



AGENDA

REGULAR BOARD MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, September 20, 2023
TIME: 6:00 p.m.

Virtually attend the Sep. 20th, Regular Board meeting at 6 PM by following the zoom link here:

Join Zoom Meeting: <https://us06web.zoom.us/j/84329842406>

Meeting ID: 843 2984 2406

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. Other Informational Items: Monthly Report

G. 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 September 6, 2023
- 2. Minutes of the Committee of the Whole Meeting of September 13, 2023
- 3. Auction Permit - Memories Antique Mall
- 4. Outdoor Alcohol Permit – Village Limits 2nd Annual Packer Game Event
- 5. Special Event Permit – Kiwanis Christmas Parade
- 6. Disbursement List

H. Action—Award Bid for Well #1 Roof Replacement at Doyle Park

I. Discussion/Possible Action—Parking Ordinances

J. Discussion/Possible Action—Hawk's Nest Outdoor Music Permit

K. Discussion/Possible Action—Noxious Weed Ordinances

L. Discussion/Possible Action—Doyle Pool Leak Detection with Possible Budget Adjustment

- M. Discussion/Action — Adopt Resolution No. 19, Series 2023 Approving Final Plat for Extraterritorial Review Final Plat for Oak Creek
- N. Action – DPW Budget Adjustment
- O. Discussion/Action—Budget Adjustment
- P. Discussion/Action—Deer Culling-Heesakker Park
- Q. Department and Officers Progress Report
- R. Call for Unfinished Business
- S. Items for Future Agenda
- T. Closed Session:
19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Economic Development Item*
- U. Return to Open Session
- V. 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: September 15, 2023

VILLAGE OF LITTLE CHUTE MONTHLY REPORT



Little Chute

ESTABLISHED 1848

AUGUST
2023

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 – AUGUST 2023

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

August Administration Updates

- National Night Out went well, great job Metro and Fire on this event.
- Assisting DPRF in the planning of beneficiary funds to be used at Heesakker Park. Had discussions with the Trust Representative and plan on providing the Park Planning Committee with the information discussed.
- LCBA meeting in August was at Fox Valley Kitchen. Another great monthly turnout and businesses excited for Market on Main.
- Pints on the Plaza was another year of success! We had a great turnout and beautiful weather. Thank you to Director McDonald for coordinating and setting up the event.



- Had various meetings in August to assist in the search for a new Library Director as well as special board meetings for time-sensitive items. Thank you to everyone for your time to accomplish these items.

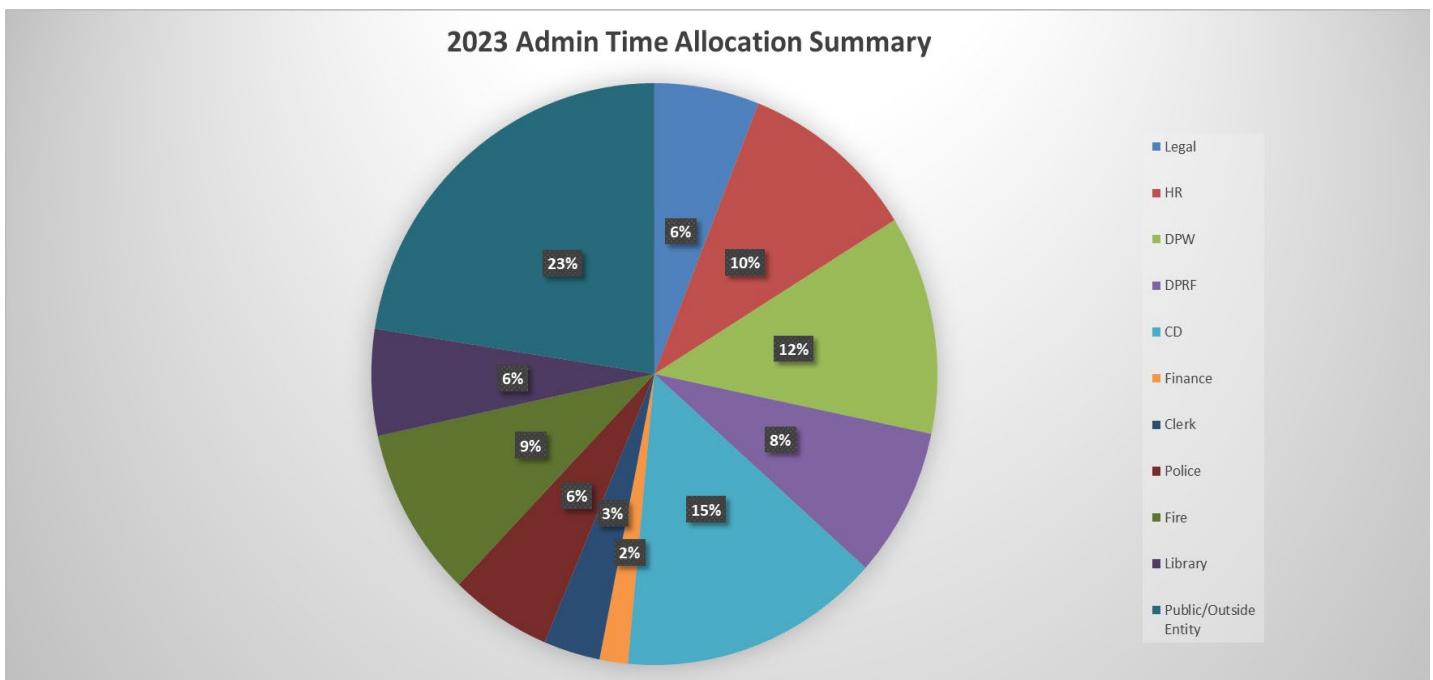
Current Work List and Progress Update

- Space Needs Study is complete. Working on finalizing information for a selected site to continue into the design & engineering phase in 2024.
- Assisting departments in various day-to-day operations. Working with all department heads on progress updates to ensure we submit budget information to Finance on time and fully complete.
- Monitoring project progress both in private development and public construction.

- Assisting Human Resources in the Personnel Handbook overhaul project. This priority has shifted due to recent Personnel matters and budgetary action items that required our attention.
- Planning an all-hands meeting and collaborating with departments on effective subjects that will build the relationships with departments.
- Working with legal on various ongoing items in the Village.

Items for September

- Execute Ebb Trail easements with property owners to solidify and secure placement of the trail and storm pipe for 2024 project.
- Assist Departments in various projects and situations.
- Assist Human Resources in various personnel matters.
- Assist in Market on Main event.



This chart is updated daily based on Administration time. This is not inclusive of all work hours, only hours tracked providing assistance to individual departments/entities. Last update was 09/12/2023.

VILLAGE CLERK

August has been busy in the Clerk's Office. Our focus was on completing the 2024 budget. We held another successful Joint Review Board Meeting. Clerk Decker attended the Annual Wisconsin Municipal Clerks Association Conference, bringing back lots of great information and ideas. The Public Works Newsletter was completed and mailed out to all residents, a 2024 payroll calendar was created, and we are currently working on updating the interactive GIS Visitors Guide and Parks Map. We continued to support other departments with social media posts, flyers, documents, and graphics.

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

- Work with Public Works to finalize Fall Newsletter, mailed to all residents
- Create 2024 payroll calendar
- Update interactive GIS Visitors Guide map
- Attend Clerk's Conference
- Shared data from social media sites
- Attended Bid Openings
- 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
- Hold Joint Review Board Meeting
- Update interactive GIS Parks Map
- Complete 2024 Budget

Goals for September:

- 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
- Attend Bid Opening
- Finalize 2024 payroll calendar
- Update interactive GIS Visitors Guide Map
- Update interactive GIS Parks Map
- Process Operator License Renewals
- Update public records request forms and process

2023 Social Media Metrics

	June	July	August	2023 Totals
Facebook Posts				
People Reached	54,275	46,550	42,599	375,120
Engagement	2,414	2,301	1,884	19,834
Likes and Reactions	2,889	2,703	1,505	19,944
Comments	252	263	236	2,616
Shares	223	139	143	1,482
Link Clicks	504	754	258	2,796
Page Visists	8,488	6,451	6,752	38,182
Most popular post (reach)	CheeseFest	TbTh Mill	Grand Ave	0
New Followers	124	102	87	634
Unfollowers	18	5	7	59
Total Followers	6,558	6,652	6,736	6,440
Facebook Videos				
Minutes Viewed	3,816	1,775	1,712	10,581
1-Minute Video Views	741	327	432	2,424
3-Second Video Views	5,108	3,159	3,318	18,852
Video Engagement	336	163	104	852
Most popular Video	doyle park	Family Fun Fest	parks and rec	

Instagram				
Instagram Posts	8	3	6	57
Likes	30	20	60	307
Video Views	0	0	0	0
Reach	307	313	255	1,976
Followers	939	953	954	954
Popular Post	CheeseFest	baseball	TbTh Grand Ave	

LinkedIn				
Search Apperances	35	56	45	502
Unique Visitors	27	31	31	222
Post Impressions	26	149	50	621
Custom clicks	0	0	0	2
followers	273	277	278	266

Village of Little Chute Department of Finance

HIGHLIGHTS

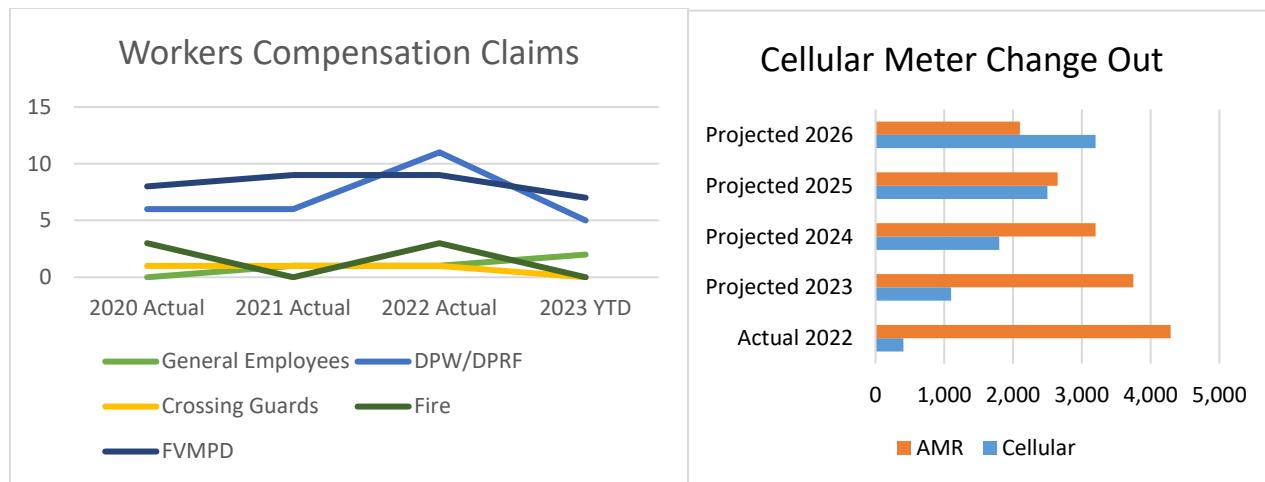
- Completed due diligence on dental and health renewal options for presentation to Village Board action in September.
- Completed various Tax Incremental Development Incentives calculations to meet deadlines established in individual agreements.
- 2024 Operating Budget requests were submitted by Departments. Continuous review and communication are occurring to ensure accuracy, understanding and within constraints.
- Telephone interviews were completed for the Village of Little Chute Library Director. In-person interviews are ongoing. The current timeline is aggressive with intent to make an employment offer in September.
- WRS mid-year reconciliation has been completed to ensure alignment and accurate reporting.
- Working with Amplitel to strategically plan for Windows 11 upgrade as Microsoft will no longer support lower versions of Windows starting in October 2025. Through this process, we have securely destroyed obsolete devices, consolidated two devices to one mobile laptop in three instances, plus completed an accurate inventory and assured compliance with security. Our contract with Amplitel for managed services and security is device based. We will reap the benefits of these strategic changes in our next annual renewal with Amplitel avoiding unnecessary additional costs.
- Onboarded two new hires at the library in August: Substitute Library Assistant, Mary Eanes, and Library Assistant, Nicole Heaton. Welcome to them both!

TOP PRIORITIES FOR SEPTEMBER

- After Village Board action on 2024 health insurance rates, distribute benefit enrollment information for the open enrollment period beginning September 25.
- Complete the 2024 Budget for presentation to the Village Board in the agenda packet for the October 4 meeting that includes budget workshop deliberation starting at 4 p.m.
- For all other employee benefits, complete open enrollment preparation with the gathering of 2024 promotional materials and forms as well as the rolling over of necessary spreadsheets and communications from the prior year.
- Utility Billing efforts to collect past due amounts will enter final push before tax roll.
- Finance team to participate in annual Civic Symposium, an in-person training opportunity to learn about new Caselle Connect initiatives (general ledger system) and efficiencies to be gained by the system in both primary roles and cross-training positions.

CONTINUOUS IMPROVEMENT EFFORTS

- Our Payroll & Benefits specialist has been creating/fine-tuning reports in Caselle to minimize the need for spreadsheets, gaining efficiency and precision in reporting.
- Many cross-training activities occurred this month. Our Accounting Clerk completed a biweekly payroll, reconciled the Village credit card, plus created, and issued the Prepaid Accounts Payable Check List. The Utility Billing Clerk learned the Finance window opening tasks and end of day deposit preparation. These efforts allow the department to solidify coverage options in times of need.



PERFORMANCE MEASUREMENTS

	Actual 2020	Actual 2021	Actual 2022	Target 2023
# Months bank reconciliation completed timely	12	12	12	12
# Of stale checks outstanding	22	8	13	4
Custodial credit risk	\$3.7M	\$0	\$0	\$0
Investment Performance vs 1-3 Year US Treasury Index	3.26% vs 3.19%	(.53)% vs (.61)%	(2.77)% vs (3.85)%	3.63% vs 4.59%
% Of customers paying online	46%	48%	52%	55%
Continuous improvement initiatives	37	32	26	24
Number of special assessment billings	75	36	7	100
Average number of monthly utility bills including finals	4,847	4,672	4,743	4,725
Annual number of utility work orders	1,046	1,033	904	900
Annual tax certification letters	774	673	647	600
General obligation bond rating	Aa3	Aa3	Aa3	Aa3
# Of auditor's compliance issues	0	1	0	0
% Of time monthly financials closed within 15 days	100%	100%	100%	100%
% Of staff adequately trained/cross trained	90%	90%	100%	100%

FINANCE LEARNING OPPORTUNITY FOR THE MONTH – ACT 12 OVERVIEW

1. Exempts personal property from taxation and creates additional personal property aid distribution. New reporting is required with STEEP penalties if not filed by deadlines.
2. Changes Share Revenue Program.
3. Establishes new levy limit calculations for municipalities with Tax Incremental Districts (TIDs).
4. Amends maintenance of effort laws requiring consistent local funding of law enforcement, fire and emergency medical services and creates new reporting requirements.
5. Creates innovation grants for counties and municipalities that consolidate services.
6. Other local government changes include Tax Incremental Finance and a new DOR report with local government financial information.

				Over (Under) Budget	
	AUGUST	YTD 2023	BUDGET 2023	VARIANCE	% OF BUDGET
GENERAL FUND					
Taxes	277,837.43	1,147,076.01	1,152,789.00	(5,712.99)	99.50%
Total Licenses and Permits	16,844.75	74,241.07	115,950.00	(41,708.93)	64.03%
Intergovernmental Aid	(1,926.41)	1,058,964.51	2,468,055.00	(1,409,090.49)	42.91%
Public Charges for Service	22,812.27	129,937.78	145,640.00	(15,702.22)	89.22%
Fines and Forfeitures	7,251.75	62,056.44	91,000.00	(28,943.56)	68.19%
Total Interest	20,941.91	170,065.49	75,578.00	94,487.49	225.02%
Miscellaneous Revenue	19,103.62	137,965.53	191,859.00	(53,893.47)	71.91%
Other Financing Sources	169,227.72	326,520.54	220,000.00	106,520.54	148.42%
Total General Fund Revenue	532,093.04	3,106,827.37	4,460,871.00	(1,354,043.63)	69.65%
Village Board	4,506.77	54,900.27	101,675.00	(46,774.73)	54.00%
Administration	9,350.57	55,031.78	106,050.00	(51,018.22)	51.89%
Finance	29,601.71	173,143.12	315,631.00	(142,487.88)	54.86%
Clerk	21,879.40	142,353.54	208,048.00	(65,694.46)	68.42%
Community Development - Assessing	6,282.83	47,740.29	140,541.00	(92,800.71)	33.97%
Inspections	12,243.66	88,891.81	145,981.00	(57,089.19)	60.89%
Economic Development	63,521.01	81,196.59	108,703.00	(27,506.41)	74.70%
Village Hall	7,656.90	57,122.59	128,399.00	(71,276.41)	44.49%
Municipal Court	7,131.13	46,999.08	71,773.00	(24,773.92)	65.48%
Unallocated	(19,898.43)	45,736.87	209,157.00	(163,420.13)	21.87%
Insurance	5,612.32	142,754.69	212,402.00	(69,647.31)	67.21%
Village Promotion and Goodwill	4,321.17	27,711.50	38,919.00	(11,207.50)	71.20%
Fire Operations	27,018.61	219,182.82	359,270.00	(140,087.18)	61.01%
Fire Allocated	29,353.27	252,154.75	373,996.00	(121,841.25)	67.42%
Crossing Guards	-	39,298.29	79,703.00	(40,404.71)	49.31%
Public Works Administration	1,893.44	11,026.62	35,275.00	(24,248.38)	31.26%
Public Works Engineering & GIS	5,299.11	37,524.93	90,794.00	(53,269.07)	41.33%
Public Works Street Repair and Maintenance	105,652.16	454,562.07	770,641.00	(316,078.93)	58.98%
Public Works Support Services	5,999.89	29,733.73	53,576.00	(23,842.27)	55.50%
Public Works Vehicle Maintenance	5,399.46	93,123.46	150,900.00	(57,776.54)	61.71%
Public Works Snow and Ice Control	5,809.01	184,619.29	235,538.00	(50,918.71)	78.38%
Public Works Weed Control	699.19	4,469.11	20,661.00	(16,191.89)	21.63%
Public Works Recycling	5,290.56	23,804.78	49,804.00	(25,999.22)	47.80%
Park	66,612.68	347,790.27	542,749.00	(194,958.73)	64.08%
Recreation	34,526.52	153,199.92	227,179.00	(73,979.08)	67.44%
Forestry	36,009.30	115,427.04	194,167.00	(78,739.96)	59.45%
Youth Football	2,110.89	18,281.73	34,602.00	(16,320.27)	52.83%
Community Band	516.15	5,320.50	11,279.00	(5,958.50)	47.17%
Transfers	-	-	-	-	#DIV/0!
Total General Fund Expenses	484,399.28	2,953,101.44	5,017,413.00	(2,064,311.56)	58.86%
GENERAL FUND NET REVENUES (EXPENSES)	47,693.76	153,725.93	(556,542.00)		

SANITATION

Sanitation Revenues	52,044.16	410,418.08	589,850.00	(179,431.92)	69.58%
Sanitation Expenses	42,598.83	305,504.62	488,730.00	(183,225.38)	62.51%
SANITATION NET REVENUES (EXPENSES)	9,445.33	104,913.46	101,120.00		

FIRE EQUIPMENT DONATION

Fire Equipment Donation Revenues	25,956.88	114,416.41	97,000.00	17,416.41	117.96%
Flag Pole Memorial Expenses	-	1,447.00	2,100.00	(653.00)	68.90%
FIRE EQUIPMENT DONATION NET REVENUES (EXPENSES)	25,956.88	112,969.41	94,900.00		

AQUATICS

Aquatics Revenue	39,327.34	202,518.26	188,603.00	13,915.26	107.38%
Aquatics Expenses	47,243.13	181,526.79	203,603.00	(22,076.21)	89.16%
AQUATICS NET REVENUES (EXPENSES)	(7,915.79)	20,991.47	(15,000.00)		

				Over (Under) Budget	
	AUGUST	YTD 2023	BUDGET 2023	VARIANCE	% OF BUDGET
LIBRARY/CIVIC CENTER					
Library/Civic Center Revenues	174,114.30	639,721.33	625,260.00	14,461.33	102.31%
Library/Civic Center	44,373.82	392,807.89	640,360.00	(247,552.11)	61.34%
LIBRARY/CIVIC CENTER NET REVENUES (EXPENSES)	129,740.48	246,913.44	(15,100.00)		
CONSOLIDATED POLICE SERVICES					
Consolidated Police Services Revenue	587,643.67	3,639,550.24	4,034,297.00	(394,746.76)	90.22%
Police Services Consolidated	422,363.37	2,644,882.59	4,137,882.00	(1,492,999.41)	63.92%
CONSOLIDATED POLICE SERVICES NET REVENUES (EXPENSES)	165,280.30	994,667.65	(103,585.00)		
VAN LIESHOUT RECREATION CENTER					
Van Lieshout Rec Center Revenues	4,879.97	24,211.51	22,750.00	1,461.51	106.42%
Van Lieshout Rec Center Expenses	1,967.01	28,380.92	34,766.00	(6,385.08)	81.63%
VAN LIESHOUT NET REVENUES (EXPENSES)	2,912.96	(4,169.41)	(12,016.00)		
PROMOTIONAL FUND					
Promotional Fund Revenues	8,289.65	30,934.00	47,400.00	(16,466.00)	65.26%
Promotional Fund Expenses	1,500.00	7,263.10	33,500.00	(26,236.90)	21.68%
PROMOTIONAL NET REVENUES (EXPENSES)	6,789.65	23,670.90	13,900.00		
AMERICAN RESCUE FUND					
American Rescue Fund Revenues	3,819.43	27,893.87	769,257.00	(789,150.87)	3.63%
American Rescue Fund Expenses	1,961.30	11,417.54	1,399,546.00	(658,128.46)	0.82%
AMERICAN RESCUE PROMOTIONAL NET REVENUES (EXPENSES)	1,858.13	16,476.33	(630,289.00)		
TRANSPORTATION SPECIAL REVENUE FUND					
Transportation Special Revenue Fund Revenues	57.24	465.99	-	465.99	#DIV/0!
Transportation Special Revenue Fund Expenses	-	-	14,430.00	(14,430.00)	0.00%
TRANSPORTATION SR FUND NET REVENUES (EXPENSES)	57.24	465.99	(14,430.00)		
SMALL BUSINESS MICRO LOAN FUND					
Small Business Micro Loan Fund Revenues	784.21	6,208.40	800.00	5,408.40	776.05%
Small Business Micro Loan Fund Expenses	-	-	500.00	(500.00)	0.00%
SMALL MICRO LOAN FUND NET REVENUES (EXPENSES)	784.21	6,208.40	300.00		
FAÇADE RENOVATION GRANT FUND					
Façade Renovation Grant Fund Revenues	686.90	6,238.93	200.00	6,038.93	3119.47%
Façade Renovation Grant Fund Expenses	-	1,461.00	500.00	(39.00)	292.20%
COMMUNITY DEVELOPMENT GRANT NET REVENUES (EXPENSES)	686.90	4,777.93	(300.00)		
NELSON CROSSING MAINTENANCE					
Nelson Crossing Maintenance Revenues	880.72	3,624.13	3,486.00	138.13	103.96%
Nelson Crossing Maintenance Expenses	-	17.97	3,486.00	(3,468.03)	0.52%
NELSON CROSSING MAINTENANCE NET REVENUES (EXPENSES)	880.72	3,606.16	-		
SPECIAL ASSESSMENTS					
Special Assessment Revenue	12,527.83	94,849.49	161,000.00	(66,150.51)	58.91%
Special Assessment Expense	190,193.68	191,237.10	192,300.00	(1,062.90)	99.45%
SPECIAL ASSESSMENTS NET REVENUES (EXPENSES)	(177,665.85)	(96,387.61)	(31,300.00)		

				Over (Under) Budget	
	AUGUST	YTD 2023	BUDGET 2023	VARIANCE	% OF BUDGET
EQUIPMENT REVOLVING FUND					
Equipment Revolving Revenue	85,931.53	146,504.10	451,000.00	(304,495.90)	32.48%
Equipment Revolving Expenses	-	43,339.00	690,000.00	(646,661.00)	6.28%
EQUIPMENT NET REVENUES (EXPENSES)	85,931.53	103,165.10	(239,000.00)		
FACILITY AND TECHNOLOGY FUND					
Facility and Technology Fund Revenues	19,968.39	82,461.19	80,000.00	2,461.19	103.08%
Facility and Technology Fund Expenditures	4,904.00	58,959.40	100,000.00	(41,040.60)	58.96%
FACILITY AND TECHNOLOGY NET REVENUES (EXPENSES)	15,064.39	23,501.79	(20,000.00)		
TAX INCREMENT DISTRICT 4					
Tax Increment District 4 Revenues	367,903.08	1,881,371.02	1,661,750.00	219,621.02	113.22%
Tax Increment District 4 Expenses	605,771.89	1,220,027.51	1,419,369.00	(199,341.49)	85.96%
TAX INCREMENTAL DISTRICT 4 NET REVENUES (EXPENSES)	(237,868.81)	661,343.51	242,381.00		
TAX INCREMENT DISTRICT 5					
Tax Increment District 5 Revenues	92,619.73	430,217.91	439,298.00	(9,080.09)	97.93%
Tax Increment District 5 Expenses	216,907.81	289,702.37	305,184.00	(15,481.63)	94.93%
TAX INCREMENTAL DISTRICT 5 NET REVENUES OVER EXPENSES	(124,288.08)	140,515.54	134,114.00		
TAX INCREMENT DISTRICT 6					
Tax Increment District 6 Revenues	321,557.89	1,448,631.48	3,015,486.00	(1,566,854.52)	48.04%
Tax Increment District 6 Expenses	852,760.94	3,019,809.61	5,209,827.00	(2,190,017.39)	57.96%
TAX INCREMENTAL DISTRICT 6 NET REVENUES (EXPENSES)	(531,203.05)	(1,571,178.13)	(2,194,341.00)		
TAX INCREMENT DISTRICT 7					
Tax Increment District 7 Revenues	181,401.71	754,081.87	770,200.00	(16,118.13)	97.91%
Tax Increment District 7 Expenses	273,346.44	502,009.39	580,279.00	(78,269.61)	86.51%
TAX INCREMENTAL DISTRICT 7 NET REVENUES (EXPENSES)	(91,944.73)	252,072.48	189,921.00		
TAX INCREMENT DISTRICT 8					
Tax Increment District 8 Revenues	25,816.29	120,564.92	94,840.00	25,724.92	127.12%
Tax Increment District 8 Expenses	15,668.50	171,477.69	1,727,310.00	(1,555,832.31)	9.93%
TAX INCREMENTAL DISTRICT 8 NET REVENUES (EXPENSES)	10,147.79	(50,912.77)	(1,632,470.00)		
PARK IMPROVEMENT					
Park Improvement Revenue	11,757.32	30,249.49	161,550.00	(131,300.51)	18.72%
Park Improvement Expenses	7,195.44	135,037.86	688,364.00	(553,326.14)	19.62%
PARK IMPROVEMENTS NET REVENUES (EXPENSES)	4,561.88	(104,788.37)	(526,814.00)		
CAPITAL PROJECTS					
Capital Projects Revenue	50,759.41	195,984.50	526,375.00	(330,390.50)	37.23%
Construction Projects	7,713.58	380,906.16	1,679,464.00	(1,298,557.84)	22.68%
Administration Capital Projects	19,487.07	180,126.46	213,668.00	(33,541.54)	84.30%
TOTAL CONSTRUCTION EXPENSES	27,200.65	561,032.62	1,893,132.00	(1,332,099.38)	29.64%
CAPITAL PROJECTS NET REVENUES (EXPENSES)	23,558.76	(365,048.12)	(1,366,757.00)		

