



AMENDED AGENDA

REGULAR BOARD MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, March 20, 2024
TIME: 6:00 p.m.

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

Join Zoom Meeting: <https://us06web.zoom.us/j/89405707660>

Meeting ID: 894 0570 7660

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 March 6, 2024
- 2. Minutes of the Special Board Meeting of March 14, 2024
- 3. Disbursement List

- H. Presentation—Robert A. Nechodom Good Citizenship Award
- I. Discussion/Action — Elimination of the Small Business Micro Loan Program
- J. Discussion/Action — MS4 Report
- K. Action – Adopt Resolution No. 5, Series 2024 MS4 Resolution

L. Discussion/Action – Doyle Pool Condition Report

M. Discussion/Action-2023 Budget Adjustments, Budget Carryover Amendments 2023-2024,
2023 Fund Balance Assignments and 2024 Budget Adjustments

N. Department and Officers Progress Report

O. Call for Unfinished Business

P. Items for Future Agenda

Q. Adjournment

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 108 West Main Street, (920) 423-3852, [email: Laurie@littlechutewi.org](mailto:Laurie@littlechutewi.org) Prepared: March 15, 2024

VILLAGE OF LITTLE CHUTE MONTHLY REPORT



Little Chute

ESTABLISHED 1848

February
2024

Village Report to the Board of Trustees

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

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – FEBRUARY 2024

The information in this report is meant to provide a snapshot of Village operations for the month preceding. The goal is to provide statistics and measures that can be analyzed and viewed over time. These reports will be reported to the Board monthly. The reports will be added to the official files of the Village of Little Chute and be published on the Village's website at www.littlechutewi.org.

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

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

Department Overview

The report will track monthly activities for the following:

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

Questions or Comments

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

Beau Bernhoft
Village Administrator
108 W. Main Street
Little Chute, WI 54140
920-423-3850
beau@littlechutewi.org

VILLAGE ADMINISTRATOR

February Administration Updates

- Finalizing construction easements and gathering signatures for the W. Evergreen Drive reconstruction project.
- LCBA meeting in February was at Creative Simplicity. Rustic Rescue is going to be presenting a renovation plan to the exterior of their building to the Design Review Board in March. Business updates were all positive during the meeting.
- Working with legal counsel on drafting the contract for design and engineering services with Keller for the new fire station project. Should be beginning this process in March.
- Working internally to prepare for Audit, CIP, and 2024 project kickoffs.

Current Work List and Progress Update

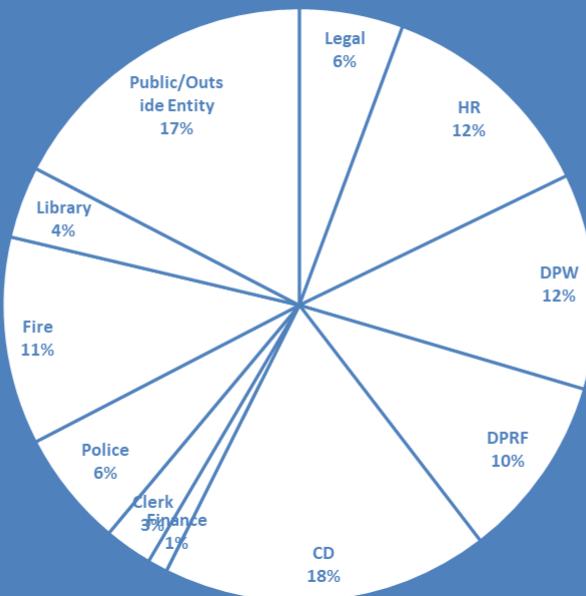
- Ebb Trail Storm project – easements are secured, and McMahon will proceed with the project.
- Assisting departments in various day-to-day operations. With the resignation of Director Kittel in Community Development, will begin taking over responsibilities for Community Development until a replacement is hired.
- Monitoring project progress both in private development and public construction.
- Working with legal on various ongoing items in the Village. Additional meetings occurring and information gathering.
- Site plan review ongoing for projects in the community.
- Assisting Human Resources in various matters.

Items for March

- Posting and interviews for Community Development Director.
- Finalize contract with Keller and schedule introductory meeting with the development team for the new fire station.
- Assist Departments in various projects such as Heesakker Park donation, monthly meetings, etc.
- Continue to assist Human Resources in various personnel matters.
- Work with the Clerk and various committees on terms, replacements and onboarding new members.
- 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. Last update was 3/15/2023.

2024 TOTAL ADMIN TIME ALLOCATION



VILLAGE CLERK

Our focus continues to be on the April 2, Spring Election and Presidential Preference. We continue to plan and prepare by attending training webinars, purchasing supplies and equipment, and contacting poll workers. Election Day plans are underway, ballots quantities have been requested by county and poll worker training is underway. We are working with the Department of Public Works to design and produce the Spring Newsletter containing the MS4 report, this will be mailed to all residents later this spring. Also in development is a flyer to be used by the water department to quickly notify residents of potential issues and update information. We were also recently made aware of impacts of Wisconsin Act 73 on Liquor License Renewals and Cigarette Licenses. All new forms and paperwork will be required but are not yet available by the DOR. We are in the process of updating our website with the new forms and paperwork and have contacted current license holders to make them aware of these changes.

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

- Shared data from social media sites
- Attended Bid Openings
- Agendas/Minutes for meetings
- Continued maintenance of the Village Website
- Updated Newsletter mailing lists
- Process Quarter 4 voter registration mailers
- Work with other Departments to create Social Media schedule, coordinate postings
- Ongoing phone support
- Operator License Renewals
- Plan for 2024 Elections
- Order ballots from County, 8 different styles and supplies
- Contact Poll workers, begin training and scheduling
- Attend training and webinars for 2024 Spring Election
- Create Spring 2024 DPW newsletter
- Work with Utility Billing Clerk to create flyer and online form
- Update Design Manual website links

Goals for March:

- Agendas/Minutes for meetings
- 2024 Election preparations
- Update Badger Books with software updates
- Set Badger Books up for poll worker training
- Mail Absentee Ballots, March 12 deadline
- Process Absentee Ballot requests, mail in 24 hours
- Hold in-person absentee voting March 19 – 29
- Work with DPW to Finalize spring newsletter
- Work with Parks and Rec to create fall newsletter
- Conduct Poll Worker and Chief training
- Work with Utilities to create door flyers
- 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 and begin paperwork for Liquor License renewals

2024 Social Media Metrics

	January	February	2024 Totals
	Facebook Posts		
People Reached	79,686	82,175	161,861
Content Interactions	3,942	3,242	7,184
Link Clicks	133	468	601
Facebook Visits	4,768	3,961	8,729
new likes	140	89	229
Facebook followers	7,108	7,134	14,242
Most popular post (reach)	TbTh 133 E Main	TbTh Tony wonders	0
Facebook Videos			
Minutes Viewed	4,235	10	4,245
1-Minute Video Views	862	7	869
3-Second Video Views	11,072	113	11,185
Video Engagement	220	3	223
Most popular Video	ice rink	NA	

	Instagram		
Instagram Reach	296	454	750
Profile visits	21	24	45
New followers	8	6	14
Followers	996	1,001	990
Popular Post	TbThur Main st	TbThur Tony Wonder	

	LinkedIn		
Page Views	58	55	113
Unique Visitors	44	26	70
Post Impressions	65	393	458
followers	281	286	276

FINANCE DEPARTMENT

HIGHLIGHTS

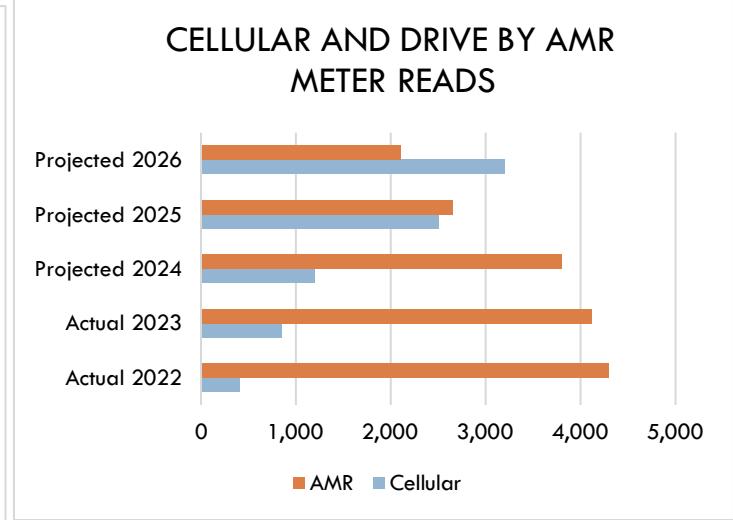
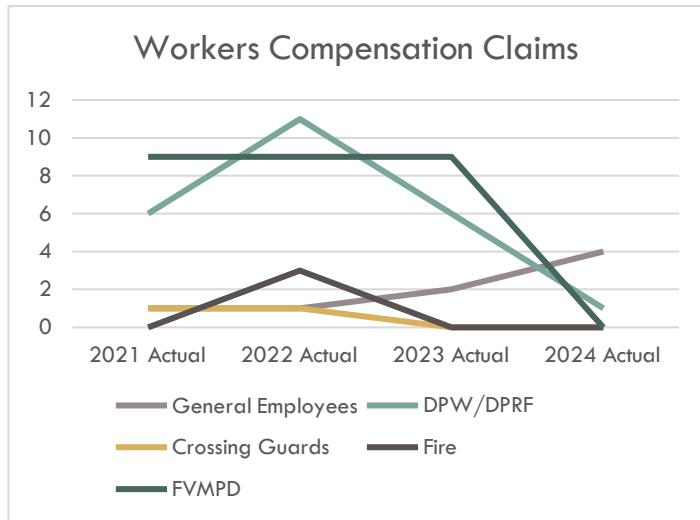
- Completed the February Tax Settlement with taxing jurisdictions for collections in January.
- 2023 audit preparation was a primary focus including issuance of 2023 special assessment bills.
- Onboard our new Accounts Payable Clerk, Deb Seidl, who is a quick learner, already providing the Village value with her vast accounting skills and ability to anticipate needs. Training in her primary role has been the focus for her first month.
- Collection efforts by the Accounts Payable Clerk on Personal Property delinquent notices from unpaid 2023 tax bills are in full swing.
- Processed five terminations and four new hires within the Village.
- Provided support to four other Village departments with their hiring processes.
- The worker's compensation audit took place to compute our final premium based on 2023 actual payroll data.
- The Payroll & Benefits Specialist furnished 1095-C forms for our employees in accordance with the Affordable Care Act reporting requirements.
- Annual Department of Safety Professional Services (DSPS) reporting of 2023 work-related injuries and illnesses log was filed timely.
- Met with Ascension WI Employer Solutions in a continued effort to update our pre-employment, random drug, and incident screening protocols.
- Completed the LWMMi 2023/2024 safety grant with the Department of Public Works.
- The Utility Billing Clerk and Deputy Clerk worked in conjunction to create a new door hanging flyer for residents who are experiencing high meter reads. The notice includes information to elect paperless billing, update contact information with the Village and a Public Drinking Water Notice.

TOP PRIORITIES FOR MARCH

- Primarily, host Kerber Rose for on-site for audit fieldwork testing the week of March 11th – 15th.
- Updated labor law posters to be hung at Village Hall, the Library, FVMPD and the MSB.
- Preparing retirement paperwork for two of our Village employees.
- Continued training efforts for our new Accounts Payable Clerk.
- Updating procedure manuals for a more consistent format throughout the department and the ability to quickly back up a team member in need.
- Training on the new digital signage application at the MSB.
- Human Resources Manager to conduct two exit interviews.
- Working in conjunction with the Library Director to replace the copier and incorporate into the Village's existing lease with Marco that will result in savings.

CONTINUOUS IMPROVEMENT EFFORTS

- The Payroll & Benefits Specialist created a quick reference guide for benefit coverage terminations. Each provider delineates when coverage ends and through what date premiums will be assessed. This resource will reduce the probability of error and increase efficiency.
- Our Accounting Clerk completed one of two payrolls for the year to keep up on her cross-training should she need to fill in for our Payroll Specialist.



PERFORMANCE MEASUREMENTS

	Actual <u>2021</u>	Actual <u>2022</u>	Actual <u>2023</u>	Target <u>2024</u>
# Months bank reconciliation completed timely	12	12	12	12
# Of stale checks outstanding	8	13	9	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)%	4.5% vs 3.9%	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%

HUMAN RESOURCE LEARNING OPPORTUNITY

Remote and hybrid work continues to exist in public, private and nonprofit sectors in many jobs and many forms. Amidst a tight labor market, local governments continue to be challenged by competition on many fronts. When competing for talent, local governments can define benefits such as Wisconsin Retirement System but there are benefits that may be more difficult. Remote work is one example. A survey of Wisconsin local government noted that 40% of staff on average are considered eligible. Challenges noted software/hardware limitations, onboarding, and training. Best practices observe:

- Consider schedule flexibility where possible.
- Creative job structures: share positions, regular work hours standard day flexibility, seasonal, or part-time.
- Identify remote work standards and conduct routine employee feedback.

	FEBRUARY	YTD 2024	BUDGET 2024	Over (Under) Budget	% OF BUDGET
				VARIANCE	Highlight >20%
GENERAL FUND					
Taxes	309,506.15	711,910.00	986,870.00	(274,960.00)	72.14%
Total Licenses and Permits	4,919.01	19,606.01	109,005.00	(89,398.99)	17.99%
Intergovernmental Aid	750.00	209,981.58	2,951,976.00	(2,741,994.42)	7.11%
Public Charges for Service	3,700.48	10,814.16	152,885.00	(142,070.84)	7.07%
Fines and Forfeitures	7,512.20	17,847.57	88,500.00	(70,652.43)	20.17%
Total Interest	20,668.72	52,602.91	107,365.00	(54,762.09)	48.99%
Miscellaneous Revenue	24,741.99	24,964.07	112,300.00	(87,335.93)	22.23%
Other Financing Sources	19,066.29	36,687.00	220,000.00	(183,313.00)	16.68%
Total General Fund Revenue	390,864.84	1,084,413.30	4,728,901.00	(3,644,487.70)	22.93%
Village Board	3,680.68	8,423.05	104,025.00	(95,601.95)	8.10%
Administration	10,240.80	14,386.88	110,421.00	(96,034.12)	13.03%
Finance	29,341.25	45,615.35	304,995.00	(259,379.65)	14.96%
Clerk	38,075.65	62,407.74	259,078.00	(196,670.26)	24.09%
Community Development - Assessing	11,321.89	17,343.76	87,932.00	(70,588.24)	19.72%
Inspections	29,458.18	35,818.59	152,760.00	(116,941.41)	23.45%
Economic Development	4,210.09	7,930.00	107,753.00	(99,823.00)	7.36%
Village Hall	7,034.27	13,986.89	91,093.00	(77,106.11)	15.35%
Municipal Court	7,322.16	15,654.56	74,914.00	(59,259.44)	20.90%
Unallocated	9,763.93	21,773.93	26,717.00	(4,943.07)	81.50%
Insurance	6,720.12	61,859.74	211,147.00	(149,287.26)	29.30%
Village Promotion and Goodwill	245.14	305.47	36,576.00	(36,270.53)	0.84%
Fire Operations	16,196.26	60,017.08	311,996.00	(251,978.92)	19.24%
Fire Allocated	27,502.24	64,494.59	378,307.00	(313,812.41)	17.05%
Crossing Guards	10,735.78	14,398.45	80,706.00	(66,307.55)	17.84%
Public Works Administration	4,782.76	6,694.93	43,056.00	(36,361.07)	15.55%
Public Works Engineering & GIS	5,409.07	8,910.81	69,993.00	(61,082.19)	12.73%
Public Works Street Repair and Maintenance	53,237.27	86,464.27	749,440.00	(662,975.73)	11.54%
Public Works Support Services	3,670.29	6,253.63	57,323.00	(51,069.37)	10.91%
Public Works Vehicle Maintenance	2,213.18	29,937.46	170,857.00	(140,919.54)	17.52%
Public Works Snow and Ice Control	51,734.33	105,327.17	222,305.00	(116,977.83)	47.38%
Public Works Weed Control	1,113.21	1,260.81	23,275.00	(22,014.19)	5.42%
Public Works Recycling	4,238.47	4,937.84	56,961.00	(52,023.16)	8.67%
Park	41,130.97	56,931.61	570,116.00	(513,184.39)	9.99%
Recreation	14,324.35	26,414.62	238,885.00	(212,470.38)	11.06%
Forestry	42,191.11	53,909.11	206,205.00	(152,295.89)	26.14%
Youth Football	895.57	1,270.47	28,773.00	(27,502.53)	4.42%
Community Band	639.32	855.96	13,292.00	(12,436.04)	6.44%
Transfers	-	-	-	-	#DIV/0!
Total General Fund Expenses	437,428.34	833,584.77	4,788,901.00	(3,955,316.23)	17.41%
GENERAL FUND NET REVENUES (EXPENSES)	(46,563.50)	250,828.53	(60,000.00)		
SANITATION					
Sanitation Revenues	51,771.72	102,848.67	600,300.00	(497,451.33)	17.13%
Sanitation Expenses	49,289.60	91,019.63	532,392.00	(441,372.37)	17.10%
SANITATION NET REVENUES (EXPENSES)	2,482.12	11,829.04	67,908.00		
FIRE EQUIPMENT DONATION					
Fire Equipment Donation Revenues	35,488.97	80,653.84	120,000.00	(39,346.16)	67.21%
Flag Pole Memorial Expenses	-	-	1,236,100.00	(1,236,100.00)	0.00%
FIRE EQUIPMENT DONATION NET REVENUES (EXPENSES)	35,488.97	80,653.84	(1,116,100.00)		
AQUATICS					
Aquatics Revenue	45,920.98	103,997.37	209,376.00	(105,378.63)	49.67%
Aquatics Expenses	2,424.87	7,180.67	209,376.00	(202,195.33)	3.43%
AQUATICS NET REVENUES (EXPENSES)	43,496.11	96,816.70	-		

