



## AMENDED AGENDA

### REGULAR BOARD MEETING

PLACE: Little Chute Village Hall  
DATE: Wednesday, April 1, 2020  
TIME: 6:00 p.m.

Due to the Governor's "Safer at Home" Emergency Order #12 and in the interest of public health and safety, the public can access the meeting via web access. We strongly urge all residents to attend virtually through the options here:

- Web registration: <https://attendee.gotowebinar.com/register/9023554896024163853>
- Call-in Information: 1-562-247-8422 with access code:846-502-235
- Note: The web based registration is recommended as the best way to engage in this meeting as the call in feature only provides audio access and there is not the ability to engage in the discussion.
- We strongly urge you to register in advance of the meeting and testing your connection to avoid any connection issues. If you have questions, please email the Village Administrator at [james@littlechutewi.org](mailto:james@littlechutewi.org)
- Immediately following the agenda is more information on virtual public meetings.

### 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 04, 2020
2. Minutes of Regular Board Meeting of March 18, 2020
3. Operator's License Approval: Amador, Julissa Moasis Travel Plaza

#### 4. Disbursement List

- G. Action—Resolutions
  - a) Adopt Resolution No. 12, Series 2020 A Resolution Authorizing the Submittal of an Application to the Community Development Investment (CDI) Grant Program for the Financial Assistance to Support the Development of a Downtown Hotel
  - b) Adopt Resolution No. 13, Series 2020 A Resolution for Changing Polling Sites for April 7<sup>th</sup> Election
- H. Action—Utility, Paving, Water Main and Quiet Zone Bids
- I. Potential Action—Hotel Development Agreement
- J. Discussion—Previous Board Trustee Resolution Pay
- K. Discussion/Action—Work from Home Policy
- L. Discussion/Action—FMLA Sick Leave Policy Related to COVID-19
- M. Discussion—Cheesefest
- N. Department and Officers Progress Reports
- O. Call for Unfinished Business
- P. Items for Future Agenda
- Q. Adjournment

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 108 West Main Street, (920) 423-3852, [email: Laurie@littlechutewi.org](mailto:Laurie@littlechutewi.org) Prepared: April 1, 2020



### **Information Related to Village Board Meetings due to COVID-19 – March 27, 2020**

The Village of Little Chute is taking precautions related COVID-19 as it relates to Village Board meetings. On March 16<sup>th</sup>, 2020, the Wisconsin Attorney General released guidance for local communities related to Open Meetings and the use of technology while still complying with Wisconsin's Open Meeting laws. You can find Wisconsin Department of Justice guidance here: [DOJ Guidance on Open Meetings](#).

Until further notice, the Village of Little Chute will be providing the following means for residents to interact, engage, and participate in Village Board proceedings. The proceedings of all Village of Little Chute public meetings are recorded and available for review.

1. Virtually attend the April 1<sup>st</sup> meeting by following the link here. We highly recommend registering in advance to test your connection : <https://attendee.gotowebinar.com/register/9023554896024163853>
2. Call-in Information: 1-562-247-8422 with access code: 846-502-235
3. If you are experiencing connectivity issues or have questions on the options above, please contact James Fenlon at [james@littlechutewi.org](mailto:james@littlechutewi.org)
4. The Board Room at Village Hall will be open, but all department heads and trustees will be attending virtually. We urge residents to utilize the virtual options above and limit attendance to the greatest extent possible due to Governor Evers' [Emergency Order #12](#).
5. If you have questions or comments regarding the agenda or potential items on the agenda, we urge you to contact Board members regarding your concerns. You can find Board Member contact information here: <http://www.littlechutewi.org/59/Meet-the-Village-Board>
6. If you have questions or comments regarding the agenda, you can also contact the Village Administrator, James Fenlon, at [james@littlechutewi.org](mailto:james@littlechutewi.org) or 920-423-3850.
7. If you have questions or comments regarding the agenda and want to contact a Village of Little Chute Department Head, you can find a complete staff directory here: <http://www.littlechutewi.org/directory.aspx>

## **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

## MINUTES OF THE REGULAR BOARD MEETING OF MARCH 18, 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  
Bill Peerenboom, Trustee

### **Roll call of Officers and Department Heads**

PRESENT: James Fenlon, Village Administrator  
Dan Meister, FVMPD Police Chief (Phone)  
Dave Kittel, Community Development Director  
Lisa Remiker-DeWall, Finance Director  
Kent Taylor, Director of Public Works (Phone)  
Chris Murawski, Village Engineer (Phone)  
Adam Breest, Director of Parks, Recreation and Forestry (Phone)

EXCUSED: Tyler Claringbole, Village Attorney  
Steve Thiry, Library Director  
Laurie Decker, Village Clerk

### **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 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

*Moved by Trustee Peerenboom, seconded by Trustee Smith to Approve Consent Agenda items 2, 4, and 5 as presented*

Ayes 7, Nays 0 – Motion Carried

Trustee Peerenboom asked that the Regular Board Meeting Minutes of March 4<sup>th</sup> be denied regarding the Board members salaries. Administrator Fenlon advised per legal counsel a three-quarter vote was the legal opinion, but these minutes will be moved to the April 1<sup>st</sup> Board meeting for discussion.

*Moved by Trustee Peerenboom, seconded by Van Lankveldt to Approve the Operator Denial for Anton Napieralla*

Ayes 7, Nays 0 – Motion Carried

### **Other Informational Items—February Fire Monthly Report and February Report**



**Action—Adopt Resolution No. 9, Series 2020 Approving the 2019 MS4 Report**

*Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Adopt Resolution No. 9, Series 2020 Approving the 2019 MS4 Report*

Ayes 7, Nays 0 – Motion Carried

**Action—Adopt Resolution No. 10, Series 2020 Authorizing the Sale of Real Estate Located at 300 West Evergreen Drive to Agropur, Inc**

*Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Adopt Resolution No. 10, Series 2020 Authorizing the Sale of Real Estate Located at 300 West Evergreen Drive to Agropur, Inc*

Ayes 7, Nays 0 – Motion Carried

**Action—Adopt Resolution No. 11, Series 2020 Declaring a State of Emergency in the Village of Little Chute**

Administrator Fenlon went through the procedures for keeping the Village Healthy and safe during this time.

*Moved by Trustee Van Lankveldt, seconded by Trustee Elrick to Adopt Resolution No. 11, Series 2020 Declaring a State of Emergency in the Village of Little Chute*

Ayes 7, Nays 0 – Motion Carried

**Potential Action—Dutch Boys, LLC Development Agreement**

This item is deferred for a future Board meeting.

**Action—2019 Budget Adjustments**

Director Remiker-DeWall explained the adjustments needed for the 2019 budget, 2019-2020 Budget Carryover and the Assigned Fund Balance Designations for the 2019 Comprehensive Financial Report.

*Moved by Trustee Peerenboom, seconded by Trustee Van Lankvelt to Approve the 2019 Budget adjustments as presented*

Ayes 7, Nays 0 – Motion Carried

**Roll Call Vote:**

Trustee Elrick	Aye
Trustee Peerenboom	Aye
Trustee L. Van Lankvelt	Aye
Trustee Peterson	Aye
Trustee Smith	Aye
Trustee B. Van Lankveldt	Aye
President Vanden Berg	Aye

Ayes 7, Nays 0 – Motion Carried

**Potential Action— Faith Technologies, Inc Development Agreement**

Administrator Fenlon went over more details for the Development Agreement for Faith Technologies, Inc.

*Moved by Trustee Elrick, seconded by Trustee Smith to Approve the Development Agreement for Faith Technologies, Inc.*

Ayes 7, Nays 0 – Motion Carried

**Action—2020 Summer Event**

*Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Approve the \$15,000. Special Revenue fund to execute a September 2020 event with the condition no money is spent until event is confirmed.*

Ayes 7, Nays 0 – Motion Carried

**Action—Municipal Court Changes**

Administrator Fenlon along with Chief Meister presented the change in the law that an armed guard must be present at all court dates if requested by the judge and staff is recommending hiring a part-time officer to be available for the Village of Little Chute Municipal Court.

*Moved by Trustee Van Lankveldt, seconded by Trustee Peterson to make the changes to the Municipal Court as presented.*

Ayes 7, Nays 0 – Motion Carried

**Potential Action—Sick Leave Policy**

Administrator Fenlon advised the Board that no action will be taken as we are waiting for the Federal regulations to be finalized. Also as an employer we want to work with our employees and do what is best for them and the Village.

