



AMENDED AGENDA

REGULAR BOARD MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, March 3, 2021
TIME: 6:00 P.M.

Virtually attend the March 3rd 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/95993512281>

Meeting ID: 959 9351 2281

+1 312 626 6799 US (Chicago)

Meeting ID: 959 9351 2281

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 17, 2021
- 2. Disbursement List
- 3. Action—Adopt Resolution 3, Series of 2021; A Resolution Amending Resolution NO. 1, Series of 2021 Regarding the Polling Sites for All Elections Held in the Village of Little Chute
- 4. Action—Special Event Permits
Little Chute High School Prom
Marty's Mustang Scamper

E. Discussion—Nelson Crossing Overview

F. Action—Nelson Crossing Archway

G. Action—Fed-Ex/Setzer Development Agreement

- H. Action—Intergovernmental Agreement with Town of Vandenbroek
- I. Action—Library Flooring Bid
- J. Discussion/Action—Village Market 2021
- K. Discussion—Signage Update for Commercial Highway District
- L. Discussion—Transportation Funding Working Group
- M. Discussion—Covid-19 Updates
- N. Department and Officers Progress Reports
- O. Call for Unfinished Business
- P. Items for Future Agenda
- Q. Closed Sessions:
 - 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. *Outagamie County Landfill*
 - 19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Economic Development Proposals*
 - 19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute *Succession Planning for Department of Public Works*
- 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: March 1, 2021



Information for the Regular Board Meeting – March 3, 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 March 3rd Regular Board Meeting at 6:00 PM by following the link here:
Join Zoom Meeting
<https://zoom.us/j/95993512281>
Meeting ID: 959 9351 2281
2. Call-in Information: United States
One tap mobile:
+13017158592,,97891299432#,,,,*138185# US (Washington D.C)
+13126266799,,97891299432#,,,,*138185# US (Chicago)
Dial by your location:
+1 312 626 6799 US (Chicago)
+1 301 715 8592 US (Washington D.C) +1 929 436 2866 US (New York)
+1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
Meeting ID: 959 9351 2281
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 17, 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
Bill Peerenboom, Trustee
Brian Van Lankveldt, Trustee
Don Van Deurzen, Trustee
James Hietpas, Trustee
EXCUSED: Skip Smith, 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
Dan Meister, Fox Valley Metro Police Chief
EXCUSED: Laurie Decker, Village Clerk
Tyler Claringbole, Village Attorney

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 February 3, 2021
2. Minutes of Committee of the Whole Meeting of February 10, 2021
3. Disbursement List

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

Ayes 6, Nays 0 – Motion Carried

Other Informational Items—January Fire Monthly Report and January Monthly Report

Information—GFOA Excellence in Financial Reporting – 2019 Audit

Administrator Fenlon advised that this was the Village of Little Chute's 27th consecutive year receiving this Certificate of Achievement for Excellence in Financial Reporting.

Action—Kayak Easement Approval

Director Breest advised the Board that the easement is ready to be approved and the Trustees thanked Director Breest for all his work and posting the video online to show where this will be located.

Moved by Trustee Peerenboom, seconded by Trustee L. Van Lankvelt to Approve the Kayak Easement Agreement as presented.

Ayes 6, Nays 0 – Motion Carried

Discussion/Action—Adopt Resolution No. 2, Series 2021 FedEx/Setzer Properties CSM

Director Kittel went over information on the Certified Survey Map (CSM) to divide a parcel for Setzer properties GRB LLC and advised this has been recommended by the Plan Commission.

Moved Trustee L. Van Lankvelt, seconded by Trustee B. Van Lankveldt to Adopt Resolution No. 2, Series 2021 FedEx/Setzer Properties CSM

Ayes 6, Nays 0 – Motion Carried

Discussion/Action—Community Development Information Packet

Director Kittel went over the packet that was created to provide information for processes and procedures, along with contact names for developers and advised that this has been approved by the Plan Commission.

Moved by Trustee L. Van Lankvelt, seconded by Trustee B. Van Lankveldt to Approve the Community Development Information Packet as presented

Ayes 6, Nays 0 – Motion Carried

Discussion/Action—Request for Use of Civic Center for Library Program

Director Freund requested using the Civic Center for a pop-up library due to the cold and while the library is under construction. Covid precautions will be followed.

Moved by Trustee Peerenboom, seconded by Trustee B. Van Lankveldt to Approve the Request to use the Civic Center for a pop-up Library as presented

Ayes 6, Nays 0 – Motion Carried

Discussion—Compensation/Per Diem for Committees, Commissions and Boards

Administrator Fenlon provided information for discussion only on compensation for Committees/Commissions and to draft the appropriate ordinance modifications. Trustee Peerenboom recommended to add approved expenses along with the per diem for seminars or conferences that members attend.

Discussion—Article III—Sidewalk Construction, Maintenance and Repair—Sec. 40-64—Construction Repair

Administrator Fenlon went over information and advised the Board that staff is recommending an amendment to Village code related to the section of code for pedestrian accommodations like trails that may exist inside the right of way.

Discussion—Covid-19 Updates

Administrator Fenlon advised the Utility Workers are eligible for the Covid vaccination and will be provided by Smith Pharmacy once the product is available.

Department and Officers Progress Reports

Departments and Officers provided progress reports to the Board

Call for Unfinished Business

None

Items for Future Agenda

None

Closed 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*

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

Ayes 6, Nays 0 – Motion Carried

Return to Open Session

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

Ayes 6, Nays 0 – Motion Carried

Adjournment

Moved by Trustee L. Van Lankvelt, seconded by Trustee Van Deurzen to Adjourn the Regular

Board Meeting at 7:23 p.m.

Ayes 6, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

Disbursement List - March 3, 2021

Payroll & Payroll Liabilities - February 18, 2021	\$229,688.45
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Prepaid Invoices - February 19, 2021	\$43,129.38
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Prepaid Invoices - February 26, 2021	\$32,271.53
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Utility Commission-

CURRENT ITEMS

Bills List - March 3, 2021	\$49,423.54
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Total Payroll, Prepaid & Invoices	\$354,512.90
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The above payments are recommended for approval:

Rejected: _____

Approved March 3, 2021

Michael R Vanden Berg, Village President

Laurie Decker, Clerk

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2021 UTILITY REFUNDS (5169)							
126228312	Invoi	OVERPAYMENT REFUND ACCT #1-262283-12	58.71	Open	Non	02/21	001-15000
170313506	Invoi	OVERPAYMENT REFUND ACCT #1-703135-06	15.05	Open	Non	02/21	001-15000
Total 2021 UTILITY REFUNDS (5169):			73.76				
BUILDING SERVICES GROUP INC (4899)							
5463400007	Invoi	MONTHLY CLEANING-CIVIC CENTER	1,105.00	Open	Non	02/21	206-55110-243
5463500007	Invoi	MONTHLY CLEANING-VILLAGE HALL	1,380.00	Open	Non	02/21	101-51650-243
5463600007	Invoi	MONTHLY CLEANING-MUNICIPAL GARAGE	468.00	Open	Non	02/21	101-53310-243
Total BUILDING SERVICES GROUP INC (4899):			2,953.00				
ECS MIDWEST LLC (4961)							
862587	Invoi	SUBSURFACE EXPLORATION	3,200.00	Open	Non	02/21	101-56700-204
Total ECS MIDWEST LLC (4961):			3,200.00				
FOUNDATION BUILDING MATERIALS CO LLC (5186)							
17098081	Invoi	FINE FISSURED CEILING TILES	4,441.20	Open	Non	02/21	206-55110-306
Total FOUNDATION BUILDING MATERIALS CO LLC (5186):			4,441.20				
GFC LEASING - WI (4989)							
100639698	Invoi	GFC PW COPIER LEASING	92.26	Open	Non	02/21	101-53310-207
Total GFC LEASING - WI (4989):			92.26				
HALLMAN LINDSAY (2165)							
M0110387	Invoi	WALLPAPER REMOVER	70.64	Open	Non	02/21	206-55110-306
Total HALLMAN LINDSAY (2165):			70.64				
NORTHSTAR ENVIRONMENTAL TESTING LLC (4966)							
210-054	Invoi	ACM BULK ANALYSIS	190.00	Open	Non	02/21	206-55110-306
Total NORTHSTAR ENVIRONMENTAL TESTING LLC (4966):			190.00				
OSHKOSH OFFICE SYSTEMS (5133)							
60227	Invoi	INKJET CARTRIDGE	193.16	Open	Non	02/21	101-51650-206
Total OSHKOSH OFFICE SYSTEMS (5133):			193.16				
PARKER'S (22)							
021621	Invoi	50% DOWN FOR EAB TREE REMOVALS	6,591.00	Open	Non	02/21	101-55440-204
Total PARKER'S (22):			6,591.00				
SIGNCOUNTRY (3870)							
14255	Invoi	PANEL SIGNS TO SOUTH SIDE OF VH	1,116.48	Open	Non	02/21	209-56900-204
Total SIGNCOUNTRY (3870):			1,116.48				
SPEEDY CLEAN DRAIN & SEWER (122)							
72174	Invoi	DESCALE CAST IRON PIPE/SMOKE TEST	3,250.00	Open	Non	02/21	101-51650-242

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total SPEEDY CLEAN DRAIN & SEWER (122):			3,250.00				
SPLENDID CLEANING SERVICE LLC (5017)							
10740	Invoi	MONTHLY CLEANING-LCFD	200.00	Open	Non	02/21	101-52250-243
10740	Invoi	MONTHLY CLEANING-METRO	795.00	Open	Non	02/21	207-52120-243
Total SPLENDID CLEANING SERVICE LLC (5017):			995.00				
TIME WARNER CABLE (89)							
02/21 60505470190	Invoi	FEBRUARY/MARCH SERVICE	160.12	Open	Non	02/21	101-51650-203
02/21 71538770140	Invoi	FEBRUARY/MARCH SERVICE	550.00	Open	Non	02/21	101-53310-203
Total TIME WARNER CABLE (89):			710.12				
U.S. BANK (5015)							
02/21 59455565491	Invoi	CRICUT MAKER	422.05	Open	Non	02/21	206-55110-209
02/21 59455565491	Invoi	BOOK COVERS & TAPE	691.54	Open	Non	02/21	206-55110-218
02/21 59455565491	Invoi	MOVIES & VIDEO GAMES	338.27	Open	Non	02/21	206-55110-210
02/21 59455565491	Invoi	SUPPLIES FOR LIBRARY PROGRAMS	33.89	Open	Non	02/21	206-55110-206
02/21 59455565491	Invoi	MOVIE	11.65	Open	Non	02/21	206-55110-210
02/21 59455565491	Invoi	PROGRAM SUPPLIES	58.95	Open	Non	02/21	206-55110-205
02/21 59455565491	Invoi	MOVIES	238.39	Open	Non	02/21	206-55110-210
02/21 59455565491	Invoi	POSTAGE FOR 1099'S	8.05	Open	Non	02/21	101-51420-206
02/21 59455565491	Invoi	MOVIE	19.00	Open	Non	02/21	206-55110-210
02/21 59455565491	Invoi	REGISTRATION FEE-JENSEN	420.00	Open	Non	02/21	101-52050-201
02/21 59455565491	Invoi	IPAD CASES	65.37	Open	Non	02/21	101-53300-218
02/21 59455565491	Invoi	TRAPPING TAGS	29.80	Open	Non	02/21	630-53441-218
02/21 59455565491	Invoi	IPAD CASE	21.79	Open	Non	02/21	630-53442-218
02/21 59455565491	Invoi	IPAD CASE	21.80	Open	Non	02/21	610-53612-218
02/21 59455565491	Invoi	10 FLASH DRIVES	26.36	Open	Non	02/21	101-53310-206
02/21 59455565491	Invoi	WEB CAMERA-LAURA	19.95	Open	Non	02/21	101-53310-206
02/21 59455565491	Invoi	WEB CAMERA-DONNA	19.95	Open	Non	02/21	101-55300-206
02/21 59455565491	Invoi	BATTERY FOR JUMPER BACK	59.99	Open	Non	02/21	101-53330-218
02/21 59455565491	Invoi	AIR FILTERS	38.97	Open	Non	02/21	101-53330-221
02/21 59455565491	Invoi	LOG ME IN-GO TO MEETING	7.00	Open	Non	02/21	101-55200-208
02/21 59455565491	Invoi	LOG ME IN-GO TO MEETING	7.00	Open	Non	02/21	101-55300-208
02/21 59455565491	Invoi	ARLO TRAIL CAMERA	4.99	Open	Non	02/21	101-55200-208
02/21 59455565491	Invoi	LAPTOP DOCKING STATION	88.11	Open	Non	02/21	101-51400-221
02/21 59455565491	Invoi	WCMA CONFERENCE-FENLON	40.00	Open	Non	02/21	101-51400-201
02/21 59455565491	Invoi	ZOOM MONTHLY CHARGES	14.17	Open	Non	02/21	101-51400-204
02/21 59455565491	Invoi	NEW NORTH SUMMIT CONFERENCE-FENLON	75.00	Open	Non	02/21	101-51400-201
02/21 59455565491	Invoi	CBRF TRAINING-FENLON	349.00	Open	Non	02/21	101-51400-201
02/21 59455565491	Invoi	ADOBE	26.36	Open	Non	02/21	101-51400-208
02/21 59455565491	Invoi	VIDEO GAMES & MOVIES	1,300.35	Open	Non	02/21	206-55110-210
02/21 59455565491	Invoi	LABEL PROTECTORS & END PANEL DISPLAYS	954.97	Open	Non	02/21	206-55110-218
02/21 59455565491	Invoi	PROGRAM SUPPLIES	115.29	Open	Non	02/21	206-55110-205
02/21 59455565491	Invoi	BOOKS	12.99	Open	Non	02/21	206-55110-206
02/21 59455565491	Invoi	POSTAGE	36.00	Open	Non	02/21	206-55110-226
02/21 59455565491	Invoi	BUMPER FOR #31	45.95	Open	Non	02/21	101-53330-225
02/21 59455565491	Invoi	BODY BOARD	39.99	Open	Non	02/21	610-53612-218
02/21 59455565491	Invoi	BRACKET & FENDER #39	197.86	Open	Non	02/21	101-53330-225
02/21 59455565491	Invoi	CONNECTION LINK #155	22.17	Open	Non	02/21	101-53330-225
02/21 59455565491	Invoi	OFFICE SUPPLIES	42.38	Open	Non	02/21	101-55300-206
02/21 59455565491	Invoi	WPRA REGISTRATION-WESTBERG	150.00	Open	Non	02/21	101-55200-208
02/21 59455565491	Invoi	OFFICE SUPPLIES	42.90	Open	Non	02/21	101-52200-206
02/21 59455565491	Invoi	HEAVY DUTY TRASH BAGS	79.95	Open	Non	02/21	101-52200-218

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
02/21 59455565491	Invoi	EVIDENCE TOOL KIT	179.00	Open	Non	02/21	207-52120-218
02/21 59455565491	Invoi	2021 CRIMEDEX LAW SUBSCRIPTION	79.00	Open	Non	02/21	207-52120-208
02/21 59455565491	Invoi	COFFEE MAKER FOR PD	221.42	Open	Non	02/21	207-52120-218
02/21 59455565491	Invoi	MATS FOR TRAINING	318.00	Open	Non	02/21	207-52120-201
02/21 59455565491	Invoi	FIREARM TRAINING MAGAZINES	126.98	Open	Non	02/21	207-52120-223
02/21 59455565491	Invoi	PARKING TICKET SUSPENSIONS	12.24	Open	Non	02/21	207-52120-204
02/21 59455565491	Invoi	REPLACEMENT MICROPHONE CLIPS FOR RADIO	14.78	Open	Non	02/21	207-52120-205
02/21 59455565491	Invoi	INTERROGATION TRAINING	1,050.00	Open	Non	02/21	207-52120-201
02/21 59455565491	Invoi	DUTY HOLSTER	111.78	Open	Non	02/21	207-52120-212
02/21 59455565491	Invoi	TRAFFIC CONES & ANGEL LIGHTS-CROSSING GU	144.60	Open	Non	02/21	101-52350-218
02/21 59455565491	Invoi	OFFICE FILE CALENDAR/NOTEPADS/PENS	51.23	Open	Non	02/21	207-52120-206
02/21 59455565491	Invoi	DISINFECTING WIPES FOR SQUADS	26.97	Open	Non	02/21	207-52120-247
02/21 59455565491	Invoi	THERMAL PAPER/BATTERIES/SPEAKERS/TOOL S	241.78	Open	Non	02/21	207-52120-218
02/21 59455565491	Invoi	WSI CONFERENCE-VAN SCHYNDEL	50.00	Open	Non	02/21	207-52120-201
02/21 59455565491	Invoi	TRANSUNION	75.00	Open	Non	02/21	207-52120-204
02/21 59455565491	Invoi	LOCKOUT & EVIDENCE TOOLS	126.05	Open	Non	02/21	207-52120-218
02/21 59455565491	Invoi	FACE MASKS	23.77	Open	Non	02/21	207-52120-213
Total U.S. BANK (5015):			9,050.80				
VAN ERT HOLDINGS INC (5187)							
50291	Invoi	INSTALLED NEW LIGHT FIXTURES @ LIBRARY	10,201.96	Open	Non	02/21	206-55110-306
Total VAN ERT HOLDINGS INC (5187):			10,201.96				
Grand Totals:			43,129.38				

