

Village of

Little Chute

AGENDA

REGULAR BOARD MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, August 16, 2017
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. Other Informational Items—July Fire, FVMPD Monthly Reports and July Report

- G. Approval of Minutes
Minutes of the Regular Board Meeting of August 2, 2017

H. Operator License Approvals

Miller, Cody J.	Ladder House	Hortonville
Klein, Leanne A.	Shelley's	Little Chute
Lamers, Sydney T.	Down the Hill	Appleton
Lesperance, Sara M.	Walgreens	Appleton
Nettekoven, Jennifer L.	Walgreens	Appleton
Gaffney, Ellen K.	Walgreens	Little Chute
Smith, Debra M.	Trish's Pop In Again	Little Chute
Steno, Jacob J.	Moasis Truck Stop	Little Chute
Gunderson, Tina M.	Super Shell 41	Larsen
Siebers, Heather M.	The Heiting Place	Kaukauna
Shepard, Jennifer R.	5 th Quarter	Little Chute
Abel, Tamra M.	5 th Quarter	Green Bay
Heiting, Brain R.	The Heiting Place	Kaukauna
Dean, Ella R.	Seth's Coffee	Kimberly
Puyleart, Katherine M.	Gentleman Jacks	Little Chute
Janssen, Amber E.	Walgreens	Appleton
Button, Samantha J.	Moasis Truck Stop	Little Chute
Cox, David P.	Shelley's	Little Chute

- I. Presentation—Downtown Master Plan

- J. Department and Officers Progress Reports

- K. Ordinances:
 - a) *Adopt Ordinance No. 3, Series 2017 Amending Section 32-1 Park Regulations (C) (20) Concerning Dogs in Village Parks*

b) Adopt Ordinance No. 4, Series 2017 Amending Section 40-Streets, Sidewalks and Other Public Places, Article V Driveways, Section 40-123 of the Municipal Code of the Village of Little Chute

- L. Discussion/Action—Paperless Board Meetings and Technology Requirements
- M. Action—Doyle Pool Survey
- N. Discussion/Possible Action—Request for Rock Crushing Permit
- O. Action—Fence Contract
- P. Disbursement List
- Q. Call for Unfinished Business
- R. Items for Future Agendas
- S. Closed Sessions:
 - a) 19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Contract Update/Personnel Matter/Succession*
 - b) 19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Update on Development Agreement Negotiations*
- T. Return to Open Session
- U. Action—Updated DPW and Engineer Job Descriptions
- V. Action—DPW Director Compensation Table
- W. 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

Prepared: August 11, 2017

LCFD Incident Report
July 2017
Number of responses: 12
Last years: 17
YTD: 97

07/01/17 12:05 Alarm sounding @ Atrium Care Center 1201 Garfield Avenue, found a faulty detector head

07/01/17 12:33 Alarm sounding @ Atrium Care Center 1201 Garfield Avenue, same issue as above, notified manager to correct situation, place in test mode with a fire watch until rectified

07/04/17 07:55 Possible garage fire @ area of 1016 Cedar Street, nothing found, believed the fire works from Kaukauna's Firecracker run is what the reporting party heard.

07/07/17 22:10 Alarm sounding @ Nestle's 3900 Freedom Road, broken sprinkler line, crews were repairing, monitoring agency didn't receive notice.

07/11/17 11:05 Alarm sounding @ Nestle's 3900 Freedom Road, working on system, monitoring agency didn't place in test mode.

07/17/17 10:07 Pull station activation @ Feeding America 3400 E. Evergreen Drive, false alarm, occupants contacting Faith Technologies to repair

07/25/17 21:22 Auto aide request from Kimberly Fire Department Hilton Hotel 720 Eisenhower Drive-cancelled when in route

07/26/17 13:57 Smoke alarm sounding @ 900 E. Florida Avenue- investigated found a faulty detector

07/27/17 07:55 Scene safety @ South bound I-41 just north of County Road N-1 Vehicle rollover

07/28/17 07:57 Odor of natural gas @ Best Wash 2124 E. Main Street-investigated waited for WE Energies, sewer gas

07/28/17 11:56 Scene safety @ South bound I-41 just south of Rosehill Road-motorcycle in the ditch

07/29/17 22:42 Possible structure fire near Hwy. 441 & Main Street, passerby on Hwy. thought they saw smoke down below-nothing found, possible smoke from a camp fire.

07/31/17 17:24 Alarm sounding @ Atrium Care Center 1201 Garfield Avenue-false alarm-spoke with maintenance department

Incident Count by Incident Type

PremierOne CAD

Represents calls for service for the month of July 2017

Incident Type Description	Incident Count
TRAFFIC STOP	266
ASSIST	124
911 HANG UP	56
CRIME PREVENTION	53
ANIMAL	47
ACCIDENT	42
SUSPICIOUS SITUATION	41
MEDICAL	39
RECKLESS DRIVING	38
WELFARE CHECK	38
PARKING COMPLAINT	26
LOST / FOUND	24
OPEN DOOR	23
FIREWORKS	22
FIRE CALL	21
ALARM	21
JUVENILE COMPLAINTS	18
THEFT	18
TRAFFIC HAZARD	18
ORDINANCE	17
MOTORIST ASSIST	16
NOISE COMPLAINT	11
SUSPICIOUS PERSON	11
SUSPICIOUS VEHICLE	11
DISTURBANCE	10
HARASSMENT	8
DISORDERLY CONDUCT	7
DOMESTIC DISTURBANCE	6
DAMAGE TO PROPERTY	5
RUNAWAY	5
TRESPASSING	5
VIOLATION OF COURT ORDER	4
FRAUD	4
DRUGS	4
911 ASSIST	4
ACCIDENT WITH INJURY	4
ABANDONED VEHICLE	4
WARRANT	3
SEX OFFENSE	3
EMERGENCY COMMITTAL	2

Incident Count by Incident Type

PremierOne CAD

BURGLARY	2
CIVIL MATTER	2
COMPUTER CRIME	1
BATTERY	1
ALCOHOL	1
DEATH	1
RETAIL THEFT	1
Total	1,088

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – JULY 2017



Little Chute

ESTABLISHED 1848

JULY 2017

Village Administrator Report to the Board of Trustees

Submitted to the Village Board of Trustees and the residents of Little Chute is a report of the various departments of the Village. The information contained herein is intended to keep the Board and public apprised of their government at work.

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – JULY 2017

The information in this report is meant to provide a snapshot of Village operations for the month preceding. The goal is to provide statistics and measures that can be analyzed and viewed over time. These reports will be reported to the Board on a monthly basis. The reports will be added to the official files of the Village of Little Chute and be published on the Village's website at www.littlechutewi.org.

As we continue this effort, the style and metrics will be fine-tuned to better capture operational aspects that will serve staff, the board and public with a more robust understanding of operations. Ultimately, this information can be used to assist in policy and fiscal decisions on the future of Village operations.

Department Overview

The report will track monthly activities for the following Departments:

- Village Administrator
- Clerk
- Community Development
- Finance Department
- Fox Valley Metro Police Department
- Kimberly/Little Chute Library
- Parks, Recreation and Forestry Department
- Department of Public Works
- Engineering Department

Questions or Comments

Should you have questions or comments with the information contained herein, please contact the Village Administrator:

James P. Fenlon
Village Administrator
108 W. Main Street
Little Chute, WI 54140
920-423-3850
james@littlechutewi.org

Village Administrator

HIGHLIGHTS

- Closed on a microloan and façade loan for Main Event Steakhouse.
- Prepare the 2017 TID Presentation for July 19th with the Finance Director and Community Development Director (3:30 PM at Village Hall).
- Present 2018 Budget guidance for approval by the Board and for the village's Department Heads.
- Finalized the first DRAFT of the Downtown Master Plan.
- Worked with the Finance Director and the rating agency to reaffirm the Village's bond rating.
- Met with staff to consolidate the Strategic Planning Working group into a Lean Team that will advise the Administrator and staff on lean related efforts and matters relating to village operations.
- Began contract negotiations with the FVMPD Professional Police Association.
- On July 19th, the Board of Trustees agreed to a 2018 budget schedule, along with Budget guidance for all departments to work off of as they begin building their 2018 budget.
- On July 19th, staff presented an overview of Tax Increment Districts to the appointed Joint Review Board for 2016.

TOP PRIORITIES FOR AUGUST

- Work with Department Heads on preliminary budget meetings while also working with key staff on the 2018-2022 Capital Improvement Program.
- Present the DRAFT Downtown Master Plan to the Board of Trustees, Plan Commission and other groups.
- Continue working on numerous development related opportunities in the village, including finalizing a Downtown Senior Housing opportunity.
- Present the Board of Trustees options for a Merit based compensation policy in addition to a Wellness program to be started in the Village.
- Renew the 2017/2018 Connect Community Contract with WEDC as a focus on Downtown development.
- Tour Trilliant Food and Nutrition with the Board of Trustees.
- Work with the Board of Trustees on succession and organizational opportunities, including planning various recruitment strategies.

Clerk

HIGHLIGHTS

The Clerk's office continues to find ways to keep up with technology while balancing cost. You might have noticed that our Agenda's for board meetings are now easier to follow with the new bookmark feature, allowing you to go back or forward with just a click of the mouse. We also worked with Civic Plus to assist us with web design and a "year in review" helping us to understand what has been working and not working as our residents utilize the website. These efforts will continue as we train in Canva, which is a free graphic design software service. Be on the lookout for our new and improved winter newsletter!

Our goals for June included:

- Board of Review
- Election equipment procurement meeting
- Phone and supply ordering support
- Agenda and Minutes for 6 meetings
- Civic Center/Village Hall rentals
- Weekly Maintenance Reports
- Maintain the Village website and track social media statistics

TOP PRIORITIES FOR AUGUST

- Canva training
- Starting newsletter creation
- Clerk's conference training
- Phone and supply ordering support
- Agenda and Minutes for 6 meetings
- Civic Center/Village Hall rentals
- Weekly Maintenance Reports
- Maintain the Village website and track social media statistic

JULY DATA

Village of Little Chute Website and Social Media Metrics - JULY 2017						
	This Month	This Month	% Change	Year to Date	Last Year to Date	% Change
	This Month	Last Month	% Change	Year to Date	Last Year to Date	% Change
Website Visits	12,503	12,092	3.39%	109,402	127,138	-13.95%
Website Page Views	14,977	12,246	22.30%	117,923	142,128	-17.03%
Facebook Likes	2,199	1,059	107.64%			
Facebook Reach	45,637	11,583	293.99%	404,343	144,406	180%
Village Hall Blog Views	894	660	35.45%	4,045	3,628	11.49%
Instagram Followers	166	114	48.6%			
Twitter Followers	186	n/a	n/a			
Twitter Impressions	2,014	n/a	n/a			

Little Chute+

CIVICPLUS

Top Level Information

Overall: How is your website doing

171,814

Total Visits

8,001

Total Searches

1:54

Avg. Visit Duration



210,005

Total Page Views

163,356

Total Unique Page Views

2.5

Actions Per Visit

Top Viewed Pages

36,388

Visitors

Great Wisconsin Cheese-Festival

5,694

Visitors

Parks, Recreation & Forestry-Department

5,584

Visitors

Utility Billing

5,459

Visitors

Pool

4,110

Visitors

Job Postings

3,882

Visitors

Hours

2016 GROWTH

Your website traffic increased by 38% in 2016.

2016:

 171,814

2015:

 132,193

59% of site traffic comes from a mobile device

Community Development

HIGHLIGHTS

- Inspections at Freedom project freezer warehouse.
- Inspections on new homes throughout the Village.
- Inspections on additions at Heartland.
- Inspections of commercial buildings on Stephen St, Allegiance and Spirit Courts.
- Conducting Open Book hearing.
- Completed 2017 Board of Review assessed value defense.
- Assisted Village Departments with draft ordinance amendments.

TOP PRIORITIES FOR AUGUST

- File final 2017 Assessment reports.
- Final Approval of Freedom project for occupancy
- Meet with developers about upcoming commercial projects.
- Continued Inspections of homes, apartments and commercial projects.
- Review Little Chute School project.
- Inspections at municipal garage project.
- Budget submissions to Finance and Administrator.

JULY DATA

Community Development Department 2017 Permit & Property Inspection Report		
	July-17	2017 Year to Date
Permits Issued	72	339
Property Complaints	4	25
Property/Field Inspections	80	519
Action Corrected	2	10
Ongoing	2	5

Community Development Department 2017 Permit Data		
	July-17	2017 Year to Date
Permits Issued	72	339
Permit Fees	\$17,443	\$ 56,122.00
Permit Value	\$3,385,000	\$ 11,155,687.00

Finance Department

HIGHLIGHTS

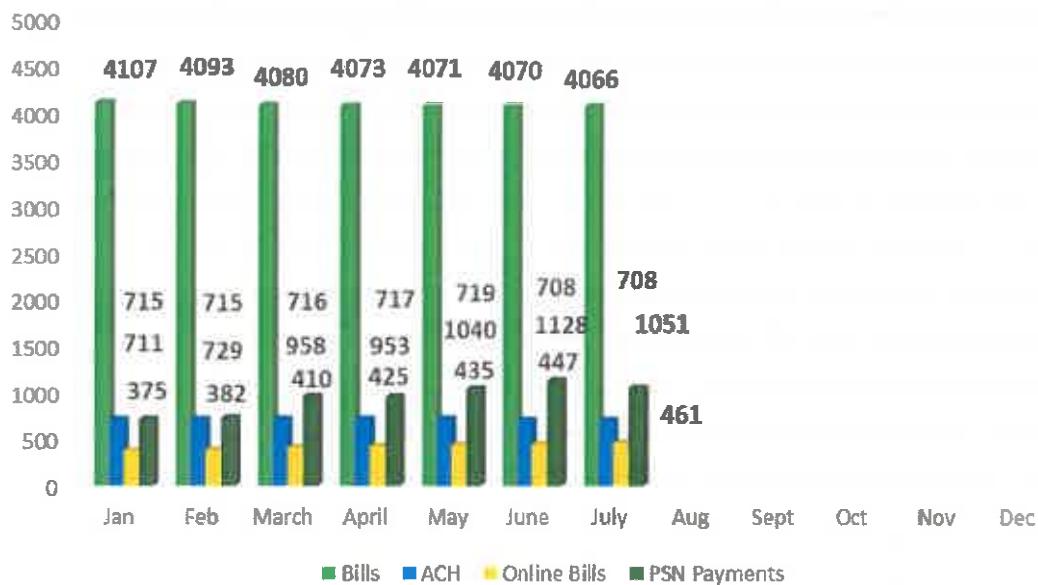
- 4,066 Utility Bills created and 708 ACH payments processed by Finance Department.
- 116 Service Orders (Final Reads, High/Low Reads) for Utility Billing created and coordinated with MCO.
- 985 ratepayers have registered on PSN, 461 ratepayers opted out of postcard billing and 1051 ratepayers utilized PSN for payments through July 31, 2017.
- 295 Landlord Notices were mailed for tenant delinquency notification.
- Annual TID Meeting of Joint Review Board held at 3:30pm on July 19, 2017.
- Bond Sale Results and 2017A/2017B Offerings finalized on July 19, 2017.
- Audit Presentation by Kerber Rose on July 19, 2017.
- Budget Calendar and Guidance approved by Village Board on July 19, 2017.

TOP PRIORITIES FOR AUGUST

- Department Budget Meetings with Village Administrator.
- 2018 Budget Development.
- 2018-2022 Capital Improvement Plan in draft for Village Administrator review.
- Finance Director on vacation 8/26-9/4.
- ETF Testing of Payroll Upload by September 15th.
- Month-end Close process implemented.
- Monthly Utility Staff Meeting and Utility Commission Meeting at Heart of the Valley Metropolitan Sewerage District.

JULY DATA

Utility Billing 2017





HIGHLIGHTS

- Cheesefest 2017 went well with no major concerns, a bit quieter than some other years.
 - Data:
 - Juvenile tobacco arrests (1)
 - Disorderly Conduct (2)
 - Ordinance warnings (8)
 - Field interrogations (2)
 - Drugs (1)
 - Mediccal calls (2)
 - ID checks (13)
 - Fights prevented (1)
 - Miscellaneous (21)
 - **TOTAL CONTACTS: (51)**
 - Total Police Cost: **\$5,675**
- Final ALICE Training (active shooter) conducted at Little Chute High School.
- Fox Valley Metro assisted DCI and MEG on taking down a dangerous/violent wanted subject at the Quality Inn in Kimberly; he is facing life in prison on federal drug charges.
- Officer Stahmann conducted an ICAC (Internet Crimes Against Children) investigation and the perpetrator was taken into custody by another jurisdiction.
- Incidents of note:
 - Two felony OWI arrests on July 4th weekend.
 - Traffic Stop for speeding and left of center. Vehicle operator fled on foot. Search warrant for the car yielded a stolen handgun from Green Bay, marijuana and an unidentified white powdery substance. The driver was eventually located and taken into custody in Green Bay.

