



## AGENDA

# REGULAR BOARD MEETING

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

**Virtually attend the March 17th Regular Board meeting at 6 PM by following the zoom link here:**

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

<https://zoom.us/j/98309128367>

Dial by your location  
+1 312 626 6799 US (Chicago)  
Meeting ID: 983 0912 8367  
Find your local number: <https://zoom.us/u/abvV9d14cm>

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 March 3, 2021
2. Minutes of Committee of the Whole Meeting of March 10, 2021
3. Action—Adopt Resolution No. 5, Series 2021, Drews CSM
4. Action—Adopt Resolution No. 6, Series 2021, Griffin CSM
5. Disbursement List

- E. Other Informational Items—February Fire Monthly Report and February Monthly Report
- F. Public Hearing—Karen Drive Zoning Change

- G. Discussion/Action—Johnson Street Parking
- H. Action—Ordinances:
  - a) *Adopt Ordinance No. 2-157, Series 2021, An Ordinance Establishing Compensation and/or per Diems for Certain Boards and Commissions Members*
  - b) *Adopt Ordinance No. 3, Series 2021, An Ordinance Amending Chapter 40 Streets, Sidewalks, and Other Public Places, Article III Section 40-64 (K) Construction and Repair*
  - c) *Adopt Ordinance No. 4, Series 2021, An Ordinance Amending Chapter 44 of the Little Chute Municipal Code and the Official Zoning Map for Karen Drive*
- I. Action—Site Plan Outagamie County Recycling and Solid Waste
- J. Discussion—Request from Rustic Resque to Utilize Village Parking
- K. Discussion/Action—Kayak Launch
- L. Discussion—MS4 Annual Report
- M. Action—Adopt Resolution No. 7, Series 2021 Approving the 2020 MS4 General Permit Annual Report
- N. Discussion/Action—RFP Transportation Funding Working Group
- O. Discussion/Action—Budget Amendments and Carryover
- P. Discussion/Action—K-9 MOU
- Q. Discussion—Covid-19 Updates
- R. Department and Officers Progress Reports
- S. Call for Unfinished Business
- T. Items for Future Agenda
- U. Closed Sessions:
  - a) 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. *Review Legal Proposal for Outagamie County Landfill*
  - b) 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 Negotiations*
  - c) 19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Personnel, 2020 Review of Village Administrator*
- V. Return to Open Session
- W. 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 12, 2021



### **Information for the Regular Board Meeting – March 17 – 6:00 PM**

The Village of Little Chute is taking precautions related COVID-19 as it relates to Village Board meetings. On March 16<sup>th</sup>, 2020, the Wisconsin Attorney General released guidance for local communities related to Open Meetings and the use of technology while still complying with Wisconsin's Open Meeting laws. You can find Wisconsin Department of Justice guidance here: [DOJ Guidance on Open Meetings](#).

Until further notice, the Village of Little Chute will be providing the following means for residents to interact, engage, and participate in Village Board proceedings. The proceedings of all Village of Little Chute public meetings are recorded and available for review.

Virtually attend the March 17<sup>th</sup> Regular Board Meeting at 6:00 PM by following the link here:

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 983 0912 8367

Find your local number: <https://zoom.us/u/abvV9d14cm>

1. If you are experiencing connectivity issues or have questions on the options above, please contact James Fenlon at [james@littlechutewi.org](mailto:james@littlechutewi.org)
2. 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.
3. 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>
4. If you have questions or comments regarding the agenda, you can also contact the Village Administrator, James Fenlon, at [james@littlechutewi.org](mailto:james@littlechutewi.org) or 920-423-3850.
5. 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 MARCH 3, 2021

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

### **Roll call of Trustees**

PRESENT: Michael Vanden Berg, President

Larry Van Lankvelt, Trustee

Skip Smith, Trustee

Brian Van Lankveldt, Trustee

Don Van Deurzen, Trustee

James Hietpas, Trustee

EXCUSED: Bill Peerenboom, 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

Tyler Claringbole, Village Attorney

EXCUSED: Laurie Decker, Village Clerk

Dan Meister, Fox Valley Metro Police Chief

Chris Murawski, Village Engineer

### **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 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

*Moved by Trustee B. Van Lankvelt, seconded by Trustee Van Deurzen to Approve the Consent Agenda items as listed.*

Ayes 6, Nays 0 – Motion Carried

### **Discussion—Nelson Crossing Overview**

Director Breest went over the Nelson Crossing Budget from 2016 to present. Director Breest also listed the donors for the Boardwalk and are listed in the agenda packet.

### **Action—Nelson Crossing Archway**

Director Breest went over the proposal for the manufacture and installation of signs to the Nelson Crossing Archway

*Moved by Trustee L. Van Lankvelt, seconded by Trustee B. Van Lankvelt to Approve the Appleton Sign Company proposal in the amount of \$24,869.00 with the Village of Little Chute paying 50%, \$12,434.50.*

Ayes 6, Nays 0 – Motion Carried

**Action—Fed-Ex/Setzer Development Agreement**

*Moved by Trustee B. Van Lankveldt, seconded by Trustee Smith to Approve the Fed-Ex/Setzer Development Agreement as presented*

Ayes 6, Nays 0 – Motion Carried

**Action—Intergovernmental Agreement with Town of Vandenbroek**

*Moved by Trustee L. Van Lankveldt, seconded by Trustee Smith to Approve the Intergovernmental Agreement with the Town of Vandenbroek as presented*

Ayes 6, Nays 0 – Motion Carried

**Action—Library Flooring Bid**

*Moved by Trustee Smith, seconded by Trustee L. Van Lankveldt to Approve D&M Interiors at a cost of \$46,500.00 for the flooring in Little Chute Library*

Ayes 6, Nays 0 – Motion Carried

**Discussion/Action—Village Market 2021**

*Moved by Trustee B. Van Lankveldt, seconded by Trustee L. Van Lankveldt to direct staff to continue the planning of the Little Chute Village Market*

Ayes 6, Nays 0 – Motion Carried

**Discussion—Signage Update for Commercial Highway District**

Director Kittel went over a recommendation to create a variance to our ordinance on the maximum signs allowed on any Commercial Highway property.

**Discussion—Transportation Funding Working Group**

Administrator Fenlon advised the Board that the group met in January and February. The goal is to have an RFP (request for proposals) ready for board approval and release at the March 17<sup>th</sup> board meeting.

**Discussion—Covid-19 Updates**

Administrator Fenlon and Director Breest gave updates on vaccinations and events to possibly be held this summer..

**Department and Officers Progress Reports**

Departments and Officers provided progress reports to the Board.

**Call for Unfinished Business**

Ordinance on Digital Signs

**Items for Future Agenda**

None

**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*

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

Ayes 6, Nays 0 – Motion Carried

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*

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

Ayes 6, Nays 0 – Motion Carried

19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Succession Planning for Department of Public Works*

*Moved by Trustee B. Van Lankveldt, seconded by Trustee Smith to enter into closed session*

Ayes 6, Nays 0 – Motion Carried

**Return to Open Session**

*Moved by Trustee Van Deurzen, seconded by Trustee Smith to exit closed session*

Ayes 6, Nays 0 – Motion Carried

**Adjournment**

*Moved by Trustee Van Deurzen, seconded by Trustee L. Van Lankvelt to Adjourn the Regular Board Meeting at 8:50 p.m.*

Ayes 6, Nays 0 – Motion Carried

**VILLAGE OF LITTLE CHUTE**

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

Attest: \_\_\_\_\_

Laurie Decker, Village Clerk

## **MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MARCH 10, 2021**

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

### **Roll call of Trustees**

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

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

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

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

None

### **Presentation—2021 Utility and Street Reconstruction Public Informational Meeting for Hartzheim Drive and Evergreen Drive**

Administrator Fenlon turned the meeting over to Village Engineer Murawski to go over the Hartzheim Drive and Evergreen Drive power point presentation. The meeting was then open to questions from any residents.

- 1) Are sidewalks included in the street assessment? Yes they are included in that rate.
- 2) Why isn't Hartzheim being finished in the west and what is the plan for Randolph? The reconstruction timeline to the west on Hartzheim will depend on future development in that area. The plan for Randolph is to reconstruct in two phases in 2022 and 2023. Engineer Murawski advised that Hartzheim needs to be done before Randolph to accommodate the water off of Highway 41.
- 3) If residents do not have sidewalks, do they pay less? The answer is no, it is a unit rate.
- 4) Why isn't Hartzheim put in completely now for savings? It is a budget issue to break these projects down and getting rates locked in.
- 5) When will the assessments impact property owners and what are the payments and rates? Once the project is completed the Village will work with the contractor on all invoices, looking at the end of the year. The invoices can be paid in a lump sum or over a five-year period at a ½% interest rate over the Village borrowed amount. The interest rate will be 1.65% per Director Remiker-DeWall.

Administrator Fenlon advised the residents that the Village Engineering team will be available to answer any individual questions from residents either virtual or with an appointment in his office.

**Action—Adopt Resolution No. 4, Series 2021 Preliminary Assessment/Hookup Fee Resolution Declaring Intent to Exercise Special Assessment Powers for Hartzheim Drive**

*Moved by Trustee B. Van Lankveldt, seconded by Trustee Smith to Adopt Resolution No. 4, Series 2021 Preliminary Assessment/Hookup Fee Resolution Declaring Intent to Exercise Special Assessment Powers for Hartzheim Drive*

Ayes 7, Nays 0 – Motion Carried

**Call for Unfinished Business**

None

**Items for Future Agenda**

None

**Closed Session:**

19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Succession Planning and Recruitment*

*Moved by Trustee Smith, seconded by Trustee B. Van Lankveldt, to enter into closed session*

Ayes 7, Nays 0 – Motion Carried

**Return to Open Session**

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

Ayes 7, Nays 0 – Motion Carried

**Adjournment**

*Moved by Trustee Van Deurzen, seconded by Trustee Smith to Adjourn the Committee of the Whole meeting at 7:23p.m*

Ayes 7, Nays 0 – Motion Carried

**VILLAGE OF LITTLE CHUTE**

By:

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

Attest: \_\_\_\_\_

Laurie Decker, Village Clerk

**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO. 5, SERIES OF 2021**

**A RESOLUTION APPROVING A CSM TO DIVIDE A PARCEL FOR RUSSELL  
& CATHY DREWS**

**WHEREAS**, Russell and Cathy Drews as owner of Parcel #260143500 and 260143501 have presented a Certified Survey Map to the Village of Little Chute Board of Trustees as prepared by Dave Schmalz a registered land surveyor; and

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

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

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

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

Date introduced, approved and adopted: March 17, 2021

**VILLAGE OF LITTLE CHUTE:**

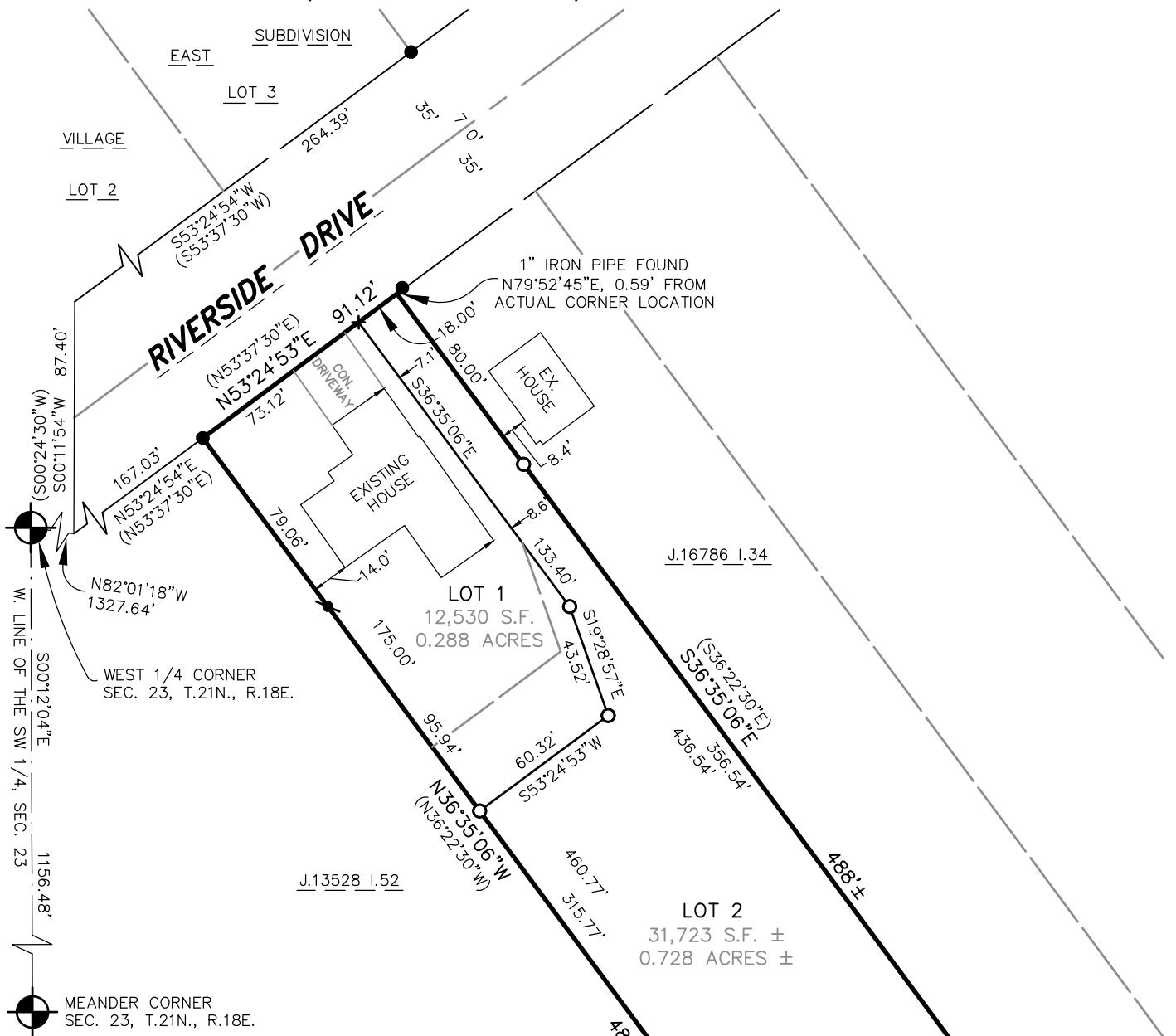
By:

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

Attest:

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

ALL OF CERTIFIED SURVEY MAP No. 5663 AS RECORDED IN VOLUME 32 OF CERTIFIED SURVEY MAPS ON PAGE 5663 AS RECORDED DOCUMENT No. 1765694, IN GOVERNMENT LOT 3, SECTION 23, TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN



BEARINGS ARE REFERENCED TO  
THE OUTAGAMIE COUNTY  
COORDINATE SYSTEM, RECORDED  
AS BEARINGS ARE REFERENCED  
TO DOCUMENT No. 1228665.

#### LEGEND

- - 3/4" x 24" ROUND IRON REBAR WEIGHING 1.5 lbs./lineal ft. SET
- - 3/4" ROUND STEEL REBAR FOUND
- - CHISEL CROSS FOUND
- - 1" IRON PIPE FOUND
- - CERTIFIED LAND CORNER OUTAGAMIE COUNTY
- - SQUARE FEET

60 30 0 60  
SCALE - FEET  
DRAFTED BY: Corey W. Kalkofen

**McMAHON**  
ASSOCIATES

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

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

PAGE 2 OF 3

ALL OF CERTIFIED SURVEY MAP NO. 5663 AS RECORDED IN VOLUME 32 OF CERTIFIED SURVEY MAPS ON PAGE 5663 AS RECORDED DOCUMENT NO. 1765694, IN GOVERNMENT LOT 3, SECTION 23, TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN

I, David M. Schmalz, Wisconsin Registered Land Surveyor S-1284, certify that I have surveyed, divided and mapped all of Certified Survey Map No. 5663 as Recorded in Volume 32 of Certified Survey Maps on Page 5663 as Recorded Document No. 1765694, a part of Government Lot 3, Section 23, Township 21 North, Range 18 East, Village of Little Chute, Outagamie County, Wisconsin containing 44,253 Square Feet (1.016 Acres) of land more or less and more:

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

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

VILLAGE BOARD APPROVAL

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

Village President  
Michael Vanden Berg

Village Finance Director  
Lisa Remiker-Dewall

CERTIFICATE OF TREASURERS

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

Village Finance Director Date  
Lisa Remiker-Dewall

County Treasurer Date  
Trenten Woelfel

NOTE:

THIS CSM IS ALL OF TAX PARCEL Nos. 260143500 AND 260143501

THE PROPERTY OWNERS OF RECORD ARE: CATHY L. & RUSSELL G. DREWS

THIS PROPERTY IS CONTAINED WHOLLY WITHIN LANDS DESCRIBED IN DOCUMENT NO. 1228665

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

PAGE 3 OF 3

ALL OF CERTIFIED SURVEY MAP NO. 5663 AS RECORDED IN VOLUME 32 OF CERTIFIED SURVEY MAPS ON PAGE 5663 AS RECORDED DOCUMENT NO. 1765694, IN GOVERNMENT LOT 3, SECTION 23, TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN

OWNER's CERTIFICATE

Russell G. Drews & Cathy L. Drews, as Owners, We hereby certify that we caused the land described on this map to be surveyed, divided and mapped as represented on this map.

Village of Little Chute

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

\_\_\_\_\_  
Russell G. Drews

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Cathy L. Drews

\_\_\_\_\_  
Witness

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

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

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
                          County, \_\_\_\_\_  
My commission expires \_\_\_\_\_

**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO. 6, SERIES OF 2021**

**A RESOLUTION APPROVING A CSM TO DIVIDE A PARCEL FOR THE  
GRIFFIN COMPNY OF LITTLE CHUTE WI, LLC**

**WHEREAS**, The Griffin Company of Little Chute, Wisconsin, LLC as owner of Parcel #260291200 and 260291201 have presented a Certified Survey Map to the Village of Little Chute Board of Trustees as prepared by Jim Sehloff a registered land surveyor; and

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

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

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

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

Date introduced, approved and adopted: March 17, 2021

**VILLAGE OF LITTLE CHUTE:**

By:

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

Attest:

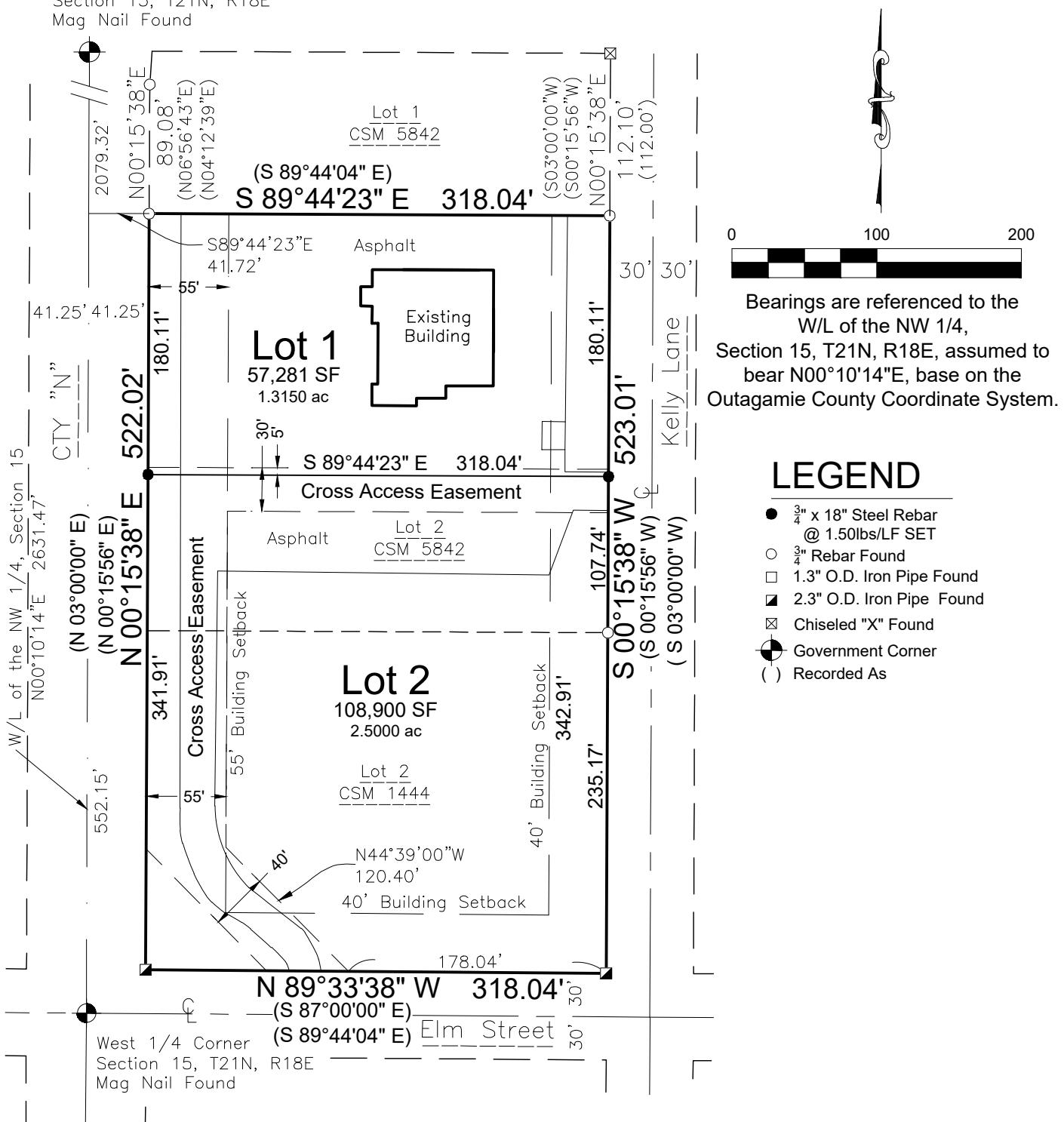
\_\_\_\_\_  
Laurie Decker, Village Clerk

## Certified Survey Map No.

All of Lot 2, Certified Survey Map 1444, and all of Lot 2, Certified Survey Map 5842, located in the Southwest 1/4 of the Northwest 1/4 of Section 15, Township 21 North, Range 18 East, Village of Little Chute, Outagamie County, Wisconsin.

Survey for:  
The Griffin Company of Little Chute, Wisconsin, LLC,  
PO Box 243  
Little Chute, WI 54140

Northwest Corner  
Section 15, T21N, R18E  
Mag Nail Found



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James R. Sehloff Professional Land Surveyor No. S-2692 Date

**DAVEL ENGINEERING &  
ENVIRONMENTAL, INC.**  
Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952  
Ph: 920-991-1866 Fax: 920-441-0804  
[www.davelpro.com](http://www.davelpro.com)

File: 6515CSM.dwg  
Date: 02/12/2021  
Drafted By: jim  
Sheet: 1 of 3

## Certified Survey Map No. \_\_\_\_\_

All of Lot 2, Certified Survey Map 1444, and all of Lot 2, Certified Survey Map 5842, located in the Southwest 1/4 of the Northwest 1/4 of Section 15, Township 21 North, Range 18 East, Village of Little Chute, Outagamie County, Wisconsin.

### Surveyor's Certificate

I, James R. Sehloff, Professional land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Village of Little Chute, and under the direction of The Griffin Company of Little Chute, Wisconsin, LLC, the property owners of said land, I have surveyed divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land all of Lot 2, Certified Survey Map 1444, Recorded as Document No. 1055647 and all of Lot 2, Certified Survey Map 5842, recorded as Document Number 1646464 in the Outagamie County Register of Deeds, being part of the Southwest 1/4 of the Northwest 1/4 of Section 15, Township 21 North, Range 18 East, Village of Little Chute, Outagamie County, Wisconsin, containing 166,181 Square Feet (3.8150 Acres) of land, subject to all easements, and restrictions of record.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

James R. Sehloff, Wisconsin Professional Land Surveyor No. S-26

### Owner's Certificate of Dedication

Griffin Company of Little Chute, Wisconsin, LLC, a limited liability company duly organized and existing under and by virtue of the Laws of the State of Wisconsin, as the property owner, does hereby certify that we caused the land above described to be surveyed, divided and mapped all as shown and represented on this map.

We do further certify this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

Village of Little Chute

In the presence of: Griffin Company of Little Chute, Wisconsin, LLC

\_\_\_\_\_  
Managing Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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

Personally came before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
My Commission Expires \_\_\_\_\_  
Notary Public, Wisconsin

File: 6515CSM.dwg  
Date: 02/12/2021  
Drafted By: jim  
Sheet: 2 of 3

## Certified Survey Map No. \_\_\_\_\_

All of Lot 2, Certified Survey Map 1444, and all of Lot 2, Certified Survey Map 5842, located in the Southwest 1/4 of the Northwest 1/4 of Section 15, Township 21 North, Range 18 East, Village of Little Chute, Outagamie County, Wisconsin.

### Village Board Approval Certificate

Resolved, that this certified survey map in the Village of Little Chute, Outagamie County, Village of Little Chute, the property owner, is hereby approved by the Village Board of the Village of Little Chute.

Village President

Date

Clerk

Date

### Treasurers' Certificate

We, being the duly elected, qualified and acting Treasurers' of the Village of Little Chute and Outagamie County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this certified survey map.

Village Treasurer

Date

County Treasurer

Date

This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

Property owners of record:

The Griffin Company of Little Chute,  
Wisconsin, LLC

Recording Information:

Doc. 1646464

Parcel Number(s):

26-0-2912-00

26-0-2912-01

James R. Sehloff Professional Land Surveyor No. S-2692 Date

Feb 12, 2021 - 11:42 AM J:\Projects\6515hie\dwg\Civil 3D\6515CSM.dwg Printed by: jim

File: 6515CSM.dwg  
Date: 02/12/2021  
Drafted By: jim  
Sheet: 3 of 3

## DISBURSEMENT LIST- March 17, 2021



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Payroll & Payroll Liabilities - March 4, 2021 **\$217,559.66**

Prepaid Invoices - March 5, 2021 **\$65,654.03**  
Prepaid Invoices - March 12, 2021 **\$89,659.22**

Utility Commission- March 16, 2021 **\$196,605.12**

### **CURRENT ITEMS**

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Bills List - March 17, 2021 **\$635,045.15**

**Total Payroll, Prepaid & Invoices** **\$1,204,523.18**

The above payments are recommended for approval:

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

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Approved March 17, 2021

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Michael R Vanden Berg, Village President

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Laurie Decker, Clerk

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>2021 REFUNDS-MISCELLANEOUS (5180)</b>							
BD376682-5	Invoi	OVERPAYMENT ON CITATION BD376682-5	21.00	Open	Non	03/21	101-35101
<b>Total 2021 REFUNDS-MISCELLANEOUS (5180):</b>							
21.00							
<b>2021 UTILITY REFUNDS (5169)</b>							
121149422	Invoi	OVERPAYMENT REFUND ACCT #1-211494-22	50.21	Open	Non	03/21	001-15000
<b>Total 2021 UTILITY REFUNDS (5169):</b>							
50.21							
<b>AMPLITEL TECHNOLOGIES (4637)</b>							
17214	Invoi	MONTHLY MANAGED SERVICES & MONTHLY BAC	3,055.00	Open	Non	03/21	404-57190-204
17214	Invoi	ANTIVIRUS, OFFICE 365, EXCHANGE ONLINE, DU	730.00	Open	Non	03/21	404-57190-208
<b>Total AMPLITEL TECHNOLOGIES (4637):</b>							
3,785.00							
<b>ASCENSION MEDICAL GROUP-FOX VALLEY WI (2514)</b>							
394490	Invoi	EAP STANDARD SERVICE-1ST QUARTER	129.75	Open	Med	03/21	101-51780-204
394490	Invoi	EAP STANDARD SERVICE-1ST QUARTER	119.37	Open	Med	03/21	101-53310-204
394490	Invoi	EAP STANDARD SERVICE-1ST QUARTER	160.89	Open	Med	03/21	207-52120-204
<b>Total ASCENSION MEDICAL GROUP-FOX VALLEY WI (2514):</b>							
410.01							
<b>BILL FOX CO LLC (2552)</b>							
20714	Invoi	1 FIRE DEPARTMENT RING	3,445.00	Open	Non	02/21	101-52200-219
<b>Total BILL FOX CO LLC (2552):</b>							
3,445.00							
<b>BUILDING SERVICE INC (4436)</b>							
116767	Invoi	OFFICE CHAIR-JENSEN	452.79	Open	Non	03/21	101-52050-221
<b>Total BUILDING SERVICE INC (4436):</b>							
452.79							
<b>CELLCOM (4683)</b>							
434005	Invoi	ENGINEERING PHONE CHARGES	104.48	Open	Non	02/21	452-57331-203
434005	Invoi	DPW PHONE CHARGES	102.81	Open	Non	02/21	101-53310-203
434005	Invoi	PARKS PHONE CHARGES	56.43	Open	Non	02/21	101-55200-203
434005	Invoi	REC PHONE CHARGES	118.52	Open	Non	02/21	101-55300-203
434005	Invoi	FACILITIES PHONE CHARGES	14.97	Open	Non	02/21	101-51650-203
434005	Invoi	INSPECTOR PHONE CHARGES	14.30	Open	Non	02/21	101-52050-203
434005	Invoi	COMMUNITY DEVELOPER CHARGES	14.30	Open	Non	02/21	101-51530-208
434005	Invoi	IPAD STORM	30.97	Open	Non	02/21	630-53442-218
434005	Invoi	IPAD STREETS	61.94	Open	Non	02/21	101-53300-218
434005	Invoi	IPAD VEHICLE MAINTENANCE	30.97	Open	Non	02/21	101-53330-218
434005	Invoi	IPAD SANITARY SEWER	30.97	Open	Non	02/21	610-53612-218
<b>Total CELLCOM (4683):</b>							
580.66							
<b>CONWAY SHIELD (3828)</b>							
465782	Invoi	BLACKINTON NICKEL BADGES	419.00	Open	Non	13/20	101-52200-219
<b>Total CONWAY SHIELD (3828):</b>							
419.00							
<b>DORNER COMPANY (4840)</b>							
156224	Invoi	FOUR BUTTERFLY VALVES	3,315.94	Open	Non	02/21	620-53634-255

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
		Total DORNER COMPANY (4840):	3,315.94				
EAST CENTRAL RPC (4993)		030321 Invoi SANITARY PERMIT REVIEW-'21 UTILITY & STREET	75.00	Open	Non	03/21	416-50240-204
		030321-1 Invoi SANITARY PERMIT REVIEW-'21 SANITARY SEWER	75.00	Open	Non	03/21	610-51229-204
		Total EAST CENTRAL RPC (4993):	150.00				
ENVISION SURFACES LLC (5189)		5910 Invoi INSTALLATION OF COUNTER TOPS	1,437.00	Open	Non	03/21	206-55110-306
		Total ENVISION SURFACES LLC (5189):	1,437.00				
FERGUSON ENTERPRISES LLC #448 #1020 (2046)							
		WN283845 Invoi STAINLESS STEEL FLANGES	327.79	Open	Non	02/21	620-53634-255
		WN283849 Invoi BACK-UP FLANGES	895.59	Open	Non	02/21	620-53634-255
		Total FERGUSON ENTERPRISES LLC #448 #1020 (2046):	1,223.38				
FERGUSON WATERWORKS LLC #1476 (221)		322824 Invoi STAINLESS STEEL CLAMPS	142.83	Open	Non	02/21	620-53644-251
		Total FERGUSON WATERWORKS LLC #1476 (221):	142.83				
GRAINGER (2338)							
		9802028614 Invoi 2-WAY VALVE	381.89	Open	Non	02/21	620-53634-255
		Total GRAINGER (2338):	381.89				
HALLMAN LINDSAY (2165)							
		M0110590 Invoi PAINT & SUPPLIES	433.33	Open	Non	02/21	206-55110-306
		M0110739 Invoi PAINT & SUPPLIES	381.89	Open	Non	02/21	206-55110-306
		M0110848 Invoi PAINT & SUPPLIES	42.47	Open	Non	02/21	206-55110-306
		Total HALLMAN LINDSAY (2165):	857.69				
INGRAM LIBRARY SERVICES (4508)							
		51280320 Invoi BOOKS	520.40	Open	Non	02/21	206-55110-206
		51340173 Invoi BOOKS	1,409.80	Open	Non	02/21	206-55110-206
		51390404 Invoi BOOKS	252.02	Open	Non	02/21	206-55110-206
		51471497 Invoi BOOKS	127.52	Open	Non	02/21	206-55110-206
		Total INGRAM LIBRARY SERVICES (4508):	2,309.74				
J & E CONSTRUCTION CO INC. (18)							
		2021-917 Invoi STONE	667.58	Open	Non	03/21	630-53442-216
		2021-917 Invoi STONE	311.81	Open	Non	03/21	101-55200-242
		Total J & E CONSTRUCTION CO INC. (18):	979.39				
LEAGUE OF WI MUNICIPALITIES (653)							
		82406 Invoi LEAF COLLECTION STUDY 2020-2023	1,000.00	Open	Non	02/21	630-53444-204
		Total LEAGUE OF WI MUNICIPALITIES (653):	1,000.00				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>LINDNER ACE HARDWARE LITTLE CHUTE (4702)</b>							
268142-325003	Invoi	CABLES TIES	7.59	Open	Non	02/21	620-53644-221
268425-325003	Invoi	DIGITAL THERMOMETER	11.78	Open	Non	02/21	620-53644-216
268456-325003	Invoi	RETURNED MERCHANDISE	1.79-	Open	Non	02/21	620-53644-216
268473-325003	Invoi	MEASURING WHEEL	35.99	Open	Non	02/21	620-53644-221
Total LINDNER ACE HARDWARE LITTLE CHUTE (4702):			53.57				
<b>MARCO TECHNOLOGIES LLC (3100)</b>							
8470880	Invoi	VOICEMAIL UPGRADE	1,068.75	Open	Non	02/21	404-57190-204
Total MARCO TECHNOLOGIES LLC (3100):			1,068.75				
<b>MCCLONE (4766)</b>							
4516	Invoi	20/21 WORKER'S COMP AUDIT	982.00	Open	Non	13/20	207-52120-230
4516	Invoi	20/21 WORKER'S COMP AUDIT	235.00	Open	Non	13/20	610-53614-230
4516	Invoi	20/21 WORKER'S COMP AUDIT	1,226.00-	Open	Non	13/20	620-53924-230
4516	Invoi	20/21 WORKER'S COMP AUDIT	699.00	Open	Non	13/20	630-53444-230
4516	Invoi	20/21 WORKER'S COMP AUDIT	3,651.00	Open	Non	13/20	101-51900-230
4516	Invoi	20/21 WORKER'S COMP AUDIT	220.00	Open	Non	13/20	204-55420-230
4516	Invoi	20/21 WORKER'S COMP AUDIT	57.00	Open	Non	13/20	206-55110-230
4516	Invoi	20/21 WORKER'S COMP AUDIT	61.00	Open	Non	13/20	101-52250-230
Total MCCLONE (4766):			4,679.00				
<b>MENARDS - APPLETON EAST (319)</b>							
98536	Invoi	PLASTER BONDER	115.39	Open	Non	02/21	206-55110-242
Total MENARDS - APPLETON EAST (319):			115.39				
<b>MIDWEST METER INC (4407)</b>							
128858	Invoi	METERS, BASES AND ACCESSORIES	17,221.89	Open	Non	02/21	620-53634-255
129146	Invoi	METERS, BASES AND ACCESSORIES	8,762.80	Open	Non	02/21	620-53644-253
129160	Invoi	CAGE SEAL	86.10	Open	Non	02/21	620-53644-253
Total MIDWEST METER INC (4407):			26,070.79				
<b>MIDWEST SALT LLC (5001)</b>							
P454367	Invoi	INDUSTRIAL SOUTHERN COARSE SALT	3,074.61	Open	Non	13/20	620-53634-224
P456095	Invoi	INDUSTRIAL SOUTHERN COARSE SALT	2,744.28	Open	Non	02/21	620-53634-224
Total MIDWEST SALT LLC (5001):			5,818.89				
<b>NEWS PUBLISHING CO INC (857)</b>							
504583	Invoi	NOTICE OF LIBRARY RENOVATION	151.43	Open	Non	02/21	101-51440-227
504584	Invoi	BUDGET ADJUSTMENT-PARK IMPROVEMENT	9.79	Open	Non	02/21	101-51440-227
505373	Invoi	ADVERTISEMENT FOR KAYAK LAUNCH	126.47	Open	Non	02/21	101-51440-227
505375	Invoi	NOTICE OF LIBRARY RENOVATION	120.63	Open	Non	02/21	101-51440-227
505946	Invoi	ADVERTISEMENT FOR KAYAK LAUNCH	100.91	Open	Non	02/21	101-51440-227
Total NEWS PUBLISHING CO INC (857):			509.23				
<b>OUTAGAMIE COUNTY TREASURER (486)</b>							
1018510	Invoi	JANUARY FUEL BILL	28.56	Open	Non	02/21	101-52050-247
1018510	Invoi	JANUARY FUEL BILL	12.87	Open	Non	02/21	630-53441-247
1018510	Invoi	JANUARY FUEL BILL	321.13	Open	Non	02/21	630-53442-247
1018510	Invoi	JANUARY FUEL BILL	1,901.15	Open	Non	02/21	201-53620-247

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
1018510	Invoi	JANUARY FUEL BILL	155.49	Open	Non	02/21	101-55200-247
1018510	Invoi	JANUARY FUEL BILL	158.40	Open	Non	02/21	101-55440-247
1018510	Invoi	JANUARY FUEL BILL	18.45	Open	Non	02/21	101-55300-247
1018510	Invoi	JANUARY FUEL BILL	87.07	Open	Non	02/21	101-52200-247
1018510	Invoi	JANUARY FUEL BILL	158.56	Open	Non	02/21	610-53612-247
1018510	Invoi	JANUARY FUEL BILL	265.88	Open	Non	02/21	620-53644-247
1018510	Invoi	JANUARY FUEL BILL	1,506.39	Open	Non	02/21	101-53330-217
Total OUTAGAMIE COUNTY TREASURER (486):			4,613.95				
RIVERSIDE BY REYNEBEAU FLORAL (322)							
155186/1	Invoi	FLORAL ARRANGEMENT- BAST	48.50	Open	Non	02/21	101-51960-211
Total RIVERSIDE BY REYNEBEAU FLORAL (322):			48.50				
SPEEDY CLEAN DRAIN & SEWER (122)							
72278	Invoi	PUMPED THE GREASE TRAP	235.00	Open	Non	03/21	206-55110-243
Total SPEEDY CLEAN DRAIN & SEWER (122):			235.00				
TIME WARNER CABLE (89)							
02/21 60703290180	Invoi	FEBRUARY/MARCH SERVICE	106.16	Open	Non	02/21	620-53924-203
02/21 70590040100	Invoi	FEBRUARY/MARCH SERVICE	63.57	Open	Non	02/21	101-52200-203
Total TIME WARNER CABLE (89):			169.73				
VALLEY LIQUOR (1239)							
892229	Invoi	BEVERAGES AND SUPPLIES	149.45	Open	Non	02/21	101-52200-211
893233	Invoi	BEVERAGES AND SUPPLIES	149.45	Open	Non	02/21	101-52200-211
894163	Invoi	BEVERAGES AND SUPPLIES	149.45	Open	Non	02/21	101-52200-211
894524	Invoi	CO2 REFILL	14.50	Open	Non	02/21	101-52200-211
895093	Invoi	BEVERAGES AND SUPPLIES	149.45	Open	Non	02/21	101-52200-211
Total VALLEY LIQUOR (1239):			612.30				
VERIZON WIRELESS (3606)							
9873358456	Invoi	JANUARY/FEBRUARY SERVICE	67.62	Open	Non	02/21	620-53924-203
Total VERIZON WIRELESS (3606):			67.62				
VILLAGE OF KIMBERLY (998)							
202101	Invoi	VLC PORTION OF LEGAL SERVICE INV RE:LIBRA	629.78	Open	Non	13/20	206-55110-262
Total VILLAGE OF KIMBERLY (998):			629.78				
Grand Totals:			65,654.03				

## Report GL Period Summary

Vendor number hash: 151271  
 Vendor number hash - split: 246006  
 Total number of invoices: 54  
 Total number of transactions: 85

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	65,654.03	65,654.03
<b>Grand Totals:</b>	<b>65,654.03</b>	<b>65,654.03</b>

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>2021 UTILITY REFUNDS (5169)</b>							
125145010	Invoi	OVERPAYMENT REFUND ACCT #1-251450-10	10.00	Open	Non	03/21	001-15000
<b>Total 2021 UTILITY REFUNDS (5169):</b>							
			<b>10.00</b>				
<b>AMPLITEL TECHNOLOGIES (4637)</b>							
17213	Invoi	MONTHLY BACK-UP, MANAGED SERVICES, OFFICE	3,825.00	Open	Non	03/21	207-52120-204
17213	Invoi	MONTHLY ANTIVIRUS, DROPSUITE-MARCH	316.00	Open	Non	03/21	207-52120-240
17213	Invoi	MULTI-FACTOR AUTHENTICATION FROM DUO	3.50	Open	Non	03/21	207-52120-204
<b>Total AMPLITEL TECHNOLOGIES (4637):</b>							
			<b>4,144.50</b>				
<b>APPLETON SIGN COMPANY (377)</b>							
210092-1	Invoi	NELSON CROSSING ARCHWAY	12,434.50	Open	Non	03/21	420-57620-277
<b>Total APPLETON SIGN COMPANY (377):</b>							
			<b>12,434.50</b>				
<b>ASSOCIATED APPRAISAL CONSULTANTS (1939)</b>							
153117	Invoi	PROFESSIONAL SERVICES-MARCH	1,991.67	Open	Non	03/21	101-51530-204
153117	Invoi	2021 REVALUATION PROGRAM	5,557.50	Open	Non	03/21	101-51530-204
153117	Invoi	POSTAGE FOR 2021 REVALUATION PROGRAM	4.00	Open	Non	03/21	101-51530-204
<b>Total ASSOCIATED APPRAISAL CONSULTANTS (1939):</b>							
			<b>7,553.17</b>				
<b>AT &amp; T (5080)</b>							
287294953059	03/2	Invoi JAN/FEB SERVICE	464.52	Open	Non	03/21	101-52200-203
<b>Total AT &amp; T (5080):</b>							
			<b>464.52</b>				
<b>CITY OF APPLETON (68)</b>							
6299	Invoi	JANUARY & FEBRUARY 2021 TRANSIT	14,958.00	Open	Non	02/21	101-51780-233
<b>Total CITY OF APPLETON (68):</b>							
			<b>14,958.00</b>				
<b>COOKING LIGHT (5191)</b>							
030921	Invoi	MAGAZINE SUBSCRIPTION	20.00	Open	Non	03/21	206-55110-207
<b>Total COOKING LIGHT (5191):</b>							
			<b>20.00</b>				
<b>CRAFTY AMERICAN (5193)</b>							
000059	Invoi	CAN COOLERS	765.00	Open	Non	03/21	101-52200-219
<b>Total CRAFTY AMERICAN (5193):</b>							
			<b>765.00</b>				
<b>DAMAGE PREVENTION SERVICES (4068)</b>							
3386	Invoi	FEBRUARY LOCATES	542.00	Open	Non	02/21	610-53612-209
3386	Invoi	FEBRUARY LOCATES	692.50	Open	Non	02/21	620-53644-209
3386	Invoi	FEBRUARY LOCATES	563.50	Open	Non	02/21	630-53442-209
3386	Invoi	FEBRUARY LOCATES	262.50	Open	Non	02/21	101-53300-204
<b>Total DAMAGE PREVENTION SERVICES (4068):</b>							
			<b>2,060.50</b>				
<b>EVERYTHING DEFIBRILLATORS LLC (5153)</b>							
16	Invoi	AED PADS	1,122.37	Open	Non	02/21	207-52120-213
<b>Total EVERYTHING DEFIBRILLATORS LLC (5153):</b>							
			<b>1,122.37</b>				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
HALLMAN LINDSAY (2165)							
M0110599	Invoi	GLOSS FOR PICNIC TABLES	41.99	Open	Non	02/21	101-55200-218
Total HALLMAN LINDSAY (2165):			41.99				
KWIK TRIP INC (2365)							
FEB 2021 286768	Invoi	FEB FUEL FOR SQUADS	3,111.74	Open	Non	02/21	207-52120-247
Total KWIK TRIP INC (2365):			3,111.74				
LAPPEN SECURITY PRODUCTS INC (735)							
LSPQ44702	Invoi	PVC ULTRA CARD	25.00	Open	Non	03/21	101-51440-206
Total LAPPEN SECURITY PRODUCTS INC (735):			25.00				
MARCO INC (3910)							
28794141	Invoi	MONTHLY COPIER LEASE-1493357-FEBRUARY 20	315.62	Open	Non	02/21	207-52120-207
Total MARCO INC (3910):			315.62				
MCMAHON ASSOCIATES INC (276)							
921113	Invoi	NORTH SIDE STORM SEWER INTERCEPTOR	4,353.05	Open	Non	02/21	416-51216-261
Total MCMAHON ASSOCIATES INC (276):			4,353.05				
NORTHEAST WI TECHNICAL COLLEGE (37)							
CS34899	Invoi	EVIDENCE TECH TRAINING	240.00	Open	Non	03/21	207-52120-201
CS34902	Invoi	EVIDENCE TECH TRAINING	320.00	Open	Non	03/21	207-52120-201
Total NORTHEAST WI TECHNICAL COLLEGE (37):			560.00				
O'REILLY AUTOMOTIVE INC (1036)							
2043-255887	Invoi	PINION SEAL #58	12.67	Open	Non	02/21	101-53330-225
2043-257388	Invoi	LIGHT BULB #41	5.45	Open	Non	02/21	101-53330-225
2043-258049	Invoi	TOOL TO FIX AXLE #58	19.99	Open	Non	02/21	101-53330-225
2043-258087	Invoi	HANDLE #86	98.35	Open	Non	02/21	101-53330-225
2043-258097	Invoi	CONTACT CLEANER FOR SHOP	15.98	Open	Non	02/21	101-53330-218
Total O'REILLY AUTOMOTIVE INC (1036):			152.44				
OUTAGAMIE CO REGISTER OF DEEDS (173)							
202100000098	Invoi	RECORDING FEES - EASEMENT	30.00	Open	Non	02/21	101-51440-262
Total OUTAGAMIE CO REGISTER OF DEEDS (173):			30.00				
POCKET PRESS INC (2367)							
116228	Invoi	CRIMINAL & TRAFFIC LAW BOOKS	78.42	Open	Non	02/21	207-52120-208
Total POCKET PRESS INC (2367):			78.42				
THEDACARE (1983)							
FEB 2021 1210055	Invoi	FEBRUARY BLOOD DRAWS	212.50	Open	Med	02/21	207-52120-204
Total THEDACARE (1983):			212.50				
TIME WARNER CABLE (89)							
02/21 71391120150	Invoi	FEBRUARY/MARCH SERVICE	219.99	Open	Non	02/21	207-52120-203

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
02/21 71406480150	Invoi	FEBRUARY/MARCH SERVICE	147.71	Open	Non	02/21	207-52120-203
03/21 70953560100	Invoi	MARCH/APRIL SERVICE	220.98	Open	Non	03/21	101-51650-203
Total TIME WARNER CABLE (89):			<b>588.68</b>				
US POSTMASTER (264)							
MARCH 2021	Invoi	POSTAGE-SPRING/SUMMER BOOK MAILING	513.29	Open	Non	03/21	204-55420-226
MARCH 2021	Invoi	POSTAGE-SPRING/SUMMER BOOK MAILING	513.28	Open	Non	03/21	101-55300-226
Total US POSTMASTER (264):			<b>1,026.57</b>				
VINTON CONSTRUCTION CO (29)							
2020002-3	Invoi	FINAL PYMT-2020 PAVING-HOMEWOOD CT	13,105.20	Open	Non	03/21	452-51016-263
2020002-3	Invoi	FINAL PYMT-2020 PAVING-CAROL LYNN	22,525.45	Open	Non	03/21	452-51019-263
Total VINTON CONSTRUCTION CO (29):			<b>35,630.65</b>				
Grand Totals:			<b>89,659.22</b>				