Report GL Period Summary

Vendor number hash: 71846
Vendor number hash - split: 362718
Total number of invoices: 19
Total number of transactions: 77

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	43,129.38	43,129.38
Grand Totals:	43,129.38	43,129.38

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
5 ALARM FIRE & SAFETY EQUIPMENT (4319)							
204464-1	Invoi	ORINGS	23.90	Open	Non	02/21	101-52200-218
Total 5 ALARM FIRE & SAFETY EQUIPMENT (4319):			23.90				
AIRGAS USA LLC (379)							
9109734346	Invoi	OXYGEN	64.69	Open	Non	02/21	207-52120-213
Total AIRGAS USA LLC (379):			64.69				
AT& T (409)							
92078873810963 0	Invoi	JAN/FEB SERVICE	23.41	Open	Non	02/21	207-52120-203
92078873810963 0	Invoi	JAN/FEB SERVICE	117.04	Open	Non	02/21	101-53310-203
92078873810963 0	Invoi	JAN/FEB SERVICE	23.41	Open	Non	02/21	204-55420-203
92078873810963 0	Invoi	JAN/FEB SERVICE	93.64	Open	Non	02/21	620-53924-203
Total AT& T (409):			257.50				
AXON ENTERPRISE INC. (555)							
SI-1709327	Invoi	EVIDENCE.COM YEAR 4 PAYMENT	936.00	Open	Non	02/21	207-52120-204
SI-1709327	Invoi	FLEET 2 UNLIMITED 60 PLAN ANNUAL PAYMENT	2,376.00	Open	Non	02/21	207-52120-204
SI-1710198	Invoi	TWO ADDITIONAL LICENSES FOR EVIDENCE.COM	360.00	Open	Non	02/21	207-52120-204
Total AXON ENTERPRISE INC. (555):			3,672.00				
FOX VALLEY HUMANE ASSOCIATION (971)							
5070	Invoi	DECEMBER HANDLE FEES	240.00	Open	Non	13/20	207-52120-204
Total FOX VALLEY HUMANE ASSOCIATION (971):			240.00				
GALLS LLC (3595)							
17413824	Invoi	TASER CARTRIDGE POUCH-MAULICK	31.95	Open	Non	02/21	207-52120-212
17449208	Invoi	TASER CARTRIDGE POUCH-LOZANO	34.94	Open	Non	02/21	207-52120-212
Total GALLS LLC (3595):			66.89				
KAUKAUNA UTILITIES (234)							
FEBRUARY 2021	Invoi	1800 STEPHEN ST STORM	289.05	Open	Non	02/21	630-53441-249
FEBRUARY 2021	Invoi	DOYLE PARK WELL	3,467.40	Open	Non	02/21	620-53624-249
FEBRUARY 2021	Invoi	721 W ELM DR	169.17	Open	Non	02/21	208-52900-249
FEBRUARY 2021	Invoi	1401 E ELM DR	1,126.72	Open	Non	02/21	101-53310-249
FEBRUARY 2021	Invoi	STEPHEN ST SIGN	16.24	Open	Non	02/21	101-53300-249
FEBRUARY 2021	Invoi	SIGNALS/NE CORNER N & ELM	93.86	Open	Non	02/21	101-53300-249
FEBRUARY 2021	Invoi	PATRIOT DR FLAG POLE	34.08	Open	Non	02/21	101-53300-249
FEBRUARY 2021	Invoi	SIGNALS/NORTH & BUCHANAN	31.79	Open	Non	02/21	101-53300-249
FEBRUARY 2021	Invoi	STREET LIGHTING	9,094.42	Open	Non	02/21	101-53300-249
FEBRUARY 2021	Invoi	SIGNALS/MAIN & MADISON	50.55	Open	Non	02/21	101-53300-249
FEBRUARY 2021	Invoi	COMMUNITY BRIDGE LIGHTING	174.84	Open	Non	02/21	101-53300-249
FEBRUARY 2021	Invoi	SIGNALS/GRAND & MAIN	49.07	Open	Non	02/21	101-53300-249
FEBRUARY 2021	Invoi	SECURITY LIGHT	13.05	Open	Non	02/21	101-53300-249
FEBRUARY 2021	Invoi	CANAL BRIDGE - SOUTH SIDE	42.57	Open	Non	02/21	101-53300-249
FEBRUARY 2021	Invoi	CANAL BRIDGE - NORTH SIDE	18.73	Open	Non	02/21	101-53300-249
FEBRUARY 2021	Invoi	STEPHEN ST TOWER/LIGHTING	204.88	Open	Non	02/21	620-53624-249
FEBRUARY 2021	Invoi	#3 WELL WASHINGTON ST	293.61	Open	Non	02/21	620-53624-249
FEBRUARY 2021	Invoi	#4 WELL EVERGREEN DR	4,085.84	Open	Non	02/21	620-53624-249
FEBRUARY 2021	Invoi	PUMP STATION JEFFERSON ST	222.33	Open	Non	02/21	620-53624-249
FEBRUARY 2021	Invoi	LINCOLN AVE E HEESAKKER PARK	366.70	Open	Non	02/21	101-55200-249

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
FEBRUARY 2021	Invoi	VAN LIESHOUT PK SECURITY LT	60.86	Open	Non	02/21	101-55200-249
FEBRUARY 2021	Invoi	VAN LIESHOUT BALLFIELD	176.59	Open	Non	02/21	101-55200-249
FEBRUARY 2021	Invoi	VAN LIESHOUT PARK	261.78	Open	Non	02/21	101-55200-249
FEBRUARY 2021	Invoi	LEGION PARK RESTROOMS	321.64	Open	Non	02/21	101-55200-249
FEBRUARY 2021	Invoi	HERITAGE PARK	23.36	Open	Non	02/21	101-55200-249
FEBRUARY 2021	Invoi	HEESAKKER PARK TRAIL	29.46	Open	Non	02/21	101-55200-249
FEBRUARY 2021	Invoi	DOYLE PARK BALLFIELD DP2 LIGHT	56.72	Open	Non	02/21	101-55200-249
FEBRUARY 2021	Invoi	DOYLE PARK STAGE	38.34	Open	Non	02/21	101-55200-249
FEBRUARY 2021	Invoi	BALLFIELD DPI/SHED LIGHTS	149.19	Open	Non	02/21	101-55200-249
FEBRUARY 2021	Invoi	MUNICIPAL POOL	137.85	Open	Non	02/21	204-55420-249
FEBRUARY 2021	Invoi	CIVIC CENTER	808.33	Open	Non	02/21	206-55110-249
FEBRUARY 2021	Invoi	VILLAGE HALL	875.38	Open	Non	02/21	101-51650-249
FEBRUARY 2021	Invoi	VILLAGE HALL PLAZA	16.42	Open	Non	02/21	101-51650-249
FEBRUARY 2021	Invoi	SAFETY CENTER	402.12	Open	Non	02/21	101-52250-249
FEBRUARY 2021	Invoi	SAFETY CENTER	603.18	Open	Non	02/21	207-52120-249
Total KAUKAUNA UTILITIES (234):			23,806.12				
KLINK HYDRAULICS LLC (5005)							
13587	Invoi	WASH BAY PARTS	15.00	Open	Non	02/21	101-53310-218
Total KLINK HYDRAULICS LLC (5005):			15.00				
OUTAGAMIE CTY FIRE INVESTIGATION UNIT (4404)							
2021 DUES	Invoi	2021 MEMBERSHIP DUES	25.00	Open	Non	02/21	207-52120-208
Total OUTAGAMIE CTY FIRE INVESTIGATION UNIT (4404):			25.00				
PORT WASHINGTON HIGH SCHOOL (5188)							
JEM DUES	Invoi	C-STARS REGISTRATION FEE FOR 4/17 COMPETI	316.00	Open	Non	02/21	101-55300-218
Total PORT WASHINGTON HIGH SCHOOL (5188):			316.00				
TIME WARNER CABLE (89)							
02/21 66256890150	Invoi	FEBRUARY/MARCH SERVICE	12.23	Open	Non	02/21	101-52200-208
Total TIME WARNER CABLE (89):			12.23				
UNIFORM SHOPPE (434)							
306833	Invoi	UNIFORM-MAULICK	558.40	Open	Non	02/21	207-52120-212
307500	Invoi	UNIFORM-BOUCHER	288.75	Open	Non	02/21	207-52120-212
Total UNIFORM SHOPPE (434):			847.15				
VILLAGE OF LITTLE CHUTE (1404)							
FEBRUARY 2021	Invoi	SAFETY CENTER	71.97	Open	Non	02/21	101-52250-249
FEBRUARY 2021	Invoi	SAFETY CENTER	287.89	Open	Non	02/21	207-52120-249
FEBRUARY 2021	Invoi	GB & MISS CANAL CO	4.95	Open	Non	02/21	101-51780-249
FEBRUARY 2021	Invoi	VILLAGE HALL	151.94	Open	Non	02/21	101-51650-249
FEBRUARY 2021	Invoi	CIVIC CENTER	285.43	Open	Non	02/21	206-55110-249
FEBRUARY 2021	Invoi	HERITAGE PARK	5.78	Open	Non	02/21	101-55200-249
FEBRUARY 2021	Invoi	LEGION PARK RESTROOMS	367.95	Open	Non	02/21	101-55200-249
FEBRUARY 2021	Invoi	VAN LIESHOUT PARK	120.45	Open	Non	02/21	101-55200-249
FEBRUARY 2021	Invoi	HEESAKKER PARK RESTROOM	52.33	Open	Non	02/21	101-55200-249
FEBRUARY 2021	Invoi	DOYLE PARK POOL/RESTROOMS	293.29	Open	Non	02/21	204-55420-249
FEBRUARY 2021	Invoi	DOYLE PARK POOL/RESTROOMS	293.29	Open	Non	02/21	101-55200-249
FEBRUARY 2021	Invoi	DOYLE PARK POOL	10.97	Open	Non	02/21	204-55420-249

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
FEBRUARY 2021	Invoi	PUMP STATION JEFFERSON ST	36.82	Open	Non	02/21	620-53624-249
FEBRUARY 2021	Invoi	DOYLE PARK WELL #1	13.65	Open	Non	02/21	620-53624-249
FEBRUARY 2021	Invoi	#3 WELL WASHINGTON ST	12.38	Open	Non	02/21	620-53624-249
FEBRUARY 2021	Invoi	200 KAREN DR	8.25	Open	Non	02/21	416-57600-249
FEBRUARY 2021	Invoi	206 KAREN DR	8.25	Open	Non	02/21	416-57600-249
FEBRUARY 2021	Invoi	1401 E ELM DR	868.48	Open	Non	02/21	101-53310-249
FEBRUARY 2021	Invoi	721 W ELM	12.83	Open	Non	02/21	208-52900-249
FEBRUARY 2021	Invoi	3609 FREEDOM RD-WATER/SEWER	18.15	Open	Non	02/21	630-53441-249

Total VILLAGE OF LITTLE CHUTE (1404): 2,925.05

Grand Totals: 32,271.53

Report GL Period Summary

Vendor number hash: 31570
 Vendor number hash - split: 67984
 Total number of invoices: 16
 Total number of transactions: 73

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	32,271.53	32,271.53
Grand Totals:	32,271.53	32,271.53

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
AMERICAN FIDELITY ASSURANCE				
D280214	MARCH BILLING	1,409.50	03/21	101-21367
Total AMERICAN FIDELITY ASSURANCE:		1,409.50		
AMERICAN FIDELITY ASSURANCE (T00890)AWD				
2093671	FLEX SPENDING FEBRUARY	1,380.72	02/21	101-21368
Total AMERICAN FIDELITY ASSURANCE (T00890)AWD:		1,380.72		
AUTOMOTIVE SUPPLY CO				
60895419	SMALL ENGINE OIL	31.20	02/21	101-53330-217
60896377	OIL FILTERS	14.73	02/21	101-53330-218
Total AUTOMOTIVE SUPPLY CO:		45.93		
BELCO VEHICLE SOLUTIONS LLC				
5792	SQUAD 111 CHANGEOVER	11,178.26	02/21	207-52120-247
5793	INSTALLED AXON CAMERA SQUAD #191	450.00	02/21	207-52120-247
5794	REPLACED TIMER SQUAD #94	292.57	02/21	207-52120-247
Total BELCO VEHICLE SOLUTIONS LLC:		11,920.83		
CED				
0189-1005231	EMERGENCY EXIT LIGHTING FIXTURES	262.68	02/21	206-55110-306
Total CED:		262.68		
CELLCOM				
459882	FVMPD CELL - FEBRUARY	1,826.53	02/21	207-52120-203
Total CELLCOM:		1,826.53		
CITY OF APPLETON				
6205	FEBRUARY WEIGHTS & MEASURES	568.00	02/21	101-52050-204
Total CITY OF APPLETON:		568.00		
DELTA DENTAL OF WISCONSIN				
1569763	MARCH DENTAL	6,340.80	03/21	101-21345
1569763	MARCH VISION	397.37	03/21	101-21366
Total DELTA DENTAL OF WISCONSIN:		6,738.17		
FIRELINE SPRINKLER LLC				
54551-21	REPAIR SPRINKLER VALVE	259.65	02/21	101-53310-204
6007-21-1	QUARTERLY FIRE SPRINKLER INSPECTION	118.00	02/21	101-53310-204
Total FIRELINE SPRINKLER LLC:		377.65		
FOUNDATION BUILDING MATERIALS				
17098081-01	FINE FISSURED CEILING TILES	2,979.36	02/21	206-55110-306
17098507	FINE FISSURED CEILING TILES	215.84	02/21	206-55110-306
CM17098399	RETURNED MERCHANDISE	51.20	02/21	206-55110-306

Invoice	Description	Total Cost	Period	GL Account
Total FOUNDATION BUILDING MATERIALS:		3,144.00		
HOFFMAN PLASTERING				
84719	ADD TEXTURE OVER WALLS	3,756.00	02/21	206-55110-306
Total HOFFMAN PLASTERING:		3,756.00		
INGRAM LIBRARY SERVICES				
51243462	BOOKS	279.63	02/21	206-55110-206
Total INGRAM LIBRARY SERVICES:		279.63		
KLINK EQUIPMENT				
889083	ONE MONTH SCISSOR LIFT RENTAL	400.00	02/21	206-55110-306
Total KLINK EQUIPMENT:		400.00		
LINDNER ACE HARDWARE LITTLE CHUTE				
268006-325001	PAINT BRUSH	11.99	02/21	208-52900-218
268017-325001	PAINTING SUPPLIES	63.15	02/21	101-55200-218
268033-325001	RETURNED MERCHANDISE	.80-	02/21	101-55200-218
268045-325001	SUPPLIES FOR PICNIC TABLE REPAIRS	13.99	02/21	101-55200-218
268076-325001	HARDWARE	1.44	02/21	208-52900-218
268076-325001	DRILL BIT	21.99	02/21	101-55200-218
268086-312001	RETURNED MERCHANDISE	13.98-	02/21	101-55200-218
268092-325001	SUPPLIES FOR PICNIC TABLE REPAIRS	16.33	02/21	101-55200-218
268163-312001	LAUNDRY DETERGENT & TRASH BAGS	49.96	02/21	101-52200-218
268263-325001	SUPPLIES FOR PICNIC TABLE REPAIRS	11.18	02/21	101-55200-218
268313-325001	FASTENERS #80	16.14	02/21	101-53330-225
268327-325001	FASTENERS #80	3.94	02/21	101-53330-225
268360-325001	PORTABLE SPACE HEATER	49.99	02/21	620-53644-221
268364-325001	BATTERIES	27.98	02/21	208-52900-218
268376-325001	SUPPLIES FOR PICNIC TABLE REPAIRS	19.18	02/21	101-55200-218
268401-325001	SUPPLIES FOR PICNIC TABLE REPAIRS	8.37	02/21	101-55200-218
268449-312001	WRENCH	18.99	02/21	101-52200-218
Total LINDNER ACE HARDWARE LITTLE CHUTE:		319.84		
MACHINE SERVICE INC				
1210490003	DRIVE SHAFT PARTS #58	559.16	02/21	101-53330-225
Total MACHINE SERVICE INC:		559.16		
MATTHEWS TIRE				
266778	4 NEW TIRES ON SQUAD #181	857.90	02/21	207-52120-247
Total MATTHEWS TIRE:		857.90		
MCC INC				
263150	CLEAN CHIPS	290.57	02/21	101-53350-218
Total MCC INC:		290.57		
MENARDS - APPLETON EAST				
99117	LUMBER & STAIN COVER	71.12	02/21	101-55200-218

