



# AGENDA

## REGULAR BOARD MEETING

PLACE: Little Chute Village Hall  
DATE: Wednesday, January 6, 2021  
TIME: 6:00 P.M.

**Virtually attend the January 6th Regular Board meeting at 6 PM by following the zoom link here:**

Join Zoom Meeting (Please note this is a change from previous Go To Meetings used in past meetings)

<https://zoom.us/j/97891299432?pwd=Mml2NkVFbUx1NXo4QkxiSHN4dExhdz09>

Meeting ID: 978 9129 9432 Passcode: 138185

Dial in : +1 312 626 6799 US

For further details please refer to additional Information immediately following agenda.

### REGULAR ORDER OF BUSINESS

- A. Roll call of Trustees
- B. Roll call of Officers and Department Heads
- C. Public Appearance for Items Not on the Agenda
- D. 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 December 16, 2020
  - 2. Adopt Resolution No. 1, Series 2021 Changing Polling Places for the Spring Primary of February 16, 2021
  - 3. Disbursement List
- E. Action— Wisconsin Gas LLC (We Energies) Natural Gas Distribution Easement
- F. Discussion/Action— Comprehensive Outdoor Recreation Plan Proposals and Rankings
- G. Discussion/Action—Personnel changes related to COVID-19
- H. Discussion—Covid-19 Updates

- I. Department and Officers Progress Reports
- J. Call for Unfinished Business
- K. Items for Future Agenda
- L. Closed Session:  
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. *Economic Development Proposal Consideration*
- M. Return to Open Session
- N. 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,. Prepared: January 4, 2021



### **Information for the Regular Board Meeting – January 6, 2021 – 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 January 6th Regular Board Meeting at 6:00 PM by following the link here:  
Join Zoom Meeting  
<https://zoom.us/j/97891299432?pwd=Mml2NkVFaUx1NXo4QkxiSHN4dExhdz09>  
Meeting ID: 978 9129 9432                      Passcode: 138185
2. Call-in Information: United States  
One tap mobile:  
+13017158592,,97891299432#,,,,\*138185# US (Washington D.C)  
+13126266799,,97891299432#,,,,\*138185# US (Chicago)  
Dial by your location:  
+1 312 626 6799 US (Chicago)  
+1 301 715 8592 US (Washington D.C)                      +1 929 436 2866 US (New York)  
+1 253 215 8782 US (Tacoma)                      +1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)  
Meeting ID: 978 9129 9432                      Passcode: 138185  
Find your local number: <https://zoom.us/u/abGpaew1E>
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 DECEMBER 16, 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  
Larry Van Lankvelt, Trustee  
Skip Smith, Trustee  
Bill Peerenboom, Trustee  
Brian Van Lankveldt, Trustee  
Don Van Deurzen, Trustee  
James Hietpas, Trustee

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

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

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

None

### **Consent Agenda**

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

1. Minutes of Regular Board Meeting of December 2, 2020
2. Adopt Resolution No. 41, Series 2020 Van Dyn Hoven CSM
3. Disbursement List

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

Ayes 7, Nays 0 – Motion Carried

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

### **Adopt Resolution No. 42, Series 2020 Restating the Established Framework of the Robert A. Nechodom Good Citizenship Award**

*Moved by Trustee L. Van Lankvelt, seconded by Trustee Van Deurzen to Adopt Resolution No. 42, Series 2020 Restating the Established Framework of the Robert A. Nechodom Good Citizenship Award*

Ayes 7, Nays 0 – Motion Carried

### **Adopt Resolution No. 43, Series 2020 Authorizing the Purchase of Real Estate Located at 422 W. North Ave from Martin and Marcia Weyers**

*Moved by Trustee L. Van Lankvelt, seconded by Trustee Smith to Adopt Resolution No. 43, Series 2020 Authorizing the Purchase of Real Estate Located at 422 W. North Ave from Martin and Marcia Weyers*

Ayes 7, Nays 0 – Motion Carried

**Action—Finance Policies**

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

Ayes 7, Nays 0 – Motion Carried

**Discussion/Action—2020 Budget Adjustment for Reval**

*Moved by Trustee L. Van Lankvelt, seconded by Trustee Van Deurzen to Approve the 2020 Budget Adjustment*

Ayes 7, Nays 0 – Motion Carried

**Discussion/Action—2020 Budget Adjustment for Cares Act**

*Moved by Trustee Smith, seconded by Trustee Van Deurzen to Approve the 2020 Budget Adjustment for Cares Act as presented*

Ayes 7, Nays 0 – Motion Carried

**Action—Change to Ordinance Sec. 40-95, Excavations of Streets, Alleys, Public Ways and Grounds from 30 days to 60 days.**

*Moved by Trustee L. Van Lankvelt, seconded by Trustee B. Van Lankveldt to Change to Ordinance Sec. 40-95, Excavations of Streets, Alleys, Public Ways and Grounds from 30 days to 60 days*

Ayes 7, Nays 0 – Motion Carried

**Action—Adopt Ordinance No. 8, Series 2020 Amending Chapter 6 Animals, Section 6.2 Dog and Cat Licenses in the Village of Little Chute**

Trustee Van Deurzen felt cats should also be licensed in the Village of Little Chute.

*Moved by Trustee B. Van Lankveldt, seconded by Trustee Smith to Adopt Ordinance No. 8, Series 2020 Amending Chapter 6 Animals, Section 6.2 Dog and Cat Licenses in the Village of Little Chute*

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

**Discussion/Action—Geotechnical Subsurface Exploration on Parcel #260-110000**

*Moved by Trustee Smith, seconded by Trustee L. Van Lankvelt to Approve the boring on Parcel #260-110000 for \$3200.00 to determine if future development is possible*

Ayes 7, Nays 0 – Motion Carried

**Discussion/Action—Authorizing Library Staff Hires**

Administrator Fenlon is requesting the Board to Approve the Little Chute Library hiring of staff to have a start day of 12/28/2020

*Moved by Trustee Smith, seconded by Trustee L. Van Lankvelt to Approve the hiring of staff with a start date of 12/28/2020*

Ayes 7, Nays 0 – Motion Carried

**Presentation—2020 Year in Review/2021 Preview**

Administrator Fenlon presented the slides going over the 2020 year in review and the 2021 preview.

Trustee L. Van Lankvelt thanked Administrator Fenlon for all his hard work and for assembling a dedicated staff that work to make the Village of Little Chute better.

**Presentation—Strategic Planning**

Administrator Fenlon went over the strategic planning that was started in January of 2014. Trustee Peerenboom suggested simplifying the plan for 2021-2025. Trustee Smith would like to see the improved processes implemented.

**Discussion—Covid-19 Updates**

Administrator Fenlon advised the board that there are some federal benefits that will expire in January and will update further at the January 6<sup>th</sup> Board meeting.

**Department and Officers Progress Reports**

Departments and Officers provided progress reports to the Board

### **Call for Unfinished Business**

Trustee Peerenboom thanked all of the employees and the Village Board for the service they have given.

### **Items for Future Agenda**

None

### **Closed Session:**

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. *Real Estate Purchase*

*Moved by Trustee Smith, seconded by Trustee L. Van Lankvelt to enter into closed session*

Ayes 7, Nays 0 – Motion Carried

19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *2020 Personnel Evaluations*

*Moved by Trustee Smith, seconded by Trustee L. Van Lankvelt to enter into closed session*

Ayes 7, Nays 0 – Motion Carried

### **Return to Open Session**

*Moved by Trustee B. Van Lankveldt, seconded by Trustee Van Deurzen to return to open session*

Ayes 7, Nays 0 – Motion Carried

### **Action—Adopt Resolution No. 44, Series 2020 Authorizing the Purchase of Real Estate located at 715 Depot Street from Keith and Cindy Gonnering**

*Moved by Trustee B. Van Lankveldt, seconded by Trustee Smith to Adopt Resolution No. 44, Series 2020 Authorizing the Purchase of Real Estate located at 715 Depot Street from Keith and Cindy Gonnering*

Ayes 7, Nays 0 – Motion Carried

### **Adjournment**

*Moved by Trustee Peerenboom, seconded by Trustee L. Van Lankvelt to Adjourn the Regular Board Meeting at 7:56 p.m.*

Ayes 7, Nays 0 – Motion Carried

## **VILLAGE OF LITTLE CHUTE**

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

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

**VILLAGE OF LITTLE CHUTE**  
**RESOLUTION NO. 1, SERIES OF 2021**

A RESOLUTION AMENDING RESOLUTION NO. 1, SERIES OF 2001 REGARDING THE POLLING SITES FOR ALL ELECTIONS HELD IN THE VILLAGE OF LITTLE CHUTE

WHEREAS, the Village of Little Chute, Outagamie County, Wisconsin has been required by Wisconsin Statutes, Section 5.18(3) establishing polling places; and

WHEREAS, Wisconsin Statutes provides that no later than 30 days before an election the governing body of any municipality may, by resolution, establish a polling site replacing an old site; and

WHEREAS, Wisconsin Statutes states that polling places shall be established for each primary and general election at least 60 days before the election, and for each other election at least 30 days before the election.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Little Chute that the voting sites be established as follows for the February 16, 2021 Spring Election: All wards 1-16 will vote at Village Hall in the Community Room.

This resolution shall remain in effect until modified or rescinded, or until a new division is made following the next census.

Introduced, approved and adopted: January 6, 2021

**VILLAGE OF LITTLE CHUTE**

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

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

## Disbursement List - January 6, 2021

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Payroll & Payroll Liabilities - December 24, 2020	<b>\$222,201.07</b>
Prepaid Invoices - December 14, 2020	<b>\$837.50</b>
Prepaid Invoices - December 17, 2020	<b>\$254,693.41</b>
Prepaid Invoices - December 18, 2020	<b>\$197,688.72</b>
Prepaid Invoices - December 23, 2020	<b>\$745,843.59</b>
Prepaid Invoices - December 31, 2020	<b>\$189,618.78</b>

Utility Commission-

### **CURRENT ITEMS**

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Bills List - January 6, 2021	<b>\$32,483.52</b>
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<b>Total Payroll, Prepaid &amp; Invoices</b>	<b>\$1,643,366.59</b>
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The above payments are recommended for approval:

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

\_\_\_\_\_

Approved January 6, 2021

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

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



Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
FOURONE FOOD GROUP LLC (5162)							
121520 LUNCHEO	Invoi	HOLIDAY LUNCHEON 12/15/20	837.50	Open	Non	12/20	101-51960-211
Total FOURONE FOOD GROUP LLC (5162):			837.50				
Grand Totals:			837.50				

Report GL Period Summary

Vendor number hash:	5162
Vendor number hash - split:	5162
Total number of invoices:	1
Total number of transactions:	1

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	837.50	837.50
Grand Totals:	837.50	837.50

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
CINDER CARE (4123)							
3047985-01	Invoi	715 DEPOT ST-DOWNTOWN MIXED USE	254,193.41	Open	Non	12/20	418-51225-300
3047985-01	Adju	715 DEPOT ST-DOWNTOWN MIXED USE	254,193.41-	Open	Non	12/20	418-51225-300
3047985-1	Invoi	715 DEPOT ST-DOWNTOWN MIXED USE	251,401.75	Open	Non	12/20	418-51225-300
3047985-1	Adju	715 DEPOT ST-DOWNTOWN MIXED USE	251,401.75-	Open	Non	12/20	418-51225-300
Total CINDER CARE (4123):			.00				
FIRST AMERICAN TITLE INSURANCE COMPANY (4695)							
3047985-01	Invoi	715 DEPOT ST-DOWNTOWN MIXED USE	254,193.41	Open	Non	12/20	418-51225-300
Total FIRST AMERICAN TITLE INSURANCE COMPANY (4695):			254,193.41				
WEYERS, MARTIN & MARCIA (5163)							
121720	Invoi	422 W NORTH AVE-VANDENBROEK POND	500.00	Open	Non	12/20	630-51214-300
Total WEYERS, MARTIN & MARCIA (5163):			500.00				
Grand Totals:			254,693.41				

