



## AMENDED AGENDA

# REGULAR BOARD MEETING

PLACE: Little Chute Village Hall  
DATE: Wednesday, May 20, 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://www.gotomeet.me/JamesFenlon/regular-board-meeting-5-20-2020>
- Call-in Information: **+1 (872) 240-3311 Access code: 810-104-605**
- 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. Roll call of Trustees
- C. Roll call of Officers and Department Heads
- D. Public Appearance for Items Not on the Agenda

#### E. 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 May 6, 2020
2. Disbursement List

#### F. Other Informational Items—April Fire Monthly Report and April Report

#### G. Presentation—Kerber Rose 2019 Comprehensive Annual Financial Report

- H. Presentation—2018 Certificate Achievement for Excellence in Financial Reporting
- I. Discussion—Puppy Mill for Laboratory Testing Ordinance
- J. Discussion—Operator License Ordinance Amendment
- K. Discussion/Action—2020 Pool Operation
- L. Discussion/Action—2020 Recreation Operations
- M. Discussion/Action—2020 Village Market
- N. Discussion/Action—2020 Summer Event
- O. Discussion—Restated Special Assessment Policy
- P. Discussion/Possible Action—Safer at Home Extension
- Q. Action—Resolutions:
  - a) Adopt Resolution No. 16, Series 2020 A Resolution Approving the Final Plat for Maria Estates, In the Villages Extraterritorial Jurisdiction
  - b) Adopt Resolution No. 17, Series 2020 A Resolution to Combine 7 Lots for Gerald G. Van Dyn Hoven (Dutch Boyz, LLC CSM)
  - c) Adopt Resolution No. 18, Series 2020 A Resolution to Approve a CSM Combining Lot 10 and Part of Lot 13 for St. Johns Nepomucene Parish
- R. Action—Appoint Lisa Remiker-DeWall to the Room Tax Commission
- S. Department and Officers Progress Reports
- T. Call for Unfinished Business
- U. Items for Future Agenda
- V. Closed Sessions:
  - a) 19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Nestle Distribution Center, Homes of Evergreen Pond Development Agreement* of the Village of Little Chute. Employment Agreement
  - b) 19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Personnel Matter*
- W. Return to Open Session
- X. Potential Action—Development Agreement for Homes of Evergreen Pond
- Y. 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: May 27, 2020



### Information for the Little Chute Regular Board Meeting – May 20<sup>th</sup>, 2020 – 6:00 PM

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 May 20<sup>th</sup> Regular Board meeting at 6 PM by following the link here:  
<https://www.gotomeet.me/JamesFenlon/regular-board-meeting-5-20-2020>
2. **Call-in Information: United States: +1 (872) 240-3311      Access Code: 810-104-605**
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 board members and staff will be attending virtually. We urge residents to utilize the virtual options above and limit attendance to the greatest extent possible.
5. If you have questions or comments regarding the agenda or potential items on the agenda, we urge you to contact Board or staff 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 MAY 6, 2020

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

### **Roll call of Trustees**

PRESENT: Michael Vanden Berg, President  
James Hietpas, Trustee  
Brian Van Lankveldt, Trustee  
Don Van Deurzen, Trustee  
Larry Van Lankvelt, Trustee  
Skip Smith, Trustee  
Bill Peerenboom, Trustee

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

PRESENT: James Fenlon, Village Administrator  
Dave Kittel, Community Development Director  
Lisa Remiker-DeWall, Finance Director  
Kent Taylor, Director of Public Works  
Chris Murawski, Village Engineer  
Adam Breest, Director of Parks, Recreation and Forestry  
Laurie Decker, Village Clerk  
Steve Thiry, Library Director  
Tyler Claringbole, Village Attorney  
Mark Jansen, Fire Chief  
EXCUSED: Dan Meister, Fox Valley Metro Police Chief

### **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 April 15, 2020
2. Disbursement List

*Moved by Trustee Smith, seconded by Trustee B. Van Lankveldt to Approve the Consent Agenda as presented*

### **Roll Call Vote**

Trustee B. Van Lankveldt	Aye
Trustee Smith	Aye
Trustee Van Deurzen	(computer issues)
Trustee Peerenboom	Aye
Trustee L. Van Lankvelt	Aye
Trustee Hietpas	Abstain
President Vanden Berg	Aye

Ayes 5, Abstain 1 (Hietpas) Nays 0 – Motion Carried

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

## **Discussion/Action—Reducing Liquor License Fees for Class “B” Establishments (Restaurants and Taverns)**

Clerk Decker advised the Board that a request was received by the Wisconsin Tavern League to reduce the fee for the annual Liquor License to \$50.00 from \$400.00 to help out the Restaurants and Taverns due to the pandemic loss of income. Trustee Smith stated he was in favor of a one-time fee reduction. Trustee Peerenboom asked the question if this will open the door by giving rebates to those affected by the outbreak; Trustee L. Van Lankvelt replied that other establishments are not on lock down like the tavern and restaurants and this would be a good gesture on our part. Trustee Hietpas stated he is also in agreement but reiterated that it will be a one-year agreement.

*Moved by Trustee Smith, seconded by Trustee L. Van Lankvelt to do a one-time reduction of the Liquor License Fee for Class “B” Establishments (Restaurants and Taverns) to \$50.00*

### **Roll Call Vote**

Trustee Smith	Aye
Trustee Van Deurzen	(Computer Issues)
Trustee Peerenboom	Aye
Trustee L. Van Lankvelt	Aye
Trustee Hietpas	Aye
President Vanden Berg	Aye
Trustee B. Van Lankveldt	Aye

Ayes 6, Nays 0 – Motion Carried

## **Action—Resolutions**

### **a) Adopt Resolution No. 14, Series 2020 A Resolution for Urban Non-Point Source & Stormwater Grant Program to Improve Storm Water Quality**

*Moved by Trustee L. Van Lankvelt, seconded by Trustee B. Van Lankveldt to Adopt Resolution No. 14, Series 2020 A Resolution for Urban Non-Point Source & Stormwater Grant Program to Improve Storm Water Quality*

### **Roll Call Vote**

Trustee Van Deurzen	Aye
Trustee Peerenboom	Aye
Trustee L. Van Lankvelt	Aye
Trustee Hietpas	Aye
President Vanden Berg	Aye
Trustee B. Van Lankveldt	Aye
Trustee Smith	Aye

Ayes 7, Nays 0 – Motion Carried

### **b) Adopt Resolution No. 15, Series 2020 A Resolution for Urban Non-Point Source & Stormwater Grant Program**

*Moved by Trustee B. Van Lankveldt, seconded by Trustee Smith to Adopt Resolution No. 15, Series 2020 A Resolution for Urban Non-Point Source & Stormwater Grant Program*

### **Roll Call Vote**

Trustee Peerenboom	Aye
Trustee L. Van Lankvelt	Aye
Trustee Hietpas	Aye
President Vanden Berg	Aye
Trustee B. Van Lankveldt	Aye
Trustee Smith	Aye
Trustee Van Deurzen	Aye

Ayes 7, Nays 0 – Motion Carried

## Action—Little Chute Fire Department Mutual Aid Agreement

Chief Jansen went over the documents regarding the Covid-19 Coronavirus Fire Service Mutual Aid Agreement. This agreement has previously been approved by Kimberly, Combined Locks and Buchanan.

*Moved by Trustee L. Van Lankvelt, seconded by Trustee Smith to Approve the Little Chute Fire Department Mutual Aid Agreement as presented*

### Roll Call Vote

Trustee L. Van Lankvelt	Aye
Trustee Hietpas	Aye
President Vanden Berg	Aye
Trustee B. Van Lankveldt	Aye
Trustee Smith	Aye
Trustee Van Deurzen	Aye
Trustee Peerenboom	Aye

Ayes 7, Nays 0 – Motion Carried

## Action—Fox River Boardwalk Bid Award

Director Breest advised the City of Kaukauna opened the bid for the Fox River Boardwalk on Monday, April 20, 2020. The low bid was from Michels Corporation of Brownsville, WI in the amount of \$3,140,000.00. Director Breest went over all the fundraising and available funds. The project is scheduled to start Mid-August/Early September with a June 2021 substantial completion.

*Moved by Trustee Smith, seconded by Trustee Peerenboom to Approve the Fox River Boardwalk Bid to Michels Corporation for \$3,140,000.00*

### Roll Call Vote

Trustee Hietpas	Abstain
President Vanden Berg	Aye
Trustee B. Van Lankveldt	Aye
Trustee Smith	Aye
Trustee Van Deurzen	Aye
Trustee Peerenboom	Aye
Trustee L. Van Lankvelt	Aye

Ayes 6, Abstain 1 (Hietpas) Nays 0 – Motion Carried

## Action—Fox River Boardwalk Engineering Proposal

Director Breest gave information on the proposal from Graef Engineering for Engineering work through construction and contingent on the City of Kaukauna also approving the proposal at their City Council meeting on Tuesday, May 5. Total not to exceed \$97,260.00 to be split with the City of Kaukauna.

*Moved by Trustee L. Van Lankvelt, seconded by Trustee Peerenboom for the Fox River Boardwalk Engineering Proposal for half of the \$97,260.00*

### Roll Call Vote

President Vanden Berg	Aye
Trustee B. Van Lankveldt	Aye
Trustee Smith	Aye
Trustee Van Deurzen	Aye
Trustee Peerenboom	Aye
Trustee L. Van Lankvelt	Aye
Trustee Hietpas	Abstain

Ayes 6, Abstain 1 (Hietpas) Nays 0 – Motion Carried

## Discussion—Outagamie County Sales Tax

Administrator Fenlon advised the Board that this is for discussion only so all of the Board members can review the documents that are attached in the agenda packet. The proposal will be brought back to the Board for action in early June.

## Action—Fox Valley Metro Police Department Professional Police Association (PPA) Collective Bargaining Agreement (CBA) 2020-2022

Administrator Fenlon went over a few changes to the tentative agreement that was approved by the Board on February 5, 2020.

*Moved by Trustee L. Van Lankvelt, seconded by Trustee Smith to Approve the Fox Valley Metro Police Department Professional Police Association (PPA) Collective Bargaining Agreement (CBA) 2020-2022*

### **Roll Call Vote**

Trustee B. Van Lankvelt	Aye
Trustee Smith	Aye
Trustee Van Deurzen	Aye
Trustee Peerenboom	Aye
Trustee L. Van Lankvelt	Aye
Trustee Hietpas	Abstain
President Vanden Berg	Aye

Ayes 6, Abstain 1 (Hietpas) Nays 0 – Motion Carried

## Discussion/Action—Intergovernmental Cooperation Agreement with the City of Appleton

Administrator Fenlon advised the Board that staff is recommending approval of the Intergovernmental Cooperation Agreement with the City of Appleton

*Moved by Trustee Smith, seconded by Trustee L. Van Lankvelt to Approve the Intergovernmental Cooperation Agreement with the City of Appleton*

### **Roll Call Vote**

Trustee Smith	Aye
Trustee Van Deurzen	Aye
Trustee Peerenboom	Aye
Trustee L. Van Lankvelt	Aye
Trustee Hietpas	
President Vanden Berg	Aye
Trustee B. Van Lankvelt	Aye

Ayes 6, Nays 0 – Motion Carried

## Action—Façade Grant for The Main Connection, LLC

Director Kittel explained documents attached regarding a loan request for a Façade Renovation to Main Connection, LLC. The loan committee is recommending approval at the maximum established amount of \$50,000.00. Trustee Peerenboom asked if there were any occupancy requirements for these loans, Director Kittel advised that there are not any occupancy requirements at this time. Administrator Fenlon advised that a condition could be put in the motion to require some occupancy if the Board chooses.

*Moved by Trustee L. Van Lankvelt, seconded by Trustee Peerenboom to Approve the Façade Grant for the Main Connection, LLC*

### **Roll Call Vote**

Trustee Van Deurzen	Aye
Trustee Peerenboom	Aye
Trustee L. Van Lankvelt	Aye
Trustee Hietpas	Aye
President Vanden Berg	Aye
Trustee B. Van Lankvelt	Aye
Trustee Smith	Aye

Ayes 7, Nays 0 – Motion Carried

## Action—TID #9 Proposal Approval

Administrator Fenlon advised the Board that staff is recommending Approval of TID #9 proposal with Baird for \$6,750.00 and proposed timeline.

*Moved by Trustee Peerenboom, seconded by Trustee Smith to Approve TID #9 Proposal as presented*

**Roll Call Vote**

Trustee Peerenboom	Aye
Trustee L. Van Lankvelt	Aye
Trustee Hietpas	Aye
President Vanden Berg	Aye
Trustee B. Van Lankveldt	Aye
Trustee Smith	Aye
Trustee Van Deurzen	Aye

Ayes 7, Nays 0 – Motion Carried

**Discussion/Possible Action—Quiet Zone**

Administrator Fenlon advised the Board that the Quiet Zone contract could be rescinded due to economic fallout and projected future reduction in revenues related to Covid-19. The Board had approved the contract bid for \$373,550.70 but the contract has not been formally executed. Trustee Peerenboom suggested to just delay this proposal, Trustee Smith agreed with Trustee Peerenboom but wasn't sure if the regulations that are now in place would change; Engineer Murawski advised there is no way to know if there will be any regulation changes in the future.

*Moved by Trustee Peerenboom, seconded by Trustee Smith to Suspend the rules and rescind the Resolution to Approve the Quiet Zone Contract due to economic fallout and projected future reduction in revenues related to COVID-19*

**Roll Call Vote**

Trustee L. Van Lankvelt	Nay
Trustee Hietpas	Aye
President Vanden Berg	Aye
Trustee B. Van Lankveldt	Nay
Trustee Smith	Aye
Trustee Van Deurzen	Nay
Trustee Peerenboom	Aye

Ayes 4, Nays 3 – Motion Carried

**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 Peerenboom, seconded by Trustee B. Van Lankveldt to Adjourn the Regular Board Meeting at 7:45 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- May 20, 2020**

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Payroll & Payroll Liabilities - May 14, 2020	<b>\$181,455.71</b>
Prepaid Invoices - May 8, 2020	<b>\$220,456.01</b>
Prepaid Invoices - May 15, 2020	<b>\$14,588.69</b>

Utility Commission-

### **CURRENT ITEMS**

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Bills List - May 20, 2020	<b>\$84,653.83</b>
<b>Total Payroll, Prepaid &amp; Invoices</b>	<b>\$501,154.24</b>

The above payments are recommended for approval:

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

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Approved May 20, 2020

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Michael R Vanden Berg, Village President

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Laurie Decker, Clerk

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>2020 REFUNDS-MISCELLANEOUS (5094)</b>							
041720	Invoi	OVERPAYMENT-PARKING TICKET-GEARY	70.00	Open	Non	04/20	101-35201
050520	Invoi	PROPERTY RETURNED-LFV11-001892	18.00	Open	Non	05/20	207-38622
062720	Invoi	CIVIC CENTER ROOM REFUND	100.00	Open	Non	05/20	206-38211
21477	Invoi	OVERPAYMENT-PARKING TICKET-MCNEIL	5.00	Open	Non	04/20	101-35201
<b>Total 2020 REFUNDS-MISCELLANEOUS (5094):</b>			<b>193.00</b>				
<b>2020 UTILITY REFUNDS (5089)</b>							
119150011	Invoi	OVERPAYMENT REFUND ACCT #1-191500-11	37.06	Open	Non	05/20	001-15000
170300004	Invoi	OVERPAYMENT REFUND ACCT #1-703000-04	19.07	Open	Non	05/20	001-15000
<b>Total 2020 UTILITY REFUNDS (5089):</b>			<b>56.13</b>				
<b>5 ALARM FIRE &amp; SAFETY EQUIPMENT (4319)</b>							
195913-1	Invoi	EXTRACTOR/WASHER	4,735.00	Open	Non	04/20	101-52200-302
<b>Total 5 ALARM FIRE &amp; SAFETY EQUIPMENT (4319):</b>			<b>4,735.00</b>				
<b>AEROLOC INC (2553)</b>							
51	Invoi	ASBESTOS INSPECT & SAMPLES-KAREN DR/TID	1,590.00	Open	Non	04/20	416-51211-204
<b>Total AEROLOC INC (2553):</b>			<b>1,590.00</b>				
<b>CELLCOM (4683)</b>							
176459	Invoi	FVMPD CELL-APRIL	2,123.71	Open	Non	04/20	207-52120-203
<b>Total CELLCOM (4683):</b>			<b>2,123.71</b>				
<b>COMPLIANCE BUREAU (5023)</b>							
042220	Invoi	KEEN CITATION #4880D6N02Q	187.00	Open	Non	05/20	101-35101
<b>Total COMPLIANCE BUREAU (5023):</b>			<b>187.00</b>				
<b>FOX VALLEY HUMANE ASSOCIATION (971)</b>							
4878	Invoi	FEB & MAR HANDLE FEES	481.64	Open	Non	04/20	207-52120-204
<b>Total FOX VALLEY HUMANE ASSOCIATION (971):</b>			<b>481.64</b>				
<b>GFC LEASING - WI (4989)</b>							
12929303	Invoi	GFC LEASING COPIER OVERAGE CHARGES	38.62	Open	Non	05/20	101-53310-207
<b>Total GFC LEASING - WI (4989):</b>			<b>38.62</b>				
<b>HEART OF THE VALLEY (280)</b>							
050720	Invoi	APRIL WASTEWATER	158,833.48	Open	Non	04/20	610-53611-225
050720	Invoi	FOG CONTROL	121.00	Open	Non	04/20	610-53611-204
<b>Total HEART OF THE VALLEY (280):</b>			<b>158,954.48</b>				
<b>HEARTLAND BUSINESS SYSTEMS (3449)</b>							
373378-H	Invoi	MARCH BILL PRINT QNTY 4029	141.02	Open	Non	04/20	201-53620-206
373378-H	Invoi	MARCH BILL PRINT QNTY 4029	141.02	Open	Non	04/20	610-53614-206
373378-H	Invoi	MARCH BILL PRINT QNTY 4029	141.02	Open	Non	04/20	620-53904-206
373378-H	Invoi	MARCH BILL PRINT QNTY 4029	141.00	Open	Non	04/20	630-53443-206

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
		Total HEARTLAND BUSINESS SYSTEMS (3449):	<u>564.06</u>				
LANCOUR, JOE (5114)	0005 Invoi	DISPOSABLE FACE MASKS	275.00	Open	Non	05/20	101-52200-213
		Total LANCOUR, JOE (5114):	<u>275.00</u>				
LYNN PEAVEY COMPANY (910)	368760 Invoi	EVIDENCE TAPE	189.60	Open	Non	04/20	207-52120-218
		Total LYNN PEAVEY COMPANY (910):	<u>189.60</u>				
MARCO INC (3910)	26892130 Invoi	MONTHLY COPIER LEASE-1493357-APRIL 2020	300.93	Open	Non	04/20	207-52120-207
		Total MARCO INC (3910):	<u>300.93</u>				
NSIGHT TELSERVICES (5113)	999-700-1338 Invoi	ITS SERVICES FOR MERAKI	343.75	Open	Non	04/20	207-52120-204
		Total NSIGHT TELSERVICES (5113):	<u>343.75</u>				
S & S REAL ESTATE ENTERPRISES LLC (5115)	050720 Invoi	FACADE RENOVATION LOAN	50,000.00	Open	Non	05/20	222-13927
		Total S & S REAL ESTATE ENTERPRISES LLC (5115):	<u>50,000.00</u>				
SWINKLES TRUCK&EXCAVATING CORP (1853)	40222 Invoi	PULVERIZED TOPSOIL	182.00	Open	Non	04/20	101-55440-215
		Total SWINKLES TRUCK&EXCAVATING CORP (1853):	<u>182.00</u>				
TIME WARNER CABLE (89)	04/20 71406480150 Invoi	APRIL/MAY SERVICE	146.24	Open	Non	04/20	207-52120-203
		Total TIME WARNER CABLE (89):	<u>146.24</u>				
UNIFORM SHOPPE (434)	296658 Invoi	UNIFORM-SLINDE	94.85	Open	Non	04/20	207-52120-212
		Total UNIFORM SHOPPE (434):	<u>94.85</u>				
Grand Totals:			<u>220,456.01</u>				

## Report GL Period Summary

**Vendor number hash:** 79359

Vendor number hash - split: 89986

Total number of invoices: 22

**Total number of transactions:** 26

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	220,456.01	220,456.01
Grand Totals:	220,456.01	220,456.01

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>2020 UTILITY REFUNDS (5089)</b>							
125196019	Invoi	OVERPAYMENT REFUND ACCT #1-251960-19	9.25	Open	Non	05/20	001-15000
180044500	Invoi	OVERPAYMENT REFUND ACCT #1-800445-00	19.45	Open	Non	05/20	001-15000
<b>Total 2020 UTILITY REFUNDS (5089):</b>			<b>28.70</b>				
<b>AMPLITEL TECHNOLOGIES (4637)</b>							
15687	Invoi	MICROSOFT OFFICE 365-MAY	720.00	Open	Non	05/20	207-52120-204
15696	Invoi	DATTO BACK UP SERVICES 05/20	375.00	Open	Non	05/20	207-52120-204
15710	Invoi	MONTHLY ANTI-VIRUS SERVICE-MAY	154.00	Open	Non	05/20	207-52120-240
<b>Total AMPLITEL TECHNOLOGIES (4637):</b>			<b>1,249.00</b>				
<b>ARING EQUIPMENT CO INC (577)</b>							
758785	Invoi	AIR FILTER #26	58.18	Open	Non	05/20	101-53330-225
<b>Total ARING EQUIPMENT CO INC (577):</b>			<b>58.18</b>				
<b>AT &amp; T (5080)</b>							
287294953059	05/2	Invoi MAR/APR SERVICE	239.17	Open	Non	05/20	101-52200-203
<b>Total AT &amp; T (5080):</b>			<b>239.17</b>				
<b>BEAR GRAPHICS INC (380)</b>							
842211	Invoi	ELECTION ENVELOPE CUSTOM IMPORT	283.12	Open	Non	05/20	101-51440-206
<b>Total BEAR GRAPHICS INC (380):</b>			<b>283.12</b>				
<b>DAMAGE PREVENTION SERVICES (4068)</b>							
3107	Invoi	APRIL LOCATES	650.25	Open	Non	05/20	610-53612-209
3107	Invoi	APRIL LOCATES	1,886.50	Open	Non	05/20	620-53644-209
3107	Invoi	APRIL LOCATES	1,037.25	Open	Non	05/20	630-53442-209
<b>Total DAMAGE PREVENTION SERVICES (4068):</b>			<b>3,574.00</b>				
<b>JP GRAPHICS INC (231)</b>							
1058140011	Invoi	BUSINESS CARDS-KITTEL	127.00	Open	Non	05/20	101-51415-206
<b>Total JP GRAPHICS INC (231):</b>			<b>127.00</b>				
<b>KLINK HYDRAULICS LLC (5005)</b>							
9044	Invoi	FRONTIER AIR & WATER HOSE	518.84	Open	Non	05/20	620-53644-254
<b>Total KLINK HYDRAULICS LLC (5005):</b>			<b>518.84</b>				
<b>KWIK TRIP INC (2365)</b>							
APR 2020 286768	Invoi	APR FUEL FOR SQUADS	1,080.69	Open	Non	05/20	207-52120-247
<b>Total KWIK TRIP INC (2365):</b>			<b>1,080.69</b>				
<b>LEVENHAGEN OIL CORP (2337)</b>							
70376A	Invoi	1/5 SCHF 264 PURE SYN HYDR 68	349.80	Open	Non	05/20	620-53604-257
<b>Total LEVENHAGEN OIL CORP (2337):</b>			<b>349.80</b>				
<b>O'REILLY AUTOMOTIVE INC (1036)</b>							
2043-209485	Invoi	AIR, OIL, HYD, & FUEL FILTERS	400.61	Open	Non	05/20	101-53330-218

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2043-209497	Invoi	FILTER WRENCH	7.49	Open	Non	05/20	101-53330-218
Total O'REILLY AUTOMOTIVE INC (1036):			408.10				
P.J. KORTENS AND COMPANY INC (4846)							
10022118	Invoi	SERVICE AT WELL #1	1,078.54	Open	Non	05/20	620-53604-257
10022147	Invoi	TOWER LEVEL TRANSMITTER REPLACEMENT	1,627.95	Open	Non	05/20	620-53644-250
Total P.J. KORTENS AND COMPANY INC (4846):			2,706.49				
SIGNCOUNTRY (3870)							
12889	Invoi	"DUMP NO WASTE" STENCILS	400.00	Open	Non	05/20	630-53444-218
Total SIGNCOUNTRY (3870):			400.00				
TIME WARNER CABLE (89)							
04/20 71391120150	Invoi	APRIL/MAY SERVICE	232.09	Open	Non	05/20	207-52120-203
05/20 70953560100	Invoi	MAY/JUNE SERVICE	218.76	Open	Non	05/20	101-51650-203
Total TIME WARNER CABLE (89):			450.85				
TJ'Z TOWING LLC (4202)							
6475D	Invoi	TOWING FOR M20002373	109.60	Open	Non	05/20	207-52120-218
Total TJ'Z TOWING LLC (4202):			109.60				
VERIZON WIRELESS (3606)							
9852553000	Invoi	MARCH/APRIL SERVICE	64.15	Open	Non	05/20	620-53924-203
Total VERIZON WIRELESS (3606):			64.15				
VILLAGE OF LITTLE CHUTE (1404)							
20-0008	Invoi	1640 HOLLAND 2-253100-01 ERROR IN PAYMENT	100.00	Open	Non	05/20	001-15000
Total VILLAGE OF LITTLE CHUTE (1404):			100.00				
WARRANT PAYMENTS (4565)							
051220	Invoi	WARRANT- THIEL	237.00	Open	Non	05/20	207-21495
Total WARRANT PAYMENTS (4565):			237.00				
ZARNO TH BRUSH WORKS INC (430)							
180023	Invoi	BROOM FOR SWEEPER #81	2,604.00	Open	Non	05/20	101-53330-225
Total ZARNO TH BRUSH WORKS INC (430):			2,604.00				
Grand Totals:			14,588.69				

## Report GL Period Summary

Vendor number hash:	74151
Vendor number hash - split:	82287
Total number of invoices:	25
Total number of transactions:	27

Terms Description	Invoice Amount	Net Invoice Amount
Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	14,588.69	14,588.69
Grand Totals:	14,588.69	14,588.69

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
AIRGAS USA LLC 9970129691	CYLINDER RENTALS	57.52	05/20	101-53330-218
Total AIRGAS USA LLC:		57.52		
AMERICAN FIDELITY ASSURANCE D157499	MAY BILLING	1,456.04	05/20	101-21367
Total AMERICAN FIDELITY ASSURANCE:		1,456.04		
AMERICAN FIDELITY ASSURANCE (T00890)AWD 2070157	FLEX SPENDING MAY	1,322.92	05/20	101-21368
Total AMERICAN FIDELITY ASSURANCE (T00890)AWD:		1,322.92		
ARING EQUIPMENT CO INC D31684	REPLACE HYDRAULIC HOSE #19	734.85	05/20	101-53330-204
D31684	REPLACE HYDRAULIC HOSE #19	190.05	05/20	101-53330-225
Total ARING EQUIPMENT CO INC:		924.90		
ASCENSION HEALTH SYSTEM JAN-APR YOGA 20	YOGA INSTRUCTOR JAN - APR 2020	700.00	05/20	208-52900-204
Total ASCENSION HEALTH SYSTEM:		700.00		
AUTOMATED COMFORT CONTROLS 26525	REPLACED THERMOSTAT @ SAFETY CENTER	177.91	05/20	207-52120-245
26526	SERVICE CALL @ SAFETY CENTER POLICE/FIRE	106.50	05/20	207-52120-245
Total AUTOMATED COMFORT CONTROLS:		284.41		
CITY OF APPLETON 4560	MAY WEIGHTS & MEASURES	580.00	05/20	101-52050-204
Total CITY OF APPLETON:		580.00		
CLEAN WATER TESTING LLC 174950	WATER TESTING	130.00	05/20	620-53644-204
Total CLEAN WATER TESTING LLC:		130.00		
CRESCENT ELECTRIC SUPPLY CO S507750406.001	BULBS FOR MILL ST BRIDGE	62.92	05/20	101-55200-218
Total CRESCENT ELECTRIC SUPPLY CO:		62.92		
DISTRICT 2, INC. 2814	KUSSMAUL AUTO-EJECT, 120 VOLT	353.35	05/20	101-52200-247
Total DISTRICT 2, INC.:		353.35		
EHLERS INVESTMENT PARTNERS LLC APRIL 2020	APRIL INVESTMENT MANAGEMENT	188.79	04/20	300-57331-229

Invoice	Description	Total Cost	Period	GL Account
APRIL 2020	APRIL INVESTMENT MANAGEMENT	193.70	04/20	101-51780-229
APRIL 2020	APRIL INVESTMENT MANAGEMENT	209.25	04/20	610-53614-229
APRIL 2020	APRIL INVESTMENT MANAGEMENT	109.05	04/20	620-53924-229
APRIL 2020	APRIL INVESTMENT MANAGEMENT	413.15	04/20	630-53444-229
Total EHLERS INVESTMENT PARTNERS LLC:		1,113.94		
EL JARIPEO				
050820-6	LIQUOR LICENSE REFUND DUE TO COVID-19	700.00	05/20	101-32110
Total EL JARIPEO:		700.00		
FARRELL EQUIPMENT & SUPPLY CO INC				
1090087	MARKING PAINT AND SAFETY VESTS	56.97	05/20	101-53300-213
1090087	MARKING PAINT AND SAFETY VESTS	42.00	05/20	101-53300-218
1090087	MARKING PAINT AND SAFETY VESTS	98.97	05/20	101-55440-218
Total FARRELL EQUIPMENT & SUPPLY CO INC:		197.94		
FASTENAL COMPANY				
WIKIM253999	SPRAY PAINT	12.84	05/20	620-53644-251
Total FASTENAL COMPANY:		12.84		
FECHTER, TERI				
CFEST 5/31/20	SECURITY DEPOSIT REFUND-CANCELLED DUE T	50.00	05/20	101-21235
CFEST 5/31/20	RENTAL FEE REFUND-CANCELLED DUE TO COVI	90.00	05/20	101-34401
Total FECHTER, TERI:		140.00		
FERGUSON WATERWORKS LLC #1476				
299460	PARTS FOR GATE VALVE	51.45	05/20	620-53644-251
Total FERGUSON WATERWORKS LLC #1476:		51.45		
FERREL, MICHELLE				
062020	SECURITY DEPOSIT REFUND-EVENT CANCELLED	100.00	05/20	208-21235
062020	REFUND RENTAL FEE-EVENT CANCELLED DUE T	150.00	05/20	208-34401
Total FERREL, MICHELLE:		250.00		
FOX CITIES JANITORIAL				
9928	MONTHLY CLEANING-LCFD	200.00	05/20	101-52250-243
9928	MONTHLY CLEANING-METRO	795.00	05/20	207-52120-243
Total FOX CITIES JANITORIAL:		995.00		
FOX CITIES MAGAZINE				
31484	BASIC LISTING FOR MAY 2020 ISSUE	50.00	05/20	101-56700-207
Total FOX CITIES MAGAZINE:		50.00		
GARROW OIL				
APRIL 2020	OFF ROAD DIESEL	2.70	05/20	630-53441-247
APRIL 2020	OFF ROAD DIESEL	34.40	05/20	630-53442-247
APRIL 2020	OFF ROAD DIESEL	.30	05/20	201-53620-247
APRIL 2020	OFF ROAD DIESEL	79.78	05/20	101-55200-247

