



AGENDA

REGULAR BOARD MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, June 19, 2019
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—May Fire Monthly Report and May Report and League of Wisconsin Municipality Mutual Insurance Correspondence
- G. Approval of Minutes
Minutes of the Regular Board Meeting of June 5, 2019
- H. Presentation—Outagamie County Highway Department—Evergreen Drive and County Highway OO
- I. Department and Officers Progress Reports
- J. Action—Approve Operator Licenses
- K. Action—Approve 2019/2020 Liquor Licenses
- L. Action—Adopt Resolution No. 15, Series 2019 Compliance Maintenance Annual Report (CMAR)
- M. Action—Approve Special Event Permit for Bazaar After Dark on July 31, 2019
- N. Action—Approve Temporary “Class B” Retailers License for Bazaar After Dark
- O. Discussion/Action—Approve Request for Proposal for Banking Services
- P. Action—Committee/Commission Appointments
- Q. Action—Vandenbroek Parking Removal
- R. Discussion/Action—July 3rd Regular Board Meeting
- S. Disbursement List

- T. Call for Unfinished Business
- U. Items for Future Agenda
- V. Closed Session:
19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Economic Development Proposals*
- W. Return to Open Session
- X. Adjournment

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 108 West Main Street, (920) 423-3852, [email: Laurie@littlechutewi.org](mailto:Laurie@littlechutewi.org) Prepared: June 14, 2019

**LCFD Incident Report
May 2019
Number of responses: 17
Last years: 13
YTD: 67**

05/03/2019	20:59 Auto accident cleanup/scene safety, I-41 Southbound off ramp to County Road N #19LC00052
05/05/2019	19:19 Alarm sounding @ 3660 Cherryvale Circle, child pull alarm station #19LC00053
05/06/2019	09:07 smoke detector sounding @ Utility Sales & Service 500 Randolph Drive, burnt food set off alarm #19LC00054
05/07/2019	16:42 Accident with possible extrication, accident cleanup, scene safety @ intersection of North Avenue and French Road, #19LC00055
05/13/2019	23:53 Lift assist requested by Gold Cross Ambulance 1301 Rosehill Road, Apartment #91 #19LC00056
05/14/2019	17:48 Burning complaint, 618 Madison Street, unattended fire in fire pit #19LC00057

**05/16/2019 14:47 Wire down @ 1116 E. Lincoln Avenue,
cable TV or phone line, secured for Kaukauna
Utilities
#19LC00058**

**05/17/2019 16:17 Alarm sounding @ Little Chute
Elementary School 901 Grand Avenue, found a
faulty detector.
#19LC00059**

**05/19/2019 13:02 CO alarm sounding @ 1316 E.
Wisconsin Avenue, investigated found no issues
#19LC00060**

**05/20/2019 13:51 Low hanging wires McKinley Avenue
between Wilson & Depot, found an abandoned
phone/cable wire, no safety issues, contacted
Kaukauna Utilities to remove
#19LC00061**

**05/23/2019 13:31 Assist Outagamie County Sheriffs Dept.
& Wisconsin State Patrol in the removal of a
computer board from a crashed vehicle for
investigation.
#19LC00062**

**05/24/2019 12:57 Accident cleanup intersection of North
Avenue & Washington Street
#19LC00063**

**05/25/2019 11:35 CO detector sounding @ 216 Ravine
Street, found a faulty detector
#19LC00064**

05/27/2019	16:38 Vehicle accident N. French Road & Gardenia Drive, scene safety #19LC00065
05/27/2019	19:18 Vehicle accident 121 W. Lincoln Avenue, vehicle on it side, scene safety & accident cleanup #19LC00066
05/31/2019	04:50 Flames seen over some trees near the dog park French & North Avenue, flames were the gas discharge from the landfill #19LC00067
05/31/2019	23:12 Vehicle fire @ 1100 W. Main Street, extinguish and investigate #19LC00068

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – MAY 2019



Little Chute

E S T A B L I S H E D 1 8 4 8

May 2019

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 – MAY 2019

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:

- 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

- The Board of Trustees presented proclamations to the Little Chute Chute-ing Stars and the Little Chute High School Dance Team. In the month of May, the Board also did the following:
 - Approved an RFP for a Fire Study for the Little Chute Fire Department
 - Approved a series of planned 2019 Fleet purchases
 - Approved a change to the timing for the design and completion of the Quiet Zone Project
 - Received a presentation regarding Outagamie County Landfill odors
 - Awarded contracts for utility, paving and asphalt work to be completed in 2019
 - Discussed the Outagamie County Siren Issue and provided direction to staff
- Continued to work with staff on an effective resolution to a billing issue with Outagamie County Landfill.
- Met and worked with Little Chute businesses on development, expansion, and relocation efforts. Also met with various developers regarding future projects in the Village of Little Chute.
- Worked with St. John's Church on ensuring the Pine Street Agreement is ready for Board approval in June.
- Attended a bid opening on May 9th for the 2019 construction projects.
- Worked with staff and consultants on the 2019 bond issuance so that we can move forward on the bonding process with the Board of Trustees in June.
- Hosted a Little Chute Business Association meeting and had roughly 15 businesses attend and contribute to efforts related to improving the business climate in Little Chute.
- Held a Department Head retreat to focus on organizational development matters and planning for future strategic efforts related to village operations.
- Ensured that the Administrative Intern was able to begin her tenure with the Village.

TOP PRIORITIES FOR JUNE

- Continue to work with the Village of Kimberly and the Board of Trustees on the future planning for the Joint Library.
- Have a resolution for the Board of Trustees to consider regarding the Outagamie County Siren issue.
- Continue to work with staff and developers on a number of promising projects for 2019 and 2020.
- Work with the Finance Director, our Financial Consultant and the Board of Trustees regarding bonding for the 2019 capital projects.
- Submit a recommendation and supporting documentation for the Board to consider with regards to the Pine Street and agreement with St. John's Nepomucene Congregation.
- Meet with residents of Gardenia Drive regarding concerns they have on parking and speeds.\
- Continued to work with staff on an effective resolution to a billing issue with Outagamie County Landfill. Staff hopes to have the matter resolved in July of 2019.

Clerk

HIGHLIGHTS

The Clerk's office was busy in May ensuring all our liquor and tobacco license renewals were complete. Our Village businesses were as diligent as we were in taking care of their licensing requirements. As expected, we have seen an increase in our operator/bartender licensing as many expire on June 30th. In May, the Clerk's office completed our goals of:

- Processing liquor and tobacco licenses
- Special event permits
- Attended Clerks meeting at County
- Prepared for Board of Review
- Maintaining Village Website and social media outlets
- Agenda and Minutes

TOP PRIORITIES FOR JUNE

- Ongoing phone/supply ordering support
- Deliver/mail out liquor licenses
- Ongoing maintenance of the Village Website and social media outlets
- Civic Center/Village Hall rentals
- Board of Review
- Agenda and Minutes

CLERK'S OFFICE DATA FOR MAY**Village of Little Chute Website and Social Media Metrics - May 2019**

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Website Visits	20,476	24,532	-16.53%	61,206	67,280	-9.03%
Website Page Views	21,412	26,243	-18.41%	80,377	93,694	-14.21%
Facebook Likes	3,438	2,665	29.01%	18,991	12,788	48.51%
Facebook Reach	81,575	44,977	81.37%	337,128	240,164	40.37%
Village Hall Blog View	619	1,027	-39.73%	3,093	2,315	33.61%
Instagram Followers	459	334	37.43%	459	334	37.43%
Twitter Followers	363	276	31.52%	363	276	31.52%
Twitter Impressions	509	4,318	-88.21%	2,427	16,771	-85.53%

Community Development

HIGHLIGHTS

- Met with Commercial Developers regarding sites and TIF in village.
- Continued Inspections of homes, apartments, schools and commercial projects.
- Met with consultants regarding building and subdivision projects.
- Met with developers regarding new projects.
- Met with Appleton Engineer and Utilities.
- Met with Bazaar after Dark organizers.
- Completion of 2019 property assessments.
- Department head retreat.

TOP PRIORITIES FOR JUNE

- Meet with builders and owners about upcoming commercial projects.
- Meet with Engineers regarding Commercial/Industrial projects.
- Meet with developers regarding new projects.
- Continued Inspections of homes, apartments, industrial and commercial projects.
- Assist developers and realtors with Zoning requirements.
- Bazaar after dark preparations.
- Assessment Open Book hearing.
- 2019 Board of review.

COMMUNITY DEVELOPMENT MAY DATA

Community Development Department 2019 Permit Data			
	May-19	2019 Totals	2018 TOTALS
Permits Issued	74	214	622
Property Complaints	2	16	61
Property/Field Inspections	107	308	929
Letters Sent		0	0
Action Corrected		6	44
Referred for Action		0	7
Ongoing	2	15	16
Community Development Department 2019 Permit Data			
	May-19	2019 Totals	2018 TOTALS
Permits Issued	74	214	622
Permit Fees	\$7,346	\$48,555	\$257,754
Permit Value	\$3,800,928	\$24,002,714	\$47,343,017

Finance Department

HIGHLIGHTS

- 4,037 utility bills created
- 80 service orders (Final Reads, High/Low Reads, Meter Installations) for utility billing created and coordinated with MCO.
- 724 ratepayers opted out of postcard billing, 1,454 ratepayers utilized PSN for payments and 694 ACH in February.
- 248 Landlord Notices were mailed for tenant delinquency notification.
- State Form C Report Filed meeting May 15th deadline
- 2018 Special Assessment Bills mailed May 31
- Attended LWML Insurance Conference on behalf of Village
- Reconciled debt schedules by issuance and purpose with Ehlers
- Continued work on 2018 Comprehensive Annual Financial Report

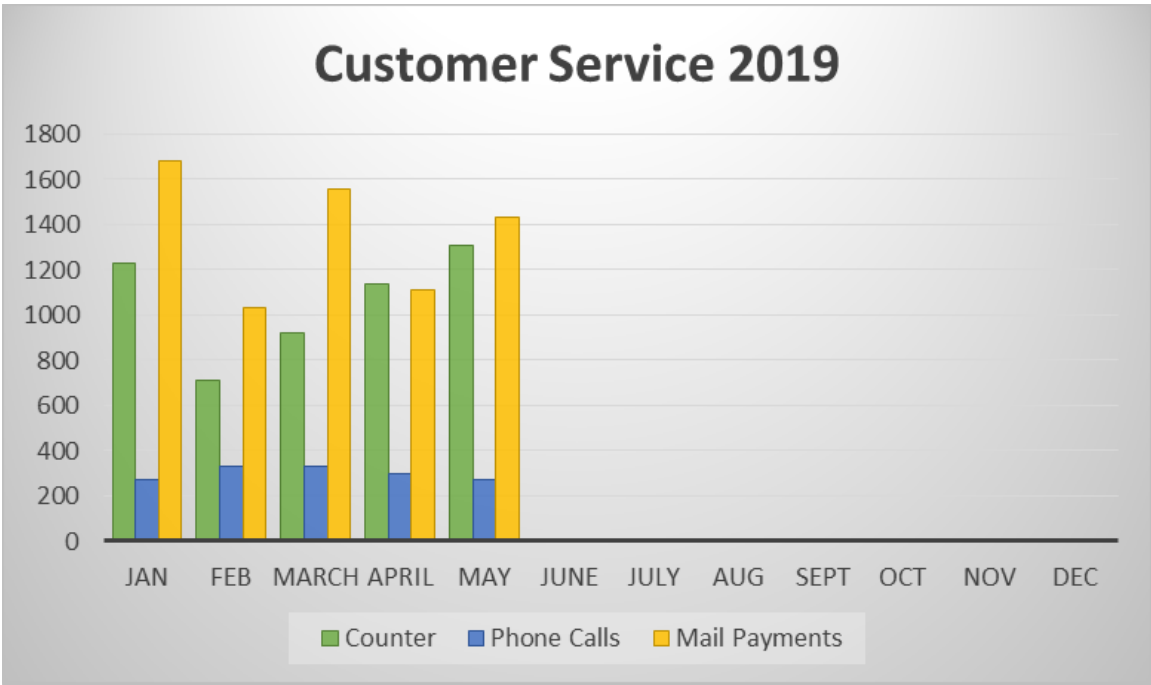
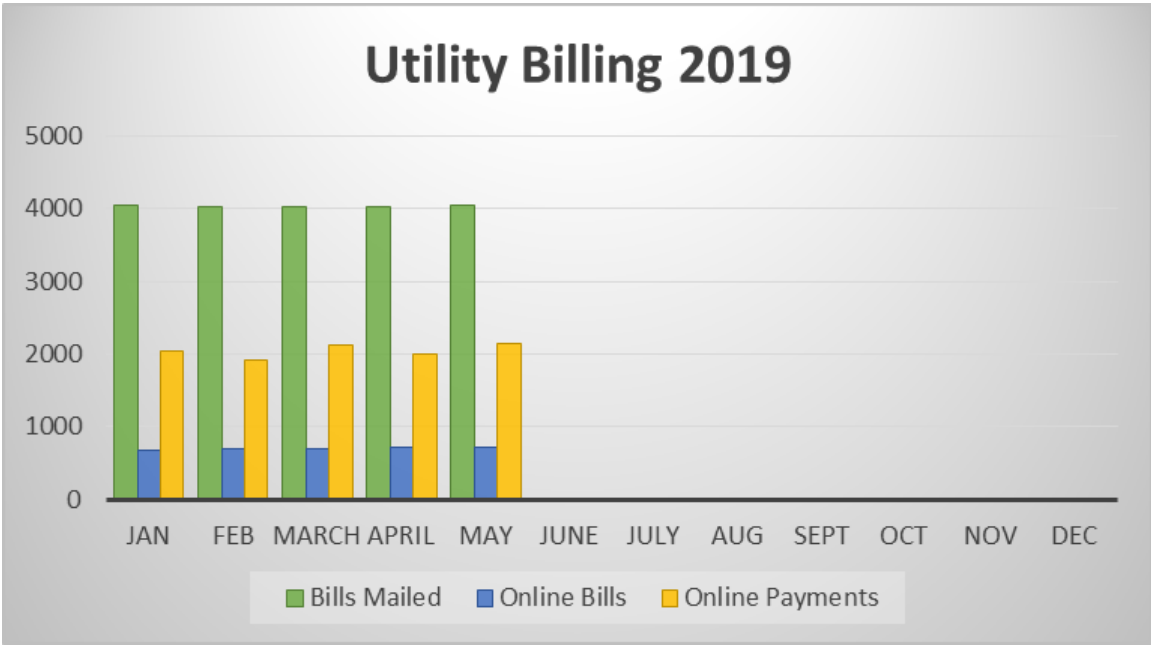
TOP PRIORITIES FOR JUNE

- Debt planning for 2019 General Obligation Issue
- TID projections, planning and annual report preparation
- Begin work on 2019 Capital Improvement Plan
- Complete RFP for banking services with anticipated issuance date of July 1
- Complete financial portion of CMAR report due June 30

CONTINUOUS IMPROVEMENT EFFORTS

- Closed three sub accounts at the LGIP that were for projects that have been completed but final financial recordkeeping close out never completed
- Closed three sub accounts at Bank of Little Chute that were not necessary consolidating with existing accounts
- Cross training for staff on State of WI Court payment processing
- Updating processes and cross-training staff for delinquent account collection focusing specifically on personal property tax reconciling account with items dating back to 2010 that had not been addressed

MAY DATA





SPECIAL EVENTS FINAL REPORT - CHEESE FEST 2019

Friday, May 31, 2019

- Five (5) officers and one (1) Lieutenant were assigned to Cheese Fest.
- Officers had twenty-nine (29) contacts with various people at Cheese Fest
- Officers prevented five (5) fights and issued numerous citations to juveniles at the Midway area. Citations were written for disorderly conduct and drug violations.
- Total cost for FVMPD staffing: \$1,670.01

Saturday, June 1, 2019

Parade:

- Four (4) Police Officers were Honor Guard members in the parade
- Four (4) crossing guards performed traffic control at intersections
- One (1) officer led the Cheddar Chase. One (1) officer led the parade and one (1) officer was the trail vehicle for the parade. Two (2) bicycle officers rode the parade route.
- Total cost for FVMPD staffing: \$829.53

Grounds:

- Seven (7) officers, one (1) Lieutenant, and one (1) Community Support Officer were assigned to Cheese Fest
- Officers had thirty-nine (39) contacts with various people at Cheese Fest
- Officers prevented four (4) fights and arrested an individual for battering a 59-year-old male for no apparent reason. The suspect jumped into the Fox River and was later apprehended by officers. Another person was arrested for disorderly conduct and battery to a law enforcement officer.
- Total cost for FVMPD staffing: \$2,178.69

Sunday, June 2, 2015

Grounds:

- Two (2) officers were assigned to Cheese Fest
- Officers had ten (10) contacts with various people at Cheese Fest
- Total cost for FVMPD staffing: \$307.34

TOTAL WAGES FOR CHEESE FEST: \$4,985.58
TOTAL Straight time hours worked: 64.5 hours
TOTAL Overtime hours worked: 46.75 hours
TOTAL hours worked: 111.25 hours

Concerns & Recommendations for the 2020 Cheese Fest:

- The festival shuttles run out of the school district parking lot until 11:00PM and this year the lights were turned off early. Work with the Cheese Fest board and LCASD to make sure high school parking lot lights are illuminated to help increase safety.
- Officers dealt with numerous fights (8-10) throughout Cheese Fest. This is a significant increase from previous festivals. Almost all the problems were with individuals between 17-20 years old, and the issues occurred at the Midway area. Consider closing the Midway earlier (9 pm) to allow families to use it during the day but prevent the nuisance issues later at night.

OTHER HIGHLIGHTS

- The new (2019) Ford SUV squad has been set up and is in service.
- Lieutenant Mark Wery recently graduated from a three-week leadership class. Leadership in Police Organizations (LPO) was held at the Oshkosh Police Department.
- Metro recently underwent a compliance audit from the Department of Justice to ensure we are following current CJIS (Criminal Justice Information Services) standards. This mainly deals with information technology that we access and use daily. We are tweaking a few things that need to be updated to be in compliance.

TOP PRIORITIES

- Continue the review and updates of the department's policy manual
- Continue planning for our August 6th National Night Out event
- Planning for various future events such as Paperfest & Bazaar After Dark.

FVMPD MAY DATA - Below is a table showing a three-month comparison of calls for service and incidents. Two areas of significant increase were animal related calls and property damage calls. This may be attributed to more people being active outside and more animals being out-and-about with the warmer weather.