Invoice	Description	Total Cost	Period	GL Account
Total MENARDS - APPLETON EAST:		71.12		
MGD INDUSTRIAL CORP				
190798	HARDWARE	156.58	02/21	101-53330-218
Total MGD INDUSTRIAL CORP:		156.58		
MUNICODE				
354535	ELECTRONIC UPDATE PAGES	269.33	02/21	101-51440-204
Total MUNICODE:		269.33		
NASSCO INC				
S2723933.001	PAPER TOWELS	86.16	02/21	101-53310-218
S2723933.001	CLEANING SUPPLIES	53.42	02/21	101-55200-222
Total NASSCO INC:		139.58		
OUTAGAMIE WAUPACA LIBRARY SYSTEM				
3619	SWANK MOVIE LICENSING	241.00	02/21	206-55110-205
3619	COMPLIANCE SITE LICENSE	371.40	02/21	206-55110-218
Total OUTAGAMIE WAUPACA LIBRARY SYSTEM:		612.40		
PRIMADATA LLC				
MARCH 2021	MARCH POSTCARD POSTAGE	275.00	03/21	201-53620-226
MARCH 2021	MARCH POSTCARD POSTAGE	275.00	03/21	610-53613-226
MARCH 2021	MARCH POSTCARD POSTAGE	275.00	03/21	620-53904-226
MARCH 2021	MARCH POSTCARD POSTAGE	275.00	03/21	630-53443-226
Total PRIMADATA LLC:		1,100.00		
PUBLIC SERVICE COMMISSION OF WISCONSIN				
2101-I-03140	01/01/21 - 01/31/21 PSC DIRECT ASSESSMENT	95.27	02/21	620-53924-262
Total PUBLIC SERVICE COMMISSION OF WISCONSIN:		95.27		
ROBERT E. LEE & ASSOCIATES				
79128	OUTAGAMIE COUNTY LANDFILL LEACHATE	1,383.40	02/21	610-53612-256
Total ROBERT E. LEE & ASSOCIATES:		1,383.40		
STAPLES ADVANTAGE				
3469222545	COPY PAPER/ENVELOPES/LABELS/OFFICE SUPP	196.35	02/21	207-52120-206
3469233165	CHALK BOARD	647.97	02/21	206-55110-218
3469689217	CHALK MARKERS	14.13	02/21	206-55110-218
3469689218	CALL BELL	4.66	02/21	101-51420-206
3470118896	STAPLE REMOVER	3.71	02/21	101-51420-206
3470118897	HEAVY DUTY STAPLE REMOVER	7.38	02/21	101-51420-206
Total STAPLES ADVANTAGE:		874.20		
SUN LIFE FINANCIAL				
232004-MAR 2021	MAR STD	259.85	03/21	101-21365

Invoice	Description	Total Cost	Period	GL Account
Total SUN LIFE FINANCIAL:		259.85		
TRIUMPH TIRES				
5836	4 NEW TIRES FOR TRUCK #47	516.04	02/21	101-53330-225
Total TRIUMPH TIRES:		516.04		
UNIFIRST CORPORATION				
0970326943	SHIRTS/PANTS	5.15	02/21	101-53330-213
0970326943	LAUNDRY BAGS/WIPERS	9.71	02/21	101-53330-218
Total UNIFIRST CORPORATION:		14.86		
US POSTMASTER				
2021 PRESORT	ANNUAL 2021 PRESORT FEE-PREMIT #27	245.00	02/21	101-51650-226
Total US POSTMASTER:		245.00		
VON BRIESEN & ROPER S.C.				
346463	GENERAL LABOR	88.50	02/21	101-51110-262
Total VON BRIESEN & ROPER S.C.:		88.50		
WE ENERGIES				
0710165161 02/21	PLANT #1 (100 WILSON ST)	345.54	02/21	620-53624-249
0710165161 02/21	200 E MCKINLEY ST-FVMPD	429.22	02/21	207-52120-249
0710165161 02/21	200 E MCKINLEY ST-FIRE DEPT	286.14	02/21	101-52250-249
0710165161 02/21	PUMP STATION @ EVERGREEN & FRENCH	156.54	02/21	620-53624-249
0710165161 02/21	DOYLE POOL	31.45	02/21	204-55420-249
0710165161 02/21	CROSSWINDS LED STREET LIGHTS	121.67	02/21	101-53300-249
0710165161 02/21	1401 E ELM DR	4,150.21	02/21	101-53310-249
0710165161 02/21	920 WASHINGTON ST	86.46	02/21	620-53624-249
0710165161 02/21	CIVIC CENTER (630 MONROE ST)	1,215.97	02/21	206-55110-249
0710165161 02/21	LC WELL #4 PUMPHOUSE (625 E EVERGREEN)	501.98	02/21	620-53624-249
0710165161 02/21	PLANT #2 (1118 JEFFERSON ST)	186.26	02/21	620-53624-249
0710165161 02/21	721 W ELM DR	253.80	02/21	208-52900-249
0710165161 02/21	108 W MAIN ST	955.06	02/21	101-51650-249
Total WE ENERGIES:		8,720.30		
WISCONSIN SUPREME COURT				
680-0000000309	CONTINUING JUDICIAL EDUCATION 5/21 - 4/22	700.00	02/21	101-51680-208
Total WISCONSIN SUPREME COURT:		700.00		
WSFIA				
WSFIA-1092191126	WSFIA MEMBERSHIP-MARASCH	40.00	02/21	101-52200-208
Total WSFIA:		40.00		
Grand Totals:		49,423.54		

Report GL Period Summary

Vendor number hash: 222238

Terms Description	Invoice Amount	Net Invoice Amount
Vendor number hash - split: 287405		
Total number of invoices: 60		
Total number of transactions: 80		
Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	49,423.54	49,423.54
Grand Totals:	49,423.54	49,423.54

Report Criteria:

Invoice Detail.Voided = {=} FALSE

VILLAGE OF LITTLE CHUTE
RESOLUTION NO. 3, SERIES OF 2021

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Little Chute that the voting sites be established as follows for the April 6, 2021 Spring Election: Wards 2, 6, 7, 8, 12 and 13 will vote at Village Hall located at 108 W. Main St. and Wards 1, 3, 4, 5, 9, 10, 11 and 14-16 will vote at the Civic Center located at 625 Grand Ave.

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

Introduced, approved and adopted: March 3, 2021

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk



Office Use Only
Date Submitted _____
Permit Fee Paid _____
\$25 permit fee is non-refundable

SPECIAL EVENT PERMIT APPLICATION

Special event permit applications must be submitted at least 3 months prior to proposed event.

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility **please be very specific**. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. Please call (920) 423-3869 with questions regarding this special event permit. **RETURN COMPLETED APPLICATION TO PARK & REC DEPT ON 2ND FLOOR OF VILLAGE HALL.**

APPLICANT INFORMATION

First Name	Kelly	Last Name	Wallace
Phone	(920) 788-7600	Email	kwallace@littlechute.k12.wi.us
Address (individual or business)	1402 Freedom Rd.		
City	Little Chute	State	WI
		ZIP Code	54140

ORGANIZATION INFORMATION

Organization's Name	Little Chute Area School District		
Organization's Phone	()	Organization's Email	
Organization's Address (individual or business)			
City		State	ZIP Code
Applicant's Relationship to Organization	Activities Director		

EVENT INFORMATION

Name of Event	LCHS Prom		
Event Location	Doyu Park - Pavillion, stage, and paved area between		
Event Date (list each date if it's a multi-day event)	5/1/2021		
Event Set Up Time	12:00pm	Event End Time	11:00pm
Total Anticipated Attendance	150		

Event Information (purpose, activity, who can participate, do you charge, etc.)

Prom - dance, snacks, and door prizes

LCHS students

Prom tickets will be sold to cover cost of event

Are you Requesting Funding or Staff Assistance from the Village?

YES

If you are requesting funding or staff assistance, please indicate how much funding or resources you are requesting and why you need assistance. Also, include where your proceeds go to for your event.

I am requesting Doyle Park Rental fees be waived.

The LCASD allows the Village of Little Chute to use its facilities at no charge so we are asking for that same service from the Village.

INDEMNIFICATION AGREEMENT (please read carefully before signing)

The applicant/organization shall indemnify, defend, and hold harmless the Village and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful misconduct of the Village. Applicant/Organization also understands and acknowledges that as required by the Village, liability insurance is the financial means to legally defend the Village and cover liability arising from the activity/event. I certify by my signature that I understand and agree to comply with this agreement and the insurance requirements and that I'm a qualified representative of my organization authorized to sign this agreement. I also certify the information is true and accurate.

Applicant – Print Name	Kelly Wallace
Applicant - Signature	Kelly Wallace
Date	2/11/21

FOR OFFICE USE ONLY					
DEPARTMENT	Staff Hours	Staff Cost	Equipment Hours	Equipment Cost	Facility Rental Fee
Clerk's Office	0	\$ 0	0	\$ 0	\$ 0
Fox Valley Metro Police	0	\$ 0	0	\$ 0	\$ 0
Parks, Recreation, & Forestry	4	\$ 149.74	0	\$ 0	\$ 280
Public Works	0	\$ 0	0	\$ 0	\$ 0
TOTAL	4	\$ 149.74	0	\$ 0	\$ 280
EVENT TOTAL TO BE BILLED	\$ 429.74 - Event is asking for fee to be waived				

FOR OFFICE USE ONLY				
DEPARTMENT	APPROVE	DENY	BY	REASON (if denied)
Clerk's Office				
Fox Valley Metro Police				
Parks, Recreation, & Forestry				
Public Works				

Approved By Village Board

VILLAGE PRESIDENT – PRINT

SIGNATURE

DATE



Little Chute

ESTABLISHED 1848

Office Use Only

Date Submitted _____

Permit Fee Paid _____

\$25 permit fee is non-refundable

SPECIAL EVENT PERMIT APPLICATION

Special event permit applications must be submitted at least 3 months prior to proposed event.

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility **please be very specific**. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. Please call (920) 423-3869 with questions regarding this special event permit.

APPLICANT INFORMATION

First Name	Phil	Last Name	Weigman
Phone	(920) 858-5694	Email	Pwigs20@gmail.com
Address (individual or business)	1008 Manor Place		
City	Little Chute	State	WI
		ZIP Code	54140

ORGANIZATION INFORMATION

Organization's Name	Little Chute Diamond Club		
Organization's Phone	(920) 858-5694	Organization's Email	LittleChuteDiamondclub@gmail.com
Organization's Address (individual or business)	1008 Manor Place		
City	Little Chute	State	WI
		ZIP Code	54140
Applicant's Relationship to Organization			

EVENT INFORMATION

Name of Event	Marty Mustang Scamper		
Event Location	Van Lieshout Park		
Event Date (list each date if it's a multi-day event)	April 24 th , 2021		
Event Set Up Time	7:30 AM	Event End Time	9:30
Total Anticipated Attendance	80		

Event Information (purpose, activity, who can participate, do you charge, etc.)

5K walk/run Anyone can participate.
We charge to walk/run to support L.C. Baseball.
No charge the day of the event.

Are you Requesting Funding or Staff Assistance from the Village?

YES

NO

If you are requesting funding or staff assistance, please indicate how much funding or resources you are requesting and why you need assistance. Also, include where your proceeds go to for your event.

police on the route.
from 8:00 until 9:15 (Approx)

INDEMNIFICATION AGREEMENT (please read carefully before signing)

The applicant/organization shall indemnify, defend, and hold harmless the Village and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful misconduct of the Village. Applicant/Organization also understands and acknowledges that as required by the Village, liability insurance is the financial means to legally defend the Village and cover liability arising from the activity/event. I certify by my signature that I understand and agree to comply with this agreement and the insurance requirements and that I'm a qualified representative of my organization authorized to sign this agreement. I also certify the information is true and accurate.

Applicant – Print Name

Phil Weigman

Applicant - Signature

Phil Weigman

Date

2/10/21

FOR OFFICE USE ONLY					
DEPARTMENT	Staff Hours	Staff Cost	Equipment Hours	Equipment Cost	Facility Rental Fee
Clerk's Office	0	\$ 0	0	\$ 0	\$ 0
Fox Valley Metro Police	4	\$ 221.80	0	\$ 0	\$ 0
Parks, Recreation, & Forestry	2	\$ 74.87	0	\$ 0	\$ 140
Public Works	2	\$ 85.46	2	\$ 45.28	\$ 0
TOTAL	8	\$ 382.13	2	\$ 45.28	\$ 140
EVENT TOTAL TO BE BILLED	\$ 567.41 - Asking for fee to be waived - Village of Little Chute non-profit				

FOR OFFICE USE ONLY				
DEPARTMENT	APPROVE	DENY	BY	REASON (if denied)
Clerk's Office				
Fox Valley Metro Police				
Parks, Recreation, & Forestry				
Public Works				

Approved By Village Board

VILLAGE PRESIDENT – PRINT

SIGNATURE

DATE

APPLICANT CHECKLIST

PARKS, RECREATION, & FORESTRY – (920) 423-3869

- | | Yes | No | Action to be taken by applicant: |
|---|-------------------------------------|-------------------------------------|---|
| 1. If the event will be in a park have you reserved the park and/or the park shelter? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | If no, please contact the Parks, Recreation, & Forestry Department to rent the facilities |
| 2. Will you have live music or a DJ? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If yes, you will need to fill out an amplified device permit |
| 3. Will you be setting up tents, inflatables, or other items within the Village Park? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | If yes, contact the Parks, Recreation, & Forestry Department |
| 4. Will you have alcohol within a Village Park? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If yes, fill out an alcohol permit |

DEPARTMENT OF PUBLIC WORKS – (920) 423-3865

- | | Yes | No | Action to be taken by applicant: |
|--|-------------------------------------|-------------------------------------|--|
| 1. Are you requesting street closure?
Name of barricade company _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If yes, your barricade contract provider will be required to submit a Traffic Control Plan to the Department of Public Works |
| 2. If you will be utilizing Village streets, did you include a detailed map/diagram of the event location and route with your application? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | If yes, be sure the event map/diagram is detailed, including showing all turns and the number of Traffic lanes to be used |