Invoice	Description	Total Cost	Period	GL Account
APRIL 2020	OFF ROAD DIESEL	37.21	05/20	101-55440-247
APRIL 2020	OFF ROAD DIESEL	1.37	05/20	610-53612-247
APRIL 2020	OFF ROAD DIESEL	.39	05/20	620-53644-247
APRIL 2020	OFF ROAD DIESEL	.75	05/20	101-53460-247
APRIL 2020	OFF ROAD DIESEL	42.94	05/20	101-53330-217
Total GARROW OIL:		<u>199.84</u>		
GENTLEMAN JACKS 2 LLC				
050820-5	LIQUOR LICENSE REFUND DUE TO COVID-19	325.00	05/20	101-32110
Total GENTLEMAN JACKS 2 LLC:		<u>325.00</u>		
GNH ENTERPRISES				
050820	LIQUOR LICENSE REFUND DUE TO COVID-19	350.00	05/20	101-32110
Total GNH ENTERPRISES:		<u>350.00</u>		
GRAINGER				
9504324055	LABEL CARTRIDGES	106.52	05/20	620-53644-254
9509543436	THERMOSTAT	126.40	05/20	620-53644-250
9517021508	BUILDING WIRE	58.70	05/20	206-55110-242
Total GRAINGER:		<u>291.62</u>		
GREEN BOYZ INC				
76525	FERTILIZER AND CRABGRASS PREVENTER	42.50	05/20	207-52120-243
76525	FERTILIZER AND CRABGRASS PREVENTER	42.50	05/20	101-52250-243
76526	FERTILIZER AND CRABGRASS PREVENTER	85.00	05/20	206-55110-243
Total GREEN BOYZ INC:		<u>170.00</u>		
GRIESBACH READY-MIX LLC				
4985	CONCRETE-GRAND AVE	321.00	05/20	101-55200-218
Total GRIESBACH READY-MIX LLC:		<u>321.00</u>		
HACH COMPANY				
11934599	CHLORINE AND CASE ASSEMBLY	209.52	05/20	620-53644-204
Total HACH COMPANY:		<u>209.52</u>		
HAWKINS INC				
4697210	AZONE	414.06	05/20	620-53634-214
4697210	SODIUM SILICATE	1,640.86	05/20	620-53634-220
Total HAWKINS INC:		<u>2,054.92</u>		
HEART OF THE VALLEY				
050720MP	APRIL HOV METER PAYABLE	5,264.00	05/20	610-21110
Total HEART OF THE VALLEY:		<u>5,264.00</u>		
KERRY'S VROOM SERVICE INC				
9339	OIL & FILTER CHANGE - UNIT#182	43.47	05/20	207-52120-247
9342	OIL & FILTER CHANGE - UNIT#191	43.47	05/20	207-52120-247
9343	OIL & FILTER CHANGE - UNIT#89	43.47	05/20	207-52120-247

Invoice	Description	Total Cost	Period	GL Account
9348	INSTALL NEW BRAKE PADS/ROTORS #90	443.73	05/20	207-52120-247
<b>Total KERRY'S VROOM SERVICE INC:</b>		<b>574.14</b>		
<b>KITTEL, DAVID</b>				
05/20 REIMBURSE	REIMBURSE FOR DSPS TEST FEE FOR UDC TEST	40.80	05/20	101-51530-201
<b>Total KITTEL, DAVID:</b>		<b>40.80</b>		
<b>LADDER HOUSE ON MAIN</b>				
050820-4	LIQUOR LICENSE REFUND DUE TO COVID-19	350.00	05/20	101-32110
<b>Total LADDER HOUSE ON MAIN:</b>		<b>350.00</b>		
<b>LAPPEN SECURITY PRODUCTS INC</b>				
LSPQ43195	10 KEYFOBS	100.00	05/20	101-51650-206
<b>Total LAPPEN SECURITY PRODUCTS INC:</b>		<b>100.00</b>		
<b>LEE RECREATION LLC</b>				
12732-20	ENTRY HIP SHADE STRUCTURE	5,200.00	05/20	101-55200-216
<b>Total LEE RECREATION LLC:</b>		<b>5,200.00</b>		
<b>LEXISNEXIS RISK DATA MANAGEMENT INC</b>				
1686177-20200430	APRIL 2020 MINIMUM COMMITMENT	100.00	05/20	101-51680-204
<b>Total LEXISNEXIS RISK DATA MANAGEMENT INC:</b>		<b>100.00</b>		
<b>MADISON NATIONAL LIFE</b>				
1392406	JUNE LTD	1,027.00	05/20	101-21385
1392406	JUNE LIFE	373.67	05/20	101-21391
<b>Total MADISON NATIONAL LIFE:</b>		<b>1,400.67</b>		
<b>MATTHEWS TIRE</b>				
256334	4 NEW TIRES ON SQUAD #92	809.95	05/20	207-52120-247
<b>Total MATTHEWS TIRE:</b>		<b>809.95</b>		
<b>MATTSON, DAVE</b>				
05/20 REIMBURSE	REIMBURSE FOR SAFETY SHOES	125.00	05/20	101-51415-213
<b>Total MATTSON, DAVE:</b>		<b>125.00</b>		
<b>MENARDS - APPLETON EAST</b>				
82399	FLAGS FOR TREE LOCATES	12.98	05/20	101-55440-218
<b>Total MENARDS - APPLETON EAST:</b>		<b>12.98</b>		
<b>MIDWEST SALT LLC</b>				
P451554	INDUSTRIAL SOUTHERN COARSE SALT	2,818.09	05/20	620-53634-224
P451574	INDUSTRIAL SOUTHERN COARSE SALT	2,698.30	05/20	620-53634-224
P451601	INDUSTRIAL SOUTHERN COARSE SALT	2,841.08	05/20	620-53634-224
P451637	INDUSTRIAL SOUTHERN COARSE SALT	2,831.40	05/20	620-53634-224

Invoice	Description	Total Cost	Period	GL Account
Total MIDWEST SALT LLC:		11,188.87		
NASSCO INC				
S2591789.004	HAND SANITIZER	50.01	05/20	101-53300-213
S2591789.004	HAND SANITIZER	16.67	05/20	101-55200-213
S2610851.001	PAPER TOWELS/DISPENSERS/KLEENEX	316.74	05/20	206-55110-244
S2610851.001	PAPER TOWELS/DISPENSERS/KLEENEX	218.78	05/20	101-51650-244
S2610851.001	PAPER TOWELS/DISPENSERS/KLEENEX	104.03	05/20	207-52120-244
S2610851.001	PAPER TOWELS/DISPENSERS/KLEENEX	34.65	05/20	101-52250-244
Total NASSCO INC:		740.88		
NEWS PUBLISHING CO INC				
301720861	NOTICE OF SPRING ELECTION	139.31	05/20	101-51440-227
301720865	EMPLOYMENT AD-CIVIL ENGINEER	110.40	05/20	101-51400-227
301722479	EMPLOYMENT AD-CIVIL ENGINEER	73.60	05/20	101-51400-227
478725	EMPLOYMENT AD-FLEET MECHANIC	142.40	05/20	101-53330-204
478726	SUSPENDED SERVICES	133.50	05/20	201-53620-227
479236	WEEDS NOTICE	79.00	05/20	101-53460-227
479239	NOTICE-ORDINANCE 3	147.47	05/20	101-51440-227
479742	EMPLOYMENT AD-FLEET MECHANIC	105.60	05/20	101-53330-204
Total NEWS PUBLISHING CO INC:		931.28		
O'REILLY AUTOMOTIVE INC				
2043-213881	HEADLIGHTS	23.90	05/20	207-52120-247
Total O'REILLY AUTOMOTIVE INC:		23.90		
OURADA-FARAH, HEIDI				
CFEST 6/20/20	SECURITY DEPOSIT REFUND-CANCELLED DUE T	50.00	05/20	101-21235
CFEST 6/20/20	RENTAL FEE REFUND-CANCELLED DUE TO COVI	90.00	05/20	101-34401
Total OURADA-FARAH, HEIDI:		140.00		
OUTAGAMIE COUNTY TREASURER				
1088095	APRIL FUEL BILL	36.21	05/20	101-52050-247
1088095	APRIL FUEL BILL	160.24	05/20	630-53442-247
1088095	APRIL FUEL BILL	2,612.82	05/20	201-53620-247
1088095	APRIL FUEL BILL	229.89	05/20	101-55200-247
1088095	APRIL FUEL BILL	1,171.17	05/20	101-55440-247
1088095	APRIL FUEL BILL	20.96	05/20	101-55300-247
1088095	APRIL FUEL BILL	444.61	05/20	101-52200-247
1088095	APRIL FUEL BILL	112.41	05/20	610-53612-247
1088095	APRIL FUEL BILL	418.04	05/20	620-53644-247
1088095	APRIL FUEL BILL	674.98	05/20	101-53330-217
13039	APRIL SANITATION FEES	14,242.74	05/20	201-53620-204
13039	STREET SWEEPINGS	1,040.34	05/20	630-53442-204
APRIL 2020	APRIL COURT FINES	836.60	05/20	101-35101
Total OUTAGAMIE COUNTY TREASURER:		22,001.01		
OUTAGAMIE CTY FIRE INVESTIGATION UNIT				
2020 DUES	2020 MEMBERSHIP DUES	25.00	05/20	207-52120-208

Invoice	Description	Total Cost	Period	GL Account
Total OUTAGAMIE CTY FIRE INVESTIGATION UNIT:		25.00		
PORTER LEE CORPORATION				
23778 ANNUAL SOFTWARE SUPPORT 06/20-05/21		1,119.00	05/20	207-52120-204
Total PORTER LEE CORPORATION:		1,119.00		
PUBLIC SERVICE COMMISSION OF WISCONSIN				
2004-I-03140 UNAUTHORIZED 2012-13 EXT OF WATER SERVIC		1,558.19	05/20	620-53924-262
Total PUBLIC SERVICE COMMISSION OF WISCONSIN:		1,558.19		
REINDERS INC				
1826265 GASKET #46		10.32	05/20	101-53330-225
2684295 LAWN SEED MIX		124.50	05/20	101-55440-215
Total REINDERS INC:		134.82		
ROSE HILL TAVERN				
050920 LIQUOR LICENSE REFUND DUE TO COVID-19		350.00	05/20	101-32110
Total ROSE HILL TAVERN:		350.00		
SIMPLE SIMON BAKERY				
051220 2020 BILLED IN ERROR		126.88	05/20	630-34451
051220 PRIOR PERIOD STORMWATER REFUND		6,803.77	05/20	630-53444-202
051220 WEIGHTS & MEASURES PRORATED 2.5 MONTHS		9.40-	05/20	101-32160
Total SIMPLE SIMON BAKERY:		6,921.25		
STATE OF WI COURT FINES &				
APRIL 2020 APRIL COURT FINES		3,076.84	05/20	101-35101
Total STATE OF WI COURT FINES &:		3,076.84		
SUN LIFE FINANCIAL				
232004-JUNE 2020 JUNE STD		249.67	05/20	101-21365
Total SUN LIFE FINANCIAL:		249.67		
SWINKLES TRUCK&EXCAVATING CORP				
40621 PULVERIZED TOPSOIL		70.00	05/20	101-55440-215
Total SWINKLES TRUCK&EXCAVATING CORP:		70.00		
THAO, MAI				
071820 SECURITY DEPOSIT REFUND-EVENT CANCELLED		100.00	05/20	208-21235
071820 REFUND RENTAL FEE-EVENT CANCELLED DUE T		125.00	05/20	208-34401
Total THAO, MAI:		225.00		
TIME WARNER CABLE				
05/20 60505470190 MAY/JUNE SERVICE		159.01	05/20	101-51650-203
Total TIME WARNER CABLE:		159.01		

Invoice	Description	Total Cost	Period	GL Account
<b>TOTAL TOOL SUPPLY INC</b>				
6137238	CUT-OFF WHEEL	9.20	05/20	620-53644-221
<b>TOTAL TOOL SUPPLY INC:</b>		<b>9.20</b>		
<b>TRANSAMERICA LIFE INSURANCE COMPANY</b>				
2503765778	MAY BILLING	504.00	05/20	101-21364
<b>Total TRANSAMERICA LIFE INSURANCE COMPANY:</b>		<b>504.00</b>		
<b>TRISH'S POP IN AGAIN</b>				
050820-3	LIQUOR LICENSE REFUND DUE TO COVID-19	325.00	05/20	101-32110
<b>Total TRISH'S POP IN AGAIN:</b>		<b>325.00</b>		
<b>TUTTLE, JOSEPH</b>				
112620	SECURITY DEPOSIT REFUND-EVENT CANCELLED	100.00	05/20	208-21235
112620	REFUND RENTAL FEE-EVENT CANCELLED DUE T	125.00	05/20	208-34401
<b>Total TUTTLE, JOSEPH:</b>		<b>225.00</b>		
<b>U.S. BANK</b>				
05/20 59455565491	BOOTS	143.98	05/20	630-53441-218
05/20 59455565491	STORMWATER MANAGEMENT WEBINAR	130.00	05/20	630-53444-201
05/20 59455565491	POLL MAKER REFUND	241.47-	05/20	101-55200-208
05/20 59455565491	CONSTANT CONTACT SUBSCRIPTION	423.00	05/20	101-55300-218
05/20 59455565491	ARBOR DAY FOUNDATION MEMBERSHIP	25.00	05/20	101-55440-225
05/20 59455565491	PARK BATHROOM TOWELS	59.98	05/20	101-55200-222
05/20 59455565491	GO TO MEETING SUBSCRIPTION	7.39	05/20	101-55200-208
05/20 59455565491	GO TO MEETING SUBSCRIPTION	7.38	05/20	101-55300-208
05/20 59455565491	ZIPLOCK BAGS	15.83	05/20	101-51960-211
05/20 59455565491	COMPUTER MONITOR	300.66	05/20	101-51400-221
05/20 59455565491	BLUETOOTH HEADSET & LAPTOP DOCKING STA	144.53	05/20	101-51400-221
05/20 59455565491	GO TO MEETING	163.57	05/20	101-51400-208
05/20 59455565491	ADOBE	26.36	05/20	101-51400-208
05/20 59455565491	GEAR WASH	21.85	05/20	101-52200-215
05/20 59455565491	RETURNED MERCHANDISE	72.80-	05/20	101-52200-206
05/20 59455565491	CANCELLED LCFD CONFERENCE	596.00-	05/20	101-52200-201
05/20 59455565491	IAFC MEMBERSHIP	240.00	05/20	101-52200-208
05/20 59455565491	FLAGGING TRAINING CANCELLED	160.00-	05/20	101-53300-201
05/20 59455565491	OIL FILTER WRENCH	11.99	05/20	101-53330-218
05/20 59455565491	CONCRETE SAW	119.99	05/20	101-53330-221
05/20 59455565491	DOYLE PARK POOL MECHANICAL ROOM	187.83	05/20	101-55200-242
05/20 59455565491	PREMIUM FUEL	83.22	05/20	101-53330-217
05/20 59455565491	BEE'S LIGHTING	440.00	05/20	101-55200-242
05/20 59455565491	WEED KILLER	79.99	05/20	101-55200-215
05/20 59455565491	ZOOM BILLING FOR VIRTUAL PROGRAMS	15.81	05/20	101-55300-218
05/20 59455565491	TAGS FOR CREW KEY CHECKOUT	19.99	05/20	101-55300-206
05/20 59455565491	PLASTIC EASTER EGGS FOR REC PROGRAM	59.40	05/20	101-55300-218
05/20 59455565491	APPLICATION FOR PHONES	41.99	05/20	207-52120-203
05/20 59455565491	GO TO MEETING SUBSCRIPTION	151.92	05/20	207-52120-208
05/20 59455565491	BOND PAPER	63.25	05/20	101-51415-206
05/20 59455565491	FLASHLIGHT	15.82	05/20	610-53612-218
05/20 59455565491	FLASHLIGHT	15.82	05/20	630-53442-218
05/20 59455565491	DISPOSABLE RESTRAINTS	135.00	05/20	207-52120-218
05/20 59455565491	CSO TRAFFIC WAND	18.39	05/20	207-52120-218
05/20 59455565491	REFUND-PPE STORAGE SQUAD BOXES	88.56-	05/20	207-52120-218

Invoice	Description	Total Cost	Period	GL Account
05/20 59455565491	SERRES BADGE	159.95	05/20	207-52120-212
05/20 59455565491	SQUAD EQUIPMENT BOXES	47.76	05/20	207-52120-218
05/20 59455565491	COMPUTER CABLES	18.98	05/20	207-52120-240
05/20 59455565491	BUSINESS CARDS/SCISSORS/CHARGING CORDS	104.25	05/20	207-52120-218
05/20 59455565491	CANCELLED METRO TRAINING	400.00-	05/20	207-52120-201
05/20 59455565491	VAC FILTER	13.98	05/20	207-52120-218
05/20 59455565491	PPE STORAGE SQUAD BOXES	220.87	05/20	207-52120-218
05/20 59455565491	REFUND-PPE STORAGE SQUAD BOXES & CORDS	30.98-	05/20	207-52120-218
05/20 59455565491	IPAD PENCIL	113.13	05/20	207-52120-221
05/20 59455565491	TRANSUNION	50.00	05/20	207-52120-204
05/20 59455565491	ARLO SMART ELITE SINGLE CAMERA MONTHLY	4.99	05/20	207-52120-203
Total U.S. BANK:		2,314.04		
UNIFIRST CORPORATION				
0970308500	LAUNDRY BAGS/WIPERS	13.30	05/20	101-53330-218
Total UNIFIRST CORPORATION:		13.30		
UNIFORM SHOPPE				
298826	UNIFORM PANTS-PYNENBERG	69.95	05/20	207-52120-212
298871	CSO UNIFORM	201.85	05/20	207-52120-212
298975	CSO UNIFORM	189.85	05/20	207-52120-212
Total UNIFORM SHOPPE:		461.65		
UP THE HILL BAR				
050820-2	LIQUOR LICENSE REFUND DUE TO COVID-19	350.00	05/20	101-32110
Total UP THE HILL BAR:		350.00		
VILLAGE LIMITS				
050820-1	LIQUOR LICENSE REFUND DUE TO COVID-19	350.00	05/20	101-32110
Total VILLAGE LIMITS:		350.00		
VON BRIESEN & ROPER S.C.				
319740	POLICE NEGOTIATIONS	1,155.00	05/20	207-52120-262
Total VON BRIESEN & ROPER S.C.:		1,155.00		
WATER RIGHT				
408789	SHALLOW SHELL RESIN	1,062.00	05/20	620-53644-255
Total WATER RIGHT:		1,062.00		
WEGAND, SCOTT				
05/20 REIMBURSE	REIMBURSE FOR BOAT LUNCH FEE	5.00	05/20	630-53441-253
Total WEGAND, SCOTT:		5.00		
WELLS FARGO FINANCIAL LEASING				
5010226262	MAY COPIER LEASE	450.00	05/20	101-53310-207
5010226262	MAY COPIER LEASE	803.15	05/20	101-51650-207
Total WELLS FARGO FINANCIAL LEASING:		1,253.15		

Invoice	Description	Total Cost	Period	GL Account
WERNER ELECTRIC SUPPLY				
S6139574.001	FRENCH POND LIFT	119.00	05/20	630-53441-218
<b>Total WERNER ELECTRIC SUPPLY:</b>		<b>119.00</b>		
WI DEPT OF JUSTICE				
L4504T 04/20	APRIL BACKGROUND CHECKS	7.00	05/20	207-52120-218
<b>Total WI DEPT OF JUSTICE:</b>		<b>7.00</b>		
WINTER WOOD PRODUCTS				
799452	4' LATH/MARKING PAINT	151.55	05/20	101-53330-218
799452	4' LATH/MARKING PAINT	151.55	05/20	630-53444-218
<b>Total WINTER WOOD PRODUCTS:</b>		<b>303.10</b>		
<b>Grand Totals:</b>		<b>84,653.83</b>		

## Report GL Period Summary

Vendor number hash: 275747  
 Vendor number hash - split: 628199  
 Total number of invoices: 94  
 Total number of transactions: 181

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	84,653.83	84,653.83
<b>Grand Totals:</b>	<b>84,653.83</b>	<b>84,653.83</b>

## Report Criteria:

Invoice Detail.Voided ={=} FALSE

**LCFD Incident Report**

**April 2020**

**Number of responses: 10**

**Last years: 11**

**YTD: 32**

**04/02/2020** **12:58 Burning complaint called in to 3601 @ 418 Madison Street, occupants were burning leaves advised them about ordinance**  
**Car 3632**  
**#20LC00023**

**04/02/2020** **13:03 Odor of Natural Gas @ East Wisconsin Savings & Loan 1805 E. Main Street, investigated found no odor, standby until WE Energies confirmed**  
**Engine 3621, Truck 3641, Squad 3671, Car 3632**  
**#20LC00024**

**04/16/2020** **10:05 CO alarm sounding @ 523 Peter Lane, investigated and found a reading of 85 ppm, located the source as the furnace, shut off furnace & water heater vented, notified owner of duplex, they will be contacting a HVAC contractor to correct the issue, also checked 521 Peter Lane found no reading**  
**Engine 3621, Truck 3641, Car 3632**  
**#20LC00025**

**04/17/2020** **07:16 Alarm sounding @ Atrium Care Center 1201 Garfield Avenue, investigated found dry system compressor shut down allowing water to enter system,**

**Engine 3621, Truck 3641, car 3632  
#20LC00026**

**04/17/20      15:53 Odor of natural gas @ 730 E. Main Street, investigated found a leak by the gas meter, ventilated house, stand by until WE Energies arrived  
Engine 3621, Truck 3641, Car 3632  
#20LC00027**

**04/17/20      Burning complaint 1314 Coolidge Avenue, occupants burning fresh evergreen brush, advised of ordinance,  
Car 3632  
#20LC00028**

**04/20/20      16:06 Power pole on fire near 609 Hagens Court, stand by until Kaukauna Utilities disconnected power & extinguished  
Engine 3621, car 3632  
#20LC00029**

**04/21/20      12:56 Low hanging line (cable line) @ 1306 Coolidge Avenue, secured line to house with cable ties  
Engine 3621, car 3632  
#20LC00030**

**04/22/20      14:41 Water flow alarm @ Fox Valley Tool & Die 2310 Main Street, Pace was doing sprinkler system testing**

**Car 3632  
#20LC00031**

**04/28/20      Possible transformer blown near 940 W. Elm  
Drive, investigated found power out at the  
apartment complex, Kaukauna Utilities  
arrived and located the situation.  
Engine 3621, Truck 3641, Car 3632  
#20LC00032**

# VILLAGE OF LITTLE CHUTE MONTHLY REPORT – APRIL 2020



## ***Little Chute***

ESTABLISHED 1848

April 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 – APRIL 2020

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](http://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](mailto:james@littlechutewi.org)

# Village Administrator

## HIGHLIGHTS

- The Board of Trustees worked on the following items in the month of April:
  - At the April 1<sup>st</sup> meeting adopted a resolution to apply for a Community Development Grant from the Wisconsin Economic Development Corporation for a Downtown Hotel project, approved a resolution realigning polling locations for the April 7<sup>th</sup> election, approved bids for the 2020 public projects, approved a development agreement for a downtown hotel, and approved various COVID related personnel policies.
  - At the April 15<sup>th</sup> meeting approved Faith Technologies site plan for a new manufacturing and office facility, approved bids for a new playground at Van Lieshout Park, and adopted an ordinance changing the rate of compensation for all elected officials in Little Chute.
- Continued to work with staff on an effective resolution to a billing issue with Outagamie County Landfill.
- Worked with all departments and staff on ensuring that essential operations are preserved while safeguarding the public and staff from COVID 19.
- Worked with all departments and staff on maintaining an active resource page for residents related to our COVID-19 response here: <https://www.littlechutewi.org/624/Response-to-COVID-19>
- Held preliminary kick-off meetings for the 2021-2025 Capital Improvement Planning process with all department heads.
- Worked through two different façade grant applications.
- Met with the newly elected officials regarding an onboarding process.
- Kicked off the library planning process for the Little Chute Public Library.
- Met with the Town Chairman of Vandenbroek to discuss opportunities for our communities to work together on a number of different opportunities.

## TOP PRIORITIES FOR MAY

- Ensure the Little Chute Business Community has the information needed to respond to COVID 19 related changes.
- Ensure the staff of the Village of Little Chute has the tools and support they need to continue delivery of essential services in the face of COVID 19 matters.
- Continue working with County officials on resolving the leachate billing matter.
- Secure future training opportunities for staff on a number of different topics.
- Work with the Library Planning Committee to finalize efforts related to the Little Chute Library
- Present for Board of Trustee action:
  - Reduction in Liquor License Fees
  - Resolutions for Stormwater Grants
  - Approve Mutual Aid Agreement for LCFD
  - Approve Boardwalk bid and related efforts
  - Approve the 2020-2022 FVMPD PPA Collective Bargaining Agreement
  - Approve an Intergovernmental Agreement with the City of Appleton
  - Approve a façade grant for a downtown business
  - Begin creating TID #9 in support of future development
  - Rescind the Quiet Zone 2020 project due to COVID related impacts
  - 2019 Audit for Board presentation
  - Discuss operations in relation to COVID 19
  - Present a restated Special Assessment Policy

# Clerk

## HIGHLIGHTS

April has been a very challenging month in the Clerk's office, as we were presented with a very unique situation; facilitating an election in the midst of the Covid-19 Pandemic and Stay-at-Home Orders from Governor Evers. We saw an extreme increase in absentee ballot requests, all needing to be processed in a timely manner and had to re-evaluate how to run an election without all of our seasoned poll workers while practicing social distancing guidelines. The election itself came into question, with Governor Evers changing the dates and requirements for absentee ballots, all of which was struck down the evening before the election was to be held. Yet despite all of these last-minute changes we were able to hold a very successful election thanks to the election inspectors, many staff and volunteers who moved voters through the process in a timely and safe manner. We closed out the election and began following Safer at Home Orders, with work from home options.

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

- Shared data from social media sites
- Agendas/Minutes for meetings
- Continued maintenance of the Village Website and social media outlets
- Ongoing phone/supply ordering support
- Civic Center/Village Hall rentals, and processing of cancelations and refunds
- Process absentee ballots and preparations for election day
- Facilitated April 7 Spring Election and Presidential Preference Primary
- Closed out April 7 Spring Election
- Preparations for 2020 elections webinar training, upkeep of voter records, supply ordering
- Work with Public Works on spring newsletter, finalize and mail out
- Began process of Liquor License Renewals
- Updated Community Development page on village website with permit information

Goals for May:

- Agendas/Minutes for meetings
- 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
- Begin planning for Summer Newsletter
- Preparations and planning for August Election
- Liquor License Renewals

## Village of Little Chute Website and Social Media Metrics - April 2020

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
<b>Website Visits</b>	12,104	12,222	-0.97%	43,869	40,730	7.42%
<b>Website Page Views</b>	19,858	16,824	15.28%	60,968	58,965	3.29%
<b>Facebook Likes</b>	3,991	3,390	15.05%	15,632	13,243	15.28%
<b>Facebook Reach</b>	68,926	63,608	7.7%	279,198	256,553	9.55%
<b>Village Hall Blog View</b>	312	645	-51.01%	1,546	1,853	-33.41%
<b>Instagram Followers</b>	591	436	26.23%	591	436	26.23%
<b>Twitter Followers</b>	411	358	12.89%	411	358	12.89%
<b>Twitter Impressions</b>	1285	213	83.44%	3,610	1,918	46.6%

# 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.
- All Zoning related permits available online in fillable PDF format with descriptions and fee schedule
- Updated informational Brochures on residential fence, shed and detached garage permits
- Site Plans approved for two developments
- Implemented a Site Plan Tracker
- Dates set for Open Book and Board of Review

## TOP PRIORITIES FOR MAY

- 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.
- Continuing education classes with focus on Building Inspection
- Convert more forms/permits/applications to a fillable format
- Update more permits
- Improve Site review process (on going project)
- Hold a meet and adjourn for Board of Review

## COMMUNITY DEVELOPMENT APRIL DATA

Community Development Department 2020 Permit Data				
	April-20	2020 Totals	2019 Totals	2018 Totals
Permits Issued	45	139	667	622
Property Complaints	8	9	31	61
Property/Field Inspections	41	207	912	929
Letters Sent	5	6	0	0
Action Corrected	1	2	13	44
Referred for Action	0	0	0	7
Ongoing	6	9	36	16

Community Development Department 2020 Permit Data				
	April-20	2020 Totals	2019 Totals	2018 Totals
Permits Issued	45	139	717	622
Permit Fees	\$8,672	\$30,878.00	\$108,776	\$257,754
Permit Value	\$1,426,633	\$3,560,849.00	\$35,228,147	\$47,343,017

# Finance Department

## HIGHLIGHTS

- Completed staff review of Comprehensive Annual Financial Report and awaiting audit firm second partner review for release of financials in May.
- State Report was filed on May 7, 2020. This report is used to determine aids the Village receives from the State. The report combines all governmental funds using the State prescribed format/account classifications required for filing. All proprietary funds are also reported individually. Successfully met report deadline of May 15, 2020.
- 4,026 utility bills created, 82 service orders (Final Reads, High/Low Reads, Meter Installations) created/coordinated with MCO and 227 Landlord notices mailed for tenant delinquency notification (up from 205 previous month), 854 ratepayers opted out of postcard billing, 1,648 ratepayers utilized PSN and 659 ACH for payments in April.
- Weight and Measures invoices completed and mailed; summer sewer calculation completed to be used for new residences
- Monitor and react to COVID-19 changing regulations, process and address unemployment claims while making sure Village is minimizing exposure with attorney recommended communication to seasonal staff, updating payroll procedures/working on system improvements
- Filed Expenditure Restraint and Room Tax Reports with State that were due May 1.

