



# AGENDA

## REGULAR BOARD MEETING

PLACE: Little Chute Village Hall  
DATE: Wednesday, November 15, 2023  
TIME: 6:00 p.m.

**Virtually attend the November 15, Regular Board meeting at 6 PM by following the zoom link here:**

<https://us06web.zoom.us/j/83005800109>

Meeting ID: 830 0580 0109

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 November 1, 2023
  - 2. Disbursement List
  - 3. Appointment - 2024 Election Officials
- H. Discussion/Action – Adopt Resolution 22, Series 2023 a CSM for 311 & 315 W North Ave
- I. Discussion/Action – Terrace Tree Petition
- J. Discussion/Action – Statewide Services Claim Denial
- K. Discussion/Action – Site Plan Skid Steer

- L. Discussion/Action — Lead Level Exceedance Steps
- M. Discussion/Action — Splash Pad Design and Engineering
- N. Discussion/Action — MOU Badger Books
- O. Discussion/Action — COTW Ordinance Amendment
- P. Discussion/Action — Hollanders Liquor License
- Q. Discussion/Action — Fire Department Donation Budget Adjustment
- R. Discussion/Action—LC North Estates Covenants
- S. Discussion/Action – Founders Estate Roadway Pavement
- T. Department and Officers Progress Report
- U. Call for Unfinished Business
- V. Items for Future Agenda
- W. Closed Sessions:
  - 19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *United Leak Detection and Doyle Pool Update*
  - 19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Administrator Review*
- X. Return to Open Session
- Y. Potential Action – United Leak Detection Payment Request
- Z. 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: November 10, 2023

# VILLAGE OF LITTLE CHUTE MONTHLY REPORT



## ***Little Chute***

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

OCTOBER  
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 – OCTOBER 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](http://www.littlechutewi.org).

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

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

### Department Overview

The report will track monthly activities for the following:

- Village Administrator
- Clerk
- Community Development
- Finance Department
- Monthly Consolidated Financial Statement by Account
- Little Chute Fire Department
- Fox Valley Metro Police Department
- Little Chute Public Library
- Parks, Recreation and Forestry Department
- Department of Public Works

### Questions or Comments

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

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



# VILLAGE ADMINISTRATOR

## October Administration Updates

- Director McDonald and I will be working with a small task force on the Heesakker Park Clubhouse project. This team will focus on the layout, design and details for the Park Planning Committee to review in the near future.
- LCBA meeting in October was at the Little Chute Windmill. The LCBA discussed Holiday events and started high-level discussion on improving 2024 events. We also provided new brochures that utilize our GIS technology, mapping our local businesses for tourists, new residents, etc.
- Our team is working very hard to accomplish the 2024 annual budget.
- Working with stakeholders on successfully acquiring property for our new fire station planned for 2025.
- Hosted a successful All-Hands meeting in early October. This is an opportunity for all Village staff across various departments to come together, hear about what is going on, learn about key strategic items and plan future discussions. This meeting we focused on what our CIP is, projects going on in our community and miPay, our new system for time off requests and (future) timesheet submission.
- Attended the 2023 annual League of WI Municipalities conference in Green Bay. A variety of key topics were discussed such as AI innovation and its impact on local government operations, retaining and recruiting quality employees, creative housing opportunities through zoning changes, sustainability infrastructure and what future requirements could be, and much more.
- Attended the 2023 WEDC Economic Summit. Discussed varying topics such as the impact of the new server farm hosted by Microsoft in Mount Pleasant, WI. Transportation needs to keep up with employment in our communities, future market changes and challenges around the corner and much more.

## Current Work List and Progress Update

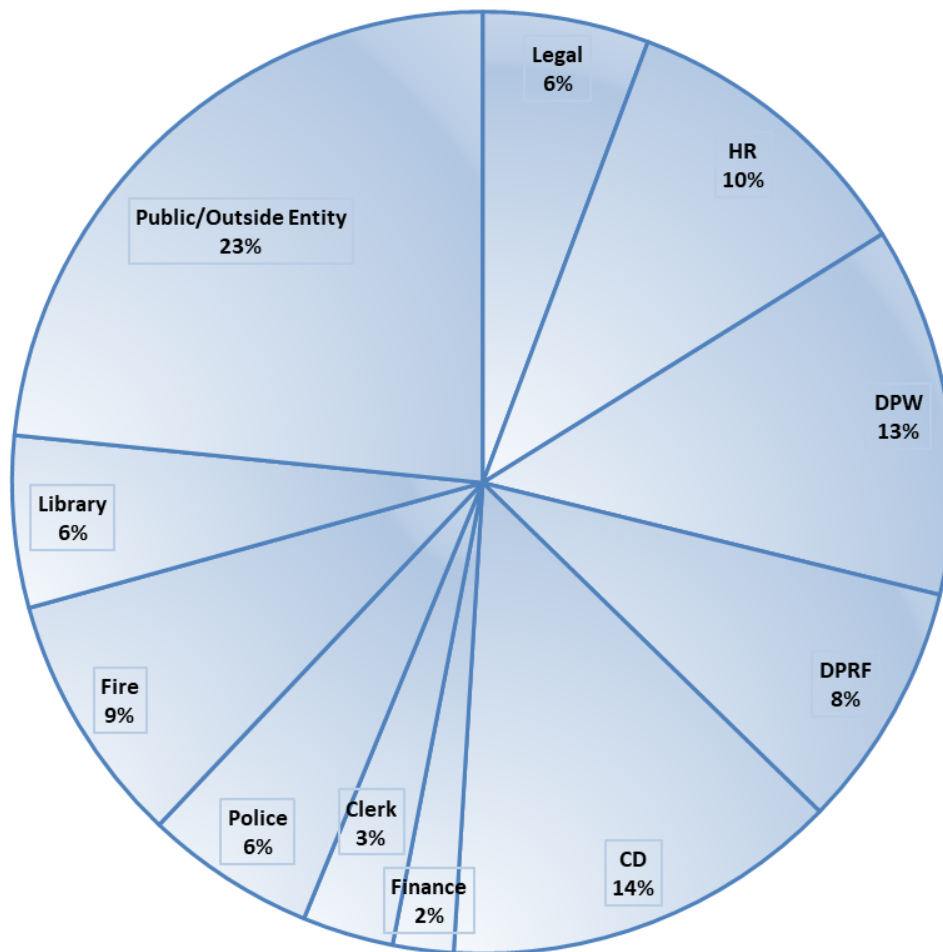
- Ebben Trail Storm project – working with property owners to acquire easements for the project.
- Assisting departments in various day-to-day operations. Working with all department heads on progress updates to ensure we submit budget information to Finance on time and fully complete.
- Monitoring project progress both in private development and public construction.
- Personnel Handbook update slated to kick back up in January of 2024.
- Working with legal on various ongoing items in the Village. Making significant progress in these areas.

## Items for November

- Execute Ebben Trail easements with property owners to solidify and secure placement of the trail and storm pipe for 2024 project.
- Begin the performance review process across the organization.
- Assist Departments in various projects and situations.
- Assist Human Resources in various personnel matters.
- Approve the 2024 annual budget.
- Attending various board and committee meetings.

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. La update was 11/10/2023.

## 2023 ADMIN TIME ALLOCATION SUMMARY



# VILLAGE CLERK

October has been busy in the Clerk's Office. We completed and submitted our 2024 budget in a timely manner. We have begun planning and preparing for the 2024 Elections and have budgeted for additional Badger Books and Electronic Voting Machines. Wisconsin Elections Commission has approved new absentee envelopes, we are in the process of ordering new stock to stay in compliance. We continued to support other departments with social media posts, flyers, documents, and graphics.


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


- Shared data from social media sites
- Attended Bid Opening
- Agendas/Minutes for meetings
- Continued maintenance of the Village Website
- Process Quarter 3 Movers Mailing sent out by Wisconsin Elections Commission
- Finalize 2024 payroll calendar
- Create QR Code Flyer with village maps and events for local businesses
- Begin planning for Fall Village Newsletter
- Work with other Departments to create Social Media schedule, coordinate postings
- Ongoing phone/supply ordering support
- Operator License Renewals
- Complete 2024 Budget


Goals for November:

- Agendas/Minutes for meetings
- Planning for 2024 Election Cycle
- 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
- Update interactive GIS Visitors Guide Map
- Update interactive GIS Parks Map
- Process Operator License Renewals
- Complete 2023 Performance Reviews
- Design Fall Village newsletter
- Update Newsletter mailing list

## 2023 Social Media Metrics August September October 2023 Totals

	<b>Facebook Posts</b>				
	People Reached	42,599	49,413	54,073	478,606
	Engagement	1,884	2,038	3,763	25,635
	Likes and Reactions	1,505	1,566	3,024	24,534
	Comments	236	272	436	3,324
	Shares	143	200	303	1,985
	Link Clicks	258	750	471	4,017
	Page Visists	6,752	6,584	5,196	49,962
	Most popular post (reach)	TbTh Grand Ave	TbTh Nechodom	Splash Pad	0
	New Followers	87	71	79	784
	Unfollowers	7	10	8	77
	Total Followers	6,736	6,791	6,867	6,791
	<b>Facebook Videos</b>				
	Minutes Viewed	1,712	1,134	25	11,740
	1-Minute Video Views	432	286	4	2,714
	3-Second Video Views	3,318	1,048	63	19,963
	Video Engagement	104	36	3	891
	Most popular Video	parks and rec	Ebben Trail Update	Ebben Trail update	

	<b>Instagram</b>				
	Instagram Posts	6	9	8	74
	Likes	60	54	109	470
	Video Views	0	4	0	4
	Reach	255	244	340	2,560
	Followers	954	961	971	961
	Popular Post	TbTh Grand Ave	TbTh Nechodom	Splash pad	

	<b>LinkedIn</b>				
	Search Apperances	45	132	37	671
	Unique Visitors	31	30	39	291
	Post Impressions	50	44	280	945
	Custom clicks	0	0	0	2
	followers	278	271	269	266

# FINANCE DEPARTMENT

## HIGHLIGHTS FROM OCTOBER

- The 2024 Budget was adopted by the Village Board on November 1 after the public hearing was held (no comments from the public were received).
- 2024 health insurance open enrollment for all benefit eligible employees was completed with minimal changes. The 2024 dental and vision insurance open enrollment kicked off October 24.
- Communication regarding compensatory time deadlines for 2023 has been sent to applicable employees (excludes represented Police Officers who follow an alternate timeline per their contract). All compensatory hours remaining in banks as of December 2<sup>nd</sup> will be paid out on paychecks dated December 7<sup>th</sup>.
- The Utility Billing Specialist sent out 62 letters for meter change outs that resulted in appointments set up for 54 meter changes.
- 471 delinquent utility balance notification letters were sent to utility customers (of which 257 were tenant occupied so property owner also sent letter) putting on notice that if outstanding amount was not paid by November 1 a 10% penalty would be added as first step in the potential tax roll process. Collections were received minimizing the application of penalty (\$6,178.99) to 189 customers for a total of \$67,971.13. Customers still have until November 15 to make payment prior to roll.

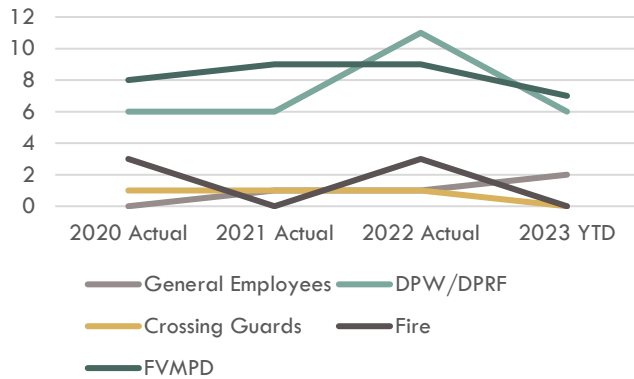
## TOP PRIORITIES FOR NOVEMBER

- Certify and upload to the Outagamie County tax portal special assessment (includes delinquent utilities, Village assessments and Vandenbroek Drainage District charges) and special charges (eligible delinquent accounts receivable invoices) by the deadline of November 17<sup>th</sup>.
- Calculate tax rates upon receipt of certified levies from taxing jurisdictions and tax credit information from the State. Upload rates to the Outagamie tax portal by target date of November 20 to secure optimal placement in the queue for tax bill printing.
- Completion of the Preliminary Official Statement (detailed 28 page financial disclosure used for marketing), Moody's rating call and approval of the parameters resolution to sell \$7,045,000 of general obligation notes for 2023-2024 projects.
- Complete Finance team performance reviews.
- Payroll Specialist to complete the life and long-term disability census to accurately provide coverage to employees based on 2024 expected rate of pay.
- Welcome Megan Kloeckner, Little Chute Library Director, starting November 7<sup>th</sup>!
- Distribute 2024 Weights and Measures invoices payable by December 31, 2023.
- Extend deadline and expand advertisement for the vacant Accounts Payable Clerk.
- 2023 dog tag reconciliation due to County to receive the 2024 licenses for citizen application and distribution.

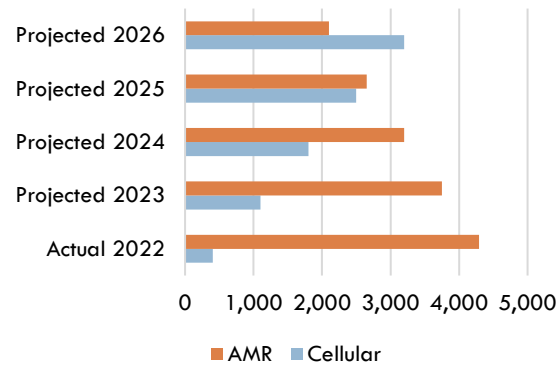
## CONTINUOUS IMPROVEMENT EFFORTS

- Rolled out "miPay," a web portal for payroll information to Village employees and Trustees. This is the highly anticipated upgrade that allows employees and Trustees to view their pay slips and W2's online as well as make changes to tax elections, direct deposit elections, contact information and more.
- The Utility Billing Specialist is researching options to automate past due notices to replace the time-consuming manual process that is currently in place.

## Workers Compensation Claims



## Cellular Meter Change Out



## PERFORMANCE MEASUREMENTS

	<b>Actual 2021</b>	<b>Actual 2022</b>	<b>Projected 2023</b>	<b>Target 2024</b>
# Months bank reconciliation completed timely	12	12	12	12
# Of stale checks outstanding	8	13	4	4
Custodial credit risk	\$0	\$0	\$0	\$0
Investment Performance vs 1-3 Year US Treasury Index	(.5)% vs (.6)%	(2.87)% vs (3.8)%	2.5% vs 1.8%	2.5% vs 2.0%
% Of customers paying online	48%	52%	55%	58%
Continuous improvement initiatives	32	26	24	24
Number of special assessment billings	36	7	100	100
Average number of monthly utility bills	4,672	4,743	4,775	4,800
Annual number of utility work orders	1,033	904	900	900
Annual tax certification letters	673	647	675	600
General obligation bond rating	Aa3	Aa3	Aa3	Aa3
# Of auditor's compliance issues	1	0	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 – Delinquent Utility History**

	<u>Tax Certification Letters</u>		<u>Actual rolled to taxes</u>	
2023	471	\$ 97,079		
2022	647	\$ 183,285	199	\$ 81,883
2021	673	\$ 159,039	168	\$ 72,486
2020	774	\$ 171,985	213	\$ 97,767
2019	775	\$ 134,044	199	\$ 90,748

	Over (Under) Budget				
	OCTOBER	YTD 2023	BUDGET 2023	VARIANCE	% OF BUDGET
<b>GENERAL FUND</b>					
Taxes	3,852.88	1,150,578.01	1,152,789.00	(2,210.99)	99.81%
Total Licenses and Permits	5,618.00	83,986.57	115,950.00	(31,963.43)	72.43%
Intergovernmental Aid	205,780.24	1,264,744.75	2,468,055.00	(1,203,310.25)	51.24%
Public Charges for Service	8,861.06	148,809.86	147,894.00	915.86	100.62%
Fines and Forfeitures	4,904.27	78,076.94	91,000.00	(12,923.06)	85.80%
Total Interest	22,998.74	212,022.33	75,578.00	136,444.33	280.53%
Miscellaneous Revenue	12,051.18	153,134.42	194,107.00	(40,972.58)	78.89%
Other Financing Sources	18,045.39	363,360.33	220,000.00	143,360.33	165.16%
<b>Total General Fund Revenue</b>	<b>282,111.76</b>	<b>3,454,713.21</b>	<b>4,465,373.00</b>	<b>(1,010,659.79)</b>	<b>77.37%</b>
Village Board	16,913.83	77,525.80	101,675.00	(24,149.20)	76.25%
Administration	6,649.49	67,926.35	106,050.00	(38,123.65)	64.05%
Finance	20,813.43	213,228.90	315,631.00	(102,402.10)	67.56%
Clerk	15,529.61	172,932.84	208,048.00	(35,115.16)	83.12%
Community Development - Assessing	5,027.63	57,795.55	140,541.00	(82,745.45)	41.12%
Inspections	9,172.04	107,990.62	145,981.00	(37,990.38)	73.98%
Economic Development	2,985.80	86,668.19	108,703.00	(22,034.81)	79.73%
Village Hall	9,526.72	73,620.99	128,399.00	(54,778.01)	57.34%
Municipal Court	5,023.46	57,530.01	71,773.00	(14,242.99)	80.16%
Unallocated	171.41	55,268.29	209,157.00	(153,888.71)	26.42%
Insurance	5,612.32	179,226.33	212,402.00	(33,175.67)	84.38%
Village Promotion and Goodwill	1,382.82	32,587.04	38,919.00	(6,331.96)	83.73%
Fire Operations	10,829.93	256,293.66	361,524.00	(105,230.34)	70.89%
Fire Allocated	27,980.81	315,825.58	373,996.00	(58,170.42)	84.45%
Crossing Guards	7,538.07	53,805.34	79,703.00	(25,897.66)	67.51%
Public Works Administration	1,262.38	13,551.37	35,275.00	(21,723.63)	38.42%
Public Works Engineering & GIS	2,384.73	47,451.05	90,794.00	(43,342.95)	52.26%
Public Works Street Repair and Maintenance	54,568.76	552,555.12	770,641.00	(218,085.88)	71.70%
Public Works Support Services	4,038.10	35,763.57	53,576.00	(17,812.43)	66.75%
Public Works Vehicle Maintenance	21,192.28	130,723.35	150,900.00	(20,176.65)	86.63%
Public Works Snow and Ice Control	2,760.67	193,902.58	237,786.00	(43,883.42)	81.54%
Public Works Weed Control	1,235.03	6,508.05	20,661.00	(14,152.95)	31.50%
Public Works Recycling	2,781.33	30,925.69	49,804.00	(18,878.31)	62.09%
Park	45,342.80	434,175.58	542,749.00	(108,573.42)	80.00%
Recreation	11,403.11	178,468.37	227,179.00	(48,710.63)	78.56%
Forestry	31,743.22	162,725.92	194,167.00	(31,441.08)	83.81%
Youth Football	5,505.27	30,365.79	34,602.00	(4,236.21)	87.76%
Community Band	1,316.65	7,869.94	11,279.00	(3,409.06)	69.78%
Transfers	-	-	-	-	#DIV/0!
<b>Total General Fund Expenses</b>	<b>330,691.70</b>	<b>3,633,211.87</b>	<b>5,021,915.00</b>	<b>(1,388,703.13)</b>	<b>72.35%</b>
<b>GENERAL FUND NET REVENUES (EXPENSES)</b>	<b>(48,579.94)</b>	<b>(178,498.66)</b>	<b>(556,542.00)</b>		
<b>SANITATION</b>					
Sanitation Revenues	52,226.06	514,922.61	589,850.00	(74,927.39)	87.30%
Sanitation Expenses	51,560.65	395,884.01	488,730.00	(92,845.99)	81.00%
<b>SANITATION NET REVENUES (EXPENSES)</b>	<b>665.41</b>	<b>119,038.60</b>	<b>101,120.00</b>		
<b>FIRE EQUIPMENT DONATION</b>					
Fire Equipment Donation Revenues	2,476.93	119,583.90	97,000.00	22,583.90	123.28%
Flag Pole Memorial Expenses	-	1,447.00	2,100.00	(653.00)	68.90%
<b>FIRE EQUIPMENT DONATION NET REVENUES (EXPENSES)</b>	<b>2,476.93</b>	<b>118,136.90</b>	<b>94,900.00</b>		
<b>AQUATICS</b>					
Aquatics Revenue	263.48	202,651.05	188,603.00	14,048.05	107.45%
Aquatics Expenses	8,096.45	204,639.00	209,103.00	(4,464.00)	97.87%
<b>AQUATICS NET REVENUES (EXPENSES)</b>	<b>(7,832.97)</b>	<b>(1,987.95)</b>	<b>(20,500.00)</b>		



				Over (Under) Budget	
	OCTOBER	YTD 2023	BUDGET 2023	VARIANCE	% OF BUDGET
<b>LIBRARY/CIVIC CENTER</b>					
Library/Civic Center Revenues	268.71	642,593.02	625,260.00	17,333.02	102.77%
Library/Civic Center	44,778.66	470,947.92	640,360.00	(169,412.08)	73.54%
<b>LIBRARY/CIVIC CENTER NET REVENUES (EXPENSES)</b>	<b>(44,509.95)</b>	<b>171,645.10</b>	<b>(15,100.00)</b>		
<b>CONSOLIDATED POLICE SERVICES</b>					
Consolidated Police Services Revenue	405,912.16	4,056,093.36	4,034,297.00	21,796.36	100.54%
Police Services Consolidated	287,494.26	3,242,811.90	4,137,882.00	(895,070.10)	78.37%
<b>CONSOLIDATED POLICE SERVICES NET REVENUES (EXPENSES)</b>	<b>118,417.90</b>	<b>813,281.46</b>	<b>(103,585.00)</b>		
<b>VAN LIESHOUT RECREATION CENTER</b>					
Van Lieshout Rec Center Revenues	1,845.54	27,853.29	22,750.00	5,103.29	122.43%
Van Lieshout Rec Center Expenses	873.28	30,954.45	34,766.00	(3,811.55)	89.04%
<b>VAN LIESHOUT NET REVENUES (EXPENSES)</b>	<b>972.26</b>	<b>(3,101.16)</b>	<b>(12,016.00)</b>		
<b>PROMOTIONAL FUND</b>					
Promotional Fund Revenues	655.52	33,456.46	47,400.00	(13,943.54)	70.58%
Promotional Fund Expenses	612.65	19,050.75	33,500.00	(14,449.25)	56.87%
<b>PROMOTIONAL NET REVENUES (EXPENSES)</b>	<b>42.87</b>	<b>14,405.71</b>	<b>13,900.00</b>		
<b>AMERICAN RESCUE FUND</b>					
American Rescue Fund Revenues	3,944.21	35,391.69	769,257.00	(796,648.69)	4.60%
American Rescue Fund Expenses	4,120.53	133,533.12	1,399,546.00	(537,639.21)	9.54%
<b>AMERICAN RESCUE PROMOTIONAL NET REVENUES (EXPENSES)</b>	<b>(176.32)</b>	<b>(98,141.43)</b>	<b>(630,289.00)</b>		
<b>TRANSPORTATION SPECIAL REVENUE FUND</b>					
Transportation Special Revenue Fund Revenues	56.19	582.21	-	582.21	#DIV/0!
Transportation Special Revenue Fund Expenses	-	-	14,430.00	(14,430.00)	0.00%
<b>TRANSPORTATION SR FUND NET REVENUES (EXPENSES)</b>	<b>56.19</b>	<b>582.21</b>	<b>(14,430.00)</b>		
<b>SMALL BUSINESS MICRO LOAN FUND</b>					
Small Business Micro Loan Fund Revenues	763.21	7,801.15	800.00	7,001.15	975.14%
Small Business Micro Loan Fund Expenses	-	-	500.00	(500.00)	0.00%
<b>SMALL MICRO LOAN FUND NET REVENUES (EXPENSES)</b>	<b>763.21</b>	<b>7,801.15</b>	<b>300.00</b>		
<b>FAÇADE RENOVATION GRANT FUND</b>					
Façade Renovation Grant Fund Revenues	664.88	7,629.66	200.00	7,429.66	3814.83%
Façade Renovation Grant Fund Expenses	-	1,461.00	1,500.00	(39.00)	97.40%
<b>COMMUNITY DEVELOPMENT GRANT NET REVENUES (EXPENSES)</b>	<b>664.88</b>	<b>6,168.66</b>	<b>(1,300.00)</b>		
<b>NELSON CROSSING MAINTENANCE</b>					
Nelson Crossing Maintenance Revenues	18.73	3,664.69	3,486.00	178.69	105.13%
Nelson Crossing Maintenance Expenses	-	17.97	3,486.00	(3,468.03)	0.52%
<b>NELSON CROSSING MAINTENANCE NET REVENUES (EXPENSES)</b>	<b>18.73</b>	<b>3,646.72</b>	<b>-</b>		
<b>SPECIAL ASSESSMENTS</b>					
Special Assessment Revenue	29,705.69	134,826.52	161,000.00	(26,173.48)	83.74%
Special Assessment Expense	191.38	191,622.62	192,300.00	(677.38)	99.65%
<b>SPECIAL ASSESSMENTS NET REVENUES (EXPENSES)</b>	<b>29,514.31</b>	<b>(56,796.10)</b>	<b>(31,300.00)</b>		

				Over (Under) Budget	
	OCTOBER	YTD 2023	BUDGET 2023	VARIANCE	% OF BUDGET
<b>EQUIPMENT REVOLVING FUND</b>					
Equipment Revolving Revenue	6,414.11	159,705.59	451,000.00	(291,294.41)	35.41%
Equipment Revolving Expenses	-	43,339.00	690,000.00	(646,661.00)	6.28%
<b>EQUIPMENT NET REVENUES (EXPENSES)</b>	<b>6,414.11</b>	<b>116,366.59</b>	<b>(239,000.00)</b>		
<b>FACILITY AND TECHNOLOGY FUND</b>					
Facility and Technology Fund Revenues	234.11	83,000.92	80,000.00	3,000.92	103.75%
Facility and Technology Fund Expenditures	9,909.26	80,834.84	100,000.00	(19,165.16)	80.83%
<b>FACILITY AND TECHNOLOGY NET REVENUES (EXPENSES)</b>	<b>(9,675.15)</b>	<b>2,166.08</b>	<b>(20,000.00)</b>		
<b>TAX INCREMENT DISTRICT 4</b>					
Tax Increment District 4 Revenues	2,158.53	1,885,881.74	1,661,750.00	224,131.74	113.49%
Tax Increment District 4 Expenses	863.63	1,221,754.77	1,419,369.00	(197,614.23)	86.08%
<b>TAX INCREMENTAL DISTRICT 4 NET REVENUES (EXPENSES)</b>	<b>1,294.90</b>	<b>664,126.97</b>	<b>242,381.00</b>		
<b>TAX INCREMENT DISTRICT 5</b>					
Tax Increment District 5 Revenues	959.87	432,307.49	439,298.00	(6,990.51)	98.41%
Tax Increment District 5 Expenses	5,754.10	297,346.41	305,184.00	(7,837.59)	97.43%
<b>TAX INCREMENTAL DISTRICT 5 NET REVENUES OVER EXPENSES</b>	<b>(4,794.23)</b>	<b>134,961.08</b>	<b>134,114.00</b>		
<b>TAX INCREMENT DISTRICT 6</b>					
Tax Increment District 6 Revenues	(847.49)	1,459,833.70	3,015,486.00	(1,555,652.30)	48.41%
Tax Increment District 6 Expenses	705,428.12	3,740,845.74	5,209,827.00	(1,468,981.26)	71.80%
<b>TAX INCREMENTAL DISTRICT 6 NET REVENUES (EXPENSES)</b>	<b>(706,275.61)</b>	<b>(2,281,012.04)</b>	<b>(2,194,341.00)</b>		
<b>TAX INCREMENT DISTRICT 7</b>					
Tax Increment District 7 Revenues	2,785.96	759,984.08	770,200.00	(10,215.92)	98.67%
Tax Increment District 7 Expenses	10,009.89	532,784.52	580,279.00	(47,494.48)	91.82%
<b>TAX INCREMENTAL DISTRICT 7 NET REVENUES (EXPENSES)</b>	<b>(7,223.93)</b>	<b>227,199.56</b>	<b>189,921.00</b>		
<b>TAX INCREMENT DISTRICT 8</b>					
Tax Increment District 8 Revenues	3,502.35	127,892.99	94,840.00	33,052.99	134.85%
Tax Increment District 8 Expenses	3,771.63	178,467.25	1,727,310.00	(1,548,842.75)	10.33%
<b>TAX INCREMENTAL DISTRICT 8 NET REVENUES (EXPENSES)</b>	<b>(269.28)</b>	<b>(50,574.26)</b>	<b>(1,632,470.00)</b>		
<b>PARK IMPROVEMENT</b>					
Park Improvement Revenue	2,152.85	34,225.15	161,550.00	(127,324.85)	21.19%
Park Improvement Expenses	188,839.80	329,187.40	688,364.00	(359,176.60)	47.82%
<b>PARK IMPROVEMENTS NET REVENUES (EXPENSES)</b>	<b>(186,686.95)</b>	<b>(294,962.25)</b>	<b>(526,814.00)</b>		
<b>CAPITAL PROJECTS</b>					
Capital Projects Revenue	(6,442.49)	183,347.72	526,375.00	(343,027.28)	34.83%
Construction Projects	219,386.25	889,555.05	1,679,464.00	(789,908.95)	52.97%
Administration Capital Projects	14,780.04	212,974.34	213,668.00	(693.66)	99.68%
<b>TOTAL CONSTRUCTION EXPENSES</b>	<b>234,166.29</b>	<b>1,102,529.39</b>	<b>1,893,132.00</b>	<b>(790,602.61)</b>	<b>58.24%</b>
<b>CAPITAL PROJECTS NET REVENUES (EXPENSES)</b>	<b>(240,608.78)</b>	<b>(919,181.67)</b>	<b>(1,366,757.00)</b>		

				Over (Under) Budget	
	OCTOBER	YTD 2023	BUDGET 2023	VARIANCE	% OF BUDGET
<b>SEWER</b>					
<b>Sewer Revenues</b>	<b>366,642.31</b>	<b>3,201,903.95</b>	<b>3,672,875.00</b>	<b>(470,971.05)</b>	<b>87.18%</b>
Sewer Capital	54.21	312,400.20	422,357.00	(109,956.80)	73.97%
Sewer Financing	20,816.00	213,477.95	255,518.00	(42,040.05)	83.55%
Sewer Treatment	204,794.73	2,108,209.02	2,401,600.00	(293,390.98)	87.78%
Sewer Collection	13,897.23	156,976.92	228,442.00	(71,465.08)	68.72%
Sewer Customer A/R	13,702.78	122,507.82	161,673.00	(39,165.18)	75.78%
Sewer Admin and General	12,258.15	176,000.43	205,121.00	(29,120.57)	85.80%
<b>TOTAL SEWER EXPENSES</b>	<b>265,523.10</b>	<b>3,089,572.34</b>	<b>3,674,711.00</b>	<b>(585,138.66)</b>	<b>84.08%</b>
<b>SEWER NET REVENUES (EXPENSES)</b>	<b>101,119.21</b>	<b>112,331.61</b>	<b>(1,836.00)</b>		
<b>WATER UTILITY</b>					
<b>Water Utility Revenues</b>	<b>221,346.57</b>	<b>2,186,138.23</b>	<b>3,103,402.00</b>	<b>(917,263.77)</b>	<b>70.44%</b>
Water Capital Projects	54.21	420,274.46	521,357.00	(101,082.54)	80.61%
Water Financing	70,853.24	630,131.36	761,212.00	(131,080.64)	82.78%
Water Source	476.36	16,656.09	95,200.00	(78,543.91)	17.50%
Pumping	21,790.60	221,465.62	265,891.00	(44,425.38)	83.29%
Water Treatment	62,614.69	550,522.42	483,035.00	67,487.42	113.97%
Water Distribution	41,087.25	598,791.68	844,422.00	(245,630.32)	70.91%
Customer A/R	5,819.07	54,845.51	74,447.00	(19,601.49)	73.67%
Admin and General	10,927.94	136,640.70	189,099.00	(52,458.30)	72.26%
<b>TOTAL WATER EXPENSES</b>	<b>213,623.36</b>	<b>2,629,327.84</b>	<b>3,234,663.00</b>	<b>(605,335.16)</b>	<b>81.29%</b>
<b>WATER NET REVENUES (EXPENSES)</b>	<b>7,723.21</b>	<b>(443,189.61)</b>	<b>(131,261.00)</b>		
<b>STORMWATER UTILITY</b>					
<b>Stormwater Revenue</b>	<b>126,058.16</b>	<b>1,196,258.50</b>	<b>2,123,890.00</b>	<b>(927,631.50)</b>	<b>56.32%</b>
Stormwater Capital Projects	452.60	406,394.17	506,347.00	(99,952.83)	80.26%
Storm Financing	60,126.18	470,468.55	557,497.00	(87,028.45)	84.39%
Storm Pond Maintenance	2,952.73	38,781.36	147,544.00	(108,762.64)	26.28%
Storm Collection	20,910.19	161,425.40	456,283.00	(294,857.60)	35.38%
Storm Customer A/R	4,782.16	49,245.89	63,039.00	(13,793.11)	78.12%
Storm Admin and General	18,822.49	224,793.25	247,029.00	(22,235.75)	91.00%
<b>TOTAL STORM EXPENSES</b>	<b>108,046.35</b>	<b>1,351,108.62</b>	<b>1,977,739.00</b>	<b>(626,630.38)</b>	<b>68.32%</b>
<b>STORMWATER NET REVENUES (EXPENSES)</b>	<b>18,011.81</b>	<b>(154,850.12)</b>	<b>146,151.00</b>		

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 October is a \$338,094 unrealized loss. The positive news is that interest earnings have escalated from minimal returns in past year.

Property, Auto and Workers Compensation premiums have been paid so twelve months of expense included in October financials for various funds.

Landfill revenue for Sewer Utility is billed on a quarterly billing; the third quarter was billed in October. Strength invoices have not been issued to Bel Brands (October), Nestle (October), and Oh Snap (July -Oct as final adjustments for hauled waste need to be determined balancing with totes on hand).

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
- Vacancy on Board of Appeals filled
- Completed Site plan approvals for a number of projects

## TOP PRIORITIES FOR November 2023

- 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
- Continue to Improve compliant tracking and follow-up process
- Continue to find and catalog all existing Conditional uses, Variance, and planning/zoning permits in effect.

From our Building Inspector:

With the Cold weather returning many projects have wrapped 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 October:

- Updated permits on Cloud Permit
- Working through improvements to informational pamphlets
- Attended multiple Inspector meetings in the region.
- Continued process of digitalizing/organization of Building plans.
  - Existing commercial building plans have all been scanned in and in process of organizing.

**Permits Issued in October**

# Residential	# Commercial	Total	Total \$ Fees	Est. Construction \$
28	5	33	\$3813.50	\$738,155.00

**Year To Date (through 11/1)**

Total # of Permits	Total \$ Fees	Est. Construction \$
325	\$39,705.55	\$26,333,791.36

**Number of New Home Permits Year To Date**

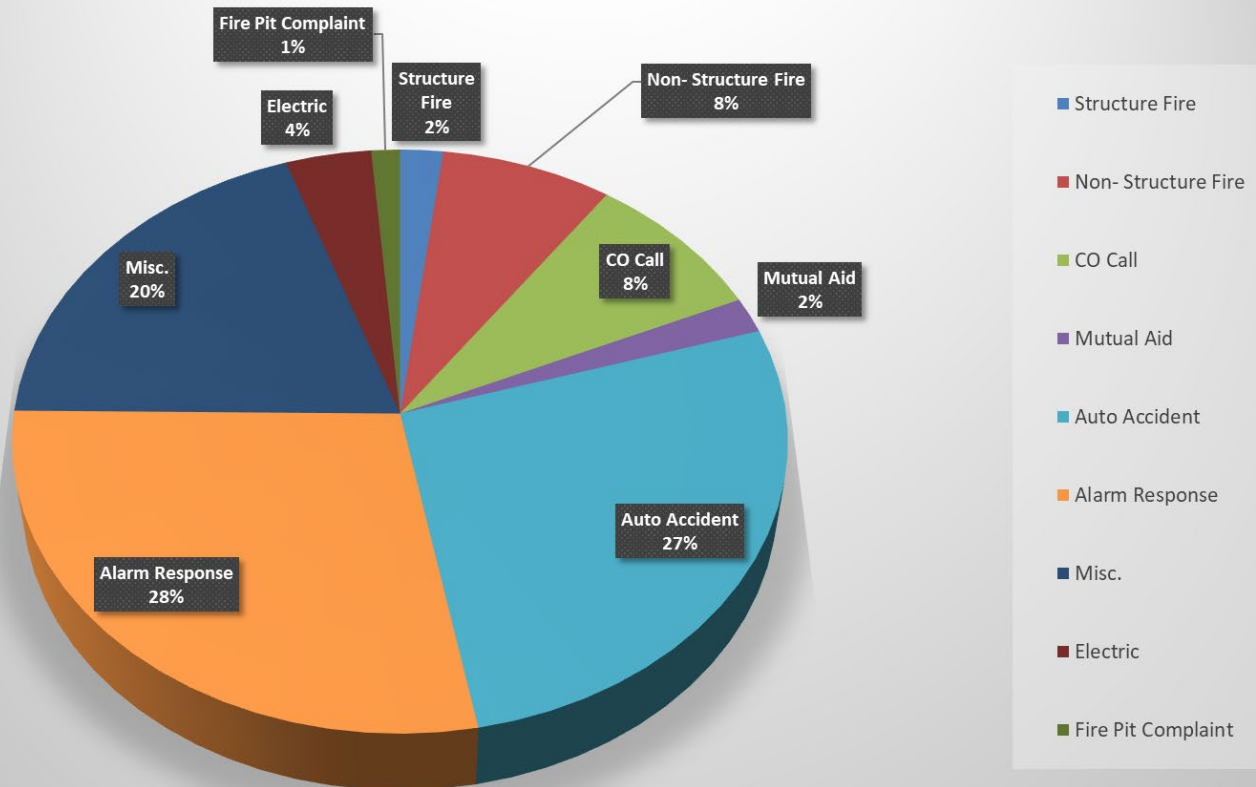
# New Single Family	# Duplexes	Total
4	2	6

# 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
<b>2023 SUMMARY</b>	<b>3</b>	<b>12</b>	<b>13</b>	<b>3</b>	<b>41</b>	<b>43</b>	<b>30</b>	<b>6</b>	<b>153</b>	<b>188</b>	<b>181</b>	<b>152</b>	<b>202</b>	<b>165</b>	<b>172</b>	<b>155</b>	<b>132</b>
January 2023 Calls	1	1	1	1	4	0	3	0	11								
February 2023 Calls	0	0	2	0	5	2	5	0	14								
March 2023 Calls	1	1	1	0	1	3	3	0	10								
April 2023 Calls	0	3	1	0	2	3	3	2	15								
May 2023 Calls	1	3	1	1	3	3	5	0	18								
June 2023 Calls	0	0	5	1	8	5	2	0	21								
July 2023 Calls	0	2	1	0	5	3	3	0	14								
August 2023 Calls	0	1	0	0	9	13	0	2	25								
September 2023 Calls	0	1	0	0	3	8	2	2	16								
October 2023 Calls	0	0	1	0	1	3	4	0	9								
November 2023 Calls									0								
December 2023 Calls									0								

### Call by Type - 2023 Calls for Service



**LCFD Incident Report - October 2023****Number of Incidents: 9****Incidents Last Year: 21****Year-to-Date: 153**

Date	Time	Incident Number	Location	Description	Response	Vehicles
10/5/2023	16:51	23LC00145	Hwy 41 NB & Freedom Road	Accident on Highway 41 Northbound	Cleaned up debris	3621 - Engine
10/10/2023	5:22	23LC00146	410 Pierce Avenue	Crabon monoxide detector sounding	Investigate with meters - nothing found	3621 - Engine
10/11/2023	5:22	23LC00147	Moasis & Nixon	Fluids spilled from truck in intersection	Blocked off, applied oil dry, cleaned up	3621 - Engine 3641 - Aerial
10/12/2023	18:02	23LC00148	Florida & Grant	Basefoot male wondering around behind houses talking about Ukraine	Retrieved individual from pond	3621 - Engine 3631 - Pickup 3641 - Aerial
10/14/2023	23:13	23LC00149	825 E Greenfield	Commercial fire alarm sounding	Investigate - nothing found	3621 - Engine 3631 - Pickup 3641 - Aerial
10/15/2023	12:48	23LC00150	1400 Holland Road	Alarm sounding	Investigate - nothing found	3621 - Engine 3631 - Pickup 3641 - Aerial
10/22/2023	18:36	23LC00151	Kwik Trip	Approximately 5 gallon fule spill	Apply oil dry, clean up	3621 - Engine 3631 - Pickup 3671 - Squad
10/26/2023	14:57	23LC00152	3550 North French Road	Truck ran into balcony on appartments	Investigate to make sure no structural concerns	3621 - Engine 3631 - Pickup
10/29/2023	22:43	23LC00153	1419 Hollan Road	Water flow alarm sounding	Incident command investigated, no apparatus response necessary	3621 - Engine 3631 - Pickup



# FOX VALLEY METRO POLICE DEPARTMENT

## PERSONNEL

A conditional offer of employment was made to a candidate for the vacant Community Service Officer (CSO) position. The candidate accepted the offer and started the process of the pre-employment testing (physical, drug screen, etc.). The candidate has since withdrawn from the offer due to the pay rate offered.

We have two other applicants that we will reach out to in an effort to fill this position.

## GRANTS/ DONATIONS

We were recently notified that the Fox Valley Metro Police Department is the recipient of \$1,500.00 from the Fox Cities Marathon proceeds. The monies were presented to us on November 3<sup>rd</sup>.

Over the summer the department applied for a grant through the *Great Wisconsin Cheese Festival* Board. We applied for funds to start a drone (Unmanned Aerial Vehicle – UAV) program. Last week we were notified that we were selected to receive just under \$15,000 to purchase the UAV and the necessary supporting equipment.