## Report GL Period Summary

Vendor number hash: 18104  
 Vendor number hash - split: 26350  
 Total number of invoices: 4  
 Total number of transactions: 6

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	254,693.41	254,693.41
Grand Totals:	254,693.41	254,693.41

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2020 TAX REFUNDS (5158)							
260052000	Invoi	2020 TAX REFUND	599.60	Open	Non	12/20	803-21215
260084100	Invoi	2020 TAX REFUND	1,142.18	Open	Non	12/20	803-21215
260334400	Invoi	2020 TAX REFUND	55.86	Open	Non	12/20	803-21215
Total 2020 TAX REFUNDS (5158):			1,797.64				
5 ALARM FIRE & SAFETY EQUIPMENT (4319)							
201961-1	Invoi	HYDRO TESTING SERVICE PERFORMED	1,000.00	Open	Non	12/20	101-52200-204
Total 5 ALARM FIRE & SAFETY EQUIPMENT (4319):			1,000.00				
AIA CORPORATION (5050)							
3ID2653075	Invoi	FREESTYLE SUBLIMATED MASKS	600.00	Open	Non	12/20	101-52200-213
Total AIA CORPORATION (5050):			600.00				
AL DIX CONCRETE INC (3121)							
111820	Invoi	PAVEMENT REPAIR	4,626.00	Open	Non	12/20	101-53300-204
121120	Invoi	CONCRETE	30,143.00	Open	Non	12/20	101-53300-204
Total AL DIX CONCRETE INC (3121):			34,769.00				
AMERICAN FIDELITY ASSURANCE (4885)							
2088160	Invoi	FLEX SPENDING DECEMBER	1,289.59	Open	Non	12/20	101-21368
D244462	Invoi	DECEMBER BILLING	1,409.50	Open	Non	12/20	101-21367
Total AMERICAN FIDELITY ASSURANCE (4885):			2,699.09				
AMPLITEL TECHNOLOGIES (4637)							
16689	Invoi	50 HOUR BLOCK TIME	2,625.00	Open	Non	12/20	207-52120-204
Total AMPLITEL TECHNOLOGIES (4637):			2,625.00				
AUTOMATED COMFORT CONTROLS (4980)							
27923	Invoi	CHANGED THE TRANSFORMER ON THE CAB HEA	53.75	Open	Non	12/20	206-55110-245
Total AUTOMATED COMFORT CONTROLS (4980):			53.75				
AUTOZONE (2862)							
1973457966	Invoi	BULBS FOR HEADLIGHTS	53.17	Open	Non	12/20	101-52200-218
Total AUTOZONE (2862):			53.17				
BATTERIES PLUS LLC (652)							
P34103938	Invoi	BATTERIES	116.76	Open	Non	12/20	630-53442-251
Total BATTERIES PLUS LLC (652):			116.76				
ELMSTAR ELECTRICAL CORP (1187)							
1420201	Invoi	DOWNTOWN HOTEL TID PROJECT	129.99	Open	Non	12/20	418-51219-263
Total ELMSTAR ELECTRICAL CORP (1187):			129.99				
EZ GLIDE GARAGE DOORS (696)							
169674	Invoi	REPAIR DOOR AT PD	1,195.00	Open	Non	12/20	207-52120-242

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total EZ GLIDE GARAGE DOORS (696):			1,195.00				
FP FINANCE PROGRAM (5135)							
28350998	Invoi	AGREEMENT 003-1584121 POSTBASE VISION-PO	140.00	Open	Non	12/20	101-51650-226
Total FP FINANCE PROGRAM (5135):			140.00				
GFC LEASING - WI (4989)							
100626110	Invoi	GFC PW COPIER LEASING	92.26	Open	Non	12/20	101-53310-207
Total GFC LEASING - WI (4989):			92.26				
HIETPAS, PETE (3726)							
113020	Invoi	NOVEMBER CLEANUP	30.00	Open	Non	12/20	101-52200-111
Total HIETPAS, PETE (3726):			30.00				
JP GRAPHICS INC (231)							
1061150011	Invoi	BUSINESS CARDS-LYONS	128.00	Open	Non	12/20	101-51415-206
Total JP GRAPHICS INC (231):			128.00				
KLINK HYDRAULICS LLC (5005)							
12655	Invoi	SWIVEL POWER WASHER	75.09	Open	Non	12/20	101-53330-218
Total KLINK HYDRAULICS LLC (5005):			75.09				
KWIK TRIP INC (2365)							
NOV 2020 286768	Invoi	NOV FUEL FOR SQUADS	1,884.54	Open	Non	12/20	207-52120-247
Total KWIK TRIP INC (2365):			1,884.54				
LEE'S CONTRACTING/FABRICATING (271)							
22750	Invoi	COMPARTMENT SHELVES AND MISC METAL	797.17	Open	Non	12/20	101-52200-205
Total LEE'S CONTRACTING/FABRICATING (271):			797.17				
LLOYD, MICHAEL (4735)							
113020	Invoi	NOVEMBER CLEANUP	30.00	Open	Non	12/20	101-52200-111
Total LLOYD, MICHAEL (4735):			30.00				
MATTHEWS TIRE & SERVICE CENTER (768)							
264643	Invoi	FLAT REPAIR-SQUAD #84	33.67	Open	Non	12/20	207-52120-247
Total MATTHEWS TIRE & SERVICE CENTER (768):			33.67				
MCC INC (480)							
260358	Invoi	COLD MIX	294.30	Open	Non	12/20	101-53300-216
260358	Invoi	COLD MIX	294.30	Open	Non	12/20	620-53644-216
260947	Invoi	CONCRETE BLOCKS	420.00	Open	Non	12/20	630-53442-301
260948	Invoi	CONCRETE BLOCKS	350.00	Open	Non	12/20	630-53442-301
Total MCC INC (480):			1,358.60				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>MCMAHON ASSOCIATES INC (276)</b>							
920924	Invoi	2020 ECOLOGICAL SERVICES	492.00	Open	Non	12/20	630-51214-204
Total MCMAHON ASSOCIATES INC (276):			492.00				
<b>O'REILLY AUTOMOTIVE INC (1036)</b>							
2043-247996	Invoi	LIGHT BULB FOR SQUAD	3.58	Open	Non	12/20	207-52120-247
Total O'REILLY AUTOMOTIVE INC (1036):			3.58				
<b>REINDERS INC (1006)</b>							
2692233	Invoi	CAPACITY BROADCAST SPREADER	295.00	Open	Non	12/20	101-51650-244
2692233	Invoi	CAPACITY BROADCAST SPREADER	295.00	Open	Non	12/20	206-55110-244
Total REINDERS INC (1006):			590.00				
<b>RENT-A-FLASH OF WISCONSIN INC (321)</b>							
73943	Invoi	STREET SIGNS	122.95	Open	Non	12/20	207-52120-218
Total RENT-A-FLASH OF WISCONSIN INC (321):			122.95				
<b>SCHMACKLE, GARY (5164)</b>							
12/20 REIMBURSE	Invoi	REIMBURSE HONOR GUARD UNIFORM ALTERATI	93.84	Open	Non	12/20	207-52120-212
Total SCHMACKLE, GARY (5164):			93.84				
<b>STONERIDGE LITTLE CHUTE LLC (4903)</b>							
21034781127	Invoi	FOOD	128.72	Open	Non	12/20	101-52200-211
21035771455	Invoi	FOOD	28.07	Open	Non	12/20	101-52200-211
22097550758	Invoi	BEVERAGES	13.98	Open	Non	12/20	101-52200-211
23084931849	Invoi	FOOD	1.99	Open	Non	12/20	101-52200-211
25038381421	Invoi	DRINKING WATER	9.96	Open	Non	12/20	101-52200-211
Total STONERIDGE LITTLE CHUTE LLC (4903):			182.72				
<b>THEDACARE (1983)</b>							
NOV 2020 1210055	Invoi	NOVEMBER BLOOD DRAWS	127.50	Open	Med	12/20	207-52120-204
Total THEDACARE (1983):			127.50				
<b>TIME WARNER CABLE (89)</b>							
11/20 71391120150	Invoi	NOVEMBER/DECEMBER SERVICE	219.99	Open	Non	12/20	207-52120-203
12/20 60505470190	Invoi	DECEMBER/JANUARY SERVICE	159.79	Open	Non	12/20	101-51650-203
12/20 66256890150	Invoi	DECEMBER/JANUARY SERVICE	12.36	Open	Non	12/20	101-52200-208
12/20 71538770140	Invoi	DECEMBER/JANUARY SERVICE	550.00	Open	Non	12/20	101-53310-203
Total TIME WARNER CABLE (89):			942.14				
<b>U.S. BANK (5015)</b>							
12/20 59455565491	Invoi	LOG ME IN-GO TO MEETING	7.39	Open	Non	12/20	101-55200-208
12/20 59455565491	Invoi	LOG ME IN-GO TO MEETING	7.38	Open	Non	12/20	101-55300-208
12/20 59455565491	Invoi	AT&T WELL #1 INTERNET	153.16	Open	Non	12/20	620-53924-203
12/20 59455565491	Invoi	ADOBE	26.36	Open	Non	12/20	101-51400-208
12/20 59455565491	Invoi	PHONE CHARGING CABLE	18.98	Open	Non	12/20	101-52200-218
12/20 59455565491	Invoi	RUBBERMAID TOTES	205.59	Open	Non	12/20	101-52200-218
12/20 59455565491	Invoi	WIRELESS KEYBOARDS, HEADSET, MONITOR ST	414.40	Open	Non	12/20	101-51420-221
12/20 59455565491	Invoi	ADAPTOR PLATE FOR PLOW #39	423.99	Open	Non	12/20	101-53330-225

