



AGENDA

REGULAR BOARD MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, March 4, 2020
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. 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 Special Board Meeting of February 19, 2020
2. Operator License
Streuly, Kathleen Gentleman Jacks & Weenies Little Chute
3. Outdoor Alcohol Permit, Down the Hill Bar for March 14, 2020
4. Disbursement List

- G. Presentation—Jim Moes Recognition
- H. Presentation—2020 Robert A. Nechodom Good Citizen Award Presentation
- I. Discussion/Action—Fox Valley Metro K-9 Program
- J. Action—Adopt Ordinance No. 2, Series 2020 Amending Open Burning Ordinance
- K. Action—Resolutions:
 - a) Adopt Resolution No. 6, Series 2020 A Resolution Changing the Annual Salary of the Village Trustee
 - b) Adopt Resolution No. 7, Series 2020 A Resolution Changing the Annual Salary of the Village President

- c) Adopt Resolution No. 8, Series 2020 A Resolution Changing the Annual Salary for Village Municipal Judge
- L. Action—2020 Personnel Manual Changes
- M. Discussion/Potential Action—Library Planning Committee
- N. Action—Façade Grant for Elite Smiles
- O. Discussion—2020 Summer Event
- P. Discussion—County Sales Tax
- Q. Department and Officers Progress Reports
- R. Call for Unfinished Business
- S. Items for Future Agenda
- T. Closed Sessions:
 - a) 19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Development Proposals and 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: February 28, 2020

MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 19, 2020

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

EXCUSED: Skip Smith, Trustee

Roll call of Officers and Department Heads

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

EXCUSED Steve Thiry, Library Director

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 Special Board Meeting of February 12, 2020
2. Disbursement List

Moved by Trustee Van Lankveldt, seconded by Trustee Elrick to Approve the Consent Agenda items as presented

Ayes 6, Nays 0 – Motion Carried

Other Informational Items—December Fire Monthly Report and December Report

Public Hearing—2020 Utility and Street Reconstruction Projects

Moved by Trustee Elrick, seconded by Trustee Van Lankveldt to enter in Public Hearing

Ayes 6, Nays 0 – Motion Carried

Engineer Murawski went through information for the 2020 Utility and Street reconstruction projects. Engineer Murawski introduced the Engineering staff and advised the residents that plans are laid out in the community room and asked residents to wait until after the presentation for questions that only concern their homes.

Moved by Trustee Elrick, seconded by Trustee Van Lankveldt to exit Public Hearing

Ayes 6, Nays 0 – Motion Carried

Public Hearing—Zoning Request Change from (RC) Residential Conventional Single-Family District to (CB) Central Business District

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

Ayes 6, Nays 0 – Motion Carried

Director Moes went over information for residents regarding a request for a zoning change from Residential to Central Business District and advised that the Plan Committee and staff reviewed and are recommending approval from the Board. Director Moes advised there was a petition received so the Zoning Request change will have to be approved by ¾ of the Board present.

Mr. Emory Gardner, 628 Madison Street, questioned why we need a hotel and felt there isn't a need to have one in town. Director Moes advised that a study was done and came back that there is a need for another hotel in Little Chute. Administrator Fenlon also advised that Kaukauna and Kimberly both were having hotel studies and stated there is a need for a hotel in the Heart of the Valley District and that this is a 5 to 7-million-dollar investment in our community.

Mr. Andy Graff, 704 Madison Street, wanted to know how many Board members would agree to a hotel in their back yard. President Vanden Berg advised this was not an appropriate question. Administrator Fenlon answered a question on the hotel study and advised he would be happy to share the study with anyone interested.

Administrator Fenlon also introduced Ms. Jessica Junker from Core Distinction Group who managed the hotel study and talked to several businesses in the Village that are sending clients to hotels in other areas and would prefer their clients stay in Little Chute.

Ms. Stephanie Groth, 631 Madison Street asked why this wasn't done off of the highway on land that the Village already owns; Administrator Fenlon advised that the Village does not own land that he is aware of and this happened to all fall into place with a property owner, an investor and an interested hotel but would gladly talk to anyone interested in investing in the Village of Little Chute.

Mr. Bob DeBruin commented on the study and felt it was a Fox Valley Study with a preference on Highway 41; Ms. Junker replied that statistical data was based on the Village of Little Chute and talking with businesses in the Village, 94% of those surveyed said they would support having their people stay in Little Chute.

Mr. Larry Janssen, Head Miller at the Windmill asked the height of the hotel, Administrator Fenlon said plans were not finalized.

Mr. Nate Hoffman, 701 Monroe Street asked how close the hotel will be to his property. Director Moes advised they do not know yet but there will be landscaping required and this will go through the Plan Committee and residents will be notified so he can be involved in that process.

Mr. DeBruin commented again he does not agree with this and feels a hotel does not belong in a residential area. Trustee Van Lankvelt commented that a 50-unit apartment building was built in a residential area. Trustee Elrick asked besides a hotel, what other businesses could go in this area, Director Moes advised that any bar, restaurant, stores could go in this area. Trustee Van Lankvelt reminded them that we do not know what this will look like yet and the majority of downtown is already a business district.

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to exit Public Hearing

Ayes 6, Nays 0 – Motion Carried

Action—Adopt Ordinance No.1, Series 2020 Amending Chapter 44, Municipal Code of the Village of Little Chute and the Official Zoning Map

Moved by Trustee Van Lankveldt, seconded by Trustee Elrick to Adopt Ordinance No.1, Series 2020 Amending Chapter 44, Municipal Code of the Village of Little Chute and the Official Zoning Map

Ayes 6, Nays 0 – Motion Carried

Action—Adopt Resolution No. 4, Series 2020 CSM for Peace United Methodist Church

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Adopt Resolution No. 4, Series 2020 CSM for Peace United Methodist Church

Ayes 6, Nays 0 – Motion Carried

Action—Adopt Resolution No.5, Series 2020 Authorizing the Sale of Real Estate at 1401 West Main Street to Fox River Investment Group, LLC

Moved by Trustee Van Lankvelt, seconded by Trustee Peterson to Adopt Resolution No.5, Series 2020 Authorizing the Sale of Real Estate at 1401 West Main Street to Fox River Investment Group, LLC

Ayes 6, Nays 0 – Motion Carried

Discussion/Action—Fox River Boardwalk Site Plans and Authorization to Advertise for Bids

Director Breest presented Fox River Boardwalk Site Plans and advised the Board that staff will be ready to submit this project for public bidding the first week of March.

Moved by Trustee Peerenboom, seconded by Trustee Van Lankvelt to Approve the Fox River Boardwalk Site Plans and Authorization to Advertise for Bids

Ayes 6, Nays 0 – Motion Carried

Action—Special Event Permit

Director Breest advised the Board that staff has reviewed and updated the Special Event Permit Application and Guidelines and recommends Village Board approval.

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Approve the updated Special Event Permit

Ayes 6, Nays 0 – Motion Carried

Discussion—Open Burning Ordinance Amendment

Administrator Fenlon presented information on Amending the current Ordinance regarding Open Burning. Chief Jansen provided the drafts for review. This is for discussion only and will be presented for action at the March 4, 2020 Board Meeting.

Department and Officers Progress Reports

Departments and Officers provided progress reports to the Board

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 Proposals and Negotiations*

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to enter closed session

Ayes 6, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Van Lankveldt, seconded by Trustee Elrick to exit closed session

Ayes 6, Nays 0 – Motion Carried

Adjournment

Moved by Trustee Van Lankveldt, seconded by Trustee Elrick to Adjourn the Regular Board Meeting at 8:34 p.m.

Ayes 6, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

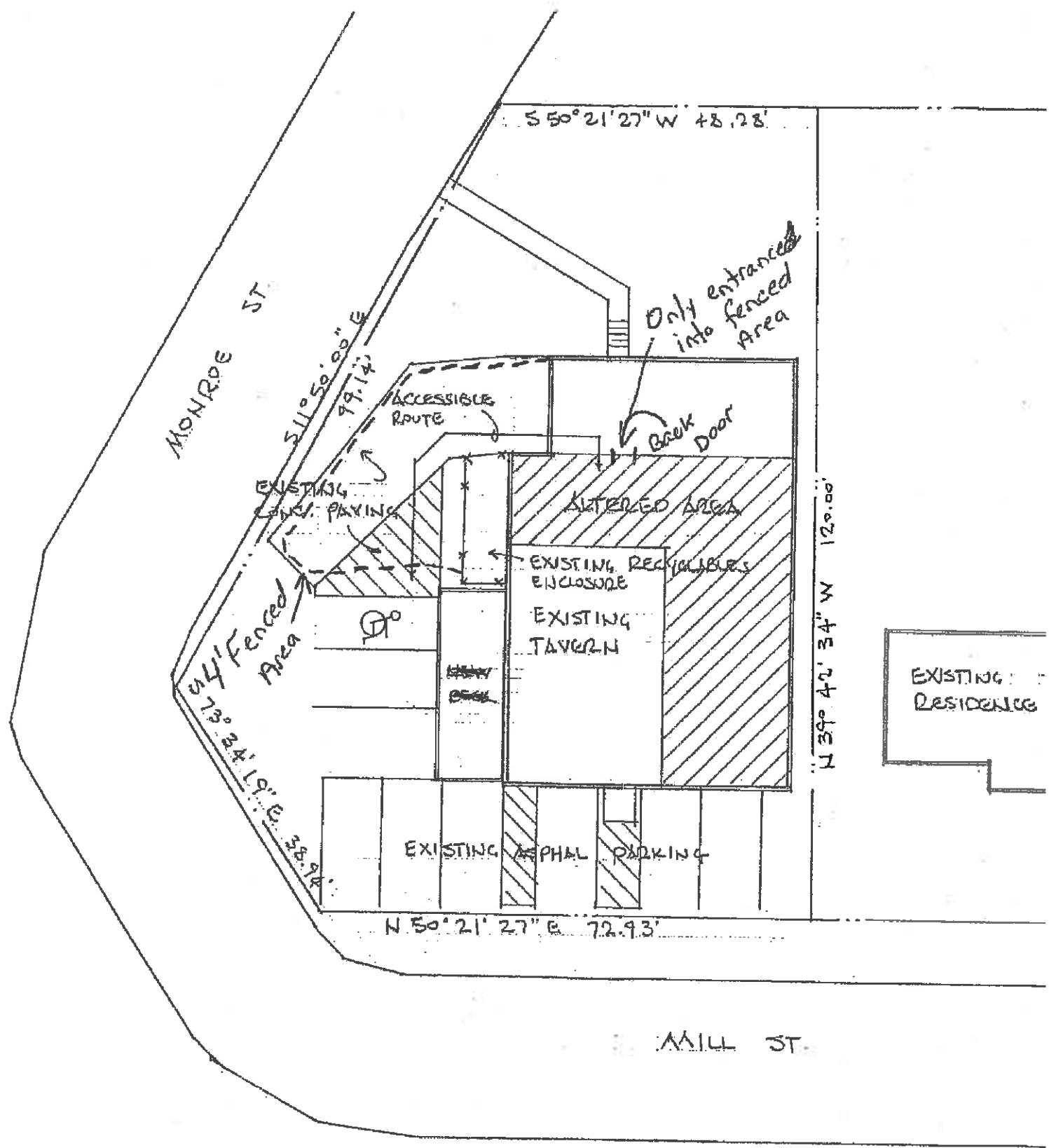


Down the Hill Bar, 221 Mill St. is requesting an outdoor alcohol permit on March 14th, 2020 for a Dart Tournament with 2 dart machines in the smoking area from 3 pm to 11pm.

Thanks,



Greg Manteuffel



Disbursement List - March 4, 2020

Payroll & Payroll Liabilities - February 20, 2020 **\$199,103.35**

Prepaid Invoices - February 21, 2020 **\$21,220.62**
Prepaid Invoices - February 28, 2020 **\$68,261.77**

Utility Commission-

CURRENT ITEMS

Bills List - March 4, 2020 **\$67,455.91**

Total Payroll, Prepaid & Invoices **\$356,041.65**

The above payments are recommended for approval:

Rejected: _____

Approved March 4, 2020

Michael R Vanden Berg, Village President

Laurie Decker, Clerk

Report Criteria:

Invoice Detail.Voided = {} FALSE

Invoice	Description	Total Cost	Period	GL Account
A.P. PLUMBING LLC				
5965	INSTALLED GREASE INTERCEPTER IN BASEMEN	1,139.62	02/20	101-51650-242
Total A.P. PLUMBING LLC:		1,139.62		
AIRGAS USA LLC				
9097836431	OXYGEN	48.81	02/20	207-52120-213
9098186188	OXYGEN	30.11	02/20	207-52120-213
Total AIRGAS USA LLC:		78.92		
AMPLITEL TECHNOLOGIES				
15299	THREE PANASONIC TOUGHBOOKS	8,572.20	02/20	207-52120-248
15301	CABLE PATCH	85.59	02/20	207-52120-240
15321	TWO MERAKI LICENSE	140.40	02/20	207-52120-204
Total AMPLITEL TECHNOLOGIES:		8,798.19		
APPLETON HYDRAULIC COMPONENTS				
39751	REPAIR HYDRAULIC CYLINDER #41	383.00	02/20	101-53330-225
Total APPLETION HYDRAULIC COMPONENTS:		383.00		
ARING EQUIPMENT CO INC				
756616	BULBS #26	28.30	02/20	101-53330-225
756616	BULBS	28.30	02/20	101-53330-218
Total ARING EQUIPMENT CO INC:		56.60		
ASCENSION MEDICAL GROUP-FOX VALLEY WI				
153729	MOBILE AUDIOGRAM SCREENING SERVICES	624.00	02/20	207-52120-225
385476	AUDIOGRAMS	96.00	02/20	207-52120-225
Total ASCENSION MEDICAL GROUP-FOX VALLEY WI:		720.00		
ASSOCIATED APPRAISAL CONSULTANTS				
147116	PROFESSIONAL SERVICES-MARCH	1,975.00	03/20	101-51530-204
Total ASSOCIATED APPRAISAL CONSULTANTS:		1,975.00		
AXON ENTERPRISE INC.				
SI1637502	EVIDENCE.COM LICENSE YEAR 5 PAYMENT & ST	8,517.00	02/20	207-52120-204
SI1637505	EVIDENCE.COM YEAR 3 PAYMENT	936.00	02/20	207-52120-204
Total AXON ENTERPRISE INC.:		9,453.00		
BAYCOM INC				
26186	REPAIRED CHARGER	55.00	02/20	101-52200-205
Total BAYCOM INC:		55.00		
BERGSTROM FORD-LINCOLN				
347951	REPLACED CATALYTIC CONVERTER #84	159.49	02/20	207-52120-247

