



AGENDA

REGULAR BOARD MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, January 15, 2025
TIME: 6:00 p.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/89207350646>

Meeting ID: 892 0735 0646

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. Disbursement List
 - 2. Approval of the Minutes of December 18, 2024
- H. Discussion/Action—Special Event Permit and Vendor Sales for LCASD
- I. Discussion/Possible Action—Florida Ave Traffic Safety
- J. Department and Officer Progress Reports
- K. Call for Unfinished Business
- L. Items for Future Agenda

M. Closed Session:

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

N. Return to Open Session

O. 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: January 10, 2025

VILLAGE OF LITTLE CHUTE MONTHLY REPORT



Little Chute

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

December
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 – DECEMBER 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

December Administration Updates

- LCBA meeting in December was at Creative Simplicity. I was unable to attend, however our staff participated in the meeting. Voting and discussions took place for the positions in the LCBA (President, VP, Secretary & Treasurer). 2025 discussions should be focusing on the group taking off, future event planning and strategic engagement with other Little Chute Businesses.
- Continued Fire Station design work. Meeting with individual trades experts to plan layout and infrastructure. 30% plans and cost estimates to be ready by the end of January. Future Board presentation in February to update and keep the project moving forward.
- Major focus on development projects across the Village. Finalizing Development Agreements and preparing for 2025. Discussing land use, future planning, meetings with property owners and preparing for spring permit requests.
- Continued to attend various meetings with stakeholders in preparation for the 2025 calendar year.
- Meeting with Department Heads to plan for 2025 projects. Preparing for departmental succession planning and road mapping.

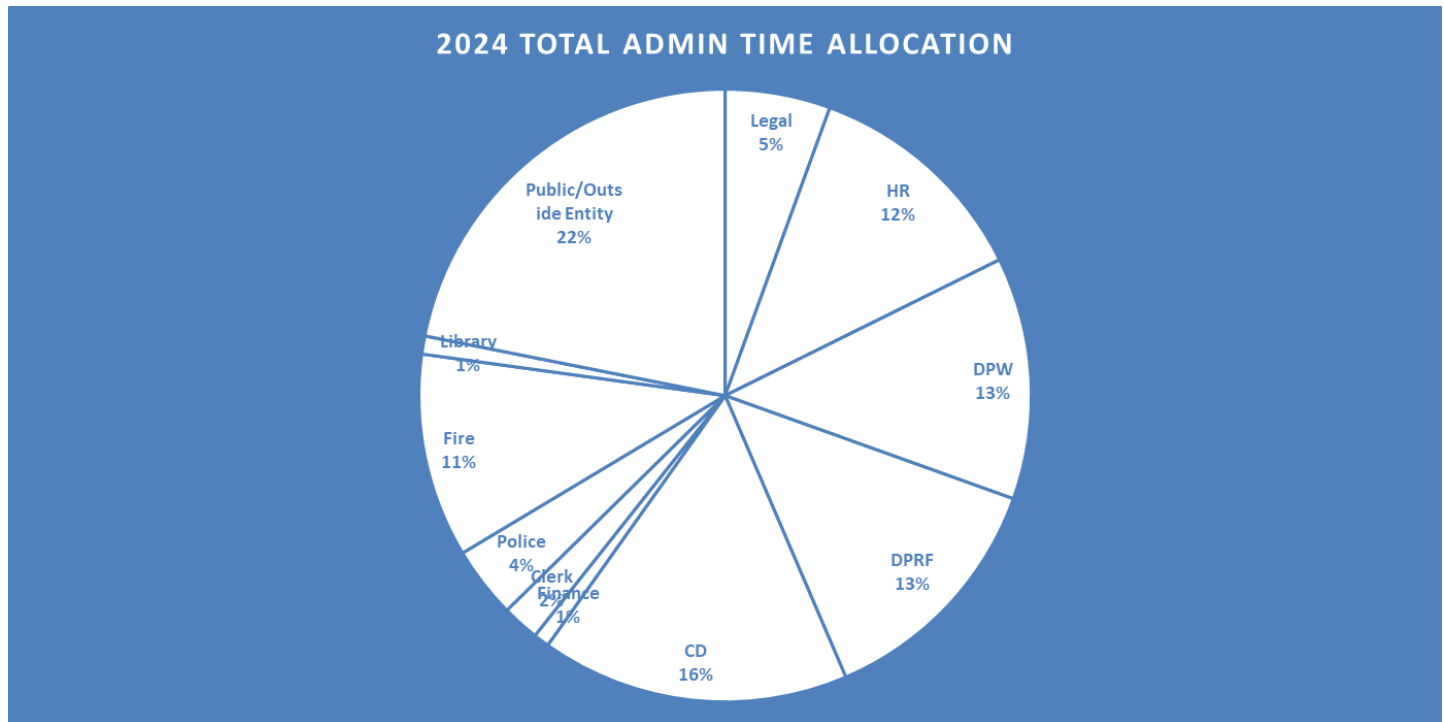
Current Work List and Progress Update

- Preparation for 2025 projects.
- Assisting DPRF with the Heesakker Park RFP – moving in a direction to secure proposals for conceptual plans followed by final design and bid. The objective is to narrow down a final layout and design before bidding a project out.
- Assist DPW and MCO with putting the RFP out for our Water Study.
- Working with legal on various ongoing items in the Village.
- Finalizing annual performance reviews. Meeting with all department heads to discuss 2025 action plans.
- Reviewing that all projects are closing out and getting invoices to finance before year end.

Items for January

- Continue to assist Human Resources in various personnel matters. Work on policy updates and overall handbook review. Onboarding new staff and planning for future retirements.
- Prioritizing the Fire Station design and engineering programming. Meeting weekly to stay on schedule.
- Draft various RFPs and RFQs before years' end to get projects out on time.
- Assist the Finance Director in final 2025 budget decisions and follow up with Trustees on information needed for approvals.

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 12/31/2024.



VILLAGE CLERK

The Winter Newsletter was completed and mailed to all residents. Nomination paperwork for Village Board positions was available; completed nominations were collected and recorded. The General Election was reconciled and completed by the state. The Village Calander was updated with 2025 Village Board Meetings and Commissions. We continue to look ahead and plan for a possible February Primary followed by a March Election.


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


- Post-Election Reconciliation
- Shared data from social media sites
- Attended Bid Openings
- Agendas/Minutes for meetings
- Continued maintenance of the Village Website
- Updated Newsletter mailing lists
- Work with other Departments to create Social Media schedule, coordinate postings
- Ongoing phone support
- Operator License Renewals
- Prepare and create Winter Village Newsletter
- Assist Fire Department with recruiting and applications
- Prepare nomination paperwork


Goals for January:

- Agendas/Minutes for meetings
- Share data from social media sites
- Maintenance of the Village Website and social media outlets
- Work with other Departments to create Social Media schedule, coordinate postings
- Ongoing phone/supply ordering support
- Assist Fire Department with hiring and applications
- Distribute and Collect Nomination Paperwork
- Prepare and plan for potential February Primary

2024 Social Media Metrics October November December 2024 Totals

	Facebook Posts				
	People Reached	29,508	42,626	35,913	674,272
	Content Interactions	949	1,638	1,749	44,330
	Link Clicks	253	276	281	3,960
	Facebook Visits	5,703	6,722	5,487	74,693
	Facebook followers	7,625	7,648	7,685	88,941
	Most popular post (reach)	TbTh Fire Dept	TbTh Post Office	Chuting Stars	0
	Facebook Videos				
	Minutes Viewed	1,007	1,247	2,422	23,586
	1-Minute Video Views	253	248	347	5,459
	3-Second Video Views	2,022	2,957	5,955	60,314
	Video Engagement	949	16	233	4,781
	Most popular Video	park updates	Park updates	Park updates	

	Instagram				
	Instagram Reach	252	273	352	4,229
	Profile visits	25	17	17	349
	New followers	4	5	2	58
	Followers	1,022	1,023	1,023	1,023
	Popular Post	early voting	TbThur Post office	Mary Retirement	

	LinkedIn				
	Page Views	42	18	20	401
	Unique Visitors	14	9	9	191
	Post Impressions	26	53	9	1,142
	followers	310	314	317	317

FINANCE DEPARTMENT

HIGHLIGHTS

- Timely filed the required Tax Levy Limit Worksheet and the Statement of Taxes reports with the State.
- Completed 2024 preliminary audit fieldwork on December 12 & 13.
- Celebrated the retirement of Payroll and Benefits Specialist, Mary Kempen, after 6 years of dedicated service to the Village.
- Over \$10 million of property taxes were collected in December: In person payments at Village Hall the most popular venue (\$8 million), Capital Credit Union and Bank of Little Chute that offer collection services at no cost (\$1 million) and on-line payments via the Outagamie County portal (\$1 million via electronic check at no charge [81%] and credit card collections with a 2.2% convenience fee [19%]).
- 2025 dog tag licenses are available for citizen application and distribution. Many residents are already coming in to fulfill requirements.
- The majority of 2024 Accounts Receivable invoices were issued prior to year end by the Accounting Clerk avoiding manual entry process to accrue back to 2024 if issued in 2025.
- All remaining compensatory time for non-Wisconsin Professional Police Association (WPPA) employees was paid out on the first payroll in December.
- Virtual enrollment for all voluntary employee benefits occurred on December 5.
- 2025 health insurance rates began deducting from employee paychecks in December 2025 as premiums are due one month in advance.
- Training of our new Payroll and Benefits Specialist, Nikki Beseler, who has completed 3 payrolls already and her experience/education has proven helpful!
- An employment offer was extended and accepted for the DPW Operations Manager position.

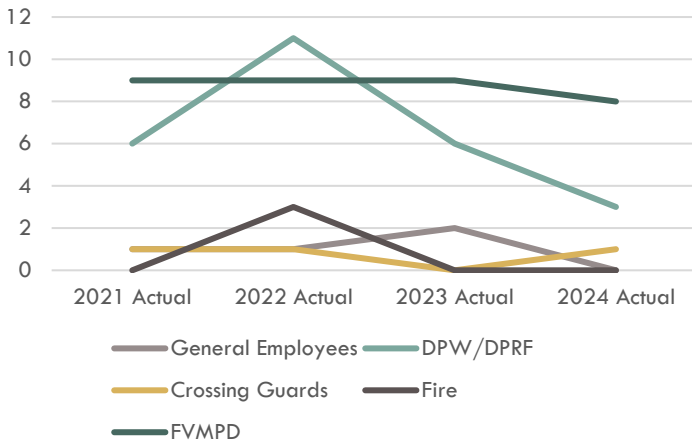
TOP PRIORITIES FOR JANUARY

- Accurate processing and reporting of tax collection, including the January tax settlement with other taxing jurisdictions.
- Preparing for the 2024 audit.
- Payroll & Benefits Specialist updated the payroll system with 2025 dental, vision, life, disability, Wisconsin Retirement System (WRS) and voluntary benefit election changes and premium rates.
- Continue to train our new Payroll and Benefits Specialist.
- Onboard the new DPW Operations Manager and two Police Officers.
- The Payroll & Benefits Specialist will update pay rates effective 1/1/25 and replenish leave banks for time earned for the new year.
- 2024 W-2's and 1099's will be issued within the deadlines.
- Compensatory time for WPPA employees per contract will be paid out with the first pay period in January.
- Annual WRS reporting and reconciliation will be completed to regulatory requirements filing timely.
- Preparation for the worker's compensation audit to take place in addition to annual reporting of 2024 work-related injuries and illnesses.