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
12/20 59455565491	Invoi	SMALL EQUIPMENT FUEL	69.80	Open	Non	12/20	101-53330-217
12/20 59455565491	Invoi	BACKGROUND CHECKS FOR HUNTERS	56.00	Open	Non	12/20	101-55200-218
12/20 59455565491	Invoi	BLUE AND RED PENS	35.59	Open	Non	12/20	101-51415-206
12/20 59455565491	Invoi	FLORAL ARRANGEMENT - VANDENHEUVEL	35.00	Open	Non	12/20	207-52120-218
12/20 59455565491	Invoi	TAX CREDIT	11.55-	Open	Non	12/20	207-52120-223
12/20 59455565491	Invoi	STOP SIGNS FOR CROSSING GUARDS	428.71	Open	Non	12/20	101-52350-218
12/20 59455565491	Invoi	NWTC TRAINING REFUND	125.00-	Open	Non	12/20	207-52120-201
12/20 59455565491	Invoi	MEDICAL GRADE GLOVES	399.98	Open	Non	12/20	207-52120-213
12/20 59455565491	Invoi	CELLEBRITE	289.00	Open	Non	12/20	207-52120-201
12/20 59455565491	Invoi	CAR WASH CARDS FOR SQUADS	660.00	Open	Non	12/20	207-52120-247
12/20 59455565491	Invoi	PRINTER FOR SQUAD	277.31	Open	Non	12/20	207-52120-218
12/20 59455565491	Invoi	FILE AND EVIDENCE SCANNER	206.90	Open	Non	12/20	207-52120-206
12/20 59455565491	Invoi	EXTENDED WARRANTY SQUAD #191	2,445.00	Open	Non	12/20	207-52120-247
12/20 59455565491	Invoi	CAR COVER FOR EVIDENCE VEHICLE	37.99	Open	Non	12/20	207-52120-218
12/20 59455565491	Invoi	TRANSUNION	50.00	Open	Non	12/20	207-52120-204
12/20 59455565491	Invoi	PARKING TICKET SUSPENSIONS	12.24	Open	Non	12/20	207-52120-204
Total U.S. BANK (5015):			6,124.22				
UNIFIRST CORPORATION (4403)							
0970322956	Invoi	SHIRTS/PANTS	4.51	Open	Non	12/20	101-53330-213
0970322956	Invoi	LAUNDRY BAGS/WIPERS	15.50	Open	Non	12/20	101-53330-218
Total UNIFIRST CORPORATION (4403):			20.01				
UNIFORM SHOPPE (434)							
305045	Invoi	UNIFORM-OTT	60.95	Open	Non	12/20	101-52200-212
305046	Invoi	UNIFORM-KUHN	60.95	Open	Non	12/20	101-52200-212
305093	Invoi	UNIFORM-MARQUARDT	897.05	Open	Non	12/20	207-52120-212
305307	Invoi	UNIFORM-LAUE	51.90	Open	Non	12/20	101-52200-212
305308	Invoi	UNIFORM-MARX	63.90	Open	Non	12/20	101-52200-212
305352	Invoi	UNIFORM-MARX	51.90	Open	Non	12/20	101-52200-212
Total UNIFORM SHOPPE (434):			1,186.65				
VINTON CONSTRUCTION CO (29)							
2020002-2	Invoi	PYMT #3-2020 PAVING-HOMEWOOD CT	55,498.30	Open	Non	12/20	452-51016-263
2020002-2	Invoi	PYMT #3-2020 PAVING-CAROL LYNN	82,696.08	Open	Non	12/20	452-51019-263
Total VINTON CONSTRUCTION CO (29):			138,194.38				
Grand Totals:			197,688.72				

## Report GL Period Summary

Vendor number hash: 131242  
Vendor number hash - split: 252505  
Total number of invoices: 51  
Total number of transactions: 78

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	197,688.72	197,688.72

Terms Description	Invoice Amount	Net Invoice Amount
Grand Totals:	197,688.72	197,688.72

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2020 TAX REFUNDS (5158)							
260024003	Invoi	2020 TAX REFUND	81.21	Open	Non	12/20	803-21215
260188900	Invoi	2020 TAX REFUND	4.26	Open	Non	12/20	803-21215
260436108	Invoi	2020 TAX REFUND	129.55	Open	Non	12/20	803-21215
Total 2020 TAX REFUNDS (5158):			215.02				
2020 UTILITY REFUNDS (5089)							
124184025	Invoi	OVERPAYMENT REFUND ACCT #1-241840-25	92.49	Open	Non	12/20	001-15000
170267504	Invoi	OVERPAYMENT REFUND ACCT #1-702675-04	13.92	Open	Non	12/20	001-15000
Total 2020 UTILITY REFUNDS (5089):			106.41				
AIRGAS USA LLC (379)							
9104982692	Invoi	CARBON DIOXIDE	35.37	Open	Non	12/20	620-53644-252
Total AIRGAS USA LLC (379):			35.37				
AT& T (409)							
92078873810963 1	Invoi	DEC/JAN SERVICE	23.41	Open	Non	12/20	207-52120-203
92078873810963 1	Invoi	DEC/JAN SERVICE	117.05	Open	Non	12/20	101-53310-203
92078873810963 1	Invoi	DEC/JAN SERVICE	23.41	Open	Non	12/20	204-55420-203
92078873810963 1	Invoi	DEC/JAN SERVICE	93.63	Open	Non	12/20	620-53924-203
Total AT& T (409):			257.50				
AT&T (4444)							
304697422 12/20	Invoi	WELL #1 INTERNET	35.04	Open	Non	12/20	620-53924-203
Total AT&T (4444):			35.04				
BUILDING SERVICE INC (4436)							
149824	Invoi	INSTALL SIT TO STAND BASE ON DESK	805.28	Open	Non	12/20	101-51420-221
Total BUILDING SERVICE INC (4436):			805.28				
CARTRIDGE WORLD OF GREEN BAY (5166)							
109314	Invoi	INK CARTRIDGES FOR ENGINEERING PLOTTER	260.00	Open	Non	12/20	101-51415-206
Total CARTRIDGE WORLD OF GREEN BAY (5166):			260.00				
CITY OF KAUKAUNA (1488)							
5200	Invoi	FOX RIVER BOARD WALK MICHEL'S PAYMENT #2	686,237.24	Open	Non	12/20	420-57620-277
Total CITY OF KAUKAUNA (1488):			686,237.24				
COMPLETE OFFICE OF WISCONSIN (4562)							
828973	Invoi	COPY PAPER	89.85	Open	Non	12/20	101-51650-206
828973	Invoi	KEYBOARD	8.99	Open	Non	12/20	101-51440-206
Total COMPLETE OFFICE OF WISCONSIN (4562):			98.84				
DIESEL LAPTOPS LLC (5167)							
67628	Invoi	DIESEL DIAGNOSTIC SOFTWARE	9,220.00	Open	Non	12/20	101-53330-204
Total DIESEL LAPTOPS LLC (5167):			9,220.00				



Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
DOCUMENT SALES AND DISTRIBUTION (4706)							
20-003312	Invoi	BUILDING PERMIT SEALS	334.54	Open	Non	12/20	101-52050-218
Total DOCUMENT SALES AND DISTRIBUTION (4706):			334.54				
KAUKAUNA UTILITIES (234)							
121720	Invoi	1721 LYLE ST PROJECT	11,136.00	Open	Non	12/20	630-51223-204
DECEMBER 2020	Invoi	1800 STEPHEN ST STORM	427.94	Open	Non	12/20	630-53441-249
DECEMBER 2020	Invoi	DOYLE PARK WELL	3,388.32	Open	Non	12/20	620-53624-249
DECEMBER 2020	Invoi	721 W ELM	110.21	Open	Non	12/20	208-52900-249
DECEMBER 2020	Invoi	1401 E ELM DR	983.68	Open	Non	12/20	101-53310-249
DECEMBER 2020	Invoi	STEPHEN ST SIGN	16.24	Open	Non	12/20	101-53300-249
DECEMBER 2020	Invoi	SIGNALS/NE CORNER N & ELM	85.67	Open	Non	12/20	101-53300-249
DECEMBER 2020	Invoi	PATRIOT DR FLAG POLE	35.19	Open	Non	12/20	101-53300-249
DECEMBER 2020	Invoi	SIGNALS/NORTH & BUCHANAN	31.62	Open	Non	12/20	101-53300-249
DECEMBER 2020	Invoi	STREET LIGHTING	9,396.57	Open	Non	12/20	101-53300-249
DECEMBER 2020	Invoi	SIGNALS/MAIN & MADISON	43.22	Open	Non	12/20	101-53300-249
DECEMBER 2020	Invoi	COMMUNITY BRIDGE LIGHTING	178.51	Open	Non	12/20	101-53300-249
DECEMBER 2020	Invoi	SIGNALS/GRAND & MAIN	41.71	Open	Non	12/20	101-53300-249
DECEMBER 2020	Invoi	SECURITY LIGHT	13.55	Open	Non	12/20	101-53300-249
DECEMBER 2020	Invoi	CANAL BRIDGE - SOUTH SIDE	35.17	Open	Non	12/20	101-53300-249
DECEMBER 2020	Invoi	CANAL BRIDGE - NORTH SIDE	18.68	Open	Non	12/20	101-53300-249
DECEMBER 2020	Invoi	STEPHEN ST TOWER/LIGHTING	198.79	Open	Non	12/20	620-53624-249
DECEMBER 2020	Invoi	#3 WELL WASHINGTON ST	575.10	Open	Non	12/20	620-53624-249
DECEMBER 2020	Invoi	#4 WELL EVERGREEN DRIVE	3,812.78	Open	Non	12/20	620-53624-249
DECEMBER 2020	Invoi	PUMP STATION JEFFERSON ST	411.47	Open	Non	12/20	620-53624-249
DECEMBER 2020	Invoi	LINCOLN AVE E HEESAKKER PARK	527.51	Open	Non	12/20	101-55200-249
DECEMBER 2020	Invoi	VAN LIESHOUT PK SECURITY LT	64.02	Open	Non	12/20	101-55200-249
DECEMBER 2020	Invoi	VAN LIESHOUT BALLFIELD	176.62	Open	Non	12/20	101-55200-249
DECEMBER 2020	Invoi	VAN LIESHOUT PARK	182.56	Open	Non	12/20	101-55200-249
DECEMBER 2020	Invoi	LEGION PARK RESTROOMS	284.46	Open	Non	12/20	101-55200-249
DECEMBER 2020	Invoi	HERITAGE PARK	23.31	Open	Non	12/20	101-55200-249
DECEMBER 2020	Invoi	HEESAKKER PARK TRAIL	29.35	Open	Non	12/20	101-55200-249
DECEMBER 2020	Invoi	DOYLE PARK BALLFIELD DP2 LIGHT	55.73	Open	Non	12/20	101-55200-249
DECEMBER 2020	Invoi	DOYLE PARK STAGE	40.01	Open	Non	12/20	101-55200-249
DECEMBER 2020	Invoi	BALLFIELD DPI/SHED LIGHTS	185.20	Open	Non	12/20	101-55200-249
DECEMBER 2020	Invoi	MUNICIPAL POOL	138.92	Open	Non	12/20	204-55420-249
DECEMBER 2020	Invoi	CIVIC CENTER	894.25	Open	Non	12/20	206-55110-249
DECEMBER 2020	Invoi	VILLAGE HALL	854.03	Open	Non	12/20	101-51650-249
DECEMBER 2020	Invoi	VILLAGE HALL PLAZA	16.71	Open	Non	12/20	101-51650-249
DECEMBER 2020	Invoi	SAFETY CENTER	558.66	Open	Non	12/20	207-52120-249
DECEMBER 2020	Invoi	SAFETY CENTER	372.44	Open	Non	12/20	101-52250-249
Total KAUKAUNA UTILITIES (234):			35,344.20				
LINDNER ACE HARDWARE LITTLE CHUTE (4702)							
267328-312001	Invoi	GARMENT HOOKS	35.94	Open	Non	12/20	101-52200-218
267389-333011	Invoi	BATTERIES	11.58	Open	Non	12/20	207-52120-218
267406-312001	Invoi	ICE SPRAY DETAILER	10.00	Open	Non	12/20	101-52200-218
Total LINDNER ACE HARDWARE LITTLE CHUTE (4702):			57.52				
MADISON NATIONAL LIFE (4857)							
1421065	Invoi	JANUARY LTD	927.50	Open	Non	12/20	101-21385
1421065	Invoi	JANUARY LIFE	411.03	Open	Non	12/20	101-21391

