



## AMENDED AGENDA

### REGULAR BOARD MEETING

PLACE: Little Chute Village Hall  
DATE: Wednesday, February 16, 2022  
TIME: 6:00 p.m.

**Virtually attend the February 16th Regular Board meeting at 6 PM by following the zoom link here:**

Join Zoom Meeting

<https://us06web.zoom.us/j/85625838341>

Meeting ID: 856 2583 8341

Dial by your location

+1 312 626 6799 US (Chicago)

#### REGULAR ORDER OF BUSINESS

- A. Invocation
- B. Pledge of Allegiance to the Flag
- C. Roll call of Trustees
- D. Roll call of Officers and Department Heads
- E. Public Appearance for Items Not on the Agenda
- F. 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 February 2, 2022
  - 2. Disbursement List
- G. Other Informational Items—January Monthly Fire Report and January Report
- H. Action—Ash Tree Removal Contractor Approval
- I. Discussion/Action—Little Chute Area School District Shared Use Agreement
- J. Action—Jets Façade Loan
- K. Action—Microsoft License Pricing
- L. Action—Approve Amended Resolution 11, Series 2021 for New Lateral Rates for Hartzeim Drive

- M. Department and Officers Progress Reports
- N. Call for Unfinished Business
- O. Items for Future Agenda
- P. Closed Session:  
19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Economic Development*
- 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: February 15, 2022

## **MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 2, 2022**

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

### **Pledge Allegiance to the Flag**

President Vanden Berg led members in the reciting of the Pledge of Allegiance.

### **Roll call of Trustees**

PRESENT: Michael Vanden Berg, President  
Larry Van Lankvelt, Trustee  
Don Van Deurzen, Trustee  
Brian Van Lankveldt, Trustee  
John Elrick, Trustee

EXCUSED: James Hietpas, Trustee  
Bill Peerenboom, Trustee

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

PRESENT: Beau Bernhoft, Administrator  
Kent Taylor, Director of Public Works  
Lisa Remiker-DeWall, Finance Director  
John McDonald, Dir. Of Parks, Rec and Forestry  
Laurie Decker, Village Clerk  
Chris Murawski, Village Engineer  
Dan Meister, Fox Valley Metro Police Chief  
Katherine Freund, LC Library Director  
Tyler Claringbole, Village Attorney

EXCUSED: Dave Kittel, Community Development Director

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

None

### **Consent Agenda**

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

1. Minutes of the Regular Board Meeting of January 19, 2022
2. Disbursement List

Ayes 5, Nays 0 – Motion Carried

### **Presentation—Comprehensive Outdoor Recreation Plan**

Mr. John Kneer with the Rettler Corporation presented a final draft of the Comprehensive Outdoor Recreation Plan is also intended to guide the Village in continuing to meet the open space and recreation needs of its citizens over the next five years.

### **Discussion/Action— Comprehensive Outdoor Recreation Plan**

*Moved by Trustee Elrick, seconded by Trustee L. Van Lankvelt to approve the Comprehensive Outdoor Recreation Plan as presented.*

Ayes 5, Nays 0 – Motion Carried

**Action—Library Board Appointment of Youth Board Member Miss Allison Judd**

*Moved by Trustee L. Van Lankvelt, seconded by Trustee to Appoint Miss Allison Judd as the Youth Board Member to the Little Chute Library Board*

Ayes 5, Nays 0 – Motion Carried

**Action—Approval of \$2,300 donation from Fox Communities Credit Union**

The department has received a \$2,300 donation from Fox Communities Credit Union for a kayak storage rack. Funds will go towards the purchase of kayaks, paddles, safety equipment, and materials to build apparatus.

*Moved by Trustee B. Van Lankveldt, seconded by Trustee Elrick to accept the \$2,300 donation from Fox Communities Credit Union.*

Ayes 5, Nays 0 – Motion Carried

**Roll Call Vote**

Brian Van Lankveldt	Aye
Don Van Deurzen	Aye
Michael Vanden Berg	Aye
Larry Van Lankvelt	Aye
John Elrick	Aye

**Discussion/Action—Fox Communities Credit Union Memorandum of Understanding for Kayak Launch**

Staff has worked with Fox Communities Credit Union to create a Memorandum of Understanding to accept donation funds for a kayak storage rack unit. The MOU attached describes FCCU's contributions towards the storage rack. FCCU will be providing funds to purchase kayaks, paddles, lifejackets, and unit hardware. Park Planning Committee has unanimously approved the MOU with FCCU.

*Moved by Trustee Elrick, seconded by Trustee B. Van Lankvelt to Approve the Fox Cities Credit Union Memorandum of Understanding for Kayak Launch*

Ayes 5, Nays 0 – Motion Carried

**Discussion/Action—Kayak WI Memorandum of Understanding**

Staff has worked with Kayak, WI to offer kayak renting services at the Kayak Launch in Heesakker Park on Sanitorium Road. Currently Kayak WI renting services are held at Mueller Park in the Town of Wrightstown and Sunset Park in Kimberly WI. The Memorandum of Understanding outlines all terms and conditions. Kayak WI will provide a web portal for bookings, security camera, Bluetooth locks and security cameras, equipment tote for lifejackets and paddles, signage, customer service to customers. Park Planning Committee has unanimously approved the MOU with Kayak WI. Trustee Elrick asked if the cameras and blue tooth locks will need power. Director McDonald stated that it is all solar powered. Trustee B. Van Lankveldt inquired about the rental cost. The cost is \$25 for 2 hours for single and \$35 for 2 hours for a two person kayak.

*Moved by Trustee Elrick, seconded by Trustee B. Van Lankvelt to Approve Kayak WI Memorandum of Understanding as presented.*

Ayes 5, Nays 0 – Motion Carried

**Discussion/Action—Police School Liaison Officer Contribution Agreement**

Administrator Bernhoft stated that FVMPD and the LCASD have worked together on the Police School Liaison Officer (PSLO) Contribution Agreement which documents the fiscal cooperation for a Police School Liaison Officer. The agreement indicates how the officer is funded and when funds need to be sent. Both entities have had their legal representatives review as well. The agreement included below outlines both parties' responsibilities and does not change or alter how this has been done in the past. We are going to be working together on a separate protocols and procedures agreement to clarify operations and expectations for future PSL Officers. As of this meeting, the School Board has reviewed the document and will plan to act on it at their next meeting. Due to FVMPD being a joint department, the Village of Kimberly will need to authorize this as well and will need to do the same for a similar agreement with the Kimberly School District.

*Moved by Trustee B. Van Lankvelt, seconded by Trustee L. Van Lankvelt to Approve the Police School Liaison Officer Contribution Agreement as presented.*

Ayes 5, Nays 0 – Motion Carried

**Department and Officers Progress Reports**

Departments and Officers supplied progress reports to the Board

**Call for Unfinished Business**

None

**Items for Future Agenda**

None

**Closed Session:**

19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. *Review of Legal Matter*

*Moved by Trustee Elrick, seconded by Trustee L. Van Lankvelt to Enter into closed session at 6:45 p.m.*

Ayes 5, Nays 0 – Motion Carried

**Return to Open Session**

*Moved by Trustee L. Van Lankvelt seconded by Trustee Elrick to Exit closed session at 7:15 p.m.*

Ayes 5, Nays 0 – Motion Carried

**Adjournment**

*Moved by Trustee Van Deurzen, seconded by Trustee Elrick to Adjourn the Regular Board Meeting at 7:16 p.m.*

Ayes 5, Nays 0 – Motion Carried

**VILLAGE OF LITTLE CHUTE**

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

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

## **DISBURSEMENT LIST February 16, 2022**

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Payroll & Payroll Liabilities - February 3, 2022	<b>\$241,032.82</b>
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Prepaid Invoices - February 3, 2022	<b>\$36,374.08</b>
Prepaid Invoices - February 11, 2022	<b>\$2,971,774.67</b>
Prepaid Invoices -	

Utility Commission- February 15, 2022	<b>\$258,405.35</b>
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### **CURRENT ITEMS**

Bills List - February 16, 2022	<b>\$108,011.11</b>
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<b>Total Payroll, Prepaid &amp; Invoices</b>	<b>\$3,615,598.03</b>
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The above payments are recommended for approval:

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

\_\_\_\_\_

Approved February 16, 2022

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

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

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2021 TAX REFUNDS (5313)							
260017400	Invoi	2021 TAX REFUND	127.04	Open	Non	01/22	803-21215
260129708	Invoi	2021 TAX REFUND	3,338.44	Open	Non	01/22	803-21215
260220500	Invoi	2021 TAX REFUND	306.00	Open	Non	01/22	803-21215
260240900	Invoi	2021 TAX REFUND	124.98	Open	Non	01/22	803-21215
Total 2021 TAX REFUNDS (5313):			3,896.46				
AMPLITEL TECHNOLOGIES (4637)							
19044	Invoi	MONTHLY MANAGED SERVICES & MONTHLY BAC	3,055.00	Open	Non	02/22	404-57190-204
19044	Invoi	ANTIVIRUS, OFFICE 365, EXCHANGE ONLINE, DU	1,462.50	Open	Non	02/22	404-57190-208
Total AMPLITEL TECHNOLOGIES (4637):			4,517.50				
AT & T (5080)							
287294953059 02/2	Invoi	DEC/JAN SERVICE	275.00	Open	Non	02/22	101-52200-203
Total AT & T (5080):			275.00				
DAMAGE PREVENTION SERVICES (4068)							
3704	Invoi	JANUARY LOCATES	91.50	Open	Non	01/22	101-53300-209
3704	Invoi	JANUARY LOCATES	873.00	Open	Non	01/22	610-53612-209
3704	Invoi	JANUARY LOCATES	1,326.75	Open	Non	01/22	620-53644-209
3704	Invoi	JANUARY LOCATES	859.75	Open	Non	01/22	630-53442-209
Total DAMAGE PREVENTION SERVICES (4068):			3,151.00				
HEART OF THE VALLEY CHAMBER (996)							
17650	Invoi	MEMBERSHIP INVESTMENT-2/1/22-1/31/2023	320.00	Open	Non	01/22	101-56700-208
Total HEART OF THE VALLEY CHAMBER (996):			320.00				
HERRLING CLARK LAW FIRM LTD (208)							
4Q/21 132-01M	Invoi	TRAFFIC MATTERS	3,941.00	Open	Atto	13/21	101-51110-262
Total HERRLING CLARK LAW FIRM LTD (208):			3,941.00				
MCMAHON ASSOCIATES INC (276)							
925443	Invoi	NORTH SIDE STORM SEWER INTERCEPTOR	2,202.90	Open	Non	13/21	416-51216-261
Total MCMAHON ASSOCIATES INC (276):			2,202.90				
OTIS ELEVATOR (293)							
CVA17121001	Invoi	CLEAN PIT/CHANGE HYDRAULIC OIL/REPLACE P	7,875.00	Open	Non	01/22	207-52120-245
Total OTIS ELEVATOR (293):			7,875.00				
OUTAGAMIE COUNTY TREASURER (486)							
DECEMBER 2021	Invoi	DECEMBER COURT FINES	400.00	Open	Non	13/21	101-35101
JANUARY 2022	Invoi	JANUARY COURT FINES	455.97	Open	Non	01/22	101-35101
Total OUTAGAMIE COUNTY TREASURER (486):			855.97				
P.J. KORTENS AND COMPANY INC (4846)							
10023430	Invoi	SERVICE AT PUMP HOUSE 2	309.00	Open	Non	01/22	620-53634-255

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total P.J. KORTENS AND COMPANY INC (4846):			309.00				
STATE OF WI COURT FINES & (2374)							
DECEMBER 2021	Invoi	DECEMBER COURT FINES	1,744.52	Open	Non	13/21	101-35101
JANUARY 2022	Invoi	JANUARY COURT FINES	1,747.68	Open	Non	01/22	101-35101
Total STATE OF WI COURT FINES & (2374):			3,492.20				
TIME WARNER CABLE (89)							
01/22 83897	Invoi	JANUARY/FEBRUARY SERVICE	61.22	Open	Non	01/22	101-52200-203
Total TIME WARNER CABLE (89):			61.22				
VALLEY LIQUOR (1239)							
10071	Invoi	BEVERAGES	154.95	Open	Non	01/22	101-52200-211
10892	Invoi	BEVERAGES AND SUPPLIES	160.94	Open	Non	01/22	101-52200-211
8296	Invoi	BEVERAGES AND SUPPLIES	160.94	Open	Non	01/22	101-52200-211
Total VALLEY LIQUOR (1239):			476.83				
WATER TOWER CLEAN & COAT INC (4523)							
WT78642	Invoi	INSPECTION OF WATER TOWER AT JEFFERSON	2,500.00	Open	Non	13/21	620-53644-250
WT78642	Invoi	CLEANING & INSPECTION OF EVERGREEN RESE	2,500.00	Open	Non	13/21	620-53644-250
Total WATER TOWER CLEAN & COAT INC (4523):			5,000.00				
Grand Totals:			36,374.08				

## Report GL Period Summary

Vendor number hash: 55705  
Vendor number hash - split: 77069  
Total number of invoices: 21  
Total number of transactions: 26

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	36,374.08	36,374.08
Grand Totals:	36,374.08	36,374.08



Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2022 REFUNDS - MISCELLANEOUS (5318)							
020122	Invoi	REFUND FOR LOST/DAMAGED BOOK	7.00	Open	Non	02/22	206-55110-238
Total 2022 REFUNDS - MISCELLANEOUS (5318):			7.00				
2022 UTILITY REFUNDS (5319)							
170301006	Invoi	OVERPAYMENT-UTILITY ACCT #1-703010-06	15.86	Open	Non	02/22	001-15000
Total 2022 UTILITY REFUNDS (5319):			15.86				
AMERICAN FIDELITY ASSURANCE (4885)							
6045024	Invoi	FLEX SPENDING FEBRUARY	1,686.56	Open	Non	02/22	101-21368
D418828	Invoi	FEBRUARY BILLING	1,809.20	Open	Non	02/22	101-21367
Total AMERICAN FIDELITY ASSURANCE (4885):			3,495.76				
APPLETON AREA SCHOOL DISTRICT (868)							
020822	Invoi	FEBRUARY TAX SETTLEMENT	67,060.49	Open	Non	02/22	803-23150
Total APPLETON AREA SCHOOL DISTRICT (868):			67,060.49				
APPLETON COBBLER SHOPPE (5324)							
122121	Invoi	APPLY VELCRO TO FIRE COATS	240.00	Open	Non	13/21	101-52200-213
Total APPLETON COBBLER SHOPPE (5324):			240.00				
ASCAP (2967)							
500636518-2022	Invoi	MUSIC/ENTERTAIN LICENSE FEE 2022	391.92	Open	Non	01/22	101-55300-204
Total ASCAP (2967):			391.92				
AXON ENTERPRISE INC. (555)							
44921	Invoi	EVIDENCE.COM YEAR 5 PAYMENT	936.00	Open	Non	01/22	207-52120-204
44921	Invoi	FLEET 2 UNLIMITED 60 PLAN ANNUAL PAYMENT	2,376.00	Open	Non	01/22	207-52120-204
Total AXON ENTERPRISE INC. (555):			3,312.00				
CELLCOM (4683)							
869642	Invoi	FVMPD CELL - JANUARY	772.45	Open	Non	01/22	207-52120-203
Total CELLCOM (4683):			772.45				
FOX VALLEY TECHNICAL COLLEGE (1775)							
020822	Invoi	FEBRUARY TAX SETTLEMENT	252,872.35	Open	Non	02/22	803-23150
Total FOX VALLEY TECHNICAL COLLEGE (1775):			252,872.35				
GUNDERSON CLEANERS (2731)							
01-100768	Invoi	UNIFORM CLEANING	25.74	Open	Non	01/22	207-52120-212
01-100902	Invoi	UNIFORM CLEANING	25.74	Open	Non	01/22	207-52120-212
01-100904	Invoi	UNIFORM CLEANING	49.60	Open	Non	01/22	207-52120-212
Total GUNDERSON CLEANERS (2731):			101.08				
HALLMAN LINDSAY (2165)							
M0117403	Invoi	PICNIC TABLE PAINT	221.96	Open	Non	02/22	101-55200-218
M0117441	Invoi	TRAY LINERS & ROLLER COVERS	50.42	Open	Non	02/22	101-55200-218