Invoice	Description	Total Cost	Period	GL Account
Total BERGSTROM FORD-LINCOLN:		159.49		
BLADER, KAYLEE 02/20 REIMBURSE MEAL REIMBURSEMENT-NWTC TRAINING		10.00	02/20	207-52120-201
Total BLADER, KAYLEE:		10.00		
BUILDING SERVICES GROUP INC 44476 MONTHLY CLEANING-VILLAGE HALL 44477 MONTHLY CLEANING-MUNICIPAL GARAGE 44482 MONTHLY CLEANING-CIVIC CENTER		1,340.00 454.00 1,073.00	02/20 02/20 02/20	101-51650-243 101-53310-243 206-55110-243
Total BUILDING SERVICES GROUP INC:		2,867.00		
COVARRUBIO MARTINEZ, FATIMA 021420 SECURITY DEPOSIT REFUND 021420 REFUND RENTAL FEE		100.00 150.00	02/20 02/20	208-21235 208-34401
Total COVARRUBIO MARTINEZ, FATIMA:		250.00		
ELMSTAR ELECTRICAL CORP 1398801 REPAIR TRAFFIC SIGNAL POLES		1,038.62	02/20	101-53300-204
Total ELMSTAR ELECTRICAL CORP:		1,038.62		
EVERGREEN POWER LLC 5036 ROTO COVER ASSEMBLY		27.75	02/20	101-53330-221
Total EVERGREEN POWER LLC:		27.75		
EZ GLIDE GARAGE DOORS 165779 SERVICE CALL TO REPAIR DOOR @ MSB		234.00	02/20	101-53310-204
Total EZ GLIDE GARAGE DOORS:		234.00		
FASTENAL COMPANY WIKIM251473 NUTS/WASHERS #31 WIKIM251554 HARDWARE FOR TRUCK #23 WIKIM251749 GREASE FITTING #26 WIKIM251749 WASHERS FOR STOCK		18.56 12.91 4.91 7.12	02/20 02/20 02/20 02/20	101-53330-225 101-53330-225 101-53330-225 101-53330-218
Total FASTENAL COMPANY:		43.50		
FERGUSON WATERWORKS LLC #1476 294661 STAINLESS STEEL CLAMPS 294740 STAINLESS STEEL CLAMPS		168.22 731.13	02/20 02/20	620-53644-251 620-53644-251
Total FERGUSON WATERWORKS LLC #1476:		899.35		
FOX VALLEY TECHNICAL COLLEGE TPB0000569977 METRO PD TRAINING		610.00	02/20	207-52120-201
Total FOX VALLEY TECHNICAL COLLEGE:		610.00		
GALLS LLC 14943879 CSO SUPPLIES		47.30	02/20	207-52120-218

Invoice	Description	Total Cost	Period	GL Account
Total GALLS LLC:		47.30		
GFC LEASING - WI				
I00566227 GFC PW COPIER LEASING		92.26	02/20	101-53310-207
Total GFC LEASING - WI:		92.26		
HAWKINS INC				
4663949 AZONE		346.30	02/20	620-53634-214
4663949 SODIUM SILICATE		1,640.86	02/20	620-53634-220
Total HAWKINS INC:		1,987.16		
HOME DEPOT CREDIT SERVICES				
4015823 HOOVER CARPET CLEANER/SOLUTION/BATTERI		194.49	02/20	206-55110-244
4015823 HOOVER CARPET CLEANER/SOLUTION/BATTERI		134.34	02/20	101-51650-244
4015823 HOOVER CARPET CLEANER/SOLUTION/BATTERI		63.88	02/20	207-52120-244
4015823 HOOVER CARPET CLEANER/SOLUTION/BATTERI		21.27	02/20	101-52250-244
Total HOME DEPOT CREDIT SERVICES:		413.98		
HOME TEAM				
39305 MENS LEAGUE SOFTBALLS		560.88	02/20	101-55300-218
Total HOME TEAM:		560.88		
IMPERIAL SUPPLIES LLC				
I000YB1132 PARTS FOR STOCK		193.73	02/20	101-53330-218
Total IMPERIAL SUPPLIES LLC:		193.73		
J & B TROPHY & ENGRAV INC.				
37869 NAME PLATES		15.00	02/20	101-52200-219
Total J & B TROPHY & ENGRAV INC.:		15.00		
JET VAC ENVIRONMENTAL				
2333 NOZZLE EXTENSION		91.61	02/20	610-53612-218
2333 NOZZLE EXTENSION		91.60	02/20	630-53442-218
Total JET VAC ENVIRONMENTAL:		183.21		
K.R. WEST COMPANY INC.				
380727 O-RING FOR #41		18.84	03/20	101-53330-225
Total K.R. WEST COMPANY INC.:		18.84		
KERRY'S VROOM SERVICE INC				
9303 OIL & FILTER CHANGE - UNIT#84		43.47	02/20	207-52120-247
9305 OIL & FILTER CHANGE - UNIT#94		46.97	02/20	207-52120-247
9313 OIL & FILTER CHANGE - UNIT#181		43.47	02/20	207-52120-247
Total KERRY'S VROOM SERVICE INC:		133.91		
LAPPEN SECURITY PRODUCTS INC				
LSPQ42820 10 KEYFOBS		58.50	02/20	207-52120-218

Invoice	Description	Total Cost	Period	GL Account
Total LAPPEN SECURITY PRODUCTS INC:		58.50		
LEE'S CONTRACTING/FABRICATING				
22286 STEEL PLATES TRUCK #25		105.00	02/20	101-53330-225
22287 PIPE FOR TRUCK #2		128.00	02/20	101-53330-225
Total LEE'S CONTRACTING/FABRICATING:		233.00		
MACQUEEN EQUIPMENT				
P13894 MISCELLANEOUS PARTS FOR #58		88.35	02/20	101-53330-225
Total MACQUEEN EQUIPMENT:		88.35		
MATTHEWS TIRE				
517479 4 NEW TIRES ON #35		105.60	03/20	101-53330-225
517479 4 NEW TIRES ON #35		275.80	02/20	101-53330-204
73478 FLAT REPAIR ON 1 TIRE-#155		20.49	03/20	101-53330-225
73478 FLAT REPAIR ON 1 TIRE-#155		23.64	02/20	101-53330-204
73531 FLAT REPAIR ON 1 TIRE-#29		46.94	03/20	101-53330-204
73531 FLAT REPAIR ON 1 TIRE-#29		30.45	02/20	101-53330-225
73575 4 NEW TIRES ON #6		2,605.52	02/20	101-53330-225
73575 4 NEW TIRES ON #6		256.00	02/20	101-53330-204
Total MATTHEWS TIRE:		3,364.44		
MENARDS - APPLETON EAST				
77562 TEST LIGHT		12.99	02/20	101-53330-218
Total MENARDS - APPLETON EAST:		12.99		
MIDWEST SALT LLC				
P449875 INDUSTRIAL SOUTHERN COARSE SALT		2,691.04	02/20	620-53634-224
P450305 INDUSTRIAL SOUTHERN COARSE SALT		2,737.02	02/20	620-53634-224
P450750 INDUSTRIAL SOUTHERN COARSE SALT		2,704.35	02/20	620-53634-224
P450761 INDUSTRIAL SOUTHERN COARSE SALT		2,769.69	02/20	620-53634-224
Total MIDWEST SALT LLC:		10,902.10		
MONROE TRUCK EQUIPMENT INC				
820769 BODY PROP ASSEMBLY #2		146.70	02/20	101-53330-225
Total MONROE TRUCK EQUIPMENT INC:		146.70		
MUNICIPAL CODE CORPORATION				
339689 ELECTRONIC UPDATE PAGES		1,452.36	02/20	101-51440-204
Total MUNICIPAL CODE CORPORATION:		1,452.36		
NASSCO INC				
CMS2581431001 RETURNED MERCHANDISE		32.97-	02/20	101-53330-218
S2578833001 CAN LINERS		79.89	02/20	101-55200-218
S2578833001 DEGREASER FOR SHOP		32.97	02/20	101-53330-218
Total NASSCO INC:		79.89		

Invoice	Description	Total Cost	Period	GL Account
NORTHEAST WI TECHNICAL COLLEGE				
CS34036 SO TRAINING-SCHMACKLE		80.00	02/20	207-52120-201
Total NORTHEAST WI TECHNICAL COLLEGE:		80.00		
NORTHERN LIGHTS DISPLAY				
20-1026 CUSTOM BANNERS FOR STREET LIGHTS		4,664.80	02/20	209-56900-227
Total NORTHERN LIGHTS DISPLAY:		4,664.80		
O'REILLY AUTOMOTIVE INC				
2043-201561 WIPER BLADES		52.18	02/20	207-52120-247
Total O'REILLY AUTOMOTIVE INC:		52.18		
OUTAGAMIE COUNTY TREASURER				
1017892-1 JANUARY FUEL BILL		34.03	03/20	101-52050-247
1017892-1 JANUARY FUEL BILL		1,084.36	03/20	630-53442-247
1017892-1 JANUARY FUEL BILL		2,847.22	03/20	201-53620-247
1017892-1 JANUARY FUEL BILL		323.19	03/20	101-55200-247
1017892-1 JANUARY FUEL BILL		280.11	03/20	101-55440-247
1017892-1 JANUARY FUEL BILL		100.32	03/20	101-52200-247
1017892-1 JANUARY FUEL BILL		285.80	03/20	610-53612-247
1017892-1 JANUARY FUEL BILL		588.96	03/20	620-53644-247
1017892-1 JANUARY FUEL BILL		3,958.91	02/20	101-53330-217
CM11489 OVERCHARGE ON JAN SANITATION FEES		441.60-	02/20	201-53620-204
Total OUTAGAMIE COUNTY TREASURER:		9,061.30		
PACKER CITY INTL TRUCKS INC				
X103084276:01 TAIL LIGHT FOR TRUCK #13		58.31	02/20	101-53330-225
Total PACKER CITY INTL TRUCKS INC:		58.31		
REINDERS INC				
1817082 TURBO CHARGER/GASKETS/TRUCK #23		3,036.27	02/20	101-53330-225
1817150 GASKETS & BLADES FOR #23		89.58	02/20	101-53330-225
1817150-01 CENTER CHAMBER ASM #23		315.40	02/20	101-53330-225
1817740 NUTS & BOLTS #23		19.81	02/20	101-53330-225
1817818 O-RING/SPINDLE SHAFT #23		63.37	02/20	101-53330-225
CM1817669 RETURNED MERCHANDISE		1,971.92-	02/20	101-53330-225
Total REINDERS INC:		1,552.51		
RIESTERER & SCHNELL INC				
1701384 GREASE/BLADES/FILTER KIT #27		178.60	02/20	101-53330-225
Total RIESTERER & SCHNELL INC:		178.60		
ROBERT E. LEE & ASSOCIATES				
77092 GIS SYSTEM ASSESSMENT		593.82	02/20	101-51415-204
Total ROBERT E. LEE & ASSOCIATES:		593.82		
SCHWAAB INC				
4680364 ENGRAVED NAMEPLATE-KITTEL		16.75	02/20	101-51650-206

Invoice	Description	Total Cost	Period	GL Account
Total SCHWAAB INC:		16.75		
SHORT ELLIOTT HENDRICKSON INC 380885	COMPILE QUIET ZONE NOTICE SUBMITTALS	240.00	02/20	452-57331-261
Total SHORT ELLIOTT HENDRICKSON INC:		240.00		
SLATER, PAULA 02/20 FEBRUARY	REIMBURSE FOR YEAR END TROPHIES	111.24	02/20	101-55300-218
Total SLATER, PAULA:		111.24		
STAPLES ADVANTAGE				
3437244629	DOOR HANGERS	55.67	02/20	207-52120-207
3438358682	CUPS/PAPER/BINDERS	31.80	02/20	207-52120-218
3438358682	OFFICE SUPPLIES	91.32	02/20	207-52120-206
3440025279	PAGE FLAGS	3.60	02/20	101-51420-206
Total STAPLES ADVANTAGE:		182.39		
STREICHERS				
I1410283	MAG HOLDER	32.99	02/20	207-52120-212
Total STREICHERS:		32.99		
TESCH, TIFFANY				
02/20 REIMBURSE	SCHOOL CONFERENCE TRAINING	28.00	02/20	207-52120-201
02/20 REIMBURSE-	NWTC TRAINING	10.00	02/20	207-52120-201
Total TESCH, TIFFANY:		38.00		
UNIFIRST CORPORATION				
0970302456	SHIRTS/PANTS	4.51	02/20	101-53330-213
0970302456	LAUNDRY BAGS/WIPERS	15.50	02/20	101-53330-218
0970302936	SHIRTS/PANTS	4.51	02/20	101-53330-213
0970302936	LAUNDRY BAGS/WIPERS	15.50	02/20	101-53330-218
0970303422	SHIRTS/PANTS	4.51	02/20	101-53330-213
0970303422	LAUNDRY BAGS/WIPERS	15.50	02/20	101-53330-218
Total UNIFIRST CORPORATION:		60.03		
VAN VOOREN, KARA				
012120	SECURITY DEPOSIT REFUND	100.00	02/20	208-21235
012120	REFUND RENTAL FEE	125.00	02/20	208-21235
Total VAN VOOREN, KARA:		225.00		
VANDEN HEUVEL, KELLY				
02/20 REIMBURSE	DVD'S/BATTERIES	70.59	02/20	207-52120-218
02/20 REIMBURSE	CHAIRS FOR MEETING SPACE	180.00	02/20	207-52120-221
Total VANDEN HEUVEL, KELLY:		250.59		
VON BRIESEN & ROPER S.C.				
312378	POLICE NEGOTIATIONS	1,045.00	02/20	207-52120-262

Invoice	Description	Total Cost	Period	GL Account
	Total VON BRIESEN & ROPER S.C.:	1,045.00		
	WASTEBUILT ENTITIES			
3427036	HYDRAULIC VALVE HANDLE #6	92.41	02/20	101-53330-225
3434164	TAPER LOCK HUB W/KEY #40	83.60	02/20	101-53330-225
	Total WASTEBUILT ENTITIES:	176.01		
	WITTMANN, STEVE			
02/20	REIMBURSE REIMBURSE FOR DRY CLEANING OF FLAG	52.75	02/20	202-51960-301
	Total WITTMANN, STEVE:	52.75		
	Grand Totals:	67,455.91		

Report GL Period Summary

Vendor number hash: 225438
 Vendor number hash - split: 282008
 Total number of invoices: 90
 Total number of transactions: 117

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	67,455.91	67,455.91
Grand Totals:	67,455.91	67,455.91