**Department and Officers Progress Reports**

Departments and Officers provided progress reports to the Board

**Call for Unfinished Business**

None

**Items for Future Agenda**

None

**Adjournment**

*Moved by Trustee Peterson, seconded by Trustee Smith to Adjourn the Regular Board Meeting at 7:46 p.m.*

Ayes 7, Nays 0 – Motion Carried

**VILLAGE OF LITTLE CHUTE**

By: \_\_\_\_\_  
Michael R. Vanden Berg, Village President

Attest: \_\_\_\_\_  
Laurie Decker, Village Clerk

## Disbursement List - April 1, 2020

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Payroll & Payroll Liabilities - March 19, 2020	\$188,830.20
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Prepaid Invoices - March 18, 2020	\$1,041.90
Prepaid Invoices - March 20, 2020	\$43,497.62
Prepaid Invoices - March 27, 2020	\$26,865.13

Utility Commission-

### CURRENT ITEMS

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Bills List - April 1, 2020	\$133,568.26
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<b>Total Payroll, Prepaid &amp; Invoices</b>	<b>\$393,803.11</b>
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The above payments are recommended for approval:

Rejected: \_\_\_\_\_

\_\_\_\_\_

Approved April 1, 2020

\_\_\_\_\_  
Michael R Vanden Berg, Village President

\_\_\_\_\_  
Laurie Decker, Clerk

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
<b>AMERICAN FIDELITY ASSURANCE (T00890)AWD</b>				
2064951	FLEX SPENDING MARCH	1,322.92	03/20	101-21368
2065535	FLEX SPENDING MARCH	1,322.92	03/20	101-21368
<b>Total AMERICAN FIDELITY ASSURANCE (T00890)AWD:</b>		<b>2,645.84</b>		
<b>APPLETON TROPHY &amp; ENGRAVING</b>				
21681	CSO NAMETAG-HANSON	24.00	03/20	207-52120-212
<b>Total APPLETON TROPHY &amp; ENGRAVING:</b>		<b>24.00</b>		
<b>ASSOCIATED APPRAISAL CONSULTANTS</b>				
147621	PROFESSIONAL SERVICES-APRIL	1,975.00	04/20	101-51530-204
<b>Total ASSOCIATED APPRAISAL CONSULTANTS:</b>		<b>1,975.00</b>		
<b>AUTOMATED COMFORT CONTROLS</b>				
26158	PREVENTATIVE MAINTENANCE @ LIBRARY	25.60	03/20	206-55110-245
<b>Total AUTOMATED COMFORT CONTROLS:</b>		<b>25.60</b>		
<b>BAYCOM INC</b>				
25557	DOCKING KEY STATION	45.00	03/20	207-52120-218
<b>Total BAYCOM INC:</b>		<b>45.00</b>		
<b>BELCO VEHICLE SOLUTIONS LLC</b>				
5043	CSO SQUAD CHANGEOVER	2,338.98	03/20	207-52120-248
5044	RADAR UNIT REPLACEMENT-3 SQUADS	405.00	03/20	207-52120-247
5045	CSO SQUAD CHANGEOVER	360.00	03/20	207-52120-248
5046	SQUAD 95 CHANGEOVER	360.00	03/20	207-52120-247
<b>Total BELCO VEHICLE SOLUTIONS LLC:</b>		<b>3,463.98</b>		
<b>BE'S COFFEE AND VENDING SERVICE INC</b>				
3700485161	COFFEE FOR PD	279.72	03/20	207-52120-218
<b>Total BE'S COFFEE AND VENDING SERVICE INC:</b>		<b>279.72</b>		
<b>BOND TRUST SERVICES CORP REF: 56261-PA</b>				
56261	PAYING AGENT FEE-REF 56261 PA	400.00	03/20	630-53444-229
56262	PAYING AGENT FEE-REF 56262 PA	400.00	03/20	620-53924-229
<b>Total BOND TRUST SERVICES CORP REF: 56261-PA:</b>		<b>800.00</b>		
<b>CITY OF APPLETON</b>				
4493	APRIL WEIGHTS & MEASURES	580.00	04/20	101-52050-204
4511	MARCH 2020 TRANSIT	7,795.00	03/20	101-51780-233
<b>Total CITY OF APPLETON:</b>		<b>8,375.00</b>		
<b>DISTRICT 2, INC.</b>				
2770	SHIELD W/4 PANELS	140.60	03/20	101-52200-213

Invoice	Description	Total Cost	Period	GL Account
Total DISTRICT 2, INC.:		140.60		
FASTENAL COMPANY				
WIKIM252709	DISPOSABLE RESPIRATORY MASKS	45.31	03/20	206-55110-244
WIKIM252709	DISPOSABLE RESPIRATORY MASKS	45.31	03/20	101-51650-244
Total FASTENAL COMPANY:		90.62		
GOLD CROSS AMBULANCE INC				
6149	GLOVES & OXYGEN MASKS	116.28	03/20	207-52120-213
Total GOLD CROSS AMBULANCE INC:		116.28		
GOLDEN RULE CREATIONS				
94294	CSO PATCHES	472.30	03/20	207-52120-218
Total GOLDEN RULE CREATIONS:		472.30		
HAWKINS INC				
4680209	AZONE	361.70	03/20	620-53634-214
4680209	SODIUM SILICATE	1,358.74	03/20	620-53634-220
Total HAWKINS INC:		1,720.44		
HOME DEPOT CREDIT SERVICES				
6010960	PUSHBROOMS & ROTARY TOOL	122.13	04/20	206-55110-242
Total HOME DEPOT CREDIT SERVICES:		122.13		
JACOBUS ENERGY LLC				
2019807	DIESEL FUEL	351.19	03/20	620-53624-249
Total JACOBUS ENERGY LLC:		351.19		
KANG, CHRIS				
03/20 REIMBURSE	SPRAY BOTTLES FOR OFFICE CLEANING	5.38	03/20	620-53924-206
Total KANG, CHRIS:		5.38		
KAUKAUNA UTILITIES				
02/20 9012695	DOYLE PARK WELL	2,631.49	03/20	620-53624-249
MARCH 2020	SAFETY CENTER	574.73	03/20	207-52120-249
MARCH 2020	SAFETY CENTER	383.16	03/20	101-52250-249
MARCH 2020	VILLAGE HALL PLAZA	16.24	03/20	101-51650-249
MARCH 2020	VILLAGE HALL	848.94	03/20	101-51650-249
MARCH 2020	CIVIC CENTER	947.43	03/20	206-55110-249
MARCH 2020	MUNICIPAL POOL	163.83	03/20	204-55420-249
MARCH 2020	BALLFIELD DP1/SHED LIGHTS	122.41	03/20	101-55200-249
MARCH 2020	DOYLE PARK STAGE	29.02	03/20	101-55200-249
MARCH 2020	DOYLE PARK BALLFIELD DP2 LIGHT	63.97	03/20	101-55200-249
MARCH 2020	HEESAKKER PARK TRAIL	29.20	03/20	101-55200-249
MARCH 2020	HERITAGE PARK	22.23	03/20	101-55200-249
MARCH 2020	LEGION PARK RESTROOMS	492.80	03/20	101-55200-249
MARCH 2020	VAN LIESHOUT PARK	187.30	03/20	101-55200-249
MARCH 2020	VAN LIESHOUT BALLFIELD	181.25	03/20	101-55200-249
MARCH 2020	VAN LIESHOUT PK SECURITY LT	58.57	03/20	101-55200-249

Invoice	Description	Total Cost	Period	GL Account
MARCH 2020	LINCOLN AVE E HEESAKKER PARK	355.73	03/20	101-55200-249
MARCH 2020	PUMP STATION JEFFERSTATION ST	928.14	03/20	620-53624-249
MARCH 2020	#4 WELL EVERGREEN DR	2,101.89	03/20	620-53624-249
MARCH 2020	#3 WELL WASHINGTON ST	2,124.85	03/20	620-53624-249
MARCH 2020	STEPHEN ST TOWER/LIGHTING	258.62	03/20	620-53624-249
MARCH 2020	CANAL BRIDGE-NORTH SIDE	17.84	03/20	101-53300-249
MARCH 2020	CANAL BRIDGE-SOUTH SIDE	45.93	03/20	101-53300-249
MARCH 2020	SECURITY LIGHT	12.72	03/20	101-53300-249
MARCH 2020	SIGNALS/GRAND & MAIN	47.78	03/20	101-53300-249
MARCH 2020	COMMUNITY BRIDGE LIGHTING	172.21	03/20	101-53300-249
MARCH 2020	SIGNALS/MAIN & MADISON	48.50	03/20	101-53300-249
MARCH 2020	STREET LIGHTING	9,002.24	03/20	101-53300-249
MARCH 2020	SIGNALS/NORTH & BUCHANAN	42.70	03/20	101-53300-249
MARCH 2020	PATRIOT DR FLAG POLE	36.34	03/20	101-53300-249
MARCH 2020	SIGNALS/NE CORNER N & ELM	83.89	03/20	101-53300-249
MARCH 2020	STEPHEN ST SIGN	16.24	03/20	101-53300-249
MARCH 2020	1401 E ELM DR	989.52	03/20	101-53310-249
MARCH 2020	721 W ELM DR	140.83	03/20	208-52900-249
MARCH 2020	1800 STEPHEN ST	324.57	03/20	630-53441-249
Total KAUKAUNA UTILITIES:		23,502.91		
KERRY'S VROOM SERVICE INC				
9325	OIL & FILTER CHANGE & ANTIFREEZE - UNIT#84	50.47	03/20	207-52120-247
Total KERRY'S VROOM SERVICE INC:		50.47		
LINDNER ACE HARDWARE LITTLE CHUTE				
262524-333011	UPS SHIPPING	17.65	03/20	207-52120-226
262531-312001	WHEEL CLEANER	7.59	03/20	101-52200-218
262752-312001	32 GAL TRASH CANS	56.97	03/20	101-52200-218
262863-312001	CAR WASH	20.97	03/20	101-52200-218
Total LINDNER ACE HARDWARE LITTLE CHUTE:		103.18		
LITTLE CHUTE AREA SCHOOL DIST				
032520	MH LOTTERY CREDIT 2020	5,416.98	03/20	101-31140
Total LITTLE CHUTE AREA SCHOOL DIST:		5,416.98		
MCC INC				
208206	COLD MIX & CLEAN STONE	460.01	03/20	101-53300-216
208206	COLD MIX & DENSE CRUSHER RUN	345.04	03/20	620-53644-216
208206	DENSE CRUSHER RUN	36.12	03/20	101-53300-215
Total MCC INC:		841.17		
MEISTER, DANIEL				
03/20 REIMBURSE	MILEAGE REIMBURSEMENT-CONFERENCE	67.28	03/20	207-52120-201
Total MEISTER, DANIEL:		67.28		
MENARDS - APPLETON EAST				
79661	CAST IRON SUMP PUMP	139.99	03/20	620-53644-250
80241	RESPIRATOR MASKS	42.77	03/20	207-52120-244
80241	RESPIRATOR MASKS	42.76	03/20	101-52250-244