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
M0117510	Invoi	PICNIC TABLE PAINT	221.96	Open	Non	02/22	101-55200-218
Total HALLMAN LINDSAY (2165):			494.34				
KAUKAUNA AREA SCHOOL DISTRICT (235)							
020822	Invoi	FEB TAX SETTLEMENT	549,249.77	Open	Non	02/22	803-23150
Total KAUKAUNA AREA SCHOOL DISTRICT (235):			549,249.77				
KLINK HYDRAULICS LLC (5005)							
20332	Invoi	PARTS TO REBUILD ARM #6	117.73	Open	Non	02/22	101-53330-225
Total KLINK HYDRAULICS LLC (5005):			117.73				
LITTLE CHUTE AREA SCHOOL DIST (265)							
020822	Invoi	FEBRUARY TAX SETTLEMENT	1,394,280.27	Open	Non	02/22	803-23150
Total LITTLE CHUTE AREA SCHOOL DIST (265):			1,394,280.27				
MARCO INC (3910)							
30903053	Invoi	MONTHLY COPIER LEASE-1493357-JANUARY 202	313.37	Open	Non	01/22	207-52120-207
Total MARCO INC (3910):			313.37				
MCCLONE (4766)							
6328	Invoi	21/22 WORKERS COMP AUDIT	114.00-	Open	Non	13/21	101-51900-230
6328	Invoi	21/22 WORKERS COMP AUDIT	38.00-	Open	Non	13/21	206-55110-230
6328	Invoi	21/22 WORKERS COMP AUDIT	23.00-	Open	Non	13/21	207-52120-230
6328	Invoi	21/22 WORKERS COMP AUDIT	10.00-	Open	Non	13/21	610-53614-230
6328	Invoi	21/22 WORKERS COMP AUDIT	10.00-	Open	Non	13/21	620-53924-230
6328	Invoi	21/22 WORKERS COMP AUDIT	7.00-	Open	Non	13/21	630-53444-230
6328	Invoi	21/22 WORKERS COMP AUDIT	689.00	Open	Non	13/21	101-51900-230
6328	Invoi	21/22 WORKERS COMP AUDIT	77.00	Open	Non	13/21	201-53620-230
6328	Invoi	21/22 WORKERS COMP AUDIT	48.00	Open	Non	13/21	204-55420-230
6328	Invoi	21/22 WORKERS COMP AUDIT	41.00	Open	Non	13/21	610-53614-230
6328	Invoi	21/22 WORKERS COMP AUDIT	118.00	Open	Non	13/21	630-53444-230
6328	Invoi	21/22 WORKERS COMP AUDIT	23.00	Open	Non	13/21	620-53924-230
6328	Invoi	21/22 WORKERS COMP AUDIT	3,102.00	Open	Non	13/21	207-52120-230
Total MCCLONE (4766):			3,896.00				
O'REILLY AUTOMOTIVE INC (1036)							
2043-307106	Invoi	DEGREASER	10.99	Open	Non	01/22	101-53330-218
2043-307107	Invoi	DEGREASER	49.99	Open	Non	01/22	101-53330-218
CM2043-310100	Invoi	RETURNED MERCHANDISE	14.24-	Open	Non	01/22	101-53330-225
Total O'REILLY AUTOMOTIVE INC (1036):			46.74				
OUTAGAMIE COUNTY TREASURER (486)							
020822	Invoi	FEBRUARY TAX SETTLEMENT	976,535.82	Open	Non	02/22	803-23150
020822	Invoi	FEBRUARY TAX SETTLEMENT-POWTS & VANDEN	3,734.60	Open	Non	02/22	803-23150
020822	Invoi	MSB CREDIT CARD COLLECTIONS	398,663.28-	Open	Non	02/22	803-21611
Total OUTAGAMIE COUNTY TREASURER (486):			581,607.14				
SIGNCOUNTRY (3870)							
16215	Invoi	VEHICLE DOOR DECALS	216.00	Open	Non	01/22	101-53330-225

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total SIGNCOUNTRY (3870):			216.00				
STREICHER'S (358)							
11546409	Invoi	UNIFORM HOLSTER	172.98	Open	Non	01/22	207-52120-212
Total STREICHER'S (358):			172.98				
THEDACARE (1983)							
JAN 2022 1210055	Invoi	JANUARY BLOOD DRAWS	255.00	Open	Med	02/22	207-52120-204
Total THEDACARE (1983):			255.00				
TIME WARNER CABLE (89)							
01/22 23749	Invoi	JANUARY/FEBRUARY SERVICE	219.99	Open	Non	02/22	207-52120-203
01/22 96253	Invoi	JANUARY/FEBRUARY SERVICE	144.59	Open	Non	01/22	207-52120-203
02/22 86460	Invoi	FEBRUARY/MARCH SERVICE	215.54	Open	Non	02/22	101-51650-203
Total TIME WARNER CABLE (89):			580.12				
VINTON CONSTRUCTION CO (29)							
2021005-2	Invoi	PYMT #3 PHASE 2-EVERGREEN DR	112,276.30	Open	Non	13/21	416-51027-263
Total VINTON CONSTRUCTION CO (29):			112,276.30				
Grand Totals:			2,971,774.67				

## Report GL Period Summary

Vendor number hash: 75549  
Vendor number hash - split: 134268  
Total number of invoices: 32  
Total number of transactions: 47

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	2,971,774.67	2,971,774.67
Grand Totals:	2,971,774.67	2,971,774.67

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
<b>AL HARDWARE COMPANY</b>				
273402-312001	CAR WASH	15.98	01/22	101-52200-218
273430-312001	PACKAGING TAPE	9.18	01/22	101-52200-218
273508-312001	AIR PLUG	5.98	01/22	101-52200-218
273683-312001	HARDWARE	2.39	01/22	101-52200-218
Total AL HARDWARE COMPANY:		33.53		
<b>AMERICAN WATER WORKS ASSOCIATION</b>				
7001990875	2022 MEMBERSHIP-TAYLOR	406.00	01/22	620-53924-208
Total AMERICAN WATER WORKS ASSOCIATION:		406.00		
<b>AMPLITEL TECHNOLOGIES</b>				
19028	EQUIPMENT DESTRUCTION	140.00	01/22	207-52120-240
Total AMPLITEL TECHNOLOGIES:		140.00		
<b>ASCENSION MEDICAL GROUP-FOX VALLEY WI</b>				
401202	PRE-EMPLOYMENT PHYSICAL & DRUG SCREEN	157.00	02/22	207-52120-225
Total ASCENSION MEDICAL GROUP-FOX VALLEY WI:		157.00		
<b>ASSOCIATED APPRAISAL CONSULTANTS</b>				
160617	PROFESSIONAL SERVICES-FEBRUARY	2,008.33	02/22	101-51530-204
Total ASSOCIATED APPRAISAL CONSULTANTS:		2,008.33		
<b>AT&amp;T LONG DISTANCE</b>				
02/22 845626857	DEC/JAN CHARGES	.71	02/22	101-51650-203
02/22 845626857	DEC/JAN CHARGES	1.02	02/22	206-55110-203
02/22 845626857	DEC/JAN CHARGES	.10	02/22	207-52120-203
02/22 845626857	DEC/JAN CHARGES	2.25	02/22	620-53924-203
Total AT&T LONG DISTANCE:		4.08		
<b>AUTOMOTIVE SUPPLY CO</b>				
60926621	PUSH BUTTON SWITCH #46	10.99	02/22	101-53330-225
Total AUTOMOTIVE SUPPLY CO:		10.99		
<b>AUTOZONE</b>				
1973593554	LIGHT BULBS	7.35	01/22	101-52200-205
1973597269	CAR WASH & WIPER BLADES	47.18	02/22	207-52120-247
Total AUTOZONE:		54.53		
<b>BARFORTH, AMANDA</b>				
012222	SECURITY DEPOSIT REFUND	50.00	01/22	208-21235
Total BARFORTH, AMANDA:		50.00		
<b>BATTERIES PLUS LLC</b>				
P48371706	SANITARY SEWER METER BATTERIES	18.12	01/22	610-53612-251

Invoice	Description	Total Cost	Period	GL Account
Total BATTERIES PLUS LLC:		18.12		
BROEREN, ALICIA				
020522	SECURITY DEPOSIT REFUND	100.00	02/22	208-21235
Total BROEREN, ALICIA:		100.00		
CELLEBRITE INC				
INVUS238292	UFED 4PC ULTIMATE SW RENEWAL	4,300.00	01/22	207-52120-204
Total CELLEBRITE INC:		4,300.00		
CITY OF APPLETON				
8660	FEBRUARY WEIGHTS & MEASURES	594.75	02/22	101-52050-204
Total CITY OF APPLETON:		594.75		
CRESCENT ELECTRIC SUPPLY CO				
S509968141.001	SUPPLIES FOR TV INSTALL AT REC CENTER	224.53	01/22	208-52900-221
Total CRESCENT ELECTRIC SUPPLY CO:		224.53		
DISCOVER PRODUCTS INC				
CS2022-01-12-006	SUBPOENA FEES	44.00	02/22	207-52120-218
Total DISCOVER PRODUCTS INC:		44.00		
DISTRICT 2, INC.				
3477	LED DOME LIGHT	226.57	01/22	101-52200-247
Total DISTRICT 2, INC.:		226.57		
EHLERS INVESTMENT PARTNERS LLC				
JANUARY 2022	JANUARY INVESTMENT MANAGEMENT	233.28	01/22	610-53614-229
JANUARY 2022	JANUARY INVESTMENT MANAGEMENT	116.64	01/22	620-53924-229
JANUARY 2022	JANUARY INVESTMENT MANAGEMENT	419.91	01/22	630-53444-229
JANUARY 2022	JANUARY INVESTMENT MANAGEMENT	174.96	01/22	300-57331-229
JANUARY 2022	JANUARY INVESTMENT MANAGEMENT	221.61	01/22	101-51780-229
Total EHLERS INVESTMENT PARTNERS LLC:		1,166.40		
FARRELL EQUIPMENT & SUPPLY CO INC				
1232692	SAFETY CONES	203.88	01/22	101-52350-218
Total FARRELL EQUIPMENT & SUPPLY CO INC:		203.88		
FIRE SERVICES PLUS LLC				
83449	RECHARGE FIRE EXTINGUISHERS	30.00	02/22	207-52120-213
Total FIRE SERVICES PLUS LLC:		30.00		
FP FINANCE PROGRAM				
31027284	AGREEMENT 003-1584121 POSTBASE VISION-PO	140.00	02/22	101-51650-226
Total FP FINANCE PROGRAM:		140.00		

Invoice	Description	Total Cost	Period	GL Account
<b>HEARTLAND BUSINESS SYSTEMS</b>				
496759-H	JANUARY BILL PRINT QNTY 3918	137.13	01/22	201-53620-206
496759-H	JANUARY BILL PRINT QNTY 3918	137.13	01/22	610-53614-206
496759-H	JANUARY BILL PRINT QNTY 3918	137.13	01/22	620-53904-206
496759-H	JANUARY BILL PRINT QNTY 3918	137.13	01/22	630-53443-206
Total HEARTLAND BUSINESS SYSTEMS:		548.52		
<b>JANSSEN, BEN</b>				
02/22 REIMBURSE	REIMBURSE FOR PHONE TRIPOD	28.47	02/22	101-52200-221
Total JANSSEN, BEN:		28.47		
<b>JET'S PIZZA</b>				
013122	PIZZAS FOR FIRE DEPT	151.70	01/22	101-52200-211
Total JET'S PIZZA:		151.70		
<b>JP GRAPHICS INC</b>				
1064861011	BUSINESS CARDS-SPRANGERS	132.00	01/22	101-51400-206
Total JP GRAPHICS INC:		132.00		
<b>KERRY'S VROOM SERVICE INC</b>				
9741	OIL & FILTER CHANGE - UNIT#84	45.15	01/22	207-52120-247
9743	REMOVE & INSTALL NEW EXHAUST - UNIT#84	898.09	01/22	207-52120-247
9745	OIL & FILTER CHANGE - UNIT#181	45.15	01/22	207-52120-247
9746	OIL & FILTER CHANGE - UNIT#89	45.15	02/22	207-52120-247
9748	OIL & FILTER CHANGE - UNIT#111	45.15	02/22	207-52120-247
Total KERRY'S VROOM SERVICE INC:		1,078.69		
<b>KOBUSSEN BUSES LTD.</b>				
59596	C-STARS BUS TO STATE JEM COMPETITION	678.00	01/22	101-55300-218
Total KOBUSSEN BUSES LTD.:		678.00		
<b>LE NOBLE, TRASK</b>				
01/21 REIMBURSE	REIMBURSE BOOKS FOR DRIVER/OPERATOR CO	37.36	01/22	101-52200-208
Total LE NOBLE, TRASK:		37.36		
<b>LEXISNEXIS RISK DATA MANAGEMENT INC</b>				
1686177-20220131	JANUARY 2022 MINIMUM COMMITMENT	106.09	01/22	101-51680-204
Total LEXISNEXIS RISK DATA MANAGEMENT INC:		106.09		
<b>LIVERMORE TECHNOLOGIES LLC</b>				
1264	DRAFTING & OSP FIELDING	2,035.00	02/22	211-50000-204
Total LIVERMORE TECHNOLOGIES LLC:		2,035.00		
<b>MADISON NATIONAL LIFE</b>				
4857	MARCH LTD	1,078.75	02/22	101-21385
4857	MARCH LIFE & ADD	465.09	02/22	101-21391

Invoice	Description	Total Cost	Period	GL Account
Total MADISON NATIONAL LIFE:		1,543.84		
MARCO INC				
30962090	1ST FLOOR COPIER @ VH	107.77	02/22	101-51650-207
30962090	2ND FLOOR COPIER @ VH	87.76	02/22	101-51650-207
30962090	3RD FLOOR COPIER @ VH	51.26	02/22	101-51650-207
30962090	COPIER @ MSB BUILDING	56.12	02/22	101-51650-207
Total MARCO INC:		302.91		
MENARDS - APPLETON EAST				
14595	CASTERS FOR UNIT IN POOL OFFICE	52.90	01/22	204-55420-218
14703	SUPPLIES FOR REC CENTER	56.99	01/22	208-52900-221
14710	SUPPLIES FOR REC CENTER	41.95	01/22	208-52900-221
Total MENARDS - APPLETON EAST:		151.84		
MGD INDUSTRIAL CORP				
201244	PARTS FOR SHOP	396.45	02/22	101-53330-218
201244	MISC PARTS FOR #46	77.61	02/22	101-53330-225
201244	PARTS FOR SMALL EQUIPMENT	5.67	02/22	101-53330-221
Total MGD INDUSTRIAL CORP:		479.73		
MORRILL, BRYNN				
2022	C-STARS TEAM HELPER	50.00	02/22	101-55300-218
Total MORRILL, BRYNN:		50.00		
MOTHER EARTH NEWS				
013122	MAGAZINE SUBSCRIPTION	17.00	01/22	206-55110-207
Total MOTHER EARTH NEWS:		17.00		
MUNICODE				
369308	ELECTRONIC UPDATE PAGES	47.33	01/22	101-51440-204
Total MUNICODE:		47.33		
NEWS PUBLISHING CO INC				
BE42369	SPRING ELECTION	124.25	01/22	101-51650-207
BE43432	EMPLOYMENT AD-DPW	225.00	02/22	101-53310-207
Total NEWS PUBLISHING CO INC:		349.25		
OGDEN, ADELE				
2022	C-STARS TEAM HELPER	50.00	02/22	101-55300-218
Total OGDEN, ADELE:		50.00		
OUTAGAMIE COUNTY TREASURER				
125348	2021 TAX BILLS POSTAGE	2,092.29	01/22	101-51650-226
Total OUTAGAMIE COUNTY TREASURER:		2,092.29		

Invoice	Description	Total Cost	Period	GL Account
<b>PREMIER LITTLE CHUTE LLC</b>				
260-441300-4	2021 DEVELOPMENT INCENTIVE	63,411.92	02/22	414-57400-265
Total PREMIER LITTLE CHUTE LLC:		63,411.92		
<b>RIESTERER &amp; SCHNELL INC</b>				
2143602	BALL BEARING #78	24.98	02/22	101-53330-225
Total RIESTERER & SCHNELL INC:		24.98		
<b>SCHMITT, AMANDA</b>				
020622	SECURITY DEPOSIT REFUND	100.00	02/22	208-21235
Total SCHMITT, AMANDA:		100.00		
<b>SLATER, PAULA</b>				
02/22 REIMBURSE	REIMBURSE CSTARTS AWARDS	89.35	02/22	101-55300-218
2022	C-STARTS COSTUME ASSISTANCE	100.00	02/22	101-55300-218
Total SLATER, PAULA:		189.35		
<b>SPLENDID CLEANING SERVICE LLC</b>				
11876	MONTHLY CLEANING-LIBRARY	1,320.00	02/22	206-55110-243
11877	MONTHLY CLEANING-MSB BUILDING	550.00	02/22	101-53310-243
11878	MONTHLY CLEANING-VILLAGE HALL	1,700.00	02/22	101-51650-243
11903	MONTHLY CLEANING-METRO	874.50	02/22	207-52120-243
11903	MONTHLY CLEANING-LCFD	220.00	02/22	101-52250-243
Total SPLENDID CLEANING SERVICE LLC:		4,664.50		
<b>STAPLES ADVANTAGE</b>				
3498043461	OFFICE SUPPLIES	67.71	01/22	207-52120-206
3498043462	FILE FOLDERS	16.49	01/22	207-52120-206
Total STAPLES ADVANTAGE:		84.20		
<b>STONERIDGE LITTLE CHUTE LLC</b>				
22055651059	PAPER TOWELS	2.65	01/22	610-53614-218
22056221252	FOOD AND BEVERAGES	110.54	02/22	101-52200-211
22081221905	FOOD	44.57	02/22	101-52200-211
23006071510	FOOD AND BEVERAGES	123.32	02/22	101-52200-211
23071881040	FOOD	280.95	02/22	101-52200-211
Total STONERIDGE LITTLE CHUTE LLC:		562.03		
<b>SUPERIOR CHEMICAL CORP</b>				
325154	CLEANING SUPPLIES	92.29	02/22	101-55200-222
325154	CLEANING SUPPLIES	10.25	02/22	208-52900-222
Total SUPERIOR CHEMICAL CORP:		102.54		
<b>TAPCO</b>				
I718390	TRAFFIC SIGNAL MAINTENANCE	516.00	01/22	101-53300-204
Total TAPCO:		516.00		