				Over (Under) Budget	
	AUGUST	YTD 2023	BUDGET 2023	VARIANCE	% OF BUDGET
SEWER					
Sewer Revenues	328,960.75	2,526,288.26	3,672,875.00	(1,146,586.74)	68.78%
Sewer Capital	801.23	312,265.04	422,357.00	(110,091.96)	73.93%
Sewer Financing	23,216.00	171,328.00	255,518.00	(84,190.00)	67.05%
Sewer Treatment	215,487.37	1,704,494.48	2,401,600.00	(697,105.52)	70.97%
Sewer Collection	15,831.65	128,480.77	228,442.00	(99,961.23)	56.24%
Sewer Customer A/R	14,151.95	97,328.97	161,673.00	(64,344.03)	60.20%
Sewer Admin and General	12,148.15	142,682.32	205,121.00	(62,438.68)	69.56%
TOTAL SEWER EXPENSES	281,636.35	2,556,579.58	3,674,711.00	(1,118,131.42)	69.57%
SEWER NET REVENUES (EXPENSES)	47,324.40	(30,291.32)	(1,836.00)		
WATER UTILITY					
Water Utility Revenues	247,309.26	1,727,939.92	3,103,402.00	(1,375,462.08)	55.68%
Water Capital Projects	948.71	420,139.30	521,357.00	(101,217.70)	80.59%
Water Financing	69,035.00	501,640.69	761,212.00	(259,571.31)	65.90%
Water Source	4,283.61	15,791.88	95,200.00	(79,408.12)	16.59%
Pumping	23,459.53	178,414.02	265,891.00	(87,476.98)	67.10%
Water Treatment	66,960.63	438,190.06	483,035.00	(44,844.94)	90.72%
Water Distribution	28,767.93	518,701.47	844,422.00	(325,720.53)	61.43%
Customer A/R	6,418.19	43,004.71	74,447.00	(31,442.29)	57.77%
Admin and General	9,296.60	112,416.35	189,099.00	(76,682.65)	59.45%
TOTAL WATER EXPENSES	209,170.20	2,228,298.48	3,234,663.00	(1,006,364.52)	68.89%
WATER NET REVENUES (EXPENSES)	38,139.06	(500,358.56)	(131,261.00)		
STORMWATER UTILITY					
Stormwater Revenue	124,903.80	954,272.18	2,123,890.00	(1,169,617.82)	44.93%
Stormwater Capital Projects	2,003.12	405,832.90	506,347.00	(100,514.10)	80.15%
Storm Financing	51,208.00	377,372.32	557,497.00	(180,124.68)	67.69%
Storm Pond Maintenance	5,656.30	32,888.21	147,544.00	(114,655.79)	22.29%
Storm Collection	21,375.43	124,341.49	456,283.00	(331,941.51)	27.25%
Storm Customer A/R	6,394.74	39,969.17	63,039.00	(23,069.83)	63.40%
Storm Admin and General	17,049.55	179,238.39	247,029.00	(67,790.61)	72.56%
TOTAL STORM EXPENSES	103,687.14	1,159,642.48	1,977,739.00	(818,096.52)	58.63%
STORMWATER NET REVENUES (EXPENSES)	21,216.66	(205,370.30)	146,151.00		

Tax settlement for first installment collections to date have been recorded in various funds. The majority of our State Aid is not received until November.

Continue to see interest and investment income impacted as result of market changes. The unrealized losses that exist now will **not** be recognized as long as the assets are held until maturity. The Village invests in varying maturities to match cash flow needs. An unrealized loss exists when a longer term asset the Village owns price has declined in the market place due to varying interest rates. Each month end, Generally Accepted Accounting Principles require that we record an unrealized loss (or gain) to recognize market impacts. The market to face value total for the Village at the end of July is a \$345,846 unrealized loss. The positive news is that interest earnings have escalated from minimal returns in past year.

Property, Auto and Workers Compensation first through third quarter premiums have been paid so nine months of expense included in August financials for various funds.

Snow and ice expense will hopefully subside until November.

Van Lieshout Recreation Center Diamond Club lease payment was made causing higher expense to date.

Landfill revenue for Sewer Utility is billed on a quarterly billing; the second quarter was billed in July. Strength invoices have not been issued to Bel Brands (August), Nestle (August), Oh Snap (July and August) as waiting on lab results.

Capital Contributions (revenue) are not recorded until year end (capital assets paid for by TID or contributed by developers) in the Sewer Utility (\$626,000), Water Utility (\$736,000) and Stormwater (\$842,000).

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

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
- Continued discussions for further revitalization in our downtown
- Joint Review Board meeting was held.
- 4 conditional use and 1 variance request went through the Plan Commission

TOP PRIORITIES FOR September 2023

- Fill Vacancies on Plan Commission and Board of Appeals
- 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.
- Meet with more Local Businesses and collect information on potential needs for the community/business.
- BRE Visits with more businesses
- Work through Site Plan review on multiple projects
- Addressing and Solar panel ordinance update/creation
- Work on updates to Sec 8 to allow for more options for the Village long term on commercial inspections and Building plan approvals
- Improve compliant tracking and follow-up process
- Find and catalog all existing Conditional uses, Variance, and planning/zoning permits in effect.
- Attend Connect Communities Round Table discussion

From our Building Inspector:

As the summer is ending many projects are wrapping up and an emphasis is being put on closing out permits and following up with projects that have been ongoing to ensure everything is compliant. The Inspections department is working on completing an update on Sec. 8 and continuously updating our in-office procedures to create better records and a better service to residents.

Highlights from August:

- Updated permits on Cloud Permit
- Working through improvements to informational pamphlets
- Attended multiple Inspector meetings in the region.
- Began process of digitalizing/organization of Building plans.

Permits Issued in August

# Residential	# Commercial	Total	Total \$ Fees	Est. Construction \$
36	3	39	\$3,342.55	\$343,526.48

Year To Date (through 9/14)

Total # of Permits	Total \$ Fees	Est. Construction \$
274	\$34,182.55	\$12,886,676.36

Number of New Home Permits Year To Date

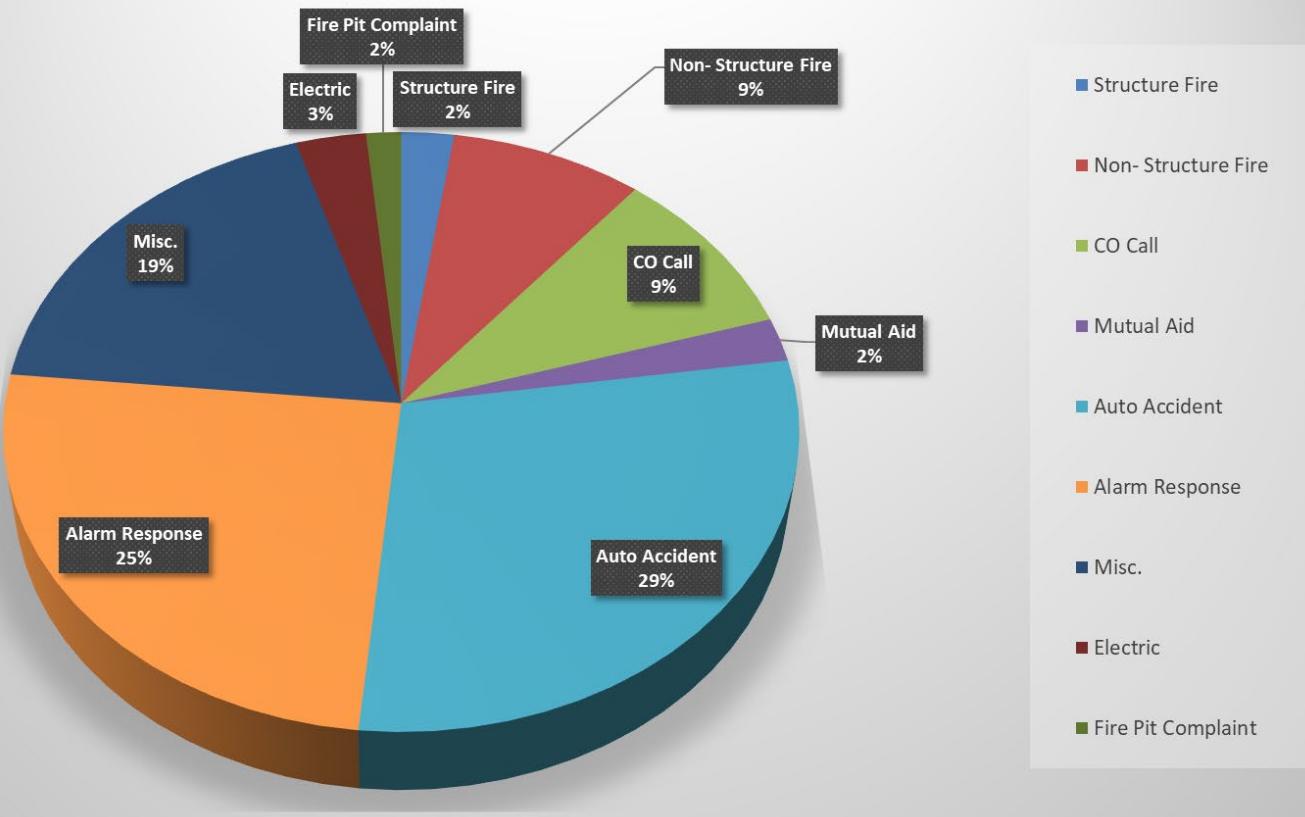
# New Single Family	# Duplexes	Total
3	2	5

Little Chute Fire Department

Little Chute Fire Department - 2023 Calls for Service

	Structure Fire	Non-Structure Fire	CO Call	Mutual Aid	Auto Accident	Alarm Response	Misc. Electric	Fire Pit Complaint	2023 Total Responses	2022 Total Responses	2021 Total Responses	2020 Total Responses	2019 Total Responses	2018 Total Responses	2017 Total Responses	2016 Total Responses	2015 Total Responses	
2023 SUMMARY	3	11	12	3	37	32	24	4	2	128	188	181	152	202	165	172	155	132
January 2023 Calls	1	1	1	1	4	0	3	0	0	11								
February 2023 Calls	0	0	2	0	5	2	5	0	0	14								
March 2023 Calls	1	1	1	0	1	3	3	0	0	10								
April 2023 Calls	0	3	1	0	2	3	3	2	1	15								
May 2023 Calls	1	3	1	1	3	3	5	0	1	18								
June 2023 Calls	0	0	5	1	8	5	2	0	0	21								
July 2023 Calls	0	2	1	0	5	3	3	0	0	14								
August 2023 Calls	0	1	0	0	9	13	0	2	0	25								
September 2023 Calls										0								
October 2023 Calls										0								
November 2023 Calls										0								
December 2023 Calls										0								

Call by Type - 2023 Calls for Service



LCFD Incident Report - August 2023**Number of Incidents: 25****Incidents Last Year: 17****Year-to-Date: 128**

Date	Time	Incident Number	Location	Description	Response	Vehicles
8/3/2023	18:37	23LC00104	535 Franklin	Tree down on wire	Provide safe area until power company arrived	3621 - Engine 3631 - Pickup 3641 - Aerial
8/9/2023	12:33	23LC00105	901 Grand Avenue	Fire alarm sounding at Elementary School	Confirmed as false alarm	3621 - Engine 3631 - Pickup
8/12/2023	11:49	23LC00106	535 Wilson Street	Wire down	Determined to be cable line, tied to pole, no issue	3621 - Engine
8/16/2023	8:06	23LC00107	441 NB & North Road	Motorcycle crash	Assist with cleanup	3621 - Engine
						3621 - Engine 3622 - Engine
8/18/2023	13:55	23LC00108	441 SB & Wisconsin	Multi-vehicle accident	Assist with cleanup	3671 - Squad
						3621 - Engine 3631 - Pickup
8/18/2023	17:33	23LC00109	441 NB & North Road	Accident	Assist with cleanup	3622 - Engine
						3621 - Engine 3631 - Pickup
8/18/2023	19:58	23LC00110	130 Patriot Drive - Country Inn	Fire alarm sounding - 3rd floor	Investigate - pull station activated by child	3631 - Pickup 3641 - Aerial
						3621 - Engine
8/20/2023	2:16	23LC00111	1201 Garfield Avenue	Alarm sounding	Investigate - nothing found	3631 - Pickup
						3621 - Engine
8/20/2023	7:16	23LC00112	3805 Freedom Road - AgroPur	Alarm sounding	False alarm - fire door bumped per maintenance crew	3631 - Pickup 3641 - Aerial
8/20/2023	8:30	23LC00113	3805 Freedom Road - AgroPur	Alarm sounding	Cancelled by command - false alarm	3631 - Pickup
						3621 - Engine 3631 - Pickup
8/20/2023	12:24	23LC00114	1201 Garfield Avenue	Alarm sounding	Investigate - nothing found	3641 - Aerial
						3621 - Engine 3631 - Pickup
8/20/2023	13:08	23LC00115	1201 Garfield Avenue	Alarm sounding	Investigate - nothing found	3641 - Aerial
						3621 - Engine 3631 - Pickup
8/23/2023	1:05	23LC00116	1700 Stephen Street - Heartland	Fire reported	Belt from rooftop unit smoldering, turn off unit	3641 - Aerial 3671 - Squad
8/23/2023	6:58	23LC00117	3805 Freedom Road - AgroPur	Alarm sounding	Cancelled by command - false alarm	3631 - Pickup
8/23/2023	7:46	23LC00118	3805 Freedom Road - AgroPur	Alarm sounding	Cancelled by command - false alarm	3631 - Pickup
8/23/2023	11:40	23LC00119	1201 Garfield Avenue	Alarm sounding	Investigate - nothing found	3621 - Engine
						3621 - Engine
8/23/2023	14:08	23LC00120	1201 Garfield Avenue	Alarm sounding	Investigate - nothing found	3631 - Pickup
8/23/2023	14:10	23LC00121	3805 Freedom Road - AgroPur	Alarm sounding	Cancelled by command - false alarm	3631 - Pickup
						3621 - Engine 3631 - Pickup
8/23/2023	17:40	23LC00122	3500 North French Road	Amazon Truck collided with building	Investigate, top of truck hit upper balcony	3641 - Aerial
						3621 - Engine 3631 - Pickup
8/23/2024	0:57	23LC00123	1201 Garfield Avenue	Alarm sounding	Investigate - nothing found	3631 - Pickup
						3621 - Engine
8/25/2023	9:56	23LC00124	Madison and North	Two vehicle accident	Cleaned up scene	3631 - Pickup
8/25/2023	16:08	23LC00125	Freedom Road and North	Vehicle vs pedestrian	Investigate - no assistance needed	3621 - Engine
						3621 - Engine 3631 - Pickup
8/29/2023	21:46	23LC00126	Main and Franklin	Two vehicle accident	Accident cleanup	3641 - Aerial 3671 - Squad
8/30/2023	14:50	23LC00127	North Road and Holland	Two vehicle accident	Investigate - no assistance needed	3621 - Engine
8/31/2023	17:38	23LC00128	Main and Monroe	Three car accident	Fluid and debris cleanup	3621 - Engine



FOX VALLEY METRO POLICE DEPARTMENT

PERSONNEL

Probationary Officers Jason Seavey and Cole Delvoye have completed our field training program and they are assigned to solo patrol duties.

The following Metro staff have work anniversaries in September:

Officer / Police School Liaison, Jeff Nett – 28 years of service

Officer / Police School Liaison, Brandon Stahmann – 17 years of service

School Crossing Guard, Stella Cross – 5 years of service

Interviews are being conducted for Community Service Officer (CSO) candidates. We currently have a vacant position.

GRANTS/ EQUIPMENT

We have applied for a grant to the Cheesefest board for funding to purchase a drone / UAV (unmanned aerial vehicle). The drone would greatly assist our public safety mission with search and rescue operations, tracking and locating suspects and mapping and photographing crimes and major crash scenes.

PATROL

Chief Meister and Lieutenant Ulman attended a Wis DOT meeting regarding planning for emergency response to crashes and other events along the I-41 corridor during the seven-year reconstruction project. A formal response plan is being worked on with input from area public safety agencies and other involved entities.

SPECIAL EVENTS

Events that Metro has or will staff:

- Bike to the Beat 8/5
- Fox Cities Marathon 9/16

The Metro K-9 Foundation raised about \$13,000 from its August golf outing.

MONTHLY 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

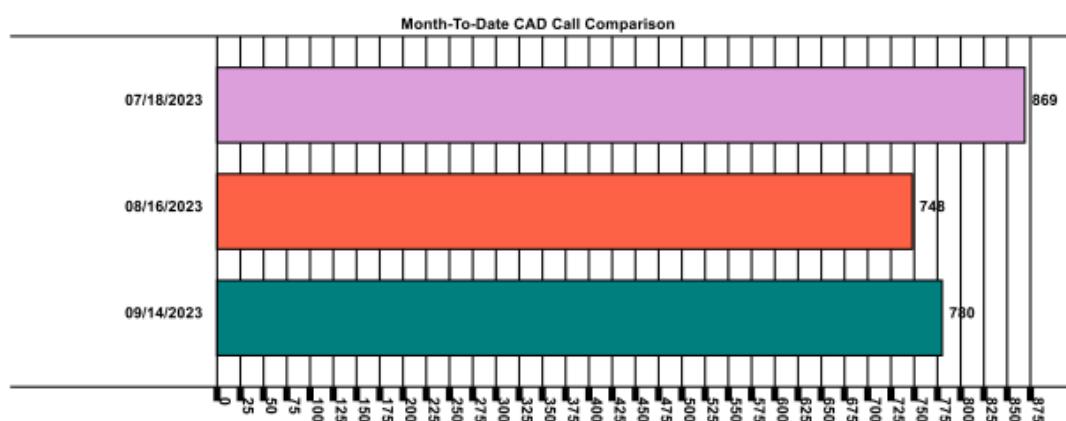
Month-To-Date CAD Received Calls

Call Nature	08/17/2023	07/19/2023	1 mo %	06/20/2023	2 mo %
	to 09/14/2023:	to 08/16/2023:	change:	to 07/18/2023:	change:
911 Mis dial	47	60	-21.7%	103	-54.4%
Abandoned Vehicle	0	3	-100.0%	2	-100.0%
Abdominal A-Adam Response	2	0	N/A	5	-60.0%
Abdominal C-Charlie Response	2	0	N/A	0	N/A
Accident in a Parking Lot	2	3	-33.3%	3	-33.3%
Accident with Extrication	0	0	N/A	1	-100.0%
Accident with Injury	3	0	N/A	3	0.0%
Accident with Scene Safety	2	1	100.0%	1	100.0%
Accident with Spill Cleanup	3	1	200.0%	0	N/A
Alcohol Violations	0	2	-100.0%	1	-100.0%
Allergies A-Adam Response	0	1	-100.0%	0	N/A
Allergies C-Charles Response	0	2	-100.0%	0	N/A
Allergies D-David Response	0	0	N/A	1	-100.0%
Animal Bite	0	2	-100.0%	1	-100.0%
Animal Call	17	29	-41.4%	26	-34.6%
Assault B-Boy Response	1	0	N/A	0	N/A
Assist Citizen or Agency	42	48	-12.5%	34	23.5%
Battery	1	0	N/A	2	-50.0%
Bicycle Stop	0	2	-100.0%	1	-100.0%
Bleeding A-Adam Response	0	0	N/A	1	-100.0%
Bleeding B-Boy Response	0	0	N/A	2	-100.0%
Bleeding D-David Response	2	0	N/A	1	100.0%
Breathing Problem C-Charles	0	0	N/A	1	-100.0%
Breathing Problem D-David	0	1	-100.0%	1	-100.0%
Burglary	0	1	-100.0%	1	-100.0%
Carbon Monoxide Alarm	0	0	N/A	2	-100.0%
Chest Complaint C-Charles	0	0	N/A	1	-100.0%
Chest Complaint D-David	2	0	N/A	1	100.0%
Choking A-Adam Response	1	0	N/A	1	0.0%
Civil Matter Assist	2	1	100.0%	0	N/A
Civil Process	14	5	180.0%	14	0.0%

Village of Little Chute Monthly Report – August 2023

Crime Prevention	30	26	15.4%	18	66.7%
Damage to Property	9	10	-10.0%	1	800.0%
Diabetic Issue C-Charles	2	0	N/A	1	100.0%
Disturbance	8	13	-38.5%	11	-27.3%
Disturbance with a Weapon	1	1	0.0%	0	N/A
Domestic Disturbance	3	1	200.0%	6	-50.0%
Drug Complaint	0	4	-100.0%	6	-100.0%
Emergency Committal	0	1	-100.0%	0	N/A
Fainting A-Adam	0	1	-100.0%	0	N/A
Fainting C-Charles	0	1	-100.0%	0	N/A
Falls A-Adam Response	5	2	150.0%	2	150.0%
Falls B-Boy Response	3	2	50.0%	2	50.0%
Falls D-David Response	1	3	-66.7%	0	N/A
Fire Alarm Commercial	14	4	250.0%	2	600.0%
Fire Dept Public Relations	0	0	N/A	1	-100.0%
Fire Vegetation or Grass	1	0	N/A	0	N/A
Fireworks Complaint	0	0	N/A	14	-100.0%
Follow Up	26	20	30.0%	24	8.3%
Fraud Complaint	8	3	166.7%	6	33.3%
Harassment	0	7	-100.0%	7	-100.0%
Hazard in Roadway	9	11	-18.2%	17	-47.1%
Heart Problem A-Adam	0	1	-100.0%	0	N/A
Jail GPS Checks	5	3	66.7%	12	-58.3%
Juvenile Complaint	5	11	-54.5%	6	-16.7%
Law Alarms - Burglary Panic	4	10	-60.0%	11	-63.6%
Law Enforcement Medical	0	0	N/A	1	-100.0%
Lost or Found Valuables	5	4	25.0%	7	-28.6%
Medical Assistance No Injury	1	2	-50.0%	3	-66.7%
Medical Pre-Alert	9	3	200.0%	9	0.0%
Missing Person	2	0	N/A	0	N/A
Motorist Assist	22	17	29.4%	23	-4.3%
Natural Gas or Propane Leak	0	0	N/A	1	-100.0%
Noise Complaint	7	5	40.0%	7	0.0%
Ordinance Violation	9	22	-59.1%	14	-35.7%
PNB E-Edward Response	1	0	N/A	0	N/A
Parking Enforcement	38	27	40.7%	34	11.8%
Reckless Driving Complaint	27	18	50.0%	20	35.0%
Residence Lockout	1	0	N/A	0	N/A
Restraining Order Tracking	0	1	-100.0%	3	-100.0%
Retail Theft	0	5	-100.0%	1	-100.0%
Runaway Juvenile	0	5	-100.0%	2	-100.0%

Scam	1	1	0.0%	0	N/A
School Safety	10	0	N/A	0	N/A
Seizure A-Adam Response	1	1	0.0%	0	N/A
Seizure D-David Response	0	1	-100.0%	0	N/A
Sex Offense	1	1	0.0%	2	-50.0%
Sick A-Adam	4	3	33.3%	1	300.0%
Sick C-Charles	3	2	50.0%	4	-25.0%
Sick D-David	2	0	N/A	1	100.0%
Stroke C-Charles	0	1	-100.0%	2	-100.0%
Structure Fire Smoke or Flame	1	0	N/A	3	-66.7%
Suicide A-Adam	1	0	N/A	1	0.0%
Suspicious Incident	14	15	-6.7%	9	55.6%
Suspicious Person	3	6	-50.0%	2	50.0%
Suspicious Vehicle	9	12	-25.0%	7	28.6%
Testing Only	0	1	-100.0%	0	N/A
Theft Complaint	8	9	-11.1%	14	-42.9%
Theft of Automobile Complaint	1	1	0.0%	3	-66.7%
Traffic Enforcement	5	6	-16.7%	6	-16.7%
Traffic Stop	235	214	9.8%	255	-7.8%
Transport Accident D-David	0	0	N/A	1	-100.0%
Traumatic Injuries A-Adam	1	1	0.0%	1	0.0%
Traumatic Injuries B-Boy	1	1	0.0%	0	N/A
Trespassing	0	3	-100.0%	1	-100.0%
Unconscious D-David	4	1	300.0%	0	N/A
Unlocked or Standing Open Door	11	3	266.7%	3	266.7%
Vehicle Accident	24	19	26.3%	18	33.3%
Vehicle Lockout	8	0	N/A	8	0.0%
Violation of Court Order	3	1	200.0%	3	0.0%
Wanted Person or Apprehension	2	1	100.0%	5	-60.0%
Weapon Violation	0	0	N/A	2	-100.0%
Welfare Check	27	35	-22.9%	35	-22.9%
Wire Down	1	3	-66.7%	0	N/A





LIBRARY MONTHLY REPORT

HIGHLIGHTS

- Summer Reading came to an end, very successful! Lawn Party was celebrated indoors- 80 attendees (Rain)
- Reorganized our Children Library of Things collection
- Prepared Fall 2023 Program Guide
- Supporting other local community events: Market on Main 9/9
- Ordered additional monitors for security cameras
- Revamped “Gaming Station” for after school use
- Working on Children’s Non Fiction Collection
- Meeting with Village Financial Director, submitted revised 2024 budget, with new trust fund request
- Personnel: New Sub and Library Asst. hires, continued Director search/interviews
- August saw an increase in foot traffic by 400 patrons, compared to 2023.
Very busy at the library!

