



AGENDA

REGULAR BOARD MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, February 17, 2021
TIME: 6:00 P.M.

Virtually attend the February 17th 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/97740788757>

Meeting ID: 977 4078 8757

+1 312 626 6799 US (Chicago)

Meeting ID: 97740788757

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 February 3, 2021
 - 2. Minutes of Committee of the Whole Meeting of February 10, 2021
 - 3. Disbursement List
- E. Other Informational Items—January Fire Monthly Report and January Monthly Report
- F. Information—GFOA Excellence in Financial Reporting – 2019 Audit
- G. Action—Kayak Easement Approval
- H. Discussion/Action—Adopt Resolution No. 2, Series 2021 FedEx/Setzer Properties CSM

- I. Discussion/Action—Community Development Information Packet
- J. Discussion/Action—Request for Use of Civic Center for Library Program
- K. Discussion—Compensation/Per Diem for Committees, Commissions and Boards
- L. Discussion—Article III – Sidewalk Construction, Maintenance and Repair – Sec. 40-64 – Construction Repair
- M. Discussion—Covid-19 Updates
- N. Department and Officers Progress Reports
- O. Call for Unfinished Business
- P. Items for Future Agenda
- Q. 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. *Development Negotiation Updates*
- R. Return to Open Session
- S. 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: February 12, 2021



Information for the Regular Board Meeting – February 17, 2021 – 6:00 PM

The Village of Little Chute is taking precautions related COVID-19 as it relates to Village Board meetings. On March 16th, 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 February 17th Regular Board Meeting at 6:00 PM by following the link here:
Join Zoom Meeting
<https://zoom.us/j/97740788757>
Meeting ID: 977 4078 8757
2. Call-in Information: United States
One tap mobile:
+13017158592,,97740788757# US (Washington D.C)
+13126266799,,97740788757# 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: 977 4078 8757
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
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 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 FEBRUARY 3, 2021

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
Katherine Freund, LC Library Director
Chris Murawski, Village Engineer
Tyler Claringbole, Village Attorney
EXCUSED: Laurie Decker, Village Clerk
Dan Meister, Fox Valley Metro Police Chief

Public Appearance for Items Not on the Agenda

None

Consent Agenda

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

1. Minutes of Regular Board Meeting of January 20, 2021
2. Disbursement List

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

Ayes 7, Nays 0 – Motion Carried

Discussion/Action—Setzer/FedEx Site Plan

Director Kittel went over the Setzer/Fed Ex Site Plan for a new trucking terminal facility and advised that staff and the Plan Commission are recommending approval with the condition that all comments or adjustments requested are addressed.

Moved by Trustee B. Van Lankveldt, seconded by Trustee Smith to Approve the Setzer/FedEx Site Plan with the condition that all comments or adjustments are addressed

Ayes 7, Nays 0 – Motion Carried

Discussion—Landfill Odor

Administrator Fenlon provided a follow-up to the November meeting on the Landfill Odor as requested by Mr. Bruce Jansen, (950 W. Florida Avenue). After consulting with legal counsel the Village feels that enforcing or applying Chapters 28 and 44 of the municipal code in this instance would be difficult. Administrator Fenlon also advised that Outagamie County has a Plan of Operations that does include proactive monitoring efforts that are to be completed on a weekly basis, Administrator Fenlon has formally requested these forms from the Director of the Outagamie County Landfill. Mr. Bruce Jansen advised that he has been in touch with the

DNR but he is being told there isn't a lot they can do. He also advised that the EPA is supposed to do an inspection after he contacted Representative Baldwin's office and he started a Facebook group called Citizens for an Odor Free Environment. Trustee L. Van Lankvelt thanked Mr. Jansen for all of his efforts.

Action—Nelson Crossing Site Amenities

Director Breest went over the 2021 budget adjustment requested for the Nelson Crossing Site Amenities.

Moved by Trustee B. Van Lankveldt, seconded by Trustee Smith to Approve the Nelson Crossing site amenities in the amount of \$6, 173.50

Roll Call Vote

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

Action—Ordinance No. 1, Series 2021 Amending Chapter 2 Administration, Article V Board, Commissions and Committees Section 2-157 of the Village of Little Chute Municipal Code

Moved by Trustee L. Van Lankvelt, seconded by Trustee Peerenboom to Adopt Ordinance No. 1, Series 2021 Amending Chapter 2 Administration, Article V Board, Commissions and Committees Section 2-157 of the Village of Little Chute Municipal Code

Ayes 7, Nays 0 – Motion Carried

Action—Personnel Manual Amendments

Administrator Fenlon went over amendment changes to the Personnel Manual as previously discussed.

Moved by Trustee Smith, seconded by Trustee B. Van Lankveldt to Approve the Personnel Manual Amendments as presented

Ayes 7, Nays 0 – Motion Carried

Action—Commission Appointments

President Vanden Berg appointed Mr. Jim Moes to the Plan Commission and Trustee Peerenboom to the Park Planning Committee

Moved by Trustee Smith, seconded by Trustee L. Van Lankvelt to Approve the Commission Appointments as presented

Ayes 7, Nays 0 – Motion Carried

Discussion—Little Chute Kayak Launch Easement

Director Breest went over the Little Chute Kayak Launch Easement previously approved by the Board and advised it is in the 2021 budget. This will be an action item for the February 17th Regular Board Meeting.

Discussion—Covid-19 Updates

Director Breest advised the board of programs planned for this spring and summer with restrictions as needed. Doyle Pool plans to open with the same restrictions as last year and giving Director Breest the discretion to adjust as needed. Administrator Fenlon gave an update on vaccine availability.

Department and Officers Progress Reports

Departments and Officers provided progress reports to the Board

Call for Unfinished Business

None

Items for Future Agenda

Check on pay for Committee Members
Kayak Easement Approval
Copy of Financial Award

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. *Development Negotiations*

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 Smith, seconded by Trustee L. Van Lankvelt to exit closed session

Ayes 7, Nays 0 – Motion Carried

Adjournment

Moved by Trustee Van Deurzen, seconded by Trustee B. Van Lankveldt to Adjourn the Regular Board Meeting at 8:11 p.m.

Ayes 7, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 10, 2021

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

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. *Ebben Storm Sewer Change Order*

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

Ayes 7, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Smith, seconded by Trustee B. Van Lankveldt to exit closed session

Ayes 7, Nays 0 – Motion Carried

Call for Unfinished Business

None

Items for Future Agenda

None

Adjournment

Moved by Trustee Smith, seconded by Trustee B. Van Lankveldt to Adjourn the Regular Board Meeting at 6:51 p.m.

Ayes 7, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

DISBURSEMENT LIST- February 17, 2021

Payroll & Payroll Liabilities - February 4, 2021	\$213,356.68
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Prepaid Invoices - February 5, 2021	\$54,486.14
Prepaid Invoices - February 12, 2021	\$2,726,680.22

Utility Commission- February 16, 2021	\$246,378.44
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CURRENT ITEMS

Bills List - February 17, 2021	\$42,226.53
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Total Payroll, Prepaid & Invoices	\$3,283,128.01
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The above payments are recommended for approval:

Rejected: _____

Approved February 17, 2021

Michael R Vanden Berg, Village President

Laurie Decker, Clerk

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2020 TAX REFUNDS (5158)							
260080400-1	Invoi	2020 TAX REFUND	95.88	Open	Non	01/21	803-21215
26099042900	Invoi	2020 TAX REFUND	6,922.91	Open	Non	01/21	803-21215
Total 2020 TAX REFUNDS (5158):			7,018.79				
2021 REFUNDS-MISCELLANEOUS (5180)							
013021	Invoi	RESTITUTION COLLECTION-DAMAGE TO PROPER	494.67	Open	Non	01/21	101-35101
Total 2021 REFUNDS-MISCELLANEOUS (5180):			494.67				
2021 VAN LIESHOUT REFUNDS (5179)							
04/11/21	Invoi	SECURITY DEPOSIT REFUND	100.00	Open	Non	01/21	208-21235
04/11/21	Invoi	RENTAL FEE REFUND	125.00	Open	Non	01/21	208-34401
060621	Invoi	RENTAL FEE REFUND	125.00	Open	Non	01/21	208-34401
060621	Invoi	SECURITY DEPOSIT REFUND	100.00	Open	Non	01/21	208-21235
Total 2021 VAN LIESHOUT REFUNDS (5179):			450.00				
AMPLITEL TECHNOLOGIES (4637)							
16804	Invoi	MONTHLY DROPSUITE SERVICE	148.00	Open	Non	13/20	207-52120-240
17082	Invoi	MONTHLY BACK-UP, MANAGED SERVICES, OFFIC	3,825.00	Open	Non	02/21	207-52120-204
17082	Invoi	MONTHLY ANTIVIRUS, DROPSUITE-FEBRUARY	316.00	Open	Non	02/21	207-52120-240
17082	Invoi	MULTI-FACTOR AUTHENTICATION FROM DUO	3.50	Open	Non	02/21	207-52120-204
17083	Invoi	MONTHLY BACK-UP, OFFICE 365, EXCHANGE ON	782.00	Open	Non	02/21	404-57190-208
17083	Invoi	MONTHLY MANAGED SERVICES & ANTI-VIRUS-FE	3,003.00	Open	Non	02/21	404-57190-204
Total AMPLITEL TECHNOLOGIES (4637):			8,077.50				
ASSOCIATED APPRAISAL CONSULTANTS (1939)							
152617	Invoi	PROFESSIONAL SERVICES-FEBRUARY	1,991.67	Open	Non	02/21	101-51530-204
152617	Invoi	POSTAGE FOR 2021 REVALUATION PROGRAM	6.00	Open	Non	02/21	101-51530-204
152617	Invoi	2021 REVALUATION PROGRAM	6,412.50	Open	Non	02/21	101-51530-204
Total ASSOCIATED APPRAISAL CONSULTANTS (1939):			8,410.17				
AT & T (5080)							
287294953059 02/2	Invoi	DEC/JAN SERVICE	238.63	Open	Non	02/21	101-52200-203
Total AT & T (5080):			238.63				
AUTOMOTIVE SUPPLY (121)							
60894276	Invoi	BATTERY #191	98.07	Open	Non	01/21	101-53330-225
60894346	Invoi	OIL FILTERS	22.10	Open	Non	01/21	101-53330-225
Total AUTOMOTIVE SUPPLY (121):			120.17				
BAYCOM (1318)							
30906	Invoi	BATTERIES FOR PORTABLE RADIOS	239.90	Open	Non	01/21	207-52120-205
Total BAYCOM (1318):			239.90				
CIVICPLUS (3082)							
206600	Invoi	ANNUAL SUPPORT & WEB HOSTING FEE	12,285.55	Open	Non	01/21	101-51440-204
Total CIVICPLUS (3082):			12,285.55				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
ELECTION SOURCE (1498)							
20-52879	Invoi	STEEL BALLOT BOX	133.99	Open	Non	13/20	101-51440-206
Total ELECTION SOURCE (1498):			133.99				
EVERGREEN POWER LLC (4827)							
5139	Invoi	CARBURETOR REPAIR	231.76	Open	Non	01/21	101-52200-221
Total EVERGREEN POWER LLC (4827):			231.76				
GRAEF (3713)							
113854	Invoi	FOX RIVER BOARDWALK	3,697.19	Open	Non	13/20	420-57620-277
113854	Invoi	FOX RIVER BOARDWALK	3,697.19	Open	Non	13/20	420-13400
Total GRAEF (3713):			7,394.38				
KLINK HYDRAULICS LLC (5005)							
13377	Invoi	SPIRAL HOSE #19	281.99	Open	Non	01/21	101-53330-225
Total KLINK HYDRAULICS LLC (5005):			281.99				
LINDNER ACE HARDWARE LITTLE CHUTE (4702)							
267579-325001	Invoi	TRENCHER RENTAL	300.00	Open	Non	13/20	630-53444-204
267797-325001	Invoi	PLUMBING ITEMS	14.56	Open	Non	01/21	101-55200-218
267798-325001	Invoi	RETURNED MERCHANDISE	.60	Open	Non	01/21	101-55200-218
267829-325001	Invoi	CONCRETE SEALANT	13.18	Open	Non	01/21	101-51650-242
267830-325001	Invoi	ITEMS TO REPAIR SOCCER GOALS	22.15	Open	Non	01/21	101-55300-218
267839-325001	Invoi	FASTENERS FOR #203	22.98	Open	Non	01/21	101-53330-225
267841-325001	Invoi	BATTERIES FOR SANITIZER STATION	9.59	Open	Non	01/21	208-52900-218
267865-325001	Invoi	PAINTING ITEMS FOR PICNIC TABLES	122.01	Open	Non	01/21	101-55200-218
267898-325001	Invoi	PAINTING ITEMS FOR PICNIC TABLES	11.98	Open	Non	01/21	101-55200-218
Total LINDNER ACE HARDWARE LITTLE CHUTE (4702):			515.85				
LITTLE CHUTE AREA SCHOOL DIST (265)							
4TH QTR 2020-1	Invoi	4TH QTR MOBILE HOME FEES	3,051.06	Open	Non	13/20	101-31140
Total LITTLE CHUTE AREA SCHOOL DIST (265):			3,051.06				
MARCO INC (3910)							
28604404	Invoi	MONTHLY COPIER LEASE-1493357-JANUARY 202	306.85	Open	Non	01/21	207-52120-207
Total MARCO INC (3910):			306.85				
MATTHEWS TIRE & SERVICE CENTER (768)							
264690	Invoi	2 NEW TIRES SQUAD #182	367.33	Open	Non	13/20	207-52120-247
Total MATTHEWS TIRE & SERVICE CENTER (768):			367.33				
MUNICIPAL CODE CORPORATION (2974)							
351760	Invoi	ADMIN SUPPORT FEE 12/1/20 TO 11/30/21	350.00	Open	Non	01/21	101-51440-204
Total MUNICIPAL CODE CORPORATION (2974):			350.00				
OUTAGAMIE COUNTY TREASURER (486)							
1018493	Invoi	BARRICADES PLACED ON "OO" FOR SEMI ACCID	160.01	Open	Non	13/20	101-53300-218

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total OUTAGAMIE COUNTY TREASURER (486):			160.01				
PACKER CITY INT'L TRUCKS (403)							
X103096579:02	Invoi	CONTROL LIGHT PANEL DIMMER & HARNESS #88	193.99	Open	Non	01/21	101-53330-225
X103096786:01	Invoi	WATER PUMP #80	201.85	Open	Non	01/21	101-53330-225
X103096786:01	Invoi	ELBOW HOSE & CLAMP #7	144.30	Open	Non	01/21	101-53330-225
Total PACKER CITY INT'L TRUCKS (403):			540.14				
RIVERSIDE BY REYNEBEAU FLORAL (322)							
154484/1	Invoi	FLORAL ARRANGEMENT- HIETPAS	86.45	Open	Non	01/21	101-52200-219
Total RIVERSIDE BY REYNEBEAU FLORAL (322):			86.45				
ROBERT E. LEE & ASSOCIATES (3446)							
79011	Invoi	2020 GIS SERVICES	3,333.00	Open	Non	13/20	101-51415-204
Total ROBERT E. LEE & ASSOCIATES (3446):			3,333.00				
TIME WARNER CABLE (89)							
01/21 60703290180	Invoi	JANUARY/FEBRUARY SERVICE	106.16	Open	Non	01/21	620-53924-203
01/21 70590040100	Invoi	JANUARY/FEBRUARY SERVICE	63.57	Open	Non	01/21	101-52200-203
Total TIME WARNER CABLE (89):			169.73				
VERIZON WIRELESS (3606)							
9871245602	Invoi	DECEMBER/JANUARY SERVICE	64.22	Open	Non	01/21	620-53924-203
Total VERIZON WIRELESS (3606):			64.22				
WI DEPT OF JUSTICE (672)							
L4504T 01/21	Invoi	JANUARY BACKGROUND CHECKS	28.00	Open	Non	01/21	207-52120-218
L4504T 11/20	Invoi	NOVEMBER BACKGROUND CHECKS	80.00	Open	Non	13/20	207-52120-218
L4504T 12/20	Invoi	DECEMBER BACKGROUND CHECKS	56.00	Open	Non	13/20	207-52120-218
Total WI DEPT OF JUSTICE (672):			164.00				
Grand Totals:			54,486.14				

Report GL Period Summary

Vendor number hash: 127564
Vendor number hash - split: 159827
Total number of invoices: 42
Total number of transactions: 51

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	54,486.14	54,486.14
Grand Totals:	54,486.14	54,486.14

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2021 UTILITY REFUNDS (5169)							
126227713	Invoi	OVERPAYMENT REFUND ACCT #1-262277-13	46.93	Open	Non	02/21	001-15000
Total 2021 UTILITY REFUNDS (5169):			46.93				
AMERICAN FIDELITY ASSURANCE (4885)							
2093189	Invoi	FLEX SPENDING FEBRUARY	1,380.72	Open	Non	02/21	101-21368
Total AMERICAN FIDELITY ASSURANCE (4885):			1,380.72				
APPLETON AREA SCHOOL DISTRICT (868)							
020821	Invoi	FEBRUARY TAX SETTLEMENT	45,524.26	Open	Non	02/21	803-23150
Total APPLETON AREA SCHOOL DISTRICT (868):			45,524.26				
ASCENSION MEDICAL GROUP-FOX VALLEY WI (2514)							
393743	Invoi	PRE-EMPLOYMENT PHYSICAL & DRUG SCREEN	144.00	Open	Med	02/21	101-52350-204
Total ASCENSION MEDICAL GROUP-FOX VALLEY WI (2514):			144.00				
ASTRO HYDRAULICS INC (5181)							
66872	Invoi	REPAIRED HYDRAULIC CYLINDER #80	215.00	Open	Non	02/21	101-53330-204
Total ASTRO HYDRAULICS INC (5181):			215.00				
DIABETES SELF-MANAGEMENT (5182)							
910119003259	Invoi	MAGAZINE SUBSCRIPTION	12.97	Open	Non	02/21	206-55110-207
Total DIABETES SELF-MANAGEMENT (5182):			12.97				
DONALD HIETPAS & SONS INC. (209)							
2018004-FINAL	Invoi	BUCHANAN RD SANITARY & WATER	14,660.67	Open	Non	02/21	416-50227-263
2018004-FINAL	Invoi	BUCHANAN RD SANITARY & WATER	15,928.41	Open	Non	02/21	620-51208-263
2018004-FINAL	Invoi	BUCHANAN RD SANITARY & WATER	20,617.42	Open	Non	13/20	416-50227-263
2018004-FINAL	Invoi	BUCHANAN RD SANITARY & WATER	14,462.56	Open	Non	13/20	620-51208-263
2020001-FINAL	Invoi	2020 UTILITY CONSTRUCTION - HOMEWOOD CT	3,458.43	Open	Non	02/21	610-51016-263
2020001-FINAL	Invoi	2020 UTILITY CONSTRUCTION - HOMEWOOD CT	11,777.99	Open	Non	02/21	630-51016-263
2020001-FINAL	Invoi	2020 UTILITY CONSTRUCTION - HOMEWOOD CT	9,681.50	Open	Non	02/21	620-51016-263
2020001-FINAL	Invoi	2020 UTILITY CONSTRUCTION - HOMEWOOD CT	3,328.00	Open	Non	13/20	610-51016-263
2020001-FINAL	Invoi	2020 UTILITY CONSTRUCTION - HOMEWOOD CT	1,400.00	Open	Non	13/20	630-51016-263
2020001-FINAL	Invoi	2020 UTILITY CONSTRUCTION - HOMEWOOD CT	1,340.00	Open	Non	13/20	620-51016-263
2020001-FINAL	Invoi	2020 UTILITY CONSTRUCTION - CAROL LYNN	622.32	Open	Non	02/21	610-51019-263
2020001-FINAL	Invoi	2020 UTILITY CONSTRUCTION - CAROL LYNN	13,270.73	Open	Non	02/21	630-51019-263
2020001-FINAL	Invoi	2020 UTILITY CONSTRUCTION - CAROL LYNN	11,735.47	Open	Non	02/21	620-51019-263
2020001-FINAL	Invoi	2020 UTILITY CONSTRUCTION - CAROL LYNN	2,338.27-	Open	Non	13/20	610-51019-263
2020001-FINAL	Invoi	2020 UTILITY CONSTRUCTION - CAROL LYNN	696.67-	Open	Non	13/20	630-51019-263
2020001-FINAL	Invoi	2020 UTILITY CONSTRUCTION - CAROL LYNN	490.82	Open	Non	13/20	620-51019-263
Total DONALD HIETPAS & SONS INC. (209):			119,739.38				
FOX VALLEY TECHNICAL COLLEGE (1775)							
020821	Invoi	FEBRUARY TAX SETTLEMENT	212,014.06	Open	Non	02/21	803-23150
Total FOX VALLEY TECHNICAL COLLEGE (1775):			212,014.06				
FREEDOM HIGH SCHOOL (3132)							
2021	Invoi	C-STARS DANCE CLASSIC REGISTRATION FEE	263.00	Open	Non	02/21	101-55300-218