Invoice	Description	Total Cost	Period	GL Account
Total MENARDS - APPLETON EAST:		225.52		
MIDWEST SALT LLC				
P451079	INDUSTRIAL SOUTHERN COARSE SALT	2,714.03	03/20	620-53634-224
P451080	INDUSTRIAL SOUTHERN COARSE SALT	2,812.04	03/20	620-53634-224
Total MIDWEST SALT LLC:		5,526.07		
NASSCO INC				
S2589832.001	HAND SANITIZER & ALCOHOL WIPES	263.12	03/20	206-55110-244
S2589832.001	HAND SANITIZER & ALCOHOL WIPES	181.74	03/20	101-51650-244
S2589832.001	HAND SANITIZER & ALCOHOL WIPES	86.42	03/20	207-52120-244
S2589832.001	HAND SANITIZER & ALCOHOL WIPES	28.78	03/20	101-52250-244
S2595648.001	VINYL GLOVES	29.90	03/20	101-53300-213
S2595648.001	VINYL GLOVES	29.90	03/20	101-55200-213
Total NASSCO INC:		619.86		
OFFICE ENTERPRISES INC				
461208	SEALING SOLUTION FOR METER	45.41	03/20	101-51650-206
Total OFFICE ENTERPRISES INC:		45.41		
PYNENBERG, SAM				
03/20 REIMBURSE	REIMBURSEMENT FOR WORK BOOTS	158.24	03/20	207-52120-218
Total PYNENBERG, SAM:		158.24		
ROBERT E. LEE & ASSOCIATES				
77260	2020 GIS SERVICES	659.95	03/20	101-51415-204
Total ROBERT E. LEE & ASSOCIATES:		659.95		
SLINDE, ED				
03/20 REIMBURSE	MEAL REIMBURSEMENT @ SUPERVISOR TRAININ	40.00	03/20	207-52120-201
Total SLINDE, ED:		40.00		
STAPLES ADVANTAGE				
3442410111	OFFICE SUPPLIES	60.01	03/20	207-52120-206
3443130381	ENVELOPES	17.13	03/20	101-51420-206
3443130383	WHITE LABELS FOR ABSENTEE VOTES	89.00	03/20	101-51440-206
Total STAPLES ADVANTAGE:		166.14		
SYNERGY ENVIRONMENTAL LAB INC				
E37573	WATER SAMPLE TESTING	100.00	03/20	610-53612-204
Total SYNERGY ENVIRONMENTAL LAB INC:		100.00		
VILLAGE OF KIMBERLY				
Q2 2020	Q2 PAYMENT-LIBRARY	74,991.00	04/20	206-55110-260
Total VILLAGE OF KIMBERLY:		74,991.00		

Invoice	Description	Total Cost	Period	GL Account
<b>VON BRIESEN &amp; ROPER S.C.</b>				
316116	GENERAL LABOR	171.00	03/20	101-51110-262
<b>Total VON BRIESEN &amp; ROPER S.C.:</b>		<b>171.00</b>		
<b>WERY, MARK</b>				
03/20 REIMBURSE	REIMBURSEMENT FOR MEALS - TRAINING	40.00	03/20	207-52120-201
<b>Total WERY, MARK:</b>		<b>40.00</b>		
<b>WI ELEVATOR INSPECTION INC</b>				
13640	ANNUAL INSPECTION	95.00	03/20	207-52120-243
13641	ANNUAL INSPECTION	95.00	03/20	101-51650-243
<b>Total WI ELEVATOR INSPECTION INC:</b>		<b>190.00</b>		
<b>Grand Totals:</b>		<b>133,568.26</b>		

## Report GL Period Summary

Vendor number hash: 173701  
Vendor number hash - split: 205011  
Total number of invoices: 52  
Total number of transactions: 94

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	133,568.26	133,568.26
<b>Grand Totals:</b>	<b>133,568.26</b>	<b>133,568.26</b>

## Report Criteria:

Invoice Detail.Voided = {=} FALSE



Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>2020 REFUNDS-MISCELLANEOUS (5094)</b>							
032620	Invoi	CIVIC CENTER ROOM REFUND	100.00	Open	Non	03/20	206-38211
<b>Total 2020 REFUNDS-MISCELLANEOUS (5094):</b>			<b>100.00</b>				
<b>2020 UTILITY REFUNDS (5089)</b>							
170318001	Invoi	OVERPAYMENT REFUND ACCT #1-703180-01	77.91	Open	Non	03/20	001-15000
<b>Total 2020 UTILITY REFUNDS (5089):</b>			<b>77.91</b>				
<b>AUTOMATED COMFORT CONTROLS (4980)</b>							
25317	Invoi	SEMI-ANNUAL BILLING @ VH 7/1/19 - 12/31/19	1,500.00	Open	Non	03/20	101-51650-243
25318	Invoi	SEMI-ANNUAL BILLING @ SAFETY CENTER 7/1/19	589.50	Open	Non	03/20	207-52120-243
25318	Invoi	SEMI-ANNUAL BILLING @ SAFETY CENTER 7/1/19	196.50	Open	Non	03/20	101-52200-243
25319	Invoi	SEMI-ANNUAL BILLING @ LIBRARY 7/1/19 - 12/31/	949.00	Open	Non	03/20	206-55110-243
<b>Total AUTOMATED COMFORT CONTROLS (4980):</b>			<b>3,235.00</b>				
<b>HEART OF THE VALLEY (280)</b>							
032320	Invoi	HOV METER PAYABLE INTEREST FEES	643.93	Open	Non	03/20	610-53614-262
<b>Total HEART OF THE VALLEY (280):</b>			<b>643.93</b>				
<b>KLINK HYDRAULICS LLC (5005)</b>							
8275	Invoi	HOSE & CLAMP FOR TRUCK #3	15.72	Open	Non	03/20	101-53330-225
<b>Total KLINK HYDRAULICS LLC (5005):</b>			<b>15.72</b>				
<b>STREICHER'S (358)</b>							
11418640	Invoi	CSO DUTY BELT & GEAR	80.98	Open	Non	03/20	207-52120-212
11418652	Invoi	CSO DUTY BELTS & GEAR	175.91	Open	Non	03/20	207-52120-212
11418864	Invoi	CSO UNIFORMS	43.98	Open	Non	03/20	207-52120-212
<b>Total STREICHER'S (358):</b>			<b>300.87</b>				
<b>TIME WARNER CABLE (89)</b>							
03/20 60403290180	Invoi	MARCH/APRIL SERVICE	107.75	Open	Non	03/20	620-53924-203
<b>Total TIME WARNER CABLE (89):</b>			<b>107.75</b>				
<b>U.S. BANK (5015)</b>							
03/20 59455565491	Invoi	AUTOCAD LICENSE RENEWAL	6,967.80	Open	Non	03/20	101-51415-208
03/20 59455565491	Invoi	LIFEGUARD RECERTIFICATION	76.00	Open	Non	03/20	204-55420-213
03/20 59455565491	Invoi	CPRP CERTIFICATION RENEWAL-WESTBERG	75.00	Open	Non	03/20	101-55200-208
03/20 59455565491	Invoi	HEESAKKER KAYAK LAUNCH PERMIT FEE	310.58	Open	Non	03/20	420-57620-271
03/20 59455565491	Invoi	NOISE REDUCING MACHINES FOR YOGA	54.99	Open	Non	03/20	101-55300-218
03/20 59455565491	Invoi	TABLECLOTHS FOR WINDOW COVERS @ DANCE	2.00	Open	Non	03/20	101-55300-218
03/20 59455565491	Invoi	FOOD FOR ELECTION WORKERS	294.78	Open	Non	03/20	101-51440-211
03/20 59455565491	Invoi	CONSECUTIVE NUMBER LABELS	108.18	Open	Non	03/20	101-51440-206
03/20 59455565491	Invoi	WCMA WINTER CONFERENCE-FENLON	185.00	Open	Non	03/20	101-51400-201
03/20 59455565491	Invoi	ADOBE	26.36	Open	Non	03/20	101-51400-208
03/20 59455565491	Invoi	STAINLESS STEEL FOLDING KNIFE	33.42	Open	Non	03/20	101-52200-213
03/20 59455565491	Invoi	USB CABLE & WALL CHARGER	29.48	Open	Non	03/20	101-52200-203
03/20 59455565491	Invoi	NATIONAL FIRE PROTECTION ASSOCIATION	113.45	Open	Non	03/20	101-52200-225
03/20 59455565491	Invoi	WI STATE FIRE CHIEFS CONVENTION	596.00	Open	Non	03/20	101-52200-201
03/20 59455565491	Invoi	SHOP TOOLS	73.82	Open	Non	03/20	101-53330-218
03/20 59455565491	Invoi	PROPANE	21.09	Open	Non	03/20	101-53330-217