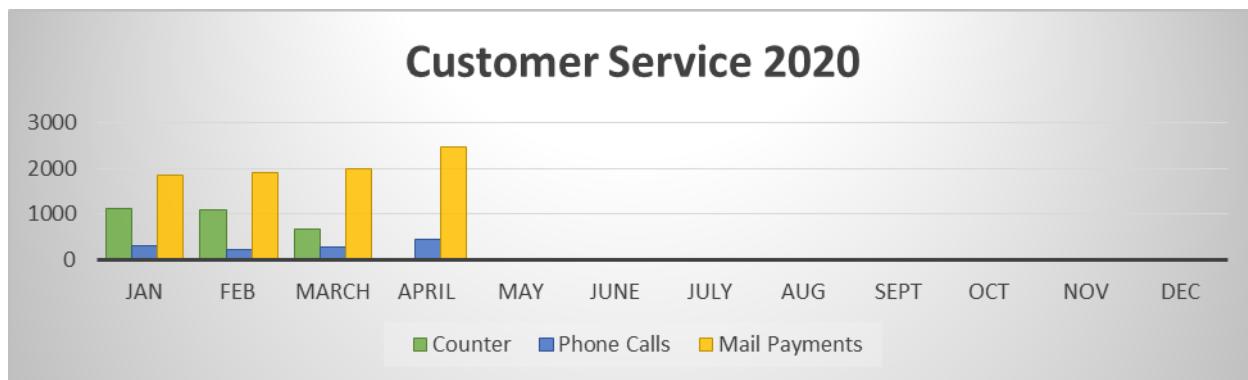
## TOP PRIORITIES FOR MAY

- Capital Improvement Plan 2021-2025
- Continue cross-training for staff on critical functions and work on procedure manuals
- Debt issuance planning, release of Comprehensive Annual Financial Report including application for 2019 GFOA Award for Excellence Program
- Budget planning for 2021 including updated 2020 projection plus contingency planning for any revenue shortfalls
- Working on evaluation of cell/landline phone, internet, and copier/scanner devices to determine if duplication of any services exist along with potential to consolidate services for great cost efficiencies

## CONTINUOUS IMPROVEMENT EFFORTS

- Thorough review of Weights and Measures Billing process: Assigned task to Customer Service Account Clerk from the Utility Billing Clerk so that we now have trained back-up. Review of Municipal Code for updates that are needed along with updating our procedures insuring billing according to approved timelines.
- Emphasis on cross-training for Utility Billing: Accounts Payable Clerk learned procedures for Industrial Billing and other portions of billing process not familiar with
- Reviewed April monthly reconciliation processes that staff was trained on in March. Follow-up to expand education so staff gains greater understanding to identify inconsistencies and ability to trouble shoot errors on their own
- Trained Customer Service Clerk on Special Assessment Monthly Reconciliation (Utility Billing Clerk as back-up)

## APRIL DATA



## PERFORMANCE MEASUREMENTS

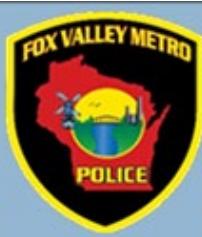
	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>Target 2020</u>
# months bank reconciliation completed timely	0	0	7	12
# of stale checks outstanding	NM	NM	57	5
Custodial credit risk	\$12.3	\$6.1	\$0	\$0
% of customers paying online	NM	NM	42%	55%
Continuous improvement initiatives	NM	NM	18	10
Number of special 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.	Electric	Fire Pit Complaint	2020 Total Responses	2019 Total Responses	2018 Total Responses	2017 Total Responses	2016 Total Responses	2015 Total Responses
<b>2020 SUMMARY</b>	1	6	1	7	6	2	5	4	32	202	165	172	155	132
April 2020 Calls	0	3	0	0	2	0	3	2	10					



## Fox Valley Metro Police Department

### HIGHLIGHTS

- Keep staff safe from viral exposure and transmission
- Budget restraint
- Maintaining community engagement during pandemic

### TOP PRIORITIES

- Staff
  - The department is at full staffing. The Community Service Officers have completed their initial training and are patrolling and taking calls for service in the villages. We are also working with our Community Development Director, Code Inspector and public works staff on developing a system of coordinating code violations and code complaints.
- Programs
  - The K-9 program is moving forward with meetings and conversations about getting the K-9 Foundation set up. I believe we have enough people to create a Foundation Board. The next steps will involve electing board officers and applying for 501 (c) (3) status.
  - I am also working with community residents, school and village staff in both villages for the purpose of exploring the idea of a teen court program.
  - An alternative justice, teen court is designed to divert our youth from the “stigma” of the traditional, criminal justice system and implement a more purposeful and meaningful program of accountability

**FVMPD APRIL DATA** - Below is a table showing a three-month comparison of calls for service and incidents in Little Chute. Overall calls for services are down – most likely due to social distancing and Safer at Home restrictions.



## FOX VALLEY METRO POLICE DEPARTMENT

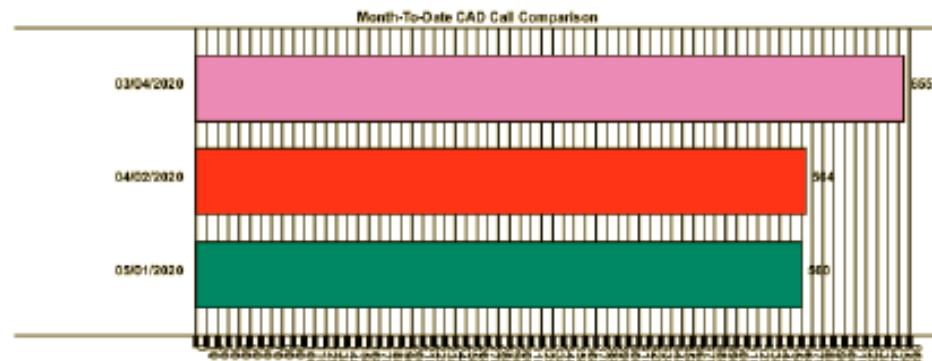
### Month-to-Date CAD Call Detail

#### Month-To-Date CAD Received Calls

Call Nature	04/03/2020	03/05/2020	1 mo %	02/05/2020	2 mo %
	to 05/01/2020:	to 04/02/2020:	change:	to 03/04/2020:	change:
911 Misdial	52	45	15.6%	54	-3.7%
Abandoned Vehicle	2	1	100.0%	1	100.0%
Abdominal C-Charlie Response	1	0	N/A	0	N/A
Accident in a Parking Lot	2	1	100.0%	2	0.0%
Alcohol Violations	0	2	-100.0%	2	-100.0%
Allergies D-David Response	2	0	N/A	0	N/A
Animal Bite	1	1	0.0%	2	-50.0%
Animal Call	17	13	30.8%	14	21.4%
Assist Citizen or Agency	49	43	14.0%	29	69.0%
Back Problem A-Adam Response	0	0	N/A	1	-100.0%
Back Problem C-CharlesResponse	1	0	N/A	0	N/A
Battery	0	0	N/A	1	-100.0%
Bleeding D-David Response	1	1	0.0%	0	N/A
Breathing Problem C-Charles	1	0	N/A	1	0.0%
Breathing Problem D-David	2	3	-33.3%	4	-50.0%
Breathing Problem E-Edward	0	0	N/A	1	-100.0%
Burglary	0	1	-100.0%	0	N/A
Carbon Monoxide Alarm	1	0	N/A	1	0.0%
Chest Complaint C-Charles	0	1	-100.0%	0	N/A
Chest Complaint D-David	3	2	50.0%	1	200.0%
Civil Matter Assist	2	1	100.0%	0	N/A
Civil Process	2	3	-33.3%	7	-71.4%
Crime Prevention	108	36	200.0%	30	260.0%
Damage to Property	9	7	28.6%	6	50.0%
Diabetic Issue A-Adam	0	1	-100.0%	0	N/A
Diabetic Issue C-Charles	0	0	N/A	1	-100.0%
Disturbance	7	12	-41.7%	14	-50.0%
Disturbance with a Weapon	0	0	N/A	1	-100.0%
Domestic Disturbance	2	6	-66.7%	2	0.0%
Drug Complaint	7	3	133.3%	3	133.3%
Emergency Committal	1	0	N/A	0	N/A

Fainting A-Adam	0	0	N/A	2	-100.0%
Fainting C-Charles	0	0	N/A	1	-100.0%
Falls A-Adam Response	2	0	N/A	3	-33.3%
Falls B-Boy Response	2	3	-33.3%	1	100.0%
Fire Alarm Commercial	2	1	100.0%	1	100.0%
Fire Unauthorized Burning	1	2	-50.0%	0	N/A
Fire Vegetation or Grass	1	1	0.0%	0	N/A
Fireworks Complaint	1	0	N/A	0	N/A
Follow Up	14	16	-12.5%	14	0.0%
Fraud Complaint	5	5	0.0%	10	-50.0%
Harassment	6	6	0.0%	7	-14.3%
Hazard in Roadway	27	15	80.0%	9	200.0%
Headache C-Charles Response	0	0	N/A	1	-100.0%
Heart Problem C-Charles	0	0	N/A	1	-100.0%
Jail GPS Checks	20	39	-48.7%	32	-37.5%
Juvenile Complaint	3	5	-40.0%	2	50.0%
Law Alarms - Burglary Panic	6	4	50.0%	5	20.0%
Lost or Found Valuables	7	7	0.0%	4	75.0%
Medical Assistance No Injury	1	1	0.0%	1	0.0%
Medical Pre-Alert	0	3	-100.0%	1	-100.0%
Missing Person	0	0	N/A	1	-100.0%
Motorist Assist	9	10	-10.0%	26	-65.4%
Natural Gas or Propane Leak	1	1	0.0%	1	0.0%
Noise Complaint	12	8	50.0%	3	300.0%
Ordinance Violation	27	7	285.7%	4	575.0%
Overdose C-Charles	0	3	-100.0%	1	-100.0%
PNB D-David Response	1	0	N/A	0	N/A
PNB E-Edward Response	0	1	-100.0%	1	-100.0%
Parking Enforcement	3	3	0.0%	6	-50.0%
Pregnancy C-Charles	0	0	N/A	1	-100.0%
Pregnancy D-David	1	1	0.0%	0	N/A
Reckless Driving Complaint	9	19	-52.6%	22	-59.1%
Robbery	1	0	N/A	0	N/A
Runaway Juvenile	1	2	-50.0%	0	N/A
Scam	0	2	-100.0%	0	N/A
Seizure A-Adam Response	0	1	-100.0%	0	N/A
Seizure B-Boy Response	0	0	N/A	1	-100.0%
Sex Offense	1	0	N/A	1	0.0%
Sick A-Adam	2	7	-71.4%	4	-50.0%
Sick C-Charles	5	0	N/A	2	150.0%
Sick D-David	1	1	0.0%	3	-66.7%

Stroke C-Charles	0	1	-100.0%	3	-100.0%
Structure Fire Smoke or Flame	0	2	-100.0%	0	N/A
Suicide D-David	0	1	-100.0%	0	N/A
Suspicious Incident	8	18	-55.6%	7	14.3%
Suspicious Person	4	3	33.3%	3	33.3%
Suspicious Vehicle	13	5	160.0%	8	62.5%
Theft Complaint	5	10	-50.0%	2	150.0%
Theft of Automobile Complaint	1	1	0.0%	1	0.0%
Traffic Enforcement	1	5	-80.0%	3	-66.7%
Traffic Stop	17	89	-80.9%	210	-91.9%
Traumatic Injuries A-Adam	3	0	N/A	0	N/A
Traumatic Injuries B-Boy	1	1	0.0%	1	0.0%
Trespassing	1	2	-50.0%	2	-50.0%
Unconscious D-David	1	0	N/A	2	-50.0%
Unlocked or Standing Open Door	10	10	0.0%	7	42.9%
Vacant House Check	3	0	N/A	0	N/A
Vehicle Accident	9	12	-25.0%	18	-50.0%
Vehicle Lockout	4	9	-55.6%	9	-55.6%
Vehicle Pursuit	1	1	0.0%	0	N/A
Violation of Court Order	2	4	-50.0%	1	100.0%
Wanted Person or Apprehension	2	3	-33.3%	8	-75.0%
Weapon Violation	1	0	N/A	2	-50.0%
Welfare Check	25	28	-10.7%	18	38.9%
Wire Down	3	2	50.0%	0	N/A



# Kimberly/Little Chute Joint Public Library

## HIGHLIGHTS

- Upgraded programming to provide digital experiences and other options to participate without close contact. We use social media including, Facebook Live Events, and Zoom Webinars and meetings to accomplish this digitally.
- Created a plan and began material distribution through curbside pick-up. The process will have been utilized by 394 library users by May 1.
- Reviewed collection development strategy for dealing with extended periods of closure. Continue to provide and promote additional eContent options.
- We are updating and cleaning patron records in anticipation of new ILS in fall.
- Both communities held library planning meetings and are making progress.

## TOP PRIORITIES FOR MAY

- Continue to review and revise practices to serve during COVID-19 and prepare for possibilities of reopening with restrictions or without restrictions.
- Library Planning
- Finish Summer Program Planning
- Collection development and digital services review

## UPCOMING EVENTS

- Watch our Social Media and digital newsletter for program announcements.

# Parks, Recreation and Forestry Department

## HIGHLIGHTS

- Removed 60 ash trees located within the right-of-way on the east side of town.
- Bid opening for the Fox River Boardwalk on April 20. Michels Corporation was the low bid with a bid of \$3,140,100.
- Park Planning Committee recommended, and the Village Board approved the Van Lieshout Playground Design for 2020.
- Received FEMA proceeds for the July 20, 2019 storm event for categories A and B in the amount of \$91,278.87 and \$14,589.48.
- Al Dix Concrete installed the concrete pad at Creekview Park for the playground shade structure.
- Finalized youth tee shirt program order for all programs with sponsors received, phone meeting held with printer, complete order placed.
- Worked on a tentative Men's Softball flight A & B schedules with a delayed start of season.
- Shared an Online Nature Learning Site with families to learn more about trees and why they are important to us, as we cannot do our annual planting celebration with the 4<sup>th</sup> graders this year.
- Worked on tentative boys rookie schedule for the LC Diamond Club with a delayed start.
- Constant communication with families and rec instructors about program/facility cancellations, event postponements, rescheduling & refunds. Processed required refunds with finance dept.
- Continued scheduling of instructors for Free Virtual Tai Chi & Yoga Classes.
- Promoted our movie night voting poll to pick movies to show. Rescheduled our Movie In The Park Event from mid-June to late July.
- Completed a Jets Football registration packet to now contain all required documents and information that was normally shared/discussed at our annual spring meeting (which can't be held now) so families can start scheduling required testing and register when paperwork done.

## TOP PRIORITIES FOR MAY

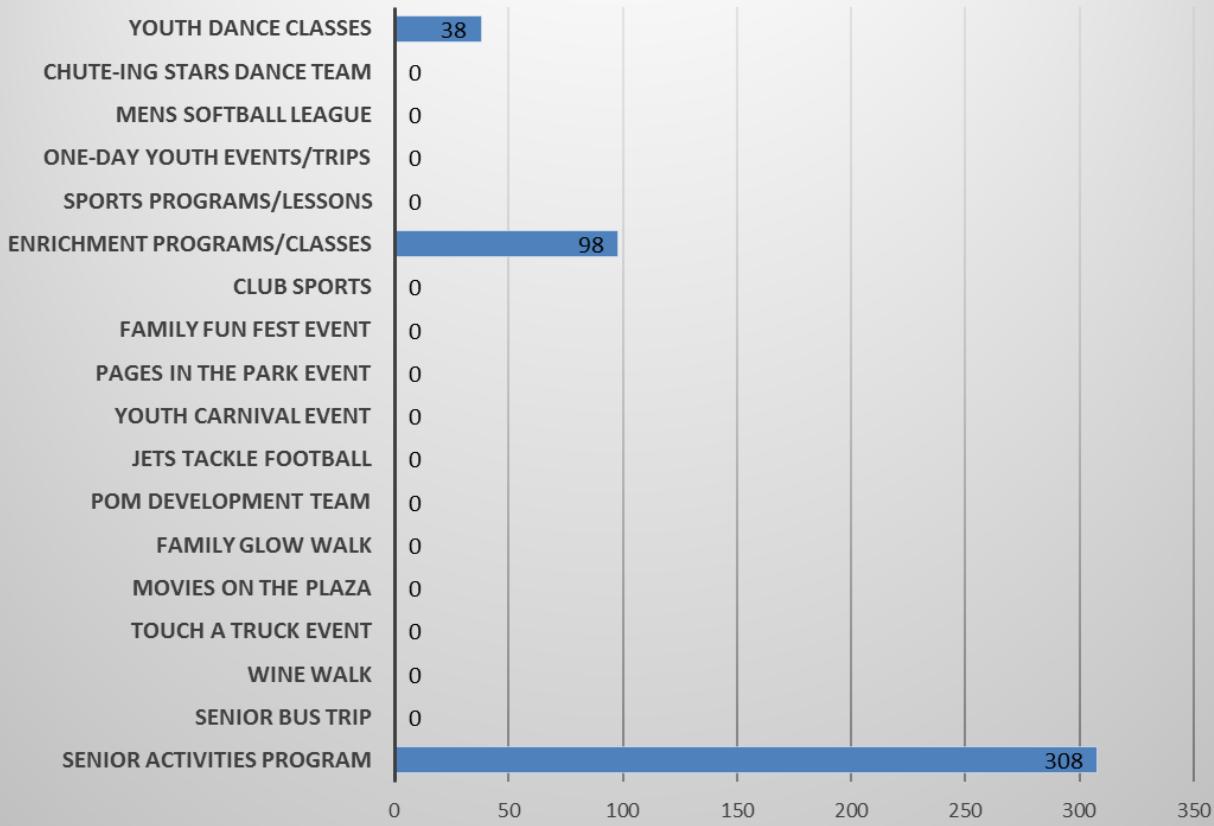
- Award the low bid for the Fox River Boardwalk to Michels Corporation in the amount of \$3,140,100.
- Plant 2 trees at Doyle Park in honor of Arbor Day with the Bank of Little Chute.
- Receive FEMA proceeds for the July 20, 2019 storm event for categories G and Z.
- Finalize plans 2020 Doyle Park Pool and Slide operations.
- Complete and sign the contracts for the Fox River Boardwalk.
- Install the dugout covers at the Legion 3 softball/baseball field.
- Solicit requests for proposals for village wide tree plantings with WI DNR grant.
- Replace and upgrade the security cameras located at Well #1 and the Doyle Pool.
- Continue scheduling of instructor for Free Virtual Yoga Classes; creation of Facebook events for classes; reminder posts.
- Constant communication with families and rec instructors about program/facility cancellations, event postponements, rescheduling & refunds. Process required refunds with finance dept.
- Discussions/planning/analyzing of summer recreation programs and Badger Bounce Back Plan phases.
- Assist LC Diamond Club with schedule planning if/when youth season can be held.



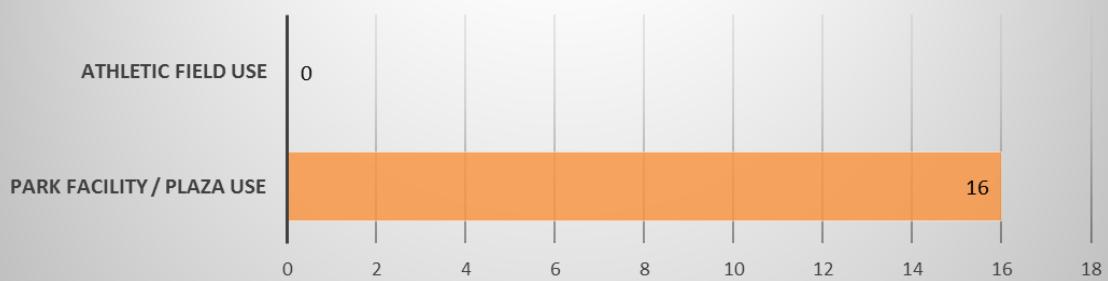
PARKS, RECREATION &  
FORESTRY DEPT.

[littlechutewi.org/parksrec](http://littlechutewi.org/parksrec) • (920) 423-3860

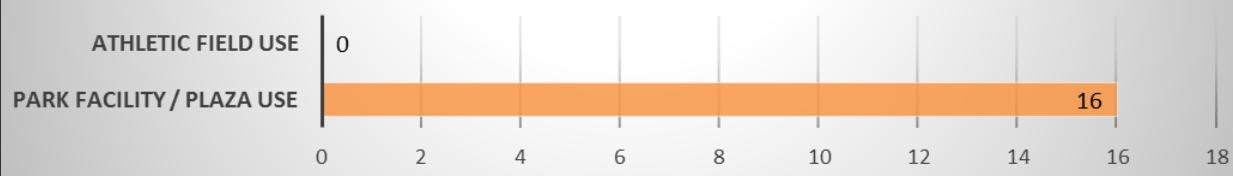
## 2020 Year-To-Date PROGRAM PARTICIPATION



## 2020 Year-To-Date SHELTER/FACILITY/FIELD USAGE



## 2020 Year-To-Date...



# Department of Public Works

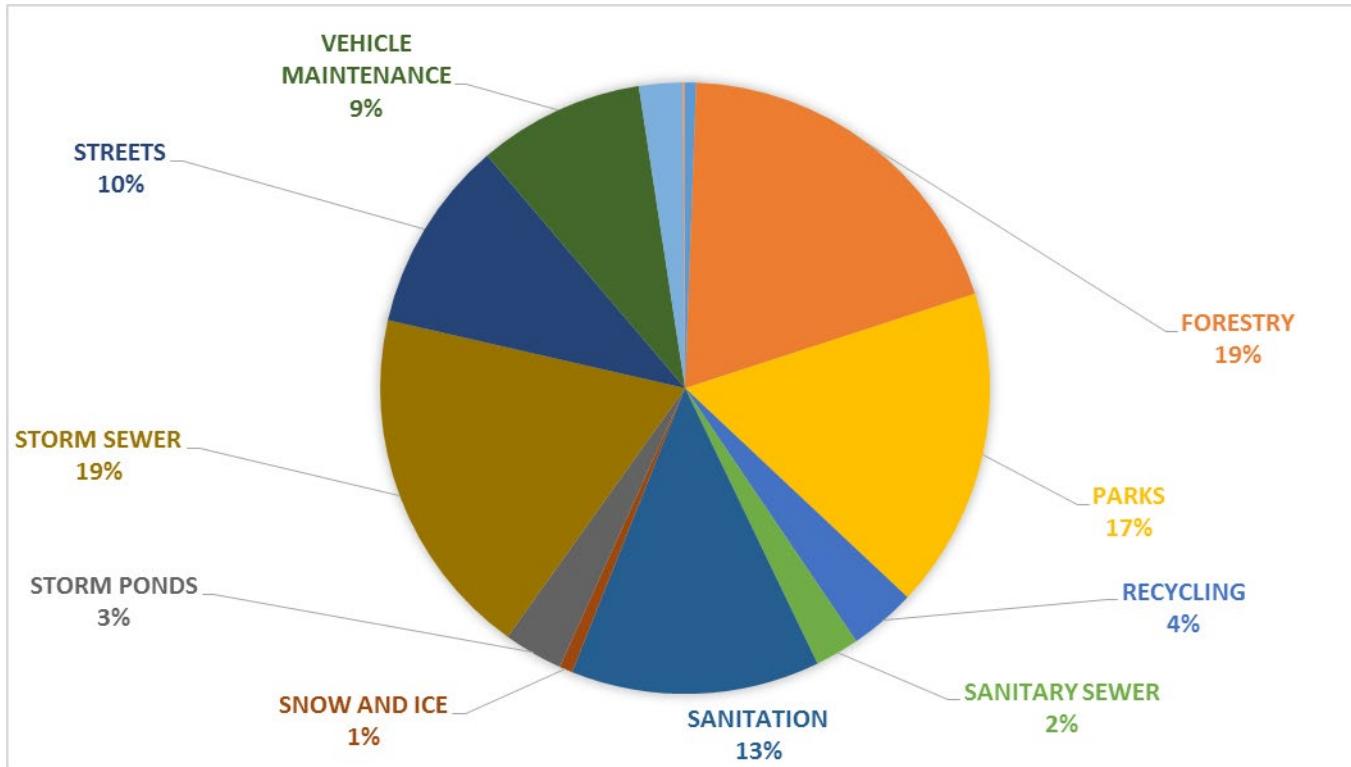
## HIGHLIGHTS

- 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.
- Posted Village Fleet Mechanic position and held interviews.
- Prairie burns for six of the village's storm ponds will be postponed till the fall or Spring 2021.
- Seasonal trapping of muskrats on storm ponds continues.
- Opened-up yard waste site to 2019 card holders. New access cards are being processed through the mail.
- Investigated backyard drainage concerns and located storm laterals as requested.
- Spring clean-up of leaves, garden debris, and grass clippings was held.
- 2020 Spring DPW Newsletter was distributed to all Village residents.
- Constructed poll worker barriers for spring election.

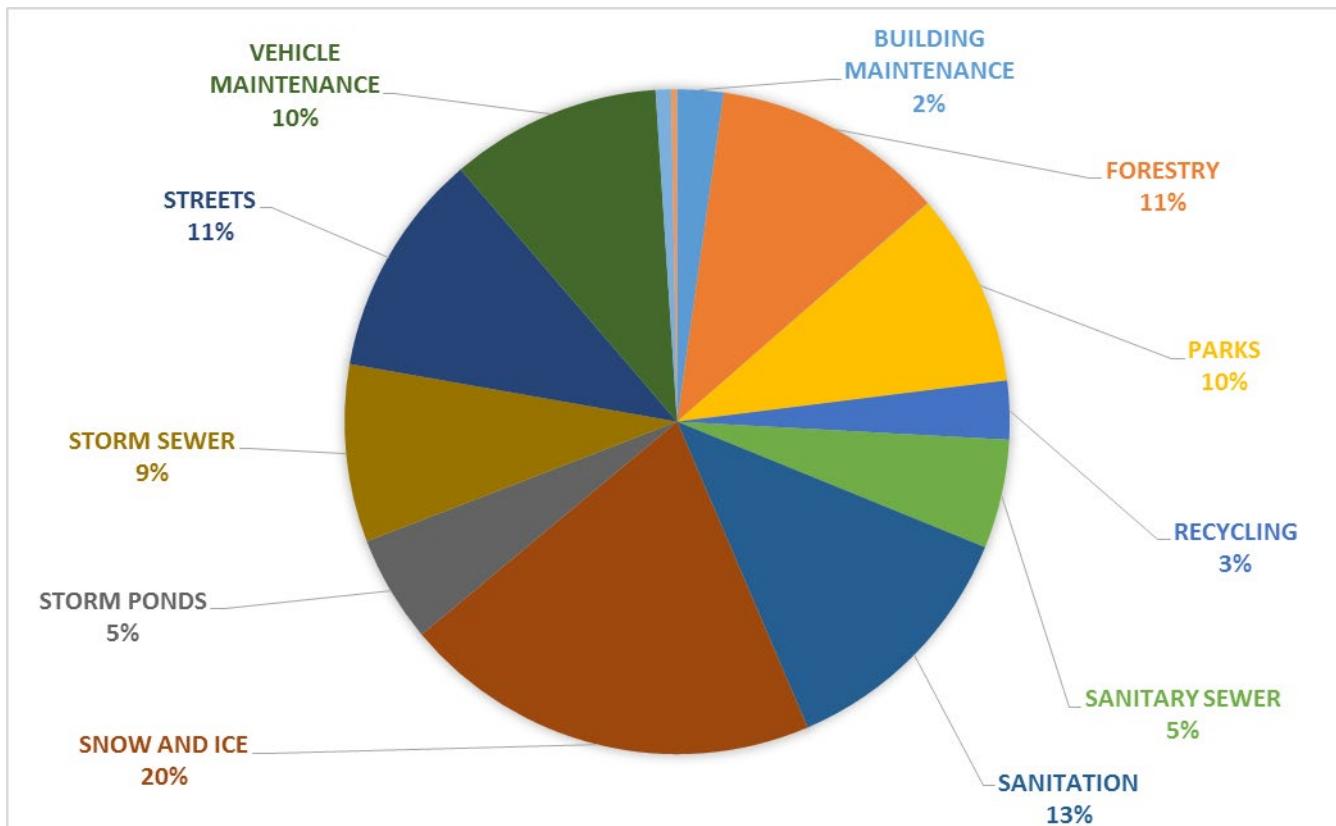
## TOP PRIORITIES FOR MAY

- Continue to develop specifications for DPW projects, CIP and operations.
- Continue to evaluate the Village storm water ponds.
- Continue with white goods (metal) and bulky item collection for May. March and April were suspended to COVID-19.
- Update preventive maintenance plans for sanitary and storm sewers.
- Update the Fleet Management Plan.
- Continue to prepare for Spring 2020 follow-up meeting with WDNR regarding the Village MS4 permit.
- Start work on painting street lines.
- Start 2020 sidewalk replacement
- Start road crack sealing
- Inspect Village rail spur with the Canadian National Railroad (CN)
- Track down and repair sanitary sewer inflow and infiltration (I&I)
- Prepare 2019 Compliance Maintenance Annual Report (CMAR)

## APRIL 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

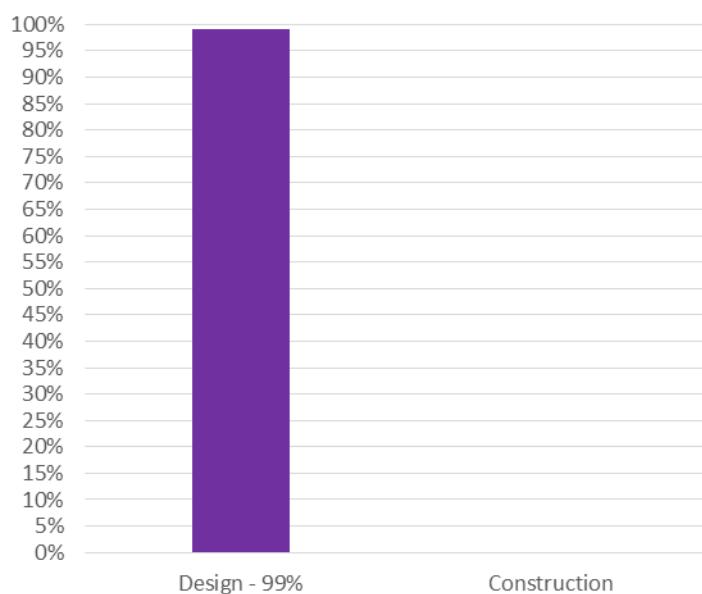
## HIGHLIGHTS

- Carol Lynn Drive & Homewood Court Utilities – The contract for this project was completed in April and a virtual preconstruction meeting with the contractor was held on April 30, 2020. The Contractor provided their schedule and was also informed of the project requirements for notifications to residents or any changes in plan or schedule as the project proceeds.
- Carol Lynn Drive & Homewood Court Concrete Paving – Vinton was informed that they are the successful bidder and they have informed the Village that they are able to start as soon as the utilities are completed. Contract documents are being prepared for a mid-July start.
- Moasis Water Main Reconstruction – Dorner, Inc. was also provided contract documents for this project.
- Our contractors have yet to indicate any difficulties in completing this year's projects on time. Therefore, we will work with residents, business owners, private utilities, and contractors to provide as little interruption with people who are home to allow them to maintain their daily routines.