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total FREEDOM HIGH SCHOOL (3132):			263.00				
GARROW OIL (4236)							
JANUARY 2021	Invoi	OFF ROAD DIESEL	3.23	Open	Non	02/21	630-53441-247
JANUARY 2021	Invoi	OFF ROAD DIESEL	3.23	Open	Non	02/21	630-53442-247
JANUARY 2021	Invoi	OFF ROAD DIESEL	1.67	Open	Non	02/21	201-53620-247
JANUARY 2021	Invoi	OFF ROAD DIESEL	66.36	Open	Non	02/21	101-55200-247
JANUARY 2021	Invoi	OFF ROAD DIESEL	8.18	Open	Non	02/21	101-55440-247
JANUARY 2021	Invoi	OFF ROAD DIESEL	3.71	Open	Non	02/21	610-53612-247
JANUARY 2021	Invoi	OFF ROAD DIESEL	8.80	Open	Non	02/21	620-53644-247
JANUARY 2021	Invoi	OFF ROAD DIESEL	24.17	Open	Non	02/21	101-53460-247
JANUARY 2021	Invoi	OFF ROAD DIESEL	195.50	Open	Non	02/21	101-53330-217
Total GARROW OIL (4236):			314.85				
GERBER LEISURE PRODUCTS INC (3063)							
7237	Invoi	MEMORIAL BENCH - VOSTERS	1,546.00	Open	Non	02/21	101-55200-225
Total GERBER LEISURE PRODUCTS INC (3063):			1,546.00				
GFC LEASING - WI (4989)							
13214006	Invoi	GFC LEASING COPIER OVERAGE CHARGES	45.00	Open	Non	02/21	101-53310-207
Total GFC LEASING - WI (4989):			45.00				
HALLMAN LINDSAY (2165)							
M0110024	Invoi	PICNIC TABLE PAINT	108.74	Open	Non	02/21	101-55200-218
M0110277	Invoi	PRIMER & PAINT FOR PICNIC TABLES	231.94	Open	Non	02/21	101-55200-218
Total HALLMAN LINDSAY (2165):			340.68				
KAUKAUNA AREA SCHOOL DISTRICT (235)							
020821	Invoi	FEB TAX SETTLEMENT	509,992.51	Open	Non	02/21	803-23150
Total KAUKAUNA AREA SCHOOL DISTRICT (235):			509,992.51				
KRONOS INC (4544)							
11677874	Invoi	WORKFORCE TELESTAFF 12/24/20 - 12/23/2021	1,080.80	Open	Non	13/20	207-52120-204
Total KRONOS INC (4544):			1,080.80				
KWIK TRIP INC (2365)							
JAN 2021 286768	Invoi	JAN FUEL FOR SQUADS	3,129.52	Open	Non	02/21	207-52120-247
Total KWIK TRIP INC (2365):			3,129.52				
LITTLE CHUTE AREA SCHOOL DIST (265)							
020821	Invoi	FEBRUARY TAX SETTLEMENT	1,361,803.49	Open	Non	02/21	803-23150
Total LITTLE CHUTE AREA SCHOOL DIST (265):			1,361,803.49				
NEWS PUBLISHING CO INC (857)							
501881	Invoi	PUBLIC HEARING	50.95	Open	Non	02/21	101-51440-227
501882	Invoi	PLAN COMMISSION	52.27	Open	Non	02/21	101-51440-227
503600	Invoi	NOTICE OF LIBRARY RENOVATION	19.67	Open	Non	02/21	101-51440-227
503601	Invoi	BUDGET ADJUSTMENT	19.67	Open	Non	02/21	101-51440-227

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total NEWS PUBLISHING CO INC (857):			142.56				
NORTHEAST WI TECHNICAL COLLEGE (37)							
CS34811	Invoi	LESB VEHICLE CONTACTS INSTRUCTOR-SERRES	195.00	Open	Non	02/21	207-52120-201
Total NORTHEAST WI TECHNICAL COLLEGE (37):			195.00				
OUTAGAMIE COUNTY TREASURER (486)							
020821	Invoi	FEBRUARY TAX SETTLEMENT	776,976.14	Open	Non	02/21	803-23150
020821	Invoi	FEBRUARY TAX SETTLEMENT-POWTS & VANDEN	2,876.51	Open	Non	02/21	803-23150
020821	Invoi	MSB CREDIT CARD COLLECTIONS	314,905.67-	Open	Non	02/21	803-21611
260257600	Invoi	PROPERTY TAXES PD THRU OFFICAL PAYMENTS	1,493.18	Open	Non	02/21	101-21495
Total OUTAGAMIE COUNTY TREASURER (486):			466,440.16				
PEPSI-COLA (3493)							
24685609	Invoi	BEVERAGES	165.34	Open	Non	02/21	101-52200-211
Total PEPSI-COLA (3493):			165.34				
PLESHEK OUTDOOR POWER (727)							
77429	Invoi	CHAIN	36.00	Open	Non	02/21	101-55440-218
Total PLESHEK OUTDOOR POWER (727):			36.00				
PTM DOCUMENT SYSTEMS (2547)							
76244	Invoi	TAX FORMS	166.89	Open	Non	13/20	101-51420-207
Total PTM DOCUMENT SYSTEMS (2547):			166.89				
RENT-A-FLASH OF WISCONSIN INC (321)							
73566	Invoi	SQUARE TUBE POST FOR DAMAGED SIGN	68.40	Open	Non	13/20	101-53300-218
Total RENT-A-FLASH OF WISCONSIN INC (321):			68.40				
SCHWAAB INC (1925)							
5737520	Invoi	ENGRAVED NAMEPLATE-FREUND	16.75	Open	Non	02/21	101-51650-206
Total SCHWAAB INC (1925):			16.75				
THEDACARE (1983)							
JAN 2021 1210055	Invoi	JANUARY BLOOD DRAWS	340.00	Open	Med	02/21	207-52120-204
Total THEDACARE (1983):			340.00				
TIME WARNER CABLE (89)							
01/21 71391120150	Invoi	JANUARY/FEBRUARY SERVICE	219.99	Open	Non	02/21	207-52120-203
02/21 70953560100	Invoi	FEBRUARY/MARCH SERVICE	220.96	Open	Non	02/21	101-51650-203
Total TIME WARNER CABLE (89):			440.95				
TNT PROFESSIONAL LAND SURVEYORS INC (5183)							
1020-112-01	Invoi	EVERGREEN PHASE 1	149.50	Open	Non	13/20	414-51025-261
1020-112-01	Invoi	EVERGREEN PHASE 1	175.50	Open	Non	13/20	417-51025-261

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total TNT PROFESSIONAL LAND SURVEYORS INC (5183):			325.00				
VFIS (2923)							
129482122	Invoi	ADMINISTRATIVE SERVICES	750.00	Open	Non	02/21	101-52200-208
Total VFIS (2923):			750.00				
Grand Totals:			2,726,680.22				

Report GL Period Summary

Vendor number hash:	76868
Vendor number hash - split:	119837
Total number of invoices:	36
Total number of transactions:	61

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	2,726,680.22	2,726,680.22
Grand Totals:	2,726,680.22	2,726,680.22

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
A.P. PLUMBING LLC				
6658	NEW TOILETS/MAIN SHUTOFFS/DRAIN LINE/SUM	3,542.88	01/21	101-51650-242
Total A.P. PLUMBING LLC:		3,542.88		
AIRGAS USA LLC				
9976805186	CYLINDER RENTALS	59.06	01/21	101-53330-218
Total AIRGAS USA LLC:		59.06		
AT&T LONG DISTANCE				
02/21 845626857	DEC/JAN CHARGES	3.46	01/21	101-51650-203
02/21 845626857	DEC/JAN CHARGES	.27	01/21	207-52120-203
02/21 845626857	DEC/JAN CHARGES	8.09	01/21	620-53924-203
Total AT&T LONG DISTANCE:		11.82		
AUTOMOTIVE SUPPLY CO				
60894750	SPARK PLUG & IGNITION COIL #94	110.94	02/21	101-53330-225
60894926	BATTERY #45	81.06	02/21	101-53330-225
60895245	BATTERY #45	75.15	02/21	101-53330-225
CM209843	CORE RETURN	18.00	02/21	101-53330-225
Total AUTOMOTIVE SUPPLY CO:		249.15		
BERGSTROM FORD-LINCOLN				
360592	DIAGNOSTIC CHECK/WIPER BLADES #181	513.66	01/21	207-52120-247
360708	DIAGNOSTIC CHECK/SPARK PLUGS #182	544.32	01/21	207-52120-247
Total BERGSTROM FORD-LINCOLN:		1,057.98		
DIGGERS HOTLINE INC				
210259201	FEBRUARY LOCATES	587.20	02/21	610-53612-209
210259201	FEBRUARY LOCATES	587.20	02/21	620-53644-209
210259201	FEBRUARY LOCATES	587.20	02/21	630-53442-209
Total DIGGERS HOTLINE INC:		1,761.60		
EHLERS INVESTMENT PARTNERS LLC				
JANUARY 2021	JANUARY INVESTMENT MANAGEMENT	229.71	01/21	610-53614-229
JANUARY 2021	JANUARY INVESTMENT MANAGEMENT	114.86	01/21	620-53924-229
JANUARY 2021	JANUARY INVESTMENT MANAGEMENT	436.45	01/21	630-53444-229
JANUARY 2021	JANUARY INVESTMENT MANAGEMENT	175.40	01/21	300-57331-229
JANUARY 2021	JANUARY INVESTMENT MANAGEMENT	218.21	01/21	101-51780-229
Total EHLERS INVESTMENT PARTNERS LLC:		1,174.63		
FP FINANCE PROGRAM				
28731167	AGREEMENT 003-1584121 POSTBASE VISION-PO	140.00	02/21	101-51650-226
Total FP FINANCE PROGRAM:		140.00		
INGRAM LIBRARY SERVICES				
50883509	BOOKS	2,014.58	01/21	206-55110-206

Invoice	Description	Total Cost	Period	GL Account
50894362	BOOKS	43.98	01/21	206-55110-206
50989692	BOOKS	217.61	01/21	206-55110-206
51003109	BOOKS	296.98	01/21	206-55110-206
51113492	BOOKS	3,091.22	02/21	206-55110-206
Total INGRAM LIBRARY SERVICES:		5,664.37		
JX ENTERPRISES INC				
2457611P	WINDOW CABLE #6	346.99	02/21	101-53330-225
Total JX ENTERPRISES INC:		346.99		
LEXISNEXIS RISK DATA MANAGEMENT INC				
1686177-20210131	JANUARY 2021 MINIMUM COMMITMENT	103.00	01/21	101-51680-204
Total LEXISNEXIS RISK DATA MANAGEMENT INC:		103.00		
LITTLE CHUTE AREA SCHOOL DIST				
354	LC CAN 2020-2021	1,592.49	01/21	404-57190-204
Total LITTLE CHUTE AREA SCHOOL DIST:		1,592.49		
MACQUEEN EQUIPMENT				
P18087	DRIVE FLANGE #58	518.60	02/21	101-53330-225
Total MACQUEEN EQUIPMENT:		518.60		
MADISON NATIONAL LIFE				
1428979	MARCH LTD	1,205.25	02/21	101-21385
1428979	MARCH LIFE	511.87	02/21	101-21391
Total MADISON NATIONAL LIFE:		1,717.12		
MENARDS - APPLETON EAST				
98286	LUMBAR FOR PICNIC TABLES	132.31	01/21	101-55200-218
Total MENARDS - APPLETON EAST:		132.31		
MGD INDUSTRIAL CORP				
190254	PLOW BOLTS	10.23	01/21	101-53330-218
190254	MISC PARTS FOR #39 & #7	54.24	01/21	101-53330-225
190268	PLOW BOLTS	46.45	01/21	101-53330-218
190341	HARDWARE FOR #80	1.24	02/21	101-53330-225
Total MGD INDUSTRIAL CORP:		112.16		
MIDWEST TAPE				
99969097	DIGITAL BOOKS	592.32	01/21	206-55110-208
Total MIDWEST TAPE:		592.32		
MIDWEST WORKWEAR				
5632	TACTICAL JACKET	274.49	01/21	101-52200-212
Total MIDWEST WORKWEAR:		274.49		

Invoice	Description	Total Cost	Period	GL Account
NASSCO INC				
S2711572.001	LATEX GLOVES	74.75	01/21	610-53614-218
S2711572.001	LATEX GLOVES	74.75	01/21	101-55200-222
Total NASSCO INC:		149.50		
O'REILLY AUTOMOTIVE INC				
2043-252145	BRAKE CLEANER	23.88	02/21	101-53330-218
2043-252174	FUSE HOLDER #46	3.99	02/21	101-53330-225
2043-254273	POWER OUTLET #1	12.99	02/21	101-53330-225
Total O'REILLY AUTOMOTIVE INC:		40.86		
OUTAGAMIE COUNTY TREASURER				
123507	2020 TAX BILLS-POSTAGE	1,932.75	02/21	101-51650-226
17066	JANUARY SANITATION FEES	11,444.42	01/21	201-53620-204
JANUARY 2021	JANUARY COURT FINES	400.00	01/21	101-35101
Total OUTAGAMIE COUNTY TREASURER:		13,777.17		
OUTAGAMIE CTY FIRE CHIEFS ASSOCIATION				
2021 DUES	2021 ASSOCIATION DUES	50.00	01/21	101-52200-208
Total OUTAGAMIE CTY FIRE CHIEFS ASSOCIATION:		50.00		
OUTAGAMIE WAUPACA LIBRARY SYSTEM				
3604	MICROSOFT 365 LICENSES JAN-JUNE 2021	28.00	01/21	206-55110-209
Total OUTAGAMIE WAUPACA LIBRARY SYSTEM:		28.00		
PACKER CITY INTL TRUCKS INC				
X103096579:01	CHAMBER BRAKE #11	115.93	01/21	101-53330-225
X103096655:01	CHAMBER BRAKE #11	118.78	01/21	101-53330-225
Total PACKER CITY INTL TRUCKS INC:		234.71		
PROJECT ENTERTAINMENT LLC				
7381513	LIBRARY MOVIE AT THE POOL 6/26	522.00	02/21	206-55110-205
Total PROJECT ENTERTAINMENT LLC:		522.00		
ROBERT E. LEE & ASSOCIATES				
79011-1	2021 GIS SERVICES	1,173.00	01/21	101-51415-204
Total ROBERT E. LEE & ASSOCIATES:		1,173.00		
STAPLES ADVANTAGE				
3469233163	WIRELESS KEYBOARD & MOUSE FOR BOARDRO	27.99	02/21	101-51110-206
3469233164	COPY PAPER	369.20	02/21	206-55110-215
3469233164	LABELS/LAMINATING SHEETS	150.25	02/21	206-55110-218
Total STAPLES ADVANTAGE:		547.44		
STATE OF WI COURT FINES &				
JANUARY 2021	JANUARY COURT FINES	1,593.19	01/21	101-35101

Invoice	Description	Total Cost	Period	GL Account
Total STATE OF WI COURT FINES &:		1,593.19		
STONERIDGE LITTLE CHUTE LLC				
1038001018	FRUIT BASKET	34.99	02/21	101-52200-211
1038451228	FRUIT BASKET	64.98	02/21	101-52200-211
1084252002	FOOD	17.46	02/21	101-52200-211
21012631255	FOOD AND BEVERAGES	104.25	02/21	101-52200-211
21020191612	FOOD	28.92	02/21	101-52200-211
21022081146	FOOD AND BEVERAGES	78.87	02/21	101-52200-211
21081701407	FOOD AND BEVERAGES	43.99	02/21	101-52200-211
22072611924	BEVERAGES	61.96	02/21	101-52200-211
22079441002	FOOD	52.60	02/21	101-52200-211
24040671500	FOOD	174.17	02/21	101-52200-211
24085601233	FOOD	27.79	02/21	101-52200-211
25082221421	FOOD	55.15	02/21	101-52200-211
Total STONERIDGE LITTLE CHUTE LLC:		745.13		
TIME				
020121	MAGAZINE SUBSCRIPTION	15.00	02/21	206-55110-207
Total TIME:		15.00		
TRANSAMERICA LIFE INSURANCE COMPANY				
2504062070	FEBRUARY BILLING	467.36	02/21	101-21364
Total TRANSAMERICA LIFE INSURANCE COMPANY:		467.36		
UEBELHER, NICHOLAS J				
01/21 REIMBURSE	REIMBURSE FOR AUTO DOLLY	52.74	01/21	207-52120-218
Total UEBELHER, NICHOLAS J:		52.74		
UNIFIRST CORPORATION				
0970325622	SHIRTS/PANTS	13.16	01/21	101-53330-213
0970325622	LAUNDRY BAGS/WIPERS	10.35	01/21	101-53330-218
Total UNIFIRST CORPORATION:		23.51		
VALLEY LIQUOR				
888091	BEVERAGES AND SUPPLIES	149.45	02/21	101-52200-211
888736	BEVERAGES AND SUPPLIES	164.44	02/21	101-52200-211
889145	BEVERAGES AND SUPPLIES	149.45	02/21	101-52200-211
891288	BEVERAGES AND SUPPLIES	149.45	02/21	101-52200-211
Total VALLEY LIQUOR:		612.79		
VILLAGE OF COMBINED LOCKS				
MARCH	PROPERTY STORAGE AREA MONTHLY LEASE-M	494.16	03/21	207-52120-204
Total VILLAGE OF COMBINED LOCKS:		494.16		
WAITE'S TREE SERVICE				
020121	TREE REMOVALS	1,250.00	02/21	101-55440-204

Invoice	Description	Total Cost	Period	GL Account
Total WAITE'S TREE SERVICE:		1,250.00		
WELLS FARGO FINANCIAL LEASING				
5013706123	FEBRUARY COPIER LEASE	803.15	02/21	101-51650-207
5013706123	FEBRUARY COPIER LEASE	450.00	02/21	101-53310-207
Total WELLS FARGO FINANCIAL LEASING:		1,253.15		
WI LAW ENFORCEMENT ACCREDITATION GRP				
012521	CERTIFICATION FEE-USE OF FORCE POLICY	100.00	02/21	207-52120-208
Total WI LAW ENFORCEMENT ACCREDITATION GRP:		100.00		
ZIEBART RHINO LININGS/WI08				
57862	RUST INSPECTION FOR #86	45.85	02/21	101-53330-204
Total ZIEBART RHINO LININGS/WI08:		45.85		
Grand Totals:		42,226.53		

Report GL Period Summary

Vendor number hash: 212792
Vendor number hash - split: 254075
Total number of invoices: 69
Total number of transactions: 83

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	42,226.53	42,226.53
Grand Totals:	42,226.53	42,226.53

Report Criteria:

Invoice Detail.Voided = {=} FALSE

LCFD Incident Report

January 2021

Number of responses: 7

Last years: 10

YTD: 7

- | | |
|-------------------|--|
| 01/02/2021 | 20:10 Fire alarm sounding @ Trilliant Foods
1101 Moasis Drive, found a fire in 1 of the
roasters, assist with ventilation
Engine 3621, Truck 3641, Squad 3671, Pickup
3631, Car 3632
#21LC00001 |
| 01/07/2021 | 08:18 Power line down on east side of French
Road between Gardenia Drive & Evergreen,
investigated and found a support wire was
broken loose, notified WE Energies
Engine 3621, Car 3632
#21LC00002 |
| 01/10/2021 | 15:16 Structure fire @ 801 Sheridan Street,
smell of burning electrical, investigated,
ventilated
Engine 3621, Truck 3641, Squad 3671, Engine
3622, Pickup 3631, Car 3632
#21LC00003 |
| 01/18/2021 | 08:33 Propane tank fire @ 803 Madison Street
Extinguished with dry chemical extinguisher
Engine 3621, Car 3632
#21LC00004 |

**01/21/2021 02:31 Power line on fire @ E. North Avenue & French Road, per FVMPD it is the Outagamie County Landfill methane burn off cancelled while in route,
Car 3632
#21LC00005**

**01/25/2021 11:51 Accident scene safety/accident clean up, W. North Avenue, near front entrance to Outagamie County Landfill
Engine 3621, Pickup 3631, Car 3632
#21LC00006**

**01/29/2021 12:12 Fire alarm showing water flow @ Milwaukee Insulation Co. 1920 Nixon Street, investigated and found a sprinkler head was damaged causing water flow alarm
Engine 3621, Car 3632
#21LC00007**

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – JANUARY 2021



Little Chute

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

January 2021

Village Administrator Report to the Board of Trustees

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

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – JANUARY 2021

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

As we continue this effort, the style and metrics will be fine-tuned to better capture operational aspects that will serve staff, the board and public with a more robust understanding of operations. Ultimately, this information can be used to assist in policy and fiscal decisions on the future of Village operations. Ultimately, it is our intention to show how our dedicated team of individuals serve the community while also indicating a monthly snapshot of the fiscal well-being for the Village of Little Chute.