FOX VALLEY METRO POLICE DEPARTMENT

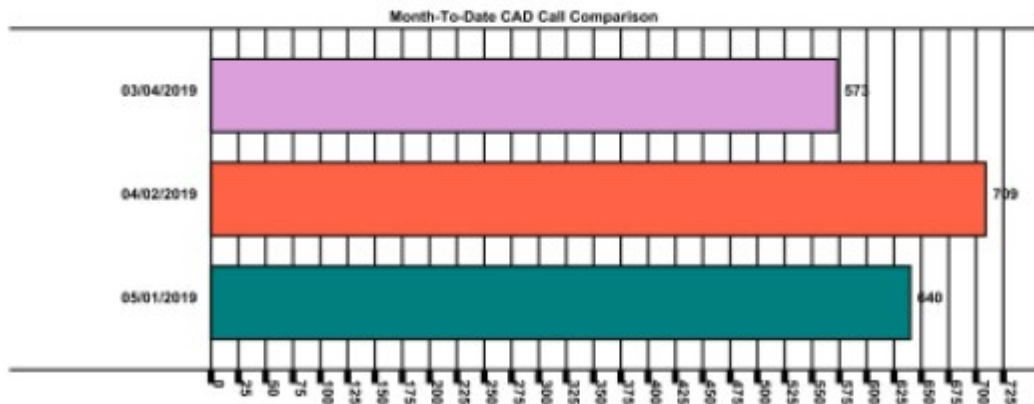
Month-to-Date CAD Call Detail

Month-To-Date CAD Received Calls

Call Nature	04/03/2019 to 05/01/2019:	03/05/2019 to 04/02/2019:	1 mo % change:	02/04/2019 to 03/04/2019:	2 mo % change:
911 Assist	2	1	100.0%	1	100.0%
911 Hangup	32	29	10.3%	19	68.4%
Abandoned Vehicle	2	6	-66.7%	4	-50.0%
Abdominal A-Adam Response	1	1	0.0%	0	N/A
Abdominal C-Charlie Response	1	0	N/A	1	0.0%
Accident in a Parking Lot	2	1	100.0%	5	-60.0%
Accident with Injury	2	3	-33.3%	0	N/A
Accident with Scene Safety	1	0	N/A	0	N/A
Accident with Spill Cleanup	0	1	-100.0%	0	N/A
Alcohol Violations	1	1	0.0%	0	N/A
Animal Bite	3	3	0.0%	1	200.0%
Animal Call	19	12	58.3%	18	5.6%
Assist Citizen or Agency	36	40	-10.0%	30	20.0%
Back Problem C-CharlesResponse	0	1	-100.0%	0	N/A
Battery	0	1	-100.0%	1	-100.0%
Bleeding A-Adam Response	0	1	-100.0%	0	N/A
Bleeding B-Boy Response	0	1	-100.0%	0	N/A
Bleeding D-David Response	0	1	-100.0%	0	N/A
Breathing Problem C-Charles	0	1	-100.0%	0	N/A
Breathing Problem D-David	5	1	400.0%	0	N/A
Burglary	0	0	N/A	1	-100.0%
Carbon Monoxide Alarm	1	1	0.0%	2	-50.0%
Chest Complaint C-Charles	1	1	0.0%	1	0.0%
Chest Complaint D-David	0	0	N/A	3	-100.0%
Civil Matter Assist	5	2	150.0%	2	150.0%
Civil Process	6	15	-60.0%	8	-25.0%
Crime Prevention	57	62	-8.1%	44	29.5%
Damage to Property	10	3	233.3%	2	400.0%
Disturbance	18	8	125.0%	8	125.0%
Domestic Disturbance	5	6	-16.7%	7	-28.6%
Drug Complaint	2	7	-71.4%	4	-50.0%
Electrocution D-David	0	1	-100.0%	0	N/A

Emergency Committal	1	0	N/A	0	N/A
Fainting A-Adam	0	0	N/A	1	-100.0%
Fainting C-Charles	0	1	-100.0%	2	-100.0%
Falls A-Adam Response	2	2	0.0%	1	100.0%
Falls B-Boy Response	1	4	-75.0%	4	-75.0%
Falls D-David Response	0	1	-100.0%	1	-100.0%
Fire Alarm Commercial	3	0	N/A	1	200.0%
Fire Alarm Residential	1	0	N/A	0	N/A
Fire Unauthorized Burning	0	1	-100.0%	0	N/A
Fire Vehicle Small	1	0	N/A	0	N/A
Fraud Complaint	7	5	40.0%	5	40.0%
Harassment	14	7	100.0%	5	180.0%
Hazard in Roadway	6	12	-50.0%	10	-40.0%
Heart Problem D-David	1	1	0.0%	0	N/A
Jail GPS Checks	38	30	26.7%	8	375.0%
Juvenile Complaint	3	6	-50.0%	3	0.0%
K9 Assist	1	0	N/A	0	N/A
Law Alarms - Burglary Panic	3	2	50.0%	4	-25.0%
Lost or Found Valuables	5	3	66.7%	5	0.0%
Medical Assistance No Injury	3	1	200.0%	1	200.0%
Medical Pre-Alert	0	4	-100.0%	2	-100.0%
Missing Person	2	6	-66.7%	1	100.0%
Motorist Assist	11	13	-15.4%	28	-60.7%
Natural Gas or Propane Leak	0	3	-100.0%	1	-100.0%
Noise Complaint	3	4	-25.0%	3	0.0%
Ordinance Violation	11	14	-21.4%	15	-26.7%
PNB E-Edward Response	5	0	N/A	1	400.0%
Parking Enforcement	5	9	-44.4%	3	66.7%
Reckless Driving Complaint	23	18	27.8%	8	187.5%
Residence Lockout	0	1	-100.0%	2	-100.0%
Restraining Order Tracking	0	1	-100.0%	0	N/A
Retail Theft	1	2	-50.0%	1	0.0%
Runaway Juvenile	1	0	N/A	2	-50.0%
Scam	1	0	N/A	0	N/A
Seizure A-Adam Response	0	1	-100.0%	0	N/A
Seizure C-Charles Response	2	0	N/A	0	N/A
Seizure D-David Response	0	1	-100.0%	0	N/A
Sex Offense	2	2	0.0%	4	-50.0%
Sick A-Adam	3	2	50.0%	2	50.0%
Sick C-Charles	0	5	-100.0%	1	-100.0%
Sick D-David	0	1	-100.0%	0	N/A

Stroke C-Charles	1	1	0.0%	0	N/A
Structure Fire Smoke or Flame	3	0	N/A	2	50.0%
Suicide B-Boy	1	0	N/A	0	N/A
Suspicious Incident	14	15	-6.7%	11	27.3%
Suspicious Person	4	6	-33.3%	2	100.0%
Suspicious Vehicle	13	8	62.5%	5	160.0%
Theft Complaint	7	7	0.0%	9	-22.2%
Theft of Automobile Complaint	1	0	N/A	1	0.0%
Traffic Enforcement	10	9	11.1%	7	42.9%
Traffic Stop	157	197	-20.3%	170	-7.6%
Transport Accident B-Boy	0	0	N/A	1	-100.0%
Traumatic Injuries A-Adam	0	0	N/A	1	-100.0%
Traumatic Injuries B-Boy	0	2	-100.0%	0	N/A
Trespassing	1	1	0.0%	1	0.0%
Unconscious D-David	2	2	0.0%	4	-50.0%
Unknown Problem B-Boy	0	1	-100.0%	1	-100.0%
Unlocked or Standing Open Door	4	20	-80.0%	3	33.3%
Vehicle Accident	20	22	-9.1%	33	-39.4%
Vehicle Lockout	4	3	33.3%	10	-60.0%
Violation of Court Order	0	2	-100.0%	4	-100.0%
Wanted Person or Apprehension	2	5	-60.0%	1	100.0%
Welfare Check	24	34	-29.4%	18	33.3%
Wire Down	0	0	N/A	2	-100.0%



Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Adopt-a-Magazine Subscription Launch
- Book Launch Stratagem by Christina Hagmann

TOP PRIORITIES FOR JUNE

- Transition to open holds in Little Chute
- Continue review of library circulation and catalog software options for 2020
- Launch Summer Library Program “A Universe of Stories”
- Review mobile print software
- Launch Adopt-A-Shelf program
- FOLKS annual meeting

UPCOMING EVENTS

- Monday, June 17, 2019 **Teens: Let's Draw! with Artist Carli Ihde** 1:30 PM - 2:30 PM Little Chute Public Library. Love art? Design characters and enjoy creative drawing games with fabulous illustrator and comic book artist Carli Ihde. Come be inspired!
- Monday, June 17, 2019 **Vino at Vinco** 6:00 PM - 8:00 PM Vinco Fitness- Little Chute. Join us for a free off-site library event at Vinco Fitness! Combine 2 great ways to release some tension after a long day of work. Come break a sweat and burn some serious calories in our Functional Fitness Class followed by a relaxing social wine tasting to help you unwind!
- Monday, June 17, 2019, **Pajama Story Time: Space** 6:15 PM - 6:45 PM Little Chute Public Library. Wear your jammies to the library and blast off with stories related to outer space. A craft will be included. Great for preschool-early elementary ages.
- Monday, June 24, 2019, **Bench and Brews** 6:00 PM - 8:00 PM, Vinco Fitness- Little Chute. Join us for an off-site library event at Vinco Fitness! Come learn the fundamentals of weightlifting to build a foundation of strength and a lean physique together. After a hard workout we will enjoy delicious samples of local beers to end the day.*Registration required.
- Monday, June 24, 2019 **Master Gardener Presents: Four Great and Glorious English Gardens** 6:30 PM - 7:30 PM Little Chute Public Library. What makes English gardens so beautiful and appealing? Learn more about the history of four must see English gardens. These should be on everyone's bucket list: Hidcote, Kiftsgate Court, Sissinghurst and Great Dixter. Learn how you can incorporate the timeless appeal of these gardens in your garden.

MONTHLY STATISTICS REPORT - KIMBERLY-LITTLE CHUTE PUBLIC LIBRARY - MAY 2019

Category		Current Month KIM	Current Month LIT	Current Month Combined	YTD Combined	Previous Year Comparison	% Change
Circulation		12,294	8,987	21,281	107,225	21,256	0%
Self Check (Included above)		5,104	2,012				
		42%	22%				
Collections	Title count	39,403	39,173	78,576		82,673	-5%
	Item count	41,046	40,490	81,536		86,274	-5%
Computer Use		802	547	1,349	5,308	1,005	34%
Wireless	Distinct clients	530	483	1,013	3,725	858	18%
	Daily average	39	43	82	294	67	22%
Interlibrary Loan	Items borrowed	3,828	2,365	6,193	29,851	5371	15%
	Items loaned	2,621	3,187	5,808	30,168	4624	26%
Overdrive Usage (Previous mo eBook uses		706	556	1,262	5,866	1,104	14%
Overdrive Usage (Previous mo Audiobook uses		503	286	789	3,798	609	30%
RB Digital Magazines		20	72	92	328	23	300%
RB Digital Audio		27	7	34	184	No Data	
Patron Visits		5,681	4,010	9,691	47,382	9,069	7%
Programming	Children	5	3	8	70	39	-79%
	Community (all ages)	9	4	13	78	37	-65%
Program Attendance	Children	1,701	1,108	2,809	5,301	1,611	74%
	Community (all ages)	171	34	205	1,208	593	-65%
Web Site Hits	Page Views			7,633	28,502	10,594	-28%
Social Media	Facebook fans			1,975		1543	28%
	Pinterest followers			176		163	8%
	Twitter followers			118		109	8%
Hoopla							
		September	October	November	December	January	February
Audiobook		158	168	126	112	131	116
Comics		14	18	3	17	16	4
Ebook		52	52	61	51	64	46
Movie		15	24	15	25	29	23
Music		13	15	17	12	18	20
Television		10	11	13	11	8	11
		651.73	690.07	538.05	508	590	488.9
		2.49/circ	2.40/circ	2.29/circ	2.23/circ	2.22/circ	2.22/circ
		March	April	May	June	July	Aug
Audiobook		144	131	171	127	127	136
Comics		8	9	14	11	13	11
Ebook		40	53	66	41	50	46
Movie		19	21	10	27	22	29
Music		21	14	7	18	26	24
Television		18	21	22	20	13	18
		592.9	578.76	654.03	557	573	624.56
		2.37/circ	2.32/circ	2.26/circ	2.28/circ	2.28/circ	2.37/circ

Parks, Recreation and Forestry Department

HIGHLIGHTS

- Received \$10,000 in donations from the LC Kiwanis and Nestle Freedom for the Creekview Park Playground project.
- Hosting lifeguard training at the Doyle Pool for staff requiring full certifications and re-certifications.
- Village crew installed the warning track at Legion 3 and Security Fence installed the outfield fence.
- Completed Coed Squirt, Girls Tee, Boys Tee, and Boys Cub schedules for LC Diamond Club and booked all required fields for game prep.
- Start of Men's Softball League at Doyle Park began their season on Thursday, May 2 – total 19 teams registered this year.
- Held Youth Spring Dance Revue (youth ages 4 to 11) on Saturday, May 4 at LCHS Auditorium – 46 students performed routines for family & friends.
- Held Jets Football parent/player meeting with coaches and player registration on May 8.
- Held Home Alone Sitter Course on Saturday, May 11 – all 20 students passed the class
- Held our summer part-time all staff training meeting on Wednesday, May 22. Collected all payroll forms previously handed out to employees.
- Held three dates of IMPACT Testing (baseline concussion testing) for registered jets football players.
- Finalized changes to program agreements with Affinity Medical Group for Football Athletic Trainer and Yoga Instructor; contracts signed & returned.
- Prepared for upcoming Great Wisconsin Cheese Festival and assisted with setup.



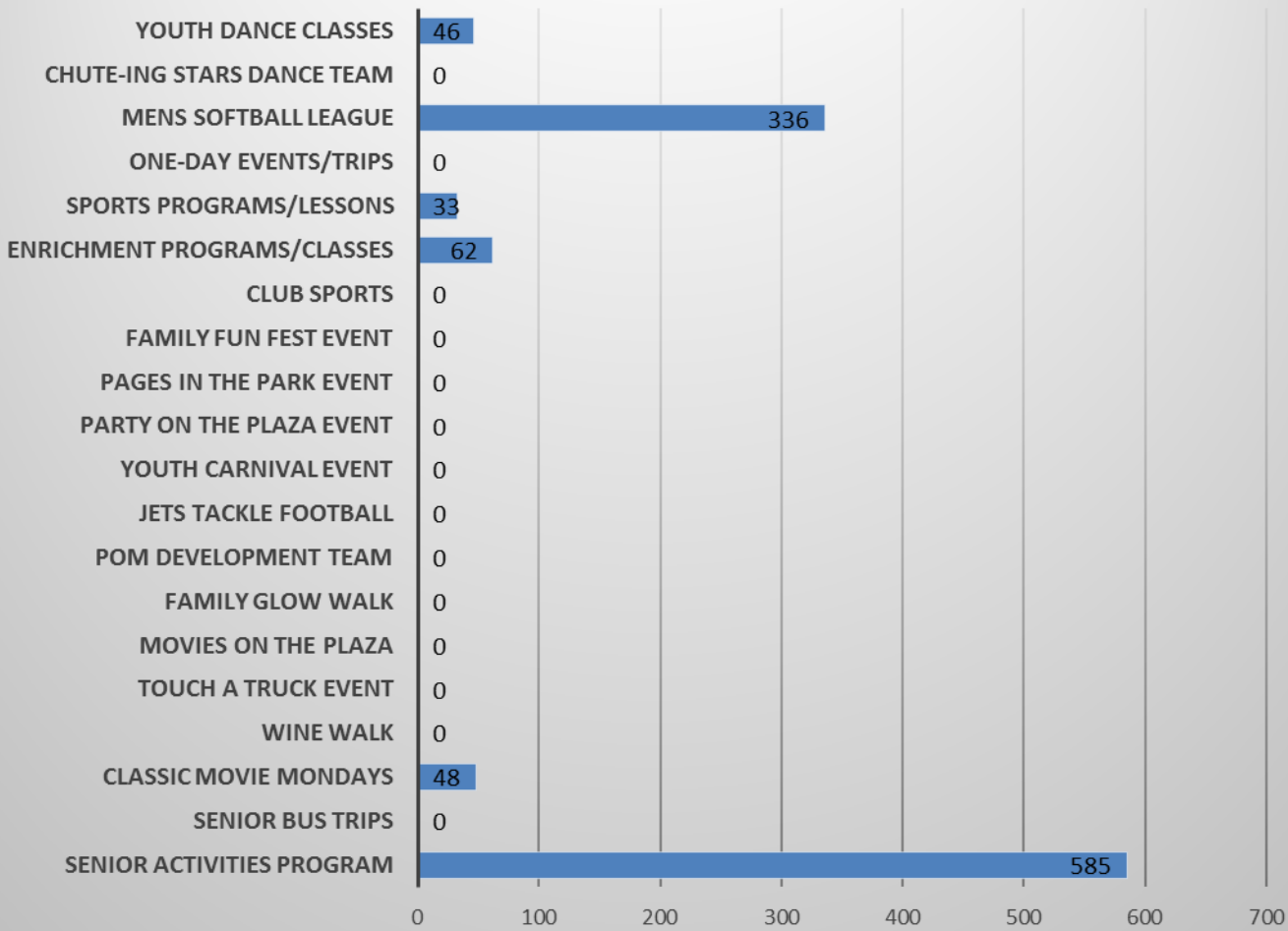
TOP PRIORITIES FOR JUNE

- Receive official grant agreements from the WI DNR for the Boardwalk
- Village crew to reinstall the electrical for the Legion 3 scoreboard.
- Submit our permit to the WI DNR for the Fox River Boardwalk.
- The Doyle Pool and Slide opens for the season on Sunday, June 2.
- Great Wisconsin Cheese Festival at Doyle Park held on May 31, June 1 & 2; cleanup after event.
- Unpack and organize new basement room for summer rec staff.
- Daily prep work for recreation programs and special youth events that are held starting the second week of June.
- CPR/First Aide/AED training and Bloodborne Training for recreation instructors and pool staff.
- Update men's softball tournament registration form and send to all 2019 team managers.
- Finalize contracts with officials for fall jets football home games.
- Planning for programs that will be in our fall/winter program book (contact instructors, book facilities, etc.)
- Send changes needed for our fall/winter program book to our graphic artist.

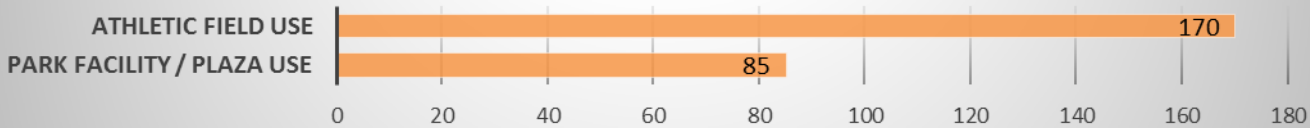


MAY DATA

**2019 Year-To-Date
PROGRAM PARTICIPATION**



**2019 Year-To-Date
SHELTER/FACILITY/FIELD USAGE**



Department of Public Works

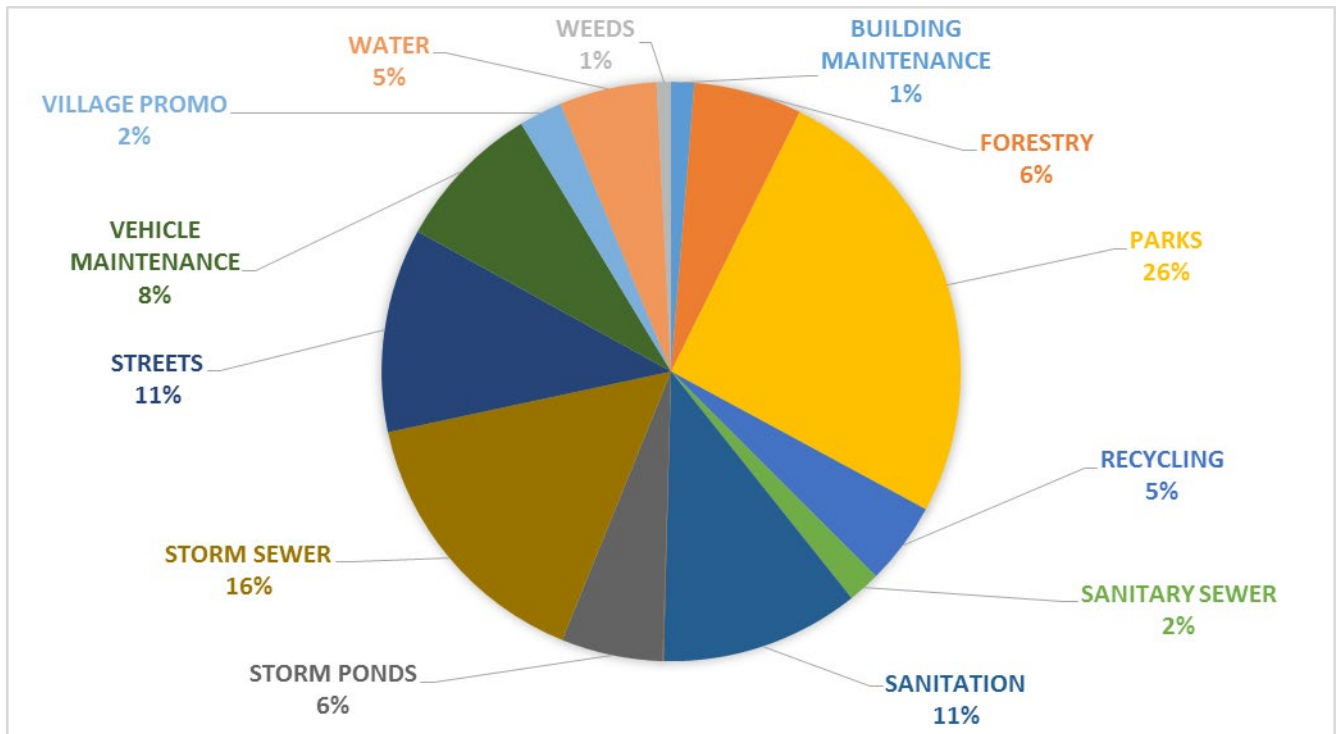
HIGHLIGHTS

- Continued to update Pavement Surface Evaluation and Rating Report (PASER) for the Wisconsin DOT. This report is a 1-10 rating system for road pavement conditions.
- Met with the Wisconsin DNR to evaluate storm ponds, erosion control sites and Municipal Services Building for Municipal Separate Storm Sewer System (MS4) Reporting.
- Removed vermin from storm water pond.
- Cleaned storm water ponds – unwanted vegetation / trash racks.
- Rebuilt industrial storm water pond pumps and motors.
- Miscellaneous storm inlet repair.
- Worked with property owners pertaining to storm water issues.
- Started street painting around park areas for summer pedestrian traffic.

