



## AGENDA

# REGULAR BOARD MEETING

PLACE: Little Chute Village Hall  
DATE: Wednesday, August 18, 2021  
TIME: 5:00 p.m.

**Virtually attend the August 18 Regular Board meeting at 5 PM by following the zoom link here:**

Join Zoom Meeting

<https://zoom.us/j/95175784238>

Meeting ID: 951 7578 4238

+1 312 626 6799 US (Chicago)

Meeting ID: 951 7578 4238

### REGULAR ORDER OF BUSINESS

- A. Invocation
- B. Roll call of Trustees
- C. Roll call of Officers and Department Heads
- D. Public Appearance for Items Not on the Agenda

#### E. Consent Agenda

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

1. Minutes of the Regular Board Meeting of August 4, 2021
2. Outdoor Alcohol Permit for Down the Hill Customer Appreciation Event September 11, 2021
3. Adopt Resolution No. 22, Series 2021, A Resolution Approving a CSM to Combine Parcels for the Bank of Little Chute
4. Disbursement List

#### F. Other Informational Items—July Fire Monthly Report and July Report

#### G. Discussion/Action—"Class B" Alcohol License for The Corner Hive Bar at 132 E. Main Street

#### H. Discussion/Action—Budget Adjustment Lyle Street Project

#### I. Discussion—2022 Staffing Budget Requests

- J. Department and Officers Progress Reports
- K. Call for Unfinished Business
- L. Items for Future Agenda
- M. Closed Session:
  - a) 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.
- N. Return to Open Session
- O. Potential Action—Development Agreements
- P. Closed Session:
  - b) 19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute *Review of Village Administrator Applications*
- Q. Return to Open Session
- R. Adjournment

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 108 West Main Street, (920) 423-3852, [email: Laurie@littlechutewi.org](mailto:Laurie@littlechutewi.org) Prepared: August 13, 2021

## MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 4, 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

John Elrick, Trustee

Don Van Deurzen, Trustee

James Hietpas, Trustee

Brian Van Lankveldt, Trustee

EXCUSED: Bill Peerenboom, Trustee

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

PRESENT: Darrell Hofland, Interim Village Administrator

Kent Taylor, Director of Public Works

Katherine Freund, LC Library Director

Laurie Decker, Village Clerk

Lisa Remiker-DeWall, Finance Director

Dave Kittel, Community Development Director

John McDonald, Dir. Of Parks, Rec and Forestry

Dan Meister, Fox Valley Metro Police Chief

EXCUSED: Chris Murawski, Village Engineer

Tyler Claringbole, Village Attorney

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

None

### **Consent Agenda**

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

1. Minutes of the Regular Board Meeting of July 21, 2021
2. Market on Main Class "B" Temporary Retail License Application for September 11, 2021
3. Wine Walk Class "B" Temporary Retail License Application for September 16, 2021
4. Disbursement List

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

Ayes 6, Nays 0 – Motion Carried

### **Discussion/Action—Hawk's Nest Live Music Request**

*Moved by Trustee B. Van Lankveldt, seconded by Trustee Elrick to Approve Hawks Nest Live Music with restricted approval through September and noting if there are any complaints they will be asked to restrict their decibel levels*

Ayes 6, Nays 0 – Motion Carried

### **Discussion/Action—Outagamie County Site Plan**

Director Kittel advised the Board that Outagamie County is presenting the site plan for a 7400 square ft addition and has previously approved by the Plan Commission.

*Moved by Trustee L. Van Lankvelt, seconded by B. Van Lankveldt to Approve the Site Plan for Outagamie County*

Ayes 6, Nays 0 – Motion Carried

## **Discussion/Possible Action—2021 Budget Adjustment**

The following 2021 Budget Adjustment was requested for development incentive (Peter Pickle Properties)

### **TID 7**

Development Incentive	+ \$ 154,968
Net Position	- \$ 154,968

The following 2021 Budget Adjustment is requested for development incentive (Fox River Investment Group)

### **General Fund**

Development Incentive	+ \$ 60,000
Assigned Fund Balance Incentive	- \$ 60,000

*Moved by Trustee Elrick, seconded by Trustee B. Van Lankveldt to Approve the 2021 Budget Adjustment as listed*

### **Roll Call Vote**

Brian Van Lankveldt, Trustee	Aye
John Elrick, Trustee	Aye
Don Van Deurzen, Trustee	Aye
Larry Van Lankveldt, Trustee	Aye
James Hietpas, Trustee	Aye
Michael Vanden Berg, President	Aye

Ayes 6, Nays 0 – Motion Carried

## **Discussion/Action—Fox Cities Regional Partnership Agreement**

Director Kittel went over the 2021 funding to support the Fox Cities Regional Partnership.

Jamie from Fox Cities Regional Partnership was available for questions. Trustee L. Van Lankveldt asked what our share is, Director Kittel advised it is \$11,000.00. Trustee Elrick asked who FCRPA is reaching out to in our area: Jamie replied that it is sent to their investors, Trustee Elrick also asked why the Village should invest; Jamie advised a lot of information for properties are received by them, so far year to date there have been six RFIs that were sent out. Trustee Hietpas asked the amount that the Village of Little Chute paid to them, it has stayed consistent in the last years; right around \$10,000. to \$11,000. range. Trustee L.

Van Lankveldt asked what the amount that Appleton has contributed; \$30,000.00 is their amount. Trustee Elrick asked how the tier program works, Jamie replied she will get the information to Director Kittel.

The Board is recommending tabling this item until more information on the tier system is received from Jamie.

## **Committee/Commission Appointments**

Appoint Jim Moes to the Joint Review Board

*Moved by Trustee Elrick, seconded by Trustee Van Deurzen to Appoint Jim Moes to the Joint Review Board*

Ayes 6, Nays 0 – Motion Carried

## **Department and Officers Progress Reports**

Departments and Officers provided progress reports to the Board

## **Call for Unfinished Business**

None

## **Items for Future Agenda**

None

## **Closed Sessions:**

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. *3 Economic Development Items and Sale of Village Owned Property*

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

Ayes 6, Nays 0 – Motion Carried

**Return to Open Session**

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

Ayes 6, Nays 0 – Motion Carried

**Potential Action—Adopt Resolution No. 19, Series 2021 to Purchase Property**

*Moved by Trustee B. Van Lankveldt, seconded by Trustee Elrick to Adopt Resolution No. 19, Series 2021 to purchase property located at 723 Depot Street for \$175,000.00*

Ayes 6, Nays 0 – Motion Carried

**Potential Action—Adopt Resolution No. 20, Series 2021 to Purchase Property**

*Moved by Trustee B. Van Lankveldt, seconded by Trustee Elrick to Adopt Resolution No. 20, Series 2021 to purchase property located at 719 Depot Street for \$190,000.00*

Ayes 6, Nays 0 – Motion Carried

**Potential Action—Development Agreement**

No Action Taken

**Potential Action—Adopt Resolution No. 21, Series 2021 Sale of Village Owned Property**

*Moved by Trustee B. Van Lankveldt, seconded by Trustee Elrick to Adopt Resolution No. 21, Series 2021 Authorizing the sale of Real Estate on Bluff Avenue to Vanessa Mills in the amount of \$20,000.00*

Ayes 6, Nays 0 – Motion Carried

**Adjournment**

*Moved by Trustee Van Deurzen, seconded by Trustee L. Van Lankveldt to Adjourn the Regular Board Meeting at 7:37 p.m.*

Ayes 6, Nays 0 – Motion Carried

**VILLAGE OF LITTLE CHUTE**

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

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

Laurie Decker, Village Clerk

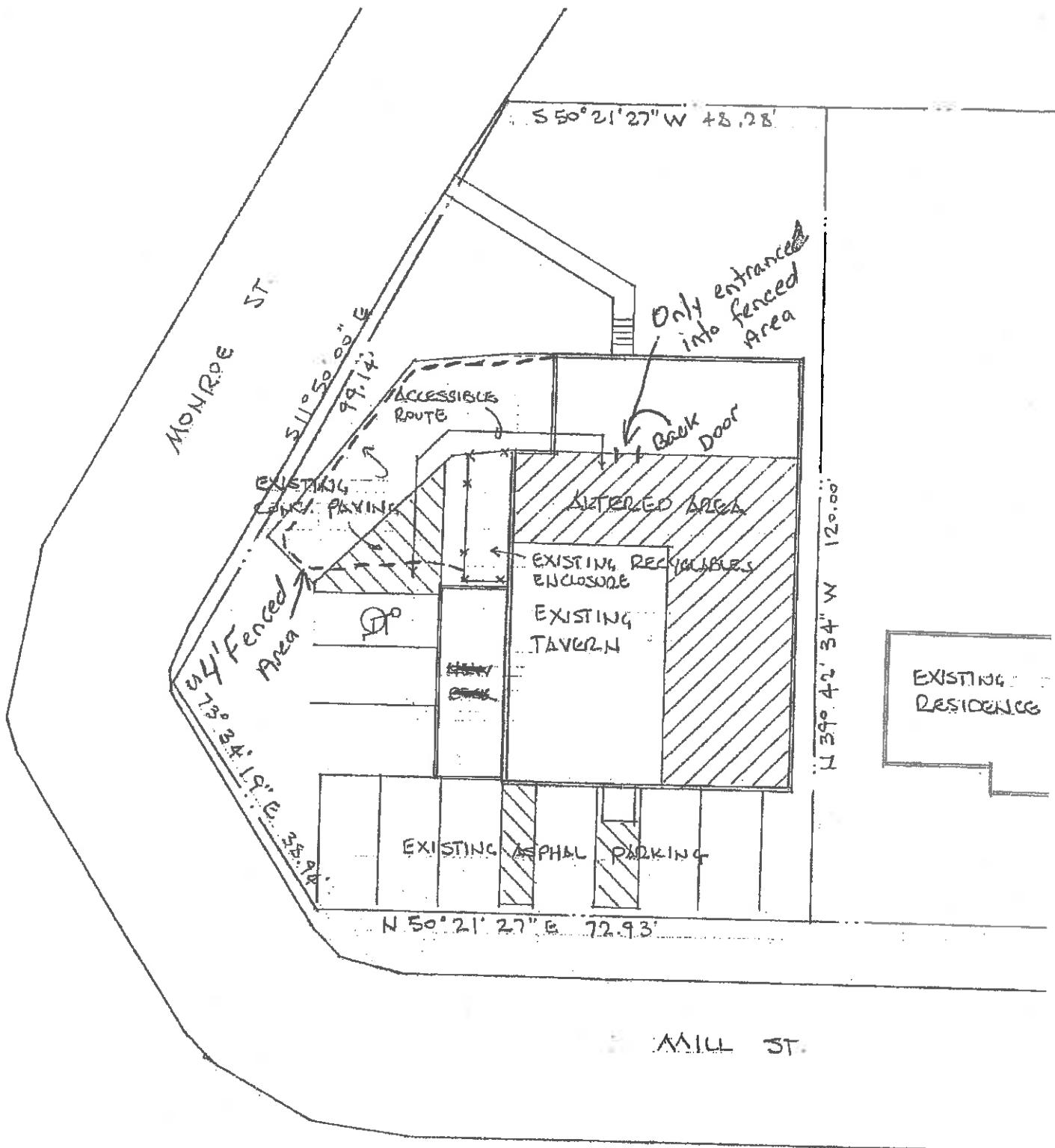


Down the Hill Bar, 221 Mill St. is requesting an outdoor alcohol permit on September 11th, 2021 for a cook out and costumer appreciation party from 3 pm to 10pm. We would also like to have a speaker outside mostly for prize announcements. We are able to cap the volume on the outside speaker so it cannot be turned up too loud.

Thanks,



Greg Manteuffel



SITE PLAN

SCALE: 1" = 20' 0" W

**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO. 22, SERIES OF 2021**

**A RESOLUTION APPROVING A CSM TO COMBINE PARCELS FOR THE  
BANK OF LITTLE CHUTE**

**WHEREAS**, The Bank of Little Chute as owner of Parcel #260072900, 260071900, 260072400, 260072700, 260072200, 260072800, 260072500, 260072000, 260072801, 260072600, 260072300, and 260072100 have presented a Certified Survey Map to the Village of Little Chute Board of Trustees as prepared by David M. 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: August 18, 2021

**VILLAGE OF LITTLE CHUTE:**

By:

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

Attest:

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



## APPLICATION FOR SUBDIVISION AND / OR CSM REVIEW

Name of Subdivision: Bank Of Little Chute - Consolidation CSM

Parent Parcel # 280071900, 280072000, 280072300, 280072100, 280072200, 280072400, 280072500, 280072600, 280072700, 280072800, 280072900

Number of Lots: 1

Preliminary Plat     Final Plat     CSM

Will deed restrictions be recorded?  Yes  No

### Property Owner Information:

Name: Bank of Little Chute & BLC Community Bank Telephone Number: \_\_\_\_\_

Mailing Address: 206 E Main Street Little Chute Wisconsin 54140

### Surveyor Information:

Name: David M. Schmalz-McMahon Associates, Inc. Telephone Number: (920) 751-4200 email dschmalz@mcmgrp.com

### Engineer Information:

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ email \_\_\_\_\_

### Required for plat review:

- Lot Layout (4 full size copies) and (24) 11" x 17" copies
- Topographic survey (4 full size copies) and (2) 11" x 17" copies
- Drainage plan (4 full size copies) and (2) 11" x 17" copies
- Pavement Design Catalog (3 copies)
- Stormwater Pollution Prevention Plan / Erosion Prevention & Sediment Control Plan (3 copies)
- Final plans and specifications of public improvements (4 full size copies) and (2) 11" x 17" copies
- Proposed CSM (24) copies
- Plat restrictions or covenants to be recorded (3 copies)

### Filing Fees:

Preliminary Plat \$100.00 plus \$5.00 per lot.     Final Plat \$50.00 plus \$2.00 per lot.     CSM \$50.00 flat fee.

Amount of Fees submitted: \$ 50

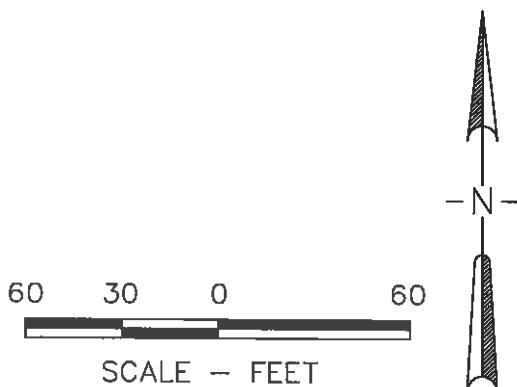
Signature of Applicant David M. Schmalz Date July 29, 2021

Submit to: Director of Community Development  
108 W Main Street, Little Chute, Wisconsin 54140  
(920)423-3870 jim@littlechutewi.org

**CERTIFIED SURVEY MAP NO.**

SHEET 1 OF 4

ALL OF LOTS 1, 2 AND 3, BLOCK 43, ARDINA VERSTEGEN  
ADDITION TO THE VILLAGE OF LITTLE CHUTE AS SHOWN ON THE  
1917 ASSESSORS PLAT OF THE VILLAGE OF LITTLE CHUTE,  
LOCATED IN THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF  
SECTION 21 AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4  
OF SECTION 22, ALL IN TOWNSHIP 21 NORTH, RANGE 18 EAST,  
VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN

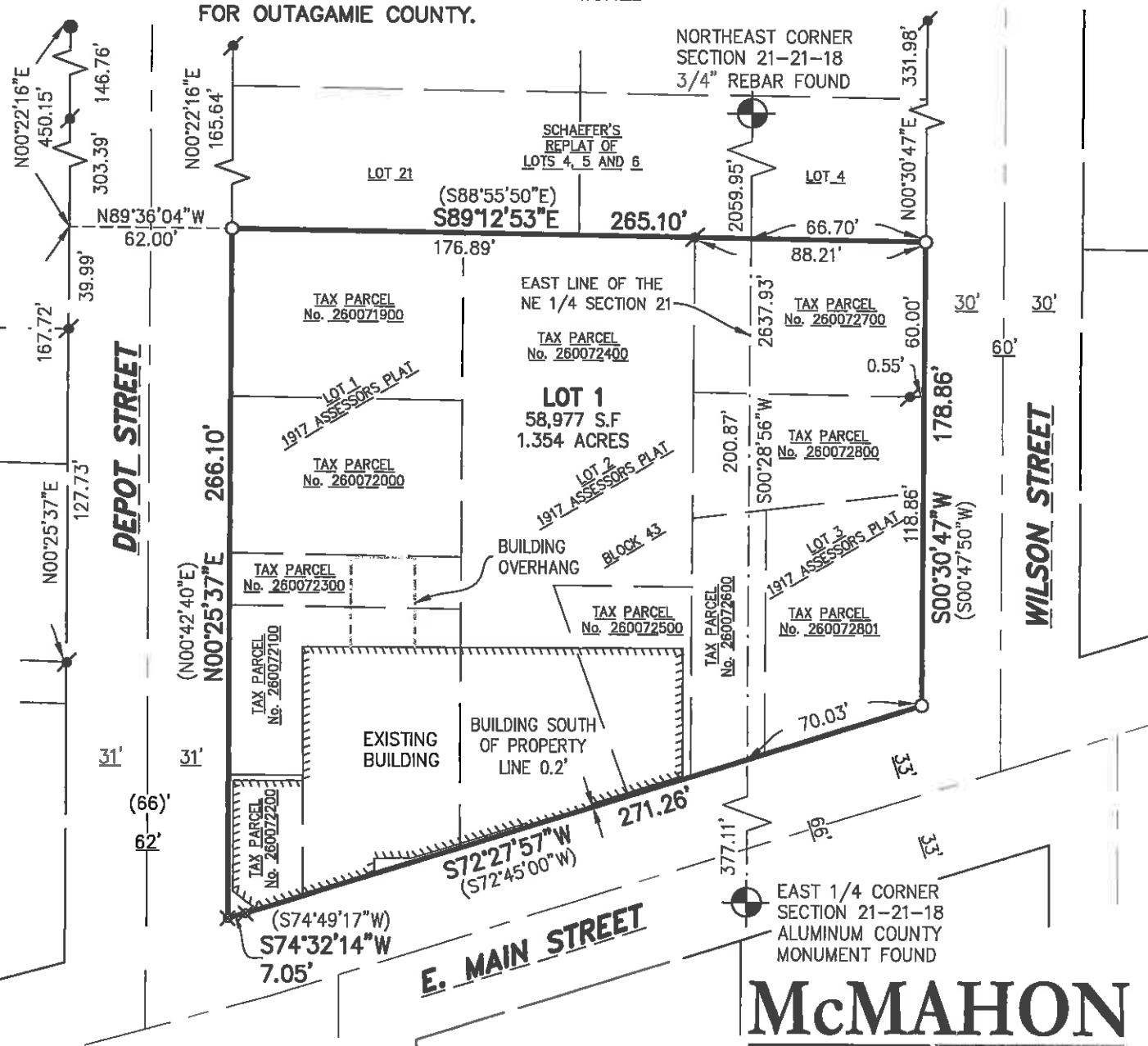


## LEGEND

- - 3/4" x 24" ROUND IRON REBAR WEIGHING 1.5 lbs./lineal ft. SET
- ✖ - CUT "X" IN CONCRETE SET
- - 1" IRON PIPE FOUND
- ↙ - 3/4" ROUND STEEL REBAR FOUND
- - CERTIFIED LAND CORNER OUTAGAMIE COUNTY
- ( ) - RECORDED BEARING AND/OR DISTANCE
- S.F. - SQUARE FEET

FOR: -BLC COMMUNITY BANK  
-206 E. MAIN STREET  
-LITTLE CHUTE W. 54140

BEARINGS ARE REFERENCED TO THE EAST LINE OF THE  
NORTHEAST 1/4 OF SECTION 21, TOWNSHIP 21 NORTH,  
RANGE 18 EAST WHICH BEARS 500°28'56" W PER THE  
WISCONSIN COUNTY COORDINATE SYSTEM AS PUBLISHED  
FOR OUTAGAMIE COUNTY.



DRAFTED BY: Kyle J. Tesky

# McMAHON

ENGINEERS \ ARCHITECTS

McMAHON ASSOCIATES, INC.  
1445 McMAHON DRIVE NEENAH, WI 54956  
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025  
PH 920.751.4200 FAX 920.751.4284 MCMGRP.COM

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

SHEET 2 OF 4

ALL OF LOTS 1, 2 AND 3, BLOCK 43, ARDINA VERSTEGEN ADDITION TO THE VILLAGE OF LITTLE CHUTE AS SHOWN ON THE 1917 ASSESSORS PLAT OF THE VILLAGE OF LITTLE CHUTE, LOCATED IN THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 21 AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 22, ALL IN 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 Lots 1, 2 and 3, Block 43, Ardina Verstegen Addition to the Village of Little Chute as shown on 1917 Assessors Plat, located in the Southeast 1/4 of the Northeast 1/4 of Section 21 and the Southwest 1/4 of the Northwest 1/4 of Section 22, all in Township 21 North, Range 18 East, Village of Little Chute, Outagamie County, Wisconsin containing 58,977 Square Feet (1.354 Acres) of land more or less.

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 Statues 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

TAX PARCEL NO.	OWNER	DOCUMENT NO.
260071900	BANK OF LITTLE CHUTE	1161127
260072000	BANK OF LITTLE CHUTE	610141
260072100	BANK OF LITTLE CHUTE	156742, 428530 629675 & 629676
260072200	BLC COMMUNITY BANK	2077476
260072300	BANK OF LITTLE CHUTE	629675 & 629676
260072400	BANK OF LITTLE CHUTE	629675 & 629676
260072500	BANK OF LITTLE CHUTE	843865
260072600	BANK OF LITTLE CHUTE	843865
260072700	BLC COMMUNITY BANK	1857213
260072800	BANK OF LITTLE CHUTE	1467382
260072801	BANK OF LITTLE CHUTE	1467381

**McMAHON**  
ENGINEERS / ARCHITECTS

McMAHON ASSOCIATES, INC.  
1445 McMAHON DRIVE NEENAH, WI 54956  
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025  
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

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

SHEET 3 OF 4

ALL OF LOTS 1, 2 AND 3, BLOCK 43, ARDINA VERSTEGEN ADDITION TO THE VILLAGE OF LITTLE CHUTE AS SHOWN ON THE 1917 ASSESSORS PLAT OF THE VILLAGE OF LITTLE CHUTE, LOCATED IN THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 21 AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 22, ALL IN TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN

OWNER'S CERTIFICATE

Bank of Little Chute, as Owners, We hereby certify that we caused the land described on this Certified Survey Map to be surveyed, divided and mapped as represented on this Certified Survey Map. We also certify that this Certified Survey Map is required by s. 236.10 or 236.12 of the Wisconsin Statutes to be submitted to the following or approval.

## Village of Little Chute

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

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**Authorized Signature**

**Printed Name**

---

**Title**

---

**Authorized Signature**

---

Printed Name

---

**Title**

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 \_\_\_\_\_

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

SHEET 4 OF 4

ALL OF LOTS 1, 2 AND 3, BLOCK 43, 1988 AMENDMENT TO THE 1917 ASSESSORS PLAT  
OF THE VILLAGE OF LITTLE CHUTE, LOCATED IN THE SOUTHEAST 1/4 OF THE  
NORTHEAST 1/4 OF SECTION 21 AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF  
SECTION 22, ALL IN TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE,  
OUTAGAMIE COUNTY, WISCONSIN

OWNER'S CERTIFICATE

BLC Community Bank, as Owners, We hereby certify that we caused the land described on this Certified Survey Map to be surveyed, divided and mapped as represented on this Certified Survey Map. We also certify that this Certified Survey Map is required by s. 236.10 or 236.12 of the Wisconsin Statutes to be submitted to the following or approval.