We plan to purchase the UAV this year and start the process of sending staff to the required training to become FAA certified drone pilots.

## TRAINING

We had one nice day of weather for training at the Fox Valley Technical College Public Safety Training Center over the past few weeks. Otherwise – there was lots of rain and wind...



Officers practicing a high-risk traffic stop.





## FACILITIES

This past spring the department was able to acquire used furniture and office items through Miron Construction who were doing an expansion and remodeling project at an area hospital. We were able to acquire some used cabinets from the site. Last week, Dave Neuman and Nate Van Schyndel removed the old cabinetry and installed the replacement ones.



## 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

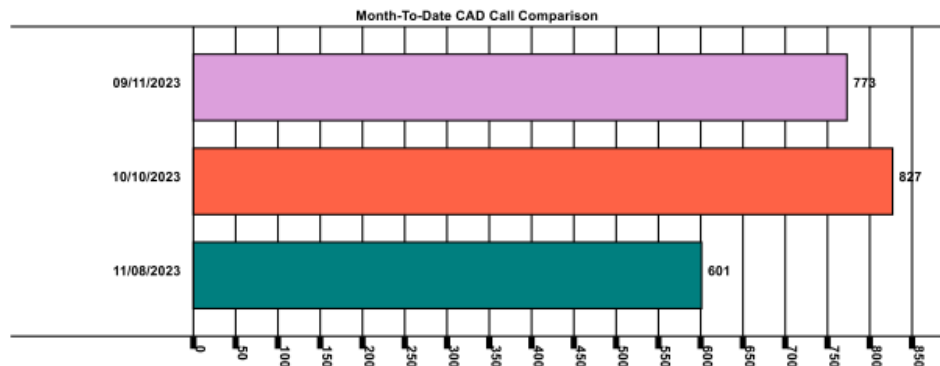
Call Nature	10/11/2023 to 11/08/2023:	09/12/2023 to 10/10/2023:	1 mo % change:	08/14/2023 to 09/11/2023:	2 mo % change:
911 Misdeal	26	39	-33.3%	52	-50.0%
Abandoned Vehicle	5	2	150.0%	0	N/A
Abdominal A-Adam Response	0	7	-100.0%	2	-100.0%
Abdominal C-Charlie Response	0	1	-100.0%	1	-100.0%
Accident in a Parking Lot	4	7	-42.9%	2	100.0%
Accident with Injury	1	2	-50.0%	3	-66.7%
Accident with Scene Safety	1	0	N/A	2	-50.0%
Accident with Spill Cleanup	0	1	-100.0%	3	-100.0%
Alcohol Violations	1	0	N/A	1	0.0%
Allergies D-David Response	1	0	N/A	0	N/A
Animal Bite	3	3	0.0%	0	N/A
Animal Bites B-Boy Response	0	1	-100.0%	0	N/A
Animal Call	13	9	44.4%	19	-31.6%
Assault B-Boy Response	0	0	N/A	1	-100.0%
Assist Citizen or Agency	36	53	-32.1%	41	-12.2%
Battery	1	0	N/A	1	0.0%
Bicycle Stop	1	0	N/A	0	N/A
Bleeding A-Adam Response	1	0	N/A	0	N/A
Bleeding B-Boy Response	1	0	N/A	0	N/A
Bleeding D-David Response	2	1	100.0%	2	0.0%
Breathing Problem C-Charles	1	0	N/A	0	N/A
Breathing Problem D-David	4	1	300.0%	0	N/A
Business Check	3	0	N/A	0	N/A
Carbon Monoxide Alarm	0	2	-100.0%	0	N/A
Chest Complaint C-Charles	1	1	0.0%	0	N/A
Chest Complaint D-David	1	2	-50.0%	2	-50.0%
Choking A-Adam Response	0	0	N/A	1	-100.0%
Choking D-David Response	0	1	-100.0%	0	N/A
Civil Matter Assist	0	1	-100.0%	1	-100.0%
Civil Process	12	14	-14.3%	12	0.0%
Crime Prevention	23	25	-8.0%	28	-17.9%



Damage to Property	7	2	250.0%	10	-30.0%
Diabetic Issue A-Adam	0	1	-100.0%	0	N/A
Diabetic Issue C-Charles	0	2	-100.0%	2	-100.0%
Disturbance	10	11	-9.1%	10	0.0%
Disturbance with a Weapon	1	0	N/A	1	0.0%
Domestic Disturbance	1	3	-66.7%	3	-66.7%
Drug Complaint	3	1	200.0%	0	N/A
Eye Problem A-Adam	0	1	-100.0%	0	N/A
Fainting C-Charles	1	0	N/A	0	N/A
Falls A-Adam Response	3	4	-25.0%	6	-50.0%
Falls B-Boy Response	2	3	-33.3%	3	-33.3%
Falls D-David Response	3	0	N/A	1	200.0%
Fire Alarm Commercial	3	3	0.0%	14	-78.6%
Fire Alarm Residential	0	1	-100.0%	0	N/A
Fire Oversized/Commercial Veh	1	0	N/A	0	N/A
Fire Vegetation or Grass	0	0	N/A	1	-100.0%
Follow Up	25	20	25.0%	22	13.6%
Fraud Complaint	2	3	-33.3%	8	-75.0%
Harassment	10	5	100.0%	1	900.0%
Hazard in Roadway	9	13	-30.8%	9	0.0%
Heart Problem C-Charles	0	2	-100.0%	0	N/A
Jail GPS Checks	12	17	-29.4%	5	140.0%
Juvenile Complaint	5	8	-37.5%	8	-37.5%
Law Alarms - Burglary Panic	9	6	50.0%	5	80.0%
Lost or Found Valuables	12	10	20.0%	5	140.0%
Medical Assistance No Injury	7	1	600.0%	1	600.0%
Medical Pre-Alert	5	8	-37.5%	9	-44.4%
Missing Person	2	2	0.0%	2	0.0%
Motorist Assist	17	20	-15.0%	18	-5.6%
Natural Gas or Propane Leak	0	1	-100.0%	0	N/A
Noise Complaint	2	10	-80.0%	7	-71.4%
Ordinance Violation	3	9	-66.7%	10	-70.0%
PNB E-Edward Response	1	0	N/A	1	0.0%
Parking Enforcement	16	23	-30.4%	36	-55.6%
Penetrating Trauma B-Boy	0	1	-100.0%	0	N/A
Pregnancy A-Adam	1	0	N/A	0	N/A
Pregnancy D-David	0	1	-100.0%	0	N/A
Reckless Driving Complaint	13	22	-40.9%	26	-50.0%
Residence Lockout	0	0	N/A	1	-100.0%
Restraining Order Tracking	8	3	166.7%	0	N/A
Retail Theft	2	3	-33.3%	0	N/A

Village of Little Chute Monthly Report – October 2023

Runaway Juvenile	1	1	0.0%	0	N/A
Scam	0	0	N/A	2	-100.0%
School Safety	27	29	-6.9%	7	285.7%
Seizure A-Adam Response	0	1	-100.0%	2	-100.0%
Seizure B-Boy Response	1	0	N/A	0	N/A
Seizure D-David Response	1	0	N/A	0	N/A
Sex Offense	2	1	100.0%	1	100.0%
Sick A-Adam	2	4	-50.0%	4	-50.0%
Sick C-Charles	2	2	0.0%	2	0.0%
Sick D-David	0	3	-100.0%	2	-100.0%
Spill Cleanup	2	0	N/A	0	N/A
Stroke C-Charles	2	3	-33.3%	0	N/A
Structure Fire Smoke or Flame	1	2	-50.0%	1	0.0%
Suicide A-Adam	0	0	N/A	1	-100.0%
Suspicious Incident	13	22	-40.9%	17	-23.5%
Suspicious Person	7	5	40.0%	4	75.0%
Suspicious Vehicle	11	10	10.0%	10	10.0%
Testing Only	0	1	-100.0%	0	N/A
Theft Complaint	9	5	80.0%	9	0.0%
Theft of Automobile Complaint	1	1	0.0%	1	0.0%
Traffic Enforcement	7	13	-46.2%	5	40.0%
Traffic Stop	107	247	-56.7%	234	-54.3%
Transport Accident D-David	1	0	N/A	0	N/A
Traumatic Injuries A-Adam	0	0	N/A	2	-100.0%
Traumatic Injuries B-Boy	1	0	N/A	1	0.0%
Traumatic Injuries D-David	1	0	N/A	0	N/A
Trespassing	3	2	50.0%	0	N/A
Truancy	1	0	N/A	0	N/A
Unconscious D-David	4	6	-33.3%	4	0.0%
Unlocked or Standing Open Door	4	5	-20.0%	8	-50.0%
Vehicle Accident	16	22	-27.3%	20	-20.0%
Vehicle Lockout	8	9	-11.1%	5	60.0%
Violation of Court Order	1	5	-80.0%	2	-50.0%
Wanted Person or Apprehension	3	2	50.0%	2	50.0%
Welfare Check	24	32	-25.0%	27	-11.1%
Wire Down	0	1	-100.0%	1	-100.0%



# Park, Rec, Forestry & Facilities

## HIGHLIGHTS

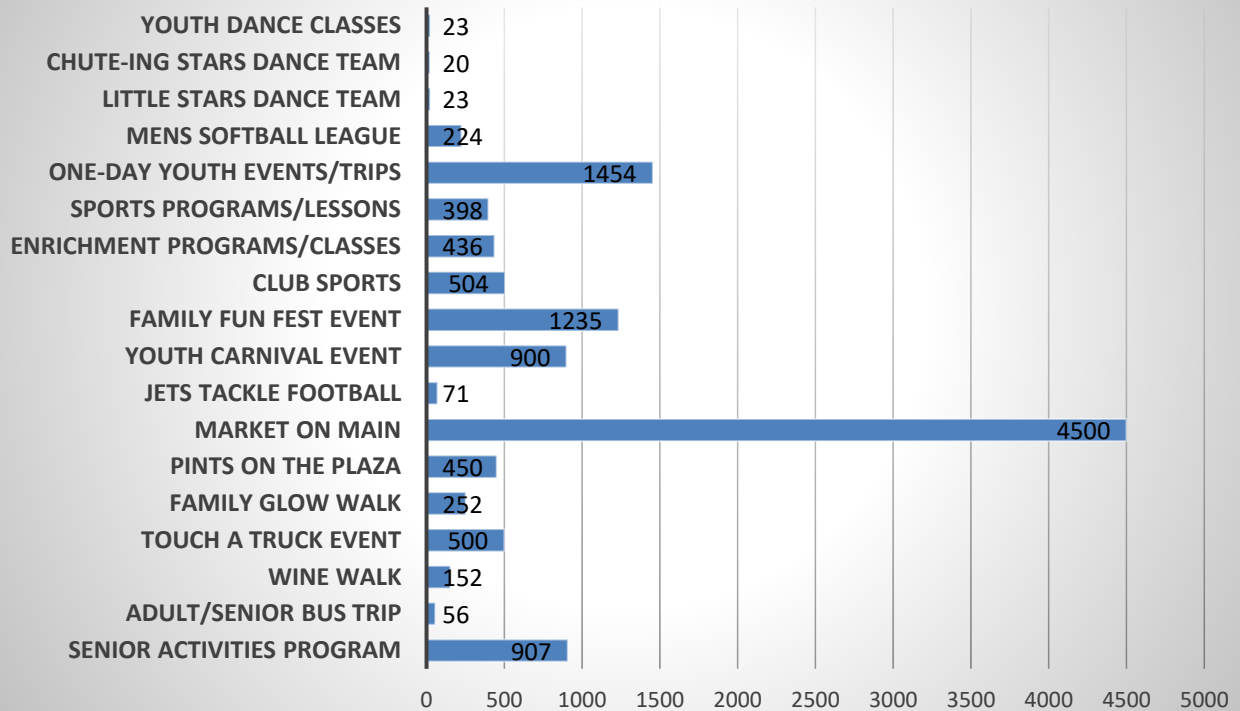
- Continued chipper work.
- Planted 44 Terrace Trees from Terrace Tree Program.
- Drained the Doyle Pool and began the winterization process.
- EOY Maintenance on Park Picnic Tables
- Work on Tree City USA Application information and documents.
- Have substantial completion for Ebben Trail Bridge Installation.
- Present final Splash Pad Design and Engineering plan to Park Planning.
- Present Heesakker Trust building ideas to Park Planning.
- Prepped planters to receive winter greens.
- Prep parks green space for aeration.
- Continue to update GIS Tree Inventory system.
- Complete contracted services for Leak Location at Doyle Pool.
- Close out Ash Tree Removal with Jasons Tree Service.
- Prep for irrigation and winterization of all facilities and fields.
- Update FRSNA agreement.
- Terrace/Park Tree Planting from Terrace Tree Application Program and Tree City USA.
- Review and submit changes for Forestry Manual for resident petitions to Park Planning Committee.
- Continue Ebben Trail Phase 3 design and development.
- Complete Safety Center interrogation room remodel and main office cabinet update.
- Held Family Glow Walk at Van Lieshout Park on 10/6. Had 252 registrants who walked lit park trails to collect their glow items at assigned station areas.
- Fall Archery Program finished classes the second week of the month.
- Fall Youth Soccer Program and Flag Football Program finished their seasons the third week of the month; all players received award ribbon.
- Held Jets Football Banquet on 10/15 at Tanner's in Kimberly; all players received participation certificate. Held player football equipment hand-in on 10/16.
- Held deer culling shooting proficiency testing for hunters 10/13. Final application deadline 10/18. Held lottery draw 10/19, assigned zone as selections made; then ran required background checks.



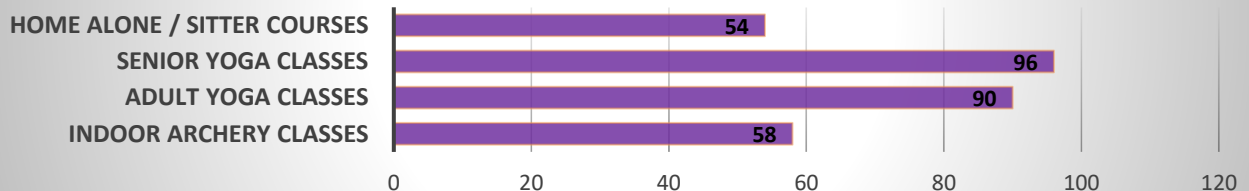
## TOP PRIORITIES FOR NOVEMBER

- Prep work for upcoming deer culling (permits to hunters, list to FVMPD, park closed ads on Facebook posts, no trespassing signs, park closed signs).
- Final prep for yoga classes starting in November.
- Chute-ing Stars Dance Team to start their competition season this month.
- Continue chipping.
- Complete pool winterization and start any maintenance work.
- Prep for winter season.
- Final winterization of irrigation system and parks bathrooms/water fountains.
- Establish winter lifeguard certification course dates with Ashwaubenon.
- Continue to update GIS Tree Inventory

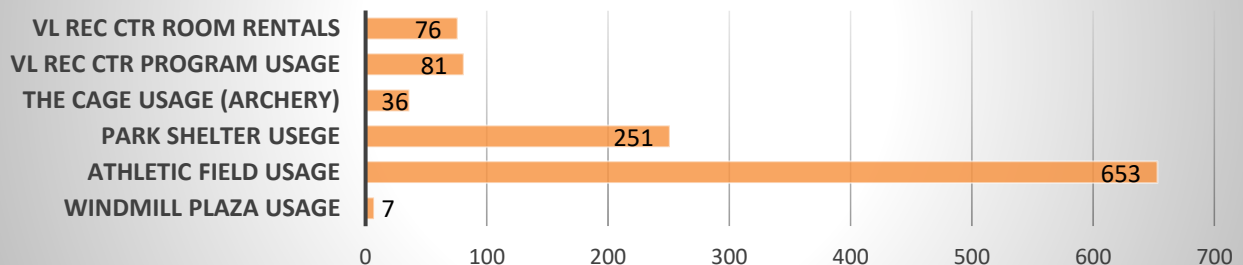
## 2023 Y-T-D PROGRAM PARTICIPATION



## 2023 Y-T-D VAN LIESHOUT REC CTR PROGRAMS

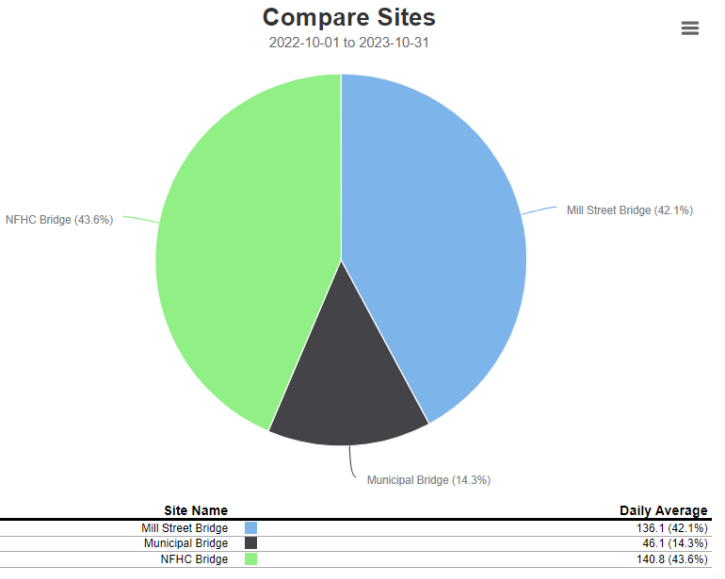
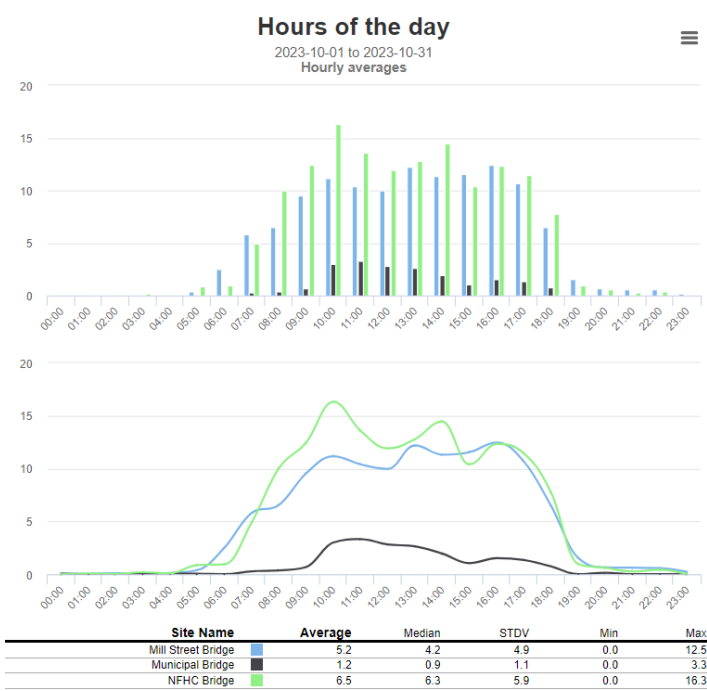


## 2023 Y-T-D SHELTER/FACILITY/FIELD USAGE



GRAND TOTAL		
Mill Street Bridge	Municipal Bridge	NFHC Bridge
149,655	192,707	129,174

Day	Mill Street Bridge	Municipal Bridge	NFHC Bridge
2023-10-01	111		271
2023-10-02	79		151
2023-10-03	67		139
2023-10-04	71		199
2023-10-05	146		220
2023-10-06	87		107
2023-10-07	180		225
2023-10-08	201		215
2023-10-09			97
2023-10-10	101	10	111
2023-10-11	181	31	159
2023-10-12	126	13	120
2023-10-13	6	0	2
2023-10-14	146	15	83
2023-10-15	212	74	236
2023-10-16	215	23	204
2023-10-17	181	17	162
2023-10-18	151	16	123
2023-10-19	88	8	106
2023-10-20	221	35	207
2023-10-21	76	16	102
2023-10-22	246	121	397
2023-10-23	108	4	81
2023-10-24	77	7	60
2023-10-25	130	1	126
2023-10-26	58	0	12
2023-10-27	111	2	116
2023-10-28	143	16	185
2023-10-29	92	9	114
2023-10-30	109	13	67
2023-10-31	48	9	29
	3768	440	4426





# Department of Public Works

## Monthly Report – October 2023

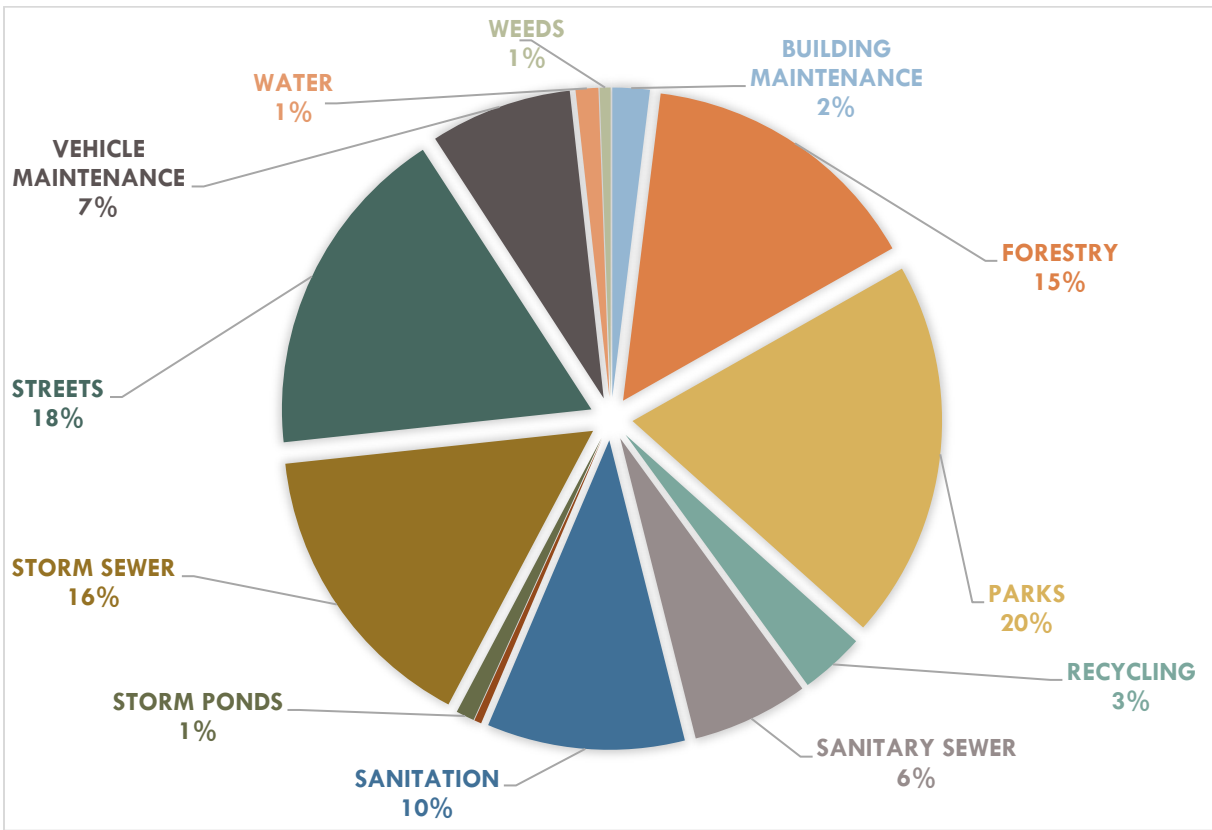
### Highlights

- At the end of October, 994 residents renewed their yard waste card for the season.
- Employees replaced batteries, maintained, and read laser meters in sanitary sewer system.
- Erosion control and storm water permits were monitored.
- 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. Rebuilt one manhole.
- Completed fourteen refuse polycart change outs and thirteen recycling polycart change outs due to normal wear or requested size change by residents.
- Annual street signs were replaced, installed manhole protector rings throughout the Village to help against snow damage, and installed guardrail at the dead end of Pine Street.
- Misc. hot mix patches were done.
- The leaf vacuums were out operating.
- Hauled out yard waste.
- Cleaned Municipal Service Building
- Began to set up patrol trucks for winter operations.

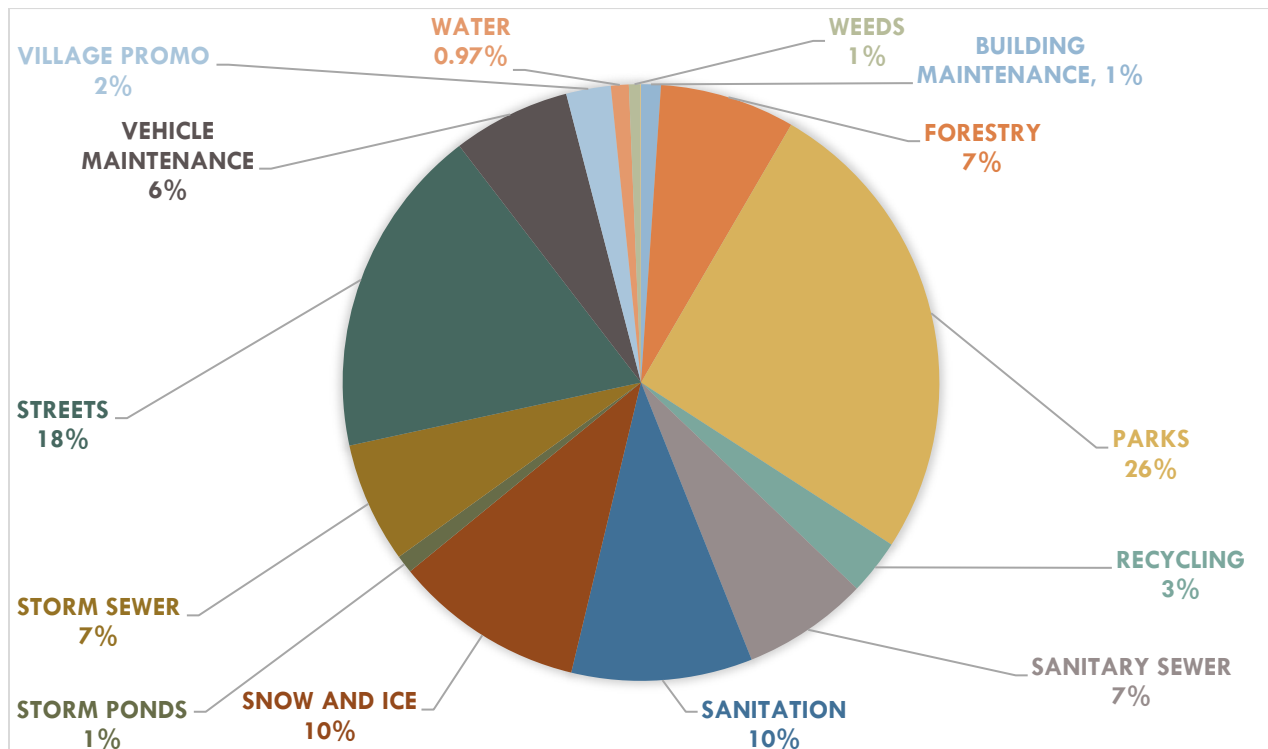
### Top Priorities for November 2023

- 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.
- Meet on snowplow routes. Get snowplow and other snow equipment ready for the upcoming winter season.
- Continue to collect leaves weekly for Village residents.

## October 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 – October 2023

The table below identifies the installed and/or removed public utilities in the month of October.

October 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

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

### **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 and their Sub-Contractors have substantially completed the concrete, asphalt, and landscape restoration on Buchanan Street. Vinton continues working to coordinate with CN Railroad for permissions to complete the remaining work in the restricted railroad corridor.

### **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, including the associated water services, storm sewer, and sanitary laterals.

Vinton Construction completed the excavation, grading, and the mainline portion of the new concrete street pavement during the month of September. Work continued through October to complete the concrete sidewalk and driveway aprons. Crews were also on-site performing gravel shouldering and rough grading in preparation for finish grading and landscape restoration.

## **Top Priorities for November 2023**

### **Buchanan Street Utilities & Concrete Paving Project**

Kruczek has completed utility construction on Buchanan Street.

Landscaping, turf restoration, pavement markings, and signage were completed during the month of October. Vinton continues working to coordinate with CN Railroad for permissions to complete the remaining work in the restricted railroad corridor.

### **Randolph Drive Utilities & Concrete Paving Project**

Don Hietpas & Sons has completed the utility contract for Randolph Drive.

Asphalt pavement, landscaping, turf restoration, pavement markings, and signage are scheduled to be completed during the month of November.

### **Miscellaneous:**

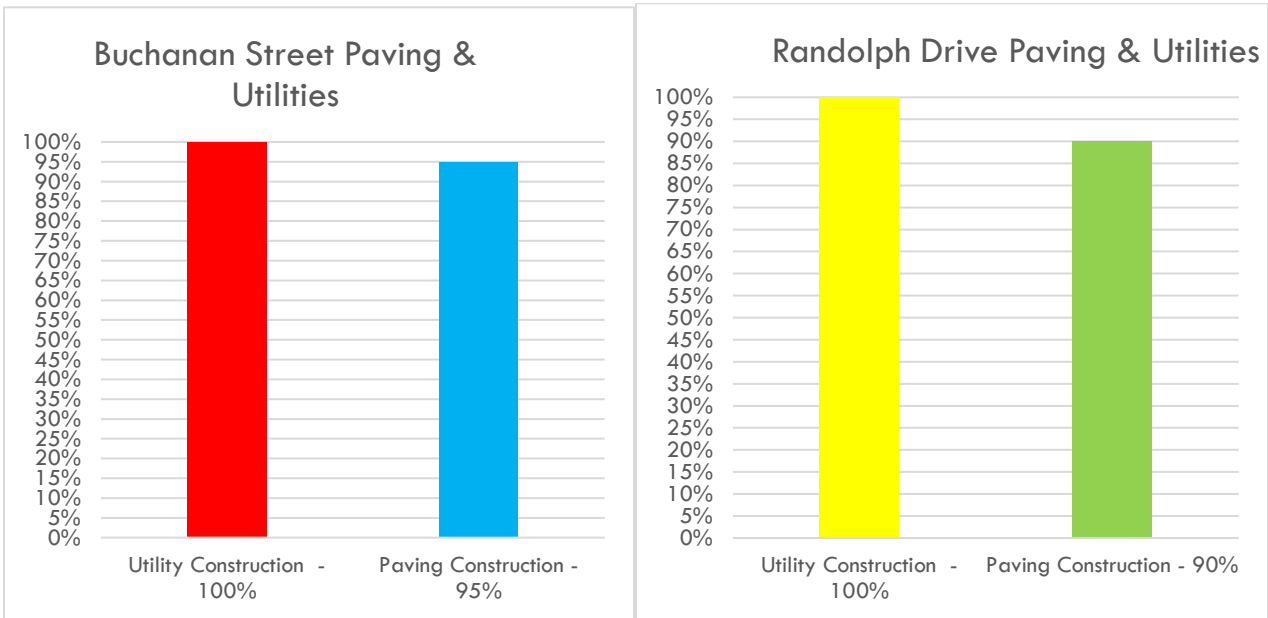
Engineering has completed the topographic survey work for the 2024 CIP Program. Staff continues the design process for the West Evergreen Drive Reconstruction Project (Phase 3) which is located between Holland Road and Vandenbroek Road.

Coordination, inspection, and project administration for the construction of the Ebben Trail Bridges. Bridges 1 & 2 have been installed, construction is substantially complete, Engineering Staff has walked the sites and created a preliminary punch-list, miscellaneous work continues completing items listed, additional items which are weather dependent will be completed in the spring of 2024.

Staff are also coordinating the Little Chute Community Area Network (LCCAN) Fiber Optic Construction in partnership with the Village School District. Substantial completion was attained near the end of October, early part of November.

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.



## MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 1, 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  
Bill Peerenboom, Trustee  
Larry Van Lankvelt, Trustee  
Brian Van Lankveldt, Trustee  
David Peterson, Trustee  
John Elrick, Trustee  
Don Van Deurzen, Trustee

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

PRESENT: Beau Bernhoft, Administrator  
Laurie Decker, Village Clerk  
Lisa Remiker-DeWall, Finance Director  
John McDonald, Director of Parks, Rec and Forestry  
Dave Kittel, Community Development Director  
Captain Slotke, Fox Valley Metro Police  
Tyler Claringbole, Village Attorney  
Penney Mack, Deputy Finance Director

EXCUSED: Kent Taylor, Director of Public Works

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

None

### **Consent Agenda**

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

1. Minutes of the Regular Board Meeting of October 18, 2023
2. Disbursement List

*Trustee Peerenboom requests to pull United Leak Detection off Disbursement List from the Consent Agenda for further discussion.*

*Moved by Trustee Peerenboom, seconded by Trustee Peterson to approve the Consent Agenda as listed with the exception of Untiled Leak Detection.*

Ayes 7, Nays 0 – Motion Carried

### **Public Hearing – 2024 Budget Hearing**

*Moved by Trustee Elrick, Seconded by Trustee L. Van Lankvelt to enter Public Hearing*

Ayes 7, Nays 0 – Motion Carried

Director Remiker-DeWall went over the presentation and advised where the budget can be found on the Village of Little Chute website. Trustee Peerenboom stated concerns about potential future costs with Fox Valley Metro Police.

*Moved by Trustee Elrick, seconded by Trustee L. Van Lankvelt to exit the Public Hearing*

Ayes 7, Nays 0 – Motion Carried

**Action – Adopt Resolution No. 20, Series 2023, A Resolution Adopting the 2024 Budget and Establishing the Tax Levy**

*Moved by Trustee L. Van Lankvelt, seconded by Trustee Elrick to Adopt Resolution No. 20, Series 2023 Adopting the 2024 Budget and Establishing the Tax Levy as Presented*

**Roll Call Vote**

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

Ayes 7, Nays 0 – Motion Carried

**Discussion/Action – Adopt Resolution No. 21, Series 2023 Authorizing the Administrator or Finance Director to provide preliminary approval for Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$7,045,000 General Obligation Promissory Notes if achieve True Interest Cost of 5.5% or lower**

Director Remiker-DeWall, turned the meeting over to our Representative from Baird, Justin Fisher for a brief presentation.

*Moved by Trustee Elrick, seconded by Trustee B. Van Lankveldt to Adopt Resolution No. 21, Series 2023 as Presented*

**Roll Call Vote**

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

Ayes 7, Nays 0 – Motion Carried

**Discussion/Action – Forestry Manual Update & Petition**

Director McDonald presented a Forestry Manual Update, in regards to petitions and terrace trees. The Park Planning Committee has reviewed and recommended the changes to the Village Board. The changes are noted in red in the packet. Trustee B. Van Lankveldt asked if safety in maintaining the tree, particularly with older residents was considered. Director McDonald stated no, they evaluate if the tree is cracked, branch safety relating to the tree itself, not the individual responsible for maintenance. Trustee Van Deurzen asked how the trees were planted. McDonald stated they were planted in 1975 by the Village. Property owners were not consulted on the type of trees being planted. The changes will allow the Village to accept a petition and act on it. Trustee L. Van Lankvelt asked if anyone from the Parks Department walked down Jefferson Street and noticed what a mess it is during the fall when the apples fall. He raised safety concerns and agrees with the residents. Trustee Peterson asked if we are here to discuss the ordinance or if we are also making a decision on Jefferson Street. Director McDonald stated this discussion is for the ordinance only. Trustee Peterson stated this issue has been coming up for years. He feels the policy should be changed. Trustee Peterson asked if the Park Planning Committee has the authority to change the manual, or just to recommend to the board a change.

Trustee B. Van Lankveldt asked for clarification why the home owner cannot remove an unwanted tree in their terrace. Director McDonald stated it is the ordinance in place, the village owns the property and can put in trees regardless of owners wishes. Trustee Peerenboom stated he thinks the final decision on petitions and appeals should go to the Board, not the Park Planning Committee. Other Trustees agreed with this statement. Director McDonald stated he would rewrite the policy so the final decision was made by the Village Board.

*Moved by Trustee Peerenboom, seconded by Van Deurzen to direct the Parks and Rec Director to redraft the ordinance to so the final decision on an appeal goes to the Village Board.*

Ayes 7, Nays 0, Motion Carried

#### **Discussion/Action – Personnel Policy Amendment for Vacation Carryover Process**

Deputy Finance Director Mack presented an update to the Village Personal Manual regarding the vacation carryover process.

*Moved by Trustee Elrick, seconded by Trustee L. Van Lankvelt to approve Personnel Policy Amendment as presented.*

Ayes 7, Nays 0, Motion Carried

#### **Discussion/Action – Dump Truck Cab and Chassis Purchase Approval**

Administrator Bernhoft presented an update to the dump truck cab and chassis discussion. An unexpected truck has become available, for \$144,871, this request would go into 2024.

*Moved by Trustee B. Van Lankveldt, seconded by Trustee Peerenboom to approve the purchase as recommended.*

Ayes 7, Nays 0, Motion Carried

#### **Department and Officer Reports**

Department Heads and Officers provided progress reports to the Board.