Invoice	Description	Total Cost	Period	GL Account
<b>TIME USA LLC</b>				
020122	MAGAZINE SUBSCRIPTION	20.00	02/22	206-55110-207
Total TIME USA LLC:		20.00		
<b>TRILOGY CONSULTING LLC</b>				
1294	SEWER RATE STUDY	4,152.50	01/22	610-53614-204
Total TRILOGY CONSULTING LLC:		4,152.50		
<b>UNIFIRST CORPORATION</b>				
0970347798	SHIRTS/PANTS	6.56	01/22	101-53330-213
0970347798	LAUNDRY BAGS/WIPERS	10.20	01/22	101-53330-218
0970348182	SHIRTS/PANTS	6.08	02/22	101-53330-213
0970348182	LAUNDRY BAGS/WIPERS	10.20	02/22	101-53330-218
Total UNIFIRST CORPORATION:		33.04		
<b>VERBRUGGEN, ANNA</b>				
2022	C-STARS ASSISTANT COACH	200.00	02/22	101-55300-218
Total VERBRUGGEN, ANNA:		200.00		
<b>VERIZON WIRELESS-VSAT</b>				
22106190-8619397	SUBPOENA FEES	50.00	02/22	207-52120-218
Total VERIZON WIRELESS-VSAT:		50.00		
<b>VERMEER WISCONSIN</b>				
30088518	RUBBER EDGE #39	764.80	01/22	101-53330-225
Total VERMEER WISCONSIN:		764.80		
<b>WE ENERGIES</b>				
710165161 01/22	108 W MAIN ST	1,659.43	01/22	101-51650-249
710165161 01/22	721 W ELM DR	508.47	01/22	208-52900-249
710165161 01/22	PLANT #2 (1118 JEFFERSON ST)	295.44	01/22	620-53624-249
710165161 01/22	LC WELL #4 PUMPHOUSE (625 E EVERGREEN)	673.21	01/22	620-53624-249
710165161 01/22	CIVIC CENTER (630 MONROE ST)	1,878.39	01/22	206-55110-249
710165161 01/22	920 WASHINGTON ST	140.97	01/22	620-53624-249
710165161 01/22	1401 E ELM DR	4,895.88	01/22	101-53310-249
710165161 01/22	CROSSWINDS LED STREET LIGHTS	124.43	01/22	101-53300-249
710165161 01/22	DOYLE POOL	29.75	01/22	204-55420-249
710165161 01/22	PUMP STATION @ EVERGREEN & FRENCH	55.74	01/22	620-53624-249
710165161 01/22	200 E MCKLINEY ST-FIRE DEPT	448.58	01/22	101-52250-249
710165161 01/22	200 E MCKINLEY ST - FVMPD	672.86	01/22	207-52120-249
710165161 01/22	STREET LIGHTS	1,105.23	01/22	101-53300-249
710165161 01/22	PLANT #1 (100 WILSON ST)	393.14	01/22	620-53624-249
Total WE ENERGIES:		12,881.52		
<b>WEYENBERG, MAYA</b>				
2022	C-STARS ASSISTANT COACH	300.00	02/22	101-55300-218
Total WEYENBERG, MAYA:		300.00		

Invoice	Description	Total Cost	Period	GL Account
WI DEPT OF JUSTICE				
L4504T - 01/22	JANUARY BACKGROUND CHECKS	161.00	02/22	207-52120-218
Total WI DEPT OF JUSTICE:		161.00		
Grand Totals:		108,011.11		

## Report GL Period Summary

Vendor number hash: 266919  
Vendor number hash - split: 370061  
Total number of invoices: 78  
Total number of transactions: 111

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	108,011.11	108,011.11
Grand Totals:	108,011.11	108,011.11

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

**LCFD Incident Report**  
**Number of responses: 13**  
**Last years: 7**  
**YTD: 13**

- 01/02/2022      11:45 CO alarm sounding @ Noblemans Crossing 1301 Rosehill Road, unit 46 to 55 Investigated found high readings coming from a fireplace in unit 52, ventilated contacted management Engine 3621, Truck 3641, Squad 3671, Car 3632 #22LC00001**
- 01/10/2022      04:54 Vehicle Fire/Accident I-41 north bound near Holland Road, vehicle roll over with fire, fully involved Engine 3621, Squad 3671, Engine 3622, Car 3632 #22LC00002**
- 01/11/2022      03:18 Structure fire @ Trilliant Foods 1101 Moasis Drive, fire in a coffee machine Engine 3621, Truck 3641, Squad 3671, Car 3632 #22LC00003**
- 01/11/2022      15:22 Vehicle accident scene safety @ intersection of Depot Street & E. McKinley Avenue, cancelled when 1<sup>st</sup> officer came on scene Car 3632 #22LC00004**

<b>01/12/2022</b>	<b>07:53 Vehicle fire @ Heartland 1700 Stephen Street, Engine 3621, Car 3632 #22LC00005</b>
<b>01/21/2022</b>	<b>07:14 Commercial fire alarm @ Milwaukee Insulation, investigated found sprinkler system struck by contractor Engine 3621, Car 3632 #22LC00006</b>
<b>01/21/2022</b>	<b>12:05 Commercial fire alarm @ Milwaukee Insulation, didn't put system in test mode Car 3621 #22LC00007</b>
<b>01/21/2022</b>	<b>16:12 MVA with spill cleanup/scene safety @ Northbound I-41, .25 N of French Road Engine 3621, Engine 3622, Squad 3671, Car 3632 #22LC00008</b>
<b>01/21/2022</b>	<b>17:22 Commercial fire alarm @ Atrium Post Acute Care 1201 Garfield Avenue, false alarm maintenance working on alarm system. Engine 3621, Car 3632 #22LC00009</b>
<b>01/21/2022</b>	<b>18:45 Water problem @ 1116 Cedar Street A pipe burst within the residence, causing flooding in basement and upper level Engine 3621, Car 3632 #22LC00010</b>

**01/23/2022      07:47 Carbon Monoxide alarm sounding @  
600 Hagens Court  
Engine 3621, Truck 3641, Car 3632  
#22LC00011**

**01/23/2022      21:20 Electrical type odor @ FVMPD 200 W.  
McKinley Avenue, found an issue with a  
HVAC unit  
#22LC00012**

**01/25/2022      10:18 Natural gas leak @ BLC 200 E. Main  
Street, Contractor (Tom Van Handel) struck  
2" gas line, evacuated area standby until leak  
was shut off  
Engine 3621, Truck 3641, Car 3632  
#22LC00013**

# VILLAGE OF LITTLE CHUTE MONTHLY REPORT



## ***Little Chute***

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

January 2022

Village Report to the Board of Trustees

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

## VILLAGE OF LITTLE CHUTE MONTHLY REPORT – JANUARY 2022

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

### Questions or Comments

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

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

# VILLAGE ADMINISTRATOR

January is the kickoff time for major 2022 projects. Staff has come together on several major projects such as the transportation study, wage & compensation study, sewer rate study and planning for our CIP projects planned for the year. Administration has been working on gathering data to select a social media archiving system, assisting Community Development with several ongoing projects, meeting with various stakeholders in the community and much more. We have much planned for February and we are looking forward to accomplishing many major projects in 2022.

## **Administration Updates**

- Several development meetings throughout the month assisting the Community Development Director in his absence.
- Director Taylor and I met with Kaukauna Utilities to discuss their future and any Little Chute updates that may impact their efforts.
- Director Murawski and I attended the Vandenbroek Drainage District meeting to introduce myself and receive clarification on their approval process.
- Covid protocols for Village staff have been updated in conjunction with the CDC guidelines.

## **Current Work List and Progress Update**

- Data gathering for social media archiving firms. Will complete and select a firm in February.
- Finalizing potential multi-year contract with CloudPermitting for Community Development. Should be complete in February for Board review and approval.
- Working with the school district on a few components such as LCCAN project, PSL agreement and Park use agreement.

## **Items for February**

- Post RFP for Fire Station Space Needs Study.
- Continue process for Deputy Finance Director selection.
- Select and recommend social media archiving firm.
- Continued work with the school district on multiple projects.
- Further economic development discussions on multiple projects.
- Assisting DPRF with training programs for summer preparation.



# VILLAGE CLERK

2022 Elections are here and the Clerk's Office has been very busy in preparations. We were informed a Spring Primary would be held on February 15, and immediately got to work planning. Spring Primary Ballots arrived on January 21<sup>st</sup> and we were able to have 163 Absentee Ballots mailed out, 177 have been mailed out as of January 31<sup>st</sup>. Due to redistricting not all wards in Little Chute will be participating in the Primary. We are also underway planning for the Spring Election on April 5<sup>th</sup>.


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


- Shared data from social media sites
- Agendas/Minutes for meetings
- Continued maintenance of the Village Website
- Work with other Departments to create Social Media schedule, coordinate postings
- Civic Center/Village Hall rentals
- Ongoing phone/supply ordering support
- Operator License Renewals
- Assist Fire Department with Volunteer Application and website updates
- Update Website with new wards and polling locations.
- Process 4-year voter maintenance cards
- Update polling location reference guide
- Collection and processed Nomination papers
- Prepare for Spring Primary, to be held February 13, 2022
- Contact Poll Workers and create schedule for Spring Primary
- Begin planning for Spring Election, to be held April 5, 2022

Goals for February:

- 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
- Begin Planning for Spring DPW Newsletter
- Planning and training for 2022 Elections
- Attend local Grand Opening Events and promote new businesses on Social Media
- Prepare for Spring Primary, to be held February 15, 2022
- Update Website and Social Media with New Wards and Spring Election Information
- Process and send out Absentee Ballots for Spring Primary
- Hold In-person Absentee Voting starting February 1, 2022
- Print Election Day materials-Poll Books, Registered Voters, Ward Guides, etc
- Administer Spring Primary Election, to be held February 15, 2022
- Begin Liquor License Renewal paperwork

## 2021 Social Media Metrics January

	<b>Facebook Posts</b>	
	People Reached	20,055
	Engagement	1,034
	Link Clicks	497
	Comments	266
	Shares	176
	Reactions	1,503
	Photo Views	1,833
	Most popular post	fire dept. hiring
	New Followers	19
	Net Followers	11
	Total Followers	5.4K
	<b>Facebook Videos</b>	
	Minutes Viewed	2,601
	1-Minute Video Views	335
	3-Second Video Views	7,852
	Video Engagement	221
	Most popular Video	ice rink

	<b>Instagram</b>	
	Instagram Posts	14
	Likes	98
	Video Views	350
	Reach	334
	Followers	848
	Popular Post	TbThur

	<b>LinkedIn</b>	
	Search Apperances	85
	Unique Visitors	35
	Post Impressions	637
	Custom clicks	1
	followers	248

# COMMUNITY DEVELOPMENT

- Department Head was on leave for the month of January. Administrator assisted during this time.
- Inspector continuing the process for licensing.
- Met with builders and owners about upcoming commercial projects.
- Worked with developers regarding Commercial/Industrial projects.
- Continued Inspections of homes, apartments, industrial and commercial projects.
- Assisted developers, surveyors, and realtors with zoning requirements.
- Improved Site review process (on going project)
- Met with more Local Businesses and to collect information on potential needs for the community/business.
- BRE Visits with more businesses
- Worked through Site Plan review on multiple projects
- Nearing completion of new permitting system contract review.

# FINANCE DEPARTMENT

## HIGHLIGHTS

- Prepared workpapers and/or provided data to consultant from 2017-2021 for the Sewer Rate Study (over one hundred files delivered).
- Updated the cost allocation for the Property, Liability, Workers Compensation and Cybersecurity insurance premiums based upon the final adopted 2022 Budget.
- Completed the Workers Compensation audit for 2021. Based on final payroll and experience rating an additional \$3,896 was due. Audit completed virtually for the first time.
- Preparing for audit fieldwork. All files must be uploaded to Kerber Rose portal by March 11, 2022. On site testing will occur the week of March 14.
- Updated payroll system for: COLA pay increase, update dental, life, long-term disability, and any voluntary rate benefit changes. Wisconsin Retirement system annual reconciliation completed and approved. Filing of W-2, W-3 and 941 all complete for 2021.
- 1099 filing complete for vendors paid in 2021.
- Utility Clerk prepared top ten user calculations for 2021, 2020 and 2019.

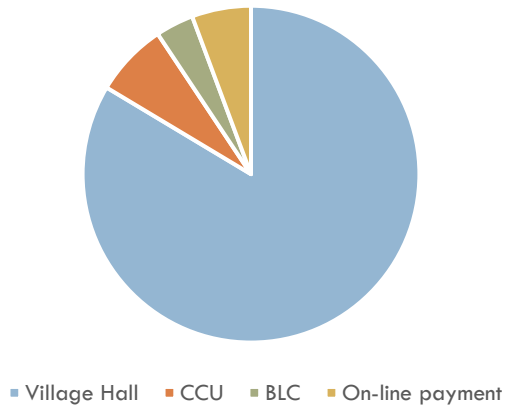
## TOP PRIORITIES FOR FEBRUARY

- Complete State filing for Expenditure Restraint Program SL-203 due by May 1 and the Mobile Home Lottery and Gaming Credit Report LC-664 due by March 1.
- 1095C distribution and complete the OSHA annual log filing
- Finalize with the City of Appleton and PSC final records transfer of the Cherryvale water main. Appleton to provide data for review by February 11, 2022
- Final close out of Nelson Crossing construction contract (Michels Construction) and true up of cost allocations between the City of Kaukauna and the Village. Meeting with City of Kaukauna Finance Director set for February 14.
- Participate in review of third draft of Transportation Study report and zoom meeting.
- Update and establish uniform format for job descriptions for Finance
- Utility billing clerk updating her notary renewal.
- Initial interviews for Deputy Finance Director/Human Resource Manager position.
- Set up health screening option for employees to take advantage of \$150 wellness incentive offered through the State of Wisconsin Health care plans.
- Training with Midwest Meter for new cellular reads and how to process by Utility Billing Clerk and backup to the position
- Assist the Library Director with the financial section of Annual Library Report

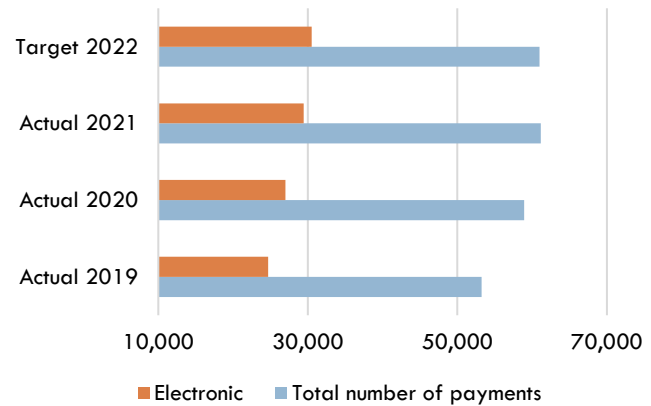
## CONTINUOUS IMPROVEMENT EFFORTS

- Account Clerk trained to take over the Quarterly Survey of Property Taxes required by the US Department of Commerce from the Utility Billing Clerk. This also has created a trained backup.
- Trained Accounts Payable Clerk on year-end rollover procedure for investments and interest calculations