	FEBRUARY	YTD 2024	BUDGET 2024	Over (Under) Budget Variance	% OF BUDGET	
					Highlight >20%	
LIBRARY/CIVIC CENTER						
Library/Civic Center Revenues	175,577.71	402,834.17	692,568.00	(289,733.83)	58.17%	
Library/Civic Center	55,569.68	92,012.67	699,568.00	(607,555.33)	13.15%	
LIBRARY/CIVIC CENTER NET REVENUES (EXPENSES)	120,008.03	310,821.50	(7,000.00)			
CONSOLIDATED POLICE SERVICES						
Consolidated Police Services Revenue	839,202.70	2,312,489.90	4,305,408.00	(1,992,918.10)	53.71%	
Police Services Consolidated	514,564.15	740,316.45	4,305,408.00	(3,565,091.55)	17.20%	
CONSOLIDATED POLICE SERVICES NET REVENUES (EXPENSES)	324,638.55	1,572,173.45	-			
VAN LIESHOUT RECREATION CENTER						
Van Lieshout Rec Center Revenues	1,658.26	4,604.26	23,600.00	(18,995.74)	19.51%	
Van Lieshout Rec Center Expenses	870.10	1,699.53	34,919.00	(33,219.47)	4.87%	
VAN LIESHOUT NET REVENUES (EXPENSES)	788.16	2,904.73	(11,319.00)			
PROMOTIONAL FUND						
Promotional Fund Revenues	9,043.42	3,378.39	47,000.00	(43,621.61)	7.19%	
Promotional Fund Expenses	-	63.27	33,500.00	(33,436.73)	0.19%	
PROMOTIONAL NET REVENUES (EXPENSES)	9,043.42	3,315.12	13,500.00			
AMERICAN RESCUE FUND						
American Rescue Fund Revenues	2,781.63	5,024.98	-	(5,024.98)	#DIV/0!	
American Rescue Fund Expenses	-	1,777.28	-	1,777.28	#DIV/0!	
AMERICAN RESCUE PROMOTIONAL NET REVENUES (EXPENSES)	2,781.63	3,247.70	-			
TRANSPORTATION SPECIAL REVENUE FUND						
Transportation Special Revenue Fund Revenues	61.80	133.21	200.00	(66.79)	66.61%	
Transportation Special Revenue Fund Expenses	-	-	15,388.00	(15,388.00)	0.00%	
TRANSPORTATION SR FUND NET REVENUES (EXPENSES)	61.80	133.21	(15,188.00)			
COMMUNITY DEVELOPMENT GRANT FUND						
Community Development Grant Fund Revenues	-	-	-	-	#DIV/0!	
Community Development Grant Fund Expenses	-	-	-	-	#DIV/0!	
COMMUNITY DEVELOPMENT GRANT NET REVENUES (EXPENSES)	-	-	-			
SMALL BUSINESS MICRO LOAN FUND						
Small Business Micro Loan Fund Revenues	824.03	1,721.70	5,000.00	(3,278.30)	34.43%	
Small Business Micro Loan Fund Expenses	-	-	500.00	(500.00)	0.00%	
SMALL MICRO LOAN FUND NET REVENUES (EXPENSES)	824.03	1,721.70	4,500.00			
FAÇADE RENOVATION GRANT FUND						
Façade Renovation Grant Fund Revenues	844.63	1,762.70	5,000.00	(3,237.30)	35.25%	
Façade Renovation Grant Fund Expenses	-	(30.00)	750.00	(780.00)	-4.00%	
COMMUNITY DEVELOPMENT GRANT NET REVENUES (EXPENSES)	844.63	1,792.70	4,250.00			
NELSON CROSSING MAINTENANCE						
Nelson Crossing Maintenance Revenues	1,162.98	2,648.04	3,632.00	(983.96)	72.91%	
Nelson Crossing Maintenance Expenses	-	-	3,505.00	(3,505.00)	0.00%	
NELSON CROSSING MAINTENANCE NET REVENUES (EXPENSES)	1,162.98	2,648.04	127.00			

	FEBRUARY	YTD 2024	BUDGET 2024	Over (Under) Budget Variance	% OF BUDGET	
					Highlight >20%	
EQUIPMENT REVOLVING FUND						
Equipment Revolving Revenue	15,390.80	(58,024.05)	235,000.00	(293,024.05)	-24.69%	
Equipment Revolving Expenses	115,827.00	115,827.00	215,000.00	(99,173.00)	53.87%	
EQUIPMENT NET REVENUES (EXPENSES)	(100,436.20)	(173,851.05)	20,000.00			
FACILITY AND TECHNOLOGY FUND						
Facility and Technology Fund Revenues	47,497.83	108,665.81	144,550.00	(35,884.19)	75.18%	
Facility and Technology Fund Expenditures	6,554.00	11,414.00	161,550.00	(150,136.00)	7.07%	
FACILITY AND TECHNOLOGY NET REVENUES (EXPENSES)	40,943.83	97,251.81	(17,000.00)			
FIRE STATION CONSTRUCTION						
Fire Station Construction Revenues	2,564.79	5,359.80	-	150,136.00		
Fire Station Construction Expenditures	-	-	600,000.00	(600,000.00)		
FIRE STATION CONSTRUCTION NET REVENUES (EXPENSES)	2,564.79	5,359.80	(600,000.00)	750,136.00		-0.89%
TAX INCREMENT DISTRICT 4						
Tax Increment District 4 Revenues	568,339.25	1,300,079.54	1,766,150.00	(466,070.46)	73.61%	
Tax Increment District 4 Expenses	13,675.92	458,691.62	1,348,808.00	(890,116.38)	34.01%	
TAX INCREMENTAL DISTRICT 4 NET REVENUES (EXPENSES)	554,663.33	841,387.92	417,342.00			
TAX INCREMENT DISTRICT 5						
Tax Increment District 5 Revenues	130,121.68	297,633.80	417,698.00	(120,064.20)	71.26%	
Tax Increment District 5 Expenses	34,967.13	36,491.21	303,511.00	(267,019.79)	12.02%	
TAX INCREMENTAL DISTRICT 5 NET REVENUES OVER EXPENSES	95,154.55	261,142.59	114,187.00			
TAX INCREMENT DISTRICT 6						
Tax Increment District 6 Revenues	730,221.62	1,671,456.74	2,090,586.00	(419,129.26)	79.95%	
Tax Increment District 6 Expenses	53,777.19	63,239.00	1,821,594.00	(1,758,355.00)	3.47%	
TAX INCREMENTAL DISTRICT 6 NET REVENUES (EXPENSES)	676,444.43	1,608,217.74	268,992.00			
TAX INCREMENT DISTRICT 7						
Tax Increment District 7 Revenues	260,633.09	593,471.54	698,000.00	(104,528.46)	85.02%	
Tax Increment District 7 Expenses	54,596.73	65,563.53	3,898,325.00	(3,832,761.47)	1.68%	
TAX INCREMENTAL DISTRICT 7 NET REVENUES (EXPENSES)	206,036.36	527,908.01	(3,200,325.00)			
TAX INCREMENT DISTRICT 8						
Tax Increment District 8 Revenues	40,366.55	91,670.73	105,000.00	(13,329.27)	87.31%	
Tax Increment District 8 Expenses	16,041.37	64,559.58	207,250.00	(142,690.42)	31.15%	
TAX INCREMENTAL DISTRICT 8 NET REVENUES (EXPENSES)	24,325.18	27,111.15	(102,250.00)			
PARK IMPROVEMENT						
Park Improvement Revenue	3,301.70	6,412.93	13,100.00	(6,687.07)	48.95%	
Park Improvement Expenses	923.42	(283,944.15)	759,016.00	(1,042,960.15)	-37.41%	
PARK IMPROVEMENTS NET REVENUES (EXPENSES)	2,378.28	290,357.08	(745,916.00)			
CONSTRUCTION FUND						
Special Assessment Revenue	99,865.46	108,378.04	118,403.00	(10,024.96)	91.53%	
Capital Projects Revenue	50,788.16	115,892.45	152,102.00	(36,209.55)	76.19%	
TOTAL CONSTRUCTION REVENUE	150,653.62	224,270.49	270,505.00	(46,234.51)		82.91%
Special Assessment Expense	218.80	218.80	189,956.00	(189,737.20)	0.12%	
Construction Projects	3,085.48	(847.20)	84,015.00	(84,862.20)	-1.01%	
Administration Capital Projects	17,424.14	26,039.61	176,190.00	(150,150.39)	14.78%	
TOTAL CONSTRUCTION EXPENSES	20,728.42	25,411.21	450,161.00	(424,749.79)		5.64%
CONSTRUCTION FUND NET REVENUES (EXPENSES)	129,925.20	198,859.28	(179,656.00)			

	FEBRUARY	YTD 2024	BUDGET 2024	Over (Under) Budget Variance	% OF BUDGET Highlight >20%
SEWER					
Sewer Revenues	386,119.89	596,733.88	3,640,837.00	(3,044,103.12)	16.39%
Sewer Capital	1,624.93	2,236.06	16,009.00	(13,772.94)	13.97%
Sewer Financing	23,283.00	44,766.00	262,318.00	(217,552.00)	17.07%
Sewer Treatment	187,353.33	382,860.50	2,781,803.00	(2,398,942.50)	13.76%
Sewer Collection	21,449.05	28,809.61	228,570.00	(199,760.39)	12.60%
Sewer Customer A/R	13,761.47	24,913.68	170,092.00	(145,178.32)	14.65%
Sewer Admin and General	15,575.64	34,516.15	211,309.00	(176,792.85)	16.33%
TOTAL SEWER EXPENSES	263,047.42	518,102.00	3,670,101.00	(3,151,999.00)	14.12%
SEWER NET REVENUES (EXPENSES)	123,072.47	78,631.88	(29,264.00)		
WATER UTILITY					
Water Utility Revenues	220,292.65	423,021.59	2,963,472.00	(2,540,450.41)	14.27%
Water Capital Projects	1,482.78	3,299.31	16,593.00	(13,293.69)	19.88%
Water Financing	71,448.00	134,271.54	815,179.00	(680,907.46)	16.47%
Water Source	1,277.54	3,074.07	60,500.00	(57,425.93)	5.08%
Pumping	21,393.71	41,944.98	289,288.00	(247,343.02)	14.50%
Water Treatment	82,048.07	108,960.98	672,126.00	(563,165.02)	16.21%
Water Distribution	47,742.44	70,013.28	868,891.00	(798,877.72)	8.06%
Customer A/R	8,871.16	12,038.77	87,824.00	(75,785.23)	13.71%
Admin and General	11,550.67	45,891.24	207,294.00	(161,402.76)	22.14%
TOTAL WATER EXPENSES	245,814.37	419,494.17	3,017,695.00	(2,598,200.83)	13.90%
WATER NET REVENUES (EXPENSES)	(25,521.72)	3,527.42	(54,223.00)		
STORMWATER UTILITY					
Stormwater Revenue	136,862.65	214,506.38	2,394,785.00	(2,180,278.62)	8.96%
Stormwater Capital Projects	7,364.78	10,623.38	2,484,204.00	(2,473,580.62)	0.43%
Storm Financing	48,800.00	93,627.00	599,186.00	(505,559.00)	15.63%
Storm Pond Maintenance	3,529.45	5,797.30	148,945.00	(143,147.70)	3.89%
Storm Collection	24,233.21	27,698.76	169,262.00	(141,563.24)	16.36%
Storm Customer A/R	6,974.01	10,141.26	72,000.00	(61,858.74)	14.09%
Storm Admin and General	19,525.86	52,907.75	271,790.00	(218,882.25)	19.47%
TOTAL STORM EXPENSES	110,427.31	200,795.45	3,745,387.00	(3,544,591.55)	5.36%
STORMWATER NET REVENUES (EXPENSES)	26,435.34	13,710.93	(1,350,602.00)		

January and February tax settlement for collections to date have been recorded in various funds. Reminder State aids received in July and November. Permit revenue typically picks up more as spring approaches.

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 February is a \$221,380 unrealized loss. The positive news is that interest earnings have escalated from previous stale markets.

Annual website support (Clerk), annual support for TIPSS (Court,) first quarter business insurance (various funds), Valley Transit quarterly aid that offsets local share is quarterly, snow and ice higher due to winter months, inspections annual payment for Cloudpermit made in February, engine replacement on chipper truck, chassis received for one of the dump trucks in fleet while debt service payments due in TID 4 and 8 account for expense variations above 20%.

Park Improvement Fund has negative expenditures as we accrued expense for payment on Ebb Trail Phase II work that was completed in 2023 but not billed. This entry is reversed in 2024 so that no impact to 2024 when bill is eventually paid. Delays from vendor in getting payment requests.

Landfill revenue for Sewer Utility is billed on a quarterly billing; the first quarter will not be billed until April. Strength invoices have not been issued to Nestle and Bel Brands(February) and Oh Snap Pickling! (January and February) as waiting on data.

Capital Contributions (revenue) are not recorded until year end (capital assets paid for by TID or contributed by developers) in the Sewer Utility (\$238,000), Water Utility (\$450,000) and Stormwater (\$1,030,000).

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

COMMUNITY DEVELOPMENT

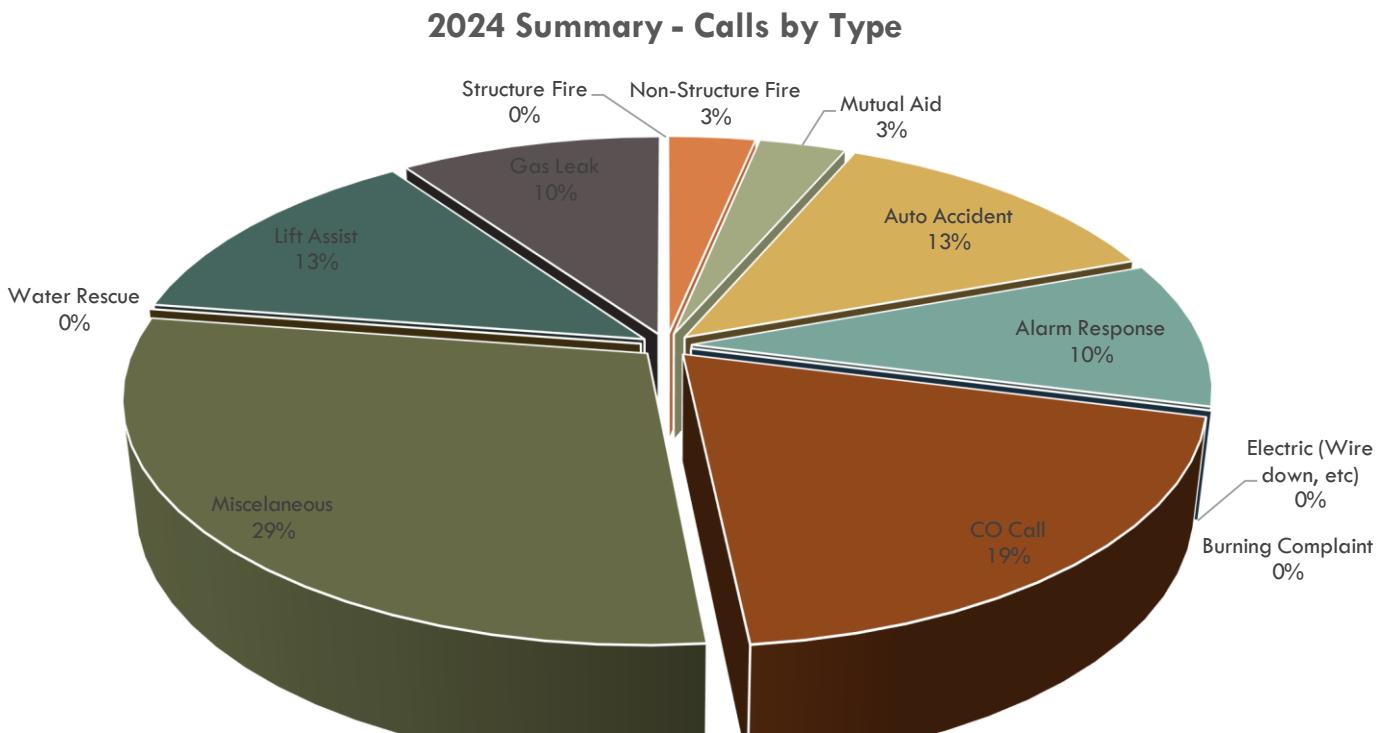
HIGHLIGHTS

- 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.

TOP PRIORITIES FOR MARCH 2024

- Administration will continue various day-to-day functions until the replacement has been onboarded. The anticipated hire time will be April.

Little Chute Fire Department



LCFD Incident Report - February 2024**Number of Incidents:****Incidents Last Year: 14****Year-to-Date:**

Date	Time	Incident Number	Location	Description	Response	Vehicles
2/1/2024	8:21	24LC00018	551 Marcella St - Kimberly	Daytime mutual aid call with Kimberly on fires	Vehicle fires - assisted in extinguishing Uhauls near storage unit	3622- Engine 3641- Aerial
2/1/2024	17:06	24LC00019	1116 Buchanan St	Smell of gas in basement reported	Investigate, nothing found	3621- Engine 3641- Aerial
2/7/2024	14:35	24LC00020	333 Cherry Lane	CO alarm sounding	Investigate, nothing found	3621- Engine
2/7/2024	22:29	24LC00021	1209 Roosevelt St	CO alarm sounding	Found CO due to pellet stove, cleaned out and shut off	3621- Engine 3641- Aerial
2/9/2024	1:58	24LC00022	Hwy 41 & Freedom Rd	2 vehicle accident	General cleanup	3621- Engine 3622- Engine
2/12/2024	5:28	24LC00023	N9515 Sunset Road, Town of Maine	MABAS call - Nichols fire department	Assist with barn fire	3622- Engine
2/12/2024	16:08	24LC00024	3900 Freedom Rd	Tanker leaking fluid from trailer	Apply oil dry to clean up	3621- Engine
2/14/2024	3:16	24LC00025	507 Johnson Ct	Female fell, no injury	Lift assist	3621- Engine
2/15/2024	14:41	24LC00026	220 W Main St	Gas smell in Jets Pizza	Identified source of leak with meters, owner will address	3621- Engine 3641- Aerial
2/16/2024	8:40	24LC00027	1201 Garfield Ave	Commercial fire alarm sounding	Investigate, painting triggered	3621- Engine
2/22/2024	19:26	24LC00028	1125 W Main St	Occupant fell, needs assistance getting up	Lift assist	3621- Engine
2/25/2024	3:39	24LC00029	1315 Vandenbroek Rd	Smoke alarms sounding due to burnt food	Ventilated apartment hallway	3621- Engine
2/26/2024	9:13	24LC00030	1411 Franklin St	Occupant fell, unresponsive in bed, EMS needs assistance getting individual on stretcher	Lift assist	3621- Engine
2/27/2024	21:20	24LC00031	1301 Rosehill Rd	Requested assistance in opening apartment door	Forced door open	3621- Engine



FOX VALLEY METRO POLICE DEPARTMENT

PERSONNEL

Metro Anniversaries for March:

Officer Michael Gostisha: 12 years

Captain Jeremy Slotke: 19 years

The department is conducting an internal promotional process to promote an officer to lieutenant to fill the vacancy when Lt. Ulman retires May 1st.

We conducted a one-day hiring assessment event on March 2nd for police officer applicants. 15 applicants attended and the top five were interviewed by the police chief the following week.

The department is currently seeking well-qualified candidates for the position of Administrative Manager and Police Clerk.

TRAINING

Lieutenants Mark Wery and Ed Slinde have completed their FAA Part 107 remote pilot training course and have passed their written certification test. They are now certified drone pilots.



Launch Preparation



Thermal view



Auto landing



FLEET

Beco Vehicle Solutions has installed the new antennas on the squad cars so that we can install the new, 5G capable Wi-Fi routers in them.



The department completed a bid process for the 2024 squad car purchase. We received two quotes from area dealerships. Several dealerships either didn't respond or they informed us that they do not participate in the police fleet sales. No bids were received via the newspaper advertisement. Bergstrom Ford of Neenah responded with the lowest quote. An order was placed with Bergstrom, and it is estimated that we will receive the new squad car in late April.