UPCOMING GOALS

- Preparing for Fall
- Continued improvement to collection development
- Additional shelving to accommodate a higher volume of materials
- Additional displays
- Improved organization of Library of Things collection, check-out practices
- Moving forward with specified eating areas
- Library Mural-underway



The Little Chute Public Library strives to provide a welcoming space and diverse materials that enhances and supports the community, recreation, literacy, and lifelong learning.

Park, Rec & Forestry and Facilities

HIGHLIGHTS

- Submitted the 2024 department operating budget.
- Registration for fall & winter rec programs began on 8/1.
- Held Easter Egg Hunt at Doyle Pool on 8/2. Eggs turned in for candy & prizes.
- Prep work for weekly programs (staff scheduling, supplies, activities, etc.)
- Held makeup Dive-In Movie at Doyle Pool 8/4 which was sponsored by Unison Credit Union. Families enjoyed free swimming followed by outdoor movie & popcorn.
- Held Jets Football equipment handout 8/7 AM; meeting with coaches and families 8/7 PM; first team practice 8/89; teams had games on 8/22 & 8/29.
- Held Youth Carnival on 8/9 at Legion Park. Families enjoyed inflatables, games, balloon creations, face painting, food, music, and plenty of prizes.
- Doyle Pool closed for the season on 8/20.
- Held Little Stars Competitive Dance Team (3rd to 5th graders) parent & dancer meeting 8/21, followed practices 8/21 & 8/22, then tryouts on 8/23. Team roster posted 8/24.
- Planning for fall programs – youth flag football, youth soccer program, adult yoga, senior yoga, indoor archery, sitter course, wine walk, glow walk (coach background checks, equipment, supplies).
- Held Pints on the Plaza event on 8/22 and had a great turnout to enjoy music, beverages & food.
- Community Band wrapped up Summer Concert Series.
- Partial drain on pool for basin review.
- Completed Ash Tree and Stump Grinding contracted work.
- Conducted exit interviews for summer staff.
- Edging and line trimming.
- Field preparations for fall soccer and flag football programs.
- Close out Park projects before summer staff leave

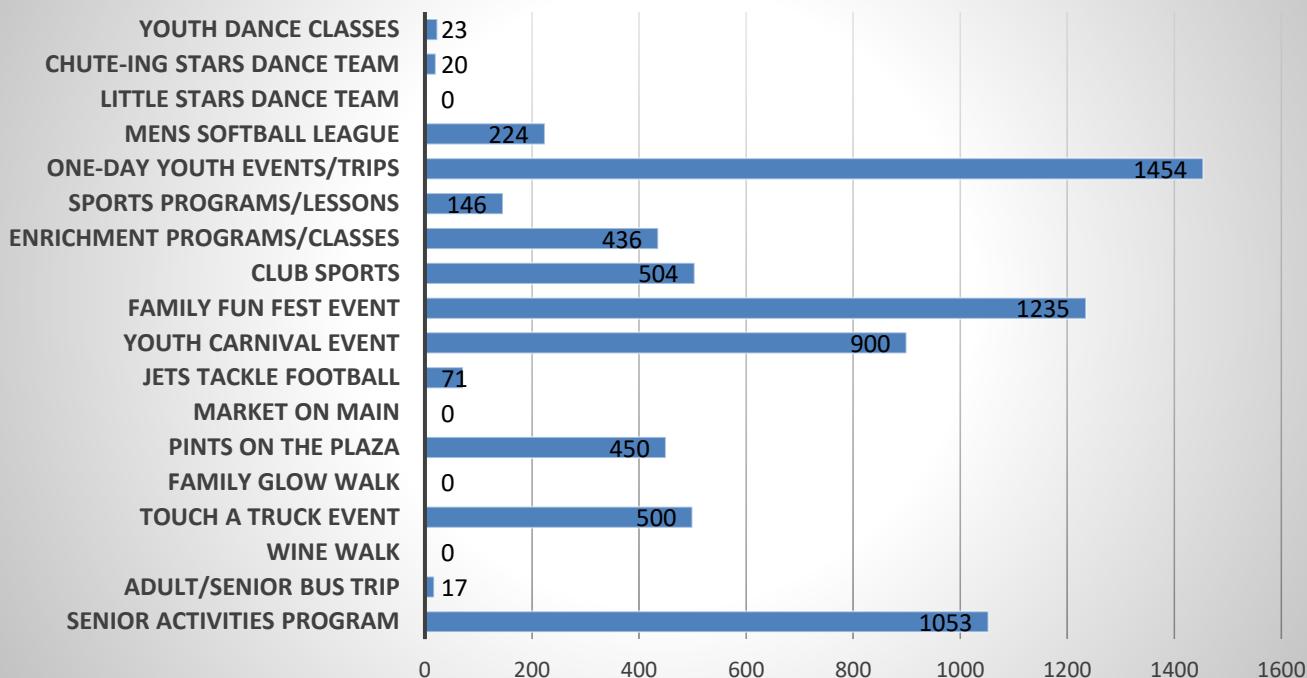


TOP PRIORITIES FOR SEPTEMBER

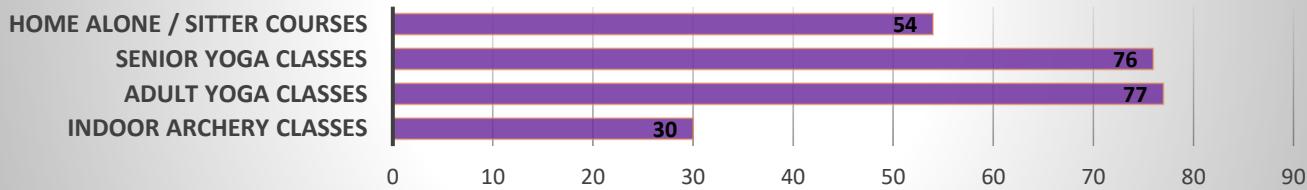
- Host Market on Main Event on 9/9.
- Close Kayak Launch at end of September.
- Drain the Doyle Pool and complete winterization of the pool systems. Create maintenance plan for upkeep of equipment.
- Review and approve Terrace Tree applications.
- Conduct a park planning committee meeting on 9/7.
- Propose hosting the 2023 Deering Culling only in Heesakker Park.
- Park staff to prep fields for youth soccer, youth flag football, and jets football.
- Final prep work for fall programs - flag football, soccer, adult yoga, senior yoga, indoor archery, sitter course, and wine walk (rosters, program equipment, supplies, waiver forms,...).
- Host annual Downtown Wine Walk event on 9/14; participants to 13 sites from 6-9pm
- Planning for jets football season banquet (sale of event tickets, facility setup & food)
- Planning for family glow walk in October (glow items, volunteers, setup/cleanup, equipment, etc.)
- Complete Stump & Ash Tree removals.
- Update staff computers.



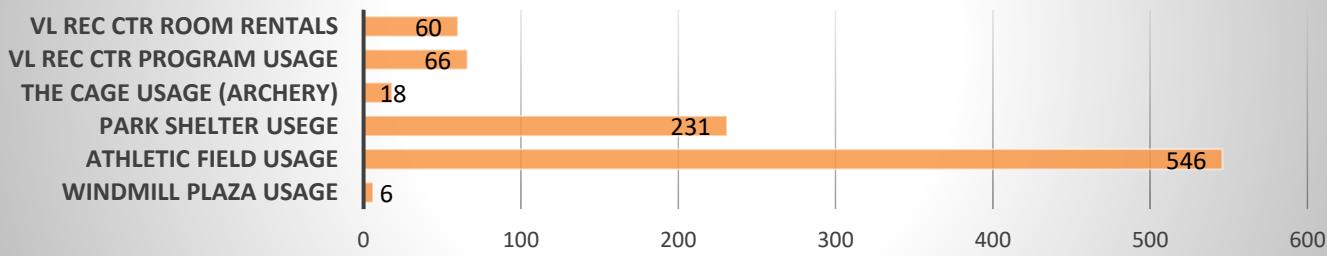
2023 Y-T-D PROGRAM PARTICIPATION



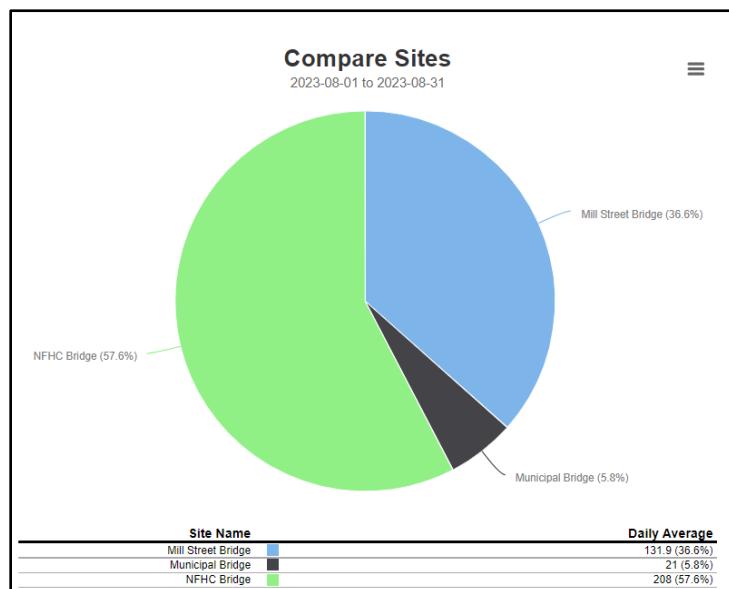
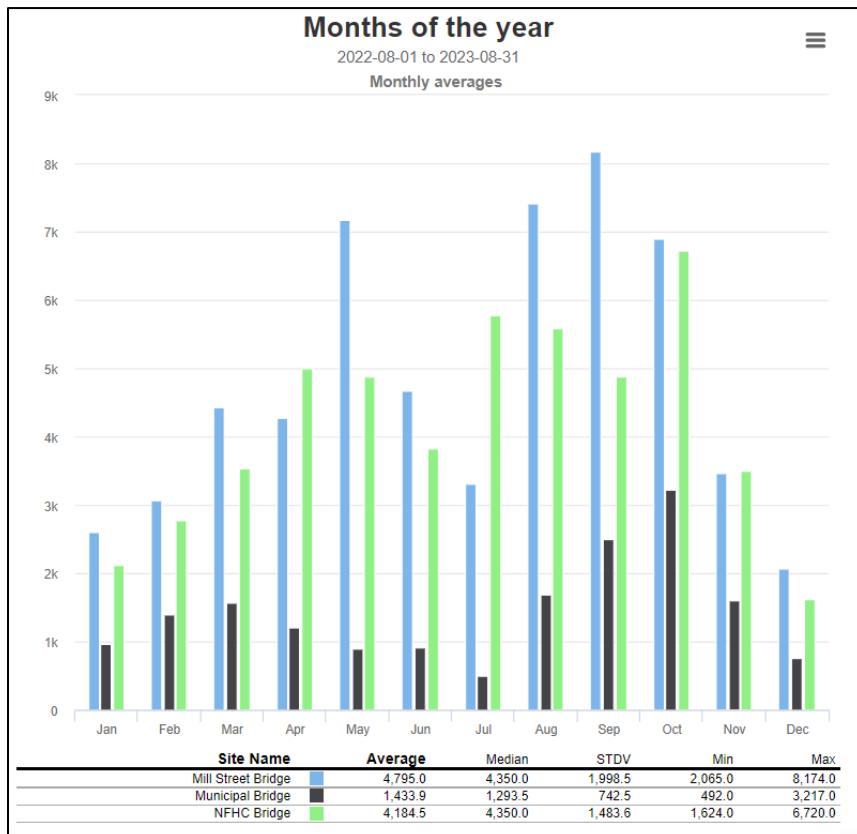
2023 Y-T-D VAN LIESHOUT REC CTR PROGRAMS



2023 Y-T-D SHELTER/FACILITY/FIELD USAGE



2023	
Attendance	11385
Daily Fees	\$ 23,521.90
Season Passes Sold	\$ 7,133.75
Swim Lessons Sold	\$ 1,997.00
Concessions Afternoon	\$ 11,900.00
Concessions Evening	\$ 2,072.90
Other	\$ 1,310.00
TOTAL	\$ 47,935.55



	Mill Street Bridge	Municipal Bridge	NFHC Bridge
2023-08-01	130	21	150
2023-08-02	44	13	169
2023-08-03	26	1	66
2023-08-04	99	26	200
2023-08-05	92	6	193
2023-08-06	146	15	281
2023-08-07	109	14	223
2023-08-08	118	18	189
2023-08-09	86	5	156
2023-08-10	166	25	211
2023-08-11	62	10	82
2023-08-12	106	23	396
2023-08-13	259	26	342
2023-08-14	38	2	52
2023-08-15	293	78	337
2023-08-16	131	10	192
2023-08-17	141	28	235
2023-08-18	193	46	222
2023-08-19	94	45	232
2023-08-20	47	5	133
2023-08-21	120	14	204
2023-08-22	116	5	165
2023-08-23	32	4	60
2023-08-24	80	4	119
2023-08-25	125	14	178
2023-08-26	180	23	280
2023-08-27	271	51	352
2023-08-28	129	4	306
2023-08-29	108	27	224
2023-08-30	300	40	285
2023-08-31	248	47	213
	4089	650	6447

Mill Street Bridge	Municipal Bridge	NFHC Bridge
141912	188849	119626

Department of Public Works

Monthly Report – August 2023

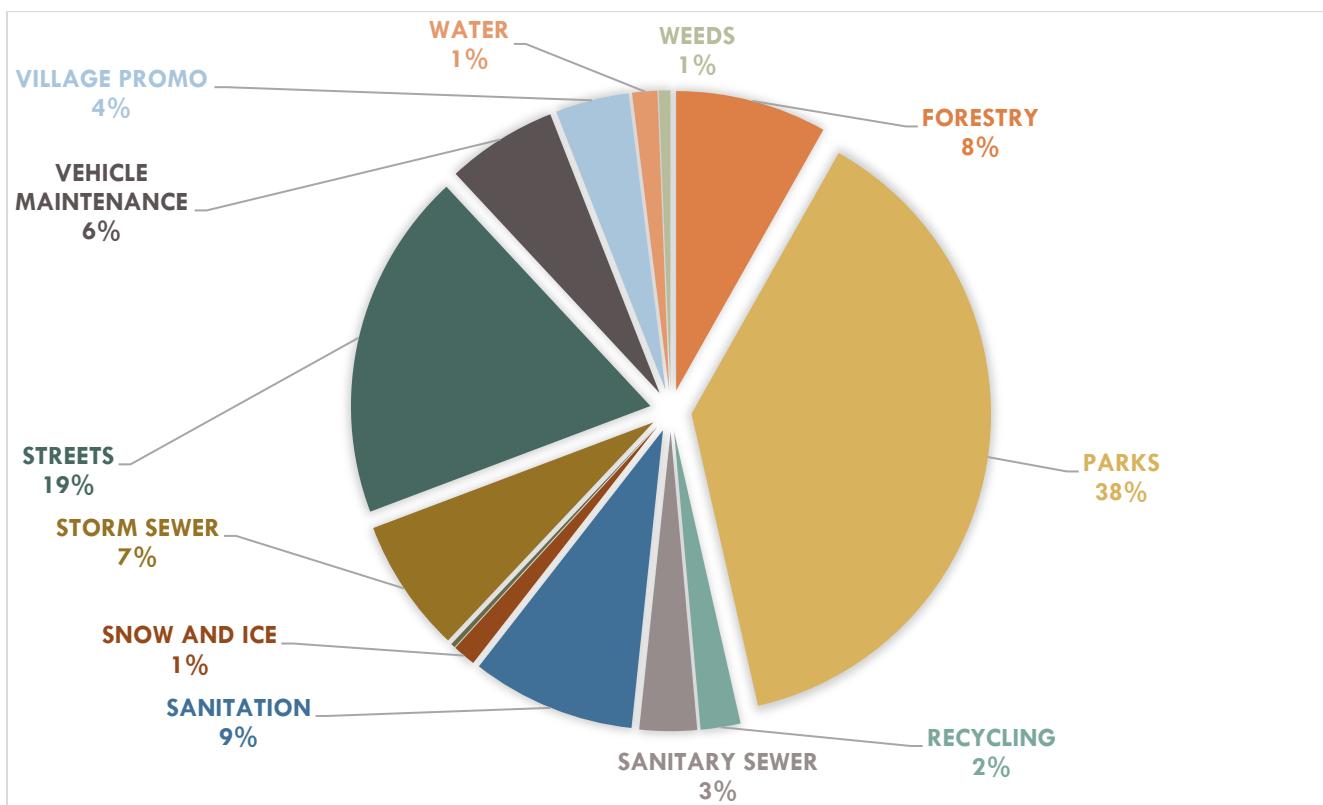
Highlights

- Continued to permit and monitor TDS fiber service drops.
- Employees replaced batteries, maintained, and read laser meters in sanitary sewer system.
- Erosion control and storm water permits were monitored.
- Consultant work continued regarding the Geographical Information System.
- Monitored sanitary sewer system for inflow and infiltration (I&I), televised sanitary mains, sanitary manholes were inspected, and the sewer jetter was operating in the system.
- As of the end of August, 958 residents renewed their yard waste access card.
- Painted crosswalks, curbing, and school zones.
- Joan Court and Joyce Street were chip sealed mid-August.
- Performed street sign maintenance.
- Four employees attended the American Public Works Association Snowplow Rodeo.

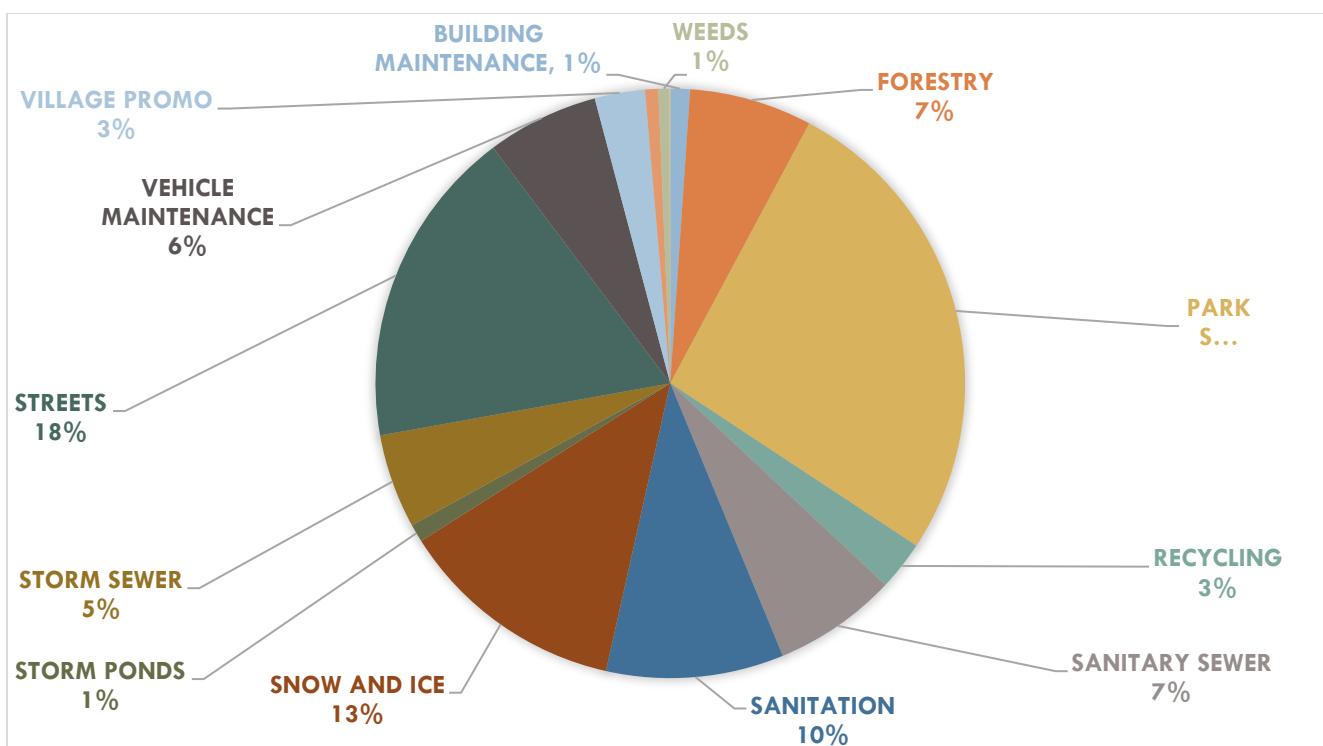
Top Priorities for September 2023

- Employees will continue to look for I&I in the sanitary collection system.
- Monitor erosion control and storm water permits.
- Collect PASER (Pavement Surface Evaluation and Rating) information on Village streets to report to the Wisconsin Department of Transportation.
- Prepare leaf vacuum for leaf collection.

August 2023 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)



Monthly Report – August 2023

In the month of August, the table below identifies the installed or removed public utilities.

August 2023 - Utility Installation and Abandonments			
<i>Village of Little Chute - BUCHANAN STREET</i>			
WATER MAIN	Units	Installed	Abandoned/Removed
Utility Contract Completed in July	NA	NA	NA
SANITARY SEWER	Units	Installed	Abandoned/Removed
Utility Contract Completed in July	NA	NA	NA
STORM SEWER	Units	Installed	Abandoned/Removed
Utility Contract Completed in July	NA	NA	NA

August 2023 - Utility Installation and Abandonments			
<i>Village of Little Chute - RANDOLPH DRIVE</i>			
WATER MAIN	Units	Installed	Abandoned/Removed
12" PVC Water Main	LF	35.0 (12")	2103.0 (10" & 12")
New 1-1/4" Poly Water Services (1 Total)	LF	20.0	20.0 (1-1/4" Copper)
New 2" Poly Water Services (2 Total)	LF	36.0	36.0 (2" Copper)
SANITARY SEWER	Units	Installed	Abandoned/Removed
10" PVC Sanitary Sewer Main	LF		403.0
STORM SEWER	Units	Installed	Abandoned/Removed
12" PVC Storm Sewer	LF	347.5	
12" RCP Storm Sewer	LF	235.6	
15" RCP Storm Sewer	LF	81.0	
18" RCP Storm Sewer	LF	40.0	

14"x 23" H.E. RCP Storm Sewer	LF	126.0	
19"X 30" H.E. RCP Storm Sewer	LF	44.0	
24" RCP Storm Sewer	LF	19.0	
24"x 38" H.E. RCP Storm Sewer	LF	88.0	
29"x 45" H.E. RCP Storm Sewer	LF	487.9	
30" RCP Storm Sewer	LF	52.0	70.0
34"x 53" H.E. RCP Storm Sewer	LF	224.0	
38"x 50" H.E. RCP Storm Sewer	LF	548.5	
42" RCP Storm Sewer	LF	512.5	
2'x 3' Storm Inlet	EA	17.0	
30" Storm Yard Drain	EA	8.0	
4' Dia. - Storm Inlet Manhole	EA (VF)	1.0 (2.92)	
4' Dia. - Standard Storm Manhole	EA (VF)	1.0 (3.24)	
5' Dia. - Standard Storm Manhole	EA (VF)	3.0 (16.72)	1.0 (6.16)
6' Dia. - Standard Storm Manhole	EA (VF)	5.0 (26.90)	
8' Dia. - Standard Storm Manhole	EA (VF)	4.0 (21.14)	
9' Dia. - Standard Storm Manhole	EA (VF)	2.0 (12.12)	

Buchanan Street Utilities & Concrete Paving Project

Kruczek Construction has completed the construction of the sanitary sewer, storm sewer, and water utilities on Buchanan Street.

Vinton Construction began work on the paving contract, crews completed the excavation and grading in preparation for the new concrete street. Vinton completed both phases of concrete street (mainline) pavement in August, restoration work continues with hand crews completing the concrete intersections, asphalt transitions, and the new concrete sidewalk and aprons.

Randolph Drive Utilities & Concrete Paving Project

Don Hietpas & Sons completed the utility contract for Randolph Drive on Friday, August 25th. Crews installed new sanitary sewer, storm sewer, and water mains which includes the associated water services, storm sewer, and sanitary laterals.

Vinton Construction is scheduled to begin the excavation and grading in preparation for the new concrete street pavement during the first week in September, weather permitting.

Top Priorities for September 2023

Buchanan Street Utilities & Concrete Paving Project

Kruczek has completed utility construction on Buchanan Street. Vinton Construction completed both phases of concrete street (mainline) pavement in August, restoration work continues with hand crews completing the concrete intersections, asphalt transitions, and the new concrete sidewalk and aprons. Landscape restoration will take place upon completion of the hard surfaces.

Randolph Drive Utilities & Concrete Paving Project

Don Hietpas & Sons completed the utility contract for Randolph Drive on Friday, August 25th. Crews installed new sanitary sewer, storm sewer, and water mains which includes the associated water services, storm sewer, and sanitary laterals.

Vinton Construction is scheduled to begin the excavation and grading in preparation for the new concrete street pavement during the first week in September, weather permitting.

Miscellaneous:

Engineering has completed the topographic survey work for the 2024 CIP Program. Staff continues the design process for the West Evergreen Drive Reconstruction Project (Phase 3) which is located between Holland Road and Vandenbroek Road.

