



AGENDA

REGULAR BOARD MEETING

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

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

Join Zoom Meeting

<https://us06web.zoom.us/j/81247501424>

Meeting ID: 812 4750 1424

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 March 2, 2022
 - 2. Adopt Resolution No. 08, Series 2022 Approving CSM for PPF Investments LLC (2123-2121 Taylor Street)
 - 3. Disbursement List
- G. Other Informational Items—February Monthly Fire Report and February Report
- H. Action—Approval of Fire Station Space Needs Analysis RFP Selection
- I. Discussion/Action—2021 Budget Amendments, 2021-2022 Budget Carryover and 2022 Budget Amendments
- J. Action—Adopt Resolution No. 09, Series 2022 Approving CSM for Prometheus Holding LLC
- K. Action—Approval of Cloudpermit Multi-Year Contract

- L. Action—Approval of Stone Arch Sign Façade Loan
- M. Discussion—MS4 Annual Report
- N. Action—Adopt Resolution No. 10, Series 2022 Approving MS4 General Permit Annual Report
- O. Discussion/Action—Approval of New Legion Concession Stand Layout
- P. Department and Officers Progress Reports
- Q. Call for Unfinished Business
- R. Items for Future Agenda
- S. 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. *Discuss Three (3) Economic Development items.*
- T. Return to Open Session
- U. 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: March 11, 2022

MINUTES OF THE REGULAR BOARD MEETING OF MARCH 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
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
Dave Kittel, Community Development Director
Laurie Decker, Village Clerk
Chris Murawski, Village Engineer
Dan Meister, Fox Valley Metro Police Chief
Katherine Freund, LC Library Director
Tyler Claringbole, Village Attorney

Public Appearance for Items Not on the Agenda

Keith Gonnering the developer of Little Chute North Estates presented a status update of the project. It has brought in 20 million dollars of assessed value in four years instead of six and has been a very successful project.

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 16, 2022
2. Disbursement List
3. Resolution No. 06, Series 2022 Amending Polling Sites for the Village of Little Chute
4. Reappointment of Michael Vanden Berg to Appleton Redevelopment Authority Exhibition Center Advisory Committee

Moved by Trustee B. Van Lankveldt, seconded by Trustee Elrick to approve the Consent Agenda as presented.

Ayes 7, Nays 0 – Motion Carried

Presentation— Little Chute School District Technology Referendum 2022

Heidi Schmidt the District Administrator for the Little Chute Area School District stated that a postcard was mailed out to all voters explaining the need for the referendum. There are four focus areas which are cyber security, infrastructure, classroom technology and expansion of student devices. Trustee Elrick asked how the State limits revenue for the school district. Karen Moore explained that school districts are funded differently and every year a revenue limit is calculated by the State. It is a 3 year rolling average of students multiplied by the dollar amount that they're given and they are not able to exceed that limit without going to a referendum. Trustee Elrick explained that his challenge is this has been a recurring referendum since 2007 but he is not against it. Trustee Van Lankvelt asked if the school can look closer at their budget for these items as this has been reoccurring but also is not against it. Trustee Van Deurzen asked if other school districts are doing this and it was stated that other districts are struggling as well. The referendum will be on the ballot for the April 5, 2022 Spring

Election.

Discussion/Action— Kimberly Area School District Police School Liaison Officer Agreement

Moved by Trustee B. Van Lankveldt, seconded by Trustee Elrick to Approve the Kimberly Area School District Police School Liaison Officer Agreement as presented.

Ayes 7, Nays 0 – Motion Carried

Action—Adopt Resolution No. 7, Series 2022 a Preliminary Assessment/Hookup Fee Resolution Declaring Intent to Exercise Special Assessment Powers

Moved by Trustee Elrick, seconded by Trustee L. Van Lankvelt Adopt Resolution No. 7, Series 2022 a Preliminary Assessment/Hookup Fee Resolution Declaring Intent to Exercise Special Assessment Powers

Ayes 7, Nays 0 – Motion Carried

Discussion/Action—We Energies Easement Request on Village Properties

Moved by Trustee Elick, seconded by Trustee B. Van Lankveldt to Approve the Easement for WE Energies.

Ayes 7, Nays 0 – Motion Carried

Discussion/Action—Social Media Archiving Software Firm Multi-Year Contract

Moved by Trustee B. Van Lankveldt, seconded by Trustee Elrick to Approve Social Media Archiving Software Firm Multi-Year Contract with Archive Social.

Ayes 7, 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

Adjournment

Moved by Trustee Van Deurzen, seconded by Trustee Elrick to Adjourn the Regular Board Meeting at 6:40 p.m.

Ayes 7, Nays 0 – Motion Carried

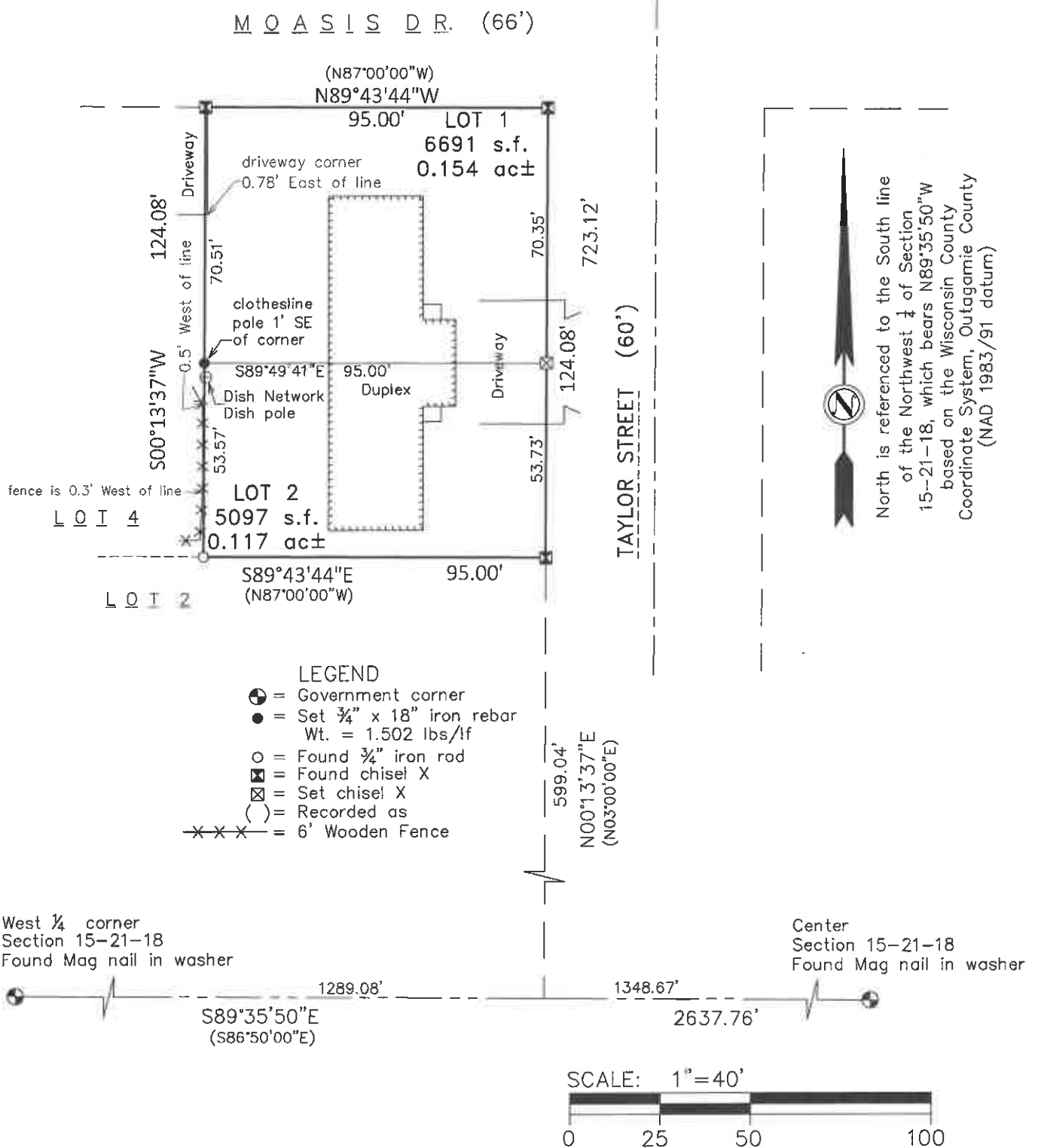
VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

Certified Survey Map

All of lot 3 of Block 1, Van Zealand
Estates, Village of Little Chute,
Outagamie County, Wisconsin.



CERTIFIED SURVEY MAP

All of lot 3 of Block 1, Van Zealand Estates, Village of Little Chute, Outagamie County, Wisconsin.

SURVEYOR'S CERTIFICATE
STATE OF WISCONSIN)
OUTAGAMIE COUNTY)SS

I, David Hebert, Professional Wisconsin Land Surveyor, do hereby certify that I have surveyed, divided and mapped all of lot 3 of Block 1, Van Zealand Estates, Village of Little Chute, Outagamie County, Wisconsin.
I further certify that the map hereon is a correct representation of all of the exterior boundaries of the land surveyed and the division of that land; that I have made said division by order and under direction of the owners of said lands; and that I have fully complied with the code of ordinances of the Village of Little Chute, Wisconsin and with Chapter 236.34 of the Wisconsin statutes in surveying, dividing and mapping the same.

David Hebert PLS Date

OWNER'S CERTIFICATE

I (We), as owner(s), do hereby certify that I (we) caused the lands described on this Certified Survey Map to be surveyed, divided, and mapped as represented on this map. I (we) also certify that this Certified Survey Map is required by s.236.34 to be submitted to the Village of Little Chute for approval or objection.

PPF Investments, LLC Dated
Michael Gonnering (owner)

STATE OF WISCONSIN)
OUTAGAMIE COUNTY)SS
Personally came before me on this day of , 20, the above named owner(s) is (are) known to be the person(s) who executed the foregoing instrument and acknowledge the same.

Notary Public, State of Wisconsin My commission expires

VILLAGE BOARD APPROVAL

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

Village President Village Clerk

VILLAGE TREASURER'S CERTIFICATE

State of Wisconsin)
Outagamie County)SS
I, being the duly elected / appointed qualified and acting Village treasurer do hereby certify that in accordance with the records in my office, there are no unpaid taxes or unpaid special assessments as of on any of the lands included in this Certified Survey Map.

Date Treasurer

COUNTY TREASURER'S CERTIFICATE

State of Wisconsin)
Outagamie County)SS
I, being the duly elected, qualified and acting County treasurer do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of affecting the lands included in this Certified Survey Map.

Date Treasurer

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 08 SERIES OF 2022

A RESOLUTION APPROVING A CSM FOR PPF INVESTMENTS LLC

WHEREAS, PPF Investments Holdings LLC as owner of Parcel #260284400, also known as 2123/2121 Taylor Street, have presented a Certified Survey Map to the Village of Little Chute Board of Trustees as prepared by David Herbert a registered land surveyor; and

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

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

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

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

Date introduced, approved and adopted: March 16, 2022

VILLAGE OF LITTLE CHUTE:

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

DISBURSEMENT LIST March 16, 2022

Payroll & Payroll Liabilities - March 3, 2022	\$233,391.19
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Prepaid Invoices - February 24, 2022	\$8,800.00
Prepaid Invoices - March 4, 2022	\$50,601.69
Prepaid Invoices - March 10, 2022	\$362.37
Prepaid Invoices - March 11, 2022	\$38,088.42

Utility Commission- March 15, 2022	\$234,873.96
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CURRENT ITEMS

Bills List - March 16, 2022	\$169,074.75
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Total Payroll, Prepaid & Invoices	\$735,192.38
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The above payments are recommended for approval:

Rejected: _____

Approved March 16, 2022

Michael R Vanden Berg, Village President

Laurie Decker, Clerk

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
S & B TRAILER TRUCK & RV SALES LLC (5334)							
20224435	Invoi	ENCLOSED CARGO TRAILER	500.00	Open	Non	02/22	101-53300-213
20224435	Invoi	ENCLOSED CARGO TRAILER	1,000.00	Open	Non	02/22	101-53300-221
20224435	Invoi	ENCLOSED CARGO TRAILER	5,000.00	Open	Non	02/22	610-53612-221
20224435	Invoi	ENCLOSED CARGO TRAILER	2,300.00	Open	Non	02/22	610-53612-256
Total S & B TRAILER TRUCK & RV SALES LLC (5334):			8,800.00				
Grand Totals:			8,800.00				

Report GL Period Summary

Vendor number hash:	5334
Vendor number hash - split:	21336
Total number of invoices:	1
Total number of transactions:	4

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	8,800.00	8,800.00
Grand Totals:	8,800.00	8,800.00

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
AMPLITEL TECHNOLOGIES (4637)							
19172	Invoi	MONTHLY MANAGED SERVICES & MONTHLY BAC	3,055.00	Open	Non	03/22	404-57190-204
19172	Invoi	ANTIVIRUS, OFFICE 365, EXCHANGE ONLINE, DU	1,382.40	Open	Non	03/22	404-57190-208
Total AMPLITEL TECHNOLOGIES (4637):			4,437.40				
ASSOCIATED APPRAISAL CONSULTANTS (1939)							
161118	Invoi	PROFESSIONAL SERVICES-MARCH	2,008.33	Open	Non	03/22	101-51530-204
Total ASSOCIATED APPRAISAL CONSULTANTS (1939):			2,008.33				
AUTOMATED COMFORT CONTROLS (4980)							
30395	Invoi	ANNUAL BILLING WELL HOUSES 1/1/22 - 12/31/22	794.58	Open	Non	02/22	620-53624-255
30395	Invoi	ANNUAL BILLING WELL HOUSES 1/1/22 - 12/31/22	794.58	Open	Non	02/22	620-53634-255
Total AUTOMATED COMFORT CONTROLS (4980):			1,589.16				
BAKER & TAYLOR (5194)							
2036517065	Invoi	BOOKS	121.46	Open	Non	02/22	206-55110-206
2036533051	Invoi	BOOKS	80.63	Open	Non	02/22	206-55110-206
2036533052	Invoi	BOOKS	295.60	Open	Non	02/22	206-55110-206
Total BAKER & TAYLOR (5194):			497.69				
CELLCOM (4683)							
996795	Invoi	FVMPD CELL - FEBRUARY	1,224.91	Open	Non	02/22	207-52120-203
Total CELLCOM (4683):			1,224.91				
DAMAGE PREVENTION SERVICES (4068)							
3723	Invoi	FEBRUARY LOCATES	1,300.00	Open	Non	02/22	610-53612-209
3723	Invoi	FEBRUARY LOCATES	2,291.25	Open	Non	02/22	620-53644-209
3723	Invoi	FEBRUARY LOCATES	1,402.50	Open	Non	02/22	630-53442-209
3723	Invoi	FEBRUARY LOCATES	33.00	Open	Non	02/22	101-53300-209
Total DAMAGE PREVENTION SERVICES (4068):			5,026.75				
FOX CITIES CHAMBER OF COMMERCE (191)							
61567	Invoi	ECONOMIC DEVELOPMENT INVESTMENT FOR 20	2,389.40	Open	Non	02/22	414-57400-204
61567	Invoi	ECONOMIC DEVELOPMENT INVESTMENT FOR 20	2,389.40	Open	Non	02/22	415-57500-204
61567	Invoi	ECONOMIC DEVELOPMENT INVESTMENT FOR 20	2,389.40	Open	Non	02/22	416-57600-204
61567	Invoi	ECONOMIC DEVELOPMENT INVESTMENT FOR 20	2,389.40	Open	Non	02/22	417-57700-204
61567	Invoi	ECONOMIC DEVELOPMENT INVESTMENT FOR 20	2,389.40	Open	Non	02/22	418-57800-204
Total FOX CITIES CHAMBER OF COMMERCE (191):			11,947.00				
FOX VALLEY TECHNICAL COLLEGE (1775)							
TPB0000697420	Invoi	EVIDENCE TECHNICIAN SCHOOL-GOSTISHA	695.00	Open	Non	02/22	207-52120-201
TPB0000697420	Invoi	OPEN RECORDS-VANDENHEUVEL	265.00	Open	Non	02/22	207-52120-201
Total FOX VALLEY TECHNICAL COLLEGE (1775):			960.00				
HARDDOG'S REQUISITES (5335)							
7423	Invoi	K9 TRAINER SUIT	2,455.00	Open	Non	02/22	207-52120-236
Total HARDDOG'S REQUISITES (5335):			2,455.00				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
HAWKINS INC (1918)							
6086692	Invoi	AZONE	571.37	Open	Non	02/22	620-53634-214
6086692	Invoi	SODIUM SILICATE	1,764.45	Open	Non	02/22	620-53634-220
Total HAWKINS INC (1918):			2,335.82				
J.F. AHERN CO (2011)							
487805	Invoi	FEB ANNUAL INSPECTION/LCFD	159.20	Open	Non	02/22	101-52200-204
487805	Invoi	FIRE EXTINGUISHER RECHARGE	1,157.00	Open	Non	02/22	101-52200-213
Total J.F. AHERN CO (2011):			1,316.20				
KERRY'S VROOM SERVICE INC (2013)							
9751	Invoi	OIL & FILTER CHANGE - UNIT#182	45.15	Open	Non	02/22	207-52120-247
9753	Invoi	OIL & FILTER CHANGE - UNIT#191	45.15	Open	Non	02/22	207-52120-247
Total KERRY'S VROOM SERVICE INC (2013):			90.30				
KWIK TRIP INC (2365)							
JAN 2022 286768	Invoi	JAN FUEL FOR SQUADS	4,163.27	Open	Non	02/22	207-52120-247
Total KWIK TRIP INC (2365):			4,163.27				
LAPPEN SECURITY PRODUCTS INC (735)							
LSPQ46589	Invoi	SERVICE CALL TO FRONT DOOR AT LCFD	99.00	Open	Non	02/22	101-52250-245
Total LAPPEN SECURITY PRODUCTS INC (735):			99.00				
LEAGUE OF WI MUNICIPALITIES (653)							
83541	Invoi	CONFERENCE FEE-TRUSTEE PEERENBOOM	260.00	Open	Non	02/22	101-51110-201
83542	Invoi	CONFERENCE FEE-TRUSTEE VAN LANKVELT	260.00	Open	Non	02/22	101-51110-201
Total LEAGUE OF WI MUNICIPALITIES (653):			520.00				
MAGAZINE SUBSCRIPTIONS (5282)							
03012022	Invoi	MAGAZINE SUBSCRIPTION	18.97	Open	Non	03/22	206-55110-207
030122	Invoi	MAGAZINE SUBSCRIPTION	33.95	Open	Non	03/22	206-55110-207
33788241	Invoi	MAGAZINE SUBSCRIPTION	34.99	Open	Non	03/22	206-55110-207
Total MAGAZINE SUBSCRIPTIONS (5282):			87.91				
MATTHEWS TIRE & SERVICE CENTER (768)							
280126	Invoi	2 NEW TIRES SQUAD #92	329.92	Open	Non	02/22	207-52120-247
Total MATTHEWS TIRE & SERVICE CENTER (768):			329.92				
MCMAHON ASSOCIATES INC (276)							
925636	Invoi	PHEASANT RUN STORM SEWER	2,902.80	Open	Non	02/22	630-51140-204
Total MCMAHON ASSOCIATES INC (276):			2,902.80				
MIDWEST TAPE (1847)							
501630778	Invoi	DIGITAL BOOKS	941.85	Open	Non	02/22	206-55110-209
Total MIDWEST TAPE (1847):			941.85				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
O'REILLY AUTOMOTIVE INC (1036)							
2043-312514	Invoi	DE-ICER	4.99	Open	Non	02/22	207-52120-247
Total O'REILLY AUTOMOTIVE INC (1036):			4.99				
OUTAGAMIE COUNTY TREASURER (486)							
FEBRUARY 2022	Invoi	FEBRUARY COURT FINES	484.03	Open	Non	02/22	101-35101
Total OUTAGAMIE COUNTY TREASURER (486):			484.03				
OUTAGAMIE CTY FIRE INVESTIGATION UNIT (4404)							
2022 LCFD DUES	Invoi	2022 MEMBERSHIP DUES	25.00	Open	Non	02/22	101-52200-208
Total OUTAGAMIE CTY FIRE INVESTIGATION UNIT (4404):			25.00				
REGISTRATION FEE TRUST (189)							
030222	Invoi	TITLE & LICENSE PLATE FEE-2022 TRAILER	169.50	Open	Non	03/22	101-53330-218
Total REGISTRATION FEE TRUST (189):			169.50				
RENT-A-FLASH OF WISCONSIN INC (321)							
79587	Invoi	NO PARKING STREET SIGNS	136.00	Open	Non	02/22	101-53300-218
79587	Invoi	NO PARKING STREET SIGNS	136.00	Open	Non	02/22	101-55440-218
Total RENT-A-FLASH OF WISCONSIN INC (321):			272.00				
SPEEDY CLEAN DRAIN & SEWER (122)							
75364	Invoi	CLEAR WASTE BLOCKAGE IN LINE	337.50	Open	Non	02/22	101-51650-243
Total SPEEDY CLEAN DRAIN & SEWER (122):			337.50				
ST. ELIZABETH HOSPITAL (354)							
01/22 EL.FVMPD	Invoi	JANUARY BLOOD DRAWS	78.78	Open	Med	02/22	207-52120-204
Total ST. ELIZABETH HOSPITAL (354):			78.78				
STATE OF WI COURT FINES & (2374)							
FEBRUARY 2022	Invoi	FEBRUARY COURT FINES	1,608.33	Open	Non	02/22	101-35101
Total STATE OF WI COURT FINES & (2374):			1,608.33				
STATE OF WI-DSPTS (4591)							
RNW-477432	Invoi	BOILER PERMIT PVS-021519061-PTOB3Y	50.00	Open	Non	03/22	101-51650-243
RNW-477433	Invoi	BOILER PERMIT PVS-021519062-PTOB3Y	50.00	Open	Non	03/22	101-51650-243
RNW-607878	Invoi	PERMIT TO OPERATE EC-099917877-PTOCC	50.00	Open	Non	03/22	101-51650-243
RNW-608046	Invoi	PERMIT TO OPERATE EC-099917044-PTOCC	50.00	Open	Non	03/22	207-52120-243
Total STATE OF WI-DSPTS (4591):			200.00				
TIME WARNER CABLE (89)							
02/22 83897	Invoi	FEBRUARY/MARCH SERVICE	61.22	Open	Non	03/22	101-52200-203
02/22 96253	Invoi	FEBRUARY/MARCH SERVICE	144.59	Open	Non	02/22	207-52120-203
Total TIME WARNER CABLE (89):			205.81				
TRIUMPH TIRES (5131)							
462860	Invoi	SCRAP TIRES	204.00	Open	Non	03/22	101-53330-218

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total TRIUMPH TIRES (5131):			204.00				
VALLEY LIQUOR (1239)							
12144	Invoi	BEVERAGES AND SUPPLIES	175.94	Open	Non	02/22	101-52200-211
13523	Invoi	BEVERAGES AND SUPPLIES	175.94	Open	Non	02/22	101-52200-211
4368	Invoi	BEVERAGES AND SUPPLIES	158.94	Open	Non	02/22	101-52200-211
7231	Invoi	BEVERAGES AND SUPPLIES	160.94	Open	Non	02/22	101-52200-211
Total VALLEY LIQUOR (1239):			671.76				
VERIZON WIRELESS (3606)							
9899540558	Invoi	JANUARY/FEBRUARY SERVICE	64.18	Open	Non	02/22	620-53924-203
Total VERIZON WIRELESS (3606):			64.18				
VILLAGE OF LITTLE CHUTE (1404)							
FEBRUARY 2022	Invoi	SAFETY CENTER	296.27	Open	Non	02/22	207-52120-249
FEBRUARY 2022	Invoi	SAFETY CENTER	74.07	Open	Non	02/22	101-52250-249
FEBRUARY 2022	Invoi	GB & MISS CANAL CO	4.95	Open	Non	02/22	101-51780-249
FEBRUARY 2022	Invoi	VILLAGE HALL	141.46	Open	Non	02/22	101-51650-249
FEBRUARY 2022	Invoi	CIVIC CENTER	377.39	Open	Non	02/22	206-55110-249
FEBRUARY 2022	Invoi	HERITAGE PARK	5.78	Open	Non	02/22	101-55200-249
FEBRUARY 2022	Invoi	LEGION PARK RESTROOMS	367.95	Open	Non	02/22	101-55200-249
FEBRUARY 2022	Invoi	VAN LIESHOUT PARK	120.45	Open	Non	02/22	101-55200-249
FEBRUARY 2022	Invoi	1509 E LINCOLN-ICE RINK	143.36	Open	Non	02/22	101-55200-249
FEBRUARY 2022	Invoi	HEESAKKER PARK RESTROOM	52.33	Open	Non	02/22	101-55200-249
FEBRUARY 2022	Invoi	DOYLE PARK POOL/RESTROOMS	293.29	Open	Non	02/22	101-55200-249
FEBRUARY 2022	Invoi	DOYLE PARK POOL/RESTROOMS	293.29	Open	Non	02/22	204-55420-249
FEBRUARY 2022	Invoi	DOYLE PARK POOL	10.97	Open	Non	02/22	204-55420-249
FEBRUARY 2022	Invoi	PUMP STATION JEFFERSON ST	36.82	Open	Non	02/22	620-53624-249
FEBRUARY 2022	Invoi	DOYLE PARK WELL #1	13.42	Open	Non	02/22	620-53624-249
FEBRUARY 2022	Invoi	#3 WELL WASHINGTON ST	12.38	Open	Non	02/22	620-53624-249
FEBRUARY 2022	Invoi	715 DEPOT ST	42.08	Open	Non	02/22	418-57800-204
FEBRUARY 2022	Invoi	625 E EVERGREEN ST	104.78	Open	Non	02/22	620-53624-249
FEBRUARY 2022	Invoi	1200 STEPHEN ST	13.20	Open	Non	02/22	620-53624-249
FEBRUARY 2022	Invoi	723 DEPOT ST	8.25	Open	Non	02/22	418-51225-249
FEBRUARY 2022	Invoi	1401 E ELM DR	892.15	Open	Non	02/22	101-53310-249
FEBRUARY 2022	Invoi	721 W ELM	19.71	Open	Non	02/22	208-52900-249
FEBRUARY 2022	Invoi	3609 FREEDOM RD	18.15	Open	Non	02/22	630-53441-249
Total VILLAGE OF LITTLE CHUTE (1404):			3,342.50				
Grand Totals:			50,601.69				

Report GL Period Summary

Vendor number hash: 117213
 Vendor number hash - split: 176711
 Total number of invoices: 46
 Total number of transactions: 81

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	50,601.69	50,601.69
Grand Totals:	50,601.69	50,601.69

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2022 REFUNDS - MISCELLANEOUS (5318)							
030221	Invoi	RESTITUTION PAID	25.00	Open	Non	13/21	101-35101
040321	Invoi	RESTITUTION PAID	25.00	Open	Non	13/21	101-35101
040321-1	Invoi	RESTITUTION PAID	207.50	Open	Non	13/21	101-35101
050221	Invoi	RESTITUTION PAID	25.00	Open	Non	13/21	101-35101
070621	Invoi	RESTITUTION PAID	50.00	Open	Non	13/21	101-35101
073121	Invoi	RESTITUTION PAID	4.67	Open	Non	13/21	101-35101
073121-1	Invoi	REFUND ON COURT FINE	25.20	Open	Non	13/21	101-35101
Total 2022 REFUNDS - MISCELLANEOUS (5318):			362.37				
Grand Totals:			362.37				

Report GL Period Summary

Vendor number hash: 37226
Vendor number hash - split: 37226
Total number of invoices: 7
Total number of transactions: 7

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	362.37	362.37
Grand Totals:	362.37	362.37