Both squads that suffered damage from crashes in recent months have been repaired.

FACILITIES

The police department's kitchen / employee break room is getting a makeover with new appliances, flooring, additional electrical outlets, and some fresh paint. The current appliances are over 20 years old, and one was not even functioning anymore. Much of the work is being done by our facilities maintenance worker, Dave Neumann.

Before...





Progress...



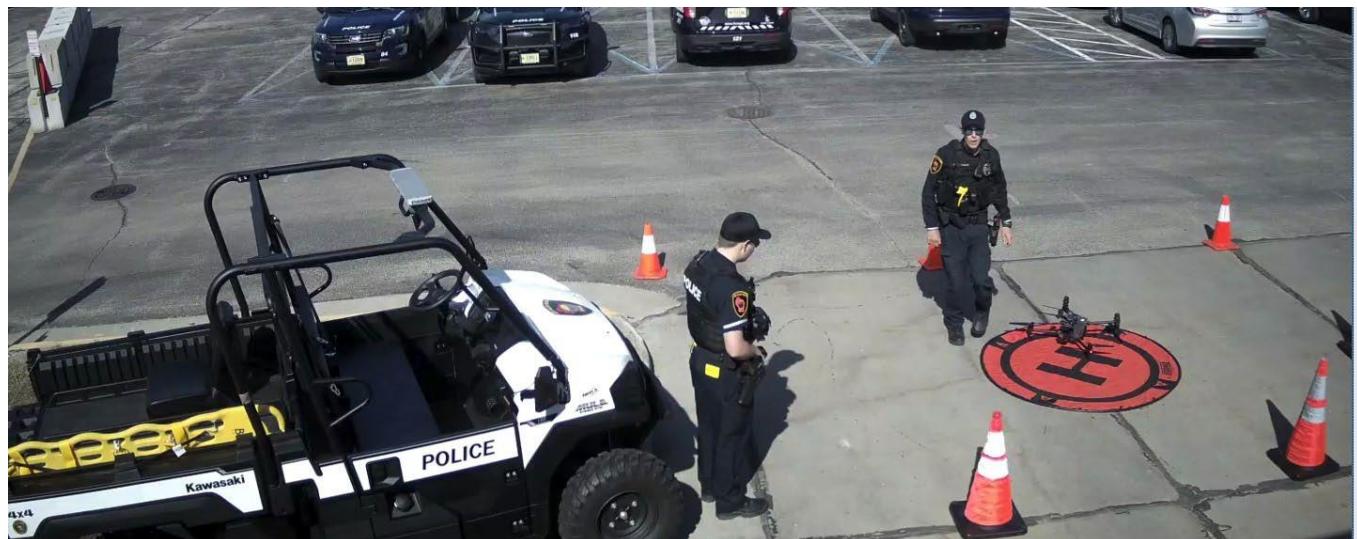
Finished Product....



OPERATIONS

On February 19th, the department's Honor Guard Team performed casket watch for retired Little Chute Police Department Assistant Chief of Police Thomas Hammen. Hammen died Thursday, February 8, 2024, at the age of 82. He started his law enforcement career with the Outagamie County Sheriff's Of~~ce~~ice in 1966 and a few years later, he joined the Little Chute PD. He retired as the Assistant Chief prior to the merger that created Metro.

On March 11th, about 125 students from the Little Chute Elementary School toured our facility. In addition to seeing our building, students also learned about our ~~fleet~~ vehicles, our police dog – Rax, and they got to see our new drone ~~fly~~ above their school.



ADMINISTRATION / CLERICAL

Upcoming / recent meetings:

Village of Kimberly Board Meeting – 3/4

Municipal Court Informational Meeting – 3/5

Outagamie County Police Chiefs meeting – 3/6

Metro Village Administrators Meeting - 3/7

Police Lights of Christmas event planning meeting – 3/14

Metro Police K-9 Foundation Meeting – 3/14

Village of Little Chute Board Meeting – 3/20

One of the VOLC crossing guards has resigned. We are now short staffed two crossing guards.

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

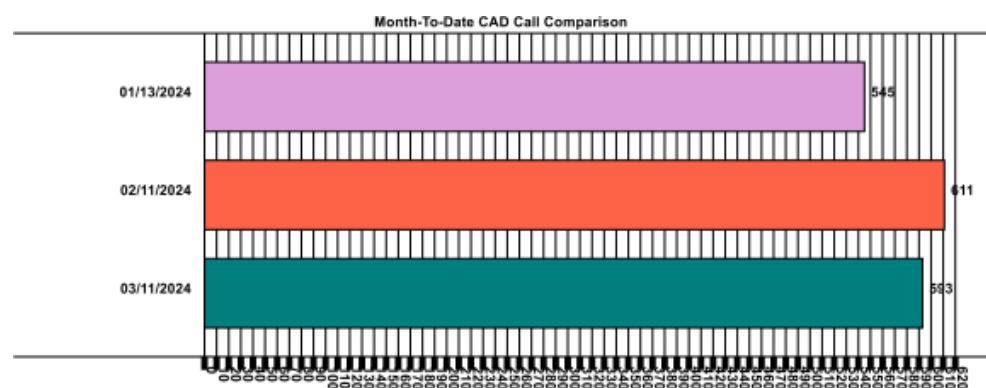
Call Nature	02/12/2024	01/14/2024	1 mo %	12/16/2023	2 mo %
	to 03/11/2024:	to 02/11/2024:	change:	to 01/13/2024:	change:
911 Misdial	37	27	37.0%	23	60.9%
Abandoned Vehicle	2	5	-60.0%	3	-33.3%
Abdominal A-Adam Response	1	0	N/A	1	0.0%
Accident in a Parking Lot	4	0	N/A	6	-33.3%
Accident with Injury	0	1	-100.0%	1	-100.0%
Accident with Scene Safety	0	0	N/A	1	-100.0%
Accident with Spill Cleanup	1	1	0.0%	0	N/A
Animal Bite	1	0	N/A	2	-50.0%
Animal Call	12	15	-20.0%	16	-25.0%
Assist Citizen or Agency	43	39	10.3%	48	-10.4%
Back Problem C-CharlesResponse	0	1	-100.0%	0	N/A
Bleeding B-Boy Response	2	0	N/A	2	0.0%
Bleeding D-David Response	2	0	N/A	3	-33.3%
Breathing Problem C-Charles	1	0	N/A	0	N/A
Breathing Problem D-David	1	3	-66.7%	3	-66.7%
Carbon Monoxide Alarm	0	4	-100.0%	2	-100.0%
Chest Complaint A-Adam	0	1	-100.0%	0	N/A
Chest Complaint C-Charles	1	1	0.0%	0	N/A
Chest Complaint D-David	0	1	-100.0%	3	-100.0%
Choking E-Edward Response	0	0	N/A	1	-100.0%
Civil Matter Assist	2	0	N/A	3	-33.3%
Civil Process	8	5	60.0%	13	-38.5%
Crime Prevention	35	17	105.9%	22	59.1%
Damage to Property	1	2	-50.0%	3	-66.7%
Diabetic Issue C-Charles	1	3	-66.7%	0	N/A
Disturbance	15	9	66.7%	10	50.0%
Disturbance with a Weapon	0	0	N/A	1	-100.0%
Domestic Disturbance	2	1	100.0%	3	-33.3%
Drug Complaint	0	1	-100.0%	0	N/A
Dumpster Fire	0	0	N/A	1	-100.0%
Emergency Committal	1	0	N/A	2	-50.0%

Village of Little Chute Monthly Report – February 2024

Fainting - dam	0	0	<i>NJ</i>	3	-100.0%
Fainting C-Ciarles	0		-100.0%	2	-100.0%
Falls A-Adam Response			0.0%	2	-50.0%
Falls B-Boy Response	3	0	<i>NJA</i>	4	-25.0%
Falls D-David Response	2	0	<i>NJA</i>	3	-3 .3%
Fire Ahlm1 Commercial	2	1	100.0%	0	<i>N/A</i>
Fire Dept Public Relations	0		-100.0%	0	<i>N/A</i>
Fire Ove ized/Comrn.erdal Veh	0	0	<i>N/A</i>	1	-100.0%
Fire Unauthorized Burning	0		-100.0%	0	<i>N/A</i>
Fire Vegetation or Gra	1	0	<i>N/A</i>	0	<i>N/A</i>
Fire Vehicle mall	0	0	<i>NJA</i>	1	-100.0%
Follo	17	5	240.0%	30	3,)o/c
Fraud Complaint	2	6	-66.7%	0	<i>N/A</i>
Garbage or Rubbish Fi.re	0	0	<i>N/A</i>		-100.0%
Hara.'sment	3	8	-62.5%	7	-57..1%
Hazard in Roadway	16	14	14.3%	8	100.0%
Heart Pmblem C-Charle	1	0	<i>N/A</i>	0	<i>N/A</i>
Heart Pr,ob,lem D-0:avid	3	1	200.0%	0	<i>N/A</i>
Jail GPS heck	9	6	50.0%	0	<i>N/A</i>
Juvenile omplaint	7	3	1.,3_.,%	3	13.1.3%
law Iam - Burghtry Panic	3	6	-50.0%	3	0.0%
ost or Found Valuables	2	3	-33.3%	3	-33.3%
Medical Assistance. o Injury	6	5	20.0%	5	20.0%
Medical J>re-Alert		6	-83.3%	4	-75.0%
Missiug Person	0		-100.0%	0	<i>/A</i>
Motorist Assi c	25	32	-21.9%	23	8.7%
Nfllm11 Gas or Propane, Leak	1	3	-66.7%	2	-50.0%
Noise Complaint	3		200.0%		200.0%
Ordinanoe Violation	5	2	150.0%	6	-16.7%
O erdose B-Boy	0	0	<i>NiA</i>	1	-100.0%
O e:rdose C-Charl	1	0	<i>N/A</i>	0	<i>N/A</i>
P B EmEd ard Respoo e	0	0	<i>NiA</i>		-100.0%
Parking nforccme111	B	10	30.0%	11	18.2%
Pallking Request		2	-50.0%	0	<i>N/A</i>
Pregnancy D-David	0	0	<i>N/A</i>	2	-100.0%
Rcckkss DriviTig Complaint	17	16	6.2%	16	6.2%
Restraining Order Tracking	2	0	<i>N/A</i>	0	<i>N/A</i>
Retail Thefl:	0	3	-100.0%	0	<i>N/A</i>
Runaway Juvenile	1	1	0.0%	0	<i>N/A</i>
Scam	3	3	0.0%	0	<i>/A</i>
School Safety	21	20	5.0%	12	75.0%

Village of Little Chute Monthly Report – February 2024

Seizure A-Adam Response	1	1	0.0%	0	N/A
Seizure B-Boy Response	1	1	0.0%	1	0.0%
Seizure C-Charles Response	2	0	N/A	0	N/A
Seizure D-David Response	1	0	N/A	0	N/A
Sex Offense	5	4	25.0%	1	400.0%
Sick A-Adam	3	6	-50.0%	4	-25.0%
Sick C-Charles	3	0	N/A	4	-25.0%
Sick D-David	0	1	-100.0%	0	N/A
Spill Cleanup	2	1	100.0%	0	N/A
Stroke C-Charles	0	4	-100.0%	6	-100.0%
Structure Fire Smoke or Flame	0	0	N/A	3	-100.0%
Suspicious Incident	6	13	-53.8%	11	-45.5%
Suspicious Person	6	2	200.0%	2	200.0%
Suspicious Vehicle	5	7	-28.6%	6	-16.7%
Testing Only	1	1	0.0%	2	-50.0%
Theft Complaint	4	6	-33.3%	4	0.0%
Theft of Automobile Complaint	1	0	N/A	2	-50.0%
Traffic Enforcement	2	10	-80.0%	6	-66.7%
Traffic Stop	159	189	-15.9%	82	93.9%
Traumatic Injuries A-Adam	1	0	N/A	0	N/A
Trespassing	1	2	-50.0%	0	N/A
Truancy	0	3	-100.0%	0	N/A
Unconscious D-David	2	2	0.0%	6	-66.7%
Unknown Problem B-Boy	1	0	N/A	0	N/A
Unlocked or Standing Open Door	0	4	-100.0%	1	-100.0%
Vehicle Accident	8	23	-65.2%	25	-68.0%
Vehicle Lockout	2	6	-66.7%	6	-66.7%
Violation of Court Order	3	5	-40.0%	8	-62.5%
Wanted Person or Apprehension	5	3	66.7%	2	150.0%
Welfare Check	23	18	27.8%	35	-34.3%





February Library Report

HIGHLIGHTS

- Our new part-time Library Assistant, Kathy, has completed training and is settling in.
- The library's annual report was completed and submitted to the Department of Public Instruction.
- Creation and adoption of a record retention policy for the library.
- Creation and adoption of a public postings policy for the library.
- Adoption of an updated Circulation policy for the library.
- Circulation is up 11.26% from the same period last year.
- Public computer use is up 22.65% from the same period last year.

UPCOMING GOALS

- Continue to plan summer programs.
- Continue to clean out and organize storage spaces in the library ahead of summer reading.
- All staff will complete an updated shelving training and then work on cleaning up our collections.
- Continue to work on hiring employees to bring the library back up to full staff.

Park, Rec, Forestry & Facilities

HIGHLIGHTS

- Updated Police Department Kitchen area.
- Continued Ash Tree and other tree removal efforts.
- Continued Tree Trimming efforts.
- Received re-hire letters from Aquatic Staff & Recreation Staff.
- Hosted Lifeguard Course in Ashwaubenon.
- Started planning for fall Market on Main event.
- Worked on Spring & Summer Program Book changes needed and final layout.
- Ordered tree seedlings from DNR for students participating in our Arbor Day event in May.
- Finalized contracts with entertainers for Family Fun Fest and Youth Carnival.
- Planning meeting to select and order flowers for 32 village planters.
- Received printer quotes for summer tee shirt program; printer selected.
- Held art class on February 19 where participants learned to paint a cardinal.
- Started interviewing applicants for summer jobs from applications received so far.
- Received quotes for weekend facility cleaning of Civic Center & Van Lieshout Rec Center; cleaning company selected; to start mid-March cleaning Sunday mornings on double rental weekends only

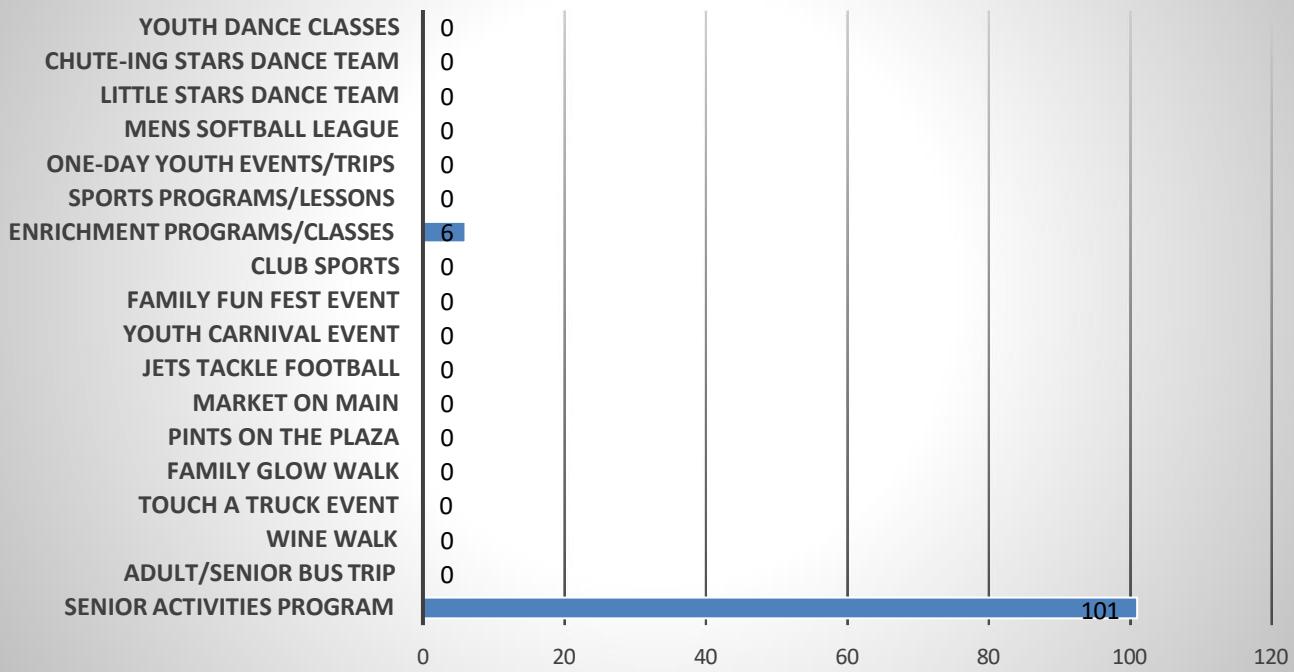


TOP PRIORITIES FOR MARCH

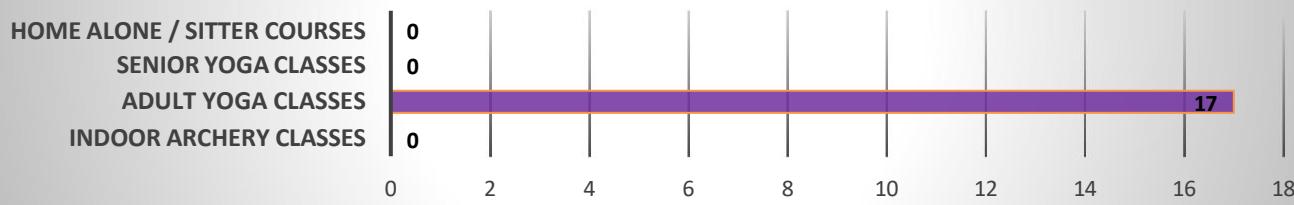
- Establish Zone C Ash Tree Removals.
- Continued Tree Trimming efforts.
- Establish Stump Removals.
- Interview and hire Parks and Pool staff.
- Prepare for Capital Improvement Projects.
- Establish plan for implementing signs on Cty. N crossing of Ebben Trail and stone for trail system.
- Work to renew Fox Locks Lease for Doyle and Island Parks.
- Work to finalize pickleball courts at Doyle Park.
- Work to finalize design and engineering plans for Splash Pad.
- Continue maintenance projects throughout all parks and facilities.
- Continued efforts to update Safety Center.
- Assist Library facilities in preparing for new Programming Librarian.
- Prepare for spring sports at the soccer and baseball fields.
- Submit facility request use forms to school district for summer basketball & jets football games.
- Mail tee shirt program sponsorship letters.
- Close applications for summer part-time work; review applications; schedule interviews; offer positions to selected applicants.
- Registration paperwork to men's softball team managers.
- Update Chute-ing Stars Dance Team tryout packet.
- Promote new spring/summer program book & start of registration on Facebook and e-newsletter blast.
- Begin planning for spring Arbor Day event.
- Request street closure permit from Wis DOT for 6/1 Cheese Fest parade and walk/run on Main St.
- Submit proclamations for Chute-ing Stars Dance Team and High School Dance Team accomplishments.
- Contracted football officials & athletic trainer for jets home games this fall.
- Contract buses for fall jets football games.
- Begin building spring & summer programs into RecDesk for start of registration on April 1.
- Work on updates to department website pages and links.