#### **Call of Unfinished Business**

None

#### **Items for Future Agenda**

United Leak Detection

#### **Adjournment**

*Moved by Trustee Van Deurzen, seconded by Trustee L. Van Lankvelt to Adjourn the Regular Board meeting at 6:57 p.m.*

Ayes 7, Nays 0 – Motion Carried

#### **VILLAGE OF LITTLE CHUTE**

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

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



## Disbursement List - November 15, 2023

Payroll & Payroll Liabilities - November 9, 2023	\$244,121.87
Prepaid Invoices - November 3, 2023	\$203,357.98
Prepaid Invoices - November 10, 2023	\$4,558.68

Utility Commission -	\$0.00
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### CURRENT ITEMS

Bills List - November 15, 2023	\$360,687.77
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<b>Total Payroll, Prepaid &amp; Invoices</b>	<b>\$812,726.30</b>
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The above payments are recommended for approval:

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

\_\_\_\_\_

Approved November 15, 2023

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

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

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>2023 UTILITY REFUNDS (5398)</b>							
1-220095-12	Invoi	FINAL BILL OVERPAYMENT - 1-220095-12	126.97	Open	Non	10/23	001-15000
1-251258-01	Invoi	FINAL BILL OVERPAYMENT - 1-251258-01	19.01	Open	Non	10/23	001-15000
1-271250-02	Invoi	OVERPAYMENT-UTILITY ACCT# 1-271250-02	3,960.00	Open	Non	10/23	001-15000
Total 2023 UTILITY REFUNDS (5398):			4,105.98				
<b>AMERICAN FIDELITY ASSURANCE (4885)</b>							
D653451	Invoi	NOVEMBER VOL BENEFITS	2,103.00	Open	Non	11/23	101-21367
Total AMERICAN FIDELITY ASSURANCE (4885):			2,103.00				
<b>CONTECH ENGINEERED SOLUTIONS (5468)</b>							
27842679	Invoi	EBBEN TRAIL BRIDGES	182,300.00	Open	Non	10/23	420-57620-280
Total CONTECH ENGINEERED SOLUTIONS (5468):			182,300.00				
<b>JASON'S TREE SERVICE (5467)</b>							
7949	Invoi	ASH TREE REMOVAL	12,950.00	Open	Non	10/23	101-55440-204
Total JASON'S TREE SERVICE (5467):			12,950.00				
<b>TRANSCENDENT TECHNOLOGIES LLC (4819)</b>							
M6280	Invoi	ANNUAL SOFTWARE MAINTENANCE	1,899.00	Open	Non	10/23	101-51420-204
Total TRANSCENDENT TECHNOLOGIES LLC (4819):			1,899.00				
Grand Totals:			203,357.98				

## Report GL Period Summary

Vendor number hash: 36833  
Vendor number hash - split: 36833  
Total number of invoices: 7  
Total number of transactions: 7

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	203,357.98	203,357.98
Grand Totals:	203,357.98	203,357.98

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
AMERICAN FIDELITY ASSURANCE (4885)							
2163191A	Invoi	FLEX SPENDING NOVEMBER	1,699.47	Open	Non	11/23	101-21368
Total AMERICAN FIDELITY ASSURANCE (4885):			1,699.47				
CELLCOM (4683)							
485854	Invoi	FVMPD CELL & CRADLEPOINT SERVICE	1,361.02	Open	Non	10/23	207-52120-203
Total CELLCOM (4683):			1,361.02				
MARCO INC (3910)							
35132837	Invoi	MONTHLY COPIER LEASE-1493357 OCT 2023	320.54	Open	Non	10/23	207-52120-207
Total MARCO INC (3910):			320.54				
OUTAGAMIE CTY CLERK OF COURTS (2099)							
M23012342	Invoi	WARRANT REIMBURSEMENT - GLORIA SUAZO-C	200.00	Open	Non	11/23	207-21495
Total OUTAGAMIE CTY CLERK OF COURTS (2099):			200.00				
TIME WARNER CABLE (89)							
10/23 96253	Invoi	OCT/NOV SERVICES	145.01	Open	Non	10/23	207-52120-203
11/23 23749	Invoi	OCT/NOV SERVICES	219.99	Open	Non	10/23	207-52120-203
Total TIME WARNER CABLE (89):			365.00				
WARNING LITES OF APPLETON INC (407)							
1115-8243	Invoi	TRAFFIC SIGNAGE - MARKET ON MAIN	612.65	Open	Non	10/23	209-56900-204
Total WARNING LITES OF APPLETON INC (407):			612.65				
Grand Totals:			4,558.68				

## Report GL Period Summary

Vendor number hash: 16162  
Vendor number hash - split: 16162  
Total number of invoices: 7  
Total number of transactions: 7

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	4,558.68	4,558.68
Grand Totals:	4,558.68	4,558.68

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
AIRGAS USA LLC				
9143315458	RENTAL COMPRESSED AIR	44.60	10/23	101-53330-218
Total AIRGAS USA LLC:		44.60		
AL HARDWARE COMPANY				
282205	UPDATES TO POOL PAINT	18.57	10/23	204-55420-216
282211	UPDATES TO POOL PAINT	32.75	10/23	204-55420-216
282226	DPI PIT REPAIR	11.99	10/23	101-55200-242
282229	DPI PIT REPAIR	2.00	10/23	101-55200-242
282238	UPDATES TO POOL PAINT	26.57	10/23	204-55420-216
282244	UPDATES TO POOL PAINT	19.98	10/23	204-55420-216
282260	PROPANE FORKLIFT	46.68	10/23	101-53330-218
282306	BATTERIES	15.99	10/23	101-55200-221
282337	OUTLET CORDS	44.99	10/23	101-52200-213
282347	PROPANE - STREETS	15.56	10/23	101-53300-218
282351	LATCH STORAGE BOX	71.97	10/23	101-52200-213
282363	BATTERIES MSB	14.99	10/23	101-53310-218
282371	LATCH STORAGE BOX	40.98	10/23	101-52200-213
282378	HOSE - SHOP	7.99	10/23	101-53330-218
282383	STRAPS FOR TREES	13.36	10/23	101-55440-218
282442	LOCKS FOR PARKS SYSTEM	107.94	10/23	101-55200-221
282514	FASTENERS	4.74	10/23	206-55110-242
282673	BATTERIES & BUG SPRAY	68.56	10/23	206-55110-242
Total AL HARDWARE COMPANY:		565.61		
AMPLITEL TECHNOLOGIES				
22438	CIB AUDIT WORK	1,500.00	10/23	207-52120-204
22456	MONTHLY BACK UP	375.00	10/23	207-52120-204
22456	MONTHLY ANTIVIRUS, DROPSUITE-SEPT	196.00	10/23	207-52120-240
22456	MULTI FACTOR AUTHENTICATION DUO	134.00	10/23	207-52120-204
22456	MANAGED SERVICES	2,730.00	10/23	207-52120-204
22456	MICROSOFT OFFICE	680.00	10/23	207-52120-204
22456	EMAIL ARCHIVING DROPSUITE	140.00	10/23	207-52120-240
22490	MONTHLY BILLING - CONTRACT	4,904.00	11/23	404-57190-204
22538	NEW PLOTTER/SCANNER INSTALL	360.00	10/23	101-51415-221
22539	PC REFRESH 9/23	5,005.26	10/23	404-57190-302
Total AMPLITEL TECHNOLOGIES:		16,024.26		
ASSOCIATED APPRAISAL CONSULTANTS				
171121	ONLINE PARCEL POSTING	76.43	11/23	101-51530-208
171121	ASSESSMENT SERVICES	2,025.00	11/23	101-51530-204
Total ASSOCIATED APPRAISAL CONSULTANTS:		2,101.43		
AUTOMATED COMFORT CONTROLS				
34669	PREVENTATIVE MAINTENANCE PERFORMED	234.27	10/23	101-51650-243
Total AUTOMATED COMFORT CONTROLS:		234.27		
AUTOMOTIVE SUPPLY CO				
60977331	AIR HOSE CUPLER	20.65	11/23	101-53330-218

Invoice	Description	Total Cost	Period	GL Account
Total AUTOMOTIVE SUPPLY CO:		20.65		
AUTOZONE				
1973803160	DIESEL EXHAUST FLUID	26.03	10/23	101-52200-221
Total AUTOZONE:		26.03		
BAKER & TAYLOR				
2037719234	BOOKS	353.56	10/23	206-55110-206
2037750940	BOOKS	16.68	10/23	206-55110-206
2037750941	BOOKS	28.79	10/23	206-55110-206
2037750942	BOOKS	536.21	10/23	206-55110-206
2037760325	BOOKS	1,551.77	10/23	206-55110-206
2037778430	BOOKS	492.72	10/23	206-55110-206
2037795046	BOOKS	581.42	10/23	206-55110-206
2037826568	BOOKS	34.74	10/23	206-55110-206
2037826569	BOOKS	1,274.83	10/23	206-55110-206
2037826570	BOOKS	14.73	10/23	206-55110-206
Total BAKER & TAYLOR:		4,885.45		
BATTERIES PLUS LLC				
P67071359	SANITARY SEWER METER BATTERIES	118.80	10/23	610-53612-251
P67071419	BATTERIES - MSB	18.72	10/23	101-53310-218
Total BATTERIES PLUS LLC:		137.52		
BAYCOM INC				
46805	ADDITIONAL RADIO PROGRAMING	300.00	10/23	207-52120-205
Total BAYCOM INC:		300.00		
BSN SPORTS LLC				
923460646	REPLACE SOCCER GOALS	2,190.00	10/23	101-55200-242
Total BSN SPORTS LLC:		2,190.00		
CENGAGE LEARNING INC/GALE				
81625091	BOOKS	170.94	10/23	206-55110-206
81665284	BOOKS	196.43	10/23	206-55110-206
82454649	BOOKS	195.68	10/23	206-55110-206
82487233	BOOKS	146.20	10/23	206-55110-206
82793385	BOOKS	87.72	10/23	206-55110-206
82801443	BOOKS	144.70	10/23	206-55110-206
Total CENGAGE LEARNING INC/GALE:		941.67		
CHARTER COMMUNICATIONS				
86460110323	NOV/DEC SERVICE	216.18	11/23	101-51650-203
Total CHARTER COMMUNICATIONS:		216.18		
CINTAS				
4172210234	TOWELS AND UNIFORMS	12.18	10/23	101-53330-213
4172210234	MATS	31.00	10/23	101-53330-218
4172862221	MATS	31.00	11/23	101-53300-218

Invoice	Description	Total Cost	Period	GL Account
4172862221	TOWELS AND UNIFORMS	12.18	11/23	101-53330-213
Total CINTAS:		86.36		
DEBOTH, DENNIS				
10/23 REIMBURSE	STATE FIREFIGHTERS CONVENTION	212.17	10/23	101-52200-201
Total DEBOTH, DENNIS:		212.17		
DEMCO INC				
7363837	LABEL PROTECTORS	91.35	10/23	206-55110-218
Total DEMCO INC:		91.35		
ELM USA INC				
60649	SUPPLIES	338.02	10/23	206-55110-210
61856	SUPPLIES	284.95	10/23	206-55110-210
Total ELM USA INC:		622.97		
FAHRNER ASPHALT SEALERS INC				
8300017374	ADAMS WAY & WISCONSIN AVE SPRAY PATCHIN	14,000.00	10/23	101-53300-216
Total FAHRNER ASPHALT SEALERS INC:		14,000.00		
FOX RIVER NAVIGATIONAL SYSTEM AUTHORITY				
2022LITCHUTE	SEASON LITTLE CHUTE LOCK TENDER WAGES	3,903.25	10/23	101-55200-225
2023LITCHUTE	SEASON LITTLE CHUTE LOCK TENDER WAGES	5,164.06	10/23	101-55200-225
Total FOX RIVER NAVIGATIONAL SYSTEM AUTHORITY:		9,067.31		
FOX VALLEY TECHNICAL COLLEGE				
TPB0000856611	PIT TRAINING - 10 OFFICERS	1,650.00	10/23	207-52120-201
Total FOX VALLEY TECHNICAL COLLEGE:		1,650.00		
GARROW OIL				
OCTOBER 2023	OFF-ROAD DIESEL	27.00	10/23	206-55110-247
OCTOBER 2023	OFF-ROAD DIESEL	19.09	10/23	630-53441-247
OCTOBER 2023	OFF-ROAD DIESEL	500.36	10/23	630-53442-247
OCTOBER 2023	OFF-ROAD DIESEL	474.77	10/23	101-55200-247
OCTOBER 2023	OFF-ROAD DIESEL	93.29	10/23	101-53330-217
Total GARROW OIL:		1,114.51		
GRAINGER				
9876485740	FILTERS	262.57	10/23	206-55110-242
Total GRAINGER:		262.57		
GREENLEAF SIGN & FLAG				
102623	FLAGS - VH	210.00	10/23	101-51650-244
102623	FLAGS LIB/CC	210.00	10/23	206-55110-244
Total GREENLEAF SIGN & FLAG:		420.00		

Invoice	Description	Total Cost	Period	GL Account
H.I.S. COMP LLC				
7342	DOYLE PARK PROJECT - OCTOBER	68,734.80	11/23	620-53604-302
Total H.I.S. COMP LLC:		68,734.80		
HERRLING CLARK LAW FIRM LTD				
3Q/23 131-10Q	TID 6	85.20	10/23	416-57600-262
3Q/23 131-10Q	TID 8	553.80	10/23	418-57800-262
3Q/23 131-10Q	GENERAL MATTERS	3,748.80	10/23	101-51110-262
3Q/23 131-10Q	CONSTRUCTION FUND	630.48	10/23	452-57331-262
3Q/23 131-10Q	SEWER	85.20	10/23	610-53614-262
3Q/23 131-10Q	STORM	468.60	10/23	630-53444-262
3Q/23 131-10Q	FVMPD	170.40	10/23	207-52120-262
3Q/23 131-10Q	TRAFFIC MATTERS	639.00	10/23	101-51110-262
3Q/23 132-01M	TRAFFIC MATTERS	6,442.60	10/23	101-51110-262
Total HERRLING CLARK LAW FIRM LTD:		12,824.08		
HIGHWAY LANDSCAPERS INC				
9749-2640	GUARDRAIL - PINE ST	75.00	10/23	101-53300-218
Total HIGHWAY LANDSCAPERS INC:		75.00		
HOME DEPOT CREDIT SERVICES				
1510384	EXTENTION CORDS	82.21	10/23	101-52200-213
8012620	SUPPLIES	291.20	10/23	206-55110-244
Total HOME DEPOT CREDIT SERVICES:		373.41		
JASON'S TREE SERVICE				
7970	TREE TRIMMING 1321 BUCHANON RD	650.00	10/23	630-53441-204
Total JASON'S TREE SERVICE:		650.00		
JX ENTERPRISES INC				
24103350P	STEERING ROD #40	371.99	10/23	101-53330-225
Total JX ENTERPRISES INC:		371.99		
KLINK HYDRAULICS LLC				
33987	HOSE #40	129.31	10/23	101-53330-225
Total KLINK HYDRAULICS LLC:		129.31		
KOBUSSEN BUSES LTD				
74397	JETS BUS TO NEENAH 10/10	580.96	10/23	101-55460-204
Total KOBUSSEN BUSES LTD:		580.96		
KWIK TRIP INC				
5515219	FUEL - FIRE DEPT	7.63	10/23	101-52200-213
Total KWIK TRIP INC:		7.63		
LAZER UTILITY LOCATING LLC				
1477	OCTOBER ELECTRIC LOCATES	121.00	10/23	101-53300-209
1477	OCTOBER SANITARY LOCATES	385.00	10/23	610-53612-209

Invoice	Description	Total Cost	Period	GL Account
1477	OCTOBER STORM LOCATES	539.00	10/23	630-53442-209
1477	OCTOBER WATER LOCATES	968.00	10/23	620-53644-209
Total LAZER UTILITY LOCATING LLC:		2,013.00		
LEXISNEXIS RISK DATA MANAGEMENT INC				
1686177-20231031	OCTOBER 2023 MINIMUM COMMITMENT	106.09	10/23	101-51680-204
Total LEXISNEXIS RISK DATA MANAGEMENT INC:		106.09		
LOHRENTZ, CODY				
48807RB05L	OVERPAYMENT ON CITATION	13.00	10/23	101-35101
Total LOHRENTZ, CODY:		13.00		
MARASCH, MARTY				
10/23 REIMBURSE	WI STATE FIRE INSPECTORS CONFERENCE	145.17	10/23	101-52200-201
Total MARASCH, MARTY:		145.17		
MARCO INC				
35202421	COPIER @ MSB BUILDING	58.62	11/23	101-53310-207
35202421	1ST FLOOR COPIER @ VH	110.27	11/23	101-51650-207
35202421	2ND FLOOR COPIER @ VH	90.26	11/23	101-51650-207
35202421	3RD FLOOR COPIER @ VH	53.76	11/23	101-51650-207
Total MARCO INC:		312.91		
MBM				
4635617	CONTRACT OVERAGE CHARGE/COLOR COPIES	179.91	10/23	206-55110-225
4702332	CONTRACT OVERAGE CHARGE/COLOR COPIES	181.76	10/23	206-55110-225
4792589	CONTRACT OVERAGE CHARGE/COLOR COPIES	150.37	10/23	206-55110-225
Total MBM:		512.04		
MCC INC				
337192	SANITARY MANHOLE	352.10	10/23	610-53612-251
337192	WATER MAINHOLE	504.72	10/23	620-53644-251
Total MCC INC:		856.82		
MGD INDUSTRIAL CORP				
220454	DRILL BITS & MISC SHOP SUPPLIES	180.99	11/23	101-53330-218
220454	MISC PARTS FOR #29,221,206,40	88.69	11/23	101-53330-225
Total MGD INDUSTRIAL CORP:		269.68		
MIDWEST TAPE LLC				
504149761	DIGITAL COLLECTIONS	1,344.67	10/23	206-55110-208
504295316	DIGITAL COLLECTIONS	1,362.72	10/23	206-55110-208
504578608	DIGITAL COLLECTIONS	1,221.07	10/23	206-55110-208
Total MIDWEST TAPE LLC:		3,928.46		
NEWS PUBLISHING CO INC				
BE177441	BUDGET HEARING	172.83	10/23	101-51650-207



Invoice	Description	Total Cost	Period	GL Account
Total NEWS PUBLISHING CO INC:		172.83		
NOVAK, JENNA				
17024 RECEIPT	OVERPAYMENT THROUGH SDC COLLECTION	124.00	10/23	101-35101
Total NOVAK, JENNA:		124.00		
O'REILLY AUTOMOTIVE INC				
2043-411358	ABSORBENT	107.91	10/23	101-52200-213
2043-413571	MINI BULBS	7.35	11/23	101-52200-213
Total O'REILLY AUTOMOTIVE INC:		115.26		
OUTAGAMIE COUNTY TREASURER				
1020200	AUGUST FUEL BILL	14.49	10/23	630-53441-247
1020200	AUGUST FUEL BILL	496.49	10/23	630-53442-247
1020200	AUGUST FUEL BILL	3,103.72	10/23	201-53620-247
1020200	AUGUST FUEL BILL	333.59	10/23	101-55200-247
1020200	AUGUST FUEL BILL	1,521.67	10/23	101-55440-247
1020200	AUGUST FUEL BILL	111.03	10/23	101-55300-247
1020200	AUGUST FUEL BILL	448.61	10/23	101-52200-247
1020200	AUGUST FUEL BILL	289.61	10/23	610-53612-247
1020200	AUGUST FUEL BILL	431.91	10/23	620-53644-247
1020200	AUGUST FUEL BILL	1,736.29	10/23	101-53330-217
128551	INTERPRETATION - SEPT 2023	18.31	10/23	207-52120-204
31553	OCTOBER SANITATION FEES	15,350.56	10/23	201-53620-204
OCTOBER 2023	OCTOBER COURT FINES	608.39	10/23	101-35101
Total OUTAGAMIE COUNTY TREASURER:		24,464.67		
PARKITECTURE + PLANNING LLC				
4	SPLASH PAD DESIGN & ENGINEERING	2,257.50	11/23	420-57620-274
Total PARKITECTURE + PLANNING LLC:		2,257.50		
PEPSI-COLA				
85667506	BEVERAGES	328.08	10/23	101-52200-211
Total PEPSI-COLA:		328.08		
RG INSPECTIONS LLC				
1028	INSPECTION SERVICES	879.75	10/23	101-52050-204
Total RG INSPECTIONS LLC:		879.75		
SPLENDID CLEANING SERVICE LLC				
13739	MONTHLY CLEANING-LCFD	239.00	11/23	101-52250-243
13739	MONTHLY CLEANING-METRO	950.00	11/23	207-52120-243
13740	MONTHLY CLEANING-LIBRARY	1,425.00	11/23	206-55110-243
13741	MONTHLY CLEANING-MSB BUILDING	595.00	11/23	101-53310-243
13742	MONTHLY CLEANING-VILLAGE HALL	1,850.00	11/23	101-51650-243
Total SPLENDID CLEANING SERVICE LLC:		5,059.00		
STAPLES ADVANTAGE				
8071883969	LEGAL PADS, CALENDARS, MARKERS	68.08	10/23	207-52120-206

Invoice	Description	Total Cost	Period	GL Account
8071883969-1	REPLACEMENT WIRES FOR SQUAD MDCS	48.98	10/23	207-52120-205
8072118752	HP INK - LIB/CC	196.07	10/23	206-55110-244
8072118752	TAPE & BINDER CLIPS	26.15	10/23	101-51650-206
Total STAPLES ADVANTAGE:		339.28		
STATE OF WI COURT FINES & OCTOBER 2023 OCTOBER COURT FINES		2,837.67	10/23	101-35101
Total STATE OF WI COURT FINES &:		2,837.67		
TJ'Z TOWING LLC				
110123	TOW VEHICLE EVIDENCE - M23012277	110.00	10/23	207-52120-204
Total TJ'Z TOWING LLC:		110.00		
T-MOBILE				
975459487 09/23	INTERNET HOT SPOTS	264.60	10/23	206-55110-209
Total T-MOBILE:		264.60		
VINTON CONSTRUCTION CO				
2023003-3	2023 RECON PROJECT BUCHANAN ST PAVING	99,461.86	11/23	452-51222-263
2023003-3	2023 RECON PROJECT RANDOLPH ST PAVING	72,627.39	11/23	416-51217-263
Total VINTON CONSTRUCTION CO:		172,089.25		
VON BRIESEN & ROPER S.C.				
439378	GENERAL LABOR	1,534.27	10/23	101-51110-262
439378	WATER	378.00	10/23	620-53924-262
439378	SEWER	378.00	10/23	610-53614-262
Total VON BRIESEN & ROPER S.C.:		2,290.27		
VORPAHL FIRE AND SAFETY				
215371334	CALIBRATE MONITOR	32.50	10/23	610-53612-213
215371334	CALIBRATE AIR MONITOR	32.50	10/23	630-53442-213
Total VORPAHL FIRE AND SAFETY:		65.00		
WE ENERGIES				
4790507394 10/23	STREET LIGHTS	1,095.57	10/23	101-53300-249
4790507394 10/23	200 MCKINLEY ST FVMPD	21.98	10/23	207-52120-249
4790507394 10/23	200 MCKINLEY ST FIRE DEPT	14.65	10/23	101-52250-249
4790507394 10/23	PUMP STATION @ EVERGREEN & FRENCH	82.50	10/23	620-53624-249
4790507394 10/23	DOYLE POOL	22.95	10/23	204-55420-249
4790507394 10/23	CROSSWINDS LED STREET LIGHTS	160.57	10/23	101-53300-249
4790507394 10/23	1401 E ELM DR	213.48	10/23	101-53310-249
4790507394 10/23	920 WASHINGTON ST	13.45	10/23	620-53624-249
4790507394 10/23	CIVIC CENTER (630 MONROE ST)	194.26	10/23	206-55110-249
4790507394 10/23	LC WELL #4 PUMPHOUSE 625 E EVERGREEN	22.01	10/23	620-53624-249
4790507394 10/23	PLANT #2 1118 JEFFERSON ST	16.45	10/23	620-53624-249
4790507394 10/23	721 W ELM DR	17.15	10/23	208-52900-249
4790507394 10/23	108 W MAIN ST	170.33	10/23	101-51650-249
Total WE ENERGIES:		2,045.35		

Invoice	Description	Total Cost	Period	GL Account
WI DEPT OF JUSTICE				
L4504T 10/23	OCTOBER BACKGROUND CHECKS	126.00	10/23	207-52120-218
Total WI DEPT OF JUSTICE:		126.00		
Grand Totals:		360,687.77		

## Report GL Period Summary

Vendor number hash: 407992  
Vendor number hash - split: 554879  
Total number of invoices: 112  
Total number of transactions: 167

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	360,687.77	360,687.77
Grand Totals:	360,687.77	360,687.77

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

## **ELECTION INSPECTOR APPOINTMENTS FOR 2024**

Butkovich, Wendi  
Cook, Jan  
DeBruin, Cynthia  
DeBruin, Diane  
Dorn, Melba  
Elrick, Jenny  
Hank, Linda  
Hatton, Linda  
Haupt, Kathy  
Hermes, Timothy  
Hietpas, Ellen  
Hietpas, Jean  
Hietpas, Rosemarie  
Holtz, Joyce  
Johnson, Jennifer  
Kiar, Judith  
Knaus, Kay  
Lamers, Rose  
Lonsway, Thomas  
Mauk, Faith  
Marsch, Marty  
Marasch, Katie  
McDaniel, Gordon  
McDaniel, Linda  
Mollen, Barb  
Mollen, Rita  
Olson, Ann  
Ourada, Mary  
Peerenboom, Jackie  
Ritter, Daniel  
Ritter, Sharon  
Russum, Lori  
Rutten, Judy  
Seeman, Patti  
Star, Melissa  
Van Asten, Marge  
Van Lith, Dorothy  
Van Lith, Gerty  
Van Lith, Harry  
Whalley, Sue



## Item For Consideration

For Village Board Review On: 11/18/2023  
Agenda Item Topic: CSM 311&315 W North Ave

Prepared On: 10/19/2023  
Prepared By: Dave Kittel CDD

Report: A CSM to combined 311 and 315 W North was submitted to the Village in 2019. The CSM was approved by the Village Board in September of 2019, but the CSM was not recorded. The CSM is needed for clarity on a few items and was part of the development of the commercial building built on site in 2020. For the CSM to be recorded it would need to be reapproved as per Sec. 42-64:

*Recordation.* The subdivider shall record the map with the county register of deeds within 30 days of its approval by the village board and any other approving agencies. Failure to do so shall necessitate a new review and reapproval of the map by the village board.

Also, this falls under state statues requirements for recording and after approval would need to be recorded within 12 months (SS 236.34(2))

This CSM has been resubmitted and a recommendation from the Plan Commission to approve the CSM was made on November 13, 2023 and is now to the Village Board for final action.

Fiscal Impact: None

Recommendation/Board Action: To Approve Resolution for this CSM

Respectfully Submitted,

Dave Kittel, Community Development Director

**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO. 22, SERIES OF 2023**

**A RESOLUTION APPROVING A CSM FOR 311 & 315 W NORTH AVE**

**WHEREAS**, Busters Buddies LLC (Mike Hackbarth as agent) as owner of Parcel 260090600 & 260090700 have presented a Certified Survey Map to the Village of Little Chute Board of Trustees as prepared by Christian A. Hausfeld registered land surveyor; and

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

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

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

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

Date introduced, approved and adopted: November 15, 2023

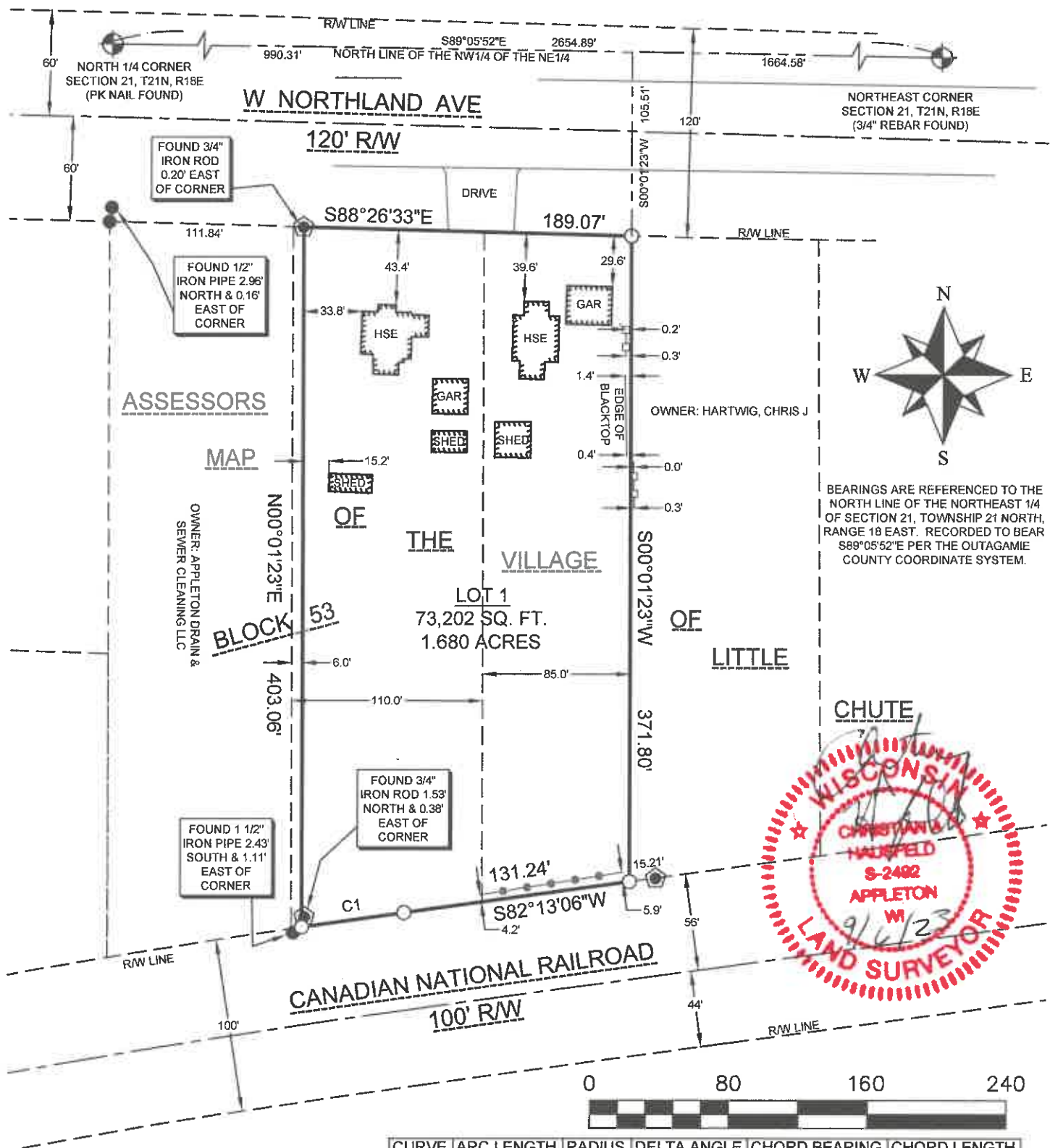
**VILLAGE OF LITTLE CHUTE:**

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

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

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

THE EAST EIGHTY-FIVE (85) FEET OF THE WEST NINE HUNDRED NINETY-ONE AND FIVE TENTHS (991.5) OF BLOCK FIFTY-THREE (53), AND THE EAST 110 FEET LESS AND EXCEPTING THE WEST 6 FEET THEREOF OF THE WEST 906.5 FEET OF BLOCK FIFTY-THREE (53), ACCORDING TO THE RECORDED ASSESSOR'S MAP OF THE VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN, LESS AND EXCEPTING THAT PART CONVEYED AND/OR USED FOR HIGHWAY PURPOSES. IN PART OF THE NW/4 OF THE NE 1/4 SECTION 21, TOWNSHIP 21 NORTH, RANGE 18 EAST.



CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	59.56'	5983.22'	0°17'07"	S81°55'59"W	59.56'

## LEGEND

- 3/4" X 18" IRON ROD SET, WEIGHING NOT  
LESS THAN 1.5 LBS. PER LINEAL FT.
- 1" IRON PIPE FOUND
- ⦿ 3/4" IRON ROD FOUND
- ⊕ SECTION CORNER
- WOOD BOARD FENCE
- CHAIN LINK FENCE
- ( ) PREVIOUSLY RECORDED DIMENSION



<p align="center"><b>PRECISION LAND SURVEYING, LLC</b>  <b>1024 W. TAYLOR ST. APPLETON, WI 54914</b>  <b>(920) 205-4895</b></p>		
<b>DRAWN BY</b> CAH	<b>DATE</b> 8/7/2019	<b>SURVEY FOR</b> MIKE HACKBARTH
<b>APPROVED</b> CAH	<b>DATE</b> 8/7/2019	N1499 FOREST GLEN DRIVE GREENVILLE, WI 54942
<b>SCALE</b> 1" = 80'	<b>SHEET</b> 1 OF 3	<b>PROJECT NO.</b> 9175

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

THE EAST EIGHTY-FIVE (85) FEET OF THE WEST NINE HUNDRED NINETY-ONE AND FIVE TENTHS (991.5) OF BLOCK FIFTY-THREE (53), AND THE EAST 110 FEET LESS AND EXCEPTING THE WEST 6 FEET THEREOF OF THE WEST 906.5 FEET OF BLOCK FIFTY-THREE (53), ACCORDING TO THE RECORDED ASSESSOR'S MAP OF THE VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN, LESS AND EXCEPTING THAT PART CONVEYED AND/OR USED FOR HIGHWAY PURPOSES. IN PART OF THE NW/14 OF THE NE 1/4 SECTION 21, TOWNSHIP 21 NORTH, RANGE 18 EAST.

SURVEYOR'S CERTIFICATE:

STATE OF WISCONSIN)  
SS)  
OUTAGAMIE COUNTY)


I, CHRISTIAN A. HAUSFELD, PROFESIONAL WISCONSIN LAND SURVEYOR, CERTIFY THAT I HAVE SURVEYED, COMBINED AND MAPPED THE EAST EIGHTY-FIVE (85) FEET OF THE WEST NINE HUNDRED NINETY-ONE AND FIVE TENTHS (991.5) OF BLOCK FIFTY-THREE (53), AND THE EAST 110 FEET LESS AND EXCEPTING THE WEST 6 FEET THEREOF OF THE WEST 906.5 FEET OF BLOCK FIFTY-THREE (53), ACCORDING TO THE RECORDED ASSESSOR'S MAP OF THE VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN, LESS AND EXCEPTING THAT PART CONVEYED AND/OR USED FOR HIGHWAY PURPOSES. IN PART OF THE NW/14 OF THE NE 1/4 SECTION 21, TOWNSHIP 21 NORTH, RANGE 18 EAST. FURTHER DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 21; THENCE SOUTH 89°05'52" EAST, 990.31 FEET ALONG THE NORTH LINE OF THE NORTHEAST 1/4 OF SAID SECTION 21; THENCE SOUTH 00°01'23" WEST, 105.51 FEET TO A POINT ON THE SOUTH RIGHT-OF-WAY LINE OF W NORTHLAND AVE AND BEING THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 00°01'23" WEST, 371.80 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF CANADIAN NATIONAL RAILROAD; THENCE SOUTH 82°13'06" WEST, 131.24 FEET ALONG SAID RIGHT-OF-WAY LINE; THENCE SOUTHWESTERLY, 272.49 FEET ALONG A CURVE TO THE LEFT, WHOSE CHORD BEARS SOUTH 81°55'59" WEST, 59.56 FEET AND WHOSE RADIUS IS 5983.22 FEET ALONG SAID RIGHT-OF-WAY LINE; THENCE NORTH 00°01'23" EAST, 403.06 FEET TO A POINT ON THE SOUTH RIGHT-OF-WAY LINE OF SAID SOUTH LINE OF SAID W NORTHLAND AVE; THENCE SOUTH 88°26'33" EAST, 189.07 FEET ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING. CONTAINING 1.680 ACRES, (73,202 SQ. FT.) OF LAND AND BEING SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE MADE SUCH SURVEY UNDER THE DIRECTION OF MIKE HACKBARTH, N1499 FOREST GLEN DR, GREENVILLE, WI 54942.

THAT SUCH IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF LAND SURVEYED. THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE LAND SUBDIVISION ORDINANCE OF THE VILLAGE OF LITTLE CHUTE AND SURVEYING AND MAPPING THE SAME.

DATED THIS 6th DAY OF September, 2023

  
WISCONSIN REGISTERED LAND SURVEYOR PLS-2192  
CHRISTIAN A. HAUSFELD



VILLAGE OF LITTLE CHUTE BOARD APPROVAL:

THIS CERTIFIED SURVEY MAP HAS BEEN REVIEWED AND ACCEPTED BY THE VILLAGE OF LITTLE CHUTE BOARD.

\_\_\_\_\_  
VILLAGE PRESIDENT

\_\_\_\_\_  
DATED

\_\_\_\_\_  
VILLAGE CLERK

\_\_\_\_\_  
DATED

VILLAGE OF LITTLE CHUTE TREASURER CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS INCLUDED IN THIS CERTIFIED SURVEY MAP.

\_\_\_\_\_  
VILLAGE OF LITTLE CHUTE TREASURER

\_\_\_\_\_  
DATED

OUTAGAMIE COUNTY TREASURER:

I CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON THE PROPERTY INCLUDED WITH THE CERTIFIED SURVEY MAP.

\_\_\_\_\_  
COUNTY TREASURER

\_\_\_\_\_  
DATED

TAX PARCEL INFORMATION:

THIS CERTIFIED SURVEY MAP IS LOCATED IN TAX PARCEL NO. 260090600 & 260090700.  
DOCUMENT NO. 2160880  
OWNER OF RECORD: BUSTERS BUDDIES LLC



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

THE EAST EIGHTY-FIVE (85) FEET OF THE WEST NINE HUNDRED NINETY-ONE AND FIVE TENTHS (991.5) OF BLOCK FIFTY-THREE (53), AND THE EAST 110 FEET LESS AND EXCEPTING THE WEST 6 FEET THEREOF OF THE WEST 906.5 FEET OF BLOCK FIFTY-THREE (53), ACCORDING TO THE RECORDED ASSESSOR'S MAP OF THE VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN, LESS AND EXEPTING THAT PART CONVEYED AND/OR USED FOR HIGHWAY PURPOSES. IN PART OF THE NW/14 OF THE NE 1/4 SECTION 21, TOWNSHIP 21 NORTH, RANGE 18 EAST.

OWNER'S CERTIFICATE:

AS OWNER'S I (WE) HEREBY CERTIFY THAT WE CAUSED THE LAND ON THE CERTIFIED SURVEY MAP TO BE SURVEYED COMBINED AND MAPPED AS REPRESENTED ON THIS MAP.

IN THE PRESENCE:

MIKE HACKBARTH \_\_\_\_\_ DATED \_\_\_\_\_

STATE OF WISCONSIN)  
SS)  
OUTAGAMIE COUNTY)

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023 THE ABOVE NAMED, MIKE HACKBARTH, OWNER KNOWN TO ME TO BE THE PERSONS WHO EXECUTED THE FOREGOING FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

\_\_\_\_\_  
NOTARY PUBLIC \_\_\_\_\_ WISCONSIN





## Item For Consideration

**For Board Review On:** November 15, 2023  
**Agenda Item Topic:** Terrace Tree Removal Petition

**Prepared On:** November 7, 2023  
**Prepared By:** John McDonald  
Parks, Recreation, & Forestry

**Report:** Village staff received a request from a resident on Jefferson Street to remove their existing crabapple tree. To date, this resident request has been denied three times. Once by the Parks, Recreation & Forestry Director, second by the Park Planning Committee, and third by the Village Administrator through an appeal by the homeowner. After these denials, the resident went door to door on Jefferson and provided Village staff with a petition of residents on this street that want their crabapple tree removed from the terrace. Now that the Forestry Manual has been updated, creating a process for the Village Board to review and make decisions on these requests, we have this specific petition ready for Board review and action.

**Fiscal Impact:** Any fiscal impact of tree removal and tree replacement would be the responsibility of the property owners per the Forestry Manual.

**Recommendation/Committee Action:** Staff recommend approving the residents request to remove the existing crabapple trees and replace the tree at the cost of the property owner, if they choose to move forward with the process.

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

### III. TREE REMOVAL POLICY

- A. Reason For Removal: Trees located in the terrace (the area between sidewalk and curb or between street lanes), parks, and other public property may be removed only when they are dead, dying, dangerous, or infected with a disease. Trees may also be removed if they are causing structural damage to sidewalk, curb, gutter, or infrastructure as deemed necessary by the Director of Parks, Recreation, and Forestry. Staff will assess any tree using the department Tree Risk Evaluation Form and rating system to determine if a tree qualifies. The cost of removal will then be borne by the Village.

Property owners that have trees removed due to overhead utilities may apply for a new tree through the Village terrace tree planting program. If their terrace is four feet wide or less, the owner may plant the tree on their private property. The replacement tree must be planted on the property of which a tree was removed from. Replacement trees are only allowed to be planted in the front yard with the location to be approved by the Director of Parks, Recreation, and Forestry. Trees planted on private property will not have a warranty and will not be maintained by the Village. Once the tree is planted it is the property of the property owner. Trees to be planted on the terrace will be approved first.

To allow other safe but undesirable trees to be removed, a special written appeal shall be made to the Director of Parks, Recreation, and Forestry. If the appellant is not satisfied with the decision of the Director of Parks, Recreation, and Forestry, the special written appeal and decision of the Director of Parks, Recreation and Forestry shall be reviewed by the Administrator for a decision. If the appeal is accepted, a qualified tree remover as contracted by the Director of Parks, Recreation, and Forestry will remove the tree. The cost of removing the tree and stump grinding with complete restoration, shall be borne by the property owner requesting the appeal.

In the event that a petition for undesirable trees to be removed is received by the Parks, Recreation, and Forestry Director, the petition shall be placed on a Village Board agenda for final review and decision. The petition is required to have fifty percent (50%) of signatures by direct neighbors within a one block radius.

In areas where there is available terrace space for a tree, the Forestry Department may plant a replacement tree. The type of tree shall be selected by the Director of Parks, Recreation, and Forestry.

- B. Location:

1. Check location and description of tree on work order before starting removal.
2. Check surrounding area for wires, cars, fence, toys, children, or other possible

To John,

Enclosed is a list of people who live on Jefferson Street or have property on Jefferson Street and have a Crabapple tree on the terrace. In my collection of signatures, 20 residents agreed that they would like to have their tree removed. Many reasons were given and most included the mess they create on the sidewalks. I would request, as it is written on the petition, that the trees on the terrace be scheduled for removal as soon as possible. Residents who wanted to keep their trees should be allowed to do so.

Thanks for considering our request.

Paul Cooney  
629 Jefferson Street

✓ Received in person.  
9:00 AM  
8.29.23 *Amber*

We the undersigned residents hereby request the Village of Little Chute to removed our Crabapple trees from the terraces on Jefferson Street. The trees create an undo burden in keeping sidewalks and driveways clear of fallen crabapples. It also creates a danger for walkers on the sidewalk.

**Name**

**Address**

Paul Cooney	629	Jefferson Street
Harley Hietpan	702	Jefferson Street
Debb Sparrows	626	Jefferson Street
Benjamin Rynenber	708	Jefferson Street
Pat Egan	714	Jefferson Street
James Orr	713	Jefferson Street
Melinda Bohasack-Dove	724	Jefferson Street
Mary-Kay Silvest	803	Jefferson Street
<del>Jackie Kustke</del>	<del>813</del>	<del>Jefferson Street</del>
10 Jackie Kustke	924	Jefferson Street
Mary Label	512 Pierce	Jefferson Street - side of house on Jefferson has tree
Leonardo Milla Rodila	421 Johnson Ave	Jefferson Street (3) on Jefferson st.
Cameron George	821	Jefferson Street
Phil Rhy	907	Jefferson Street
Ki E	913	Jefferson Street
Julie Haagen	925	Jefferson Street
Pete Jansen	1015	Jefferson Street
128 Jack	920	Jefferson Street

Changed  
mind →  
10

We the undersigned residents hereby request the Village of Little Chute to removed our Crabapple trees from the terraces on Jefferson Street. The trees create an undo burden in keeping sidewalks and driveways clear of fallen crabapples. It also creates a danger for walkers on the sidewalk.

[illegible]



John McDonald, MPA, AFO, LGI, LG  
Parks, Recreation, & Forestry Director  
920.423.3868  
[john@littlechutewi.org](mailto:john@littlechutewi.org)

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Parks, Recreation, Forestry Department | 108 West Main Street, Little Chute, WI 54140 | 920.423.3869

Tuesday, September 5, 2023

**Re: Petition – Jefferson Street Terrace Trees**

Dear Village of Little Chute Resident,

Greetings! The Village of Little Chute Parks, Recreation, & Forestry Department has received a petition for the Crabapple tree species to be removed from the terraces of Jefferson Street. This letter is to inform you that this will go forward to the Park Planning Committee for review.

Proper policy and procedure in combination with Roberts Rules of Order, will be to allow the agenda item to be discussed through the committee, open the meeting up to the public for comment, and then go back to committee discussion for further discussion as needed. From there, Park Planning Committee will make a recommendation to the Village Board who will make the final decision at a future regularly scheduled meeting.

Below you will find in-person and virtual meeting options for the Park Planning Committee.

Place: Village Hall Board Room

Date: Thursday, September 7

Time: 6:00pm

Agenda Packet: <http://wi-littlechute2.civicplus.com/Archive.aspx?AMID=&Type=&ADID=4698>

(this can be found on our Village website under Agendas and Meetings)

**Join Zoom Meeting**

<https://us06web.zoom.us/j/85429131176?pwd=K0JZVUZQM1FhbW5RajBUeUpVc2VJdz09>

Meeting ID: 854 2913 1176

Passcode: 944722

Call In: 1-312-626-6799 US (Chicago)

Should you have any need to discuss this before the meeting, please contact me directly at the information above.

Respectfully,

John McDonald  
Director of Parks, Recreation, & Forestry

## John McDonald

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**From:** John McDonald  
**Sent:** Wednesday, September 29, 2021 9:45 AM  
**To:** cooneypaul65@yahoo.com  
**Subject:** Terrace Tree

Paul,

After discussing your tree with staff, it is our decision that the tree will remain. The tree is healthy and does not produce a safety concern. I will continue to monitor Jefferson St. and let you know if there are any changes.

Let me know if you have any questions or need to discuss further.