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

Department Overview

The report will track monthly activities for the following:

- Village Administrator
- Clerk
- Community Development
- Finance Department
- Monthly Consolidated Financial Statement by Account – Added as a feature in June of 2020
- Little Chute Fire Department
- Fox Valley Metro Police Department
- Kimberly/Little Chute Library
- Parks, Recreation and Forestry Department
- Department of Public Works
- Engineering Department

Questions or Comments

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

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

Village Administrator

JANUARY HIGHLIGHTS

- In January of 2021, the Village Board of Trustees and Village Committees worked on the following:
 - On January 6th, the Village Board approved an easement for WE Energies, discussed and approved a consultant for the 2021 Comprehensive Outdoor Recreation Plan, and discussed and approved personnel related policies related to the COVID-19 pandemic.
 - The January 11th Plan Commission held two public hearings for variances, which were both approved. In addition, they recommended approval of the Setzer/Fed-EX site plan and discussed a new variance application.
 - The January 19th Utility Commission recommend the Sanitary relay on CTH OO and received reports on utility operations.
 - On January 20th, the Village Board received a presentation for 2021's road projects, approved an agreement with Outagamie County for signalization of the Evergreen/CTH N intersection, and approved the CTH OO sewer relay. The board also discussed Park Planning, personnel manual changes, and 2021 Cheesefest.
- Village staff discussed increased coordination on social media platforms for 2021.
- Participated in a year in review discussion with the Times Villager.
- Met with a local credit union to discuss future partnerships with the Village of Little Chute.
- Worked with the new Library Director and Facilities Superintendent on the plan for the Little Chute Library remodeling plan of action. That effort is well underway!
- Held a Design Review Board meeting and approved 2 new signs in the downtown.
- Met with numerous developers regarding future or imminent projects in the Village of Little Chute.
- Hosted a Little Chute Business Association meeting with a number of Little Chute Businesses.
- Held the first Transportation Funding Working Group meeting on January 20th which will discuss how the village funds transportation related projects with the goal of identifying if any changes should be made.
- Participated in media discussions on village business with WFRV and WHBY.
- Finalized the submissions for the 2021 Nechodom Award.
- Planned future training for village personnel in 1st QTR 2021.
- Worked with the Department Heads on kicking off the 2021-2025 Strategic Planning process.

TOP PRIORITIES FOR FEBRUARY

- The Village Board will discuss or act on the following:
 - Fed-Ex Site Plan, discuss Outagamie County Landfill, Nelson Crossing amenities, Village Code amendments related to Park Planning, personnel manual amendments, commission appointments, easements for the kayak launch, a certified survey map for the Fed-Ex facility, and discuss other relevant topics.
- Meet with developers regarding future or imminent projects in the village of Little Chute.
- Host training for all village staff related to managing stress.
- Continue work on the 2021-2025 Strategic Plan and host another Transportation Funding Working Group meeting.
- Met with a group of business and community leaders to plan an event for the downtown in late summer of 2021
- Meet with the Little Chute Business Association.
- Continue working on the expansion of efforts related to communication on the Village's social media accounts.
- Host a Lean Team Quarterly meeting to discuss the implementation of work order software.
- Work with the Town of Vandenbroek on finalizing an agreement for future cooperation.
- Continue working with staff and legal counsel on addressing the 2018-2019 Outagamie County Landfill billing matter.

Clerk

HIGHLIGHTS


This January the Clerk's office was busy preparing for Spring Elections. The Spring Primary is scheduled for February 16, 2021. We are still seeing an increased demand for absentee ballots. We were able to mail out 400 requests in January. We are working on planning and preparations for the election. We've also been working with the Department of Public Works on their Spring Newsletter.


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


- Shared data from social media sites
- Agendas/Minutes for meetings
- Continued maintenance of the Village Website and social media outlets
- Ongoing phone/supply ordering support
- Civic Center/Village Hall rentals, and processing of cancelations and refunds
- Operator License Renewals
- Begin planning for 2021 Elections
- Collect and process nomination papers for upcoming municipal elections
- Begin Liquor License renewal paperwork
- Plan for 2021 Newsletters, get quotes and work with DPW for spring newsletter


Goals for February:


- Preparations and planning for 2021 Elections
- Facilitate Spring Primary on February 16, 2021
- Process Absentee requests
- Hold in-person Absentee Voting February 2 - 12
- Agendas/Minutes for meetings
- Share data from social media sites
- Maintenance of the Village Website and social media outlets
- Ongoing phone/supply ordering support
- Civic Center/Village Hall rentals
- Plan for 2021 Newsletters, work with DPW for spring newsletter
- Continue Liquor License renewal paperwork

2021 Social Media Metrics		January	FYI
	Facebook Posts		
	People Reached	31065	The number of people who saw your content at least once
	Engagement	8060	The number of times people engaged with your posts through reactions, comments, shares, and clicks
	Link Clicks	718	The number of clicks on links within posts that lead to destinations or experiences on or off Facebook
	Comments	266	
	Shares	256	
	Reactions	1442	The number of reactions on your post
	Photo Views	564	Counted when people click on the photos to view them
	Most popular post	landfill updates	
	New Followers	43	
	Net Followers	36	
	Total Followers	4803	
	Facebook Videos		
	Minutes Viewed	2,969	
	1-Minute Video Views	607	Number of times video was played at least 1 minute
	3-Second Video Views	4767	Number of times a video was played at 3 seconds
	Video Engagement	182	Number of people who reacted to, commented on or shared video
	Most popular Video	Nelson Crossing Update	

		January
	Instagram	
	Instagram Posts	4
	Likes	23
	Followers	679
	Popular Post	MLK

		January
	Website	
	Visits	9245
	Page Views	14897
	Unique Page Views	11910
	Top Pageviews	utility billing

		January
	Twitter	
	Tweets	3
	Tweet Impressions	1212
	Profile Visits	481
	Mentions	0
	New Followers	-8
	Total Followers	424

		January
	YouTube	
	Views	5
	watch time (hours)	0.1
	Subscribers	3
	Top Video	eSports

Community Development

HIGHLIGHTS

- Met with Commercial Developers regarding sites and TIF in village.
- Continued Inspections of homes, apartments, and commercial projects.
- Discussions with architects regarding new projects.
- Met with local Business Owners.
- Development Information Packet Created
- New Variance application approved.
- Two Variance hearings held during the Monthly Plan Commission Meeting

TOP PRIORITIES FOR FEBRUARY

- Meet with builders and owners about upcoming commercial projects.
- Work with developers regarding Commercial/Industrial projects.
- Continued Inspections of homes, apartments, industrial and commercial projects.
- Assist developers, surveyors, and realtors with zoning requirements.
- Update more permits/ Website and investigate new Permit program.
- Improve Site review process (on going project)
- Meet with more Local Businesses and to collect information on potential needs for the community/business.
- Complete Site Plan Review process for new Development

COMMUNITY DEVELOPMENT JANUARY DATA

Community Development Department 2020 Permit Data				
	January-21	2021 Totals	2020 Totals	2019 Totals
Permits Issued	29	29	650	653
Property Complaints	0	0	22	31
Property/Field Inspections	81	81	756	912
Letters Sent	0	0	7	0
Action Corrected	0	0	11	13
Referred for Action	0	0	5	0
Ongoing	0	0	23	36

Community Development Department 2020 Permit Data				
	January-21	2021 Totals	2020 Totals	2019 Totals
Permits Issued	29	29	650	653
Permit Fees	\$2,851	2851	\$256,216	\$108,776
Permit Value	\$203,212	203212	\$47,913,511	\$35,228,147

Current Development Projects – JANUARY 2021

The Downtown Hotel continues to make good progress. Three stories have been framed with the fourth just beginning.



North Evergreen Pond Homes now has two duplexes fully framed/sheeted with 3 more started. There will be 11 duplexes in total.



New Industrial flex building started on Spirit Court.



Country Villas continues to move along, with interior working beginning.



Bridge Water apartments construction is going well with 8 of 12 buildings being completed so far, with the remaining apartments nearing completion.





Fuel Moto addition is being framed.

Storage buildings under construction at 933 Hartzheim Dr. 2 structures are framed up with 2 more slabs poured at this time.



Finance Department

HIGHLIGHTS

- Collected \$5,201,430 in taxes for January. Overall, for 2020 taxes just over 75% or \$15,128,406 of the total tax roll for all taxing jurisdictions was collected. January and February tax settlement reconciliations are complete with February checks mailed 2/12/2021.
- Issued to individual recipients and filed with IRS/State W-2's and, 1099's.
- Completed the 2020 Wisconsin Retirement System Annual Reconciliation
- Worked with City of Appleton, MCO, DPW and PSC for the transfer of customers and water main for the Cherryvale service area.
- Several staff members worked with the Library for on-boarding: Fax machine set up, AP Processes, Payroll Setup and Procedures, Utility Billing, Credit Card issuance and set up, Amazon account set up, Petty Cash establishment and ongoing operations assistance.
- Finalize 12/31/2020 payroll and set up new payroll benefits, deductions, and Library employees in system.
- Ongoing roll out of Rebound program to assist with multiple ongoing workers compensation claims and recent new claims.
- 3,949 utility bills created, 61 service orders (Final Reads, High/Low Reads, Meter Installations) created/coordinated with MCO and 184 Landlord notices mailed for tenant delinquency notification, 664 ratepayers opted out of postcard billing, 1,707 ratepayers utilized PSN and 611 ACH for payments in January.
- Completed three detailed mandatory PSC surveys.

TOP PRIORITIES FOR FEBRUARY

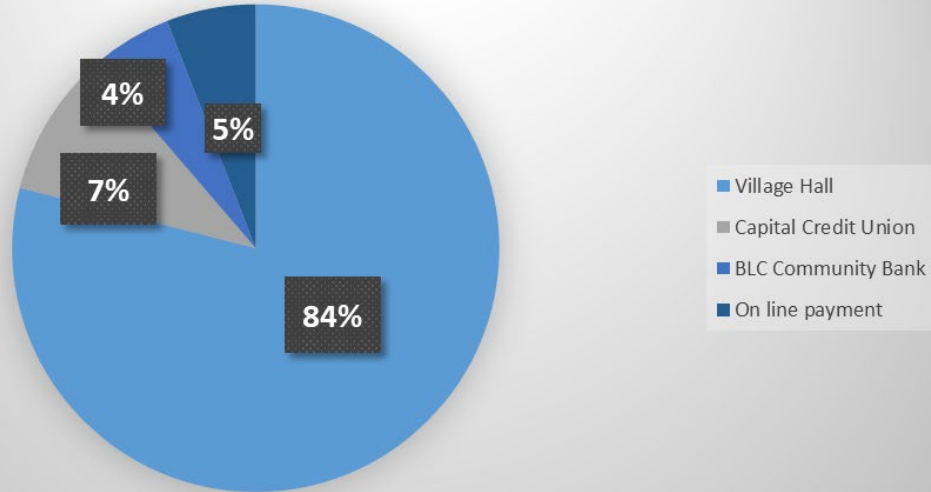
- Working on evaluation of cell/landline phone, internet, and copier/scanner devices to determine if duplication of any services exist along with potential to consolidate services for greater cost efficiencies (carryover from previous month due to higher priorities)
- Complete State filings for Expenditure Restraint Program
- File and issue Affordable Health Care Compliance Filings
- OSHA Log filing
- Workers Compensation audit
- Personal property chargebacks and mobile home tax filing with the State
- Audit fieldwork preparation
- CDBG Revolving Loan Program close-out

CONTINUOUS IMPROVEMENT EFFORTS

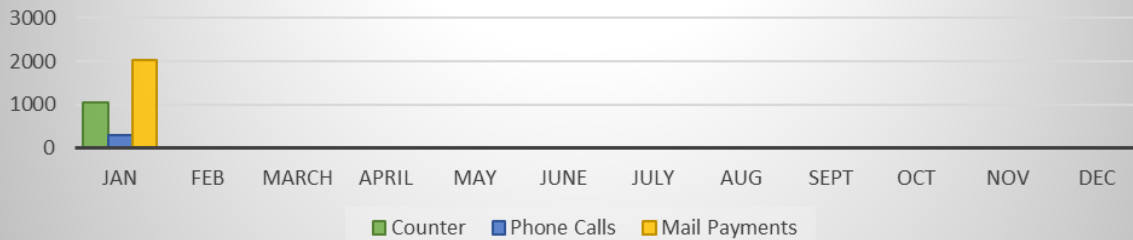
- Utility Billing Clerk and DPW Administrative Assistant converted all annual commercial manual billings to be completed in Utility Management software program monthly.
- Set up privacy screen for payroll clerk to help with open environment distractions to provide better working environment to meet increasing technical demands requiring focused attention.

JANUARY DATA AND FINANCIALS

Percentage of Tax Dollars Collected



Customer Service 2021



PERFORMANCE MEASUREMENTS

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>Target 2021</u>
# months bank reconciliation completed timely	0	7	12	12
# of stale checks outstanding	NM	57	22	5
Custodial credit risk	\$6.1	\$.3K	\$.1K	\$0
% of customers paying online	NM	42%	53%	55%
Continuous improvement initiatives	NM	25	37	10
Number of special assessment billings	296	67	125 EST	125
Average number of monthly utility bills	4,052	4,033	4,003	4,050
Annual number of utility work orders	1,093	920	1,046	950
Annual tax certification letters	483	540	774	750
General obligation bond rating	Aa3	Aa3	Aa3	Aa3
# of auditor's compliance issues	6	2	0 EST	0
% of time monthly financials closed within 15 days	NM	58%	92%	100%
% of staff adequately trained/cross trained	NM	70%	90%	100%

NM=New Measure

	JANUARY	YTD 2021	BUDGET 2021	VARIANCE	% OF BUDGET
GENERAL FUND					
Taxes	459,832.56	459,832.56	969,626.00	(509,793.44)	47.42%
Total Licenses and Permits	12,945.60	12,945.60	134,860.00	(121,914.40)	9.60%
Intergovernmental Aid	187,784.80	187,784.80	2,479,759.00	(2,291,974.20)	7.57%
Public Charges for Service	5,900.00	5,900.00	129,520.00	(123,620.00)	4.56%
Fines and Forfeitures	8,103.23	8,103.23	85,000.00	(76,896.77)	9.53%
Total Interest	61.65	61.65	64,135.00	(64,073.35)	0.10%
Miscellaneous Revenue	4,225.00	4,225.00	130,818.00	(126,593.00)	3.23%
Other Financing Sources	18,003.00	18,003.00	217,700.00	(199,697.00)	8.27%
Total General Fund Revenue	696,855.84	696,855.84	4,211,418.00	(3,514,562.16)	16.55%
Village Board	5,913.08	5,913.08	89,091.00	(83,177.92)	6.64%
Administration	5,373.29	5,373.29	121,204.00	(115,830.71)	4.43%
Engineering & GIS	2,918.96	2,918.96	91,281.00	(88,362.04)	3.20%
Finance	11,432.23	11,432.23	226,132.00	(214,699.77)	5.06%
Clerk	19,707.82	19,707.82	158,148.00	(138,440.18)	12.46%
Community Development - Assessing	11,848.77	11,848.77	116,160.00	(104,311.23)	10.20%
Village Hall	5,304.67	5,304.67	61,941.00	(56,636.33)	8.56%
Municipal Court	7,906.66	7,906.66	65,823.00	(57,916.34)	12.01%
Unallocated	223.16	223.16	21,939.00	(21,715.84)	1.02%
Insurance	70,736.56	70,736.56	205,506.00	(134,769.44)	34.42%
Village Promotion and Goodwill	170.24	170.24	35,272.00	(35,101.76)	0.48%
Inspections	5,870.67	5,870.67	116,247.00	(110,376.33)	5.05%
Fire Operations	45,927.93	45,927.93	330,563.00	(284,635.07)	13.89%
Fire Allocated	36,051.28	36,051.28	370,981.00	(334,929.72)	9.72%
Crossing Guards	4,445.20	4,445.20	89,548.00	(85,102.80)	4.96%
Public Works Administration	683.04	683.04	24,651.00	(23,967.96)	2.77%
Street Repair and Maintenance	27,688.59	27,688.59	669,294.00	(641,605.41)	4.14%
Public Works Support Services	2,811.64	2,811.64	46,774.00	(43,962.36)	6.01%
Public Works Vehicle Maintenance	11,125.63	11,125.63	168,501.00	(157,375.37)	6.60%
Snow and Ice Control	12,255.25	12,255.25	237,533.00	(225,277.75)	5.16%
Weed Control	252.15	252.15	19,449.00	(19,196.85)	1.30%
Recycling	1,160.71	1,160.71	52,653.00	(51,492.29)	2.20%
Park	14,333.78	14,333.78	471,075.00	(456,741.22)	3.04%
Recreation	11,528.95	11,528.95	208,289.00	(196,760.05)	5.54%
Forestry	13,095.85	13,095.85	173,292.00	(160,196.15)	7.56%
Youth Football	506.81	506.81	21,761.00	(21,254.19)	2.33%
Community Band	301.06	301.06	10,110.00	(9,808.94)	2.98%
Economic Development	320.00	320.00	8,200.00	(7,880.00)	3.90%
Transfers	-	-	-	-	#DIV/0!
Total General Fund Expenses	329,893.98	329,893.98	4,211,418.00	(3,881,524.02)	7.83%
GENERAL FUND NET REVENUES (EXPENSES)	366,961.86	366,961.86	-	366,961.86	
SANITATION					
Sanitation Revenues	53,175.97	53,175.97	552,850.00	499,674.03	9.62%
Sanitation Expenses	31,459.20	31,459.20	517,536.00	(486,076.80)	6.08%
SANITATION NET REVENUES (EXPENSES)	21,716.77	21,716.77	35,314.00	985,750.83	

	JANUARY	YTD 2021	BUDGET 2021	VARIANCE	% OF BUDGET
FIRE EQUIPMENT DONATION					
Fire Equipment Donation Revenues	41,091.77	41,091.77	86,100.00	(45,008.23)	47.73%
Flag Pole Memorial Expenses	-	-	2,100.00	(2,100.00)	0.00%
FIRE EQUIPMENT DONATION NET REVENUES (EXPENSES)	41,091.77	41,091.77	84,000.00	(42,908.23)	
AQUATICS					
Aquatics Revenue	55,917.96	55,917.96	180,172.00	(124,254.04)	31.04%
Aquatics	4,309.50	4,309.50	180,172.00	(175,862.50)	2.39%
AQUATICS NET REVENUES (EXPENSES)	51,608.46	51,608.46	-	51,608.46	
LIBRARY/CIVIC CENTER					
Library/Civic Center Revenues	224,265.81	224,265.81	635,123.00	(410,857.19)	35.31%
Library/Civic Center	29,342.34	29,342.34	635,123.00	(605,780.66)	4.62%
LIBRARY/CIVIC CENTER NET REVENUES (EXPENSES)	194,923.47	194,923.47	-	194,923.47	
CONSOLIDATED POLICE SERVICES					
Consolidated Police Services Revenue	1,365,019.37	1,365,019.37	3,608,996.00	(2,243,976.63)	37.82%
Police Services Consolidated	210,303.44	210,303.44	3,608,996.00	(3,398,692.56)	5.83%
CONSOLIDATED POLICE SERVICES NET REVENUES (EXPENSES)	1,154,715.93	1,154,715.93	-	1,154,715.93	
VAN LIESHOUT RECREATION CENTER					
Van Lieshout Rec Center Revenues	1,468.01	1,468.01	9,600.00	(8,131.99)	15.29%
Van Lieshout Rec Center Expenses	644.32	644.32	30,092.00	(27,993.68)	2.14%
VAN LIESHOUT NET REVENUES (EXPENSES)	823.69	823.69	(20,492.00)	19,861.69	
PROMOTIONAL FUND					
Promotional Fund Revenues	1.73	1.73	10,775.00	(10,773.27)	0.02%
Promotional Fund Expenses	1,200.00	1,200.00	27,500.00	(26,300.00)	4.36%
PROMOTIONAL NET REVENUES (EXPENSES)	(1,198.27)	(1,198.27)	(16,725.00)	15,526.73	
SPECIAL ASSESSMENTS					
Special Assessment Revenue	4,352.65	4,352.65	199,500.00	(195,147.35)	2.18%
Special Assessment Expense	175.40	175.40	667,120.00	(666,944.60)	0.03%
SPECIAL ASSESSMENTS NET REVENUES (EXPENSES)	4,177.25	4,177.25	(467,620.00)	471,797.25	
EQUIPMENT REVOLVING FUND					
Equipment Revolving Revenue	13,408.39	13,408.39	275,000.00	(261,591.61)	4.88%
Equipment Revolving Expenses	-	-	340,000.00	(340,000.00)	0.00%
EQUIPMENT NET REVENUES (EXPENSES)	13,408.39	13,408.39	(65,000.00)	78,408.39	