## Report GL Period Summary

Vendor number hash: 56663  
 Vendor number hash - split: 82312  
 Total number of invoices: 30  
 Total number of transactions: 39

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	89,659.22	89,659.22
Grand Totals:	89,659.22	89,659.22

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
ADVANCE CONSTRUCTION INC 2020005-1	DOWNTOWN STORM SEWER PROJECT	151,627.67	02/21	418-51219-263
Total ADVANCE CONSTRUCTION INC:		151,627.67		
AIRGAS USA LLC 9110278366	CYLINDER RENTALS	35.07	02/21	101-53330-218
9977532218	CYLINDER RENTALS	55.91	02/21	101-53330-218
Total AIRGAS USA LLC:		90.98		
AMERICAN FIDELITY ASSURANCE (T00890)AWD 2095638A	FLEX SPENDING MARCH	1,462.53	03/21	101-21368
Total AMERICAN FIDELITY ASSURANCE (T00890)AWD:		1,462.53		
ASCENSION MEDICAL GROUP-FOX VALLEY WI 394513	AUDIOGRAMS	140.00	02/21	207-52120-225
394513	AUDIOGRAMS	35.00	02/21	101-52350-204
394677	DRUG SCREEN	130.00	02/21	101-53310-213
Total ASCENSION MEDICAL GROUP-FOX VALLEY WI:		305.00		
AT&T LONG DISTANCE 03/21 845626857	JAN/FEB CHARGES	8.99	02/21	101-51650-203
03/21 845626857	JAN/FEB CHARGES	.31	02/21	207-52120-203
03/21 845626857	JAN/FEB CHARGES	21.05	02/21	620-53924-203
Total AT&T LONG DISTANCE:		30.35		
AUTOMATED COMFORT CONTROLS 28409	ADDED TREATMENT CHEMICAL TO HOT WATER	453.82	03/21	206-55110-243
28410	ADDED TREATMENT CHEMICAL TO HOT WATER	430.07	03/21	101-51650-243
Total AUTOMATED COMFORT CONTROLS:		883.89		
AUTOMOTIVE SUPPLY CO 60896755	BATTERY #77	261.16	02/21	101-53330-225
60897263	SOCKET SET #33	24.43	03/21	101-53330-225
CM210443	CORE RETURN	54.00-	02/21	101-53330-225
Total AUTOMOTIVE SUPPLY CO:		231.59		
BAKER & TAYLOR 2035824041	BOOKS	596.79	03/21	206-55110-206
Total BAKER & TAYLOR:		596.79		
CELLEBRITE INC INVUS227367	UFED 4PC ULTIMATE SW RENEWAL	4,300.00	03/21	207-52120-204
Total CELLEBRITE INC:		4,300.00		

Invoice	Description	Total Cost	Period	GL Account
<b>CITY OF APPLETON</b>				
6386	MARCH WEIGHTS & MEASURES	568.00	03/21	101-52050-204
<b>Total CITY OF APPLETON:</b>				
		<b>568.00</b>		
<b>DIAMOND VOGEL PAINT</b>				
207119853	LINE PAINTER REPAIR KIT	79.00	03/21	101-53330-218
<b>Total DIAMOND VOGEL PAINT:</b>				
		<b>79.00</b>		
<b>EHLERS INVESTMENT PARTNERS LLC</b>				
FEBRUARY 2021	FEBRUARY INVESTMENT MANAGEMENT	209.51	02/21	610-53614-229
FEBRUARY 2021	FEBRUARY INVESTMENT MANAGEMENT	104.76	02/21	620-53924-229
FEBRUARY 2021	FEBRUARY INVESTMENT MANAGEMENT	377.11	02/21	630-53444-229
FEBRUARY 2021	FEBRUARY INVESTMENT MANAGEMENT	169.75	02/21	300-57331-229
FEBRUARY 2021	FEBRUARY INVESTMENT MANAGEMENT	199.02	02/21	101-51780-229
<b>Total EHLERS INVESTMENT PARTNERS LLC:</b>				
		<b>1,060.15</b>		
<b>ELMSTAR ELECTRICAL CORP</b>				
1430301	MODIFY CAMERA LOOPS NEAR HOTEL	1,429.89	03/21	418-51219-204
<b>Total ELMSTAR ELECTRICAL CORP:</b>				
		<b>1,429.89</b>		
<b>FOX VALLEY HUMANE ASSOCIATION</b>				
5099	FEB HANDLE FEES	320.00	02/21	207-52120-204
<b>Total FOX VALLEY HUMANE ASSOCIATION:</b>				
		<b>320.00</b>		
<b>FOX VALLEY METROLOGY</b>				
476120	SOUND LEVEL METER	116.80	03/21	207-52120-205
<b>Total FOX VALLEY METROLOGY:</b>				
		<b>116.80</b>		
<b>FP FINANCE PROGRAM</b>				
28922575	AGREEMENT 003-1584121 POSTBASE VISION-PO	140.00	03/21	101-51650-226
<b>Total FP FINANCE PROGRAM:</b>				
		<b>140.00</b>		
<b>GALLS LLC</b>				
17744374	REPLACEMENT SPIKE STRIPS	935.99	02/21	207-52120-205
<b>Total GALLS LLC:</b>				
		<b>935.99</b>		
<b>GARROW OIL</b>				
FEBRUARY 2021	OFF ROAD DIESEL	15.95	03/21	206-55110-247
FEBRUARY 2021	OFF ROAD DIESEL	6.82	03/21	630-53441-247
FEBRUARY 2021	OFF ROAD DIESEL	6.82	03/21	630-53442-247
FEBRUARY 2021	OFF ROAD DIESEL	4.70	03/21	201-53620-247
FEBRUARY 2021	OFF ROAD DIESEL	90.93	03/21	101-55200-247
FEBRUARY 2021	OFF ROAD DIESEL	15.35	03/21	101-55440-247
FEBRUARY 2021	OFF ROAD DIESEL	8.53	03/21	610-53612-247
FEBRUARY 2021	OFF ROAD DIESEL	23.84	03/21	620-53644-247
FEBRUARY 2021	OFF ROAD DIESEL	36.88	03/21	101-53460-247
FEBRUARY 2021	OFF ROAD DIESEL	387.89	03/21	101-53330-217

Invoice	Description	Total Cost	Period	GL Account
Total GARROW OIL:		597.71		
GGLEAGUES INC 3ED5D61B-0001	WINTER ESPORTS LEAGUE	50.00	03/21	101-55300-204
Total GGLEAGUES INC:		50.00		
HELD, BARBARA A 030121	MIRROR IMAGE	10.59	02/21	206-55110-206
Total HELD, BARBARA A:		10.59		
INGRAM LIBRARY SERVICES 51583058	BOOKS	961.64	02/21	206-55110-206
51698707	BOOKS	155.59	03/21	206-55110-206
Total INGRAM LIBRARY SERVICES:		1,117.23		
J.F. AHERN CO 426580	FEB ANNUAL INSPECTION/LCFD	138.35	02/21	101-52200-204
Total J.F. AHERN CO:		138.35		
KERBERROSE SC 232609	PROGRESS BILLING FOR 2020 FINANCIAL STATE	855.00	03/21	101-51420-204
232609	PROGRESS BILLING FOR 2020 FINANCIAL STATE	115.00	03/21	414-57400-262
232609	PROGRESS BILLING FOR 2020 FINANCIAL STATE	20.00	03/21	415-57500-262
232609	PROGRESS BILLING FOR 2020 FINANCIAL STATE	118.00	03/21	416-57600-262
232609	PROGRESS BILLING FOR 2020 FINANCIAL STATE	15.00	03/21	417-57700-262
232609	PROGRESS BILLING FOR 2020 FINANCIAL STATE	4.00	03/21	418-57800-262
232609	PROGRESS BILLING FOR 2020 FINANCIAL STATE	115.00	03/21	207-52120-262
232609	PROGRESS BILLING FOR 2020 FINANCIAL STATE	919.00	03/21	610-53614-262
232609	PROGRESS BILLING FOR 2020 FINANCIAL STATE	834.00	03/21	620-53924-262
232609	PROGRESS BILLING FOR 2020 FINANCIAL STATE	1,505.00	03/21	630-53444-262
Total KERBERROSE SC:		4,500.00		
KOBUSSEN BUSES LTD. 53457	C-STARS BUS TO FRANKLIN MIDDLE SCHOOL	622.80	02/21	101-55300-218
Total KOBUSSEN BUSES LTD.:		622.80		
LEXISNEXIS RISK DATA MANAGEMENT INC 1686177-20210228	FEBRUARY 2021 MINIMUM COMMITMENT	103.00	02/21	101-51680-204
Total LEXISNEXIS RISK DATA MANAGEMENT INC:		103.00		
MADISON NATIONAL LIFE 1432877	APRIL LTD	970.26	03/21	101-21385
1432877	APRIL LIFE	407.32	03/21	101-21391
Total MADISON NATIONAL LIFE:		1,377.58		
MATTHEWS TIRE 267036	2 NEW TIRES/ALIGNMENT/BRAKES & ROTORS #1	935.76	03/21	207-52120-247
267105	2 NEW TIRES/ALIGNMENT #92	468.14	03/21	207-52120-247

Invoice	Description	Total Cost	Period	GL Account
Total MATTHEWS TIRE:		1,403.90		
MCC INC				
263655 COLD MIX		468.49	03/21	620-53644-216
263655 COLD MIX		1,405.44	03/21	101-53300-216
Total MCC INC:		1,873.93		
MCCLONE				
4177 2ND QTR WORKERS COMP		15,705.00	03/21	101-51900-230
4177 2ND QTR WORKERS COMP		85.00	03/21	206-55110-230
4177 2ND QTR WORKERS COMP		12,938.00	03/21	207-52120-230
4177 2ND QTR WORKERS COMP		952.00	03/21	610-53614-230
4177 2ND QTR WORKERS COMP		542.00	03/21	620-53924-230
4177 2ND QTR WORKERS COMP		2,666.00	03/21	630-53444-230
4177 2ND QTR WORKERS COMP		1,495.00	03/21	101-52250-230
4177 2ND QTR WORKERS COMP		1,729.00	03/21	201-53620-230
4177 2ND QTR WORKERS COMP		1,086.00	03/21	204-55420-230
4177 2ND QTR GENERAL LIABILITY		6,004.00	03/21	101-51900-231
4177 2ND QTR GENERAL LIABILITY		144.00	03/21	101-52250-231
4177 2ND QTR GENERAL LIABILITY		398.00	03/21	201-53620-231
4177 2ND QTR GENERAL LIABILITY		250.00	03/21	204-55420-231
4177 2ND QTR GENERAL LIABILITY		803.00	03/21	206-55110-231
4177 2ND QTR GENERAL LIABILITY		6,224.00	03/21	207-52120-231
4177 2ND QTR GENERAL LIABILITY		413.00	03/21	610-53614-231
4177 2ND QTR GENERAL LIABILITY		267.00	03/21	620-53924-231
4177 2ND QTR GENERAL LIABILITY		766.00	03/21	630-53444-231
4177 2ND QTR POLICE LIABILITY		4,103.00	03/21	207-52120-231
4177 2ND QTR AUTO LIABILITY		2,291.00	03/21	201-53620-231
4177 2ND QTR AUTO LIABILITY		2,836.00	03/21	101-51900-231
4177 2ND QTR AUTO LIABILITY		4,035.00	03/21	101-52250-231
4177 2ND QTR AUTO LIABILITY		873.00	03/21	207-52120-231
4177 2ND QTR AUTO LIABILITY		109.00	03/21	620-53924-231
4177 2ND QTR AUTO LIABILITY		764.00	03/21	630-53444-231
Total MCCLONE:		67,478.00		
MCMAHON ASSOCIATES INC				
921769 HICKORY DRIVE-STORMWATER EASEMENT		39.50	02/21	630-51226-261
921770 HEESAKKER PARK KAYAK LAUNCH		212.40	02/21	420-57620-271
921771 NORTH SIDE STORM SEWER INTERCEPTOR		4,710.39	02/21	416-51216-261
Total MCMAHON ASSOCIATES INC:		4,962.29		
MENARDS - APPLETON EAST				
441 STEEL SLOTTED OFFSET ANGLE		11.89	03/21	206-55110-242
Total MENARDS - APPLETON EAST:		11.89		
MGD INDUSTRIAL CORP				
191305 SEALANT		23.24	02/21	101-53330-218
Total MGD INDUSTRIAL CORP:		23.24		
MIDWEST TAPE				
500095046 DIGITAL BOOKS		550.29	02/21	206-55110-208

Invoice	Description	Total Cost	Period	GL Account
Total MIDWEST TAPE:		550.29		
O'REILLY AUTOMOTIVE INC 2043-260191 TAPE FOR SQUADS		4.96	03/21	207-52120-247
Total O'REILLY AUTOMOTIVE INC:		4.96		
OUTAGAMIE COUNTY TREASURER 17367 FEBRUARY SANITATION FEES FEBRUARY 2021 FEBRUARY COURT FINES		11,362.66 420.00	02/21 02/21	201-53620-204 101-35101
Total OUTAGAMIE COUNTY TREASURER:		11,782.66		
OUTAGAMIE WAUPACA LIBRARY SYSTEM 3645 OWLSNET MEMBERSHIP FEE		23,710.00	03/21	206-55110-211
Total OUTAGAMIE WAUPACA LIBRARY SYSTEM:		23,710.00		
PRECISION INSTALLATIONS INC 26462 UNDER HELMET WIRELESS HEADSET		772.54	02/21	101-52200-218
Total PRECISION INSTALLATIONS INC:		772.54		
SIRCHIE FINGERPRINT LABORATORY 484922 DRUG TEST KITS		137.96	03/21	207-52120-218
Total SIRCHIE FINGERPRINT LABORATORY:		137.96		
SPLENDID CLEANING SERVICE LLC 10821 MONTHLY CLEANING-METRO 10821 MONTHLY CLEANING-LCFD		795.00 200.00	03/21 03/21	207-52120-243 101-52250-243
Total SPLENDID CLEANING SERVICE LLC:		995.00		
SSC SERVICE SOLUTIONS 5463400008 MONTHLY CLEANING-CIVIC CENTER 5463500008 MONTHLY CLEANING-VILLAGE HALL 5463600008 MONTHLY CLEANING-MUNICIPAL GARAGE		1,105.00 1,380.00 468.00	03/21 03/21 03/21	206-55110-243 101-51650-243 101-53310-243
Total SSC SERVICE SOLUTIONS:		2,953.00		
STATE OF WI COURT FINES & FEBRUARY 2021 FEBRUARY COURT FINES		1,723.19	02/21	101-35101
Total STATE OF WI COURT FINES &:		1,723.19		
STONERIDGE LITTLE CHUTE LLC 21000141525 FOOD 23049031325 FOOD AND BEVERAGES 25009631616 FOOD 25013261425 FOOD 25094551519 FOOD		16.39 218.03 17.70 33.88 104.28	02/21 02/21 02/21 02/21 02/21	101-52200-211 101-52200-211 101-52200-211 101-52200-211 101-52200-211
Total STONERIDGE LITTLE CHUTE LLC:		390.28		

Invoice	Description	Total Cost	Period	GL Account
SUPERIOR SEWER AND WATER INC L000191800487-2	EBBEN TRAIL STORM SEWER PROJECT	338,730.61	02/21	416-51216-263
Total SUPERIOR SEWER AND WATER INC:		338,730.61		
TOTER LLC 65729324	40 RECYCLING POLYCART LIDS	775.60	02/21	201-53620-221
Total TOTER LLC:		775.60		
TRANSAMERICA LIFE INSURANCE COMPANY 2504111731	MARCH BILLING	467.36	03/21	101-21364
Total TRANSAMERICA LIFE INSURANCE COMPANY:		467.36		
UNIFIRST CORPORATION 0970327379	SHIRTS/PANTS	9.71	02/21	101-53330-213
0970327379	LAUNDRY BAGS/WIPERS	5.15	02/21	101-53330-218
0970327821	SHIRTS/PANTS	5.45	03/21	101-53330-213
0970327821	LAUNDRY BAGS/WIPERS	9.71	03/21	101-53330-218
Total UNIFIRST CORPORATION:		30.02		
UNIFORM SHOPPE 308207	UNIFORM-REINKE	22.95	02/21	207-52120-212
308265	UNIFORM-MAULICK	137.90	02/21	207-52120-212
Total UNIFORM SHOPPE:		160.85		
US POSTMASTER DPW SPRING 2021	2021 DPW SPRING NEWSLETTER	270.13	03/21	101-53300-226
DPW SPRING 2021	2021 DPW SPRING NEWSLETTER	31.77	03/21	101-53460-226
DPW SPRING 2021	2021 DPW SPRING NEWSLETTER	127.07	03/21	101-53650-226
DPW SPRING 2021	2021 DPW SPRING NEWSLETTER	127.07	03/21	201-53620-226
DPW SPRING 2021	2021 DPW SPRING NEWSLETTER	301.89	03/21	620-53924-226
DPW SPRING 2021	2021 DPW SPRING NEWSLETTER	222.58	03/21	630-53444-226
Total US POSTMASTER:		1,080.51		
VANDERLOOP'S SHOES INC I04-10048555	FIREMAN BOOTS	260.00	02/21	101-52200-212
Total VANDERLOOP'S SHOES INC:		260.00		
VILLAGE OF COMBINED LOCKS APRIL	PROPERTY STORAGE AREA MONTHLY LEASE-AP	494.16	04/21	207-52120-204
Total VILLAGE OF COMBINED LOCKS:		494.16		
WASTEBUILT ENVIRONMENTAL SOLUTIONS LLC 3543514	JOYSTICK & TRIGGER SWITCH #6	167.88	02/21	101-53330-225
Total WASTEBUILT ENVIRONMENTAL SOLUTIONS LLC:		167.88		
WELLS FARGO FINANCIAL LEASING 5014085356	MARCH COPIER LEASE	450.00	03/21	101-53310-207
5014085356	MARCH COPIER LEASE	803.15	03/21	101-51650-207

Invoice	Description	Total Cost	Period	GL Account
	Total WELLS FARGO FINANCIAL LEASING:	1,253.15		
WI DEPT OF JUSTICE	L4504T 02/21 FEBRUARY BACKGROUND CHECKS	42.00	02/21	207-52120-218
	Total WI DEPT OF JUSTICE:	42.00		
WI MUNICIPAL JUDGES ASSOC	2021 2021 MEMBERSHIP DUES-READER	100.00	03/21	101-51680-208
	Total WI MUNICIPAL JUDGES ASSOC:	100.00		
WITTMANN, STEVE	02/21 REIMBURSE REIMBURSE FOR FOOD ITEM	13.99	02/21	101-52200-211
	Total WITTMANN, STEVE:	13.99		
	Grand Totals:	635,045.15		

## Report GL Period Summary

Vendor number hash: 216130  
 Vendor number hash - split: 432079  
 Total number of invoices: 73  
 Total number of transactions: 133

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	635,045.15	635,045.15
Grand Totals:	635,045.15	635,045.15

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

**LCFD Incident Report  
February 2021  
Number of responses: 8  
Last years: 04  
YTD: 15**

**02/04/2021      20:25 Low hanging wire in trees @ 315 Fillmore Street, investigated and contacted Kaukauna Utilities  
Engine 3621, Truck 3641, Car 3632  
#21LC00008**

**02/07/2021      22:25 CO alarm sounding @ 905 Adams Street,  
Engine 3621, Truck 3641, Car 3632  
#21LC00009**

**02/08/2021      16:35 Fire alarm showing heat @ Regency Place 628 Grand Avenue, investigated and found mechanical rooms showing high heat due to a malfunctioning heating system  
Engine 3621, Truck 3641, Squad 3671, Engine 3622, Car 3632  
#21LC00010**

**02/09/2021      13:46 Possible CO issue @ 1433 Glenview Lane  
Investigated found no issues with CO, advised renter to contact building inspector to check on other possibilities of reason for not feeling well.  
Engine 3621, Truck 3641, Car 3632  
#21LC00011**

**02/14/2021      08:51 CO detector sounding @ 312 Wilson Street, investigated found no issues  
Engine 3621, Truck 3641, Car 3632**

**#21LC00012**

**02/18/2021      07:33 Alarm sounding @ 3628 Cherryvale Place, investigated found a faulty detector**  
**Engine 3621, Truck 3641, Car 3632**  
**#21LC00013**

**02/19/2021      18:36 Diesel fuel spill I-41 northbound, near landfill, semi struck object causing damage to fuel tank**  
**Engine 3621, Engine 3622, Pickup 3631, Car 3632**  
**#21LC00014**

**02/24/2021      12:27 CO alarm sounding @ 1515 Vandenbroek Road, lot 15, occupant was covid positive, investigated found possible faulty detector**  
**Engine 3621, Car 3632**  
**#21LC00015**

# VILLAGE OF LITTLE CHUTE MONTHLY REPORT – FEBRUARY 2021



## ***Little Chute***

ESTABLISHED 1848

February 2021

Village Administrator Report to the Board of Trustees

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

## VILLAGE OF LITTLE CHUTE MONTHLY REPORT – FEBRUARY 2021

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

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

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

### Department Overview

The report will track monthly activities for the following:

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

### Questions or Comments

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

James P. Fenlon  
Village Administrator  
108 W. Main Street  
Little Chute, WI 54140  
920-423-3850  
[james@littlechutewi.org](mailto:james@littlechutewi.org)

# Village Administrator

## FEBRUARY HIGHLIGHTS

- In January of 2021, the Village Board of Trustees and Village Committees worked on the following:
  - On February 3<sup>rd</sup>, the Village Board approved the site plan for a new Fed-Ex transit facility, discussed landfill issues, received an update on the Nelson Family Heritage Crossing, approved an ordinance to formally establish the Park Planning Committee, approved personnel manual changes for 2021, and discussed various developments.
  - The February 8<sup>th</sup> Plan Commission recommended approval of the Fed-Ex CSM, discussed short term rentals, commercial highway signage and the newly created Community Development Packet.
  - On February 17<sup>th</sup> the Village Board received the GFOA Excellence in Financial Reporting awards for the 2019 audit, approved the Fed-Ex CSM, approved the new Community Development Packet, discussed various ordinance related changes, and approved the use of the Civic Center for pup-up libraries.
- Met with developers and worked with staff related to future or imminent projects in the Village of Little Chute.
- Hosted a Little Chute Business Association meeting with several Little Chute Businesses. In addition, continued to work on the planning for a downtown event in the Fall of 2021.
- Held the second Transportation Funding Working Group meeting on January 20<sup>th</sup> which hosted a consultant to discuss how transportation utilities could be applied in Little Chute.
- Hosted training for all staff with how to handle stress.
- Worked with the Department Heads on moving the 2021-2025 Strategic Planning effort.
- Host a Lean Team Quarterly meeting to discuss the implementation of work order software.

## TOP PRIORITIES FOR MARCH

- The Village Board will discuss or act on the following:
  - Approve the final amenities for the Nelson Crossing, approve the development agreement for the Fed-Ex project, approve the Town of Vandenbroek agreement, approved the library flooring bid, consider several ordinance changes, approve 2020/2021 Budget adjustments, consider an RFP for consultants to assist in reviewing a Transportation Utility, approve an MOU for the K-9 handler position, review the annual MS4 (stormwater) report, and host meetings related to 2021 construction projects.
- Meet with developers regarding future or imminent projects in the village of Little Chute.
- Host training for all village staff related to organizational updates.
- Continue work on the 2021-2025 Strategic Plan.
- Continue to work with the business and community leaders to plan an event for the downtown in late summer of 2021
- Continue working on the expansion of efforts related to communication on the Village's social media accounts.
- Finalize the work with the Town of Vandenbroek on an agreement for future cooperation.
- Continue working with staff and legal counsel on addressing the 2018-2019 Outagamie County Landfill billing matter.

# Clerk

## HIGHLIGHTS

The first few weeks of February were spent preparing for the Spring Primary. In-person absentee voting was available February 2 – 12. Election Day was February 16, we had 367 voters and the election is successfully closed out with the State. We have also been working closely with the Department of Public Works on their Spring Newsletter, which will have an additional 8 pages. Liquor License renewals are also underway and paperwork will be mailed out shortly.

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

- Facilitate Spring Primary on February 16, 2021
- Process Absentee requests
- Hold in-person Absentee Voting February 2 - 12
- Plan and begin preparations for Spring Election
- Shared data from social media sites
- Agendas/Minutes for meetings
- Continued maintenance of the Village Website and social media outlets
- Ongoing phone/supply ordering support
- Civic Center/Village Hall rentals, and processing of cancelations and refunds
- Operator License Renewals
- Liquor License renewal paperwork
- Plan for 2021 Newsletters, work with DPW on spring newsletter
- Work with Fire Department to create ID Badges for all firefighters

Goals for March:

- Preparations and planning for Spring Election
- Plan for Absentee request, mail out by March 16
- Process Absentee requests and returns
- Hold in-person Absentee Voting March 23 – April 2
- Print Election materials; poll books, registered voters, signage, ect.
- Agendas/Minutes for meetings
- Share data from social media sites
- Maintenance of the Village Website and social media outlets
- Ongoing phone/supply ordering support
- Civic Center/Village Hall rentals
- Finalize Spring DPW Newsletter, upload and have mailed out by April 1<sup>st</sup>.
- Mail out Liquor License renewal paperwork, begin to process returns
- Work with Fire Department to gather information and photos to create ID Badges

2021 Social Media Metrics	January	February	2021 Totals
<b>Facebook Posts</b>			
People Reached	31065	21082	52147
Engagement	8060	9717	17777
Link Clicks	718	314	1032
Comments	266	549	815
Shares	256	239	495
Reactions	1442	2196	3638
Photo Views	564	504	1068
Most popular post	landfill updates	TbT- Warty's bar	
New Followers	43	73	116
Net Followers	36	51	87
Total Followers	4803	4864	4864
<b>Facebook Videos</b>			
Minutes Viewed	2,969	3813	6,782
1-Minute Video Views	607	704	1,311
3-Second Video Views	4767	3770	8,537
Video Engagement	182	167	349
Most popular Video	Nelson Crossing Update	Neilson Crossing Update	

January      February      2021 Totals

Instagram	January	February	2021 Totals
Instagram Posts	4	2	6
Likes	23	6	29
Followers	679	689	689
Popular Post	MLK	Spring Primary	

January      February      2021 Totals

Website	January	February	2021 Totals
Visits	9245	8279	17524
Page Views	14897	12884	27781
Unique Page Views	11910	10334	22244
Top Pageviews	utility billing	utility billing	

January      February      2021 Totals

Twitter	January	February	2021 Totals
Tweets	3	4	7
Tweet Impressions	1212	1703	2915
Profile Visits	481	165	646
Mentions	0	1	1
New Followers	-8	2	-6
Total Followers	424	426	426

January      February      2021 Totals

YouTube	January	February	2021 Totals
Videos posted	1	0	1
Views	5	0	5
watch time (hours)	0.1	0	0.1
Subscribers	3	0	3
Top Video	eSports	NA	

# Community Development

## HIGHLIGHTS

- Met with Commercial Developers regarding sites and TIF in village.
- Continued Inspections of homes, apartments, and commercial projects.
- Discussions with architects regarding new projects.
- Met with local Business Owners.
- Site Plan approved for New Development.

## TOP PRIORITIES FOR MARCH

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

## COMMUNITY DEVELOPMENT FEBRUARY DATA

Community Development Department 2020 Permit Data				
	February-21	2021 Totals	2020 Totals	2019 Totals
Permits Issued	26	55	650	653
Property Complaints	0	0	22	31
Property/Field Inspections	50	131	756	912
Letters Sent	0	0	7	0
Action Corrected	0	0	11	13
Referred for Action	0	0	5	0
Ongoing	0	0	23	36

Community Development Department 2020 Permit Data				
	February-21	2021 Totals	2020 Totals	2019 Totals
Permits Issued	26	55	650	653
Permit Fees	\$11,236	\$14,087	\$256,216	\$108,776
Permit Value	\$463,699	\$666,911	\$47,913,511	\$35,228,147

## Current Development Projects – FEBRUARY 2021

The Downtown Hotel continues to make good progress. The building is fully framed with the exterior work just beginning.



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

New Industrial flex building started on Spirit Court.



Country Villas continues to move along, with interior working continuing and exterior work nearing completion.



Bridge Water apartments construction is going well 10 of 12 have been completed so far, with the remaining apartments nearing completion.



Fuel Moto addition is framed with exterior work well under way.



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

# Finance Department

## HIGHLIGHTS

- Filed and issued Affordable Health Care Compliance Filings for 2020.
- Completed 2020 Workers Compensation Audit
- Filed mobile home tax filings with the State.
- Completed CDBG Revolving Loan Program closeout with the State reconciling differences in State Reports filed 2014 – 2017 including audit tracking audit history back to 1989 as part of the closeout process.
- Continued work with City of Appleton, MCO, DPW and PSC for the transfer of customers and water main for the Cherryvale service area.
- 2020 Special Assessment bills were mailed (61 paving and 14 storm laterals) amounting to \$560,739. Cross-training continued as the Customer Service Clerk takes over this duty from the Utilities Billing Clerk.
- Delinquent Personal Property updated for 2020 settlement. First notices were mailed to 23 businesses that we are pursuing collection on (three businesses have multiple years delinquent).
- OSHA log completed and submitted for 2020.
- Set up rehired annuitant (limited term) and processed paperwork for two upcoming retirees.
- 4,625 total bills created (666 opted out of paper billing), 15 new installs, 125 service orders (Final Reads, High/Low Reads, Work Orders) created/coordinated with MCO and 336 Landlord notices mailed for tenant delinquency notification, 1,726 ratepayers utilized PSN and 612 ACH for payments in February.

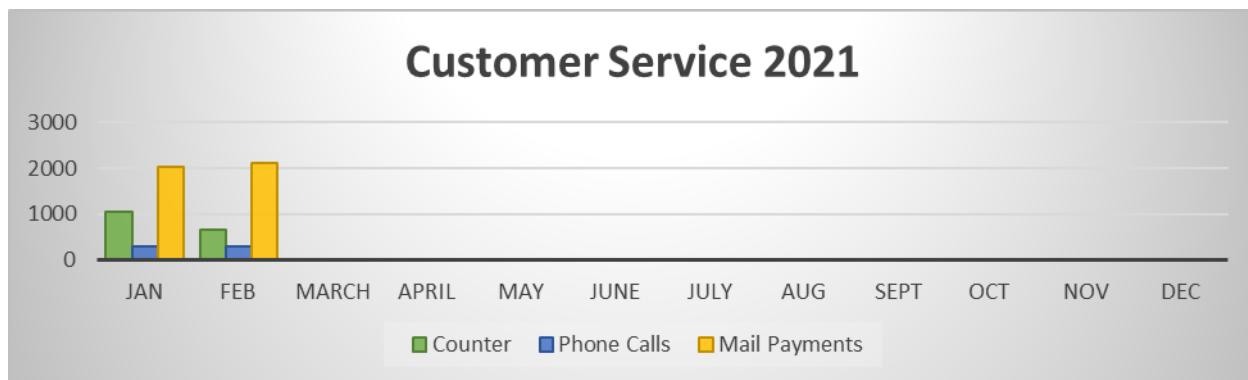
## TOP PRIORITIES FOR MARCH

- Working on evaluation of cell/landline phone, internet, and copier/scanner devices to determine if duplication of any services exist along with potential to consolidate services for greater cost efficiencies (carryover from previous month due to higher priorities)
- Complete State filings for Expenditure Restraint Program (carryover – deadline is in April)
- Personal property chargebacks
- File PSC Report
- Audit preparation for fieldwork
- Schedule Stay Well Health Screening

## CONTINUOUS IMPROVEMENT EFFORTS

- Participating in new pilot program for uploading audit workpapers to client portal
- Updated spreadsheet to track sidewalk and street infrastructure that originally dated back to 2003 implementing current technology and removal of irrelevant data.
- Continued efforts to update Governmental Fixed Asset Records identifying assets no longer in service and investigating to provide detailed identification so records are transparent from year to year regardless of person administering.

## FEBRUARY DATA AND FINANCIALS



### PERFORMANCE MEASUREMENTS

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>Target 2021</u>
<b># months bank reconciliation completed timely</b>	<b>0</b>	<b>7</b>	<b>12</b>	<b>12</b>
<b># of stale checks outstanding</b>	<b>NM</b>	<b>57</b>	<b>22</b>	<b>5</b>
<b>Custodial credit risk</b>	<b>\$6.1</b>	<b>\$.3K</b>	<b>\$.1K</b>	<b>\$0</b>
<b>% of customers paying online</b>	<b>NM</b>	<b>42%</b>	<b>53%</b>	<b>55%</b>
<b>Continuous improvement initiatives</b>	<b>NM</b>	<b>25</b>	<b>37</b>	<b>10</b>
<b>Number of special assessment billings</b>	<b>296</b>	<b>67</b>	<b>125 EST</b>	<b>125</b>
<b>Average number of monthly utility bills – Note does not include paper billing opt outs. Be aware some multifamily only have 1 meter vs individual meter.</b>	<b>4,052</b>	<b>4,033</b>	<b>4,003</b>	<b>4,050</b>
<b>Annual number of utility work orders</b>	<b>1,093</b>	<b>920</b>	<b>1,046</b>	<b>950</b>
<b>Annual tax certification letters</b>	<b>483</b>	<b>540</b>	<b>774</b>	<b>750</b>
<b>General obligation bond rating</b>	<b>Aa3</b>	<b>Aa3</b>	<b>Aa3</b>	<b>Aa3</b>
<b># of auditor's compliance issues</b>	<b>6</b>	<b>2</b>	<b>0 EST</b>	<b>0</b>
<b>% of time monthly financials closed within 15 days</b>	<b>NM</b>	<b>58%</b>	<b>92%</b>	<b>100%</b>
<b>% of staff adequately trained/cross trained</b>	<b>NM</b>	<b>70%</b>	<b>90%</b>	<b>100%</b>

	FEBRUARY	YTD 2021	BUDGET 2021	VARIANCE	% OF BUDGET
<b>GENERAL FUND</b>					
Taxes	2,755.78	460,646.19	969,626.00	(508,979.81)	47.51%
Total Licenses and Permits	12,490.00	25,435.60	134,860.00	(109,424.40)	18.86%
Intergovernmental Aid	-	187,784.80	2,479,759.00	(2,291,974.20)	7.57%
Public Charges for Service	2,235.00	8,135.00	128,430.00	(120,295.00)	6.33%
Fines and Forfeitures	6,021.64	14,124.87	85,000.00	(70,875.13)	16.62%
Total Interest	8,023.10	8,084.75	64,135.00	(56,050.25)	12.61%
Miscellaneous Revenue	47,122.66	27,875.00	151,743.00	(123,868.00)	18.37%
Other Financing Sources	18,827.53	36,003.00	217,700.00	(181,697.00)	16.54%
<b>Total General Fund Revenue</b>	<b>97,475.71</b>	<b>768,089.21</b>	<b>4,231,253.00</b>	<b>(3,463,163.79)</b>	<b>18.15%</b>
Village Board	2,538.62	8,451.70	89,091.00	(80,639.30)	9.49%
Administration	8,321.25	13,694.54	141,204.00	(127,509.46)	9.70%
Engineering & GIS	1,131.91	4,050.87	94,881.00	(90,830.13)	4.27%
Finance	14,572.16	26,004.39	237,632.00	(211,627.61)	10.94%
Clerk	11,089.61	30,797.43	158,148.00	(127,350.57)	19.47%
Community Development - Assessing	13,582.91	25,431.68	173,560.00	(148,128.32)	14.65%
Village Hall	6,757.33	12,062.00	69,141.00	(57,079.00)	17.45%
Municipal Court	5,012.57	12,919.23	65,823.00	(52,903.77)	19.63%
Unallocated	15,161.97	15,385.13	205,202.00	(189,816.87)	7.50%
Insurance	7,356.56	78,093.12	226,431.00	(148,337.88)	34.49%
Village Promotion and Goodwill	48.50	218.74	35,272.00	(35,053.26)	0.62%
Inspections	8,778.14	14,648.81	116,247.00	(101,598.19)	12.60%
Fire Operations	10,818.48	56,746.41	301,863.00	(245,116.59)	18.80%
Fire Allocated	27,480.23	63,531.51	370,981.00	(307,449.49)	17.13%
Crossing Guards	8,173.73	12,618.93	89,548.00	(76,929.07)	14.09%
Public Works Administration	1,116.38	1,799.42	19,651.00	(17,851.58)	9.16%
Street Repair and Maintenance	29,674.79	57,363.38	596,294.00	(538,930.62)	9.62%
Public Works Support Services	3,160.34	5,971.98	46,774.00	(40,802.02)	12.77%
Public Works Vehicle Maintenance	8,363.88	19,489.51	168,501.00	(149,011.49)	11.57%
Snow and Ice Control	32,823.26	45,078.51	237,533.00	(192,454.49)	18.98%
Weed Control	591.90	844.05	19,449.00	(18,604.95)	4.34%
Recycling	3,208.67	4,369.38	52,653.00	(48,283.62)	8.30%
Park	25,471.72	39,805.50	437,575.00	(397,769.50)	9.10%
Recreation	9,345.48	20,874.43	202,535.00	(181,660.57)	10.31%
Forestry	13,876.02	26,971.87	173,292.00	(146,320.13)	15.56%
Youth Football	508.60	1,015.41	21,761.00	(20,745.59)	4.67%
Community Band	302.08	603.14	10,110.00	(9,506.86)	5.97%
Economic Development	3,200.00	3,520.00	8,200.00	(4,680.00)	42.93%
Transfers	-	-	100,000.00	(100,000.00)	0.00%
<b>Total General Fund Expenses</b>	<b>272,467.09</b>	<b>602,361.07</b>	<b>4,469,352.00</b>	<b>(3,866,990.93)</b>	<b>13.48%</b>
<b>GENERAL FUND NET REVENUES (EXPENSES)</b>	<b>(174,991.38)</b>	<b>165,728.14</b>	<b>(238,099.00)</b>	<b>403,827.14</b>	
<b>SANITATION</b>					
Sanitation Revenues	52,656.11	104,772.04	552,850.00	448,077.96	18.95%
Sanitation Expenses	36,129.68	67,588.88	517,536.00	(449,947.12)	13.06%
<b>SANITATION NET REVENUES (EXPENSES)</b>	<b>16,526.43</b>	<b>37,183.16</b>	<b>35,314.00</b>	<b>898,025.08</b>	

	FEBRUARY	YTD 2021	BUDGET 2021	VARIANCE	% OF BUDGET
<b>FIRE EQUIPMENT DONATION</b>					
Fire Equipment Donation Revenues	577.92	41,669.69	86,100.00	(44,430.31)	48.40%
Flag Pole Memorial Expenses	-	-	2,100.00	(2,100.00)	0.00%
<b>FIRE EQUIPMENT DONATION NET REVENUES (EXPENSES)</b>	<b>577.92</b>	<b>41,669.69</b>	<b>84,000.00</b>	<b>(42,330.31)</b>	
<b>AQUATICS</b>					
Aquatics Revenue	16.56	55,934.52	180,172.00	(124,237.48)	31.05%
Aquatics	1,677.55	10,402.05	165,172.00	(154,769.95)	6.30%
<b>AQUATICS NET REVENUES (EXPENSES)</b>	<b>(1,660.99)</b>	<b>45,532.47</b>	<b>15,000.00</b>	<b>30,532.47</b>	
<b>LIBRARY/CIVIC CENTER</b>					
Library/Civic Center Revenues	58.36	224,324.17	635,123.00	(410,798.83)	35.32%
Library/Civic Center	70,512.87	98,872.27	566,123.00	(467,250.73)	17.46%
<b>LIBRARY/CIVIC CENTER NET REVENUES (EXPENSES)</b>	<b>(70,454.51)</b>	<b>125,451.90</b>	<b>69,000.00</b>	<b>56,451.90</b>	
<b>CONSOLIDATED POLICE SERVICES</b>					
Consolidated Police Services Revenue	1,351.41	1,366,370.78	3,608,996.00	(2,242,625.22)	37.86%
Police Services Consolidated	281,379.16	491,682.60	3,559,196.00	(3,067,513.40)	13.81%
<b>CONSOLIDATED POLICE SERVICES NET REVENUES (EXPENSES)</b>	<b>(280,027.75)</b>	<b>874,688.18</b>	<b>49,800.00</b>	<b>824,888.18</b>	
<b>VAN LIESHOUT RECREATION CENTER</b>					
Van Lieshout Rec Center Revenues	697.34	2,165.35	10,690.00	(8,524.65)	20.26%
Van Lieshout Rec Center Expenses	642.21	1,286.53	32,846.00	(31,559.47)	3.92%
<b>VAN LIESHOUT NET REVENUES (EXPENSES)</b>	<b>55.13</b>	<b>878.82</b>	<b>(22,156.00)</b>	<b>23,034.82</b>	
<b>PROMOTIONAL FUND</b>					
Promotional Fund Revenues	1,962.24	1,672.65	10,775.00	(9,102.35)	15.52%
Promotional Fund Expenses	1,116.48	2,316.48	27,500.00	(25,183.52)	8.42%
<b>PROMOTIONAL NET REVENUES (EXPENSES)</b>	<b>845.76</b>	<b>(643.83)</b>	<b>(16,725.00)</b>	<b>16,081.17</b>	
<b>SPECIAL ASSESSMENTS</b>					
Special Assessment Revenue	9,173.07	13,525.72	199,500.00	(185,974.28)	6.78%
Special Assessment Expense	169.75	345.15	667,120.00	(666,774.85)	0.05%
<b>SPECIAL ASSESSMENTS NET REVENUES (EXPENSES)</b>	<b>9,003.32</b>	<b>13,180.57</b>	<b>(467,620.00)</b>	<b>480,800.57</b>	
<b>EQUIPMENT REVOLVING FUND</b>					
Equipment Revolving Revenue	64,680.27	15,616.66	275,000.00	(259,383.34)	5.68%
Equipment Revolving Expenses	-	-	340,000.00	(340,000.00)	0.00%
<b>EQUIPMENT NET REVENUES (EXPENSES)</b>	<b>64,680.27</b>	<b>15,616.66</b>	<b>(65,000.00)</b>	<b>80,616.66</b>	

	FEBRUARY	YTD 2021	BUDGET 2021	VARIANCE	% OF BUDGET
<b>FACILITY AND TECHNOLOGY FUND</b>					
Facility and Technology Fund Revenues	18.68	35,840.73	74,232.00	(38,391.27)	48.28%
Facility and Technology Fund Expenditures	4,853.75	10,270.32	114,232.00	(103,961.68)	8.99%
<b>FACILITY AND TECHNOLOGY NET REVENUES (EXPENSES)</b>	<b>(4,835.07)</b>	<b>25,570.41</b>	<b>(40,000.00)</b>	<b>65,570.41</b>	
<b>TAX INCREMENT DISTRICT 4</b>					
Tax Increment District 4 Revenues	148.36	658,499.04	1,411,658.00	(753,158.96)	46.65%
Tax Increment District 4 Expenses	1,313.84	680,168.49	1,460,838.00	(780,669.51)	46.56%
<b>TAX INCREMENTAL DISTRICT 4 NET REVENUES (EXPENSES)</b>	<b>(1,165.48)</b>	<b>(21,669.45)</b>	<b>(49,180.00)</b>	<b>27,510.55</b>	
<b>TAX INCREMENT DISTRICT 5</b>					
Tax Increment District 5 Revenues	56.03	203,948.43	481,064.00	(277,115.57)	42.40%
Tax Increment District 5 Expenses	41,207.72	43,070.60	307,564.00	(264,493.40)	14.00%
<b>TAX INCREMENTAL DISTRICT 5 NET REVENUES OVER EXPENSES</b>	<b>(41,151.69)</b>	<b>160,877.83</b>	<b>173,500.00</b>	<b>(12,622.17)</b>	
<b>TAX INCREMENT DISTRICT 6</b>					
Tax Increment District 6 Revenues	1,097.37	506,869.28	1,071,291.00	(564,421.72)	47.31%
Tax Increment District 6 Expenses	399,837.95	541,457.39	6,360,126.00	(5,818,668.61)	8.51%
<b>TAX INCREMENTAL DISTRICT 6 NET REVENUES (EXPENSES)</b>	<b>(398,740.58)</b>	<b>(34,588.11)</b>	<b>(5,288,835.00)</b>	<b>5,254,246.89</b>	
<b>TAX INCREMENT DISTRICT 7</b>					
Tax Increment District 7 Revenues	57.44	250,425.28	529,550.00	(279,124.72)	47.29%
Tax Increment District 7 Expenses	3,395.01	(42,891.21)	75,673.00	(118,564.21)	-56.68%
<b>TAX INCREMENTAL DISTRICT 7 NET REVENUES (EXPENSES)</b>	<b>(3,337.57)</b>	<b>293,316.49</b>	<b>453,877.00</b>	<b>(160,560.51)</b>	
<b>TAX INCREMENT DISTRICT 8</b>					
Tax Increment District 8 Revenues	286.50	61,493.23	131,500.00	(70,006.77)	46.76%
Tax Increment District 8 Expenses	164,100.75	399,260.20	1,944,691.00	(1,545,430.80)	20.53%
<b>TAX INCREMENTAL DISTRICT 8 NET REVENUES (EXPENSES)</b>	<b>(163,814.25)</b>	<b>(337,766.97)</b>	<b>(1,813,191.00)</b>	<b>1,475,424.03</b>	
<b>PARK IMPROVEMENT</b>					
Park Improvement Revenue	-	-	24,481.00	(24,481.00)	0.00%
Park Improvement Expenses	212.40	(106,452.93)	279,243.00	(385,695.93)	-38.12%
<b>PARK IMPROVEMENTS NET REVENUES (EXPENSES)</b>	<b>(212.40)</b>	<b>106,452.93</b>	<b>(254,762.00)</b>	<b>361,214.93</b>	
<b>CAPITAL PROJECTS</b>					
Capital Projects Revenue	<b>19.03</b>	<b>184,584.33</b>	<b>384,363.00</b>	<b>(199,778.67)</b>	<b>48.02%</b>
Construction Projects	2,135.85	(33,494.80)	87,738.00	(121,232.80)	-38.18%
Administration Capital Projects	16,373.60	33,699.34	202,017.00	(168,317.66)	16.68%
<b>TOTAL CONSTRUCTION EXPENSES</b>	<b>18,509.45</b>	<b>204.54</b>	<b>289,755.00</b>	<b>(289,550.46)</b>	<b>0.07%</b>
<b>CAPITAL PROJECTS NET REVENUES (EXPENSES)</b>	<b>(18,490.42)</b>	<b>184,379.79</b>	<b>94,608.00</b>	<b>89,771.79</b>	

	FEBRUARY	YTD 2021	BUDGET 2021	VARIANCE	% OF BUDGET
<b>SEWER</b>					
<b>Sewer Revenues</b>	<b>309,528.16</b>	<b>370,105.90</b>	<b>3,089,536.00</b>	<b>(2,719,430.10)</b>	<b>11.98%</b>
Sewer Capital	7,817.41	4,720.17	280,273.00	(275,552.83)	1.68%
Sewer Financing	22,666.00	41,665.00	235,194.00	(193,529.00)	17.72%
Sewer Treatment	141,352.62	314,936.52	2,381,600.00	(2,066,663.48)	13.22%
Sewer Collection	12,760.70	22,484.57	219,971.00	(197,486.43)	10.22%
Sewer Customer A/R	4,162.48	12,115.39	144,243.00	(132,127.61)	8.40%
Sewer Admin and General	8,215.22	23,144.98	178,169.00	(155,024.02)	12.99%
<b>TOTAL SEWER EXPENSES</b>	<b>196,974.43</b>	<b>419,066.63</b>	<b>3,439,450.00</b>	<b>(3,020,383.37)</b>	<b>12.18%</b>
<b>SEWER NET REVENUES (EXPENSES)</b>	<b>112,553.73</b>	<b>(48,960.73)</b>	<b>(349,914.00)</b>	<b>300,953.27</b>	
<b>WATER UTILITY</b>					
<b>Water Utility Revenues</b>	<b>179,945.69</b>	<b>362,999.51</b>	<b>2,672,485.00</b>	<b>(2,309,485.49)</b>	<b>13.58%</b>
Water Capital Projects	40,901.04	4,853.30	36,078.00	(31,224.70)	13.45%
Water Financing	68,395.67	122,630.72	712,028.00	(589,397.28)	17.22%
Water Source	-	2,115.26	72,611.00	(70,495.74)	2.91%
Pumping	10,455.11	24,187.31	312,837.00	(288,649.69)	7.73%
Water Treatment	34,760.28	56,785.05	385,965.00	(329,179.95)	14.71%
Water Distribution	51,850.55	107,572.43	580,231.00	(472,658.57)	18.54%
Customer A/R	4,162.48	7,317.99	60,043.00	(52,725.01)	12.19%
Admin and General	7,221.48	33,502.90	163,778.00	(130,275.10)	20.46%
<b>TOTAL WATER EXPENSES</b>	<b>217,746.61</b>	<b>358,964.96</b>	<b>2,323,571.00</b>	<b>(1,964,606.04)</b>	<b>15.45%</b>
<b>WATER NET REVENUES (EXPENSES)</b>	<b>(37,800.92)</b>	<b>4,034.55</b>	<b>348,914.00</b>	<b>(344,879.45)</b>	
<b>STORMWATER UTILITY</b>					
<b>Stormwater Revenue</b>	<b>96,668.74</b>	<b>181,872.72</b>	<b>2,280,245.00</b>	<b>(2,098,372.28)</b>	<b>7.98%</b>
Stormwater Capital Projects	27,592.93	2,964.70	489,043.00	(486,078.30)	0.61%
Storm Financing	49,134.72	84,967.72	491,661.00	(406,693.28)	17.28%
Storm Pond Maintenance	3,424.31	7,369.23	117,031.00	(109,661.77)	6.30%
Storm Collection	8,291.89	15,570.31	310,334.00	(294,763.69)	5.02%
Storm Customer A/R	4,162.40	7,323.88	55,157.00	(47,833.12)	13.28%
Storm Admin and General	14,219.96	38,796.72	212,859.00	(174,062.28)	18.23%
<b>TOTAL STORM EXPENSES</b>	<b>106,826.21</b>	<b>156,992.56</b>	<b>1,676,085.00</b>	<b>(1,519,092.44)</b>	<b>9.37%</b>
<b>STORMWATER NET REVENUES (EXPENSES)</b>	<b>(10,157.47)</b>	<b>24,880.16</b>	<b>604,160.00</b>	<b>(579,279.84)</b>	

Interest and investment income decline result of market changes due to COVID-19

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

Several construction expense accounts have a credit balance due to accruing retainage and work completed but not billed on public construction contracts

for 2020 audit (these transactions get reversed in January 2021 creating a negative expense amount so that when actual bill comes in and is paid, the expense that hits 2021 is for work that completed in 2021 only. Final close out of contracts often takes great deal of time as settling on final quantities.