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total MADISON NATIONAL LIFE (4857):			1,338.53				
MARCO TECHNOLOGIES LLC (3100)							
8254373	Invoi	MITEL MIVOICE OFFICE SOFTWARE-BOARDROO	400.00	Open	Non	12/20	404-57190-302
Total MARCO TECHNOLOGIES LLC (3100):			400.00				
MCCLONE (4766)							
2357	Invoi	YEAR 3 FIREMEN GROUP ACCIDENT INSURANCE	2,503.00	Open	Non	12/20	101-14300
Total MCCLONE (4766):			2,503.00				
PUBLIC SERVICE COMMISSION (723)							
2011-I-03140	Invoi	11/01/20 - 11/30/20 PSC DIRECT ASSESSMENT	634.54	Open	Non	12/20	620-53924-262
Total PUBLIC SERVICE COMMISSION (723):			634.54				
STAPLES ADVANTAGE (3472)							
3464947988	Invoi	COPY PAPER	96.24	Open	Non	12/20	101-51650-206
Total STAPLES ADVANTAGE (3472):			96.24				
SUN LIFE FINANCIAL (4312)							
232004-JAN 2021	Invoi	JAN STD	259.85	Open	Non	12/20	101-21365
Total SUN LIFE FINANCIAL (4312):			259.85				
VILLAGE OF LITTLE CHUTE (1404)							
DECEMBER 2020	Invoi	SAFETY CENTER	285.10	Open	Non	12/20	207-52120-249
DECEMBER 2020	Invoi	SAFETY CENTER	71.27	Open	Non	12/20	101-52250-249
DECEMBER 2020	Invoi	GB & MISS CANAL CO	4.95	Open	Non	12/20	101-51780-249
DECEMBER 2020	Invoi	VILLAGE HALL	131.34	Open	Non	12/20	101-51650-249
DECEMBER 2020	Invoi	CIVIC CENTER	283.10	Open	Non	12/20	206-55110-249
DECEMBER 2020	Invoi	HERITAGE PARK	5.78	Open	Non	12/20	101-55200-249
DECEMBER 2020	Invoi	LEGION PARK RESTROOMS	367.95	Open	Non	12/20	101-55200-249
DECEMBER 2020	Invoi	VAN LIESHOUT PARK	120.45	Open	Non	12/20	101-55200-249
DECEMBER 2020	Invoi	HEESAKKER PARK RESTROOM	52.33	Open	Non	12/20	101-55200-249
DECEMBER 2020	Invoi	DOYLE PARK POOL/RESTROOMS	293.29	Open	Non	12/20	101-55200-249
DECEMBER 2020	Invoi	DOYLE PARK POOL/RESTROOMS	293.29	Open	Non	12/20	204-55420-249
DECEMBER 2020	Invoi	DOYLE PARK POOL	10.97	Open	Non	12/20	204-55420-249
DECEMBER 2020	Invoi	PUMP STATION JEFFERSON ST	36.82	Open	Non	12/20	620-53624-249
DECEMBER 2020	Invoi	DOYLE PARK WELL #1	20.75	Open	Non	12/20	620-53624-249
DECEMBER 2020	Invoi	#3 WELL WASHINGTON ST	12.38	Open	Non	12/20	620-53624-249
DECEMBER 2020	Invoi	200 KAREN DR	8.25	Open	Non	12/20	416-57600-249
DECEMBER 2020	Invoi	206 KAREN DR	8.25	Open	Non	12/20	416-57600-249
DECEMBER 2020	Invoi	1401 E ELM DR	844.82	Open	Non	12/20	101-53310-249
DECEMBER 2020	Invoi	721 W ELM	12.95	Open	Non	12/20	208-52900-249
DECEMBER 2020	Invoi	3609 FREEDOM RD	18.15	Open	Non	12/20	630-53441-249
Total VILLAGE OF LITTLE CHUTE (1404):			2,882.19				
WARRANT PAYMENTS (4565)							
M20011526	Invoi	WARRANT- NEFT	237.00	Open	Non	12/20	207-21495
Total WARRANT PAYMENTS (4565):			237.00				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>WE ENERGIES (2788)</b>							
4494800612 12/20	Invoi	DOYLE POOL	24.65	Open	Non	12/20	204-55420-249
4494800612 12/20	Invoi	200 E MCKINLEY ST - FVMPD	137.02	Open	Non	12/20	207-52120-249
4494800612 12/20	Invoi	200 E MCKINLEY ST - FIRE DEPT	91.35	Open	Non	12/20	101-52250-249
4494800612 12/20	Invoi	920 WASHINGTON ST	36.81	Open	Non	12/20	620-53624-249
4494800612 12/20	Invoi	PLANT #1 (100 WILSON ST)	184.33	Open	Non	12/20	620-53624-249
4494800612 12/20	Invoi	PLANT #2 (1118 JEFFERSON ST)	31.10	Open	Non	12/20	620-53624-249
4494800612 12/20	Invoi	CIVIC CENTER (630 MONROE ST)	500.98	Open	Non	12/20	206-55110-249
4494800612 12/20	Invoi	LC WELL #4 PUMPHOUSE (625 E EVERGREEN)	173.81	Open	Non	12/20	620-53624-249
4494800612 12/20	Invoi	STREET LIGHTS	1,057.51	Open	Non	12/20	101-53300-249
4494800612 12/20	Invoi	PUMP STATION @ EVERGREEN & FRENCH	172.82	Open	Non	12/20	620-53624-249
4494800612 12/20	Invoi	108 W MAIN ST	403.24	Open	Non	12/20	101-51650-249
4494800612 12/20	Invoi	CROSSWINDS LED STREET LIGHTS	123.04	Open	Non	12/20	101-53300-249
4494800612 12/20	Invoi	1404 E ELM DR	1,435.60	Open	Non	12/20	101-53310-249
4494800612 12/20	Invoi	721 W ELM DR	113.02	Open	Non	12/20	208-52900-249
<b>Total WE ENERGIES (2788):</b>			<b>4,485.28</b>				
<b>Grand Totals:</b>			<b>745,843.59</b>				

## Report GL Period Summary

Vendor number hash: 100970  
Vendor number hash - split: 182492  
Total number of invoices: 28  
Total number of transactions: 99

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	745,843.59	745,843.59
<b>Grand Totals:</b>	<b>745,843.59</b>	<b>745,843.59</b>

