



AMENDED AGENDA

REGULAR BOARD MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, March 18, 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 Regular Board Meeting of March 4, 2020
 - 2. Operator License Approval for Misty DeGroot and Marina Ketterer
 - 3. Operator License Denial for Anton Napieralla,
 - 4. Temporary Class “B” Retailers License for Rock Cancer on August 15, 2020
 - 5. Disbursement List
- G. Other Informational Items—February Fire Monthly Report and February Report
- H. Action—Adopt Resolution No. 9, Series 2020 Approving the 2019 MS4 Report
- I. Action—Adopt Resolution No. 10, Series 2020 Authorizing the Sale of Real Estate Located at 300 West Evergreen Drive to Agropur, Inc
- J. Action—Adopt Resolution No. 11, Series 2020 Declaring a State of Emergency in the Village of Little Chute
- K. Potential Action—Dutch Boys, LLC Development Agreement

- L. Action—2019 Budget Adjustments
- M. Potential Action— Faith Technologies, Inc Development Agreement
- N. Action—2020 Summer Event
- O. Action—Municipal Court Changes
- P. Potential Action—Sick Leave Policy
- Q. Department and Officers Progress Reports
- R. Call for Unfinished Business
- S. Items for Future Agenda
- T. 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@littlechute.org](mailto:Laurie@littlechute.org) Prepared: March 17, 2020

MINUTES OF THE REGULAR BOARD MEETING OF MARCH 4, 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
Brian Van Lankveldt, Trustee
David Peterson, Trustee
Larry Van Lankvelt, Trustee
Michael Vanden Berg, President
Skip Smith, Trustee

EXCUSED: Bill Peerenboom, Trustee

Roll call of Officers and Department Heads

PRESENT: James Fenlon, Village Administrator
Dan Meister, FVMPD Police Chief
Dave Kittel, 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
Steve Thiry, Library Director

EXCUSED: Chris Murawski, Village Engineer

Public Appearance for Items Not on the Agenda

None

Consent Agenda

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

1. Minutes of the Regular Board Meeting of February 19, 2020
2. Operator's License
Streuly, Kathleen Gentleman Jacks & Weenies
3. Outdoor Alcohol Permit, Down the Hill Bar for March 14, 2020
4. Disbursement List

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Approve the Consent Agenda items as presented

Presentation—Jim Moes Recognition

Administrator Fenlon presented a plaque to Jim Moes and thanked him for his 30 years of service as the Community Development Director for the Village of Little Chute and his knowledge, friendship and help to all departments.

Presentation—2020 Robert A. Nechodom Good Citizen Award Presentation

Administrator Fenlon introduced Mr. Dwayne Nechodom to present the 2020 Robert A. Nechodom Good Citizen Award to Ellen and Louie Mischler. Ellen and Louie volunteer across the community on a number of efforts from the Community flower pots, Windmill flower gardens, LC Historical Society, LC Quilt Show, LC Windmill, St. John's and many others. Trustee Van Lankvelt also commented on all the compliments received

on the flowerpots in the Village and complimented Ellen and Louie on all their hard work and many volunteer hours.

Discussion/Action—Fox Valley Metro K-9 Program

Fox Valley Metro Police Chief Meister went over the K-9 program to be added to the department and funded through donations. The plan is to create a public K-9 foundation that would qualify as a 501 (c) (3) non-profit entity.

Moved by Trustee Elrick, seconded by Trustee Van Lankveldt to Approve the creation of a 501 (c) (3) to fund the K-9 program for FVMPD.

Ayes 6, Nays 0 – Motion Carried

Action—Adopt Ordinance No. 2, Series 2020 Amending Open Burning Ordinance

Ms. Jan Cook, 428 Vandenbroek, asked about having a burning permit requirement. Administrator Fenlon advised Ms. Cook that she should feel free to call FVMPD or the Fire Department if there are problems in her neighborhood.

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Adopt Ordinance No. 2, Series 2020 Amending Open Burning Ordinance

Ayes 6, Nays 0 – Motion Carried

Action—Resolutions:

- a) Adopt Resolution No. 6, Series 2020 A Resolution Changing the Annual Salary for Village Trustee

Moved by Trustee Elrick, seconded by Trustee Smith to Adopt Resolution No. 6, Series 2020 A Resolution Changing the Annual Salary for Village

Ayes 4, Nays 2 (Trustee Peterson, Trustee Van Lankveldt) – Motion Denied

- b) Adopt Resolution No. 7, Series 2020 A Resolution Changing the Annual Salary for Village President

Moved by Trustee Elrick, seconded by Trustee Smith to Adopt Resolution No. 7, Series 2020 A Resolution Changing the Annual Salary for Village President

Ayes 6, Nays 0 – Motion Carried

- c) Adopt Resolution No. 8, Series 2020 A Resolution Changing the Annual Salary for Village Municipal Judge

Moved by Trustee Van Lankvelt, seconded by Trustee Smith to Adopt Resolution No. 8, Series 2020 A Resolution Changing the Annual Salary for Village Municipal Judge

Ayes 5, Nays 1 (Trustee Peterson) – Motion Carried

Action—2020 Personnel Manual Changes

Administrator Fenlon went over the changes to the 2020 Personnel Manual Changes.

Moved by Trustee Elrick, seconded by Trustee Van Lankveldt to Approve the 2020 Personnel Manual Changes as presented

Ayes 6, Nays 0 – Motion Carried

Discussion/Potential Action—Library Planning Committee

Administrator Fenlon advised the board on one of the first steps in establishing a new Library in Little Chute is establishing a Library Planning Committee. Administrator Fenlon went over members who have shown interest to serve and also suggested some other members per documents presented.

Trustee Van Lankveldt questioned the best way to get this information to the community; Administrator Fenlon advised through social media and outreach between the Village, Civic Groups and the Library.

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to develop a Library Planning Committee

Ayes 6, Nays 0 – Motion Carried

Action—Façade Grant for Elite Smiles

Administrator Fenlon went over the documents for a Façade Grant for Elite Smiles, Administrator Fenlon recommended a \$50,000.00 cap be placed on this and future grants.

Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to Approve the Façade Grant for Elite Smiles in the amount of \$50,000.00 and also to put a cap of \$50,000.00 on future grants.

Ayes 6, Nays 0 – Motion Carried

Discussion—2020 Summer Event

Administrator Fenlon advised the board that staff has discussed the idea of hosting a summer event/evening market. The idea has been presented to a number of business owners, community stakeholders and interested volunteers. Trustee Van Lankveldt asked if this would be similar to the Kermis Festival that used to be downtown, Administrator Fenlon advised that not necessarily, more in line with the success of Bazaar After Dark. Ideally the event would be financially sustainable and perhaps profitable.

Discussion—County Sales Tax

Administrator Fenlon advised the Board that this discussion will be deferred.

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 Peterson, seconded by Trustee Smith to enter into closed session

Ayes 6, Nays 0 – Motion Carried

Return to Open Session

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

Adjournment

Moved by Trustee Smith, seconded by Trustee Elrick to Adjourn the Regular Board Meeting at 7:18 p.m.

Ayes 6, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

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

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

FEE \$ 10.00

Application Date: 3-10-20

☐ Town ☒ Village ☐ City of Little Chute

County of Outagamie

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

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

at the premises described below during a special event beginning 10:00 AM and ending 12:00 AM and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

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

(a) Name Spierings Cancer Foundation - Rock Cancer
(b) Address 700 Harvest Trail Appleton WI 54913
(Street) ☐ Town ☐ Village ☒ City

(c) Date organized Aug 15 2020
(d) If corporation, give date of incorporation 8-2009

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

(f) Names and addresses of all officers:

President Jim Spierings 517/57
Vice President Sue Spierings
Secretary Kathy Verhagen
Treasurer Craig Spierings

(g) Name and address of manager or person in charge of affair: Jim Spierings
700 Harvest Trail Appleton WI 54913

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

(a) Street number Doyle Park Little Chute
(b) Lot _____ Block _____
(c) Do premises occupy all or part of building? _____
(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Rock Cancer
(b) Dates of event Aug 15 2020

DECLARATION

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

Officer _____
(Signature/date)

Rock Cancer Spierings Cancer
(Name of Organization)
fund
Officer Sue Spierings
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk 3-10-2020

Date Reported to Council or Board 3-18-2020

Date Granted by Council _____

License No. _____

DISBURSEMENT LIST- March 18, 2020

Payroll & Payroll Liabilities - March 18, 2020	\$239,287.05
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Prepaid Invoices - March 6, 2020	\$3,744.30
Prepaid Invoices - March 13, 2020	\$12,601.56

Utility Commission- March 17, 2020	\$181,003.52
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CURRENT ITEMS

Bills List - March 18, 2020	\$488,830.02
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Total Payroll, Prepaid & Invoices	\$925,466.45
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The above payments are recommended for approval:

Rejected: _____

Approved March 18, 2020

Michael R Vanden Berg, Village President

Laurie Decker, Clerk

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
AIRGAS USA LLC				
9098636876	MONTHLY RENTAL COMPRESSED AIR	47.01	02/20	101-53330-218
Total AIRGAS USA LLC:		47.01		
AMERICAN FIDELITY ASSURANCE				
D131068	MARCH BILLING	1,540.04	03/20	101-21367
Total AMERICAN FIDELITY ASSURANCE:		1,540.04		
AMPLITEL TECHNOLOGIES				
15458	TWO LAPTOPS	3,610.44	03/20	404-57190-302
15469	SSD DRIVES	374.99	02/20	207-52120-240
15486	NEW DESKTOP PC -VAN SCHYNDEL	1,563.45	03/20	207-52120-221
Total AMPLITEL TECHNOLOGIES:		5,548.88		
APPLETON HYDRAULIC COMPONENTS				
39735	REPAIR PLOW WING #41	747.97	02/20	101-53330-204
Total APPLETON HYDRAULIC COMPONENTS:		747.97		
APPLETON TROPHY & ENGRAVING				
21555	2 ENGRAVED BAMBOO PLAQUES	105.00	02/20	101-51110-219
Total APPLETON TROPHY & ENGRAVING:		105.00		
ASCENSION MEDICAL GROUP-FOX VALLEY WI				
386128	PRE-EMPLOYMENT PHYSICAL & DRUG SCREEN	135.00	02/20	101-51400-204
386672	EAP STANDARD SERVICE	145.87	02/20	207-52120-204
386672	EAP STANDARD SERVICE	115.69	02/20	101-53310-204
386672	EAP STANDARD SERVICE	80.48	02/20	101-51780-204
Total ASCENSION MEDICAL GROUP-FOX VALLEY WI:		477.04		
ASCENSION ST ELIZABETH HOSPITAL				
022920	FEBRUARY BLOOD DRAWS	78.78	02/20	207-52120-204
Total ASCENSION ST ELIZABETH HOSPITAL:		78.78		
AT&T LONG DISTANCE				
02/20 845626857	JAN/FEB CHARGES	14.21	02/20	101-51650-203
02/20 845626857	JAN/FEB CHARGES	23.48	02/20	207-52120-203
02/20 845626857	JAN/FEB CHARGES	38.78	02/20	620-53924-203
Total AT&T LONG DISTANCE:		76.47		
BATTERIES PLUS LLC				
P24675997	BATTERIES	77.85	02/20	101-52200-218
Total BATTERIES PLUS LLC:		77.85		
BAYCOM INC				
26468	SWAP RADIOS IN SQUADS 85 & 83	352.94	02/20	207-52120-247

Invoice	Description	Total Cost	Period	GL Account
Total BAYCOM INC:		352.94		
BEAR GRAPHICS INC				
842209	ELECTION ENVELOPE CUSTOM IMPORT	325.12	02/20	101-51440-206
Total BEAR GRAPHICS INC:		325.12		
BORK, BRIAN				
022920	FEBRUARY CLEAN UP	30.00	02/20	101-52200-111
Total BORK, BRIAN:		30.00		
BROOKS TRACTOR INC.				
D79740	KEEPER PIN #77	95.45	03/20	101-53330-225
Total BROOKS TRACTOR INC.:		95.45		
BURKLUND, YESENIA				
022920	SECURITY DEPOSIT REFUND	100.00	02/20	208-21235
Total BURKLUND, YESENIA:		100.00		
CASPERS TRUCK EQUIPMENT				
43508	VALVE FOR TRUCK #3	70.31	02/20	101-53330-225
Total CASPERS TRUCK EQUIPMENT:		70.31		
CITY OF APPLETON				
4335	MARCH WEIGHTS & MEASURES	580.00	03/20	101-52050-204
Total CITY OF APPLETON:		580.00		
ELMSTAR ELECTRICAL CORP				
1401301	REPAIR TRAFFIC SIGNAL AT "N" @ ELM ST	6,565.87	02/20	101-53300-204
Total ELMSTAR ELECTRICAL CORP:		6,565.87		
EMERGENCY COMMUNICATION SYSTEMS INC				
3004	RADIO BATTERY	45.63	03/20	101-51650-245
Total EMERGENCY COMMUNICATION SYSTEMS INC:		45.63		
EVERGREEN POWER LLC				
3418	CARBURETOR ASSEMBLY	104.37	02/20	101-53330-221
3456	REPAIR POLE SAW	97.99	02/20	101-55440-205
Total EVERGREEN POWER LLC:		202.36		
FARRELL EQUIPMENT & SUPPLY CO INC				
1078689	CONCRETE BLADE	159.99	03/20	101-53300-215
Total FARRELL EQUIPMENT & SUPPLY CO INC:		159.99		
FASTENAL COMPANY				
WIKIM251884	COTTER PINS	32.55	02/20	101-53330-218