## 2021 TAX ROLL COLLECTIONS



## UTILITIES METHOD OF PAYMENTS

**PERFORMANCE MEASUREMENTS**

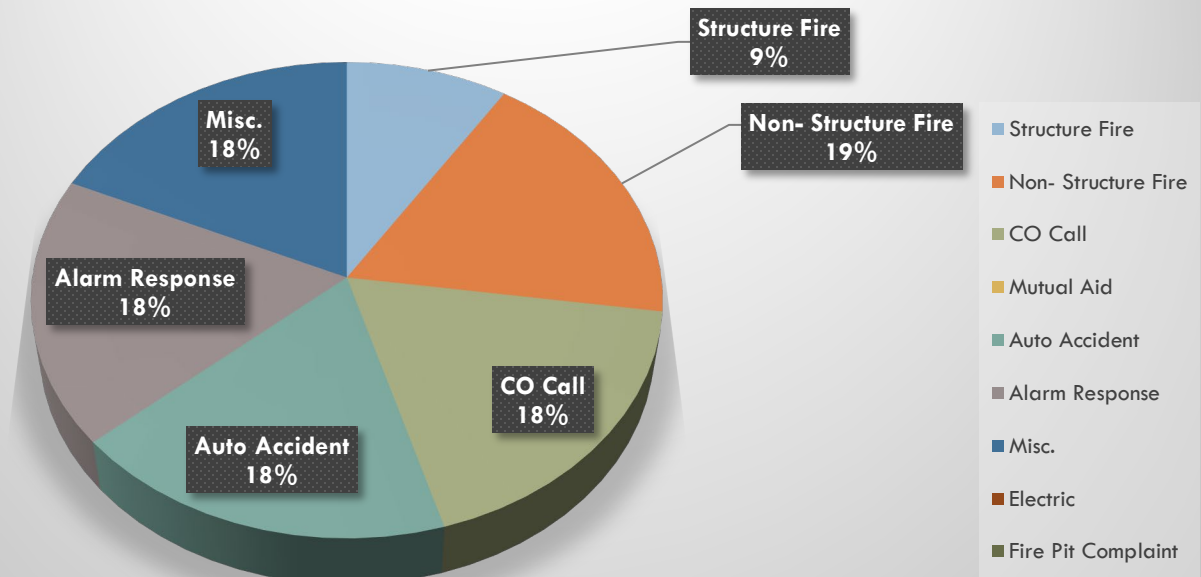
	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>
# Months bank reconciliation completed timely	0	7	12	12
# Of stale checks outstanding	NM	57	22	8
Custodial credit risk	\$6.1	\$.3K	\$3.7	\$0
Investment Performance vs 1-3 Year US Treasury Index	1.35% vs 1.58%	2.44% vs 3.55%	3.26% vs 3.10%	1.1% vs 1.21%
% Of customers paying online	NM	46%	46%	48%
Continuous improvement initiatives	NM	25	37	26
Number of special assessment billings	296	67	75	61
Average number of monthly utility bills	4,217	4,632	4,654	4,672
Annual number of utility work orders	2,253	2,196	2,218	2,322
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%	95%

# Little Chute Fire Department

## Little Chute Fire Department - 2022 Calls for Service

	Structure Fire	Non-Structure Fire	CO Call	Mutual Aid	Auto Accident	Alarm Response	Misc.	Electric	Fire Pit Complaint	2022 Total Responses	2021 Total Responses	2020 Total Responses	2019 Total Responses	2018 Total Responses	2017 Total Responses	2016 Total Responses	2015 Total Responses
<b>2022 SUMMARY</b>	<b>1</b>	<b>2</b>	<b>2</b>		<b>2</b>	<b>2</b>	<b>2</b>			<b>13</b>	181	152	<b>202</b>	165	172	155	132
January 2021 Calls	1	2	2		2	2	2			13							

## Call by Type - January through December of 2022 (7 Responses Total)





# FOX VALLEY METRO POLICE DEPARTMENT

## **TRAINING AND DEVELOPMENT**

Officers are attending firearms, Defense and Arrest Tactics (DAAT) and legal updates training throughout the months of January and February.

## **PERSONNEL**

Our newest patrol officer, Jack Schinke has taken his oath of office and is in his fourth week of field training.

With Schinke being promoted to patrol officer, that has left a Community Service Officer vacancy. Applications were received last month for the CSO position and interviews were held this week. We should be able to make a job offer within a week.

The police commission has authorized the department to start a recruitment/hiring process for the position of patrol officer. This would be to fill a future patrol officer vacancy that would be created from an upcoming retirement.

## **ADMINISTRATION**

Communications between the officer's union and village staff has begun regarding a successor agreement to the current labor agreement. The current labor agreement expires at the end of this year.

ACTIVITY

Below is a three-month comparison for calls for service in the Village of Little Chute.



## FOX VALLEY METRO POLICE DEPARTMENT

### Month-to-Date CAD Call Detail

#### Month-To-Date CAD Received Calls

Call Nature	01/12/2022	12/14/2021	1 mo %	11/15/2021	2 mo %
	to 02/09/2022:	to 01/11/2022:	change:	to 12/13/2021:	change:
911 Misdiagnosed	55	61	-9.8%	71	-22.5%
Abandoned Vehicle	2	4	-50.0%	5	-60.0%
Abdominal A-Adam Response	0	0	N/A	2	-100.0%
Abdominal D-David Response	0	0	N/A	1	-100.0%
Accident in a Parking Lot	7	1	600.0%	2	250.0%
Accident with Injury	0	1	-100.0%	0	N/A
Accident with Scene Safety	1	2	-50.0%	0	N/A
Accident with Spill Cleanup	2	0	N/A	0	N/A
Animal Bite	1	1	0.0%	1	0.0%
Animal Call	7	11	-36.4%	14	-50.0%
Assist Citizen or Agency	45	45	0.0%	37	21.6%
Back Problem C-CharlesResponse	1	0	N/A	0	N/A
Battery	0	1	-100.0%	0	N/A
Bleeding B-Boy Response	1	1	0.0%	1	0.0%
Bleeding D-David Response	2	1	100.0%	0	N/A
Breathing Problem C-Charles	0	0	N/A	1	-100.0%
Breathing Problem D-David	4	5	-20.0%	2	100.0%



Village of Little Chute Monthly Report – January 2022

Breathing Problem E-Edward	0	0	N/A	1	-100.0%
CO or Hazmat D-David	1	0	N/A	0	N/A
Carbon Monoxide Alarm	2	2	0.0%	2	0.0%
Chest Complaint C-Charles	1	0	N/A	0	N/A
Chest Complaint D-David	2	0	N/A	2	0.0%
Choking D-David Response	1	0	N/A	1	0.0%
Civil Matter Assist	2	2	0.0%	1	100.0%
Civil Process	11	6	83.3%	16	-31.2%
Crime Prevention	52	25	108.0%	26	100.0%
Damage to Property	5	1	400.0%	3	66.7%
Diabetic Issue C-Charles	0	0	N/A	2	-100.0%
Diabetic Issue D-David	0	1	-100.0%	0	N/A
Disorderly Conduct	0	0	N/A	1	-100.0%
Disturbance	12	11	9.1%	14	-14.3%

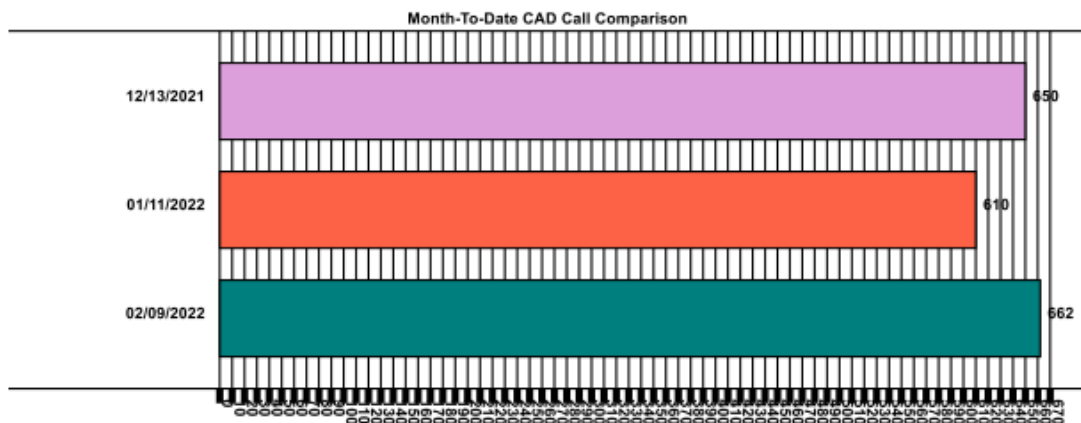
Disturbance with a Weapon	1	0	N/A	0	N/A
Domestic Disturbance	7	3	133.3%	4	75.0%
Drug Complaint	3	0	N/A	3	0.0%
Emergency Committal	1	1	0.0%	0	N/A
Fainting A-Adam	2	0	N/A	0	N/A
Fainting C-Charles	0	1	-100.0%	0	N/A
Falls A-Adam Response	0	5	-100.0%	0	N/A
Falls B-Boy Response	5	2	150.0%	4	25.0%
Falls D-David Response	2	3	-33.3%	0	N/A
Fire Alarm Commercial	4	5	-20.0%	3	33.3%
Fire Dept Public Relations	1	0	N/A	0	N/A
Fire Vehicle Small	2	0	N/A	0	N/A
Fireworks Complaint	0	1	-100.0%	0	N/A
Follow Up	27	18	50.0%	16	68.8%
Fraud Complaint	1	5	-80.0%	1	0.0%
Graffiti Complaint	0	0	N/A	1	-100.0%
Harassment	5	8	-37.5%	7	-28.6%
Hazard in Roadway	17	15	13.3%	11	54.5%
Headache A-Adam Response	1	0	N/A	0	N/A
Headache C-Charles Response	0	0	N/A	1	-100.0%
Heart Problem C-Charles	1	0	N/A	0	N/A
Heart Problem D-David	0	1	-100.0%	3	-100.0%
Jail GPS Checks	2	14	-85.7%	32	-93.8%
Juvenile Complaint	1	4	-75.0%	0	N/A
K9 Assist	1	0	N/A	0	N/A
Law Alarms - Burglary Panic	4	10	-60.0%	5	-20.0%

Village of Little Chute Monthly Report – January 2022

Law Enforcement Medical	0	1	-100.0%	0	N/A
Lost or Found Valuables	4	1	300.0%	6	-33.3%
Medical Assistance No Injury	0	4	-100.0%	5	-100.0%
Medical Pre-Alert	7	3	133.3%	5	40.0%
Medical Transport C-Charles	0	1	-100.0%	0	N/A
Missing Person	0	1	-100.0%	0	N/A
Motorist Assist	17	27	-37.0%	21	-19.0%
Natural Gas or Propane Leak	3	0	N/A	0	N/A
Noise Complaint	1	5	-80.0%	3	-66.7%
Ordinance Violation	5	5	0.0%	10	-50.0%
Overdose B-Boy	0	1	-100.0%	0	N/A
PNB E-Edward Response	5	0	N/A	3	66.7%
Parking Enforcement	14	21	-33.3%	10	40.0%
Parking Request	1	2	-50.0%	3	-66.7%
Pregnancy C-Charles	0	1	-100.0%	0	N/A
Probation Violation	0	0	N/A	1	-100.0%
Reckless Driving Complaint	16	18	-11.1%	19	-15.8%
Restraining Order Tracking	0	1	-100.0%	0	N/A
Runaway Juvenile	2	2	0.0%	2	0.0%
Seizure B-Boy Response	1	0	N/A	0	N/A
Seizure C-Charles Response	0	2	-100.0%	1	-100.0%
Seizure D-David Response	1	0	N/A	1	0.0%
Sex Offense	4	2	100.0%	2	100.0%
Sick A-Adam	3	4	-25.0%	3	0.0%
Sick C-Charles	2	1	100.0%	1	100.0%
Sick D-David	0	2	-100.0%	2	-100.0%
Spill Cleanup	0	1	-100.0%	0	N/A
Stroke C-Charles	0	1	-100.0%	1	-100.0%
Structure Fire Smoke or Flame	1	0	N/A	1	0.0%
Suicide A-Adam	0	0	N/A	1	-100.0%
Suicide B-Boy	0	1	-100.0%	0	N/A
Suspicious Incident	16	6	166.7%	12	33.3%
Suspicious Person	1	3	-66.7%	3	-66.7%
Suspicious Vehicle	10	7	42.9%	6	66.7%
Theft Complaint	9	4	125.0%	6	50.0%
Theft of Automobile Complaint	0	2	-100.0%	0	N/A
Traffic Enforcement	11	8	37.5%	17	-35.3%
Traffic Stop	153	115	33.0%	120	27.5%
Transport Accident B-Boy	0	1	-100.0%	0	N/A

Village of Little Chute Monthly Report – January 2022

Suspicious Incident	16	6	166.7%	12	33.3%
Suspicious Person	1	3	-66.7%	3	-66.7%
Suspicious Vehicle	10	7	42.9%	6	66.7%
Theft Complaint	9	4	125.0%	6	50.0%
Theft of Automobile Complaint	0	2	-100.0%	0	N/A
Traffic Enforcement	11	8	37.5%	17	-35.3%
Traffic Stop	153	115	33.0%	120	27.5%
Transport Accident B-Boy	0	1	-100.0%	0	N/A
Traumatic Injuries A-Adam	1	1	0.0%	0	N/A
Traumatic Injuries D-David	0	0	N/A	1	-100.0%
Trespassing	2	0	N/A	1	100.0%
Unconscious D-David	1	7	-85.7%	3	-66.7%
Unknown Odor in Structure	0	0	N/A	2	-100.0%
Unknown Problem B-Boy	0	0	N/A	1	-100.0%
Unlocked or Standing Open Door	1	1	0.0%	1	0.0%
Vacant House Check	5	10	-50.0%	0	N/A
Vehicle Accident	27	27	0.0%	30	-10.0%
Vehicle Lockout	5	1	400.0%	11	-54.5%
Vehicle Pursuit	0	0	N/A	2	-100.0%
Violation of Court Order	1	0	N/A	2	-50.0%
Wanted Person or Apprehension	3	1	200.0%	1	200.0%
Water Problem	1	0	N/A	0	N/A
Welfare Check	23	30	-23.3%	32	-28.1%
Wire Down	0	0	N/A	1	-100.0%





# **Little Chute Public Library**

Gerard H. Van Hoof Memorial

- Continued collaboration, budgeting, and planning for implementing “Book-a-Bike” and community garden programs for next year
  - Trishaw rides being scheduled in coordination with Park & Recreation
- Provided senior outreach to Country Villa Retirement Center in Little Chute and Freedom
- Outreach to St. John’s School
- Community Read partnership with School District
  - Library hosting Live Online Harry Potter Viewing Party
- Genefication project progress
  - Working on Non-Fiction
- Participating in planning committee for OWLS Conference
- Attended Homegrown Entrepreneurship Seminar
  - Giving tour of Business Incubator to UW- Madison extension, Kaukauana Library and Appleton Library
- JET Student partnership
- Market on Main Family Area Planning
- Staff training on technology platforms
- Decreased programing for January due to high local Covid transmission
- Evaluation of 2021 programs
- Compiling data for library annual report to state
- Added Youth Library Board Member, Allison Judd

## **Top Priorities**

- Summer Reading Program planning
- Bookstore Organization Model project
- Outreach opportunities for summer
- Programing adjustments for Covid
- Continuing education opportunities for staff
- Finalizing annual reports to stat

## Upcoming Events

- Evening Book Club
- To-go Crafts
- Word Worms Book Club
- Storytime
- Craft Circle
- Teen Cookie Decorating

### Library Event Participation Statistics:

Craft Circle: 6

Storytimes: 47

Book Clubs: 12

FB Engagements: 208

Instagram Engagements: 164

To-Go Crafts: 170

Unboxing Views: 242

St. John's Preschool Preview: 111

### Library Circulation Statistics:

			<b>2022 Library Statistics from OWLS</b>					
	<b>JAN</b>	<b>(JAN 21)</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	
Physical Materials Circulation	7,961	1,704						
Physical Renewals	2,363	531						
Hoopla EBooks	151	92						
Hoopla Audiobooks	274	168						
Hoopla Binge Pass	8	NA						
Hoopla Movies	15	13						
Hoopla Comics	13	14						
Hoopla Music	16	14						
Hoopla TV	14	6						
Overdrive E Book		407						
Overdrive Audiobook		676						
Overdrive Magazines		NA						
RB Digital Magazines		122						
ILL Loaned	1,682	1,727						
ILL Borrowed	2,677	2,167						
Public Internet Use	271	0						
Wireless Logins	747	639						
Door Count	3,360	0						
Card Holders	5048							
Library Volunteer Hours								

# FORESTRY DEPARTMENT

## HIGHLIGHTS

- Completed 2021 – 2025 Comprehensive Outdoor Recreation Plan analysis and research.
- Purchased pool mannequins.
- Continued work for 2022 Market on Main event.
- Mailed out summer staff return letters.
- Chute-ing Stars Competitive Dance Team had three competitions in January. At the Freedom Dance Invite 1/8 they placed 1<sup>st</sup> in Kick, 2<sup>nd</sup> in Pom, and 3<sup>rd</sup> in Jazz. At the Kaukauna Dance Invite 1/15 they placed 1<sup>st</sup> in Kick, 3<sup>rd</sup> in Poms, and 3<sup>rd</sup> in Jazz. Then at the state JEM Competition on 1/22 they were awarded State Champions for their undefeated Kick routine, and State Runners Up for their Pom routine.
- Facility rentals for open-air parks shelters and indoor Van Lieshout Rec Center began 1/3.
- Applications for summer part-time jobs available starting 1/3 (application deadline 3/4); availability promoted on social media, dept e-newsletter, school announcements.
- Solicit sponsors for Every Kids Counts Financial Assistance Program.
- Final prep for adult yoga & senior yoga programs starting this month.
- Registration for Winter/Spring Youth Dance Classes began on 1/17 for classes that start on 2/15.
- Finalized program offerings, fees, dates, descriptions, etc. for 2022 Spring/Summer Program Book; information and pictures sent for book layout.
- Submit facility request use form to school district for Jets Football home games in fall.
- Established Kayak renting unit Memorandum of Understanding with vendors.
- Finalized contract with movie screen company for Dive In Movie event.

