



# AGENDA

## LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall  
DATE: Wednesday, October 14, 2020  
TIME: 6:00 p.m.

**Virtually attend the October 14th Committee of the Whole meeting at 6 PM by following the link here:**

- <https://www.gotomeet.me/JamesFenlon/1014-committee-of-the-whole-meeting>
- Call-in Information: + 1 (224) 501-3412 Access Code: 350-015-661
- For further details please refer to additional information immediately following agenda.

### REGULAR ORDER OF BUSINESS

- Invocation
- Roll call of Trustees
- Roll call of Officers and Department Heads
- Public Appearance for Items Not on the Agenda
- Minutes of Regular Board Meeting of October 7, 2020
- Presentation—Emergency Response
- Presentation—Fire Study
- Discussion—Public Safety Budgets – 2021
- Action—Ebben Storm Sewer Bids
- Discussion/Action—CARES ACT Funding
- Discussion—COVID 19 Updates
- Call for Unfinished Business
- Items for Future Agenda
- 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: October 9, 2020



### **Information for the Committee of the Whole Meeting – October 14<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 October 14<sup>th</sup> Committee of the Whole Meeting at 6:00 PM by following the link here: <https://www.gotomeet.me/JamesFenlon/1014-committee-of-the-whole-meeting>
2. Call-in Information: **[+1 \(224\) 501-3412](tel:+12245013412)** **Access Code: 350-015-661**
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 have the option to attend virtually. We urge residents to participate in our meetings by utilizing the virtual options above.
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 OCTOBER 7, 2020**

Call to Order: President Vanden Berg called the Regular Board Meeting to Order at 4:00 p.m.

### **Roll call of Trustees**

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

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

PRESENT: James Fenlon, Village Administrator  
Dave Kittel, Community Development Director  
Chris Murawski, Village Engineer  
Kent Taylor, Director of Public Works  
Lisa Remiker-DeWall, Finance Director  
Adam Breest, Director of Parks, Recreation and Forestry  
Steve Thiry, Library Director  
Laurie Decker, Village Clerk

EXCUSED: Dan Meister, Fox Valley Metro Police Chief  
Tyler Claringbole, Village Attorney

### **Public Appearance for Items Not on the Agenda**

None

### **Presentation—2021 Budget Overview**

Administrator Fenlon went over the power point slides that were included in the agenda for the first Budget Workshop for 2021 – General Fund, Utility and Fox Valley Metro. Administrator Fenlon also went over the employees that are responsible for the individual department budgets with formal budget adoption and public hearing set for Wednesday, November 11<sup>th</sup>.

Administrator Fenlon went over the goals and budget information for the Village Board and Administration. Engineer Murawski went over the goals and budget for Engineering and advised the board the department personnel responsibilities.

Director Remiker-DeWall gave an overview of the goals and budget for the Finance Department.

Village Clerk Decker updated the board on accomplishments and advised the budget will be lower due to only two elections in 2021.

Director Kittel went over the Community Development goals and the budget and also advised that fees are being updated to stay consistent. He also advised the Board of the inspections and permits.

Administrator Fenlon and Director Remiker-DeWall went over the Village Hall goals, costs and the budget for the Municipal court, Fire Department and Fox Valley Metro.

Director Taylor gave an overview for Public Works budget and Sanitation

Director Breest went over various items for Parks, recreation and forestry

Director Thiry went over the budget and goals for the Library

Administrator Fenlon went over the Capital Projects Funds including the Equipment Revolving Fund, Facility & Technology.

## **Consent Agenda**

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

1. Minutes of the Regular Board of September 23, 2020
2. Disbursement List
3. Outdoor Alcohol Permit for Down the Hill
4. Ever Lasting Hall Class "B" Liquor License
5. Adopt Resolution No. 38, Series 2020 Authorizing DNR Grant for Forestry

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

Ayes 7, Nays 0 – Motion Carried

## **Public Hearing—1851 E. Elm Drive Condo**

*Moved by Trustee Smith, seconded by Trustee Peerenboom to enter into Public Hearing*

Ayes 7, Nays 0 – Motion Carried

Director Kittel went over the plat for the proposed condominium at 1851 E. Elm Drive and advised the Village Board that this has been recommended by the Plan Commission.

*Moved by Trustee Smith, seconded by Trustee L. Van Lankvelt to exit Public Hearing*

Ayes 7, Nays 0 – Motion Carried

## **Action—Adopt Resolution No. 39, Series 2020 Approving the Condominium Plat at 1851 E. Elm Drive**

*Moved by Trustee L. Van Lankvelt, seconded by Trustee B. Van Lankveldt to Adopt Resolution No. 39, Series 2020 Approving the Condominium Plat at 1851 E. Elm Drive*

Ayes 7, Nays 0 – Motion Carried

## **Discussion/Action—Van Lieshout Recreation Center**

Director Breest went over some temporary modifications for allowing limited rentals at Van Lieshout. A maximum of 24 people would be allowed, and masks would be required. Trustee Peerenboom asked how the rules would be enforced, Director Breest advised if it would be required they would have to work something out.

*Moved by L. Van Lankvelt, seconded by Trustee Smith to allow temporary modifications as presented.*

Ayes 5, Nays 2 (Van Deurzen, Peerenboom) – Motion Carried

## **Discussion—Covid-19 Updates**

Administrator Fenlon advised the Village Board that the Kiwanis Christmas Parade is requesting to have the parade and are aware of the modifications needed to be safe. Trustee B. Van Lankveldt asked about blocking off the sidewalks on Main Street to maintain social distancing. Administrator Fenlon advised that businesses would have to be informed and still maintain access to their businesses and it would be impossible to enforce social distancing. Trustee Smith suggested just putting up signs and strongly advise people to keep social distancing.

*Moved by Trustee Peerenboom, seconded by Trustee Smith to Approve the Kiwanis Christmas Parade with the modifications set up by the Village.*

Ayes 7, Nays 0 – Motion Carried

## **Discussion/Action—Trick or Treating**

*Moved by Trustee Smith, seconded by Trustee Van Deurzen to Approve Trick or Treating hours for October 31, 2020 from 5 p.m. to 8 p.m.*

Ayes 7, Nays 0 – Motion Carried

## **Department and Officers Progress Reports**

Departments and Officers provided progress reports to the Board

**Discussion—2021 Budget**

Administrator Fenlon updated the Board on the Tax Incremental Districts 4, 5, 6, 7 and 8.

Director Breest went over the Park Improvement Fund and advised that there are not any new projects for 2021, it is just finishing what is started.

Administrator Fenlon and Director Remiker De-Wall went over the Construction Fund Budget

Director Taylor and Director Remiker-DeWall went over the Sewer, Water and Stormwater Utility

**Call for Unfinished Business**

None

**Items for Future Agenda**

None

**Adjournment**

*Moved by Trustee Van Deurzen, seconded by Trustee Smith to Adjourn the Regular Board Meeting at 7:35 p.m.*

