



AMENDED AGENDA

REGULAR BOARD MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, September 18, 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. Ceremony—Police Officer Oath

G. Consent Agenda

Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member or member of the public. Any removed items will be considered immediately following the motion to approve the other items.

- 1. Minutes of the Regular Board Meeting of September 4, 2019
- 2. Operator License Approvals:

| | | |
|---------------|------------------|----------|
| Kuehne, Jeri | Gentleman Jack's | Kaukauna |
| Leary, Amanda | Weenies Still | Kaukauna |
- 3. Disbursement List

- H. Other Informational Items—August Fire Monthly Report and August Report

- I. Department and Officers Progress Reports

- J. Resolutions:
 - a) *Adopt Resolution No. 23, Series 2019 Authorizing the Sale of Real Estate Located North of and Adjacent to 400 Maple Drive to Jason & Dana Wilkinson*
 - b) *Adopt Resolution No. 24, Series 2019 Authorizing the sale of Real Estate Located North of and Adjacent to 502 Maple Drive to Lucas & Sarah Peeters*
 - c) *Adopt Resolution No. 25, Series 2019 Outlot 2, Little Chute North Estates CSM*
 - d) *Adopt Resolution No. 26, Series 2019 Hackbarth CSM*

- K. Action—Deer Culling

- L. Discussion—I-41 Improvements
- M. Discussion/Action—US Census Bureau Complete Count Committee
- N. Discussion—Firearm Discharge Ordinance and Hunting
- O. Discussion—Kaukauna Utilities
- P. Discussion—2020-2024 Capital Improvement Plan (CIP)
- Q. Discussion/Action—2020 Health Insurance Selection
- R. Call for Unfinished Business
- S. Items for Future Agenda
- T. Closed Sessions:
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. *Boundary Agreement Negotiations, Joint Library Discussion, Economic Development Negotiations*
- U. Return to Open Session
- V. 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: September 17, 2019

MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 4, 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
Bill Peerenboom, Trustee
Brian Van Lankveldt, Trustee
David Peterson, Trustee
Skip Smith, Trustee

Roll call of Officers and Department Heads

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

Public Appearance for Items Not on the Agenda

None

Consent Agenda

Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member or member of the public. Any removed items will be considered immediately following the motion to approve the other items.

1. Minutes of the Regular Board Meeting of August 21, 2019
2. Operator License Approvals
3. Special Event Permit for LC Homecoming Parade on September 27, 2019
4. Special Event Permit for American Legion Gold Star Honor Ceremony on September 29, 2019
5. Disbursement List

Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to Approve the Consent Agenda items as listed

Ayes 7, Nays 0 – Motion Carried

Presentation—Kaukauna Utilities

Administrator Fenlon went over information regarding the Electric Tax Lien Ordinance and informed the board that action would be taken at a later date. Ms. Clara Pickett, Manager of Finance with Kaukauna Utilities then explained the ordinance is necessary to enforce payment of any delinquent electric charges that are overdue due to receivership or bankruptcy. She also noted that if this ordinance had been in effect at the time of Appleton Coated's receivership they would have been paid the entire \$2.2 million out of the proceeds of the sale.

Presentation/Discussion—2020-2024 Capital Improvement Plan (CIP)

Administrator Fenlon briefly went over a power point presentation and a quick summary of the five-year Capital Improvement Plan. The plan will be presented for action at the October 2, 2019 Board meeting.

Department and Officers Progress Reports

Departments and Officers provided progress reports to the Board

Action—Banking Services

Director Remiker-DeWall advised the board on the banking provider proposals that the ad-hoc committee is recommending. Four finalists were invited in for a panel interview that consisted of the Village Administrator, Deputy Treasurer, President Vanden Berg, Trustee Elrick and Trustee Van Lankveldt. The committee unanimously recommends First Business Bank for all primary banking functions in conjunction with a local relationship with BLC. The Village will also maintain a tax collection option at Capital Credit Union on E. North Avenue.

Moved by Trustee Peerenboom, seconded by Trustee Peterson to Approve the recommendation made by the ad-hoc committee as presented

Ayes 7, Nays 0 – Motion Carried

Action—Buchanan and Main Crossing Guard

FVMPD Chief Meister provided information to the Board on the elimination of the crossing guard position on Buchanan and Main Streets.

Moved by Trustee Peerenboom, seconded by Trustee Smith to Approve the elimination of the crossing guard at Buchanan and Main as presented

Ayes 7, Nays 0 – Motion Carried

Call for Unfinished Business

None

Items for Future Agenda

None

Closed Sessions:

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. *Development Negotiations and Proposals*

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 Peterson, seconded by Trustee Elrick to exit closed session

Ayes 7, Nays 0 – Motion Carried

Action—1st Addendum to Development Agreement with Della Marcus Corporation, LLC

Moved by Trustee Elrick, seconded by Trustee Van Lankveldt to approve the 1st Addendum to Development Agreement with Della Marcus Corporation, LLC

Ayes 7, Nays 0 – Motion Carried

Adjournment

Moved by Trustee Elrick, seconded by Trustee Peterson to Adjourn the Regular Board Meeting at 8:49 p.m.

Ayes 7, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By:

Michael R. Vanden Berg, Village President

Attest: _____

Laurie Decker, Village Clerk

DISBURSEMENT LIST- September 18, 2019

Payroll & Payroll Liabilities - September 5, 2019 **\$210,533.95**

Prepaid Invoices - September 6, 2019 **\$6,723.39**

Utility Commission- September 17, 2019 **\$187,161.55**

CURRENT ITEMS

Bills List - September 18, 2019 **\$235,550.33**

Total Payroll, Prepaid & Invoices **\$639,969.22**

The above payments are recommended for approval:

Rejected: _____

Approved September 18, 2019

Michael R Vanden Berg, Village President

Laurie Decker, Clerk

Report Criteria:

Invoice Detail.Voided = {} FALSE

| Invoice | Description | Total Cost | GL Account |
|--|--------------------------------------|------------|-----------------|
| AIRGAS USA LLC | | | |
| 9092394206 | REPLACEMENT GAUGES | 73.54 | 101-53330-218 |
| 9092660104 | OXYGEN | 126.44 | 207-52120-213 |
| CM9600617545 | RETURNED MERCHANDISE | 11.50- | 101-53330-218 |
| Total AIRGAS USA LLC: | | | 188.48 |
| AMPLITEL TECHNOLOGIES | | | |
| 14429 | LAPTOP FOR FINANCE DIRECTOR | 1,756.41 | 404-57190-302 |
| 14441 | MICROSOFT OFFICE 365-SEPTEMBER | 680.00 | 207-52120-204 |
| 14444 | MICROSOFT OFFICE 365-SEPTEMBER | 635.95 | 404-57190-208 |
| 14448 | DATTO BACK-UP SERVICES 09/19 | 375.00 | 207-52120-204 |
| 14449 | MONTHLY DATTO BACK-UP SERVICES 8/19 | 325.00 | 404-57190-204 |
| 14464 | MONTHLY ANTI-VIRUS SERVICE-SEPTEMBER | 147.00 | 404-57190-204 |
| 14475 | MONTHLY ANTI-VIRUS SERVICE-SEPTEMBER | 99.00 | 207-52120-240 |
| 14515 | CAMERA REPAIR | 97.50 | 207-52120-205 |
| Total AMPLITEL TECHNOLOGIES: | | | 4,115.86 |
| ASCENSION MEDICAL GROUP | | | |
| MAY - AUG YOGA | YOGA INSTRUCTOR MAY-AUG 2019 | 800.00 | 208-52900-204 |
| MAY - AUG YOGA | YOGA IN THE PARK CLASS 9/4 | 50.00 | 101-55300-218 |
| Total ASCENSION MEDICAL GROUP: | | | 850.00 |
| ASHWAUBENON DANCE TEAM | | | |
| INVITE 12/7/19 | TEAM REGISTRATION FEE 12/7 | 420.00 | 101-55300-218 |
| Total ASHWAUBENON DANCE TEAM: | | | 420.00 |
| ASSOCIATED APPRAISAL CONSULT | | | |
| 144116 | PROFESSIONAL SERVICES-SEPTEMBER | 1,275.00 | 101-51530-204 |
| Total ASSOCIATED APPRAISAL CONSULT: | | | 1,275.00 |
| AT&T LONG DISTANCE | | | |
| 08/19 845626857 | JUL/AUG CHARGES | 66.07 | 101-51650-203 |
| 08/19 845626857 | JUL/AUG CHARGES | 187.30 | 207-52120-203 |
| 08/19 845626857 | JUL/AUG CHARGES | 19.13 | 620-53924-203 |
| Total AT&T LONG DISTANCE: | | | 272.50 |
| BERGSTROM FORD-LINCOLN | | | |
| 338724 | NEW IGNITION KEY #52 | 624.51 | 101-53330-225 |
| 338724 | NEW IGNITION KEY #52 | 211.83 | 101-53330-204 |
| 56213 | SPRING PAD #90 | 46.08 | 101-53330-225 |
| Total BERGSTROM FORD-LINCOLN: | | | 882.42 |
| CITY OF APPLETON | | | |
| 3069 | SEPTEMBER WEIGHTS & MEASURES | 580.00 | 101-52050-204 |
| Total CITY OF APPLETON: | | | 580.00 |

| Invoice | Description | Total Cost | GL Account |
|---|-------------------------------------|-----------------|---------------|
| CRESCENT ELECTRIC SUPPLY CO | | | |
| S506760031.001 | EXHAUST FANS AT LEGION | <u>309.98</u> | 101-55200-242 |
| Total CRESCENT ELECTRIC SUPPLY CO: | | <u>309.98</u> | |
| EAGLE GRAPHICS LLC | | | |
| 173466 | RECEIPT BOOKS | <u>236.11</u> | 207-52120-207 |
| Total EAGLE GRAPHICS LLC: | | <u>236.11</u> | |
| EAST WISCONSIN SAVINGS BANK | | | |
| VLIESHOUT 9/5/19 | SECURITY DEPOSIT REFUND | <u>20.00</u> | 101-21235 |
| Total EAST WISCONSIN SAVINGS BANK: | | <u>20.00</u> | |
| EHLERS INVESTMENT PARTNERS LLC | | | |
| AUGUST 2019 | AUGUST INVESTMENT MANAGEMENT | <u>174.46</u> | 101-51780-229 |
| AUGUST 2019 | AUGUST INVESTMENT MANAGEMENT | <u>189.78</u> | 300-57331-229 |
| AUGUST 2019 | AUGUST INVESTMENT MANAGEMENT | <u>215.10</u> | 610-53614-229 |
| AUGUST 2019 | AUGUST INVESTMENT MANAGEMENT | <u>532.70</u> | 620-53924-229 |
| AUGUST 2019 | AUGUST INVESTMENT MANAGEMENT | <u>428.79</u> | 630-53444-229 |
| Total EHLERS INVESTMENT PARTNERS LLC: | | <u>1,540.83</u> | |
| EIS IMPLEMENT INC | | | |
| 166393 | REPLACED OIL PRESSURE SWITCH #155 | <u>87.55</u> | 101-53330-204 |
| 166395 | STRAP #155 | <u>18.60</u> | 101-53330-225 |
| Total EIS IMPLEMENT INC: | | <u>106.15</u> | |
| ELECTION SYSTEMS & SOFTWARE | | | |
| 1096607 | 4G MODEM | <u>825.00</u> | 101-51440-204 |
| Total ELECTION SYSTEMS & SOFTWARE: | | <u>825.00</u> | |
| EZ GLIDE GARAGE DOORS | | | |
| 163033 | SERVICE CALL TO REPAIR DOOR @ MSB | <u>119.00</u> | 101-53310-204 |
| Total EZ GLIDE GARAGE DOORS: | | <u>119.00</u> | |
| FARRELL EQUIPMENT & SUPPLY CO INC | | | |
| 1044687 | CAUTION TAPE & EAR PLUGS | <u>49.98</u> | 101-55440-218 |
| 1044687 | HARD HAT | <u>8.99</u> | 101-55200-213 |
| 1044687 | HARD HATS & CAUTION TAPE | <u>37.96</u> | 101-53300-213 |
| 1048151 | 4" CONCRETE BIT | <u>144.99</u> | 101-53300-218 |
| 1048197 | EXPANSION JOINTS & ADHESIVE | <u>206.96</u> | 101-53300-215 |
| Total FARRELL EQUIPMENT & SUPPLY CO INC: | | <u>448.88</u> | |
| FASTENAL COMPANY | | | |
| WIKIM245991 | COLD PACKS | <u>8.44</u> | 101-53300-213 |
| Total FASTENAL COMPANY: | | <u>8.44</u> | |
| FIRELINE SPRINKLER CORP | | | |
| 6007-19-3 | QUARTERLY FIRE SPRINKLER INSPECTION | <u>90.00</u> | 101-53310-204 |

| Invoice | Description | Total Cost | GL Account |
|---------------------------------|---|---------------|---------------|
| | Total FIRELINE SPRINKLER CORP: | <u>90.00</u> | |
| FOX CITIES JANITORIAL | | | |
| 9336 | MONTHLY CLEANING-METRO | 795.00 | 207-52120-243 |
| 9336 | MONTHLY CLEANING-LCFD | 200.00 | 101-52250-243 |
| | Total FOX CITIES JANITORIAL: | <u>995.00</u> | |
| FRANKLIN HIGH SCHOOL DANCE TEAM | | | |
| INVITE 11/2/19 | C-STARS REGISTRATION FEE | 390.00 | 101-55300-218 |
| | Total FRANKLIN HIGH SCHOOL DANCE TEAM: | <u>390.00</u> | |
| GARCIA, LUZ | | | |
| CFEST 9/1/19 | SECURITY DEPOSIT REFUND | 50.00 | 101-21235 |
| | Total GARCIA, LUZ: | <u>50.00</u> | |
| GFC LEASING - WI | | | |
| 12707903 | GFC LEASING COPIER OVERAGE CHARGES | 18.25 | 101-53310-207 |
| | Total GFC LEASING - WI: | <u>18.25</u> | |
| GRIESBACH READY-MIX LLC | | | |
| 4689 | CONCRETE 715 LORI LANE | 306.00 | 101-53300-215 |
| | Total GRIESBACH READY-MIX LLC: | <u>306.00</u> | |
| GUSTMAN | | | |
| 51067 | CONNECTOR & OIL DRAIN PLUG | 53.60 | 101-53330-218 |
| | Total GUSTMAN: | <u>53.60</u> | |
| HERMUS, EMILY | | | |
| 082519 | SECURITY DEPOSIT REFUND | 100.00 | 208-21235 |
| | Total HERMUS, EMILY: | <u>100.00</u> | |
| INTERSTATE BATTERY OF GREEN BAY | | | |
| 70219896 | BATTERY FOR TRUCK #9 | 82.95 | 101-53330-225 |
| 90130918 | BATTERY FOR TRUCK #52 | 145.95 | 101-53330-225 |
| | Total INTERSTATE BATTERY OF GREEN BAY: | <u>228.90</u> | |
| J & B TROPHY & ENGRAV INC. | | | |
| 37510 | PLAQUE @ ISLAND PARK SHELTER | 235.33 | 101-55200-218 |
| 37527 | BIG TEAM AWARD-LT. JANSEN | 25.00 | 101-52200-219 |
| | Total J & B TROPHY & ENGRAV INC.: | <u>260.33</u> | |
| JANSEN, MARK | | | |
| 08/19 REIMBURSE | FOX VALLEY FIRE CHIEF MEETING-DINNER REIM | 18.00 | 101-52200-201 |
| | Total JANSEN, MARK: | <u>18.00</u> | |

| Invoice | Description | Total Cost | GL Account |
|---|---|------------------|---------------|
| KERRY'S VROOM SERVICE INC | | | |
| 9219 | OIL & FILTER CHANGE - UNIT#181 | 43.47 | 207-52120-247 |
| 9221 | OIL & FILTER CHANGE - UNIT#182 | 43.47 | 207-52120-247 |
| Total KERRY'S VROOM SERVICE INC: | | 86.94 | |
| KWIK TRIP INC | | | |
| AUG 2019 286768 | AUG FUEL FOR SQUADS | 2,854.59 | 207-52120-247 |
| Total KWIK TRIP INC: | | 2,854.59 | |
| LAPPEN SECURITY PRODUCTS INC | | | |
| LSPQ41590 | PRINTER RIBBONS | 346.66 | 101-51440-206 |
| Total LAPPEN SECURITY PRODUCTS INC: | | 346.66 | |
| LC PROPERTY MANAGEMENT LLC | | | |
| 091819 | DEVELOPMENT INCENTIVE-LC PROPERTY MNGM | 12,000.00 | 416-57600-266 |
| Total LC PROPERTY MANAGEMENT LLC: | | 12,000.00 | |
| LEXISNEXIS RISK DATA MANAGEMENT INC | | | |
| 1686177-20190831 | AUGUST 2019 MINIMUM COMMITMENT | 100.00 | 101-51680-204 |
| Total LEXISNEXIS RISK DATA MANAGEMENT INC: | | 100.00 | |
| LINDNER ACE HARDWARE LITTLE CHUTE | | | |
| 258548-325001 | CONDUIT FOR LEGION SCOREBOARD | 4.47 | 101-55200-218 |
| 258556-325001 | UPS CHARGE TO RETURN VEHICLE PART | 10.89 | 101-53330-225 |
| 258603-325001 | 3/4" PVC | 1.19 | 101-53300-215 |
| 258659-325001 | RAKES | 16.98 | 101-55440-218 |
| 258667-325003 | PARTS FOR WATER DEPT | 5.82 | 620-53634-255 |
| 258715-325001 | RAKES | 25.47 | 101-55440-218 |
| 258814-325001 | PROPANE FOR FAMILY FUN FEST | 17.56 | 101-55300-218 |
| 258849-325001 | WIPERS AND FASTENERS #40 | 17.61 | 101-53330-225 |
| 258877-325001 | FLAGS & MARKERS | 18.36 | 101-51415-218 |
| 258920-325001 | FILES | 80.56 | 101-53300-218 |
| 258968-325001 | WIRE STAPLER & STAPLES | 27.58 | 101-55200-218 |
| 258973-325001 | RAKES FOR CHIPPER | 26.98 | 101-55440-218 |
| 258980-325003 | FASTENERS/NUTS & BOLTS | 41.88 | 620-53634-255 |
| 259091-325001 | CLEANER FOR BATHROOMS | 14.34 | 101-55200-222 |
| Total LINDNER ACE HARDWARE LITTLE CHUTE: | | 309.69 | |
| MARASCH, MARTY | | | |
| 08/19 REIMBURSE | FOX VALLEY FIRE CHIEFS ASSOC MTG-DINNER R | 18.00 | 101-52200-201 |
| Total MARASCH, MARTY: | | 18.00 | |
| MARCO TECHNOLOGIES LLC | | | |
| 6687671 | SET UP NEW PHONE IN FINANCE | 75.00 | 101-51650-203 |
| Total MARCO TECHNOLOGIES LLC: | | 75.00 | |
| MATTHEWS TIRE | | | |
| 247436 | BRAKE WORK & OIL CHANGE-SQUAD #94 | 970.15 | 207-52120-247 |
| 71619 | 4 NEW TIRES/3 TRUCK CASING/1 FLAT REPAIR #3 | 253.00 | 101-53330-204 |

| Invoice | Description | Total Cost | GL Account |
|---------------------------------------|---|-------------------|---------------|
| 71619 | 4 NEW TIRES/3 TRUCK CASING/1 FLAT REPAIR #3 | 3,179.53 | 101-53330-225 |
| Total MATTHEWS TIRE: | | 4,402.68 | |
| MCC INC | | | |
| 183579 | 3/4" DENSE CRUSHER RUN STONE | 411.02 | 101-53300-215 |
| 2019001 | 2019 ASPHALT PAVING PROJECT | 32,409.26 | 452-51212-263 |
| 2019001 | 2019 ASPHALT PAVING PROJECT | 76,189.10 | 420-57620-276 |
| Total MCC INC: | | 109,009.38 | |
| MCCLONE | | | |
| 256 | 4TH QTR WORKERS COMP | 34,093.00 | 101-51900-230 |
| 256 | 4TH QTR WORKERS COMP | 20,633.39- | 101-51900-230 |
| 256 | 4TH QTR WORKERS COMP | 2,094.76 | 101-52250-230 |
| 256 | 4TH QTR WORKERS COMP | 1,047.38 | 201-53620-230 |
| 256 | 4TH QTR WORKERS COMP | 733.17 | 204-55420-230 |
| 256 | 4TH QTR WORKERS COMP | 13,615.94 | 207-52120-230 |
| 256 | 4TH QTR WORKERS COMP | 1,178.30 | 610-53614-230 |
| 256 | 4TH QTR WORKERS COMP | 785.54 | 620-53924-230 |
| 256 | 4TH QTR WORKERS COMP | 1,178.30 | 630-53444-230 |
| 256 | 4TH QTR AUTO LIABILITY | 27,491.00 | 101-51900-231 |
| 256 | 4TH QTR AUTO LIABILITY | 15,578.27- | 101-51900-231 |
| 256 | 4TH QTR AUTO LIABILITY | 3,297.89 | 101-52250-231 |
| 256 | 4TH QTR AUTO LIABILITY | 1,789.54 | 201-53620-231 |
| 256 | 4TH QTR AUTO LIABILITY | 6,563.98 | 207-52120-231 |
| 256 | 4TH QTR AUTO LIABILITY | 1,246.02 | 610-53614-231 |
| 256 | 4TH QTR AUTO LIABILITY | 1,244.04 | 620-53924-231 |
| 256 | 4TH QTR AUTO LIABILITY | 1,436.80 | 630-53444-231 |
| Total MCCLONE: | | 61,584.00 | |
| MCMAHON ASSOCIATES INC | | | |
| 915477 | NORTH SIDE STORM SEWER INTERCEPTOR | 1,338.50 | 416-57600-261 |
| Total MCMAHON ASSOCIATES INC: | | 1,338.50 | |
| MENARDS - APPLETON EAST | | | |
| 67276 | TRASH CAN W/ WHEELS | 29.94 | 207-52120-244 |
| Total MENARDS - APPLETON EAST: | | 29.94 | |
| MODERN DAIRY INC | | | |
| 267550 | POOL CONCESSION ITEMS | 390.17 | 204-55420-211 |
| 267561 | YOUTH CARNIVAL ITEMS | 93.10 | 101-55300-218 |
| 267775 | POOL CONCESSION ITEMS | 334.82 | 204-55420-211 |
| CM00037 | RETURNED MERCHANDISE | 83.05- | 204-55420-211 |
| Total MODERN DAIRY INC: | | 735.04 | |
| MODERN MARKETING | | | |
| MMI134405 | JUNIOR CUSTOM TATTOOS | 378.21 | 207-52120-218 |
| Total MODERN MARKETING: | | 378.21 | |
| MONROE TRUCK EQUIPMENT INC | | | |
| 812328 | REPLACEMENT SOCKET FOR STOCK | 12.46 | 101-53330-218 |