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2022 UTILITY REFUNDS (5319)							
126040014	Invoi	OVERPAYMENT-UTILITY ACCT #1-260400-14	160.18	Open	Non	03/22	001-15000
Total 2022 UTILITY REFUNDS (5319):			160.18				
AMPLITEL TECHNOLOGIES (4637)							
19043	Invoi	MONTHLY BACK-UP, MANAGED SERVICES, OFFIC	3,825.00	Open	Non	02/22	207-52120-204
19043	Invoi	MULTI-FACTOR AUTHENTICATION FROM DUE-FE	108.50	Open	Non	02/22	207-52120-204
19043	Invoi	MONTHLY ANTIVIRUS, DROPSUITE-FEBRUARY	337.00	Open	Non	02/22	207-52120-240
19173	Invoi	MONTHLY BACK-UP, MANAGED SERVICES, OFFIC	3,765.00	Open	Non	03/22	207-52120-204
19173	Invoi	MULTI-FACTOR AUTHENTICATION FROM DUE-MA	108.50	Open	Non	03/22	207-52120-204
19173	Invoi	MONTHLY ANTIVIRUS, DROPSUITE-MARCH	321.00	Open	Non	03/22	207-52120-240
Total AMPLITEL TECHNOLOGIES (4637):			8,465.00				
ASCENSION MEDICAL GROUP-FOX VALLEY WI (2514)							
402125	Invoi	AUDIOGRAMS	108.00	Open	Med	02/22	207-52120-225
Total ASCENSION MEDICAL GROUP-FOX VALLEY WI (2514):			108.00				
AT & T (5080)							
287294953059	03/2 Invoi	JAN/FEB SERVICE	275.00	Open	Non	03/22	101-52200-203
Total AT & T (5080):			275.00				
AXLEY BRYNELSON LLP (5230)							
876091	Invoi	LEGAL SERVICES	167.50	Open	Atto	02/22	101-51110-262
Total AXLEY BRYNELSON LLP (5230):			167.50				
AXON ENTERPRISE INC. (555)							
54628	Invoi	TASER CARTRIDGES	378.50	Open	Non	03/22	207-52120-223
Total AXON ENTERPRISE INC. (555):			378.50				
FASTENAL COMPANY (847)							
WIKIM271320	Invoi	GLOVES & CABLE TIES	42.64	Open	Non	02/22	101-55200-218
Total FASTENAL COMPANY (847):			42.64				
LAPPEN SECURITY PRODUCTS INC (735)							
LSPQ46646	Invoi	PAXTON INSTALL	99.00	Open	Non	03/22	207-52120-240
Total LAPPEN SECURITY PRODUCTS INC (735):			99.00				
MARCO INC (3910)							
31096897	Invoi	MONTHLY COPIER LEASE-1493357-FEBRUARY 20	376.68	Open	Non	02/22	207-52120-207
Total MARCO INC (3910):			376.68				
MENARDS - APPLETON EAST (319)							
15717	Invoi	ITEMS FOR KAYAK STORAGE UNIT	663.37	Open	Non	02/22	101-55200-221
Total MENARDS - APPLETON EAST (319):			663.37				
OUTAGAMIE CTY FIRE INVESTIGATION UNIT (4404)							
2022 DUES	Invoi	2022 MEMBERSHIP DUES	25.00	Open	Non	02/22	207-52120-208

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total OUTAGAMIE CTY FIRE INVESTIGATION UNIT (4404):			25.00				
OUTAGAMIE CTY RECYCLING & SOLID WASTE (5051)							
23666	Invoi	JANUARY SANITATION FEES	11,890.32	Open	Non	02/22	201-53620-204
Total OUTAGAMIE CTY RECYCLING & SOLID WASTE (5051):			11,890.32				
PEPSI-COLA (3493)							
81765907	Invoi	BEVERAGES	264.03	Open	Non	03/22	101-52200-211
Total PEPSI-COLA (3493):			264.03				
PLESHEK OUTDOOR POWER (727)							
79268	Invoi	BAR & CHAIN OIL	47.97	Open	Non	02/22	101-55440-218
Total PLESHEK OUTDOOR POWER (727):			47.97				
REDI TRANSPORTS LLC (5321)							
22-1000	Invoi	TRANSPORT SERVICE	1,093.00	Open	Non	02/22	207-52120-204
Total REDI TRANSPORTS LLC (5321):			1,093.00				
TIME WARNER CABLE (89)							
02/22 23749	Invoi	FEBRUARY/MARCH SERVICE	219.99	Open	Non	02/22	207-52120-203
03/22 86460	Invoi	MARCH/APRIL SERVICE	215.54	Open	Non	03/22	101-51650-203
Total TIME WARNER CABLE (89):			435.53				
UNIFIRST CORPORATION (4403)							
0970347435	Invoi	SHIRTS/PANTS	6.08	Open	Non	02/22	101-53330-213
0970347435	Invoi	LAUNDRY BAGS/WIPERS	10.20	Open	Non	02/22	101-53330-218
Total UNIFIRST CORPORATION (4403):			16.28				
US POSTMASTER (264)							
MARCH 2022	Invoi	POSTAGE-SPRING/SUMMER BOOK MAILING	599.11	Open	Non	03/22	101-55300-226
MARCH 2022	Invoi	POSTAGE-SPRING/SUMMER BOOK MAILING	599.11	Open	Non	03/22	204-55420-226
Total US POSTMASTER (264):			1,198.22				
WE ENERGIES (2788)							
4054315574 02/22	Invoi	PLANT #1 (100 WILSON ST)	394.48	Open	Non	02/22	620-53624-249
4054315574 02/22	Invoi	STREET LIGHTS	1,120.42	Open	Non	02/22	101-53300-249
4054315574 02/22	Invoi	200 E MCKINLEY ST - FVMPD	640.48	Open	Non	02/22	207-52120-249
4054315574 02/22	Invoi	200 E MCKLINEY ST-FIRE DEPT	426.99	Open	Non	02/22	101-52250-249
4054315574 02/22	Invoi	PUMP STATION @ EVERGREEN & FRENCH	57.20	Open	Non	02/22	620-53624-249
4054315574 02/22	Invoi	DOYLE POOL	24.65	Open	Non	02/22	204-55420-249
4054315574 02/22	Invoi	CROSSWINDS LED STREET LIGHTS	124.81	Open	Non	02/22	101-53300-249
4054315574 02/22	Invoi	1401 E ELM DR	4,720.42	Open	Non	02/22	101-53310-249
4054315574 02/22	Invoi	920 WASHINGTON ST	125.97	Open	Non	02/22	620-53624-249
4054315574 02/22	Invoi	CIVIC CENTER	1,758.94	Open	Non	02/22	206-55110-249
4054315574 02/22	Invoi	LC WELL # 4 PUMPHOUSE	718.73	Open	Non	02/22	620-53624-249
4054315574 02/22	Invoi	PLANT #2 (1118 JEFFERSON ST)	311.93	Open	Non	02/22	620-53624-249
4054315574 02/22	Invoi	721 W ELM DR	440.31	Open	Non	02/22	208-52900-249
4054315574 02/22	Invoi	108 W MAIN ST	1,516.87	Open	Non	02/22	101-51650-249

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total WE ENERGIES (2788):			12,382.20				
Grand Totals:			38,088.42				

Report GL Period Summary

Vendor number hash:	60412
Vendor number hash - split:	119871
Total number of invoices:	21
Total number of transactions:	40

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	38,088.42	38,088.42
Grand Totals:	38,088.42	38,088.42

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
5 ALARM FIRE & SAFETY EQUIPMENT				
P02468	PRESSURE RELIEF VALVE AND SERVICE LABOR	249.51	02/22	101-52200-204
P02469	MSA FLOW TEST & ANNUAL COMPRESSOR MAIN	2,832.12	02/22	101-52200-204
Total 5 ALARM FIRE & SAFETY EQUIPMENT:		3,081.63		
AGUILAR, HUMBERTO				
030522	SECURITY DEPOSIT REFUND	100.00	03/22	208-21235
Total AGUILAR, HUMBERTO:		100.00		
AL HARDWARE COMPANY				
273753-312001	RETURNED MERCHANDISE	2.39-	02/22	101-52200-218
273763-333011	HOSE NOZZLE	9.59	02/22	207-52120-218
273817-333011	BATTERIES	8.59	02/22	207-52120-218
273818-333011	BATTERIES	5.40	02/22	207-52120-218
273820-325003	PVC CAP	1.59	02/22	620-53634-255
273916-312001	GARDEN HOSE	31.77	02/22	101-52200-218
274085-325003	SHOVEL	18.99	02/22	620-53644-218
274090-312001	BATTERIES	15.99	02/22	101-52200-218
274112-312001	HOSE MENDR	9.99	02/22	101-52200-218
274114-312001	SMARTFLO HOSE	54.99	02/22	101-52200-218
274138-312001	RETURNED MERCHANDISE	9.99-	02/22	101-52200-218
Total AL HARDWARE COMPANY:		144.52		
AMPLITEL TECHNOLOGIES				
19261	INSTALL NEW LAPTOP FOR PENNEY MACK	1,853.29	03/22	404-57190-204
Total AMPLITEL TECHNOLOGIES:		1,853.29		
ARCHIVE SOCIAL INC				
21100	SOCIAL MEDIA ARCHIVING SUBSCRIPTION 3/4/22	2,838.60	02/22	404-57190-208
Total ARCHIVE SOCIAL INC:		2,838.60		
ASCENSION HEALTH SYSTEM				
030222	ADULT & SENIOR YOGA INSTRUCTOR JAN/FEB	800.00	02/22	208-52900-204
Total ASCENSION HEALTH SYSTEM:		800.00		
AT&T LONG DISTANCE				
03/22 845626857	JAN/FEB CHARGES	.54	03/22	101-51650-203
03/22 845626857	JAN/FEB CHARGES	.18	03/22	206-55110-203
03/22 845626857	JAN/FEB CHARGES	.39	03/22	207-52120-203
03/22 845626857	JAN/FEB CHARGES	1.28	03/22	620-53924-203
Total AT&T LONG DISTANCE:		2.39		
ATLAS OUTFITTERS				
14559	WATER RESCUE GEAR	267.00	03/22	101-52200-213
Total ATLAS OUTFITTERS:		267.00		

Invoice	Description	Total Cost	Period	GL Account
AUTOMATED COMFORT CONTROLS				
30640	SERVICE REQUEST AT LIBRARY	2,830.98	02/22	206-55110-245
Total AUTOMATED COMFORT CONTROLS:		2,830.98		
AUTOMOTIVE SUPPLY CO				
60927722	HYDRAULIC FILTER	41.27	02/22	101-53330-218
60928829	LENS COVER FOR TAILLIGHT FOR STOCK	8.43	03/22	101-53330-218
60928829	LENS COVER FOR TAIL LIGHT #2	8.43	03/22	101-53330-225
Total AUTOMOTIVE SUPPLY CO:		58.13		
AUTOZONE				
1973602177	WASH BRUSH	12.08	02/22	207-52120-247
Total AUTOZONE:		12.08		
BAKER & TAYLOR				
2036548877	BOOKS	103.94	02/22	206-55110-206
2036548878	BOOKS	433.44	02/22	206-55110-206
Total BAKER & TAYLOR:		537.38		
BECK'S MEATS INC				
030722	RIBEYES	452.67	03/22	101-52200-211
Total BECK'S MEATS INC:		452.67		
CITY OF APPLETON				
8822	MARCH WEIGHTS & MEASURES	594.75	03/22	101-52050-204
Total CITY OF APPLETON:		594.75		
CITY OF KAUKAUNA				
6105	VLC PORTION OF UTILITIES OF BOARDWALK	130.57	03/22	224-56900-249
Total CITY OF KAUKAUNA:		130.57		
CIVIC SYSTEMS LLC				
CVC21772	ADDITIONAL CONCURRENT LICENSE	670.00	03/22	101-51420-204
CVC21772	ADDITIONAL CONCURRENT LICENSE	2.00	03/22	201-53620-208
CVC21772	ADDITIONAL CONCURRENT LICENSE	53.00	03/22	207-52120-204
CVC21772	ADDITIONAL CONCURRENT LICENSE	390.00	03/22	610-53614-208
CVC21772	ADDITIONAL CONCURRENT LICENSE	371.00	03/22	620-53924-208
CVC21772	ADDITIONAL CONCURRENT LICENSE	647.00	03/22	630-53444-208
Total CIVIC SYSTEMS LLC:		2,133.00		
COUGHLAN COMPANIES LLC				
273389	BOOKS	1,250.36	02/22	206-55110-206
Total COUGHLAN COMPANIES LLC:		1,250.36		
EHLERS INVESTMENT PARTNERS LLC				
FEBRUARY 2022	FEBRUARY INVESTMENT MANAGEMENT	209.15	02/22	610-53614-229
FEBRUARY 2022	FEBRUARY INVESTMENT MANAGEMENT	104.58	02/22	620-53924-229
FEBRUARY 2022	FEBRUARY INVESTMENT MANAGEMENT	376.47	02/22	630-53444-229

Invoice	Description	Total Cost	Period	GL Account
FEBRUARY 2022	FEBRUARY INVESTMENT MANAGEMENT	156.87	02/22	300-57331-229
FEBRUARY 2022	FEBRUARY INVESTMENT MANAGEMENT	198.67	02/22	101-51780-229
Total EHLERS INVESTMENT PARTNERS LLC:		1,045.74		
EVERGREEN POWER LLC				
14088	VERSACUT SAW CHAIN	33.98	02/22	101-55440-218
Total EVERGREEN POWER LLC:		33.98		
EZ GLIDE GARAGE DOORS				
263311	GARAGE DOOR OPENERS	135.00	03/22	207-52120-218
Total EZ GLIDE GARAGE DOORS:		135.00		
FASTENAL COMPANY				
WIKIM272584	PLIERS	59.34	02/22	101-55200-218
WIKIM272880	MISC PARTS #221	.62	03/22	101-53330-225
WIKIM272880	PARTS FOR STOCK	2.34	03/22	101-53330-218
WIKIM272938	MISC PARTS #221	.27	03/22	101-53330-225
Total FASTENAL COMPANY:		62.57		
FIRELINE SPRINKLER LLC				
6007-22D	FIVE YEAR MAINTENANCE	840.00	02/22	101-53310-204
Total FIRELINE SPRINKLER LLC:		840.00		
FOX VALLEY FIRE CHIEFS ASSOC				
2022	2022 MEMBERSHIP DUES	100.00	03/22	101-52200-208
Total FOX VALLEY FIRE CHIEFS ASSOC:		100.00		
GARROW OIL				
FEBRUARY 2022	OFF ROAD DIESEL	19.25	03/22	206-55110-247
FEBRUARY 2022	OFF ROAD DIESEL	.69	03/22	201-53620-247
FEBRUARY 2022	OFF ROAD DIESEL	43.49	03/22	101-55200-247
FEBRUARY 2022	OFF ROAD DIESEL	1.85	03/22	101-55440-247
FEBRUARY 2022	OFF ROAD DIESEL	1.15	03/22	610-53612-247
FEBRUARY 2022	OFF ROAD DIESEL	3.46	03/22	620-53644-247
FEBRUARY 2022	OFF ROAD DIESEL	27.03	03/22	101-53460-247
FEBRUARY 2022	OFF ROAD DIESEL	100.92	03/22	101-53330-217
Total GARROW OIL:		197.84		
HERRLING CLARK LAW FIRM LTD				
45059	LEGAL MATTERS	269.50	02/22	207-52120-262
Total HERRLING CLARK LAW FIRM LTD:		269.50		
HUITING, PAULA				
021922	SECURITY DEPOSIT REFUND	100.00	02/22	208-21235
Total HUITING, PAULA:		100.00		
JX ENTERPRISES INC				
2475118P	SENSOR #6	668.99	02/22	101-53330-225

Invoice	Description	Total Cost	Period	GL Account
Total JX ENTERPRISES INC:		668.99		
KEDROWICZ, CARTER				
031022-1	REFUND ON COURT FINE	124.00	03/22	101-35101
Total KEDROWICZ, CARTER:		124.00		
KOKKE, JEFF				
031022	REFUND ON COURT FINE	52.00	02/22	101-35101
Total KOKKE, JEFF:		52.00		
KUSTOM SIGNALS INC				
591527	REMOTE ASSEMBLY - SQUAD #181	131.00	02/22	207-52120-205
591786	REMOTE ASSEMBLY - SQUAD #111	115.00	02/22	207-52120-205
Total KUSTOM SIGNALS INC:		246.00		
LERNER PUBLISHING GROUP				
1413204	BOOKS	584.76	02/22	206-55110-206
Total LERNER PUBLISHING GROUP:		584.76		
LEXISNEXIS RISK DATA MANAGEMENT INC				
1686177-20220228	FEBRUARY 2022 MINIMUM COMMITMENT	106.09	02/22	101-51680-204
Total LEXISNEXIS RISK DATA MANAGEMENT INC:		106.09		
LIVERMORE TECHNOLOGIES LLC				
1266	DRAFTING & OSP FIELDING	2,750.00	03/22	211-50000-204
Total LIVERMORE TECHNOLOGIES LLC:		2,750.00		
MARCO INC				
31155217	COPIER @ MSB BUILDING	56.12	02/22	101-51650-207
31155217	1ST FLOOR COPIER @ VH	107.77	02/22	101-51650-207
31155217	2ND FLOOR COPIER @ VH	87.76	02/22	101-51650-207
31155217	3RD FLOOR COPIER @ VH	51.26	02/22	101-51650-207
Total MARCO INC:		302.91		
MATTHEWS TIRE				
280333	2 NEW TIRES SQUAD #181	384.67	02/22	207-52120-247
280615	4 NEW TIRES ON SQUAD #111	705.04	03/22	207-52120-247
Total MATTHEWS TIRE:		1,089.71		
MCCLONE				
6268	2ND QTR WORKERS COMP	14,540.00	03/22	101-51900-230
6268	2ND QTR WORKERS COMP	1,575.00	03/22	201-53620-230
6268	2ND QTR WORKERS COMP	1,089.00	03/22	204-55420-230
6268	2ND QTR WORKERS COMP	1,515.00	03/22	610-53614-230
6268	2ND QTR WORKERS COMP	2,181.00	03/22	630-53444-230
6268	2ND QTR WORKERS COMP	649.00	03/22	620-53924-230
6268	2ND QTR WORKERS COMP	12,286.00	03/22	207-52120-230
6268	2ND QTR WORKERS COMP	2,409.00	03/22	101-52250-230

Invoice	Description	Total Cost	Period	GL Account
6268	2ND QTR WORKERS COMP	279.00	03/22	101-51900-230
6268	2ND QTR WORKERS COMP	118.00	03/22	206-55110-230
6268	2ND QTR WORKERS COMP	63.00	03/22	207-52120-230
6268	2ND QTR WORKERS COMP	30.00	03/22	610-53614-230
6268	2ND QTR WORKERS COMP	29.00	03/22	620-53924-230
6268	2ND QTR WORKERS COMP	24.00	03/22	630-53444-230
6268	2ND QTR AUTO LIABILITY	2,228.00	03/22	201-53620-231
6268	2ND QTR AUTO LIABILITY	1,753.00	03/22	101-51900-231
6268	2ND QTR AUTO LIABILITY	4,540.00	03/22	101-52250-231
6268	2ND QTR AUTO LIABILITY	1,225.00	03/22	207-52120-231
6268	2ND QTR AUTO LIABILITY	5,304.00	03/22	610-53614-231
6268	2ND QTR AUTO LIABILITY	99.00	03/22	620-53924-231
6268	2ND QTR AUTO LIABILITY	598.00	03/22	630-53444-231
6268	2ND QTR GENERAL LIABILITY	6,063.00	03/22	101-51900-231
6268	2ND QTR GENERAL LIABILITY	145.00	03/22	101-52250-231
6268	2ND QTR GENERAL LIABILITY	402.00	03/22	201-53620-231
6268	2ND QTR GENERAL LIABILITY	253.00	03/22	204-55420-231
6268	2ND QTR GENERAL LIABILITY	811.00	03/22	206-55110-231
6268	2ND QTR GENERAL LIABILITY	6,285.00	03/22	207-52120-231
6268	2ND QTR GENERAL LIABILITY	417.00	03/22	610-53614-231
6268	2ND QTR GENERAL LIABILITY	269.00	03/22	620-53924-231
6268	2ND QTR GENERAL LIABILITY	774.00	03/22	630-53444-231
6268	2ND QTR POLICE LIABILITY	4,312.00	03/22	207-52120-231
Total MCCLONE:		72,265.00		
MCDONALD, JOHN				
02/22 REIMBURSE	MEAL REIMBURSEMENT AT WPRA CONFERENCE	14.00	02/22	101-55440-201
Total MCDONALD, JOHN:		14.00		
MCMAHON ASSOCIATES INC				
925761	NORTH SIDE STORM SEWER INTERCEPTOR	742.20	02/22	416-51216-261
Total MCMAHON ASSOCIATES INC:		742.20		
MENARDS - APPLETON EAST				
16152	FOLDING KNIFE AND FURNACE PAD	46.25	02/22	207-52120-242
Total MENARDS - APPLETON EAST:		46.25		
MGD INDUSTRIAL CORP				
202155	HARDWARE FOR STOCK	44.96	03/22	101-53330-218
202155	HARDWARE FOR STREET SIGNS	13.87	03/22	101-53300-218
202155	MISC PARTS FOR #23, 6, & 46	46.52	03/22	101-53330-225
Total MGD INDUSTRIAL CORP:		105.35		
MIDWEST TAPE				
501759328	DIGITAL BOOKS	825.29	02/22	206-55110-209
Total MIDWEST TAPE:		825.29		
MSA PROFESSIONAL SERVICES INC				
R08064014.0-5	VLC TRANSPORTATION & STREET FUNDING FEA	3,160.00	02/22	216-50100-204

Invoice	Description	Total Cost	Period	GL Account
Total MSA PROFESSIONAL SERVICES INC:		3,160.00		
MULCAHY SHAW WATER				
323995	MODULE FOR SANITARY LASER METER	2,724.00	02/22	610-53612-256
Total MULCAHY SHAW WATER:		2,724.00		
NEWS PUBLISHING CO INC				
BE46758	VOTE EQUIPMENT TEST AD	62.63	02/22	101-51440-207
BE49680	ADVERTISEMENT FOR BIDS	107.35	02/22	101-51440-207
Total NEWS PUBLISHING CO INC:		169.98		
O'REILLY AUTOMOTIVE INC				
2043-310935	BATTERY CABLE #46	10.99	02/22	101-53330-225
2043-311758	OIL FILTER FOR STOCK	10.62	02/22	101-53330-218
2043-311758	OIL FILTER #58	10.62	02/22	101-53330-225
2043-313336	SPARK PLUG AND VALVE #87	33.21	02/22	101-53330-225
2043-313551	BRAKE CLEANER	33.48	02/22	101-53330-218
2043-314310	OIL ADDITIVE #3631	8.49	02/22	101-53330-225
Total O'REILLY AUTOMOTIVE INC:		107.41		
OUTAGAMIE COUNTY RECYCLING & SOLID WASTE				
24007	FEBRUARY SANITATION FEES	11,113.26	02/22	201-53620-204
Total OUTAGAMIE COUNTY RECYCLING & SOLID WASTE:		11,113.26		
OUTAGAMIE WAUPACA LIBRARY SYSTEM				
3869	ITEM BARCODES	474.17	03/22	206-55110-218
3887	2022 OWLSNET MEMBERSHIP FEE	24,014.00	03/22	206-55110-211
Total OUTAGAMIE WAUPACA LIBRARY SYSTEM:		24,488.17		
PROJECT ENTERTAINMENT LLC				
9089119	LIBRARY MOVIE AT THE POOL 8/5	522.00	02/22	206-55110-205
Total PROJECT ENTERTAINMENT LLC:		522.00		
RECYCLIST BICYCLE CO INC				
220000103735	TWO NEW BICYCLES FOR LIBRARY	5,000.00	03/22	206-55110-213
Total RECYCLIST BICYCLE CO INC:		5,000.00		
RETTLER CORPORATION				
22047	COMPREHENSIVE OUTDOOR REC PLAN-FINAL P	4,375.00	02/22	101-55200-204
Total RETTLER CORPORATION:		4,375.00		
RIVERSIDE BY REYNEBEAU FLORAL				
166928/1	FLORAL ARRANGEMENT- ROMENESKO	68.50	02/22	101-52200-219
167631/1	FLORAL ARRANGEMENT- SCHNEIDER	115.25	03/22	101-51960-211
Total RIVERSIDE BY REYNEBEAU FLORAL:		183.75		

Invoice	Description	Total Cost	Period	GL Account
ROBERT E. LEE & ASSOCIATES				
81466	2022 GIS SERVICES	10,478.00	02/22	101-51415-204
Total ROBERT E. LEE & ASSOCIATES:		10,478.00		
ROSEHILL TAVERN LLC				
030422	RETIREMENT PARTY-JANSEN	267.50	03/22	101-53300-219
Total ROSEHILL TAVERN LLC:		267.50		
S.I. METALS & SUPPLY				
258878	ITEMS TO BUILD KAYAK STORAGE	115.00	02/22	101-55200-221
Total S.I. METALS & SUPPLY:		115.00		
SOMMERVILLE FLAG				
030122	1 4' X 6' WI FLAG	56.00	03/22	101-55200-218
Total SOMMERVILLE FLAG:		56.00		
SPLENDID CLEANING SERVICE LLC				
11977	MONTHLY CLEANING-LIBRARY	1,320.00	03/22	206-55110-243
11978	MONTHLY CLEANING-MSB BUILDING	550.00	03/22	101-53310-243
11979	MONTHLY CLEANING-VILLAGE HALL	1,700.00	03/22	101-51650-243
12004	MONTHLY CLEANING-LCFD	220.00	03/22	101-52250-243
12004	MONTHLY CLEANING-METRO	874.50	03/22	207-52120-243
Total SPLENDID CLEANING SERVICE LLC:		4,664.50		
STAPLES ADVANTAGE				
3502014140	PHOTO FRAME/ORGANIZER/LABELS	47.22	03/22	101-51440-206
Total STAPLES ADVANTAGE:		47.22		
STONERIDGE LITTLE CHUTE LLC				
21005701246	FOOD AND BEVERAGES	129.59	02/22	101-52200-211
21011681211	DRINKING WATER	5.98	02/22	101-55300-218
21065041123	FOOD	169.92	02/22	101-52200-211
22018371145	FOOD AND BEVERAGES	18.96	02/22	101-52200-211
22028461538	FOOD	39.50	02/22	101-52200-211
23023391742	FOOD AND BEVERAGES	111.86	02/22	101-52200-211
23038511152	RETIREMENT CAKE-JANSEN	21.99	02/22	101-53300-219
23049021051	FOOD AND BEVERAGES	86.89	02/22	101-52200-211
23053451857	FOOD	37.70	02/22	101-52200-211
24088801925	FOOD	38.36	02/22	101-52200-211
Total STONERIDGE LITTLE CHUTE LLC:		660.75		
TRUCK COUNTRY OF WISC				
X202691233:01	PRESSURE SWITCH #43	13.20	03/22	101-53330-225
Total TRUCK COUNTRY OF WISC:		13.20		
UNIFIRST CORPORATION				
0970349265	SHIRTS/PANTS	6.08	02/22	101-53330-213
0970349265	LAUNDRY BAGS/WIPERS	10.20	02/22	101-53330-218
0970349611	SHIRTS/PANTS	6.08	03/22	101-53330-213

Invoice	Description	Total Cost	Period	GL Account
0970349611	LAUNDRY BAGS/WIPERS	10.20	03/22	101-53330-218
Total UNIFIRST CORPORATION:		32.56		
US POSTMASTER				
2022 PRESORT	ANNUAL 2022 PRESORT FEE-PERMIT #27	265.00	02/22	101-51650-226
Total US POSTMASTER:		265.00		
VAN ERT ELECTRIC COMPANY INC				
62124	CHANGED OUT LIGHT FIXTURE	76.38	03/22	101-52200-242
62124	UPGRADED LIGHT FIXTURE TO LED	76.38	03/22	101-51650-242
Total VAN ERT ELECTRIC COMPANY INC:		152.76		
VILLAGE OF COMBINED LOCKS				
APR 2022	PROPERTY STORAGE AREA MONTHLY LEASE-AP	494.16	04/22	207-52120-204
Total VILLAGE OF COMBINED LOCKS:		494.16		
WI ELEVATOR INSPECTION INC				
16016	ANNUAL INSPECTION	95.00	02/22	207-52120-243
16017	ANNUAL INSPECTION	95.00	02/22	101-51650-243
Total WI ELEVATOR INSPECTION INC:		190.00		
Grand Totals:		169,074.75		

Report GL Period Summary

Vendor number hash: 349699
Vendor number hash - split: 582789
Total number of invoices: 102
Total number of transactions: 163

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	169,074.75	169,074.75
Grand Totals:	169,074.75	169,074.75

Report Criteria:

Invoice Detail.Voided = {=} FALSE

VILLAGE OF LITTLE CHUTE MONTHLY REPORT



Little Chute

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

February
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 – FEBRUARY 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.

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

VILLAGE ADMINISTRATOR

Administration Updates

- We have an accepted offer for our Deputy Finance Director/HR position. This new candidate will start on March 7th. Some office renovations will need to take place to create workspace for the new position.
- Staff has been continuing 2022 CIP Project planning and preparation.
- Continued introduction with Little Chute stakeholders as the new Administrator.
- I am serving on the FCCVB Tourism Master Plan Task Force to represent HOV Communities. I believe my perspective on tourism from previous communities can benefit the group on the process.
- Staff had a minor influx of Covid-19 among our departments. All have recovered and are back at work.
- Staff met for an internal discussion on the Village's market events. We are looking for future options to keep this event fresh and innovative.

Current Work List and Progress Update

- Continued discussions with ongoing development opportunities.
- Engineering staff held a pre-construction meeting for the Vandebroek Pond project.
- Wage and Comp. Study continues. We have almost completed a uniform overhaul of our existing job descriptions. We are dialing in the comparable communities, then our consultant will begin data collection and analysis.
- Sewer Rate Study continues. Staff met with the consultant to provide more requested information.
- Gathered data for social media archiving services and brought recommendation to the Board.
- Finalized agreement with Cloudpermit to assist with permit collection, review and approval process.
- Posted and collected RFP's for the Fire Station Study. Selection group to review and bring recommendation to the Board in March.

