOT:		39.98	
SNAP-ON INDUSTRIAL			
11915424	TORQUE WRENCH	68.00	101-53330-218
11915425	ELECTRONIC TORQUE ANGLE WRENCH	85.00	101-53330-218
Total SNAP-ON INDUSTRIAL:		153.00	
ST. ELIZABETH HOSPITAL			
EL.FVMPD 3/16	MARCH BLOOD COLLECTIONS	275.73	207-52120-204
Total ST. ELIZABETH HOSPITAL:		275.73	
STAPLES BUSINESS ADVANTAGE			
151605769	PAPER/INK CARTRIDGE	108.48	101-52200-206
Total STAPLES BUSINESS ADVANTAGE:		108.48	
STATE OF WI COURT FINES &			
MARCH2016	MARCH COURT FINES	2,649.91	101-35101
Total STATE OF WI COURT FINES &:		2,649.91	
TDS			
APRIL 920-687-708	MARCH APRIL SERVICE	228.95	207-52120-203
APRIL 920-687-709	MARCH SERVICE	615.70	207-52120-203
Total TDS:		844.65	
THE MARINER			
04022016	FIRE FIGHTER DINNER - ANNUAL PARTY	4,731.45	101-52200-211
Total THE MARINER:		4,731.45	
THEDACARE LABORATORIES			
04/16 12100555	BLOOD DRAWS	340.00	207-52120-204

Invoice	Description	Total Cost	GL Account
Total THEDACARE LABORATORIES:		340.00	
TIME WARNER CABLE			
MARCH 104046050	MARCH/APR CHARGES	125.16	101-51650-203
MARCH 104046070	APRIL/MAY CHARGES	81.16	620-53924-203
Total TIME WARNER CABLE:		206.32	
UNIFIRST CORPORATION			
0970209224	WIPERS/LAUNDRY BAGS/SHIRT/PANTS	39.63	101-53310-204
Total UNIFIRST CORPORATION:		39.63	
VALLEY LIQUOR			
607206	BEVERAGES	141.45	101-52200-211
607261	BEVERAGES	46.97	101-52200-211
607307	BEVERAGES	21.99	101-52200-211
608181	BEVERAGES	119.45	101-52200-211
609043	BEVERAGES	120.95	101-52200-211
609089	BEVERAGES	29.00	101-52200-211
610017	BEVERAGES	146.45	101-52200-211
611000	BEVERAGES	7.00	101-52200-211
Total VALLEY LIQUOR:		633.26	
VAN DERA, RYAN			
0316 CLEANUP	MARCH CLEAN UP	30.00	101-52200-111
Total VAN DERA, RYAN:		30.00	
VANDERLOOPS SHOE STORE			
104-10008510	BOOTS	645.75	101-52200-213
104-10008688	BOOTS	129.15	101-52200-213
Total VANDERLOOPS SHOE STORE:		774.90	
WAUSAU EQUIPMENT COMPANY INC			
5276987	STOCK PARTS	326.99	101-53330-218
Total WAUSAU EQUIPMENT COMPANY INC:		326.99	
WEGAND, JASON			
0416REIMBURSE	COACHES CLINIC REIMBURSEMENT ROOM/MEAL	406.42	101-55460-211
Total WEGAND, JASON:		406.42	
WELLS FARGO FINANCIAL LEASING			
5002965008	APRIL COPIER LEASE	803.15	101-51650-207
5002965008	APRIL COPIER LEASE	450.00	101-53310-207
Total WELLS FARGO FINANCIAL LEASING:		1,253.15	
WI DEPT OF JUSTICE			
3/16 L4504T	BACKGROUND CHECKS	98.00	207-52120-218

Invoice	Description	Total Cost	GL Account
Total WI DEPT OF JUSTICE:		98.00	
Grand Totals:		535,840.61	

Report GL Period Summary

Vendor number hash: 252413
Vendor number hash - split: 323624
Total number of invoices: 118
Total number of transactions: 150

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	535,840.61	535,840.61
Grand Totals:	535,840.61	535,840.61

Report Criteria:

Invoice Detail.Voided = {=} FALSE