| Invoice | Description | Total Cost | GL Account |
|--|--|-----------------|---------------|
| 812328 | REPLACEMENT SOCKET FOR #15 | 12.46 | 101-53330-225 |
| Total MONROE TRUCK EQUIPMENT INC: | | 24.92 | |
| MOTION INDUSTRIES | | | |
| WI02-970192 | POWERBAND BELT #38 | 113.74 | 101-53330-225 |
| Total MOTION INDUSTRIES: | | 113.74 | |
| MYERS, JACOB D | | | |
| 083119 | AUGUST CLEAN UP | 30.00 | 101-52200-111 |
| Total MYERS, JACOB D: | | 30.00 | |
| NEWS PUBLISHING CO INC | | | |
| 453344 | PUBLIC HEARING-TID #7 | 18.62 | 101-51440-227 |
| 453346 | PUBLIC HEARING-CHAPTER 44 | 57.37 | 101-51440-227 |
| 453741 | RESOLUTION 18 | 195.45 | 452-51212-227 |
| 454089 | PUBLIC HEARING-TID #7 | 15.71 | 101-51440-227 |
| 455011 | JOINT REVIEW BOARD MEETING | 19.62 | 101-51440-227 |
| Total NEWS PUBLISHING CO INC: | | 306.77 | |
| OAK CREEK HIGH SCHOOL | | | |
| INVITE 11/9/19 | C-STARS REGISTRATION FEE | 408.00 | 101-55300-218 |
| Total OAK CREEK HIGH SCHOOL: | | 408.00 | |
| O'REILLY AUTOMOTIVE INC | | | |
| 2043-177356 | OIL FILTER #40 | 3.77 | 101-53330-225 |
| 2043-177494 | AIR HOSE COUPLERS | 4.98 | 101-53330-218 |
| 2043-177525 | AIR & OIL FILTERS | 156.70 | 101-53330-218 |
| 2043-177525 | HITCH BALL | 13.99 | 101-53300-218 |
| 2043-177679 | AIR HOSES | 105.98 | 101-53330-218 |
| 2043-177930 | AIR, OIL, COOLANT, AND HYDRAULIC FILTERS | 274.71 | 101-53330-218 |
| 2043-177945 | LATEX GLOVES | 20.23 | 101-53330-218 |
| 2043-178290 | SIPHON HOSE | 14.99 | 101-53330-218 |
| 2043-178332 | TIRE SEALANT #37 | 12.99 | 101-53330-225 |
| 2043-178758 | ADAPTER #52 | 29.99 | 101-53330-225 |
| 2043-179209 | AIR & OIL FILTERS | 54.40 | 101-53330-218 |
| 2043-179361 | FOAM CLEANER #46 | 9.98 | 101-53330-225 |
| 2043-179361 | FOAM CLEANER | 9.98 | 101-53330-218 |
| 2043-179490 | HYDRAULIC FILTER #77 | 39.94 | 101-53330-225 |
| 2043-179771 | FUEL FILTER #59 | 8.53 | 101-53330-225 |
| 2043-179807 | DUCKBILL SW | 9.58 | 101-53330-218 |
| 2043-180102 | BRACKET #35 | 107.60 | 101-53330-225 |
| 2043-180159 | OIL FILTER | 31.74 | 101-53330-225 |
| 2043-180159 | OIL FILTER | 31.74 | 101-53330-218 |
| 2043-180581 | SUCTION GUN | 24.99 | 101-53330-218 |
| 2043-181028 | MOTOR OIL | 29.96 | 101-53330-218 |
| 2043-181057 | AIR, OIL, FUEL FILTERS/BOX LAMP | 123.06 | 101-53330-218 |
| CM2043-181144 | RETURNED MERCHANDISE | 44.00- | 101-53330-225 |
| Total O'REILLY AUTOMOTIVE INC: | | 1,075.83 | |
| OSHKOSH WEST HIGH SCHOOL | | | |
| INVITE 2020 | DANCE TEAM COMPETITION FEE | 430.00 | 101-55300-218 |

| Invoice | Description | Total Cost | GL Account |
|---------------|--------------------------------------|------------------|---------------|
| | Total OSHKOSH WEST HIGH SCHOOL: | <u>430.00</u> | |
| | OUTAGAMIE COUNTY TREASURER | | |
| 9194 | AUGUST SANITATION FEES | 13,558.30 | 201-53620-204 |
| 9194 | STREET SWEEPINGS | 897.18 | 630-53442-204 |
| AUGUST 2019 | AUGUST COURT FINES | 868.37 | 101-35101 |
| | Total OUTAGAMIE COUNTY TREASURER: | <u>15,323.85</u> | |
| | REINDERS INC | | |
| 1799795 | CASTER TIRE #46 | 273.49 | 101-53330-225 |
| 2679027 | DELUXE LAWN SEED MIX | 49.87 | 101-55440-218 |
| 2679027 | DELUXE LAWN SEED MIX | 16.63 | 101-53300-215 |
| 2679453 | DELUXE LAWN SEED MIX | 63.50 | 101-55440-215 |
| | Total REINDERS INC: | <u>403.49</u> | |
| | RICK'S TOWING | | |
| 13491 | INITIAL TOWING FOR M19009166 | <u>220.00</u> | 207-52120-218 |
| | Total RICK'S TOWING: | <u>220.00</u> | |
| | RIESTERER & SCHNELL INC | | |
| 1614873 | 5 GALLON OIL #77 | <u>225.00</u> | 101-53330-225 |
| | Total RIESTERER & SCHNELL INC: | <u>225.00</u> | |
| | RIETVELD, CARLY | | |
| 090619 | REFUND FLAG FOOTBALL K-1 FEE | <u>15.00</u> | 101-34413 |
| | Total RIETVELD, CARLY: | <u>15.00</u> | |
| | RIVERSIDE BY REYNEBEAU FLORAL | | |
| 137944/1 | FLORAL ARRANGEMENT- KNAUS | 45.50 | 101-51960-211 |
| 138631/1 | FLORAL ARRANGEMENT- GLOUDEMANS | 48.50 | 101-51960-211 |
| | Total RIVERSIDE BY REYNEBEAU FLORAL: | <u>94.00</u> | |
| | SECURITY FENCE & SUPPLY CO | | |
| 2019-35554 | LEGION FENCE STORM REPAIR | <u>975.00</u> | 101-55200-242 |
| | Total SECURITY FENCE & SUPPLY CO: | <u>975.00</u> | |
| | SERRATO, EMMANUAL | | |
| CFEST 8/31/19 | SECURITY DEPOSIT REFUND | <u>50.00</u> | 101-21235 |
| | Total SERRATO, EMMANUAL: | <u>50.00</u> | |
| | SPIERINGS, SUE | | |
| 091119 | REFUND DEPOSIT-ROCK CANCER | 200.00 | 101-21235 |
| 091119 | REFUND SHELTER FEE-DAMAGED BY STORM | 200.00 | 101-34401 |
| | Total SPIERINGS, SUE: | <u>400.00</u> | |
| | STAPLES ADVANTAGE | | |
| 3422989814 | PURPLE HIGHLIGHTERS | 7.09 | 101-55300-206 |

| Invoice | Description | Total Cost | GL Account |
|---|---|-----------------|---------------|
| 3422989814 | TRI-COLOR TONER FOR FINANCE PRINTER | 318.22 | 101-51420-206 |
| 3422990102 | PAPER/PENS/POST ITS/PHONE SHOULDER REST | 52.91 | 207-52120-206 |
| 3423864303 | TRI-COLOR TONER FOR FINANCE PRINTER | 299.52 | 101-51420-206 |
| 3424577892 | SCOTCH TAPE | 12.88 | 101-51650-206 |
| 3424577892 | MONITOR STAND | 52.49 | 101-51680-206 |
| CM3424577891 | DUPLICATE CHARGE-CREDIT MEMO | 299.52- | 101-51420-206 |
| Total STAPLES ADVANTAGE: | | 443.59 | |
| STATE OF WI COURT FINES & | | | |
| AUGUST 2019 AUGUST COURT FINES | | 3,022.62 | 101-35101 |
| Total STATE OF WI COURT FINES &: | | 3,022.62 | |
| THEDACARE LABORATORIES | | | |
| AUG 2019 1210055 AUGUST BLOOD DRAWS | | 127.50 | 207-52120-204 |
| Total THEDACARE LABORATORIES: | | 127.50 | |
| TIME WARNER CABLE | | | |
| 08/19 71391120150 AUGUST/SEPTEMBER SERVICE | | 230.99 | 207-52120-203 |
| 09/19 70953560100 SEPTEMBER/OCTOBER SERVICE | | 460.79 | 101-51650-203 |
| Total TIME WARNER CABLE: | | 691.78 | |
| TJ'Z TOWING | | | |
| 090519 TOWING FOR M19009166 | | 220.00 | 207-52120-218 |
| Total TJ'Z TOWING: | | 220.00 | |
| TORBECK, DOMINQUE | | | |
| HEESAKKER 9/7/1 SECURITY DEPOSIT REFUND | | 20.00 | 101-21235 |
| Total TORBECK, DOMINQUE: | | 20.00 | |
| TOTAL TOOL SUPPLY INC | | | |
| 6130353 CARBIDE HAMMER BIT | | 34.85 | 101-55200-221 |
| TOTAL TOOL SUPPLY INC: | | 34.85 | |
| UNIFIRST CORPORATION | | | |
| 0970290903 SHIRTS/PANTS | | 9.90 | 101-53330-213 |
| 0970290903 WIPERS/BAGS | | 36.00 | 101-53330-218 |
| Total UNIFIRST CORPORATION: | | 45.90 | |
| UNIFORM SHOPPE | | | |
| 291054 NEW UNIFORM-REINKE | | 865.65 | 207-52120-212 |
| Total UNIFORM SHOPPE: | | 865.65 | |
| VALLEY LIQUOR | | | |
| 797046 BEVERAGES AND SUPPLIES | | 166.94 | 101-52200-211 |
| 797582 BEVERAGES | | 145.95 | 101-52200-211 |
| 798677 BEVERAGES AND SUPPLIES | | 149.45 | 101-52200-211 |

| Invoice | Description | Total Cost | GL Account |
|---|-------------|--------------------------|--------------------------------|
| Total VALLEY LIQUOR: | | <u>462.34</u> | |
| VANDERLOOP, ROB 083119 AUGUST CLEAN UP | | 30.00 | 101-52200-111 |
| Total VANDERLOOP, ROB: | | <u>30.00</u> | |
| VERMEER WISCONSIN 30069646 HAND PRUNER | | <u>59.99</u> | 101-55440-221 |
| Total VERMEER WISCONSIN: | | <u>59.99</u> | |
| WELLS FARGO FINANCIAL LEASING 5007107523 SEPTEMBER COPIER LEASE 5007107523 SEPTEMBER COPIER LEASE | | 450.00 803.15 | 101-53310-207 101-51650-207 |
| Total WELLS FARGO FINANCIAL LEASING: | | <u>1,253.15</u> | |
| WI ECONOMIC DEVELOPMENT CORP 4648 CONNECT COMMUNITIES FY20 PARTICIPATION F | | <u>200.00</u> | 101-56700-208 |
| Total WI ECONOMIC DEVELOPMENT CORP: | | <u>200.00</u> | |
| Grand Totals: | | <u><u>235,550.33</u></u> | |

Report GL Period Summary

Vendor number hash: 351460
 Vendor number hash - split: 486153
 Total number of invoices: 141
 Total number of transactions: 181

| Terms Description | Invoice Amount | Net Invoice Amount |
|-------------------|--------------------------|--------------------------|
| Open Terms | <u>235,550.33</u> | <u>235,550.33</u> |
| Grand Totals: | <u><u>235,550.33</u></u> | <u><u>235,550.33</u></u> |

Report Criteria:

Invoice Detail.Voided = {=} FALSE

| Invoice | Type | Description | Total Cost | Terms | 1099 | PO Number | GL Account |
|--|-------|--------------------------------------|-----------------|-------|------|-----------|---------------|
| 2019 UTILITY REFUNDS (5009) | | | | | | | |
| 170249504 | Invoi | OVERPAYMENT REFUND ACCT #1-702495-04 | 40.20 | Open | Non | | 001-15000 |
| 180043000 | Invoi | OVERPAYMENT REFUND ACCT #1-800430-00 | 19.53 | Open | Non | | 001-15000 |
| Total 2019 UTILITY REFUNDS (5009): | | | | | | | |
| | | | 59.73 | | | | |
| AMERICAN FIDELITY ASSURANCE (4885) | | | | | | | |
| 2046739 | Invoi | FLEX SPENDING AUGUST | 992.97 | Open | Non | | 101-21368 |
| 2047628 | Invoi | FLEX SPENDING AUGUST | 992.97 | Open | Non | | 101-21368 |
| D056639 | Invoi | SEPTEMBER BILLING | 1,345.21 | Open | Non | | 101-21367 |
| Total AMERICAN FIDELITY ASSURANCE (4885): | | | | | | | |
| | | | 3,331.15 | | | | |
| CELLCOM (4683) | | | | | | | |
| 85777 | Invoi | ENGINEERING PHONE CHARGES | 193.54 | Open | Non | | 452-57331-203 |
| 85777 | Invoi | DPW PHONE CHARGES | 215.00 | Open | Non | | 101-53310-203 |
| 85777 | Invoi | PARKS PHONE CHARGES | 46.36 | Open | Non | | 101-55200-203 |
| 85777 | Invoi | REC PHONE CHARGES | 126.83 | Open | Non | | 101-55300-203 |
| 85777 | Invoi | FACILITIES PHONE CHARGES | 39.11 | Open | Non | | 101-51650-203 |
| 85777 | Invoi | INSPECTOR PHONE CHARGES | 39.11 | Open | Non | | 101-52050-203 |
| Total CELLCOM (4683): | | | | | | | |
| | | | 659.95 | | | | |
| MIDWEST SALT LLC (5001) | | | | | | | |
| P446786 | Invoi | INDUSTRIAL SOUTHERN COARSE SALT | 2,339.14 | Open | Non | | 620-53634-224 |
| Total MIDWEST SALT LLC (5001): | | | | | | | |
| | | | 2,339.14 | | | | |
| PEPSI-COLA (3493) | | | | | | | |
| 68334705 | Invoi | BEVERAGES | 180.00 | Open | Non | | 101-52200-211 |
| Total PEPSI-COLA (3493): | | | | | | | |
| | | | 180.00 | | | | |
| TIME WARNER CABLE (89) | | | | | | | |
| 08/19 60703290180 | Invoi | AUGUST/SEPTEMBER SERVICE | 97.62 | Open | Non | | 620-53924-203 |
| Total TIME WARNER CABLE (89): | | | | | | | |
| | | | 97.62 | | | | |
| VERIZON WIRELESS (3606) | | | | | | | |
| 9836079404 | Invoi | JULY/AUGUST SERVICE | 55.80 | Open | Non | | 620-53924-203 |
| Total VERIZON WIRELESS (3606): | | | | | | | |
| | | | 55.80 | | | | |
| Grand Totals: | | | | | | | |
| | | | 6,723.39 | | | | |

Report GL Period Summary

| | |
|-------------------------------|-------|
| Vendor number hash: | 41545 |
| Vendor number hash - split: | 64960 |
| Total number of invoices: | 10 |
| Total number of transactions: | 15 |

| Terms Description | Invoice Amount | Net Invoice Amount |
|-------------------|----------------|--------------------|
| Open Terms | 6,723.39 | 6,723.39 |
| Grand Totals: | 6,723.39 | 6,723.39 |

LCFD Incident Report
August 2019
Number of responses: 17
Last years: 13
YTD: 156 (48)

**08/01/2019 12:24 Alarm sounding @ 3665 Cherryvale Circle (Evergreen Estates), accidental pull by a child
LC00130**

**08/01/2019 20:16 Tree on fire @ Parking lot of Little Chute Elementary School, branches from storm ignited possibly by juveniles in area
#19LC00131**

**08/02/2019 18:52 Accident cleanup @ intersection of Main Street & Cypress
#19LC00132**

**08/04/2019 03:09 Accident with scene safety, originally dispatched as intersection of North Avenue (CR OO) and French Road, corrected location north on French Road near dog park 2nd entrance (Grand Chute Fire Departments jurisdiction)
#19LC00133**

**08/05/2019 10:21 Wire down @ 433 Vanden Broek Street, found a cable wire knocked down by a branch, but was melted due to contact with power lines, contacted Kaukauna Utilities
#19LC00134**

**08/06/2019 09:02 Commercial fire alarm sounding @ Outagamie County Highway Department 1313 Holland Road, false alarm cancelled when enroute-3604 & 3601 confirmed.
#19LC00135**

**08/07/2019 20:16 Water issue @ 8 Fern Court, responded and investigated, not a safety issue for fire department will contact DPW
#19LC00136**

**08/09/2019 11:58 Smoke alarm sounding @ 1501 Biscayne Drive, investigated and found a faulty detector
#19LC00138**

**08/12/2019 01:30 Smoke alarm sounding @ Dutch Harbor Estates 1420 Washington Street, Lot #67, investigated and found a faulty smoke detector
#19LC00139**

**08/15/2019 08:43 Alarm sounding @ Wisconsin Wireless 2305 Kelbe Drive, investigated found a contractor causing dust in area which triggered smoke detectors
#19LC0140**

**08/15/2019 16:40 Burning complaint @ 1814 Tina Street, found no issues with the situation
#19LC00140**

08/15/2019 19:45 Burning complaint @ 1814 Tina Street, Found no issues again with situation, requested Fox Valley Metro to assist with complainant

**08/19/2019 07:34 Possible wire down, Rosehill Road north of Main Street. Support wire for a Spectrum cable was hanging down, Outagamie County contacted Spectrum.
#19LC00142**

**08/19/2019 21:10 Residential fire alarm sounding @ 400 Sanitorium Street, investigated and found to be a false alarm
#19LC00143**

**08/19/2019 14:49 Lift assist with Gold Cross Ambulance @ Atrium Care Center 1201 Garfield Avenue
#19LC00144**

**08/19/2019 21:18 Brush fire @ Willow Heart Respite Center 1000 W. Main Street, found a brush pile near the building, suspicious
#19LC00045**

08/22/2019 21:03 Wire down North Avenue across from Nestlé's, found a Cable TV/Phone line down from a previous storm.

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – AUGUST 2019



Little Chute

ESTABLISHED 1848

August 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 – AUGUST 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 worked on the following items in the month of August:
 - Received a report on the completed 2018 Financial Statements.
 - Approved the purchase of a new crack sealer.
 - Adopted a number of resolutions related to certified survey maps, a DNR grant, and Final Special Assessments for 2019's projects.
 - Discussed County Highway projects and priorities.
 - The Board held a joint hearing with the Plan Commission regarding an amendment to TID #7.
 - The Board made a number of 2019 budget adjustments to reflect operations and more accurate allocations across all accounts.
 - The Board decided to implement additional parking restrictions on portions of Gardenia Avenue and Tulip Trail to address resident concerns.
 - The Board authorized the Village to renew participation in the Connect Community Downtown program.
- Continued to work with staff on an effective resolution to a billing issue with Outagamie County Landfill.
- Continued to work with the Village of Kimberly on the Joint Library and an effort to separate the department.
- Held numerous meetings with developers regarding new development and expansions.
- Began discussions and negotiations for the FVMPD Professional Police Association successor agreement.
- Attended the League of Wisconsin Municipality Chief Executive workshop in Elkhart Lake.
- Participated in the RFP review for Banking Services.

TOP PRIORITIES FOR SEPTEMBER

- Work with the Finance Director and other Department Heads on finalizing the 2020-2024 Capital Improvement Plan (CIP) and the 2020 Budget process submittals from all departments. Present the CIP in early September with adoption slated for early October.
- Continue to work with the Village of Kimberly and the Board of Trustees on the future planning for the Joint Library.
- Continue to work with staff and developers on a number of promising projects for 2019 and 2020.
- Participate in a panel with the Department of Workforce Development regarding public sector employment.
- Finalize 2019 personnel review process and related documents.
- Begin to finalize succession related efforts for early 2020 transitions.

Clerk

HIGHLIGHTS

August proved to be very busy in the Clerk's office for operator licensing applications. The Clerk attended the Clerk's Conference in Madison. We are also looking into different options for the newsletter which we hope to mail out quarterly to all residents. We are also very busy planning our annual Employee Recognition picnic which is scheduled for September 13th. The election equipment will also be having its yearly maintenance software upgrades to assure it's ready for the busy 2020 election year.

For the month of August, the Clerk's office completed our goals of:

- Shared data from social media sites
- Agendas/Minutes for meetings
- Continued maintenance of the Village Website and social media outlets
- Ongoing phone/supply ordering support
- Civic Center/Village Hall rentals
- Clerk attended annual conference

Goals for September:

- Agendas/Minutes for meetings (Regular Board, Plan, Utility, Joint Review Board)
- Fall Newsletter information gathering
- Share data from social media sites
- Maintenance of the Village Website and social media outlets
- Ongoing phone/supply ordering support
- Civic Center/Village Hall rentals
- Plan and organize annual Employee Recognition picnic
- Organize employee flu shot clinic

CLERK'S OFFICE DATA FOR AUGUST

| Village of Little Chute Website and Social Media Metrics - August 2019 | | | | | | |
|---|-------------------|-----------------------------|-----------------|---------------------|--------------------------|-----------------|
| | This Month | This Month Last Year | % Change | Year to Date | Last Year to Date | % Change |
| Website Visits | 11,183 | 11,180 | 0.03% | 111,202 | 67,280 | 65.28% |
| Website Page Views | 14,949 | 16,745 | -10.73% | 140,639 | 93,694 | 50.10% |
| Facebook Likes | 3,660 | 3,000 | 22.00% | 3,660 | 3,000 | 22.00% |
| Facebook Reach | 67,582 | 163,698 | -58.72% | 554,781 | 240,164 | 131.00% |
| Village Hall Blog View | 761 | 561 | 35.65% | 5,008 | 4702 | 6.51% |
| Instagram Followers | 504 | 390 | 29.23% | 504 | 390 | 29.23% |
| Twitter Followers | 377 | 295 | 27.80% | 377 | 295 | 27.80% |
| Twitter Impressions | 656 | 9,855 | -93.34% | 4,673 | 16,771 | -72.14% |

Community Development

HIGHLIGHTS

- Met with Commercial Developers regarding sites and TIF in village.
- Continued Inspections of homes, apartments and commercial projects.
- Met with potential annexation area owners.
- Discussions with architects regarding new projects.
- Met with architects regarding design standards.
- First amendment to TID 7 approvals.

TOP PRIORITIES FOR SEPTEMBER

- Meet with builders and owners about upcoming commercial projects.
- Meet with Engineers regarding Commercial/Industrial projects.
- Attend WEDC connect community roundtable in Columbus.
- Attend East Central sewer service area meeting.
- Attend League Assessors Conference.
- Meet with team at East Central regarding state required housing report.
- Continued Inspections of homes, apartments, industrial and commercial projects.
- Assist developers, surveyors, and realtors with zoning requirements.
- Complete TID 7 amendment submittals to DOR.