Items for March

- Bring selected proposal for Fire Station Space Needs Study to the Board for approval.
- Continue work on existing projects.
- Continue ongoing development discussions.
- Work with Department Heads to prep for Audit and begin thinking about CIP.
- Continue groundwork for Strategic Action Plan.

VILLAGE CLERK

2022 Elections are off to a great start. The Clerk's Office held a successful Spring Primary on February 15. Due to redistricting of Outagamie County Supervisors not all wards participated in this election. Spring Primary voter turnout: 122 Absentee Ballots returned, 102 voters participated at polls, 224 total voter participation. 4,090 eligible voters, with a 5.5% Voter turnout. With the close of the Election our attention quickly turned to planning for the April 5 Spring Election.


For the month of February, 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
- Ongoing phone/supply ordering support
- Operator License Renewals
- Update Website with new wards and polling locations.
- Process 4-year voter maintenance cards
- Process and send out Absentee Ballots for Spring Primary Election
- Hold In-person Absentee Voting February 1 – February 11
- Spring Primary, February 13, 2022
- Planning for Spring Election, to be held April 5, 2022
- Work with DPW on Spring Newsletter

Goals for March:

- 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
- Spring DPW Newsletter, mailed out at end of March
- Planning and training for 2022 Elections
- Attend local Grand Opening Events and promote new businesses on Social Media
- Coordinate with Village Administrator to begin Social Media Archiving
- Spring Election preparations, to be held April 5, 2022
- Contact poll workers for Spring Election
- Update Website and Social Media with New Wards and Spring Election Information
- Process and send out Absentee Ballots for Spring Election
- Hold In-person Absentee Voting starting March 22, 2022
- Print Election Day materials-Poll Books, Registered Voters, Ward Guides, etc
- Mail out Liquor License Renewal paperwork
- Conduct Bid Openings

2021 Social Media Metrics January February 2021 Totals

	Facebook Posts			
	People Reached	20,055	15,052	35,107
	Engagement	1,034	4,895	5,929
	Link Clicks	497	176	673
	Comments	266	161	427
	Shares	176	88	264
	Reactions	1,503	737	2,240
	Photo Views	1,833	1,154	2,987
	Most popular post	fire dept. hiring	Nelson Crossing	
	New Followers	19	33	52
	Net Followers	11	30	41
	Total Followers	5,435	5,465	5,465
	Facebook Videos			
	Minutes Viewed	2,601	562	3,163
	1-Minute Video Views	335	67	402
	3-Second Video Views	7,852	2,041	9,893
	Video Engagement	221	33	254
	Most popular Video	ice rink	job postings	

	Instagram			
	Instagram Posts	14	8	22
	Likes	98	43	141
	Video Views	350	124	474
	Reach	334	313	647
	Followers	848	253	848
	Popular Post	TbThur	TbThur	

	LinkedIn	
	Search Apperances	85
	Unique Visitors	35
	Post Impressions	637
	Custom clicks	1
	followers	248

COMMUNITY DEVELOPMENT

HIGHLIGHTS

- Met with Commercial Developers regarding sites and TIF in village.
- Continued Inspections of homes, apartments, and commercial projects.
- Discussions with architects regarding new projects.
- Met with local Business Owners.
- Attended a workshop on affordable housing
- Participated in addressing workshop with Outagamie County

TOP PRIORITIES FOR March 2022

- Meet with builders and owners about upcoming commercial projects.
- Work with developers regarding Commercial/Industrial projects.
- Continued Inspections of homes, apartments, industrial and commercial projects.
- Assist developers, surveyors, and realtors with zoning requirements.
- Improve Site review process (on going project)
- Meet with more Local Businesses and to collect information on potential needs for the community/business.
- BRE Visits with more businesses
- Work through Site Plan review on multiple projects
- Begin to get permit program set up for implementation for 2022

January Permit Summary Report

PERMITS ISSUED	2022	
	January	YTD
RESIDENTIAL		
driveway	1	1
electrical	2	2
HVAC	2	2
Mobile home	0	0
plumbing	6	6
Roofing	2	2
Single Family	0	0
Duplex	0	0
Addition/Alteration	4	4
Number of Permits:	17	17
Estimated Cost:	\$175,704.00	\$175,704.00
Permit Fees:	\$1,635.00	\$1,635.00

COMMERCIAL		
HVAC	3	3
PLUMBING	0	0
Raze	1	1
Addition/Alteration	1	1
Number of Permits:	5	5
Estimated Cost:	\$940,253.00	\$940,253.00
Permit Fees:	\$3,095.00	\$3,095.00

OTHER

Water, Sewer & Storm	0	0
Signs	0	0
Number of Permits:	0	0
Estimated Cost:	\$0.00	\$0.00
Permit Fees:	\$0.00	\$0.00

Total	2022	
	January	YTD
Number of permits	22	22
Estimated Cost	\$1,115,957.00	\$1,115,957.00
Permit fees	\$4,730.00	\$4,730.00

February Permit Summary Report

		2022	
PERMITS ISSUED		February	YTD
RESIDENTIAL			
driveway		0	1
electrical		5	7
Fence		3	3
HVAC		4	6
Mobile home		0	0
plumbing		10	16
Roofing		6	8
Single Family		0	0
Duplex		0	0
Addition/Alteration		3	7
Miscellaneous		0	0
Number of Permits:		31	48
Estimated Cost:		\$295,373.61	\$471,077.61
Permit Fees:		\$2,707.00	\$4,342.00

COMMERCIAL			
HVAC		2	5
PLUMBING		1	1
Raze		0	1
Addition/Alteration		1	2
Number of Permits:		4	9
Estimated Cost:		\$301,954.00	\$1,242,207.00
Permit Fees:		\$5,360.00	\$8,455.00

OTHER

Water, Sewer & Storm		0	0
Signs		0	0
Number of Permits:		0	0
Estimated Cost:		\$0.00	\$0.00
Permit Fees:		\$0.00	\$0.00

		2022	
Total		February	YTD
Number of permits		35	57
Estimated Cost		\$597,327.61	\$1,713,284.61
Permit fees		\$8,067.00	\$12,797.00

FINANCE DEPARTMENT

Little Chute Fire Department

**LCFD Incident Report
February 2022
Number of responses: 13
Last years: 8
YTD: 26**

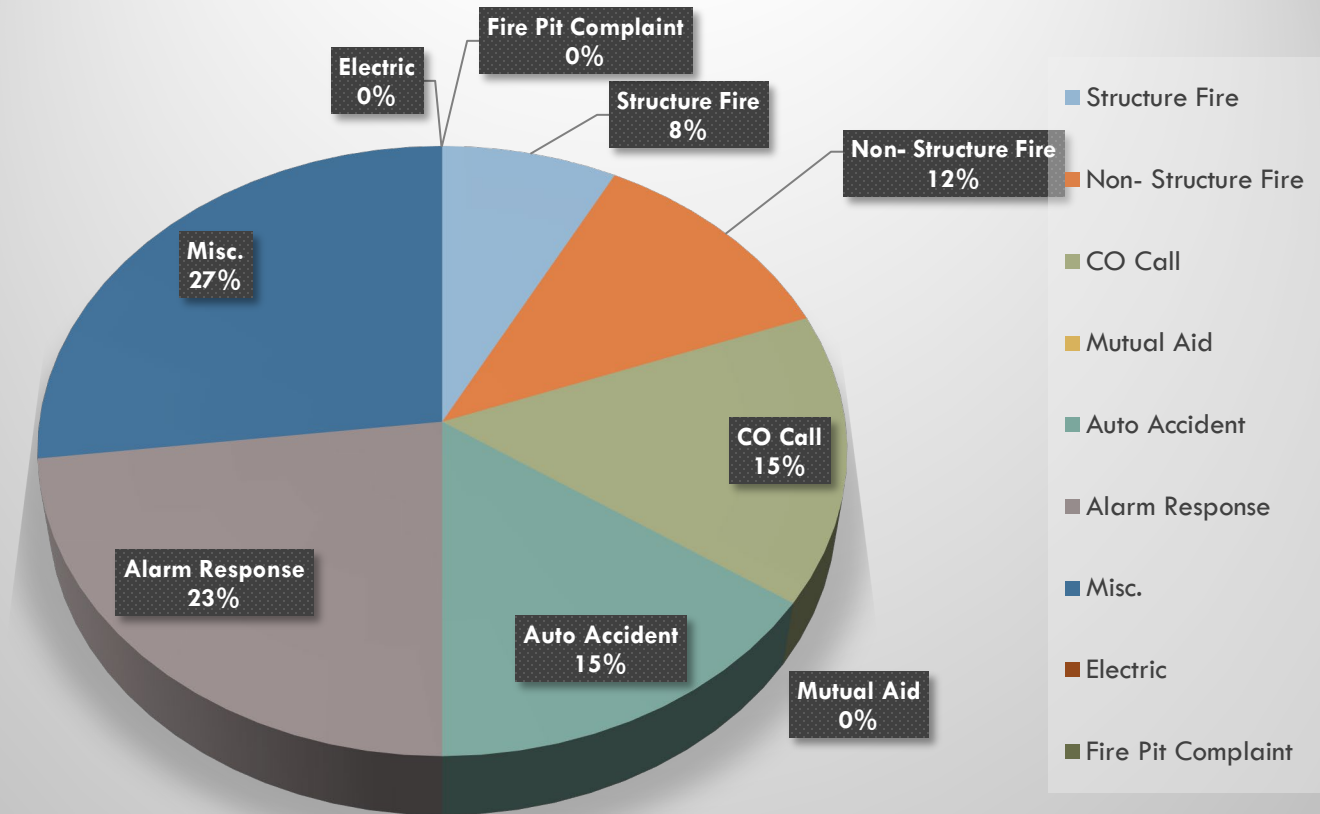
02/02/2022	14:40 Accident scene safety/fluid spill @ County Road N (Freedom Rd.) & Evergreen Engine 3621, Squad 3671, Car 3632 #22LC00014
02/03/2022	16:13 CO alarm @ 406 Kadinger Way, Engine 3621, Truck 3641, Car 3632 #22LC00015
02/03/2022	18:21 Structure fire @ 1301 Rosehill Road Apt. 14 (stove fire) Engine 3621, Truck 3641, Car 3632 #22LC00016
02/04/2022	15:37 Accident with scene safety @ intersection of W. Main Street & Madison Street Engine 3621, Squad 3671, Car 3632 #22LC00017
02/05/2022	17:14 Natural Gas leak @ I-41 South bound & Freedom Road, no issues nothing found cancelled before going in route #22LC00018
02/06/2022	11:33 Gas leak @ 903 Sue Street, investigated found no issues @ 903 but found a minor leak @ 905 Engine 3621, Truck 3641, Car 3632 #22LC00019
02/09/2022	10:16 Smoke detector sounding @ 2220 Golden Gate Drive, Apt. 104, battery needed replacement Engine 3621, Car 3632 #22LC00020
02/10/2022	08:08 Lift assist @ 825 E. Greenfield Ave. Apt. #105, requested by Gold Cross Engine 3621, Car 3632 #22LC00021
02/12/2022	13:55 Vehicle fire @ Kwik Trip 1650 Freedom Road, smoke from diesel truck, no fire Car 3632 #22LC00022

02/12/2022	17:54 Commercial fire alarm @ Country Inn 130 Patriot Drive, pull station alarm pulled due to unknown odor Engine 3621, Truck 3641, Car 3632 #22LC00023
02/24/2022	09:46 CO alarm sounding @ 710 Madison Street, investigated found faulty detector Engine 3621, Car 3632 #22LC00024
02/25/2022	01:20 Commercial Fire Alarm @ Outagamie County MRF 1419 Holland Road, investigated nothing found Engine 3621, Truck 3641, Car 3632 #22LC00025
02/27/2022	21:44 Commercial fire alarm @ Outagamie County 1313 Holland Road, investigated found no issues Engine 3621, Truck 3641, Squad 3671, Car 3632 #22LC00026

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	2021 Total Responses	2021 Total Responses	2020 Total Responses	2019 Total Responses	2018 Total Responses	2017 Total Responses	2016 Total Responses	2015 Total Responses
2022 SUMMARY	2	3	4	0	4	6	7	0	0	26	181	152	202	165	172	155	132
January 2021 Calls	1	2	2		2	2	4			13							
February 2021 Calls	1	1	2		2	4	3			13							
March 2021 Calls																	
April 2021 Calls																	
May 2021 Calls																	
June 2021 Calls																	
July 2021 Calls																	
August 2021 Calls																	
September 2021 Calls																	
October 2021 Calls																	
November 2021 Calls																	

Call by Type - 2022 Calls for Service





FOX VALLEY METRO POLICE DEPARTMENT

PERSONNEL

Officer Joe Bures resigned from the department on February 22nd. Bures was hired in June of last year and was still serving his probationary period with the department.

We are currently conducting a hiring process for the position of patrol officer. The application deadline is March 12th. We are conducting this process to fill the current vacancy created by Bures' resignation and an anticipated vacancy due to an impending retirement in April or May.

ADMINISTRATION

We have obtained updated financial agreements with the Little Chute and Kimberly School Districts regarding financial compensation for our Police School Liaison officers (PSL's). We are now working on agreements regarding standard operating procedures within the schools.

Staff will be meeting with the regional coordinator for the *Safe Routes to Schools* program. The purpose of the meeting is to obtain updated information regarding the need and placement of school crossing guards within the village. The previous study was conducted around 10 years ago.

Fleet

One of the two, new, 2022 squad cars has been delivered to us. We are anticipating it will be upfitted within the next 30 days.

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	02/07/2022	01/09/2022	1 mo %	12/11/2021	2 mo %
	to 03/07/2022:	to 02/06/2022:	change:	to 01/08/2022:	change:
911 Misdeal	46	56	-17.9%	62	-25.8%
Abandoned Vehicle	3	3	0.0%	3	0.0%
Abdominal A-Adam Response	1	0	N/A	1	0.0%
Accident in a Parking Lot	9	7	28.6%	0	N/A
Accident with Injury	0	1	-100.0%	0	N/A
Accident with Scene Safety	0	2	-100.0%	1	-100.0%
Accident with Spill Cleanup	0	2	-100.0%	0	N/A
Animal Bite	1	1	0.0%	1	0.0%
Animal Call	8	6	33.3%	14	-42.9%
Assist Citizen or Agency	52	42	23.8%	44	18.2%
Back Problem C-CharlesResponse	0	1	-100.0%	0	N/A
Battery	0	0	N/A	1	-100.0%
Bleeding A-Adam Response	1	0	N/A	0	N/A
Bleeding B-Boy Response	0	2	-100.0%	0	N/A
Bleeding D-David Response	1	2	-50.0%	1	0.0%
Breathing Problem C-Charles	2	0	N/A	0	N/A
Breathing Problem D-David	3	2	50.0%	5	-40.0%
Burglary	1	0	N/A	0	N/A
CO or Hazmat D-David	0	1	-100.0%	0	N/A
Carbon Monoxide Alarm	1	2	-50.0%	2	-50.0%
Chest Complaint C-Charles	0	1	-100.0%	0	N/A
Chest Complaint D-David	2	2	0.0%	1	100.0%
Choking D-David Response	0	1	-100.0%	1	-100.0%
Civil Matter Assist	0	3	-100.0%	1	-100.0%
Civil Process	18	12	50.0%	8	125.0%
Crime Prevention	59	45	31.1%	27	118.5%
Damage to Property	4	6	-33.3%	3	33.3%
Diabetic Issue A-Adam	1	0	N/A	0	N/A
Diabetic Issue D-David	0	1	-100.0%	0	N/A
Disturbance	10	14	-28.6%	10	0.0%
Disturbance with a Weapon	0	1	-100.0%	0	N/A

Village of Little Chute Monthly Report – February 2022

Domestic Disturbance	5	7	-28.6%	3	66.7%
Drug Complaint	1	3	-66.7%	0	N/A
Emergency Committal	1	2	-50.0%	0	N/A
Fainting A-Adam	1	2	-50.0%	0	N/A
Fainting C-Charles	0	0	N/A	1	-100.0%
Falls A-Adam Response	3	1	200.0%	4	-25.0%
Falls B-Boy Response	4	4	0.0%	2	100.0%
Falls D-David Response	1	3	-66.7%	2	-50.0%
Fire Alarm Commercial	4	4	0.0%	4	0.0%
Fire Dept Public Relations	0	1	-100.0%	0	N/A
Fire Oversized/Commercial Veh	1	0	N/A	0	N/A
Fire Stuck Elevator Rescue	1	0	N/A	0	N/A
Fire Vehicle Small	0	2	-100.0%	0	N/A
Fireworks Complaint	0	0	N/A	1	-100.0%
Follow Up	20	27	-25.9%	19	5.3%
Fraud Complaint	5	1	400.0%	5	0.0%
Harassment	2	7	-71.4%	7	-71.4%
Hazard in Roadway	15	18	-16.7%	15	0.0%
Headache A-Adam Response	1	1	0.0%	0	N/A
Heart Problem C-Charles	0	1	-100.0%	0	N/A
Heart Problem D-David	0	0	N/A	1	-100.0%
Jail GPS Checks	2	3	-33.3%	15	-86.7%
Juvenile Complaint	5	2	150.0%	3	66.7%
K9 Assist	0	1	-100.0%	0	N/A
Law Alarms - Burglary Panic	6	5	20.0%	9	-33.3%
Law Enforcement Medical	0	1	-100.0%	0	N/A
Lost or Found Valuables	3	4	-25.0%	2	50.0%
Medical Assistance No Injury	1	0	N/A	4	-75.0%
Medical Pre-Alert	3	6	-50.0%	3	0.0%
Medical Transport C-Charles	0	0	N/A	1	-100.0%
Missing Person	0	0	N/A	1	-100.0%
Motorist Assist	19	21	-9.5%	24	-20.8%
Natural Gas or Propane Leak	1	3	-66.7%	0	N/A
Noise Complaint	1	1	0.0%	5	-80.0%
Ordinance Violation	9	5	80.0%	6	50.0%
Overdose B-Boy	0	0	N/A	1	-100.0%
PNB E-Edward Response	1	4	-75.0%	0	N/A
Parking Enforcement	9	16	-43.8%	20	-55.0%
Parking Request	2	1	100.0%	2	0.0%
Pregnancy C-Charles	0	0	N/A	1	-100.0%
Probation Violation	0	0	N/A	1	-100.0%

Village of Little Chute Monthly Report – February 2022

Reckless Driving Complaint	23	20	15.0%	15	53.3%
Restraining Order Tracking	0	0	N/A	1	-100.0%
Runaway Juvenile	0	2	-100.0%	3	-100.0%
Seizure B-Boy Response	0	1	-100.0%	0	N/A
Seizure C-Charles Response	0	0	N/A	2	-100.0%
Seizure D-David Response	0	1	-100.0%	1	-100.0%
Sex Offense	2	5	-60.0%	1	100.0%
Sick A-Adam	3	3	0.0%	4	-25.0%
Sick C-Charles	6	1	500.0%	1	500.0%
Sick D-David	1	0	N/A	2	-50.0%
Spill Cleanup	0	0	N/A	1	-100.0%
Stroke C-Charles	1	0	N/A	1	0.0%
Structure Fire Smoke or Flame	0	1	-100.0%	0	N/A
Suicide B-Boy	0	0	N/A	1	-100.0%
Suspicious Incident	8	17	-52.9%	6	33.3%
Suspicious Person	3	1	200.0%	3	0.0%
Suspicious Vehicle	8	6	33.3%	7	14.3%
Theft Complaint	7	8	-12.5%	3	133.3%
Theft of Automobile Complaint	0	1	-100.0%	1	-100.0%
Traffic Enforcement	12	12	0.0%	8	50.0%
Traffic Stop	192	157	22.3%	107	79.4%
Transport	1	0	N/A	0	N/A
Transport Accident B-Boy	0	0	N/A	1	-100.0%
Traumatic Injuries A-Adam	0	1	-100.0%	1	-100.0%
Traumatic Injuries B-Boy	1	0	N/A	0	N/A
Trespassing	1	2	-50.0%	0	N/A
Truancy	2	0	N/A	0	N/A
Unconscious D-David	0	3	-100.0%	5	-100.0%
Unlocked or Standing Open Door	0	2	-100.0%	0	N/A
Vacant House Check	0	8	-100.0%	7	-100.0%
Vehicle Accident	15	27	-44.4%	34	-55.9%
Vehicle Lockout	6	3	100.0%	2	200.0%
Violation of Court Order	0	1	-100.0%	0	N/A
Wanted Person or Apprehension	0	3	-100.0%	1	-100.0%
Water Problem	0	1	-100.0%	0	N/A
Welfare Check	29	20	45.0%	33	-12.1%



Little Chute Public Library

Gerard H. Van Hoof Memorial

Highlights

- “Book-a-Bike” program bikes, helmets, and maintenance equipment ordered. Trishaw rides with Share The Ride scheduled for June-September
- Provided senior outreach to Country Villa Retirement Center in Little Chute and Freedom
 - Looking at add more facilities
- Genefication project progress
 - Working on Non-Fiction
- Participating in planning committee for OWLS Conference
 - All library staff will be attending Conference April 22nd. Library will be closed.
- Gave tour of Business Incubator to UW- Madison extension, BLC Bank, Kaukauna Library and Appleton Library
- Homeschool outreach
- Scheduling end of school year tours and Summer Library Program promotion
- JET Student partnership
- Market on Main Family Area Planning
- Staff training on technology platforms
- Filled annual report to state
- New Student Staff Member for shelving books in evening
- Marketing outreach to Freedom residents

Top Priorities

- Summer Reading Program planning
- Bookstore Organization Model project
- Outreach opportunities for summer
- Continuing education opportunities for staff
- Ordering Materials for Summer Library Program

Upcoming Events

- Evening Book Club
- To-go Crafts
- Storytime
- Craft Circle
- NERF War
- Tech Tuesday's
- Fox Cities Book Festival Book Sale
- Knitting 101

- Comic Club

Library Event Participation Statistics:

Craft Circle: 11

To-Go Crafts: 100

Children's Passive Programs: 60

Storytimes: 85

Goat Storytime: 170

Book Clubs: 10

Blind Date with a Book: 17

Cookie Decorating: 13

After School Game Day: 22

Cooking Demo: 13

Pruning Class with VandeHey's: 12

FB Engagements: 342

Instagram Engagements: 117

Unboxing Views: 201

Homeschool Library Tour: 28

Tour of Business Incubator: 7

Library Circulation Statistics:

	JAN	(JAN 21)	FEB	(FEB 21)	MAR	APR	MAY	JUNE
Physical Materials Circulation	7,961	1,704	7,633	3,123				
Physical Renewals	2,363	531	2,406	1,197				
Hoopla EBooks	151	92	156	98				
Hoopla Audiobooks	274	168	242	168				
Hoopla Binge Pass	8	NA	1	NA				
Hoopla Movies	15	13	26	4				
Hoopla Comics	13	14	9	8				
Hoopla Music	16	14	11	8				
Hoopla TV	14	6	16	8				
Overdrive E Book	700	407		716				
Overdrive Audiobook	620	676		420				
Overdrive Magazines	62	NA		7				
RB Digital Magazines		122		92				
ILL Loaned	1,682	1,727	1,710	1,648				
ILL Borrowed	2,677	2,167	2,205	2,207				
Public Internet Use	271	0	273	0				
Wireless Logins	747	639	804	52				
Laptop Checkouts		N/A		N/A				
Door Count	3,360	0	3,730	0				
Card Holders	5048							
Library Volunteer Hours	53		51					

FORESTRY DEPARTMENT

HIGHLIGHTS

- Awarded Ash Tree Removal Bid to Gabe's Top It or Drop It Tree Service, LLC.
- Adopted 2022-2026 Comprehensive Outdoor Recreation Plan.
- Memorial Benches built ready to install.
- Aerial Lift still enroute due to shipping delays.
- Tree Trimming near completion
- Tentatively awarded \$20,000 from Outagamie Greenways Fund on application for Ebben Trail.
- Received re-hire letters from Aquatic Staff.
- Published Lifeguard Course for April.
- Sent monthly department e-newsletter to families.
- Received printer quotes for summer tee shirt program; printer selected.
- Youth dance classes began on 2/15; session is 12 weeks long with dance revue in mid-May.
- Proof final layout of Spring & Summer Program Book; approved for printing.
- Department joined up with 52 other communities for a Community Fitness Challenge for March.
- Began building spring & summer programs into RecDesk for start of registration in March.
- Worked on updates to department website pages and links.
- Confirmed the four men's softball officials for this year's league.
- Requested street closure permit from Wis DOT for 6/4 Cheese Fest parade and walk/run on Main St.
- Submitted facility request use forms to school district for CStars mtg/tryouts & summer basketball.
- Finalized contracts with entertainers for Family Fun Fest and Youth Carnival.



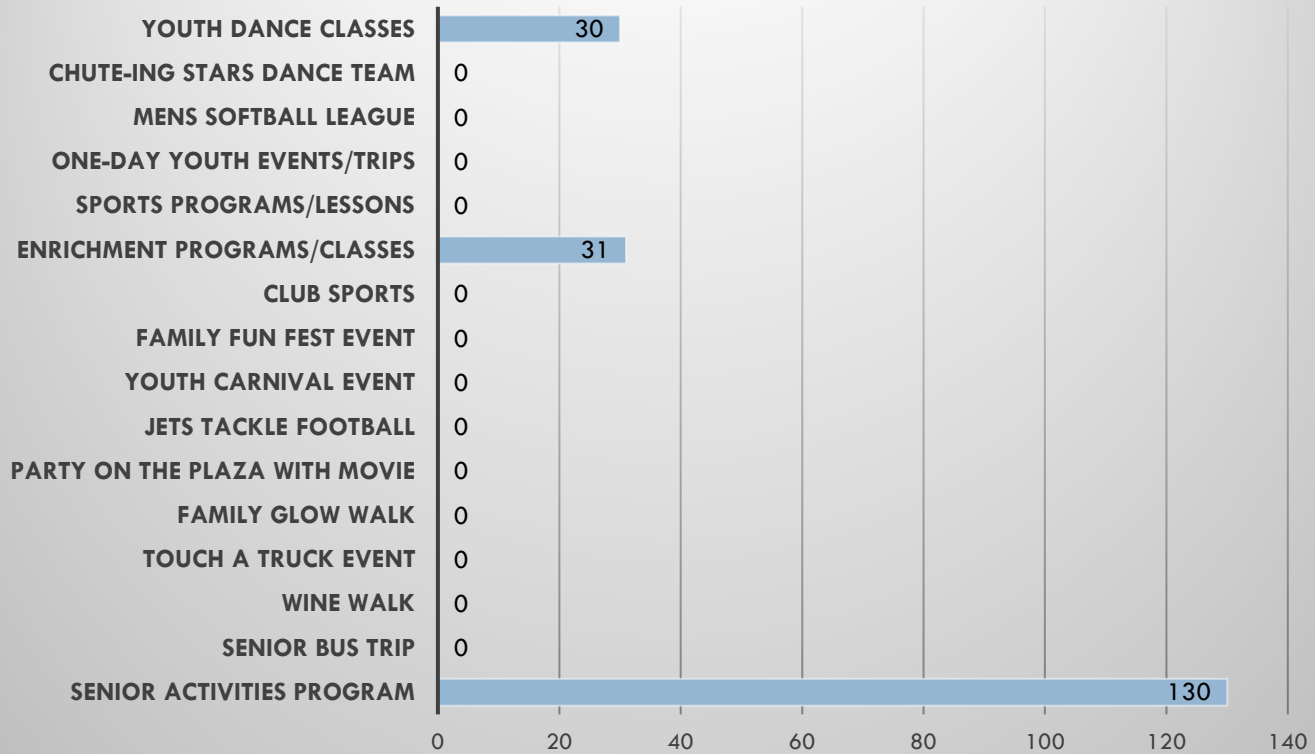
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TOP PRIORITIES FOR MARCH

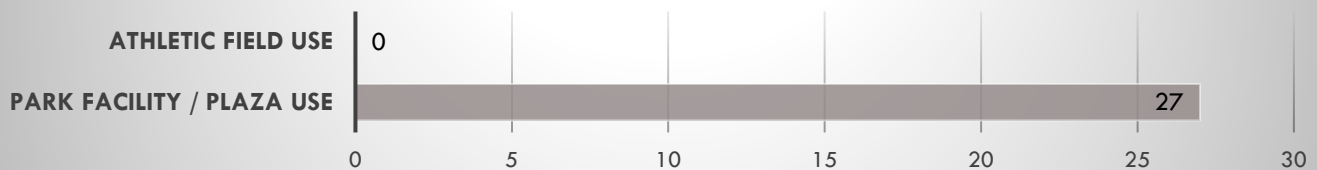
- Monitor ash tree removals.
- Establish portable locations on Heesakker and Island trails.
- Prepare for Spring sports at the soccer and baseball fields.
- Monthly department e-newsletter.
- Mail tee shirt program sponsorship letters.
- Close applications for summer part-time work; review applications; schedule interviews; offer positions to selected applicants.
- Registration paperwork to men's softball team managers.
- Update Chute-ing Stars Dance Team tryout packet.
- Promote new spring/summer book & start of registration on Facebook and e-newsletter blast.
- Program books to be mailed to all Little Chute residents & businesses around 3/16.
- Begin planning for spring Arbor Day event.
- Submit proclamations for Chute-ing Stars Dance Team and High School Dance Team accomplishments.
- Finish invasive species removal on levy trail system.
- Work with Drug Abuse Correctional Center (DACC) team to help with invasive species removal in Heesakker Park.