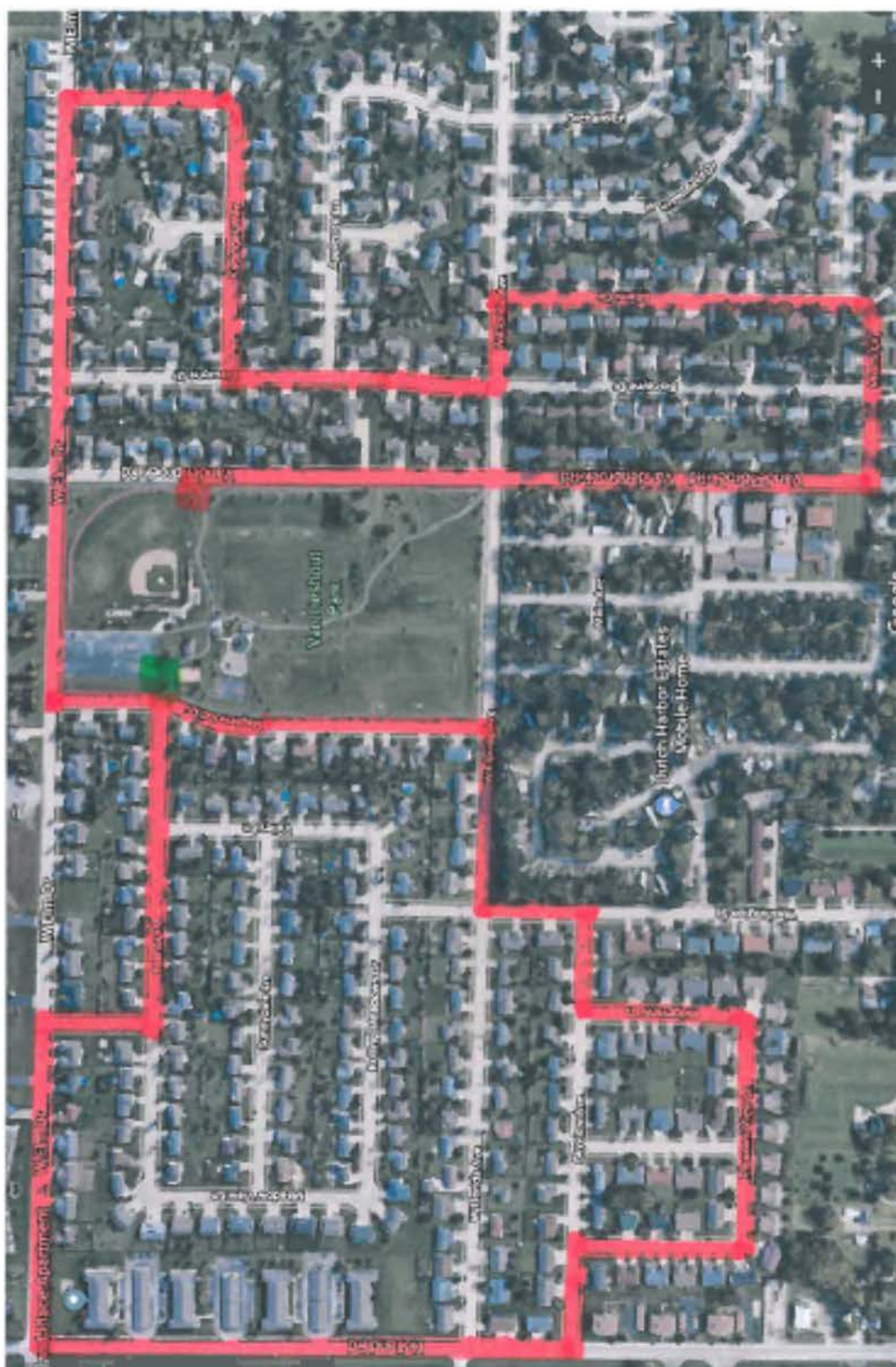
FOX VALLEY METRO POLICE DEPARTMENT – (920) 788-7505

- | | Yes | No | Action to be taken by applicant: |
|---|-------------------------------------|--------------------------|--|
| 1. Do you have an emergency response plan? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | If no, contact FVMPD for assistance |
| 2. Are you requesting any special parking restrictions? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | If yes, contact FVMPD for more information |

VILLAGE CLERK'S OFFICE – (920) 423-3851

- | | Yes | No | Action to be taken by applicant: |
|--|--------------------------|-------------------------------------|---|
| 1. Will alcoholic beverages be served/sold at the event? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If yes, contact the Clerk's Office for assistance |
| 2. Will fireworks/pyrotechnics be used during the event? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If yes, contact the Clerk's Office for assistance |
| 3. Will you be selling or serving food? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If yes, contact the Outagamie County Health Department (920) 832-5100 |

Item 3, Event Grounds/ Race Route



Annex 4 Landing Zones for Theda Star

ry	Primary Landing zone
----	----------------------------

~~Attachment 5 Theta Star LZ Coordin~~

ITEM DESCRIPTION: Nelson Crossing Archways, Donor Sign, and Project Update
PREPARED BY: Adam Breest, Parks, Recreation, & Forestry Director
REPORT DATE: February 24, 2021
ADMINISTRATOR'S REVIEW/COMMENTS: No additional comments to this report: _____ See additional comments attached: _____
<p>EXPLANATION: Through the fundraising process, the Village of Little Chute and City of Kaukauna offered to provide an archway to 2 donors that donated \$100,000 or more. The two entities that requested an archway were the Nelson Family Fund with the Community Foundation of the Fox Valley Region and Unison Credit Union. Unison Credit Union committed \$100,000 and the Nelson Family fund donated \$650,000. Due to the size of the Nelson Family fund grant we also named the bridge in honor of David and Rita Nelson.</p> <p>When initially looking at the cost of the archways and donor sign, staff received quotes and designs that were upwards of \$40,000 in cost. Staff then worked to value engineer these items. We have been able to bring the cost of the 2 archways and donor sign down to \$24,869. This cost will be split 50/50 between the City and the Village in the amount of \$12,434.50. Appleton Sign Company has committed towards donating towards the project and will receive recognition on the archways and the donor sign.</p> <p>In 2018, when the village board committed to move forward with this project, village staff created a goal that we would fundraise for 80% of the project's construction cost. I am happy to report that we have acquired 85.8% of the construction cost in grants, donations, and sponsorships. At this time, the total fundraised amount is \$2,859,450.98.</p> <p>We can then compare this with past village trail projects. The Heesakker to Island Park Trail and Bridge project cost was \$1,202,799.07. Of that amount, \$603,421 or 50.1% of the project was covered by grants, donations, and sponsorships. The Nelson Crossing project was more than 3 times that cost of the previous project and we brought in 85.8% of the construction costs and 80.8% of construction and engineering costs through grants/donations/sponsorships. This project is very well received by the community and received significant staff resources in order to fundraise for the project. Staff did not use an outside firm for grant writing. All grant writing and donation solicitation was performed by village and city staff members including the Knowles Nelson DNR Stewardship Grant.</p>

PROJECT PUBLIC MEETINGS, FEASIBILITY, AND ENGINEERING (2016 – 2019)

EXPENSES ACTUAL	
GRAEF – Public Meetings/Feasibility Study - 2016	\$18,500
GRAEF/AET – Due Diligence and Schematic Design – 2017	\$96,181.60
GRAEF Detailed Design - 2018	\$88,750
Fundraising Efforts & Misc	\$4,786.78
TOTAL	208,218.38

PROJECT CONSTRUCTION BUDGET

EXPENSES ACTUAL		
Project Construction – Michels Corporation	\$3,140,100	
Change Order #1 – Rail Removal	\$10,431.30	Budgeted \$20,000
Change Order #2 – Excavation Below Subgrade	\$9,574.20	
Bring Electric to Site – Kaukauna Utilities	\$11,089.69	Budgeted \$20,902
Site Amenities	\$12,347	
Archways and Donor Sign	\$24,869	
Railroad Property Acquisition	\$75,000	Waiting on escrow
Engineering - GRAEF	\$97,260	
GRAEF Reimbursables	\$4,044.87	
<i>Expected Line-Item Savings</i>	<i>(\$23,850)</i>	
TOTAL	\$3,360,866	
FUNDRAISING AND AVAILABLE FUNDS		
City of Kaukauna	\$330,000	Received
Village of Little Chute	\$330,000	Received
Outagamie County	\$600,000	
Community Foundation	\$650,000	Received
WI – Stewardship RTP	\$14,182.72	
WI – Stewardship Regional Urban	\$483,274	Received \$241,637
WI – Stewardship Urban Rivers	\$155,726	Received \$77,863
WI – Stewardship National Park Service	\$483,072	
Fox Cities Visitor and Convention Bureau	\$250,000	
Hoffman Family – Little Chute	\$84,970.04	Received
The Great Wisconsin Cheese Festival	\$20,000	Received
Unison Credit Union	\$100,000	Received \$20,000
Fox Cities Greenways – Individual Donors	\$40,304.15	Received
MISC	\$2,738.80	Received
TOTAL	\$3,544,267.71	
DIFFERENCE	(\$24,816.73)	2020 Budget Adjustment and Carryover will be required. Overage will be covered by Park Fees.

ATTACHMENTS: Archway/Donor Sign Design and Proposal from Appleton Sign Company; Fundraising Brochure

RECOMMENDATION: Discussion on the Nelson Crossing Budget from 2016 - Present
Discussion/Action on Appleton Sign Company Proposal

DAVID & RITA NELSON FAMILY
Heritage Crossing



conceptual design package

CLIENT:	VILLAGE OF LITTLE CHUTE
STREET ADDRESS:	108 W MAIN ST
CITY / STATE:	LITTLE CHUTE, WI
SCOPE:	ARCHWAYS / DONOR SIGN
DATE:	1/28/21
SALES:	JOSH TURKOW
DESIGNER:	MIKE FRASSETTO

GENERAL SPECIFICATIONS				
VOLTAGE:	NA	120v	277v	OTHER UNKNOWN
POWER DRAW:	NA	000 AMPS -TOTAL		UNKNOWN
SQUARE FOOTAGE:	100 - APPROX.			

COLOR SCHEDULE	
1	PAIN: SW 6083 SABLE
2	PAIN: TO MATCH EXISTING PEDESTRIAN BRIDGE
3	COLOR CALL OUT
4	COLOR CALL OUT
5	COLOR CALL OUT
6	COLOR CALL OUT
7	COLOR CALL OUT
8	COLOR CALL OUT

REQUIRED ITEMS	
X CLEAN ART?	AN ART RESTORATION FEE MAY BE APPLIED TO PROJECT IF PRODUCTION READY ARTWORK IS NOT PROVIDED BY CLIENT PRIOR TO PRODUCTION
X FIELD SURVEY?	ANY PRICE ASSOCIATED WITH THIS DESIGN CAN NOT BE GUARANTEED. FINDINGS DURING A FIELD SURVEY MAY IMPACT ESTIMATED TIME/MATERIALS
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X MISC. ITEMS ?	EXPLAIN HERE

REVISION SCHEDULE	
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2 PAINT: TO MATCH EXISTING PEDESTRIAN BRIDGE



SIDE VIEW

3" (POST)

2

1

DETAIL VIEW

B

78" (O/A WIDTH)

3" (POST)

72" (PANEL WIDTH)

3" (POST)

DAVID & RITA NELSON FAMILY
Heritage Crossing



GR̄EF MICHELS®



ELDIS BRAYMAN, KRISTEN TOSH, KEN ASHLOCK, SEBASTIAN BUCKWALTER, ARGENTINA MARESCA, SHARA MARZANO, LLOYD ROSTER, BRENDON ALAS, TAREN CASSIN, MAGEN ALMANZAR, WARNER GAYHART, REFUGIO SAUCEDO, ANNIEK DAYE, JOSEF WEIDMAN, MARLON HUFFER, SADI TOLLER, JOSEFINA PULSIFER, DEBORAH MOTLEY, JANELLA LAUDERDALE, TELMA RAFFA, TANIKA LINWOOD, OUIDA MUSIC, EMERY MCCLOSKEY, MARYLOUISE DEADY, RAMIRO BHAKTA, STEPHANI PARISHEN, JACKLYN MORRISSEY, JARRETT WETHINGTON, GINNY ASCHENBRENNER, JENNEFER TOWELL, FRANK KACH, MALISA DELNERO, VALERIA TOMASI, ABBY LUKENS, NORMAN PASQUALE



.5" X 1" ALUMINUM COLLAR
PAINTED ONE COLOR

1" FRAME SHEETED W/ ALUPANEL FACES
PANELS GLUED TO FRAME
PAINTED ONE COLOR

FULL COLOR DIGITALLY PRINTED GRAPHICS
APPLIED FIRST SURFACE TO PANEL

3" X 3" X 1/8" ALUMINUM SQUARE TUBES
PAINTED ONE COLOR

DIRECT EMBED POSTS 4' DEEP
1' DIAMETER AUGURED HOLES
FILLED W/ CONCRETE

SCALE: 3/4" = 1' 0"

B: FABRICATE AND INSTALL QTY: ONE(1) NON-LIT S/F POST AND PANEL DONOR SIGN

OPT. #1

210092-02

1

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CONCEPTUAL DESIGN ONLY!
NOT TO BE USED FOR PRODUCTION

CLIENT:	VILLAGE OF LITTLE CHUTE
STREET ADDRESS:	108 W MAIN ST
CITY / STATE:	LITTLE CHUTE, WI
SCOPE:	ARCHWAYS / DONOR SIGN
DATE:	1/28/21
SALES:	JOSH TURKOW
DESIGNER:	MIKE FRASSETTO

GENERAL SPECIFICATIONS				
VOLTAGE:	NA	120v	277v	OTHER UNKNOWN
POWER DRAW:	NA	000 AMPS	-TOTAL	UNKNOWN
SQUARE FOOTAGE:	100	- APPROX.		

COLOR SCHEDULE		
1		PAIN: SW 6121 WHOLE WHEAT
2		PAIN: TO MATCH EXISTING PEDESTRIAN BRIDGE
3		PAIN: SW 6083 SABLE
4		COLOR CALL OUT
5		COLOR CALL OUT
6		COLOR CALL OUT
7		COLOR CALL OUT
8		COLOR CALL OUT

REQUIRED ITEMS	
X CLEAN ART?	AN ART RESTORATION FEE MAY BE APPLIED TO PROJECT IF PRODUCTION READY ARTWORK IS NOT PROVIDED BY CLIENT PRIOR TO PRODUCTION
X FIELD SURVEY?	ANY PRICE ASSOCIATED WITH THIS DESIGN CAN NOT BE GUARANTEED. FINDINGS DURING A FIELD SURVEY MAY IMPACT ESTIMATED TIME/MATERIALS
X COLORS?	COLORS ON THIS DOCUMENT WERE SELECTED BY DESIGNER FOR CLIENT REVIEW. COLORS MUST BE APPROVED BY CLIENT PRIOR TO PRODUCTION
X MISC. ITEMS ?	EXPLAIN HERE

REVISION SCHEDULE	
00/00/00	EXPLAIN REVISION:
00/00/00	EXPLAIN REVISION:
00/00/00	EXPLAIN REVISION:
00/00/00	EXPLAIN REVISION:
00/00/00	EXPLAIN REVISION:
00/00/00	EXPLAIN REVISION:

PLEASE SIGN BELOW STATING THAT THIS DESIGN IS APPROVED

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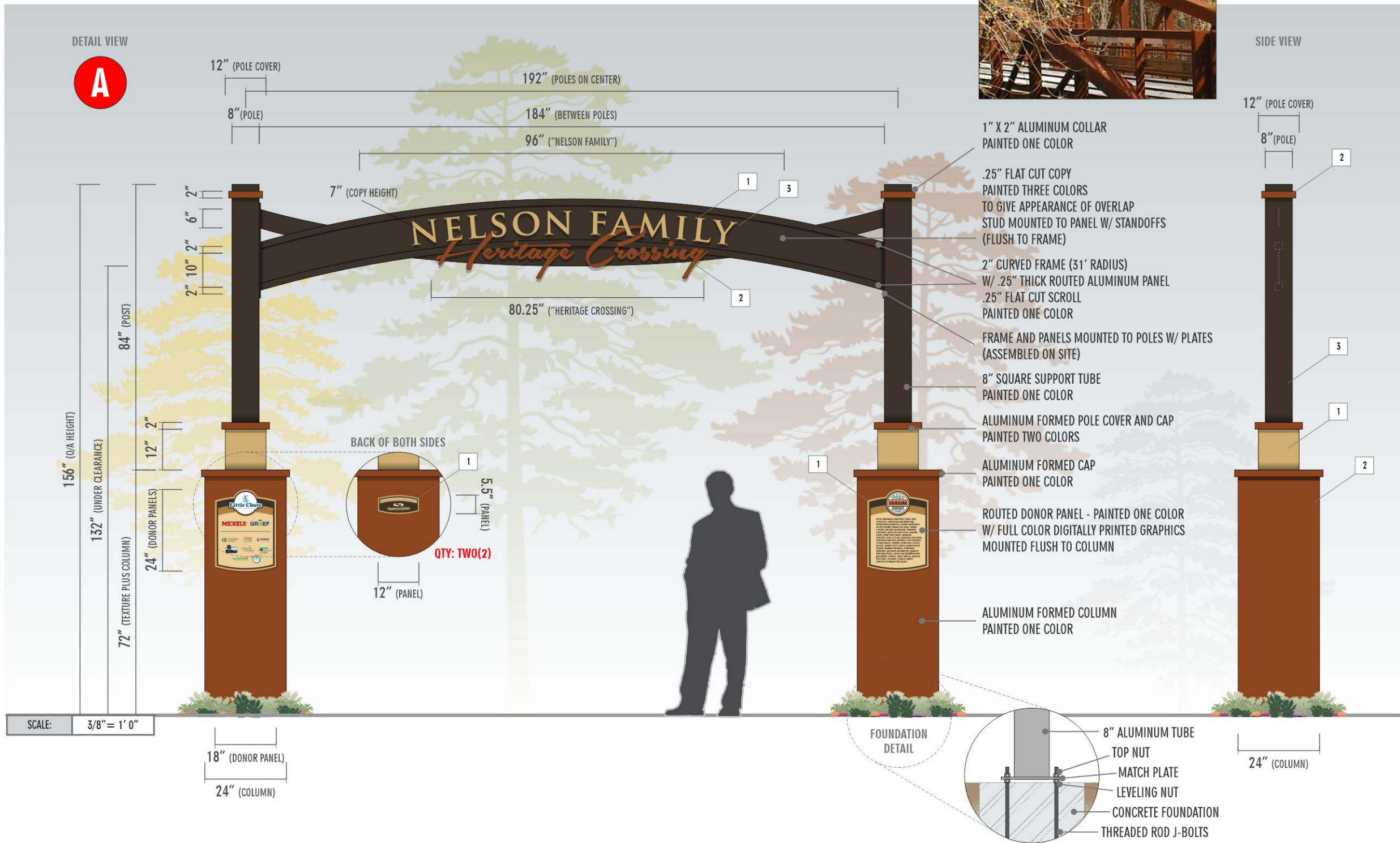
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OPT. #2

210092-02

1

CONCEPTUAL DESIGN ONLY!
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A: FABRICATE AND INSTALL QTY: TWO(2) NON-LIT S/F ARCHWAYS W/ NON LIT LETTERS AND DONOR PLAQUES

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CLIENT:	VILLAGE OF LITTLE CHUTE
STREET ADDRESS:	108 W MAIN ST
CITY / STATE:	LITTLE CHUTE, WI
SCOPE:	ARCHWAYS / DONOR SIGN
DATE:	1/28/21
SALES:	JOSH TURKOW
DESIGNER:	MIKE FRASSETTO

GENERAL SPECIFICATIONS				
VOLTAGE:	NA	120v	277v	OTHER UNKNOWN
POWER DRAW:	NA	000 AMPS - TOTAL		UNKNOWN
SQUARE FOOTAGE:	100 - APPROX.			

COLOR SCHEDULE		
1		PAINT: SW 6083 SABLE
2		PAINT: TO MATCH EXISTING PEDESTRIAN BRIDGE
3		COLOR CALL OUT
4		COLOR CALL OUT
5		COLOR CALL OUT
6		COLOR CALL OUT
7		COLOR CALL OUT
8		COLOR CALL OUT

REQUIRED ITEMS	
<input checked="" type="checkbox"/> CLEAN ART?	AN ART RESTORATION FEE MAY BE APPLIED TO PROJECT IF PRODUCTION READY ARTWORK IS NOT PROVIDED BY CLIENT PRIOR TO PRODUCTION
<input checked="" type="checkbox"/> FIELD SURVEY?	ANY PRICE ASSOCIATED WITH THIS DESIGN CAN NOT BE GUARANTEED. FINDINGS DURING A FIELD SURVEY MAY IMPACT ESTIMATED TIME/MATERIALS
<input checked="" type="checkbox"/> COLORS?	COLORS ON THIS DOCUMENT WERE SELECTED BY DESIGNER FOR CLIENT REVIEW. COLORS MUST BE APPROVED BY CLIENT PRIOR TO PRODUCTION
<input checked="" type="checkbox"/> MISC. ITEMS ?	EXPLAIN HERE

REVISION SCHEDULE	
00/00/00	EXPLAIN REVISION:
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00/00/00	EXPLAIN REVISION:
00/00/00	EXPLAIN REVISION:
00/00/00	EXPLAIN REVISION:
00/00/00	EXPLAIN REVISION:

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OPT. #2

210092-02

1

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DETAIL VIEW

B



24" (UNDER CLEARANCE)

SCALE: 3/4" = 1' 0"

2 PAINT: TO MATCH EXISTING PEDESTRIAN BRIDGE



SIDE VIEW

3" (POST)

2

1

.5" X 1" ALUMINUM COLLAR
PAINTED ONE COLOR

1" FRAME SHEETED W/ ALUPANEL FACES
PANELS GLUED TO FRAME
PAINTED ONE COLOR

FULL COLOR DIGITALLY PRINTED GRAPHICS
APPLIED FIRST SURFACE TO PANEL

3" X 3" X 1/8" ALUMINUM SQUARE TUBES
PAINTED ONE COLOR

DIRECT EMBED POSTS 4' DEEP
1' DIAMETER AUGURED HOLES
FILLED W/ CONCRETE

B: FABRICATE AND INSTALL QTY: ONE(1) NON-LIT S/F POST AND PANEL DONOR SIGN

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8" ALUMINUM SQUARE TUBES



6" ALUMINUM SQUARE TUBES



CLIENT:	VILLAGE OF LITTLE CHUTE
STREET ADDRESS:	108 W MAIN ST
CITY / STATE:	LITTLE CHUTE, WI
SCOPE:	ARCHWAYS / DONOR SIGN
DATE:	1/28/21
SALES:	JOSH TURKOW
DESIGNER:	MIKE FRASSETTO
GENERAL SPECIFICATIONS	
VOLTAGE:	NA 120v 277v OTHER UNKNOWN
POWER DRAW:	NA 000 AMPS -TOTAL UNKNOWN
SQUARE FOOTAGE:	100 - APPROX.
COLOR SCHEDULE	
1	PAIN: SW 6083 SABLE
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REVISION SCHEDULE	
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00/00/00	EXPLAIN REVISION:
00/00/00	EXPLAIN REVISION:
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2400 Holly Road
Neenah, WI 54956
PHONE: 920.734.1601
FAX: 920.734.1622
www.AppletonSIGN.com

PROPOSAL

210092-01

Date: 02/10/2021
Expires: 04/11/2021
Drawing Numbers: 210092-03

Project: Village Of Little Chute
108 W Main St
Little Chute, WI 54140

Client: Village Of Little Chute
108 W Main St
Little Chute, WI 54140

Contact: Adam Breest 920.423.3868 adam@littlechutewi.org

We are pleased to offer this proposal for the following services at the above location.

Project Description:	Item Total:
1. Manufacture and Install the following:	
A. Two(2) Non-lit, S/F archways w/non-lit letters and donor plaques.	\$24,869.00
B. One(1) Non-lit, post and panel donor sign.	\$0.00
Deposit Rate: 50%	Subtotal: \$24,869.00
Deposit: \$12,434.50	
	Total: \$24,869.00

This proposal does not become effective until signed and dated by Appleton Sign Company and may be withdrawn if not accepted within sixty (60) days. Appleton Sign Company shall also be entitled to withdraw any proposal presented in error if evidence of a typographical, pricing and/or similar error is discovered that would significantly change the scope of work, price or other material portion of the proposal. In such instance as a proposal is withdrawn, Appleton Sign Company shall present a revised proposal. Client has no obligation to accept any revised proposal. The prices, specifications, terms and conditions contained herein are satisfactory and are hereby accepted. Appleton Sign Company is authorized to do the work as specified. Payment will be made in accordance with the terms below.

NOTE: All prices are subject to applicable sales tax. prices are based on available information given at the time and are subject to change.

SALES TAX: All sales tax will be charged on final invoice.

EXCLUSIONS: Sales tax, permits, obtainment fees, engineering, primary wiring, final electrical connection or traffic control equipment are NOT included in the above quotations, unless specifically stated.

WARRANTY: One(1) Year Limited Warranty against defective materials and one(1) year guarantee on parts and labor.

PAYMENT TERMS: 50.0% down payment is required, balance due upon completion/installation. A 3.5% processing fee will be added to each credit card transaction. We accept Visa, Mastercard and Discover credit card payments.

ELECTRICAL: All signs are wired at 120 volts unless otherwise specified in writing. For wall mounted signs, it is the Client's responsibility to provide access behind the wall for wiring and bringing the primary power within 10' of the sign location unless specified in writing.

Sign project will be placed into production after receipt of all of the following:

1) Signed proposal acceptance 2) Signed drawing approval 3) Down payment 4) Permit approval.

Approximately five(5) business days after receipt of these requirements, an estimated completion date will be communicated to the Client. Any alteration or deviation from the above specifications will be executed only upon written change order(s), and will become an extra charge, to be paid by the Client, over and above the proposal amount. Supplemental permits, if required by municipalities, are not reflected in this proposal. If applicable, and procured for Client by Appleton Sign Company, permit(s) will be billed at cost plus an applicable obtainment/processing fee in addition to the total proposal amount above.

TERMS AND CONDITIONS

Salesperson: Josh Turkow

Buyer_____Seller_____



2400 Holly Road
Neenah, WI 54956
PHONE: 920.734.1601
FAX: 920.734.1622
www.AppletonSIGN.com

PROPOSAL

210092-01

Date: 02/10/2021
Expires: 04/11/2021
Drawing Numbers: 210092-03

Project: Village Of Little Chute
108 W Main St
Little Chute, WI 54140

Client: Village Of Little Chute
108 W Main St
Little Chute, WI 54140

Contact: Adam Breest 920.423.3868 adam@littlechutewi.org

1. Both parties hereto agree and understand that the title to said sign, together with all property furnished pursuant to this Agreement, shall remain in Appleton Sign Company's possession until paid for in full. It is further agreed and understood that until this Agreement is paid in full, that said sign, together with any additions thereto, shall at all times be deemed personal property and shall not by reason of attachment or connection to any realty be deemed or become a fixture of appurtenance to such realty. Said sign shall be servable and removable from any realty in accordance with the provisions of this Agreement.

2. The Client shall have full responsibility for any parts and materials on its premises, or premises that Client will be occupying, and for the value of all services provided by Appleton Sign Company in respect thereto. At all times subsequent to delivery of any parts and materials to premises, the Client shall be fully liable for any damage or loss, whether or not said parts and materials are covered by insurance, and will not affect the rights of Appleton Sign Company to enforce the purchase price then unpaid.

3. The Client shall secure all necessary permits from the building owner, and/or others whose permission is required for the installation of the sign and said Client shall be liable for any obstruction of delivery due to delay in obtaining such permission, and if Client executes this contract of sales without ever obtaining permission from party or parties necessary for the installation of said sign, then Client purchases same and is bound to the terms and conditions of this contract as though Client had obtained said permission and Client agrees to relieve Appleton Sign Company from any liability for its failure within ten (10) days of delivery to erect or install said sign.

4. All sizes, dimensions, and elevations as shown on drawing(s) are an approximation only and are subject to variation based upon field measurements and standard component dimensions. Client agrees to provide service feed wire of suitable capacity and approved to location of display in advance of installation, and make connection thereof to display.

5. During the period in which construction and erection of said sign is in progress, Appleton Sign Company agrees to have its workers covered by worker's compensation insurance and further agrees to carry liability and property damage insurance covering injuries to or death of persons and damage to property as a result of accidents for which Appleton Sign Company is responsible. Insurance certificates will be furnished upon request.

6. Appleton Sign Company shall not be held responsible for delays due to accidents, strikes, war, natural disasters, inclement weather, or any other delays beyond our control.

7. When pier drilling is necessary, Appleton Sign Company will contact Digger's Hotline to locate public utilities. Location of private utilities is the sole responsibility of the Client. In the event poor ground conditions are encountered in the drilling process, to the point where special equipment is required, the Client may incur additional charges.

8. In the event building, soil, underground, or overhead conditions or obstructions are encountered which impair installation of said sign, Client agrees to pay for all additional costs of installation attributed to such conditions or obstructions.

9. Appleton Sign Company will make repairs to walls, roof, and roof coverings opened by Appleton Sign Company during installation of said sign. In making such repairs, Appleton Sign Company does not assume responsibility for re-bonding of roof covering installed by others.

10. All materials are to be as specified or of similar quality. All work will be completed in a workmanlike manner according to standard practices. Appleton Sign Company provides a limited warranty on sign products. This warranty covers ballasts, transformers, and original workmanship for one (1) year from the original invoice date. Labor to replace ballasts and transformers will be warranted for ninety (90) days from the original invoice date. Lamps of any type and the labor to replace those lamps will be warranted for ninety (90) days from the original invoice date. This warranty excludes all damages caused by natural acts or vandalism. Unless otherwise agreed in writing, all warranties are null and void if final invoice is not paid within forty five (45) days from invoice date and/or if any service/maintenance work is performed and/or modifications are made to sign(s) or component(s) by any company or agent other than Appleton Sign Company.

11. Upon default for the payment of any sums herein agreed, Appleton Sign Company may, at its option, declare the balance fully due and payable without further notice to Client; and Client agrees to pay interest on said balance, when declared due at the rate of 1.5% per month on the unpaid balance, 18% annual rate. Client further agrees to pay all reasonable costs of collection of said balance incurred by Appleton Sign Company, including reasonable attorney's fees and court costs.

12. Both parties agree that any suits brought pursuant to this Agreement shall be brought in the courts of Winnebago County, Wisconsin.

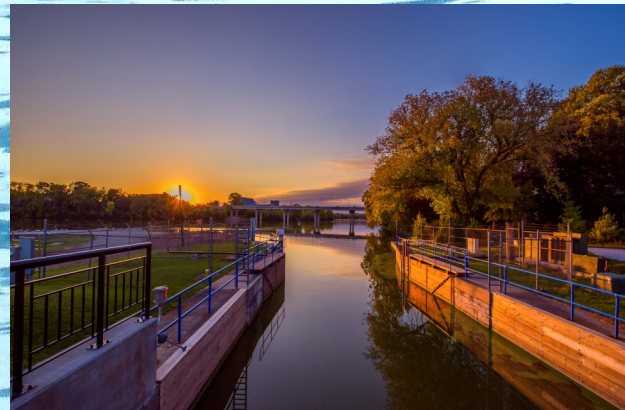
13. The invalidity or unenforceability of any particular provision of this Agreement shall not affect any other remaining provision(s) hereof and this Agreement shall be construed in all respects as if such invalid or unenforceable provision(s) were omitted.

14. This document constitutes the entire Agreement and understanding between both parties and shall not be considered modified, altered, changed, or amended in any respect except as provided herein, unless in writing and signed by the duly authorized officers, employees, or owners of each party.

Salesperson: Josh Turkow

Buyer's Acceptance _____ Title _____ Date _____

Seller's Acceptance _____ Title _____ Date _____



**Naming Rights
and
Sponsorship
Opportunities**



Fox River Boardwalk Sponsorship Opportunities



Trail Archway

Two archways frame the Little Chute and Kaukauna entrances to the Boardwalk. Your business or organization will be featured by two plaques at eye-level on the timber archway. Archway naming rights can be secured with a gift of \$100,000.



Boardwalk Bump-Out

Two scenic overlooks provide a space for pedestrian relaxation, fishing and a chance to appreciate the natural beauty of the Fox River. Naming rights include a plaque recognizing your organization in a highly visible location on the overlook railing. Overlook naming rights can be secured with a gift of \$60,000.



Scenic Overlook and Picnic Spot

Two picnic spots and three scenic overlooks provide relaxation stops along the River. Picnic spots include two tables on a concrete pad including a wheelchair-accessible table. Scenic overlooks include one picnic table and two benches. Naming rights include a recognition plaque can be secured with a gift of \$20,000 (Scenic Overlooks) - \$25,000 (Picnic Spots).