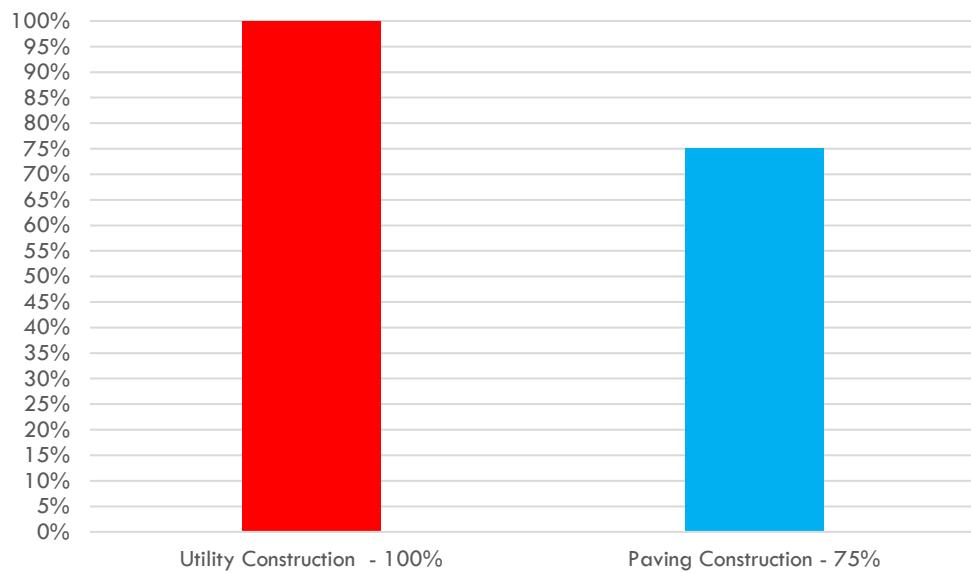
Coordination, inspection, and project administration for the Ebben Trail Bridges 1 & 2 Construction.

Staff are also coordinating, planning, and inspecting the Little Chute Community Area Network (LCCAN) Fiber Optic Construction in partnership with the Village School District. Construction is scheduled to begin during the second week of September.

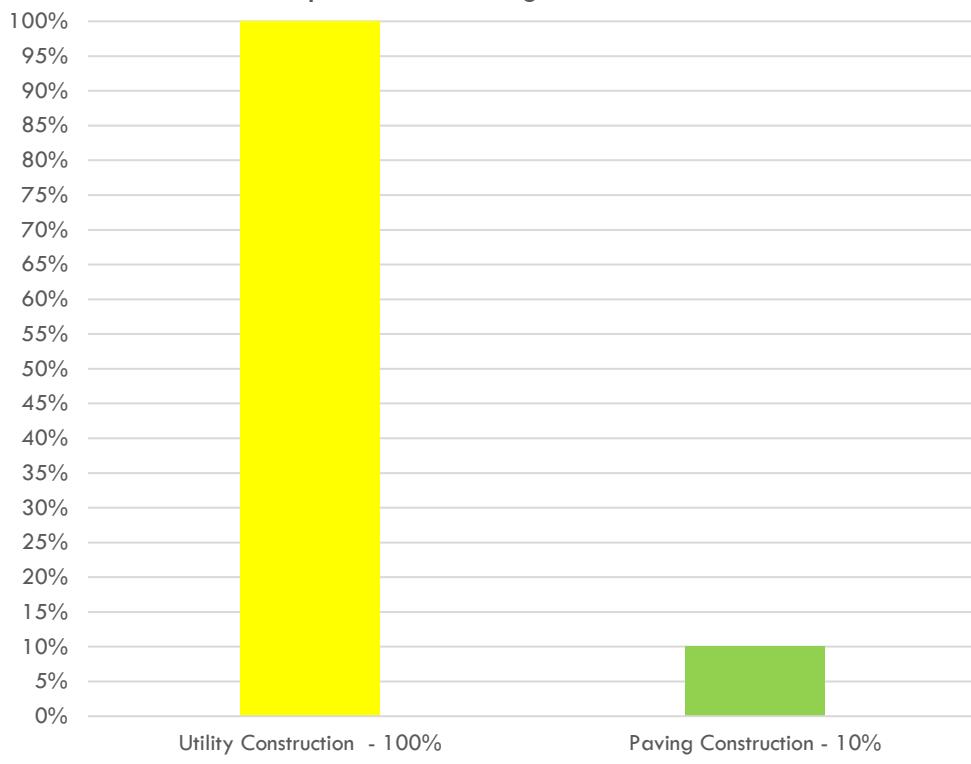
Engineering is now reviewing, issuing, and inspecting all right of way permits for the Village. Continued efforts to investigate and repair utilities that have been impacted or damaged during the TDS and/or AT&T construction process.

Staff will continue efforts to assist other departments with daily tasks as well as any special projects or requests.

Buchanan Street Paving & Utilities



Randolph Drive Paving & Utilities



MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 6, 2023

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
Brian Van Lankveldt, Trustee
Don Van Deurzen, Trustee
Bill Peerenboom, Trustee
David Peterson, Trustee
John Elrick, Trustee

Roll call of Officers and Department Heads

PRESENT: Beau Bernhoft, Administrator
Laurie Decker, Village Clerk
Lisa Remiker-DeWall, Finance Director
Dave Kittel, Community Development Director
John McDonald, Dir. Of Parks, Rec and Forestry
Kent Taylor, Director of Public Works
Lt. Jeremy Slotke, Fox Valley Metro Police
Tyler Claringbole, Village Attorney

Public Appearance for Items Not on the Agenda

Ms. Heidi Schmidt, Little Chute Area School District Administrator discussed a new program available to the community, ConnedED Community.

Mr. Steve Rutten 1717 E Wisconsin Ave, requested the property across from his home, JDog junk removal, clean up their property and the Village take action on it.

Mr. Jim Steeno, 612 W Elm Drive, asked questions in regards to Founders Estates, this will be covered later in the meeting.

Consent Agenda

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

1. Minutes of the Regular Board Meeting of August 16, 2023
2. Minutes of the Special Board Meeting of August 30, 2023
3. Disbursement List
4. Trick-or-Treat Hours
5. Outdoor Alcohol Permit for Down the Hill's Annual Customer Appreciation Event, Sept 9, 2023

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

Ayes 7, Nays 0 – Motion Carried

Public Hearing – Sec 44-192 Updates

Moved by Trustee Elrick, seconded by Trustee B. Van Lankveldt to enter Public Hearing

Ayes 7, Nays 0 – Motion Carried

Director Kittel presented the updates to Sec 44-192, updated the length of vehicles allowed parked in a residential district, allowing over 16 feet in length. This has been recommended by Plan Commission and staff. Mr. Peter Heesaker, 312 W Elm Drive, asked if this would pertain to trailers as well. Director Kittel explained this pertains to motor vehicle referenced in sec 44-192 only. Parking on village streets will be addressed later in the agenda.

Moved by Trustee L. Van Lankvelt seconded by Trustee Peterson to exit Public Hearing

Ayes 7, Nays 0 – Motion Carried

Action – Adopt Ordinance No. 7, Series 2023 Sec 44-192, Storage of Trucks, Tractors and Road Machinery

Moved by Trustee L. Van Lankvelt, seconded by Trustee B. Van Lankveldt to Adopt Ordinance No. 7, Series 2023 Sec 44-192 as presented.

Ayes 7, Nays 0 – Motion Carried

Discussion/Action – Cedars Project Special Event Permit

Director McDonald presented a special event permit for the Cedars Project, the event did occur in 2022 as well. The park will open to public use, estimated attendance is 200 people. Food trucks will be in the park. Trustee L. Van Lankvelt asked about the layout of the event. Music will be at the private home, vendors and food trucks will be in the park area. Attendees will travel between the park and residence.

Moved by Trustee B. Van Lankvelt seconded by Trustee Elrick to approve the Special Event Permit for the Cedars Project.

Ayes 6, Nays 1 (L. Van Lankvelt) – Motion Carried

Discussion – Parking on Village Streets

Director Kittel presented issues brought up by residents regarding parking on village streets. These include large RVs to construction equipment and are raising safety concerns. Staff have reviewed ordinances and feel a review and clarification may be necessary to enforce the ordinance. Staff is looking for direction from the board on how to proceed with this issue so that the ordinances can be enforced better. A resident asked if large vehicles and boats are allowed to park on streets and only move inches at a time. Director Kittel stated vehicles may park for 24 hours at a time, there is no definition of “moving” so technically a few inches are allowed. This is a noted concern and an item staff would like to specifically address and clarify. Trustee L. Van Lankvelt asked if this issue was covered under Ordinance 7. Director Kittel stated it would help but the more appropriate area that needs to be updated concerning street parking is section 26. Trustee Peerenboom stated a lot of businesses start out of trailers and would not like to see that taken away. He understands the inconvenience but does not think trailer street parking should be completely removed. Carl Van Lankvelt, 155 Hawthorn Ave, has had a trailer parked on Elm that never moves and would like to see an ordinance in place. This is causing visibility and safety issues. Lisa Mika, 508 W Elm, stated construction trucks and semi’s are on the street. There is not enough room on the street and something needs to be done. President Vanden Berg asked if staff are aware of the issues. Director Kittel stated he is aware, this was brought up in an April meeting. President Vanden Berg asked if this is a violation of the current ordinance. Director Kittel stated it not a violation, as long as the vehicles are moved once a day. Officer Slotke stated officers are out patrolling and monitor vehicles and measure when complaints are made. The way the ordinance is written it is very difficult to enforce. They do go out and chalk tires to verify a vehicle has moved, which may no longer be allowed. Trustee Van Deurzen stated he does not believe business vehicles should be allowed to park on the street. He would like to see the Ordinances updated to stop this practice. Mr. Heesaker asked if an ordinance is in place limiting operating businesses in residential areas. Director Kittel stated there is a home occupation provision, essentially a conditional use process. Trustee Elrick asked why trailers and boats not hooked up to vehicles are allowed to park on the street, they were not allowed in the past. Trustee Peerenboom agrees vehicles not attached to a car should not be allowed to park. Trustee Elrick requested clarification on weight and licensing with vehicles parked on the road. Director Kittel and staff are looking for direction from the board on how they would like to address street parking, particularly with 24 hour parking. While that is being worked on he will move forward with trailers/boats being required to be hooked

up to a vehicle. Trustee B. Van Lankveldt felt the issue is large box vans and visibility issues on the road and a lack of sightline. Trustee Elrick suggested using temporary no parking signs to see if it helps alleviate the problem. Director Kittel stated the board has that authority but needs to direct staff to act. Director Kittel will proceed with the feedback and bring back options to the board.

Discussion/Action – DPRF Budget Adjustments

Finance Director Remiker-DeWall presented a budget adjustment recognizing donations received.

Moved by Trustee Elrick seconded by Trustee Peterson to approve the Budget Adjustments as presented.

Roll Call Vote

Michael Vanden Berg	Aye
James Hietpas	Aye
Larry Van Lankveldt	Aye
Don Van Deurzen	Aye
Bill Peerenboom	Aye
Brian Van Lankveldt	Aye
John Elrick	Aye

Ayes 7, Nays 0 – Motion Carried

Action – Appointments

Zoning Board of Appeals: Rob Peterson, Dennis Deboth, Skip Smith, Bruce Jansen

Moved by Trustee Peerenboom seconded by Trustee Elrick to confirm appointments.

Ayes 7, Nays 0 – Motion Carried

Discussion/Action – Adopt Resolution No. 18, Series 2023 Final Plat Founders Estate

Director Kittel presented the final Plat for Founders Estate. This went before the Plan Commission, recommends approval by the board. This is for the land division aspects only. As requested by the Plan Commission a note has been added to notify future potential owners on lots that have multiple frontage could face special assessments on all sides. Residents have been notified of this is coming to the board for final approval. Trustee L. Van Lankveldt asked about the size of the homes. Director Kittel stated they are all zoned residential two-family.

Moved by Trustee L. Van Lankveldt seconded by Trustee Peerenboom to adopt Resolution No. 18, Series 2023 Final Plat Founders Estate.

Ayes 7, Nays 0 – Motion Carried

Introduction – Updates to Sec 44-394, Fence Height Updates

Director Kittel presented an update to Ordinance Sec 44 4 -394, regarding Fence Height. Residents have been requesting higher fence height into backyards that abut into industrial development. Due to the number of requests this issue is better addressed via ordinance change. This has been presented to the plan commission to increase the fence height from 6 feet to 8 feet in the back yard area if a property is abutting an industrial district. The plan commission recommends approval of the change.

Moved by Trustee Peerenboom seconded by Trustee Elrick to set Public Hearing for October 4th 2023

Ayes 7, Nays 0 – Motion Carried

Discussion/Action – 2024 Health and Dental Insurance Rates

Tabled

Department and Officer Reports

Department Heads and Officers provided progress reports to the Board.

Call for Unfinished Business

None

Items for Future Agendas

Village Parking, JDog Property

Closed Sessions:

- a.) 19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Discuss two (2) Economic Development Items*
- b.) 19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Personnel Matter*

Moved by Trustee Elrick, seconded by Trustee Van Deurzen to Enter into Closed Session at 7:31 p.m.

Ayes 7, Nays 0– Motion Carried

Return to Open Session

Moved by Trustee Elrick, seconded by Trustee Van Deurzen to Exit Closed Session at 8:15 p.m.

Ayes 7, Nays 0– Motion Carried

Possible Action – Economic Development Item

No Action taken

Adjournment

Moved by Trustee Elrick seconded by Trustee Van Deurzen to Adjourn Regular Board Meeting at 8:15 p.m.

Ayes 7, Nays 0– Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: Laurie Decker, Village Clerk

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 13, 2023

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

Roll call of Trustees

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

Roll call of Officers and Department Heads

PRESENT: David Kittel, Community Development Director
Beau Bernhoft, Interim Village Administrator
Lisa Remiker-Dewall, Finance Director
Kent Taylor, Director of Public Works
John McDonald, Director of Parks, Rec and Forestry
Duane Nechodom, Little Chute Fire Chief

Public Appearance for Items Not on the Agenda

Three residents appeared from Orchard Lane concerned with the speeding occurring on Florida Ave going westward. The residents believe the Village should consider some stop signs. It was stated that they have spoken with FVMPD as well stating it is adults as well as teenagers.

Brian Van Handel discussed the noise at Hawks Nest (owns two properties on Main Street which is two houses down from Hawk's Nest). He states they have added bottles and cans to his garbage can and causing some issues with an easement he has. He is 375 feet away and can hear it clear as day inside his house. He spoke to Dave Kittel and was told they were not supposed to play that late at night nor that loud. Last week he came home from his child's school event around 9 p.m. and witnessed parking all over/traffic and loud volume levels. He called FVMPD and was told the limit was 70 decibels, then it was 60 after 10 p.m. The noise was above 70 decibels. President Vanden Berg stated that someone will get back to him and this will be on the agenda at the next board meeting.

Discussion— Action - Fire Budget Adjustment, Radios

The Fire Department was a participant in a regional grant that requested a total of \$4,315,312.30 of which Little Chute was to receive 7.32% or \$315,880.86. The Village local share would have been 5% of this amount or \$15,794.04 35 radios. We have been notified that the grant awarded is for a smaller amount. The amendment shows the approved grant request at only \$1,988,702.98 of which we are to receive 7.3% or 132,378.48 and our local share increases to 10% or \$13,237.85 for revised 18 radios. The Fire Department has verified that they will not be requesting to purchase additional radios at full cost but do seek to obtain the 18 that we can attain at cost share of only 10%. There is no obligation to purchase the original seated position number of radios. The local share of \$13,238 is currently included in the 2023 Fire Department Budget so no additional spending authority is needed.

Moved by Trustee B. Van Lankveldt, seconded by Trustee Elrick to Approve the Fire MOU Amendment as presented.

Ayes 7, Nays 0 – Motion Carried

Committee Appointments

The following Committee/Commission appointments were made:

Scott Schommer—Police Commission

Bill Van Berkel—Police Commission

Thomas Lonsway—Plan Commission

Cary Luitjens—Park Planning Committee
Ken “Ruben” Whittman—Park Planning Committee

Moved by Trustee Elrick, seconded by Trustee Peterson to Approve the Committee Appointments as presented.

Ayes 7, Nays 0 – Motion Carried

Discussion/Action – Leak Location Specification and Future Operation of Doyle Pool (Potential Budget Adjustment)

Director McDonald went over the process and the attachments from the Doyle pool leak study and the three leaks and the potential implications. President Vanden Berg asked what would be the result if we incur more costs to detect? Would the cost to fix be larger than additional utility costs and implications of future potential leaks and other issues? Trustee Elrick asked if the pool could lose a million gallons of water through one gutter and Director Mc Donald replied no. Trustee Elrick stated he felt the straw that broke our back had arrived. Trustee Van Deurzen asked if a gutter is used if water does not overflow or does water gets pushed through for other reasons? Director Mc Donald replied yes. No motion was made at this time as we want more information from the consultant.

Discussion/Action – 2024 Health and Dental Insurance Rates

Finance Director Remiker-Dewall presented the health rate plans and discussed the health insurance rate setting process.

Moved by Trustee Peerenboom, seconded by Trustee B. Van Lankveldt to Approve the 2024 Health and Dental Insurance Rates as presented.

Ayes 6, Nays 0, Abstain 1(Peterson) – Motion Carried

Call of Unfinished Business

None

Items for Future Agenda

Hawks Nest
Florida Ave
J Dog Site
Parking on Elm Drive
Parking on lawns

Adjournment

Moved by Trustee Van Deurzen, seconded by Trustee L. Van Lankveldt to Adjourn the Committee of the Whole meeting at 6:53 p.m

Ayes 7, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By:

Michael R. Vanden Berg, Village President

Attest: _____

Laurie Decker, Village Clerk

APPLICATION AUCTION PERMIT

Permit Fee \$10.00

Business: The Auction House at Memories

Address: 400 Randolph Dr. Appleton, WI 54913

Phone/Home: 920 788 5553 Phone/Business: 920 788 5553

Name of Applicant: Katherine Bourassa

Address: 400 Randolph Dr. Appleton, WI 54913

Date & Times of Auction: Varies through year

Area of Sale/Street Address: 400 Randolph Dr. Appleton, WI 54913

Detailed Description of Items to Be Sold

assorted items from various consignors
throughout the year

Has the applicant been previously engaged in a like or similar business? If so, please list below the location and date where auctions have been conducted.

yes - same location 2022... 2021... 2020...

Regulations regarding auctions are covered under Section 10-341 through 10-346 Business Licensing and Regulations of the Village of Little Chute Municipal Code. Applicant is required to review this section of the Municipal Code. This application must be filed with the Village Clerk 30 days prior to the auction date.

Signature of Applicant

9/1/2023

Date of Application

Date sent to Police Department for Review

Village Clerk

Date of Approval by Village Board

VILLAGE LIMITS SUPPER CLUB
IS REQUESTING A OUTDOOR
DRINKING PERMIT. FOR
SUNDAY nov. 12TH STARTING AT
7:30 AM TILL 6:00 PM. WE
WILL HAVE THE AREA FENCED
OFF OCCORDING TO THE MAP
THAT IS PROVIDED. WE ALSO
TALKED TO ARE NEIGHBORS
DAVE AND LYNN KRINGLE
THEY ARE BOTH OK WITH
EVERYTHING. I ALSO INCLUDED
SIGNATURES FROM THEM

BOTH. THE PARTY WILL HAVE OUTDOOR DRINKING T.V.S JUST PEOPLE GATHERING TO WATCH THE PACKER GAME GAME. WE ARE ALSO GOING TO BE DOING A LITTLE CORN HOLE TOSS.

HERE ARE THE KRINGLES SIGNITURES.

DAVE KRINGLE

Dave Kringle

LYNN KRINGLE

Lynn Kringle

THANK YOU VILLAGE LIMITS

JANE HARTJES 920-427-9508

Map of Village Limits Outdoor Event Nov 12, 2023





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

SPECIAL EVENT PERMIT APPLICATION

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

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

APPLICANT INFORMATION

First Name	Jennifer	Last Name	O'Connell
Phone	920-788-6237	Email	oconnellfh@outlook.com
Address (individual or business)	1776 E. Main Street	City	Little Chute
		State	WI
		ZIP Code	54140

ORGANIZATION INFORMATION

Organization's Name	Little Chute Kiwanis Club		
Organization's Phone	()	Organization's Email	
Organization's Address (individual or business)			
City	State	ZIP Code	

Applicant's Relationship to Organization

EVENT INFORMATION

Name of Event	Little Chute Christmas Parade		
Event Location	Main Street from Cypress to Grand		
Event Date (list each date if it's a multi-day event)	Monday, November 27, 2023		
Event Set Up Time	5:45 p.m.	Event End Time	6:30 p.m.

Total Anticipated Attendance Hundreds

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

Annual Christmas Parade + Sleigh Bell Run

Are you Requesting Funding or Staff Assistance from the Village?

YES

NO

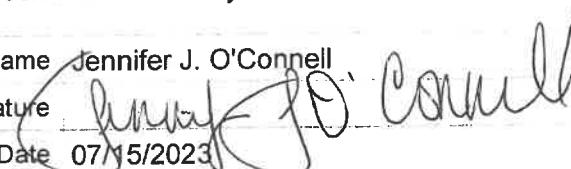
If you are requesting funding or staff assistance, please indicate how much funding or resources you are requesting and why you need assistance. Also, include where your proceeds go to for your event.

No parking signs, traffic barricades, police for traffic control.

INDEMNIFICATION AGREEMENT (please read carefully before signing)

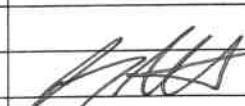
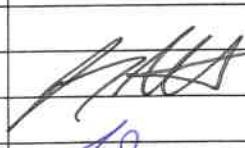
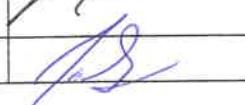
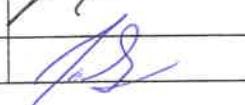
The applicant/organization shall indemnify, defend, and hold harmless the Village and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful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

Applicant – Print Name Jennifer J. O'Connell

Applicant - Signature 

Date 07/15/2023

FOR OFFICE USE ONLY					
DEPARTMENT	Staff Hours	Staff Cost	Equipment Hours	Equipment Cost	Facility Rental Fee
Clerk's Office		\$		\$	\$
Fox Valley Metro Police	9	\$ 365.97		\$	\$
Parks, Recreation, & Forestry		\$		\$	\$
Public Works	6	\$ 336		\$	\$
TOTAL		\$		\$	\$
EVENT TOTAL TO BE BILLED	\$ 681.97		* Request for fees to be waived		

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

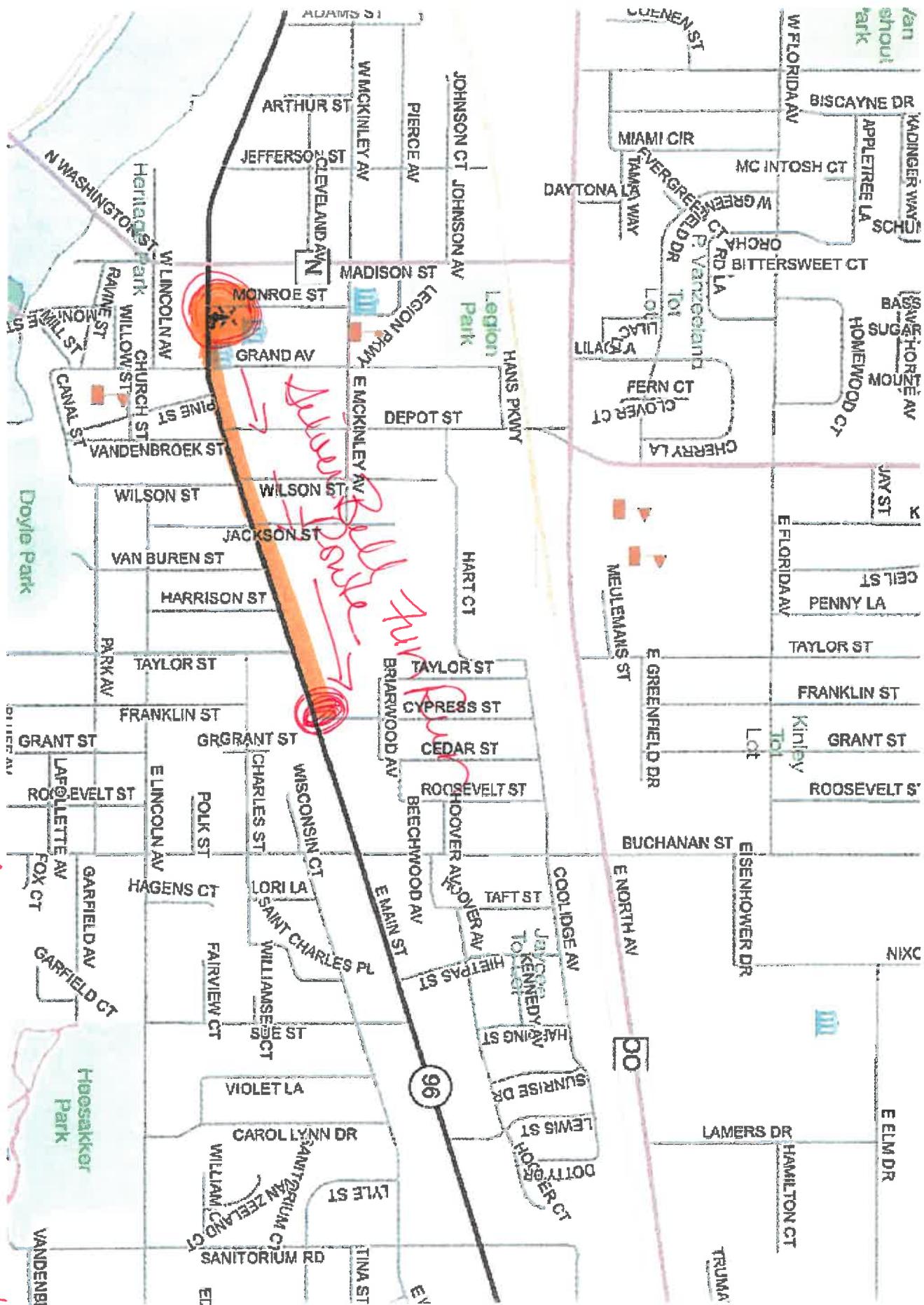
Approved By Village Board

VILLAGE PRESIDENT – PRINT

SIGNATURE

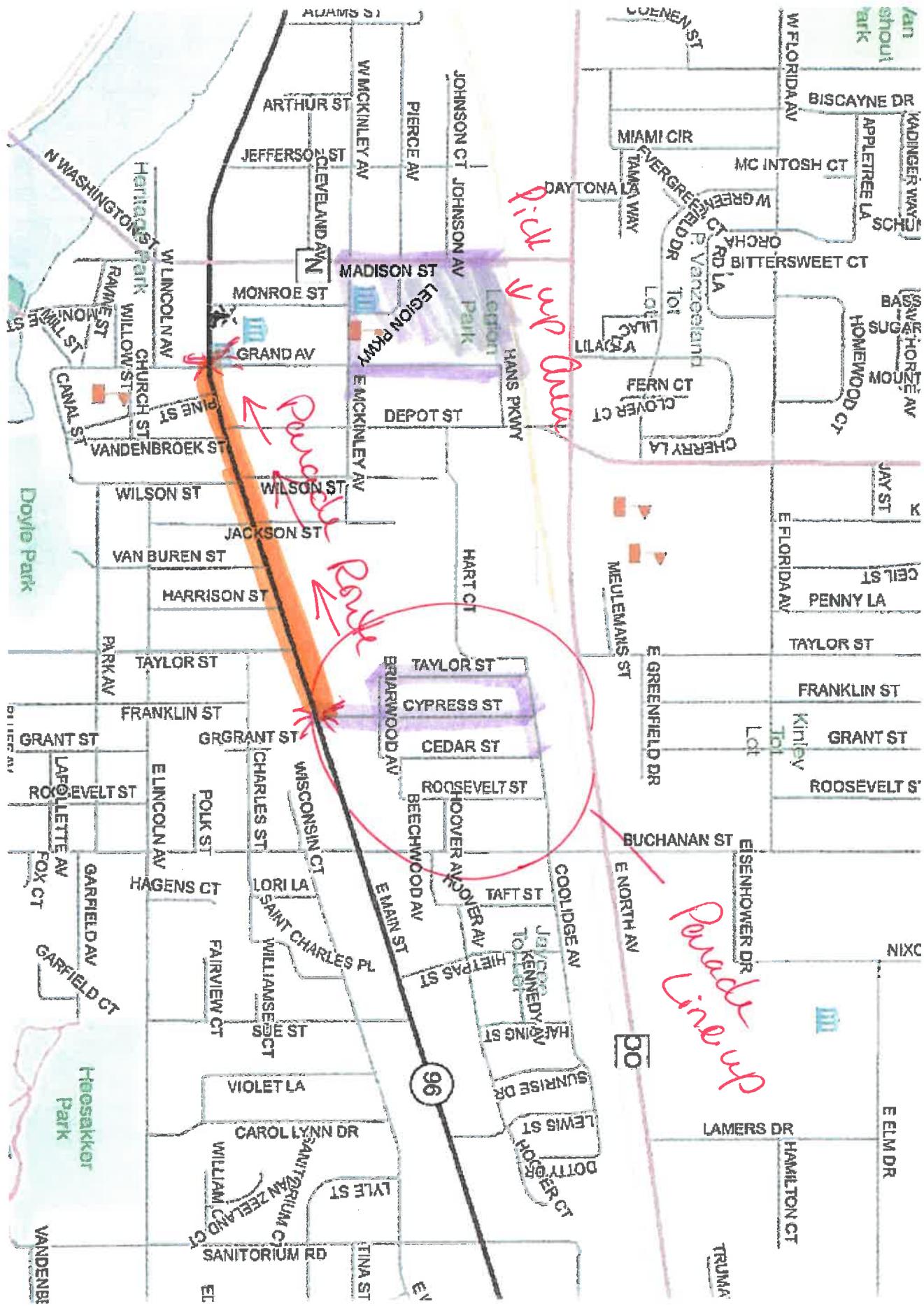
DATE

Silver Bell Run Roast



Please note - Run begins at Windmill (1 block longer than parade)

Paradee Ronde





Adam Breest, CPRP
Parks, Recreation, & Forestry Director
108 W. Main Street
Little Chute, WI 54140
920-423-3868
adam@littlechutewi.org

Request to Rent the Village Plaza

First Name: Jennifer

Last Name: O'Connell

Organization Name: Kiwanis Club of Little Chute

Address: 1776 E Main St.