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

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

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

(\$257,600 in Sewer, \$396,2000 in Water and \$963,000 in Storm)

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

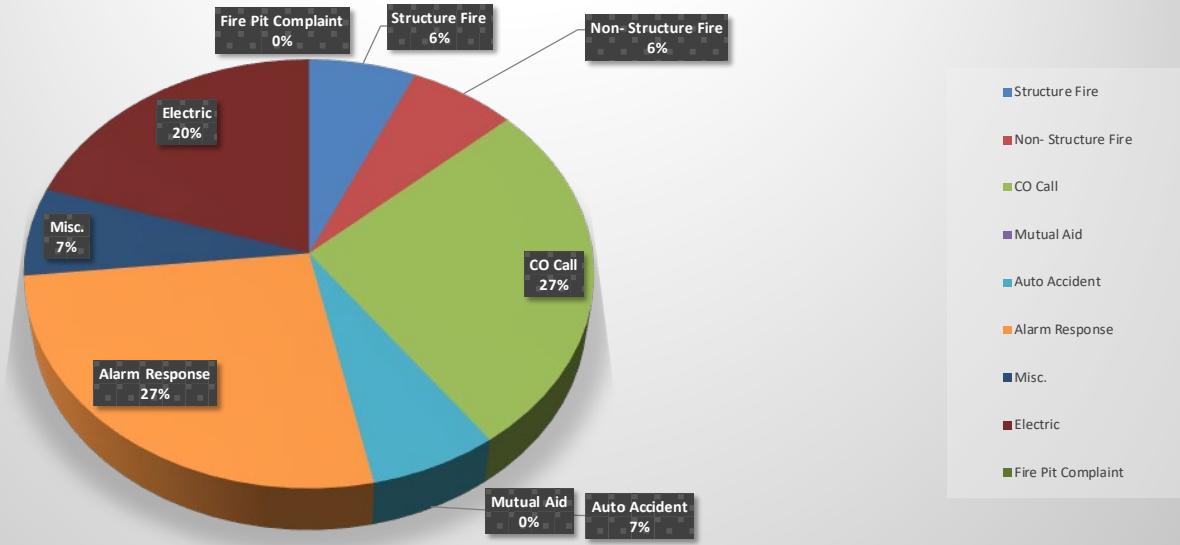
Reminder that capital assets are shown as expense in utilities until capitalized as part of year end audit preparation along with a few other annual processes

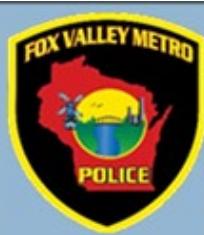
# Little Chute Fire Department

## Little Chute Fire Department - 2021 Calls for Service

	Structure Fire	Non-Structure Fire	CO Call	Mutual Aid	Auto Accident	Alarm Response	Misc.	Electric	Fire Pit Complaint	2021 Total Responses	2020 Total Responses	2019 Total Responses	2018 Total Responses	2017 Total Responses	2016 Total Responses	2015 Total Responses
<b>2021 SUMMARY</b>	1	1	4	0	1	4	1	3	0	15	152	202	165	172	155	132
February 2021 Calls			4			2	1	1		8						

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





## Fox Valley Metro Police Department

- **Community Engagement**
  - Our newest Community Service Officer is scheduled to start on March 15th.
  - On 03/10 I was a guest on the WHBY radio show – Fresh Take. The host, Josh Dukelow asked me about youth and substance abuse, community engagement and crime prevention. A link to the podcast of the show is: <https://www.whby.com/2021/03/10/primary-timing-fox-valley-pd-chief-the-professors/>
- **TRAINING:**
  - Staff is participating in training in the following areas:
    - Legal updates
    - Defense and Arrest Tactics
    - Firearms Training
- **EQUIPMENT:**
  - The new squad car is completely upfitted and in-service. This is our first, hybrid, police interceptor vehicle.
- **EVENTS:**
  - Metro K-9 Foundation events for 2021...
    - March 23rd - Culver's of Little Chute and Metro K9 Fundraiser. This event is similar to the police lights of Christmas fundraiser. Proceeds for the day's sales will go to the foundation.
    - March 27th - Pet Registration, Vaccination & Microchip event at FVMPD from 11a-2p.
    - August 20th - Metro K9 Golf Outing at High Cliff Golf Course in Sherwood.
    - We anticipate many more events, but these are confirmed for now.
  - National Night Out is set for August 3rd, 2021 from 5PM to 8PM. The event will be held in Little Chute this year. It was held in Kimberly in 2019. We are still working on a location within the village. Stay tuned...

## ACTIVITY / PERFORMANCE METRICS

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



# FOX VALLEY METRO POLICE DEPARTMENT

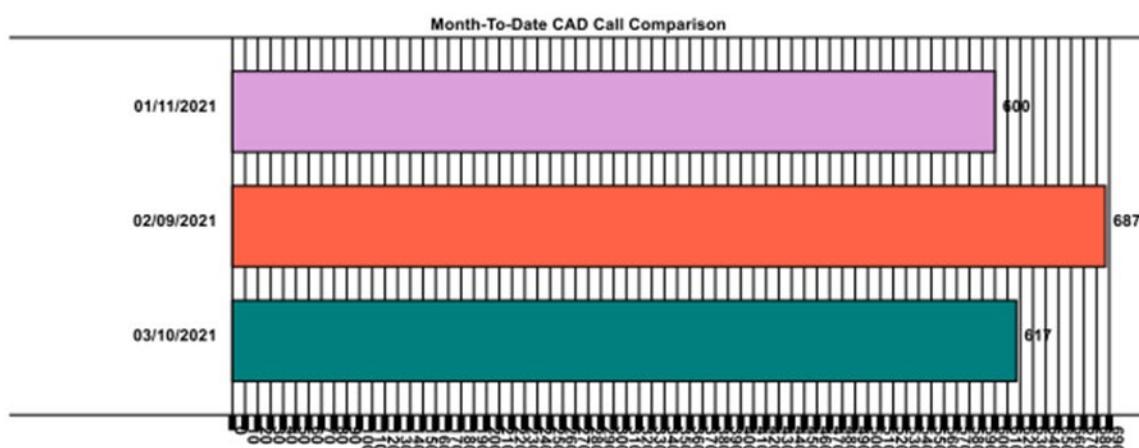
## Month-to-Date CAD Call Detail

### Month-To-Date CAD Received Calls

Call Nature	02/10/2021	01/12/2021	1 mo %	12/14/2020	2 mo %
	to 03/10/2021:	to 02/09/2021:	change:	to 01/11/2021:	change:
911 Misdial	70	67	4.5%	63	11.1%
Abandoned Vehicle	2	4	-50.0%	1	100.0%
Abdominal A-Adam Response	0	0	N/A	1	-100.0%
Accident in a Parking Lot	4	6	-33.3%	2	100.0%
Accident with Scene Safety	1	1	0.0%	1	0.0%
Accident with Spill Cleanup	0	0	N/A	1	-100.0%
Animal Bite	0	2	-100.0%	2	-100.0%
Animal Bites D-David Response	1	0	N/A	0	N/A
Animal Call	15	9	66.7%	15	0.0%
Assist Citizen or Agency	36	36	0.0%	26	38.5%
Back Problem A-Adam Response	0	1	-100.0%	0	N/A
Bleeding B-Boy Response	0	0	N/A	1	-100.0%
Bleeding C-Charles Response	0	1	-100.0%	0	N/A
Bleeding D-David Response	1	0	N/A	1	0.0%
Breathing Problem C-Charles	0	0	N/A	1	-100.0%
Breathing Problem D-David	4	4	0.0%	4	0.0%
Burglary	0	0	N/A	2	-100.0%
CO or Hazmat C-Charles	0	1	-100.0%	0	N/A
Carbon Monoxide Alarm	3	2	50.0%	0	N/A
Chest Complaint C-Charles	0	0	N/A	2	-100.0%
Chest Complaint D-David	0	4	-100.0%	2	-100.0%
Civil Matter Assist	1	1	0.0%	0	N/A
Civil Process	21	8	162.5%	3	600.0%
Crime Prevention	22	26	-15.4%	19	15.8%
Damage to Property	6	0	N/A	5	20.0%
Diabetic Issue D-David	1	1	0.0%	2	-50.0%
Disturbance	15	7	114.3%	10	50.0%
Domestic Disturbance	3	3	0.0%	3	0.0%
Drug Complaint	2	5	-60.0%	2	0.0%
Emergency Committal	0	1	-100.0%	0	N/A
Fainting C-Charles	0	1	-100.0%	2	-100.0%

Falls A-Adam Response	1	2	-50.0%	4	-75.0%
Falls B-Boy Response	0	1	-100.0%	2	-100.0%
Falls D-David Response	0	0	N/A	1	-100.0%
Fire Alarm Commercial	1	2	-50.0%	1	0.0%
Fire Alarm Residential	1	0	N/A	1	0.0%
Fire Vegetation or Grass	0	1	-100.0%	0	N/A
Fire Vehicle Small	1	0	N/A	0	N/A
Fireworks Complaint	0	0	N/A	2	-100.0%
Follow Up	9	13	-30.8%	12	-25.0%
Fraud Complaint	6	2	200.0%	5	20.0%
Garbage or Rubbish Fire	0	1	-100.0%	0	N/A
Graffiti Complaint	0	0	N/A	1	-100.0%
Harassment	8	10	-20.0%	3	166.7%
Hazard in Roadway	7	10	-30.0%	18	-61.1%
Heart Problem C-Charles	1	0	N/A	0	N/A
Heart Problem D-David	1	0	N/A	0	N/A
Jail GPS Checks	23	26	-11.5%	16	43.8%
Juvenile Complaint	7	4	75.0%	6	16.7%
K9 Assist	0	0	N/A	1	-100.0%
Law Alarms - Burglary Panic	10	10	0.0%	7	42.9%
Lost or Found Valuables	1	1	0.0%	6	-83.3%
Medical Assistance No Injury	1	1	0.0%	2	-50.0%
Medical Pre-Alert	1	1	0.0%	1	0.0%
Medical Transport A-Adam	0	2	-100.0%	0	N/A
Medical Transport C-Charles	0	1	-100.0%	0	N/A
Missing Person	0	2	-100.0%	0	N/A
Motorist Assist	21	33	-36.4%	15	40.0%
Noise Complaint	3	6	-50.0%	4	-25.0%
Ordinance Violation	7	6	16.7%	3	133.3%
Overdose B-Boy	1	1	0.0%	0	N/A
PNB D-David Response	1	0	N/A	0	N/A
PNB E-Edward Response	0	2	-100.0%	0	N/A
Parking Enforcement	10	10	0.0%	8	25.0%
Parking Request	3	2	50.0%	4	-25.0%
Pregnancy B-Boy	1	0	N/A	0	N/A
Probation Violation	0	0	N/A	1	-100.0%
Reckless Driving Complaint	19	13	46.2%	17	11.8%
Restraining Order Tracking	0	2	-100.0%	0	N/A
Runaway Juvenile	2	0	N/A	0	N/A
Seizure A-Adam Response	0	0	N/A	1	-100.0%
Seizure C-Charles Response	0	1	-100.0%	1	-100.0%

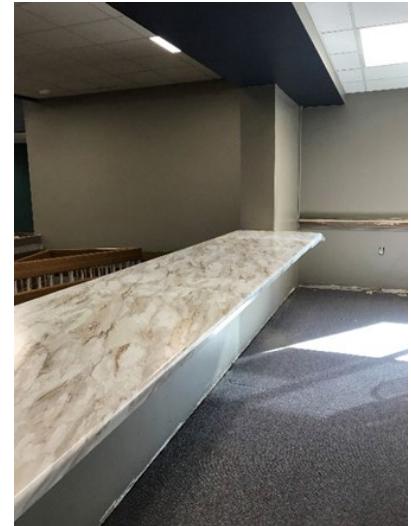
Seizure D David Response	0	1	-100.0%	1	-100.0%
Sex Offense	2	0	N/A	3	-33.3%
Sick A-Adam	3	1	200.0%	3	0.0%
Sick C-Charles	1	0	N/A	4	-75.0%
Sick D-David	1	0	N/A	2	-50.0%
Spill Cleanup	0	0	N/A	1	-100.0%
Stroke C-Charles	1	2	-50.0%	0	N/A
Structure Fire Smoke or Flame	0	0	N/A	2	-100.0%
Suicide B-Boy	0	0	N/A	1	-100.0%
Suspicious Incident	7	11	-36.4%	10	-30.0%
Suspicious Person	4	5	-20.0%	2	100.0%
Suspicious Vehicle	5	8	-37.5%	9	-44.4%
Testing Only	1	3	-66.7%	2	-50.0%
Theft Complaint	6	10	-40.0%	9	-33.3%
Theft of Automobile Complaint	1	0	N/A	0	N/A
Traffic Enforcement	2	13	-84.6%	1	100.0%
Traffic Stop	165	199	-17.1%	161	2.5%
Transport Accident A-Adam	0	0	N/A	1	-100.0%
Transport Accident B-Boy	0	1	-100.0%	0	N/A
Transport Accident D-David	1	0	N/A	0	N/A
Traumatic Injuries A-Adam	1	0	N/A	0	N/A
Trespassing	1	2	-50.0%	3	-66.7%
Truancy	1	2	-50.0%	0	N/A
Unconscious D-David	1	3	-66.7%	6	-83.3%
Unconscious E-Edward	0	1	-100.0%	0	N/A
Unlocked or Standing Open Door	1	2	-50.0%	1	0.0%
Vacant House Check	0	5	-100.0%	0	N/A
Vehicle Accident	20	26	-23.1%	24	-16.7%
Vehicle Lockout	7	12	-41.7%	8	-12.5%
Violation of Court Order	1	1	0.0%	0	N/A
Wanted Person or Apprehension	1	2	-50.0%	2	-50.0%
Water Rescue	1	0	N/A	0	N/A
Welfare Check	27	18	50.0%	29	-6.9%
Wire Down	0	2	-100.0%	1	-100.0%



# Little Chute Public Library

## HIGHLIGHTS

- Library renovations are still going well! On a fun note, Jeremy from DPW left one 90's era tile and we are turning it into a library scavenger hunt when we open!
  - Ceiling tiles are finished
  - Plaster and blue accent paint finished
  - Countertops replaced
  - New internet cable ran for computer lab
  - Circulation desk footprint has been reduced
- Cross department program planning
- Pop-Up libraries
- Laptops now available for checkout
- Community Partnerships on programing
  - 4H
  - Fox Valley Humane Association
  - Gnome books
  - UW Extension
- Extending hours of operation
  - 8am-8pm M-F and Saturday 9am-1pm beginning March 15<sup>th</sup>



## TOP PRIORITIES FOR MARCH

- Bookstore Organization Model project
- Renovation
- Summer Library Program Planning
- New Pre-K Reading Program: 20,000 Reads Under the Sea
- Marketing materials to promote opening
- Establishing new Friends group
- Timeline to open mid May



## UPCOMING EVENTS

- Pop-up libraries
- Kickoff! Spring into Reading: 2021 Spring
- Evening Book Club
- To-go Craft: Upcycle book wreaths
- To-go STEM: Circuit Bugs
- Meal Planning Virtual Event
- Virtual programing via Facebook
  - Unboxing
  - Storytimes

## FEBRUARY USAGE STATISTICS

### Programs:

Date	Time	Local Event Name	Target Audience (Children (0-11); Young Adult (12-18); Other (all ages))	Format: In-person; Live, virtual; or Pre-recorded	If group attending, then number of attendees	If recorded live, virtual event later posted for on-demand viewing, then enter number of views	If pre-recorded, then number of views	If self-directed, then number of individual participants
2/27/2021	4:30 PM	Student Intern Storytime	Children (0-11)	▼ Pre-recorded			70	
2/1/2021		To-Go STEAM: Circut Bug	Children (0-11)	▼				50
2/1/2021		To-Go Craft: Tea Cup Bird Feede	Other (all ages)	▼				75
2/25/2021		Storytime	Children (0-11)	▼			2	
2/25/2021	1:30	Identity Theft	Other (all ages)	▼ Live virtual		82		
2/23/2021		Virtual Tech Tuesday	Other (all ages)	▼ Pre-recorded			7	
2/22/2021		Unboxing	Other (all ages)	▼ Live virtual		128		
2/22/2021		Unboxing	Other (all ages)	▼ Live virtual		98		
2/22/2021		Unboxing	Other (all ages)	▼ Live virtual		52		
2/21/2021		Storytime	Children (0-11)	▼			8	
2/18/2021		Unboxing	Other (all ages)	▼ Live virtual		192		
2/14/2021		Storytime	Children (0-11)	▼ Pre-recorded			6	
2/12/2021		Unboxing	Other (all ages)	▼ Live virtual		76		
2/11/2021		Unboxing	Other (all ages)	▼ Live virtual		99		
2/15/2021	18:30	Evening Book Club	Other (all ages)	▼ Live virtual	6			
2/8/2021		STEM Demonstration	Children (0-11)	▼ Live virtual		20		
2/4/2021		Unboxing	Other (all ages)	▼ Live virtual		131		
2/4/2021		Unboxing	Other (all ages)	▼ Live virtual		79		
2/4/2021		Unboxing	Other (all ages)	▼ Live virtual		109		
2/1/2021		Informational Media: FB	Other (all ages)	▼				384
2/1/2021		Recreational Media: FB	Other (all ages)	▼				243
2/1/2021		Reader's Advisory Posts	Other (all ages)	▼				16
2/1/2021		Children's Book Packs	Children (0-11)	▼				28
2/1/2021		Adult Book Packs	Other (all ages)	▼				21

### Circulation:

	JAN	FEB	
Physical Materials Circulation	1704		
Hoopla EBooks	92	98	
Hoopla Audiobooks	168	168	
Hoopla Movies	13	4	
Hoopla Comics		8	
Hoopla Music	14	8	
Hoopla TV	6	8	
Overdrive E Book	407		
Overdrive Audiobook	676		
RB Digital Magazines	122		
Physical Renewals	531		
ILL Loaned	1727		
ILL Borrowed	2167		
Public Internet Use	0	0	
Wireless Logins	639	52	
Door Count	0	0	

# Parks, Recreation and Forestry Department

## FEBRUARY 2021 HIGHLIGHTS

- Winter construction halted on the Nelson Crossing. Contractor will return in spring.
- Advertisement for bids for the ADA Canoe/Kayak Launch were released.
- Staff within both DPW and DPRF were trained for 4 days on the Dude Solutions work order management software.
- Hosted our first Comprehensive Outdoor Recreation Plan meeting with the Park Planning Committee and Rettler Corporation.
- The Village Board voted to adopt an ordinance to officially recognize the Park Planning Committee as an official Village of Little Chute committee.
- Proof final layout of Spring/Summer Program Book; approved printing.
- Requested printer quotes for summer tee shirt program; printer selected.
- Final prep work for Youth Dance Classes which began 2/16.
- Department joined up with 39 other communities for a Community Fitness Challenge for March.
- Built spring/summer programs into RecDesk for start of registration in March.
- Worked on updates to department website pages and links.
- Chute-ing Stars Dance Team competed in the Hortonville Dance Invite on 2/13 and placed 1<sup>st</sup> in Kick & 2<sup>nd</sup> in Poms. The team also competed in the Franklin Dance Invite on 2/20 and placed 1<sup>st</sup> in Kick & 2<sup>nd</sup> in Poms. The kick team was selected as one of the top four routines of the middle/elementary school session.

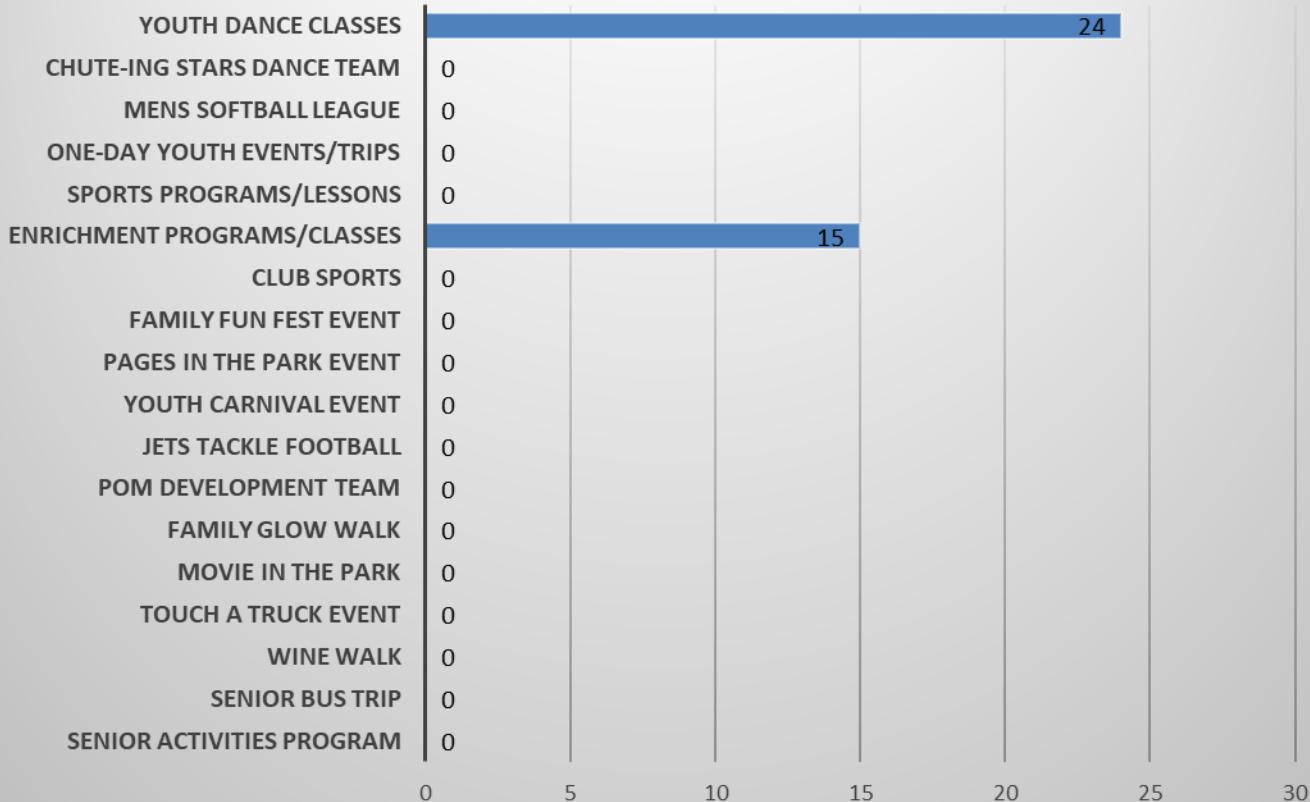


## TOP PRIORITIES FOR MARCH

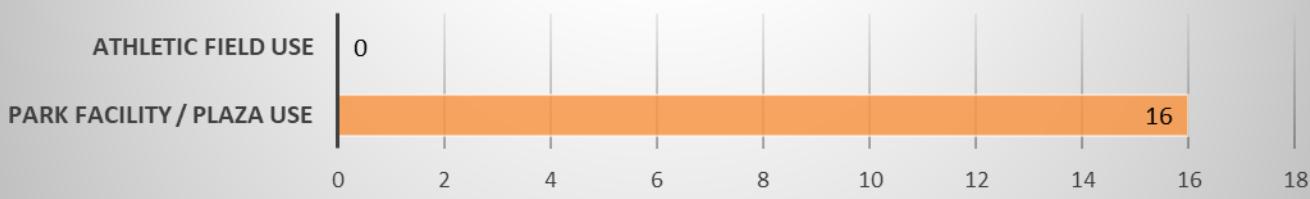
- Bid opening on March 9 for the ADA Canoe/Kayak Launch at Heesakker Park.
- Continue to train and work through the work order management software with the DPW and DPRF staff members.
- Prepare for Spring sports at the soccer and baseball fields.
- Finalize the design of the archways and donor sign for the Nelson Crossing.
- Close applications for summer part-time work and terrace tree requests.
- Mail out letters to seek sponsors for kids tee shirts for summer and fall rec programs.
- Program books delivered to post office 3/12; to be delivered to all Little Chute residents & businesses.
- Promote spring/summer book on Facebook and department e-newsletter (registration begins 3/22).
- Send registration paperwork to men's softball team managers.
- Review applications for summer help, schedule interviews, offer positions to selected applicants.
- Request street closure permit from Wisc DOT for cheese festival parade and walk/run on Main Street on June 5
- Work on Chute-ing Stars Dance Team tryout packets for new season.



## 2021 Year-To-Date PROGRAM PARTICIPATION



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



# Department of Public Works

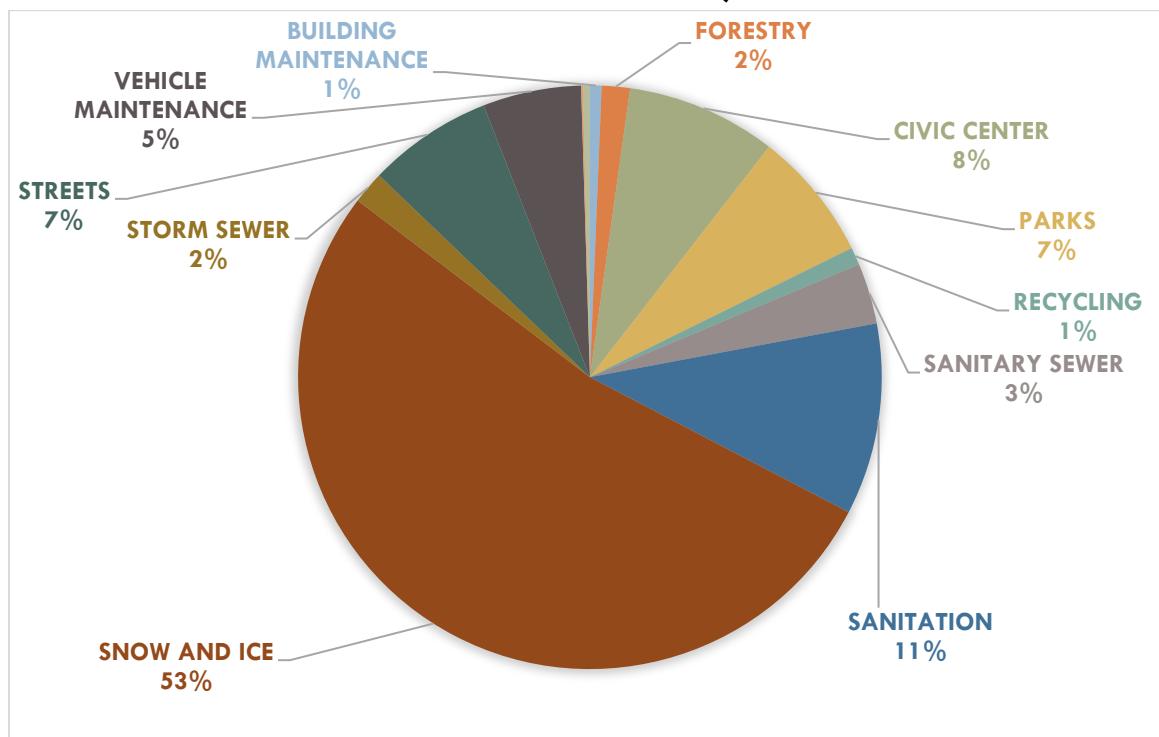
## HIGHLIGHTS

- Continued to monitor TDS fiber installation. White Construction started work in back yard easements for fiber install and will continue throughout the Village for the next few months.
- Five snow events happened - plowed and salted as needed.
- Replaced batteries, maintained, and read laser meters in sanitary sewer system.
- Hosted three mainline sewer camera demonstrations (Aries, Ibak and Insight Vision).
- Collected data for MS4 annual report for the Wisconsin Department of Natural Resources.
- Worked with Geographical Information System (GIS) consultant, data conversion.
- Actively searched for inflow and infiltration in the sanitary sewer collection system.
- Finished entering back-end information for the new work order/asset management software and started training employees on how to use it.
- 

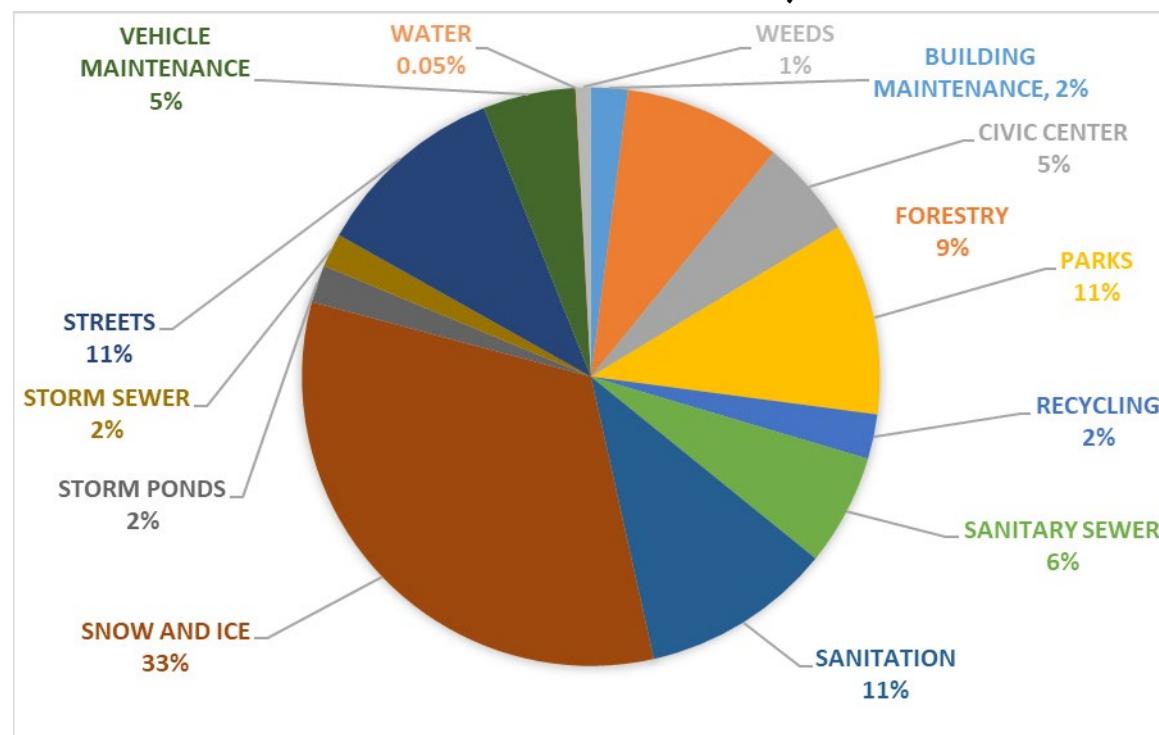
## TOP PRIORITIES FOR MARCH

- Continue to update preventive maintenance plans for sanitary and storm sewers.
- Create reoccurring tasks in the storm water, and sanitary sewer collection system using work order/asset management software.
- Continue to work with White Construction on the TDS project which is a fiber to home initiative for all residents in the Village.
- Monitor erosion control and storm water permits throughout the winter.
- Continue training employees on the new work order/asset management software.
- Finalize discussion with The Village of Kimberly to develop refuse truck specifications and update the Fleet Management Plan.
- Finish compiling information for the Municipal Separate Storm Sewer System (MS4) Report and submit to the Wisconsin Department of Natural Resources.
- Monitor laser meters in sanitary sewer collection system.
- Continue to look for I&I in the sanitary collection system and repair sanitary sewer leaks (Infiltration).
- Start to collect street surface information for PASER rating system
- Meet with chip sealing contractors for yearly work.
- Schedule storm-pond controlled prairie burns.

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



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



# Engineering Department

## HIGHLIGHTS

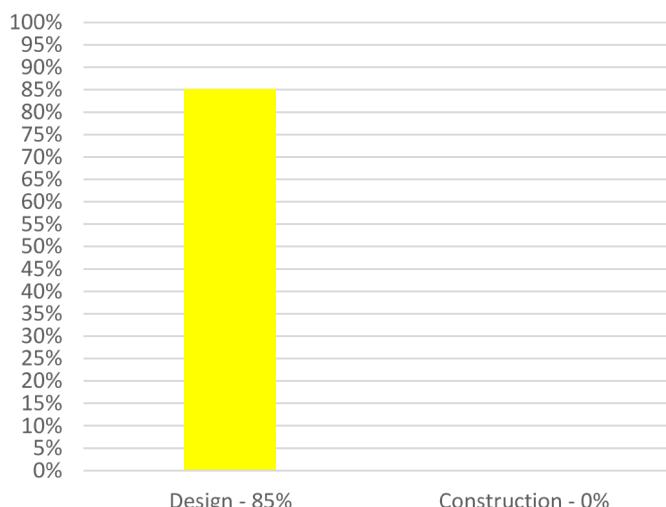
- Ebb Trail and Storm Sewer – The contractor completed the storm sewer installation the week of February 8th. They have also roughed in the gravel trail. The contractor will return in spring to complete restoration and final trail grading.
- Lyle Street Storm Sewer Project – This project is installed along with the temporary pavement. The contractor will return in spring for asphalt pavement and grass restoration.

February 2021 Utility Installation and Abandonments			
Ebb Trail and Lyle St Storm			
STORM SEWER	Installed	Abandoned/Removed	
54" RCP Storm Sewer Main	L.F.	1,315	
36" RCP Storm Sewer Main	L.F.	718	
24" HDPE Storm Sewer Main	L.F.	20	
18" RCP Storm Sewer Main	L.F.		725
12" RCP Storm Sewer Main	L.F.	14	
Type "H" Catch Basin	E.A.	1	2
8 Ft Dia. Standard Storm Sewer MH	E.A.	4	
6 Ft Dia. Standard Storm Sewer MH	E.A.	6	
5 Ft Dia. Standard Storm Sewer MH	E.A.	1	
4 Ft Dia. Standard Storm Sewer MH	E.A.		3

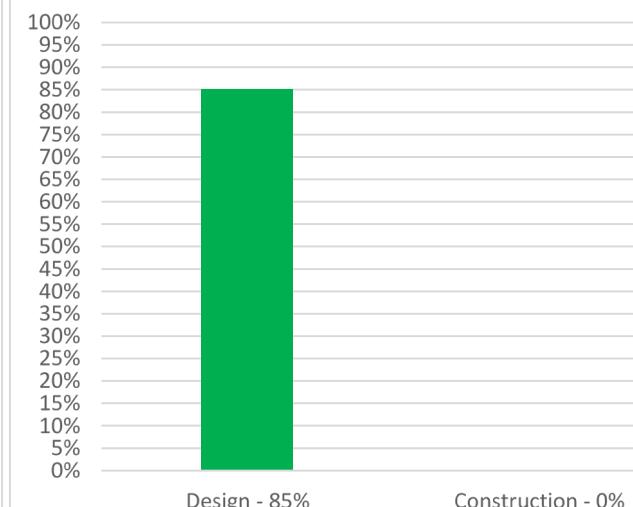
## TOP PRIORITIES FOR MARCH 2021

- Evergreen Drive (Freedom Road to Vandebroek Road) – Utility design is completed for the urbanization of Evergreen Drive (phase 2). We have also completed our estimates and are working on completing the project manual. We will be advertising for bids the second week in March and will ready for bid on March 25th.
- Hartzheim Drive Urbanization and Extension – The Hartzheim Drive utility design is completed. We have also completed our estimates and are currently working on the project manual. The Engineer's Preliminary Report, preliminary plans and the project manual will be completed for public viewing on March 10th. We have also scheduled our Public Informational Meeting (March 10th) and the Public Hearing (March 24th). We will be advertising for bids the second week in March and will ready for bid on March 25th.
- North Ave. (CTH OO) Sanitary Sewer Replacement Project – The sanitary sewer replacement project design is complete and will be ready for bid on March 25th.
- Vandebroek Pond – Design modifications are underway to allow enlargement of the proposed storm water pond due to additional land acquisition.

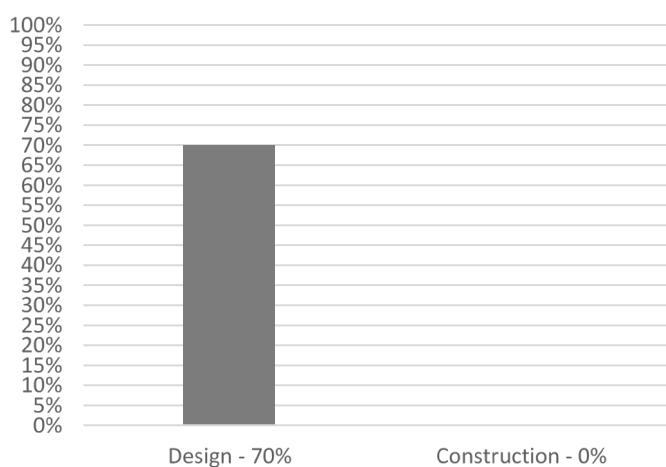
### Evergreen Drive Phase 2



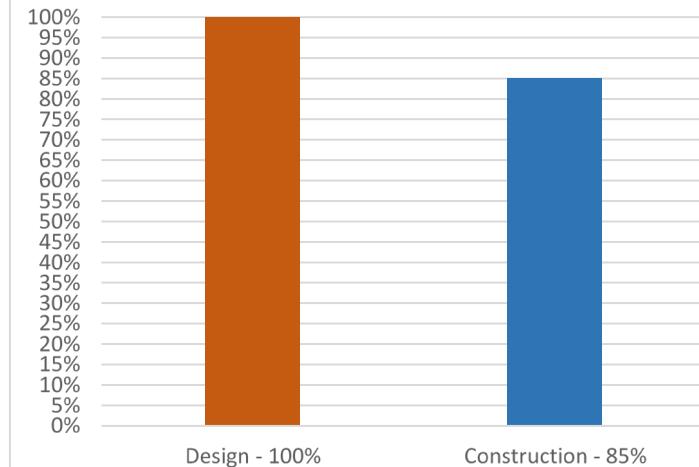
### Harzheim Drive



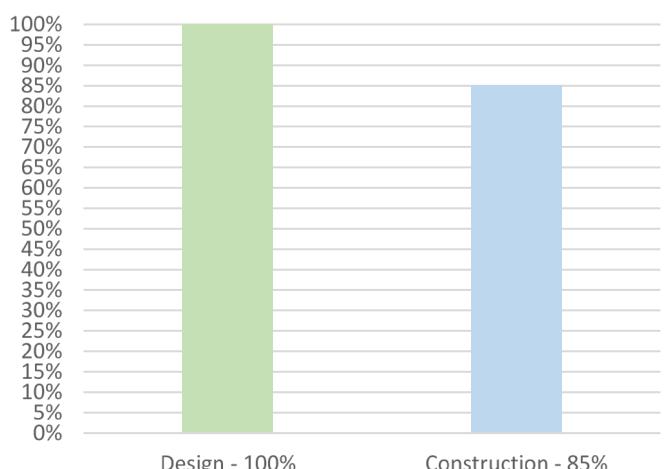
### Vandenbroek Pond



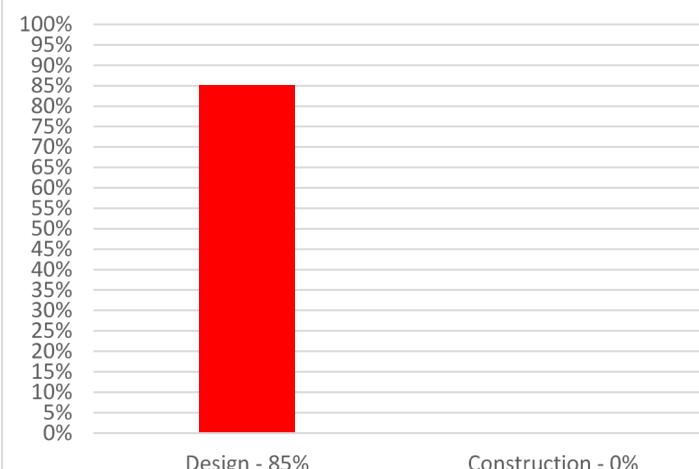
### Downtown Storm Sewer - Hotel



### Ebbn Storm Sewer



### OO Sanitary Sewer



**VILLAGE OF LITTLE CHUTE  
VILLAGE BOARD  
NOTICE OF PUBLIC HEARING  
ZONING CHANGE REQUEST**

**NOTICE IS HEREBY GIVEN** that a Public Hearing will be held for a request of zoning change from RC – Residential Conventional Single-family District to ID – Industrial District certain property in the Village of Little Chute, Outagamie County, Wisconsin.

206 Karen Dr, 200 Karen Dr and Parcel #260017612, 260430500, 260017613

More particularly described as follows:

LOT 2 CSM 7620

LOT 3 CSM 7620

W100FT OF E543.25FT OF N135FT S1/2 NE SE SEC9 T21N R18E

W100FT OF E643.25FT OF N135FT S1/2 NE SE SEC9 T21N R18E .31AC M/L 719R613,  
W200FT OF E843.25FT OF N135FT S1/2 NE SE SEC9 T21N R18E .62AC M/L 952R331

Applicant: Village of Little Chute

A copy of the proposed zoning map may be seen at the Administrative Office at the Village Hall and enclosed with this notice.

DATE OF HEARING: March 17, 2021

TIME OF HEARING: 6:00 p.m.

PLACE OF HEARING:  
Village Hall  
Board Room  
108 West Main Street  
Little Chute, WI 54140

Laurie Decker  
Village Clerk

If you have any questions, please contact the Zoning Administrator at (920) 423-3870

Publish: March 3rd and March 10<sup>th</sup>, 2021

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.



# STATE OF WISCONSIN AFFIDAVIT OF PUBLICATION

March 3 & 10, 2021  
VILLAGE OF LITTLE CHUTE  
VILLAGE BOARD  
NOTICE OF PUBLIC HEARING  
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LOT 3 CSM 7620

W100FT OF E543.25FT OF N135FT S1/2 NE SE SEC9 T21N R18E  
W100FT OF E643.25FT OF N135FT S1/2 NE SE SEC9 T21N R18E .31AC M/L 719R613,  
W200FT OF E843.25FT OF N135FT S1/2 NE SE SEC9 T21N R18E .62AC M/L 952R331

Applicant: Village of Little Chute

A copy of the proposed zoning map may be seen at the Administrative Office at the Village Hall.

DATE OF HEARING: March 17, 2021  
TIME OF HEARING: 6:00 p.m.  
PLACE OF HEARING: Village Hall  
Board Room  
108 West Main Street  
Little Chute, WI 54140

If you have any questions please contact the Zoning Administrator at (920) 423-3870

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

Laurie Decker, Village Clerk

WNAXLP

Laurie Hammen  
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 **Haukauna, Wisconsin, in**  
**Outagamie County**, and that an  
advertisement of which the annexed  
is a true copy, taken from said paper,  
was published therein on:

03/10/2021

03/03/2021

SIGNED Laurie A. Hammen  
DATED 03/11/2021

Notary Public, State of Wisconsin

My Commission Expires

# of Lines 38

# of Weeks Published 2

Publication Fee \$ 113.19

Proof of Publication \$ 1.00

Total \$ 114.19

Mailed 3-1-2021

VANGROLL FAMILY IRREV TRUST  
W2964 EVERGREEN DR.  
APPLETON, WI 54913

DIANE FELLER  
W2964 EVERGREEN DR.  
APPLETON, WI 54913

HICKORY DRIVE HOLDINGS LLC  
8801 RIVER CROSSING BOULEVARD  
STE 300  
INDIANAPOLIS, IN 46240

JEROME EVERE  
129 CENTRAL PARKWAY  
KIMBERLY, WI 54136

TOWN OF VANDENBROEK  
ATTN: TOWN CLERK  
W2030 COUNTY RD JJ  
KAUKAUNA, WI 54130



Date Filed: \_\_\_\_\_  
Fee Paid: (\$175) \_\_\_\_\_  
Verified by \_\_\_\_\_

## **APPLICATION: ZONING CHANGE REQUEST FORM**

To: Board of Trustees, Village of Little Chute, Outagamie County, WI

Applicant: Village of Little Chute

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Applicant named above, files herewith this Request for a change in Zoning of the following described property:

To Rezone the properties on Karen Dr from RC to ID the parcels are listed Below:

Parcel # 260017612, 260430500, 260430600, 260430601, 260017613

Applicant herewith requests the Village Board to change zoning of the above-described property

from: RC- Residential Single Family District

**to:** ID- Industrial District

2018-01-18 10:00:00

Signed: John Smith Dated: 2/24/2021

Attach a Scale Map (1" = 100') showing the area requested to be rezoned including all areas within 300 feet of the area requested. Attach a list of owners' names and addresses of all properties lying within 100 feet of the area proposed to be rezoned. Attach any documents the applicant may wish to include which may be of guidance or interest to the Village Board and Plan Commission.