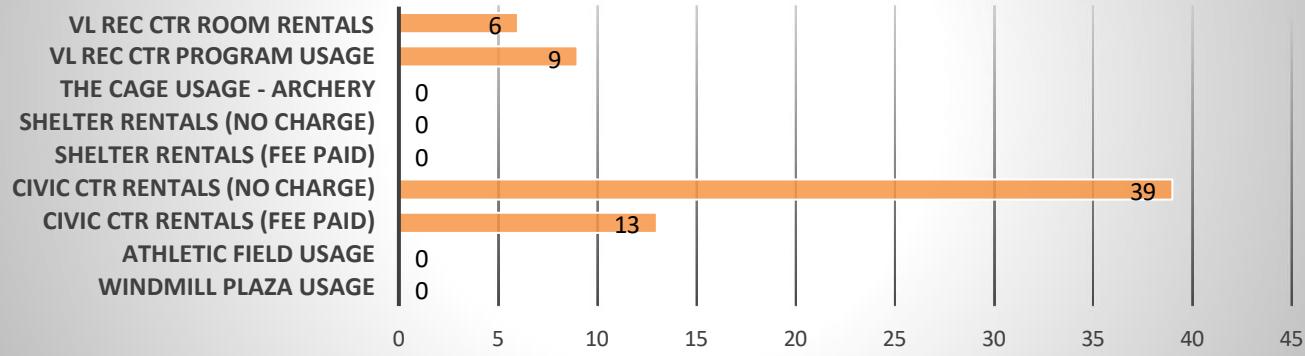
2024 Y-T-D PROGRAM PARTICIPATION



2024 Y-T-D VAN LIESHOUT REC CTR PROGRAMS



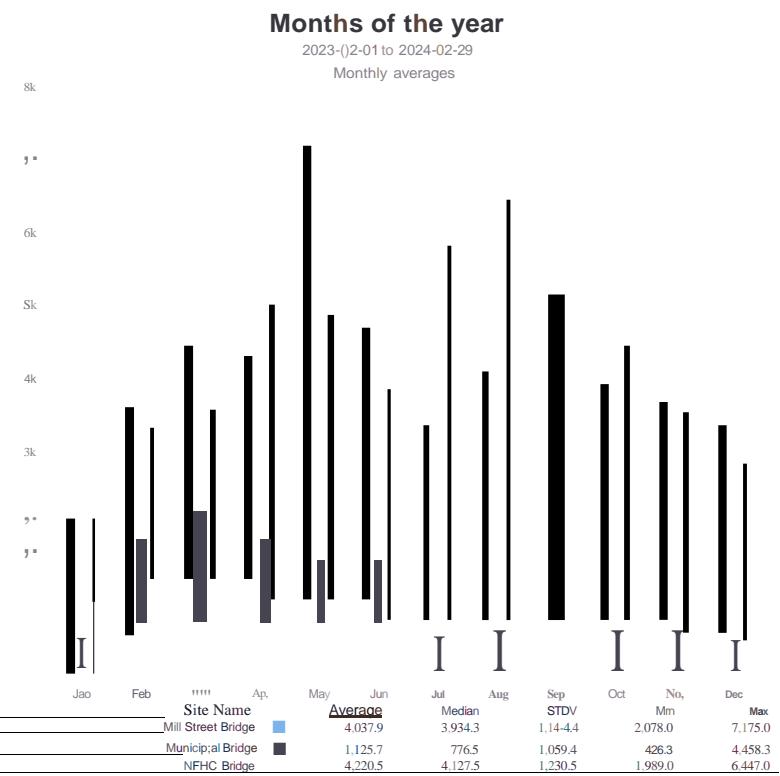
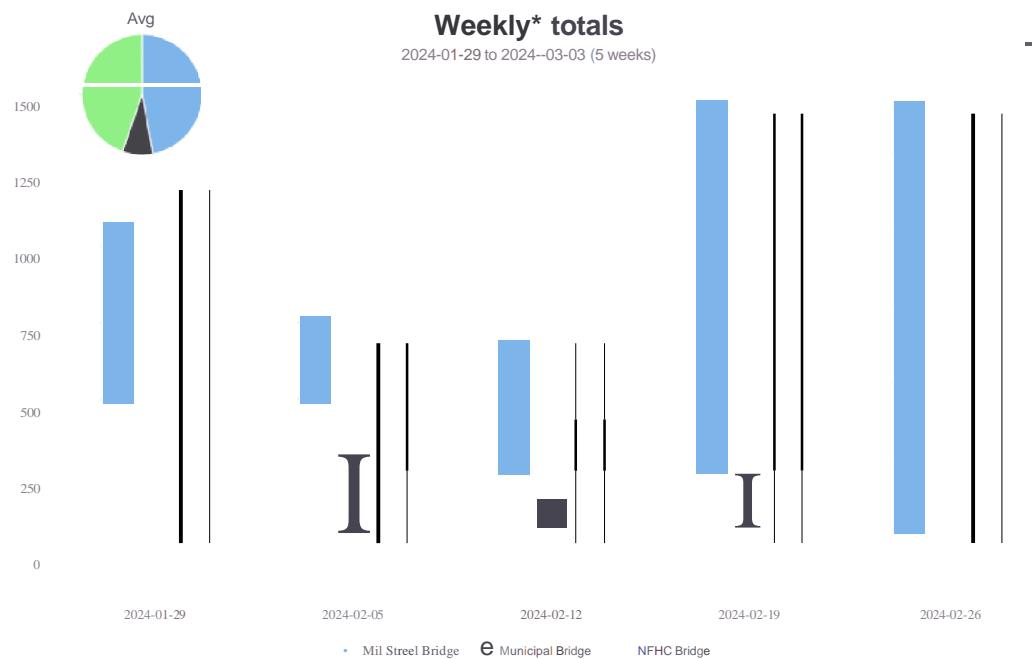
2024 Y-T-D SHELTER/FACILITY/FIELD USAGE



Day	Mill Street Bridge	*Municipal Bridge	NFHC Bridge
2024-02-01	142		138
2024-02-02	85		88
2024-02-03	236		258
2024-02-04	300		272
2024-02-05	127		94
2024-02-06	65		96
2024-02-07	122		156
2024-02-08	118		97
2024-02-09	61		55
2024-02-10	144	39	118
2024-02-11	135	37	134
2024-02-12	187	29	144
2024-02-13	66	12	46
2024-02-14	79	18	55
2024-02-15	42	2	36
2024-02-16	80	8	54
2024-02-17	45	11	47
2024-02-18	141	27	135
2024-02-19	168	26	191
2024-02-20	171		221
2024-02-21	248		208
2024-02-22	290		239
2024-02-23	50		24
2024-02-24	102		83
2024-02-25	396		415
2024-02-26	176		131
2024-02-27	359		341
2024-02-28	31		22
2024-02-29	81		66
	4247	209	3964

* Counter Error on Municipal Bridge - Working to resolve.

Running Total		
Mill Street Bridge	Municipal Bridge	NFHC Bridge
161,853	194,070	141,458
Counts are 6.15.12 to present		



Department of Public Works

Monthly Report – February 2024

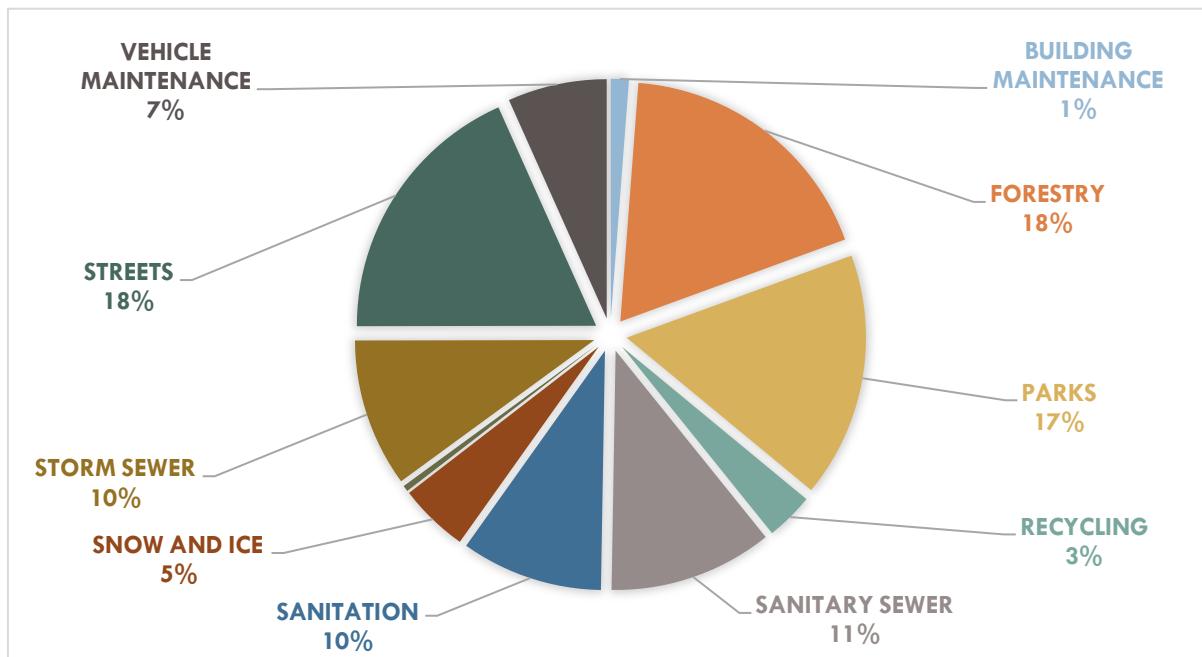
Highlights

- Employees replaced batteries, maintained, and read laser meters in sanitary sewer system.
- Erosion control and storm water permits were monitored.
- Salt barrels were maintained and filled throughout the Village.
- Jetted 13,720 feet of sanitary sewer main line.
- Bulky pickup occurred during the last week of the month.
- Applied road salt two times, used brine when necessary, and cleaned snow off Village railroad crossings, switches, and spur line.
- Worked with Speedy Clean to install a mini storm clean out on Coolidge Street between Taylor and Cypress.
- Staff checked storm pond pumps and ponds during thawing periods, cleaned trash racks, and checked outfalls.
- Compiled data for the 2023 Separate Storm Sewer System (MS4) annual report for the WDNR.
- Filed Tier II annual report with Wisconsin Emergency Management.
- Raked out plow damaged areas in the right-of-way.
- Employees attended concrete repair training.
- Cold mixed potholes in roadway.
- Thoroughly cleaned and detailed fleet and equipment.

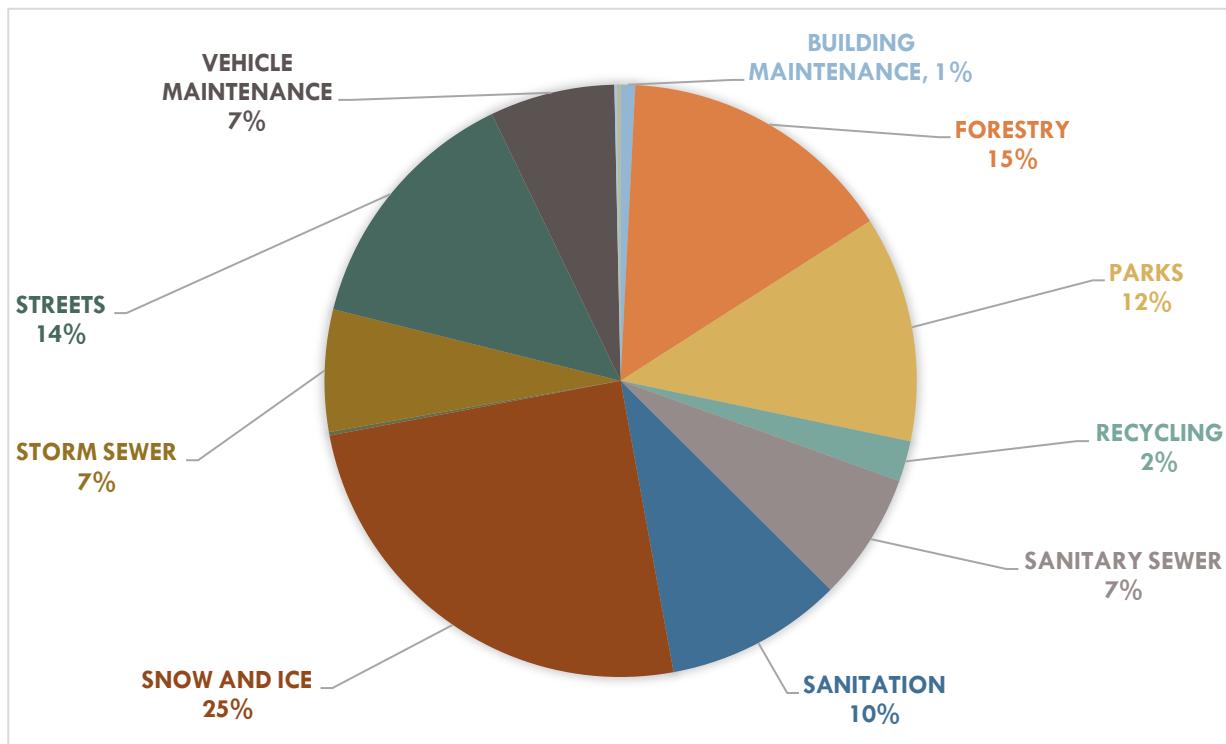
Top Priorities for March

- Employees will continue to look for I&I in the sanitary collection system.
- Monitor erosion control and storm water permits throughout the winter.
- Prep the Yard Waste Site to open in April.
- Village staff to perform prescribed storm pond burns at French and Industrial Ponds.
- File Municipal Separate Storm Sewer System (MS4) annual report to the WDNR.
- Repair Village railroad grade crossing surface on CTH OO.

February 2024 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: 2024 Utility Projects – February

No public utilities were installed in the month of February.

February 2024 - Utility Installation and Abandonments			
<i>Village of Little Chute</i>			
WATER MAIN	Units	Installed	Abandoned/Removed
None	NA	NA	NA
SANITARY SEWER	Units	Installed	Abandoned/Removed
None	NA	NA	NA
STORM SEWER	Units	Installed	Abandoned/Removed
None	NA	NA	NA

West Evergreen Drive - Utility Project

Don Hietpas & Sons has been awarded the 2024 utility contract on West Evergreen Drive. Project includes approximately 3,025 lineal feet of 12-inch to 48-inch diameter storm sewer main, 180 lineal feet of 6" pvc storm sewer laterals, 102 vertical feet of 4' to 8' standard precast storm manholes, and 32 total catch basins/storm sewer inlets. The sanitary sewer and water mains will remain in place; limited sanitary construction includes 17.5 vertical feet of sanitary manhole reconstruction and miscellaneous sanitary lateral abandonments and spot repairs. Water construction is limited to 16 lineal feet of 6" to 12" water main and related fittings to replace or relocate existing fire hydrants, 13 locations will also receive new 1-1/4" (approx. 260 Lineal feet) polyethylene water services and fittings. Utility installation will be executed using open-cut construction. A pre-construction meeting is scheduled for March 12th, the anticipated start date for Hietpas on Evergreen Drive is scheduled for March 18th.

West Evergreen Drive - Paving Project

Vinton Construction has been awarded the 2024 paving contract for West Evergreen Drive. A pre-construction meeting is scheduled for March 12th, the anticipated start date for Vinton Construction on Evergreen Drive is scheduled for July 15thth.

2024 Village CIP Projects

Staff have come to agreement with all general contractors working on Capital Improvement Projects with the Engineering Division. Final project payment and project closeout have been submitted to the Finance Department for processing.

Founders Estates Subdivision - Utility Project

Crews have completed construction of the public utilities. Village Staff have met with Gene Frederickson to discuss requirements and expectations during the next phase. Frederickson will be completing the site

grading for the overall subdivision as well as the road grading in preparation for the future road construction. Contractor plans to use the on-site clay material to construct the road

base up to the stone subgrade elevation. Frederickson has contracted PSI (Kaukauna) to perform their construction materials testing for fill placed in the Village right of way (ROW). Grading operations are scheduled to begin during the week of March 11th, due to the proposed clay material this work will be weather dependent. PSI will be performing density testing to verify materials placed in the ROW meet Village specifications for compaction and moisture content.

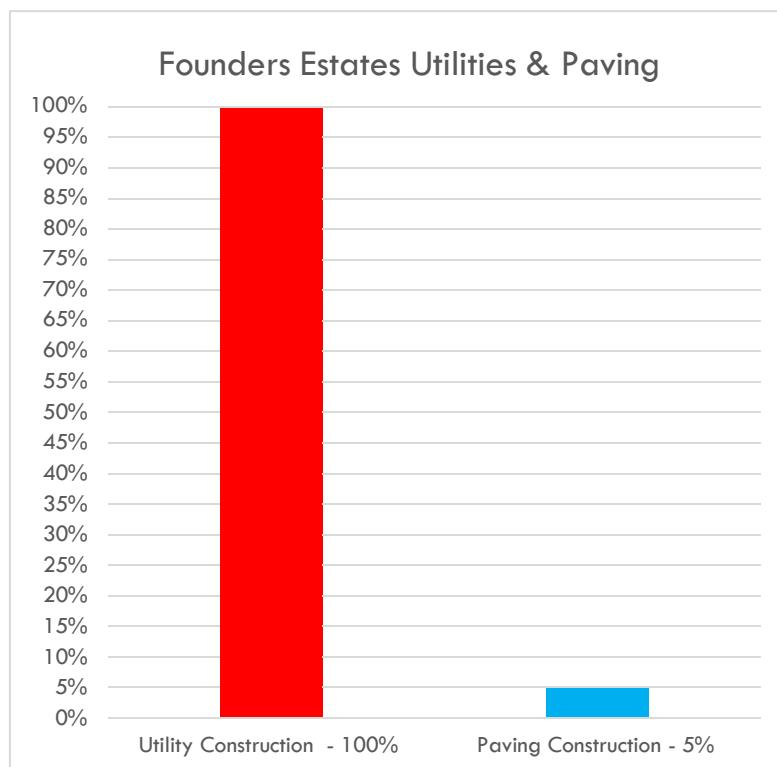
Miscellaneous:

Engineering Staff continues work on the 2024 West Evergreen Drive (Phase 3) Reconstruction Project which is located between Holland Road and Vandenbroek Road. Working with Contractors to gather insurance and bonding documents to complete final contract documents.

Construction of the Ebb Trail Bridges No. 1 & 2 is complete. Engineering Staff have walked the sites and created a preliminary punch-list, miscellaneous work/repairs have been completed, additional items which are weather dependent will be completed in the spring of 2024. Staff is also working with the General Contractor (Milbach) to administer the final quantities and pay application to complete project closeout.