City: Little Chute

State: WI Zip: 54140

Home Phone: 920-788-1623

Cell Phone: 920-540-8248

Email: oconnellfha@outlook.com

Date of Event: 11-27-2023

Time of Event (including set up/take down): 4:30

Purpose/Type of Event:

Silver Bell Run/Walk

Will you be selling food or merchandise (please circle one): YES NO

If you circled yes what types of food or merchandise will you be selling:

Any other special needs or requests (electrical, water, etc):

Name



Village of

Little Chute

Parks Department, 108 W. Main Street, Little Chute, WI 54140

(920) 423-3869

VILLAGE PLAZA RENTAL AGREEMENT FORM

Renters Name: Kiwanis Club of Little Chute - Jennifer O'Connell

Address: 1716 E Main St.

City, State, Zip: Little Chute, WI 54140

Telephone: 920-788-6237

Rental Date: Monday November 27, 2023

Rental Fee: — Resident - \$140/day Non-Resident - \$160/day

Security Deposit: — \$200 Refundable security deposit

I, the undersigned, am 18 years of age or older, and certify that I have read, understand, and agree to abide by the Village of Little Chute policies and procedures for rental of the village plaza. I am also aware that in renting the village plaza for myself and/or other participants whom I invite for involvement in the above rental, I will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, death, damages or loss in which myself and/or my invited participants might sustain as a result of rental or use. I also agree to hold the Village of Little Chute, and all of its officers, agents and employees, free and harmless from any loss, damage, cost of expense that may arise during or caused in any way by such use or occupancy of the village plaza. I will instruct my group of the policies and procedures, and ensure that they abide by them as well. I understand that non-compliance with policies and procedures will forfeit the security deposit paid and I will be subject for billing of any additional costs.

Signed: Jennifer O'Connell **Date:** 8/29/2023

Please return this completed agreement form with full payment (rental fee and security deposit) to the Little Chute Parks Department, 108 W. Main Street, Little Chute, WI 54140. The Parks Department will give you a copy of this form to bring with you on the day of your rental.

Disbursement List - September 20, 2023

Payroll & Payroll Liabilities - September 14, 2023	\$248,368.58
Prepaid Invoices - September 8, 2023	\$62,731.41
Prepaid Invoices - September 15, 2023	\$3,804.61
Utility Commission- September 19, 2023	\$254,085.04

CURRENT ITEMS

Bills List - September 20, 2023	\$1,217,504.39
Total Payroll, Prepaid & Invoices	\$1,786,494.03

The above payments are recommended for approval:

Rejected: _____

Approved September 20, 2023

Michael R Vanden Berg, Village President

Laurie Decker, Clerk

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2023 UTILITY REFUNDS (5398)							
122128002	Invoi	OVERPAYMENT-UTILITY ACCT# 1-221280-02	62.58	Open	Non	09/23	001-15000
130038801	Invoi	OVERPAYMENT-UTILITY ACCT# 1-300388-01	499.06	Open	Non	09/23	001-15000
130054400	Invoi	OVERPAYMENT-UTILITY ACCT# 1-300544-00	16.78	Open	Non	09/23	001-15000
326223103	Invoi	OVERPAYMENT-UTILITY ACCT# 3-262231-03	229.25	Open	Non	09/23	001-15000
Total 2023 UTILITY REFUNDS (5398):			807.67				
AMPLITEL TECHNOLOGIES (4637)							
22162	Invoi	MONTHLY MANAGED SERVICES-SEPTEMBER	3,432.80	Open	Non	09/23	404-57190-204
22162	Invoi	ANTIVIRUS, OFFICE 365, EXCHANGE ONLINE, DU	1,471.20	Open	Non	09/23	404-57190-208
Total AMPLITEL TECHNOLOGIES (4637):			4,904.00				
AT & T (5080)							
287294953059	09/2	Invoi JUL/AUG SERVICE	248.70	Open	Non	08/23	101-52200-203
Total AT & T (5080):			248.70				
AUTOMOTIVE SUPPLY (121)							
000231845	Invoi	TRANSMISSION FLUID - RETURNED	55.16-	Open	Non	08/23	101-53330-225
060971665	Invoi	TRANSMISSION FLUID	82.74	Open	Non	08/23	101-53330-225
060972229	Invoi	BATTERY #82	119.45	Open	Non	08/23	101-53330-225
Total AUTOMOTIVE SUPPLY (121):			147.03				
CELLCOM (4683)							
217342-AUGUST	Invoi	ENGINEERING PHONE CHARGES	130.55	Open	Non	08/23	101-51415-203
217342-AUGUST	Invoi	DPW PHONE CHARGES	158.59	Open	Non	08/23	101-53310-203
217342-AUGUST	Invoi	PARKS PHONE CHARGES	123.23	Open	Non	08/23	101-55200-203
217342-AUGUST	Invoi	REC PHONE CHARGES	65.28	Open	Non	08/23	101-55300-203
217342-AUGUST	Invoi	FACILITIES PHONE CHARGES	26.74	Open	Non	08/23	101-51650-203
217342-AUGUST	Invoi	INSPECTOR PHONE CHARGES	26.74	Open	Non	08/23	101-52050-203
217342-AUGUST	Invoi	COMMUNITY DEVELOPER PHONE CHARGES	23.49	Open	Non	08/23	101-51530-203
217342-AUGUST	Invoi	ADMINISTRATION PHONE CHARGES	26.74	Open	Non	08/23	101-51400-203
217342-AUGUST	Invoi	IPAD STORM	23.59	Open	Non	08/23	630-53442-218
217342-AUGUST	Invoi	IPAD STREETS	47.18	Open	Non	08/23	101-53300-218
217342-AUGUST	Invoi	IPAD VEHICLE MAINTENANCE	23.59	Open	Non	08/23	101-53330-218
217342-AUGUST	Invoi	IPAD SANITARY SEWER	23.59	Open	Non	08/23	610-53612-218
Total CELLCOM (4683):			699.31				
CITY OF APPLETON (68)							
12259	Invoi	AUG 2023 TRANSIT	8,823.00	Open	Non	08/23	101-51780-233
Total CITY OF APPLETON (68):			8,823.00				
CONN, ZACHARY (5452)							
090523	Invoi	MUSIC FOR MARKET ON MAIN	1,000.00	Open	Non	09/23	209-56900-204
Total CONN, ZACHARY (5452):			1,000.00				
DOOZEY LLC (5454)							
090623	Invoi	MUSIC FOR MARKET ON MAIN	600.00	Open	Non	09/23	209-56900-204
Total DOOZEY LLC (5454):			600.00				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
EHLERS INVESTMENT PARTNERS LLC (1425)							
JULY 2023	Invoi	JULY INVESTMENT MANAGEMENT	313.30	Open	Non	08/23	610-53614-229
JULY 2023	Invoi	JULY INVESTMENT MANAGEMENT	113.93	Open	Non	08/23	620-53924-229
JULY 2023	Invoi	JULY INVESTMENT MANAGEMENT	341.79	Open	Non	08/23	630-53444-229
JULY 2023	Invoi	JULY INVESTMENT MANAGEMENT	193.68	Open	Non	08/23	300-57331-229
JULY 2023	Invoi	JULY INVESTMENT MANAGEMENT	176.57	Open	Non	08/23	101-51780-229
Total EHLERS INVESTMENT PARTNERS LLC (1425):			1,139.27				
FESTIVE BALLOONS (4507)							
1073	Invoi	BALLOON TWISTER FOR MARKET ON MAIN	380.00	Open	Non	09/23	209-56900-204
Total FESTIVE BALLOONS (4507):			380.00				
HEART OF THE VALLEY (280)							
090623MP	Invoi	AUG HOV METER PAYABLE	15,741.00	Open	Non	08/23	610-21110
Total HEART OF THE VALLEY (280):			15,741.00				
HIETPAS, JONATHAN T (5455)							
090623	Invoi	SOUND FOR MUSIC AT MARKET ON MAIN	1,300.00	Open	Non	09/23	209-56900-204
Total HIETPAS, JONATHAN T (5455):			1,300.00				
IMAGETREND INC (5026)							
141775	Invoi	ELITE EMS CAD INTEGRATION	3,263.98	Open	Non	08/23	101-52200-240
Total IMAGETREND INC (5026):			3,263.98				
MCC INC (480)							
331989	Invoi	SCREENINGS - MSB GRANDS	43.79	Open	Non	08/23	101-53310-218
Total MCC INC (480):			43.79				
MCMAHON ASSOCIATES INC (276)							
931948	Invoi	NORTHSIDE STORM SEWER INTERCEPTOR	515.50	Open	Non	08/23	420-57620-280
931949	Invoi	TRAIL BRIDGES-NORTHSIDE	1,553.40	Open	Non	08/23	420-57620-280
Total MCMAHON ASSOCIATES INC (276):			2,068.90				
MISCHIEF & MAGIC (5274)							
3450-1	Invoi	BALANCE FOR ENTERTAINMENT FOR MARKET O	2,655.00	Open	Non	09/23	209-56900-204
Total MISCHIEF & MAGIC (5274):			2,655.00				
NASHVILLE PIPELINE (5369)							
090623	Invoi	MARKET ON MAIN ENTERTAINMENT	2,400.00	Open	Non	09/23	209-56900-204
Total NASHVILLE PIPELINE (5369):			2,400.00				
O'REILLY AUTOMOTIVE INC (1036)							
2043-400329	Invoi	LIGHT - OIL DRY STATION	65.65	Open	Non	08/23	101-52200-215
Total O'REILLY AUTOMOTIVE INC (1036):			65.65				
PARTY AND PRINT LLC (4823)							
1423	Invoi	MARKET ON MAIN BALLOONS	190.00	Open	Non	09/23	209-56900-204

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
		Total PARTY AND PRINT LLC (4823):	190.00				
RAWN, RACHEL (5457)	090723 - Invoi	LIBRARY DIRECTOR CANDIDATE FROM MT	848.10	Open	Non	09/23	206-55110-201
		Total RAWN, RACHEL (5457):	848.10				
SANDY, JOE (5456)	0001 Invoi	CENTENNIAL CELEBRATION - MUSIC SCORE	500.00	Open	Non	09/23	101-55480-218
		Total SANDY, JOE (5456):	500.00				
STONERIDGE LITTLE CHUTE LLC (4903)	082123 Invoi	RESTITUTION PAID FOR CITATION	11.99	Open	Non	08/23	101-35101
		Total STONERIDGE LITTLE CHUTE LLC (4903):	11.99				
TIM'S TOYZ (3746)	2304 Invoi	INDY CAR OBSTACLE FOR MARKET ON MAIN	400.00	Open	Non	09/23	209-56900-204
		Total TIM'S TOYZ (3746):	400.00				
VALLEY LIQUOR (1239)	95521 Invoi	BEVERAGE SUPPLIES	188.94	Open	Non	08/23	101-52200-211
		Total VALLEY LIQUOR (1239):	188.94				
VILLAGE OF LITTLE CHUTE (1404)	PETTY-MARKET O	Invoi PETTY-MARKET ON MAIN - WRISTBAND START-U	250.00	Open	Non	09/23	209-56900-204
		Total VILLAGE OF LITTLE CHUTE (1404):	250.00				
VINTON CONSTRUCTION CO (29)	2021005-FINAL	Invoi PYMT - FINAL PHASE 2-EVERGREEN DR	10,000.00	Open	Non	08/23	416-51027-263
		Total VINTON CONSTRUCTION CO (29):	10,000.00				
WE ENERGIES (2788)							
4091132585 08/23	Invoi	STREET LIGHTS	1,083.56	Open	Non	08/23	101-53300-249
4091132585 08/23	Invoi	200 E MCKINLEY-FVMPD	17.71	Open	Non	08/23	207-52120-249
4091132585 08/23	Invoi	200 E MCKINLEY-FVMPD	11.80	Open	Non	08/23	207-52120-249
4091132585 08/23	Invoi	PUMP STATION @ EVERGREEN & FRENCH	198.15	Open	Non	08/23	620-53624-249
4091132585 08/23	Invoi	DOYLE POOL	257.62	Open	Non	08/23	204-55420-249
4091132585 08/23	Invoi	CROSSWINDS LED STREET LIGHTS	160.54	Open	Non	08/23	101-53300-249
4091132585 08/23	Invoi	1401 E ELM DR	32.18	Open	Non	08/23	101-53310-249
4091132585 08/23	Invoi	920 WASHINGTON ST	9.90	Open	Non	08/23	620-53624-249
4091132585 08/23	Invoi	CIVIC CENTER (630 MONROE ST)	127.51	Open	Non	08/23	206-55110-249
4091132585 08/23	Invoi	LC WELL #4 PUMPHOUSE 625 E EVERGREEN	9.28	Open	Non	08/23	620-53624-249
4091132585 08/23	Invoi	PLANT #2 1118 JEFFERSON ST	9.57	Open	Non	08/23	620-53624-249
4091132585 08/23	Invoi	721 W ELM DR	10.29	Open	Non	08/23	208-52900-249
4091132585 08/23	Invoi	108 W MAIN ST	126.97	Open	Non	08/23	101-51650-249
		Total WE ENERGIES (2788):	2,055.08				
WISCONSIN CONCERT STAGING LLC (5453)	090623	Invoi MUSIC STAGE FOR MARKET ON MAIN	2,000.00	Open	Non	09/23	209-56900-204

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
		Total WISCONSIN CONCERT STAGING LLC (5453):	2,000.00				
		Grand Totals:	62,731.41				

Report GL Period Summary

Vendor number hash: 112031
Vendor number hash - split: 207337
Total number of invoices: 34
Total number of transactions: 62

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	62,731.41	62,731.41
Grand Totals:	62,731.41	62,731.41

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
FARRELL EQUIPMENT & SUPPLY CO INC (4598)							
16745	Invoi	SAFETY CONES - 12	227.88	Open	Non	09/23	101-52350-218
62340	Invoi	INTEREST CHARGE - INVOICE 16745	3.42	Open	Non	09/23	101-52350-218
Total FARRELL EQUIPMENT & SUPPLY CO INC (4598):							
231.30							
GUSTMAN HONDA (5458)							
434010	Invoi	SNOW & ICE SMALL EQUIPMENT	2,248.29	Open	Non	09/23	101-53350-221
Total GUSTMAN HONDA (5458):							
2,248.29							
N.E.W. PRINTING (4839)							
159709	Invoi	11x17 MAP SHEETS	238.02	Open	Non	09/23	101-52200-204
Total N.E.W. PRINTING (4839):							
238.02							
PHCC & MP/HC - WISCONSIN ASSOCIATION (5459)							
1537643	Invoi	2023 FALL PLUMBING SEMINAR	109.00	Open	Non	09/23	101-52050-201
Total PHCC & MP/HC - WISCONSIN ASSOCIATION (5459):							
109.00							
THEDACARE (1983)							
AUG 2023 1210055	Invoi	AUG BLOOD DRAWS	425.00	Open	Med	09/23	207-52120-204
Total THEDACARE (1983):							
425.00							
VILLAGE OF KIMBERLY (998)							
5220-242	Invoi	PRINTING & REPRODUCTION	198.00	Open	Non	09/23	101-52200-207
Total VILLAGE OF KIMBERLY (998):							
198.00							
VILLAGE OF LITTLE CHUTE (1404)							
PETTY-LCFD PICNI	Invoi	PETTY LCFD - FAMILY PICNIC COINS	250.00	Open	Non	09/23	101-52200-219
Total VILLAGE OF LITTLE CHUTE (1404):							
250.00							
WI DEPT OF JUSTICE (672)							
L4504T 07/23	Invoi	JULY BACKGROUND CHECKS	105.00	Open	Non	09/23	207-52120-218
Total WI DEPT OF JUSTICE (672):							
105.00							
Grand Totals:							
3,804.61							

Report GL Period Summary

Vendor number hash: 30009
 Vendor number hash - split: 30009
 Total number of invoices: 9
 Total number of transactions: 9

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	3,804.61	3,804.61

Terms Description	Invoice Amount	Net Invoice Amount
Grand Totals:	3,804.61	3,804.61

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
AIRGAS USA LLC				
5501502979	RENTAL COMPRESSED AIR	130.25	09/23	101-53330-218
Total AIRGAS USA LLC:		130.25		
AL HARDWARE COMPANY				
281413-325001	RAKE	43.98	09/23	101-55440-218
281429-325001	2 WAY RADIO AND BATTERIES	45.98	09/23	204-55420-218
281471-325001	LED FLASHLIGHT	29.99	09/23	610-53612-218
281514-325001	BATTERIES	17.99	09/23	101-55200-218
281564-325001	GLOVES - GRAFFITI REMOVAL	15.58	09/23	101-55200-218
281598-325001	5 GALLON BUCKETS	4.59	09/23	101-53300-218
281621	PUMP HAMMER	149.97	08/23	101-52200-221
281686-325001	CLEANER & GLOVES	32.98	09/23	204-55420-218
281691-325001	CRACK SEALING PROPANE	16.76	09/23	101-53300-218
281699-325001	CRACK SEALING WIRE BRUSH	21.98	09/23	101-53300-218
281743-325001	AIRFILTER	33.99	09/23	208-52900-242
281782-325001	FASTNERS FOR #46	2.79	09/23	101-55200-221
281813-325001	PVC CAP - SOCCER GOAL	2.79	09/23	101-55300-218
281815-325001	PARTS - CONCRETE SAW	44.57	09/23	101-53300-218
Total AL HARDWARE COMPANY:		463.94		
AMPLITEL TECHNOLOGIES				
22129	MONTHLY BACK UP,MANAGED SERVICES, OFFIC	3,919.00	09/23	207-52120-204
22129	MONTHLY ANTIVIRUS, DROPSUITE-SEPT	196.00	09/23	207-52120-240
22129	EMAIL ARCHIVING DROPSUITE-SEPT	140.00	09/23	207-52120-240
Total AMPLITEL TECHNOLOGIES:		4,255.00		
ASCENSION HEALTH SYSTEM				
083123	JULY/AUG ADULT YOGA INSTRUCTOR	400.00	09/23	208-52900-204
083123	JULY/AUG SENIOR YOGA INSTRUCTOR	400.00	09/23	208-52900-204
Total ASCENSION HEALTH SYSTEM:		800.00		
ASCENSION MEDICAL GROUP-FOX VALLEY WI				
413192	DRUG SCREEN	207.00	09/23	101-53310-213
413622	PRE-EMPLOYMENT PHYSICAL & DRUG SCREEN	152.00	09/23	101-52350-204
Total ASCENSION MEDICAL GROUP-FOX VALLEY WI:		359.00		
AT&T LONG DISTANCE				
9/23 845626857	AUG/SEPT CHARGES	1.65	08/23	101-51650-203
9/23 845626857	AUG/SEPT CHARGES	4.23	08/23	206-55110-203
9/23 845626857	AUG/SEPT CHARGES	2.71	08/23	207-52120-203
9/23 845626857	AUG/SEPT CHARGES	1.65	08/23	620-53924-203
Total AT&T LONG DISTANCE:		10.24		
BATTERIES PLUS LLC				
P65179393	MSB SHOP	17.40	08/23	101-53310-218
P65517537	6V BATTERIES	81.03	09/23	206-55110-242

Invoice	Description	Total Cost	Period	GL Account
Total BATTERIES PLUS LLC:		98.43		
BEST STUMP GRINDING LLC	12805 STUMP GRINDING & CLEAN UP	15,721.65	08/23	101-55440-204
Total BEST STUMP GRINDING LLC:		15,721.65		
BOUCHER, BRADY T	08/23 REIMBURSE GOVENOR'S CONFERENCE ON HIGHWAY SAFETY	25.00	09/23	207-52120-201
Total BOUCHER, BRADY T:		25.00		
CHARTER COMMUNICATIONS				
08/23 23749 AUGUST/SEPTEMBER SERVICES		219.99	09/23	207-52120-203
09/23 86460 SEPT/OCT SERVICES		216.18	09/23	101-51650-203
Total CHARTER COMMUNICATIONS:		436.17		
CINTAS				
4166570088 TOWELS AND UNIFORMS		12.18	09/23	101-53330-213
4166570088 MATS		31.00	09/23	101-53330-218
4167165576 RUGS, UNIFORMS, SHOP RAGS		31.00	09/23	101-53330-218
4167165576 MATS		12.18	09/23	101-53330-213
Total CINTAS:		86.36		
CIVICPLUS LLC				
271571 MUNICODE ELECTRONIC UPDATE		481.00	08/23	101-51440-204
Total CIVICPLUS LLC:		481.00		
CONWAY SHIELD				
511545 COLLAR BRASS/BADGE/BUGLES		2,152.50	08/23	101-52200-204
Total CONWAY SHIELD:		2,152.50		
COREY, KRISTINE				
111 LIFEGUARDING RECERT		102.00	09/23	204-55420-213
Total COREY, KRISTINE:		102.00		
DONALD HIETPAS & SONS INC.				
2023002-4 2023 RECONSTRUCTION PROJECT/RANDOLPH D		783,394.62	08/23	416-51217-263
Total DONALD HIETPAS & SONS INC.:		783,394.62		
EMERGENCY SVCS MARKETING CORP				
23-11351 2023-2024 ANNUAL SUBSCRIPTION		735.00	08/23	101-52200-204
Total EMERGENCY SVCS MARKETING CORP:		735.00		
GARROW OIL				
AUGUST 2023 OFF-ROAD DIESEL		31.23	09/23	630-53441-247
AUGUST 2023 OFF-ROAD DIESEL		39.40	09/23	630-53442-247
AUGUST 2023 OFF-ROAD DIESEL		.99	09/23	201-53620-247
AUGUST 2023 OFF-ROAD DIESEL		995.91	09/23	101-55200-247