COMMUNITY DEVELOPMENT AUGUST DATA

| Community Development Department 2019 Permit Data | | | |
|---|-----------|-------------|-------------|
| | August-19 | 2019 Totals | 2018 TOTALS |
| Permits Issued | 74 | 429 | 622 |
| Property Complaints | 3 | 26 | 61 |
| Property/Field Inspections | 112 | 573 | 929 |
| Letters Sent | | 0 | 0 |
| Action Corrected | | 9 | 44 |
| Referred for Action | | 0 | 7 |
| Ongoing | 3 | 22 | 16 |

| Community Development Department 2019 Permit Data | | | |
|---|-------------|--------------|--------------|
| | August-19 | 2019 Totals | 2018 TOTALS |
| Permits Issued | 74 | 429 | 622 |
| Permit Fees | \$12,189 | \$74,154 | \$257,754 |
| Permit Value | \$1,740,252 | \$27,870,663 | \$47,343,017 |

Finance Department

HIGHLIGHTS

- 4,026 utility bills created, 93 service orders (Final Reads, High/Low Reads, Meter Installations) created/coordinated with MCO and 241 Landlord notices mailed for tenant delinquency notification
- 757 ratepayers opted out of postcard billing, 1,383 ratepayers utilized PSN and 682 ACH for payments in August.
- Ad-hoc Banking RFP finalists committee formed, interviewed four finalists and recommended First Business Bank for primary banking functions in conjunction with a BLC local relationship to the Village Board for approval at the September 4th meeting.
- Completed calculations timely on all remaining TID development agreements including documenting procedures for future reference.
- Facilitated August 8th close of the 2019 General Obligation Notes including set up of all applicable accounts and execution of various entries to the general ledger
- Created an enhanced user-friendly format for the 2020 -2024 CIP that was presented to the Village Board initial review on September 4th.
- Continued analysis of Outagamie Landfill Billing Procedures
- On-going work for the property insurance claim/FEMA claim July 20th Storm Event
- Filed franchise fee filing with the State to secure future funding due to mandated reduction in video franchise fee percentages included in the State Budget

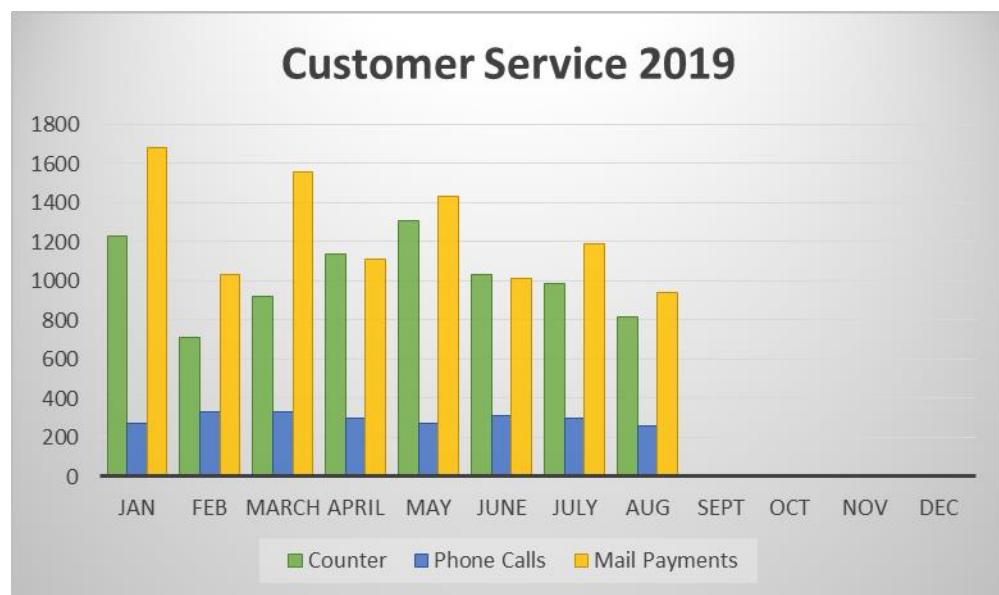
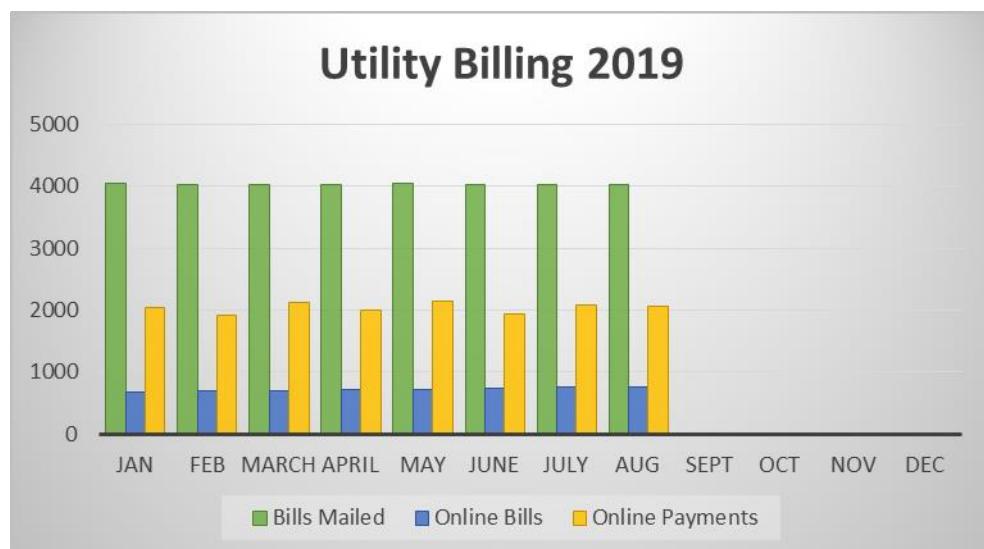
TOP PRIORITIES FOR SEPTEMBER

- Budget draft for the Village Administrator
- TID cash flow projections over remaining life of the districts
- Finalize 2020-2024 Capital Improvement Plan
- Implementation of banking transitions
- Wisconsin Water Works Association Conference September 11 – Director, off-site CIVIC general ledger training September 12-13 and in-house training (trainer from Workhorse Software) on special assessments September 24th - all finance staff

CONTINUOUS IMPROVEMENT EFFORTS

- Transitioned to single daily deposit creating efficiencies
- Coordinated efforts with engineering to improve format of timesheets for uniform use by engineers creating time savings during payroll entry. Accounts set up in advance for upcoming construction projects.
- Cross-training for all staff allowing anyone to complete the daily general ledger update

AUGUST DATA



Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Transition to open holds in Little Chute
- Review and Update Volunteer Program
- YA computer lab in Little Chute
- Hiring Library Assistants
- Extension of library hours

TOP PRIORITIES FOR SEPTEMBER

- Creating a design timeline LC
- Program reviews SLP, 1000 Books, Volunteers
- Schedule Review
- Launch Adopt-A-Shelf program
- Training New Staff
- Review Strategic planning/marketing opportunities
- 2020/2021 Budget considerations
- Folks programs

UPCOMING EVENTS

- Baby Story Time, Tuesday, September 10, 2019, 10:00 AM - 10:45 AM, Kimberly Public Library - It's never too early to read to your child. Enjoy rollicking rhymes, sweet stories, and merry music during this story time session geared for babies birth-24 months. Playtime included afterwards. Older sibling helpers are welcome and are encouraged to bring along their own special stuffed toy or doll.
- Local History: About the POW Camp, Tuesday, September 10, 2019, 6:00 PM - 7:30 PM, Kimberly Public Library - Join author Bill Stokes as he discusses the local prisoner-of-war camp and what it meant to people in the area. Bill will also talk about the 50 years of research and writing he did on POW camps, which he used as background information for his recently published novel, Margaret's War. A discussion of the local POW camp will follow a brief reading from the book.
- Family Story Time, Wednesday, September 11, 2019, 10:00 AM - 10:30 AM, Little Chute Public Library - Discover a wide variety of splendid stories from classic tales to newer picture books during this seven-week session of story time for preschoolers and their parents/caregivers. Early literacy concepts such as letter recognition, counting, coloring, and shapes will be covered. Music and fun are added bonuses! Story Time repeats each week on Thursdays in Kimberly at 10 a.m.
- Family Story Time, Thursday, September 12, 2019, 10:00 AM - 10:30 AM, Kimberly Public Library - Discover a wide variety of splendid stories from classic tales to newer picture books during this seven-week session of story time for preschoolers and their parents/caregivers. Early literacy concepts such as letter recognition, counting, coloring, and shapes will be covered. Music and fun are added bonuses! Story Time is also held in Little Chute on Wednesdays at 10 a.m.
- The Afternoon Book Club: Charleston, Thursday, September 12, 2019, 1:00 PM - 2:30 PM, Kimberly Public Library - Join The Afternoon Book Club on the second Thursday of each month at 1:00 pm at the Kimberly Public Library to discuss a variety of fiction and non-fiction selections. All are welcome! September's title is Charleston by John Jakes. If you need a copy of the book, visit the front desk at either library location or place the title on hold at infosoup.org to get a copy before the discussion.
- Meet the Author: Nannette Jodar, Friday, September 13, 2019, 11:00 AM - 1:00 PM, Little Chute Public Library On May 30, 2008, Nannette Jodar received a diagnosis of Stage 4 Inflammatory Breast Cancer which metastasized to her surrounding lymph nodes up to her thyroid. "The worst of the worst of the worst types of cancer anyone could ever be diagnosed with" meant death. Two weeks after taking action and prayer, the tumorous "hot spots" were gone. Hear her survival story 11 years later.
- Evening Book Club: The Honey Bus, Monday, September 16, 2019, 6:30 PM - 8:00 PM, Little Chute Public Library - The Evening Book Club meets on the third Monday of each month. All are welcome! September's title is The Honey Bus by Meredith May. If you need a copy of the book, visit the front desk at either library location or place the title on hold at infosoup.org to get a copy before the discussion.

- Friends of the Library, Tuesday, September 17, 2019, 6:00 PM - 7:00 PM, Kimberly Public Library –
- Midweek Matinee, Wednesday, September 18, 2019, 1:00 PM - 3:00 PM, Kimberly Public Library Join us for a relaxing afternoon at the movies! Our movie selection will be announced soon. Popcorn and soda/water will be provided. Brought to you in partnership with the Kimberly Senior Citizens.
- Police Car Story Time, Friday, September 20, 2019, 10:00 AM - 10:30 AM, Little Chute Public Library - Meet Metro Police Officer Brady Boucher and get an up close look at a police car!
- 4th Monday Craft (Morning), Monday, September 23, 2019, 10:00 AM - 12:00 PM, Little Chute Public Library
- 4th Monday Craft (Evening), Monday, September 23, 2019, 5:30 PM - 7:30 PM, Little Chute Public Library - Join us on the fourth Monday of the month for a fun, free craft! Stop back later to learn what this month's craft will be. Most crafts will be for all ages.
- Memory Café, Wednesday, September 25, 2019, 1:30 PM - 3:00 PM, Kimberly Public Library - Memory Cafes welcome those experiencing early stage dementia, mild memory loss or cognitive impairment as well as family and friends of those affected. It's a great opportunity for lively discussions, information gathering, refreshments, camaraderie and lots of creative fun! Please be aware that our policy is that for safety reasons, everyone needs to attend with at least 1 partner. A collaboration of the Fox Valley Memory Project, Village of Kimberly Parks and Recreation, and Kimberly Little Chute Library

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

| Category | | Current | Current | Current | YTD | Previous | % Change |
|------------------------------|----------------------|-----------|-----------|----------------|-----------|-----------------|-----------|
| | | Month KIM | Month LIT | Month Combined | | Year Comparison | |
| Circulation | | 13,969 | 11,241 | 25,210 | 194,103 | 26,962 | -6% |
| Self Check (Included above) | | 6,082 | 2,643 | | | | |
| | | 44% | 24% | | | | |
| Collections | Title count | 39,755 | 40,059 | 79,814 | | 83,064 | -4% |
| | Item count | 41,413 | 41,376 | 82,789 | | 86,611 | -4% |
| Computer Use | | 765 | 526 | 1,291 | 7,961 | 10,71 | 21% |
| Wireless Minutes per session | Distinct clients | 498 | 478 | 976 | 4,701 | 961 | 2% |
| | Daily average | 34 | 37 | 71 | 429 | 32 | 122% |
| Interlibrary Loan | Items borrowed | 3,790 | 2,184 | 5,974 | 42,427 | 68,37 | -13% |
| | Items loaned | 2,016 | 2,662 | 4,678 | 39,974 | 61,74 | -24% |
| Patron Visits | | 5,707 | 4,526 | 10,233 | 70,840 | 9,982 | 3% |
| Programming | Children | - | 5 | 5 | 100 | 3 | |
| | Community (all ages) | 6 | 4 | 10 | 97 | 9 | |
| Program Attendance | Children | - | 508 | 508 | 7,219 | 360 | |
| | Community (all ages) | 55 | 227 | 282 | 1,630 | 331 | |
| Web Site Hits | Page Views | | | 7,084 | 43,092 | 4,799 | 48% |
| Social Media | Facebook fans | | | 2,075 | | 1,652 | 26% |
| | Pinterest followers | | | 176 | | 345 | -49% |
| | Twitter followers | | | 121 | | 111 | 9% |
| 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 | 175 | 180 | 180 |
| | Comics | 8 | 9 | 14 | 8 | 13 | 4 |
| | Ebook | 40 | 53 | 66 | 79 | 63 | 83 |
| | Movie | 19 | 21 | 10 | 27 | 21 | 36 |
| | Music | 21 | 14 | 7 | 15 | 17 | 14 |
| | Television | 18 | 21 | 22 | 11 | 12 | 16 |
| | | 592.9 | 578.76 | 654.03 | 672 | 696 | 730.57 |
| | | 2.37/circ | 2.32/circ | 2.26/circ | 2.13/circ | 2.27/circ | 2.19/circ |

Parks, Recreation and Forestry Department

HIGHLIGHTS

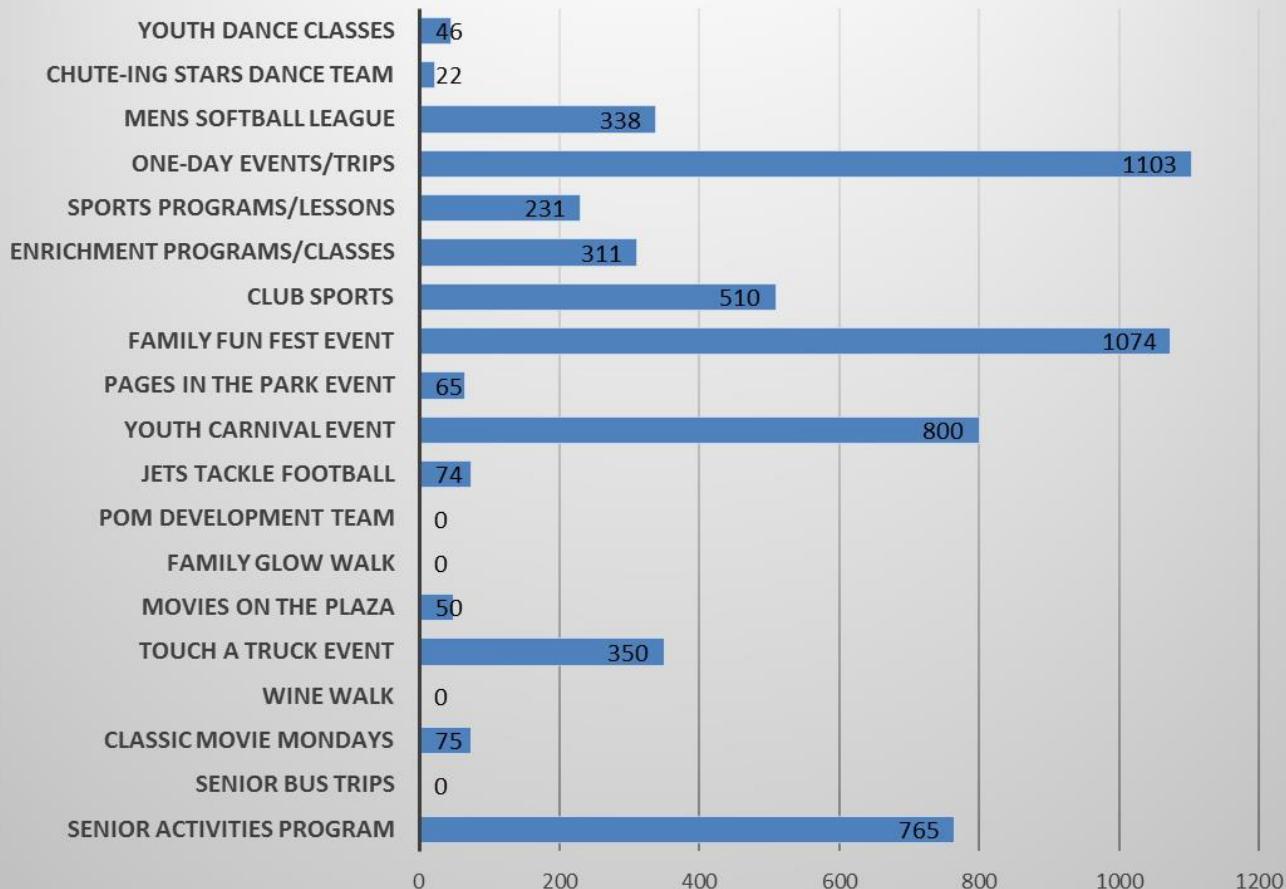
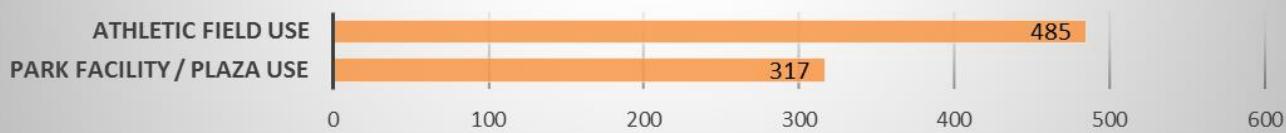
- Worked through the remaining storm damage. Began the FEMA process.
- Completed the Creekview Park trail project with MCC.
- Registration for fall/winter programs began on Thursday, August 1 – families can register online, in our office, or by mail
- Held annual Youth Outdoor Carnival at Legion Park 8/7 – over 800 people attended (event included numerous games & inflatables, prizes, balloon twister, DJ, and food)
- Jets Football season began on 8/12 – total of 74 players registered (equipment handout 8/12 AM, player meeting with coaches on 8/12 PM, practice started 8/13 PM)
- Held our annual Touch A Truck Event at Doyle Park on 8/13 – over 350 people attended (free event included exploring various vehicles, kids hats & tattoos)
- Planning for equipment, staff, and supplies for all our fall programs equipment starting the second week of September



TOP PRIORITIES FOR SEPTEMBER

- Empty and shut down the Doyle Pool and Slide.
- Preparation for the fall terrace tree, Creekview Park, and MSB tree plantings.
- Installation of the Creekview Park playground equipment and shade structure.
- Finish July storm clean up and work with the county and FEMA.
- Final prep for fall programs starting in September – youth soccer, teen/adult yoga, youth flag football, archery classes, fall dance classes, pom development team (soccer/flag coach background checks, soccer/flag schedules & team rosters, concussion forms to families, equipment to field, keys to instructors, ...)
- Final prep for downtown Wine Walk (order final amount of wine & cheese/fruit/chocolate samples needed, final info letter to businesses participating, delivery of items to businesses afternoon of event, ...)
- Planning for jets football banquet in October (confirm hall setup, food served & fees, mailing to parents and coaches, prep for sale of banquet tickets early October, etc.)
- Planning for family glow walk in October (special promotion of event, ordering of supplies, coordinating volunteers workers, etc.)
- Final budget documents for department turned into finance department



AUGUST DATA**2019 Year-To-Date
PROGRAM PARTICIPATION****2019 Year-To-Date
SHELTER/FACILITY/FIELD USAGE****2019 TO-DATE
POOL PARTICIPATION COUNTS**

Department of Public Works

HIGHLIGHTS

- Finished storm clean-up from July 20th storm.
- Continued to work on the 2019 Sidewalk Repair & Rehabilitation Program for the West side of the Village. Did 550 square feet of repair.
- Continued to prepare for 2020-2024 Capital Improvement Program (CIP) and 2020 Operations and Maintenance (O&M) Budget.
- Continued to collect Pavement Surface Evaluation and Rating (PASER) data. Prepare to enter data into the Wisconsin Information System for Local Roads (WISLR).
- Continued to streamline the newly introduced Work Order System with the crew.
- Made initial road salt purchase using the state contract for the season for delivery after October 1st.
- Did storm sewer repair on culver pipe on Randolph Drive, replaced storm inlet in Legion parking lot, and repaired storm inlet on Lori Lane.
- Installed no parking restriction signs in the Industrial Park.

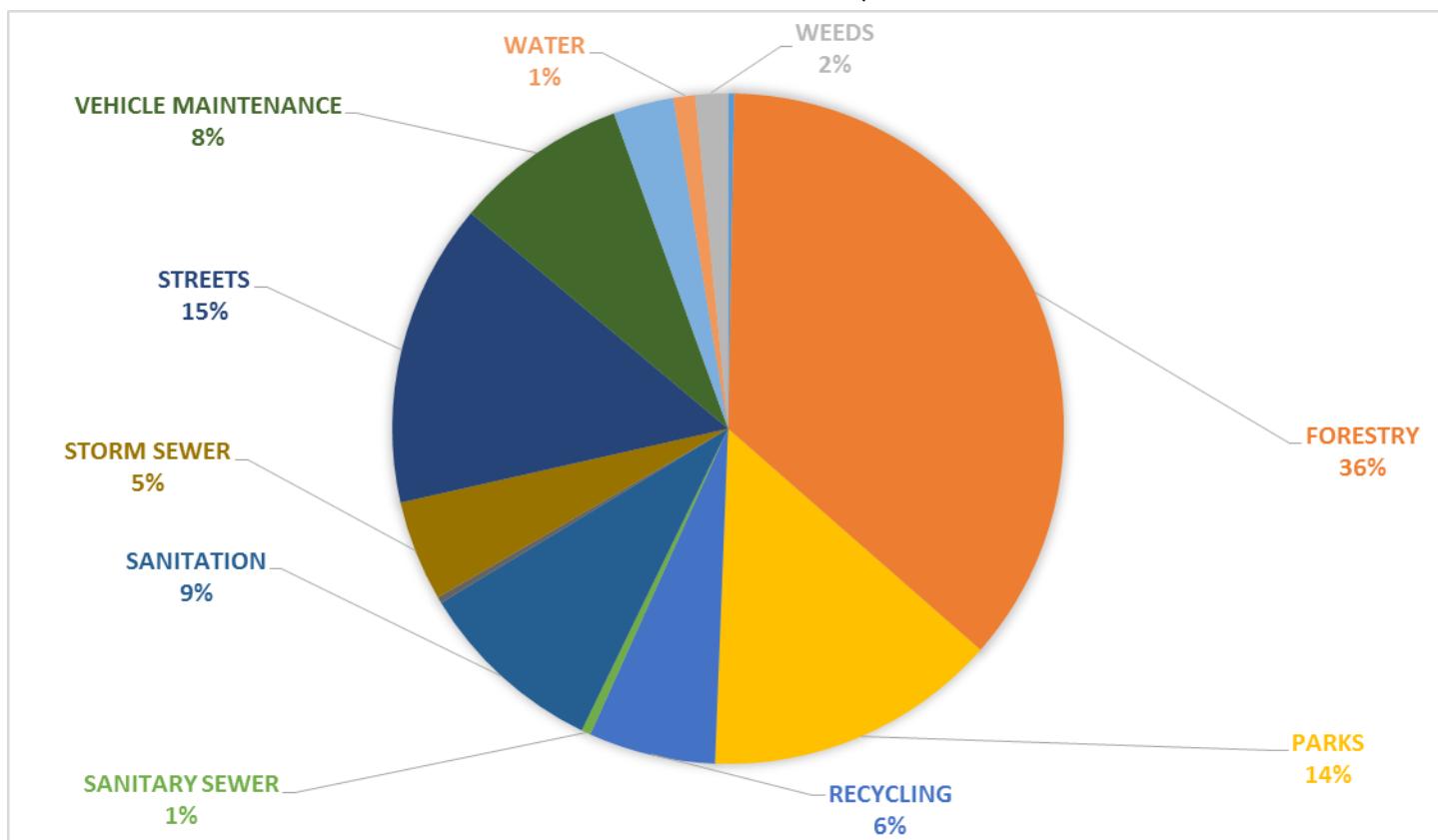


Village of Little Chute crew working on replacing the sidewalk on the Highway "N" (Community Bridge).