Engineering continues 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 is working with Bug Tussel on permitting their proposed fiber project which will impact the Village on Rosehill Road and Holland Road

Continue efforts to assist other departments with daily tasks as well as any special projects or requests. Staff to focus on finance, year-end reporting, and asset allocation for the ongoing audit.



MINUTES OF THE REGULAR BOARD MEETING OF MARCH 6, 2024

Call to Order: Trustee Elrick called the Regular Board Meeting to Order at 6:00 p.m.

Pledge Allegiance to the Flag

Trustee Elrick led members in the reciting of the Pledge of Allegiance.

Roll call of Trustees

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

Roll call of Officers and Department Heads

PRESENT: Beau Bernhoft, Administrator
Lisa Remiker-DeWall, Finance Director
John McDonald, Director of Parks, Rec and Forestry
Kent Taylor, Director of Public Works
Matt Woicek, Assistant Public Works Director
Dave Kittel, Community Development Director
Tyler Claringbole, Village Attorney
EXCUSED: Dan Meister, Fox Valley Metro Police Chief
Megan Kloeckner, Library Director
Laurie Decker, Village Clerk

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 Regular Board Meeting of February 21, 2024
2. Disbursement List
3. Adopt Resolution No. 4, Series 2024 DOT Land Sale

Moved by Trustee L. Van Lankvelt, seconded by Trustee Peterson to Approve the Consent Agenda as presented.

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – Award Bid for Evergreen Dr. Reconstruction and Utilities

Matt Woicek, Assistant Public Works Director, discussed the bids received for the Evergreen Drive Utilities project. Eight bids were received, the lowest being from Donald Hietpas & Sons for the utility project at \$850,000. This is a responsible bidder and qualified to do the work. Staff recommends awarding the utilities contract for West Evergreen Drive to Hietpas & Sons. Utility bid is below budget.

The Second bid was for the street reconstruction project, lowest bid was submitted by Vinton for \$1,140,515.93 for a concrete trail and \$1,087,055.29 for asphalt trail. The contractor is a responsible bidder and qualified to perform the work. Staff recommends awarding the contract to Vinton, based on the board's decision of concrete or asphalt. Trustee B. Van Lankveldt asked if the trail on the other side of Evergreen was concrete or asphalt. Administrator Bernhoft stated asphalt. The Cherryvale portion is concrete, but this would not directly connect to that at this time. Trustee L. Van Lankvelt questioned spending the extra money for concrete.

Trustee B. Van Lankveldt asked for differences in lifespan of concrete vs asphalt. Woicek stated concrete would have a longer lifespan, asphalt is cheaper but may have additional maintenance costs in the future. Trustee Peterson stated he also has a hard time agreeing to the extra costs of concrete. Trustee Van Deurzen stated the Island Park trail is asphalt and only 14 years old and in bad condition and requiring more money. A concrete trail would look better and could be maintained in-house. In the long run he thinks the money for concrete would be worthwhile. Director McDonald stated Island Trail along the river the trail is structurally in sound condition, but the water and weather conditions affected the deterioration of that portion of the trail. Director Remiker-DeWall gave a financial update and background on the trail, this is a TID eligible project. If asphalt were used and require maintenance that would not longer be TID eligible and would be on the Village only. The overall project is coming in under budget. Other communities are using concrete to pave trails. Trustee Elrick asked about grade differences. Woicek stated there are and it will be addressed regardless of the materials chosen. Trustee Elrick stated he is in favor of concrete for long term maintenance factors, and it will make a good investment.

Moved by Trustee B. Van Lankveldt, seconded by Trustee Van Deurzen to award Evergreen Drive Utility project to Hietpas and Sons for \$850,000 and award the Street Construction Bid to Vinton with concrete for \$1,140,515.93.

Ayes 6, Nays – Motion Carried

Discussion/Action – Special Event Permit for Cedars Project

Director McDonald presented a Special Event Permit for a recurring event for the Cedars Project for 2024, they are expanding to a two-day event.

Moved by Trustee B. Van Lankveldt, seconded by Trustee Van Deurzen to approve Special Event Permit for Cedars Project

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – Park Construction Budget Adjustment

Director McDonald presented a budget adjustment request for the Legion Park batting cages to be poured in concrete. Donations have been received to cover these costs of \$12,000.

Moved by Trustee L. Van Lankveldt, seconded by Trustee B. Van Lankveldt to approve the Budget Adjustment as presented

Roll Call Vote

Don Van Deurzen	Aye
John Elrick	Aye
Larry Van Lankveldt	Aye
Dave Peterson	Aye
Bill Peerenboom	Aye
Brian Van Lankveldt	Aye

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – Liquor License Approval for Bent Nock Archery, LLC

Administrator Bernhoft presented a request for a new Liquor License for Bent Nock Archery LLC. This will be a Class “B” and Class “C” license and will not go against our license quota, due to Wisconsin Act 73 taking effect.

Moved by Trustee B. Van Lankveldt, seconded by Trustee L. Van Lankveldt to approve Liquor License for Bent Nock, LLC.

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – LCCAN Update

Director Remiker-DeWall provided an update on the expansion project. The fiber portion was completed in the fall, connection points are being completed. We will start to see cost savings from the project. Our costs did go along with an increase in ownership and are reflected in the IFC.

Moved by Trustee L. Van Lankvelt seconded by Trustee B. Van Lankveldt to Approve the LCCAN Amendment.

Ayes 6, Nays 0 – Motion Carried

Department and Officer Reports

Department Heads and Officers provided progress reports to the Board.

Call for Unfinished Business

None

Items for Future Agenda

None

Closed Sessions:

19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Two (2) Economic Development Items*

Moved by Trustee Peterson, seconded by Trustee Van Deurzen to Enter into Closed Session at 6:32 p.m.

Ayes 6, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee B. Van Lankveldt, seconded by Trustee Van Deurzen to Exit Closed Session at 7:27 p.m.

Ayes, Nays 0 – Motion Carried

Adjournment

Moved by Trustee B. Van Lankveldt, seconded by Trustee Van Deurzen to Adjourn the Regular Board meeting at 7:27p.m.

Ayes 6, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____

Laurie Decker, Village Clerk

MINUTES OF THE SPECIAL BOARD MEETING OF MARCH 14, 2024

Call to Order: President Vanden Berg called the Regular Board Meeting to Order at 5:00 p.m.

Roll call of Trustees

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

STAFF: Beau Bernhoft, Administrator

Public Appearance for Items Not on the Agenda

None

Closed Session:

19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Personnel Matter*

Moved by Trustee Elrick, seconded by Trustee L. Van Lankveldt to Enter into Closed Session at 5:00 p.m.

Ayes 6, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee B. Van Lankveldt, seconded by Trustee Van Deurzen to Exit Closed Session at 7:27 p.m.

Ayes 6, Nays 0 – Motion Carried

Potential Action—Nepotism Policy

No action taken.

Adjournment

Moved by Trustee Elrick seconded by Trustee Peterson to Adjourn the Regular Board meeting at 5:36 p.m.

Ayes 6, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____

Laurie Decker, Village Clerk

Disbursement List - March 20, 2024

Payroll & Payroll Liabilities - March 14, 2024	\$246,112.43
Prepaid Invoices - March 1, 2024	\$2,392.86
Prepaid Invoices - March 8, 2024	\$25,471.88
Library Board - March 19, 2024	\$5,690.91
Utility Commission - March 19, 2024	\$114,955.75

CURRENT ITEMS

Bills List - March 20, 2024	\$424,205.61
Total Payroll, Prepaid & Invoices	\$818,829.44

The above payments are recommended for approval:

Rejected: _____

Approved: March 20, 2024

Michael R Vanden Berg, Village President

Laurie Decker, Clerk

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
A.P. PLUMBING LLC				
9085	REMODEL PD KITCHEN	627.47	02/24	207-52120-242
9086	LIBRARY BATHROOM REPAIRS	745.36	02/24	206-55110-242
Total A.P. PLUMBING LLC:		1,372.83		
AMPLITEL TECHNOLOGIES				
23082	MANAGED SERVICES PACKAGE - MARCH	4,725.00	03/24	207-52120-204
Total AMPLITEL TECHNOLOGIES:		4,725.00		
APPLETON TROPHY & ENGRAVING				
45242	RETIREMENT PLAQUE - TODD	161.01	03/24	101-53100-219
Total APPLETON TROPHY & ENGRAVING:		161.01		
ARING EQUIPMENT CO INC				
901393	#26 SEALS	6.80	03/24	101-53330-225
901394	#26 INJECTOR PUMP	1,287.22	03/24	101-53330-225
Total ARING EQUIPMENT CO INC:		1,294.02		
ASCENSION MEDICAL GROUP-FOX VALLEY WI				
416701	AUDIOGRAMS - BLADER, PYNENBERG, & RADKA	114.00	02/24	207-52120-225
416955	EAP STANDARD SERVICE	247.50	02/24	207-52120-204
416955	EAP STANDARD SERVICE	352.50	02/24	101-51780-204
Total ASCENSION MEDICAL GROUP-FOX VALLEY WI:		714.00		
ASPIRUS MEDICAL GROUP INC				
126896	MOBILE AUDIOGRAM SCREENING SERVICES	525.00	02/24	101-53310-213
126901	MOBILE AUDIOGRAM SCREENING SERVICES	750.00	02/24	207-52120-225
Total ASPIRUS MEDICAL GROUP INC:		1,275.00		
ASTRO HYDRAULICS INC				
77787	#30 PUMP	2,875.44	03/24	101-53330-225
Total ASTRO HYDRAULICS INC:		2,875.44		
AT&T LONG DISTANCE				
2/24 845626857	JAN/FEB CHARGES	1.91	02/24	101-51650-203
2/24 845626857	JAN/FEB CHARGES	1.47	02/24	206-55110-203
2/24 845626857	JAN/FEB CHARGES	3.11	02/24	207-52120-203
2/24 845626857	JAN/FEB CHARGES	5.51	02/24	620-53924-203
Total AT&T LONG DISTANCE:		12.00		
AUTOMATED COMFORT CONTROLS				
35381	BOILER FLOW SWITCH & RELIEF VALVE	678.11	02/24	101-51650-245
Total AUTOMATED COMFORT CONTROLS:		678.11		

Invoice	Description	Total Cost	Period	GL Account
AUTOMOTIVE SUPPLY CO				
60985931 BATTERY #2		306.60	02/24	101-53330-225
Total AUTOMOTIVE SUPPLY CO:		306.60		
AUTOZONE				
1973836013 TURTLE WAX MAX POWER CAR WASH		9.69	03/24	207-52120-247
Total AUTOZONE:		9.69		
BAKERS OUTLET				
387749 BAKERY ITEMS		26.99	03/24	101-52200-211
Total BAKERS OUTLET:		26.99		
BATTERIES PLUS LLC				
P70745696 SANITARY SEWER METER BATTERIES		118.80	02/24	610-53612-251
Total BATTERIES PLUS LLC:		118.80		
BAYCOM INC				
48202 MDC UNITS		2,372.00	02/24	207-52120-248
Total BAYCOM INC:		2,372.00		
BELCO VEHICLE SOLUTIONS LLC				
9127 CRADLEPOINT ANTENNAS		5,647.00	03/24	207-52120-248
9128 REAR PA SPEAKERS & LIGHT BAR		2,081.86	03/24	207-52120-247
Total BELCO VEHICLE SOLUTIONS LLC:		7,728.86		
BERGSTROM CHEVROLET				
RO345900 2023 FORD POLICE INTERCEPTOR UTILITY		16,255.77	02/24	207-52120-247
Total BERGSTROM CHEVROLET:		16,255.77		
BERGSTROM FORD-LINCOLN				
92534 #75 ENGINE & GASKET		8,107.86	02/24	101-53330-225
Total BERGSTROM FORD-LINCOLN:		8,107.86		
CELLCOM				
945252 ENGINEERING		154.08	02/24	101-51415-203
945252 DPW		183.04	02/24	101-53310-203
945252 PARKS		134.87	02/24	101-55200-203
945252 REC		73.00	02/24	101-55300-203
945252 FACILITIES		30.60	02/24	101-51650-203
945252 INSPECTOR PHONE CHARGES		30.60	02/24	101-52050-203
945252 COMMUNITY DEVELOPER PHONE CHARGES		27.19	02/24	101-51530-203
945252 ADMINISTRATION PHONE CHARGES		29.09	02/24	101-51400-203
945252 STORM I-PADS		23.59	02/24	630-53442-218
945252 STREETS I-PADS		47.18	02/24	101-53300-218
945252 VEHICLE MAINTENANCE I-PADS		23.59	02/24	101-53330-218
945252 SANITARY SEWER I-PAD		23.59	02/24	610-53612-218
Total CELLCOM:		780.42		

Invoice	Description	Total Cost	Period	GL Account
CHARTER COMMUNICATIONS				
152871801030124	MAR/APR SERVICE	217.44	03/24	101-51650-203
152872501030724	MAR/APR SERVICE	1,100.00	03/24	101-53310-203
Total CHARTER COMMUNICATIONS:		1,317.44		
CINTAS				
4185126159	RUGS & UNIFORMS	32.24	03/24	101-53330-218
4185126159	MATS	12.36	03/24	101-53330-213
Total CINTAS:		44.60		
CITY OF APPLETON				
13630	WEIGHTS & MEASURES -MARCH	651.75	03/24	101-52050-204
13664	TRANSIT/LINK SERVICE - MARCH	9,010.00	03/24	101-51780-233
Total CITY OF APPLETON:		9,661.75		
CIVICPLUS LLC				
293712	MUNICODE ELECTRONIC UPDATE	289.33	02/24	101-51440-204
Total CIVICPLUS LLC:		289.33		
CLOUDPERMIT INC				
1556	CLOUDPERMIT ANNUAL SUBSCRIPTION	15,500.00	02/24	101-52050-204
Total CLOUDPERMIT INC:		15,500.00		
D & M FLOORING AMERICA				
CG402270	2 BAGS OF UZIN 888	56.00	02/24	207-52120-242
Total D & M FLOORING AMERICA:		56.00		
DER MEISTER INC				
20654	CASH DRAWER HOLDER - TANYA'S DESK	115.00	03/24	101-51650-242
Total DER MEISTER INC:		115.00		
DISTRICT 2 INC.				
4025	CONWAY #6N-4, SHIELD W/4 PANELS	172.10	02/24	101-52200-213
Total DISTRICT 2 INC.:		172.10		
ESKILDSEN, KEN				
EXPRPT121323	FVTC - EMERGENCY MEDICAL RESPONDER	356.20	13/23	101-52200-201
Total ESKILDSEN, KEN:		356.20		
FARRELL EQUIPMENT & SUPPLY CO INC				
111938	STREET PATCHING	1,963.71	02/24	101-53300-216
Total FARRELL EQUIPMENT & SUPPLY CO INC:		1,963.71		
FASTENAL COMPANY				
WIKIM291668	SUPPLIES	1.51	03/24	620-53644-251

Invoice	Description	Total Cost	Period	GL Account
Total FASTENAL COMPANY:		1.51		
FERGUSON WATERWORKS LLC #1476				
409641 MINI STORM - COOLIDGE		476.00	02/24	630-53442-251
Total FERGUSON WATERWORKS LLC #1476:		476.00		
FINGER PUBLISHING INC				
BE199179 100746 BIDS WEST EVERGREEN		125.09	02/24	101-51650-207
BE199180 BIDS EVERGREEN		99.83	02/24	101-51650-207
BE200422 101413 BIDS WEST EVERGREEN		99.83	02/24	101-51650-207
BE201577 102143 LIQ LIC		24.01	02/24	101-51650-207
Total FINGER PUBLISHING INC:		348.76		
FP FINANCE PROGRAM				
36112624 AGREEMENT 016-1584121 POSTBASE VISION-PO		140.00	03/24	101-51650-226
Total FP FINANCE PROGRAM:		140.00		
GRACY'S AUTO BODY				
21924 SQUAD 182 REPAIRS ACCIDENT RELATED		8,171.41	02/24	207-52120-247
Total GRACY'S AUTO BODY:		8,171.41		
GRIESBACH READY-MIX LLC				
7906 CONCRETE-REPLACEMENT VOLLEYBALL STAND		650.00	02/24	101-55200-216
Total GRIESBACH READY-MIX LLC:		650.00		
HEART OF THE VALLEY				
30624 FEB WASTEWATER		187,202.33	02/24	610-53611-225
30624 FOG CONTROL		151.00	02/24	610-53611-204
Total HEART OF THE VALLEY:		187,353.33		
KERRY'S VROOM SERVICE INC				
10268 LOCK CYLINDER #182		70.75	03/24	207-52120-247
10269 ALTERNATOR #191		957.54	03/24	207-52120-247
10270 OIL CHANGE #95		55.93	03/24	207-52120-247
10271 OIL CHANGE #85		50.08	03/24	207-52120-247
10272 OIL CHANGE & BRAKES #92		542.56	03/24	207-52120-247
10276 OIL CHANGE #113		55.93	03/24	207-52120-247
Total KERRY'S VROOM SERVICE INC:		1,732.79		
KLINK HYDRAULICS LLC				
36228 #30 FITTINGS		12.30	02/24	101-53330-225
Total KLINK HYDRAULICS LLC:		12.30		
LAPPEN SECURITY PRODUCTS INC				
LSPQ50422 ADA BUTTONS ON LIBRARY DOOR		355.00	02/24	206-55110-242
LSPQ50455 PVC ULTRA CARD 30 ML		35.00	02/24	101-51650-206
LSPQ50493 YARD WASTE SITE ACCESS CARD		396.00	03/24	101-53650-204
LSPQ50495 INSTALL PAXTON SOFTWARE		270.00	02/24	207-52120-204