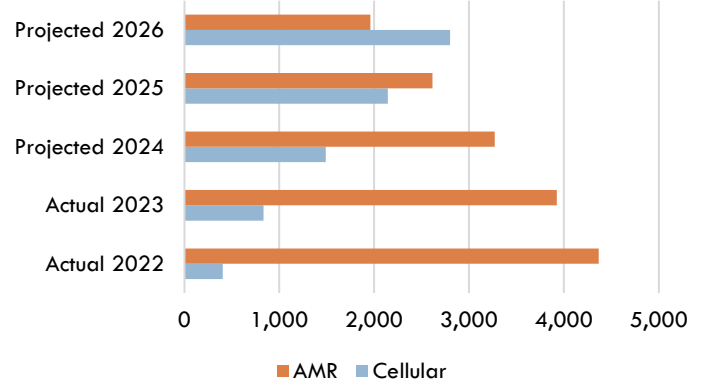
CONTINUOUS IMPROVEMENT EFFORTS

- The Finance Director attended the WGFOA winter conference for required CPE to maintain her license.
- Staff participated in several year-end training refreshers for our general ledger software, WRS reporting, and IRS/State required filings.

Workers Compensation Claims



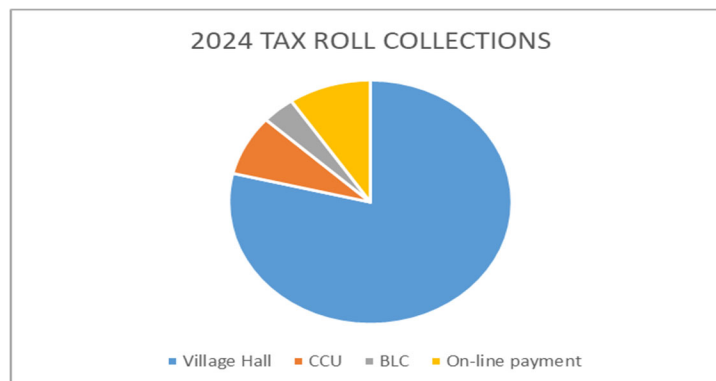
CELLULAR AND DRIVE BY AMR METER READS



PERFORMANCE MEASUREMENTS

	Actual <u>2021</u>	Actual <u>2022</u>	Actual <u>2023</u>	Actual <u>2024</u>
# Months bank reconciliation completed timely	12	12	12	12
# Of stale checks outstanding	8	13	9	7
Custodial credit risk	\$0	\$0	\$0	\$0
Investment Performance vs Crane Taxable All Money Market Funds Average (2023 and 2024; prior Bloomberg 1-3 Year Treasury Index)	(.5)% vs (.6)%	(2.87)% vs (3.8)%	5.02% vs 4.72%	5.22% vs 4.85%
% Of customers paying online	48%	52%	55%	58%
Continuous improvement initiatives	32	26	24	25
Looks Number of special assessment billings	36	7	273	100
Average number of monthly utility bills	4,672	4,743	4,775	4,798
Annual number of utility work orders	1,033	904	661	752
Annual tax certification letters	673	647	675	534
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%	85%

FINANCE LEARNING OPPORTUNITY



	DECEMBER	YTD 2024	BUDGET 2024	Over (Under) Budget VARIANCE	% OF BUDGET Highlight >100%
GENERAL FUND					
Taxes	(627.23)	984,337.18	986,870.00	(2,532.82)	99.74%
Total Licenses and Permits	4,643.00	95,656.17	109,005.00	(13,348.83)	87.75%
Intergovernmental Aid	-	2,970,330.58	2,951,976.00	18,354.58	100.62%
Public Charges for Service	13,720.22	170,869.90	152,885.00	17,984.90	111.76%
Fines and Forfeitures	7,224.94	90,391.76	88,500.00	1,891.76	102.14%
Total Interest	35,217.94	315,759.76	107,365.00	208,394.76	294.10%
Miscellaneous Revenue	4,151.00	226,379.20	200,899.00	25,480.20	112.68%
Other Financing Sources	17,998.03	271,492.61	332,912.00	(61,419.39)	81.55%
Total General Fund Revenue	82,327.90	5,125,217.16	4,930,412.00	194,805.16	103.95%
Village Board	21,326.49	117,364.12	104,025.00	13,339.12	112.82%
Administration	9,928.05	92,417.49	110,421.00	(18,003.51)	83.70%
Finance	38,628.00	288,465.41	353,995.00	(65,529.59)	81.49%
Clerk	23,237.11	253,799.18	259,078.00	(5,278.82)	97.96%
Community Development - Assessing	7,446.31	93,418.33	142,932.00	(49,513.67)	65.36%
Inspections	12,151.56	134,848.17	152,760.00	(17,911.83)	88.27%
Economic Development	7,659.07	102,258.34	107,753.00	(5,494.66)	94.90%
Village Hall	6,573.32	152,450.34	121,093.00	31,357.34	125.90%
Municipal Court	5,203.60	73,889.70	74,914.00	(1,024.30)	98.63%
Unallocated	9,827.94	57,637.85	209,980.00	(152,342.15)	27.45%
Insurance	7,759.84	201,885.56	211,147.00	(9,261.44)	95.61%
Village Promotion and Goodwill	5,152.49	44,759.85	47,276.00	(2,516.15)	94.68%
Fire Operations	40,275.68	319,080.65	352,625.00	(33,544.35)	90.49%
Fire Allocated	29,075.28	368,292.74	378,307.00	(10,014.26)	97.35%
Crossing Guards	10,372.11	71,955.00	80,706.00	(8,751.00)	89.16%
Public Works Administration	6,502.55	71,168.06	64,068.00	7,100.06	111.08%
Public Works Engineering & GIS	13,553.35	89,795.88	74,993.00	14,802.88	119.74%
Public Works Street Repair and Maintenance	56,921.89	675,680.59	846,840.00	(171,159.41)	79.79%
Public Works Support Services	9,119.79	44,526.63	57,323.00	(12,796.37)	77.68%
Public Works Vehicle Maintenance	4,863.54	126,465.87	170,857.00	(44,391.13)	74.02%
Public Works Snow and Ice Control	38,930.43	199,479.79	241,305.00	(41,825.21)	82.67%
Public Works Weed Control	734.59	6,743.19	23,275.00	(16,531.81)	28.97%
Public Works Recycling	5,093.86	55,469.99	56,961.00	(1,491.01)	97.38%
Park	44,961.40	590,582.29	640,193.00	(49,610.71)	92.25%
Recreation	20,921.69	207,809.99	238,885.00	(31,075.01)	86.99%
Forestry	12,008.39	254,935.97	222,198.00	32,737.97	114.73%
Youth Football	1,008.82	28,644.58	29,773.00	(1,128.42)	96.21%
Community Band	2,339.68	11,635.08	13,292.00	(1,656.92)	87.53%
Transfers	-	1,401,000.00	1,401,000.00	-	100.00%
Total General Fund Expenses	451,576.83	6,136,460.64	6,787,975.00	(651,514.36)	90.40%
GENERAL FUND NET REVENUES (EXPENSES)	(369,248.93)	(1,011,243.48)	(1,857,563.00)		
SANITATION					
Sanitation Revenues	53,642.71	627,323.48	600,300.00	27,023.48	104.50%
Sanitation Expenses	48,159.22	520,023.07	532,392.00	(12,368.93)	97.68%
SANITATION NET REVENUES (EXPENSES)	5,483.49	107,300.41	67,908.00		
FIRE EQUIPMENT DONATION					
Fire Equipment Donation Revenues	4,923.31	686,190.48	654,000.00	32,190.48	104.92%
Flag Pole Memorial Expenses	119.25	658.15	1,236,100.00	(1,235,441.85)	0.05%
FIRE EQUIPMENT DONATION NET REVENUES (EXPENSES)	4,804.06	685,532.33	(582,100.00)		
HEESAKKER PARK TRUST					
Heesakker Park Trust Revenues	-	-	800,000.00	(800,000.00)	0.00%
Heesakker Park Trust Expenses	-	-	800,000.00	(800,000.00)	0.00%
HEESAKKER PARK TRUST NET REVENUES (EXPENSES)	-	-	-	-	
AQUATICS					
Aquatics Revenue	320.72	215,779.60	209,376.00	6,403.60	103.06%
Aquatics Expenses	1,613.35	176,398.82	209,376.00	(32,977.18)	84.25%
AQUATICS NET REVENUES (EXPENSES)	(1,292.63)	39,380.78	-		

	DECEMBER	YTD 2024	BUDGET 2024	Over (Under) Budget VARIANCE	% OF BUDGET Highlight >100%
LIBRARY/CIVIC CENTER					
Library/Civic Center Revenues	3,720.87	717,229.24	692,568.00	24,661.24	103.56%
Library/Civic Center	68,524.62	653,548.26	727,468.00	(73,919.74)	89.84%
LIBRARY/CIVIC CENTER NET REVENUES (EXPENSES)	(64,803.75)	63,680.98	(34,900.00)		
CONSOLIDATED POLICE SERVICES					
Consolidated Police Services Revenue	60,810.99	4,367,787.83	4,351,381.00	16,406.83	100.38%
Police Services Consolidated	473,918.09	4,294,994.31	4,435,040.00	(140,045.69)	96.84%
CONSOLIDATED POLICE SERVICES NET REVENUES (EXPENSES)	(413,107.10)	72,793.52	(83,659.00)		
VAN LIESHOUT RECREATION CENTER					
Van Lieshout Rec Center Revenues	1,926.66	25,347.48	23,600.00	1,747.48	107.40%
Van Lieshout Rec Center Expenses	2,719.49	34,815.24	34,919.00	(103.76)	99.70%
VAN LIESHOUT NET REVENUES (EXPENSES)	(792.83)	(9,467.76)	(11,319.00)		
PROMOTIONAL FUND					
Promotional Fund Revenues	748.15	40,759.59	47,000.00	(6,240.41)	86.72%
Promotional Fund Expenses	114.90	25,905.30	40,400.00	(14,494.70)	64.12%
PROMOTIONAL NET REVENUES (EXPENSES)	633.25	14,854.29	6,600.00		
AMERICAN RESCUE FUND					
American Rescue Fund Revenues	-	237,727.28	230,884.00	(6,843.16)	102.96%
American Rescue Fund Expenses	-	287,959.57	304,711.00	(17,203.09)	94.50%
AMERICAN RESCUE PROMOTIONAL NET REVENUES (EXPENSES)	-	(50,232.29)	(73,827.00)		
TRANSPORTATION SPECIAL REVENUE FUND					
Transportation Special Revenue Fund Revenues	-	503.79	200.00	303.79	251.90%
Transportation Special Revenue Fund Expenses	-	15,827.25	45,645.00	(29,818.00)	34.67%
TRANSPORTATION SR FUND NET REVENUES (EXPENSES)	-	(15,323.46)	(45,445.00)		
SMALL BUSINESS MICRO LOAN FUND					
Small Business Micro Loan Fund Revenues	-	6,729.69	5,000.00	1,729.69	134.59%
Small Business Micro Loan Fund Expenses	-	-	221,812.00	(500.00)	0.00%
SMALL MICRO LOAN FUND NET REVENUES (EXPENSES)	-	6,729.69	(216,812.00)		
FAÇADE RENOVATION GRANT FUND					
Façade Renovation Grant Fund Revenues	724.02	9,766.27	116,312.00	(106,545.73)	8.40%
Façade Renovation Grant Fund Expenses	-	571.60	750.00	(178.40)	76.21%
COMMUNITY DEVELOPMENT GRANT NET REVENUES (EXPENSES)	724.02	9,194.67	115,562.00		
NELSON CROSSING MAINTENANCE					
Nelson Crossing Maintenance Revenues	24.13	3,832.85	3,632.00	200.85	105.53%
Nelson Crossing Maintenance Expenses	1,522.84	1,522.84	3,505.00	(1,982.16)	43.45%
NELSON CROSSING MAINTENANCE NET REVENUES (EXPENSES)	(1,498.71)	2,310.01	127.00		