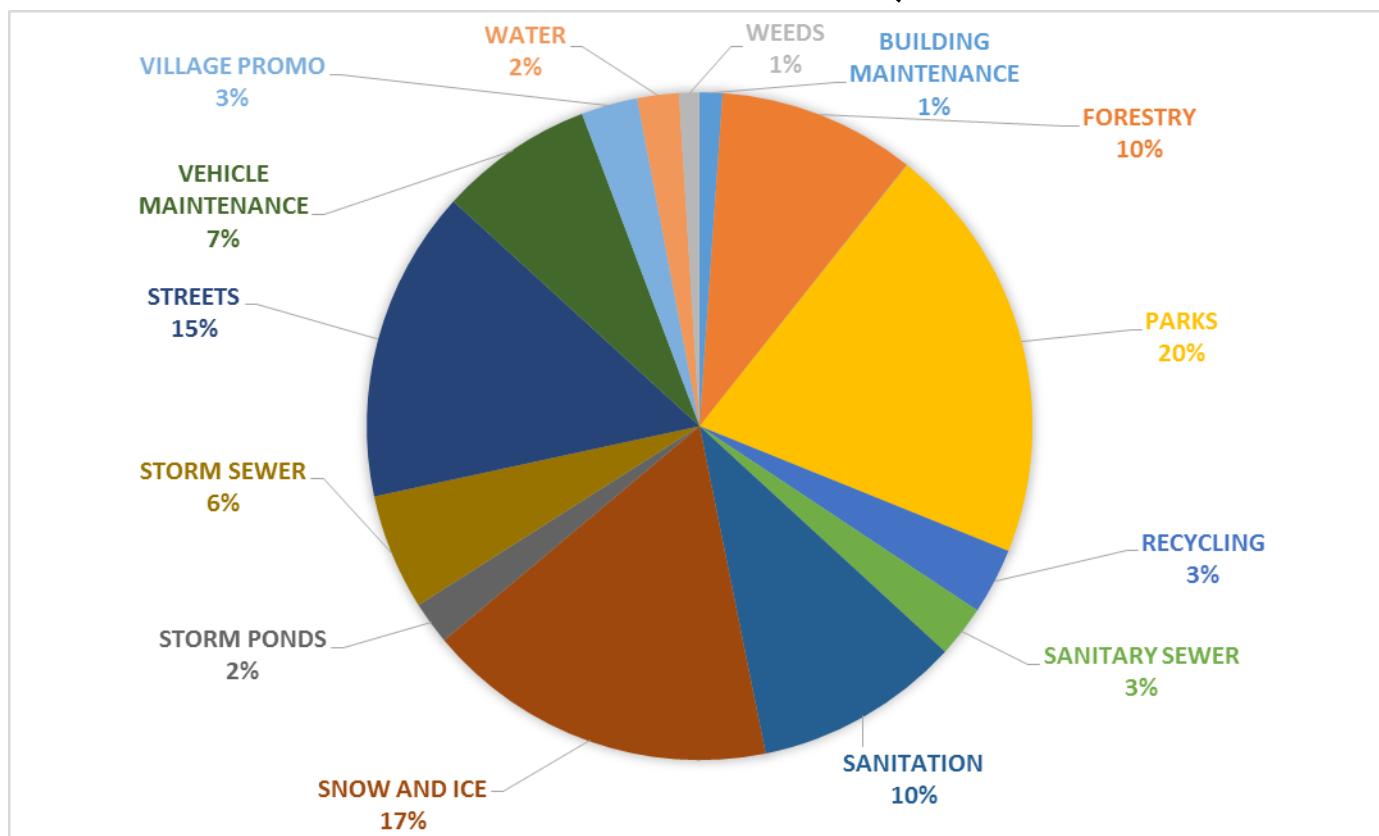
TOP PRIORITIES FOR SEPTEMBER

- Update the 2020-2024 Capital Improvement Program (CIP) and 2020 O&M Budget.
- Inspect 13 Illicit discharge storm water outfalls from 2009 McMahon Report in response to WDNR 2019 MS4 evaluation Report.
- Plan for Fall 2019 Operations Meeting (Leaf Pick-up) – September 17th at MSB.
- Continue to replace trip hazard sidewalks (Sidewalk Replacement Program).
- Place the following items up for auction on the Wisconsin Surplus Auction Site – Old Leaf Vacuum, Cub Cadet Mower, 300 gallon polycarts, and wheel balancing machine.
- Send four crew members and Village Mechanic to American Public Works Association Snowplow Roadeo Show and Winter Maintenance Supervisor Training.
- Check/collect hydrogen sulfide (H2S) level data in the sanitary collection system.
- Repair collapsed 12" storm sewer pipe on Lilac Lane.
- Update Road Surface PASER data for 2019 Department of Transportation submittal.
- Use Sewer Jetter to clean and evaluate sanitary collection system around Holland Road.
- Perform storm water, erosional control, and permit inspections.

AUGUST 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)



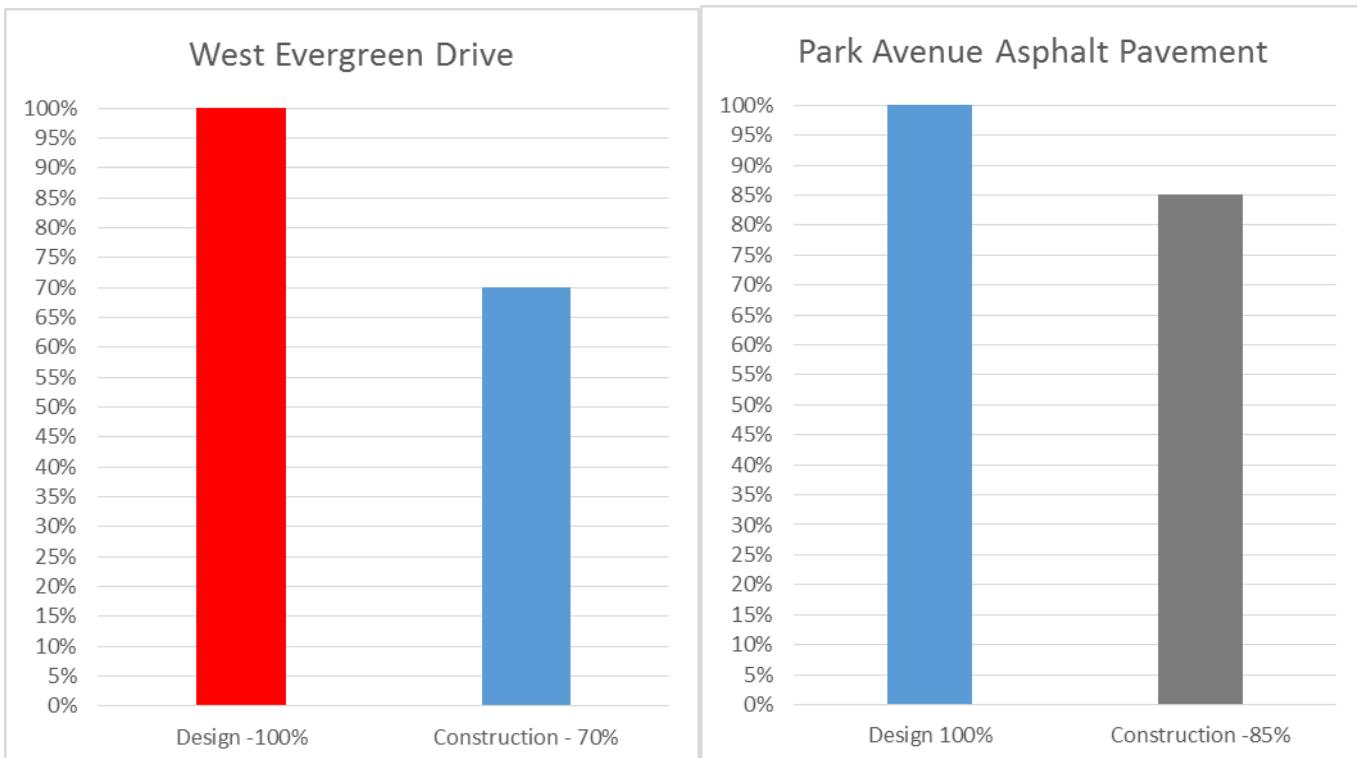
Engineering Department

HIGHLIGHTS

- **Evergreen Drive Storm Sewer & Concrete Paving** - The utility contractor has completed their work to allow the paving contractor full access to project area. Milling of the existing asphalt was completed in August.
- **Park Avenue Asphalt Pavement Reconstruction** – Grading operations were completed in August.
- **Quiet Zone Improvements** – Base mapping and the 60 percent plan set has been completed for the proposed railroad crossings to implement the quiet zone. Our consultant has prepared the Notice of Intent so that construction can begin next spring.
- **Summer Interns:**
 - Claudia De Valk, University of Wisconsin - Platteville
Double major in Environmental Engineering and Mathematics
Expected Graduation Date: May 2020
 - Connor Krah, University of Wisconsin - Eau Claire
Materials Science & Engineering
Expected Graduation Date: May 2020
- Our summer interns listed above did a great job improving our GIS storm and sanitary sewer database. Many errors were identified regarding invert elevations and were corrected by their diligent work. They were able to work independently and assist with gathering information for next year's construction projects. We wish them the best of luck with their final year of college and with the start of their careers.
- **CIP Preliminary Estimates for 2020 thru 2024 Projects** – Engineering staff continue to refine construction estimates for additional sidewalk and multiuse trails expected to be constructed within the next five years.

TOP PRIORITIES FOR SEPTEMBER 2019

- **Evergreen Drive Concrete Paving & Park Avenue Asphalt Paving** - By mid-September paving is expected to begin. With the amount of gapping for driveways and intersections it is anticipated that by mid-October most of the paving work should be completed. Let's hope for continued good weather.
- **Park Avenue Asphalt Pavement Reconstruction** – Paving is expected to be completed by the end of the first week in September.
- **New Project Data Collection** – The one man total station has allowed all of the field information to be collected from the field for all 2020 projects. We hope to complete gathering information from the field for all 2021 projects by the end of September.
- **Evergreen Drive Phase 2 & 3** – Grant applications were completed and submitted with a review meeting with ECRPC and WisDOT on September 18th to award the funding.
- **Budget** – Engineering staff has submitted for review our draft 2020 departmental budget request. We will continue to provide information to the Finance Department for refinement.
- **Design for 2020 Projects** – Engineering has begun to create base maps for next year's construction projects we hope to begin design work by the end of the month. We are in the process of creating schedules for the 2020 projects.



VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 23, SERIES OF 2019

**A RESOLUTION AUTHORIZING THE SALE OF REAL ESTATE LOCATED
NORTH OF AND ADJACENT TO 400 MAPLE DRIVE TO JASON & DANA
WILKINSON.**

BE IT RESOLVED, by the Village Board of Trustees, Village of Little Chute, as follows:

1. That the Village Clerk, and/or Village Administrator, and/or Village President are hereby authorized to:

Execute a deed on behalf of the Village of Little Chute, deeding and selling Village of Little Chute owned real estate described as:

**PART OF OUTLOT 2 LITTLE CHUTE NORTH ESTATES; FURTHER DESCRIBED AS
OUTLOT 1 OF THE ATTACHED CSM TO BE RECORDED. SAID PARCEL TO BE
SOLD BEING APROXIMATELY 1.4 ACRES.**

2. Sale of land is in the amount of \$11,200.00
3. A deed and other necessary documents will be signed and issued for recording upon payment at closing.

Introduced, approved and adopted: _____

VILLAGE OF LITTLE CHUTE

By:

Michael R. Vanden Berg, Village President

Attest:

Laurie Decker, Village Clerk

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 24, SERIES OF 2019

**A RESOLUTION AUTHORIZING THE SALE OF REAL ESTATE LOCATED
NORTH OF AND ADJACENT TO 502 MAPLE DRIVE TO LUCAS & SARAH
PEETERS.**

BE IT RESOLVED, by the Village Board of Trustees, Village of Little Chute, as follows:

1. That the Village Clerk, and/or Village Administrator, and/or Village President are hereby authorized to:

Execute a deed on behalf of the Village of Little Chute, deeding and selling Village of Little Chute owned real estate described as:

**PART OF OUTLOT 2 LITTLE CHUTE NORTH ESTATES; FURTHER DESCRIBED AS
OUTLOT 2 OF THE ATTACHED CSM TO BE RECORDED. SAID PARCEL TO BE
SOLD BEING APROXIMATELY 1.8 ACRES.**

2. Sale of land is in the amount of \$14,000.00
3. A deed and other necessary documents will be signed and issued for recording upon payment at closing.

Introduced, approved and adopted: _____

VILLAGE OF LITTLE CHUTE

By:

Michael R. Vanden Berg, Village President

Attest:

Laurie Decker, Village Clerk

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 25, SERIES OF 2019

WHEREAS, Village of Little Chute as owner of Parcels #'s 260433100, 260440600 and 260451900 have presented a Certified Survey Map to the Village of Little Chute Board of Trustees as prepared by Michael T. McClone, a registered land surveyor; and

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

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

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

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

Date introduced, approved and adopted: September 18, 2019

VILLAGE OF LITTLE CHUTE:

By:

Michael R. Vanden Berg, Village President

Attest:

Laurie Decker, Village Clerk

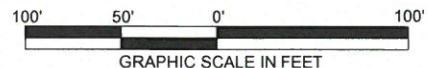
CERTIFIED SURVEY MAP No.

ALL OF OUTLOT 2, LITTLE CHUTE NORTH ESTATES, LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4, AND THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4, SECTION 10, TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

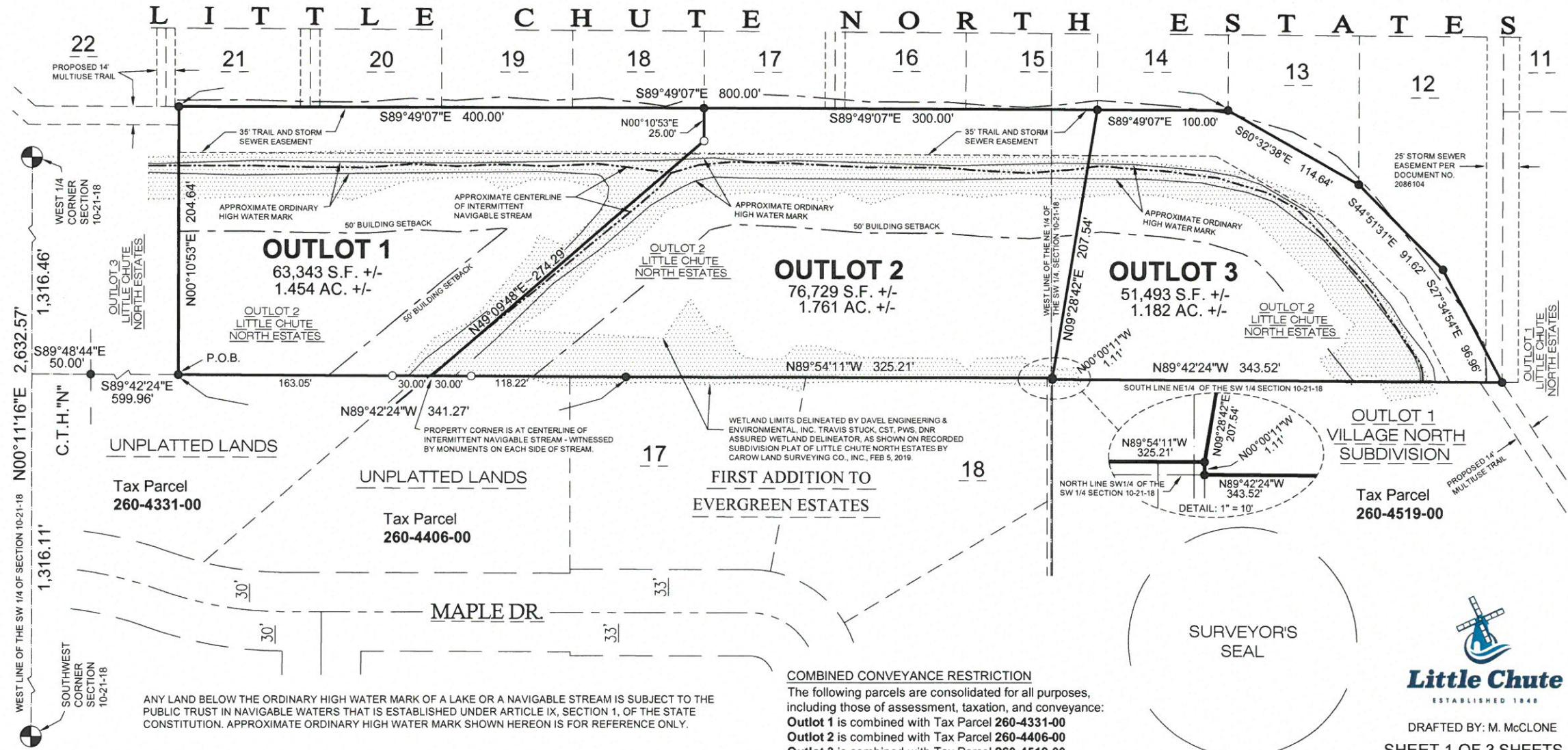
LEGEND

- 3/4" X 18" ROUND REBAR SET-WEIGHING 1.502 LBS/LINEAL FOOT
- 3/4" STEEL REBAR FOUND
- OUTAGAMIE COUNTY CERTIFIED LAND CORNER
- P.O.B. POINT OF BEGINNING
- S.F. SQUARE FEET
- AC. ACRES
- WETLANDS

NORTH IS REFERENCED TO THE WEST LINE OF THE SOUTHWEST 1/4 OF SECTION 10, TOWNSHIP 21 NORTH, RANGE 18 EAST, WHICH BEARS N00°11'16"E ACCORDING TO THE PUBLISHED COORDINATES FOR OUTAGAMIE COUNTY.



GRAPHIC SCALE IN FEET



CERTIFIED SURVEY MAP No. _____

ALL OF OUTLOT 2, LITTLE CHUTE NORTH ESTATES, LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4, AND THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4, SECTION 10, TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Michael T. McClone, Wisconsin Professional Land Surveyor 2472, certify that I have surveyed, divided and mapped all of Outlot 2, Little Chute North Estates, Section 10, Township 21 North, Range 18 East, Village of Little Chute, Outagamie County, Wisconsin. Bounded and described as follows:

COMMENCING AT THE SOUTHWEST CORNER OF SECTION 10; THENCE N00°11'16"E, 1,316.11 FEET, ALONG THE WEST LINE OF THE SOUTHWEST 1/4 OF SECTION 10; THENCE S89°48'44"E, 50.00 FEET, TO THE EAST RIGHT-OF-WAY LINE OF C.T.H. "N", AND BEING THE SOUTHWEST CORNER OF OUTLOT 3, LITTLE CHUTE NORTH ESTATES; THENCE S89°42'24"E, 599.96 FEET, ALONG THE SOUTH LINE OF SAID OUTLOT 3, TO THE SOUTHWEST CORNER OF OUTLOT 2, LITTLE CHUTE NORTH ESTATES, AND BEING THE POINT OF BEGINNING; THENCE N00°10'53"E, 204.64 FEET, ALONG THE WEST LINE AND TO THE NORTHWEST CORNER OF SAID OUTLOT 2; THENCE S89°49'07"E, 800.00 FEET, ALONG THE NORTH LINE OF SAID OUTLOT 2, TO THE SOUTHWEST CORNER OF LOT 13, LITTLE CHUTE NORTH ESTATES; THENCE S60°32'38"E, 114.64 FEET, ALONG THE SOUTH LINE OF SAID LOT 13, TO THE SOUTHWEST CORNER OF LOT 12, LITTLE CHUTE NORTH ESTATES; THENCE S44°51'31"E, 91.62 FEET, ALONG THE SOUTH LINE OF SAID LOT 12; THENCE S27°34'54"E, 96.96 FEET, ALONG SAID SOUTH LINE, TO THE SOUTHEAST CORNER OF SAID LOT 12, BEING ALSO THE SOUTHEAST CORNER OF SAID OUTLOT 2; THENCE N89°42'24"W, 343.52 FEET, ALONG THE SOUTH LINE OF SAID OUTLOT 2; THENCE N00°00'11"W, 1.11 FEET, ALONG SAID SOUTH LINE; THENCE N89°54'11"W, 325.21 FEET, ALONG SAID SOUTH LINE; THENCE N89°42'24"W, 341.27 FEET, ALONG SAID SOUTH LINE TO THE POINT OF BEGINNING. DESCRIBED LAND CONTAINS 191,565 SQUARE FEET / 4.397 ACRES, MORE OR LESS. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

I further certify that I have made this survey under the direction of the Owner(s) of said land and that this map is a correct representation of the exterior boundary lines of the land surveyed and divided, and that I have fully complied with Section 236.34 of the Wisconsin Statutes and the Village of Little Chute Subdivision Ordinance.