TOP PRIORITIES FOR AUGUST

- Continue to finalize planning for 2018 budget and staffing.

Fox Valley Metro Police Department

Monthly Report



July 2017

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Total # of Incidents	1051	1071	-2%	6090	6629	-8%
Citizen Generated	611	593	3%	2286	2235	2%
Officer Initiated	414	478	-13%	1476	1806	-18%
Citizen Contacts	281	336	-16%	1006	1203	-16%
Traffic Citations	38	132	-71%	355	598	-41%
Speeding	21	14	50%	60	59	2%
Seatbelt	15	42	-64%	78	179	-56%
OWI	11	12	-8%	34	37	-8%
Ordinance Summons	38	45	-16%	138	165	-16%
UA Drinking	0	1	-100%	1	14	-93%
Parking Tickets	20	19	5%	289	283	2%
Warrant Pick Ups	3	24	-88%	20	80	-75%

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Adult Criminal Referrals	23	14	64%	182	183	-1%
Juvenile Criminal Referrals	0	1	-100%	34	17	100%
Offense Reports (CAD)	936	947	-1%	5320	5759	-8%
Narratives	115	124	-7%	770	870	-11%

Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Promoted Angie Bishop to Adult Services position
- Approved extended hours
- Completed backlog of adult collection weeding
- Bandwidth upgrade (2x)

TOP PRIORITIES FOR AUGUST

- Establish Strategic Plan framework
- Review Adult Collections Turnover
- Prep for expanded hours (open at 9 am)
- Shakespeare and Star Wars program marketing
- Plan Fall/Winter Programming

JULY DATA

Library Visits	Little Chute 10,913
Little Chute 4,525	Kimberly 17,659
Kimberly 7,548	Programs
WiFi Use	Little Chute 9
Little Chute 440	Kimberly 8
Kimberly 456	Program Attendance 1,696
Computer Use	
Little Chute 401	
Kimberly 457	
Circulation	

Parks, Recreation and Forestry Department

HIGHLIGHTS

- Began work on the new landscaping at the Heesakker parking lot located off of Sanitorium Road.
- Held the kickoff meeting with the City of Kaukauna and GRAEF for the environmental phase of the Fox River Boardwalk.
- Received 5 memorial benches to be placed at Doyle Park, Island Park, and Heesakker Park.
- Began work on a written Park Maintenance Plan for the Village's park system.
- Finalized fall/winter program book (proofed; sent to print; sorted/labeled; mailed to LC residents 7/31)
- Build upcoming programs into registration software program (registration begins 8/1)
- Prepared for fall jets football – revised schedule; booked field for home games; contracted officials, athletic trainer, etc.
- Held Movie on the Plaza on July 19 – games, concessions, movie (rain/wind caused us to move into community room at movie time); approx. 75 people attended
- Planning for youth carnival in August (order/purchase prizes, call for volunteer workers, schedule staff, plan activities, etc.)



SUMMER PAINTING CLASS

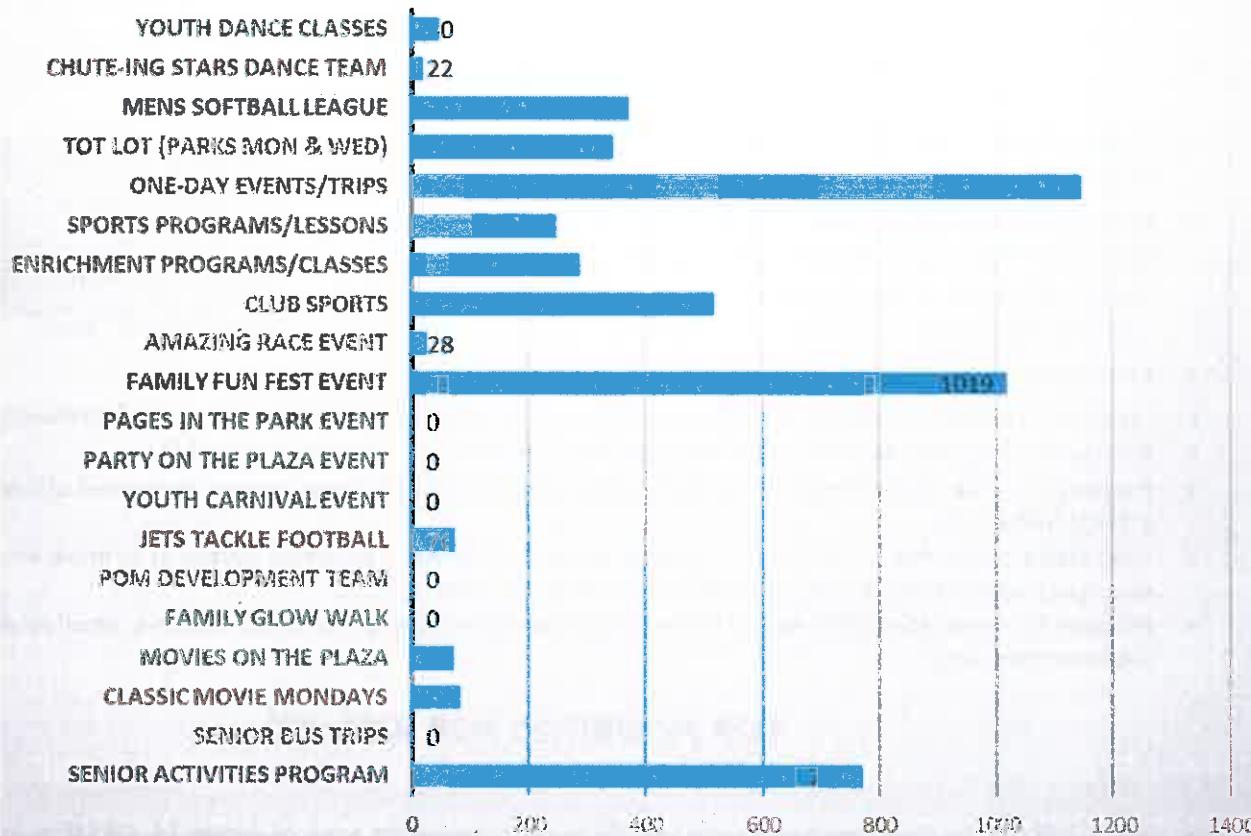
TOP PRIORITIES FOR AUGUST

- Phase 1 of the Fox River Boardwalk to begin. AET to begin boring the week of August 14. GRAEF to begin surveying in August.
- Finalize surveys with the Park Planning Commission and Village Board for the community pool survey.
- The Doyle Park Pool's last day of operation is on Sunday, August 20.
- Last week of seasonal park maintenance staff is the week of August 21
- Work with the finance department and parks & recreation staff on the 2018 operating budget.
- Begin work on the terrace tree plan for Harvest Trail. Begin drafting a landscaping plan for tree plantings at Creekview Park.
- Registration for fall/winter programs begins on Tuesday, August 1.
- Prep work for remaining August rec programs - staff scheduling, needed supplies, craft projects, event activities, food/snack for programs, etc.
- Prepare for start of jets football. Organize equipment 8/4. Equipment handout 8/7 AM. Meeting with coaches and players 8/7 PM. First team practice 8/8 PM.
- Finish planning for our annual youth outdoor carnival at Legion Park (staff, game/inflatable stations, signage, concession items, supplies, etc.). Event to be held August 9.
- Planning for fall programs – youth flag football, youth soccer program, youth dance instruction, painting class, teen/adult yoga (equipment, staff, supplies, etc.)

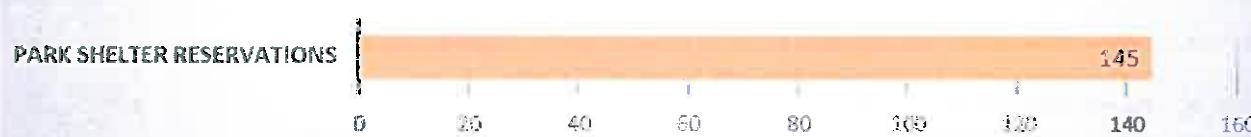


2017 FALL/WINTER PROGRAM GUIDE

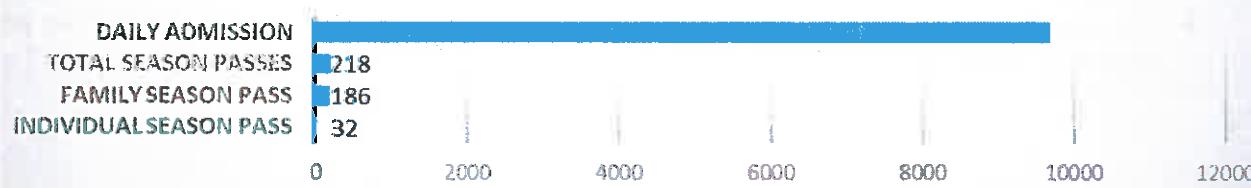
2017 Year-To-Date PROGRAM REGISTRATIONS/PARTICIPATION



2017 Year-To-Date SHELTER RESERVATIONS



2017 Year-To-Date POOL PARTICIPATION COUNTS



Department of Public Works

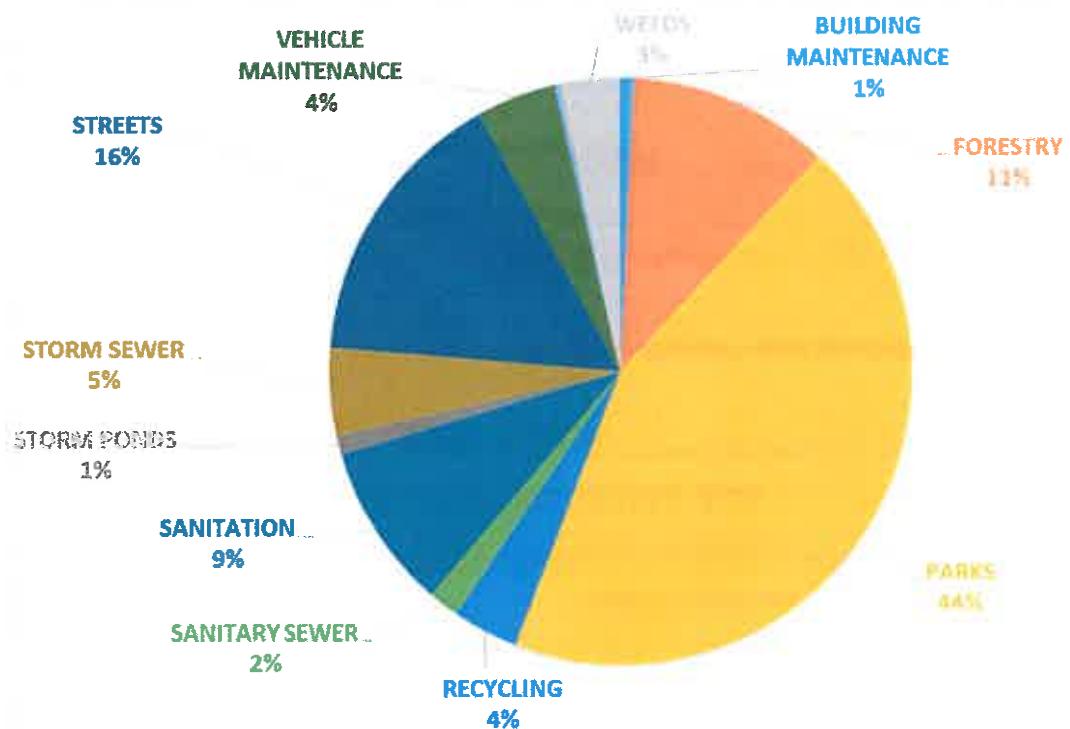
HIGHLIGHTS

- **Municipal Services Building:**
Office walls painted
Finish pouring concrete inside all of the building
Base coat paved

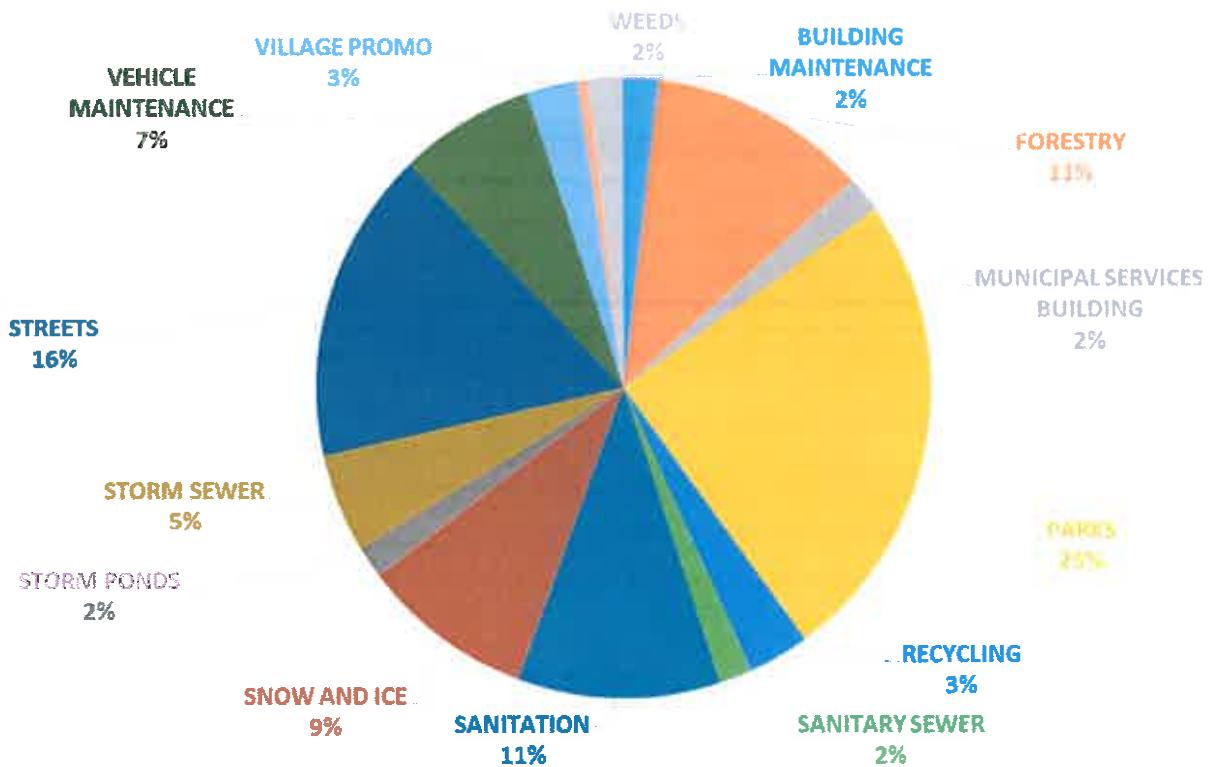
TOP PRIORITIES FOR AUGUST

- **Municipal Services Building:**
Repair storm damage to roof from storm in June
Install electrical/gas/water service
- **Finish PASER Rating**
- **Capital Improvement Plan/Budget**