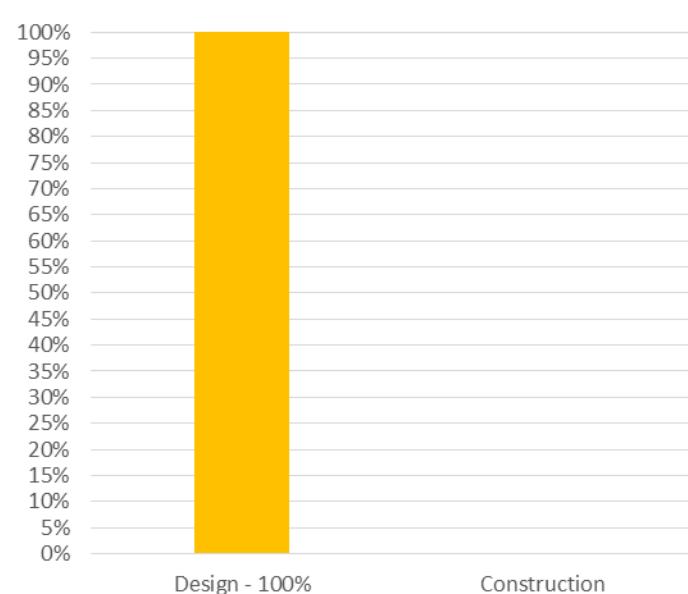
## TOP PRIORITIES FOR MAY

- Carol Lynn Drive & Homewood Court Utilities – A public informational meeting was held on May 7, 2020 to provide residents and property owners an opportunity to ask questions for the upcoming work. The meeting was attended by many residents even though social distancing was required. The many who attended were informed of the construction start date of May 11th on Homewood Court and May 26th on Carol Lynn Drive.
- Moasis Water Main Reconstruction – Dorner, Inc. is in the process of signing the contract and have recently indicated an August start. Although later than anticipated Dorner, Inc. has indicated that they will complete the project in accordance with the project deadline. A preconstruction meeting will be held as soon as the contract documents are completed. After the preconstruction a public on-site informational meeting can be held with business owners and residents to communicate when the project will commence and what can be expected.
- Engineering staff have many other tasks that need to be completed in the month of May. Our highest priority is to complete estimates in greater detail for the 2021 and 2022 Capital Improvement Projects. We will also be applying 2020 bid unit prices to all 5-years of our Capital Improvement Projects to allow us to provide the best estimate possible by using the most recent information. Identifying additional projects beyond 2025 is also a high priority for Engineering staff.
- Contractors have also been on-site to complete warranty work. Contractors have been working to complete this work and other punch list items by the end of April.
- Engineering continues to provide storm water management review for private development sites as well as continuous improvement of our GIS database for public utilities.
- In mid-April we will be submitting information to the WDNR for a grant to construct Vandenbroek Pond. If we are awarded a grant we hope to obtain near \$150,000 to assist our construction effort for this project. As we move later into the month of April our priorities will focus on construction activities and design work for 2021.

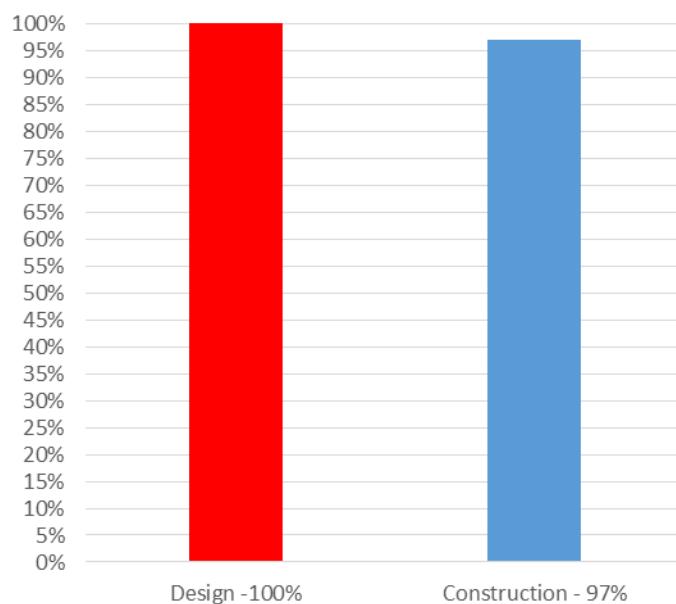
## Moasis Drive Water Main



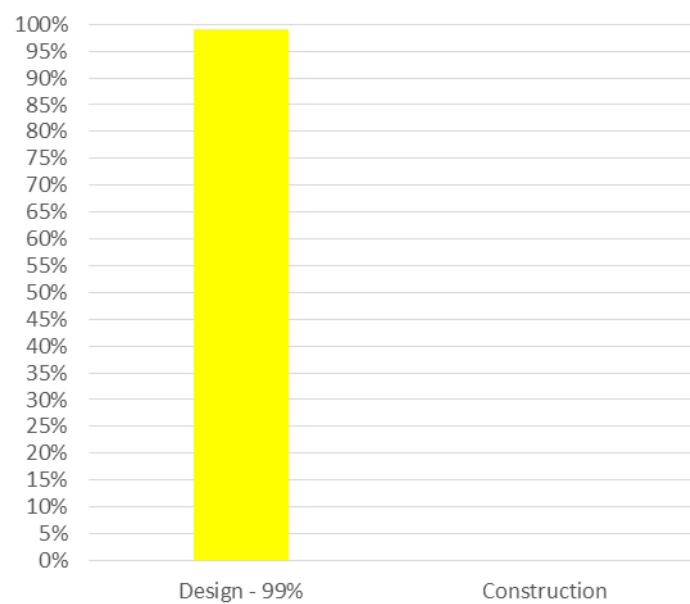
## Carol Lynn Drive



## West Evergreen Drive



## Homewood Court



To the Village Board  
Village of Little Chute  
Little Chute, Wisconsin

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Village of Little Chute for the year ended December 31, 2019. Professional standards require that we provide you information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated September 13, 2019.

**Our Responsibility Under Auditing Standards Generally Accepted in the United States of America**

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. We are responsible for planning and performing the audit to obtain reasonable, but not absolute, assurance that the financial statements are free from material misstatement. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our audit included examining on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involved judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatement may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Any internal control related matters that are required to be communicated under professional standards are included later in this letter.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the schedule of revenues, expenditures, and changes in fund balance – budget and actual – general fund, schedule of revenues, expenditures, and changes in fund balance – budget and actual – special revenue fund – consolidated police services, schedules of employer's proportionate share of the net pension liability (asset) and employer contributions - Wisconsin Retirement System, and schedule of changes in total OPEB liability and related ratios – other post-employment benefits – single employer plan which supplement the basic financial statements, was to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI was not audited and, because the limited procedures did not provide us with sufficient evidence to express an opinion or provide any assurance, we did not express an opinion or provide any assurance on the RSI.

We have been engaged to report on combining and individual fund financial statements and budgetary comparison schedules as indicated in the financial statement's table of contents, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, except the budget information, as described by professional standards, was to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information, except the budget information, was fairly stated, in all material respects, in relation to the financial statements as a whole.

The introductory and statistical sections as well as the budgetary information included in the supplementary information were not subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we did not express an opinion or provide assurance on them.



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*KerberRose, an independent member firm of PrimeGlobal*

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**Our Responsibility Under Auditing Standards Generally Accepted in the United States of America  
(Continued)**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involved judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Any internal control related matters that are required to be communicated under professional standards are included later in this letter.

**Significant Audit Findings**

*Qualitative Aspects of Accounting Practice*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Village are described in Note 1 to the financial statements. As discussed in Note 1, the Village adopted the provisions of Governmental Accounting Standards Board Statement No. 84 *Fiduciary Activities* as of and for the year ended December 31, 2019. We noted no transactions entered into by the Village during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimates of the net pension liability for Wisconsin Retirement System (WRS), total pension liability for Volunteer Firefighters and post-employment benefit liability are based on actuarially determined amounts. We evaluated the key factors and assumptions used to develop the pension liability and post-employment benefits liability in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's estimate of the useful lives of the capital assets is based on industry standards. We evaluated the key factors and assumptions used to develop the estimated useful lives in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to the financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of deposits and investments and the related risk associated with them in Note 2 to the financial statements. The footnote was prepared based on the requirements of the Governmental Accounting Standards Board and is intended to inform readers as to the risk associated with the Village's cash and investments.

The disclosure of the net pension liability for WRS, total pension liability for Volunteer Firefighters and post-employment benefits liability and the related risks associated with these items in Notes 12, 13, and 15, respectively, to the financial statements. The footnotes were prepared based on the requirements of the Governmental Accounting Standards Board and is intended to inform readers as to the risk associated with the District's pension asset and post-employment benefits liability.

The financial statement disclosures are neutral, consistent, and clear.

### **Significant Audit Findings (Continued)**

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. During the course of the audit we assisted the Finance Director in making adjusting entries. Most of these entries related to the recognition of the Wisconsin Retirement System balance sheet accounts. We noted a significant decrease in adjusting entries from the previous year. All adjusting entries prepared and discussed during the audit are included in the financial statements.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated May 14, 2020.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Village's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Difficulties Encountered in Performing the Audit*

We encountered no difficulties in working with management in performing and completing our audit.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Village's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

With respect to the supplemental information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplemental information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village as of and for the year ended December 31, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the Village's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified a deficiency in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be a material weakness.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the Village's internal control to be a significant deficiency.

*Financial Reporting* - One of the components of internal control over financial reporting is that employees of an organization be sufficiently knowledgeable to prepare the entity's annual financial report, including the related notes, in accordance with generally accepted accounting principles. With only the Director having a Bachelor's Degree, Village employees collectively do not possess sufficient expertise in this technical area, so the Village relies on us and our knowledge of applicable accounting principles, financial statement formats, and note disclosures to prepare the annual financial report in an efficient manner. However, the Village's Finance Director thoroughly reviews the annual report and accepts responsibility for its completeness and accuracy. This matter is common in many organizations since they do not have the resources to devote to this area of internal control.

### **Other Matters**

In addition, we felt the other matters described in the following paragraphs were important to the operations of the Village. These matters may involve internal controls, general operations, recommendations for the adoption of policies and other such items that we feel will enhance the Village of Little Chute.

### **Prior Year Observations**

#### **Cash – Concentration of Risk (per 12/31/18 letter)**

The Village should consider the large amounts of cash uninsured and the associated risk. Deposits are insured by a federal agency in the amount of \$250,000 for all time and savings accounts (including NOW accounts) and up to \$250,000 for the combined amount of all demand deposit accounts per financial institution. Time, savings and demand deposit accounts are insured for a total of \$250,000 at each credit union. The Village should consider looking into obtaining collateral at all banks and Capital Credit Union for greater protection of cash. The Village currently has \$273,964 in uninsured deposits.

#### **Status 12/31/19**

This remains an issue that the board needs to address.

**Prior Year Observations (Continued)**

**Cash – Concentration of Risk (per 12/31/18 letter) (Continued)**

**Management's Response**

During 2019, the Village concentrated on reducing the largest areas of exposure for its concentration of risk by conducting a thorough banking evaluation of services via a competitive request for proposal process. This resulted in the Village reducing uncollateralized deposits from \$6,084,891 to \$273,694. Capital Credit Union had been approached for a collateral agreement and would not provide. We continue to transition the certificates of deposit as they mature plus we will transfer tax dollars collected at year end closer to December 31st to avoid the buildup of account balance that occurred during the last few days of the year as a third party collection option for citizens. There was also funds on deposit at the Bank of Kaukauna related to upcoming CDBG-close that will need to be paid back to the State Department of Administration. From a priority standpoint, we focused our attention on the largest exposure since this bank account will be closed in 2020.

**Credit Card Receipts**

It was noted during the audit that not all receipts or invoices were kept with the credit card statements. We recommend that the Village keep invoices or receipts when making purchases with the Village's credit cards and attach the support to the credit card statements when received so purchases are easily identifiable.

**Status 12/31/19**

The Finance Department has addressed this, by sending out correspondence internally to employees. However, the Board does not have a formal credit card policy to address this risk formally.

**Segregation of Duties Policy**

During the audit, we noted that the Village has enough staff to properly segregate duties. However, not all duties are separated as well as they could be. We recommend that the Finance Director assess how to best utilize the employees they have to separate duties as much as reasonably possible for a Village of Little Chute's size and complexity.

**Status 12/31/19**

The segregation of duties in the finance department have been significantly improved with the hiring of an additional employee. Additional improvements are also planned as cross-training of the staff continues to be made a priority.

**Fiscal Management Policy**

During the audit and discussions with management, it was noted that the Village does not have a written fiscal management policy. We recommend the Board develop a fiscal management policy for the Village. A fiscal management policy should include the responsibilities of each department of the Village as well as procedures for bookkeeping, purchases, receipting, budgeting, and the approval processes for each area. It would also contain a component of long-term financial planning for the Village's future, as it is experiencing continued growth and development. If there are any questions on the fiscal management policy, KerberRose would gladly provide resources to aid the Village in its discussions and adoption of a fiscal management policy.

**Status 12/31/19**

This remains an issue that the Board needs to address.

**Prior Year Observations (Continued)**

**Fiscal Management Policy (Continued)**

**Management's Response**

We could not get to this priority need in 2019 as much time was devoted to completing the 2018 audit, the banking request for services, and updating Capital Improvement and Budget operating processes. We did get a start gathering best practices and just recently obtained a GFOA resource book on Financial Policies so this issue can be addressed in 2020.

**Closing**

We would like to thank the Village's Finance Director and her staff for their courteous support and assistance during the audit.

This information is intended solely for the use by the Village Board and management of the Village and is not intended to be and should not be used by anyone other than these specified parties.

*KerberRose SC*

**KerberRose SC**  
Certified Public Accountants  
May 14, 2020



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# AUDIT HIGHLIGHTS

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Village of Little Chute

# Financial Statement Highlights

## Government-Wide Statement of Net Position: Assets

VILLAGE OF LITTLE CHUTE'S NET POSITION						
	December 31, 2019 and 2018					
	Governmental Activities		Business-Type Activities		Total	
	2019	2018	2019	2018	2019	2018
Current and Other Assets	\$ 22,216,488	\$ 20,701,831	\$ 10,151,889	\$ 9,457,545	\$ 32,368,377	\$ 30,159,376
Capital Assets	41,203,251	39,895,442	53,302,192	50,874,886	94,505,443	90,770,328
<b>Total Assets</b>	<b>63,419,739</b>	<b>60,597,273</b>	<b>63,454,081</b>	<b>60,332,431</b>	<b>126,873,820</b>	<b>120,929,704</b>
Deferred Outflows of Resources	2,843,480	1,644,938	418,401	141,867	3,261,881	1,786,805

# Financial Statement Highlights

## Government-Wide Statement of Net Position: Liabilities

VILLAGE OF LITTLE CHUTE'S NET POSITION December 31, 2019 and 2018						
	Governmental Activities		Business-Type Activities		Total	
	2019	2018	2019	2018	2019	2018
Other	1,414,274	865,334	377,330	371,455	1,791,604	1,236,789
Long-Term Liabilities	27,404,311	24,015,468	6,388,345	6,907,773	33,792,656	30,923,241
<b>Total Liabilities</b>	<b>28,818,585</b>	<b>24,880,802</b>	<b>6,765,675</b>	<b>7,279,228</b>	<b>35,584,260</b>	<b>32,160,030</b>
Deferred Inflows of Resources	9,648,042	9,060,885	207,215	156,221	9,855,257	9,217,106

# Financial Statement Highlights

## Government-Wide Statement of Net Position: Net Position

VILLAGE OF LITTLE CHUTE'S NET POSITION						
	December 31, 2019 and 2018					
	Governmental Activities		Business-Type Activities		Total	
	2019	2018	2019	2018	2019	2018
<b>Net Position</b>						
Net Investment in Capital Assets	20,028,410	20,114,234	47,117,480	43,967,113	67,145,890	64,081,347
Restricted	601,803	1,240,079	3,193,340	3,211,846	3,795,143	4,451,925
Unrestricted	7,166,379	6,946,211	6,588,772	5,859,890	13,755,151	12,806,101
<b>Total of Net Position</b>	<b>\$ 27,796,592</b>	<b>\$ 28,300,524</b>	<b>\$ 56,899,592</b>	<b>\$ 53,038,849</b>	<b>\$ 84,696,184</b>	<b>\$ 81,339,373</b>

# Financial Statement Highlights

## Government-Wide Statement of Activities: Revenues

VILLAGE OF LITTLE CHUTE'S CHANGES IN NET POSITION							
December 31, 2019 and 2018							
	Governmental Activities		Business-Type Activities		Total		
	2019	2018	2019	2018	2019	2018	
<b>Revenues</b>							
<b>Program Revenues</b>							
Charges for Services	\$ 995,206	\$ 1,185,127	\$ 6,689,017	\$ 6,033,305	\$ 7,684,223	\$ 7,218,432	
Operating Grants & Contributions	971,185	768,149	-	-	971,185	768,149	
Capital Grants & Contributions	208,026	1,061,873	2,650,519	904,944	2,858,545	1,966,817	
<b>General Revenues</b>							
Property Taxes	7,361,893	6,090,300	-	-	7,361,893	6,090,300	
Other Taxes	81,318	74,161	-	-	81,318	74,161	
Other General Revenues	3,256,422	3,730,423	254,651	154,469	3,511,073	3,884,892	
<b>Total Revenues</b>							
	<b>12,874,050</b>	<b>12,910,033</b>	<b>9,594,187</b>	<b>7,092,718</b>	<b>22,468,237</b>	<b>20,002,751</b>	

# Financial Statement Highlights

## Government-Wide Statement of Activities: Expenses

VILLAGE OF LITTLE CHUTE'S CHANGES IN NET POSITION						
	Governmental Activities		Business-Type Activities		Total	
	2019	2018	2019	2018	2019	2018
<b>Expenses</b>						
General Government	1,236,552	1,525,736	-	-	1,236,552	1,525,736
Public Safety	4,242,429	4,062,438	-	-	4,242,429	4,062,438
Public Works	657,892	2,367,473	-	-	657,892	2,367,473
Culture, Recreation & Education	1,869,454	1,532,249	-	-	1,869,454	1,532,249
Conservation and Development	4,981,177	2,601,130	-	-	4,981,177	2,601,130
Interest	606,478	1,034,394	-	-	606,478	1,034,394
Water Utility	-	-	1,721,020	1,630,318	1,721,020	1,630,318
Sewer Utility	-	-	2,548,505	2,267,441	2,548,505	2,267,441
Storm Water Utility	-	-	1,247,919	885,188	1,247,919	885,188
<b>Total Expenses</b>	<b>13,593,982</b>	<b>13,123,410</b>	<b>5,517,444</b>	<b>4,782,947</b>	<b>19,111,426</b>	<b>17,906,357</b>

# Financial Statement Highlights

## Government-Wide Statement of Activities: Change in Net Position

VILLAGE OF LITTLE CHUTE'S CHANGES IN NET POSITION						
	Governmental Activities		Business-Type Activities		Total	
	2019	2018	2019	2018	2019	2018
<b>Increase (Decrease) in Net Position</b>						
Before Transfers	(719,932)	(213,377)	4,076,743	2,309,771	3,356,811	2,096,394
Transfer	216,000	211,710	(216,000)	(211,710)	-	-
Change in Net Position	(503,932)	(1,667)	3,860,743	2,098,061	3,356,811	2,096,394
Net Position - Beginning (Restated)	28,300,524	28,302,191	53,038,849	50,940,788	81,339,373	79,242,979
Net Position - Ending	<u><u>\$ 27,796,592</u></u>	<u><u>\$ 28,300,524</u></u>	<u><u>\$ 56,899,592</u></u>	<u><u>\$ 53,038,849</u></u>	<u><u>\$ 84,696,184</u></u>	<u><u>\$ 81,339,373</u></u>

# Financial Statement Highlights

## Governmental Funds – Fund Balance – General Fund

GENERAL FUND	2018	2019	Comments
Nonspendable	\$547,047	\$1,489,308	Increase in advances to TID 6
Restricted	\$0	\$0	No amounts restricted by parties outside of the Village
Assigned	\$388,749	\$1,455,536	Increase for future expenditures for budget carryover, 25% of following year's expenditures for future reserves, and TID development incentive planning
Unassigned	\$3,690,262	\$1,593,601	Increase in assigned fund balance resulted in decrease
Expenditures & Transfers Out	\$4,151,804	\$4,171,489	Steady compared to previous year
Unassigned as % of Expenditures & Transfers Out	88.88%	38.2%	Current policy is to maintain at 25%. 25% was assigned for following year's expenditures attributing to decrease. Board will address an overall fund balance policy in 2020.

# Financial Statement Highlights

## Governmental Funds – Fund Balance – All Other Funds

Other Governmental Funds	2018	2019	Comments
Nonspendable	\$196,861	\$12,811	Advances payable in funds other than the General Fund reclassified as “assigned fund balance” rather than nonspendable.
Restricted	\$6,408,049	\$6,844,859	Restrictions are external requirements for the resources coming from grants, or bonds issued to finance capital projects. Some debt was issued during the current year for which there are still proceeds to be used for capital improvements.
Assigned	\$7,978	\$1,121,655	Carryover of Park Improvement projects not yet completed: Fox River Boardwalk and Creekview Trail, TID 6 Ebben Storm Project, Land Acquisition for TID 8 and TID 4 projects are most significant.
Unassigned	(\$1,494,552)	(\$1,260,867)	Deficits exist as a whole for the other funds, due to the TIDs which will have negative fund balance until the tax increments pay back the advances from the general fund.

# Financial Statement Highlights

## General Obligation Debt

General Obligation Debt, Face/Par Value	2018	2019	Comments
Village	\$19,084,619	\$21,444,312	\$7,100,000 in bonds were issued to finance various capital improvements and facilitate the refunding of existing bonds to take advantage of a decrease in interest rates.
Utilities	\$1,919,658	\$2,520,236	\$1,670,000 in bonds were issued to finance various capital improvements and facilitate the refunding of existing bonds to take advantage of a decrease in interest rates.
Total	\$21,004,277	\$23,964,548	Total increase of \$2,960,271 in debt for additional improvements. Refunding of outstanding bonds resulted in cash flow savings on future debt service of \$224,960 and an economic gain of \$196,620.
Debt Capacity	\$43,923,265	\$47,608,285	Deficits exist as a whole for the other funds, due to the TIDs which will have negative fund balance until the tax increments pay back the advances from the general fund.
Percent of Debt Limit	47.82%	50.34%	The percentage reported will vary slightly depending on whether or not discounts and premiums on the bonds are included in the formula.

# Financial Statement Highlights

## Utilities

Business-Type Activities	2018	2019	Comments
Current and Other Assets	\$9,457,545	\$10,151,899	
Capital Assets, Net	<u>\$50,874,886</u>	<u>\$53,302,182</u>	
<b>TOTAL ASSETS</b>	<b><u>\$60,332,431</u></b>	<b><u>\$63,454,081</u></b>	
Deferred Outflows	<u>\$141,867</u>	<u>\$418,401</u>	Wisconsin Retirement System
Current Liabilities	\$1,441,654	\$1,304,868	
Non-Current Liabilities	<u>\$5,837,574</u>	<u>\$5,460,807</u>	
<b>TOTAL LIABILITIES</b>	<b><u>\$7,279,228</u></b>	<b><u>\$6,972,890</u></b>	
Deferred Inflows	<u>\$156,221</u>	<u>\$207,215</u>	Wisconsin Retirement System
Net Inv. in Capital Assets	\$43,967,113	\$47,102,618	
Restricted Net Position	\$3,211,846	\$3,147,001	
Unrestricted Net Position	<u>\$5,859,890</u>	<u>\$6,603,634</u>	
<b>NET POSITION</b>	<b><u>\$53,038,849</u></b>	<b><u>\$56,899,592</u></b>	

# Financial Statement Highlights

## Utilities – Cash Flows from Operating Activities

	Water Utility	Sewer Utility	Stormwater Utility	Totals
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Received from Customers	\$ 2,239,321	\$ 3,228,792	\$ 1,181,365	\$ 6,649,478
Received from Municipality	(209)	-	-	(209)
Paid to Suppliers for Goods and Services	(1,104,837)	(2,117,611)	(455,085)	(3,677,533)
Paid to Employees for Operating Payroll	(114,299)	(160,418)	(249,369)	(524,086)
<b>Net Cash Flows From Operating Activities</b>	<b>1,019,976</b>	<b>950,763</b>	<b>476,911</b>	<b>2,447,650</b>

# Financial Statement Highlights

## Utilities – Water Utility Rate of Return from PSC Report

Up to 5.9% return authorized in rate case from 2015.

Average Rate Base (a)	Water (b)
<b>Add Average</b>	
Utility Plant in Service (101.1)	15,359,032
Materials and Supplies	40,947
<b>Less Average</b>	
Reserve for Depreciation (111.1)	5,722,986
Customer Advances for Construction	
Regulatory Liability	141,630
<b>Average Net Rate Base</b>	<b>9,535,363</b>
Net Operating Income	458,123
Net Operating Income as a percent of Average Net Rate Base	4.80%

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# Management Letter Comments

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Previous comments being addressed

No additional comments added in current year

**Overall improvements noted on Finance Team and Internal Controls:**

1. Banking RFP and changes resulting in removal of almost all custodial credit risk exposure
2. New staff in Finance Department



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# THANK YOU & QUESTIONS

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Krisztina Dommer, CPA  
[Krisztina.Dommer@kerberrose.com](mailto:Krisztina.Dommer@kerberrose.com)



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

03/12/2020

**For more information contact:**  
**Michele Mark Levine, Director/TSC**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**E-mail: [mlevine@gfoa.org](mailto:mlevine@gfoa.org)**

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Village of Little Chute** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

*Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 20,500 members and the communities they serve.*

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

**ITEM DESCRIPTION:** To enact an ordinance adopting the prohibition of the breeding or possession of cats or dogs for research or experimentation within the villages.

**REPORT PREPARED BY:** Officer Laura Oster

**REPORT DATE:** 05/13/2020

**ADMINISTRATOR'S REVIEW / COMMENTS:**

**No additional comments to this report**



**See additional comments attached**

\_\_\_\_\_

**EXPLANATION:**

To prevent the operation of any place or premises within the Village of Little Chute where cats or dogs are possessed for the purpose of taking or sending the cat or dog outside of the village to be used for any research or experimentation involving more than momentary or slight pain or distress to the animal.

**RECOMMENDED ACTION:**

Review the attached ordinance for possible changes or possible adoption.

# **VILLAGE OF LITTLE CHUTE**

## **ORDINANCE NO.**

### **ORDINANCE 2020**

#### **AN ORDINANCE ADOPTING CHAPTER 304 PROHIBITING THE BREEDING OR POSSESSION OF CATS OR DOGS FOR RESEARCH OR EXPERIMENTATION WITHIN THE CITY**

The ~~Common Council of the City of Richland Center~~ Village Board of the Village of Little Chute, Wisconsin, does ordain as follows:

##### **SECTION 1:**

~~Chapter 304~~ **Chapter 6-29** of the Code of Ordinances for the ~~City of Richland Center~~ Village of Little Chute is adopted to read as follows:

##### **304.01 6-29 BREEDING OR POSSESSION OF CATS OR DOGS FOR RESEARCH OR EXPERIMENTATION PROHIBITED**

(1) No natural person, corporation, limited liability company or other legal entity shall maintain or operate any place or premises within the ~~City of Richland Center~~ Village of Little Chute where cats or dogs are used for the purpose of medical, surgical or chemical investigation, experimentation or demonstration.

(2) No natural person, corporation, limited liability company or other legal entity shall maintain or operate any place or premises within the ~~City of Richland Center~~ Village of Little Chute where cats or dogs are bred or possessed for the purpose of sending the cats or dogs outside the City for the purpose of medical, surgical or chemical investigation, experimentation or demonstration.

(3) Nothing in this section shall be interpreted to limit the ability of the owner of a cat or dog residing in the Village of Little Chute to enroll their permitted pet cat or pet dog in clinical trials which may provide benefit to the animal.

##### **304.02 6-30 PENALTY FOR VIOLATIONS.**

Any natural person or any officer of a corporation, member of a limited liability company, trustee of a trust person having control of any other legal entity who shall violate or fail or refuse to comply with any section of this chapter shall forfeit to the ~~City of Richland Center~~ Village of Little Chute not less than \$250.00 nor more than \$500.00, plus all applicable costs, fees and surcharges imposed under Ch. 814 Wis. Stats. , and in the event such forfeiture, costs, fees and surcharges are not paid, such person may, upon order of the Circuit Court, be imprisoned in the ~~Richland~~ Outagamie County jail until such forfeiture, costs and assessments are paid, but not to exceed 90 days, or may be subject to any other sanctions imposed by the Court for such failure to pay. Each day that a violation is maintained or permitted to exist shall constitute a separate violation.

##### **SECTION 2:**

This ordinance shall be in full force and effect from and after its passage and publication.

1

Effective Date. This Ordinance shall become effective on the date of passage and publication.

Date introduced, approved and adopted:

Date introduced, approved and adopted:

**VILLAGE OF LITTLE CHUTE**

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President

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Village Administrator

# Fox Valley Metro Police Department

Little Chute, Wisconsin 54140



**Date:** 05/13/2020

**To:** Villages of Kimberly and Little Chute

**From:** Laura Oster

**Subject:** Ordinance adoption

**Objective:** To enact an ordinance adopting the prohibition of the breeding or possession of cats or dogs for research or experimentation within the villages.

## History:

**May 14<sup>th</sup> (2019)-** Two veterinarians applied for Conditional Use Permits (CUP) for a village whelping facility and town kennel. The permits were granted.

**June 19<sup>th</sup>-** Due to outrage from citizens about limited notification and deception on what the intent was for the kennel, the topic was tabled until July 2019.

**July 2<sup>nd</sup>-** Discussion of possible action regarding request from citizens to create an ordinance banning dog/cat research.

**July 11<sup>th</sup>-** The Sauk County Land Resources and Environment staff inspected the Spring Green research puppy mill barns and found them to be in violation of operating without permits.

**July 11<sup>th</sup>-** The Town of Spring Green voted to rescind prior recommendation to approve the home permit. The discussion to reconsider the decision to recommend approval of a conditional use permit for the main kennel.

**July 17<sup>th</sup>-** The Joint Extraterritorial Zoning Commission (JECZ) recommended approval of the CUP with 8 conditions. The village voted to deny the CUP for the whelping facility.

**July 23<sup>rd</sup>-** The Sauk County Land Resources and Environment Committee voted to approve a CUP for the Spring Green (town) -16 conditions had to be met.

**July 30<sup>th</sup>-** Sauk County Land Resources and Environment staff re-inspected the Spring Green research puppy mill barns and found them to be in violation of operating a kennel without permits. 10 missing dogs were documented.

**August 14-** Spring Green Village Board was considering a proposed ordinance to ban research puppy mills.

**August 20<sup>th</sup>-** Dane4Dogs appealed the decision by the Sauk County Land Resources and Environment Committee which approved the Conditional Use Permit for the growing barn.

**August 30<sup>th</sup>-** Dane4Dogs legal counsel appealed the decision by the Sauk County Land Resources and Environment Department to continue issuing permits for the growing barn, despite the earlier appeal, which should have stopped all proceedings.

**Sept 4<sup>th</sup>-** The puppy mill owners filed an appeal to contest the village decision to deny them the ability to raise 50+dog in their residential garage.