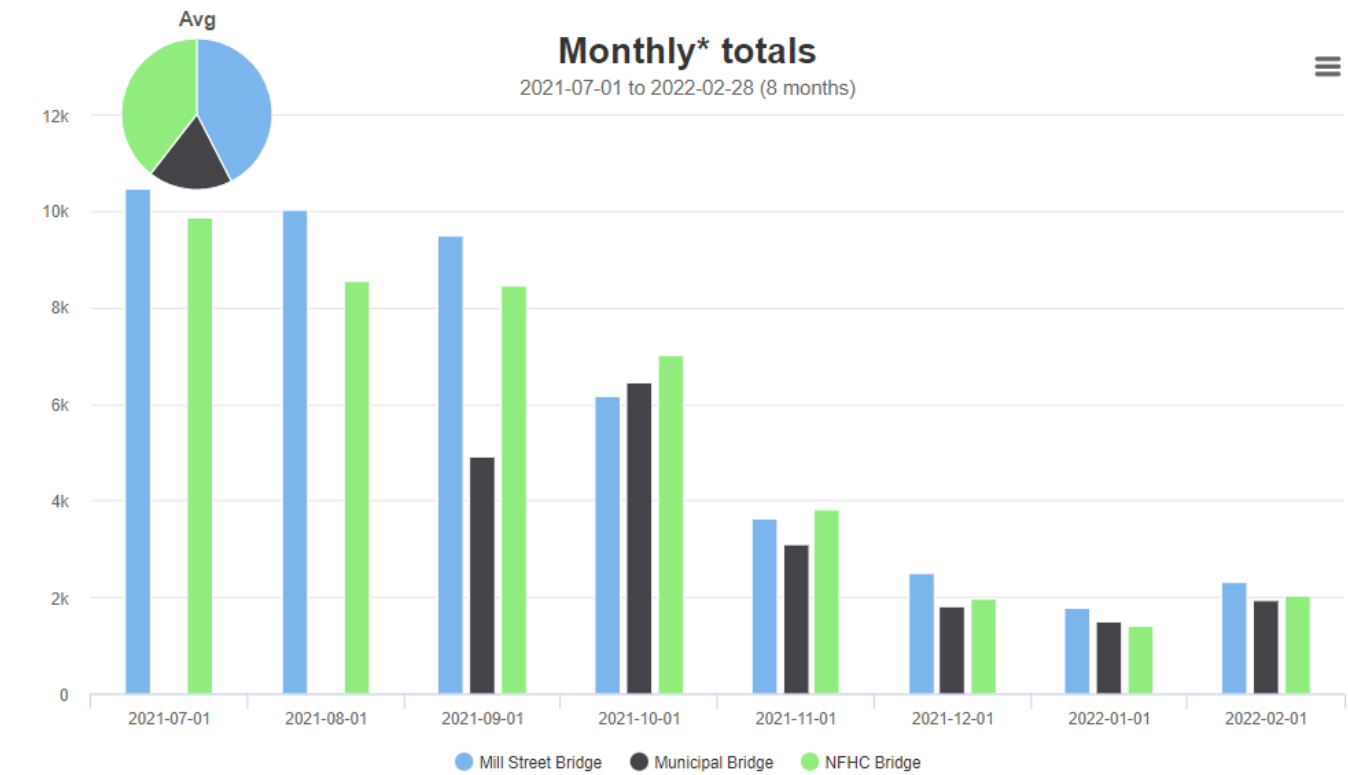


2022 Year-To-Date PROGRAM PARTICIPATION



2022 Year-To-Date...





	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	2305	1955	2037

Running Total		
Mill Street Bridge	Municipal Bridge	NFHC Bridge
38633	19714	35848

Department of Public Works

Monthly Report – February 2022

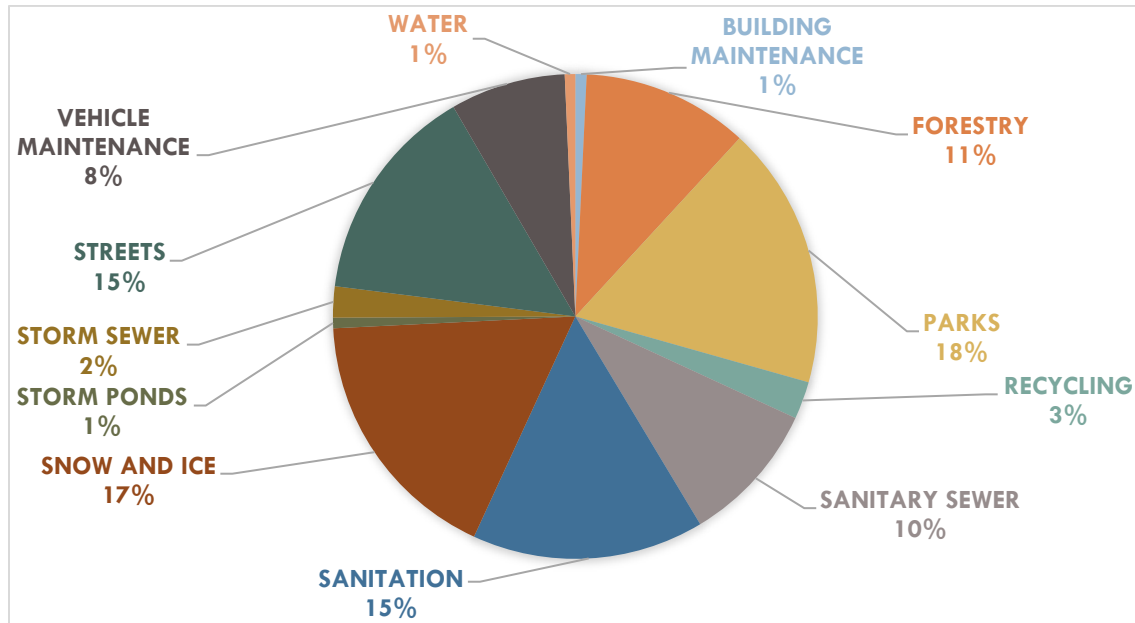
Highlights

- Continued to monitor TDS fiber installation.
- Village crews plowed three-times and salted six times. Used salt brine as/when necessary.
- Replaced batteries, maintained, and read laser meters in sanitary sewer system.
- Jetted sanitary sewer mains and inspected manholes – jetted 3,616 feet of mainline.
- Monitored erosion control and storm water permits.
- Submitted Sara III chemical inventory to Wisconsin Department of Natural Resources (WDNR).
- Consultant continued to work on the Geographical Information System (GIS) data conversion.
- Collected data for MS4 (Municipal Separate Storm Sewer Systems) annual report to WDNR.
- Took delivery of 100 new refuse polycarts.

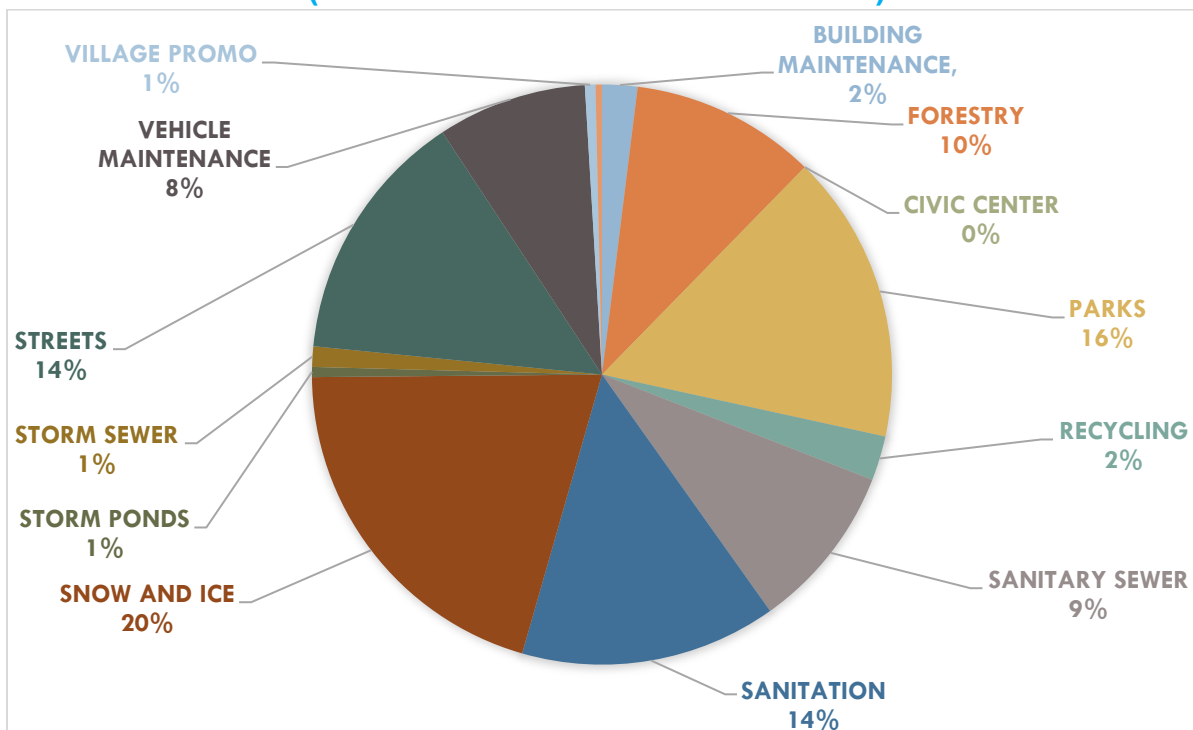
Top Priorities for March 2022

- Continue to keep the Village roads safe regarding to ice and snow.
- Write specifications and advertise for procurement of approved CIP Equipment/Vehicles.
- Submit the MS4 (Municipal Separate Storm Sewer Systems) annual report to WDNR.
- Continue to work with White Construction on the TDS project which is a fiber to home initiative for all residents in the Village.
- Continue to look for I&I in the sanitary collection system and repair sanitary sewer leaks (Infiltration).
- Use newly delivered sanitary sewer camera to find I&I in the sanitary system.

February 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 – February 2022

In the month of February there were no utilities installed and no utility removals to report.

Pine Street Parking Lot and Pedestrian Mall – We have received WDNR approvals for sanitary sewer, water main and storm water management in January. We have received final costs for electrical to remove overhead wires and an alternate cost to relocate power poles. We have also received quotes from an electrician to reconnect to the building if underground power is preferred.

Pheasant Run Storm Sewer - We have received additional comments from the WDNR to respond to regarding the wetland disturbance and stream enclosure. Village Engineering staff have also been in contact and visited the property owners on February 17th to inform them of the project schedule and what to expect during construction.

Rail Road Quiet Zone – This project was let for bidding on February 25th. The bid opening will be held on March 17th.

Top Priorities for March 2022

Pine Street Parking Lot and Pedestrian Mall – This project will be let for bidding on March 3rd. The bid opening will be held on March 24th. An update on the project status is scheduled to be presented at the March 16th Village Board Meeting. This allows time to revise the plans with an addendum or extend the bid for any changes that the Village Board may request.

Main Street (bypass and turning lane extensions) – Design work is complete for this project and this project will be let for bidding on March 3rd. The bid opening will be held on March 24th.

Main Street Crosswalks – This project is closely related to the Main Street bypass and turn lane extension project and will be bid under the same contract.

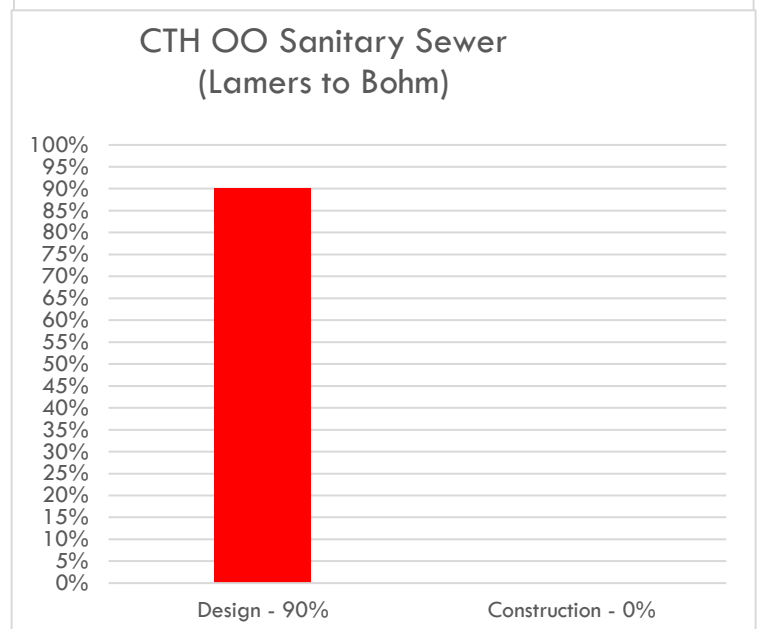
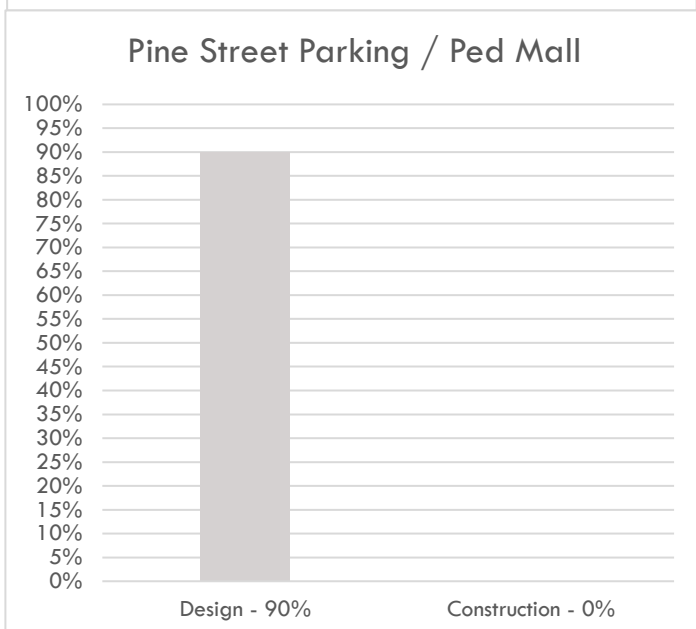
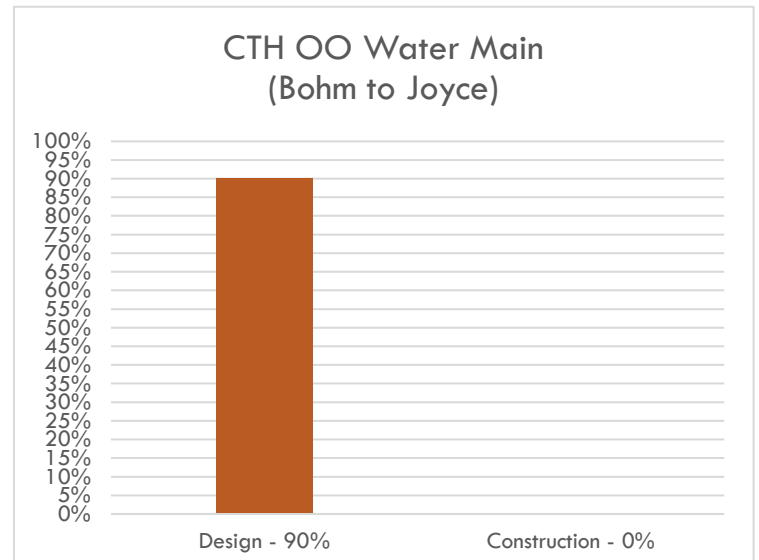
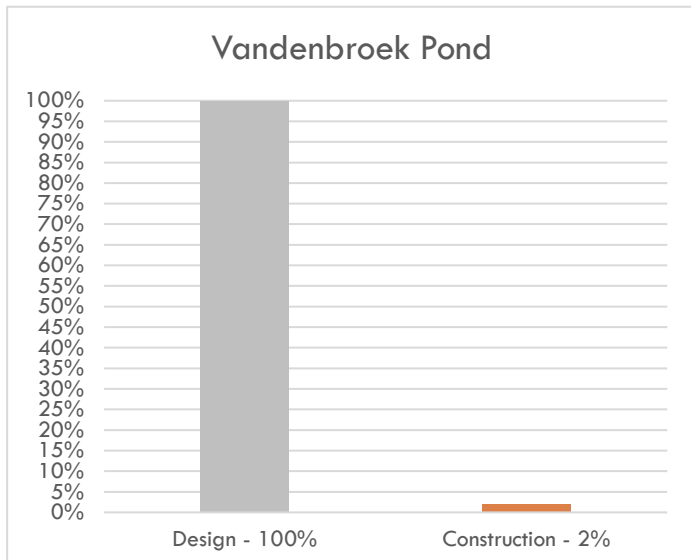
CTH 00 (Bohm to Joyce) – 12-inch Water Main slip lining in existing 16-inch pipe. This project's bid period is from March 10th to March 31st.

CTH 00 (Lamers to Bohm) – This project consists of lining an existing 10-inch concrete pipe. This project's bid period is from March 10th to March 31st.

Cherryvale Avenue Concrete Paving Project – Plans are available for Public review beginning on March 10th. This project has a public hearing scheduled on March 23rd and an expected bid period from March 24th through April 14th.

Crosswinds Subdivision Concrete Sidewalk – Plans are available for Public review beginning on March 10th. This project also has a public hearing scheduled on March 23rd and an expected bid period from March 24th through April 14th.

Pheasant Run Storm Sewer – This project is expected to go to bid on March 31st with a scheduled bid opening on April 28th. This project cannot begin until after fish spawning in the Fox River.





Item For Consideration

For Board Review On: March 16th, 2022

Prepared On: March 10th, 2022

Agenda Item Topic: Fire Station Space Needs Analysis
RFP selection

Prepared By: Admin. Bernhoft

Report: Our Fire Department has been going through the process of identifying key issues with the existing capital assets and analyzing what is the most ideal situation moving forward for the community's needs. Following the most recent level of service audit/organizational study, handled in 2019, we are now at a point where a consultant can evaluate our existing facility/staffing and advise the Village on what our best options look like for the future. This could be a wide variety of results varying from enhancing the existing facility, considering new locations that are more practical for service, how much space is needed, etc. An RFP was posted and collected during the month of February and the Fire Department's internal station group worked Administration to recommend SEH (Short Elliott Hendrickson Inc.) for the Space Needs Analysis project. Below is the submitted proposal for your review.

Fiscal Impact: This item was budgeted in 2022 at \$25,000. The selected firm came in with a proposal of \$12,466.

The other two proposals came in at \$12,500 and \$12,750 although cost was not the deciding factor.

Recommendation/Board Action: Staff recommends Village Board to approve proposal from SEH for the Fire Station Space Needs Study.

Respectfully Submitted,

Beau Bernhoft, Village Administrator

\$ Cost

BASE COST

The SEH team proposes to complete the scope of work defined in the request for proposals for a lump sum **not to exceed fee of \$12,466 inclusive of all expenses.** * ** It is ESTIMATED that reimbursable costs will be \$500.

ALTERNATIVE COST

An alternate fee has been provided to complete the work identified as Additional Services designated with * in our proposal on page 12 (Scope of Services section). These services would be provided for a lump sum not to exceed fee of \$11,200 and include GIS/site analysis (\$5,500), exterior building elevations and 3D renderings (\$3,200), and sustainable feature and cost to value exploration – ROI (\$2,500).

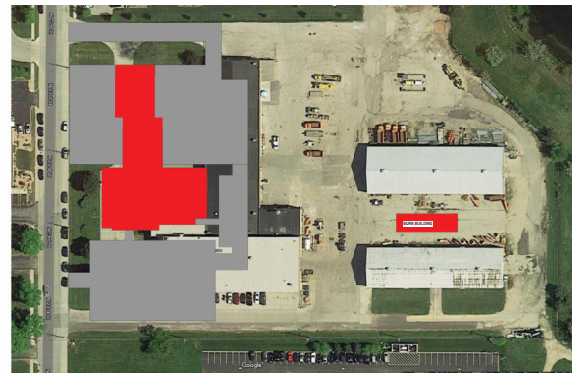
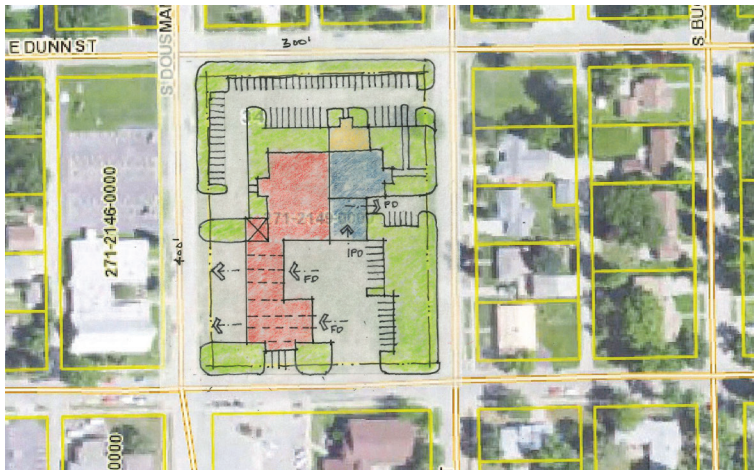
**Our professional services fee is a lump sum not to exceed amount inclusive of expenses.*

***In the event that SEH is selected for the preliminary planning and estimating work and Little Chute moves the project forward into the design and construction phase, SEH will credit back a portion of the initial planning fee in the amount of \$9,466 if we are engaged in the final design of the facility.*

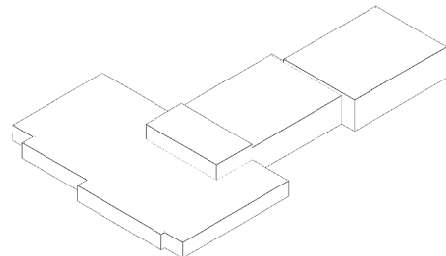


Trevor Frank

TREVOR FRANK AIA, LEED AP®, NCARB, PMP
ARCHITECT IN: WI, AZ, GA, MN, IA, IN, ND, SD, IL, NE, OH, MI
PROJECT MANAGER



These images represent current site test fit and massing exercises for future fire stations in Prairie du Chien and Sheboygan. Both communities are contracted with SEH to solve their current and long term operations needs for their Fire and EMS services.



PROPOSAL FOR PROFESSIONAL SERVICES

Space Needs Analysis/Study

Fire Station Replacement Facility

VILLAGE OF LITTLE CHUTE, WI | FEBRUARY 25, 2022



Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists

February 25, 2022

Beau Bernhoft, Village Administrator
Village of Little Chute
108 West Main Street
Little Chute, WI 54140



Building a Better World
for All of Us®

RE: Little Chute Space Needs Analysis/Study

Dear Mr. Bernhoft and Members of the Selection Committee:

The Village of Little Chute has been eyeing a new fire station for several years, and the community is now moving forward by planning a space needs analysis that will guide the next phase of this effort. This project requires a dedicated and experienced consultant team that understands the operations and design of fire stations in communities similar to Little Chute. In this capacity, Short Elliott Hendrickson Inc. (SEH®) is prepared to work alongside the Village and Fire Department, serving as a committed and driven project partner. In doing so, our team provides the following advantages:

Local Understanding. Having visited the current facility and discussed the project with the Village and Fire Department, we have gotten the chance to know how you support your community and what challenges you face in the coming years. We are eager to continue working with you to fully understand your operations and develop solutions that benefit the entire Little Chute community. With continued expansion and development in the area, it's important that this new fire station enables your department to respond quickly throughout the Village, and we will leverage our experience to plan a facility that will accommodate your needs now and for decades to come. Having your consultant local is a great advantage to efficiently delivering your study. Our local presence means we can attend all meetings in person and make ourselves available when it is convenient for the Village and Fire Department's schedules. Being local also reduces travel expenses and directs more of the planning budget to developing the study in greater detail.

Public Safety Experience. With more than 100 fire station designs completed in the last 10 years, we can confidently say that "we know fire stations." Our team, which includes the former Fire Chief in Kenosha and a paid on-call firefighter in Germantown, has firsthand knowledge of what goes into daily operations and what should drive programming. With that experience, we've identified many best practices in modern fire station design, such as operational efficiency and "future proofing" through gender neutral design. To learn more about our creative approach to fire stations, check out our new eBook, **10 Trends Transforming Fire Station Planning & Design**.

Emphasis on Wellness and Safety. Planning a new fire station is an opportunity to make the community safer, but it's also important to prioritize the safety and wellness of your personnel. Through strategic programming and design, we focus on developing training facilities, fitness spaces and design layouts that support decontamination and general well-being by designing features that allow for separate work and rehabilitation areas – all of which are important to preventing and mitigating exposure to harmful cancer-causing contaminants.

Siting and GIS Capabilities. We understand that the Village has some properties in mind that may be suitable candidates for a new station. In our analysis, we are prepared to leverage our GIS resources to determine what sites will be optimal for the new station. Our GIS analyst will assess potential sites and run GIS routing and response times that will identify the best options for the Village. We have provided this as an additional service should the Village choose to explore the station location further.

We sincerely appreciate the opportunity to provide you with our proposal for professional services. If you have any questions regarding the information provided, please do not hesitate to contact me at 920.585.4320 or tfrank@sehinc.com.



TREVOR FRANK AIA, LEED AP®, NCARB, PMP
ARCHITECT IN: WI, AZ, GA, MN, IA, IN, ND, SD, IL, NE, OH, MI
PROJECT MANAGER

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 425 West Water Street, Suite 300, Appleton, WI 54911-6058
920.380.2800 | 888.413.4214 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer



CONTENTS

QUALIFICATIONS OF THE SUBMITTING CONSULTANT	1
QUALIFICATIONS OF THE INDIVIDUALS	8
PROJECT APPROACH	11
COST PROPOSAL (SUBMITTED SEPARATELY)	

The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

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The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

SEH is a registered trademark of Short Elliott Hendrickson Inc.

LCHUT 159118



Qualifications of the Submitting Consultant

Having completed over 100 fire stations in the past 10 years, we have insight into how each individual community is different in the way they approach emergency services buildings and design. The team listed in this proposal has collaborated on many of these projects, and their complementary skill sets yield positive results for their client partners. Below and on the pages to follow, we have included more about the communities we have worked with to plan and design fire stations that address their unique needs.

OVERVIEW

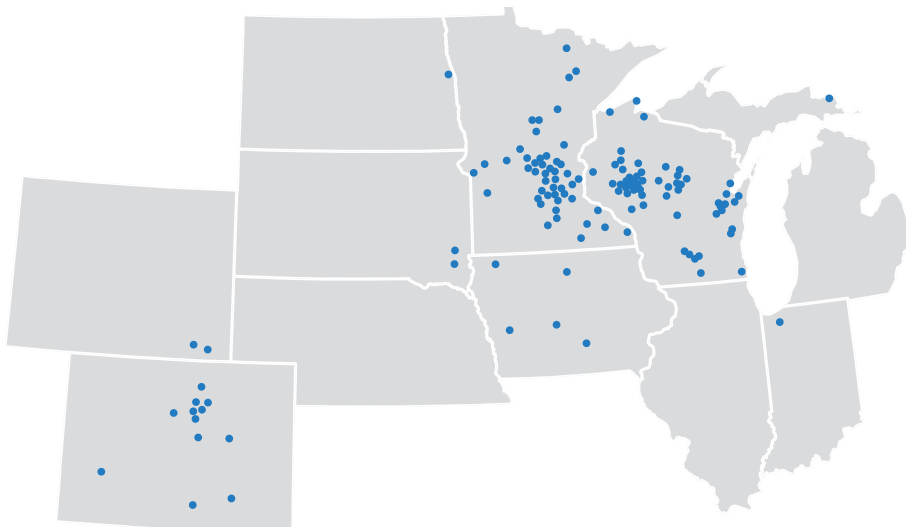
FIRE STATION EXPERIENCE

Each new community we work with is another opportunity to engage, collaborate and share our professional knowledge of designing, funding and constructing government-owned facilities. As you can see by the examples listed in our proposal, we have extensive experience in working with not only emergency services representatives but also with decision makers such as mayors, city administrators and various boards and councils.