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
5 ALARM FIRE & SAFETY EQUIPMENT (4319)							
191589-1	Invoi	O-RING	8.16	Open	Non	02/20	101-52200-218
192322-1	Invoi	GAS CYLINDER	216.21	Open	Non	02/20	101-52200-218
192517-1	Invoi	HURST EDRAULIC CUTTER HISS AND SPREADER	14,267.00	Open	Non	02/20	101-52200-213
Total 5 ALARM FIRE & SAFETY EQUIPMENT (4319):			14,491.37				
AMERICAN FIDELITY ASSURANCE (4885)							
2062349A	Invoi	FLEX SPENDING FEBRUARY	1,239.60	Open	Non	02/20	101-21368
2062890	Invoi	FLEX SPENDING FEBRUARY	1,239.60	Open	Non	02/20	101-21368
Total AMERICAN FIDELITY ASSURANCE (4885):			2,479.20				
AMPLITEL TECHNOLOGIES (4637)							
15056	Invoi	MICROSOFT OFFICE 365-JANUARY	680.00	Open	Non	02/20	207-52120-204
15063	Invoi	DATTO BACK UP SERVICES 01/20	375.00	Open	Non	02/20	207-52120-204
15095	Invoi	MONTHLY ANTI-VIRUS SERVICE-JAN	99.00	Open	Non	02/20	207-52120-240
Total AMPLITEL TECHNOLOGIES (4637):			1,154.00				
AT& T (409)							
92078873810963 0	Invoi	FEB/MAR SERVICE	17.05	Open	Non	02/20	207-52120-203
92078873810963 0	Invoi	FEB/MAR SERVICE	85.23	Open	Non	02/20	101-53310-203
92078873810963 0	Invoi	FEB/MAR SERVICE	17.05	Open	Non	02/20	204-55420-203
92078873810963 0	Invoi	FEB/MAR SERVICE	68.17	Open	Non	02/20	620-53924-203
Total AT& T (409):			187.50				
BAYCOM (1318)							
26030	Invoi	CSO PORTABLE	27.50	Open	Non	02/20	207-52120-205
26032	Invoi	CSO PORTABLE	27.50	Open	Non	02/20	207-52120-205
Total BAYCOM (1318):			55.00				
CELLCOM (4683)							
872276	Invoi	ENGINEERING PHONE CHARGES	204.30	Open	Non	02/20	452-57331-203
872276	Invoi	DPW PHONE CHARGES	260.92	Open	Non	02/20	101-53310-203
872276	Invoi	PARKS PHONE CHARGES	51.09	Open	Non	02/20	101-55200-203
872276	Invoi	REC PHONE CHARGES	82.58	Open	Non	02/20	101-55300-203
872276	Invoi	FACILITIES PHONE CHARGES	38.47	Open	Non	02/20	101-51650-203
872276	Invoi	INSPECTOR PHONE CHARGES	37.80	Open	Non	02/20	101-52050-203
Total CELLCOM (4683):			675.16				
DELTA DENTAL OF WISCONSIN (33)							
1416304	Invoi	MARCH DENTAL	4,615.92	Open	Non	02/20	101-21345
1416305	Invoi	MARCH DENTAL - WPPA	1,759.66	Open	Non	02/20	101-21345
VISION 03/20	Invoi	MARCH VISION	379.52	Open	Non	02/20	101-21366
Total DELTA DENTAL OF WISCONSIN (33):			6,755.10				
KAUKAUNA UTILITIES (234)							
01/20 9012695	Invoi	DOYLE PARK WELL	2,596.18	Open	Non	02/20	620-53624-249
FEBRUARY 2020	Invoi	1800 STEPHEN ST STORM	303.25	Open	Non	02/20	630-53441-249
FEBRUARY 2020	Invoi	721 W ELM DR	129.36	Open	Non	02/20	208-52900-249
FEBRUARY 2020	Invoi	1401 E ELM DR	1,060.45	Open	Non	02/20	101-53310-249
FEBRUARY 2020	Invoi	STEPHEN ST SIGN	16.24	Open	Non	02/20	101-53300-249

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
FEBRUARY 2020	Invoi	SIGNALS/NE CORNER N & ELM	86.83	Open	Non	02/20	101-53300-249
FEBRUARY 2020	Invoi	PATRIOT DR FLAG POLE	40.02	Open	Non	02/20	101-53300-249
FEBRUARY 2020	Invoi	SIGNALS/NORTH & BUCHANAN	42.56	Open	Non	02/20	101-53300-249
FEBRUARY 2020	Invoi	STREET LIGHTING	9,366.08	Open	Non	02/20	101-53300-249
FEBRUARY 2020	Invoi	SIGNALS/MAIN & MADISON	49.30	Open	Non	02/20	101-53300-249
FEBRUARY 2020	Invoi	COMMUNITY BRIDGE LIGHTING	175.68	Open	Non	02/20	101-53300-249
FEBRUARY 2020	Invoi	SIGNALS/GRAND & MAIN	46.45	Open	Non	02/20	101-53300-249
FEBRUARY 2020	Invoi	SECURITY LIGHT	13.18	Open	Non	02/20	101-53300-249
FEBRUARY 2020	Invoi	CANAL BRIDGE - SOUTH SIDE	45.26	Open	Non	02/20	101-53300-249
FEBRUARY 2020	Invoi	CANAL BRIDGE - NORTH SIDE	17.94	Open	Non	02/20	101-53300-249
FEBRUARY 2020	Invoi	STEPHEN ST TOWER/LIGHTING	279.28	Open	Non	02/20	620-53624-249
FEBRUARY 2020	Invoi	#3 WELL WASHINGTON ST	2,211.56	Open	Non	02/20	620-53624-249
FEBRUARY 2020	Invoi	#4 WELL EVERGREEN DR	3,854.05	Open	Non	02/20	620-53624-249
FEBRUARY 2020	Invoi	PUMP STATION JEFFERSON ST	974.25	Open	Non	02/20	620-53624-249
FEBRUARY 2020	Invoi	LINCOLN AVE E HEESAKKER PARK	352.81	Open	Non	02/20	101-55200-249
FEBRUARY 2020	Invoi	VAN LIESHOUT PK SECURITY LT	61.57	Open	Non	02/20	101-55200-249
FEBRUARY 2020	Invoi	VAN LIESHOUT BALLFIELD	181.50	Open	Non	02/20	101-55200-249
FEBRUARY 2020	Invoi	VAN LIESHOUT PARK	175.90	Open	Non	02/20	101-55200-249
FEBRUARY 2020	Invoi	LEGION PARK RESTROOMS	496.46	Open	Non	02/20	101-55200-249
FEBRUARY 2020	Invoi	HERITAGE PARK	22.86	Open	Non	02/20	101-55200-249
FEBRUARY 2020	Invoi	HEESAKKER PARK TRAIL	29.21	Open	Non	02/20	101-55200-249
FEBRUARY 2020	Invoi	DOYLE PARK BALLFIELD DP2 LIGHT	67.63	Open	Non	02/20	101-55200-249
FEBRUARY 2020	Invoi	DOYLE PARK STAGE	32.52	Open	Non	02/20	101-55200-249
FEBRUARY 2020	Invoi	BALLFIELD DP1/SHED LIGHTS	147.09	Open	Non	02/20	101-55200-249
FEBRUARY 2020	Invoi	MUNICIPAL POOL	170.72	Open	Non	02/20	204-55420-249
FEBRUARY 2020	Invoi	CIVIC CENTER	966.21	Open	Non	02/20	206-55110-249
FEBRUARY 2020	Invoi	VILLAGE HALL	910.71	Open	Non	02/20	101-51650-249
FEBRUARY 2020	Invoi	VILLAGE HALL PLAZA	16.33	Open	Non	02/20	101-51650-249
FEBRUARY 2020	Invoi	SAFETY CENTER	386.72	Open	Non	02/20	101-52250-249
FEBRUARY 2020	Invoi	SAFETY CENTER	580.08	Open	Non	02/20	207-52120-249
Total KAUKAUNA UTILITIES (234):			25,906.24				
NEWS PUBLISHING CO INC (857)							
470851	Invoi	NOTICE OF SPRING ELECTION	146.11	Open	Non	02/20	101-51440-227
Total NEWS PUBLISHING CO INC (857):			146.11				
P.J. KORTENS AND COMPANY INC (4846)							
10021879	Invoi	SERVICE AT WELL #1	783.00	Open	Non	02/20	620-53634-255
Total P.J. KORTENS AND COMPANY INC (4846):			783.00				
PEPSI-COLA (3493)							
45065104	Invoi	BEVERAGES	168.75	Open	Non	02/20	101-52200-211
Total PEPSI-COLA (3493):			168.75				
PRYOR LEARNING SOLUTIONS (2720)							
20-27485254	Invoi	COURSE REGISTRATION FEE-JENSEN	99.00	Open	Non	02/20	101-52050-201
Total PRYOR LEARNING SOLUTIONS (2720):			99.00				
SUN LIFE FINANCIAL (4312)							
232004-MAR 2020	Invoi	MAR STD	249.67	Open	Non	02/20	101-21391

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
		Total SUN LIFE FINANCIAL (4312):	249.67				
TIME WARNER CABLE (89)							
02/20 60703290180	Invoi	FEBRUARY/MARCH SERVICE	106.16	Open	Non	02/20	620-53924-203
02/20 70590040100	Invoi	FEBRUARY/MARCH SERVICE	60.32	Open	Non	02/20	101-52200-208
02/20 71406480150	Invoi	FEBRUARY/MARCH SERVICE	142.41	Open	Non	02/20	207-52120-203
		Total TIME WARNER CABLE (89):	308.89				
US POSTMASTER (264)							
MARCH 2020	Invoi	POSTAGE-SPRING/SUMMER BOOK MAILING	495.16	Open	Non	02/20	101-55300-226
MARCH 2020	Invoi	POSTAGE-SPRING/SUMMER BOOK MAILING	495.15	Open	Non	02/20	204-55420-226
		Total US POSTMASTER (264):	990.31				
VERIZON WIRELESS (3606)							
9848377029	Invoi	JANUARY/FEBRUARY SERVICE	1,103.06	Open	Non	02/20	620-53924-203
		Total VERIZON WIRELESS (3606):	1,103.06				
VERMEER - WISCONSIN INC (1437)							
397747	Invoi	SHARPEN BLADES #18	62.00	Open	Non	02/20	101-53330-225
		Total VERMEER - WISCONSIN INC (1437):	62.00				
VFIS (2923)							
135954119	Invoi	GASB 73 DISCLOSURE REPORT	750.00	Open	Non	02/20	101-52200-208
		Total VFIS (2923):	750.00				
VILLAGE OF LITTLE CHUTE (1404)							
FEBRUARY 2020	Invoi	SAFETY CENTER	280.04	Open	Non	02/20	207-52120-249
FEBRUARY 2020	Invoi	SAFETY CENTER	70.01	Open	Non	02/20	101-52250-249
FEBRUARY 2020	Invoi	GB & MISS CANAL CO	4.95	Open	Non	02/20	101-51780-249
FEBRUARY 2020	Invoi	VILLAGE HALL	152.40	Open	Non	02/20	101-51650-249
FEBRUARY 2020	Invoi	CIVIC CENTER	285.23	Open	Non	02/20	206-55110-249
FEBRUARY 2020	Invoi	HERITAGE PARK	5.78	Open	Non	02/20	101-55200-249
FEBRUARY 2020	Invoi	LEGION PARK RESTROOMS	380.33	Open	Non	02/20	101-55200-249
FEBRUARY 2020	Invoi	VAN LIESHOUT PARK	120.45	Open	Non	02/20	101-55200-249
FEBRUARY 2020	Invoi	HEESAKKER PARK RESTROOM	52.33	Open	Non	02/20	101-55200-249
FEBRUARY 2020	Invoi	DOYLE PARK POOL/RESTROOMS	293.29	Open	Non	02/20	204-55420-249
FEBRUARY 2020	Invoi	DOYLE PARK POOL/RESTROOMS	293.29	Open	Non	02/20	101-55200-249
FEBRUARY 2020	Invoi	DOYLE PARK - LOW FLOW	10.97	Open	Non	02/20	204-55420-249
FEBRUARY 2020	Invoi	PUMP STATION JEFFERSON ST	32.69	Open	Non	02/20	620-53624-249
FEBRUARY 2020	Invoi	DOYLE PARK WELL #1	12.49	Open	Non	02/20	620-53624-249
FEBRUARY 2020	Invoi	#3 WELL WASHINGTON ST	15.68	Open	Non	02/20	620-53624-249
FEBRUARY 2020	Invoi	200 KAREN DR	8.25	Open	Non	02/20	416-57600-249
FEBRUARY 2020	Invoi	206 KAREN DR	8.25	Open	Non	02/20	416-57600-249
FEBRUARY 2020	Invoi	1401 E ELM DR	857.21	Open	Non	02/20	101-53310-249
FEBRUARY 2020	Invoi	721 W ELM DR	14.69	Open	Non	02/20	208-52900-249
FEBRUARY 2020	Invoi	3609 FREEDOM RD	8.25	Open	Non	02/20	630-53441-249
		Total VILLAGE OF LITTLE CHUTE (1404):	2,906.58				
WARRANT PAYMENTS (4565)							
19CT597	Invoi	WARRANT- REEVES	285.00	Open	Non	02/20	207-21495

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total WARRANT PAYMENTS (4565):			<u>285.00</u>				
WE ENERGIES (2788)							
4494800612 02/20	Invoi	DOYLE POOL	30.60	Open	Non	02/20	204-55420-249
4494800612 02/20	Invoi	200 E MCKINLEY ST-FVMPD	356.40	Open	Non	02/20	207-52120-249
4494800612 02/20	Invoi	200 E MCKINLEY ST-FIRE DEPT	237.60	Open	Non	02/20	101-52250-249
4494800612 02/20	Invoi	920 WASHINGTON ST	62.46	Open	Non	02/20	620-53624-249
4494800612 02/20	Invoi	PLANT #1 (100 WILSON ST)	311.63	Open	Non	02/20	620-53624-249
4494800612 02/20	Invoi	PLANT #2 (1118 JEFFERSON ST)	181.98	Open	Non	02/20	620-53624-249
4494800612 02/20	Invoi	CIVIC CENTER (630 MONROE ST)	1,087.96	Open	Non	02/20	206-55110-249
4494800612 02/20	Invoi	LC WELL #4 PUMPHOUSE (625 E EVERGREEN)	378.64	Open	Non	02/20	620-53624-249
4494800612 02/20	Invoi	STREET LIGHTS	1,106.37	Open	Non	02/20	101-53300-249
4494800612 02/20	Invoi	PUMP STATION @ EVERGREEN & FRENCH	378.80	Open	Non	02/20	620-53624-249
4494800612 02/20	Invoi	108 W MAIN ST	885.79	Open	Non	02/20	101-51650-249
4494800612 02/20	Invoi	CROSSWINDS LED STREET LIGHTS	87.53	Open	Non	02/20	101-53300-249
4494800612 02/20	Invoi	1401 E ELM DR	3,318.67	Open	Non	02/20	101-53310-249
4494800612 02/20	Invoi	721 W ELM DR	281.40	Open	Non	02/20	208-52900-249
Total WE ENERGIES (2788):			<u>8,705.83</u>				
Grand Totals:			<u>68,261.77</u>				

Report GL Period Summary

Vendor number hash: 78415
 Vendor number hash - split: 173963
 Total number of invoices: 32
 Total number of transactions: 106

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	<u>68,261.77</u>	<u>68,261.77</u>
Grand Totals:	<u>68,261.77</u>	<u>68,261.77</u>