**Sept 26<sup>th</sup>-** The Village Board of Zoning Appeals delayed a decision on the appeal to raise 50+ dogs in their residential garage

**October 8<sup>th</sup>-** The Village Board of Zoning Appeals denied the appeal to keep 50+dogs in the residential garage. The denial of the permit for the whelping facility still stands

**November 7th**-Spring Green Town Board Supervisor who had voted to recommend the denial of the conditional use permit has been accused of open records violations and the proposed ordinance was not on the agenda until the matter was resolved. He was eventually cleared of the accusations.

**November 17th**-The Research puppy mill owners filed a lawsuit against the Village of Spring Green for denying them the ability to breed 50+ dog from their garage.

**November 17<sup>th</sup>**-Dane4Dogs & Spring Green residents filed a lawsuit against Sauk County for granting the permit despite violations at the facility.

**January 7<sup>th</sup> (2020)**-Richland Center, WI was the first to pass in the country to pass a ban on research dogs and cats

**April 13<sup>th</sup>**-the Town of Spring Green passes an ordinance prohibiting the housing of dogs/cats used for research

- Three Sauk County LRE supervisors who voted to give the Spring Green research puppy mill their CUP, were up for re-election and lost
- A supporter of the ban won the county board race against an outspoken opponent
- The legislator who led the effort to ban research puppy mills in Richland Center won the mayoral victory in Richland Center.

## **The Facts**

- Facilities such as these have detrimental effects on the environment.
- Dog waste contains pathogens which can spread by ground water, flooding, rodents and through the air.
  - These pathogens include (but not limited to): tapeworm, canine roundworm, canine hookworm, *Toxocara canis*, *Echinococcus multilocularis*, *Bordetella*
  - A higher concentration of dog waste increases the likelihood these pathogens will be present and transmitted.
  - Open records from the Spring Green kennel indicated they received a violation letter from Sauk County which stated an inspection of the dumpster found dog feces on the ground in front of the dumpster
- Facilities such as these affect home sales
  - Data was obtained for home sales within one, two and five miles of Riglan Farms (a research puppy mill located in Mt. Horeb, WI)
    - Days on market for homes within one mile averaged 132 days
    - Days on market for homes within one to two miles averaged 106 days
    - Days on market for homes between two and five miles averaged 73 days

- Days on market for all sold single family homes in Dane County is 69 days
- Dogs and cats are used in far more than just medical research, including product testing
  - Examples include: force-feeding dogs laundry detergent, refrigerator gas and pesticides.
- Dogs and cats in labs never get to go outside. They never get to touch grass or feel the warmth of the sun. They're kept in a metal cage their entire life.
  - A 2016 Wisconsin state inspection of Ridglan Farms found that, "A number of adult dogs in the facility were displaying prominent stereotypical behaviors; such as circling, pacing, and wall bouncing."
- "Currently, nine out of ten experimental drugs fail in clinical studies because we cannot accurately predict how they will behave in people based on laboratory and animal studies," said Health and Human Services Secretary Mike Leavitt.

## **ORDINANCE 2020-2**

### **AN ORDINANCE ADOPTING CHAPTER 304 PROHIBITING THE BREEDING OR POSSESSION OF CATS OR DOGS FOR RESEARCH OR EXPERIMENTATION WITHIN THE CITY**

The Common Council of the City of Richland Center, Wisconsin, does ordain as follows:

#### **SECTION 1:**

Chapter 304 of the Code of Ordinances of the City of Richland Center is adopted to read as follows:

#### **304.01 BREEDING OR POSSESSION OF CATS OR DOGS FOR RESEARCH OR EXPERIMENTATION PROHIBITED**

(1) No natural person, corporation, limited liability company or other legal entity shall maintain or operate any place or premises within the City of Richland Center where cats or dogs are used for the purpose of medical, surgical or chemical investigation, experimentation or demonstration.

(2) No natural person, corporation, limited liability company or other legal entity shall maintain or operate any place or premises within the City of Richland Center where cats or dogs are bred or possessed for the purpose of sending the cats or dogs outside the City for the purpose of medical, surgical or chemical investigation, experimentation or demonstration.

(3) Nothing in this section shall be interpreted to limit the ability of the owner of a cat or dog residing in the City of Richland Center to enroll their permitted pet cat or pet dog in clinical trials which may provide benefit to the animal.

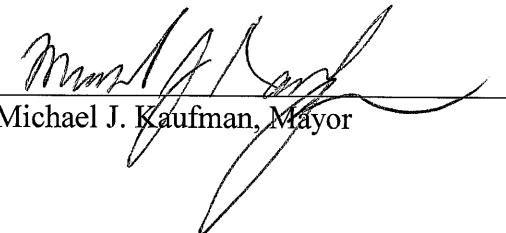
#### **304.02 PENALTY FOR VIOLATIONS.**

Any natural person or any officer of a corporation, member of a limited liability company, trustee of a trust person having control of any other legal entity who shall violate or fail or refuse to comply with any section of this chapter shall forfeit to the City of Richland Center not less than \$250.00 nor more than \$500.00, plus all applicable costs, fees and surcharges imposed under Ch. 814 Wis. Stats., and in the event such forfeiture, costs, fees and surcharges are not paid, such person may, upon order of the Circuit Court, be imprisoned in the Richland County jail until such forfeiture, costs and assessments are paid, but not to exceed 90 days, or may be subject to any other sanctions imposed by the Court for such failure to pay. Each day that a violation is maintained or permitted to exist shall constitute a separate violation.

#### **SECTION 2:**

This ordinance shall be in full force and effect from and after its passage and publication.

Enacted the 7th day of January, 2020

  
Michael J. Kaufman, Mayor

ATTEST:

  
Melinda D. Jones, City Clerk/Treasurer

## **Village of Spring Green Ordinance**

### **§ 278-4. Public nuisances offending morals and decency.**

The following acts, omissions, places, conditions and things are hereby specifically declared to be public nuisances offending public morals and decency, but such enumeration shall not be construed to exclude other nuisances offending public morals and decency coming within the definition of § 278-2:

- A. Disorderly houses. All disorderly houses, bawdy houses, houses of ill fame, gambling houses and buildings or structures kept or resorted to for the purpose of prostitution, promiscuous sexual intercourse or gambling.
- B. Gambling devices. All gambling devices and slot machines.
- C. Unlicensed sale of liquor and beer. All places where intoxicating liquor or fermented malt beverages are sold, possessed, stored, brewed, bottled, manufactured or rectified without a permit or license as provided for in the ordinances of the Village.
- D. Continuous violation of Village ordinances. Any place or premises within the Village where Village ordinances or state laws relating to public health, safety, peace, morals or welfare are openly, continuously, repeatedly and intentionally violated.
- E. Illegal drinking. Any place or premises resorted to for the purpose of drinking intoxicating liquor or fermented malt beverages in violation of the laws of the State of Wisconsin or ordinances of the Village.
- F. Research Dogs/Cats.** **(a) Any place or premises where cats or dogs are possessed for the purpose of taking or sending the cat or dog outside the village to be used for any research or experimentation OR (b) any place or premises where cats or dogs are used for the purpose of research or experimentation involving more than momentary or slight pain or distress to the animal. Nothing in this section shall be interpreted to limit the ability of residents to enroll pet dogs/cats in clinical trials that may provide benefit to the animal.**

Source: <http://www.vi.springgreen.wi.gov/docview.asp?docid=11198&locid=166>

My name is Tou Vang.

I am a Realtor and a real estate agent licensed by the state of Wisconsin.

As a Realtor I have access to the South Central Wisconsin Multiple Listing Service (MLS). The South Central Wisconsin Multiple Listing Service (MLS) works as a clearinghouse through which more than 500 local real estate firms exchange information on properties they have listed for sale.

The South Central Wisconsin MLS covers Dane, Columbia, Dodge, Grant, Green, Iowa, LaFayette, Rock, and Sauk Counties, as well as parts of Adams, Crawford, Fond du Lac, Green Lake, Jefferson, Juneau, Marquette, Monroe, Richland, Vernon, Walworth, and Waushara Counties.

I am able to obtain data for home sales based on geographic location. I obtained sales data, including days on market (DOM) for single family homes within one, two and five miles of Ridglan Farms, (10489 W Blue Mounds Rd, Blue Mounds, WI 53517). That data for sold listings, with an explanation of its origin, is attached to this statement.

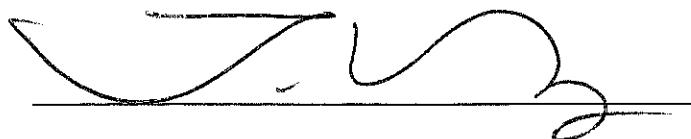
Days on market for homes within one mile averaged 132 days.

Days on market for homes between 1 and 2 miles (using 0-2 miles data., and subtracting out the 0-1 mile data) averaged 106 days.

Days on market for homes between 2 and 5 miles (using 0-5 miles data., and subtracting out the 0-2 mile data) averaged 73 days.

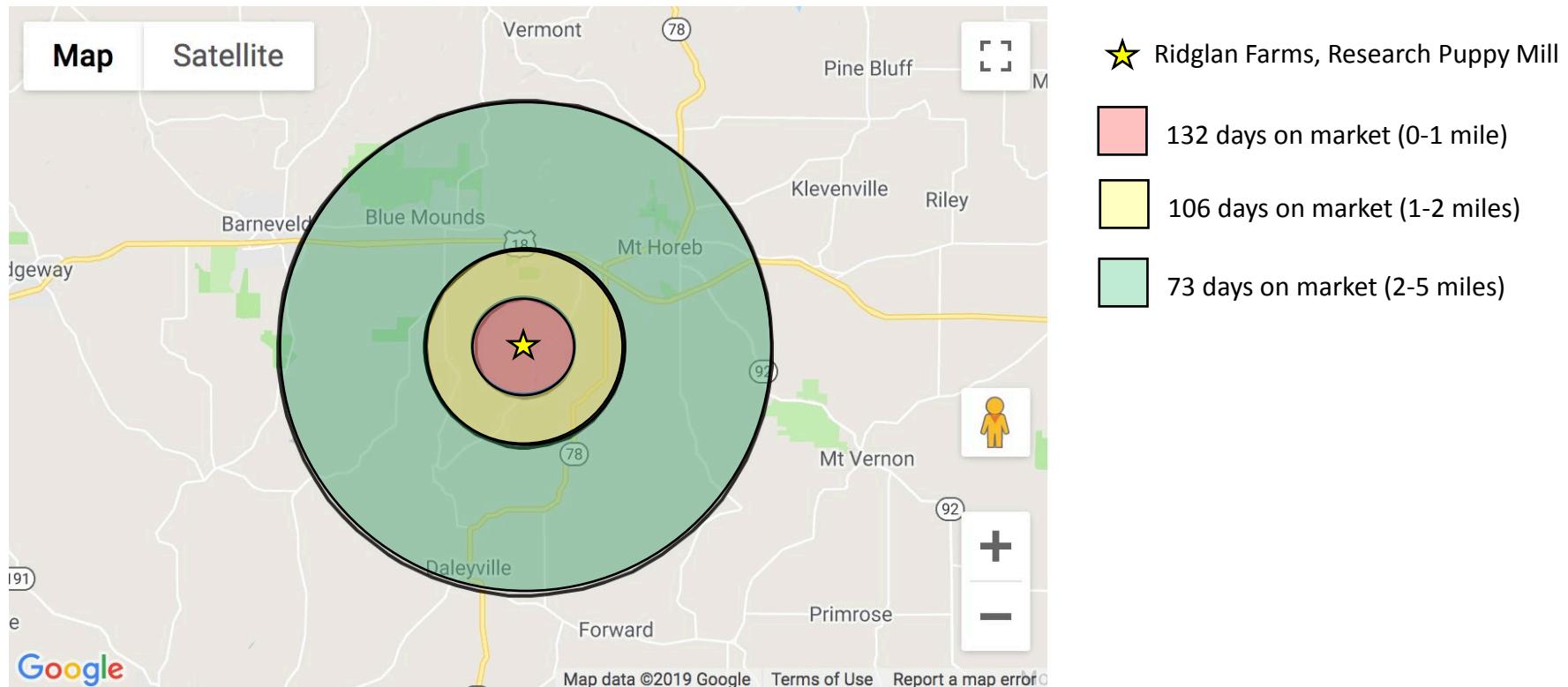
Days on market for all sold single family homes in Dane County is currently 69 days.

I hereby swear that this statement is a true statement to the best of my knowledge, and that this statement is made under penalty of perjury.



Date: 9/09/19

# Average Days on Market, Single Family Homes Centered on Ridgian Farms



I, Tiffany Corrigan, MD, am licensed to practice medicine in Wisconsin. I am Board certified in Anatomic and Clinical Pathology. I received my MD degree from the University of Wisconsin Medical School in 1987, and performed a 5 year post-MD residency in pathology at the University of Wisconsin Hospitals. I practiced anatomic and clinical pathology for over 20 years.

Dog waste contains pathogens, some of which are not found in farm animal waste. These pathogens can be spread by a number of vectors, including ground water, flooding, rodents (from the kennel to nearby property) and through the air. A higher concentration of dog waste, such as that found from a higher concentration of dogs, increases the likelihood that these pathogens will be present and transmitted.

Pathogens such as tapeworm (*Echinococcus multilocularis*), canine roundworm (*Toxocara*), canine hookworm (which causes cutaneous larval migrans) are not found in farm animals.

*Toxocara canis* is a dog parasite that can infect humans. Infected dogs can shed millions of eggs per day into the environment. Eggs survive for weeks, and can be spread from a kennel via rodents or foxes, coyotes, or other canids to nearby homes. This parasite can cause visceral or ocular larval migrans and covert toxocariasis in people. (Toxocariasis and Public Health: An Epidemiological Review, Global Journal of Infectious Diseases and Clinical Research 2017;(3):028-039). People have acquired toxocariasis from contaminated soil, water, raw vegetables, or fruit. (Human toxocariasis, Lancet Infect Dis., 2018 Jan;18(1):e14-e24). Thus, nearby gardens (and vegetable farms) are at risk. Many common disinfectants are not effective against *Toxocara* eggs.

<https://www.cdc.gov/parasites/toxocariasis/prevent.html> Even bleach is not an effective disinfectant.  
<https://www.ncbi.nlm.nih.gov/pubmed/27874323>

*Echinococcus multilocularis* can be transmitted from a kennel to nearby homes via canids such as foxes or coyotes, or via rodents. The eggs can be transmitted via contaminated food or water.

*Bordetella*, a bacteria that causes kennel cough, can be aerosolized and infect other canids and immunocompromised humans.

Tiffany Corrigan, M.D. Date: 9/19/2019  
Tiffany Corrigan, M.D.

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

**ITEM DESCRIPTION:** Designation by Ordinance for Village Clerk or Designee to Issue Operator's Licenses

**PREPARED BY:** Laurie Decker, Clerk

**REPORT DATE:** May 20, 2020

**ADMINISTRATOR'S REVIEW/COMMENTS:**

No additional comments to this report: \_\_\_\_\_

See additional comments attached: \_\_\_\_\_

**EXPLANATION:**

2019 Senate Bill 203, now Act 166, was signed by the Governor into law on March 4, 2020. This Act allows municipal governing bodies to delegate to the clerk or other appropriate official the authority to issue operator's (bartender's) licenses. The bill will speed up the time it takes for an applicant to obtain an operator's license and free up more time on the governing body's agenda for policy actions.

The ordinance revision has been drafted to designate the Village Clerk or designee to issue an operator's license. The role of "Village Clerk or designee" is utilized in the ordinance to be consistent with the entirety of Village Code Chapter 4, Section V. The license application will still be reviewed by Fox Valley Metro Police Department for approval/recommendation. If an applicant were to be denied, they do still have the right to appeal to the Village Board.

This item is for discussion only and attached is the draft ordinance which will be on the June 3, 2020 Regular board meeting for action.

**RECOMMENDATION:** For Discussion

**VILLAGE OF LITTLE CHUTE  
ORDINANCE NO. , SERIES 2020**

**AN ORDINANCE AMENDING CHAPTER 4 ALCOHOL BEVERAGES; ARTICLE V  
REGARDING OPERATOR'S, PROVISIONAL AND TEMPORARY LICENSES**

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

**ARTICLE V. - OPERATOR'S, PROVISIONAL, AND TEMPORARY LICENSES**

Sec. 4-115. - Operator's license required.

- (a) *Operator's licenses for Class "A," Class "B" or "Class C" premises.* Except as provided under Wis. Stats. §§ 125.32(3)(b) and 125.07(3)(a)10, no premises operated under a Class "A," Class "B," or "Class C" license or permit may be open for business unless there is upon the premises the licensee or permittee, the agent named in the license or permit if the licensee or permittee is a corporation, or some person who has an operators license and who is responsible for the acts of all persons serving any fermented malt beverages to customers. An operator's license issued in respect to a vessel under Wis. Stats. § 125.27(2), is valid outside the municipality that issues it. For the purpose of this section, any person holding a manger's license under Wis. Stats. § 125.18, or any member of the licensee's or permittee's immediate family who has attained the age of 18, shall be considered the holder of an operator's license. No person, including a member of the licensee's or permittee's immediate family, other than the licensee, permittee or agent, may serve fermented malt beverages in any place operated under a Class "A," Class "B," or "Class C" license or permit unless he has an operator's license, who is on the premises at the time of the service.
- (b) *Use by another prohibited.*
  - (1) No person may allow another to use his Class "A" or Class "B" license or permit to sell alcohol beverages.
  - (2) The license or permit of a person who violates subsection (b)(1) of this section shall be revoked.

(Code 2006, § 7-2-30)

Sec. 4-116. - Procedure upon application.

- (a) ~~The village board~~ **The village clerk or their designee** may issue an operator's license, which license shall be granted only upon application in writing on forms to be obtained from ~~the police department~~ **the village clerk's office** only to persons 18 years of age or older. Operator's licenses shall be operative only within the limits of the village.
- (b) All applications are subject to an investigation by the police department and/or other appropriate authority to determine whether the applicant and/or premises to be licensed complies with all regulations, ordinances and laws applicable thereto. The investigating authority shall conduct an investigation of the applicant including, but not limited to, requesting information from the state, surrounding municipalities, and/or any community where the applicant has previously resided concerning the applicant's arrest and conviction record. Based upon such investigation, the investigating authority shall recommend, in writing, to the ~~village board~~ **village clerk or their designee** approval or denial of the application. If the investigating authority recommends denial, the investigating authority shall provide, in writing, the reasons for such recommendation.

(Code 2006, § 7-2-31)

Sec. 4-117. - Duration.

Licenses issued under the provisions of this article shall be valid for a period of one or two year and shall expire on June 30.

(Code 2006, § 7-2-32; Res. No. 8(Ser. of 1994), 4-6-1994)

Sec. 4-118. - Operator and provisional licenses; fees.

- (a) *Fee.* The fee for an operator's license and/or a provisional license shall be established by the village board, from time to time, and made available for public examination in the office of the village clerk. There shall be no fee for a temporary operator's license.
- (b) *Provisional license.* The village clerk may issue provisional operator's licenses in accordance with Wis. Stats. § 125.17(5). The provisional operator's license shall expire 60 days after its issuance or when an operator's license is issued to the holder, whichever is sooner. The chief of police shall submit to the clerk a report regarding the applicant's conviction history, if any. The applicant for such provisional license must present evidence to the clerk establishing that the applicant is enrolled in an alcohol awareness training program established pursuant to Wis. Stats. § 125.17(a). The village clerk may, upon receiving an application for a temporary provisional license, issue such a license without requiring the successful completion of the approved program as described herein. However, such temporary license shall be used only for the purpose of allowing such applicant the privilege of being licensed as a beverage operator pending his successful completion of the approved program, and the applicant shall also apply for a regular operator's license. A provisional license may not be issued to any person who has been denied an operator's license by the ~~village board~~ ~~village clerk or their designee~~, who has had his operator's license revoked or suspended within the preceding 12 months, or who previously held an operator's license and who failed to complete the alcohol awareness training program without first successfully completing the program. The village clerk shall provide an appropriate application form to be completed in full by the applicant. ~~The village clerk shall provide an appropriate application form to be completed in full by the applicant.~~ The village clerk may revoke the provisional license issued if he discovers that the holder of the license made a false statement on the application. A provisional license shall not be renewed.
- (c) *Temporary license.* The clerk may issue a temporary operator's license provided that:
  - (1) This license may be issued only to operators employed by, or donating their services to, nonprofit corporations.
  - (2) No person may hold more than one license of this kind per year.
  - (3) The license is valid for any period from one day to 14 days, and the period for which it is valid shall be stated on the license.
- (d) *Issuance.* After the ~~village board~~ ~~village clerk or their designee~~ approves the granting of an operator's license, the village clerk shall issue the license. Such licenses shall be issued and numbered in the order they are granted and shall give the applicant's name and address and the date of the expiration of such license.
- (e) *Denial of application.*
  - (1) If the application is denied by the ~~village board~~ ~~village clerk or their designee~~, the village clerk shall, in writing, inform the applicant of the denial, the reasons therefore, and of the opportunity to request a reconsideration of the application by the village board in a closed session. Such notice must be sent by registered mail to, or served upon, the applicant at least ten days prior to the board's reconsideration of the matter. At such reconsideration hearing, the applicant may present evidence and testimony as to why the license should be granted.

(2) If, upon reconsideration, the board again denies the application, the village clerk shall notify the applicant in writing of the reasons therefore. An applicant who is denied any license upon reconsideration of the matter, may apply to circuit court pursuant to Wis. Stats. § 125.12(2)(d), for review.

(f) *Considerations.*

(1) Consideration for the granting or denial of a license will be based on:

- a. Arrest and conviction record of the applicant, subject to the limitations imposed by Wis. Stats. §§ 111.321, 111.322 and 111.335;
- b. The financial responsibility of the applicant;
- c. The appropriateness of the location and the premises where the licensed business is to be conducted; and
- d. Generally, the applicant's fitness for the trust to be reposed.

(2) If a licensee is convicted of an offense substantially related to the licensed activity, the village board may act to revoke or suspend the license.

(g) *Conditions for denial.* An application may be denied based upon the applicant's arrest and conviction record if the applicant has been convicted of a felony, unless duly pardoned, or if the applicant has habitually been a law offender. For purposes of this licensing procedure, the term "habitually been a law offender" is generally considered to be an arrest or conviction of at least two offenses which are substantially related to the licensed activity within the five years immediately preceding the license application. Because a licensee is a privilege, the issuance of which is a right granted solely to the ~~village board~~ ~~village clerk or their designee~~, the ~~village board~~ ~~village clerk or their designee~~ reserves the right to consider the severity, and facts and circumstances of the offense when making the determination to grant, deny or not renew a license. Further, the ~~village board~~ ~~village clerk or their designee~~, at its discretion, may, based upon an arrest or conviction record of two or more offenses which are substantially related to the licensed activity within the five years immediately preceding, act to suspend such license for a period of one year or more.

(Code 2006, § 7-2-33; Ord. No. 8(Ser. of 1994), 4-6-1994)

Sec. 4-119. - Training course.

(a) Except as provided in subsection (b) of this section, the ~~village board~~ ~~village clerk or their designee~~ may not issue an operator's license unless the applicant has successfully completed a responsible beverage server training course at any location is offered by a vocational, technical and adult education district and that conforms to curriculum guidelines specified by the board of vocational, technical and adult education or a comparable training course that is approved by the educational approval board or unless the applicant fulfills one of the following requirements.

- (1) Has completed a responsible beverage server training course;
- (2) Is renewing an existing operator's license;
- (3) Has completed the training course, within the last two years; or
- (4) Has held a retail license, manager's or operator's license within the last two years.

(b) The ~~village board~~ ~~village clerk or their designee~~ may issue a provisional operator's license to a person who is enrolled in a training course under subsection (a) of this section and shall revoke that license if the applicant fails successfully to complete the course in which he enrolls.

(c) The ~~village board~~ ~~village clerk or their designee~~ may not require that applicants for operator's licenses undergo training in addition to that under subsection (a) of this section, but may require applicants to purchase, at cost, materials that deal with relevant local subjects not covered in the course under subsection (a) of this section.

(Code 2006, § 7-2-35)

Sec. 4-120. - Display of license.

Each license issued under the provisions of this article shall be posted on the premises whenever the operator dispenses beverages or be in his possession, or carry a license card.

(Code 2006, § 7-2-36)

Sec. 4-121. - Revocation of operator's license.

Violation of any of the terms or provisions of the state law or of this chapter relating to operator's licenses by any person holding such operator's license shall be cause for revocation of the license.

(Code 2006, § 7-2-37)

Introduced, Approved and Adopted:

VILLAGE OF LITTLE CHUTE

BY:

Michael Vanden Berg, Village President

BY:

Laurie Decker, Village Clerk

DRAFT

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

**ITEM DESCRIPTION: Doyle Pool Plan**

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

**REPORT DATE: May 15, 2020**

**ADMINISTRATOR'S REVIEW/COMMENTS:**

No additional comments to this report: JPF  
See additional comments attached: \_\_\_\_\_

**EXPLANATION:** The Parks, Recreation, & Forestry Department is planning for a modified summer at Doyle Pool and Slide. I have included 3 options below with further explanation for the summer pool operations.

**Option #1** – Open as normal on June 7 as long as we are allowed to have at least 50 people within the pool area including pool staff. In option #1 we would open the pool with any necessary modifications. We may need to delay the opening slightly to allow maintenance staff time to get the pool ready. In all the below scenarios we would be planning to limit the pool to 50 patrons and assume that we will be in stage 2 of the recovery phase. Option #1 would still include some operational savings in order to account for lost revenue.

- Begin start up for the pool immediately
- Create signage all around the pool to inform patrons of proper social distancing
- No season pass sales
- No morning swim lessons
- Concession stand and all operations open as normal
- 1 less lifeguard on duty – limit pool area
- 1 pool attendant on duty at all times per CDC guidelines
- FINANCIAL PREDICTION – savings of \$773 for the summer

**Option #2** – Utilize a modified pool schedule and open on Sunday, July 5 as long as we are allowed to have at least 50 people within the pool area including pool staff. In option #2 we would open the pool with necessary modifications. We would need to work with Fox River Navigational System Authority in order to fill the pool in mid-June. Option #2 would include \$15,500 in part-time staff expenses in order to pay our staff to perform alternate work around the village for June. This budget number was developed by taking a week in June 2019 and computing the average pay and hours for each position. Department staff strongly believes that in order to keep our staff around for a July opening we need to provide work for them in June. Projects that the staff would perform would be pool set up, paint and stain the concession stand building, mulching playgrounds and planter beds around the Village, pull weeds, mulch the trails in Heesakker park, pick up garbage, pull invasive species in Heesakker, and more.

- Begin start up for the pool in mid-June
- Create signage all around the pool to inform patrons of proper social distancing
- No season pass sales
- No Morning swim lessons
- Concession stand closed for the season
- 1 less lifeguard on duty – limit pool area

- 1 pool attendant on duty at all times per CDC guidelines.
- FINANCIAL PREDICTION – loss of \$33 for the summer

**Option #3** – Close the pool for the summer. If we opted for this option we recommend running the pool at minimal chemicals and no heat for the months of July and August in order to exercise the pumps and flush the pipes and prevent damage to the pool walls and basin.

- FINANCIAL PREDICTION – savings of \$54,315 for the summer

**ATTACHMENTS:** Doyle Pool and Slide Financial Information

**RECOMMENDATION:** Discussion/Possible Action - At this time staff recommends option #2 with the option to open earlier if state and county restrictions are lifted.

AQUATICS	Account	2020 Budget	2020 Budget - June 7 - Aug 22	2020 Budget - July 5 - Aug 22	2020 Budget - Close for Season
		(77 days)	50 People at a Time (77 Days) No Morning Swim Lessons	50 People at a Time (49 Days) No Morning Swim Lessons	Closed from June - August
204-31111	GENERAL PROPERTY TAXES	\$ 109,394	\$ 109,394	\$ 109,394	\$ 109,394
204-34304	RECYCLING FEES	\$ -	\$ -	\$ -	\$ -
204-34420	EVERY KID COUNTS	\$ 400	\$ 400	\$ 400	\$ -
204-34421	AQUATICS (TX)	\$ 30,000	\$ 19,250	\$ 12,250	\$ -
204-34422	SEASON PASS	\$ 5,000	\$ -	\$ -	\$ -
204-34423	SWIMMING LESSONS	\$ 16,500	\$ 8,250	\$ 3,626	\$ -
204-34433	POOL CONCESSIONS (TX)	\$ 12,500	\$ 4,163	\$ -	\$ -
204-34990	POOL CASH OVER/(SHORT)	\$ -	\$ -	\$ -	\$ -
204-36101	INTEREST ON INVESTMENTS	\$ -	\$ -	\$ -	\$ -
204-38301	DONATIONS	\$ -	\$ -	\$ -	\$ -
204-38621	DAMAGE TO VILLAGE PROPERTY	\$ -	\$ -	\$ -	\$ -
204-38622	OTHER CLAIM/REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -
204-38623	TRAINING REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -
204-39101	TRANSFER FROM OTHER FUNDS	\$ -	\$ -	\$ -	\$ -
204-39120	APPLY FUND BALANCE	\$ -	\$ -	\$ -	\$ -
<b>Aquatics Revenue</b>		<b>\$ 173,794.00</b>	<b>\$ 141,456.50</b>	<b>\$ 125,670.37</b>	<b>\$ 109,394.00</b>
204-55420-102	PART-TIME WAGES	\$ 74,941	\$ 52,494	\$ 51,245	\$ -
204-55420-103	SOCIAL SECURITY	\$ 5,733	\$ 4,016	\$ 3,920	\$ -
204-55420-110	OVERTIME	\$ -	\$ -	\$ -	\$ -
204-55420-113	UNEMPLOYMENT COMPENSATION	\$ -	\$ -	\$ -	\$ -
204-55420-201	TRAINING & CONFERENCES	\$ -	\$ -	\$ -	\$ -
204-55420-203	TELEPHONE	\$ 550	\$ 550	\$ 550	\$ 200
204-55420-204	CONTRACTUAL SERVICES	\$ 3,000	\$ 3,000	\$ 3,000	\$ 1,200
204-55420-205	POOL STUDY - CONTRACTUAL	\$ -	\$ -	\$ -	\$ -
204-55420-206	OFFICE SUPPLIES	\$ 200	\$ 200	\$ 200	\$ -
204-55420-207	PRINTING & REPRODUCTION	\$ -	\$ -	\$ -	\$ -
204-55420-211	FOOD & PROVISIONS	\$ 9,000	\$ 3,000	\$ -	\$ -
204-55420-213	SAFETY EQUIPMENT	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
204-55420-215	HORTICULTURAL SUPPLIES	\$ -	\$ -	\$ -	\$ -
204-55420-216	CONSTRUCTION MATERIALS	\$ 350	\$ 350	\$ 350	\$ -
204-55420-218	OPERATIONAL SUPPLIES	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
204-55420-221	SMALL EQUIPMENT	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
204-55420-222	JANITORIAL SUPPLIES	\$ 400	\$ 1,000	\$ 1,000	\$ -
204-55420-225	POOL CHEMICALS	\$ 11,000	\$ 9,000	\$ 9,000	\$ 5,000
204-55420-226	POSTAGE	\$ 750	\$ 750	\$ 750	\$ 750
204-55420-227	PUBLIC INFORMATION	\$ -	\$ -	\$ -	\$ -
204-55420-230	WORKERS COMPENSATION	\$ 3,280	\$ 3,280	\$ 3,280	\$ 3,280
204-55420-231	PROPERTY & LIABILITY INSURANCE	\$ 9,090	\$ 9,090	\$ 9,090	\$ 9,090
204-55420-242	BLDG & GRNDS REPAIRS/MAINT	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
204-55420-249	UTILITIES	\$ 32,000	\$ 32,000	\$ 29,252	\$ 26,559
204-55420-261	ENGINEERING	\$ -	\$ -	\$ -	\$ -
204-55420-301	NEW EQUIPMENT	\$ -	\$ -	\$ -	\$ -
204-55420-302	EQUIPMENT REPLACEMENT	\$ 15,000	\$ 15,000	\$ 5,500	\$ 5,500
204-55420-306	BUILDING & GROUNDS	\$ -	\$ -	\$ -	\$ -
204-55420-497	TRANSFER TO DEBT SERVICE	\$ -	\$ -	\$ -	\$ -
204-55421-302	EQUIPMENT REPLACEMENT	\$ -	\$ -	\$ -	\$ -
<b>Aquatics</b>		<b>\$ 173,794</b>	<b>\$ 142,230</b>	<b>\$ 125,638</b>	<b>\$ 55,079</b>
<b>AQUATICS NET (REVENUES) EXPENSES</b>		<b>\$ -</b>	<b>(\$773)</b>	<b>\$ 33</b>	<b>\$ 54,315</b>

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

**ITEM DESCRIPTION:** Summer Recreation Programs

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

**REPORT DATE:** May 15, 2020

**ADMINISTRATOR'S REVIEW/COMMENTS:**

No additional comments to this report: *JPF*  
See additional comments attached: \_\_\_\_\_

**EXPLANATION:** The Parks, Recreation, & Forestry Department is planning for a modified summer programming schedule. I have included 2 options below with further explanation for our recreational programming.