Invoice	Description	Total Cost	Period	GL Account
AUGUST 2023	OFF-ROAD DIESEL	4.92	09/23	610-53612-247
AUGUST 2023	OFF-ROAD DIESEL	5.77	09/23	620-53644-247
AUGUST 2023	OFF-ROAD DIESEL	106.10	09/23	101-53330-217
Total GARROW OIL:		1,184.32		
GERBER LEISURE PRODUCTS INC				
10222	REPLACED VANDALIZED MINI TUBE @ DOYLE	484.00	09/23	101-55200-242
Total GERBER LEISURE PRODUCTS INC:		484.00		
ICON MARKETING INC				
3526-1	HOODED SWEATSHIRTS	2,295.50	08/23	101-52200-212
Total ICON MARKETING INC:		2,295.50		
INTOXIMETERS INC				
742561	REPLACEMENT PBT UNIT & MOUTH PIECES	510.00	09/23	207-52120-218
Total INTOXIMETERS INC:		510.00		
J.F. AHERN CO				
597761	NEW FIRE EXTINGUISHER	280.39	08/23	101-52200-221
599618	ANNUAL INSPECTION - FIRE EXTINGUISHERS	96.65	09/23	206-55110-243
599640	ANNUAL INSPECTION - FIRE EXTINGUISHERS	256.64	09/23	101-51650-243
Total J.F. AHERN CO:		633.68		
JX ENTERPRISES INC				
24101040P	MISC PARTS #29	16.47	08/23	101-53330-225
Total JX ENTERPRISES INC:		16.47		
KLINK HYDRAULICS LLC				
32934	#2 PLOW CONNECTERS	524.54	08/23	101-53330-225
Total KLINK HYDRAULICS LLC:		524.54		
KWIK TRIP (2365)				
48807W13XK	DAMAGE TO PROPERTY - 488807W13XK	40.00	08/23	101-35101
Total KWIK TRIP (2365):		40.00		
LEXISNEXIS RISK DATA MANAGEMENT INC				
1686177-20230831	AUGUST 2023 MINIMUM COMMITMENT	106.09	08/23	101-51680-204
Total LEXISNEXIS RISK DATA MANAGEMENT INC:		106.09		
LIVERMORE TECHNOLOGIES LLC				
34	FIBER-OPTIC CONSTRUCTION & PERMITTING	1,455.70	08/23	211-50000-204
Total LIVERMORE TECHNOLOGIES LLC:		1,455.70		
MACQUEEN EQUIPMENT				
P30608	#58 CLUTCH & SHAFT	1,696.06	09/23	101-53330-225
P30728	#58 THROW OUT YOKE	264.32	09/23	101-53330-225

Invoice	Description	Total Cost	Period	GL Account
	Total MACQUEEN EQUIPMENT:	1,960.38		
MARCO INC				
34783834	COPIER @ MSB BUILDING	58.62	08/23	101-53310-207
34783834	1ST FLOOR COPIER @ VH	110.27	08/23	101-51650-207
34783834	2ND FLOOR COPIER @ VH	90.26	08/23	101-51650-207
34783834	3RD FLOOR COPIER @ VH	53.76	08/23	101-51650-207
	Total MARCO INC:	312.91		
MCCLONE				
8523	4TH QTR WORKERS COMP	404.00	09/23	101-51900-230
8523	4TH QTR WORKERS COMP	157.00	09/23	206-55110-230
8523	4TH QTR WORKERS COMP	82.00	09/23	207-52120-230
8523	4TH QTR WORKERS COMP	42.00	09/23	610-53614-230
8523	4TH QTR WORKERS COMP	49.00	09/23	620-53924-230
8523	4TH QTR WORKERS COMP	33.00	09/23	630-53444-230
8523	4TH QTR WORKERS COMP	16,961.00	09/23	101-51900-230
8523	4TH QTR WORKERS COMP	1,655.00	09/23	201-53620-230
8523	4TH QTR WORKERS COMP	1,177.00	09/23	204-55420-230
8523	4TH QTR WORKERS COMP	1,638.00	09/23	610-53614-230
8523	4TH QTR WORKERS COMP	2,615.00	09/23	630-53444-230
8523	4TH QTR WORKERS COMP	851.00	09/23	620-53924-230
8523	4TH QTR WORKERS COMP	15,573.00	09/23	207-52120-230
8523	4TH QTR WORKERS COMP	3,037.00	09/23	101-52250-230
8523	4TH QTR GENERAL LIABILITY	5,608.00	09/23	101-51900-231
8523	4TH QTR GENERAL LIABILITY	158.00	09/23	101-52250-231
8523	4TH QTR GENERAL LIABILITY	361.00	09/23	201-53620-231
8523	4TH QTR GENERAL LIABILITY	256.00	09/23	204-55420-231
8523	4TH QTR GENERAL LIABILITY	948.00	09/23	206-55110-231
8523	4TH QTR GENERAL LIABILITY	6,601.00	09/23	207-52120-231
8523	4TH QTR GENERAL LIABILITY	523.00	09/23	101-51900-231
8523	4TH QTR GENERAL LIABILITY	612.00	09/23	610-53614-231
8523	4TH QTR GENERAL LIABILITY	385.00	09/23	620-53924-231
8523	4TH QTR GENERAL LIABILITY	863.00	09/23	630-53444-231
8523	4TH QTR GENERAL LIABILITY	4,399.00	09/23	207-52120-231
8523	4TH QTR GENERAL LIABILITY	5,304.00	09/23	610-53614-231
8523	4TH QTR AUTO LIABILITY	2,066.00	09/23	201-53620-231
8523	4TH QTR AUTO LIABILITY	1,751.00	09/23	101-51900-231
8523	4TH QTR AUTO LIABILITY	4,725.00	09/23	101-52250-231
8523	4TH QTR AUTO LIABILITY	1,189.00	09/23	207-52120-231
8523	4TH QTR AUTO LIABILITY	102.00	09/23	620-53924-231
8523	4TH QTR AUTO LIABILITY	617.00	09/23	630-53444-231
	Total MCCLONE:	80,742.00		
NEWS PUBLISHING CO INC				
BE164024	MARKET ON MAIN SPONSORSHIP	500.00	08/23	101-51650-207
BE164025	PUBLIC HEARING-GREENFIELD DR	56.05	08/23	101-51650-207
BE165378	PUBLIC HEARING-NORTH AVE	57.05	08/23	101-51650-207
BE165379	PUBLIC HEARING-MOASIS DR	57.05	08/23	101-51650-207
BE165380	PUBLIC HEARING-MAIN ST	45.32	08/23	101-51650-207
BE165381	PUBLIC HEARING-W MAIN ST	45.32	08/23	101-51650-207
BE167940	ZONING ORDINANCE	56.05	08/23	101-51650-207
BE167941	BIDS WELL 1	120.48	08/23	101-51650-207
BE168713	ZONING ORDINANCE	45.28	08/23	101-51650-207

Invoice	Description	Total Cost	Period	GL Account
BE168714	BIDS WELL 1	96.17	08/23	101-51650-207
Total NEWS PUBLISHING CO INC:		1,078.77		
O'REILLY AUTOMOTIVE INC				
2043-398453	SOCKETS	13.99	09/23	101-53330-218
2043-398509	RENTAL TOOL #8	25.99	09/23	101-53330-204
2043-398707	RENTAL TOOL #8 - RETURN	25.99	09/23	101-53330-204
2043-399411	DISPOSABLE GLOVES	15.00	09/23	610-53612-218
2043-399411	DISPOSABLE GLOVES	14.99	09/23	630-53442-218
2043-399451	WIRE BRUSH - STREET PAINTING	5.49	09/23	101-53300-218
2043-399579	SEALANT #8	35.99	09/23	101-53330-225
2043-400106	AIR FILTERS #46	53.89	09/23	101-53330-225
2043-400583	FUEL CLEANER #27	9.99	09/23	101-53330-225
2043-400643	WEED GRINDER BELT - STREETS	14.70	09/23	101-53330-221
Total O'REILLY AUTOMOTIVE INC:		164.04		
ORTNER, LAWRENCE				
HEESAKKER 06/10	REISSUE CHECK #11259	20.00	09/23	101-21235
Total ORTNER, LAWRENCE:		20.00		
OUTAGAMIE COUNTY TREASURER				
30875	AUGUST SANITATION FEES	1,063.80	09/23	630-53442-204
30875	AUGUST SANITATION FEES	16,806.02	09/23	201-53620-204
AUGUST 2023	AUGUST COURT FINES	638.00	08/23	101-35101
Total OUTAGAMIE COUNTY TREASURER:		18,507.82		
PARKITECTURE + PLANNING LLC				
2-23.014	SPLASH PAD DESIGN & ENGINEERING	3,386.25	09/23	420-57620-274
Total PARKITECTURE + PLANNING LLC:		3,386.25		
PLESHEK OUTDOOR POWER				
82225	SHARPEN BLADES - PARKS	58.74	09/23	101-53330-221
Total PLESHEK OUTDOOR POWER:		58.74		
REINDERS INC				
6040102	#160 OIL FILTERS	39.93	09/23	101-53330-225
Total REINDERS INC:		39.93		
RENT A TENT LLC				
2886	MARKET ON MAIN - FOLDING CHAIRS	250.00	09/23	209-56900-204
Total RENT A TENT LLC:		250.00		
RG INSPECTIONS LLC				
1015	INSPECTION SERVICES	767.50	09/23	101-52050-204
Total RG INSPECTIONS LLC:		767.50		
SIGNCOUNTRY				
19282	DECALS SANDWICH BOARD SIGNS	75.00	09/23	101-53300-218

Invoice	Description	Total Cost	Period	GL Account
Total SIGNCOUNTRY:		75.00		
SPLENDID CLEANING SERVICE LLC				
13586 PROFESSIONAL BUILDING MAINTENANCE		950.00	09/23	207-52120-243
13586 PROFESSIONAL BUILDING MAINTENANCE		239.00	09/23	101-52250-243
13587 MONTHLY CLEANING-LIBRARY		1,425.00	09/23	206-55110-243
13588 MONTHLY CLEANING-MSB BUILDING		595.00	09/23	101-53310-243
13589 MONTHLY CLEANING-VILLAGE HALL		1,850.00	09/23	101-51650-243
Total SPLENDID CLEANING SERVICE LLC:		5,059.00		
STATE OF WI COURT FINES &				
AUGUST 2023 AUGUST COURT FINES		2,567.53	08/23	101-35101
Total STATE OF WI COURT FINES &:		2,567.53		
TAPCO				
I761426 PEDESTRIAN CROSSWALK - MAIN ST		442.51	09/23	101-53300-218
Total TAPCO:		442.51		
TRUCK COUNTRY OF WISC				
R202157173:01 PARTS & LABOR ON 2004 PIERCE		1,188.93	08/23	101-52200-204
Total TRUCK COUNTRY OF WISC:		1,188.93		
UNIFORM SHOPPE				
335589 CSO UNIFORM SHIRTS & BELTS		396.65	09/23	207-52120-212
Total UNIFORM SHOPPE:		396.65		
UNITED RAYNOR				
25064 MSB SERVICE DOOR & GATE		210.00	09/23	101-53310-204
Total UNITED RAYNOR:		210.00		
VALLEY LIQUOR				
2023 SOFTBALL SOFTBALL - LEGION PARK		991.72	08/23	101-52200-211
Total VALLEY LIQUOR:		991.72		
VINTON CONSTRUCTION CO				
2023003-1 2023 RECON PROJECT BUCHANAN ST PAVING		282,601.25	09/23	452-51222-263
Total VINTON CONSTRUCTION CO:		282,601.25		
WI DEPT OF JUSTICE				
L4504T 08/23 AUGUST BACKGROUND CHECKS		182.00	09/23	207-52120-218
Total WI DEPT OF JUSTICE:		182.00		
Grand Totals:		1,217,504.39		

Vendor number hash: 238142
Vendor number hash - split: 462186
Total number of invoices: 89
Total number of transactions: 140

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	1,217,504.39	1,217,504.39
Grand Totals:	1,217,504.39	1,217,504.39

Report Criteria:
Invoice Detail.Voided = {=} FALSE



Item For Consideration

For Board Review On: September 19th, 2023

Prepared On: September 13, 2023

Agenda Item Topic: Well #1 Roof Replacement Bid Award **Prepared By:** MCO – Water

Report: Roof replacement bids for Well #1 at Doyle Park were opened and reviewed on 9/13/2023. We received the following bids for the project:

Commercial Roofing, LLC	\$89,700
Northern Metal & Roofing, Inc.	\$90,560
Northeastern Roofing, Inc.	\$65,000
H.I.S. Comp, LLC	\$64,008

All submissions included the bid bonds. After review, H.I.S. Comp, LLC out of Hartford, WI came in as the lowest bidder and appears to be a responsible bidder who is qualified to perform the contract. The bid from H.I.S. COMP LLC appears to meet the requirements of the contract document. Per McMahon Architect, the existing metal was to be reinstalled which the bidder included. They noted in a phone call that some of the metal may have been attached with masonry nails so removal of the nails may be a challenge. McMahon did not ask for new metal due to the limited budget, so we will have to assess the condition of the metal as it is removed.

Fiscal Impact: Budget for this project was \$70,000.

Recommendation/Board Action: Staff recommends the Village Board awards the Well #1 Roof Replacement bid to H.I.S. Comp, LLC in the amount of \$64,008.

Respectfully Submitted,
Jerry Verstegen, MCO



Item For Consideration

For Board Review On: 09/20/2023

Agenda Item Topic: Parking Ordinances Discussion

Prepared On: 09/15/2023

Prepared By: Admin. Bernhoft

Report: Due to a recent increase in resident concerns, our team met internally to discuss possibilities to address the parking issues across the Village. The main issue has been trailers, rec. vehicles and campers have been left parked on the street for extended periods of time. We need the public to understand that the street is not for storage – it is for driving and it is a safety concern.

At a previous Board meeting, Trustees proposed the concept of not allowing any disconnected trailers to be parked on the street. During our internal staff meeting, possible concerns were brought up about the impact of amending the ordinance in this manner. We could potentially see trailers remain connected to large towing vehicles on the street overnight in order to avoid citations

Due to the complicated nature of action vs. reaction with amending the ordinance, our team feels it is necessary to gain direction from the Board as any change will impact residents. We will need to educate the community on any changes, potentially including additional signage, enforcement plans, all of which need to be well thought out and executed.

Attached will include examples for discussion purposes.

Fiscal Impact: N/A

Recommendation/Board Action: Provide staff with initial feedback and give us directions to proceed. No formal action is required at this meeting.

Respectfully Submitted,
Beau Bernhoft, Village Administrator





U.S. Department of Transportation

Federal Highway Administration

1200 New Jersey Avenue, SE
Washington, DC 20590
202-366-4000

Safety

Intersection Safety: A Manual for Local Rural Road Owners

[Table of Contents](#)

3. Safety Analysis

Conducting safety analyses will assist the practitioner in identifying intersections with safety issues and selecting countermeasures to improve them. The types of analysis can be qualitative or quantitative. This section outlines steps to identifying intersections with safety issues and making data-supported decisions as to the type, deployment levels, and locations of countermeasures. These steps build on the previous discussion of overall safety implementation approaches and sources of information for identifying safety problems. Additional information on analysis procedures and data can be reviewed in "Road Safety Information Analysis: A Manual for Local Rural Road Owners."

3.1. Crash Frequency

Crash frequency represents the number of crashes that have occurred at a particular intersection over a period of time. It can be determined from the State or local crash database (or law enforcement crash reports).

This allows the practitioner to:

- Summarize the crashes by type and location;
- Spatially display crash locations on a map using push pins or a computer software package; and
- Provide a report identifying intersections with a history of crashes.

Once this information is collected and displayed, the local practitioner can compare intersections using cluster analysis to determine crash experience by frequency levels.

3.2. Crash Rate

Crash frequency alone is often inadequate when comparing multiple intersections or prioritizing locations for improvement. Crash rates can be an effective tool to measure the relative safety at a particular intersection. The ratio of crash frequency (crashes per year) to vehicle exposure (number of vehicles entering the intersection) results in a crash rate. Crash rate analysis can be a useful tool to determine how a specific intersection compares to the average intersection on the roadway network.

For example, it is possible that two intersections in a jurisdiction (Intersection A and Intersection B) each have a similar number of crashes. However, Intersection A may have many more vehicles entering the intersection on a typical day than Intersection B, as shown in Table 2. In order to effectively compare the safety of the two locations, the practitioner must factor in the level of exposure to crashes for each intersection. Exposure data here is represented by the number of vehicles entering the intersection. Population and number of licensed

drivers within a jurisdiction are other types of exposure data that can be used depending on the circumstances and availability.

Crash rate is often used to prioritize locations for safety improvements when working with limited budgets to achieve the greatest safety benefits with available resources.

Crash rates can be calculated using the following widely accepted equation. This equation can be used for any crash type or severity. The intersection crash rate based on vehicles entering the intersection is calculated as:

$$R = \frac{1,000,000 \times C}{365 \times N \times V}$$

Where:

R = Crash rate for the intersection expressed as crashes per million entering vehicles (MEV)

C = Total number of intersection-related crashes in the study period

N = Number of years of data

V = Traffic volumes entering the intersection daily

This equation relies on traffic volume information. Actual and estimated traffic volumes are often compiled and kept by State highway agencies, local governments and property developers.

In the following example shown in Table 2, two intersections have approximately the same number of crashes but different entering traffic volumes. By factoring in traffic volume (exposure), the calculation indicates that Intersection B may be a more promising roadway for safety treatments due to its higher intersection crash rate (measured in number of crashes for every 1 million entering vehicles).

Table 2. Example of the Intersection Crash Rate Calculation

Location	Intersection crashes (C)	Entering Traffic Volume (V)	Years of Data (N)	Intersection Crash Rate (R)*
Intersection A	25	14,000	5	0.98
Intersection B	22	6,500	5	1.85

*Measured as the number of crashes per 1 million entering vehicles.

Intersection A

$$R = \frac{(1,000,000) (25)}{(365)(5)(14,000)} = 0.98 \text{ crashes per million entering vehicles}$$

Intersection B

$$R = \frac{(1,000,000)(22)}{(365)(5)(6,500)} = 1.85 \text{ crashes per million entering vehicles}$$

Action: Calculate the crash rates for intersections experiencing crashes in the jurisdiction, and then use that crash rate to prioritize locations for investigation and possible treatments.

Develop a database to record crash rate calculations over time for comparison with intersections that have potential safety issues in the future. This can provide practitioners with a jurisdiction-specific average intersection crash rate for varying situations.

3.3. Geometric Issues

The geometric design of intersections can create navigational problems for motorists, potentially contributing to crashes at these locations. Among geometric design elements, two specific issues can cause safety concerns: sight distance limitations and skewed geometry.

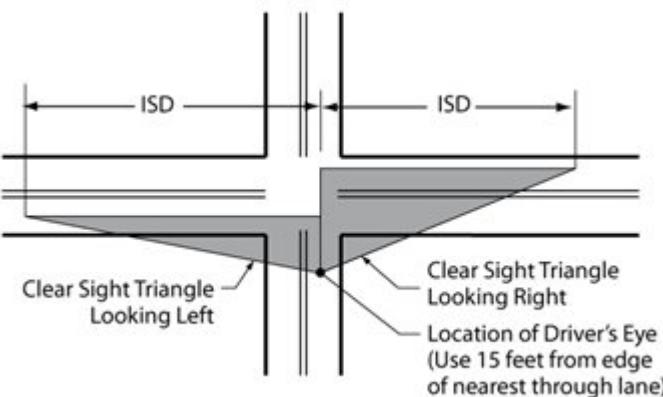
3.3.1. Sight Distance

Insufficient sight distance can be a contributing factor in intersection traffic crashes. Intersection sight distance is typically defined as the distance a motorist can see approaching vehicles before their line of sight is blocked by an obstruction near the intersection. The driver of a vehicle approaching or departing from a stopped position at an intersection should have an unobstructed view of the intersection, including any traffic control devices, and sufficient lengths along the intersecting roadway to permit the driver to anticipate and avoid potential collisions. Examples of obstructions include crops, hedges, trees, parked vehicles, utility poles, or buildings. In addition, the horizontal and vertical alignment of the roadway approaching the intersection can reduce the sight triangle of vehicles navigating the intersection.

It is important for approaching motorists on the major road to see side street vehicles approaching the Stop sign, and for minor road motorists to see approaching major road vehicles before entering the intersection. Poor sight distance can lead to rear-end crashes on the approaches and to angle crashes within the intersection because motorists may be unable to see and react to traffic control devices or approaching vehicles.

The area needed for provision of this unobstructed view is called the Clear Sight Triangle (see Figure 3).

Figure 3. Sight Distance Triangles for 4-Leg Stop-controlled Intersections⁹



The Intersection Sight Distance (ISD) is measured along the major road beginning at a point that coincides with the location of the minor road vehicle. Table 3 provides the recommended values for ISD, based on the following assumptions:

- Stop control of the minor road approaches;
- Using driver eye and object heights associated with passenger cars;
- Both minor and major roads are considered at level grade;
- Considers a left-turn from the minor road as the worst-case scenario (i.e., requiring the most sight distance); and
- The major road is an undivided, two-way, two-lane roadway with no turn lanes.

If conditions at the intersection being evaluated differ from these assumptions, an experienced traffic engineer or highway designer should be consulted to determine whether different ISD values should be used.

Table 3. Sight Distance at Intersections

Speed (mph) *	Stopping Sight Distance (ft.)	Design Intersection Sight Distance (ft.)
25	155	280
30	200	335
35	250	390
40	305	445
45	360	500
50	425	555
55	495	610
60	570	665
65	645	720

Source : *A Policy on Geometric Design of Highway and Streets*, 5th Edition, American Association of State Highway and Transportation Officials (AASHTO), 2004.

Stopping Sight Distance (SSD) provides sufficient distance for drivers to anticipate and avoid collisions. However, in some cases this may require a major road vehicle to stop or slow to accommodate the maneuver by a minor road vehicle. To enhance traffic operations, sight distances that exceed the recommended SSD (as shown in Table 3) are desirable. Note that design intersection sight distance criteria for stop-controlled intersections are longer than stopping sight distance to ensure the intersection operates smoothly.

3.3.2. Skewed Geometry

Optimally, an intersection should be designed to have roadways cross at a 90-degree angle. In situations where the intersecting angles are 60 degrees or less, the intersections are considered skewed (see Figure 4).

Figure 4. Skewed Intersection

Potential problems associated with skewed intersections include:

- Vehicles may have a longer distance to traverse while crossing or turning onto the intersecting roadway, resulting in an increased period of exposure to the cross-street traffic;
- Older drivers may find it more difficult to turn their heads, necks, or upper bodies for an adequate line of sight down an acute-angle approach;
- The driver's sight angle for convenient observation of opposing traffic and pedestrian crossings is decreased;
- Drivers may have more difficulty aligning their vehicles as they enter the cross street to make a right or left turn;
- Drivers making right turns around an acute-angle radius may encroach on lanes intended for oncoming traffic from the right;
- The larger intersection area may confuse drivers and cause them to deviate from the intended path;
- Motorists on the major road making left turns across an obtuse angle may attempt to maintain a higher than normal turning speed and cut across the oncoming traffic lane on the intersecting street; and
- The vehicle body may obstruct the line of sight for drivers with an acute-angle approach to their right.

When crashes are occurring at skewed intersections, it may be desirable to reduce or eliminate the skew angle of the approaches. Treatments include pavement marking, delineator islands, and roadway realignment.

3.4. Field Reviews

Regardless of implementation approach, a field review should be conducted at identified locations. Intersection field reviews have the potential to identify safety issues and solutions. Field reviews can be conducted as informal field assessments or formal Road Safety Audits (RSAs). An informal field assessment is generally performed by an in-house team with available personnel. The team will spend time at identified intersections and document safety issues to develop recommendations for improvement.

An RSA is a formal safety performance examination of an existing or future road or intersection by an independent, multidisciplinary team. The process includes a formal report on existing or potential road safety issues and identifies opportunities for safety improvements for all road users.¹⁰

When conducting field reviews at intersections, one source of information to reference is the MUTCD. It provides the minimum standards for the installation and maintenance of traffic control devices on all public streets, highways, bikeways, and private roads open to public traffic.¹¹ Complying with the MUTCD standards

is an important step toward a safer transportation system. If the intersection is not in compliance with the MUTCD, it should be brought up to standard. Non-compliance is an important consideration that can affect road safety and may have liability implications.

There are several elements to consider for this review, as listed below. The appropriate MUTCD sections are noted in parentheses and summary information pertinent to intersections is found in Appendix B. These elements are:

- Signs
 - Retroreflectivity requirements (Section 2A.07, Section 2A.08)
 - All regulatory, warning, and guide signs should display the same colors both day and night. Retroreflectivity (reflecting light back to its source) allows signs to do this.
 - Stop and Yield sign placement (Section 2B.10)
 - Stop and Yield signs should be installed as close as practical to the intersection and on the right-hand side of the approach to which it applies.
 - Sign types (regulatory, warning) (Section 2A.05)
 - The MUTCD defines specific functions for each category of sign.
 - Sign sizes (Section 2A.11)
 - The MUTCD defines minimum dimensions for all signs.
 - Number of signs and clutter (Section 2A.04)
 - The installation of signs should be a conservative process as unnecessary signs could cause a loss of effectiveness for all signs.
- Pavement Markings
 - Retroreflectivity (Section 3A.03)

Action: Analyze crash data to determine crash frequency and crash clusters.

Calculate the crash rate of identified locations for comparison and prioritization.

Identify intersections with common safety-related characteristics for potential systematic treatment of safety strategies.

Conduct field reviews of selected locations to determine their compliance with the MUTCD and identify any other potential safety issues and countermeasures.

⁹ Modified from the American Association of State Highway and Transportation Officials (AASHTO) publication *Policy on Geometric Design of Highway and Streets*, 5th Edition, 2004. [[Return to note 9.](#)]

¹⁰ More information on RSA's can be found in Appendix A: Resources and References. [[Return to note 10.](#)]

¹¹ Federal Highway Administration, *Manual on Uniform Traffic Control Devices*, Washington, DC: December 2009. The MUTCD can be accessed at <http://mutcd.fhwa.dot.gov> [[Return to note 11.](#)]

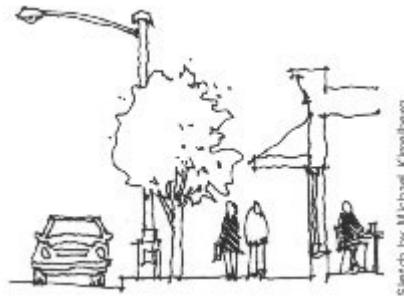
Other Measures

55. On-Street Parking

On-street parking can be both a benefit and a detriment to pedestrians. On-street parking does increase the "friction" along a street and can narrow the effective crossing width, both of which encourage slower speeds; parking can also provide a buffer between moving motor vehicle traffic and pedestrians along a sidewalk. In addition, businesses reliant on on-street parking are more geared to pedestrian access. This attention can foster a more vibrant pedestrian commercial environment.