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
5 ALARM FIRE & SAFETY EQUIPMENT (4319)							
192624-1	Invoi	SURVITEC VESTS AND S&H	237.00	Open	Non	02/20	101-52200-205
Total 5 ALARM FIRE & SAFETY EQUIPMENT (4319):							
AMPLITEL TECHNOLOGIES (4637)							
15144	Invoi	SSL CERT FOR KRONOS & AXON	100.00	Open	Non	02/20	207-52120-204
15144	Invoi	SSD DRIVE	325.00	Open	Non	02/20	207-52120-240
15218	Invoi	MICROSOFT OFFICE 365-FEBRUARY	680.00	Open	Non	02/20	207-52120-204
15226	Invoi	DATTO BACK UP SERVICES 02/20	375.00	Open	Non	02/20	207-52120-204
15255	Invoi	MONTHLY ANTI-VIRUS SERVICE-FEB	99.00	Open	Non	02/20	207-52120-240
Total AMPLITEL TECHNOLOGIES (4637):							
CONWAY SHIELD (3828)							
435319	Invoi	QUEST FIRE BARRIER INHIBITOR 18 HOOD	1,297.50	Open	Non	02/20	101-52200-213
Total CONWAY SHIELD (3828):							
KWIK TRIP INC (2365)							
JAN 2020 286768	Invoi	JAN FUEL FOR SQUADS	3,018.97	Open	Non	02/20	207-52120-247
Total KWIK TRIP INC (2365):							
MATTHEWS TIRE & SERVICE CENTER (768)							
253421	Invoi	4 NEW TIRES ON SQUAD #94	666.00	Open	Non	02/20	207-52120-247
253579	Invoi	4 NEW TIRES ON SQUAD #181	809.95	Open	Non	02/20	207-52120-247
253698	Invoi	FLAT REPAIR ON 1 TIRE-SQUAD #93	33.67	Open	Non	02/20	207-52120-247
253950	Invoi	FLAT REPAIR & AIR FILTER-SQUAD #92	120.30	Open	Non	02/20	207-52120-247
Total MATTHEWS TIRE & SERVICE CENTER (768):							
SIGNCOUNTRY (3870)							
12516	Invoi	APPLY GRAPHICS TO FIRE DEPT TRUCK	1,634.00	Open	Non	02/20	101-52200-247
Total SIGNCOUNTRY (3870):							
ST. ELIZABETH HOSPITAL (354)							
01/20 EL.FVMPD	Invoi	JANUARY BLOOD DRAWS	118.17	Open	Med	02/20	207-52120-204
Total ST. ELIZABETH HOSPITAL (354):							
THEDACARE (1983)							
JAN 2020 1210055	Invoi	JANUARY BLOOD DRAWS	255.00	Open	Med	02/20	207-52120-204
Total THEDACARE (1983):							
TIME WARNER CABLE (89)							
01/20 71391120150	Invoi	JANUARY/FEBRUARY SERVICE	232.09	Open	Non	02/20	207-52120-203
02/20 66256890150	Invoi	FEBRUARY/MARCH SERVICE	12.36	Open	Non	02/20	101-52200-208
02/20 71538770140	Invoi	FEBRUARY/MARCH SERVICE	580.26	Open	Non	02/20	101-53310-203
Total TIME WARNER CABLE (89):							
U.S. BANK (5015)							
02/20 59455565491	Invoi	ALUMINUM RANGER POLE	48.45	Open	Non	02/20	630-53441-253
02/20 59455565491	Invoi	POSTAGE	6.15	Open	Non	02/20	610-51018-204

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
02/20 59455565491	Invoi	FOX CITIES GREENWAYS MEMBERSHIP	35.00	Open	Non	02/20	101-55200-208
02/20 59455565491	Invoi	WPRA MEMBERSHIP RENEWAL	150.00	Open	Non	02/20	101-55300-201
02/20 59455565491	Invoi	RECDESK ANNUAL SUBSCRIPTION	3,600.00	Open	Non	02/20	101-55300-208
02/20 59455565491	Invoi	WAA ANNUAL CONFERENCE	245.00	Open	Non	02/20	101-55440-201
02/20 59455565491	Invoi	OPERATOR LICENSE BACKGROUND CHECK	14.00	Open	Non	02/20	101-51440-204
02/20 59455565491	Invoi	THERMAL POUCHES	66.35	Open	Non	02/20	620-53924-206
02/20 59455565491	Invoi	TV STAND/BOWLS & SILVERWARE	53.49	Open	Non	02/20	101-51440-206
02/20 59455565491	Invoi	POSTAGE FOR ELECTION	2.63	Open	Non	02/20	101-51440-218
02/20 59455565491	Invoi	I VOTED STICKERS	46.87	Open	Non	02/20	101-51440-206
02/20 59455565491	Invoi	ORIGINAL GRAIN-WATCH	356.59	Open	Non	02/20	101-51110-219
02/20 59455565491	Invoi	ADOBE	26.36	Open	Non	02/20	101-51400-208
02/20 59455565491	Invoi	CALENDAR	12.52	Open	Non	02/20	101-53310-206
02/20 59455565491	Invoi	REPAIR TRUCK SEAT #83	150.00	Open	Non	02/20	101-53330-225
02/20 59455565491	Invoi	ALUMINUM CLEANER	37.90	Open	Non	02/20	101-53330-218
02/20 59455565491	Invoi	LANDSCAPE PROFESSIONALS CONFERENCE	308.10	Open	Non	02/20	101-55200-201
02/20 59455565491	Invoi	WPRA MEMBERSHIP-KOEBE	150.00	Open	Non	02/20	101-55300-201
02/20 59455565491	Invoi	WPRA MEMBERSHIP-WESTBERG	150.00	Open	Non	02/20	101-55200-201
02/20 59455565491	Invoi	TUMBLING MAT WEDGE	99.00	Open	Non	02/20	101-55300-218
02/20 59455565491	Invoi	ICE AUGER & BOAT CUSHION	232.98	Open	Non	02/20	630-53441-253
02/20 59455565491	Invoi	OTTER SPORT SLED	44.99	Open	Non	02/20	630-53441-253
02/20 59455565491	Invoi	EXTERNAL HARD DRIVE	54.84	Open	Non	02/20	630-53444-206
02/20 59455565491	Invoi	WI LAND SURVEYORS LICENSE RENEWAL	69.36	Open	Non	02/20	101-53100-208
02/20 59455565491	Invoi	NWTC CORP TRAINING	75.00	Open	Non	02/20	207-52120-201
02/20 59455565491	Invoi	APPLE.COM APPLICATION	9.48	Open	Non	02/20	207-52120-218
02/20 59455565491	Invoi	STYLUS SMARTPENS	14.75	Open	Non	02/20	207-52120-218
02/20 59455565491	Invoi	PAPERBACK TRAINING MANUAL	30.77	Open	Non	02/20	207-52120-218
02/20 59455565491	Invoi	POSTAGE	7.85	Open	Non	02/20	620-53924-226
02/20 59455565491	Invoi	WGFOA MEMBERSHIP	25.00	Open	Non	02/20	101-51420-201
02/20 59455565491	Invoi	WAI CONFERENCE/EVIDENCE TRAINING	300.00	Open	Non	02/20	207-52120-201
02/20 59455565491	Invoi	PHONE CASE	25.98	Open	Non	02/20	101-53310-213
02/20 59455565491	Invoi	WI SOCIETY OF LAND SURVEYORS CONFERENCE	119.00	Open	Non	02/20	101-53100-201
02/20 59455565491	Invoi	MOASIS DR WATER PERMIT-DNR	143.50	Open	Non	02/20	620-51115-204
02/20 59455565491	Invoi	CRIMEDEX LAW ENFORCEMENT SUBSCRIPTION	79.00	Open	Non	02/20	207-52120-208
02/20 59455565491	Invoi	THREE APPLE PERSONAL COMPUTERS	297.66	Open	Non	02/20	207-52120-221
02/20 59455565491	Invoi	SUPPLIES	13.00	Open	Non	02/20	207-52120-218
02/20 59455565491	Invoi	CROSSING GUARD APPRECIATION BREAKFAST	49.97	Open	Non	02/20	101-52350-218
02/20 59455565491	Invoi	NWTC TRAINING	425.00	Open	Non	02/20	207-52120-201
02/20 59455565491	Invoi	SPEAR TRAINING-GOSTISHA	750.00	Open	Non	02/20	207-52120-201
02/20 59455565491	Invoi	OFFICE CHAIRS	619.95	Open	Non	02/20	207-52120-221
02/20 59455565491	Invoi	PRINTER FOR SQUAD	277.31	Open	Non	02/20	207-52120-218
02/20 59455565491	Invoi	CPST RECERTIFICATION-BOUCHER	55.00	Open	Non	02/20	207-52120-201
02/20 59455565491	Invoi	CONNECTION FOR CAMERA	4.99	Open	Non	02/20	207-52120-203
02/20 59455565491	Invoi	TRANSUNION	50.00	Open	Non	02/20	207-52120-204
02/20 59455565491	Invoi	HOTEL ACCOMODATIONS-TESCH	133.00	Open	Non	02/20	207-52120-201
02/20 59455565491	Invoi	CARBON MONOXIDE DETECTORS	217.14	Open	Non	02/20	101-52200-221
02/20 59455565491	Invoi	WSFCA MEMBERSHIP	95.00	Open	Non	02/20	101-52200-208
02/20 59455565491	Invoi	WSFCA MEMBERSHIP	285.00	Open	Non	02/20	101-52200-208
02/20 59455565491	Invoi	BASEBALL CAP	8.12	Open	Non	02/20	101-52200-212

Total U.S. BANK (5015):

10,072.05

UNIFORM SHOPPE (434)

295480	Invoi	UNIFORM-BLADER	151.95	Open	Non	02/20	207-52120-212
295701	Invoi	UNIFORM-LOZANO	72.95	Open	Non	02/20	207-52120-212
296035	Invoi	UNIFORM-BLADER	133.90	Open	Non	02/20	207-52120-212

VILLAGE OF LITTLE CHUTE

Invoice Register - PREPAID INVOICES

Input Dates: 2/21/2020 - 2/21/2020

Page: 3

Feb 21, 2020 02:12PM

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
		Total UNIFORM SHOPPE (434):	358.80				
		VON BRIESEN & ROPER S.C. (4686)					
		312313 Invoi GENERAL LABOR	195.50	Open	Atto	02/20	101-51110-262
		Total VON BRIESEN & ROPER S.C. (4686):	195.50				
		Grand Totals:	21,220.62				

Report GL Period Summary

Vendor number hash: 49609
 Vendor number hash - split: 299981
 Total number of invoices: 22
 Total number of transactions: 72

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	21,220.62	21,220.62
Grand Totals:	21,220.62	21,220.62

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Fox Valley Metro Police Department K-9 Program

PREPARED BY: Chief Daniel M. Meister

REPORT DATE: 02/25/2020

ADMINISTRATOR'S REVIEW/COMMENTS:

EXPLANATION:

The Fox Valley Metro Police Department would like to add a K-9 unit to the department. A K-9 unit would consist of a trained/certified dog and an officer who would be assigned as the dog's handler.

We plan to implement a dual-purpose dog – meaning the dog would be trained to multi-task in the following areas:

- Illegal Drug Detection
- Human Scent Tracking
- Patrol Apprehension Duties

The Fox Valley area, like many other areas of our state, struggles with illegal drug activity. Heroin, methamphetamine and marijuana are the common controlled substances that are prominent in this area. The heroin epidemic is deadly. We are rescuing opiate overdose victims on a regular basis.

Our department is surrounded by local law enforcement agencies that already have drug dogs. While these departments are always willing to assist us, they are not always available to help. Having our own drug dog would act as a force multiplier within our own communities.

Our dog could also assist patrol officers with tracking lost or vulnerable people. With an aging population and issues such as Alzheimer's and dementia, locating lost/confused persons is critical. Past cases of missing toddlers also show that it is critical to locate the lost child within an hour or two. A K-9 would enhance our capabilities in this area of search and rescue.

A trained patrol/apprehension dog would reduce the danger to human officers and the general public when searching for dangerous persons who have hidden/barricaded themselves inside buildings or structures.

The cost of the program varies depending on the year or stage of the program. The first year's cost is significantly higher due to the funds needed to start the program. Subsequent years are significantly

lower because the cost is more of a program maintenance issue. Anticipated costs are as follows:

K9 Expenses:	\$22,500.00
Canine - cost of the dog	\$9,500.00
Narcotics Training - for the dog	\$3,750.00
Patrol Training - for the officer handler	\$3,750.00
2 year maintenance cost (warranty)	\$2,000.00
Food	\$1,500.00
Vet Expenses	\$2,000.00
Vehicle Costs:	\$49,000.00
Patrol Vehicle	\$39,000.00
Patrol Vehicle Equipment	\$10,000.00
K9 Vehicle Equipment:	\$3,600.00
Kennel	\$1,900.00
Door Guards	\$500.00
Automatic Door Opener	\$500.00
Heat Alarm / Cooling System	\$500.00
Equipment for Handler's Residence:	\$2,550.00
Crate	\$300.00
Kennel	\$1,000.00
Security Equipment	\$1,000.00
Toys, leashes, etc.	\$250.00
First Year Total \$77,650.00	
K9 Expenses:	\$5,000.00
Canine - cost of the dog	\$0.00
Narcotics Training - for the dog	\$500.00
Patrol Training - for the officer handler	\$1,000.00
Food	\$1,500.00
Vet Expenses	\$2,000.00
Vehicle Costs:	\$4,000.00
Patrol Vehicle Maintenance	\$500.00
Patrol Vehicle Fuel	\$3,500.00
Equipment for Handler's Residence:	\$600.00
Crate maintenance	\$100.00
Kennel upkeep	\$100.00
Security Equipment maintenance	\$200.00
Toys, leashes, etc.	\$200.00
Subsequent Year Annual Expenses \$9,600.00	

It is our goal to fund this program through donations. We plan to help create a public, K-9 foundation that would qualify as a 501 (C) (3) non-profit entity. The foundation would lead the fundraising efforts and disperse said funds to the department as needed.

We anticipate fundraising the first year and then implement the actual program. Our goal is to start the program in the summer of 2021.

RECOMMENDATION:

Approve the process of fundraising at this time and implementation of the program when the necessary funds are acquired.

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Open Burning Ordinance Amendment

PREPARED BY: James P. Fenlon, Administrator

REPORT DATE: March 4, 2020

EXPLANATION: In 2019 we discussed open burning. During that discussion, it was brought to our attention that our ordinance did not account for fire tables using propane or natural gas. Chief Jansen has provided drafts of that amendment and it is attached for your review. Finally, there was a condition added to clarify unacceptable materials.

RECOMMENDATION: Adopt Ordinance No.2, Series 2020 Amending the Open Burning Ordinance

VILLAGE OF LITTLE CHUTE

ORDINANCE NO. 2, SERIES 2020

AN ORDINANCE AMENDING TITLE 5 PUBLIC SAFETY, CHAPTER 2 FIRE DEPARTMENT, SECTION 18-27 OPEN BURNING

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

Sec. 18-27. - Open burning to read as follows:

- (a) *Prohibited.* No person shall build any outdoor fire within the corporate limits of the village except as set forth in subsection (b) of this section. Any permit issued is valid for one week. This prohibition on burning includes burning of construction waste and debris at construction sites.
- (b) *Conditions.* No open outdoor fires are permitted unless the following conditions apply:
 - (1) Only wood, ~~or charcoal, or propane and natural gas~~ fuels may be utilized.
 - (2) Fire containment devices including pits shall not be permitted within 25 feet of any combustible or structure, or within ten feet of a lot line unless mutually agreed upon by the neighboring property owner.
 - (3) The fire must be attended at all times by an adult with access to a fire extinguisher or garden hose as a means to extinguish fire readily available.
 - (4) No fires are permitted if the wind speed exceeds ten miles per hour.
 - (5) Upon completion, the fire must be completely extinguished to prevent accidental reignition.
 - (6) Fire pits or other fire containment devices shall not exceed four feet in diameter.
 - (7) Flames shall be kept below ~~four three~~ feet in height above the pit or other fire containment device.
 - (8) ~~Portable listed and rated fire pits shall be used in accordance with the manufacturer's recommendations and shall be placed on a non-combustible surface that is at least one and half (1.5) times larger than the size of the portable fire pit. In the absence of manufacturer's recommendations, fire tables shall be at least fifteen (15) feet from any type of building or structure, combustible material of any form, or property line.~~
 - (9) ~~Any propane or natural gas fire tables must follow all manufacturers specifications. In the absence of manufacturers recommendations fire tables shall be at least 15 feet from any type of building or structure, combustible material of any form, or property line.~~
 - (10) ~~All portable fire pits and fire tables must be listed and rated devices. Homemade devices and converted grills are prohibited.~~
 - (11) ~~Only clean dry wood can be burned. The burning of garbage, trash, refuse, treated wood, painted/varnished wood, plastic, rubber, construction lumber, and flammable liquids, and/or combustible liquids in any form is prohibited. Burning of leaves, yard waste, or brush is prohibited.~~
 - (12) ~~Recreational fires, barbecue pits, portable fire pits, and portable outdoor fire places are permitted on properties zoned residential and occupied by a single or two family residences.~~
- (c) *Chief may prohibit.* The fire chief is permitted to prohibit any or all bonfires and outdoor fires when atmospheric conditions or local circumstances make such fires hazardous.
- (d) *Chief may permit.* Controlled burning of grass or similar vegetation for environmental management purposes, or ceremonial bonfires, with prior written approval of the fire chief may be permitted.
- (e) *Burning on streets.* No materials may be burned upon any street, curb, gutter or sidewalk.