**Option #1** – Begin programming on Monday, July 6. We would modify our programs as needed to continue social distancing when possible. This option assumes we can have 50 people in one area. Option #1 would include \$6,732 in part-time staff expenses in order to pay our staff to perform alternate work around the village for June. This budget number was developed by computing the average pay and hours for each position. Department staff strongly believe that in order to keep our staff around for a July opening we need to provide work for them in June. Projects that the staff would perform would be pool set up, paint and stain the concession stand building, mulching playgrounds and planter beds around the Village, pull weeds, mulch the trails in Heesakker park, pick up garbage, pull invasive species in Heesakker, and more.

- Begin programs on July 6 unless restrictions are lifted earlier by state or county officials.
- Modify programs to allow a maximum of 45 participants and 5 staff.
- Eliminate larger programs such as Family Fun Fest, Youth Carnival, and Touch-a-Truck
- **FINANCIAL PREDICTION** – Budget Increase of \$6733

**Option #2** – Cancel Programs for the Summer

- No programming through August of 2020
- **FINANCIAL PREDICTION** – Budget Savings of \$18,040

Staff recommends option #1. This will require a budget increase. However, staff feel that once residents can be outside again, programming and social interaction are going to be very important for people if we are able to do it safely. The one risk associated with this plan is there is a chance that we will not be able to begin programming in July if we are not allowed to have 50 people within an area.

We will also need to consider the local clubs that utilize our fields. These include Heart of the Valley Soccer, Little Chute Diamond Club, Little Chute Blue Jays, and River Bandits. At this time, I would recommend that they follow the same recommendation of beginning programming in July unless restrictions are lifted early by the state and/or county.

**ATTACHMENTS:** Recreational Program Worksheets including cancellations for March-June, July-August, and a modified July and August plan.

**RECOMMENDATION:** Discussion/Possible Action

# 2020 BUDGET SAVINGS & REVENUE LOSS SUMMARY

## (If Cancelled From Mid March to End August)

RECREATION PROGRAM	101-55300-102 PART-TIME WAGE SAVINGS	101-55300-103 PART-TIME SOCIAL SECURITY SAVINGS	101-55300-111 OFFICIALS PAY SAVINGS	101-55300-204 CONTRACTED INSTRUCTOR SAVINGS	101-55300-218 OPERATIONAL SUPPLIES SAVINGS	TOTAL RECREATION BUDGET SAVINGS	101-34413 REVENUE LOSS
Senior Activities Prog - No Wed Program 3/18 to 8/31	\$624.63	\$47.78	n/a	n/a	\$77.85	\$750.26	n/a --- FREE PROGRAM
Chuteing Stars Dance - DelayStart/1LessComp/ReuseCosts	\$999.40	\$76.45	n/a	\$0.00	\$5,112.00	\$6,187.85	\$5,212.00
Youth Dance Spring Session - Cancelled 11 of 14 classes	\$741.13	\$56.70	n/a	n/a	\$125.33	\$923.15	\$1,060.62
Men's Softball Program - NO season for 2020	\$1,244.16	\$95.18	\$5,271.00	n/a	<i>already purchased 2020 softballs</i>	\$6,610.34	\$8,280.00
Summer Staff Meetings/Office Cleaning - No Staff	\$939.00	\$71.83	n/a	n/a	n/a	\$1,010.83	n/a
Intern Worker For Summer - Position Not Being Filled	\$5,120.00	\$391.68	n/a	n/a	n/a	\$5,511.68	n/a
One Day Events (T/W/Th) - Cancel All 20 Day Events	\$7,727.97	\$591.19	n/a	n/a	\$1,877.24	\$10,196.40	\$6,500.00
Tumbling Tykes (F) - Cancel Program	\$579.83	\$44.36	n/a	n/a	<i>already purchased new wedge mat</i>	\$624.19	\$700.00
Tiny Tots Playtime (M) - Cancel Program	\$1,068.11	\$81.71	n/a	n/a	\$41.98	\$1,191.80	\$675.00
Basketball (M) - Cancel Program	\$819.28	\$62.67	n/a	n/a	<i>P Possible hoop lowering add on unit</i>	\$881.95	\$875.00
Pee Wee Sports (T) - Cancel Program	\$1,223.05	\$93.56	n/a	n/a	\$0.00	\$1,316.61	\$1,160.00
Sports Galore (F) - Cancel Program	\$849.80	\$65.01	n/a	n/a	\$0.00	\$914.80	\$445.00
Fun With Food (Th) - Cancel Program	\$582.18	\$44.54	n/a	n/a	\$252.14	\$878.86	\$665.00
Explore Nature (F) - Cancel Program	\$201.89	\$15.44	n/a	\$150.00	\$0.00	\$367.33	\$595.00
Tennis Lessons (W) - Cancel Program	\$528.19	\$40.41	n/a	n/a	\$0.00	\$568.59	\$510.00
Touch A Truck Event - Cancel Program	\$434.29	\$33.22	n/a	n/a	\$198.42	\$665.93	n/a --- FREE PROGRAM
Family Fun Fest Event - Cancel Program	\$1,572.83	\$120.32	n/a	n/a	\$4,353.44	\$6,046.59	\$2,335.00
Youth Carnival Event - Cancel Program	\$2,044.67	\$156.42	n/a	n/a	\$2,407.86	\$4,608.95	\$2,950.00
Movie In The Park - Cancel Program	\$375.60	\$28.73	n/a	n/a	\$1,007.72	\$1,412.05	n/a --- FREE PROGRAM
Martial Arts - Cancel Program	n/a	n/a	n/a	\$225.00	\$0.00	\$225.00	\$300.00
Pom & Dance Clinic - Cancel Program	n/a	n/a	n/a	\$650.00	\$0.00	\$650.00	\$1,125.00
Computer Coding Classes - Cancel Program	n/a	n/a	n/a	\$600.00	\$0.00	\$600.00	\$640.00
KidStage Theater - Cancel Program	n/a	n/a	n/a	\$450.00	\$0.00	\$450.00	\$480.00
Painting Classes - Cancel Program	n/a	n/a	n/a	\$280.00	\$0.00	\$280.00	\$325.00
<b>TOTALS</b>	<b>\$27,675.98</b>	<b>\$2,117.21</b>	<b>\$5,271.00</b>	<b>\$2,355.00</b>	<b>\$15,453.98</b>	<b>\$52,873.18</b>	<b>\$34,832.62</b>

101-55300-102  
PT WAGE SAVINGS

101-55300-103  
PT SOC.SEC. SAVINGS

101-55300-111  
OFFICIALS PAY SAVINGS

101-55300-204  
CONTRAC.INSTR.SAVINGS

101-55300-218  
OPER.SUPPLIES SAVINGS

TOTAL RECREATION  
BUDGET SAVINGS

101-34413  
REVENUE LOSS

VL REC CENTER PROGRAM	208-52900-102 PART-TIME WAGE SAVINGS	208-52900-103 PART-TIME SOCIAL SECURITY SAVINGS	208-52900-204 CONTRACTED INSTRUCTOR SAVINGS	208-52900-218 OPERATIONAL SUPPLIES SAVINGS	TOTAL VL REC CENTER BUDGET SAVINGS	208-34413 REVENUE LOSS
Adult Yoga Classes - Cancelled March thru August Sessions	n/a	n/a	\$1,200.00	<i>already purchased noise cancel units</i>	\$1,200.00	\$1,800.00
Indoor Archery - Cancelled All Spring Session Classes	\$318.89	\$24.39	n/a	\$0.00	\$343.28	\$600.00
Home/Alone Sitter - Cancelled May Class	n/a	n/a	\$1,200.00	n/a	\$1,200.00	\$1,340.00
Youth CPR/AED/First Aid - Cancelled New June Class	n/a	n/a	\$600.00	n/a	\$600.00	\$650.00
<b>TOTALS</b>	<b>\$318.89</b>	<b>\$24.39</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$3,343.28</b>	<b>\$4,390.00</b>

208-52900-202      208-52900-103      208-52900-204      208-52900-218  
PT WAGE SAVINGS      PT SOC.SEC. SAVINGS      CONTRAC.INSTR.SAVINGS      OPER.SUPPLY SAVINGS

TOTAL VL REC CENTER  
BUDGET SAVINGS      208-34413  
REVENUE LOSS

JETS FOOTBALL PROGRAM	101-55460-111 SPORTS OFFICIALS SAVINGS	101-55460-204 CONTRACTED SERVICES SAVINGS	101-55460-211 FOOD AND PROVISIONS SAVINGS	101-55460-213/225 SAFETY SUPPLIES & EQUIPMENT SAVINGS	TOTAL JETS FOOTBALL BUDGET SAVINGS	101-34431 & 101-34432 REVENUE LOSS
Jets Football - NO year end banquet	\$0.00	\$0.00	\$3,620.00	\$0.00	\$3,620.00	\$2,564.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,620.00</b>	<b>\$0.00</b>	<b>\$3,620.00</b>	<b>\$2,564.00</b>

101-55460-111      101-55460-204      101-55460-211      101-55460-213/225  
SPORTS OFFICIAL SAVINGS      CONTRAC.SERV.SAVINGS      FOOD&PROVIS. SAVINGS      SAFETY&EQUIP SAVINGS

TOTAL JETS FOOTBALL  
BUDGET SAVINGS      101-34431/34432  
REVENUE LOSS

# 2020 BUDGET SAVINGS & REVENUE LOSS SUMMARY (If Cancelled From Mid March to End June)

RECREATION PROGRAM	101-55300-102 PART-TIME WAGE SAVINGS	101-55300-103 PART-TIME SOCIAL SECURITY SAVINGS	101-55300-111 OFFICIALS PAY SAVINGS	101-55300-204 CONTRACTED INSTRUCTOR SAVINGS	101-55300-218 OPERATIONAL SUPPLIES SAVINGS	TOTAL RECREATION BUDGET SAVINGS	101-34413 REVENUE LOSS
Senior Activities Program - No Wed Program 3/18 to 6/30	\$440.53	\$33.70	n/a	n/a	\$45.00	\$519.23	n/a --- FREE PROGRAM
Youth Dance Spring Session - Cancelled 11 of 14 classes	\$741.13	\$56.70	n/a	n/a	\$125.33	\$923.15	\$1,060.62
Men's Softball Lge - Now 9wk July-Aug Games & No Tourney	\$466.56	\$35.69	\$1,977.00	n/a	<i>already purchased 2020 softballs</i>	\$2,479.25	\$2,815.44
Chuteing Stars Dance - DelayStart/1LessComp/ReuseCostumes&Por	\$578.60	\$44.26	n/a	\$0.00	\$5,112.00	\$5,734.86	\$5,212.00
Intern Worker For Summer - Position Not Being Filled	\$5,120.00	\$391.68	n/a	n/a	n/a	\$5,511.68	n/a
One Day Events (T/W/Th) - Canc9June/Add 1July/Add6Aug	\$769.98	\$58.90	n/a	n/a	\$188.00	\$1,016.88	\$600.00
Reduced #'s Allowed At T/W/Th Events (max now 40 kids)	n/a	n/a	n/a	n/a	n/a	n/a	\$2,730.00
Touch A Truck Event - Cancelled For This Year	\$434.29	\$33.22	n/a	n/a	\$198.42	\$665.93	n/a --- FREE PROGRAM
Family Fun Fest Event - Cancelled For This Year	\$1,572.83	\$120.32	n/a	n/a	\$4,353.44	\$6,046.59	\$2,335.00
Youth Carnival Event - Cancelled For This Year	\$2,044.67	\$156.42	n/a	n/a	\$2,407.86	\$4,608.95	\$2,950.00
Tumbling Tykes - Cancelled Program, Unable To Social Distance	\$579.83	\$44.36	n/a	n/a	<i>already purchased new wedge mat</i>	\$624.19	\$700.00
<b>TOTALS</b>	<b>\$12,748.41</b>	<b>\$975.25</b>	<b>\$1,977.00</b>	<b>\$0.00</b>	<b>\$12,430.05</b>	<b>\$28,130.71</b>	<b>\$18,403.06</b>

101-55300-102 101-55300-103 101-55300-111 101-55300-204 101-55300-218  
PT WAGE SAVINGS PT SOC.SEC. SAVINGS OFFICIALS PAY SAVINGS CONTRAC.INSTR.SAVINGS OPER.SUPPLIES SAVINGS

TOTAL RECREATION  
BUDGET SAVINGS

101-34413  
REVENUE LOSS

Rec Staff Stipend For June When No Programs (\$6,253.74) (\$478.41) -----> (\$6,732.15)  
rec staff stipend option

VL REC CENTER PROGRAM	208-52900-102 PART-TIME WAGE SAVINGS	208-52900-103 PART-TIME SOCIAL SECURITY SAVINGS	208-52900-204 CONTRACTED INSTRUCTOR SAVINGS	208-52900-218 OPERATIONAL SUPPLIES SAVINGS	TOTAL VL REC CENTER BUDGET SAVINGS	208-34413 REVENUE LOSS
Adult Yoga Classes - Cancelled March thru June Sessions	n/a	n/a	\$800.00	<i>already purchased noise cancel units</i>	\$800.00	\$1,200.00
Indoor Archery - Cancelled All Spring Session Classes	\$318.89	\$24.39	n/a	\$0.00	\$343.28	\$600.00
Home/Alone Sitter - Cancelled May Class	n/a	n/a	\$1,200.00	n/a	\$1,200.00	\$1,340.00
Youth CPR/AED/First Aid - Cancelled New June Class	n/a	n/a	\$600.00	n/a	\$600.00	\$650.00
<b>TOTALS</b>	<b>\$318.89</b>	<b>\$24.39</b>	<b>\$2,600.00</b>	<b>\$0.00</b>	<b>\$2,943.28</b>	<b>\$3,790.00</b>

208-52900-202 208-52900-103 208-52900-204 208-52900-218  
PART-TIME WAGE SAVINGS PT SOC.SEC. SAVINGS CONTRAC.INSTR.SAVINGS OPER.SUPPLY SAVINGS

TOTAL VL REC CENTER  
BUDGET SAVINGS

208-34413  
REVENUE LOSS

JETS FOOTBALL PROGRAM	101-55460-111 SPORTS OFFICIALS SAVINGS	101-55460-204 CONTRACTED SERVICES SAVINGS	101-55460-211 FOOD AND PROVISIONS SAVINGS	101-55460-213/225 SAFETY SUPPLIES & EQUIPMENT SAVINGS	TOTAL JETS FOOTBALL BUDGET SAVINGS	101-34431 & 101-34432 REVENUE LOSS
Jets Football - No year end banquet	\$0.00	\$0.00	\$3,620.00	\$0.00	\$3,620.00	\$2,564.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,620.00</b>	<b>\$0.00</b>	<b>\$3,620.00</b>	<b>\$2,564.00</b>

101-55460-111 101-55460-204 101-55460-211 101-55460-213/225  
SPORTS OFFICIAL SAVINGS CONTRAC.SERV.SAVINGS FOOD&PROVIS. SAVINGS SAFETY&EQUIP SAVINGS

TOTAL JETS FOOTBALL  
BUDGET SAVINGS

101-34431/34432  
REVENUE LOSS

# 2020 ESTIMATED JULY & AUGUST EXPENSES AND REVENUE

RECREATION PROGRAM	101-55300-102 PART-TIME WAGES COST	101-55300-103 PART-TIME SOCIAL SECURITY COST	101-55300-111 OFFICIALS PAY COST	101-55300-204 CONTRACTED INSTRUCTOR COST	101-55300-218 OPERATIONAL SUPPLIES COST	TOTAL RECREATION BUDGET EXPENSES	101-34413 REVENUE
Senior Activities Program	\$157.80	\$12.07	n/a	n/a	\$33.00	\$202.87	n/a --- FREE PROGRAM
Chuteing Stars Dance - Delayed Tryouts	\$591.75	\$45.27	n/a	\$0.00	\$0.00	\$637.02	\$0.00
Men's Softball Lge - Now 9wk July-Aug Games & No Tourn	\$466.56	\$35.69	\$1,977.00	n/a	<i>already purchased 2020 softballs</i>	\$2,479.25	\$2,815.44
Summer Staff Meetings/Office Cleaning	\$939.00	\$71.83	n/a	n/a	n/a	\$1,010.83	n/a
plus parks wages saved							
One Day Events (T/W/Th) - Only 18 Day Events	\$6,929.82	\$530.13	n/a	n/a	\$1,692.00	\$9,151.95	\$2,880.00
Tiny Tots Playtime	\$1,068.11	\$81.71	n/a	n/a	\$41.98	\$1,191.80	\$675.00
Basketball	\$819.28	\$62.67	n/a	n/a	<i>? Possible hoop lowering add on unit</i>	\$881.95	\$875.00
Pee Wee Sports	\$1,223.05	\$93.56	n/a	n/a	\$0.00	\$1,316.61	\$1,160.00
Sports Galore	\$849.80	\$65.01	n/a	n/a	\$0.00	\$914.80	\$445.00
Fun With Food	\$582.18	\$44.54	n/a	n/a	\$252.14	\$878.86	\$665.00
Explore Nature	\$201.89	\$15.44	n/a	\$150.00	\$0.00	\$367.33	\$595.00
Tennis Lessons	\$528.19	\$40.41	n/a	n/a	\$0.00	\$568.59	\$510.00
Movie In The Park	\$375.60	\$28.73	n/a	n/a	\$1,007.72	\$1,412.05	n/a --- FREE PROGRAM
Martial Arts	n/a	n/a	n/a	\$225.00	\$0.00	\$225.00	\$300.00
Pom & Dance Clinic	n/a	n/a	n/a	\$650.00	\$0.00	\$650.00	\$1,125.00
Computer Coding Classes	n/a	n/a	n/a	\$600.00	\$0.00	\$600.00	\$640.00
KidStage Theater	n/a	n/a	n/a	\$450.00	\$0.00	\$450.00	\$480.00
Painting Classes	n/a	n/a	n/a	\$280.00	\$0.00	\$280.00	\$325.00
<b>TOTALS</b>	<b>\$14,733.02</b>	<b>\$1,127.08</b>	<b>\$1,977.00</b>	<b>\$2,355.00</b>	<b>\$3,026.84</b>	<b>\$23,218.93</b>	<b>\$13,490.44</b>
	101-55300-102 PT WAGE COST	101-55300-103 PT SOC.SEC.COST	101-55300-111 OFFICIALS PAY COST	101-55300-204 CONTRAC.INSTR.COST	101-55300-218 OPER.SUPPLIES COST	TOTAL RECREATION BUDGET EXPENSES	101-34413 REVENUE

VL REC CENTER PROGRAM	208-52900-102 PART-TIME WAGE COST	208-52900-103 PART-TIME SOCIAL SECURITY COST	208-52900-204 CONTRACTED INSTRUCTOR COST	208-52900-218 OPERATIONAL SUPPLIES COST	TOTAL VL REC CENTER BUDGET EXPENSES	208-34413 REVENUE
Adult Yoga Classes - July/August Sessions	n/a	n/a	\$400.00	<i>already purchased noise cancel units</i>	\$400.00	\$600.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$400.00</b>	<b>\$0.00</b>	<b>\$400.00</b>	<b>\$600.00</b>
	208-52900-202 PART-TIME WAGE COST	208-52900-103 PT WAGE COST	208-52900-204 CONTRAC.INSTR.COST	208-52900-218 OPER.SUPPLY COST	TOTAL VL REC CENTER BUDGET EXPENSES	208-34413 REVENUE

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

**ITEM DESCRIPTION: 2020 Village Market - Cancellation**

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

**REPORT DATE: May 15, 2020**

**EXPLANATION:** It has long been the goal of our team to re-establish and start the Village Market for 2020. Staff has conducted outreach to produce vendors as the first order of business. If we are to have a successful Village Market (farmer's market) here in Little Chute, the first order of business was to attain a few vendors.

Given all that has transpired with regards to COVID-19, the following are our findings:

- With trying to re-establish the Village Market, the reality of COVID-19 poses a significant challenge.
- Without reputable produce vendors committed, we do not recommend holding this event in 2020.
- Fiscally, applying any further resources to this effort is not in line with prudent budget management efforts.

**RECOMMENDATION: Postpone efforts to reestablish the Village Market until 2021.**

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

**ITEM DESCRIPTION: 2020 Summer Event - Cancellation**

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

**REPORT DATE: March 13<sup>th</sup>**

**EXPLANATION:** In March of 2020, the Village Board authorized staff to begin preparing to execute an event with the Little Chute Business Association for a new downtown summer event. One caveat was placed on the approval that before any funds could be expended, staff had to ensure there were no negative impacts to the event from COVID-19.

Since that time, no planning or expending of resources has taken place due to COVID-19.

It is my recommendation that at this time, we cancel efforts for this event for 2020 due to the following reasons:

- With a new event, the most important years are the first through the third in terms of establishment.
- This event was meant to bring people to the downtown and raise money. Given challenges from COVID, accomplishment of those goals would be difficult.
- Fiscally, this event would be made solvent through sponsorships. Given the fiscal climate, the risk to making this event either cost neutral or positive is highly unlikely.

**RECOMMENDATION: Postpone efforts to create a new downtown summer event until 2021.**

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

**ITEM DESCRIPTION: 2020 Summer Event**

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

**REPORT DATE:** March 13<sup>th</sup>

**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 12<sup>th</sup>, 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: 2020 Summer Event**

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

**REPORT DATE: February 21, 2020**

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

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

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

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

**RECOMMENDATION: Provided for information and direction.**

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

**ITEM DESCRIPTION:** Restated Special Assessment Policy

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

**REPORT DATE:** May 15, 2020

**EXPLANATION:** In January of 2015, the Board of Trustees adopted changes to the street assessment policy that instituted a road diet and reduction to single lane of parking for all local roads. While there is nothing wrong with the policy itself, it perhaps could be restated to provide more clear policy justifications and additional detail to reduce confusion for board, staff and residents. As you may know, in February of this year we had a group of residents from Carol Lynn assume that the second lane of parking was just an additional \$10 per lane foot. As was discussed, that was not the intent or goal of the policy.

All that considered, attached to this document is a restated special assessment policy. This policy is not being amended, but rather restated, clarified and bolstered with additional key details that were not previously included. In addition, when the board is ready to adopt this restated policy (likely in June), it will be advised to be done via resolution so that the policy is approved and decided in a more formal manner.

The current policy that was adopted in January of 2015 is the first attachment. The second document is the first draft of a restated policy. Staff has reviewed this updated policy and at this time, have no further recommendations.

Additionally, at some point in the near future, we will be amending the Municipal Code as it pertains to sidewalk assessments and driveway/apron language to more closely align with current practices.

**RECOMMENDATION:** Provided for discussion and feedback. This will be brought back for formal action in June.

VILLAGE OF LITTLE CHUTE

**POLICY FOR SPECIAL ASSESSMENTS  
(STREETS)**

Revised 09/07/93	Revised 04/10/96
Reapproved 05/01/96	Reapproved 12/10/97
Adopted 07/25/01	Adopted 12/05/07
Adopted 01/28/15	

**I. STREET CONSTRUCTION AND RECONSTRUCTION**

**A. DEFINITIONS**

1. Rural Road: A road with a cross-section basically consisting of a paved surface, grass or gravel shoulders, and swales or ditches for drainage, with the general absence of curb and gutter. These roads do not meet the general standards of a Village street.
2. Urban Street: A street meeting the general design requirements for a Village street including curb and gutter and storm sewers.
3. New Street: New streets include reconstructed gravel and rural roads and streets receiving their first permanent surfaces.
4. Reconstructed streets: Existing streets which meet the general design requirements of a Village street including a permanent surface, curb and gutter and storm sewers for drainage. Reconstruction would involve the removal and replacement of the curb and gutter and pavement.

**B. GENERAL**

1. Assessments will be levied according to the front foot dimensions of abutting property.
2. All lots will have a minimum assessable frontage of 40' with the exception of corner lots and adjoining lots under the same ownership.
3. Concrete driveway aprons within the street right-of-way shall be constructed at property owner's expense when new permanent street surfaces are constructed.
4. On reconstructed streets the concrete driveway aprons and curb ramp within the street right-of-way will be included as part of the street assessment. New or reconstructed sidewalk will be assessed separately.
5. All newly developed streets or streets reconstructed with new curb and gutter as of January 1, 1994 will be paved with concrete unless asphalt paving is

recommended by the Director of Public Works and approved by 2/3 of the Village Board. Asphalt streets with the existing curb and gutter remaining substantially in place will be reconstructed one time with asphalt pavement unless the property owners petition for concrete.

6. At any time property owners on unimproved streets may petition for a new concrete street. When there exists a majority of owners and frontage being greater than 50%, the Village may schedule that street for construction.
7. Where a project is undertaken, which includes pavement and/or curb and gutter, any miscellaneous cost deemed necessary and associated with utility repairs or replacement shall be deemed and considered a part of the entire project construction cost.

#### C. ASSESSMENTS

1. The standard residential street will consist of two driving lanes and one parking lane.
2. Non-residential zoned properties shall be assessed at a higher rate due to the increase in the volume of traffic and heavy trucks which in turn require wider streets, thicker pavement, and additional reinforcement.
3. The assessment rate for alley pavement shall be based on actual cost.

The assessment rate will be a flat rate in accordance with the following chart.

<b>CONCRETE STREET ASSESSMENT RATES</b>			
<b>Street Design</b>	<b>2 Driving Lanes</b>	<b>2 Driving Lanes 1 Parking Lane</b>	<b>2 Driving Lanes 2 Parking Lanes</b>
<b>Residential</b>			
<b>Rate (RC/RT)</b>	<b>\$81.70</b>	<b>\$95.10</b>	<b>\$107.82</b>
<b>Commercial Rate (all other zoning)</b>	<b>\$121.11</b>	<b>\$121.11</b>	<b>\$129.01</b>
<b>New streets constructed on existing base course receiving its first permanent pavement will be assessed at cost.</b>			

**Rates will be re-evaluated in January of odd-numbered years for adequacy.**

### **ASPHALT STREET ASSESSMENT RATES**

**Asphalt streets will be assessed at a 70% - 30% rate.**

4. Public owned property, including lands under the jurisdiction of the Board of Education, Water Department and other branches of Federal, State, County, or local governments as well as tax exempt or institutional uses including but not limited to, schools, churches, post offices, nurseries, hospitals, day cares, nursing homes, and all commercial, utility, or industrial uses even though the present zoning may be RC or RT shall be assessed at the higher zoning rates. [The Village Engineer shall determine the classification of use or zoning for rate assignment. The Village Board shall determine said classification and rate if disputed by the property owner(s).] Cemeteries shall be assessed at the residential rate.
5. Within any project defined under Subparagraph B above, where the same is constructed abutting a corner lot, such corner lot shall receive a 50 foot deduct from its otherwise assessable front footage (25 foot on each side of the corner lot) provided that the 25 foot credit applies as a side is paved.
6. The use of outside funding sources, including but not limited to, T.I.F., State, County, or Federal grants will not be used to reduce the assessment rate to the owner unless otherwise approved by the Village Board through adoption of a Development Agreement, or as part of a special or unique financial package for a development project approved by the Village Board. Outside funding sources will be normally applied to the Village share of construction costs.
7. **CUL DE SAC COSTS**

For all subdivisions, the abutting property owner shall be responsible for cul de sac pavement overbuild costs. The assessment will be calculated using total assessable cost divided by the number of properties fully or partially abutting the "bulb" or "mouse ears" according to the number of originally platted lots.
8. The Village will assume the extra cost associated with additional pavement width due to bike lanes.
9. Each side of angle parking will be assessed the same as one parallel parking lane.

<b>POLICY FOR SPECIAL ASSESSMENTS (STREETS)</b>	Revised 09/07/93 Revised 04/10/96 Reapproved 05/01/96 Reapproved 12/10/97 Adopted 07/25/01 Adopted 12/05/07 Adopted 01/28/15 Restated _____
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### STREET CONSTRUCTION AND RECONSTRUCTION

Policy Goal: It is the goal and intent of this policy to create an equitable fiscal means for the reconstruction and construction of streets within the Village of Little Chute. Since 2015, the Village of Little Chute has adopted a “road diet” policy when it comes to the construction and reconstruction of village streets. Under this policy directive, the village intends to minimize the road width to provide for adequate transportation flow, reduce speed, reduce costs, and reduce impervious surface for stormwater and future maintenance considerations.

The village board of trustees reserves the right to assess property for public works or improvements, under Wis. Stats. § 66.0703, as amended from time to time, in which event, the actual dollar amount of assessments levied shall not exceed the value of benefits accruing to affected property. These assessment powers are further defined within the Village of Little Chute Municipal Code, Chapter 16, Article III, Section 16-86 and Chapter 40, Article III, Section 40-64.