Invoice	Description	Total Cost	Period	GL Account
LSPQ50498	PAXTON SOFTWARE INSTALLED ON NEW LAPTO	105.00	03/24	101-51650-206
LSPQ50507	NORTH GATE MSB REPAIR	866.25	03/24	101-53310-204
Total LAPPEN SECURITY PRODUCTS INC:		2,027.25		
LAZER UTILITY LOCATING LLC				
1600	FEBRUARY SANITARY LOCATES	273.75	02/24	610-53612-209
1600	FEBRUARY STORM LOCATES	341.00	02/24	630-53442-209
1600	FEBRUARY WATER LOCATES	576.75	02/24	620-53644-209
Total LAZER UTILITY LOCATING LLC:		1,191.50		
LEXISNEXIS RISK DATA MANAGEMENT INC				
168617720240229	FEBRUARY 2024 MINIMUM COMMITMENT	106.09	02/24	101-51680-204
Total LEXISNEXIS RISK DATA MANAGEMENT INC:		106.09		
LITTLE CHUTE ACE HARDWARE				
283617	SCOREBOARD REPAIR PARTS	11.37	02/24	101-55200-242
283638	CORNER BRACE	3.99	02/24	101-52200-218
283676	REAPIR WINDMILL AT DOYLE	17.99	02/24	101-55200-242
283693	CHIPPER BOX HARDWARE	14.99	02/24	101-55440-247
283757	TRAIL COUNTER BATTERIES	17.99	02/24	101-55200-218
283784	TELESCOPIC BYPASS PRUNER	21.99	02/24	101-55440-221
283807	WIRE HOOK, ROASTER W/ RACK, TRASH BAGS	26.58	02/24	101-52200-218
283855	#75 TAPE	7.99	02/24	101-53330-225
283856	MSB KITCHEN	7.18	02/24	101-53310-218
283864	KEYS CUT FOR LOCKS - EBBEN TRAIL GATES	14.95	03/24	101-55200-218
283868	COUPLING, PIPE TUBE, NIPPLE	21.37	03/24	630-53441-253
283869	INDUSTRIAL FUSES	7.99	03/24	630-53441-253
283888	KEYS CUT FOR LOCKS - EBBEN TRAIL GATES	8.97	03/24	101-55200-218
Total LITTLE CHUTE ACE HARDWARE:		183.35		
LITTLE CHUTE AREA SCHOOL DIST				
382	LC CAN 2023-2024	450.00	13/23	211-50000-204
382	LC CAN 2023-2024	4,216.34	13/23	404-57190-204
Total LITTLE CHUTE AREA SCHOOL DIST:		4,666.34		
MADISON NATIONAL LIFE				
1611772	APRIL 2024 LTD	904.92	03/24	101-21385
1611772	APRIL 2024 LIFE	348.70	03/24	101-21391
Total MADISON NATIONAL LIFE:		1,253.62		
MARCO INC				
36043062	1ST FLOOR COPIER @ VH	110.27	02/24	101-51650-207
36043062	2ND FLOOR COPIER @ VH	90.26	02/24	101-51650-207
36043062	3RD FLOOR COPIER @ VH	53.76	02/24	101-51650-207
36043062	COPIER @ MSB BUILDING	58.62	02/24	101-53310-207
Total MARCO INC:		312.91		
MCCLONE				
11574	24/25 WORKERS COMP POLICY 2 OF 4	369.00	03/24	101-51900-230
11574	24/25 WORKERS COMP POLICY 2 OF 4	167.00	03/24	206-55110-230

Invoice	Description	Total Cost	Period	GL Account
11574	24/25 WORKERS COMP POLICY 2 OF 4	99.00	03/24	207-52120-230
11574	24/25 WORKERS COMP POLICY 2 OF 4	51.00	03/24	610-53614-230
11574	24/25 WORKERS COMP POLICY 2 OF 4	58.00	03/24	620-53924-230
11574	24/25 WORKERS COMP POLICY 2 OF 4	41.00	03/24	630-53444-230
11574	24/25 WORKERS COMP POLICY 2 OF 4	16,373.00	03/24	101-51900-230
11574	24/25 WORKERS COMP POLICY 2 OF 4	1,639.00	03/24	201-53620-230
11574	24/25 WORKERS COMP POLICY 2 OF 4	1,034.00	03/24	204-55420-230
11574	24/25 WORKERS COMP POLICY 2 OF 4	1,389.00	03/24	610-53614-230
11574	24/25 WORKERS COMP POLICY 2 OF 4	2,141.00	03/24	630-53444-230
11574	24/25 WORKERS COMP POLICY 2 OF 4	562.00	03/24	620-53924-230
11574	24/25 WORKERS COMP POLICY 2 OF 4	15,132.00	03/24	207-52120-230
11574	24/25 WORKERS COMP POLICY 2 OF 4	3,715.00	03/24	101-52250-230
11574	24/25 GENERAL LIABILITY & AUTO PACKAGE 2 O	7,612.00	03/24	101-51900-231
11574	24/25 GENERAL LIABILITY & AUTO PACKAGE 2 O	226.00	03/24	101-52250-231
11574	24/25 GENERAL LIABILITY & AUTO PACKAGE 2 O	528.00	03/24	201-53620-231
11574	24/25 GENERAL LIABILITY & AUTO PACKAGE 2 O	333.00	03/24	204-55420-231
11574	24/25 GENERAL LIABILITY & AUTO PACKAGE 2 O	1,294.00	03/24	206-55110-231
11574	24/25 GENERAL LIABILITY & AUTO PACKAGE 2 O	8,985.00	03/24	207-52120-231
11574	24/25 GENERAL LIABILITY & AUTO PACKAGE 2 O	524.00	03/24	101-51900-231
11574	24/25 GENERAL LIABILITY & AUTO PACKAGE 2 O	838.00	03/24	610-53614-231
11574	24/25 GENERAL LIABILITY & AUTO PACKAGE 2 O	497.00	03/24	620-53924-231
11574	24/25 GENERAL LIABILITY & AUTO PACKAGE 2 O	1,140.00	03/24	630-53444-231
11574	24/25 GENERAL LIABILITY & AUTO PACKAGE 2 O	4,659.75	03/24	207-52120-231
11574	24/25 GENERAL LIABILITY & AUTO PACKAGE 2 O	1,958.00	03/24	201-53620-231
11574	24/25 GENERAL LIABILITY & AUTO PACKAGE 2 O	2,399.50	03/24	101-51900-231
11574	24/25 GENERAL LIABILITY & AUTO PACKAGE 2 O	295.00	03/24	101-51900-231
11574	24/25 GENERAL LIABILITY & AUTO PACKAGE 2 O	3,834.00	03/24	101-52250-231
11574	24/25 GENERAL LIABILITY & AUTO PACKAGE 2 O	1,398.00	03/24	207-52120-231
11574	24/25 GENERAL LIABILITY & AUTO PACKAGE 2 O	84.00	03/24	620-53924-231
11574	24/25 GENERAL LIABILITY & AUTO PACKAGE 2 O	757.00	03/24	630-53444-231
Total MCCLONE:		80,132.25		
MCMAHON ASSOCIATES INC				
933982R	PROFESSIONAL SERVICES 1/1/24-2/3/24 EVERGR	934.65	02/24	417-51028-204
934141	PROFESSIONAL SERVICES 1/1/24-2/3/24 EVERGR	4,766.50	02/24	417-51028-204
Total MCMAHON ASSOCIATES INC:		5,701.15		
MENARDS - APPLETON EAST				
53203	SUPPLIES	156.98	03/24	206-55110-244
Total MENARDS - APPLETON EAST:		156.98		
O'REILLY AUTOMOTIVE INC				
2043-431691	# 44 SOCKET FOR LIGHT	13.99	03/24	101-53330-225
2043-432025	#75 GASKETS	22.83	03/24	101-53330-225
2043-432049	#75 GASKETS	31.88	03/24	101-53330-225
2043-432250	INFLTR GAUGE	29.99	03/24	207-52120-247
Total O'REILLY AUTOMOTIVE INC:		98.69		
OUTAGAMIE COUNTY TREASURER				
1020649	FUEL BILL - FEBRUARY 2024	381.33	02/24	630-53442-247
1020649	FUEL BILL - FEBRUARY 2024	2,367.63	02/24	201-53620-247
1020649	FUEL BILL - FEBRUARY 2024	162.87	02/24	101-55200-247
1020649	FUEL BILL - FEBRUARY 2024	983.70	02/24	101-55440-247

Invoice	Description	Total Cost	Period	GL Account
1020649	FUEL BILL - FEBRUARY 2024	46.31	02/24	101-55300-247
1020649	FUEL BILL - FEBRUARY 2024	402.25	02/24	101-52200-247
1020649	FUEL BILL - FEBRUARY 2024	340.68	02/24	610-53612-247
1020649	FUEL BILL - FEBRUARY 2024	332.07	02/24	620-53644-247
1020649	FUEL BILL - FEBRUARY 2024	1,022.06	02/24	101-53330-217
33071	FEBRUARY SANITATION FEES	13,097.44	02/24	201-53620-204
33071	STREET SWEEPINGS	1,493.52	02/24	630-53442-204
FEBRUARY 2024 A	FEBRUARY COURT FINES	419.85	02/24	803-23150
Total OUTAGAMIE COUNTY TREASURER:		21,049.71		
PACKER CITY INTL TRUCKS INC	X103137934:02 #81 MIRROR BRACKET	77.91	02/24	101-53330-225
Total PACKER CITY INTL TRUCKS INC:		77.91		
PARKITECTURE + PLANNING LLC	7 SPLASH PAD DESIGN & ENGINEERING	4,515.00	03/24	420-57620-274
Total PARKITECTURE + PLANNING LLC:		4,515.00		
PLESHEK OUTDOOR POWER	83150 3 FT EXTENSION & 1 QT ECHO FUEL	90.98	03/24	206-55110-244
Total PLESHEK OUTDOOR POWER:		90.98		
R.N.O.W. INC	2024-69500 LIFT CYLINDER #29	2,018.97	03/24	101-53330-225
Total R.N.O.W. INC:		2,018.97		
RAY O'HERRON	2324430 CSO GEAR	313.89	02/24	207-52120-212
Total RAY O'HERRON:		313.89		
REINDERS INC	2721758-01 STORM PONDS BACKPACK SPRAYER	167.39	02/24	630-53441-253
Total REINDERS INC:		167.39		
RG INSPECTIONS LLC	1054 INSPECTION SERVICES	256.00	03/24	101-52050-204
Total RG INSPECTIONS LLC:		256.00		
S.I. METALS & SUPPLY	193302 FORKLIFT PART	160.00	03/24	101-53330-218
Total S.I. METALS & SUPPLY:		160.00		
SPEEDY CLEAN DRAIN & SEWER	82318 COOLIDGE STORM	1,575.00	02/24	630-53442-204
Total SPEEDY CLEAN DRAIN & SEWER:		1,575.00		

Invoice	Description	Total Cost	Period	GL Account
SPLENDID CLEANING SERVICE LLC				
14028	MONTHLY CLEANING-METRO	950.00	03/24	207-52120-243
14028	MONTHLY CLEANING-LCFD	239.00	03/24	101-52250-243
14029	PROFESSIONAL BUILDING MAINTENANCE	1,425.00	03/24	206-55110-243
14030	MONTHLY CLEANING-MSB BUILDING	595.00	03/24	101-53310-243
14031	MONTHLY CLEANING-VILLAGE HALL	1,850.00	03/24	101-51650-243
Total SPLENDID CLEANING SERVICE LLC:		5,059.00		
STANARD & ASSOCIATES INC				
SA000057231	POST TEST	765.00	02/24	207-52120-225
Total STANARD & ASSOCIATES INC:		765.00		
STATE OF WI COURT FINES &				
FEBRUARY 2024 FEBRUARY COURT FINES		2,091.18	02/24	101-35101
Total STATE OF WI COURT FINES &:		2,091.18		
STONERIDGE LITTLE CHUTE LLC				
1058801114	FOOD & BEVERAGES	34.99	02/24	101-52200-211
22025771211	FOOD & BEVERAGES	90.89	02/24	101-52200-211
22037571746	FOOD & BEVERAGES	143.06	02/24	101-52200-211
22054001640	FOOD & BEVERAGES	87.96	02/24	101-52200-211
22054742010	FOOD & BEVERAGES	115.85	02/24	101-52200-211
23002810935	FOOD & BEVERAGES	83.85	02/24	101-52200-211
24073351419	FOOD & BEVERAGES	78.82	02/24	101-52200-211
24074671622	FOOD & BEVERAGES	30.62	02/24	101-52200-211
24075631505	FOOD & BEVERAGES	20.21	02/24	101-52200-211
24098311648	FOOD & BEVERAGES	45.18	02/24	101-52200-211
Total STONERIDGE LITTLE CHUTE LLC:		731.43		
THE FRAME WORKSHOP OF APPLETON INC				
90038874	FRAME - ULMAN RETIREMENT	781.38	03/24	207-52120-218
Total THE FRAME WORKSHOP OF APPLETON INC:		781.38		
T-MOBILE				
9950559580224	PHONE & MOBILE INTERNET	1,628.60	02/24	207-52120-203
Total T-MOBILE:		1,628.60		
TRILOGY CONSULTING LLC				
1680	WASTEWATER RATE STUDY	1,110.00	02/24	610-53614-204
Total TRILOGY CONSULTING LLC:		1,110.00		
UNITED RAYNOR				
25418	MSB NE DOOR REPAIR	140.00	02/24	101-53310-204
Total UNITED RAYNOR:		140.00		
VALLEY LIQUOR				
123733	BEVERAGES AND SUPPLIES	188.94	02/24	101-52200-211

Invoice	Description	Total Cost	Period	GL Account
Total VALLEY LIQUOR:		188.94		
VON BRIESEN & ROPER S.C.				
451351 GENERAL LABOR		226.91	02/24	101-51110-262
451351 FVMPD		310.50	02/24	207-52120-262
451351 WATER		224.25	02/24	620-53924-262
451351 SEWER		224.25	02/24	610-53614-262
Total VON BRIESEN & ROPER S.C.:		985.91		
WI DEPT OF JUSTICE				
20402 FEBRUARY BACKGROUND CHECKS		203.00	02/24	207-52120-218
Total WI DEPT OF JUSTICE:		203.00		
WI DEPT OF REVENUE				
10124 MANUFACTURING ASSESSMENT FEE		6,394.56	02/24	101-51530-204
Total WI DEPT OF REVENUE:		6,394.56		
WISCONSIN SUPREME COURT				
680-0000001277 CONTINUING JUDICIAL EDUCATION 5/24 - 4/25		800.00	03/24	101-51680-208
Total WISCONSIN SUPREME COURT:		800.00		
WSFCA				
2024 MEMBERSHIP MEMBERSHIP DUES		95.00	02/24	101-52200-208
Total WSFCA:		95.00		
Grand Totals:		424,205.61		

Report GL Period Summary

Vendor number hash: 364453
 Vendor number hash - split: 635257
 Total number of invoices: 122
 Total number of transactions: 190

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	424,205.61	424,205.61
Grand Totals:	424,205.61	424,205.61

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2024 MISC REFUNDS (5482)							
11.097767	Invoi	OVERPAID PERMIT FEE	362.50	Open	Non	02/24	101-32210
44902	Invoi	ART-ROBIN WATERCOLOR PAINTING - CANCEL	25.00	Open	Non	02/24	101-34413
44914	Invoi	ART-ROBIN WATERCOLOR PAINTING - CANCEL	35.00	Open	Non	02/24	101-34413
Total 2024 MISC REFUNDS (5482):			422.50				
2024 REFUND CIVIC CENTER (5487)							
44898	Invoi	REFUND SECURITY DEPOSIT	300.00	Open	Non	02/24	206-21235
44899	Invoi	REFUND SECURITY DEPOSIT	300.00	Open	Non	02/24	206-21235
44911	Invoi	REFUND SECURITY DEPOSIT	300.00	Open	Non	02/24	206-21235
44912	Invoi	REFUND SECURITY DEPOSIT	300.00	Open	Non	02/24	206-21235
44912	Adju	REFUND SECURITY DEPOSIT	300.00	Open	Non	02/24	206-21235
44912A	Invoi	REFUND SECURITY DEPOSIT	300.00	Open	Non	02/24	206-21235
44980	Invoi	REFUND SECURITY DEPOSIT	300.00	Open	Non	02/24	206-21235
Total 2024 REFUND CIVIC CENTER (5487):			1,500.00				
2024 VAN LIESHOUT REFUNDS (5486)							
44843	Invoi	REFUND SECURITY DEPOSIT	100.00	Open	Non	02/24	208-21235
44850	Invoi	REFUND SECURITY DEPOSIT	100.00	Open	Non	02/24	208-21235
Total 2024 VAN LIESHOUT REFUNDS (5486):			200.00				
AIRGAS USA LLC (379)							
5505156772	Invoi	RENTAL COMPRESSED AIR	136.45	Open	Non	02/24	101-53330-218
Total AIRGAS USA LLC (379):			136.45				
HOME DEPOT CREDIT SERVICES (1545)							
4013209	Invoi	BLACK SHELF & BRACKETS	45.77	Open	Non	02/24	101-52250-242
8014781	Invoi	SUPPLIES	65.80	Open	Non	02/24	207-52120-242
Total HOME DEPOT CREDIT SERVICES (1545):			111.57				
KLINK HYDRAULICS LLC (5005)							
24690	Invoi	RETURNED ALUMINUM DUST CAP & 2X CLOSE ST	18.26	Open	Non	13/23	101-53330-225
34688	Invoi	MSB POWER WASHER	20.60	Open	Non	13/23	101-53310-218
Total KLINK HYDRAULICS LLC (5005):			2.34				
WPRA (4771)							
7440	Invoi	UW-L REC CAMPUS TOUR & PANEL DISCUSSION	20.00	Open	Non	02/24	101-55300-201
Total WPRA (4771):			20.00				
Grand Totals:			2,392.86				

Report GL Period Summary

Vendor number hash: 78590
 Vendor number hash - split: 84077
 Total number of invoices: 17
 Total number of transactions: 18

Terms Description	Invoice Amount	Net Invoice Amount
Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	2,392.86	2,392.86
Grand Totals:	2,392.86	2,392.86

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2024 MISC REFUNDS (5482)							
234924	Invoi	REFUND - PAST DUE DEFENDANT MUST SETTLE	187.00	Open	Non	02/24	101-35101
Total 2024 MISC REFUNDS (5482):							
187.00							
2024 UTILITY REFUNDS (5485)							
1-180210-01	Invoi	OVERPAYMENT - UTILITY ACCT # 1-180210-01	571.02	Open	Non	03/24	001-15000
1-260581-12	Invoi	CREDIT - 1607 BUCHANAN FINAL	131.82	Open	Non	03/24	001-15000
Total 2024 UTILITY REFUNDS (5485):							
702.84							
AMPLITEL TECHNOLOGIES (4637)							
23160	Invoi	MANAGED SERVICES PACKAGE - MARCH	5,850.00	Open	Non	03/24	404-57190-204
Total AMPLITEL TECHNOLOGIES (4637):							
5,850.00							
DISTRICT 2 INC. (4778)							
3998	Invoi	LION # LP8	73.62	Open	Non	02/24	101-52200-213
Total DISTRICT 2 INC. (4778):							
73.62							
FOX CITIES BOOK FESTIVAL (5310)							
7	Invoi	CONTRIBUTION TO FOX CITIES BOOK FESTIVAL	500.00	Open	Non	02/24	206-55110-205
Total FOX CITIES BOOK FESTIVAL (5310):							
500.00							
FOX VALLEY TRUCK (5196)							
1417	Invoi	2023 IMPLEMENT LS3 BRUSHCUTTER & HYDRAU	6,499.00	Open	Non	03/24	101-55440-221
Total FOX VALLEY TRUCK (5196):							
6,499.00							
LIVERMORE TECHNOLOGIES LLC (5307)							
42	Invoi	FIBER-OPTIC CONSTRUCTION	3,587.78	Open	Non	13/23	211-50000-204
Total LIVERMORE TECHNOLOGIES LLC (5307):							
3,587.78							
MIDWEST TAPE (1847)							
504997268	Invoi	A/V	84.98	Open	Non	02/24	206-55110-210
Total MIDWEST TAPE (1847):							
84.98							
PLAYAWAY PRODUCTS (5314)							
415726	Invoi	AUDIO BOOKS	329.96	Open	Non	02/24	206-55110-210
415727	Invoi	DIGITAL BOOKS	413.93	Open	Non	02/24	206-55110-210
Total PLAYAWAY PRODUCTS (5314):							
743.89							
VERIZON WIRELESS (3606)							
9956656452	Invoi	JAN/FEB SERVICES	94.42	Open	Non	03/24	620-53924-203
Total VERIZON WIRELESS (3606):							
94.42							
WE ENERGIES (2788)							
4938818841	Invoi	PLANT #1 (100 WILSON ST)	172.12	Open	Non	02/24	620-53624-249
4938818841	Invoi	STREET LIGHTS	1,099.60	Open	Non	02/24	101-53300-249
4938818841	Invoi	200 E MCKINLEY ST - FVMPD	263.41	Open	Non	02/24	207-52120-249
4938818841	Invoi	200 E MCKINLEY ST - FIRE DEP	175.60	Open	Non	02/24	101-52250-249