OVERVIEW OF HOURS WORKED IN JULY 2017 FOR PUBLIC WORKS



Hours Worked Year to Date



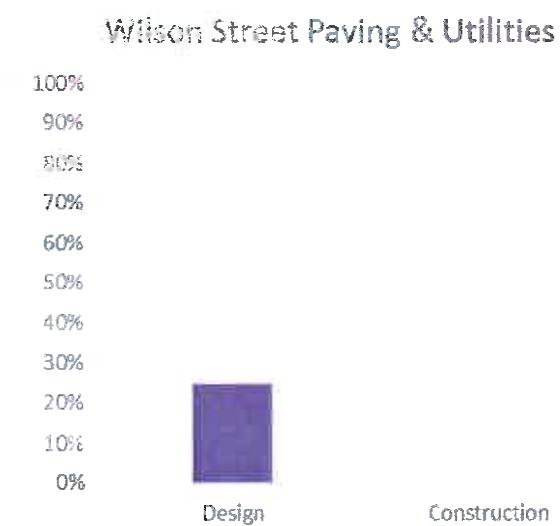
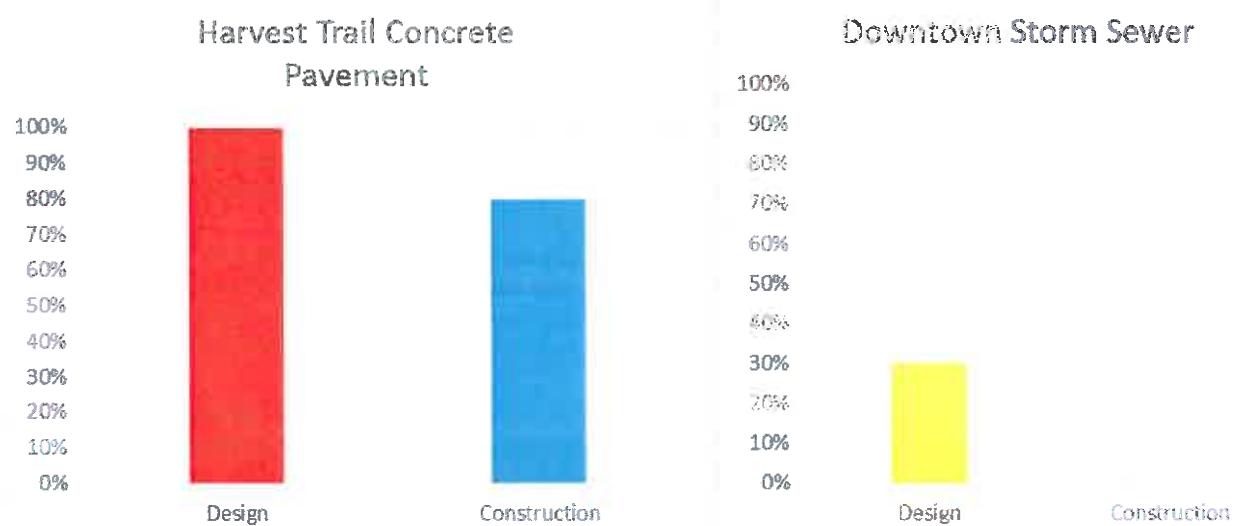
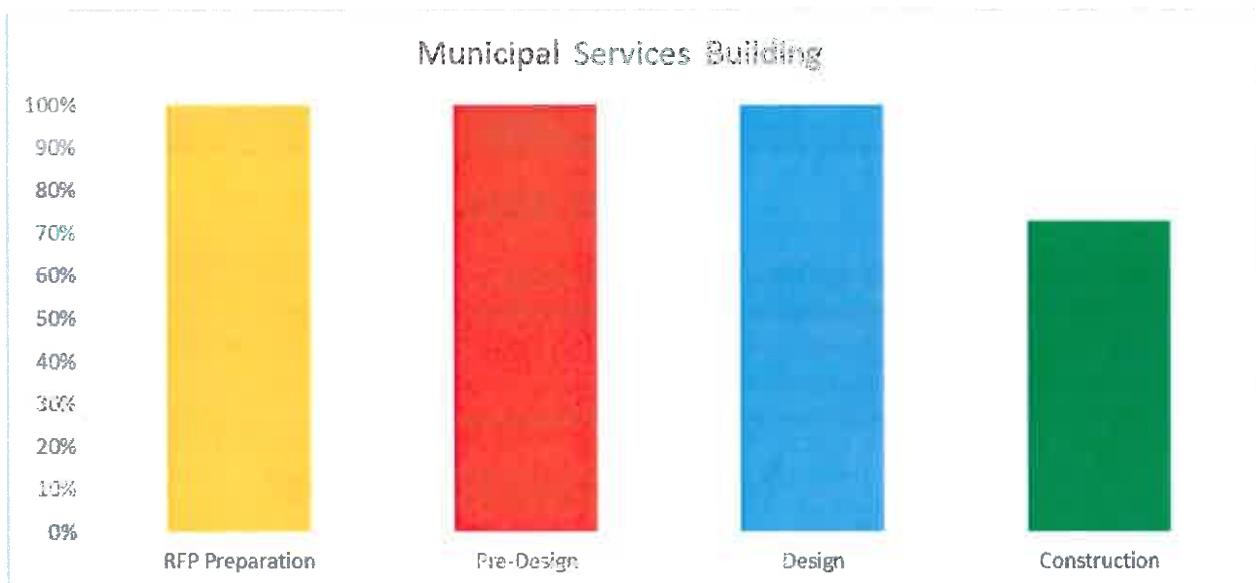
Engineering Department

HIGHLIGHTS

- CIP Cost Estimates – Randolph Drive and Hartzheim Drive.
- ECWRPC – TIP grant application for 2022 construction (Evergreen Drive).
- GIS storm sewer geodatabase continued revision.
- Harvest Trail Street paving installation.
- Collect / record information from 2016 utility and paving construction.

TOP PRIORITIES FOR AUGUST

- Construction - Harvest Trail Paving Project
The street paving is completed for Harvest Trail and the contractor continues to make progress by installing the sidewalk and driveway aprons. The remainder of the concrete work will be finished in August with restoration of the terrace to begin by mid-month.
- Design – Downtown Storm Sewer Project 2018
The Downtown Storm Sewer design is progressing. The fieldwork and base mapping have been completed and staff is currently working on the layout and pipe sizing for this project. By extending the storm pipe to connect to a water treatment facility redevelopment will be possible for selected downtown parcels.
- Design – Wilson Street Paving and Utility Project 2018
The field work and base mapping for Wilson Street has been completed. Revisions to the technical specifications for storm sewer, sanitary sewer, and water main has begun and will run parallel with plan set development. Staff is currently looking at possible design options that may allow Wilson Street storm water and other previously developed downtown parcels to be included in the tributary area to Buchanan Pond.
- Capital Improvement Projects (CIP)
Engineering staff is working with the Finance Director to develop a cost effective approach for selecting projects for the next 5-year cycle. To assist in this effort, additional training will be provided to select engineering staff to allow Paser evaluation and priority selection for future paving projects.



MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 2, 2017

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

Pledge Allegiance to the Flag

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

Roll call of Trustees

PRESENT: Michael Vanden Berg, President

David Peterson, Trustee

John Elrick, Trustee

Bill Peerenboom, Trustee

Larry Van Lankvelt, Trustee

James Hietpas, Trustee

EXCUSED: Skip Smith, Trustee

Roll call of Officers and Department Heads

PRESENT: James Fenlon, Village Administrator

Eric Misselt, Fox Valley Metro Police Department

Adam Breest, Director of Parks, Recreation and Forestry

Jeff Elrick, Public Works Director

Teri Matheny, Finance Director

Jim Moes, Community Development Director

Chris Murawski, Village Engineer

Tyler Claringbole, Village Attorney

Laurie Decker, Village Clerk

Steve Thiry, Library Director

Interested Citizens

Public Appearance for Items Not on the Agenda

None

Report of Other Minutes

Approval of Minutes

Minutes of the Regular Board Meeting of July 19, 2017

Moved by Trustee Van Lankvelt, seconded by Trustee Peterson to Approve the Minutes of the Regular Board Meeting of July 19, 2017

Ayes 6, Nays 0 – Motion Carried

Public Hearing—Darboy Development LLC

Motion made by Trustee Elrick, seconded by Trustee Van Lankvelt to enter into Public Hearing at 6:01 p.m.

Ayes 6, Nays 0 – Motion Carried

Motion made by Trustee Elrick, seconded by Trustee Van Lankvelt to exit from Public Hearing at 6:02 p.m.

Ayes 6, Nays 0 – Motion Carried

Action—Adopt Resolution No. 27, Darboy Development LLC

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Adopt Resolution No. 27, Darboy Development LLC

Ayes 6, Nays 0 – Motion Carried

Action—2017/2018 WEDC Connect Community Contract

Staff recommendation is to authorize the Administrator to renew the contract with the Wisconsin Economic Development Corporation for the 2017-2018 Connect Community program.

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Authorize the Administrator to renew the contract with WEDC for the 2017-2018 Connect Community program.

Ayes 6, Nays 0 – Motion Carried

Department and Officers Progress Reports

Department and Officers provided progress reports to the board

Discussion/Possible Action—Wellness Policy

Administrator Fenlon presented ideas and documentation for initiating a new Wellness Policy for Full Time Employees.

Moved by Trustee Elrick, seconded by Trustee Peerenboom to take Action to Initiate a New Wellness Policy for Full Time Employees

Ayes 6, Nays 0 – Motion Carried

Discussion/Possible Action—Merit Discussion

Administrator Fenlon presented some basic guidelines and documentation to determine the direction of the Board on the topic of a Merit and Bonus policy for the Village workforce. Trustee Peterson questioned ending the employee recognition gathering and doesn't like to see the two connected in reference to merit. Trustee Van Lankvelt agreed that most employees do not attend the gathering and that it is mostly attended by commissions and committees. Trustee Peerenboom likes the idea of immediate rewards such as gift cards and is concerned with cash rewards. The Board recommended that more discussion will take place at a future board meeting.

Operator License Approvals:

Corey, Jacob R.	Trish's Pop In Again	Kimberly
Delaruelle, Dave	Trish's Pop In Again	Kaukauna
Janiszewski, Nicole	Shelley's	Little Chute
Koslowski, Michelle	Hawk's Nest	New London
Jansen, Kelly J.	Down the Hill	Kimberly

Moved by Trustee Peerenboom, seconded by Trustee Peterson to Approve Operator Licenses as presented

Ayes 6, Nays 0 – Motion Carried

Discussion—Driveway Ordinance

Engineer Murawski recommended approval revisions to Article V – “Driveways” of the Village of Little Chute Code Ordinances to update to current home construction requirements. Scott Fletcher, 1018 Harvest Trail, stated that he brings a work truck and trailer home and would like an exception for a wider opening. Mr. Fletcher stated he is looking for a variance as his driveway is being poured in two days and stated he thought his new construction site plan was approved. Engineer Murawski advised that there were not any dimensions on the approved site plan but it was measured and it should be okay with a 35 foot opening. Engineer Murawski reiterated that the maximum for this garage is 35 feet. Mr. Fletcher presented a picture of his driveway to the board, and it was stated that the maximum is 40 feet varying on the garage size. Trustee Peterson proposed that staff write up a recommendation for the Board to take action at a future date. Engineer Murawski stated the neighborhood has complied with the 35 foot maximum except the house that has a four car garage. The Board recommended that Mr. Fletcher be allowed the 40 foot maximum exception. Staff will present the driveway ordinance at the next board meeting.

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 6, Nays 0 – Motion Carried

Call for Unfinished Business

None

Items for Future Agendas

None

Adjournment

Moved by Trustee Peerenboom, seconded by Trustee Elrick to Adjourn the Regular Board Meeting at 7:47 pm.

Ayes 6, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

Attest:

By: _____
Michael R. Vanden Berg, Village President

Laurie Decker, Village Clerk

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Downtown Master Plan

PREPARED BY: James Fenlon, Village Administrator

REPORT DATE: August 11, 2017

EXPLANATION: To provide context, the following is provided so that we are all on the same plane when it comes to downtown development and the plan moving forward. The following details the planning efforts to date:

- Strategic Plan 2015-2019 called out for a comprehensive economic development strategy
- 2016 Community Survey indicated that the priority should be downtown
- 2016 Downtown Business Owner Survey indicated efforts could be improved
- 2017 Vision Workshop with East Central Regional Planning Commission

In addition to the above, we should be cognizant of the comprehensive plan, the design review manual, past downtown efforts and recreational plans (comprehensive outdoor recreation plan and pedestrian and bike plan). Taking all that information, included current policy (façade program and loan programs), we can begin to formulate a strategy that will foster the development of a thriving downtown to live, work and visit. Starting last fall, staff began to lay the groundwork for this plan but truly focused on the effort and pieces of the strategy in the past 90 days.

You will be presented in PowerPoint a highlight of the current DRAFT plan and associated recommended strategy. You will also be given the complete vision session overview prepared by the East Central Regional Planning Commission (this was also provided to the Plan Commission on Monday, August 14th). Finally, you will be given the current DRAFT of the actual strategy. This document is still being formatted and edited, but in order to garner the most meaningful feedback, questions and input from you, we wanted you to have the current DRAFT.

From this point forward we will be looking for adoption of this strategy by the September 20th Regular Board meeting. With that timeframe in mind, we will have had the opportunity to present this document (and the Vision session results) to the Plan Commission and Little Chute Business Association for their comments and input.

RECOMMENDATION: Provided for the initial discussion and presentation of the Downtown Master Plan.

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: County Dog Park Ordinance Amendment

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

REPORT DATE: August 10, 2017

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report: 

See additional comments attached: _____

EXPLANATION:

This Spring, the Village Board approved the annexation of County lands that includes the County Dog Park off French Road near West North Avenue. The current Village ordinance restricts dogs in the Village parks to be on leashes on a walking trail. I am proposing the following changes to address the County dog park. These changes would be included to emphasize that the County Dog Park is not included in the Dogs in Village Parks ordinance. Regulations pertaining to dogs in the County Dog Park are spelled out in the Outagamie County Ordinance which I propose referencing in our Village Ordinance.

ATTACHMENTS: Park Regulations Ordinance Amendment

RECOMMENDATION: Discuss/Approve the amendments as proposed

VILLAGE OF LITTLE CHUTE

ORDINANCE NO. 3, SERIES OF 2017

**AN ORDINANCE AMENDING SECTION 32-1 PARK REGULATIONS (C) (20)
CONCERNING DOGS IN VILLAGE PARKS**

WHEREAS, the Village Board of Trustees in 2017 adopted an Ordinance annexing certain County owned property; and

WHEREAS, the County operates a dog park on a portion of the property; and

WHEREAS, the Village Board of Trustees has found it to be in the public interest to adopt an amendment to park regulations;

NOW, THEREFORE, BE IT ORDAINED, by the Village Board of Trustees of the Village of Little Chute as located in Outagamie County, State of Wisconsin, as follows:

Section 1. SECTION 32-1 PARK REGULATIONS (C) (20) are amended to read as follows:

Sec. 32-1. - Park regulations.

(c) *Specific regulations.*

(20) *Animals.*

- (a) No person shall bring animals onto park property, with the exception of leashed dogs on roads, paved trails, and chipped or gravel paths. Dogs are not allowed on playgrounds, athletic fields, picnic areas, lawns or in park shelters.
- (b) All persons shall secure their dog on a leash eight feet or shorter in length and maintain their dog under control, meaning connected to a leash held by a person at all times.
- (c) Dogs are not to run at large. It shall be unlawful for any person, who is the owner of, or in possession of, or charged with the care of a dog, to permit same to run at large within any Village park.
- (d) Dogs must display current rabies tag and current registration tags.
- (e) All dog waste must be immediately picked up and disposed of per provisions set forth in [Chapter 6](#) of the Village of Little Chute Code of Ordinances.
- (f) This subsection shall not apply to certified guide dogs that are under control by the use of a harness or other restraint and are accompanying blind, deaf or mobility impaired persons, as provided under Wis. Stats. § 174.056.
- (g) The Director of parks, recreation, and forestry or their designee may authorize animals onto Village owned park property for special events.

(h) This subsection shall apply to Village owned properties, it shall not apply to the Outagamie County, pet exercise area (dog park), the following shall apply to the County dog park;

- (1) Dogs brought into the dog park must be licensed, and have a current rabies vaccination per state law. Such dogs must wear owner identification tags at all times.
- (2) Any one bringing a dog into the dog park must immediately clean up feces deposited by the dog and must carry a leash and clean up bags with them at all times.
- (3) All dogs brought into the dog park must be on a leash. Aggressive dogs must be removed from the park. The person bringing a dog into the dog park is responsible for the actions and behavior of the dog. The person bringing a dog into the dog park may never leave the dog at the park unattended. The person bringing a dog into the dog park is responsible for the behavior and control of the dog while at the dog park. The person bringing a dog into the dog park must stop the dog from digging holes, and must fill any holes created by the dog.
- (4) No one may bring human food into the park. People (especially children) without dogs are not allowed in the dog park. Park hours are from 7:00 a.m. to dusk.

Section 2. This ordinance shall take effect upon passage by a majority vote of the members-elect of the Village Board of Trustees of the Village of Little Chute, Wisconsin, and posting as required by law.

Date introduced, approved and adopted: August 16, 2017.

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Driveway Width

PREPARED BY: Christopher Murawski, P.E. – Village Engineer

REPORT DATE: 8-16-2017

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report:

See additional comments attached:

EXPLANATION:

The current driveway width standards for residential homes is out of date as compared to current home construction requirements. Many new homes and remodeling projects are increasing the garage space to store their recreational boats, campers, and trailers to comply with subdivision covenants or to protect their purchases from the environment. This has led to three and four stall garages being constructed.

During the August 2nd village board meeting additional information was provided to revise the residential driveway width opening as follows:

Proposed Width of Driveway Opening - Openings for vehicular ingress and egress shall be at least ten feet wide at the property line for residential properties, but shall not exceed the garage interior width or 40 feet (whichever is less) at the property line, with a maximum additional six feet at the curb opening to provide for driveway flares. It is also required that in no case shall the driveway opening at the right of way exceed 50 percent of the street frontage in order to accommodate for snow storage and on street parking. Driveways located on parcels with inside curves and cul-de-sacs and have limited street frontage shall be approved by the Public Works Director.