#### A. DEFINITIONS

1. Rural Road: A road with a cross-section basically consisting of a paved surface, grass or gravel shoulders, and swales or ditches for drainage, with the general absence of curb and gutter. These roads do not meet the general standards of a Village street.
2. Urban Street: A street meeting the general design requirements for a Village street including curb and gutter and storm sewers.
3. New Street: New streets include reconstructed gravel and rural roads and streets receiving their first permanent surfaces.
4. Reconstructed streets: Existing streets which meet the general design requirements of a Village street including a permanent surface, curb and gutter and storm sewers for drainage. Reconstruction would involve the removal and replacement of the curb and gutter and pavement.
5. Minor Arterials<sup>1</sup> - (Arterial Streets): Minor Arterials provide service for trips of moderate length, serve geographic areas that are smaller than their higher counterparts and offer connectivity to the system. In an urban context, they interconnect and augment the system, provide intra-community continuity and may carry local bus routes. In rural settings, Minor Arterials should be identified and spaced at intervals consistent with population density, so that all developed

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<sup>1</sup> Source: Federal Highway Administration: Highway Functional - [https://www.fhwa.dot.gov/planning/processes/statewide/related/highway\\_functional\\_classifications/section03.cfm](https://www.fhwa.dot.gov/planning/processes/statewide/related/highway_functional_classifications/section03.cfm)

areas are within a reasonable distance of a higher level Arterial. Additionally, Minor Arterials in rural areas are typically designed to provide relatively high overall travel speeds, with minimum interference to through movement.

6. Major and Minor Collector Streets<sup>2</sup>: Collectors serve a critical role in the roadway network by gathering traffic from Local Roads and funneling them to the Arterial network. Within the context of functional classification, Collectors are broken down into two categories: Major Collectors and Minor Collectors. Until recently, this division was considered only in the rural environment. Currently, all Collectors, regardless of whether they are within a rural area or an urban area, may be sub-stratified into major and minor categories. The determination of whether a given Collector is a Major or a Minor Collector is frequently one of the biggest challenges in functionally classifying a roadway network.

In the rural environment, Collectors generally serve primarily intra-county travel (rather than statewide) and constitute those routes on which (independent of traffic volume) predominant travel distances are shorter than on Arterial routes. Consequently, more moderate speeds may be posted.

The distinctions between Major Collectors and Minor Collectors are often subtle. Generally, Major Collector routes are longer in length; have lower connecting driveway densities; have higher speed limits; are spaced at greater intervals; have higher annual average traffic volumes; and may have more travel lanes than their Minor Collector counterparts. Careful consideration should be given to these factors when assigning a Major or Minor Collector designation. In rural areas, annual average daily traffic (AADT) and spacing may be the most significant designation factors. Since Major Collectors offer more mobility and Minor Collectors offer more access, it is beneficial to reexamine these two fundamental concepts of functional classification. Overall, the total mileage of Major Collectors is typically lower than the total mileage of Minor Collectors, while the total Collector mileage is typically one-third of the Local roadway network

7. Local Roads (Residential Streets)<sup>3</sup>: Locally classified roads account for the largest percentage of all roadways in terms of mileage. They are not intended for use in long distance travel, except at the origin or destination end of the trip, due to their provision of direct access to abutting land. Bus routes generally do not run on Local Roads. They are often designed to discourage through traffic. As public roads, they should be accessible for public use throughout the year. Local Roads are often classified by default. In other words, once all Arterial and Collector roadways have been identified, all remaining roadways are classified

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<sup>2</sup> Source: Federal Highway Administration:– Highway Functional Classification - [https://www.fhwa.dot.gov/planning/processes/statewide/related/highway\\_functional\\_classifications/section03.cfm](https://www.fhwa.dot.gov/planning/processes/statewide/related/highway_functional_classifications/section03.cfm)

<sup>3</sup> Source: Federal Highway Administration:– Highway Functional Classification - [https://www.fhwa.dot.gov/planning/processes/statewide/related/highway\\_functional\\_classifications/section03.cfm](https://www.fhwa.dot.gov/planning/processes/statewide/related/highway_functional_classifications/section03.cfm)

as Local Roads

B. GENERAL

1. Assessments will be levied according to the front foot dimensions of abutting property.
2. All lots will have a minimum assessable frontage of 40' with the exception of corner lots and adjoining lots under the same ownership.
3. On reconstructed streets the concrete driveway aprons and curb ramp within the street right-of-way will be included as part of the street assessment. New or reconstructed sidewalk assessments are outlined in Section D - Sidewalks.
4. All newly developed streets or streets reconstructed with new curb and gutter as of January 1, 1994 will be paved with concrete unless asphalt paving is recommended by the Director of Public Works and approved by 2/3 of the Village Board. Asphalt streets with the existing curb and gutter remaining substantially in place will be reconstructed one time with asphalt pavement unless the property owners petition for concrete.
5. At any time property owners on unimproved streets may petition for a new concrete street. When there exists a majority of owners and frontage being greater than 50%, the Village may schedule that street for construction.
6. Where a project is undertaken, which includes pavement and/or curb and gutter, any miscellaneous cost deemed necessary and associated with utility repairs or replacement shall be deemed and considered a part of the entire project construction cost.

C. ASSESSMENTS

1. The standard design profile of residential streets under this policy consists of two driving lanes and one parking lane. This would mean that on most local streets, the standard reconstruction profile will be two travel lanes and one parking lane unless adjoining zoning uses or needs dictate otherwise. Other exceptions to this would be for pedestrian accommodations. The benefits of this reduction of street width includes increased traffic controls, decreased expenditures in the reconstruction process, less future maintenance requirements, decreased stormwater runoff, and increased terrace.
2. If the standard profile of two driving lanes and two parking lanes is recommended by the Village Engineer or Director of Public Works, then the corresponding rates below would be applicable.
3. Non-residential zoned properties shall be assessed at a higher rate due to the

increase in the volume of traffic and heavy trucks which in turn require wider streets, thicker pavement, and additional reinforcement.

4. The assessment rate for alley pavement shall be based on actual cost.
5. The assessment rate will be a flat rate in accordance with the following chart:

<b>Concrete Street Assessment Rates</b>			
Parcel Zoning Designation	2 Driving Lanes	2 Driving Lanes and 1 Parking Lane	2 Driving Lanes and 2 Parking Lanes
Residential Conventional Single and Two Family Rate (RC/RT)	\$81.70	\$95.10	\$107.82
Commercial Rate (all other zoning)	\$121.11	121.11	129.01
Concrete Assessment Rate Conditions:			
1. New streets constructed on existing base course receiving its first permanent pavement will be assessed at cost.			
2. Rates are to be evaluated in January of odd-numbered years for adequacy and affirmed by the Board of Trustees. The goal of the established rate is to assess 60% of total project costs (30% to each fronting parcel) and the remaining 40% of the construction to be funded by the Capital Project Fund/General Fund.			
3. Asphalt Street Assessment rates will be assessed at a 70% private and 30% public ratio, meaning the rate per lineal foot will total to provide the funding to cover 70% of the cost.			
4. Please note the number of driving lanes and parking lanes is decided by the Engineer and affirmed by the Board of Trustees. If due to traffic, pedestrian accommodations, or street use requires a second lane of parking is recommended, then the rates above will apply. The rate for 2 parking lanes above does not fully cover the costs of the additional parking lane.			

6. Public owned property, including lands under the jurisdiction of the Board of Education, Utilities and other branches of Federal, State, County, or local governments as well as tax exempt or institutional uses including but not limited to, schools, churches, post offices, nurseries, hospitals, day cares, nursing homes, and all commercial, utility, or industrial uses even though the present zoning may be RC or RT shall be assessed at the higher zoning rates. [The Village Engineer shall determine the classification of use or zoning for rate assignment. The Village Board shall determine said classification and rate if disputed by the property owner(s).] Cemeteries shall be assessed at the residential rate. Within any project defined under Subparagraph B above, where the same is constructed abutting a corner lot, such corner lot shall receive a 50

foot deduct from its otherwise assessable front footage (25 foot on each side of the corner lot) provided that the 25 foot credit applies as a side is paved.

7. The use of outside funding sources, including but not limited to, Tax Increment Finance (TIF), State, County, or Federal grants will not be used to reduce the assessment rate to the owner unless otherwise approved by the Village Board through adoption of a Development Agreement, or as part of a special or unique financial package for a development project approved by the Village Board. Outside funding sources will be normally applied to the Village share of construction costs. If the cost of the project is less than the special assessments levied, the governing body, without notice or hearing, shall reduce each special assessment proportionately and if any assessments or installments have been paid the excess over cost shall be applied to reduce succeeding unpaid installments, if the property owner has elected to pay in installments, or refunded to the property owner.
8. CUL DE SAC COSTS - For all subdivisions, the abutting property owner shall be responsible for cul de sac pavement overbuild costs. The assessment will be calculated using total assessable cost divided by the number of properties fully or partially abutting the "bulb" or "mouse ears" according to the number of originally platted lots.
9. The Village will assume the extra cost associated with additional pavement width due to bike lanes.
10. Each side of angle parking will be assessed the same as one parallel parking lane.

#### D. Sidewalks.

1. The Village of Little Chute Municipal Code addresses sidewalk construction, maintenance, and repair in Chapter 40, Article III, Section 40.64. This section of municipal code requires that the apportionment of costs related to construction, repair, and rehabilitation shall be established in the Village's special assessment policies.
2. Assessments will be levied according to the front foot dimensions of abutting property, except as noted. The assessment rate for sidewalk construction will be determined on the basis of costs for new and rehabilitation of sidewalk installation.
3. Unless otherwise noted, sidewalk shall be a minimum of 5 feet width.
4. There will be no assessment for a sidewalk which is replaced as part of a reconstruction effort. There will be an assessment for sidewalk construction if no sidewalk previously existed.

5. Starting with the 2019 Budget, all sidewalk rehabilitation will be constructed by the Village of Little Chute and not assessed. Should the Village Board adopt a subsequent budget that eliminates sidewalk rehabilitation, such costs will be assessed as outlined above.
6. Service walks between the curb and sidewalk are the responsibility of the property owner.
7. The extraordinary expense of installing a sidewalk in an unusual manner at the request of the owner to accommodate an obstacle will be charged to the abutting property owner.
8. The fee for any new sidewalk permit issued to a property owner for staking of new sidewalk installation will be \$5.00.

**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO. 16, SERIES OF 2020**

**RESOLUTION APPROVING THE FINAL PLAT FOR  
MARIA ESTATES, IN THE VILLAGES EXTRATERRITORIAL JURISDICTION**

**WHEREAS**, DELLA MARCUS Corporation, as owners of a subdivision "Maria Estates" being off of Lot 2 of Certified Survey Map No. 7818 recorded as document No. 2174623 and all of lot 1 of certified survey map No. 5829 recorded as document No. 1803006 and part of the northwest  $\frac{1}{4}$  of the fractional northwest  $\frac{1}{4}$ , all located in the northeast  $\frac{1}{4}$  of the fractional northwest  $\frac{1}{4}$ , southeast  $\frac{1}{4}$  of the fractional northwest  $\frac{1}{4}$ , southwest  $\frac{1}{4}$  of the fractional northwest  $\frac{1}{4}$  and the northwest  $\frac{1}{4}$  of the fractional northwest  $\frac{1}{4}$ , Section 3, Township 21 north, Range 18 east, Town of Vandenbroek, Outagamie County, Wisconsin. Have presented a final plat to the Village of Little Chute Board of Trustees as prepared by Robert F. Reider, a registered land surveyor of Carow Land Surveying Co., Inc.; and

**WHEREAS**, the Village of Little Chute has Extraterritorial Plat Review authority within one-and one-half miles of its corporate boundaries; and

**WHEREAS**, the above described Final Plat for Maria Estates is located within such Extraterritorial jurisdiction; and

**WHEREAS**, Outagamie County Zoning Committee has reviewed and approved the Final Plat for Maria Estates; and

**WHEREAS**, the Village of Little Chute Plan Commission has recommended in favor of adoption of said subdivision plat; and

**WHEREAS**, the Village of Little Chute Board of Trustees finds the plat to be in the public interest; and

**WHEREAS**, the Village of Little Chute Board of Trustees finds the plat conforms to the adopted Preliminary Plat.

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

1. That the subdivision plat for MARIA ESTATES, a copy of which is attached, is hereby approved.
2. Recorded Vote.        For        Against

Date introduced, approved, and adopted: \_\_\_\_\_

**VILLAGE OF LITTLE CHUTE**

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

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

# "MARIA ESTATES"

BEING ALL OF LOT 2 OF CERTIFIED SURVEY MAP NO. 7818 RECORDED AS DOCUMENT NO. 2174623 AND ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 5829 RECORDED AS DOCUMENT NO. 1803006 AND PART OF THE NORTHWEST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, ALL LOCATED IN THE NORTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, SOUTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, SOUTHWEST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, AND THE NORTHWEST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, ALL IN SECTION 3, TOWNSHIP 21 NORTH, RANGE 18 EAST, TOWN OF VANDENBROEK, OUTAGAMIE COUNTY, WISCONSIN,

#### SURVEYOR'S CERTIFICATE:

I, ROBERT F. REIDER, PROFESSIONAL WISCONSIN LAND SURVEYOR NO. 1251, HEREBY CERTIFY THAT I HAVE SURVEYED, DIVIDED AND MAPPED "MARIA ESTATES", LOCATED IN THE NORTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, SOUTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, SOUTHWEST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, AND THE NORTHWEST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, ALL IN SECTION 3, TOWNSHIP 21 NORTH, RANGE 18 EAST, TOWN OF VANDENBROEK, OUTAGAMIE COUNTY, WISCONSIN.

THAT I HAVE MADE SUCH SURVEY, LAND-DIVISION AND PLAT BY THE DIRECTION OF MLS FUTURES GROUP, LLC, A WISCONSIN LIMITED LIABILITY COMPANY, OWNER OF SAID LAND, CONTAINING 3.990.000 SQUARE FEET (91.598) ACRES OF LAND MORE OR LESS AND DESCRIBED AS FOLLOWS:

BEING ALL OF LOT 2 OF CERTIFIED SURVEY MAP NO. 7818 RECORDED AS DOCUMENT NO. 2174623 AND ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 5829 RECORDED AS DOCUMENT NO. 1803006 AND PART OF THE NORTHWEST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, ALL LOCATED IN THE NORTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, SOUTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, SOUTHWEST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, AND THE NORTHWEST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, SECTION 3, TOWNSHIP 21 NORTH, RANGE 18 EAST, TOWN OF VANDENBROEK, OUTAGAMIE COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTH 1/4 CORNER OF SECTION 3; THENCE S00°14'16"W, 1042.63 FEET ALONG THE EAST LINE OF THE FRACTIONAL NORTHWEST 1/4 OF SECTION 3 TO A NORTH LINE OF LOT 2 OF CERTIFIED SURVEY MAP NO. 7818 AND THE POINT OF BEGINNING; THENCE CONTINUING S00°14'16"W, 1042.30 FEET ALONG SAID EAST LINE TO THE CENTER OF SECTION 3; THENCE S89°27'39"W, 2430.44 FEET ALONG THE SOUTH LINE OF THE FRACTIONAL NORTHWEST 1/4 OF SECTION 3 TO THE EAST LINE OF LOT 2 OF CERTIFIED SURVEY MAP NO. 5829; THENCE N00°09'30"E, 152.10 FEET ALONG SAID EAST LINE TO THE NORTH LINE OF SAID LOT 2; THENCE S89°27'39"W, 166.00 FEET ALONG SAID NORTH LINE TO AN EAST RIGHT-OF-WAY LINE OF C.T.H. "N"; THENCE N00°09'30"E, 285.85 FEET ALONG SAID EAST RIGHT-OF-WAY LINE; THENCE S89°50'30"E, 12.00 FEET ALONG SAID EAST RIGHT-OF-WAY LINE; THENCE N00°09'30"E, 141.00 FEET ALONG SAID EAST RIGHT-OF-WAY LINE; THENCE S89°50'30"E, 12.00 FEET ALONG SAID EAST RIGHT-OF-WAY LINE; THENCE N00°43'27"E, 506.43 FEET ALONG SAID EAST RIGHT-OF-WAY LINE; THENCE S03°01'15"E, 200.25 FEET ALONG SAID EAST RIGHT-OF-WAY LINE; THENCE S04°07'51"W, 400.00 FEET ALONG SAID EAST RIGHT-OF-WAY LINE; THENCE S04°07'51"W, 11.30 FEET ALONG SAID EAST RIGHT-OF-WAY LINE; THENCE S00°14'16"E, 356.00 FEET ALONG SAID EAST RIGHT-OF-WAY LINE; THENCE N00°09'30"E, 178.75 FEET TO AN EAST RIGHT-OF-WAY LINE OF C.T.H. "N"; THENCE N00°09'30"E, 188.14 FEET ALONG SAID EAST RIGHT-OF-WAY LINE; THENCE S89°50'30"E, 8.75 FEET ALONG SAID EAST RIGHT-OF-WAY LINE; THENCE N00°09'30"E, 52.23 FEET ALONG SAID EAST RIGHT-OF-WAY LINE TO THE NORTH LINE OF THE FRACTIONAL NORTHWEST 1/4 OF SECTION 3; THENCE N89°44'22"E, 1272.09 FEET ALONG SAID NORTH LINE TO THE EAST LINE OF THE WEST 1/2 OF THE FRACTIONAL NORTHWEST 1/4 OF SECTION 3; THENCE S00°11'53"W, 992.22 FEET ALONG SAID EAST LINE TO THE STARTING POINT OF A MEANDER LINE OF THE CENTERLINE OF APPLE CREEK, SAID POINT BEARS S00°11'53"W A DISTANCE OF 54 FEET MORE OR LESS FROM SAID CENTERLINE; THENCE S88°37'15"E, 223.87 FEET ALONG SAID MEANDER LINE; THENCE N59°58'00"E, 305.75 FEET ALONG SAID MEANDER LINE TO AN EAST LINE OF LOT 2 OF CERTIFIED SURVEY MAP NO. 7818 AND THE TERMINATION POINT OF SAID MEANDER LINE, SAID POINT BEARS S06°50'48"E A DISTANCE OF 55 FEET MORE OR LESS FROM THE CENTERLINE OF APPLE CREEK; THENCE S06°50'48"E, 161.02 FEET ALONG SAID EAST LINE; THENCE S88°37'15"E, 0.55 FEET ALONG SAID EAST LINE; THENCE S00°13'58"E, 37.00 FEET ALONG SAID EAST LINE TO A NORTH LINE OF SAID LOT 2; THENCE N89°36'05"E, 397.48 FEET ALONG SAID NORTH LINE; THENCE N00°13'58"E, 18.50 FEET ALONG SAID NORTH LINE; THENCE S87°43'43"E, 415.86 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING, INCLUDING ALL THAT LAND LYING WITHIN THE ABOVE DESCRIBED MEANDER LINE THE CENTERLINE OF APPLE CREEK, BOUNDED BY THE EXTENSION OF THE RESPECTIVE LINES OF THE ABOVE DESCRIBED PARCEL TO SAID CREEK CENTERLINE, SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT THIS PLAT IS A CORRECT REPRESENTATION OF ALL OF THE EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE SUBDIVISION THEREOF MADE.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE TOWN OF VANDENBROEK AND OUTAGAMIE COUNTY IN SURVEYING, DIVIDING, AND MAPPING THE SAME.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_. ROBERT F. REIDER, PLS-1251

#### COMPANY OWNER'S CERTIFICATE OF DEDICATION:

MLS FUTURES GROUP, LLC, A WISCONSIN LIMITED LIABILITY COMPANY DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, AS OWNER, DOES HEREBY CERTIFY THAT SAID COMPANY CAUSED THE LAND DESCRIBED ON THIS PLAT TO BE SURVEYED, DIVIDED, MAPPED, AND DEDICATED AS REPRESENTED ON THIS PLAT.

MLS FUTURES GROUP, LLC, A WISCONSIN LIMITED LIABILITY COMPANY, DOES FURTHER CERTIFY THAT THIS PLAT IS REQUIRED BY S.236.10 OR S. 236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION:

DEPARTMENT OF ADMINISTRATION  
TOWN OF VANDENBROEK  
VILLAGE OF LITTLE CHUTE  
OUTAGAMIE COUNTY

IN WITNESS WHEREOF, THE SAID MLS FUTURES GROUP, LLC, A WISCONSIN LIMITED LIABILITY COMPANY HAS CAUSED THESE PRESENTS TO BE SIGNED BY KEITH M. GONNERING, ITS PRESIDENT AND COUNTERSIGNED BY CINDY A. GONNERING, ITS SECRETARY, AT LITTLE CHUTE, WISCONSIN, AND ITS COMPANY SEAL TO BE HEREUNTO AFFIXED ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

IN THE PRESENCE OF:

MLS FUTURES GROUP, LLC, A WISCONSIN LIMITED LIABILITY COMPANY

SIGNED: KEITH M. GONNERING, PRESIDENT DATED

COUNTERSIGNED: CINDY A. GONNERING, SECRETARY DATED:

STATE OF WISCONSIN  
\_\_\_\_\_  
OUTAGAMIE COUNTY)

PERSONALLY CAME BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, PRESIDENT, AND SECRETARY OF THE ABOVE NAMED WISCONSIN LIMITED LIABILITY COMPANY, TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT, AND TO ME KNOWN TO BE SUCH PRESIDENT AND SECRETARY OF SAID COMPANY, AND ACKNOWLEDGED THAT THEY EXECUTED THE FOREGOING INSTRUMENT AS SUCH OFFICERS AS THE DEED OF SAID CORPORATION, BY ITS AUTHORITY.

NOTARY PUBLIC,  
OUTAGAMIE COUNTY, WI.  
MY COMMISSION EXPIRES: \_\_\_\_\_

#### TOWN BOARD APPROVAL CERTIFICATE:

RESOLVED, THAT THE PLAT OF "MARIA ESTATES" IN THE TOWN OF VANDENBROEK, OUTAGAMIE COUNTY, IS HEREBY APPROVED BY THE TOWN BOARD OF THE TOWN OF VANDENBROEK.

APPROVED: JASON WEGAND, CHAIRPERSON, DATED

SIGNED: JASON WEGAND, CHAIRPERSON, DATED

I HEREBY CERTIFY THAT THE FOREGOING IS A COPY OF A RESOLUTION ADOPTED BY THE TOWN BOARD OF THE TOWN OF VANDENBROEK.

CORY SWEDBERG, TOWN CLERK, DATED

#### CERTIFICATE OF TOWN TREASURER:

STATE OF WISCONSIN  
\_\_\_\_\_  
OUTAGAMIE COUNTY)

I, TAMARA MATTIOLI, BEING THE DULY ELECTED QUALIFIED AND ACTING TOWN TREASURER OF THE TOWN OF VANDENBROEK, DO HEREBY CERTIFY THAT IN ACCORDANCE WITH THE RECORDS IN MY OFFICE, THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS AS OF \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ ON ANY OF THE LAND INCLUDED IN THE PLAT OF "MARIA ESTATES".

TAMARA MATTIOLI, TOWN TREASURER, DATED

#### CERTIFICATE OF COUNTY TREASURER:

STATE OF WISCONSIN  
\_\_\_\_\_  
OUTAGAMIE COUNTY)

I, TRENTEN WOELFEL, BEING THE DULY ELECTED QUALIFIED AND ACTING TREASURER OF THE COUNTY OF OUTAGAMIE, DO HEREBY CERTIFY THAT THE RECORDS IN MY OFFICE SHOW NO UNREDEEMED TAX SALES AND NO UNPAID TAXES OR SPECIAL ASSESSMENT AS OF \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ AFFECTING THE LANDS INCLUDED IN THE PLAT OF "MARIA ESTATES".

TRENTEN WOELFEL, COUNTY TREASURER, DATED

#### OUTAGAMIE COUNTY APPROVAL:

I HEREBY CERTIFY THAT THIS PLAT KNOWN AS "MARIA ESTATES" WAS APPROVED BY THE OUTAGAMIE COUNTY AGRICULTURE, EXTENSION EDUCATION, ZONING AND LAND CONSERVATION COMMITTEE ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

OUTAGAMIE COUNTY ZONING ADMINISTRATOR, DATED

#### VILLAGE OF LITTLE CHUTE APPROVAL CERTIFICATE: (EXTRATERRITORIAL)

RESOLVED, THAT THE PLAT OF "MARIA ESTATES" IN THE TOWN OF VANDENBROEK, OUTAGAMIE COUNTY, IS HEREBY APPROVED BY THE VILLAGE BOARD OF THE VILLAGE OF LITTLE CHUTE.

APPROVED: MICHAEL VANDEN BERG, VILLAGE PRESIDENT, DATED

SIGNED: MICHAEL VANDEN BERG, VILLAGE PRESIDENT, DATED

I HEREBY CERTIFY THAT THE FOREGOING IS A COPY OF A RESOLUTION ADOPTED BY THE COMMON COUNCIL OF THE VILLAGE OF LITTLE CHUTE.

LAURIE DECKER, CLERK DATED

RECEIVED FOR RECORDING THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AT \_\_\_\_ M.

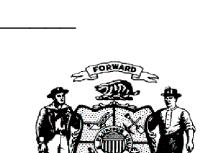
AND FILED IN CABINET \_\_\_\_ OF PLATS IN FILE NUMBER \_\_\_\_.

DOCUMENT NUMBER \_\_\_\_

REGISTER OF DEEDS, OUTAGAMIE COUNTY.

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified \_\_\_\_\_, 20\_\_\_\_



Department of Administration

SHEET 3 OF 3 SHEETS



# "MARIA ESTATES"

BEING ALL OF LOT 2 OF CERTIFIED SURVEY MAP NO. 7818 RECORDED AS DOCUMENT NO. 2174623 AND ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 5829 RECORDED AS DOCUMENT NO. 1803006 AND PART OF THE NORTHWEST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, ALL LOCATED IN THE NORTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, SOUTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, SOUTHWEST 1/4 OF THE FRACTIONAL NORTHWEST 1/4 AND THE NORTHWEST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, SECTION 3, TOWNSHIP 21 NORTH, RANGE 18 EAST, TOWN OF VANDENBROEK, OUTAGAMIE COUNTY, WISCONSIN,

## UTILITY EASEMENT PROVISIONS

AN EASEMENT FOR ELECTRIC, NATURAL GAS, AND COMMUNICATIONS SERVICE IS HEREBY GRANTED TO WISCONSIN ELECTRIC POWER COMPANY AND WISCONSIN GAS, LLC, A WISCONSIN CORPORATION DOING BUSINESS AS WE ENERGIES, GRANTEE, SPURTRUM, GRANTEE, AND

WISCONSIN BELL, INC. D/B/A AT&T WISCONSIN, A WISCONSIN CORPORATION, AND OTHER UTILITY PROVIDERS, GRANTEES. THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, TO CONSTRUCT, INSTALL, OPERATE, REPAIR, MAINTAIN AND REPLACE FROM TIME TO TIME, FACILITIES USED IN CONNECTION WITH OVERHEAD AND UNDERGROUND TRANSMISSION AND DISTRIBUTION OF ELECTRICITY AND ELECTRIC ENERGY, NATURAL GAS, AND COMMUNICATIONS SERVICE WHICH PURPOSES ARE HEREBY ISOLATED AND SEPARATE FROM THE PROPERTY OWNED BY THE UNDERSIGNED, ALONG AND UPON THE PROPERTY OWNED BY THE UNDERSIGNED AS THE UTILITY EASEMENT AREAS; AND THE PROPERTY DESIGNATED ON THE PLAT FOR STREETS AND ALLEYS, WHETHER PUBLIC OR PRIVATE, TOGETHER WITH THE RIGHT TO INSTALL SERVICE CONNECTIONS UPON, ACROSS WITHIN AND BESEATH THE SURFACE OF EACH LOT TO SERVE IMPROVEMENTS, THEREIN, OR ON ADJACENT LOTS; ALSO THE RIGHT TO TRIM OR CUT DOWN TREES, BRUSH AND ROOTS AS MAY BE REASONABLY REQUIRED INCIDENT TO THE RIGHTS HEREIN GIVEN, AND THE RIGHT TO ENTER UPON THE SUBDIVIDED PROPERTY FOR ALL SUCH PURPOSES, THE GRANTEES AGREE TO RESTORE OR CAUSE TO HAVE RESTORED, THE PROPERTY, AS NEARLY AS IS REASONABLY POSSIBLE, TO THE CONDITION EXISTING PRIOR TO SUCH ENTRY BY THE GRANTEES OR THEIR AGENTS, THIS RESTORATION, HOWEVER, DOES NOT APPLY TO THE INITIAL INSTALLATION OF SAID UNDERGROUND AND/OR ABOVE GROUND ELECTRIC FACILITIES, NATURAL GAS FACILITIES, OR TELEPHONE AND CABLE TV FACILITIES OR TO ANY TREES, BRUSH OR ROOTS WHICH MAY BE REMOVED AT ANY TIME PURSUANT TO THE RIGHTS HEREIN GRANTED. STRUCTURES SHALL NOT BE PLACED OVER GRANTEES FACILITIES OR IN, UPON OR OVER THE PROPERTY WITHIN THE LINES MARKED "UTILITY EASEMENT AREAS" WITHOUT THE PRIOR WRITTEN CONSENT OF GRANTEES. AFTER INSTALLATION OF ANY SUCH FACILITIES, THE GRADE OF THE SUBDIVIDED PROPERTY SHALL NOT BE ALTERED BY MORE THAN FOUR INCHES WITHOUT WRITTEN CONSENT OF GRANTEES.