Bicycle Repair Station Sponsorship

Two bicycle repair stations will be positioned on either side of the Fox River Boardwalk, offering trail users the opportunity to make minor bicycle repairs. Bicycle Repair Station sponsorships can be secured with a gift of \$5,000 and your organization will be recognized with a plaque affixed on the repair station.

Memorial Bench

Long-lasting, sustainably produced benches serve as a thoughtful way to remember a loved one who appreciated the outdoors, recreation or being on the water. Benches include a recognition plaque. Ten named benches are available. Memorial benches can be secured with a gift of \$5,000.



Pet Pitstop Station

If your organization serves furry friends or if you're an animal lover, consider sponsoring a pet pitstop along the Fox River Boardwalk. Three pet pitstops provide access to pet bags and a waste receptacle. Pet pitstop station sponsorships begin at \$2,500 and include a sign recognizing your organization.



Memorial Tree

Remember a loved one with a memorial tree along the pedestrian trail. Local arborists work with families to select a tree that best celebrates the life of a loved one. Memorial tree sponsorships include a recognition plaque at the base of the tree. Memorial tree sponsorships begin at \$2,000.



If you are interested in making a contribution in an amount other than those listed above or would like to discuss alternate recognition opportunities, please contact Allyson at awatson@kaukauna-wi.org or by phone at (920) 766-6315.

Make Your Gift Today

You can make your gift or business sponsorship to the Fox River Boardwalk in two convenient ways:

- Send a check or money order with the enclosed form made payable to our partner 501(c)3 organization, **Fox Cities Greenways, Inc.** to P.O. Box 5, Menasha, WI 54952
- You can save a stamp and make a donation online at **www.foxcitiesgreenways.org**.



- For larger gifts, memorial gifts or naming rights opportunities, please contact us directly. We'd be happy to walk you through our various, customizable donor recognition opportunities.

Contact:

Allyson Watson—City of Kaukauna
(920) 766-6315
awatson@kaukauna-wi.org

Adam Breest— Village of Little Chute
(920) 423-3868
adam@littlechutewi.org

Unique Recognition Opportunities



- Donations of any amount are appreciated. Gifts made by March 1, 2019, of \$100 or more will be recognized with your name or organization engraved on donor signage.
- Naming rights for prominent areas of the Boardwalk - such as Archways, Overlooks, Memorial Benches and Trees are available for gifts at the \$2,000 level or higher. Please contact us to learn more.
- Learn more about this project and see photos at **www.cityofkaukauna.com/boardwalk** OR **www.littlechutewi.org/boardwalk**



The Basics



- The 1,100 foot Fox River Boardwalk will create a new bicycle and pedestrian connection between Heesakker Park in Little Chute and an expanded rail trail in the City of Kaukauna.
- The Boardwalk will cost approximately \$3.5 million dollars to complete, but **more than half of that has been pledged at this time.**



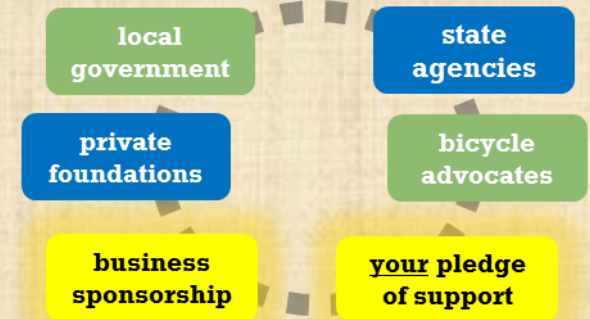
The Benefits

- Parks and trails encourage physical activity (walking, biking, dog-walking and running, to name a few). **More than 60% of Fox Cities area residents are overweight or obese.** We hope that this project will be a part of reducing that percentage.



- Bicycle and pedestrian trail amenities attract people and spending to our community. **An estimated \$535 million dollars was spent by out-of-state bicycle tourists in Wisconsin in 2016.**
- Proximity to parks and trails make neighborhoods **more desirable places to live** and increase property values.

Your Buy-In



- We are more than halfway to our goal, but we are counting on your help to close the funding gap.
- If you are considering a gift to this project as a community member, or as a local business sponsor, **we'd love to talk to you.**
- Please contact **Allyson Watson** (920) 766-6315 (awatson@kaukauna-wi.org) if you would like more information.

This Project Supported By:



Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Amended and Restated Intergovernmental Agreement with the Town of Vandenbroek

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

REPORT DATE: February 26, 2021

EXPLANATION: In 2019, the Village of Little Chute and Town of Vandenbroek entered into an intergovernmental agreement providing Little Chute the right of way and ability to fully reconstruct Evergreen Drive from Holland Road to French Road. This agreement stated that the cost of this improvement was 100% that of the village, while we also agreed to not assess any of the residents in this area. This portion of the project was funded by TIDs #4 and #7.

The village's plan is to construct Evergreen Drive from CTH N to Vandenbroek Road in 2021, Evergreen Drive from Vandenbroek Road to Holland Road in 2023, and in the future construct Evergreen Drive from CTH N to Buchanan Road (final date to be determined). These three segments are all part of TID 6's project plan.

Attached to this memo is the transmittal letter, the amended and restated agreement, and profile of the future street improvements. The Village President, Village Engineer, and Village Administrator met with Town officials and residents on February 23rd to discuss the plan moving forward. The Town of Vandenbroek intends to act on the agreement on March 3rd.

Staff recommends the Village Board of Trustees approve this agreement with the town in order for orderly development, traffic management, and pedestrian safety to be accounted for given the development interest in this portion of the community.

RECOMMENDATION: Approve the amended and restated Intergovernmental Agreement with the Town of Vandenbroek



February 10, 2021

Chairman Jason Wegand
Town of Vandebroek
PO Box 947
Kaukauna, WI 54130

Dear Chairman Wegand,

On behalf of the Village of Little Chute, this letter is an official request to the Town of Vandebroek to dedicate the right of way that would allow the Village of Little Chute to construct Evergreen Drive in 2021 (County Highway N/Freedom Road to Vandebroek Road). In addition, the Village of Little Chute would plan to construct Evergreen Drive from Vandebroek Road to Holland Road in 2023. Evergreen Drive from County Highway N to Buchanan Road would be reconstructed as well, but the official date of that effort has yet to be officially planned.

As was the case in 2019, the Village of Little Chute would agree to construct this road at 100% our cost and would not be assess any residents (town or village). In addition, we would not ask for any resources from the Town of Vandebroek for the work. Attached to this letter is the draft agreement and exhibit which outlines the future road profile.

We look forward to the opportunity to work with you. Let me know if you have any questions with regards to this request.

Sincerely,

A handwritten signature in black ink, appearing to read "James P. Fenlon".

James P. Fenlon
Administrator - Village of Little Chute
t. 920.423.3850
m. 920.609.1766
james@littlechute.org

Attachments: Draft Agreement and Street Profiles

**AMENDED AND RESTATED
INTERGOVERNMENTAL COOPERATION AGREEMENT BETWEEN
VILLAGE OF LITTLE CHUTE AND TOWN OF VANDENBROEK**

The Parties to this Intergovernmental Cooperation Agreement (hereinafter “Agreement”) are the Village of Little Chute (hereinafter the “Village”) and the Town of Vandebroek (hereinafter the “Town”). The Village and Town may be referred to herein individually as “party” or collectively as “parties”.

The Town and Village now desire to make this Agreement which will consolidate an Agreement made in February of 2019 regarding the area below described as “Road” and this current Agreement that adds the area below described as “Road Area 2”, which consolidated Agreement will reconfirm but replace the February 2019 Agreement.

RECITALS

WHEREAS, a portion of the boundary between the Village and Town consists of a public road known as Evergreen Drive which is located partially in both communities, approximately the north one-half in the Town and the south one-half in the Village; and

WHEREAS, the Village and Town find it to be in their mutual interests to make this Agreement regarding repairs, maintenance, and reconstruction of the intersection of Holland Road and Evergreen Drive, and also a portion of Evergreen Drive extending to the west of that intersection approximately 417.56 feet more particularly described in paragraph 6 below (“Road”); and

WHEREAS, the Village and Town also find it to be in their mutual interests to make this Agreement regarding repairs, maintenance, and reconstruction of the entirety of Evergreen Drive located between Holland Road on the west and Buchanan Road on the east more particularly described in paragraph 7 below (“Road Area 2”), in addition to the area described as “Road” above; and

WHEREAS, the Village and Town find it to be in their mutual interests to make this Agreement as the Village has already entered into an agreement with the Town of Grand Chute and intends to reconstruct a portion of road constituting the boundary between Grand Chute and Little Chute in 2019;

NOW THEREFORE, the Village and the Town hereby enter into an Intergovernmental Cooperation Agreement pursuant to the authority granted to them by Wisconsin Statutes §66.0301, on the following terms:

1. **Term of Agreement.** The Term of this Agreement begins when signed on behalf of the last of either the Town or Village, and shall continue for an indefinite time period until either the Town or the Village gives at least 24 months advance written notice to the other party of the date of termination of this Agreement, at which time the Agreement shall terminate.

2. **Maintenance, Repair, and Reconstruction.** The Village is granted exclusive authority to determine when maintenance, repair, or reconstruction of the entire Road and Road Area 2 shall take place, and the Village is granted exclusive responsibility to maintain, repair, or

reconstruct this entire Road and Road Area 2 at Village expense. Maintenance includes, but is not limited to snow plowing, ditch maintenance, and other usual and customary procedures and methods to keep both the Road and Road Area 2 in good condition for vehicular travel. Reconstruction of the Road will be substantially consistent with preliminary plans presented by the Village to the Town on December 12, 2017. The Village shall obtain all permits required for such work. Plans for Road Area 2 is consistent with what was presented to the Town on December 12, 2017.

3. **Use of the Road right of way.** The Village is granted exclusive authority to permit use of the Road and Road Area 2 rights of way for installation and maintenance of above and below ground utilities, for which such utility installations will be deemed the same as permanent easements in duration and not terminated, nor their removal required, by either termination or expiration of this Agreement.

4. **Traffic control of the Road.** The Village is granted exclusive authority to control traffic speeds, weight limits and signage on both the Road and Road Area 2.

5. **Assessments by Village.** The Village will not make assessments to Town of Vandebroek land owners abutting the Road and Road Area 2 for the initial road reconstruction and any initial water, sanitary sewer, or storm sewer work done in connection with the initial reconstruction of the Road and Road Area 2. This provision does not apply to, or cancel, current outstanding deferred assessments for existing water, sanitary sewer, and storm sewer utilities, nor prohibit assessment for installations, repairs, or replacements, made subsequent to the initial Road and Road Area 2 reconstruction and utility installations associated therewith described in paragraph 6 and paragraph 7 below.

6. **Described segment of Road.** This Agreement, and the construction associated with it, apply only to those portions of Holland Road and Evergreen Drive depicted on Exhibit A by yellow lines and arrows for purposes of longitudinal and width dimensions together with blackline boundaries showing the tapered portions of the intersection work on the northeast and south sides of the intersection of Holland Road and Evergreen Drive. The intersection will be installed fully in concrete with new asphalt transitions being provided at the end of radii. The asphalt transitions will be extended at a 10:1 angle until matching the existing asphalt pavement edge. The proposed asphalt pavement transition will extend, as shown by the yellow lines and arrows on Exhibit A, 173.45' on Evergreen Drive, east of the centerline intersection with Holland Road; and the transitions on Holland Road will extend 114.85' to the north and 108.81' to the south respectively, to the centerline intersection with Evergreen Drive. Full concrete pavement lanes will be installed on Evergreen Drive for 417.50' west of the centerline intersection with Holland Road. The west side of Holland Road, north of the Evergreen Drive and the north side of Evergreen Drive, west of Holland Road are within the corporate boundary of the Village of Little Chute and are excluded from the above description. **Exhibit A** is attached for reference.

7. **Described segment of Road Area 2.** This Agreement, and the construction associated with it as described in paragraph 6 above also applies to the entirety of Evergreen Drive located between Holland Road on the West and Buchanan Road on the East depicted on Exhibit B by yellow lines and arrows for purposes of longitude and width dimensions together with black line boundaries. Road Area 2 will be improved in a consistent road profile as was completed between Holland Road and French Road. The improvements generally consist of an urbanized

cross section with curb and gutter, three lanes, and various utility improvements associated with improved roadway.

8. **Complete Agreement.** This constitutes the complete agreement between the parties and there have been no other oral representations, warranties, or agreements upon which either party has relied, unless in writing and signed by the party to be bound.

9. **Signatures.** Fax or email copies of this document, and copies of signatures transmitted by fax or email, and counterpart signature pages of this document shall be deemed as binding and valid as originals.

Dated this _____ day of _____, 2020.

VILLAGE OF LITTLE CHUTE

BY: _____
Michael Vanden Berg, Village President

Dated this _____ day of _____, 2020.

TOWN OF VANDENBROEK

BY: _____
Jason Wegand, Town Chairman

EVERGREEN DRIVE

VILLAGE OF LITTLE CHUTE

OUTAGAMIE COUNTY, WISCONSIN



Village of Little Chute Staff

Village Engineer:

Christopher L. Murawski, P.E.
Engineering Department
108 West Main Street
Little Chute, Wisconsin 54140

chris@littlechutewi.org

Office Phone: (920) 423-3861
Cell Phone: (920) 841-0042

Engineering Technician:

Rob Olkiewicz
Engineering Department
108 West Main Street
Little Chute, Wisconsin 54140

rob@littlechutewi.org

Office Phone: (920) 423-3866
Cell Phone: (920) 422-1947

Engineering Technician:

Dave Mattson
Engineering Department
108 West Main Street
Little Chute, Wisconsin 54140

david@littlechutewi.org

Office Phone: (920) 423-3863
Cell Phone: (920) 378-4395

Engineering Technician:

Bryan Blum
Engineering Department
108 West Main Street
Little Chute, Wisconsin 54140

bryan@littlechutewi.org

Office Phone: (920) 423-3862
Cell Phone: (920) 422-0938



CONTACT INFORMATION

AT&T MIDWEST (TELEPHONE)
JOE KASSAB
205 S. JEFFERSON STREET
GREEN BAY, WI 54301
920-202-4002
JK572K@ATT.COM

CHARTER (CABLE)
VINCE ALBIN
3520 DESTINATION DRIVE
APPLETON, WI 54915
920-378-0444
VINCE.ALBIN@CHARTER.COM

KAUKAUNA UTILITIES (ELECTRIC)
BRIAN WILLMS
777 ISLAND STREET
KAUKAUNA, WI 54130
920-462-0222
BWILLMS@KU-WI.ORG

WE ENERGIES (GAS)
ALEXIS KRINGLE
800 S. LYNDALE DRIVE
APPLETON, WI 54912
920-380-3372

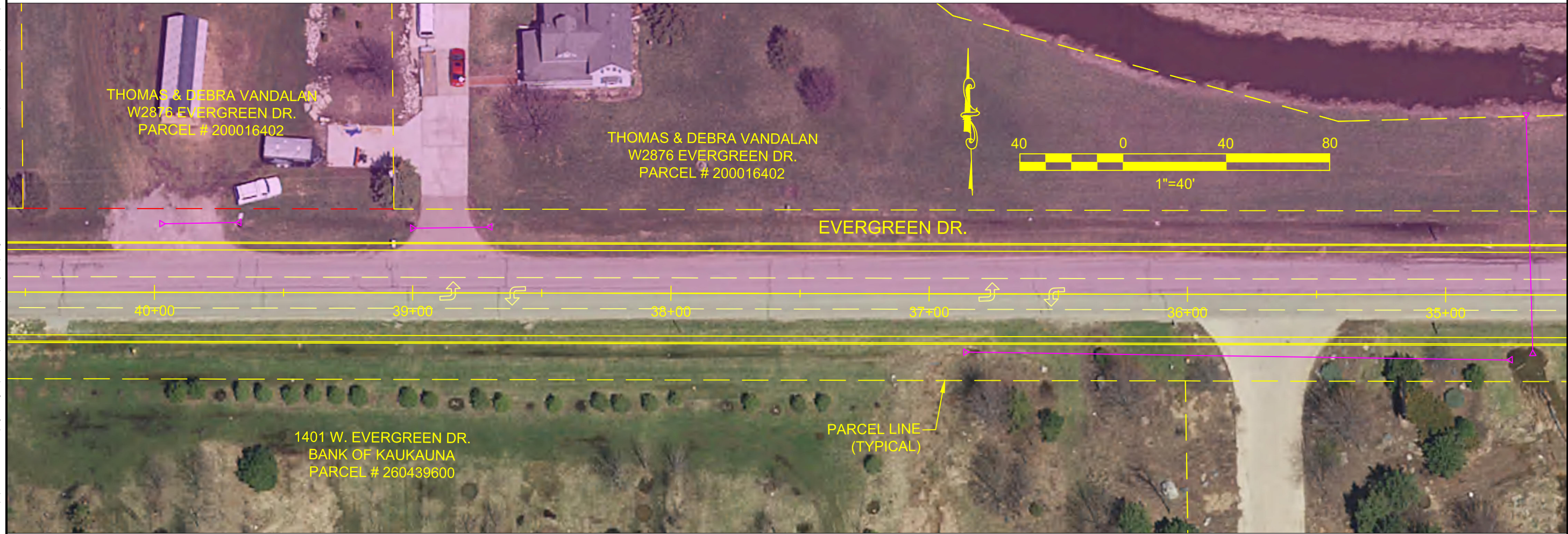
FOX VALLEY METRO POLICE
200 W. MCKINLEY AVE
LITTLE CHUTE, WI 54140
NON EMERGENCY
920-788-7505