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2020 TAX REFUNDS (5158)							
260133300	Invoi	2020 TAX REFUND	2,624.81	Open	Non	12/20	803-21215
260145300	Invoi	2020 TAX REFUND	2,731.02	Open	Non	12/20	803-21215
260197000	Invoi	2020 TAX REFUND	2,684.54	Open	Non	12/20	803-21215
260250700	Invoi	2020 TAX REFUND	1,495.78	Open	Non	12/20	803-21215
260270500	Invoi	2020 TAX REFUND	18.58	Open	Non	12/20	803-21215
260330900	Invoi	2020 TAX REFUND	60.28	Open	Non	12/20	803-21215
260402800	Invoi	2020 TAX REFUND	108.21	Open	Non	12/20	803-21215
260441139	Invoi	2020 TAX REFUND	678.93	Open	Non	12/20	803-21215
Total 2020 TAX REFUNDS (5158):			10,402.15				
2020 UTILITY REFUNDS (5089)							
170271504	Invoi	OVERPAYMENT REFUND ACCT #1-702715-04	24.35	Open	Non	12/20	001-15000
170283504	Invoi	OVERPAYMENT REFUND ACCT #1-702835-04	18.88	Open	Non	12/20	001-15000
Total 2020 UTILITY REFUNDS (5089):			43.23				
AIRGAS USA LLC (379)							
9107886549	Invoi	OXYGEN	156.85	Open	Non	12/20	207-52120-213
Total AIRGAS USA LLC (379):			156.85				
AMERICAN FIDELITY ASSURANCE (4885)							
2088663	Invoi	FLEX SPENDING DECEMBER	1,289.59	Open	Non	12/20	101-21368
Total AMERICAN FIDELITY ASSURANCE (4885):			1,289.59				
AMPLITEL TECHNOLOGIES (4637)							
16638	Invoi	MONTHLY DROPSUITE SERVICE	152.81	Open	Non	12/20	207-52120-240
16898	Invoi	KRONOS SSL CERT	221.00	Open	Non	12/20	207-52120-204
16912	Invoi	SURFACE PRO	1,109.99	Open	Non	12/20	404-57190-302
Total AMPLITEL TECHNOLOGIES (4637):			1,483.80				
ARING EQUIPMENT CO INC (577)							
765167	Invoi	WIPER ARM #26	131.00	Open	Non	12/20	101-53330-225
Total ARING EQUIPMENT CO INC (577):			131.00				
BERGSTROM FORD OF FOX VALLEY (3484)							
359262	Invoi	FRONT BRAKES SQUAD #181	429.85	Open	Non	12/20	207-52120-247
Total BERGSTROM FORD OF FOX VALLEY (3484):			429.85				
CELLCOM (4683)							
178758	Invoi	ENGINEERING PHONE CHARGES	242.67	Open	Non	12/20	452-57331-203
178758	Invoi	DPW PHONE CHARGES	309.99	Open	Non	12/20	101-53310-203
178758	Invoi	PARKS PHONE CHARGES	58.65	Open	Non	12/20	101-55200-203
178758	Invoi	REC PHONE CHARGES	108.37	Open	Non	12/20	101-55300-203
178758	Invoi	FACILITIES PHONE CHARGES	44.72	Open	Non	12/20	101-51650-203
178758	Invoi	INSPECTOR PHONE CHARGES	44.72	Open	Non	12/20	101-52050-203
178758	Invoi	COMMUNITY DEVELOPER CHARGES	44.72	Open	Non	12/20	101-51530-208
200998	Invoi	FVMPD CELL - DECEMBER	1,906.07	Open	Non	12/20	207-52120-203
Total CELLCOM (4683):			2,759.91				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>CLEAN WATER TESTING LLC (284)</b>							
9004271953	Invoi	WATER TESTING	177.20	Open	Non	12/20	620-53644-204
Total CLEAN WATER TESTING LLC (284):			177.20				
<b>EVERGREEN POWER LLC (4827)</b>							
9053	Invoi	ENGINE PARTS #155	178.72	Open	Non	12/20	101-53330-225
Total EVERGREEN POWER LLC (4827):			178.72				
<b>FASTENAL COMPANY (847)</b>							
WIKIM260505	Invoi	HARDWARE	35.79	Open	Non	12/20	620-53634-255
WIKIM260667	Invoi	HEX JAM NUTS	2.56	Open	Non	12/20	620-53634-255
WIKIM260713	Invoi	PIPE SEALANT	34.45	Open	Non	12/20	620-53634-255
WIKIM260725	Invoi	HARDWARE	26.45	Open	Non	12/20	620-53634-255
Total FASTENAL COMPANY (847):			99.25				
<b>FERGUSON ENTERPRISES LLC #448 #1020 (2046)</b>							
5856037	Invoi	RING GASKETS	92.41	Open	Non	12/20	620-53634-255
5857497	Invoi	STAINLESS STEEL CASTINGS	48.84	Open	Non	12/20	620-53634-255
5867080	Invoi	PVC VAN STONE FLANGE & PIPE	191.63	Open	Non	12/20	620-53634-255
5867118	Invoi	PVC VAN STONE FLANGE	15.04	Open	Non	12/20	620-53634-255
5869286	Invoi	PVC PIPE	47.64	Open	Non	12/20	620-53634-255
Total FERGUSON ENTERPRISES LLC #448 #1020 (2046):			395.56				
<b>FERGUSON WATERWORKS LLC #1476 (221)</b>							
318689	Invoi	BRASS PIPE FITTINGS	3,216.00	Open	Non	12/20	620-53644-252
321050	Invoi	STAINLESS STEEL CLAMPS	417.83	Open	Non	12/20	620-53644-251
Total FERGUSON WATERWORKS LLC #1476 (221):			3,633.83				
<b>GALLS LLC (3595)</b>							
17099773	Invoi	POLYMER RAILS	16.35	Open	Non	12/20	207-52120-223
Total GALLS LLC (3595):			16.35				
<b>GRAEF (3713)</b>							
113277	Invoi	FOX RIVER BOARDWALK-DETAILED DESIGN	6,905.40	Open	Non	12/20	420-57620-277
Total GRAEF (3713):			6,905.40				
<b>GRAINGER (2338)</b>							
9733860663	Invoi	EXHAUST PORT FLOW CONTROL	5.44	Open	Non	12/20	620-53634-255
9733860671	Invoi	EXHAUST PORT FLOW CONTROL	239.36	Open	Non	12/20	620-53634-255
Total GRAINGER (2338):			244.80				
<b>HAWKINS INC (1918)</b>							
4841369	Invoi	AZONE	394.25	Open	Non	12/20	620-53634-214
4841369	Invoi	SODIUM SILICATE	2,195.40	Open	Non	12/20	620-53634-220
4848760	Invoi	AZONE	469.00	Open	Non	12/20	620-53634-214
4848760	Invoi	SODIUM SILICATE	2,277.76	Open	Non	12/20	620-53634-220
Total HAWKINS INC (1918):			5,336.41				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>HEID MUSIC (417)</b>							
2719970	Invoi	BAND MUSIC	216.60	Open	Non	12/20	101-55480-218
Total HEID MUSIC (417):			216.60				
<b>JACOBUS ENERGY LLC (4955)</b>							
2172674	Invoi	DIESEL FUEL	448.50	Open	Non	12/20	620-53624-249
Total JACOBUS ENERGY LLC (4955):			448.50				
<b>KLINK EQUIPMENT (4807)</b>							
888360	Invoi	CYLINDRICAL BRUSHES	466.44	Open	Non	12/20	101-53330-225
Total KLINK EQUIPMENT (4807):			466.44				
<b>LINDNER ACE HARDWARE LITTLE CHUTE (4702)</b>							
267140-325001	Invoi	BATTERIES FOR HAND SANITIZER UNITS	15.99	Open	Non	12/20	208-52900-218
267159-325003	Invoi	LUBRICANT	9.59	Open	Non	12/20	620-53634-255
267180-325001	Invoi	SALT BARRELS	9.99	Open	Non	12/20	101-53350-218
267222-325001	Invoi	DRILL BITS	21.98	Open	Non	12/20	630-53442-251
267223-325001	Invoi	ICE SCRAPER	19.99	Open	Non	12/20	101-53330-218
267245-325001	Invoi	FLAGGING TAPE	12.74	Open	Non	12/20	101-51415-218
267271-325001	Invoi	JOINT COMPOUND	13.98	Open	Non	12/20	101-51650-242
267392-325001	Invoi	CABLE CUTTER & DECK SCREWS	58.98	Open	Non	12/20	101-52200-218
267452-325003	Invoi	FUEL STABILIZER	10.78	Open	Non	12/20	620-53644-247
267468-325003	Invoi	PIPE THREAD COMPOUND	3.99	Open	Non	12/20	620-53634-255
267487-325001	Invoi	WASH BAY PART	1.79	Open	Non	12/20	101-53310-218
267536-325001	Invoi	CORNER BRACE & DRILL BITS	90.52	Open	Non	12/20	101-52250-244
Total LINDNER ACE HARDWARE LITTLE CHUTE (4702):			270.32				
<b>MARCO INC (3910)</b>							
28406479	Invoi	MONTHLY COPIER LEASE-1493357-DECEMBER 20	342.07	Open	Non	12/20	207-52120-207
Total MARCO INC (3910):			342.07				
<b>MCO (2254)</b>							
26529	Invoi	JAN 2021 OPERATIONS & HEALTH & LIABILITY IN	35,254.34	Open	Non	12/20	620-14300
Total MCO (2254):			35,254.34				
<b>MENARDS - APPLETON EAST (319)</b>							
96701	Invoi	END CAPS AND TEST PLUGS	26.41	Open	Non	12/20	101-51650-242
Total MENARDS - APPLETON EAST (319):			26.41				
<b>MIDWEST SALT LLC (5001)</b>							
P453408	Invoi	INDUSTRIAL SOUTHERN COARSE SALT	2,792.68	Open	Non	12/20	620-53634-224
P453951	Invoi	INDUSTRIAL SOUTHERN COARSE SALT	2,519.22	Open	Non	12/20	620-53634-224
P453975	Invoi	INDUSTRIAL SOUTHERN COARSE SALT	2,774.53	Open	Non	12/20	620-53634-224
P454196	Invoi	INDUSTRIAL SOUTHERN COARSE SALT	2,751.54	Open	Non	12/20	620-53634-224
P454270	Invoi	INDUSTRIAL SOUTHERN COARSE SALT	2,706.77	Open	Non	12/20	620-53634-224
P454441	Invoi	INDUSTRIAL SOUTHERN COARSE SALT	2,744.28	Open	Non	12/20	620-53634-224
P454498	Invoi	INDUSTRIAL SOUTHERN COARSE SALT	2,785.42	Open	Non	12/20	620-53634-224
Total MIDWEST SALT LLC (5001):			19,074.44				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>MP DEVELOPMENT 5 LLC (5168)</b>							
122820	Invoi	FACADE LOAN	35,640.00	Open	Non	12/20	222-13929
Total MP DEVELOPMENT 5 LLC (5168):			35,640.00				
<b>NEXSTEP INC (4802)</b>							
8765	Invoi	LOW PROFILE SNOW PUSHER	3,746.25	Open	Non	12/20	101-53350-301
Total NEXSTEP INC (4802):			3,746.25				
<b>OUTAGAMIE COUNTY TREASURER (486)</b>							
1018410	Invoi	NOVEMBER FUEL BILL	8.63	Open	Non	12/20	630-53441-247
1018410	Invoi	NOVEMBER FUEL BILL	1,378.66	Open	Non	12/20	630-53442-247
1018410	Invoi	NOVEMBER FUEL BILL	1,715.30	Open	Non	12/20	201-53620-247
1018410	Invoi	NOVEMBER FUEL BILL	110.49	Open	Non	12/20	101-55200-247
1018410	Invoi	NOVEMBER FUEL BILL	232.72	Open	Non	12/20	101-55440-247
1018410	Invoi	NOVEMBER FUEL BILL	587.07	Open	Non	12/20	101-52200-247
1018410	Invoi	NOVEMBER FUEL BILL	130.45	Open	Non	12/20	610-53612-247
1018410	Invoi	NOVEMBER FUEL BILL	257.60	Open	Non	12/20	620-53644-247
1018410	Invoi	NOVEMBER FUEL BILL	594.37	Open	Non	12/20	101-53330-217
123218	Invoi	SPILLMAN RMS MAINTENANCE	16,224.43	Open	Non	12/20	207-52120-204
Total OUTAGAMIE COUNTY TREASURER (486):			21,239.72				
<b>PSYCHOLOGIE CLINIQUE SC (4440)</b>							
122820	Invoi	PSYCHOLOGICAL EVALUATION	525.00	Open	Non	12/20	207-52120-225
Total PSYCHOLOGIE CLINIQUE SC (4440):			525.00				
<b>ROBERT E. LEE &amp; ASSOCIATES (3446)</b>							
78892	Invoi	OUTAGAMIE COUNTY LANDFILL LEACHATE	1,466.88	Open	Non	12/20	610-53612-256
Total ROBERT E. LEE & ASSOCIATES (3446):			1,466.88				
<b>SIGNCOUNTRY (3870)</b>							
13907	Invoi	BOARD ROOM DESK SIGN FINAL PAYMENT	854.87	Open	Non	12/20	101-51650-244
Total SIGNCOUNTRY (3870):			854.87				
<b>SPEEDY CLEAN DRAIN &amp; SEWER (122)</b>							
71764	Invoi	VACUUM 3 RESIN TANKS	915.00	Open	Non	12/20	620-53634-255
Total SPEEDY CLEAN DRAIN & SEWER (122):			915.00				
<b>ST. ELIZABETH HOSPITAL (354)</b>							
11/20 EL.FVMPD	Invoi	NOVEMBER BLOOD DRAWS	157.56	Open	Med	12/20	207-52120-204
Total ST. ELIZABETH HOSPITAL (354):			157.56				
<b>STAPLES ADVANTAGE (3472)</b>							
3465371737	Invoi	ENVELOPES FOR PAYROLL	46.91	Open	Non	12/20	101-51420-206
Total STAPLES ADVANTAGE (3472):			46.91				
<b>TAPCO (967)</b>							
1686018	Invoi	PEDESTRIAN LIGHT REPLACEMENT	410.51	Open	Non	12/20	101-53300-218

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total TAPCO (967):			410.51				
TIME WARNER CABLE (89)							
12/20 60703290180	Invoi	DECEMBER/JANUARY SERVICE	106.16	Open	Non	12/20	620-53924-203
12/20 70590040100	Invoi	DECEMBER/JANUARY SERVICE	62.71	Open	Non	12/20	101-52200-203
12/20 71406480150	Invoi	DECEMBER/JANUARY SERVICE	147.59	Open	Non	12/20	207-52120-203
Total TIME WARNER CABLE (89):			316.46				
TRANSCENDENT TECHNOLOGIES LLC (4819)							
M3606	Invoi	TAX PAYMENT SYSTEM & PET LICENSING	1,405.00	Open	Non	12/20	101-51420-204
Total TRANSCENDENT TECHNOLOGIES LLC (4819):			1,405.00				
TRUCK EQUIPMENT INC (5165)							
930975	Invoi	LIFT GATE	1,150.00	Open	Non	12/20	101-55200-247
930975	Invoi	LIFT GATE	1,150.00	Open	Non	12/20	101-53330-221
Total TRUCK EQUIPMENT INC (5165):			2,300.00				
UNITED WAY FOX CITIES (1313)							
2020	Invoi	2020 EMPLOYEE CONTRIBUTIONS	520.00	Open	Non	12/20	101-21354
Total UNITED WAY FOX CITIES (1313):			520.00				
VERIZON WIRELESS (3606)							
9869131765	Invoi	NOVEMBER/DECEMBER SERVICE	64.22	Open	Non	12/20	620-53924-203
Total VERIZON WIRELESS (3606):			64.22				
VILLAGE OF LITTLE CHUTE (1404)							
260-017611	Invoi	TID 6 PHASE 3 TRILLIANT 2020 TAXES	69.22	Open	Non	12/20	416-57600-204
260-127611	Invoi	MSB BUILDING 2020 TAXES	171.14	Open	Non	12/20	101-53310-249
260-127910	Invoi	MSB 2020 TAXES	.38	Open	Non	12/20	101-53310-249
260-425100	Invoi	FARMETTE HELD FOR FUTURE DEVELOPMENT 2	2.66	Open	Non	12/20	415-57500-204
260-425101	Invoi	HOUSE HELD FOR FUTURE DEVELOPMENT 2020	2.30	Open	Non	12/20	415-57500-204
260-425200	Invoi	WATER TOWER 2020 TAXES	3.08	Open	Non	12/20	620-53924-249
260-425900	Invoi	TID 5 FUTURE DEVELOPMENT 2020 TAXES	4.60	Open	Non	12/20	415-57500-204
Total VILLAGE OF LITTLE CHUTE (1404):			253.38				
VON BRIESEN & ROPER S.C. (4686)							
340990	Invoi	GENERAL LABOR	114.00	Open	Atto	12/20	101-51110-262
Total VON BRIESEN & ROPER S.C. (4686):			114.00				
WATER WELL SOLUTIONS WISCONSIN LLC (3136)							
WI20-12-108	Invoi	WELL #3 PUMP REPAIRS	29,750.00	Open	Non	12/20	620-53604-302
Total WATER WELL SOLUTIONS WISCONSIN LLC (3136):			29,750.00				
WEYERS EQUIPMENT INC (408)							
01-150422	Invoi	SILT FENCE	110.00	Open	Non	12/20	630-53444-218
Total WEYERS EQUIPMENT INC (408):			110.00				



Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Grand Totals:			189,618.78				

Report GL Period Summary

Vendor number hash:	287969
Vendor number hash - split:	328956
Total number of invoices:	91
Total number of transactions:	108

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	189,618.78	189,618.78
Grand Totals:	189,618.78	189,618.78

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
<b>AIRGAS USA LLC</b>				
9975989785	CYLINDER LEASE RENEWAL	168.33	01/21	101-53330-204
Total AIRGAS USA LLC:		168.33		
<b>AMERICAN WATER WORKS ASSOCIATION</b>				
7001858755	STANDARDS REVISIONS-PAPER UPDATE SERVIC	850.00	01/21	620-53924-208
Total AMERICAN WATER WORKS ASSOCIATION:		850.00		
<b>ASSOCIATED APPRAISAL CONSULTANTS</b>				
152122	PROFESSIONAL SERVICES-JANUARY	1,991.67	01/21	101-51530-204
152122	POSTAGE FOR 2021 REVALUATION PROGRAM	224.00	01/21	101-51530-204
Total ASSOCIATED APPRAISAL CONSULTANTS:		2,215.67		
<b>BIANEW</b>				
2021 MEMBERSHI	ANNUAL MEMBERSHIP DUES-JENSEN	50.00	01/21	101-52050-208
Total BIANEW:		50.00		
<b>BOND TRUST SERVICES CORP REF: 61747-PA</b>				
61747	PAYING AGENT FEE-REF 61747 PA	314.00	01/21	101-51420-204
61747	PAYING AGENT FEE-REF 61747 PA	15.00	01/21	416-57600-204
61747	PAYING AGENT FEE-REF 61747 PA	70.00	01/21	418-57800-204
61747	PAYING AGENT FEE-REF 61747 PA	1.00	01/21	620-53924-204
Total BOND TRUST SERVICES CORP REF: 61747-PA:		400.00		
<b>CITY OF APPLETON</b>				
5873	JANUARY WEIGHTS & MEASURES	568.00	01/21	101-52050-204
Total CITY OF APPLETON:		568.00		
<b>ELECTION SYSTEMS &amp; SOFTWARE</b>				
1163980	VOTING MACHINE MAINTENANCE AGREEMENT	1,535.00	01/21	101-51440-204
Total ELECTION SYSTEMS & SOFTWARE:		1,535.00		
<b>FOX CITIES CHAMBER OF COMMERCE</b>				
59756	CONNECT LEVEL MEMBERSHIP	200.00	01/21	101-51400-208
Total FOX CITIES CHAMBER OF COMMERCE:		200.00		
<b>FOX CITIES CONVENTION &amp; VISITORS BUREAU</b>				
2021FCGUIDEVLG	2021 FOX CITIES VISITORS GUIDE ADVERTISING	1,200.00	01/21	209-56900-227
Total FOX CITIES CONVENTION & VISITORS BUREAU:		1,200.00		
<b>GANNET WISCONSIN MEDIA #1014</b>				
PC0046461-2021	2021 SUBSCRIPTION	238.76	01/21	101-51400-207
Total GANNET WISCONSIN MEDIA #1014:		238.76		

Invoice	Description	Total Cost	Period	GL Account
<b>LEADS ONLINE</b>				
258654	TOTAL/TRACK SERVICE PACKAGE RENEWAL	2,148.00	01/21	207-52120-204
Total LEADS ONLINE:		2,148.00		
<b>LEAGUE OF WI MUNICIPALITIES</b>				
10281-21	2021 STANDARD DUES	3,490.95	01/21	101-51110-208
Total LEAGUE OF WI MUNICIPALITIES:		3,490.95		
<b>NORTHEAST WI STORMWATER CONSORTIUM</b>				
2202	NEWSC MEMBERSHIP-2021	1,770.00	01/21	630-53444-225
Total NORTHEAST WI STORMWATER CONSORTIUM:		1,770.00		
<b>PRIMADATA LLC</b>				
JANUARY 2021	JANUARY POSTCARD POSTAGE	275.00	01/21	201-53620-226
JANUARY 2021	JANUARY POSTCARD POSTAGE	275.00	01/21	610-53613-226
JANUARY 2021	JANUARY POSTCARD POSTAGE	275.00	01/21	620-53904-226
JANUARY 2021	JANUARY POSTCARD POSTAGE	275.00	01/21	630-53443-226
Total PRIMADATA LLC:		1,100.00		
<b>RECDESK LLC</b>				
11267	ANNUAL SUBSCRIPTION 1/1/21 - 12/31/21	3,600.00	01/21	101-55300-208
Total RECDESK LLC:		3,600.00		
<b>TITAN PUBLIC SAFETY SOLUTIONS, LLC</b>				
5088	2021 TIPPS ANNUAL SUPPORT FEE	5,334.00	01/21	101-51680-204
Total TITAN PUBLIC SAFETY SOLUTIONS, LLC:		5,334.00		
<b>WCMA</b>				
010121	MEMBERSHIP DUES-FENLON	189.54	01/21	101-51400-208
Total WCMA:		189.54		
<b>WI CHIEFS OF POLICE ASSOC</b>				
4741	MEMBERSHIP DUES -MEISTER	130.00	01/21	207-52120-208
Total WI CHIEFS OF POLICE ASSOC:		130.00		
<b>WI DEPT OF REVENUE</b>				
010121	MANUFACTURING ASSESSMENT FEE	6,245.27	01/21	101-51530-204
Total WI DEPT OF REVENUE:		6,245.27		
<b>WISCONSIN TRAFFIC SAFETY OFFICER'S ASSOC</b>				
2021 CONFERENC	CONFERENCE-OFFICER GRUMANN	200.00	01/21	207-52120-201
Total WISCONSIN TRAFFIC SAFETY OFFICER'S ASSOC:		200.00		
<b>WORKHORSE SOFTWARE SERVICES</b>				
4233	2021 SUPPORT FOR SPECIAL ASSESSMENTS	700.00	01/21	452-57331-204

Invoice	Description	Total Cost	Period	GL Account
Total WORKHORSE SOFTWARE SERVICES:		700.00		
WPRA				
1732	2021 MEMBERSHIP-BREEST	150.00	01/21	101-55300-208
Total WPRA:		150.00		
Grand Totals:		32,483.52		

## Report GL Period Summary

Vendor number hash: 58218  
Vendor number hash - split: 86383  
Total number of invoices: 22  
Total number of transactions: 29

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	32,483.52	32,483.52
Grand Totals:	32,483.52	32,483.52

## Report Criteria:

Invoice Detail.Voided = {} FALSE

Village of Little Chute  
Department of Public Works

**REQUEST FOR BOARD'S CONSIDERATION**

**ITEM DESCRIPTION:** Action – Wisconsin Gas LLC (We Energies), Natural Gas Distribution Easement.

**REPORT PREPARED BY:** Kent Taylor, Public Works Director

**REPORT DATE:** January 6, 2021

**ADMINISTRATOR'S REVIEW / COMMENTS:**

**EXPLANATION:** Department of Public Works staff has reviewed the proposed "Gas Distribution Easement submitted by Wisconsin Gas LLC (We Energies). The easement area is described as **strips of land Six (6) Feet in width, being part of Lot (3), Lot (4) and Lot (6), Block Twenty-six (26), 1985 AMENDMENT TO 1917 ASSESSORS PLAT OF THE VILLAGE OF LITTLE CHUTE**, being a subdivision of a part of the **Southeast 1/4 of the Northeast 1/4 and Government Lot 1 of section 21, Township 21 North, Range 18 East**, Village of Little Chute, Outagamie County, Wisconsin.

The easement is associated with the gas installation being done in conjunction with the improvements at St. John Nepomucene Catholic Church.

The purpose of the proposed easement to construct, install, operate, maintain, repair, replace and extend underground utility facilities, pipeline or pipelines with valves, tieovers, main laterals and service laterals, and appurtenances for transmission and distribution of natural gas.

The location of the easement area with respect to the Village land is as shown on the attached drawing, marked Temporary Exhibit "A".

Included is a copy of, the Gas Distribution Easement, We Energies "Temporary Exhibit A", and information regarding Rights-of-Way and Easements, For Electric and Gas Distribution, and Facility Construction.

**RECOMMENDATION:** Staff requests the Village Board discuss/approve the proposed Gas Distribution Easement submitted by Wisconsin Gas LLC (We Energies).

**DISTRIBUTION EASEMENT  
GAS**

Document Number

WR NO.      **4602435**      IO NO.      **MRU23404302**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **VILLAGE OF LITTLE CHUTE, a Wisconsin municipal corporation**, hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN GAS LLC, a Wisconsin limited liability company doing business as We Energies**, hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as **strips of land Six (6) Feet in width, being part of Lot Three (3), Lot Four (4) and Lot Six (6), Block Twenty-six (26), 1985 AMENDMENT TO 1917 ASSESSORS PLAT OF THE VILLAGE OF LITTLE CHUTE**, being a subdivision of a part of the **Southeast 1/4 of the Northeast 1/4 and Government Lot 1 of Section 21, Township 21 North, Range 18 East**, Village of Little Chute, Outagamie County, Wisconsin.

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

RETURN TO:  
We Energies  
PROPERTY RIGHTS & INFORMATION GROUP  
231 W. MICHIGAN STREET, ROOM P129  
PO BOX 2046  
MILWAUKEE, WI 53201-2046

260043300 & 260044900  
(Parcel Identification Number)

1. **Purpose:** The purpose of this easement is to construct, install, operate, maintain repair, replace and extend underground utility facilities, pipeline or pipelines with valves, tieovers, main laterals and service laterals, together with all necessary and appurtenant equipment under and above ground, including cathodic protection apparatus used for corrosion control, as deemed necessary by Grantee, for the transmission and distribution of natural gas and all by-products thereof, or any liquids, gases, or substances which can or may be transported or distributed through a pipeline, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
2. **Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.
3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin gas codes or any amendments thereto.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until some time in the future, and that none of the rights herein granted shall be lost by non-use.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document or voluntarily waives the five day review period.