	DECEMBER	YTD 2024	BUDGET 2024	Over (Under) Budget VARIANCE	% OF BUDGET Highlight >100%
EQUIPMENT REVOLVING FUND					
Equipment Revolving Revenue	8,997.69	851,705.09	635,000.00	216,705.09	134.13%
Equipment Revolving Expenses	158,744.00	606,026.50	861,660.00	(255,633.50)	70.33%
EQUIPMENT NET REVENUES (EXPENSES)	(149,746.31)	245,678.59	(226,660.00)		
FACILITY AND TECHNOLOGY FUND					
Facility and Technology Fund Revenues	209.16	149,293.72	144,550.00	4,743.72	103.28%
Facility and Technology Fund Expenditures	7,408.58	129,453.12	161,550.00	(32,096.88)	80.13%
FACILITY AND TECHNOLOGY NET REVENUES (EXPENSES)	(7,199.42)	19,840.60	(17,000.00)		
FIRE STATION CONSTRUCTION					
Fire Station Construction Revenues	2,292.72	29,913.22	-	32,096.88	#DIV/0!
Fire Station Construction Expenditures	20,467.22	43,456.63	600,000.00	(556,543.37)	7.24%
FIRE STATION CONSTRUCTION NET REVENUES (EXPENSES)	(18,174.50)	(13,543.41)	(600,000.00)	588,640.25	
TAX INCREMENT DISTRICT 4					
Tax Increment District 4 Revenues	3,925.78	1,894,218.90	1,818,150.00	76,068.90	104.18%
Tax Increment District 4 Expenses	715.99	1,392,297.30	1,400,808.00	(8,510.70)	99.39%
TAX INCREMENTAL DISTRICT 4 NET REVENUES (EXPENSES)	3,209.79	501,921.60	417,342.00		
TAX INCREMENT DISTRICT 5					
Tax Increment District 5 Revenues	1,576.75	463,892.14	417,698.00	46,194.14	111.06%
Tax Increment District 5 Expenses	2,574.14	300,953.46	303,511.00	(2,557.54)	99.16%
TAX INCREMENTAL DISTRICT 5 NET REVENUES OVER EXPENSES	(997.39)	162,938.68	114,187.00		
TAX INCREMENT DISTRICT 6					
Tax Increment District 6 Revenues	5,357.72	2,640,804.90	2,230,586.00	410,218.90	118.39%
Tax Increment District 6 Expenses	9,246.07	1,907,748.84	1,961,594.00	(53,845.16)	97.26%
TAX INCREMENTAL DISTRICT 6 NET REVENUES (EXPENSES)	(3,888.35)	733,056.06	268,992.00		
TAX INCREMENT DISTRICT 7					
Tax Increment District 7 Revenues	6,041.51	892,224.64	698,000.00	194,224.64	127.83%
Tax Increment District 7 Expenses	12,353.25	3,007,555.26	3,898,325.00	(890,769.74)	77.15%
TAX INCREMENTAL DISTRICT 7 NET REVENUES (EXPENSES)	(6,311.74)	(2,115,330.62)	(3,200,325.00)		
TAX INCREMENT DISTRICT 8					
Tax Increment District 8 Revenues	3,459.19	157,433.82	105,000.00	52,433.82	149.94%
Tax Increment District 8 Expenses	5,171.66	200,780.96	1,662,194.00	(1,461,413.04)	12.08%
TAX INCREMENTAL DISTRICT 8 NET REVENUES (EXPENSES)	(1,712.47)	(43,347.14)	(1,557,194.00)		
PARK IMPROVEMENT					
Park Improvement Revenue	31,367.59	543,275.35	480,100.00	63,175.35	113.16%
Park Improvement Expenses	8,342.50	591,962.98	794,743.00	(202,780.02)	74.48%
PARK IMPROVEMENTS NET REVENUES (EXPENSES)	23,025.09	(48,687.63)	(314,643.00)		
CONSTRUCTION FUND					
Special Assessment Revenue	16,365.64	673,946.93	118,403.00	555,543.93	569.20%
Capital Projects Revenue	(6,524.19)	112,748.63	167,929.00	(55,180.37)	67.14%
TOTAL CONSTRUCTION REVENUE	9,841.45	786,695.56	286,332.00	500,363.56	274.75%
Special Assessment Expense	190.14	176,517.11	189,956.00	(13,438.89)	92.93%
Construction Projects	25,169.53	62,076.39	119,015.00	(56,938.61)	52.16%
Administration Capital Projects	20,631.95	174,538.47	176,190.00	(1,651.53)	99.06%
TOTAL CONSTRUCTION EXPENSES	45,991.62	413,131.97	485,161.00	(72,029.03)	85.15%
CONSTRUCTION FUND NET REVENUES (EXPENSES)	(36,150.17)	373,563.59	(198,829.00)		

	DECEMBER	YTD 2024	BUDGET 2024	Over (Under) Budget VARIANCE	% OF BUDGET Highlight >100%
SEWER					
Sewer Revenues	316,140.74	3,966,457.01	3,640,837.00	325,620.01	108.94%
Sewer Capital	2,430.81	11,487.96	16,009.00	(4,521.04)	71.76%
Sewer Financing	21,483.00	261,913.95	262,318.00	(404.05)	99.85%
Sewer Treatment	179,497.05	2,269,553.25	2,781,803.00	(512,249.75)	81.59%
Sewer Collection	12,231.23	182,210.81	228,570.00	(46,359.19)	79.72%
Sewer Customer A/R	14,592.51	160,196.77	170,092.00	(9,895.23)	94.18%
Sewer Admin and General	19,484.97	209,212.99	221,209.00	(11,996.01)	94.58%
TOTAL SEWER EXPENSES	249,719.57	3,094,575.73	3,680,001.00	(585,425.27)	84.09%
SEWER NET REVENUES (EXPENSES)	66,421.17	871,881.28	(39,164.00)		

WATER UTILITY					
Water Utility Revenues	238,955.09	2,736,907.85	2,963,472.00	(226,564.15)	92.35%
Water Capital Projects	1,167.77	10,477.98	16,593.00	(6,115.02)	63.15%
Water Financing	62,718.33	814,787.44	815,179.00	(391.56)	99.95%
Water Source	1,437.22	24,913.73	60,500.00	(35,586.27)	41.18%
Pumping	32,489.53	268,704.49	299,438.00	(30,733.51)	89.74%
Water Treatment	71,315.97	744,431.55	704,626.00	39,805.55	105.65%
Water Distribution	8,801.45	765,054.68	908,591.00	(143,536.32)	84.20%
Customer A/R	11,146.83	80,792.81	87,824.00	(7,031.19)	91.99%
Admin and General	16,741.74	161,218.28	207,294.00	(46,075.72)	77.77%
TOTAL WATER EXPENSES	205,818.84	2,870,380.96	3,100,045.00	(229,664.04)	92.59%
WATER NET REVENUES (EXPENSES)	33,136.25	(133,473.11)	(136,573.00)		

STORMWATER UTILITY					
Stormwater Revenue	148,123.30	1,646,728.74	2,408,842.00	(762,113.26)	68.36%
Stormwater Capital Projects	9,547.69	83,386.12	2,496,736.00	(2,413,349.88)	3.34%
Storm Financing	41,600.00	588,788.65	599,186.00	(10,397.35)	98.26%
Storm Pond Maintenance	7,966.25	96,331.63	189,402.00	(93,070.37)	50.86%
Storm Collection	25,004.62	230,114.77	169,262.00	60,852.77	135.95%
Storm Customer A/R	8,131.02	67,118.53	72,000.00	(4,881.47)	93.22%
Storm Admin and General	27,590.55	253,669.38	271,790.00	(18,120.62)	93.33%
TOTAL STORM EXPENSES	119,840.13	1,319,409.08	3,798,376.00	(2,478,966.92)	34.74%
STORMWATER NET REVENUES (EXPENSES)	28,283.17	327,319.66	(1,389,534.00)		

THIS IS A SOFT CLOSE FOR DECEMBER AS SEVERAL INVOICES STILL BEING RECEIVED FOR AND DECEMBER 29-31 LABOR WILL NEED TO BE ACCRUED (PAID 1/16/25). ANNUAL AUDIT ENTRIES WILL ALSO IMPACT ABOVE PRELIMINARY RESULTS.

Continue to see interest and investment income impacted as result of the market. 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 marketplace 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 December is a \$67,725 unrealized loss.

Higher legal costs in 2024 result in the Village Board budget being over budget, but general fund in total is under to cover this.

Village Hall fixed assets that will be partially paid by Utilities since administration is in one location serving various funds (allocation part of audit preparation). GIS has more labor allocated due to work on updating the system (overall DPW is at 83% of budget), Forestry had higher expenses due to vehicle repairs (overall DPRF budget is at 96% of total programs). The Fire apparatus is still being built thus expenses lower than budget in Fire Equipment Special Revenue account. The Fire Station construction contracts are in place with construction to start in 2025. The Pine Street Project (TID 8) is anticipated to move forward in 2025 per recent discussions. The utility capital projects continue with a few that will not complete in 2024 but carryover to 2025.

Water treatment expense is up due to increased pumping/sales to industrial customers and storm collection due to the repairs for the pumps due to storm damage that was offset by insurance proceeds.

Landfill revenue for Sewer Utility is billed on a quarterly billing; first through third quarter bills are included above. Strength invoices have not been issued to Nestle and Bel Brands (December) and Oh Snap Pickling (4th quarter).

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

DECEMBER/JANUARY HIGHLIGHTS

- Met with Commercial Developers and architects regarding development sites in and out of TIDs in village.
- Continued Inspections of homes, apartments, and commercial projects.
- Fielded a number of Code Compliance concerns. Staff continues to work with the FVMPD Community Services Officers to obtain compliance.
- Planning and zoning applications have been completed updated and re-formatted. They are now available on the website.