Ayes 7, Nays 0 – Motion Carried

**VILLAGE OF LITTLE CHUTE**

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

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

								(INCREASE) DECREASE 2020	% CHANGE 2020		
		ACTUAL 2018	ACTUAL 2019	BUDGET 2020	AMENDED BUDGET 2020	YTD 2020	ESTIMATED 2020	BUDGET 2021	BUDGET	BUDGET	
<b>Intergovernmental Aid</b>											
101-33110	FEDERAL GRANT	-	-	-	-	92,421	92,422	-	-	#DIV/0!	FEMA
101-33210	STATE SHARED REVENUE	1,514,135	1,514,274	1,501,044	1,501,044	228,098	1,518,264	1,517,812	16,768	1.12%	
101-33215	STATE EXEMPT COMPUTER AID	28,382	29,069	29,069	29,069	29,069	29,070	29,069	-	0.00%	
101-33216	STATE EXPENDITURE RESTRAINT	-	-	93,120	93,120	93,120	93,120	80,252	(12,868)	-13.82%	
101-33218	STATE AID - PERSONAL PROPERTY	-	39,639	39,959	39,959	39,959	39,959	40,278	319	0.80%	
101-33219	STATE AID-VIDEO SERVICE PROV	-	-	-	-	9,605	9,605	9,700	9,700	#DIV/0!	
101-33220	STATE AID LOCAL STREETS	516,554	594,037	683,143	683,143	512,357	683,143	719,879	36,736	5.38%	
101-33230	STATE AID CONNECTING STREETS	32,167	32,145	32,065	32,065	24,049	32,065	32,204	139	0.43%	
101-33240	STATE FIRE INSURANCE PREMIUM	31,672	38,454	38,000	38,000	40,261	40,262	41,000	3,000	7.89%	
101-33312	LANDFILL FIRE PROTECTION FEES	(2,000)	-	-	-	-	-	-	-	#DIV/0!	
101-33290	OTHER STATE AID	-	-	-	-	36,741	36,742	-	-	#DIV/0!	Cares Act/FEMA
<b>Total Intergovernmental Aid</b>		<b>2,120,911</b>	<b>2,247,619</b>	<b>2,416,400</b>	<b>2,416,400</b>	<b>1,105,680</b>	<b>2,574,652</b>	<b>2,470,194</b>	<b>53,794</b>	<b>2.23%</b>	
<b>Public Charges for Service</b>											
101-34101	PROPERTY INQUIRY FEES	7,771	8,033	7,000	7,000	7,615	9,000	9,000	2,000	28.57%	Rate Increase
101-34102	PLAT REVIEW/CSM FEES	1,907	1,547	1,000	1,000	2,066	2,100	1,000	-	0.00%	
101-34103	PUBLICATION FEES	1,075	1,124	1,000	1,000	675	1,000	1,000	-	0.00%	
101-34105	COPY FEES (TX)	10	-	-	-	-	-	-	-	#DIV/0!	
101-34110	PLAN REVIEW FEES	1,800	1,800	1,500	1,500	2,700	3,000	1,800	300	20.00%	Consistently near \$2K with strong development expected in 2021
101-34290	CROSSING GUARD REIMBURSEMENT	372	15,596	36,378	36,378	32,806	42,707	36,960	582	1.60%	Actual 2020 includes Sept-Dec of 2019
101-34300	FREON STICKERS	1,120	1,100	750	750	1,160	1,200	1,000	250	33.33%	
101-34303	YARD WASTE STICKERS	8,295	7,158	5,000	5,000	5,848	5,900	5,000	-	0.00%	
101-34304	RECYCLING FEES	100	-	-	-	-	-	-	-	#DIV/0!	
101-34305	SNOW REMOVAL	1,700	2,100	1,500	1,500	1,800	1,900	1,900	400	26.67%	
101-34401	PARK FEES (TX)	9,184	9,685	8,500	8,500	6,477	6,100	8,500	-	0.00%	
101-34402	TERRACE TREES (TX)	969	1,508	400	400	625	800	400	-	0.00%	
101-34411	LEAGUE/CLUB FEES	12,770	12,535	12,500	12,500	9,673	9,700	12,500	-	0.00%	
101-34412	REC SPONSOR FEES	5,236	6,121	5,500	5,500	5,373	5,373	5,500	-	0.00%	
101-34413	REC INSTRUCTION/EVENTS	50,842	47,280	46,400	46,400	16,081	19,350	35,460	(10,940)	-23.58%	Budgeted at 75% of 2019 - COVID
101-34420	EVERY KID COUNTS	475	600	400	400	550	550	400	-	0.00%	Expect to carryover donations from 2020 for use in 2021
101-34431	FOOTBALL FEES/ADMISSIONS (TX)	5,261	6,454	6,200	6,200	4,460	4,750	6,200	-	0.00%	
101-34432	YOUTH FOOTBALL BANQUET	2,468	2,564	2,300	2,300	-	-	2,300	-	0.00%	
101-34441	WEED CUTTING (TX)	866	97	500	500	1,585	1,600	500	-	0.00%	Billed actual cost vs. One (1) hour
101-34901	OTHER CHARGES FOR SERVICES	2,212	1,640	500	500	55	75	100	(400)	-80.00%	
101-34990	CASH OVER/(SHORT)	(36)	-	-	-	20	20	-	-	#DIV/0!	
<b>Total Public Charges for Service</b>		<b>114,396</b>	<b>126,941</b>	<b>137,328</b>	<b>137,328</b>	<b>99,569</b>	<b>115,125</b>	<b>129,520</b>	<b>(7,808)</b>	<b>-5.69%</b>	
<b>Fines and Forfeitures</b>											
101-35101	COURT FINES	75,846	99,705	81,000	81,000	49,379	75,000	75,000	(6,000)	-7.41%	Less tickets written during stay at home and expect ability to pay to be impacted
101-35201	PARKING VIOLATIONS	10,555	12,300	10,000	10,000	9,405	10,000	10,000	-	0.00%	
<b>Total Fines and Forfeitures</b>		<b>86,401</b>	<b>112,005</b>	<b>91,000</b>	<b>91,000</b>	<b>58,784</b>	<b>85,000</b>	<b>85,000</b>	<b>(6,000)</b>	<b>-6.59%</b>	

**CATEGORY**  
**DEPARTMENT**  
**ACCOUNT ORGANIZATION**

**Public Safety**  
**Crossing Guards**  
**101-52350**

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**MISSION:**

The Crossing Guard Program provides safe, supervised, street crossings for students who walk or bicycle to and from school.

**PERFORMANCE MEASUREMENTS**

	<u>2018</u>	<u>2019</u>	<u>2020</u>	Target <u>2021</u>
Number of intersections covered	13	13/12	12	12
Number of students crossed	NM			

**2021 GOALS**

1. Continue to provide safe, supervised, street crossings for students traveling to and from school.
2. Continue to observe and report activity that is dangerous or threatening to the safety of children at the intersections where and when an adult crossing guard is present.
3. Continue to teach and reinforce traffic safety skills for children and other pedestrians at the intersections where and when an adult crossing guard is present.
4. Provide additional/refresher training for the crossing guards regarding proper and safe methods for helping students and other pedestrians cross intersections.
5. Continue to monitor intersections throughout the village to determine locations and times adult crossing guards need to be placed taking into consideration the safety of students and the efficiency of the crossing guard program.

**SIGNIFICANT PROGRAM/COST CHANGES**

None

**PERSONNEL CHANGES/JUSTIFICATION**

None

**2020 ACHIEVEMENTS**

1. Provided safe, supervised, street crossings for students traveling to and from school.
2. Provided annual training for crossing guards regarding the proper and safe methods of helping students cross intersections.

**CAPITAL OUTLAY**

None



								(INCREASE) DECREASE 2020	% CHANGE 2020
		ACTUAL 2018	ACTUAL 2019	BUDGET 2020	AMENDED BUDGET 2020	YTD 2020	ESTIMATED 2020	BUDGET 2021	BUDGET
<b>Crossing Guards</b>									
101-52350-102	PART-TIME WAGES	51,889	77,686	81,407	81,407	45,625	78,000	81,791	384
101-52350-103	SOCIAL SECURITY	3,970	5,943	6,228	6,228	3,557	5,967	6,257	29
101-52350-113	UNEMPLOYMENT COMPENSATION	83	-	-	-	-	-	-	-
101-52350-204	CONTRACTUAL SERVICES	82	-	500	500	-	100	500	-
101-52350-218	OPERATIONAL SUPPLIES	908	476	1,000	1,000	430	900	1,000	-
<b>Total Crossing Guards</b>		<b>56,932</b>	<b>84,105</b>	<b>89,135</b>	<b>89,135</b>	<b>49,612</b>	<b>84,967</b>	<b>89,548</b>	<b>413</b>

#DIV/0!

0.47%

0.47%

0.00%

0.00%

0.46%

**CATEGORY**  
**DEPARTMENT**  
**ACCOUNT ORGANIZATION**

**Public Safety**  
**Fire Department**  
**55200**

**MISSION:**

The mission of the Little Chute Fire Department (LCFD) is to minimize the loss of life and property from the effects of fire and other emergencies, and to render assistance as required. Inherent in this goal is the desire to protect and enhance the quality of life of our citizens and community by responding quickly, performing with the excellence, serving at every opportunity, and providing public education with special emphasis on programs for children. All emergency and non-emergency services are developed, maintained and provided by highly trained volunteers dedicated to excellence.

**PERFORMANCE MEASUREMENTS**

	<u>2018</u>	<u>2019</u>	<u>2020</u>	Target <u>2021</u>
Fire Department responses	165	202		
Fire Department responses as of 8/31/2020			94	
Inspections by Fire Inspector	790	790		790
Inspections by Fire Inspector as of 8/31/2020			103	

**2021 GOALS**

- Continue to write and apply for grants to upgrade or replace existing equipment to aide in keeping or upgrading it to current NFPA standards
- Continue to implement recommendations from the fire study that was completed in 2020
- Continue efforts to educate and train firefighters and fire officers through our weekly training and also courses provided through FVTC and other sources (conferences, etc.)
- Recruit and train new firefighters to ensure staffing is at the proper level
- Continue fire prevention in-school sessions and open house programs for the public. To be readily available for fire extinguisher training for care facilities and manufacturing facilities
- Increase fire prevention efforts and enhance record keeping with filing with

the National Fire Reporting Service (NFRS) Uniform Fire Code 2006 and the Wisconsin Department of Commerce (WDC) chapter 14

- Continue to upgrade the department according to NFPA uniform fire code 2006, WDC Chapter 14 Fire Prevention and Chapter 30 standards, such as safety and fire scene accountability program also Wisconsin SPS330 codes in regards to fire department safety and health matters.
- Continue inspections of commercial businesses and multi-family residential structures per NFPA requirements.