It has also been identified that driveways accessing a two-family residence with four or more stalls of attached garage spaces shall be allowed a total width, not to exceed 50 feet at the right of way line. This distance accommodates the additional space for the wall separating the two residences between the garage openings.

Current Village standards also limits the ability to park side by side in the driveway for single stall garage door openings and makes it difficult to exit a vehicle with snow piles adjacent to narrow drives in the winter. The additional driveway width also addresses the loss of on-street parking due to recent street width reductions.

RECOMMENDATION: Approve the attached revisions to Article V – “Driveways” of the Village of Little Chute Code of Ordinances.

VILLAGE OF LITTLE CHUTE

ORDINANCE NO. 4, SERIES 2017

AN ORDINANCE AMENDING SECTION 40-STREETS, SIDEWALKS AND OTHER PUBLIC PLACES, ARTICLE V DRIVEWAYS, SECTION 40-123 OF THE MUNICIPAL CODE OF THE VILLAGE OF LITTLE CHUTE

BE IT ORDAINED by the Village Board of Trustees, Village of Little Chute, Outagamie County, Wisconsin as follows:

ARTICLE V. - DRIVEWAYS

Sec. 40-123. - Permit required.

(a) *Purpose.* For the safety of the general public, the village shall approve the location, size, construction and number of access points to public roadways or public property within the village limits. It is the village's intent to provide safe access to properties abutting public roadways suitable for the property to be developed to its highest and best use, provided that access is not deficient or dangerous to the general public.

(b) *Permit required to construct, reconstruct, alter or enlarge.* No person, firm or corporation shall construct, reconstruct, alter or enlarge any private driveway within the limits of the dedicated portion of any public street under the control and jurisdiction of the village without first obtaining a permit therefore for accessing public right-of-way as provided by this article. An additional sidewalk permit is not required when a new sidewalk is to be constructed in conjunction with the construction of a new driveway; the sidewalk is not included in the driveway permit process in such cases.

(c) *Application.* Application for such permit shall be made to the director of public works on a form provided by the village and shall be accompanied by a scale drawing accurately depicting the portion of the proposed private driveway to be constructed, reconstructed, altered or enlarged lying within the dedicated portion of the public right-of-way, the dimensions thereof and a statement of the materials proposed to be used. The applicant shall pay a fee for this permit. The amount of this permit fee shall be established by the village board, from time to time, and appears in the fee schedule attached as appendix C to this Code of Ordinance. Upon receipt of the application and the fee if required, the director of public works may approve such application if the proposed driveway complies with the terms and conditions of this and any other applicable village ordinances.

(d) *Application provisions.* All driveway permit applications shall contain the applicant's statement that:

- (1) The applicant represent all parties in interest, and that such proposed driveway is for the bona fide purpose of securing access to his property and not for the purpose of parking or servicing vehicles, advertising, storage or merchandising of goods, or for any other unlawful purpose.
- (2) The village, notwithstanding the construction of such driveway, reserves the right to make any changes, additions, repairs or relocations within the dedicated portion of the village right-of-way at any time, including relocation, reconstruction, widening and maintaining the street

without compensating the owner of such private driveway for the damage or destruction of such private driveway.

- (3) The permittee, their successors or assigns, agrees to indemnify and hold harmless the village, its officials, officers, agents or employees, against any claim or any cause of action for injury or damage sustained by reason of the exercise of such permit.
- (4) The village does not assume any responsibility for the removal or clearance of snow, ice, or sleet or the opening of any windrow of such material upon such portion of such driveway within the dedicated portion of the Village right-of-way.
- (5) The driveway area between the curb and gutter and the right-of-way line shall be constructed of concrete installed to Village specifications unless determined to be impractical by the Director of Public Works.

(Code 2006, § 6-3-1; Ord. No. 19(Ser. of 2010), § 1, 10-27-2010)

Sec. 40-124. - Location, design and construction requirements.

(a) *General requirements.* The location, design and construction of driveways shall be in accordance with the following:

- (1) *General design.* Private driveways shall be of such width and so located that all of such driveways and their appurtenances are within the limits of the frontage abutting the street of the property served. Driveways shall not provide direct ingress or egress to or from any street intersection area and shall not encroach upon or occupy areas of the street right-of-way required for effective traffic control or for street signs or signals. A driveway shall be so located and constructed that vehicles approaching or using it shall have adequate sight distance along the street. Driveway approaches shall be at least six feet apart except by special permission from the director of public works, and driveways shall in all cases be placed whenever possible as not to interfere with utilities in place.
- (2) *Number.* The number of driveways to serve an individual property fronting on a street shall be one per 200 feet of frontage on Village right-of-way, except as listed in [section 40-124\(c\)\(3\)](#) or where deemed necessary and feasible by the Director of Public Works for reasonable and adequate service to the property, considering the safety, convenience, topography and utility of the street.
- (3) *Island area.* The island area in the street right-of-way between successive driveways or adjoining a driveway and between the highway shoulder and right-of-way shall constitute a restricted area and may be filled in and graded only as provided in subsection (a)(7) of this section.
- (4) *Drainage.* The surface of the driveway connecting with rural type street cross sections shall slope downward and away from the highway shoulder a sufficient distance to preclude ordinary surface water drainage flowing onto the street roadbed.
- (5) *Culverts; permit required to construct, reconstruct, alter or enlarge.* Driveways shall not obstruct or impair drainage in street ditches or roadside areas. Driveway culverts, where required, shall be adequate for surface water drainage along the street and shall not be less than the equivalent of a 12-inch diameter pipe. The distance between culverts under successive driveways shall not be less than ten feet except as such restricted area is permitted to be filled in pursuant to the provisions of subsection (a)(7) of this section.

(6) *Reconstruction of sidewalks and curb and gutter.* When the construction of a driveway requires the removal or alteration of a curb or gutter the permittee shall adhere to curb cut policies and procedures established by the Department and new connections shall be of equivalent acceptable material and curb returns shall be provided or restored in a neat, workmanlike manner. The driveway surface shall be connected with the highway pavement and the sidewalk, if any, in a neat, workmanlike manner. The driveway construction shall include the replacement of such sidewalk areas which are inadequate or which are or may be damaged by means of vehicle travel across the sidewalk.

(7) *Restricted areas.* The restricted area between successive driveways may be filled in and graded only when the following requirements are complied with:

- a. The filling or draining shall be to grades approved by the director of public works and, except where highway drainage is by means of curb and gutter, water drainage of the area shall be directed away from the street roadbed in a suitable manner.
- b. Culvert extensions with prior written approval by the Director of Public Works under the restricted area shall be of the same size and of equivalent acceptable material as the culvert under the driveway. Intermediate manholes adequate for cleanout purposes may be required where the total culvert length is greater than 200 feet.
- c. Where no street side ditch separates the restricted area from the street roadbed, permanent provision may be required to separate the area from the street roadbed to prevent its use for driveway or parking purposes by construction of a border, curb, rail or posts as may be required by the director of public works.

(8) *Relocation of utilities.* Any costs of relocating utilities shall be the responsibility of the property owner with prior written approval of the Director of Public Works necessary before any utility may be relocated and the driveway installed.

(9) *Construction across sidewalks.* All driveway entrances and approaches which are constructed across sidewalks shall be of concrete constructed in accordance with the requirements for sidewalk construction in [section 40-64](#) insofar as such requirements are applicable, including thickness requirements.

(10) *Variances.* Any of the requirements in this subsection may be varied by the Director of Public Works in such instances where the peculiar nature of the property or the design of the street may make the rigid adherence to the requirements of this subsection impossible or impractical.

(b) *Special requirements for commercial and industrial driveways.* The following regulations are applicable to driveways serving commercial or industrial establishments:

(1) *Width of drive.* No part of a private driveway located within the dedicated area of a public street, except as hereinafter provided, have a width greater than 35 feet measured at right angles to the centerline of said driveway, except as increased by permissible radii. In instances where the nature of the commercial or industrial activity or the physical characteristics of the land would require a driveway of greater width than herein specified, the Director of Public Works may permit a driveway of additional width upon recommendation of the Plan Commission.

(2) *Angular placement of driveway.* The angle between the centerline of the driveway and the curb line shall not be less than 45 degrees.

(3) *Island areas.* Where the public sidewalk is adjacent to the curb, an island of a minimum length of six feet measured along the curb line shall be placed between each entrance to a village street. The curb shall be left intact for the length of this island. Where the public

sidewalk is remote from the curb, an island of a minimum length of ten feet measured along the right-of-way line shall be maintained along each entrance to the village street. All flares shall be tangent to the curb line. A curb length of not less than three feet shall be left undisturbed adjacent to each property line to serve as an island area in the event an adjoining property owner applies for a driveway permit to serve his property.

(4) Number. The number of driveways to serve an individual commercial, industrial, or multi-family property fronting on a street shall be determined by the Plan Commission through site plan review.

(c) *Special requirements for residential driveways.* The following regulations are applicable to driveways serving residential property:

(1) *Width of driveways.* Openings for vehicular ingress and egress shall be at least ten feet wide at the property line for residential properties, but shall not exceed the garage width or 40 feet (whichever is less) at the property line, with a maximum additional six feet at the curb opening to provide for driveway flares. It is also required that in no case shall the driveway opening at the right of way exceed 50 percent of the street frontage in order to accommodate for snow storage and on street parking. Driveways located on parcels with inside curves and cul-de-sacs and have limited street frontage shall be approved by the Public Works Director.

In instances where the nature of the neighborhood and the physical characteristics of the land would provide a compelling case for deviating from the ordinance, the Director of Public Works in his/her discretion may permit a driveway of additional width. Driveways accessing a two-family residence with four or more stalls of attached garage spaces shall be allowed a total not to exceed 50 feet of driveway width at the property line.

(2) *Angular placement.* The centerline of the drive may be parallel to the property line of the lot where access is required or at right angles to the curb line.

(3) *Second driveway.* Residential properties with a street frontage exceeding 200 lineal feet may apply for a second driveway meeting the following requirements:

- a. Width of driveway. Opening for vehicular ingress and egress shall be at least ten feet and not more than the structure width or 40 feet (whichever is less) at the property line, with a maximum additional six feet at the curb opening to provide for driveway flares.
- b. The secondary driveway must access a paved driveway to a structure designed for the storage of motor vehicles with a minimum area of 200 square feet.
- c. The driveway must meet all other requirements of the Village Code of Ordinances (d) *Appeal from permit refusal.* Any applicant aggrieved by the refusal of the Director of Public Works to issue a permit for a private driveway may appeal such refusal to the village board within 30 days after refusal to issue such permit is made.

(e) *Prohibited driveways.*

- (1) No person, firm or corporation shall place, construct, locate in, or cause to be placed, constructed or located in, any obstruction or structure within the limits of any right-of-way in the Village except as permitted by this section. As used in this subsection the term "structure" includes private driveways, a portion of which extends into any right-of-way and which is in nonconformance with this chapter.
- (2) No driveway shall be closer than 25 feet to the extended street line at an intersection. At street intersections a driveway shall not provide direct ingress or egress to or from the street intersection area and shall not occupy areas of the roadway deemed necessary by the village for effective traffic control or for highway signs or signals.

- (3) The grade of that portion of any private driveway or pedestrian path located within the right-of-way shall meet the grade of the existing public roadway at its edge and not cause an obstruction to the maintenance or clearing of such public roadway.
- (4) No driveway apron shall extend out into the street further than the facing of the curb and under no circumstances shall such driveway apron extend into any gutter area. All driveway entrances and approaches shall be constructed as not to interfere with the drainage of streets, side ditches or roadside areas, or with any existing structure in the right-of-way.
- (5) No portion of any curb, parapet or retaining wall, rising above the grade of the driveway, erected by the owner of the premises involved shall extend beyond the culvert spanning the watercourse located in such public way.

(Code 2006, § 6-3-2; Ord. No. 5(Ser. of 2010), § 1, 4-21-2010; Ord. No. 19(Ser. of 2010), § 1, 10-27-2010)

Date Introduced: August 16, 2017

Approved and Adopted: August 16, 2017

VILLAGE OF LITTLE CHUTE

By:

Michael R. Vanden Berg, Village President

Attest:

Laurie Decker, Village Clerk

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Digital Agenda Packet Transition and Tablet Acquisition

PREPARED BY: James Fenlon, Village Administrator

REPORT DATE: August 11, 2017

EXPLANATION: Last August we discussed the Village Lean Strategy in addition to the concept of going paperless for board packets. For a reminder, I have attached the presentation provided to the Board last year on moving to a paperless process. As of last week, the Clerk's office began to produce agenda documents that contain bookmarks within them. In addition to that effort, as we discuss future items staff will make every effort to utilize hyperlinks within the agenda so that we can provide a more visually descriptive meeting experience for staff, board and citizens/visitors.

In general terms, staff has researched varying capabilities of different platforms for digital agenda usage. I would recommend that everyone who is comfortable going digital, utilize a tablet. For those that don't like tablets or have limitations in using them, we could also look to inexpensive laptops. Estimated costs of each (see attached comparison of specifications for the items listed below):

- Basic Tablet - \$300 – This would be recommended for all Board members or other casual users.
- Advanced Tablet - \$1000 – This would be recommended for Department Heads and is similar to the set-up I am currently utilizing.

I would recommend moving forward with Board Members working with the Administrator to move to a digital platform now. The 2017 budget supports this transition along with a phased transition for Department Heads (due to the number of Department Heads and the recommendation that they utilize the more costly version, this should be phased between now and 2018).

A few important notes to consider as we make this change:

- I know that all of you utilize personal devices for email and that some would potentially prefer to utilize a personal tablet in this effort. I just want to caution you on the burden of record retention on personal devices (see attached article from the League of Wisconsin Municipalities which contains an overview of three important issues of electronic communication).
- With the above being known, as long as we understand and follow the law, I have little concerns about personal devices being used. That is how we have always operated for email and we have been responsible with the use of technology to date, which gives me little cause for concern moving forward.
- For residents and/or visitors attending the meeting, we will provide information on accessing the public wifi with descriptive information on accessing the agenda packet from the website.
- If a board member or department head is not comfortable making this change, I would argue we allow them to utilize the platform they are most comfortable with (paper or digital). The last thing I would want to do is disenfranchise a member of our team over technology. Based upon what I gauge to be everyone's current skill level, which should not be an issue. I would also offer to work with anything feeling they need additional training.

RECOMMENDATION: Discuss individual Board Member preferences as it relates to digital board packet transition. Direct the Administrator to begin the procurement of digital platforms for Board members and phasing the transition for Department Heads.

Creating, Duplicating and Distributing Meeting Agendas

Village of Little Chute

James Fenlon - Administrator

Friday, August 5, 2016

Agendas Background

- State publishing requirements
- Boards, Commissions, & Committees
- Disperse information
- Engage the Boards and public on "business"

Why the need for change?

- Process is currently labor and production heavy
- Prioritization of time
- Efficiency of engaging and educating stakeholders
- Technology and improved process will address the inefficiencies and ineffectiveness.

Project Statement

By June 1, 2017, the Village of Little Chute will streamline the meeting agenda creation process by reducing waste and becoming more efficient. An improved process will reduce the creation process by 50%, save resources and improve the overall product in execution.