TOP PRIORITIES FOR DECEMBER 2025

- Meet with builders and owners about upcoming commercial projects.
- Work with developers regarding Commercial/Industrial projects.
- Continued Inspections of homes, apartments, industrial and commercial projects.
- Assist developers, surveyors, and realtors with zoning requirements.
- Work through Site Plan review on multiple projects
- Review the work to update Section 8 and create a code section that leans on the state DSPS code requirements to reduce chances for conflicts between our local code and state building code.
- Prioritize Municipal Code updates for 2025.
- Begin work on creating a TID Policy and application form.
- Work with FVMPD to develop a standard operating procedure for Code Compliance.

Community Development

BUILDING PERMIT SUMMARY

Building Permits Issued in December 2024

# Residential	# Commercial	Total	Total \$ Fees	Est. Construction \$
6	3	9	\$830	\$649,304

Permits Issued in 2025 as of January 1, 2025

Total # of Permits	Total \$ Fees	Est. Construction \$
4	\$2,285	\$554,000

Number of New Home Permits Year To Date

# New Single Family	# Duplexes	Total
0	1	1

Call Type	Percentage
Alarm Response	22%
Auto Accident	17%
Miscellaneous	17%
Electric (Wire down, etc)	12%
CO Call	8%
Non-Structure Fire	6%
Mutual Aid	6%
Gas Leak	5%
Lift Assist	4%
Burning Complaint	2%
Structure Fire	1%
Water Rescue	0%

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LCFD Incident Report - December 2024**Number of Incidents: 24****Incidents Last Year: 16****Year-to-Date: 266**

Date	Time	Incident Number	Location	Description	Response	Vehicles
12/3/2024	3:28	24LC00243	119 Homewood Ct	Alarm sounding	Kimberly FD covered	3621 - Engine
12/4/2024	17:43	24LC00244	2244 Golden Gate Dr	Alarm sounding	Reset alarm	3621 - Engine
12/4/2024	18:25	24LC00245	2244 Golden Gate Dr	Alarm sounding	Replaced alarm	3641 - Aerial
12/9/2024	18:07	24LC00246	2226 Golden Gate Dr	Alarm sounding	Investigate, bad smoke detector head	3621 - Engine
12/13/2024	4:02	24LC00247	3337 Arts Way	Alarm sounding	Investigate, bad smoke detector head	3641 - Aerial
12/13/2024	4:17	24LC00248	3345 Streamview Lane	Alarm sounding	Checked home with monitors, nothing found	3621 - Engine
12/14/2024	16:05	24LC00249	1415 W Main St	Accident	Metro PD cancelled	3622 - Engine
12/16/2024	22:16	24LC00250	Hwy 41 & Vandebroek Rd	Accident	Cancelled by Chief	3621 - Engine
12/18/2024	8:56	24LC00251	2016 Kelly St	Accident	Clean area	3622 - Engine
12/18/2024	14:07	24LC00252	309 Allegiance Ct	Alarm indicating passenger trapped in elevator	False alarm - no one trapped	3621 - Engine
12/18/2024	15:46	24LC00253	E North Ave & Depot St	Accident	Clean up fluids	3621 - Engine
12/21/2024	4:33	24LC00254	Eisenhower & Nixon	Line down - hit by village truck	Provide safe area until KU arrives	3621 - Engine
12/21/2024	10:38	24LC00255	815 E Minor St	Mutual Aid call for Appleton	Cancelled enroute	3641 - Aerial
12/21/2024	11:26	24LC00256	1000 W Main St	CO sounding	Bobcat running inside - ventilate	3622 - Engine
12/22/2024	0:03	24LC00257	917 E Florida	Cancelled	Lift Assist - cancelled	3641 - Aerial
12/22/2024	12:17	24LC00258	Freedom Rd & Moasis Dr	Vehicle accident	General cleanup	3621 - Engine
23-Dec	12:56	24LC00259	W North Ave & Holland Rd	Vehicle stuck in tree	Stabilize and help remove victim	3671 - Squad
24-Dec	16:00	24LC00260	1123 Garfield Ave	Vehicle fire	Owner extinguished	3621 - Engine
25-Dec	0:16	24LC00261	3038 N Ballard Rd	Cancelled	Smoke - cancelled per AFD	3622 - Engine
26-Dec	5:54	24LC00262	1650 Freedom Rd	Semi tire on fire	Brake failure, cooled brakes	3621 - Engine
26-Dec	9:48	24LC00263	E Main & Grand Ave	Vehicle hit pole	Contacted KU to address live wires	3641 - Aerial
28-Dec	3:09	24LC00264	Hwy 41 SB & Buchanan St	Vehicle rear-ended semi	Provide scene safety	3621 - Engine
28-Dec	11:08	24LC00265	1100 W Main St	Vehicle fire in back lot	Extinguished	3622 - Engine
28-Dec	16:39	24LC00266	327 Randolph Dr	Alarm sounding	Capped broken sprinkler head, shut down water supply	3671 - Squad
						3621 - Engine
						3641 - Aerial



FOX VALLEY METRO POLICE DEPARTMENT

PERSONNEL

Metro work anniversaries:

Police School Liaison Officer Randy Lefeber – 24 years of service

Police Officer Hunter Maulick – four years of service

Community Service Officer Ciara Oakley – one year of service

We have two new officers who started with us on January 2nd.

Devan McCready is a former public-school educator and is just starting her career in law enforcement. On January 3rd she will start her training in the basic law enforcement academy at Northeast Wisconsin Technical College. She is expected to graduate in May and then will start the 12-week field training process with us.

Gary Schmackle is a former Metro Officer. After working at the Outagamie County Sheriffs' Office as a deputy for a few years, he is returning to Metro as an officer.

Jake Klasinski from the Stevens Point area has been given a conditional offer of employment to fill the new, additional patrol officer position that was approved in the 2025 budget.

TRAINING

Two officers are attending evidence technician training to supplement our current staff that are trained in this area.

This training will utilize the forensic science crime lab and crime scene resources for basic evidence identification, documentation, collection and preservation skills. Students will apply their training received and process crime scenes from the initial call into the courtroom where they will present their case investigations in a mock courtroom presentation. Students will be able to process crime scenes in the field upon completion of this course. This course will utilize a great number of practical hands-on activities to support training information and applications in the field. This school is designed for all levels of law enforcement personnel, especially those officers assigned to crime scene responsibilities to include but not limited to investigators/detectives, crime scene personnel, civilian technicians/specialists, coroners and criminal justice/forensic science students. By the end of this training, participants will be able to:

- Understand the history of fingerprints and obtain properly roll inked impressions for AFIS storage and searching protocols
- Search, document, identify, develop, collect and preserve latent fingerprints.
- Understand the basic principles/fundamentals of photography including exposure, filters, Various camera/flash and equipment functions.

- Apply appropriate daylight and nighttime photography documentation protocols.
- Document fingerprint, patterns.

PATROL & INVESTIGATIONS

Our two investigators are filling in for PSL Lefeber at Kimberly High School while he is on restricted duty due to a medical condition.

At the end of December, we responded to a suspicious death and a reckless homicide incident that we are still investigating. These investigations will take significant additional staff time and resources to complete.

Our K-9 Program saw more activity in 2024. Deployments for K-9 Rax went from 42 in 2023 to 66 in 2024. Drug related seizures went from 37 in 2023 to 78 in 2024, and arrests went from 17 in 2023 to 26 in 2024.

FLEET

The department is seeking bids for the purchase of the 2025 squad cars. Bids are being sought from qualified dealerships and an ad is placed in a local newspaper.

We are working to implement a new asset management software program that will assist us in tracking and inventorying department equipment. Initially we will use this program for fleet and squad equipment management but plan to expand this throughout the year.



<https://pstrax.com/>

PS  TRAX

Last year the department seized a 2020 Porsche Macan as part of a drug investigation. After completing a significant amount of paperwork with the State of Wisconsin and the Department of Motor Vehicles, this car is now legally ours. We have one year to keep the vehicle after which point we either must keep it and pay a fee that equates to percentage of the vehicle's value to the State or sell it and pay a percentage of the proceeds to the State. In the interim, we plan to use it as an administrative vehicle.



SPECIAL EVENTS & COMMUNITY COLLABORATION

The Lights of Christmas Program supports our officers during tough times. Through their Officer in Need of Kindness program (OINK) they have funds available to support officers and their families who may be experiencing a personal difficulty. Scheels recently donated \$10,000.00 to this program. Chief Meister was fortunate to be able to attend the donation presentation with Katie Connell and officers from other departments.



Monthly Activity

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





FOX VALLEY METRO POLICE DEPARTMENT

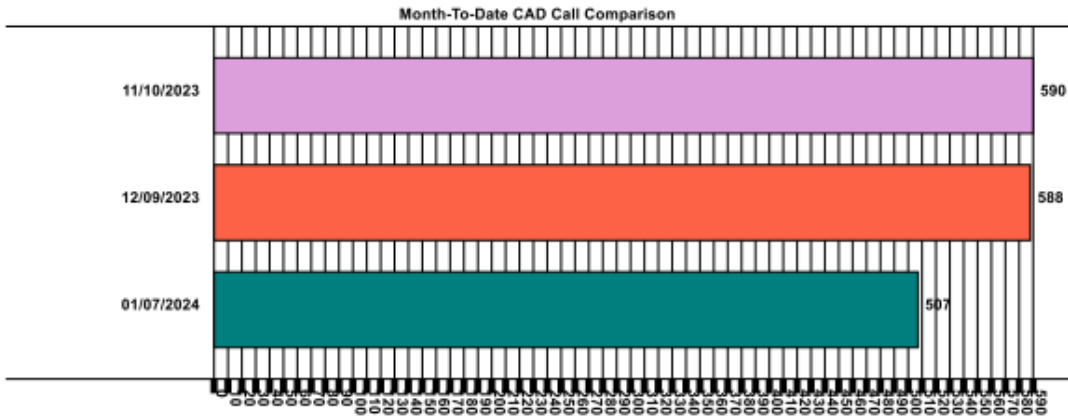
Month-to-Date CAD Call Detail

Month-To-Date CAD Received Calls

Call Nature	12/10/2023	11/11/2023	1 mo %	10/13/2023	2 mo %
	to 01/07/2024:	to 12/09/2023:	change:	to 11/10/2023:	change:
911 Misdialed	25	31	-19.4%	28	-10.7%
Abandoned Vehicle	3	4	-25.0%	4	-25.0%
Abdominal A-Adam Response	2	4	-50.0%	0	N/A
Abdominal C-Charlie Response	1	0	N/A	0	N/A
Accident in a Parking Lot	9	3	200.0%	3	200.0%
Accident with Injury	1	2	-50.0%	1	0.0%
Accident with Scene Safety	1	0	N/A	1	0.0%
Accident with Spill Cleanup	0	0	N/A	1	-100.0%
Alcohol Violations	0	0	N/A	1	-100.0%
Allergies C-Charles Response	0	1	-100.0%	0	N/A
Allergies D-David Response	0	1	-100.0%	1	-100.0%
Animal Bite	2	0	N/A	3	-33.3%
Animal Call	15	13	15.4%	14	7.1%
Assist Citizen or Agency	39	37	5.4%	36	8.3%
Battery	0	0	N/A	1	-100.0%
Bicycle Stop	0	0	N/A	1	-100.0%
Bleeding A-Adam Response	0	0	N/A	1	-100.0%
Bleeding B-Boy Response	3	0	N/A	2	50.0%
Bleeding D-David Response	2	1	100.0%	2	0.0%
Breathing Problem C-Charles	0	0	N/A	1	-100.0%
Breathing Problem D-David	2	2	0.0%	4	-50.0%
Burglary	0	1	-100.0%	0	N/A
Business Check	0	0	N/A	3	-100.0%
Carbon Monoxide Alarm	2	1	100.0%	0	N/A
Chest Complaint C-Charles	0	1	-100.0%	1	-100.0%
Chest Complaint D-David	3	1	200.0%	1	200.0%
Choking E-Edward Response	1	0	N/A	0	N/A
Civil Matter Assist	2	0	N/A	0	N/A
Civil Process	11	17	-35.3%	12	-8.3%
Crime Prevention	16	13	23.1%	20	-20.0%
Damage to Property	3	5	-40.0%	7	-57.1%