EXCEPTIONAL DESIGN FEATURES

- Training features
- Carcinogen mitigation
- Natural day lighting
- Geothermal heating and cooling
- Future proofing the facility
- Gender neutrality
- Climate resilient design
- Resistance against civil unrest

FIRE STATION PROJECT LOCATIONS



EBOOK

10 Trends Transforming Fire Station Planning & Design



SEH

IN DEPTH

check out our
new eBook at
[bit.ly/
FireStationEBook](https://bit.ly/FireStationEBook)

100+

FIRE STATIONS IN THE
PAST 10 YEARS

KAUKAUNA FIRE STATION

KAUKAUNA, WI



WINNER OF THE 2018 AGC
BUILD WISCONSIN AWARD

WINNER OF FIREHOUSE
MAGAZINE 2018 STATION
DESIGN AWARD (VOLUNTEER/
COMBINATION NOTABLE)



SEH programmed and designed the 25,000 sq. ft. fire station, which included a three-story training tower. The first level contains a seven-bay drive-through apparatus bay with a storage mezzanine, workshop and turnout gear area, as well as a training room, conference room, personnel offices and workspaces, department history room, records and additional storage, and a fitness center. The design incorporates sustainable design features, including the largest PV system serving a fire station in Wisconsin.

FEATURES

- Day room
- Emergency operations center
- Exercise facility
- Drive-through apparatus bays
- Decontamination facilities
- Divided EMS/fire apparatus bays
- Turn out gear rooms
- Bunk rooms
- Two-story station with fire pole and training tower
- Ladder testing feature

SITE TRAINING

- Hose testing
- Vehicle extrication
- Hose evolution drills
- Equipment and apparatus training

TOWER TRAINING

- Balcony rescue
- Confined entry
- Ladder evolutions
- Hose evolutions
- Window rescue
- SCBA confidence course
- Vertical and near vertical rescue
- Sprinkler and standpipe training
- Door and roof breaching
- Mezzanine training areas

CLASSROOM TRAINING

- Onsite resident training and recertification
- Distance learning/video conferencing
- Training props/mannequins
- EOC operations



CLIENT

City of Kaukauna



DATE COMPLETED

11/2017



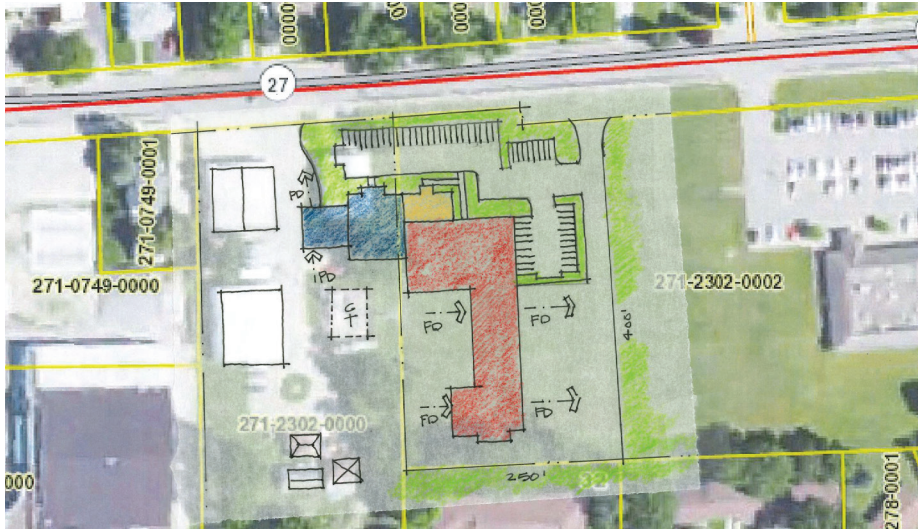
REFERENCES

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920.766.6305
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144 W Second St.
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Travis Teesch
Assistant Chief, Maintenance
920-766-6320 ext. 4
teeschtj@kaukauna-wi.org
144 W Second St.
Kaukauna, WI 54130

PRAIRIE DU CHIEN POLICE, EMS AND FIRE DEPARTMENT MASTER PLAN

PRAIRIE DU CHIEN, WI

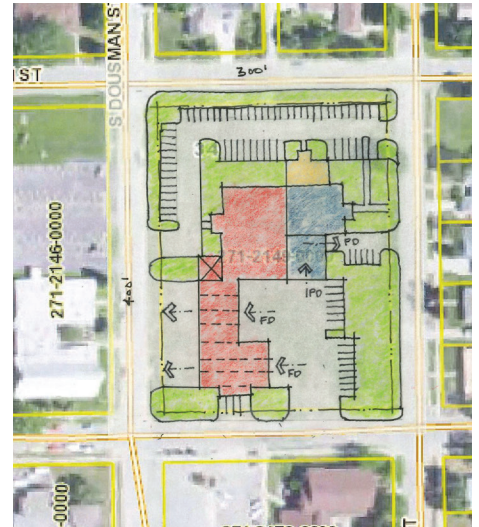


SEH is currently assisting the City of Prairie du Chien with a needs assessment, condition report and future space needs analysis for a combined police, EMS and fire public safety facility. Interviewing staff, users and the private ambulance company, programming for the building is an interactive process that allowed multiple stakeholders the opportunity to provide input for initial and long-term use of the facility.

SEH provided space needs templates, test site fits, schematic floor plans, cost estimates and a GIS siting study that used response time and heat mapping to assist with site selection. These collateral planning materials informed the different options available to the City for expansion and improvements of the City-owned facilities.

FEATURES

- Day room
- Emergency operations center
- Exercise facility
- Drive-through apparatus bays
- Decontamination facilities
- Divided EMS/fire apparatus bays
- Turn out gear rooms
- Bunk rooms
- Provisions for a 2-story expansion
- Full basement with SCBA confidence course
- Gender neutral facilities



CLIENT

City of Prairie du Chien



DATE COMPLETED

Ongoing, Estimated 05/2022



REFERENCE

Tad Beutin
Fire Chief
608.326.4365
fire@prairieduchien-wi.gov
720 E. Blackhawk Ave.
Prairie du Chien, WI 53821

KENOSHA FIRE STATION #4

KENOSHA, WI



This new 29,260 sq. ft. fire and EMS station is being built on the site directly adjacent to the current operating station house. Once the new facility comes on line, the existing 1964 structure will be removed. The new facility will act as the department headquarters and fire training center with both academic classroom space and a live fire training tower. The building features gender neutral accommodations for both men and women firefighters, as well as several sustainable features to reduce energy consumption and environmental impact.

FEATURES

- Five-story detached training tower
- Two-bay vehicle maintenance facility
- HQ station with department training center
- Gender neutral facilities
- Sustainable design and materials



SEH IN DEPTH

Watch live, in-progress construction activity with this link!



CLIENT

City of Kenosha



DATE COMPLETED

Ongoing, Estimated 05/2022

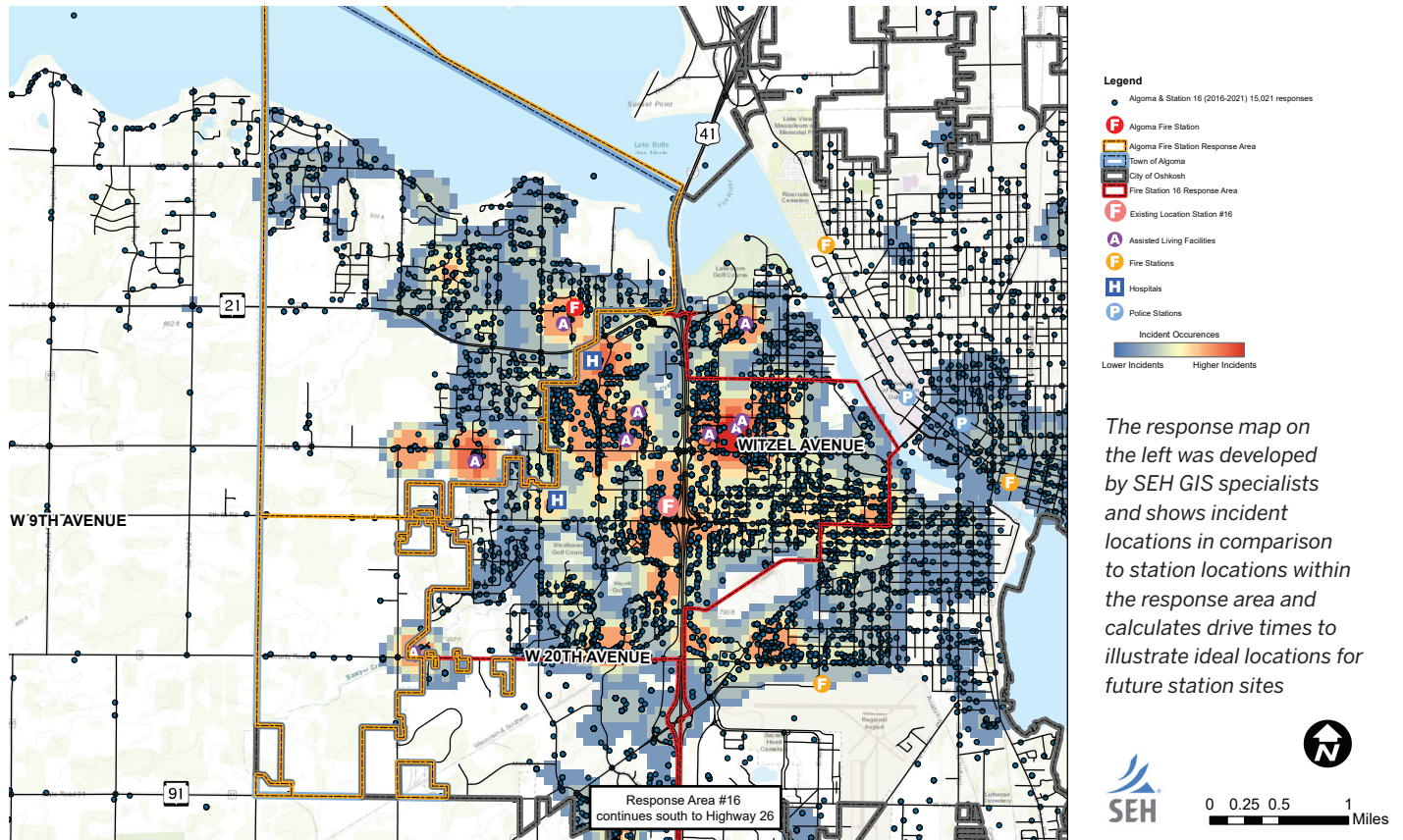


REFERENCE

Chris Bigley
Fire Chief
262.653.4100
cbigley@kenosha.org
625 52nd St
Kenosha, WI 53140

OSHKOSH FIRE DEPARTMENT OPERATIONS ANALYSIS AND LONG TERM NEEDS ASSESSMENT

OSHKOSH, WI



The response map on the left was developed by SEH GIS specialists and shows incident locations in comparison to station locations within the response area and calculates drive times to illustrate ideal locations for future station sites

The SEH team is currently engaged with the City of Oshkosh Fire Department to provide long range planning services for the use and operations of the City's six fire stations. Our engagement is to analyze the immediate-, short- and long-term operations and develop a path forward for maintenance, relocation, expansion or replacement of their City-owned facilities.

SEH provided space needs templates, test site fits, schematic floor plans, cost estimates and a GIS siting study that used response time and heat mapping to assist with site selection. These collateral planning materials informed the different options available to the City for expansion and improvements of the multiple facilities.

Proposed features for the existing and proposed new facilities are currently being explored as part of the long range planning process.



CLIENT

City of Oshkosh



DATE COMPLETED

Ongoing, Estimated 06/2022



REFERENCE

Mike Stanley
Fire Chief
920.236.5235
mstanley@ci.oshkosh.wi.us
215 Church Ave.
Oshkosh, WI 54903

NORTH EAST FIRE STATION

FITCHBURG, WI



WINNER OF FIREHOUSE
MAGAZINE 2018
STATION DESIGN
AWARD (VOLUNTEER/
COMBINATION NOTABLE)



This new 34,000 sq. ft. \$6 million main fire station is located in a suburban neighborhood and will house full-time fire and EMS staff. This project is the second phase of a two-phase project to update the fire services and EMS facilities in this growing community. Design of the station was complete in February 2018 with construction completed in summer 2019.

FEATURES

- Training facilities
- Sustainable design features
- Day room
- Emergency operations center
- Exercise facility
- Four drive-through apparatus bays
- Decontamination facilities
- Divided EMS/fire apparatus bays
- Turn out gear rooms
- Tornado shelter for building occupants

- Vertical and near vertical rescue
- Sprinkler and standpipe training
- Mezzanine training areas

SITE TRAINING

- Hose testing
- Vehicle extrication
- Hose evolution drills
- Equipment and apparatus training
- Confined space drills

CLASSROOM TRAINING

- Onsite resident training and recertification
- Distance learning/video conferencing
- Training props/mannequins
- EOC operations

BUILDING TRAINING

- Ladder evolutions
- Window rescue
- SCBA confidence course



CLIENT

City of Fitchburg



DATE COMPLETED

08/2019



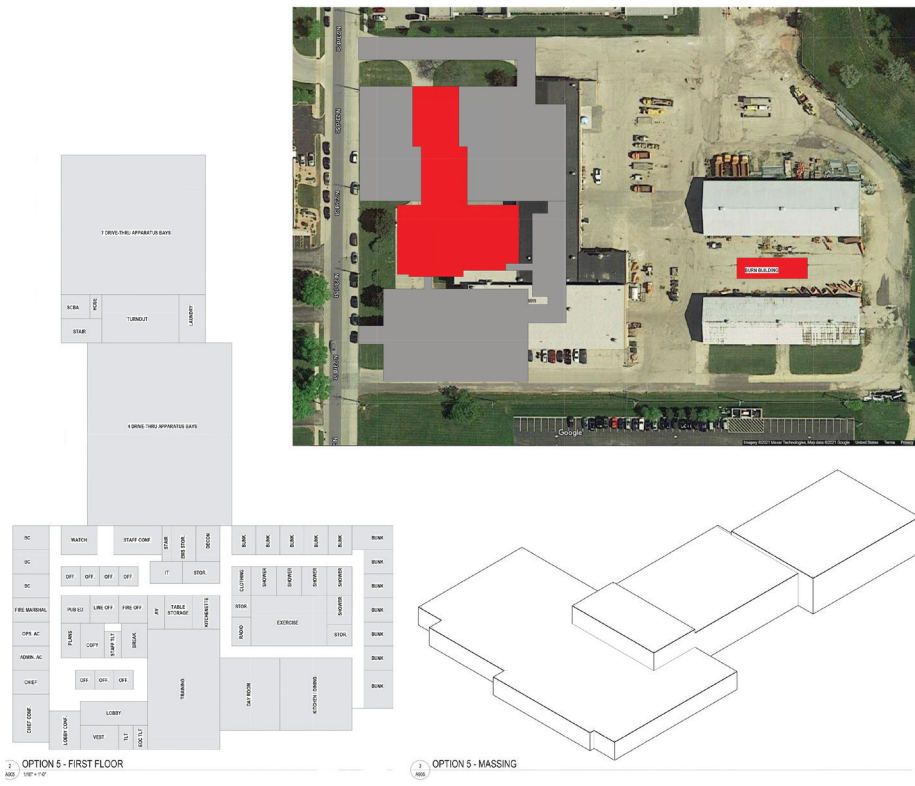
REFERENCE

Dave Berman
Lieutenant
608.712.2466
david.berman@city.fitchburg.wi.us
5520 Lacy Rd
Fitchburg, WI 53711

By incorporating sustainable building and site features, the estimated annual utility savings are approximately \$48,000.

SHEBOYGAN STATION #3 HEADQUARTERS MASTER PLANNING

SHEBOYGAN, WI



CLIENT

City of Sheboygan



DATE COMPLETED

Ongoing, Estimated 05/2022



REFERENCES

David Bieble
Director of Public Works
920.459.3440
David.Biebel@sheboyganwi.gov
833 Center Ave.
Sheboygan, WI 53081

Eric Montellano
Fire Chief
920.459.3327
Eric.Montellano@sheboyganwi.gov
833 Center Ave.
Sheboygan, WI 53081

SEH provided space needs templates, test site fits, schematic floor plans and cost estimates to assist the City of Sheboygan with determining a path forward for its Fire Department headquarters. These collateral planning materials informed the City of the different options available for expansion, relocation and improvements of the Headquarters facility.

PROPOSED FEATURES

- Training facilities
- Sustainable design features
- Day room
- Emergency operations center
- Exercise facility
- Four drive-through apparatus bays
- Decontamination facilities
- Divided EMS/fire apparatus bays
- Turn out gear rooms
- Tornado shelter for building occupants



Qualifications of the Individuals

TREVOR FRANK AIA, LEED AP®, NCARB, PMP PROJECT MANAGER

Trevor is a principal and senior architect with more than 30 years of experience in a wide variety of building types. His passion as an architect is to design public safety facilities that provide the necessary tools to properly train, respond and live in the environments he creates.

EXPERIENCE

Bain School Site Fire Station – Kenosha, WI

Project manager for the station on the site of a historic school. The 24,000 sq. ft., \$4 million station features many historic elements salvaged from the school's site. The station program calls for five apparatus bays, a training room and EOC, workout facilities and gender-neutral locker/bunk room facilities.

Oshkosh Fire Department Operations Analysis and Long Term Needs Assessment – Oshkosh, WI

Project manager and senior project architect for planning services for the City's six fire stations. SEH analyzed the immediate-, short- and long-term operations to develop a path forward for maintenance, relocation, expansion or replacement facilities. Our team provided space needs templates, test site fits, schematic floor plans, cost estimates and a GIS siting study that used response time and heat mapping to assist with site selection.

North East Fire Station Design – Fitchburg, WI

Project manager and lead design architect for the new 34,000 sq.ft. \$8.5 million main station in a suburban neighborhood. Second phase of a two-phase project to update the fire services and EMS facilities in this growing community.

Fire Station Design – Kaukauna, WI

Principal in charge, project manager and lead designer for design and construction administration. The 25,000 sq. ft. \$6.5 million fire station project is phase two of a four-phase project for the master planning and development of a municipal services campus.

Sheboygan Station #3 Headquarters Master Planning – Sheboygan, WI

Project manager and senior project architect providing space needs templates, test site fits, schematic floor plans and cost estimates to assist the City. These collateral planning materials gave the City different options for expansion, relocation and improvements of the Headquarters facility.

Police, EMS and Fire Department Master Plan – Prairie du Chien, WI

Project manager and senior project architect for a needs assessment, condition report and future space needs analysis for a combined police, EMS and fire public safety facility. SEH provided space needs templates, test site fits, schematic floor plans, cost estimates and a GIS siting study that used response time and heat mapping to assist with site selection. These collateral planning materials informed the different options available to the City for expansion and improvements of the City-owned facilities.



Trevor will serve as the Village's
key point of contact, oversee the
project team tasks and closely
monitor the project schedule
and budget.

30

YEARS OF
EXPERIENCE



EDUCATION

Master of Science
Architecture
University of Wisconsin-Milwaukee

Bachelor of Science
Architecture
University of Wisconsin-Milwaukee



REGISTRATIONS/CERTIFICATIONS

Architect in WI, MN, AZ, GA, IA, IL, IN, MI, ND, NE, OH, SD

Project Management Professional (PMP), Project Management Institute
LEED AP, U.S. Green Building Council

Architect, National Council of Architectural Registration Boards



PROFESSIONAL ASSOCIATIONS

American Institute of Architects, Member

Wisconsin Society of Architects, Member

U.S. Green Building Council, Member

MARK ZVITKOVITS AIA, LEED GREEN ASSOCIATE PROJECT ARCHITECT AND PROGRAMMING

Mark will bring his knowledge of architecture and the fire services industry to the team and assist with both interior programming and exterior site layout and analysis. Mark is an architect with experience in architectural design and construction documents. Mark works with AutoCAD Architecture 2020 and Autodesk Revit Architecture 2020 on a variety of building project types varying in square footage and cost. Mark's responsibilities range from drafting schematic drawings through construction drawings and construction administration. He works on design calculations and layout, as-built drawings, cost estimating and provides shop drawing reviews.

EXPERIENCE

- North East Fire Station Design – Fitchburg, WI
- North West Fire Station Design – Fitchburg, WI
- Black River Falls Emergency Services Building – Black River Falls, WI
- Bain School Site Fire Station – Kenosha, WI
- Osceola Fire Station – Osceola, WI



14
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Architecture
University of Wisconsin-Milwaukee



REGISTRATIONS/CERTIFICATIONS

Architect in WI
Firefighter I/HazMat Ops, Lakeshore
Technical College

Mark is a paid on-call fire fighter who can bring his first-hand experience of the fire services industry to the design and functionality of the Little Chute Fire Department.

BRIAN BERGSTROM AIA, NCARB PROGRAMMING

Brian will be responsible for assisting the programming team with interior facility layout and site test fit planning and design. He is a project manager with experience leading teams in a variety of architectural related projects for both public and private clients. Brian's responsibilities include project team coordination, development and oversight of project design, project budgets and schedules. Project types include fire stations, police facilities, EMS buildings, city halls, libraries, public works, office buildings, parks and recreation facilities and industrial/manufacturing facilities.

EXPERIENCE

- Buffalo Fire Station and Public Safety Training Tower – Buffalo, MN
- Maplewood Fire and Police Department South Station – Maplewood, MN
- New Fire Station – Sauk Rapids, MN
- Osceola Fire Station – Osceola, WI
- Fire Station 4 – Eden Prairie, MN
- Hoyt Lakes Fire and Police Station – Hoyt Lakes, MN
- Fire Station Improvements – Osseo, MN
- Madrid Emergency Services Building – Madrid, IA
- Maplewood North Fire Station – Maplewood, MN



24
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Architecture
University of Minnesota-Minneapolis

Associate of Science
Architectural Drafting
Northwest Technical Institute -
Eagan, MN



REGISTRATIONS/CERTIFICATIONS

Architect in WI, IA, OK

CHUCK LEIPZIG

FIRE DEPARTMENT OPERATIONS SPECIALIST

Chuck will work with design staff to optimize day-to-day operations. He began his career in volunteer fire services and progressed through the ranks to the position of Fire Chief in Kenosha, where he was project manager of several programs, including the funding and building of two fire stations within the Kenosha Fire Department. He has extensive experience in national incident management systems, strategic planning, emergency government operations and succession planning within the fire service. Chuck understands improvements to facilities that can increase efficiencies, from apparatus bays and vehicle maintenance to dorms, training and administrative areas. He has executed long-term strategic plans to add staffing, consolidate, remodel and rebuild existing fire stations and negotiated professional service contracts with vendors and local firefighters' unions.

EXPERIENCE

- Kenosha Fire Station #4 – Kenosha, WI
- Fire Station No. 3 Headquarters Study – Sheboygan, WI
- Oshkosh Fire Department Operations Analysis and Long Term Needs Assessment – Oshkosh, WI
- Police, EMS and Fire Department Master Plan – Prairie du Chien, WI



Chuck was responsible for overseeing protective services in Kenosha during a time of uprising of civil unrest in 2020 and mitigation of situations requiring multi-jurisdictional and departmental cooperation.



32
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Public Administration
Mount Senario College -
Ladysmith, WI

Associate, Fire Science
Mount Senario College -
Ladysmith, WI

MIKE STEUERNAGEL

GIS ANALYST

Mike will be responsible for developing the heat mapping and base file information as it relates to running the response time analysis and determining the optimal site for the fire station. He is a GIS analyst with extensive experience in GIS and CADD projects, data integration and automated mapping. Mike works with numerous agencies collecting and organizing data sources, analyzing and reviewing data to create maps, graphics, tables and other visuals for projects. He is proficient with ArcGIS Desktop, ArcGIS Online, ArcGIS Pro, ArcView, 3D Analyst, Network Analyst, Spatial Analyst, MicroStation, several database management systems and numerous graphics programs.

EXPERIENCE

- Fire Station Design – Fitchburg, WI
- Oshkosh Fire Department Assessment GIS Siting – Oshkosh, WI
- Emergency Services Building Station Siting – Black River Falls, WI
- Police, EMS and Fire Department Master Plan Siting Study – Prairie du Chien, WI
- Northwest and Northeast Hospital Sites Planning Studies – New Prague, MN



29
YEARS OF
EXPERIENCE



EDUCATION

Master of Science
Geography (Emphasis: GIS)
St. Cloud State University

Certificate
Geographic Information Sciences
St. Cloud State University -
St. Cloud, MN

Bachelor of Science
Geography (Minor: Cartography)
University of Wisconsin-River Falls

Project Approach

Based on our understanding of community, Village and Fire Department needs, our team is prepared to get to work on this project immediately. Our approach to delivering this project is outlined below and on the pages to follow.

PROJECT UNDERSTANDING

The SEH team has been following the development of the Village's need for a fire station for several years. We understand the challenges the department has been facing, which include:

- Space constraints and efficiency of response from the current site compounding with the evolutionary changes in the fire service industry
- Cancer prevention through decontamination
- Future proofing the station to accommodate the ever-growing gender mix
- Providing proper spaces for training that include more computer-based and distance learning platforms

Add in the fact that recruitment in the fire service is at an all time low, and it magnifies the need for a facility that is capable of recruitment and retention while fostering pride in the department. LCFD is extremely fortunate that their ranks are nearly full with quality volunteer candidates. A new station will only help with the recruitment/retention issues facing many other stations and communities.

Architects and subject matter experts at SEH recently published an [eBook](#) that addresses many of these issues. Based on our understanding of the Village and Fire Department's needs, our team is prepared to get to work on this project immediately.

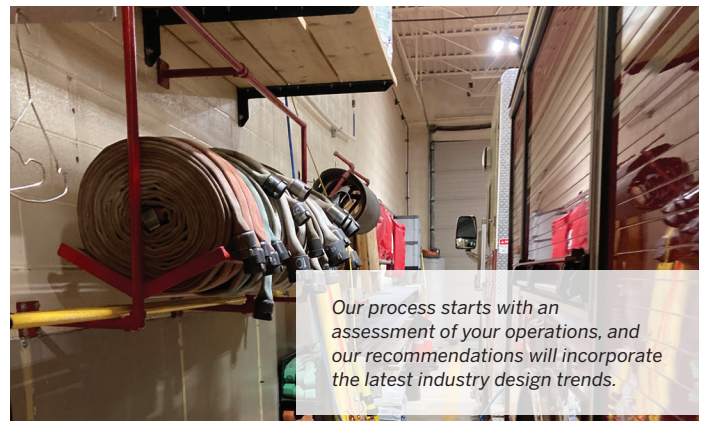
FIRM'S INTEREST

SEH seeks to assist the Village of Little Chute with the space needs study and site selection work for the fire station project.

We have been engaged with Village administration since October 2020 to gain a better understanding of the existing conditions, operations and working environment in the fire station so we could better position our team in providing a thorough and complete response to the request for proposal once issued by the Village.

Since emergency services and municipal buildings are nearly 95% of all of the work that we complete, we have significant interest in working with the Village on this project. Our project manager, Trevor Frank is a native of neighboring Kaukauna and has spent nearly the last decade working with the City on a long-term master plan, design and construction for their municipal facilities including their Fire/EMS facility. This commitment to a long-term relationship is evidence that our team is with you from start to finish.

SEH has also been involved with Little Chute's quiet zone study, so we are keenly aware of the active rail line and its potential impact on siting the fire station facility. Lastly, we have been following local development efforts within the Village and the Industrial Park and understand the impacts and challenges of the large building development on the north side of Interstate 41.





We would like to share the knowledge we have gained in completing over 100 emergency services facility projects in the past 10 years. We feel it is important to create a partnership in the early stages of planning a future fire station facility that pulls together highly technical professionals with Fire Department and Village administrative representation that will work from the initial planning stages through design, land acquisition, funding and the capital budgeting process.

The experience and professional credibility that this team brings to the process will help garner the support and respect of the Village board and residents. We have been and are currently in similar project processes with several other communities, and we understand the work involved and the process for successfully getting these projects completed. We are currently performing master planning services for long-term fire department operations for several other communities. Kenosha, Sheboygan, Prairie du Chien and Oshkosh have all trusted SEH with the longrange programming of their facilities. Our current work is exploring the need for 21st century facilities that solve today's complex issues within the fire service.

Our expertise includes professional grant writers and land acquisition specialists that can assist in funding and land purchase services should the Village require these services in future phases of the project.

We would very much like to continue the relationship we have established through our past work in remodeling the police department and assisting with the quiet zone and provide the Village the professional services required to discover, inform and move the facility project forward.

SUMMARY OF SERVICES

- Kickoff meeting
- Review current planning documents with personnel from the Village/Fire Department
- Meet with Chief Jansen and fire staff to discuss potential growth and areas of focus within the Village for a new fire station facility
- Perform fire station space needs assessment study
- Gather input and discuss options for station location assessments
- Work with the Fire Department and Village staff to identify and evaluate site locations within the Village for an optimal site to place a fire station
- Provide site-specific cost/benefit analysis
- Engage GIS professionals to develop heat mapping and response time studies from each of the proposed sites*
- Prepare schematic design based on the fire station space needs assessment, which includes a conceptual site plan and floor plans for a fire station.
- Develop exterior elevations and 3D renderings of the station to better inform the Fire Department, Village staff and the public regarding station design*
- Prepare room data sheets for every space identified in the schematic design
- Attend up to four (4) meetings with the Village and Fire Department throughout the programming and preliminary design process
- Explore sustainable features of the building and site that will contribute to lower operating and maintenance costs over the life of the building*
- Provide estimated total construction project costs for the recommended site and building alternatives
- Compile the findings of our design process into a concise report and present the information and recommended next steps to the Village Board and Fire Department personnel

**Additional services proposed and broken out separately in our fee proposal*

SCOPE OF SERVICES

The SEH team members represented in this proposal will be the key staff responsible for each of the scope items defined below. Our architects, fire operations and GIS specialists will work directly with Chief Jansen and LCFD staff to develop a program and station design specific to Little Chute.