Current Metrics

- Total meetings (agendas required) per year: 66 meetings
- Time to complete one agenda: 4 hours (240 minutes)
- Annual agenda time: 264 hours (15,840 minutes)
- Annual time spent copying documents: 99 hours (5,940 minutes)
- Annual publishing/distribution time: 33 hours (1,980)
- Annual agenda items assembled: 1056 items
- Annual paper usage: 51,600 pages
- Annual paper cost: ~\$350.00
- Annual mailing costs: ~\$1,000

Target Metrics

Moving to digital packet creation and distribution, staff have provided the following metrics

- Annual agenda time: 128 hours (7,680 minutes)
- Expected costs of digital tablets: \$200/ea (minimum of 7 tablets to start – ideally 15 tablets)
- Total tablet cost: \$1,400 – \$3,000
- Savings on projected printing costs: ~\$350
- Savings on mailing costs: ~\$1,000

Waste Walk Report

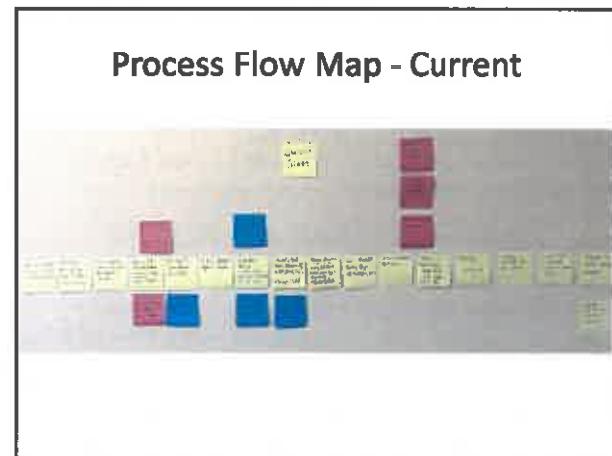
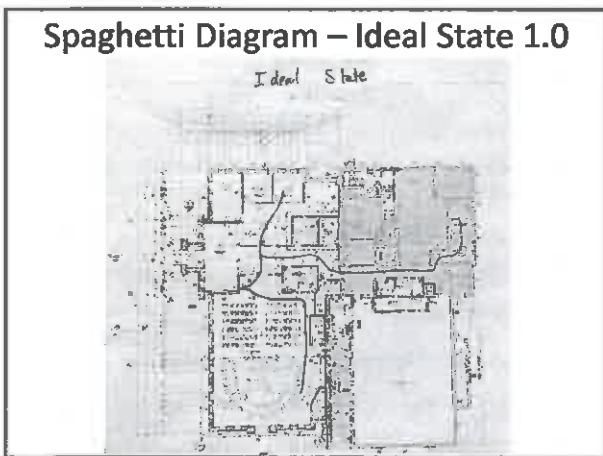
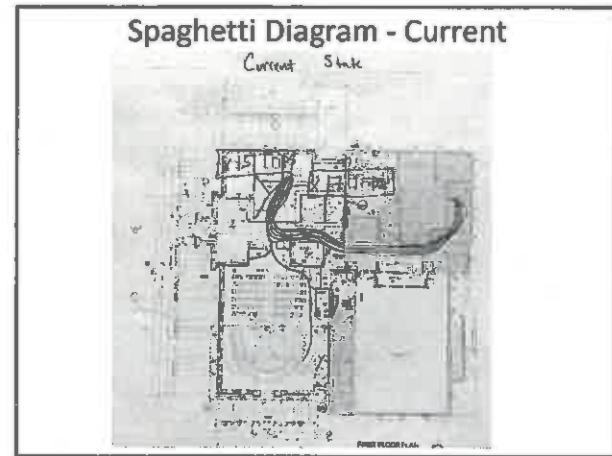
U WIT D MOP

Unused Human Talent	By having a process that is too lengthy, staff is unable to apply time to other priority duties
Waiting Time	By requiring paper copies of individual agenda items or receiving hard copies, staff, board and residents do not have the most effective information/procedure to work within.
Inventory	Due to the timeline nature of this effort, there is a waiting period required for certain actions.
Transportation	With the hard copy nature of this process, the transportation of paper and information is labor intensive.
Defects	Due to human element of the replication process, defects occur and will be eliminated with a technology-driven process
Motion	As shown on the spaghetti diagram, there is an inordinate amount of unnecessary human movement
Overproduction	The duplication process is ripe with overproduction
Processing Waste	Again, the duplication process has been identified as the most wasteful issue in this process

Tools Utilized

- SIPOC
- Spaghetti diagram
- Process flow map

SIPOC					
Process Supplier	Customer, Distributor and Distributor		Market Analysis		
	Input	Process	Output	Comments	
Process Name: TSD-2					
<ul style="list-style-type: none"> • Residents/ Business Owners • Board Members • Departments 	<ul style="list-style-type: none"> • Times • Links • Product (paper) • Technology • IFCs / Plans/ Data • Presidential Appeal • Administrator Appeal 	<ul style="list-style-type: none"> • Create/ Distribute • Board Packets 	<ul style="list-style-type: none"> • Agenda, Notice • Legal Public Notice • Decrees by which small decisions are made 	<ul style="list-style-type: none"> • Residents/ Business Owners • Board / Committee • Departments 	



Process Flow Map – Ideal State 1.0



Outline of Process Changes

1. Creating Draft Document
2. Pd Info Provided By Department
3. People's Name for Consideration from Depts
4. Ensure Pd Name/Title/Phone/Mail
5. Cert Function - License
6. Committee/Compttee Info Received
7. All Agenda Items Due
8. Work Stoppages
9. Village President Approval Agenda
10. Document Processed and Admin Document Starts
11. Document content and Admin
12. Document content and Admin
13. Update and Send Document to Board/Staff (Single Sided)
14. NEW - Complete Agenda Setup to official files
15. Agenda Items Considered
16. Meet Minutes Pending Ratifications
17. Closeout Minutes/Tables
18. Request to remove 2-24 hours
19. Duplicate changes
20. Set up New Report and Add Topics
21. Meeting Excerpts
22. Executive Signs Documents
23. Signed Documents/Signed
24. Agenda's Sign - Meeting Complete
25. Items used for other official purposes

Standard Work

- Visual Workplace – Screen grab worksheet
- 5s (Sort, Set in order, Shine, Standardize, Sustain)
- Template created for all types of agendas
- Training on standards prior to implementation

Training Plan

- Discuss ideal state 1.0 process
- Create internal policy for distribution to board and staff
- Technology training
- Create easy standards of work for staff
- Identify risks

Current Status

Currently we are somewhere between current state and ideal state 1.0 as we started creating digital packets that can be emailed, but not system wide.

Implementation Plan

- Board approval and staff buy-in
- 2017 Budget Ramifications
- Acquire software and technology
- Run tests process on ideal state 1.0
- Phasing in the ideal state 1.0
- Communication strategy to board, staff, residents.

Challenges Expected

- Change resistance
- Cost and complexity of technology
- Phasing through all committees/commissions

Next Steps

- Board Presentations
- Budget Implementation
- Staff and IT efforts
- Draft internal policy and practice to move to Ideal Stage 1.0

Conclusions/Questions



[Add to Compare](#)

Insignia™ - 11.6" - Tablet - 32GB - With Keyboard - Black

Model: NS-P11W7100 | SKU: 5255800

- Windows 10
- 11.6" multitouch-screen display with 1920 x 1080 resolution
- 32GB storage capacity
- Quad-Core processor
- Wi-Fi
- Ambient light sensor, digital compass
- 5MP back and 2MP front cameras
- microSD, microSDHC, microSDXC memory cards

Based on quality, reviews and features along with cost comparison, the Insignia is a perfect fit for our Board Members. I have found this item with varying cost and is for sale through many businesses'.

Ebay – Refurbished - \$99.00 – seller – 95% Positive Feedback – American Seller

Ebay- New - \$169.00 – seller – 100% Positive Feedback – American Seller

Best Buy – New - \$199.00 – Available in store or on the web



Microsoft 12.3" Surface Pro 4 - Product Information

Powerful and portable, this lightweight and convenient Microsoft Surface tablet offers you the connectivity of a computer. Easily access your favorite online recipes and download a shopping list to take with you to the grocery store. Microsoft products are designed to help people reach their potential, delivering user-friendly technology for home, work and school. A massive 128 GB storage capacity rivals some laptops on the market and can safely store hours of digital media while still leaving room for thousands of photos. Featuring Windows 10, one of the most innovative operating systems, this tablet is able to keep up with the latest apps without crashing or draining the battery. The generous 12.3 in / 31.2 cm screen size and excellent resolution make for comfortable reading of a variety of digital publications as well as clear viewing of photos and videos. Enjoy HD reading of a selection of publications, clear viewing of TV and movies, and comfortable web surfing on this screen, which offers 2736 x 1824 pixel resolution. This convenient tablet features a 5 MP front camera for making video calls or taking self-portraits and videos. This tablet is Wi-Fi enabled, so you don't always have to be at stuck at home to download eBooks

*Cover and Stylus included

*Ebay – New - \$789.99 – Seller – 98% Positive Feedback – American Seller

Best Buy – New - \$999.00 – Available in store or on the web

June 2015 - Balancing Technology / Law Basics

Balancing Technology and the Law Basics for Local Officials

By Daniel M. Olson, League Assistant Legal Counsel

As local elected officials enter into or retake their offices for a new term, there are many things to consider. One relatively new consideration is the use of technological devices such as smart phones, tablets and laptops.

More specifically, elected officials need to consider some significant legal boundaries for using these types of electronic devices that are established by the Wisconsin Open Meetings Law, Wisconsin Public Records Law and due or fair process requirements.

The Open Meetings Law

The Wisconsin Open Meetings law imposes notice and openness requirements when a governmental body has a meeting. The law defines a "meeting" in relevant part as: "[T]he convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body." Wis. Stat. sec. 19.82(2).

Can members of a governmental body inadvertently "convene" a meeting electronically by way of their smart phones, tablets and laptops and violate the open meetings law? The simple answer is yes.

It is relatively clear that written communications transmitted by electronic means, such as email or instant messaging, may constitute a "convening of members," depending on how the communication medium is used. The Wisconsin Attorney General has observed that "If the communications closely resemble an in-person discussion, then they may constitute a meeting if they involve enough members to control an action by the body." Krischan Correspondence, October 3, 2000.

Conducting a real time conversation by email or text is a key reason we use them to communicate. When we send a text or email, we expect a quick response, just as we would in an in-person or telephone conversation. The real time nature of emailing and texting is the danger for local officials when using technological devices for these forms of communication.

The Attorney General has noted that "it is quite possible that, through the use of electronic mail, a quorum of a governmental body may receive information on a subject within the body's jurisdiction in an almost real-time basis, just as they would receive it in a physical gathering of the members." Wisconsin Open Meetings Law: A Compliance Guide, August 2010, p. 8. Similarly, a text message sent to one member of a governmental body may be communicated almost instantaneously to another member of a body, taking on the appearance of a walking quorum and a "convened" meeting of the body.

Technological devices can be used to send emails and texts without violating the Open Meetings Law if there is great care taken to minimize content and distribution of the original message. However, the Wisconsin Attorney General has stated that "because of the absence of judicial guidance on the subject, and because electronic mail creates the risk that it will be used to carry on private debate and discussion on matters that belong at public meetings subject to public scrutiny, the Attorney General's Office strongly discourages the members of every governmental body from using electronic mail to communicate about issues within the body's realm of authority." Krischan Correspondence, October 3, 2000; Benson Correspondence, March 12, 2004. The same risk applies to instant messaging. Accordingly, members of governmental bodies should also refrain from using text messaging to discuss governmental business with other members of the body.

The Public Records Law

The Wisconsin Public Records Law establishes a number of requirements related to government records. Notably, the law contains a very broad definition of record, which states:

Any material on which written, drawn, printed, spoken, visual, or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority.

Wis. Stat. sec. 19.32(2).

So, a text message from one alderperson to another regarding a proposed ordinance is a record. An email from a planning committee member to another member about the demeanor of a fellow member is a record. A text message from a trustee to the village fire chief about firefighter training is a record.

A number of issues are presented when text messages and emails achieve status as a "record" under the Wisconsin Public Records Law. However, there are three of particular importance to local officials.

First, the law requires records to be preserved. This means a text message or email that qualifies as a "record" cannot be casually deleted along with other texts or emails. Instead, they must be kept and maintained in accordance with applicable rules.

Second, the law provides the public with the right to access records. Importantly, this right to access text or email records does not depend on whether the electronic device where it exists is privately or publicly owned. Consequently, emails or texts generated or received on an officials' personal phone, computer, tablet or laptop are subject to public access under the law.

Third, given the first and second issues, some villages and cities provide local officials with phones, tablets, and/or laptops to use, which makes recordkeeping and public access more manageable. However, as government issued property, local officials need to be aware of the restrictions on their use. Using public resources for either personal or political purposes may violate the law or a specific local use policy.

Fair Process

Sometimes local public hearings involve complex issues. It may be tempting to research the issue on the internet or consult someone via email or texting during the hearing. However, this activity may be contrary to due or fair process requirements.

Some types of hearings conducted by local officials require due or fair process. These hearings typically allow one party to present their evidence and a second party to present theirs. The decision is then made based on the evidence presented. However, an official might decide to contact a third party by email or text or do her own fact finding by surfing the web, and then use this information to make her decision. This activity could be deemed unfair and a violation of due or fair process rules.

A fundamental element of due or fair process is to have the decisionmaker(s) actually pay attention to the arguments being made. A hearing could hardly be deemed fair if the decisionmaker plugged his ears and turned his back during the proceeding. Likewise, a court might conclude that a decisionmaker who was paying more attention to his text messages and emails during a hearing failed to provide due or fair process and overturn the decision.

Conclusion

New technologies are often helpful. Smart phones, tablets and laptops have certainly improved our ability to access information and communicate with each other by text or email. However, as this comment highlights, local officials need to understand that these new devices and the forms of communication they support raise a number of important issues for them to consider before they hit the “search” or “send” button.

Governing Bodies 394

Public Records 148

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Doyle Park Swimming Pool Survey

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

REPORT DATE: August 11, 2017

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report:

See additional comments attached:



EXPLANATION: In May of this year, the Village Board, Park Planning Committee, and staff agreed to move ahead with creating a survey with the University of Wisconsin – River Falls to mail to the residents of the Village. Village staff and the Park Planning Committee have put together a draft of this survey, cover letter, and background information letter for the Village Board to review.

While working through this survey, there were several goals that were identified.

1. Provide background information on the history of the Doyle Park swimming pool and explain where we are currently today.
2. Provide a question that asks the resident what they would like to see done with the Doyle Park swimming pool.
3. Utilize the survey to formulate a plan for the future of the Doyle Park swimming pool.

The attached survey contains 5 questions pertaining to the pool. Questions 1 – 4 ask respondents if they utilize the pool, how often they utilize the pool, what improvements if any would cause you to utilize the pool more, and how often would they utilize a new pool.

Question 5 asks residents which two options they most prefer moving forward with the pool. These options include running the pool until the end of its life span, remodeling the existing pool, building a new pool at Doyle Park, or building a new pool at a different site within the Village. The goal with question 5 was to not have too many options so as to have an inconclusive result.

Timeline for Survey

September – October – Mail Community Survey to Residents and receive responses

November – Public Meeting to discuss results and engage any residents whom did not receive the survey

November/December – Present the results of the survey to the Village board with a recommendation for future action.

ATTACHMENTS: Draft Survey, Background Information, and Cover Letter

RECOMMENDATION: Discussion/Approval of the Doyle Park swimming pool survey, background information, and cover letter.



[Date]

Dear Little Chute Resident:

The future of the Doyle Park swimming pool has been a community issue in recent years. The enclosed survey is designed to obtain input about this issue from Little Chute residents. Your opinion matters in deciding what, if anything, to do about the Village pool. This is your chance to express your opinion and help your leaders make wise choices moving forward. We have also included a summary of the issues that have arisen with respect to the Doyle Park swimming pool.

You are one of about 1,100 Village residents who have been randomly selected to receive the survey. In order for the results to be truly representative of Little Chute residents, it is important that each questionnaire be returned. Your participation is voluntary but will be greatly appreciated.

We ask that the adult in your household with the most recent birthdate complete this survey. Please take 10 minutes or so to complete and return the survey in the enclosed postage-paid envelope by [DATE], 2017.

The Survey Research Center (SRC) at the University of Wisconsin-River Falls is conducting the survey on our behalf. Your response will be treated in a completely confidential manner. All responses will be combined, and the published results will be available in summarized form only. Your name will not be associated with your responses to survey questions. Please do not write your name on the questionnaire or return envelope. The barcode on the survey is for mailing purposes only and will be used to delete your name from the mailing list when your survey is returned.

Thank you in advance for your time and participation.

Village President or other Village official signature? Was Michael R. Vanden Berg for the earlier community survey.

A handwritten signature in black ink, appearing to read "Michael R. Vanden Berg".

This project has been approved by the UW-River Falls Institutional Research Board for the Protection of Human Subjects, protocol # H2017 - _____. If you have concerns about how you were treated in this study, please contact: Dianne Bennett, 101 North Hall, UW-RF, 715/425-3195.

Little Chute Swimming Pool Survey Background Information

Summary

This page includes background information on the past efforts concerning the Doyle Park swimming pool. Please read the below information before taking the survey.

2010

In 2010, the Village began to face some major challenges with the Doyle Park swimming Pool. The swimming pool walls needed to be painted, the slide no longer passed inspection, and hydrostatic pressure from ground water relating to the river and canal system all posed challenges. The Village's Parks, Recreation, & Forestry Director and Park Planning Committee worked with Aquatic Design LLC for several months to create three options. These options included fixing items that required immediate attention, build a new pool at Doyle Park and eliminate the deep well, or build a new pool at a different location and keep a diving well. These options were presented to the Village Board. One option that wasn't included in the pool study but was discussed was to take out the existing pool at Doyle Park and replace it with a Splash Pad.

In the end, the Village decided to replace the slide. Then in 2014, the Village sandblasted and painted the pool walls. These fixes allowed the pool to continue to operate to the present time.