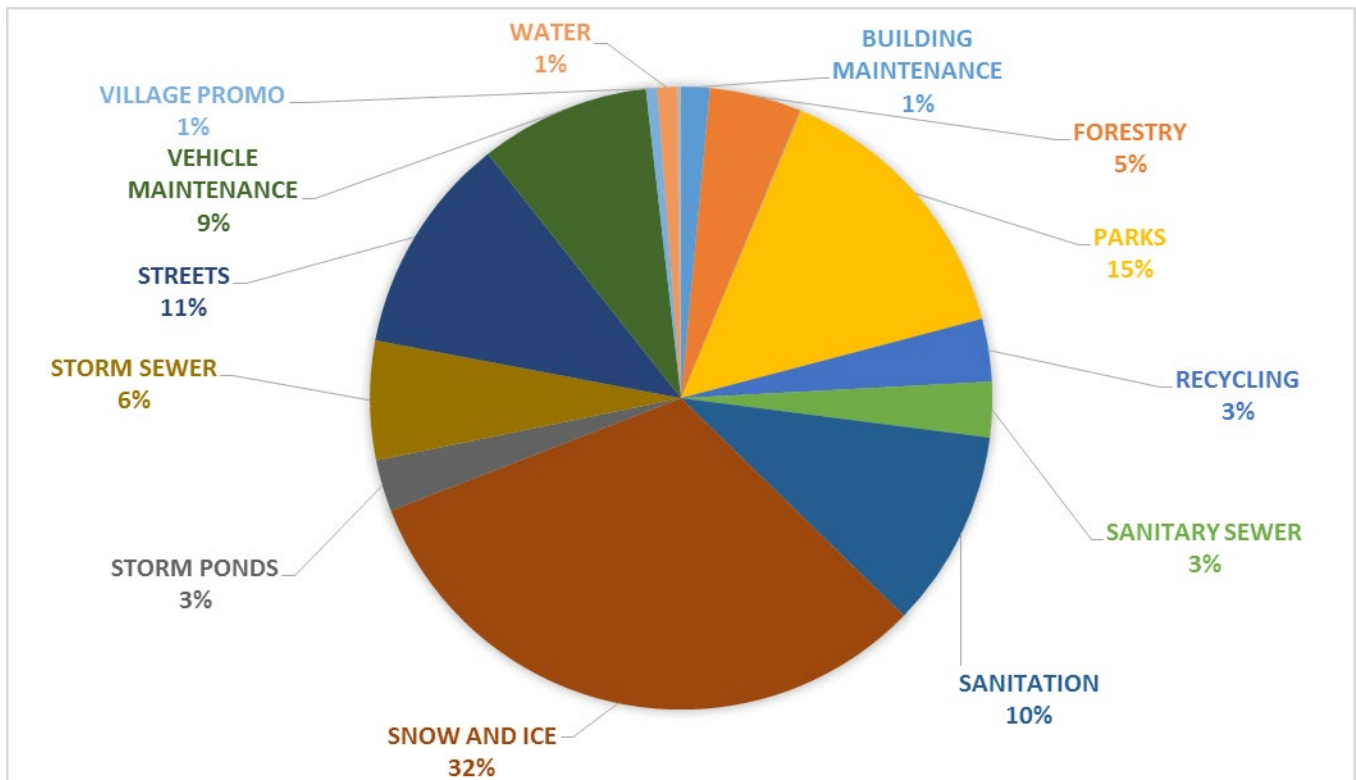
TOP PRIORITIES FOR JUNE

- Work towards landfill billing resolution.
- Start 2019 Sidewalk Repair & Rehabilitation Program for the West side of the Village.
- Purchase Schwarze A9 Monsoon Street Sweeper.
- Work with Metro to place new traffic signs throughout the Village.
- Complete compliance maintenance report (CMAR) for Wisconsin Department on Natural Resources.
- Purchase new asphalt / concrete crack sealing equipment.
- Continue to remove unwanted vegetation around storm water ponds.
- Repair utility pavement cuts.
- Continue to sweep streets.
- Start preparing for 2020 and beyond Capital Improvement Program (CIP).
- Jetting sanitary sewer system.

MAY Department of Public Works & Parks Department Hours Worked (Includes Full & Part-time Hours)



Year to Date Department of Public Works & Parks Department Hours Worked (Includes Full & Part-time Hours)



Engineering Department

HIGHLIGHTS

- **Evergreen Drive Storm Sewer & Concrete Paving** - Bids were received and Contractors were awarded projects for Concrete Paving and Utilities.
- **Park Avenue Asphalt Paving** – Bids were received and a Contractor was awarded the project.
- **Bohm Drive Water Main Reconstruction** - Bohm water main is installed and concrete paving is complete.
- **Northeast Sanitary Sewer Extension** - Restoration of green space areas has begun.
- **Buchanan Road Water Main Extension** - Asphalt restoration is expected to be completed by the end of May.
- **Daytona Lane Grant Reimbursement** – Documents prepared and submitted.

Engineering Staff & Summer Interns – Recent Hires within Engineering Department

Summer Intern

Claudia De Valk, University of Wisconsin - Platteville
Double major in Environmental Engineering and
Mathematics
Expected Graduation Date: May 2020

Summer Intern

Connor Krah, University of Wisconsin - Eau Claire
Materials Science & Engineering
Expected Graduation Date: May 2020

Civil Engineering Technician

Bryan J. Blum, University of Wisconsin - Stevens Point
Geography – GIS Cartography
Bachelor of Science, May 2010
Civil Engineering Technician & GIS: May 2010 to Present

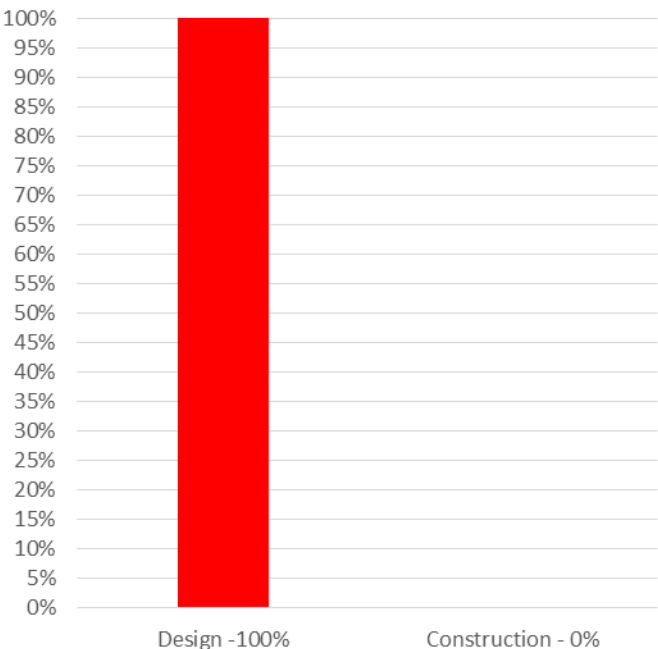
Civil Engineering Technician

David E. Mattson, Northeast Wisconsin Technical College -
Green Bay, WI
Civil Engineering Technology
Associates Degree, December 2011
Civil Engineering Technician: December 2009 to Present

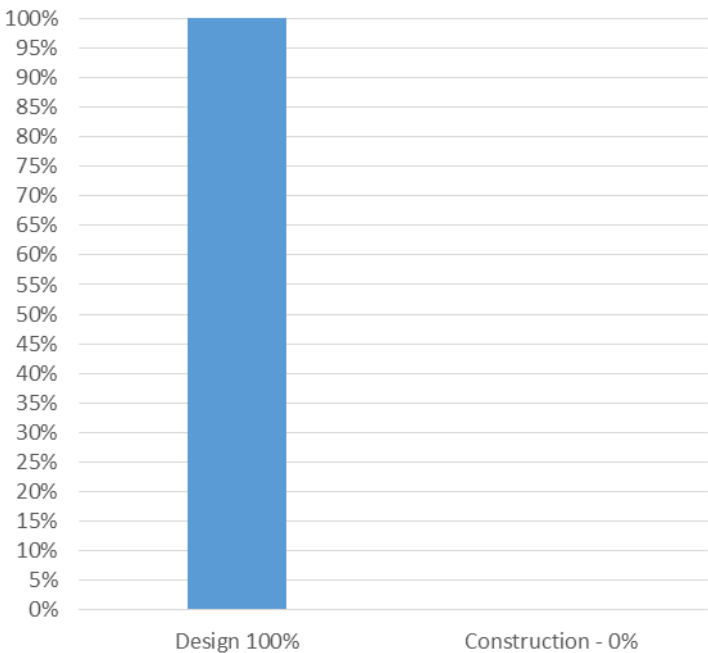
TOP PRIORITIES FOR JUNE 2019

- **Evergreen Drive Concrete Paving & Park Avenue Asphalt Paving** - Hold preconstruction and site walk thru meeting (June 11th and 12th) with contractor and property owners prior with construction scheduled to begin on June 17th.
- **Bohm Drive Water Main Reconstruction** - Asphalt pavement and green space restoration is expected to be completed mid-June.
- **Northeast Sanitary Sewer Extension** - Green space restoration is expected to be completed by end of June.
- **Buchanan Road Water Main Extension** - Green space restoration is expected to be completed by end of June.
- **Quiet Zone Improvements** - Field survey work continues with construction plans in development by Village Engineering Department staff.
- **Ebben Storm Sewer** – Village is expecting preliminary plans from our Consultant for this storm sewer project and the Village Engineering staff will have a first review complete by mid-June.
- **ERU Storm Utility**- Update for Commercial Property Analysis of Impervious Area
 - Identify Impervious Areas from Recent Aerial Photo and Calculate New ERU's
 - Replace GIS Data with Latest Information obtained from Aerial Photo w/ERU's
 - Revise Finance Records to use and bill for new ERU's

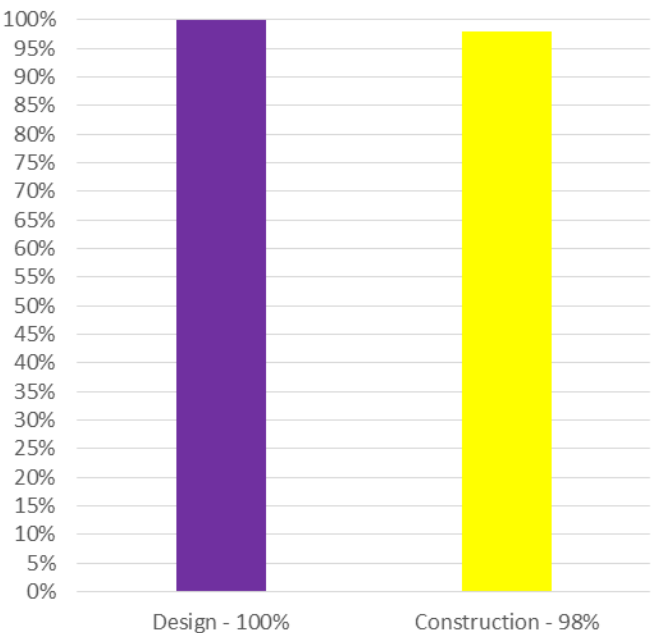
West Evergreen Drive



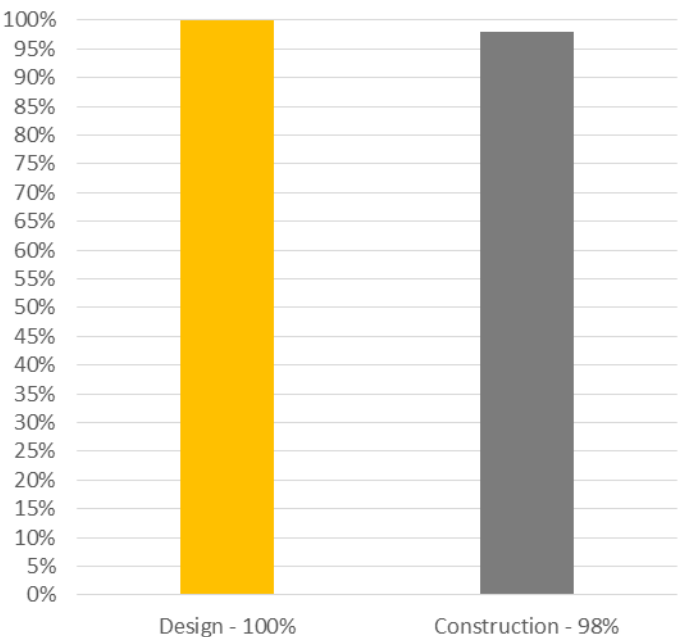
Park Avenue Asphalt Pavement

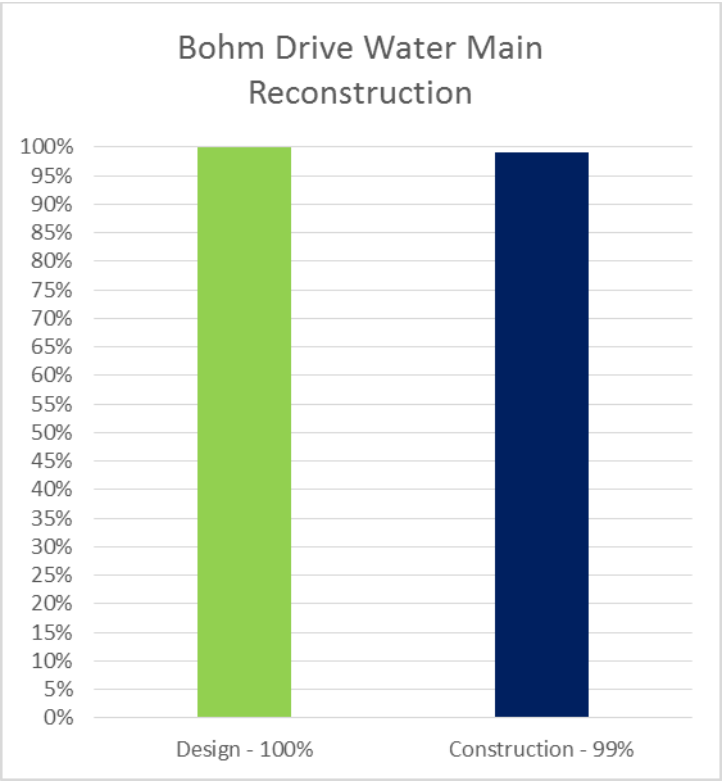


Northeast Sanitary Sewer Extension



Buchanan Road Water Main Extension





DIRECTORS

David Benforado
Village President
Village of Shorewood Hills

David De Angelis
Village Manager
Village of Elm Grove

Joseph Laux
Administrator
City of Eagle River

Kathleen Morse
Clerk/Treasurer
City of Rice Lake

Mark Rohloff
City Manager
City of Oshkosh

Zachary Vruwink
Mayor
City of Wisconsin Rapids

Jerry Deschane
Executive Director
League of Wisconsin
Municipalities

OFFICER

Dennis Tweedale
Chief Executive Officer
League of Wisconsin
Municipalities Mutual
Insurance

Matt Becker
Deputy Chief
Executive Officer
League of Wisconsin
Municipalities Mutual
Insurance

Village of Little Chute

Laurie Decker, James Fenlon, Lisa Remiker-DeWall, Mike Vanden Berg

2018 Dividend

The Board of Directors has declared a Dividend. Our 430 policyholders in 2018 will share \$3,300,000. Since 2006 LWMMI has paid back dividends in excess of \$22,000,000.

Half of the Dividend (\$1,650,000) is based on member pro rata premiums earned from January 1, 2014 through December 31, 2018. The remaining \$1,650,000 is based on member experience for the same period of time.

Your 2018 Dividend payment is \$40346. Including this 2018 Dividend, over the past 13 years, LWMMI has returned \$279743 to you.

League of Wisconsin Municipalities Mutual Insurance is able to pay Dividends because claims experience was better than expected by the actuaries and investment returns averaged 2.8%. Even after paying \$3,300,000 to members, our policyholder surplus remains in excess of \$41,000,000. Your Insurance Program is in great financial shape.

Please be sure to read the June 2019 LWM "Municipality" magazine. On page 13 there is an article about the retirement of Dennis Tweedale and his successor, Matt Becker. While Dennis has been the CEO of the League's insurance program for 37 years, rest assured the Directors have made a great choice with Matt to continue providing and expanding the coverages and services you are accustomed to.

Thank you for your participation and, as always, please contact me if you have any questions.

Sincerely,



David De Angelis
President
May 2019

CC: Sherri Rusch Regenwether, McClone Agency, Inc.

LWMMI

League of Wisconsin Municipalities Mutual Insurance

402 Gammon Place
Suite 225
Madison, Wisconsin 53719

p 608.833.9595
f 608.833.8088

dennis@lwmmi.org
matt@lwmmi.org
www.lwmmi.org

MINUTES OF THE REGULAR BOARD MEETING OF JUNE 5, 2019

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

Pledge of Allegiance to the Flag

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

Roll call of Trustees

PRESENT: Michael Vanden Berg, President
Larry Van Lankvelt, Trustee
John Elrick, Trustee
Skip Smith, Trustee
Bill Peerenboom, Trustee
Brian Van Lankveldt, Trustee
David Peterson, Trustee

Roll call of Officers and Department Heads

PRESENT: James Fenlon, Village Administrator
Lisa Remiker-DeWall, Finance Director
Kent Taylor, Director of Public Works
Adam Breest, Director of Parks, Recreation and Forestry
Jim Moes, Community Development Director
Laurie Decker, Village Clerk
Dan Meister, FVMPD Police Chief
Steve Thiry, Library Director
Tyler Claringbole, Village Attorney
EXCUSED: Chris Murawski, Village Engineer

Public Appearance for Items Not on the Agenda

Village of Little Chute School District Superintendent, Mr. Dave Botz presented Trustee Peerenboom with the CESA 6 Award of Service for being a member of their Board of Control for 3 years.

Approval of Minutes

Minutes of the Committee of the Whole Meeting of May 22, 2019

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Approve the Minutes of the Committee of the Whole Meeting of May 22, 2019

Ayes 7, Nays 0 – Motion Carried

Public Hearing—Industrial Park Parking

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to enter into Public Hearing

Ayes 7, Nays 0 – Motion Carried

Administrator Fenlon went over the background for the Industrial Park Parking, which will restrict parking from 2:00 a.m. to 6:00 a.m.