PROJECT KICKOFF

Upon notice to proceed, our team will schedule a kickoff meeting with representatives from the Fire Department and Village to establish team member contact information, responsibilities, a project schedule for the delivery of the scope items and a list of each of the deliverables that will be the result of our work product.

At the kickoff meeting, we will gather any current planning documents and project-related data that the team will review and analyze. Once the team has become familiar with the background information, they will prepare a short report with the findings of the data gathering process.

DISCOVERY AND PROGRAMMING

OPERATIONAL NEEDS

The first step for the team will be to identify operational needs. In creatively looking at the long-term use and opportunities for the facility, our team will identify the critical, daily and long-term operational needs of the Fire Department. We will make recommendations for incorporating the trends that are shaping fire station design. During the work to establish the operational needs, the SEH team will meet the Little Chute Fire Department project representatives and appropriate staff from the Village to discuss project needs, what information we have uncovered in our preliminary discovery work and the path of the project moving forward.

SITE STUDY

After operational needs are reviewed and understood and our long-range plan for the facility is established, we will develop a site study that will define the use, limitations, opportunities and organization of both a theoretical and potentially proposed site. This site master

plan will define and prioritize areas of the site as necessary for ingress/egress, efficient traffic flow, public access and separation from apparatus movement and training ground areas, future expansion and areas reserved for land conservation, future growth, and sustainable and environmental features.

With an understanding of the functions and operations, as well as the criticality of their spatial relationships and adjacencies, we will summarize the operational flow of all activities. We do this using a feature of our design software that allows us to import the information in the drawing program and have the software map travel distance both in the building and on the site to identify where efficiencies can be made in future design refinements (see diagram below).

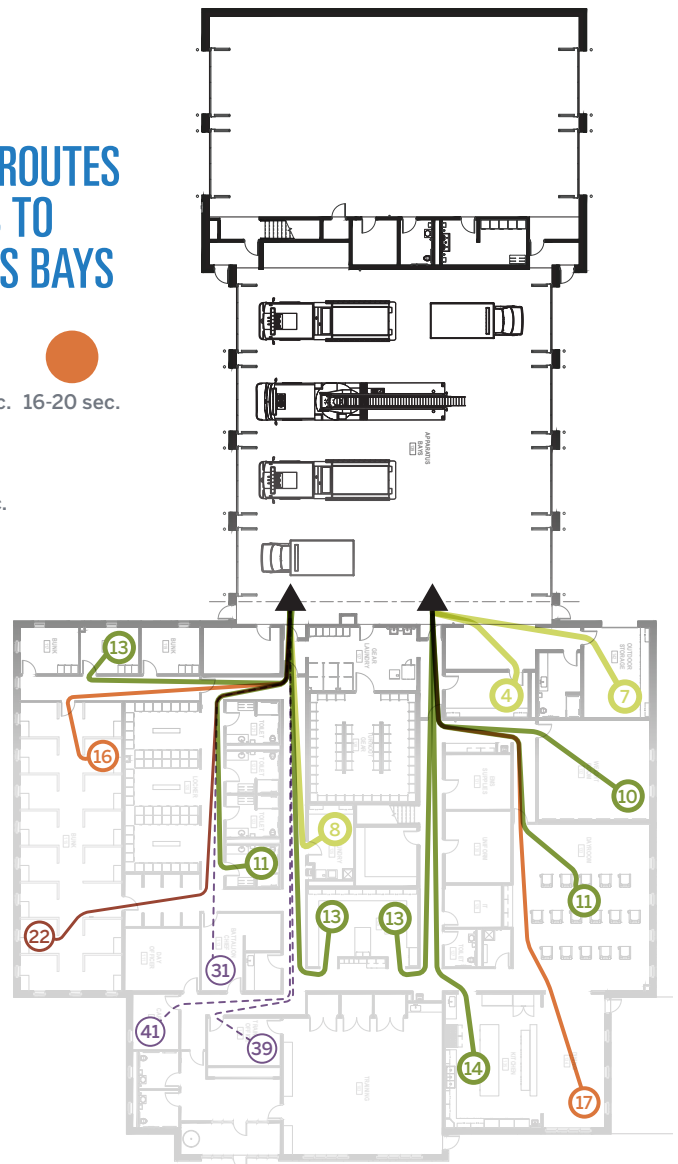


RESPONSE ROUTES AND TIMES TO APPARATUS BAYS



— Emergent

- - - Non-Emergent



ROOM DESIGNATION TEMPLATE

In conjunction with looking at the operational efficiency, we work to identify the space needs of the building interior, exterior and site. One document that is useful in identifying space needs and room types is a “room designation template” that contains the information and attributes for each space inside the building. This template contains important information to identify the size, location, adjacency and any special attributes the room needs to accommodate operations and functions. These templates are pre-loaded with current industry guidelines and space standards that we can use as a template when programming the spaces within the building.

Once all the room data sheets and room designation templates are complete, we can develop the building footprint layout and configuration to deliver an efficient and cost-effective layout for the building, its structure, materials and operations.

INITIAL COST ESTIMATES

After the building footprints and the site features are established, we will start to develop cost estimates for both brick and mortar construction costs and “soft costs” (all associated project costs) to develop a complete project cost scenario. This will be done in conjunction and coordination with recommendations for renewable energy design options. Our team will share experiences from previous similar projects that contemplated very specific renewable energy design options and discuss the cost/benefit of some of those systems. We will also explore the initial cost vs. payback and what the operational costs and potential savings are over the life of the equipment.

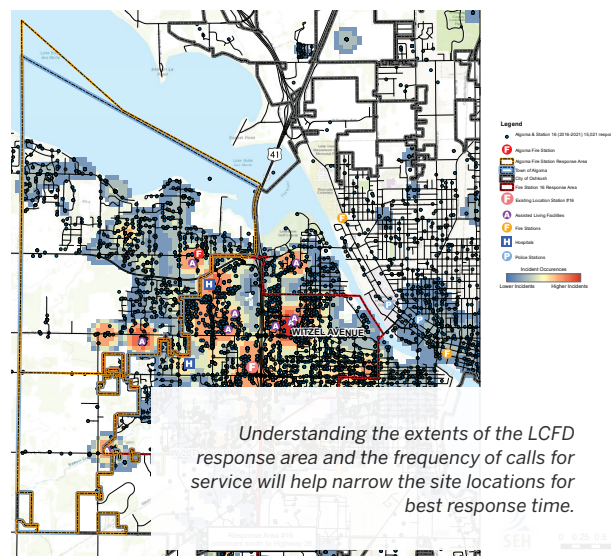
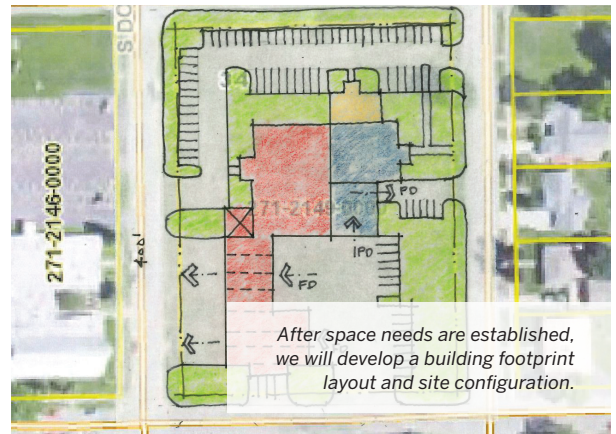
SUSTAINABILITY PLAN

Once these renewable energy design options are defined, the owner/architect/engineering team will develop a sustainability plan that aligns with the Village’s sustainability initiatives and practices and informs and provides direction for future phases of design and incorporation of those features into the building and site.

As each of the renewable energy features are discussed and implemented, the design team will validate the cost of each of these elements and compare it to how it fits with the preliminary cost estimate for building and systems.

REPORTING

Once all work scope items are complete, the team will arrange to present their findings and recommendations to the Village. This presentation will be a recap of the project process and how the design team and Village representatives established their conclusions and recommendations. From there, the Village can make a determination as to how they would like to proceed and engage the community in the next phases is of the project.

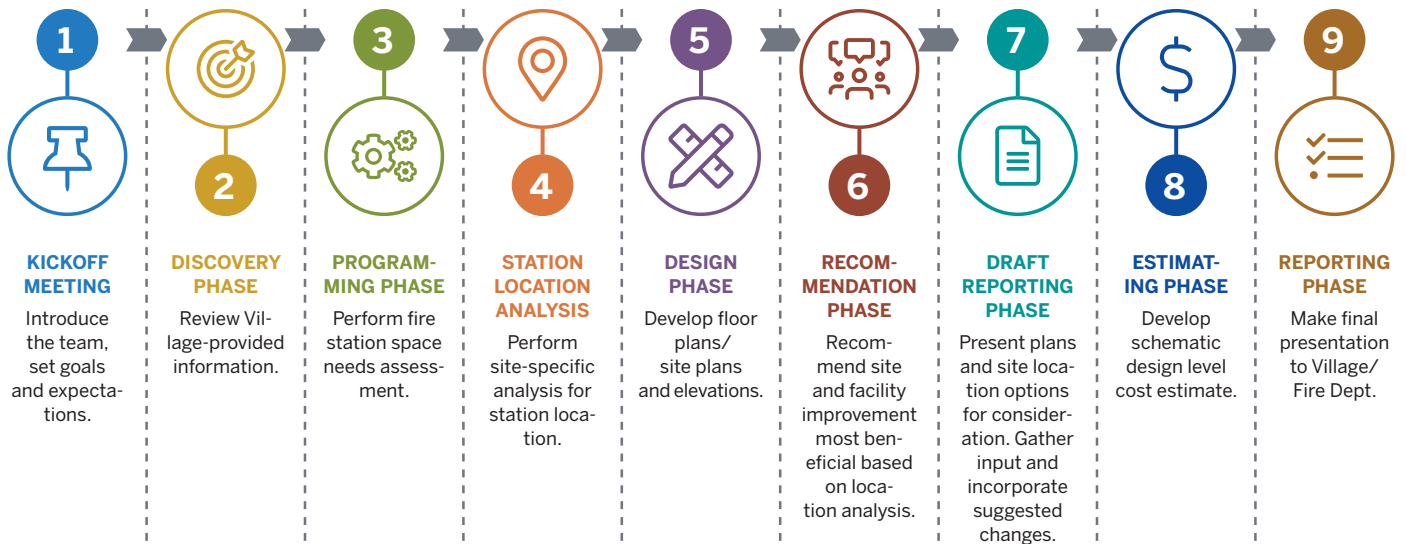


SUMMARY

This scope of work is a general outline of the tasks necessary to complete the programming design and documentation of the fire station as defined in the RFP. We understand that there may be additional services requested by the Village that may not be identified in the scope above. Typically, these additional requested items fall within the scope of the original contract. In the event that there would be any unusual scope request well outside standard design practice, we will negotiate those additional scope items on a time and expense not to exceed basis.

PROCESS FLOWCHART

Our process for completing the work on this project is summarized below.



ADDITIONAL SERVICES

Our multidisciplinary project staff is available to assist the Village with other related tasks in the development of the fire station design and siting project. Our multidisciplinary engineers, planners and scientists specialize in the following:

- **PUBLIC INFORMATION AND CONSENSUS BUILDING**
Provide support for public engagement and referendum assistance if it is determined that the project would go to referendum.
- **FUNDING AND GRANT WRITING ASSISTANCE**
Assist the Village and Fire Department in finding eligible design and construction grants, grant applications and grant administration.
- **SURVEY**
SEH has been performing survey work since its inception in 1927, innovating along the way to incorporate cutting edge technologies to access difficult-to-survey areas and minimize impacts to sensitive areas.

- **NATURAL RESOURCES/WETLANDS**
SEH's Assured Wetland Delineators work to improve the environment while implementing effective and appropriate wetland strategies.
- **WISCONSIN REGULATORY KNOWLEDGE AND PERMITTING EXPERTISE**
SEH understands the unique aspects of the Wisconsin regulatory environment and is familiar with Wisconsin legislative and regulatory codes.
- **WATER RESOURCES**
SEH offers diverse experience on water resources projects, from innovative water quality improvement to hydraulic structures, floodplain management and watercourse rehabilitation in urban settings.

PROPOSED PROJECT SCHEDULE

Our team is available immediately upon notice to proceed.

TASK	2022			
	MAR	APR	MAY	JUN
1. Kickoff Meeting	<div></div>			
2. Review Existing Documentation (existing drawings, previous reports and site visits) Review Potential Growth Areas of Focus with LCFD Staff	<div></div>	<div></div>		
3. Fire Station Needs Assessment Long Range Planning/Programming Operational Efficiency Analysis Develop Space Program and Room Data Sheets		<div></div>	<div></div>	
4. GIS and Site Evaluation*		<div></div>	<div></div>	
5. Schematic Design Options Floor and Site Plan			<div></div>	<div></div>
6. Exterior Elevations 3D Rendering*			<div></div>	
7. Explore Sustainable Building and Site Features Develop ROI*		<div></div>	<div></div>	
8. Site Selection Recommendation		<div></div>	<div></div>	
9. Cost Estimating			<div></div>	<div></div>
10. Draft Reporting			<div></div>	<div></div>
11. Final Report and Presentation				<div></div>

* Additional services beyond the scope of services requested in the RFP. See the cost proposal for the fee of these additional services.



CERTIFICATE OF LIABILITY INSURANCE

10/1/2022

DATE (MM/DD/YYYY)

10/1/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED 1467605 SHORT-ELLIOTT-HENDRICKSON, INCORPORATED 3535 VADNAIS CENTER DRIVE ST. PAUL MN 55110-5196	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: The Continental Insurance Company	
	INSURER B: National Fire Insurance Co of Hartford	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES ***** **CERTIFICATE NUMBER:** 16334373 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	N	N	6079420587	10/1/2021	10/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	6079420699	10/1/2021	10/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	N	N	6079420590	10/1/2021	10/1/2022	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	6079421254	10/1/2021	10/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

16334373
FOR INFORMATION ONLY

CANCELLATION See Attachment

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy and a balanced environment. Building a Better World for All of Us communicates a company-wide commitment to act in the best interests of our clients and the world around us.

We're confident in our ability to balance these requirements.

JOIN OUR SOCIAL COMMUNITIES





Item For Consideration

For Board Review On: March 16, 2022

Agenda Item Topic: Budget

Prepared On: March 10, 2022

Prepared By: Finance

Report: Please see attached for explanations of various budget amendments including documentation of compliance with Fund Balance Policy adopted in December 2020. The 2021 Budget Adjustments reflect various Village Board actions taken during the year that have not yet been acted on for a budget amendment. The annual carryover for projects budgeted in 2021 but not yet complete are included to provide the necessary budget approval.

The Special Consideration Carryover requests comply with specific action necessary (2/3 vote required) per the formal Fund Balance Policy established in 2020. Included with this process is to formally document approval for the 2021 Fund Balance Assignments.

The 2022 Budget Amendments reflect action necessary for the Fund Balance Assignment to the Façade Loan Program if approved and item related to the Youth Football banquet discussed during the 2022 Budget Adoption.

Please contact me with any questions.

Fiscal Impact: Documented on the Fund Balance Policy for your ease of reference.

Recommendation/Board Action: Please approve the 2021 Budget Amendments, 2021-2022 Budget Carryover Requests, 2021 Fund Balance Assignments and the 2022 Budget Amendments as presented in attached documentation.

Respectfully Submitted,

Lisa Remiker-DeWall, Finance Director

2021 Budget Amendments

201-34304	Residential Sanitation Fee	15,703	Revenue
201-53620-101	Full-Time Wages - Sanitation	12,416	Expense
201-53620-204	Landfill Tipping Fees	3,287	Expense

Increased residential sanitation revenue covers additional 2021 expenses for staff retirement and higher tipping fee expense than budgeted

207-38302	K9 Donations	98,799	Revenue
207-52120-236	K9 Unit	36,550	Expense
207-52120-303	Vehicle Replacement	62,249	Expense

Recognize donations and applicable expenses for the K9 program

224-56900-249	Utilities Expense for 2021 - Nelson Crossing	131	Expense
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Per Memo of Understanding, 50% share of utilities cost for 2021

220-56700-204	CDBG - Contractual Services	(317,621)	Expense
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Contract closeout was accrued to 2020 so removing from the 2021 Budget

224-56900-249	Utilities Expense for 2021 - Nelson Crossing	131	Expense
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Per Memo of Understanding, 50% share of utilities cost for 2021

415-33290	Other State Aid - TID 5	2,124	Revenue
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Correct error in budget that duplicated the chargeback for personal property to this account

415-57500-204	Contractual Services - Asbestos removal Ebben Rd TID 5	2,445	Expense
415-57500-431	Other Interest - TID 5 Advance from General Fund	3,200	Expense

Adjust budget for increased expenses in these two accounts for 2021

416-39060	Land Acquisition - removed \$966,263 Land for resale asset	258,737	Revenue
416-57600-269	Development Incentive Agropur	1,246,112	Expense

Missed taking budget adjustment forward when development agreement approved

420-33110	Federal Grant - DNR Nelson Crossing	241,637	Revenue
420-33290	State Grant - WDNR Nelson Crossing	575,118	Revenue

Grant recognition could not take place until project expenditures occurred

300-37112	Special Assessment Revenue - Paving	75,000	Revenue
452-57331-101	Labor - Various Projects	75,000	Expense

More labor spent on Construction Fund Projects than GIS, TID and Utility Projects than originally anticipated in 2021 Budget

610-53614-350	Uncollectible Accounts Expense - Sewer	402,239	Expense
620-53924-350	Uncollectible Accounts Expense - Water	383,633	Expense
630-53444-350	Uncollectible Accounts Expense - Storm	194,214	Expense

Per Village Board action, ten year deferral special assessment record update

Budget Carryover 2021-2022 - Note all items previously funded in the 2021 Budget

101-51400-204	Wage and Compensation Study - Administrator	20,000	Expense
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RFP awarded late December 2021 with kickoff in early 2022

101-51415-204	GIS - General Fund	2,415	Expense
610-53614-204	GIS - Sewer	1,242	Expense
620-53924-204	GIS - Water	1,173	Expense
630-53444-204	GIS - Storm	2,070	Expense

Carryover GIS contractual services delayed due to staffing changes at consultant

101-51420-201	Training - Finance	3,000	Expense
<i>Due to administrator vacancy, various training delayed for required continuing education of CPA license</i>			
101-51420-207	Contractual Services - Payroll Enhancements	20,000	Expense
<i>Due to administrator vacancy, enhancement project put on hold due to 2022 budget priority</i>			
101-51420-207	Contractual Services - Finance vault room security improvements	1,500	Expense
<i>Due to administrator vacancy, project put on hold due to focus on 2022 budget priority</i>			
101-51780-290	Contingency	183,263	Expense
<i>Carryover for 2022 Budget - no funds used in 2021</i>			
101-52200-204	Contractual Services -Fire	15,000	Expense
<i>Fire Study carryover</i>			
101-52200-213	Safety Equipment - Fire	15,000	Expense
<i>Carryover as noted in 2022 Budget to fund part of the second set of PPE per three year plan</i>			
101-53100-306	DPW - Buildings and Grounds	15,000	Expense
<i>Stabilize Yard Waste Site and cover exterior wash (MS4)</i>			
101-53300-216	Constructions Materials - DPW	40,000	Expense
101-53300-246	Railroad Maintenance - DPW	7,500	Expense
<i>Street Repairs and Maintenance not completed in 2021</i>			
101-53300-301	New Equipment - DPW Pavement Router	20,000	Expense
<i>Not received in 2021</i>			
101-55200-204	Contractual Services - DPRF	4,375	Expense
<i>Comprehensive Outdoor Rec Plan completion</i>			
101-55480-302	Equipment Replacement - Community Band	750	Expense
<i>Not completed in 2021</i>			
204-55420-213	Safety Equipment - Aquatics	500	Expense
<i>Kiwanis donation for AED not purchased in 2021</i>			
204-55420-302	Equipment replacement	15,000	Expense
<i>Waiting on variance for potential diving board or if not granted improve the mushroom in baby pool area</i>			
207-52120-245	Custodial - Equip Repair/Maintenance	7,875	Expense
<i>Required maintenance on elevator not completed in 2021</i>			
207-52120-213	Safety Equipment - FVMPD	4,875	Expense
<i>Five ballistic vests ordered but not received in 2021. Cost will be offset by \$875 officer reimbursement for embroidery work and patches (revenue to be received in 2022 from Officers when vests received)</i>			
403-57620-303	Vehicle Replacement -DPRF	45,000	Expense
<i>Nifty-lift ordered from Aerial Work Platforms not received in 2021</i>			
416-50240-101	Labor - Hartzheim	10,000	Expense
416-50240-263	Construction - Hartzheim	10,000	Expense
<i>Final GIS, contract closeout and any final miscellaneous costs</i>			
416-51027-101	Labor - Evergreen Phase 2	10,000	Expense
416-51027-263	Construction - Evergreen Phase 2	10,000	Expense
<i>Final GIS, contract closeout and any final miscellaneous costs</i>			

416-51216-101	Labor - Ebben Storm	10,000	Expense
416-51216-263	Construction - Ebben Storm	35,000	Expense
<i>Final GIS, contract closeout and any final miscellaneous costs</i>			
418-50232-263	Construction - Pine Street	1,190,072	Expense
<i>Carryover project to be completed in 2022</i>			
418-51224-204	Contractual Services - Downtown Remediation	207,300	Expense
<i>Carryover remaining budget for either continued contractual services or land purchase</i>			
418-51225-204	Contractual Services - Downtown Mixed Use	31,704	Expense
<i>Site clearance costs not completed in 2021</i>			
420-57620-277	Contingency - Final Closeout of Michels Contract	20,000	Expense
<i>Known project expenditures have been accrued at 12/31/21; carryover for any final contingencies as contracts close</i>			
420-57620-271	Heesakker - Kayak Launch	2,596	Expense
<i>Project completion in 2022</i>			
452-57300-263	Construction - Temp Lights Cty OO & French	22,306	Expense
<i>Carryover as project not completed in 2021</i>			
610-53612-301	Skid Mount Camera - Sewer	40,000	Expense
<i>Ordered but not received in 2021</i>			
610-53614-204	Contractual Services - Sewer Rate Study	20,000	Expense
<i>RFP awarded to Trilogy LLC in December 2021 but work started in January 2022</i>			
630-51140-263	Construction Pheasant Run	30,000	Expense
<i>Project will be completed in 2022</i>			
630-51214-263	Construction Vandenbroek Pond	593,641	Expense
<i>Project will be completed in 2022</i>			
630-53442-301	New Equipment Storm - Trash Pump on Trailer	30,000	Expense
<i>Ordered bunt not received in 2021</i>			
630-53442-301	New Equipment Storm - MSB Storage Bin Roof	9,206	Expense
<i>Complete in 2022</i>			

Budget Carryover 2021-2022 - Special Consideration (2/3 vote required funded by 2021 Budget Dollars)

101-55460-211	Reinstate youth football banquet	3,200	Expense
<i>Funded by increased football fees/admissions from 2021</i>			
101-51530-204	Contractual Services - Assessing	7,500	Expense
<i>Manufacturing assessment fee from State was missed in 2022 Budget</i>			
206-55110-205	Community program Book a Bike and gardening program	15,000	Expense
<i>Carryover of 2021 positive budget variance to fund one-time seed money for these programs</i>			
207-52120-101	Officer retirement payout	29,320	Expense
<i>Discussed at 2022 Budget Adoption Joint Meeting to carryover funds for pending retirement payout</i>			
620-53624-255	Maintenance of Plant - Towers	11,300	Expense
<i>Repairs needed identified in tower inspection</i>			

101-51650-242	Village Hall Building Repair & Maintenance	50,000	Expense
<i>Board Room Heat Controls w Dehumidification, Remodel of Copier/Mail Room (add to Finance and move existing to Court Clerk area) continued security updates and various miscellaneous building improvements</i>			
101-56710-262	Landfill siting committee - to be reimbursed per Statute from Landfill	20,000	Expense
<i>Costs up to \$20,000 reimbursed by Landfill for siting process</i>			

2021 Assigned Fund Balance - Per Fund Balance Policy

101-29990	Assigned Fund Balance - Carryover	428,503	Equity
<i>Total of Carryover and Special Consideration Carryover 2021-2022</i>			
101-29222	Assigned Fund Balance - Transfer in 2022 to Façade Loan Program	100,000	Equity
<i>Additional funding for expected Façade Loan Program applications in 2022</i>			
101-29223	Assigned Fund Balance - Debt Retirement	600,000	Equity
<i>Analyze for callable debt or reduce next debt issue per policy</i>			

2022 Budget Amendments

101-34432	Youth Football Banquet (Gridiron share)	2,300	Revenue
<i>Reinstatement of Youth Football Banquet via carryover but also then need to increase budget for Gridiron share)</i>			
101-59000-491	Transfer to Special Revenue - Façade Loan Program	100,000	Expense
222-39101	Transfer In - General Fund	100,000	Revenue
<i>Additional funding for expected Façade Loan Program applications in 2022</i>			

FUND BALANCE AND RESERVE POLICIES

Purpose: A fund balance is the difference between total assets and total liabilities and may be positive or negative. A fund balance in an enterprise fund (utilities) is referred to as total net position. The objectives of this policy are to preserve the credit worthiness of the Village, provide working capital to meet cash flow needs during the year (majority of State Aids not received until late November) plus provide a comfortable margin of safety to address emergencies and unexpected declines in revenues. Reserves make sure the Village of Little Chute can respond quickly and decisively supporting vital public services. The following reserve policies describes how much we will try to retain and acceptable uses of the reserves.

General Fund Policy: This Village policy addresses the desired level of fund balance to be maintained in the general fund, the primary operating fund of the Village. Governmental funds report up to five different components of fund balance designed to indicate both the constraints on how resources of the fund can be spent and the source of the constraints. The various components are listed from most constraining to least:

- *Nonspendable:* Some resources cannot be spent because they are not in spendable form. Examples include inventories, prepaid items, land held for resale and long-term receivables. Other resources may be legally or contractually required to be maintained intact such as an endowment fund. 12-31-21
Projected
\$5,474,143
- *Restricted:* This includes constraints on the use of resources that are externally enforceable such as unspent debt proceeds. Such restrictions also may be the result from constitutional provisions or enabling legislation. Prepaid \$0
Advances
(\$2,037,569)
12/31/21 +
\$335,000 =
\$2,372,569)
- *Committed fund balance:* A government at its highest level of decision-making authority may formally place a constraint on the use of its own resources that remains legally binding unless removed in the same manner. The Village will maintain a committed fund balance of 25% of the ensuing year's general fund operating expenditure budget. \$0
- *Assigned fund balance:* This category will be established annually in February for the preceding year's financial statement (decisions made based on estimated final figures for the reporting period) for specified purposes, including but not limited to contingencies, compensated absences or other one-time expenditures. At least 50% of General Fund balances in excess of the Nonspendable, Restricted and Committed Fund Balance will be used for the reduction of long-term liabilities (either to lower ensuing year's debt issuance or for the defeasance of callable debt). The Finance Director in conjunction with our Financial Advisor will recommend the most cost-effective debt reduction option. The Village Administrator will recommend a plan for the remaining funds subject to Village Board approval that may include one-time General Fund expenditures, provide additional safeguard of working capital reserves, reduction of debt, or to keep the funds unassigned. Committed
for working
capital
(\$1,111,425)

Fox River Group
(\$340,000)
Carryover
(\$347,803)
Remaining LT
Debt Reduction
(\$339,000) =
Estimated
before assigned
\$963,346
- *Unassigned fund balance:* It is perfectly reasonable for the general fund to report total fund balance more than the previous four components. 50% for DT Debt
Reduction
(\$481,673)
Special
Consideration
Carryover
(\$80,700)
Facade Loan
Program Funds
(\$100,000)
Additional Long
Term Debt
Reduction
(\$118,327) =
Unassigned
\$182,646

Total Long Term Debt Reduction \$339,000 remaining
12-31-20 assigned + \$600,000 12/31/21 = \$939,000

Redemption Funds Policy: Established in the Sewer, Water, and Stormwater Utilities in accordance with revenue bond ordinance provisions that may exist.

Replacement Funds Policy: Will be reserved for equipment, major replacement, and repairs in the Sewer Utility, as required by EPA grant provisions for the Village.

Sewer, Water and Stormwater Utility Policy: Maintain a working capital reserve equivalent to four months of operation expenditures based on the audited expenditures of prior year in each of the utility funds. Any projected favorable balance above working capital reserves in the utility fund is to be used to pay costs for all possible approved capital expenditures before incurring debt.