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
03/20 59455565491	Invoi	EXHAUST FAN MOTOR IN WASH BAY	710.00	Open	Non	03/20	101-53310-204
03/20 59455565491	Invoi	2020 WATERSHED CONFERENCE-MCCLONE & W	520.00	Open	Non	03/20	630-53444-201
03/20 59455565491	Invoi	PROMOTIONAL ITEMS FOR K-9 PROGRAM	64.62	Open	Non	03/20	207-52120-218
03/20 59455565491	Invoi	ONLINE APP FOR TABLETS	18.97	Open	Non	03/20	207-52120-218
03/20 59455565491	Invoi	BLACK INK PLOTTER CARTRIDGES	202.80	Open	Non	03/20	101-51415-206
03/20 59455565491	Invoi	JOB POSTING-CIVIL ENGINEER	295.00	Open	Non	03/20	101-51415-208
03/20 59455565491	Invoi	SARA III REPORTS-WI DMA EPAY	840.52	Open	Non	03/20	101-53310-204
03/20 59455565491	Invoi	TRANSMITTER FOR TOWER	81.18	Open	Non	03/20	620-53644-218
03/20 59455565491	Invoi	POSTAGE FOR SHIPPING	15.05	Open	Non	03/20	207-52120-226
03/20 59455565491	Invoi	MEMO BOOKS	7.39	Open	Non	03/20	207-52120-206
03/20 59455565491	Invoi	PD SUPPLIES	10.55	Open	Non	03/20	207-52120-218
03/20 59455565491	Invoi	DESK CONVERTER, MONITOR ARMS, FATIGUE M	273.92	Open	Non	03/20	207-52120-221
03/20 59455565491	Invoi	DEPT PHOTOS/COFFEE/CSO START UP SUPPLIE	50.09	Open	Non	03/20	207-52120-218
03/20 59455565491	Invoi	PIZZA FOR KPD/CAKE-THORSON/FUNERAL PLAN	209.35	Open	Non	03/20	207-52120-218
03/20 59455565491	Invoi	INSTRUCTOR AND TASER SCHOOL	895.00	Open	Non	03/20	207-52120-201
03/20 59455565491	Invoi	STICKERS FOR K-9 PROGRAM	69.84	Open	Non	03/20	207-52120-218
03/20 59455565491	Invoi	25TH ANNIVERSARY BADGES	469.33	Open	Non	03/20	207-52120-212
03/20 59455565491	Invoi	WI TRAFFIC SAFETY TRAINING	164.00	Open	Non	03/20	207-52120-201
03/20 59455565491	Invoi	MEDICAL SUPPLIES	102.00	Open	Non	03/20	207-52120-213
03/20 59455565491	Invoi	TRANSUNION	50.00	Open	Non	03/20	207-52120-204
03/20 59455565491	Invoi	ARLO SMART ELITE SINGLE CAMERA MONTHLY	4.99	Open	Non	03/20	207-52120-203
Total U.S. BANK (5015):			14,022.55				
VERIZON WIRELESS (3606)							
9850468975	Invoi	FEBRUARY/MARCH SERVICE	74.15	Open	Non	03/20	620-53924-203
Total VERIZON WIRELESS (3606):			74.15				
WE ENERGIES (2788)							
4494800612 03/20	Invoi	721 W ELM DR	265.50	Open	Non	03/20	208-52900-249
4494800612 03/20	Invoi	1401 E ELM DR	2,710.53	Open	Non	03/20	101-53310-249
4494800612 03/20	Invoi	CROSSWINDS LED STREET LIGHTS	82.33	Open	Non	03/20	101-53300-249
4494800612 03/20	Invoi	108 W MAIN ST	878.30	Open	Non	03/20	101-51650-249
4494800612 03/20	Invoi	PUMP STATION @ EVERGREEN & FRENCH	637.42	Open	Non	03/20	620-53624-249
4494800612 03/20	Invoi	STREET LIGHTS	1,106.37	Open	Non	03/20	101-53300-249
4494800612 03/20	Invoi	LC WELL #4 PUMPHOUSE (625 E EVERGREEN)	416.05	Open	Non	03/20	620-53624-249
4494800612 03/20	Invoi	CIVIC CENTER (630 MONROE ST)	1,041.96	Open	Non	03/20	206-55110-249
4494800612 03/20	Invoi	PLANT #2 (1118 JEFFERSON ST)	173.48	Open	Non	03/20	620-53624-249
4494800612 03/20	Invoi	PLANT #1 (100 WILSON ST)	295.77	Open	Non	03/20	620-53624-249
4494800612 03/20	Invoi	920 WASHINGTON ST	66.40	Open	Non	03/20	620-53624-249
4494800612 03/20	Invoi	200 E MCKINLEY ST-FIRE DEPT	234.72	Open	Non	03/20	101-52250-249
4494800612 03/20	Invoi	200 E MCKINLEY ST-FVMPD	352.07	Open	Non	03/20	207-52120-249
4494800612 03/20	Invoi	DOYLE POOL	26.35	Open	Non	03/20	204-55420-249
Total WE ENERGIES (2788):			8,287.25				
Grand Totals:			26,865.13				

## Report GL Period Summary

Vendor number hash: 42980  
 Vendor number hash - split: 264744  
 Total number of Invoices: 14  
 Total number of transactions: 64

Terms Description	Invoice Amount	Net Invoice Amount
Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	26,865.13	26,865.13
Grand Totals:	26,865.13	26,865.13

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2020 REFUNDS-MISCELLANEOUS (5094)							
031620	Invoi	CIVIC CENTER ROOM REFUND	100.00	Open	Non	03/20	206-38211
031620-1	Invoi	CIVIC CENTER ROOM REFUND	100.00	Open	Non	03/20	206-38211
031820	Invoi	CIVIC CENTER ROOM REFUND	100.00	Open	Non	03/20	206-38211
031920	Invoi	REFUND BARTENDER LICENSE FEE	50.00	Open	Non	03/20	101-32120
032020	Invoi	CIVIC CENTER ROOM REFUND	100.00	Open	Non	03/20	206-38211
Total 2020 REFUNDS-MISCELLANEOUS (5094):			450.00				
AIRGAS USA LLC (379)							
9968622688	Invoi	CYLINDER RENTALS	55.98	Open	Non	02/20	101-53330-218
Total AIRGAS USA LLC (379):			55.98				
AT& T (409)							
92078873810963 0	Invoi	FEB/MAR SERVICE	17.05	Open	Non	03/20	207-52120-203
92078873810963 0	Invoi	FEB/MAR SERVICE	85.23	Open	Non	03/20	101-53310-203
92078873810963 0	Invoi	FEB/MAR SERVICE	17.05	Open	Non	03/20	204-55420-203
92078873810963 0	Invoi	FEB/MAR SERVICE	68.17	Open	Non	03/20	620-53924-203
Total AT& T (409):			187.50				
BUILDING SERVICES GROUP INC (4899)							
44666	Invoi	MONTHLY CLEANING-VILLAGE HALL	1,340.00	Open	Non	03/20	101-51650-243
44667	Invoi	MONTHLY CLEANING-MUNICIPAL GARAGE	454.00	Open	Non	03/20	101-53310-243
44672	Invoi	MONTHLY CLEANING-CIVIC CENTER	1,073.00	Open	Non	03/20	206-55110-243
Total BUILDING SERVICES GROUP INC (4899):			2,867.00				
CASPER'S TRUCK EQUIPMENT (497)							
43628	Invoi	BRINE SPRAYER #15	13.50	Open	Non	03/20	101-53330-225
43630	Invoi	SKID SHOES/OIL FILTER #21	261.70	Open	Non	03/20	101-53330-225
Total CASPER'S TRUCK EQUIPMENT (497):			275.20				
DELTA DENTAL OF WISCONSIN (33)							
1428916	Invoi	APRIL DENTAL	4,615.92	Open	Non	03/20	101-21345
1428917	Invoi	APRIL DENTAL - WPPA	1,759.66	Open	Non	03/20	101-21345
VISION 04/20	Invoi	APRIL VISION	379.52	Open	Non	03/20	101-21366
Total DELTA DENTAL OF WISCONSIN (33):			6,755.10				
EHLERS INVESTMENT PARTNERS LLC (1425)							
FEBRUARY 2020	Invoi	FEBRUARY INVESTMENT MANAGEMENT	178.25	Open	Atto	03/20	300-57331-229
FEBRUARY 2020	Invoi	FEBRUARY INVESTMENT MANAGEMENT	169.44	Open	Atto	03/20	101-51780-229
FEBRUARY 2020	Invoi	FEBRUARY INVESTMENT MANAGEMENT	203.75	Open	Atto	03/20	610-53614-229
FEBRUARY 2020	Invoi	FEBRUARY INVESTMENT MANAGEMENT	105.33	Open	Atto	03/20	620-53924-229
FEBRUARY 2020	Invoi	FEBRUARY INVESTMENT MANAGEMENT	410.87	Open	Atto	03/20	630-53444-229
Total EHLERS INVESTMENT PARTNERS LLC (1425):			1,067.64				
EVERGREEN POWER LLC (4827)							
5217	Invoi	AIR FILTER	14.95	Open	Non	03/20	101-53330-221
5219	Invoi	V-BELT	26.38	Open	Non	03/20	101-53330-221
5220	Invoi	FUEL FILTER	6.99	Open	Non	03/20	101-53330-221
5479	Invoi	FUEL FILTER	19.90	Open	Non	03/20	101-53330-221