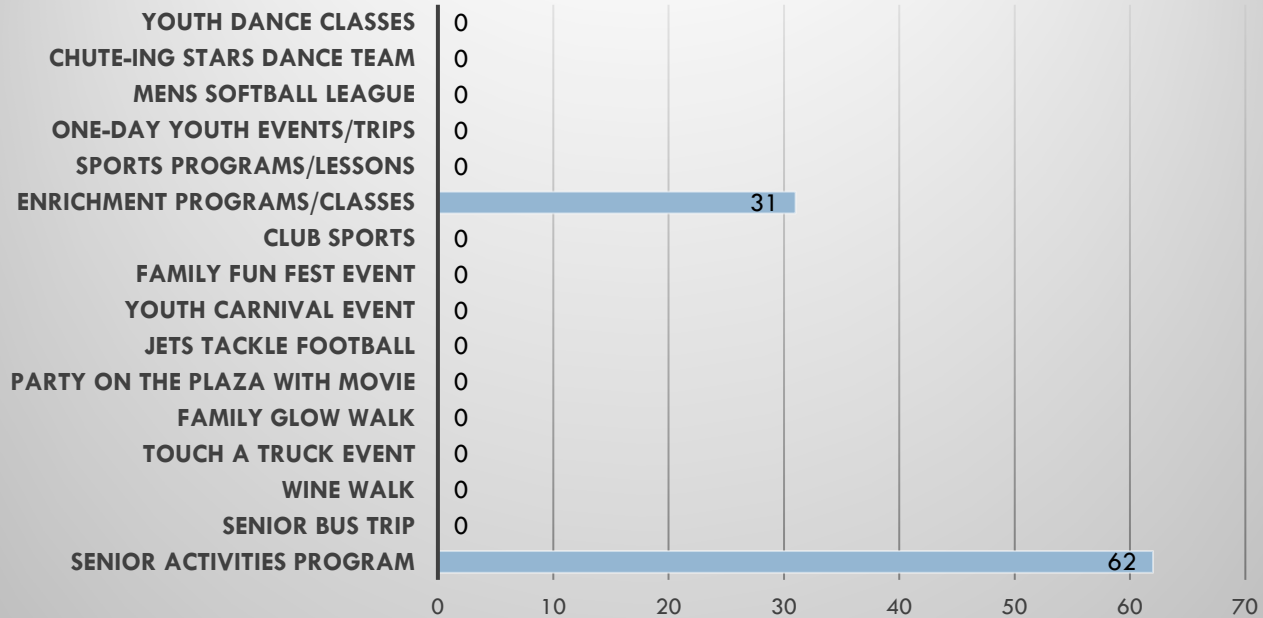


## TOP PRIORITIES FOR FEBRUARY

- Continue to order materials for kayak rental unit.
- Wrap up Zone E tree trimming.
- Collect all rehire letters and begin interviews for needed summer staff.
- Complete installation of TV and equipment at Rec Center.
- Select contractor for Ash Tree Removal.
- Proof Spring/Summer Program Book; do final changes; send to print.
- Final prep for Youth Dance Classes which begin 2/15.
- Build spring/summer programs into RecDesk for start of registration 3/21.
- Request street closure permit from Wis DOT for 6/4 Cheese Fest parade and walk/run on Main St.
- Submit facility request use forms to school district for CStars mtg/tryouts & summer basketball.
- Finalize contracts with entertainers for Family Fun Fest and Youth Carnival.



## 2022 Year-To-Date PROGRAM PARTICIPATION

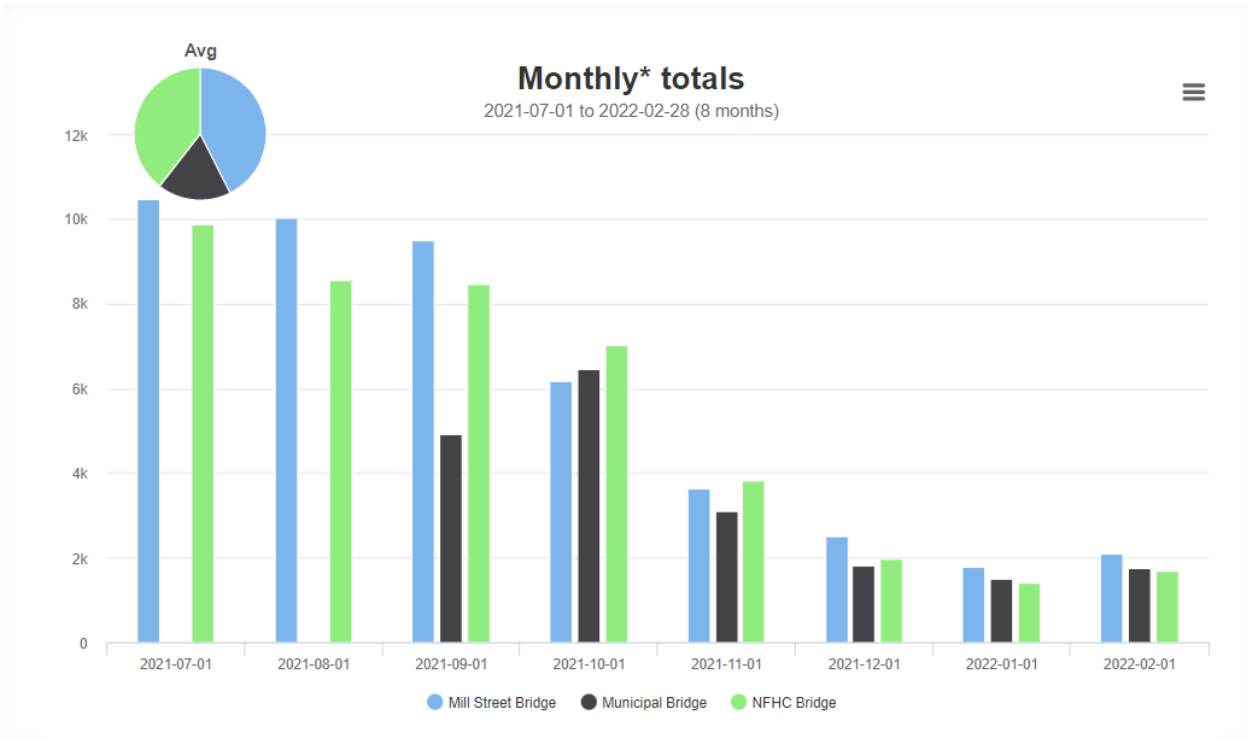


## 2022 Year-To-Date SHELTER/FACILITY/FIELD USAGE





## Trail Counter Information



	Mill Street Bridge	Municipal Bridge	NFHC Bridge
2021-07-01	10470.3	0	9861.9
2021-08-01	10014	0	8564
2021-09-01	9502	4913	8456
2021-10-01	6187	6447	7013
2021-11-01	3629	3099	3829
2021-12-01	2504	1807	1986
2022-01-01	1790	1493	1418
2022-02-01	2084	1764	1700

Day	Mill Street Bridge	Municipal Bridge	NFHC Bridge
2022-01-01	70	107	83
2022-01-02	86	61	68
2022-01-03	47	38	20
2022-01-04	88	65	51
2022-01-05	38	15	22
2022-01-06	57	46	25
2022-01-07	45	22	24
2022-01-08	42	36	26
2022-01-09	27	29	32
2022-01-10	46	15	4
2022-01-11	32	30	21
2022-01-12	137	82	95
2022-01-13	105	119	110
2022-01-14	53	29	17
2022-01-15	71	39	50
2022-01-16	63	81	64
2022-01-17	79	59	68
2022-01-18	70	55	66
2022-01-19	28	17	33
2022-01-20	31	25	39
2022-01-21	35	31	17
2022-01-22	52	50	55
2022-01-23	43	62	57
2022-01-24	60	57	29
2022-01-25	19	13	6
2022-01-26	10	8	5
2022-01-27	78	34	32
2022-01-28	56	29	32
2022-01-29	38	36	29
2022-01-30	92	138	158
2022-01-31	92	65	80
<b>TOTAL</b>	<b>1790</b>	<b>1493</b>	<b>1418</b>

Running Total		
Mill Street Bridge	Municipal Bridge	NFHC Bridge
<b>36328</b>	<b>17759</b>	<b>33811</b>
<i>*7.24.21 to Present</i>		

# Department of Public Works

## Monthly Report – January 2022

### Highlights

Collected monthly metal bulky items and quarterly white goods.

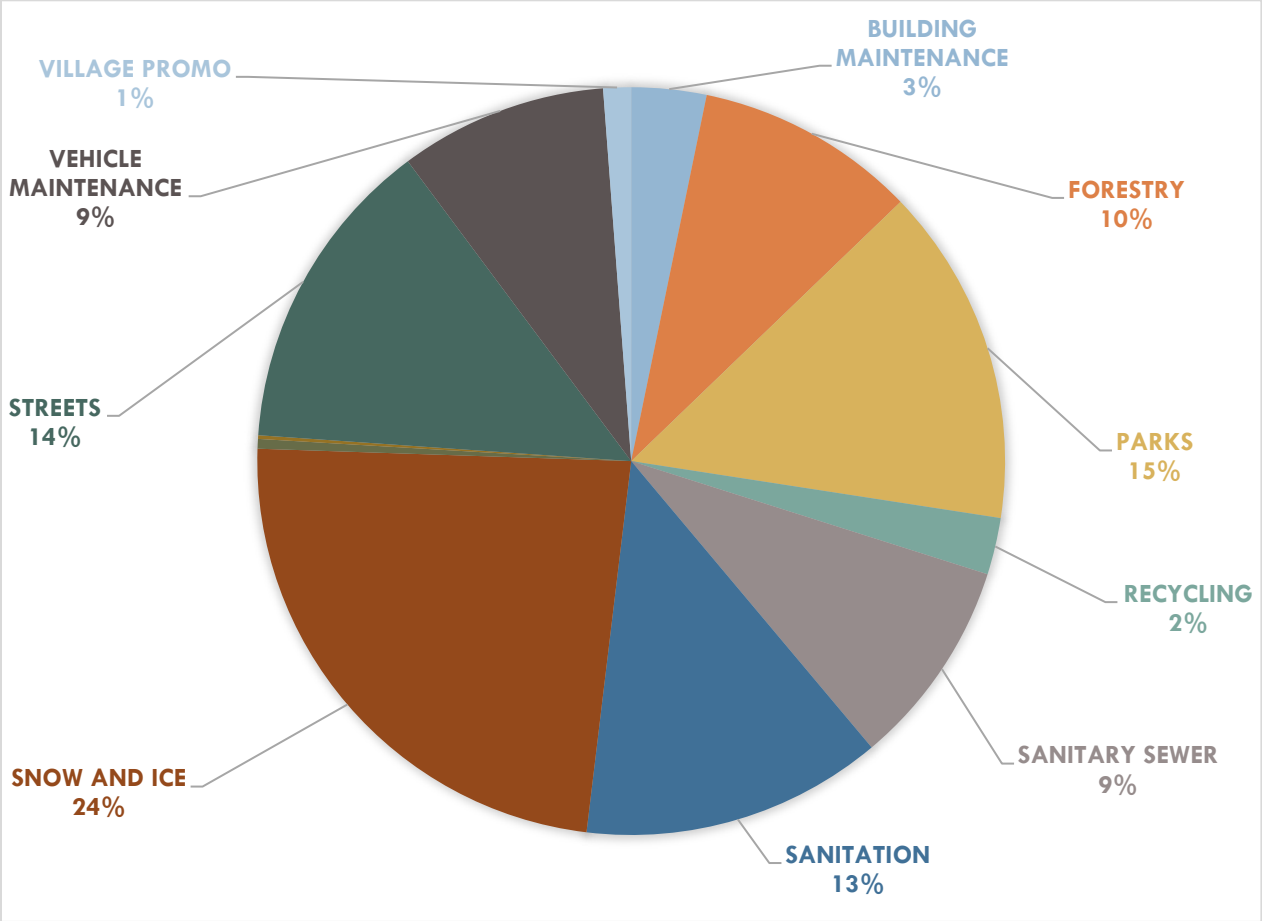
- Continued to monitor TDS fiber installation.
- Village crews plowed three-times and salted twice. Used salt brine as/when necessary.
- Removed snow and ice from the Village rail spur switch.
- Organized street sign shop at the Municipal Services Building.
- Collected and disposed of Christmas trees.
- Replaced batteries, maintained, and read laser meters in sanitary sewer system.
- Jetted sanitary sewer mains and inspected manholes.
- Monitored erosion control and storm water permits.
- Separated with the Village of Kimberly regarding refuse vehicles.
- Consultant continued to work on the Geographical Information System (GIS) data conversion.
- Cleaned road salt storage area.

### Top Priorities for February 2022

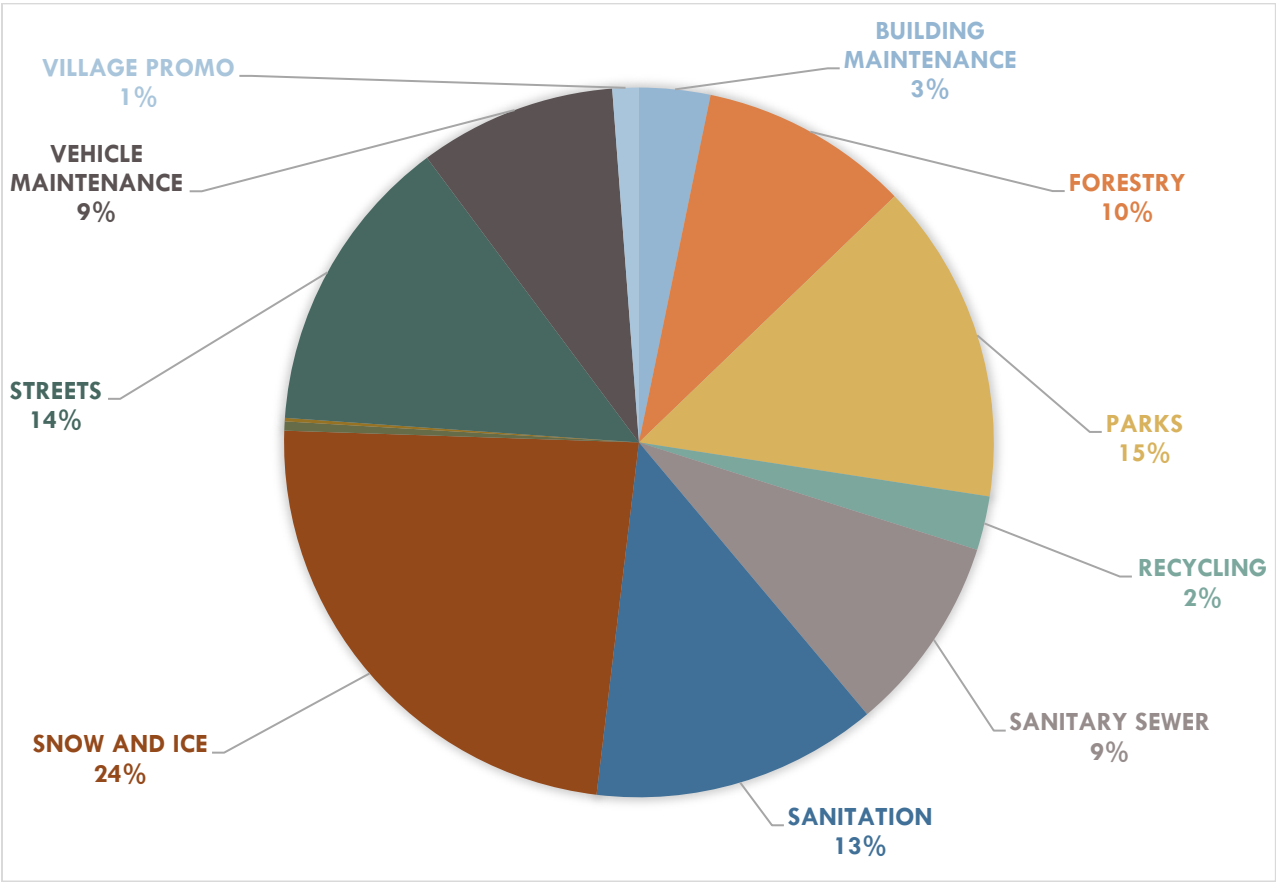
- Continue to keep the Village roads safe due to ice and snow.
- Submit Sara III chemical inventory to Wisconsin Department of Natural Resources (WDNR).
- Collect data for MS4 annual report to WDNR.
- Write specifications and advertise for procurement of approved CIP Equipment/Vehicles
- Reformat all Public Works Position Descriptions.
- Advertise, interview



January 2022 Department of Public Works & Parks Department Hours Worked  
(Includes Full & Part-time Hours)



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



# Engineering Department

## Monthly Report – January 2022

In the month of January the utilities listed below were installed with no utility removals to report.