- (f) *Order to discontinue.* The fire chief, his designee, or law enforcement officials are authorized to require discontinuance of burning if they determine that smoke emissions are offensive to occupants of surrounding properties or if the fire is determined to constitute a hazardous condition.
- (g) *Liability.* Persons utilizing and maintaining outdoor fires shall be responsible for any liability resulting from damage caused by his fire.

Date introduced, approved and adopted: March 4, 2020

VILLAGE OF LITTLE CHUTE:

By: _____
Michael R. Vanden Berg, Village President

Attest: _____

Laurie Decker, Village Clerk

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Elected Official Compensation

PREPARED BY: James P. Fenlon, Administrator 

REPORT DATE: February 20th, 2020

EXPLANATION: In December and January we discussed elected official compensation. Attached to this document are resolutions for your consideration. A few key features we have attempted to incorporate:

- Pay for the Village President of \$8,500, Trustee \$5,000 and Municipal Judge \$7,000
- Judge to take effect 1/1/2021
- President to take effect 5/1/2021
- Trustees to take effect 1/1/2023

Legal Analysis provided by Attorney Koehler:

Establishing and changing compensation for Village elected offices is covered under Wisconsin Statutes § 61.193 and § 61.32. First of all the compensation must be established before the earliest time for filing nomination papers for the office. After that date, no change may be made in the compensation for the term of office to which that deadline applies. **Under § 61.32 which is more specific to Trustees, states “The President and Board of Trustees of any Village, whether operating under general or special law, may by a three-fourths vote of all the members of the Village Board determine that a salary be paid to the President and Trustees.”**

These Resolutions would appear to comply with state statutes.

RECOMMENDATION: Staff would recommend the board take action on the provided resolutions.

VILLAGE OF LITTLE CHUTE
RESOLUTION NO. 6, SERIES OF 2020
A RESOLUTION CHANGING THE ANNUAL SALARY FOR VILLAGE
TRUSTEE

WHEREAS, the Village of Little Chute relies upon dedicated and committed community members to volunteer to run for the office of Village Trustee and assist in leading the Village of Little Chute; and

WHEREAS, the time commitments of this position requires time to attend Regular Board meetings, other appointments, and regular community events; and

WHEREAS, the salary for this position has not recently been adjusted and is well below local comparable communities;

NOW, THEREFORE, BE IT RESOLVED, that the Little Chute Board hereby determines that effective January 1, 2023, the salary for Village Trustee shall be \$5,000.

Date introduced, approved and adopted: March 4th, 2020

VILLAGE OF LITTLE CHUTE:

By: _____
Michael R. Vanden Berg, Village President

Attest: _____

Laurie Decker, Village Clerk

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 7, SERIES OF 2020

**A RESOLUTION CHANGING THE ANNUAL SALARY FOR VILLAGE
PRESIDENT**

WHEREAS, the Village of Little Chute relies upon a dedicated and committed community member to volunteer to run for the office of Village President and lead the Village of Little Chute; and

WHEREAS, the time commitments of this position require time to attend Regular Board meetings, Plan Commission meetings, Utility Commission meetings and countless other community minded events; and

WHEREAS, the salary for this position has not recently been adjusted and is well below local comparable communities;

NOW, THEREFORE, BE IT RESOLVED, that the Little Chute Board hereby determines that effective May 1st, 2021, the salary for Village President shall be \$8,500.

Date introduced, approved and adopted: March 4th, 2020

VILLAGE OF LITTLE CHUTE:

By: _____
Michael R. Vanden Berg, Village President

Attest: _____

Laurie Decker, Village Clerk

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 8, SERIES OF 2020

**A RESOLUTION CHANGING THE ANNUAL SALARY FOR VILLAGE
MUNICIPAL JUDGE**

WHEREAS, the Village of Little Chute relies upon a dedicated and committed community member to volunteer to run for the office of Municipal Judge; and

WHEREAS, the time commitments of this position requires time to attend annual training, attend court at least once per month, and supervise the Municipal Court Clerk to ensure effective operation of the Municipal Court; and

WHEREAS, the salary for this position has not recently been adjusted and is well below local comparable communities;

NOW, THEREFORE, BE IT RESOLVED, that the Little Chute Board hereby determines that effective January 1, 2021, the salary for Municipal Judge shall be \$7,000.

Date introduced, approved and adopted: March 4th, 2020

VILLAGE OF LITTLE CHUTE:

By: _____
Michael R. Vanden Berg, Village President

Attest: _____

Laurie Decker, Village Clerk

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: 2020 Personnel Manual Changes

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

REPORT DATE: February 21, 2020

EXPLANATION: There are two amendments we are recommending you adopt to the Personnel Manual. An overview of each is as follows:

1. POLICY 703 EMERGENCY RESPONSE PLANS – We recommend striking the language highlighted below.

11. In the Event of a Medical Emergency.

11.1 With life threatening and serious injuries call 911. Report as much information as possible when calling 911. (Symptoms, health history, recent medications surrounding circumstances, family contact, etc.) The above include, but are not limited to.

- Severe bleeding
- Unconsciousness (**seizures do not need an EMT unless they persist**)
- Absence of breathing or sudden difficulty breathing
- Any severe trauma injury to head, neck or spine
- Any sudden and severe pain
- Obvious fracture, inability to move, or great pain with movement

2. Policy 411 - Military Leave Policy – See attached policy amendment recommendations.

RECOMMENDATION: Staff recommends the board approve the changes as presented.

POLICY 411 LEAVES – FAMILY, MEDICAL & MILITARY

1. Purpose. Child rearing, family illness, employee medical leave, and military call-to-duty and military caregiver leave are available to employees as specified below. The intent of this Policy is to comply with both the Wisconsin and federal Family and Medical Leave Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, the statutes, or regulations will control.

2. Eligibility.

2.1 Employees who have been employed by the Village for twelve (12) months and who have worked one thousand (1,000) hours for state leave and one thousand two hundred and fifty (1,250) hours for federal leave during the preceding fifty two (52) weeks are eligible for the leaves provided under federal and Wisconsin law. [Military call to duty leave is available to regular full and part-time employees regardless of length of service.](#)

3. Length of Leave.

3.1 The federal Family and Medical Leave Law provides a combined total of twelve (12) weeks of family and medical leave for various purposes described below in a calendar year and an additional fourteen (14) weeks of military caregiver leave as described below.

3.2 Wisconsin law provides six (6) weeks of child-rearing leave, two (2) weeks of family illness leave, and two (2) weeks of employee medical leave in a calendar year.

3.3 Wisconsin, Federal, and Village leaves provided for the same purposes run concurrently; that is, they do not "stack." If the leave is a Village provided leave, plus federal and state FMLA leave as well, the leaves run concurrently. For example, an absence for a work or non-work related illness or injury that qualifies as employee paid time off or extended leave bank is also deducted from an employee's FMLA leave entitlements under the state and federal laws if the medical condition qualifies as a "serious health condition" under those laws.

4. Notice of Eligibility for and Designation of FMLA Leave.

4.1 Employees requesting FMLA leave are entitled to receive written notice from the Village telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: (1) their rights and responsibilities in connection with such leave; (2) the Village's designation of leave as FMLA qualifying or non-qualifying, and if not FMLA qualifying, the

reasons why; and (3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

4.2 The Village may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Village's failure to designate leave as FMLA qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Village and employee can mutually agree that leave be retroactively designated as FMLA leave.

5. Employee FMLA Leave Obligations.

5.1 **Notice of the Need for Leave.** Employees who take FMLA leave must timely notify the Village of their need for FMLA leave. Employees should request FMLA leave in writing whenever possible. The following describes the content and timing of such employee notices.

5.1.1 **Content of Employee Notice.** To trigger FMLA leave protections, employees must inform the Village of the need for FMLA qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Village to determine that the leave is FMLA qualifying. For example, employees might explain that a specific medical condition renders them unable to perform the functions of their job;

5.1.1.1 They or a covered family member are under the continuing care of a health care provider for a specific medical condition;

5.1.1.2 A specific medical condition renders the family member unable to perform daily activities or that the family member is a covered service member with a serious injury or illness incurred in the line of duty;

5.1.1.3 They are pregnant or have been hospitalized overnight; or

5.1.1.4 The leave is due to a qualifying exigency caused by a covered military member being on active duty or called to active duty.

5.1.1.4.1 Calling in "sick," without providing the reasons for the needed leave, will NOT be considered sufficient notice for FMLA leave.

5.1.1.4.2 Employees must respond to the Village's questions to determine if absences are potentially FMLA qualifying. If an employee fails to explain the reasons for FMLA leave, the leave may be denied. When an employee seeks leave due to FMLA-qualifying reasons for which the Village has previously provided FMLA-protected leave, he or she must specifically reference the qualifying reason for the leave or the need for FMLA leave.

5.1.2 **Timing of Employee Notice.** Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Village with notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave, without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

6. Basic FMLA Leave Entitlements.

6.1 Childbirth/Adoption Leave.

6.1.1 **Purpose.** Unpaid child rearing leave may normally be used within sixteen (16) weeks prior to, or within twelve (12) months following:

6.1.1.1 The birth of the employee's natural child; or

6.1.1.2 The placement of a child with the employee for adoption or as a precondition to adoption under section 48.90(2) of the Wisconsin Statutes, but not both; or

6.1.1.3 The placement of a child with the employee for twenty-four (24) hour foster care that is made by or with agreement of a government agency.

6.1.2 Length of Child Rearing Leave. No employee may take more than twelve (12) weeks of federal child rearing leave in a calendar year. In addition, no more than twelve (12) weeks leave can be taken for the birth of any one child. If both the mother and father of a child are employed by the Village, and they both desire child rearing leave, they are generally only entitled to a combined total leave of twelve (12) weeks. Child-rearing leave provided under federal law runs concurrently with the six (6) weeks of child-rearing leave provided under Wisconsin law.

6.1.3 Intermittent/Partial Leave Absences. For the first six (6) weeks of leave within sixteen (16) weeks prior to or after the child-rearing event (e.g., birth of child), an employee may take child rearing leave as an intermittent or as a partial absence from employment in increments of less than their full normal work day. An employee who does so will schedule the intermittent or partial absence so it does not unduly disrupt the Village's operations. To comply with this requirement, an employee is to provide the Village, in writing, with the employee's proposed schedule of intermittent or partial absences no less than one (1) week before the schedule of absences is to commence. The schedule must be of a sufficient definiteness that the Village is able to schedule replacement employees, if necessary, to cover the absences. Partial or intermittent leave must commence within sixteen (16) weeks before or after the birth, adoption, or foster placement of a child. Leave cannot be taken intermittently or as a partial absence before or beyond sixteen (16) weeks of the event, unless previously approved in advance. Rather, any remaining child-rearing leave must be taken in a single block.

6.1.4 Scheduling Child Rearing Leave. An employee is expected to submit a written request for child rearing leave no less than thirty (30) calendar days before the leave is to commence and must schedule the leave after reasonably considering the Village's needs. If the date of the birth, adoption, or foster care placement requires leave to begin sooner, the employee will provide notice as soon as practicable.

6.2 Family Illness Leave.

6.2.1 Purpose. Unpaid family illness leave may be used to care for the employee's spouse, child, parents, or spouse's parent (i.e., parent-in-law), or domestic partner as defined by law or a domestic partner's parent as defined by law, who have a serious health condition.

6.2.2 Length of Family Illness Leave. No employee may take more than twelve (12) weeks of federal family illness leave for the employee's spouse, child, or parents in a calendar year. The federal leave generally runs concurrently with the two (2) weeks of family illness leave provided under state law in a calendar year. A maximum of two (2) weeks of family illness leave may be taken for a spouse's parent (i.e., a parent-in-law), a domestic partner, or a domestic partner's parent, in a calendar year, in addition to the twelve (12) weeks of federal FMLA leave.

6.3 Employee Medical Leave.

6.3.1 Purpose. Unpaid medical leave may be used by an employee who has a serious health condition which renders the employee unable to perform his or her job duties.

6.3.2 Length of Medical Leave. No employee may take more than twelve (12) weeks of federal employee medical leave in a calendar year. This leave generally runs concurrently with the two (2) weeks of employee medical leave provided under state law in a calendar year.

6.4 Military Call to Duty Leave.

6.4.1 Purpose. ~~Federal unpaid call to duty leave may be used as a result of a qualifying exigency arising from an employee's spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty status in the National Guard or Reserves in support of a contingency operation~~ To describe the policies of the Village of Little Chute when employees take leave for military service or are activated for military service.

6.4.2 Policy. ~~It is the policy of the Village of Little Chute to grant military leave to all eligible employees and to provide for the reinstatement of said employees upon their return from military service in compliance with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA).~~

6.4.2.1 Employees of the Village, who are now or hereafter become members of a uniformed service, shall be granted leaves of absence during any period of active or inactive training or duty in such service.

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6.4.2.2 Employees, except temporary employees, taking leave for military service have a right to be reemployed upon their return provided the employees give the Village advance written or

verbal notice of their service and submit appropriate documentation, unless giving such notice is impossible, unreasonable, or precluded by military necessity. In addition, employees must return for reemployment in a timely manner after conclusion of service and have not been separated from service with a disqualifying discharge or under other than honorable conditions.

6.4.2.3 Wages. The Village shall provide limited differential pay to certain employees ordered to service in the U.S. Armed Forces or National Guard. Non-probationary officials and employees of the Village, and employees certified to permanent positions that have served at least 3 months on their probationary period are eligible for such pay. Individuals employed on a temporary, emergency, and/or limited term basis, are not eligible for differential pay. If the pay received by the eligible employee for the military service is less than the pay the employee would have received from the Village during such period, the Village shall pay the difference to the employee. Differential pay shall be paid for no more than nine months of service time per calendar year.

6.4.2.4 Health Insurance. Employees activated to active military service beyond typical training periods will have the option to retain health insurance coverage as covered in Policy 601.