#### **SIGNIFICANT PROGRAM/COST CHANGES**

- Our current PPE (Personal Protective Equipment=Firefighting coat and bunker pants) is at its 10-year life expectancy, we are planning on replacing it on a 3 year cycle, 15 sets per year @ a cost of \$3,000 each.

#### **PERSONNEL CHANGES/JUSTIFICATION**

- Due to several retirements and future retirements we are seeking to add between 3 to 6 personnel to keep us at proper staffing levels.

#### **2020 ACHIEVEMENTS**

- Added 3 new members to the department, due to Covid19 training was delayed, but will be started in October 2020
- Accepted applications for and additional 3 to 6 members, with the plan to do final voting and acceptance in September of 2020, training for these members will be starting in October 2020.
- Completed a fire study which will be presented to the Village Board in October 2020
- Began work on recommendations from the fire study.
- Multiple members have attended Outagamie County Fire Chiefs Association (OCFCA) meetings (Chief Jansen is currently Secretary/Treasurer of OCFCA) Mutual Aide Box Alarm System (MABAS) meetings, Outagamie County Fire Investigation meetings, and Little Chute Fire Commission meetings, Chief Jansen is also a member of the FVTC Fire Safety Center advisory committee.
- Received a grant from Crystal Print Foundation
- Wrote a grant request from FEMA for equipment to clean and dry PPE equipment

- Due to Covid19 our training schedule was heavily modified, we did hold weekly training events when it was feasibly possible.
- Worked with the local schools and day cares to provide fire safety programs, due to Covid19 this was limited.
- Continued fire inspections as per NFPA requirements, Covid19 effected the amount that were completed.

#### **CAPITAL OUTLAY**

								(INCREASE)	% CHANGE
		AMENDED						DECREASE 2020	2020
		ACTUAL 2018	ACTUAL 2019	BUDGET 2020	BUDGET 2020	YTD 2020	ESTIMATED 2020	BUDGET 2021	BUDGET
									BUDGET
<b>Fire Operations</b>									
101-52200-101	FULL-TIME WAGES	5,935	5,979	6,374	6,374	5,232	6,374	6,435	61 0.96%
101-52200-102	PART-TIME WAGES	17,406	19,110	17,556	17,556	10,520	17,556	17,732	176 1.00%
101-52200-103	SOCIAL SECURITY	3,250	3,609	4,125	4,125	1,838	3,441	3,675	(450) -10.91%
101-52200-104	RETIREMENT	39,305	37,826	41,506	41,506	35,894	37,900	38,426	(3,080) -7.42% Includes Volunteer Firefighter Length of Service Awards Program
101-52200-105	HEALTH INSURANCE	2,566	2,211	2,084	2,084	1,925	2,084	2,171	87 4.17%
101-52200-107	LIFE INSURANCE	8	6	6	6	4	6	6	- 0.00%
101-52200-108	DENTAL INSURANCE	806	805	1,541	1,541	623	807	800	(741) -48.09%
101-52200-109	DISABILITY INSURANCE	22	19	17	17	11	18	18	1 5.88%
101-52200-110	OVERTIME	-	156	-	-	28	50	100	100 #DIV/0!
101-52200-111	FIREFIGHTERS	20,325	23,143	24,000	24,000	9,110	21,000	24,000	- 0.00%
101-52200-112	PER DIEM	5,946	4,050	6,000	6,000	-	-	6,000	- 0.00% Training canceled - virtual due to COVID in 2020
101-52200-201	TRAINING & CONFERENCES	11,813	10,853	11,500	11,500	1,156	5,000	11,500	- 0.00%
101-52200-203	TELEPHONE	3,301	3,011	3,500	3,500	2,272	3,500	3,550	50 1.43%
101-52200-204	CONTRACTUAL SERVICES	4,079	11,856	15,000	26,200	21,075	26,200	15,000	- 0.00%
101-52200-205	EQUIPMENT REPAIR	1,868	1,516	6,500	6,500	1,322	5,000	6,500	- 0.00%
101-52200-206	OFFICE SUPPLIES	1,193	805	800	800	495	650	800	- 0.00%
101-52200-207	PRINTING & REPRODUCTION	687	463	800	800	134	600	800	- 0.00%
101-52200-208	BOOKS,SUBSCRIPTIONS,MEMBERSHIP	4,108	5,606	4,000	4,000	3,840	4,000	4,500	500 12.50%
101-52200-211	FOOD & PROVISIONS	19,934	23,288	25,750	25,750	5,453	20,000	25,750	- 0.00%
101-52200-212	CLOTHING ALLOWANCE	2,260	4,780	5,500	5,500	2,502	3,500	5,500	- 0.00%
101-52200-213	SAFETY EQUIPMENT	17,153	23,716	22,600	22,600	22,464	22,600	68,000	45,400 200.88% 1st of 3 installment of PPE, 15 sets @ \$3000 each, required to be replaced every 10 yrs
101-52200-215	CHEMICALS	1,715	340	1,400	1,400	22	500	1,500	100 7.14%
101-52200-218	OPERATIONAL SUPPLIES	1,948	5,436	2,800	2,800	5,520	5,430	3,500	700 25.00%
101-52200-219	AWARDS & RECOGNITION	6,690	8,081	4,800	4,800	1,979	4,800	5,000	200 4.17%
101-52200-220	INSURANCE	2,493	5,006	-	-	-	-	-	- #DIV/0!
101-52200-221	SMALL EQUIPMENT	17,733	8,320	18,000	18,000	965	12,000	18,000	- 0.00%
101-52200-225	FIRE PREVENTION PROGRAM	4,148	3,420	3,200	3,200	847	3,000	3,200	- 0.00%
101-52200-240	COMPUTER MAINTENANCE	458	4,107	4,800	4,800	-	3,000	4,800	- 0.00%
101-52200-242	BLDG & GRNDS REPAIR/MAINTENANC	-	367	200	200	-	66	-	(200) -100.00%
101-52200-243	CUSTODIAL - CONTRACTUAL	-	-	-	-	197	197	-	- #DIV/0!
101-52200-245	CUSTODIAL - EQUIPMENT	-	75	-	-	-	-	-	- #DIV/0!
101-52200-247	VEHICLE	23,687	30,837	21,000	21,000	24,129	24,130	24,000	3,000 14.29%
101-52200-302	EQUIPMENT REPLACEMENT	17,316	11,386	29,300	29,300	14,744	29,300	29,300	- 0.00%
<b>Total Fire Operations</b>		<b>238,154</b>	<b>260,183</b>	<b>284,659</b>	<b>295,859</b>	<b>174,301</b>	<b>262,709</b>	<b>330,563</b>	<b>45,904 16.13%</b>
<b>Fire Allocated</b>									
101-52250-230	WORKERS COMPENSATION INS	7,949	7,213	9,000	9,000	5,505	7,505	9,700	700 7.78% Increased payroll base, rates and Village had increase in experience modifier
101-52250-231	PROPERTY & LIABILITY INSURANCE	12,955	13,192	14,000	14,000	19,131	19,131	20,061	6,061 43.29% 15%+ market increases in property insurance - League holding to 10%
101-52250-241	CUSTODIAL - JOINT SERVICE	5,576	-	-	-	-	-	-	- #DIV/0!
101-52250-242	CUSTODIAL BLDG REPAIR/MAINT	1,061	124	1,400	1,400	-	1,400	1,400	- 0.00%
101-52250-243	CUSTODIAL - CONTRACTUAL	472	3,062	7,850	7,850	2,270	7,850	7,900	50 0.64%
101-52250-244	CUSTODIAL-OPERATIONS	404	154	1,100	1,100	287	1,100	1,200	100 9.09%
101-52250-245	CUSTODIAL - EQUIPMENT	931	21	3,500	3,500	-	3,500	3,500	- 0.00%
101-52250-248	PUBLIC FIRE PROTECTION	318,270	318,270	318,720	318,720	238,703	318,720	318,720	- 0.00%
101-52250-249	UTILITIES	7,434	8,549	8,500	8,500	5,936	8,500	8,500	- 0.00%
<b>Total Fire Allocated</b>		<b>355,053</b>	<b>350,585</b>	<b>364,070</b>	<b>364,070</b>	<b>271,832</b>	<b>367,706</b>	<b>370,981</b>	<b>6,911 1.90%</b>

**CATEGORY**  
**DEPARTMENT**  
**ACCOUNT ORGANIZATION**

**Special Revenue Fund**  
**Fire Equipment and Donations**  
**202-51960**

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**OBJECTIVES:** This account is used track donations to the Little Chute Fire Department, while also ensuring that those donated funds are available to maintain the large flag pole and statues at Interstate 41 and Moasis Drive. In addition, this fund is supported by annual tax levy to fund major apparatus replacement.