**Grantor:**

**VILLAGE OF LITTLE CHUTE, a Wisconsin municipal corporation**

By \_\_\_\_\_

(Print name and title): \_\_\_\_\_

By \_\_\_\_\_

(Print name and title): \_\_\_\_\_

Personally came before me in \_\_\_\_\_ County, Wisconsin on \_\_\_\_\_, \_\_\_\_\_,  
the above named \_\_\_\_\_, the \_\_\_\_\_  
and \_\_\_\_\_, the \_\_\_\_\_  
of the VILLAGE OF LITTLE CHUTE, a Wisconsin municipal corporation, for the municipal corporation, by its authority.

\_\_\_\_\_  
Notary Public Signature, State of Wisconsin

\_\_\_\_\_  
Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

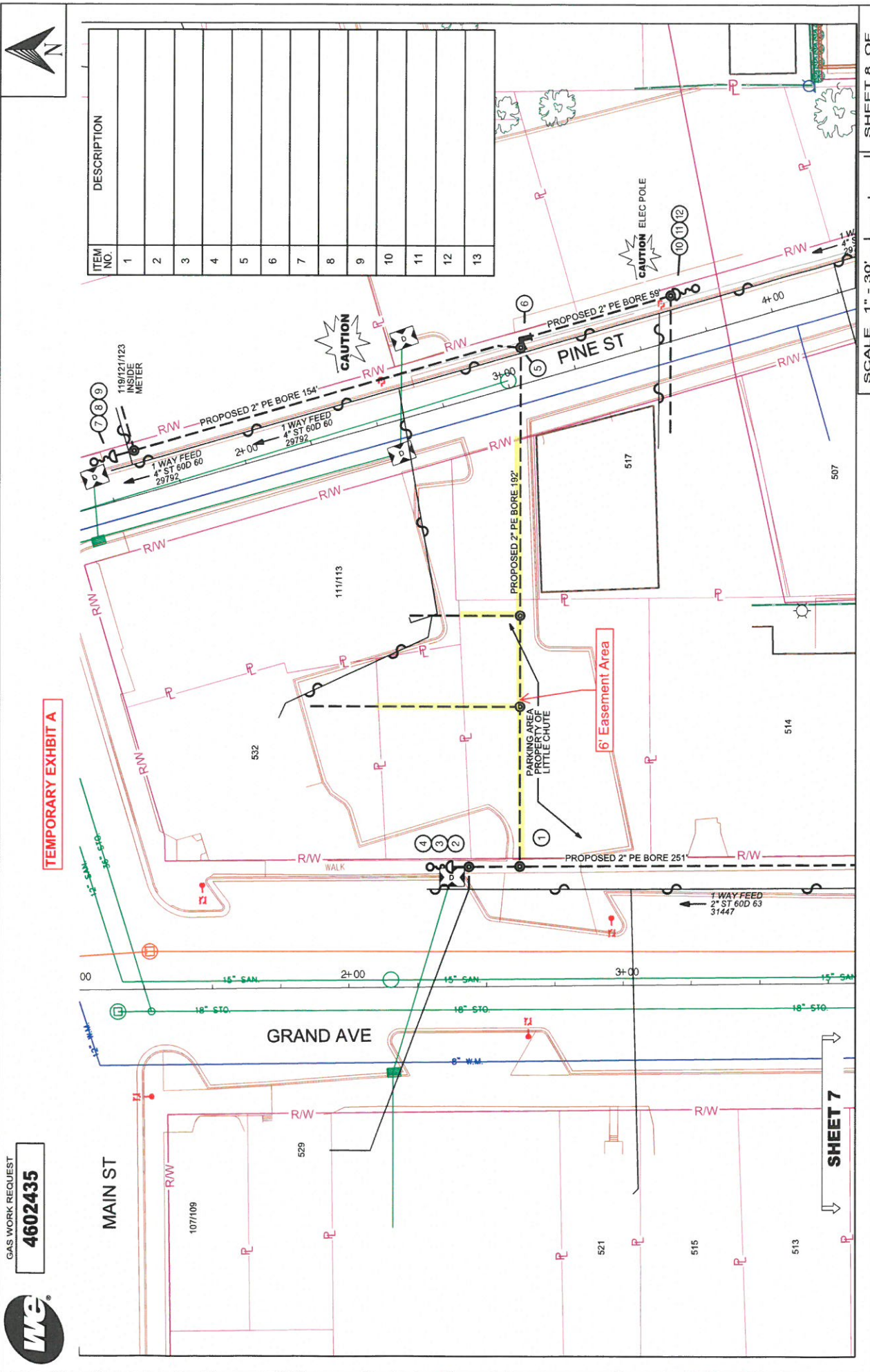
My commission expires \_\_\_\_\_

This instrument was drafted by Emily Iacchei on behalf of Wisconsin Electric Power Company, PO Box 2046, Milwaukee, Wisconsin 53201-2046.

GAS WORK REQUEST  
4602435



TEMPORARY EXHIBIT A



ITEM NO.	DESCRIPTION
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SCALE 1" = 30'

Printed 11/12/2020 9:14:09 AM

SHEET 7

SHEET 8 OF



# RIGHTS-OF-WAY AND EASEMENTS

## For Electric and Gas Distribution Facility Construction

### INTRODUCTION

This pamphlet is intended to help you, the landowner, better understand the possible need for new utility facilities, how utilities build those facilities, and how you can be an important part of the process.

Electric distribution lines carry electricity from substations to customers. These types of electric lines include customer service connections and local distribution lines.

Gas distribution pipes carry natural gas from regulator stations to customers. These types of gas pipes include distribution mains of various sizes and service laterals.

A utility right-of-way (ROW) is a strip of land that a utility uses to construct, maintain, repair, or replace an overhead power line, underground power line, or gas main. The ROW allows the utility to provide clearance from trees, buildings and other structures that could interfere with the installation, maintenance and operation of the utility facilities. This ROW may be located in the roadway or on private property: It usually is from 6 to 12 feet wide, unless terrain, vegetation, larger utility facilities, or unusual construction obstacles require a wider easement.

### 1) What are some reasons new or reconstructed power lines might be needed?

New power lines may be needed because of:

- Growth in customer's average electricity use
- Growth in the number of customers and businesses in Wisconsin
- Replacement of old lines due to age of equipment
- Additional lines constructed from new substations needed to meet increased demand

### 2) What are some reasons new or reconstructed gas facilities might be needed:

New gas facilities may be needed because of:

- Growth in the number of natural gas customers
- Replacement of old pipes due to age or condition

- Increased usage of natural gas by existing customers

### 3) Do utilities need government approval to build new power lines or gas mains?

Yes. A variety of permits are needed from various governmental agencies. The Public Service Commission of Wisconsin (PSCW) reviews our request if a project exceeds \$5 million in cost.

Local road permits, Wisconsin Department of Transportation permits, Wisconsin Department of Natural Resources permits, Federal Aviation Authority permits, etc. are all required if the interests of those agencies are involved.

### 4) Can conservation eliminate the need for power lines or gas mains?

Yes and no. Right now, conservation helps reduce the need for new power lines, but is not eliminating all future needs. In order to eliminate the need for new utility facilities, conservation would have to be great enough to offset all the needs mentioned in questions one and two.

Conservation can reduce the number of new power lines and power plants needed because conservation makes energy use more efficient. The PSCW reviews utility plans for conservative programs in its Biennial Strategic Energy Assessment ("SEA").

### 5) How is it decided when and where new or reconstructed utility facilities will be built?

Our engineers use computer models of the power and natural gas systems to study the need for new utility facilities. The results help a utility decide if a new power line or natural gas main is needed or if an existing line or main should be rebuilt or relocated. In some instances the need for new or rebuilt power lines or natural gas mains becomes apparent due to insufficient capacity to meet customer requirements in an area.

### 6) Does We Energies have the right to construct its utility facilities on my property?

Wisconsin statutes allow us to construct our utility facilities on or along roadways with the consent of

local authorities as long as the utility facilities do not interfere with the use of the roadway by the public or with the use of the adjoining land. We usually have the option of building the distribution lines or mains and related facilities on private property or in the road right-of-way. However, if existing obstacles are in the way, the distribution line or main will be located to avoid these obstacles. If the distribution line or main is located on private property, an easement from the landowner is required. If the distribution line or main is located in road right-of-way, a permit from the municipality is required.

**7) Will my trees need to be cut?**

In some cases, power lines must be built along wooded areas or near existing trees. Therefore, trees in these areas need to be trimmed and sometimes removed.

In order to ensure safe and reliable power, it is important to keep power lines and above ground equipment free of any kind of interference. This means that tall-growing trees should not be placed near or under existing power lines. We maintain a regular trimming schedule to keep interference from trees to a minimum. It is important for customers to understand this requirement and cooperate with us for tree-trimming requirements.

In the case of natural gas facilities, trees or shrubs may need to be trimmed or removed for the installation and maintenance of the gas main.

In order to trim or remove trees along a roadway, the utility will obtain the consent of the owner of the tree.

**8) What is an easement?**

An easement is a written document that grants a permanent right to use land for a specific purpose, such as installing utility facilities to serve you and others. An easement "runs with the land" which means it stays with the property even if ownership of the property changes.

**9) What can the landowner expect in the easement acquisition process?**

Based on many years of experience, we developed a standard easement agreement which covers topics such as proper clearance/cover for utility facilities, restoration of the land and tree trimming. You, as a landowner, have the right to understand these issues as well as the need for distribution facilities.

To minimize impact on your property, we will make every reasonable effort to locate these facilities in setback areas that are unbuildable.

We also contact each potentially affected landowner and present the easement document.

**10) What is required of the landowner in the easement document?**

The easement document grants the utility the right to locate distribution facilities on the landowner's property. It also requires the landowner to keep the easement area clear to allow the utility access to these facilities for maintenance and repair. Easement area should stay clear of trees.

**11) What kinds of negotiations should be expected?**

While our standard easement is intended to cover normal distribution facility installations, terms or conditions may be negotiated. If the landowner has questions, we will get answers. The right-of-way agent is your contact person and your source of information.

**12) Are there specific waivers of rights involved in the easement negotiation process?**

For electric facilities, PSC 113.0509 gives the landowner, unless voluntarily waived by the landowner, a minimum period of five days to examine the materials we provided before signing any new or revised easement agreement. If you, as the landowner, are comfortable signing the easement agreement after reading the document and getting answers to questions, you may waive the five-day review period established under PSCW Administrative Rules.

There is not comparable code provision for gas facilities; however as a courtesy to our customers, We

Energies applies the same practice in the attainment of gas distribution easements.

**13) Does the use of eminent domain enter into easement negotiation discussions?**

No. We do not mention eminent domain. We will work with the landowner to negotiate a solution on location of distribution facilities.

**14) Does the utility ultimately have the right to use eminent domain?**

Yes. However, as a general practice, we do not use eminent domain to install electric or gas distribution facilities. Only in extremely unusual situations would we consider the use of our eminent domain rights. In those cases specific discussions with the customer regarding the exercise of those rights will occur. (We have not used eminent domain on distribution facilities in over 35 years).

**For more information:**

For information on a specific project, contact We Energies or the PSCW.