(See reverse)

## **Sec. 44-488. Procedures.**

**(a) Request for changes.** Petitions for any change to the district boundaries and map or amendments to the text regulations shall be addressed to the village board and shall be filed with the zoning administrator, describe the premises to be rezoned or the portions of text of regulations to be amended, list the reasons justifying the petition, specify the proposed use, if applicable, and have attached the following, if petition be for change of district boundaries:

- (1) Plot plan, drawn to a scale of one inch equals 100 feet showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts and the location and existing use of all properties within 300 feet of the area proposed to be rezoned.
- (2) Owners' names and addresses of all properties lying within 100 feet of the area proposed to be rezoned.
- (3) Together with additional information as may be required by the plan commission or village board.

**(b) Recommendations.** The village board or the zoning administrator shall cause the petition to be forwarded to the plan commission for its consideration and recommendation. The plan commission shall review all proposed amendments to the text and zoning map within the corporate limits and shall recommend by majority vote that the petition be granted as requested, modified or denied. In arriving at its recommendation, the commission may on occasion, of its own volition, conduct its own public hearing on proposed amendment.

**(c) Hearings.**

- (1) The village board, following submittal to the plan commission, shall hold a public hearing upon each proposed change or amendment, giving notice of the time, place and the change or amendment proposed by publication of a Class 2 notice, under Wis. Stats. ch. 985. At least ten days' prior written notice shall also be given to the clerk of any municipality within 1,000 feet of any land to be affected by the proposed change or amendment. Failure to comply with this provision shall not, however, invalidate any previous or subsequent action on the application.
- (2) The village board shall hold public hearings as required under this section.

**(d) Board's action.** Following such hearing and after consideration of the plan commission's recommendations, the village board shall vote on the proposed ordinance effecting the proposed change or amendment.

**(e) Fee.** The fee for a Zoning Code change or amendment shall be \$175.00 and shall be paid upon filing.

(Code 2006, § 13-1-262; Ord. No. 25(Ser. of 2005), 11-2-2005; Ord. No. 16(Ser. of 2006), 10-18-2006)

## **Sec. 44-489. Protest.**

**(a)** In the event of a protest against amendment to the zoning map, duly signed and acknowledged by the owners of 20 percent or more, either of the areas of the land included in such proposed change, or by the owners of 20 percent or more of the land immediately adjacent extending 100 feet therefrom, or by the owners of 20 percent or more of the land directly opposite thereto extending 100 feet from the street frontage of such opposite land, such changes or amendments shall not become effective except by the favorable vote of three-fourths of the village board membership voting on the proposed change.

**(b)** In the event of protest against amendment to the text of the regulations of this zoning chapter, duly signed and acknowledged by 20 percent of the number of persons casting ballots in the last general election, it shall cause a three-fourths vote of the village board membership voting to adopt such amendment.

(Code 2006, § 13-1-263)

Village of Little Chute  
Department of Public Works

**REQUEST FOR BOARD'S CONSIDERATION**

**ITEM DESCRIPTION:** Discussion/Action – Permanent No Parking Sign Installation on Johnson Avenue and Johnson Court.

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

**REPORT DATE:** March 17, 2021

**ADMINISTRATOR'S REVIEW / COMMENTS:**

**EXPLANATION:** The Village of Little Chute has responded to concerns from Village Board members and local-residents regarding on-street parking on Johnson Avenue and Johnson Court. In September 2020, the Department of Public Works along with members of the Little Chute Fire Department conducted an analysis to assess the entry, exit, and passage of large vehicles on the roadways.

In October 2020, the Department of Public Works suggested a “no parking” zone along the North side of Johnson Avenue and Johnson Court, from December 1<sup>st</sup> to April 1st. This suggestion was intended to improve public safety and ease the entry, exit, and passage of snow removal equipment, emergency vehicles, and all vehicular traffic during the winter months. The Village Board directed public works to install the “no parking” signs and bring back a final recommendation in March 2021. Five (5) “No Parking This Side of Street” signs were installed on the North side of Johnson Avenue and Johnson Court.

Recent communication with local property owners, the Little Chute Fire Department, and Public Works, supports keeping the “No Parking This Side of Street” signs up permanently, year-round.

**RECOMMENDATION:** Staff requests the Village Board approve the permanent installation of the “No Parking This Side of Street” signs on the North side of Johnson Avenue and Johnson Court.

**VILLAGE OF LITTLE CHUTE**

**CREATION OF ORDINANCE NO. 2-157**

**AN ORDINANCE ESTABLISHING COMPENSATION AND/OR PER DIEMS FOR  
CERTAIN BOARDS AND COMMISSIONS MEMBERS POSITIONS IN THE  
VILLAGE OF LITTLE CHUTE**

The Village Board of the Village of Little Chute does ordain as follows:

**CHAPTER 2, ARTICLE V, SECTION 2-157, Entitled “BOARDS AND COMMISSIONS  
MEMBERS COMPENSATION OR PER DIEMS” is hereby created to read as follows:**

- a. Pursuant to Village ordinance sec. 2-148(c), compensation for members of the Board of Review shall be \$50.00 for each meeting attended, except that, for the annual Board of Review meeting occurring during the 45-day period beginning on the 4<sup>th</sup> Monday of April in accordance with Wis. Stat. § 70.47(1), members of the Board of Review shall be entitled to a per diem of \$150.00.
- b. Pursuant to Village ordinance sec. 2-149(a), compensation for members of the Board of Appeals shall be \$50.00 for each meeting attended.
- c. Pursuant to Village ordinance sec. 2-150(a), compensation for members of the Plan Commission shall be \$50.00 for each meeting attended.
- d. Pursuant to Village ordinance sec. 2-151(a)(4), compensation for members of the Utility Commission shall be \$50.00 for each meeting attended.
- e. Pursuant to Village ordinance sec. 2-152(b), compensation for members of the Fire Commission shall be \$50.00 for each meeting attended.
- f. Pursuant to secs. 2-153(c) and 2-153.1(d), members of the Library Board shall serve without compensation, except that members of the Library Board shall receive a per diem of \$50.00 for each meeting attended in accordance with Wis. Stat. § 43.54(1)(d)2.
- g. Pursuant to sec. 2-154(e), compensation for members of the Community Development Authority shall be \$50.00 for each meeting attended.
- h. Pursuant to Village ordinance sec. 2-155(c), compensation for members of the Fox Valley Metropolitan Police Commission shall be \$50.00 for each meeting attended.
- i. Pursuant to Village ordinance sec. 2-156(a), compensation for members of the Design Review Board shall be \$50.00 for each meeting attended.
- j. Compensation for members of the Sex Offender Residence Board established under Village ordinance sec. 30-35(e) shall be \$50.00 for each meeting attended.

k. Compensation for members of the Park Planning Committee shall be \$50.00 for each meeting attended.

## **SECTION II – VILLAGE BOARD MEMBERS**

To the extent any member of the Village Board for the Village of Little Chute, including the Village President or any Village Trustee, serves on any Board or Commission referenced in Section I above, such Village Board member shall not be entitled to any additional compensation beyond the annual salary otherwise paid to such Village Board member in exchange for his or her role as Village Board member.

Despite restrictions against additional compensation herein to the contrary, members of the Village Board for the Village of Little Chute, including the Village President and the Village Trustees, shall be entitled to a per diem of \$150.00 for attending seminars or conferences. Additionally, Village Board members shall be entitled to reimbursement for out-of-pocket expenses incurred in attending such seminars or conferences as set forth and provided for in the Village of Little personnel manual as amended from time-to-time.

## **SECTION III – SEVERABILITY**

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

## **SECTION IV – EFFECTIVE DATE**

This ordinance becomes effective upon publication or posting in accordance with Wis. Stat. § 61.50.

Adopted and passed by requisite vote of the Village Board of Trustees this 17 day of March, 2021.

**VILLAGE OF LITTLE CHUTE**

BY:

Michael Vandenberg, Village President



ATTEST:

  
Laurie Decker, Village Clerk

(9) *Thickness.* Residential walks shall be not less than four inches thick except within driveway approaches where the minimum thickness shall be six inches. Sidewalks in front of commercial or industrial establishments shall be not less than four inches in thickness, except within driveway approaches where the minimum thickness shall be seven inches. One-half-inch reinforcement rod shall be used when replacing or repairing sidewalks over alley entrances.

(10) *Finishing.* The concrete shall be struck off true to grade, finished smooth and given a broom finish. All edges shall be rounded. No tool marks shall be left on exposed surfaces. In case of rain, the walk shall be covered to protect the surface from being damaged. Walks shall be kept free from all traffic at normal temperatures for 48 hours and in cold weather (below 50 degrees Fahrenheit) for 96 hours. No concrete shall be poured when the temperature may be expected to fall below 35 degrees Fahrenheit in any 72-hour period or upon frozen subgrade.

(11) *Curing.* Concrete shall be kept moist by sprinkling, covering or a combination of both for a minimum of five days, or a curing compound may be used in place of the curing procedure.

(12) *Higher standards.* Where deemed necessary by the village, higher sidewalks standards may be required by the director of public works.

(13) *Warranty.* Any sidewalk, which was installed by the contractor which fails for any reason within 12 months following installation shall be replaced at no cost to the village.

***Standard specifications for two-way shared use path located in street right of way.***

(1) *General.* A two way shared use path located in the street right of way shall meet the specifications and provisions set forth in this section and shall be constructed in locations to the line and grade established and approved by the village engineer. This section has been developed in accordance with the "Wisconsin Bicycle Facility Design Handbook", with minor updates through 2018 and prepared by the Wisconsin Department of Transportation.

(2) *Definition.* Shared paths are off-road facilities designed for travel by a variety of non-motorized users, including bicyclists, pedestrians, skaters, joggers, and others. If a two-way shared-use path must be located adjacent to a roadway, a separation between the path and the adjacent street is required to demonstrate that the path functions as an independent facility for bicyclists and pedestrians. Additionally, the inside bicyclist will be riding directly opposed to oncoming motor vehicle traffic. This often increases average closing speeds by up to 30 mph (compared to bicyclists riding with traffic).

(3) *Subgrade.* The subgrade shall be excavated and compacted in fill areas to the optimum moisture content for the native soil. Soft subgrade material shall be excavated and dried to the optimum moisture content for the native soil and re-placed in six inch lifts (maximum) using a minimum compaction effort of 95 percent of the modified proctor (ASTM D1557). Granular replacement material may also be used and placed in 6-inch lifts (maximum) and uniformly compacted to meet 95% compaction effort for the modified proctor (ASTM D1557). Prior to placement of base material the subgrade shall be brought to within three inches of the final subgrade elevation by the contractor and shall not be consistently high to reduce the average thickness of the granular base material.

(4) *Granular Base.* The Contractor shall use 3/4-inch (19.0 mm) base aggregate gradation (Wis-DOT 305) for the shared use path including shoulders and granular surface. The thickness of base aggregate shall be 5-inches for both asphalt and concrete surfaces. Granular base shall

be placed in 6-inch lifts (maximum) and uniformly compacted to meet 95% compaction effort for the modified proctor (ASTM D1557).

(5) *Asphalt pavement.* Binder: 3LT 58-28 S (2.25-inches thickness)  
Surface: 5LT 58-28 S (1.75-inches thickness)

(6) *Concrete.* The minimum quantity of cement per cubic yard shall be six 94-pound sacks. Gravel shall be of good quality and washed. Concrete shall test 3,000 pounds per square inch (psi) compression in 28 days. Concrete shared use paths shall be not less than four inches thick except within driveway approaches where the minimum thickness shall be six inches. Shared use paths in front of commercial or industrial establishments shall be not less than four inches in thickness, except within driveway approaches where the minimum thickness shall be seven inches. One-half-inch reinforcement rod shall be used when replacing or repairing sidewalks over alley entrances or new utility trench work.

(7) *Jointing.* Expansion joints one-half inch thick shall be placed at 100-foot maximum intervals. At all places where a concrete path intersects another concrete path, sidewalk or curbline, a one-half inch expansion joint shall be placed.

(8) *Finishing.* The concrete shall be struck off true to grade, finished smooth and given a broom finish. All edges shall be rounded. No tool marks shall be left on exposed surfaces. In case of rain, the concrete path shall be covered to protect the surface from being damaged. The concrete shall be kept free from all traffic at normal temperatures for 48 hours and in cold weather (below 50 degrees Fahrenheit) for 96 hours. No concrete shall be poured when the temperature may be expected to fall below 35 degrees Fahrenheit in any 72-hour period or upon frozen subgrade.

(9) *Curing.* Concrete shall be kept moist by sprinkling, covering or a combination of both for a minimum of five days, or a curing compound may be used in place of the curing procedure.

(10) *Higher standards.* Where deemed necessary by the village engineer, higher standards may be required, as needed, due to estimated increased user capacity for the shared use path.

(11) *Warranty.* Any improvements that have been constructed by the contractor which fails for any reason within 12 months following installation shall be replaced at no cost to the village.

(12) *The minimum separation.* Five (5) feet is the minimum distance required between the edge of the street pavement/curb and the path. The path should be located outside of the roadway's clear zone. When the 5-feet of separation is not possible, a suitable physical barrier is recommended with a minimum height of 42-inches. Such barriers prevent path users and motorists from making unwanted movements between the path and the street (and vice versa) and reinforce the concept that the path is an independent facility. Where a barrier or a space separation is not possible narrowing the 5 feet of separation area to 3-feet for a short distance (several hundred feet) is acceptable. [This may be necessary at intersection approaches.] Three (3) feet of separation for a longer stretch would be permitted if the path is next to a wide shoulder or bike lane.

(13) *Priority.* The path should have the same priority through intersections as the parallel street. A path next to an arterial street, bicyclists on the path are required to stop at each minor cross street or driveway. Excessive and improper traffic controls breed disrespect for ALL traffic controls on trails, even where clearly warranted.

(14) *Path width.* The paved width required for a shared-use path is a primary design consideration. Under most conditions, the paved width for a two-way shared-use path is 10 ft.

(15) *Shoulders.* A minimum 2-foot wide graded shoulder flatter than 1:6 (16.67%) slope should be maintained on both sides of the path. Such shoulders provide a measure of safety, in case a bicyclist drifts off the side of the path. The shoulder surface should be level with the edge of pavement, to prevent crashes caused by an uneven pavement edge.

(16) *Clearances.* Clearances are important for two reasons. The first is to provide adequate clearance from trees, posts, abutments, piers, poles, box culverts, guardrails, or other potential hazards. The second reason is to make maintenance (e.g., mowing) easier. A clear zone of 3-feet or more is desirable on each side of a shared-use path.

- a) However, a 1 to 2-foot clearance may be used where the obstruction is continuous, as with a long section of wall, a railing, or a fence. The ends of continuous obstructions or barriers should be flared at either end, especially where there is less than 3-feet of clearance from the path to the obstruction/barrier.
- b) If adequate clearance cannot be maintained between the path and vertical obstructions or other features that narrow the clear zone, a warning sign should be used in advance of the hazard with a Type 1, 2, or 3 object marker at its location. This treatment should be used only where the hazard is unavoidable, and is by no means a substitute for good design.
- c) Where the path is next to a canal or ditch, with a sloped drop-off steeper than 3:1 a wider separation should be considered. A minimum 5-foot separation from the edge of the path pavement to the top of the slope or a safety rail should be provided where the slope/drop conditions cannot be met. Depending on the height of embankment and condition at the bottom, a physical barrier, such as a safety railing, dense shrubbery, or a chain link fence, may be needed at the top of the slope.
- d) The vertical clearance to obstructions should be 10-feet for bicyclists' comfort and to allow access for maintenance and emergency vehicles. In only exceptional cases where the 10-foot standard is unattainable, can 8 ft (2.5 m) be used; while uncomfortable for some users, this height allows bicyclists to go under without hitting their heads. The Wisconsin Department of Natural Resources uses a 12-foot vertical clearance on state trails to accommodate maintenance and snow grooming equipment.

(17) *Americans with Disabilities Act (ADA) requirements.* Shared-use paths built in the United States must also meet the requirements of the Americans with Disabilities Act (ADA). ADA guidelines require that cross slopes not exceed 2% to avoid the severe difficulties that greater cross slopes can create for people in wheelchairs or using walker or canes.

(18) *Design speeds.* In general, a design speed of 18 mph should be used for level areas. For paths on long downgrades (i.e., steeper than 4% and longer than 500-feet), a design speed of 30 mph is advisable. Although bicyclists can travel faster than these speeds, to do so would be inappropriate in a mixed-use setting that includes young bicyclists, pedestrians, wheelchair users, and others.

- a) Warning signs can be used to deter excessive bicyclist speed; and faster cyclists can be encouraged to use the roadway system. For example, a “Fast Bicyclist Bypass” can be developed on a nearby through street.
- b) Unpaved Surfaces, Bicycles have a higher tendency to skid on unpaved surfaces. Horizontal curvature design should take into account lower coefficients of friction in using this type of surface material.
- c) Extrapolating from values used in highway design, friction factors for paved shared-use paths can be assumed to vary from 0.31 at 12 mph to 0.21 at 30 mph. Although there is no data available for unpaved surfaces, reducing friction factors by 50% should allow a sufficient margin of safety.

*(19) Path Allowable Surface Material Summary*

<i>Surface Material</i>	<i>Advantages</i>	<i>Disadvantages</i>
Crushed Aggregate	Soft but firm surface, natural material, moderate cost (varies regionally), smooth surface, accommodates multiple use.	Surface can rut or erode with heavy rainfall, regular maintenance to keep consistent surface, replenishing stones may be a long-term expense, not for steep slopes.
Asphalt	Hard surface, supports most types of use, all weather, does not erode, accommodates most users simultaneously, low maintenance.	High installation cost, costly to repair, not a natural surface, freeze/thaw can crack surface, heavy construction vehicles need access.
Concrete	Hardest surface, easy to form to site conditions, supports multiple use, lowest maintenance, resists freeze/thaw, best cold weather surface.	High installation cost, joints must be sawn for smooth ride, costly to repair, not natural looking, construction vehicles will need access to the trail corridor.

*(20) Slope or grade.* One percent slopes are recommended on shared use paths where practical, because they are easier to navigate for people using wheelchairs. The maximum grade recommended for shared-use paths is 5%. Sustained grades should be limited to 2 or 3%.

- a) The shared-use path may also match the roadway grade. When the roadway grade exceeds 5%, the path grade is to be less than or equal to the roadway grade. Refer to the U.S. Access Board for information on accessibility provisions for shared-use paths covered by ADA.
- b) As a general guide, where steeper or longer grades cannot be avoided, the design speed should be increased and additional width should be provided for maneuverability.

(21) *Curve radius.* In most cases the lean angle formula (see Wisconsin Bicycle Facility Design Manual, page 4-14) should be used when determining the minimum radius of a horizontal curve, due to the need for relatively flat cross slopes and the fact that bicyclists lean when turning (regardless of their speed or the radius of their turn). The curve radius should be based upon various design speeds of 18 to 30 mph and a desirable maximum lean angle of 20 degrees. Lower design speeds of 12 to 16 mph may be appropriate under some circumstances (e.g., where environmental or physical constraints limit the geometrics). Minimum radii of curvature for a paved path can be selected from Table 1.

**Table 1: Desirable Minimum Radii for Paved Shared Use Paths**

Based on 20° Lean Angle Design

Design Speed mph	Minimum Radius feet
18	60
20	74
25	115
30	166
Special conditions (e.g., topography constraints)	
12	27
14	36
16	47

(22) *Sight distance.* Shared-use paths should be designed with adequate stopping sight distances to let bicyclists see and react to the unexpected situations. The distance required to bring a bicycle to a full controlled stop is a function of the bicyclist's perception and brake reaction time; the initial bicycle speed; the coefficient of friction between the tires and pavement; and the braking ability of the bicycle and the bicyclist. Refer to the Wisconsin Bicycle Facility Design Manual, beginning on page 4-19, to determine the minimum stopping sight distance required.

Where adequate sight distance cannot be provided, mitigation measures like those described below can help:

- widen the path through the curve;
- Install a solid yellow center line stripe;
- Install a "Curve Ahead" warning sign; or
- Some combination of the above.

(23) *Signing and marking.* These elements fall into the same three main categories found in roadway signing and marking: regulatory, warning, and informational devices. Each category is associated with certain colors. Regulatory controls are associated with red, black, and white\*; warning devices with yellow and fluorescent yellow-green; informational devices with blue, green and brown. \*In striping, however, yellow is also a regulatory color. Signs for exclusive use of bicyclists should be located so that drivers are not confused by them. If necessary, shielding should be used to keep motorists from seeing these type of signs. If the sign applies to drivers and bicyclists, then it should be visible from both perspectives.

(24) *Warning devices.* Shared use paths are designed for bicycle traffic and therefore, need to alert users to hazardous (or potentially hazardous) conditions on or adjacent to the path. They are also used to let others (e.g., motorists on a cross street) know about the presence of the path and the potential for conflicts. Warning devices require caution on the part of users and may require them to slow. If used, advance bicycle warning signs should be installed no less than 50-feet in advance of the beginning of the condition. Warning signs and markings let path users know about problems like tight curves, low clearances, obstacles, and other hazards. Typically, these are permanent conditions that cannot be easily corrected.

(25) *Parallel path crossing.* A parallel path is one that is adjacent to a roadway. Because of this relationship, the path typically intersects most of the same streets and driveways that the road, itself. Wisconsin State Statute 346.803(b) requires bicyclists to "obey each traffic signal or sign facing a roadway which runs parallel and adjacent to the bicycle way." As a result, stop or yield conditions for bicyclists on parallel side paths should generally be consistent with the traffic controls imposed upon traffic of the adjacent roadway.

(26) *Maintenance.* Similar to streets, it shall be the Village's responsibility to maintain this facility for the public's use and benefit. It is also at the discretion of the Village Board to determine when the shared use path shall be open for use. It shall be the responsibility of the village staff to clear snow from the path if it is determined to remain open for pedestrian use during the winter. The shared use path may also be designated for winter sports (snow show or cross-country skiing) if not required for pedestrian use. The path may not be closed and the snow must be cleared by village staff if it is the only route for pedestrian access during the winter (no sidewalk on the opposite side of the street).

Adopted and passed by requisite vote of the Village Board of Trustees this 17th day of March 2021.

**VILLAGE OF LITTLE CHUTE**

BY:

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Michael Vandenberg, Village President

ATTEST:

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Laurie Decker, Village Clerk

**VILLAGE OF LITTLE CHUTE**

**ORDINANCE NO. 4, SERIES OF 2021**

AN ORDINANCE AMENDING CHAPTER 44, MUNICIPAL CODE OF THE VILLAGE OF LITTLE CHUTE AND THE OFFICIAL ZONING MAP, WHICH IS A PART THEREOF, BY MAKING THE FOLLOWING CHANGES IN THE DISTRICT AS NOW PROVIDED.

**WHEREAS**, a request for rezoning by the Village Board of Trustees, Village of Little Chute and has been referred to the Village of Little Chute Plan Commission for said Commission's recommendation; and,

**WHEREAS**, the territory is within the adopted boundaries of Tax Incremental District number 6; and

**WHEREAS**, the project plan of Tax Incremental District number 6 indicates a portion the proposed area be designated for redevelopment as Industrial use and is overall consistent with the project plan; and

**WHEREAS**, the Village of Little Chute Plan Commission has recommended the following actions; and

**WHEREAS**, the Village Board of Trustees finds the following actions to be consistent with overall intent of the adopted guidelines within the Village Comprehensive Plan's goals, objectives, policies and recommendations; and

**WHEREAS**, the required public hearing regarding the rezoning has been held before the Village Board of Trustees,

**NOW, THEREFORE**, the Village Board of Trustees, Village of Little Chute, do ordain as follows:

**Section 1.** That the Zoning Ordinance, Chapter 44 Zoning, Municipal Code of the Village of Little Chute, and the official zoning map which is a part thereof, is hereby amended, by making the following changes:

- (1) The following described property shall now be officially zoned as ID Industrial District;  
Parcel # 260017612, 260430500, 260430600, 260430601, 260017613

More particularly described as follows:

LOT 2 CSM 7620

LOT 3 CSM 7620

W100FT OF E543.25FT OF N135FT S1/2 NE SE SEC9 T21N R18E

W100FT OF E643.25FT OF N135FT S1/2 NE SE SEC9 T21N R18E .31AC M/L 719R613,

W200FT OF E843.25FT OF N135FT S1/2 NE SE SEC9 T21N R18E .62AC M/L 952R331

**Section 2.** That this Ordinance shall be in full force and effect from and after its passage as provided by law, and upon its passage, the Village Zoning Administrator is authorized and directed to make the necessary changes to the official zoning map of the Village of Little Chute, all in accordance with this Ordinance.

**Section 3. Recorded Vote.**        For        Against

Date introduced, approved and adopted: March 17, 2021

**VILLAGE OF LITTLE CHUTE**

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

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

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

**ITEM DESCRIPTION:** Site Plan Review MFR Expansion

**PREPARED BY:** David Kittel, Community Development Director

**REPORT DATE: 3/11/2021**

**ADMINISTRATOR'S REVIEW/COMMENTS:**

**EXPLANATION:**

A Site Plan has been submitted to the Village for an addition onto the Outagamie County Recycling and solid waste existing Material Processing Facility. Due to this site being under a conditional use this site plan went before the Plan Commission for recommendation. On March 8<sup>th</sup> 2021 the Plan Commission did recommend approval of the site plan to the Village Board with condition that all comments from Staff are addressed. The proposed addition is 1 story and will be about 2,502 sqft. This new space will house the facilities maintenance shop and support the future installation of a new baler machine. See attached plans for details on the addition.

**RECOMMENDATION:** To approve site plan with condition that all staff comments are addressed.

# Martenson & Eisele, Inc.

Plan It. Design It. Build It.®

Planning • Environmental • Surveying • Engineering • Architecture

## 1.k. Hazardous Materials

No hazardous materials will be stored on site

## 1.n. Parking

Municipal Zoning Code Sec.44-53(g)(1): For manufacturing and service uses the requirement is one space per employee on maximum shift.

No. Existing Employees (maximum): 50

No. Proposed Future Employees (maximum): 50

No. Proposed Parking Spaces (facility total): 82 (No work to parking)

No. Handicapped Accessible Spaces: 2 required, 2 provided  
(Per IBC Table 1106.1)

## 1.z. Signage

No new signage is proposed as part of this development. An existing sign is located at the south driveway on the property. This existing sign is to remain unchanged.



## 1.aa. Fences and Retaining Walls

No new fencing or retaining walls are included in the proposed work. An existing fence is located near the office area, facing Holland Road. This fence is black, chain link. An existing concrete block retaining wall located east of the development will remain unmodified. This wall varies in height, up to approximately 5 feet, and conceals vehicles approaching the scales from a line of site to Holland Rd. Existing evergreen trees along the retaining wall further conceal the scale area. The building addition will be almost completely concealed from Holland Road.



# Martenson & Eisele, Inc.

Plan It. Design It. Build It.®

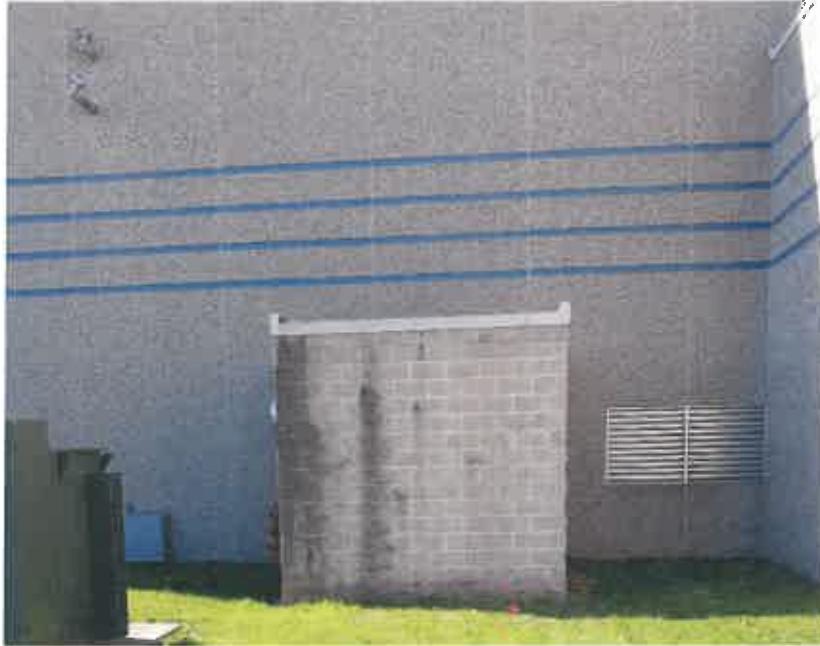
Planning - Environmental - Surveying - Engineering - Architecture



View from Holland Rd. Arrow indicates location of addition behind existing landscaping to remain.

### **5.c. Exterior Materials**

The existing building is constructed of precast concrete wall panels with an exposed aggregate in a warm gray color range. The exterior walls of the proposed addition will be constructed of the same material, color to match.



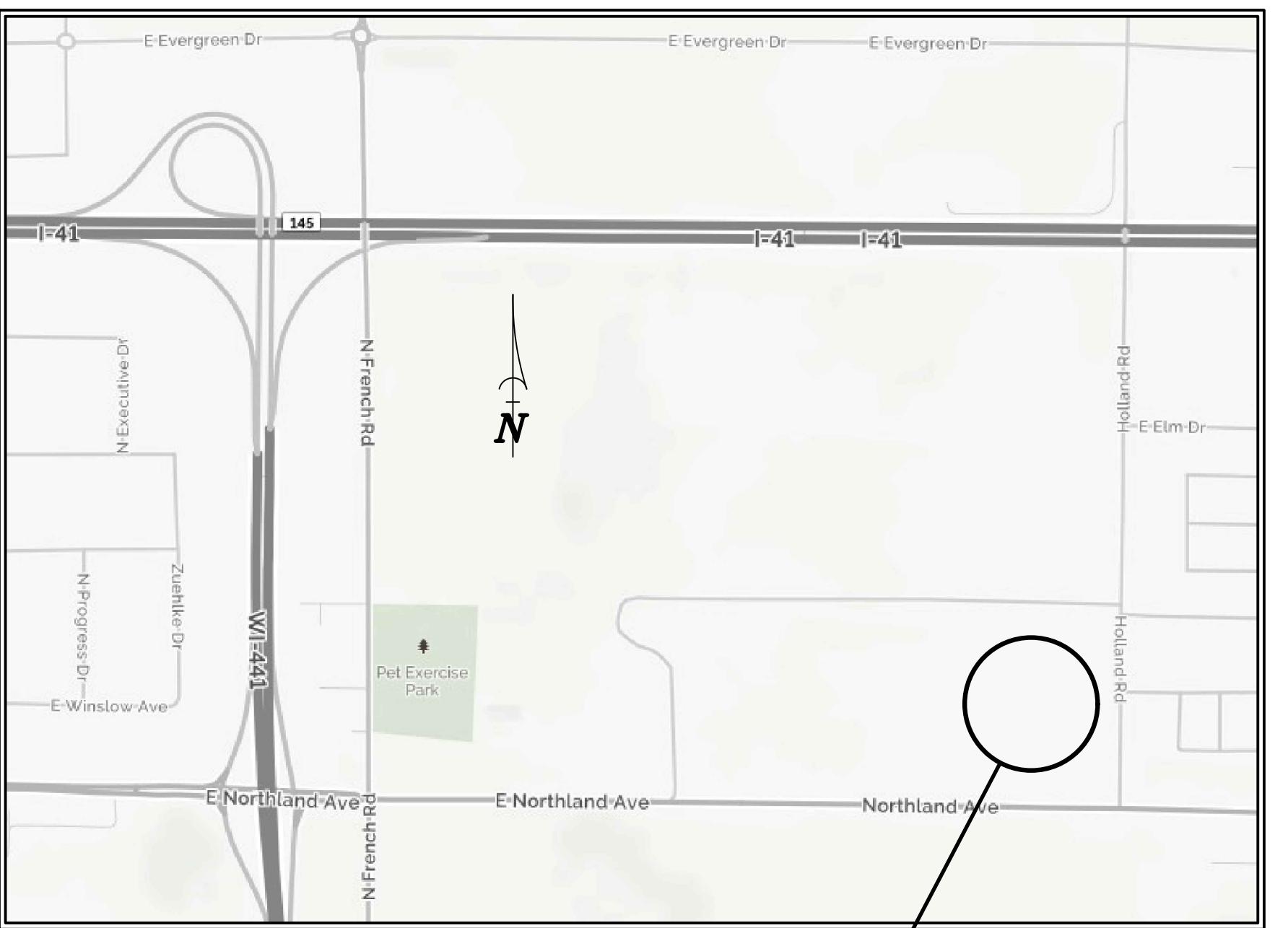


# OUTAGAMIE COUNTY MRF EXPANSION

VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN

## LOCATION MAP

INDEX OF SHEETS	
DRAWING NO.	DESCRIPTION:
C1.1	COVER SHEET
C2.1	SITE / DRAINAGE PLAN
C3.1	DEMOLITION PLAN
C4.1	STANDARD DETAIL DRAWINGS



SITE  
LOCATION

PERTINENT CONTACTS	CONTACT PERSON	PHONE
MUNICIPALITY		
VILLAGE OF LITTLE CHUTE	DAVE KITTEL	920-423-3870
OWNER		
OUTAGAMIE COUNTY		920-832-5277
ENGINEER / SURVEYOR		
MARTENSON & EISELE, INC.	JACK RICHESON	920-731-0381
MARTENSON & EISELE, INC.	CHRIS CLEARY	920-731-0381
MARTENSON & EISELE, INC.	GARY ZAHRINGER	920-731-0381
MARTENSON & EISELE, INC.	MIKE ROBAL	920-731-0381
UTILITY COMPANIES		
WE-ENERGIES	TOM BORCHART	920-380-3449
WE-ENERGIES	HEATHER DWORAK	920-242-5633
CHARTER COMMUNICATIONS	JASON ORR	920-378-0352
AT&T	GARY LAABS	920-860-6588



## REVISION TRACKERS

DESIGN DEVELOPMENT REVISION TRACKER		
NO.	DATE	DESCRIPTION
1	2/23/2021	BID SET

CONSTRUCTION DOCUMENT REVISION TRACKER		
NO.	DATE	DESCRIPTION

RECORD DRAWING REVISION TRACKER		
NO.	DATE	DESCRIPTION

## COVER SHEET

### OUTAGAMIE COUNTY MRF EXPANSION

VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN

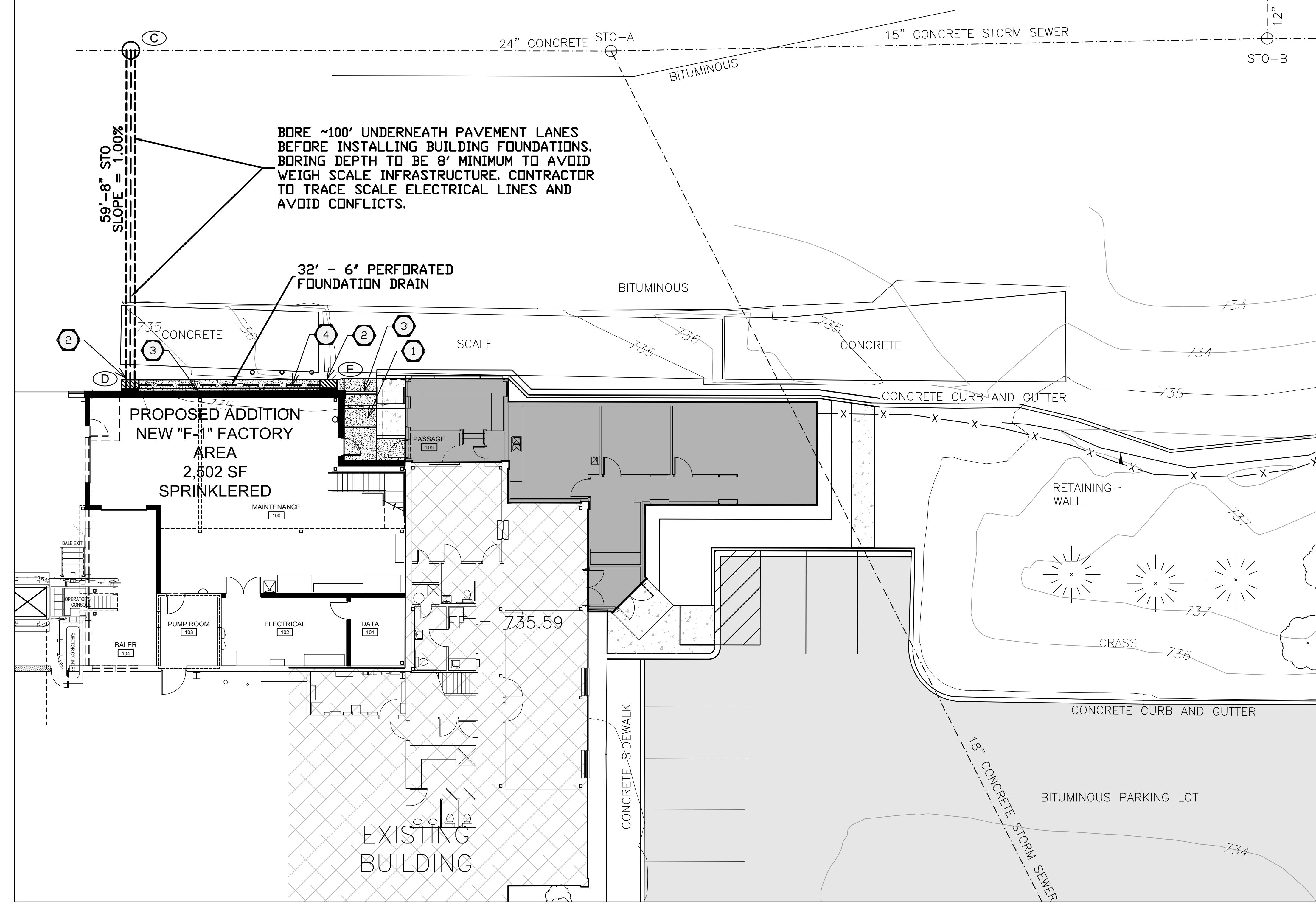
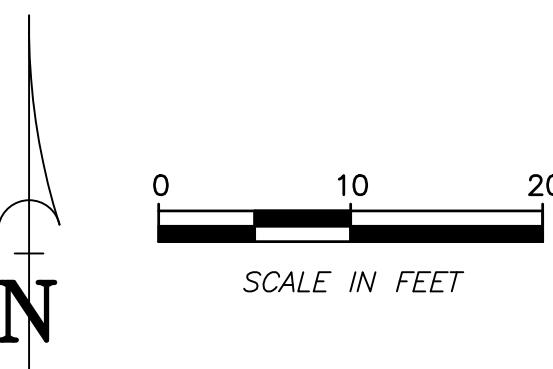
**Martenson & Eisele, Inc.**  
Planning  
Environmental  
Surveying  
Engineering  
Architecture  
1377 Midway Road  
Menasha, WI 54952  
www.martenson-eisele.com  
info@martenson-eisele.com  
920.731.0381 1.800.236.0381

SCALE  
BAR SCALE 01-28-2021

COMPUTER FILE  
1-0915-005de.dwg

DRAWING NO.  
C1.1

# SITE / DRAINAGE PLAN



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**SITE / DRAINAGE PLAN**  
**OUTAGAMIE COUNTY**  
**MRF EXPANSION**  
VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN

SCALE DATE  
BAR SCALE 01-28-2021  
COMPUTER FILE  
1-0915-005de.dwg

DRAWING NO.  
C2.1

# DEMOLITION PLAN

SCALE IN FEET

This architectural site plan illustrates the construction of a building foundation and the associated site infrastructure. The plan shows the following key features and dimensions:

- Existing Building:** Labeled "EXISTING BUILDING" with a cross-hatched pattern. It includes a "RAMP" and two "AC" units.
- Foundation Footprint:** Labeled "FF = 735.59" with a cross-hatched pattern.
- Excavation Area:** Labeled "CLEAR OUT 2,581 S.F. COURTYARD INCLUDING CONCRETE UTILITY PAD, SHED BASES, ETC. TOPSOIL AND SUBSOIL TO BE REMOVED TO PREP FOR BUILDING FOUNDATION STONE BASE." with a cross-hatched pattern.
- Construction Details:**
  - A box indicates "REMOVE 50 L.F. CURB AND GUTTER" from the "CONCRETE CURB AND GUTTER".
  - A "SCALE" is shown near the building.
  - A "BITUMINOUS" layer is depicted above the concrete curb and gutter.
  - A "CONCRETE" layer is shown at the base of the curb and gutter.
  - A "BITUMINOUS" layer is shown on the street surface.
  - A "CONCRETE" layer is shown on the curb and gutter.
  - A "CONCRETE SIDEWALK" is shown adjacent to the building.
  - A "CONCRETE CURB AND GUTTER" is shown along the property line.
  - A "RETAINING WALL" is shown on the right side of the site.
  - A "CONCRETE CURB AND GUTTER" is shown on the street side.
  - A "BITUMINOUS PARKING LOT" is shown on the right side.
  - A "CONCRETE STORM SEWER" is shown on the right side.
  - A "15" CONCRETE STORM SEWER" is shown at the top right.
  - A "24" CONCRETE STO-A" is shown at the top left.
  - A "18" CONCRETE CURB AND GUTTER" is shown at the bottom right.
  - A "18" CONCRETE GUTTER" is shown at the bottom right.
  - A "18" CONCRETE" is shown at the bottom right.
  - A "GRASS" area is shown on the right side.
  - A "GRASS" area is shown at the bottom right.

## DEMOLITION PLAN NOTES

1. THE LOCATIONS OF ALL EXISTING UTILITIES SHOWN ON THIS PLAN HAVE BEEN DETERMINED FROM THE BEST INFORMATION AVAILABLE AND ARE GIVEN FOR THE CONVENIENCE OF THE CONTRACTOR. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THEIR ACCURACY. PRIOR TO THE START OF ANY DEMOLITION ACTIVITY, THE CONTRACTOR SHALL NOTIFY THE UTILITY COMPANIES FOR ONSITE LOCATIONS OF EXISTING UTILITIES.
2. ALL WORK AND MATERIALS SHALL COMPLY WITH ALL VILLAGE OF LITTLE CHUTE AND O.S.H.A. STANDARDS AND CODES.
3. THE CONTRACTOR AND/OR OWNER SHALL NOT PROCEED WITH CONSTRUCTION ACTIVITIES UNTIL APPROPRIATE PERMITS/APPROVALS ARE OBTAINED.
4. THE CONTRACTOR SHALL OBTAIN AND PAY FOR ALL NECESSARY PERMITS FOR CONSTRUCTION.
5. THE CONTRACTOR SHALL CLEAN UP ALL EXCESS MATERIAL AND DEBRIS CAUSED AS A RESULT OF WORK UNDER THIS CONTRACT.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY AND ALL DAMAGE RESULTING FROM THE PERFORMANCE OF THE WORK UNDER THIS CONTRACT.
7. CONTRACTOR SHALL DISPOSE OF NON-SUITABLE MATERIAL OFF-SITE.