Invoice	Description	Total Cost	Period	GL Account
Total FASTENAL COMPANY:		32.55		
FOX CITIES CONVENTION & VISITORS BUREAU				
2020TOURBRKVL	TOURISM BREAKFAST-FENLON	140.00	02/20	101-51400-201
Total FOX CITIES CONVENTION & VISITORS BUREAU:		140.00		
FOX CITIES JANITORIAL				
9764	MONTHLY CLEANING-LCFD	200.00	03/20	101-52250-243
9764	MONTHLY CLEANING-METRO	795.00	03/20	207-52120-243
Total FOX CITIES JANITORIAL:		995.00		
FOX VALLEY METROLOGY				
436776	ANNUAL CALIBRATION FOR SOUND METER	116.80	03/20	207-52120-205
Total FOX VALLEY METROLOGY:		116.80		
GARROW OIL				
FEBRUARY 2020	OFF ROAD DIESEL	30.15	02/20	206-55110-247
FEBRUARY 2020	OFF ROAD DIESEL	1.24	02/20	201-53620-247
FEBRUARY 2020	OFF ROAD DIESEL	65.49	02/20	101-55200-247
FEBRUARY 2020	OFF ROAD DIESEL	19.36	02/20	101-55440-247
FEBRUARY 2020	OFF ROAD DIESEL	6.08	02/20	610-53612-247
FEBRUARY 2020	OFF ROAD DIESEL	8.20	02/20	620-53644-247
FEBRUARY 2020	OFF ROAD DIESEL	52.16	02/20	101-53460-247
FEBRUARY 2020	OFF ROAD DIESEL	560.12	02/20	101-53330-217
Total GARROW OIL:		742.80		
GFC LEASING - WI				
12881624	GFC LEASING COPIER OVERAGE CHARGES	21.34	03/20	101-53310-207
Total GFC LEASING - WI:		21.34		
GRAEF				
108448	FOX RIVER BOARDWALK-DETAILED DESIGN	18,653.90	02/20	420-57620-277
Total GRAEF:		18,653.90		
GRISSMAN, JEN				
030720	SECURITY DEPOSIT REFUND	50.00	03/20	208-21235
Total GRISSMAN, JEN:		50.00		
GRUMANN, MICHAEL				
02/20 REIMBURSE	REIMBURSE MILEAGE-TRAINING	74.75	02/20	207-52120-201
Total GRUMANN, MICHAEL:		74.75		
HEARTLAND BUSINESS SYSTEMS				
364544-H	JANUARY BILL PRINT QNTY 4035	141.23	02/20	201-53620-206
364544-H	JANUARY BILL PRINT QNTY 4035	141.23	02/20	610-53614-206
364544-H	JANUARY BILL PRINT QNTY 4035	141.23	02/20	620-53904-206
364544-H	JANUARY BILL PRINT QNTY 4035	141.21	02/20	630-53443-206
364544-H	FEBRUARY BILL PRINT QNTY 4040	141.40	03/20	201-53620-206

Invoice	Description	Total Cost	Period	GL Account
364544-H	FEBRUARY BILL PRINT QNTY 4040	141.40	03/20	610-53614-206
364544-H	FEBRUARY BILL PRINT QNTY 4040	141.40	03/20	620-53904-206
364544-H	FEBRUARY BILL PRINT QNTY 4040	141.40	03/20	630-53443-206
Total HEARTLAND BUSINESS SYSTEMS:		1,130.50		
HEID MUSIC				
2577002	BAND MUSIC	48.00	03/20	101-55480-218
Total HEID MUSIC:		48.00		
INTERSTATE BATTERY OF GREEN BAY				
90134431	BATTERY FOR TRUCK #77	245.90	03/20	101-53330-225
Total INTERSTATE BATTERY OF GREEN BAY:		245.90		
KEN'S SPORTS				
96388623	TWO HELMETS	359.51	02/20	101-52200-213
Total KEN'S SPORTS:		359.51		
KERBERROSE SC				
202333	2019 AUDIT - PROGRESS BILLING	208.00	03/20	207-52120-262
202333	2019 AUDIT - PROGRESS BILLING	338.00	03/20	414-57400-262
202333	2019 AUDIT - PROGRESS BILLING	104.00	03/20	415-57500-262
202333	2019 AUDIT - PROGRESS BILLING	338.00	03/20	416-57600-262
202333	2019 AUDIT - PROGRESS BILLING	104.00	03/20	417-57700-262
202333	2019 AUDIT - PROGRESS BILLING	104.00	03/20	418-57800-262
202333	2019 AUDIT - PROGRESS BILLING	1,170.00	03/20	610-53614-262
202333	2019 AUDIT - PROGRESS BILLING	1,170.00	03/20	620-53924-262
202333	2019 AUDIT - PROGRESS BILLING	1,664.00	03/20	630-53444-262
Total KERBERROSE SC:		5,200.00		
KERRY'S VROOM SERVICE INC				
9318	OIL & FILTER CHANGE/BRAKES & ROTORS-UNIT#	514.98	03/20	207-52120-247
9320	OIL & FILTER CHANGE - UNIT#191	43.47	03/20	207-52120-247
9321	TIRE PRESSURE SENSORS-#90	192.00	03/20	207-52120-247
9322	OIL & FILTER CHANGE/ANTIFREEZE-UNIT#182	50.47	03/20	207-52120-247
Total KERRY'S VROOM SERVICE INC:		800.92		
KITTEL, DAVID				
02/20 REIMBURSE	APA PROFESSIONAL MEMBERSHIP-KITTEL	99.00	02/20	101-51530-208
03/20 REIMBURSE	INDEVELOPMENT CONFERENCE FEE	45.00	03/20	101-51530-201
Total KITTEL, DAVID:		144.00		
KUNDINGER FLUID POWER INC				
50582461	COUPLINGS FOR STOCK	84.64	03/20	101-53330-218
50582480	COUPLINGS FOR STOCK	692.68	03/20	101-53330-218
50582482	NYLON TUBING #43	80.01	03/20	101-53330-225
Total KUNDINGER FLUID POWER INC:		857.33		
KWIK TRIP INC				
LCFD FEB 2020	FEB FUEL FOR LCFD	10.42	02/20	101-52200-218

Invoice	Description	Total Cost	Period	GL Account
Total KWIK TRIP INC:		10.42		
LADDER HOUSE ON MAIN				
1	JIM'S RETIREMENT PARTY	129.80	03/20	101-51110-211
Total LADDER HOUSE ON MAIN:		129.80		
LEE'S CONTRACTING/FABRICATING				
22319	METAL FABRICATING #25	297.20	03/20	101-53330-225
Total LEE'S CONTRACTING/FABRICATING:		297.20		
LEXISNEXIS RISK DATA MANAGEMENT INC				
1686177-20200229	FEBRUARY 2020 MINIMUM COMMITMENT	100.00	02/20	101-51680-204
Total LEXISNEXIS RISK DATA MANAGEMENT INC:		100.00		
MACQUEEN EQUIPMENT				
P14089	PLow BLADE & MISC PARTS #58	1,347.59	02/20	101-53330-225
P14218	A/C FILTERS FOR #14	252.91	03/20	101-53330-225
Total MACQUEEN EQUIPMENT:		1,600.50		
MADISON NATIONAL LIFE				
1383957	APRIL LTD	1,022.97	03/20	101-21385
1383957	APRIL LIFE	402.75	03/20	101-21391
Total MADISON NATIONAL LIFE:		1,425.72		
MATTHEWS TIRE				
254506	FLAT REPAIR-SQUAD #191	33.67	02/20	207-52120-247
73608	1 NEW TIRE ON #43	19.88	02/20	101-53330-204
73608	1 NEW TIRE ON #43	275.10	02/20	101-53330-225
73617	FLAT REPAIR ON 1 TIRE-#75	24.36	02/20	101-53330-204
73617	FLAT REPAIR ON 1 TIRE-#75	17.00	02/20	101-53330-225
Total MATTHEWS TIRE:		369.81		
MCC INC				
207344	COLD MIX	261.00	02/20	101-53300-216
207344	COLD MIX	261.00	02/20	620-53644-216
Total MCC INC:		522.00		
MCCLONE				
2168	2ND QTR WORKERS COMP	162.00	03/20	207-52120-230
2168	2ND QTR WORKERS COMP	74.00	03/20	610-53614-230
2168	2ND QTR WORKERS COMP	70.00	03/20	620-53924-230
2168	2ND QTR WORKERS COMP	57.00	03/20	630-53444-230
2168	2ND QTR WORKERS COMP	13,172.00	03/20	101-51900-230
2168	2ND QTR WORKERS COMP	792.00	03/20	204-55420-230
2168	2ND QTR WORKERS COMP	204.00	03/20	206-55110-230
2168	2ND QTR WORKERS COMP	994.00	03/20	610-53614-230
2168	2ND QTR WORKERS COMP	2,635.00	03/20	630-53444-230
2168	2ND QTR WORKERS COMP	1,077.00	03/20	620-53924-230
2168	2ND QTR WORKERS COMP	10,267.00	03/20	207-52120-230

Invoice	Description	Total Cost	Period	GL Account
2168	2ND QTR WORKERS COMP	1,371.00	03/20	101-52250-230
2168	2ND QTR WORKERS COMP	370.00	03/20	620-53924-230
2168	2ND QTR GENERAL LIABILITY	2,294.00	03/20	201-53620-231
2168	2ND QTR GENERAL LIABILITY	2,711.00	03/20	101-51900-231
2168	2ND QTR GENERAL LIABILITY	3,963.00	03/20	101-52250-231
2168	2ND QTR GENERAL LIABILITY	938.00	03/20	207-52120-231
2168	2ND QTR GENERAL LIABILITY	104.00	03/20	620-53924-231
2168	2ND QTR GENERAL LIABILITY	417.00	03/20	630-53444-231
2168	2ND QTR AUTO LIABILITY	4,572.00	03/20	101-51900-231
2168	2ND QTR AUTO LIABILITY	64.00	03/20	101-52250-231
2168	2ND QTR AUTO LIABILITY	361.00	03/20	201-53620-231
2168	2ND QTR AUTO LIABILITY	202.00	03/20	204-55420-231
2168	2ND QTR AUTO LIABILITY	52.00	03/20	206-55110-231
2168	2ND QTR AUTO LIABILITY	5,395.00	03/20	207-52120-231
2168	2ND QTR AUTO LIABILITY	520.00	03/20	101-51900-231
2168	2ND QTR AUTO LIABILITY	435.00	03/20	610-53614-231
2168	2ND QTR AUTO LIABILITY	414.00	03/20	620-53924-231
2168	2ND QTR AUTO LIABILITY	843.00	03/20	630-53444-231
2168	2ND QTR AUTO LIABILITY	4,103.00	03/20	207-52120-231
Total MCCLONE:		58,633.00		
MENARDS - APPLETON EAST				
78933	60 MINUTE SPRING WOUND TIMER	11.87	02/20	101-53310-243
Total MENARDS - APPLETON EAST:		11.87		
MONROE TRUCK EQUIPMENT INC				
821912	HYDRAULIC MOTOR #41	291.66	02/20	101-53330-225
Total MONROE TRUCK EQUIPMENT INC:		291.66		
O'REILLY AUTOMOTIVE INC				
2043199974	GEAR OIL	32.97	02/20	101-53330-218
2043-200104	LIGHT BULBS	11.43	02/20	101-53330-218
2043-201603	OIL, FUEL, AND AIR FILTERS	60.49	02/20	101-53330-218
2043-201971	UNDERCOAT #2	17.98	02/20	101-53330-225
2043-202016	TIRE GAUGE	29.99	02/20	101-53330-218
CM2043-201981	RETURNED TIRE GAUGE	11.99	02/20	101-53330-218
Total O'REILLY AUTOMOTIVE INC:		140.87		
OUTAGAMIE COUNTY RECYCLING & SOLID WASTE				
12324	FEBRUARY SANITATION FEES	8,780.28	02/20	201-53620-204
Total OUTAGAMIE COUNTY RECYCLING & SOLID WASTE:		8,780.28		
OUTAGAMIE COUNTY TREASURER				
FEBRUARY 2020	FEBRUARY COURT FINES	582.33	02/20	101-35101
Total OUTAGAMIE COUNTY TREASURER:		582.33		
PROFESSIONAL SERVICE INDUSTRIES INC				
690175	CIP PROJECTS 2020	2,892.00	02/20	620-51115-204
690175	CIP PROJECTS 2020	1,000.00	02/20	630-51214-204
690175	CIP PROJECTS 2020	2,000.00	02/20	452-51016-204
690175	CIP PROJECTS 2020	2,000.00	02/20	452-51019-204

Invoice	Description	Total Cost	Period	GL Account
Total PROFESSIONAL SERVICE INDUSTRIES INC:		7,892.00		
REINDERS INC				
1815755	INFIELD PRO MOWER	24,170.09	02/20	403-57620-303
2098007	BLOWN FUSE #23	190.50	02/20	101-53330-204
Total REINDERS INC:		24,360.59		
SCHAEFER, HEATHER				
030320	PAYOUT 8 PEOPLE FOR PAINTING CLASS	160.00	03/20	101-55300-204
Total SCHAEFER, HEATHER:		160.00		
SCHMITZ, JUSTINE				
030120	SECURITY DEPOSIT REFUND	100.00	03/20	208-21235
Total SCHMITZ, JUSTINE:		100.00		
SERVICE MOTOR COMPANY				
P27217	5 GAL OIL	206.24	03/20	101-53330-217
Total SERVICE MOTOR COMPANY:		206.24		
SLOTKE, JEREMY				
03/20 REIMBURSE	MILEAGE REIMBURSEMENT-COMMAND COLLEGE	162.15	03/20	207-52120-201
Total SLOTKE, JEREMY:		162.15		
STAPLES ADVANTAGE				
3440865144	ENVELOPES	48.28	02/20	101-51420-206
3440865148	WHITE POST ITS FOR ELECTION	73.40	02/20	101-51440-206
Total STAPLES ADVANTAGE:		121.68		
STATE OF WI COURT FINES &				
FEBRUARY 2020	FEBRUARY COURT FINES	2,045.43	02/20	101-35101
Total STATE OF WI COURT FINES &:		2,045.43		
STONERIDGE LITTLE CHUTE LLC				
1036891227	FOOD	104.18	02/20	101-52200-211
21061571453	FOOD AND CLEANING SUPPLIES	186.69	02/20	101-52200-211
21063081000	FOOD	29.22	02/20	101-52200-211
21080241828	BEVERAGES	77.61	02/20	101-52200-211
21098301211	FOOD AND WATER	26.68	02/20	101-51440-211
22095230747	SENIOR PROGRAM ITEMS	12.23	02/20	101-55300-218
23068872012	BEVERAGES	54.82	02/20	101-52200-211
24042911418	FOOD	104.42	02/20	101-52200-211
25007681632	BEVERAGES	33.13	02/20	101-52200-211
Total STONERIDGE LITTLE CHUTE LLC:		628.98		
TANNER'S GRILL AND BAR				
160	JIM'S RETIREMENT PARTY	648.41	03/20	101-51110-211