January 2022 - Utility Installation and Abandonements			
New Residential Subdivision - Trail View South, Phase III			
SANITARY SEWER		Installed	Abandoned/Removed
8" PVC Sanitray Main	L.F.	1042.5	
4 Ft Dia Standard Sanitary Sewer MH	EA	3.0	
4" PVC Sanitary Laterals (25 Laterals)	L.F.	1070.0	
STORM SEWER		Installed	Abandoned/Removed
None		None	
WATER MAIN		Installed	Abandoned/Removed
8" PVC Water Main	L.F.	990.00	
6" PVC Water Main	L.F.	9.00	
8" Water Valve & Valve Box	EA	3.00	
6" Water Valve & Valve Box	EA	2.00	
Fire Hydrant	EA	1.00	
1-1/4" Poly Water Service (25 Services)	L.F.	1056.00	

**Pine Street Parking Lot and Pedestrian Mall** – We have received WDNR approvals for sanitary sewer, water main and storm water management in January. We are waiting to receive final costs for electrical to remove overhead wires and install underground power.

**Pheasant Run Storm Sewer** - We have provided our design to a consultant to assist with the stream enclosure permit application to the WDNR. We have received preliminary comments from the WDNR. We will also be seeking a general permit for wetland disturbance from the WDNR.

**Other utility work** – Our annual review of installments and retirements has begun in January in order to provide this information to the Village Finance Department. This information is needed for the annual audit.

**Trail View South Subdivision Phase III** – The construction of the sanitary sewer and water main with services were completed in January. As-built record documents will be prepared in February.

## **Top Priorities for February 2022**

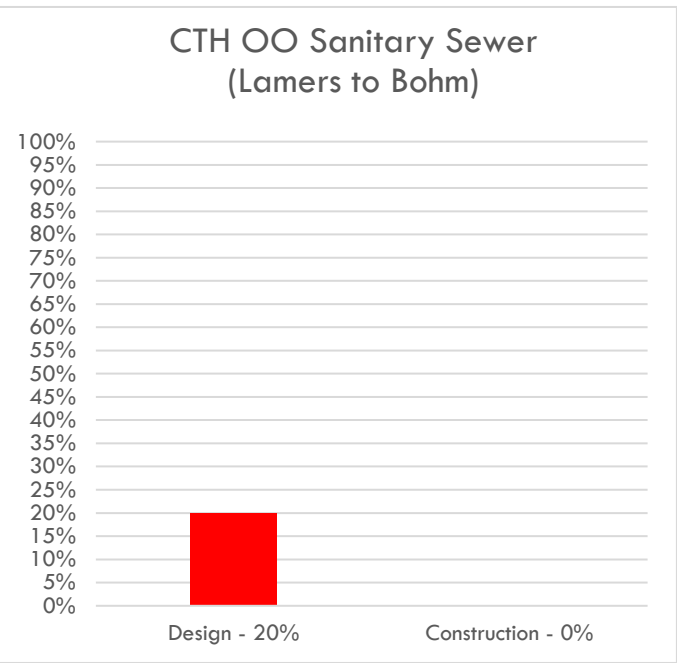
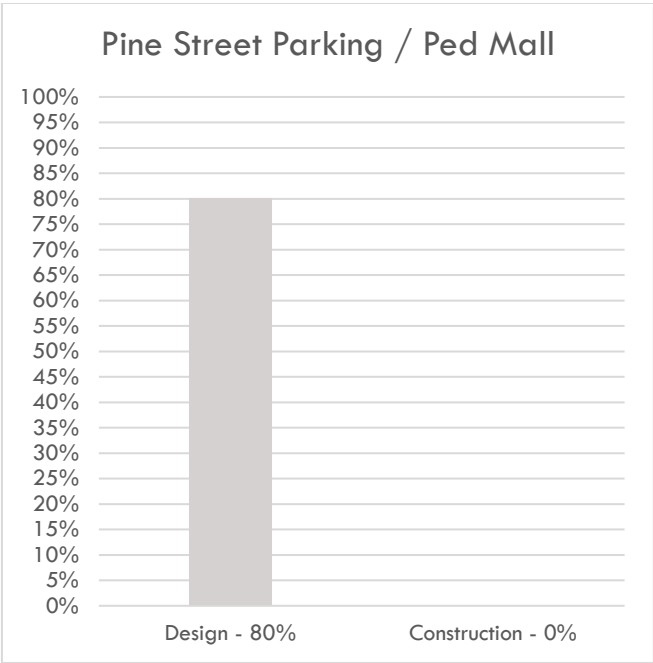
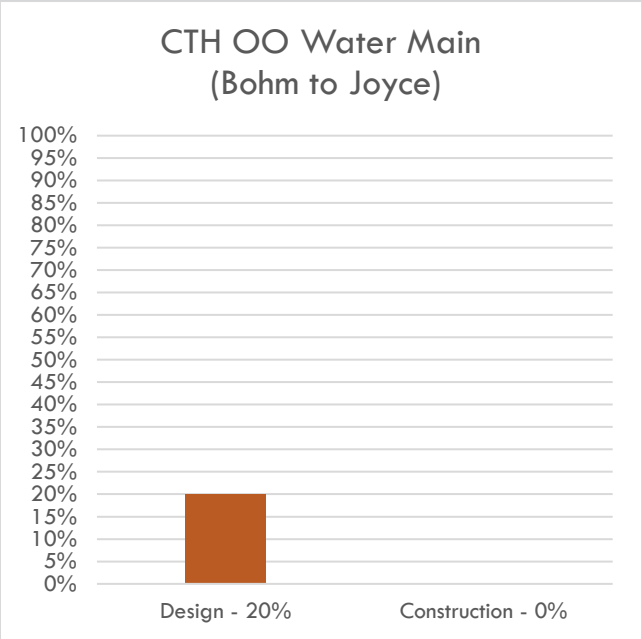
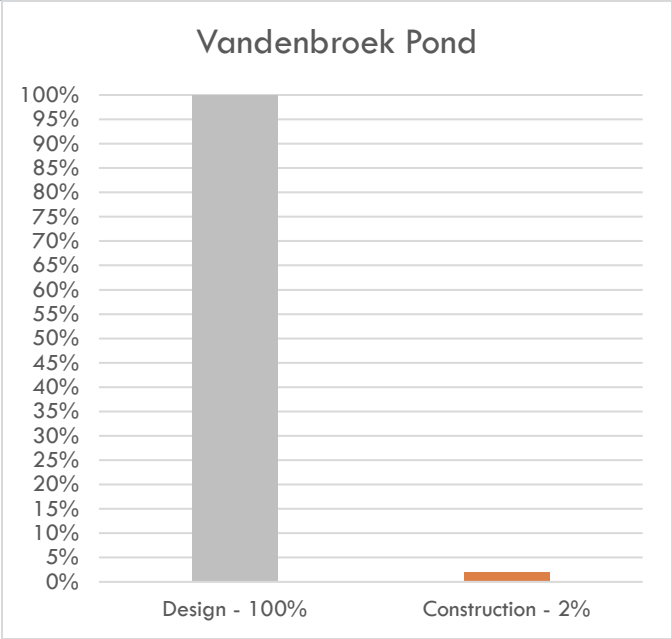
**Pine Street Parking Lot and Pedestrian Mall** – We hope to receive preliminary cost estimates for electrical work in February from a local electrician.

**Pheasant Run Storm Sewer** – We will be meeting with the property owners on February 17, 2022 to discuss the schedule of work prior to bidding. We will inform them that drilling will begin on February 27, 2022 and bidding would be ready after the geotechnical report is completed and permits are received. A March bidding is anticipated for this project but the start date is dependent on WDNR permit approval. This project is approximately 80% complete for design.

**Main Street (bypass and turning lane extensions)** – Design work is 70% completed with plans being provided to Kaukauna Utilities and the crosswalk installation provider for power and pole locations.

**The following projects are also in the design process for construction in 2022:**

- CTH 00 (Bohm to Joyce) – 12-inch Water Main slip lining in existing 16-inch pipe
- CTH 00 (Lamers to Bohm) – 12-inch Sanitary Sewer slip lining in existing 12-inch pipe
- Rail Road Quiet Zone – Plan revisions and cost estimation is underway – 50% complete.







## Item For Consideration

For Board Review On: February 16, 2022  
Agenda Item Topic: Ash Tree Removal  
Contractor Approval

Prepared On: February 8, 2022  
Prepared By: John McDonald  
Parks, Recreation, & Forestry

**Report:** Staff has worked together to review Ash Tree Removal bids submitted by contractors. 7 bids were collected and reviewed. Staff has selected Gabe's Top It or Drop It, LLC, as the contractor to remove Ash Trees in Zone A. Attached is the submitted bid for work.

In Spring, staff will send out a Stump Removal RFP for existing terrace tree and park stumps that have not been removed yet.

**Fiscal Impact:** Contracted price is \$16,000 which will come out of Forestry – Contractual Services budgeted line item.

**Recommendation/Board Action:** Staff is recommending that board awards and approves Gabe's Top It or Drop It, LLC., as contractor for Ash Tree Removal.

Respectfully Submitted,

John McDonald – Parks, Recreation, & Forestry Department



1018 Roberts RD  
Wild Rose WI, 54984  
gabe@gabestreeservice.com  
920-252-2204

# Estimate

Estimate No: 21-04039  
Date: 01/28/2022

For: The Village Of Little Chute RFP  
adam@littlechutewi.org

Description	Quantity	Rate	Amount
We Will Remove The Ash Trees As Listed In The Appendix A Of The Request For Proposal (RFP). All Stumps Will Be Cut Within 4 Inches From The Ground - No Clean Up	1	\$6,000.00	\$6,000.00*
We Will Remove All Brush And Logs From The Sites In Appendix A With Full Clean Up.	1	\$6,000.00	\$6,000.00*
We Will Grind All Stumps As Listed In Appendix A To A Minimum Of 4 Inches Below Grade And Provide Restoration To The Site With Dirt, Seed, And Straw.	1	\$4,000.00	\$4,000.00*

\*Indicates non-taxable item

Subtotal \$16,000.00  
Total \$16,000.00

**Total \$16,000.00**

## Notes

We Are Unable To Provide An Accurate Quote For Appendix B At This Time Of Year. We Would Be Happy To Quote Appendix B In Spring When Snow Is Gone.

Signature required before work begins.

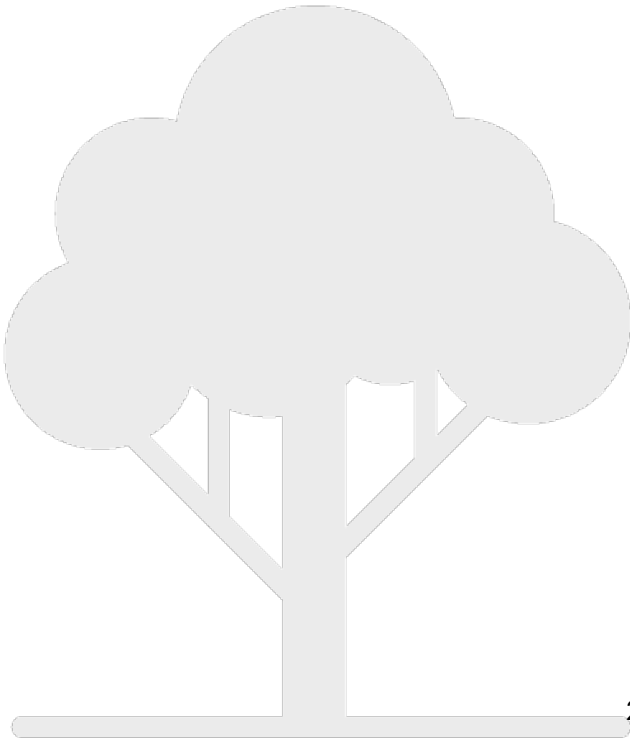


\_\_\_\_\_

Gabe's Top It Or Drop It Tree Service LLC

\_\_\_\_\_

Client's signature





# **Gabe's**

## **Top It Or Drop It**

### **Tree Service LLC**

**920-252-2204**

2/3/2022

Village of Little Chute  
Attn: John McDonald  
108 W Main St  
Little Chute, WI 54140

Request for Proposal- Ash Tree Removal

Gabe's Top It Or Drop It Tree Service, LLC  
1018 Roberts Road Wild Rose, WI 54984  
Primary Contact- Robert Miller-920-240-5241  
Secondary Contact- Taylor Nigbor- 920-209-1993

#### Two Samples of Related Work

##### Example 1

City of Oshkosh

December 2021- Completed in 2 days- Crew of 5- Jeremiah Zalas as crew lead

We removed 24 trees across the city and cleaned up debris. No Stumps. All Ash trees. Trees were marked and displayed on a map. Trees ranged in size from 16 inch diameter and 50 ft tall to 3 ft diameter and 90 ft tall. Project done in December 2021. Crew of Five. Jeremiah Zalas as crew lead.

##### Example 2

Brookfield Highlands Apartment Complex

August 2021- Completed in 2 days- Crew of 11- Paul Gresl as crew lead

We removed 19 trees, mostly ash, across several apartment complexes. Also trimmed 37 trees across the complex. Trees were marked and displayed on a map. All trees were cleaned up, stumps ground, added dirt, seed and straw. All areas were raked and blown clean.



# **Gabe's**

## **Top It Or Drop It**

### **Tree Service LLC**

**920-252-2204**

Removal of the 29 trees indicated in the request for proposal – 180 Man hours  
Removal of all brush and logs- 180 Man hours

#### **Schedule of work**

Day 1- Vandenbroek rd and Lilac Ln

Day 2- Freedom Rd, Miami ci, Daytona Ln, Tampa Way and Florida Ave

Day 3- Miami Ci and Greenfield Dr

#### **Personnel**

Robert Miller- 4.5 years- Lift and Equipment Operator, Crew Leader

Taylor Nigbor- 4 years- Equipment Operator, Ground Crew Leader

4 Groundsman- Totaling- 4 years- ground work, clean up



## Item For Consideration

For Board Review On: February 16, 2022  
Agenda Item Topic: Little Chute Area School District  
Shared Use Agreement

Prepared On: February 8, 2022  
Prepared By: John McDonald  
Parks, Recreation, & Forestry

**Report:** Staff has worked with Little Chute Area School District to present a School Board approved Shared Use Agreement. This agreement will serve both the Parks, Recreation, and Forestry Department and School District. Attached is the agreement for specific details.

**Fiscal Impact:** Upon Village Board approval, the budgeted \$25,000 donation to the Turf Field project will be released to the school district.

**Recommendation/Board Action:** Subject to receiving signed agreement from Little Chute Area School District, staff is recommending the approval of the Shared Use Agreement between the Village of Little Chute and Little Chute Area School District.

Respectfully Submitted,

John McDonald – Parks, Recreation, & Forestry Department



## MEMORADUM OF UNDERSTANDING

BETWEEN

**VILLAGE OF LITTLE CHUTE AREA SCHOOL DISTRICT  
AND  
VILLAGE OF LITTLE CHUTE  
2021-2023 School Years**

It is in the best interest of the taxpayer and our youth to continue to provide the best possible access to the Village and School District facilities. It is also in their best interest to use and care for these facilities in the most effective and efficient manner. It is in the spirit that we, the Village of Little Chute, and the Little Chute Area School District, enter into the following contractual agreement.

\*\*\*\*\*

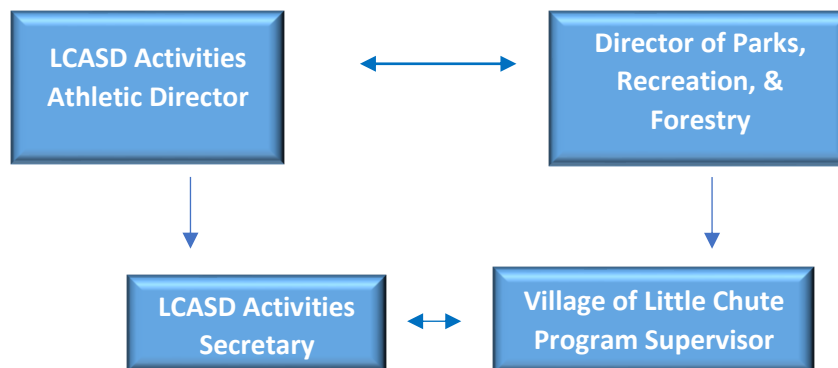
**Both the Village of Little Chute and Little Chute Area School District will use the following matrix to provide the following services at no cost to each other. Both entities will work to establish available dates for facility's needs to the best of their abilities.**

### Shared Use Between Village and School

Village	School District
<b>Varsity/JV Soccer</b> Provide, maintain, and purchase paint for JV and varsity soccer fields at Van Lieshout Park for practices and games. (Both boys and girls in Spring and Fall)  See Addendum "Special Use"	<b>Jets Football</b> Provide football field with lights, press box w/scoreboard and sound system capabilities, ticket booth, field yard markers, chain system, and concessions stand for Jets home games. Collect all football player physicals and provide a list for the rec dept regarding player eligibility. Provide mutually agreed upon adequate space for spring registration meeting.
<b>JV Softball</b> Will communicate with Diamond Club to be able to use Legion Park as needed/available. Provide, maintain, and purchase paint and chalk for JV softball.	<b>Chute-ing Stars</b> Provide practice area for the Village Chute-ing Stars program at high school and elementary schools. Provide use of elementary school gym, middle school gym, or dance room for spring tryouts.
<b>JV Baseball</b> Provide, maintain, and purchase paint and chalk for junior varsity baseball field at Van Lieshout Park for nightly practices and games as needed.	<b>Property Maintenance</b> Maintain Village property at the corner of Hwy 00 and Hwy N.