## Village of Little Chute

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

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**Authorized Signature**

**Printed Name** \_\_\_\_\_ **Title** \_\_\_\_\_

---

**Authorized Signature**

**Printed Name** \_\_\_\_\_ **Title** \_\_\_\_\_

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

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

## **DISBURSEMENT LIST August 18, 2021**

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Payroll & Payroll Liabilities - August 5, 2021 **\$228,877.36**

Prepaid Invoices - August 6, 2021 **\$44,682.32**  
Prepaid Invoices - August 13, 2021 **\$13,066.50**  
Prepaid Invoices -

Utility Commission- Cancelled

### **CURRENT ITEMS**

---

Bills List - August 18, 2021 **\$831,594.66**

**Total Payroll, Prepaid & Invoices** **\$1,118,220.84**

The above payments are recommended for approval:

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

\_\_\_\_\_

Approved August 18, 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-UTILITIES (5169)</b>							
121042116	Invoi	OVERPAYMENT REFUND ACCT #1-210421-16	7.18	Open	Non	08/21	001-15000
125131405	Invoi	OVERPAYMENT REFUND ACCT #1-251314-05	13.59	Open	Non	08/21	001-15000
127203021	Invoi	OVERPAYMENT REFUND ACCT #1-272030-21	77.71	Open	Non	08/21	001-15000
Total 2021 REFUNDS-UTILITIES (5169):			98.48				
<b>360 CONSTRUCTION LLC (5259)</b>							
080121	Invoi	CONCRETE PAD FOR GENERATOR AND SIDEWAL	4,698.40	Open	Non	08/21	207-52120-306
080121	Invoi	CONCRETE PAD FOR GENERATOR AND SIDEWAL	1,174.60	Open	Non	08/21	101-52200-302
Total 360 CONSTRUCTION LLC (5259):			5,873.00				
<b>ASSOCIATED APPRAISAL CONSULTANTS (1939)</b>							
155620	Invoi	PROFESSIONAL SERVICES-AUGUST	1,991.67	Open	Non	08/21	101-51530-204
155620	Invoi	2021 REVALUATION PROGRAM	7,695.00	Open	Non	08/21	101-51530-204
155620	Invoi	POSTAGE FOR 2021 REVALUATION PROGRAM	15.50	Open	Non	08/21	101-51530-204
Total ASSOCIATED APPRAISAL CONSULTANTS (1939):			9,702.17				
<b>AUTOMOTIVE SUPPLY (121)</b>							
60910671	Invoi	OIL FILTERS	3.86	Open	Non	07/21	101-53330-218
60910675	Invoi	GREASE GUN CONNECTOR	4.83	Open	Non	07/21	101-53330-218
60910676	Invoi	GREASE GUN COUPLER	29.95	Open	Non	07/21	101-53330-218
Total AUTOMOTIVE SUPPLY (121):			38.64				
<b>DAMAGE PREVENTION SERVICES (4068)</b>							
3543	Invoi	JULY LOCATES	22.00	Open	Non	07/21	101-53300-209
3543	Invoi	JULY LOCATES	788.00	Open	Non	07/21	610-53612-209
3543	Invoi	JULY LOCATES	864.00	Open	Non	07/21	630-53442-209
3543	Invoi	JULY LOCATES	1,564.00	Open	Non	07/21	620-53644-209
Total DAMAGE PREVENTION SERVICES (4068):			3,238.00				
<b>HERRLING CLARK LAW FIRM LTD (208)</b>							
2Q/21 131-10Q	Invoi	LEGAL MATTERS	3,080.00	Open	Atto	07/21	101-51110-262
2Q/21 131-10Q	Invoi	TID 5	192.50	Open	Atto	07/21	415-57500-262
2Q/21 131-10Q	Invoi	TID 6	731.50	Open	Atto	07/21	416-57600-262
2Q/21 131-10Q	Invoi	TID 7	77.00	Open	Atto	07/21	417-57700-262
2Q/21 131-10Q	Invoi	TID 8	808.50	Open	Atto	07/21	418-57800-262
2Q/21 131-10Q	Invoi	FVMPD LEGAL MATTERS	539.00	Open	Atto	07/21	207-52120-262
2Q/21 131-10Q	Invoi	STORM	693.00	Open	Atto	07/21	630-53444-262
2Q/21 131-10Q	Invoi	SEWER	231.00	Open	Atto	07/21	610-53614-262
2Q/21 131-10Q	Invoi	REGISTER OF DEEDS	86.64	Open	Atto	07/21	221-56700-262
Total HERRLING CLARK LAW FIRM LTD (208):			6,439.14				
<b>K-9 SERVICES (5258)</b>							
C07142021	Invoi	DUAL PURPOSE POLICE SERVICE DOG/EQUIPME	15,300.00	Open	Non	07/21	207-52120-236
Total K-9 SERVICES (5258):			15,300.00				
<b>KAUKAUNA UTILITIES (234)</b>							
251700-01	Invoi	422 W NORTH AVE	45.13	Open	Non	07/21	630-51214-204

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
		Total KAUKAUNA UTILITIES (234):	45.13				
LAPPEN SECURITY PRODUCTS INC (735)	LSPQ45473 Invoi	KEY BOX	83.42	Open	Non	07/21	101-53310-204
		Total LAPPEN SECURITY PRODUCTS INC (735):	83.42				
MENARDS - APPLETON EAST (319)	6839 Invoi	SOLID CONSTRUCTION BLOCK	27.00	Open	Non	07/21	630-53442-218
		Total MENARDS - APPLETON EAST (319):	27.00				
RR DONNELLEY (4353)	360229508 Invoi	LASER CHECKS	475.99	Open	Non	07/21	101-51420-207
		Total RR DONNELLEY (4353):	475.99				
TIME WARNER CABLE (89)	08/21 70953560100 Invoi	AUGUST/SEPTEMBER SERVICE	218.27	Open	Non	08/21	101-51650-203
		Total TIME WARNER CABLE (89):	218.27				
VILLAGE OF LITTLE CHUTE (1404)	5-290006-00 Invoi	FINAL BILL FOR 422 W NORTH AVE	5.50	Open	Non	08/21	630-51214-204
		Total VILLAGE OF LITTLE CHUTE (1404):	5.50				
WARRANT PAYMENTS (4565)	M21007524 Invoi	WARRANT- STEPHENSON	500.00	Open	Non	08/21	207-21495
		Total WARRANT PAYMENTS (4565):	500.00				
WE ENERGIES (2788)							
710165161 07/21 Invoi	PLANT #1 (100 WILSON ST)	53.28	Open	Non	07/21	620-53624-249	
710165161 07/21 Invoi	STREET LIGHTS	1,072.73	Open	Non	07/21	101-53300-249	
710165161 07/21 Invoi	200 E MCKINLEY ST-FVMPD	55.26	Open	Non	07/21	207-52120-249	
710165161 07/21 Invoi	200 E MCKINLEY ST-FIRE DEPT	36.84	Open	Non	07/21	101-52250-249	
710165161 07/21 Invoi	PUMP STATION @ EVERGREEN & FRENCH	512.50	Open	Non	07/21	620-53624-249	
710165161 07/21 Invoi	DOYLE POOL	47.48	Open	Non	07/21	204-55420-249	
710165161 07/21 Invoi	CROSSWINDS LED STREET LIGHTS	121.91	Open	Non	07/21	101-53300-249	
710165161 07/21 Invoi	1401 E ELM DR	163.52	Open	Non	07/21	101-53310-249	
710165161 07/21 Invoi	920 WASHINGTON ST	14.00	Open	Non	07/21	620-53624-249	
710165161 07/21 Invoi	CIVIC CENTER (630 MONROE ST)	157.80	Open	Non	07/21	206-55110-249	
710165161 07/21 Invoi	LC WELL #4 PUMPHOUSE (625 E EVERGREEN)	28.93	Open	Non	07/21	620-53624-249	
710165161 07/21 Invoi	PLANT #2 (1118 JEFFERSON ST)	18.66	Open	Non	07/21	620-53624-249	
710165161 07/21 Invoi	721 W ELM DR	13.77	Open	Non	07/21	208-52900-249	
710165161 07/21 Invoi	108 W MAIN ST	340.90	Open	Non	07/21	101-51650-249	
		Total WE ENERGIES (2788):	2,637.58				
		Grand Totals:	44,682.32				

Terms Description	Invoice Amount	Net Invoice Amount
Vendor number hash - split:	106338	
Total number of invoices:	19	
Total number of transactions:	46	

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	44,682.32	44,682.32
Grand Totals:	44,682.32	44,682.32

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>AMERICAN FIDELITY ASSURANCE (4885)</b>							
6009730	Invoi	FLEX SPENDING AUGUST	1,507.99	Open	Non	08/21	101-21368
<b>Total AMERICAN FIDELITY ASSURANCE (4885):</b>							
239.49			1,507.99				
<b>AT &amp; T (5080)</b>							
287294953059	08/2	Invoi JUN/JUL SERVICE	239.49	Open	Non	08/21	101-52200-203
<b>Total AT &amp; T (5080):</b>							
239.49			239.49				
<b>BAUMGART PLUMBING (57)</b>							
4913	Invoi	REPAIRS TO VLIESHOUT IRRIGATION LINE	385.53	Open	Non	08/21	101-55200-205
<b>Total BAUMGART PLUMBING (57):</b>							
385.53			385.53				
<b>BELSON CO (2934)</b>							
408470	Invoi	SERVICE CALL AND LABOR	308.20	Open	Non	08/21	101-52200-205
<b>Total BELSON CO (2934):</b>							
308.20			308.20				
<b>DISTRICT 2, INC. (4778)</b>							
3165	Invoi	RES-Q-RENCH W/BOX	189.71	Open	Non	08/21	101-52200-218
<b>Total DISTRICT 2, INC. (4778):</b>							
189.71			189.71				
<b>EVERGREEN POWER LLC (4827)</b>							
11642	Invoi	PRE-MIXED CANNED FUEL	31.96	Open	Non	08/21	101-52200-218
<b>Total EVERGREEN POWER LLC (4827):</b>							
31.96			31.96				
<b>FASTENAL COMPANY (847)</b>							
WIKIM266871	Invoi	PIPE FITTINGS	25.32	Open	Non	08/21	620-53624-255
<b>Total FASTENAL COMPANY (847):</b>							
25.32			25.32				
<b>GFC LEASING - WI (4989)</b>							
13416534	Invoi	GFC LEASING COPIER OVERAGE CHARGES	23.95	Open	Non	08/21	101-53310-207
<b>Total GFC LEASING - WI (4989):</b>							
23.95			23.95				
<b>GRIESBACH READY-MIX LLC (3832)</b>							
5820	Invoi	CONCRETE-130 PATRIOT DR	1,729.75	Open	Non	08/21	101-53300-216
5820	Invoi	CONCRETE-425 SANITORIUM	329.25	Open	Non	08/21	101-55200-216
<b>Total GRIESBACH READY-MIX LLC (3832):</b>							
2,059.00			2,059.00				
<b>KLINK HYDRAULICS LLC (5005)</b>							
17244	Invoi	VALVE FOR HEATER #19	12.79	Open	Non	08/21	101-53330-225
<b>Total KLINK HYDRAULICS LLC (5005):</b>							
12.79			12.79				
<b>KWIK TRIP INC (2365)</b>							
JULY 2021 286768	Invoi	JULY FUEL FOR SQUADS	3,522.64	Open	Non	08/21	207-52120-247
<b>Total KWIK TRIP INC (2365):</b>							
3,522.64			3,522.64				

Invoice	Type	Description		Total Cost	Terms	1099	Period	GL Account
LAPPEN SECURITY PRODUCTS INC (735)								
LSPQ45500	Invoi	SERVICE CALL		318.75	Open	Non	08/21	620-53634-221
		Total LAPPEN SECURITY PRODUCTS INC (735):		318.75				
LINDNER ACE HARDWARE LITTLE CHUTE (4702)								
270464-325001	Invoi	BRUSHES		9.56	Open	Non	08/21	101-55200-242
270464-325001	Invoi	BATTERIES		13.99	Open	Non	08/21	208-52900-222
270467-325003	Invoi	INVISIBLE TAPE		1.79	Open	Non	08/21	620-53634-255
270488-325001	Invoi	SILICONE		9.59	Open	Non	08/21	101-55200-242
270508-325001	Invoi	PRUNER		15.99	Open	Non	08/21	101-55440-221
270524-325001	Invoi	BATTERIES		8.99	Open	Non	08/21	101-53310-218
270580-325001	Invoi	NOZZLE FOR HOSE		6.99	Open	Non	08/21	101-55200-242
270595-325001	Invoi	DRILL BIT		7.99	Open	Non	08/21	101-53330-218
270599-325001	Invoi	FUSE FOR POOL PUMP		4.99	Open	Non	08/21	204-55420-218
270610-325001	Invoi	DUSTER		19.98	Open	Non	08/21	101-55200-222
270625-325001	Invoi	FASTENERS		4.95	Open	Non	08/21	620-53634-255
270840-325001	Invoi	ORANGE FLAG		2.39	Open	Non	08/21	101-53300-218
270860-325001	Invoi	VINYL TO REPAIR INFLATABLES		13.16	Open	Non	08/21	101-55300-218
270906-325001	Invoi	HARDWARE #206		.55	Open	Non	08/21	101-53330-225
270911-325001	Invoi	PROPANE		19.55	Open	Non	08/21	101-55300-218
		Total LINDNER ACE HARDWARE LITTLE CHUTE (4702):		140.46				
MARCO INC (3910)								
29746594	Invoi	MONTHLY COPIER LEASE-1493357-JULY 2021		306.85	Open	Non	08/21	207-52120-207
		Total MARCO INC (3910):		306.85				
MEMORIES ANTIQUE MALL AND AUCTION HOUSE (5227)								
102	Invoi	MOVIES		56.80	Open	Non	08/21	206-55110-210
		Total MEMORIES ANTIQUE MALL AND AUCTION HOUSE (5227):		56.80				
MODERN DAIRY INC (268)								
286955	Invoi	POOL CONCESSION ITEMS		57.52	Open	Non	08/21	204-55420-211
287003	Invoi	POOL CONCESSION ITEMS		55.60	Open	Non	08/21	204-55420-211
287141	Invoi	POOL CONCESSION ITEMS		265.19	Open	Non	08/21	204-55420-211
287312	Invoi	POOL CONCESSION ITEMS		262.02	Open	Non	08/21	204-55420-211
287395	Invoi	POOL CONCESSION ITEMS		216.80	Open	Non	08/21	204-55420-211
287476	Invoi	POOL CONCESSION ITEMS		183.39	Open	Non	08/21	204-55420-211
287568	Invoi	POOL CONCESSION ITEMS		164.79	Open	Non	08/21	204-55420-211
287636	Invoi	POOL CONCESSION ITEMS		175.13	Open	Non	08/21	204-55420-211
287698	Invoi	POOL CONCESSION ITEMS		122.14	Open	Non	08/21	204-55420-211
287740	Invoi	POOL CONCESSION ITEMS		143.71	Open	Non	08/21	204-55420-211
287769	Invoi	POOL CONCESSION ITEMS		32.45	Open	Non	08/21	204-55420-211
287899	Invoi	YOUTH CARNIVAL ITEMS		34.05	Open	Non	08/21	101-55300-218
287904	Invoi	POOL CONCESSION ITEMS		150.56	Open	Non	08/21	204-55420-211
		Total MODERN DAIRY INC (268):		1,863.35				
O'REILLY AUTOMOTIVE INC (1036)								
2043-280438	Invoi	PHONE HOLDER/CAR CHARGER/CABLE		40.72	Open	Non	08/21	101-55200-206
		Total O'REILLY AUTOMOTIVE INC (1036):		40.72				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
PEPSI-COLA (3493)							
46997413	Invoi	BEVERAGES	212.58	Open	Non	08/21	101-52200-211
Total PEPSI-COLA (3493):			212.58				
PLESHEK OUTDOOR POWER (727)							
78102	Invoi	OIL FOR TRIMMERS	39.95	Open	Non	08/21	101-53330-217
Total PLESHEK OUTDOOR POWER (727):			39.95				
RIVERSIDE BY REYNEBEAU FLORAL (322)							
160691/1	Invoi	FLORAL ARRANGEMENT- BELANGER	87.49	Open	Non	08/21	101-52200-219
Total RIVERSIDE BY REYNEBEAU FLORAL (322):			87.49				
SIRCHIE ACQUISITION COMPANY LLC (155)							
505340	Invoi	NARCOTIC TEST AMPOULES & TWIST TUBES	196.05	Open	Non	08/21	207-52120-218
Total SIRCHIE ACQUISITION COMPANY LLC (155):			196.05				
TIME WARNER CABLE (89)							
07/21 70590040100	Invoi	JULY/AUGUST SERVICE	63.07	Open	Non	08/21	101-52200-203
07/21 71391120150	Invoi	JULY/AUGUST SERVICE	219.99	Open	Non	08/21	207-52120-203
Total TIME WARNER CABLE (89):			283.06				
TIM'S TOYZ (3746)							
2103-1	Invoi	MINI TRUCK & BALL BLASTER FUNFEST 7/27	740.00	Open	Non	08/21	101-55300-218
Total TIM'S TOYZ (3746):			740.00				
VANDE HEY COMPANY INC (558)							
45461	Invoi	MARSH HAY	77.94	Open	Non	08/21	101-55200-225
Total VANDE HEY COMPANY INC (558):			77.94				
VERIZON WIRELESS (3606)							
9884079918	Invoi	JUNE/JULY SERVICE	70.92	Open	Non	08/21	620-53924-203
Total VERIZON WIRELESS (3606):			70.92				
VILLAGE OF LITTLE CHUTE (1404)							
PETTY-SOFTBALL	Invoi	PETTY CASH-SOFTBALL TOURNEY PRIZE MONEY	100.00	Open	Non	08/21	101-55300-218
Total VILLAGE OF LITTLE CHUTE (1404):			100.00				
WI CHIEFS OF POLICE (1665)							
5609	Invoi	CONFERENCE REGISTRATION FEE-MEISTER	225.00	Open	Non	08/21	207-52120-201
Total WI CHIEFS OF POLICE (1665):			225.00				
Grand Totals:			13,066.50				

Terms Description	Invoice Amount	Net Invoice Amount
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Vendor number hash - split:	144207
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Total number of invoices:	53
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Total number of transactions:	55
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Terms Description	Invoice Amount	Net Invoice Amount
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Open Terms	13,066.50	13,066.50
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Grand Totals:	13,066.50	13,066.50
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## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
<b>A.P. PLUMBING LLC</b>				
7019	INSTALLATION OF NEW WATER FOUNTAIN	1,607.23	07/21	206-55110-306
7051	REMOVED EXISTING SUMP PUMP LINE	341.50	08/21	207-52120-242
<b>Total A.P. PLUMBING LLC:</b>		<b>1,948.73</b>		
<b>ADVANCE CONSTRUCTION INC</b>				
2020005-FINAL	DOWNTOWN STORM SEWER PROJECT	12,114.18	07/21	418-51219-263
2020005-FINAL	LYLE ST PROJECT	231,225.00	07/21	630-51223-263
<b>Total ADVANCE CONSTRUCTION INC:</b>		<b>243,339.18</b>		
<b>AIRGAS USA LLC</b>				
9116030836	OXYGEN	65.87	08/21	207-52120-213
9981225332	CYLINDER RENTALS	60.59	08/21	101-53330-218
<b>Total AIRGAS USA LLC:</b>		<b>126.46</b>		
<b>AMBROSIUS, WILLIE</b>				
072921 - 080521	MEN'S SOFTBALL SUPERVISOR	30.00	08/21	101-55300-111
072921 - 080521	MEN'S SOFTBALL UMPIRE	156.00	08/21	101-55300-111
<b>Total AMBROSIUS, WILLIE:</b>		<b>186.00</b>		
<b>AMERICAN FIDELITY ASSURANCE</b>				
D342921	AUGUST BILLING	1,429.90	08/21	101-21367
<b>Total AMERICAN FIDELITY ASSURANCE:</b>		<b>1,429.90</b>		
<b>ANDERSON, REBECCA</b>				
CFEST 08/01/21	SECURITY DEPOSIT REFUND	50.00	08/21	101-21235
DOYLE BAND STA	SECURITY DEPOSIT REFUND FOR DOYLE BAND S	20.00	08/21	101-21235
<b>Total ANDERSON, REBECCA:</b>		<b>70.00</b>		
<b>AT&amp;T LONG DISTANCE</b>				
08/21845626857	JUN/JUL CHARGES	100.86	08/21	101-51650-203
08/21845626857	JUN/JUL CHARGES	243.86	08/21	207-52120-203
08/21845626857	JUN/JUL CHARGES	247.40	08/21	620-53924-203
<b>Total AT&amp;T LONG DISTANCE:</b>		<b>592.12</b>		
<b>AUTOMATED COMFORT CONTROLS</b>				
29386	SERVICE REQUEST AT LITTLE CHUTE LIBRARY	1,344.32	07/21	206-55110-306
<b>Total AUTOMATED COMFORT CONTROLS:</b>		<b>1,344.32</b>		
<b>AUTOMOTIVE SUPPLY CO</b>				
60911135	SYNTHETIC OIL	50.84	08/21	101-53330-217
60911290	FILTER PLIERS	30.95	08/21	101-53330-218
60911361	OIL FILTER	7.24	08/21	101-53330-218
<b>Total AUTOMOTIVE SUPPLY CO:</b>		<b>89.03</b>		

Invoice	Description	Total Cost	Period	GL Account
<b>AUTOZONE</b>				
1973540178	HEADLIGHT BULBS	29.60	08/21	101-52200-218
CM1973540328	RETURNED MERCHANDISE	14.80-	08/21	101-52200-218
<hr/>				<hr/>
<b>Total AUTOZONE:</b>				<b>14.80</b>
<b>BAYCOM INC</b>				
33916	PORTABLE RADIO BATTERIES	899.70	08/21	207-52120-221
6889	FCC LICENSE PROCESSING	100.00	08/21	207-52120-204
<hr/>				<hr/>
<b>Total BAYCOM INC:</b>				<b>999.70</b>
<b>BREEST, ADAM</b>				
073121	LIFEGUARD TRAINING FEE	250.00	08/21	204-55420-204
<hr/>				<hr/>
<b>Total BREEST, ADAM:</b>				<b>250.00</b>
<b>CAMPION, SALLY</b>				
080221	REFUND NON-RESIDENT FEE	10.00	08/21	208-34413
<hr/>				<hr/>
<b>Total CAMPION, SALLY:</b>				<b>10.00</b>
<b>CITY OF APPLETON</b>				
7192	AUGUST WEIGHTS & MEASURES	568.00	08/21	101-52050-204
<hr/>				<hr/>
<b>Total CITY OF APPLETON:</b>				<b>568.00</b>
<b>DE BRUIN, BEAU</b>				
DOYLE 08/07/21	SECURITY DEPOSIT REFUND	20.00	08/21	101-21235
<hr/>				<hr/>
<b>Total DE BRUIN, BEAU:</b>				<b>20.00</b>
<b>DO IT YOURSELF</b>				
2582808859	MAGAZINE SUBSCRIPTION	19.96	08/21	206-55110-207
<hr/>				<hr/>
<b>Total DO IT YOURSELF:</b>				<b>19.96</b>
<b>DONALD HIETPAS &amp; SONS INC.</b>				
072321	REPAIRED STOP BOX @ 2002 FRENCH RD	1,234.10	08/21	620-53644-252
072921	REPAIRED OPERATING NUT ON CORNER OF HAR	1,109.76	08/21	620-53644-251
2021001	2021 UTILITY RECONSTRUCTION-HARTZHEIM	240,064.53	07/21	416-50240-263
<hr/>				<hr/>
<b>Total DONALD HIETPAS &amp; SONS INC.:</b>				<b>242,408.39</b>
<b>EHLERS INVESTMENT PARTNERS LLC</b>				
JULY 2021	JULY INVESTMENT MANAGEMENT	235.15	07/21	610-53614-229
JULY 2021	JULY INVESTMENT MANAGEMENT	117.58	07/21	620-53924-229
JULY 2021	JULY INVESTMENT MANAGEMENT	423.27	07/21	630-53444-229
JULY 2021	JULY INVESTMENT MANAGEMENT	176.37	07/21	300-57331-229
JULY 2021	JULY INVESTMENT MANAGEMENT	223.37	07/21	101-51780-229
<hr/>				<hr/>
<b>Total EHLERS INVESTMENT PARTNERS LLC:</b>				<b>1,175.74</b>
<b>EVERGREEN POWER LLC</b>				
11917	LINE FOR TRIMMERS	35.97	08/21	101-53330-221