Diabetic Issue A-Adam	0	1	-100.0%	0	N/A
Diabetic Issue C-Charles	0	2	-100.0%	0	N/A
Disturbance	11	8	37.5%	9	22.2%
Disturbance with a Weapon	0	0	N/A	1	-100.0%
Domestic Disturbance	3	3	0.0%	1	200.0%
Drug Complaint	1	1	0.0%	3	-66.7%
Dumpster Fire	1	0	N/A	0	N/A
Emergency Committal	2	0	N/A	0	N/A
Fainting A-Adam	2	1	100.0%	1	100.0%
Fainting C-Charles	1	0	N/A	1	0.0%
Falls A-Adam Response	0	1	-100.0%	3	-100.0%
Falls B-Boy Response	4	5	-20.0%	2	100.0%
Falls D-David Response	1	1	0.0%	3	-66.7%
Fire Alarm Commercial	0	2	-100.0%	3	-100.0%
Fire Oversized/Commercial Veh	1	0	N/A	0	N/A
Fire Vehicle Small	1	0	N/A	0	N/A
Follow Up	25	12	108.3%	24	4.2%
Fraud Complaint	1	2	-50.0%	2	-50.0%
Garbage or Rubbish Fire	1	0	N/A	0	N/A
Harassment	6	5	20.0%	10	-40.0%
Hazard in Roadway	5	15	-66.7%	10	-50.0%
Heart Problem D-David	0	1	-100.0%	0	N/A
Jail GPS Checks	1	12	-91.7%	12	-91.7%
Juvenile Complaint	3	6	-50.0%	5	-40.0%
Law Alarms - Burglary Panic	4	4	0.0%	7	-42.9%
Lost or Found Valuables	4	9	-55.6%	12	-66.7%
Medical Assistance No Injury	5	8	-37.5%	8	-37.5%
Medical Pre-Alert	4	8	-50.0%	5	-20.0%
Missing Person	0	0	N/A	2	-100.0%
Motorist Assist	15	24	-37.5%	18	-16.7%
Natural Gas or Propane Leak	2	0	N/A	0	N/A
Noise Complaint	1	3	-66.7%	2	-50.0%
Ordinance Violation	4	3	33.3%	3	33.3%
Overdose B-Boy	1	0	N/A	0	N/A
PNB E-Edward Response	1	1	0.0%	1	0.0%
Parking Enforcement	9	10	-10.0%	17	-47.1%
Parking Request	0	1	-100.0%	0	N/A
Pregnancy A-Adam	0	0	N/A	1	-100.0%
Pregnancy D-David	2	0	N/A	0	N/A
Reckless Driving Complaint	17	16	6.2%	13	30.8%
Restraining Order Tracking	0	1	-100.0%	5	-100.0%

Retail Theft	0	2	-100.0%	3	-100.0%
Runaway Juvenile	1	4	-75.0%	1	0.0%
Scam	1	1	0.0%	0	N/A
School Safety	14	17	-17.6%	27	-48.1%
Seizure B-Boy Response	1	0	N/A	1	0.0%
Seizure C-Charles Response	1	1	0.0%	0	N/A
Seizure D-David Response	0	1	-100.0%	1	-100.0%
Sex Offense	1	3	-66.7%	2	-50.0%
Sick A-Adam	3	3	0.0%	2	50.0%
Sick C-Charles	2	1	100.0%	2	0.0%
Sick D-David	0	2	-100.0%	0	N/A
Spill Cleanup	1	0	N/A	1	0.0%
Stroke C-Charles	6	1	500.0%	2	200.0%
Structure Fire Smoke or Flame	3	0	N/A	1	200.0%
Suspicious Incident	14	12	16.7%	12	16.7%
Suspicious Person	3	1	200.0%	6	-50.0%
Suspicious Vehicle	7	12	-41.7%	10	-30.0%
Testing Only	1	0	N/A	0	N/A
Theft Complaint	4	4	0.0%	10	-60.0%
Theft of Automobile Complaint	1	0	N/A	0	N/A
Traffic Enforcement	4	2	100.0%	6	-33.3%
Traffic Stop	91	168	-45.8%	101	-9.9%
Transport	0	1	-100.0%	0	N/A
Transport Accident D-David	0	1	-100.0%	1	-100.0%
Traumatic Injuries A-Adam	0	1	-100.0%	0	N/A
Traumatic Injuries B-Boy	0	0	N/A	1	-100.0%
Traumatic Injuries D-David	0	0	N/A	1	-100.0%
Trespassing	1	2	-50.0%	3	-66.7%
Truancy	0	1	-100.0%	3	-100.0%
Unconscious D-David	5	1	400.0%	4	25.0%
Unlocked or Standing Open Door	1	1	0.0%	4	-75.0%
Vehicle Accident	15	15	0.0%	16	-6.2%
Vehicle Lockout	5	3	66.7%	8	-37.5%
Violation of Court Order	6	3	100.0%	1	500.0%
Wanted Person or Apprehension	2	0	N/A	4	-50.0%
Welfare Check	31	20	55.0%	23	34.8%





**Little Chute
Public Library**

Gerard H. Van Hoof Memorial



December Library Report

HIGHLIGHTS

- Reviewed applications and interviewed for the vacant Library Assistant position.
- Megan began serving on the ILS Exploration Committee for OWLSnet.
- Public computer use was up 51.6% in December 2024 compared to December 2023.
 - Overall, public computer use was up 28% in 2024 compared to 2023.
- Programming Statistics:
 - We offered 23 programs in December; total program participation was 246 people.
 - We have offered 311 programs in 2024 with an attendance of 6,667.
- Taylor continues to participate in the ConnectED Community meetings.
- The Appleton Public Library remains closed. The reopening date has not been announced but is anticipated for early 2025.

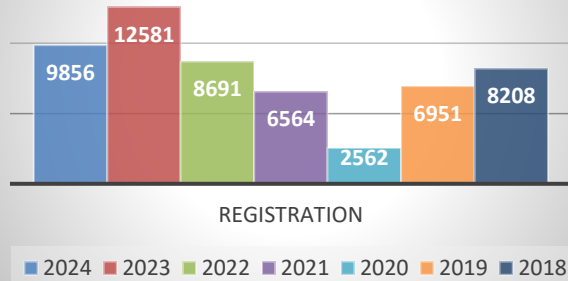
UPCOMING GOALS

- Continue to clean out and organize the main storage closet.
- Continue to work on cleaning up the Library of Things collection.
- Continue to clean up library records in the integrated library system.
- Train new Library Assistant who will start in January 2025.
- Begin work on the library's annual report.
- Begin work on RFP for the space needs assessment.
- Begin updating job descriptions.

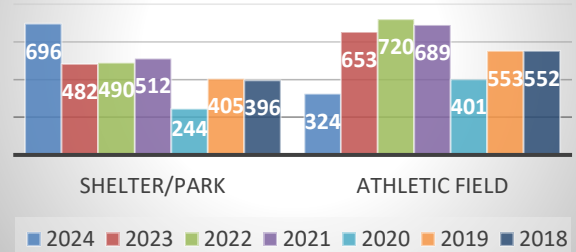
Parks, Recreation, Forestry & Facilities

2024 MEASURES AND COMPARISONS

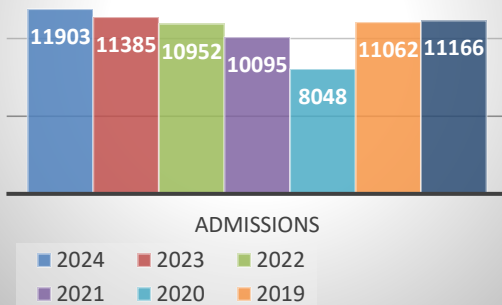
Program Participation



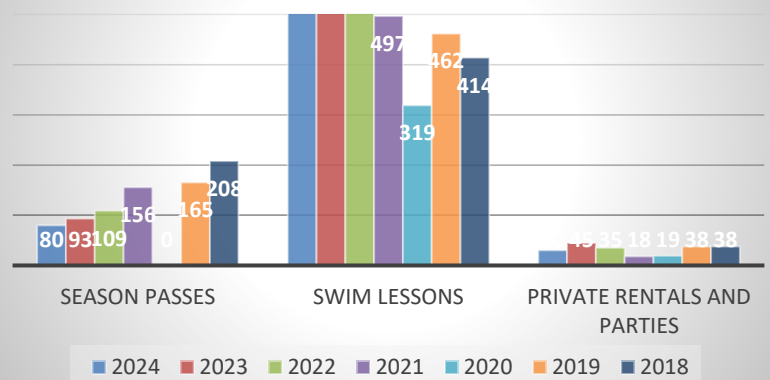
Shelter and Athletic Field Usage



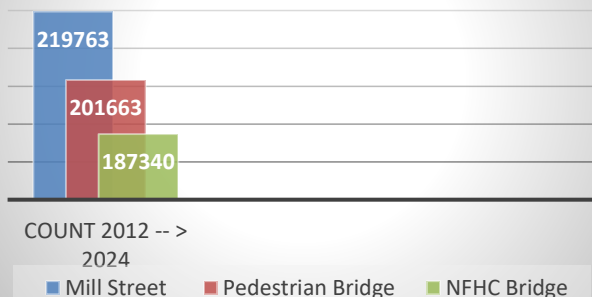
Doyle Pool Daily Attendance



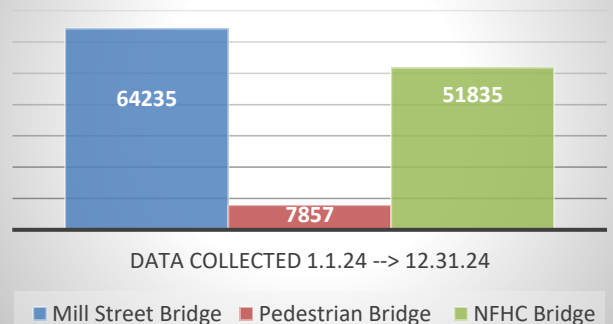
Doyle Pool Season Passes, Swim Lessons, and Parties