## TOPOGRAPHIC LEGEND

■	1" x 18" IRON PIPE SET	—OH—	OVERHEAD POWER LINES
▲	1-1/4" x 30" REBAR SET	—E—E—	UNDERGROUND ELECTRIC
X	CHISELED "X" SET	—T—T—	UNDERGROUND TELEPHONE
◎	3/4" REBAR FOUND	—FIBER—	UNDERGROUND FIBEROPTIC
□	1" IRON PIPE FOUND	—G—G—	UNDERGROUND GAS
△	1-1/4" REBAR FOUND	—CATV—	UNDERGROUND CABLE TV
■	2" IRON PIPE FOUND	—X—X—	EXIST. FENCE LINE
⊗	CHISELED 'X' FOUND	◊	SIGN
●	GOVERNMENT CORNER	○	POWER POLE
( )	RECORDED AS	○	GUY
◆	CONIFEROUS TREE	○	LIGHT POLE
○	DECIDUOUS TREE	■	TELEPHONE PEDESTAL
~~~~~	EXIST. WOODS LINE	■	ELECTRIC PEDESTAL
↓	WETLANDS	□	CABLE PEDESTAL
⊕	SOIL BORING	○	EXIST. HYDRANT
		☒	WATER VALVE
		☒	WATER STOP BOX
		80.00	EXIST. SPOT ELEVATION
		~000—	CONTOUR W/ ELEVATION
		000.00tc	EXIST. TOP OF CURB ELEV.
		000.00fl	EXIST. FLOW LINE ELEV.
		FF = 000.00	FIRST FLOOR = 000.00
		TS	TOPSOIL DEPTH
		◆	INFILTRATION SOIL BORING

DRAWING NO.  
C3.1

# DEMOLITION PLAN

# OUTAGAMIE COUNTY

# MRF EXPANSION

# MINI LAUNION VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN

**Marten森 & Eisele, Inc.**

1377 Midway Road  
Menasha, WI 54952

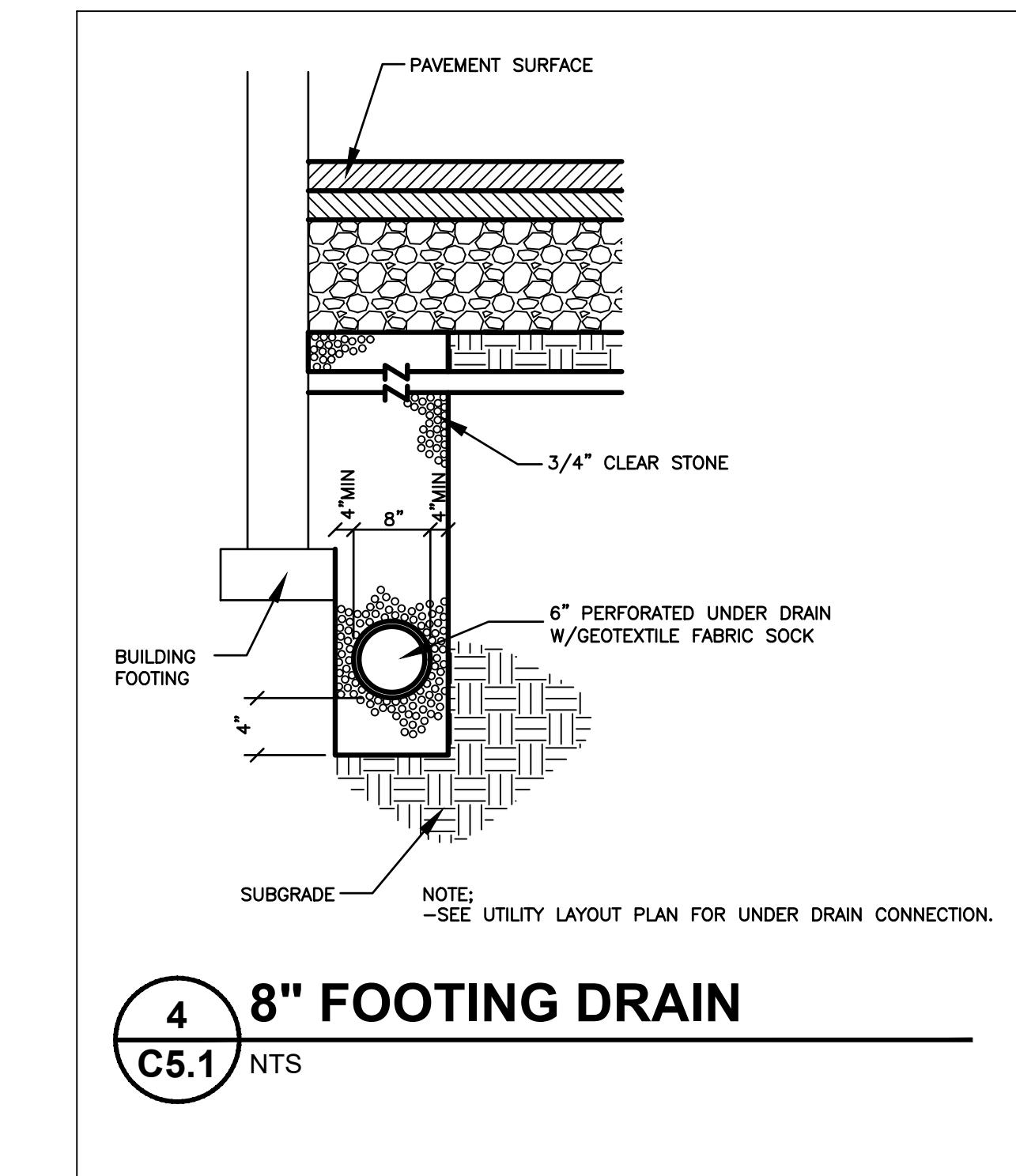
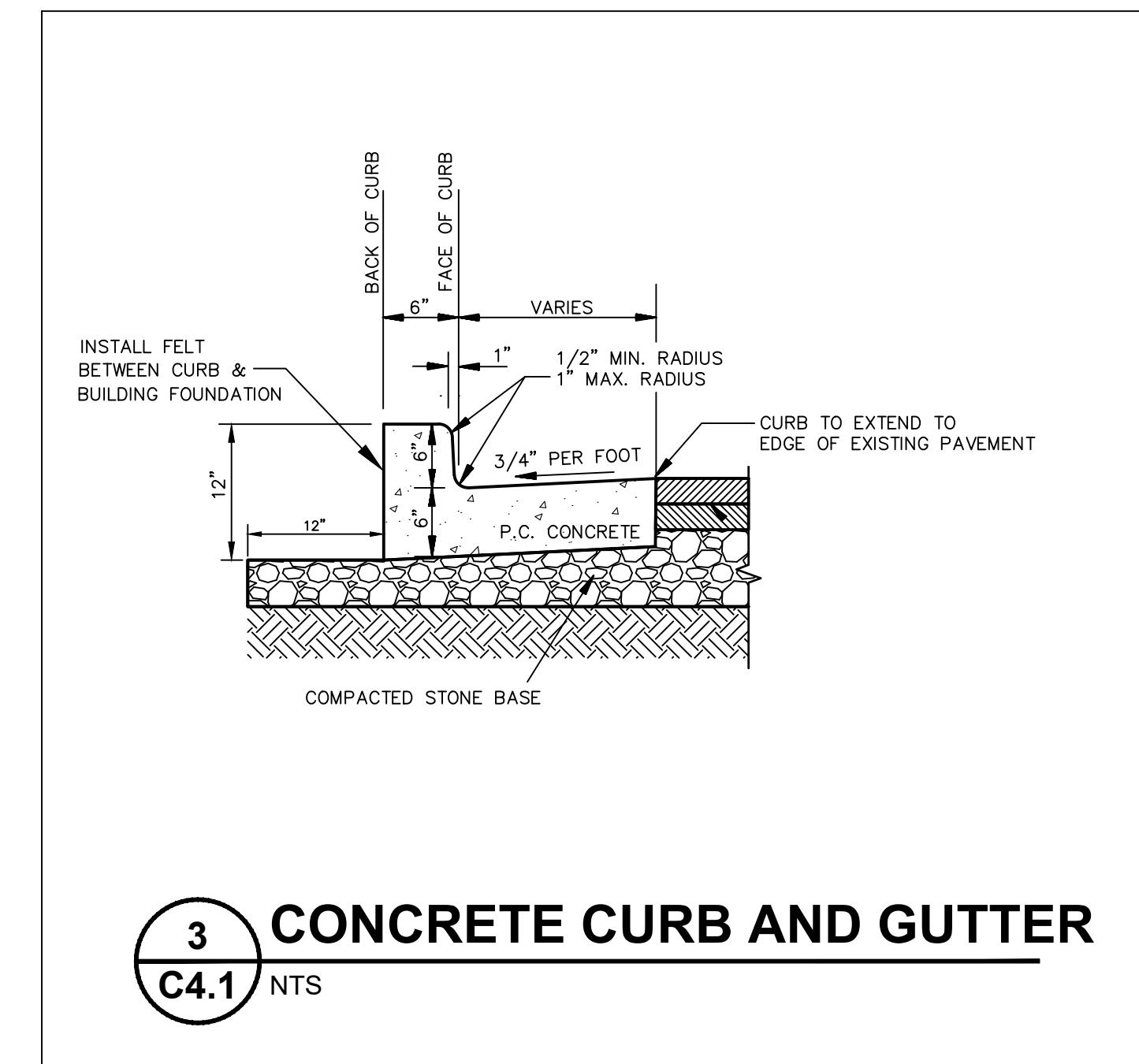
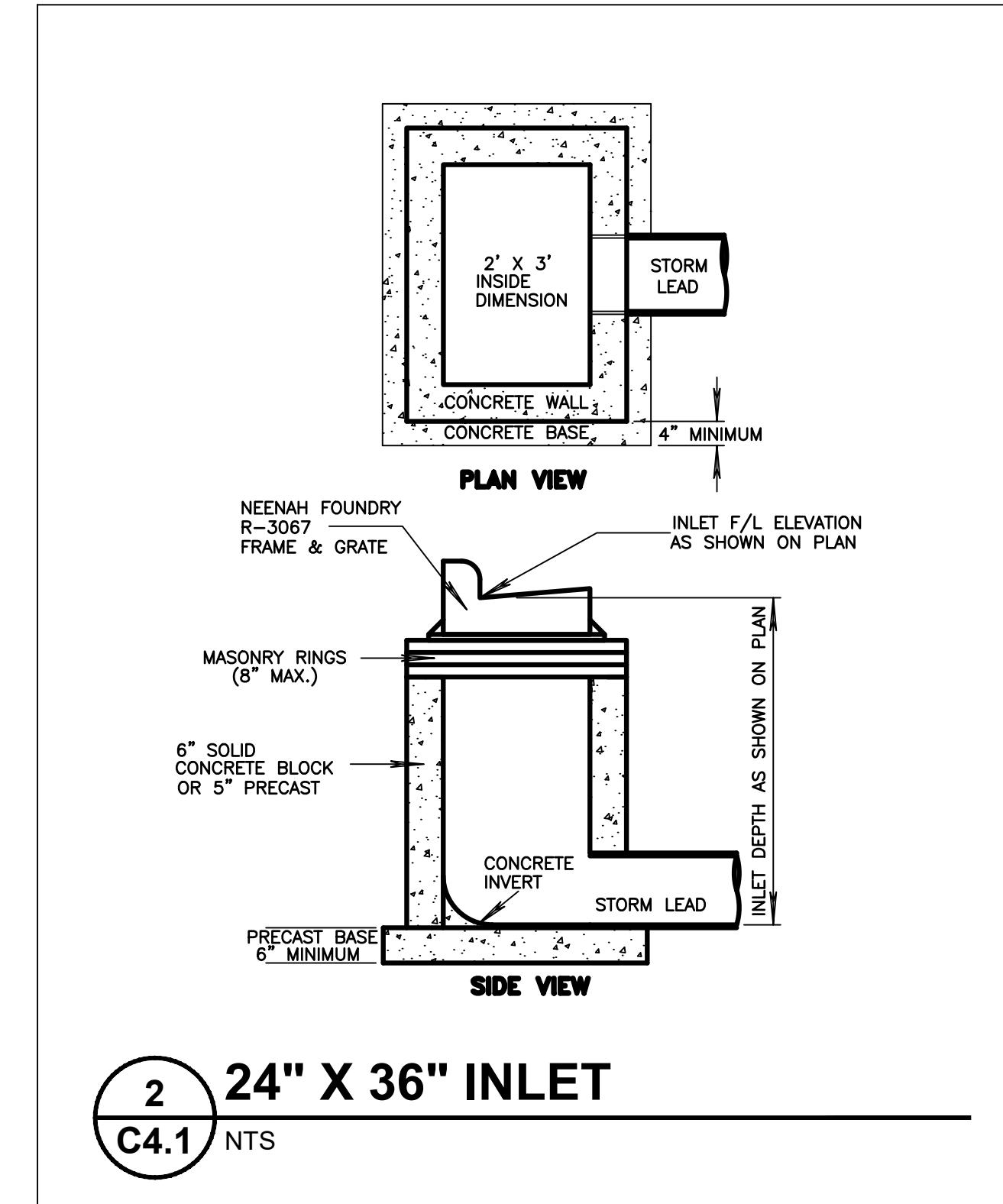
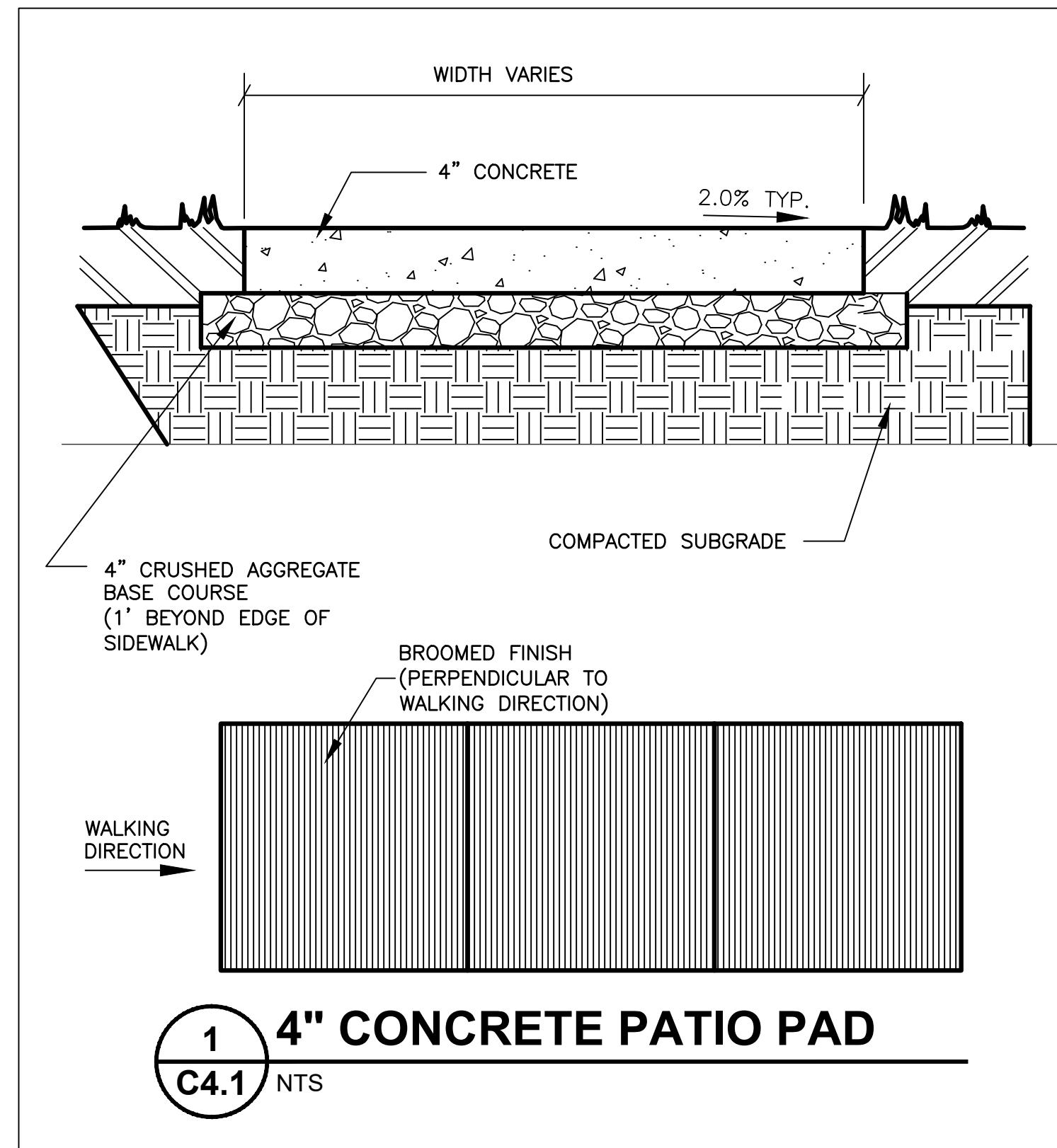
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[info@martenson-eisele.com](mailto:info@martenson-eisele.com)  
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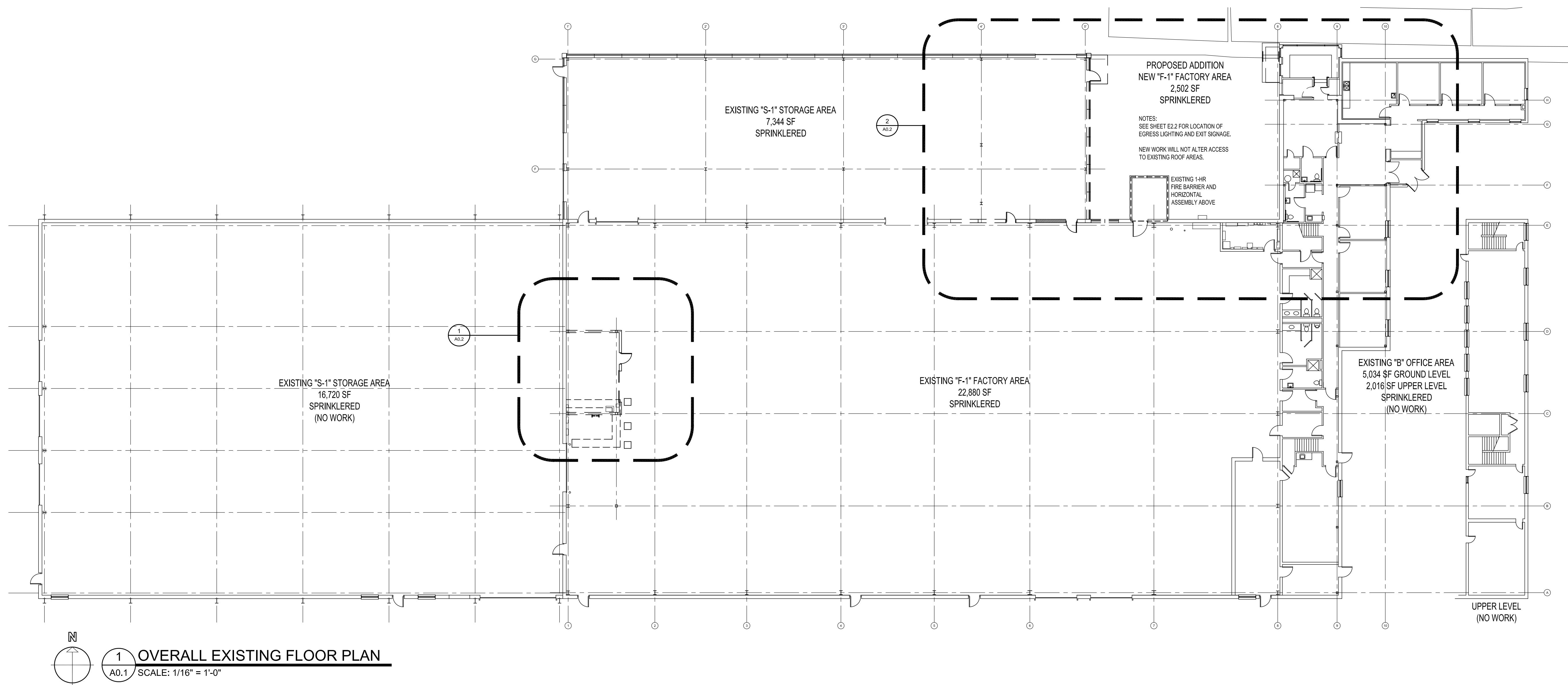
SCALE	DATE
BAR SCALE	01-28-2021
COMPUTER FILE	

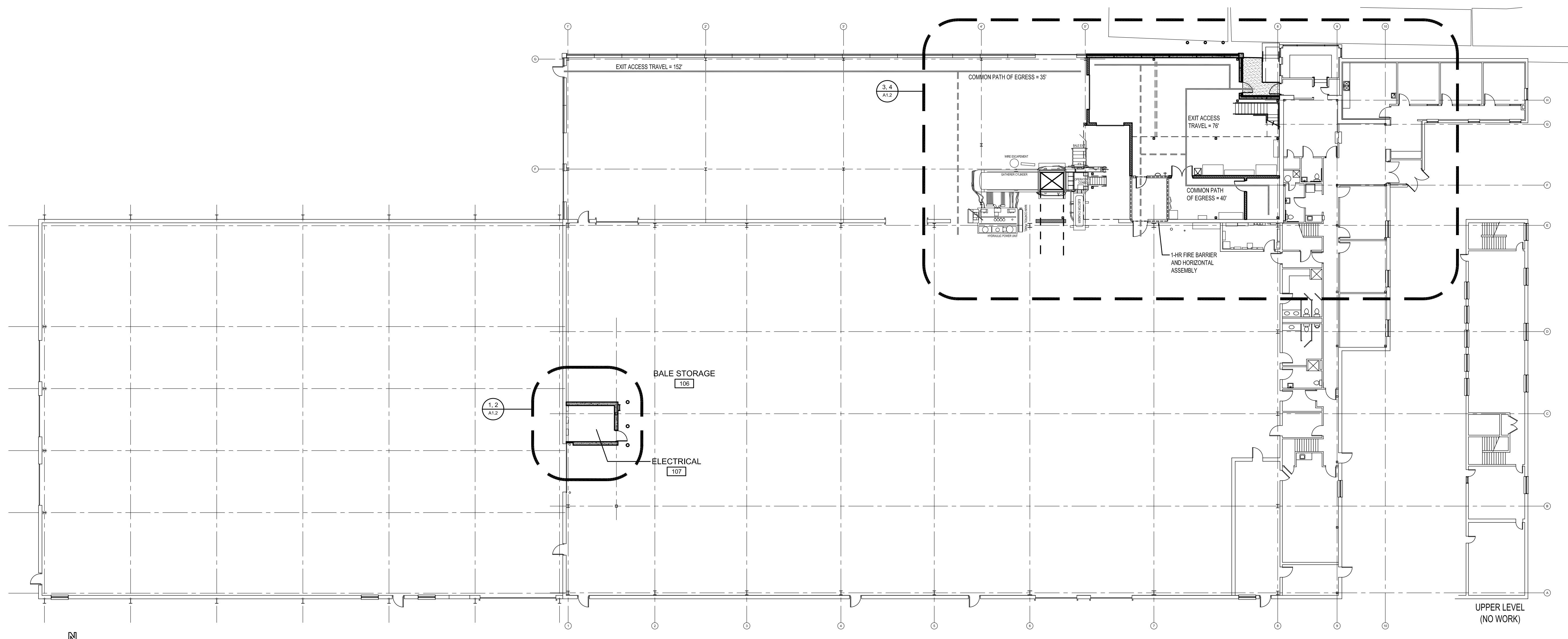
DRAWING NO.  
C3.1

# STANDARD DETAIL DRAWINGS



<b>STANDARD DETAIL DRAWINGS</b> <b>OUTAGAMIE COUNTY</b> <b>MRF EXPANSION</b> <small>VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN</small>					
<b>Martenson &amp; Eisele, Inc.</b> <small>Planning Environmental Surveying Engineering Architecture</small>					
<b>1</b> <b>4" CONCRETE PATIO PAD</b> <b>C4.1 NTS</b>	<b>2</b> <b>24" X 36" INLET</b> <b>C4.1 NTS</b>	<b>3</b> <b>CONCRETE CURB AND GUTTER</b> <b>C4.1 NTS</b>	<b>4</b> <b>8" FOOTING DRAIN</b> <b>C5.1 NTS</b>	<b>5</b> <b>STORM INLET</b> <b>C5.1 NTS</b>	<b>6</b> <b>CONCRETE SIDEWALK</b> <b>C5.1 NTS</b>
DRAWN BY NO. CRC	CHECKED DATE	APPROVED NO. MSS	FIELDWORK MLR	REVISION NO. DATE	
2/23/2021					
SCALE BAR SCALE	DATE 01-28-2021	COMPUTER FILE 1-0915-005de.dwg			
DRAWING NO. C4.1					





OUTAGAMIE COUNTY  
DEPARTMENT OF RECYCLING AND SOLID WASTE  
MATERIAL RECOVERY FACILITY EXPANSION  
1419 HOLLAND ROAD | LITTLE CHUTE, WISCONSIN 54911

SCALE	DATE
1/16" = 1'-0"	02-11-2021
PROJECT NUMBER	
1-0915-005	

OVERALL  
NEW  
FLOOR PLAN

DRAWING NO.  
A1.1

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920.731.0381 1.800.236.0381

#### NEW CONSTRUCTION GENERAL NOTES

INTERIOR WALLS ARE DIMENSIONED STUD TO STUD OR TO NOMINAL FACE OF BLOCK UNLESS NOTED OTHERWISE.  
DO NOT SCALE THE DRAWINGS. WRITTEN DIMENSIONS OR NOTES SHALL DETERMINE. IF THERE ARE MISSING DIMENSIONS OR DISCREPANCIES, IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONTACT THE ARCHITECT PRIOR TO FABRICATION OR CONSTRUCTION.  
PROVIDE BACKING/BLOCKING AS REQUIRED FOR OWNER'S EQUIPMENT AS REQUIRED. COORDINATE LOCATION WITH OWNER.  
COORDINATE LOCATION OF NEW FLOOR DRAINS WITH PLUMBING CONTRACTOR.  
LOCATIONS OF EQUIPMENT ARE APPROXIMATE ON THIS DRAWING. VERIFY EXACT PLACEMENT WITH OWNER AND/OR EQUIPMENT SUPPLIER.

#### NEW CONSTRUCTION PLAN NOTES

- ① THIS SECTION OF GUARDRAIL TO BE REMOVABLE. SEE 1/A3.3. COORDINATE TO ALIGN OPENING WITH MONORAIL CRANE SYSTEM.
- ② FUTURE NEW BALER BY OWNER.
- ③ MONORAIL CRANE SYSTEM.
- ④ EYEWASH STATION. SEE PLUMBING DRAWINGS AND SPECIFICATIONS.
- ⑤ NEW PRECAST WALL PANEL, MATCH EXISTING COLOR AND TEXTURE.
- ⑥ EXISTING PRECAST WALL PANEL RELOCATED.
- ⑦ EXISTING PRECAST WALL PANEL WITH DOOR, RELOCATED.
- ⑧ NEW CONCRETE FILLED STEEL PIPE BOLLARD. SEE DETAIL 2/A1.4.
- ⑨ NEW CONCRETE FILLED STEEL PIPE BOLLARD. CENTER BOLLARDS AT RELOCATED FIRE DEPARTMENT TEST CONNECTION. SEE DETAIL 1/A4.1.
- ⑩ EXISTING BALER FEED OVERHEAD.
- ⑪ NEW LADDER TO ROOF ACCESS HATCH, SEE DETAIL 1/A3.1.
- ⑫ NEW LADDER TO PLATFORM ABOVE. SEE 4/A3.4.
- ⑬ FURNISHINGS AND EQUIPMENT BY OWNER.
- ⑭ UTILITY SINK. SEE PLUMBING DRAWINGS AND SPECIFICATIONS.
- ⑮ WALL HUNG FIRE EXTINGUISHER.
- ⑯ SEE M1.1 FOR COMPRESSORS.
- ⑰ WHERE NEW STEEL BEAMS PENETRATE EXISTING RATED MASONRY WALL ASSEMBLY AT ROOM 103, GROUT VOIDS FILL WITH SILICICUS CONCRETE TO FULL DEPTH OF WALL.
- ⑱ AT UNDERSIDE OF CELLULAR STEEL DECK AND STEEL BEAMS EXPOSED IN ROOM 103, PROVIDE  $\frac{1}{2}$ " THICKNESS SPRAY-APPLIED FIRE RESISTIVE MATERIAL PER UL DESIGN NO. D978 TO ACHIEVE 1-HR RATED HORIZONTAL ASSEMBLY.

#### FIRE RATED CONSTRUCTION

UL DESIGN NO. D978  
1-HR FIRE RATED HORIZONTAL ASSEMBLY

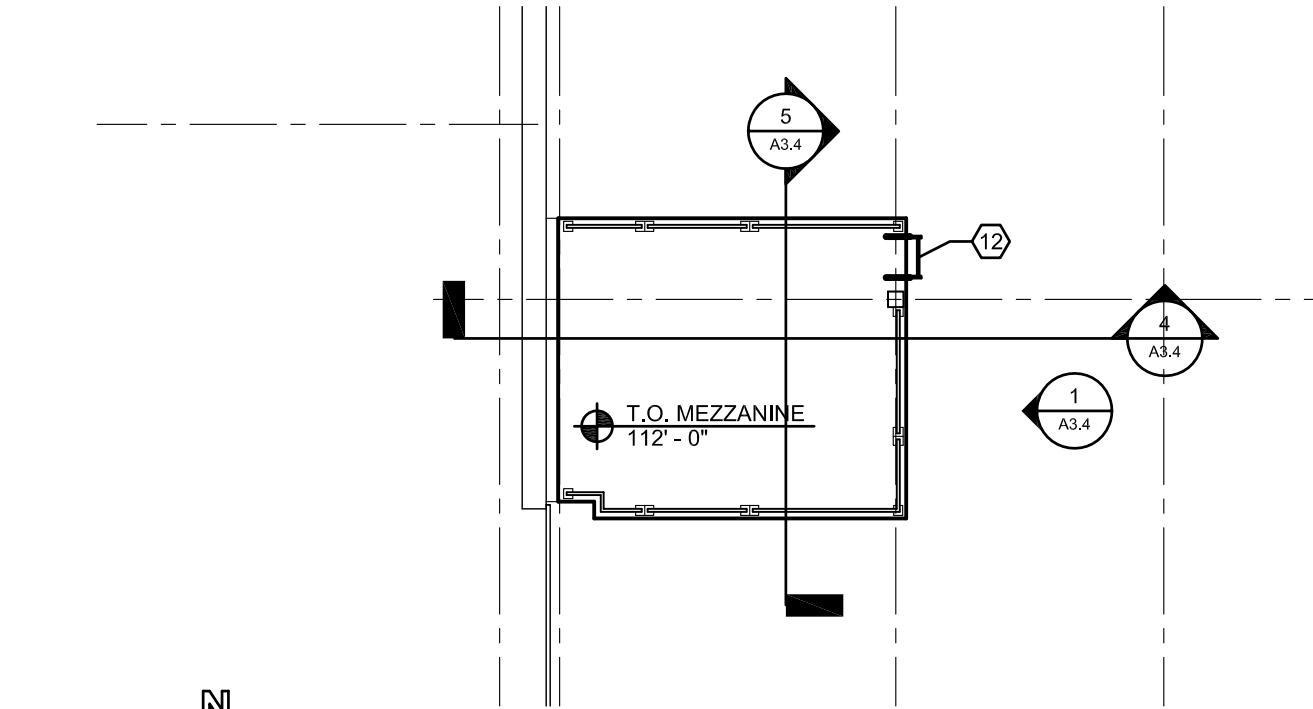
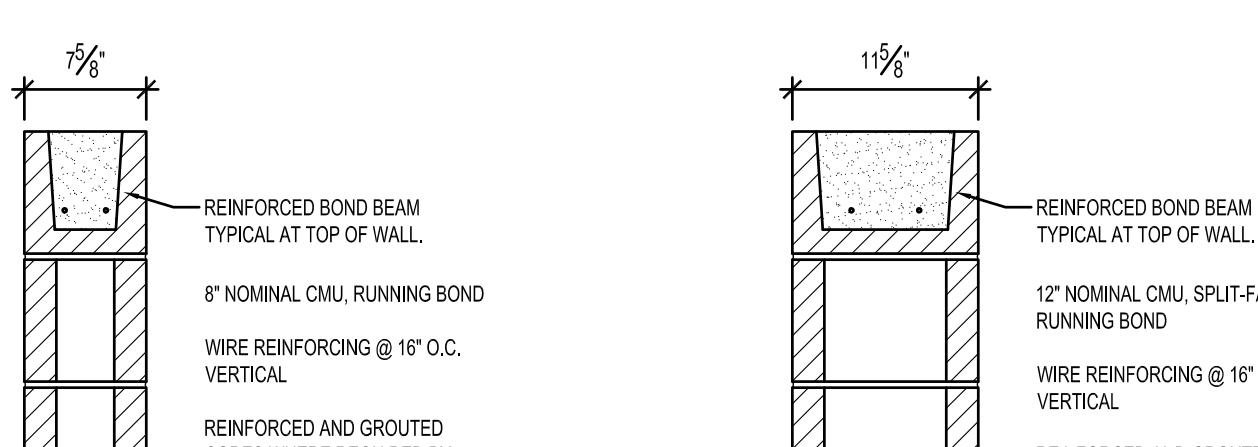
Beam - W8X20, min size.

Light-Weight Concrete - Expanded shale, clay, or slate aggregate by rotary-kiln method, or expanded by clay, shale or flyash aggregate by the sintered grate process, 111+ or 3pcf unit weight, 3000 psi compressive strength, vibrated, 4 to 7 per cent entrained air.

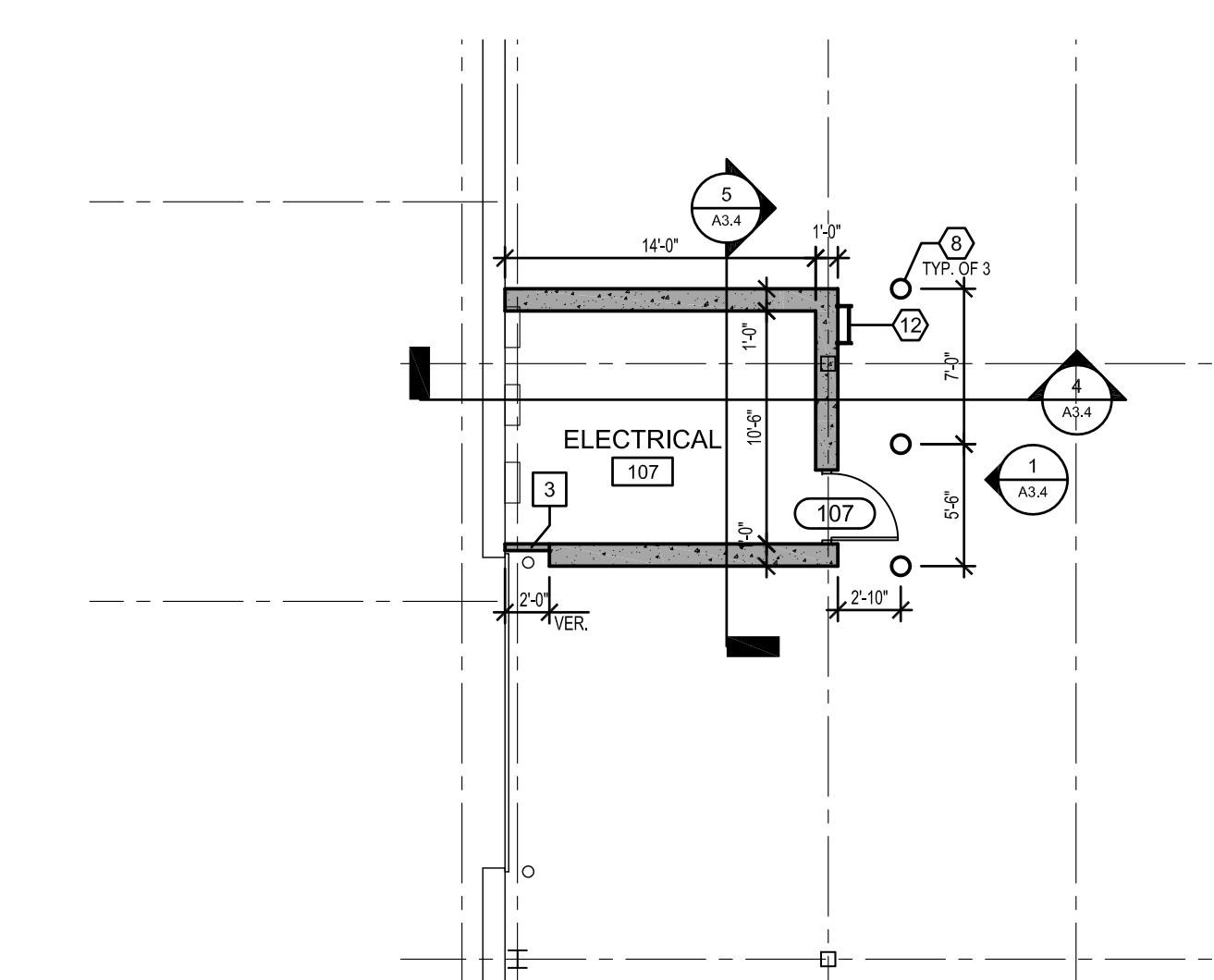
Steel Floor and Form Units - Composite 1-1/2, 2, or 3 in. deep galv units. Fluted units may be phosphated/painted. Min gauges are 20 MSG for fluted and 20/20 MSG for cellular and partial cellular units.

Spray-Applied Fire Resistant Materials - Applied by spraying with water in one or more coats to final unthinned thickness (.34") to achieve 1-HR rating) to steel surfaces which are free of dirt, loose scale and oil. Tamping is optional. Min avg density of 13 pcf with min ind density of 11 pcf.

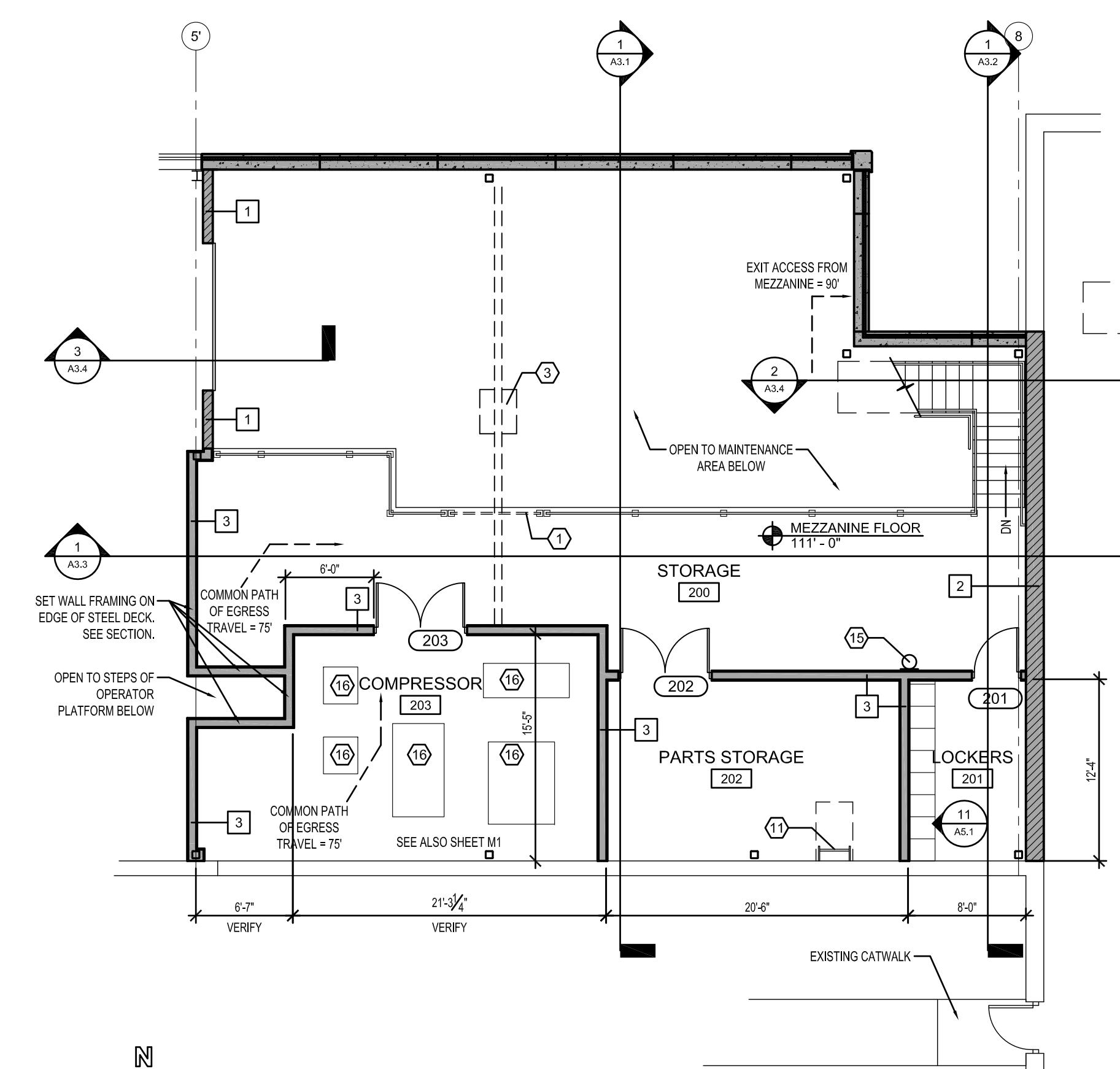
#### WALL TYPES



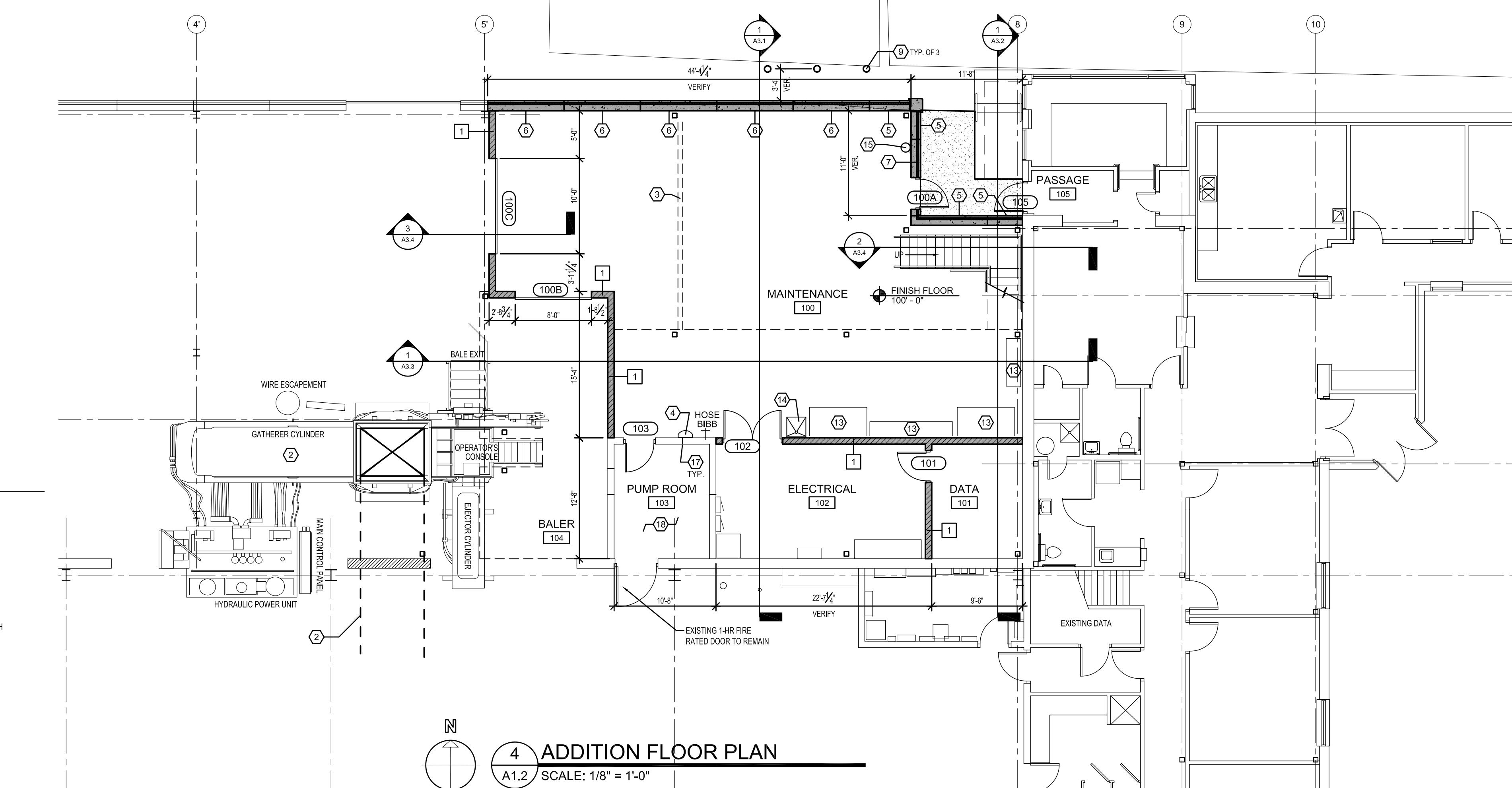
1 ELECTRICAL MEZZANINE PLAN  
A1.2 SCALE: 1/8" = 1'-0"



2 ELECTRICAL ROOM PLAN  
A1.2 SCALE: 1/8" = 1'-0"



3 MEZZANINE PLAN  
A1.2 SCALE: 1/8" = 1'-0"

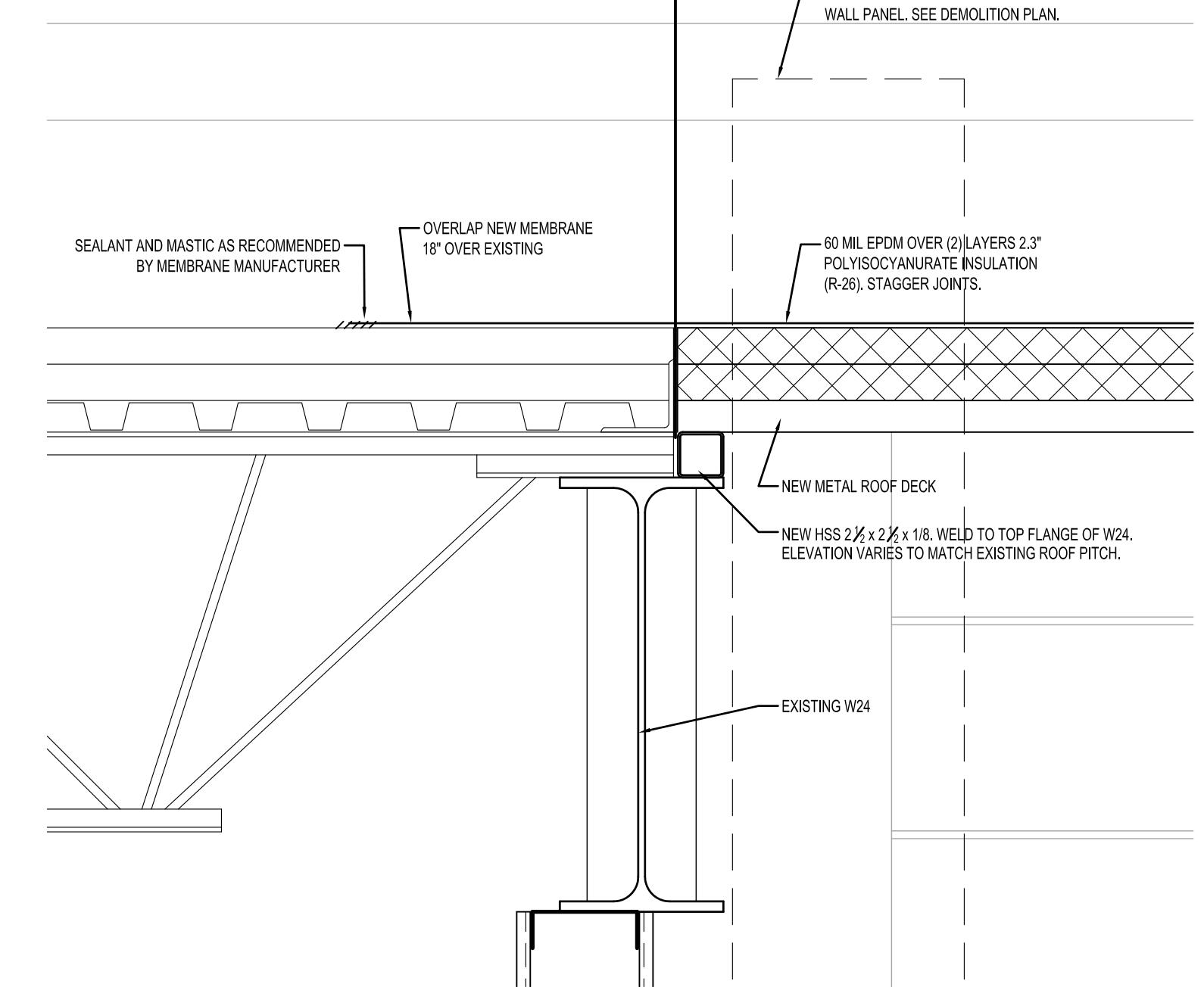


4 ADDITION FLOOR PLAN  
A1.2 SCALE: 1/8" = 1'-0"

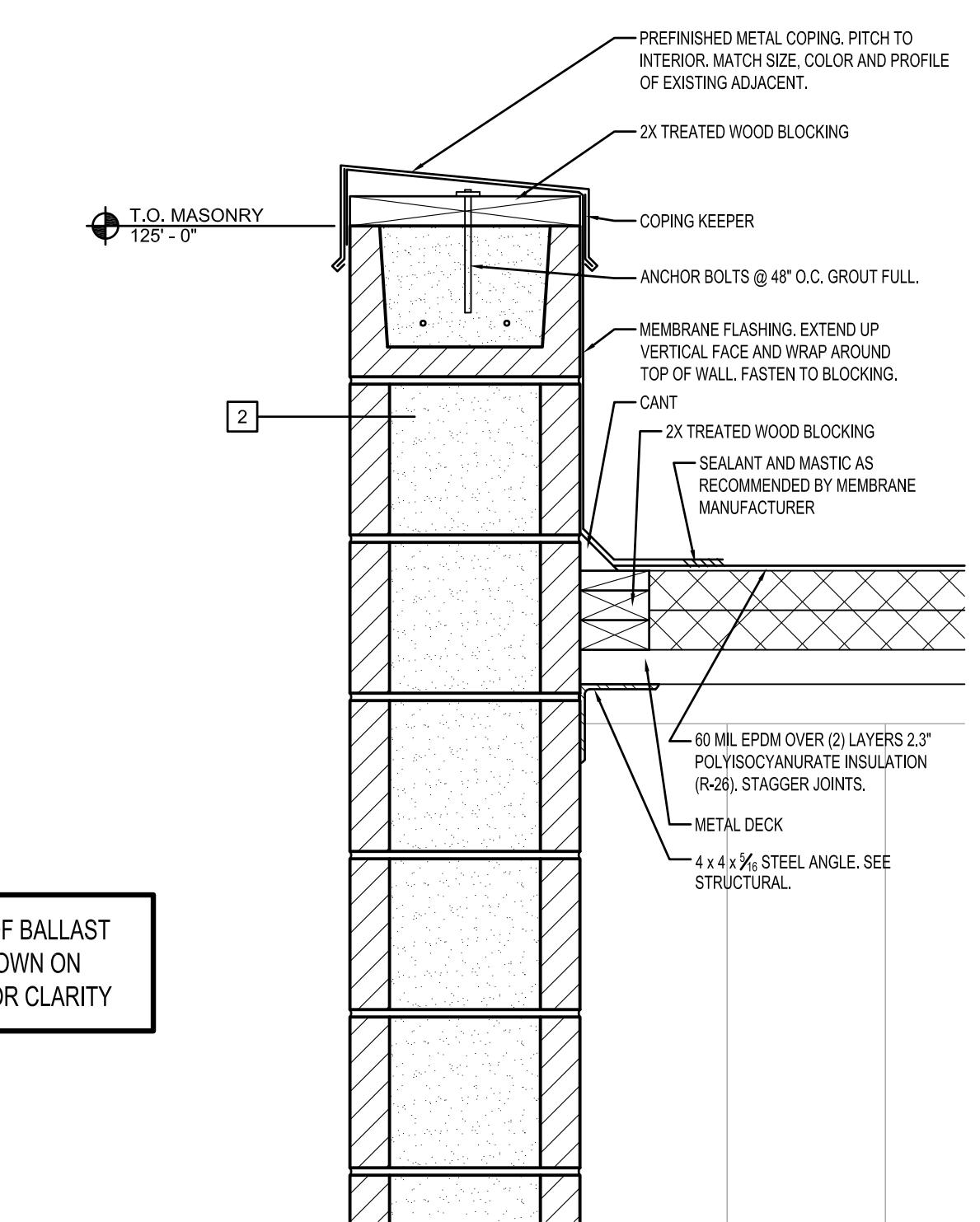
OUTAGAMIE COUNTY  
DEPARTMENT OF RECYCLING AND SOLID WASTE  
MATERIAL RECOVERY FACILITY EXPANSION  
1419 HOLLAND ROAD | LITTLE CHUTE, WISCONSIN 54911

SCALE	DATE
AS NOTED	02-11-2021
PROJECT NUMBER	1-0915-005
ENLARGED FLOOR PLANS	
DRAWING NO. A1.2	

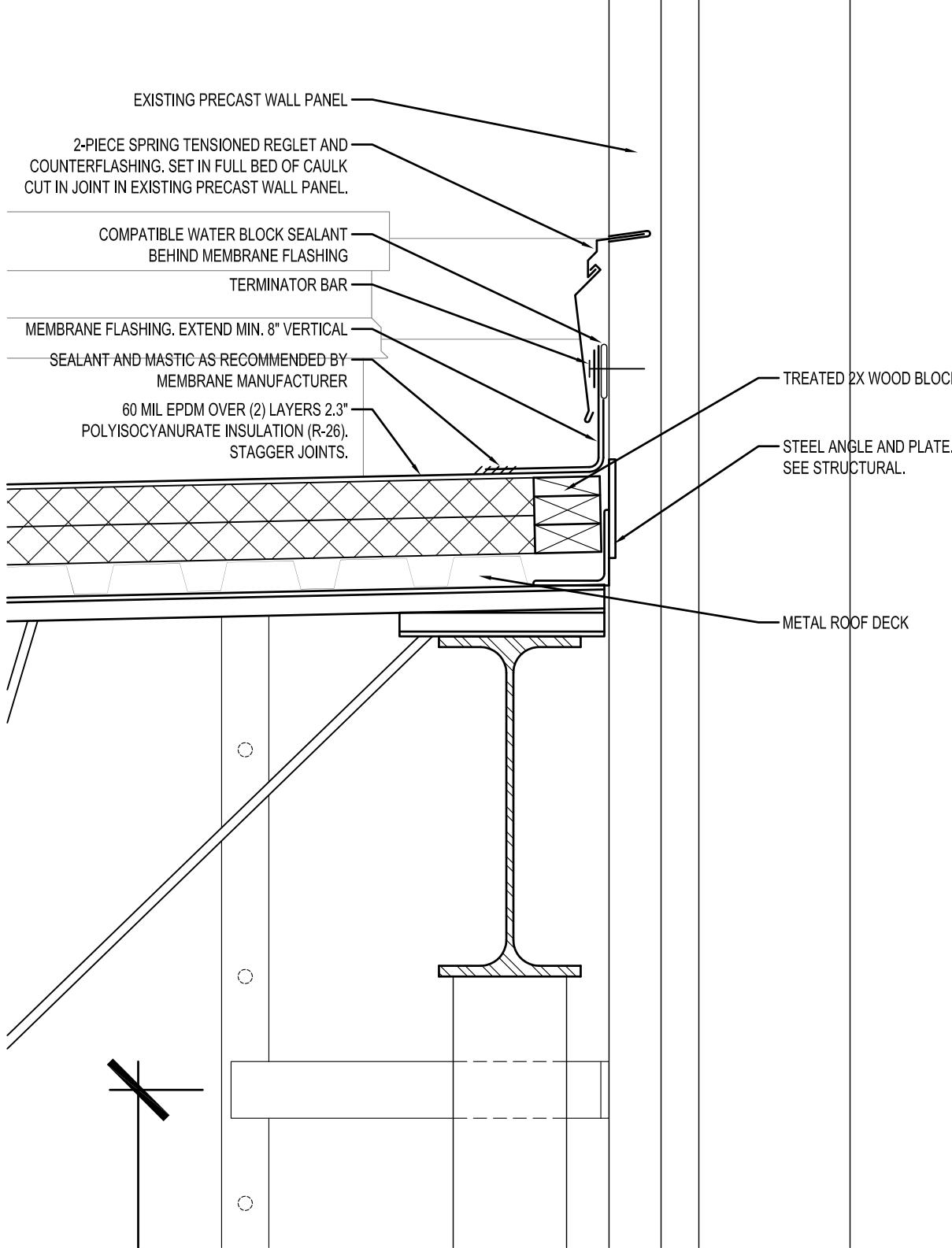
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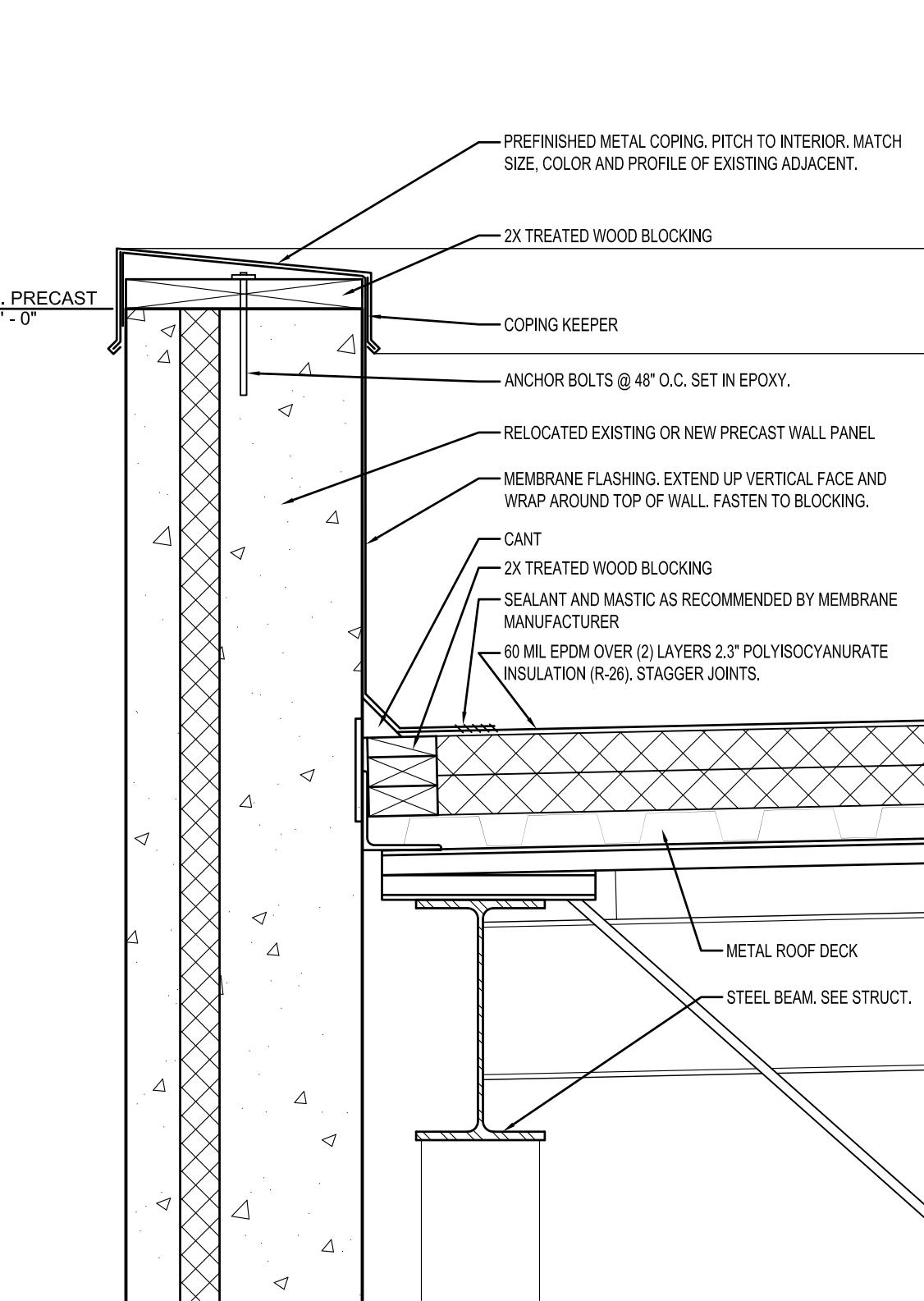
**5 NEW AND EXISTING ROOF**  
 A1.3 SCALE: 1-1/2" = 1'-0"



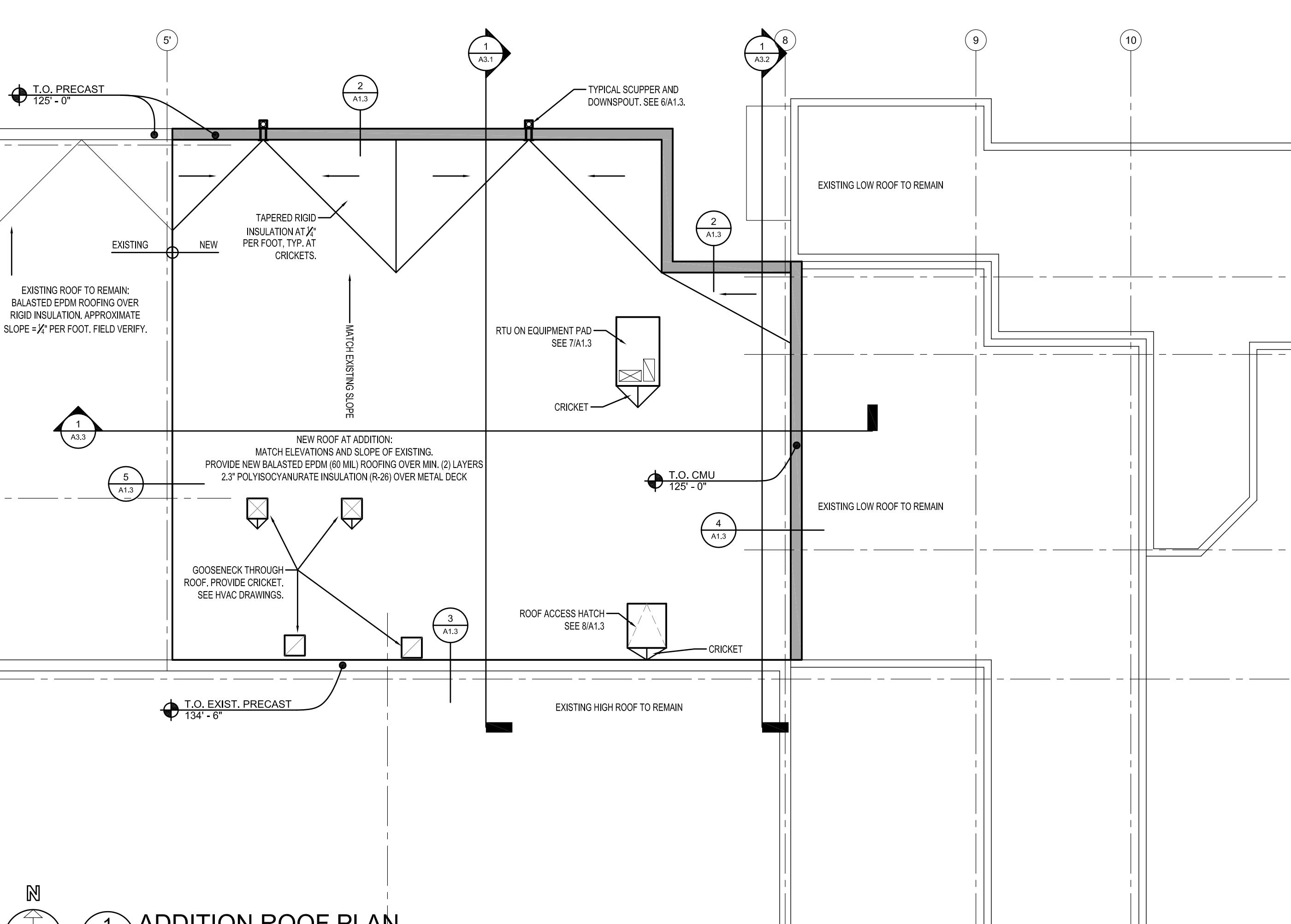
**4 PARAPET AT MASONRY WALL**  
 A1.3 SCALE: 1-1/2" = 1'-0"

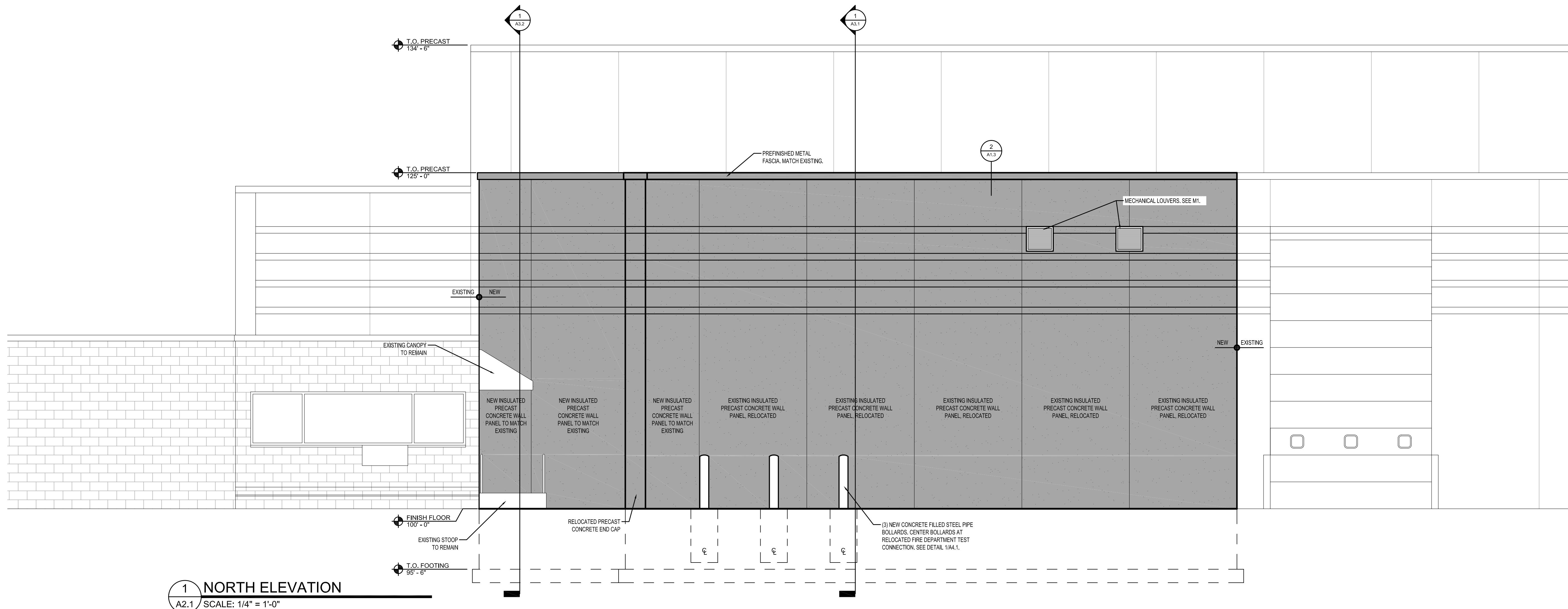


**3 ROOF AT EXISTING HIGH WALL**  
 A1.3 SCALE: 1-1/2" = 1'-0"



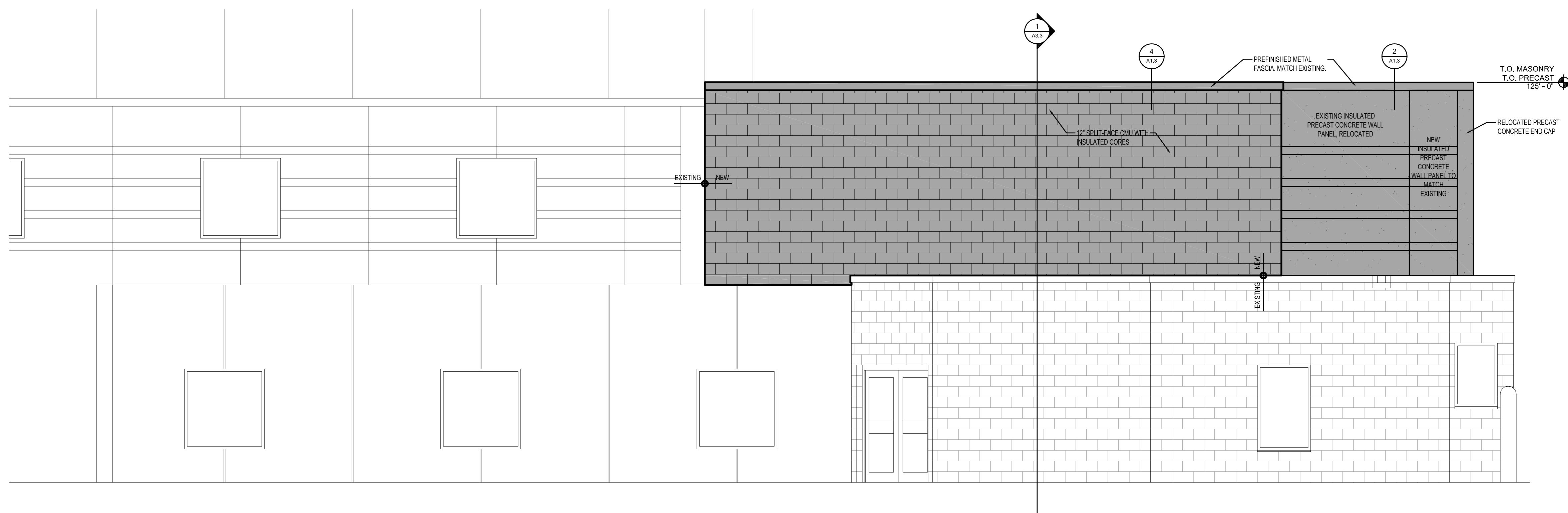
**2 PARAPET AT PRECAST WALL**  
 A1.3 SCALE: 1-1/2" = 1'-0"





1 NORTH ELEVATION  
A2.1 SCALE: 1/4" = 1'-0"

A2.1 SCALE: 1/4" = 1'-0"



2 EAST ELEVATION  
A2.1 SCALE: 1/4" = 1'-0"

A2.1 SCALE: 1/4" = 1'-0"

# MATERIAL RECOVERY FACILITY EXPANSION DEPARTMENT OF RECYCLING AND SOLID WASTE OUTAGAMIE COUNTY

## EXTERIOR ELEVATIONS

DRAWING  
A2.1

**Martenson & Eisele, Inc.**

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920.731.0381 1.800.236.0381

Planning  
Environmental  
Surveying  
Engineering  
Architecture



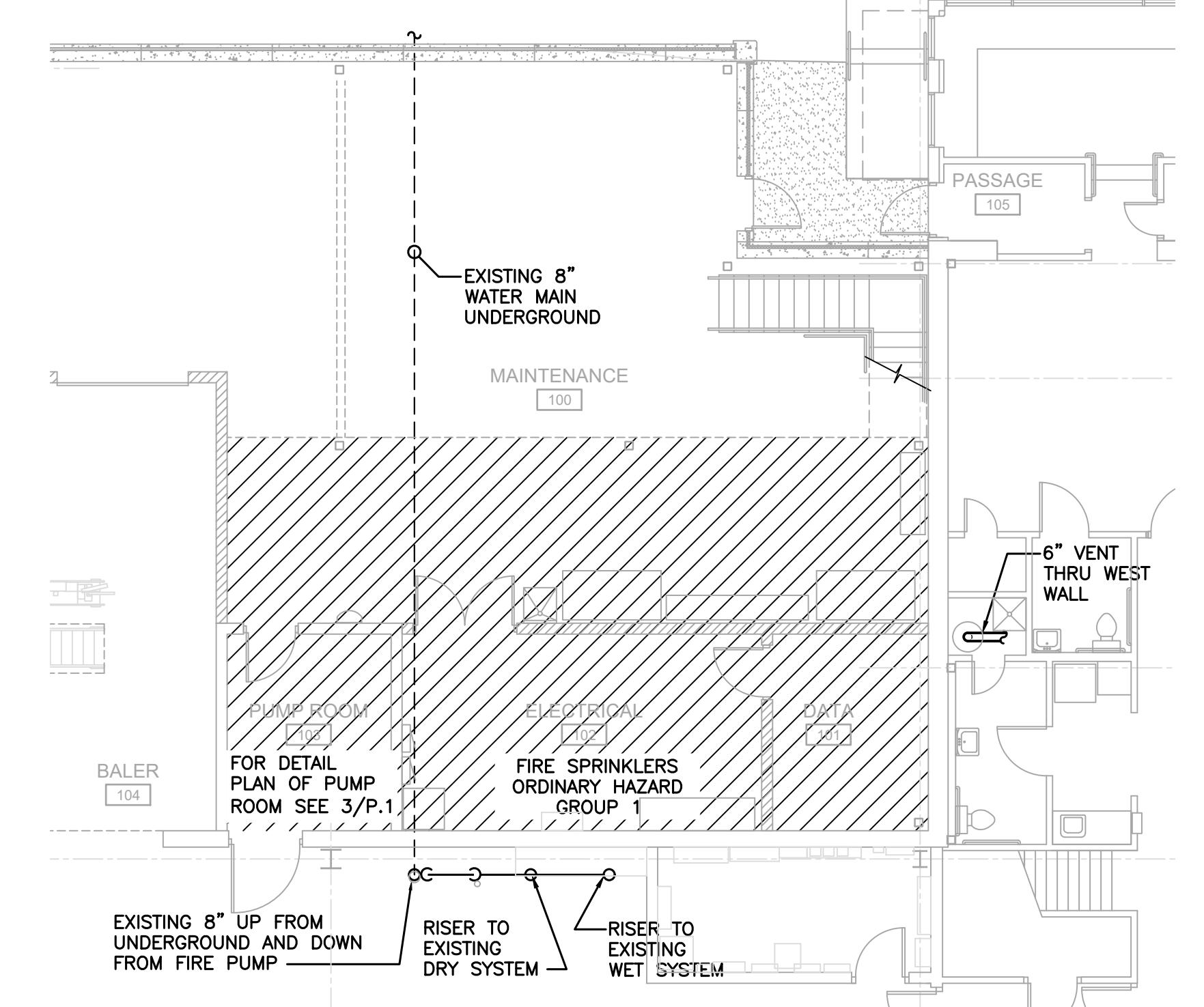
**OUTAGAMIE COUNTY DEPARTMENT OF RECYCLING AND SOLID WASTE MATERIAL RECOVERY FACILITY EXPANSION**  
 1419 HOLLAND ROAD LITTLE CHUTE, WISCONSIN 54911

SCALE	DATE
AS NOTED	12/28/2020
PROJECT NUMBER	1-0915-005

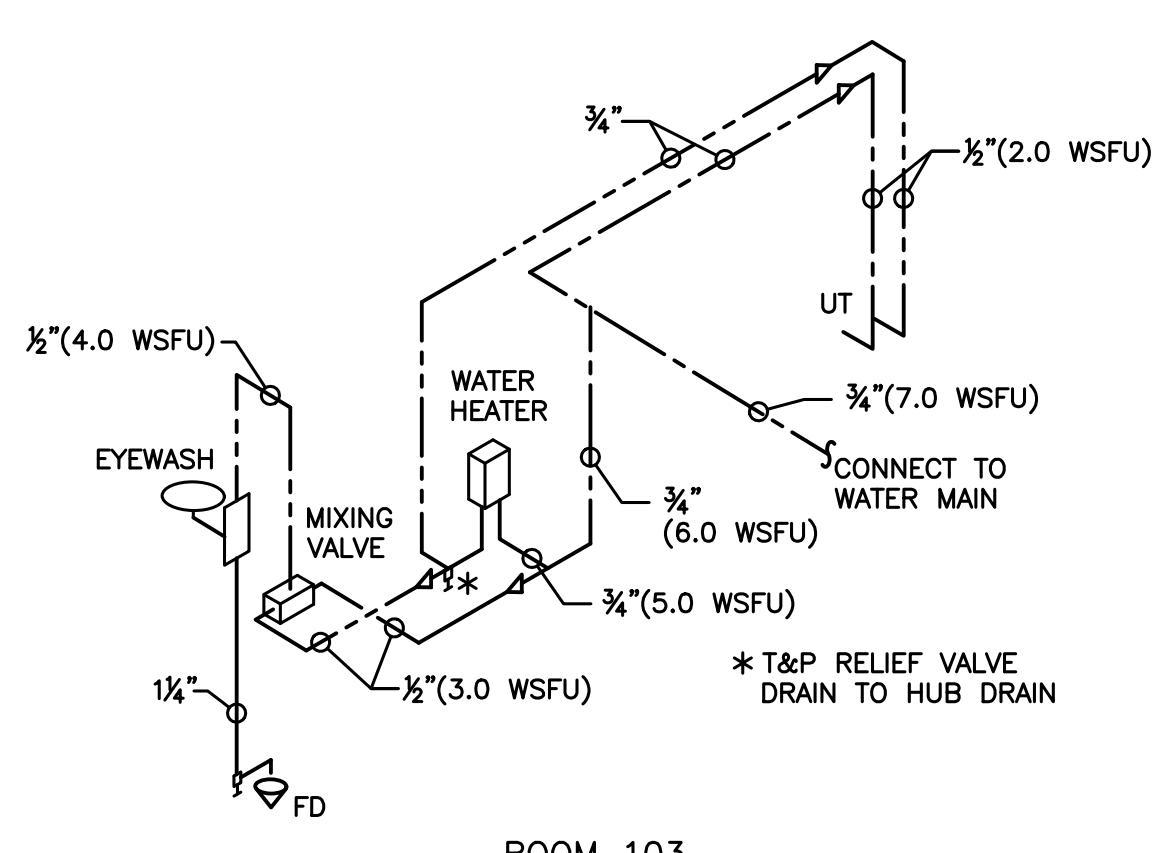
FLOOR PLANS  
 PLUMBING  
 FIRE PROTECTION

DRAWING NO.  
 P1

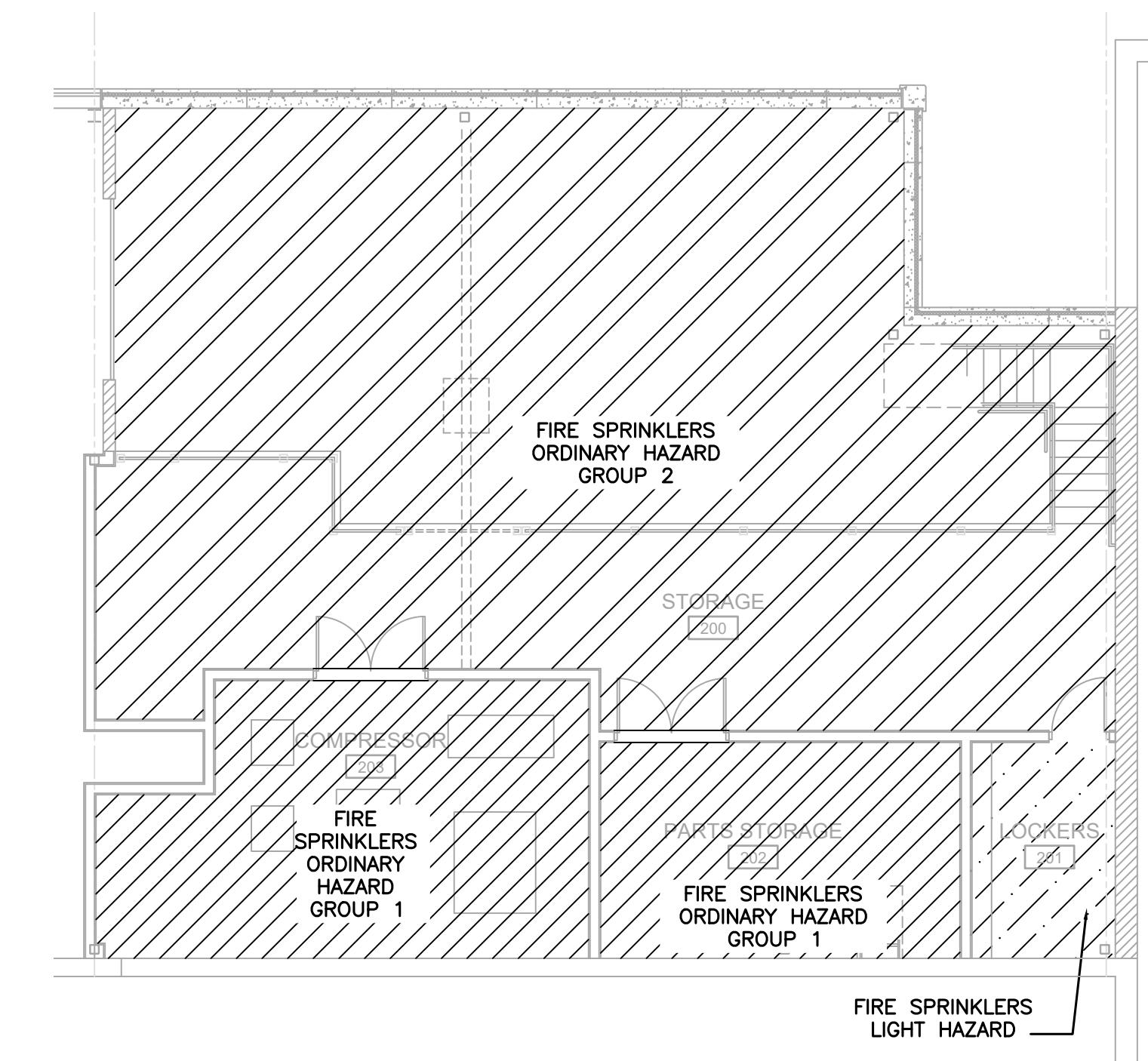
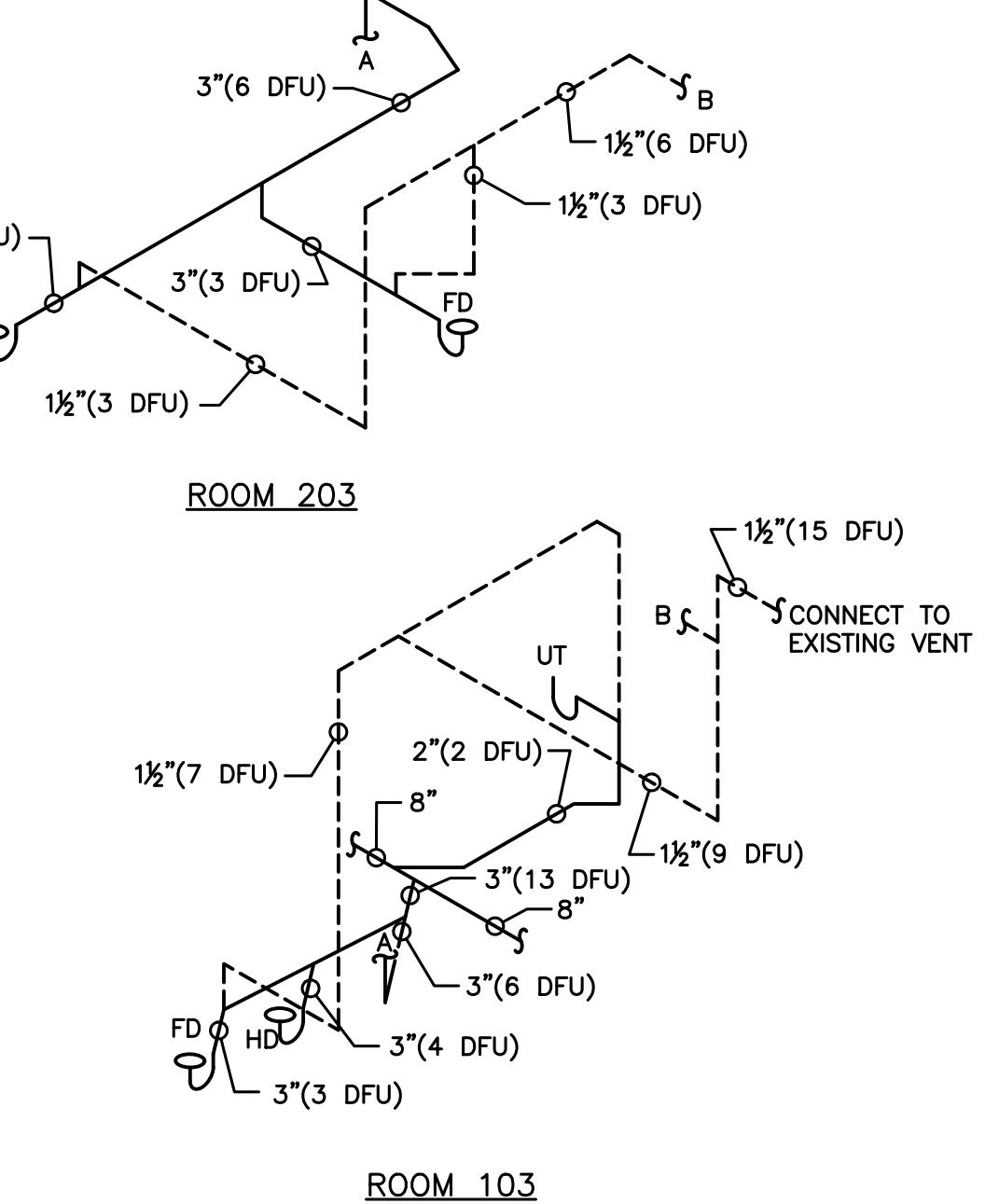
**1 PARTIAL FLOOR PLAN - FIRE PROTECTION**  
 P1



**B WATER ISOMETRIC**  
 P1



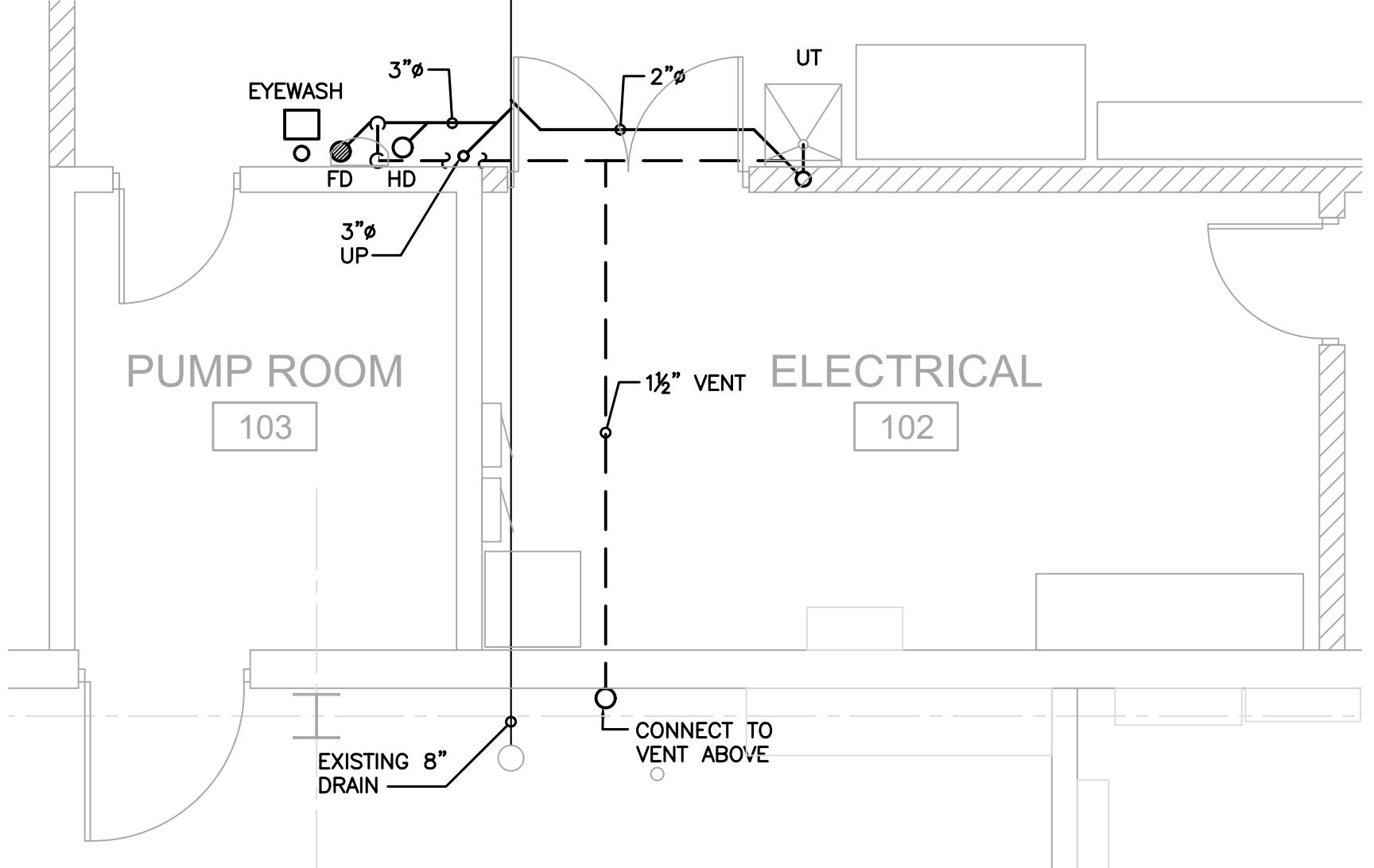
**A SANITARY ISOMETRIC**  
 P1



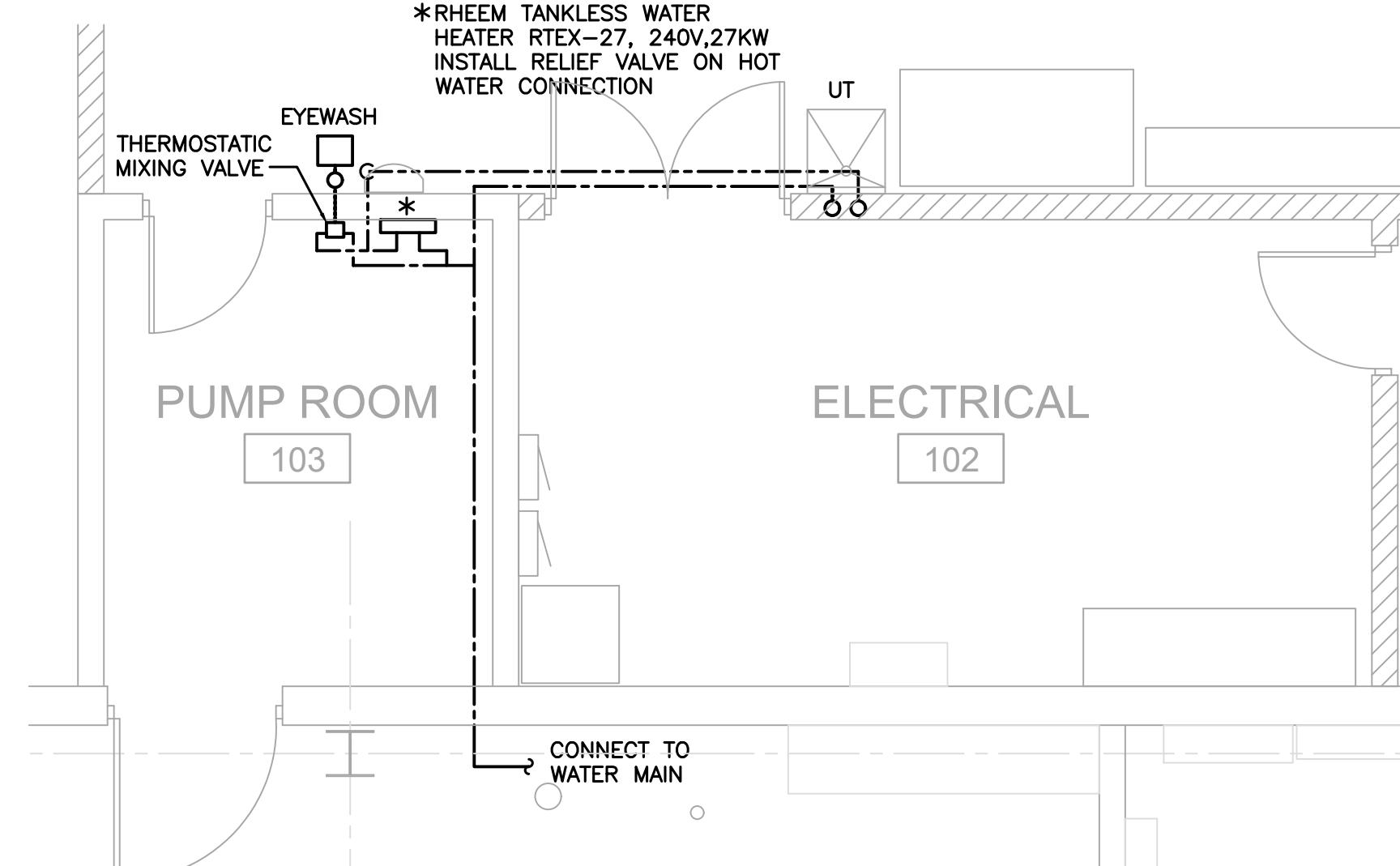
**2 MEZZANINE PLAN - FIRE PROTECTION**  
 P1

Plumbing Fixture Schedule						
Tag	Description	Manufacturer	Model	Trim	Color	Remarks
EW	Eyewash	Bradley	S19214EW	S19-2000 Thermostatic Mixing Valve		
UT	Utility Tub	Mustee	18F UTILATUB	Chicago Faucet 1100-ABCP with E27JKCP VacUum Breaker outlet		
HD	Hub Drain			Open Top Pipe 1 1/2" above floor, Opening 1 pipe size larger than connection		
FD	Floor Drain	Zurn	Z-415-9N	Type N Strainer		Dura-Coated Top
FCO	Floor Clean Out	Zurn	Z-1400			Dura-Coated Top

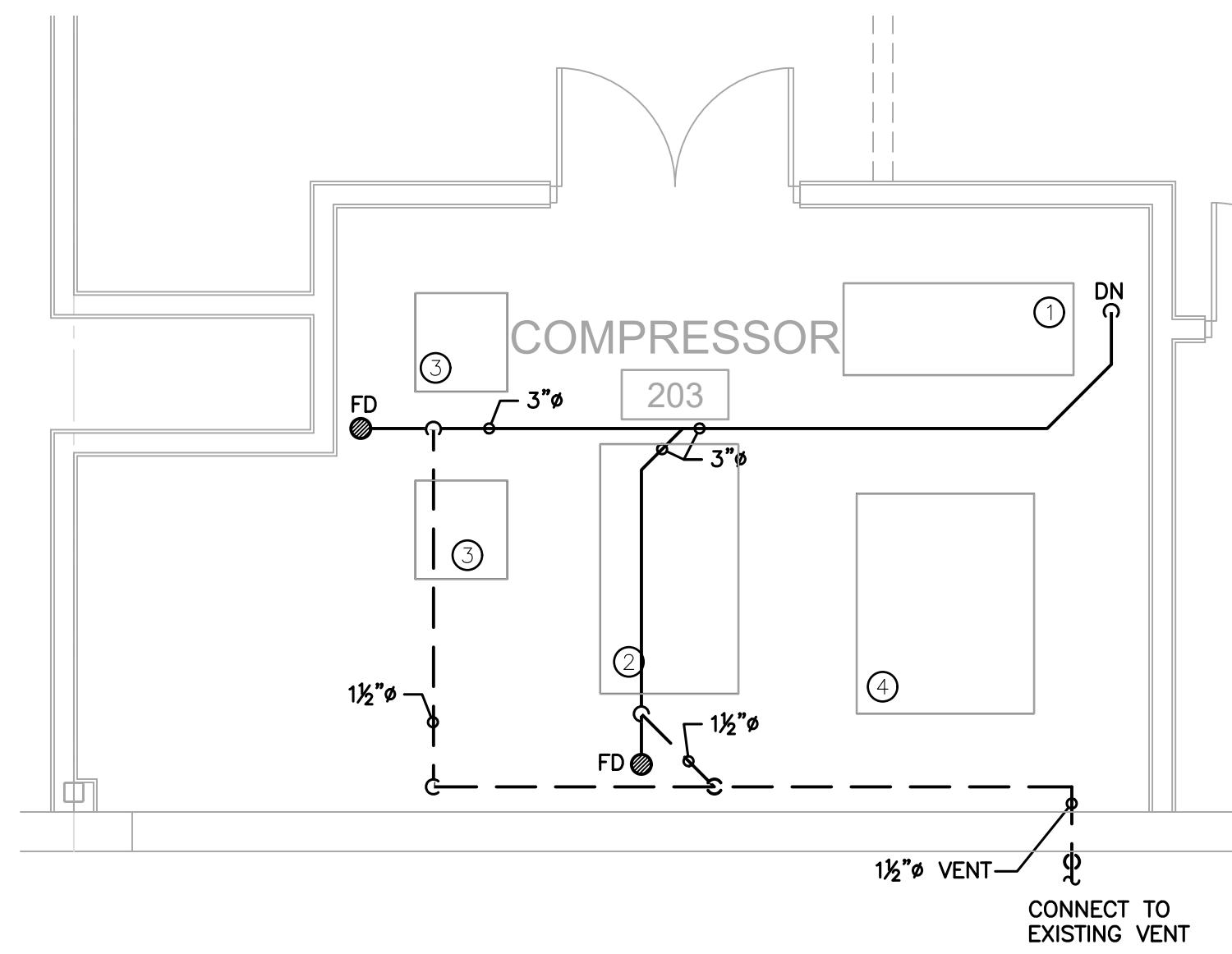
**6 PARTIAL FLOOR PLAN - SANITARY**  
 P1



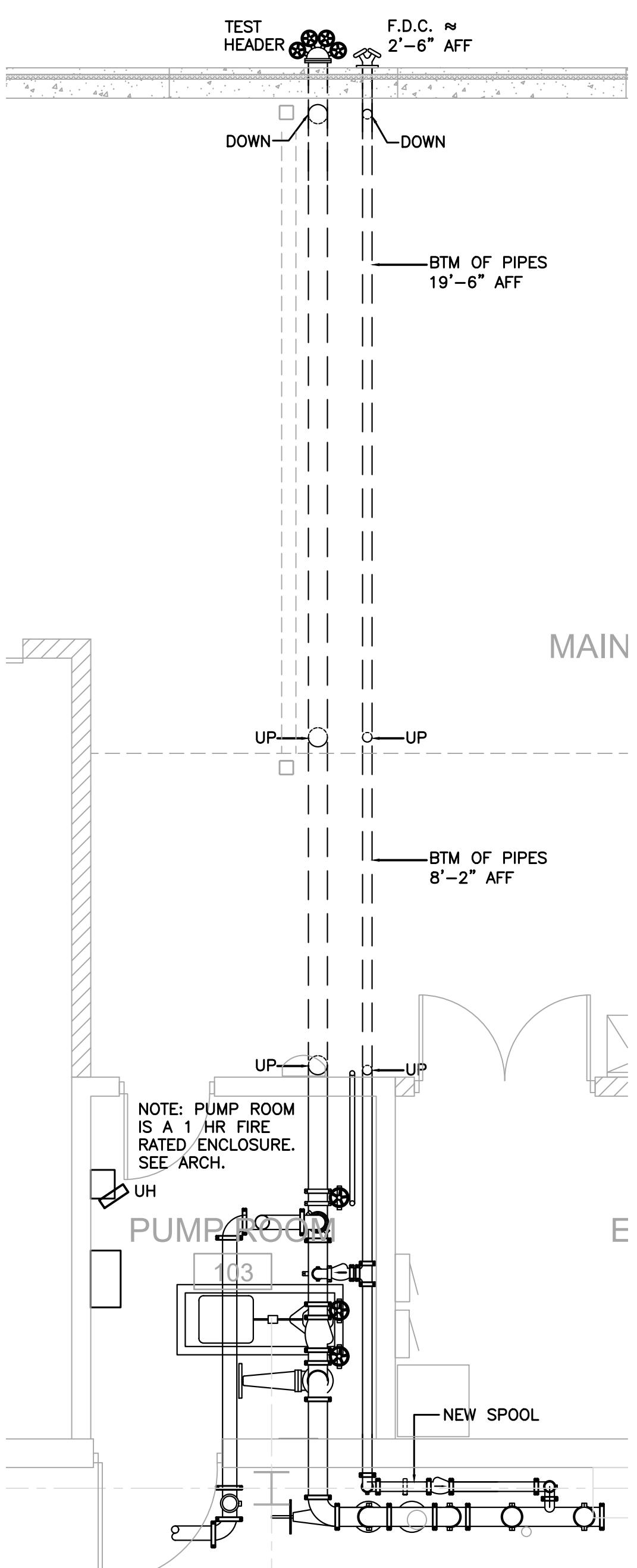
**4 PARTIAL FLOOR PLAN - SANITARY**  
 P1

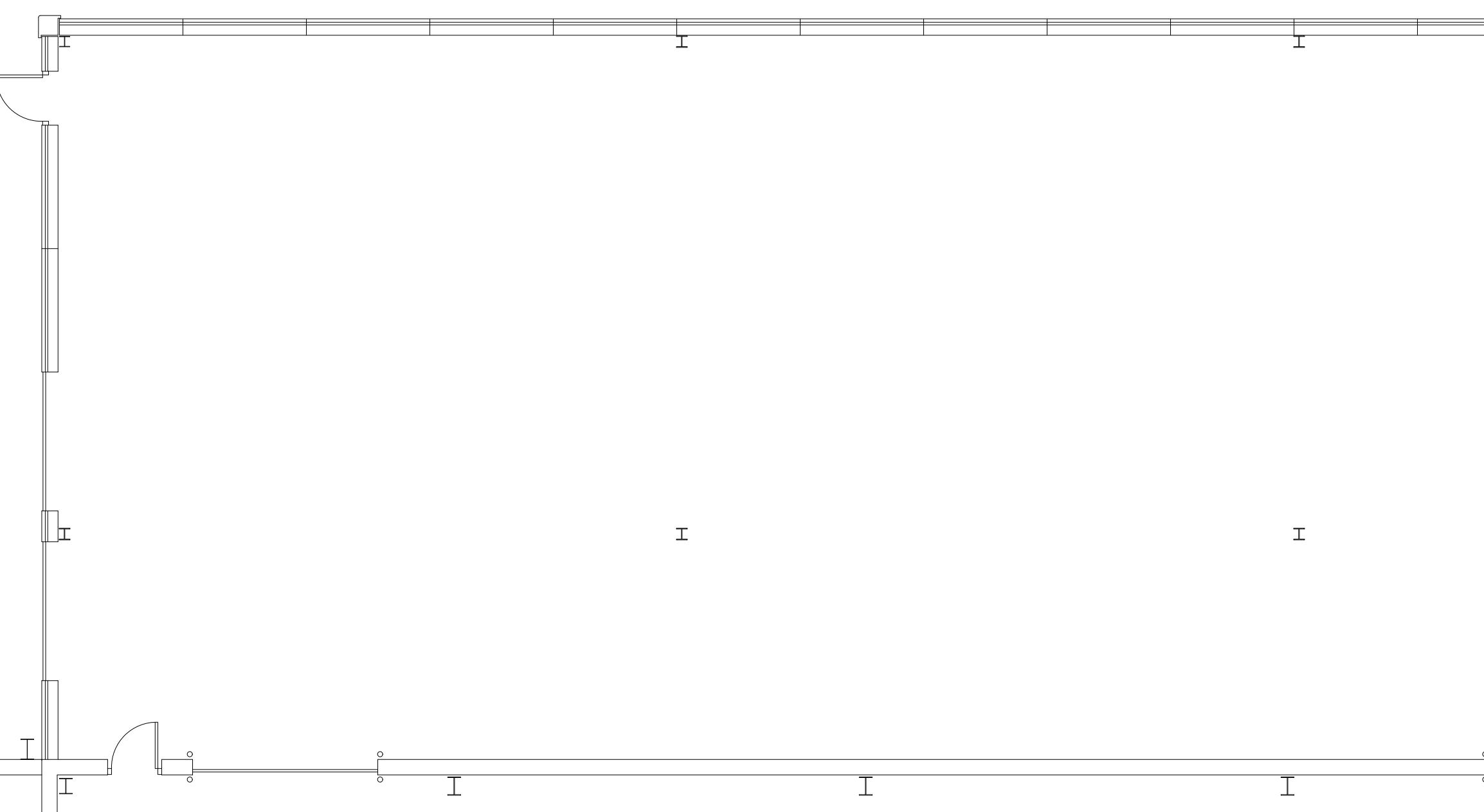


**5 PARTIAL FLOOR PLAN - WATER**  
 P1



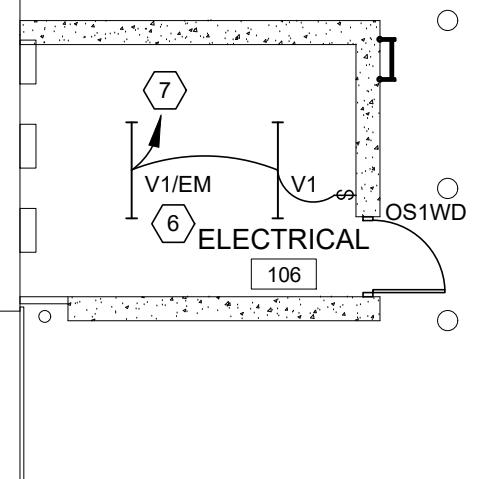
**3 DETAIL PLAN - PUMP ROOM**  
 P1





## GENERAL NOTES - LIGHTING

1. REFERENCE ARCHITECTURAL SHEETS FOR APPLICABLE INTERIOR ELEVATIONS, SECTIONS, AND MISC. BUILDING INFORMATION REQUIRED TO COMPLETE THE ELECTRICAL INSTALLATIONS.
2. SEE DETAIL 1/E3.1 FOR OCCUPANCY SENSOR WIRING AND SCHEDULE. WHERE OCCUPANCY SENSORS ARE INSTALLED IN AN AREA, CONNECT ALL LIGHTING IN THE AREA OF COVERAGE TO THE LOAD SIDE OF THE SENSOR POWER PACK. THE SENSOR ACTS AS AN OVERRIDE OF ALL SWITCHING IN THE AREA.
3. ROUTE UN-SWITCHED CIRCUIT TO ALL FIXTURES WITH EMERGENCY BALLASTS IN ADDITION TO ANY SWITCHED CIRCUITS INDICATED. IF NO SWITCHED CIRCUIT IS INDICATED, CONNECT TO NEAREST LIGHTING CIRCUIT, AHEAD OF ALL SWITCHING. FIXTURES SHOWN WITH A DARKENED TRIANGLE, OR LABELED /EM, SHALL HAVE EMERGENCY BALLASTS INSTALLED, UNLESS NOTED OTHERWISE.
4. ALL RECESSED FIXTURES WHICH PENETRATE THE BUILDING ENVELOPE (FROM A HEATED SPACE TO A NON HEATED SPACE) SHALL BE PROPERLY SEALED OR BOXED OUT TO ELIMINATE AIR PASSING THROUGH TO ANOTHER SPACE. THIS DOES NOT CHANGE THE REQUIREMENT TO MAINTAIN THE PROPER INSULATION RATING AS CALLED OUT IN THE CONTRACT DOCUMENTS.
5. CONNECT EMERGENCY BATTERY UNITS AND EXIT SIGNS TO ADJACENT LIGHTING CIRCUIT AHEAD OF ALL SWITCHING.
6. COORDINATE LOCATION OF ALL NIGHTLIGHTS WITH OWNER PRIOR TO ROUGH-IN. ROUTE ALL NIGHT LIGHTS AHEAD OF SWITCHING.



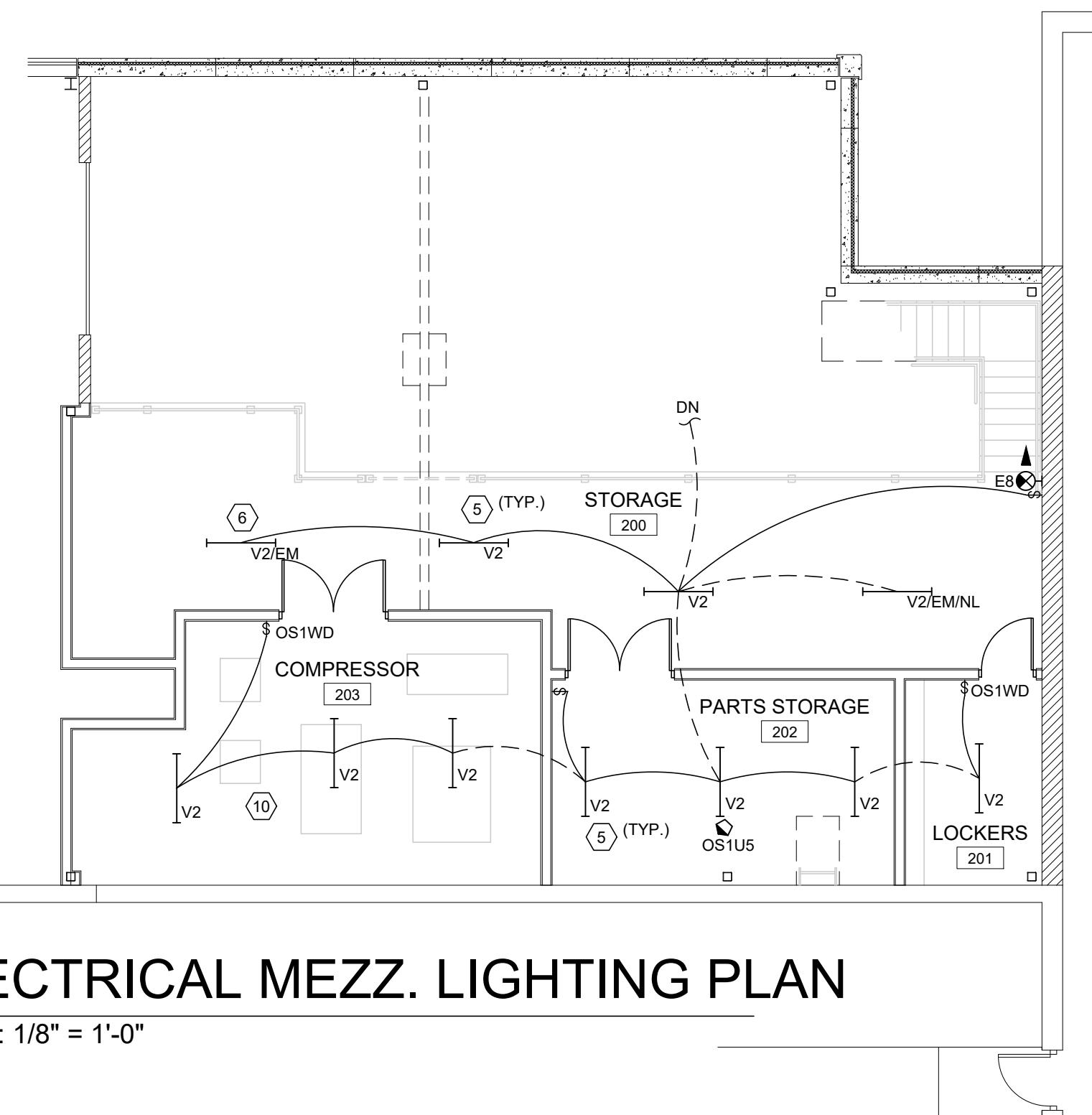
## PLAN NOTES - SHEET E2.1

- 1 SEE DETAIL 1/E3.1 FOR OCCUPANCY SENSOR SCHEDULE AND WIRING DETAIL.
- 2 RECONNECT TO EXISTING LIGHTING IN THE ROOM. VERIFY VOLTAGE OF EXISTING IS COMPATIBLE WITH THE NEW FIXTURE.
- 3 CONNECT TO EXISTING ROOM LIGHTING CIRCUIT AND SWITCHING MEANS.
- 4 CONNECT TO EXISTING EXTERIOR LIGHTING CIRCUIT AND CONTROL MEANS. VERIFY VOLTAGE OF EXISTING IS COMPATIBLE WITH THE NEW FIXTURE.
- 5 MOUNT TO BOTTOM OF STRUCTURE USING UNISTRUT AS REQUIRED.
- 6 PROVIDE UNSWITCHED HOT CONDUCTOR TO FIXTURES WITH EMERGENCY BALLAST THAT ARE SHOWN SWITCHED TO MAINTAIN POWER TO THE BATTERY BALLAST.
- 7 CONNECT TO EXISTING CIRCUIT PREVIOUSLY POWERING THE LIGHTING IN THE OLD MAINTENANCE SHOP.
- 8 COORDINATE INSTALLATION OF NOTED LIGHT FIXTURE WITH OVERHEAD DOOR.
- 9 REINSTALL EXISTING WALL PACK FIXTURE AT APPROXIMATELY THE SAME HEIGHT AS EXISTING. EXTEND CONDUCTORS AS REQUIRED TO RECONNECT TO EXISTING EXTERIOR LIGHTING CIRCUIT.
- 10 ADJUST LIGHT FIXTURE LOCATIONS AS REQUIRED BASED ON DUCTWORK AND EQUIPMENT LAYOUT IN THE ROOM.



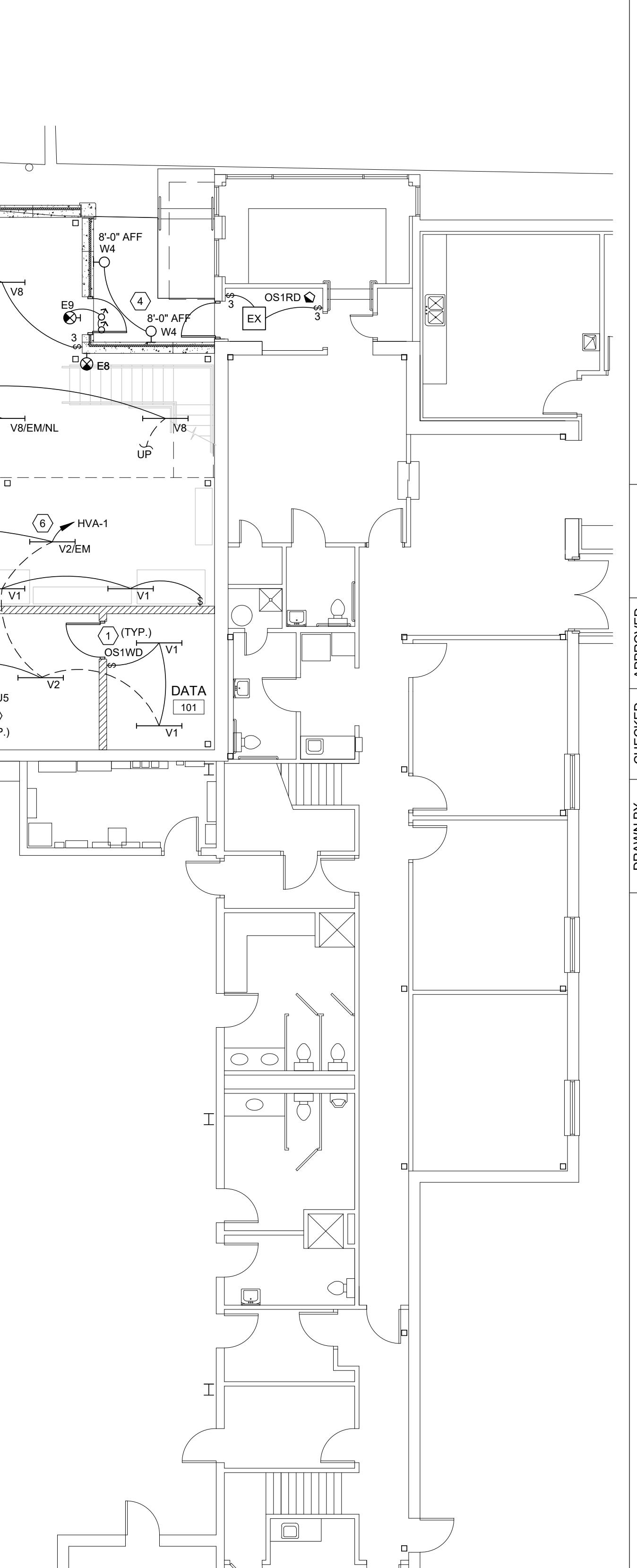
# ELECTRICAL LIGHTING PLAN

SCALE: 1/8" = 1'-0"



# ELECTRICAL MEZZ. LIGHTING PLAN

SCALE: 1/8" = 1'-0"



# OUTAGAMIE COUNTY DEPARTMENT OF RECYCLING AND SOLID WASTE MATERIAL RECOVERY FACILITY EXPANSION

MAIL-IN VOTE | BOARD OF ELECTIONS | WISCONSIN 54011

# Martenson & Eisele, Inc.



1377 Midway Road  
Menasha, WI 54952  
[www.martenson-eisele.com](http://www.martenson-eisele.com)  
[info@martenson-eisele.com](mailto:info@martenson-eisele.com)  
820 731 0281 1 800 226 0281

Planning  
Environmental  
Surveying  
Engineering  
Architecture

Architecture 920.731.0381 1.800.236.0381

SCALE	DATE
S NOTED	10-05-2020
PROJECT NUMBER	

# ELECTRICAL LIGHTING FLOOR PLAN

PRELIMINARY  
NOT FOR CONSTRUCTION

WEST DESIGN SOLUTIONS, LLC  
6 Bay Settlement Rd  
Men Bay, WI 54311  
[and@mwdssolutions.com](mailto:and@mwdssolutions.com)  
(920) 471-0805

**DRAWING NO.**  
**E2.1**

NO.	DESCRIPTION	LOC.	HP	MCA	MAX. FUSE	WATTS	VOLTAGE	CIRCUIT	BREAKER	STARTER	DISC.	FEEDER	NOTES
1	OVERHEAD DOOR	104	1.5				208/3	HVA-13,15,17	15/3		NFSSW	4#12 - 3/4"C	1
2	OVERHEAD DOOR	104	1.5				208/3	HVA-14,16,18	15/3		NFSSW	4#12 - 3/4"C	1
3	10HP AIR COMPRESSOR	203	10				480/3	HVA-7,9,11	50/3		EXIS	3#8 1#10 - 3/4"C	
4	AIR DRYER	203					480/3	HVA-37,39,41	30/3		EXIS	4#10 - 3/4"C	
5	AIR COMPRESSOR	203	50				480/3	HVA-31,33,35	100/3		EXIS	4#3 1#8 - 1 1/4"C	
6	AIR DRYER	203					480/3	HVA-38,40,42	30/3		EXIS	4#10 - 3/4"C	
7	AIR COMPRESSOR	203	50				480/3	HVA-32,34,36	100/3		EXIS	4#3 1#8 - 1 1/4"C	
8	RTU	ROOF		13A	15A		480/3	HVA-43,45,47	15/3		FSSW	4#12 - 3/4"C	
9	OVERHEAD CRANE	200	2				480/3	HVA-8,10,12	15/3		FSSW	4#12 - 3/4"C	2
10	EF-1	100	1/4				120/1	LVA-40	20/1		MAN	3#12 - 3/4"C	
11	EF-2	201				19	120/1	LVA-42	20/1		MAN	3#12 - 3/4"C	
12	CU	106		11A	15A		208/1	F-21,23	15/2		FSSW	3#12 - 3/4"C	3,4
13	FC	106		1A			208/1						3
14	HVAC DAMPERS	203					120/1	LVA-31	20/1		MAN	3#12 - 3/4"C	5

**NOTES:**

1. PROVIDE CONDUIT ALONG SIDE DOOR OPENING FOR SENSOR WIRING. COORDINATE WITH DOOR INSTALLER.
2. VERIFY CONNECTION POINT AND PROVIDE POWER AT LOCATION REQUIRED. COORDINATE WITH CRANE INSTALLER.
3. NOTED FANCOIL UNIT IS POWERED FROM THE CONDENSING UNIT. WIRE ACCORDING TO MANUFACTURERS INSTRUCTIONS.
4. REPLACE EXISTING 30/2 BREAKER IN PANEL WITH NEW 15/2 BREAKER.
5. VERIFY LOCATION OF POWER WITH HVAC CONTRACTOR PRIOR TO ROUGH-IN.

**GENERAL NOTES:**

- A. WHEN STARTERS AND DISCONNECTS ARE PROVIDED BY HVAC, INSTALL STARTERS AND MAKE ALL RELATED LINE VOLTAGE ELECTRICAL CONNECTIONS.
- B. ALL MAG/COMB STARTERS ARE TO BE PROVIDED WITH HAND-OFF-AUTO SELECTOR SWITCHES. ALL MAN STARTERS ARE TO HAVE A PILOT LIGHT.
- C. PROVIDE DUCT SMOKE DETECTORS FOR AIR HANDLING TYPE UNITS. PROVIDE ONE DETECTOR AT THE RETURN AND ONE AT THE SUPPLY, FOR EACH UNIT.
- D. VERIFY IN-RUSH CURRENTS OF ALL MOTORS PRIOR TO ELECTRICAL ROUGH-IN/PURCHASE.
- E. VERIFY LOCATION OF MOTORS WITH THE TRADE SUPPLYING THEM. LOCATIONS SHOWN ON ELECTRICAL PLANS ARE ONLY APPROXIMATE.

**ABBREVIATIONS:**

FSSW: FUSED SAFETY SWITCH	COMB: COMBINATION STARTER	HP: HORSEPOWER
NFSSW: NON-FUSED SAFETY SWITCH	MAG: MAGNETIC STARTER	TS: 20A TOGGLE SWITCH
HVAC: HVAC CONTRACTOR	MAN: MANUAL STARTER WITH OVERLOAD	(R): ROOF
EC: ELECTRICAL CONTRACTOR	C/P: CORD AND PLUG	EQUIP: INTEGRAL WITH EQUIPMENT
C.PANEL: CONTROL PANEL PROVIDED BY CONTRACTOR SUPPLYING EQUIPMENT SERVED.		

Transformer Schedule						
No.	Part Number	Pri. Voltage	Sec. Voltage	Phase	Size (kVA)	Notes
LVA	EE45T3H	480	120/208	3	45	

**DUTAGAMIE COUNTY  
DEPARTMENT OF RECYCLING AND SOLID WASTE  
MATERIAL RECOVERY FACILITY EXPANSION**

## ELECTRICAL

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PRELIMINARY  
NOT FOR CONSTRUCTION

The logo for MDC (Metropolitan Detention Center) is a circular emblem. It features a stylized, blocky letter 'M' on the left and a more fluid, cursive-style 'DC' on the right, all contained within a circular border.

WEST DESIGN SOLUTIONS  
6 Bay Settlement Rd  
Men Bay, WI 54311  
[and@mwsolutions.com](mailto:and@mwsolutions.com)  
(920) 471-0805

DRAWING NO  
E3.3

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

**ITEM DESCRIPTION:** Request to utilize a Village parking stall for overnight parking

**PREPARED BY:** David Kittel, Community Development Director

**REPORT DATE: 3/12/2021**

**ADMINISTRATOR'S REVIEW/COMMENTS:**

## EXPLANATION:

One of our local businesses, Rustic Resque, has requested to use a parking spot in the Village owned Parking lot behind the business. The owner is looking to be able to park a small utility trailer in the back of the lot by the existing garage that is used by the American legion for over night parking during the summer months only. See map below for greater detail.



**RECOMMENDATION:** To allow Rustic Resque to utilize a parking spot as detailed above for overnight parking from April 1<sup>st</sup> to December 1<sup>st</sup> to be reviewed on a yearly basis.

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

**ITEM DESCRIPTION: Little Chute Kayak Launch Bid**

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

**REPORT DATE: March 15, 2021**

**ADMINISTRATOR'S REVIEW/COMMENTS:**

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

**EXPLANATION:** On Tuesday, March 9 McMahon Group and village staff opened the bids for the ADA Canoe/Kayak Launch that is to be located at Heesakker Park. I have included the project budget and funding below.

<b>TOTAL ACQUIRED FUNDING</b>	
Village of Little Chute	\$18,000
Fox River Navigational System Authority	\$15,000
Fox Cities Greenways Grant	\$10,000
Outagamie County Greenways	\$10,000
Fox Cities Visitor and Convention Bureau	\$15,000
<b>TOTAL</b>	<b>\$68,000</b>

<b>PROJECT BUDGET</b>	
Kayak Launch	\$25,519
Abutments/Grading/Pathway	\$30,000
Bridge	Onsite
Engineering	\$5,000
<b>TOTAL</b>	<b>\$60,519</b>

The bid process was run through McMahon Group of Neenah. The village received one bid from Highway Landscapers Inc. from Little Chute in the amount of \$115,393. Including engineering, this places the project \$52,393 overbudget. This project has been in development since 2015. Staff had been working with a local contractor since 2017 to keep the cost of the project low. Unfortunately, this contractor was not able to bid on the project due to loss of equipment that they will not be replacing.

Since March 9<sup>th</sup>, staff have called contractors that have been on similar past projects within the last 6 months. We received indication that contractors either were unaware of the project or that other major project bids were also due on March 9<sup>th</sup>. Staff believe that we should reject the one bid received and rebid the project with the goal of receiving more bids.

**RECOMMENDATION:** Staff recommends rejected the one bid from Highway Landscapers Inc. and rebidding the project.

# Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

## Reporting Information

Will you be completing the Annual Report or other submittal type?  Annual Report  Other

**Project Name:** 2020 MS4 Annual Report Little Chute, WI.

**County:** Outagamie

**Municipality:** Little Chute Village

**Permit Number:** S050075

**Facility Number:** 31108

**Reporting Year:** 2020

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable?  Yes  No

## Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

### Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
  - Illicit Discharge Detection and Elimination Annual Report Summary
  - Construction Site Pollution Control Annual Report Summary
  - Post-Construction Storm Water Management Annual Report Summary
  - Pollution Prevention Annual Report Summary
    - Leaf and Yard Waste Management
    - Municipal Facility (BMP) Inspection Report
    - Municipal Property SWPPP
    - Municipally Property Inspection Report
    - Winter Road Maintenance
  - Storm Sewer Map Annual Report Attachment
  - Storm Water Quality Management Annual Report Attachment
  - TMDL Attachment
  - Storm Water Consortium/Group Report

- Municipal Cooperation Attachment
- Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
  - Storm Water Management Program (*S050075-03 General Permit and S058416-04 Madison Area Group Permit shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.*)
    - Public Education and Outreach Program
    - Public Involvement and Participation Program
    - Illicit Discharge Detection and Elimination Program
    - Construction Site Pollutant Control Program
    - Post-Construction Storm Water Management Program
    - Pollution Prevention Program
      - Municipal Storm Water Management Facility (BMP) Inventory (*S050075-03 General Permit and S058416-04 Madison Area Group Permit 2.6.1 - inventory due to the department by March 31, 2021.*)
      - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan (*S050075-03 General Permit and S058416-04 Madison Area Group Permit 2.6.2 – document due to the department by March 31, 2021.*)
  - Total Maximum Daily Load documents (*\*If applicable, see permit for due dates.*)
    - TMDL Mapping\*
    - TMDL Modeling\*
    - TMDL Implementation Plan\*
    - Fecal Coliform Screening Parameter \*
    - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
    - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)
- Sign and Submit form

## Municipal Contact Information- Complete

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

**Note:** Compliance items must be submitted using the Attachments tab.

### Municipality Information

<b>Name of Municipality</b>	Little Chute Village
<b>Facility ID # or (FIN):</b>	31108
<b>Updated Information:</b>	<input type="checkbox"/> Check to update mailing address information
<b>Mailing Address:</b>	108 WEST MAIN STREET
<b>Mailing Address 2:</b>	
<b>City:</b>	LITTLE CHUTE
<b>State:</b>	Wisconsin
<b>Zip Code:</b>	54140 <span style="float: right;">xxxxx or xxxxx-xxxx</span>

### Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

Select to **create new** primary contact

<b>First Name:</b>	Kent
<b>Last Name:</b>	Taylor

Select to **update** current contact information

<b>Title:</b>	Director of Public Works		
<b>Mailing Address:</b>	108 W Main St		
<b>Mailing Address 2:</b>			
<b>City:</b>	Little Chute		
<b>State:</b>	WI		
<b>Zip Code:</b>	54140-1414 <span style="float: right;">xxxxx or xxxxx-xxxx</span>		
<b>Phone Number:</b>	920-423-3867	<b>Ext:</b>	xxx-xxx-xxxx
<b>Email:</b>	kent@littlechutewi.org		

### Additional Contacts Information (Optional)

I&E Program

**Individual with responsibility for:  
(Check all that apply)**

- IDDE Program
- IDDE Response Procedure Manual
- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

**First Name:**

**Last Name:**

**Title:**

**Mailing Address:**

**Mailing Address 2:**

**City:**

**State:**

 xxxxx or xxxxx-xxxx

**Phone Number:**

 Ext:  xxx-xxx-xxxx

**Email:**

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

Yes  No

Public Education and Outreach Northeast Wisconsin Stormwater Consortium (NEWSC)

Public Involvement and Participation Northeast Wisconsin Stormwater Consortium (NEWSC)

Illicit Discharge Detection and Elimination

Construction Site Pollutant Control

Post-Construction Storm Water Management

Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

Yes  No

**Missing Information**

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (08/19)

**Minimum Control Measures- Section 1 : Complete****1. Public Education and Outreach**

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Delivery Mechanism that best describes how the topics were conveyed to your population. Use the Add Event to add additional entries.

<b>Event Start Date</b>	4/6/2020		
<b>Project/Event Name</b>	Storm Inlet Stenciling		
<b>Delivery Mechanism</b>	<u>Website</u> *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

<b>Event Start Date</b>	3/18/2020		
<b>Project/Event Name</b>	DPW Spring Newsletter, Importance of Stormwater		
<b>Delivery Mechanism</b>	<u>Distribution of print media</u> *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

<b>Event Start Date</b>	9/2/2021		
<b>Project/Event Name</b>	DPW Fall Newsletter, Storm Inlet Stenciling		
<b>Delivery Mechanism</b>	<u>Distribution of print media</u> *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

<b>Event Start Date</b>	1/2/2020		
<b>Project/Event Name</b>	Fish don't swim in chlorine flyer		
<b>Delivery Mechanism</b>	<u>Passive print media</u> *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

<b>Event Start Date</b>	6/3/2020		
<b>Project/Event Name</b>	Fish don't swim in chlorine Webpage		
<b>Delivery Mechanism</b>	<u>Social media post</u> *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

Yard waste management/pesticide and fertilizer application  
 Stream and shoreline management  
 Residential infiltration  
 Construction sites and post-construction storm water management  
 Pollution prevention  
 Green infrastructure/low impact development  
 Other:

Businesses  
 Contractors  
 Developers  
 Industries  
 Other

<b>Event Start Date</b>	6/3/2020		
<b>Project/Event Name</b>	Dog Waste Flyer		
<b>Delivery Mechanism</b>	<u>Signage</u> *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

<b>Event Start Date</b>	8/5/2020		
<b>Project/Event Name</b>	Leaf Collection Procedure, DPW Fall Newsletter		
<b>Delivery Mechanism</b>	<u>Distribution of print media</u> *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input type="radio"/> No

Event Start Date	8/3/2020		
Project/Event Name	Leave your leaves on Land, Flyer		
Delivery Mechanism	<u>Signage</u> *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input type="radio"/> No

Event Start Date	3/18/2020		
Project/Event Name	Spring Cleanup, DPW Spring Newsletter		
Delivery Mechanism	<u>Distribution of print media</u> *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	9/1/2020		
Project/Event Name	Leaf Collection, Facebook		
Delivery Mechanism	<u>Social media post</u> *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

waste management/vehicle washing  
 Yard waste management/pesticide and fertilizer application  
 Stream and shoreline management  
 Residential infiltration  
 Construction sites and post-construction storm water management  
 Pollution prevention  
 Green infrastructure/low impact development  
 Other:

Residents  
 Businesses  
 Contractors  
 Developers  