Invoice	Description	Total Cost	Period	GL Account
Total EVERGREEN POWER LLC:		35.97		
FALEY, PAT				
VLIESHOUT 07/31/ SECURITY DEPOSIT REFUND		20.00	08/21	101-21235
Total FALEY, PAT:		20.00		
FARRELL EQUIPMENT & SUPPLY CO INC				
1194246 50LB BAG HEAVY DUTY FLOOR PATCH & BONDIN		160.95	07/21	101-53300-216
1194422 50LB BAG HEAVY DUTY FLOOR PATCH & BONDIN		386.87	07/21	101-53300-216
1195803 SILT SOCK/HARWOOD POINTED LATHE		379.88	08/21	101-55200-225
Total FARRELL EQUIPMENT & SUPPLY CO INC:		927.70		
FASTENAL COMPANY				
WIKIM267318 HARDWARE		.63	08/21	101-53330-221
Total FASTENAL COMPANY:		.63		
FERGUSON WATERWORKS LLC #1476				
337327 CURB BOX		74.59	08/21	620-53644-252
Total FERGUSON WATERWORKS LLC #1476:		74.59		
FOX, TIMOTHY				
CFEST 07/31/21 SECURITY DEPOSIT REFUND		50.00	08/21	101-21235
Total FOX, TIMOTHY:		50.00		
FP FINANCE PROGRAM				
29875270 AGREEMENT 003-1584121 POSTBASE VISION-PO		140.00	08/21	101-51650-226
Total FP FINANCE PROGRAM:		140.00		
GARROW OIL				
JULY 2021 OFF ROAD DIESEL		19.79	08/21	206-55110-247
JULY 2021 OFF ROAD DIESEL		9.24	08/21	630-53441-247
JULY 2021 OFF ROAD DIESEL		30.04	08/21	630-53442-247
JULY 2021 OFF ROAD DIESEL		.95	08/21	201-53620-247
JULY 2021 OFF ROAD DIESEL		514.45	08/21	101-55200-247
JULY 2021 OFF ROAD DIESEL		3.01	08/21	101-55440-247
JULY 2021 OFF ROAD DIESEL		1.70	08/21	610-53612-247
JULY 2021 OFF ROAD DIESEL		4.80	08/21	620-53644-247
JULY 2021 OFF ROAD DIESEL		2.44	08/21	101-53460-247
JULY 2021 OFF ROAD DIESEL		76.92	08/21	101-53330-217
Total GARROW OIL:		663.34		
GOLD CROSS AMBULANCE INC				
6849 CPR & AED TRAINING - ULMAN & MAULICK		600.00	08/21	207-52120-201
Total GOLD CROSS AMBULANCE INC:		600.00		
GRIESBACH READY-MIX LLC				
5886 CONCRETE-1227 DOTTY DR		807.00	08/21	630-53442-216

Invoice	Description	Total Cost	Period	GL Account
	Total GRIESBACH READY-MIX LLC:	807.00		
HAWKINS INC				
4986285	AZONE	531.16	08/21	620-53634-214
4986285	SODIUM SILICATE	2,401.32	08/21	620-53634-220
4995678	AZONE	497.16	08/21	620-53634-214
4995678	SODIUM SILICATE	2,401.32	08/21	620-53634-220
	Total HAWKINS INC:	5,830.96		
HEART OF THE VALLEY				
080421	JULY WASTEWATER	200,147.38	07/21	610-53611-225
080421	FOG CONTROL	108.00	07/21	610-53611-204
080421MP	JULY HOV METER PAYABLE	5,356.00	07/21	610-21110
	Total HEART OF THE VALLEY:	205,611.38		
HIETPAS, WILLIAM				
HEESAKKER 07/31	SECURITY DEPOSIT REFUND	20.00	08/21	101-21235
	Total HIETPAS, WILLIAM:	20.00		
HOELZEL, DENISE				
CFEST 08/07/21	SECURITY DEPOSIT REFUND	50.00	08/21	101-21235
	Total HOELZEL, DENISE:	50.00		
INGRAM LIBRARY SERVICES				
53933269	BOOKS	410.96	07/21	206-55110-206
	Total INGRAM LIBRARY SERVICES:	410.96		
JT ENGINEERING INC				
210048-03 FINAL	EVERGREEN DR & ALLEGIANT CT PED. CROSSIN	359.99	08/21	416-51027-204
	Total JT ENGINEERING INC:	359.99		
KEMPEN, MARY				
CFEST 09/04/21	RENTAL FEE REFUND	90.00	08/21	101-34401
CFEST 09/04/21	SECURITY DEPOSIT REFUND	50.00	08/21	101-21235
	Total KEMPEN, MARY:	140.00		
KERRY'S VROOM SERVICE INC				
9615	OIL & FILTER CHANGE - UNIT#89	43.47	08/21	207-52120-247
	Total KERRY'S VROOM SERVICE INC:	43.47		
KIDSTAGE				
1156	PAYOUT 6 STUDENTS FOR KIDSTAGE	450.00	08/21	101-55300-204
	Total KIDSTAGE:	450.00		
KROLL, SARAH				
080121	SECURITY DEPOSIT REFUND	100.00	08/21	208-21235

Invoice	Description	Total Cost	Period	GL Account
Total KROLL, SARAH:		100.00		
LABREC, SHARON				
HEESAKKER 08/22 RENTAL FEE REFUND		80.00	08/21	101-34401
HEESAKKER 08/22 SECURITY DEPOSIT REFUND		20.00	08/21	101-21235
Total LABREC, SHARON:		100.00		
LEXISNEXIS RISK DATA MANAGEMENT INC				
1686177-20210731 JULY 2021 MINIMUM COMMITMENT		103.00	07/21	101-51680-204
Total LEXISNEXIS RISK DATA MANAGEMENT INC:		103.00		
LONDO, MARK				
080721 SECURITY DEPOSIT REFUND		100.00	08/21	208-21235
VLIESHOUT 08/07/ RENTAL FEE REFUND		80.00	08/21	101-34401
VLIESHOUT 08/07/ SECURITY DEPOSIT REFUND		20.00	08/21	101-21235
Total LONDO, MARK:		200.00		
MADISON NATIONAL LIFE				
1455026 SEPTEMBER LTD		984.20	08/21	101-21385
1455026 SEPTEMBER LIFE		455.97	08/21	101-21391
Total MADISON NATIONAL LIFE:		1,440.17		
MCC INC				
278376 DENSE CRUSHER RUN		28.88	08/21	101-53300-216
278376 DENSE CRUSHER RUN		14.45	08/21	620-53644-216
278376 DENSE CRUSHER RUN		14.45	08/21	101-55200-216
Total MCC INC:		57.78		
MCMAHON ASSOCIATES INC				
400196 BUILDING INSPECTIONS 07/04/21 - 07/31/21		3,244.85	07/21	101-52050-204
923446 HEESAKKER PARK KAYAK LAUNCH		926.38	08/21	420-57620-271
Total MCMAHON ASSOCIATES INC:		4,171.23		
MCO				
27413 SEPTEMBER 2021 OPERATIONS		28,830.78	08/21	620-53644-115
27413 SEPT 2021 HEALTH & LIABILITY INS		6,423.56	08/21	620-53644-115
Total MCO:		35,254.34		
MEISTER, DANIEL				
08/21 REIMBURSE WPFL CONFERENCE		225.80	08/21	207-52120-201
Total MEISTER, DANIEL:		225.80		
MENARDS - APPLETON EAST				
7161 DISINFECTANT & WALL CLOCK		38.53	07/21	101-51650-242
7224 TARP		199.98	08/21	101-53350-218
7224 UTILITY TUB		19.99	08/21	101-53330-218
7224 UTILITY TUB		19.99	08/21	101-55200-221
7224 LUMBER		209.52	08/21	101-55200-242

Invoice	Description	Total Cost	Period	GL Account
	Total MENARDS - APPLETON EAST:	488.01		
MGD INDUSTRIAL CORP				
196196	TRAIL COUNTERS	16.22	08/21	101-55200-242
196196	MISC PARTS FOR #6	5.31	08/21	101-53330-225
	Total MGD INDUSTRIAL CORP:	21.53		
MIDWEST METER INC				
134046	METER ITEM	240.00	08/21	620-53644-253
134190	METER BASE AND ACCESSORIES	2,359.97	08/21	620-53644-253
	Total MIDWEST METER INC:	2,599.97		
MIDWEST SALT LLC				
P458467	INDUSTRIAL SOUTHERN COARSE SALT	2,860.00	07/21	620-53634-224
P458476	INDUSTRIAL SOUTHERN COARSE SALT	2,635.00	07/21	620-53634-224
P458505	INDUSTRIAL SOUTHERN COARSE SALT	2,931.25	07/21	620-53634-224
P458696	INDUSTRIAL SOUTHERN COARSE SALT	2,958.75	08/21	620-53634-224
P458734	INDUSTRIAL SOUTHERN COARSE SALT	2,976.25	08/21	620-53634-224
	Total MIDWEST SALT LLC:	14,361.25		
MIDWEST TAPE				
500791300	DIGITAL BOOKS	741.14	07/21	206-55110-208
	Total MIDWEST TAPE:	741.14		
MUNICODE				
361679	ELECTRONIC UPDATE PAGES	444.00	08/21	101-51440-204
	Total MUNICODE:	444.00		
NASSCO INC				
6028440	FACIAL TISSUE/PAPER TOWELS/CAN LINERS	163.06	08/21	207-52120-244
6028440	FACIAL TISSUE/PAPER TOWELS/CAN LINERS	163.06	08/21	206-55110-244
	Total NASSCO INC:	326.12		
O'REILLY AUTOMOTIVE INC				
2043-281879	CAPSULE #3631	9.55	07/21	101-53330-225
	Total O'REILLY AUTOMOTIVE INC:	9.55		
OUTAGAMIE CO REGISTER OF DEEDS				
202100000219	RECORDING FEES - LAND RECORDS	60.00	08/21	101-51440-227
	Total OUTAGAMIE CO REGISTER OF DEEDS:	60.00		
OUTAGAMIE COUNTY TREASURER				
20449	JULY SANITATION FEES	15,202.82	07/21	201-53620-204
20449	STREET SWEEPINGS	848.70	07/21	630-53442-204
	Total OUTAGAMIE COUNTY TREASURER:	16,051.52		

Invoice	Description	Total Cost	Period	GL Account
PBBS EQUIPMENT CORPORATION 234868	REPAIR POOL HEATER	4,744.48	08/21	204-55420-242
Total PBBS EQUIPMENT CORPORATION:		4,744.48		
PEERENBOOM, BILL DOYLE 07/29/21	SECURITY DEPOSIT REFUND	20.00	08/21	101-21235
Total PEERENBOOM, BILL:		20.00		
POSTAL EXPRESS & MORE LLC 219842 219886 220054	POSTAGE-WATER TESTS POSTAGE-WATER TESTS POSTAGE-WATER TESTS	16.91 16.71 17.71	08/21 08/21 08/21	620-53644-204 620-53644-204 620-53644-204
Total POSTAL EXPRESS & MORE LLC:		51.33		
PUBLIC ADMINISTRATION ASSOCIATES C-74-21 C-75-21	CONSULTING SERVICES CONSULTING SERVICES	5,750.00 12,461.00	07/21 07/21	101-51400-204 101-51400-204
Total PUBLIC ADMINISTRATION ASSOCIATES:		18,211.00		
PUFFE, RICK 072921 - 080521	MEN'S SOFTBALL UMPIRE	78.00	08/21	101-55300-111
Total PUFFE, RICK:		78.00		
RANKL, THERESA 080321	REFUND ART CLASS FEE	30.00	08/21	101-34413
Total RANKL, THERESA:		30.00		
REGISTRATION FEE TRUST AUT 517SMJ-21	LICENSE PLATE RENEWAL-SQUAD 85	160.00	08/21	207-52120-247
Total REGISTRATION FEE TRUST:		160.00		
REHMAN, MICHAEL 072921 - 080521	MEN'S SOFTBALL UMPIRE	195.00	08/21	101-55300-111
Total REHMAN, MICHAEL:		195.00		
REINDERS INC 2698008 2698008 2698008 2698513 2698513	LAWN SEED MIX LAWN SEED MIX LAWN SEED MIX HERBICIDE HERBICIDE	19.63 19.63 39.24 76.53 25.51	08/21 08/21 08/21 08/21 08/21	101-55440-215 101-53300-218 101-55200-215 101-55200-215 101-53300-218
Total REINDERS INC:		180.54		
RIVERSIDE BY REYNEBEAU FLORAL 160750/1 161110/1	FLORAL ARRANGEMENT- BARTEL FLORAL ARRANGEMENT- NEUMANN	52.50 45.50	08/21 08/21	101-51960-211 101-51960-211

Invoice	Description	Total Cost	Period	GL Account
	Total RIVERSIDE BY REYNEBEAU FLORAL:	98.00		
ROWE, CHRISTOPHER HEESAKKER 08/08	SECURITY DEPOSIT REFUND	20.00	08/21	101-21235
	Total ROWE, CHRISTOPHER:	20.00		
RUSK, YVONNE DOYLE 07/31/21	SECURITY DEPOSIT REFUND	20.00	08/21	101-21235
	Total RUSK, YVONNE:	20.00		
SHAW, JENNIFER HEESAKKER 08/02	SECURITY DEPOSIT REFUND	20.00	08/21	101-21235
	Total SHAW, JENNIFER:	20.00		
SLATER, PAULA 08/21 REIMBURSE REIMBURSE CSTARS COSTUMES 08/21 REIMBURSE- REIMBURSE WACPC FEE		2,238.50 79.25	08/21 08/21	101-55300-218 101-55300-218
	Total SLATER, PAULA:	2,317.75		
SPLENDID CLEANING SERVICE LLC 11283 MONTHLY CLEANING-METRO 11283 MONTHLY CLEANING-LCFD		795.00 200.00	08/21 08/21	207-52120-243 101-52250-243
	Total SPLENDID CLEANING SERVICE LLC:	995.00		
SSC SERVICE SOLUTIONS 5463400013 MONTHLY CLEANING-CIVIC CENTER 5463400013 MONTHLY CLEANING-VILLAGE HALL 5463400013 MONTHLY CLEANING-MUNICIPAL GARAGE		1,105.00 1,380.00 468.00	08/21 08/21 08/21	206-55110-243 101-51650-243 101-53310-243
	Total SSC SERVICE SOLUTIONS:	2,953.00		
STEGER, KURT 072921 - 080521 MEN'S SOFTBALL UMPIRE		156.00	08/21	101-55300-111
	Total STEGER, KURT:	156.00		
STONERIDGE LITTLE CHUTE LLC 1035050926 FRUIT BASKET DELIVERED 1061011447 FOOD 21030491500 FOOD AND BEVERAGES 21034011012 FOOD AND BEVERAGES 21038481545 FOOD AND BEVERAGES 21038881736 BEVERAGES 21039542039 FOOD 22029812017 BEVERAGES 23063062113 FOOD 25029021428 FOOD 26029291606 FOOD AND ITEMS FOR THE KITCHEN		34.99 54.38 94.10 185.71 33.40 39.99 43.45 24.99 36.92 24.76 155.48	08/21 08/21 08/21 08/21 08/21 08/21 08/21 08/21 08/21 08/21 08/21	101-52200-211 101-52200-211 101-52200-211 101-52200-211 101-52200-211 101-52200-211 101-52200-211 101-52200-211 101-52200-211 101-52200-211 101-52200-211
	Total STONERIDGE LITTLE CHUTE LLC:	728.17		

Invoice	Description	Total Cost	Period	GL Account
SWEETALLA, KENLYNN CFEST 07/26/21	SECURITY DEPOSIT REFUND	50.00	08/21	101-21235
Total SWEETALLA, KENLYNN:		50.00		
TERRACON CONSULTANTS INC TF45733	ENVIRONMENTAL CONSULTING SERVICES	6,000.00	07/21	418-51224-204
Total TERRACON CONSULTANTS INC:		6,000.00		
TOTAL TOOL SUPPLY INC 6151692 6151692 6151692	EAR PLUGS EAR PLUGS EAR PLUGS	4.09 30.45 6.10	08/21 08/21 08/21	101-53300-213 101-55200-213 101-55440-218
TOTAL TOOL SUPPLY INC:		40.64		
TRANSAMERICA LIFE INSURANCE COMPANY 2504286604	AUGUST BILLING	337.94	08/21	101-21364
Total TRANSAMERICA LIFE INSURANCE COMPANY:		337.94		
UNIFIRST CORPORATION 0970336907 0970336907 0970337342 0970337342	SHIRTS/PANTS LAUNDRY BAGS/WIPERS SHIRTS/PANTS LAUNDRY BAGS/WIPERS	5.37 9.71 5.15 9.71	07/21 07/21 08/21 08/21	101-53330-213 101-53330-218 101-53330-213 101-53330-218
Total UNIFIRST CORPORATION:		29.94		
UNIFORM SHOPPE 312268 312591 312722	UNIFORM-OSTER UNIFORM-DISSEN UNIFORM-BURES	131.90 179.80 210.85	08/21 08/21 08/21	207-52120-212 207-52120-212 207-52120-212
Total UNIFORM SHOPPE:		522.55		
VALLEY LIQUOR 912748 917278 918892 922096 923595	BEVERAGES AND SUPPLIES BEVERAGES AND SUPPLIES BEVERAGE SUPPLIES BEVERAGES AND SUPPLIES BEVERAGES AND SUPPLIES	158.45 158.45 14.50 158.45 158.45	08/21 08/21 08/21 08/21 08/21	101-52200-211 101-52200-211 101-52200-211 101-52200-211 101-52200-211
Total VALLEY LIQUOR:		648.30		
VALLEY PEST CONTROL 1316059 1316059 1316938 1316941	SPRAY EXTERIOR OF FIRE DEPT SPRAY EXTERIOR OF POLICE DEPT SPRAY EXTERIOR OF VILLAGE HALL SPRAY EXTERIOR OF CIVIC CENTER/LIBRARY	70.00 70.00 200.00 200.00	08/21 08/21 08/21 08/21	101-52250-243 207-52120-243 101-51650-243 206-55110-243
Total VALLEY PEST CONTROL:		540.00		
VAN DYN HOVEN, JACKIE CFEST 08/08/21	SECURITY DEPOSIT REFUND	50.00	08/21	101-21235

Invoice	Description	Total Cost	Period	GL Account
Total VAN DYN HOVEN, JACKIE:		50.00		
VAN VREEDE, AMIE				
072921 REFUND SWIM LESSON FEE		30.00	08/21	204-34423
072921 REFUND POM CLINIC FEE		15.00	08/21	101-34413
Total VAN VREEDE, AMIE:		45.00		
VANDEN HEUVEL, KELLY				
08/21 REIMBURSE SPILLMAN SAA TRAINING		56.00	08/21	207-52120-201
Total VANDEN HEUVEL, KELLY:		56.00		
VANDERLOOP'S SHOES INC				
I04-10052868 FIREMAN BOOTS		1,092.00	08/21	101-52200-212
Total VANDERLOOP'S SHOES INC:		1,092.00		
VERBETEN, KATE				
073121 SECURITY DEPOSIT REFUND		100.00	08/21	208-21235
Total VERBETEN, KATE:		100.00		
VERMEER WISCONSIN				
30084514 BELT/CLUTCH/BEARING #98		961.01	07/21	101-53330-225
Total VERMEER WISCONSIN:		961.01		
VILLAGE OF COMBINED LOCKS				
SEPTEMBER PROPERTY STORAGE AREA MONTHLY LEASE-SE		494.16	08/21	207-52120-204
Total VILLAGE OF COMBINED LOCKS:		494.16		
WASTEBUILT ENVIRONMENTAL SOLUTIONS LLC				
3588742 ROLLER ASSEMBLY #6		236.71	08/21	101-53330-225
3589982 CENTER GUARD W/RUBBER FLAPS #6		408.68	08/21	101-53330-225
Total WASTEBUILT ENVIRONMENTAL SOLUTIONS LLC:		645.39		
WELLS FARGO FINANCIAL LEASING				
5016186465 AUGUST COPIER LEASE		803.15	08/21	101-51650-207
5016186465 AUGUST COPIER LEASE		450.00	08/21	101-53310-207
Total WELLS FARGO FINANCIAL LEASING:		1,253.15		
WITTMANN, STEVE				
08/21 REIMBURSE REIMBURSE DISH CLOTHS/FOOD FOR FIREMAN'S		166.58	08/21	101-52200-211
Total WITTMANN, STEVE:		166.58		
Grand Totals:		831,594.66		

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Terms Description	Invoice Amount	Net Invoice Amount
Vendor number hash - split:	590382	
Total number of invoices:	139	
Total number of transactions:	185	

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	831,594.66	831,594.66
Grand Totals:	831,594.66	831,594.66

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**Report Criteria:**

Invoice Detail.Voided = {=} FALSE

**LCFD Incident Report  
July 2021  
Number of responses: 17  
Last years: 20  
YTD: 101**

**07/01/2021      06:09 Lift assist with Gold Cross Ambulance & Fox Valley Metro PD @ lot #16 1125 W. Main Street  
Engine 3621, Car 3632  
#21LC00087**

**07/03/2021      02:19 Water flow alarm sounding @ Trilliant Foods 1101 Moasis Drive, investigated found issues with the water pump on the sprinkler system  
Engine 3621, Truck 3641, Car 3632  
#21LC00088**

**07/03/2021      18:39 Lift assist @ Atrium 1201 Garfield Ave., requested by Gold Cross Ambulance  
Engine 3621, Pickup 3631, Car 3632  
#21LC00089**

**07/03/2021      21:24 Structure fire @ 730 E. Main Street smoke alarm sounding, odor of something burning, FVMPD assisted with entry into house, found burnt food on stove, house unoccupied at time of call  
Engine 3621, Truck 3641, Pickup 3631, Car 3632  
#21LC00090**

**07/08/2021      11:28 Accident with cleanup @ Holland Road & Skyview Avenue  
Engine 3621, Car 3632  
#21LC00091**

**07/14/2021      16:04 Natural gas leak @ ANR/WE Energies sub station on Holland Road (across from landfill) equipment failure, gas venting from equipment, LCFD & FVMPD evacuated the area, stand by until WE Energies shut off  
Engine 3621, Truck 3641, Squad 3671, Engine 3622, Pickup 3631, Car 3632  
#21LC00092**

**07/17/2021      17:44 Home lockout @ 1301 Rosehill Road Apt. 75, cancelled by 3601 (LCFD only does lockouts in an emergency, due to possible damage to structure)  
#21LC00093**

**07/18/2021      17:26 Mutual aide structure fire @ N2179 Buchanan Road, Town of Vanden Broek  
Engine 3622, Squad 3671, Pickup 3631, Car 3632  
#21LC00094**

**07/21/2021      09:01 Mutual aide structure fire @ N2564 Maloney Road, Freedom  
Truck 3641, Squad 3671, Engine 3622, Car 3632, Pickup 3631  
#21LC00095**

**07/24/2021      05:18 Landfill fire @ Outagamie County Landfill, LCFD initially dispatched-requested**

**VandenBroek Fire Dept (contracted for OC Landfill fire protection).**

**Engine 3621, Truck 3641, Car 3632  
#21LC00096**

**07/24/2021      12:48 Alarm sounding @ Little Chute Safety Center 200 W. McKinley Avenue, detector sounding in lower level of FVMPD, investigated and found faulty detector  
Car 3632  
#21LC00097**

**07/24/2021      19:55 Wire down @ intersection of E. Lincoln Ave & Taylor Street, found an abandoned phone line down, secured to telephone pole  
Engine 3621, Car 3632  
#21LC00098**

**07/24/2021      00:33 CO alarm sounding @ 120 Homewood Court, investigated and found .65 ppm reading, ventilated and shutdown appliance causing issue  
Engine 3621, Car 3632  
#21LC00099**

**07/28/2021      15:08 Natural gas leak @ 2216 Golden Gate Drive, contractor struck a gas line no visual leak, stand by until WE Energies arrived  
Engine 3621, Truck 3641, Car 3632  
#21LC00100**

**07/30/2021      19:07 Fire alarm sounding @ 409 Pheasant Run, investigated found cooking set it off  
Engine 3621, Car 3632**

**#21LC00101**

**07/31/2021      17:45 Fire alarm commercial @ Cobblestone Inn 208 W. Main Street, room 401, customer burnt some food in the room,  
Engine 3621, Car 3632**  
**#21LC00102**

**07/31/2021      20:02 Fire alarm residential @ 904 E. Main Street, investigated and found detectors sounding due to painting/high moisture in room  
Engine 3621, Truck 3641, Car 3632**  
**#21LC00103**

# VILLAGE OF LITTLE CHUTE MONTHLY REPORT



## ***Little Chute***

ESTABLISHED 1848

JULY 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 – JULY 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
- 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:

Darrell Hofland  
Village Administrator  
108 W. Main Street  
Little Chute, WI 54140  
920-423-3850  
[darrell@littlechutewi.org](mailto:darrell@littlechutewi.org)

# VILLAGE ADMINISTRATOR

## JULY HIGHLIGHTS

In July 2021, the highlights of projects or activities of the Office of the Village Administrator are:

- Continued to received feedback on the wage and compensation study RFP and related timeline for completion.
- Obtained seasonal wage information from Brown, Outagamie, Winnebago, and Calumet County-selected communities as part of Little Chute's review of its seasonal pay schedule.
- Obtained update from involved Village team and legal counsels working on landfill-related issues to craft for Village Board's consideration a comprehensive agreement proposal to resolve outstanding issues.
- Reviewed position description (drafted by Village Clerk) for possible new full-time position of Deputy Village Clerk/Communication Generalist in the Offices of the Village Administrator and Village Clerk due to recently announced retirement plans of one of two existing part-time Administrative Specialists.
- Village staff conducted a kick-off meeting with MSA and Baker Tilly on development options for a possible Transportation Utility to address funding alternatives to current revenue sources of borrowed funds, tax levy and special assessments.
- Confirmed with management team of their completion of mid-year informal performance evaluations with village staff.
- Drafted offer of employment letter template for future village use. Requesting management team input of the draft letter.
- Assisted PAA in their recruitment efforts for the next Village Administrator with the goal of an early October start date.
- Entered discussions with the newly appointed Little Chute Area School District Administrator for the drafting of a school liaison police services agreement.
- Met with WEDC Regional Director Jon Bartz to discuss Little Chute's development opportunities and strategies

The Village Board acted on the following:

- Approval of Developer Agreements with Rob's Imports and Better Way Investments-West Evergreen, LLC
- Approval of Pine Street Pedestrian Mall
- Approval of 2022 Budget Process and Development Guidelines

## TOP PRIORITIES FOR AUGUST

Upcoming goals of the Office of the Village Administrator are:

- Meet with developers regarding future or imminent projects in the Village of Little Chute.
- Finalize the wage and compensation study RFP and related timeline (issue date of October 1).
- Obtain update from involved Village team and legal counsels working on landfill-related issues in order to craft for Village Board's consideration a comprehensive agreement proposal to resolve outstanding issues.
- Obtain an update from MSA and Baker Tilly on development options for a possible Transportation Utility to address funding alternatives to current revenue sources of borrowed funds, tax levy and special assessments.
- Draft volunteer policy for presentation to the Village Board in September.
- Complete the exterior clean-up and related trim repainting of Village Hall.
- Coordinate with Outagamie County Health Officer on any revised COVID-related policy/guidelines.
- Research archiving service of Village's social media to comply with Wisconsin Public Record Law.
- Assist Village Board in their recruitment efforts for the next Village Administrator with the August 18 meeting to select the finalists and the August 27 assessment center to select the next Village Administrator.
- Continue internal discussions with key management staff regarding the Village's review of a draft school liaison police services agreement.