Greg De Bruin representing Heartland Technology Group stated that he prefers no parking at any time for safety reasons, or maybe two Axle no parking at any time.

Scott Meek from Absolute Supply likes the solution presented and feels the issue has fixed itself and would like the ordinance tabled. Trustee Van Lankvelt reiterated that Appleton and Kaukauna have no parking in their Industrial Parks and feels this is a good compromise.

Moved by Trustee Elrick, seconded by Trustee Smith to exit Public Hearing

Ayes 7, Nays 0 – Motion Carried

Action—Adopt Ordinance No. 3, Series 2019 Amending the Chapter 26, Motor Vehicles and Traffic-Article III Parking Regulations of the Village of Little Chute Municipal Code

Moved by Trustee Van Lankvelt, seconded by Trustee Peterson to Adopt Ordinance No. 3, Series 2019 Amending the Chapter 26, Motor Vehicles and Traffic-Article III Parking Regulations of the Village of Little Chute Municipal Code with the option of staff can change the parking restrictions at the ends of driveways and corners.

Ayes 7, Nays 0 – Motion Carried

Action—Adopt Resolution No. 12, Providing for the Sale of Approximately \$4,960,000 General Obligation Promissory Notes Series 2019A

Mr. Phil Cosson, CIPMA, Senior Municipal Advisor from Ehlers went through the Pre-Sale Report for the Village of Little Chute. Mr. Cosson was also available for any questions or concerns.

Moved by Trustee Elrick, seconded by Trustee Van Lankveldt to Adopt Resolution No. 12, Providing for the Sale of Approximately \$4,960,000 General Obligation Promissory Notes, Series 2019A

Ayes 7, Nays 0 – Motion Carried

Action—Adopt Resolution No. 13, Series 2019 Changing the Requirements that Certain Village Officials Must Execute and File an Official Bond

Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to Adopt Resolution No. 13, Series 2019 Changing the Requirements that Certain Village Officials Must Execute and File an Official Bond

Ayes 7, Nays 0 – Motion Carried

Action—Adopt Resolution No. 14, Series 2019 Village of Little Chute's Intent on Taking Ownership of the County Outdoor Warning System

Moved by Trustee Elrick, seconded by Trustee Peerenboom to Adopt Resolution No. 14, Series 2019 Village of Little Chute's Intent on Taking Ownership of the County Outdoor Warning System

Ayes 7, Nays 0 – Motion Carried

Department and Officers Progress Reports

Departments and Officers provided progress reports to the Board

Action—2017B General Obligation Notes

Moved by Trustee Van Lankvelt, seconded by Trustee Van Lankveldt to Approve the 2017B General Obligation Notes as recommended

Ayes 7, Nays 0 – Motion Carried

Discussion/Action—Public Safety Building Parking Lot

Chief Meister went over the proposed parking restrictions and designations within the public safety building parking lot located at 200 W. McKinley Avenue

Moved by Trustee Van Lankvelt, seconded by Trustee Peterson to Approve the Public Safety Building Parking Lot Restrictions as presented

Ayes 7, Nays 0 – Motion Carried

Discussion/Action—St. Johns Agreement of Understanding

Administrator Fenlon went over the agreement of understanding with St. Johns Nepomucene Congregation on Pine Street.

Moved by Trustee Van Lankvelt, seconded by Trustee Van Lankveldt to Approve the St. Johns Agreement of Understanding as presented

Ayes 7, Nays 0 – Motion Carried

Discussion/Action—Contracting with ECWRPC for State Required Housing Reports

Director Moes went over the proposal for consulting services from ECWRPC to address and comply with the State mandated housing reports for communities over 10,000 in population.

Moved by Trustee Van Lankveldt, seconded by Trustee Smith to Approve Contracting with ECWRPC for State Required Housing Reports

Ayes 7, Nays 0 – Motion Carried

Action—Approve the Street Sweeper Purchase for Stormwater Utility

Director Taylor went over the bids submitted for a Street Sweeper that was budgeted in 2019.

Moved by Trustee Peerenboom, seconded by Trustee Van Lankvelt to Approve the Street Sweeper from RNow Municipal Parts and Equipment

Ayes 7, Nays 0 – Motion Carried

Discussion/Information—Imagine Fox Cities Facilitated Conversation

Administrative Intern Rachel Moten went over the Imagine Fox Cities Facilitated Conversation that will be held in the Board Room on Thursday, June 13, 2019 at 6:00 p.m.

Operator License Approvals:

Birky, Sarah	Moto Mart	Little Chute
Gerrits, Mary	Down the Hill	Little Chute
Lindsay, Michael	Gentleman Jacks	Little Chute
Popp, Malinda	Pine Street Bar	Little Chute
Salisbury, Ricky	Valley Liquor	Menasha
Vogl, Jason	Moto Mart	Kimberly
Zak, Jarred	Rose Hill	Little Chute

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

Ayes 7, Nays 0 – Motion Carried

Disbursement List

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

Ayes 7, Nays 0 – Motion Carried

Call for Unfinished Business

None

Items for Future Agendas

Gardenia Drive Parking

Closed Session:

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

Moved by Trustee Elrick, seconded by Trustee Van Lankveldt to enter into closed session

Ayes 7, Nays 0 – Motion Carried

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

Moved by Trustee Elrick, seconded by Trustee Peterson to enter into closed session

Ayes 7, Nays 0 – Motion Carried

19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. *Outagamie County Landfill Billing Resolution*

Moved by Trustee Elrick, seconded by Trustee Smith to enter into closed session

Ayes 7, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Smith, seconded by Trustee Elrick to exit closed session

Ayes 7, Nays 0 – Motion Carried

Potential Action—Kimberly-Little Chute Joint Library

Moved by Trustee Peerenboom, seconded by Trustee Peterson to Approve the Communication as Presented to the Kimberly Board of Trustees regarding the Joint Library

Ayes 7, Nays 0 – Motion Carried

Adjournment

Moved by Trustee Peterson, seconded by Trustee Elrick to Adjourn the Regular Board Meeting at 9:23 p.m.

Ayes 7, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: County Project Discussion

PREPARED BY: James Fenlon, Administrator



REPORT DATE: June 14th, 2019

EXPLANATION: We will be joined by Outagamie County Highway Commissioner, Dean Steingraber, P.E. on Wednesday to discuss future county/village projects. A few points worth noting:

1. Attached are two draft proposals on the project.
2. The Evergreen/CTH N signalization is in our CIP for 2020 and supported in the project plan for TID #6.
3. The CTH OO project is not in our CIP. This draft proposal also would be cost shared at a 66.6% county and 33.4% village due to the configuration of Holland and CTH OO at present.
4. While the CTH OO project is not in our CIP, I would recommend that the county and village work collaboratively to see if there are not resources available to offset the costs of this project for future placement in the Village of Little Chute CIP.

We are not looking for any action, rather a discussion on the potential projects and hearing from our partners what they would prefer to see happen from a project perspective.

RECOMMENDATION: Provided for information.

OUTAGAMIE COUNTY HIGHWAY DEPARTMENT

COUNTY / MUNICIPAL / STATE AGREEMENT

CTH N & Evergreen Dr intersection

DATE: **6/7/2019**
PROJECT: See Below
HIGHWAY: CTH "N"
LIMITS: Evergreen Dr Intersection
MUNICIPALITY: Village of Little Chute

The signatory **Village of Little Chute**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the County of Outagamie, through its Highway Department, hereinafter called the County, to initiate and effect the highway or street improvement hereinafter described.

PROJECT DESCRIPTION:

Agreement is for traffic study, engineering design, right-of-way acquisition, and construction of intersection improvements at CTH "N" & Evergreen Drive. The existing intersection is experiencing capacity and delay issues on Evergreen Drive, due to developments within the village over the past several years. The first step is an intersection control evaluation study to help determine the best cost effective solution at this intersection. The cost share estimate shown is for design and construction of a traffic signal.

COST ESTIMATE AND PARTICIPATION

PHASE	***** ESTIMATED COST *****								
	Total Estimated Cost	WISDOT	%	Outagamie County	%	Village of Little Chute	%		
CTH N & Evergreen Dr <u>ENGINEERING:</u> Intersection Design	\$30,000	\$0	0%	\$15,000	50%	\$15,000	50%		
<u>RIGHT OF WAY:</u>	TBD	\$0	0%	TBD	100%	\$0	0%		
<u>CONSTRUCTION:</u> Traffic Signal Improvement	\$270,000	\$0	0%	\$135,000	50%	\$135,000	50%		
TOTAL PROJECT COST	\$300,000	\$0		\$150,000	50.0%	\$150,000	50.0%		

This request for the programming, design and construction is subject to the terms and conditions that follow and is made by the undersigned under proper authority to make such request for the designated Municipality and upon acceptance by the Highway Commissioner shall constitute an agreement between the County and the Municipality unless specifically modified or amended by supplemental written agreement between the County and the Municipality.

Terms and Conditions

1. When Federal Funds are involved, the improvement will be subject to the applicable Federal Aid Highway Acts and Regulations of the Federal Highway Administration, U.S. Department of Transportation.

2. This is a joint agreement between the County and the Municipality. The Municipality will be kept informed on the project status and will have input regarding the project. This project will be administered under the County Administrative Rule 10-02.
3. If the Municipality should withdraw the project, it will pay to the County any cost that has been incurred by the county on behalf of the project.
4. The project cost in the agreement is an estimate. The Municipality will be invoiced periodically, and agrees to pay based on actual costs incurred. Such costs may be greater or less than the estimated amount, however, the Municipality acknowledges that costs between the time this agreement is executed and the actual time of construction can vary.
5. The County's obligation to perform under this contract shall be subject to County Board appropriation of funds sufficient to fund the County's obligations herein.
6. The County and Municipality agree and understand that the Municipality is reserving its rights to assess any and all costs incurred by the Municipality for this project. The Municipality and County hereby further agree that the Municipality have the right to assess any of its costs upon terms deemed acceptable by the Municipality subject to the following: In the event county property is assessed or subject to assessment the county reserves the right to object to the propriety and / or correctness of the assessment formula or methodology, however, such right to object does not extend to the municipality's ability to assess. The county's right to object includes the ability to challenge the assessment methodology or formula in circuit court and to pursue appeals of circuit court decisions.
7. Operations and Maintenance responsibilities of facilities built with this project will be determined in design. Items Outagamie County would typically maintain include:
 - a. Highway surface and roadway base between outside curblines
 - b. Curb & gutter along the County Trunk Highway
 - c. Roadway signing and pavement marking
 - d. Median island surface or landscaping
 - e. Typical rural mowing in rural highway ditch sections
 - f. Traffic signal maintenance and overhead street lighting recommended for intersection
 - g. Maintain records of the highway and right-of-way, and utility and access permitsItems the Municipality would typically maintain include:
 - a. Storm sewer drainage pipes and structures
 - b. Off-road multimodal facilities and crossings
 - c. Signing and pavement markings for multi-modal facilities
 - d. Mowing or landscaping outside the roadway curblines
 - e. additional amenities requested by the Municipality

BY: _____
Dean E. Steingraber, P.E. Outagamie County Highway Commissioner Date

BY: _____
Signed for and on behalf of: Village of Little Chute Date

BY: _____
Signed for and on behalf of: Village of Little Chute Date

OUTAGAMIE COUNTY HIGHWAY DEPARTMENT

COUNTY / MUNICIPAL / STATE AGREEMENT

CTH OO & Holland Rd intersection

DATE: **6/7/2019**
PROJECT: See Below
HIGHWAY: CTH "OO"
LIMITS: Holland Rd Intersection
MUNICIPALITY: Village of Little Chute

The signatory **Village of Little Chute**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the County of Outagamie, through its Highway Department, hereinafter called the County, to initiate and effect the highway or street improvement hereinafter described.

PROJECT DESCRIPTION:

Agreement is for traffic study, engineering design, right-of-way acquisition, and construction of intersection improvements at CTH "OO" & Holland Road. The existing intersection is experiencing capacity and delay issues. Long term study of Holland Road is required to understand improvements at CTH OO. The first step is a traffic study to help determine the best cost effective solution for this intersection and the future needs along Holland Rd, including access to the undeveloped areas south of CTH OO. The cost share estimate shown is for design and construction of a 4-legged roundabout.

COST ESTIMATE AND PARTICIPATION

PHASE	***** ESTIMATED COST *****							
	Total Estimated Cost	WISDOT	%	Outagamie County	%	Village of Little Chute	%	
CTH OO & Holland Rd ENGINEERING:								
Traffic Study	\$20,000	\$0	0%	\$10,000	50%	\$10,000	50%	
Intersection Design	\$120,000	\$0	0%	\$60,000	50%	\$60,000	50%	
RIGHT OF WAY:	\$25,000	\$0	0%	\$25,000	100%	\$0	0%	
CONSTRUCTION:								
Roundabout Improvement	\$1,800,000	\$0	0%	\$900,000	50%	\$900,000	50%	
TOTAL PROJECT COST	\$1,965,000	\$0		\$995,000	50.6%	\$970,000	49.4%	

This request for the programming, design and construction is subject to the terms and conditions that follow and is made by the undersigned under proper authority to make such request for the designated Municipality and upon acceptance by the Highway Commissioner shall constitute an agreement between the County and the Municipality unless specifically modified or amended by supplemental written agreement between the County and the Municipality.

Terms and Conditions

1. When Federal Funds are involved, the improvement will be subject to the applicable Federal Aid Highway Acts and Regulations of the Federal Highway Administration, U.S. Department of Transportation.

2. This is a joint agreement between the County and the Municipality. The Municipality will be kept informed on the project status and will have input regarding the project. This project will be administered under the County Administrative Rule 10-02.
3. If the Municipality should withdraw the project, it will pay to the County any cost that has been incurred by the county on behalf of the project.
4. The project cost in the agreement is an estimate. The Municipality will be invoiced periodically, and agrees to pay based on actual costs incurred. Such costs may be greater or less than the estimated amount, however, the Municipality acknowledges that costs between the time this agreement is executed and the actual time of construction can vary.
5. The County's obligation to perform under this contract shall be subject to County Board appropriation of funds sufficient to fund the County's obligations herein.
6. The County and Municipality agree and understand that the Municipality is reserving its rights to assess any and all costs incurred by the Municipality for this project. The Municipality and County hereby further agree that the Municipality have the right to assess any of its costs upon terms deemed acceptable by the Municipality subject to the following: In the event county property is assessed or subject to assessment the county reserves the right to object to the propriety and / or correctness of the assessment formula or methodology, however, such right to object does not extend to the municipality's ability to assess. The county's right to object includes the ability to challenge the assessment methodology or formula in circuit court and to pursue appeals of circuit court decisions.
7. Operations and Maintenance responsibilities of facilities built with this project will be determined in design. Items Outagamie County would typically maintain include:
 - a. Highway surface and roadway base between outside curblines
 - b. Curb & gutter along the County Trunk Highway
 - c. Roadway signing and pavement marking
 - d. Median island surface or landscaping, including roundabout center island
 - e. Typical rural mowing in rural highway ditch sections
 - f. Overhead street lighting recommended for intersection
 - g. Maintain records of the highway and right-of-way, and utility and access permits
 Items the Municipality would typically maintain include:
 - a. Storm sewer drainage pipes and structures
 - b. Off-road multimodal facilities and crossings
 - c. Signing and pavement markings for multi-modal facilities
 - d. Mowing or landscaping outside the roadway curblines
 - e. additional amenities requested by the Municipality

BY: _____
 Dean E. Steingraber, P.E. Outagamie County Highway Commissioner Date

BY: _____
 Signed for and on behalf of: Village of Little Chute Date

BY: _____
 Signed for and on behalf of: Village of Little Chute Date

Village of Little Chute Operator License Approvals for June 19, 2019

Allard, Sue	Little Chute BP	Appleton
Brautigan, Wendy	Little Chute BP	Kaukauna
Button, Samantha	Moasis Travel	Menasha
Chapai, Shiva	Little Chute BP	Appleton
Coffey, Sherri	Piggly Wiggly	Kimberly
Delaruelle, Dave	Trish's Pop In	Kaukauna
Diamond, Andrea	Seth's	Combined Locks
Hoefler, Brandon	Down the Hill	Little Chute
Kaul, Jacob	00 Citgo	Menasha
Knop, Carson	Seth's	Appleton
Koslowski, Michelle	Hawks Nest	New London
Mueller, Ann	Valley Liquor	Kaukauna
Noack, Donna	Rosehill Bar	Hortonville
Priest, Christine	Moasis Travel	Appleton
Ramirez, Miriam	Walgreens	Kaukauna
Rivera, Selma	Piggly Wiggly	Little Chute
Sanderfoot, Alan	5th Quarter	Little Chute
Schultz, Anthony	Fox Convenience	Little Chute
Seidl, Kaylyn	Fox Convenience	Kimberly
Simpson, Gary	Moasis Travel	Appleton
Tufnell, Tara	5th Quarter	Appleton
Van Landghen, Lori	Hawks Nest	Little Chute
VandenBerg, Brian	Rosehill Bar	Kaukauna
VandenBerg, Lindsey	Rosehill Bar	Kaukauna

**VILLAGE OF LITTLE CHUTE
OUTAGAMIE COUNTY**

Legal Notice

NOTICE IS HEREBY GIVEN that the following Liquor License Renewal applications are on file in the office of the Village Clerk for the licensing year July 1, 2019 to June 30, 2020. Said applications will be presented to the Board of Trustees for approval at their Regular Board meeting June 19, 2019.

CLASS "B" FERMENTED MALT BEVERAGE & "CLASS B" LIQUOR LICENSE

Name & Address

The Factor Inn, Inc.
2101 American Dr., Little Chute
Agent: Robert Watson

Down the Hill Bar, LLC
W2074 Vans Ct, Freedom
Agent: Lisa Manteuffel

Antonio Sandoval, Individual
1821 E. Main St., Little Chute
Agent: Antonio Sandoval

Antonio Sandoval, Individual
1727 Freedom Road, Little Chute
Agent: Antonio Sandoval

Gentleman Jacks, 2LLC
431 Grand Ave, Little Chute
Agent: Lori Aniol

Gary L. Konetzke, Individual
317 Johnson Ave., Little Chute
Agent: Gary L. Konetzke

The Heiting Place, Inc.
1101 North Ave., Little Chute
Agent: Daniel Heiting

Willies Cedar Lounge, Inc.
1820 E. Main Street, Little Chute
Agent: Gerard Verbruggen

M.V. & M.M. Inc.
136 E. Main St., Little Chute
Agent: April Emerich

GNH Enterprises, LLC
517 Pine Street, Little Chute
Agent: Greg Weigman

Trish's Pop In Again, Inc.
1420 E. Main St. Little Chute

Business & Location

5th Quarter Sports Bar
2101 American Dr., Little Chute

Down The Hill
221 Mill Street, Little Chute

El Jaripeo Mexican Restaurant
1821 E. Main Street, Little Chute

El Jaripeo Mexican Restaurant 2
1727 Freedom Road, Little Chute

Gentleman Jacks Pub & Grill
431 Grand Ave., Little Chute

Hawk's Nest
1621 West Main St., Appleton

Heiting Place
1101 North Avenue, Little Chute

Hollanders
1820 E. Main Street, Little Chute

M & M Bar
136 E. Main St, Little Chute

Pine Street Bar
517 Pine Street, Little Chute

Pop In Again
1420 E. Main Street, Little Chute

Agent: Patricia Van Lith

Rose Hill Tavern, LLC
2206 E. Main St., Kaukauna
Agent: Kurt J. Coenen

Rose Hill Bar
2206 E. Main Street, Kaukauna

Agropur, Inc.
3500 E. Destination Dr., Appleton
Agent: Doug Simon

Simon's Specialty Cheese
2735 Freedom Road, Little Chute

Up The Hill, Inc.
231 Mill St., Little Chute
Agent: Julie Verhagen

Up The Hill
529 Grand Avenue, Little Chute

Hartjes Enterprise, Inc. LLP
603 W. Mc Kinley Ave. Little Chute
Agent: Jane Hartjes

Village Limits Supper Club
1721 East Main St., Little Chute

Weenies Still, LLC
515 Grand Ave., Little Chute
Agent: Shane Jentz

Weenie's Still
515 Grand Ave., Little Chute

TTGB Investments
130 E. Main St., Little Chute
Agent: Travis Bast

Ladder House on Main St.
130 E. Main St., Little Chute

Seth's Coffee, LLC
121 E. Spring Street, Appleton
Agent: Seth Lenz

Seth's Coffee
106 E. Main St., Little Chute

CLASS "A" FERMENTED MALT BEVERAGE AND "CLASS A" LIQUOR LICENSE

Name and Address

Business & Location

FKG Oil Company
721 W. Main St., Belleville, IL
Agent: Kara Goss

Little Chute Motomart
303 W. Main Street, Little Chute

Stoneridge Little Chute, LLC
1901 E. Main Street, Little Chute
Agent: Mark Hudson

Piggly Wiggly
1901 E. Main Street, Little Chute

Moasis Travel Plaza, Inc
300 Moasis Dr., Little Chute
Agent: Amarjit Dhindsa

Moasis Truck Stop
300 Moasis Drive, Little Chute

Van Zeeland Oil Co., Inc.
PO Box 7777, Appleton
Agent: Ryan P. Van Zeeland

"00" Citgo Gas Station
309 E North St., Little Chute

Valley Liquor Mart, Inc.
306 E. Main St., Little Chute
Agent: Raymond Pethan

Valley Liquor Mart
306 E Main St., Little Chute

Walgreen Co.
PO Box 901, Deerfield, IL
Agent: Timothy Selle

Walgreens
219 W. Main St., Little Chute

Kwik Trip, Inc.
P. O. Box 2107, La Crosse, WI
Agent: Debra Dalton

Kwik Trip
1650 Freedom Rd., Little Chute

S and S Trading Co, LLC
113 E. Main Street, Little Chute
Agent: William Wolfe, Jr.