 Industries  
 Other

<b>Event Start Date</b>	9/1/2020		
<b>Project/Event Name</b>	Leaf Collection, Website		
<b>Delivery Mechanism</b>	<u>Website</u> *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	<u>101 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

<b>Event Start Date</b>	6/1/2020		
<b>Project/Event Name</b>	Protecting & Restoring Shorelands, WDNR Information Packet		
<b>Delivery Mechanism</b>	<u>Signage</u> *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input checked="" type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	<u>101 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Other:

<b>Event Start Date</b>	4/3/2020		
<b>Project/Event Name</b>	Downspout Policy		
<b>Delivery Mechanism</b>	<u>Signage</u> *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other:  <input type="checkbox"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

<b>Event Start Date</b>	9/28/2020		
<b>Project/Event Name</b>	MS4 Flyer, General Construction and Site Stormwater Tips		
<b>Delivery Mechanism</b>	<u>Distribution of print media</u> *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input checked="" type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other:  <input type="checkbox"/>	<input type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

**b.** Brief explanation on Public Education and Outreach reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Used the Village website, seasonal newsletters, social media, direct mailings, and posters to promote the Storm Water Program.

## Missing Information

**Do not close your work until you **SAVE**.**

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/20)

### Minimum Control Measures - Section 2 : Complete

#### 2. Public Involvement and Participation

**a. Permit Activities.** Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit activities were conveyed to your population. Use the Add Event to add additional entries.

<b>Event Start Date</b>	1/2/2020		
<b>Project/Event Name</b>	Little Chute Regular Utility Commission Meeting		
<b>Delivery Mechanism</b>	Government Event (Public Hearing, Council Meeting, etc)		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other:  [Text Area]	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

<b>Event Start Date</b>	1/2/2020		
<b>Project/Event Name</b>	Village of Little Chute Village Regular Board Meeting		
<b>Delivery Mechanism</b>	Government Event (Public Hearing, Council Meeting, etc)		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other:  [Text Area]	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

**b. Volunteer Activities.** Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

<b>Event Start Date</b>	3/18/2020		
<b>Project/Event Name</b>	Watershed Cleanup		

Delivery Mechanism	Clean up event		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input checked="" type="radio"/> Yes <input type="radio"/> No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The Village had 24 scheduled Village Board Meetings, Committee of the Whole meetings, and 12 scheduled Utility Commission meetings. Employee participation in Watershed Cleanup.

### Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/20)

### Minimum Control Measures - Section 3 : Complete

#### 3. Illicit Discharge Detection and Elimination

- How many total outfalls does the municipality have?   Unsure
- How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?   Unsure
- From the municipality's routine screening, how many were confirmed illicit discharges?   Unsure
- How many illicit discharge complaints did the municipality receive?   Unsure
- From the complaints received, how many were confirmed illicit discharges?   Unsure
- How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)?   Unsure

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year.

Verbal Warning

Written Warning (including email)

0

Notice of Violation  
 Civil Penalty/ Citation

Additional Information:

h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The Village monitored all outfalls and did not find any evidence of illicit discharge.

## Missing Information

**Do not close** your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/20)

### Minimum Control Measures - Section 4 : Complete

#### 4. Construction Site Pollutant Control

a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? 12  Unsure

b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? 8  Unsure

c. How many erosion control inspections did the municipality complete in the reporting year? 329  Unsure

d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.  Unsure

No Authority  
 Verbal Warning  
 Written Warning (including email)  
 Notice of Violation  
 Civil Penalty/ Citation  
 Stop Work Order  
 Forfeiture of Deposit  
 Other - Describe below

35
17
0

e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

## Missing Information

**Do not close** your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/20)

### Minimum Control Measures - Section 5 : Complete

#### 5. Post-Construction Storm Water Management

a. How many sites with new structural storm water management facilities\* have received local approval ?

4

Unsure

\*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement, catch basin sumps, etc.

b. Does the municipality utilize privately owned storm water management facilities in its pollutant reduction analysis?

Yes

No

Unsure

c. If Yes, How many privately owned storm water management facilities were inspected in the reporting year ?

Inspections completed by private land owners should be included in the reported number.

Unsure

d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.

No Authority

0

Verbal Warning

0

Written Warning (including email)

0

Notice of Violation

0

Civil Penalty/ Citation

0

Forfeiture of Deposit

0

Complete Maintenance

0

Bill Responsible Party

0

Other - Describe below

0

e. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

The process includes a closeout procedure for all sites

## Missing Information

## Minimum Control Measures - Section 6 : Complete

### 6. Pollution Prevention

Storm Water Management Facility Inspections  Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management facilities ? 9  Unsure
- b. How many new municipally owned storm water management facilities were installed in the reporting year ? 0  Unsure
- c. How many municipally owned storm water management facilities were inspected in the reporting year? 9  Unsure
- d. What elements are looked at during inspections (250 character limit)?

Vegetation, bank conditions, rodent damage and removal, trash, debris and litter removal, structural component check, mechanical check, look for trespassing, any anomaly.

- e. How many of these facilities required maintenance? 9  Unsure
- f. Brief explanation on Storm Water Management Facility inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review)  Not Applicable

- g. How many municipal properties require a SWPPP? 1  Unsure
- h. How many inspections of municipal properties have been conducted in the reporting year? 12  Unsure
- i. Have amendments to the SWPPPs been made?  
 Yes  No  Unsure
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:  

The Village hired a consultant to create the SWPPP and instructions for employee training.
- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Collection Services - Street Sweeping / Cleaning Program  Not Applicable

i. Did the municipality conduct street sweeping/cleaning during the reporting year?  
 Yes  No  Unsure

m. If known, how many tons of material was removed? 254  Unsure

n. Does the municipality have a low hazard exemption for this material?  
 Yes  No

o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?  
 Yes - Explain frequency Streets are swept weekly (March - November)  
 No - Explain \_\_\_\_\_  
 Not Applicable

**Collection Services - Catch Basin Sump Cleaning Program**  Not Applicable

p. Did the municipality conduct catch basin sump cleaning during the reporting year?  
 Yes  No  Unsure

q. How many catch basin sums were cleaned in the reporting year? 0  Unsure

r. If known, how many tons of material was collected? 0  Unsure

s. Does the municipality have a low hazard exemption for this material?  
 Yes  No

t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?  
 Yes- Explain frequency \_\_\_\_\_  
 No - Explain \_\_\_\_\_  
 Not Applicable

**Collection Services - Leaf Collection Program**  Not Applicable

u. Does the municipality conduct curbside leaf collection?  Yes  No  Unsure

v. Does the municipality notify homeowners about pickup?  Yes  No  Unsure

w. Where are the residents directed to store the leaves for collection?  
 Pile on terrace  Pile in street  Bags on terrace  Unsure  
 Other - Describe \_\_\_\_\_

x. What is the frequency of collection?  
Seasonally (September to December)

y. Is collection followed by street sweeping/cleaning?  Yes  No  Unsure

z. Brief explanation on Collection Services reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

\_\_\_\_\_

**Winter Road Management**  Not Applicable

\*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? 113  Unsure

ab. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
Salt	0	200	200	200	200	200

Liquids (gallons) (ex. brine)

Product	Oct	Nov	Dec	Jan	Feb	Mar
Brine	0	500	1500	1500	1500	500

ac. Was salt applying machinery calibrated in the reporting year?  Yes  No  Unsure

ad. Have municipal personnel attended salt reduction strategy training in the reporting year?  Yes  No  Unsure

Training Date	Training Name	# Attendance
8/7/2020	Smart Salting for Roads	2
9/1/2020	Smart Salting Parking Lots	2

ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

N/A

### Internal (Staff) Education & Communication

af. Has training or education been held for municipal or other personnel involved in implementing each of the pollution prevention program elements ?  Yes  No  Unsure

If yes, describe what training was provided (250 character limit):

When:

How many attended:

ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected Officials

The Utility Commission and Board meet monthly. Storm water programs are discussed at each meeting. The MS4 Annual Report is recommended to be approved by the Utility Commission to the Village Board.

Municipal Officials

Through department head meetings and day to day interaction.

Appropriate Staff ( such as operators, Department heads, and those that interact

with public)

Monthly meetings and day to day interaction.

ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

## Missing Information

**Do not close** your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/20)

## Minimum Control Measures - Section 7 : Complete

### 7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year?

Yes  No  Unsure

If yes, check the areas the map items that got updated or changed:

Storm water treatment facilities  
 Storm pipes  
 Vegetated swales  
 Outfalls  
 Other - Describe below

b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

**Do not close** your work until you **SAVE**.

Form 3400-224 (09/20)

### Final Evaluation - Complete

#### Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds

**Element:** Public Education and Outreach

1500	1500	1500	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Public Involvement and Participation

500	500	500	<u>Storm water utility</u>
-----	-----	-----	----------------------------

**Element:** Illicit Discharge Detection and Elimination

5000	5000	5000	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Construction Site Pollutant Control

5000	5000	5000	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Post-Construction Storm Water Management

5000	5000	5000	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Pollution Prevention

1000	1000	1000	<u>Storm water utility</u>
------	------	------	----------------------------

**Other (describe)**

Storm Sewer GIS Mapping
-------------------------

1000	1000	5000	<u>Storm water utility</u>
------	------	------	----------------------------

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

#### Water Quality

**a:** Were there any known water quality improvements in the receiving waters to which the

municipality's storm sewer system directly discharges to?

Yes  No  Unsure      If Yes, explain below:

**b:** Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes  No  Unsure      If Yes, explain below:

**c:** Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

Yes  No  Unsure

**d:** Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

Yes  No  Unsure

### Storm Water Quality Management

**a.** Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)?  Yes  No

**b.** If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

### Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Changes to the Storm Water program include: increased budget, additional employees, a greater focus internally, and the understanding by the Village Officials that storm water management is important and necessary.

**Do not close** your work until you **SAVE**.

Form 3400-224 (09/20)

## Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention
- Storm Water Quality Management
- Storm Sewer System Map
- Water Quality Concerns
- Compliance Schedule Items Due
- MS4 Program Evaluation

**Do not close your work until you **SAVE**.**

## Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

\*Required Item

**Note:** To replace an existing file, use the 'Click here to attach file' link or press the to delete an item.

### Municipal Facility SWPPP

 File Attachment

[LittleChuteVillage8350-10000MSBSWPPPReport.pdf](#)

### Attach - Other Supporting Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

### Attach - Permit Compliance Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

### Missing Information

**Draft and Share PDF Report with the permittee's governing body or delegated representatives.**

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

## Sign and Submit Your Application

### Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

### Terms and Conditions

**Certification:** I hereby certify that I am an authorized representative of the municipality covered under Little Chute Village MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- Authorized municipal contact using WAMS ID.
- Delegation of Signature Authority ( Form 3400-220 ) for agent signing on the behalf of the authorized municipal contact.
- Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

**Name:**

**Title:**

Authorized Signature.

I accept the above  
terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO. 7, SERIES OF 2021**

**A RESOLUTION APPROVING THE 2020 MS4 GENERAL PERMIT ANNUAL REPORT**

WHEREAS, the Village of Little Chute owns and operates a municipal separate storm sewer system (MS4); and

WHEREAS, the Department of Natural Resources has issued a General Permit to discharge storm water to the waters of the state; and

WHEREAS, a condition stated in the General Permit to Discharge requires the Village to complete an annual report that summarizes the Village's efforts to comply with the conditions stated in the General Permit to Discharge; and

WHEREAS, after review and approval by the City Council, the Annual Report must be submitted to the Wisconsin Department of Natural Resources;

NOW, THEREFORE, be it resolved by the Village Board of Little Chute as follows:

1. That the 2020 MS4 General Permit Annual Report, as prepared by Village staff, is hereby approved; and
2. That submittal of the report and this resolution to the Wisconsin Department of Natural Resources is hereby authorized.

Introduced, approved and adopted:

**VILLAGE OF LITTLE CHUTE**

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

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

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

**ITEM DESCRIPTION: RFP for Transportation Utility and Street Funding Feasibility, Analysis, and Utility Creation**

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

**REPORT DATE: March 12, 2021**

**EXPLANATION:** As follow-up from our March 3<sup>rd</sup> meeting, attached is the Request for Proposals (RFP) for the Transportation Utility and Street Funding Feasibility, Analysis, and Utility Creation. The RFP should be reviewed and released by official action from the Board of Trustees. The timeline for the effort would be as follows:

**DATE EVENT**

April 5, 2021 - Issue RFP

May 7, 2021 - Proposals due on or before 4:00 p.m.

May 18-21 - Interviews/presentations (if required)

June 2, 2021 Contract start date (estimated)

December 15, 2021 Contract completion (estimated)

There will be a round of final reviews of the RFP from staff with technical changes if any. This process will have to be managed diligently to ensure a successful review and that if necessary/feasible, an effective foundation for future work is provided.

**RECOMMENDATION: Approve the release of the RFP as outlined above.**



**Request for Proposal (RFP) For  
Transportation Utility and Street Funding  
Feasibility, Analysis, and Utility Creation**

Issued by:  
Village of Little Chute, WI  
April 5, 2021

*Proposals must be received no later than: 4:00 P.M., Friday, May 7, 2021*

Submit RFP Response to:  
James Fenlon  
Village of Little Chute  
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For further information regarding this RFP contact:  
James Fenlon, Village Administrator  
920-423-3850  
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## 1.0 GENERAL INFORMATION

### 1.1 Introduction:

The purpose of this document is to provide interested, qualified parties with information to enable them to prepare and submit a proposal for a consulting services contract. The selected consultant will complete or coordinate all necessary activities for the analysis that informs creation of a transportation utility in the village. While the primary focus of this study is the complete formation of a transportation utility, the consultant will provide a brief comparative analysis of any other viable funding alternatives available to the village to address long-term capital requirements for road improvement that informs decision-making relative to transportation utility implementation.

### 1.2 Background:

In 2014/2015 and then again in 2020/2021, the Village of Little Chute discussed trends related to revenue (declining), expenditures (increasing), debt (increasing) and debt capacity (shrinking). We also discussed the cost of construction for roads and buildings that is outpacing inflation, making it difficult to use traditional approaches to finance capital needs of the village. One issue that consistently is discussed in our community is the use of special assessments and the challenge to manage special assessment rates and costs to the resident versus the cost of improvements. The five-year Capital Improvement Plan (CIP) for the village requires more than \$29M of new capital to support the needs of the community. It would be difficult for the village to assume new debt to address all our needs and a transportation utility has been identified as a path to addressing these needs.

2021 Street Rehabilitation and Construction Program Budget		
Total Street Repair and Maintenance Budget	\$669k	General Fund
Sidewalk Repair (part of budget above)	\$8k	General Fund
Chip Seal (part of budget above)	\$21,000	General Fund
Street Reconstruction/Construction	\$2.949M	Capital Improvement Fund and TID (supported through debt)
<b>TOTAL</b>	<b>\$2,484,900</b>	

### 1.3 Scope:

The village is seeking to work with a team of creative personnel with experience in helping communities with transportation utility creation, rate determination analysis, and implementation. The scope of work outlined below should not be viewed as rigid and the consultant is encouraged to offer alternative or additional efforts for this project where they believe is appropriate.

#### 1.3.1 Public Information Objectives:

- A. Identify, compare, and contrast the potential funding methods for the village's annual street rehabilitation projects, including but not limited to special assessments, wheel tax, and other new or perspective funding methodologies, including the creation of a transportation utility.
- B. Identify and summarize the policies to be considered, the impact on the village's residential, commercial, industrial, and public authority/non-profit bases, and potential issues with the implementation of a transportation

utility in relation to the existing village ordinances and Wisconsin State Statutes. Also identify process for properties regarding credit on past assessments.

- C.** Hold Public Informational meetings (no less than 3 public information meetings) either virtual or in person to explain rate structure and credit policy options, and answer questions related to the creation of a transportation utility.
- D.** Prepare the copy for public information including a landing page on the village's website related to this effort.
- E.** Identify what the transportation utility may and should fund - administrative, operating, and capital costs.
- F.** Propose, develop, and implement methodologies for calculating transportation utility user fees. This work will be done in consultation with the elected body and staff.
- G.** Compile public information results and present the finding and recommendations to the Village Board of Trustees.

### **1.3.2. Scope of Work:**

#### **A. Planning**

- a. Prepare and present a summary plan outlining the work to be performed, data necessary to complete the project, and the timing of the work to be done (i.e. project timeline).
- b. Provide a draft or "go-by" of other final deliverables from similar projects to provide the project team with an idea of the general structure, content and level of detail expected to be developed.

#### **B. Work**

- a. Select and evaluate a sustainable, defendable, and equitable transportation utility funding method, i.e. impervious surface, trip based, etc.
- b. Compare potential revenues generated from a transportation utility, wheel tax, special assessment, or alternative methodology.
- c. Define how to classify properties and estimate trips for each.
- d. Address implications to each class of customers.
- e. Identify, draft, and present for adoption the policies that need consideration and prepare a brief policy document for each issue identified with respect to recommended funding methods.
- f. Describe the process and required information to monitor and adjust recommended billing years as properties are added or removed over the life of the transportation utility.
- g. Detailed information and proposal for past assessments including potential credit process and structure.
- h. Identify preliminary items and information from village staff along with proposed schedule.
- i. Identify one-time and recurring costs necessary to effectively implement and operate the recommended funding methods.
- j. Identify annual maintenance considerations on an ongoing basis for a transportation utility, including the consideration of policy related items.

### **C. Deliverables**

- a. A description of the policy review process.
- b. A summary of the recommended funding method(s).
- c. A preliminary and proposed rate analysis and billing options based on the sample residential and commercial areas selected versus property taxes.
- d. An estimate of the one-time and recurring costs associated with implementation and ongoing operation of recommended funding method(s).
- e. Presentation for adoption of the policies to be adopted regarding a transportation utility, including, proposed ordinances and other supporting documents for the utility.
- f. All technical memoranda, summaries, and detailed supporting data.
- g. A summary of conclusions and recommendations that addresses legal, financial, and administrative aspects of the recommended project funding method(s).
- h. An implementation plan, including communication plan, timeline, and cost estimate to implement the recommended funding method(s).
- i. Compile a preliminary report that includes but is not limited to:

All aspects of a transportation utility in terms of what is recommended by the consultant. This report will also provide details on implementation, including the presentation of ordinance(s), finalization of billing units, and determination of rate schedule(s). In addition, information within the report will include guidance and support for the type of government account the transportation utility should be managed under. Any audit findings, including management letters, on previously established transportation utilities in Wisconsin will be included in the report.

The village will then review the draft report and revisions will be made as necessary. Following approval of the report by the Village Board, the consultant will make a presentation of the recommendations at no less than three public information meetings. The final report will be approved by the Village of Little Chute Board of Trustees as the mechanism for street reconstruction.

#### **1.4 Project Calendar:**

Listed below are estimated dates and times of actions related to this Request for Proposal (RFP). If the Village of Little Chute finds it necessary to change any of the specific dates and times, it will do so by issuing amendments to this RFP. Failure by the village to issue amendments to this schedule will not invalidate this selection process.