6.4.2.5 Pension Benefits. For Wisconsin Retirement System (WRS) purposes, an employee leaving their job to perform military service is placed on unpaid military leave of absence. Neither the Village nor the employee is required to make WRS contributions during the employee's military leave of absence. The Village will make applicable employer-required contributions [and any employee-required contributions mandated under the terms of a collective bargaining agreement] upon the employee's return from active military duty and reemployment with the Village. Once an employee who is responsible for making the WRS employee-required contributions is no longer on active military duty and is reemployed with the Village, the employee may choose whether they will make up none, some or all of the missed WRS employee-required contributions. Any "make up" contributions shall be made beginning with the date of reemployment and ending on the earlier of: (1) three times the period of military service, or; (2) five years. The Village shall make employer-

required contributions to match the contributions made by the employee. The Village will also fund any additional obligations, including interest that would have accrued on the employee- and employer-required contributions, once those contributions are made. Once the employee returns to work with the Village, the Village will submit the USERRA Certification form (ET-4560) with a copy of the employee's DD-214 or, if the employee did not receive a DD-214, based on the employee's length of military service, submit the employee's military orders.

6.4.2.6 Reinstatement. Employees, other than temporary employees who hold brief or non-recurrent positions and who have no reasonable expectation that their employment will continue indefinitely or for a significant period of time, are entitled to reemployment rights following uniformed service. Upon completion and release from active duty under honorable conditions, an employee shall be reinstated into the position held at the time of taking such leave of absence, with the same seniority, pay, status, and benefit rights they would have had if they had worked continuously, or to a position of like seniority, status, pay, benefits and salary advancement; provided however, that he or she is still qualified to perform the duties of his or her position or similar position.

6.4.2.7 Pay for Training. Employees of the Village, other than persons filling temporary appointments, who are required to attend training as members of the military service shall receive up to ten (10) days of pay per calendar year while attending said training. The first ten (10) days of leave taken will be applied in the sequential date order the leave is used within the calendar year. Employees' pay for the period of such leave, including travel time, shall be the difference between their salary or wages (without overtime), and basic military pay. If the military pay is the lesser. In the event the military pay meets or exceeds the employee's pay for the period of such leave, then no payment for salary or wages will be paid to the employee from the Village. The Village Administrator shall require the persons to furnish proof as to the number of days spent in active duty training, including travel time, and as to the amount of basic military pay by certified copy of the employees' orders, or in such other form as the Village Administrator may in his or her judgment deem acceptable, within 30 calendar days of reemployment. No adjustment in employees' total annual salary shall be made on account of the provisions of this section in

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reporting to the state retirement fund or group insurance board.

5.4.26.4.3 Qualifying exigencies may include attending certain military events, arranging for alternative child care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

6.4.3 Length of Leave. An eligible employee is entitled to twelve (12) weeks of call-to-duty leave in a twelve (12) month period.

7. Injured/Ill Servicemember Caregiver Leave.

7.1 Purpose. In addition to the basic FMLA leave entitlements discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up 26 weeks of military caregiver leave during a single 12-month period to care for the servicemember with a serious injury or illness incurred in the line of duty.

7.1.1 A "covered servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if he/she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness renders the servicemember medically unfit to perform duties of the member's office, grade, rank or rating.

7.1.2 "Next of kin" of a covered servicemember means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority. Blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members will be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual will be deemed to be the covered servicemember's only next of kin.

7.1.3 Length of Leave. Leave to care for a servicemember will only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. For purposes of military caregiver leave, the single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember. A separate caregiver leave can be taken for each covered servicemember and/or for each new injury/illness.

Scheduling Family Illness/Employee Medical/and Military Caregiver Leave.

7.2 Medical Necessity. An employee may schedule family illness, employee medical, or military caregiver leave as medically necessary. An employee must consider the needs of the Village when scheduling leave. When medically necessary, an employee may take the leave as an intermittent or as a partial absence from employment in increments of less than their full normal work day. The lowest increment may be the lowest increment that the Village permits for any other type of leave, paid or unpaid. An employee who does so will schedule the intermittent or partial absence so it does not unduly disrupt the Village's operations. To comply with this requirement, an employee is to provide the Village, in writing, with the employee's proposed schedule of partial absences as soon as possible after the employee learns of the probable necessity of such leave.

7.3 Planned Treatment. When planning medical treatment, employees must consult with the Village and make a reasonable effort to schedule treatment so as not to unduly disrupt the Village's operations, subject to the approval of the health care provider. Employees should consult with the Village prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Village and the employee, subject to the approval of the health care provider. If an employee providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglects to fulfill this obligation, the Village may require the employee to attempt to make such arrangements, subject to the approval of the health care provider.

7.4 Intermittent/Reduced Schedule Leave. When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, employees must, upon request, advise the Village of the reason why such leave is medically necessary. In such instances, the Village and employee will attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Village's operations, subject to the approval of the health care provider.

8. Serious Health Condition/Medical Certification Supporting Need for Leave.

8.1 **Submission of Certifications.** Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications establishing that a "serious health condition" (described below) is involved and supporting their need for FMLA leave. As described below, there generally are three types of FMLA medical certifications: an initial certification, a recertification, and a return to work/fitness for duty certification.

8.1.1 It is the employee's responsibility to provide the Village with timely, complete and sufficient medical certifications. Whenever the Village requests an employee to provide a FMLA medical certification, the employee must provide the requested certification within 15 calendar days after the Village's request, unless it is not practicable to do so despite the employee's diligent, good faith, efforts. The Village will inform the employee if a submitted medical certification is incomplete or insufficient and provide the employee with at least seven calendar days to cure deficiencies. The Village may deny FMLA leave to an employee who fails to timely cure deficiencies or otherwise fails to timely submit requested medical certifications.

8.1.2 With the employee's permission, the Village (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify medical certifications. If an employee chooses not to provide the Village with authorization allowing it to clarify or authenticate a certification with a health care provider, the Village may deny FMLA leave if the certification is unclear and a serious health condition cannot be verified.

8.1.3 Whenever the Village deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

8.2 Types of Certifications.

8.2.1 **Initial Medical Certifications.** Employees requesting leave because of their own, or a covered relative's, serious health condition, or to care for a covered service member, must supply a medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If an employee provides at least 30 days' notice of medical leave, he or she should submit the medical certification

before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

8.2.1.1 A "serious health condition" is considered to be a disabling physical or mental illness, injury, impairment, or condition involving any of the following.

8.2.1.1.1 Inpatient care in a hospital, nursing home, hospice, or residential medical facility; or

8.2.1.1.2 Outpatient care that requires continuing treatment or supervision by a health care provider.

8.2.1.1.3 The federal FMLA leave includes a more detailed and expansive definition of a "serious health condition" described in the medical certification form, which is provided to an employee if the employee is required to submit a medical certification form from his/her physician, certifying that a "serious health condition" within the meaning of law is involved.

8.2.1.1.4 If the Village has reason to doubt an initial medical certification, it may require an employee to obtain a second opinion at the Village's expense. If the opinions of the initial and second health care providers differ, the Village may, at its expense, require an employee to obtain a third, final and binding, certification from a health care provider designated or approved jointly by the Village and the employee.

8.2.2 Medical Recertification. Depending on the circumstances and duration of FMLA leave, the Village may require an employee to provide a recertification of a medical condition giving rise to the need for leave. The Village will notify the employee if recertification is required and will give the employee at least 15 calendar days to provide medical recertification.

8.2.3 Return to Work/Fitness for Duty Medical Certifications. An employee returning to work from FMLA leave that was taken because of the employee's own serious health condition that made the employee unable to perform his/her job duties must provide

the Village with a medical certification confirming the employee is able to return to work and the employee's ability to perform the essential functions of the employee's position. The Village may delay and/or deny job restoration until an employee provides a requested return to work/fitness-for-duty certification.

8.3 Certifications Supporting Need for Military Family Leave.

- 8.3.1** Upon request, the first time an employee seeks leave due to a qualifying exigency arising out of the active duty or call to active duty status of a covered military member, the Village may require the employee to provide. (1) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or called to active duty status and the dates of the covered military member's active duty service; and (2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. An employee will provide a copy of new active duty orders or other documentation issued by the military for qualifying exigency leaves arising out of a different active duty or call to active duty status of the same or a different covered military member.
- 8.3.2** When leave is taken to care for a covered service member with a serious injury or illness, the Village may require the employee to obtain certifications completed by an authorized health care provider of the covered service member. In addition, the Village may request that the certification submitted by the employee set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

9. Using Paid Leave While on Unpaid FMLA Leave.

- 9.1** Wisconsin FMLA. While on Wisconsin FMLA leave (including when running currently with federal FMLA leave), an employee may elect to use any accrued Village provided paid time while taking unpaid FMLA leave.
- 9.2** Federal FMLA. When solely utilizing federal FMLA leave, an employee may elect, or the Village may require, an employee to utilize certain accrued Village provided paid leave while on FMLA leave. For example, an employee may elect, or the Village may require, the use of accrued paid time off while on any type of FMLA leave. However, an employee's use of Village provided paid time off must comply with the terms and conditions of the Village paid time off policy.

- 9.3 The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave - the paid time runs concurrently with an employee's FMLA entitlement
- 9.4 Leaves of absence taken in connection with a paid or unpaid disability leave plan or worker's compensation injury/illness run concurrently with any FMLA leave entitlement. Upon written request, the Village may allow employees to use accrued paid time to supplement any paid disability or worker's compensation benefits.

10. Insurance and Benefits.

- 10.1 Payment of Premiums. While an employee is on FMLA leave, the Village will maintain group health insurance coverage under the conditions that applied before the leave began. If prior to the leave, the employee was required to participate in the premium payments, the employee is required to continue with payment of his/her share of the premiums while on leave. An employee's failure to make the required payments may result in termination of the employee's insurance coverage.
 - 10.1.1 Unless the Village notifies employees of other arrangements, whenever employees are receiving pay from the Village during FMLA leave, the Village will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working. If FMLA leave is unpaid, employees must pay their portion of the group health premium through a method determined by the Village.
- 10.2 Termination of Benefits. The Village's obligation to maintain health benefits will stop if and when. (1) an employee informs the Village of intent not to return to work at the end of the leave period; (2) the employee fails to return to work when the leave entitlement is used up; or (3) the employee fails to make any required payments while on leave after appropriate waiting periods and time periods as specified by law. The Village's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the Village will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date.
- 10.3 Recovery of Premium Payments. If the Village chooses to do so, it may pay an employee's required premium payments while the employee is on leave. If the Village does so and an employee does not immediately repay the Village upon the

employee's return to work, the Village will deduct the amount of the payments from the employee's paycheck.

10.3.1 The Village has the right to collect from an employee the health insurance premiums the Village paid during a period of unpaid leave if the employee does not return to work after the leave entitlement has been exhausted or expired. Such premium amounts may be deducted from any compensation owed to the employee upon termination of employment. An employee must return to work for at least thirty (30) calendar days in order to be considered to have "returned" to work. However, an employee's liability to repay health insurance premiums does not apply if his/her failure to return to work is due to a serious health condition or specific circumstances beyond the control of the employee.

11. Return from Leave.

- 11.1** An employee returning from family and/or medical leave can return to his or her old position, if vacant, at the time the employee returns to work. If the position is no longer vacant, the employee may be offered an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
- 11.2** The determination as to how an employee is to be restored to "an equivalent position" upon return from FMLA leave is made on the basis of established policies and practices, and provisions of the federal FMLA.

12. Outside Employment.

- 12.1** An employee who is solely utilizing federal FMLA leave (i.e., Wisconsin FMLA leave has been exhausted) and/or a Village provided and approved leave, is prohibited from working for another employer while on federal FMLA leave.

Employees should contact the Administrator if they have any questions regarding this policy.

13. Funeral Leave

Bereavement (Funeral) Leave For Immediate Family - In the event there is a death in the immediate family of an employee, consisting of spouse, parent, grandparent, child, brother, sister, grandchild, mother or father in law, son or daughter in law, or legal guardian or anyone domiciled with the employee, and the employee attends the funeral service, such employee shall be granted up to a three (3) day leave of absence with full pay.

13.1 Bereavement (Funeral) Leave for Extended Family - Any employee shall be granted up to one day absence with pay in case of a death in the family of an employee's or spouses aunt, uncle, niece, nephew; spouses grandparents, brother-in-law, and sister-in-law, provided the employee was scheduled to work and attends the funeral service regardless of what day the funeral service is held.

13.2 Any extension of a bereavement leave beyond the time off provided above must be approved by the Department Head and authorized in written form. Extensions may be approved with unpaid leave or may be approved with vacation or comp time.

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Library Planning Committee

PREPARED BY: James P. Fenlon, Administrator 

REPORT DATE: February 21, 2020

EXPLANATION: The first step in establishing our new library here in Little Chute is providing for a Library Planning Committee. The Library Planning Committee is responsible for the following:

- Developing a plan for the new library
- Describe the library location, funding, and maintenance
- Hours of operation
- Collection budget and size
- Staffing

Ideally, the Library Planning Committee will meet a few times in April and May to finalize a plan that will have to be submitted to the Department of Public Instruction's (DPI) Department of Libraries and Technology (DLT).

We recently extended the invitation to the Library Planning Committee to current Little Chute Library Board Members. I have also added suggested other members to the committee:

- Jim Moes – Confirmed Interest to Serve
- Trustee Peerenboom– Confirmed Interest to Serve
- Kathii Schommer– Confirmed Interest to Serve
- Lori Vanderloop– Confirmed Interest to Serve
- Becky Ackerman – LCASD Representative– Confirmed Interest to Serve

Suggested other members:

- Van Hoof family representative
- Town of Vandenbroek representative
- Town of Freedom representative
- Community Member – LCES PTO
- Village President

Supporting this effort, the Village Administrator will serve as staff support for the planning effort, along with Library Director Thiry. Furthermore, upon the recommendation from Director Thiry, I would suggest the committee publish a survey that could gather input from the community on library services as part of the planning effort. We will finalize this committee's representation at the Regular Board meeting on March 18th. This will allow time to extend invitations to the suggested members if you find that appropriate.

RECOMMENDATION: Provided for information and direction.

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Façade Renovation Loan Program Application

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

REPORT DATE: February 21, 2020

EXPLANATION: In January we received an application for a façade grant for the Elite Smiles Dental renovation that is currently underway in the Central Business District. The application itself is attached to this memo for your review.

On February 14th, the Loan Review Committee (Administrator, Finance Director, Village Attorney and Community Commercial Lender) met to discuss the merits of the application and present a recommendation for the Village Board to consider. As you recall, the Business Improvement Façade Renovation Loan was created to provide incentives and financial assistance to business and property owners to improve building facades and signage in accordance with an Old World European design theme.

The committee discussed and reviewed the application's supporting documentation, along with additional items needed to provide a recommendation to the Village Board. Based upon the committee's review, it was recommended that the Village Board offer the applicant a façade loan for \$50,000 (note: per the manual, the loan can be up to 2/3 of the total renovation cost, is a 0% loan and is not required payments as long as the property does not change in ownership). In this instance, this grant is the largest that the Façade program would ever make. Also, due to recent popularity of the grant, the fund will need additional resources in the very near future in order to continue providing grant opportunities. In addition, given the size of this grant and the requirements of the grant, staff would also recommend capping any future grants at \$50,000.