On the other hand, parking creates a visual barrier between motor vehicle traffic and crossing pedestrians especially with children. Therefore, where there is parking, curb extensions should be built where pedestrians cross. Parking needs to be cleared on the approaches to crosswalks.

At least 20 feet of parking should be removed on the approach to a marked or unmarked crosswalk and about 20 feet of parking should be removed downstream from the crosswalk. Some agencies require that parking be cleared back 30 to 50 feet from intersections for pedestrian safety reasons. Well-designed curb extensions can reduce these distances and increase the number of on-street parking spaces.



Purpose:

- Provides motorist access to destinations along a street.
- Aids in speed reductions by increasing friction along the street.
- Provides a buffer between side-walk edge and moving traffic.

Considerations:

- Parking may take up space desired for other uses, such as wider sidewalks or bicycle lanes.
- Approaches to crosswalks and intersections should be cleared and curb extensions added at crossing locations for pedestrian safety.

Estimated Costs:

\$30–\$150 per sign. Curb paint and stall marks or striping costs are additional (optional).



Photo by Cara Seideman

On-street parking in Concord, MA shields pedestrians from moving traffic.



Item For Consideration

For Board Review On: 09/20/2023

Agenda Item Topic: Hawk's Nest Sound Permit

Prepared On: 09/15/2023

Prepared By: Chief Daniel Meister

Report: The Hawk's Nest Bar & Grill on W. Main St. has been a source of regular noise complaints to our department. The past few years, the business has been required to obtain a special permit from the Village so they could have live music/amplified music on their outside patio. In June of this year, the business was granted another permit with the condition that continued violations of the noise ordinances could trigger a review of the permit and a possible revocation of the permit by the Village Board. Since the current permit was issued in late June, there have been two (2) noise violations reported to our department. These violations occurred recently on September 8th and 9th. In both instances, our officers were dispatched to a noise complaint, and they took the proper sound level readings while on-site. In both instances, there were measurable and observed violations of sound above a 70-decibel reading. These violations occurred at about 9:38PM and 10:40PM respectively. They were reported by a neighboring residence. While the business staff was cooperative with the officers and they had the band lower the volume level, these violations continue to occur after the business has been issued a conditional permit and warned that the permit could be revoked if further violations occur.

Fiscal Impact: The fiscal impact is wages for staff responding to these complaints.

Recommendation/Board Action: Review the conditional sound permit and consider taking enforcement action to include revocation of the permit.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Daniel M. Meister".

Daniel M. Meister

Chief of Police

Fox Valley Metro Police Department



Item For Consideration

For Board Review On: Wednesday, June 19, 2023
Agenda Item Topic: Hawks Nest Entertainment
Schedule

Prepared On: June 15, 2023
Prepared By: John McDonald
Parks, Recreation, & Forestry

Report: Staff has been approached by the Hawks Nest Bar and Grill with a submission of their entertainment schedule for 2023. This is the second year of submitting a special event permit request. Staff would note the extended hours past our current noise ordinance of 10:00pm. In addition, this permit does not allow the sound ordinance decibel limit to be exceeded.

Fiscal Impact: N/A

Recommendation/Committee Action: Staff is requesting that Village Board approve the 2023 Hawks Nest Entertainment Special Event Permit as presented.

Respectfully Submitted,

John McDonald – Parks, Recreation, & Forestry

Hawk's Nest Entertainment

Schedule

June- October Weather Permitting

<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>
15th - 7:30-11:30	1st - 7:30-11-30	3rd - 7:30-11-30	1st - 7:30-11:30
16th - 7:30-11-30	2nd - 1-4	4th - 7:30-11-30	2nd - 7:30-11:30
17th - 7:30-11-30		5th - 7:30-11-30	3rd - 1-4
18th - 1-4	6th - 7:30-11-30	6th - 1-4	
	7th - 7:30-11-30		7th - 7:30-11-30
23rd - 7:30-11-30	8th - 7:30-11-30	10th - 7:30-11-30	8th - 7:30-11-30
24th - 7:30-11-30	9th - 1-4	11th - 7:30-11-30	9th - 7:30-11-30
25th - 1-4		12th - 7:30-11-30	10th - 1-4
	13th - 7:30-11-30	13th - 1-4	
30th - 7:30-11-30	14th - 7:30-11-30		14th - 7:30-11-30
	15th - 7:30-11-30	17th - 7:30-11-30	15th - 7:30-11-30
	16th - 1-4	18th - 7:30-11-30	16th - 7:30-11-30
<u>OCTOBER</u>		19th - 7:30-11-30	17th - 1-4
	20th - 7:30-11-30	20th - 1-4	
1st - 1-4	21st - 7:30-11-30		21th - 7:30-11-30
	22nd - 7:30-11-30	24th - 7:30-11-30	22nd - 7:30-11-30
6th - 7:30-11-30	23rd - 1-4	25th 7:30- 11:30	23rd - 7:30-11-30
7th - 7:30-11-30		26th - 7:30-11-30	24th - 1-4
8th - 1-4	27th - 7:30-11-30	27th - 1-4	
	28th - 7:30-11-30		29th - 7:30-11-30
13th - 7:30-11-30	29th - 7:30-11-30		30th - 7:30-11-30
14th - 7:30-11-30	30th - 1-4		
15th - 1-4			
20th - 7:30-11-30			
21st - 7:30-11-30			
22nd - 1-4			
27th - 7:30-11-30			
28th - 7:30-11-30			
29th - 1-4			



Item For Consideration

For Board Review On: 09/20/2023

Agenda Item Topic: Noxious Weeds Ord. Discussion

Prepared On: 09/15/2023

Prepared By: Admin. Bernhoft

Report: Due to a recent increase in resident concerns and specific problem areas in the Village, staff is prepared to discuss our existing noxious weeds ordinance (Sec. 28-31) and the specific sites that have received significant complaints from neighboring properties. Our current process for these complaints are generally handled in Public Works and Community Development. Our team receives the complaint in various methods then we in turn pass them to the right Department, reviews the property to assess and sends orders to comply with the ordinance. This is a joint effort amongst the organization to stay ahead of the complaints. If that order is not followed, our employees are sent to bring the property back into code compliance and billed for wages and impact to equipment. In rare instances, we run into a large commercial site that is not complying with the ordinance and we respond to complaints. In these occurrences, it is extremely challenging for our staff and equipment to handle the geographic issues. This work would be better suited for a landscaping company with the proper resources to mitigate the impact to equipment. An example of this is the former Van Zeeland Nursery site on Main Street (now owned by JDog Junk Removal). This property is home to large berms and concrete blocks overgrown with vegetation. We have reached out several times, sent compliance letters and have seen limited progress. The owner is aware of these items and discussion at the Board level. They are currently listing the property for sale.

Our team is looking for discussion on how we best handle these rare occurrences and include any future ordinance amendments that assist us in enforcement.

Fiscal Impact: N/A

Recommendation/Board Action: Provide staff with initial feedback and give us directions to proceed. No formal action is required at this meeting.

Respectfully Submitted,
Beau Bernhoft, Village Administrator



September 7, 2023

LIGHTHOUSE REAL ESTATE SOLUTIONS LLC
N3857 BREEZE WAY
FREEDOM, WI 54913

Subject: Outdoor Storage and Length of Lawn

Dear property owner,

The Village of Little Chute has received complaints regarding the storage of miscellaneous items on site as well as weeds. A site visit was conducted to confirm. Per Little Chute Code of Ordinances 44-393 states outside storage must be located within an opaque fenced area and Sec 28-87 states grasses and weeds are not to exceed 8 inches in height. See ordinance below for details:

Sec. 44-393. Outside storage.

No manure, rubbish, inoperable vehicles, salvage material or miscellaneous refuse may be stored within any residential district when the same may be construed as a menace to the public health or safety or may be held to have a depressing influence upon property values in the area. Junk shall be placed in properly zoned junkyards only. **Outside storage in commercial or industrial districts shall be located within an opaque fenced area; outside storage is not permitted in any required front yard.**

(Code 2006, § 13-1-202)

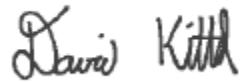
Sec. 28-87. Regulation—Length of lawns and grasses.

- (a) *Purpose.* This section is adopted due to the unique nature of the problems associated with lawns, grasses and noxious weeds being allowed to grow to excessive length in the village.
- (b) *Public nuisance declared.* The village board finds that lawns, grasses and noxious weeds on lots or parcels of land which exceed eight inches in length adversely affect the public health and safety of the public in that they tend to emit pollen and other discomforting bits of plants, constitute a fire hazard and a safety hazard in that debris can be hidden in the grass, interferes with the public convenience and adversely affects property values of other land within the village. **For that reason, any lawn, grass or weed on a lot or other parcel of land which exceeds eight inches in length is hereby declared to be a public nuisance, except for property located in a designated floodplain area and/or wetland area or where the lawn, grass or weed is part of a natural lawn approved pursuant to section 28-86.**

You will have **30 days** from the date of this letter (September 7, 2023) to comply and properly store any outside items in a screened area and **14 days** to cut the grass/weeds to as per ordinance at the property located at 1715 E Main Street and 1019 Sanitorium Rd in the Village of Little Chute, parcel numbers 260132702 and 260132700. Within the **first 7 days** of receiving this letter please notify the Village of the plan with dates to comply with Village ordinance. Failure to comply with this letter may result in citations

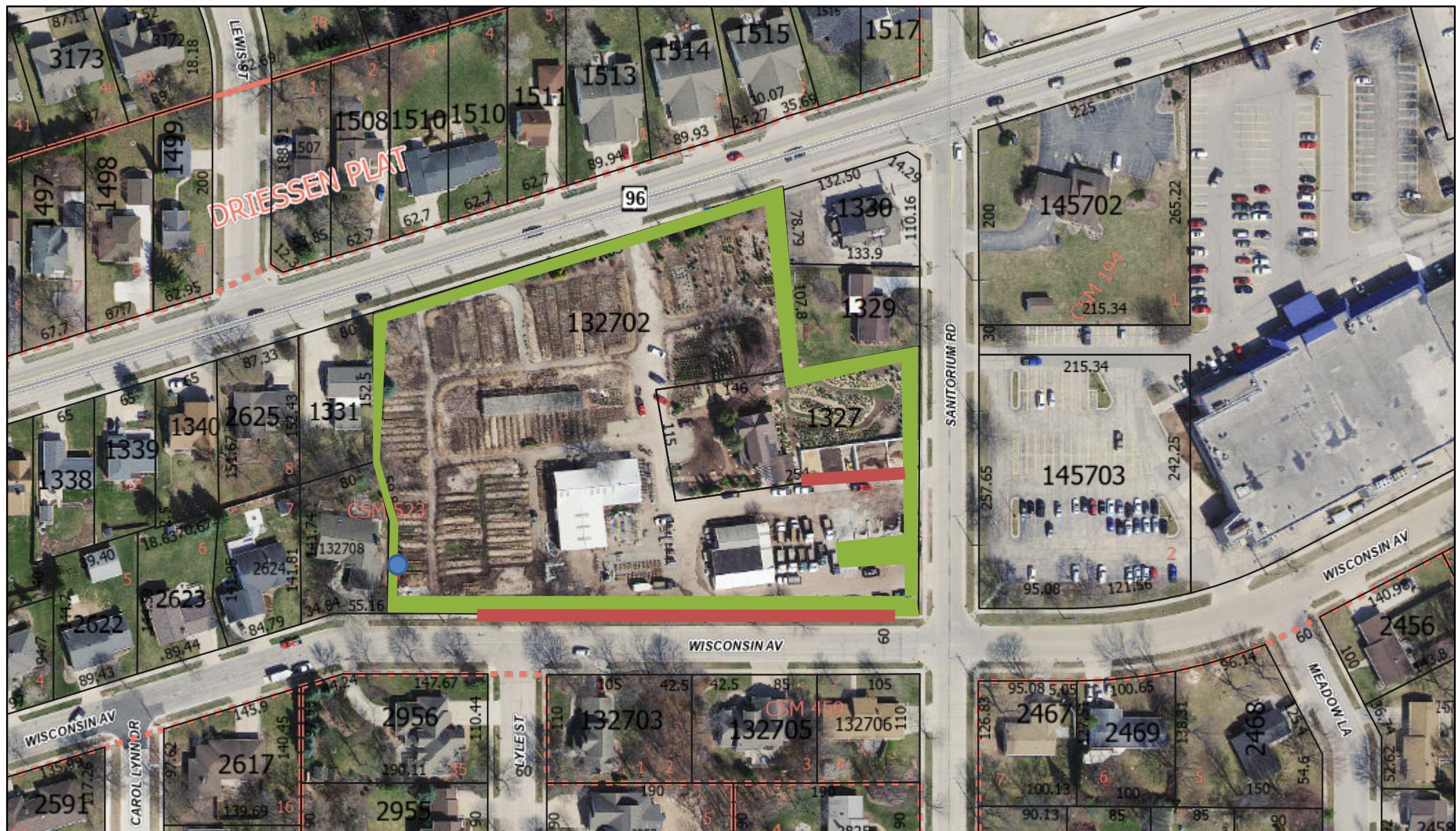
and legal remedies to correct the violations. Any further questions regarding this letter can be addressed with the Community Development Department or Village Administrator.

Sincerely,

A handwritten signature in black ink that reads "David Kittel". The "D" is large and stylized, with a small "a" above it. "David" is written in a cursive script, and "Kittel" is in a more formal, printed-style font.

David Kittel
Community Development Director
t. 920.423.3870
David.kittel@littlechutewi.org

JDOG



9/11/2023, 4:14:52 PM

Tax Parcel Information PLSS Sections Display Parcel Lines Proposed ROW

Plat Boundary Lines Plat Boundary Plat Lot Number Plat Name LOCAL

CSM Lot Number Block Number STH Streets

CSM Name Highway Labels Tax Key

Lot Dimension

1:2,257
0 0.01 0.03 0.05 mi
0 0.02 0.04 0.08 km
Outagamie County GIS



Item For Consideration

For Board Review On: September 20, 2023
Agenda Item Topic: Leak Detection - Report

Prepared On: September 15, 2023
Prepared By: John McDonald
Parks, Recreation, & Forestry

Report: Staff have received the Doyle Pool leak detection report. To summarize, the pool has three (3) leaks which have different levels of impact. Locations are the surge tank, return lines from mechanical room back to the pool, and the gutter system.

Leak detection services provide a generalized report for where the leaks are located. In order to pinpoint exactly where the leaks are, a leak location test can be contracted out with the same company that did the leak detection. Based on scheduling, leak location can be completed in October or November of this year. Staff has confirmed that the contractor will be here no more than two (2) days in efforts to find all the leaks at once. The contractor will focus efforts primarily on the gutter and return lines giving a pinpoint location or give a margin of break(s) in the plumbing, allowing staff to request quotes to repair leak(s).

The full report is attached for reference.

Fiscal Impact: If the Village Board would like to proceed expanding on the initial report with pinpointing exactly where the leak is located, the fiscal impact would require a 2023 Budget adjustment. The source of this funding would come from the Aquatics Special Revenue Fund Balance as currently projected to end the year just under budget. The current fund balance level for 2023 is projected to be close to the recommended 25% working capital level (3 months operation expense).

Aquatics Special Revenue Fund

Fund Balance (Equity)	- \$5,500
Contractual Services (Expense)	+ \$5,500
Increase expenditures for leak location services.	

Recommendation/Board Action: Staff are requesting that the Village Board provide direction for completing leak location and future operation of the pool.

Respectfully Submitted,
John McDonald -Parks, Recreation, & Forestry Department



September 14, 2023

United Leak Detection Leak Report
Little Chute Doyle Swimming Pool
Swimming Pool Leak Detection and Location

The Little Chute WI Doyle Municipal Pool was tested for leaks. Results of this testing follow:

DATE OF INSPECTION: September 5-6, 2023

Inspection conducted by: John Jensen

Procedure	Type	Area	Test Result	Repaired	Retested	Result
Pressure	Water	Pool Main Drain Line	Pass	N/A	N/A	N/A
Static	Water	Pool Structure	Pass	N/A	N/A	N/A
Static	Water	Hydrostatic Relief Valve	Pass	N/A	N/A	N/A
Static	Water	Gutter Lines	Fail¹	No	No	N/A
Static	Water	Wader Pool Drain Line	Pass	N/A	N/A	N/A
Static	Water	Main Pool Return Line	Fail²	No	No	N/A
Pressure	Water	Wader Pool Feature	Pass	N/A	N/A	N/A
Static	Water	Surge Tank Structure	Fail³	No	No	N/A

Test Results:

1. Most severely, the gutter drains and gutter trunk line around the circumference of the pool and baby pool were found to be leaking. A single gutter line runs around the circumference of both pools. This leak is the majority of the water loss the Doyle facility has been experiencing. The gutter line can be plugged and tested for locating leaks along all of highlighted areas. Leak location testing will include both ultrasonic and trace gas detection to locate and mark leaks in the gutter line of both pools. The leak(s) in the gutter line can be located and the severity of the leak determined with one more day's work. This will include a series of tests involving both ultrasound as well as helium trace gas detection that will locate precisely the location of leak(s) in the line so that plans for repairs can be made. The gutter lines of the main pool and baby pool are plumbed together and testing will need to take place around both of them at the same time. This will include a series of tests involving both ultrasound as well as helium trace gas detection that will locate precisely the location of leak(s) in the line so that plans for repairs can be made.

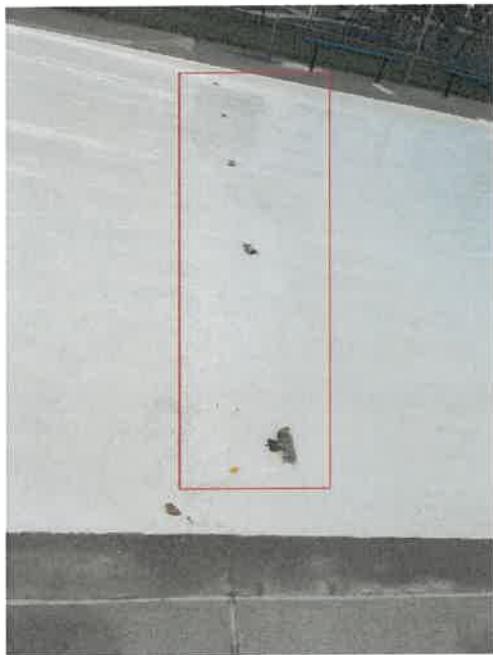
Little Chute Gutter Picture 1



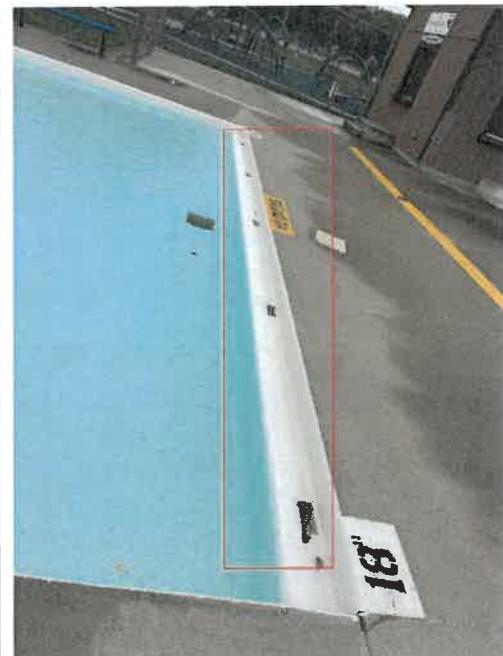
Little Chute Gutter Picture 2



Little Chute Gutter Picture 3

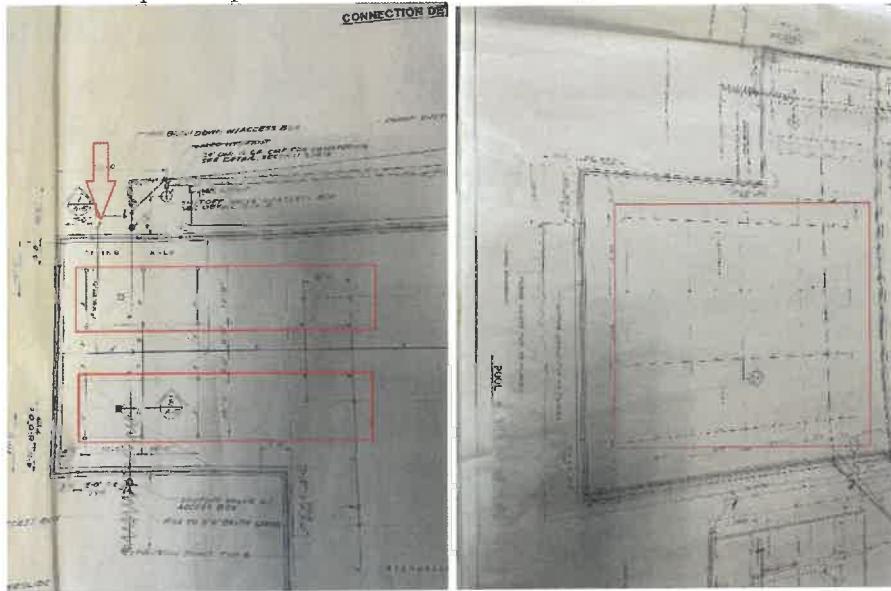


Little Chute Gutter Picture 4



2. The filtered water return lines leaked pressure in the bottom of the pool. This line builds pressure to 10 psi (water), and bleeds that pressure in about a minute. This is a relatively small leak compared to the gutter leak, and could even be associated with a 1" bleed line (and associated valve) that runs partially under the pool deck. If the leak is not in the 1" bleed line, the leak is most likely in the grid of lines that runs beneath the bottom of the swimming pool. If the leak is in the bleeder line, the leak can likely be located on the same day as the gutter line location. If the leak is not found to be in the bleed valve, a second day will likely be needed for the location. The arrow indicates the blow down valve and line and the outlined

boxes indicate the floor filtered water returns that did not hold pressure during testing. These lines built up water pressure and bled down slowly.



3. The 3/4" copper line from the pump room into the surge tank leaks at the packing around the line as it stubs through the wall of the surge tank. This line has already been abandoned. This leak is relatively minor. The line marked below is the line that the surge tank leaks around underground.



VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 19 SERIES OF 2023

**RESOLUTION FOR APPROVING THE FINAL PLAT FOR
OAK CREEK ESTATE IN THE VILLAGES EXTRATERRITORIAL REVIEW AREA**

WHEREAS, PHH Investments Company as owners have presented a plat for a subdivision to the Village of Little Chute Board of Trustees as prepared by James R. Sehloff, a registered land surveyor of McMahon Associates, Inc.; and

WHEREAS, Oak Creek Estate's falls in the Village of Little Chute Extraterritorial review area; and

WHEREAS, the Village of Little Chute Plan Commission has recommended in favor of adoption of said subdivision plat; and

WHEREAS, the Village of Little Chute Board of Trustees finds the plat substantially complies with the adopted Comprehensive Plan; and

WHEREAS, the Village of Little Chute Board of Trustees finds the plat conforms to the adopted Official Map.