S and S Trading Co
113 E. Main Street, Little Chute

CLASS "A" FERMENTED MALT BEVERAGE LICENSE

Fishtail, LLC
2051 E Main Street, Little Chute
Agent: Buddi Subedi

Little Chute BP
2051 E. Main St, Little Chute

Coonen, Inc.
1043 Ivory St, Seymour
Agent: Mark Coonen

Super 41 Shell
2221 Freedom Road, Little Chute

Published: June 12, 2019

Village of Little Chute
Department of Public Works

REQUEST FOR BOARD'S CONSIDERATION

ITEM DESCRIPTION:	Compliance Maintenance Annual Report (CMAR)
REPORT PREPARED BY:	Kent Taylor, Director of Public Works
REPORT DATE:	June 19, 2019
ADMINISTRATOR'S REVIEW / COMMENTS:	
No additional comments to this report _____ See additional comments attached _____	
EXPLANATION:	
<p>Chapter NR 208, Wis. Adm. Code, is more commonly known as the Compliance Maintenance Annual Report (CMAR) rule for publicly and privately-owned domestic wastewater treatment works. The CMAR is a self-evaluation tool that promotes the owner's awareness and the responsibility for wastewater collection and treatment needs, measures the performance of a wastewater treatment works during a calendar year, and assesses its level of compliance with permit requirements. CMAR requirements have been in existence since 1987. Revisions to Chapter NR 208, Wis. Adm. Code, became effective January 2005.</p> <p>What are Compliance Maintenance Annual Reports?</p> <p>The Compliance Maintenance Annual Report (CMAR) has been an annual self-evaluation reporting requirement for publicly and privately-owned domestic sewerage treatment works since 1987. It was last revised in 2005. It is required under Wisconsin Administrative Code NR 208 – Compliance Maintenance. The purpose of this self-evaluation program is to encourage, and where necessary, to provide a mechanism to require owners of domestic wastewater treatment systems to take actions to prevent violations of permit effluent limits and avoid water quality degradation. This program also encourages actions which promote the owner's awareness and responsibility for wastewater collection and treatment needs; maximizes the useful life of sewerage systems through improved operation & maintenance; and initiates formal planning, design and construction for system upgrades.</p> <p>The CMAR describes the physical condition and the performance of wastewater systems during the previous calendar year; provides the owner of the treatment system with an objective analysis to determine whether a more detailed evaluation of the wastewater facility shall be conducted; and assesses a system's performance and wastewater management activities. The owner of the wastewater facility and the Wisconsin DNR use the annual report as a communication tool for identifying needs for future planning.</p> <p>How does the revised rule affect collection systems?</p> <p>The rule expanded the CMAR requirement to include municipalities that have sewer systems that discharge into another municipality's collection and treatment system. Approximately 310 collection systems currently covered by WPDES general permits for bypassing and overflows will be subject to the CMAR requirements for the first time. Collection system owners are required to complete an CMAR form with information on:</p>	

1. The type of annual maintenance activities they have conducted on their collection system;
2. The occurrence of Sanitary Sewer Overflows (SSO's);
3. The overall performance of the collection system; and
4. The financial management practices they have in place to ensure repairs, replacements, and upgrades are implemented.

All collection systems covered by WPDES permit WI-0047341-3, Bypasses or Overflows from Sewage Collection Systems, received a letter in March 2004 regarding the proposed expansion of the CMAR requirements to include sanitary sewer collection systems that discharge into another municipality's collection and treatment system. Submittal of the Annual Wastewater Bypassing and Overflow Report form is no longer required. The CMAR system will summarize data on all sanitary sewer overflows or bypasses that have been reported to the Department by each municipality.

What is required of the Village?

The Village of Little Chute is required to complete a CMAR and pass a resolution charting the course of action which the Village will take to correct any deficiencies.

The Village of Little Chute Department of Public Works has completed the CMAR for 2018 (see attached form). The Village received an A (4.0) for its sanitary collection system which places it in the voluntary range. Included with your information is a resolution for Village Board consideration. A resolution is required verifying the Board's review, statement of corrective actions, if necessary, and authorization of submittal of the CMAR.

RECOMMENDATION:

Please review and approve the attached Compliance Maintenance Annual Report (CMAR) and adopt provided resolution. After the resolution has been adopted the CMAR will be electronically submitted to the Wisconsin Department of Natural Resources by the Village of Little Chute Department of Public Works.

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 15, SERIES OF 2019

**WISCONSIN DEPARTMENT OF NATURAL RESOURCES
NR 208 – COMPLIANCE MAINTENANCE RESOLUTION**

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file a Compliance Maintenance Annual Report (CMAR) for its (wastewater collection system) under Wisconsin Administrative Code NR 208;

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR);

WHEREAS, actions be set forth by the governing body relating to the overall grade point average and any general comments (Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

BE IT THEREFORE RESOLVED by the Village Board of the Village of Little Chute that the following recommendations or actions will be taken to address or correct problems/deficiencies of the wastewater collection system as identified in the Compliance Maintenance Annual Report (CMAR):

- (1) The Village received a grade of A (4.0) which is in the voluntary range.
- (2) The Village will endeavor to reduce I/I in its collection system.
- (3) The Village will continue the rehabilitation and repair of the sanitary collection to provide reliable service to its residents.

Date Introduced: June 19, 2019

Date Approved and Adopted: June 19, 2019

Village of Little Chute

By: _____
Michael R. Vanden Berg
Village President

Attest: _____
Laurie Decker, Village Clerk

Compliance Maintenance Annual Report

Little Chute Village

Last Updated: Reporting For:

6/14/2019

2018

Financial Management

1. Provider of Financial Information	
Name:	<input type="text" value="Lisa Remiker-DeWall"/>
Telephone:	<input type="text" value="920-423-3867"/> (XXX) XXX-XXXX
E-Mail Address (optional):	<input type="text" value="lisa@littlechutewi.org"/>
2. Treatment Works Operating Revenues	
2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?	
● Yes (0 points) <input type="checkbox"/>	
○ No (40 points)	
If No, please explain: <input type="text"/>	
2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?	
Year:	<input type="text" value="2018"/>
● 0-2 years ago (0 points) <input type="checkbox"/>	
○ 3 or more years ago (20 points) <input type="checkbox"/>	
○ N/A (private facility)	
2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?	
● Yes (0 points)	
○ No (40 points)	
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]	
3. Equipment Replacement Funds	
3.1 When was the Equipment Replacement Fund last reviewed and/or revised?	
Year:	<input type="text" value="2018"/>
● 1-2 years ago (0 points) <input type="checkbox"/>	
○ 3 or more years ago (20 points) <input type="checkbox"/>	
○ N/A	
If N/A, please explain: <input type="text"/>	
3.2 Equipment Replacement Fund Activity	
3.2.1 Ending Balance Reported on Last Year's CMAR	\$ <input type="text" value="229,000.00"/>
3.2.2 Adjustments - If necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$ <input type="text" value="0.00"/>
3.2.3 Adjusted January 1st Beginning Balance	\$ <input type="text" value="229,000.00"/>
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$ <input type="text" value="0.00"/>
	+

Compliance Maintenance Annual Report

Little Chute Village

Last Updated: Reporting For:
6/14/2019 2018

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

\$ 151,850.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 77,150.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

The Village of Little Chute has limited equipment in the Sanitary Sewer System. It was thought that the ERF was overfunded at \$229K. An adjustment was made and is reflected in the \$77,150.00 balance. Additional funds to \$100K for equipment replacement are available as needed and are found in the Utilities Fund Balance.

0

3.3 What amount should be in your Replacement Fund? \$ 50,000.00

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- ☒ Yes
- ☐ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- ☒ Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐
- ☐ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Sanitary Sewer Rehab Hartzheim Drive	179043	2020
2	Purchase of new Sewer Jetter	400000	2020
3	Hartzheim Drive (sanitary sewer reconstruction)	176043	2020
4	Randolph Drive (sanitary sewer reconstruction)	378317	2021
5	Sanitary Sewer Rehab - Miami Circle	360,765	2021
6	Sanitary Sewer Rehab - Tampa Way	130,600	2022
7	Sanitary Sewer Rehab - Biscayne, Hoover & Grant Sts.	498,861	2023

5. Financial Management General Comments

N/A

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 0

Compliance Maintenance Annual Report

Little Chute Village

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	0	
February	0	
March	0	
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	
Total	0	0
Average	0	0

6.1.2 Comments:

N/A

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☐ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☐ SCADA System
- ☐ Self-Priming Pumps
- ☐ Submersible Pumps
- ☐ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

● No

○ Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Little Chute Village

Last Updated: Reporting For:
6/14/2019 2018

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

N/A

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Little Chute Village

Last Updated: Reporting For:

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2018

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

☒ Yes

☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

☒ Yes

☐ No (30 points)

☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Per the Village CMAR - No Sanitary Sewer Overflows. No basement backups. No Infrastructure failure due to lack of maintenance. Maintain capacity for community and industry growth within the community. Reduce infiltration and inflow.

Did you accomplish them?

☒ Yes

☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

☒ Organizational structure and positions (eg. organizational chart and position descriptions)

☒ Internal and external lines of communication responsibilities

☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 06/15/2018

Does your sewer use ordinance or other legally binding document address the following:

☒ Private property inflow and infiltration

☒ New sewer and building sewer design, construction, installation, testing and inspection

☒ Rehabilitated sewer and lift station installation, testing and inspection

☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary

☒ Fat, oil and grease control

☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

☐ Equipment and replacement part inventories

☒ Up-to-date sewer system map

Compliance Maintenance Annual Report

Little Chute Village

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- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
 - ☒ A description of routine operation and maintenance activities (see question 2 below)
 - ☒ Capacity assessment program
 - ☒ Basement back assessment and correction
 - ☒ Regular O&M training
 - ☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐
- What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
 - ☒ Construction, Inspection, and Testing
 - ☐ Others:

- ☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐
- Does your emergency response capability include:
- ☒ Responsible personnel communication procedures
 - ☒ Response order, timing and clean-up
 - ☒ Public notification protocols
 - ☒ Training
 - ☒ Emergency operation protocols and implementation procedures
- ☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐
 - ☐ Special Studies Last Year (check only those that apply):
- ☐ Infiltration/Inflow (I/I) Analysis
 - ☐ Sewer System Evaluation Survey (SSES)
 - ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
 - ☐ Lift Station Evaluation Report
 - ☐ Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="30"/>	% of system/year
Root removal	<input type="text" value="0"/>	% of system/year
Flow monitoring	<input type="text" value="100"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="2"/>	% of system/year
Manhole inspections	<input type="text" value="60"/>	% of system/year
Lift station O&M	<input type="text" value="0"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="0"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="2"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="1"/>	% of system/year

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Private sewer I/I removal % of private services

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="41.73"/>	Total actual amount of precipitation last year in inches
<input type="text" value="31.05"/>	Annual average precipitation (for your location)
<input type="text" value="56.94"/>	Miles of sanitary sewer
<input type="text" value="0"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="0"/>	Number of complaints
<input type="text" value="1.56"/>	Average daily flow in MGD (if available)
<input type="text" value="2.76"/>	Peak monthly flow in MGD (if available)
<input type="text" value="10.60"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="NaN"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.00"/>	Complaints (number/sewer mile)
<input type="text" value="1.8"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="6.8"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume (MG)
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☐ Yes

☒ No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

☐ Yes

Compliance Maintenance Annual Report

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- No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

Village personnel continue to search for areas that pose potential for I & I.

5.4 What is being done to address infiltration/inflow in your collection system?

The Village continues to routinely inspect sanitary manholes and flush mains. Sanitary sewer reconstruction is done in conjunction with street reconstruction. New televising equipment will be introduced in the 2020 Capital Improvement Program budget.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Little Chute Village

Last Updated: Reporting For:
6/14/2019 2018

Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

Compliance Maintenance Annual Report

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Resolution or Owner's Statement

Name of Governing
Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

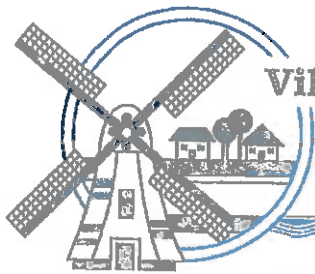
Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00



Village of

Little Chute

PERMIT FEE \$25.00

SPECIAL EVENT PERMIT APPLICATION

➡ **Special event permit applications must be submitted at least 3 months prior to proposed event.**

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility please be very specific. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. Please call (920) 788-7380 ext. 204 with questions regarding this special event permit.

Event sponsor: Fox Cities Chamber of Commerce

Event name: Bazaar After Dark

Check one: ☐ Parade ☐ Run/Walk ☒ Festival ☐ Tournament ☐ Other

Dates needed: Wednesday, July 31, 2019

Times needed: Event: 5pm-10pm Road Closure: 12pm-11pm
(Please include beginning and end times, if different times are needed on different dates please specify.)

Parks, shelters, open space needed: NA

Will you be requesting street closure or use of street right of way? yes If so, what streets (submit mapped route and/or area requested)?

Monroe to Vandenberg (map attached)

Will tents or other temporary structures be erected? yes - tents and stage

Will you be having any kind of animals, performances or amusement rides? yes - performances and pet friendly

Will you be selling or serving alcohol? yes Does your event include fireworks? no

Number of people attending: 6,000+ Please be aware that portable toilets will be required if crowd size exceeds toilet capacity.

Other requests: NA

Indemnification Agreement

The applicant/organization shall indemnify, defend, and hold harmless the Village and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful misconduct of the Village. Applicant/Organization also understands and acknowledges that as required by the Village, liability insurance is the financial means to legally defend the Village and cover liability arising from the activity/event. I certify by my signature that I understand and agree to comply with this agreement and the insurance requirements and that I'm a qualified representative of my organization authorized to sign this agreement. I also certify the information is true and accurate.

Tonya Breiter
Sponsor Representative - Print Name

Tonya Breiter
Signature

6/13/19
Date

Address 125 N Superior Street Appleton, WI 54911

Work Phone 920-939-6402

Cell Phone 920-229-3770

Home Phone NA

RETURN FORM AND \$25.00 PERMIT FEE TO: Village of Little Chute Clerk's Office, 108 W. Main Street, Little Chute, WI 54140

Date Received:

Amount Received:

Received By:

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 6/13/19

☐ Town ☒ Village ☐ City of Little Chute

County of _____

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 7/31/19 and ending 7/31/19 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☐ Church ☐ Lodge/Society
☒ Chamber of Commerce or similar Civic or Trade Organization
☐ Veteran's Organization ☐ Fair Association

(a) Name Fox Cities Chamber of Commerce

(b) Address 125 N Superior Street Appleton, WI 54911
(Street) ☐ Town ☐ Village ☒ City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Becky Bartoszek, 125 N Superior Street Appleton, WI 54911

Vice President _____

Secretary _____

Treasurer _____

(g) Name and address of manager or person in charge of affair: Tonya Boelter
125 N Superior Street Appleton, WI 54911

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Main Street from Monroe to Vandenberg

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Bazaar After Dark

(b) Dates of event 7/31/19

DECLARATION

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

Fox Cities Chamber of Commerce
(Name of Organization)

Officer Tonya Boelter 6/13/19
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Banking Request for Proposal (RFP)

PREPARED BY: Lisa Remiker-DeWall, Finance Director

REPORT DATE: 6/13/19

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report: _____

See additional comments attached: _____

EXPLANATION: A comprehensive evaluation of current processes both internally and with our external providers is key to maintain the highest quality financial services for our growing community. The current structure is labor intensive involving twenty-four bank accounts at six separate institutions. Streamlining will provide opportunity to focus current staff resources amongst varying competing needs. It will additionally enhance customer service capabilities, improve security, insure the Village obtains the most competitive pricing and ability to maximize interest earnings for our liquid assets. This RFP will be limited to financial institutions providing comprehensive depository services with a goal for next year to evaluate long term investment services as a second phase.

RECOMMENDATION: Staff recommendation to approve the RFP for Banking Services to maximize cash flow, minimize administrative costs and enhance security. Expected release date is July 1, 2019.

VILLAGE OF LITTLE CHUTE, WI



***Little
Chute***

EST. 1848

Request for Proposal
Banking Services

July 1, 2019

Proposal Due Date: Friday, July 26, 2019, Noon

I. General Information-Purpose of Request

The Village of Little Chute (Village) is requesting proposals from qualified financial institutions interested in providing comprehensive banking services. The Village intends to maintain most of their liquid assets with one institution in order to maximize its cash flow as well as to minimize its administrative costs. The primary objective of requesting proposals is for the Village to determine which financial institution can offer the highest quality of service at the most reasonable cost. This process also provides the Village the opportunity to explore alternative procedural methods that could improve its banking, cash management and customer service capabilities.

We encourage you to be creative and educational in your responses. The format must be consistent with the requirements of the RFP. The Village requires check protection (positive pay) services, remote deposits, the use of sweep accounts to maximize the interest earnings for the Village, ACH deposits and withdrawals, a collateral agreement and wire services. If you believe that your proposed services would be beneficial to the Village, we invite you to offer them. Please provide options that may create efficiencies, make improvements, and take advantage of new, applicable technologies.

The Village intends to establish a five-year contract, with an additional five-year renewal option. The conditions of the proposal must remain valid for a minimum contract term of five years. As a matter of policy, the Village may issue a RFP for banking services at the end of the term. Either party may cancel the contract for any reason with 90 days written notice.

There is not expressed or implied an obligation of the Village of Little Chute to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Communication

This RFP is issued on behalf of Village of Little Chute by the Finance Department. The Finance Director is the sole point of contact during this process and no information provided by any other personnel will be considered binding.