Thanks,



**John McDonald, Parks, Recreation, & Forestry Director (AFO, LG, LGI)**  
Village of Little Chute | 108 W Main Street | Little Chute, Wisconsin 54140  
☎ (920) 423-3868 | ✉ [john@littlechutewi.org](mailto:john@littlechutewi.org) | [Web](#) | [Facebook](#)





Parks, Recreation & Forestry Department  
 adam@littlechutewi.org  
 920-423-3868

## TREE RISK EVALUATION FORM

Property Owner: Paul Corney Address: 629 Jefferson  
 Address of Premises: 629 Jefferson Date: 5/8/2023 Completed by: [Signature]

Species	Diam @ Breast Height	Tree Location	Defect Code <i>Table 1</i>	1	2	3	4	Description of Other Risk Factors	Risk Rating (Sum of Col 1-4)	Corrective Action Code(s) <i>Table 2</i>	Action Completed	
				Probability of Failure	Size of Defective Part(s)	Probability of Target	Other Risk Factors					
				1-4 pts	1-3 pts	1-3 pts	0-2 pts		3-12 pts		Date	Initial
CRAB APPLE		Terrace		0-1	0-1	0-1	0	No Risk 0-3 Factor	0-3	NA No Action	—	—

Total Point:    1-4 Good condition    5-9 Fair (monitor yearly)    10-12 tree removal recommended



## Item For Consideration

For Board Review On: January 3, 2023  
Agenda Item Topic: Forestry Manual Review

Prepared On: December 22, 2022  
Prepared By: John McDonald  
Parks, Recreation, & Forestry

Report: Per the last Park Planning Committee meeting, staff has updated the current Forestry Manual to reflect the verbiage "Terrace(s)" in place of Park width(s).

The manual currently cites guidelines for tree removal on Village property. Staff is proposing the verbiage be noted as presented below:

*Reasons For Tree Removal: Trees located in the terrace (the area between sidewalk and curb or between street lanes), parks, and other public property may be removed only when they are dead, dying, dangerous, or infected with a disease. Trees may also be removed if they are causing structural damage to sidewalk, curb, gutter, or infrastructure as deemed necessary by the Director of Parks, Recreation, and Forestry. Staff will assess any tree using the department Tree Risk Evaluation Form and rating system to determine if a tree qualifies. The cost of removal will then be borne by the Village.*

In addition, staff has confirmed guidelines already established in the Forestry Manual for private property owners to submit a notice of appeal for their terrace tree to be removed for reasons other than dead, dying, dangerous, or infected with a disease.

*To allow other safe but undesirable trees to be removed, a special written appeal shall be made to the Director of Parks, Recreation, and Forestry. If the appeal is accepted, a qualified tree remover as contracted by the Director of Parks, Recreation, and Forestry will remove the tree. Such cost of removing the tree shall be borne by the property owner requesting the appeal.*

Fiscal Impact: n/a

Recommendation/Board Action: Staff is requesting that the committee approve the Forestry Manual updates as presented.

Respectfully Submitted,

John McDonald - Parks, Recreation, & Forestry

**APPROVED**



Parks, Recreation, Forestry Department ~ 108 West Main Street, Little Chute, WI 54140 ~ 920.423.3869

Updated May 2023

### Terrace Tree Appeal Request

#### Property Information

First Name: Paul Last Name: Cooney

Address: 629 Jefferson St. City: Little Chute Zip: 54140

Phone: 920-419-7231 Email: CooneyPaul65@yahoo.com

#### Tree Information

Species: Crab Apple Approximate Year Planted: 20+ years

#### Reasoning for Terrace Tree Removal:

I am requesting the removal of the  
Crab Apple tree on my terrace. I will site  
several reasons for my request. First, the  
tree does block the view of traffic as  
you look out of the driveway. The Crab Apples,  
when ripe, create a hazard for people

Property Owner Signature: Paul Cooney Date: 5/10/23

(continued)

#### For Village Use Only

Approved ☐ Not Approved ☒

Date 5/11/2023

NOT

Approved By:

[Signature]

Notes: tree does not create traffic issues

and property owner must be responsible  
for sweeping the sidewalks.

on the sidewalk as well as on the street  
It is impossible to keep it clean as they  
fall often in the wind. This is dangerous  
to any walkers & I even had one person slip  
on the "mash" from the road as they get  
driven over by traffic. Third, the terrace  
is too small for trees. By city standards,  
the terrace needs to be 4' for plantings and  
mine is just over 3' (40"). Another issue  
is the tree is only 14' from the water  
shut off valve, (should be 15' by city code).  
The tree size is large 18" in diameter  
& is pushing up the sidewalk concrete  
slightly as well as the ground around the  
tree. Finally, I have two broken branches  
that have not fallen out yet but could at  
any time. I did report it ~~to~~ to the city.  
In conclusion, I feel the tree ~~creates~~ several  
dangers that should be addressed by  
cutting it down.

Thank you!



## Item For Consideration

**For Village Board Review On:** 11/15/2023  
**Agenda Item Topic:** Claim

**Prepared On:** 11/8/2023  
**Prepared By:** Dave Kittel CDD

**Report:** Recently a resident has filed a claim with the Village of Little Chute over a flat tire, potentially caused by road debris on Holland Road. The resident included photos of debris found from a short walk on the road as well as the damage to the tire. The claim, photos and response from the Village's Insurance Provider are all attached to this report for the Board to Review. The Village currently cleans this street at a higher frequency than other streets in the Village as well as the Landfill's staff cleaning on Holland. From the recent Landfill Siting agreement, the landfill is to sweep the road at a minimum of twice a week and as needed. The Village's insurance provider reviewed the claim and is recommending denial of this claim.

**Fiscal Impact:** None if denied.

**Recommendation/Board Action:** Village Insurance Provider recommends denial of the claim.

**Respectfully Submitted,**  
Dave Kittel, Community Development Director

***Statewide Services, Inc.***

**Claim Division**

1241 John Q. Hammons Dr.  
P.O. Box 5555  
Madison, WI 53705-0555  
877-204-9712

November 1, 2023

Village of Little Chute  
Attn: Laurie Decker  
108 W. Main St.  
Little Chute, WI 54140

Program: League of Wisconsin Municipalities Mutual Insurance  
Our Insured: Village of Little Chute  
Date of loss: 10/20/2023  
Our Claim # WM000441460178  
Claimant: Bruce Jansen  
950 W. Florida Ave.  
Little Chute, WI 54140

Dear Laurie,

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance, which insures the Village of Little Chute. We are in receipt of the claim submitted by Bruce Jansen for motorcycle tire damage due to an alleged nail in the roadway on Holland Road.

We have reviewed the matter and recommend that the Village of Little Chute deny this claim pursuant to the Wisconsin statute for disallowance of claim 893.80(lg). The disallowance will shorten the statute of limitations period to six (6) months.

Our denial is based on the fact that the investigation revealed no liability on behalf of the Village. The Village did not deposit the alleged nail in the roadway and was not aware of its presence. In addition, the Village sweeps Holland Road on a weekly basis.

Please submit the disallowance directly to the claimant at the above address. The disallowance should be sent certified or registered mail and must be received by the claimant within 120 days after you receive Notice of Claim. Please send a copy of the disallowance to Statewide Services Inc. Claims, for our records.

Thank you,

Sarah Bourgeois, AIC, AINS  
Claims Rep. II  
Statewide Services Inc.  
PO Box 5555  
Madison, WI 53705-0555  
608-828-5439 Phone  
800-854-1537 Fax  
[sbourgeois@statewidesvcs.com](mailto:sbourgeois@statewidesvcs.com)

CC: Brian Dandoy, McClone Agency







***Statewide Services, Inc.***

**Claim Division**

1241 John Q. Hammons Dr.  
P.O. Box 5555  
Madison, WI 53705-0555  
877-204-9712

November 1, 2023

Village of Little Chute  
Attn: Laurie Decker  
108 W. Main St.  
Little Chute, WI 54140

Program: League of Wisconsin Municipalities Mutual Insurance  
Our Insured: Village of Little Chute  
Date of loss: 10/20/2023  
Our Claim # WM000441460178  
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Please submit the disallowance directly to the claimant at the above address. The disallowance should be sent certified or registered mail and must be received by the claimant within 120 days after you receive Notice of Claim. Please send a copy of the disallowance to Statewide Services Inc. Claims, for our records.

Thank you,

Sarah Bourgeois, AIC, AINS

Claims Rep. II

Statewide Services Inc.

PO Box 5555

Madison, WI 53705-0555

608-828-5439 Phone

800-854-1537 Fax

[sbourgeois@statewidesvcs.com](mailto:sbourgeois@statewidesvcs.com)

CC: Brian Dandoy, McClone Agency



## Item For Consideration

For Village Board Review On: 11/15/2023  
Agenda Item Topic: Skid Steer Site Plan

Prepared On: 11/8/2023  
Prepared By: Dave Kittel CDD

### Report:

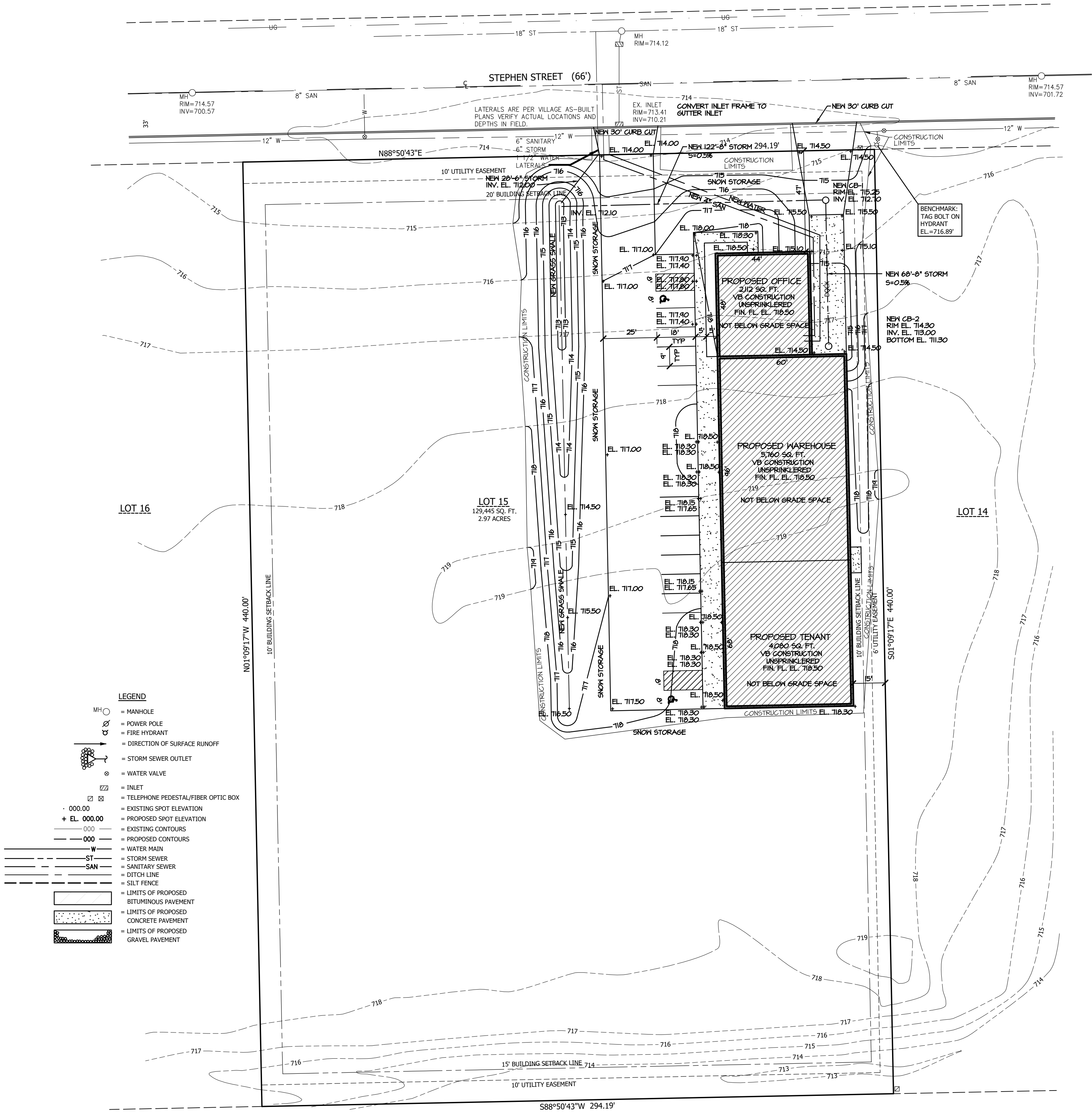
Skid Steer is finalizing plans for a new building located at 1603 Stephen St. The building is about 11,952 square feet and allows for growth of the business as well as tenant space. Attached to this report is a copy of the Site Plan for the new Skid Steer building. Due to the Covenants in the Industrial Park and as part of the sale of this lot the site plan is to be approved by the Village Board. On November 13<sup>th</sup> the site was reviewed by the Plan Commission and the Plan Commission recommended the Village Board approve the site plan on the condition that all staff review comments are answered. Staff have reviewed the plans and sent comments that have been or are being resolved and the updated plans are being reviewed to ensure nothing was missed.

Fiscal Impact: None

Recommendation/Board Action: Approve the Site plan for the Skid Steer building located at 1603 Stephen St with the Condition that any remaining staff comments are answered, all village ordinances are to be followed and all applicable permits are applied for and reviews from applicable jurisdictions are complete.

Respectfully Submitted,

Dave Kittel, Community Development Director

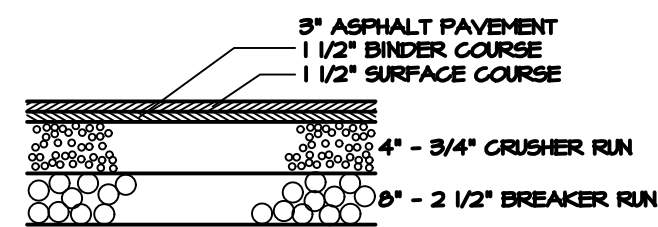


- OWNER: SKIDSTEERS.COM  
2040 E. MAIN STREET  
LITTLE CHUTE, WI 54140  
866-315-3134
- OWNER AGENT: FOX STRUCTURES, INC.  
2201 EASTLINE ROAD  
KAUKAUNA, WI 54130  
920-766-9305  
mklarner@foxstructures.com
- PLAN PREPARER: HARRIS & ASSOCIATES, INC.  
2718 N. MEADE STREET  
APPLETON, WI 54911  
920-733-8377  
ctolleson@harrisinc.net
- LEGAL DESCRIPTION:  
LOT 15 OF THE EBBEN'S INDUSTRIAL PARK PLAT IN THE  
SOUTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 15, T21N, R18E,  
VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN
- TAX PARCEL NO: 260426100
- SITE ADDRESS: 1603 STEPHEN STREET
- ZONING: INDUSTRIAL DISTRICT
- LAND USE - EXISTING: VACANT  
PROPOSED: INDUSTRIAL
- OCCUPANCY CLASSIFICATION: B AND S-1
- LOT AREA = 129,445 SQ. FT.  
EXISTING IMPERVIOUS = 0 SQ. FT.  
PROPOSED ROOF AREA = 11,952 SQ. FT., LOT COVERAGE = 9.2%  
PROPOSED PAVED AREA = 14105 SQ. FT. = 10.9%  
PROPOSED GREEN SPACE = 103,388 SQ. FT. = 79.9%  
DISTURBED AREA = 42,800 SQ. FT.
- NO PRODUCTS WILL BE MANUFACTURED OR SOLD ON SITE.  
NO HAZARDOUS MATERIALS WILL BE STORED ON SITE.  
NO FOOD OR BEVERAGES, SWIMMING POOL OR WHIRLPOOL, OR OVERNIGHT LODGING AT THIS LOCATION.  
PARKING REQUIRED: SUFFICIENT PARKING SUCH THAT NO PUBLIC STREET SHALL BE USED FOR PARKING.  
THERE IS SUFFICIENT AREA AT EACH UNIT FOR PARKING.  
EACH UNIT USER IS RESPONSIBLE FOR THEIR RECYCLABLE MATERIALS.
- SETBACKS: FRONT 20 FEET  
SIDE 10 FEET  
REAR 15 FEET
- NO EXTERIOR LIGHTING IS PLANNED WITH THIS PROJECT.  
NO SIGNAGE IS PLANNED WITH THIS PROJECT.  
SOIL TYPES: VINNECONNE SILTY CLAY LOAM AND MANAWA SILTY CLAY LOAM  
ANY EXISTING SIDEWALK DAMAGED DURING CONSTRUCTION SHALL BE REPLACED AS A PART OF THIS PROJECT.

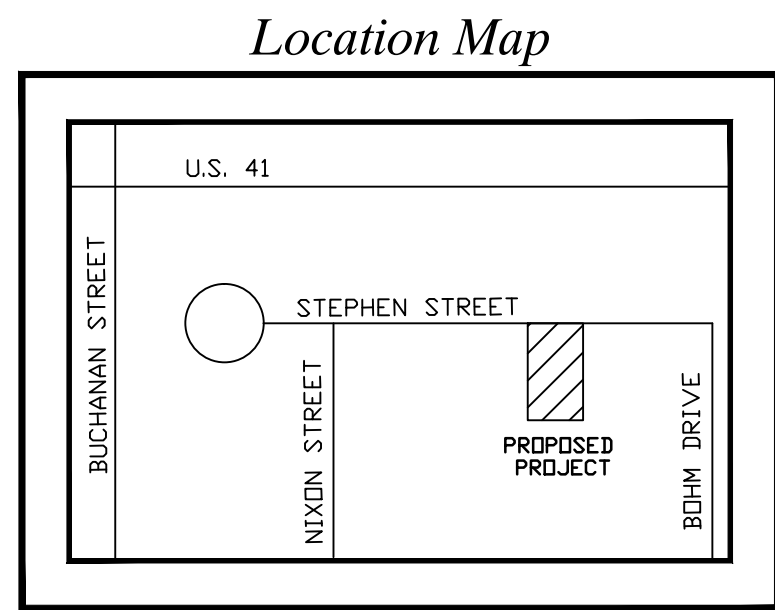
CONTRACTOR IS REQUIRED TO OBTAIN A PERMIT FOR THE DRIVEWAY AND A PERMIT TO EXCAVATE IN THE RIGHT OF WAY FOR UTILITY INSTALLATION.

ANY CHANGES DURING CONSTRUCTION WILL BE APPROVED BY THE VILLAGE PRIOR TO INSTALLATION.

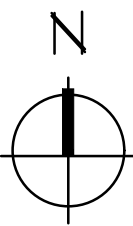
CONTRACTOR TO NOTIFY VILLAGE 48 HOURS PRIOR TO CONNECTION TO THE PUBLIC UTILITIES.




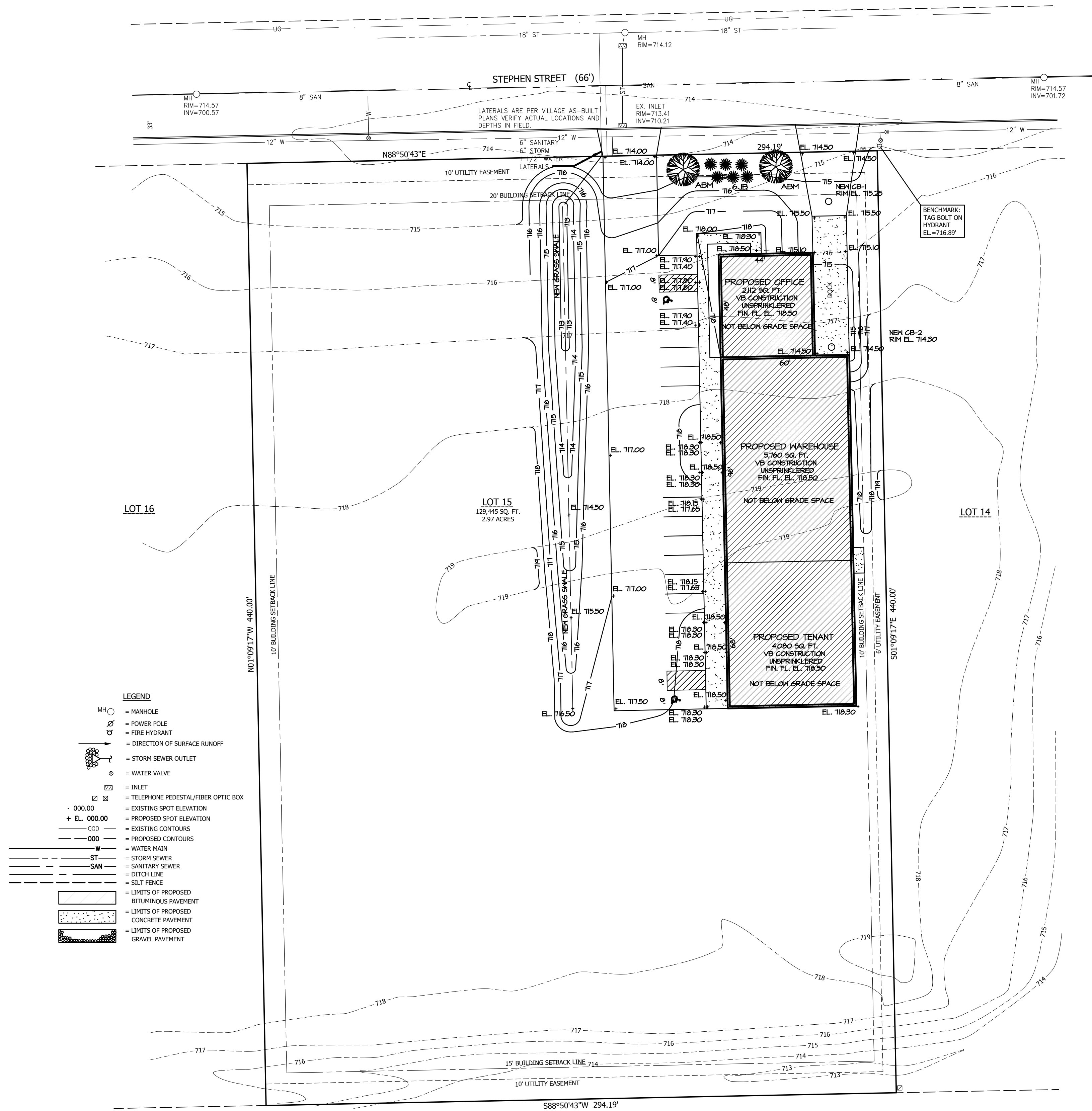
TYPICAL PAVEMENT SECTION  
N.T.S.



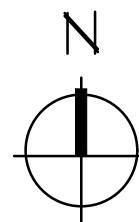
SITE GRADING PLAN  
SCALE: 1" = 30'



<div><div><div>2718 NORTH MEADE ST. APPLETON, WI 54911 TEL: (920) 733-8377 FAX: (920) 733-4731</div><div><b>HARRIS &amp; ASSOCIATES, INC.</b> CONSULTING ENGINEERS AND LAND SURVEYORS</div><div></div></div></div>		<b>PROJECT:</b> FOX STRUCTURES, INC. SKIDSTEERS		DRAWN BY: CLT			
		<b>LOCATION:</b> 1603 STEPHEN STREET LITTLE CHUTE, WISCONSIN		CHECKED BY:			
		<b>DESCRIPTION:</b> SITE GRADING PLAN		DATE: 11-6-23			
				SHEET <b>C2.0</b>			
PROJECT-NUMBER <b>7872</b>		REV. NO.	DESCRIPTION	DATE	BY	DATE	BY
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LANDSCAPE PLAN  
SCALE: 1" = 30'



2718 NORTH MEADE ST.  
APPLETON, WI 54911  
TEL: (920) 733-8777  
FAX: (920) 733-4731



REV. NO.	DESCRIPTION	DATE	BY	REV. NO.	DESCRIPTION	DATE	BY
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PROJECT: FOX STRUCTURES, INC.  
SKIDSTEERS  
LOCATION: 1603 STEPHEN STREET  
LITTLE CHUTE, WISCONSIN  
DESCRIPTION: LANDSCAPE PLAN

DRAWN BY:  
CLT  
CHECKED BY:

DATE:  
11-6-23  
SHEET  
C4.0  
PROJECT-NUMBER  
7872



PROPOSED FOR:

# SKIDSTEERS.COM

STEPHEN ST  
LITTLE CHUTE, WISCONSIN 54140

ABBREVIATIONS	
A.F.F.	ABOVE FINISHED FLOOR
BD.	BOARD
BLDG.	BUILDING
BTWN.	BETWEEN
C.B.	CATCH BASIN
C.J.	CONTROL JOINT
C.L.	CENTERLINE
CLG.	CEILING
COL.	COLUMN
CONC.	CONCRETE
DET.	DETAIL
DIA.	DIAMETER
DN.	DOWN
E.W.	EACH WAY
EL/ELEV.	ELEVATION
ELEC.	ELECTRICAL
EQ.	EQUAL
F.D.	FLOOR DRAIN
FIN.	FINISH
FLR.	FLOOR
FND.	FOUNDATION
FTG.	FOOTING
GA.	GAUGE
GALV.	GALVANIZED
GYP.	GYPSUM
I.D.	INSIDE DIAMETER
IT.	JOINT
MAX.	MAXIMUM
MECH.	MECHANICAL
MFR.	MANUFACTURER
MIN.	MINIMUM
N.T.S.	NOT TO SCALE
NO.	NUMBER
O.C.	ON CENTER
O.D.	OUTSIDE DIAMETER
OPG.	OPENING
U.N.O.	UNLESS NOTED OTHERWISE
R.	RISER
R.O.	ROUGH OPENING
REF.	REFERENCE
RM.	ROOM
S/STL.	STAINLESS STEEL
SHTG.	SHEATHING
SPEC.	SPECIFICATIONS
SQ.	SQUARE
STRUCT.	STRUCTURAL
T.	TREAD
T.O.	TOP OF (...)
T.O.CONC.	TOP OF CONCRETE
T.O.F.	TOP OF FRAMING
T.O.STL.	TOP OF STEEL
T.O.W.	TOP OF WALL
TYP.	TYPICAL
V.I.F.	VERIFY IN FIELD
W.W.F.	WELDED WIRE FABRIC
&	AND
@	AT
Ø	DIAMETER
±	PLUS OR MINUS

SYMBOL LEGEND	
KEYNOTE DESIGNATION	
DOOR DESIGNATION	
WINDOW DESIGNATION	
WALL DESIGNATION	
ROOM DESIGNATION	<div>ROOM NAME → ROOM NAME 101 → ROOM NUMBER</div>
ELEVATION HEIGHT	<div>Name → REFERENCE POINT Elevation → HEIGHT</div>
GRID LINE	
EXTERIOR ELEVATION DESIGNATION	<div>1 → DIRECTION OF VIEW A1.1 → ELEVATION NUMBER → SHEET NUMBER</div>
INTERIOR ELEVATION DESIGNATION	<div>1 → DIRECTION OF VIEW A1.1 → ELEVATION NUMBER → SHEET NUMBER</div>
BUILDING / WALL SECTION DESIGNATION	<div>1 → DIRECTION OF VIEW A1.1 → SECTION NUMBER → SHEET NUMBER</div>
ENLARGED PLAN DETAIL DESIGNATION	<div>→ AREA ENLARGED 1 → DETAIL NUMBER A1.1 → SHEET NUMBER</div>
REVISION DESIGNATION	<div>→ REVISION NUMBER → AREA REVISED</div>

CONTACT INFO		
<b>OWNER INFORMATION</b>	<b>GENERAL CONTRACTOR</b>	<b>SUPERVISING PROFESSIONAL</b>
JOY JANSSEN PO BOX 224 LITTLE CHUTE, WI 54140 PHONE: (920) 284-0421 EMAIL: joy@skidsteers.com	FOX STRUCTURES, INC. 2201 EASTLINE ROAD KAUKAUNA, WI 54130 PHONE: (800) 236-1369 www.foxstructures.com	EUGENE J. THIEDE, PE N5847 MT. PLEASANT ROAD COLUMBUS, WI 53925 PHONE: (608) 535-0063 EMAIL: ejthiede@yahoo.com

PROJECT INFORMATION
<b>APPLICABLE BUILDING CODE</b> 2015 INTERNATIONAL BUILDING CODE
<b>BUILDING CONTENT</b> NUMBER OF STORIES: ONE (1) STORY GROSS BUILDING AREA: 11,952 S.F. BUILDING HEIGHT: 27'-3 3/16" @ PEAK
<b>OCCUPANCY CLASSIFICATION</b> B & S-1 UNSEPARATED USES OCC. LOAD: 36
<b>CONSTRUCTION CLASSIFICATION</b> TYPE VB CONSTRUCTION RISK CATEGORY: II SPRINKLED: NO FIREWALL: NO
<b>ALLOWABLE AREA</b> TABULAR FLOOR AREA: 9,000 S.F. -(TABLE 506.2) FRONTAGE INCREASE: 3,243 S.F. SPRINKLER INCREASE: 0 S.F. TOTAL ALLOWABLE AREA: 12,243 S.F.  ALLOWABLE FIRE AREA: 12,000 S.F.

DESIGN LOADS
<b>SNOW DESIGN DATA</b> GROUND SNOW LOAD, Ps: 40.0 PSF SNOW LOAD IMPORTANCE FACTOR, Is: 1.0 SNOW LOAD EXPOSURE FACTOR, Ce: 1.0 SLOPED ROOF/FLAT ROOF FACTOR, Cs: 1.0 ROOF THERMAL FACTOR, Ct: 1.2 ROOF SNOW LOAD (BALANCED): 30.8 PSF ROOF SNOW LOAD (UNBALANCED): PER SPS 342.1.608 0.0 PSF WINDWARD 37.5 PSF LEeward
SEE SHEET A2.1 FOR SNOW DRIFT INFORMATION
<b>EARTHQUAKE DESIGN DATA</b> SEISMIC IMPORTANCE GROUP: I SITE CLASS: D SEISMIC DESIGN CATEGORY: A
<b>WIND DESIGN DATA</b> BASIC WIND SPEED: 115.0 MPH WIND LOAD RESISTANCE DESIGN: ASCE 7-10 WIND LOAD EXPOSURE CATEGORY: B
<b>SOIL DATA</b> SOIL CLASS: PRESUMED SOIL LOAD BEARING VALUE: CLASS 4 - FIRM 2000 PSF

SHEET INDEX	
<b>GENERAL:</b>	G1.0 COVER SHEET
<b>CIVIL:</b>	C1.1 ARCHITECTURAL SITE PLAN
<b>ARCHITECTURAL:</b>	A1.1 FLOOR PLAN A2.1 ELEVATIONS A3.1 CROSS SECTION @ OFFICE A3.2 CROSS SECTION @ WAREHOUSE A4.1 WALL SECTIONS A6.0 SCHEDULES
<b>STRUCTURAL:</b>	S1.1 FOUNDATION PLAN S1.2 LOADING DOCK DETAILS S2.1 ROOF FRAMING PLAN

**REVSIED PLAN 09-20-23**

1. CHANGED CEILING INSULATION TO R-56  
2. CHANGE EXTERIOR WALL INSULATION TO R-24

Conditionally  
**APPROVED**  
DEPT. OF SAFETY AND PROFESSIONAL  
SERVICES  
DIVISION OF INDUSTRY SERVICES

*[Signature]*

SEE CORRESPONDENCE

CB-092301526-PRB  
New plan  
Building  
9/21/23

WISCONSIN  
EUGENE J. THIEDE  
E-18955  
COLUMBUS  
WI

*[Signature]*

9/20/23

CONSTRUCTION  
DESIGN • WELDING

2201 Eastline Road  
Kaukauna, WI 54130  
Phone: (920) 766-9205  
Toll Free: (800) 236-1369  
foxstructures.com

**FOX**  
STRUCTURES, INC.

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PROPOSED FOR:

**SKIDSTEERS.COM**

LITTLE CHUTE, WISCONSIN 54140

STEPHEN ST

VILLAGE OF LITTLE CHUTE  
OUTAGAMIE COUNTY

**ISSUE RECORD:**  
P1 06-14-23  
IFS 08-16-23  
REV1 09-20-23  
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.  
.  
.  
.

PH = PRELIMINARY PLAN  
IFS = ISSUED FOR STATE REVIEW  
IFC = ISSUED FOR CONSTRUCTION

**PROJECT #:** 230156  
**SALESMAN:** M. KLARNER  
**DRAWN BY:** AWS

**SHEET CONTENTS:**

COVER SHEET

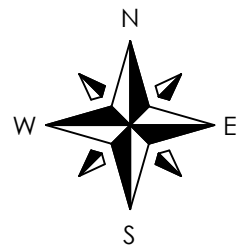
**G1.0**



1

ARCHITECTURAL SITE PLAN

1" = 40'-0"



CONSTRUCTION  
DESIGN • WELDING  
2201 Eastline Road  
Kenilworth, WI 54130  
Phone: (920) 766-9305  
Toll Free: (800) 236-1689  
foxstructures.com



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PROPOSED FOR:

**SKIDSTEERS.COM**

STEPHEN ST

LITTLE CHUTE, WISCONSIN 54140

VILLAGE OF LITTLE CHUTE  
OUTAGAMIE COUNTY

**ISSUE RECORD:**  
P1 06-14-23  
IFS 08-16-23  
REV1 09-20-23

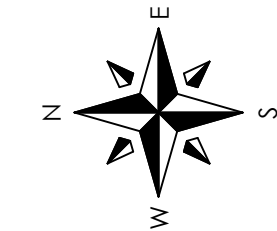
P# = PRELIMINARY PLAN  
IFS = ISSUED FOR STATE REVIEW  
IFC = ISSUED FOR CONSTRUCTION







**PROJECT #:** 230156  
**SALESMAN:** M. KLARNER  
**DRAWN BY:** AWS

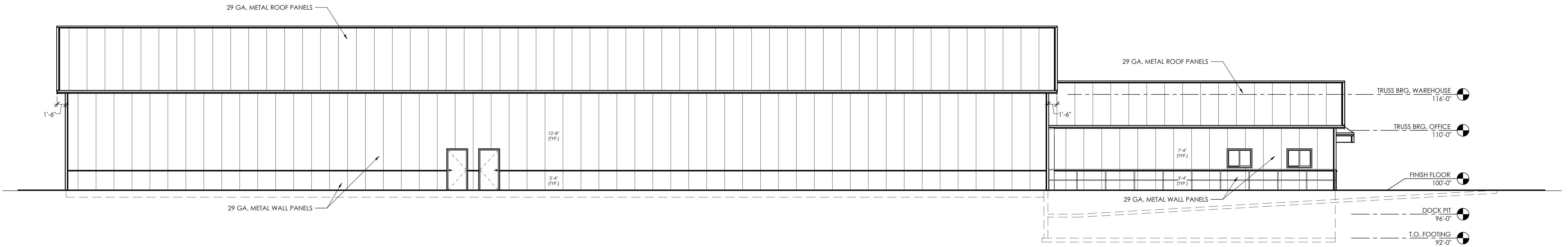
**SHEET CONTENTS:**  
ARCHITECTURAL SITE PLAN

**C1.1**

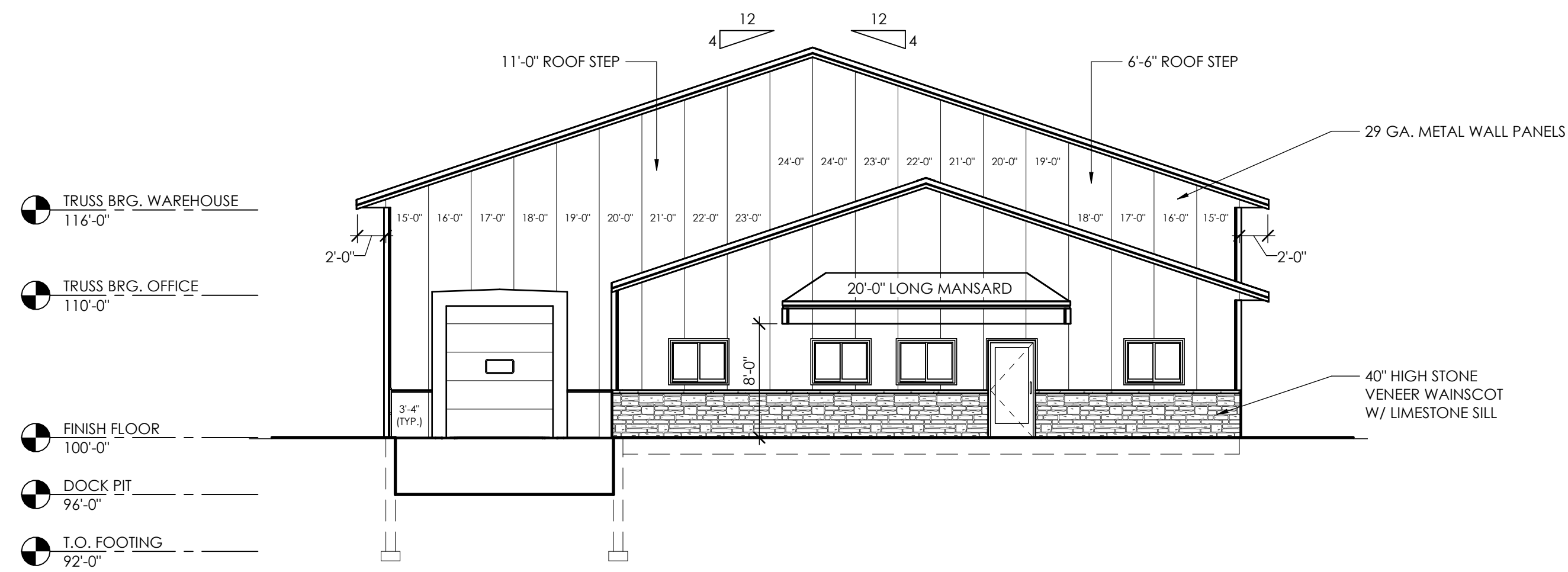




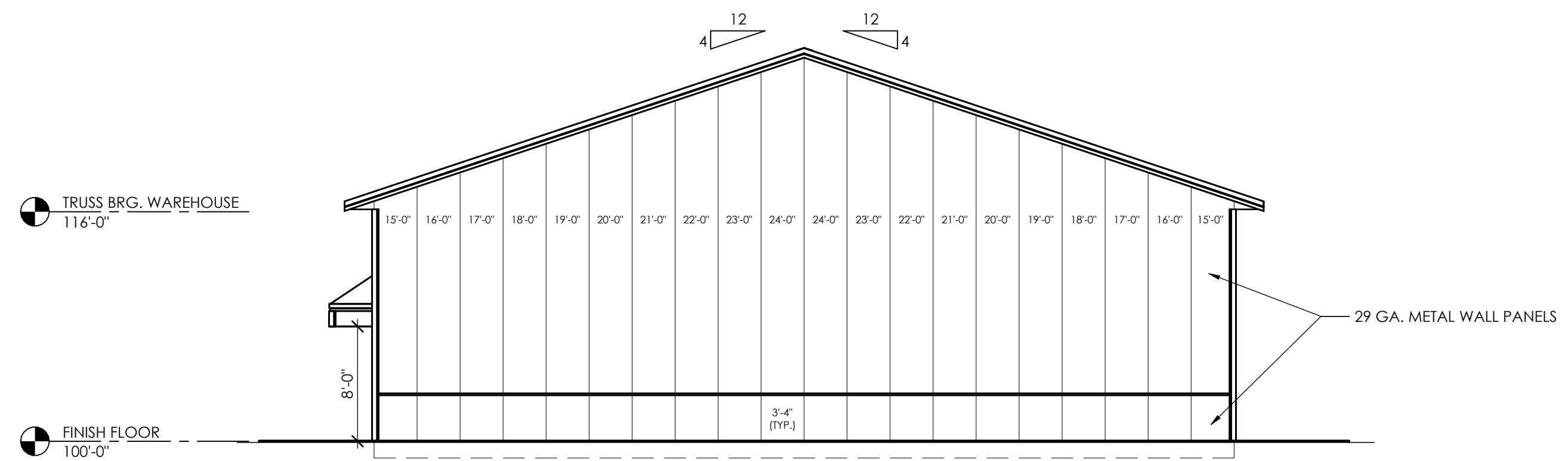
<h1 style="text-align: center;">WAREHOUSE</h1> <h2 style="text-align: center;">COLUMN/STUD SPECIFICATIONS</h2>	
52	 3-PLY 2x6 - 16'-0" 2400F-2.0E COLUMNS @ 6'-0" O.C. UNDER TRUSSES & LOAD BEARING DOORS/WINDOWS
186	 2x6 - 16'-0" 22 SPF STUDS @ 24" O.C BETWEEN SIDEWALL COLUMNS, TOTAL ENDWALLS, DEMISING WALL
10	 2x6x92 5/8" PRECUT STUDS @ 16" O.C., PLUMBING WALL
10	 2x4x92 5/8" PRECUT STUDS @ 16" O.C., RESTROOM WALL
4	 3-PLY 2x8 2400F-2.0E MSR JAMB COLUMN @ OVERHEAD DOORS
8	 2-PLY 2x6 - 16'-0" 22 SPF COLUMNS @ NON-LOAD BEARING DOORS/WINDOWS
<b>NOTE: FOR LAMINATED COLUMNS, MULTIPLY QTY. BY # OF PLYS</b>	



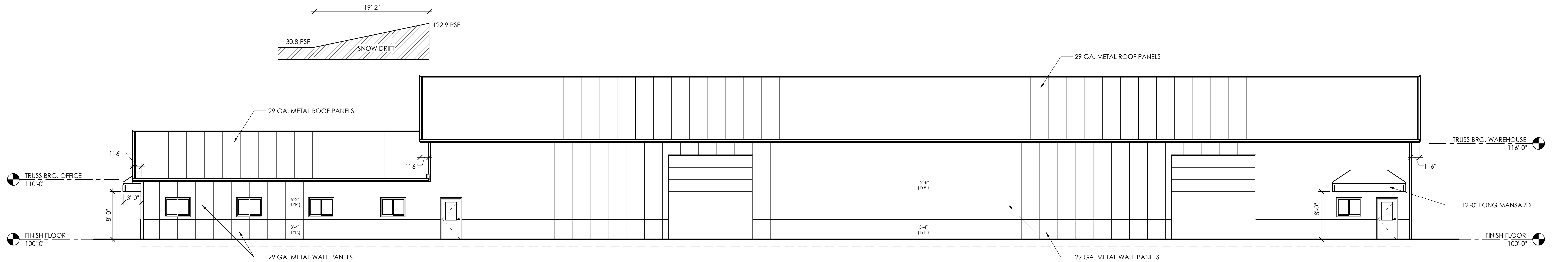
1 EAST ELEVATION  
1/8" = 1'-0"