Village	School District
<b>Cross Country</b> Provide a site for the cross country meet at Heesakker Park as needed.	<b>Gym/Auditorium Use</b> Provide elementary gymnasium for summer recreation program activities and events.
<b>Legion Shelter</b> Weekday end of year parties and class activities as needed.	<b>Weight Room</b> Offer the use of our weight room and fitness facilities to any member of the Fox Valley Metro Police Department and the Little Chute Fire Department.
<b>Legion for Elementary School</b> Provide and keep bases in Legion Field 3 for elementary school recess and <u>morning only</u> summer school. Cut grass for gym teachers in spring for classes.	<b>Fox Valley Metro Police Department Training</b> Provide the Fox Valley Metro Police Department the use of our facility for training purposes
	<b>Dance Recitals</b> Provide the auditorium for the rec dept. youth dance program revues in May and the subsequent day to the high school Dance Invite.
	<b>Community Band</b> Provide practice and storage location for community band.

### Matrix of Communication:



### Special Usage Addendum

The Village of Little Chute will agree to allow the Little Chute Area School District's High School soccer team to utilize the Van Lieshout Park, U-14 soccer field for five (5) days a week during the planning and construction phases of the AstroTurf field. If the project is cancelled for any reason, a subsequent plan will need to be agreed upon between both parties for use of Village property at Van Lieshout Park.



Additional Stipulations:

- In an effort to protect the goal areas, it is requested to that goal keeping specific exercises be conducted on the U-12 field. Should drills and practices require some goal use, it is requested that the use of goal areas be alternated throughout the week.
- Should there be excessive use of the goal areas and any other area of the field be determined by the Parks, Recreation and Forestry Director; maintenance and labor costs will be split between the Village and LCASD to fix specific areas of work.
- It is preferred that users of the field do not run right on the outside of the field end lines as continuous usage affects drainage and irrigation system.

**Notice of Cancellation:**

**The School District athletic maintenance needs and schedule shall take precedence over community use.** Whenever possible, a one (1) week advance notice should be given to allow time to notify the recreation league participants of the cancellation. For outdoor events, rainouts will be decided after communication between the Village and the District with a consensus decision by noon or earlier. If consensus cannot be achieved, the Village will make final determination on village fields and the District will make the final determination for its fields.

**Offering safe and clean facilities and field conditions are the priority of the Village.**

For indoor events, whenever possible, a one (1) week advance notice should be given to allow time to notify the school district of cancellations. For outdoor events, weather and excessive wear and tear that produces unsafe field conditions or higher levels of maintenance/repairs than normal, will be decided after communication between the Village and the District with a consensus decision by noon or earlier. If consensus cannot be achieved, the Village will make final determination on village fields and the District will make the final determination for its fields.

\*\*\*\*\*

**Maintenance of Playing Fields:**

The Little Chute Area School District and the Village of Little Chute will work cooperatively on maintenance of playing fields in the following manner:

1. The Village will be solely responsible for the maintenance and game preparation of all fields for school sponsored sports located in Village parks and grounds.
2. The District will be solely responsible for the maintenance and game preparation of fields located on district grounds for Village sponsored programs.
3. All teams will be given specific responsibilities from the Village and the District for post-game field maintenance. Continued failure to comply with such responsibilities will jeopardize continued use of the fields.

4. Preparation of fields for weekend play will normally occur on the Friday before. Special circumstances may require a deviation from this general policy and will be dealt with in a collaborative manner between the District and Village on a case-by-case basis.
5. Maintenance of the soccer scoreboard located at Van Lieshout Park shall be shared between the Village and LCASD. The Village is responsible for the maintenance and storage of all components for the scoreboard. The LCASD will split half of the cost of major repairs. If the LCASD can provide a document showing they are no longer using Van Lieshout Park for soccer, then the Village will assume the costs for repairs.

\*\*\*\*\*

In order to continue good communications, the Village Director of Parks, Recreation and Forestry and the District Activities Director will be in contact regularly concerning any complaints or concerns regarding scheduling and additional use of facilities.

Communications regarding maintenance issues or complaints should take place between the Village Director of Parks, Recreation, and Forestry along with the Activities Director.

This agreement will be in effect from January 1, 2022, through June 30, 2023. It will be reviewed on a yearly basis during the month of April preceding its expiration.

**Signed and Agreed Upon:**

\_\_\_\_\_  
President, Board of Education  
Joe Roehl

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Village of Little Chute  
Michael Vanden Berg

\_\_\_\_\_  
Date



## Item For Consideration

**For Board Review On:** February 16<sup>th</sup>, 2022  
**Agenda Item Topic:** Jets Façade Loan

**Prepared On:** February 9<sup>th</sup>, 2022  
**Prepared By:** Admin. Bernhoft

**Report:** Back in November, we received the request for a façade loan for Jets Pizza to complete renovations on their downtown Little Chute location. At that time, the Loan Review Committee met to discuss the application and recommended approval to the Village Board. The Village Board did review and grant preliminary approval, but no formal application was submitted. We have now received all the components necessary to move forward. The loan would award Jets an amount of \$43,840.00 for renovations.

Upon approval from the Village Board, staff will collaborate with legal counsel to draft the agreements for the loan and complete the execution of all documents along with a title report.

**Fiscal Impact:** Issuance of Façade Loan Receivable to Jets will increase \$43,840 (plus the issuance costs). Available cash balance in the program after this loan will be \$70,250 (less issuance costs). Existing loans currently total \$192,905.

**Recommendation/Board Action:** Approve the Jets Pizza Façade Grant application for a sum of \$43,840.00 and allow legal to move forward with execution of the agreement process.

Respectfully Submitted,

Beau Bernhoft, Village Administrator



## Item For Consideration

For Board Review On: February 16, 2022  
Agenda Item Topic: Microsoft License Pricing

Prepared On: February 9, 2022  
Prepared By: Finance

**Report:** Effective 3/1/2022, there will be pricing changes/increases for the Microsoft products:

- Office 365 E1 – from \$8 to \$10/Month/User
- Office 365 E3 – from \$20 to \$23/Month/User
- Office 365 E5 – from \$35 to \$38/Month/User
- Microsoft 365 E3 – From \$32 to \$36/Month/User
- Microsoft 365 Business Basic – from \$5 to \$6/Month/User
- Microsoft 365 Business Premium – from \$20 to \$22/Month/User

As part of this change, Microsoft is allowing clients to make one- or three-year term commitments at prices locked in for these services to prevent subjectivity to this and future pricing changes during the term. These commitments must occur prior to 2/28/2022 to prevent impact from the pricing changes effective 3/1/2022. Commitments made after 2/28/2022 will be subject to the new pricing for the above products for the locked in pricing.

**Fiscal Impact:** By locking in rates, we will avoid price increases for existing users but also are agreeing to the term commitment with Microsoft through Amplitel Technologies. Product counts can increase during the term but can never be reduced. Each license is open for use with anyone who we want to give it to within the Village. Please note this includes Fox Valley Metro but not the Library as the Library receives services through Outagamie Waupaca Library System (OWLS).

**Recommendation/Board Action:** Approve a three year commitment to prevent subjectivity and future price increases for Microsoft products critical to Village functionality.

Respectfully Submitted,

Lisa Remiker-DeWall, Finance Director

Final

# Engineer's Report

## 2021 Utility and Street Reconstruction Hartzheim Drive

### **VILLAGE OF LITTLE CHUTE** OUTAGAMIE COUNTY, WISCONSIN



*Christopher L. Murawski*  
*2/15/2022*

February 15, 2022 (Amended)

108 West Main Street  
Little Chute, WI 54140  
(920) 423-3865  
[www.littlechutewi.org](http://www.littlechutewi.org)

# Final Engineer's Report

(Pursuant to Sec 66.0703(1)(b) Wisconsin Stats as Amended)

## 2021 Utility and Street Reconstruction Hartzheim Drive



**VILLAGE OF LITTLE CHUTE**  
OUTAGAMIE COUNTY, WISCONSIN

**February 15, 2022**

- 
1. This Engineer's Report, submitted on behalf of the Village of Little Chute, is prepared in compliance with Section 66.0703(1)(b), Wisconsin Statutes, and Section 66.0703(3), Wisconsin Statutes, as amended.
  2. That all preliminary and final plans and specifications for the 2021 Utility and Street Reconstruction Projects are on file with the clerk of the municipality.
  3. That following hereinafter is an estimate of the entire cost of the proposed work or improvements, either based upon the Engineer's estimates or based upon actual bids received for said proposed work or improvements by the Village of Little Chute.
  4. That hereinafter follows an estimate, as to each parcel of property affected, of the assessment of benefits to be levied against each affected parcel.
  5. The same is attached hereto and incorporated herein as a schedule of final assessments.
  6. That it has been determined by the governing body of the Village of Little Chute that the property against which the assessments and hookup fees are made are specially benefited from said work, improvements and installation of the same, and that all assessments are pursuant to Sections 66.0703(1)(b) Police Powers, and that said assessments are based upon a reasonable basis, as determined by said government body, mainly being construction costs assessment, including actual cost of construction, engineering fees, legal fees, posting and publication expenses.

**Village of Little Chute**

By:

A handwritten signature in blue ink, which appears to read "Christopher L. Murawski", is written over a horizontal line.

**Christopher L. Murawski, P.E.**

**Village Engineer**

## PRELIMINARY ENGINEER'S REPORT

<b>Owner:</b>	Village of Little Chute, Outagamie County, WI
<b>Project Name:</b>	2021 Utility Reconstruction
<b>Contract No.</b>	2021001
<b>Date:</b>	February 15, 2022
<b>Streets</b>	Hartzheim Drive

### Storm Lateral Construction Costs (Sewer Main to Property Line)

Item	Qty	Unit	Description	Unit Price	Total
1	449.5	L.F.	6 Inch Storm Lateral - Open Cut (Schedule 35 PVC)	\$50.00	\$22,474.00
2	15	EA	Storm Sewer Clay Dam	\$125.00	\$ 1,875.00
3	17.5	L.F.	18-inch dia. RCP	\$67.50	\$ 1,181.25
Construction Costs (Items 1 through 3)					<b>\$25,531.25</b>

**2021 UTILITY RECONSTRUCTION**  
(Hartzheim Drive)

VILLAGE OF LITTLE CHUTE  
Outagamie County, Wisconsin

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**ASSESSMENT COSTS**

**Storm Lateral (Sewer Main to Property Line)**

Construction Costs	\$25,531.25
Engineering & Contingencies (10%)	\$2,553.12
On-Site Inspection (5%)	\$1,276.56
Administration / Fiscal (5%)	\$1,276.56
<hr/>	
Total Cost	\$30,637.49
Village Portion (30%)	\$9,191.25
Assessment Portion (70%)	\$21,446.24
Total Number of Storm Laterals in ROW	16
Assessment Rate (per lateral)	<div>\$1,340.39</div>



<b>Owner:</b>	Village of Little Chute, Outagamie County, WI
<b>Project Name:</b>	2021 Utility Reconstruction
<b>Contract No.</b>	2021001
<b>Date:</b>	February 15, 2022
<b>Streets</b>	Hartzheim Drive

**Sanitary Lateral Construction Costs (Sewer Main to Property Line)**

Item	Qty	Unit	Description	Unit Price	Total
1	363	L.F.	6 Inch Sanitary Lateral - Open Cut (Schedule 35 PVC)	\$55.00	\$19,965.00
2	10	EA	Sanitary Sewer Clay Dam	\$150.00	\$ 1,500.00
3	10	EA	8"x6" sanitary sewer wye connection	\$125.00	\$ 1,250.00
<b>Construction Cost (Items 1 through 2, Inclusive)</b>					<b>\$22,715.00</b>

**2021 UTILITY RECONSTRUCTION**  
(Hartzheim Drive)

VILLAGE OF LITTLE CHUTE  
Outagamie County, Wisconsin

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**ASSESSMENT COSTS**

**Sanitary Lateral (Sewer Main to Property Line)**

Construction Costs	\$22,715.00
Engineering & Contingencies (10%)	\$ 2,271.50
On-Site Inspection (5%)	\$ 1,135.75
Administration / Fiscal (5%)	\$ 1,135.75
<hr/>	
Total Cost	\$27,258.00

Total Sanitary Laterals	10
Assessment Rate (per lateral)	<div>\$ 2,725.80</div>

<b>Owner:</b>	Village of Little Chute, Outagamie County, WI
<b>Project Name:</b>	2021 Utility Reconstruction
<b>Contract No.</b>	2021001
<b>Date:</b>	February 15, 2022
<b>Streets</b>	Hartzheim Drive

#### 1-1/4" Water Service (Water Main to Curb Stop)

Item	Qty	Unit	Description	Unit Price	Total
1	16	EA	1-1/4" Inch Corporation Stop, Curb Stop and Curb Stop Box	\$525.00	\$ 8,400.00
2	589	FT	1-1/4" Inch Polyethylene Water Service - Open Cut	\$ 55.00	\$32,395.00
3	16	EA	Water Service Clay Dam	\$100.00	\$ 1,600.00
<b>Construction Cost (Items 1 through 3, Inclusive)</b>				<b>\$42,395.00</b>	

#### 2" Water Service (Water Main to Curb Stop)

Item	Qty	Unit	Description	Unit Price	Total
4	1	EA	2" Inch Corporation Stop, Curb Stop and Curb Stop Box	\$ 975.00	\$ 975.00
5	16	FT	2" Inch Polyethylene Water Service - Open Cut	\$ 45.00	\$ 720.00
6	1	EA	Water Service Clay Dam	\$ 100.00	\$ 100.00
<b>Construction Cost (Items 4 through 6, Inclusive)</b>				<b>\$ 1,795.00</b>	

**2021 UTILITY RECONSTRUCTION**  
(Hartzheim Drive)

VILLAGE OF LITTLE CHUTE  
Outagamie County, Wisconsin

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**ASSESSMENT COSTS**

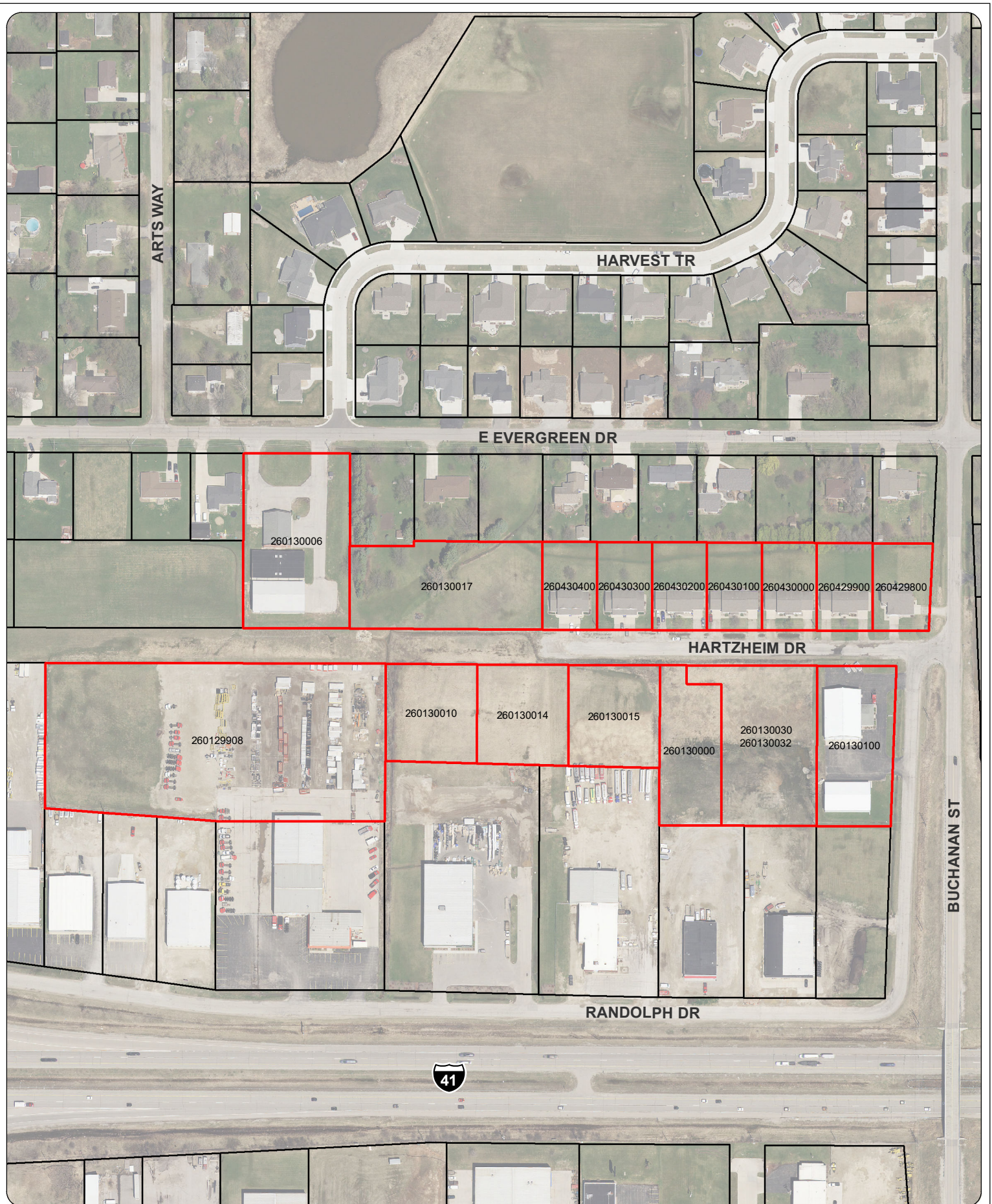
**2" & 1-1/4" Water Service (Water Main to Curb Stop)**