Written questions will be answered in writing and will be available to all proposers. Questions must be submitted by noon CST on July 15, 2019. Proposer's questions and the Village's responses will become open record and available upon request. The Village of Little Chute prohibits communication relative to this proposal initiated by a proposer with any Village elected official or employee prior to the time a decision has been made, except as provided for in this proposal. Violation of this section is grounds for disqualification.

All respondents should use this written document, its attachments and any amendments as the sole basis for responding.

II. Conditions of Qualifying

a) Designated Depository

Must be a qualified depository for public funds pursuant to Chapter 34 of Wisconsin State Statutes.

b) Location

The Village will consider proposals only from depository institutions with business operations that accommodate local deposits; that is, within the Village of Little Chute or within ten (10) miles of its limits.

c) Collateralization of Deposits

Institution is required to enter into a “depository agreement” to pledge collateral to secure all Village funds over and above amounts guaranteed by the Federal Deposit Insurance Corporation. Deposits are to be collateralized at 105% of expected monthly depository balances up to a maximum of \$15 million. All securities serving as collateral shall be specifically pledged to the Village and placed in a custodial account in the Village’s name at a Federal Reserve Bank, a trust department of a commercial bank, or through another financial institution. The custodian may not be owned or controlled by the depository institution or its holding company, unless it is a separately operated trust institution. The custodian shall send statements of pledged collateral, listing individual securities and current market values, to the Village Finance Department on a monthly basis.

The type of collateral used must be acceptable to the village. Acceptable collateral types include:

- 1) Securities of the U.S. Treasury or U.S. Governmental Agencies as defined by the Federal Reserve.
- 2) U.S. government guaranteed securities, such as those issued through the Small Business Administration, are acceptable as long as they are fully guaranteed.
- 3) General obligations of municipalities are acceptable to the extent that they are rated highest or second highest by Moody's Investor Service, Inc. (Aaa or Aa1), Standard and Poors Corporation (AAA or AA), or other nationally recognized rating agency.

d) Financial Information

Qualified Depository shall provide financial statements for the past two years, including appropriate notes to the financial statements and unqualified auditor’s opinion, with their proposal. In addition, proposing institutions should submit their most recent bank rating information from applicable credit rating agencies or bank industry analysts. Financial strength and capacity will be evaluated based upon the information contained in the Veribanc Inc.-State of Wisconsin Report.

III. Scope of Banking Services

It is the Village's intent to select an institution that can provide high-level financial services at the most reasonable cost. The selected institution shall be designated as a Village depository for an initial five (5) year term, which is anticipated to commence no later than November 1, 2019. The contract shall contain an optional renewal clause which may be used for an additional five (5) year period under the same terms and conditions, thereby providing for ten (10) years of depository services.

The contract shall provide that the Village reserves the right to terminate the contract at any time upon 90 days prior written notice.

a) Account Structure

The Village's cash management systems looks to implement a central operating checking account, a variety of short-term investments for surplus funds, redemption and depreciation funds. The Village of Little Chute may also use multiple banks for tax and utility collection, investment firms for long-term investments and the Local Government Investment Pool.

b) Deposits

Daily cash deposits are transported to the bank daily. The Village wishes to deposit checks via remote scan.

c) Funds Availability

The institution will accept all items delivered to it for deposit to the various accounts included in the Request for Proposal, and will credit the accounts in accordance with Federal Reserve Regulations:

Funds received via wire transfer and ACH shall be considered immediately available funds.

Cash and items drafted on accounts held by the banking institution or "on us" shall be considered immediately available funds subject to with the banks published availability schedule of cut-off deposit times.

All other items shall be credited as available funds at such time as prescribed by the bank's availability schedule, but in no event later than the availability provided through the Federal Reserve's Regulation mandated availability.

If the institution can credit accounts earlier by reason of direct sends or courier trips for obtaining credit availability, then the banks shall credit the accounts at such earlier time. A copy of the bank's availability schedule shall be included in the proposal response.

d) Bags and Night Drop Service

The institution will provide secured depository bags to the Village and provide night depository services as needed. Deposits received by the bank before their stated close of business should receive same day credit.

e) Electronic Funds Transfer

The banking institution should be a member of the Automated Clearing House (ACH) system and should have a Fedwire account with the Federal Reserve.

1) Incoming

The Village does intend to consider electronic fund transfers (EFT) received by the banking institution prior to the end of the business day as “available for investments.” Should an EFT not be received by the banking institution, then the EFT will be traced from origin to destination to ascertain the party responsible for delaying the transfer. If necessary, adjustments will be made as soon as possible for any lost interest.

2) Outgoing

The banking institution agrees to execute any EFT order within one (1) hour after notification by the Treasurer or designee through the bank’s online system, or by telephone. EFT ordered and not received by the destination party by 6:00pm CST will be traced by the banking institution from origin to destination to ascertain the party responsible for delaying the transfer. If necessary, adjustments will be made for any lost interest, or charges resulting from a failure to complete the transaction. The institution must provide the Village with the cut-off time for initiating EFTs to ensure same day execution.

3) Online Access

The Village requires secure access to the institution’s online banking website for the purpose of executing wire transfers and initiating ACH credits and debits. Please provide details on your institution’s capability for handling automated wire transfers and ACH transactions, as well as the provisions enacted to ensure a secure environment for processing automated wire transfers and ACH transactions.

4) Daylight Overdrafts

It is the express intention of the Village to perform daylight overdrafts to the extent that incoming EFT are expected during the business day. This is typically related to investment transactions throughout the year, and property tax settlements that occur in January and February. Wisconsin Statutes require that each January 15 and February 20, municipalities pay all underlying taxing jurisdictions for property taxes collected by the municipality from December 1st through January 31st. This amount can range up to \$10 million on an annual basis. Should the EFT not arrive as planned, the responsible party causing the delay of the incoming EFT will make compensation for lost interest. Although the Village acknowledges that daylight overdraft cap limits are confidential information, respondents should include in their proposals your bank’s policy for handling daylight overdrafts, and in particular how daylight overdrafts (if any) caused by the Village will be handled. If your bank has adopted a policy of not allowing any daylight overdrafts, please state your policy as part of the proposal.

f) Direct Deposit

The Village mandates that 100% of our employees receive their bi-weekly paychecks through direct deposit. The payroll ACH file is provided by the Village to the institution, no later than 3pm on the Wednesday prior to the Thursday pay date. All deposits are required to be in the employees accounts no later than 8:00am CST the Thursday of payroll.

The institution must provide same-day notification of all ACH rejections and returns via email or fax to the Village.

g) Monthly Account Statements

The institution must provide detailed monthly statements for each account. These statements should include cleared check numbers and amounts, missing check numbers, deposits by date and amount and miscellaneous debits and credits. The Village requires the statements for all accounts to be on a monthly basis. A sample of the monthly statement should be included with proposal response.

h) Online Access

The institution will provide secure, real-time internet access to all accounts. Details regarding the institution's online access should be included in your proposal. Access should offer the capability to view account balances, transaction summaries, transaction detail including debits, credits, checks, deposits and wires, initiate stop payments and void checks, search and view cleared checks, transfer funds between accounts, and provide historical data including search option for specific transactions. Please include in your proposal the length of time the archive is available. The Village should be able to initiate online wire transfers and ACH transactions.

Report generating capabilities should also be available, and the proposal should include information on standard and ad-hoc reporting capabilities. The proposal should also include a discussion on security features (ie: login names, passwords, tokens, and data encryption) included as part of the online account access system, as well as minimum system browser requirements for users of your online system. Other automated functions not performed through online access must be accessible by email or fax and a confirmation of receipt returned.

The institution will provide training on managing access to the online system for Village designated system administrator and back up. Institutions selected for the interview process should be prepared to demonstrate the capabilities on their online access system.

i) Returned Check Processing

All returned checks due to insufficient funds will automatically be re-deposited a second time. The charge, if any, for this process must be included on the Cost Proposal Form with the other banking service costs. Returned item images will be provided same day to the Village via a secured email.

j) Deposit and Error Correction

Deposits will be delivered to and processed at the same location. All deposits must be credited at face value. Any debit and credit memos made to correct errors must be accompanied by information identifying the specific error. Any errors caused by the institution will not be charged to the Village. Corrections of deposit errors must be accompanied by a copy of the corresponding deposit slip.

k) Positive Pay

The Village will submit an electronic file of accounts payable check data and payroll check data to the bank on the date that checks are issued. These files will be submitted in a format suitable for use by the institution. The institution should indicate what format(s) it can accept for positive pay files. On a daily basis, cleared checks should be matched against the submitted files and any exceptions reported by electronic means to the Village for approval prior to payment. Positive Pay will only be used on the Accounts Payable and Payroll accounts. The Village is willing to use Payee Positive Pay, if the format of our check file complies.

l) ACH Fraud Filter

A fraud filter for ACH transactions should be established for all accounts. This filter will limit the ability of outside parties to execute ACH debits against these accounts unless the Village grants specific permissions for them to do so.

m) Credit Card Issuance and Payments

The Village does have the need for an institution issued credit card and the institution must be able to receive payments and have them posted to the credit card account the day the payment is made to the institution.

n) Optional Services

The proposer may list any other services that they offer and feel may be of interest to the Village but are not included in the request for proposal.

IV. Description of the Village of Little Chute

Nestled in the heart of the Fox River Valley on the eastern border of the City of Appleton and on the Fox River, the Village of Little Chute is Outagamie County's largest Village with a population of approximately 11,000 residents. Little Chute is a community proud of its Dutch heritage and its participation with our neighboring communities in the cultural, residential, business, and recreational life of the Fox Cities and Fox River Valley.

Our major employers include:

Nestle' Pizza (Jack's Pizza), Division of Nestle' USA- the largest pizza production facility in the United States, Heartland Label Printers and Business Solutions, Trilliant- offering one of the broadest arrays of high-quality beverages, ranging from coffee and teas to cappuccinos, hot cocoas and more and Bel Brands-maker of a variety of processed cheese products.

The Village is a full-service municipality offering quality municipal services while maintaining a combined local municipal tax and utility rates that is among the lowest compared with the other incorporated communities in the Fox Cities Area.

The annual operating budget of all Village funds total approximately \$24 million and the Village maintains and operating reserves of approximately \$6 million dollars.

V. Estimated Timeline

The Village intends to use the following timetable for evaluation and selection of a technology support firm:

Description	Date
RFP's released	Monday, July 1, 2019
Question period from firms	July 1, 2019 – July 15, 2019
Proposals Due	Noon CST, July 26, 2019
Finalist Determined	August 19, 2019
Village Board Approval	September 4, 2019

All questions should be e-mailed to the Finance Director, Lisa Remiker-DeWall, at lisa@littlechutewi.org. An e-mail response will be provided as soon as practicable.

The above timetable for review by the Village is subject to change. The Village will not be legally obligated to adhere to the dates for interviews, recommendations and award.

Interviews

Interviews will likely be required of selected finalists at the respondent's expense. However, an award may be made without discussion with the respondents. Therefore, respondents are cautioned that proposals should be submitted initially on the most favorable terms, from both a technical and cost standpoint.

If an interview is required, the selected finalists will be notified of the date and time of the interview process in accordance with the schedule on Page 1. Vendors selected must be available on the day noted (September 4th, 2019) – no exceptions. Vendors not selected will also be notified.

In addition to addressing questions from the evaluation panel, firms selected for interviews should be prepared to demonstrate their on-line banking and electronic deposit systems.

VI. Instructions to Firms

a) Proposal Submission

All responses must be submitted by email, mailed or delivered to:

Village of Little Chute
Finance Director, Lisa Remiker-DeWall
108 W Main Street, Little Chute, WI 54140
lisa@littlechutewi.org

If mailing or delivering, proposals must be in a sealed envelope and clearly marked in the lower left corner: "Banking Services." Please provide one (1) original and a thumb drive including the proposal file. If emailing, the attached file will be sufficient. Proposals will be accepted on or before Noon on July 26, 2019. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.

This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Village reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Village of Little Chute to do so.

b) Amendment

Amendment of proposals may be done as follows:

By Village: Proposals may be amended by the Village in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. To expedite receipt, copies of the amendment will be emailed to prospective vendors. The email address provided in the proposal will be utilized unless directed otherwise in writing by the vendor.

By Firm: Proposals may only be amended after receipt by the Village by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village.

Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.

c) Outline of Proposal

In order to adequately compare proposals and evaluate them uniformly and objectively, all proposals must be submitted according to this format. Each proposal should be bound, include a table of contents, be page numbered and should follow the order listed below. There are to be no costs/fees charged for the preparation of the proposal.

Your proposal should provide a straightforward, concise description of the proposed delivery of services and your ability to achieve the same in the format provided. Emphasis should be on completeness and clarity.

1. Title Page

The proposal should identify the subject, the name of the organization, address, telephone number, e-mail address, name and title of the contact person, and date of submission. The response should confirm that the proposal is effective for ninety (90) days from the date submitted.

2. Table of Contents

The table of contents of the proposal should include a clear and complete identification of the material submitted by page number.

3. Letter of Transmittal

Briefly outline and summarize the key elements of the proposal as to experience, qualifications, references, technical expertise, and understanding of the work to be performed, timing and fee.

The letter of transmittal should also include the affirmation that the institution meets the minimum requirements listed in the request for proposal.

4. Profile of the Firm

- a) Describe the types of services provided and locations.
- b) Include resumes of all key staff members to be assigned to the account, detailing educational background, years of experience and client names for similar sized agencies. The resumes may be included as an appendix.
- c) Describe firm's experience similar to the proposed engagement. Provide client names, contact persons and telephone numbers of all municipal clients who have been served in the last two years – at least three references shall be provided.
- d) Provide any other information relevant to the Firm's qualifications for the proposed engagement.

5. Firm's Approach to the Engagement

The institution should outline its plan for implementation if chosen to provide the services requested in the RFP. The implementation plan should include the average lead times for account opening, deposit ticket orders, endorsement stamps (if necessary), setup of online access, information reporting and other services.

6. Compensation

The selected banking institution will prepare, on a monthly basis, a billing for services rendered. The billing should be in a format that allows for reconciliation (using similar terms, format, etc.) as delineated in the Cost Proposal Form. Compensation should be debited from the appropriate accounts on a monthly basis.

Fees for any new services that were not detailed in Cost Proposal Form must be agreed to in writing between the Village and the banking institution prior to initiation of such fees and services.

7. Interest Earnings

1. Rate

Interest earnings will be computed in strict accordance with the negotiated rate included in the proposal. The negotiated rate will be a fixed daily rate which bears a direct relationship to the Daily Fed Funds rate as published on the web site of the Federal Reserve Bank of New York (www.newyorkfed.org).

2. Earning Balances

Interest shall be paid on total collected balances in the accounts at the end of the day and shall be credited to the Master Account on the last day of the month.

3. Interest-Bearing Account

This account should be an interest-bearing demand deposit account. Interest shall be calculated on a daily basis and paid monthly on the last day of the month on collected balances in the account, (including any electronic funds transfers received during the day), at the end of each day on a 365-day year basis.

4. Alternative Property Tax Collection Locations

Some municipalities (including at present, the Village) utilize branches of their main bank as alternative collection locations for property tax payments, particularly for times when Village Hall is closed (after hours, weekends, etc.). Please indicate on Exhibit B details of how the bank would provide such services, including hours of operations, locations, how payment information would be transmitted to the Village for updating of the property tax database, etc. Also indicate the cost, if any, for providing this service, should the Village be interested in continuing this option.

5. Overnight Investment Options

The Village will entertain alternatives for overnight investment of Village funds other than the interest-bearing account program described above. Please provide details of any such program. Respondents should indicate what level of service is available to the Village and the approximate cost.

VII. Term and Conditions

Insurance

All proposals must include either a description of the firm's insurance or a certificate of insurance outlining the firm's insurance policies which evidence compliance with the requirements contained herein. The successful Firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the written contract, the successful Firm shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement.

Failure to submit an insurance certificate, as required, can make the contract voidable at the Village's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by Village of Little Chute.

Nondiscrimination

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

This contract may not be assigned or subcontracted by the Firm without the written consent of the Village.

Independent Contractor Status

The Firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

Indemnification and Defense of Suits

The Firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the Firm, its employees, agents or subcontractors.

Contract Period

The term of this contract will be for five (5) years.

Termination of Contract

It should be noted that either party may cancel the service agreement for by written notice to the other party at least 90 days in advance of the commencement of the applicable year in which service is being terminated.

If through any cause, the Firm shall fail to fulfill in timely and proper manner his obligations under this contract, or if the Firm shall violate any of the covenants, agreements or stipulations of this contract, the Village shall thereupon have the right to immediately terminate or provide notice of the terminations this Contract. Such termination notice shall be in writing and shall identify the date of the termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials related to the services prepared by the support firm under this contract shall, at the option of the Village, become the property of the Village of Little Chute.

Notwithstanding the above, the support firm shall not be relieved of liability to the Village for damages sustained by the Village by virtue of any breach of the contract by the support firm, and the Village may withhold any payments to the support Firm or the purpose of set off until such time as the exact amount of damages due to the Village from the support Firm is determined.

EVALUATION AND AWARD

Proposals will be evaluated in accordance with the criteria listed below. Award will be made to the responsive, responsible Contractor who complies with the requirements and scores the highest total on the evaluation criteria as it pertains to the overall needs of the Village of Little Chute.

Experience – Experience with similar sized public and/or private sector clients, demonstrated ability to deliver requested services, staff qualifications	10%
Available Technology/Business Processes – Demonstrated ability to provide requested level of on-line services, availability of services that could create operating efficiencies for Village of Little Chute, ability to work efficiently with Village systems. Evidence of solid business processes that ensure the Village's banking transactions will be processed in a timely, accurate manner.	45%
Cost (Based on the total for the five (5) year period)	45%

OTHER CONSIDERATIONS

Factors which include, but are not limited to, quantity involved, time of completion, purpose for which required, competency and financial capacity of vendor, ability to render satisfactory service and past performance will be considered in determining status as a responsible vendor. The Village reserves the right to request additional information as may reasonably be required to make this determination and to further investigate the qualifications of the respondent as deemed appropriate.

IX. Professional Services Contract

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the Firm's technical and price proposals, and any other written offers/clarifications made by the Firm and accepted by the Village, will be incorporated into a contract between the Village and the Firm, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the Firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Village Board, execution of the contract by the proper Village officials, and delivery of the fully-executed contract to the Firm. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful Firm. The contract may be amended only by written agreement between the Firm and the Village of Little Chute.

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Parking on Vandebroek Road

PREPARED BY: James Fenlon, Administrator

REPORT DATE: June 14th, 2019

EXPLANATION: In April of 2019, staff recommended the temporary halting of parking restrictions as outlined in the attached IFC. Since that time, under both observation from DPW and FVMPD, it is the staff recommendation to formally end parking restrictions in this specific area (as outlined in the attached map).

RECOMMENDATION: Approve of the permanent removal of parking restrictions on the outlined area of Vandebroek Road.