LITTLE CHUTE FIRE DEPARTMENT
200 W. MCKINLEY AVE
LITTLE CHUTE, WI 54140
NON EMERGENCY
920-788-7399

MIDWEST CONTRACT OPERATIONS (WATER)
JERRY VERSTEGEN
625 E. EVERGREEN DRIVE
LITTLE CHUTE, WI 54140
920-788-7522

Drawing Index

Sheet No.	Reference No.	Description
1	0.0	Cover Sheet
2 - 8	1.0 - 9.0	Preliminary Concrete Pavement Layouts
9	10.0	Typical Sections



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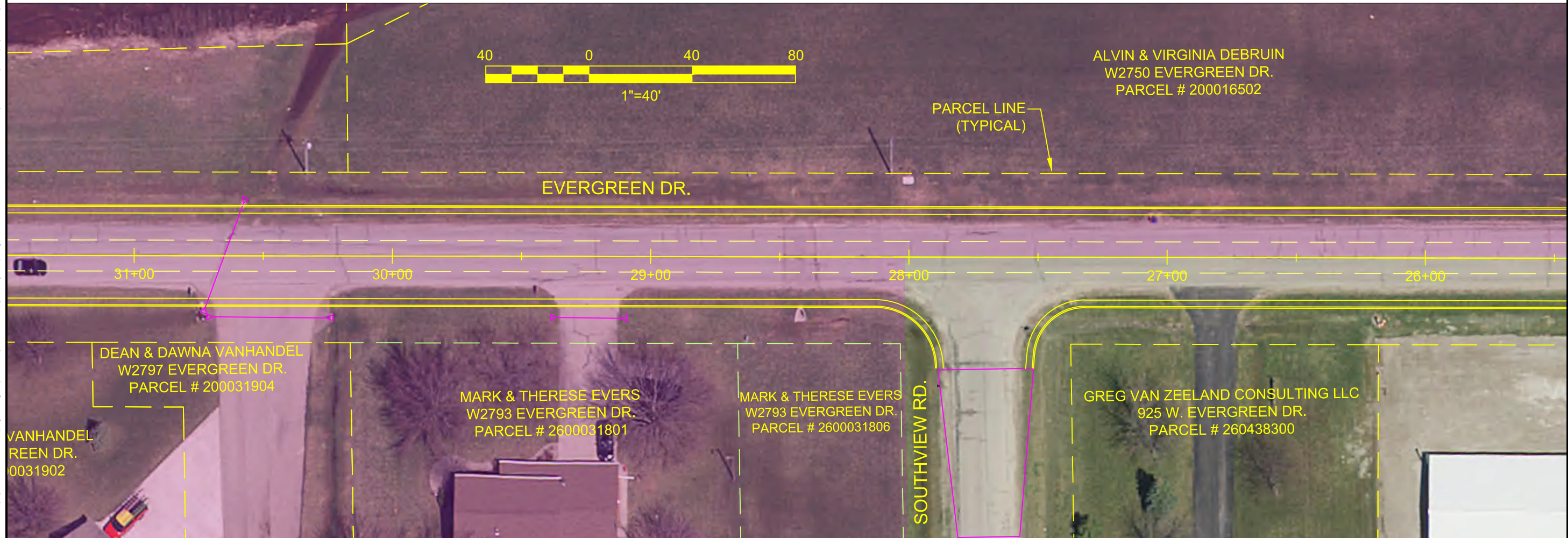
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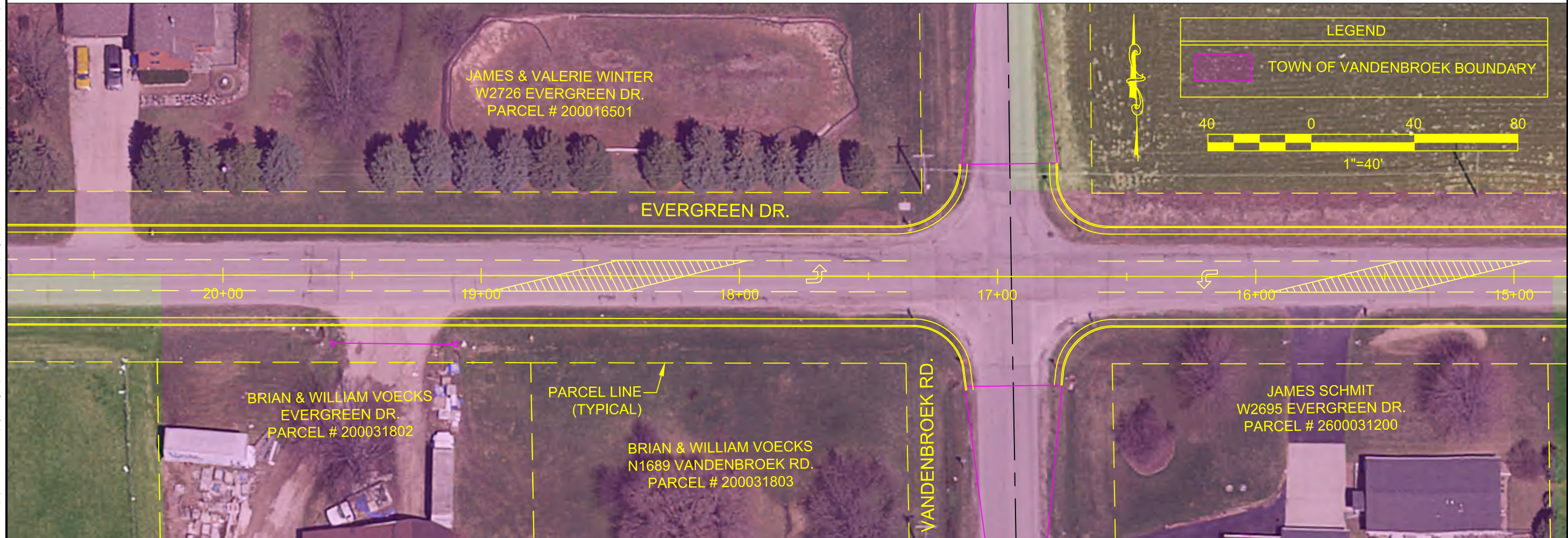
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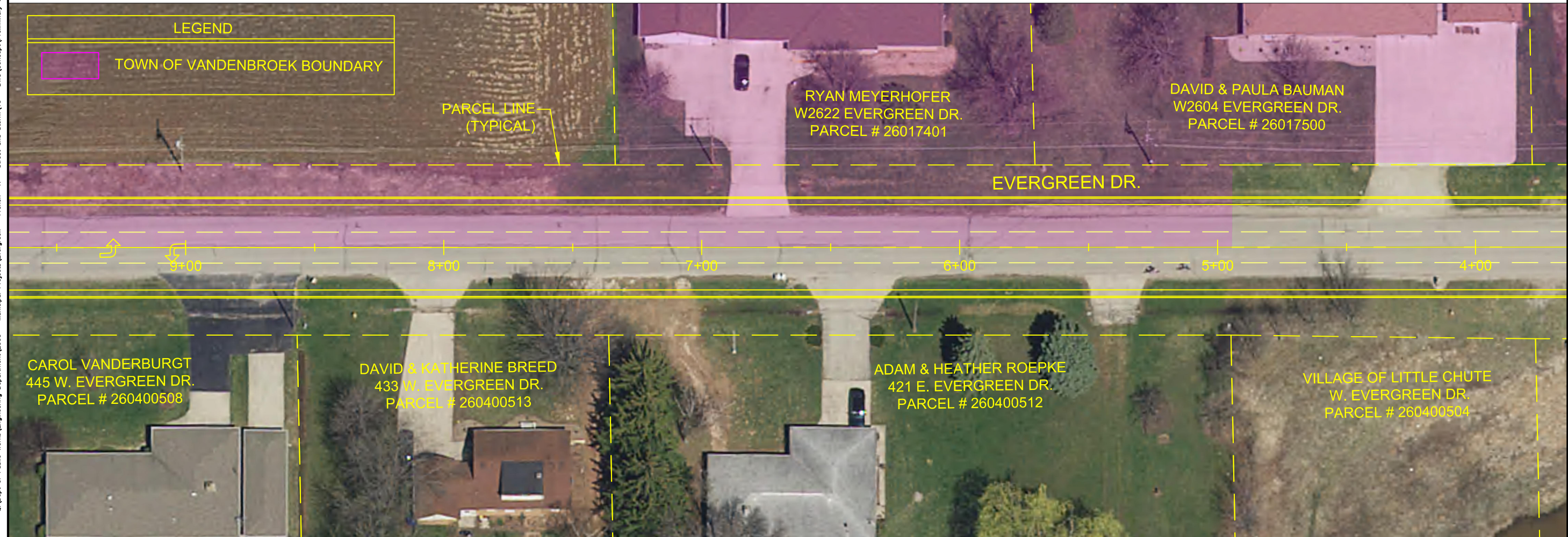
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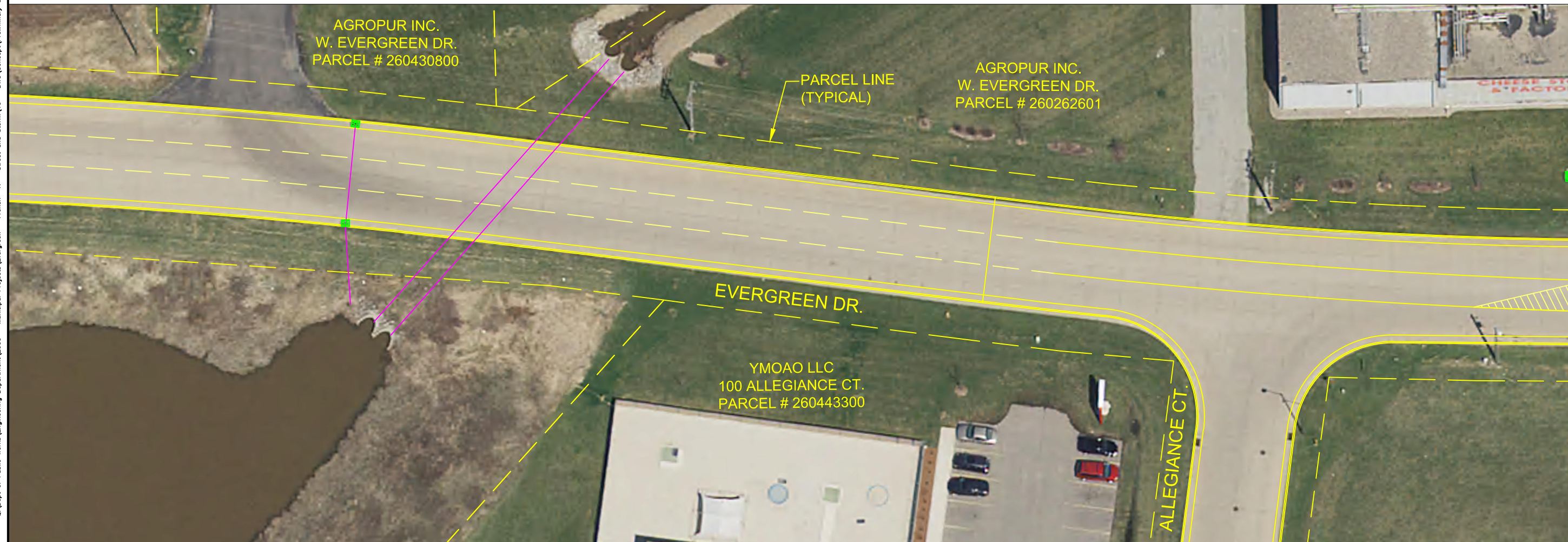
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 Approved: _____

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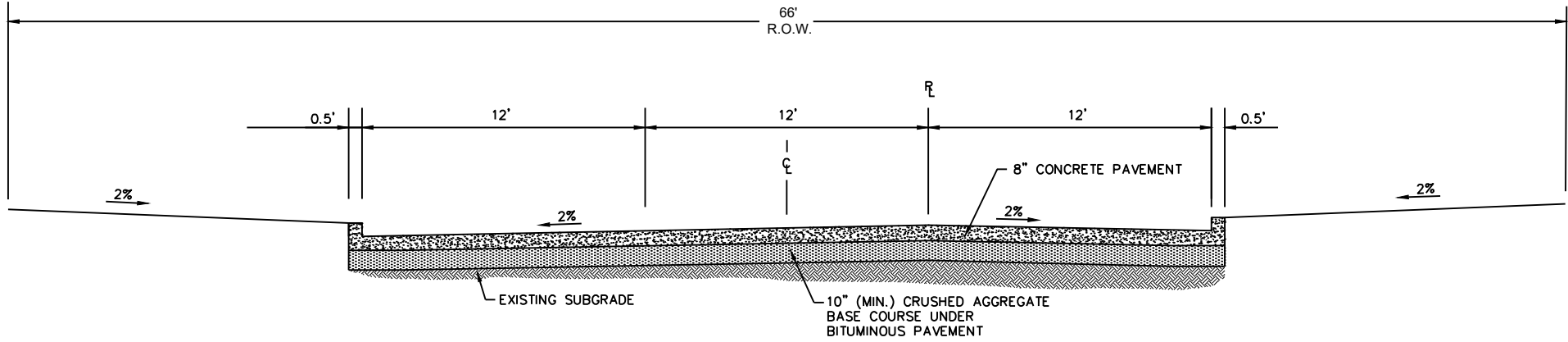
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EVERGREEN DRIVE
PRELIMINARY DESIGN
HOLLAND RD. TO BUCHANAN RD.
VILLAGE OF LITTLE CHUTE, WISCONSIN

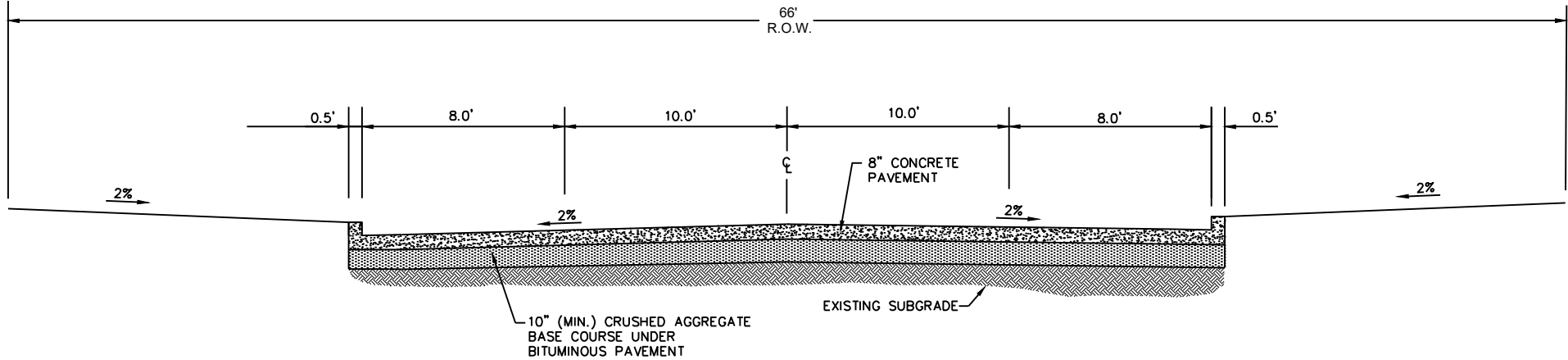
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1.0 PAVEMENT CROSS SECTION DETAIL (STA. 0+00 to HOLLAND RD.)
C9.0 NOT TO SCALE



2.0 PAVEMENT CROSS SECTION DETAIL (RANDOLPH DR. to BUCHANAN RD.)
C9.0 NOT TO SCALE


G:\Dept of Public Works\Engineering Department\2000 - Municipal Projects\Evergreen - French -N - Street and Storm\10 - DWG\Concept\Preliminary Concept NEW.dwg: 6/23/2020 2:57:00 PM: ROBERT OLKIEWICZ: - - - -

EVERGREEN DRIVE
PRELIMINARY DESIGN
HOLLAND RD. TO BUCHANAN RD.
VILLAGE OF LITTLE CHUTE, WISCONSIN

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CONCEPT	
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Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Little Chute Library Flooring Bid
PREPARED BY: James P. Fenlon, Administrator 
REPORT DATE: February 26, 2021
ADMINISTRATOR'S REVIEW/COMMENTS: (See Below)
<p>EXPLANATION: The Library project flooring costs exceeded the \$25,000 threshold and therefore needed to be publically bid. The village received one bid on Wednesday, February 24th from a qualified bidder (D&M Interiors of Little Chute) of \$46,500. The bid announcement was posted in the Times Villager and the affidavit for the publication is attached.</p> <p>Staff recommends approving the bid of \$46,500 from D&M Interiors.</p>
RECOMMENDATION: Approve the bid from D&M Interiors of \$46,500 for the flooring of the Little Chute Library.