								(INCREASE) DECREASE 2020	% CHANGE 2020
		ACTUAL 2018	ACTUAL 2019	BUDGET 2020	AMENDED BUDGET 2020	YTD 2020	ESTIMATED 2020	BUDGET 2021	BUDGET
<b>FIRE EQUIPMENT DONATION</b>									
<b>Fire Equipment Donation Revenues</b>									
202-31111	GENERAL PROPERTY TAXES	75,000	75,000	80,000	80,000	80,000	80,000	85,000	5,000 6.25%
202-36101	INTEREST ON INVESTMENTS	965	2,211	1,825	1,825	2,633	2,507	1,000	(825) -45.21% Market
202-36104	INTEREST-PASSBOOK	136	383	525	525	210	210	100	(425) -80.95% Market
202-38301	DONATIONS-EQUIPMENT	-	5,500	-	-	500	500	-	- #DIV/0!
<b>Total Fire Equipment Donation Revenues</b>		<b>76,100</b>	<b>83,094</b>	<b>82,350</b>	<b>82,350</b>	<b>83,343</b>	<b>83,217</b>	<b>86,100</b>	<b>3,750 4.55%</b>
<b>Flag Pole Memorial Expenses</b>									
202-51960-221	SMALL EQUIPMENT	200	-	1,600	1,600	-	-	500	(1,100) -68.75%
202-51960-301	NEW EQUIPMENT	4,088	1,706	500	500	1,060	1,500	1,600	1,100 220.00%
202-59000-490	TRANSFER TO CAPITAL PROJECTS	25,000	-	-	-	-	-	-	- #DIV/0!
<b>Total Flag Pole Memorial Expenses</b>		<b>29,288</b>	<b>1,706</b>	<b>2,100</b>	<b>2,100</b>	<b>1,060</b>	<b>1,500</b>	<b>2,100</b>	<b>- 0.00%</b>
<b>FIRE EQUIPMENT DONATION NET REVENUES (EXPENSES)</b>		<b>46,812</b>	<b>81,388</b>	<b>80,250</b>	<b>80,250</b>	<b>82,283</b>	<b>81,717</b>	<b>84,000</b>	<b>3,750</b>
<b>FIRE EQUIPMENT FUND BALANCE (DEFICIT)</b>		<b>184,814</b>	<b>266,203</b>	<b>346,453</b>	<b>346,453</b>	<b>348,486</b>	<b>347,920</b>	<b>431,920</b>	

**MISSION:**

The Fox Valley Metro Police Department provides municipal law enforcement services to both the villages of Little Chute and Kimberly, WI. It is the mission of the Fox Valley Metro Police Department to respond to calls for service, proactively patrol, reduce crime, and enhance safety in the communities we serve. We use the principles of *Professionalism, Compassion and Integrity* to guide us in achieving our daily mission.

How we measure our effectiveness can be done in several ways. Statistics regarding our workload, arrests, citations issued, etc., is one way to compare year-to-year activity. However, this may not always give an accurate picture of what we are really doing. For example, if we issue less citations compared with a previous year, it may mean that we made less traffic stops because we were busier investigating other incidents. This year (2020), I anticipate that activity will be slightly down from the previous year due to major, social isolation from the COVID-19 pandemic. Crime statistics are another measure. These numbers show reported crimes in our communities. Overall, we base our performance measures on public satisfaction, public safety and the absence of crime and disorder.

Calls for service and overall demand for our services have increased consistently each year. Conversely, our patrol response staffing levels have not increased or changed to be able to keep up with the demand. While most violent crime categories have decreased, the type of calls we are responding to and the types of investigations we are required to conduct have become more complex. They require more personnel at the scene, to conduct follow-up, as well as special training and technology.

The average time spent on each call, from dispatch, to travel time to time spent at the scene or somewhere else on the investigation, is 1 hour and 27 minutes.

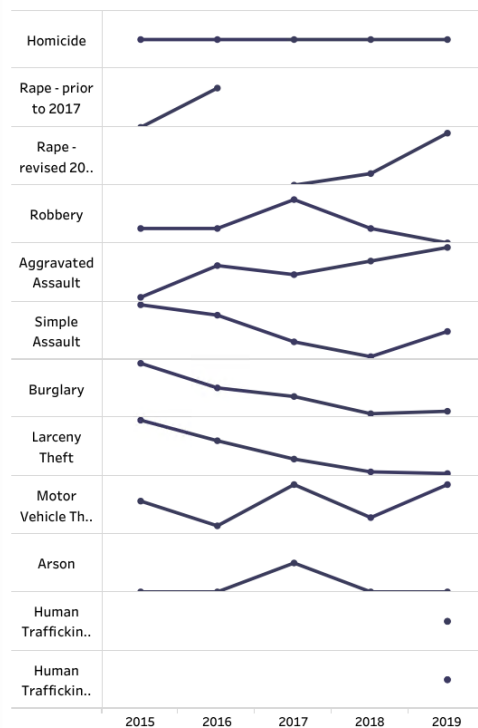


## PERFORMANCE MEASUREMENTS

	2018	2019	To Date 2020	Target 2021
<b>Calls for Service</b>	12,737	13,410	8,819	14,000
<b>UCR - Arrests</b>	552	587	not avail	600
<b>OCJ - Arrests</b>	459	775	420	800
<b>Traffic Citations Issued</b>	1,423	1,353	729	1,400
<b>Non-Traffic Citations Issued</b>	860	694	620	700
<b>Parking Citations Issued</b>	1,221	1,254	449	1,250

## Wisconsin DOJ UCR (Uniform Crime Reporting) for Fox Valley Metro Police

### Offenses Over Time by Agency



Data were last refreshed  
on: 04/29/20



Chosen County/Countries: **Outagamie**

To view data for a specific agency within the selected county, select the agency from the dropdown below:

Fox Valley Metro PD

	2015	2016	2017	2018	2019	2018 -2019 % ..
Homicide	0	0	0	0	0.0	
Rape - prior to 2017	0	2	0	0	0.0	
Rape - revised 2017	0	0	0	2	9.0	350%
Robbery	1	1	3	1	0.0	-100%
Aggravated Assault	5	12	10	13	16.0	23%
Simple Assault	73	66	48	38	55.0	45%
Burglary	44	24	17	3	5.0	67%
Larceny Theft	171	134	101	78	75.0	-4%
Motor Vehicle Theft	5	2	7	3	7.0	133%
Arson	0	0	1	0	0.0	
Human Trafficking - Com..	0	0	0	0	2.0	
Human Trafficking - Invo..	0	0	0	0	0.0	

## **2021 GOALS**

1. Maintain staffing levels proportionate to our operational needs and the needs of the communities we serve. Implement Patrol Sergeant position for increased accountability and efficiency of services.
2. Implement the K-9 Program.
3. Reduce crime in the communities we serve.
4. Reduce traffic crashes by way of targeted enforcement efforts.
5. Strengthen our community relationships through effective communication and community outreach programs.
6. Provide relevant and purposeful training to our staff to enhance their professional skills.
7. Utilize technology to supplement and improve our detection and investigative capabilities.

## **SIGNIFICANT PROGRAM/COST CHANGES**

1. New Patrol Sergeant position – 2, mid-year (\$4,250)
2. Additional CSO hours/position (\$8,000)
3. Backup power generator (\$32,000 – FVMPD portion)
4. New squad car (\$47,800)
5. Axon maintenance and support comprehensive plan (\$10,000)

## **PERSONNEL CHANGES/JUSTIFICATION**

### **Patrol Sargent**

- A lack of adequate and proper supervision for staff is an area that can elevate the risk of liability for the department and the village. Metro does not have supervisory personnel on-duty 24 hours a day. Current supervisors rotate on an assigned *Duty Command*, on-call availability for on-duty staff to call for questions and approvals. However, this is not the same as having a supervisor on-duty to make judgement calls at the time, monitor staff performance and ensure that policies are being followed.
- High profile and major incidents have shown us the benefit of having a patrol supervisor on-duty. We also learned a lot from our officer involved shooting incident about the need for having a supervisor on-duty and at the scene to take control of and manage the incident. Current staffing levels do not allow for 24-hour supervisory coverage.
- A patrol sergeant is an intermediate, front line, supervisor position that also takes calls for service. Sergeants would have the authority and responsibility to supervise their patrol shift, manage major incidents until higher level staff can respond and ensure that policies and rules are being followed by staff.

- We currently have an OIC (Officer-In-Charge) position that leads a patrol shift when there is not a supervisor on-duty. The OIC is typically the senior officer on the shift at that time. The OIC has no formal supervisory training and is not given extra compensation for their additional responsibilities and duties. Their lack of formal training and authority could be problematic in handling major incidents. A patrol sergeant would replace the OIC. Since the afternoon and evening shifts typically have the most amount of the least senior officers assigned to them, we feel that adding a patrol sergeant to each of these shifts would be the most effective way to utilize the position. We would plan to implement the program mid-year so that we can adequately prepare to implement this program.