Construction Costs	\$44,190.00
Engineering & Contingencies (10%)	\$ 4,419.00
On-Site Inspection (5%)	\$ 2,209.50
Administration / Fiscal (5%)	\$ 2,209.50
<hr/>	
Total Cost	\$53,028.00

Total Water Service Laterals	17
Assessment Rate (per lateral)	<div>\$ 3,119.29</div>

<b>CONCRETE STREET ASSESSMENT RATES</b>			
<b>Street Design</b>	<b>2 Driving Lanes</b>	<b>2 Driving Lanes 1 Parking Lane</b>	<b>2 Driving Lanes 2 Parking Lanes</b>
<b>Residential</b>			
<b>Rate (RC/RT)</b>	<b>\$81.70</b>	<b>\$95.10</b>	<b>\$107.82</b>
<b>Commercial Rate (all other zoning)</b>	<b>\$121.11</b>	<b>\$121.11</b>	<b>\$129.01</b>
<b>New streets constructed on existing base course receiving its first permanent pavement will be assessed at cost.</b>			
<b>Rates will be re-evaluated in January of odd-numbered years for adequacy.</b>			





# Hartzheim Drive 2021 Utility & Street Assessment Area

Legend  
 Assessment Parcels  
 Parcels





PRELIMINARY ENGINEER'S REPORT  
2021 UTILITY & STREET RECONSTRUCTION  
Hartzheim Drive - Buchanan Street to 1,400 feet west  
Date: 2/15/2022  
SCHEDULE OF PROPOSED ASSESSMENTS

Parcel Number	Parcel Location 1	Parcel Location 2	Owner 1	Owner 2	Mailing Address	City, State & Zip	Lot Frontage (feet)	Corner Lot Credit (feet)	Assessable Frontage (feet)	Zoning for Purposes of Assessments	CONCRETE STREET RATE (\$ per lin. ft.)	Total Street Assessment (\$)	Water Service (EA)	Water Assess Main to Curb Stop (\$)	6" Sanitary Laterals (EA)	Sanitary Assess Main to Property Line (\$)	6" & 18" Storm Laterals (EA)	Storm Assess Main to Property Line (\$)	Total Property Assessment (\$)
Hartzheim Drive																			
260129908	HARTZHEIM DR		LEE REAL EST INVESTMENTS LLC		700 RANDOLPH DR	APPLETON, WI 54913	637.93	369.96	267.97	Commercial	\$129.01	\$34,570.80	1	\$3,119.29	1	\$2,725.80	1	\$1,340.39	\$41,756.28
260430100	934 HARTZHEIM DR	936 HARTZHEIM DR	JCM DEVELOPMENT		PO BOX 125	GREENVILLE, WI 54942	103.00		103.00	Residential	\$107.82	\$11,105.46		\$0.00		\$0.00	1	\$1,340.39	\$12,445.85
260130000			CLAR PROPERTIES LLC		102 W ELEVENTH ST	KAUKAUNA, WI 54130	50.00		50.00	Commercial	\$129.01	\$6,450.50		\$0.00		\$0.00		\$0.00	\$6,450.50
260430200	926 HARTZHEIM DR	928 HARTZHEIM DR	JCM DEVELOPMENT		PO BOX 125	GREENVILLE, WI 54942	103.00		103.00	Residential	\$107.82	\$11,105.46		\$0.00		\$0.00	1	\$1,340.39	\$12,445.85
260430300	912 HARTZHEIM DR	914 HARTZHEIM DR	JCM DEVELOPMENT		PO BOX 125	GREENVILLE, WI 54942	103.00		103.00	Residential	\$107.82	\$11,105.46		\$0.00		\$0.00	2	\$2,680.78	\$13,786.24
260430400	900 HARTZHEIM DR	902 HARTZHEIM DR	JCM DEVELOPMENT		PO BOX 125	GREENVILLE, WI 54942	103.00		103.00	Residential	\$107.82	\$11,105.46		\$0.00		\$0.00	2	\$2,680.78	\$13,786.24
260130017			CR BUILDINGS LLC		W4704 DEER RUN DR	BLACK CREEK, WI 54106	362.08		362.08	Residential	\$107.82	\$39,039.46	6	\$18,715.74	6	\$16,354.80	6	\$8,042.34	\$82,152.34
260130006	625 E EVERGREEN DR		VILLAGE OF LITTLE CHUTE	WELL #4	108 W MAIN ST	LITTLE CHUTE, WI 54140	200.00		200.00	Residential	\$107.82	\$21,564.00		\$0.00		\$0.00		\$0.00	\$21,564.00
260429800	2601 BUCHANAN ST	1020 HARTZHEIM DR	JCM DEVELOPMENT		PO BOX 125	GREENVILLE, WI 54942	105.74	25.00	80.74	Residential	\$107.82	\$8,705.38		\$0.00		\$0.00	1	\$1,340.39	\$10,045.77
260130100	1119 RANDOLPH DR		K&A DEVELOPMENT LLC		N2447 ARTESIAN WAY	KAUKAUNA, WI 54130	148.66	25.00	123.66	Commercial	\$129.01	\$15,953.37		\$0.00		\$0.00		\$0.00	\$15,953.37
260429900	1010 HARTZHEIM DR	1012 HARTZHEIM DR	JCM DEVELOPMENT		PO BOX 125	GREENVILLE, WI 54942	105.00		105.00	Residential	\$107.82	\$11,321.10		\$0.00		\$0.00	1	\$1,340.39	\$12,661.49
260430000	1006 HARTZHEIM DR	1002 HARTZHEIM DR	JCM DEVELOPMENT		PO BOX 125	GREENVILLE, WI 54942	103.00		103.00	Residential	\$107.82	\$11,105.46		\$0.00		\$0.00	1	\$1,340.39	\$12,445.85
260130010			360 PROPERTY MANAGEMENT LLC		N4327 SERENITY RIDGE C	FREEDOM, WI 54130	171.67		171.67	Commercial	\$129.01	\$22,147.14	1	\$3,119.29	1	\$2,725.80		\$0.00	\$27,992.23
260130014			360 PROPERTY MANAGEMENT LLC		N4327 SERENITY RIDGE C	FREEDOM, WI 54130	171.66		171.66	Commercial	\$129.01	\$22,145.85	1	\$3,119.29	1	\$2,725.80		\$0.00	\$27,990.94
260130015			360 PROPERTY MANAGEMENT LLC		N4327 SERENITY RIDGE C	FREEDOM, WI 54130	171.67		171.67	Commercial	\$129.01	\$22,147.14	1	\$3,119.29	1	\$2,725.80		\$0.00	\$27,992.23
260130030	933 HARTZHEIM DR		ALMERA, JOSEPH N	UNITS 15 & 16	19 GOLDEN WHEAT LA	WRIGHTSTOWN, WI 54180	30.58		30.58	Commercial	\$129.01	\$3,945.12		\$0.00		\$0.00		\$0.00	\$3,945.12
260130032	933 HARTZHEIM DR		CLAR PROPERTIES LLC	UNITS 1-14	102 W ELEVENTH ST	KAUKAUNA, WI 54130	214.03		214.03	Commercial	\$129.01	\$27,612.01		\$0.00		\$0.00		\$0.00	\$27,612.01
							2,884.02	419.96	2,464.06				10	\$31,192.90	10	\$27,258.00	16	\$21,446.24	\$371,026.31

## **VILLAGE OF LITTLE CHUTE**

(Outagamie County, State of Wisconsin)

### **RESOLUTION NO. 11, SERIES OF 2021**

**A Final Special Assessment/Hookup Fee Resolution authorizing special assessments/hookup fees for installation and construction of municipal improvements as described hereinafter, within an area described hereinafter, and providing for the levying of special assessments or hookup fees. As applicable, against said property owners as described hereinafter under and pursuant to the provisions of Sections 61.36, and as applicable 66.0701, 66.0703, and 66.0907, of the Wisconsin Statutes, and Sec. 16-87 of the Village Code of Ordinances as amended from time to time, and further pursuant to applicable village ordinances.**

WHEREAS, the Village Board of Trustees, Village of Little Chute, located in Outagamie County, Wisconsin, did create Sec. 16-87 of the Village Code of Ordinances entitled “Hookup Fees for Improvements Benefiting Properties Located Outside of the Village to be Imposed Upon Annexation and for Assessments Proceedings for Completed Municipal Improvements”, thereby declaring the Village’s intent to exercise special assessment and police powers under Wisconsin statutes in particular, Sections 61.34, 61.36, and as applicable 66.0701, 66.0703, and 66.0907 of the Wisconsin Statutes, and as applicable Sec. 16-87 of the Village Code of Ordinances as amended from time to time, and as further amended by then applicable Village Ordinances, for the following purposes and within the following described area:

- a) **DESCRIPTION OF SPECIAL ASSESSMENT/HOOKUP FEE PROJECT:**  
Concrete paving, new storm sewer laterals, sanitary sewer laterals, water service laterals
- b) **AREA OF SPECIAL ASSESSMENT/HOOKUP FEE IMPROVEMENTS:**  
Hartzheim Drive from Buchanan Street to 1,400 feet west of Buchanan Street for concrete paving, new storm sewer laterals, sanitary sewer laterals, water service laterals

WHEREAS, the Village Board of Trustees did provide for the publishing of the required statutory Notice of Public Hearing on Special Assessment/Hookup Fee in the *Times/Villager* on March 10, 2021 and did further mail a copy of said Notice of Public Hearing on Special on Special Assessment/Hookup Fee to all affected property owners as set forth within the above-described project area, all within the required statutory time, including a scale map (if available) of the project area: and,

WHEREAS, the specially benefited property affected and property owners therein affected by the municipal improvement project are as set forth above: and,

WHEREAS, the Village Board of Trustees, Village of Little Chute, did hold a Public Hearing upon said Special Assessment/Hookup Fees, on the 24th day of March, 2021, at 6:00



p.m. in the Board Room, 108 W. Main Street, Little Chute, WI 54140, pursuant to the published Notice of Public Hearing and a mailing of said Notice to affected property owners, for the purpose of informing and hearing all interested persons concerned with the Special Assessment/Hookup Fee and the Report of the Village Engineers reference the proposed public improvement project, and did hear all persons desiring audience at said hearing

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

1. That the Report of the Village Engineers for the public improvement project, affecting the special assessment and hookup fee area, all as described above, including any and all engineering plans and specifications thereto, are hereby approved and adopted. Pursuant to the Report of the Village Engineer as set forth above, or in the alternative to the foregoing provisions pursuant to Sections 16-87(e) of Village Ordinances for fully or partially completed work. All of said special assessments/hookup fees proposed are determined to have been levied and proposed on a reasonable basis, being actual construction costs, engineering fees, attorneys' fees, publications costs, Village administrative costs and fees and other special assessment proceeding and hookup fee proceeding costs; and, further, that all said municipal improvements are determined to specially benefit the areas/properties being assessed, or charge with hookup fees, as applicable.

2. That the Village of Little Chute awarded a contract to carry out the work of said improvements in accordance with the Report of the Village Engineer or in the alternative work was completed and performed by others for which the Village contributed payments for such public improvements.

3. That payment for said municipal improvements shall be made by assessing the cost to the abutting/affected property owners located within the Village jurisdiction pursuant to Sections 61.34 and/or 61.36, and pursuant to authority and police powers and as applicable 66.0701, 66.0703, and 66.097 of the Wisconsin Statutes, and as applicable Sec. 16-87 of the Village Code of Ordinances as amended from time to time, and as set forth hereinafter and further pursuant to any applicable Village Ordinance or Policy dealing with special assessments, and further made in part by imposing hookup fees at the time and manner set forth below for those properties presently located outside Village jurisdiction.

4. The Village of Little Chute had advertised for bids for this project and the Village of Little Chute did award a contract to carry out the work for said improvements, all to fore mentioned, and/or in the alternative work was completed and performed by others for which the Village contributed payments for such public improvements.

5. That all costs to be assessed or later charged as hookup fees, as shown on attached Engineer's Report as modified, are true and correct, have been determined on a reasonable basis, are further determined to specially benefit the abutting/affected property, and are hereby confirmed.

6. Special Assessments on parcels located inside the Village will be paid as detailed in the Final Engineer's Report for those properties under Village jurisdiction. Final rates are identified in attachment to this Resolution. The assessment/hook up fee may be paid in full within 60 days without accumulation of additional interest. Assessments/hookup fees not paid within 60 days will accrue interest at 1.65% and be placed on the tax roll over a 5 year period. Minimum annual payments are \$300.00 payable in person or added to the real estate property bill. Direct payments must be made no later than November 1<sup>st</sup> in lieu of being to the tax bill. Any exceptions to the collection period must be approved by the Finance Director.

7. Hookup Fees and/or special assessments will be charged to those parcels that are included in the project area (as detailed in the Final Engineer's Report) but are not currently located in the Village and will be imposed and held in abeyance until the time of annexation to the Village all pursuant to Sec. 16-87 of the Village Code of Ordinances, none of which constitute a current lien against properties located outside of the Village limits until time of annexation, and no interest will be charged for the period prior to annexation. Such hookup fees and special assessments are hereby deferred in accordance with Sec. 16-87 of the Village Code of Ordinances.

8. The Village Clerk for the Village of Little Chute is directed to publish this Resolution as a Class One Notice in the *Times/Villager Kaukauna*, Wisconsin.

9. The Village Clerk for the Village of Little Chute is further directed to mail a copy of the Final Assessment Resolution and a statement of final assessment against affected/abutting property, to each affected/abutting property owner whose name appears on the assessment roll and whose post office address is known or can, with reasonable diligence, be ascertained.

10. This assessment and hookup fee amount may be amended and/or revised, where necessary, from time to time, pursuant to Sections 66.0701, 66.0703 (10) of the Wisconsin Statutes, Village ordinances or policies associated therewith, as amended from time to time.

11. Effect of Village Ordinance(s). See Village of Little Chute Municipal Code Chapter 16, Article III. The assessment and hookup fee rates have been modified and/or adjusted to reflect the Village of Little Chute local share, as paid by Village of Little Chute General Funds where applicable.

Date introduced, approved and adopted: April 21, 2021

Amended: February 16, 2022

VILLAGE OF LITTLE CHUTE

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

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

Laurie Decker, Village Clerk  
FINAL DETERMINATION OF ASSESSMENT/HOOKUP FEE:

Concrete Street - Assessment Rate (per lineal foot) for 2 drive lanes and 2 parking lanes  
Hartzheim Drive from Buchanan Street to 1,400 feet west of Buchanan Street

\$ 107.82 (per lineal foot) - Residential  
\$ 129.01 (per lineal foot) - Commercial

Storm Sewer Lateral Construction – Hartzheim Drive  
Assessment Rate per lateral - \$1,340.39 – Residential/Commercial

Sanitary Lateral Construction (6-inch dia.) – Hartzheim Drive  
Assessment Rate per lateral - \$2,725.80 – Residential/Commercial

Water Service Construction (2" and 1 ¼" dia.) – Hartzheim Drive  
Assessment Rate per lateral - \$3,119.29 – Residential/Commercial

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(Outagamie County, State of Wisconsin)

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