The Village Board will consider or act on the following:

- Approval of purchase agreements for redevelopment sites in downtown area
- Approval of sale agreement of excess land for use as a single-family lot

# VILLAGE CLERK

## JULY HIGHLIGHTS

In the Clerk's office Elections are never off our minds; we have been steadily processing ERIC (Electronic Registration Information Center) maintenance cards that were mailed out by Wisconsin Elections Commission. This will help to keep our Voter Registration accurate and up to date for the upcoming 2022 elections. The Clerk's office has been busy assisting with the planning, organization, and marketing of the upcoming Market on Main Event to be held downtown Little Chute on September 11. We have been working with the Public Works/Engineering Department to create, publish, and print their Fall Newsletter. This will be mailed out to all residents and available online.

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

- Assist with Village Market planning
- Process ERIC Voter Registration Maintenance cards
- Shared data from social media sites
- Agendas/Minutes for meetings
- Continued maintenance of the Village Website
- Work with other Departments to create Social Media schedule, coordinate postings
- Work with Public Works to create Fall program book mailed to all residents in September
- Civic Center/Village Hall rentals, update paperwork and forms, updated website
- Ongoing phone/supply ordering support
- Civic Center/Village Hall rentals
- Operator License Renewals
- Assist with marketing and planning of Market on Main Event held September 11, 2021

## TOP PRIORITIES FOR AUGUST

- Finalize Public Works fall program book and have mailed to all residents
- Update mailing lists of non-residents for upcoming newsletters
- Work with Outagamie County on redistricting voting wards, attend training for redistricting.
- Update Geocode addresses in WisVote, to ensure correct data for redistricting process.
- Assist with Village Market
- Agendas/Minutes for meetings
- Share data from social media sites
- Maintenance of the Village Website and social media outlets
- Work with other Departments to create Social Media schedule, coordinate postings
- Ongoing phone/supply ordering support
- Assist with marketing and planning of Market on Main, Fall 2021

## SOCIAL MEDIA METRICS

2021 Social Media Metrics	May	June	July	2021 Totals
	<b>Facebook Posts</b>			
People Reached	14,632	25,253	20,272	158,507
Engagement	7,854	13,588	12,631	70,122
Link Clicks	804	528	859	4,682
Comments	416	373	319	2,688
Shares	142	293	225	1,709
Reactions	1,315	2,212	1,790	11,764
Photo Views	464	1,210	897	4,574
Most popular post	Marty Retirement	Nelson Crossing	Park Vandalism	
New Followers	39	90	81	461
Net Followers	18	77	63	356
Total Followers	5,024	5,115	5,197	4,864
<b>Facebook Videos</b>				
Minutes Viewed	429	4,736	4,414	20,915
1-Minute Video Views	22	1,057	1,051	4,139
3-Second Video Views	1,632	5,684	7,825	30,710
Video Engagement	107	246	315	1,308
Most popular Video	brush	Nelson Crossing	Park Tour	

	May	June	July	2021 Totals
	<b>Instagram</b>			
Instagram Posts	8	2	3	30
Likes	47	78	13	218
Followers	756	770	781	689
Popular Post	police week	pool hours	Family Fun	

	May	June	July	2021 Totals
	<b>Twitter</b>			
Tweets	7	2	7	36
Tweet Impressions	1,960	1,468	1,243	11,274
Profile Visits	295	606	538	2,689
Mentions	3	3	1	17
New Followers	1	2	1	7
Total Followers	436	438	438	438

	May	June	July	2021 Totals
	<b>Website</b>			
Visits	15,758	34,738	15,085	111,052
Page Views	22,598	47,402	26,860	169,590
Unique Page Views	18,436	39,821	21,815	138,493
Top Pageviews	Cheesefest	Cheesefest	Doyle Pool	

# COMMUNITY DEVELOPMENT

## JULY 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.
- Pine Street Pedestrian Mall Ordinance passed.
- New permits created/website updates.
- Auctioned off a property at 422 W North Ave.

## TOP PRIORITIES FOR AUGUST

- 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.
- Improve Site review process (on-going project).
- Meet with more Local Businesses and to collect information on potential needs for the community/business.
- BRE Visits with more businesses.
- Work through Site Plan review on multiple projects.
- Finalize 2022 Budget.
- Hire or repost Building Inspection position.
- Begin IBC classes to broaden Building Code knowledge.

# FINANCE DEPARTMENT

## JULY HIGHLIGHTS

- Coordinated Outagamie County recording of DNR grants for Nelson Crossing and follow-up on installation of wayfinding signage as final steps for release of remaining grant funds. Draft amendment to the original Memorandum of Understanding to address future maintenance and budgeting is released for review and comment.
- Award recommendation was approved by the Village Board for the Village-wide Multifunctional Device RFP. Final review of specifications and new devices ordered for Village Hall (3) and Municipal Service Building (1) with installation scheduled for August.
- Provided download of special assessment and utility billing system to consultants for information gathering stage of the Transportation Study.
- Calculated and prepared any new payment templates needed for Village Development Agreement Incentives that may be due and/or follow up with developments that may not be meeting stipulations.
- Payroll Clerk participated in WRS mid-year reconciliation training and is working to make sure we are on target for year-end process.
- Flu Clinic is scheduled for October 13 with Employee Trust Services for employees and spouses that have insurance through the Village as part of our benefits.
- Templates are out to all departments for 2022 Budget preparation.
- Participated in Joint Review Board Meeting for TID Annual Reporting
- Utility Billing Clerk worked with MCO for new program to import/export meter reads.
- Implement Duo Authentication for Village Board Members completing enrollment of all users. Continuing to next phase of spam filter and phishing training.
- Completed State filing registration compliance documentation, established segregated bank account and received our first installment of the American Rescue Plan Act Funds.
- 4,678 total bills created (727 opted out of paper billing), 4 new installs, 279 service orders (Final Reads, High/Low Reads, Work Orders) created/coordinated with MCO, and 316 Landlord notices mailed for tenant delinquency notification, 1,835 ratepayers utilized PSN and 605 ACH for payments in July.

## TOP PRIORITIES FOR AUGUST

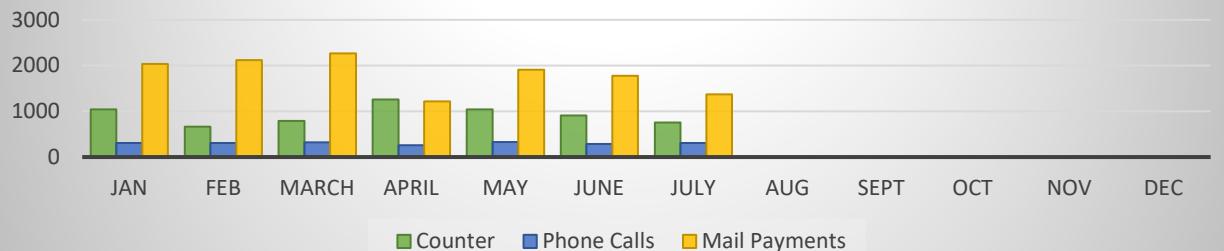
- Support departments as they prepare their 2022 Budget requests and begin preparation of Village-wide areas not directly under direction of a specific department.
- Continue work with City of Appleton and PSC for the final records transfer of the Cherryvale water main area – preliminary discussion held on July 8 with Appleton.
- Utility Billing Clerk will be finalizing data needed for continuing bond disclosure requirements (Top Ten Billing Customers) and back billing for Oh Snap Peter Pickle Properties.
- Final close out of Nelson Crossing contracts, grants and true up of cost allocations between the City of Kaukauna and the Village.
- Initial review of cell/landline phone and internet providers looks favorable; however, opportunities may exist for better pricing efficiencies with hot spots. Continue to investigate as time allows.

## CONTINUOUS IMPROVEMENT EFFORTS

- Payroll Clerk sent out letters to employees covered under Sun Life, TransAmerica and AFLAC notifying the Village is consolidating all voluntary benefits under American Fidelity. Vendors were also given proper notice. Employees will have opportunity to convert to American Fidelity or continue their voluntary on their own with previous providers. Open enrollment is scheduled for September 20 with American Fidelity.
- Semi-annual cross training took place for back-up to the Payroll Clerk. The Customer Service Clerk prepared the second payroll in July with Payroll Clerk reviewing work. As part of this process, procedure manuals are reviewed to make sure up to date.
- Continued training with Payroll Clerk on payroll monthly reconciliation process that will enable delegating this work to be performed at the Clerk level with review by Director.

## DATA AND FINANCIALS

### Customer Service 2021



PERFORMANCE MEASUREMENTS	2018	2019	2020	Target 2021
# Months bank reconciliation completed timely	0	7	12	12
# Of stale checks outstanding	NM	57	22	5
Custodial credit risk	\$6.1	\$.3K	\$3.7	\$0
Investment Performance vs 1-3 Year US Treasury Index	1.35% vs 1.58%	2.44% vs 3.55%	3.26% vs 3.10%	.48% vs .07%
% Of customers paying online	NM	42%	53%	55%
Continuous improvement initiatives	NM	25	37	10
Number of special assessment billings	296	67	75	125
Average number of monthly utility bills	4,052	4,033	4,003	4,000
Annual number of utility work orders	1,093	920	940	950
Annual tax certification letters	483	540	774	750
General obligation bond rating	Aa3	Aa3	Aa3	Aa3
# Of auditor's compliance issues	6	2	1	0
% Of time monthly financials closed within 15 days	NM	58%	100%	100%
% Of staff adequately trained/cross trained	NM	70%	90%	100%

	<b>JULY</b>	<b>YTD 2021</b>	<b>BUDGET 2021</b>	<b>VARIANCE</b>	<b>% OF BUDGET</b>
<b>GENERAL FUND</b>					
Taxes	(488.44)	477,376.05	969,626.00	(492,249.95)	49.23%
Total Licenses and Permits	45,503.11	156,467.51	134,860.00	21,607.51	116.02%
Intergovernmental Aid	587,081.47	1,009,448.28	2,479,759.00	(1,470,310.72)	40.71%
Public Charges for Service	12,800.26	101,850.00	128,430.00	(26,580.00)	79.30%
Fines and Forfeitures	9,282.00	58,059.53	85,000.00	(26,940.47)	68.31%
Total Interest	6,306.48	33,868.02	64,135.00	(30,266.98)	52.81%
Miscellaneous Revenue	10,831.17	101,561.56	151,743.00	(50,181.44)	66.93%
Other Financing Sources	17,857.73	129,170.87	217,700.00	(88,529.13)	59.33%
<b>Total General Fund Revenue</b>	<b>689,173.78</b>	<b>2,067,801.82</b>	<b>4,231,253.00</b>	<b>(2,163,451.18)</b>	<b>48.87%</b>
Village Board	9,498.35	47,098.57	89,091.00	(41,992.43)	52.87%
Administration	33,287.59	89,585.34	141,204.00	(51,618.66)	63.44%
Engineering & GIS	3,529.61	20,932.65	94,881.00	(73,948.35)	22.06%
Finance	19,730.01	118,209.00	237,632.00	(119,423.00)	49.74%
Clerk	10,766.59	92,045.29	158,148.00	(66,102.71)	58.20%
Community Development - Assessing	11,946.45	111,562.92	173,560.00	(61,997.08)	64.28%
Village Hall	5,347.29	38,844.90	69,141.00	(30,296.10)	56.18%
Municipal Court	4,069.40	36,260.31	65,823.00	(29,562.69)	55.09%
Unallocated	228.32	49,786.86	205,202.00	(155,415.14)	24.26%
Insurance	7,356.56	167,965.92	226,431.00	(58,465.08)	74.18%
Village Promotion and Goodwill	492.49	15,055.24	35,272.00	(20,216.76)	42.68%
Inspections	9,896.26	53,910.57	116,247.00	(62,336.43)	46.38%
Fire Operations	14,554.88	154,936.47	373,463.00	(218,526.53)	41.49%
Fire Allocated	28,202.82	213,197.04	370,981.00	(157,783.96)	57.47%
Crossing Guards	-	46,145.62	89,548.00	(43,402.38)	51.53%
Public Works Administration	1,101.92	7,924.74	34,651.00	(26,726.26)	22.87%
Street Repair and Maintenance	40,691.11	288,696.10	684,959.00	(396,262.90)	42.15%
Public Works Support Services	3,126.76	29,096.35	46,774.00	(17,677.65)	62.21%
Public Works Vehicle Maintenance	(2,341.60)	50,100.71	168,501.00	(118,400.29)	29.73%
Snow and Ice Control	5,527.84	129,083.54	237,533.00	(108,449.46)	54.34%
Weed Control	2,235.09	5,628.85	19,449.00	(13,820.15)	28.94%
Recycling	2,800.37	22,442.51	52,653.00	(30,210.49)	42.62%
Park	43,242.39	219,366.23	478,786.00	(259,419.77)	45.82%
Recreation	20,190.35	101,888.07	207,200.00	(105,311.93)	49.17%
Forestry	11,584.23	91,924.61	173,292.00	(81,367.39)	53.05%
Youth Football	1,213.47	4,331.01	21,761.00	(17,429.99)	19.90%
Community Band	1,093.79	3,024.73	10,110.00	(7,085.27)	29.92%
Economic Development	-	3,520.00	71,400.00	(67,880.00)	4.93%
Transfers	-	118,000.00	118,000.00	-	100.00%
<b>Total General Fund Expenses</b>	<b>289,372.34</b>	<b>2,330,564.15</b>	<b>4,771,693.00</b>	<b>(2,441,128.85)</b>	<b>48.84%</b>
<b>GENERAL FUND NET REVENUES (EXPENSES)</b>	<b>399,801.44</b>	<b>(262,762.33)</b>	<b>(540,440.00)</b>		
<b>SANITATION</b>					
Sanitation Revenues	48,284.40	345,271.23	552,850.00	(207,578.77)	62.45%
Sanitation Expenses	49,935.98	308,674.07	517,536.00	(208,861.93)	59.64%
<b>SANITATION NET REVENUES (EXPENSES)</b>	<b>(1,651.58)</b>	<b>36,597.16</b>	<b>35,314.00</b>		
<b>FIRE EQUIPMENT DONATION</b>					
Fire Equipment Donation Revenues	5,109.72	47,312.17	86,100.00	(38,787.83)	54.95%
Flag Pole Memorial Expenses	-	512.50	2,100.00	(1,587.50)	24.40%
<b>FIRE EQUIPMENT DONATION NET REVENUES (EXPENSES)</b>	<b>5,109.72</b>	<b>46,799.67</b>	<b>84,000.00</b>		

	<b>JULY</b>	<b>YTD 2021</b>	<b>BUDGET 2021</b>	<b>VARIANCE</b>	<b>% OF BUDGET</b>
<b>AQUATICS</b>					
Aquatics Revenue	18,263.74	111,947.69	180,172.00	(68,224.31)	62.13%
Aquatics	38,043.26	99,321.02	184,587.00	(85,265.98)	53.81%
<b>AQUATICS NET REVENUES (EXPENSES)</b>	<b>(19,779.52)</b>	<b>12,626.67</b>	<b>(4,415.00)</b>		
<b>LIBRARY/CIVIC CENTER</b>					
Library/Civic Center Revenues	562.69	424,081.23	635,123.00	(211,041.77)	66.77%
Library/Civic Center	52,105.77	401,337.02	695,984.00	(294,646.98)	57.66%
<b>LIBRARY/CIVIC CENTER NET REVENUES (EXPENSES)</b>	<b>(51,543.08)</b>	<b>22,744.21</b>	<b>(60,861.00)</b>		
<b>CONSOLIDATED POLICE SERVICES</b>					
Consolidated Police Services Revenue	332,101.69	2,127,922.13	3,608,996.00	(1,481,073.87)	58.96%
Police Services Consolidated	266,518.39	1,922,347.09	3,697,374.00	(1,775,026.91)	51.99%
<b>CONSOLIDATED POLICE SERVICES NET REVENUES (EXPENSES)</b>	<b>65,583.30</b>	<b>205,575.04</b>	<b>(88,378.00)</b>		
<b>VAN LIESHOUT RECREATION CENTER</b>					
Van Lieshout Rec Center Revenues	911.81	11,012.75	10,690.00	322.75	103.02%
Van Lieshout Rec Center Expenses	648.79	24,540.31	32,846.00	(8,305.69)	74.71%
<b>VAN LIESHOUT NET REVENUES (EXPENSES)</b>	<b>263.02</b>	<b>(13,527.56)</b>	<b>(22,156.00)</b>		
<b>PROMOTIONAL FUND</b>					
Promotional Fund Revenues	1,082.74	15,350.37	10,775.00	4,575.37	142.46%
Promotional Fund Expenses	-	3,116.48	27,500.00	(24,383.52)	11.33%
<b>PROMOTIONAL NET REVENUES (EXPENSES)</b>	<b>1,082.74</b>	<b>12,233.89</b>	<b>(16,725.00)</b>		
<b>AMERICAN RESCUE FUND</b>					
American Rescue Fund Revenues	181.88	202.67	-	202.67	#DIV/0!
American Rescue Fund Expenses	-	15.00	-	15.00	#DIV/0!
<b>AMERICAN RESCUE PROMOTIONAL NET REVENUES (EXPENSES)</b>	<b>181.88</b>	<b>187.67</b>	<b>-</b>		
<b>COMMUNITY DEVELOPMENT GRANT FUND</b>					
Community Development Grant Fund Revenues	-	79.01	(100.00)	179.01	-79.01%
Community Development Grant Fund Expenses	-	-	317,621.00	(317,621.00)	0.00%
<b>COMMUNITY DEVELOPMENT GRANT NET REVENUES (EXPENSES)</b>	<b>-</b>	<b>79.01</b>	<b>(317,721.00)</b>		
<b>SMALL BUSINESS MICRO LOAN FUND</b>					
Small Business Micro Loan Fund Revenues	53.53	361.23	525.00	(163.77)	68.81%
Small Business Micro Loan Fund Expenses	86.64	86.64	500.00	(413.36)	17.33%
<b>SMALL MICRO LOAN FUND NET REVENUES (EXPENSES)</b>	<b>(33.11)</b>	<b>274.59</b>	<b>25.00</b>		
<b>FAÇADE RENOVATION GRANT FUND</b>					
Façade Renovation Grant Fund Revenues	31.41	100,121.14	100,350.00	(228.86)	99.77%
Façade Renovation Grant Fund Expenses	-	112.00	700.00	(200.00)	16.00%
<b>COMMUNITY DEVELOPMENT GRANT NET REVENUES (EXPENSES)</b>	<b>31.41</b>	<b>100,009.14</b>	<b>99,650.00</b>		
<b>SPECIAL ASSESSMENTS</b>					
Special Assessment Revenue	11,917.56	325,045.73	199,500.00	125,545.73	162.93%
Special Assessment Expense	177.90	666,282.56	667,120.00	(837.44)	99.87%
<b>SPECIAL ASSESSMENTS NET REVENUES (EXPENSES)</b>	<b>11,739.66</b>	<b>(341,236.83)</b>	<b>(467,620.00)</b>		

	<b>JULY</b>	<b>YTD 2021</b>	<b>BUDGET 2021</b>	<b>VARIANCE</b>	<b>% OF BUDGET</b>
<b>EQUIPMENT REVOLVING FUND</b>					
Equipment Revolving Revenue	2,266.70	27,129.98	275,000.00	(247,870.02)	9.87%
Equipment Revolving Expenses	-	-	340,000.00	(340,000.00)	0.00%
<b>EQUIPMENT NET REVENUES (EXPENSES)</b>	<b>2,266.70</b>	<b>27,129.98</b>	<b>(65,000.00)</b>		
<b>FACILITY AND TECHNOLOGY FUND</b>					
Facility and Technology Fund Revenues	19.02	35,975.18	74,232.00	(38,256.82)	48.46%
Facility and Technology Fund Expenditures	8,436.71	42,323.89	114,232.00	(71,908.11)	37.05%
<b>FACILITY AND TECHNOLOGY NET REVENUES (EXPENSES)</b>	<b>(8,417.69)</b>	<b>(6,348.71)</b>	<b>(40,000.00)</b>		
<b>TAX INCREMENT DISTRICT 4</b>					
Tax Increment District 4 Revenues	1,070.32	669,373.60	1,411,658.00	(742,284.40)	47.42%
Tax Increment District 4 Expenses	673,207.80	1,378,379.37	1,468,238.00	(89,858.63)	93.88%
<b>TAX INCREMENTAL DISTRICT 4 NET REVENUES (EXPENSES)</b>	<b>(672,137.48)</b>	<b>(709,005.77)</b>	<b>(56,580.00)</b>		
<b>TAX INCREMENT DISTRICT 5</b>					
Tax Increment District 5 Revenues	47,342.41	249,526.09	481,064.00	(231,537.91)	51.87%
Tax Increment District 5 Expenses	3,471.92	84,741.50	307,564.00	(222,822.50)	27.55%
<b>TAX INCREMENTAL DISTRICT 5 NET REVENUES OVER EXPENSES</b>	<b>43,870.49</b>	<b>164,784.59</b>	<b>173,500.00</b>		
<b>TAX INCREMENT DISTRICT 6</b>					
Tax Increment District 6 Revenues	1,327.75	1,739,203.65	1,071,291.00	667,912.65	162.35%
Tax Increment District 6 Expenses	1,665,923.35	3,595,163.28	6,360,126.00	(2,764,962.72)	56.53%
<b>TAX INCREMENTAL DISTRICT 6 NET REVENUES (EXPENSES)</b>	<b>(1,664,595.60)</b>	<b>(1,855,959.63)</b>	<b>(5,288,835.00)</b>		
<b>TAX INCREMENT DISTRICT 7</b>					
Tax Increment District 7 Revenues	65.48	250,881.33	529,550.00	(278,668.67)	47.38%
Tax Increment District 7 Expenses	189,023.11	171,877.37	239,241.00	(67,363.63)	71.84%
<b>TAX INCREMENTAL DISTRICT 7 NET REVENUES (EXPENSES)</b>	<b>(188,957.63)</b>	<b>79,003.96</b>	<b>290,309.00</b>		
<b>TAX INCREMENT DISTRICT 8</b>					
Tax Increment District 8 Revenues	395.97	64,394.68	131,500.00	(67,105.32)	48.97%
Tax Increment District 8 Expenses	99,684.46	524,647.11	2,405,691.00	(1,881,043.89)	21.81%
<b>TAX INCREMENTAL DISTRICT 8 NET REVENUES (EXPENSES)</b>	<b>(99,288.49)</b>	<b>(460,252.43)</b>	<b>(2,274,191.00)</b>		
<b>PARK IMPROVEMENT</b>					
Park Improvement Revenue	15,282.72	47,763.29	92,481.00	(44,717.71)	51.65%
Park Improvement Expenses	235.16	(52,304.20)	397,335.00	(449,639.20)	-13.16%
<b>PARK IMPROVEMENTS NET REVENUES (EXPENSES)</b>	<b>15,047.56</b>	<b>100,067.49</b>	<b>(304,854.00)</b>		
<b>CAPITAL PROJECTS</b>					
<b>Capital Projects Revenue</b>	<b>349.21</b>	<b>185,304.75</b>	<b>384,363.00</b>	<b>(199,058.25)</b>	<b>48.21%</b>
Construction Projects	3,552.12	12,701.81	116,138.00	(103,436.19)	10.94%
Administration Capital Projects	17,679.27	130,024.54	202,017.00	(71,992.46)	64.36%
<b>TOTAL CONSTRUCTION EXPENSES</b>	<b>21,231.39</b>	<b>142,726.35</b>	<b>318,155.00</b>	<b>(175,428.65)</b>	<b>44.86%</b>
<b>CAPITAL PROJECTS NET REVENUES (EXPENSES)</b>	<b>(20,882.18)</b>	<b>42,578.40</b>	<b>66,208.00</b>		