### **Community Service Officer**

- The Community Service Officer (CSO) program was created and approved in the 2020 budget. Two CSOs started with the department in April. They work part-time – about 20 hours a week. The CSOs handle lower priority, basic calls and tasks that the patrol officers would normally handle. This allows the patrol officers to focus more on higher priority calls and proactively patrol our communities to deter criminal activity.
- By nature of this program, our CSOs are students who are currently enrolled in post-high school education in an effort to get into a law enforcement career. The COVID pandemic forced schools to go to online learning format. This allowed our current CSOs the flexibility to work more hours. We anticipate schools will open up more – going back to the traditional brick-and-mortar learning environment. This may reduce our current CSOs' availability to work. Adding hours/wages to the program would allow us to hire another position and maintain the programs overall scheduling availability.
- This proposal would add roughly 620 hours to the program for 2021. They would equate to roughly three (3) additional, 4-hour CSO shifts per week.

### **2020 ACHIEVEMENTS**

1. Maintained a high level of service to the villages during the COVID pandemic.
2. Balanced enforcement with public health orders and individual liberties.
3. Implemented the Community Service Officer Program.
4. Created a non-profit, K-9 Foundation to fund the future K-9 position (2021).
5. Review and reorganization of the department's policy manual.

### **CAPITAL OUTLAY**

1. Replacement backup power generator for public safety building.
2. New squad car and upfitting.

									(INCREASE) DECREASE 2020	% CHANGE 2020
		ACTUAL 2018	ACTUAL 2019	BUDGET 2020	AMENDED BUDGET 2020	YTD 2020	ESTIMATED 2020	BUDGET 2021	BUDGET	BUDGET
<b>CONSOLIDATED POLICE SERVICES</b>										
<b>Consolidated Police Services Revenue</b>										
207-31111	GENERAL PROPERTY TAXES	1,811,807	1,912,850	2,085,641	2,085,641	2,085,641	2,085,641	2,142,232	56,591	2.71%
207-33110	FEDERAL AID	1,335	1,980	2,000	2,000	4,156	4,157	2,000	-	0.00%
207-33290	OTHER STATE AID	5,956	12,464	-	-	13,641	21,227	-	-	#DIV/0! Cares Act/FEMA
207-33310	COUNTY SUBSIDY/AID	6,770	5,790	-	-	6,957	6,958	-	-	#DIV/0!
207-33321	POLICE SERVICES - KIMBERLY	1,160,802	1,119,216	1,229,637	1,229,637	922,228	1,229,637	1,271,684	42,047	3.42%
207-33322	LOCAL SCHOOL SERVICES	140,278	157,571	145,000	145,000	80,897	150,000	155,000	10,000	6.90% wage increase for PSL officers
207-33323	CONTRACTED POLICE SERVICE	3,395	3,452	3,000	3,000	-	-	3,000	-	0.00%
207-34105	COPY FEES (TX)	1,238	670	500	500	412	412	500	-	0.00%
207-34201	POLICE DEPARTMENT FEES	2,225	1,982	1,500	1,500	1,282	1,300	1,500	-	0.00%
207-34901	OTHER CHARGES FOR SERVICES	-	12,450	-	-	84	750	750	750	#DIV/0! now doing bartender/background checks
207-35121	JUDGEMENTS & DAMAGE AWARDS	35	-	-	-	-	-	-	-	#DIV/0!
207-35301	FALSE ALARMS	1,065	-	250	250	-	-	-	(250)	-100.00% changes in personal security systems - less false alarms
207-36101	INTEREST ON INVESTMENTS	-	2,467	500	500	-	-	-	(500)	-100.00%
207-38301	DONATIONS	7,750	500	-	-	500	500	-	-	#DIV/0!
207-38612	INSURANCE REIMBURSEMENT	10,000	11,525	-	-	0	1	-	-	#DIV/0!
207-38622	OTHER CLAIM REIMBURSEMENT	94	321	-	-	363	364	-	-	#DIV/0!
207-39050	SALE OF VILLAGE PROPERTY	133	27,639	9,000	9,000	8,890	9,000	-	(9,000)	-100.00% will not be disposing any squads in 2021
<b>Total Consolidated Police Services Revenue</b>		<b>3,152,883</b>	<b>3,270,878</b>	<b>3,477,028</b>	<b>3,477,028</b>	<b>3,125,051</b>	<b>3,509,947</b>	<b>3,576,666</b>	<b>99,638</b>	<b>2.87%</b>
<b>Police Services Consolidated Expenses</b>										
207-52120-100	FULL-TIME WAGES	350,419	403,913	434,313	434,313	293,385	432,000	449,423	15,110	3.48% step increase
207-52120-101	FULL-TIME WAGES	1,367,322	1,400,246	1,421,063	1,421,063	1,007,108	1,429,000	1,477,262	56,199	3.95% contractual and addition of sergeant position
207-52120-102	CLERICAL WAGES	104,207	116,465	147,886	147,886	98,423	145,500	158,600	10,714	7.24% additional CSO position
207-52120-103	SOCIAL SECURITY	148,351	153,996	160,087	160,087	109,758	159,235	166,793	6,706	4.19% result of wage increases
207-52120-104	RETIREMENT	203,089	207,936	235,921	235,921	161,158	237,109	245,889	9,968	4.23% .1% increase in WRS rates plus increased labor costs
207-52120-105	HEALTH INSURANCE	369,624	366,517	387,876	387,876	271,480	386,000	399,630	11,754	3.03% State Health Plan Increase
207-52120-106	PHYSICAL FITNESS	4,800	4,020	4,860	4,860	-	3,600	10,500	5,640	116.05% contractual physical fitness - new with 2020-2022 contract
207-52120-107	LIFE INSURANCE	2,901	2,912	3,024	3,024	2,176	3,024	2,937	(87)	-2.88%
207-52120-108	DENTAL INSURANCE	31,954	32,402	31,406	31,406	22,078	31,406	30,195	(1,211)	-3.86%
207-52120-109	DISABILITY INSURANCE	4,896	5,130	5,258	5,258	3,845	5,258	5,656	398	7.57%
207-52120-110	OVERTIME	114,756	95,293	75,000	75,000	50,701	75,000	75,000	-	0.00%
207-52120-111	OVERTIME - CLERICAL	66	-	-	-	-	-	-	-	#DIV/0!
207-52120-112	POLICE COMMISSION	1,365	700	1,680	1,680	140	800	1,680	-	0.00%
207-52120-113	UNEMPLOYMENT COMPENSATION	4,280	-	-	-	-	-	-	-	#DIV/0!
207-52120-115	OVERTIME SPECIAL EVENTS	-	5,911	10,000	10,000	-	-	10,000	-	0.00%
207-52120-201	TRAINING & CONFERENCES	13,811	13,802	17,200	17,200	7,774	10,000	18,900	1,700	9.88% reallocated range fees to training
207-52120-203	TELEPHONE	24,991	23,030	23,500	23,500	21,027	30,000	30,500	7,000	29.79% cell phone expenses increased, new lines, ipad service and squad docking service
207-52120-204	CONTRACTUAL SERVICES	59,655	82,776	102,205	102,205	74,097	118,000	125,515	23,310	22.81% IT Mngd Services, Civic Systems alloc., Bodycam Storage, Combined Locks Evid Storage
207-52120-205	EQUIPMENT REPAIRS	992	3,113	6,000	6,000	1,110	1,750	5,500	(500)	-8.33%
207-52120-206	OFFICE SUPPLIES	904	789	2,000	2,000	744	1,100	2,000	-	0.00%
207-52120-207	PRINTING & REPRODUCTION	9,334	8,080	9,900	9,900	2,839	4,200	6,950	(2,950)	-29.80% new copier service
207-52120-208	BOOKS,SUBSCRIPTION, MEMBERSHIP	1,210	988	1,085	1,085	666	675	1,400	315	29.03% captain memberships Wi Chief Association and IACP membership
207-52120-212	CLOTHING ALLOWANCE	26,318	23,907	18,850	18,850	15,719	17,250	19,850	1,000	5.31% CSO Uniform
207-52120-213	SAFETY EQUIPMENT	10,008	14,149	7,600	7,600	9,996	10,000	7,900	300	3.95% expired AED ped pad replacement
207-52120-218	OPERATIONAL SUPPLIES	15,633	9,692	14,600	14,600	7,151	10,500	14,700	100	0.68%
207-52120-221	SMALL OFFICE EQUIPMENT	5,267	2,796	10,300	10,300	4,960	5,000	9,400	(900)	-8.74%
207-52120-223	GUNS & AMMUNITION	4,734	1,583	7,400	7,400	-	3,500	6,650	(750)	-10.14% removed optics and tactical lights for rifle
207-52120-225	RECRUITMENT, TESTING	12,969	4,082	2,300	2,300	2,485	2,560	3,600	1,300	56.52% Audiograms and EAP through village (NPIB)
207-52120-226	POSTAGE	1,442	1,021	2,400	2,400	1,157	1,800	2,400	-	0.00%
207-52120-228	EMPLOYEE BONDS	-	80	200	200	20	20	200	-	0.00%
207-52120-230	WORKERS COMPENSATION INS	51,666	46,805	53,560	53,560	44,781	44,781	53,464	(96)	-0.18% Increased payroll base, rates and Village had increase in experience modifier
207-52120-231	PROPERTY & LIABILITY INSURANCE	25,786	26,256	36,000	36,000	44,528	44,528	51,288	15,288	42.47% 15%+ market increases in property insurance - League holding to 10%
207-52120-240	COMPUTER MAINTENANCE	14,318	11,048	35,320	35,320	9,013	10,000	7,700	(27,620)	-78.20% server replacement in 2020
207-52120-241	CUSTODIAL - JOINT SERVICE	13,215	-	-	-	-	-	-	-	#DIV/0!
207-52120-242	BLDG & GRNDS REPAI/MAINTENANCE	3,289	2,319	4,284	4,284	68	4,284	4,284	-	0.00%
207-52120-243	CUSTODIAL - CONTRACTUAL	3,259	11,135	20,750	20,750	9,750	20,750	21,000	250	1.20%
207-52120-244	CUSTODIAL-OPERATIONAL SUPPLIES	969	492	2,400	2,400	1,270	2,400	2,400	-	0.00%
207-52120-245	CUSTODIAL - EQUIP REPAIR/MAINT	1,972	4,074	3,000	3,000	284	3,000	3,200	200	6.67% Custodial/Mtnce requested
207-52120-247	VEHICLE OPERATIONS	51,289	56,094	65,000	65,000	33,143	51,000	65,000	-	0.00%
207-52120-248	VEHICLE EQUIPMENT	2,933	9,290	12,000	12,000	15,080	15,081	7,000	(5,000)	-41.67% all units now equip w/ mdc units, cso vehicle already upfitted
207-52120-249	UTILITIES	14,827	15,918	18,000	18,000	10,566	18,000	18,000	-	0.00%
207-52120-262	LEGAL/AUDIT	40,820	9,930	2,000	2,000	11,091	11,500	2,000	-	0.00%
207-52120-301	NEW EQUIPMENT	3,069	-	2,700	2,700	1,996	1,996	2,000	(700)	-25.93%
207-52120-302	EQUIPMENT REPLACEMENT	3,052	8,198	800	800	24,486	24,486	500	(300)	-37.50%
207-52120-303	VEHICLE REPLACEMENT	74,286	39,686	45,300	45,300	-	49,000	47,800	2,500	5.52% upfitting squad (new body style) reduction of one squad from CIP for budget cost control
207-52120-306	BUILDING & GROUNDS	-	-	32,000	32,000	-	32,000	2,000	(30,000)	-93.75% 2020 generator, 2021 building sign
<b>Total Police Services Consolidated Expenses</b>		<b>3,200,049</b>	<b>3,226,575</b>	<b>3,477,028</b>	<b>3,477,028</b>	<b>2,376,053</b>	<b>3,457,093</b>	<b>3,576,666</b>	<b>99,638</b>	<b>2.87%</b>
<b>CONSOLIDATED POLICE SERVICES NET REVENUES (EXPENSES)</b>		<b>(47,167)</b>	<b>44,303</b>	<b>-</b>	<b>-</b>	<b>748,998</b>	<b>52,854</b>	<b>-</b>	<b>-</b>	
<b>CONSOLIDATED POLICE SERVICES FUND BALANCE (DEFICIT)</b>		<b>19,706</b>	<b>64,008</b>	<b>64,008</b>	<b>64,008</b>	<b>813,006</b>	<b>116,862</b>	<b>116,862</b>		