2016

In 2016, the Village once again faced challenges with the Doyle Park swimming pool. The Fox River Navigational System Authority began operating the locks system. This introduced more ground water and created limits for the Village in its operations and maintenance of the pool. The canal system now needs to be lowered in order for the Village to fill or empty the pool. This presents a significant challenge and risk for the Village. If the pool is emptied while the canal is filled, the hydrostatic pressure from the ground water could lift the deep well of the pool out of the ground.

In order to plan and receive updated estimates for future options for the pool, the Village hired Ramaker and Associates to complete an updated study of the existing pool and potential options going forward. Ramaker and Associates came back with very similar options to the 2010 study: (a) repair existing issues with the pool, (b) remodel the existing pool at Doyle Park, (c) build a brand-new pool at Doyle Park, (d) build a brand-new pool at an alternate location, and (e) build a year-round indoor facility at an alternate location. Ramaker & Associates also identified issues and code violations with the hydrostatic pressure, pool piping, diving well, bathhouse, parking/drop off areas, and pool amenities and features.

Now/Future

The Village staff, Park Planning Committee, and trustees now need the residents help to give their opinion about the future of the Doyle Park swimming pool. Your input from the survey will help Village staff, the Park Planning Committee and the Village Board decide what to do with respect to our pool.

Village of Little Chute Swimming Pool Survey - 2017

Please return by [DATE], 2017

Fill the circle that most closely matches your response with blue or black ink.

Like this: Not like this:

1. Have you or your family utilized the Doyle Park Pool in Little Chute in the past three years? Yes No If no, skip to Q3

2. If yes, how often do you or your family typically use the Doyle Park Pool in the summer? Daily Weekly Monthly

3. What would cause you or your family to use the Doyle Park Pool more frequently? (mark all that apply)

Nothing	More Pool Features	Better Changing Facility	Better Parking or Drop-off	Lower Cost	More Hours of Operation	Other (specify) _____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. How often would you or your family use a new outdoor pool in the summer? Daily Weekly Monthly Never

The 2016 Ramaker study presented the four pool options for Little Chute. We will ask you to identify your top two choices from options a, b, c, and d as described below.

- Run the existing pool until the end of its life span and eliminate a pool all together in the Village. The Village Board would make a decision on a maximum dollar amount to spend on the existing pool or a maximum amount of years until we decide to eliminate the pool. This option costs \$20.25 per year in taxes on a \$135,000 home.
- Remodel the existing pool at Doyle Park to deal with deficiencies and lack of amenities. This option would deal with hydrostatic pressure from ground water that could lift the deep end of the pool out of the ground, bring bathhouse into compliance with the Americans with Disabilities Act and state codes requiring it to be within the pool footprint, bring wading and main pool mechanics up to state codes, bring diving well into compliance with state codes, replace main pump pool, and deal with cracks in pool deck. The remodel would add a zero-depth (ramp) entry, extra play features for adults and children, and more seating options both in and out of the water to provide a better environment for families and young children and provide a parking or drop off area for pool patrons. Remodeling the pool would cost \$2,708,675 and would add \$55.35 per year in taxes to a \$135,000 home.
- Build a new pool at Doyle Park. This would help the Village fix all of the problems discussed in the remodel scenario and would add a few more amenities, including another water slide, a lazy river, and dedicated lap lanes. Underground pipes would also be replaced. A new pool at Doyle Park would cost \$3,899,804 and would add \$78.30 per year in taxes to a \$135,000 home.
- Build a new pool at a different site within the Village. Building a new pool in a new location would allow the Village to start with a clean slate. We could select a site where we do not have to worry about hydrostatic pressure lifting the pool out of the ground. We could build the pool to code. New features such as water slides, zero-depth, 50-meter lap lanes, and a lazy river would be included in a new pool. A new pool at a new location would cost \$6,036,276 and would add \$121.50 per year in taxes to a \$135,000 home.

5. Of these four options,

- My most preferred option is (Mark • one) a. b. c. d.
- My second most preferred option is (Mark • one) a. b. c. d.

DEMOGRAPHICS (used for statistical purposes only)

	Male	Female				
6. Gender:	<input type="radio"/>	<input type="radio"/>				
	18-24	25-34	35-44	45-54	55-64	65 and older
7. Age:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Employment status:	Employed Full-Time	Employed Part-Time	Self-Employed	Unemployed	Retired	Other, specify _____
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Place of residence:	Own	Rent	Other, specify _____			
	<input type="radio"/>	<input type="radio"/>	<input type="text"/>			
10. Annual household income range:	Less than \$15,000	\$15,000 – \$24,999	\$25,000 – \$49,999	\$50,000 – \$74,999	\$75,000 – \$99,999	\$100,000 or More
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Highest level of education:	Less than high school	High school diploma	Some college/tech	Tech college graduate	Bachelor's degree	Graduate or professional degree
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. How many years have you lived in the Village of Little Chute?	Less than 1	1 - 4	5 - 9	10 - 24	25+	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please return your survey in the enclosed postage-paid envelope by **[DATE], 2017** to:
 Survey Research Center, University of Wisconsin – River Falls
 124 Regional Development Institute, 410 S. Third Street
 River Falls, WI 54022

Village of Little Chute
Department of Public Works

REQUEST FOR BOARD'S CONSIDERATION

ITEM DESCRIPTION:	Gates and fence for Municipal Building
REPORT PREPARED BY:	Jeff Elrick
REPORT DATE:	August 16, 2017
ADMINISTRATOR'S REVIEW / COMMENTS:	
No additional comments to this report: <u>JPF</u>	
See additional comments attached: _____	
EXPLANATION: As the Municipal Building gets closer to completion we are looking at items that were removed from the original contract. One of the items is the fence for the building and the yard waste site.	
To keep costs down we will be installing just the gates and 650' of chain link fence this year. No slats will be installed in the fence at this time.	
We received two quotes, one quote from Security Fence and the other from Fortress Fence.	
Security Fence quote \$24,990, includes 650' of chain link fence and (4) 30' slide gates. Fortress Fence quote \$24,090, includes 530' of chain link fence and (4) 30' slide gates.	
There is an alternative to slats which is cedar trees or other type of plants which will create a natural privacy barrier.	
RECOMMENDATION: Discussion/Action	

DISBURSEMENT LIST - August 16, 2017

Payroll & Payroll Liabilities - August 10, 2017	\$200,317.35
Prepaid Invoices - July 31, 2017	\$431,099.12
Prepaid Invoices - August 4, 2017	\$17,819.26
Prepaid Invoices - August 8, 2017	\$1,255.00
Prepaid Invoices - August 11, 2017	\$526,583.53

CURRENT ITEMS

Bills List August 16, 2017	\$277,544.50
Total Payroll, Prepaid & Invoices	\$1,454,618.76

The above payments are recommended for approval:

Rejected: _____

Approved August 16, 2017

Michael R Vanden Berg, Village President

Laurie Decker, Clerk

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	GL Account
AAA PORTABLES INC			
D-59534	DP2 PORTABLE TOILET 8/8 - 8/9	5.52	101-55200-204
Total AAA PORTABLES INC:		5.52	
ACC PLANNED SERVICE INC			
19377	CHECKED OPERATION OF SERVER ROOM UNIT	98.50	101-51650-245
Total ACC PLANNED SERVICE INC:		98.50	
AIRGAS USA LLC			
9946345390	CYLINDER RENTALS	47.43	101-53330-218
Total AIRGAS USA LLC:		47.43	
AMBROSIUS, WILLIE			
7/27 - 8/3	MEN'S SOFTBALL SUPERVISOR	15.00	101-55300-111
7/27 - 8/3	MEN'S SOFTBALL UMPIRE	92.50	101-55300-111
Total AMBROSIUS, WILLIE:		107.50	
ANDERSON SOD FARM			
17-28971	SOD FOR VANLIESHOUT SOCCER FIELDS	54.45	101-55200-242
Total ANDERSON SOD FARM:		54.45	
ANDRES, ZACHARY			
082917	JETS REF 8/29/17	135.00	101-55480-111
Total ANDRES, ZACHARY:		135.00	
APPLETON OIL CO INC			
JULY 2017	OFF-ROAD DIESEL	15.62	630-53441-247
JULY 2017	OFF-ROAD DIESEL	10.41	630-53442-247
JULY 2017	OFF-ROAD DIESEL	620.92	101-55200-247
JULY 2017	OFF-ROAD DIESEL	3.90	101-55440-247
JULY 2017	OFF-ROAD DIESEL	.97	610-53612-247
JULY 2017	OFF-ROAD DIESEL	.49	620-53644-247
JULY 2017	OFF-ROAD DIESEL	43.36	101-53330-217
Total APPLETON OIL CO INC:		695.67	
APWA SNOWPLOW ROADEO			
080917	SNOWPLOW ROADEO ENTRY FEE FOR SIX	235.00	101-53350-201
Total APWA SNOWPLOW ROADEO:		235.00	
AT&T LONG DISTANCE			
07/17 845626857	JUNE/JULY CHARGES	13.01	101-51650-203
07/17 845626857	JUNE/JULY CHARGES	44.83	207-52120-203
07/17 845626857	JUNE/JULY CHARGES	52.32	620-53924-203
Total AT&T LONG DISTANCE:		110.16	

Invoice	Description	Total Cost	GL Account
BE'S COFFEE AND VENDING SERVICE INC 3700214353	COFFEE FOR PD	186.48	207-52120-218
Total BE'S COFFEE AND VENDING SERVICE INC:		186.48	
BGW PRINTING 1016	LCFD SOFTBALL SHIRTS	962.50	101-52200-212
Total BGW PRINTING:		962.50	
BORK, BRIAN 08/17 REIMBURSE	REIMBURSEMENT FOR KITCHEN SUPPLIES	7.10	101-52200-218
Total BORK, BRIAN:		7.10	
BOYD, JEREMY DOYLE 8/1/17	REFUND SHELTER DEPOSIT 8/1/17	20.00	101-34401
Total BOYD, JEREMY:		20.00	
BW SUPPLY 99077828	REBAR POSITIONER	62.50	620-53644-218
Total BW SUPPLY:		62.50	
CITY OF APPLETON 238188	AUGUST WEIGHTS & MEASURES	455.00	101-52050-204
238387	AUGUST 2017 TRANSIT	6,567.00	101-51780-233
Total CITY OF APPLETON:		7,022.00	
COMPLETE OFFICE OF WISCONSIN 112677	COPY PAPER & INK CARTRIDGE	94.17	101-51650-206
Total COMPLETE OFFICE OF WISCONSIN:		94.17	
COTTER, MIKE 080617	PAYOUT 12 STUDENTS BABYSITTER CLASS 8/5	420.00	101-34413
Total COTTER, MIKE:		420.00	
DIAMOND VOGEL PAINT 207103818	STREET PAINT	322.75	101-53300-218
Total DIAMOND VOGEL PAINT:		322.75	
DOVE, GREG CFEST 8/3/17	REFUND SHELTER DEPOSIT 8/3/17	50.00	101-34401
Total DOVE, GREG:		50.00	
EITING, ROBERT A. 7/27 - 8/3	MEN'S SOFTBALL UMPIRE	92.50	101-55300-111
Total EITING, ROBERT A.:		92.50	

Invoice	Description	Total Cost	GL Account
ENTERPRISE ELECTRIC INC			
17374	POOL SLIDE MOTOR STARTER	958.97	204-55420-242
Total ENTERPRISE ELECTRIC INC:		958.97	
EVERGREEN POWER LLC			
10176	3LB SPOOL ECHO LINE	32.99	101-53300-221
10497	BAR & CHAIN OIL	115.14	101-53330-221
Total EVERGREEN POWER LLC:		148.13	
FASTENAL COMPANY			
WIKIM220015	LOCK NUTS FOR TRUCK #6	3.61	101-53330-225
WIKIM220318	Sheet Metal Screws	25.81	101-53330-218
WIKIM220318	COARSE CONDITIONING DISCS	11.73	101-53330-218
WIKIM220345	STEEL FENDER WASHERS	45.24	101-53330-225
Total FASTENAL COMPANY:		86.39	
FILTERS UNLIMITED			
32846	AIR FILTER FOR TRUCK # 46	27.39	101-53330-225
Total FILTERS UNLIMITED:		27.39	
G&K SERVICES			
6011580107	TOWELS, DUSTMOPS, AND MOPS	33.35	101-51650-243
6011580107	TOWELS, DUSTMOPS, AND MOPS	33.35	206-55110-243
Total G&K SERVICES:		66.70	
GEIGER, KURTIS			
8/17 REIMBURSE TUITION REIMBURSEMENT		1,009.79	452-57331-225
Total GEIGER, KURTIS:		1,009.79	
GREEN BOYZ INC			
24368	FERTILIZER AND CRABGRASS PREVENTER	85.00	206-55110-243
24370	FERTILIZER AND CRABGRASS PREVENTER	42.50	207-52120-243
24370	FERTILIZER AND CRABGRASS PREVENTER	42.50	101-52250-243
Total GREEN BOYZ INC:		170.00	
HAMMEN, WILLIAM			
082917	JETS REF 8/29/17	135.00	101-55460-111
Total HAMMEN, WILLIAM:		135.00	
HARRINGTON, NANCY			
080917	YOUTH YOGA \$24/PER STUDENT 16 STUDENTS	384.00	101-34413
Total HARRINGTON, NANCY:		384.00	
HERRLING CLARK LAW FIRM LTD			
2Q/17 131-10Q	2Q/17 MUNICIPAL MATTERS	6,690.50	101-51110-262
2Q/17 131-39Q	2Q CROSSWIND DEVELOPMENT	607.50	414-57400-262
2Q/17 131-52Q	2Q DIAMOND CLUB	115.50	420-57620-274
2Q/17 131-54Q	2Q MICRO LOAN - MAIN EVENT	1,232.00	101-56700-262

Invoice	Description	Total Cost	GL Account
2Q/17 132-01M	2Q/17 TRAFFIC MATTERS	3,657.50	101-51670-262
Total HERRLING CLARK LAW FIRM LTD:		12,303.00	
HYDROCLEAN EQUIPMENT			
14192	POWER WASHER	8,810.00	101-53310-302
Total HYDROCLEAN EQUIPMENT:		8,810.00	
INSIGHT PUBLICATIONS LLC			
2017-11249	AUGUST 2017 1/4 AD	475.00	101-56700-227
Total INSIGHT PUBLICATIONS LLC:		475.00	
JOHNSON, TAMMY			
CFEST 8/5/17	REFUND SHELTER DEPOSIT 8/5/17	50.00	101-34401
Total JOHNSON, TAMMY:		50.00	
JOOSTEN, BRIAN			
082917	JETS REF 8/29/17	135.00	101-55460-111
Total JOOSTEN, BRIAN:		135.00	
KERRY'S VROOM SERVICE INC			
8761	OIL & FILTER CHANGE & WIPER BLADES - UNIT #	63.31	207-52120-247
Total KERRY'S VROOM SERVICE INC:		63.31	
KOBUSSEN BUSES LTD.			
24533	BUS TRIP TO FUNSET BLVD 7/27	126.18	101-55300-218
Total KOBUSSEN BUSES LTD.:		126.18	
KRANSKI, SARAH			
CFEST 7/29/17	REFUND SHELTER DEPOSIT 7/29/17	50.00	101-34401
Total KRANSKI, SARAH:		50.00	
KRAUTKRAMER, BRIDGET			
08/17 REIMBURSE	REIMBURSEMENT FOR BAND ITEMS FOR 8/2 KIDS	33.83	101-55480-218
Total KRAUTKRAMER, BRIDGET:		33.83	
KRUEGER, KIRBY			
7/27 - 8/3	MEN'S SOFTBALL UMPIRE	92.50	101-55300-111
Total KRUEGER, KIRBY:		92.50	
LAMERS, VINCENT F			
08/17 REIMBURSE	CDL LICENSE REIMBURSEMENT	40.00	101-55200-213
Total LAMERS, VINCENT F:		40.00	
LCHS POM & DANCE TEAM			
JULY 2017	POM CLINIC PAYOUT-53 KIDS	530.00	101-34413