<u>DATE</u>	<u>EVENT</u>
April 5, 2021	Issue RFP
May 7, 2021	Proposals due on or before 4:00 p.m.
May 18-21	Interviews/presentations (if required)

June 2, 2021	Contract start date (estimated)
December 15, 2021	Contract completion (estimated)

### **1.3 Contract Terms:**

The successful firm and the Village of Little Chute will enter into a Consultant Services Agreement drafted by the Consultant.

## **2.0 PREPARING AND SUBMITTING THE PROPOSAL**

### **2.1 General Instructions**

The evaluation and selection of a consultant will be based on the information submitted in the proposal plus references and any required interviews/presentations. Consultants should respond clearly and completely to all requirements. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a submittal.

The proposal shall:

- 2.1.1 Identify the qualifications of the consultant and any sub consultants, including relevant projects, particularly projects working with municipalities on studying feasibility of transportation utilities.
- 2.1.2 Identify the project manager and principal individual(s), qualifications, and experience of those proposed to do the work.
- 2.1.3 Define the project approach and identify the specific tasks involved in the performance of the proposed work effort and the means by which these tasks would be implemented.
- 2.1.4 Include all costs associated with conducting the work.
- 2.1.5 Proposals shall be limited to no more than 15 total pages.

### **2.2 Proposal Organization and Format**

Consultants responding to this RFP must include the following information:

- 2.2.1 COVER LETTER, RFP SIGNATURE PAGE: Include any cover letter and the RFP signature page. Submittals in response to this RFP must be signed by the person in the consultant's organization who is responsible for the submittal.
- 2.2.2 QUALIFICATIONS OF THE SUBMITTING CONSULTANT AND ANY SUBCONSULTANTS WHO ARE TEAM MEMBERS: The specific qualifications of the firm(s) to accomplish the work outlined should be included. Specific projects relevant to this assignment with dates, clients, and specific references that could comment on the quality of the work should be identified. At least three references of directly relevant work must be provided from projects completed within the last five years. References should note the contact name, address, and phone number, along with the relationship to the project and project site location. The results of any reference checks will be provided to the evaluation committee and used when scoring the written qualifications.
- 2.2.3 QUALIFICATIONS OF THE INDIVIDUALS WHO WILL WORK ON THE PROJECT: The qualifications must identify the project manager and explain how this point of contact will lead the consultant's efforts. If interviews are necessary for selection, it will be necessary for the proposed project manager to conduct a majority of the presentation and be able to answer most questions asked during the interview process. All other relevant personnel who will work on the project should be identified

in this section with relevant specific experience identified. Include specific work assignments of the proposed personnel. Resumes describing the educational and work experiences of the key people proposed for this assignment should be included.

2.2.4 PROJECT APPROACH: The proposed approach must include the specific tasks anticipated for the project including how each task would be implemented and the team members who would be responsible for each task.

2.2.5 SEPARATE COST PROPOSAL: The submittal shall include a quote for all costs associated with implementing this project. If additional or alternative efforts are recommended these should be broken out separately from the primary tasks.

### **2.3 Submitting the Proposal**

Proposers may send completed proposals via email or deliver by hard copy on or before 4:00 PM Friday, May 7, 2021 to:

James Fenlon  
Village of Little Chute – Village Administrator  
108 W. Main Street  
Little Chute, WI 54140  
[james@littlechutewi.org](mailto:james@littlechutewi.org)

A consultant can hand deliver their proposal package on or before the date and time listed above. Hand delivered submittals must be time-stamped by the Little Chute Clerk's Office by the stated time. Submittals received after Wednesday May 7, 2021 at 4:00 PM will not be accepted.

### **2.4 Incurring Costs**

The Village of Little Chute is not liable for any cost incurred by proposers in replying to this RFP.

### **2.5 Withdrawal of Submittals**

Proposers may withdraw a submittal, in writing, at any time up to the due date and time. The written withdrawal notice must be received by the Village Administrator. The notice must be signed by an authorized representative of the firm submitting the proposal.

## **3.0 CONSULTANT SELECTION AND AWARD PROCESS**

### **3.1 Review of Submittals**

The village's evaluation team will include the Village Engineer, Director of Public Works, Finance Director, and Village Administrator.

The evaluation team will review references and may request interviews/presentations. The resulting information will be used to rate the submittals. The evaluation team reserves the right to make a selection based on submittals without scheduling interviews. The evaluation team's scoring will be tabulated, and submittals ranked based on the numerical scores received.

The project fee is not included in the evaluation criteria but could influence the selection process. The Code of Federal Regulations allows consideration of costs when selecting the consultant.

### **3.2 Evaluation Criteria**

The proposals will be scored using the following criteria:

• <b>Description</b>	• <b>Points</b>
• Consultant Expertise	• 30
• Consultant Relevant Project Experience	• 20
• Project Team Qualifications	• 20
• Project Approach and Proposed Timeline	• 30
• <b>TOTAL</b>	• <b>100</b>

### **3.3 Interviews/Presentations**

Top-scoring consultants, based on the evaluation of the written proposals, may be required to have interviews/presentations to support and clarify their proposals, if requested by the village. The village will make every reasonable attempt to schedule each interview/presentation at a time on during the week of May 17<sup>th</sup>, 2021 that is agreeable to the consultant. Failure of a consultant to complete a scheduled interview/presentation to the evaluation committee may result in rejection of the opportunity for award of a contract.

### **3.4 Final Evaluation**

Upon completion of any interviews/presentations by proposers, the village's evaluation committee will adjust the scores based on the information obtained in the interview / presentation, possible reference checks, project fee, and any other pertinent proposer information.

### **3.5 Right to Reject Proposals and Negotiate Contract Terms**

The village reserves the right to reject any and all proposals if determined that they do not satisfactorily meet the needs or qualifications required. The village reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract.

### **3.6 Award of Contract**

The committee's final evaluation and recommendation will be sent to the Village Board of Trustees for approval.

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

**ITEM DESCRIPTION: 2020 Budget Amendments, Budget Carryover 2020-2021, 2020 Fund Balance Assignments and 2021 Budget Adjustments**

**PREPARED BY: Lisa Remiker-DeWall, Finance Director**

**REPORT DATE: March 12, 2020**

**ADMINISTRATOR'S REVIEW/COMMENTS:**

No additional comments to this report: JPF

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

**EXPLANATION:**

Please see attached for explanations of the various budget amendments including documentation of compliance with Fund Balance Policy adopted in December 2020. The 2020 Budget Adjustments reflect various Village Board actions taken during the year that have not yet been formally addressed for an actual budget amendment. The annual carryover for projects budgeted in 2020 but not yet complete are included to provide the necessary budget approval.

The Special Consideration Carryover requests comply with specific action necessary (2/3 vote required) per the formal Fund Balance Policy established in 2020. Documentation side by side with the policy is attached for your reference to follow the calculations. Included with this process is to formally document approval for the 2020 Fund Balance Assignments.

The 2021 Budget Amendments reflect actions to date by the Village Board or other unanticipated changes since budget was adopted.

Please contact either the Administrator or me for any questions you may have prior to the Village Board meeting.

**RECOMMENDATION: Please approve the 2020 Budget Amendments, 2020-2021 Budget Carryover and the Assigned Fund Balance Designations for the 2020 Comprehensive Financial Report and the 2021 Budget Amendments as presented in attached documentation.**

## 2020 Budget Amendments

101-33110	Federal Grants - FEMA	28,291	Revenue
101-33290	State Grants - DNR Urban Forestry	46,309	Revenue
101-55440-204	Forestry Contractual Services	29,300	Expense
101-55440-212	Forestry - Tree Program	38,000	Expense
101-55440-247	Forestry - Vehicles	7,300	Expense

### *July 2019 Storm Event Expenditures in 2020 for restoration*

101-38303	Fire Donations	5,000	Revenue
101-52200-213	Fire - Safety Equipment	5,000	Expense

### *Donation received for inflatable boat*

101-57610-263	Development Inc - Fox River Group	182,240	Expense
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### *Land incentive provided for Sr Housing Development - Econ Dev General Fund*

101-33290	Cares Act Funding	433	Revenue
207-33290	Cares Act Funding	40,462	Revenue
101-52200-111	Special Provision for Public Safety Salaries - COVID	433	Expense
207-52120-101	Special Provision for Public Safety Salaries - COVID	40,462	Expense

### *Recognize the personnel provision of Cares Act Funding*

414-51025-263	Construction-TID 4 Evergreen Phase 1	9,700	Expense
414-57400-267	Development Inc - Crosswinds	359,000	Expense
414-57400-268	Development Inc - Prairewater	32,000	Expense
414-57400-262	Legal - Audit TID 4 30% Audit	4,000	Expense

### *Correction of 2020 Budget due to error on not taking into consideration partial assessment*

*when developing budget for development incentives, poor soil conditions cost overrun*

*Evergreen and TID 4 compliance audit that was overdue*

415-57600-263	Legal - Audit TID 5 30% Audit	4,000	Expense
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### *Overdue 30% TID Compliance Audit*

416-50227-263	Construction - Buchanann cost overruns	21,600	Expense
416-57600-262	Legal-Audit - Debt issuance cost allocation and selling at premium	76,100	Expense
Various Accts	Labor - Eng. planning Hartzheim not included in original budget	20,000	Expense
416-51211-204	Contractual Services - Asbestos Abatement Karen Dr	8,900	Expense

### *Update for changes from original budget adoption*

417-51025-263	Construction-TID 7 Evergreen Phase 1	17,400	Expense
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### *Cost overrun due to soil conditions*

418-51225-300	Land for Downtown Mixed Use	254,193	Expense
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### *Closed in 2020 vs anticipated 2021 - NOTE: 2021 Budget Amendment to remove below*

420-57620-277	Nelson Crossing Construction	379,720	Expense
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### *True up budget for donations and fiscal administration changes to facilitate grant process*

## Budget Carryover 2020-2021 - Note all items previously funded in the 2020 Budget

101-51415-204	GIS - General Fund	3,600	Expense
610-53614-204	GIS - Sewer	720	Expense
620-53924-204	GIS - Water	684	Expense
630-53444-204	GIS - Storm	1,260	Expense

### *Carryover GIS contractual services delayed due to staffing changes at consultant*

101-51420-221	Small Equipment- Finance	1,500	Expense
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### *Carryover for purchase of safe*

101-51530-204	Contractual Services - Assessing	57,400	Expense
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### *Carryover for revaluation*

101-51650-242	Contractual Services-General Fund	7,200	Expense
610-53614-204	Contractual Services - Sewer	1,440	Expense
620-53924-204	Contractual Services - Water	1,368	Expense
630-53444-204	Contractual Services - Storm	2,520	Expense

### *Carryover for sewer line issues at Village Hall*

101-51780-290	Contingency	183,263	Expense
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**Carryover for 2021 Budget - no funds used in 2020**

101-55200-204	Contractual Services - Parks	1,665	Expense
101-55300-204	Contractual Services - Recreation	1,665	Expense
101-53300-204	Contractual Services - DPW Vehicle Maintenance	1,665	Expense
610-53614-204	Contractual Services - Sewer	1,665	Expense
620-53924-204	Contractual Services - Water	1,665	Expense
630-53614-204	Contractual Services - Storm	1,665	Expense

**Carryover of Work Order Software project in progress**

101-53100-306	DPW - Buildings and Grounds	10,000	Expense
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**Stabilize Yard Waste Site and cover exterior wash (MS4)**

204-55420-302	Equipment Replacement - Aquatics	4,415	Expense
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**Paint for second half of pool maintenance**

101-56700-204	Contractual Services - Econ Dev General Fund	3,200	Expense
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**Soil borings on Bluff Ave**

N/A - General Fund	Financial Assistance Funding not provided in 2020 due to COVID	3,696	Revenue received in 2020 but assistance not offered due to COVID
101-55200-225	Park Bench Memorial - Parks	1,546	Expense
N/A - Aquatics	Financial Assistance Funding not provided in 2020 due to COVID	500	Revenue received in 2020 but assistance not offered due to COVID
101-52200-213	Safety Equipment - Fire	600	Expense

**Donations receive for Parks and Fire not spent prior to year end**

101-52200-302	Equipment Replacement-Fire	8,000	Expense
207-52120-306	Buildings and Grounds - FVMPD	32,000	Expense

**Carryover for purchase of generator - funding for additional cost from eligible aids in 2020 and overall budget savings - ALSO UNDER SPECIAL CONSIDERATION**

101-5500-204	Contractual Services -Fire	4,100	Expense
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**Fire Study carryover - ALSO UNDER SPECIAL CONSIDERATION**

101-53300-216	Constructions Materials - DPW	14,000	Expense
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**Street Repairs and Maintenance not completed in 2020**

206-55110-306	Library Renovations	60,861	Expense
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**Carryover for project in progress**

207-52120-303	Vehicle Replacement	11,178	Expense
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**Outfitting of new vehicle not completed until 2021**

404-57190-204	Contractual Services-Facility and Technology Fund	15,000	Expense
404-57190-302	Equipment Replacement - Facility and Technology Fund	15,000	Expense

**Geofencing, Dual Authentication and Public Access projects in progress**

416-51216-263	Ebben Storm Sewer - Construction	1,561,614	Expense
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**Project in Progress**

416-51218-263	Traffic Signal N and Evergreen - Construction	172,760	Expense
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**Project in Progress**

418-51219-263	Hotel Development - Storm Construction	587,116	Expense
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**Project in Progress**

418-57800-300	Land Acquisition - Rehabilitation	60,000	Expense
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**Project not started yet**

420-57620-277	Nelson Crossing - Construction	273,069	Expense
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**Project in progress**

452-57300-263	Temp Lights Cty OO & French	30,000	Expense
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**Project carried over to 2021**

610-53612-221	Small Equipment - Sewer	6,500	Expense
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Sewer camera budgeted but not purchased until 2021

620-53604-302	Well # 3 Pull and Inspection	45,250	Expense
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**Project in progress**

630-33290	Vandenbroek SW Grant	110,000	Revenue not received in 2020 so need to rebudget for 2021
630-51214-263	Vandenbroek Pond	293,841	Expense
<b>Project in progress</b>			
630-51223-263	Lyle Street Construction - Storm	109,800	Expense
<b>Project in progress</b>			
630-53442-301	MSB Storage Bins	9,206	Expense
<b>Project in progress</b>			
			<b>General Fund</b>
			<b>303,100</b>

### Budget Carryover 2020-2021 - Special Consideration (2/3 vote required funded by 2020 Budget Dollars)

101-51420-204 Contractual Services 10,000 Expense

*Carryover contractual savings for technical accounting support*

101-55200-204 Contractual Services 20,000 Expense

*Carryover to fund security cameras at Heesakker, Legion and Van Lieshout Parks*

101-55200-204 Contractual Services 2,500 Expense

*Carryover to fund Comprehensive Outdoor Rec Plan - bids higher than budget*

101-52200-302 Equipment Replacement-Fire 11,300 Expense

207-52120-306 Buildings and Grounds - FVMPD 45,200 Expense

*Carryover for purchase of generator - funding for additional cost from eligible aids in 2020 and overall budget saving:*

101-5500-204 Fire Space and Needs Analysis 10,900 Expense

*To continue efforts identified in Fire Study completed in 2020*

101-51400-204 Wage and Comp Study 20,000 Expense

*Carryout Strategic Goal for Efficient and High Performing Government addressing personnel resources*

404-57190-204 Contractual Services-Facility and Technology Fund 2,500 Expense

404-57190-302 Equipment Replacement - Facility and Technology Fund 7,500 Expense

*To improve public access to virtual meetings*

**General Fund**

**74,700**

### 2020 Assigned Fund Balance

101-29221 Assigned FB - Future Development Incentive 400,000 Equity

*Existing 2019 Balance of \$100,000 and add \$300,000 to fully fund future Fox River Group*

101-29990 Assigned Fund Balance - Carryover 377,800 Equity

*Total of Carryover and Special Consideration Carryover 2020-2021*

101-29222 Assigned Fund Balance - Transfer in 2021 to Façade Loan Program 100,000 Equity

*Additional funding for expected Façade Loan Program applications in 2021*

101-29223 Assigned Fund Balance - Debt Retirement 800,000 Equity

*Analyze for callable debt or reduce next debt issue per policy*

### 2021 Budget Amendments

101-38622 Other Reimbursements 20,925 Revenue

101-51900-230 Workers Compensation 20,925 Expense

*Record funding for Leagues Sponsored Rebound Program*

620-53624-204 Contractual Services 21,564 Expense

620-53644-301 Meter Technology 15,936 Expense

620-53634-255 Maintenance of Plant (37,500) Expense

*Well site Hartzheim Drive Special Assessment - fund from error of duplicate capital budget line items discovered*

101-34413 Recreation Program Revenue - GF (1,090) Revenue

208-34413 Recreation Program Revenue - Van Lieshout 1,090 Revenue

101-55300-102 Part-time wages - GF (2,372) Expense

208-52900-102 Part-time wages - Van Lieshout 2,372 Expense

101-55300-103 Part-time wages - GF (182) Expense

208-52900-103 Part-time wages - Van Lieshout 182 Expense

101-55300-218 Operational Supplies - GF (200) Expense

208-52900-218 Operational Supplies - Van Lieshout 200 Expense

*Youth Dance Program moved from GF to Van Lieshout - COVID related NOTE: Difference of revenue vs expense funded via fund balance*

*Van Lieshout Fund is currently negative and has Advance from General Fund*

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

**ITEM DESCRIPTION: 2020 Budget Amendments, Budget Carryover 2020-2021, 2020 Fund Balance Assignments and 2021 Budget Adjustments**

**PREPARED BY: Lisa Remiker-DeWall, Finance Director**

**REPORT DATE: March 12, 2020**

**ADMINISTRATOR'S REVIEW/COMMENTS:**

No additional comments to this report: JPF

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

**EXPLANATION:**

Please see attached for explanations of the various budget amendments including documentation of compliance with Fund Balance Policy adopted in December 2020. The 2020 Budget Adjustments reflect various Village Board actions taken during the year that have not yet been formally addressed for an actual budget amendment. The annual carryover for projects budgeted in 2020 but not yet complete are included to provide the necessary budget approval.

The Special Consideration Carryover requests comply with specific action necessary (2/3 vote required) per the formal Fund Balance Policy established in 2020. Documentation side by side with the policy is attached for your reference to follow the calculations. Included with this process is to formally document approval for the 2020 Fund Balance Assignments.

The 2021 Budget Amendments reflect actions to date by the Village Board or other unanticipated changes since budget was adopted.

Please contact either the Administrator or me for any questions you may have prior to the Village Board meeting.

**RECOMMENDATION: Please approve the 2020 Budget Amendments, 2020-2021 Budget Carryover and the Assigned Fund Balance Designations for the 2020 Comprehensive Financial Report and the 2021 Budget Amendments as presented in attached documentation.**

## 2020 Budget Amendments

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### July 2019 Storm Event Expenditures in 2020 for restoration

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### Donation received for inflatable boat

101-57610-263	Development Inc - Fox River Group	182,240	Expense
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### Land incentive provided for Sr Housing Development - Econ Dev General Fund

101-33290	Cares Act Funding	433	Revenue
207-33290	Cares Act Funding	40,462	Revenue
101-52200-111	Special Provision for Public Safety Salaries - COVID	433	Expense
207-52120-101	Special Provision for Public Safety Salaries - COVID	40,462	Expense

### Recognize the personnel provision of Cares Act Funding

414-51025-263	Construction-TID 4 Evergreen Phase 1	9,700	Expense
414-57400-267	Development Inc - Crosswinds	359,000	Expense
414-57400-268	Development Inc - Prairewater	32,000	Expense
414-57400-262	Legal - Audit TID 4 30% Audit	4,000	Expense

### Correction of 2020 Budget due to error on not taking into consideration partial assessment

### when developing budget for development incentives, poor soil conditions cost overrun

### Evergreen and TID 4 compliance audit that was overdue

415-57500-262	Legal - Audit TID 5 30% Audit	4,000	Expense
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### Overdue 30% TID Compliance Audit

416-50227-263	Construction - Buchanann cost overruns	21,600	Expense
416-57600-262	Legal-Audit - Debt issuance cost allocation and selling at premium	76,100	Expense
416-XXXXX-XXX	Labor - Eng. planning Hartzheim not included in original budget	20,000	Expense
416-51211-204	Contractual Services - Asbestos Abatement Karen Dr	8,900	Expense

### Update for changes from original budget adoption

417-51025-263	Construction-TID 7 Evergreen Phase 1	17,400	Expense
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### Cost overrun due to soil conditions

418-51225-300	Land for Downtown Mixed Use	254,193	Expense
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### Closed in 2020 vs anticipated 2021 - NOTE: 2021 Budget Amendment to remove below

418-57800-262	Legal-Audit - Debt issuance cost allocation and selling at premium	27,300	Expense
418-50232-101	Labor - Eng. planning Pine St Parking not included in original budget	10,000	Expense

### Update for changes from original budget adoption

420-57620-277	Nelson Crossing Construction	379,720	Expense
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### True up budget for donations and fiscal administration changes to facilitate grant process

## Budget Carryover 2020-2021 - Note all items previously funded in the 2020 Budget

101-51415-204	GIS - General Fund	3,600	Expense
610-53614-204	GIS - Sewer	720	Expense
620-53924-204	GIS - Water	684	Expense
630-53444-204	GIS - Storm	1,260	Expense

### Carryover GIS contractual services delayed due to staffing changes at consultant

101-51420-221	Small Equipment- Finance	1,500	Expense
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### Carryover for purchase of safe

101-51530-204	Contractual Services - Assessing	57,400	Expense
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### Carryover for revaluation

101-51650-242	Contractual Services-General Fund	7,200	Expense
610-53614-204	Contractual Services - Sewer	1,440	Expense
620-53924-204	Contractual Services - Water	1,368	Expense
630-53444-204	Contractual Services - Storm	2,520	Expense

**Carryover for sewer line issues at Village Hall**

101-51780-290 Contingency 183,263 Expense

**Carryover for 2021 Budget - no funds used in 2020**

101-55200-204	Contractual Services - Parks	1,665	Expense
101-55300-204	Contractual Services - Recreation	1,665	Expense
101-53300-204	Contractual Services - DPW Vehicle Maintenance	1,665	Expense
610-53614-204	Contractual Services - Sewer	1,665	Expense
620-53924-204	Contractual Services - Water	1,665	Expense
630-53614-204	Contractual Services - Storm	1,665	Expense