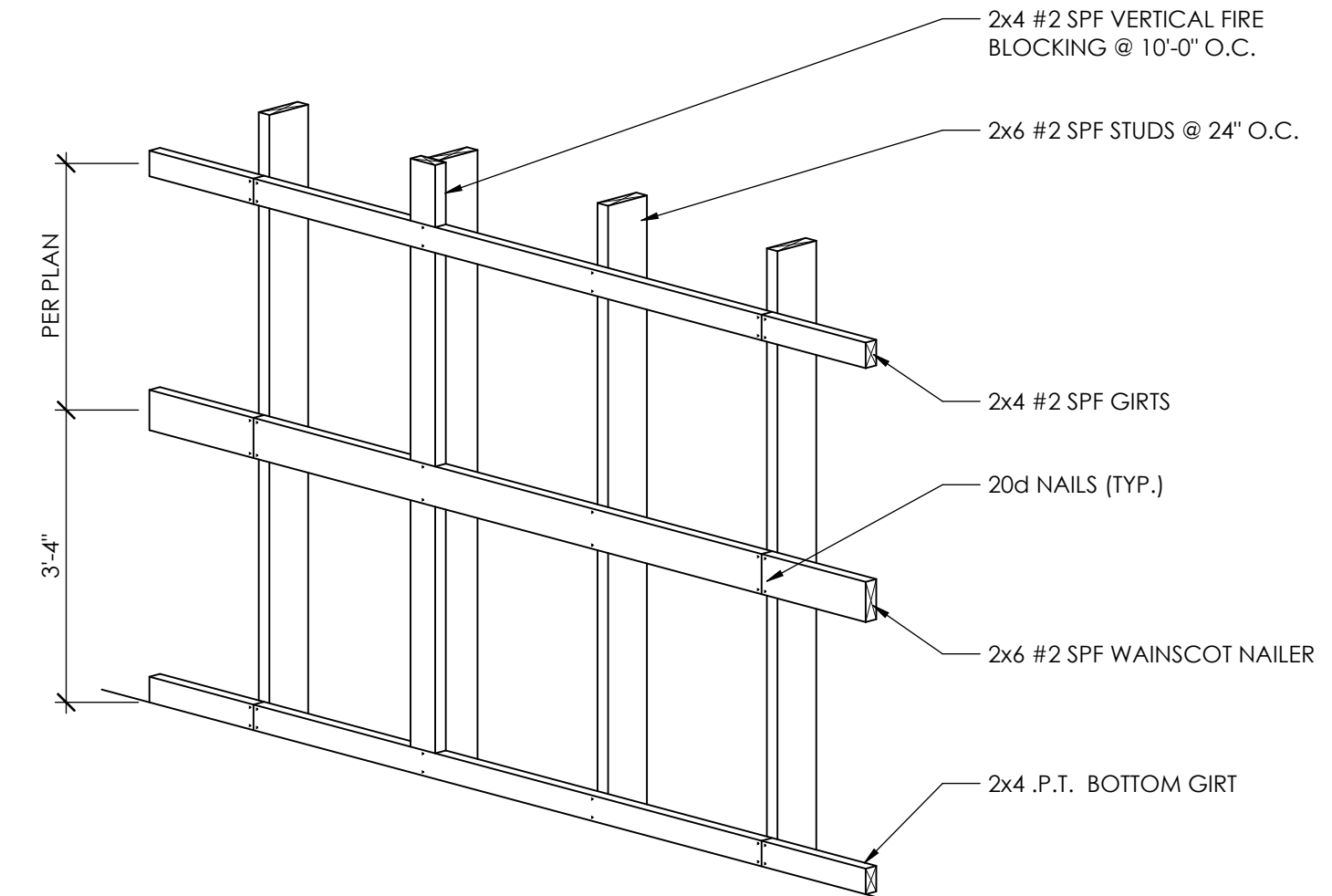
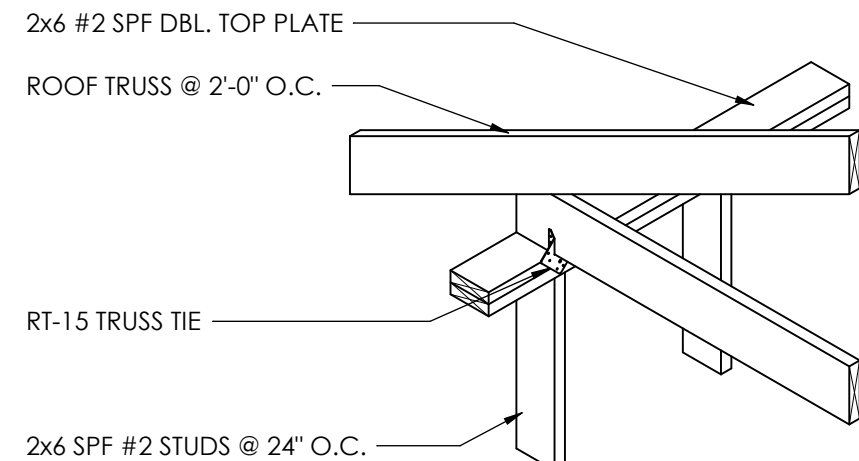
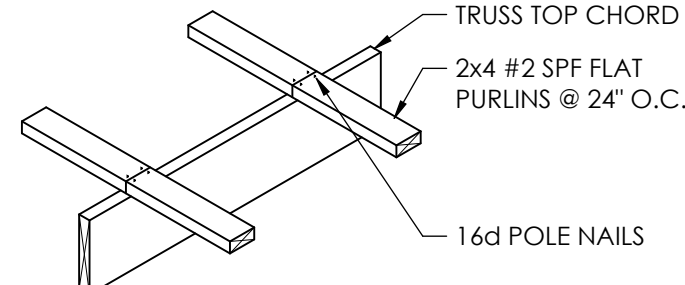
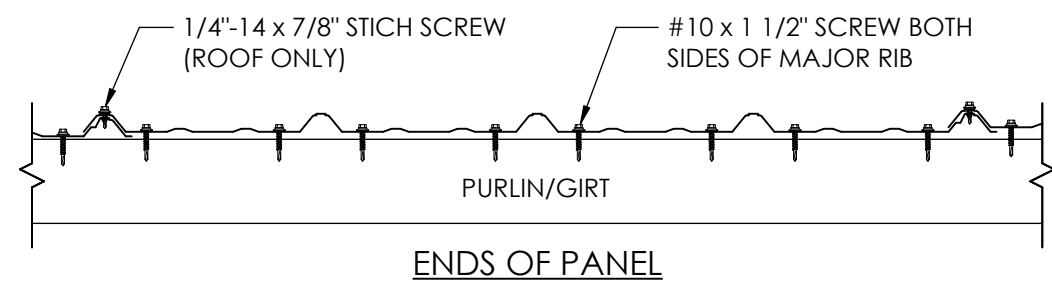
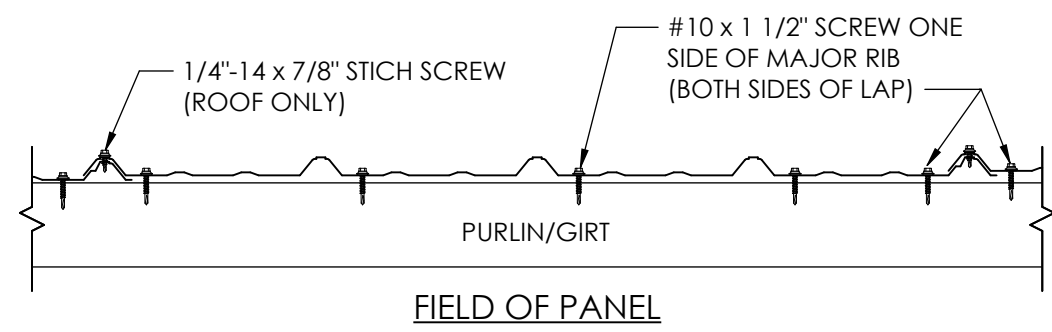
3 NORTH ELEVATION  
1/8" = 1'-0"



2 SOUTH ELEVATION  
1/8" = 1'-0"



4 WEST ELEVATION  
1/8" = 1'-0"

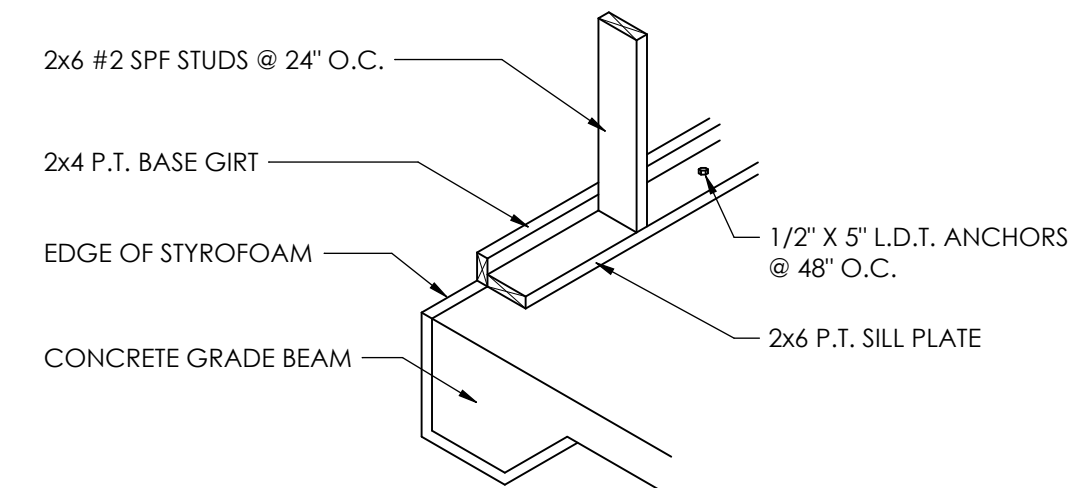


6 STEEL PANEL CONNECTION  
1 1/2" = 1'-0"

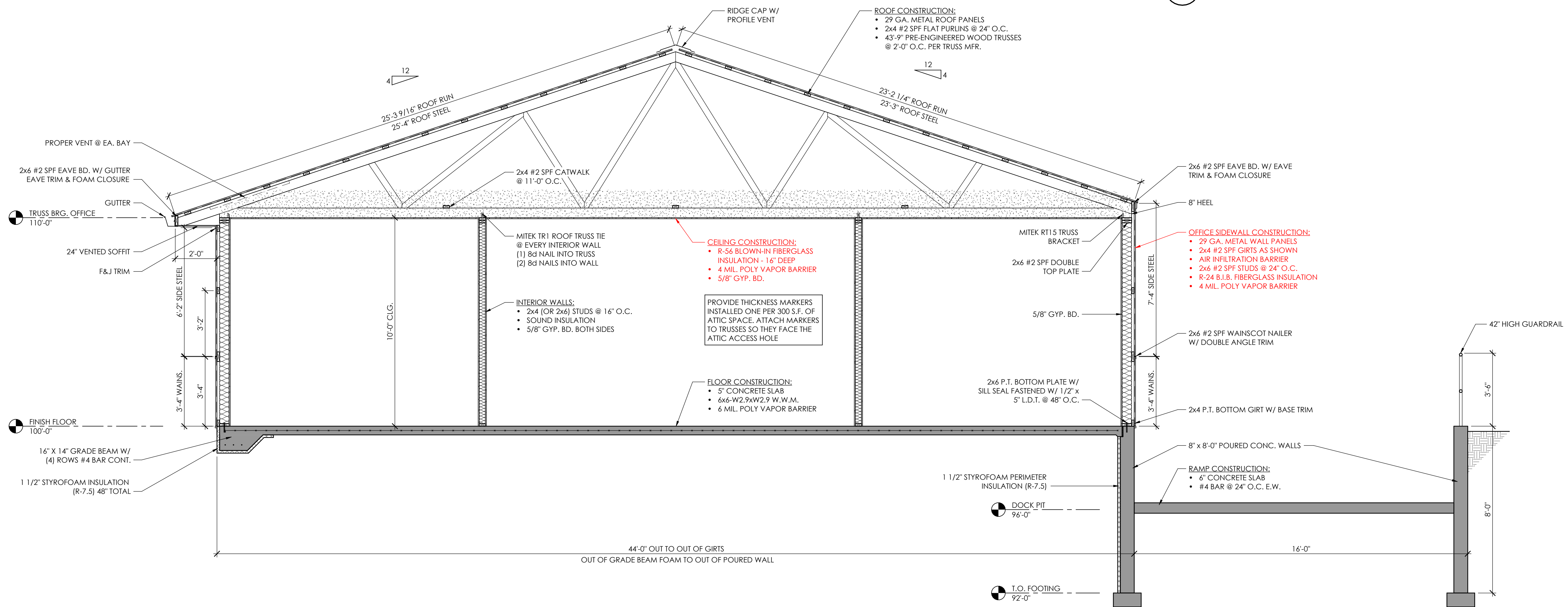
5 PURLIN CONNECTION  
1/2" = 1'-0"

4 TRUSS CONNECTION  
1/2" = 1'-0"

3 GIRT CONNECTION  
1/2" = 1'-0"

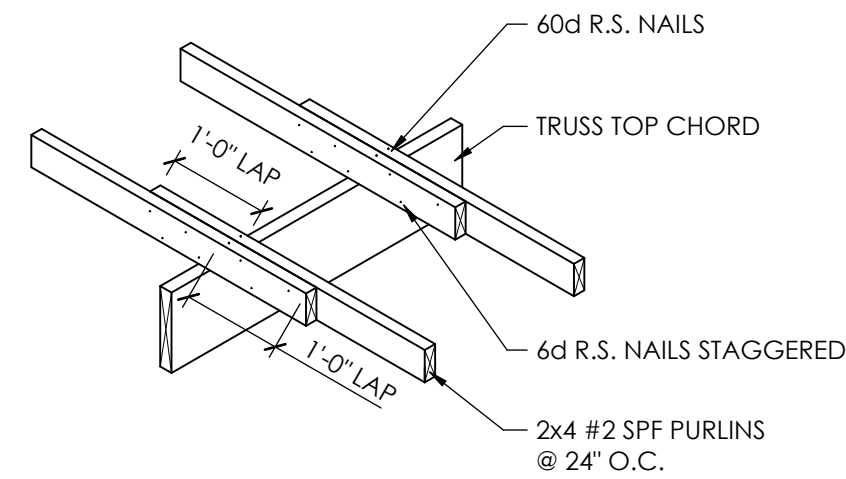


2 BASE CONNECTION  
1/2" = 1'-0"

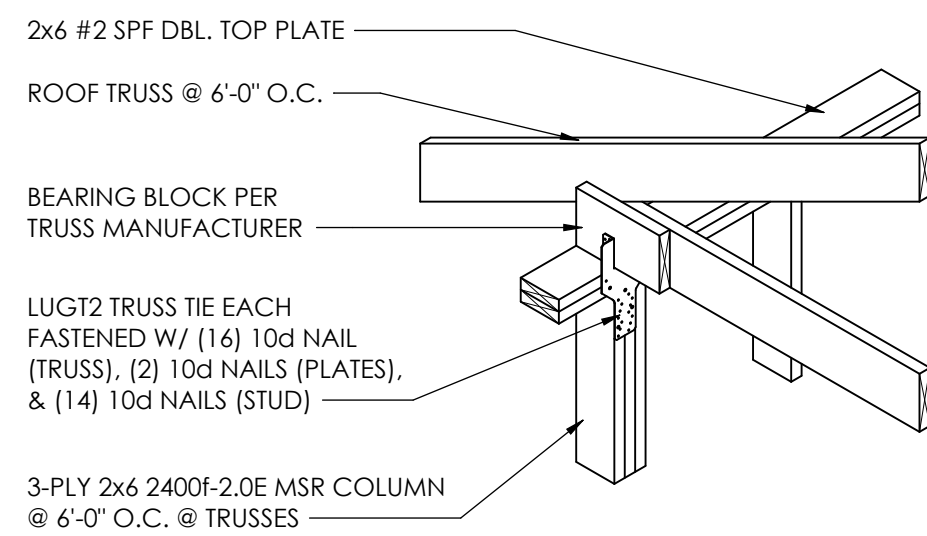


1 CROSS SECTION @ OFFICE  
3/8" = 1'-0"

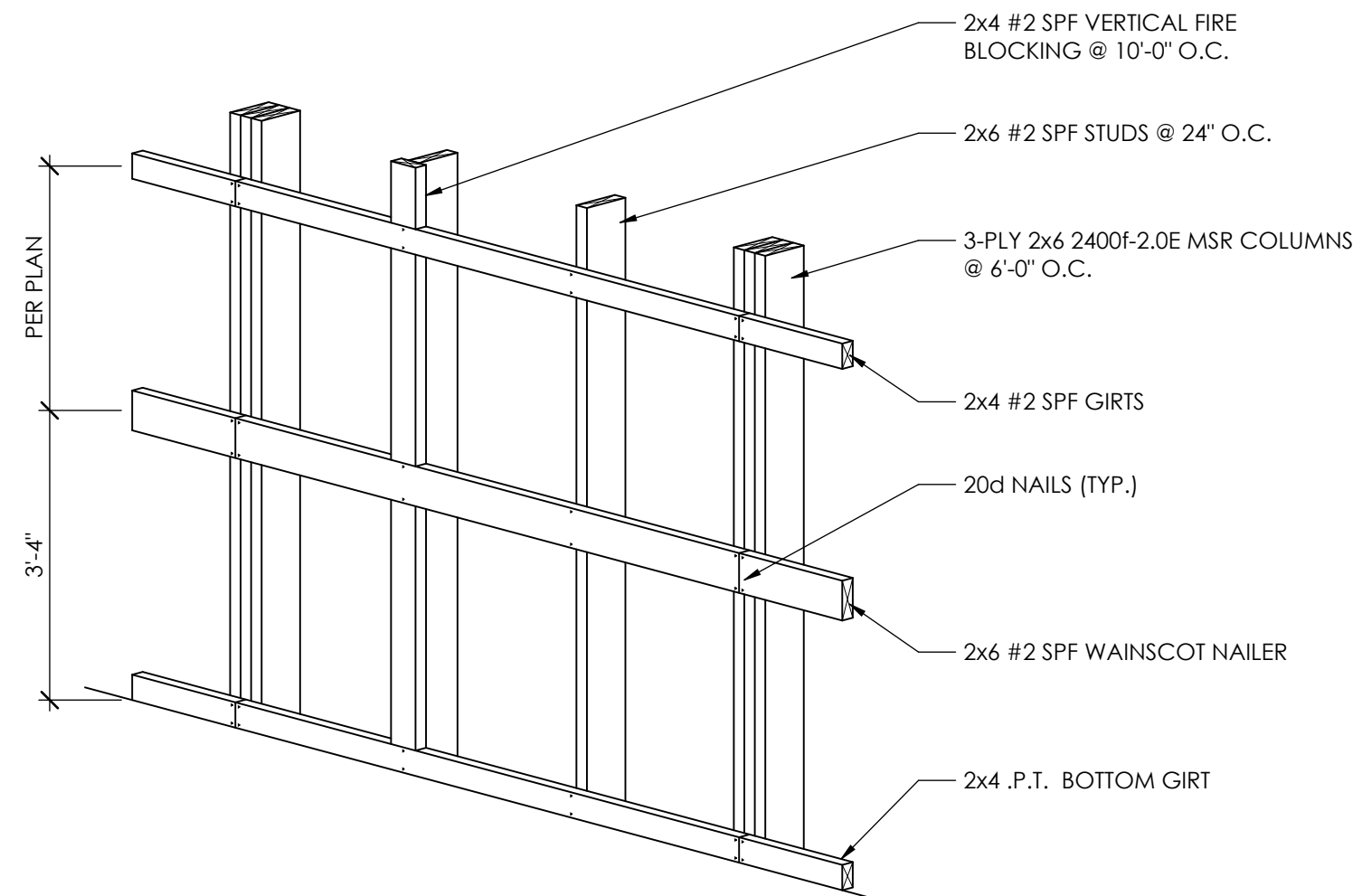




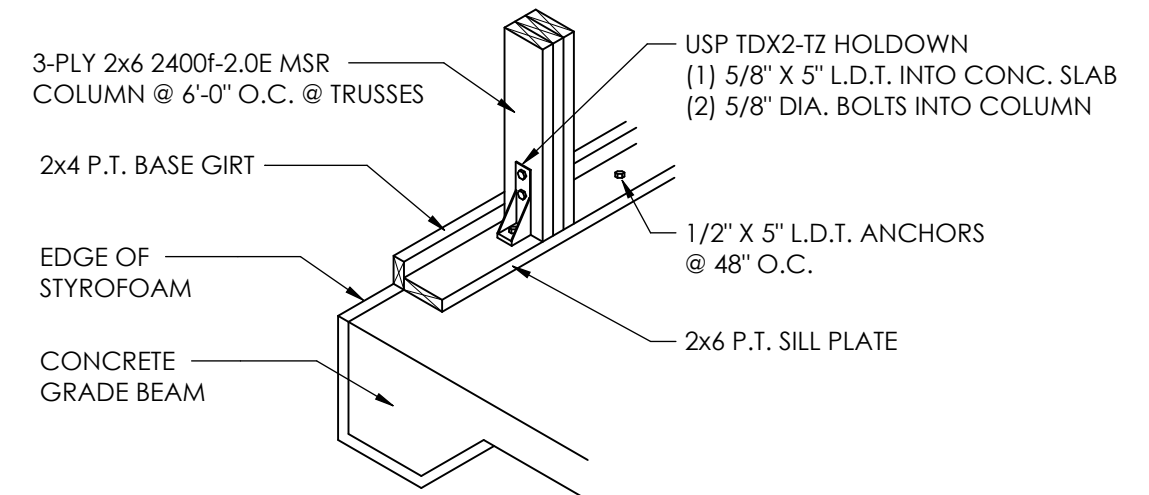
5 PURLIN CONNECTION  
1/2" = 1'-0"



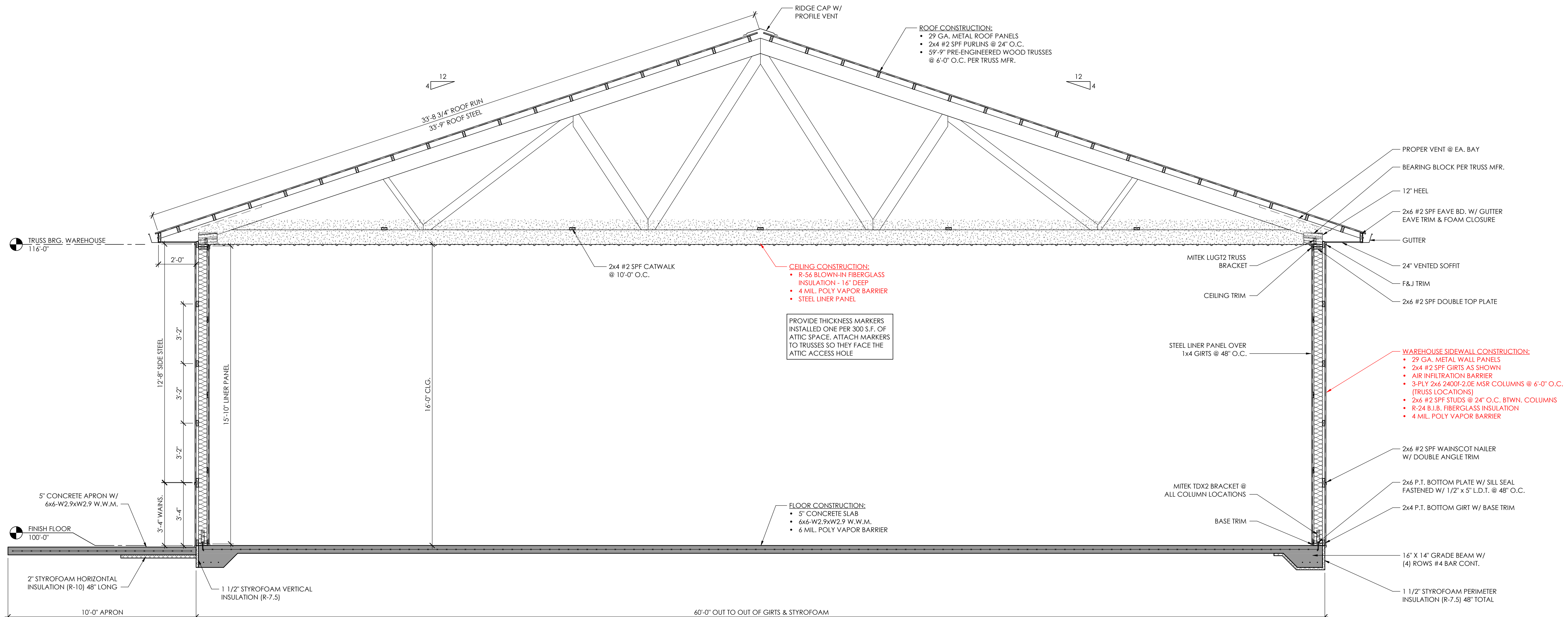
4 TRUSS CONNECTION  
1/2" = 1'-0"



3 GIRT CONNECTION  
1/2" = 1'-0"

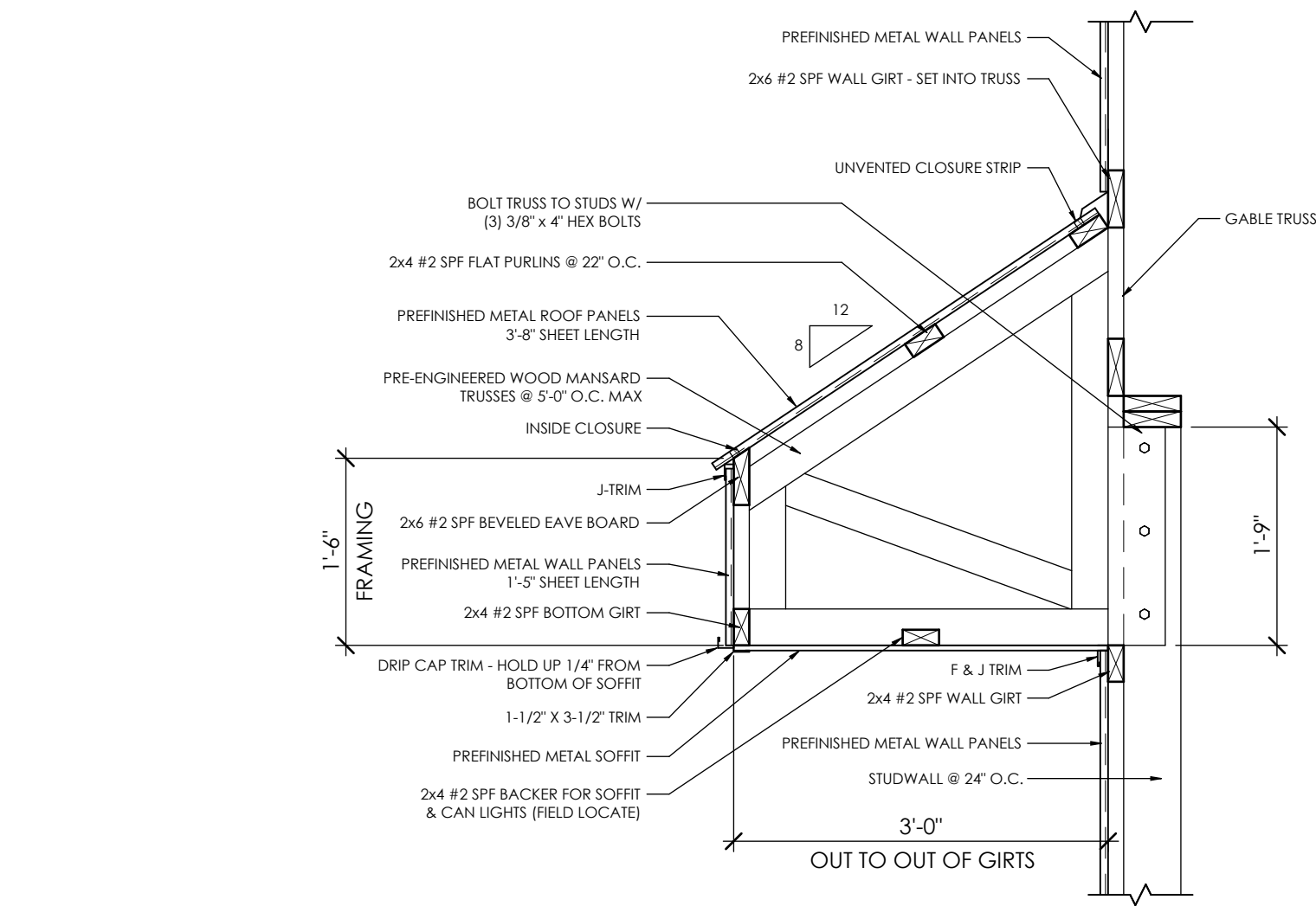


2 BASE CONNECTION  
1/2" = 1'-0"

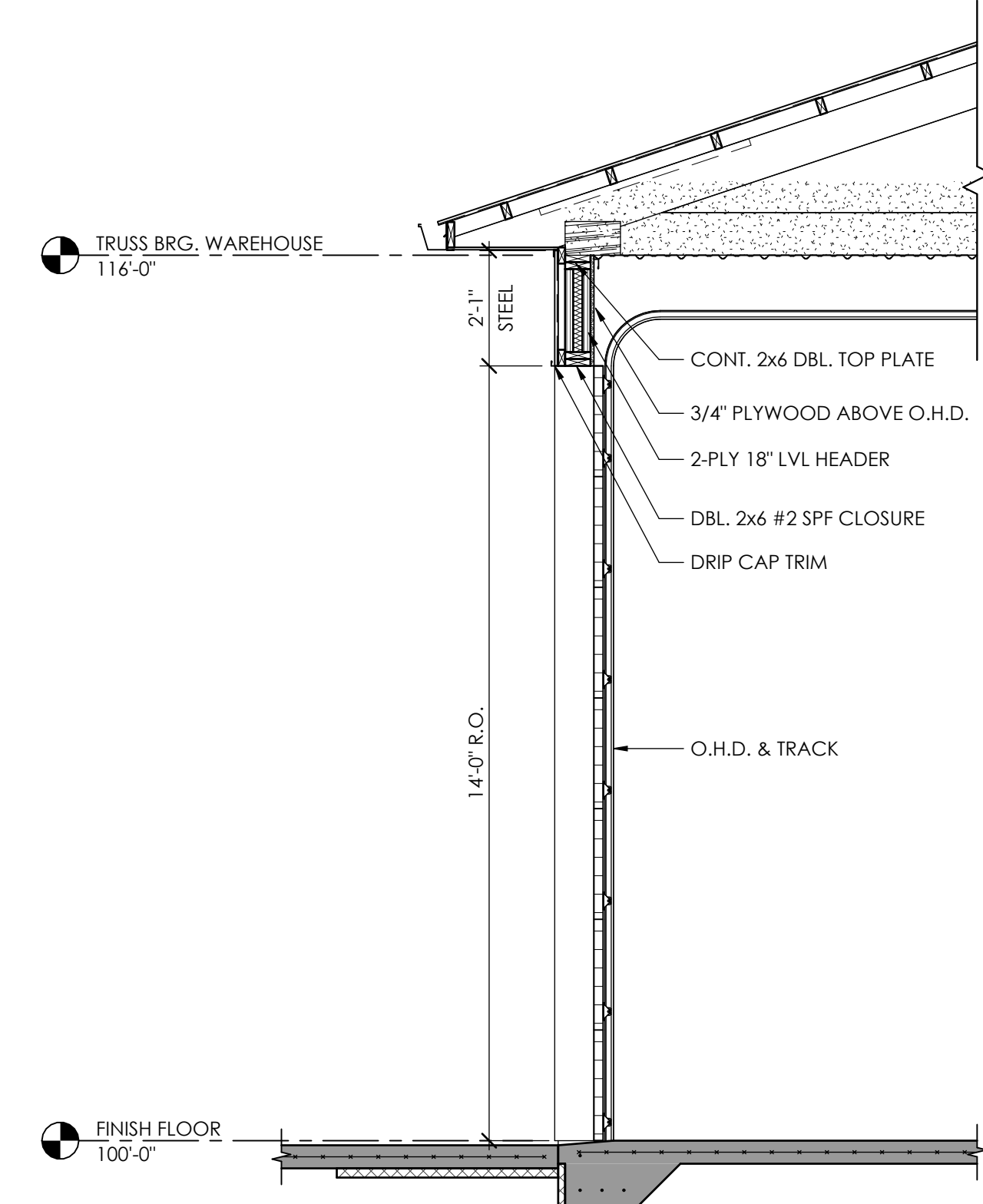


1 CROSS SECTION @ WAREHOUSE  
3/8" = 1'-0"

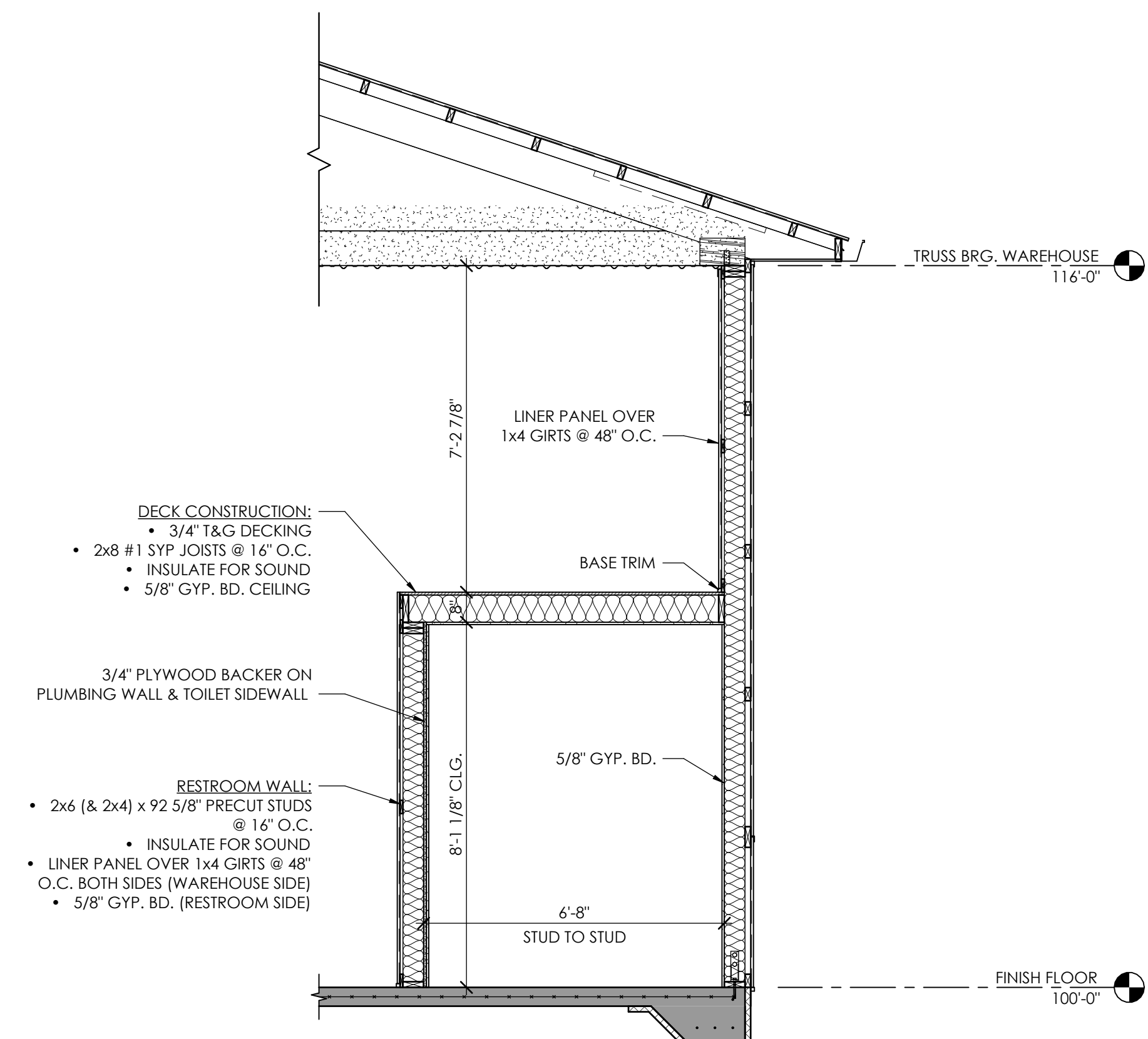




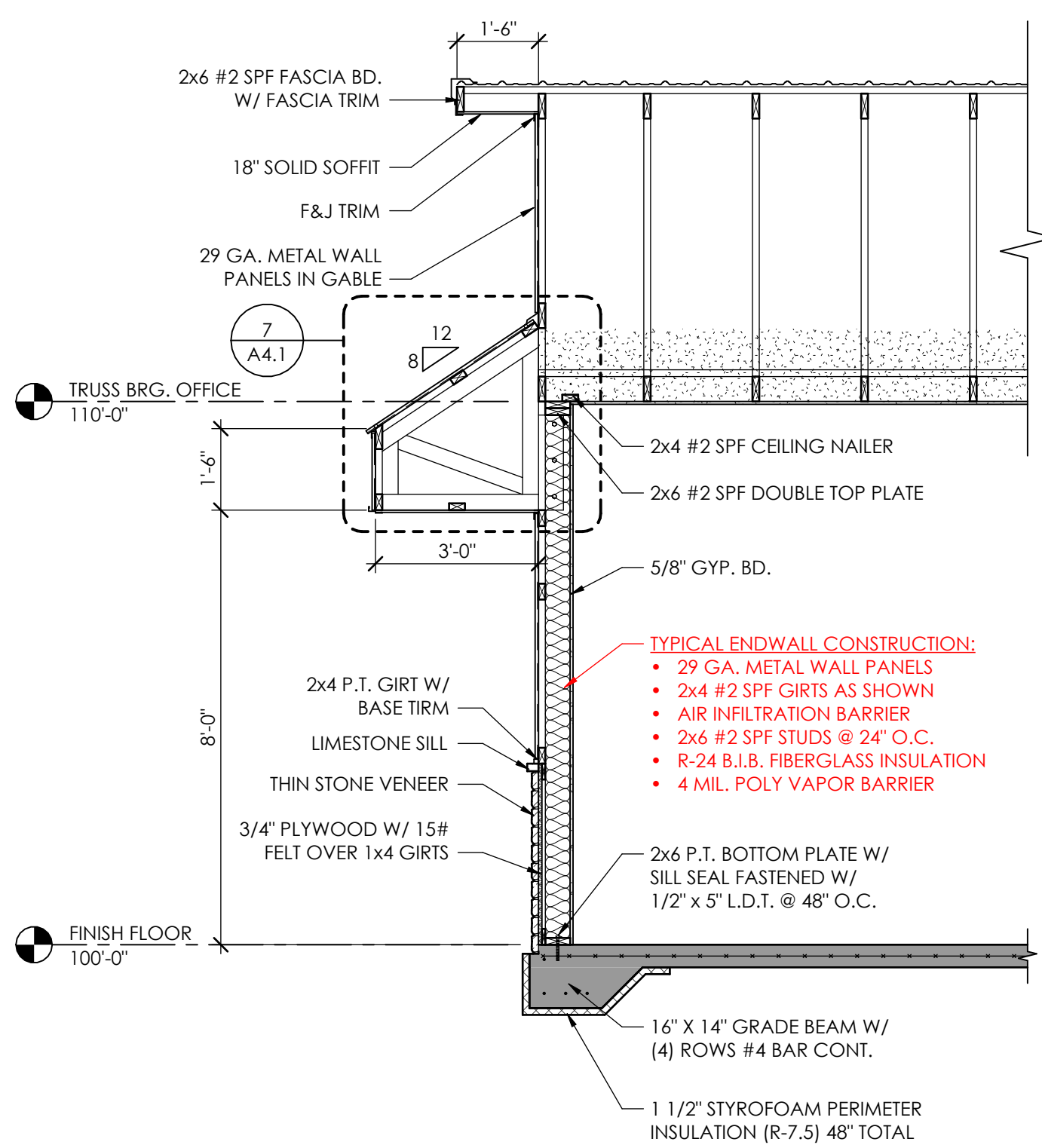
**7 MANSARD DETAIL**  
3/4" = 1'-0"



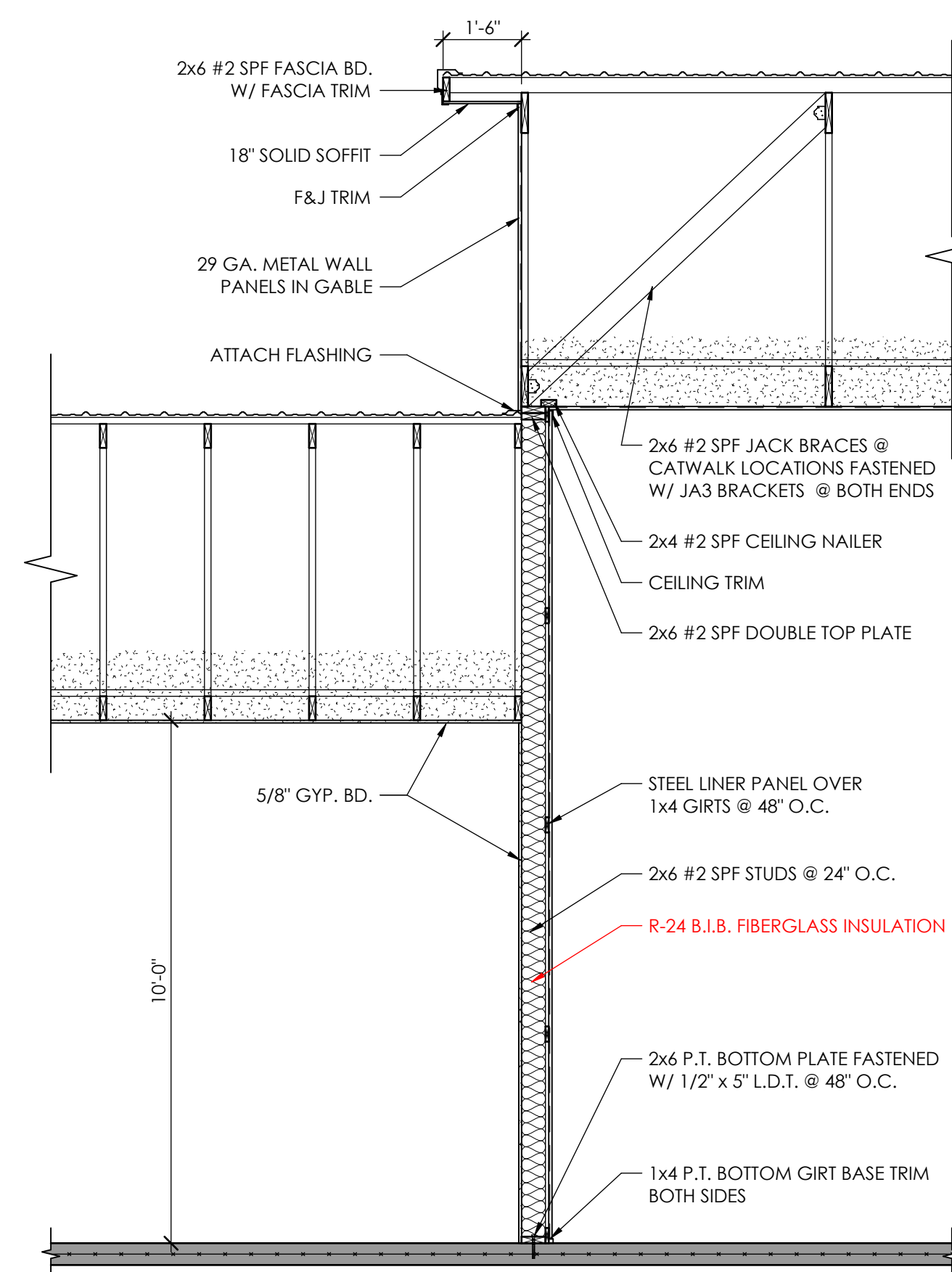
**6 O.H.D. SECTION**  
3/8" = 1'-0"