Invoice	Description	Total Cost	GL Account
Total LCHS POM & DANCE TEAM:		530.00	
LINCOLN CONTRACTORS SUPPLY INC L19801 BELTS		46.34	101-53300-221
Total LINCOLN CONTRACTORS SUPPLY INC:		46.34	
LINDENSTRUTH, DAVID HEESAKKER 8/5/1 REFUND SHELTER DEPOSIT 8/5/17		20.00	101-34401
Total LINDENSTRUTH, DAVID:		20.00	
MAILFINANCE N6663717 MAY-AUGUST LEASE		452.28	101-51650-226
Total MAILFINANCE:		452.28	
MANSER, NOAH 082917 JETS REF 8/29/17		135.00	101-55460-111
Total MANSER, NOAH:		135.00	
MATTHEWS TIRE 62400 REPLACE 2 TIRES ON TRUCK #8 62400 REPLACE 2 TIRES ON TRUCK #8 62401 REPAIRED TIRE ON TRUCK #6 62401 REPAIRED TIRE ON TRUCK #6 62468 CASING CREDIT		40.00 532.34 30.50 5.54 35.00-	101-5330-204 101-5330-225 101-5330-204 101-5330-225 101-5330-225
Total MATTHEWS TIRE:		573.38	
MBM IN212289 CONTRACT OVERAGE CHARGE/COLOR COPIES		196.39	101-51650-207
Total MBM:		196.39	
MCC INC 117497 3/4" DENSE CRUSHER RUN STONE		101.38	101-53300-216
Total MCC INC:		101.38	
MCMAHON ASSOCIATES INC 906925 MCKINLEY AVE RECONSTRUCTION 906926 KAYAK LAUNCH ENGINEER WORK		64.68 7,500.00	452-51105-261 420-57620-271
Total MCMAHON ASSOCIATES INC:		7,564.68	
MENARDS - APPLETON EAST 19884 ROASTER 19884 BATTERIES 19884 100' ALL WEATHER CORD 20415 ELECTRICAL ITEMS FOR DOYLE POOL		14.07 17.18 67.97 40.31	101-55300-218 101-55200-218 204-55420-218 204-55420-216
Total MENARDS - APPLETON EAST:		139.53	

Invoice	Description	Total Cost	GL Account
MURPHY, INGE			
07/17 REIMBURSE	MEAL REIMBURSEMENT-TRAINING	70.00	207-52120-201
07/17 REIMBURSE	FUEL REIMBURSEMENT-TRAINING	36.33	207-52120-201
Total MURPHY, INGE:		106.33	
NOTT COMPANY			
2913967	RECOUPLE HOSE	27.80	101-53330-225
Total NOTT COMPANY:		27.80	
O'REILLY AUTOMOTIVE INC			
2043-477863	AIR, OIL, AND FUEL FILTERS	124.06	101-53330-218
2043-477885	OIL FILTER FOR TRUCK #3641	14.27	101-53330-225
2043-477908	FUEL FILTERS FOR TRUCK #3641	12.78	101-53330-225
2043-478940	AIR FILTERS	23.84	101-53330-218
2043-479771	OIL AND FUEL FILTERS	66.36	101-53330-218
2043-480508	HITCH FOR TRUCK #75	52.99	101-53330-225
2043-480531	BACK-UP LAMP	46.68	101-53330-218
2043-480794	AIR FILTER FOR TRUCK #46	43.00	101-53330-225
2043-481468	LOCKING PIN	11.94	101-53330-218
2043-481704	OIL AND AIR FILTERS	141.58	101-53330-218
Total O'REILLY AUTOMOTIVE INC:		537.50	
OUTAGAMIE COUNTY TREASURER			
115069	JULY SANITATION	15,151.05	201-53620-204
115089	JULY STREET SWEEPINGS	422.54	630-53442-204
JULY 2017	JULY COURT FINES	435.00	101-35101
Total OUTAGAMIE COUNTY TREASURER:		16,008.59	
PACKER CITY INT'L TRUCKS			
X103047444:01	AIR FILTER	60.39	101-53330-225
Total PACKER CITY INT'L TRUCKS:		60.39	
PETERSON, BRIAN			
08/17 REIMBURSE	FITNESS CLUB REIMBURSEMENT	125.00	101-53310-213
Total PETERSON, BRIAN:		125.00	
PIGGLY WIGGLY #258			
23053101308	SENIOR PROGRAM ITEMS 7/06/17	16.81	101-55300-218
24069901528	SENIOR PROGRAM ITEMS 7/11/17	3.91	101-55300-218
Total PIGGLY WIGGLY #258:		20.72	
PLATE, DEVIN			
7/27 - 8/3	MEN'S SOFTBALL SCORER	40.00	101-55300-111
Total PLATE, DEVIN:		40.00	
PLESHEK OUTDOOR POWER			
69558	BAR & CHAIN OIL	50.94	101-55440-218
69607	PARTS FOR PUSH MOWER	14.52	101-55200-247

Invoice	Description	Total Cost	GL Account
Total PLESHEK OUTDOOR POWER:		65.46	
PM SUPPLY/WRIGHT INDUSTRIAL			
73743 HAND SOAP AND PAPER TOWELS		121.70	206-55110-244
73743 HAND SOAP AND PAPER TOWELS		84.06	101-51650-244
73743 HAND SOAP AND PAPER TOWELS		39.97	207-52120-244
73743 HAND SOAP AND PAPER TOWELS		13.30	101-52250-244
Total PM SUPPLY/WRIGHT INDUSTRIAL:		259.03	
PUFFE, RICK			
7/27 - 8/3 MEN'S SOFTBALL UMPIRE		92.50	101-55300-111
Total PUFFE, RICK:		92.50	
QUILL CORPORATION			
8585359 MARKERS/PROGRAM LABELS/LAMINATE POUCH		323.88	101-55300-206
Total QUILL CORPORATION:		323.88	
REGISTRATION FEE TRUST			
AUT 516SMJ-17 LICENSE PLATE RENEWAL-SQUAD 83		75.00	207-52120-247
AUT 517SMJ-17 LICENSE PLATE RENEWAL-SQUAD 85		75.00	207-52120-247
Total REGISTRATION FEE TRUST:		150.00	
REINDERS INC			
1697684 AIR FILTERS FOR TRUCK #23		52.74	101-53330-225
2656225 ROUNDUP PROMAX		76.73	101-55200-215
2656225 HOSE		42.47	101-55200-221
2656824 FIELD MARKING CHALK		348.40	101-55300-221
2656968 LAWN SEED MIX		39.53	101-53300-218
2656968 LAWN SEED MIX		39.53	620-53644-218
2657257 LAWN SEED MIX		65.50	101-51780-300
2657279 LAWN SEED MIX		65.50	101-51780-300
2657814 ROUNDUP PROMAX		76.73	101-55200-215
Total REINDERS INC:		807.13	
REYNEBEAU UPHOLSTERY			
47402 REPAIR RIP ON INFLATABLE HOUSE		20.00	101-55300-218
Total REYNEBEAU UPHOLSTERY:		20.00	
ROBERT E. LEE & ASSOCIATES			
72419 MOASIS DR WETLANDS		700.00	415-57500-261
Total ROBERT E. LEE & ASSOCIATES:		700.00	
ROMENESKO, JOE			
08/17 REIMBURSE REIMBURSE FOOD FOR SUMMER PARTY		42.41	101-52200-211
08/17 REIMBURSE REIMBURSE SUMMER PARTY SUPPLIES		203.65	101-52200-219
Total ROMENESKO, JOE:		246.06	

Invoice	Description	Total Cost	GL Account
SANDERFOOT, MATTHEW E 7/27 - 8/3 MEN'S SOFTBALL SCORER		40.00	101-55300-111
Total SANDERFOOT, MATTHEW E:		40.00	
SERVICE MOTOR COMPANY IV80058 PARTS FOR #42		318.65	101-53330-225
Total SERVICE MOTOR COMPANY:		318.65	
SHERWIN INDUSTRIES INC SS071430 CONCRETE COLD PATCH		396.00	101-53300-216
Total SHERWIN INDUSTRIES INC:		396.00	
SITEONE LANDSCAPE SUPPLY LLC 81900837 PROSECUTOR WEED KILLER		55.64	101-53300-218
Total SITEONE LANDSCAPE SUPPLY LLC:		55.64	
SLATER, PAULA 08/17 REIMBURSE REIMBURSE CSTARS JAZZ COSTUMES 08/17 REIMBURSE REIMBURSE CSTARS COACH MEMBERSHIP 08/17 REIMBURSE REIMBURSE CSTARS SHOE COVERS		387.89 100.00 75.00	101-34413 101-34413 101-34413
Total SLATER, PAULA:		562.89	
ST ELIZABETH HOSPITAL 07/17 EL.FVMPD JULY BLOOD DRAWS		118.17	207-52120-204
Total ST ELIZABETH HOSPITAL:		118.17	
STATE OF WI COURT FINES & JULY 2017 JULY COURT FINES		1,960.31	101-35101
Total STATE OF WI COURT FINES &:		1,960.31	
SWEETALLA, KENLYNN CFEST 7/31/17 CFEST SHELTER REFUND 7/31/17		50.00	101-34401
Total SWEETALLA, KENLYNN:		50.00	
SWINKLES TRUCK&EXCAVATING CORP 26243 SAND		136.50	101-55200-225
Total SWINKLES TRUCK&EXCAVATING CORP:		136.50	
TEAM SPORTING GOODS AAD004396 HELMET DECALS AAF008087 FOOTBALL HELMET COVERS		100.99 43.45	101-55460-225 101-55460-225
Total TEAM SPORTING GOODS:		144.44	
TECHLIN, KEN CFEST 7/30/17 REFUND SHELTER DEPOSIT 7/30/17		50.00	101-34401

Invoice	Description	Total Cost	GL Account
Total TECHLIN, KEN:		50.00	
TESCH, TIFFANY			
08/17 REIMBURSE	UNIFORM ALLOWANCE REIMBURSEMENT	216.15	207-52120-212
Total TESCH, TIFFANY:		216.15	
TIME WARNER CABLE			
08/17 60505470190	AUGUST/SEPTEMBER SERVICE	125.56	101-51650-203
08/17 70953560100	AUGUST/SEPTEMBER SERVICE	454.31	101-51650-203
Total TIME WARNER CABLE:		579.87	
TJ'Z TOWING LLC			
073117	VEHICLE TOWED TO PD	50.00	207-52120-218
Total TJ'Z TOWING LLC:		50.00	
TRI CITY GLASS & DOOR			
101-0728-89466	RESEAL WINDSHIELD TRUCK #19	59.50	101-53330-225
Total TRI CITY GLASS & DOOR:		59.50	
TRUCK COUNTRY OF WISC			
X202463094:01	CRANKCASE VENTILATION KIT TRUCK# 3622	72.82	101-53330-225
X202463286:01	BREATHER HOUSING FOR TRUCK #3621	68.17	101-53330-225
Total TRUCK COUNTRY OF WISC:		140.99	
UNIFIRST CORPORATION			
0970241981	SHIRTS/PANTS	9.90	101-53330-213
0970241981	LAUNDRY BAGS/WIPERS	26.30	101-53330-218
Total UNIFIRST CORPORATION:		36.20	
VALENTYN, ERIC			
080717	JULY CLEAN UP	30.00	101-52200-111
Total VALENTYN, ERIC:		30.00	
VALLEY LIQUOR			
687770	BEVERAGES	134.45	101-52200-211
691106	BEVERAGES	130.95	101-52200-211
691209	BEVERAGES	134.45	101-52200-211
Total VALLEY LIQUOR:		399.85	
VAN DYN HOVEN, LUKE			
08/17 REIMBURSE	REIMBURSE FOOD FOR SUMMER PARTY	195.76	101-52200-211
080717	JULY CLEAN UP	30.00	101-52200-111
Total VAN DYN HOVEN, LUKE:		225.76	
VANDE HEY COMPANY INC			
20743	MULCH FOR TREES AT DOYLE PARK	299.70	101-55440-215

Invoice	Description	Total Cost	GL Account
Total VANDER HEY COMPANY INC:		299.70	
VERMEER WISCONSIN			
30057169 INSPECT AND FIXED DAMAGED DRUM TRUCK #18		400.14	101-53330-225
30057182 RESHAPEND KNIFE FEE		62.00	101-53330-225
Total VERMEER WISCONSIN:		462.14	
VINTON CONSTRUCTION CO			
2017001 HARVEST TRAIL-PROGRESS PYMT #1		202,143.38	452-51210-263
Total VINTON CONSTRUCTION CO:		202,143.38	
VOSTERS, BOB			
CFEST 8/6/17 REFUND SHELTER DEPOSIT 8/6/17		50.00	101-34401
Total VOSTERS, BOB:		50.00	
WALLACE, ALISON			
VLIESHOUT 8/6/17 REFUND SHELTER DEPOSIT 8/6/17		20.00	101-34401
Total WALLACE, ALISON:		20.00	
WELLS FARGO FINANCIAL LEASING			
5004131715 AUGUST COPIER LEASE		450.00	101-53310-207
5004131715 AUGUST COPIER LEASE		803.15	101-51650-207
Total WELLS FARGO FINANCIAL LEASING:		1,253.15	
WI DEPT OF TRANSPORTATION			
54001044015 7/17 PARKING TICKET SUSPENSIONS		400.00	101-35201
Total WI DEPT OF TRANSPORTATION:		400.00	
WPRA			
KOEBE 2017 WPRA CONFERENCE - KOEBE		300.00	101-55300-201
Total WPRA:		300.00	
WURTH USA INC			
95778992 HINGE LUBRICANT		221.46	101-53330-225
95778992 PROTECTIVE WELDING SPRAY		50.81	101-53330-218
Total WURTH USA INC:		272.27	
ZARNOTH BRUSH WORKS INC			
165942 DISPOSABLE GUTTER BROOMS FOR #13 & #14		1,488.00	101-53330-225
Total ZARNOTH BRUSH WORKS INC:		1,488.00	
ZIEBART RHINO LININGS/WI08			
52409 RUST INSPECTION FOR #83		41.15	101-53330-204
Total ZIEBART RHINO LININGS/WI08:		41.15	

Invoice	Description	Total Cost	GL Account
Grand Totals:		277,544.50	

Report GL Period Summary

Vendor number hash: 311481
Vendor number hash - split: 397340
Total number of invoices: 137
Total number of transactions: 166

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	277,544.50	277,544.50
Grand Totals:	277,544.50	277,544.50

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Report Criteria:

Invoice Detail.Voided = { } FALSE

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
2017 UTILITY REFUNDS (4818)							
170245505	Invoi	OVERPAYMENT REFUND # 1-702455-05	18.39	Open	Non		001-15000
170262002	Invoi	OVERPAYMENT REFUND # 1-702620-02	32.71	Open	Non		001-15000
170284003	Invoi	OVERPAYMENT REFUND # 1-70284003	14.85	Open	Non		001-15000
170323504	Invoi	OVERPAYMENT REFUND # 1-703235-04	23.12	Open	Non		001-15000
170323504	Invoi	OVERPAYMENT REFUND # 1-703175-03	82.36	Open	Non		001-15000
170323504	Invoi	OVERPAYMENT REFUND # 1-70331504	36.44	Open	Non		001-15000
180037800	Invoi	OVERPAYMENT REFUND # 1-800378-00	19.81	Open	Non		001-15000
Total 2017 UTILITY REFUNDS (4818):							
			227.68				
AAA PORTABLES INC (2783)							
D-59389	Invoi	DP2 PORTABLE TOILET 7/11 - 8/7	77.25	Open	Non		101-55200-204
Total AAA PORTABLES INC (2783):							
			77.25				
APPLETON COMPRESSOR SERVICE (2396)							
122507	Invoi	1 HP COMPRESSOR	700.00	Open	Non		620-53624-255
122507	Invoi	1 HP COMPRESSOR	700.00	Open	Non		620-53634-255
122507	Invoi	1 HP COMPRESSOR	572.48	Open	Non		620-53604-257
Total APPLETION COMPRESSOR SERVICE (2396):							
			1,972.48				
AT&T (4444)							
250569355	7/17	Invoi JUNE/JULY SERVICE	78.93	Open	Non		204-55420-203
Total AT&T (4444):							
			78.93				
CELLCOM (4683)							
790759	Invoi	FVMPD CELL - JULY	1,271.02	Open	Non		207-52120-203
Total CELLCOM (4683):							
			1,271.02				
COMPASS MINERALS AMERICA (4500)							
60012	Invoi	BULK COARSE UNTREATED ROCK	4,556.68	Open	Non		620-53634-224
Total COMPASS MINERALS AMERICA (4500):							
			4,556.68				
EXCALIBUR EDGE CONSULTING (4863)							
17-1199	Invoi	TEAM TRAINING RETREAT-DOWN PAYMENT	750.00	Open	Non		101-51400-204
Total EXCALIBUR EDGE CONSULTING (4863):							
			750.00				
FERGUSON ENTERPRISES INC #448 #1020 (2046)							
4034869	Invoi	THREADED STAINLESS STEEL PIPE FITTING	73.40	Open	Non		620-53644-252
Total FERGUSON ENTERPRISES INC #448 #1020 (2046):							
			73.40				
FERGUSON WATERWORKS #1476 (221)							
223965-1	Invoi	BRASS COMPRESSION COUPLING	35.28	Open	Non		620-53644-252
224077	Invoi	METER INSETTERS	1,250.00	Open	Non		620-53644-252
224077-1	Invoi	BRASS PIPE FITTING	375.50	Open	Non		620-53644-252
226351	Invoi	HOSE CONNECTION AND CLAMP	142.09	Open	Non		620-53644-251
226351	Invoi	HOSE CONNECTION AND CLAMP	130.00	Open	Non		620-53644-255