The recommendation would also require that the Village Attorney complete a title report for the property and the cost of that to be included in the total loan amount. Upon approval, staff will work with legal counsel to draft up the agreements for the loan and then complete the execution of that documentation. Finally, as part of the process, we will not issue any funds until all invoices are provided showing the work complete.

RECOMMENDATION: Approve and direct the Village Attorney to finalize the specific terms, documents, and execute a loan for \$50,000 for a Façade Renovation Loan to Elite Smiles Dental.

Elite Smiles Cost Analysis		
Demo	\$	7,635.00
Masonry	\$	2,500.00
Framing	\$	54,449.00
EIFS	\$	8,400.00
Siding	\$	15,399.00
Ext. Flashing	\$	12,198.00
Storefront	\$	20,775.00
Roofing	\$	4,500.00
Paint	\$	4,463.00
Total	\$	130,319.00
2/3 Total	\$	86,878.46
Building Footage		2880
\$40xFootage	\$	115,200.00
Staff Recommendation		\$50,000

IV. Application

Façade Renovation Program

Sign Improvement Grant

Name of Property Owner: SSS Real Estate Enterprises, LLC

Business Name: Elite Smiles Dental, LLC c/o Melissa Katzenmeier

Property Address: 119 E. Main St., Little Chute, WI 54140

Mailing Address: 315 W. Wisconsin Ave, Appleton, WI 54911

Phone Number: 920-733-4787

Email: Melissa@Elitesmileswisconsin.com

~~Estimated Project Costs:~~

Masonry Work \$

Paint \$

Carpentry \$

Electrical \$

Windows \$

Doors \$

Awnings \$

Signage \$

Other \$

~~Total Estimated Cost:~~

~~Total Amount Requested:~~

Other Items to Consider Submitting based upon applicability include: Plans for improvement (sign or façade), Estimates from Contractors, Color Schemes and all other documents related to the improvement.

Signature: M. Katzenmeier

Date: 1/7/20

From LR Structures

Demol - \$7,635.00

Masonry - \$2,500.00

Framing - \$54,449.00

EIPS - \$8,400.00

Siding - \$15,339.00

Arch Metal - \$12,198.00

Alum storefront - \$20,775.00

Roofing - \$4,500.00

Painting - \$4,463.00

CH&P - \$14,013.00

Total - \$144,272.00

Total Requested - \$144,273.00

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: 2020 Summer Event

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

REPORT DATE: February 21, 2020

EXPLANATION: In the past two years, Little Chute was host to Bazaar After Dark in the Downtown. Those events proved to be very popular amongst the business community and brought a number of visitors to the Downtown. Over the past number of months, staff has discussed the idea of hosting our own summer event/evening market on an annual basis using a similar model to Bazaar After Dark.

We have been discussing this with a number of key business owners, community stakeholders, and interested volunteers. While it would not be our intent to have the village staff be the driving force over the long-term behind a new summer event, we feel it is imperative for the village to be the driving force to get such an event started. We feel that over the course of a few years, we would be able to determine the marketability, effectiveness, and sustaining power of such an event if the village was involved at the front end.

Our intent would be to utilize tourism dollars to start such an event with the idea of eventually turning it over to a non-profit or separate entity to officially run once the viability was either proven or disproven. We are not suggesting that we create a budget reliant event. Ideally, we create an event that is financially sustainable and perhaps profitable.

This topic is simply for discussion. If there is interest in pursuing this effort, staff will present a project budget and more complete overview for consideration at our March 18th meeting.

RECOMMENDATION: Provided for information and direction.

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: County Sales Tax

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

REPORT DATE: February 21, 2020

EXPLANATION: We last discussed this November 15th, 2019 and this is more of an update than anything. On Friday, February 21st, I spoke with Craig Moser at the Finance Department of Outagamie County. He indicated that the County was likely to provide further guidance on the sales tax discussion, in particular, extending the timeline of acceptance out to the June timeframe.

I have attached November's IFC and supporting documents for your knowledge. In essence, under the current instructions, we have until April 1st to indicate whether or not we would be accepting the sales tax proceeds. If we were to accept, we would be accepting with the understanding that "municipalities and school districts will be required to adopt a resolution and sign a form agreeing to utilize the revenue consistent with state statute".

This is part of the issue, in that there is an active case in Brown County where they have used the sales tax proceeds to fund capital projects. Some in Outagamie County are anxious to hear the results of that case because they have also allocated about 25% of all sales tax proceed to fund capital projects. Quite frankly, if we were to accept these funds, that is where I would recommend you allocate these funds (estimated to be \$125k).

I have heard from some communities that have expressed grave concern for accepting these funds under the strict guideline of direct levy reduction. Due to the levy restrictions and the unknown longevity of the sales tax revenue being shared, a community could find themselves in a difficult position if they reduced their levy corresponding to the sales tax and then had to make up the difference if sales tax were not to be shared in the future.

I am hopeful that over time, the County will formally extend the timeframe for a decision from each municipality and school district to make a more informed decision.

RECOMMENDATION: Provided for information.

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Outagamie Correspondence regarding Sales Tax

PREPARED BY: James P. Fenlon, Administrator

REPORT DATE: November 15, 2019

EXPLANATION: This week we received correspondence from Outagamie County staff regarding the sales tax proceeds. Attached to this document are the following:

1. Email communication
2. Formal Correspondence
3. Sales tax FAQ
4. Sample resolution

We are not required to take action on this until April 1, 2020. I would proposed we work with neighboring municipalities on a legal review and determination to be concluded by February 2020.

RECOMMENDATION: Provided for information and potential discussion.

APPLETON HEALTH DEPARTMENT – Weights and Measures
100 NORTH APPLETON STREET, APPLETON WI 54911-4799
920-832-6429 ■ FAX 920-832-5853

From: [Moser, Craig W.](#)
To: [ToddTimm@hasd.org](#); [DaveWuebben@Hasd.org](#); [scottcolantonio@hasd.org](#); [jwillner@newlondon.k12.wi.us](#); [dkrueger@newlondon.k12.wi.us](#); [jmaruar@newlondon.k12.wi.us](#); [basemanjudy@aasd.k12.wi.us](#); [smithkimm@aasd.k12.wi.us](#); [MOTLVICKY@aasd.k12.wi.us](#); [lasher@seymour.k12.wi.us](#); [pkempen@seymour.k12.wi.us](#); [bmayfield@kimberly.k12.wi.us](#); [kasd@kimberly.k12.wi.us](#); [rhansen@kimberly.k12.wi.us](#); [buboltz@wrightstown.k12.wi.us](#); [storch@wrightstown.k12.wi.us](#); [jZegers@wdpsd.com](#); [KHanson@wdpsd.com](#); [ddyb@clintonville.k12.wi.us](#); [hburr@clintonville.k12.wi.us](#); [duerwaechterm@kaukaunasd.org](#); [dakinsd@kaukaunasd.org](#); [dbotz@littlechute.k12.wi.us](#); [mjohanson@littlechute.k12.wi.us](#); [kkilstofte@freedomschools.k12.wi.us](#); [nschweitzer@shiocton.k12.wi.us](#); [jbuser@shiocton.k12.wi.us](#); [admin@vohortonyville.com](#); [dblock@vokimberly.org](#); [spywok@aol.com](#); [townofoneida@newbc.rr.com](#); [dougandmarie@excite.com](#); [towndalewi@gmail.com](#); [lleo@newlondonwi.org](#); [mayor@kaukauna-wi.org](#); [ryan.kraft@optum.com](#); [lorithiel@new.rr.com](#); [Tim.Hanna@appleton.org](#); [Jim.March@grandchute.net](#); [joelq@townofgreenville.com](#); [tnclerk@tnofcenter.com](#); [clerk@townoffreedom.org](#); [Clerk@blackcreekwi.net](#); [villageofnichols@gmail.com](#); [nicholswwtp@gmail.com](#); [bcclerk.janke@gmail.com](#); [chris.wenner70@gmail.com](#); [gieser@combinedlocks.org](#); [James Fenlon](#); [TonyB@townofbuchanan.org](#); [townclerkbc@aol.com](#); [clerktreasurer@townofbovina.com](#); [clerk@townofcicerow1.com](#); [towndeercreek@gmail.com](#); [clerk@townofhortonia.org](#); [townofkaukaunaclerk@gmail.com](#); [jdegrout@townofliberty.com](#); [townofmaine@gmail.com](#); [maplecreekclerk@gmail.com](#); [twnosborn@aol.com](#); [townofseymour@aol.com](#); [clerk@townofvandenbroek.org](#); [clerk@blackcreekwi.net](#); [jwevenberg@harrison-wi.org](#); [clerktreas@vohortonyville.com](#); [pfevert@villageofhoward.com](#); [lbunnell@shiocton.us](#); [mseidl@wrightstown.us](#); [kami.lynch@appleton.org](#); [skenney@kaukauna-wi.org](#); [mayor@newlondonwi.org](#); [jackieb@newlondonwi.org](#)
Cc: [Massey, Brian C.](#); [Mueller, Yvette M.](#); [Guidote, Joseph P.](#); [Nelson, Thomas M.](#)
Subject: Outagamie County Sales Tax Revenue Sharing Information
Date: Tuesday, November 12, 2019 1:24:54 PM
Attachments: [2019 Sales Tax Revenue Sharing Correspondence.pdf](#)
[COUNTY SALES TAX MUNICIPAL FAQ.pdf](#)
[SAMPLE SALES TAX SHARED REVENUE RESOLUTION.pdf](#)
Importance: High

Good Afternoon,

Please find attached documentation relating to implementation of Outagamie County sales tax revenue sharing with municipalities and school districts. **Please note that action is required by your municipality/school district by April 1, 2020.**

While we are hopeful this information addresses any questions you may have, please feel free to contact us with any additional questions.

Best,

Craig Moser, Deputy Director – Department & Board Relations
Financial Services | Outagamie County
(920) 832-1683
Craig.Moser@outagamie.org



FINANCIAL SERVICES
320 South Walnut St.
Appleton, WI 54911
920.832.1680

November 12, 2019

Dear Outagamie County Municipal/School District Official:

Outagamie County enacted Ordinance B—2019-20 establishing a one-half percent (0.5%) county sales and use tax, which authorized sharing up to a maximum of 15% of the net proceeds with qualifying municipalities and school districts located within Outagamie County. The Outagamie County Board adopted the 2020 budget on November 4th, which included revenue sharing with county municipalities and school districts. This correspondence outlines the parameters of the revenue sharing between the county and municipalities/school districts.

The county sales and use tax and revenue sharing will be implemented on January 1, 2020. The revenue sharing is effective for calendar year 2020 and is subject to change, per the annual county budget process. Therefore, there is no guarantee this revenue will be available in 2021.

The county will make distributions to municipalities and school districts that choose to accept the funds based on the methodology outlined in the attached FAQ document. The payment schedule determined by the county is anticipated to be on a semi-annual basis with payments occurring approximately August 10, 2020 (January – June collections) and February 10, 2021 (July – December collections). Payments will be allocated based on actual 2020 revenues received by the county from the WI Department of Revenue. A spreadsheet containing the total *estimated 2020 revenues* for municipalities/school districts is attached to the enclosed FAQ document for your reference.

By signing below and returning this form to Outagamie County **no later than April 1, 2020**, your municipality/school district agrees to accept this source of revenue and to utilize it “*for the purpose of directly reducing the property tax levy*”, pursuant to Wis. Stat. § 77.70. You are encouraged to consult with your legal counsel for guidance as necessary. Please include a copy of your governing body’s resolution to accept the sales tax allocation and agreement to follow the referenced requirements under Section 77.70 (template resolution attached).

Please refer to the attached FAQ document for further information.

Municipality/School District _____

Chief Elected Official/Administrator _____

Date _____

**OUTAGAMIE COUNTY SALES TAX
MUNICIPAL & SCHOOL DISTRICT REVENUE SHARING
FREQUENTLY ASKED QUESTIONS**

Q: Is it legal for the county to share sales tax revenue with municipalities and school districts?

WI State Statute 77.76(3) allows Wisconsin counties to share all or a portion of sales tax revenue with underlying municipalities and school districts. The statute is included below for reference (emphasis added):

77.76(3) From the appropriation under s. [20.835 \(4\) \(g\)](#) the department of revenue shall distribute 98.25 percent of the county taxes reported for each enacting county, minus the county portion of the retailers' discounts, to the county and shall indicate the taxes reported by each taxpayer, no later than 75 days following the last day of the calendar quarter in which such amounts were reported. In this subsection, the "county portion of the retailers' discount" is the amount determined by multiplying the total retailers' discount by a fraction the numerator of which is the gross county sales and use taxes payable and the denominator of which is the sum of the gross state and county sales and use taxes payable. The county taxes distributed shall be increased or decreased to reflect subsequent refunds, audit adjustments, and all other adjustments of the county taxes previously distributed. Interest paid on refunds of county sales and use taxes shall be paid from the appropriation under s. [20.835 \(4\) \(g\)](#) at the rate paid by this state under s. [77.60 \(1\) \(a\)](#). ***The county may retain the amount it receives or it may distribute all or a portion of the amount it receives to the towns, villages, cities, and school districts in the county.*** After receiving notice from the department of revenue, a county shall reimburse the department for the amount by which any refunds, including interest, of the county's sales and use taxes that the department pays or allows in a reporting period exceeds the amount of the county's sales and use taxes otherwise payable to the county under this subsection for the same or subsequent reporting period. Any county receiving a report under this subsection is subject to the duties of confidentiality to which the department of revenue is subject under s. [77.61 \(5\)](#) and [\(6\)](#).

Q: Why is the county sharing with school districts? Sheboygan County is the only other county currently sharing county sales tax revenue and it's only going to municipalities.

Outagamie County Corporation Counsel Joe Guidote has reviewed the pertinent statutes and provided a legal opinion. In short, he opines that the county could restrict the *use* of the revenue being shared, which may exclude certain entities. For example, Sheboygan County specifically requires the revenues be used for public transportation infrastructure, which excludes school districts from qualifying. However, if there is no specified use limiting entities that would qualify, the county must share with all of the entities mentioned in the statute,

including school districts, in an equitable manner. The only restriction included in the Ordinance passed by the Outagamie County Board is that the revenue must be used in accordance with WI state statutes. Please note that municipalities and school districts are encouraged to consult their own legal counsel for guidance on utilization of the county sales tax revenue.

Q: How long can municipalities and schools rely on this shared revenue from the county?

There is no guarantee the county would continue to share revenue generated by the county sales tax. The current County Board is unable to bind a future County Board to this policy decision. Therefore, all entities receiving a share of this revenue from the county should be mindful of that fact when making budget decisions regarding the use of this revenue. If the revenue is used to pay for debt service, for example, the recipient will be protected against a significant adverse impact should the county rescind the revenue sharing in a subsequent adopted county budget since the recipient could increase the tax levy for debt service (as available under the current levy limit formula). On the other hand, if the revenue was used to cover ongoing operational expenses, a recipient could experience a budgetary gap if the county rescinded the revenue sharing at any point in the future. The ordinance language is intentionally general to allow for as much flexibility as possible for municipalities and school districts, given the range of municipal and school district needs that exist today and may exist in the future. Municipalities and schools can avoid future budget issues by using this revenue prudently.

Q: How will the county determine the amounts that will be distributed to each municipality and school district?