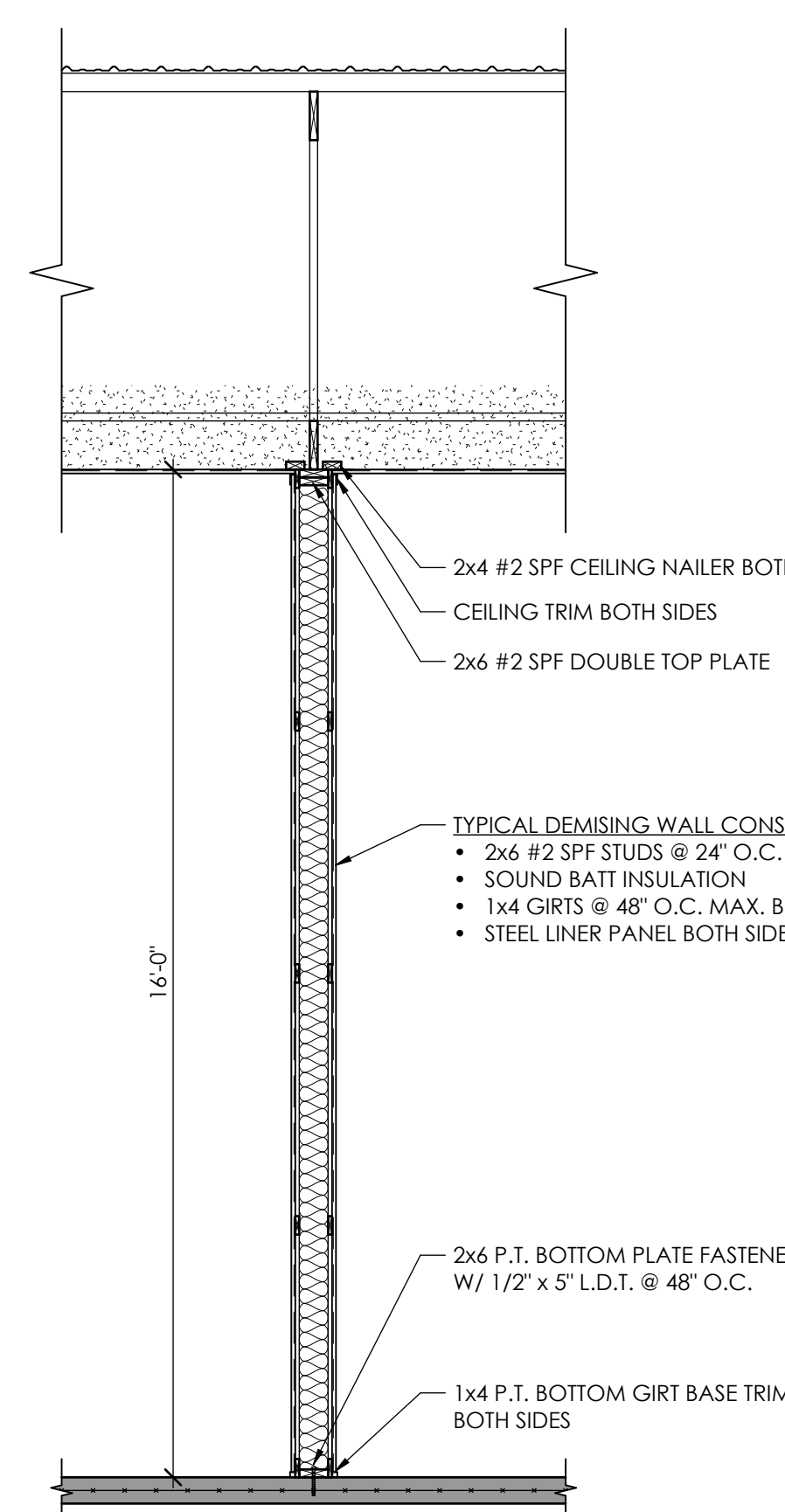
**5 RESTROOM SECTION**  
3/8" = 1'-0"



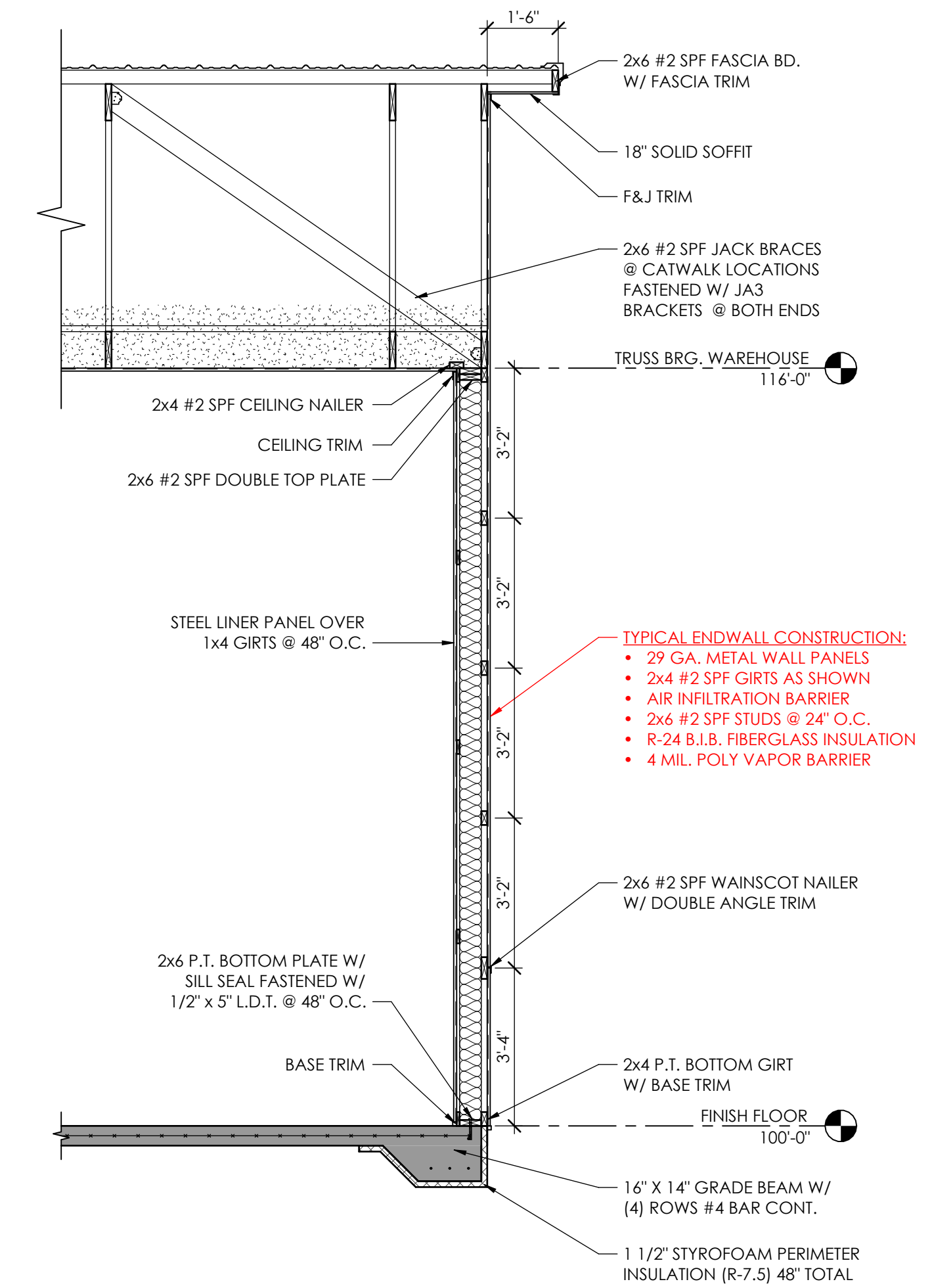
**4 NORTH ENDWALL SECTION**  
3/8" = 1'-0"



**3 ROOF STEP SECTION**  
3/8" = 1'-0"



**2 DEMISING WALL SECTION**  
3/8" = 1'-0"



**1 SOUTH ENDWALL SECTION**  
3/8" = 1'-0"

FLOOR FINISHES

CPT	CARPET
CT	CERAMIC TILE
LVP	LUXURY VINYL PLANK
LVT	LUXURY VINYL TILE
SC	SEALED CONCRETE

NOTE:

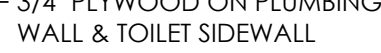
1. ALL WALK DOORS TO HAVE LEVER/LEVER LOCKS.
2. ALL RESTROOM DOORS TO BE EQUIPPED W/ PRIVACY LEVER/LEVER LOCKS.

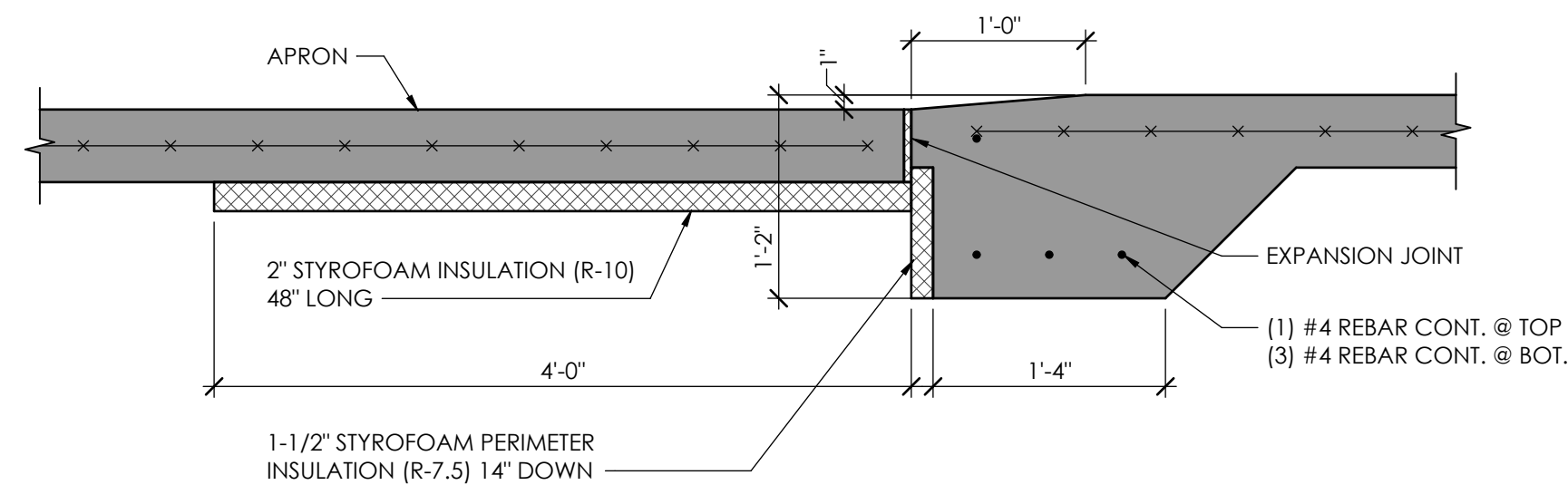
A	VINYL SLIDING	
---	---------------	--

00	OPEN OFFICE	837.07 SF	BUSINESS	B	100 SF	8.37
01	OFFICE	141.51 SF	BUSINESS	B	100 SF	1.42
02	OFFICE	141.51 SF	BUSINESS	B	100 SF	1.42
03	CONFERENCE	271.87 SF	BUSINESS	B	100 SF	2.72
04	BREAK	246.63 SF	BUSINESS	B	100 SF	2.47
05	MEN	47.06 SF	RESTROOM	B	0 SF	
06	WOMEN	47.06 SF	RESTROOM	B	0 SF	
07	UTILITY	163.99 SF	ACCESSORY STORAGE/MECHANICAL	B	300 SF	0.55
08	WAREHOUSE	5561.76 SF	WAREHOUSE	S-1	500 SF	11.12
09	WAREHOUSE	3865.91 SF	WAREHOUSE	S-1	500 SF	7.73
10	UNISEX	47.06 SF	RESTROOM	S-1	0 SF	
						35.79

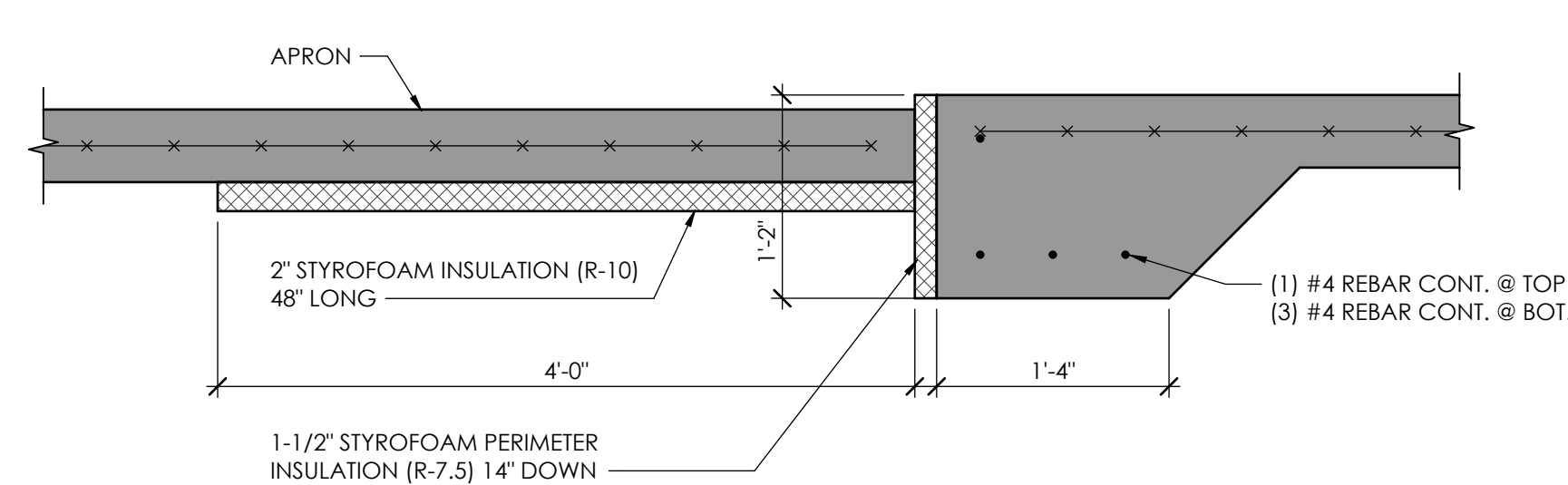


1. RESTROOM FLOORS TO HAVE A SMOOTH, HARD, NON-ABSORBANT SURFACE EXTENDING AT LEAST 4" UPWARD ONTO WALLS PER IBC 1210.2.1
2. RESTROOM WALLS TO HAVE A SMOOTH, HARD, NON-ABSORBANT SURFACE PER IBC 1210.2.2
3. PROVIDE ADEQUATE BLOCKING FOR TOILET ACCESSORIES
4. PROVIDE PIPE PROTECTION FOR SUPPLY & DRAIN PIPES

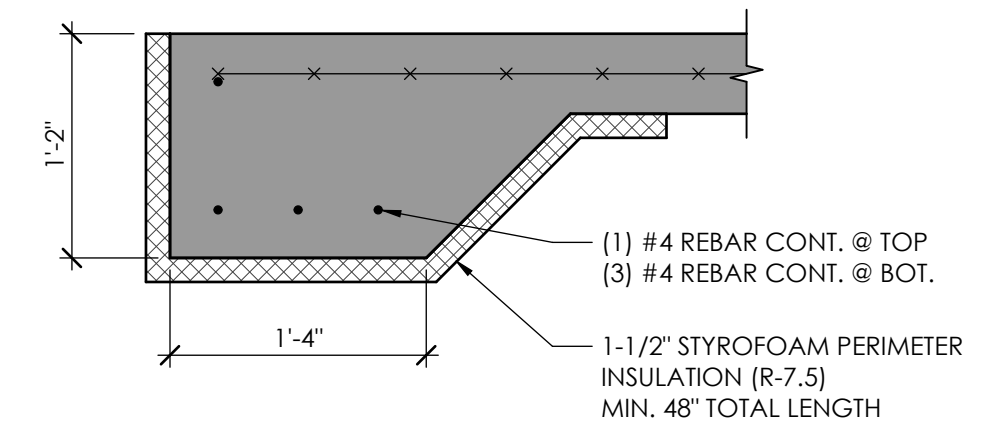




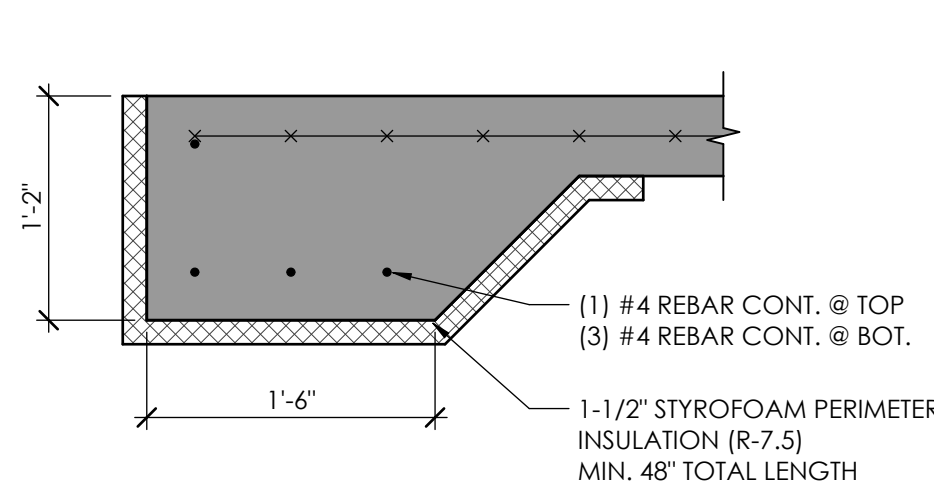
4 GRADE BEAM @ APRON O.H.D.  
1" = 1'-0"



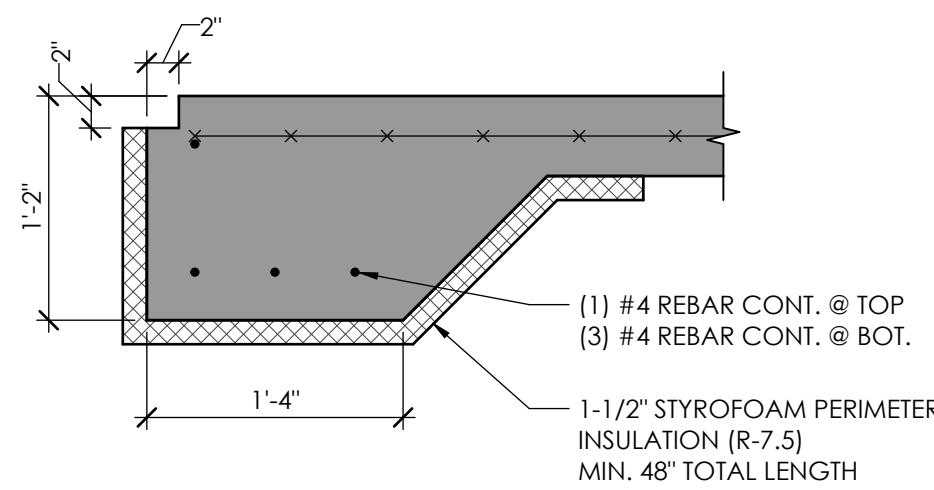
3 GRADE BEAM @ APRON  
1" = 1'-0"



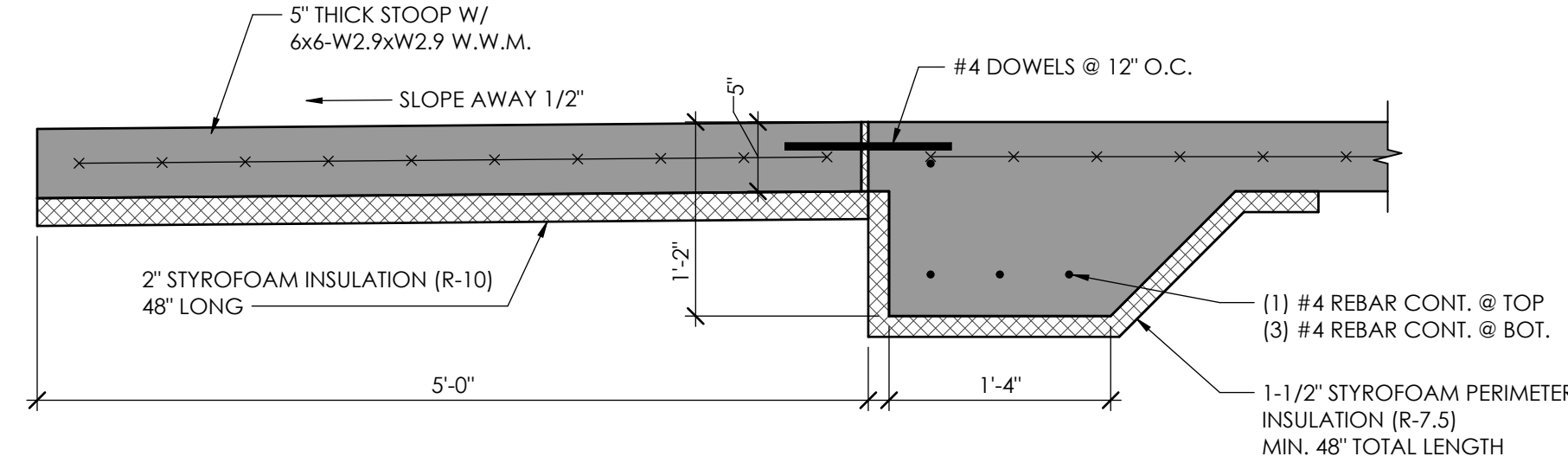
2 GRADE BEAM  
1" = 1'-0"



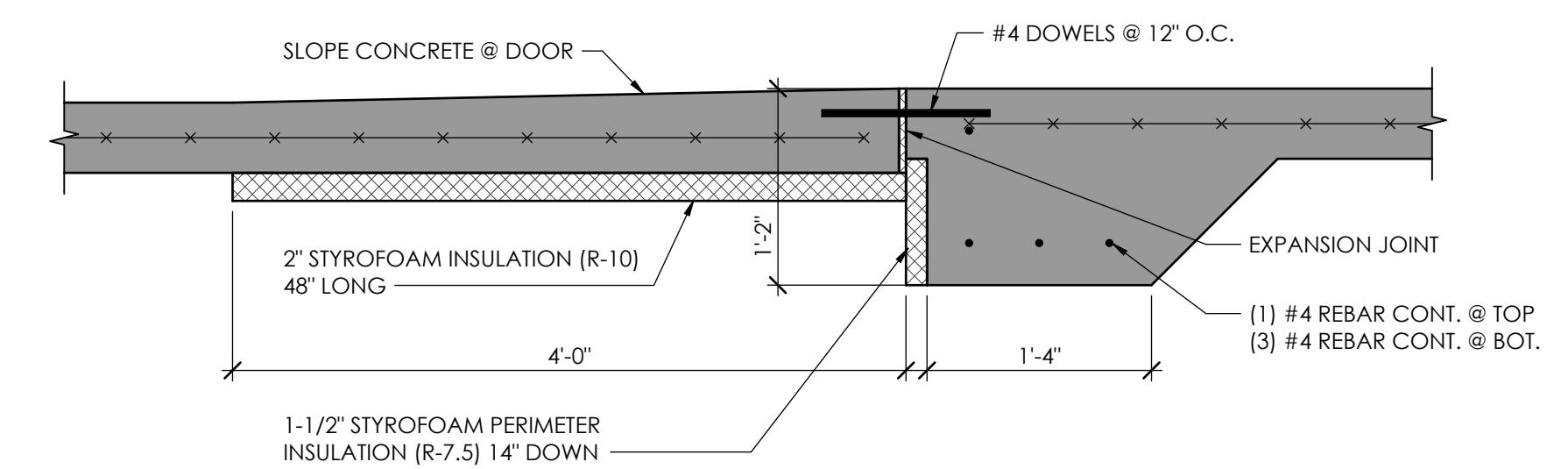
8 GRADE BEAM @ DRIFT  
1" = 1'-0"



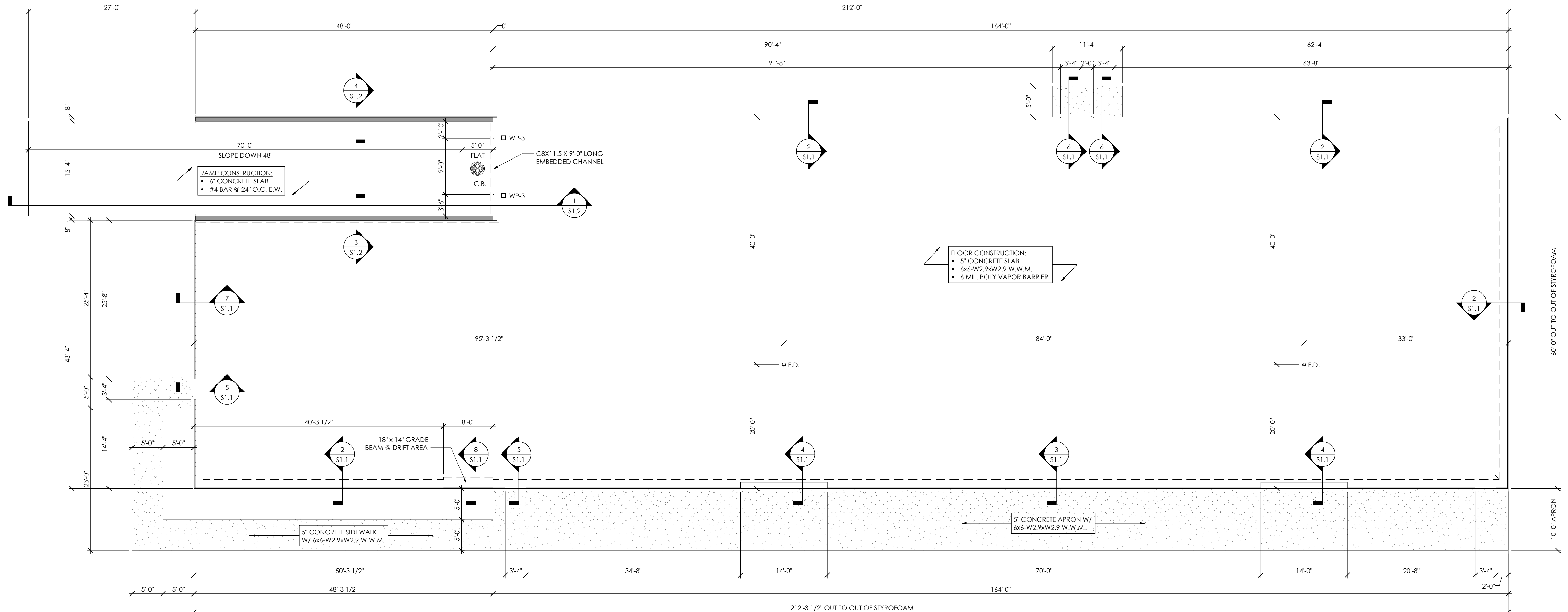
7 GRADE BEAM @ BRICK LEDGE  
1" = 1'-0"



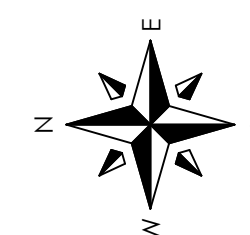
6 STOOP DETAIL  
1" = 1'-0"



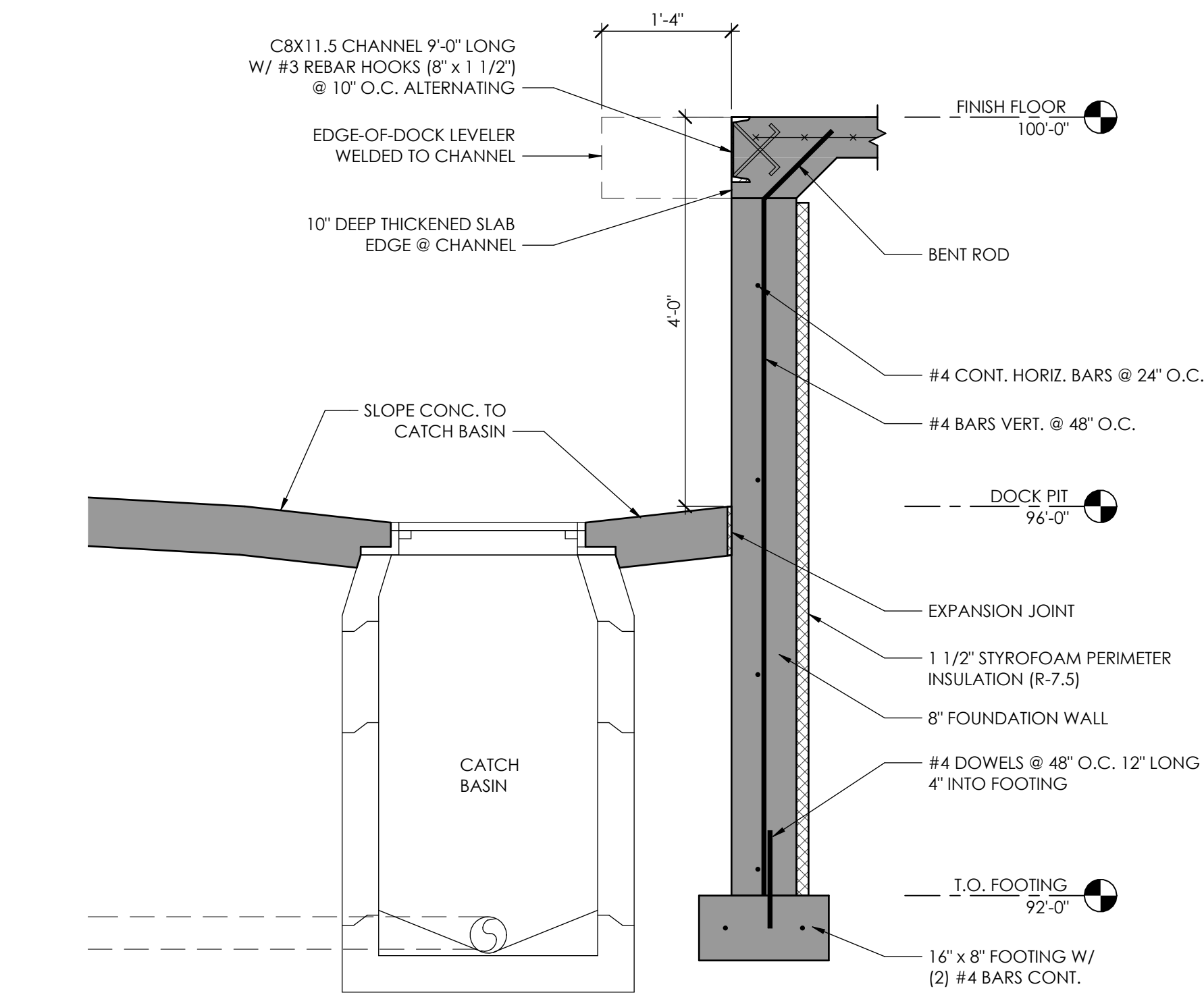
5 GRADE BEAM @ APRON WALK DOOR  
1" = 1'-0"



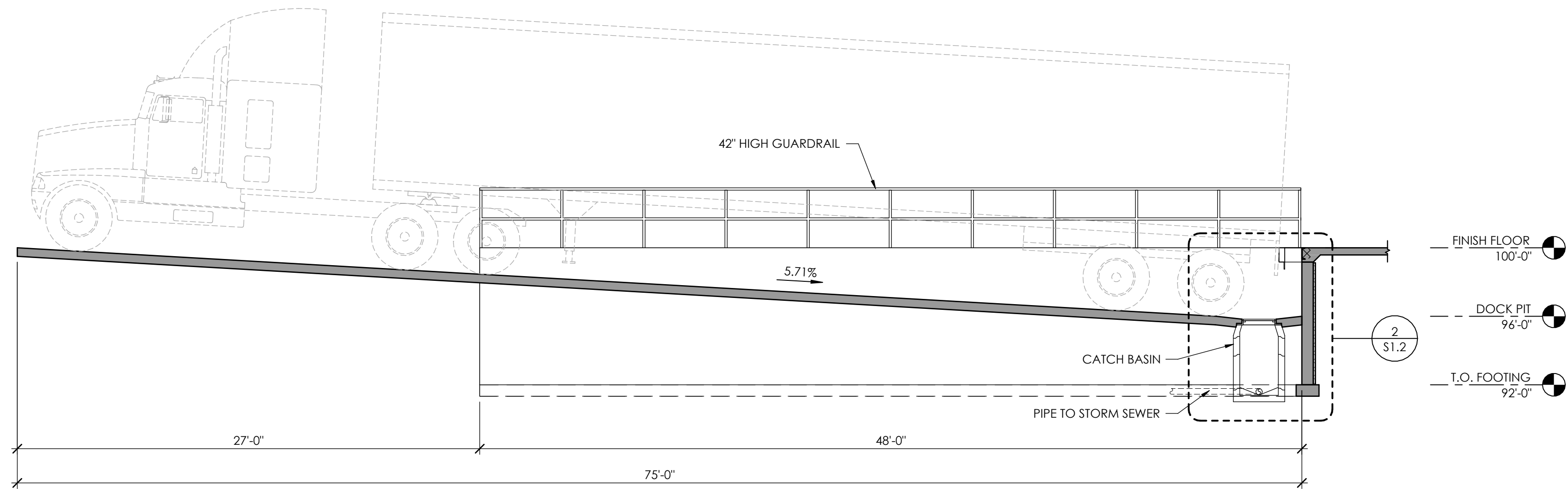
1 FOUNDATION PLAN  
1/8" = 1'-0"



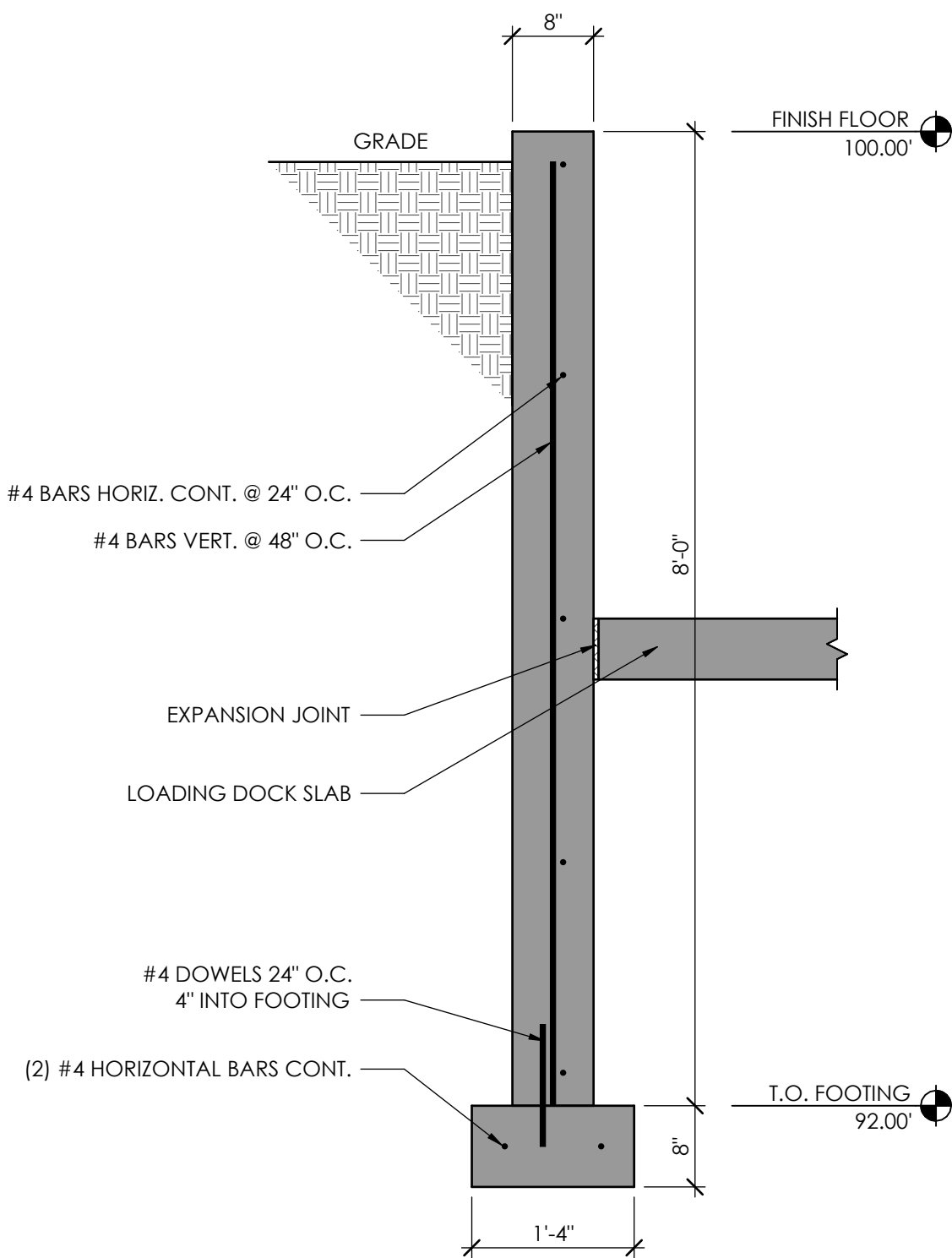




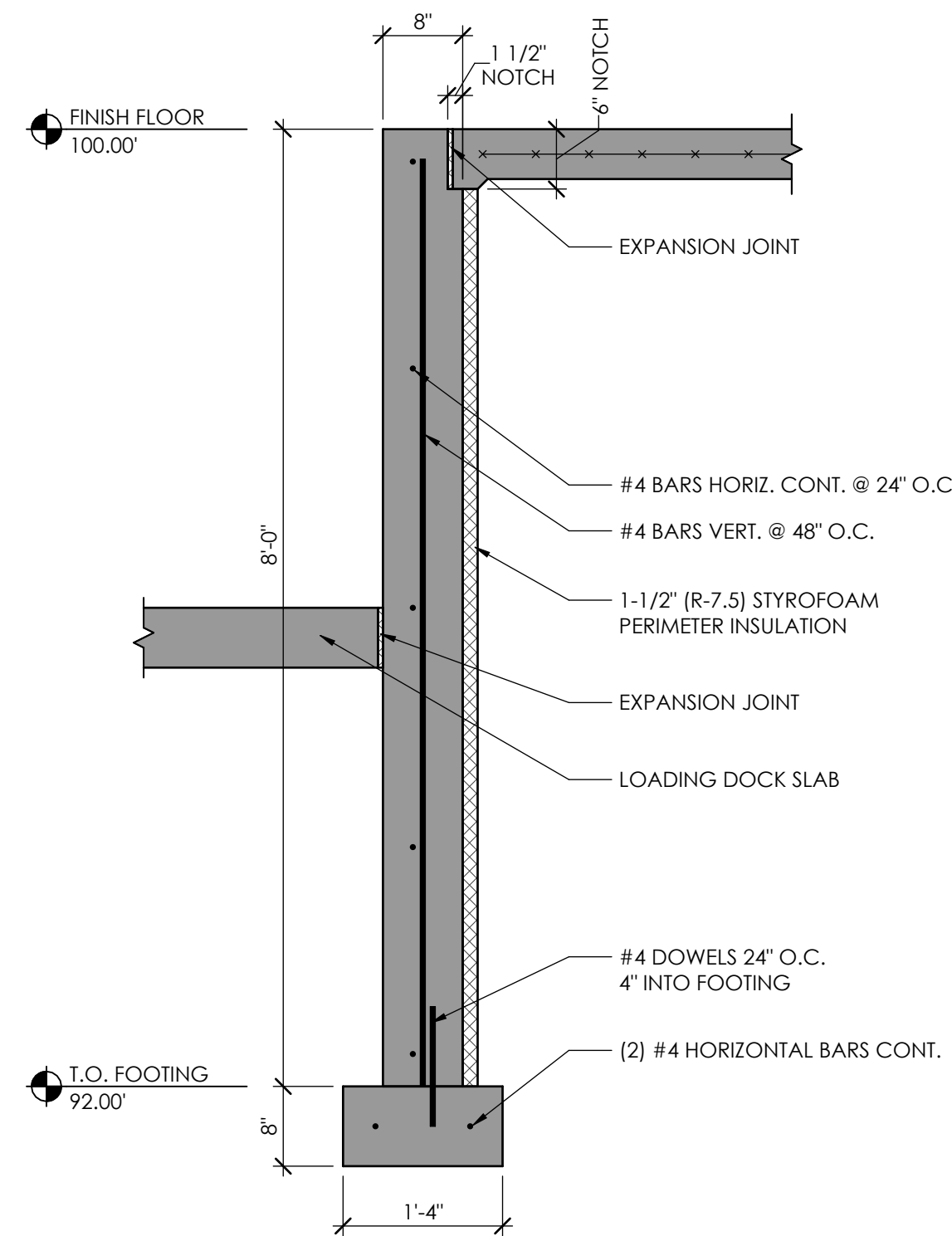
2 ENLARGED DOCK DETAIL  
3/4" = 1'-0"



1 LOADING DOCK SECTION  
3/16" = 1'-0"



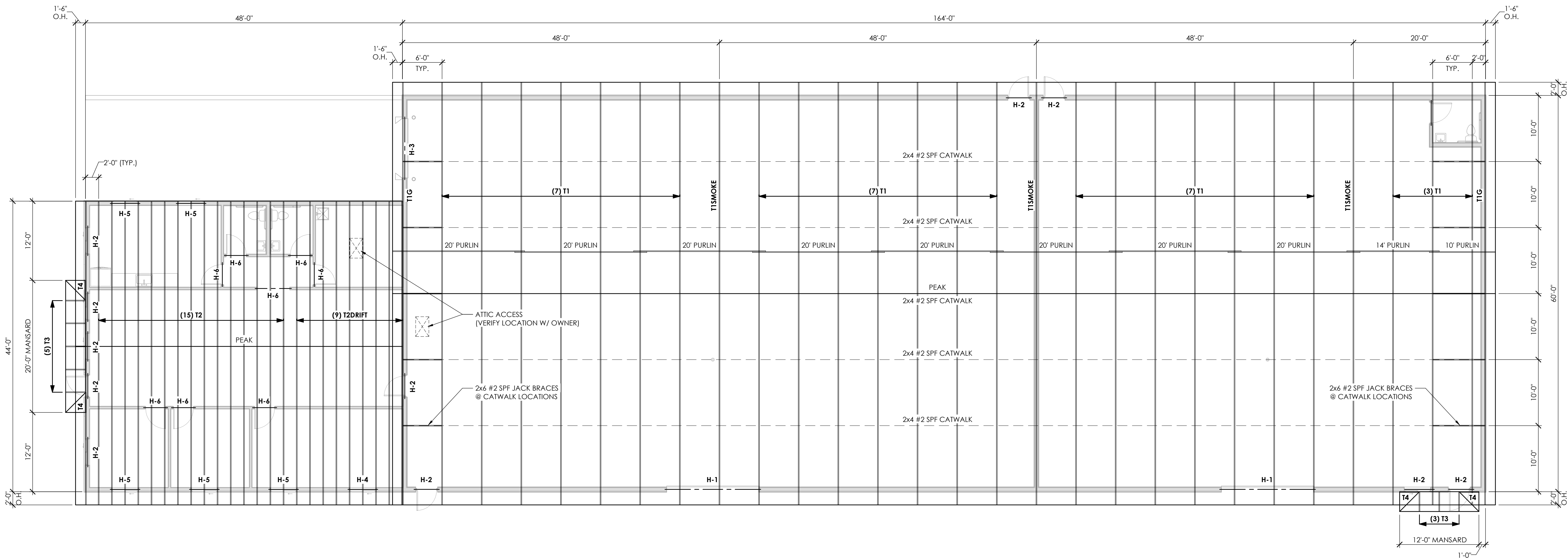
4 8" x 8'-0" DOCK WALL  
3/4" = 1'-0"



3 8" x 8'-0" BUILDING WALL  
3/4" = 1'-0"



HEADER SCHEDULE			
TAG	HEADER	SHOULDER STUDS	KING STUDS
H-1	(2) 1 3/4" x 18" LVL	(2) 2x8 2400F-2.0E MSR	(1) 2x8 2400F-2.0E MSR
H-2	(2) 2x8 #2 SPF	(1) 2x6 #2 SPF	(1) 2x6 #2 SPF
H-3	(2) 2x12 #2 SPF	(2) 2x6 #2 SPF	(1) 2x6 #2 SPF
H-4	(3) 2x12 #2 SPF	(2) 2x6 #2 SPF	(1) 2x6 #2 SPF
H-5	(2) 2x12 #2 SPF	(1) 2x6 #2 SPF	(1) 2x6 #2 SPF
H-6	(2) 2x6 #2 SPF	(1) 2x4 #2 SPF	(1) 2x4 #2 SPF



1 ROOF FRAMING PLAN  
1/8" = 1'-0"

ATTIC DRAFTSTOPPING:  
1. 3,000 S.F. MAXIMUM AREA BETWEEN DRAFTSTOPS PER IBC 718.4.3  
2. TRUSS TO BE COVERED W/ DRAFTSTOPPING MATERIALS IN ACCORDANCE W/ IBC 718.3.1  
3. PROVIDE 20" X 30" MINIMUM SELF-CLOSING DOOR W/ AUTOMATIC LATCHES PER IBC 718.4.1.1 & IBC 1209.2



## Item For Consideration

**For Commission Review On:** November 21, 2023  
**Agenda Item Topic:** Lead Level Exceedance Steps

**Prepared On:** November 6, 2023  
**Prepared By:** Jerry V & Admin.

### **Report:**

The Village of Little Chute has been required to collect thirty lead and copper samples every three years by the Wisconsin Department of Natural Resources (WDNR). These samples must be collected at homes that either have a private lead service, a public lead service or a combination of both. Homeowners (not Village staff) are required to collect an unfiltered cold-water sample after the water has not been used for six hours. The samples are picked up from the homeowner and transported by MCO staff for testing. MCO provides each homeowner with a required copy of the test results.