Michael T. McClone, PLS- 2472
Village of Little Chute
108 W. Main Street
Little Chute, WI 54140
(920) 423-3862

Date

SURVEYOR'S
SEAL



NOTES:

- THIS CERTIFIED SURVEY MAP IS ALL OF TAX PARCEL No. 260-4519-09.
- THE PROPERTY OWNER OF RECORD IS THE VILLAGE OF LITTLE CHUTE, A WISCONSIN MUNICIPAL CORPORATION.
- THIS PROPERTY IS CONTAINED WHOLLY WITHIN LANDS DESCRIBED IN WARRANTY DEED DOCUMENT No. 2154885.
- COMBINED CONVEYANCE RESTRICTION SHOWN ON SHEET 1 OF THIS CERTIFIED SURVEY MAP.

CERTIFIED SURVEY MAP No. _____

ALL OF OUTLOT 2, LITTLE CHUTE NORTH ESTATES, LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4, AND THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4, SECTION 10, TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

Village of Little Chute, as Owner(s), I/we hereby certify that I/we have caused the land described on this map to be surveyed, divided, and mapped as represented on this Certified Survey Map. I/we further certify that this Certified Survey Map is required to be submitted to the following for approval:

Village of Little Chute

Michael R. Vanden Berg
Village President

Date

Laurie Decker
Village Clerk

Date

State of Wisconsin)
ss)
Outagamie County)

Personally appeared before me on the _____ day of _____, 20____, the above named persons to me known to be the persons who executed the foregoing instrument, and acknowledged the same.

Notary Public

County, Wisconsin.

My commission expires: _____

NOTARY'S
SEAL

TREASURER'S CERTIFICATE

I/We hereby certify that there are no unpaid taxes or special assessments on any of the lands included in this Certified Survey Map.

Village Treasurer

Date

County Treasurer

Date

VILLAGE BOARD APPROVAL CERTIFICATE

Approved by the Village of Little Chute, Outagamie County, Wisconsin, by the Village Board on the _____ day of _____, 2019.

Michael R. Vanden Berg
Village President

Date

Laurie Decker
Village Clerk

Date

SURVEYOR'S
SEAL

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 26, SERIES OF 2019

WHEREAS, Mike Hackbarth as owner of Parcels #'s 260090600 and 260090700 have presented a Certified Survey Map to the Village of Little Chute Board of Trustees as prepared by Christian A. Hausfeld, a registered land surveyor; and

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

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

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

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

Date introduced, approved and adopted: September 18, 2019

VILLAGE OF LITTLE CHUTE:

By:

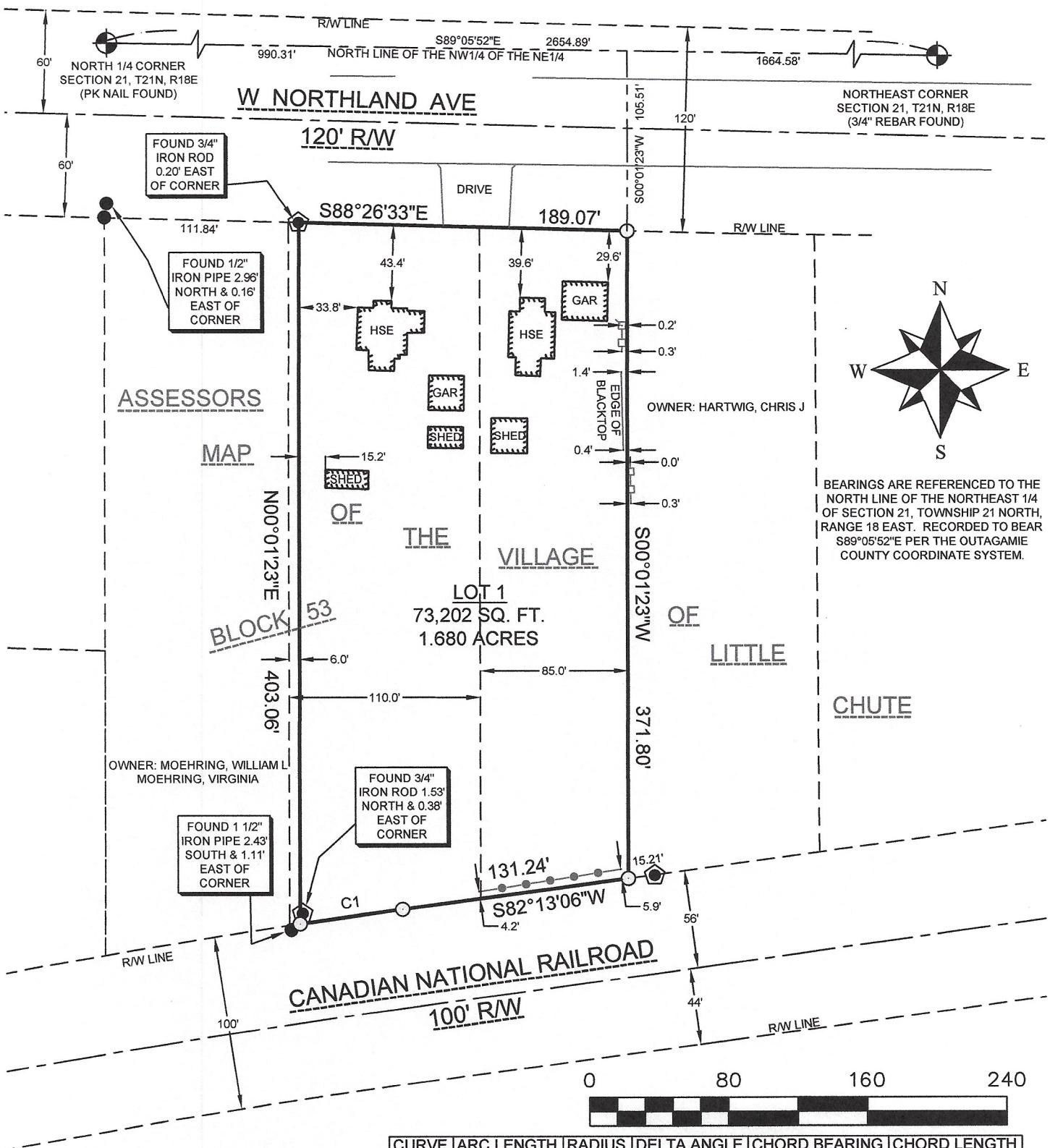
Michael R. Vanden Berg, Village President

Attest:

Laurie Decker, Village Clerk

CERTIFIED SURVEY MAP NO.

THE EAST EIGHTY-FIVE (85) FEET OF THE WEST NINE HUNDRED NINETY-ONE AND FIVE TENTHS (991.5) OF BLOCK FIFTY-THREE (53), AND THE EAST 110 FEET LESS AND EXCEPTING THE WEST 6 FEET THEREOF OF THE WEST 906.5 FEET OF BLOCK FIFTY-THREE (53), ACCORDING TO THE RECORDED ASSESSOR'S MAP OF THE VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN, LESS AND EXEPTING THAT PART CONVEYED AND/OR USED FOR HIGHWAY PURPOSES. IN PART OF THE NW 1/4 OF THE NE 1/4 SECTION 21, TOWNSHIP 21 NORTH, RANGE 18 EAST.



LEGEND

- 3/4" X 18" IRON ROD SET, WEIGHING NOT LESS THAN 1.5 LBS. PER LINEAL FT.
- 1" IRON PIPE FOUND
- 3/4" IRON ROD FOUND
- SECTION CORNER
- - - - - WOOD BOARD FENCE
- - - - - CHAIN LINK FENCE
- () PREVIOUSLY RECORDED DIMENSION



| CURVE | ARC LENGTH | RADIUS | DELTA ANGLE | CHORD BEARING | CHORD LENGTH |
|---------|------------|----------|-------------|---------------|--------------|
| S 60° E | 50.50'L | 5000.00' | 204.15'W | S 21.15'E | 50.50'L |

PRECISION LAND SURVEYING, LLC

| | | |
|-------------------|------------------|---|
| DRAWN BY CAH | DATE 8/7/2019 | SURVEY FOR MIKE HACKBARTH |
| APPROVED CAH | DATE 8/7/2019 | N1499 FOREST GLEN DRIVE GREENVILLE, WI 54942 |
| SCALE 1" = 80' | SHEET 1 OF 3 | PROJECT NO. 9175 |

CERTIFIED SURVEY MAP NO.

THE EAST EIGHTY-FIVE (85) FEET OF THE WEST NINE HUNDRED NINETY-ONE AND FIVE TENTHS (991.5) OF BLOCK FIFTY-THREE (53), AND THE EAST 110 FEET LESS AND EXCEPTING THE WEST 6 FEET THEREOF OF THE WEST 906.5 FEET OF BLOCK FIFTY-THREE (53), ACCORDING TO THE RECORDED ASSESSOR'S MAP OF THE VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN, LESS AND EXEPTING THAT PART CONVEYED AND/OR USED FOR HIGHWAY PURPOSES. IN PART OF THE NW/14 OF THE NE 1/4 SECTION 21, TOWNSHIP 21 NORTH, RANGE 18 EAST.

SURVEYOR'S CERTIFICATE:

STATE OF WISCONSIN
SS)
OUTAGAMIE COUNTY)

I, CHRISTIAN A. HAUSFELD, PROFESIONAL WISCONSIN LAND SURVEYOR, CERTIFY THAT I HAVE SURVEYED, COMBINED AND MAPPED THE EAST EIGHTY-FIVE (85) FEET OF THE WEST NINE HUNDRED NINETY-ONE AND FIVE TENTHS (991.5) OF BLOCK FIFTY-THREE (53), AND THE EAST 110 FEET LESS AND EXCEPTING THE WEST 6 FEET THEREOF OF THE WEST 906.5 FEET OF BLOCK FIFTY-THREE (53), ACCORDING TO THE RECORDED ASSESSOR'S MAP OF THE VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN, LESS AND EXEPTING THAT PART CONVEYED AND/OR USED FOR HIGHWAY PURPOSES. IN PART OF THE NW/14 OF THE NE 1/4 SECTION 21, TOWNSHIP 21 NORTH, RANGE 18 EAST. FURTHER DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 21; THENCE SOUTH 89°05'52" EAST, 990.31 FEET ALONG THE NORTH LINE OF THE NORTHEAST 1/4 OF SAID SECTION 21; THENCE SOUTH 00°01'23" WEST, 105.51 FEET TO A POINT ON THE SOUTH RIGHT-OF-WAY LINE OF W NORTHLAND AVE AND BEING THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 00°01'23" WEST, 371.80 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF CANADIAN NATIONAL RAILROAD; THENCE SOUTH 82°13'06" WEST, 131.24 FEET ALONG SAID RIGHT-OF-WAY LINE; THENCE SOUTHWESTERLY, 272.49 FEET ALONG A CURVE TO THE LEFT, WHOSE CHORD BEARS SOUTH 81°55'59" WEST, 59.56 FEET AND WHOSE RADIUS IS 5983.22 FEET ALONG SAID RIGHT-OF-WAY LINE; THENCE NORTH 00°01'23" EAST, 403.06 FEET TO A POINT ON THE SOUTH RIGHT-OF-LINE OF SAID SOUTH LINE OF SAID W NORTHLAND AVE; THENCE SOUTH 88°26'33" EAST, 189.07 FEET ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING. CONTAINING 1.680 ACRES, (73,202 SQ. FT.) OF LAND AND BEING SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE MADE SUCH SURVEY UNDER THE DIRECTION OF MIKE HACKBARTH, N1499 FOREST GLEN DR, GREENVILLE, WI 54942.

THAT SUCH IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF LAND SURVEYED. THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE LAND SUBDIVISION ORDINANCE OF THE VILLAGE OF LITTLE CHUTE AND SURVEYING AND MAPPING THE SAME.

DATED THIS _____ DAY OF _____, 2019

WISCONSIN REGISTERED LAND SURVEYOR PLS-2492
CHRISTIAN A. HAUSFELD

VILLAGE OF LITTLE CHUTE BOARD APPROVAL:

THIS CERTIFIED SURVEY MAP HAS BEEN REVIEWED AND ACCEPTED BY THE VILLAGE OF LITTLE CHUTE BOARD.

VILLAGE PRESIDENT

DATED

VILLAGE CLERK

DATED

VILLAGE OF LITTLE CHUTE TREASURER CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS INCLUDED IN THIS CERTIFIED SURVEY MAP.

VILLAGE OF LITTLE CHUTE TREASURER

DATED

OUTAGAMIE COUNTY TREASURER:

I CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON THE PROPERTY INCLUDED WITH THE CERTIFIED SURVEY MAP.

COUNTY TREASURER

DATED

TAX PARCEL INFORMATION:

THIS CERTIFIED SURVEY MAP IS LOCATED IN TAX PARCEL NO. 260090600 & 260090700.
DOCUMENT NO. 2160880
OWNER OF RECORD: BUSTERS BUDDIES LLC

CERTIFIED SURVEY MAP NO. _____

THE EAST EIGHTY-FIVE (85) FEET OF THE WEST NINE HUNDRED NINETY-ONE AND FIVE TENTHS (991.5) OF BLOCK FIFTY-THREE (53), AND THE EAST 110 FEET LESS AND EXCEPTING THE WEST 6 FEET THEREOF OF THE WEST 906.5 FEET OF BLOCK FIFTY-THREE (53), ACCORDING TO THE RECORDED ASSESSOR'S MAP OF THE VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN, LESS AND EXEPTING THAT PART CONVEYED AND/OR USED FOR HIGHWAY PURPOSES. IN PART OF THE NW/14 OF THE NE 1/4 SECTION 21, TOWNSHIP 21 NORTH, RANGE 18 EAST.

OWNER'S CERTIFICATE:

AS OWNER'S I (WE) HEREBY CERTIFY THAT WE CAUSED THE LAND ON THE CERTIFIED SURVEY MAP TO BE SURVEYED COMBINED AND MAPPED AS REPRESENTED ON THIS MAP.

IN THE PRESENCE:

MIKE HACKBARTH

DATED

STATE OF WISCONSIN)
SS)
OUTAGAMIE COUNTY)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2019 THE ABOVE NAMED, MIKE HACKBARTH, OWNER KNOWN TO ME TO BE THE PERSONS WHO EXECUTED THE FOREGOING FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

NOTARY PUBLIC _____ WISCONSIN

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: 2019 Heesakker Park Deer Culling

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

REPORT DATE: September 13, 2019

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report: *JPF*
See additional comments attached: _____

EXPLANATION: In 2018, the Village of Little Chute elected to participate in the deer culling at Heesakker Park. 2018 was a good year as we harvested 4 doe and 2 bucks and had 14 hunters. With the population of deer at Heesakker Park and the surrounding neighborhoods continuing to stay high I am proposing that we continue to operate the deer hunt in 2019.

Dates: Week 1 - Monday, December 2, 2019 – Sunday, December 8, 2019
Week 2 – Monday, December 16, 2019 – Sunday, December 22, 2019

Locations: Heesakker and the eastern portion of Island Park

Amount of Does or Bucks Harvested

2018 - 8
2017 - 6
2016 - 8
2014 - 6
2013 - 5

I believe that the Deer Culling has been beneficial in the past. The format that we currently utilize allows residents to participate and it has been a success.

CHANGES FOR 2019

1. Historically, the 2nd week of our deer culling has seen very few deer culled. I would recommend trying to break up the weeks to see if this improves our results for week 2.
2. In 2019, I propose that we allow City of Kaukauna residents to participate in the deer culling. I would propose that we allow for up to 50% of the open slots to be taken by Kaukauna residents. The hunt takes place on City owned land within the Village and they have requested that their residents can participate in the hunt.

ATTACHMENTS: 2019 Little Chute Policies and Regulations

RECOMMENDATION: Approve the 2019 Deer Culling



Urban Bow Hunt Boundaries

- No hunting:
within 300' setback from street centerline
- Hunting allowed



1 inch = 300 feet

0 100 200 300 400
Feet



Village of Little Chute

SEPTEMBER 2017

POLICIES, RULES & REGULATIONS

Authorized Deer Culling – Village of Little Chute

Policies, rules & regulations are designed to ensure the safety of residents and others in areas being hunted and maximize the projected harvests. Failure to comply with any of these will result in the immediate revocation of hunting authorization and exclusion from future participation in this program.

- When hunting, each participant shall carry a Village of Little Chute Bow Hunting Authorization Letter, current Wisconsin Driver's License, and Hunting Tags.
- When hunting on the property, each vehicle shall display an authorization letter of the individuals participating.
- Parking shall be permitted only on village streets.
- Approved hunters will be authorized to cull either a buck or a doe depending upon the tags that the hunter possesses (may cull multiple deer). Hunters shall immediately report when they have culled any and all deer by calling the Little Chute Park & Rec Director at 423-3868.
- According to 2019 DNR regulations, there is a statewide antlerless hunt from Dec. 12 to Dec. 15. Hunters during this period are only allowed to cull does on those days.

Each Participant Shall:

- Abide by provisions outlined in the Hunting Authorization and hunt only the assigned site during the dates designated in their authorization letter.
- Follow all state statute and DNR regulations pertaining to bow hunting. Baiting will be allowed if the DNR permits it in this section.
- Be liable for your own acts and omissions.
- Act courteously and respectfully while on the property.
- If verbally assaulted, avoid engaging in an argument or becoming abusive. Under such circumstances, leave the area immediately and, if deemed appropriate, call the police. As soon as practicable, report the incident to the Park & Rec Director at 423-3868.
- When on the property, protect foliage, crops and plants from damage, alteration or destruction. You may NOT trim tree branches in order to install your hunting stand.
- Not remove or cut underbrush (i.e. shooting lanes, clearance, etc.).
- Not use an ATV or motorized vehicle on the property.
- When entering or exiting the woods, keep bow encased except when in your stand. Bow must be encased if engaged in tracking a wounded animal.
- When entering or exiting the woods in the dark, use a flashlight or other illuminating device.

- Hunt only from an elevated tree stand placed a minimum of 12 feet above the base of the tree in which the stand is placed. No ground hunting or shooting from the ground.
- Wear a safety harness at all times while hunting from a tree stand.
- Use only temporary, removable tree stands. Remove stand at the end of each day.
- Use a climbing stand of a type that will not damage the tree.
- Remove climbing aids such as stick ladders and tie-on tree steps from the tree after use when using portable "hang-on" tree stands.
- Maintain your equipment in top condition at all times. Be sure your equipment is tuned and set up properly.
- Hunt a minimum of 300 feet (100 yards) from roads and any private property.
- Not discharge or project an arrow at such an angle or distance as to land on public or private property not described in the permit.
- Not discharge or project an arrow or other object onto or over any hiking trail or bicycle trail within the designated hunting area.
- Track a wounded animal until found. If the animal moves off the assigned property, attempt to obtain permission to trespass for tracking purposes. If unable to obtain permission, notify the game warden immediately. As soon as practicable, report the incident to the Park & Rec Director at 423-3868.
- If unable to locate a wounded animal, notify the Park & Rec Director at 423-3868.
- If wounded animal moves to or dies in a conspicuous area, such as a field, trail, or roadway, remove the animal from the area and if a problem arises, contact the Park & Rec Director at 423-3868.
- Unless otherwise directed, field dress animals in the woods, at least 100 yards away from buildings, roads, or other places where non-hunters travel frequently, and 50 yards from wood chipped trails.
- Cover harvested animals with a tarp while dragging in the field out of respect for the non-hunting public and other park users.
- Follow all DNR requirements for registering deer.
- Account for all arrows used. Report the circumstances of missing or unrecovered arrows on the hunting log sheet.
- Keep an accurate, up-to-date log of times spent in the field to include: date, game harvested, time of harvest, and hunt location. At the end of your hunting period, promptly turn in the log to the Park & Rec Dept for compilation of statistics.
- Report to the Park & Rec Dept any violation of game laws or program policies, rules and regulations.

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: I-41 Improvements

PREPARED BY: James P. Fenlon, Administrator

REPORT DATE: September 13, 2019

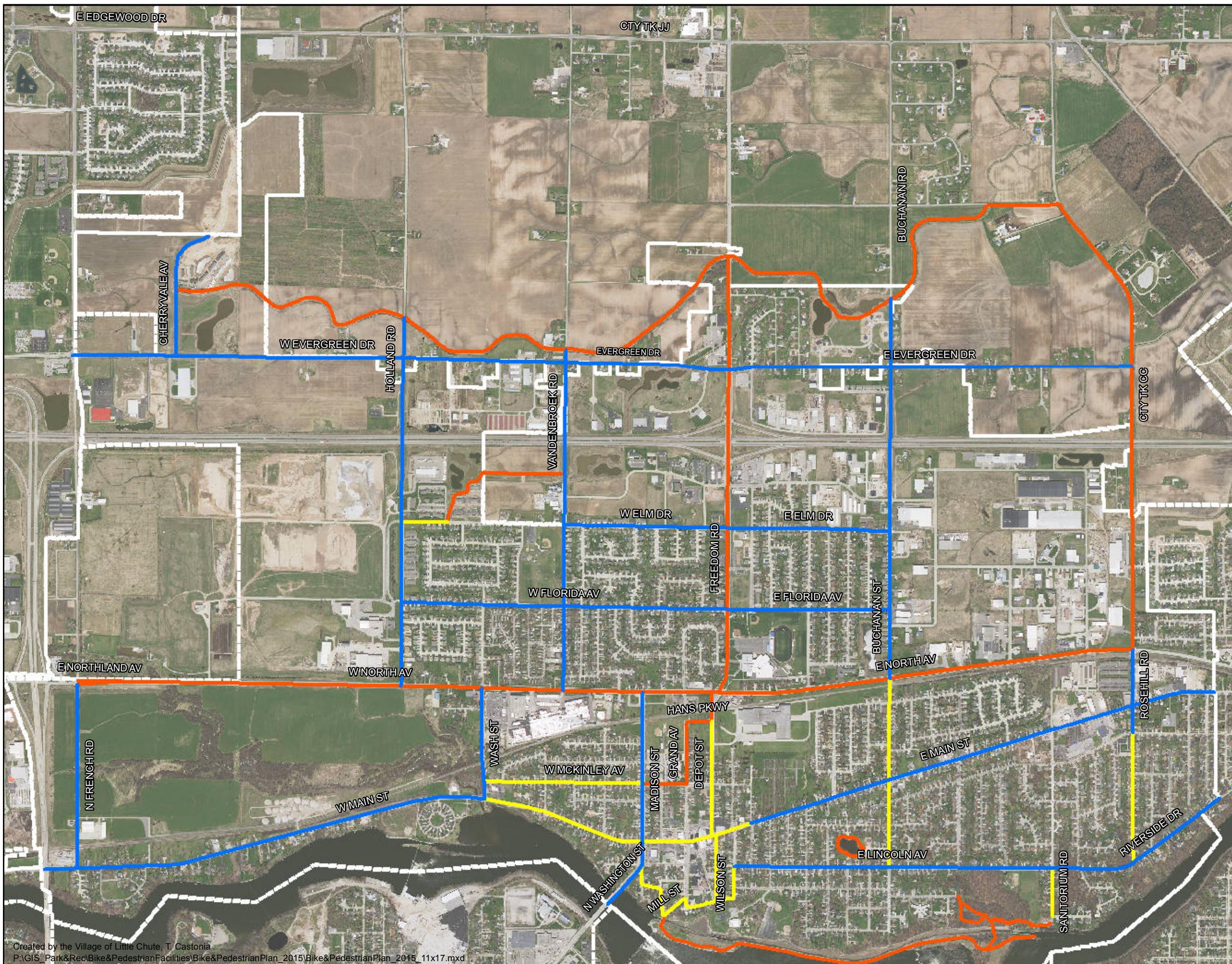
EXPLANATION: Next week Thursday, I will be meeting county and state officials to discuss preliminary plans for the improvement to I-41. The goal for the meeting was outlined by county staff as follows: "Please start thinking about what the needs of the community are as far as bridges, interchanges, development, etc. and bring those thoughts to the meeting."