	JANUARY	YTD 2021	BUDGET 2021	VARIANCE	% OF BUDGET
FACILITY AND TECHNOLOGY FUND					
Facility and Technology Fund Revenues	35,822.05	35,822.05	74,232.00	(38,409.95)	48.26%
Facility and Technology Fund Expenditures	5,416.57	5,416.57	74,232.00	(68,815.43)	7.30%
FACILITY AND TECHNOLOGY NET REVENUES (EXPENSES)	30,405.48	30,405.48	-	30,405.48	
TAX INCREMENT DISTRICT 4					
Tax Increment District 4 Revenues	658,350.68	658,350.68	1,411,658.00	(753,307.32)	46.64%
Tax Increment District 4 Expenses	678,854.65	678,854.65	1,460,838.00	(781,983.35)	46.47%
TAX INCREMENTAL DISTRICT 4 NET REVENUES (EXPENSES)	(20,503.97)	(20,503.97)	(49,180.00)	28,676.03	
TAX INCREMENT DISTRICT 5					
Tax Increment District 5 Revenues	203,892.40	203,892.40	481,064.00	(277,171.60)	42.38%
Tax Increment District 5 Expenses	1,862.88	1,862.88	307,564.00	(305,701.12)	0.61%
TAX INCREMENTAL DISTRICT 5 NET REVENUES OVER EXPENSES	202,029.52	202,029.52	173,500.00	28,529.52	
TAX INCREMENT DISTRICT 6					
Tax Increment District 6 Revenues	505,771.91	505,771.91	1,071,291.00	(565,519.09)	47.21%
Tax Increment District 6 Expenses	141,619.44	141,619.44	4,625,752.00	(4,484,132.56)	3.06%
TAX INCREMENTAL DISTRICT 6 NET REVENUES (EXPENSES)	364,152.47	364,152.47	(3,554,461.00)	3,918,613.47	
TAX INCREMENT DISTRICT 7					
Tax Increment District 7 Revenues	250,367.84	250,367.84	529,550.00	(279,182.16)	47.28%
Tax Increment District 7 Expenses	(46,286.22)	(46,286.22)	75,673.00	(121,959.22)	-61.17%
TAX INCREMENTAL DISTRICT 7 NET REVENUES (EXPENSES)	296,654.06	296,654.06	453,877.00	(157,222.94)	
TAX INCREMENT DISTRICT 8					
Tax Increment District 8 Revenues	61,206.73	61,206.73	131,500.00	(70,293.27)	46.55%
Tax Increment District 8 Expenses	235,159.45	235,159.45	1,551,768.00	(1,316,608.55)	15.15%
TAX INCREMENTAL DISTRICT 8 NET REVENUES (EXPENSES)	(173,952.72)	(173,952.72)	(1,420,268.00)	1,246,315.28	
PARK IMPROVEMENT					
Park Improvement Revenue	-	-	24,481.00	(24,481.00)	0.00%
Park Improvement Expenses	(106,665.33)	(106,665.33)	-	(106,665.33)	#DIV/0!
PARK IMPROVEMENTS NET REVENUES (EXPENSES)	106,665.33	106,665.33	24,481.00	82,184.33	
CAPITAL PROJECTS					
Capital Projects Revenue	184,565.30	184,565.30	384,363.00	(199,797.70)	48.02%
Construction Projects	(21,525.56)	(21,525.56)	47,738.00	(69,263.56)	-45.09%
Administration Capital Projects	17,325.74	17,325.74	202,017.00	(184,691.26)	8.58%
TOTAL CONSTRUCTION EXPENSES	(4,199.82)	(4,199.82)	249,755.00	(253,954.82)	-1.68%
CAPITAL PROJECTS NET REVENUES (EXPENSES)	188,765.12	188,765.12	134,608.00	54,157.12	

	JANUARY	YTD 2021	BUDGET 2021	VARIANCE	% OF BUDGET
SEWER					
Sewer Revenues	199,561.41	199,561.41	3,089,536.00	(2,889,974.59)	6.46%
Sewer Capital	(3,220.30)	(3,220.30)	1,378.00	(4,598.30)	-233.69%
Sewer Financing	18,999.00	18,999.00	235,194.00	(216,195.00)	8.08%
Sewer Treatment	173,583.90	173,583.90	2,381,600.00	(2,208,016.10)	7.29%
Sewer Collection	9,723.87	9,723.87	213,471.00	(203,747.13)	4.56%
Sewer Customer A/R	7,952.91	7,952.91	144,243.00	(136,290.09)	5.51%
Sewer Admin and General	14,929.76	14,929.76	174,344.00	(159,414.24)	8.56%
TOTAL SEWER EXPENSES	221,969.14	221,969.14	3,150,230.00	(2,928,260.86)	7.05%
SEWER NET REVENUES (EXPENSES)	(22,407.73)	(22,407.73)	(60,694.00)	38,286.27	
WATER UTILITY					
Water Utility Revenues	183,053.82	183,053.82	2,672,485.00	(2,489,431.18)	6.85%
Water Capital Projects	(36,021.90)	(36,021.90)	1,378.00	(37,399.90)	-2614.07%
Water Financing	54,235.05	54,235.05	712,028.00	(657,792.95)	7.62%
Water Source	2,115.26	2,115.26	27,361.00	(25,245.74)	7.73%
Pumping	13,732.20	13,732.20	291,273.00	(277,540.80)	4.71%
Water Treatment	22,024.77	22,024.77	423,465.00	(401,440.23)	5.20%
Water Distribution	55,721.88	55,721.88	564,295.00	(508,573.12)	9.87%
Customer A/R	3,155.51	3,155.51	60,043.00	(56,887.49)	5.26%
Admin and General	26,281.42	26,281.42	160,061.00	(133,779.58)	16.42%
TOTAL WATER EXPENSES	141,244.19	141,244.19	2,239,904.00	(2,098,659.81)	6.31%
WATER NET REVENUES (EXPENSES)	41,809.63	41,809.63	432,581.00	(390,771.37)	
STORMWATER UTILITY					
Stormwater Revenue	85,203.98	85,203.98	2,162,445.00	(2,077,241.02)	3.94%
Stormwater Capital Projects	(24,664.89)	(24,664.89)	77,602.00	(102,266.89)	-31.78%
Storm Financing	35,833.00	35,833.00	491,661.00	(455,828.00)	7.29%
Storm Pond Maintenance	3,944.92	3,944.92	117,031.00	(113,086.08)	3.37%
Storm Collection	7,278.42	7,278.42	301,128.00	(293,849.58)	2.42%
Storm Customer A/R	3,161.48	3,161.48	55,157.00	(51,995.52)	5.73%
Storm Admin and General	24,576.76	24,576.76	211,194.00	(186,617.24)	11.64%
TOTAL STORM EXPENSES	50,129.69	50,129.69	1,253,773.00	(1,203,643.31)	4.00%
STORMWATER NET REVENUES (EXPENSES)	35,074.29	35,074.29	908,672.00	(873,597.71)	

Interest and investment income decline result of market changes due to COVID-19 plus no interest recorded on advances for January (need to finalize 2020 first)

Property, Auto and Workers Compensation premiums paid for 1st quarter 2021 so expenses for three months hit January.

Several construction expense accounts have a credit balance due to accruing retainage and work completed but not billed on public construction contracts for 2020 audit (these transactions get reversed in January 2021 creating a negative expense amount so that when actual bill comes in and is paid, the expense that hits 2021 is for work that completed in 2021 only. Final close out of contracts often takes great deal of time as settling on final quantities.

Landfill revenue for Sewer Utility is billed on a quarterly billing so 1st quarter billing won't get billed until April.

Development incentives paid for two agreements in TID 4 per terms of agreement (typically terms are in August due to tax settlement)

Capital Contributions are a revenue for the Utilities (infrastructure paid for by TIF or Developer contributed). This amount is not recorded until year-end.

Water Utility makes payment to MCO a month in advance per terms of agreement so two months are expensed in January

Reminder that capital assets are shown as expense in utilities until capitalized as part of year end audit preparation along with a few other annual processes

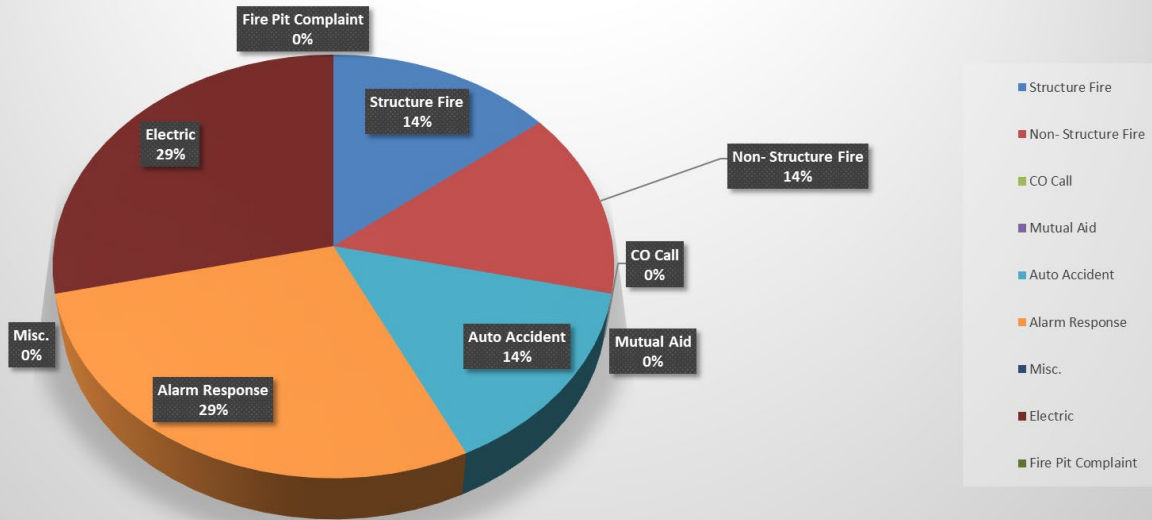
ALERT: There will be carryover requests for projects budgeted in 2020 not completed that need to have funding carried over to 2021

Little Chute Fire Department

Little Chute Fire Department - 2021 Calls for Service

	Structure Fire	Non-Structure Fire	CO Call	Mutual Aid	Auto Accident	Alarm Response	Misc.	Electric	Fire Pit Complaint	2021 Total Responses	2020 Total Responses	2019 Total Responses	2018 Total Responses	2017 Total Responses	2016 Total Responses	2015 Total Responses
2021 SUMMARY	1	1	0	0	1	2	0	2	0	7	152	202	165	172	155	132
January 2021 Calls	1	1			1	2		2		7						

Call by Type - January through December of 2021 (7 Responses Total)





Fox Valley Metro Police Department

- Three people interviewed for the additional CSO (Community Service Officer) position. We are moving forward with one of the applicants and hope to have them on-board around the beginning of March.
- The second round of COVID vaccinations were administered this week to those staff members who participated in the first does of the vaccine.
- Sworn officers are participating in Unified Tactics Training – specifically in the area of Defense And Arrest Tactics (DAAT). They are also participating in a virtual, legal update, in-service session hosted by the District Attorney's Office.
- The K-9 Foundation has met its first-year fundraising goal. The next steps in the process from a Metro standpoint are:
 - Finalize a Memorandum of Understanding (MOU) with the Fox Valley Metro Professional Police Association regarding the handler's compensation and duties.
 - Conduct an assessment and selection process for the handler position.
 - Acquire the K-9 vehicle and other, needed equipment.
 - Select the dog and send the handler and dog to be trained.
 - We hope to have these tasks completed by mid to late summer.

ACTIVITY / PERFORMANCE METRICS

Below is a table showing a *three-month comparison* of calls for service and incidents in Little Chute.



FOX VALLEY METRO POLICE DEPARTMENT

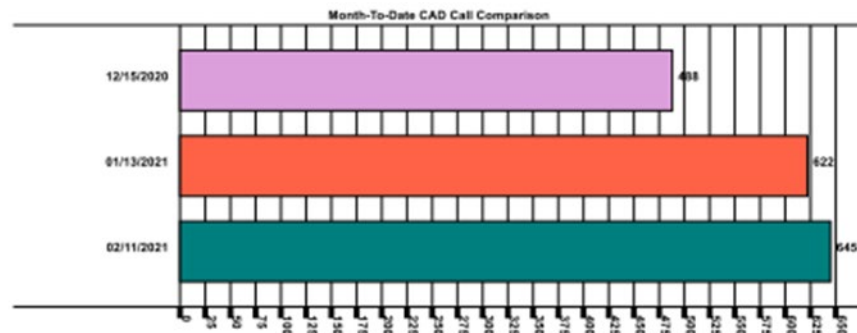
Month-to-Date CAD Call Detail

Month-To-Date CAD Received Calls

Call Nature	01/14/2021 to 02/11/2021:	12/16/2020 to 01/13/2021:	1 mo % change:	11/17/2020 to 12/15/2020:	2 mo % change:
911 Misdiagnose	60	72	-16.7%	53	13.2%
Abandoned Vehicle	3	2	50.0%	0	N/A
Abdominal A-Adam Response	0	1	-100.0%	0	N/A
Accident in a Parking Lot	6	2	200.0%	1	500.0%
Accident with Injury	0	0	N/A	1	-100.0%
Accident with Scene Safety	2	0	N/A	2	0.0%
Accident with Spill Cleanup	0	1	-100.0%	0	N/A
Alcohol Violations	0	0	N/A	1	-100.0%
Animal Bite	2	2	0.0%	1	100.0%
Animal Call	9	13	-30.8%	17	-47.1%
Assist Citizen or Agency	28	31	-9.7%	35	-20.0%
Back Problem A-Adam Response	1	0	N/A	0	N/A
Back Problem C-Charles Response	0	0	N/A	1	100.0%
Bicycle Stop	0	0	N/A	1	-100.0%
Bleeding B-Boy Response	0	1	-100.0%	0	N/A
Bleeding C-Charles Response	1	0	N/A	0	N/A
Bleeding D-David Response	0	1	-100.0%	0	N/A
Breathing Problem C-Charles	0	1	-100.0%	0	N/A
Breathing Problem D-David	4	4	0.0%	7	-42.9%
Burglary	0	2	-100.0%	0	N/A
Burns A-Adam Response	0	0	N/A	1	-100.0%
CO or Hazmat C-Charles	1	0	N/A	0	N/A
Carbon Monoxide Alarm	2	0	N/A	0	N/A
Chest Complaint C-Charles	0	1	-100.0%	2	-100.0%
Chest Complaint D-David	3	3	0.0%	0	N/A
Civil Matter Assist	1	0	N/A	0	N/A
Civil Process	7	4	75.0%	2	250.0%
Crime Prevention	23	25	-8.0%	22	4.5%
Damage to Property	0	4	-100.0%	3	-100.0%
Diabetic Issue D-David	1	2	-50.0%	0	N/A
Disturbance	6	11	-45.5%	8	-25.0%

Domestic Disturbance	3	3	0.0%	4	-25.0%
Drug Complaint	4	3	33.3%	1	300.0%
Emergency Committal	1	0	N/A	0	N/A
Fainting A-Adam	0	0	N/A	1	-100.0%
Fainting C-Charles	1	1	0.0%	2	-50.0%
Falls A-Adam Response	2	4	-50.0%	1	100.0%
Falls B-Boy Response	1	2	-50.0%	0	N/A
Falls D-David Response	0	1	-100.0%	2	-100.0%
Fire Alarm Commercial	2	1	100.0%	2	0.0%
Fire Alarm Residential	0	1	-100.0%	1	-100.0%
Fire Dept Public Relations	0	0	N/A	1	-100.0%
Fire Unauthorized Burning	0	0	N/A	1	-100.0%
Fire Vegetation or Grass	1	0	N/A	0	N/A
Fire Vehicle Small	0	0	N/A	1	-100.0%
Fireworks Complaint	0	2	-100.0%	0	N/A
Follow Up	11	14	-21.4%	13	-15.4%
Fraud Complaint	2	4	-50.0%	6	-66.7%
Garbage or Rubbish Fire	1	0	N/A	0	N/A
Graffiti Complaint	0	1	-100.0%	0	N/A
Harassment	10	3	233.3%	7	42.9%
Hazard in Roadway	10	17	-41.2%	5	100.0%
Jail GPS Checks	23	20	15.0%	14	64.3%
Juvenile Complaint	4	6	-33.3%	7	-42.9%
K9 Assist	0	1	-100.0%	0	N/A
Law Alarms - Burglary Panic	10	7	42.9%	5	100.0%
Lost or Found Valuables	1	6	-83.3%	4	-75.0%
Medical Assistance No Injury	1	2	-50.0%	5	-80.0%
Medical Pre-Alert	1	1	0.0%	5	-80.0%
Medical Transport A-Adam	2	0	N/A	0	N/A
Medical Transport C-Charles	1	0	N/A	0	N/A
Missing Person	2	0	N/A	0	N/A
Motorist Assist	35	13	169.2%	15	133.3%
Noise Complaint	6	4	50.0%	3	100.0%
Ordinance Violation	6	3	100.0%	10	-40.0%
Overdose B-Boy	1	0	N/A	0	N/A
PNB B-Boy Response	0	0	N/A	1	-100.0%
PNB E-Edward Response	2	0	N/A	0	N/A
Parking Enforcement	10	7	42.9%	8	25.0%
Parking Request	2	4	-50.0%	1	100.0%
Probation Violation	0	1	-100.0%	0	N/A
Reckless Driving Complaint	13	16	-18.8%	11	18.2%

Residence Lockout	0	0	N/A	3	-100.0%
Restraining Order Tracking	2	0	N/A	0	N/A
Scam	0	0	N/A	1	-100.0%
Seizure A-Adam Response	0	1	-100.0%	0	N/A
Seizure C-Charles Response	1	1	0.0%	0	N/A
Seizure D-David Response	1	1	0.0%	1	0.0%
Sex Offense	0	2	-100.0%	2	-100.0%
Sick A-Adam	1	3	-66.7%	2	-50.0%
Sick C-Charles	0	4	-100.0%	2	-100.0%
Sick D-David	0	2	-100.0%	0	N/A
Spill Cleanup	0	1	-100.0%	0	N/A
Stroke C-Charles	2	0	N/A	7	-71.4%
Structure Fire Smoke or Flame	0	2	-100.0%	3	-100.0%
Suicide B-Boy	0	1	-100.0%	0	N/A
Suspicious Incident	9	12	-25.0%	12	-25.0%
Suspicious Person	5	2	150.0%	3	66.7%
Suspicious Vehicle	8	7	14.3%	6	33.3%
Testing Only	3	2	50.0%	0	N/A
Theft Complaint	10	8	25.0%	3	233.3%
Traffic Enforcement	12	2	500.0%	0	N/A
Traffic Stop	187	170	10.0%	68	175.0%
Transport Accident A-Adam	0	1	-100.0%	0	N/A
Transport Accident B-Boy	1	0	N/A	0	N/A
Trespassing	2	3	-33.3%	0	N/A
Truancy	3	0	N/A	0	N/A
Unconscious D-David	3	5	-40.0%	3	0.0%
Unconscious E-Edward	1	0	N/A	0	N/A
Unlocked or Standing Open Door	2	1	100.0%	2	0.0%
Vacant House Check	5	0	N/A	0	N/A
Vehicle Accident	26	22	18.2%	20	30.0%
Vehicle Lockout	10	9	11.1%	11	-9.1%
Violation of Court Order	1	0	N/A	1	0.0%
Wanted Person or Apprehension	1	3	-66.7%	4	-75.0%
Welfare Check	18	25	-28.0%	38	-52.6%
Wire Down	2	1	100.0%	1	100.0%



Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Building updates underway with assistance from DPW



- Cross department program planning
 - Commercial Kitchen Project with Community Development
 - Park and rec
 - Jaws Event
 - Cheesefest
 - Family Fun Fest
 - Party on the Plaza
- Summer Reading Program planning

TOP PRIORITIES FOR JANUARY

- Library Advocacy postcards to be sent to congress <http://graphics.owlsweb.org/content/libraries-step-advocacy>
- Bookstore Organization Model project
- Renovation

UPCOMING EVENTS

- Pop-up library
- Winter Reading Program- Do You Want to Build a Snowman?
- Teacup Birdfeeder to-go crafts
- Identity theft workshop

Parks, Recreation and Forestry Department

JANUARY 2021 HIGHLIGHTS

- Construction continued on the Nelson Crossing.
 - Railing, decking, and light for the bridge are complete.
 - Michels has pulled off site until spring.
- Selected Rettler Corporation to lead the parks department in developing our 2021 – 2025 Comprehensive Outdoor Recreation Plan.
- Worked with Dude Solutions to set-up our work order software.
- Met with the Little Chute Business Association to continue planning for the September Community Event. This will be called “Market on Main.”
- Applications for summer part-time jobs available starting 1/4 (application deadline 3/5); availability promoted on social media and in dept e-newsletter.
- Final prep for programs starting this month - adult yoga started 1/6 and new video gaming e-sports league began 1/16.
- Chute-ing Stars Competitive Dance Team (5th thru 8th graders) performed at the Kaukauna Dance Invite 1/16 and placed 1st in Kick and 2nd in Poms.
- Registration for Winter/Spring Youth Dance Classes began on 1/18 for classes that begin in late February.
- Finalized programs, fees, dates, descriptions, etc. for 2021 Spring/Summer Program Book; information sent for layout.
- Mailed out summer staff return letters.
- Finalized contracts with entertainers for Family Fun Fest and Youth Carnival, and with movie screen company for Dive In Movie & Party on the Plaza events.