Invoice	Description	Total Cost	Period	GL Account
Total TANNER'S GRILL AND BAR:		648.41		
TESCH, JOE				
022920	FEBRUARY CLEAN UP	30.00	02/20	101-52200-111
Total TESCH, JOE:		30.00		
TRANSAMERICA LIFE INSURANCE COMPANY				
2503696002	MARCH BILLING	579.70	03/20	101-21364
Total TRANSAMERICA LIFE INSURANCE COMPANY:		579.70		
TRUCK COUNTRY OF WISC				
X202595107:01	ELBOW FITTING #43	16.85	03/20	101-53330-225
Total TRUCK COUNTRY OF WISC:		16.85		
UNIFIRST CORPORATION				
0970303898	SHIRTS/PANTS	4.51	02/20	101-53330-213
0970303898	LAUNDRY BAGS/WIPERS	15.50	02/20	101-53330-218
0970304375	SHIRTS/PANTS	4.51	03/20	101-53330-213
0970304375	LAUNDRY BAGS/WIPERS	15.50	03/20	101-53330-218
Total UNIFIRST CORPORATION:		40.02		
VALLEY LIQUOR				
822509	BEVERAGES AND SUPPLIES	149.45	02/20	101-52200-211
823231	BEVERAGES AND SUPPLIES	149.45	02/20	101-52200-211
Total VALLEY LIQUOR:		298.90		
VAN DYN HOVEN, LUKE				
03/20 REIMBURSE	REIMBURSE AMT FOR FLAG TO BE REPAIRED	52.75	03/20	202-51960-301
Total VAN DYN HOVEN, LUKE:		52.75		
VINTON CONSTRUCTION CO				
2019003-1	PROGRESS PYMT #2-2019 PAVING-EVERGREEN D	178,352.65	02/20	417-51025-263
2019003-1	PROGRESS PYMT #2-2019 PAVING-EVERGREEN D	151,930.05	02/20	414-51025-263
Total VINTON CONSTRUCTION CO:		330,282.70		
WELLS FARGO FINANCIAL LEASING				
5009470494	MARCH COPIER LEASE	450.00	03/20	101-53310-207
5009470494	MARCH COPIER LEASE	803.15	03/20	101-51650-207
Total WELLS FARGO FINANCIAL LEASING:		1,253.15		
WI DEPT OF JUSTICE				
L4504T 02/20	FEB BACKGROUND CHECKS	115.00	02/20	207-52120-218
Total WI DEPT OF JUSTICE:		115.00		
WI-DSPS				
I0005092	PERMIT TO OPERATE-ELEVATOR	50.00	03/20	206-55110-243
I0005093	PERMIT TO OPERATE-ELEVATOR	50.00	03/20	206-55110-243

Invoice	Description	Total Cost	Period	GL Account
Total WI-DSPS:		100.00		
Grand Totals:		488,830.02		

Report GL Period Summary

Vendor number hash: 278112
Vendor number hash - split: 541618
Total number of invoices: 102
Total number of transactions: 169

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	488,830.02	488,830.02
Grand Totals:	488,830.02	488,830.02

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2020 REFUNDS-MISCELLANEOUS (5094)							
031320	Invoi	CIVIC CENTER ROOM REFUND	100.00	Open	Non	03/20	206-38211
Total 2020 REFUNDS-MISCELLANEOUS (5094):			100.00				
2020 UTILITY REFUNDS (5089)							
125124906	Invoi	OVERPAYMENT REFUND ACCT #1-251249-06	36.47	Open	Non	03/20	001-15000
170299003	Invoi	OVERPAYMENT REFUND ACCT #1-702990-03	24.01	Open	Non	03/20	001-15000
Total 2020 UTILITY REFUNDS (5089):			60.48				
AMPLITEL TECHNOLOGIES (4637)							
15382	Invoi	MICROSOFT OFFICE 365-MARCH	716.55	Open	Non	03/20	207-52120-204
15391	Invoi	DATTO BACK UP SERVICES 03/20	375.00	Open	Non	03/20	207-52120-204
15414	Invoi	MONTHLY ANTI-VIRUS SERVICE-MAR	115.50	Open	Non	03/20	207-52120-240
Total AMPLITEL TECHNOLOGIES (4637):			1,207.05				
AT & T (5080)							
287294953059 03/2	Invoi	JAN/FEB SERVICE	239.47	Open	Non	02/20	101-52200-203
Total AT & T (5080):			239.47				
CALIBRE PRESS (5100)							
77898	Invoi	FEMALE ENFORCERS TRAINING	507.00	Open	Non	02/20	207-52120-201
Total CALIBRE PRESS (5100):			507.00				
CELLCOM (4683)							
900354	Invoi	CELL SERVICE	1,591.17	Open	Non	02/20	207-52120-203
900354	Invoi	CELL PHONES & CASES	2,518.61	Open	Non	02/20	207-52120-203
Total CELLCOM (4683):			4,109.78				
HEART OF THE VALLEY CHAMBER (996)							
12868	Invoi	GIFT CERTIFICATES FOR POSTER CONTEST	145.00	Open	Non	03/20	101-52200-219
Total HEART OF THE VALLEY CHAMBER (996):			145.00				
KWIK TRIP INC (2365)							
FEB 2020 286768-1	Invoi	FEB FUEL FOR SQUADS	2,567.09	Open	Non	02/20	207-52120-247
Total KWIK TRIP INC (2365):			2,567.09				
LINDNER ACE HARDWARE LITTLE CHUTE (4702)							
261936-312001	Invoi	PAPER TOWELS	8.95	Open	Non	02/20	101-52200-218
262090-312001	Invoi	OIL ABSORBENT	59.95	Open	Non	02/20	101-52200-218
262156-325001	Invoi	GARDEN SPRAYER	20.98	Open	Non	02/20	101-53330-218
262182-312001	Invoi	CLEANING SUPPLIES	19.96	Open	Non	02/20	101-52200-218
262184-312001	Invoi	GARBAGE BAGS	47.97	Open	Non	02/20	101-52200-218
262237-325001	Invoi	TERRY TOWELS	13.58	Open	Non	02/20	101-53330-218
262269-325001	Invoi	LAWN RAKES	41.98	Open	Non	02/20	101-55440-218
262270-312001	Invoi	FASTENERS	21.99	Open	Non	02/20	101-52200-218
262342-325001	Invoi	UPS-PART FOR TRUCK #23	47.64	Open	Non	02/20	101-53330-225
Total LINDNER ACE HARDWARE LITTLE CHUTE (4702):			283.00				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
MARCO INC (3910)							
26518653	Invoi	MONTHLY COPIER LEASE-1493357-FEBRUARY 20	330.08	Open	Non	02/20	207-52120-207
Total MARCO INC (3910):			330.08				
SPEEDY CLEAN DRAIN & SEWER (122)							
69661	Invoi	REPAIRED LEAK IN GREASE TRAP @ VH	2,310.00	Open	Non	02/20	101-51650-242
Total SPEEDY CLEAN DRAIN & SEWER (122):			2,310.00				
THEDACARE (1983)							
FEB 2020 1210055	Invoi	FEBRUARY BLOOD DRAWS	297.50	Open	Med	02/20	207-52120-204
Total THEDACARE (1983):			297.50				
TIME WARNER CABLE (89)							
02/20 71391120150	Invoi	FEBRUARY/MARCH SERVICE	232.09	Open	Non	03/20	207-52120-203
03/20 70953560100	Invoi	MARCH/APRIL SERVICE	213.02	Open	Non	03/20	101-51650-203
Total TIME WARNER CABLE (89):			445.11				
Grand Totals:			12,601.56				

Report GL Period Summary

Vendor number hash: 95918
Vendor number hash - split: 100601
Total number of invoices: 25
Total number of transactions: 26

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	12,601.56	12,601.56
Grand Totals:	12,601.56	12,601.56

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2020 UTILITY REFUNDS (5089)							
121042114	Invoi	OVERPAYMENT REFUND ACCT #1-210421-14	25.02	Open	Non	03/20	001-15000
170271006	Invoi	OVERPAYMENT REFUND ACCT #1-702710-06	26.10	Open	Non	03/20	001-15000
Total 2020 UTILITY REFUNDS (5089):			51.12				
AMPLITEL TECHNOLOGIES (4637)							
15389	Invoi	MICROSOFT OFFICE 365-MARCH	432.10	Open	Non	03/20	404-57190-208
15393	Invoi	MONTHLY DATTO BACK-UP SERVICES 03/20	325.00	Open	Non	03/20	404-57190-204
15404	Invoi	MONTHLY ANTI-VIRUS SERVICE-MAR	171.50	Open	Non	03/20	404-57190-204
Total AMPLITEL TECHNOLOGIES (4637):			928.60				
ARING EQUIPMENT CO INC (577)							
756833	Invoi	BRAKE HAND LEVER FOR TRUCK #26	190.82	Open	Non	02/20	101-53330-225
Total ARING EQUIPMENT CO INC (577):			190.82				
BAYCOM (1318)							
26516	Invoi	DEPOT REPAIR	256.06	Open	Non	02/20	101-52200-218
Total BAYCOM (1318):			256.06				
EHLERS INVESTMENT PARTNERS LLC (1425)							
DECEMBER 2019	Invoi	DECEMBER INVESTMENT MANAGEMENT	453.69	Open	Atto	13/19	630-53444-229
DECEMBER 2019	Invoi	DECEMBER INVESTMENT MANAGEMENT	200.78	Open	Atto	13/19	300-57331-229
DECEMBER 2019	Invoi	DECEMBER INVESTMENT MANAGEMENT	217.01	Open	Atto	13/19	610-53614-229
DECEMBER 2019	Invoi	DECEMBER INVESTMENT MANAGEMENT	112.77	Open	Atto	13/19	620-53924-229
DECEMBER 2019	Invoi	DECEMBER INVESTMENT MANAGEMENT	156.08	Open	Atto	13/19	101-51780-229
JANUARY 2020	Invoi	JANUARY INVESTMENT MANAGEMENT	172.45	Open	Atto	02/20	300-57331-229
JANUARY 2020	Invoi	JANUARY INVESTMENT MANAGEMENT	141.57	Open	Atto	02/20	101-51780-229
JANUARY 2020	Invoi	JANUARY INVESTMENT MANAGEMENT	313.54	Open	Atto	02/20	610-53614-229
JANUARY 2020	Invoi	JANUARY INVESTMENT MANAGEMENT	143.63	Open	Atto	02/20	620-53924-229
JANUARY 2020	Invoi	JANUARY INVESTMENT MANAGEMENT	366.48	Open	Atto	02/20	630-53444-229
Total EHLERS INVESTMENT PARTNERS LLC (1425):			2,278.00				
EVERGREEN POWER LLC (4827)							
5115	Invoi	SPARK PLUGS	39.70	Open	Non	02/20	101-52200-218
Total EVERGREEN POWER LLC (4827):			39.70				
Grand Totals:			3,744.30				

Report GL Period Summary

Vendor number hash:	33661
Vendor number hash - split:	45061
Total number of invoices:	10
Total number of transactions:	18

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	3,744.30	3,744.30
Grand Totals:	3,744.30	3,744.30

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – FEBRUARY 2020



Little Chute

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

February 2020

Village Administrator Report to the Board of Trustees

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

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – FEBRUARY 2020

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

As we continue this effort, the style and metrics will be fine-tuned to better capture operational aspects that will serve staff, the board and public with a more robust understanding of operations. Ultimately, this information can be used to assist in policy and fiscal decisions on the future of Village operations. New in 2020, we will be including data and information from the Little Chute Fire Department, which will help show how our dedicated team of individuals serve the community.

If you have any questions or suggestions, please contact us!

Department Overview

The report will track monthly activities for the following:

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

Questions or Comments

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

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

Village Administrator

HIGHLIGHTS

- The Board of Trustees worked on the following items in the month of February:
 - Approved a series of budget adjustments for 2019
 - Approved an Intergovernmental Agreement with the Village of Kimberly regarding the Joint Library – effective January 1, 2021, the Village of Little Chute will operate our own library.
 - Approved a tentative agreement with the Fox Valley Metro Professional Police Association for a successor contract for the next three years.
 - Hosted a public meeting with residents on Carol Lynn Drive regarding street width.
 - The Board of Trustees attended a Joint Meeting with Kimberly regarding a K-9 program for the FVMPD.
 - Held a public hearing for 2020 utility and street reconstruction projects.
 - Held a public hearing for a rezoning application to the central business district.
 - Approved a zoning change in the central business district on February 19th.
 - Approved a resolution to authorize a sale of real estate to the Fox River Investment Group for a senior housing facility.
 - The Board also authorized staff recommended changes to the special event permit.
- Continued to work with staff on an effective resolution to a billing issue with Outagamie County Landfill and met with County officials regarding the billing issue.
- Continued discussions and negotiations for the FVMPD Professional Police Association successor agreement.
- David Kittel started as Community Development Director in February.
- Attend public meetings in Madison regarding legislation that would support economic development efforts in Little Chute.
- Met with Gold Cross and members of the LCFD regarding establishing an EMS unit in the Village of Little Chute.
- The Façade Grant review committee met to review an application for a façade grant.
- Celebrated the retirement of long-time Community Development Director Jim Moes – Jim served the village for over 30 years and provided a positive and lasting impact to the community. Congrats Jim!

TOP PRIORITIES FOR MARCH

- Continue working with County officials on resolving the leachate billing matter.
- Secure future training opportunities for staff on a number of different topics.
- Present the Robert A. Nechodom award to Ellen and Louie Mischler.
- Present for Board of Trustee action:
 - FVMPD K-9 Program
 - Open Burning Ordinance Amendments
 - Changes in salary for elected officials
 - Personnel Manual changes
 - Library Planning Efforts
 - Façade Grant for Elite Smiles
 - MS4 Annual Report
 - Resolution authorizing the sale of real estate to Agropur
 - Action on various development agreements
 - Municipal Court changes
 - Create a 2020 summer event for downtown Little Chute
 - Final 2019 Budget Amendments

Clerk

HIGHLIGHTS

February was a very busy month in the Clerk's office. The 2020 Election cycle officially got started with the Spring Primary on February 18. It was a successful election with great participation. Prior to the election early voting was available and absentee requests were mailed out and processed. Preparations are already underway for the April 7 Spring Election and Presidential Preference Primary.