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
4938818841	Invoi	PUMP STATION @ EVERGREEN & FRENCH	141.39	Open	Non	02/24	620-53624-249
4938818841	Invoi	DOYLE POOL	23.80	Open	Non	02/24	204-55420-249
4938818841	Invoi	CROSSWINDS LED STREET LIGHTS	162.32	Open	Non	02/24	101-53300-249
4938818841	Invoi	1401 E ELM DR	2,584.87	Open	Non	02/24	101-53310-249
4938818841	Invoi	920 WASHINGTON ST	52.91	Open	Non	02/24	620-53624-249
4938818841	Invoi	CIVIC CENTER (630 MONROE ST)	895.11	Open	Non	02/24	206-55110-249
4938818841	Invoi	LC WELL #4 PUMPHOUSE 625 E EVERGREEN	518.57	Open	Non	02/24	620-53624-249
4938818841	Invoi	PLANT #2 1118 JEFFERSON ST	206.22	Open	Non	02/24	620-53624-249
4938818841	Invoi	721 W ELM DR	240.03	Open	Non	02/24	208-52900-249
4938818841	Invoi	108 W MAIN ST	612.40	Open	Non	02/24	101-51650-249
Total WE ENERGIES (2788):			7,148.35				
Grand Totals:			25,471.88				

Report GL Period Summary

Vendor number hash: 60549
 Vendor number hash - split: 96793
 Total number of invoices: 13
 Total number of transactions: 26

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	25,471.88	25,471.88
Grand Totals:	25,471.88	25,471.88



Item For Consideration

For Board Review On: 03/20/2024
Agenda Item Topic: Micro Loan

Prepared On: 03/15/2024
Prepared By: Admin. Bernhoft

Report: The Village has a handful of programs designed to help businesses in the Village to grow and update their operations for the improvement of our community. The highest utilized programs the Village offers are the Facade Loan (including the Sign Grant opportunities) for our Central Business District. It is good practice to internally review, update, refresh or eliminate underutilized programs in order to make way for new opportunities. One of our programs, known as the small business micro loan program, is one of our most underutilized programs available to businesses. This program specifically is one of the hardest to apply for and the most administratively burdensome for our staff to facilitate. The Village received only one applicant for this loan program since 2020, who did not qualify for the program. Staff feels the money could more effectively be utilized to serve the community in other aspects. Focusing on services not offered by private industry in the community.

Fiscal Impact: None at this time.

Recommendation/Board Action: The Village Board eliminate the Small Business Micro Loan program and utilize the funding for sustaining economic development existing in our community, per the recommendation of Village Plan Commission.

Respectfully Submitted,
Beau Bernhoft, Village Administrator

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

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

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Form 3400-224(R8/2021)

Reporting Information :

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

Project Name: 2023 Annual Report

County: Outagamie

Municipality: Little Chute Village

Permit Number: S050075

Facility Number: 31108

Reporting Year: 2023

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

Required Attachments and Supplemental Information

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

Annual Report

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

- TMDL Attachment
- Storm Water Consortium/Group Report
- Municipal Cooperation Attachment
- Other Annual Report Attachment

• Attach the following permit compliance documents as appropriate using the attachments tab above

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

• Sign and Submit form

Municipal Contact Information- Complete

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

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

Municipality Information

Name of Municipality	Little Chute Village
Facility ID # or (FIN):	31108
Updated Information:	<input type="checkbox"/> Check to update mailing address information
Mailing Address:	108 WEST MAIN STREET
Mailing Address 2:	
City:	Little Chute Village
State:	WI
Zip Code:	54140 <small>xxxxx or xxxxx-xxxx</small>

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

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

Select to **create new** primary contact

First Name:	Kent
Last Name:	Taylor

Select to **update** current contact information

Title:	Director of Public Works		
Mailing Address:	108 West Main St		
Mailing Address 2:			
City:	Little Chute		
State:	WI		
Zip Code:	54140 <small>xxxxx or xxxxx-xxxx</small>		
Phone Number:	920-423-3867	Ext:	xxx-xxx-xxxx
Email:	kent@littlechutewi.org		

Additional Contacts Information (Optional)

I&E Program

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

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

First Name:

Matthew

Last Name:

Woicek

Title:

Assistant Director

Mailing Address:

108 W. Main Street

Mailing Address 2:

City:

Little Chute

State:

WI

Zip Code:

54140

xxxxx or xxxxx-xxxx

Phone Number:

920-423-3861

Ext:

xxx-xxx-xxxx

Email:

matthew@littlechutewi.org

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

Select to **create new** Billing contact

First Name:

Kent

Last Name:

Taylor

Select to **update** current contact information

Title:

Director of Public Works

Mailing Address:

108 W. Main Street

Mailing Address 2:

City:

Little Chute

State:

WI

Zip Code:

54140

xxxxx or xxxxx-xxxx

Phone Number:

920-423-3867

Ext:

xxx-xxx-xxxx

Email:

kent@littlechutewi.org

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

Yes No

Public Education and Outreach Northeast Wisconsin Stormwater Consortium (NEWSC)

Public Involvement and Participation Northeast Wisconsin Stormwater Consortium (NEWSC)

Illicit Discharge Detection and Elimination _____

Construction Site Pollutant Control

Post-Construction Storm Water Management

Pollution Prevention

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

Yes No

Missing Information

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

Form 3400-224 (R8/2021)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

a. Does MS4 conduct any educational efforts or events independently (not with a group) Yes No

b. How many total educational events were held during the reporting year: 22

c. Were any of the public education and outreach delivery mechanisms conducted during the reporting year active or interactive? Yes No

d. Please select all storm water topics, target audiences, and delivery mechanisms used in the reporting year

Public Education and Outreach Delivery Mechanisms (Active and Passive)	
Active/Interactive Mechanisms	Passive Mechanisms
<input type="checkbox"/> Education activities (school presentations, summer camps) <input type="checkbox"/> Information booth at event <input type="checkbox"/> Targeted group training (contractors, consultants, etc.) <input type="checkbox"/> Government event (public hearing, council meeting) <input type="checkbox"/> Workshops <input type="checkbox"/> Tours <input type="checkbox"/> Other: 	<input type="checkbox"/> Passive print media (brochures at front desk, posters, etc.) <input type="checkbox"/> Distribution of print media (mailings, newsletters, etc.) via mail or email. <input type="checkbox"/> Media offerings (radio and TV ads, press release, etc.) <input type="checkbox"/> Social media posts <input type="checkbox"/> Signage <input type="checkbox"/> Website <input type="checkbox"/> Other:

Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: 	<input type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other:

e. Will additional information/summary of these education events be attached to the annual report? Yes No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you SAVE.

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Permit Activities. Select all of the following topics the Permittee did to engage public participation and involvement.

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<input type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	<u>101+</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

b. Volunteer Activities. Select all of the following audiences targeted for volunteer involvement and participation related to storm water.

NA (Individual Permittee)

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

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

Missing Information

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

a. How many total outfalls does the municipality have? **78**

b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? **78**

c. From the municipality's routine screening, how many were confirmed illicit discharges? **0**

d. How many illicit discharge complaints did the municipality receive? **1**

e. From the complaints received, how many were confirmed illicit discharges? **0**

f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? **1**

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

g. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

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

Additional Information: _____

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

The Village performed inspection and enforcement of construction site pollution controls on all permitted and unpermitted construction sites.

Missing Information

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? 11

b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? 14

c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? 128

d. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

<input type="checkbox"/> Verbal Warning	20
<input type="checkbox"/> Written Warning (including email)	17
<input type="checkbox"/> Notice of Violation	0
<input type="checkbox"/> Civil Penalty/ Citation	
<input type="checkbox"/> Stop Work Order	
<input type="checkbox"/> Forfeiture of Deposit	
<input type="checkbox"/> Other - Describe below	

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

The Village performed inspection and enforcement of construction site pollution controls on all permitted and unpermitted construction sites.

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

a. How many new structural storm water management Best Management Practice (BMP) have received local approval ? 2

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

b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? Yes No

c. If Yes, how many privately owned storm water management facilities were 0

inspected in the reporting year ? Inspections completed by private landowners should be included in the reported number.

d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? Yes No

e. Does MS4 have maintenance authority on these privately owned BMPs?

No

f. How many municipally operated (private) storm water management BMPs were inspected in the reporting year?

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

- Verbal Warning
- Written Warning (including email)
- Notice of Violation
- Civil Penalty/ Citation
- Forfeiture of Deposit
- Complete Maintenance
- Bill Responsible Party
- Other - Describe below

0
0
0
0

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

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

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections Not Applicable

a. Enter the total number of municipally owned or operated (i.e., privately owned BMPs) structural storm water management best management

practices.

b. How many new municipally owned storm water management best management practices were installed in the reporting year ? 0

c. How many municipally owned (public) storm water management best management practices were inspected in the reporting year? 9

d. What elements are looked at during inspections (250 character limit)?
Trash rack cleaning, debris/litter pickup, invasive species elimination, bank erosion, aquatics, pest/rodent control, trespass/encroachment education.

e. How many of these facilities required maintenance? 9

f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*
All Village ponds are routinely inspected, cleaned and maintained as needed.

Public Works Yards & Other Municipally Owned Properties that require a stormwater pollution prevention plan (SWPPP)* Not Applicable

g. How many municipal properties require a SWPPP? 1

h. How many inspections of municipal properties have been conducted in the reporting year? 12

i. Have amendments to the SWPPPs been made?
 Yes No

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

k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*
All DPW employees are familiar with SWPPP and are engaged in successful administration of compliance to its requirements.

* Any municipally owned property that has the potential to generate stormwater pollution should have a SWPPP. For example, if a municipal property stores compost piles, material storage, yard wastes, etc., outside and can contaminate stormwater runoff—a SWPPP is required.

Collection Services - Street Sweeping Program Not Applicable

l. Did the municipality conduct street sweeping during the reporting year?
 Yes No

m. If known, how many tons of material was removed? 137

n. Does the municipality have a [low hazard exemption](#) for this material?
 Yes No

o. If street sweeping is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
 Yes - Explain frequency several times per week for 8 - 9 months/year

No - Explain _____
 Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* Not Applicable

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

q. How many catch basin sums were cleaned in the reporting year? 90

r. If known, how many tons of material was collected? 1

s. Does the municipality have a low hazard exemption for this material? Yes No

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

Yes- Explain frequency _____

No - Explain _____

Not Applicable

Collection Services - *Leaf Collection Program* Not Applicable

u. Does the municipality conduct curbside leaf collection? Yes No

v. Does the municipality notify homeowners about pickup? Yes No

w. Where are the residents directed to store the leaves for collection?
 Pile on terrace Pile in street Bags on terrace
 Other - Describe _____

x. What is the frequency of collection?
 Twice weekly

y. Is collection followed by street sweeping? Yes No

z. Brief explanation on Collection Services reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page*
 Two leaf vacuums are operated 10 hours per day, 5 days per week, during leaf collection season.

Winter Road Management Not Applicable

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

aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (*One mile of a two-way road equals two lane miles.*) 113

ab. Provide amount of de-icing products used by month last winter season?
 Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
Salt	0	20	50	220	225	135

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
Brine	0	1400	1400	1800	2500	135

ac. Was salt applying machinery calibrated in the reporting year? Yes No

ad. Have municipal personnel attended salt reduction strategy training in the reporting year? Yes No

Training Date	Training Name	# Attendance
1/23/2023	Salt Wise Live Stream	2
1/25/2023	Salt Wise Live Stream	2

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

Pre-workday and post-workday discussions and planning are implemented.

Internal (Staff) Education & Communication

af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element ?
If yes, describe what training was provided (250 character limit):

ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

At Village Board Meetings and Utility Commission meetings Stormwater Programs are discussed. MS\$ Report is presented and recommended to the Board for approval.

Municipal Officials

Through daily interaction and Utility Commission meetings.

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

Through daily interaction and department head meetings.

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

Missing Information

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

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

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

Yes No

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

- Storm water treatment facilities
- Storm pipes
- Vegetated swales
- Outfalls
- Other - Describe below

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

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Final Evaluation - Complete

Fiscal Analysis

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

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

Element: Public Education and Outreach

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

Element: Public Involvement and Participation

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

Element: Illicit Discharge Detection and Elimination

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

Element: Construction Site Pollutant Control

5000	5000	5000	<u>General revenue fund</u>
------	------	------	-----------------------------

Element: Post-Construction Storm Water Management

5000	5000	5000	<u>General revenue fund</u>
------	------	------	-----------------------------

Element: Pollution Prevention

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

Other (describe)

Miscellaneous

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

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

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

municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

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

Yes No Unsure If Yes, explain below:

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

Yes No Unsure

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

Yes No Unsure

Storm Water Quality Management

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

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

Total suspended solids (TSS)

Total phosphorus (TP)

Additional Information

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

N/A

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

Form 3400-224 (R8/2021)

Requests for Assistance on Understanding Permit Programs

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

Please select all that apply:

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

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

Form 3400-224(R8/2021)

Required Attachments and Supplemental Information

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

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

*Required Item

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

Storm Sewer System Map

 File Attachment

[2023StormMap_11x17.pdf](#)

Attach - Other Supporting Documents

AR EO

 File Attachment

[2023 MS4 Information.pdf](#)

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

Attach - Permit Compliance Documents

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

Missing Information

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

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

[Draft and Share PDF Report](#)

Sign and Submit Your Application

Steps to Complete the signature process

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

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

Terms and Conditions

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

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

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

Name:

Title:

Authorized Signature.

I accept the above
terms and conditions.

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

VILLAGE OF LITTLE CHUTE 2024 ADOPTED BUDGET

ACCOUNT NUMBER	ACCOUNT TITLE	AMENDED							INCREASE (DECREASE) 2023	% CHANGE 2023	BRIEF EXPLANATIONS OF ANY VARIANCE OVER 4.0%
		ACTUAL 2021	ACTUAL 2022	BUDGET 2023	BUDGET 2023	YTD 2023	ESTIMATED 2023	BUDGET 2024			
COMMUNITY DEVELOPMENT GRANT FUND											
220-36101	INTEREST ON INVESTMENTS	54	-	-	-	-	-	-	-	#DIV/0!	
220-56700-204	CONTRACTUAL SERVICES	-	-	-	-	-	-	-	-	#DIV/0!	
COMMUNITY DEVELOPMENT FUND BALANCE (DEFICIT)											
		-	-	-	-	-	-	-	-		Fund closed out to State
SMALL BUSINESS MICRO LOAN											
221-36101	INTEREST ON INVESTMENTS	624	1,973	800	800	6,208	7,000	5,000	4,200	525.00%	Market fluctuations
221-36102	INTEREST ON LOANS	-	-	-	-	-	-	-	-	#DIV/0!	
221-56700-262	LEGAL SERVICES	-	-	500	500	-	-	500	-	0.00%	Budget for legal services if any loan activity
SMALL BUSINESS LOAN NET REVENUES (EXPENSES)		624	1,973	300	300	6,208	7,000	4,500	4,200	1400.00%	Interest income impacts
SMALL BUSINESS MICRO LOAN FUND BALANCE (DEFICIT)											
		193,467	195,440	195,740	195,740	201,648	202,440	206,940			No loans currently outstanding - consideration of closing fund to popular Façade program
FAÇADE RENOVATION LOAN											
222-36101	INTEREST ON INVESTMENTS	276	2,299	200	200	6,239	7,000	5,000	4,800	2400.00%	Market fluctuations
222-39101	TRANSFER IN-GENERAL FUND	100,000	100,000	-	-	-	-	-	-	#DIV/0!	
222-56700-204	CONTRACTUAL SERVICES	-	-	-	1,000	1,000	1,000	-	-	#DIV/0!	
222-56700-262	LEGAL SERVICES	189	1,499	500	500	461	500	750	250	50.00%	Budget for legal services if any loan activity
FAÇADE RENOVATION LOAN NET REVENUES (EXPENSES)		100,087	100,801	(300)	(1,300)	4,778	5,500	4,250	4,550	-1516.67%	Minimal dollar impact driven by legal costs
FAÇADE RENOVATION LOAN FUND BALANCE (DEFICIT)											
		307,009	407,810	407,510	406,510	412,588	413,310	417,560			Current loans total \$206,745

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 5, SERIES OF 2024

A RESOLUTION APPROVING THE 2023 MS4 GENERAL PERMIT ANNUAL REPORT

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

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

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

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

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

1. That the 2023 MS4 General Permit Annual Report, as prepared by Village staff, is hereby approved; and
2. That submittal of the report and this resolution to the Wisconsin Department of Natural Resources is hereby authorized.

Introduced, approved and adopted: March 20, 2024

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk



Item For Consideration

For Board Review On: Wednesday, March 20, 2024

Agenda Item Topic: Pool Update

Prepared On: March 8, 2024

Prepared By: John McDonald
Parks, Recreation, & Forestry

Report: Staff have been conducting tests as requested by the Board to locate a leak in the pool. With the warmer weather, our team has been able to be on site. During one of the tests, a video recording captured a pencil line stream coming out of the expansion joint at the base of the pool floor.

We were fortunate enough to have several companies come to the pool on short notice to provide an opinion and cost estimates for repairing the problem. Speedy Clean provided a quote in the amount of \$10,630 to complete lining work within the defective pipe. A second quote from Speedy Clean was provided for lining the entire gutter drain main line for \$30,222. During operation and monitoring of water usage it was also found that the gutter drains leading to the 10" gutter main are leaking, a quote was provided to repair for \$8,100.

From previous Board discussions, staff are looking for directions on next steps. While we have found this issue and have a plan to resolve it, this does not guarantee the integrity and longevity of pool operations.

Fiscal Impact:

Option A*: \$10,630 is within the approved 2024 Buildings/Grounds/Repairs and Maintenance aquatic budget of \$14,200. Additional costs for in-house labor, concrete and materials to create a manhole would also be incurred.

Option B*: Lining the entire pool would cost \$30,222. Additional costs for in-house labor, concrete and materials to create additional manholes for corners of the pool would be incurred. This option would require a budget adjustment of approximately \$16,500 plus. This option exceeds the threshold for public bidding requirements.

* Each option carries a potential repair add on cost, of \$8,100.

Option C: Do nothing. Find a short-term, low-cost effort to prevent the existing leak and plan for closure of pool operations at the end of this season.

Recommendation/Committee Action: Please provide direction on level of expenditures and continued operations of the pool.