	<b>JULY</b>	<b>YTD 2021</b>	<b>BUDGET 2021</b>	<b>VARIANCE</b>	<b>% OF BUDGET</b>
<b>SEWER</b>					
<b>Sewer Revenues</b>	<b>347,281.10</b>	<b>1,611,148.33</b>	<b>3,089,536.00</b>	<b>(1,478,387.67)</b>	<b>52.15%</b>
Sewer Capital	129.61	21,682.67	286,720.00	(265,037.33)	7.56%
Sewer Financing	19,366.00	138,743.27	235,194.00	(96,450.73)	58.99%
Sewer Treatment	200,255.38	1,230,720.43	2,381,600.00	(1,150,879.57)	51.68%
Sewer Collection	12,030.25	107,492.99	219,971.00	(112,478.01)	48.87%
Sewer Customer A/R	10,724.94	64,148.34	144,243.00	(80,094.66)	44.47%
Sewer Admin and General	10,784.20	86,306.44	178,169.00	(91,862.56)	48.44%
<b>TOTAL SEWER EXPENSES</b>	<b>253,290.38</b>	<b>1,649,094.14</b>	<b>3,445,897.00</b>	<b>(1,796,802.86)</b>	<b>47.86%</b>
<b>SEWER NET REVENUES (EXPENSES)</b>	<b>93,990.72</b>	<b>(37,945.81)</b>	<b>(356,361.00)</b>		
<b>WATER UTILITY</b>					
<b>Water Utility Revenues</b>	<b>220,440.69</b>	<b>1,326,484.00</b>	<b>2,672,485.00</b>	<b>(1,346,001.00)</b>	<b>49.63%</b>
Water Capital Projects	466.29	9,716.38	48,432.00	(38,715.62)	20.06%
Water Financing	55,071.05	413,838.21	712,028.00	(298,189.79)	58.12%
Water Source	705.08	77,675.43	72,611.00	5,064.43	106.97%
Pumping	16,652.65	100,722.13	312,837.00	(212,114.87)	32.20%
Water Treatment	32,825.30	225,691.63	385,965.00	(160,273.37)	58.47%
Water Distribution	46,061.65	297,459.85	580,231.00	(282,771.15)	51.27%
Customer A/R	4,062.95	30,314.90	60,043.00	(29,728.10)	50.49%
Admin and General	8,306.10	85,834.14	163,778.00	(77,943.86)	52.41%
<b>TOTAL WATER EXPENSES</b>	<b>164,151.07</b>	<b>1,241,252.67</b>	<b>2,335,925.00</b>	<b>(1,094,672.33)</b>	<b>53.14%</b>
<b>WATER NET REVENUES (EXPENSES)</b>	<b>56,289.62</b>	<b>85,231.33</b>	<b>336,560.00</b>		
<b>STORMWATER UTILITY</b>					
<b>Stormwater Revenue</b>	<b>121,837.73</b>	<b>719,744.14</b>	<b>2,280,245.00</b>	<b>(1,560,500.86)</b>	<b>31.56%</b>
Stormwater Capital Projects	239,379.25	259,011.76	781,043.00	(522,031.24)	33.16%
Storm Financing	36,700.00	290,780.59	491,661.00	(200,880.41)	59.14%
Storm Pond Maintenance	8,131.92	66,973.15	117,031.00	(50,057.85)	57.23%
Storm Collection	15,822.93	114,167.84	310,334.00	(196,166.16)	36.79%
Storm Customer A/R	4,039.13	30,318.94	55,157.00	(24,838.06)	54.97%
Storm Admin and General	14,645.53	136,893.20	212,859.00	(75,965.80)	64.31%
<b>TOTAL STORM EXPENSES</b>	<b>318,718.76</b>	<b>898,145.48</b>	<b>1,968,085.00</b>	<b>(1,069,939.52)</b>	<b>45.64%</b>
<b>STORMWATER NET REVENUES (EXPENSES)</b>	<b>(196,881.03)</b>	<b>(178,401.34)</b>	<b>312,160.00</b>		

Reminder that most of our intergovernmental revenue is received in November

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

Property, Auto and Workers Compensation premiums paid for 1st -3rd quarter 2021 so expenses for nine months are shown YTD July

A few construction expense accounts still 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 - six months have been billed through July

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

(Budget is \$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 eight months are expensed in YTD July

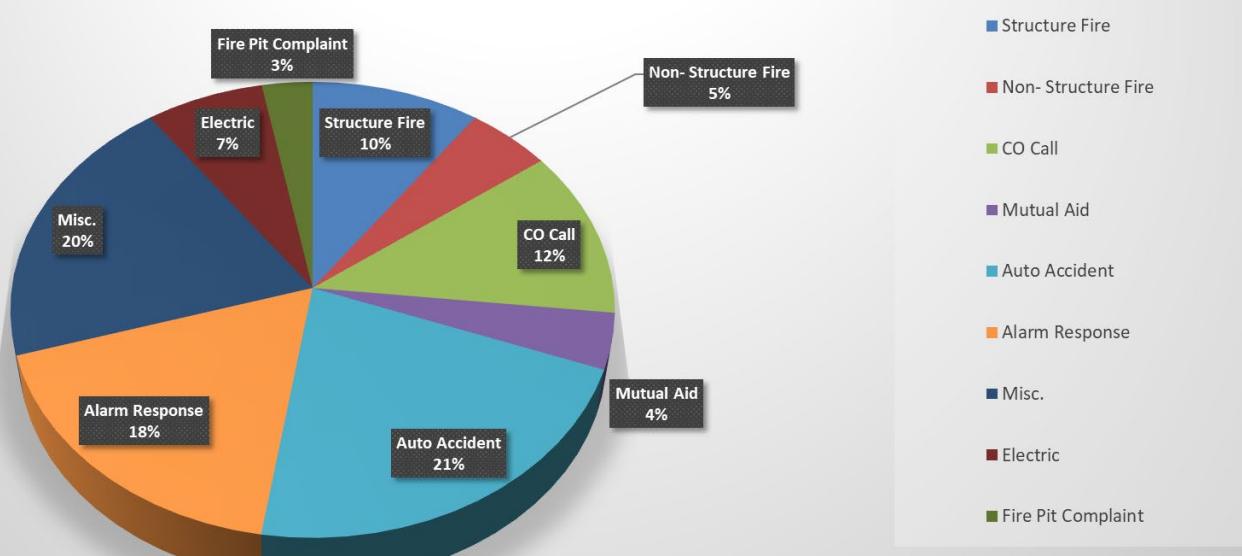
Capital assets are shown as expense in utilities until capitalized as part of year end audit preparation.

# LITTLE CHUTE FIRE DEPARTMENT

## Little Chute Fire Department - 2021 Calls for Service

	Structure Fire	Non-Structure Fire	CO Call	Mutual Aid	Auto Accident	Alarm Response	Misc.	Electric	Fire Pit Complaint	2021 Total Responses	2020 Total Responses	2019 Total Responses	2018 Total Responses	2017 Total Responses	2016 Total Responses	2015 Total Responses
2021 SUMMARY	10	5	12	4	22	18	20	7	3	101	152	202	165	172	155	132
January 2021 Calls	1	1			1	2		2			7					
February 2021 Calls			4			2	1	1			8					
March 2021 Calls		2	3	1	4	3	4				17					
April 2021 Calls	1		1		3		5				10					
May 2021 Calls	5	1	1	1	7	4	1	1	2		23					
June 2021 Calls	2		2		6	2	4	2	1		19					
July 2021 Calls	1	1	1	2	1	5	5	1			17					

## Call by Type - 2021 Calls for Service





# FOX VALLEY METRO POLICE DEPARTMENT

## **HIRING/PERSONNEL:**

K-9 Rax (Harax) has arrived!!!

Metro took delivery of Rax on 08/10. Rax is living with his handler, Officer Pynenberg until they leave for training in September. Rax will not be deployed until he and his handler have completed their training.



## **CLERICAL/ADMIN:**

The office will be closed to the public on 08/26. This is to accommodate a building power shutdown as part of the new, emergency power generator installation process. Patrol officers will still be on-duty.

## **EVENTS:**

National Night Out was held at Legion Park on August 3rd. The event was well attended.

## **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

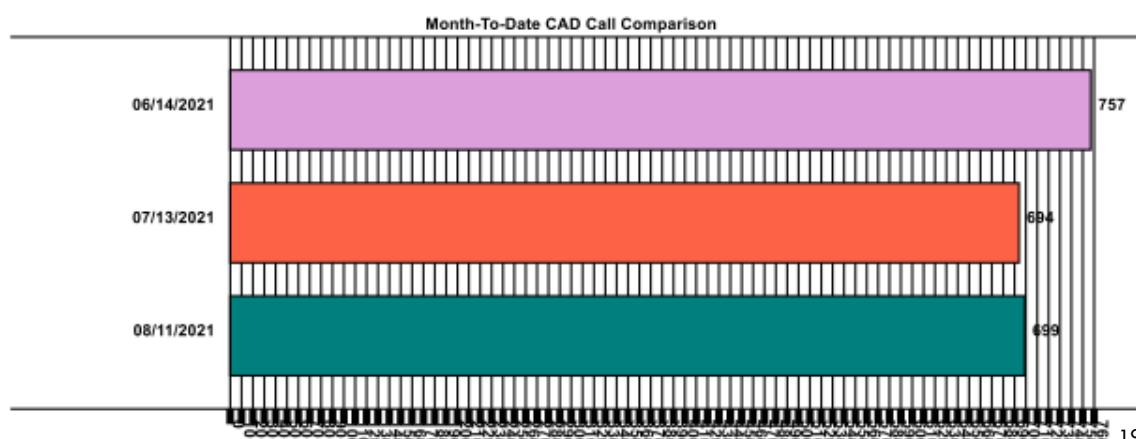
## Month-to-Date CAD Call Detail

### Month-To-Date CAD Received Calls

Call Nature	07/14/2021	06/15/2021	1 mo %	05/17/2021	2 mo %
	to 08/11/2021:	to 07/13/2021:	change:	to 06/14/2021:	change:
911 Misdial	72	74	-2.7%	65	10.8%
Abandoned Vehicle	5	4	25.0%	5	0.0%
Abdominal A-Adam Response	2	0	N/A	0	N/A
Accident in a Parking Lot	4	4	0.0%	4	0.0%
Accident with Injury	0	1	-100.0%	4	-100.0%
Accident with Scene Safety	2	0	N/A	0	N/A
Accident with Spill Cleanup	1	0	N/A	3	-66.7%
Allergies A-Adam Response	0	1	-100.0%	0	N/A
Animal Bite	6	4	50.0%	1	500.0%
Animal Call	22	22	0.0%	23	-4.3%
Assist Citizen or Agency	48	36	33.3%	58	-17.2%
Back Problem A-Adam Response	0	2	-100.0%	0	N/A
Bleeding D-David Response	0	0	N/A	1	-100.0%
Breathing Problem C-Charles	0	0	N/A	2	-100.0%
Breathing Problem D-David	5	4	25.0%	6	-16.7%
Burglary	2	1	100.0%	1	100.0%
Carbon Monoxide Alarm	2	0	N/A	3	-33.3%
Chest Complaint C-Charles	0	1	-100.0%	1	-100.0%
Chest Complaint D-David	1	4	-75.0%	2	-50.0%
Civil Matter Assist	0	1	-100.0%	1	-100.0%
Civil Process	5	6	-16.7%	3	66.7%
Crime Prevention	29	24	20.8%	29	0.0%
Damage to Property	7	8	-12.5%	14	-50.0%
Diabetic Issue A-Adam	0	1	-100.0%	0	N/A
Diabetic Issue D-David	1	0	N/A	1	0.0%
Disorderly Conduct	0	0	N/A	1	-100.0%
Disturbance	14	22	-36.4%	18	-22.2%
Disturbance with a Weapon	1	1	0.0%	0	N/A
Domestic Disturbance	5	4	25.0%	2	150.0%
Drug Complaint	1	2	-50.0%	1	0.0%
Emergency Committal	0	1	-100.0%	2	-100.0%

Exposure A-Adam Response	0	0	N/A	1	-100.0%
Fainting A-Adam	0	1	-100.0%	0	N/A
Fainting C-Charles	1	0	N/A	0	N/A
Falls A-Adam Response	3	3	0.0%	1	200.0%
Falls B-Boy Response	4	2	100.0%	2	100.0%
Falls D-David Response	0	0	N/A	3	-100.0%
Fire Alarm Commercial	2	2	0.0%	4	-50.0%
Fire Alarm Residential	4	0	N/A	1	300.0%
Fire Dept Public Relations	0	1	-100.0%	0	N/A
Fire Stuck Elevator Rescue	0	0	N/A	1	-100.0%
Fire Unauthorized Burning	0	0	N/A	1	-100.0%
Fire Vegetation or Grass	1	1	0.0%	1	0.0%
Fireworks Complaint	1	11	-90.9%	2	-50.0%
Follow Up	30	24	25.0%	27	11.1%
Fraud Complaint	8	8	0.0%	4	100.0%
Graffiti Complaint	0	0	N/A	1	-100.0%
Harassment	6	4	50.0%	8	-25.0%
Hazard in Roadway	12	9	33.3%	23	-47.8%
Headache C-Charles Response	0	0	N/A	1	-100.0%
Heart Problem C-Charles	0	1	-100.0%	0	N/A
Heart Problem D-David	1	0	N/A	1	0.0%
Jail GPS Checks	44	33	33.3%	23	91.3%
Juvenile Complaint	5	11	-54.5%	11	-54.5%
Law Alarms - Burglary Panic	11	15	-26.7%	7	57.1%
Lost or Found Valuables	11	5	120.0%	14	-21.4%
Medical Assistance No Injury	2	5	-60.0%	3	-33.3%
Medical Pre-Alert	4	3	33.3%	6	-33.3%
Missing Person	0	2	-100.0%	2	-100.0%
Motorist Assist	19	15	26.7%	24	-20.8%
Natural Gas or Propane Leak	4	1	300.0%	0	N/A
Noise Complaint	4	6	-33.3%	10	-60.0%
Ordinance Violation	5	7	-28.6%	11	-54.5%
Overdose B-Boy	0	0	N/A	1	-100.0%
Overdose C-Charles	1	0	N/A	1	0.0%
PNB E-Edward Response	1	2	-50.0%	2	-50.0%
Parking Enforcement	13	12	8.3%	17	-23.5%
Parking Request	1	0	N/A	0	N/A
Reckless Driving Complaint	24	27	-11.1%	30	-20.0%
Residence Lockout	2	1	100.0%	1	100.0%
Restraining Order Tracking	1	0	N/A	0	N/A
Retail Theft	1	0	N/A	1	0.0%

Runaway Juvenile	0	0	N/A	1	-100.0%
Scam	1	1	0.0%	0	N/A
Seizure A-Adam Response	0	2	-100.0%	0	N/A
Seizure C-Charles Response	1	1	0.0%	0	N/A
Seizure D-David Response	0	3	-100.0%	2	-100.0%
Sex Offense	2	5	-60.0%	2	0.0%
Sick A-Adam	4	5	-20.0%	3	33.3%
Sick C-Charles	0	2	-100.0%	3	-100.0%
Stroke C-Charles	1	2	-50.0%	1	0.0%
Structure Fire Smoke or Flame	1	3	-66.7%	0	N/A
Suicide B-Boy	1	0	N/A	0	N/A
Suspicious Incident	11	16	-31.2%	15	-26.7%
Suspicious Person	6	7	-14.3%	3	100.0%
Suspicious Vehicle	11	9	22.2%	5	120.0%
Testing Only	0	4	-100.0%	0	N/A
Theft Complaint	5	14	-64.3%	11	-54.5%
Theft of Automobile Complaint	0	0	N/A	1	-100.0%
Traffic Enforcement	3	6	-50.0%	1	200.0%
Traffic Stop	89	110	-19.1%	134	-33.6%
Transport Accident D-David	0	0	N/A	1	-100.0%
Traumatic Injuries A-Adam	1	0	N/A	1	0.0%
Traumatic Injuries B-Boy	1	0	N/A	0	N/A
Trespassing	2	3	-33.3%	4	-50.0%
Truancy	0	0	N/A	2	-100.0%
Unconscious D-David	2	2	0.0%	1	100.0%
Unknown Odor Outdoors	0	0	N/A	1	-100.0%
Unknown Problem B-Boy	1	0	N/A	0	N/A
Unlocked or Standing Open Door	6	1	500.0%	1	500.0%
Vehicle Accident	17	11	54.5%	22	-22.7%
Vehicle Lockout	12	5	140.0%	4	200.0%
Vehicle Pursuit	0	1	-100.0%	0	N/A
Violation of Court Order	1	3	-66.7%	4	-75.0%
Wanted Person or Apprehension	3	1	200.0%	3	0.0%
Weapon Violation	2	0	N/A	1	100.0%
Welfare Check	53	37	43.2%	32	65.6%
Wire Down	1	0	N/A	1	0.0%





# **Little Chute Public Library**

**Gerard H. Van Hoof Memorial**

## **JULY HIGHLIGHTS**

- Job posted for Student Assistant. A current staff member is leaving for college.
- Updated job descriptions.
- Budgeting.
- Continued collaboration, budgeting, and planning for implementing “Book-a-Bike” and community garden programs for next year.
- Director attended webinar: Users at the Center of Everything, Service Design in Rapidly Changing Libraries.
- Visited public and private schools in Freedom.
  - St. Nicholas school would like book delivery and outreach story time during school year.
  - Freedom school would like our library to attend their teacher in-service.
- Continued planning with Park & Rec for family area at Market on Main Village Event.
  - Walk Main St. with new Park & Rec director to meet small business owners and invite them to participate in the Market on Main Event.
  - Attended community events to increase awareness of Market on Main and reach out to vendors.
- Collaboration with Postal Service on processes for delivering library flyers to Appleton and Freedom delivery routes.
- Outreach services to the Freedom Country Villa Assisted Living is fully established. Materials are delivered to the facilities every other week.
  - The new Little Chute County Villa Assisted Living outreach will be added when their Activities Coordinator returns from leave.
- Masonry work on library exterior is complete.
- Planning with Metro PD for staff security training and security walk through.
- Update to computer lab technology and self-checkout equipment.
- Library continues to be busy.
- Large boom in circulation continues with reopening and summer programs.

## TOP PRIORITIES FOR AUGUST

- 2022 Budgeting
- 2022 Program collaborations
- Bookstore Organization Model project
- Fall programming schedule and distribution
- Continued marketing push to non-library users
- Outreach opportunities

## UPCOMING EVENTS

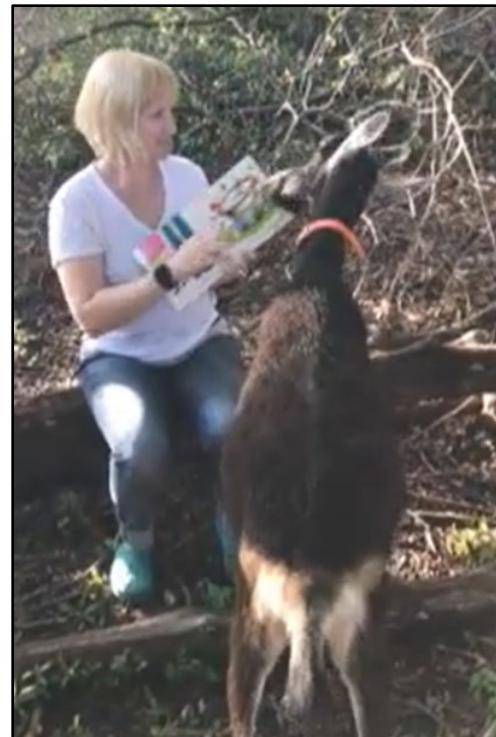
- Evening Book Club
- To-go Crafts and STEAM kits
- Youth Carnival: August 11
- Chocolate Olympics: August 12 1:30-3:00 p.m.
- LC Library at Free Comic Book Day: Located at Powerhouse Comics August 14 10:00am
- Dinosaur Hunt with the Milwaukee Public Museum: August 12, 2:00-6:00 p.m.
- Party on the Plaza: August 18, 4:00 p.m.
- Jaws 3D at Doyle Pool (rescheduled from July): August 20 9:00 p.m.
- Virtual program via Facebook.
- In person Storytime: Tuesdays 10:00 a.m. and Wednesdays at 6:00 p.m.
- LIT Nights & Kids movie nights: 2nd Friday's 6:30 p.m., grownups at Seth's Coffee, Kids at library.