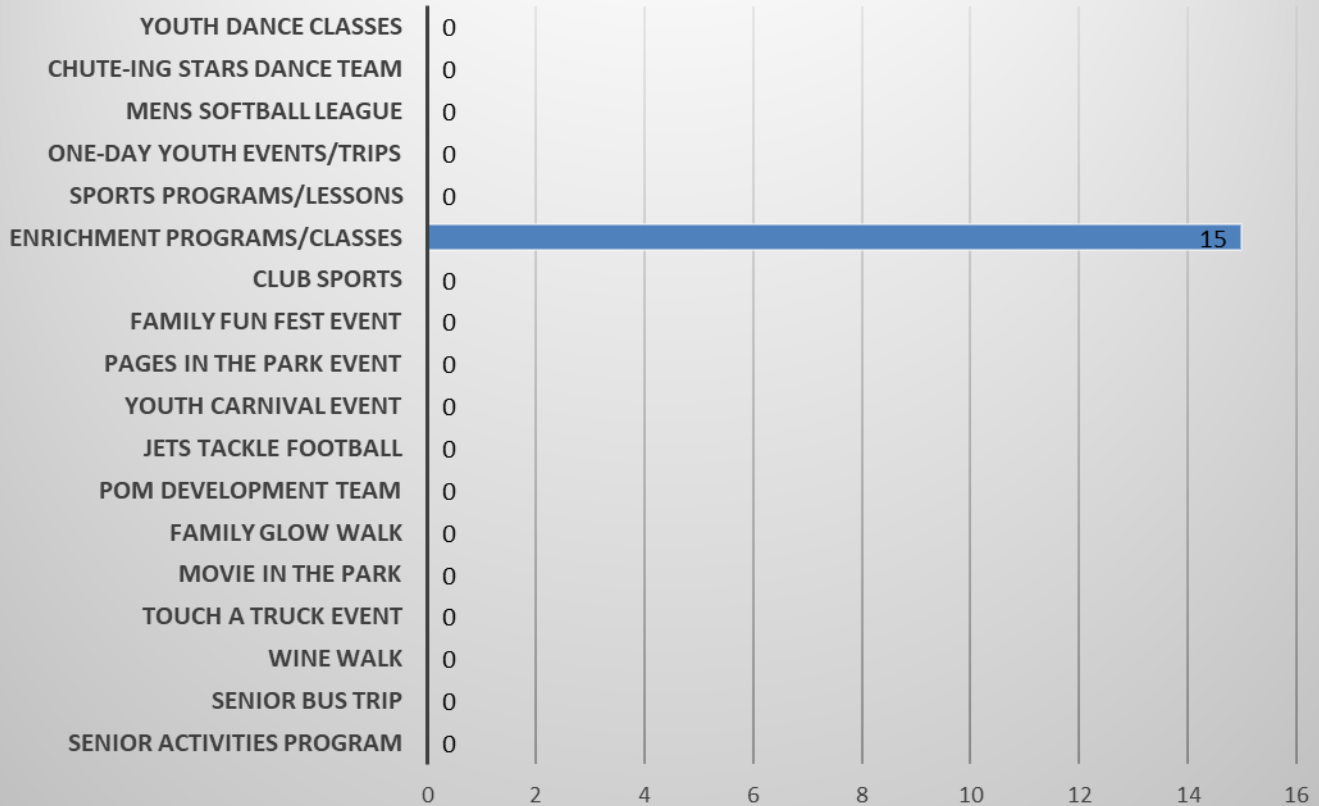


TOP PRIORITIES FOR FEBRUARY

- Advertise for bids for the ADA Canoe/Kayak Launch that is planned for Heesakker Park.
- Close applications for summer part-time work and terrace tree requests.
- Staff within both DPW and DPRF to be trained for 4 days on the Dude Solutions work order management software.
- Proof layout for Spring/Summer Program Book and make final changes before sent to print.
- Request quotes for summer tee shirt program printing.
- Final prep for Youth Dance Classes which begin 2/16 and meeting with instructors.
- Build spring/summer programs into RecDesk for start of registration in March.
- Request street closure permit from Wis DOT for Cheese Festival parade and walk/run on Main Street on June 5.
- Submit facility request use form to school district for summer youth basketball program in gym.
- Final prep for winter dance registration – payroll paperwork for new asst dance instructor, create classes in RecDesk, promote registration which begins January 18
- Chute-ing Stars Competitive Dance Team (5th thru 8th graders) finally able to start competition season. Safety modifications put into place at approved competitions – first event will be January 16 at Kaukauna High.
- Work on spring/summer program offerings, fees, schedules, descriptions, etc. for 2021 Spring/Summer Program Book; send information for book layout updates



2021 Year-To-Date PROGRAM PARTICIPATION



2021 Year-To-Date SHELTER/FACILITY/FIELD USAGE



Department of Public Works

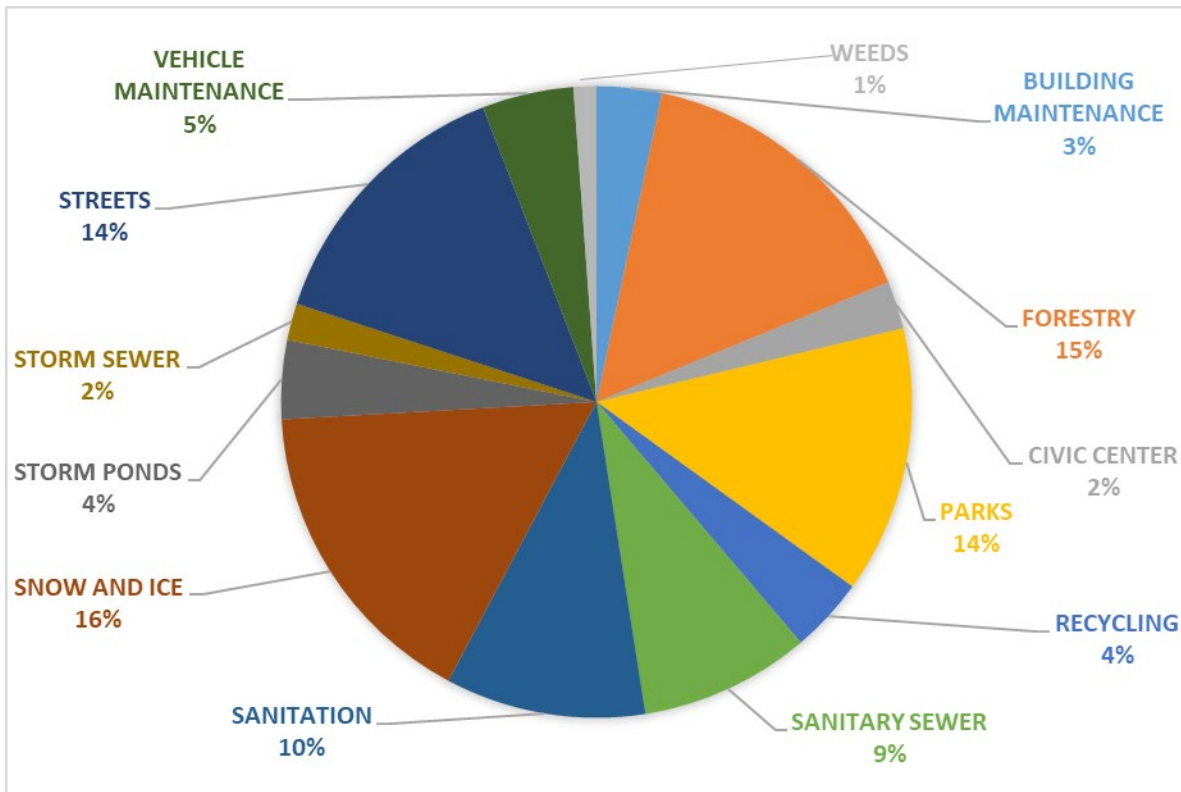
HIGHLIGHTS

- Collected monthly metal bulky items and quarterly white goods.
- Continued to monitor TDS fiber installation. White Construction started work in back yard easements for fiber install and will continue throughout the Village for the next few months.
- Eight snow events happened - plowed and salted as needed.
- Installed trash rack at Buchanan Pond.
- Public Works crew helped install new ceiling tiles at the library.
- Storm ponds – provided trapping, maintenance, and outfall maintenance (Paradise Valley).
- Did annual street sign installation, maintenance, and replacement.
- Inventoried vehicles, equipment, and tools.
- Jetted, televised, and sampled sanitary sewer mains.
- Observed 360-degree manhole laser technology in sanitary sewer system (demonstration).
- Observed sanitary sewer televising technology (demonstration).
- Collected and disposed Christmas trees.
- Replaced batteries, maintained, and read laser meters in sanitary sewer system.

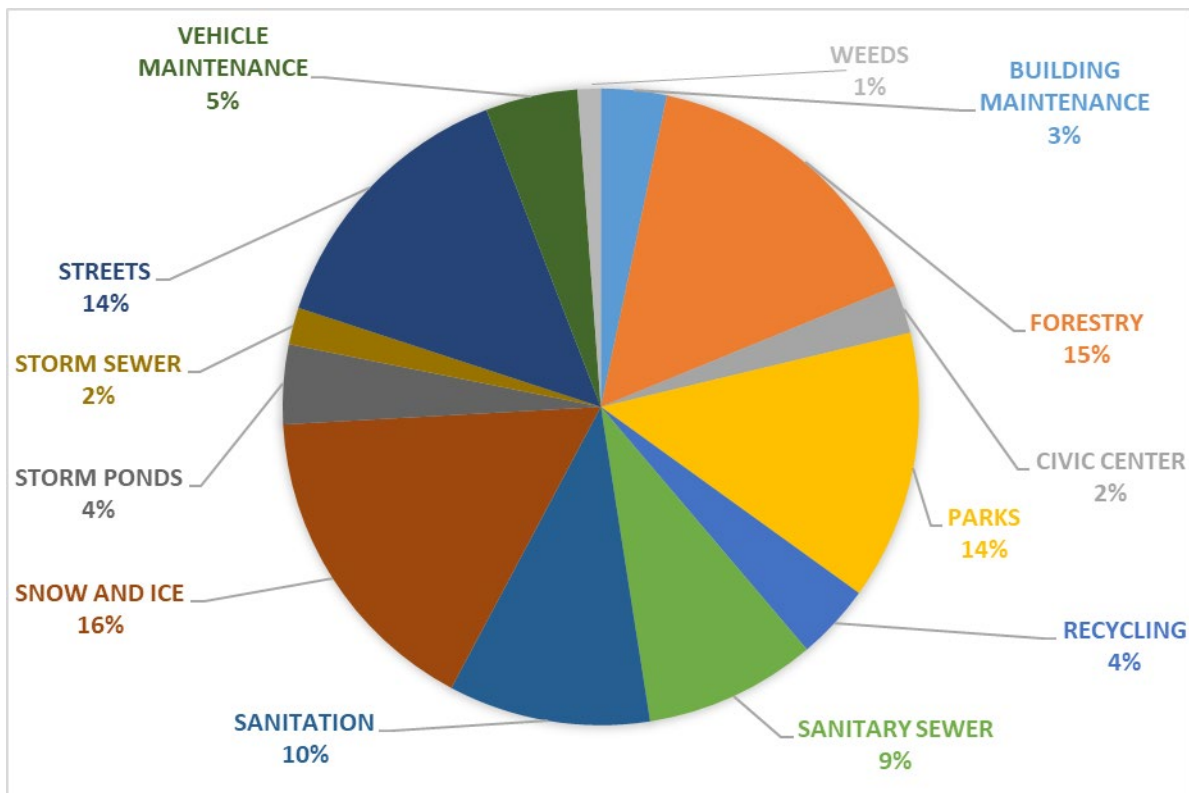
TOP PRIORITIES FOR FEBRUARY

- Continue to update preventive maintenance plans for sanitary and storm sewers.
- Create reoccurring tasks in the storm water, and sanitary sewer collection system using work order/asset management software.
- Continue to work with White Construction on the TDS project which is a fiber to home initiative for all residents in the Village.
- Keep the Village roads safe due to ice and snow.
- Monitor erosion control and storm water permits throughout the winter.
- Finish entering back end information for the new work order/asset management software and start training employees on how to use it.
- Finalize discussion with The Village of Kimberly to develop refuse truck specifications and update the Fleet Management Plan.
- Finish compiling information for the Municipal Separate Storm Sewer System (MS4) Report.
- Monitor laser meters in sanitary sewer collection system.
- Actively search for inflow and infiltration in the sanitary sewer collection system
- Submit Sara III chemical inventory to Wisconsin Department of Natural Resources (WDNR).
- Collect data for MS4 annual report to WDNR.
- Work with Geographical Information System (GIS) consultant, data conversion.

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



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



Engineering Department

HIGHLIGHTS

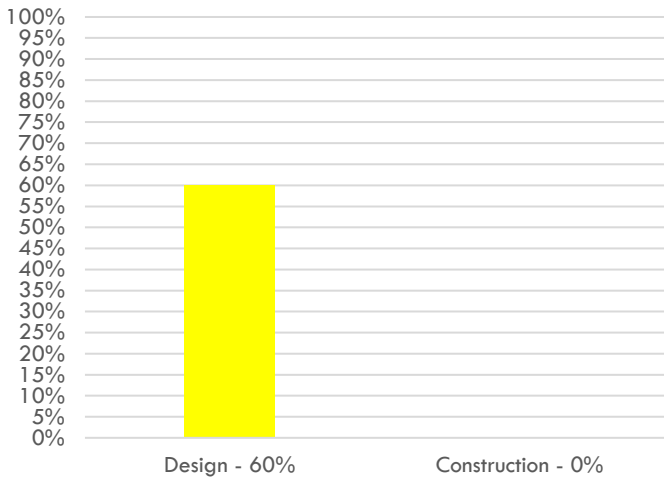
- Ebben Trail and Storm Sewer – The contractor continues to make progress with work. They are coordinating with the Village in an effort to stay on schedule and to provide the necessary connection for the FedEx site development project.
- Downtown Hotel Storm Sewer – The Downtown Storm Sewer Project is installed along with temporary pavement. The Contractor has moved to Lyle Street and will begin work the first week in February. The contractor remains on schedule.

January 2021 Utility Installation and Abandonments			
Ebben Trail Storm Sewer & Downtown Storm Sewer			
STORM SEWER		Installed	Abandoned/Removed
54" RCP Storm Sewer	L.F.	1,946.0	
42" RCP Storm Sewer	L.F.	322.0	
36" RCP Storm Sewer	L.F.	154.5	
24" RCP Storm Sewer	L.F.	83.5	
12" RCP Storm Sewer	L.F.	64.0	
Type "H" Catch Basin	E.A.	1	
8 Ft Dia Standard Storm Sewer MH	E.A.	8	
6 Ft Dia Standard Storm Sewer MH	E.A.	2	
5 Ft Dia Standard Storm Sewer MH	E.A.	3	
4 Ft Dia Standard Storm Sewer MH	E.A.	2	
18" CMP Culvert	L.F.	50.0	12.0
15" CMP Culvert	L.F.	30.0	
WATER MAIN		Installed	Abandoned/Removed
12" PVC Water Main	L.F.	15.0	15.0

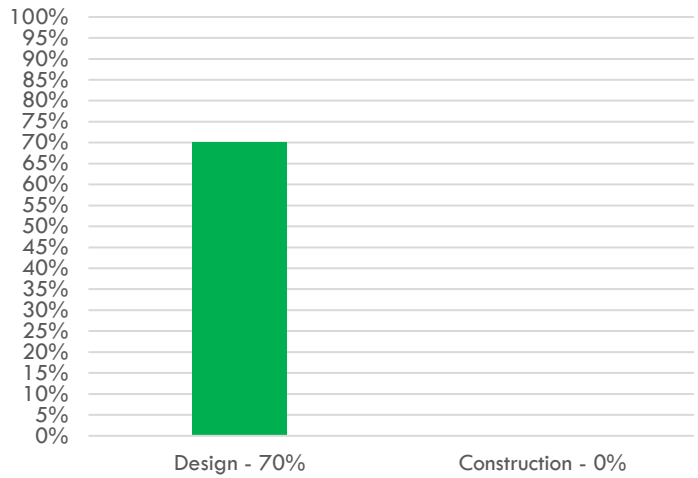
TOP PRIORITIES FOR FEBRUARY 2021

- Downtown Hotel Storm Sewer & Lyle Street Storm Sewer Project – If the weather holds out the installation of the storm sewer on Lyle Street should be completed by the end February.
- Ebben Trail and Storm Sewer – The project remains on schedule with the goal of being completed with the installation of the storm sewer by the end of February. This will allow the contractor to be offsite prior to commencement of work for FedEx.
- Evergreen Drive (Freedom Road to Vandebroek Road) – New storm sewer will be provided for the urbanization of Evergreen Drive (phase 2). Final design of the storm sewer will be completed in February. Staff is also currently working on bid quantities for this project.
- Hartzheim Drive Urbanization and Extension – Storm sewer design is complete for this project. Staff is concentrating on the design to extend the 8-inch sanitary sewer and 12-inch water main to the west. This design will be completed in February with permitting to follow for the sanitary sewer and water main extensions. The Engineering Department staff will be scheduling a project informational meeting in February.
- Vandebroek Pond – Design modifications are underway to allow enlargement of the proposed storm water pond due to additional land acquisition. The project will continue with design modifications and will be constructed in 2022 to prevent having to phase the project.

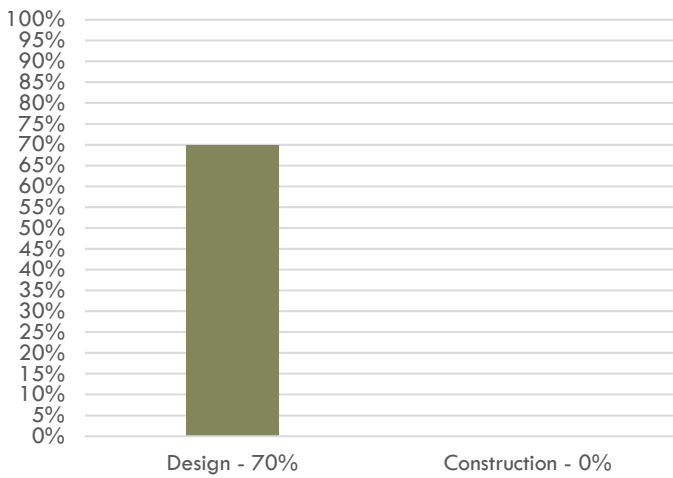
Evergreen Drive Phase 2



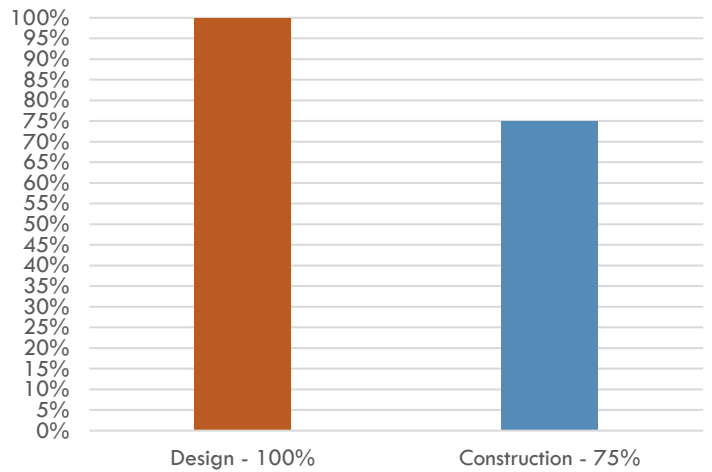
Harzthelm Drive



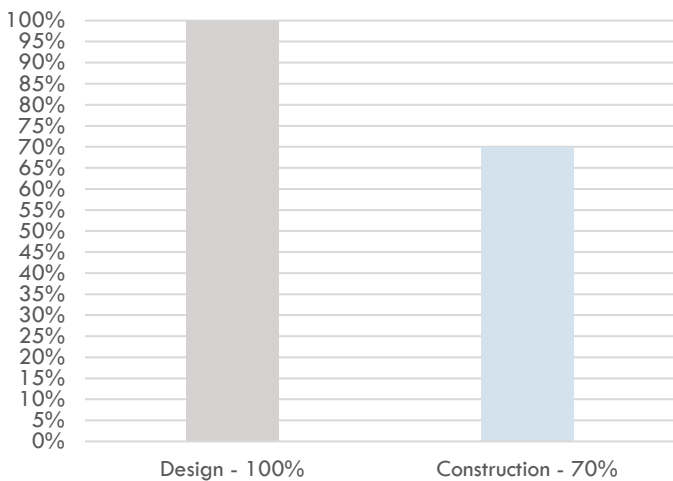
Vandenbroek Pond



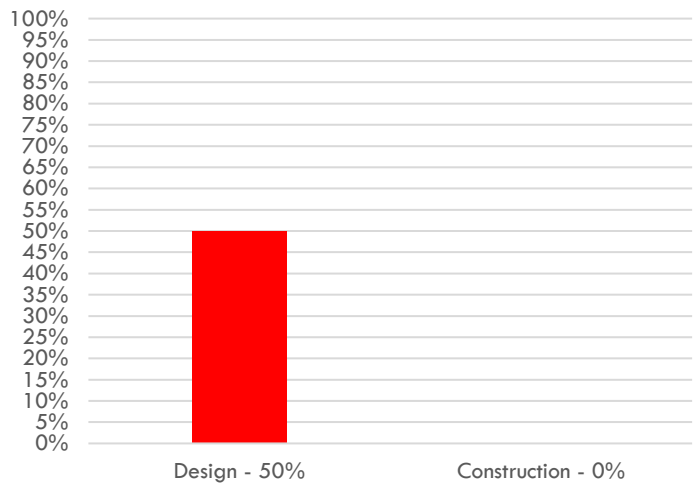
Downtown Storm Sewer - Hotel



Ebben Storm Sewer



OO Sanitary Sewer



Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: GFOA Certificate of Achievement for Excellence in Financial Report

PREPARED BY: James P. Fenlon, Administrator 

REPORT DATE: February 12, 2021

EXPLANATION: The Government Financial Officers Association has recognized the Village of Little Chute with a certificate of achievement for excellence in financial reporting for our 2019 Comprehensive Annual Financial Report (CAFR/Audit). The award was created in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. The goal of the program is not to assess the financial health of participating governments, but rather to ensure that users of their financial statements have the information they need to do so themselves.