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total EVERGREEN POWER LLC (4827):			68.22				
FASTENAL COMPANY (847)							
WIKIM252198	Invoi	HARDWARE	15.75	Open	Non	03/20	101-53330-218
WIKIM252660	Invoi	DISPOSABLE RESPIRATORY MASKS	203.56	Open	Non	03/20	101-53300-213
Total FASTENAL COMPANY (847):			219.31				
GFC LEASING - WI (4989)							
100572024	Invoi	GFC PW COPIER LEASING	92.26	Open	Non	03/20	101-53310-207
Total GFC LEASING - WI (4989):			92.26				
HEART OF THE VALLEY (280)							
031620	Invoi	MAY 2019 HOV METER PAYABLE	2,578.00	Open	Non	03/20	610-21110
031620	Invoi	AUG 2019 HOV METER PAYABLE	1,289.00	Open	Non	03/20	610-21110
031620	Invoi	SEPT 2019 HOV METER PAYABLE	1,289.00	Open	Non	03/20	610-21110
Total HEART OF THE VALLEY (280):			5,156.00				
KELLER (492)							
41258	Invoi	FINAL PAYMENT-ROOF REPAIR CANAL SHELTER	16,119.50	Open	Non	03/20	101-55200-242
Total KELLER (492):			16,119.50				
MATTHEWS TIRE & SERVICE CENTER (768)							
73745	Invoi	6 NEW TIRES ON #35	258.00	Open	Non	03/20	101-53330-204
73745	Invoi	6 NEW TIRES ON #35	1,361.94	Open	Non	03/20	101-53330-225
Total MATTHEWS TIRE & SERVICE CENTER (768):			1,619.94				
MENARDS - APPLETON EAST (319)							
79654	Invoi	VINYL SIDING	49.70	Open	Non	03/20	201-53620-218
79654	Invoi	BLEACH	4.99	Open	Non	03/20	101-53310-218
Total MENARDS - APPLETON EAST (319):			54.69				
NASSCO INC (4886)							
S2591789.002	Invoi	DISINFECTANT	63.14	Open	Non	03/20	101-53310-218
S2591789.002	Invoi	DISINFECTANT	63.14	Open	Non	03/20	101-55200-222
Total NASSCO INC (4886):			126.28				
NEWS PUBLISHING CO INC (857)							
472138	Invoi	PUBLIC NOTICE-SPECIAL ASSESSMENT	103.23	Open	Non	02/20	101-51440-227
472501	Invoi	ZONING CHANGE	44.45	Open	Non	02/20	101-51440-227
472502	Invoi	PUBLIC NOTICE-VOTING EQUIPMENT	80.36	Open	Non	02/20	101-51440-227
473170	Invoi	ZONING CHANGE	36.11	Open	Non	02/20	101-51440-227
474051/474590	Invoi	2020 ROAD CONSTRUCTION BIDS	66.12	Open	Non	02/20	452-51016-204
474051/474590	Invoi	2020 ROAD CONSTRUCTION BIDS	66.12	Open	Non	02/20	452-51019-204
474051/474590	Invoi	2020 ROAD CONSTRUCTION BIDS	66.12	Open	Non	02/20	452-51213-227
474051/474590	Invoi	2020 ROAD CONSTRUCTION BIDS	66.12	Open	Non	02/20	620-51115-204
474892	Invoi	CONDITIONAL USE	38.00	Open	Non	02/20	101-51650-207
Total NEWS PUBLISHING CO INC (857):			566.63				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
PRIMADATA LLC (4671)							
APRIL 2020	Invoi	APRIL POSTCARD POSTAGE	275.00	Open	Non	03/20	201-53620-226
APRIL 2020	Invoi	APRIL POSTCARD POSTAGE	275.00	Open	Non	03/20	610-53613-226
APRIL 2020	Invoi	APRIL POSTCARD POSTAGE	275.00	Open	Non	03/20	620-53904-226
APRIL 2020	Invoi	APRIL POSTCARD POSTAGE	275.00	Open	Non	03/20	630-53443-226
Total PRIMADATA LLC (4671):			1,100.00				
PUBLIC SERVICE COMMISSION (723)							
2002-I-03140	Invoi	UNAUTHORIZED 2012-13 EXT OF WATER SERVIC	221.16	Open	Non	02/20	620-53924-262
Total PUBLIC SERVICE COMMISSION (723):			221.16				
REINDERS INC (1006)							
1819548	Invoi	LAWN MOWER BRACKETS #23	14.38	Open	Non	03/20	101-53330-225
Total REINDERS INC (1006):			14.38				
STAPLES ADVANTAGE (3472)							
3442437421	Invoi	ERASERS & CLEANING SUPPLIES	7.98	Open	Non	03/20	101-51420-206
3442437421	Invoi	COPY PAPER	110.76	Open	Non	03/20	101-51650-206
3442437422	Invoi	PENS FOR ELECTION	24.95	Open	Non	03/20	101-51440-206
3442437422	Invoi	COPY PAPER	36.92	Open	Non	03/20	101-51650-206
Total STAPLES ADVANTAGE (3472):			180.61				
SUN LIFE FINANCIAL (4312)							
232004-APR 2020	Invoi	APR STD	249.67	Open	Non	03/20	101-21365
Total SUN LIFE FINANCIAL (4312):			249.67				
TIME WARNER CABLE (89)							
03/20 60505470190	Invoi	MARCH/APRIL SERVICE	158.27	Open	Non	03/20	101-51650-203
03/20 71538770140	Invoi	MARCH/APRIL SERVICE	580.26	Open	Non	03/20	101-53310-203
Total TIME WARNER CABLE (89):			738.53				
UNIFIRST CORPORATION (4403)							
0970304845	Invoi	SHIRTS/PANTS	4.51	Open	Non	03/20	101-53330-213
0970304845	Invoi	LAUNDRY BAGS/WIPERS	15.50	Open	Non	03/20	101-53330-218
Total UNIFIRST CORPORATION (4403):			20.01				
US VENTURE (4231)							
L64986	Invoi	#14 SPECTRO V100 WATER AF FUEL	20.00	Open	Non	03/20	101-53330-204
Total US VENTURE (4231):			20.00				
VILLAGE OF LITTLE CHUTE (1404)							
MARCH 2020	Invoi	3609 FREEDOM RD	8.25	Open	Non	03/20	630-53441-249
MARCH 2020	Invoi	721 W ELM DR	14.23	Open	Non	03/20	208-52900-249
MARCH 2020	Invoi	1401 E ELM DR	831.29	Open	Non	03/20	101-53310-249
MARCH 2020	Invoi	206 KAREN DR	8.25	Open	Non	03/20	416-57600-249
MARCH 2020	Invoi	200 KAREN DR	8.25	Open	Non	03/20	416-57600-249
MARCH 2020	Invoi	#3 WELL WASHINGTON ST	15.68	Open	Non	03/20	620-53624-249
MARCH 2020	Invoi	DOYLE PARK WELL #1	11.79	Open	Non	03/20	620-53624-249
MARCH 2020	Invoi	PUMP STATION JEFFERSON ST	32.69	Open	Non	03/20	620-53624-249

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
MARCH 2020	Invoi	DOYLE PARK - LOW FLOW	10.97	Open	Non	03/20	204-55420-249
MARCH 2020	Invoi	DOYLE PARK POOL/RESTROOMS	293.29	Open	Non	03/20	101-55200-249
MARCH 2020	Invoi	DOYLE PARK POOL/RESTROOMS	293.29	Open	Non	03/20	204-55420-249
MARCH 2020	Invoi	HEESAKKER PARK RESTROOM	52.33	Open	Non	03/20	101-55200-249
MARCH 2020	Invoi	VAN LIESHOUT PARK	120.45	Open	Non	03/20	101-55200-249
MARCH 2020	Invoi	LEGION PARK RESTROOMS	380.33	Open	Non	03/20	101-55200-249
MARCH 2020	Invoi	HERITAGE PARK	5.78	Open	Non	03/20	101-55200-249
MARCH 2020	Invoi	CIVIC CENTER	288.72	Open	Non	03/20	206-55110-249
MARCH 2020	Invoi	VILLAGE HALL	145.88	Open	Non	03/20	101-51650-249
MARCH 2020	Invoi	GB & MISS CANAL CO	4.95	Open	Non	03/20	101-51780-249
MARCH 2020	Invoi	SAFETY CENTER	279.11	Open	Non	03/20	207-52120-249
MARCH 2020	Invoi	SAFETY CENTER	69.78	Open	Non	03/20	101-52250-249
Total VILLAGE OF LITTLE CHUTE (1404):			2,875.31				
WARRANT PAYMENTS (4565)							
WI0450000	Invoi	WARRANT- DELCHAMBRE	285.00	Open	Non	03/20	207-21495
Total WARRANT PAYMENTS (4565):			285.00				
WAUSAU EQUIPMENT COMPANY INC (1155)							
6948224	Invoi	PLASTIC BUSHINGS/ SHAFTS/PINS #80	2,111.70	Open	Non	03/20	101-53330-225
Total WAUSAU EQUIPMENT COMPANY INC (1155):			2,111.70				
Grand Totals:			43,497.62				

## Report GL Period Summary

Vendor number hash: 114943  
Vendor number hash - split: 183010  
Total number of invoices: 47  
Total number of transactions: 87

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	43,497.62	43,497.62
Grand Totals:	43,497.62	43,497.62

Report Criteria:  
Vendor.Vendor number = 264

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
US POSTMASTER (264)							
DPW 2020	Invoi	2020 DPW/ENGINEERING NEWSLETTER	214.63	Open	Non	03/20	101-53300-226
DPW 2020	Invoi	2020 DPW/ENGINEERING NEWSLETTER	.00	Open	Non	03/20	101-53350-226
DPW 2020	Invoi	2020 DPW/ENGINEERING NEWSLETTER	30.75	Open	Non	03/20	101-53460-226
DPW 2020	Invoi	2020 DPW/ENGINEERING NEWSLETTER	91.70	Open	Non	03/20	101-53650-226
DPW 2020	Invoi	2020 DPW/ENGINEERING NEWSLETTER	91.70	Open	Non	03/20	201-53620-226
DPW 2020	Invoi	2020 DPW/ENGINEERING NEWSLETTER	45.79	Open	Non	03/20	610-53614-226
DPW 2020	Invoi	2020 DPW/ENGINEERING NEWSLETTER	352.70	Open	Non	03/20	620-53924-226
DPW 2020	Invoi	2020 DPW/ENGINEERING NEWSLETTER	214.63	Open	Non	03/20	630-53444-226
Total US POSTMASTER (264):			1,041.90				
Grand Totals:			1,041.90				