Lifespan Trail Use



2024 Yearly Trail Use



MEASURES AND COMPARISON NOTES

- In 2024, many of our programs and facilities continued to return to pre-pandemic numbers.
- The department worked to combat general inflation, material shortages, wages, shipping delays, and staffing shortages in Parks.
- Once again, the department stayed within our budget while still providing benefits to the village.
- Pool daily attendance numbers continued to work their way back to pre-pandemic numbers.
- In 2024, the Heritage Parkway Trail System and the Nelson Crossing maintained increased bike and pedestrian traffic from a combination of local, state, and out of state users.
- In 2024, Phase 3 of 4 of the Ebben Trail was completed between Vandenbroek and Holland road on Evergreen Drive in tandem with Evergreen Drive road reconstruction.
- Staff will focus time and efforts on the maintenance and upkeep of current amenities.
- In 2024, Doyle Pool experienced normal water use based on historic trends.
- Doyle Park tennis court was rehabbed into 3 pickleball courts with fencing.
- Successfully hosted two beer garden events. One on the Plaza and one in Doyle Park.
- Worked with Park Planning, Village Board, and Trust to establish direction of \$2.7 million Trust donation from Margaret 'Heesakker' Schwaller. Funds will be earmarked to build a rentable shelter.
- In 2024, VH and Safety Center saw continued updates to flooring, HVAC, lighting, cabinetry, and cosmetic updates.
- Heart of the Valley Sewer District started work in Heesakker Park and in canal for lining project.

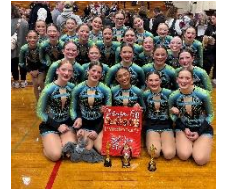
2024 LEAN INITIATIVES

- Continued to consolidate folders and files in the shared drive with our personal drives so we can better share documents within the department.
- Took on booking of Civic Center Rentals
- Continued documentation of tree trimming in the field utilizing a tablet.
- Continued cross training labor staff in Parks & Forestry operations.
- Continued to update GIS Tree Inventory on tablet.
- Adjusted the Forestry Manual to recognize petitions received by residents.
- Continue to document Facilities manage workload for more accurate representation and budget allocations.
- Continue to in-house certify staff in First Aid, CPR, & AED.



DECEMBER 2024 HIGHLIGHTS

- Continued maintenance efforts at Doyle Pool.
- Updated Tree inventory in Zone A and B for all tree species.
- Began work on RFPs for our 2025 park and forestry projects.
- Chute-ing Stars Dance Team (5th through 8th graders) competed at two competitions in December. At 12/8 Ashwaubenon Invite they took 1st Kick and 1st Pom for the Middle School Level. At 12/14 Little Chute Holiday Invite they took 1st Kick, 1st Pom, and their pom routine won highest score of the day for the Middle School Level.
- Little Stars Dance Team (3rd thru 5th graders) competed at the 12/14 Little Chute Holiday Invite.
- Tree City USA application was submitted online – detailed 2024 expenses, work plan, signed proclamation, arbor day event pictures, paid invoices & budget.
- Held Senior Activities Program holiday party on 12/11 – meal & giftbag for everyone in attendance.
- Beginning work on planning for 2025 spring & summer programs.
- Held our Home Alone & Sitter Course on 12/30 at Van Lieshout Rec Center – all participants received completion certificate and student manual.
- Successfully hosted Jaycees Christmas Tree Sale.

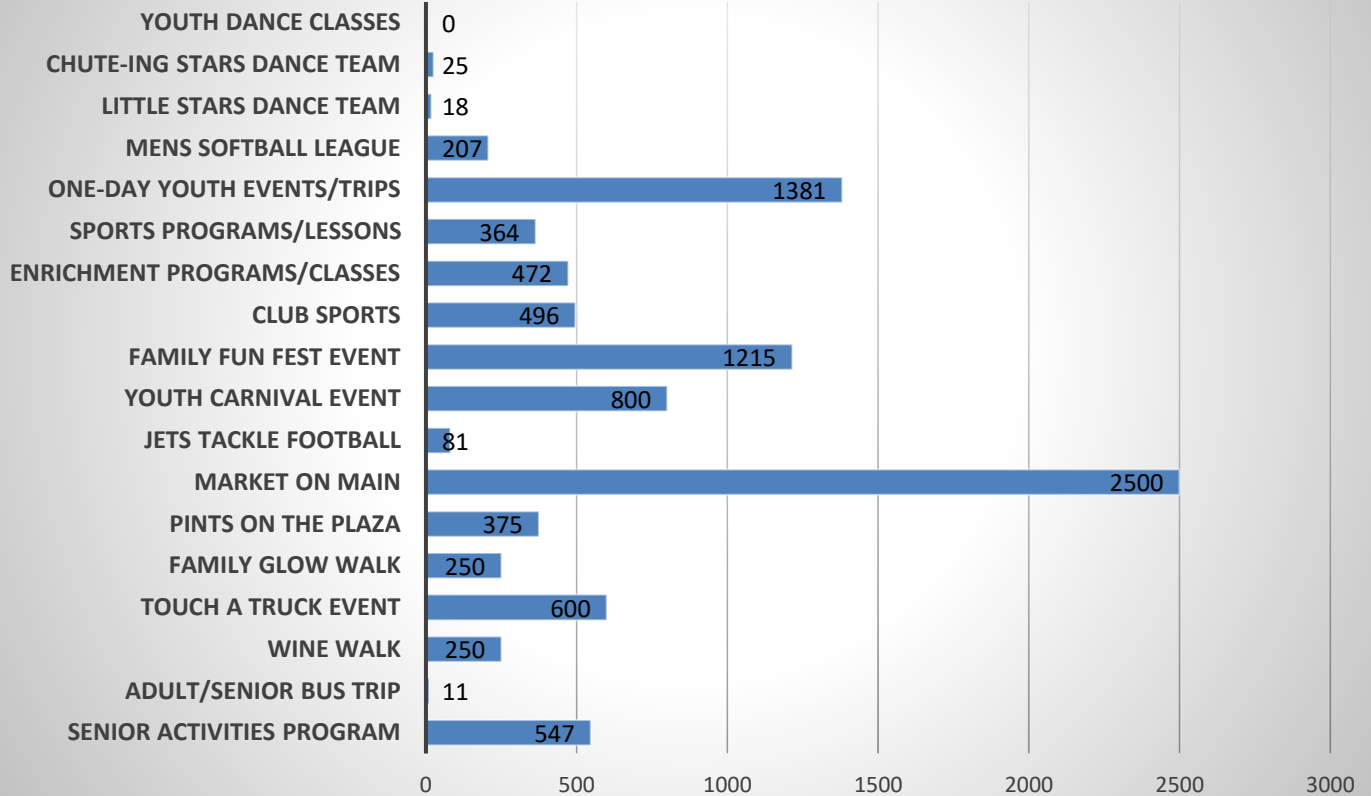


TOP PRIORITIES FOR JANUARY

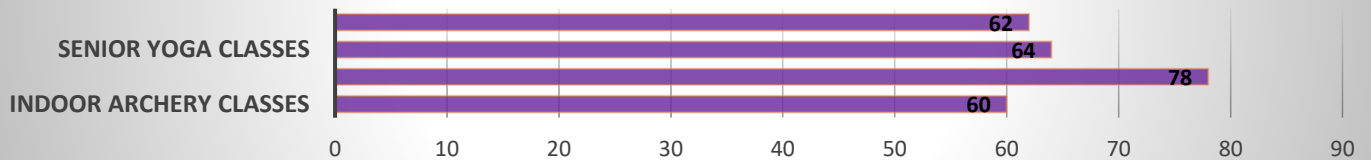
- Prepare for Market on Main.
- Prepare RFPs for 2025 projects.
- Apply for Fox Cities Green Ways and Outagamie Greenways Funds grants.
- Continue updating GIS Tree Inventory.
- Crew to work on ice rink under Legion Park Shelter and Heesakkers Park once conditions permit flooding area.
- Research and prepare for Capital Improvement Project submissions.
- Continue work on Heesakker Trust RFP for qualified consultants.
- Continue with Ash Tree Removal throughout Zone C and other zones for various trees in need of removal.
- Applications for summer part-time jobs available starting 1/2 (application deadline 3/31 for Rec. and Parks. positions & 5/2 for Pool positions) – promoting by social media, department e-newsletter, announcement at LCHS, and copies in lobby.
- Final prep for Jan/Feb session of Adult Yoga.
- Start work to hire soccer coordinator for 2025.
- Work on 2025 Spring & Summer Program Book offerings, fees, descriptions, and facility bookings; send information for book layout updates.
- Chute-ing Stars Competitive Dance Team (5th through 8th graders) to compete at Freedom Dance Invite 1/4, Kaukauna Dance Invite 1/11, and at State JEM Competition 1/18.
- Little Stars Competitive Dance Team (3rd thru 5th graders) to compete at Kaukauna Dance Invite 1/11.
- Continued assistance with development of Fire Station.
- Prepare Chainsaw Training courses for labor staff.
- Assist with onboarding of new Operations Manager.
- Assist Metro with installation of new drone shelving and storage area.



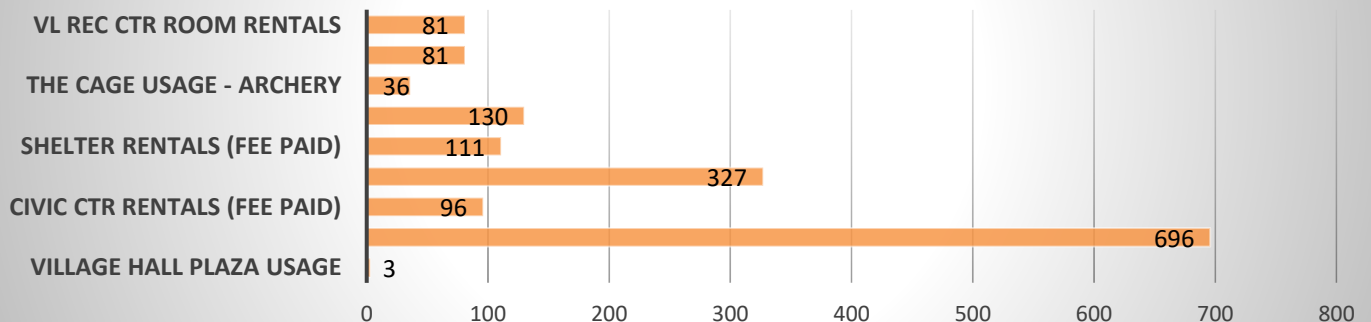
2024 Y-T-D PROGRAM PARTICIPATION



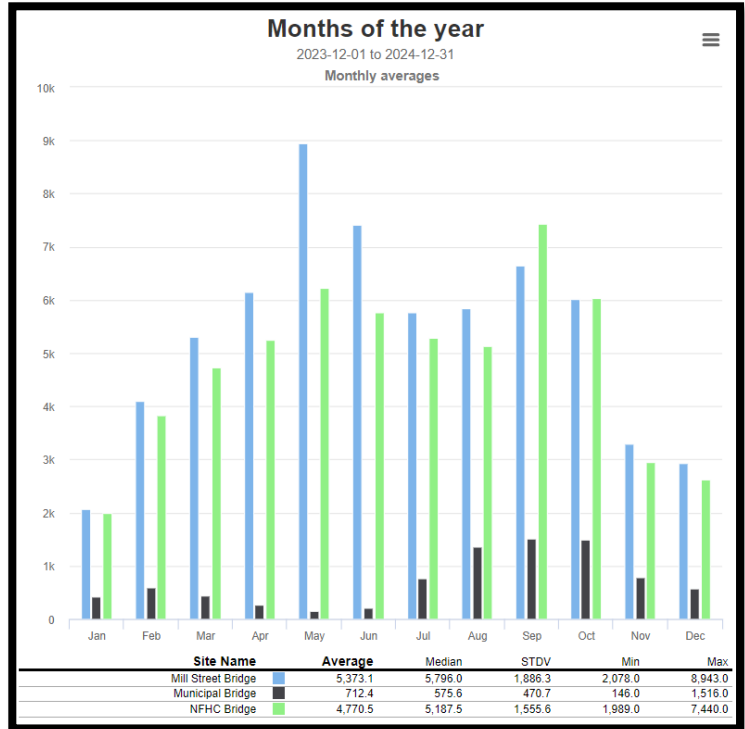
2024 Y-T-D VAN LIESHOUT REC CTR PROGRAMS