Contact the PSCW at:  
Public Service Commission of Wisconsin  
P.O. Box 7854  
Madison, WI 53707-7854  
608-266-5481

Because the PSCW does not have detailed information about every distribution project, please provide the following information when contacting them:

- Utility Name
- Project Name
- Project Location

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

**ITEM DESCRIPTION: Comprehensive Outdoor Recreation Plan Proposals and Rankings**

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

**REPORT DATE: December 31, 2020**

**ADMINISTRATOR'S REVIEW/COMMENTS:**

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

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

**EXPLANATION:** Every 5 years, the village updates our Comprehensive Outdoor Recreation Plan so that we can properly plan and budget for the next 5 years. The primary goals of the document are to evaluate existing facilities, create a park improvement plan for the next 5 years that can be integrated into the village CIP process, and engage and receive feedback from the community on the future of the village's parks. This document is also required to be eligible for many grant programs including the DNR Knowles Nelson Stewardship Grant. Village staff sent a request for proposal to 8 qualified consultants to perform the update to our Comprehensive Outdoor Recreation Plan. We received 5 responses. The proposals were scored by the Parks, Recreation, & Forestry Director as well as the Park Planning Committee based on the scope of services listed below.

The department budgeted \$15,000 for this work. A budget adjustment will be required at a future village board meeting to fund this project. The Park Planning Committee meets on January 5, 2020 to complete their rankings and submit a recommendation to the village board. Staff will provide the results of their rankings prior to the January 6, 2020 board meeting.

**Comprehensive Outdoor Recreation Plan Proposals**

- JSD – \$35,000
- East Central Wisconsin Regional Planning Commission – \$27,801
- SEH - \$25,871.64
- GRAEF - \$25,000
- Rettler - \$17,500

**Ranking of Proposals**

**1. Development of CORP**

- a. Prepare an updated CORP document in accordance with the Department of Natural Resources funding eligibility requirements found in Chapter NR 50, Wisconsin Code, to span a 5-year period. The document will assist the village in developing parks, open space, and trails to satisfy the current and future needs of its citizens.
- b. Prepare a report containing summarized findings, recommendations and action steps resulting from items 2-6 below. The report shall be prepared in a manner that will guide staff and elected officials with regards to future decisions and priorities for the Little Chute Parks System.
- c. As requested by Village Staff, attend and liaison with the Village CORP Park Planning Committee, and Village Board throughout plan development & adoption proceedings.
- d. Ensure the plan meets the minimum requirements to maintain the Village's eligibility with the Wisconsin Department of Natural Resources Stewardship Fund.

**2. Document & Evaluate Existing Conditions**

- a. Evaluate existing parks facility conditions, including infrastructure, trails, play equipment, and other amenities.

- b. Identify and evaluate current Village demographics and assess makeup of current Village park users.
- c. Update inventory of the existing Village Park System (properties, facilities/equipment, and trail system) in detail. At a high level, illustrate surrounding area assets that may be utilized by Village residents. (ie. A park located on the boarder of Appleton and Little Chute that may be serving our residents)

### **3. Public Engagement & Visioning**

- a. In coordination with village staff, engage the public using various methods of outreach that aim to reach residents from all demographic groups within the Village. Ensure public input is documented, evaluated, and incorporated into various elements of the CORP. As a note, Village wide surveys have received excellent response rates in the past.
- b. Identify current and potential Village Park System users.
- c. Hold a public informational session onsite at each of our 6 major parks. These include Creekview Park, Doyle Park, Heesakker Park, Van Lieshout Park, Island Park, and Legion Park. These short sessions can be completed in 6 days or we can combine more than 1 park in 1 day.

### **4. Outline Issues & Opportunities; Vision, Goals, and Objectives**

- a. Identify key issues & opportunities for the Village Park System.
- b. Using data and input from the above items, village staff, the park planning committee and other stakeholders, develop a vision, goals and objectives for the 2021-2025 CORP.

### **5. Identify Priority Projects, Improvements & Enhancements**

- a. Identify specific projects, improvements and enhancements recommended, along with high level cost estimates. Include any key elements and features to be maintained and/or incorporated into existing park facilities.
- b. Prioritize needed projects, improvements, and enhancements.
- c. Identify an ideal location for a future splash pad within the park system.

### **6. Funding**

- a. Identify and evaluate existing Village park system funding programs. Include deficiencies in resources for existing programs, maintenance, and operations.
- b. Identify alternative funding options
  - i. Based on the evaluation of existing funding programs, determine what methods of alternative funding may be feasible in the village, such as:
    - 1. Village General Fund
    - 2. Park Fees
    - 3. Grants
    - 4. Convention and Visitors Bureau
    - 5. Endowments
    - 6. Private Foundations
    - 7. Other
  - ii. Identify options to help mitigate potential funding gaps.

### **7. GIS/Mapping**

- a. GIS/Mapping shall be used to create exhibits for use during the planning process, and maps for inclusion in the planning document. Most geographic data will be existing; it is anticipated there may be other geographic information pertinent to the plan that may need updating and/or creation by consultant in other planning scope of work items by the consultant. After plan completion, Consultant shall provide Little Chute with all GIS data used to create the plan in a format that can be imported into ESRI ArcGIS.

**RECOMMENDATION:** Discussion/Action

Village of Little Chute  
INFORMATION FOR VILLAGE BOARD CONSIDERATION

**ITEM DESCRIPTION: FFCRA Sunset, Local Policy and other efforts related to COVID-19**

**PREPARED BY: James Fenlon, Village Administrator** *JPF*

**REPORT DATE: Monday, January 4, 2021**

**ATTACHMENTS: Sick Leave Memo of March 13<sup>th</sup>, Policy 503 Memo of August 28<sup>th</sup>, and Work from Home Policy of March 27<sup>th</sup>.**

**EXPLANATION:** Due to the COVID-19 pandemic, there were several policies the Village Board adopted in 2020. Some of these policies were due to federal mandate/law and others were decided at the local level. An overview is as follows:

1. On April 1<sup>st</sup>, 2020, the Board of Trustees adopted several policies related to the Families First Coronavirus Response Act (FFCRA). Those policies, both by federal legislation and by our own drafting, sunset on 12/31/2020. While these policies were effective in allowing staff to address COVID-19 issues, they were also offset in cost with accompanying CARES Act reimbursement. Moving forward, any COVID-19 related issues for personnel would primarily be addressed using Village of Little Chute sick leave and our accompanying policies.
2. Sick Leave – At our March 18<sup>th</sup> meeting, we discussed the idea of being flexible with the use of sick leave and sick leave balances. As was discussed last March, nearly 1/3 of all employees have 80 hours of sick leave or less. It is likely that these balances have grown in 2020, an employee required to quarantine for any time in 2021 could conceivably arrive at a negative balance. **I would propose that for the first half of 2021, the Board directs the Administrator to work with any staff member who could end up at a negative balance for COVID related reasons.** These situations would be reviewed uniformly and with detailed guidelines as were discussed in 2020.
3. Policy 503 – Compensation Time Adjustment – As was discussed and adopted in 2020, Compensatory Times were adjusted to allow up to 80 hours in 2020. These balances were to not be carried over in 2021 and the primary factor for the adjustment was to provide flexibility to the workforce to deal with any issues related to COVID-19. Talking with some staff members, they attribute this change as one reason that leaf pick-up was so successful in the Fall of 2020 (by having more weekend pick-up and flexibility of workdays). **I would propose that for 2021, the Board of Trustees approves an adjustment for the Compensatory Time balance to 80 hours for the 2021 Calendar year.**
4. Work from Home Policy – On April 1<sup>st</sup>, the Board approved the attached Work from Home policy. While there was no sunset on this policy, we wanted to make sure you are aware that at least through the first half of 2021, we would move forward under this same policy.

**RECOMMENDATION: Discuss and approve the three policy related changes to sick leave, compensatory time, and work from home.**

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

**ITEM DESCRIPTION: Sick Leave Policy – 60 Day Amendment**

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

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

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

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

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

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

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

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



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

**ITEM DESCRIPTION: Policy 503 - Limited Adjustment to Compensatory Time**

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

**REPORT DATE: August 28, 2020**

**EXPLANATION:** I was approached by a staff member with a request to extend compensatory time accrual time from the current 40 hour maximum to 80 hours for the remainder of 2020. Part of this suggestion would allow staff to use this time off as time to deal with COVID-19 related absences. A few considerations:

- This policy adjustment would only be allowed for the 2020 calendar year.
- This time would NOT carry over into 2021
- Any balance over and above the 40 hours that was not utilized in paid time off would be paid to the employee at the end of the year

**RECOMMENDATION: Authorize the Administrator to extend the current 40 hour maximum accrual limit for compensatory time under policy 503 to be extended to 80 hours for the remainder of 2020 per the terms/considerations outlined above.**

## **POLICY 503 OVERTIME AND COMPENSATORY TIME**

- 1. Purpose.** To provide a consistent system for distributing overtime in compliance with the overtime-pay provisions of the Fair Labor Standards Act (FLSA).
- 2. Definitions.**
  - 2.1** Each position is designated as either “Non-exempt” or “Exempt” from the federal Fair Labor Standards Act and state wage and hour laws. Employees should contact their supervisor if they are unsure of their position’s designation.
    - 2.1.1** Non-Exempt. Positions that are paid on an hourly basis and are entitled to overtime pay for hours worked in excess of 40 hours per week.
    - 2.1.2** Exempt. Positions that are generally paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay.
- 3. Overtime.**
  - 3.1** Non-exempt employees are eligible to receive overtime pay of one and one-half (1.5) times their regular hourly wages for approved hours over forty (40) hours in one (1) week. Hours worked is defined as regularly scheduled work hours, previously scheduled leave/vacation (scheduled 5 days in advance), and all holidays. Compensatory time (comp time) off and sick leave will not count as hours worked for overtime computations. All overtime must be approved in advance.
- 4. Compensatory Time.**
  - 4.1** Non-exempt employees may elect to earn and use compensatory time. Compensatory time will be earned at time and one half.
  - 4.2** Non-supervisory exempt employees may elect to earn and use compensatory time. Compensatory time will be earned on the basis of one and a half (1.5) hour compensatory time for one hour worked outside a 40-hour work week.
  - 4.3** Department heads and exempt supervisory employees are not eligible for compensatory time.



- 4.4** Once the maximum accrual amount has been met, employees will be paid for any time worked for hours worked beyond their regularly scheduled hours within a pay period at a rate of time and one half time for one hour worked.
- 5.** Compensatory Time Accrual.
  - 5.1** Paid benefit time (paid time off, nonproductive holiday hours, etc.) will not be considered as hours worked for purposes of determining compensatory hours.
  - 5.2** Compensatory time may be accumulated to a maximum of 40 hours.
  - 5.3** Department Heads have the authority to authorize the carryover of a maximum of 40 hours of earned compensatory time per employee from one calendar year to the next or to payout the employee on the second payroll of December.
- 6.** Approval.
  - 6.1** Except in emergencies, all overtime and compensatory time must be approved in advance by management.
    - 6.1.1** The employee's supervisor will have the sole right to approve or deny overtime and compensatory time requests.

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

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

# VILLAGE OF LITTLE CHUTE WORK FROM HOME POLICY AND AGREEMENT

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

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

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

## Policies and Procedures

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

## Safety, Equipment, and Information Security

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

# VILLAGE OF LITTLE CHUTE WORK FROM HOME POLICY AND AGREEMENT

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

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

## Equipment, Furniture, and Supplies

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

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

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

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

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

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

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

ATTACHMENTS: Village of Little Chute Work From Home Checklist

# VILLAGE OF LITTLE CHUTE WORK FROM HOME POLICY AND AGREEMENT

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

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

Equipment provided:

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

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

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

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