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





Quote

1380 Earl St
Menasha, WI 54952
920-734-4707

Name / Address	Service Point
Village of Little Chute 108 W. Main Little Chute, WI 54140	Doyle Pool Little Chute
Scope of Work	Projected Cost
Option 1 - Install 22' of 10" of Cured In Place Pipe (CIPP) liner in the gutter drain main line over suspected defective pipe under the guard stand on the North side of the pool. Re-instate 2 gutter drains that are within the length of the liner. Perform Hydro-static testing.	
* Please reference NOTES below.	Option 1 Total 10,630.00
Option 2 - Install 130' of 10" Cured In Place Pipe (CIPP) liner in the gutter drain main line on the North side of the pool. This liner will be installed over the suspected defective area in the 10" PVC gutter drain. Re-instate 15 gutter drains that are within the length of the liner. Perform Hydro-static testing.	
*Please reference NOTES below. **Please allow 2 weeks lead time for this liner to be built and shipped from an outside source.	Option 2 Total 30,222.00
Both options include prepping pipe, flushing any loose debris, install CIPP repair, re-instate gutter drains, post televising and hydro-static testing	
WARRANTY: Cured in place repairs come with a 5-year warranty on parts and installation.	
PLEASE REVIEW, IF ACCEPTED WITHIN 30 DAYS SPEEDY CLEAN WILL HONOR PRICING	
Proposal Approval: Please list your option choice, sign quote and e-mail back to info@speedycleaninc.com or mail to:	
Speedy Clean, Inc 1380 Earl St. Menasha, WI 54952	
Option: # _____	
Signature _____	Date: _____

HOLD HARMLESS DISCLAIMER:

Due to the unique nature of the tasks and the unknown pipe conditions, completion of the work may not be possible. In good faith, Speedy Clean will make every possible effort to perform the work described or will determine that other methods will be needed to complete the repair; at that time, price will revert to a time and materials basis.

DESCALING DISCLAIMER:

The descaling tool is used to prep pipes for the CIPP lining process. This work is very specialized and requires several pieces of equipment on site. Descaling requires two men, and will involve a high-speed chain flail carbide head to descale, water jet to flush loose debris, and a mini camera to monitor work. If the pipe walls are

thin and deteriorated, descaling will expose weak spots and flaws

Page 1

Date	Estimate
3/8/2024	3008



1380 Earl St
Menasha, WI 54952
920-734-4707

Quote

Name / Address	Service Point
Village of Little Chute 108 W. Main Little Chute, WI 54140	Doyle Pool Little Chute
Scope of Work	Projected Cost
<p>NOTES:</p> <p>--Speedy Clean will need to install the liner through the open end of the 10" pipe from a hole cut in the concrete.</p> <p>--Speedy Clean is not responsible for cutting concrete, excavating to the pipe or cutting the existing pipe to gain access to the drain.</p> <p>--Speedy Clean is not responsible for installing a cleanout in the hole once lining is complete.</p> <p>--Speedy Clean will perform Hydro-static test on the North end of the pool. This will confirm if the liner sealed the leak on the North end of the pool.</p>	
<p>Additional Option: Upon request, Speedy Clean can install a 2' X 2" Cured in Place Pipe (CIPP) liner on the 2' cutter drain line from grate to main line. this liner will overlap and seal to the opening of the re-instated liner. The cost is \$970.00 each - assumed quantity of 1-15.</p>	0.00
<p>WARRANTY: Cured in place repairs come with a 5-year warranty on parts and installation.</p> <p>PLEASE REVIEW, IF ACCEPTED WITHIN 30 DAYS SPEEDY CLEAN WILL HONOR PRICING</p> <p>Proposal Approval: Please list your option choice, sign quote and e-mail back to info@speedycleaninc.com or mail to:</p> <p>Speedy Clean, Inc 1380 Earl St. Menasha, WI 54952</p> <p>Option: # _____</p> <p>Signature _____ Date: _____</p> <p>I _____</p>	

HOLD HARMLESS DISCLAIMER:

Due to the unique nature of the tasks and the unknown pipe conditions, completion of the work may not be possible. In good faith, Speedy Clean will make every possible effort to perform the work described or will determine that other methods will be needed to complete the repair; at that time, price will revert to a time and materials basis.

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The descaling tool is used to prep pipes for the CIPP lining process. This work is very specialized and requires several pieces of equipment on site. Descaling requires two men, and will involve a high-speed chain flail carbide head to descale, water jet to flush loose debris, and a mini camera to monitor work. If the pipe walls are

thin and deteriorated, descaling will expose weak spots and flaws

Page 2

Date	Estimate
3/8/2024	3008



3600 Kewaunee Road
Green Bay, WI 54311
Phone: (920) 863-3663
Fax: (920) 863-3662

Quotation

Quote Number
22446

Quote Date
Mar 7, 2024

Quoted to:	Page
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VILLAGE OF LITTLE CHUTE
Dept. of Public Works
1940 North Buchanan Street
Little Chute, WI 54140

1

Quote Good Thru	Payment Terms	Sales Rep
4/6/24	Net 30 Days	

Description	Unit of Measure	Quantity	Unit Price	Extension
<p>DOYLE PARK POOL</p> <p>ROUTING 10" x 2" GUTTER DRAIN TEE</p> <p>SETUP, TAKE DOWN AND GROUT 1ST TEE NEEDING TO BE GROUTED</p> <p>ROUT SUBSEQUENT TEE CONNECTIONS (NOT ALL 14 MAY NEED TO BE GROUTED)</p> <p>WE WILL FLUSH 10" LINE AFTER GROUTING AND COLLECT RESIDUAL GROUT IN TANK (TANK SHOULD BE EMPTY WHEN WE ARRIVE).</p> <p>WE WILL NEED THE 3' x 3' ACCESS NEAR THE MAIN PIT AND WE WILL NEED A CORING ACCESS TO THE TOP OF THE LINE.</p>	LINEAR FEET	1.00	4,600.000	4,600.00

Please notify Great Lakes within 30 days if the quotation is accepted and the above prices will be honored.

This acknowledgment will enable us to schedule your work more efficiently.

If prevailing wages apply - this quote will be adjusted accordingly. Bond fee and/or additional insurance requirements are not included in the quote amount. If applicable, add the amount(s) to this quote.

Subtotal	8,100.00
Sales Tax	
Total	8,100.00



Item For Consideration

For Board Review On: March 20, 2024
Agenda Item Topic: Budget

Prepared On: March 18, 2024
Prepared By: Finance

Report: Please see the attached explanations of various budget amendments including documentation of compliance with our Fund Balance Policy (adopted in December 2020 copy attached).

The Special Consideration Carryover requests comply with specific action necessary (2/3 vote required) per the formal Fund Balance Policy. This action also formally documents approval for the 2023 Fund Balance Assignments.

The 2024 Budget Amendment reflects action necessary for the funds documented to be used in the 2024 Budget designated for debt reduction (the 2023-2024 debt issuance in December 2023 reflected this use). FVMPD had two squads involved in crashes. The insurance proceeds have been received and repairs have been completed thus the corresponding 2024 Budget Adjustment.

Please contact me with any questions.

Fiscal Impact: Cross-referenced action to the Fund Balance Policy for your ease of reference.

Recommendation/Board Action: Please approve the 2023 Final Budget Amendments, 2023-2024 Budget Carryover Requests, 2023 Fund Balance Assignments and the 2024 Budget Amendments as presented in attached documentation.

Respectfully Submitted,

Lisa Remiker-DeWall, Finance Director

2023 Budget Amendments

201-34304	Sanitation Fees	13,500	Revenue
201-53620-101	Full-Time Wages and Benefits - Sanitation	13,500	Expense

Increased residential sanitation revenue covers additional 2023 expenses for staff increased hours and change from single to family health plan costs

202-36101	Interest on Investments	700	Revenue
202-51960-221	Small Equipment	700	Expense

Interest revenue to cover increased cost of maintenance for the flag pole memorial

204-34423	Swim Lessons	4,400	Revenue
204-55420-249	Utilities	4,400	Expense

Increased revenue from swim lessons to cover utility expenses incurred greater than budget

208-34401	Recreation Center Rentals	200	Revenue
208-52900-204	Contractual Services	200	Expense

Increased revenue from rentals to cover additional costs related to those rentals

404-36101	Interest on Investments	700	Revenue
404-57190-302	Equipment Replacement	700	Expense

Increased interest revenue covers costs to properly dispose of computers as result of the progressive program to eliminate multiple devices for one individual and elimination of those no longer compliant with support requirements

405-39311	Bond Proceeds Fire Station Construction Fund	600,000	Revenue
405-39312	Premium on Debt Issue Fire Station Construction Fund	44,000	Revenue
405-51100-262	Debt Issuance Costs Fire Station Construction Fund	11,500	Expense
416-39312	Premium on Debt Issue TID 6 Projects	109,000	Revenue
417-39311	Bond Proceeds TID 7 Evergreen Drive Phase III	2,890,000	Revenue
417-39312	Premium on Debt Issue TID 7 Evergreen Drive Phase III	208,978	Revenue
417-57700-262	Debt Issuance Costs TID 7 Evergreen Drive Phase III	54,300	Expense
420-39311	Bond Proceeds Park Improvement Splash Pad	285,000	Revenue
420-39312	Premium on Debt Issue Park Improvement Splash Pad	20,900	Revenue
420-59000-260	Debt Issuance Costs Park Improvement Splash Pad	5,400	Expense

Budget Adjustments for the final debt issuance that combined the 2023 and 2024 issues together to reduce costs

Budget Carryover 2023-2024 - Note all items previously funded in the 2023 Budget

101-51420-204	Contractual Services - Comprehensive and Strategic Plan Updates	8,780	Expense
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Due to unexpected personnel vacancies and other high priority Village needs, this was delayed

101-51420-204	Contractual Services - Continued rollout of MiPay Time Automation and AP Enhancements	45,000	Expense
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Due to staff turnover in Finance and other departments, higher priority Village issues took precedence

101-51420-201	Training - Finance	4,000	Expense
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Due to new staff not starting until after January 1, training delayed

101-51650-242	Village Hall Building Repair & Maintenance	30,000	Expense
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Continued security updates and various miscellaneous building improvements still in progress

101-51780-290	Contingency	183,263	Expense
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Carryover for 2024 Budget - no funds used in 2023

101-51530-204	Contractual Services	55,000	Expense
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Interim market update due to dropping to .79 assessment ratio for 2023, Mobile Home assessment tracking

101-52200-221	Small Equipment - Fire	30,000	Expense
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Regional radio replacement program order placed but not received prior to year end

101-51415-201	Training - Engineering	5,000	Expense
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Training delayed with transition to new Village Engineer (Assistant Director of Public Works)

101-53100-306	DPW - Buildings and Grounds	15,000	Expense
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Yard waste site enhancements to be completed now that fiber is installed

101-53300-215	Sidewalk Tools	6,000	Expense
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101-53300-216	Construction Materials	82,200	Expense
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101-53300-246	Railroad Maintenance	9,200	Expense
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Street & Sidewalk Repairs and Railroad Maintenance not completed in 2022

101-53350-218	Snow and Ice Control - Salt	19,000	Expense
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Carryover unused budget funds as salt needs to be purchased in 2024

101-39101	Transfer funds from Market on Main for holiday light program	6,900	Revenue
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101-51960-215	Beautification supplies to purchase holiday lights	10,700	Expense
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Waiting for approval from Kaukauna Utilities so delayed to 2024

101-55200-204	Complete fencing for pickleball courts	9,100	Expense
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Project delayed due to other priority Village needs

519,143 Total General Fund

206-55110-242	Equipment Replacement - Fire Alarm System <i>System out of compliance and needs upgrades</i>	12,900	Expense	
206-55110-206	Books, Audio Visual and Special Collection <i>Due to staffing transition, various purchases delayed</i>	15,000	Expense	27,900 Library
207-52120-213	Fox Cities Marathon Donation not spent in 2023 <i>Donation received but deterring best use so request to carryover to 2024</i>	1,500	Expense	
207-52120-101	Wages and Benefits <i>Carryover for retirement payout that will be required in accordance with plans of the 2024 Budget</i>	31,690	Expense	33,190 FVMPD
209-56900-499	Transfer funds generated from Market on Main for holiday light program from 2023 <i>Waiting for approval from Kaukauna Utilities so delayed to 2024</i>	6,900	Expense	6,900 Promotional Fund
211-50000-204	ARPA-LC CAN Expansion <i>Final project connectivity work with Amplitel to fiber installed</i>	34,860	Expense	
211-59000-495	ARPA-Transfer to Fleet for one dump truck replacement <i>Ordered but not received in 2023</i>	261,475	Expense	296,335 ARPA
216-50100-204	Transportation Study <i>Delayed due to legal proceedings</i>	14,430	Expense	14,430 Transportation
403-57324-303	Vehicle Replacement -DPW Dump Truck (Replace # 7 and # 80)	564,622	Expense	
403-57620-303	Vehicle Replacement -Pick Up Truck (Replace # 90)	39,693	Expense	
403-57620-303	Vehicle Replacement -Pick Up Truck (Replace # 87)	42,345	Expense	
	<i>Vehicles delayed due to availability and pricing</i>			646,660 Fleet
418-50232-263	Construction - Pine Street <i>Carryover project to be completed in 2024</i>	1,217,755	Expense	
418-51224-204	Contractual Services - Downtown Remediation <i>Carryover remaining budget for either continued contractual services or land purchase</i>	207,300	Expense	
418-51225-204	Contractual Services - Downtown Mixed Use <i>Site clearance costs not completed in 2022</i>	29,889	Expense	1,454,944 TID 8
420-57620-274	Splash Pad Design and Engineering <i>Work in progress</i>	19,827	Expense	
420-57620-280	Ebb Trail Phase II <i>Final punch list and finishing gravel for safe trail use, signage and final amenities</i>	15,900	Expense	35,727 Park Improvement
452-51231-263	Construction -Lights Cty OO & French <i>Carryover for any final WDOT settlement</i>	35,000	Expense	35,000 Construction Fund
610-53614-204	Contractual Services - Sewer Rate Study <i>Delayed finalization due to Landfill and Nestle billing issues</i>	9,900	Expense	9,900 Sewer Utility
620-53624-302	Security Systems Upgrades/SCADA	10,150	Expense	
620-53634-302	Security Systems Upgrades/SCADA	32,500	Expense	
	<i>Delayed to tie in with LC CAN expansion project</i>			
620-53644-301	Meter Replacement <i>Carryover to continue replacement program</i>	39,700	Expense	82,350 Water Utility
630-51140-263	Construction Pheasant Run <i>Due to DNR ruling considering alternative options</i>	12,532	Expense	
630-53441-204	McMahon Consulting Storm Ponds <i>Work ongoing</i>	3,500	Expense	
630-53441-253	Maintenance at ponds <i>Work ongoing</i>	22,900	Expense	38,932 Stormwater Utility

Budget Carryover 2022-2023 - Special Consideration (2/3 vote required funded by 2023 Budget Dollars)

101-59000-495	Transfer to Technology Capital Projects Fund	20,000	Expense	20,000	General Fund Total	539,143
404-39101	Transfer in from General Fund	20,000	Revenue			
404-53100-302	Equipment Replacement	20,000	Expense	20,000	Facility and Technology Fund	20,000
<i>System is obsolete and updates required to keep functioning</i>						
207-52120-303	Vehicle reinstatement that was reduced from 2024 Budget	53,000	Expense			
<i>Age of fleet is critical to keep addressing this need</i>						
207-52120-205	Repairs to flooring back hallway of building considered safety issue	4,500	Expense			
<i>Complete flooring repairs necessary to mitigate workers compensation risk</i>						
207-52120-240	Virtual server operating system expiring	10,000	Expense	67,500	FVMPD	100,690
<i>Mitigate cybersecurity concern identified</i>						

2023 Assigned Fund Balance - Per Fund Balance Policy

109-29221	Assigned Fund Balance - Development Incentive Fox River Group	220,000	Equity
<i>Remaining balance due on development</i>			
101-29990	Assigned Fund Balance - Carryover	539,143	Equity
<i>Total of Carryover and Special Consideration Carryover 2022-2023</i>			

2024 Budget Amendments

101-59000-491	Transfer out from General Fund held for reduction of 2023-2024 debt issue	534,000	Expense
101-59000-490	Transfer out from General Fund held for reduction of 2023-2024 debt issue	467,000	Expense
202-39101	Transfer in from General Fund to fund portion of Rescue Squad purchase per 2024 Budget	534,000	Revenue
420-39101	Transfer in from General Fund to fund portion of Rescue Squad purchase per 2024 Budget	467,000	Revenue
<i>The 2024 Budget noted this as estimated for 2023 in anticipation of actual use for 2024 projects vs issuing debt \$1,001,000 was remaining in the designation from 2022 and 2021 year-end fund balance policy implementation</i>			
207-38612	Insurance Reimbursement	29,936	Revenue
207-52120-247	Vehicle Operations - Repair	29,936	Expense
<i>Squads 131 and 182 were damaged in crashes</i>			

FUND BALANCE AND RESERVE POLICIES

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

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

- *Nonspendable:* Some resources cannot be spent because they are not in spendable form. Examples include inventories, prepaid items, land held for resale and long-term receivables. Other resources may be legally or contractually required to be maintained intact such as an endowment fund. Prepays \$3,182
Advances \$1,623,000
- *Restricted:* This includes constraints on the use of resources that are externally enforceable such as unspent debt proceeds. Such restrictions also may be the result from constitutional provisions or enabling legislation. \$0
- *Committed fund balance:* A government at its highest level of decision-making authority may formally place a constraint on the use of its own resources that remains legally binding unless removed in the same manner. The Village will maintain a committed fund balance of 25% of the ensuing year's general fund operating expenditure budget. Committed for working capital \$1,196,225
- *Assigned fund balance:* This category will be established annually in February for the preceding year's financial statement (decisions made based on estimated final figures for the reporting period) for specified purposes, including but not limited to contingencies, compensated absences or other one-time expenditures. At least 50% of General Fund balances in excess of the Nonspendable, Restricted and Committed Fund Balance will be used for the reduction of long-term liabilities (either to lower ensuring year's debt issuance or for the defeasance of callable debt). The Finance Director in conjunction with our Financial Advisor will recommend the most cost-effective debt reduction option. The Village Administrator will recommend a plan for the remaining funds subject to Village Board approval that may include one-time General Fund expenditures, provide additional safeguard of working capital reserves, reduction of debt, or to keep the funds unassigned. Fox River Group
\$220,000
Carryover
\$539,143
Remaining LT
Debt Reduction
\$1,001,000
=Estimated
before assigned
\$1,170,694
- *Unassigned fund balance:* It is perfectly reasonable for the general fund to report total fund balance more than the previous four components. 50% for DT Debt
Reduction
\$585,347
Special
Consideration
Carryover
\$20,000

Total Long Term Debt Reduction \$401,000
12/31/21 assigned + \$600,000 12/31/22 =
\$1,001,000 + \$700,000 12/31/23 = \$1,701,000
NOTE: PLANNED USE IN 2024 \$1,001,000

Additional Long
Term Debt
Reduction
\$114,653 =
Unassigned
\$450,694

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

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

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

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

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

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

Developed and Adopted: December 16, 2020