Acceptable Uses of Reserves: Reserves should not be used for recurring annual operating costs. An exception is poor economic conditions or events that disrupt the Village's revenues. In such cases, reserves may be used to provide short-term relief so that the Village can restructure its operations in an orderly manner. The Village Board upon a 2/3 majority vote may authorize the use of reserves for purposes consistent with this policy.

Replenishment of Reserves: If the Village authorizes use of its reserves and those reserves fall below the allowed maximum, then the Finance Director will propose a plan for the replacement of the reserves. The Village Board will review and approve a plan to replace the reserves with the minimum amount of time that is practical.

Review of Policy: This policy will be reviewed every three years following adoption or sooner at the direction of the Village Board.

Developed and Adopted: December 16, 2020

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 09 SERIES OF 2022

A RESOLUTION APPROVING A CSM FOR PROMETHEUS HOLDINGS LLC

WHEREAS, Prometheus Holdings LLC as owner of Parcel #260400511 have presented a Certified Survey Map to the Village of Little Chute Board of Trustees as prepared by Corey Kalkofen a registered land surveyor; and

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

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

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

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

A 2/3 majority vote is required for this CSM: Yay ____ Nay ____

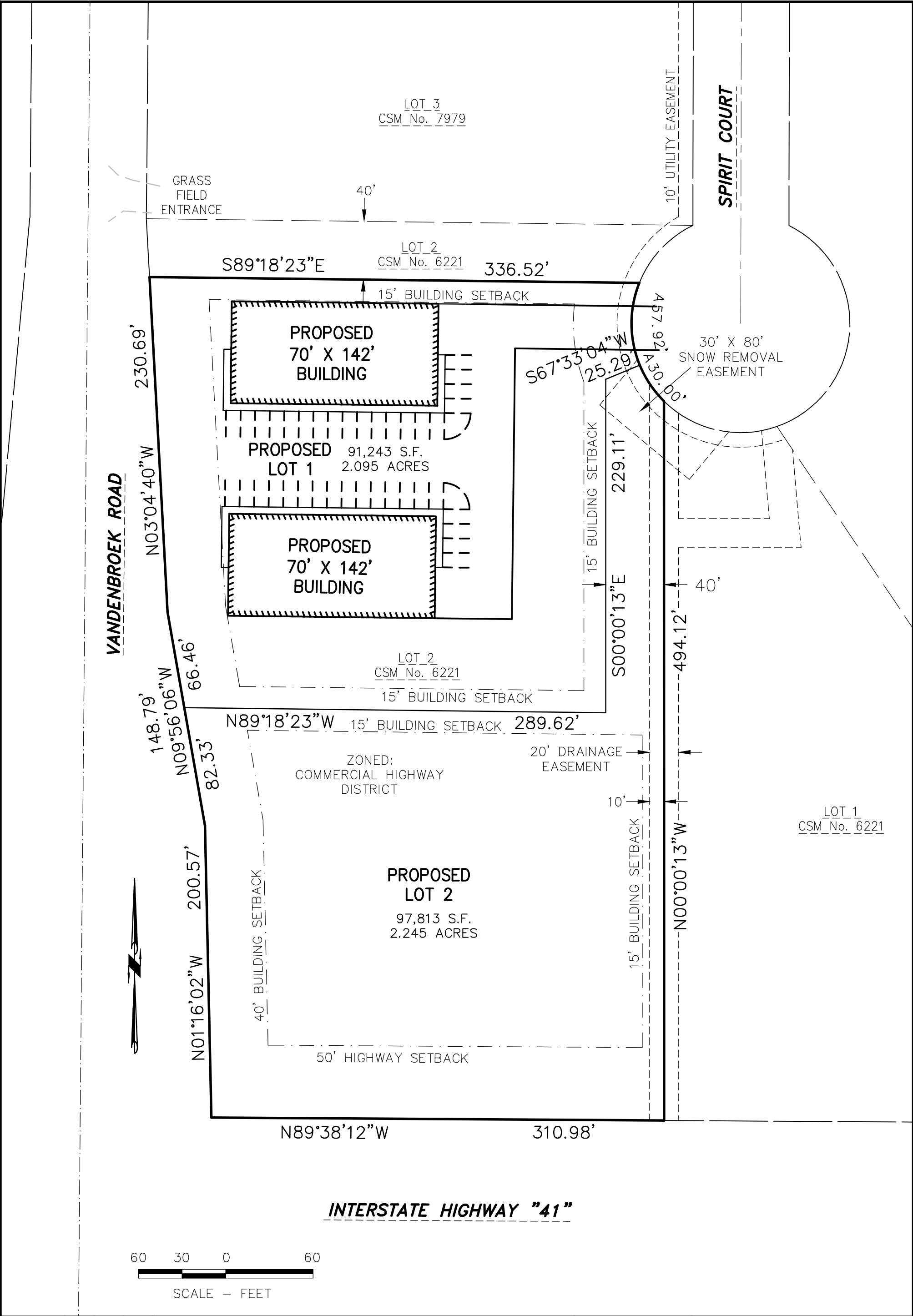
Date introduced, approved and adopted: March 16, 2022

VILLAGE OF LITTLE CHUTE:

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

c:\klofen, w:\projects\p0577\2022 csm\prometheus spirit court CSM 2022 REV.dwg, concept, Plot Date: 3/2/2022 3:57 PM, xrefs: (parcels_co-outagamie_2020_02)



1	DATE JAN. 2022	DESIGNED CWM	DRAWN CWM	CSM CONCEPT LOT 2 CSM No. 6221 V. OF LITTLE CHUTE, OUTAGAMIE COUNTY, WI	<small>MCMAHON ASSOCIATES, INC. PROVIDES THIS DRAWING & DATA, REGARDLESS OF FORM, AS INSTRUMENTS OF SERVICE. ALL RIGHTS INCLUDING COPYRIGHTS ARE RETAINED BY MCMAHON ASSOCIATES, INC. THE CLIENT AND/OR RECIPIENT AGREES TO THE FULLEST EXTENT PERMITTED BY LAW TO INDEMNIFY AND HOLD MCMAHON ASSOCIATES, INC. HARMLESS FOR ANY REUSE OF OR CHANGES MADE TO THE ORIGINAL DRAWING OR DATA WITHOUT PRIOR WRITTEN CONSENT BY MCMAHON ASSOCIATES, INC.</small>	McMAHON ENGINEERS ARCHITECTS McMAHON ASSOCIATES, INC. 1445 McMAHON DRIVE NEENAH, WI 54956 Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025 PH 920.751.4200 FX 920.751.4284 MCMGRP.COM
	SHEET NO.	PROJECT NO. P0577				



Item For Consideration

For Board Review On: March 16th, 2022
Agenda Item Topic: Cloudpermit Software

Prepared On: March 8th, 2022
Prepared By: Admin. Bernhoft

Report: Community Development has been researching potential permitting software to enhance efficiency and organization of the permitting process. Being a smaller department in a growing community, utilizing modern software is an innovative way to keep up with the high building demand in Little Chute. After significant research, Cloudpermit was the best choice to integrate into our system. Our Community Development Director went through a demo process and presented the information to Administration. This will not only create efficiency in Community Development but can streamline the review and approval process for our Public Works and Engineering departments. This can allow anyone who has access the ability to see the status of a permit, make internal notes for other departments to see, can send the submitter any additional information that is required and can process the permit fees. Staff and Amplitel have reviewed the agreement and made changes to meet our needs.

Fiscal Impact: This is a multi-year agreement (3 years w/2-year extension option) at \$15,500 annually. Community Development has \$30,000 allocated in the 2022 budget. There may be additional start up costs with the implementation, but there are no concerns of exceeding the budgeted amount.

Recommendation/Board Action: Staff recommends Village Board to approve the 3-year agreement for Cloudpermit software.

Respectfully Submitted,

Beau Bernhoft, Village Administrator

Cloudpermit e-permit Service Agreement

Order Form

CUSTOMER AND ADDRESS INFORMATION

Customer:	Little Chute, WI
Address:	108 W. Main Street, Little Chute, WI 54140
Email:	David.kittel@littlechutewi.org
Phone	920-423-3870
Customer Billing Reference No.	

TERMS AND CONDITIONS

Effective Date:	2/1/2022
Initial Term:	3 years with a 2 year option to extend contract (First invoice will be sent 1 st of March 2022 and then yearly).

PRICING

Annual Subscription Fee:	\$15,500.00
Implementation Fee:	\$0 payable upon execution of this Agreement.
Payment Term:	Net 30 days from Invoice Date
Billing Method:	Email
Invoicing Frequency:	Annually

Prices are exclusive of applicable taxes.

CUSTOMER SIGNATURE: _____

Date: _____

Name: _____

Title: _____

By signing this Order Form, the Customer agrees to the terms of the attached General Terms and Conditions, this Order Form, and any other schedules, appendixes and documentation expressly referenced in the Order Form or General Terms and Conditions (together the "**Agreement**").

The individual signing this Agreement hereby represents and warrants that he or she has the right and authority to bind the Customer.

Cloudpermit e-permit Service Agreement

General Terms and Conditions

THIS AGREEMENT is made by and between **CLOUDPERMIT INC.** ("Cloudpermit") with a registered office at 11911 Freedom Drive, Suite 720, Reston, VA , 20190 (Tax ID 85-3171403) ("**Cloudpermit**") and the **CUSTOMER** ("Customer") identified in the applicable Order form.

1. DEFINITIONS

1.1 Unless the context otherwise requires, the following words and expressions shall have the following meanings:

"Affiliate" means any entity that directly or indirectly controls, is controlled by, or is under common control with the subject entity. **"Control,"** for purposes of this definition, means direct or indirect ownership or control of more than 50% of the voting interests of the subject entity.

"Agreement" means this Master Subscription Agreement and all schedules, appendixes and other documents expressly referenced in the Order Form or General Terms and Conditions.

"Business Day" means any day other than a Saturday, Sunday or federal holiday in the United States of America.

"Confidential Information" means any information made available by one Party to the other, in any form or medium, that is proprietary or confidential to a Party or its affiliates, or their respective customer, suppliers, or other business partners, including, without limitation, all documentation, products, tools, materials, inventions, discoveries, works of authorship, programs, derivative works, information, designs, know-how, trade secrets, configurations, technical information, data, ideas, methods, processes, schematics and business plans, whether or not specifically identified as confidential.

"Implementation Services" means the initial configuration and implementation of the Cloudpermit Platform for the Customer's use of the Services, as further set out in Schedule B to this Agreement.

"Customer Data" means information, data and other content that is collected, downloaded or otherwise received, from Customer or an authorized user by or through the Services.

"Cloudpermit Platform" has the meaning set out in Clause 2.1.

"Force Majeure Event" means any event or occurrence which is outside the reasonable control of the Party concerned and which is not attributable to any act or failure to take preventative action by that Party, including war, act of foreign enemies, hostilities (regardless of whether war is declared), terrorist activities, strikes, lockouts, pandemics, interruption or failure of electricity, and Acts of God (including fire, flood,

earthquake, hurricane, or other natural disaster), but not including insolvency or lack of funds.

"General Communications Network" means communication networks owned, and, leased, and operated by Internet Service Providers which allow individuals to access the internet, and by extension, the service.

"Identifiers" means a user name and password that associates an authorized user with their user account or user ID on the service.

"Party" and **"Parties"** means Cloudpermit and its affiliates and/or Customer.

"Service(s)" means the Services set out in Schedule "A" to this Agreement and includes the Implementation Services.

"Service Commencement Date" means the earlier of (i) the date on which Cloudpermit notifies Customer in writing that the Implementation Services are complete, or (ii) thirty (30) calendar days from the Effective Date.

"Service Fee" means the subscription fee, the configuration fee and any other fee set out in the Order Form or otherwise agreed to in writing by the Parties.

"Term" has the meaning set out in Clause 15.1.

"User" Means individual whom Customer (or, when applicable, Cloudpermit at Customer's request) has supplied a user identification and password (for Services utilizing authentication). Users may include, for example, residents, employees, consultants, contractors of Customer, and third parties with which Customer transacts business.

2. CLOUDPERMIT'S RESPONSIBILITIES

- 2.1 During the Term, Cloudpermit will make the Services available to Customer (and its authorized users) pursuant to the term of this Agreement and to authorized e-permit applicants pursuant to the website terms and conditions of use available at www.cloudpermit.com. The Services include the integration, hosting, management, operation and maintenance of the Cloudpermit software application or applications and any third party or other software that Cloudpermit provides access to, and the use of, as a part of the Services, and all new versions, updates, revisions, improvements and modifications of the applications and software (collectively the **"Cloudpermit Platform"**).
- 2.2 Cloudpermit will use commercially reasonable efforts to keep the Services available for its users 24 hours a day, 7 days a week, except for scheduled downtime for routine maintenance, downtime or degradation due to a Force Majeure Event, any other circumstances beyond Cloudpermit's reasonable control (including use by Customer or any other user other than in compliance with the express terms of this Agreement).

- 2.3 Cloudpermit shall comply with applicable law in the delivery of the Services. Cloudpermit commits to ethical conduct and respect of human rights in the spirit of internationally recognized social and ethical principles and standards.

3. CUSTOMER'S RESPONSIBILITIES

- 3.1 The Services may at all times only be used by Customer: (a) for the benefit of Customer; (b) in or for the Customer's internal operations; (c) in association with the Customer's services; (d) by and through the individuals employed by Customer who are authorized to use the Services; and (e) in accordance with the conditions and limitations set out in this Agreement.
- 3.2 Customer shall at all times during the Term, maintain and operate in good repair, its information technology infrastructure including computers, software, databases, electronic systems (including database management systems), and networks, whether operated directly by Customer or through the use of third-party services ("**Customer Systems**") so as to enable Cloudpermit to perform the Services. Cloudpermit is not liable or responsible for any delay or failure performance caused by the Customer or Customer Systems.
- 3.3 If Customer becomes aware of any actual or threatened harmful activity with respect to Customer Data, Identifiers, unauthorized access to the Services, or any other data breach related to the Services in any way, Customer shall immediately notify Cloudpermit and mitigate any negative effects of such harmful activity or breach.
- 3.4 The Customer shall promptly, upon request by Cloudpermit, provide all necessary information and guidelines to Cloudpermit for providing the Services. The Customer ensures that the information and guidelines it provides are correct.
- 3.5 The Customer and each authorized user of the Services is required to maintain an internet connection at its own cost to access the Services.
- 3.6 Customer shall not, and shall not authorize any other person to, access or use the Services except as expressly permitted by this Agreement and, without limiting the generality of the foregoing, Customer shall not, except as this Agreement expressly permits: (a) copy, modify or create derivative works or improvements of the Services (b) rent, lease, lend, sell, sublicense, assign, distribute, publish, transfer or otherwise make available any Services to any person, including on or in connection with any time-sharing, service bureau, software as a service, cloud or other technology or service; (c) reverse engineer, disassemble, decompile, decode, adapt or otherwise attempt to derive or gain access to the source code of the Services; (d) access or use the Services other than by an authorized user through the use of his or her own then-valid access credentials; (e) input, upload, transmit or otherwise provide to or through the Services any information or materials that are unlawful or injurious, or contain, transmit or activate any harmful code; or (f) access or use the Services for purposes of competitive analysis of the Services, or the development, provision or use of a competing software service or product.

4. COMMENCEMENT OF SERVICES

- 4.1 The Implementation Services shall commence promptly following the Effective Date, as further set out in Schedule "B".

- 4.2 All other Services shall commence on the Service Commencement Date and continue until expiry of the Term or termination of this Agreement in accordance with its terms.

5. SERVICE FEE AND PAYMENT TERMS

- 5.1 In consideration of Cloudpermit's performance of its obligations under this Agreement, the Customer shall pay the Service Fees set out, and in the manner provided for, in the Order Form.
- 5.2 All Service Fees and other amounts payable by Customer and set out in this Agreement are exclusive of applicable taxes.
- 5.3 Except as otherwise agreed by the Parties in writing prior to the commencement of any Renewal Term, the Annual Subscription Fee will increase by not more than five percent (5%) for each Renewal Term. The percent increase will be provided to the County not less than ninety (90) days prior to contract renewal.
- 5.4 All amounts payable to Cloudpermit under this Agreement shall be paid by Customer to Cloudpermit in full without any set-off, recoupment, counterclaim, deduction, debit or withholding for any reason
- 5.5 Any sum not paid by Customer when due will bear interest from the due date until paid at a rate of: (i) 1.5% per month or (ii) the maximum rate permitted by law, whichever is less, compounded monthly not in advance.
- 5.6 Invoices shall be sent to the Customer address or email address as stated in the Order Form.

6. CHANGES

- 6.1 Cloudpermit reserves the right to make any changes to the Services that it deems necessary or useful to: (a) maintain or enhance the quality or delivery of Cloudpermit's services to its customers, the competitive strength of or market for Cloudpermit's services. or the cost efficiency or performance of the Services; or (b) to comply with applicable law.
- 6.2 Cloudpermit will make reasonable efforts to notify Customer of any changes in advance; if such advance notice is not commercially reasonably possible, then Cloudpermit will notify Customer after the change without delay.

7. CUSTOMER DATA, PRIVACY AND PROTECTION

- 7.1 The Parties shall comply with all applicable privacy and data protection laws in force during the Term of this Agreement.
- 7.2 Cloudpermit will employ security measures in accordance with Cloudpermit's data privacy and security policy, as amended from time to time and attached hereto as EXHIBIT C Neither Party is responsible for the data security of the general communications network or any disturbance in the general communications network.
- 7.3 Customer has and will retain sole responsibility for: (a) all Customer Data, including its content and use; (b) all information, instruction and materials provided by or on

behalf of the Customer or any authorized user in connection with the Services; (c) Customer's Customer Systems; (d) the security and use of Customer's and its authorized users' access credentials, including Identifiers; and (e) all access to and use of the Services directly or indirectly by or through the Customer Systems or its or its authorized users', with or without Customer's knowledge or consent.

- 7.4 Customer shall employ all physical, administrative, and technical controls, screening, and security procedures and other safeguards necessary to: (a) securely administer the distribution and use of Identifiers or other credentials to access the Services; and (b) control the content and use of Customer Data, including uploading or other use or processing of Customer Data related to the Services.
- 7.5 Cloudpermit shall not cause or permit any Customer Data to be collected, reproduced, stored or otherwise processed in any manner or for any purpose other than the performance of the Services in compliance with the obligations and restrictions set out in this Agreement.
- 7.6 As between Customer and Cloudpermit, Customer is and shall remain the sole and exclusive owner of all right, title, and interest in and to Customer Data.
- 7.7 During the Term, Customer hereby grants to Cloudpermit such rights and permissions in or relating to the use and processing of Customer Data.
- 7.8 Cloudpermit will promptly notify Customer in writing if Cloudpermit becomes aware of any unauthorized access, use or other act respecting Customer Data or if Cloudpermit becomes the subject of any government, regulatory, or other investigation or proceeding relating to its privacy, data security or handling practices.
- 7.9 Cloudpermit will provide a mechanism for the Customer to download all Customer Data. Cloudpermit will maintain a backup of Customer Data during the Term, for an orderly and timely recovery of such data in the event that services are interrupted, such backup to occur nightly to off-site locations. Databases will be backed-up to a secondary database server in near real-time. Cloudpermit will maintain its backups of Customer Data so that the data is recoverable within 24 hours at any point in time and which will restore the basic system functionality with a full recovery point within 24-48 hours.

8. IDENTIFIERS AND THEIR USE

- 8.1 Cloudpermit shall deliver to the Customer identifiers necessary for access to and use of the Services in accordance with the Agreement.
- 8.2 As set forth in this Agreement, Customer shall be responsible for ensuring that its authorized users maintain the confidentiality of Identifiers and do not disclose them to third parties. The Customer shall be responsible for the use of the Services by its employees, agents or its authorized users using the Customer's identifiers.
- 8.3 The Customer undertakes to notify Cloudpermit without delay if an Identifier has been disclosed to a third party or if the Customer suspects that an Identifier is being misused.

- 8.4 Upon written request by Cloudpermit, the Customer is obliged to change the Identifier required for using the Services if this is necessary, for example, due to a data security risk related to the Services.

9. DATA LOCATION

- 9.1 The servers used by Cloudpermit to provide the Services and all data regarding the Services will be hosted in the USA.

10. WARRANTIES

- 10.1 Each Party represents and warrants to the other Party that it has all required power and capacity to enter into this Agreement, to grant the rights and licenses granted under this Agreement and to perform its obligations under this Agreement.
- 10.2 Customer represents, warrants and covenants to Cloudpermit that Customer owns or otherwise has, and will have, the necessary rights and consents in and relating to the Customer Data so that, as received by Cloudpermit and processed in accordance with this Agreement, it does not and will not infringe, misappropriate or otherwise violate any intellectual property rights, or any privacy or other rights of any third party or violate any applicable law.
- 10.3 EXCEPT FOR THE EXPRESS WARRANTIES SET OUT IN THIS AGREEMENT, ALL SERVICES AND MATERIALS PROVIDED BY ONE PARTY TO THE OTHER HEREUNDER ARE PROVIDED "AS IS". CLOUDPERMIT HEREBY DISCLAIMS ALL CONDITIONS AND WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE UNDER THIS AGREEMENT, AND CLOUDPERMIT SPECIFICALLY DISCLAIMS ALL IMPLIED CONDITIONS AND WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE OR TRADE PRACTICE.

11. OWNERSHIP AND INTELLECTUAL PROPERTY RIGHTS

- 11.1 The Customer acknowledges that, as between the Customer and Cloudpermit, Cloudpermit owns all right, title, and interest, including all intellectual property rights, in and to the Services.
- 11.2 If the Customer or any of its employees or contractors sends or transmits any communications or materials to Cloudpermit by mail, email, telephone, or otherwise, suggesting or recommending changes to the Services, including without limitation, new features or functionality relating thereto, or any comments, questions, suggestions, or the like, Cloudpermit is free to use and incorporate such feedback irrespective of any other obligation or limitation between the Parties governing such feedback for any purpose whatsoever and without the requirement to pay any compensation to the Customer.

12. INDEMNITY

- 12.1 Cloudpermit shall indemnify, defend and hold harmless the Customer and its officers, directors, employees, agents, permitted successors, subcontractors, attorneys, affiliates and permitted assigns from and against any and all losses, damages, liabilities, claims, penalties, fines, costs or expenses of whatever kind, including legal fees, disbursements and charges, and the cost of enforcing any right to indemnification and the cost of pursuing any insurance providers ("**Losses**") incurred by the Customer to the extent arising out of or relating to: (a) any claim by a third party (other than an Affiliate of the Customer) that the Customer's use of the Services (excluding the Customer Data) in compliance with this Agreement infringes an intellectual property right, provided that the foregoing obligation does not apply to any claim or Losses arising out of or relating to any access to or use of the Services in a manner contrary to any instructions provided by Cloudpermit or in combination with any hardware, system, software, network or other materials or service not provided or authorized in writing by Cloudpermit; (b) Cloudpermit's breach of this Agreement, including any representation, warranty, covenant or obligation hereunder; Cloudpermit's negligence or willful misconduct in connection with this Agreement
- 12.2 The Customer shall indemnify, defend and hold harmless Cloudpermit and its officers, directors, employees, agents, permitted successors, subcontractors, attorneys, affiliates and permitted assigns from and against any and all Losses incurred by Cloudpermit to the extent arising out of or relating to any claim by a third party (other than an Affiliate of Cloudpermit) that arise out of or relate to either of (a) Cloudpermit's processing or other use of the Customer Data in accordance with this Agreement; (b) any other materials or information provided by or on behalf of the Customer or any authorized user; (c) Customer's breach of this Agreement, including any representation, warranty, covenant or obligation hereunder; Customer's negligence or willful misconduct, or its authorized users' negligence or willful misconduct in connection with this Agreement.
- 12.3 If any of the Services are, or in Cloudpermit's reasonable opinion are likely to be, claimed to infringe, misappropriate or otherwise violate any third party intellectual property right, or if the Customer's or any authorized user's use of the Services is enjoined or threatened to be enjoined, Cloudpermit may, at its option and sole cost and expense: (a) obtain the right for the Customer to continue to use the Services materially as contemplated by this Agreement; (b) modify or replace the Services, in whole or in part, to seek to make the Services (as so modified or replaced) non-infringing, while providing materially equivalent features and functionality, in which case such modifications or replacements will constitute Services provided under this Agreement; or (c) by written notice provided sixty (60) calendar days in advance to the Customer to terminate this Agreement with respect to all or part of the Services (providing a pro-rated refund for any prepaid Services), and require the Customer to immediately cease any use of the Services and Cloudpermit Materials or any specified part or feature thereof.

13. LIMITATION OF LIABILITY

- 13.1 IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY IN CONTRACT, TORT OR OTHERWISE, WHATEVER THE CAUSE THEREOF, FOR ANY LOSS OF PROFIT, BUSINESS, REVENUE OR GOODWILL, DAMAGES CAUSED BY DELAYS, OR A FAILURE TO REALIZE EXPECTED SAVINGS, OR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL, EXEMPLARY, AGGRAVATED OR PUNITIVE COST, DAMAGES OR EXPENSE OF ANY KIND, HOWSOEVER ARISING UNDER OR IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES, WHETHER OR NOT SUCH DAMAGES, COSTS, LOSSES

OR EXPENSES COULD REASONABLY BE FORESEEN OR WHETHER OR NOT THEIR LIKELIHOOD HAS BEEN DISCLOSED.

- 13.2 NEITHER PARTY SHALL BE LIABLE FOR THE DESTRUCTION, LOSS OR ALTERATION OF THE OTHER PARTY'S DATA OR DATA FILES, NOR FOR ANY DAMAGES AND EXPENSES INCURRED AS A RESULT, INCLUDING EXPENSES INVOLVED IN THE RECONSTRUCTION OF DATA FILES.
- 13.3 EXCEPT FOR LIABILITY ARISING FROM INDEMNIFICATION PURSUANT TO THE TERMS OF THIS AGREEMENT, IN NO EVENT SHALL EITHER PARTY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, EXCEED THE AGGREGATE AMOUNT PAID OR PAYABLE TO CLOUDPERMIT PURSUANT TO THIS AGREEMENT DURING THE SIX (6) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO THE CLAIM. MAXIMUM LIABILITY SHALL BE \$6,000.00 FOR THE INITIAL TERM OF THE CONTRACT, AND, SIX (6) MONTHS OF THE ANNUAL SUBSCRIPTION FEE IN ANY SUBSEQUENT RENEWAL TERM.

14. CONFIDENTIALITY

- 14.1 In connection with this Agreement each Party (as the "**Disclosing Party**") may disclose or make available Confidential Information to the other Party (as the "**Receiving Party**"). Subject to Clause 14.2, "**Confidential Information**" means information in any form or medium (whether oral, written, electronic or other) that the Disclosing Party considers confidential or proprietary, including, information consisting of, or relating to, the Disclosing Party's technology, trade secrets, know-how, business operations, plans, strategies, customers and pricing and information with respect to which the Disclosing Party has contractual or other confidentiality obligations, in each case whether or not marked, designated or otherwise identified as "confidential". Without limiting the generality of the foregoing, the financial terms of this Agreement are the Confidential Information of Cloudpermit.
- 14.2 Confidential Information shall not include any data or information: (i) that, at the time of disclosure, is in or, after disclosure, becomes part of the public domain, through no act or failure on the part of the Receiving Party, whether through breach of this Agreement or otherwise; (ii) that, prior to disclosure by the Disclosing Party, was already in the possession of the Receiving Party, as evidenced by written records kept by the Receiving Party in the ordinary course of its business, or as evidenced by proof of actual prior use by the Receiving Party; (iii) that was independently developed by the Receiving Party, by persons having no direct or indirect access to the Disclosing Party's Confidential Information provided that the Receiving Party provides clear and convincing evidence of such independent development; or (iv) which, subsequent to disclosure, is obtained from a third person: (A) who is lawfully in possession of the such information; (B) who is not in violation of any contractual, legal, or fiduciary obligation to either Party, as applicable, with respect to such information; and (C) who does not prohibit either Party from disclosing such information to others.
- 14.3 Each Party shall, and shall cause its employees, agents and contractors to hold Confidential Information of the other Party in confidence, and shall use the same degree of care by instruction, agreement or otherwise, to maintain the confidentiality of the other Party's Confidential Information that it uses to maintain the confidentiality

of its own Confidential Information, but with at least a reasonable degree of care commensurate with the nature and importance of such Confidential Information. Each Party agrees not to make use of Confidential Information other than for the exercise of rights or the performance of obligations under this Agreement, and not to release, disclose, communicate it or make it available to any third person other than employees, agents and contractors of the Party who reasonably need to know it in connection with the exercise of rights or the performance of obligations under this Agreement.