This is the Village of Little Chute's 27th consecutive year to receive the certificate of excellence. This effort is one that takes coordination and input across all departments, but in particular the Finance Department is responsible for the heavy lifting and compilation of this report. There are less than 100 communities across the state of Wisconsin that put in the effort to be as transparent with their financial reporting. With that said, this is something that as an organization, we should acknowledge, recognize, and celebrate.

Congrats to the Finance Department and the Village of Little Chute for the effort with regards to our annual comprehensive annual financial reporting process.

RECOMMENDATION: Provided for information.



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 Fax: 312.977.4806

1/29/2021

Michael Vanden Berg
Village President
Village of Little Chute, Wisconsin

Dear Mr. Vanden Berg:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended December 31, 2019 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Director, Technical Services



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**Village of Little Chute
Wisconsin**

**For its Comprehensive Annual
Financial Report
For the Fiscal Year Ended**

December 31, 2019

Christopher P. Morill

Executive Director/CEO



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

1/29/2021

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
Email: mlevine@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **Village of Little Chute** for its comprehensive annual financial report for the fiscal year ended December 31, 2019. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.

Signed By DOA

FRNSA-1- 2017

Village of Little Chute

TEMPORARY EASEMENT

THIS EASEMENT is by and between the **Fox River Navigational System Authority (FRNSA)**, hereinafter referred to as the Grantor, and/to the **Village of Little Chute**, herein after referred to as the Grantee, for purposes of a **Kayak Launch and Pedestrian Path** within the described easement **Exhibit A**; and

WHEREAS, it is the policy of the Grantor to cooperate with local units of government and private businesses and individuals to provide reasonable and necessary use of lands of the State of Wisconsin; and

WHEREAS, the Fox River Navigational System was formerly owned by the United States Army Corps of Engineers and is now owned by the State of Wisconsin/Grantor; and

WHEREAS, on the 16th of September, 2004, the United States of America transferred the Fox River Navigational System to the State of Wisconsin ("State") subject to easements and restrictions contained in a Quit Claim Deed dated September 2, 2004; and

WHEREAS, on September 17, 2004 the State acting through the Department of Administration entered into a Lease Agreement with the Fox River Navigational Authority pursuant to Chapter 237 of the Wisconsin Statutes; and

WHEREAS, the Grantor is providing new easements and renewing easements that have been canceled by the United States Army Corps of Engineers; and

WHEREAS, the Grantee has requested traversal and use of lands belonging to the GRANTOR in the Village of Little Chute, Outagamie County, and

WHEREAS, under the Wisconsin Statutes and the Lease Agreement, the State must approve the grant of any easement; and

WHEREAS, the State of Wisconsin approved this Easement as indicated in this Easement, now therefore

BE IT RESOLVED, in consideration of an administrative fee, compensation and the covenants herein set forth, the Grantor hereby grants to the Grantee a temporary easement for right-of-way for the right to install, replace, relocate, operate, maintain and repair a pedestrian path, pedestrian bridge and Kayak dock/launch hereinafter referred to as the facilities, across, in, and upon lands of the Grantor (FRNSA/State of Wisconsin) as identified in **Exhibit A** herein after referred to as the premises, and which are attached hereto and made a part hereto.

This easement is granted subject to the following conditions:

Record and return to:

Fox River Navigational System Authority
1008 Augustine Street
Kaukauna, WI 54130

Tax Key No.

PREMISES

The property identified in **Exhibit A**

COMPENSATION

That the Grantee shall pay in advance to the Grantor, compensation in the amount of one dollar for the temporary easement. Compensation shall be made payable to Fox River Navigational System Authority, 1008 Augustine Street, Kaukauna, Wisconsin 54130.

NOTICES

All correspondence and notices to be given pursuant to this easement shall be addressed, if to the Grantee, to the Village of Little Chute, Village Administrator's Office, 108 West Main Street, Little Chute, WI 54140 and if to the Grantor, to Fox River Navigational System Authority, 1008 Augustine Street, Kaukauna, Wisconsin 54130, or as may from time to time otherwise be directed by the parties. Notice shall be deemed to have been duly given if and when enclosed in a properly sealed envelope or wrapper addressed as aforesaid, and deposited postage prepaid in a post office regularly maintained by the United States Postal Service.

TERM AND TERMINATION

This Easement shall commence on the date it is recorded with the register of deeds for Outagamie County, Wisconsin and shall terminate on September 15, 2034.

This Easement may be terminated upon 90 days notice to the Grantee for failure, neglect, or refusal by the Grantee to fully and promptly comply with any and all of the conditions of this grant, or for nonuse for a period of two years, or for abandonment.

That upon the expiration, termination, or forfeiture and annulment of this grant, the Grantee shall, and without expense to the Grantor, and within a reasonable time as the Grantor may indicate, remove said facilities from said land and restore the premises to the satisfaction of the Grantor. In the event the Grantee shall fail, neglect, or refuse to remove the said facilities and so restore the premises, the Grantor shall have the option either to take over the facilities as the property of the Grantor without compensation therefore, or to remove said facilities and perform the restoration work as aforesaid at the expense of the Grantee, and in no event shall the Grantee have any claim for damages against the Grantor, or its officers or agents, on account of taking over said facilities or on account of their removal.

GRANTEE'S USAGE

That the right-of-way hereby granted shall not occupy more land than is reasonably necessary for such purpose, as determined by the Grantor, and Grantor hereby approves the location and legal description of the easements set forth and described on **Exhibit A**. The Grantee shall comply with all applicable Federal, state, county and municipal laws, ordinances and regulations wherein the premises are located.

The Grantee shall inspect the facilities at reasonable intervals and immediately repair any defects found by such inspection.

The Grantee shall obtain prior written approval from the Grantor for any development and construction of any structure prior to any alteration of the landscape. Such review is required to insure that the Grantee's construction is consistent the purpose and integrity of the Fox River Heritage State Parkway Concept Plan and is not intended as a detailed engineering review. The

Grantor (FRNSA/State of Wisconsin) assumes no responsibility or liability for the technical sufficiency of the Grantee's construction. The Grantee is responsible for the clean up of any debris or litter placed on the premises incident to the exercise of the privilege herein.

The Grantee shall maintain the area in a neat, safe, sanitary, and usable condition. The area shall be operated in a manner to achieve safety, and preserve and protect property, public health and welfare. Any property of the Grantor (FRNSA/State of Wisconsin) damaged or destroyed by the Grantee incident to the exercise of the privileges herein granted shall be promptly repaired or replaced by the Grantee to a condition satisfactory to the Grantor, or reimbursements made by the Grantee in an amount necessary to restore or replace the property to a condition satisfactory to the Grantor.

The Grantee shall comply with all State of Wisconsin Historical Society guidelines for development of or improvements to the described area.

The Grantee will use all reasonable means to protect the environment and natural resources, and where damage nonetheless occurs from activities of the Grantee, the Grantee shall be liable to restore the damaged resources.

The Grantee shall be responsible for repair, clean up, remediation or detoxification arising out of any hazardous materials brought onto or introduced into the easement or surrounding areas by Grantee or its employees or agents.

The Grantee shall maintain all soil and water conservation structures that may be in existence upon said premises at the beginning of or that may be constructed during the term of this easement, and the Grantee shall take appropriate measures to prevent or control soil erosion within the premises. Any soil erosion occurring outside the premises resulting from the activities of the Grantee shall be corrected by the Grantee.

INDEMNITY AND INSURANCE

The Grantee shall be responsible for obtaining insurance for any and all improvements or structures located on subject property.

The Grantee shall maintain during the life of this easement and shall require all subcontractors to maintain worker's compensation insurance as required by State of Wisconsin Statutes, and any applicable Federal Act coverage such as Longshoremen's and Harbor Workers Act, Jones Act or Admiralty Act for all employees engaged in the work.

The Grantee shall maintain Commercial General Liability, bodily injury and property damage insurance against any claim(s) which might occur during the course of this agreement. Minimum coverage shall be two million dollars (\$2,000,000) liability for bodily injury and property damage. General aggregate limits must be considered primary.

The Grantee shall maintain motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be one million dollars (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.

The Grantee agrees to save, keep harmless, defend, and indemnify the Grantor and all of its officers, employees, and agents against any liability, claims, and costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the Grantee's occupancy, use, service, operation, or performance of work in connection with this easement.

GRANTOR'S USAGE

The right is reserved to the Grantor, its officers, agents, and employees to enter upon the premises at any time and for any purpose necessary or convenient in connection with government purposes; to make inspections, to remove timber or other material, except property of the Grantee, to flood the premises, to manipulate the level of the river or channel in any manner whatsoever and/or to make any other use of the lands as may be necessary in connection with government purposes, and the Grantee shall have no claim for damages on account thereof against the State or any officer, agent, or employee thereof.

The Grantor reserves the right to construct, use, and maintain across, over, and/or under the right of way hereby granted, electric transmission, telephone, telegraph, water, gas, gasoline, oil and sewer lines, and other facilities, in such a manner as not to create any unreasonable interference with the use of the right-of-way herein granted.

The Grantor shall notify and consult with the Grantee on navigation system renovation projects undertaken by the Grantor that may impact or interfere with the Grantee's use of the property.

GENERAL

This easement is subject to all other existing easements, or those subsequently granted as well as established access routes for roadways and utilities located, or to be located, on the premises, provided that the proposed grant of any new easement or route will be coordinated with the Grantee.

Neither this easement nor any right or duty of the Grantee herein shall be assigned, transferred, conveyed, delegated, or contracted without prior written permission of the Grantor.

The provisions and conditions of this instrument shall extend to and be binding upon and shall inure to the benefit of the heirs, representatives, successors, and assigns of the Grantee.

Within the limits of their respective legal powers, the parties to this easement shall protect the premises against pollution of its air, ground, and water. The Grantee shall comply with any laws, regulations, conditions, or instructions affecting the activity hereby authorized if and when issued by the Environmental Protection Agency, or any Federal, state, interstate or local governmental agency having jurisdiction to abate or prevent pollution. The disposal of any toxic or hazardous materials within the premises is specifically prohibited. Such regulations, conditions, or instructions in effect or prescribed by said Environmental Protection Agency, or any Federal, state, interstate or local governmental agency are hereby made a condition of this easement. The Grantee shall not discharge waste or otherwise become a public nuisance.

Any and all improvements to the site shall be reasonably accessible to persons with physical disabilities.

NONDISCRIMINATION/AFFIRMATIVE ACTION

In connection with the performance of this Easement and pursuant to s. 16.765, Stats., the Grantee agrees not to discriminate against any employee or applicant for employment because of age, race, religion, sex, physical condition, developmental disability as defined in section 51.01(5), Stats., sexual orientation as defined in section 111.32 (13m), Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay, other forms of compensation, and selection of training, including apprenticeship. Except with respect to sexual orientation, the Grantee agrees to take affirmative action to ensure equal employment opportunities.

GOVERNING LAW

This Easement shall be governed and constructed in accordance with the laws of the State of Wisconsin.

WAIVER

No delay or omission by any of the parties hereto to exercise any right or power occurring upon any non-compliance or failed performance by another party under the provisions of this Easement shall impair any such right or power or be construed to be a waiver thereof. A waiver by any of the parties hereto of any of the covenants, conditions, or agreements hereof to be performed by another, shall not be considered to be a waiver of any succeeding breach thereof or of any other covenant, condition or agreement contained herein.

AMENDMENTS

No agreement or amendment shall be effective to add to, change, modify, waive or discharge this Easement in whole or in part, unless such agreement is in writing and signed by all parties bound hereby.

PARTIAL INVALIDITY

If any provisions, or portions thereof, of this Easement or of the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of the Easement, or the application of such provision, or portion thereof, to any other persons or circumstances shall not be affected thereby and each provision of the Easement shall be valid and enforceable to the fullest extent permitted by law.

[SIGNATURES BEGIN ON THE NEXT PAGE]

IN WITNESS WHEREOF, the said Grantor
has caused these presents to be signed this
_____ day of _____, 2017.

IN WITNESS WHEREOF, the said Grantor
has caused these presents to be signed this
_____ day of _____, 2017.

**FOX RIVER NAVIGATIONAL
SYSTEM AUTHORITY**

VILLAGE OF LITTLE CHUTE

By Jeremy Cordts 1-25-21 By _____
Printed Name Jeremy Cordts Printed Name _____
Title Chief Executive Officer Title _____

STATE OF WISCONSIN)
OUTAGAMIE COUNTY)ss

STATE OF WISCONSIN)
_____ COUNTY)ss

Personally came before me this 25th
day of January, 2017, 2021
the above-named person(s), to me
known to be the persons who executed
the foregoing instrument and
acknowledged the same.

Personally came before me this
day of _____, 2017,
the above-named person(s), to me
known to be the persons who executed
the foregoing instrument and
acknowledged the same.

Molly Derricks
Notary Public, State of Wisconsin

Notary Public, State of Wisconsin



My commission expires 1/28/2021

My commission expires _____

DRAFTED By
Fox River Navigational System Authority

APPROVED BY
State of Wisconsin
Department of Administration

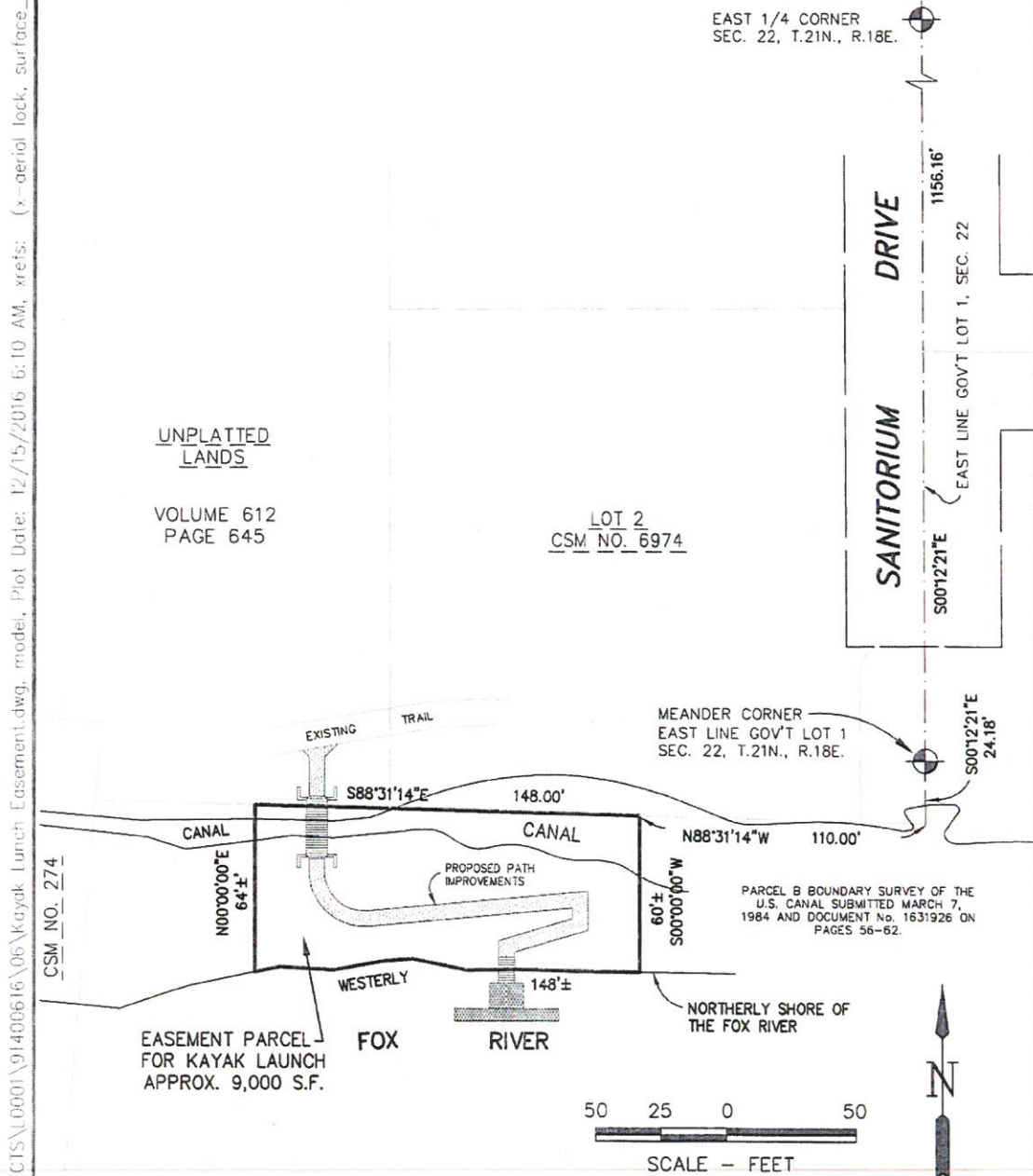
By: Cate Zeuske
Cate Zeuske

Deputy Secretary
Date: March 3, 2017

EXHIBIT A

A PART OF GOVERNMENT LOT 1 OF SECTION 22, TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY WISCONSIN, BEING MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST 1/4 CORNER OF SAID SECTION 22; THENCE S00°12'21"E, 1156.16 FEET ALONG THE EAST LINE OF SAID GOVERNMENT LOT 1 TO AN OUTAGAMIE COUNTY MONUMENT SET AS A MEANDER CORNER ALONG THE EAST LINE OF SAID GOVERNMENT LOT 1; THENCE CONTINUING S00°12'21"E, 24.18 FEET ALONG SAID EAST LINE TO THE NORTH LINE OF THE U.S. GOVERNMENT CANAL PROPERTY; THENCE N88°31'14"W, 110.00 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING; THENCE S00°00'00"W, 60 FEET MORE OF LESS TO THE NORTHERLY SHORE OF THE FOX RIVER; THENCE WESTERLY 148 FEET MORE OR LESS ALONG SAID NORTHERLY SHORE; THENCE N00°00'00"E, 64 FEET MORE OR LESS TO THE NORTH LINE OF SAID U.S. GOVERNMENT CANAL PROPERTY; THENCE S88°31'14"E, 148.00 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING.



McMAHON
ENGINEERS ARCHITECTS

Project No. L0001 9140616.06 Date DEC., 2016 Scale 1"=50'

Drawn By DEW Field Book Page

1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
Tel: (920) 751-4200 Fax: (920) 751-4284

File No.