From a guidance perspective, we have been talking informally as a staff to think about this as a 50 year project. So as an example, what will things look like 50 years from now in order to help guide our inputs today? While that may not be the correct timeframe, I feel that is a good way to envision this effort so that we are as inclusive and thoughtful as we can regarding this opportunity.

UPDATE (attached to this updated IFC is the Bike and Ped Plan): Here are the guiding discussions from a planning/staff perspective.

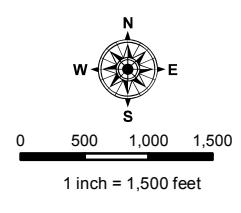
- Holland Road – major connectivity to north for heavy traffic. Two lanes, sidewalk, potential for other pedestrian accommodations (included bike plan for the bike and ped plan). This crossing will serve residential/commercial/government on the southside of I-41 with service to north of I-41 primarily for commercial and industrial. Project a direct connection to CTH JJ.
- Vandenbroek Road – Shared with the Town of Vandenbroek at present. On bike and ped plan for bike route. Southside is primarily residential, with development opportunities existing for commercial. There is a major trucking facility also on the southside. The north is planned for additional commercial highway along with industrial.
- CTH N –On bike and ped plan for multi-use trail. Major interchange. Major commercial corridor. Major access point for trucking/industrial areas on both sides of the interstate.
- Buchanan Road – Pedestrian accomodations and noted as a bike route on the bike and ped plan. The southside is primarily mixed use residential, commercial and industrial. No truck route access to the north. The north is primarily residential with additional availability for increased residential development. Town of Vandenbroek has a residential subdivision with direct access to this overpass.

RECOMMENDATION: This is for discussion only. Staff will provide a series of talking points regarding Little Chute's thoughts to the I-41 expansion project.



VILLAGE OF LITTLE CHUTE
Pedestrian & Bicycle
Facilities
Recommendations

- Bike Lanes
- Signed Route
- Shared Use Path



MARCH 2016

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: US Census Bureau – Complete Count Committee

PREPARED BY: James P. Fenlon, Administrator



REPORT DATE: September 13, 2019

EXPLANATION: On September 3rd I had the pleasure of meeting with an employee representing the US Census Bureau. We discussed the upcoming census and the request of the bureau for local communities standing up a local Complete Count Committee. To provide insight to this request and the census process itself, attached to this email is the following:

- Follow-up correspondence from the USCB regarding the request
- Presentation from the USCB regarding the process and local Complete Count Committee's

Given the geographic reach of the Village of Little Chute, it would seem that ensuring our count is as well represented and accurate as possible poses an advantage on numerous fronts moving into the future.

RECOMMENDATION: I recommend moving forward on creating a Complete Count Committee for the Village of Little Chute.

From: [Andrew Wilson \(CENSUS/CG FED\)](#)
To: [James Fenlon](#)
Subject: Thank you and Follow Up
Date: Thursday, September 5, 2019 10:40:38 AM
Attachments: [CPEP Partnership PPT 010919_1 Little Chute.pdf](#)
[4a - Recruiting Flyer - Apply Now.pdf](#)
[Apply Now RA Flyer.pdf](#)
[Apply Online 2020 Census Jobs.pdf](#)
[Census Taker recruitment flyer.pdf](#)
[Retiree POSTER-ENG.pdf](#)

Good Morning James,

Thank you for taking the time to meet with me on Tuesday, September 3 to discuss the Census Bureau's plans for conducting the 2020 census. I sincerely welcomed the opportunity to discuss the development of a Complete Count Committee (CCC) in your village to help ensure a successful count. The Census Bureau values your input and your partnership in this important mission.

I have attached a copy of the CPEP presentation that was conducted, as well as some other job recruitment flyers that you may pass out, post in your buildings, or put on your website/social media.

As we discussed on Tuesday, operations for the 2020 census have begun with local government partnerships taking place all across the state and the country. I appreciate once again your consideration to commit to creating a CCC for the Village of Little Chute, a process that has proven to be beneficial across the country in helping to increase self-response rates. We have learned from previous decennials that involvement from state and local officials, as well as local partners, is essential to the overall success of the Census count. This is an exciting opportunity for your village that only comes around once every decade!

The Chicago Census regional director, Mrs. Marilyn Sanders, is very interested in knowing which municipalities plan to develop a CCC for the 2020 census. If you could please mail the letter that we discussed to Mrs. Sanders on municipal stationary with your signature, or that of the highest elected official in Little Chute, informing her of your village's decision to create a CCC, it would be appreciated, and needed for us to move forward. In order for me to train the committee (generally a one-hour process), she must have confirmation of the village's intentions in such a letter. Without said confirmation, we will be unable to provide the training and support materials to help you achieve the most accurate count possible. The letter should include:

- Who you spoke with. In other words, myself, Andrew Wilson.
- Confirmation of your interest in developing a CCC.
- The name of the appointed CCC liaison for the village (which could be yourself in this case).
- The approximate date you wish to begin planning with a committee.
- The signature of the highest elected official.

The confirmation letter should be sent to the address below, and also please either email it to

myself at andrew.wilson@2020census.gov or via fax at: 920-345-7889. I find it beneficial to add digital copies of the letters to our database myself. The address for the hard copy should be sent to:

Chicago Regional Census Center
Attn: Mrs. Marilyn Sanders, Regional Director,
175 W. Jackson Blvd. Suite 600
Chicago, IL 60604

Once that letter is received in Chicago, then we can begin planning for a training day which I will lead for you.

If you do not plan on creating a CCC, I would still love to hear back from you as to why you have decided against it so that we can use that feedback to improve our processes. In either case, I will plan to follow up with you if I do not hear from you.

I look forward to training your newly formed committee, and I am very excited to continue this partnership with you. As I mentioned in our meeting, this is a two-way partnership, so I am here for anything you may need leading up to the completed 2020 Census.

Thank you for helping us to count your residents **once, and only once, and in the right place.**

Sincerely

Andrew (Andy) Wilson, Partnership Specialist

Chicago Regional Census Bureau

US Census Bureau

Mobile: (920)-970-7891

Email: andrew.wilson@2020census.gov

Online: Census.gov

Twitter: @uscensusbureau

2020 Census

Community Partnership and Engagement Program (CPEP)

Little Chute, WI
Chicago Region



A Message from the Director

The Chicago Region is pleased to share its plans for the upcoming census.

We look forward to this opportunity to meet and engage partners in support of our 2020 Census mission: to conduct a census of population and housing and disseminate the results to the President, the states and the American people. **Our goal is to count everyone once, only once, and in the right place!**

We want to share the many opportunities available to be engaged and partner with the Chicago region. With your assistance and support, we will take every opportunity to work in concert with the eight states in the region: Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri and Wisconsin.



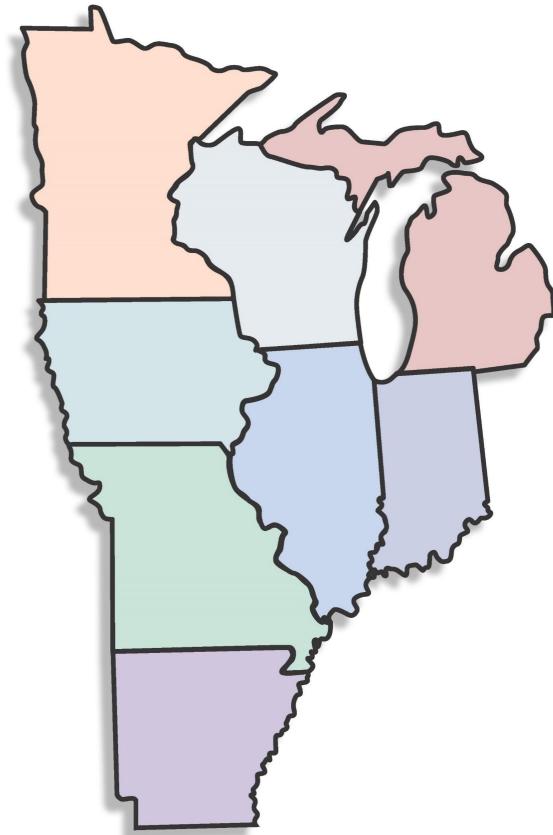
Marilyn A. Sanders
Chicago Regional Director

A Message from the Director

Thank you for attending and hosting this crucial meeting with the Chicago Region's 2020 Census Partnership team. I am certain you will find the information shared informative and staff from the Chicago Region responsive to your questions. We are available as a resource and engaged at every level to achieve a complete count of the population in this region.

Feel free to email me, contact me by telephone or schedule a meeting if you desire. I can be reached at marilyn.a.sanders@census.gov or 630-288-9301.

I look forward to the 2020 Census Experience!

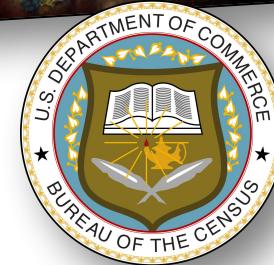
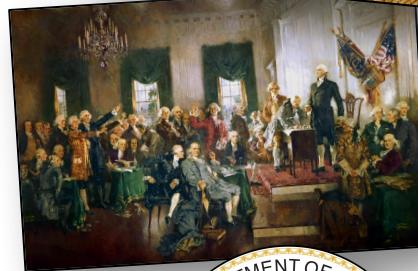


A Constitutional Mandate

The **U.S. Constitution** (Article 1, Section 2) requires a headcount every 10 years, of everyone residing in the United States.

- All 50 states, Puerto Rico, Washington DC, and Island areas
- People of all ages, races, ethnic groups, citizens, and noncitizens

The Next Census Occurs in 2020!



Democracy & Funding

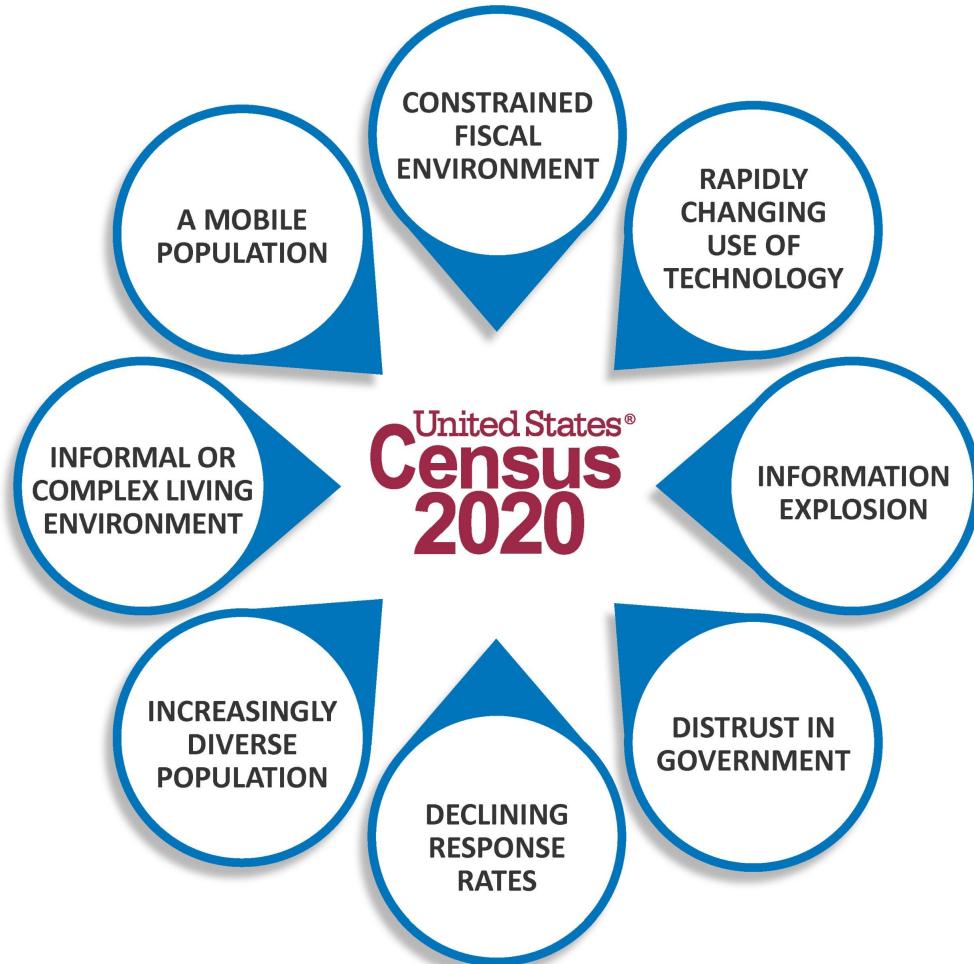
Legislative Representation
is redetermined through
Apportionment

\$675 Billion will be
distributed annually
based on Census
information



Environment

The 2020 Census is being conducted in a rapidly changing environment, requiring a **flexible design** that takes advantages of new technologies and data sources while minimizing risk to ensure a high quality population count.



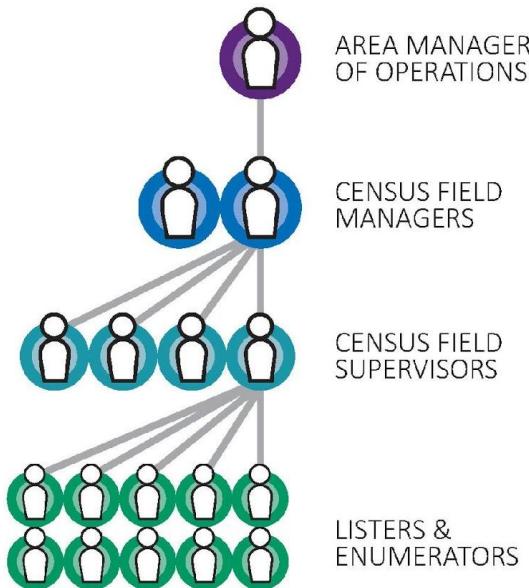
Redesign



Re-Engineering Field Operations

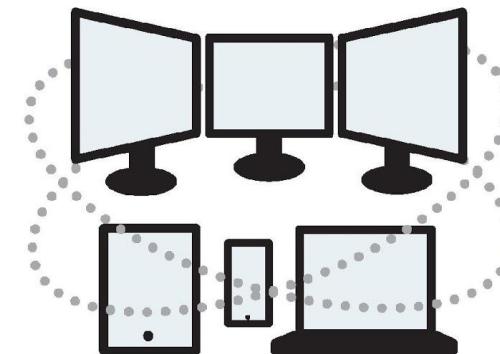
Using Technology To Efficiently and Effectively Manage 2020 Census Field Work

STREAMLINED OFFICE AND STAFFING STRUCTURE



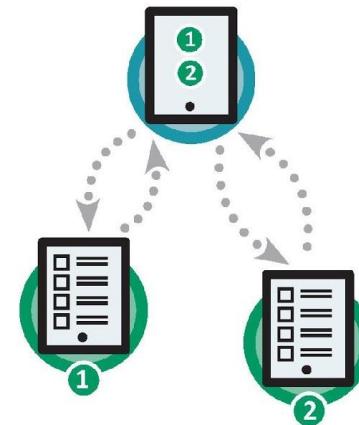
INCREASED USE OF TECHNOLOGY

- Automated and optimized work assignments
- Automated recruiting, training, payroll, and expense reporting
- Reduced paper and manual processing



INCREASED MANAGEMENT AND STAFF PRODUCTIVITY

- Increased visibility into case status for improved workforce management
- Redesigned quality assurance operations
- Improved communications



Cybersecurity Risk Mitigation Strategy

- **Federal Partnerships** to assist with threat detection and recovery
- **Communication Plan** to inform respondents about personal proactive cybersecurity steps
- **Industry Solutions** to provide services that protect, detect and resolve threats
- **Incident Response Plan** to contain and manage security breaches



Recruiting & Job Opportunities

Chicago Regional Census Center (RCC)

- Management
- Clerical
- Recruiting
- Information Tech
- Space / Leasing
- Administrative
- Partnership

For current job openings, visit 2020census.gov/jobs
or call **855-JOB-2020** or if you have any questions,
email us at chicago.rcc.recruiting@census.gov.



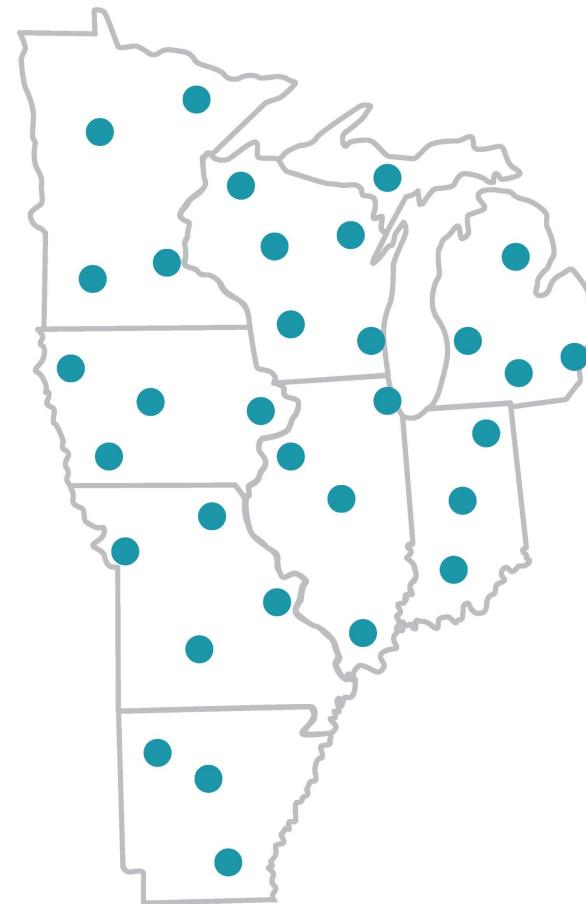
Recruiting & Job Opportunities

32 Area Census Offices (ACOs)

AR, IA, IL, IN, MI, MN, MO, WI

- Recruiting Assistants
- Office Operations Supervisors
- Office Clerks
- Census Field Supervisors
- Address Listers
- Census Enumerators / Takers

For current job openings, visit 2020census.gov/jobs
or call **855-JOB-2020** or if you have any questions,
email us at chicago.rcc.recruiting@census.gov.



Recruiting and Assessment Changes

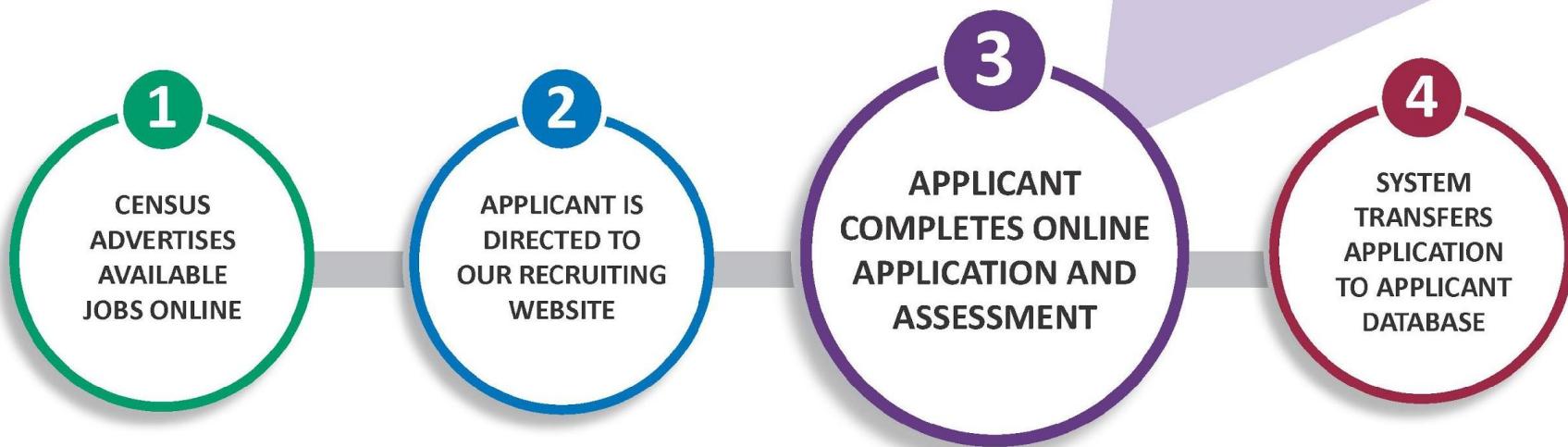
New for 2020, online job application and online assessments now utilize:

- **Situational Judgement Questions**
- **Biodata Questions**

(Questions about life and work experiences, as well opinions, values, beliefs, and attitudes that reflect a historical perspective. – Wikipedia)

*Sample Question:
How quickly do you adapt to new things?*

- I adapt almost instantly.
- I adapt, but it takes a little time.
- I take my time to adapt.



Operational Schedule / Key Milestones

| | | |
|-------------|----------------------------|---|
| 2018 | <i>September</i> | Begin Recruiting for Census Jobs |
| 2019 | <i>January</i> | Area Census Offices Begin Opening Complete Count Committees Begin Activities |
| 2020 | <i>August</i> | In-Field Address Canvassing Starts |
| | <i>February</i> | Begin Group Quarters Operations |
| | <i>End of March</i> | Self-Response Period Begins |
| | <i>End of March-July</i> | Begin Field Enumeration (in Selected Areas) |
| | <i>April 1</i> | 2020 Census Day! |
| | <i>Late April - August</i> | Conduct Nonresponse Follow-Up (NRFU) |
| | <i>December 31</i> | Deliver Apportionment Counts to President |
| 2021 | <i>April 1</i> | Deliver Redistricting Counts to States |

Goal of the Partnership Program

*Work with local partners to **Engage, Educate and Encourage** participation in the 2020 Census by those who are less likely to self respond and who are known to be hard to count.*

The Census Bureau succeeds through partnerships with:

- Tribal Governments
- State Governments
- County and Municipal Governments
- Community Organizations
- Faith-based Institutions
- Schools/Colleges
- Businesses
- Local Media
- Philanthropy



State Complete Count Commissions

New for 2020!

- **Organized** by governor's office or State Data Center
- Formed by **executive order** or by legislation
- Governor **appoints members** of the commission
- Commission organizes outreach efforts for **entire state**, provides guidance, resources and support for census implementation.