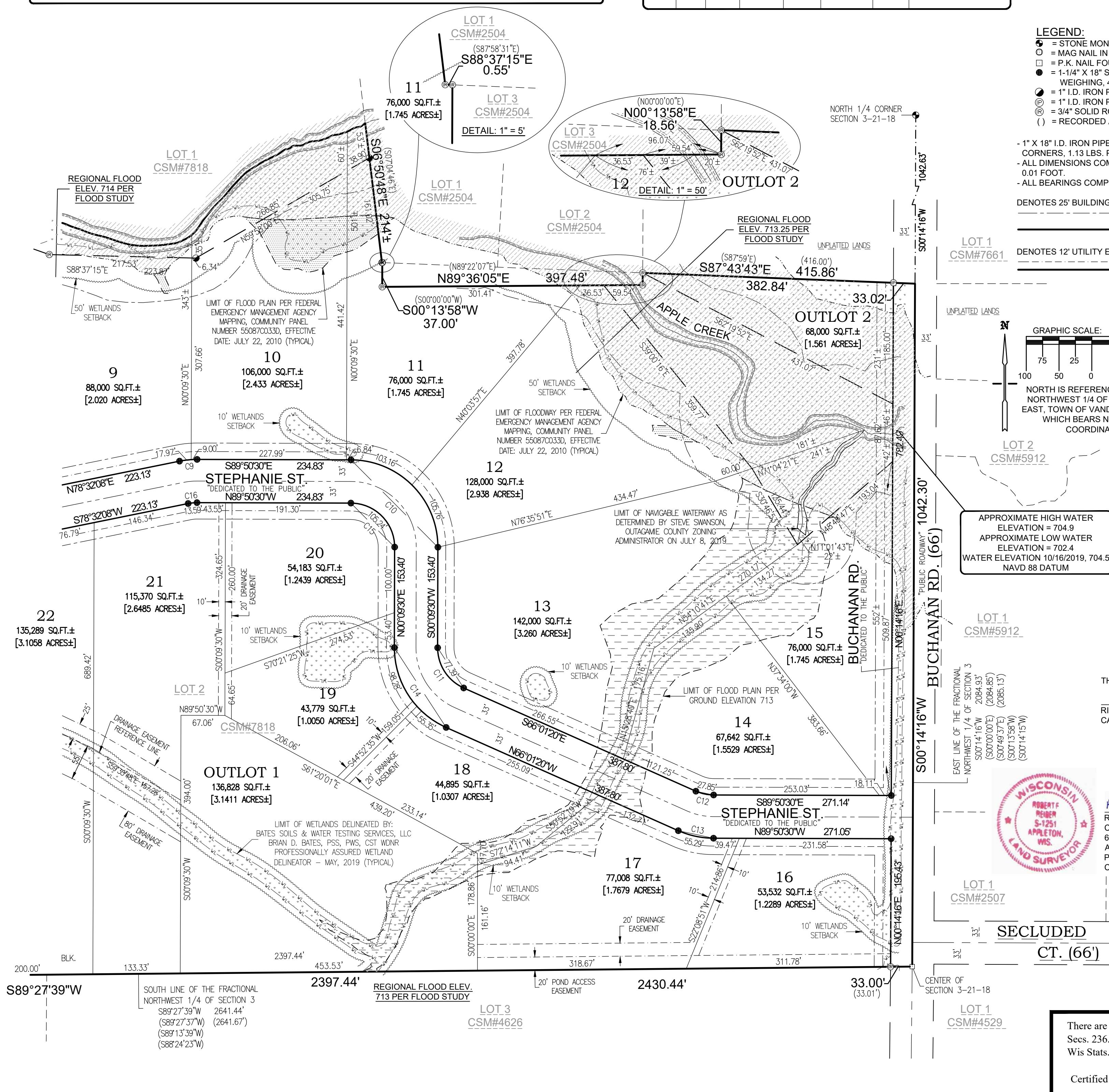
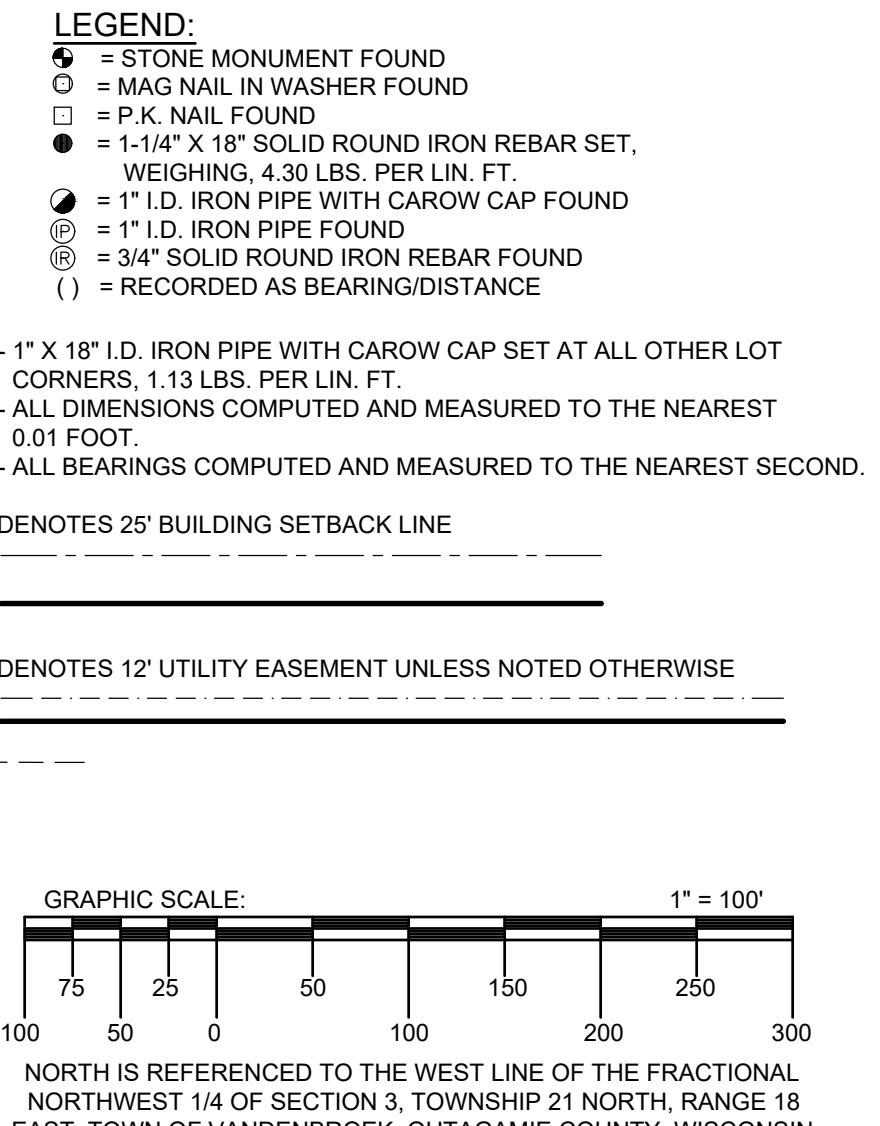
THE GRANT OF EASEMENT SHALL BE BINDING UPON AND INURE TO THE BENEFIT OF THE HEIRS, SUCCESSORS AND ASSIGNS OF ALL PARTIES HERETO.

- NO UTILITY TRANSFORMER OR PEDESTALS ARE TO BE SET WITHIN 2 FEET OF A PROPERTY CORNER MONUMENT.

- NO CONDUCTORS ARE TO BE BURIED WITHIN 1 FOOT OF A LOT LINE CORNER MONUMENT.

**NOTES:**  
1) COUNTY TRUNK HIGHWAY "N" IS A CONTROLLED ACCESS HIGHWAY AS ESTABLISHED BY THE COUNTY BOARD OF OUTAGAMIE COUNTY AS PER JACKET 8320, IMAGE 16 AS DOCUMENT NUMBER 933501  
2) THE ORDINARY HIGH WATER MARK SETBACK IS NOT BASED ON AN OFFICIAL DETERMINATION AND PRIOR TO ANY BUILDING, AN OFFICIAL DETERMINATION OF THE APPROXIMATE ORDINARY HIGH WATER MARK SHOULD BE MADE BY THE OUTAGAMIE COUNTY ZONING DEPARTMENT OR OTHER AUTHORIZED PERSON, ALSO ALL BUILDING SETBACKS AND OTHER LAND USE REQUIREMENTS SHOULD BE VERIFIED BY THE OUTAGAMIE COUNTY ZONING OFFICE PRIOR TO ANY CONSTRUCTION OR OTHER LAND USE ACTIVITY.  
3) ANY LAND BELOW THE ORDINARY HIGH WATER MARK OF A LAKE OR A NAVIGABLE STREAM IS SUBJECT TO THE PUBLIC TRUST IN NAVIGABLE WATERS THAT IS ESTABLISHED UNDER ARTICLE IX, SECTION 1 OF THE STATE CONSTITUTION.  
4) THE LOCATION OF THE APPROXIMATE ORDINARY HIGH WATER MARK SHALL BE THE POINT ON THE BANK OF A NAVIGABLE STREAM OR ON THE SHORE OF A LAKE UP TO WHICH THE PRESENCE AND ACTION OF SURFACE WATER IS SO CONTINUOUS AS TO LEAVE A DISTINCTIVE MARK BY EROSION, DESTRUCTION OF TERRESTRIAL VEGETATION, OR OTHER EASILY RECOGNIZED CHARACTERISTICS.  
5) ANY AGRICULTURAL DRAINPIPE WHICH IS DISTURBED, CUT OR BROKEN AS PART OF THE DEVELOPMENT OF THE PLAT OR EXCAVATION FOR HOME CONSTRUCTION MUST BE REPAIRED AND/OR RELOCATED TO ALLOW FOR THE DRAINPIPE TO CONTINUE TO DRAIN AS ORIGINALLY DESIGNED. THE COST OF REPAIR AND/OR REPLACEMENT OF THE DRAINPIPE MUST BE BORN BY THE PARTY DAMAGING THE DRAINPIPE.  
6) FUTURE DEVELOPMENT OF OUTLOT 3 SHALL NOT INCLUDE, AS A PRINCIPAL USE, SINGLE-FAMILY DETACHED DWELLING AND/OR MOBILE HOMES UNRELATED TO ANY FARM OPERATION, UNTIL SUCH TIME OUTLOT 3 IS REZONED TO A RESIDENTIAL DISTRICT OR AS OTHERWISE APPROVED BY OUTAGAMIE COUNTY DEPARTMENT OF DEVELOPMENT AND LAND SERVICES.  
7) OUTLOT 1 DESIGNED TO FUNCTION AS STORM WATER FEATURE AND BE OWNED BY THE OWNERS OF LOTS 1-29 WITHIN THE PLAT, EACH LOT WILL EACH HAVE AN 1/120 SHARE.  
8) LOTS 3-15, MAY REQUIRE A SHORELAND CONDITIONAL USE ZONING PERMIT FROM THE OUTAGAMIE COUNTY PLANNING OFFICE DUE TO BEING WITHIN 300 FEET OF A NAVIGABLE STREAM.  
9) LOTS 21-25 WILL REQUIRE PERMITS TO CROSS THE WETLANDS WITH A DRIVEWAY.

CURVE TABLE:						
CURVE	LOT	RADIUS	CENTRAL ANGLE	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1		133.00	14°28'36"	33.61	N07°23'48"E	33.52
C2	2	60.00	264°15'38"	276.73	S33°14'05"E	88.99
3	60.00	66°50'04"	70.00	N88°39'15"E	66.10	
4	60.00	91°20'44"	95.66	S12°15'02"E	85.84	
5	60.00	65°26'24"	68.56	S66°09'32"W	64.89	
C6	67.00	14°28'36"	16.93	S07°23'48"W	16.88	
C7	67.00	20°57'28"	46.30	S77°54'46"E	46.20	
C8	67.00	11°37'22"	62.55	S77°54'41"E	61.97	
C9	9	67.00	08°17'14"	28.56	S88°01'21"E	28.34
10	133.00	11°37'22"	9.01	S88°13'58"E	9.01	
C10	11	133.00	90°00'00"	208.92	S44°50'30"E	188.09
12	133.00	44°26'26"	103.16	S67°37'17"E	100.59	
C11	67.00	66°50'04"	77.00	S29°00'00"E	73.16	
C12	67.00	23°49'10"	27.85	S66°09'32"W	27.65	
C13	133.00	23°49'10"	55.29	S77°54'59"W	54.90	
C14	133.00	66°10'05"	153.63	N32°55'59"W	145.23	
18	133.00	23°50'36"	55.35	N54°06'02"W	54.95	
19	133.00	42°20'14"	98.28	N21°00'37"W	96.06	
C15	67.00	90°00'00"	105.24	N44°50'30"W	94.75	
C16	67.00	11°37'22"	13.59	S88°50'30"E	100.93	
C17	133.00	23°28'54"	54.51	S88°32'08"W	26.93	
C18	24	133.00	02°37'40"	6.10	N78°06'03"W	54.13
25	133.00	20°51'14"	48.11	N88°50'30"W	61.10	
C19	133.00	24°23'56"	56.69	N54°06'59"W	56.26	
C20	67.00	26°56'42"	31.51	N88°24'41"W	31.22	
C21	67.00	20°57'28"	24.51	N79°21'46"W	24.37	



THIS INSTRUMENT DRAFTED BY:

RICHARD D. DENIS  
CAROW LAND SURVEYING CO., INC.

  
ROBERT F. REIDER, RLS-1251 DATED  
CAROW LAND SURVEYING CO., INC.  
615 N. LYNNDALE DRIVE, P.O. BOX 1297  
APPLETON, WISCONSIN 54912-1297  
PHONE: (920)731-4168  
C1005.12-19FP DATED 3-27-2020

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified \_\_\_\_\_, 20\_\_\_\_



Department of Administration

**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO. 17, SERIES OF 2020**

**A RESOLUTION APPROVING A CSM TO COMBINED 7 LOTS FOR GERALD  
G. VAN DYN HOVEN**

**WHEREAS**, Gerald G. Van Dyn Hoven (Dutch Boyz of Little Chute LLC) as owner of Parcels #260063000, #260063100, #260063200, #260063500, #260063600, #260063700, and #260063800 have presented a Certified Survey Map to the Village of Little Chute Board of Trustees as prepared by Thomas M. Kromm, a registered land surveyor; and

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

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

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

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

Date introduced, approved and adopted: May 20, 2020

**VILLAGE OF LITTLE CHUTE:**

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

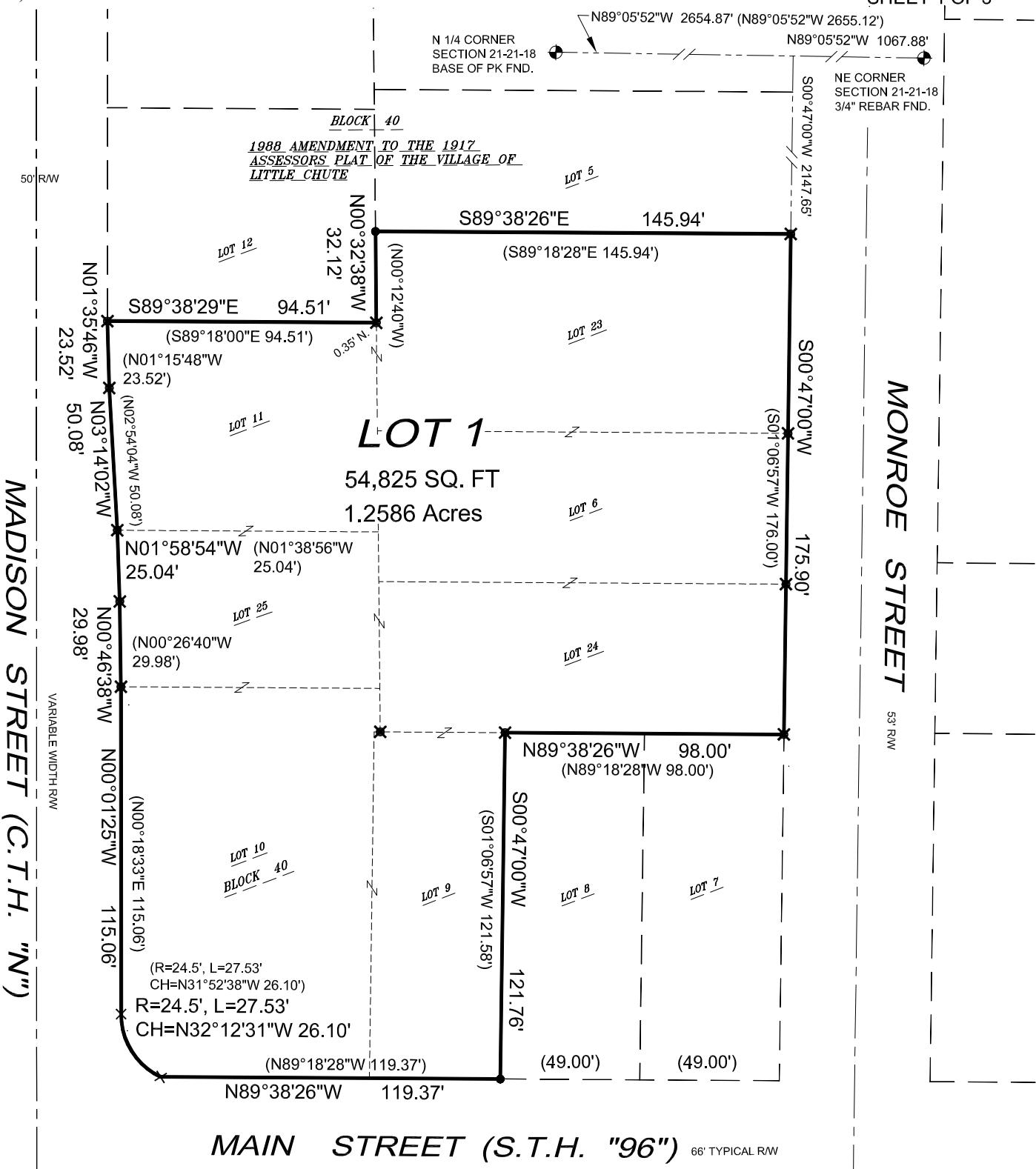
Attest:

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

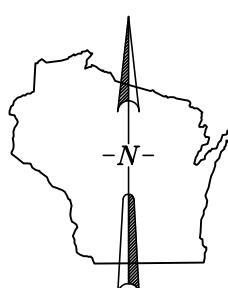
## **CERTIFIED SURVEY MAP NO.**

ALL OF LOTS NINE (9), TEN (10), TWENTY-FOUR (24), TWENTY-FIVE (25),  
SIX (6), ELEVEN (11) AND TWENTY-THREE (23), IN BLOCK FORTY (40),  
1988 AMENDMENT TO THE 1917 ASSESSORS PLAT OF THE VILLAGE OF  
LITTLE CHUTE, LOCATED IN THE SOUTHEAST QUARTER (SE 1/4) OF THE  
NORTHEAST QUARTER (NE 1/4) OF SECTION TWENTY-ONE (21), TOWNSHIP  
21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE  
COUNTY, WISCONSIN.

SHEET 1 OF 3



NOTE: ALL EXISTING STRUCTURES LOCATED  
WITHIN THE EXTERIOR BOUNDARY OF THIS  
CERTIFIED SURVEY MAP ARE TO BE RAZED.



A diagram of a bridge structure. The total length is labeled '100''. In the center, there is a gap labeled '50''. This gap is divided into two equal sections of 25' each. Each 25' section has a 12.5' approach ramp on either side, indicated by dashed lines. The ramps are labeled '0' at the start and '50'' at the end.

ALL BEARINGS ARE REFERENCED THE  
WISCONSIN COUNTY COORDINATE SYSTEM,  
OUTAGAMIE COUNTY: THE NORTH LINE OF  
THE NE 1/4 OF SECTION 21-21-18, RECORDED  
AS N89°05'52" W  
Kls-EP/DutchBoyz\_0415\_2020

## **KROMM LAND SURVEYING LLC.**

200 PROSPECTOR COURT  
KAUKAUNA, WI 54130  
920-996-9649  
Kromm2062@gmail.com

L-3220

**LEGEND**

- = 1" x 24" O.D. Iron Pipe Set Weighing 1.13 lbs./ft. Set
- × = Chisel Mark Set
- = Railroad Spike Set
- ⊕ = Chisel Mark Found
- ☒ = 3/4" Iron Rebar Found
- ▲ = 1.3" O.D. Iron Pipe Found
- ☒ = PK Nail Found
- ( ) = Measurements of Record
- ⊕ = Government Corner

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

All of Lots Nine (9), Ten (10), Twenty-Four (24), Twenty-five (25), Six (6), Eleven (11) and Twenty-Three (23), in Block Forty (40), 1988 AMENDMENT TO THE 1917 ASSESSORS PLAT OF THE VILLAGE OF LITTLE CHUTE, located in the Southeast Quarter (SE ¼) of the Northeast Quarter (NE ¼) of Section Twenty-One (21), Township Twenty-One (21) North, Range Eighteen (18) East, Village of Little Chute, Outagamie County, Wisconsin.

SHEET 2 OF 3

## SURVEYOR'S CERTIFICATE:

I, Thomas M. Kromm, Wisconsin Professional Land Surveyor, certify that I have surveyed, divided and mapped under the direction of Nikki Lemens, All of Lots Nine (9), Ten (10), Twenty-Four (24), Twenty-five (25), Six (6), Eleven (11) and Twenty-Three (23), in Block Forty (40), 1988 AMENDMENT TO THE 1917 ASSESSORS PLAT OF THE VILLAGE OF LITTLE CHUTE, located in the Southeast Quarter (SE ¼) of the Northeast Quarter (NE ¼) of Section Twenty-One (21), Township Twenty-One (21) North, Range Eighteen (18) East, Village of Little Chute, Outagamie County, Wisconsin, containing 54,825 Square Feet (1.2586 Acres) of land. Said lands subject to all easements and restrictions of record.

That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the subdivision ordinance of the Village of Little Chute in surveying, dividing and mapping the same. That this map is a correct representation of the exterior boundary lines of the land surveyed.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Wisconsin Professional Land Surveyor: Thomas M. Kromm

## NOTES:

This Certified Survey Map is all of tax parcel 26-0-0630-00, 26-0-0631-00, 26-0-0632-00, 26-0-0635-00, 26-0-0636-00, 26-0-0637-00 and 26-0-0638-00.

The property owner of record is Gerald G. Van Dyn Hoven.

This Certified Survey Map is contained within the property described in the following recorded instruments: Doc. No. 1796036, 1926011, 1847991 and 1925575.

All building setbacks and other land use requirements should be verified by the Village of Little Chute prior to any construction or other land use activity. There may be easements of record which affect the lands described on this Certified Survey Map but are not shown hereon. This Certified Survey Map does not constitute a warranty as to the existence or non-existence of any easements or agreements, which may affect said lands. A complete and accurate title report or abstract of the described property would reveal any easements or agreements of record.

## TREASURER'S CERTIFICATE:

I, being the duly elected, qualified and acting treasurer, do hereby certify that there are no unpaid taxes or unpaid special assessments on of the lands included in this Certified Survey Map as of:

Village Finance Director

Date

County Treasurer

Date

## VILLAGE BOARD APPROVAL:

Approved by the Village of Little Chute on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Village President

Village Clerk

## **CERTIFIED SURVEY MAP NO.**

All of Lots Nine (9), Ten (10), Twenty-Four (24), Twenty-five (25), Six (6), Eleven (11) and Twenty-Three (23), in Block Forty (40), 1988 AMENDMENT TO THE 1917 ASSESSORS PLAT OF THE VILLAGE OF LITTLE CHUTE, located in the Southeast Quarter (SE  $\frac{1}{4}$ ) of the Northeast Quarter (NE  $\frac{1}{4}$ ) of Section Twenty-One (21), Township Twenty-One (21) North, Range Eighteen (18) East, Village of Little Chute, Outagamie County, Wisconsin.

**OWNER'S CERTIFICATE:**

SHEET 3 OF 3

Gerald G. Van Dyn Hoven, as Owner(s), I/We hereby certify the I/We caused the land described on this Certified Survey Map to be surveyed, divided and mapped all as shown and represented on this Certified Survey Map. I/We certify that this Certified Survey Map is required by s.236.10 or 236.12 of the Wisconsin Statutes to be submitted to the following for approval.

## **Village of Little Chute**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020

---

Gerald G. Van Dyn Hoven

Personally came before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2020, the above named person(s) to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

## Notary

My commission expires \_\_\_\_\_

**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO. 18, SERIES OF 2020**

**A RESOLUTION TO APPROVE A CSM COMBINING LOT 10 AND PART OF  
LOT 13 OF THE 1985 AMENDMENT TO ASSESSORS PLAT BLOCK 26**

**WHEREAS**, ST John Nepomucene Parish as owner of: Parcels #260044400, and #260044200 have presented a Certified Survey Map to the Village of Little Chute Board of Trustees as prepared by David M. Schmalz, a registered land surveyor; and

**WHEREAS**, the Village of Little Chute and St John Nepomucene Parish have an agreement to swap land as described in Resolution No. 44 Series of 2012; and

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

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

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

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

Date introduced, approved and adopted: May 20, 2020

**VILLAGE OF LITTLE CHUTE:**

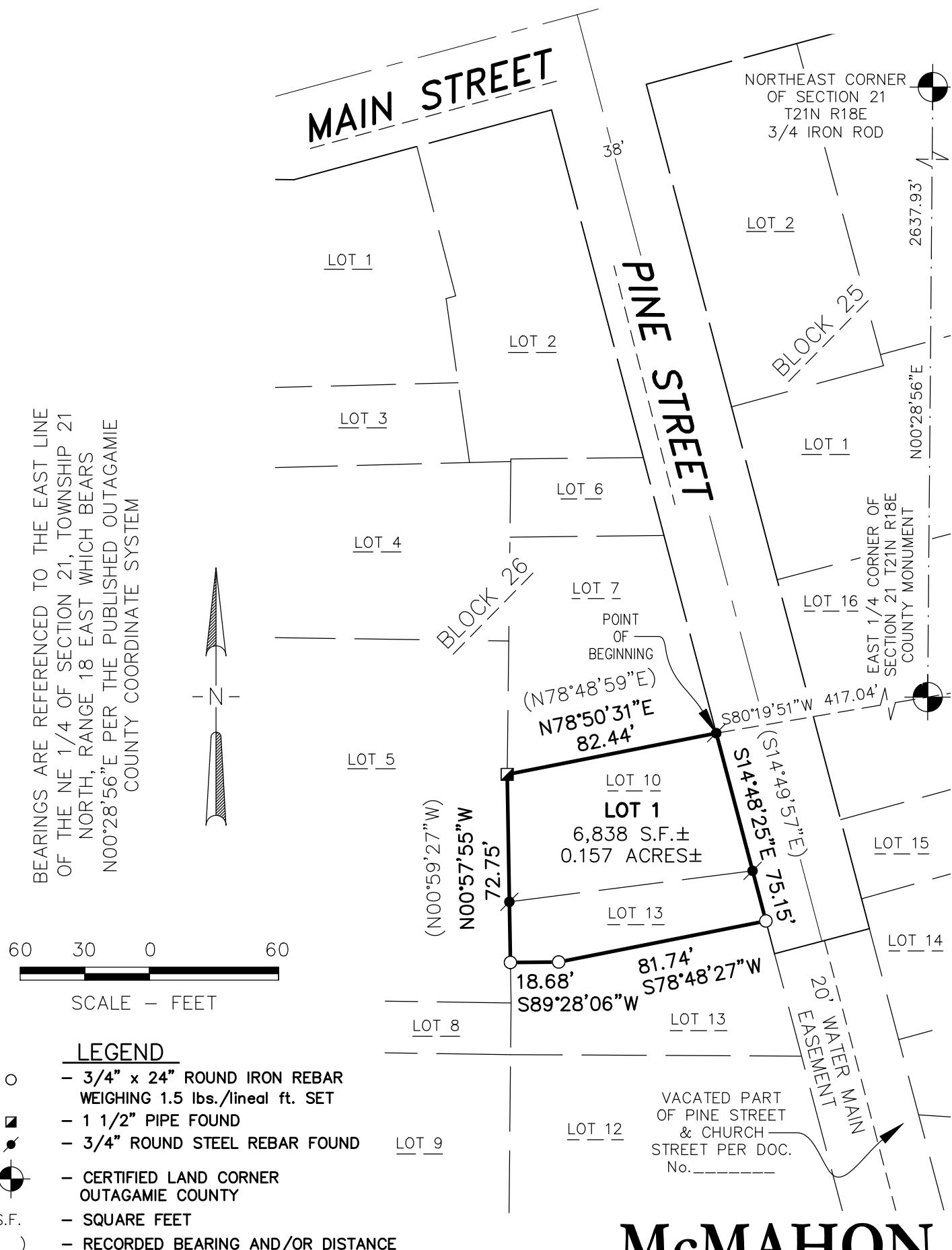
By:

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

Attest:

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

ALL OF LOT 10 AND PART OF LOT 13 BLOCK 26 1985  
 AMENDMENT TO 1917 ASSESSORS PLAT OF THE VILLAGE  
 OF LITTLE CHUTE, LOCATED IN GOVERNMENT LOT 1 SECTION  
 21, TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF  
 LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.



**McMAHON**  
 ENGINEERS / ARCHITECTS

McMAHON ASSOCIATES, INC.  
 1445 McMAHON DRIVE NEENAH, WI 54956  
 Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025  
 PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

SHEET 2 OF 3

ALL OF LOT 10 AND PART OF LOT 13 BLOCK 26 1985 AMENDMENT TO 1917 ASSESSORS  
PLAT OF THE VILLAGE OF LITTLE CHUTE, LOCATED IN GOVERNMENT LOT 1 SECTION 21,  
TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY,  
WISCONSIN.

## SURVEYOR'S CERTIFICATE

I, David M. Schmalz, Wisconsin Professional Land Surveyor S-1284, certify that I have surveyed, divided and mapped all of Lot 10 and part of Lot 13 of Block 26 1985 Amendment to 1917 Assessors Plat of the Village of Little Chute, Located in Government Lot 1, Section 21, Township 21 North, Range 18 East, Village of Little Chute Outagamie County, Wisconsin containing 6,838 square feet, more or less (0.157 acres) of land described as follows:

Commencing at the East  $\frac{1}{4}$  corner of said Section 21; Thence S80°19'51"W, 417.04 feet to the Northeast corner of Lot 10 and the Point of Beginning; Thence S14°48'25"E, 75.15 feet along the East line of Lot's 10 and 13; Thence S78°48'27"W, 81.74 feet; Thence S89°28'06"W, 18.68 feet to the West line of Lot 13; Thence N00°57'55"W, 72.75 feet along said West line of Lot's 13 and 10 to the Northwest corner of Lot 10; Thence N78°50'31"E, 82.44 feet along said North line to the Point of Beginning.

That I have made this survey by the direction of Owners of said Land.

I further certify that this map is a correct representation of the exterior boundary lines of the land surveyed and the division of that land, and that I have complied with section 236.34 of the Wisconsin Statutes and Village of Little Chute Subdivision Ordinance in surveying, dividing and mapping the same.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

David M. Schmalz, Professional WI Land Surveyor S-1284

## NOTES

- THIS CSM IS ALL OF TAX PARCEL No. 260044400 & PART OF 260044200.
- THE PROPERTY OWNER OF RECORD IS ST. JOHN NEPOMUCENE CONGREGATION AND ST. JOHN NEPOMUCENE PARISH.
- THIS PROPERTY IS CONTAINED WHOLLY WITHIN LANDS DESCRIBED IN DOCUMENT No. 1738280 and DOCUMENT No.1126059 (Jacket 15825 Image 27).

CERTIFICATE OF TREASURERS

I, being the duly elected, qualified and acting Treasurer, do hereby certify that the records in my office show no unredeemed taxes and no un-paid taxes or special assessments on any of the lands included in this Certified Survey Map as of:

Village Finance Director  
Lisa Remiker-Dewall

Page 4

County Treasurer  
Trenten Woelfel

Page 1

**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

SHEET 3 OF 3

ALL OF LOT 10 AND PART OF LOT 13 BLOCK 26 1985 AMENDMENT TO 1917 ASSESSORS  
PLAT OF THE VILLAGE OF LITTLE CHUTE, LOCATED IN GOVERNMENT LOT 1 SECTION 21,  
TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY,  
WISCONSIN.

## OWNER'S CERTIFICATE

ST. JOHN NEPOMUCENE CONGREGATION AND PARISH, As Owner(s), I/We hereby certify that we caused the land described on this map to be surveyed, divided, and mapped as represented on this Certified Survey Map. We also certify that this Certified Survey Map is required be s. 236.10 or 236.12 of the Wisconsin Statutes to be submitted to the following for approval.

## Village of Little Chute

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

-----  
Signature

Print Name & Title

-----  
Signature

Print Name & Title

State of Wisconsin)  
\_\_\_\_\_  
County)

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

---

## Notary Public

County, \_\_\_\_\_

My commission expires \_\_\_\_\_

## VILLAGE BOARD APPROVAL

Approved by the Village of Little Chute, Outagamie County, Wisconsin, by the Village Board  
on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Michael R. Vanden Berg  
Village President

Laurie Decker  
Village Clerk