The 90<sup>th</sup> percentile test result is used (fourth highest lead sample result out of the thirty samples collected) to determine the Villages action level response required. Although no level of lead is considered completely safe, the Environmental Protection agency (EPA) and WDNR set a level of 15 parts per billion (ppb). For 2023, the Village of Little Chute 90<sup>th</sup> percentile result was 17 ppb, which is above the action level of 15 ppb. Five results came in above the action level (17 ppb, 17 ppb, 18 ppb, and 19 ppb and one sample at 780 ppb). Subsequently, MCO was asked by WDNR to re-sample these five locations. All five results came back under the 15-ppb action level, but the WDNR will only remove the 780-ppb result from the original set of samples, which still puts the Village above the action level.

### **Public water systems that exceed the lead action level, must complete several follow-up actions including:**

1. Water Quality Parameter (WQP) Sampling and Lead & Copper Source Water Sampling submitted to a drinking water certified laboratory:
  - Twenty WQP samples within the distribution system (ten sites with second set collected 5-14 days after first sample)
  - Six WQP entry point samples (three entry points with second set collected 5-14 days after first sample)
  - Three Lead & Copper entry point samples (one collection)



## Item For Consideration

- **All samples must be collected by November 30, 2023 at anticipated direct cost of \$4,849.**
- Estimated labor : 8 hours.
- 2. Public Education and Consumer Notification:
  - Tri-fold informational brochure mailed to all customers.
    - Permission was granted by WDNR to have this notice put in the Village's December Newsletter.
  - Contact Customers Most at Risk:
    - Contact public health agencies by phone or in person.
    - Deliver education materials to public and private schools, daycares, hospitals, health clinics, and pediatrician offices.
  - Other Activities to Include:
    - Education material posted at Village Hall and Library
    - Education material delivered to all multi-family units.
    - Education materials are delivered to all homes with lead services.
  - Water Bill Notice
    - Notice added to every water invoice that will remain in place until WDNR allows the Village to remove the notice.
  - Press Releases Every Six Months:
    - Newspaper
    - TV Station
    - Radio Station
  - **All Public Education requirements are due November 30, 2023 (exception granted for brochure as noted above).**
  - 2023 direct cost \$5,800
  - Estimated labor: 30 hours.
- 3. Corrosion Control Treatment Worksheet
  - Complete WDNR Corrosion Control Treatment Worksheet
  - **Due March 31, 2024**
  - Complete System wide lead private and public service line audit by **March 31, 2024** (moved up from original due date of October 31, 2024).
  - Complete a System Corrosion Control Treatment Study by September 30, 2024
  - 2024 Fiscal Impact \$20,000 (included in the 2024 Budget line 620-53924-204 Consulting)



## Item For Consideration

- Estimated labor: 60+ hours.
- 4. Elevated Requirements for Lead and Copper Sampling
  - Sixty biannual samples instead of thirty samples every three years.
  - **Due June 30, 2024 and December 31, 2024**
  - 2024 direct cost \$4,200
  - Estimated labor: 75 hours.

### **Fiscal Impact: No budget adjustments are requested currently.**

- 2023 cost is \$10,649 (to be funded by hydrant painting that will not occur this year).
- 2024 cost \$26,360 (\$20,000 included in 2024 Budget as noted above with differential to be funded by management of overall budget priorities)
- Labor hours will occur at cost of prioritization of tasks resulting in combination of delay of items that can be pushed back and/or pressure on salaried staff to work even longer days to meet demands (concern of increasing lack of work/life balance).

### Index of attached informational material:

- Page 1: DNR Lead and Copper Action Level Exceedance Requirements
- Pages 2-13: Public Education Requirements
- Page 14: Water Quality Samples Requirements
- Page 15-18 Corrosion Control Worksheet
- Page 19: Little Chute Lead History and Information
- Page 20: EPA and DNR Information

### **Recommendation/Board Action:**





Information is provided for notification and discussion purposes only. Above action steps are mandated and Village must comply.

### **Respectfully Submitted,**

Beau Bernhoft, Village Administrator  
Jerry Verstegen, MCO

# LEAD AND COPPER ACTION LEVEL EXCEEDANCE NEXT STEPS

## PART 1- INVESTIGATIVE SAMPLING, PUBLIC EDUCATION & CCT RECOMMENDATION WORKSHEET

	REQUIREMENTS	DUE BY
<p>WATER QUALITY PARAMETER (WQP) SAMPLING</p> 	<p>Collect a set of WQP samples and submit them to a drinking water certified lab. Collect WQP samples from both of the following:</p> <ul style="list-style-type: none"> <li>ten (10) sites within your distribution system; and</li> <li>each entry point.</li> </ul> <p>Collect a <b>second set</b> of WQP samples <b>5-14 days after</b> collecting your first set - from each entry point and from sites within your distribution system - and submit them to the lab.</p>	<p>Both sets of samples must be completed by <b>November 30, 2023.</b></p>
<p>LEAD &amp; COPPER SOURCE WATER SAMPLING</p> 	<p>Collect a single sample from each entry point and have it analyzed for lead and copper at a drinking water certified laboratory</p>	<p>Samples must be completed by <b>December 31, 2023.</b></p>
<p>PUBLIC EDUCATION<sup>1</sup></p> 	<p>Deliver Public Education (PE) materials to water consumers according to the instructions in the enclosed <i>Lead/Copper Public Education Program</i> sheets.</p> <p>Submit a report documenting the completion of the Public Education requirements. A <i>Verification of Public Education</i> form is included with the Lead/Copper Public Education Program sheets.</p>	<p>PE must be delivered no later than <b>November 30, 2023.</b></p> <p>PWS must submit a report documenting completion of PE requirements <b>within 10 days</b> of PE delivery.</p>
<p>CORROSION CONTROL TREATMENT RECOMMENDATION WORKSHEET</p> 	<p>Complete the <i>Corrosion Control Treatment (CCT) Recommendation Worksheet</i>. This worksheet must communicate to the Department what your water system intends to do to reduce lead levels in drinking water and will assist you in identifying sources of lead contamination that may exist in your water system. This fillable worksheet needs to be completed electronically.</p>	<p>The completed CCT recommendation worksheet must be returned to your DNR Representative by <b>March 31, 2024.</b> <sup>2</sup></p>

<sup>1</sup>In addition to PE requirements, public water systems must inform consumers of the results of lead and copper testing completed, as is required after all lead and copper monitoring.

<sup>2</sup>The Department will respond on or before September 30, 2024 (i.e. twelve months from the end of the monitoring period when the ALE occurred) to your CCT Recommendation packet; either approving your corrective action or assigning a CCT study.

## VERIFICATION OF PUBLIC EDUCATION FORM FOR COMMUNITY WATER SYSTEMS SERVING A POPULATION >3,300 THAT EXCEED THE LEAD ACTION LEVEL

### PUBLIC EDUCATION REQUIREMENTS FOLLOWING A LEAD ACTION LEVEL EXCEEDANCE (ALE)

Community Water Systems that exceed the lead Action Level must complete all of the tasks described herein no later than 60 days after the end of the monitoring period during which the exceedance occurred. Your system's initial public education delivery requirement can be found on this page, in the table "Initial and Recurring Public Education Deadlines."

### REPORTING REQUIREMENTS

Submit a report documenting how your system has met the public education requirements described herein within 10 days of your public education delivery deadline. Your system's deadline for submitting this report can be found on this page, in Table 1, "Initial and Recurring Public Education Deadlines." For ease of reporting, the Department of Natural Resources (department) recommends systems use this *Verification of Public Education Program* form to submit your report, however, use of this specific form is not required. Your submittal must include a copy of all public education material distributed to meet these requirements.

### SUBMITTING YOUR REPORT

Submit your public education verification report, along with copies of all public education materials distributed, to your DNR Representative. In lieu of a signature, an electronic copy of the completed form can be emailed to your DNR Representative if: 1) it is attached to an email that comes directly from the person certifying the form, and 2) the email includes the signature block (e.g., name, title, affiliation, phone) of the person certifying the form.

### INITIAL & RECURRING PUBLIC EDUCATION DEADLINES

Public education and reporting requirements are annually recurring until/unless your system meets the criteria for discontinuing public education explained below. Your system's annually recurring public education and reporting deadlines are summarized in the table below.

**Table 1.** Initial and Recurring Public Education Deadlines

	<b>Initial Requirement</b>	<b>1<sup>st</sup> Recurrence</b>	<b>2<sup>nd</sup> Recurrence</b>	<b>3<sup>rd</sup> Recurrence</b>
Public education (PE) activities must be <b>completed by:</b>	November 30, 2023	November 30, 2024	November 30, 2025	November 30, 2026
PE activities must be <b>reported to the department by:</b>	December 10, 2023	December 10, 2024	December 10, 2025	December 10, 2026

### DISCONTINUING PUBLIC EDUCATION

Your water system may discontinue delivery of public education materials following completion of your initial delivery requirement if your system has met the lead and copper Action Level during the most recent six-month monitoring period. However, you must recommence public education if your system subsequently exceeds the lead and/or copper Action Level during any subsequent monitoring period.

### ACCESSIBILITY REQUIREMENTS

In communities where a significant portion of the population (or water consumers) speaks a language other than English, public education materials shall be communicated in the appropriate language(s).

*Public education and reporting requirements are **annually recurring** as per the schedule on page 1.*

**VERIFICATION OF PUBLIC EDUCATION (COMMUNITY WATER SYSTEMS > 3,300)**

REQUIREMENT		DISTRIBUTION OR ACTIVITY DATE(S) <sup>1</sup>	
		START	END
<b>BROCHURE</b>	Distribute Public Education information meeting the content requirements of the tri-fold brochure template and the last page of this document, on lead in drinking water to all customers. If the initial post-ALE requirement cannot be completed within 60-days of the end of the monitoring period, an extension must be approved in writing by the Department.	Click or tap to enter a date.	Click or tap to enter a date.
<b>CONTACT CUSTOMERS MOST AT RISK</b>	Contact local public health agencies by phone or in-person, even if they are not located within the public water system's service area. Deliver education material <sup>2</sup> to these local public health agencies. If any local public health agency provides a list of additional community-based organizations serving target populations, (which may include organizations outside the water system's service area), deliver education materials <sup>2</sup> and an informational notice that encourages distribution to all the organization's potentially affected water system customers or consumers, to all organizations on the provided lists.	Click or tap to enter a date.	Click or tap to enter a date.
	Deliver education material <sup>2</sup> to the organizations listed below. 1. Public and private schools or school boards. 2. Women, infant and children (WIC) and head start programs. 3. Public and private hospitals and medical clinics. 4. Pediatricians. 5. Family planning clinics. 6. Local welfare agencies and jobs and family services.	Click or tap to enter a date.	Click or tap to enter a date.
	Make a good faith effort to locate the following organizations within the service area and deliver education material <sup>2</sup> along with an informational notice that encourages distribution to all potentially affected customers or users. 1. Licensed childcare centers. 2. Public and private preschools. 3. Obstetricians, gynecologists and midwives.	Click or tap to enter a date.	Click or tap to enter a date.
	A list of organizations and agencies that education materials were delivered to is attached to this report.	Yes <input type="checkbox"/>	
	Examples of the delivered materials are attached to this report.	Yes <input type="checkbox"/>	

<sup>1</sup>If activity start and end date are the same day, enter this date in the start column and leave the end column blank.

<sup>2</sup>Material must meet the lead public education content requirements on the last page of this document.

Public education and reporting requirements are **annually recurring** as per the schedule on page 1.

**VERIFICATION OF PUBLIC EDUCATION (COMMUNITY WATER SYSTEMS > 3,300)**

REQUIREMENT		ACTIVITY CATEGORY		DISTRIBUTION OR ACTIVITY DATE(S) <sup>1</sup>	
				START	END
<b>OTHER ACTIVITIES</b>	Implement at least three (3) activities from one or more of the categories listed below. <ul style="list-style-type: none"> <li>Public service announcement</li> <li>Public area information displays</li> <li>Paid advertisements</li> <li>Public meetings</li> <li>E-mails to customers</li> <li>Household deliveries</li> <li>Targeted individual customer contact</li> <li>Direct material distribution to all multi-family homes and institutions</li> <li>Other methods approved by the director</li> </ul>	Activity 1	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.
		Activity 2	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.
		Activity 3	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.
	If you selected "other" for one or more of your activities, a description of this/these activity(ies) is attached to report.				<input type="checkbox"/> Yes
Example materials and/or photos of each of your activities are attached to report.					<input type="checkbox"/> Yes

<sup>1</sup>If activity start and end date are the same day, enter this date in the start column and leave the end column blank.

REQUIREMENT		DATES DELIVERED <sup>3</sup>			
<b>WATER BILL NOTICE</b>	Include the following notice on/in every water bill. <sup>3</sup>  [PUBLIC WATER SYSTEM NAME] found high levels of lead in drinking water in some homes. Lead can cause serious health problems. For more information, please call [PUBLIC WATER SYSTEM NAME] [or visit (INSERT YOUR WEB SITE HERE)].	Bill 1	Click to enter a date.	Bill 7	Click to enter a date.
		Bill 2	Click to enter a date.	Bill 8	Click to enter a date.
		Bill 3	Click to enter a date.	Bill 9	Click to enter a date.
		Bill 4	Click to enter a date.	Bill 10	Click to enter a date.
		Bill 5	Click to enter a date.	Bill 11	Click to enter a date.
		Bill 6	Click to enter a date.	Bill 12	Click to enter a date.
	An example water bill is attached to report. Yes <input type="checkbox"/>				

<sup>3</sup>This activity is required each billing cycle, but no less often than quarterly. Depending on billing cycle frequency, systems should fill in four or more billing dates.

Public education and reporting requirements are **annually recurring** as per the schedule on page 1.



**VERIFICATION OF PUBLIC EDUCATION (COMMUNITY WATER SYSTEMS > 3,300)**

	REQUIREMENT	NEWSPAPER/STATION NAME	DATE SENT, 1 <sup>ST</sup> PRESS RELEASE	DATE SENT, 2 <sup>ND</sup> PRESS RELEASE
<b>PRESS RELEASES</b>	Submit a press release to a newspaper <sup>4</sup>	Newspaper name(s) <a href="#">Click here to enter newspaper name(s).</a>	<a href="#">Click or tap to enter a date.</a>	<a href="#">Click or tap to enter a date.</a>
	Submit a press release to a television station <sup>4</sup>	TV station name(s) <a href="#">Click here to enter station name(s).</a>	<a href="#">Click or tap to enter a date.</a>	<a href="#">Click or tap to enter a date.</a>
	Submit a press release to a radio station <sup>4</sup>	Radio station name(s) <a href="#">Click here to enter station name(s).</a>	<a href="#">Click or tap to enter a date.</a>	<a href="#">Click or tap to enter a date.</a>
	Example of press release(s) are attached to report.			<input type="checkbox"/> Yes

<sup>4</sup>Submit press release once every 6 months, or another schedule agreed upon by the Department.

	REQUIREMENT	DATE POSTED
<b>WEBSITE</b>	Post material meeting the lead content requirements (see the last page of this document) on the public water system's Web site. <b>Only required for systems that serve a population greater than 100,000.</b>	<a href="#">Click or tap to enter a date.</a>
	Web site address: <a href="#">Click here to enter website address or attach to this report.</a>	

CERTIFICATION	
I hereby certify that the Public Education material was distributed to all persons served by the water system. Distribution was made by the methods indicated above in accordance with section NR 809.546 Wisconsin Administrative Code. The attached is representative of what was issued.	
Print and sign form, or type "email" if submitting electronically. <sup>5</sup>	<a href="#">Click or tap to enter a date.</a>
Signature of Responsible Official <sup>5</sup>	Date
<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>
Printed Name	Title

<sup>5</sup>In lieu of a signature, an electronic copy of the completed form can be emailed to your DNR Representative if:

- it is attached to an email that comes directly from the person certifying the form; and
- the email includes the signature block (name, title, affiliation, phone) of the person certifying the form.

Public education and reporting requirements are **annually recurring** as per the schedule on page 1.

**LEAD PUBLIC EDUCATION CONTENT REQUIREMENTS (NR 809.546 Wis. Admin. Code)**

- 1) **IMPORTANT INFORMATION ABOUT LEAD IN YOUR DRINKING WATER.** [INSERT NAME OF PUBLIC WATER SYSTEM] found elevated levels of lead in drinking water in some homes or buildings. Lead can cause serious health problems, especially for pregnant women and young children. Please read this information closely to see what you can do to reduce lead in your drinking water.
- 2) **'Health effects of lead.'** Lead can cause serious health problems if too much enters your body from drinking water or other sources. It can cause damage to the brain and kidneys, and can interfere with the production of red blood cells that carry oxygen to all parts of your body. The greatest risk of lead exposure is to infants, young children, and pregnant women. Scientists have linked the effects of lead on the brain with lowered IQ in children. Adults with kidney problems and high blood pressure can be affected, more than healthy adults at lower levels of lead. Lead is stored in the bones, and it can be released later in life. During pregnancy, the child receives lead from the mother's bones while in utero, which may affect the child's brain development.
- 3) **'Sources of lead.'**
  - a. Explain what lead is.
  - b. Explain possible sources of lead in drinking water and how lead enters drinking water. Include information on home and building plumbing materials and service lines that may contain lead.
  - c. Discuss other important sources of lead exposure in addition to drinking water, for example, paint.
- 4) **'Reducing lead exposure.'** Discuss the steps the consumer can take to reduce their exposure to lead in drinking water.
  - a. Encourage running the water to flush out the lead.
  - b. Explain concerns with using hot water from the tap and specifically caution against the use of hot water for preparing baby formula.
  - c. Explain that boiling water does not reduce lead levels.
  - d. Discuss other options consumers can take to reduce exposure to lead in drinking water, such as alternative sources or treatment of water.
  - e. Suggest that parents have their child's blood tested for lead.
- 5) **'Reasons for elevated lead levels and water supplier response.'** Explain why there are elevated levels of lead in the public water system's drinking water, if known, and what the water supplier is doing to reduce the lead levels in homes and buildings in this area.
- 6) For more information, call us at [INSERT YOUR NUMBER] [(IF APPLICABLE)], or visit our Web site at [INSERT YOUR WEB SITE HERE]]. For more information on reducing lead exposure around your home or building and the health effects of lead, visit EPA's Web site at <http://www.epa.gov/lead> or contact your health care provider.

**WATER BILL NOTICE REQUIREMENTS**

[PUBLIC WATER SYSTEM NAME] found high levels of lead in drinking water in some homes. Lead can cause serious health problems. For more information, please call [PUBLIC WATER SYSTEM NAME] [or visit (INSERT YOUR WEB SITE HERE)].

*Public education and reporting requirements are **annually recurring** as per the schedule on page 1.*

# **News Release**

## **Village Of Little Chute Water Department**

### **FOR IMMEDIATE RELEASE**

Date November 16, 2023

Contact: Jerry Verstegen, Water Superintendent

#### **Village of Little Chute Water Department Issues Public Drinking Water Notice - Elevated Concentrations of Lead Found in Some Homes**

Village of Little Chute Water Department is proactively reaching out to residents in the Village of Little Chute to share very important information regarding recent drinking water quality monitoring which found levels of lead that exceed the action level.

Annually, Village of Little Chute Water Department collects drinking water samples from 30 homes and tests those samples to determine the amount of lead and copper that is present in those homes' drinking water. All the homes sampled have lead service lines, and the samples are taken from inside the homes at a faucet that provides drinking water.

Of the 30 sites sampled, five returned samples that contained elevated concentrations of lead. The utility has no evidence at this time that these levels are indicative of the water quality at the other lead service locations, or at the 81% of locations not served by lead service lines. However, we will be proactive in our response to this situation.

Lead is not a naturally occurring groundwater contaminant in the Village of Little Chute and is not sourced by the utility's groundwater wells or water towers. Rather, lead finds its way into homes' drinking water from the lead service lines that were installed to specific properties, as well as internal plumbing solder and older plumbing fixtures. 81% of properties in Little Chute do not have lead service lines.

Village of Little Chute Water Department is viewing this as an opportunity to continue to further educate the community about the danger of lead and what they can do to determine if their home is affected to minimize any risk, as well as develop ways for the utility and municipality to eliminate lead from the drinking water system.

The utility has reached out to important community stakeholders to inform them of the results of this sampling, including elected officials, clinics, schools, and daycare providers.

"Our goal is to continue to be proactive in our notification process, and to provide the community with information about what the sampling means and the impact it might have on

their neighborhood” stated Village of Little Chute Water Department Superintendent Jerry Verstegen. “By first informing and educating these community stakeholders, we hope to engage the community to assist us with expanding our education efforts.”

Village of Little Chute Water Department will be initiating the following actions in the upcoming months:

- Conduct additional sampling at homes known to have lead service lines,
- Engage in additional community education and outreach on the concerns of lead,
- Continue to remove lead service lines that are publicly owned by the water utility.
- Continue to encourage the removal of lead service lines that are privately-owned by property owners, including formalizing a lead service line replacement program and a mechanism for providing funding assistance to property owners.

Although no level of lead is considered completely safe, the Environmental Protection Agency (EPA) and Wisconsin Department of Natural Resources (DNR) set a level of 0.015 mg/L, or 15 parts per billion.

Residents interested in having their home’s water tested can contact a state approved laboratory to receive a testing kit, including the Wisconsin State Laboratory of Hygiene in Madison Wisconsin. Residents can also reduce their exposure by considering the following:

- Identify if their service line or interior plumbing fixtures contain lead. Village of Little Chute Water Department can assist residents in doing so.
- Replace any service lines or plumbing fixtures found to contain lead.
- Run your water faucets for a minute or two before use to flush out any accumulated lead particles.
- Periodically remove and rinse the aerators on your kitchen and bathroom faucets to remove any accumulated particles.
- Use only cold water for drinking, cooking, and preparing baby formula.
- There is no benefit to boiling water to remove lead, as this has no effect. Use a water filter certified to remove lead particles.

# LEAD PUBLIC EDUCATION PROGRAM for MUNICIPAL WATER SYSTEMS

## IMPORTANT INFORMATION ABOUT LEAD IN YOUR DRINKING WATER.

Village of Little Chute Water Department found elevated levels of lead in drinking water in some homes or buildings. Lead can cause serious health problems, especially for pregnant women and young children. Please read this information closely to see what you can do to reduce lead in your drinking water.

### Health effects of Lead.

Lead can cause serious health problems if too much enters your body from drinking water or other sources. It can cause damage to the brain and kidneys, and can interfere with the production of red blood cells that carry oxygen to all parts of your body. The greatest risk of lead exposure is to infants, young children, and pregnant women. Scientists have linked the effects of lead on the brain with lowered IQ in children.

Adults with kidney problems and high blood pressure can be affected, more than healthy adults at lower levels of lead. Lead is stored in the bones, and it can be released later in life. During pregnancy, the child receives lead from the mother's bones while in utero, which may affect the child's brain development.

### Lead in drinking water

Lead in drinking water, although rarely the sole cause of lead poisoning, can significantly increase a person's total lead exposure, particularly the exposure of infants who drink baby formulas and concentrated juices that are mixed with water. The EPA estimates that drinking water can make up 20% or more of a person's total exposure to lead.

### Sources of Lead in drinking water

Lead is unusual among drinking water contaminants in that it seldom occurs naturally in water supplies like rivers and lakes. Lead enters drinking water primarily as a result of the corrosion, or wearing away, of materials containing lead in the water distribution system and household plumbing. These materials include lead-based solder used to join copper pipe, brass and chrome plated brass faucets, and in some cases, pipes made of lead that connect your house to the water main (service lines). In 1986, congress banned the use of lead solder containing greater than 0.2% lead, and restricted the lead content of faucets, pipes and other plumbing materials to 8.0%. When water stands in lead pipes or plumbing systems containing lead for several hours or more, the lead may dissolve into your drinking water. This means the first water drawn from the tap in the morning, or later in the afternoon after returning from work or school, can contain fairly high levels of lead.

### Steps you can take to reduce exposure to Lead in drinking Water

Despite our best efforts mentioned earlier to control water corrosivity and remove lead from the water supply, lead levels in some homes or buildings can be high. To find out whether you need to take action in your own home, have your drinking water tested to determine if it contains excessive concentrations of lead. Testing the water is essential because you cannot see, taste or smell lead in drinking water. Some local laboratories that can provide this service are listed at the end of this booklet. For more information on having your water tested, please call 920-788-7522.

If a water test indicates that the drinking water drawn from a tap in your home contains lead above 15 ppb, then you should take the following precautions:

- Let the water run from the tap before using it for drinking or cooking any time the water in a faucet has gone unused for more than 6 hours. The longer water resides in your home's plumbing the more lead it may contain. Flushing the tap means running the cold water faucet until the water gets noticeably colder, usually about 15–30 seconds. If your house has a lead service line to the water main, you may have to flush the water for a longer time, perhaps one minute, before drinking. Although toilet flushing or showering flushes water through a portion of your home's

plumbing system, you still need to flush the water in each faucet before using it for drinking or cooking. Flushing tap water is a simple and inexpensive measure you can take to protect your family's health. It usually uses less than one or 2 gallons of water and costs less than [insert a cost estimate based on flushing 2 times a day for 30 days] per month. To conserve water, fill a couple of bottles for drinking water after flushing the tap, and whenever possible use the first flush water to wash the dishes or water the plants. If you live in a high-rise building, letting the water flow before using it may not work to lessen your risk from lead. The plumbing systems have more, and sometimes larger pipes than smaller buildings. Ask your landlord for help in locating the source of the lead and for advice on reducing the lead level.

- Do not cook with, or drink water from the hot water tap. Hot water can dissolve more lead more quickly than cold water. If you need hot water, draw water from the cold tap and heat it on the stove. Also, note that boiling water does NOT reduce lead levels.
- Remove loose lead solder and debris from the plumbing materials installed in newly constructed homes, or homes in which the plumbing has recently been replaced, by removing the faucet strainers from all taps and running the water from 3 to 5 minutes. Thereafter, periodically remove the strainers and flush out any debris that has accumulated over time.
- If your copper pipes are joined with lead solder that has been installed illegally since it was banned in Wisconsin on September 24, 1984, notify the plumber who did the work and request that he or she replace the lead solder with lead-free solder. Lead solder looks dull gray, and when scratched with a key looks shiny. In addition, notify the department of natural resources about the violation.
- Determine whether or not the service line that connects your home or apartment to the water main is made of lead. The best way to determine if your service line is made of lead is by either hiring a licensed plumber to inspect the line or by contacting the plumbing contractor who installed the line. You can identify the plumbing contractor by checking the city's record of building permits which should be maintained in the files of the [insert name of department that issues building permits]. A licensed plumber can at the same time check to see if your home's plumbing contains lead solder, lead pipes or pipe fittings that contain lead. The public water

system that delivers water to your home should also maintain records of the materials located in the distribution system. If the service line that connects your dwelling to the water main contributes more than 15 ppb to drinking water, after our comprehensive treatment program is in place, we are required to replace the portion of the line we own. If the line is only partially owned by the [insert name of the city, county, or water system that controls the line], we are required to provide the owner of the privately-owned portion of the line with information on how to replace the privately-owned portion of the service line, and offer to replace that portion of the line at the owner's expense. If we replace only the portion of the line that we own, we also are required to notify you in advance and provide you with information on the steps you can take to minimize exposure to any temporary increase in lead levels that may result from the partial replacement, to take a follow-up sample at our expense from the line within 72 hours after the partial replacement, and to mail or otherwise provide you with the results of that sample within three business days of receiving the results. Acceptable replacement alternatives include copper, steel, iron and plastic pipes.

- Have an electrician check your wiring. If grounding wires from the electrical system are attached to your pipes, corrosion may be greater. Check with a licensed electrician or your local electrical code to determine if your wiring can be grounded elsewhere. DO NOT attempt to change the wiring yourself because improper grounding can cause electrical shock and fire hazards.
- Replace fixtures that are known to contribute lead to drinking water with "lead-free" fixtures. An amendment to the Safe Drinking Water Act that updates the definition of "lead free", and reduces the amount of lead allowed in some plumbing fixtures becomes effective in 2014. Products that meet this new definition will be clearly marked as "lead free". The steps described above will reduce the lead concentrations in your drinking water. However, if a water test indicates that the drinking water coming from your tap contains lead concentrations in excess of 15 ppb after flushing, or after we have completed our actions to minimize lead levels, then you may want to take the following additional measures:
  - Purchase or lease a home treatment device. Home treatment devices are limited in that each unit

treats only the water that flows from the faucet to which it is connected, and all of the devices require periodic maintenance and replacement. Devices such as reverse osmosis systems or distillers can effectively remove lead from your drinking water. Some activated carbon filters may reduce lead levels at the tap, however all lead reduction claims should be investigated. Be sure to check the actual performance of a specific home treatment device before and after installing the unit.

- Purchase bottled water for drinking and cooking.
- We are investigating the reason for the elevated lead levels in drinking water, and will take corrective actions, which may include:
  - Installing corrosion control treatment
  - Removing lead service lines
  - Other actions as deemed appropriate
- You can consult a variety of sources for additional information. Your family doctor or pediatrician can perform a blood test for lead and provide you with information about the health effects of lead. **Wisconsin Department of Health Services at 608-266-1865 or the Outagamie Health Department at 920-832-5100** can provide you with information about the health effects of lead and how you can have your child's blood tested.

The following is a list of some state approved laboratories in your area that you can call to have your water tested for lead:

**Northern Lakes Service: 715-478-2777**  
**State Lab of Hygiene: 800-442-4618**

For more information, call us at 920-788-7522 or visit our Web site at <https://www.littlechutewi.org/>

For more information on reducing lead exposure around your home or building and the health effects of lead, visit EPA's Web site at <http://www.epa.gov/lead> or contact your health care provider.

*I certify that the information and statements contained in this Public Education are true and correct and have been provided to consumers in accordance with the delivery, content, format*

*and deadline requirements of Subchapter II of ch. NR 809, Wis. Adm. Code.*

Jerry Verstegen  
Village of Little Chute Water Department  
920-788-7522

## **Water Quality Parameter Required Samples**

- Alkalinity Total Calcium Carbonate – Collected by staff and sent to outside lab.
- Aluminum Total - Collected by staff and sent to outside lab.
- Calcium Total - Collected by staff and sent to outside lab.
- Chloride - Collected by staff and sent to outside lab.
- Chlorine Total – Tested by staff at time of sample collection.
- Chlorine Free – Tested by staff at time of sample collection.
- Conductivity - Collected by staff and sent to outside lab.
- Hardness Total Calcium Carbonate - Collected by staff and sent to outside lab.
- Iron - Collected by staff and sent to outside lab.
- Manganese - Collected by staff and sent to outside lab.
- pH – Tested by staff at time of sample collection.
- Silica – Tested by staff at time of sample collection.
- Sulfate - collected by staff and sent to outside lab.
- Water Temperature - Tested by staff at time of sample collection.
- Copper Total - Collected by staff and sent to outside lab.
- Lead Total - Collected by staff and sent to outside lab.

**Notice:** Pursuant to s. NR 809.543, Wis. Adm. Code any public water system (System) that exceeds the lead or copper action level shall recommend installation corrosion control treatment which the water supplier believes constitutes optimal corrosion control for that public water system. The Department of Natural Resources (DNR) is providing this form for proper documentation of such recommendations. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records Law (ss. 19.31-19.39, Wis. Stats.). Citations refer to Wisconsin Administrative Code.

### Part A. Public Water System & Facility Information

Public Water System Name

Facility Name (if different than PWS name)	PWS ID
--	--------

Water System Owner

Public Water System Type

- ☐ Municipal Community (MC) ☐ Non-transient, Non-community (NN)  
☐ Other-than-Municipal Community (OTM)

### Part B. System Contact Information

Owner Contact	Person responsible for this form (if different)
Name	Name
Title	Title and affiliation
Area Code + Phone Number	Area Code + Phone Number
Email Address	Email Address
Signature	Signature

☐ Check this box if owner name is typed in form in lieu of signature. By checking this box, I acknowledge that I understand and agree to both of the following.

- If this box is checked, the completed form must be emailed to the department directly from email account of the person signing the form on behalf of the PWS.
- Only one person is required to email the form in lieu of signature— either the owner or person responsible for filling out the form. However, the person emailing the form in lieu of a signature must be directly employed by the PWS. Consultants and contractors cannot email the form on behalf of the PWS.

Date Signed \_\_\_\_\_

### Note To Users of this Form

The purpose of the Corrosion Control Treatment (CCT) Recommendation is to serve as a tool for Public Water Systems (PWSs) exploring potential options that may be used to remedy elevated lead and/or copper levels in drinking water systems.

Submittal of a Corrosion Control Treatment (CCT) Recommendation is **required**. The information provided in this CCT Recommendation Worksheet will be used by the Department alongside system water quality parameter and source water data to evaluate the efficacy of the proposed corrective action.

The best corrective action for your system will depend on the source(s) of lead and/or copper in your system and the cause of the action level exceedance (ALE).



**Part C. Sources of Lead and Copper**

**1. Source Water Lead and Copper**

Review the lead and copper results from your testing at entry point(s) completed after the Action Level Exceedance (ALE) and answer the following questions based on these data.

a. Are there high levels of lead and/or copper at any of the entry points, specifically:

**Yes    No**

- Is the source water lead concentration greater than 5 ppb at any entry point?

☐    ☐

- Is the source water copper concentration greater than 650 ppb at any entry point?

☐    ☐

b. Source water type:    ☐ Groundwater    ☐ Surface Water

c. Are entry point lead and copper concentrations less than, equal to, or greater than distribution system tap concentrations (explain)?

---

d. Based on these data, does it appear the issue is source water in nature or from distribution system materials?

**2. Lead and Copper Materials**

Identify the sources of lead and copper materials in your water distribution system. Check all that apply.

	<b>Lead</b>	<b>Copper</b>
a. Service line pipe	<input type="checkbox"/>	<input type="checkbox"/>
b. Lead gooseneck	<input type="checkbox"/>	<input type="checkbox"/>
c. Interior plumbing - piping	<input type="checkbox"/>	<input type="checkbox"/>
d. Interior plumbing - lead solder	<input type="checkbox"/>	<input type="checkbox"/>
e. Fixtures	<input type="checkbox"/>	<input type="checkbox"/>

**3. Other Water Quality Issues or Observations**

List any other current or past problems with water quality which you are aware such as red water or red, black, or blue/green water, sediment or staining, or past complaints that may help determine the cause of the Action Level Exceedance.

**4. Previous Lead and Copper Action Level Exceedance(s)**

**Previous ALE?**

a. Has your system had one or more previous copper or lead action level exceedance(s)?    Check all that apply.

**Lead**    ☐

**Copper**    ☐

**5. Water Quality Parameters**

Review the results of the entry point and distribution system water quality parameter sampling you were assigned as a result of your Action Level Exceedance. To the best of knowledge, do any of the water quality parameter monitoring results suggest a possible cause for the Action Level Exceedance?

**6. Other Information**

Is there any other pertinent information, circumstances or events that you think is important to understanding the cause of the recent ALE?

**Part D. Existing Water Treatment Systems**

Check all of the treatments which presently apply. For each treatment type checked, list the name(s) of the chemical(s) added to the water and/or describe the treatment process.

**1. Disinfection**

- ☐ a. Sodium hypochlorite
- ☐ b. Pellet chlorination
- ☐ c. Ozonation
- ☐ d. Chloramine
- ☐ e. Chlorine gas
- ☐ f. Other disinfection:

**2. Softening**

- ☐ a. Lime softening
- ☐ b. Zeolite (salt) softening
- ☐ c. Other softening

**3. Filtration**

- ☐ a. Iron and/or manganese filtration
- ☐ b. Other filtration

**4. Corrosion Control**

- ☐ a. pH adjustment
- ☐ b. Phosphate addition
- ☐ c. Silicate addition

**5. Other**

- ☐ a. Aeration
- ☐ b. Pre-chlorination
- ☐ c. Coagulation
- ☐ d. Sedimentation
- ☐ e. Fluoride
- ☐ f. Other treatment:

**Part E. Cause of ALE**

Based on the information entered in Parts C and D of this form, why do you believe your PWS experienced an Action Level Exceedance (ALE)? Please describe what you believe to be the root cause and why.