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



Day	Mill Street Bridge	Municipal Bridge	NFHC Bridge
2024-12-01	43	12	36
2024-12-02	60	15	69
2024-12-03	64	14	64
2024-12-04	31	23	46
2024-12-05	36	11	34
2024-12-06	48	7	26
2024-12-07	83	24	107
2024-12-08	136	36	160
2024-12-09	160	41	122
2024-12-10	63	23	65
2024-12-11	51	17	52
2024-12-12	27	7	15
2024-12-13	67	23	24
2024-12-14	61	21	90
2024-12-15	101	16	89
2024-12-16	90	13	82
2024-12-17	70	10	56
2024-12-18	115	12	69
2024-12-19	45	17	52
2024-12-20	85	43	63
2024-12-21	70	22	67
2024-12-22	63	38	100
2024-12-23	64	19	70
2024-12-24	78	20	56
2024-12-25	91	40	72
2024-12-26	63	25	62
2024-12-27	85	2	77
2024-12-28	147	37	188
2024-12-29	119	9	114
2024-12-30	213	55	195
2024-12-31	119	26	96
	2,548	678	2,418



Master Summary																
Year	Site	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	ADT	ADTx365	Days with Data
2012	Municipal Bridge						0	1,976	3,709	3,284	3,037	1,862	500	72,418	26,505	194
2013	Municipal Bridge	610	442	795	2,195	2,297	4,319	3,497	3,450	2,652	2,983	1,397	365	68,558	25,024	364
2014	Municipal Bridge	367	348	889	2,318	2,675	4,325	3,510	3,642	3,284	3,110	1,136	917	72,660	26,521	365
2015	Municipal Bridge	784	518	2,499	3,194	2,232	2,258	1,762	1,929	1,469	1,672	1,134	769	55,379	20,213	364
2016	Municipal Bridge	789	869	1,684	1,500	1,307	2,358	3,422	3,259	3,099	3,910	3,302		73,733	26,986	307
2017	Municipal Bridge							1,540	2,087	4,253				72,000	26,280	41
2018	Municipal Bridge								2,501	3,380	2,969	1,471	293	74,823	27,310	113
2019	Municipal Bridge					1,072	1,051	1,057	1,848	1,569				43,041	15,710	146
2020	Municipal Bridge								865	1,140	1,282	1,394	511	34,447	12,608	141
2021	Mill Street Bridge							10,470	10,014	9,502	6,187	3,629	2,504	214,522	78,300	161
	Municipal Bridge	713	892	2,112	568	0		0	0	4,913	6,447	3,099	1,807	67,602	24,675	304
	NFHC Bridge							9,862	8,564	8,456	7,013	3,829	1,986	201,199	73,438	161
2022	Mill Street Bridge	1,790	2,305	4,785	5,289	8,641	8,829	11,639	10,731	8,174	6,890	3,465	2,065	204,392	74,603	365
	Municipal Bridge	1,493	1,955	3,437	4,216	2,283	2,427	2,727	2,723	2,502	3,217	1,611	753	80,395	29,344	365
	NFHC Bridge	1,418	2,037	3,619	4,760	6,064	7,182	6,345	4,741	4,871	6,720	3,496	1,624	144,868	52,877	365
2023	Mill Street Bridge	2,607	3,067	4,430	4,270	7,175	4,675	3,312	4,089	3,975	3,894	3,639	3,326	132,914	48,514	349
	Municipal Bridge	971	1,388	1,576	1,199	903	908	492	650	4,458	620	645	454	37,375	13,642	349
	NFHC Bridge	2,113	2,776	3,541	4,998	4,871	3,829	5,781	6,447	5,122	4,426	3,516	2,815	137,630	50,235	365
2024	Mill Street Bridge	2,078	4,247	5,300	6,152	8,943	7,419	5,758	5,834	6,656	6,009	3,291	2,548	175,505	64,235	366
	Municipal Bridge	426	606	434	272	146	204	763	1,356	1,516	1,501	779	678	24,864	9,100	316
	NFHC Bridge	1,989	3,964	4,741	5,243	6,218	5,769	5,287	5,132	7,440	6,038	2,946	2,418	150,683	55,150	344

ADT* = Average Daily Traffic

* = based upon that month's ADT Learn more indicates months with less than 6 days of data.

Department of Public Works

Monthly Report – December 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.
- Closed the waste site for the season.
- Assisted Nestle with the installation of a new sanitary manhole for metering.
- Snow fences were installed around Village properties.
- Applied salt brine ahead of snowfall events.
- Salted six times and fully plowed the Village one time.
- Picked up bulky items and extra bagged refuse the last week of the month.
- Leaf collection ended for the season. Leaf vacs detailed and stored for the season.
- Filled the open Operations Manager position.
- Took delivery of the new 2025 Village Patrol Truck.
- Assisted with the annual “preemption report” for the CN grade crossing at Buchanan Street.

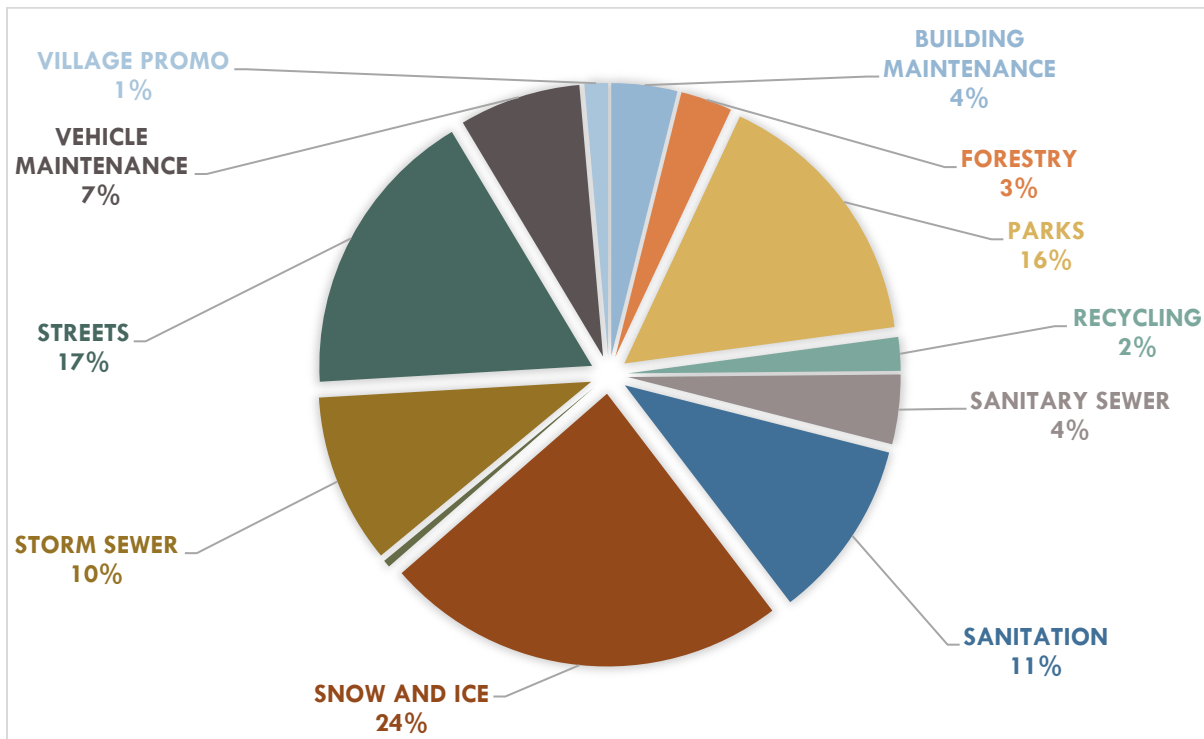
Top Priorities for January 2025

- Work with the Operations Manager to set goals for 2025.
- Complete writing the specifications for the budgeted refuse vehicle.
- Meet with Robert E. Lee & Associates to establish GIS goals for 2025.
- Employees will continue to look for I&I in the sanitary collection system.
- Keep the Village roads safe due to ice and snow.
- Monitor erosion control and storm water permits throughout the winter.
- Work with Nestle and Mulcahy Shaw to install sanitary meter.
- Take delivery of two budgeted pick-up trucks.