Report GL Period Summary

Vendor number hash: 264  
Vendor number hash - split: 2112  
Total number of invoices: 1  
Total number of transactions: 8

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	1,041.90	1,041.90
Grand Totals:	1,041.90	1,041.90



**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO. 12, SERIES OF 2020**

**A RESOLUTION AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE COMMUNITY DEVELOPMENT INVESTMENT (CDI) GRANT PROGRAM FOR FINANCIAL ASSISTANCE TO SUPPORT THE DEVELOPMENT OF A DOWNTOWN HOTEL**

***WHEREAS***, The Village of Little Chute requests a CDI Grant from the Wisconsin Economic Development Corporation for the purpose of assisting the proposed Downtown Hotel project in the Village; and

***WHEREAS***, The Village of Little Chute is invested in promoting development downtown; and

***WHEREAS***, The 2016 Comprehensive Plan, identifies the Village should Continue to support the private sector in the redevelopment of the downtown; and

***WHEREAS***, The Village is focused on promoting development which improves “Feet on the Streets” for business owners; and

***WHEREAS***, the developer has secured all necessary financing except the gap funding being applied for through the CDI Grant program.

**NOW, THEREFORE, BE IT RESOLVED**, by the Village Board of Trustees, Village of Little Chute, authorizes the Village Administrator and Community Development Director to submit an application to the Wisconsin Economic Development Corporation for the CDI Grant Program and sign necessary documents.

Date introduced, approved and adopted: April 1, 2020

VILLAGE OF LITTLE CHUTE

By: \_\_\_\_\_  
Michael R. Vanden Berg, Village President

By: \_\_\_\_\_  
Laurie Decker, Village Clerk

**VILLAGE OF LITTLE CHUTE**  
**RESOLUTION NO. 13, SERIES OF 2020**

**A RESOLUTION OF THE MOVING WARDS 2, 6, 7, 8, 12, 13 VOTING AT VILLAGE HALL TO VOTE AT THE CIVIC CENTER FOR THE APRIL 7, 2020 SPRING ELECTION,**

WHEREAS, the Village of Little Chute did by resolution establish where polling locations would be for each ward, and

WHEREAS, Wisconsin Statutes 5.25(2) provides cities, villages, and towns with populations under 500,000 to establish polling places by the governing body, and

WHEREAS, the Village of Little Chute does not have enough poll workers to operate three polling locations for the April 7, 2020 Election due to cancellations due to the COVID-19 outbreak,

NOW THEREFORE BE IT RESOLVED by the Village of Little Chute that the Board approves moving Wards 2, 6, 7, 8, 12 and 13 from voting at Village Hall to instead vote at the Civic Center on the April 7, 2020 Election; and

BE IT FURTHER RESOLVED that the Village Clerk be directed to send a copy of this resolution to the Outagamie County Clerk.

Adopted and approved this 1st day of April, 2020.

Introduced, approved and adopted: April 1, 2020

**VILLAGE OF LITTLE CHUTE**

By: \_\_\_\_\_  
Michael R. Vanden Berg, Village President

Attest: \_\_\_\_\_  
Laurie Decker, Village Clerk

Village of Little Chute  
**REQUEST FOR VILLAGE BOARD CONSIDERATION**

<b>ITEM DESCRIPTION: Work From Home (WFH) Policy</b>
<b>PREPARED BY: James P. Fenlon, Administrator</b> <i>JPF</i>
<b>REPORT DATE: March 27, 2020</b>
<p><b>EXPLANATION:</b> In light of the recent events and preparing for increased pressure on providing essential services, staff are preparing for unique work environments, including working from home. In order to provide guidance to Department Heads and staff, we have drafted the attached policy and attachments.</p> <p>The policies themselves are self-explanatory and should be needed only under emergency management conditions.</p>
<b>RECOMMENDATION: Approve the policies as presented.</b>

# VILLAGE OF LITTLE CHUTE WORK FROM HOME POLICY AND AGREEMENT

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General Work Arrangements - This document specifies the terms and conditions of the Work from Home (WEFH) Agreement between \_\_\_\_\_ [employee name] and the Village of Little Chute, beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.

The days and hours when the employee is expected to be physically present in the **workplace** are \_\_\_\_\_ [days] between the hours of \_\_\_\_\_ [hours] and additional times designated by their supervisor.

1. The alternate work site is \_\_\_\_\_ [address].
2. The days and hours when the employee is expected to **work from home** are \_\_\_\_\_ [days] and \_\_\_\_\_ [hours].
3. The employee's duties and responsibilities:
  - a. Will remain the same as when working at the regular Village of Little Chute worksite; OR
  - b. The specific duties and assignments authorized to be conducted at this alternate worksite are \_\_\_\_\_ [duties].
4. Effective communication is essential for this arrangement to be successful. The employee agrees to remain accessible during designated work hours. The following methods and times of communicating are agreed upon [contact methods, individuals, required frequency of communication, etc.]:  
\_\_\_\_\_  
\_\_\_\_\_
5. The Village of Little Chute may terminate this agreement at any time, without notice, for any reason or no reason at all.

## Policies and Procedures

1. All applicable Employee Handbook policies apply.
2. All employees must track and record their hours worked in the same manner required as when working at the regular Village of Little Chute worksite.
3. Nonexempt employees:
  - a. Break and rest periods must be taken as required by law and/or policy.
  - b. Requests to work overtime or to use sick leave, vacation, or other leave must be approved by the employee's supervisor in the same manner as required when working at the regular Village of Little Chute worksite.
4. The employee agrees to and understands that all obligations, responsibilities, terms, and conditions of employment with the Village of Little Chute remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.
5. **The Department Head will maintain this agreement and the work from home checklist and provide copies of the executed documents to the Village Administrator.**

## Safety, Equipment, and Information Security

1. The employee agrees to maintain a work environment that is ergonomically sound, clean, safe, and free of obstructions and hazardous situations.
2. The employee agrees to use Village-owned equipment, records, and materials for Village of Little Chute business only, and to protect them against unauthorized or accidental access, use,

# VILLAGE OF LITTLE CHUTE WORK FROM HOME POLICY AND AGREEMENT

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modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is recorded, the locations where the information is stored, the systems used to process the information, or the processes by which the information is handled.

3. The employee agrees to report to the Village any instances of loss, damage, or unauthorized access at the earliest reasonable opportunity.
4. The employee agrees to allow electronic and/or physical access to their remote worksite for purposes of assessing safety, property maintenance, and security methods, as well as job performance.
5. The employee agrees to report work-related injuries to the supervisor at the earliest reasonable opportunity. The employee agrees to hold the Village of Little Chute harmless for injury to others at the alternate work site.

## Equipment, Furniture, and Supplies

1. The employee agrees that the following equipment, furniture, services (e.g., telephone, internet connection, etc.) and/or supplies will be supplied by the Village of Little Chute and **are itemized on the work from home checklist.**
2. The employee understands that all equipment, records, and materials provided by the Village remain the property of the Village.
3. The employee agrees to return Village equipment, records, and materials within five business days of termination of this agreement.
4. Upon request, any Village-issued equipment must be returned to the Village by the employee for inspection, repair, replacement, or repossession within five business days.
5. All equipment, furniture, and/or supplies not listed in item one will be supplied and maintained by the employee.
6. The employee understands that their personal vehicle will not be used for Village business unless specifically authorized by the Village.

**Taxes and Zoning Regulations** - The employee understands that they are responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.

**Employee Acknowledgment** - I have read and understand this Work from Home Agreement. I understand that violations of this agreement may result in disciplinary action up to and including termination of employment.

**Employee Signature:** \_\_\_\_\_

**Employee's Name (print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head Signature:** \_\_\_\_\_

**Department Head's Name (print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

ATTACHMENTS: Village of Little Chute Work From Home Checklist

# VILLAGE OF LITTLE CHUTE WORK FROM HOME POLICY AND AGREEMENT

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*This list is meant to ensure that employees understand the Village of Little Chute's policies and procedures for remote work.*

- ☐ Employee has read and understands Company policies and procedures for telecommuting/flexible work.
- ☐ Employee and manager/supervisor have outlined and approved an agreement for telecommuting.
- ☐ Telecommuting equipment has been issued to the employee.

Equipment provided:

- ☐ Computer
- ☐ Monitor
- ☐ Keyboard/mouse
- ☐ Tablet
- ☐ Phone/cell phone
- ☐ Desk
- ☐ Chair
- ☐ Other:
- ☐ Other:
- ☐ Other:
- ☐ Issue date:

- ☐ Policies and procedures for maintenance and safety of Company-issued equipment have been explained and are clearly understood.
- ☐ Policies and procedures covering classified, secure, and confidential data have been discussed and are clearly understood.
- ☐ Requirements for offsite office space and/or area have been discussed and approved.
- ☐ Performance expectations have been discussed and are clearly understood.
- ☐ Employee has participated in telecommuting/flexible workplace training or has discussed and understands all requirements.