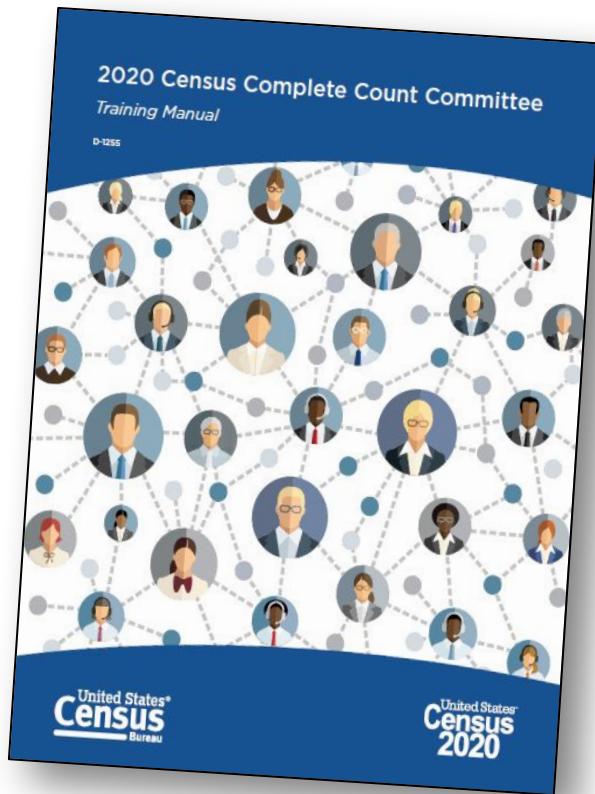
Complete Count Committees (CCCs)

- Organized at the **county, municipal, or community** level
- Formed by local, official **proclamation** or passage of **ordinance**
- Members appointed by the **Highest Elected Official** (HEO)
- Committee organizes **local outreach efforts**
- Provides **leadership/support** for participation



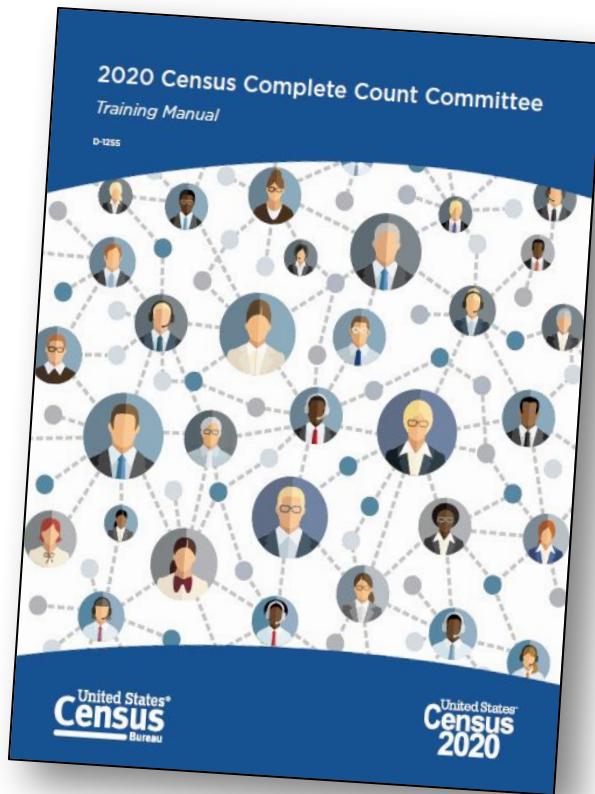
CCCs Purpose

- Assist Census Bureau to meet the goal of a **timely, accurate and cost-effective** census count.
- Act as 2020 Census **Champions**
- Provide “**trusted voices**” as Census Ambassadors.



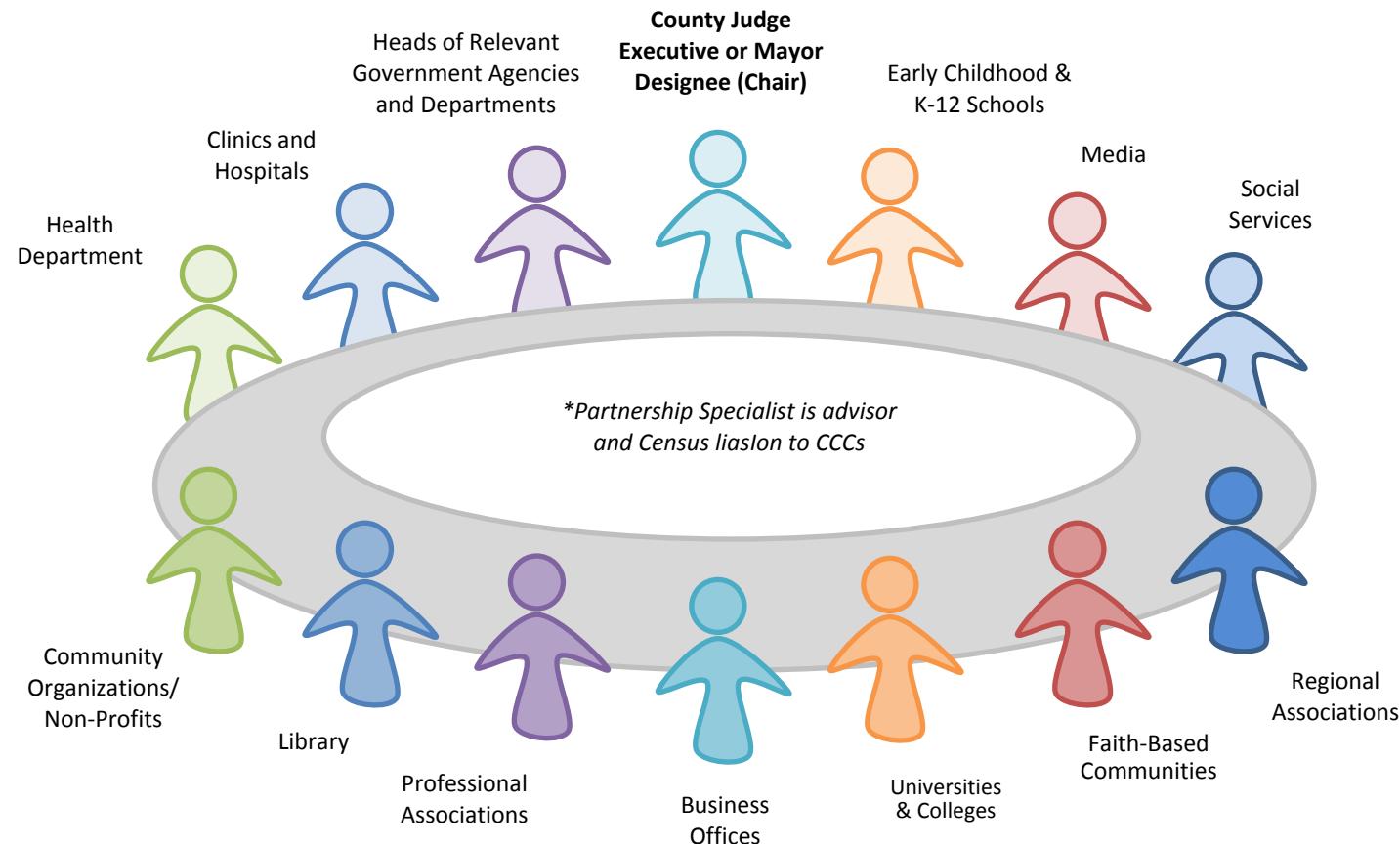
CCCs Objectives

- **Monitor** census participation
- Target **outreach efforts** in low response rate areas
- Marshall **resources** to support Complete Count goals
- Collaborate with Regional Director and Partnership Specialists for **training and support**



2020 Census

Who Should be Included on a CCC



Sample Topics for the CCCs

- How to reach **specific audiences**, such as Millennials, students, Seniors, businesses, and faith-based communities
- How to help **recruit** for Census Jobs
- How to use and engage with **Media & Social Media**
- How to **share, reinforce, and localize** the Census message



Hard-To-Count (HTC) Demographics

- Children (under 5yrs)
- College Students
- Farm Workers
- Homeless
- Immigrants
- Language Constrained
- Millennials
- Minorities
- People Living in Poverty
- People with Disabilities
- Refugees
- Renters
- Snowbirds
- Senior Citizens
- Veterans
- Young Adults (18-24yrs)



New Construction

Once a decade, a voluntary opportunity for governments to submit addresses with city style mailing addresses for units constructed after **LUCA** that will be closed to the elements (i.e., basic construction completed) by census day.

This only applies to governments that will receive decennial census questionnaires by mail.



CCC Key Communication Phases

Local governments and community leaders participate in activities highlighting that the 2020 Census is fast approaching and it is easy, important and safe.

| | |
|------------------------|------------------------|
| Gear Up Phase | <i>Now – Fall 2019</i> |
| Engage Phase | <i>Nov – Dec 2019</i> |
| Educate Phase | <i>Feb 2020</i> |
| Encourage Phase | <i>Mar – May 2020</i> |
| Remind Phase | <i>May – Jul 2020</i> |
| Thank You Phase | <i>Start Jul 2020</i> |



Census Data Tools

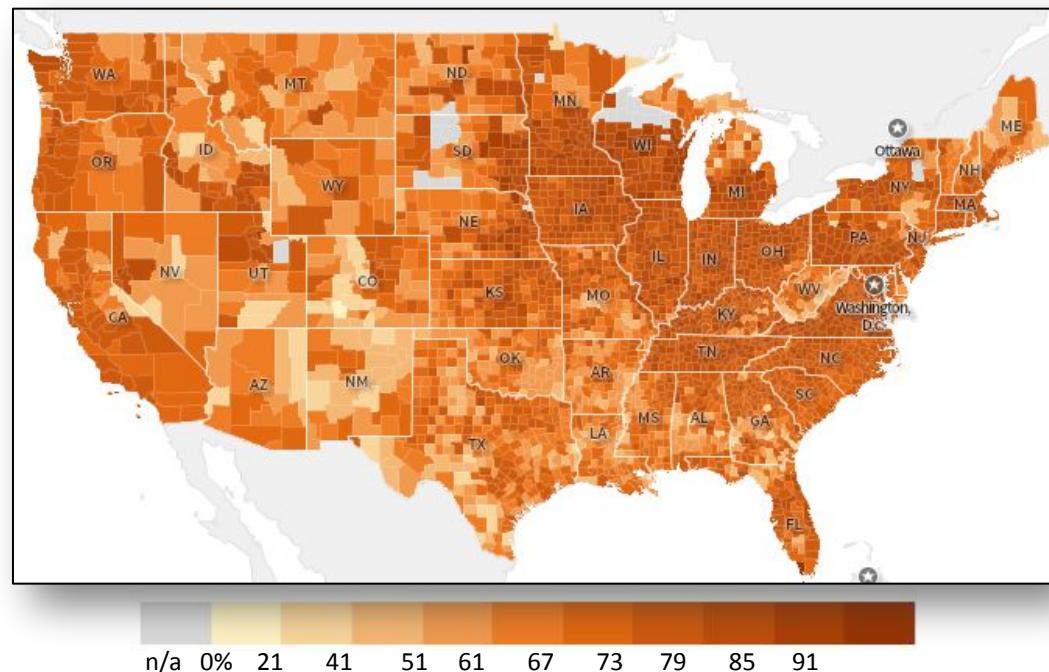
- 2010 Mail Participation Rate Map (MPR)
- Low Response Score Map (ROAM)
- Data Access Tools
 - American Community Survey (ACS), QuickFacts, Business Builder*
- Census Data Access Workshops
- Regional Data Specialists



2010 Mail Participation Rate Map (MPR)

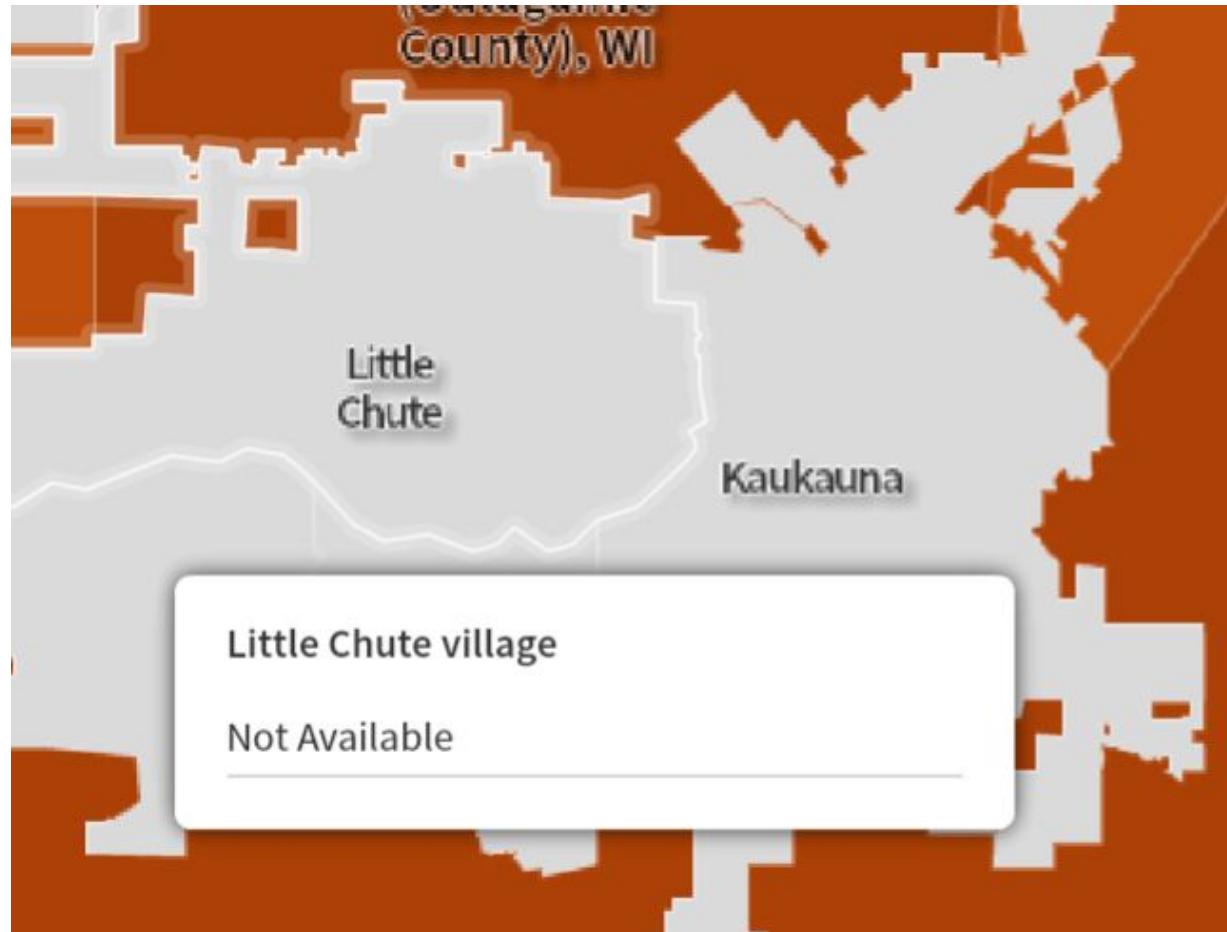
2010 Census Participation Rates

| State | Rate | Rank |
|---------------|------|------|
| Arkansas | 69% | 38 |
| Illinois | 76% | 11 |
| Indiana | 79% | 3 |
| Iowa | 79% | 3 |
| Michigan | 78% | 5 |
| Minnesota | 81% | 2 |
| Missouri | 74% | 24 |
| Wisconsin | 82% | 1 |
| United States | 74% | NA |



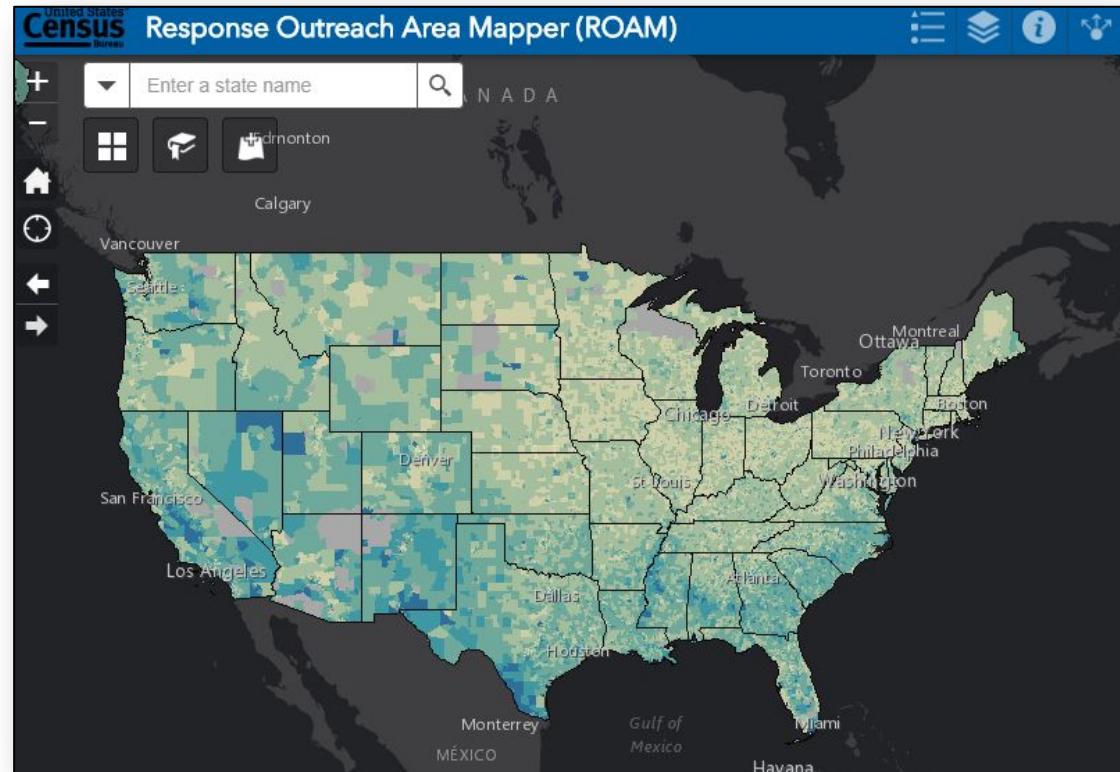
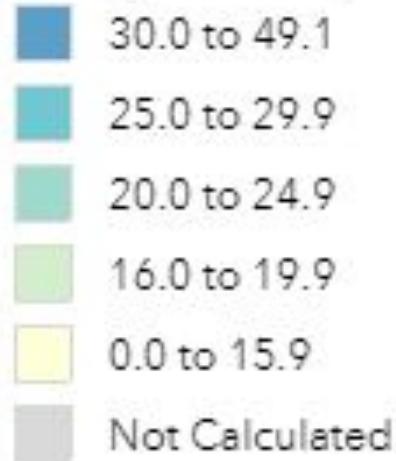
census.gov/censusexplorer/2010ratemap.htm

Localized Mail Participation Rate Map



Response Outreach Area Mapper (ROAM)

Low Response Score



census.gov/roam

ROAM Low Response Score Area Map



 X

Census Tract 118
Outagamie County, Wisconsin

Low Response Score (%): 17.1

2013- 2017 ACS 5-year estimates

ACS Self-Response Rate: 81.3

Total Population: 2,036

Median Household Income (\$): 48,029

Median Age: 33.5

Population Under 5 (%): 8.10

Population 18-24 (%): 9.33

Population 65 and Over (%): 12.52

Persons Below Poverty Level (%): 8.88

Children Under 18 Living in Poverty (%): 4.45

School Enrolled Children Age 3 and 4 (%):

Not High School Graduate (%): 8.57

No Health Insurance Under 19 (%): 8.87

No Health Insurance Age 19-64 (%): 9.92

No Health Insurance Age 65 and Over (%): 0.00

[Zoom to](#)

...

Census Data Maps Compared

| | MPR Map  | ROAM Map  |
|------------------------|---|--|
| <i>Data Collection</i> | Prior 2 Decennial Censuses 2000 & 2010 | American Community Survey (ACS) 2012 - 2016 / 5 year estimate |
| <i>Objective</i> | Demonstrate the mailed-in responses & participation rate of the previous Decennial Censuses | Identify hard-to-survey areas and provide a socioeconomic & demographic profile of those Census Tracts |
| <i>Timeframe</i> | Past History | Most Current & Future Trends |
| <i>Color Coding</i> | Darker / Deeper the color, the higher the Census Mail Participation Rate (Light Orange to Dark Red) | Darker / Deeper the color, the higher the Low Response Score (Light Beige to Green to Dark Blue) |
| | census.gov/censusexplorer/2010ratemap.html | Census.gov/roam |

CCC Training

- Winter 2018 / 19
- In-person and via webinar
- Materials provided by the Chicago RCC
- Partners can assist by providing training space



Critical Next Steps

- Determine ways you can **Partner** for the 2020 Census
- Appoint a **Census Liaison**
- Help with **Recruiting** for Census Jobs
- Establish a **CCC**
- Formalize with **Letter to Regional Director**
- Determine CCC **Membership**
- Request CCC **Training**



Working Together: 2020 Census Mission

“We understand that a plan is only as good as those who are put in the game to mobilize the plan.

Just like a football team, where everyone has to know their role, these plans will help us truly function as a team — with the ultimate goal to count everyone once – and only once — and in the right place for the entire eight-state region.”

*Marilyn A. Sanders
Regional Director, Chicago*

Connect With Us

2020 Census Homepage

census.gov/2020Census

Census Alerts

public.govdelivery.com/accounts/USCENSUS/subscriber/new

**2020 Census
Memorandum Series**

census.gov/programs-surveys/decennial-census/2020-census/planning-management/memo-series.html

American Community Survey

census.gov/programs-surveys/acs/

Census Jobs

2020census.gov/jobs

census.gov/about/regions/chicago/jobs/all.html

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Thank You for Your Partnership!

If you have any questions
during the 2020 Census,
our Partnership Specialists
are here to help.

United States®
Census
2020

2020 Census

Alternate Slides

Who Should be Included on CCCs

- CHAIR – Mayor
Appointed
- Elected Officials
- Key Government Staff /
Heads of Departments
- Clinics / Hospitals
- Colleges / Universities
- Community Groups
- Cultural / Ethnic Groups
- Day Care - Early
Childhood
- Faith-Based Groups
- Health / Human Services
- Housing Groups
- K- 12 Schools
- Local Businesses /
Business Associations
- Local Media
- Nonprofits
- Public Library
- University Extension
Offices

**Census Partnership Specialist is CCC
Advisor and Liaison to Census Bureau*



Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Discharge of Firearm Ordinance – Hunting Request

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

REPORT DATE: September 13, 2019

EXPLANATION: This week a nonresident who in the past had hunted on what is now a parcel located in the Village of Little Chute contacted numerous village officials to inquire about granting permission to hunt/discharge a firearm in Little Chute. Our ordinance, which is attached, clearly does not allow that activity.