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

- Shared data from social media sites
- Agendas/Minutes for meetings (Regular Board, Special Meeting, Plan, Utility, Design Review)
- Continued maintenance of the Village Website and social media outlets
- Ongoing phone/supply ordering support
- Civic Center/Village Hall rentals
- Open early voting, process absentee ballots
- Facilitate Spring Primary Election
- Ballot Styles for Spring Primary were reviewed, ordered and organized
- Preparations for 2020 elections webinar training, upkeep of voter records, supply ordering

Goals for March:

- Prepare for Spring Election and Presidential Preference Primary – April 7
- Open early voting, process absentee ballots
- Close out the Spring Primary election with the State
- Agendas/Minutes for meetings
- Work with Public Works on spring newsletter, finalize and mail out
- Share data from social media sites
- Maintenance of the Village Website and social media outlets
- Ongoing phone/supply ordering support
- Civic Center/Village Hall rentals
- Plan retirement party for Jim Moes

Village of Little Chute Website and Social Media Metrics - February 2019

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Website Visits	9,801	8,418	16.43%	21,312	17,366	22.72%
Website Page Views	12,213	13,074	-6.59%	26,279	26,913	-2.36%
Facebook Likes	3,867	3,295	17.36%	7,714	6,522	18.28%
Facebook Reach	46,292	71,451	-35.21%	151,745	137,293	10.53%
Village Hall Blog View	364	572	-36.36%	918	1,208	-24.01%
Instagram Followers	401	422	-4.98%	569	422	34.83%
Twitter Followers	401	345	16.23%	401	345	16.23%
Twitter Impressions	1,072	694	54.47%	1,471	834	76.38%

Community Development

HIGHLIGHTS

- Met with Commercial Developers regarding sites and TIF in village.
- Continued Inspections of homes, apartments and commercial projects.
- Discussions with architects regarding new projects.
- Rezoning in Downtown for redevelopment
- Transition to new CD Director

TOP PRIORITIES FOR MARCH

- Meet with builders and owners about upcoming commercial projects.
- Work with developers regarding Commercial/Industrial projects.
- Continued Inspections of homes, apartments, industrial and commercial projects.
- Assist developers, surveyors, and realtors with zoning requirements.
- Conditional Use hearing for Home Business
- Continuing education classes
- Attended FCEDP Executive Officers meeting

COMMUNITY DEVELOPMENT FEBRUARY DATA

Community Development Department 2020 Permit Data				
	February-20	2020 Totals	2019 Totals	2018 Totals
Permits Issued	21	42	667	622
Property Complaints	0	1	31	61
Property/Field Inspections	38	111	912	929
Letters Sent	0	0	0	0
Action Corrected	0	0	13	44
Referred for Action	0	0	0	7
Ongoing	1	2	36	16

Community Development Department 2020 Permit Data				
	February-20	2020 Totals	2019 Totals	2018 Totals
Permits Issued	21	42	717	622
Permit Fees	\$3,847	\$6,660.00	\$108,776	\$257,754
Permit Value	\$400,443	\$580,443.00	\$35,228,147	\$47,343,017

Finance Department

HIGHLIGHTS

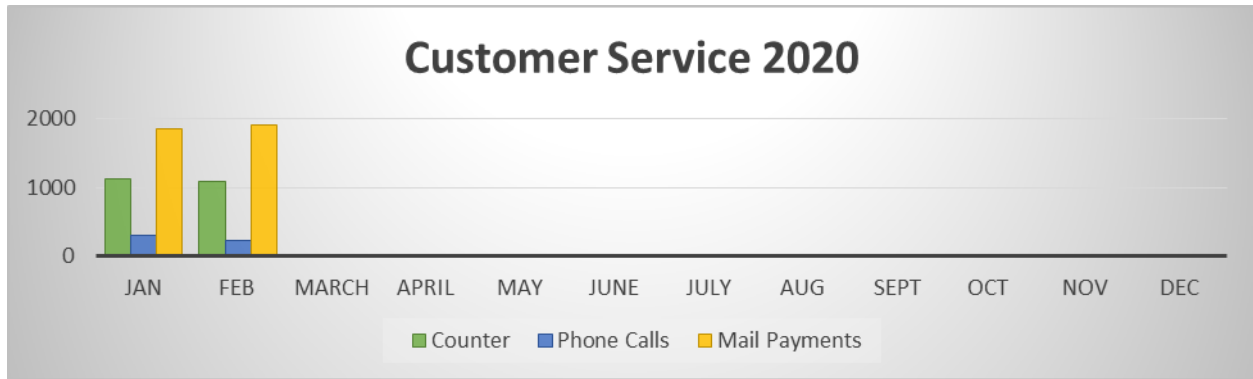
- Completed special assessment reconciliation cleaning up several old records and establishing procedure to complete on a monthly basis moving forward. Jim Moes was instrumental in providing history to complete this long overdue task.
- Completed February tax settlement timely with taxing jurisdictions
- Mobile Home reported filed timely with the State by Utility Billing Clerk
- 4,040 utility bills created, 50 service orders (Final Reads, High/Low Reads, Meter Installations) created/coordinated with MCO and 236 Landlord notices mailed for tenant delinquency notification, 824 ratepayers opted out of postcard billing, 1,452 ratepayers utilized PSN and 659 ACH for payments in February.
- Affordable Health Care Compliance filings completed by Payroll Clerk (1094/1095)
- Accounts Payable Clerk mailed 21 delinquent Personal Property tax letters initiating a timely collection process for those not paying by deadline. Also filed allowable chargebacks to taxing jurisdictions for uncollected personal property tax collection for the two parcels that met the eligibility criteria. Received 111 personal property statements for establishing the 2020 valuation coordinating with the Community Development Director and Associated Bank for processing.
- Workers Compensation fieldwork was completed for the annual audit.

TOP PRIORITIES FOR MARCH

- Final audit fieldwork preparation scheduled for March 16-20
- Develop an On Boarding/Hiring process along with a Termination Checklist
- Weights and Measures billing
- Schedule cross-training for staff
- File PSC report

CONTINUOUS IMPROVEMENT EFFORTS

- Established procedures when property is annexed in and/or when a new water service is requested the Utility Billing Clerk will review the special assessment file to insure any past deferred assessments are addressed.
- Annually will review parcels set up with a deferred payment plan to determine if still collectible, verify property key and name on file (internal control check we don't miss properties annexed/keep property owner records up to date).
- Trained Utility Billing Clerk on Utilities Accounts Receivable reconciliation. Process established to be completed monthly and reviewed by Director.
- Established basis for allocating property and liability insurance equitably to all funds in alignment with how premiums are assessed.

FEBRUARY DATA**PERFORMANCE MEASUREMENTS**

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>Target 2020</u>
# months bank reconciliation completed timely	0	0	7	12
# of stale checks outstanding	NM	NM	57	5
Custodial credit risk	\$12.3	\$6.1	\$0	\$0
% of customers paying online	NM	NM	42%	55%
Continuous improvement initiatives	NM	NM	18	10
Number of special assessment billings	277	296	160	125
Average number of monthly utility bills	4,076	4,052	4,033	4,050
Annual number of utility work orders	952	1,093	940	950
Annual tax certification letters	793	735	775	750
General obligation bond rating	Aa3	Aa3	Aa3	Aa2
# of auditor's compliance issues	NM	6	1	0
% of time monthly financials closed within 15 days	NM	NM	50%	90%
% of staff adequately trained/cross trained	NM	NM	75%	100%

NM=New Measure

Little Chute Fire Department

Little Chute Fire Department - 2020 Calls for Service

	Structure Fire	CO Call	Mutual Aid	Auto Accident	Alarm Response	Misc.	2020 Total Responses	2019 Total Responses	2018 Total Responses	2017 Total Responses	2016 Total Responses	2015 Total Responses
2020 SUMMARY	0	3	1	6	3	1	14	202	165	172	155	132
January 2020 Calls	0	1	1	5	2	1	10					
February 2020 Calls	0	2	0	1	1	0	4					
March 2020 Calls												
April 2020 Calls												
May 2020 Calls												
June 2020 Calls												
July 2020 Calls												
August 2020 Calls												
September 2020 Calls												
October 2020 Calls												
November 2020 Calls												
December 2020 Calls												



Fox Valley Metro Police Department

HIGHLIGHTS

- As of this time, the three new officers are off field training and on solo patrol.
- The two, new Community Service Officers (CSO's) have started work. They are in their orientation and training phase for the next couple of weeks.

TOP PRIORITIES

- Planning for summer events
- K-9 foundation Planning
- CSO Program Training

FVMPD JANUARY DATA -



FOX VALLEY METRO POLICE DEPARTMENT

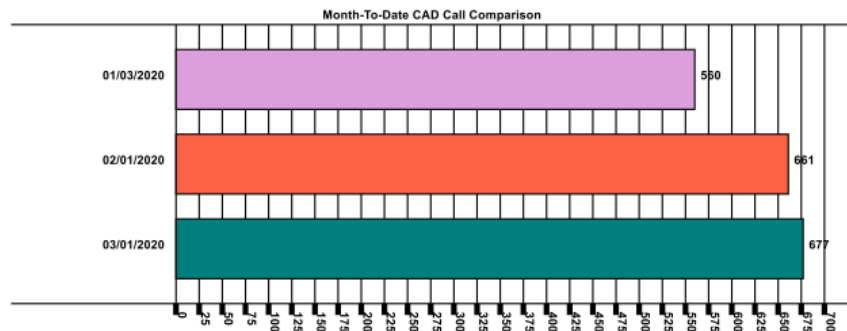
Month-to-Date CAD Call Detail

Month-To-Date CAD Received Calls

Call Nature	02/02/2020	01/04/2020	1 mo %	12/06/2019	2 mo %
	to 03/01/2020:	to 02/01/2020:	change:	to 01/03/2020:	change:
911 Misdial	55	55	0.0%	69	-20.3%
Abandoned Vehicle	1	2	-50.0%	0	N/A
Abdominal A-Adam Response	1	0	N/A	0	N/A
Accident in a Parking Lot	2	2	0.0%	4	-50.0%
Accident with Injury	0	3	-100.0%	0	N/A
Accident with Scene Safety	0	1	-100.0%	2	-100.0%
Alcohol Violations	2	0	N/A	1	100.0%
Animal Bite	1	0	N/A	1	0.0%
Animal Call	16	13	23.1%	13	23.1%
Assist Citizen or Agency	33	37	-10.8%	35	-5.7%
Back Problem A-Adam Response	1	1	0.0%	1	0.0%
Battery	1	0	N/A	0	N/A
Bicycle Stop	1	0	N/A	0	N/A
Bleeding B-Boy Response	0	1	-100.0%	0	N/A
Bleeding C-Charles Response	0	1	-100.0%	0	N/A
Bleeding D-David Response	0	0	N/A	1	-100.0%
Breathing Problem C-Charles	1	0	N/A	1	0.0%
Breathing Problem D-David	4	3	33.3%	4	0.0%
Burglary	0	1	-100.0%	0	N/A
Carbon Monoxide Alarm	1	0	N/A	0	N/A
Chest Complaint A-Adam	0	1	-100.0%	0	N/A
Chest Complaint C-Charles	0	1	-100.0%	0	N/A
Chest Complaint D-David	1	1	0.0%	1	0.0%
Choking A-Adam Response	0	1	-100.0%	0	N/A
Choking D-David Response	0	0	N/A	1	-100.0%
Civil Matter Assist	0	0	N/A	1	-100.0%
Civil Process	5	7	-28.6%	12	-58.3%
Crime Prevention	30	53	-43.4%	44	-31.8%
Damage to Property	6	3	100.0%	2	200.0%
Diabetic Issue C-Charles	1	1	0.0%	2	-50.0%
Disturbance	15	10	50.0%	7	114.3%

Disturbance with a Weapon	1	0	N/A	1	0.0%
Domestic Disturbance	2	5	-60.0%	4	-50.0%
Drug Complaint	3	6	-50.0%	6	-50.0%
Fainting A-Adam	2	0	N/A	0	N/A
Fainting C-Charles	1	0	N/A	1	0.0%
Falls A-Adam Response	4	0	N/A	0	N/A
Falls B-Boy Response	2	1	100.0%	1	100.0%
Falls D-David Response	0	0	N/A	3	-100.0%
Fire Alarm Commercial	1	2	-50.0%	0	N/A
Follow Up	12	10	20.0%	6	100.0%
Fraud Complaint	8	5	60.0%	7	14.3%
Harassment	8	3	166.7%	7	14.3%
Hazard in Roadway	10	6	66.7%	13	-23.1%
Headache C-Charles Response	1	1	0.0%	0	N/A
Heart Problem C-Charles	1	0	N/A	0	N/A
Heart Problem D-David	0	0	N/A	1	-100.0%
Jail GPS Checks	32	31	3.2%	11	190.9%
Juvenile Complaint	3	1	200.0%	1	200.0%
Law Alarms - Burglary Panic	6	6	0.0%	9	-33.3%
Lost or Found Valuables	5	2	150.0%	4	25.0%
Medical Assistance No Injury	0	1	-100.0%	3	-100.0%
Medical Pre-Alert	1	2	-50.0%	3	-66.7%
Missing Person	1	1	0.0%	0	N/A
Motorist Assist	30	22	36.4%	23	30.4%
Natural Gas or Propane Leak	1	1	0.0%	0	N/A
Noise Complaint	3	8	-62.5%	3	0.0%
Ordinance Violation	3	5	-40.0%	5	-40.0%
Overdose C-Charles	1	0	N/A	0	N/A
PNB E-Edward Response	1	1	0.0%	0	N/A
Parking Enforcement	8	3	166.7%	8	0.0%
Pregnancy C-Charles	1	0	N/A	1	0.0%
Reckless Driving Complaint	23	25	-8.0%	20	15.0%
Residence Lockout	0	1	-100.0%	1	-100.0%
Retail Theft	0	1	-100.0%	1	-100.0%
Runaway Juvenile	0	1	-100.0%	2	-100.0%
Scam	0	1	-100.0%	1	-100.0%
Seizure B-Boy Response	1	0	N/A	0	N/A
Seizure C-Charles Response	0	1	-100.0%	2	-100.0%
Sex Offense	0	2	-100.0%	2	-100.0%
Sick A-Adam	4	1	300.0%	0	N/A
Sick C-Charles	4	3	33.3%	4	0.0%

Sick D-David	3	2	50.0%	1	200.0%
Stroke C-Charles	3	2	50.0%	0	N/A
Structure Fire Smoke or Flame	0	0	N/A	2	-100.0%
Suspicious Incident	6	9	-33.3%	6	0.0%
Suspicious Person	3	6	-50.0%	0	N/A
Suspicious Vehicle	7	6	16.7%	7	0.0%
Testing Only	0	1	-100.0%	0	N/A
Theft Complaint	1	6	-83.3%	5	-80.0%
Theft of Automobile Complaint	1	0	N/A	1	0.0%
Traffic Enforcement	5	10	-50.0%	5	0.0%
Traffic Stop	214	195	9.7%	113	89.4%
Transport Accident B-Boy	0	0	N/A	1	-100.0%
Traumatic Injuries B-Boy	1	0	N/A	0	N/A
Trespassing	1	0	N/A	0	N/A
Unconscious D-David	2	2	0.0%	1	100.0%
Unknown Odor Outdoors	0	0	N/A	1	-100.0%
Unlocked or Standing Open Door	7	8	-12.5%	8	-12.5%
Vehicle Accident	18	14	28.6%	21	-14.3%
Vehicle Lockout	8	12	-33.3%	5	60.0%
Violation of Court Order	1	1	0.0%	2	-50.0%
Wanted Person or Apprehension	9	3	200.0%	4	125.0%
Weapon Violation	2	0	N/A	1	100.0%
Welfare Check	23	27	-14.8%	20	15.0%



Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Staff Training February 7th First Aid/CPR/AED
- Take your Child to the Library Day/Winter Reading Program wrap February 8th
- Complete Annual Report



TOP PRIORITIES FOR MARCH

- Census Kick off
- Youth Art month Displays
- Heart of the Valley Poetry Contest
- Review Hotspot Circulation procedures
- Review Ruko Circulation
- Spring Cleaning/Inventory
- Summer Reading Program preparation
- Investigate Youtube/Podcast Studio options
- Update Disc Resurfacing machines
- Review Technology replacement plan

UPCOMING EVENTS

- At this time, due to COVID-19, all programming at the Little Chute Library is cancelled until further notice. We will update all once we have a timeframe for continuation of services.