Employee signature and date: \_\_\_\_\_

Manager/supervisor signature and date: \_\_\_\_\_

Village of Little Chute  
**REQUEST FOR VILLAGE BOARD CONSIDERATION**

**ITEM DESCRIPTION: Families First Coronavirus Response Act and New Village of Little Chute Policies in Response to the Federal Legislation**

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

**REPORT DATE: March 27, 2020**

**EXPLANATION:** On Wednesday, March 18, 2020, the Families First Coronavirus Response Act ("FFCRA") was signed into law by President Trump. As a result of this new law, the Village of Little Chute must provide two new workplace policies that are scheduled to take effect on April 2, 2020. The Village of Little Chute must adopt these policies in order to comply with the recently enacted FFCRA, and in furtherance of our organization-wide effort to limit the spread of coronavirus among our employees and the general public while maintaining staffing and availability of emergency responders to maintain public health, order, safety, and essential services. Attached to this memo is the DRAFT Family and Medical Leave Policy and the Emergency Paid Sick Leave Policy required by the FFCRA.

Both policies entitle eligible employees to paid leaves of absence necessitated by the coronavirus. The rights and responsibilities identified in the policies reflect those that are established under the applicable provisions of the FFCRA. The benefits available under these policies will be in effect beginning April 2, 2020 and sunset on December 31, 2020. Please note that all other Village of Little Chute policies will remain in full force and effect.

Further guidance on the FFCRA is forthcoming from the appropriate agencies. When that guidance is issued, we may be required to make changes to these policies. You will notice that as part of the sick leave policy, by the federal code, we can limit the ability of certain emergency/essential personnel eligible for the benefit. In consultation with other communities, I am recommending removing that language and allowing for the new policy to be applicable for all of our employees.

**RECOMMENDATION: Approve the policies as presented.**



## MEMORANDUM

TO: All Employees  
FROM: James Fenlon, Village Administrator  
DATE: March 27<sup>th</sup>, 2020  
RE: Families First Coronavirus Response Act and Notice of New Village of Little Chute Policies

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The pandemic spread of the COVID-19 virus (“coronavirus”) has affected our daily lives profoundly. We are now under declarations of National, State and Local States of Emergency. On Wednesday, March 18, 2020, the Families First Coronavirus Response Act (“FFCRA”) was signed into law. As a result of this new law, the Village of Little Chute brings to your attention two new workplace policies that are scheduled to take effect on April 2, 2020. The Village of Little Chute is adopting these policies in order comply with the recently enacted FFCRA, and in furtherance of our organization-wide effort to limit the spread of coronavirus among our employees and the general public while maintaining staffing and availability of emergency responders to maintain public health, order, safety, and essential services. Please find attached the Village of Little Chute’s Public Health Emergency: Family and Medical Leave Policy and the Emergency Paid Sick Leave Policy required by the FFCRA.

Both policies entitle eligible employees to paid leaves of absence necessitated by the coronavirus. Please review the policies carefully, as they contain important information regarding eligibility, rights, and responsibilities for paid and unpaid leave. The rights and responsibilities identified in the policies reflect those that are established under the applicable provisions of the FFCRA. The benefits available under these policies take effect beginning April 2, 2020 and sunset on December 31, 2020. Please note that, unless you are notified of revisions to other Village of Little Chute policies, they will remain in full force and effect.

Further guidance on the FFCRA is forthcoming from the appropriate governmental agencies. When that guidance is issued, we may be required to make changes to these policies. We will provide you with those changes. In the meantime, we strongly encourage you to familiarize yourself with the Emergency Paid Sick Leave Policy and the Public Health Emergency: Family and Medical Leave Policy.

Please direct all related inquiries to me. I am happy to discuss these policies and how they may affect your unique circumstances.



## **FAMILIES FIRST CORONAVIRUS RESPONSE ACT: PUBLIC HEALTH EMERGENCY**

### **FAMILY AND MEDICAL LEAVE POLICY ADDENDUM TO THE VILLAGE OF LITTLE CHUTE 'S FMLA POLICY**

The Emergency Family and Medical Leave Expansion Act (“EFMLEA”), an amendment to the federal Family and Medical Leave Act (“FMLA”), is part of the Families First Coronavirus Response Act (“FFCRA”). The goal of the EFMLEA is to allow for use of up to twelve weeks of federal FMLA leave during the COVID-19 crisis. The law permits an eligible employee to take leave when the employee is unable to work (or telework) due to a need for leave to care for the son or daughter (under 18 years of age) of the employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable due to a public health emergency.

The Village of Little Chute endeavors to provide and maintain a safe and healthy workplace and is equally committed to complying with all applicable laws. Accordingly, the Village of Little Chute has established this EFMLEA Policy Addendum to our FMLA policy to ensure that employees are informed of their rights and responsibilities as they relate to family and medical leave provided under the EFMLEA. Leave under the EFMLEA provides one additional reason for leave protected under the FMLA. There is variance between some provisions of the EFMLEA and the FMLA however, so we recommend careful review of this Policy. Should you have any questions about this Policy, please contact the Village Administrator.

#### **A. ELIGIBILITY AND REQUESTS FOR LEAVE**

Employees who have been employed by the Village of Little Chute for at least 30 calendar days and who are eligible under this Policy may be entitled to leave under this Policy. Eligible employees with a qualifying need related to a public health emergency, as described in Section B below, may be eligible for up to 12 weeks of EFMLEA leave. This 12-week entitlement, however, will be reduced by FMLA leave otherwise taken by an employee under the Village of Little Chute’s FMLA Policy.

Eligible employees must provide the Village of Little Chute with notice of their need for leave under this Policy as soon as reasonably practicable. Notice should be provided either orally, telephonically, or in writing, including e-mail to the Village Administrator of the Village of Little Chute, or the Village of Little Chute Finance Director in his absence. Requests for leave should not be conveyed via voicemail unless circumstances prevent other forms of communication. The failure to provide notice of your need for leave may result in an unauthorized absence from work.

Employees who are classified as emergency responders are not eligible for leave or the benefits available under this policy, or the FFCRA pursuant to Section 3105 of the FFCRA. The Village of Little Chute has classified the following positions as emergency responders for purposes of this policy:

- Village of Little Chute Administrator

- Finance Director
- Village Clerk
- Police Chief
- Police Captain
- Police Lieutenants
- Police Officers
- Police Detectives
- All sworn law enforcement personnel
- Fire Chief
- Battalion Chiefs
- Fire Lieutenants
- Firefighters
- All firefighting personnel
- Public Works Director
- DPW Operations Manager
- Street, Utility, and Park Foreman
- DPW/DPRF Laborers
- Village Engineer
- Engineering Technicians
- Facilities Superintendent

The nature of the work performed by these employees, the possible need for additional staffing, and the exigent and dire circumstances that may exist when these employees are needed most necessitates their availability as emergency responders. The Village of Little Chute may amend this list of emergency responders at any time.

## **B. QUALIFYING NEED RELATED TO A PUBLIC HEALTH EMERGENCY**

The EFMLEA entitles an eligible employee to seek leave to when the employee is **unable to work (or telework)** due to a need to care for the son or daughter (under 18 years of age) of the employee, if the child's school or place of care has been closed, or the child care provider of such son or daughter is unavailable due to a public health emergency.

## **C. COMPENSATION AND BENEFITS DURING LEAVE**

Protected leave under this Policy may consist of a combination of both unpaid and paid leave periods. The first 10 workdays for which an employee takes leave under this Policy are unpaid. While not required, employees may elect to substitute any accrued paid leave benefits available to the employee to cover the first 10 workdays of unpaid leave, including but not limited to, any paid sick leave to which the employee is entitled under the Emergency Paid Sick Leave Policy. To substitute paid leave for the otherwise unpaid period, the employee must satisfy all requirements for taking the accrued leave.

Any leave under this Policy taken after 10 workdays is paid as required by law. For each day of leave the employee takes after 10 workdays, the employee will be compensated in an amount equal to two-thirds of the employee's regular rate of pay multiplied by the number of hours the employee would normally be scheduled to work. In no event shall pay while on EFMLEA leave exceed \$200 per day, and \$10,000 in the aggregate.

During an approved leave of absence under this Policy, the Village of Little Chute will continue to make available to the employee the same insurance benefits which are available to similar employees who are not on leave. The employee on leave will continue to have responsibility to contribute his or her portion of any employee-paid premium during leave. If the employee is paid during the leave period, then the premium will be deducted from the employee's pay. If the leave is unpaid, then the employee is responsible for arranging with the Finance Director the payment of his or her share of the premium during the period of leave.

Upon termination from employment, any remaining premium amounts due from the employee for unpaid coverage will be deducted from the employee's final check, if permitted by law. The failure to make timely premium payments may result in the loss of benefits.

No employee will lose any accrued seniority or benefits while on this protected leave; however, additional seniority and benefits will not accrue during any unpaid period of leave.

#### **D. VERIFICATION OF NEED**

For EFMLEA leave under this Policy, a health care provider certification will not be required. The employee may need to provide information supporting the need for EFMLEA Leave. That information may include information that demonstrates the basis for the need to care for the son or daughter under age 18 that makes the employee unable to work (or telework) in circumstances when the child's school or place of care is closed or the child care provider of such son or daughter is unavailable due to a public health emergency. Among other considerations, the Village of Little Chute will assess whether spouses or other family members are available to provide needed care thus eliminating the employee's need for the EFMLEA Leave.

Employees who wish to take a medical leave of absence for a serious health condition, for the employee or to provide needed care for an eligible family member, may seek leave under the Village of Little Chute's standard FMLA policy. This addendum would not be applicable to such leave. See the FMLA Policy for the procedures for requesting FMLA leave under the Village of Little Chute policy including certification requirements for FMLA leave.