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 2, SERIES OF 2021

A RESOLUTION APPROVING A CSM TO DIVIDE A PARCEL FOR SETZER PROPERTIES GRB LLC

WHEREAS, Setzer Properties GRB LLC as owner of Parcel #260017400 have presented a Certified Survey Map to the Village of Little Chute Board of Trustees as prepared by Gary A. Zahringer a registered land surveyor; and

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

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

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

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

Date introduced, approved and adopted: February 17, 2021

VILLAGE OF LITTLE CHUTE:

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

[illegible]

Martenson & Eisele, Inc.

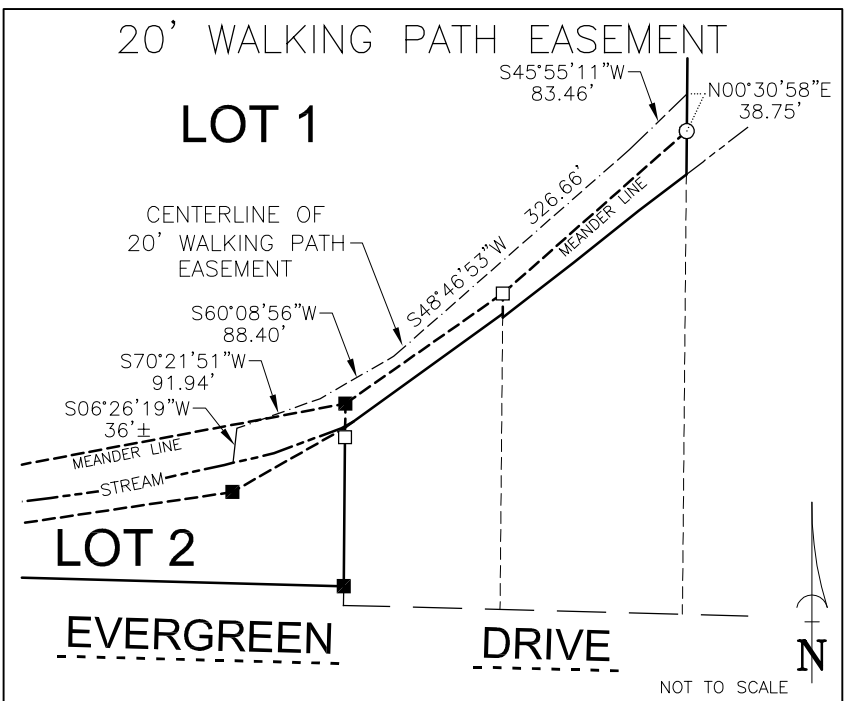
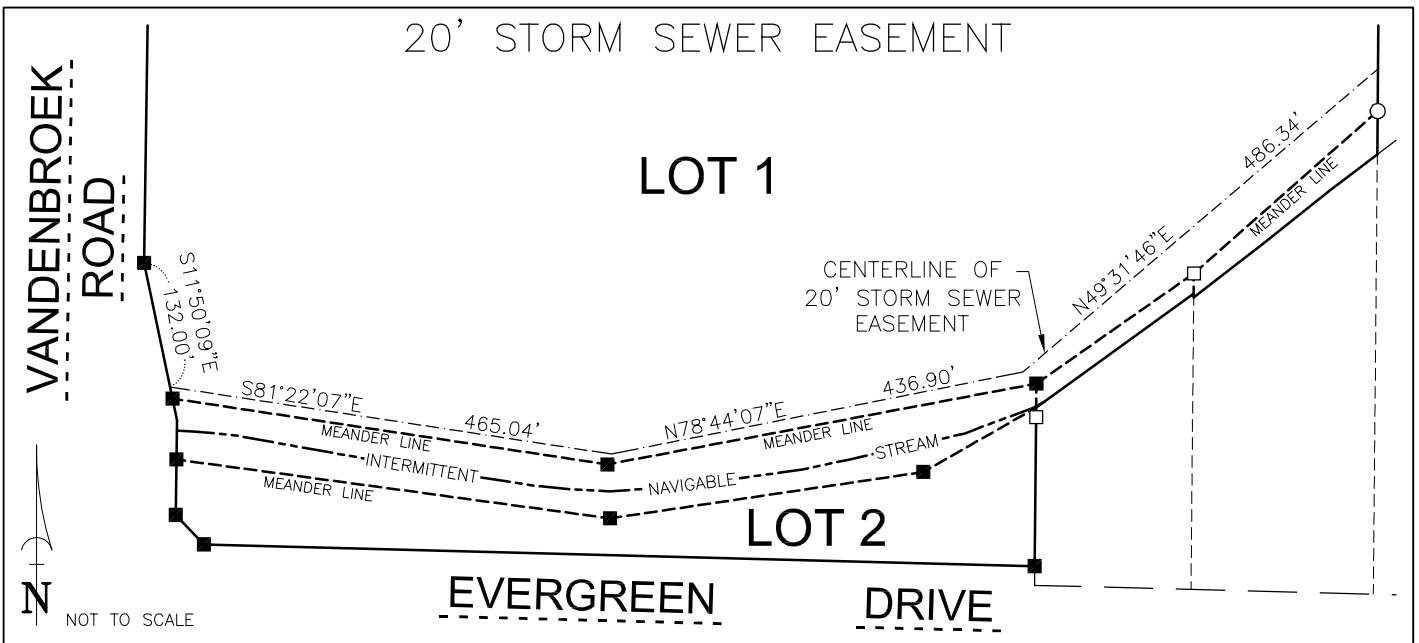
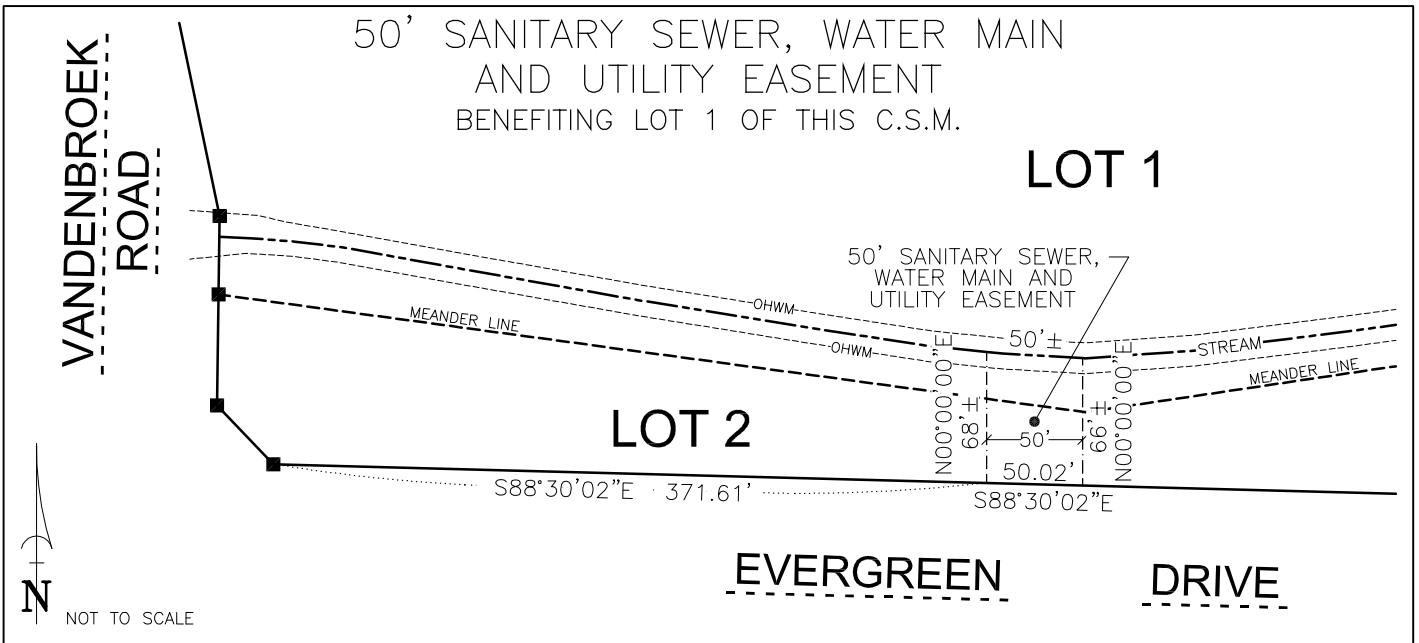
 1377 Midway Road
Menasha, WI 54952
www.martenson-eisele.com
info@martenson-eisele.com
920.731.0381 1.800.236.0381

Planning
Environmental
Surveying
Engineering
Architecture

SURVEY FOR:
SETZER PROPERTIES
354 WALLER AVENUE,
SUITE 200
LEXINGTON, KY 40504

PROJECT NO. 1-1342-002
FILE 1-1342-002csm.dwg SHEET 1 OF 4
THIS INSTRUMENT WAS DRAFTED BY: A.Sedlar

PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 9, TOWNSHIP 21 NORTH,
RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.



PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 9, TOWNSHIP 21 NORTH,
RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

I, GARY A. ZHRINGER, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY:
THAT I HAVE SURVEYED, DIVIDED AND MAPPED AT THE DIRECTION OF SETZER PROPERTIES GRB, LLC,
PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 9, TOWNSHIP 21 NORTH, RANGE 18 EAST,
VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236 OF THE WISCONSIN STATUTES AND WITH THE VILLAGE OF LITTLE CHUTE SUBDIVISION ORDINANCE IN SURVEYING, DIVIDING AND MAPPING THE SAME.

GIVEN UNDER MY HAND THIS 15TH DAY OF JANUARY, 2021.

OWNERS OF RECORD:	RECORDING INFORMATION:	PARCEL NUMBER:
SETZER PROPERTIES GRB, LLC	DOCUMENT NO. 2218693	26-0-0174-00

THIS DAY OF , 2021.

LAURIE DECKER, VILLAGE CLERK

WE, BEING DULY ELECTED, QUALIFIED AND ACTING TREASURERS' OF THE VILLAGE OF LITTLE CHUTE AND OUTAGAMIE COUNTY, DO HEREBY CERTIFY THAT IN ACCORDANCE WITH THE RECORDS IN OUR OFFICE, THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS SHOWN HEREON.

DATE _____

CERTIFIED SURVEY MAP NO. _____

PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 9, TOWNSHIP 21 NORTH,
RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

CORPORATE OWNER'S CERTIFICATE:

SETZER PROPERTIES GRB, LLC, A LIMITED LIABILITY CORPORATION DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, HEREBY CERTIFY THAT WE CAUSED THE LAND ABOVE DESCRIBED TO BE SURVEYED, DIVIDED, DEDICATED AND MAPPED ALL AS SHOWN AND REPRESENTED ON THIS MAP.

SETZER PROPERTIES GRB, LLC, ALSO CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.236.10 OR S.236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: VILLAGE OF LITTLE CHUTE

DATED THIS _____ DAY OF _____, 2021.

SIGNATURE

SIGNATURE

PRINT NAME AND TITLE

PRINT NAME AND TITLE

STATE OF _____)
_____) SS
_____ COUNTY)

PERSONALLY CAME BEFORE ME ON THE _____ DAY
OF _____, 2021, THE ABOVE NAMED TO
ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING
INSTRUMENT AND ACKNOWLEDGE THE SAME.

NOTARY PUBLIC, STATE OF _____

MY COMMISSION (IS PERMANENT)

(EXPIRES: _____)

STORM SEWER EASEMENT PROVISION

AN EASEMENT FOR STORM SEWER IS HEREBY GRANTED BY SETZER PROPERTIES GRB, LLC, GRANTOR, TO

VILLAGE OF LITTLE CHUTE, GRANTEE,

THE GRANTOR, THEIR RESPECTIVE LESSEES, SUCCESSORS, HEIRS OR ASSIGNS, SHALL HAVE FULL USE AND ENJOYMENT OF THE PROPERTY REFERENCED ABOVE PROVIDED THAT SUCH USE DOES NOT INTERFERE WITH GRANTEE'S RIGHT TO INSTALL, REPLACE, OPERATE, MAINTAIN AND REPAIR SAID STORM SEWER AND ASSOCIATED APPURTENANCES. IT IS FURTHER AGREED THAT AFTER MAINTAINING, REPAIRING, REPLACING OR RELOCATING OF SAID STORM SEWER AND ASSOCIATED APPURTENANCES GRANTEE SHALL RESTORE UNIMPROVED SURFACES SUCH AS GRASS, GRAVEL AND DIRT ON SAID PROPERTY, AS CLOSELY AS POSSIBLE, TO THE CONDITION PREVIOUSLY EXISTING. GRANTEE SHALL NOT BE REQUIRED TO RESTORE OR COMPENSATE FOR ANY IMPROVEMENTS OR IMPROVED SURFACES SUCH AS, BUT NOT LIMITED TO, CURB AND GUTTER, HARD PAVEMENTS, TREES, SHRUBS AND LANDSCAPING, DISTURBED AS A RESULT OF THE MAINTENANCE ACTIVITIES DESCRIBED HEREIN. GRANTEE DOES HEREBY AGREE TO COMPENSATE FULLY FOR ANY DAMAGE CAUSED DIRECTLY OR INDIRECTLY FROM SAID MAINTENANCE, REPAIR, REPLACEMENT OR RELOCATION OF SAID STORM SEWER AND ASSOCIATED APPURTENANCES, THAT OCCUR OUTSIDE OF THE ABOVE DESCRIBED EASEMENT AREA. BUILDINGS OR ANY OTHER TYPE OF STRUCTURE SHALL NOT BE PLACED OVER GRANTEES' FACILITIES OR IN, UPON OR OVER THE PROPERTY WITHIN THE LINES MARKED "STORM SEWER EASEMENT" GRANTEE AGREES THAT IT SHALL GIVE TIMELY NOTICE TO THE GRANTOR OF ROUTINE MAINTENANCE WORK.

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

SIGNATURE

PRINT NAME AND TITLE

SIGNATURE

PRINT NAME AND TITLE



VILLAGE OF LITTLE CHUTE DEVELOPMENT PACKET



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WELCOME

Nestled in the heart of the Fox River Valley on the eastern border of the City of Appleton and on the Lower Fox River, the Village of Little Chute is Outagamie County's largest Village with a population of approximately 11,000 residents. Little Chute is a community proud of its Dutch heritage and its participation with our neighboring communities in the cultural, residential, business, and recreational life of the Fox Cities and Fox River Valley. The Village is a full-service municipality offering quality municipal services while maintaining a combined local municipal tax and utility rates that is among the lowest compared with the other incorporated communities in the Fox Cities Area.



INTRODUCTION

Purpose and Intent

The purpose of this guide is to assist you in following the development processes of the Village of Little Chute. It is intended to provide general information and guidance to help explain the process and is not meant to be comprehensive in explaining all requirements and approvals. For a comprehensive set of regulations see the Village ordinances.

VILLAGE CONTACTS

Name	Title	Email	Phone #
James Fenlon	Village Administrator	james@littlechutewi.org	920-423-3850
Laurie Decker	Village Clerk	Laurie@littlechutewi.org	920-423-3852
Dave Kittel	Community Development Director	David.kittel@littlechutewi.org	920-423-3870
Kent Taylor	Director of Public Works	kent@littlechutewi.org	920-423-3867
Chris Murawski	Village Engineer	chris@littlechutewi.org	920-423-3861
Adam Breest	Director of Recreation	adam@littlechutewi.org	920-423-3868
Mike McClone	Environmental Permitting Specialist	mike@littlechutewi.org	920-687-5329
Brett Jensen	Building Inspector	brett@littlechutewi.org	920-423-3871
Jerry Verstegen	Water Department (MCO)	jerryv@mco-us.com	920-858-7477
Daniel Meister	Chief of Police	daniel.meister@fvmpd.org	920-788-7505
Marty Marasch	Fire Inspector	firedept@littlechutewi.org	920-788-7399

UTILITY CONTACTS

Name	Phone #
Kaukauna Utilities	(920)766-5721
WE Energies	Residential 800-242-9137 Business Care Center 800-714-7777
AT&T	800-288-2020
Spectrum	800-640-3990

MEETING SCHEDULE

May be applicable if rezoning, conditional use, or other items are necessary for a proposed project. Submit at least two weeks before the scheduled meeting for consideration to be on the next agenda. Some processes, like a site plan review, may need more time. Please contact the Community Development Director for details.

Village Board

1st and 3rd Wednesday of each month

Plan Commission

2nd Monday of each month



SITE PLAN REVIEW PROCESS

The Site Plan Review process is required for all new or modified Commercial, Industrial, Institutional and Multi-family uses, listed under the Zoning Ordinance. For the site plan review process the Community Development Director is the main point of contact. The Community Development Department, along with the other Village departments, will review the Site Plan. The Applicant will be notified as soon as possible of additional information/requirements to make the Site Plan complete and in compliance with Village codes for approval of the plan. Depending on the Development there may need to be approval from the Plan Commission and the Village Board.

STEP 1: Pre-Submittal Meeting

To ensure a streamline project review, applicants are expected to meet with the Community Development Director to go over the site plan review process. Applicants are strongly encouraged to bring a conceptual lay out of the project and a general description of the project. This meeting also helps to identify any potential site-specific issues early in the process and well as provide contact information for key staff members.

STEP 2: Site plan submittal

After the pre-submittal meeting, a [site plan review application](#) is to be completed as well as fees paid. Staff will review the submittal to ensure all necessary information was provided and it is in compliance with all applicable municipal regulations and covenants. From this review staff will prepare a list of issues, concerns, and comments. This review process may take up to 30 days.

STEP 3: Revisions

During the review of the site plan a list of issues, concerns, and comments will be created. This list will then be sent to the applicant for revisions. The applicant shall revise the plans and provide a brief description on how each item was addressed.

STEP 4: Final Review and Approval

Upon return of revisions, Village staff will again review the application to ensure the issues identified have been adequately addressed. Once it is determined that all issues have been satisfactorily addressed and the development meets all requirements an approval letter will be sent to the applicant. Note, that some site plans will need approval from the Plan Commission and or the Village Board. If this is the case, this will be identified during step 1.



STEP 5: Building Permit

Once the applicant has secured a development approval letter, they may then file for a building permit. For commercial and industrial developments, the Village requires the applicant to submit a completed commercial building permit application along with one original stamped set of the state-approved building, HVAC, plumbing, and fire suppression plans prior to issuance of a Village building permit. All contractors must be licensed with the State of Wisconsin. On occasion, applicants, or their representatives request permission to start work prior to full development approval. The following activities may be permitted **ONLY** if the required plans and approvals are first obtained by the applicant, and then they may **ONLY** proceed at their own risk.

- ❖ Grading/excavation—requires a Wisconsin DNR land-disturbing permit and approval by the Village.
- ❖ Installation of water/sewer laterals—requires an exterior plumbing plan approved by the State of Wisconsin or a ‘permission to start’ letter for plumbing from the State if State submittal required
- ❖ Footing and foundation—requires a building plan approved by the State of Wisconsin or a ‘permission to start’ letter from the State.
- ❖ Interior plumbing—requires a plumbing plan approved by the State of Wisconsin or a ‘permission to start’ letter from the State if State submittal is required.
- ❖ Building and HVAC—requires a building plan approved by the State of Wisconsin. Fire Alarm—requires a fire alarm plan approved by the State of Wisconsin.
- ❖ Fire suppression—requires a fire suppression plan approved by the State of Wisconsin.

STEP 6: Certificate of Occupancy

Upon building completion, the applicant may request a final inspection and a certificate of occupancy. Contact the Village Building Inspector for details. All commercial projects need to have completed a Compliance Statement and ensure all State of Wisconsin Department of Safety and Professional Services requirements have been met.

STEP 7: Certificate of Compliance

This certificate shall show that the structure, premises, or use is in conformity with the provisions of the Villages zoning chapter. This step will occur in conjunction with Step 6, and is detailed in Section [44-463](#) of the Villages code of Ordinances.



SITE PLAN REVIEW CHECKLIST

This Site Plan checklist has been prepared to provide the Applicant with a clear understanding of what is needed to complete a Site Plan Review. It is our hope that by providing a very detailed list of information to be shown on the Site Plan Set and a specific format for its presentation, review time will be kept to a minimum and you will avoid costly time delays caused by incomplete plans. Your courtesy in following the checklist carefully will ensure prompt review and approval at the earliest possible date. An example of a Site Plan with all the requirements is available upon request.

NOTE: If approval is needed by the Plan Commission or Village Board the submitted Site Plan will be a part of the agenda and part of the public record.

A Site Plan Set consists of the following information:

1. All full size sheets shall be of uniform size recommended at 24" x 36".
2. All plans are recommended to be drawn to a 1" = 20' scale. The same scale must be used for all full size plans.
3. All sheets shall be numbered.
4. The signature of the surveyor, engineer, or architect who is responsible for plan preparation is required on all sheets in the Final Set of (5) five. These shall be dated with revision date(s) stated.
5. Provide Digital copies as well and any CAD files to assist in the Review process.