MONTHLY STATISTICS REPORT - KIMBERLY-LITTLE CHUTE PUBLIC LIBRARY - FEBRUARY 2020

Category		Current Month KIM	Current Month LIT	Current Month Combined	YTD Combined	Previous Year Comparison	% Change
Circulation		12,030	9,523	21,553	43,968	21,232	2%
Self Check (Included above)		5171	3,503		-		
		43%	37%		-		
					-		
Collections	Title count	39,875	40,797	80,672	161,775	78999	2%
	Item count	41,567	42,195	83,762	167,890	82193	2%
					-		
Computer Use				-	-		
					-		
Wireless	Distinct clients	526	480	1,006	1,999	831	21%
Minutes per session	Daily average	45	37	41		34	
Interlibrary Loan	Items borrowed	3,484	2,409	5,893	12,411	5945	-1%
	Items loaned	2,254	2,560	4,814	10,517	5954	-19%
Overdrive Usage (Previous mo eBook uses		701	594	1,295	2,554	1,223	6%
Overdrive Usage (Previous mo Audiobook uses		587	408	995	1,848	770	29%
RB Digital Magazines		23	63	86	154	96	-10%
RB Digital Audio		42	5	47	107	34	38%
Patron Visits		5,828	4,275	10,103	20,293	9,879	2%
Programming	Children	11	8	19	31		
	Community (all ages)	4	8	12	29		
Program Attendance	Children	239	299	538	859		
	Community (all ages)	62	169	231	476		
Hoopla							
		January	February	March	April	May	June
	Audiobook	233	223	111	105	101	127
	Comics	4	8	8	8	15	11
	Ebook	107	86	48	57	59	41
	Movie	30	23	34	23	16	27
	Music	11	11	24	33	20	18
	Television	27	22	8	14	15	20
		904.27	799.35	523.17	496.55	471.94	556.81
		2.19/circ	2.14/circ	2.25/circ	2.07/circ	2.09/circ	2.28/circ
		July	Aug	September	October	November	December
	Audiobook	127	136	158	168	215	179
	Comics	13	11	14	18	11	8
	Ebook	50	46	52	52	83	63
	Movie	22	29	15	24	26	28
	Music	26	24	13	15	8	11
	Television	13	18	10	11	20	13
		573.14	624.56	651.73	690.07	778.06	694.72
		2.28/circ	2.37/circ	2.49/circ	2.40/circ	2.14/circ	2.30/circ

Parks, Recreation and Forestry Department

FEBRUARY 2020 HIGHLIGHTS

- Finalized the updated special event permit.
- Selected Waites Tree Service for the removal of the 60 ash trees in 2020.
- Received approved permits from the WI DNR for the Fox River Boardwalk project. Received approval from the Village Board to request authorization to go to bid the first week of March.
- Finalized 2020 Spring/Summer Program Book and approved printing.
- Finalized contracts with entertainers for Family Fun Fest and Youth Carnival, and contracts with movie screen company for Movie In Park and Dive In Movie events.
- Submitted facility requests to LC High School for use of football field for five jets home games this fall.
- Contracted Kobussen Buses for bus needs for three jets football games this fall.
- Letters of intent to officiate mailed to men's softball officials.
- Requested street closure permit from Wisc DOT for cheese festival parade and walk/run on Main Street 6/6; approved permit received.
- Submitted order to DNR for Arbor Day sapling trees for 4th grade students participating in village ceremony in May.
- Requested and reviewed quotes for printing of summer tee shirt program; printer selected.
- Dance mats moved facility and bleached, rosters printed, met with instructors – first night of this session was Thursday, February 27 (total four classes for kids age 4 to 9).
- Entered spring/summer rec programs and descriptions in RecDesk software program to prepare for start of registration Monday, March 16.

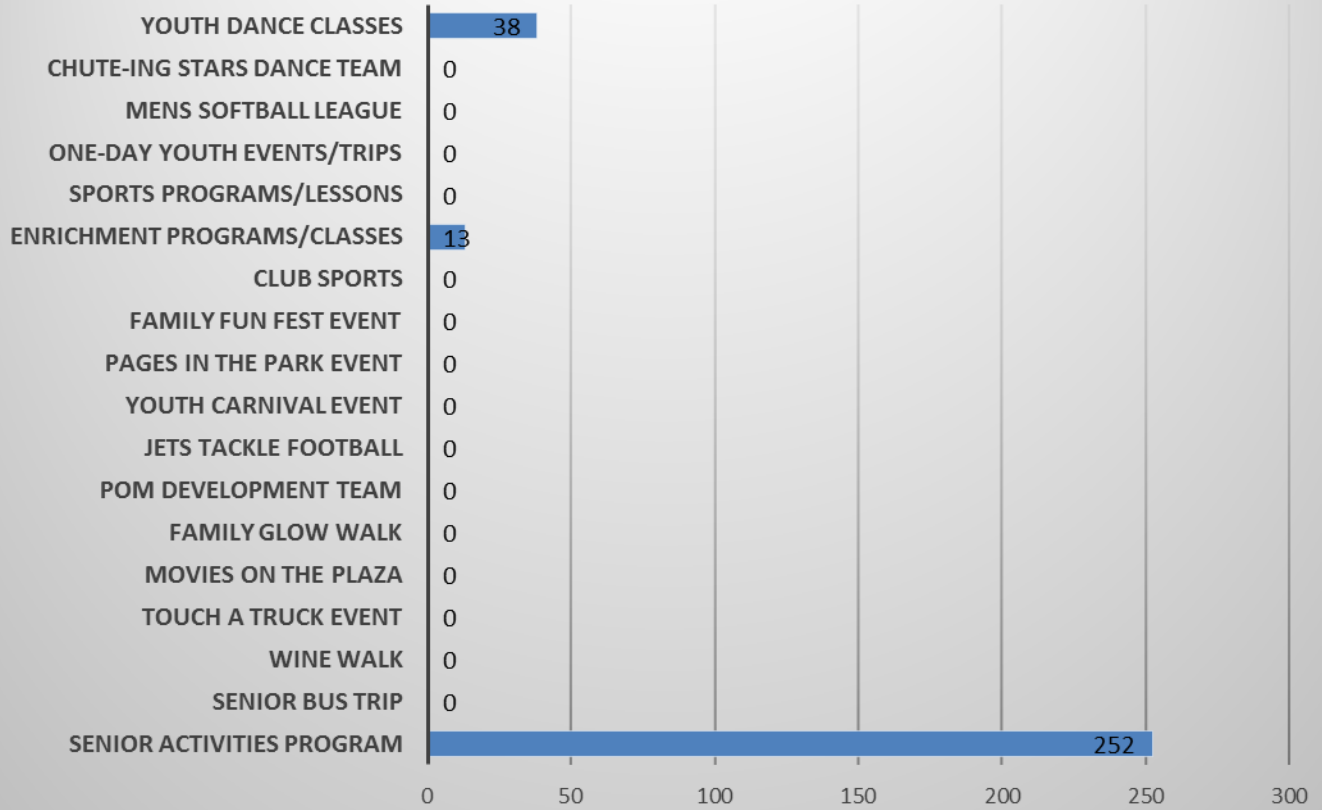


TOP PRIORITIES FOR MARCH

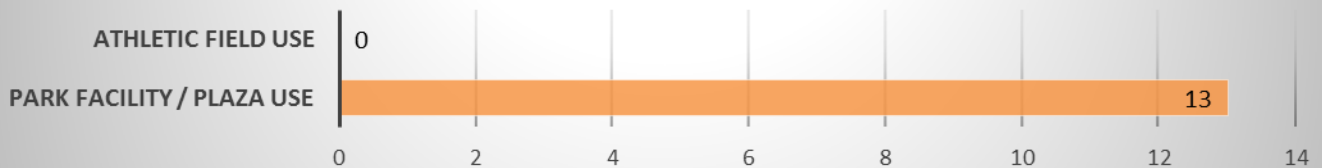
- Begin removal of 60 ash trees located in the right-of-way within the Village of Little Chute.
- Proof layout for Spring/Summer Program Book and make final changes before sent to print.
- Mail letters to businesses/organizations requesting sponsors of kids tee shirts for summer and fall rec programs.
- Review applications for summer help following 3/6 submittal deadline. Schedule interviews for later in month with selected applicants.
- Program book delivered to post office on March 9. Rec program registration begins March 16.
- Prep work for Chute-ing Stars Dance Team tryouts.
- Mail men's softball team managers the 2020 season registration paperwork.
- Submit Cheese Fest 2020 special events permit to clerk's office for approval at future board meeting.
- Submit Proclamations for April board meeting to recognize 2019-2020 season accomplishments of Chute-ing Stars Dance Team and the LCHS Dance Team.
- Prep work for Jets Football season.
- Prep work for Arbor Day ceremony in early May.



2020 Year-To-Date PROGRAM PARTICIPATION



2020 Year-To-Date...



Department of Public Works

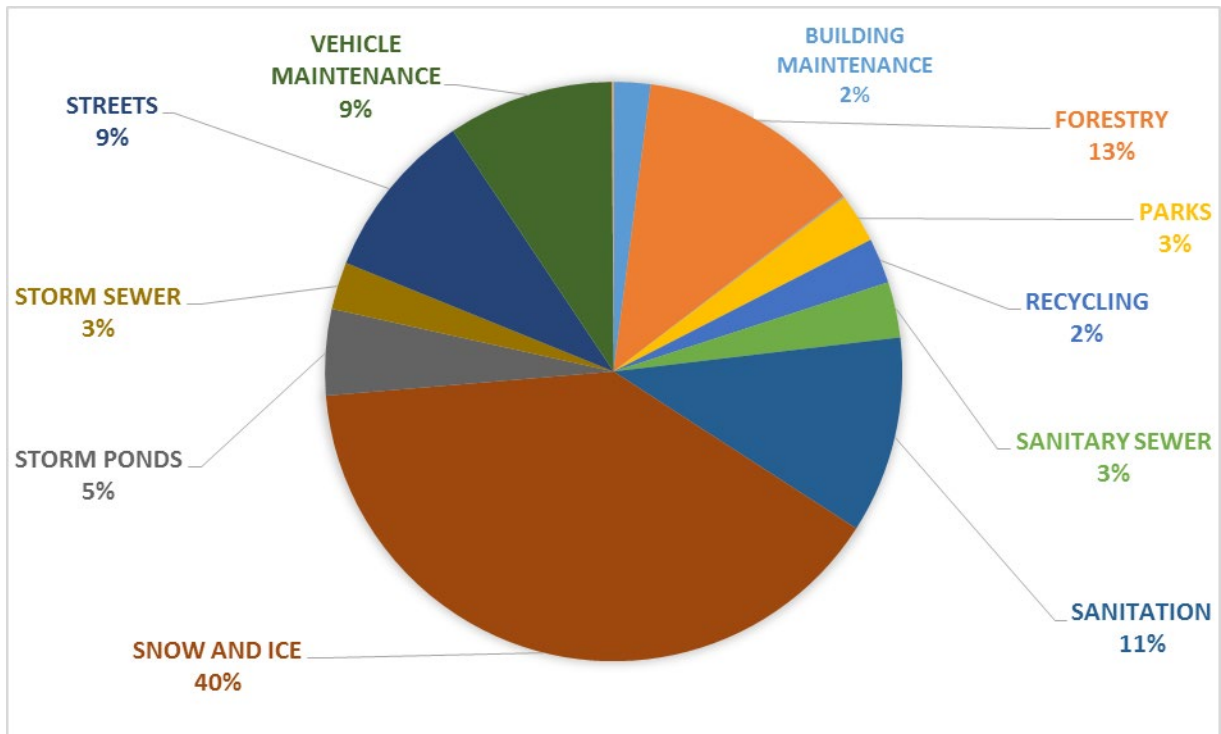
HIGHLIGHTS

- Village employees worked on storm water winter evaluations for the ponds including measuring the sediment at the base of the ponds. Overgrowth and woody vegetation in the storm ponds and outfalls was removed.
- Village crew helped keep the Village roads safe by salting and/or plowing for six snow events in the month of February.
- All erosion control and storm water permits were monitored.
- Continued to work to find resolution regarding Outagamie County Landfill leachate entering the sanitary collection system.
- Met with Robert E. Lee & Associates and village departments to discuss and design the GIS (Geographic Information System) attributes and schema.