	JAN	FEB	MAR	APR	MAY	JUNE	JULY
<b>Physical Materials Circulation</b>	1,704	3,123	3,323	3,209	2,072	10,290	9,016
<b>Hoopla E-Books</b>	92	98	104	97	104	109	112
<b>Hoopla Audiobooks</b>	168	168	190	163	194	171	224
<b>Hoopla Movies</b>	13	4	13	18	10	12	24
<b>Hoopla Comics</b>	14	8	14	6	7	8	13
<b>Hoopla Music</b>	14	8	3	7	7	13	11
<b>Hoopla TV</b>	6	8	0	0	0	2	0
<b>Overdrive E Book</b>	407	716	642	601	600	671	
<b>Overdrive Audiobook</b>	676	420	479	430	476	523	
<b>Overdrive Magazines</b>	NA	7	25	27	26	15	
<b>RB Digital Magazines</b>	122	92	86	NA	NA	NA	NA
<b>Physical Renewals</b>	531	1,197	1,256	1,213	1,120	1,335	2,109
<b>ILL Loaned</b>	1,727	1,648	1,805	1,555	714	1,466	2,015
<b>ILL Borrowed</b>	2,167	2,207	2,217	2,173	2,014	2,215	2,357
<b>Public Internet Use</b>	0	0	0	0	24	806	200
<b>Wireless Logins</b>	639	52	695	750	662	4,826	828
<b>Door Count</b>	0	0	0	780	450	3730*	5,009

\*Estimated from one week of statistics

**Library Event Statistics:**

Evening Book Club:	12
Farmers Market Booth Visits:	47
Heart of the Valley Poetry Reads:	79
National Night Out Event:	90
Family Fun Fest:	250
Storytimes:	33
Goat Storytime (video):	2,347
Lit Night's & Children's Movie:	11
Informative Social Media Post Engagements :	321
Recreational Social Media Post Engagements: (Facebook and Instagram)	1,020
To-Go Crafts:	425
(In library, Family Fun Fest, National Night Out):	
To-Go STEAM kits:	50
Unboxing Video Engagements:	893



GOAT STORYTIME

# PARKS, RECREATION, AND FORESTRY DEPARTMENT

## JULY HIGHLIGHTS

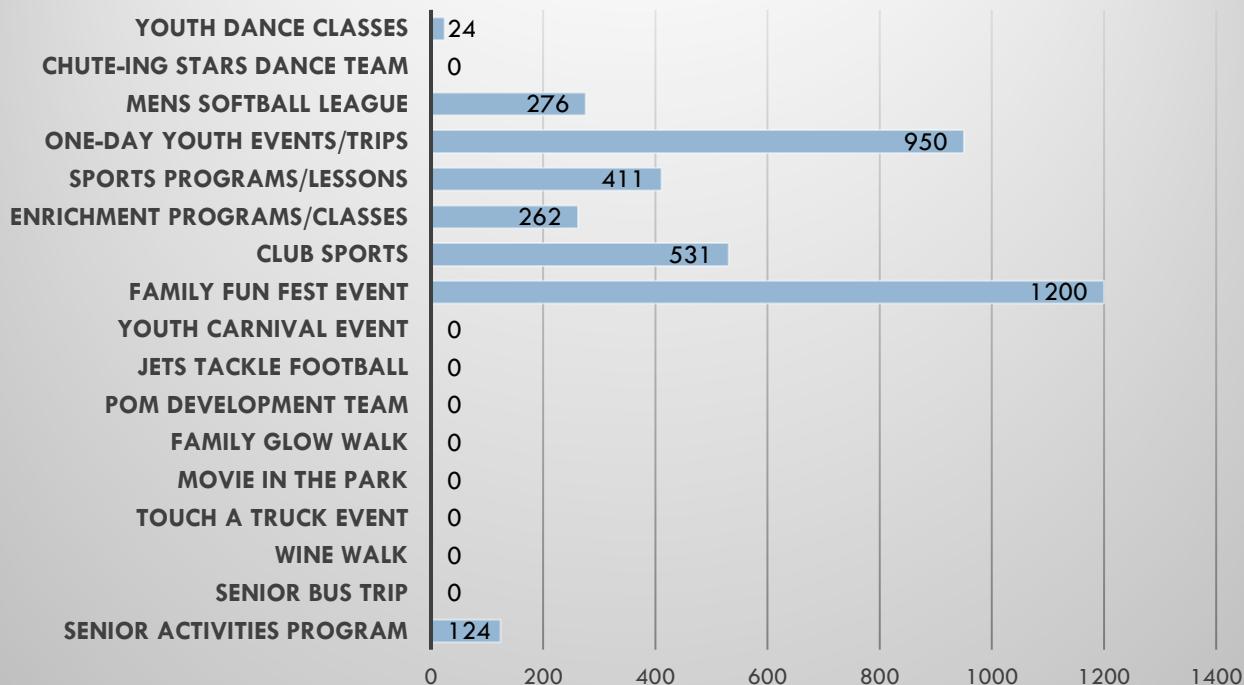
- Installed trail counters on NFHC Bridge and Mill Street.
- Installed concrete bag toss game at Van Lieshout and prepped for grass.
- Continued to mulch around trees and flower beds at Van Lieshout and Legion Parks.
- Cleared invasive vegetation and ash trees in Heesakker Park.
- Installed tracking pad for berm project at Heesakker Park sledding hill.
- Cleared vegetation along Island Park shoreline.
- Started Kayak/Canoe launch construction.
- Continue installation of memorial benches.
- Security Cameras were installed at Heesakker, Legion, and Van Lieshout Parks.
- Fixed irrigation system at Van Lieshout Park.
- Prep work for weekly rec programs (staff scheduling, supplies, activities, snacks).
- Prep work for Family Fun Fest on July 27 & Youth Carnival on August 11.
- Finalized fall/winter program book, sent to print, mailed to LC residents third week of July.
- Built upcoming fall/winter programs into registration software program (registration began 8/2).
- Prep work for jets football program (final contracts, coach background checks, equipment needs, player physical forms completion review, baseline impact testing, etc.).
- Held Dive-In Movie Night at Doyle Park Pool on Friday, July 16. Free swimming and a family movie were enjoyed by 134 people. Event was sponsored by Unison Credit Union.
- Held Family Fun Fest at Doyle Park on Tuesday, July 27. Over 1,200 people attended the event. Families enjoyed \$2 meal option, free swimming, free inflatables, free games, and music.



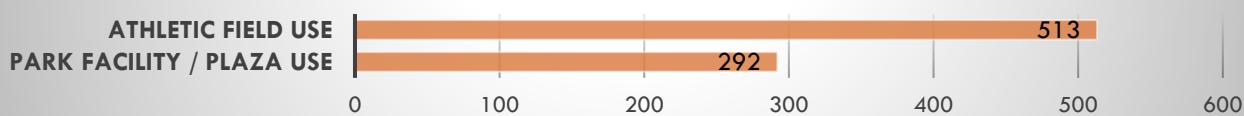
## TOP PRIORITIES FOR AUGUST

- Registration for fall/winter rec programs begins on Monday, August 2.
- Participate in National Night Out Event at Legion Park on Tuesday, August 3 (inflatables & table zone).
- Prep work for weekly programs (staff scheduling, supplies, activities, snacks for programs, etc.).
- Final prep for Youth Carnival on August 11 (games/tickets/workers, prizes, signs, concessions).
- Prepare for start of jets football – old shoulder pads inspected; equipment handout 8/9 AM; meeting with coaches & players 8/9 PM; first team practice scheduled for 8/10 PM.
- Planning for fall programs – youth flag football, youth soccer program, adult yoga, indoor archery, sitter course, wine walk, fall dance classes (equipment, staff, supplies, etc.).
- Final prep for Party on the Plaza on August 18 (staff, food needs, games, movie screen, setup, etc.)

## 2021 Year-To-Date PROGRAM PARTICIPATION



## 2021 Year-To-Date...



2021	
Attendance	8263
Daily Fees	\$ 19,327.00
Season Passes Sold	\$ 4,037.50
Swim Lessons Sold	\$ 27,605.00
Concessions Afternoon	\$ 8,999.20
Concessions Evening	\$ 1,442.25
Other	\$ 3,722.50
<b>TOTAL</b>	<b>\$ 65,133.45</b>

# PUBLIC WORKS DEPARTMENT

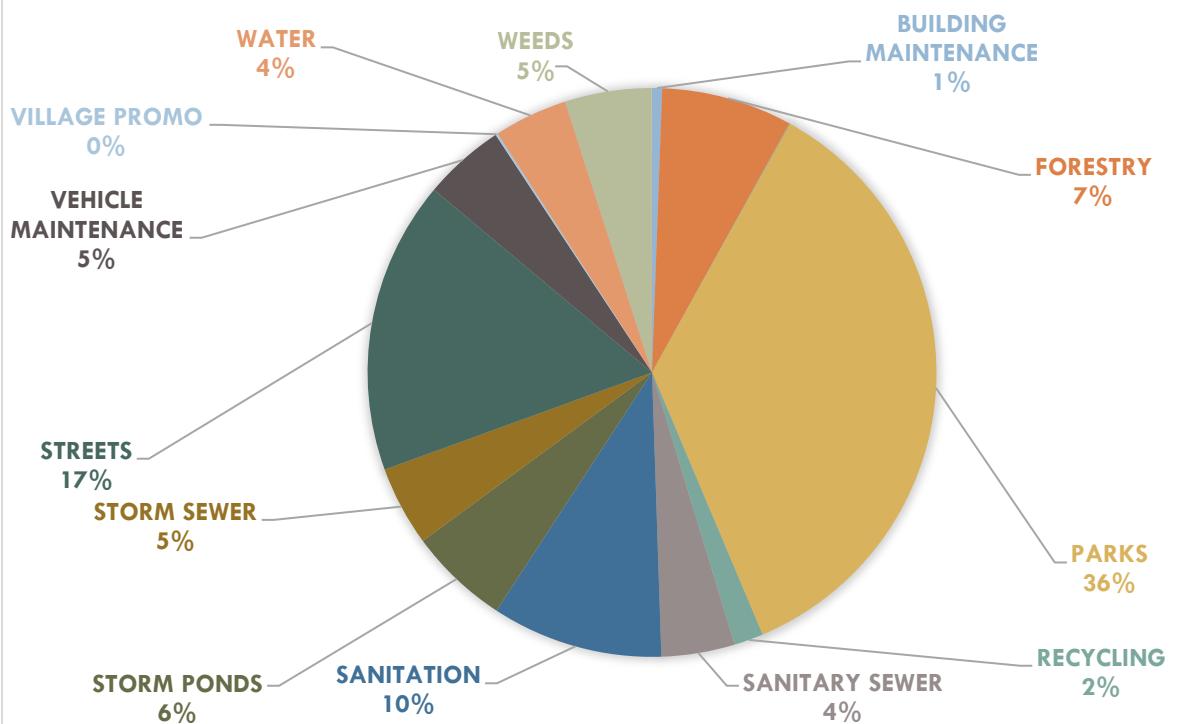
## JULY HIGHLIGHTS

- Continued to monitor TDS fiber installation.
- Employees maintained and read laser meters in sanitary sewer system.
- Consultant work continued the Geographical Information System (GIS) data conversion.
- Employees searched, found, and repaired infiltration in the sanitary sewer collection system.
- Pressure jetting of the Village's sanitary sewer system continues.
- Repaired potholes on Village streets and downtown crosswalks.
- Started collecting; road PASER ratings, sidewalk replacement info, and chip sealing info.
- Removed invasive vegetation at storm water pond prairies.
- Removed and repaired road patches and associated curb & gutter.
- Performed storm water inlet repairs.
- Repaired refuse and recycle polycarts.
- Installed Downtown banners.
- Repaired/rebuilt storm water collection system inlets.

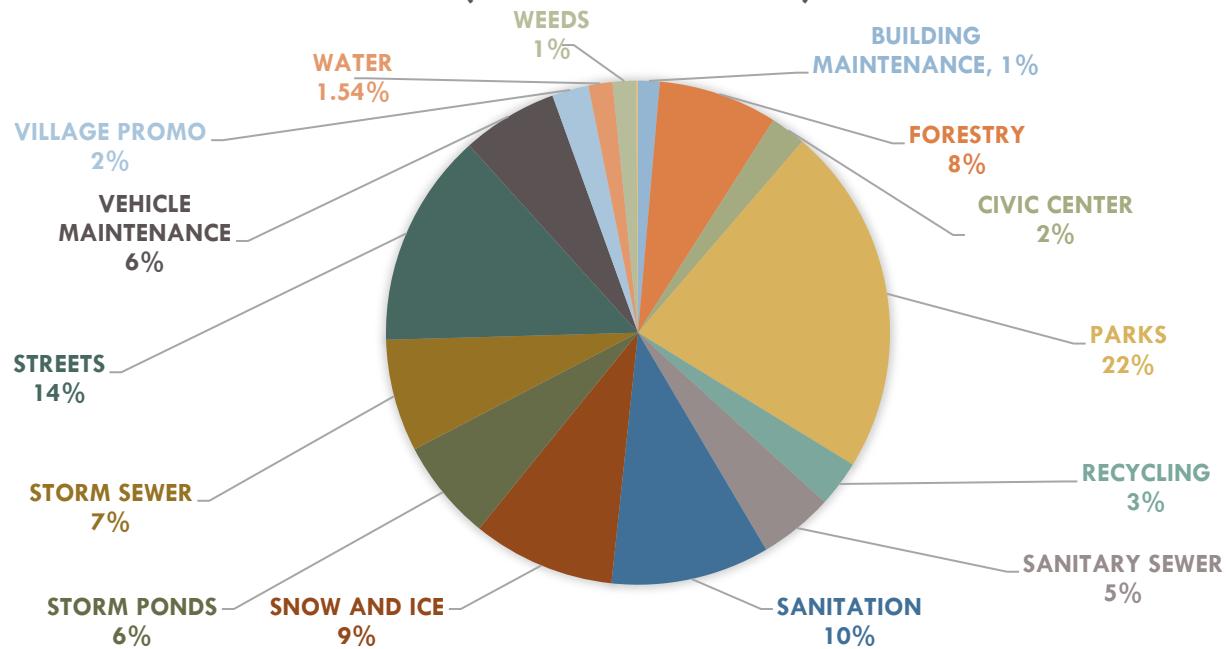
## TOP PRIORITIES FOR AUGUST

- Monitor and work on both TDS and ATT fiber optic projects.
- Monitor erosion control and storm water permits.
- Monitor laser meter in sanitary sewer collection system.
- Find I&I in the sanitary collection system and repair sanitary sewer leaks (Infiltration).
- Finish road PASER ratings and sidewalk replacement info.
- Fahrner Asphalt Sealers to chip seal Roosevelt (Bechwood – Coolidge), Beechwood (Cedar – Roosevelt), Coolidge (Taylor – Harding).
- Robert E Lee & Associates to provide Geographical Information System (GIS) training session for Village Hall employees.
- Perform Major Outfall testing in storm water system.
- Paint striping on roads and parking lots.
- Evaluate sanitary manholes upstream of HOVMSD meter station #2
- Purchase budgeted sewer camera.

## JULY 2021 DEPARTMENT OF PUBLIC WORKS & PARKS DEPARTMENT HOURS WORKED (FULL & PART-TIME)



## YEAR TO DATE DPW & PARKS DEPT. HOURS WORKED (FULL & PART-TIME)



# ENGINEERING DEPARTMENT

## JULY HIGHLIGHTS

In the month of July, the following utilities were installed with removals identified below in red.

July 2021 Utility Installation and Abandonments			
<b>Evergreen Drive - Vandenbroek Rd. to Freedom Rd. (CTH "N")</b>			
SANITARY SEWER	Installed	Abandoned/Removed	
12" PVC Sanitary Main	L.F.	4.0	
Reconstruct 4' Dia. Standard San. Sewer MH	E.A.	1.0	
STORM SEWER	Installed	Abandoned/Removed	
15" RCP Storm Sewer Main	L.F.	80.7	
24" RCP Storm Sewer Main	L.F.	740.0	160.0
30" RCP Storm Sewer Main	L.F.	293.7	128.0
42" RCP Storm Sewer Main	L.F.	81.5	
48" RCP Storm Sewer Main	L.F.	59.0	
54" RCP Storm Sewer Main	L.F.	50.0	
Storm Sewer - Inlet/Catch Basin	E.A.	25.0	1.0
5-Ft Dia. Standard Storm Sewer Inlet MH	E.A.	5.0	
4-Ft Dia. Standard Storm Sewer MH	E.A.	5.0	
5-Ft Dia. Standard Storm Sewer MH	E.A.	5.0	
8-Ft Dia. Standard Storm Sewer MH	E.A.	3.0	
WATER MAIN			
No Water Main Installation in July			
July 2021 Utility Installation and Abandonments			
<b>Hartzheim Drive - Buchanan Rd. to 1,400 Feet West</b>			
SANITARY SEWER	Installed	Abandoned/Removed	
6" PVC San. Sewer Lateral (10 New Laterals)	L.F.	363.0	
12" PVC Sanitary Main	L.F.	983.5	
4' Dia. Standard Sanitary Sewer MH	E.A.	3.0	
STORM SEWER	Installed	Abandoned/Removed	
6" PVC Water Main	L.F.	32.5	
12" PVC Water Main	L.F.	888.0	55.0
6" Water Valve and Valve Box	E.A.	3.0	1.0
12" Water Valve and Valve Box	E.A.	4.0	1.0
1-1/4" Poly Water Services	E.A.	16.0	5.0
New Fire Hydrant Installation	E.A.	2.0	1.0
STORM SEWER			
No Storm Sewer Installation in July			

**Downtown Hotel Storm Sewer & Lyle Street Storm Sewer**

Crosswalk at Main Street and Madison Street to be completed with Madison St. closure.

**Evergreen Drive Utilities (Freedom Road to Vandenbroek Road)**

Agropur laterals will be completed with power pole relocation. Superior Sewer and Water, Inc. were on-site to level grade and provide additional stone at Spirit Court on 8-10-2021.

**Evergreen Drive Paving (Freedom Road to Vandenbroek Road)**

A pre-construction meeting was held on Wednesday, August 4. The Contractor has provided a schedule to begin work on August 31.

**Hartzheim Drive Urbanization with Utility and Pavement Extension**

Sanitary sewer and water main facility improvements are complete with storm sewer to be installed in the Month of August. It is expected that all utility work will be complete by August 23. A pre-construction meeting will be scheduled the week of August 16 for concrete paving.

**North Ave (CTH OO) Sanitary Sewer Replacement Project**

A pre-construction meeting was held on Wednesday, July 28. The Contractor will tentatively begin work on Monday, August 16.

**Vandenbroek Pond** – The Storm Water Management Plan and NOI were submitted to the WDNR for review on July 30. The project is going out to bid on August 11 with the bid opening scheduled for Tuesday, August 31 at 2:00 PM. The scheduled date for the house relocation is October 4 with a construction start date of October 11.

**Pheasant Run Storm Sewer** – Village Engineering Staff are in the process of contacting the current landowners to obtain the necessary easements and provide Village Engineering Staff permission to enter their property to obtain survey information.

## TOP PRIORITIES FOR AUGUST

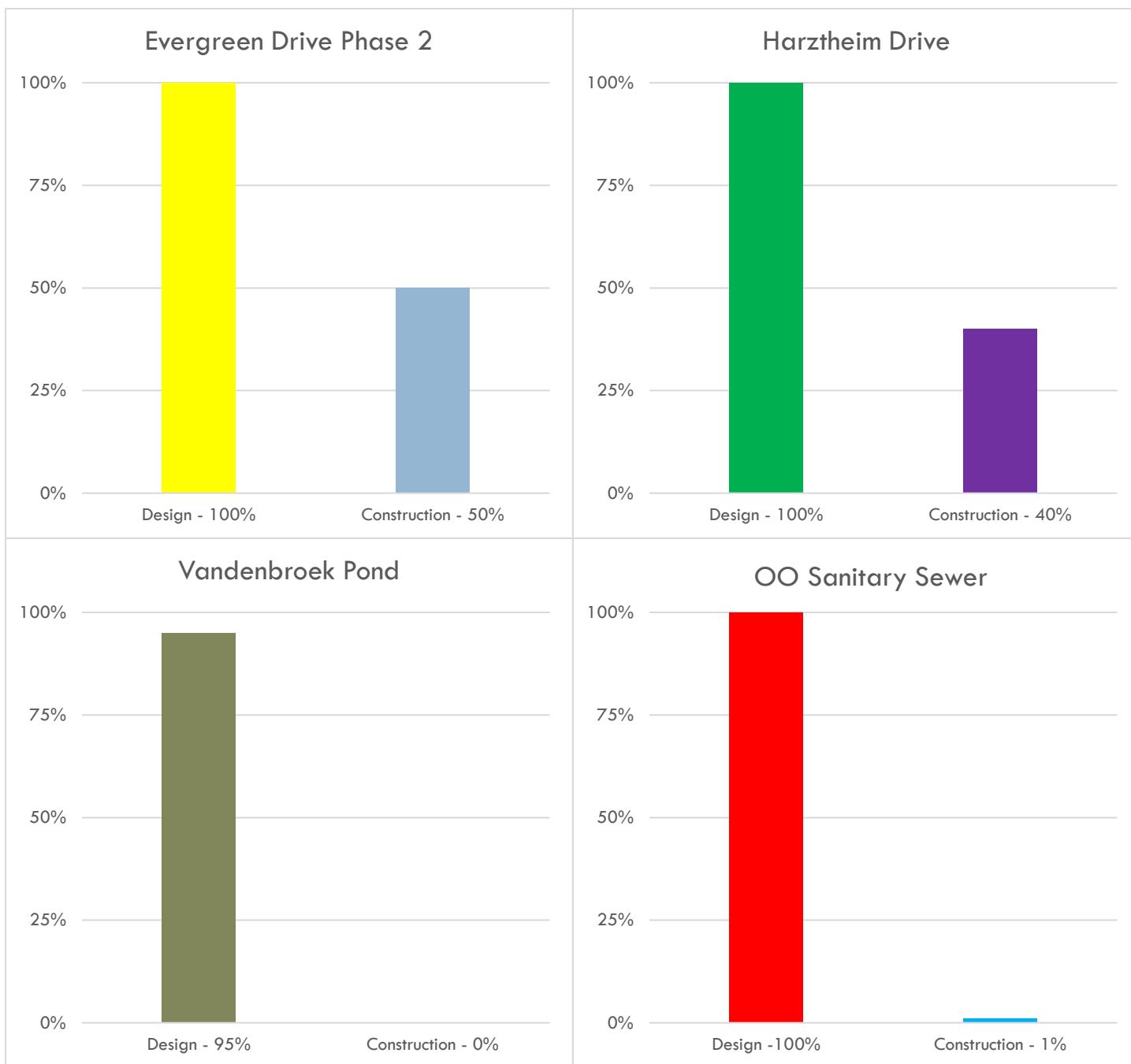
Engineering staff's main priority for the month of August is to have paving operations started for our summer projects.

**Pine Street Parking Lot** – A preliminary pavement and lighting layout has been developed to discuss cost options with Kaukauna Utilities. This meeting is currently scheduled for Thursday August 12. Pavement finishing options will be discussed with a local contractor regarding price options. Grading and utility design is continuing for this project and will be followed with the preparation of a Storm Water Management Plan.

**Madison Street Median Installation** – Coordinate and inspect the quiet zone median installation to assure federal requirements are achieved. This is an Outagamie County Highway Department project that the Village of Little Chute is partnering with to prevent reconstruction of the newly installed asphalt pavement in 2022.

**Freedom Road and Evergreen Drive Signalization** – This is an ongoing project; coordination is required to install traffic signals and pedestrian crosswalk at Allegiance Court. This is an Outagamie County Highway Department project that the Village of Little Chute is partnering with.

**Main Street (bypass and turning lane extensions)** – Initial field work is currently underway with base mapping to follow in September.



# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 8/24/2021 (mm dd yyyy) ending: 6/30/2022 (mm dd yyyy)

To the Governing Body of the:  Village of Little Chute  
 Town of \_\_\_\_\_  
 City of \_\_\_\_\_

County of Ottagamie Aldermanic Dist. No. \_\_\_\_\_  
 (If required by ordinance)

Check one:  Individual  Limited Liability Company  
 Partnership  Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number	
<u>456-1030783615-04</u>	
FEIN Number	
<u>87-1826825</u>	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$ <u>300</u>
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>25</u>
<b>TOTAL FEE</b>	<b>\$ <u>425.00</u></b>

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

TBD The Corner Hive

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name <u>Jonathan Streich</u>	(First) <u>Jonathan</u>	(Middle Name) <u>Clarence</u>	Home Address (Street, City or Post Office, & Zip Code) <u>2500 E College Ave Appleton 54915</u>
Vice President / Member Last Name <u>Mills</u>	(First) <u>Michelle</u>	(Middle Name) <u>Amber</u>	Home Address (Street, City or Post Office, & Zip Code) <u>703 E Main St. Little Chute 54140</u>
Secretary / Member Last Name <u>Mills</u>	(First) <u>Vanessa</u>	(Middle Name) <u>Ann</u>	Home Address (Street, City or Post Office, & Zip Code) <u>N2120 Buchanan Rd Kaukauna 54130</u>
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name TBD The Corner Hive Business Phone Number 608-574-7089

2. Address of Premises 132 E Main St Post Office & Zip Code 54140

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Old M's building, there is a walk in fridge in the basement with dry storage  
2 doors on the main floor, one entrance on the depot st and the other main  
There is a main bar top and bar back that will have liquor contained.

Outside patio

4. Legal description (omit if street address is given above):

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? .....  Yes  No

(b) If yes, under what name was license issued? M's, or M&Ms Bar

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** .....  Yes  No

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7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? .....  Yes  No  
**If yes, explain.**

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8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** .....  Yes  No

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9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 06/20/21 of registration.