The pertinent section of the County Ordinance passed by the County Board reads as follows:

15 SECTION 5. The County of Outagamie authorizes sharing of the net proceeds of such sales and
16 use tax up to a maximum of 15% of said proceeds with qualifying municipalities and school districts
17 located within Outagamie County.

The sharing methodologies are outlined within the Sales Tax Analysis Report compiled by Outagamie County Financial Services on Page 26 as follows:

A) Allocating the Funding Between Local Municipalities and Local School Districts

The first step in the process is to allocate funding between the local municipalities and school districts. This allocation was completed by considering each municipality/school district as one unit of government. If a municipality or school district is located in more than one county, the share of equalized value located within the county versus that individual unit of government's overall equalized value was used. For example, if 75% of a municipality/school district's equalized value is within the county, that municipality/school

district would be considered as a 0.75 unit. Based upon this analysis and an *estimated* total of \$3,000,000 to be distributed to municipalities and school districts, 80% of the allocation would be made to local municipalities (\$2,400,000) and 20% would be made to local school districts (\$600,000). See tables in **Appendix D** from the Sales Tax Analysis Report (attached) for details.

B) Sharing the Funding between the two subsets – B1 Local Municipalities and B2 School Districts

B1 – Local Municipalities – This example uses the following three-pronged methodology to distribute the *estimated* \$2,400,000 million in sales tax to the local municipalities within the county: **1) Equalized value** at 33.33%, **2) Population** at 33.33%, **3) Lane miles** at 33.34%.

- 1) **EQUALIZED VALUE** - 33.33% to be allocated based upon Equalized Value (including TIFs). Equalized value is the current method used to calculate the county's tax rate. [Note - While the current tax rate calculation for the county share excludes the TIF valuations, we have used the gross equalized valuation since this more accurately reflects the overall equalized value of the municipalities within the county.] This is consistent with the current approach to allocating tax increases (or decreases) to all local units of government. **NOTE: Equalized values are based on prior year data per the Wisconsin Department of Revenue (i.e. 2018 equalized values utilized for 2020 budget calculation).**
- 2) **POPULATION** - 33.33% to be allocated based upon population. This portion would be based on the premise that the entire population within the county would be paying county sales tax. Therefore, residents in each municipality would benefit from the county contribution back to the local municipalities. **NOTE: Population numbers are based on prior year final estimates per the Wisconsin Department of Administration - Demographic Services Center (i.e. 2018 final estimates utilized for 2020 budget calculation).**
- 3) **LANE MILES** - 33.34% would be based on the number of lane miles within each jurisdiction (and only within Outagamie County's borders). **NOTE: Lane miles are based on prior year data per the Wisconsin Department of Transportation (i.e. 2019 lane miles data utilized for 2020 budget calculation).**

This balanced, three-pronged approach would reasonably and equitably distribute the sales tax back to the local municipalities based on the allocated share of the county's levy (equalized value), those that have paid it (population based) and those that need it to fund transportation or other infrastructure or related expenditures (lane miles). The *estimated* allocations for each local municipality based on this methodology are noted in

Appendix E of the Sales Tax Analysis Report (attached). **NOTE: It is important to underscore that the allocations in Appendix E are *estimates*.** While the county took a conservative approach estimating total sales tax collections in 2020, actual revenues may be less than projected resulting in lower distributions to municipalities than reflected in Appendix E. Therefore, municipalities are encouraged to be conservative when including sales tax revenue in their 2020 budgets.

B2 – Local School Districts - We have used the following two-pronged methodology to distribute the *estimated* \$600,000 in sales tax to the local school districts within the county:

1) Equalized value at 50% and 2) Enrollment at 50%.

- 1) **EQUALIZED VALUE** - 50% to be allocated based on Equalized Value (Including TIFs). Equalized Value is the current method used to calculate the county's tax rate. [While the current tax rate calculation for the county share excludes the TIF valuations, we have used the gross equalized valuation since this more accurately reflects the overall equalized value for them within the county.] This portion would maintain the current approach to allocating tax increases (or decreases) to all local units of government. **NOTE: Equalized values are based on prior year data per the Wisconsin Department of Revenue (i.e. 2018 equalized values utilized for 2020 budget calculation).**
- 2) **STUDENT ENROLLMENT** - 50% to be allocated based upon school enrollment. This ensures that local school districts with higher student counts would receive a slightly higher portion of the school districts' allocation. **NOTE: Student enrollment numbers are based on prior year data per the Wisconsin Department of Public Instruction or on other reasonable allocation methods if enrollment data by county is not readily obtainable.**

This balanced, two-pronged approach would reasonably and equitably distribute the sales tax back to the local school districts based on the allocated share of the county's levy (equalized value) and student enrollment. The *estimated* allocations for each local school district based on this methodology are noted in **Appendix F** of the Sales Tax Analysis Report (attached). **NOTE: It is important to underscore that the allocations in Appendix F are *estimates*.** While the county took a conservative approach estimating total sales tax collections in 2020, actual revenues may be less than projected resulting in lower distributions to school districts than reflected in Appendix F. Therefore, school districts are encouraged to be conservative when including sales tax revenue in their 2020 budgets.

Q: When can municipalities and school districts expect to receive sales tax revenue payments from the county?

The county will determine the payment method and schedule. It is currently anticipated that payments will be made on a semi-annual basis (approximately August 10, 2020 for January – June collections and February 10, 2021 for July – December collections) and will be based on 15% of actual 2020 revenues received by the county from the WI Department of Revenue. The county's fiscal year is the calendar year. Entities with differing fiscal years will need to choose which fiscal year to apply the revenues based on their financial reporting guidelines.

Q: What are the county requirements for municipalities and school districts regarding their use of the sales tax revenue?

Municipalities and school districts will be required to adopt a resolution and sign a form agreeing to utilize the revenue consistent with state statute. The county will provide standard templates for municipalities and school districts to utilize. Please note that municipalities and school districts are encouraged to consult their own legal counsel for guidance on the utilization of county sales tax revenue.

APPENDIX D

MUNICIPAL & SCHOOL DISTRICT ALLOCATION TABLES

MUNICIPALITY	*TOTAL EQUALIZED VALUE	*OC EQUALIZED VALUE	UNIT SHARE
TOWNS			
BLACK CREEK	\$ 102,821,000	\$ 102,821,000	1.00
BOVINA	101,956,800	101,956,800	1.00
BUCHANAN	684,363,800	684,363,800	1.00
CENTER	378,915,000	378,915,000	1.00
CICERO	90,794,800	90,794,800	1.00
DALE	267,681,600	267,681,600	1.00
DEER CREEK	44,403,400	44,403,400	1.00
ELLINGTON	276,129,900	276,129,900	1.00
FREEDOM	533,827,200	533,827,200	1.00
GRAND CHUTE	2,657,993,100	2,657,993,100	1.00
GREENVILLE	1,323,094,600	1,323,094,600	1.00
HORTONIA	122,906,900	122,906,900	1.00
KAUKAUNA	140,412,400	140,412,400	1.00
LIBERTY	72,791,800	72,791,800	1.00
MAINE	75,697,100	75,697,100	1.00
MAPLE CREEK	46,737,000	46,737,000	1.00
ONEIDA	216,087,800	216,087,800	1.00
OSBORN	98,654,400	98,654,400	1.00
SEYMOUR	103,983,100	103,983,100	1.00
VANDENBROEK	172,130,300	172,130,300	1.00
VILLAGES			
BEAR CREEK	16,788,500	16,788,500	1.00
BLACK CREEK	69,657,000	69,657,000	1.00
COMBINED LOCKS	297,130,800	297,130,800	1.00
HORTONVILLE	199,760,600	199,760,600	1.00
HOWARD	1,809,530,400	25,000	0.00
KIMBERLY	524,142,700	524,142,700	1.00
LITTLE CHUTE	878,465,300	878,465,300	1.00
NICHOLS	9,157,000	9,157,000	1.00
SHIOCTON	41,281,400	41,281,400	1.00
WRIGHTSTOWN	254,760,200	43,542,300	0.17
CITIES			
APPLETON	5,443,435,200	4,586,364,300	0.84
KAUKAUNA	1,088,410,700	1,088,364,100	1.00
NEW LONDON	388,138,900	124,884,900	0.32
SEYMOUR	210,167,300	210,167,300	1.00
TOTALS	\$ 18,742,208,000	\$ 15,601,113,200	31.34
*WI Dept of Revenue - 2018 Statement of Changes in Equalized Values			

SCHOOL DISTRICT	*TOTAL EQUALIZED VALUE	*OC EQUALIZED VALUE	UNIT SHARE
APPLETON	\$ 8,129,465,172	\$ 7,137,207,575	0.88
KIMBERLY	2,156,682,752	1,257,653,218	0.58
KAUKAUNA	2,393,293,273	1,814,423,363	0.76
LITTLE CHUTE	549,592,535	549,592,535	1.00
HORTONVILLE	2,202,756,864	2,202,756,864	1.00
SEYMOUR	823,012,881	804,836,610	0.98
FREEDOM	925,383,873	925,383,873	1.00
SHILOCH	336,846,131	336,846,131	1.00
CLINTONVILLE	651,189,274	66,666,495	0.10
NEW LONDON	1,126,138,908	354,557,852	0.31
WEST DEPERE	2,265,512,409	41,611,601	0.02
WRIGHTSTOWN	719,987,676	109,111,540	0.15
PULASKI	1,815,504,581	453,011	0.00
MENASHA	1,406,322,239	12,532	0.00
TOTALS	\$ 25,501,688,568	\$ 15,601,113,200	7.78
* WI Dept of Education - The number of students enrolled on the 3rd Friday of Sept.			

MUNICIPAL & SCHOOL DISTRICT ALLOCATION TABLE:			
County Distribution			
MUNICIPAL UNITS	31.34	80%	\$2,400,000.00
SCHOOL DIST UNITS	7.78	20%	\$600,000.00
TOTALS	39.12	100%	\$3,000,000.00

APPENDIX E

MUNICIPAL DISTRIBUTION TABLE

Estimate of Potential Distributions to Local Government Municipalities
\$2,400,000 allocated by: 33.33% Equalized Value, 33.33% Population, 33.34% Lane Miles

MUNICIPALITY	EQUALIZED VALUE SHARE	POPULATION SHARE	LANE MILES SHARE	TOTAL SHARE
TOWNS				
BLACK CREEK	\$ 5,272	\$ 5,400	\$ 23,168	\$ 33,840
BOVINA	5,232	5,024	18,248	28,504
BUCHANAN	35,096	30,208	24,880	90,184
CENTER	19,432	15,448	34,632	69,512
CICERO	4,656	4,824	26,024	35,504
DALE	13,728	12,360	24,992	51,080
DEER CREEK	2,280	2,808	17,840	22,928
ELLINGTON	14,160	13,000	31,416	58,576
FREEDOM	27,376	26,256	34,608	88,240
GRAND CHUTE	136,296	98,408	68,328	303,032
GREENVILLE	67,848	51,088	56,960	175,896
HORTONIA	6,304	4,736	10,864	21,904
KAUKAUNA	7,200	5,616	19,480	32,296
LIBERTY	3,736	3,800	12,584	20,120
MAINE	3,880	3,824	16,464	24,168
MAPLE CREEK	2,400	2,616	11,880	16,896
ONEIDA	11,080	20,504	43,176	74,760
OSBORN	5,056	5,240	15,032	25,328
SEYMORE	5,336	5,152	20,808	31,296
VANDENBROEK	8,824	6,824	11,312	26,960
VILLAGES				
BEAR CREEK	864	1,920	2,096	4,880
BLACK CREEK	3,568	5,672	3,912	13,152
COMBINED LOCKS	15,240	15,280	9,264	39,784
HORTONVILLE	10,240	11,896	7,840	29,976
HOWARD	-	-	-	-
KIMBERLY	26,880	28,984	17,632	73,496
LITTLE CHUTE	45,048	48,208	27,320	120,576
NICHOLS	472	1,176	1,840	3,488
SHILOCTON	2,120	4,024	2,832	8,976
WRIGHTSTOWN	2,232	864	1,408	4,504
CITIES				
APPLETON	235,160	266,896	142,920	644,976
KAUKAUNA	55,808	69,592	41,624	167,024
NEW LONDON	6,400	7,424	7,544	21,368
SEYMORE	10,776	14,928	11,072	36,776
TOTALS	\$ 800,000	\$ 800,000	\$ 800,000	\$ 2,400,000
	33.33%	33.33%	33.34%	100.00%

APPENDIX F
SCHOOL DISTRICT DISTRIBUTION TABLE

Estimate of Potential Distributions to School Districts
\$600,000 allocated by: 50% Outagamie Equalized Value, 50% Outagamie Student Enrollment

SCHOOL DISTRICT	ENROLLMENT SHARE	EQUALIZED VALUE SHARE	TOTAL SHARE
APPLETON	\$ 136,140	\$ 137,250	\$ 273,390
KIMBERLY	28,800	24,180	52,980
KAUKAUNA	28,380	34,890	63,270
LITTLE CHUTE	15,240	10,560	25,800
HORTONVILLE	38,160	42,360	80,520
SEYMOUR	20,640	15,480	36,120
FREEDOM	15,300	17,790	33,090
SHIOTON	6,660	6,480	13,140
CLINTONVILLE	1,230	1,290	2,520
NEW LONDON	6,840	6,810	13,650
WEST DEPERE	630	810	1,440
WRIGHTSTOWN	1,980	2,100	4,080
PULASKI	-	-	-
MENASHA	-	-	-
TOTALS	\$ 300,000	\$ 300,000	\$ 600,000
	50.00%	50.00%	100.00%

SAMPLE SALES TAX SHARED REVENUE RESOLUTION

The Outagamie County Board of Supervisors has adopted Ordinance B—2019-20 enacting a county sales and use tax of one-half of one percent (0.5%) in Outagamie County effective January 1, 2020. Section 5 of Ordinance B—2019-20 authorizes sharing of the net proceeds of the sales and use tax up to a maximum of 15% of net proceeds with qualifying municipalities and school districts located in Outagamie County.

The method for determining the share local municipalities and school districts receive for the 2020 calendar year is as follows:

- 1) Municipalities (Cities, Towns and Villages) – 80% of the shared revenue
 - a) Equalized Value Including TIF (Per WISDOR 2018 Statement of Changes in Equalized Values) – 33.33%
 - b) Population (Per WISDOA 2018 final estimates) – 33.33%
 - c) Lane Miles (Per WISDOT 2019 final GTA report) – 33.34%
- 2) School Districts – 20% of the shared revenue
 - a) Equalized Value Including TIF (Per WISDOR 2018 Statement of Changes in Equalized Values) – 50%
 - b) Student Enrollment (Per WISDPI 2018) – 50%

For municipalities and school districts spanning multiple counties, only the Outagamie County portion will be used in the formulas.

NOW THEREFORE, the undersigned members of _____ recommend adoption of the following resolution.

BE IT RESOLVED, that the _____ does hereby agree to accept and expend the shared county sales tax revenue from Outagamie County “*for the purpose of directly reducing the property tax levy*”, pursuant to Wis. Stat. § 77.70, and

BE IT FINALLY RESOLVED, that a copy of this Resolution be forwarded to the Outagamie County Executive, Outagamie County Clerk and Outagamie County Finance Director.

Dated this _____ day of _____.