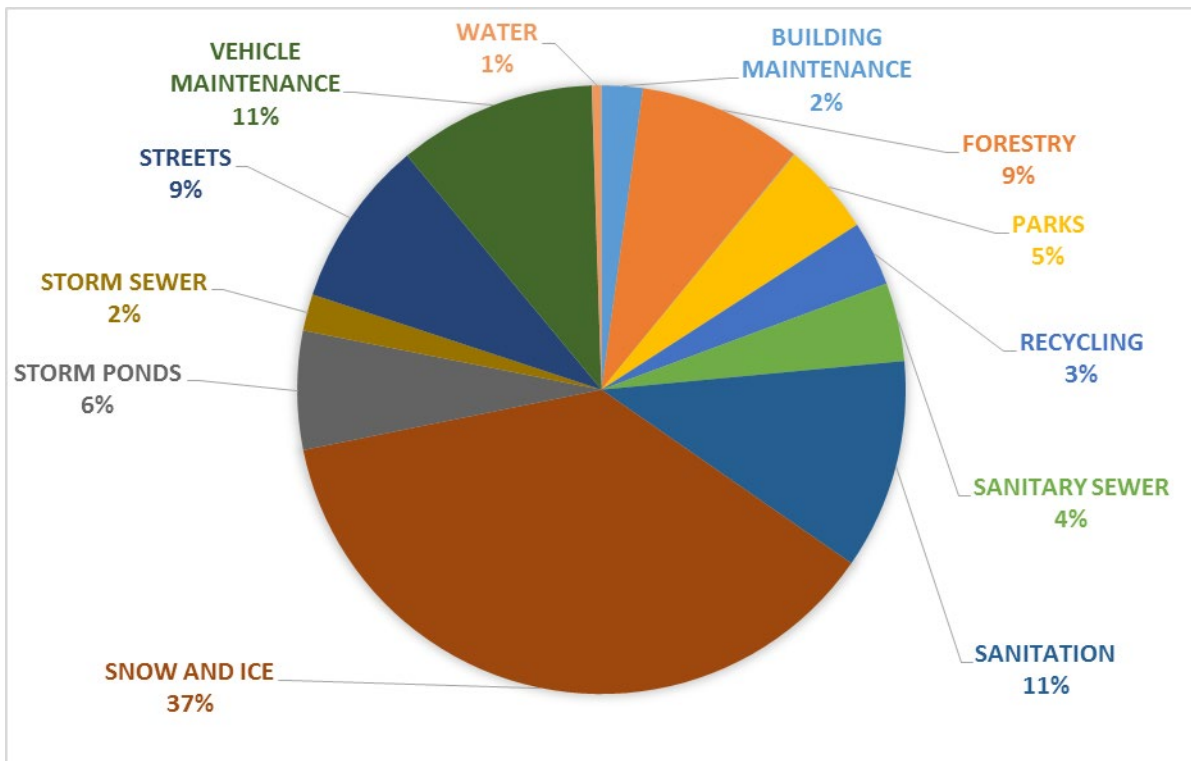
TOP PRIORITIES FOR MARCH

- Continue to develop specifications for DPW projects, CIP and operations.
- Continue to evaluate the Village storm water ponds.
- Update preventive maintenance plans for sanitary and storm sewers.
- Update the Fleet Management Plan.
- Work on submitting the MS4 (Municipal Separate Storm Sewer System) Annual Report to the WDNR by March 31st.
- Continue to prepare for Spring 2020 follow-up meeting with WDNR regarding the Village MS4 permit.
- Spring weight limits were placed on: Cherryvale Pl., Harzheim Dr., Hickory Dr. Stephen Ct. on March 4th.
- Coordinate a prairie burn for six of the village's storm ponds with Fox Valley Tech.

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



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



Engineering Department

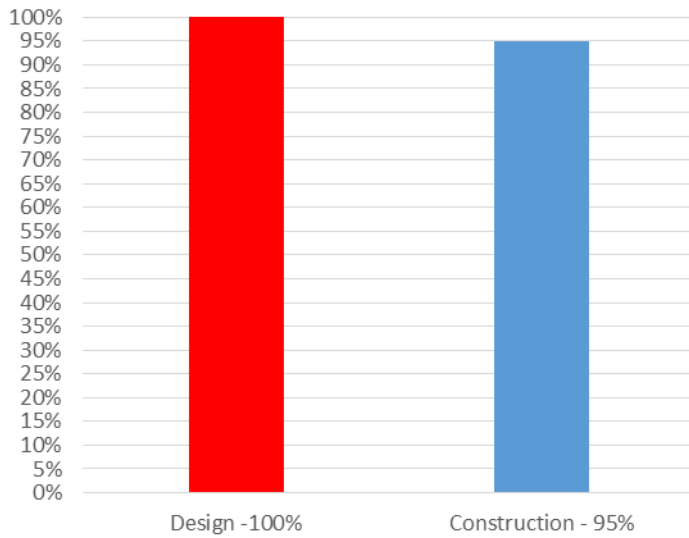
HIGHLIGHTS

- **Quiet Zone Improvements** – Plans are currently available for bidding with a planned bid opening scheduled on March 26th at 2:00 PM in the Village Hall Board Room.
- **Carol Lynn Drive & Homewood Court** – Plans are currently available for bidding with a planned bid opening scheduled on March 26th at 2:00 PM in the Village Hall Board Room. Property Owner calls were received for assessment costs and for storm sewer lateral connection questions.
- **Moasis Drive Water Main (CTH N to Buchanan St.)** – Plans are currently available for bidding with a planned bid opening scheduled on March 26th at 2:00 PM in the Village Hall Board Room. Additional coordination with the environmental consultant was required to collect additional sub-surface investigation work due to the close proximity of the gas station to the proposed water main alignment. This additional information along with recommendations for soil handling will be made available to the bidders in an addendum.
- **Vandenbroek Pond** – Vandenbroek Pond construction will not go to bid until next spring in order to take advantage of WDNR grant funding for this project.
- **Evergreen Drive** – Overhead lighting remains part of the 2019 effort for Evergreen Drive.

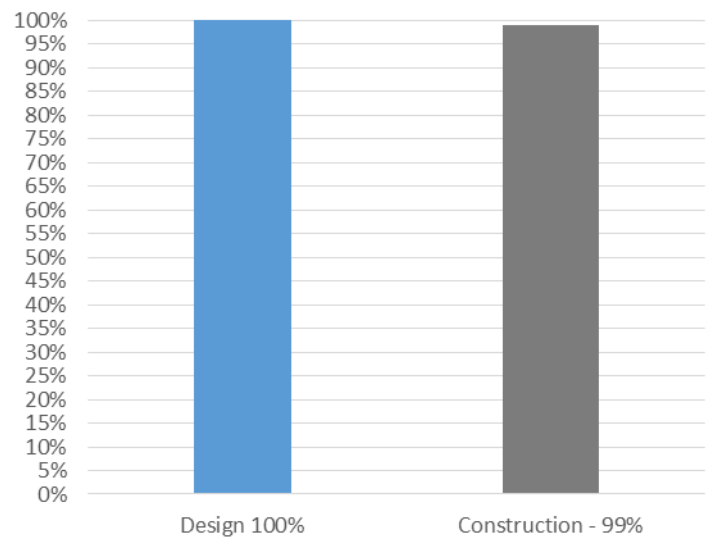
TOP PRIORITIES FOR MARCH

- **Carol Lynn Drive & Homewood Court** – Minor changes are being made to the plans and will be added to the bid documents. Engineering will be providing an addendum in mid-March for the Utility and Paving Projects.
- **Moasis Drive Water Main** – This project has had additional geotechnical sub-surface investigation work due to the close proximity of the gas station to the water main alignment. This additional information along with recommendations for soil handling will be made available to the bidders in an addendum.
- **Vandenbroek Pond** – Complete WDNR Grant Application and submit materials for UNPS Construction projects that are scheduled for the 2021 construction year. Submittals are due April 15, 2020.
- **GIS Management** – Continuous progress is being made with regard to record information being added to the Village GIS data base for existing utilities. What was previously missing was service lateral information which is now being included with the updated information.
- **Evergreen Drive** – WE Energies is in the process of preparing a final cost estimate and construction plans for the overhead lighting on Evergreen Drive (French to Holland). They are estimating this information will be available by the end of March for review. Preliminary estimates for this work is \$20,000 to hang the lights from the current power pole locations.
- Two sanitary sewer internal manhole seals were identified by public works staff as leaking in Evergreen Drive. The utility contractor was notified and has confirmed that they would provide repairs. The work will be completed during the second week of March.
- **Quiet Zone Improvements** – Special conditions were recently provided by Canadian National Railroad and are being added to the bid documents.

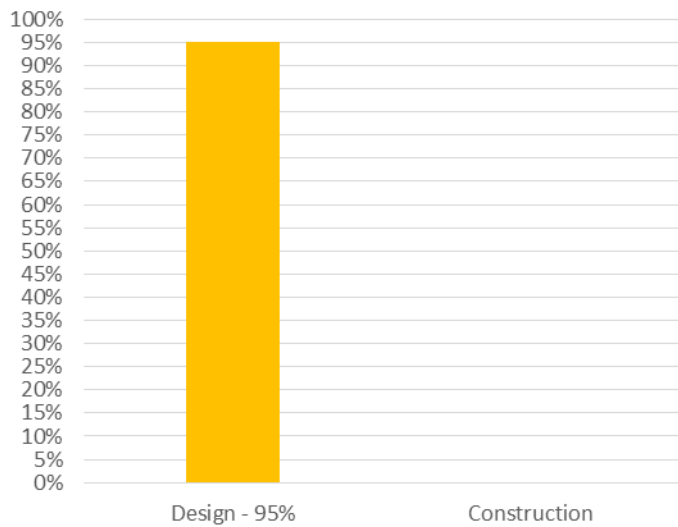
West Evergreen Drive



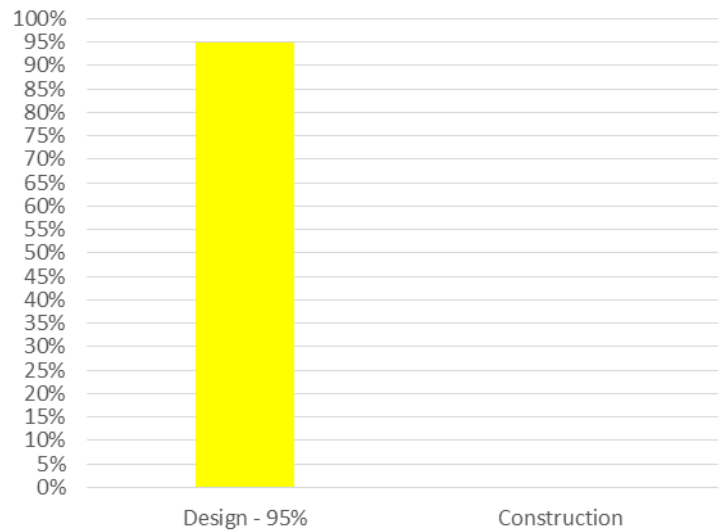
Park Avenue Asphalt Pavement



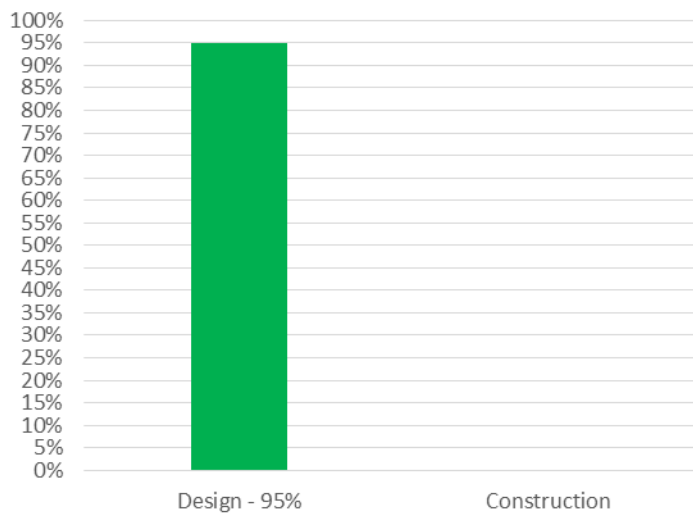
Carol Lynn Drive



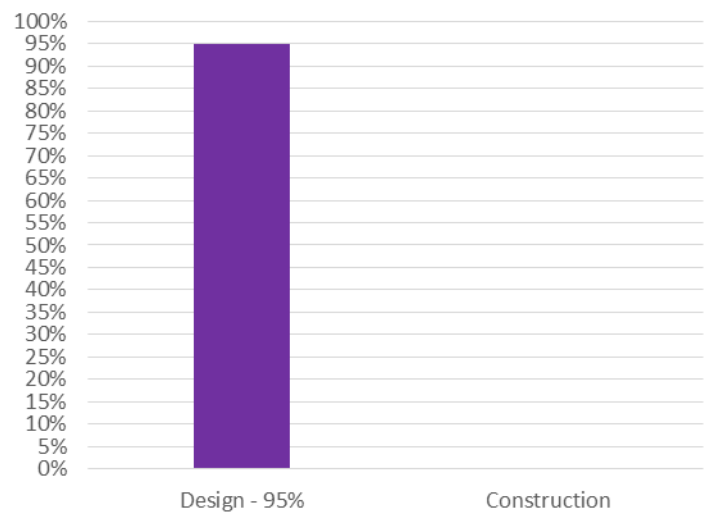
Homewood Court



Vandenbroek Pond



Moasis Drive Water Main



VILLAGE OF LITTLE CHUTE
RESOLUTION NO. 9, SERIES OF 2020

**A RESOLUTION APPROVING THE 2019 MS4 GENERAL PERMIT ANNUAL
REPORT**

WHEREAS, the Village of Little Chute owns and operates a municipal separate storm sewer system (MS4); and

WHEREAS, the Department of Natural Resources has issued a General Permit to discharge storm water to the waters of the state; and

WHEREAS, a condition stated in the General Permit to Discharge requires the Village to complete an annual report that summarizes the Village's efforts to comply with the conditions stated in the General Permit to Discharge; and

WHEREAS, after review and approval by the City Council, the Annual Report must be submitted to the Wisconsin Department of Natural Resources;

NOW, THEREFORE, be it resolved by the Village Board of Little Chute as follows:

1. That the 2019 MS4 General Permit Annual Report, as prepared by Village staff, is hereby approved; and
2. That submittal of the report and this resolution to the Wisconsin Department of Natural Resources is hereby authorized.