Village of Little Chute  
Engineering Department

**REQUEST FOR BOARD'S CONSIDERATION**

ITEM DESCRIPTION:	Award of 2020 Ebben Trail and Storm Sewer				
REPORT PREPARED BY:	Christopher L. Murawski, P.E.				
REPORT DATE:	October 9, 2020				
ADMINISTRATOR'S REVIEW / COMMENTS: No additional comments to this report <u>JPF</u> See additional comments attached _____					
<p>EXPLANATION:</p> <p>On October 1, 2020 bids were opened for the 2020 Ebben Trail and Storm Sewer Project, Contract Number L0001-9-18-00487 (2020005). The trail and storm sewer identified for this work is located on the north side of an unnamed tributary to Apple Creek, beginning at Creek View Park and extending west to Vandebroek Road.</p> <p>Ten bids were received with the base bids ranging in cost from \$906,540.29 to \$1,400,673.50. The low bid was submitted by Superior Sewer &amp; Water Inc. of Luxemburg, WI in the amount of \$906,540.29. Alternate bids were received for the following Items:</p> <table><tr><td>Special Backfill (granular)</td><td>\$164,329.74</td></tr><tr><td>Bore and Jack 54-inch Pipe</td><td>\$623,976.50</td></tr></table> <p>The additional supplemental bid items are provided to meet WDNR requirements as part of the pending permit for this project. The additional items, if required, does not change the low bidder.</p> <p>An extensive interview process of the low bidder was prepared by the engineering consultant that prepared the construction documents. From the information provided, Superior Sewer and Water Inc. was the low bidder and appears to be a responsible and qualified contractor to perform the specified work.</p>		Special Backfill (granular)	\$164,329.74	Bore and Jack 54-inch Pipe	\$623,976.50
Special Backfill (granular)	\$164,329.74				
Bore and Jack 54-inch Pipe	\$623,976.50				
<p>RECOMMENDATION:</p> <p>It is the recommendation of the Village Engineer to award the contract for the 2020 Ebben Trail Storm Sewer Project, Contract Number L0001-9-18-00487 (2020005) to Superior Sewer &amp; Water Inc. of Luxemburg, WI. The contract will be in the amount of \$906,540.29 for the base bid. If it is determined that the supplemental bids are required, a change order will be prepared and presented to the Village Board for review and approval. The contractor has stated that they would hold the prices for the supplemental items if required at a later date.</p> <p><b>Project Bas Bid for Ebben Trail and Storm Sewer = \$906,540.29 (CIP Budget \$1,978,400)</b></p>					

BID TABULATION

Owner:	VILLAGE OF LITTLE CHUTE
Project Name:	Ebben Trail & Storm Sewer
Contract No.	L0001-9-18-00487
Bid Date:	October 1, 2020
Bid Time:	2:00 p.m., local time
Project Manager:	Joe Hoechst

Engineer:	McMAHON ASSOCIATES, INC.
	1445 McMahon Drive
	PO Box 1025
	Neenah, WI 54956 / 54957-1025

SUPERIOR SEWER & WATER, INC.  
1801 Deer Trail Court  
Luxemburg, WI 54217

DORNER, INC.  
E506 Luxemburg Road  
PO Box 129  
Luxemburg, WI 54217

ADVANCE CONSTRUCTION, INC.  
2141 Woodale Avenue  
Green Bay, WI 54313

DONALD HIETPAS & SONS, INC.  
1450 E. North Avenue  
PO Box 166  
Little Chute, WI 54140