All major site plans shall include as a minimum all of the following items of information:

Title, Site Plan Layout & Streets Sheet

- Name of project, address, legal description of property, tax key number of each lot, description of proposed use and both existing and proposed zoning descriptions.
- Location map.
- Name, address and phone number of the record property owner and site plan preparer (include fax number if available).
- The signature of the surveyor, engineer or architect who is responsible for site plan preparation along with the revision date(s) clearly marked on the plan.
- North arrow, date of preparation, revision dates and scale.
- Name(s) of adjacent or surrounding streets.
- Recorded property lines and their dimensions.
- The total land area in the development including the percentage of lot coverage for all impervious surface areas.
- The location and architectural features of all existing and proposed structures, including occupancy classification of each structure as identified in the State Building Code, dimensions, number of stories and their locations on the parcel.
- Identify what types of products will be manufactured, sold and/or stored onsite.
- Identify all types of hazardous materials to be stored on site. If none, state "No hazardous materials will be stored on site".



- Identify if there will be food and/or beverage sales, a public swimming pool, whirlpool, or overnight lodging at this location.
- If buildings are to be removed, the site plan shall so indicate.
- A note shall appear on the site plan that indicates the calculations for parking and loading requirements which must identify: all existing uses on the property; the number of existing, proposed, and future employees based on a five (5) year projection; the gross floor area and useable floor area for existing buildings, expanded buildings and proposed buildings; a calculation of required handicapped accessible parking spaces. Any joint use of parking must be in writing, approved by the Planning Director, signed by both parties involved and attached and recorded in the Register of Deeds Office.
- Show barriers, curbing, or wheel stops.
- Existing and proposed driveways and parking lots including: pavement markings to show traffic flow; parking stall sizes and layout; handicap stalls and ramps; loading zone; driveway widths and radii or flares on driveway aprons to public streets. For parking areas, identify all proposed and existing stop signs at all private driveway exits onto public roadways. If stop signs are required, add a note on the site plan identifying: "Stop signs shall be installed and maintained in accordance with the Federal Highway Administration Manual of Uniform Traffic Control Devices, latest version."
- If existing curb cuts are to be abandoned, the statement "Curb cut will be closed per Village of Little Chute standards" shall be clearly noted on the site plan.
- For drive-through uses, show vehicle stacking spaces and pedestrian access to entry doors that do not cross drive-through lanes.
- Provide recycling calculations and locations according to the State Building Code.
- Identify all existing and proposed sidewalks with grade elevations and handicap access at driveways.
- Identify snow storage areas located outside of setbacks, in required parking areas and vision clearance triangles.
- Dimensions of all required yard setbacks for buildings and off-street parking.
- The location and extent of all existing and proposed outdoor storage and outdoor display.
- The location and detail of refuse containers and their enclosures, sidewalks, other pedestrian-type walkways, bicycle storage racks, traffic control dividers, tree islands and other similar improvements.
- The location of all mechanical equipment and the type of screening provided.
- Location of existing and proposed signage, sign elevation showing the height of sign to grade, height and face dimensions, colors, typeset, materials, lighting, and orientation of signage.
- Location, height, elevations, and materials of all fences or retaining walls.
- Location, size and use of any buildings, driveways, and public rights-of-ways within fifty (50) feet of property lines and driveways.
- Identify the types of fire protection/detection systems will be used.
- Show on-site fire hydrants, Fire Department hose connections, and the respective flow calculations to meet the International Fire Code for installed fire protection systems.
- Identify the location and presence of all fire related wall assemblies.
- Identification of the class of construction in accordance with State Building Code.



- Identify streams, wetlands, channels, ditches and other watercourses on the site and on adjacent properties.
- Identify the 100-year floodplain, including flood fringe, floodway and flood storage areas.
- Identify storm water flow, directions, detention, and management facilities.
- Identify all open space that will remain undisturbed and undeveloped.
- Multi-family residential projects shall include additional information that identifies the total acres of subject property, the total number of dwelling units and density per acre and the percentage of proposed site covered for buildings and hard-surfaced areas as opposed to green space and landscaping.

UTILITIES, GRADING & DRAINAGE PLAN

- When abutting a site plan project, any public right-of-way shall be identified with accurate locations for existing and proposed facilities such as streets, curbs, sidewalks, sidewalk planters, street trees, utility poles, traffic signs and signals, median islands, project driveways, driveways on opposite street frontages, bus stops and other improvements. Elevations of sidewalks at property lines and elevations to indicate handicap accessibility shall be identified. The following statement shall be clearly noted on the site plan, *"Any existing sidewalk damaged during construction shall be replaced as a part of this project"*.
- Locate and label, whether underground or overhead, all existing and proposed utility lines and easements with sizes and material designations, and slopes (as needed), including sanitary sewer (manholes, laterals and clean outs), storm sewer (manholes, laterals, and catch basins), water (laterals, fire lines, valves and meters), fire hydrants, gas, telephone, cable and electric lines.
- Calculate drainage area for each catch basin. Indicate the size and slope of utility lines that will be tapped into the adjacent street.
- Show all existing and proposed public and private easements for utility, drainage, sewer, parking, access and other purposes, and all easements on surrounding properties benefiting the subject property. If existing utilities are to be abandoned, clearly state the method of abandonment.
- State the provider of sanitary and water if not provided by the Village of Little Chute and provide written documentation of approval from said provider.
- Identify all existing and proposed sanitary sewer mains and laterals, including: methods of connection to public mains, easements, size, materials, slope, manholes, rim elevation, invert elevations, clean outs, plumbing code calculations, how many drainage fixture units and public mains for connection.
- Identify all existing and proposed water mains and laterals, including easements, size, depth, materials, tracing wires, hydrants, method of connection valves, meters, plumbing code calculations, how many water supply fixture units and public mains for connection.
- Identify all existing and proposed storm sewer mains and laterals, including the method of connection to the public main, easements, size, materials, slope, manholes, inlets, catch basins, yard drains, rim elevations, invert elevations, area map for drainage to each catch basin, square feet draining to each catch basin, plumbing code calculations, roof drain discharges and/or connections, square foot of roof area and public systems for connection.
- Identify all existing and proposed surface run-off features, including easements, swales, open channels, type of surface, rip



rap, flow path of runoff from upstream areas, and flow path for run-off leaving the site including the public system adjacent to or for connection.

- Identify existing topography (by dashed lines) at one (1) foot intervals and proposed grade elevations for the building, parking lot, catch basin inlet, rim and invert elevations, drives, surrounding open areas and including all property within fifty (50) feet using contour lines and spot elevations and drainage flow arrows as needed to define drainage patterns.
- List all existing and proposed grades for first floor elevations and catch basin inlet rim and invert elevations.
- Show details of all existing and proposed retaining walls, swales, and inlets.
- Provide cross-sections for all pavement and identify depth of base gravel base and thickness of hard-surfaced pavement (concrete or asphalt compacted).

EROSION CONTROL PLAN

- Provide all erosion control information.
- The Erosion Control Plan must show: (1) existing site conditions, (2) site construction information, and (3) final site conditions. Depending upon the complexity of the site, 1 – 3 sheets may be needed.
- Show site boundaries, adjacent lands, and label each parcel.
- Show lakes, streams, wetlands, channels, ditches, and other water courses on the site and adjacent lands.
- Locate the 100-year floodplain including flood fringe, floodway, and flood storage.
- Locate and identify the predominant soil types and the existing vegetative cover.
- Locate and provide dimensions of on-site and off-site storm water drainage systems and natural drainage patterns on and immediately adjacent to the site, and the

size, slope, and land cover of the upslope drainage areas.

- Locate and provide dimensions of utilities, structures, roadways, highways, and paving.
- Show proposed final finished topography at a contour interval not to exceed one-half (1/2) foot (a 5-foot contour is acceptable for slopes greater than 20%).
- Locate all proposed land disturbing activities or land developing activities.
- Locate and provide dimensions of all site erosion control measures necessary to meet ordinance requirements.
- Show trees to be protected during construction by placing a barrier beyond the drip line of the tree canopy.
- Provide a written commitment on the face of the plan to maintain erosion control measures during construction.
- Show temporary seeding and/or mulching measures during the project time frame.
- Show the location of on-site soil stockpiles.
- Include a chronological sequence of land disturbing, construction, and erosion control activities, including temporary or permanent stabilization, with a schedule and timeframe.
- Show the final site conditions, including final vegetation or other ground cover.

LANDSCAPE & LIGHTING PLAN

- Identify all exterior lighting fixtures, either mounted on the building or freestanding light along with dispersion pattern, intensity of light and cut-off shielding that reflects light downward and in which the light source is not visible from adjacent properties.
- Locate all trees over six (6) inches in diameter and indicate whether they will remain, be relocated, or be removed. Identify any other significant vegetation that is to remain and the means of protection during construction.



- Identify the location, size, species and variety of proposed trees, shrubs, ground cover and other landscape features that will be used to control erosion, or screen parking, truck loading, refuse disposal, and outdoor storage from adjacent residential districts and the public right-of-way.
- Identify the finished height and width of landscape elements. Provide a planting schedule that includes a key abbreviation, graphic symbol of vegetation, botanical name of plants, common name of plants, quantity of plants, size of plant at planting, and size of plant at maturity.
- Identify type of temporary and finishing materials, including seeded grass, sod, type of mulch in planting beds, pavers, concrete, and asphalt.

ARCHITECTURAL & CONSTRUCTION PLANS

- Provide dimensioned elevations of all exterior walls (photographs may be substituted for existing elevations to remain unchanged).
- Identify the size of basement/below grade space or clearly mark “not below grade space” on the site plan.

- Identify by list the type of roof, wall and all trim materials, colors, and textures.
- Changes or additions to existing buildings or materials clearly identified.

FLOOR PLANS

- Provide standard floor plans of all floors including the basement.

The Community Development Director may require additional information or may waive submission requirements as deemed necessary for thorough and efficient review.



NEW SUBDIVISIONS, CONDO PLATS & P.U.D's

For new Subdivisions, Condo plats and Planned Unit Developments, [Section 42](#) of the Village of Little Chute Code of Ordinances covers all of the specific requirements/process. A brief synopsis of the process for each of these is below with links to specific ordinances along with additional information to assist in ensuring a smooth process and a higher quality development.

Subdivisions

For new subdivisions, a preliminary and final plat are required with specifications described in [Section 42](#) of the Village's Code of Ordinances. The regulations are designed to lessen congestion in the highways and streets; to foster the orderly layout and use of land; to secure safety from fire, panic and other dangers; to provide adequate light and air; including access to sunlight for solar collectors and to wind for wind energy systems; to discourage overcrowding of the land; to protect the community's agriculture base; to facilitate adequate provision for transportation, public water and sewerage, schools, parks, playgrounds and other public necessities; and to facilitate the further division of large tracts of land into smaller parcels. The regulations are made with the reasonable consideration of, but not limited to, the present character of the village and its environs, with the objectives of conserving the value of the land and improvements placed thereon, providing the most appropriate environment for human habitation, encouraging commerce and industry, protecting farming and open spaces, and providing for the most appropriate use of land in the village.

Condo Plats/Developments

A condominium development is the creation of multiple, distinct property entities at or near the ground surface, subject to property taxation as separate parcels, with each property entity having different ownership and management. The village determines that this factor makes a condominium development dissimilar, both physically and in ownership, from developments in which the land and improvements are under unitary ownership, management, and control. Thus, the village board hereby finds that new condominium developments can place impacts on community resources in the same manner as other new developments which are characterized by division of land into lots. For details on what portion of the Village's Ordinances apply for Condo developments see [Section 42-8](#).

Planned Unit Developments (P.U.D)

The intent of the planned unit development provisions is to encourage quality and desirable development by allowing for greater flexibility and design standards for projects conceived and implemented as comprehensive and cohesive developments. Regulations are established to permit and encourage diversification, variation and imagination in the relationship of uses, structures, and heights of structure; to encourage the preservation of open space; and to encourage more rational, economic development with respect to the provisions of public services. For all the specific regulations see [Section 44 Article III](#).



APPLICABLE ORDINANCE SECTIONS AND COVENANTS

When going through our review process, Village staff ensures the submitted plans are in compliance with our code. The Village's Municipal Code is available online through our website, and the link is provided below. The following is a quick reference to the most commonly referenced code sections used to prepare development plans. This list is not intended to be all-inclusive; fire and building codes will be taken into consideration during review. If there are any questions from the applicant or their consultants contact the Community Development Director at 920-423-3870.

NOTE: Any projects located in the Central Business district need to comply with the Village of Little Chute Design Manual and you must submit an application to the Design Review Board to ensure the building façade fits with the "Old European" look of the downtown.

Covenants and Manuals:

[Little Chute Business Park Covenants](#)

[Little Chute Design Manual](#)

[Forestry Manual](#)

Municipal Ordinances:

All Village Ordinances available online at:

https://library.municode.com/wi/little_chute/codes/code_of_ordinances

For commonly referenced chapters see below:

Zoning: [Chapter 44](#)

[Chapter 44 Article II. Zoning Districts](#)

[Chapter 44 Article VII. Signs and Billboards](#)

[Chapter 44 Article VIII. Performance Standards for Industrial and Commercial Development](#)

[Chapter 44 Article XV Highway Overlay District](#)

General Requirements:

[Chapter 40 Article V Driveways](#)

[Chapter 42-Subdivision Regulations](#)



Development Agreement/Fees and Forms

If a development project is to include any public infrastructure or need additional facilities a development agreement will be required. Every project is different, and the size and scope of the project directly affect which permits and fees that apply. Please check with staff to confirm the fees for your project.

Building permit Fees

- [Building Permit Fees](#)
- [Building Permit forms/applications](#)
- [UDC New Single family / Two Family](#) (online application)

HOV Connection Fee

- [Sewer Use Connection Fee](#)

Zoning Fees

- [Zoning related Applications and Permits](#)

Public Works

The Department of Public Works requires permits to be taken out for work to be done with the street right-of-way. Village of Little Chute requires a **Bond** in the amount of **\$25,000.00** indemnifying holding harmless the Village of Little Chute for any suit or claim by reason of the excavation and construction. **Liability insurance** of not less than **\$500,000.00 per one person, \$500,000.00 for one accident and property damage coverage of not less than \$1,000,000.00**. The policy shall name the village as the third party insured.

- [Permits issued by Public Works and fees](#)
- [Permit Forms](#)
- [Fee schedule for Erosion Control](#)

Other

- Fee in lieu of park land dedication ([Section 42-158](#))
- Park impact fee \$500/ dwelling unit and is included/collected as part of Building Permit process more information can be found in [Appendix B](#) of the Village Code of Ordinances



Services and Assistance Available

Tax Increment Financing

The Village of Little Chute has five Tax Incremental Finance Districts. Certain projects, such as assistance with infrastructure improvements, may be fully or partial funded through such financial districts dependent upon location and project.

[Map of Tax Incremental Districts](#)

Façade Renovation Financial Assistance Program

To encourage business owners to reinvest in downtown Little Chute and other commercial areas within the Village and to financially assist with implementing the requirements of the [Little Chute Design Manual](#), the Village of Little Chute has created a [Business Improvement/Façade Renovation Financial Assistance Program](#) to assist in the exterior renovations of these otherwise sound and vital properties within the Village.

Micro Loan

The Village of Little Chute Small Business Micro Loan Program was created by the Little Chute Village Board to assist small businesses in the Village with financing assistance and alternatives that cannot be provided through the Village's Revolving Loan Program because of Wisconsin Department of Commerce imposed requirements pertaining to the use of Revolving Loan Funds. In some cases, the Village may recommend combining both the Village's Micro Loan Program and the Village's Revolving Loan Program to assist a business/project with funding. The Village's Micro Loans to small business will typically be smaller loans with the maximum loan to any one business capped at \$30,000 from the Micro Loan Fund and the loans only being available to small businesses in the Village with 10 or few employees.

[Village Revolving Loan Fund/Micro Loan Fund Application](#)

[Village Small Business Micro Loan Fund Manual](#)

Business Planning Assistance (E-Seed Program)

The development of a business plan is key tool to starting and expanding a successful business. A detailed description of the E-Seed program and the registration materials for the 12-week course can be viewed at the [E-Seed website](#), hosted by Fox Valley Technical College. All registrants are encouraged to apply for ETP funding available from Wisconsin Small Business Development Centers. Approved applicants receive 75% tuition assistance provided they submit a comprehensive business plan at the conclusion of E-Seed series.

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Requesting use of Civic Center for Library Program

PREPARED BY: Katherine Freund, Library Director

REPORT DATE: 2/8/2021

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report: JPF

See additional comments attached: _____

EXPLANATION:

Before the demerger of the joint libraries, the KIMLIT libraries were hosting "pop up libraries".

At these events, the library would take carts of new and popular items outside for patrons to browse. From 2020 library programming statistics, this was a popular program and provided material browsing opportunities during COVID-19 closures.

The library would like to offer pop up library programming in the upcoming months. Because of the cold weather, the library would like to host this program in the S3 Civic Center room. During this program, the library will create approximately 7 tables/carts of new materials, staff selections, popular author selections, movies, and games. The program will facilitate a safe environment with the following program policies:

- One staff member supervising the program
- One person or family (up to 4 patrons) at a table
- Tables spaced out greater than 6 ft.
- Social distancing
- Masks required
- Separate in and outdoors
- Hand sanitizer available at entrance and exit

RECOMMENDATION: We recommend the board authorizes the use of the civic center for a pop-up library.

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Committee and Commission Compensation

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

REPORT DATE: February 12, 2021

EXPLANATION: At a recent meeting, the topic of commission and committee member compensation was raised. Conducting a review of the ordinances and resolutions back to the 1970's, the Board of Trustees set compensation for appointed citizens via ordinance or resolution. At some point in the 1990's, this compensation was changed but was not done via ordinance or resolution. Speaking with Village Legal Counsel, the most effective way to address this matter is to adopt an ordinance re-establishing the compensation for appointed commission/committee members. A very preliminary ordinance would be drafted outlining the following:

- Appointed Committee/Commission members of the following would be compensated \$35 per meeting attended: Board of Appeals, Plan Commission, Utility Commission, Fire Commission, Community Development Authority, Fox Valley Metropolitan Police Commission, Design Review Board, Sex Offender Residence Board, Board of Review, and Park Planning Commission.
- Appointed members of the Board of Review would be compensated \$150 per diem when the Annual Board of Review meeting is held (this is an all day meeting).
- Village Board Members, including the Village President, would not be compensated for individual meeting attendance outside of the normal annual salary for each position.
- For Village Board Members, including the Village President, a per diem of \$150 will be paid for attending seminars or conferences.

With regards to addressing the Village of Little Chute Library Board, we would include language that they would be compensated with a \$35 per diem for each meeting. This will be structured this way since Wisconsin State Statute 43.54(d) states:

“No compensation shall be paid to the members of a library board for their services, except as follows:

1. Members may be reimbursed for their actual and necessary expenses incurred in performing duties outside the municipality if so authorized by the library board.
2. **Members may receive per diem, mileage and other necessary expenses incurred in performing their duties if so authorized by the library board and the municipal governing body.**”

Whether this municipal code change is adopted via one ordinance or two, to accommodate the unique nature of the Library Board will be determined in consultation with Legal Counsel.

RECOMMENDATION: This is provided for discussion and direction. Staff recommends that the Board of Trustees direct staff to draft the appropriate ordinance modifications and present to the Board of Trustees for consideration.

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Suggested Ordinance Change: Chapter 40 Streets, Sidewalks, and Other Public Places: Article III Sidewalk Construction, Maintenance, and Repair; Section 40-64 (K) Standard Specification for Sidewalks

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

REPORT DATE: February 12, 2021

EXPLANATION: This memo is meant to introduce an amendment to village code related to sidewalk construction in a very limited scope. In particular, the section of code is Chapter 40 Streets, Sidewalks, and Other Public Places: Article III Sidewalk Construction, Maintenance, and Repair; Section 40-64 (K) Standard Specification for Sidewalks. The specification calls for all new sidewalks hereafter constructed or old sidewalks which are re-laid or reconstructed on any street shall be of concrete construction.

Staff is NOT recommending any change for sidewalk materials, specifically residential sidewalk. More importantly, we are recommending a change to this section of code for pedestrian accommodations like trails that may exist inside the right of way. An example of this would be the east to west trail as part of Van Lieshout Park on Elm. Technically, this section of trail is in the right of way. It is practical and a good use of material to have that section be constructed of asphalt. That said, code should reflect that material and make an allowance when suggested by staff and approved by the board.

There could be future trail construction in certain areas of the village where the trail may extend into or use right of way. It is for these reasons that this section of code should be amended to allow for different materials for trails or other pedestrian accommodations in the right of way. We would limit the use of materials for these trail/pedestrian accommodations in right of way to concrete, asphalt or crushed aggregate.

RECOMMENDATION: This is provided for discussion and direction. Staff recommends that the Board of Trustees direct staff to draft the appropriate ordinance modifications and present to the Board of Trustees for consideration.