STATE OF WISCONSIN AFFIDAVIT OF PUBLICATION

Feb. 10 & 17, 2021
VILLAGE OF LITTLE CHUTE
NOTICE TO BIDDERS

The Village of Little Chute is seeking bids for removing and replacing flooring in the Little Chute Public Library. Currently the floors are broadloom carpet and Luxury Vinyl Planking (LVP)

1. Scope of Work

- Remove and dispose of existing (LVP) and carpet area.
- Floor prep (scrape, grind concrete, patch, skim coat and sand, floor sealer/bond enhancer).
- Install carpet tiles, vinyl plank flooring, vinyl base and reducers to the flooring selections from the Village of Little Chute.

2. Areas Where Works Is to Be Performed / Products to Be Used

- Main entrance to the Library
 - Patcraft 10317 Prado Color 595 Obsidian Carpet Tile – approximately 745 square feet of floor.
 - Johnsonite cb-63 Burnt Umber base and reducers – approximately 119 lineal feet of vinyl base.
- Lab area, Children's area, Main area, and Podcast room
 - Patcraft 10227 Easy on the Eyes color Alakazan 412 carpet tile - approximately 8,425 square feet of floor.
 - Johnsonite Cb-63 Burnt Umber base and reducers – approximately 869 feet of base and reducer.

CHAD BREWER
Notary Public
State of Wisconsin

Julie Penney
being duly sworn doth depose and say that he/she is an authorized representative of the **TIMES-VILLAGER**, a weekly newspaper published by News Publishing Co., Inc. at **Kaukauna, Wisconsin, in Outagamie County**, and that an advertisement of which the annexed is a true copy, taken from said paper, was published therein on:

2-10-21

2-17-21

SIGNED

DATED

Julie Penney
2-26-21

[Signature]
Notary Public, State of Wisconsin

My Commission Expires

4/25/2023

of Lines 91

of Weeks Published 2

Publication Fee \$ 271.06

Proof of Publication \$ 1-

Total \$ 272.06

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: 2021 Village Market

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

REPORT DATE: February 26, 2021

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report: JP
See additional comments attached: _____

EXPLANATION: Village staff members are currently working on plans to offer a Village Market in 2021. In 2020 we did not offer the Village Market due to COVID-19. In 2019, the village attempted to offer the market, but we did not receive enough applications from produce vendors.

In February, staff contacted our previous produce vendors and solicited for new produce vendors. We did receive some response. Staff would like to try and request more vendors to fill the Village Market vendor list. The village budgeted \$1500 in the Recreation budget for the village market. Most of these funds are utilized for marketing efforts.

Staff are requesting that the village board allows staff to try and make the Village Market a reality in 2021. The market would run from June 10 – September 9th on Thursday nights from 4pm-7pm on the Windmill Plaza. Staff will work with the Outagamie County Health Department through all COVID-19 modifications.

ATTACHMENTS: Vendor Application and Vendor Guidelines

RECOMMENDATION: This is provided for discussion and recommendation. Staff recommend that the Board of Trustees allow staff to continue with the planning process of hosting the Village Market in 2021.



108 W. Main Street
Little Chute, WI 54140
(920)423-3868

For Office Use:

Date Received: ____/____/2021

Cash: \$_____ Check#: _____

☐ Seasonal ☐ Weekly

Village Market Vendor Application

Vendor Name			
Business Name (if applicable)			
Facebook Page (if applicable)			
Phone ()	Email		
Address (individual or business)			
City	State	ZIP Code	

Please place an "X" by the type of product(s) you would like to sell at the Village Market.

<input type="checkbox"/> Produce	<input type="checkbox"/> Baked goods	<input type="checkbox"/> I am a non-profit or civic group
<input type="checkbox"/> Flowers/ Plants	<input type="checkbox"/> Art	<input type="checkbox"/> I am a business in Little Chute
<input type="checkbox"/> Handmade Crafts	<input type="checkbox"/> Other _____	<input type="checkbox"/> Prepared Food

Please provide a detailed description specific items to be sold or activities to take place ("vegetables" is not sufficient). Use a separate sheet of paper if needed. Please include pictures with application if possible.

The Market hours are 4:00 p.m. to 7:00 p.m. every Thursday from June 10th to September 9th, 2021 (excluding July 1st)

Please place an "X" in the boxes that you will be attending the Village Market.

June			July				August				September	
10 th	17 th	24 th	8 th	15 th	22 nd	29 th	5 th	12 th	19 th	26 th	2 nd	9 th

Check Preferred Location *this does not guarantee placement, only indicates preference*

- ☐ Plaza Space (10' x 15')
- ☐ Parking Lot Space (16'x18')

****If you need more than one space due to the quantity of your product, please indicate the number of spaces needed and why. Extra space will be provided on an as needed basis determined by the Village.**

Do you require electricity? Yes____ No____ If so please explain why here: _____

*Market Management must approve of electricity or generator use: **Approved** **Not Approved**

Do you need to sell from a vehicle or trailer? Yes____ No____

PLEASE DO NOT SEND PAYMENT UNTIL INSTRUCTED TO DO SO.

Accepted 2021 vendor fees will be: \$30 Seasonal Fee (14 weeks) OR \$5 Weekly Fee

☐ **I have read and agree to follow all Village Market rules and guidelines.**

Vendor Signature: _____ Date: ____/____/2021

~~~~~ PLEASE RETURN APPLICATION BY APRIL 1 TO BE CONSIDERED FOR OUR FIRST ROUND SELECTIONS ~~~~~



Village Market Vendor Guidelines

Thank you for considering the Little Chute Village Market. We look forward to working with you to make this season successful. Please read and review all sections of the vendor guidelines.

Application Process: All interested vendor or performers are to follow these instructions.

- Fill out the Vendor Application – (a picture and description of your product must be included with your application). *Filling out an application does not mean you will be guaranteed a spot at the market. Please be as detailed as possible when filling out your application so we know exactly what you sell.*

Vendor types: Growers/ Producers, Processed/ Prepared Foods, and Crafters (*You may fall under more than one category depending on what you are selling*).

- *Grower/ Producer:* Raw agricultural products not altered from its original state. Homegrown produce, fruits, vegetables, fresh and dried flowers, nuts and potted plants, etc.
- *Processed/Prepared Foods:* Meat, baked goods, syrup, honey, salsa, jam, jelly, eggs, and cheeses. Hot or cold ready-to-consume food and drinks. Vendors are responsible for obtaining appropriate and current licenses for these products.
- *Crafter:* handcrafted items; all items must be original and handcrafted by the vendor.

Note: After the application is reviewed, applicants will receive an email or phone call to let the vendor know if they have been accepted or declined.

General Rules and Guidelines:

- **Time and Location:** The Village Market is held every Thursday of the month beginning on June 10th and ending on September 9th (14 days), from 4:00 – 7:00 PM on the Windmill Plaza (located off W. Main Street) and in the adjacent Gerard H. Van Hoof Memorial Library parking lot.
- **Set-up:** Vendors may arrive for set up at 3:00 PM at the earliest. **Please do not begin selling until 4 PM.** If you need extra time to set-up, contact the market management.
- **Stalls Assignments:** All vendors will be given a stall location before the start of the season. However, stall movement may occur throughout the season at the discretion of the Market Manager.
 - *Stall Sizes:* Plaza stalls are 10'x 15' with a 2' buffer between stalls and parking lot stalls are 16'x18' no buffer.
 - Additional space can be requested if needed. Approval from the Market Manager must be given to receive additional space. Reason for additional space must be clearly stated on the application.

- Only one open bed pick-up truck is allowed in your area. To have your pick-up truck in your area you must be selling the majority of your product out of it. All other vehicles must be parked outside of the Village Market area. Pick-up trucks are not allowed on the Windmill Plaza.
- Food Trucks are allowed in your stall but the attached pick-up truck must be parked outside of the Village Market area.
- **Weights and Measures:** All vendors are responsible for knowing the proper unit of measurement for their goods being sold. Vendors are required to bring their own certified commercial scales. **All scales MUST have a Little Chute sticker signifying that it has been checked and approved. To obtain a Little Chute sticker please make an appointment with the City of Appleton Health Dept. (920) 832-6429.**
 - The Village works with the Appleton Health Department to set up a time period for scale testing if you need your scale tested. The Village will work with the health department to determine a date and time to hold a scale testing at Village Hall.
- **Clean-up:** All vendors are responsible for disposing of their trash at the end of the night. Trash polycarts will be located in the parking lot. Please take all recycling items with you.
- **Attendance:** If you are unable to attend the market, please let market management know as soon as possible. Having a consistently full market is important to ensure that customers will visit the market on a weekly basis.
- **Market Cancellation (inclement weather):** The market will be open rain or shine and will **NOT** cancel. Please do not call to see if the market is canceled because we are planning on being open all summer rain or shine.
- **Weights/ Anchors:** Before you come to the market please be sure to bring the proper weights or anchors to hold down your tent. All spaces are located on a concrete or asphalt surface. Extra weights will not be provided.
- **Tents and Coverings:** No equipment such as tents or tables will be provided. Please bring the proper coverings.
- **Labeling:** All labeling should be clear, correct, and not misleading to customers. Labels should include: product name, ingredient statement, business name and address, net content statement, nutrition facts panel, and safe handling label for raw meats. **For questions on proper labeling please call the Appleton Health Department.**
- **Licensing and Permits:** Vendors are responsible for having all of the correct and current licenses and permits to sell at a farmer's market setting.
- **Parking:** No vehicles may be parked in the parking lot during the market unless approved by market management. Public parking is available in the parking lot behind Seth's Coffee. Please try to reserve the spaces on the road for market guests.
- **Fees:** The fee for all vendors are \$5.00 weekly or \$30.00 for the season. No seasonal fee passes will be sold after the 1st market. Refunds will not be given.

- **Electricity:** No generators are allowed unless approved by the market management. Electricity use is limited. If you need access to power please indicate as such on your application. Extension cords and other equipment will not be provided.
- **Pets:** Dogs are permitted on the Plaza as if it were a public sidewalk. All pets must be leashed and cleaned up after. Dogs are not allowed on the Windmill grass.

Questions, Comments, and Concerns

- **TBA** (Market Manager) – This position is typically hired in April
 - (920) 423-3856
- **Adam Breest** (Parks Director)
 - (920) 423-3868
 - adam@littlechutewi.org
- **Laurie Decker** (Clerk)
 - (920) 423-3851
 - laurie@littlechutewi.org

Village of Little Chute
REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Signage update for Commercial Highway District

PREPARED BY: David Kittel, Community Development Director

REPORT DATE: 2/12/2021

ADMINISTRATOR'S REVIEW/COMMENTS:



EXPLANATION:

During a recent Variance for a sign in the Commercial Highway District it was noted that there are no limits to how many free-standing signs a property could have. This could be an issue with certain properties that have a large amount of frontage could possibly have 1 freestanding sign for every 10 feet of frontage. The minimal lot width in this district is 100ft, meaning a possibility of 10 freestanding signs of 30sqft each. Upon further review there was also nothing specific on signs in the vision triangle. In order to help ensure that we do not run into this possibility of a sign in the vision triangle and an unsightly amount of signage see the proposed amendment to the existing ordinance in red.

Section 44-51(f)

Permitted accessory signs. For each principal structure the permitted accessory sign for each ten lineal feet of frontage on a public street (frontage being determined by the principal entrance to the premises), a maximum of one sign and 30 square feet of sign area shall be permitted. The sign area may be used in a fewer number of signs than permitted, but the maximum number of signs shall not be exceeded even though the total area permitted is not used. No sign shall be located within five feet of any lot line. **The maximum allowable number of freestanding signs that will be permitted per property is two.** The maximum height of signs is 45 feet, except that signs located within 660 feet of a U.S. highway and more than 660 feet from a residential district have a maximum height of 65 feet. **Signs shall not be located in any vision triangle area of 15 feet at street intersections.** Temporary signs are permitted that comply with [section 44-50\(f\)\(4\)](#).

RECOMMENDATION: To introduce this topic to the Board

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Update from the Transportation Funding Working Group

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

REPORT DATE: February 26, 2021

EXPLANATION: The Transportation Funding Working group met in January and again in February. This update is meant to provide a snapshot of the group's efforts and what next steps are going to be taken. This will provide the entire Board of Trustees an update on items you will be presented at our March 17th Regular Board meeting.

The first meeting in January was a general discussion of goals, data, and next steps. There was some discussion of different alternative funding sources (utility, taxes, wheel tax, sales tax). During that discussion, it was clear that one of the goals of the group was to identify a way in which assessments could be reduced or eliminated. As discussion continued, it became apparent that the most effective action to that accomplish that goal was the formation of a Transportation Utility. By conclusion of the January meeting, the group had decided that meeting with a consultant on the topic of transportation utility was the next step. The goal of meeting with a consultant was to learn more about the process of creating a utility.

In the lead up to the February meeting, staff provided data related to the last decade of street improvement in the village, provided a host of resources related to alternative funding sources (including transportation utilities), and reviewed a webinar and other information related to transportation utility formation.

In our February meeting, we were joined by a consulting firm that answered questions of the group related transportation utilities. In addition, we discussed the most efficient process for the study and creation of a transportation utility. The group agreed that to move forward, we were to provide an updated to the Regular Board and prepare a request for proposals (RFP) to begin the creation of a transportation utility.

At our March 17th meeting, it is intended that we will have a draft RFP that the Board of Trustees approve and release for the submission of proposals. The end goal of this proposal process is to identify a consulting firm that will assist and lead the village in analyzing, drafting, and prepare the organizational and legal structure of a Transportation Utility Fee for the Village of Little Chute. This effort will include the analysis of our current fiscal situation, identification of a unit of measurement for the utility, annual maintenance considerations, and proposed ordinance language for the creation of a utility. In addition, the village will ask that the proposals provide for various public information sessions on the topic to hear from and engage the public on the creation of a utility.

To learn more on this topic, here are a few resources related to transportation utilities:

- Webinar from Ruekert and Mielke - <http://www.ruekertmielke.com/videos/new-funding-for-roads-transportation-utilities-wi>
- Blog post from Ruekert and Mielke - <https://www.ruekertmielke.com/blog/2020/new-funding-option-for-wisconsin-streets-projects>
- Blog post from RA Smith - <https://www.rasmith.com/blog/transportation-utility-fees-can-benefit-your-community/>

RECOMMENDATION: Provided for information – the goal is to have an RFP ready for board approval and release on March 17th.