PTS CONTRACTORS, INC.  
4075 Eaton Road  
Green Bay, WI 54311

BASE BID

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1.	1	L.S.	Clearing & Grubbing	\$28,400.00	\$28,400.00	\$2,856.00	\$2,856.00	\$12,800.00	\$12,800.00	\$3,500.00	\$3,500.00	\$1,800.00	\$1,800.00
2.	1	L.S.	Traffic Control	\$3,690.00	\$3,690.00	\$2,448.00	\$2,448.00	\$7,700.00	\$7,700.00	\$1,770.00	\$1,770.00	\$3,500.00	\$3,500.00
3.	4,912	L.F.	Gravel Trail	\$14.99	\$73,630.88	\$6.10	\$29,963.20	\$13.00	\$63,856.00	\$8.65	\$42,488.80	\$15.00	\$73,680.00
4.	50	C.Y.	3 Inch Breaker Run, Undistributed for EBS Areas	\$30.00	\$1,500.00	\$25.40	\$1,270.00	\$30.00	\$1,500.00	\$20.00	\$1,000.00	\$32.00	\$1,600.00
5.	1	L.S.	Common Excavation and Filling	\$69,739.00	\$69,739.00	\$51,000.00	\$51,000.00	\$50,000.00	\$50,000.00	\$37,270.00	\$37,270.00	\$95,100.00	\$95,100.00
6.	1,332	L.F.	43 x 68 Inch HERCP, CL IV	\$146.00	\$194,472.00	\$166.00	\$221,112.00	\$153.50	\$204,462.00	\$156.05	\$207,858.60	\$168.00	\$223,776.00
7.	2,741	L.F.	54 Inch RCP, CL III	\$101.50	\$278,211.50	\$116.00	\$317,956.00	\$106.00	\$290,546.00	\$121.20	\$332,209.20	\$122.00	\$334,402.00
8.	893	L.F.	54 Inch RCP, CL IV	\$119.00	\$106,267.00	\$131.00	\$116,983.00	\$125.50	\$112,071.50	\$132.35	\$118,188.55	\$136.00	\$121,448.00
9.	56	L.F.	54 Inch RCP, CL III - CTH N	\$132.00	\$7,392.00	\$157.00	\$8,792.00	\$290.00	\$16,240.00	\$287.85	\$16,119.60	\$210.00	\$11,760.00
10.	30	L.F.	15 Inch CMP Culvert	\$34.00	\$1,020.00	\$41.00	\$1,230.00	\$34.50	\$1,035.00	\$46.00	\$1,380.00	\$50.00	\$1,500.00
11.	38	L.F.	18 Inch CMP Culvert	\$38.00	\$1,444.00	\$46.00	\$1,748.00	\$38.00	\$1,444.00	\$55.00	\$2,090.00	\$61.00	\$2,318.00
12.	1	EA	43 x 68 Inch HERCP Apron Endwall	\$4,305.00	\$4,305.00	\$8,431.00	\$8,431.00	\$5,569.00	\$5,569.00	\$5,400.00	\$5,400.00	\$6,000.00	\$6,000.00
13.	2	EA	15 Inch CMP Endwalls	\$88.00	\$176.00	\$239.00	\$478.00	\$136.00	\$272.00	\$300.00	\$600.00	\$175.00	\$350.00
14.	2	EA	18 Inch CMP Endwalls	\$115.00	\$230.00	\$290.00	\$580.00	\$162.00	\$324.00	\$325.00	\$650.00	\$200.00	\$400.00
15.	86	V.F.	Storm Manhole (8' Diameter)	\$622.00	\$53,691.04	\$735.00	\$63,445.20	\$816.00	\$70,437.12	\$859.00	\$74,148.88	\$775.00	\$66,898.00
16.	20	V.F.	Storm Manhole (9' Diameter)	\$1,217.00	\$24,193.96	\$1,454.00	\$28,905.52	\$1,650.00	\$32,802.00	\$1,338.00	\$26,599.44	\$1,400.00	\$27,832.00
17.	39	L.F.	Relay 12 Inch Watermain	\$179.00	\$6,981.00	\$142.00	\$5,538.00	\$200.00	\$7,800.00	\$250.00	\$9,750.00	\$151.00	\$5,889.00
18.	2	V.F.	San MH Adjustment	\$514.00	\$791.56	\$613.00	\$944.02	\$500.00	\$770.00	\$1,625.00	\$2,502.50	\$700.00	\$1,078.00
19.	76	S.Y.	Asphalt Pavement Restoration	\$50.00	\$3,800.00	\$87.00	\$6,612.00	\$85.00	\$6,460.00	\$85.00	\$6,460.00	\$50.00	\$3,800.00
20.	40	C.Y.	Extra Heavy Riprap with Type HR Fabric	\$48.55	\$1,942.00	\$114.00	\$4,560.00	\$95.00	\$3,800.00	\$50.00	\$2,000.00	\$52.00	\$2,080.00
21.	3	EA	Tracking Pad	\$820.00	\$2,460.00	\$1,601.00	\$4,803.00	\$1,200.00	\$3,600.00	\$1,000.00	\$3,000.00	\$1,000.00	\$3,000.00
22.	12	EA	Ditch Check	\$60.00	\$720.00	\$102.00	\$1,224.00	\$70.00	\$840.00	\$100.00	\$1,200.00	\$150.00	\$1,800.00
23.	4,946	L.F.	Silt Fence	\$1.55	\$7,666.30	\$2.00	\$9,892.00	\$1.85	\$9,150.10	\$1.90	\$9,397.40	\$2.00	\$9,892.00
24.	1	EA	Turbidity Barrier	\$1,180.00	\$1,180.00	\$2,550.00	\$2,550.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$1,500.00	\$1,500.00
25.	1,240	S.Y.	Erosion Mat Class I, Type B	\$1.65	\$2,046.00	\$1.20	\$1,488.00	\$1.25	\$1,550.00	\$1.46	\$1,810.40	\$1.20	\$1,488.00
26.	12,464	S.Y.	Grass Restoration (Topsoil, Seed Mix #4, Fertilizer, Mulch)	\$1.91	\$23,806.24	\$3.40	\$42,377.60	\$2.50	\$31,160.00	\$2.75	\$34,276.00	\$2.00	\$24,928.00
27.	7,306	S.Y.	Cropland Areas (Oats, Annual Rye, or Winter Wheat)	\$0.76	\$5,552.56	\$0.20	\$1,461.20	\$0.46	\$3,360.76	\$0.30	\$2,191.80	\$0.20	\$1,461.20
28.	159	S.Y.	Wetland Restoration (Wetland Topsoil, Prairie Seed, Mulch)	\$7.75	\$1,232.25	\$5.10	\$810.90	\$5.00	\$795.00	\$3.15	\$500.85	\$3.00	\$477.00
TOTAL (Items 1. through 28., Inclusive)				\$906,540.29		\$939,458.64		\$942,344.48		\$946,862.02		\$1,029,757.20	

SUPPLEMENTAL BID

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
S1	5,007	L.F.	Special Backfill	\$32.82	\$164,329.74	\$33.00	\$165,231.00	\$35.00	\$175,245.00	\$38.00	\$190,266.00	\$50.00	\$250,350.00

ALTERNATE BID A | Bore/Jack Under Wetlands

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
A7	2,371	L.F.	54 Inch RCP, CL III	\$101.50	\$240,656.50	\$116.00	\$275,036.00	\$116.00	\$275,036.00	\$121.20	\$287,365.20	\$125.00	\$296,375.00
A8	370	L.F.	Bore/Jack 54 Inch RCP, CL V	\$1,036.00	\$383,320.00	\$1,099.00	\$406,630.00	\$1,000.00	\$370,000.00	\$1,030.00	\$381,100.00	\$1,200.00	\$444,000.00

Bid Security	10% Bid Bond	10% Bid Bond	10% Bid Bond	10% Bid Bond	10% Bid Bond
Addendum Acknowledgement	Yes - #1 and #2	Yes - #1 and #2	Yes - #1 and #2	Yes - #1 and #2	Yes - #1 and #2

SUBCONTRACTOR TABULATION

	Subcontractor	Subcontractor	Subcontractor	Subcontractor	Subcontractor
Bore	EJM	EJM	EJM	EJM	
Black Top/Trail	MCC		Northeast	J&E Construction	
Soil Test	BATC		Gordon		Gordon
Traffic					Highway Landscapers
Landscaping/Restoration/Excavation					

BID TABULATION

Owner:	VILLAGE OF LITTLE CHUTE
Project Name:	Ebben Trail & Storm Sewer
Contract No.	L0001-9-18-00487
Bid Date:	October 1, 2020
Bid Time:	2:00 p.m., local time
Project Manager:	Joe Hoechst

SOPER GRADING & EXCAVATING, INC.  
139 E. Packer Avenue  
Oshkosh, WI 54901

JOSSART BROTHERS, INC.  
1682 Swan Road  
De Pere, WI 54115

WONDRA CONSTRUCTION, INC.  
W2874 Graylog Road  
Iron Ridge, WI 53035

KRUCZEK CONSTRUCTION, INC.  
3636 Kewaunee Road  
Green Bay, WI 54311

KIP GULSETH CONSTRUCTION CO., INC.  
1930 Johnston Drive  
Manitowoc, WI 54220

BASE BID

Item	Qty	Unit	Description
1.	1	L.S.	Clearing & Grubbing
2.	1	L.S.	Traffic Control
3.	4,912	L.F.	Gravel Trail
4.	50	C.Y.	3 Inch Breaker Run, Undistributed for EBS Areas
5.	1	L.S.	Common Excavation and Filling
6.	1,332	L.F.	43 x 68 Inch HERCP, CL IV
7.	2,741	L.F.	54 Inch RCP, CL III
8.	893	L.F.	54 Inch RCP, CL IV
9.	56	L.F.	54 Inch RCP, CL III - CTH N
10.	30	L.F.	15 Inch CMP Culvert
11.	38	L.F.	18 Inch CMP Culvert
12.	1	EA	43 x 68 Inch HERCP Apron Endwall
13.	2	EA	15 Inch CMP Endwalls
14.	2	EA	18 Inch CMP Endwalls
15.	86	V.F.	Storm Manhole (8' Diameter)
16.	20	V.F.	Storm Manhole (9' Diameter)
17.	39	L.F.	Relay 12 Inch Watermain
18.	2	V.F.	San MH Adjustment
19.	76	S.Y.	Asphalt Pavement Restoration
20.	40	C.Y.	Extra Heavy Riprap with Type HR Fabric
21.	3	EA	Tracking Pad
22.	12	EA	Ditch Check
23.	4,946	L.F.	Silt Fence
24.	1	EA	Turbidity Barrier
25.	1,240	S.Y.	Erosion Mat Class I, Type B
26.	12,464	S.Y.	Grass Restoration (Topsoil, Seed Mix #4, Fertilizer, Mulch)
27.	7,306	S.Y.	Cropland Areas (Oats, Annual Rye, or Winter Wheat)
28.	159	S.Y.	Wetland Restoration (Wetland Topsoil, Prairie Seed, Mulch)
TOTAL (Items 1. through 28., Inclusive)			