With that being said, if this is something the board would be interested in amending, a preliminary staff recommendation would be to amend the ordinance to provide the Chief of Police to allow on a case by case basis. In talking with the Chief, he also would recommend concurrence from the Zoning Administrator for further analysis. I would support that type of change where it seems to be a safe and nonintrusive instance.

The property in question is in excess of 150 acres and up until recently, was located in the Town of Vandenbroek and this activity was allowed. An ordinance amendment would allow for safety measures while allowing for a common sense approach in allowing this type of activity.

RECOMMENDATION: This is for discussion only.

Sec. 30-21. - Regulation on the discharging of firearms, electric weapons and other devices.

(a) *Definitions:*

- (1) *Electric weapon.* Any device which is designed, redesigned, used or intended to be used, offensively or defensively, to immobilize or incapacitate persons by the use of electric current. {Wis. Stats. § 941.295(1c)(a)}.
- (2) *Firearm.* A weapon that acts by force of gunpowder.
- (3) *Law enforcement officer.* Any person employed by the State of Wisconsin or any political subdivision of the state, for the purpose of detecting and preventing crime and enforcing laws or ordinances and who is authorized to make arrests for violation of the laws or ordinances he or she is employed to enforce.
- (4) *Building.* For purposes of this section, a building is defined as a permanent structure used for human occupancy and includes a manufactured home, as defined in Wis. Stats. § 101.91(2).

(b) *Regulated acts:*

- (1) *Discharge of firearms regulated.* No person, except a police officer or other law enforcement officer in the performance of an official duty, shall fire or discharge any firearm within the Village of Little Chute.
- (2) *Discharge of electric weapons regulated.* No person, except a police officer or other law enforcement officer in the performance of an official duty, shall fire or discharge any electric weapon within the Village of Little Chute.
- (3) *Discharge of spring gun, air gun, pneumatic pellet gun or paintball gun prohibited.* No person shall fire or discharge any spring gun, air gun, paintball gun, or pneumatic pellet gun of any description within the Village of Little Chute.
- (4) *Shooting into village limits.* No person shall in the territory adjacent to the village discharge any firearm in such manner that the discharge shall enter or fall within the Village of Little Chute.
- (5) *Explosive devices.* No person shall discharge or detonate any dynamite, nitroglycerin or other explosive within the village without first obtaining a permit to do so from the village board.
- (6) Hunting is prohibited within the corporate limits of the Village of Little Chute except as provided in [subsection] (c)(3).

(c) *Exceptions:*

- (1) *Shooting ranges.* This section shall not prevent the maintenance and use of duly supervised rifle or pistol ranges or shooting galleries approved by the village board, upon the recommendation of the chief of police, where proper safety precautions are taken.
- (2) *Honor guards.* Subsection (b)(1) shall not apply to any Armed Forces Honor Guards taking part in a village board approved ceremony, provided they are using blanks.
- (3) Hunting within village parks.
 - a. *Permits.*
 1. The chief of police or designee is authorized to issue hunting permits.
 2. Only the residents of the village shall be eligible to receive a permit to hunt within village parks or village property.
 3. Permits under this subsection shall only apply to the hunting of deer.
 4. Permits shall only be issued for hunting with a bow and arrow.
 5. Hunting shall only be by the person listed on the permit.
 6. Permits are not transferable.

7. No permits shall be issued to any person under the age of 18.
8. Permits shall be issued for the time period established by the chief of police and/or parks director at their discretion.
9. The police department may immediately revoke a permit if a hunter violates any part of this section. Upon revocation of the permit, the permittee may appeal the decision to the village board.

b. Requirements.

1. When hunting, persons shall at all times carry valid photo identification, a copy of the village permit and the state archery license.
2. No arrow or other object used to hunt deer pursuant to the village permit may be discharged or projected as such an angle or distance as to land on public or private property not described in the permit.
3. No arrow or other object may be discharged from or projected onto or over any bicycle trail, or hiking trail within the designated hunting area.
4. The person shall follow all state statute and DNR regulations pertaining to bow hunting.
5. The person shall comply with miscellaneous rules for the hunt as required by the chief of police, parks director or their designee. Such rules will be provided in writing to the hunter at the time that they are issued a permit.

(4) Hunting, shooting or discharging a bow and arrow or crossbow.

- a. Except as provided in subsection (3), it shall be unlawful for a person to hunt with a bow and arrow or crossbow within a distance of one hundred (100) yards from a building located on another person's land. This restriction shall not apply if the person who owns the land on which the building is located allows the hunter to hunt with a bow and arrow or crossbow within the specified distance of the building.
- b. A person who hunts with a bow and arrow or crossbow shall discharge the arrow or bolt from the weapon toward the ground.
- c. No person shall discharge an arrow with any bow or similar device where the arrow may endanger the life, limb or property of another or will traverse any part of any street, alley, public grounds or parks.
- d. The park and recreation department and school districts may conduct supervised archery activities in areas under their jurisdiction when authorized by the police chief.

(Ord. No. 18(Ser. of 2011), § 1, 10-19-2011; Ord. No. 8(Ser. of 2016), § 1, 10-5-2016)

Editor's note— Ord. No. 18, Series 2011, § 1, adopted Oct. 19, 2011, repealed § 30-21, in its entirety and enacted new provisions to read as herein set out. Prior to this amendment, § 30-21 pertained to regulation of firearms and explosives. See Code Comparative Table for derivation.

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Kaukauna Utility Ordinance Request

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

REPORT DATE: September 13, 2019

EXPLANATION: On September 4th, Jeff Feldt and Clara Pickett attended our meeting to discuss the prospect of the Village of Little Chute adopting an electric tax lien ordinance. In that meeting, they provided the attached memo and ordinance that the City of Kaukauna adopted for your review.

During that meeting, staff asked questions related to the policy of the county and administrative time spent on addressing these matters and how they would impact the Village of Little Chute. This Monday we received the attached memo from KU describing the process proposed along with data on the number of accounts over the past few years regarding delinquent accounts.

Prior to moving forward, we would recommend documentation in writing that proper legal language to protect us should Outagamie County change how they settle, which is currently allowed under the statutes. Further, no settlement should occur with Kaukauna Utilities prior to Little Chute receiving funds either directly from taxpayer or Outagamie County plus the ability to charge Kaukauna back should we be charged back with payment terms specified.

Two final items that have not been addressed at the time of drafting this memo are as follows:

- We have not had a discussion with KU representatives regarding any reimbursement or compensation for staff time regarding this potential change to ordinance.
- We have not had Village of Little Chute legal counsel review the proposal or recommend ordinance language that would achieve the results intended from KU

Finally, it would seem helpful to work with our partners at Kaukauna Utilities. That being said, at this time, the priority for staff is that the Village of Little Chute is “made whole” in the process. This information is presented for the Board of Trustees to discuss, ask questions, and provide guidance to staff.

RECOMMENDATION: Provided for discussion and direction.

M E M O R A N D U M

DATE: June 19, 2019
TO: Utility Commission
FROM: Clara Pickett
RE: Electric Tax Lien Ordinance

As a result of the \$2.2 million write-off associated with Appleton Coated, staff performed a review of the deposit, collection and tax lien procedures for Electric Utility accounts and presented the findings at the August 2018 Commission Meeting. A result of that review was a recommendation to place delinquent Electric Utility accounts on the tax roll after pursuing all collection opportunities.

An ordinance authorizing delinquent electric accounts as a tax lien would give Kaukauna Utilities a legal claim against the property for the amount of delinquent electric charges, i.e. the unpaid utility bill becomes a tax bill in effect. Unpaid state or local taxes take priority over all other liens. Thus, Kaukauna Utilities would become a secured credit and would still receive payment under circumstances in which we are currently legally unable to enforce collection procedures, such as bankruptcy and receivership.

Had an ordinance been in effect at the time of Appleton Coated's receivership, we would have been paid the entire \$2.2 million out of the proceeds of the sale. (Note an ordinance is not required to place delinquent water on the tax roll, therefore Combined Locks received the entire amount owed to them for water/sewer service from the proceeds of the sale). Because we did not have an ordinance, the entire amount became an Uncollectible Account Expense. The Public Service Commission authorized this expense to be amortized over 10 years, and collected from all rate payers. The effect is an approximately 0.5% increase in rates to all rate payers.

Historical data on uncollectible accounts for all customers, and expenses incurred to recover amounts via a collection agency are below:

| Kaukauna Utilities Historical Data | 2014 | 2015 | 2016 | 2017 | 2018 |
|--|--------|--------|--------|--------|-----------|
| Total Uncollectible Accounts | 73,381 | 75,956 | 62,289 | 77,880 | 328,856 * |
| Collection Expense (Paid to Collection Agency) | 22,791 | 20,090 | 18,850 | 22,247 | 22,583 |
| Legal Fees – Related to Appleton Coated | | | | 18,259 | |

* During 2017, KU's largest customer, Appleton Coated, filed for Chapter 128 Receivership (an alternative to bankruptcy). Because of this their current bill of \$2,201,256 was uncollectible per law and required to be written off. Per rate case 2800-ER-108, KU is deferring this expense and amortizing the balance over 10 years, allowing annual uncollectible expense of \$220,136.

The tax lien ordinance to be approved by the Utility Commission is attached. Staff has met with the Villages of Little Chute and Combined Locks to discuss the passage of similar resolutions within their respective communities. Initial feedback is that all parties are supportive of such measures, so long as each municipality enacts similar legislation; an all or none approach. Once approved by the Commission and City Council, staff will then work with the neighboring communities to secure similar ordinances.

ORDINANCE NO. 2019-1788

**REPEALING AND RECREATING SECTION 13.03 OF THE CITY OF KAUKAUNA
MUNICIPAL CODE**

WHEREAS, the Common Council of the City of Kaukauna recognizes that delinquent electric utility bills impose a burden upon users of the public utility; and

WHEREAS, the Common Council of the City of Kaukauna recognizes that placing delinquent utility bills upon the property tax roll is an effective method of ensuring the City may recover amounts due and owing on delinquent utility accounts; and

WHEREAS, Wisconsin Statutes § 66.0809(4) expressly grants authority to municipalities to enact such legislation; and

WHEREAS, the Utility Commission of Kaukauna Utilities Commission has recommended repeal and recreation of Section 13.03 of the City of Kaukauna Municipal Code to include provisions making electric utility service charges a lien upon real property, and allowing uncollected accounts to be placed upon the property tax roll for the following year, if neighboring municipalities serviced by Kaukauna Utilities enact equivalent legislation; and

WHEREAS, the Common Council of the City of Kaukauna therefore finds it in the public interest to repeal and recreation of Section 13.03 of the City of Kaukauna Municipal Code to include provisions making electric utility service charges a lien upon real property, and allowing uncollected accounts to be placed upon the property tax roll for the following year, if neighboring municipalities serviced by Kaukauna Utilities enact equivalent legislation; and

WHEREAS, the neighboring municipalities served by Kaukauna Utilities, specifically Little Chute, Combined Locks and Kimberly, have agreed to enact legislation making electric utility service charges a lien upon real property, and allowing uncollected accounts to be placed upon the property tax roll for the following year;

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Kaukauna, Wisconsin, that said council does hereby repeal Section 13.03 of the City Kaukauna Municipal Code, and does recreate Section 13.066 of the City of Kaukauna Municipal Code, as follows:

Sec. 13.03. - Water and electric utility rates.

(1) *Rates.* The water and electric utility rates shall be set by the Kaukauna Utilities Utility Commission subject to requirements as set forth in the Wisconsin Administrative Code, PSC.

(2) *Billing practice.*

(a) *Billing period.* Water and electric utility service charges shall be billed by the city to the utility users on a monthly basis.

(b) *Payment of utility service charges.* Persons billed by the city for water and/or electric utility service charges shall pay such charges within 20 days after the billing date at Kaukauna Utilities.

(c) *Collection of delinquent electric utility accounts.* The procedures set forth under Section 66.0809(3) of the Wisconsin Statutes may be used for the collection of arrearages for electric service provided by Kaukauna Utilities.

Wisconsin Statutes.

Introduced and adopted this 16th day of July, 2019.

APPROVED: 

Anthony J. Penterman, Mayor

ATTEST: Sally A. Kenny
Sally A. Kenny, Clerk/Treasurer

Published: July 24, 2019

Kaukauna Utilities

Flow of Property Tax Billing & Collection Between Local Municipality and Outagamie County

Prepared: September 11, 2019

The following is a brief review of the flow of property tax billing and collection between the local municipality and Outagamie County. It is intended to address specific cash flow concerns regarding the placement of delinquent Electric/Water on the tax roll only.

- November/December – Property taxes levied by jurisdiction. Delinquent charges placed on tax roll as part of tax bill. Property tax bills mailed to property owners.
- January 31 – First property tax bill installment payments are due to the local taxing districts from all individual property owners.
- February – The County settles with all local taxing units. At this time, the County becomes responsible for the collection of unpaid property taxes.
- July 31 – The final property tax bill installment payment is due from any unpaid taxes and charges. Payments are collected by the County.
- August – The County settles with all municipalities. *The municipality is “made whole” at this time for all unpaid taxes and specials. At this time, the County becomes responsible for all unpaid property taxes and special assessments and special charges.*
- September – Outstanding property taxes not paid by the first day of September are acquired by the County’s general fund in accordance with state statutes, and a statutory lien is placed on the property (tax certificate).
- Unless the outstanding property taxes are redeemed by the property owner, the County will eventually obtain tax deed ownership of the properties comprising delinquent taxes (usually two years from the issuance of the tax certificate). The investment in delinquent taxes can be recovered by the County through the civil action, sale of the tax deed properties, or certain sales of tax certificate revenue allowed by State Statute.

The key take-away from this is that the municipality will be made whole by the County in August of each year. To reduce the potential cash flow burden on the respective Towns and Villages, I see no issue with delaying payment of delinquent Utility amounts to a date after the August settlement or otherwise agreed upon.

I spoke with Outagamie County Treasurer, Trenten Woelfel, who confirmed that the County will make the municipality whole for all special assessments and special charges. There was short discussion on the payments of POWTS which may be what was being referred to at the September 4th meeting, but I did not go into detail as that is beyond the scope of this summary.

The County Treasurer also noted that when they foreclose on a property they will set a price to recover the unpaid taxes and specials. If that sales price is not obtained, then the municipalities would have to

reimburse the County for the unpaid special assessments and charges. The County foreclosed on eight (8) properties in 2018 and eleven (11) properties in 2019. It was not specifically researched but believed to be rare that the purchase price did not cover all taxes and charges. With this being an exception to the municipalities ability to recover payment, I would propose that in the event this happens there are specific written procedures in place in which the municipality would request reimbursement for the unpaid Electric balance from Kaukauna Utilities. This would mitigate concerns regarding cash.

Definitions

The Wisconsin Department of Revenue has the following definitions for Specials Assessments and Charges as part of the "2019 Assessment and Tax Roll Instructions for Clerks"

Section H – Special Assessments and Charges

This section of the SOT, is for totals of who retains the funds (municipal, enterprise/utility or others). Column 3 "Other" – are funds collected for another taxing jurisdiction (ex: state, county, special district or other taxation district). Report the detail of Section H. Note: The special assessments and special charges are separated on the form.

Detail Summary of Special Assessments and Special Charges

• Special Assessments

- » Enter special assessments (principal and interest) indicating in the space provided the amount of each assessment type belonging to the town, village or city and the amount entered in the tax roll for individuals holding contractors' certificates and special assessment bonds
- » Special assessments are not based on property values and are imposed on only some (not all) real estate parcels within a jurisdiction, generally to defray the cost of capital improvements to those parcels (ex: pavements, sidewalks, sewers, drains). These improvements are presumed to benefit the public and are of special benefit to such parcels of property.

• Special Charges

- » Special charges are for some special services (ex: clearing snow off sidewalks, fire calls, recycling, plowing, fencing, purchasing culverts or gravel, garbage collection, cutting weeds) performed for the owners of property. These charges may be thought of as service fees collected on the tax roll.
- » Line 8 – enter the amount of utility charges consumers failed to pay and that are carried into the tax roll for collection. Tax levies to pay for hydrant rental or any water service to be paid by the taxation district, either to a private or municipal plant, should be part of the tax on Line D-6. Amounts entered for sewers are only delinquent sewer service charges authorized by sec. 66.0821(4)(a) and (d), Wis. Stats. Enter the amounts in the proper column on Line 8.

Kaukauna Utilities

Uncollectible Accounts by Region

The following pages provide a summary of the total dollar amount and number of accounts written off and turned over to collection, by region.

Accounts Written Off to Collection - \$ Amount

| Service Region | 2015 | 2016 | 2017 | 2018 | Total |
|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| City of Kaukauna | \$ 98,486.15 | \$ 80,860.90 | \$ 83,550.90 | \$ 69,745.37 | \$ 332,643.32 |
| Town of Buchanan | 3,943.69 | 1,871.29 | 4,104.23 | 1,154.63 | 11,073.84 |
| Town of Kaukauna | 1,484.75 | 3,060.73 | 4,818.08 | 3,201.51 | 12,565.07 |
| Town of Vandenbroek | 858.02 | 1,121.90 | 1,013.22 | | 2,993.14 |
| Village of Combined Locks | 6,744.84 | 2,830.59 | 1,939.97 | 4,133.99 | 15,649.39 |
| Village of Little Chute | 36,509.33 | 41,360.39 | 49,765.86 | 47,233.78 | 174,869.36 |
| Village of Wrightstown | | | 2,224.44 | 417.22 | 2,641.66 |
| Total | \$ 148,026.78 | \$ 131,105.80 | \$ 147,416.70 | \$ 125,886.50 | \$ 552,435.78 |

Accounts Written Off to Collection – Count

| Service Region | 2015 | 2016 | 2017 | 2018 | Total |
|---------------------------|------------|------------|------------|------------|-------------|
| City of Kaukauna | 308 | 309 | 309 | 279 | 1205 |
| Town of Buchanan | 9 | 6 | 13 | 11 | 39 |
| Town of Kaukauna | 5 | 6 | 8 | 7 | 26 |
| Town of Vandenbroek | 2 | 2 | 2 | | 6 |
| Village of Combined Locks | 13 | 7 | 7 | 12 | 39 |
| Village of Little Chute | 142 | 178 | 179 | 148 | 647 |
| Village of Wrightstown | | | 1 | 1 | 2 |
| Total | 479 | 508 | 519 | 458 | 1964 |

Note: *The amounts above do not represent the potential to be placed on the tax roll.* Accounts that have been finalized and have a delinquent amount due are “written off” to uncollectible account expense and turned over to collections. The amounts above do not include any subsequent payment on account.

Payments to Written Off Accounts through Collections – \$ Amount

| Service Region | 2015 | 2016 | 2017 | 2018 | Total |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|
| City of Kaukauna | \$ (53,340.86) | \$ (45,509.76) | \$ (49,845.52) | \$ (49,259.98) | \$ (197,956.12) |
| Town of Buchanan | (905.93) | (1,101.14) | (1,641.71) | (2,569.04) | (6,217.82) |
| Town of Kaukauna | (1,142.73) | (328.24) | (1,183.16) | (2,367.85) | (5,021.98) |
| Town of Vandenbroek | (1,624.04) | (393.37) | (473.16) | | (2,490.57) |
| Village of Combined Locks | (1,280.58) | (1,003.48) | (2,111.55) | (1,225.59) | (5,621.20) |
| Village of Little Chute | (25,064.44) | (27,818.86) | (26,326.00) | (34,636.63) | (113,845.93) |
| Village of Wrightstown | | | | (417.22) | (417.22) |
| Total | \$ (83,358.58) | \$ (76,154.85) | \$ (81,581.10) | \$ (90,476.31) | \$ (331,570.84) |

Payments to Written Off Accounts through Collections – Count

| Service Region | 2015 | 2016 | 2017 | 2018 | Total |
|---------------------------|-------------|-------------|-------------|-------------|--------------|
| City of Kaukauna | 317 | 282 | 319 | 294 | 1212 |
| Town of Buchanan | 8 | 7 | 11 | 12 | 38 |
| Town of Kaukauna | 7 | 2 | 6 | 15 | 30 |
| Town of Vandenbroek | 2 | 2 | 2 | | 6 |
| Village of Combined Locks | 5 | 6 | 14 | 5 | 30 |
| Village of Little Chute | 155 | 153 | 166 | 189 | 663 |
| Village of Wrightstown | | | | 1 | 1 |
| Total | 494 | 452 | 518 | 516 | 1980 |

Note: The payments above are from the collection agency or from the customer directly after that amount has been written off. Prior to 2019, Finance Systems of Green Bay was the primary collection agency. KU now utilizes State Debt Collection for balances greater than \$100.

Payments received during the years above are sometimes for an amount written off in a previous year.

Potential Amount Placed on Tax Roll

| | 2015 | 2016 | 2017 | 2018 | Total |
|---------------------------|------------------|------------------|------------------|------------------|-------------------|
| City of Kaukauna | \$ 45,145.29 | \$ 35,351.14 | \$ 33,705.38 | \$ 20,485.39 | \$ 134,687.20 |
| Town of Buchanan | 3,037.76 | 770.15 | 2,462.52 | (1,414.41) | 4,856.02 |
| Town of Kaukauna | 342.02 | 2,732.49 | 3,634.92 | 833.66 | 7,543.09 |
| Town of Vandenbroek | (766.02) | 728.53 | 540.06 | - | 502.57 |
| Village of Combined Locks | 5,464.26 | 1,827.11 | (171.58) | 2,908.40 | 10,028.19 |
| Village of Little Chute | 11,444.89 | 13,541.53 | 23,439.86 | 12,597.15 | 61,023.43 |
| Village of Wrightstown | - | - | 2,224.44 | - | 2,224.44 |
| Total | 64,668.20 | 54,950.95 | 65,835.60 | 35,410.19 | 220,864.94 |

Potential Count Placed on Tax Roll

| Service Region | 2015 | 2016 | 2017 | 2018 | Total |
|---------------------------|-------------|-----------|----------|-------------|-------------|
| City of Kaukauna | (9) | 27 | (10) | (15) | (7) |
| Town of Buchanan | 1 | (1) | 2 | (1) | 1 |
| Town of Kaukauna | (2) | 4 | 2 | (8) | (4) |
| Town of Vandenbroek | - | - | - | - | - |
| Village of Combined Locks | 8 | 1 | (7) | 7 | 9 |
| Village of Little Chute | (13) | 25 | 13 | (41) | (16) |
| Village of Wrightstown | - | - | 1 | - | 1 |
| Total | (15) | 56 | 1 | (58) | (16) |

Note: The net of amounts written off (Chart 1) and payments to written off accounts (Chart 2) provides a potential amount that could theoretically be placed on the tax roll. It should be noted that when taken by fiscal year, this net amount may appear negative. That is because payments received during the current year are sometimes for an amount written off in a previous year. Kaukauna Utilities does not place an account on the tax roll as long as there is successful activity within the collection procedures.