Introduced, approved and adopted: March 18, 2020

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

Submittal of Annual Reports and other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

Reporting Information

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

Project Name: 2019 MS4 Annual Report

County: Outagamie

Municipality: Little Chute Village

Permit Number: S050075

Facility Number: 31108

Reporting Year: 2019

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Storm Water Consortium/Group Report

- Municipal Cooperation Attachment
- Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
 - Storm Water Management Program (*S050075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.*)
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory (*S050075-03 general permittees 2.6.1 - inventory due to the department by March 31, 2021.*)
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan (*S050075-03 general permittees 2.6.2 – document due to the department by March 31, 2021.*)
- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information**Name of Municipality** Little Chute Village**Facility ID # or (FIN):** 31108**Updated Information:** ☐ Check to update mailing address information**Mailing Address:** 108 WEST MAIN STREET**Mailing Address 2:****City:** LITTLE CHUTE**State:** Wisconsin**Zip Code:** 54140 xxxxx or xxxxx-xxxx**Primary Municipal Contact Person (Authorized Representative for MS4 Permit)**

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to **create new** primary contact**First Name:** Kent**Last Name:** Taylor☐ Select to **update** current contact information**Title:** Director of Public Works**Mailing Address:** 108 W Main St**Mailing Address 2:****City:** Little Chute**State:** WI**Zip Code:** 54140-1414 xxxxx or xxxxx-xxxx**Phone Number:** 920-423-3867 Ext: xxx-xxx-xxxx**Email:** kent@littlechutewi.org**Additional Contacts Information (Optional)**

- ☐ I&E Program
☐ IDDE Program

**Individual with responsibility for:
(Check all that apply)**

- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

xxxxx or xxxxx-xxxx

Phone Number:

Ext:

xxx-xxx-xxxx

Email:

1. Does the municipality rely on another entity to satisfy some of the permit requirements? If yes, enter entity name (government, consultant, group/organization).

☒ Yes ☐ No

☒ Public Education and Outreach: Northeast Wisconsin Stormwater Consortium (NEWSC)

☒ Public Involvement and Participation: Northeast Wisconsin Stormwater Consortium (NEWSC)

☐ Illicit Discharge Detection and Elimination: _____

☐ Construction Site Pollutant Control: _____

☐ Post-Construction Storm Water Management: _____

☐ Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☒ Yes ☐ No

Missing Information

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (08/19)

Minimum Control Measures- Section 1 : Complete**1. Public Education and Outreach**

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events).

Topic: Detection and elimination of illicit discharges			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Educational activities (School presentations, summer camps, etc)	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Government event (public hearing, council meeting, etc.)	<u>10 - 19</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Website	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

☒ Contractors ☒ General Public ☒ Public Employees ☒ Residential ☒ School Groups
☒ Business ☒ Developers ☒ Industries ☐ Other:

Topic: Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Active distribution of print media (mailings, newsletters, etc)	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Signage	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

☒ Contractors ☒ General Public ☒ Public Employees ☒ Residential ☒ School Groups
☒ Business ☒ Developers ☒ Industries ☐ Other:

Topic: Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Active distribution of print media (mailings, newsletters, etc)	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Signage

1 - 9

100 +

☐ Yes ☒ No

Select all applicable audiences targeted for this topic.

☒ Contractors ☒ General Public ☒ Public Employees ☒ Residential ☒ School Groups
☒ Business ☒ Developers ☒ Industries ☐ Other:

Topic: Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
-----------	------------------------	-----------------------------------	--------------------------------

<u>Did not focus on this topic this reporting year</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
--	------------------	------------------	---

Select all applicable audiences targeted for this topic.

☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

Topic: Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
-----------	------------------------	-----------------------------------	--------------------------------

<u>Active distribution of print media (mailings, newsletters)</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
---	--------------	--------------	---

<u>Government event (public hearing, council meeting, etc.)</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
---	--------------	--------------	---

<u>Website</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
----------------	--------------	--------------	---

Select all applicable audiences targeted for this topic.

☒ Contractors ☒ General Public ☒ Public Employees ☒ Residential ☐ School Groups
☒ Business ☐ Developers ☐ Industries ☐ Other:

Topic: Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
-----------	------------------------	-----------------------------------	--------------------------------

<u>Direct one-on-one communication</u>	<u>10 - 19</u>	<u>20 - 49</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
--	----------------	----------------	---

<u>Website</u>	<u>10 - 19</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
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<u>Government event (public hearing, council meeting, etc.)</u>	<u>1 - 9</u>	<u>20 - 49</u>	<input type="radio"/> Yes <input type="radio"/> No
---	--------------	----------------	--

Select all applicable audiences targeted for this topic.

☒ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☐ Business ☒ Developers ☐ Industries ☐ Other:

Topic: Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Targeted group training (contractors, consultants, etc.)	<u>1 - 9</u>	<u>10 - 19</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Direct one-on-one communication	<u>10 - 19</u>	<u>20 - 49</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

☒ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☒ Business ☒ Developers ☐ Industries ☐ Other:

Topic: Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Targeted group training (contractors, consultants, etc.)	<u>1 - 9</u>	<u>10 - 19</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

☒ Contractors ☐ General Public ☒ Public Employees ☐ Residential ☐ School Groups
☐ Business ☒ Developers ☐ Industries ☐ Other:

Topic: Other (describe): Updated Leaf Pickup Procedures 2019

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Active distribution of print media (mailings, newsletters, etc)	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

☒ Contractors ☒ General Public ☒ Public Employees ☒ Residential ☒ School Groups
☒ Business ☒ Developers ☒ Industries ☐ Other:

b. Brief Public Education and Outreach program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Used the Village website and annual newsletter and door hangers to educate and promote the Storm Water Program, per the Little Chute Storm water Management Plan.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events).

Topic: Storm Water Management Plan and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Government Event (Public Hearing, Council Meeting, etc)	1 - 9	1 - 9	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic.

☐ Contractors ☒ General Public ☐ Public Employees ☐ Residential ☐ School Groups

☐ Business ☐ Developers ☐ Industries ☐ Other:

Topic: Storm water related ordinance and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Website	1 - 9	100 +	<input type="radio"/> Yes <input checked="" type="radio"/> No
Government Event (Public Hearing, Council Meeting, etc)	1 - 9	10 - 19	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic.

☒ Contractors ☒ General Public ☒ Public Employees ☒ Residential ☒ School Groups

☒ Business ☒ Developers ☒ Industries ☐ Other:

Topic: MS4 Annual Report			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)

Government Event (Public Hearing, Council Meeting, etc)	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Website	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic.

- ☒ Contractors
 ☒ General Public
 ☒ Public Employees
 ☒ Residential
 ☒ School Groups
☒ Business
 ☒ Developers
 ☒ Industries
 ☐ Other:

Topic: Volunteer Opportunities

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Clean-up events	<u>1 - 9</u>	<u>50 - 99</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic.

- ☐ Contractors
 ☐ General Public
 ☐ Public Employees
 ☐ Residential
 ☐ School Groups
☐ Business
 ☐ Developers
 ☐ Industries
 ☐ Other:

Topic: Other (describe) : Street Sweeper Demonstration at Schools

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Presentation of Storm Water Information	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic .

- ☐ Contractors
 ☐ General Public
 ☐ Public Employees
 ☐ Residential
 ☒ School Groups
☐ Business
 ☐ Developers
 ☐ Industries
 ☐ Other:

b. Brief Public Involvement and Participation program information for inclusion in the Annual Report.

If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

The Village had 24 scheduled Village Board meetings, Committee of the Whole meetings, and 12 scheduled Utility Commission meetings. The Village presented the street sweeper at the grade school and discussed storm water concepts.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/19)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have? 78 ☐ Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? 25 ☐ Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges? 0 ☐ Unsure
-
- d. How many illicit discharge complaints did the municipality receive? 2 ☐ Unsure
- e. From the complaint received, how many were confirmed illicit discharges? 2 ☐ Unsure
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year? 2 ☐ Unsure

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

- ☒ Verbal Warning 3
- ☐ Written Warning (including email)
- ☐ Notice of Violation
- ☐ Civil Penalty/ Citation

Additional Information:

- h. Brief Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Per WDNR directive the Village monitored 13 sites that were identified in previous years as problematic. All 13 sites were determined to be non-problematic with no evidence of illicit discharge in 2019.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites were active at any point in the reporting year? 53 ☐ Unsure
- b. How many construction sites did the municipality issue permits for in the reporting year? 7 ☐ Unsure
- c. Do the above numbers include sites <1 acre? ☒ Yes ☐ No ☐ Unsure
-
- d. How many erosion control inspections did the municipality complete in the reporting year? 359 ☐ Unsure

- e. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

☐ No Authority

☒ Verbal Warning

54

☒ Written Warning (including email)

23

☐ Notice of Violation

0

☐ Civil Penalty/ Citation

0

☐ Stop Work Order

0

☐ Forfeiture of Deposit

0

☐ Other - Describe below

0

- f. Brief Construction Site Pollutant Control program information for inclusion in the Annual Report . If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

The Village has a step by step process flow diagram for site control. This document has been submitted to the WDNR.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management facilities* have received local approval ? ☐ Unsure

2

*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement, catch basin sumps, etc.

- b. How many privately owned storm water management facilities were inspected in the reporting year ? ☐ Unsure

1

Inspections completed by private land owners should be included in the reported number.

- c. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

☐ No Authority

☒ Verbal Warning

0

<input checked="" type="checkbox"/> Written Warning (including email)	0
<input checked="" type="checkbox"/> Notice of Violation	0
<input checked="" type="checkbox"/> Civil Penalty/ Citation	0
<input type="checkbox"/> Forfeiture of Deposit	
<input checked="" type="checkbox"/> Complete Maintenance	0
<input checked="" type="checkbox"/> Bill Responsible Party	0
<input type="checkbox"/> Other - Describe below	

d. Brief Post-Construction Storm Water Management program information for inclusion in the Annual Report . If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

The process includes a close out procedure for all sites.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Facility Inspections (ponds, biofilters, etc.) ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management facilities ? ☐ Unsure
- b. How many new municipally owned storm water management facilities were installed in the reporting year ? ☐ Unsure
- c. How many municipally owned storm water management facilities were inspected in the reporting year? ☐ Unsure
- d. What elements are looked at during inspections (250 character limit)?

Vegetation, bank conditions, rodent damage and removal, trash, debris and litter removal, Structural component check, mechanical check, look for trespassing, any anomaly.

- e. How many of these facilities required maintenance? ☐ Unsure

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

- f. How many inspections of municipal properties have been conducted in the reporting year? ☐ Unsure
- g. Have amendments to the SWPPPs been made? ☐ Yes ☒ No ☐ Unsure

h. If yes, describe what changes have been made (200 character limit):

Collection Services - *Street Sweeping / Cleaning Program* ☐ Not Applicable

- i. Did the municipality conduct street sweeping/cleaning during the reporting year?
☒ Yes ☐ No ☐ Unsure
- j. If known, how many tons of material was removed? ☐ Unsure
- k. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- l. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
☒ Yes
☐ No - Explain _____
☐ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

- m. Did the municipality conduct catch basin sump cleaning during the reporting year?
☐ Yes ☒ No ☐ Unsure
- n. How many catch basin sumps were cleaned in the reporting year? ☐ Unsure
- o. If known, how many tons of material was collected? ☐ Unsure
- p. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- q. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
☐ Yes
☐ No - Explain _____
☒ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- r. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No ☐ Unsure
- s. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐ Unsure
- t. Where are the residents directed to store the leaves for collection?
☒ Pile on terrace ☐ Pile in street ☒ Bags on terrace ☐ Unsure
☐ Other - Describe _____
- u. What is the frequency of collection?
Seasonally from September to December
- v. Is collection followed by street sweeping/cleaning? ☒ Yes ☐ No ☐ Unsure

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

w. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? ☐ Unsure

x. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
Salt	<input type="text" value="0"/>	<input type="text" value="245"/>	<input type="text" value="245"/>	<input type="text" value="245"/>	<input type="text" value="245"/>	<input type="text" value="245"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
Brine	<input type="text" value="0"/>	<input type="text" value="2050"/>	<input type="text" value="2050"/>	<input type="text" value="2050"/>	<input type="text" value="2050"/>	<input type="text" value="2050"/>

y. Was salt applying machinery calibrated in the reporting year? ☐ Yes ☒ No ☐ Unsure

z. Have municipal personnel attended salt reduction strategy training in the reporting year? ☐ Yes ☒ No ☐ Unsure

If yes, describe what training was provided (250 character limit):

When:

How many attended:

Internal (Staff) Education & Communication

aa. Has training or education been held for municipal or other personnel involved in implementing each of the pollution prevention program elements? ☐ Yes ☒ No ☐ Unsure

If yes, describe what training was provided (250 character limit):

When:

How many attended:

ab. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected Officials

The Utility Commission and Board meet monthly. Storm water programs are discussed at each meeting. The MS4 Annual Report is recommended to be approved by the Utility Commission to the Village Board.

Municipal Officials

Through department head meetings and day to day interaction.

Appropriate Staff (such as operators, Department heads, and those that interact with public)

1/4ly meetings, and day to day interaction

ac. Brief Pollution Prevention program information for inclusion in the Annual

Report . If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

In 2019 a position was added in the storm water budget. During 2019, much more time was dedicated to the Storm Water. A formal SWPPP is scheduled to be completed in 2020. Employee training will be a part of the process.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year? ☒ Yes ☐ No ☐ Unsure

If yes, check the areas the map items that got updated or changed:

- ☐ Storm water treatment facilities
- ☒ Storm pipes
- ☐ Vegetated swales
- ☐ Outfalls
- ☐ Other - Describe below

- b. Brief Storm Sewer System Map information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

The Village is presently doing a Storm Water data conversion in the Geographical Information System (GIS).

Do not close your work until you SAVE.

Final Evaluation - Complete

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
-----------------------------------	-----------------------	----------------------	-----------------

Element: Public Education and Outreach

1500	1,500	2,110	<u>Storm water utility</u>
------	-------	-------	----------------------------

Element: Public Involvement and Participation

500	500	500	<u>Storm water utility</u>
-----	-----	-----	----------------------------

Element: Illicit Discharge Detection and Elimination

5,000	5,000	5,000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Construction Site Pollutant Control

5,000	5,000	5,000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Post-Construction Storm Water Management

5,000	5,000	5,000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Pollution Prevention

1,000	1,000	1,000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Storm Water Quality Management

2,000	2,000	2,000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Storm Sewer System Map

1,000	1,000	1,000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Other (describe)

Select...