**Part F. Corrosion Control Treatment Recommendation**

In Part F, your system must identify its recommended corrosion control treatment to address the cause of ALE identified in Part E of this form. As you consider the best corrective action for your system please keep the following information in mind.

- If you are NOT installing corrosion control treatment or modifying existing corrosion control treatment you can begin corrective actions. You do not need to wait for the department to respond to your Corrosion Control Treatment Recommendation to begin implementing your corrective action.
- If you ARE proposing to install new corrosion control treatment or modify existing treatment, [plan review submittal to and approval](#) by the Department for the proposed treatment change and is required BEFORE making any modifications to your system.
- System-wide flushing is NOT an appropriate procedure to conduct prior to sampling. However, regular system-wide flushing implemented according to a flushing plan can be beneficial to help maintain the health of a distribution system.
- If you propose to replace plumbing or fixtures, you should also replace all plumbing and fixtures of like-kind. Fixture replacements should align with NSF 61 Certifications for lead-free plumbing fixtures (additional guidance available upon request).
- If you believe the ALE was caused by improper adherence to sampling procedures, (i.e. samples were collected at taps where water is not utilized for human consumption), your corrective actions may include monitoring site plan changes up and/or development of a training program for samplers to adhere to the Lead and Copper Rule Sampling and Compliance criteria. However, if that is the case, keep both of the items below in mind.
  - Samples cannot be invalidated because proper sampling procedures were not followed.
  - Additional sampling to dilute the 90th percentile is not an acceptable corrective action.
- The DNR recommends that systems consult the EPA's [Optimal Corrosion Control Treatment Evaluation Technical Recommendations for Primacy Agencies and Public Water Systems](#) for information about determining the appropriate corrosion control treatment.

Identify the corrective action most appropriate to address the cause of the ALE identified in Part E of this form. Select all that apply, and provide all requested information for your selected choice(s).

- ☐ **1. Install new corrosion control treatment**
- ☐ **2. Conduct a Corrosion Control Study**
- ☐ **3. Other, describe.**

**Part G. Schedule of Corrective Action(s)**

Enter the intended completion date for each of your proposed corrective actions.

**Completion Date**

## Village of Little Chute Lead Information

### History of lead test results in parts per billion (ppb):

Year	90 <sup>th</sup> Percentile	Range of Results	Average of Results
2023	17.0	19.0 to 2.5	7.4
2020	4.9	8.5 to 1.3	3.3
2017	6.4	8.0 to 1.7	3.9
2014	10.0	20.0 to 0.5	6.3
2011	9.1	13.0 to 0.0	5.3
2008	8.3	11.0 to 0.7	5.5
2005	12.0	26.0 to 0.9	6.9
2002	11.0	26.0 to 2.2	7.5

The Village of Little Chute uses sodium silicate as their corrosion control chemical. The Village switched in 1991 from using polyphosphate due to the high iron and red water issues on the southeast side of the Village.

In 2018, the Village created an ordinance that requires private lead services to be replaced when:

- The public side service is replaced or repaired.
- Any leaks or repairs done on either the public or private service lines.

### Lead Service Inventory:

The Water Utility performed a water service audit back in 2020 required by the Wisconsin Public Service Commission in anticipation of the lead inventory requirements expected to be released by the Wisconsin Department of Natural Resources (WDNR). In July of 2022, the WDNR announced the requirements for the lead service inventory providing the required spreadsheet and data that would be required to be collected. The original due date for this audit was October 31, 2024 but as noted previously this inventory must be finalized by March 31, 2024.

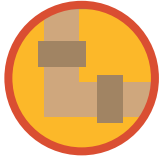
The following are the current Lead service numbers:

- Public: 124 services or 3.04% of all public services
- Private: 772 services or 19.00% of all private services



## CONCERNED ABOUT LEAD IN YOUR DRINKING WATER?

# Sources of **LEAD** in Drinking Water



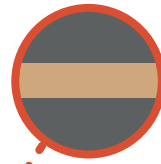
**Copper Pipe with Lead Solder:** Solder made or installed before 1986 contained high lead levels.



**Lead Service Line:** The service line is the pipe that runs from the water main to the home's internal plumbing. Lead service lines can be a major source of lead contamination in water.



**Faucets:** Fixtures inside your home may contain lead.



**Galvanized Pipe:** Lead particles can attach to the surface of galvanized pipes. Over time, the particles can enter your drinking water, causing elevated lead levels.



**Lead Goose Necks:** Goose necks and pigtails are shorter pipes that connect the lead service line to the main.

MAIN WATER LINE

## Reduce Your Exposure To Lead



Use only cold water for drinking, cooking and making baby formula. *Boiling water does not remove lead from water.*



Regularly clean your faucet's screen (also known as an aerator).



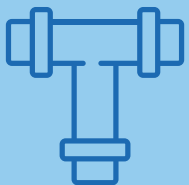
Consider using a water filter certified to remove lead and know when it's time to replace the filter.



Before drinking, flush your pipes by running your tap, taking a shower, doing laundry or a load of dishes.

To find out for certain if you have lead in drinking water, **have your water tested.**

## Replace Your Lead Service Line



Water systems are required to replace lead service lines if a water system cannot meet EPA's Lead Action Level through optimized corrosion control treatment.

Replacement of the lead service line is often the responsibility of both the utility and homeowner.

Homeowners can contact their water system to learn about how to remove the lead service line.

## Identify Other Lead Sources In Your Home

Lead in homes can also come from sources other than water. If you live in a home built before 1978, you may want to have your paint tested for lead. **Consider contacting your doctor to have your children tested if you are concerned about lead exposure.**



For more information, visit: [epa.gov/safewater](https://www.epa.gov/safewater)



## Item For Consideration

**For Board Review On:** November 7, 2023

**Agenda Item Topic:** Splash Pad Design & Engineering  
Approval

**Prepared On:** November 8, 2023

**Prepared By:** John McDonald  
Parks, Recreation, & Forestry

**Report:** Staff have received the final 3-D renderings for the Splash Pad.

Renderings packets were shared with staff and public for their additional comments and notes. Park Planning Committee has reviewed and has made a recommendation to Village Board for final approval.

Attached are renderings for reference.

**Fiscal Impact:** None at this time.

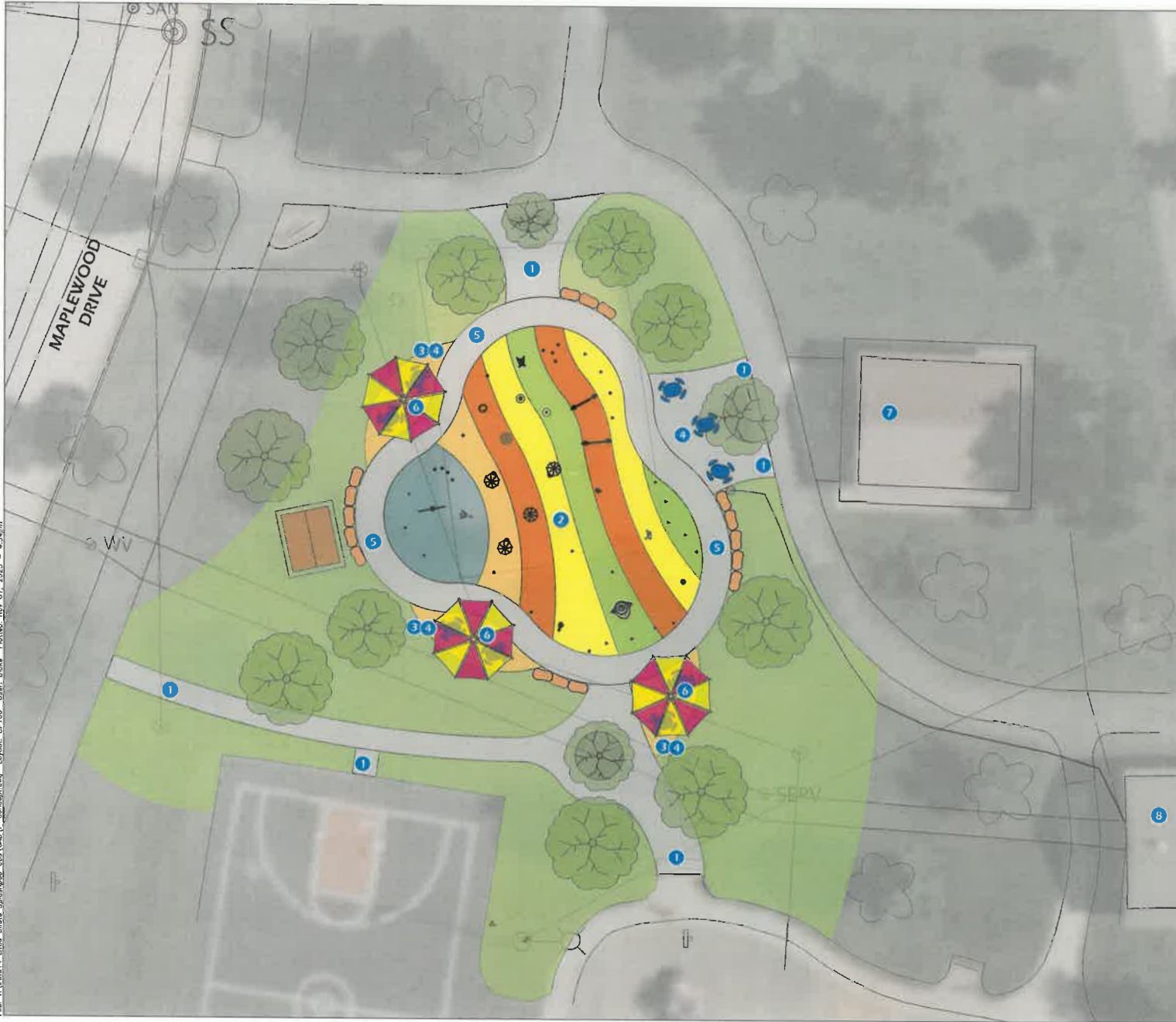
**Recommendation/Committee Action:** Staff requests that Village Board approve for the 3-D Splash Pad Design and Engineering as presented.

**Respectfully Submitted,**

John McDonald - Parks, Recreation, & Forestry



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#### LEGEND

- 1 NEW PARK PATH/SIDEWALK
- 2 CONCRETE SPLASHPAD ~2,800 sf
- 3 BENCH SEATING AREA
- 4 PICNIC TABLE SEATING AREA
- 5 CONCRETE DRY DECK
- 6 SHADE STRUCTURE
- 7 EXISTING OPEN AIR SHELTER
- 8 EXISTING RESTROOMS

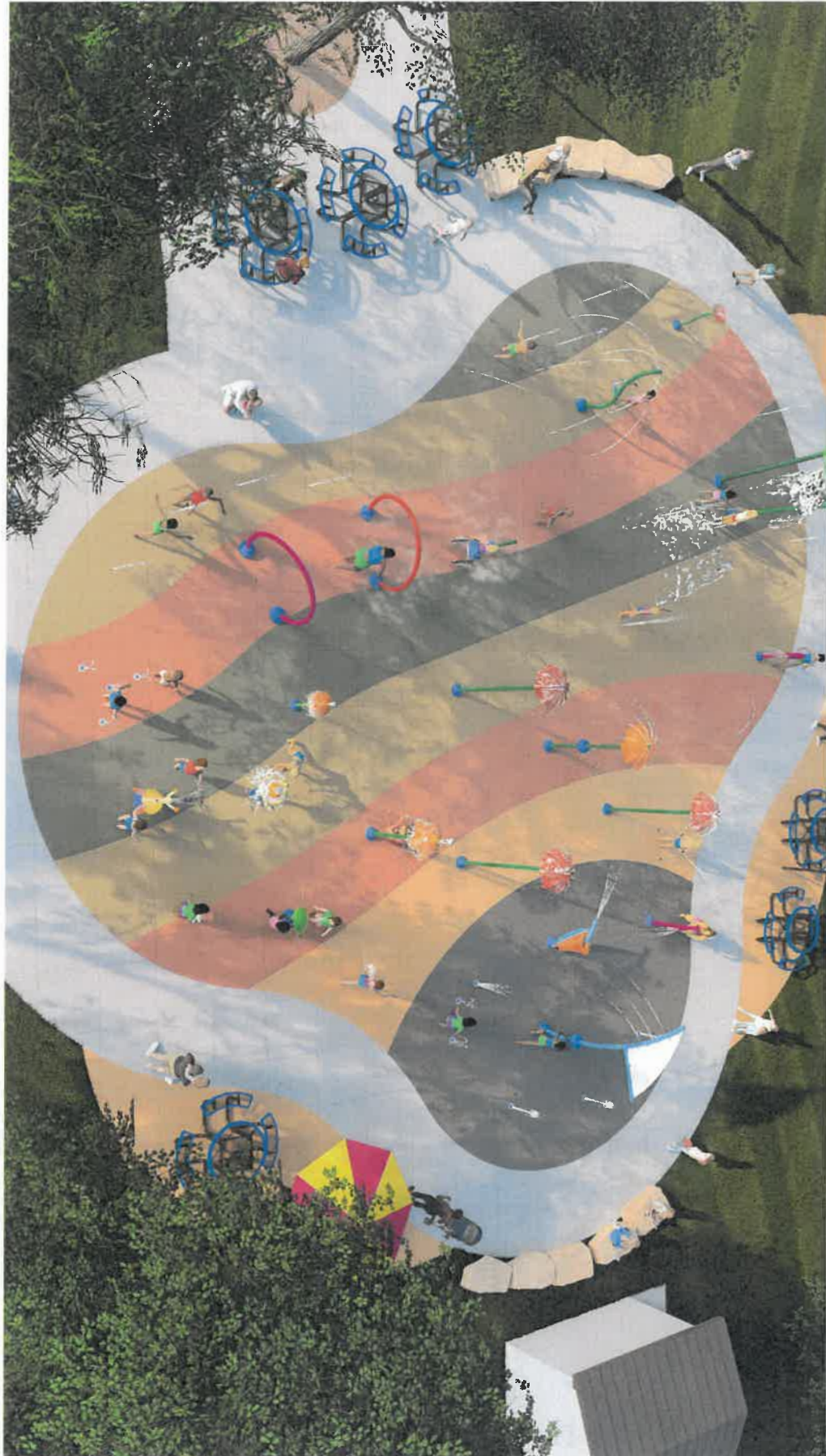
Project Name:  
**VAN LIESHOUT PARK SPLASHPAD**  
721 ELM DRIVE  
LITTLE CHUTE, WI 54140

Revisions:

Project #:  
Issued For:  
Date:

23.014  
Review  
10/16/2023

Sheet Number:  
**CP100**



Project #:  
23.014  
Master Plan:  
Date: 10/16/2023  
Sheet Number:  
**C900**

Project Name:  
**VAN LIESHOUT PARK SPLASHPAD**  
721 ELM DRIVE  
LITTLE CHUTE, WI 54140  
Sheet Title:  
**CONCEPTUAL 3-D RENDERING**

**PARKITECTURE  
+ PLANNING**  
901 Deming Way, Suite 102  
Madison, WI 53717  
608.886.6809  
arkitecture



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Project Name:  
**VAN LIESHOUT PARK SPLASHPAD**  
721 ELM DRIVE  
LITTLE CHUTE, WI 54140

Sheet Title:  
**CONCEPTUAL 3-D RENDERING**

Revisions:	
Project #:	23.014
Issued For:	Review
Date:	10/16/2023

Sheet Number:  
**C901**



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## Item For Consideration

**For Board Review On:** November 15, 2023  
**Agenda Item Topic:** Badger Book MOU

**Prepared On:** November 6, 2023  
**Prepared By:** Laurie Decker

**Report:** This Memorandum of Understanding (MOU) is between the Village of Little Chute and the Wisconsin Elections Commission for the purpose of detailing the parties obligations pertaining to the Badger Books electronic poll book and associated software. All municipalities that participate with Badger Books are required to file this MOU by December 1, 2023.

**Fiscal Impact:** The Wisconsin Election Commission can change or terminate, or require new equipment, regarding the required use of hardware or software. It is noted that the commission will give reasonable notice in advance to react. The term is perpetual, but the Village can terminate any time after giving reasonable notice to the commission.

**Recommendation/Committee Action:** This has been reviewed by legal and no issues were found. Recommending Village Board Approve Badger Book Memorandum of Understanding (MOU).

Respectfully Submitted,  
Laurie Decker



# Memorandum of Understanding

By and Between

Village ☒ Village of Little Chute, Outagamie County

(Badger Book User, Name of Municipality, County)

And

Wisconsin Elections Commission

This Memorandum of Understanding (hereinafter referred to as the "MOU") is effective as of the last date of signature affixed hereto, and is entered into by and between the Badger Book User Village ☒ of Village of Little Chute in Outagamie County, Wisconsin, Administrator/Chair Beau Bernhoft ("Municipal User"), Address 108 W. Main Street, and the Wisconsin Elections Commission ("Commission"), 201 West Washington Avenue, Madison, WI 53703 for the purpose of detailing the parties' obligations pertaining to the Badger Books electronic poll book and associated software.

**Whereas**, the Wisconsin Elections Commission authorized the development of an electronic poll book system in 2017 to be used in polling places in the state on election day. The "Badger Book" is electronic poll book software that is specific to Wisconsin elections practices and statutes. The Badger Book is the only electronic poll book software created with, and given the necessary permissions to have, direct integration to WisVote, the statewide election management and voter registration system.

**Whereas**, the Badger Book will only be supported and allowable on a limited set of hardware selected by the Commission, which is defined as Approved Hardware herein.

**Whereas**, Municipal User seeks to participate in the Badger Book program and utilize the electronic poll book software created by the Commission.

**Therefore**, the parties hereby resolve and agree they will mutually comply with the following terms of this MOU.

## I. **Scope**

- A. **Badger Book Software:** The Badger Book is primarily used by Municipal Users to check in voters, process absentee ballots, and register voters on election day. The Badger Book, and associated operating system, drivers, and other components, is used to maintain the voter number and count independent of poll worker input. Each process was chosen and designed based on feedback provided by clerks and poll workers from across the state, and the Commission welcomes continued feedback from the Municipal User. After election day, a data file generated from the Badger Book is used to upload election participation and Election Day Registration information into the Commission's WisVote system. Regardless, each party to this MOU retains the independent custodial and recordkeeping responsibilities required under Wis. Stat. Chapter 19, and other provisions of law. The software utilized to operate the Badger Book will only be that approved by the Commission for use, as conveyed to the Municipal user ("Approved Software"). The sunseting, movement to an updated version, or prohibition of use, of current Approved Software will be ordered within the sole discretion of the Commission.
- B. **Badger Book Hardware:** One Badger Book station includes the main terminal computer with a touch screen for electronic signature capture, a wireless mouse, a wireless keyboard, a barcode scanner, a case of thermal printer paper, and a printer that can either be integrated into the terminal base column or as a stand-alone printer. Additionally, a router and a specific USB flash drive (a/k/a memory stick) must be purchased by Municipal User for each polling place. The router facilitates secure communication locally between the Badger Book machines. The USB drive is used to transfer data from an internet-connected computer to the Badger Book server machine, and this is the only method that may be employed by Municipal User to transfer this critical information.
  - i. The Badger Book is currently supported on the HP ElitePOS 141 Point of Sale retail terminal, and this is the only Commission-approved hardware for use with Badger Book software.
  - ii. Additional hardware may be approved by the Commission at a future date. This MOU will not be nullified or otherwise invalidated by a Municipal User's purchase or use of new Badger Book hardware configurations approved by an affirmative vote of the Commission or otherwise authorized by Commission staff through formal, written notification to Municipal Users or public postings directed to elections officials ("Approved Hardware").
  - iii. The sunseting, or prohibition of use, of current Approved Hardware will be ordered within the sole discretion of the Commission. The Commission will use best efforts to plan, notify, and otherwise give advance notice to Municipal Users that a sunseting of currently Approved Hardware is upcoming, so that Municipal Users will have time to prepare and budget for any required changes. The sunseting or de-authorization of use for an Approved Hardware component/package will include, at a minimum, a loss of support for that hardware by the Commission or a future authorized support provider. The Commission may designate, in its exclusive discretion, a deadline at which the continued use of certain

hardware may result in a loss of license to use the Badger Book software (*e.g.*, hardware poses a significant security risk, a sunseting timeline has passed, etc.).

- iv. Use of hardware with the Badger Book software, other than Approved Hardware, is prohibited. Use of unapproved hardware with the Badger Book may result in the Commission immediately or subsequently revoking Municipal User's license to the software. The Badger Book hardware should not be used with any non-Commission authorized software, applications, internet connected activities, or purposes not associated with the administration of elections.

## II. **Badger Book Software License**

- A. Badger Book is an on-premise software solution, which may be downloaded onto the Approved Hardware with the permission of the Commission staff, only after agreement to the terms provided within this MOU. Existing Municipal Users may be asked to retroactively agree to the terms of this MOU, and continued use is contingent upon such execution of these required terms.
- B. The Commission grants to Municipal User, solely for the uses authorized herein, a nontransferable, nonexclusive, terminable, limited license to the Badger Book software. Municipal User shall prevent unauthorized access to the Badger Book software and municipal hardware. The Commission requires installation of antivirus and antispyware software on the Approved Hardware and other internet-connected hardware used for uploading the extracted data into WisVote.
- C. The Badger Book software is licensed not sold to Municipal User. The Commission retains all rights, title, interest, and ownership over the software, as well as audit access to the Badger Book and licensed software therein.

## III. **Badger Book License Use Provisions**

- A. Municipal User shall not, and shall not permit any third-party to: i) reverse engineer, decompile, or disassemble the Badger Book software; ii) attempt in any other manner to obtain the source code; iii) create derivative works of, or make modifications to the Badger Book software; iv) grant use of the Badger Book to any user not approved by the Commission as detailed herein; v) otherwise grant unauthorized access or visibility to ancillary systems such as WisVote and its protected data and information; vi) use the Approved Hardware or Badger Book software shall only be in accordance with the intended purpose and no other systems or solutions shall be placed on or utilized on the hardware.
- B. While some Approved Hardware may be enabled to have router connectivity, Municipal User shall only use that connectivity to allow the Approved Hardware (*i.e.*, Badger Books) to connect securely to each other within the polling place. **At no time should Approved Hardware ever be connected to the internet or any other network outside the polling place. Municipal User may wish to disable or otherwise block such functionality as it pertains to internet or outside connectivity.** Unauthorized connection of the Municipal User's Approved Hardware may result in loss of the user's license, or removal from the Badger Book program by the Commission.

## IV. **Software and Approved Hardware Delivery/Implementation/Use**

- A. Municipal User will purchase Approved Hardware through the Commission-authorized vendors. The vendor has been granted authority to download the



Badger Book software onto the purchased units. Municipal User is responsible for attending baseline, introductory training prior to the first election cycle for which the Approved Hardware will be used.

**V. Allowance of Use and Program Requirements**

- A. The Badger Book software license is provided to Municipal User free of charge. The only requirement for implementation and continued use is Municipal User compliance with the terms of this MOU. The joint obligations of the parties to this MOU include:
- B. Commission Requirements
  - i. Provide continued and free access to the Badger Book software.
  - ii. Provide reasonable, free software support, maintenance, and 'troubleshooting. This will include upgraded support and response times within one week of an election, and in the two days following an election, contingent upon Municipal User's continued compliance with the Commission's software update schedule.
  - iii. Provide reasonable hardware troubleshooting support.
  - iv. Continue to seek third-party software/hardware support for Municipal Users, that can be purchased by the user off of a competitively-procured state contract.
  - v. Provide baseline, train-the-trainer user training on the Badger Book, at no expense, to the authorized staff of the Municipal User. This may be initially conducted by Commission staff, or another trainer authorized by the Commission.
- C. Municipal User Requirements
  - i. Municipal Clerk and Deputy Clerk must remain certified and maintain required training hours every two years. Wis. Stat. § 7.15(1m) and Wis. Admin. Code EL 12.03(2).
  - ii. Authorized staff of the Municipal User, including but not limited to Municipal Clerk and/or designee, agree to attend introductory training provided by Commission staff or another trainer authorized by the Commission and provide such training to municipal election inspectors.
  - iii. An accurate user count of authorized municipal Badger Book users must be maintained, and that list shall be provided to the Commission upon request.
  - iv. Notification shall be given to the Commission each time new or additional Approved Hardware is purchased.
  - v. Municipal User must implement each required software update on all Badger Books in their possession, as required by the Commission, and on the schedule provided by the Commission. Non-compliance may result in revocation of the software license or removal from the program.
  - vi. All support requests to the Commission must be routed only through the Commission Helpdesk at Email: [elections@wisconsin.gov](mailto:elections@wisconsin.gov) or Phone: (608) 261-2028.
  - vii. The Badger Book shall be used, and elections must be conducted, in accordance with Wisconsin Statutes Chapters 5-10 and 12, as well as other applicable statutes, laws, and requirements placed on local

elections officials and Municipal Users. Paper pollbook copies should be prepared and maintained as a backup to the Badger Book.

- viii. If Municipal User is not a WisVote user ("Relier") and is part of an agreement with another jurisdiction to provide WisVote election system services, the provider ("WisVote Provider") must be a cosigner on this agreement. WisVote Providers are generally employees of the county in which the Relier is situated, but in some instances may be employees of another municipality.
- ix. Municipal User shall immediately report all suspected and actual Badger Book/software security breaches, improper system access, and noncompliance with this MOU to the Commission.

#### **VI. Terms and Conditions of Badger Book Software License/Use**

- A. Term: The term of this MOU, and the associated software license, are perpetual. Use and licensing of the software may be revoked by the Commission at any time for non-compliance with the terms of this MOU by the Municipal User. Revocation of a Municipal User's software license for reasons other than noncompliance requires ninety (90) days advance notice by the Commission. Municipal Users may withdraw from the Badger Book program at any time, but the Commission requests as much advance notice of potential or actual termination of program participation as possible. The Commission retains the right to require any reasonable withdrawal or return requirements associated with program participation and software usage.
- B. Representations: Each party to this MOU has and will provide accurate, current, and complete information. The signatories of this agreement are duly authorized to bind the parties to the terms stated herein. The Commission will use best efforts to create software updates to address functionality and security, and the Municipal User must implement such updates. Neither party will use or develop the software to infringe upon the intellectual property rights of third parties.
- C. Warranties: The Commission warrants that the Badger Book software will reasonably perform in accordance with program requirements and the purposes stated herein. Municipal User will only use the Badger Book software as authorized herein or as appropriate under the law. The Commission makes no warranty as to the performance or replacement of the Approved Hardware. Municipal User's sole recourse for hardware non-performance will be the manufacturer's warranty and similar guarantees. ALL OTHER WARRANTIES NOT DETAILED IN THIS MOU ARE DISCLAIMED AND NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY FOR INCIDENTAL, CONSEQUENTIAL, INDIRECT, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES, OR ANY OTHER SIMILAR DAMAGES UNDER ANY THEORY OF LIABILITY, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- D. Indemnification: The parties to this MOU will indemnify each other to the extent allowable under Wisconsin law.
- E. Confidentiality: The Badger Book software, Approved Hardware, associated documentation, WisVote system, login credentials, and data within those systems are confidential under state and federal law, and to the extent they are not, are required to be kept confidential under the terms of this MOU. Municipal User shall maintain the confidentiality of each and all of those items to the greatest



extent allowable by law. Industry best practices shall be employed when creating and maintaining passwords (*e.g.*, unique/lengthy/complicated passwords, updating of passwords, etc.). Furthermore, both parties shall maintain the confidentiality of any other information or data which the other party designates or which a party knows or has reason to believe is proprietary or protected, in at least the same manner as the party maintains the confidentiality of its own information ("Confidential Information"). Each party may use Confidential Information only as permitted hereunder. Neither party shall disclose or provide any Confidential Information to any third-party and shall take necessary measures to prevent any unauthorized disclosure by its employees, agents, contractors, or consultants including by completing appropriate individual nondisclosure agreements.

- F. Amendment: Any term changes, amendments, or addenda to this MOU must be in writing, executed by both parties. Changes to the program, Badger Book software, or Approved Hardware may require an addendum, new MOU, or the formal attachment of items such as a technical specifications or security-based document.

**IN WITNESS WHEREOF**, the parties have executed this MOU on the date shown below.  
The signatories hereto personally represent that this MOU is executed pursuant to legal  
authorization by the organizations on behalf of which they are signing.

BADGER BOOK USER

WISCONSIN ELECTIONS COMMISSION

10/2/23

Signed

Date

Beau Bernhoft

Printed name

Village of Little Chute

Municipality Name

WisVote Relier

☐

If yes, WisVote Provider must sign below:

WISVOTE PROVIDER

Signed

Date

Printed name

WisVote Provider Name (County)

Signed

Date

Printed Name

Outagamie

County Name



## Item For Consideration

**For Board Review On:** November 15<sup>th</sup>, 2023

**Prepared On:** November 7<sup>th</sup>, 2023

**Agenda Item Topic:** Sec. 2-147 Amendment Introduction **Prepared By:** Admin. Bernhoft

**Report:** Staff recommends updating the 2024 Board/Committee Schedule. After discussions and research, it is recommended that the Village Board remove the Committee of the Whole (COTW) from the regularly scheduled calendar of events. The League of Wisconsin Municipalities – General FAQ #11 has provided us with direction on the purpose of Committee of the Whole uses:

*“The Committee of the Whole is used to allow a more free-ranging discussion than allowed under the rules of a governing body. Where used, the governing body or its presiding officer refers new matters to the committee. Sitting as a committee of the whole, the governing body meets to consider these referred matters at a regularly designated time and place, sufficiently in advance of the time of the regular council or board meeting to permit the clerk to prepare a report for the governing body. The public may be heard, advice of boards and commissions may be sought, and advice of employees and other officers may be secured. Matters referred to the Committee of the Whole may be debated pursuant to its rules and a recommendation may be made to the governing body for consideration or action at its meeting.”*

We can amend Sec. 2-147 “Committee of the Whole” to say (blue is removed language, red is added language):

- (b) Meetings of the committee of the whole shall take place ~~on the second and fourth Wednesday of each month at 6:00 p.m~~ **as needed by village board recommendation.** ~~Whenever any regular meeting of the committee of the whole falls on a legal or regularly recognized holiday, such meeting shall be either held on the preceding or the following date at the same hour. The village board meeting as said village board or meeting as the committee of the whole retains the option to cancel hold any regular meetings of the committee of the whole on an “as needed” basis.~~ The conduct of meetings and order of business shall be similar to section 2-62



## Item For Consideration

If this change is implemented, we can continue to utilize COTW function, but any action must be taken at the next regularly scheduled village board meeting. If there is an instance where action is time-sensitive and is the purpose of the meeting, we must notice these as “Special Board Meetings” to notify the public in-case anyone wishes to be present/engaged. The intent of COTW meetings is to consider specific matters informally, like a workshop opportunity, to be held aside from the regular board meeting and to provide any final recommendation back to the board at the regularly scheduled meetings. This helps avoid any public confusion, spend more time brainstorming with staff and creates a clear distinction between “actionable” board meetings and “workshop” COTW meetings.

**Fiscal Impact:** No fiscal impact.

**Recommendation/Board Action:** Staff recommend proceeding with this ordinance amendment process and removing the committee of the whole meetings from our regularly scheduled board/commission calendar.

**Respectfully Submitted,**  
Beau Bernhoft, Village Administrator

# BOARD/COMMITTEE SCHEDULE 2024

	REGULAR BOARD	COMM. OF THE WHOLE	PLAN COMM.	UTILITY COMM.	LIBRARY BOARD	JOINT POLICE	FIRE COMM.	PARK PLANNING
JANUARY	3, 17	10, 24	8	16	16			2
FEBRUARY	7, 21	14, 28	12	20	20	13	12	
MARCH	6, 20	13, 27	11	19	19			5
APRIL	3, 17	10, 24	8	16	16			
MAY	1, 15	8, 22	13	21	21	14	13	7
JUNE	5, 19	12, 26	10	18	18			
JULY	3, 17	10, 24	8	16	16			
AUGUST	7, 21	14, 28	12	20	20	13	12	13*
SEPTEMBER	4, 18	11, 25	9	17	17			3
OCTOBER	2, 16	9, 23	14	15	15			
NOVEMBER	6, 20	13, 27	11	19	19	12	11	5
DECEMBER	4, 18	11, 25	9	17	17			

**All boards and commissions meet at 6:00 PM except Library (4:30 PM), Fire (5:45 PM), Police (5:00 PM)**

- Regular Board - 1st & 3rd Wed.
- Comm. of the Whole - 2nd & 4th Wed.
- Plan Commission - 2nd Mon.
- Utility Commission - 3rd Tue.
- Library Board - 3rd Tue.
- Joint Police Commission - 2nd Tues./Quarterly
- Fire Commission - 2nd Mon./Quarterly
- Park Plan Commission - 1st Tues./Bi-Monthly

\*Moved to accommodate budget timeline



## Item For Consideration

**For Board Review On:** November 15, 2023  
**Agenda Item Topic:** Liquor License Change  
of Ownership

**Prepared On:** November 7, 2023  
**Prepared By:** Laurie Decker

**Report:** Hollander's Pub and Grill is changing ownership effective December 1, 2023.

**Fiscal Impact:** None

**Recommendation/Committee Action:** All requirements for this "Class B" license have been met; including the background check, prorated fees have been paid and the required notice was posted in the Times Villager on November 1, 2023. Staff is requesting approval of the Liquor License for Hollander's Bar and Grill as presented.

**Respectfully Submitted,**  
**Laurie Decker**

# ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning December 1 20 23 ;  
ending June 30 20 24

TO THE GOVERNING BODY of the: ☐ Town of } LITTLE CHUTE  
☒ Village of }  
☐ City of }

County of OUTAGAMIE Aldermanic Dist. No. \_\_\_\_\_ (if required by ordinance)

1. The named ☐ INDIVIDUAL ☐ PARTNERSHIP ☒ LIMITED LIABILITY COMPANY  
☐ CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): HOLLANDERS BAR & GRILL, LLC

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

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>MEMBER CRAIG HUITING</u>	<u>1000 WILSON ST</u>	<u>54140</u>
Vice President/Member	<u>MEMBER CHARLIE DERCKS</u>	<u>1019 BLUFF AVE</u>	<u>54140</u>
Secretary/Member	<u>MEMBER JOHN ROSS</u>	<u>516 W OLD SLEIGH LN</u>	<u>54913</u>
Treasurer/Member	<u>MEMBER MIKE DERCKS</u>	<u>11929 DOMAIN DR</u>	<u>54130</u>

Agent ▶

Directors/Managers

3. Trade Name ▶ HOLLANDERS PUB & GRILL Business Phone Number 920-427-4492  
4. Address of Premises ▶ 1820 E MAIN ST Post Office & Zip Code ▶ LITTLE CHUTE 54140

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☒ Yes ☐ No  
6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No  
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No  
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 10/9/23 of registration.  
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☐ Yes ☒ No  
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☐ Yes ☒ No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

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

10. Legal description (omit if street address is given above): Upstairs & Downstairs Coolers patio

11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No  
(b) If yes, under what name was license issued? WILLIES CEDAR LOUNGE, INC

12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] ☒ Yes ☐ No

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

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

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

## SUBSCRIBED AND SWORN TO BEFORE ME

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

(Clerk/Notary Public)

My commission expires \_\_\_\_\_

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

## TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>11-1-23</u>	Date reported to council/board <u>11-15-2023</u>	Date provisional license issued	Signature of Clerk / Deputy Clerk <u>Spamie Decker</u>
Date license granted	Date license issued	License number issued	

Applicant's WI Seller's Permit No. <u>456-1031509804-04</u> EIN Number: <u>93-3861096</u>	
LICENSE REQUESTED ▶	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input checked="" type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
<b>TOTAL FEE</b>	<b>\$ <u>248.00</u></b>

*Prorated for the year*

# STATE OF WISCONSIN AFFIDAVIT OF PUBLICATION

November 1, 2023  
**VILLAGE OF LITTLE CHUTE**  
**OUTAGAMIE COUNTY**  
**Legal Notice**

**NOTICE IS HEREBY GIVEN** that the following new Liquor License application is on file in the office of the Village Clerk for the licensing period of December 1, 2023 to June 30, 2024: Said application will be presented to the Board of Trustees for approval at their Regular Board meeting on November 15, 2023.

**CLASS "B" FERMENTED MALT BEVERAGE AND**  
**"CLASS B" LIQUOR LICENSE**

Hollanders Bar and Grill, LLC  
 Hollanders Pub and Grill  
 1820 E. Main St. Little Chute WI 54140  
 Agent: Craig Hillmyer

WNAX-TV

**CLASS "B" FERMENTED MALT BEVERAGE AND**  
**"CLASS B" LIQUOR LICENSE**

WNAXLP

SIGNED

SIGNED Kenneth A. Thompson

DATED 11/02/2023

### My Commission Expires

4/27/2027

# of Lines 13# of Weeks Published 11/1

Publication Fee \$ 16.95

Proof of Publication \$ 1.00

Total \$ 17.95

CHAD BREWER  
Notary Public  
State of Wisconsin





## Item For Consideration

**For Board Review On:** November 15, 2023  
**Agenda Item Topic:** Fire Budget Adjustment

**Prepared On:** November 2, 2023  
**Prepared By:** Finance

**Report:** The Fire Department received a donation of \$1,000 from the sale of pizzas at their open house to be used for Fire Department needs. The Fire Department wishes to use towards the purchase of new firefighter helmets at a cost of \$1,930 using \$930 from their current 2023 Budget.

### **Fiscal Impact:**

#### **2023 BUDGET ADJUSTMENT**

##### **Fire Department-General Fund**

Donations (Revenue)	+ \$1,000
Safety Equipment (Expense)	+ \$ 1,000

Increase spending authority for the donation received to assist in the funding of the entire purchase.

**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:** November 15<sup>th</sup>, 2023

**Prepared On:** November 7<sup>th</sup>, 2023

**Agenda Item Topic:** LC North Estates Covenants Amend. **Prepared By:** Admin. Bernhoft & Director Kittel

**Report:** Staff reached out to legal counsel regarding the amendments to the Little Chute North Estates covenants for detached garages additions. Legal has advised staff that the process does not require a public hearing but doesn't discourage either a letter as notification or a public hearing for those impacted in the estates. To execute the changes, the Village can:

1. Draft a short amendment document that can simply refer to the one or two section numbers in the existing covenants with the change included.
2. The entire list of covenants can be restated from beginning to end incorporating the changes.

Based on the previous discussion, staff would like to have the Board decide whether we schedule a public hearing for the LC North Estates residents or give staff the authority to make the change to the covenants and provide a letter to residents updating them on the language changes and what that means for them. The property owner has already made contact with a large portion of those residents, so they are aware of this discussion previously taking place.

If the Board chooses option 1 (above), the proposed language change included would read as follows (~~red~~ is removed language, ~~blue~~ is added language):

*5. Every house shall have a foundation below frost line. All dwellings shall have not less than a two-car garage nor greater than a four-car garage attached thereto. ~~No detached garages are allowed in the subdivision.~~ ~~Detach garages are only allowed by permission of the Community Development Director, must meet requirements per Village Ordinance and must have written approval from the adjacent property owners in subdivision. The detached garage shall be constructed in a style and of materials that are similar to those used in the construction of the dwelling located on said lot.~~*



## Item For Consideration

**Fiscal Impact:** No fiscal impact.

**Recommendation/Board Action:** Staff recommends the Board direct staff to proceed with option 1 and inform the residents of the changes made to the covenants with background information included.

**Respectfully Submitted,**  
Beau Bernhoft, Village Administrator  
David Kittel, Community Development Director



## Item For Consideration

**For Village Board Review On:** 11/15/2023

**Agenda Item Topic:** Founders Way Estates-  
Roadway Pavement Type

**Prepared: On:** 11/9/2023

**Prepared:** Matthew Woicek, ADPW

**Report:** The developer for Founders Way Estates, Romenesko Developments, has requested that the Village consider the installation of hot mix asphalt (HMA) pavement in lieu of concrete pavement for the new construction of Founders Way and Free Pass, within the northwest part of the Village. The total project length is approximately 1,300 linear feet for both streets.

Historically, the Village of Little Chute has required any newly developed streets with curb and gutter shall be paved with concrete pavement. On 1/28/15, the Village Board adopted the Policy for Special Assessments (Streets) and restated this Policy again on 6/3/2020. The Policy states the following regarding newly developed streets:

*All newly developed streets or streets reconstructed with new curb and gutter as of January 1, 1994 will be paved with concrete unless asphalt pavement paving is recommended by the Director of Public Works/Village Engineer and approved by 2/3 of the Village Board. Asphalt Streets with the existing curb and gutter remaining substantially in place will be reconstructed on time with asphalt pavement unless the property owner petition for concrete.*

The initial installation of HMA pavement historically has had lower upfront material costs than concrete pavement. Over the past few years, the cost gap between the two materials has tightened, due to higher oil prices. Another factor that should also be considered when comparing the cost between HMA and concrete pavement is the varying depth and cost of the stone base installed below the pavement. HMA pavement requires additional stone compared to concrete pavement.

According to the Wisconsin Department of Transportation, concrete roads have an expected service life of 25 years and asphalt roads have an expected service life of 18 years. There are many factors that can affect these timeframes, but it has been observed within the Village that many roadways have surpassed these expected timeframes and are functioning in good/fair condition. HMA paved roadways have been shown to deteriorate more rapidly than concrete paved roadways and typically require higher maintenance costs to keep them in a condition



## Item For Consideration

that allows for the safe travel of motorists & bicyclists. This includes repairs such as chip seals, patching, pothole filling, etc.

Lastly, Founders Way and Free Pass are both anticipated to handle low traffic volumes which will predominantly include traffic from the adjacent development. The anticipated low traffic volumes will likely prolong the life of either HMA or concrete pavements.

**Fiscal Impact:** HMA pavement has a lower initial installation cost compared to concrete pavement. However, HMA pavement has higher maintenance costs over the life of the roadway as compared to concrete pavement.

**Recommendation/Board Action:** Introduction discussion unless the Board of Trustees ra to take action on the material required for roadway pavement of the Founders Way Estates Subdivision project.

**Respectfully Submitted,**  
Matthew Woicek, PE, Assistant Director of Public Works