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

1. That the subdivision plat for the OAK CREEK ESTATES, a copy of which is attached, is hereby approved.

Date introduced, approved and adopted: September 20th, 2023

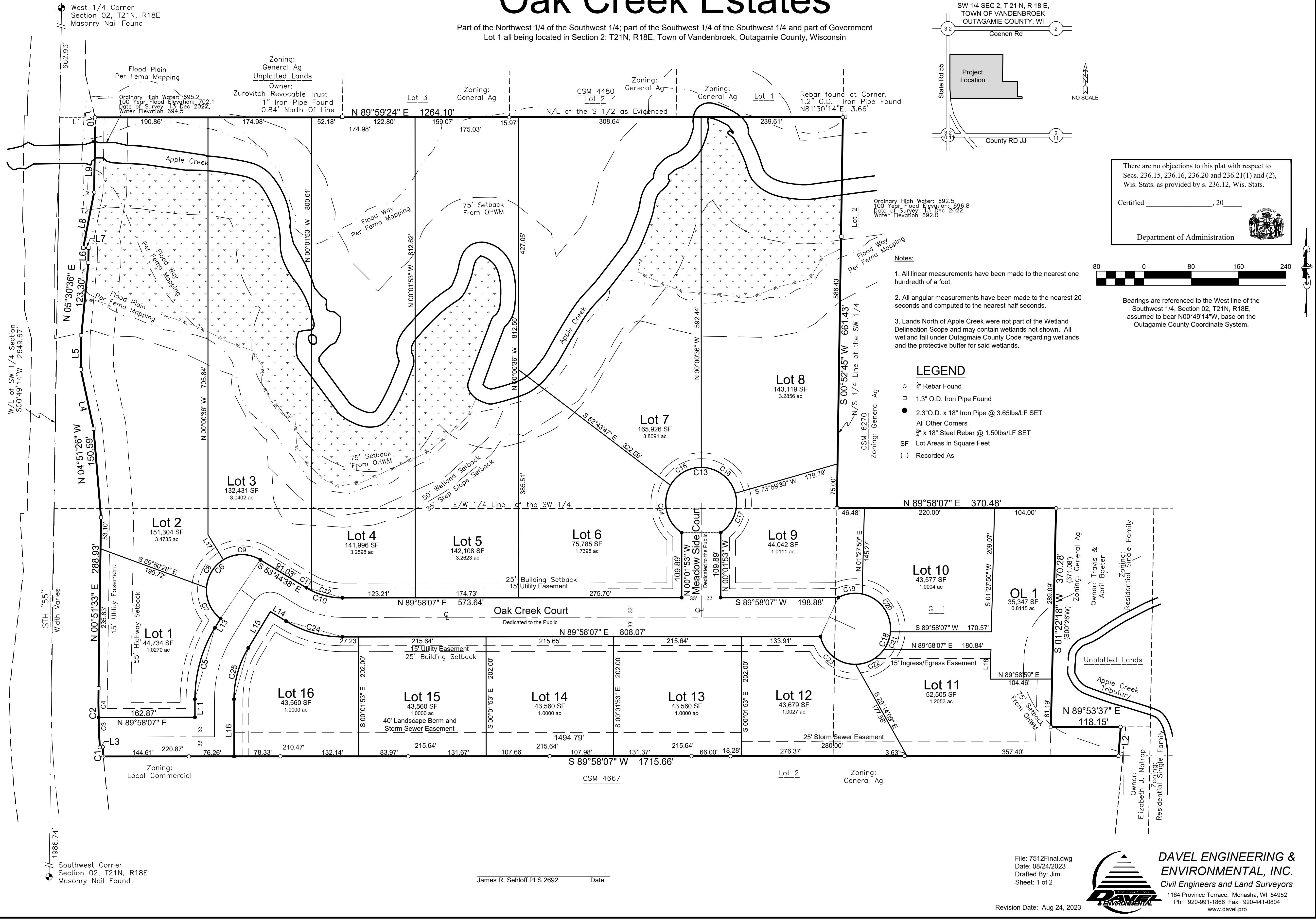
VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

Oak Creek Estates

Part of the Northwest 1/4 of the Southwest 1/4; part of the Southwest 1/4 of the Southwest 1/4 and part of Government Lot 1 all being located in Section 2, T21N, R18E, Town of Vandenbroek, Outagamie County, Wisconsin



Oak Creek Estates

Part of the Northwest 1/4 of the Southwest 1/4; part of the Southwest 1/4 of the Southwest 1/4 and part of Government Lot 1 all being located in Section 2; T21N, R18E, Town of Vandenbroek, Outagamie County, Wisconsin

Surveyor's Certificate

I, James R. Sehloff, Professional land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Town of Vandenbroek and Outagamie County, and under the direction of PHH Investment Company, owners of said land, I have surveyed divided and mapped Oak Creek Estates; that such plat correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is part of the Northwest 1/4 of the Southwest 1/4; part of the Southwest 1/4 of the Southwest 1/4 and part of Government Lot 1 all being located in Section 2; T21N, R18E, Town of Vandenbroek, Outagamie County, Wisconsin, containing 1,519,614 Square Feet (34.8855 Acres) of land described as follows:

Commencing at the West corner of Section 2, thence along the West line of the Southwest 1/4, S00°49'14"W, 662.93 feet; thence, S89°59'24"W, 59.23 feet to the East right of way line of State Highway 55 said point also being the point of beginning; thence, N89°59'24"E, 1264.10 feet to the East line of the Northwest 1/4 of the Southwest 1/4; thence, along said East line, S00°52'45"W, 661.43 feet to the Northwest Corner of Lot 1; thence, along the North line of said Government Lot 1, N89°58'07"E, 370.48 feet; thence, S01°22'18"W, 370.28 feet; thence, N89°53'37"E, 118.15 feet; thence, S04°37'07"W, 1715.66 feet to said Easterly right of way line of State Highway 55; thence, along said East right of way line, 16.01 feet along the arc of a curve to the right with a radius of 1347.39 feet and a chord of 16.01 feet which bears N03°42'08"W; thence, continuing along said East right of way line, S86°38'17"W, 5.00 feet; thence, continuing along said East right of way line, 99.64 feet along the arc of a curve to the right with a radius of 1352.39 feet and a chord of 99.62 feet which bears N01°15'05"W; thence, continuing along said East right of way line, N00°51'33"E, 288.93 feet; thence, continuing along said East right of way line, N04°51'26"W, 150.59 feet; thence, continuing along said East right of way line, N12°05'37"W, 102.61 feet; thence, continuing along said East right of way line, N05°30'26"E, 123.41 feet; thence, continuing along said East right of way line, N00°51'33"E, 25.00 feet; thence, continuing along said East right of way line, N89°08'27"W, 8.97 feet; thence, continuing along said East right of way line, N11°03'47"E, 95.80 feet; thence, continuing along said East right of way line, N00°51'33"E, 124.90 feet; thence, continuing along said East right of way line, N12°36'48"W, 1.64 feet to the point of beginning, subject to all easements and restrictions of record.

Given under my hand this _____ day of _____, 20_____.

James R. Sehloff, Wisconsin Professional Land Surveyor No. S-2692

Owner's Certificate of Dedication

PHH Investment Company, a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as the property owner, does hereby certify that said limited liability company caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this plat.

PHH Investment Company, does further certify this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

Outagamie County Planning and Zoning Committee
Town of Vandenbroek
Village of Little Chute
Department of Administration

Dated this _____ day of _____, 20_____.

In the presence of: PHH Investment Company

Managing Member _____ Date _____

Print Name _____

State of Wisconsin

County ss

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

My Commission Expires _____

Notary Public, Wisconsin

Utility Easement Provisions

An easement for electric, natural gas, and communications service is hereby granted by

PHH Investment Company, Grantor, to:

Wisconsin Electric Power Company and Wisconsin Gas, LLC, Wisconsin corporations doing business as We Energies, Grantee,
SBC, Grantee,
TDS Metrocom, Grantee
and
Time Warner Cable, Grantee

their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, telephone and cable TV facilities for such purposes as the same is now or may hereafter be used, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "Utility Easement Areas" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across within and beneath the surface of each lot to serve improvements, theron, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantees agree to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the Grantees or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, or telephone and cable TV facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Structures shall not be placed over Grantees' facilities or in, upon or over the property within the lines marked "Utility Easement Areas" without the prior written consent of Grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than four inches without written consent of grantees.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

PHH Investment Company

Managing Member _____ Date _____

Print Name _____

Town Board Approval Certificate

Resolved, that the plat of Oak Creek Estates in the Town of Vandenbroek, Outagamie County, PHH Investment Company, owner, is hereby approved by the Town Board of the Town of Vandenbroek.

Jason Wiegand _____ Date _____
Town Chairman

I hereby certify that the foregoing is a copy of a resolution adopted by the Town Board of the Town of Vandenbroek.

Cory Swedberg _____ Date _____
Town Clerk

Treasurer's Certificate

We, being the duly elected, qualified and acting Treasurer's of the Town of Vandenbroek and Outagamie County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this plat.

Town Treasurer _____ Date _____

County Treasurer _____ Date _____

Village of Little Chute Approval (Extraterritorial)

Resolved, that the plat of Oak Creek Estates in the Town of Vandenbroek, Outagamie County, PHH Investment Company, owner, is hereby approved by the Village Board of the Village of Little Chute.

Michael Vanden Berg _____ Date _____
Village President

I hereby certify that the foregoing is a copy of a resolution adopted by the Village Board of the Village of Little Chute.

Laurie Decker _____ Date _____
Village Clerk

County Planning Agency Approval Certificate

Resolved, that the plat of Oak Creek Estates in the Town of Vandenbroek, Outagamie County, PHH Investment Company, owner, is hereby approved by Outagamie County.

County Zoning Administrator _____ Date _____

This Final Plat is contained wholly within the property described in the following recorded instruments:

the property owner of record: PHH Investment Company
Recording Information: Doc 2283710
Parcel Number(s): 200004800; 200004903 & 200005200

There are no objections to this plat with respect to
Sects. 236.15, 236.16, 236.20 and 236.21(1) and (2),
Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20_____
Department of Administration

CURVE TABLE							
Curve	Radius	Chord Direction	Chord Length	Arc Length	Central Angle	Tangent Bearing-in	Tangent Bearing-out
C1	1347.39'	N 03°42'08" W	16.01'	16.01'	0°40'51"	N 04°02'33" W	N 03°21'43" W
C2	1352.39'	N 01°15'05" W	99.62'	99.64'	4°13'17"	N 03°21'44" W	N 00°51'34" E
C3	1352.39'	N 02°17'43" W	50.35'	50.36'	2°08'00"	N 03°21'44" W	N 01°13'43" W
C4	1352.39'	N 00°11'05" W	49.28'	49.29'	2°05'17"	N 01°13'43" W	N 00°51'34" E
C5	233.00'	N 15°36'45" E	125.66'	127.23'	31°17'15"	N 00°01'53" W	N 31°15'22" E
C6	60.00'	N 34°07'33" E	119.85'	182.49'	174°15'39"	N 53°00'17" W	S 58°44'38" E
C7	60.00'	N 24°29'37" W	57.28'	59.71'	57°01'19"	N 53°00'17" W	N 04°01'03" E
C8	60.00'	N 31°17'49" E	55.00'	57.13'	54°33'33"	N 04°01'03" E	N 58°34'36" E
C9	60.00'	N 89°54'59" E	62.41'	65.64'	62°40'46"	N 58°34'36" E	S 58°44'38" E
C10	117.00'	S 74°23'15" E	63.10'	63.89'	31°17'15"	S 58°44'38" E	N 89°58'07" E
C11	117.00'	S 61°15'28" E	10.26'	10.27'	5°01'40"	S 58°44'38" E	S 63°46'18" E
C12	117.00'	S 76°54'05" E	53.16'	53.62'	26°15'35"	S 63°46'18" E	N 89°58'07" E
C13	60.00'	N 89°58'07" E	66.00'	307.11'	293°15'58"	N 56°39'52" W	S 56°36'06" W
C14	60.00'	N 13°20'14" W	82.34'	90.74'	86°39'16"	N 56°39'52" W	N 29°59'24" E
C15	60.00'	N 59°59'24" E	60.00'	62.83'	60°00'00"	N 29°59'24" E	N 89°59'24" E
C16	60.00'	S 53°00'29" E	72.22'	77.50'	74°00'15"	N 89°59'24" E	S 16°00'21" E
C17	60.00'	S 20°17'52" W	71.05'	76.03'	72°36'27"	S 16°00'21" E	S 56°36'06" W
C18	60.00'	S 24°44'08" W	72.69'	298.91'	285°26'22"	N 62°00'57" E	N 12°32'41" W
C19	60.00'	N 81°46'24" E	40.56'	41.38'	39°30'54"	N 62°00'57" E	S 78°28'09" E
C20	60.00'	S 36°51'37" E	79.69'	87.15'	83°13'05"	S 78°28'09" E	S 04°44'56" W
C21	60.00'	S 20°12'05" W	31.97'	32.36'	30°54'19"	S 04°44'56" W	S 35°39'14" W
C22	60.00'	S 62°23'51" W	54.00'	56.01'	53°29'15"	S 35°39'14" W	S 89°08'29" W
C23	60.00'	N 51°42'06" W	75.77'	82.01'	78°18'50"	S 89°08'29" W	N 12°32'41" W
C24	183.00'	S 74°23'15" E	98.69'	99.93'	31°17'15"	S 58°44'38" E	N 89°58'07" E
C25	167.00'	N 15°36'45" E	90.06'	91.19'	31°17'15"	N 00°01'53" W	N 31°15'22" E

LINE TABLE		
Line	Bearing	Length
L1	S 89°59'24" W	59.23'
L2	S 04°37'06" W	49.15'
L3	S 86°38'17" W	5.00'
L4	N 12°05'37" W	102.61'
L5	N 00°51'33" E	57.78'
L6	N 00°51'57" E	25.11'
L7	N 89°08'27" W	8.97'
L8	N 11°03'47" E	95.80'
L9	N 00°01'53" E	124.90'
L10	N 12°36'46" W	1.64'
L11	N 00°01'53" W	30.47'
L13	N 31°15'22" E	18.30'
L14	S 58°44'38" E	



Item For Consideration

For Board Review On: September 20, 2023
Agenda Item Topic: Budget Adjustment

Prepared On: September 9, 2023
Prepared By: Finance

Report: The Department of Public Works (DPW) incurred a claim for damage to a parked vehicle during snow removal. The insurance proceeds have been received and claim to repair paid.

Fiscal Impact:

2023 BUDGET ADJUSTMENT

DPW-General Fund

Insurance Reimbursement (Revenue)	+ \$2,248
Small Equipment (Expense)	+ \$2,248

Recommendation/Board Action: Please approve the 2023 Budget Adjustment as presented.

Respectfully Submitted,

Lisa Remiker-DeWall, Finance Director



Item For Consideration

For Board Review On: September 20, 2023
Agenda Item Topic: Budget Adjustment

Prepared On: September 2, 2023
Prepared By: Finance

Report: The Façade Loan Program issued a sign grant to Stone Arch that was not in the original budget but approved by Village Board in March of 2022, paid February 10, 2023 upon finalizing all paperwork. A budget adjustment is necessary as was not included in the original action approving.

Fiscal Impact:

2023 BUDGET ADJUSTMENT

Façade Loan Program

Contractual Services (Expense)	+ \$1,000
Fund Balance	+ \$ 1,000

Recommendation/Board Action: Please approve the 2023 Budget Adjustment as presented.

Respectfully Submitted,

Lisa Remiker-DeWall, Finance Director



Item For Consideration

For Board Review On: Wednesday, September 20, 2023
Agenda Item Topic: Deer Culling – Heesakker Park

Prepared On: September 13, 2023
Prepared By: John McDonald
Parks, Recreation, & Forestry

Report: The Village of Little Chute has offered a Deer Culling through Heesakker Park in December for over 10 years. The 2023 event is slated for December 11 to December 17 (Monday to Sunday). The park is shut down to users that use the trail systems within the park while the event occurs. This deer culling is performed to help control the population of deer in Heesakker Park. The Village Board approved program consist of four (4) Village of Little Chute resident bow hunters for the one week only. Hunters that are selected at random must pass a proficiency test, background check, and fill out an application to be qualified for the culling. 2023 will continue with the four (4) separate hunting zones. Based on December trail counts, staff is comfortable with moving forward with this event as there is sufficient communication efforts to alert trail users of the event that closes down the entire park. Closing down the park will include placing barricades on the Pedestrian bridge to deter users entering the deer culling zone from Island/Nelson Family Heritage Crossing boardwalk; place signage at additional locations to ensure communication with users when the event is occurring; not plow or brush the trail and bridge during the Deer Culling scheduled dates. 2022 produced one (1) doe that was harvested.

Based on yearly trends of decreased deer harvested, staff's recommendation is to look into other alternatives in future years. In partnership with the WI-DNR efforts would help with deer management as there has not been any sustainable new growth of native tree species and increased deer nuisances around Heesakker Park. Park Planning Committee has reviewed the proposed program and has made a recommendation to Village Board to approve the program as presented.

Attached you will find the proposed 2023 Policies and Procedures, Deer Culling map, and statistics.

Fiscal Impact: n/a

Recommendation/Committee Action: Staff recommends that Village Board approve the Deer Culling program as presented.

Respectfully Submitted,
John McDonald - Parks, Recreation, & Forestry



Urban Bow Hunt Boundaries

- No hunting:
within 300' setback from street centerline
- Hunting allowed



NORTH

1 inch = 200 feet

0 100 200
Feet



Village of Little Chute
NOVEMBER 2020

2023 LITTLE CHUTE AUTHORIZED DEER CULLING

The Village of Little Chute through the Village Board have determined that bow hunting will be authorized within Heesakker Park ONLY (*see enclosed map*) to remove deer. The culling from Monday, December 11 to Sunday, December 17 will be for antlerless & antlered deer. Four hunters will be chosen by lottery from all applications and assigned hunting quadrants. Other applicants will be listed as hunting alternates that may be contacted to hunt on days other hunters cannot.

REQUIREMENTS

*Applicant must be a Village of Little Chute resident/taxpayer age 18 or older (*proof required; bring driver's license, utility bill, or tax bill with you when paperwork is turned in*).

*Applicant must successfully pass a shooting proficiency test. Hunter will have only two tries to qualify – 2 out of 3 arrows in a 6-inch circle at 20 yards. The proficiency test will be conducted at the Van Lieshout Park Rec Center Indoor Building. The enclosed test sheet, which you take to the testing, contains all the information. Proficiency tests are valid for three years. If you passed in 2022 or 2021, have our staff verify the test date when you turn in your application.

*Applicant must have a 2023 Wisconsin DNR Archery License (*proof required; bring paper copy of archery license printout provided to you at purchase time so we can make a copy of the license*).

*Applicants must pass a background check, which will be conducted by Village of Little Chute. There will not be any permitted refund of the \$7 fee for the background check processing.

APPLICATION

This packet contains all the paperwork you need to apply for the 2023 Deer Culling (*information sheet, map of area, rules/regulations, application form, and shooting proficiency test form*). Printed copies of this packet can also be picked up at the LC Park & Rec at 108 W. Main Street in Little Chute (*open weekdays from 8:00 a.m. to 4:30 p.m.*). To apply to participate in the 2023 Deer Culling, you must return in-person the 2023 Application, 2023 Shooting Proficiency Test (*if you passed test in 2022 or 2021 you do not need to retest this year*), and other required information (*bring driver's license along with your archery license printout and we will make copy of each*) **by Wednesday, October 18, 2023**. Information will only be accepted in-person. Questions regarding the deer culling can be answered by calling the Park & Rec Dept at 920-423-3869.

QUALIFIED HUNTERS

Hunters who turn in their application and required paperwork by the deadline will be assigned an applicant number for the lottery draw. **Only four hunters will be selected by lottery draw to hunt for the one-week period (12/11-12/17) within the approved deer culling area (*see enclosed map*).** Hunters selected will be assigned to their hunting quadrants within Heesakker Park in the same order they are selected (*first pick of hunt to quadrant A, second pick to quadrant B, etc.*). **All other applicants will be listed as a hunting alternate which the four selected hunters will contact for any day(s) they will not be hunting in their quadrant during the hunt week.** Any applicants who do not pass their background check will be removed from the hunting list for this year.

 **HUNTERS WILL BE NOTIFIED OF THEIR STATUS AFTER LOTTERY DRAW IS DONE AND BACKGROUND CHECKS ARE COMPLETE (ONE WEEK AFTER DEADLINE).**



2023 APPLICATION

DEER CULLING AUTHORIZATION

IMPORTANT UPDATED PROGRAM DETAILS:

Heesakker Park only – 12/11/23 to 12/17/23 deer culling



- *Background checks will be completed on everyone who submits application for deer culling; no refunds of \$7 fee.*
- *Only FOUR hunters are selected by lottery draw from all applications; assigned a hunting quadrant in order picked.*
- *Other applicants will be processed as hunting alternates in case one of the selected hunters cannot hunt any day(s).*
- *Four selected hunters will be responsible for calling for a hunting alternate for any day(s) they will not be hunting in their assigned quadrant.*

~Print Clearly~

LEGAL NAME: _____
First _____ Middle _____ Last _____

DATE OF BIRTH: _____ # YEARS AS LITTLE CHUTE RESIDENT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME/CELL#: _____ DNR CUSTOMER#: _____

DRIVER'S LICENCE#: _____

EMAIL ADDRESS: _____

I have read and understand the requirements of deer culling in the Village of Little Chute. I agree to comply with all rules and regulations associated with this authorization including all village ordinances and shooting permit requirements. I acknowledge that failure to comply with any and all of these rules and regulations will result in the immediate revocation of my authorization and future participation in this program. I agree to indemnify and hold-harmless the Village of Little Chute, its agents or employees from and against all claims, suits, damages, losses and expenses in any manner resulting from, or arising out of, or in connection with hunting in the Village of Little Chute.

Applicants Signature

Date Signed

→ Please bring this completed application with your shooting proficiency test (if you passed test in 2022 or 2021 you do not need to retest this year), \$7.00 background check fee, proof of Little Chute residency/taxes, and your 2023 DNR Archery License Printout to the Little Chute Park & Rec by Wednesday, October 18th.

For Office Use Only:

L.C. Residency
(verify driv.lic., utility/tax bill)

DNR Archery License
(attach copy of printout)

Background Check Fee
(payment: cash or check)

Proficiency Test
(attach test / passed _____)

Approved

Denied

Authorized Signature and Date

Little Chute Park & Rec Dept.

2023 POLICIES, RULES & REGULATIONS

Authorized Deer Culling – Village of Little Chute

Policies, rules & regulations are designed to ensure the safety of residents and others in areas being hunted and maximize the projected harvests. Failure to comply with any of these will result in the immediate revocation of hunting authorization and exclusion from future participation in this program.

- When hunting, each participant shall carry a Village of Little Chute Bow Hunting Authorization Letter, current Wisconsin Driver's License, and Hunting Tags.
- When hunting on the property, each vehicle shall display an authorization letter of the individuals participating.
- Parking shall be permitted only on village streets.
- **Approved hunters will be authorized to cull either a buck or a doe from Monday, December 11 to Sunday, December 17, depending upon the tags that the hunter possesses** (may cull multiple deer). Hunters shall immediately report when they have culled any and all deer by calling the Little Chute Park & Recreation Director at 920-423-3868. *[WI DNR: Anterless hunt is 12/7 to 12/10, which is prior to our hunt dates]*

Each Participant Shall:

- Abide by provisions outlined in the Hunting Authorization and hunt only the assigned site during the dates designated in their authorization letter.
- Follow all state statute and DNR regulations pertaining to bow hunting. Baiting will be allowed if the DNR permits it in this section.
- Be liable for your own acts and omissions.
- Act courteously and respectfully while on the property.
- **If verbally assaulted, avoid engaging in an argument or becoming abusive. Under such circumstances, leave the area immediately and, if deemed appropriate, call the police. As soon as practicable, report the incident to the Park & Rec Director at 920-423-3868.**
- When on the property, protect foliage, crops and plants from damage, alteration or destruction. **You may NOT trim tree branches in order to install your hunting stand.**
- Not remove or cut underbrush (i.e. shooting lanes, clearance, etc.).
- Not use an ATV or motorized vehicle on the property.
- When entering or exiting the woods, keep bow encased except when in your stand. Bow must be encased if engaged in tracking a wounded animal.
- When entering or exiting the woods in the dark, use a flashlight or other illuminating device.

- Hunt only from an elevated tree stand placed a minimum of 12 feet above the base of the tree in which the stand is placed. No ground hunting or shooting from the ground.
- Wear a safety harness at all times while hunting from a tree stand.
- Use only temporary, removable tree stands. Remove stand at the end of each day.
- Use a climbing stand of a type that will not damage the tree.
- Remove climbing aids such as stick ladders and tie-on tree steps from the tree after use when using portable "hang-on" tree stands.
- Maintain your equipment in top condition at all times. Be sure your equipment is tuned and set up properly.
- Hunt a minimum of 300 feet (100 yards) from roads and any private property.
- Each hunter will be assigned 1 of 4 quadrants within Heesakker Park. Each hunter shall only set up their temporary stand within their assigned quadrant.
- Not discharge or project an arrow at such an angle or distance as to land on public or private property not described in the permit.
- Not discharge or project an arrow or other object onto or over any hiking trail or bicycle trail within the designated hunting area.
- Track a wounded animal until found. If the animal moves off the assigned property, attempt to obtain permission to trespass for tracking purposes. If unable to obtain permission, notify the game warden immediately. As soon as practicable, report the incident to the Park & Rec Director at 920-423-3868.
- If unable to locate a wounded animal, notify the Park & Rec Director at 920-423-3868.
- If wounded animal moves to or dies in a conspicuous area, such as a field, trail, or roadway, remove the animal from the area and if a problem arises, contact the Park & Rec Director at 920-423-3868.
- Unless otherwise directed, field dress animals in the woods, at least 100 yards away from buildings, roads, or other places where non-hunters travel frequently, and 50 yards from wood chipped trails.
- Cover harvested animals with a tarp while dragging in the field out of respect for the non-hunting public and other park users.
- Follow all DNR requirements for registering deer.
- Account for all arrows used. Report the circumstances of missing or unrecovered arrows on the hunting log sheet.
- Keep an accurate, up-to-date log of times spent in the field to include: date, game harvested, time of harvest, and hunt location. At the end of your hunting period, promptly turn in the log to the Park & Rec Dept for compilation of statistics.
- Report to the Park & Rec Dept any violation of game laws or program policies, rules, and regulations.



Little Chute

ESTABLISHED 1848

2023 SHOOTING PROFICIENCY TEST FOR DEER CULLING AUTHORIZATION



NOTE: Shooting proficiency tests are valid for 3 years. If you passed the test in 2022 or 2021, you do not need to retake it this year. When completed hunting application is turned in, our staff will need to verify the original test date to make sure you are valid for this year.

Name		
Street Address		
City, State, Zip Code		
Contact Numbers	Home	Cell

☆ TESTING INFORMATION ☆

Friday, October 13 from 8:15pm to 8:45pm

Van Lieshout Park Rec Center, 721 W. Elm Dr., Little Chute (building by ball diamond)

Archery testing done in "The Cage" portion of building – go to left after entering main building door

If you cannot attend our test date, you may go to an indoor archery range to be tested by their staff.

PROFICIENCY TEST:

2 of 3 arrows in 6-inch target at 20 yards (max. of two attempts per year)

PASS / FAIL
circle one

1st Test Score

Score: _____ of 3
Date: _____

2nd Test Score

Score: _____ of 3
Date: _____

Test Administrator Signature

Site Where Applicant Tested

Applicant Signature

Print Name of Test Administrator

Contact Number of Tester



TAKE THIS FORM TO TESTING SITE. APPLICANTS WHO PASS THE SHOOTING PROFICIENCY TEST MUST TURN IN THIS COMPLETED FORM WITH THEIR DEER CULLING APPLICATION TO THE PARK & REC BY WEDNESDAY, OCTOBER 18TH.

Deer Culling Statistics

	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	Average
Total # of Hunters Sign Up	4	6	8	14	17	13	16	0	12	14	14	20
WEEK 1												
Number of Hunters Approved	4	4	4	7	7	5	7	0	7	7	6	10
Buck Sightings	0	0	2	0	3	2	4	0	1	7	2	4
Doe Sightings	58	5	26	14	52	23	45	0	33	20	31	51
Buck Harvested	0	0	0	1	1	3	0	0	0	1	0	1
Doe Harvested	1	1	2	1	7	3	7	0	2	2	4	5
WEEK 2												
Number of Hunters Approved	0	0	4	7	4	7	7	0	7	7	6	8
Buck Sightings	n/a	n/a	0	0	0	0	1	0	1	1	0	1
Doe Sightings	n/a	n/a	0	9	0	9	37	0	10	14	3	14
Buck Harvested	n/a	n/a	0	0	0	0	0	0	0	1	0	0
Doe Harvested	n/a	n/a	0	1	0	0	1	0	4	1	0	1
Totals												
Number of Hunters Approved	4	4	8	14	11	12	14	0	14	14	12	
Buck Sightings	0	0	2	0	3	2	5	0	2	8	2	
Doe Sightings	58	5	26	23	52	32	82	0	43	34	34	
Buck Harvested	0	0	0	1	1	3	0	0	0	2	0	
Doe Harvested	1	1	2	2	7	3	8	0	6	3	4	

**If "Deer Type" was not labeled on hunting log it was logged as a doe

***The deer culling began in 2009. From 2009 - 2011 it was held for 3 weeks

****2020 was first year with quadrants

***** 2021 was first year with only one week

*****2022 remained status quo