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Parking on Vandenbroek Road and Miami Circle

PREPARED BY: James Fenlon, Administrator

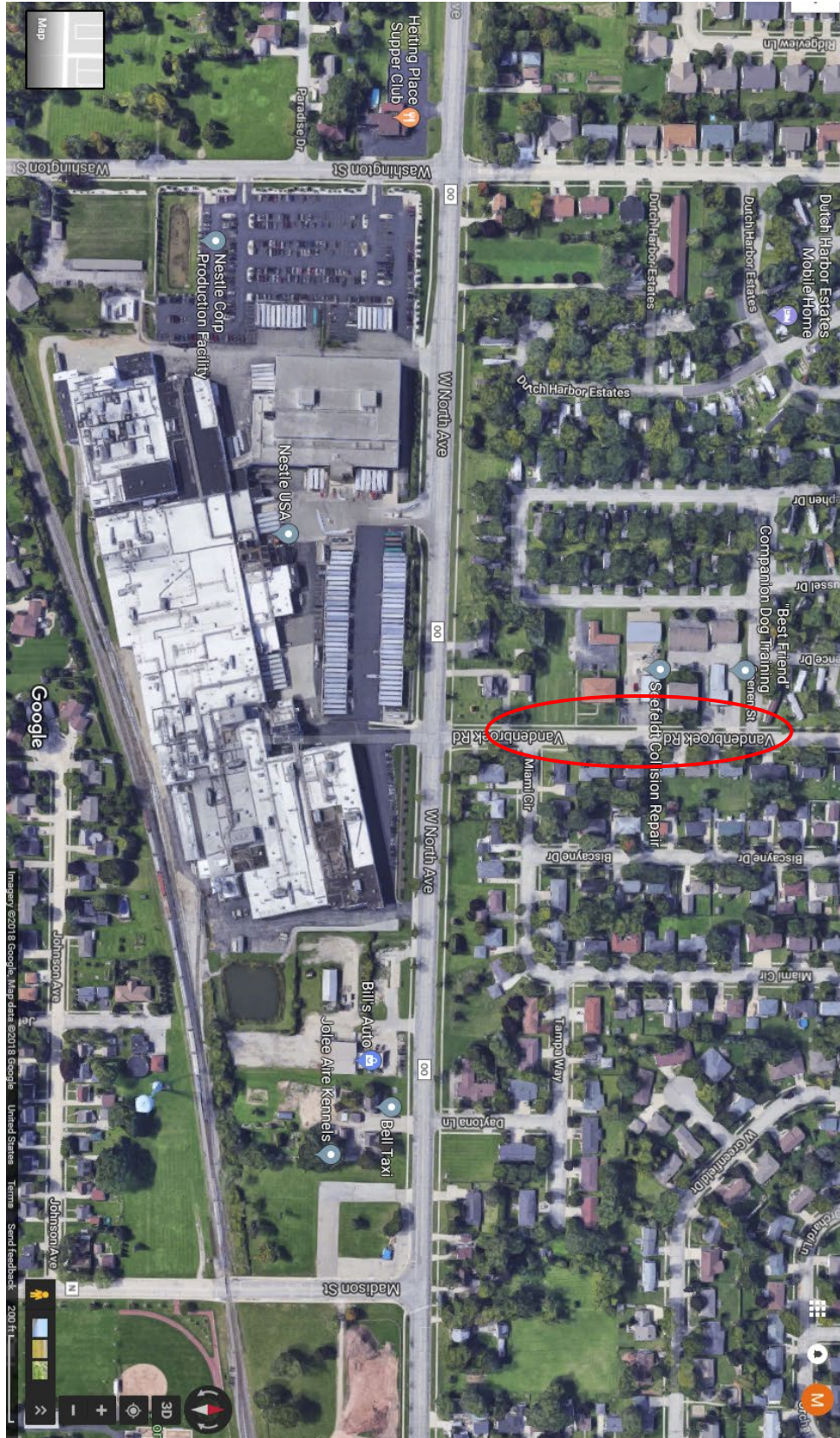
REPORT DATE: April 3rd, 2019

EXPLANATION: Staff from FVMPD was originally contacted by residents inquiring if the no parking signs installed on portions of Vandenbroek Road could be removed. It seems the signs were originally installed some time ago to address employees from the neighboring industry parking in the residential area. Now that the employer has a more robust parking lot, this issue would seem to be addressed.

Based upon observance by the Chief of Police and Director of Public Works, they recommend that the “No Parking” signs can be removed. However, before we actually remove the signs, they would recommend bagging (covering) the signs for a period of time to make sure the problem does not arise again. If it doesn’t, we can remove the signs with a follow-up official action by the Board of Trustees. If the problem starts up again, we could simply uncover the signs and enforce the restrictions again. Staff feels that covering the signs for 60 days would be beneficial to see if this is the most appropriate course of action.

RECOMMENDATION: Provided for discussion and action. Approve of the temporary plan to halt the parking restrictions for 60 days so that we staff can evaluate a permanent recommendation to bring back to the Board of Trustees for future action.

No Parking signs on both sides of Vandebroek Road and a portion of Miami Circle indicate no "No Parking" from 0400 hours to 0800 hours. The signs were originally installed due to employees of a neighboring industry parking there. This was prior to the construction of a more robust parking lot on Washington Street. There no longer appears to be a need for the signs and they could/should be removed.



Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: July 3rd Regular Board Meeting

PREPARED BY: James Fenlon, Administrator *JF*

REPORT DATE: June 14th, 2019

EXPLANATION: With the 1st Regular Board meeting of July occurring the day before July 4th, I would recommend that the Village Board cancel the 1st Regular Board meeting in July. Per village code, the Board retains the right to cancel any regular meeting. See the language below from municipal code:

Sec. 2-55. - Meetings.

[SHARE LINK TO SECTION](#)[PRINT SECTION](#)[DOWNLOAD \(DOCX\) OF SECTION](#)[EMAIL SECTION](#)[COMPARE VERSIONS](#)

(a) *Regular meetings.* Regular meetings shall be held at the village hall or at any other place designated by the village board and properly noticed on the first and third Wednesdays of every month at 6:00 p.m. Whenever any regular board meeting falls on a legal or other regularly recognized holiday, such meeting shall be held either on the preceding or the following day at the same hour. **The village board retains the option to cancel any regular meeting.**

Due to operations, at this time, I would recommend planning to have a Committee of the Whole or Special Meeting July 10th, should we need to handle any timely business.

RECOMMENDATION: Cancel the July 3rd Regular Board Meeting.

DISBURSEMENT LIST- June 19, 2019

Payroll & Payroll Liabilities - June 13, 2019	\$216,223.84
Prepaid Invoices - June 7, 2019	\$7,756.31
Prepaid Invoices - June 14, 2019	\$3,949.59

Utility Commission-

CURRENT ITEMS

Bills List - June 19, 2019	\$375,350.90
Total Payroll, Prepaid & Invoices	\$603,280.64

The above payments are recommended for approval:

Rejected: _____

Approved June 19, 2019

Michael R Vanden Berg, Village President

Laurie Decker, Clerk

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	GL Account
A.P. PLUMBING LLC			
5496	INSTALLED NEW FLUSH VALVES ON URINALS	1,122.62	207-52120-242
Total A.P. PLUMBING LLC:		1,122.62	
AIRGAS USA LLC			
9961951035	CYLINDER RENTALS	52.98	101-53330-218
Total AIRGAS USA LLC:		52.98	
AMBROSIUS, WILLIE			
5/30/19 - 6/6/19	MEN'S SOFTBALL SUPERVISOR	30.00	101-55300-111
5/30/19 - 6/6/19	MEN'S SOFTBALL UMPIRE	195.00	101-55300-111
Total AMBROSIUS, WILLIE:		225.00	
AMPLITEL TECHNOLOGIES			
13997	100 HOUR BLOCK AGREEMENT	10,500.00	207-52120-204
14013	MICROSOFT OFFICE 365-JUNE	680.00	207-52120-204
14018	DATTO BACK-UP SERVICES 06/19	375.00	207-52120-204
14046	MONTHLY ANTI-VIRUS SERVICE-JUNE	99.00	207-52120-240
Total AMPLITEL TECHNOLOGIES:		11,654.00	
ASSOCIATED APPRAISAL CONSULT			
142616	PROFESSIONAL SERVICES-JUNE	1,275.00	101-51530-204
Total ASSOCIATED APPRAISAL CONSULT:		1,275.00	
AT&T LONG DISTANCE			
05/19 845626857	APR/MAY CHARGES	39.26	101-51650-203
05/19 845626857	APR/MAY CHARGES	235.64	207-52120-203
05/19 845626857	APR/MAY CHARGES	9.37	620-53924-203
Total AT&T LONG DISTANCE:		284.27	
AUTOMATED COMFORT CONTROLS			
24036	SERVICE PERFORMED IN SERVER ROOM	208.00	101-51650-245
Total AUTOMATED COMFORT CONTROLS:		208.00	
BADGER FIRE INSPECTION LLC			
2282	AERIAL TEST ON TRUCK 3641	700.00	101-52200-204
Total BADGER FIRE INSPECTION LLC:		700.00	
BAUMGART PLUMBING			
3651	REPAIR BROKEN TEE BY POOL HEATER	285.45	204-55420-242
Total BAUMGART PLUMBING:		285.45	
BEDOLLA, ALEJANDRA			
060919	SECURITY DEPOSIT REFUND	100.00	208-21235

Invoice	Description	Total Cost	GL Account
Total BEDOLLA, ALEJANDRA:		100.00	
BELCO VEHICLE SOLUTIONS LLC			
4359	PERSONAL SAFETY LIGHT BAR FOR POLICE BIK	118.97	207-52120-247
Total BELCO VEHICLE SOLUTIONS LLC:		118.97	
CARRICO AQUATIC RESOURCES INC			
20192460	WATER TESTING TABLETS	19.00	204-55420-225
Total CARRICO AQUATIC RESOURCES INC:		19.00	
CITY OF APPLETON			
2411	JUNE WEIGHTS & MEASURES	580.00	101-52050-204
2460	USE OF TRAINING TOWER AT FS #6	150.00	101-52200-201
Total CITY OF APPLETON:		730.00	
CUDNEY, TRUDIE			
DOYLE 6/8/19	SECURITY DEPOSIT REFUND	20.00	101-34401
Total CUDNEY, TRUDIE:		20.00	
DAMAGE PREVENTION SERVICES			
2808	MAY LOCATES	247.25	610-53612-209
2808	MAY LOCATES	1,214.75	620-53644-209
2808	MAY LOCATES	462.25	630-53442-209
Total DAMAGE PREVENTION SERVICES:		1,924.25	
DON KRUEGER PHOTOGRAPHY			
061119	FVMPD GROUP & INDIVIDUAL PHOTOS	50.00	207-52120-218
Total DON KRUEGER PHOTOGRAPHY:		50.00	
DOUMA, AMANDA			
VLIESHOUT 6/1/19	SECURITY DEPOSIT REFUND	20.00	101-34401
Total DOUMA, AMANDA:		20.00	
EHLERS INVESTMENT PARTNERS LLC			
APRIL 2019	APRIL INVESTMENT MANAGEMENT	167.29	101-51780-229
APRIL 2019	APRIL INVESTMENT MANAGEMENT	181.39	300-57331-229
APRIL 2019	APRIL INVESTMENT MANAGEMENT	206.14	610-53614-229
APRIL 2019	APRIL INVESTMENT MANAGEMENT	512.66	620-53924-229
APRIL 2019	APRIL INVESTMENT MANAGEMENT	411.88	630-53444-229
MAY 2019	MAY INVESTMENT MANAGEMENT	173.05	101-51780-229
MAY 2019	MAY INVESTMENT MANAGEMENT	188.27	300-57331-229
MAY 2019	MAY INVESTMENT MANAGEMENT	213.35	610-53614-229
MAY 2019	MAY INVESTMENT MANAGEMENT	530.43	620-53924-229
MAY 2019	MAY INVESTMENT MANAGEMENT	426.54	630-53444-229
Total EHLERS INVESTMENT PARTNERS LLC:		3,011.00	
EITING, ROBERT E			
06/19 REIMBURSE	REIMBURSEMENT FOR FOOD FOR MEETING	107.88	101-52200-211

Invoice	Description	Total Cost	GL Account
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Total EITING, ROBERT E:		107.88	
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ELECTION SYSTEMS & SOFTWARE			
1090543	RENEWAL LICENSE FEE UPGRADE TO GOLD	1,350.00	101-51440-204
CM1090544	CREDIT FOR SILVER LICENSE FEE	1,170.00	101-51440-204
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Total ELECTION SYSTEMS & SOFTWARE:		180.00	
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ESRI INC.			
25895047	ARCGIS SINGLE USE LICENSE	3,504.99	101-51410-208
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Total ESRI INC.:		3,504.99	
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EVERGREEN POWER LLC			
2577	DRUM LID	6.99	101-53330-221
2577	DRUM LID	6.99	101-53330-218
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Total EVERGREEN POWER LLC:		13.98	
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FARRELL EQUIPMENT & SUPPLY CO INC			
1021071	METAL SPRAYER/EXPANSION JOINTS/BOW RAK	492.35	101-53300-216
1022711	14" GAS SAW	825.00	101-53300-216
1023187	DRY DIAMOND BLADE/SEALING AGENT	304.97	101-53300-216
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Total FARRELL EQUIPMENT & SUPPLY CO INC:		1,622.32	
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FASTENAL COMPANY			
WIKIM243052	HARDWARE FOR DOYLE POOL HEATER PUMP	9.89	204-55420-242
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Total FASTENAL COMPANY:		9.89	
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FEHR GRAHAM ENGINEERING &			
88786	2019 ANNUAL SAFETY REQUIREMENTS	1,422.50	101-53310-213
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Total FEHR GRAHAM ENGINEERING &:		1,422.50	
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FERGUSON WATERWORKS LLC #1476			
273814	FIRE HYDRANT	3,050.00	620-19204
273814	PVC PIPE/GASKET/NUTS & BOLTS	100.00	620-53644-254
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Total FERGUSON WATERWORKS LLC #1476:		3,150.00	
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FLY-ME FLAG LLC			
3434	TRUCK SERVICE CHARGE & RESTRING FLAGPOL	265.30	206-55110-242
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Total FLY-ME FLAG LLC:		265.30	
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FOX CITIES JANITORIAL			
9070	MONTHLY CLEANING-LCFD	200.00	101-52250-243
9070	MONTHLY CLEANING-METRO	795.00	207-52120-243
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Total FOX CITIES JANITORIAL:		995.00	
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FOX VALLEY TECHNICAL COLLEGE			
EC66138	FACILITY RENTAL-RANGE & EVOC TRAINING	750.00	207-52120-201

Invoice	Description	Total Cost	GL Account
Total FOX VALLEY TECHNICAL COLLEGE:		750.00	
FUHRMANN, NATHAN			
05/19 REIMBURSE	REIMBURSE FOR TRAILER HITCH	42.11	101-55480-218
Total FUHRMANN, NATHAN:		42.11	
GFC LEASING - WI			
12625065	GFC LEASING COPIER OVERAGE CHARGES	11.20	101-53310-207
Total GFC LEASING - WI:		11.20	
GRAEF			
103689	FOX RIVER BOARDWALK	3,563.40	420-57620-277
103690	FOX RIVER BOARDWALK	3,750.00	420-57620-277
Total GRAEF:		7,313.40	
HABECK, DANIEL			
19103	FIRE INCIDENT ACCOUNTABILITY NAME TAGS	55.00	101-52200-218
Total HABECK, DANIEL:		55.00	
HACH COMPANY			
11496115	WATER TESTING SUPPLIES	828.51	620-53644-204
Total HACH COMPANY:		828.51	
HALRON LUBRICANTS INC			
1074208	DIESEL EXHAUST FLUID PURUS/VALVOLINE	542.58	101-53330-217
CM1074969	DRUM RETURN	20.00	101-53330-217
Total HALRON LUBRICANTS INC:		522.58	
HEART OF THE VALLEY			
060619	MAY WASTEWATER	150,658.46	610-53611-225
060619	FOG CONTROL	170.00	610-53611-204
060619MP	MAY HOV METER PAYABLE	2,578.00	610-21110
Total HEART OF THE VALLEY:		153,406.46	
HEARTLAND TECHNOLOGY GROUP			
CFEST 6/8/19	SECURITY DEPOSIT REFUND	50.00	101-34401
Total HEARTLAND TECHNOLOGY GROUP:		50.00	
HENGEL, BROOKE			
061219-1	REFUND WORK PERMIT FEE	10.00	204-55420-218
Total HENGEL, BROOKE:		10.00	
HICKS, CHEYANNE			
061319	REFUND TUMBLING TYKES FEE	15.00	101-34413
Total HICKS, CHEYANNE:		15.00	

Invoice	Description	Total Cost	GL Account
J.F. AHERN CO			
317919	FIRE EXTINGUISHER	74.77	207-52120-213
Total J.F. AHERN CO:		74.77	
JENSEN, BRETT A			
06/19 REIMBURSE	DSPS CERTIFICATION RENEWAL REIMBURSEME	40.80	101-52050-208
Total JENSEN, BRETT A:		40.80	
JWR INC			
39-2953	MISC PARTS FOR TRUCK #30	150.01	101-53330-225
39-3108	TENSION BUSHING FOR TRUCK #30	48.79	101-53330-225
Total JWR INC:		198.80	
K.R. WEST COMPANY INC.			
377422	HOSE ASSEMBLY WIRE FOR TRUCK # 39	123.24	101-53330-225
Total K.R. WEST COMPANY INC.:		123.24	
KERBERROSE SC			
185565	2018 AUDIT - PROGRESS BILLING	18,750.00	101-51420-204
Total KERBERROSE SC:		18,750.00	
KERRIGAN, KAITLYN			
061219-2	REFUND WORK PERMIT FEE	10.00	204-55420-218
Total KERRIGAN, KAITLYN:		10.00	
KERRY'S VROOM SERVICE INC			
9167	OIL & FILTER CHANGE - UNIT#92	43.47	207-52120-247
9170	OIL & FILTER CHANGE - UNIT#93	43.47	207-52120-247
9171	ALIGNMENT ON SQUAD #92	79.95	207-52120-247
9173	OIL & FILTER CHANGE - UNIT#84	43.47	207-52120-247
9174	NEW STEERING SHAFT- UNIT#89	457.68	207-52120-247
9176	OIL & FILTER CHANGE - UNIT#182	43.47	207-52120-247
Total KERRY'S VROOM SERVICE INC:		711.51	
KRUEGER, KIRBY			
5/30/19 - 6/6/19	MEN'S SOFTBALL UMPIRE	136.50	101-55300-111
Total KRUEGER, KIRBY:		136.50	
KWIK TRIP INC			
MAY 2019 286768	MAY FUEL FOR SQUADS	3,024.87	207-52120-247
Total KWIK TRIP INC:		3,024.87	
LAMERS, VINCENT F			
05/19 REIMBURSE	SAFETY SHOE REIMBURSEMENT	120.54	101-53310-213
Total LAMERS, VINCENT F:		120.54	

Invoice	Description	Total Cost	GL Account
LC PROPERTY MANAGEMENT LLC			
061919	DEVELOPMENT INCENTIVE-LC PROPERTY MNGM	12,000.00	416-57600-266
Total LC PROPERTY MANAGEMENT LLC:		12,000.00	
LEHRER-MONSELS, LESLIE			
VLIESHOUT 6/8/19	SECURITY DEPOSIT REFUND	20.00	101-34401
Total LEHRER-MONSELS, LESLIE:		20.00	
LEXISNEXIS RISK DATA MANAGEMENT INC			
1686177-20190531	MAY 2019 MINIMUM COMMITMENT	50.00	101-51680-204
Total LEXISNEXIS RISK DATA MANAGEMENT INC:		50.00	
LLOYD, MICHAEL			
053119	MAY CLEAN-UP	30.00	101-52200-111
Total LLOYD, MICHAEL:		30.00	
MARCO INC			
24962087	MONTHLY COPIER LEASE-0830227-JUNE 2019	192.50	207-52120-207
24962087	MONTHLY COPIER LEASE-0985290-JUNE 2019	421.69	207-52120-207
Total MARCO INC:		614.19	
MARCO TECHNOLOGIES LLC			
6346862	CHANGE CALLER ID ON EXT 5323	52.50	101-51650-203
Total MARCO TECHNOLOGIES LLC:		52.50	
MARTINEZ, AZUCENA			
060219	SECURITY DEPOSIT REFUND	50.00	208-21235
Total MARTINEZ, AZUCENA:		50.00	
MARTINEZ, CESAR			
FIELD 6/2/19	REFUND FIELD SECURITY DEPOSIT	50.00	101-34401
VLIESHOUT 6/2/19	SECURITY DEPOSIT REFUND	20.00	101-34401
Total MARTINEZ, CESAR:		70.00	
MATTHEWS TIRE			
243779	4 NEW TIRES ON SQUAD #89	686.56	207-52120-247
70363	FLAT REPAIR ON TRUCK #29	18.85	101-53330-225
70363	FLAT REPAIR ON TRUCK #29	23.00	101-53330-204
Total MATTHEWS TIRE:		728.41	
MCCLONE			
125	3RD QTR WORKERS COMP	34,093.00	101-51900-230
125	3RD QTR WORKERS COMP	20,633.39	101-51900-230
125	3RD QTR WORKERS COMP	2,094.76	101-52250-230
125	3RD QTR WORKERS COMP	1,047.38	201-53620-230
125	3RD QTR WORKERS COMP	733.17	204-55420-230
125	3RD QTR WORKERS COMP	13,615.94	207-52120-230
125	3RD QTR WORKERS COMP	1,178.30	610-53614-230