(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** .....  Yes  No

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(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.**

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10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] .....  Yes  No

11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] .....  Yes  No

12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? .....  Yes  No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) Streich, Jonathan C	Title/Member Manager	Date 06/18/21	
Signature <i>Jonathan Streich</i>	Phone Number 6085747089	Email Address jon.streich@gmail.com	

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

# STATE OF WISCONSIN AFFIDAVIT OF PUBLICATION

August 11, 2021	WNAXLP
VILLAGE OF LITTLE CHUTE OUTAGAMIE COUNTY	
Legal Notice	
NOTICE IS HEREBY GIVEN that the following new Liquor License application is on file in the office of the Village Clerk for the licensing period of August 24, 2021 to June 30, 2022. Said application will be presented to the Board of Trustees for approval at their Regular Board meeting on August 18, 2021.	
<b>CLASS "B" FERMENTED MALT BEVERAGE LICENSE &amp; "CLASS B" LIQUOR LICENSE</b>	
The Corner Hive 132 E. Main St., Little Chute Agent: Jonathan Streich	The Corner Hive 132 E. Main St. Little Chute

Selie Penney

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

8-11-21

SIGNED

Selie Penney

DATED

8-13-21

CB

Notary Public, State of Wisconsin

My Commission Expires

4/25/2023

# of Lines 17

# of Weeks Published 1

Publication Fee \$ 18.67

Proof of Publication \$ 1

Total \$ 19.67

CHAD BREWER  
Notary Public  
State of Wisconsin

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

**ITEM DESCRIPTION: Lyle Street 2021 Budget Amendment**

**PREPARED BY: Chris Murawski, Village Engineer and Lisa Remiker-DeWall, Finance Director**

**REPORT DATE: August 6, 2021**

**ADMINISTRATOR'S REVIEW/COMMENTS:**

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

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

**EXPLANATION:**

A budget adjustment is necessary for the final contract payment to Advance Construction for the joint projects of the Downtown Storm (TID 8) and Lyle Street (Stormwater Utility). When the contract was awarded in November 2020, the overall award was within total budget of these two projects; however, the actual allocation *between* funds was not reconciled at that time. The allocation to Stormwater should have been \$232,848 vs the \$109,800 that was initially approved. See attached.

**STORMWATER UTILITY**

Lyle Street Storm Project	\$+123,048
Stormwater Net Position	\$-123,048

The positive variance for TID 8 was reallocated to the Pine Street TID 8 Project at the May 19, 2021, Village Board meeting in the amount of \$220,000.

**RECOMMENDATION: Please approve the 2021 Budget Adjustment to correct the funding allocation for the Lyle Street Project.**

Village of Little Chute  
Engineering Department

**REQUEST FOR BOARD'S CONSIDERATION**

ITEM DESCRIPTION:	Award of 2020 Downtown Storm Sewer Extension	
REPORT PREPARED BY:	Christopher L. Murawski, P.E.	
REPORT DATE:	November 6, 2020	
ADMINISTRATOR'S REVIEW / COMMENTS:	<p>No additional comments to this report _____</p> <p>See additional comments attached _____</p>	
EXPLANATION:	<p>On November 5, 2020 bids were opened for the 2020 Downtown Storm Sewer Extension Project. This storm sewer will serve additional properties in the downtown area and more specifically for the private hotel site currently under construction.</p> <p>Seven bids were received for this project ranging in cost from \$321,463.20 to \$483,776.98. The low bid was submitted by Advance Construction, Inc. from Green Bay, WI in the amount of \$321,463.20 for the contract base bid. The estimated cost for this project was \$524,000 for construction and \$78,600 for design, inspection and construction administration.</p> <p>Alternate bids were received for Lyle Street Storm Sewer Improvements. This project was initiated to replace storm pipe that has been identified to be causing backup issues for residents. The alternate bids for this work ranged from \$212,990.60 to \$288,832.05. Advanced Construction, Inc., from Green Bay, WI submitted the second lowest bid for this work in the amount of \$232,847.20. The estimated amount for this work by the Village Engineering Department was \$300,000 but is not included in the Village's CIP or borrowed debt amount. An additional \$24,000 is expected to be required for design, inspection and construction administration.</p> <p>Contractor Selection is based on the low base bid (Downtown Storm) and if the alternate bid is selected, the combined low bid (Downtown Storm and Lyle Street) will be awarded for this contract. Advanced Construction, Inc. has submitted the low base bid and the combined low bid in the amount of \$321,463.20 and \$554,310.40 (combined) respectively. This contractor appears to be a responsible and qualified contractor to perform the specified work.</p> <p>If selecting only the downtown storm sewer project with a 10% construction contingency the construction amount of \$353,609.52 is below the budgeted amount in the CIP of 524,000 by \$170,390.48.</p> <p>When considering both projects the additional debt for the Lyle Street Storm Sewer Project including inspection and project management with a 10 percent construction contingency is approximately \$109,800. <i>\$232,848</i></p>	

*Bid 610,000 w/ contingency ~ \$500,200*

*= 109,800*

*Total Combined*

*Total Combined  
W/out labor*

*Original  
Request  
for Storm*

**RECOMMENDATION:**

**CONTRACT AWARD AND BUDGET ADJUSTMENT**

**Lyle Street Storm Sewer Improvements – Alternate Bid**

Given that the bids were favorable when considering costs and that the Lyle Street Storm Sewer Improvements are being provided to alleviate storm sewer overflow issues. It is recommended by the Village Engineer that the additional funding of \$109,800 be provided for this contract. We are not likely to experience this type of competitive market in the near future and we should take advantage of the prices that are being provided.

**Stormwater Utility**

Lyle Street Project	<del>+\$109,800</del>	<u>5/B</u>	<del>232,848</del>
Cash Balances	<del>-\$109,800</del>		<del>232,848</del>

**2020 Downtown Storm Sewer Extension**

Approve the contract price for the submitted bid for the 2020 Downtown Storm Sewer Extension Improvements (within budget) with allowing for an additional approximate 10 percent contingency for construction. The finance construction budget is \$500,000.

Village Project No. 2020005 - Downtown Storm Sewer Extension - Pay Application No. 3 (FINAL)												
Contractor: Advance Construction, Inc. - Through Project Completion 07/15/2021												

Project	Account No.	Project	Complete to Date	Project	Account No.	Project	Complete to Date	Total Completed to Date	Retainage	Pay Estimate No. 1	Pay Estimate No. 2	Pay Estimate No. 3	Total Payments	Budget Amount	Budget Balance
Downtown	51219			Lyle St	51223			Both Streets							
Storm		2020005	\$ 348,089.25	Storm		2020005	\$ 231,225.00	\$ 579,314.25		\$ 184,347.40	\$ 151,627.67	\$ 243,339.18	\$ 579,314.25	\$ 554,310.40	\$ (25,003.85)
			<b>Total \$ 348,089.25</b>				<b>Total \$ 231,225.00</b>	<b>\$ 579,314.25</b>	<b>\$ -</b>	<b>\$ 184,347.40</b>	<b>\$ 151,627.67</b>	<b>\$ 243,339.18</b>	<b>\$ 579,314.25</b>	<b>\$ 554,310.40</b>	<b>\$ (25,003.85)</b>
			<b>Downtown - Base Bid = \$ 321,463.20</b>				<b>Lyle St - Base Bid = \$ 232,847.20</b>								

Total Contract Budget	\$ 554,310.40
Less Payment No. 1	\$ 184,347.40
Less Payment No. 2	\$ 151,627.67
Current Payment - Less Payment No.3	\$ 243,339.18
Less Retainage	\$ -
Balance to Finish	\$ (25,003.85)
Balance to Finish + Retainage =	\$ (25,003.85)

RETAINAGE RELEASED

418 51219 263  
 12,114 18  
 231,225 -  
 243,339 18  
 630 51223 263  
 DTB  
 Lyle  
 Budget 109,800  
 Need Budget Ad  
 close  
 close

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

**ITEM DESCRIPTION: 2022 Staffing Budget Requests**

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

**REPORT DATE: August 13, 2021**

**ADMINISTRATOR'S REVIEW/COMMENTS:**

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

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

**EXPLANATION:**

Per the 2022 Department Guidance for the Budget Process, if any department planned to request to add new personnel a form was to be submitted to the Village Administrator and Finance Director no later than July 30, 2021.

**RECOMMENDATION: Discussion and feedback**



# Little Chute

ESTABLISHED 1848

## Village of Little Chute 2022 Budget Request

### 2022 Department Request

#### Department Information

Department:	<u>Village Clerk</u>
Title of request/Project:	<u>Deputy Clerk</u>
Fiscal Year Impact (one time and recurring):	<u>2022</u>

Type of request:

Personnel       Equipment       Programs       Other/Discontinuation

If "other", please explain:

Fund Line Item Detail: General Fund

Amount: Salary \$7,301 Benefits \$29,324

#### Explanation of Request

Elimination of two part-time Office of the Village Clerk Administrative Specialist positions and the creation of a full-time Deputy Village Clerk position which would also provide support for the Village Administrator and manage/coordinate village communication efforts.

The Office of the Village Administrator currently consists of the Village Administrator with no assigned support staff. Presently, the Office of the Village Clerk has the following authorized positions: Village Clerk, one part-time (50 percent) Administrative Specialist and one part-time (50 percent) Administrative Specialist. Neither of the Administrative Specialists have formal training necessary to be designated as a Deputy Village Clerk.

Over the years, the activity level of the Offices of the Village Administrator and Village Clerk continues to increase. The increased activity is not only due to external factors but also internal factors.

#### Comments on projected efficiencies/savings related to this request

One significant external factor is associated with changes in state election law. It is important that training of state election law of a second staff member in addition to the Village Clerk is needed. In addition to this specialized training, the changes to state election laws have also increased the amount of responsibility and activity associated with voting: increased voter interest and resulting increase in absentee balloting, related mailing of documents, maintenance of voter registration lists, extended voting periods, and subsequent training of election inspectors.

#### Projected offsets within your budget related to this request

How does this request align with the foundational organizational documents, plans or strategies? Recently, one of the Administrative Specialists has notified the Village Clerk of her planned retirement in December 2021. In lieu of recruiting a replacement Administrative Specialist, the Village Administrator and Village Clerk think that the retirement is an opportunity to combine and upgrade the two part-time positions into one full-time position to address the needs of the Village. Consistent with the Village's Strategic Plan, the increased need for coordinated and improved external communication with constituents and businesses exists. Currently, no Village employee is assigned to manage or coordinate village communication or brand messaging.

#### Other Comments

**Position Objectives:**

The Deputy Clerk provides administrative support for the Village Clerk and Village Administrator, including confidential matters. The Deputy Clerk issues operator licenses, assists in coordinating elections under the direction of the Village Clerk and performs the Village Clerk's duties in his/her absence. The Deputy Clerk is also responsible for organizing record retention, archiving Village meeting minutes, and other documents.

**Duties and Responsibilities:*****Office of Village Clerk***

- Act as the gatekeeper for the Office of the Village Clerk. Greets and directs visitors, answers telephone, takes messages for the Village Clerk; responds to general inquiries and complaints or directs callers to appropriate personnel; provides general administrative assistance, processes mail, files, photocopies, composes and prepares correspondence and other documents.
- Assists Village Clerk with all aspects of elections including: testing voting equipment, scheduling and training election inspectors, election set up, maintaining voter records in the Wisvote; assists residents with voter registration and absentee voting, and other post-election duties. Assists Village Clerk in reconciling election figures/documents on election night.
- Attends conferences, district meeting and the Clerk's Institute and obtain/maintain clerk certification.
- Attends training in WisVote, as needed, and stays current with all election laws.
- Prepares, assembles, distributes, and posts Village Board meeting packets and minutes; posts agendas and minutes on the Village website and calendar and all official posting locations.
- Archives and preserves Village records in accordance with the Village's record retention policy.
- Gathers signatures on legal documents for distribution and retention.
- Maintains multiple calendars for reserving the use of the Civic Center and Community Hall.
- Assists in creating, recreating, and proof-reading ordinances and resolutions.
- Assists in maintaining the Municipal Code of Ordinances for the Village.
- Processes certified mailings for public hearings and follow-up correspondence.
- Assists in administering oaths of office.
- Monitors office equipment, orders office supplies, forms, and related materials.
- Performs Village Clerk duties in the absence of the Village Clerk.

### ***Office of the Village Administrator***

- Act as the gatekeeper for the Office of the Village Administrator. Greets and directs visitors, answers telephone, takes messages for the Village Administrator; responds to general inquiries and complaints or directs callers to appropriate personnel; provides general administrative assistance, processes mail, files, photocopies, composes and prepares correspondence and other documents.
- Maintains the Village Administrator's calendar by setting appointments and making reservations; schedules meetings and other communications as requested.
- Deals with confidential and time sensitive issues.
- Coordinates special events including grand openings, tours, and luncheons.
- Monitors office equipment, orders office supplies, forms, and related materials.
- Assists the Village Administrator with miscellaneous projects as assigned.
- Attends Village Board meetings and other meetings as assigned to transcribe minutes in the absence of the Village Clerk.

### **Communication Specialist**

- Serves as the editor and designer of the quarterly public newsletter for the Office of the Village Clerk, Public Works Department and Parks, Recreation and Forestry Department. Maintains mailing list and manages postage costs.
- Manages and creates social media posting for the Village, including Facebook, Twitter and Instagram, coordinates with other departments to create schedule and content.
- Manages Village website, updates content, links and creation of pages as needed.
- Provides social media metrics, including website analytics and performance on various social media outlets.
- Works with Finance Director to create and distribute a yearly Popular Annual Financial Report, involves taking raw data and creating charts, graphs and graphics showing Village's financial information in a simple and easy to read format.
- Creates, updates, and maintains forms, pamphlets, and brochures for various village departments.
- Obtains, analyzes, and assembles information for special projects and does research as required.
- Assists with setup, review, and distribution of the monthly report.

### **Additional Duties and Responsibilities**

- Assist other departments with other related functions and duties as assigned or requested.
- Frequent interaction with the public and employees throughout the organization.
- Other Village Clerk and Village Administrator duties as assigned.



# Little Chute

ESTABLISHED 1848

## Village of Little Chute 2022 Budget Request

### 2022 Department Request

#### Department Information

Department:	<u>Finance</u>
Title of request/Project:	<u>Deputy Director of Finance with Human Resource Emphasis</u>
Fiscal Year Impact (one time and recurring):	<u>2022 and forward</u>
Type of request:	

Personnel       Equipment       Programs       Other/Discontinuation

If "other", please explain:

Fund Line-Item Detail: General Fund \$33,600, Sewer \$17,280, Water \$16,320, and Storm \$28,800 Potential offset for American Rescue Act eligible administrative allowance and/or potential to use Court Clerk/Judge area adjacent to Finance

Amount: 2/1/2022 Start for Salary \$55,623, Benefits \$32,687, Computer/Desktop/Work items \$7,690

#### Explanation of Request

Dedicated Human Resource Staff: Early in 2021, several meetings were held to kick off the update to the Strategic Plan (initially prepared for 2015-2019). Organization wide, Human Resources was identified as a high need by departments. Specific areas the Village can benefit from improved focus of effort include new employee recruitment and orientation strategies, workers compensation, unemployment claims, standard format for job descriptions including a process to keep current, succession planning, performance evaluation assistance/developing employee work plans, employment forms upgrade, best practices to communicate our total compensation package, personnel policy manual revamp, lean/continuous improvement initiatives, and compliance with regulations (especially evident as navigated the pandemic). Currently this role is completed between the Village Administrator, Finance Director and Payroll Clerk with no clear delineation of responsibilities. This often results in inefficiencies that put further pressure on these staff members who are already struggling to keep up with day to day demands.

Financial service level deficiencies to address: Payroll automation, Accounts Payable ACH payment to vendors and centralization of electronic payment options (implement an on-site kiosk that allows in person payment option by debit/credit card for customers who prefer convenience despite the transaction fee passed on). The 2020 Management Letter and audit presentation to the Village Board by Kerber Rose emphasized the need for the Village to continue to hire technical accounting personnel as needed in the future, due to the significant growth related to Village infrastructure and developments. Excessive workloads impact employee health that can lead to time away from work or turnover. This only increases further the pressure for the rest of the team to meet targets with one less pair of hands. A positive work culture and opportunity for growth lie at the core of decreasing attrition rates.

American Rescue Act: Non-entitlement communities will be required to submit project and expenditure reports annually along with reporting to the State of recovery plan performance reports. The grants will be subject to Single Audit Requirements. Interim guidance states that if a recipient does not have a Negotiated Indirect Cost Rates Agreement established with a federal agency the recipient may elect to use the de minimis rate of 10% of the modified total direct costs pursuant to Single Audit regulation 2 CFR 200.414(f).

### **Comments on projected efficiencies/savings related to this request**

A focus on human resource development is crucial to organization success. Human capital is the most important asset of the organization. Without positive and creative contributions from people, organizations can not prosper and progress. Turnover is costly, as experienced here at the Village. Our high growth mode is placing large strains on employees. The Village is at a critical point where if focus is not provided, a rapid spiral could occur. The pendulum of perception can change rapidly. One year into the pandemic, employers are just now understanding its long-term effects. Employees are placing more value on protection, safety, preparedness, and their own well-being. Employers need to evolve their benefit approach to meet the changing needs of employees, build employee resilience and support worker well-being. Successful employers are helping employees manage work and life balance evolving needs.

The Village continues work on implementing sound internal controls to prevent, or detect and correct, misstatements in the financial statements related to fraud risk and other significant risks (violation of laws or governmental regulations, related party transactions, controls related to significant management estimates, controls that mitigate incentives/pressures on employees throughout the organization to falsify or inappropriately manage financial results).

The need for improved controls is evidenced by the amount of prior period adjustments uncovered when issuing recent financial statements (2018 noted over \$11 million and 2019 over \$8 million). A specific example of exposure was uncovering material assets that were not insured while at the same time unnecessarily incurring costs covering assets that were no longer in service. Lack of staff time to adequately manage this responsibility contributed to this oversight.

The most recent request by Kimberly to potentially discontinue joint refuse vehicle use uncovered the agreement may not have been carried out in all aspects resulting in financial implications. Three of the refuse trucks were capitalized at only the Village of Little Chute cost vs the total cost per the agreement. Question exists on one refuse vehicle if a component cost was accurately ever billed between the two parties. There is also uncertainty if the Village ever billed for insurance costs as delineated by the agreement (could amount to well over \$20,000).

The recent multifunctional device RFP resulted in 50% savings. There are several other processes that are not documented that may result in savings. A relevant example requires investigation if ongoing monthly provider services were appropriately discontinued when the implementation of cost saving initiatives of Wiscnet, and VoIP occurred. Verification and documentation of systems is also critical for emergency response issues that may result from acts of nature, acts of terrorism or more commonly unexpected staff turnover.

### **Projected offsets within your budget related to this request**

The work hours needed at professional level have become unsustainable for one FTE in the Finance Department. The average work week over past 2.5 years has exceeded 55 hours per week over this period per time sheet records. Progressive operations often get bypassed performing in perpetual react mode amplifying risk exposures for the Village. As noted above, the cost/risk of not performing critical tasks is of concern.

### **How does this request align with the foundational organizational documents, plans or strategies?**

Aligns with Mission: *Building a sustainable community for future generations through visionary leadership* (Potential of a fourth utility; three current utilities all in need of rate study/financial long term strategic planning putting added pressure for work duties at an accountant level)

Aligns with Vision: *Expanding horizons and exceeding expectations* (Village has exceeded the statutory limitation so cannot form any new tax incremental districts. However, the Village currently has five districts four of which are in the early stages of the project expenditure period requiring expanded financial focus. The number and varying aspects of development agreements requires a technical degree of management clerical staff do not have skillset to complete. Continued infrastructure growth has put pressure of management of fixed assets – capitalization, retirement, depreciation calculations, risk management aspects. All these duties minimally need to be completed at an accountant level)

Aligns with Strategic Initiatives: *Utilize our human and financial assets to their greatest potential in the most effective and efficient manner possible* (growing workforce, increasing technical expertise needed for management of employee benefits along with expanding compliance monitoring with ever changing regulations). COVID dramatically increased demands in this area and emphasized various policies being out of date.

### **Other Comments**

Due to varying size and structures of organization, there are Finance professionals well versed in covering roles of finance, risk management, human resources, and technology services oversight (commonly structured as Administrative Services in many government structures). An applicant pool will exist in the marketplace to fit and complement the existing expertise while also providing succession planning.



# Little Chute

ESTABLISHED 1848

## Village of Little Chute 2022 Budget Request

### 2022 Department Request

#### Department Information

Department:	<u>Fox Valley Metro Police</u>			
Title of request/Project:	<u>Patrol Staffing</u> <u>Approximately \$91,119 for first year wages and benefits and \$2,105 in recruitment, testing, and uniform costs. Subsequent years' increases would be based on contractual labor agreements and any COLA adjustments.</u>			
Fiscal Year Impact (one time and recurring):				
<hr/>				
Type of request:	<input checked="" type="checkbox"/> Personnel <input type="checkbox"/> Equipment <input type="checkbox"/> Programs <input type="checkbox"/> Other/Discontinuation			
If "other", please explain: Joint cost share with Kimberly 37.79% Kimberly, 62.21% Little Chute				
Fund Line-Item Detail:	Salary	\$55,116	Benefits	\$36,003
	Clothing Allowance	\$1,380	Testing	\$ 725

#### Explanation of Request

The villages of Little Chute and Kimberly have growing populations. Little Chute has also experienced a growth in business/industry. While the villages have experienced this intentional growth, the police department has not grown or increased its operational capacity.

The patrol division is the backbone of the department. Its primary mission is to respond to calls for service on a 24/7 basis. Its secondary mission is to proactively patrol both villages to detect problems and violations and deter undesirable/criminal activity.

Based on the growth of both villages (current and projected) and the volume and types of calls for service, I believe the department needs to add staffing to the patrol division to effectively carry our primary and secondary missions.

I have attached a detailed report explaining the situation and the reasoning for our request.

#### Comments on projected efficiencies/savings related to this request

By increasing our patrol staffing, we will first and foremost, be in a better position to respond to the public's calls for service and help. When patrol officers are not available to respond, the public must wait for our assistance. Depending on the type or nature of the call, this causes serious safety issues. Having adequate staffing to serve the community not only increases our safety, but it also helps to increase the overall quality of

life in the community.

Adequate patrol staffing will also reduce the need to reassign officers to other shifts or call-in officers on their off time. Staff needs downtime and time away from work to rest, recreate and be with family, friends, etc. Bumping officers from shift to shift or having them work on their days off interrupts their sleep and rest cycles. Prolonged shift bumping can lead to fatigue, burnout, and health issues.

Increasing regular staffing levels will reduce overtime expenditures that have been used to have officers work off-shift to cover patrol staffing shortages.

Projected offsets within your budget related to this request

How does this request align with the foundational organizational documents, plans or strategies?

Since our primary mission is to respond to calls for service, we need staff to do the work. While the department has implemented several technology systems and has other support staff, the patrol division is the backbone of our agency. We are a law enforcement agency and therefore, we need sworn law enforcement officers to investigate incidents and if applicable, take the appropriate level of enforcement action.