Unit Price	Total
\$2,800.00	\$2,800.00
\$2,400.00	\$2,400.00
\$8.00	\$39,296.00
\$35.00	\$1,750.00
\$87,500.00	\$87,500.00
\$190.00	\$253,080.00
\$150.00	\$411,150.00
\$160.00	\$142,880.00
\$270.00	\$15,120.00
\$60.00	\$1,800.00
\$60.00	\$2,280.00
\$6,480.00	\$6,480.00
\$400.00	\$800.00
\$600.00	\$1,200.00
\$800.00	\$69,056.00
\$1,460.00	\$29,024.80
\$270.00	\$10,530.00
\$800.00	\$1,232.00
\$85.85	\$6,524.60
\$75.00	\$3,000.00
\$1,000.00	\$3,000.00
\$145.00	\$1,740.00
\$1.85	\$9,150.10
\$2,000.00	\$2,000.00
\$1.25	\$1,550.00
\$1.15	\$14,333.60
\$0.65	\$4,748.90
\$2.50	\$397.50
\$1,124,823.50	

Unit Price	Total
\$3,000.00	\$3,000.00
\$12,500.00	\$12,500.00
\$13.00	\$63,856.00
\$40.00	\$2,000.00
\$75,000.00	\$75,000.00
\$183.00	\$243,756.00
\$144.00	\$394,704.00
\$159.00	\$141,987.00
\$340.00	\$19,040.00
\$32.00	\$960.00
\$35.00	\$1,330.00
\$5,300.00	\$5,300.00
\$150.00	\$300.00
\$175.00	\$350.00
\$740.00	\$63,876.80
\$1,570.00	\$31,211.60
\$180.00	\$7,020.00
\$500.00	\$770.00
\$60.00	\$4,560.00
\$60.00	\$2,400.00
\$1,000.00	\$3,000.00
\$100.00	\$1,200.00
\$2.00	\$9,892.00
\$2,500.00	\$2,500.00
\$3.00	\$3,720.00
\$2.00	\$24,928.00
\$1.50	\$10,959.00
\$10.00	\$1,590.00
\$1,131,710.40	

Unit Price	Total
\$5,100.00	\$5,100.00
\$2,450.00	\$2,450.00
\$28.80	\$141,465.60
\$34.87	\$1,743.50
\$54,000.00	\$54,000.00
\$206.40	\$274,924.80
\$150.41	\$412,273.81
\$166.42	\$148,613.06
\$205.03	\$11,481.68
\$77.17	\$2,315.10
\$82.86	\$3,148.68
\$5,799.28	\$5,799.28
\$219.53	\$439.06
\$272.89	\$545.78
\$960.72	\$82,929.35
\$1,547.79	\$30,770.07
\$219.55	\$8,562.45
\$538.88	\$829.88
\$119.36	\$9,071.36
\$73.76	\$2,950.40
\$3,162.71	\$9,488.13
\$147.56	\$1,770.72
\$1.88	\$9,298.48
\$2,035.27	\$2,035.27
\$1.27	\$1,574.80
\$1.17	\$14,582.88
\$0.66	\$4,821.96
\$2.54	\$403.86
\$1,243,389.95	

Unit Price	Total
\$5,000.00	\$5,000.00
\$15,000.00	\$15,000.00
\$5.00	\$24,560.00
\$27.00	\$1,350.00
\$35,000.00	\$35,000.00
\$257.00	\$342,324.00
\$168.00	\$460,488.00
\$184.00	\$164,312.00
\$255.00	\$14,280.00
\$55.00	\$1,650.00
\$59.00	\$2,242.00
\$14,000.00	\$14,000.00
\$100.00	\$200.00
\$150.00	\$300.00
\$750.00	\$64,740.00
\$1,450.00	\$28,826.00
\$265.00	\$10,335.00
\$500.00	\$770.00
\$42.00	\$3,192.00
\$39.00	\$1,560.00
\$1,700.00	\$5,100.00
\$125.00	\$1,500.00
\$2.00	\$9,892.00
\$987.00	\$987.00
\$2.00	\$2,480.00
\$3.00	\$37,392.00
\$2.00	\$14,612.00
\$12.00	\$1,908.00
\$1,264,000.00	

Unit Price	Total
\$15,000.00	\$15,000.00
\$10,000.00	\$10,000.00
\$7.50	\$36,840.00
\$32.50	\$1,625.00
\$65,000.00	\$65,000.00
\$250.00	\$333,000.00
\$195.00	\$534,495.00
\$202.00	\$180,386.00
\$213.00	\$11,928.00
\$52.00	\$1,560.00
\$56.00	\$2,128.00
\$6,250.00	\$6,250.00
\$250.00	\$500.00
\$325.00	\$650.00
\$900.00	\$77,688.00
\$1,400.00	\$27,832.00
\$225.00	\$8,775.00
\$1,000.00	\$1,540.00
\$120.00	\$9,120.00
\$75.00	\$3,000.00
\$1,750.00	\$5,250.00
\$150.00	\$1,800.00
\$2.00	\$9,892.00
\$2,250.00	\$2,250.00
\$1.50	\$1,860.00
\$2.75	\$34,276.00
\$2.25	\$16,438.50
\$10.00	\$1,590.00
\$1,400,673.50	

SUPPLEMENTAL BID

Item	Qty	Unit	Description
S1	5,007	L.F.	Special Backfill

Unit Price	Total
\$42.00	\$210,294.00

Unit Price	Total
\$65.00	\$325,455.00

Unit Price	Total
\$23.26	\$116,462.82

Unit Price	Total
\$50.00	\$250,350.00

Unit Price	Total
\$35.00	\$175,245.00

ALTERNATE BID A | Bore/Jack Under Wetlands

Item	Qty	Unit	Description
A7	2,371	L.F.	54 Inch RCP, CL III
A8	370	L.F.	Bore/Jack 54 Inch RCP, CL V

Unit Price	Total
\$160.00	\$379,360.00
\$1,200.00	\$444,000.00

Unit Price	Total
\$155.00	\$367,505.00
\$1,225.00	\$453,250.00

Unit Price	Total
\$150.41	\$356,622.11
\$1,161.32	\$429,688.40

Unit Price	Total
\$185.00	\$438,635.00
\$1,300.00	\$481,000.00

Unit Price	Total
\$195.00	\$462,345.00
\$1,350.00	\$499,500.00

Bid Security	10% Bid Bond	10% Bid Bond	10% Bid Bond	10% Bid Bond	10% Bid Bond
Addendum Acknowledgement	Yes - #1 and #2	Yes - #1 and #2	Yes - #1 and #2	Yes - #1 and #2	Yes - #1 and #2

SUBCONTRACTOR TABULATION

Bore  
Black Top/Trail  
Soil Test  
Traffic  
Landscaping/Restoration/Excavation

Subcontractor
Northeast Asphalt
Gordon
All Ways

Subcontractor
EJM Pipe Services, Inc.
MCC
Warning Lites of Appleton

Subcontractor
Bore Master
All Ways

Subcontractor
Minger

Subcontractor
Hilltop Excavating

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

**ITEM DESCRIPTION: CARES Act Funding with the School Districts**

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

**REPORT DATE:** October 9, 2020

**EXPLANATION:** We are recommending the Village Board approve of sharing \$30k with the school districts from the Village's CARES Act allocation. After consultation with state's Department of Administration (DOA) regarding this donation process and this is what the Village of Little Chute needs to do to execute from a reimbursement perspective:

- The Village of Little Chute needs to order the materials or supplies that the school district requests
- We need to receive and pay for these items no later than November 1<sup>st</sup> (our very last day to apply for reimbursement is November 6<sup>th</sup>)
- Our goal would be to officially place the orders for the items requested October 15<sup>th</sup>
- We are asking each district to provide us with the vendor contact information, items requested, and total costs by October 14<sup>th</sup> so that we can place those orders effectively

At present, with the share of approximately \$30k, allocated by 2020 equalized values from the state breakdown as follows:

School District	Equalized Values	Ratio	Allocation
Little Chute Area School District	\$ 601,152,408.00	59.17%	\$ 17,751.15
Kaukauna Area School District	\$ 320,346,572.00	31.53%	\$ 9,459.37
Appleton Area School District	\$ 94,467,219.00	9.30%	\$ 2,789.48
Totals	\$ 1,015,966,199.00	100.00%	\$ 30,000.00

**RECOMMENDATION:** Approved the sharing of \$30,000 of materials with the Appleton Area School District, Little Chute Area School District, and Kaukauna Area District.