Please provide a justification for a "0" entered in the Fiscal Analysis

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☒ Yes ☐ No ☐ Unsure

Total Maximum Daily Loads (TMDLs)

The permittee Little Chute Village is subject to the following approved TMDLs: Lower Fox River Basin and Lower Green Bay

Select one option below. The permittee intends to comply with the following permit requirement to show progress towards meeting the (Appendix A) TMDL:

☐ Request department concurrence that they are currently meeting the TMDL pollutant reductions in all applicable reachsheds (A.2).

☐ Demonstrate that they will meet the TMDL pollutant reductions in all applicable reachsheds by October 31, 2023 (A.4).

☒ Follow the TMDL Compliance Plan which received Department concurrence prior to April 30, 2019 (A.3.1).

☐ Participate in an approved Adaptive Management Project (A.3.2).

☐ Submit a TMDL Implementation Plan describing planned progress over current permit term by October 31, 2021 (A.5). Do you intend to select A.5.2 or A.5.3 to meet this permit requirement?

☐ A.5.2 – Additional 20% Total Suspended Solids (TSS), 10% Total Phosphorus (TP) reduction from current ch. NR 151, Wis. Adm. Code, standards

☒ A.5.3 – Optimize measures

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the

municipality's storm water program. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

The changes to the Storm Water include: increased O&M Budget, two additional employees, a greater focus on storm water Village wide, and the understanding by the Village Officials that storm water management is important and necessary.

Do not close your work until you SAVE.

Form 3400-224 (08/19)

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☒ Public Education and Outreach
- ☒ Public Involvement and Participation
- ☒ Illicit Discharge Detection and Elimination
- ☒ Construction Site Pollutant Control
- ☒ Post-Construction Storm Water Management
- ☒ Pollution Prevention
- ☒ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☒ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Do not close your work until you **SAVE**.

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

***Required Item**

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Storm Sewer System Map

 File Attachment

[StormSystemStatusMap_2019_2020.pdf](#)

Attach - Other Supporting Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Missing Information

Draft and Share PDF Report with Municipality's Governing Body.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

[Draft and Share PDF Report with Municipality's Governing Body](#)

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Little Chute Village MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- ☐ Authorized municipal contact using WAMS ID.
- ☐ Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name:

Title:

Authorized Signature.

- ☐ I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

VILLAGE OF LITTLE CHUTE
RESOLUTION NO. 10, SERIES OF 2020

**A RESOLUTION AUTHORIZING THE SALE OF REAL ESTATE LOCATED AT
300 WEST EVERGREEN DRIVE TO AGROPUR INC.**

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

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

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

LOT 1 CSM 7814. Said parcel containing 3 acres.
2. Sale of land is in the amount of \$1.00
3. The Village reserves the right to purchase the property back in the amount of \$1.00 if development is not started within 1 year of sale or completed within 3 years of said sale.
4. A deed and other necessary documents will be signed and issued for recording upon payment at closing.

Introduced, approved and adopted: March 18, 2020

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 11, SERIES OF 2020

A RESOLUTION DECLARING A STATE OF EMERGENCY IN THE VILLAGE OF LITTLE CHUTE PURSUANT TO WISCONSIN STATUTES SEC. 323.11.

WHEREAS, a disaster, namely the COVID-19 Health Emergency, will imminently impact the Village of Little Chute; and

WHEREAS, the emergency has caused the Village of Little Chute to expend or commit all of its available resources; and

WHEREAS, the Village of Little Chute is asking for county assistance and requests the county to advise the State of Wisconsin of emergency conditions;

NOW THEREFORE BE IT RESOLVED by the Village Board of Trustees that for the safety considerations of our residents, the Village of Little Chute declares a State of Emergency in the Village of Little Chute pursuant to Wisconsin Statutes Sec 323.11 and hereby proclaims:

- Authorizes emergency purchases of goods and materials;
- Authorizes emergency purchases of services;
- Authorizes emergency costs to the labor force;
- Authorizes remote attendance of Open Meetings by elected officials via either telephone or video conference.

This resolution shall take effect immediately and shall continue in effect until a quorum of the Governing Body convenes and takes action to resume normal operations.

Introduced, approved and adopted: March 18th, 2020.

VILLAGE OF LITTLE CHUTE

By:

Mike Vanden Berg, Village President

Attest:

Laurie Decker, Village Clerk

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: 2019 Budget Amendments, Budget Carryover 2019-2020, and 2019 Fund Balance Assignments

PREPARED BY: Lisa Remiker-DeWall, Finance Director

REPORT DATE: March 13, 2020

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report: _____

See additional comments attached: _____

EXPLANATION:

The final 2019 Budget Adjustments include:

- Crossing Guards Reimbursement from Kimberly: When the 2019 Budget was adopted an oversight occurred to budget for Little Chute taking back oversight for both agencies
- FEMA: ~~Record budget adjustment for funds that have been obligated for the Debris Removal category. Spending authority is only requested for the non-personnel portion.~~ Governmental Fund modified accrual basis requires this to be a receivable at year-end with offsetting Deferred Revenue since not received in 60 days. This will be a 2020 Budget Adjustment when received to provide the spending authority to the Forestry Department as a result.
- Transfer to Sanitation: As discussed during the 2020 Budget, rates were increased to account for errors that occurred in the last two years budgets that resulted in revenues not adequate to cover expenses. Due to the level of the deficit and that the 2020 approved rate increase only minimally gets us back to covering expenses, we propose a one-time transfer to get the fund back on track allowing rate increases in the future to be based on inflationary costs and establishing an operating reserve.
- Façade Fund: Due to the popularity of this grant and the benefits to Village street appeal, we request to fund an additional \$50,000 to the program to cover expected applications in near future.
- Special Assessments: As noted in the Finance February monthly report, focus was concentrated to set up stronger internal controls, procedures and overall reconciliation of the subsidiary ledger to the general ledger accounting package that had not been completed regularly. As a result of this process, each of the utilities had various adjustments with the Stormwater Utility experiencing the largest decrease in relation French Pond assessments still listed in the ledger that are not collectible (reasons include land was part of various development agreements and applicable entries were not completed at time of transfer, land owned by the Utility that should not have been assessed or annexed property that became part of the Village in the past where the assessment was not billed at time of annexation where statutory limitations have expired. The Utilities operate on an accrual basis so there is an income statement impact. The governmental funds also experienced a reduction in Special Assessment Receivables but the offset was to Deferred Inflow of Services since these funds operate on a modified basis of accrual accounting. This avoided an income statement impact in the current year but does limit resources expected in the future from what was previously reported. The amount of this adjustment was \$663,801 and reasons very similar to Utilities with largest adjustments related to assessments being created for park land which would result in the Governmental Funds billing itself thus not a collectible receivable.

We request to carryover budget from 2019 to 2020 for projects not completed at 12-31-19, items ordered but not received by 12-31-19 and to keep the contingency fund that was established (fortunately did not have to be used). ~~The Forestry carryover relates to continued efforts that will take place in 2020 to recover from the July storm event.~~

Finally, we are sharing with you the expected general fund balance as of 12-31-19 asking the Village Board to endorse the assigned fund balances. An assigned fund balance is established by the legislative body but differs from a committed fund balance which stays in effect until the legislative body takes action

to change it. During 2020, working with the Administrator, we intend to bring forward formal fund balance policies which would then fall into the committed category. Action must be taken no later than the last day of the reporting period to be included on the financial statements as committed. It is important to note that the amount listed for Nonspendable will be less than shown as in this presentation I am also taking into consideration expected advances required in the 2020 Budget. You will note that the most of these designations were also listed in the 2020 Budget however we have suggested a few changes to align with the current Village of Little Chute economic climate.

RECOMMENDATION: Approve the 2019 Budget Amendments, 2019-2020 Budget Carryover and the Assigned Fund Balance Designations for the 2019 Comprehensive Financial Report.

2019 BUDGET ADJUSTMENTS

General Fund	Revenue	Expense
Crossing Guard Reimbursement	15,500	
Crossing Guard Wages		15,500
FEMA Federal and State Aid	103,450	
Forestry		77,850
Transfer to Sanitation Fund		49,000
Transfer to Façade Fund		50,000
Sanitation Fund		
Transfer from General Fund	49,000	
Façade Fund		
Transfer from General Fund	50,000	
Sewer Utility		
Uncollectible Expense		5,640
Water Utility		
Capital Contributions	23,476	
Stormwater Utility		
Uncollectible Expense		191,956

BUDGET CARRYOVER REQUESTS 2019-2020

Contingency - General Fund	183,263
Fire Study - Public Administration Associates	11,200
Construction Materials - DPW Street Repair	25,000
Forestry Carryover	50,000
Security Measures	10,000
Total General Fund	229,463
Fox River Boardwalk	575,898
Creekview Trail	16,000
Total Park Development Fund	591,898
Facility and Technology - Servers & Windows 10	85,000
Construction Fund -Temporary Lights OO and French	30,000
TID 6 - Ebben Storm (Northside Storm Sewer)	868,401
TID 8 -Land Acquisition	60,000
Water Utility - Water Truck Replacement	30,000

GENERAL FUND BALANCE

General Fund Balance 12-31-18	4,282,210	
Prelim 2019 Revenue over Expenditures	149,110	
Projected General Fund Balance 12-31-19	4,431,320	
Nonspendable - Resources not in spendable form		
Advances to TID and Land for Resale	1,784,308	40%
Assigned - Legislative Body takes action for resource use		
Revaluation	75,000	2%
Future Development Incentives	100,000	2%
Carryover	229,463	5%
25% of Following Year Budgeted Expenditures (\$4,204,293)	1,051,073	24%
Unassigned Fund Balance	1,191,476	27%
	4,431,320.45	

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: 2020 Summer Event

PREPARED BY: James P. Fenlon, Administrator 

REPORT DATE: March 13th

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 resources from the Special Revenue Promotional Fund, which currently has approximately \$104,000 of fund balance to start such an event. The goal would be to turn this effort over to a non-profit or separate entity to officially run once the viability was proven. We are not suggesting that we create a budget dependent event. Our goal is to create an event that is financially sustainable and perhaps profitable. More so, the goal is draw visitors to our downtown and provide exposure for our business.

The conservative estimate for expenses for this event will include entertainment/bands (\$8,000), miscellaneous printing (\$1,000), rental equipment (\$2,000), and miscellaneous expenses (\$4,000). We anticipate total expenses to not exceed \$15,000. The general revenues for this event include sponsorship (\$7,500), vendor fees (\$500), and sale of beverages (\$10,000). We conservatively estimate revenues of \$18,000. Since this is a first time event, we are using general parameters for both expenses and revenues, but we are confident that we will not exceed \$15,000 in expenses.

The subcommittee comprised of multiple businesses, organizations, and village staff is ready to execute on this effort and we look forward to hosting our first annual event on September 12th, 2020.

RECOMMENDATION: Approve the Administrator to utilize \$15,000 of Special Revenue Promotion Fund balance to execute a September 2020 event in Downtown Little Chute.

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Municipal Court Changes – SB 214

PREPARED BY: James P. Fenlon, Administrator

REPORT DATE: March 13th 2020

EXPLANATION: Governor Evers recently signed into law SB 214 on January 22, 2020 (<https://docs.legis.wisconsin.gov/2019/proposals/sb214>). This new law requires a number of changes to how municipalities operate municipal courts. One of the primary changes is the requirement that if requested by the Judge, an armed guard must be present during court proceedings. After meeting with Judge Reader and discussing this in person, he officially requested that an armed guard for court sessions be implemented as soon as practical.

While there are a few options to resolve this, including hiring outside security or staffing with a patrol officer, it seems that hiring a part-time officer for this duty is the most cost effective. This has been discussed with Chief Meister and ADM Block (Kimberly would be responsible for their own municipal court costs in this aspect). With court being held once a month in Little Chute and spanning approximately two hours per occurrence, the wages for a part-time officer for a full year would likely not exceed \$1,000.

This expense would be allocated to the Municipal Court budget, of which, further changes will have to be made in order to ensure compliance with the new statute.

RECOMMENDATION: Approve and direct the Chief of Police to recruit a part-time officer to staff the municipal court.

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Sick Leave Policy – 60 Day Amendment

PREPARED BY: James P. Fenlon, Administrator

REPORT DATE: March 13th

EXPLANATION: The basis of our sick leave policy (POLICY 425 Vacation and Sick Leave) is as follows:

- Sick leave is intended to ensure that our workforce remains at home when they are too ill to work and also helps stop the spread of illness in the workplace.
- Regular employees working at least (30) or more hours per week are eligible for all the benefits documented in the policy. Regular Part-time employees accrue vacation and sick leave based on a pro-rated basis.
- Sick Leave cannot be utilized before it is earned.
- Sick leave will accumulate at a rate of 6 hours per month for a total 72 hours per year, or 9 days. Unused sick pay is accumulated and carried over into the subsequent calendar years for future use but shall not exceed 120 days or 960 hours of accumulation.
- Sick leave is carried over into the subsequent calendar year for future use.
- Vacation and sick leave will not accrue during unpaid leaves. Unpaid leaves may be approved in accordance with the Village personnel policies.
- Conversion of Sick leave upon separation will only occur upon full retirement from the Village. An employee may convert one half or 50% of accumulated sick leave times the employees regular rate of pay at the time of retirement (Conversion formula: the last full year's base wage divided by two thousand and POLICY 425 VACATION AND SICK LEAVE Effective Date: January 20th, 2016 Village of Little Chute Revised Date: Employee Policy Manual eighty hours (2080) multiplied by eight (8) hours multiplied by the number of days of accumulated sick leave.
- Employees separated for disciplinary or performance reasons or fail to provide a two-week notice (30-days for supervisory and department head positions) of intent to terminate will receive no separation benefit.
- Employees who are ill should not report to work. Department Heads or supervisors have the right to judiciously assess the health of an employee and, if the employee is deemed to be "too sick to work", the Department Head or supervisor can send the employee home.

Given our effort to effectively respond to COVID-19, we need to look for a flexible avenue for ensuring our team is able to report when needed and stay home when required. We have approximately 65 regular employees and nearly 1/3 of those employees have 80 hours or less of accrued sick leave.

Given the current environment, I recommend the following policy considerations:

- For the next 60 days, employees who do not have 80 hours (two weeks) of sick leave accrued can use "deficit" hours if the situation is called for.
- Any "deficit" hour must be re-earned.
- Separation prior to an employee re-earning any deficit hours will be addressed in a follow-up discussion with the Board of Trustees at the conclusion of the 60 day period.

RECOMMENDATION: Approve a temporary amendment to the current sick leave policy per described above with input from Department Heads and other Board direction for a period of 60 days.