Other Comments

**FUNDING FORMULAS FOR INTERMUNICIPAL AGREEMENTS**  
**JOINT SERVICES**

(POPULATION/EQUALIZED VALUE FORMULA)

BUDGET YEAR	FACTOR YEAR	KIMBERLY			LITTLE CHUTE			SUM TOTAL				
		POPULATION	EQUALIZED VALUE	TOTAL	POPULATION	EQUALIZED VALUE	TOTAL					
	1987	5,828	39.33%	130,925	41.85%	40.59%	8,990	60.67%	181,944	58.15%	59.41%	100.00%
	1988	5,771	38.96%	136,892	41.30%	40.13%	9,041	61.04%	194,595	58.70%	59.87%	100.00%
	1989	5,775	38.42%	154,892	43.46%	40.94%	9,256	61.58%	201,499	56.54%	59.06%	100.00%
	1990	5,774	38.20%	159,410	42.05%	40.12%	9,342	61.80%	219,671	57.95%	59.88%	100.00%
	1991	5,406	36.62%	169,629	42.09%	39.36%	9,357	63.38%	233,363	57.91%	60.64%	100.00%
	1992	5,508	36.80%	182,378	42.66%	39.73%	9,458	63.20%	245,180	57.34%	60.27%	100.00%
			<b>BEGIN JOINT DEPARTMENTS</b>									
1994	1993	5,580	36.43%	205,565	42.91%	39.67%	9,737	63.57%	273,486	57.09%	60.33%	100.00%
1995	1994	5,619	36.39%	221,878	42.18%	39.29%	9,820	63.61%	304,152	57.82%	60.71%	100.00%
1996	1995	5,656	35.76%	217,962	39.18%	37.47%	10,160	64.24%	338,349	60.82%	62.53%	100.00%
1997	1996	5,705	35.72%	254,682	41.30%	38.51%	10,266	64.28%	362,055	58.70%	61.49%	100.00%
1998	1997	5,768	35.75%	267,847	41.67%	38.71%	10,368	64.25%	374,939	58.33%	61.29%	100.00%
1999	1998	5,817	35.79%	283,208	41.30%	38.54%	10,436	64.21%	402,536	58.70%	61.46%	100.00%
2000	1999	5,853	35.80%	294,574	41.02%	38.41%	10,496	64.20%	423,589	58.98%	61.59%	100.00%
2001	2000	6,034	36.31%	312,850	41.36%	38.84%	10,583	63.69%	443,490	58.64%	61.16%	100.00%
2002	2001	6,146	36.86%	335,296	41.55%	39.21%	10,526	63.14%	471,639	58.45%	60.79%	100.00%
2003	2002	6,245	36.88%	359,328	41.55%	39.21%	10,690	63.12%	505,440	58.45%	60.79%	100.00%
2004	2003	6,292	36.94%	382,944	41.45%	39.20%	10,741	63.06%	540,858	58.55%	60.80%	100.00%
2005	2004	6,362	37.12%	406,162	41.33%	39.23%	10,775	62.88%	576,463	58.67%	60.77%	100.00%
2006	2005	6,360	37.01%	425,732	41.37%	39.19%	10,823	62.99%	603,327	58.63%	60.81%	100.00%
2007	2006	6,414	36.93%	436,944	40.50%	38.71%	10,955	63.07%	641,877	59.50%	61.29%	100.00%
2008	2007	6,444	37.02%	441,417	40.05%	38.53%	10,965	62.98%	660,771	59.95%	61.47%	100.00%
2009	2008	6,451	36.89%	455,817	39.79%	38.34%	11,035	63.11%	689,879	60.21%	61.66%	100.00%
2010	2009	6,453	36.89%	455,947	39.63%	38.26%	11,040	63.11%	694,646	60.37%	61.74%	100.00%
2011	2010	6,509	37.13%	472,528	40.71%	38.92%	11,020	62.87%	688,108	59.29%	61.08%	100.00%
			<b>UPDATED POPULATION FACTORS</b>									
2011	2010	<b>6,468</b>	<b>38.23%</b>	<b>472,528</b>	<b>40.71%</b>	<b>39.47%</b>	<b>10,449</b>	<b>61.77%</b>	<b>688,108</b>	<b>59.29%</b>	<b>60.53%</b>	<b>100.00%</b>
2012	2011	6,515	38.39%	478,658	40.95%	39.67%	10,454	61.61%	690,335	59.05%	60.33%	100.00%
2013	2012	6,559	38.60%	447,348	40.20%	39.40%	10,432	61.40%	665,479	59.80%	60.60%	100.00%
2014	2013	6,586	38.63%	448,356,700	40.62%	39.63%	10,462	61.37%	655,348,800	59.38%	60.37%	100.00%
2015	2014	6,620	38.58%	456,335,200	40.24%	39.41%	10,539	61.42%	677,706,100	59.76%	60.59%	100.00%
2016	2015	6,677	38.25%	466,586,100	39.84%	39.05%	10,778	61.75%	704,553,900	60.16%	60.95%	100.00%
2017	2016	6,679	37.83%	472,151,600	39.38%	38.61%	10,976	62.17%	726,771,000	60.62%	61.39%	100.00%
2018	2017	6,672	37.78%	495,368,300	39.10%	38.44%	10,987	62.22%	771,569,100	60.90%	61.56%	100.00%
2019	2018	6,686	37.55%	524,142,700	37.37%	37.46%	11,120	62.45%	878,465,300	62.63%	62.54%	100.00%
2020	2019	6,700	37.32%	561,813,100	37.11%	37.21%	11,253	62.68%	952,165,700	62.89%	62.79%	100.00%
2021	2020	7,137	37.40%	599,222,500	37.10%	37.25%	11,947	62.60%	1,015,966,200	62.90%	62.75%	100.00%
2022	2021	7,422	37.21%	679,562,800	38.36%	37.79%	12,525	62.79%	1,091,901,000	61.64%	62.21%	100.00%

**0.54%**

**-0.54%**

# Fox Valley Metro Police Department



## **Impact Analysis Report Village Growth and Patrol Staffing 2022 Budget Request**

**July 28, 2021**

Prepared by:

*Daniel M. Meister*

Chief of Police

## TABLE OF CONTENTS

Fox Valley Metro Police Department.....	1
SITUATION.....	3
DEPARTMENT BACKGROUND .....	4
ANALYSIS .....	5
Patrol Staffing and Scheduling .....	5
Patrol Functions .....	5
Patrol Staffing Issues.....	5
Calls for Service .....	6
Minimum and Ideal Coverage.....	7
STAFFING COMPARISONS .....	8
CRIME AND SAFETY.....	9
Safest Cities in Wisconsin – 2021.....	9
Ranked # 22.....	10
STAFFING CONSIDERATIONS.....	11
Department Changes .....	11
Growth and Growing Pains .....	11
Then.....	11
Now.....	12
OPERATIONAL IMPACT .....	13
FISCAL IMPACT .....	14
CONCLUSION.....	15

## SITUATION

This report addresses the current growth and future development that the villages of Little Chute and Kimberly are experiencing and how that impacts on the police department's operational capabilities.

**In the past nine years, our village populations grew by:**

**Little Chute: 15%**

**Kimberly: 5%**

Calls for service have also increased during that time period. **Our call volume has grown between 5% to 10% over that time period.**

Little Chute has seen considerable growth (both residential and commercial/industrial in the north and northwest area of the village. The village continues to see residential development in this geographical area. It is estimated that over the next three years, Little Chute will add about 600 to 1,000 new residents.

The Village of Kimberly has realized positive growth in the area of the mill site redevelopment. Current development has added about 200 new residents and when full development is realized in the next few years, that could add about another 400 residents to the village.

Yet, over the past nine years, the police department has not realized patrol staffing growth that is proportionate to the growth of the villages themselves.

In order to maintain an effective operational response capability, the police department has to have the proper type and number of resources. Staffing, more specifically patrol staffing, is not at an ideal level. The addition of sworn, patrol officers is needed to maintain minimum, if not effective levels of service to communities.

This document is intended to explain the who, what, why, when, and how of patrol staffing for the 2022 budget planning process.

## DEPARTMENT BACKGROUND

The Fox Valley Metro Police Department is a joint, multi-municipality law enforcement agency that provides municipal law enforcement services to the villages of Little Chute and Kimberly WI. It is estimated that the department serves a combined, resident population of approximately 19,000 people.

Both villages have a combined area of approximately 10 square miles. The villages also have county and state highways that pass through them. Additionally, the department is responsible for patrolling and responding to calls for service on portions of U.S. Interstate Highways 41 and 441.

The department receives close to 20,000 calls for service per year. Of that number, we respond to, investigate, and/or file reports on about 13,000 of those calls. That amounts to an average of about 35 call responses per day.

The department is staffed with 26, sworn personnel who have arrest/enforcement powers.

- 16 of those sworn positions are assigned to the patrol division.
- Three are assigned to the Little Chute and Kimberly School districts.
- Two are assigned as investigators (detectives).
- The remaining five are supervisory/management positions.

Additionally, the department is staffed by the following, support positions:

- Three clerical/administrative (2 full-time, one part-time)
- Three Community Service Officers (CSO's)
- 11 adult school crossing guards



## ANALYSIS

### **Patrol Staffing and Scheduling**

The department is staffed with patrol officers 24 hours a day - everyday. Our patrol operations never cease (we are never closed to the public).

The department typically staffs three, main patrol shifts each day. Preferred staffing levels for patrol are three officers – one assigned to each village and a “floater” unit. Scheduling would require a minimum of nine officers to be scheduled everyday then (three officers x three shifts).

Our busier times of the day are generally between the hours of 10:00AM to 10:00PM. This is a twelve-hour period that overlaps all three shifts. Whereas most other village departments are only open to the public for and only staff a typical 8-hour shift, we experience peak calls for service for about half a day (12 of 24 hours).

Support staff

Administration typically works a Monday through Friday, daytime hours, when our lobby is open to the public for routine business.

There are two exceptions to this:

- The three patrol supervisors (lieutenants) are each assigned to one of the three patrol shifts.
- The CSO's are also scheduled to work during the peak, patrol shift hours.

### **Patrol Functions**

The department conducts patrol operations in two ways.

Reactive call response – we respond to calls for service when they received.

Proactive Patrol – we proactively patrol the villages to identify potential problems, detect violations of the law and to deter criminal and undesirable behavior.

When staffing levels are lower than desired and/or when call volume increases, proactive patrol operations cease.

### **Patrol Staffing Issues**

When staffing levels are low, the department attempts to remedy that situation in one or more of the following ways:

- Move or “bump” patrol officers from their assigned shift to the shift that has deficient staffing.
- Call in additional officers on overtime.

Both remedies also have contractual obligations that are defined in the current labor agreement.

“Bumping” is not desirable since it tends to disrupt the officer’s sleep patterns and personal life.

Overtime call-in is also not desirable since it also disrupts officer’s time off and it has a significant, budgetary impact.

The better remedy is to ensure that we have adequate staffing levels to fill all shifts and have a buffer in case of sick calls, injuries, vacations, and heavy call volumes.

## Calls for Service

Most calls for service require an actual, physical response from a patrol officer(s). History and data have shown us that the types of calls we are responding to are becoming more complex in nature. Many require a multi-officer response and also require hours of follow-up investigation. For safety reasons, many calls also require more than one officer to respond. This fact puts a strain on staffing levels.

Examples:

Traffic crash – requires an officer(s) to direct traffic and other officers to investigate and/or render aid.

Domestic disturbance calls – Require a minimum of two officers to separate the involved parties, secure and stabilize the scene, interview victims, suspect and other witnesses. If an arrest is made, one officer to transport which can take a few hours to book into the jail and complete reports.

Mental health/welfare calls – Require minimum two officers to stabilize the scene and conduct a proper investigation. Transport and reports to be done in the case of a behavioral hold detention.

Cybercrimes – require an officer and investigator. Hours of follow up to be conducted.

The above calls are common and as you can see, require at least two officers to respond and stay on that call for a few hours. If staffing for that shift is at three officers, both villages will go with only one officer for a few hours. If minimum staffing for that particular day and shift is only two officers, then there will not be any additional patrol officers to respond while they are investigating the current call for service. Incoming calls for service will be pending and stacked in the dispatch call queue.

Patrol lieutenants can and do take calls for service when needed. They often back up the patrol officers at higher priority calls. With only one lieutenant per shift, it has been estimated that all patrol shifts have only about 48 percent of supervisory coverage.

## Minimum and Ideal Coverage

Current protocol states that minimum coverage for patrol staff should be three officers per shift. Some day shift schedules only have two officers working.

We are a multi-village agency but if you break down staff per village (as if they each had their own police department) minimum staffing levels would be as follows:

Little Chute: minimum of two patrol officers per shift.

Kimberly: Minimum of one patrol officer per shift.

These numbers are based on individual populations, area, and call volume.

Considering not only call volumes, but the types of calls, staffing levels would be higher.

When we patrol as a joint department covering two villages, we usually have one officer assigned to each village and a “floater” officer. The “floater” officer serves as a backup officer and conducts proactive patrol. The “floater” officer also “floats” to either village when a call for service requires more than one patrol officer to respond.

So, ideal (not minimum) staffing requires at least one officer to respond to calls and another officer to assist, patrol or take other calls when the primary officer is busy on another assignment. Using that formula or foundation and looking at each village, ideal or effective patrol staffing would be as follows:

Little Chute: minimum of three patrol officers per shift.

Kimberly: Minimum of two patrol officer per shift.

When looking at this from a joint village standpoint, one could argue that we need five officers per shift. However, when working jointly and combining staffing resources, I believe that one patrol officer could be removed from the formula. In that case, the ideal patrol staffing for both villages would be four officers per shift. One assigned to Kimberly, two assigned to Little Chute, and a “floater” for both villages. This is unattainable with our current staffing levels.

## STAFFING COMPARISONS

When compared with State of Wisconsin averages, Metro is 1.6 officers below the state average of number of sworn officers per capita.

When compared with national averages, Metro is 2.3 officers below the national average of number of sworn officers per capita.

If you split or average these numbers (state and federal) then Metro would be 1.95 officers below the per capita average.

These numbers are based on an estimated, joint village population of 19,000 residents.

A check of area departments and departments with similar populations in the State would indicate that we are below staffing levels.

Municipality	Population est.	Total Sworn Personnel
Fox Crossing, WI.	19K	28
Onalaska, WI.	19K	28
Menasha, WI.	19K	31
Germantown, WI.	19K	31
Pleasant Prairie, WI.	19K	35
Marshfield, WI.	19K	35
Wis. Rapids, WI.	19K	37

## CRIME AND SAFETY

Our primary mission of enforcing the law and keeping the people safe is heavily dependent on our patrol operations. The patrol officers are our first line of defense against criminal activity and violence.

Proactive patrol efforts play a significant part of reducing crime and enhancing safety. The Fox Valley area and our villages in particular are deemed a desirable area to live and work in...

### Safest Cities in Wisconsin – 2021

*Cedarburg, a modestly sized community of 11.5K, is Wisconsin's safest city. The city, located around 20 miles north of Milwaukee, logged a mere 3 violent crimes in 2018, which adds up to a violent crime rate of 0.26 per 1K.*

*Next on the list is the Fox Valley Metropolitan area, which comprises a number of small communities based along the Fox River. With a violent crime rate of 0.73 per 1K, and a property crime rate of 3.73 per 1K, Fox Valley metro residents can be well assured of their safety.*

WI	City	Population	Violent crime	Property crime	Law enforcement employees	Total crimes	Crime rate per 1,000	Violent crimes per 1,000	Property crimes per 1,000
1	Cedarburg	11,469	3	54	26	57	4.97	0.26	4.71
2	Fox Valley Metro	22,006	16	82	28	98	4.45	0.73	3.73

Source: <https://www.alarms.org/safest-cities-in-wisconsin/>



**Ranked # 22**

Source: <https://backgroundchecks.org/safest-cities-in-wisconsin.html>

## **The Top 10 Safest Cities in Wisconsin**

**# 10**

**82% Below National Crime Rate...**

In the northeastern portion of Wisconsin, several cities, towns and villages along the Fox River are collectively known as the Fox Cities, including the cities of [Appleton](#), [Kaukauna](#) and [Menasha](#). This urban/suburban area is just a hop, skip and a jump from Green Bay. The Fox Cities also includes the Fox Valley Metro area that encompasses the villages of Kimberly and Little Chute. Crime statistics for the Fox Valley Metro area have been on a downward trend for years, making it an increasingly popular place to live.

Source: <https://www.newhomesource.com/learn/safest-cities-wisconsin/>

Because our villages are desirable and safe, people are gravitating to this area to live, work and recreate. The basis for this report clearly supports that fact.

Those accolades do not come without a cost though. Our villages do a fantastic job of proving a high quality of public services to the people in the community. But those services require people – people who do the work.

While Metro Police is just one department that makes up an incredible team of municipal services, we are perhaps the largest. Staffing three shifts of law enforcement personnel that are on-duty 24/7 requires human resources. And it is the human resource costs are often the highest in any municipal budget. Wages and benefits comprise a significant amount of expenditures. Metro personnel comprise 85% of our department's total operating budget.

While we have increasingly come to rely on technology to make our work more efficient and safer, it is still people – a patrol officer, that often has to physically respond to a call for service.

## STAFFING CONSIDERATIONS

Most departments would certainly enjoy having more staff so that we can do more. However, the question of staffing comes down to doing more of what we *want* to do or being able to do more of what we *need* to do. Regarding Metro, I believe it is a case of both. We need to be able to keep up with the levels of calls for service. Simultaneously, we also need to be proactive to reduce potential, unwanted activity, and new calls for service.

If we fall behind in our call response, crime will increase, and public safety will suffer. If we are not adequately proactive, crime can also increase – thereby reducing overall public safety. **An unsafe community results in a diminished quality of life status. Development is reduced – if not halted, people and businesses move out – revenues decline, and service costs go up. As a public safety agency, we see part of our mission is to prevent that from happening.**

### Department Changes

The addition of the K-9 unit in the fall of 2021 will eventually have an impact on our operations.

From a positive standpoint, the K-9 will assist patrol in detecting illegal/dangerous drugs, tracking lost persons, and apprehending dangerous persons. The K-9 is a force-multiplier that will enhance our public safety mission.

Because it is a specialty position within the department and has unique applications aside from general patrol operations, it would be our goal to keep the K-9 unit as free as possible from being tied up on routine calls for service. By adding this specialty position without adding an actual, additional position within the department, we are taking away from some of the patrol staffing.

### Growth and Growing Pains

Economic development and growth are often a welcome and exciting part of any community's history. New jobs and new residents mean new opportunities. They also mean new challenges.

For a public safety agency, one challenge is to be able to keep up with the increasing calls for service that often come with growth and development.

Certain businesses and facilities tend to generate certain types of calls for service. The same applies to residential development.

### Then...

In the past nine years, our village populations grew by:

Little Chute: 15%

Kimberly: 5%

Calls for service have also increased during that time period. Our call volume has grown between 5% to 10% over that time period.

**Now...**

The planned growth and residential development for Little Chute will add to our calls for service. Since we are a joint, police department, we also have to consider any developments in the Village of Kimberly. Both villages are currently experiencing residential development and growth. The most recent census numbers will confirm that. The residential development in the northwest area of Little Chute has generated an increase in calls for service over the past three years. The mill site development in Kimberly has not had the same impact – yet.

With the information provided by both administrators of the villages we serve, it is anticipated that our combined population will increase by about 1,800 to 2,000 residents over the next few years. That is just over a 10% increase in the overall population.

In order to keep up with call demand and still remain highly proactive, the department's staffing will need to grow with the village's development and population.

If we take an average of a 10% call increase each year and an anticipated 10% increase in population, then I would think it fair to say that we would need to increase our staffing by 5% to 10% as well.

A 5% increase in sworn staffing would equate to 1.3 additional officers.

A 10% increase in sworn staffing would equate to 2.6 additional officers.

The median of those two numbers would equate to 1.95 new officers.

Additional CSO hours/positions could reduce that number by a very small amount. This is because CSO's are very limited to the types of calls they can respond to.

Increased calls for service can affect the numbers of arrests, citations and reports that are generated by the patrol officers. Patrol generated activity will increase commensurably with an increase in calls for service and proactive patrol operations. It can also increase the phone calls to the department and walk-in traffic at the department. I would anticipate within three to five years that the department will need to increase its clerical/administrative staffing from 2.5 positions to 3 positions.

## OPERATIONAL IMPACT

Administrator Fenlon has requested that all department heads respond to the following questions...

Q: How would this growth benefit the services your department provides?

- More people living in our village(s) means more opportunities for us to build more positive relationships.
- Potentially a larger recruitment base for department employees.
- Education and outreach opportunities.
- Community collaboration and partnerships.
- More calls for service would add to the professional experience of our staff.
- Increased tax base/revenue (non-TID) may provide for increased funding for dept. objectives.

Q: How would this growth impact the services your department provides?

- Increased calls for service require increased staffing levels.
- More streets require more patrol time allotment.
- More streets require more parking and traffic enforcement.
- More streets & intersections may add to traffic crash incidents.
- Increased mileage, fuel, and maintenance costs to dept. fleet.
- More residential home vacation checks requests.
- More requests for community programs, neighborhood crime prevention activities.
- Increased patrol response times since geographical area of coverage is expanding.
- Increased student population may require additional school resource officer staffing.
- More residences may increase burglar and fire alarm calls.
- More residences may increase medical response calls. (We regularly assist EMS & Fire Dept.)
- More residences may increase property code violations and complaints.

## FISCAL IMPACT

Personnel costs comprise the largest portion of the department's budget. Wages and benefits make up roughly 85% of our total budget. But it is after all, people that get the work done.

Adding personnel to the department will have a significant cost impact. The cost to add a sworn patrol officer position in 2022 includes:

- Base wages
- Paid benefits
- Hiring costs

Since this would be an entry level, represented position, wages and benefits are fixed and contractual.

The amount of \$91,119 is based on the scenario that we would hire a new officer at pay step 2 and within the 2022 calendar year, they would progress to step 4 of the contractual pay scale. This amount assumes the new employee would take the health insurance option at the *family* rate – not at a single rate. Should the employee opt out or only take single coverage, the cost would decrease by \$14,350 - \$21,000.

Second and subsequent year's costs would increase based on the labor agreement and any COLA provisions.

Recruitment, testing and hiring costs are estimated to be about \$2,105. This includes uniform and equipment issue per the labor agreement.

## CONCLUSION

It is my opinion that the department is currently understaffed by one (1) patrol officer position. This is based on the following:

- Comparisons with state and national officer per capita data.
- Comparison with area and other police dept's in the state with same/similar populations.
- Call response volumes and call types.
- Time spent on calls for service.
- Shift shortages and shift "bumping" issues.

With the anticipated growth of Little Chute and Kimberly over the next few years, the department will need one (1) additional officer position to keep up with call response and proactive patrol operations.

In order to mitigate the challenges that come with increased community growth and development, I recommend that staffing increases would occur as follows:

2022: Add one, new, full-time patrol officer position.

2023: Add one, new, full-time patrol officer position.

2024/2025: Increase clerical from 2.5 to 3 positions.

\*\*\*\*\*



# Little Chute

ESTABLISHED 1848

## Village of Little Chute 2022 Budget Request

### 2022 Department Request

#### Department Information

Department:	<u>Library</u>
Title of request/Project:	<u>Additional Staffing</u>
Fiscal Year Impact (one time and recurring):	<u>2022</u>

Type of request:

Personnel       Equipment       Programs       Other/Discontinuation

If "other", please explain:

Fund Line-Item Detail: Library Fund – will be tax levy impact  
as 73% of funding for Library is tax funded with no  
additional revenue known at this time

Amount: Salary \$31,754 and Benefits \$4,380

#### Explanation of Request

Department of Public Instruction (DPI), which governs library standards, advises .7 - 1 FTE per 1,000  
community members. The 2021 library staffing budget allowed for 6 FTE. The last reported village population was 11,484, which, following DPI standards and the size of our community, indicates that the library should be staffed with 8-11 FTE. The proposed additional funding for library staffing will increase the library staff to 7.18 FTE and add one staff member onto WRS.

Comments on projected efficiencies/savings related to this request

The hiring of additional staff will increase the library's ability to meet customer service needs and increase community programming given a recent increase in library foot traffic. Little Chute library would also be moving closer to the DPI staffing recommendations for public libraries.

Projected offsets within your budget related to this request

Additional staffing will allow for quicker processing of library materials, making library items more accessible to library patrons. This will decrease material backlogs and increase the amount of use the library gets out of each individual item, increasing each item's overall value.

How does this request align with the foundational organizational documents, plans or strategies?

Additional FTE hours will enable the library to further provide the community with high quality, customer focused library services.

The library will be adding hours to one staff member which will allow for more time to troubleshoot technology in the library, increase technology programing, and keep high quality library cataloging records. The increased hours for these tasks build upon and fully utilize staff strengths and expertise. Additionally, increased hours make an additional employee WRS eligible. Providing the staff member with increased hours and WRS

increases retention of highly skilled and trained employees. The addition of one staff member being included in WRS will be offset over the years by the retirement of a longstanding employee currently on WRS.

In addition to building upon an already held position, the library would like to add an additional library technician and student assistant. Adding an additional library technician will decrease the stress on the library staff when accommodating for sick leave and vacation. Currently, the library is understaffed and taking full time staff away from their duties to meet the front desk customer service needs of the library when scheduled staff are on vacation or sick. Adding a library technician will aid the library in focusing on high quality customer service, allow full time staff to prioritize their primary duties, and eliminate staffing gaps in the library's business hours.

Increased FTE will also accommodate adding additional hours for Student Assistants. Student Assistants are the unsung heroes of keeping the library neat and organized. The library is currently open six days a week and has a Student Assistant for three of those days. Student Assistants are a vital part of getting the books that are being returned to the library back on the shelves and available for the next community member to borrow. Student Assistants also keep the shelves organized, another vital part of keeping the library running smoothly.

Other Comments