**Carryover of Work Order Software project in progress**

101-53100-306 DPW - Buildings and Grounds 10,000 Expense

**Stabilize Yard Waste Site and cover exterior wash (MS4)**

204-55420-302 Equipment Replacement - Aquatics 4,415 Expense

**Paint for second half of pool maintenance**

101-56700-204 Contractual Services - Econ Dev General Fund 3,200 Expense

**Soil borings on Bluff Ave**

N/A - General Fund	Financial Assistance Funding not provided in 2020 due to COVID	3,696	Revenue received in 2020 but assistance not offered due to COVID
101-55200-225	Park Bench Memorial - Parks	1,546	Expense
N/A - Aquatics	Financial Assistance Funding not provided in 2020 due to COVID	500	Revenue received in 2020 but assistance not offered due to COVID
101-52200-213	Safety Equipment - Fire	600	Expense

**Donations receive for Parks and Fire not spent prior to year end**

101-52200-302 Equipment Replacement-Fire 8,000 Expense

207-52120-306 Buildings and Grounds - FVMPD 32,000 Expense

**Carryover for purchase of generator - funding for additional cost from eligible aids in 2020 and overall budget savings - ALSO UNDER SPECIAL CONSIDERATION**

101-5500-204 Contractual Services -Fire 4,100 Expense

**Fire Study carryover - ALSO UNDER SPECIAL CONSIDERATION**

101-53300-216 Constructions Materials - DPW 14,000 Expense

**Street Repairs and Maintenance not completed in 2020**

206-55110-306 Library Renovations 60,861 Expense

**Carryover for project in progress**

207-52120-303 Vehicle Replacement 11,178 Expense

**Outfitting of new vehicle not completed until 2021**

404-57190-204 Contractual Services-Facility and Technology Fund 15,000 Expense

404-57190-302 Equipment Replacement - Facility and Technology Fund 15,000 Expense

**Geofencing, Dual Authentication and Public Access projects in progress**

416-51216-263 Ebben Storm Sewer - Construction 1,561,614 Expense

**Project in Progress**

416-51218-263 Traffic Signal N and Evergreen - Construction 172,760 Expense

**Project in Progress**

418-51219-263 Hotel Development - Storm Construction 587,116 Expense

**Project in progress**

418-57800-300 Land Acquisition - Rehabilitation 60,000 Expense

**Project not started yet**

420-57620-277 Nelson Crossing - Construction 273,069 Expense

**Project in progress**

452-57300-263 Temp Lights Cty OO &amp; French 30,000 Expense

**Project carried over to 2021**

610-53612-221 Small Equipment - Sewer 6,500 Expense

Sewer camera budgeted but not purchased until 2021

620-53604-302 Well # 3 Pull and Inspection 45,250 Expense

**Project in progress**

630-33290	Vandenbroek SW Grant	110,000	Revenue not received in 2020 so need to rebudget for 2021
630-51214-263	Vandenbroek Pond	293,841	Expense
<b>Project in progress</b>			
630-51223-263	Lyle Street Construction - Storm	109,800	Expense
<b>Project in progress</b>			
630-53442-301	MSB Storage Bins	9,206	Expense
<b>Project in progress</b>			
			<b>303,100</b>

**Budget Carryover 2020-2021 - Special Consideration (2/3 vote required funded by 2020 Budget Dollars)**

101-51420-204	Contractual Services	10,000	Expense
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*Carryover contractual savings for technical accounting support*

101-55200-204	Contractual Services	20,000	Expense
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*Carryover to fund security cameras at Heesakker, Legion and Van Lieshout Parks*

101-55200-204	Contractual Services	2,500	Expense
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*Carryover to fund Comprehensive Outdoor Rec Plan - bids higher than budget*

101-52200-302	Equipment Replacement-Fire	11,300	Expense
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207-52120-306	Buildings and Grounds - FVMPD	45,200	Expense
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*Carryover for purchase of generator - funding for additional cost from eligible aids in 2020 and overall budget savings*

101-5500-204	Fire Space and Needs Analysis	10,900	Expense
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*To continue efforts identified in Fire Study completed in 2020*

101-51400-204	Wage and Comp Study	20,000	Expense
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*Carryout Strategic Goal for Efficient and High Performing Government addressing personnel resources*

404-57190-204	Contractual Services-Facility and Technology Fund	2,500	Expense
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404-57190-302	Equipment Replacement - Facility and Technology Fund	7,500	Expense
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*To improve public access to virtual meetings*

**General Fund**

**74,700**

**2020 Assigned Fund Balance**

101-29221	Assigned FB - Future Development Incentive	400,000	Equity
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*Existing 2019 Balance of \$100,000 and add \$300,000 to fully fund future Fox River Group*

101-29990	Assigned Fund Balance - Carryover	377,800	Equity
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*Total of Carryover and Special Consideration Carryover 2020-2021*

101-29222	Assigned Fund Balance - Transfer in 2021 to Façade Loan Program	100,000	Equity
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*Additional funding for expected Façade Loan Program applications in 2021*

101-29223	Assigned Fund Balance - Debt Retirement	800,000	Equity
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*Analyze for callable debt or reduce next debt issue per policy*

**2021 Budget Amendments**

101-38622	Other Reimbursements	20,925	Revenue
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101-51900-230	Workers Compensation	20,925	Expense
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*Record funding for Leagues Sponsored Rebound Program*

620-53624-204	Contractual Services	21,564	Expense
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620-53644-301	Meter Technology	15,936	Expense
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620-53634-255	Maintenance of Plant	(37,500)	Expense
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*Well site Hartzheim Drive Special Assessment - fund from error of duplicate capital budget line items discovered*

101-34413	Recreation Program Revenue - GF	(1,090)	Revenue
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208-34413	Recreation Program Revenue - Van Lieshout	1,090	Revenue
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101-55300-102	Part-time wages - GF	(2,372)	Expense
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208-52900-102	Part-time wages - Van Lieshout	2,372	Expense
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101-55300-103	Part-time wages - GF	(182)	Expense
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208-52900-103	Part-time wages - Van Lieshout	182	Expense
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101-55300-218	Operational Supplies - GF	(200)	Expense
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208-52900-218	Operational Supplies - Van Lieshout	200	Expense
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*Youth Dance Program moved from GF to Van Lieshout - COVID related NOTE: Difference of revenue vs expense funded via fund balance*

*Van Lieshout Fund is currently negative and has Advance from General Fund*

630-33290	Vandenbroek Storm Grant	7,800	Revenue
630-51214-263	Vandenbroek Storm Construction	7,800	Expense

***Grant higher than anticipated***

452-51226-204	Hickory Drive	10,000	Expense
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***Fund Village of Little Chute share of Hickory Drive Reconstruction***

418-51225-300	Land for Downtown Mixed Use	(254,193)	Expense
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***Closed in 2020 vs anticipated 2021 - Note: 2020 Budget Adjustment to increase above***

101-59000-491	Transfer to Special Revenue - Façade Loan Program	100,000	Expense
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222-39101	Transfer In - General Fund	100,000	Revenue
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***Additional funding for expected Façade Loan Program applications in 2021***

## FUND BALANCE AND RESERVE POLICIES

**Purpose:** A fund balance is the difference between total assets and total liabilities and may be positive or negative. A fund balance in an enterprise fund (utilities) is referred to as total net position. The objectives of this policy are to preserve the credit worthiness of the Village, provide working capital to meet cash flow needs during the year (majority of State Aids not received until late November) plus provide a comfortable margin of safety to address emergencies and unexpected declines in revenues. Reserves make sure the Village of Little Chute can respond quickly and decisively supporting vital public services. The following reserve policies describes how much we will try to retain and acceptable uses of the reserves.

**General Fund Policy:** This Village policy addresses the desired level of fund balance to be maintained in the general fund, the primary operating fund of the Village. Governmental funds report up to five different components of fund balance designed to indicate both the constraints on how resources of the fund can be spent and the source of the constraints. The various components are listed from most constraining to least:

- **Nonspendable:** Some resources cannot be spent because they are not in spendable form. Examples include inventories, prepaid items, land held for resale and long-term receivables. Other resources may be legally or contractually required to be maintained intact such as an endowment fund.
- **Restricted:** This includes constraints on the use of resources that are externally enforceable such as unspent debt proceeds. Such restrictions also may be the result from constitutional provisions or enabling legislation.
- **Committed fund balance:** A government at its highest level of decision-making authority may formally place a constraint on the use of its own resources that remains legally binding unless removed in the same manner. The Village will maintain a committed fund balance of 25% of the ensuing year's general fund operating expenditure budget.  $4211,418 + 25\%$
- **Assigned fund balance:** This category will be established annually in February for the preceding year's financial statement (decisions made based on estimated final figures for the reporting period) for specified purposes, including but not limited to contingencies, compensated absences or other one-time expenditures. At least 50% of General Fund balances in excess of the Nonspendable, Restricted and Committed Fund Balance will be used for the reduction of long-term liabilities (either to lower ensuing year's debt issuance or for the defeasance of callable debt). The Finance Director in conjunction with our Financial Advisor will recommend the most cost-effective debt reduction option. The Village Administrator will recommend a plan for the remaining funds subject to Village Board approval that may include one-time General Fund expenditures, provide additional safeguard of working capital reserves, reduction of debt, or to keep the funds unassigned.
- **Unassigned fund balance:** It is perfectly reasonable for the general fund to report total fund balance more than the previous four components.

\*Note amount 12-31-19 \$1,593,601

1

$\Sigma(A)$  Total Debt Retirement  
\$800,000 -

12-31-2020 Projected  
5,098,408

{ Prepaid <8,781>  
Advances <2086,069>

{  $\emptyset$

{ <1,052,855>

{ Current: Fox River Group <100,000>

{ Carry over <303,100>

\* Estimated 12-31-2020 1,547,603

50% Debt Retirement  $\overset{A}{\cancel{773,801.50}}$   $\overset{A}{\cancel{773,801.50}}$

Add to Fox River Group Assignment <300,000>

Special Consideration Carryover <74,700>

Facade Loan Program <100,000>  
Additional Debt Retirement  $\overset{A}{\cancel{26,198.50}}$

Unassigned \$272,903

VILLAGE OF LITTLE CHUTE  
ADVANCE ROLL FORWARD  
DECEMBER 31, 2020

<u>FUND</u>	<u>PAYABLE-FUND</u>	<u>RECEIVABLE-FUND</u>	<u>BEGINNING-BALANCE</u>	<u>Additon</u>	<u>REPAID</u>	<u>ENDING-BALANCE</u>
208	Van Lieshout	General		33,000.00		33,000.00 101-13132 208-21491
414	TID #4	General				
415	TID #5	General	263,568.65			263,568.65 101-13185 415-21491
416	TID #6	Stormwater	881,500.00			881,500.00 630-13186 416-21412
	TID # 6	General	964,000.00			964,000.00 101-13186 414-21491
417	TID #7	General	19,500.00	140,000.00		159,500.00 101-13187 417-21491
418	TID #8	General	60,000.00			60,000.00 101-13188 418-21491
420	Park Improvement	General	-	606,000.00		606,000.00 101-13131 420-21491
<b>TOTAL TID ADVANCES</b>			<b>\$ 2,188,568.65</b>	<b>\$ 779,000.00</b>	<b>\$ -</b>	<b>\$ 2,967,568.65</b>
<i>GF 2086069</i>						
<u>INTEREST EXPLANATION</u>						
	<u>MONTHS</u>	<u>ADVANCE</u>	<u>RATE</u>	<u>INTEREST</u>	<u>POSTED</u>	<u>Expenditure</u>
	Van Lieshout	6	33,000.00	3.00% 495.00	\$ 495.00	208-52900-431
	TID #4	0		3.00%	\$ -	414-57400-431
	TID #5	12	263,568.65	3.00% 7,907.06	\$ 7,907.06	415-57500-431
	TID #6	12	881,500.00	3.00% 26,445.00		416-57600-431
		12	964,000.00	3.00% 28,920.00	\$ 55,365.00	416-57600-431
	TID # 7	11	19,500.00	3.00% 536.25		
		1	140,000.00	3.00% 350.00	\$ 886.25	417-57600-431
	TID # 8	12	60,000.00	3.00% 1,800.00	\$ 1,800.00	418-57600-431
	Park Improvement	1	<u>606,000.00</u>	1.25% 631.25	\$ 631.25	420-57600-431
			<u>2,967,568.65</u>		<u>\$ 67,084.56</u>	
					\$ 40,144.56	101-36103
					\$ 26,445.00	630-36103

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

**ITEM DESCRIPTION: K-9 Handler MOU**

**PREPARED BY: Chief Daniel M. Meister**

**REPORT DATE: 03/10/21**

**ADMINISTRATOR'S REVIEW/COMMENTS:**

**EXPLANATION:** The police department needs to select and assign an officer to work with the police canine that we anticipate acquiring in the fall. Since this is a new assignment within the organization, we have to have memorandum of understanding with the officer's union regarding wages, benefits, etc. The current labor agreement has no language regarding this special position. The union has voted on a MOU that now needs to be approved by both villages.

**RECOMMENDATION:** The village board approves the MOU and authorizes the administrators to sign and execute the proposed agreement.

**MEMORANDUM OF UNDERSTANDING**  
**Between the Villages of Little Chute and Kimberly and the Fox**  
**Valley Metro Police Association Local 152 represented by the**  
**Wisconsin Professional Police Association / LEER**  
**RE: Canine Officer**

This Letter of Understanding outlines an agreement reached between the Village of Little Chute and Kimberly ("Village") and the Fox Valley Metro Police Association Local 152 represented by the Wisconsin Professional Police Association / LEER ("Association"), concerning the application and interpretation of the Collective Bargaining Agreement and the Fair Labor Standards Act to certain aspects of the canine handler ("handler") employee's wages, hours, and conditions of employment. This Letter of Understanding supplements the current Agreement between the parties.

- 1) **Commitment Required:** Due to the expense and training involved, an employee selected to be a handler must make a six-year commitment with the understanding that the actual length of the assignment may be influenced by the service life of the dog. The Chief of Police reserves the management right to extend or shorten the term of the assignment.
  - a) If the handler or the dog are unable to perform in their respective capacities because of circumstances that remove them from work (e.g., illness, injury, promotion, etc.), or as otherwise determined by the Villages, the Villages reserves the right to terminate the assignment or reassign the dog to another handler.
- 2) **Classification:** For purposes of compensation, the canine handler is a duty-assignment and shall be classified as a Patrol Officer.
- 3) **Workday**
  - a) **Schedule:** The handler(s) will work Five (5) days on duty followed by three (3) days off duty with exception of the first cycle in January of each year where the handler(s) will work five (5) days on followed by two (2) days off. The Chief will have the discretion to assign the handler(s) to one of the patrols shifts in Article II – HOURS Section 2.10 with annual notification to the handler(s) of the shift assignment by no later than November 15 of the preceding year. The handler(s), provided that there are two (2) or more handlers, may be scheduled in such a manner as allowing for differing shift rotations.

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- b) **Commuting:** The handler may begin or end their regular shift from home only with approval of the Chief or designee.
- c) Compensation for call-in shall apply when the canine handler(s) notifies dispatch when they are enroute, prepared to deliver services.
- d) **Shift Trades:** Any shift trades will only be allowed with the prior approval of the Chief or designee.
- e) **Overtime:** Consistent with Article III – OVERTIME, COURT, AND CALL-IN PAY, any work beyond the normal scheduled hours of work will be compensated at the rate of time-and-a-half.

4) **Special Equipment:** The Village will pay for any specialized gear or equipment that is unique to assignment of the canine upon approval of the Chief or designee. A newly assigned handler shall be paid a one-time payment in the amount of Two Hundred and Fifty dollars (\$250) on their first paycheck following assignment as compensation for any required adjustment in their uniform.

5) **Off-Duty Availability:** The handler(s) will be required to be available by cellular telephone during off-duty hours, unless on a scheduled leave day (e.g., vacation, compensatory time, etc.) or with prior approval of his or her supervisor. The handler(s) will not receive additional compensation for carrying the cellular telephone but may request a department-issued phone to be used exclusively for Village use.

6) **Ownership of the Canine:** The canine will be the sole property of the Village

- a) When the canine is retired (at the end of its effective working life, as determined by the Chief, or designee), the handler may be allowed to purchase the canine for one dollar (\$1.00).
- b) On transfer of ownership to the handler, the Village will no longer be responsible for any costs, liability, responsibility, care, maintenance, or any other duties associated with the

**MEMORANDUM OF UNDERSTANDING**  
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retired canine. No warranty or performance expectations concerning the canine are expressed or implied, and the canine is transferred to the new owner "as is".

- c) The Village reserves the right to stipulate that the Village canine be spayed or neutered, not be used for any financial gains to the canine handler and will not be sold or has ownership transferred to another for the life of canine. The canine will also not be used for further law enforcement purposes.
- d) If the handler is not willing to accept the responsibilities associated with the ownership of the Village canine, then the Village will make arrangements for adoption or euthanasia.
- e) If, upon conclusion of a handler's assignment as a canine handler, the canine has a useful service life remaining, it shall be the choice of the Village whether to retire or reassign the dog to another handler.

7) **Costs Associated with Canine:** All costs associated with maintaining the canine, including equipment, food, veterinary costs, kennel costs, certification, licensing, training, and training supplies, and insurance coverage, will be funded and approved by Village. The Village will pay for the initial installation of a kennel at the handler's residence with final approval of the design and costs at the discretion of the Village. The Chief, or designee, must approve all non-routine expenses – including veterinary costs – in advance. The final decision to make any expenditure – including veterinary costs – will be made by the Chief or designee, on behalf of the Village.

8) **Kenneling/Care of Canine/Compensation:**

- a) **Compensation:** Handlers(s) agree to perform daily care of the police dog. "Dog care" includes, but not limited to, time spent feeding, training, grooming, exercising or otherwise caring for the dog, as well as cleaning the home, kennel, and patrol vehicle and all veterinarian appointments. In return for these efforts, the handlers) shall be compensated as follows:

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i) Handler(s) will receive an additional 20 minutes (1/3 of an hour) pay at a rate of time and one half the handler's regular hourly rate of pay for each day of the year; paid to the handler in equal bi-weekly payments included on the handler(s) regular paycheck."

*This provision is agreed to for the explicit purpose of complying with the Fair Labor Standards Act regarding overtime for the care of a law enforcement canine; and, in accordance with the Reich and Rudolph cases, the parties agree that this additional compensation meets or exceeds the requirements of that law.*

**Medical Care:** Immunizations and routine medical needs shall be provided by the Village's chosen veterinarian, with prior approval. Veterinarian appoints should be made for when the handler(s) are not scheduled for regular shift coverage. Decisions regarding the medical treatment for the canine will be made by the Village, absent emergency or exigent circumstances making such input impractical.

- b) **Prior Approval:** The handler(s) shall receive approval of the Chief or designee if anyone other than the handler will be providing shelter and/or care to the canine.
- c) **Third-Party Kenneling:** The Village and Association recognize that there are unique commitments and responsibilities associated with the assignment as a canine handler. To that end, it is not intended that a canine will be kennelled on a routine basis (e.g., regular days off, sick leave etc.). The cost of kenneling services necessary to accommodate a handler's absence due to a planned and approved leave will be paid by the Village.

9) **Conditions of Employment:** Assignment as Handler:

- a) **Residence:** The handler must reside within a 15-mile distance (as the crow flies) of the border of the Village of Little Chute or Kimberly. If the handler does not meet the residency requirement at the time of appointment, the handler will have 12 months from the date of appointment to meet the residency requirement. The requirement to move within twelve

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(12) months may be extended at the sole discretion of the Village if the handler has been unable to sell their current home on the active market. Failure to meet the residency requirements may result in the dog being reassigned and the appointment of handler removed from the officer.

b) **Home Kennel:** The handler is expected to maintain a suitable kennel for the canine at their home, and the Village reserves the right to approve and inspect the kennel at the handler's home.

10) **Take-Home Squad:** The handler(s) will be provided a designated, take-home patrol vehicle for the purpose of transporting the K-9 and responding to call-ins. This vehicle is not for personal use. The use of a take-home vehicle is subject to modification and/or revocation by the Chief of Police. Further, only authorized personnel, as determined by the Chief or designee, will be allowed to ride in the vehicle.

11) **Management Rights:** Nothing in this agreement is intended to erode or undermine the management rights afforded to the Village. Further, the Association acknowledges that the decision to employ a handler, or to employ more than one handler, is solely at management's discretion.

12) **Intent of the Parties:** This memorandum will be considered part of the status quo of the collective bargaining agreement at its expiration and will continue unless modified or eliminated by the parties in their negotiations for a successor agreement.

13) All other provisions of the collective bargaining agreement are unaffected by this agreement.

14) This represents the complete understanding of the parties on this issue. Any amendments or modifications to this agreement must be made in writing.

15) This agreement is effective on the last date signed below. Authentic fax or email signatures are as valid as an original.

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**RE: Canine Officer**

16) This Agreement is the result of mutual draftsmanship and shall not be interpreted against either party on grounds of sole authorship.

Agreed to by:

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For the Village of Little Chute  
James Fenlon, Administrator

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Date

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For the Village of Kimberly  
Danielle Block, Administrator

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Date

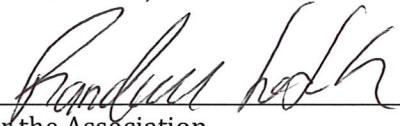
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For the Association  
Randal Lefeber, President

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Date

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For the WPPA / LEER  
Thomas A. Schrank, Business Agent

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Date

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03/08/21