Invoice	Description	Total Cost	GL Account
125	3RD QTR WORKERS COMP	785.54	620-53924-230
125	3RD QTR WORKERS COMP	1,178.30	630-53444-230
125	3RD QTR AUTO LIABILITY	27,491.00	101-51900-231
125	3RD QTR AUTO LIABILITY	15,578.27	101-51900-231
125	3RD QTR AUTO LIABILITY	3,297.89	101-52250-231
125	3RD QTR AUTO LIABILITY	1,789.54	201-53620-231
125	3RD QTR AUTO LIABILITY	6,563.98	207-52120-231
125	3RD QTR AUTO LIABILITY	1,246.02	610-53614-231
125	3RD QTR AUTO LIABILITY	1,244.04	620-53924-231
125	3RD QTR AUTO LIABILITY	1,436.80	630-53444-231
Total MCCLONE:		61,584.00	
MCMAHON ASSOCIATES INC			
914336	NORTH SIDE STORM SEWER INTERCEPTOR	991.00	416-57600-261
Total MCMAHON ASSOCIATES INC:		991.00	
MCO			
24538	JULY 2019 HEALTH & LIABILITY INS	3,923.70	620-53644-115
24538	JULY 2019 OPERATIONS	26,629.39	620-53644-115
24539	JUNE METER READING	354.17	610-53613-204
24539	JUNE METER READING	354.17	620-53904-204
24577	#318 MILEAGE - MAY 2019	256.36	620-53644-247
Total MCO:		31,517.79	
MENARDS - APPLETON EAST			
61484	POOL BREAKER BOX REPAIR ITEMS	118.23	204-55420-242
62054	PARTS TO REPAIR SCOREBOARD	276.99	101-55300-218
62069	PARTS TO REPAIR SCOREBOARD	4.65	101-55300-218
Total MENARDS - APPLETON EAST:		399.87	
MIDWEST SALT LLC			
P445990	INDUSTRIAL SOUTHERN COARSE SALT	2,296.63	620-53634-224
P446445	INDUSTRIAL SOUTHERN COARSE SALT	2,529.89	620-53634-224
P446453	INDUSTRIAL SOUTHERN COARSE SALT	2,454.68	620-53634-224
Total MIDWEST SALT LLC:		7,281.20	
MYERS, TIM			
060819	SECURITY DEPOSIT REFUND	100.00	208-21235
CFEST 6/9/19	SECURITY DEPOSIT REFUND	50.00	101-34401
Total MYERS, TIM:		150.00	
N.E.W. PRINTING			
136742	BUSINESS CARDS-MIKE MCCLONE	42.61	101-53310-206
136742	BUSINESS CARDS-MATTON & BLUM	85.22	101-51415-206
Total N.E.W. PRINTING:		127.83	
NASSCO INC			
S2478378.001	PAPER TOWEL, CAN LINERS, BATH TISSUE	352.42	206-55110-244
S2478378.001	PAPER TOWEL, CAN LINERS, BATH TISSUE	243.42	101-51650-244
S2478378.001	PAPER TOWEL, CAN LINERS, BATH TISSUE	115.75	207-52120-244

Invoice	Description	Total Cost	GL Account
S2478378.001	PAPER TOWEL, CAN LINERS, BATH TISSUE	38.55	101-52250-244
Total NASSCO INC:		750.14	
NEWS PUBLISHING CO INC			
442753	NOTICE-BOARD OF REVIEW	29.48	101-51440-227
Total NEWS PUBLISHING CO INC:		29.48	
O'REILLY AUTOMOTIVE INC			
2043-164928	OIL, FUEL, AND WATER FILTERS	24.54	101-53330-218
2043-165973	OIL AND COOLANT FILTERS	78.46	101-53330-218
2043-165974	NEW TIRE SETUP #160	7.21	101-53330-225
2043-166290	OIL AND AIR FILTERS	88.89	101-53330-218
2043-167684	SHUTOFF VALVE #37	6.29	101-53330-225
2043-167696	OIL FILTER FOR TRUCK #125	38.22	101-53330-225
2043-167859	OIL FILTERS	66.13	101-53330-218
2043-167954	SEALED BEAM	10.19	101-52200-205
Total O'REILLY AUTOMOTIVE INC:		319.93	
OUTAGAMIE COUNTY TREASURER			
7905	STREET SWEEPINGS	1,033.60	630-53442-204
7905	MAY SANITATION FEES	13,963.60	201-53620-204
MAY 2019	MAY COURT FINES	773.08	101-35101
Total OUTAGAMIE COUNTY TREASURER:		15,770.28	
PAHL, ANNA			
061219-5	REFUND WORK PERMIT FEE	10.00	204-55420-218
Total PAHL, ANNA:		10.00	
PAHL, ELLA			
061219	REFUND WORK PERMIT FEE	10.00	204-55420-218
Total PAHL, ELLA:		10.00	
PEPSI-COLA			
21085407	BEVERAGES	160.80	101-52200-211
Total PEPSI-COLA:		160.80	
PUFFE, RICK			
5/30/19 - 6/6/19	MEN'S SOFTBALL UMPIRE	175.50	101-55300-111
Total PUFFE, RICK:		175.50	
REHMAN, BAYLEY			
061219-3	REFUND WORK PERMIT FEE	10.00	204-55420-218
Total REHMAN, BAYLEY:		10.00	
REHMAN, MICHAEL			
5/30/19 - 6/6/19	MEN'S SOFTBALL UMPIRE	175.50	101-55300-111

Invoice	Description	Total Cost	GL Account
Total REHMAN, MICHAEL:		175.50	
REINDERS INC			
1785375	SWITCH FOR TRUCK #23	125.82	101-53330-225
1786137	WASHERS/NUTS/SCREWS TRUCK #23	25.95	101-53330-225
2676073	WEED KILLER	38.02	101-55200-215
Total REINDERS INC:		189.79	
RIESTERER & SCHNELL INC			
1556437	SOCKET FOR TRUCK #36	74.23	101-53330-225
Total RIESTERER & SCHNELL INC:		74.23	
RIVERSIDE BY REYNEBEAU FLORAL			
134607/1	FLOWERS FOR DOWNTOWN PLANTERS	1,163.50	101-51960-215
Total RIVERSIDE BY REYNEBEAU FLORAL:		1,163.50	
ROTH, ALEXIS			
061219-6	REFUND WORK PERMIT FEE	10.00	204-55420-218
Total ROTH, ALEXIS:		10.00	
SCHOMMER, DAVE			
5/30/19 - 6/6/19	MEN'S SOFTBALL UMPIRE	58.50	101-55300-111
Total SCHOMMER, DAVE:		58.50	
SECURITY FENCE & SUPPLY CO			
2019-34888	FENCE FOR LEGION 3	7,273.00	420-57620-273
Total SECURITY FENCE & SUPPLY CO:		7,273.00	
SHERWIN INDUSTRIES INC			
SS079577	CONCRETE COLD PATCH	408.00	101-53300-216
Total SHERWIN INDUSTRIES INC:		408.00	
SLATER, PAULA			
06/19 REIMBURSE	SUIT VINYL & HEATSEAL FEES	72.94	204-55420-218
06/19 REIMBURSE	REIMBURSE CSTARS COSTUMES RHINESTONES	1,056.45	101-55300-218
Total SLATER, PAULA:		1,129.39	
SPEEDY CLEAN DRAIN & SEWER			
67910	CONTRACTOR DAMAGE TO HYDRANT-BOHM DR	915.00	610-53614-204
Total SPEEDY CLEAN DRAIN & SEWER:		915.00	
STAMPS, ABRIELLA			
061219-4	REFUND WORK PERMIT FEE	10.00	204-55420-218
Total STAMPS, ABRIELLA:		10.00	

Invoice	Description	Total Cost	GL Account
STAPLES ADVANTAGE			
3414826962	SIGN HERE LABELS	4.99	101-51415-206
3414826962	POST-ITS AND STAPLER	27.14	101-53310-206
3414826962	YELLOW PAPER	11.28	101-55300-206
3414826962	VELCRO	16.88	204-55420-206
3414826962	BLACK TONER CARTRIDGE & CORRECTION TAPE	84.35	101-51420-206
Total STAPLES ADVANTAGE:		144.64	
STATE OF WI COURT FINES &			
MAY 2019	MAY COURT FINES	3,078.15	101-35101
Total STATE OF WI COURT FINES &:		3,078.15	
STONERIDGE LITTLE CHUTE LLC			
22028740936	SENIOR PROGRAM ITEMS	13.47	101-55300-218
22048382115	BAND WATER	15.98	101-55480-211
23034530942	WATER FOR CHEESEFEEST CONTEST	2.77	101-55300-233
Total STONERIDGE LITTLE CHUTE LLC:		32.22	
THEDACARE LABORATORIES			
MAY 2019 1210055	MAY BLOOD DRAWS	255.00	207-52120-204
Total THEDACARE LABORATORIES:		255.00	
TIME WARNER CABLE			
05/19 71391120150	MAY/JUNE SERVICE	230.99	207-52120-203
05/19 71406480150	MAY/JUNE SERVICE	141.06	207-52120-203
Total TIME WARNER CABLE:		372.05	
TJ'Z TOWING			
M5373	VEHICLE TOWED TO PD	50.00	207-52120-218
M5488	EMERGENCY TOW	95.00	207-52120-218
Total TJ'Z TOWING:		145.00	
TRUCKEY, SUSAN			
DOYLE 6/9/19	SECURITY DEPOSIT REFUND	20.00	101-34401
Total TRUCKEY, SUSAN:		20.00	
UNIFIRST CORPORATION			
0970284980	SHIRTS/PANTS	9.90	101-53330-213
0970284980	LAUNDRY BAGS/WIPERS	31.60	101-53330-218
Total UNIFIRST CORPORATION:		41.50	
VERBRUGGEN, CASEY			
05/19 REIMBURSE	REIMBURSEMENT FOR FOOD FOR MEETING	33.98	101-52200-211
053119	MAY CLEAN-UP	30.00	101-52200-111
Total VERBRUGGEN, CASEY:		63.98	
VORPAHL FIRE AND SAFETY			
215272575	AED CHILD PAD REPLACEMENT	95.00	204-55420-213

Invoice	Description	Total Cost	GL Account
Total VORPAHL FIRE AND SAFETY:		95.00	
WAAO			
2019-2020	MEMBERSHIP DUES-MOES	50.00	101-51530-208
Total WAAO:		50.00	
WASTEBUILT ENTITIES			
3357613	INDICATOR	38.67	101-53330-218
3357847	INDICATOR FOR TRUCK #32	14.02	101-53330-225
Total WASTEBUILT ENTITIES:		52.69	
WELLS FARGO FINANCIAL LEASING			
5006384109	JUNE COPIER LEASE	450.00	101-53310-207
5006384109	JUNE COPIER LEASE	803.15	101-51650-207
Total WELLS FARGO FINANCIAL LEASING:		1,253.15	
WI DNR			
WU84244	2019 WATER USE FEES	1,390.00	620-53634-255
Total WI DNR:		1,390.00	
WI DNR-ENVIRONMENTAL FEES			
445170000-2019-1	MS4 PERMIT	1,750.00	630-53444-225
Total WI DNR-ENVIRONMENTAL FEES:		1,750.00	
WI STATE FIREFIGHTER'S ASSOCIATION			
061319	MEMBERSHIP DUES 46 MEMBERS @ \$25 EACH	1,150.00	101-52200-208
Total WI STATE FIREFIGHTER'S ASSOCIATION:		1,150.00	
WISCNET			
14277	2ND QTR NETWORK ACCESS 4/1 - 6/30	750.00	207-52120-204
14277	2ND QTR NETWORK ACCESS 4/1 - 6/30	750.00	404-57190-208
Total WISCNET:		1,500.00	
WISCONSIN CENTRAL			
9500199655	RAILROAD SANITARY SEWER PROPERTY LICENS	180.00	610-53612-211
9500199705	RAILROAD STORM SEWER PROPERTY LICENSE	200.00	630-53442-211
Total WISCONSIN CENTRAL:		380.00	
Grand Totals:		375,350.90	

Report GL Period Summary

Vendor number hash: 427537
Vendor number hash - split: 601546
Total number of invoices: 146
Total number of transactions: 196

Terms Description	Invoice Amount	Net Invoice Amount
Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	375,350.90	375,350.90
Grand Totals:	375,350.90	375,350.90

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
2019 REFUNDS-MISCELLANEOUS (5003)							
4880D6N01G	Invoi	RESTITUTION FOR THEFT CASE	166.95	Open	Non		101-35101
Total 2019 REFUNDS-MISCELLANEOUS (5003):			166.95				
2019 UTILITY REFUNDS (5009)							
125212021	Invoi	OVERPAYMENT REFUND ACCT #1-252120-21	22.59	Open	Non		001-15000
126059412	Invoi	OVERPAYMENT REFUND ACCT #1-260594-12	54.68	Open	Non		001-15000
126204000	Invoi	OVERPAYMENT REFUND ACCT #1-262040-00	18.00	Open	Non		001-15000
170261503	Invoi	OVERPAYMENT REFUND ACCT #1-702615-03	12.79	Open	Non		001-15000
170289501	Invoi	OVERPAYMENT REFUND ACCT #1-702895-01	34.19	Open	Non		001-15000
170289501	Invoi	OVERPAYMENT REFUND ACCT #1-702740-02	49.49	Open	Non		001-15000
170294507	Invoi	OVERPAYMENT REFUND ACCT #1-702945-07	55.77	Open	Non		001-15000
Total 2019 UTILITY REFUNDS (5009):			247.51				
APPLETON TROPHY & ENGRAVING (1490)							
13862	Invoi	NECHODOM AWARDS	86.50	Open	Non		101-51110-219
15188	Invoi	ENGRAVED PLAQUE-OSTER	61.00	Open	Non		207-52120-218
Total APPLETON TROPHY & ENGRAVING (1490):			147.50				
ASCENSION MEDICAL GROUP-FOX VALLEY WI (2514)							
366655	Invoi	PRE-EMPLOYMENT PHYSICAL-STEEBER	386.00	Open	Med		207-52120-225
Total ASCENSION MEDICAL GROUP-FOX VALLEY WI (2514):			386.00				
CELLCOM (4683)							
725760	Invoi	FVMPD CELL - MAY	1,409.99	Open	Non		207-52120-203
Total CELLCOM (4683):			1,409.99				
DOCUMENT SALES AND DISTRIBUTION (4706)							
19-002180	Invoi	UDC BUILDING PERMIT SEALS	334.41	Open	Non		101-52050-218
Total DOCUMENT SALES AND DISTRIBUTION (4706):			334.41				
HALLMAN LINDSAY (2165)							
M0099857	Invoi	PAINT & SUPPLIES	107.38	Open	Non		206-55110-242
Total HALLMAN LINDSAY (2165):			107.38				
LEE'S CONTRACTING/FABRICATING (271)							
21727	Invoi	WOOD BLOCKS FOR VEHICLE STABILIZATION	120.00	Open	Non		101-52200-213
Total LEE'S CONTRACTING/FABRICATING (271):			120.00				
LINDNER ACE HARDWARE LITTLE CHUTE (4702)							
256777-312001	Invoi	PARTS FOR FIRE DEPT	37.97	Open	Non		101-52200-218
256894-312001	Invoi	PARTS FOR FIRE DEPT	17.96	Open	Non		101-52200-218
Total LINDNER ACE HARDWARE LITTLE CHUTE (4702):			55.93				
SIGNCOUNTRY (3870)							
11076	Invoi	GRAPHICS REPAIR ON SQUAD #92	370.00	Open	Non		207-52120-247

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
Total SIGNCOUNTRY (3870):			370.00				
TIME WARNER CABLE (89)							
06/19 70953560100	Invoi	JUNE/JULY SERVICE	458.92	Open	Non		101-51650-203
Total TIME WARNER CABLE (89):			458.92				
U.S. PETROLEUM EQUIPMENT (441)							
120686	Invoi	SHOP HOIST REPAIR	145.00	Open	Non		101-53330-204
Total U.S. PETROLEUM EQUIPMENT (441):			145.00				
Grand Totals:			3,949.59				

Report GL Period Summary

Vendor number hash: 66180
Vendor number hash - split: 71189
Total number of invoices: 19
Total number of transactions: 20

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	3,949.59	3,949.59
Grand Totals:	3,949.59	3,949.59

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
2019 REFUNDS-MISCELLANEOUS (5003)							
260-193400	Invoi	OVERPAYMENT ON SPECIAL ASSESSMENTS	3,867.92	Open	Non		610-37902
Total 2019 REFUNDS-MISCELLANEOUS (5003):			3,867.92				
2019 UTILITY REFUNDS (5009)							
170304004	Invoi	OVERPAYMENT REFUND ACCT #1-703040-04	73.39	Open	Non		001-15000
Total 2019 UTILITY REFUNDS (5009):			73.39				
AMERICAN FIDELITY ASSURANCE (4885)							
2039267A	Invoi	FLEX SPENDING MAY	992.97	Open	Non		101-21368
2039690B	Invoi	FLEX SPENDING MAY	992.97	Open	Non		101-21368
Total AMERICAN FIDELITY ASSURANCE (4885):			1,985.94				
APPLETON OIL CO INC (4236)							
MAY 2019	Invoi	OFF ROAD DIESEL	13.63	Open	Non		630-53441-247
MAY 2019	Invoi	OFF ROAD DIESEL	9.08	Open	Non		630-53442-247
MAY 2019	Invoi	OFF ROAD DIESEL	644.32	Open	Non		101-55200-247
MAY 2019	Invoi	OFF ROAD DIESEL	3.14	Open	Non		101-55440-247
MAY 2019	Invoi	OFF ROAD DIESEL	.78	Open	Non		610-53612-247
MAY 2019	Invoi	OFF ROAD DIESEL	.39	Open	Non		620-53644-247
MAY 2019	Invoi	OFF ROAD DIESEL	34.90	Open	Non		101-53330-217
Total APPLETON OIL CO INC (4236):			706.24				
AT&T (4444)							
294891667 05/19	Invoi	POOL INTERNET-INSTALLATION FEE	187.71	Open	Non		204-55420-203
Total AT&T (4444):			187.71				
TIME WARNER CABLE (89)							
05/19 70590040100	Invoi	MAY/JUNE SERVICE	90.11	Open	Non		101-52200-208
Total TIME WARNER CABLE (89):			90.11				
WARRANT PAYMENTS (4565)							
060419	Invoi	WARRANT- CORNETT	260.00	Open	Non		207-21495
Total WARRANT PAYMENTS (4565):			260.00				
WI RURAL WATER ASSOCIATION (590)							
S3528	Invoi	SYSTEM MEMBERSHIP RENEWAL	585.00	Open	Non		620-53924-208
Total WI RURAL WATER ASSOCIATION (590):			585.00				
Grand Totals:			7,756.31				

Report GL Period Summary

Vendor number hash: 33706
Vendor number hash - split: 59122
Total number of invoices: 9
Total number of transactions: 15

Terms Description	Invoice Amount	Net Invoice Amount
Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	7,756.31	7,756.31
Grand Totals:	7,756.31	7,756.31