- 14.4 In the event that any Party receives a request to disclose all or any part of the Confidential Information under the terms of a valid and effective subpoena or order issued by a court of competent jurisdiction or by a governmental authority, such Party agrees to: (i) immediately notify the other Party of the existence, terms and circumstances surrounding such a request; (ii) consult with the other Party on the advisability of taking legally available steps to resist or narrow such request; and (iii) if disclosure of such Confidential Information is required, exercise commercially reasonable efforts to obtain an order or other reliable assurance that confidential treatment will be accorded to such portion of the disclosed Confidential Information which the other Party so designates.
- 14.5 Each Party acknowledges and agrees that any unauthorized use or disclosure by it of any of the other Party's Confidential Information, in whole or part, will cause irreparable damage to the Disclosing Party, that monetary damages would be an inadequate remedy and that the amount of such damages would be extremely difficult to measure. The Receiving Party agrees that the Disclosing Party shall be entitled to seek temporary and permanent injunctive relief to restrain the Receiving Party from any unauthorized disclosure or use. Nothing in this Agreement shall be construed as preventing the Disclosing Party from pursuing any and all remedies available to it for a breach or threatened breach of a covenant made in this Clause, including the recovery of monetary damages from the Receiving Party.
- 14.6 Cloudpermit is entitled to identify the Customer as a user or former user of the Service without breaking any confidentiality obligation.

15. TERM and TERMINATION

- 15.1 The term of this Agreement commences as of the Effective Date and, unless terminated earlier under any of this Agreement's express provisions, will continue in effect for three (3) years from the Service Commencement Date (the "**Initial Term**"). Upon expiration of the Initial Term, this Agreement will automatically renew for two (2) year renewal terms (each a "**Renewal Term**") (the Initial Term and any Renewal Terms are collectively referred to as the "**Term**") until terminated in accordance with the provisions of this Agreement unless written notice is provided by either Party at least thirty (30) calendar days prior to the Renewal Term of its intention not to renew the Agreement.
- 15.2 Either Party may terminate this Agreement by giving written notice to the other Party upon the occurrence of any of the following: (a) the other Party defaults with respect to a material obligation under this Agreement and does not remedy that default within ten (10) Business Days after receiving written notice of the default; or (b) the other

Party: (i) makes a general assignment for the benefit of its creditors; (ii) has issued against it a bankruptcy order or otherwise becomes subject to any involuntary proceeding under any domestic or foreign bankruptcy law; or (iii) commences or institutes any application, proceeding or other action under any law relating to bankruptcy, insolvency, winding-up, reorganization, administration, plan of arrangement, relief or protection of debtors, compromise of debts or similar laws.

15.3 Upon any expiration or termination of this Agreement, except as expressly otherwise provided in this Agreement: (a) all rights, licenses, consents and authorizations granted by either Party to the other will immediately terminate; (b) notwithstanding anything to the contrary in this Agreement, with respect to Confidential Information then in its possession or control: (i) the Receiving Party may retain the Disclosing Party's Confidential Information in its then current state and solely to the extent and for so long as required by applicable law, (ii) Cloudpermit may retain Customer Data in its backups, archives and disaster recovery systems until such Customer Data is deleted in the ordinary course, (iii) all information and materials described in this Clause will remain subject to all confidentiality, security and other applicable requirements of this Agreement; and (c) Cloudpermit may disable all Customer and authorized user access to the Services.

15.4 Termination or expiry of this Agreement shall be without prejudice to any rights, remedies or obligations of the Parties accrued under this Agreement prior to termination or expiry.

16. FORCE MAJEURE

16.1 Neither Party shall be liable for failure to fulfill or for delay in fulfilling its obligations required hereunder due to a Force Majeure Event.

16.2 The Party whose performance under this Agreement is prevented or delayed by an Force Majeure Event must advise the other Party by notice in writing of the occurrence of the Force Majeure Event as soon as possible, and shall do all things reasonably possible to mitigate any loss being caused to the other Party by reason of the Force Majeure Event. The Party shall also notify the other Party of the termination of Force Majeure Event.

17. NOTICES

17.1 Every notice or other communication hereunder shall be deemed to have been duly given and made if in writing and if served by personal delivery upon the Party for whom it is intended, if delivered by registered or certified mail, return receipt requested, or by a national courier service, or if sent by email (receipt of which is confirmed) to the following contact person:

Cloudpermit: Nicholas Bernardino

Customer: Village of Little Chute

- 17.2 Any such notification shall be deemed delivered: (a) upon receipt, if delivered personally; (b) on the next Business Day, if sent by national courier service for next business day delivery or if sent by email. Any correctly addressed notice or last known address of the other Party that is relied on herein that is refused, unclaimed, or undeliverable because of an act or omission of the Party to be notified as provided herein shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities by mail, through messenger or commercial express delivery services.

18. ASSIGNMENT

- 18.1 Neither party may assign or transfer this Agreement or any right under this Agreement without the prior written consent of the other party, except to an Affiliate or successor in interest by merger, acquisition or reorganization.

19. AMENDMENTS AND WAIVERS

- 19.1 No amendment to this Agreement will be valid or binding unless set forth in writing and duly executed by all Parties. No waiver of any breach of any provision of this Agreement will be effective or binding unless made in writing and signed by the Party purporting to give the same and, unless otherwise provided, will be limited to the specific breach waived.

20. SEVERABILITY

- 20.1 If a provision of this Agreement is or becomes invalid, ineffective or unenforceable, the validity, effectiveness or enforceability of the remaining provisions shall remain unaffected. The Parties will replace the invalid, ineffective or unenforceable provision immediately with a valid, effective or enforceable provision which comes as close as possible to the economical spirit or purpose of the provision to be replaced.

21. APPLICABLE LAW AND DISPUTES

- 21.1 The Agreement is governed by the laws of the State of Illinois (excluding any conflict of law rule or principle of such laws that might refer such interpretation or enforcement to the laws of another jurisdiction). Each Party irrevocably submits to the non-exclusive jurisdiction of the courts located in Bond County, Illinois with respect to any matter arising hereunder or relating hereto.

22. CONTINUING TO PERFORM

- 22.1 Except in the event of termination of this Agreement pursuant to its terms, during a dispute or notice or cure period, Cloudpermit will continue to fulfill all its obligations under this Agreement, and Customer will continue to make payments required by the Agreement.

23. ENTIRE AGREEMENT

- 23.1 This Agreement is the complete agreement between the Parties concerning the subject matter of this Agreement and replaces any prior oral or written communications between the Parties whether collateral or otherwise including the terms set out in any Customer purchaser order. There are no conditions, understandings, agreements, representations, or warranties expressed or implied, that are not specified in this Agreement. In the event and to the extent of an inconsistency or conflict between any of the terms of this Agreement, including its schedules and appendices, and any other documents incorporated herein by reference, the conflict or inconsistency shall be resolved by giving those provisions and documents the following order of descending precedence: (1) the Order Form; (2) these General Terms and Conditions; (3) the Schedules; (4) any Appendixes; (5) any other document referenced by this Agreement.

24. RELATIONSHIP

- 24.1 The Parties are independent contractors and no other relationship is intended. Nothing herein shall be deemed to constitute either Party as an agent, representative or employee of the other Party, or both Parties as joint venturers or partners for any purpose. Neither Party shall act in a manner that expresses or implies a relationship other than that of independent contractor. Each Party shall act solely as an independent contractor and shall not be responsible for the acts or omissions of the other Party. Neither Party will have the authority or right to represent nor obligate the other Party in any way except as expressly authorized by this Agreement.

25. NO THIRD PARTY BENEFICIARIES

- 25.1 This Agreement is for the sole benefit of the Parties and their respective permitted successors and assigns and nothing herein, express or implied, is intended to or shall confer upon any other person any legal or equitable right, benefit or remedy.

26. CHOICE OF LANGUAGE

- 26.1 The Parties confirm that it is their express wish that this Agreement, as well as any other documents related to this Agreement, including notices, schedules and authorizations, have been and shall be drawn up in the English language only.

27. EXECUTION

- 27.1 This Agreement may be executed in two or more identical counterparts (including by way of facsimile and electronic transmission), each of which when executed by a Party will be deemed an original and such counterparts together will constitute one and the same Agreement. This Agreement will be effective from the Effective Date, regardless of any other dates appearing in the execution block.

Cloudpermit e-permit Service Agreement

Schedule “A” – Services

1. The Implementation Services, as further set out in Schedule “B”.
2. The Cloudpermit ePermitting Platform. The ePermitting Platform is for the purpose of implementing a complete Next Generation permit process for the Village of Little Chute Building Department.
3. Cloudpermit’s standard customer support services to include training, in accordance with the Cloudpermit service support schedule then in effect for no additional cost to the customer. Cloudpermit may amend the support schedule from time to time in its sole discretion.
4. Cloudpermit will include training and usage of data migration tool to migrate legacy data.

{00051328.1}

Cloudpermit e-permit Service Agreement

Schedule “B” – Implementation Services

1. As soon as practicable following execution of this Agreement, Cloudpermit will deliver to Customer a project plan for the implementation of the Services by the applicable Service Commencement Date (the "**Implementation Plan**").
2. On receipt of the Implementation Plan, Customer shall have five (5) Business Days to approve or raise objections to the Implementation Plan. If Customer raises any objections, the parties shall negotiate in good faith to amend the Implementation Plan. If Customer does not raise any written objection to the Implementation Plan by the date first set out above, Customer shall be deemed to have accepted the Implementation Plan.
3. Successful delivery of the Implementation Services by the Service Commencement Date will require that Customer, on a timely basis:
 - (a) perform any obligations identified as Customer responsibilities in the Implementation Plan;
 - (b) provide the Customer information and materials set out in paragraph 5 below (the "**Principal Customer Materials**") and all such other resources as may be specified in the Implementation Plan;
 - (c) provide Cloudpermit with such additional information, and where necessary access to, the Customer's operating environment as is required for Cloudpermit from time to time to perform its obligations on a timely basis as set forth in the Implementation Plan;
 - (d) participate with suitably qualified and authorized personnel in all meetings scheduled in, or in accordance with, the Implementation Plan and such other meetings as may be scheduled on at least three (3) Business Days' prior notice;
 - (e) provide all consents, approvals, exception notices and other communications specified in the Implementation Plan or as otherwise may be required under this Agreement; and
 - (f) provide all cooperation and assistance Cloudpermit reasonably requests to enable Cloudpermit to exercise its rights or perform its obligations under this Agreement.
4. Cloudpermit is not responsible or liable for any late delivery or delay or failure of performance, including any delay in the Service Commencement Date, caused in whole or in part by Customer's delay in performing, or failure to perform, any of its obligations set out in this Schedule B. In the event of any such delay or failure, Cloudpermit may, by written notice to Customer, extend all or any subsequent due dates for milestones set out in the Implementation Plan as Cloudpermit deems reasonably necessary.

{00051328.1}

5. Principal Customer Materials. Customer will provide the following information and materials to Cloudpermit during the applicable week following acceptance of the Implementation Plan:
 - (a) Contact information for GIS technician who can assist with the integration of the Client's GIS system with Cloudpermit
 - (b) Schedule of current building permit fees

6. Cloudpermit and the Client agree that the following services, tasks, and/or deliverables are considered outside the scope of this agreement and associated
 - (a) Integration with software other than the Client's GIS system



Item For Consideration

For Board Review On: March 16th, 2022
Agenda Item Topic: Stone Arch Sign Façade Loan

Prepared On: March 9th, 2022
Prepared By: Admin. Bernhoft

Report: Staff received a loan request from the Stone Arch Tied House for their sign. The Façade Review Committee met to review and had a consensus that the recommended amount for approval be \$1,000 per the language on the application packet:

*"A maximum grant of up to **\$1,000** is available for projects to improve signage for Central Business District or Downtown properties. Business owners must provide a 50% match. Eligible activities include the removal of appropriate signage and awnings, design, purchase and installation of new signage"*

Included in the packet is the application we received and the invoice for work done by Appleton Sign Company.

Fiscal Impact: The issuance of a Façade Loan Receivable to Stone Arch Tied House will increase the loans by \$1,000 (plus issuance costs) leaving an available cash balance in the program of \$69,250 (less issuance costs for both recent Jets and this request). Existing loans currently total \$192,905.

Recommendation/Board Action: Approve the Stone Arch Tied House sign application for a sum of \$1,000 and allow legal to move forward with execution of the agreement process.

Respectfully Submitted,

Beau Bernhoft, Village Administrator

IV. Application

Façade Renovation Program

☐

Sign Improvement Grant

☒

Name of Property Owner: MICHAEL VAN ASTEN
Business Name: STONE ARCH TIED HOUSE
Property Address: 137 C W. MAIN ST.
Mailing Address: 1004 S. OLDE ONEIDA ST., APPLETON, WI 54915
Phone Number: 920 - 735-0507
Email: TOM@STONEARCHBREWERY.COM

Estimated Project Costs:

Masonry Work	\$	_____
Paint	\$	_____
Carpentry	\$	_____
Electrical	\$	_____
Windows	\$	_____
Doors	\$	_____
Awnings	\$	_____
Signage	\$	<u>10,235.00</u>
Other	\$	_____

Total Estimated Cost:

10,235.00

Total Amount Requested:

Other Items to Consider Submitting based upon applicability include: Plans for improvement (sign or façade), Estimates from Contractors, Color Schemes and all other documents related to the improvement.

Signature: Thomas Janney

Date: 12-29-2021



Invoice

Date	Invoice #
10/21/2021	210731-2

APPLETON SIGN COMPANY

Contractor #

2400 HOLLY RD
NEENAH, WI 54956
920.734.1601

Bill To
Stone Arch Tied House 137 W Main St Little Chute, WI 54140

Job site
Stone Arch Tied House 137 W Main St Little Chute , WI 54140

P.O. Number	Rep	Ordered By
	Josh Turkow	Steve Lonsway

Item	Amount
1. Manufacture and Install the following:	
A. One(1) custom illuminated archway sign.	\$8,791.00
B. One(1) non-lit wall sign. (Opt. 1 flat panel/graphics)	\$1,217.00
C. Face replacements for one(1) d/f multi tenant sign.	\$127.00
2. Signage Permit(s) as required. Price will be adjusted to reflect actual cost as assessed by municipality.	
3. Permit Obtainment and Processing	\$100.00

Item	Price
Sales Price	\$10,235.00
Permits	\$115.00
Sales Tax	\$562.93
Deposit	-\$5,167.50
Total Amount Due	\$5,745.43

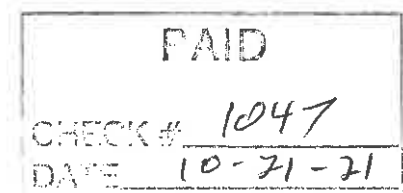
Terms:

Advance Deposit Terms: Due Upon Receipt

Final Invoice Terms: Due Upon Receipt

Please remit payments to:

Appleton Sign Company
2400 Holly Rd., Neenah, WI 54956



We accept Visa, Mastercard and Discover credit card payments. There will be a 3.5% convenience fee added to

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

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

Form 3400-224(R8/2021)

Reporting Information :

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

Project Name: 2021 Annual Report

County: Outagamie

Municipality: Little Chute Village

Permit Number: S050075

Facility Number: 31108

Reporting Year: 2021

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

Required Attachments and Supplemental Information

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

Annual Report

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

- Municipal Cooperation Attachment
- Other Annual Report Attachment

- Attach the following permit compliance documents as appropriate using the attachments tab above
 - Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
 - Total Maximum Daily Load documents (**If applicable, see permit for due dates.*)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
 - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)

- Sign and Submit form

Municipal Contact Information- Complete

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

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

Municipality Information

Name of Municipality Little Chute Village

Facility ID # or (FIN): 31108

Updated Information: ☐ Check to update mailing address information

Mailing Address: 108 WEST MAIN STREET

Mailing Address 2:

City: LITTLE CHUTE

State: Wisconsin

Zip Code: 54140 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

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

☐ Select to **create new** primary contact

First Name: Kent

Last Name: Taylor

☐ Select to **update** current contact information

Title: Director of Public Works

Mailing Address: 108 West Main St

Mailing Address 2:

City: Little Chute

State: WI

Zip Code: 54140 xxxxx or xxxxx-xxxx

Phone Number: 920-423-3867 Ext: xxx-xxx-xxxx

Email: kent@littlechutewi.org

Additional Contacts Information (Optional)

☐ I&E Program

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

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

First Name: Michael

Last Name: McClone

Title: EPS

Mailing Address: 108 W. Main Street

Mailing Address 2:

City: Little Chute, WI 541

State: WI

Zip Code: 54140 xxxxx or xxxxx-xxxx

Phone Number: 920-687-5329 Ext: xxx-xxx-xxxx

Email: mike@littlechutewi.org

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

☒ Yes ☐ No

☒ Public Education and Outreach Northeast Wisconsin Stormwater Consortium (NEWSC)

☒ Public Involvement and Participation Northeast Wisconsin Stormwater Consortium (NEWSC)

☐ Illicit Discharge Detection and Elimination

☐ Construction Site Pollutant Control

☐ Post-Construction Storm Water Management

☐ Pollution Prevention

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

☐ Yes ☒ No

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

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

Event Start Date	4/5/2021		
Project/Event Name	Storm Inlet Stenciling		
Delivery Mechanism	<u>Website</u> *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	4/1/2021		
Project/Event Name	DPW Spring Newsletter - What is Stormwater		
Delivery Mechanism	<u>Distribution of print media</u> *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	8/21/2021		
Project/Event Name	DPW Fall Newsletter - Storm Inlet Stenciling		
Delivery Mechanism	Distribution of print media		*Active
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

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

Event Start Date	1/1/2021		
Project/Event Name	Fish Dont Swim In Chlorine - Flyer		
Delivery Mechanism	Passive print media		*Active
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents	51-100	<input type="radio"/> Yes <input checked="" type="radio"/> No

<input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other		
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Event Start Date	8/30/2021		
Project/Event Name	Fish Dont Swim In Chlorine		
Delivery Mechanism	Social media post		*Active
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	7/12/2021		
Project/Event Name	Dog Waste And Surface Water		
Delivery Mechanism	Social media post		*Active
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

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Event Start Date	6/28/2021		
Project/Event Name	Car Wash Tips		
Delivery Mechanism	Social media post *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: 	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	8/21/2021		
Project/Event Name	DPW Fall Newsletter - Leaf Colloection Procedure		
Delivery Mechanism	Distribution of print media *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: 	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	1/21/2021		
Project/Event Name	Leave Your Leaves On Your Land - Flyer		
Delivery Mechanism	Distribution of print media *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees	51-100	<input type="radio"/> Yes <input checked="" type="radio"/> No

waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other		
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Event Start Date	11/8/2021		
Project/Event Name	Leaf Collection		
Delivery Mechanism	Social media post		*Active
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	1/21/2021		
Project/Event Name	Protecting and Restoring Shoreland - DNR Packet		
Delivery Mechanism	Passive print media		*Active
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input checked="" type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

<input type="checkbox"/> Other:			
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Event Start Date	4/21/2021		
Project/Event Name	DPW Spring Newsletter - Downspout Policy		
Delivery Mechanism	Distribution of print media *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	6/13/2021		
Project/Event Name	Lawn and Garden Tips		
Delivery Mechanism	Social media post *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	1/29/2021		
Project/Event Name	Snow Maintenance Practices		
Delivery Mechanism	Social media post *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination	<input checked="" type="checkbox"/> General Public	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

<input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other		
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Event Start Date	2/15/2021		
Project/Event Name	Salt and Snow Removal		
Delivery Mechanism	Social media post *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	1/21/2021		
Project/Event Name	Construction Site Stormwater Tips		
Delivery Mechanism	Targeted group training* *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input checked="" type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact	<input type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

development <input type="checkbox"/> Other: <input type="text"/>			
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Event Start Date	3/10/2021		
Project/Event Name	Spring Carpet Cleaning		
Delivery Mechanism	Social media post *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	4/1/2021		
Project/Event Name	DPW Spring Newsletter -Dog Waste and Surface Water		
Delivery Mechanism	Distribution of print media *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

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

Used direct and passive mailings and flyers, newsletters, posters, social media, and Village website to promote Village Stormwater Program and Stormwater awareness.

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

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

Event Start Date	2/1/2021		
Project/Event Name	APWA Reporter Ad featuring Village Street Sweeper - Feb 2021		
Delivery Mechanism	Other		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input checked="" type="radio"/> Yes <input type="radio"/> No

Event Start Date	4/13/2021		
Project/Event Name	NEWSC Training MS4 Report		
Delivery Mechanism	Presentation of Storm Water Information		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	1 - 10	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	11/29/2021		
Project/Event Name	NEWSC Dredging Workshop		
Delivery Mechanism	Public Workshop		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>	1 - 10	<input type="radio"/> Yes <input checked="" type="radio"/> No

<input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other		
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Event Start Date	8/11/2021
Project/Event Name	Smart Salting Parking Lots and Sidewalks
Delivery Mechanism	Public Workshop

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	1 - 10	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	5/10/2021
Project/Event Name	NEWSC Consortium Meeting
Delivery Mechanism	Presentation of Storm Water Information

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

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

Event Start Date	8/22/2021	<input type="checkbox"/> NA (Individual Permittee).
Project/Event Name	Watershed Cleanup	
Delivery Mechanism	Clean up event	

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

	<input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other		
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Event Start Date	3/17/2021 <input type="checkbox"/> NA (Individual Permittee).
Project/Event Name	2020 MS4 Report Board Village Meeting
Delivery Mechanism	Presentation of Storm Water Information

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	<u>11-50</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	4/1/2021 <input type="checkbox"/> NA (Individual Permittee).
Project/Event Name	DPW Spring Newsletter
Delivery Mechanism	Clean up event

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

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

Public employees and general public participated in watershed cleanup. Public participation at monthly and bimonthly Village Board Meetings and Utility Commission Meetings.

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

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

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

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

- | | |
|-----------------------------------------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> Verbal Warning | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Notice of Violation | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation | <input type="text" value="0"/> |

Additional Information: _____

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

Throughout the course of monitoring and screening Village outfalls, no illicit discharges were detected.

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? ☐ Unsure
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? ☐ Unsure
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? ☐ Unsure

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

☐ No Authority

☒ Verbal Warning

☒ Written Warning (including email)

☐ Notice of Violation

☐ Civil Penalty/ Citation

☒ Stop Work Order

☐ Forfeiture of Deposit

☐ Other - Describe below

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

Village enforced construction site pollution control on all permitted, as well as unpermitted, construction sites.

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

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

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

b. Does the permittee have procedures for inspecting and maintaining private storm water facilities? ☒ Yes ☐ No ☐ Unsure

c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? ☐ Unsure
Inspections completed by private landowners should be included in the reported number.

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

☐ No Authority

☒ Verbal Warning

☒ Written Warning (including email)

☒ Notice of Violation

☐ Civil Penalty/ Citation

☐ Forfeiture of Deposit

☐ Complete Maintenance

☐ Bill Responsible Party

☐ Other - Describe below

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

Village is working toward full engagement and enforcement of post construction stormwater management requirements.

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Facility Inspections ☐ Not Applicable

a. Enter the total number of municipally owned or operated structural storm water management facilities ? ☐ Unsure

b. How many new municipally owned storm water management facilities were installed in the reporting year ? ☐ Unsure

c. How many municipally owned storm water management facilities were inspected in the reporting year? ☐ Unsure

d.

What elements are looked at during inspections (250 character limit)?

Debris and Litter, bank erosion, rodent damage, encroachment, structure/pipe/rack integrity, other abnormalities

e. How many of these facilities required maintenance? ☐ Unsure

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

All Village Ponds routinely inspected, cleaned, and maintained as needed.

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

g. How many municipal properties require a SWPPP? ☐ Unsure

h. How many inspections of municipal properties have been conducted in the reporting year? ☐ Unsure

i. Have amendments to the SWPPPs been made?

☐ Yes ☒ No ☐ Unsure

j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

All DPW employees are familiar with SWPPP and are engaged in successful administration of compliance to its requirements.

Collection Services - Street Sweeping / Cleaning Program ☐ Not Applicable

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

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

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

o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?

☒ Yes - Explain frequency Several times a week for 8 months of the year

☐ No - Explain _____

☐ Not Applicable

Collection Services - Catch Basin Sump Cleaning Program ☐ Not Applicable

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

- q. How many catch basin sumps were cleaned in the reporting year? ☐ Unsure
- r. If known, how many tons of material was collected? ☒ Unsure
- s. Does the municipality have a low hazard exemption for this material? ☐ Yes ☐ No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
- ☒ Yes- Explain frequency Several times a week, 8 months of the year
- ☐ No - Explain _____
- ☐ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No ☐ Unsure
- v. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐ Unsure
- w. Where are the residents directed to store the leaves for collection?
- ☒ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure
- ☐ Other - Describe _____
- x. What is the frequency of collection?
- Twice Weekly
- y. Is collection followed by street sweeping/cleaning? ☒ Yes ☐ No ☐ Unsure
- z. Brief explanation on Collection Services reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Two Leaf Vacuums are operated 10 hours per day, 5 days a week

Winter Road Management ☐ Not Applicable

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

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? ☐ Unsure
- ab. Provide amount of de-icing products used by month last winter season?
- Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text" value="165"/>	<input type="text" value="130"/>	<input type="text" value="120"/>	<input type="text" value="20"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	<input type="text" value="0"/>	<input type="text" value="1050"/>	<input type="text" value="2450"/>	<input type="text" value="3650"/>	<input type="text" value="1750"/>	<input type="text" value="350"/>

- ac. Was salt applying machinery calibrated in the reporting year? ☐ Yes ☒ No ☐ Unsure
- ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ☐ Yes ☒ No ☐ Unsure

Training Date	Training Name	# Attendance
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Internal (Staff) Education & Communication

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

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

When:

How many attended:

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

Elected Officials

At Village Board and Utility Commission meetings, Storm water programs are discussed. MS4 Report is recommended to the board by the commission for approval.

Municipal Officials

Daily interaction and Department Head meetings

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

Through daily interaction and staff meetings.

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

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

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

☒ Yes ☐ No ☐ Unsure

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

☐ Storm water treatment facilities

☒ Storm pipes

☐ Vegetated swales

☐ Outfalls

☐ Other - Describe below

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

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Final Evaluation - Complete

Fiscal Analysis

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

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

Element: Public Education and Outreach

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

Element: Public Involvement and Participation

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

Element: Illicit Discharge Detection and Elimination

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

Element: Construction Site Pollutant Control

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

Element: Post-Construction Storm Water Management

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

Element: Pollution Prevention

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

Other (describe)

Storm Sewer GIS Mapping

10000	10000	10000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

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

Water Quality

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

municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

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

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

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

☐ Yes ☒ No ☐ Unsure

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

☒ Yes ☐ No ☐ Unsure

Storm Water Quality Management

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

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

Total suspended solids (TSS)

Total phosphorus (TP)

Status of Total Maximum Daily Loads (TMDLs) Implementation

The permittee Little Chute Village is subject to the following approved TMDLs: Lower Fox River Basin and Lower Green Bay

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL:

[A.3.1] The Permittee is following the TMDL Compliance Plan, which received department concurrence prior to April 30, 2019.

The permittee is confirming that all planned efforts are on schedule.

☒ Agree ☐ Disagree

[A.6.3] Final Documentation.

The permittee is confirming that all planned efforts are on schedule to submit the final documentation materials [updates to mapping, modeling, tabular summary, and Implementation Plan] under section A.6.3 by October 31, 2023.

☒ Agree ☐ Disagree

Additional Information

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

Changes include, increased budget, additional man hours, a greater internal focus, and an understanding by the Village Officials that storm water management is important and necessary.

Do not close your work until you SAVE.

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Form 3400-224 (R8/2021)

Requests for Assistance on Understanding Permit Programs

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

Please select all that apply:

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

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

Form 3400-224(R8/2021)

Required Attachments and Supplemental Information

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

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

***Required Item**

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

Storm Sewer System Map

 File Attachment

[StormMap 11x17 2021 2022.pdf](#)

Attach - Other Supporting Documents

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

Attach - Permit Compliance Documents

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

Missing Information

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

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

[Draft and Share PDF Report](#)

Sign and Submit Your Application

Steps to Complete the signature process

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

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

Terms and Conditions

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

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

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

Name:

Title:

Authorized Signature.

- ☐ I accept the above terms and conditions.

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

VILLAGE OF LITTLE CHUTE
RESOLUTION NO. 10, SERIES OF 2022

**A RESOLUTION APPROVING THE 2021 MS4 GENERAL PERMIT ANNUAL
REPORT**

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

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

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

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

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

1. That the 2021 MS4 General Permit Annual Report, as prepared by Village staff, is hereby approved; and
2. That submittal of the report and this resolution to the Wisconsin Department of Natural Resources is hereby authorized.

Introduced, approved and adopted: March 16, 2022

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk



Item For Consideration

For Board Review On: Tuesday, March 16, 2022

Agenda Item Topic: Legion Concession Stand

Prepared On: March 8, 2022

Prepared By: John McDonald
Parks, Recreation, & Forestry

Report: Staff has been approached by the Diamond Club with a proposed new layout of the concessions stand. The new layout for concessions equipment and floor plan has been approved by the State and is attached for your review. Park Planning Committee has reviewed and recommended approval by the Village Board.

Fiscal Impact: Diamond Club takes on all financial obligations for the remodel. There is none to the Village.

Recommendation/Committee Action: Staff is requesting that Village Board approve the new Legion Concessions stand layout to be completed by the Diamond Club.

Respectfully Submitted,

John McDonald – Parks, Recreation, & Forestry