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
		Total FERGUSON WATERWORKS #1476 (221):	1,932.87				
		FIRE APPARATUS & EQUIPMENT (3138):					
16912	Invoi	DOT INSPECTION AND PUMP & VACUUM TESTS	699.00	Open	Non	101-52200-247	
17104	Invoi	SHOCK ABSORBER	799.56	Open	Non	101-52200-247	
17114	Invoi	ACCELERATOR CABLE	118.30	Open	Non	101-52200-247	
		Total FIRE APPARATUS & EQUIPMENT (3138):	1,616.86				
		GANNETT WISCONSIN MEDIA (3451):					
2285955	Invoi	PUBLIC HEARING AD-HEARTLAND TECHNOLOGI	76.90	Open	Non	101-51440-227	
		Total GANNETT WISCONSIN MEDIA (3451):	76.90				
		LAPPEN SECURITY PRODUCTS INC (735):					
LSPQ35277	Invoi	NEW DOOR FOR SMALL WATER FILL BLDG	3,618.60	Open	Non	620-53644-254	
LSPQ36691	Invoi	ADD HOLD OPEN ARM TO DOOR	193.67	Open	Non	620-53644-254	
		Total LAPPEN SECURITY PRODUCTS INC (735):	3,812.27				
		LITTLE CHUTE GRIDIRON ASSOC (688):					
080717	Invoi	REFUND-OVERCHARGED POOL RENTAL	20.00	Open	Non	204-34421	
		Total LITTLE CHUTE GRIDIRON ASSOC (688):	20.00				
		MIRON CONSTRUCTION CO INC. (4825):					
162890-6	Invoi	PAYMENT APPLICATION #6	247,250.27	Open	Non	460-51103-266	
162890-6	Invoi	PAYMENT APPLICATION #6	71,982.00	Open	Non	460-51103-267	
162890-6	Invoi	PAYMENT APPLICATION #6	26,700.00	Open	Non	460-51103-270	
162890-6	Invoi	PAYMENT APPLICATION #6	35,200.00	Open	Non	460-51103-271	
162890-6	Invoi	PAYMENT APPLICATION #6	26,000.00	Open	Non	460-51103-274	
162890-6	Invoi	PAYMENT APPLICATION #6	66,766.00	Open	Non	460-51103-276	
162890-6	Invoi	PAYMENT APPLICATION #6	6,000.00	Open	Non	460-51103-277	
162890-6	Invoi	PAYMENT APPLICATION #6	15,500.00	Open	Non	460-51103-278	
162890-6	Invoi	PAYMENT APPLICATION #6	7,022.40	Open	Non	460-51103-265	
162890-6	Invoi	PAYMENT APPLICATION #6	15,190.29	Open	Non	460-51103-204	
		Total MIRON CONSTRUCTION CO INC. (4825):	503,566.16				
		NEWS PUBLISHING CO INC (857):					
363707	Invoi	VILLAGE MARKET ADVERTISING	33.00	Open	Non	101-55300-232	
364249	Invoi	VILLAGE MARKET ADVERTISING	33.00	Open	Non	101-55300-232	
364618	Invoi	VILLAGE MARKET ADVERTISING	33.00	Open	Non	101-55300-232	
364632	Invoi	NOTICE OF JOINT BOARD REVIEW	18.06	Open	Non	101-51440-227	
365023	Invoi	VILLAGE MARKET ADVERTISING	33.00	Open	Non	101-55300-232	
365441	Invoi	VILLAGE MARKET ADVERTISING	33.00	Open	Non	101-55300-232	
		Total NEWS PUBLISHING CO INC (857):	183.06				
		PARTY AND PRINT LLC (4823):					
260	Invoi	2017 SUMMER PARTY KIDS GIFTS	329.93	Open	Non	101-52200-219	
		Total PARTY AND PRINT LLC (4823):	329.93				
		PREMIER APPLIANCE INC (3360):					
170286	Invoi	APPLIANCES-MUNICIPAL SERVICES BLDG	2,817.00	Open	Non	460-51103-221	

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
		Total PREMIER APPLIANCE INC (3360):	2,817.00				
RUSS D'S COMMERCIAL REPAIR (4295)		9078 Invoi ICE MACHINE	2,130.00	Open	Non		101-52200-221
		Total RUSS D'S COMMERCIAL REPAIR (4295):	2,130.00				
THE SPRINKLER CO INC (2246)		72749 Invoi REPAIR SPRINKLER @ VANLIESHOUT PK	543.90	Open	Non		101-55200-242
		Total THE SPRINKLER CO INC (2246):	543.90				
THEDACARE (1983)		JULY 2017 121005 Invoi JULY BLOOD DRAWS	297.50	Open	Med		207-52120-204
		Total THEDACARE (1983):	297.50				
VERIZON WIRELESS (3606)		9789250945 Invoi JUNE/JULY SERVICE	49.64	Open	Non		620-53924-203
		Total VERIZON WIRELESS (3606):	49.64				
WI ECONOMIC DEVELOPMENT CORP (4477)		3281 Invoi FY18 CONNECT COMMUNITIES FEE	200.00	Open	Non		101-56700-208
		Total WI ECONOMIC DEVELOPMENT CORP (4477):	200.00				
		Grand Totals:	526,583.53				

Report GL Period Summary

Vendor number hash: 100469
 Vendor number hash - split: 158543
 Total number of invoices: 37
 Total number of transactions: 51

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	526,583.53	526,583.53
Grand Totals:	526,583.53	526,583.53

Report Criteria:

Invoice Detail.Voided ={=} FALSE

Report Criteria:

Invoice Detail.Voided = (=) FALSE

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
FESTIVE BALLOONS (4507)							
301-1	Invoi	BALLOON TWISTING for 8/9/17	180.00	Open	Non		101-55300-218
Total FESTIVE BALLOONS (4507):							
			180.00				
TIM'S TOYZ (3746)							
1707	Invoi	YOUTH CARNIVAL 8/9/17	1,075.00	Open	Non		101-55300-218
Total TIM'S TOYZ (3746):							
			1,075.00				
Grand Totals:							
			1,255.00				

Report GL Period Summary

Vendor number hash: 8253
 Vendor number hash - split: 8253
 Total number of invoices: 2
 Total number of transactions: 2

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	1,255.00	1,255.00
Grand Totals:	1,255.00	1,255.00

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
ARCHAEOLOGICAL RESEARCH (3978)							
1173	Invoi	ARCHAEOLOGICAL INVESTIGATION-BUCHANAN I	2,357.27	Open	Non		630-53442-204
Total ARCHAEOLOGICAL RESEARCH (3978):							
			2,357.27				
BAYCOM (1318)							
8424	Invoi	MOTOROLA ION BATTERIES	1,435.00	Open	Non		207-52120-218
Total BAYCOM (1318):							
			1,435.00				
CIVIC CENTER ROOM RENTAL REFUND (4578)							
080117	Invoi	CIVIC CENTER ROOM RENTAL REFUND	50.00	Open	Non		206-38211
Total CIVIC CENTER ROOM RENTAL REFUND (4578):							
			50.00				
DAMAGE PREVENTION SERVICES (4068)							
2245	Invoi	JULY LOCATES	536.12	Open	Non		610-53612-209
2245	Invoi	JULY LOCATES	1,164.88	Open	Non		620-53644-209
2245	Invoi	JULY LOCATES	713.38	Open	Non		630-53442-209
Total DAMAGE PREVENTION SERVICES (4068):							
			2,414.38				
FARRELL EQUIPMENT & SUPPLY CO INC (4598)							
890144	Invoi	FIBER EXPANSION JOINT	60.00	Open	Non		101-53300-218
890451	Invoi	5 GAL OF SOLVENT & CURING & SEALING AGENT	179.98	Open	Non		101-53300-218
Total FARRELL EQUIPMENT & SUPPLY CO INC (4598):							
			239.98				
FERGUSON WATERWORKS #1476 (221)							
224921	Invoi	CATCH BASIN AND COVER	320.28	Open	Non		630-53442-251
225481	Invoi	BUTYL RUBBER SEALANT TAPE	180.00	Open	Non		630-53442-251
225646	Invoi	PVC PIPE AND GRATE	47.85	Open	Non		630-53442-251
Total FERGUSON WATERWORKS #1476 (221):							
			548.13				
GALLS LLC (3595)							
7818525	Invoi	BACK EMBLEM	14.94	Open	Non		207-52120-212
Total GALLS LLC (3595):							
			14.94				
HOME DEPOT CREDIT SERVICES (1545)							
2415269	Invoi	GARBAGE BAGS	17.41	Open	Non		101-51650-244
2415269	Invoi	GARBAGE BAGS	17.41	Open	Non		206-55110-244
6414058	Invoi	VOLTAGE TESTER AND ACCESS PANEL	54.78	Open	Non		206-55110-242
Total HOME DEPOT CREDIT SERVICES (1545):							
			89.60				
INTOXIMETERS (2377)							
569776	Invoi	PBT EQUIPMENT	140.00	Open	Non		207-52120-218
Total INTOXIMETERS (2377):							
			140.00				
KERRY'S VROOM SERVICE INC (2013)							
8744	Invoi	OIL & FILTER CHANGE - UNIT # 93	42.21	Open	Non		207-52120-247

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
8747	Invoi	REMOVE & INSTALL NEW TRANSFER CASE UNIT#	1,555.72	Open	Non		207-52120-247
8749	Invoi	OIL & FILTER CHANGE - UNIT # 96	42.21	Open	Non		207-52120-247
8753	Invoi	SCAN FOR CODES/REGLUE DOOR PANEL/OIL&FI	154.21	Open	Non		207-52120-247
Total KERRY'S VROOM SERVICE INC (2013):						1,794.35	
LINDNER ACE HARDWARE LITTLE CHUTE (4702)							
243712	Invoi	GLOVES AND GARBAGE BAGS	31.97	Open	Non		204-55420-218
243712	Invoi	NOTEPADS, MARKERS, POST-ITS	13.15	Open	Non		204-55420-206
243732	Invoi	BUG SPRAY, DISH SOAP, WIPING CLOTHS	37.74	Open	Non		204-55420-218
243732	Invoi	DRY ERASE MARKERS & PENS	12.16	Open	Non		204-55420-206
243769	Invoi	PAINT FOR POOL OFFICE FLOOR	27.99	Open	Non		204-55420-218
243788	Invoi	RAKE	5.99	Open	Non		101-55440-218
243969	Invoi	SPRAY PAINT	3.99	Open	Non		101-55200-218
243990	Invoi	TRASHBAGS	14.99	Open	Non		101-55200-218
244031	Invoi	TRUCK WASH SUPPLIES	36.97	Open	Non		101-52200-218
244058	Invoi	SCREWDRIVER SET	11.99	Open	Non		207-52120-218
244063	Invoi	TRUCK WASH SUPPLIES	7.50	Open	Non		101-52200-218
244123	Invoi	ROUNDUP AND HANDLE	13.58	Open	Non		101-55200-218
244158	Invoi	GLOVES, TOWELS, CABLE LOCK	14.17	Open	Non		204-55420-218
244162	Invoi	LIGHT CONTROL FOR DP1	13.99	Open	Non		101-55200-242
244171	Invoi	NO PARKING SIGNS	5.35	Open	Non		101-53300-218
244192	Invoi	DRILL BITS	12.17	Open	Non		101-53300-218
244259	Invoi	DUCT TAPE	18.97	Open	Non		101-51650-242
Total LINDNER ACE HARDWARE LITTLE CHUTE (4702):						282.67	
LITTLE CHUTE AREA SCHOOL DIST (265)							
Q2 2017 Invoi 2ND QTR MOBILE HOME FEES						2,397.56	Open Non 101-31140
Total LITTLE CHUTE AREA SCHOOL DIST (265):						2,397.56	
MATTHEWS TIRE & SERVICE CENTER (768)							
214818 Invoi 4 NEW TIRES ON SQUAD #88						615.88	Open Non 207-52120-247
Total MATTHEWS TIRE & SERVICE CENTER (768):						615.88	
MCC INC (480)							
14140 Invoi HOT MIX ASPHALT TO DEPOT ST						4,196.04	Open Non 101-53300-216
Total MCC INC (480):						4,196.04	
NORTHERN SEWER EQUIPMENT CO (3142)							
10630 Invoi 90 DEGREE REEL SWIVEL & O-RING						179.81	Open Non 101-53330-225
Total NORTHERN SEWER EQUIPMENT CO (3142):						179.81	
PARTY AND PRINT LLC (4823)							
267 Invoi LEAN PROJECT POSTERS						7.50	Open Non 101-51400-206
Total PARTY AND PRINT LLC (4823):						7.50	
SIRCHIE FINGERPRINT LABORATORY (155)							
309623 Invoi EVIDENCE SUPPLIES						164.27	Open Non 207-52120-218
Total SIRCHIE FINGERPRINT LABORATORY (155):						164.27	

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
STAPLES BUSINESS ADVANTAGE (3472)							
3345785207	Invoi	COPY PAPER	61.74	Open	Non		101-51650-206
3346948843	Invoi	OFFICE SUPPLIES	23.86	Open	Non		101-53310-206
3346948843	Invoi	COPY PAPER AND CORRECTION TAPE	68.92	Open	Non		101-51650-206
3346948844	Invoi	OFFICE SUPPLIES	40.46	Open	Non		101-51650-206
3346948845	Invoi	EXPANDABLE ENVELOPE POCKETS	25.02	Open	Non		101-51650-206
Total STAPLES BUSINESS ADVANTAGE (3472):			220.00				
TIME WARNER CABLE (89)							
07/17 71391120150	Invoi	JULY/AUGUST SERVICE	230.99	Open	Non		207-52120-203
07/17 71406480150	Invoi	JULY/AUGUST SERVICE	139.74	Open	Non		207-52120-203
Total TIME WARNER CABLE (89):			370.73				
TJ'Z TOWING LLC (4202)							
070317	Invoi	TOWED SQUAD #93	50.00	Open	Non		207-52120-247
072617	Invoi	VEHICLE TOWED TO PD	150.00	Open	Non		207-52120-218
Total TJ'Z TOWING LLC (4202):			200.00				
TRANSUNION RISK & ALTERNATIVE (4472)							
JUNE 858519	Invoi	DATA SEARCHES FOR INVESTIGATIONS	25.00	Open	Non		207-52120-218
Total TRANSUNION RISK & ALTERNATIVE (4472):			25.00				
ULINE (2543)							
88842862	Invoi	EVIDENCE SUPPLIES	19.76	Open	Non		207-52120-218
Total ULINE (2543):			19.76				
VERIZON WIRELESS (3606)							
9789817621	Invoi	JUNE/JULY SERVICE	16.39	Open	Non		101-52050-203
Total VERIZON WIRELESS (3606):			16.39				
WI DEPT OF TRANSPORTATION (4298)							
2017-283161	Invoi	TRACS CONFERENCE - GUELI	40.00	Open	Non		207-52120-201
Total WI DEPT OF TRANSPORTATION (4298):			40.00				
Grand Totals:			17,819.26				

Report GL Period Summary

Vendor number hash: 158467
 Vendor number hash - split: 181024
 Total number of invoices: 50
 Total number of transactions: 56

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	17,819.26	17,819.26

Terms Description	Invoice Amount	Net Invoice Amount
Grand Totals:	17,819.26	17,819.26

Report Criteria:**Invoice Detail.Voided = {=} FALSE**

Report Criteria:

Invoice.Invoice Number = "0731217", "7272017", "2ND QTR-2017"
 Invoice Detail.Voided = {} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
FOX CITIES CONVENTION & VISITORS BUREAU (466)							
2ND QTR-2017	Invoi	2ND QTR ROOM TAX 2017	<u>29,841.88</u>	Open	Non		101-31250
Total FOX CITIES CONVENTION & VISITORS BUREAU (466):							
			<u>29,841.88</u>				
US POSTMASTER (264)							
7272017	Invoi	FALL/WINTER REC PROGRAM BOOK POSTAGE	<u>1,257.24</u>	Open	Non		101-55300-226
Total US POSTMASTER (264):							
			<u>1,257.24</u>				
VILLAGE OF LITTLE CHUTE (1404)							
0731217	Invoi	WORKING CAPITAL	<u>400,000.00</u>	Open	Non		801-11110
Total VILLAGE OF LITTLE CHUTE (1404):							
			<u>400,000.00</u>				
Grand Totals:							
			<u>431,099.12</u>				

Report GL Period Summary

Vendor number hash: 2134
 Vendor number hash - split: 2134
 Total number of invoices: 3
 Total number of transactions: 3

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	<u>431,099.12</u>	<u>431,099.12</u>
Grand Totals:	<u>431,099.12</u>	<u>431,099.12</u>