#### **E. RETURNING FROM EFMLEA LEAVE**

Where possible, employees on EFMLEA leave should provide the Village of Little Chute with at least 2 weeks' written notice of their intent to return to work. However under no circumstances may an employee provide fewer than 2 workdays' notice of their intent to return to work, if returning early. Any employee who returns from leave within 12 weeks, or the lesser amount of leave that was available to that employee due to other use of FMLA leave, will be reinstated to the same or an equivalent position with equivalent benefits, pay and other terms and conditions

of employment. The Village of Little Chute cannot guarantee reinstatement to employees whose leave extends beyond 12 weeks in any 12-month period, except to the extent necessary to comply with applicable state or federal laws. An employee will not have any greater right to employment than he/she would have if FMLA leave had not been taken.

If due to economic conditions or other changes in the operating conditions of the Village of Little Chute a position no longer exists, the Village of Little Chute will make a reasonable offer to restore employee to equivalent employment; or if no such position exists, the Village of Little Chute will continue to consider the employee for equivalent employment that may arise for one year following the conclusion of leave.

## **F. NONDISCRIMINATION AND NO RETALIATION**

The Village of Little Chute strictly prohibits any form of discrimination or retaliation in the administration of this Policy. The requesting or taking of leave under this Policy will not be used against an employee in any employment decision, including in the determination of raises, employment opportunities, or discipline. Similarly, leave under this Policy will not serve as a negative factor or count against any employee for purposes of meeting the Village of Little Chute's attendance requirements.

It is unlawful for the Village of Little Chute to interfere with, restrain, or deny the exercise of, or the attempt to exercise, employees' rights established under the FFCRA, the EFMLEA, or this Policy. The Village of Little Chute will not retaliate against individuals because of their participation in or commencement of an action, proceeding, or investigation related to leave entitlement under the FFCRA or this Policy or for opposing any practice made unlawful by the FFCRA. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer in such cases.

## **G. EXPIRATION OF BENEFIT**

In accordance with the EFMLEA, benefits pursuant to the EFMLEA and this policy expire on December 31, 2020.

## **H. QUESTIONS**

If you have any questions regarding the operation or interpretation of this Policy, please contact the James Fenlon at 920-423-3850 or [james@littlechutewi.org](mailto:james@littlechutewi.org).

## **FAMILIES FIRST CORONAVIRUS RESPONSE ACT EMERGENCY PAID SICK LEAVE POLICY**

In response to the public health crisis created by the pandemic spread of the COVID-19 virus (“coronavirus”), the Families First Coronavirus Response Act (“FFCRA”) was signed into law effective March 18, 2020. As part of the FFCRA, the Emergency Paid Sick Leave Act (“EPSLA”), established paid sick leave entitlement for eligible employees during an absence for qualifying reasons, as set forth below.

The Village of Little Chute desires to provide and maintain a safe and healthy workplace and is equally committed to complying with all applicable laws. Accordingly, the Village of Little Chute provides paid sick leave benefits to eligible employees in accordance with the EPSLA. This Policy is intended to provide employees with information regarding your rights and responsibilities as they relate to the paid sick leave afforded under the EPSLA. Should you have any questions about this Policy, please contact the James Fenlon, Village Administrator.

### **A. EMPLOYEE ELIGIBILITY**

Eligible employees may receive emergency paid sick leave benefits, regardless of their length of employment with the Village of Little Chute, provided that a qualifying reason for leave exists and is adequately communicated to the Village of Little Chute as soon as practical. Paid sick leave under this Policy is available for immediate use for any of the qualifying reasons identified in Section B.

~~Employees who are classified as emergency responders are not eligible for paid sick leave or the benefits available under this policy or the FFCRA pursuant to Section 5102 of the FFCRA. The Village of Little Chute has classified the following positions as emergency responders for purposes of this policy:~~

- ~~• Village of Little Chute Administrator~~
- ~~• Finance Director~~
- ~~• Village Clerk~~
- ~~• Police Chief~~
- ~~• Police Captain~~
- ~~• Police Lieutenants~~
- ~~• Police Officers~~
- ~~• Police Detectives~~
- ~~• All sworn law enforcement personnel~~
- ~~• Fire Chief~~
- ~~• Battalion Chiefs~~
- ~~• Fire Lieutenants~~
- ~~• Firefighters~~
- ~~• All firefighting personnel~~
- ~~• Public Works Director~~
- ~~• DPW Operations Manager~~

- ~~Street, Utility, and Park Foreman~~
- ~~DPW/DPRF Laborers~~
- ~~Village Engineer~~
- ~~Engineering Technicians~~
- ~~Facilities Superintendent~~

The nature of the work performed by these employees, the possible need for additional staffing, and the exigent and dire circumstances that may exist when these employees are needed most necessitates their availability as emergency responders. The Village of Little Chute may amend this list of emergency responders at any time.

## **B. QUALIFYING REASONS FOR PAID SICK LEAVE**

Employees may use emergency paid sick leave under this Policy if the employee is unable to work (or telework) due to any of the following reasons:

- i. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- ii. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- iii. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- iv. The employee is caring for an individual who is subject to an order or has been advised by a health care provider to self-quarantine;
- v. The employee is caring for a son or daughter of the employee and the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions; and
- vi. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

Leave available under this Policy may only be used for reasons permitted by this Policy unless otherwise required by law.

## **C. REQUESTING PAID SICK LEAVE**

Employees may request leave under this Policy either orally or in writing, including email. Requests for leave should not be conveyed via voicemail unless circumstances prevent other forms of communication. Requests for paid sick leave should be directed to the Village Administrator. An employee seeking such leave should notify the Village of Little Chute or the need for leave as soon as practical after the employee becomes aware of the need for paid sick

leave but no later than the first workday (or portion of such workday) that the employee receives EPSLA Paid Sick Leave.

The notice to the Village of Little Chute and request for leave must identify the need for leave as identified in Section B(i) – (vi) above.

An employee may request leave as follows, or on a designated form prepared by the Village of Little Chute:

*Dear Administrator,*

*I am requesting leave pursuant to the Emergency Paid Sick Leave Policy. My need for leave is based on Section (B)(INSERT SPECIFIC PROVISION) as identified in the Policy. I will need leave from \_\_\_\_\_, 2020 until \_\_\_\_\_, 2020.*

*Sincerely,  
Eligible Employee*

The Village of Little Chute may follow up with an employee requesting such leave to obtain additional information and to advise you of other benefits available to you including FMLA and EFMLEA benefits.

## **D. DURATION OF PAID SICK LEAVE**

Eligible full-time employees are entitled to 80 hours of emergency paid sick leave under this Policy. Eligible part-time employees are entitled to a number of hours equal to the number of hours that they work, on average, over a 2-week period. If your hours of work are variable, the average bi-weekly hours you worked over the prior 6 months will be used. Unused paid sick leave under this Policy will not carryover from one year to the next and such leave expires no later than December 31, 2020. On an employee's separation from employment, any unused paid sick leave under this policy is not paid to the employee.

## **E. COMPENSATION DURING LEAVE**

When taking paid sick leave under sections B(i)-B(iii) above, employees are entitled to receive their regular rate of pay as compensation during a period of absence. However, in no event shall such paid sick time pay exceed \$511 per day and \$5,110 in the aggregate.

When taking paid sick leave under Sections B(iv) - B(vi) above, employees are entitled to receive two-thirds of their regular rate of pay as compensation during such leave. However, in no event shall such paid sick time exceed \$200 per day and \$2,000 in the aggregate.

The eligible employee receives an aggregate maximum of 80 hours total if full-time and prorated downward for non-full-time employees.

## **F. EFFECT ON EXISTING POLICIES**

This Policy is not intended to replace any existing leave or paid time off policies maintained by the Village of Little Chute. Paid sick leave provided under this Policy is made available to eligible employees in addition to any leave or paid time off benefits provided under any of the Village of Little Chute's existing policies.

Eligible employees may first use paid sick leave under this Policy for any of the qualifying reasons identified in Section B above before using other accrued paid leave which may be available to the employee under any of the Village of Little Chute's existing policies. The Village of Little Chute is prohibited by law from requiring employees to first use other unused and accrued paid time off benefits to which employees may be entitled under other existing policies prior to using emergency paid sick leave under this Policy.

## **G. NONDISCRIMINATION AND NO RETALIATION**

The Village of Little Chute strictly prohibits any form of discrimination or retaliation in the administration of this Policy. The requesting or taking of leave under this Policy will not be used against any employee in any employment decision, including in the determination of raises, employment opportunities, or discipline. Similarly, paid sick leave under any section of this Policy will not serve as a negative factor or count against any employee for purposes of meeting the Village of Little Chute's attendance requirements.

It is unlawful for the Village of Little Chute to interfere with, restrain, or deny the exercise of, or the attempt to exercise, employees' rights established under the EPSLA, or this Policy. The Village of Little Chute will not retaliate against individuals because of their participation in or commencement of an action, proceeding, or investigation related to paid sick leave entitlement under the EPSLA, or this Policy or for opposing any practice made unlawful by the EPSLA.

## **H. EXPIRATION OF BENEFIT**

In accordance with the EPSLA, the paid emergency sick leave benefits under the EPSLA and in this Policy expire on December 31, 2020.

## **I. QUESTIONS**

If you have any questions regarding the operation or interpretation of this Policy, please contact the Village Administrator at 920-423-3850 or [james@littlechutewi.org](mailto:james@littlechutewi.org).