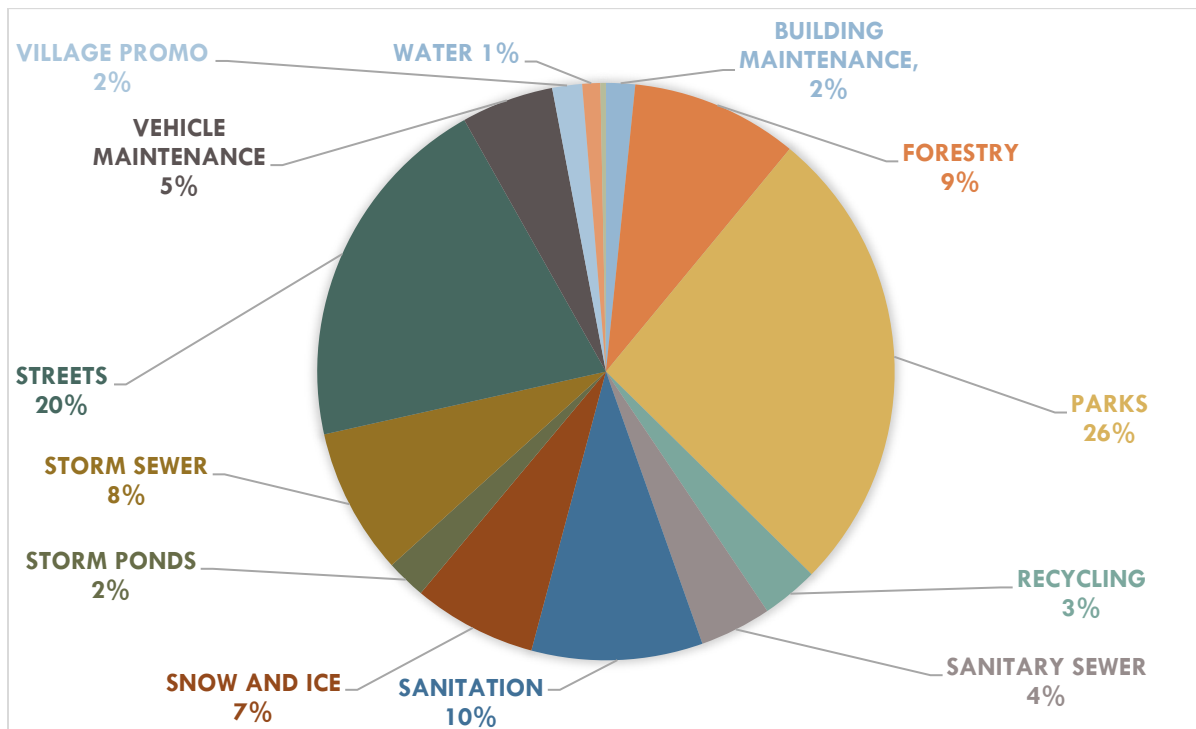
Year End Comparisons

	2023	2024
Tons of Refuse Collected	3,243.32	3,468.93
Times Village Streets Salted	50	25
Times Village Streets Plowed/Salted	12	11
Refuse/Recycling Polycarts Given to New Residents	24	17
Changed Size/Replaced Polycarts Due to Normal Wear	233	271
Number of Weed Concerns	43	66
Number of Snow Sidewalk Concerns	48	21
Street Sweeping Tonnage	136.88	114.70
Total Number of Waste Site Users	1000	1047
Number of New Businesses Who Requested Refuse Collection	7	7

December 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 – December

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

December 2024 - Utility Installation and Abandonments			
Village of Little Chute – Ebben Storm Sewer			
STORM SEWER	Units	Installed	Abandoned/Removed
54" Reinforced Concrete Pipe	LF	120.0	NA

Ebben Storm Sewer Utility Project *(Between Holland Road & Vandebroek Road)*

Feaker & Sons Co Inc (Feaker) has been awarded the utility contract for the Ebben Storm Sewer Project. Feaker began construction on Monday, December 16th on the east side of Vandebroek Road and worked west to the west ditch line of Vandebroek Road where they ended for the year. Feaker did not work during the two weeks of Christmas and New Years; We Energies is scheduled to move their 4" gas main which is in conflict with the proposed storm sewer pipe during the first week in January. Feaker is scheduled to resume storm sewer construction the week of January 6th, 2025.

West Evergreen Drive - Utility Project

Don Hietpas & Sons completed the utility construction contract in June. Final quantities for the utility contract have been agreed upon, and the final contract payment has been made.

West Evergreen Drive - Paving Project

Vinton Construction completed the concrete street pavement, punch-list items have been completed, and the contractor has reached final project completion. Staff continue working with Vinton and its subcontractors to establish quantities for the final pay application and project close-out.

Founders Estates Subdivision

Village crews completed installation of the parking and traffic signage for the subdivision. Village staff have created a project punch-list which has been completed by the developer. The Village has sent a letter of final acceptance, the Village is now responsible for the of the subdivision's assets.

Top Priorities for January 2025

Ebben Storm Sewer Utility Project *(Between Holland Road & Vandenbroek Road)*

We Energies completed the lowering of their 4" high pressure gas main and is no longer in conflict with the storm pipe. Feaker & Sons resumed construction of the 54" reinforced concrete storm sewer pipe on Monday, December 16th. Village Staff will be on-site inspecting utility installation and will manage and administer the construction contract for the remainder of the project until completed.

2025 Sanitary Sewer Lining – E. North Ave. (CTH 00)

Village Staff are currently working on the bid package (bid February 2025) for the sanitary sewer lining project as required for the public bidding process. The project includes approximately 820 lineal feet of cured in place CIPP lining and the related sanitary sewer wye replacement, and sanitary sewer manhole repair.

2025 Holland Road Watermain Relocation

Staff are working on the bid package for the Holland Road Watermain Relocation as required for the public bidding process. Project includes relocation of the existing water main and casing pipe to provide clearance for a new storm sewer box culvert to be constructed as part of the upcoming WisDOT – Holland Road Overpass construction. Work includes the removal of 47 lineal feet of existing water main and casing pipe; construction of approximately 125 feet of new 12" PVC watermain, and related valves and fittings. Project expected to be bid in February 2025.

2025 Asphalt Resurfacing Project – Holland Road

Engineering staff are preparing the final bid package for the Holland Road asphalt resurfacing project to be bid in February 2025. The project will extend approximately 890 linear feet on Holland Road beginning at the intersection of W. Elm Street and continuing north beyond the interstate 41 overpass bridge. The interstate 41 bridge will be under construction concurrently as a separate WisDOT project.

West Evergreen Drive – Utilities & Paving Project

The project has reached final completion. Work continues to finalize project quantities, process pay applications, and close out construction contracts.

Founders Estates Subdivision

Multiple residential duplex sites have broken ground, excavation for foundations and building construction is underway. Inspections have begun related to the permitting for concrete driveways, aprons, and the public sidewalks. Staff are working with each contractor/property owner to verify concrete sidewalk, and aprons are installed per the approved subdivision plans. The Village has accepted ownership of the subdivision's assets and has taken over responsibilities for all services and maintenance normally provided by the Village, which includes snow plowing.

Railroad Quiet Zone

Staff have been working with the Federal Railroad Administration (FRA) to coordinate the implementation of the Village of Little Chute Railroad Quiet Zone. The Notice of Intent (NOI) to establish the 24-Hour Railroad Quiet Zone for Village crossings has been submitted. The NOI is required by the Federal Railroad Administration (FRA) as part of the process and gives notice to all effected parties/RR authorities including the FRA, CN, WisDOT, Outagamie County, Hartwig Family, and the Office of the Commissioner of Railroads. As part of this notice, the Village has developed a packet of information further describing the proposed Quiet Zone and additional information as required, recipients have reviewed the current conditions and supplementary information, and comments have been received. Work to complete additional upgrades required by the FRA has been completed, Staff continue working with regulating authorities and are working on the Notice of Establishment which is the final submittal prior to implementation of the Village Quiet Zone. Barring any additional comments from regulating authorities, the Village is planning to submit the Notice of Establishment during the first part of February 2025.

Miscellaneous:

Engineering Staff continues work on the 2024 West Evergreen Drive (Phase 3) Reconstruction Project which is located between Holland Road and Vandebroek Road. Work to create record documents, update GIS records, as well as construction administration and management for project closeout and asset reporting for the Village Finance Department.

Engineering continues reviewing, issuing, and inspecting all right of way permits for the Village.

Staff is currently working to review proposed plans and permit applications for the proposed construction of a new (large scale) fiber optic communication system which will be owned and operated by Bug Tussel.

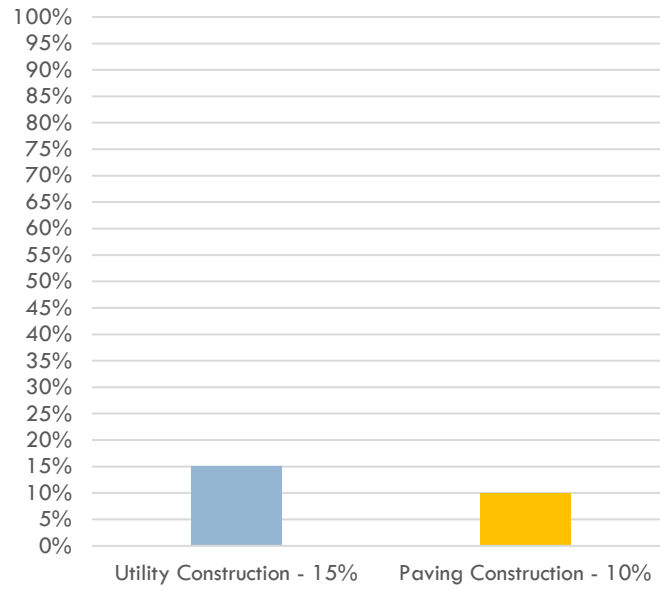
Continued efforts to investigate and repair utilities that have been impacted or damaged during the TDS and/or AT&T construction process.

Efforts continue to assist other departments with daily tasks as well as any special projects or requests. Staff continue to focus on assisting the Parks Department with upcoming construction projects, including the Van Lieshout Park Splashpad and future parking lots and structures currently in the planning stages. Staff are utilized throughout the design, construction inspection, and contract administration of these projects.

Engineering staff continues to coordinate with WisDOT and private utilities with work related to the HWY "41" Corridor construction projects.

The Engineering Division is also working with Community Development and Developers to review planned commercial development sites as well as future design and planning efforts for current and future residential subdivision developments.

Ebben Storm Sewer Project



Disbursement List - January 15, 2025

Payroll & Payroll Liabilities - December 19, 2024	\$210,511.48
Payroll & Payroll Liabilities - January 2, 2025	\$212,604.87

Prepaid Invoices - December 10, 2024	\$864.83
Prepaid Invoices - December 13, 2024	\$417.87
Prepaid Invoices - December 20, 2024	\$58,292.49
Prepaid Invoices - December 27, 2024	\$46,443.83
Prepaid Invoices - January 3, 2025	\$118,911.22

CURRENT ITEMS

Bills List - January 15, 2025	\$440,465.53
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Total Payroll, Prepaid & Invoices	\$1,088,512.12
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The above payments are recommended for approval:

Rejected: _____

Approved: January 15, 2025

Michael R Vanden Berg, Village President

Laurie Decker, Clerk

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
1ST AYD CORP				
PSI749307	SUPPLIES & DIESEL FUEL TANK TREATMENT	119.89	12/24	101-53330-218
Total 1ST AYD CORP:		119.89		
ACE HARDWARE LITTLE CHUTE				
287115	SALT BARRELS - NYLON ROPE	19.99	12/24	101-53350-218
287120	ULTIMATE BLK RESTOR 12 OZ	10.99	12/24	101-55200-218
287155	UPS	13.80	12/24	207-52120-226
287189	MARK PAINT	19.98	12/24	101-55200-218
287207	PAINT TAPE	5.99	12/24	207-52120-218
287301	CAR WASH, CONTRACTOR BAGS, MOPS	110.93	01/25	101-52200-218
287317	MAILBOX REPAIRS - NUMBERS	5.99	01/25	101-53350-218
287355	TERRACE TREE EQUIPMENT	93.95	01/25	101-55440-218
Total ACE HARDWARE LITTLE CHUTE:		281.62		
AIRGAS USA LLC				
5512904256	LEASE RENEWAL	264.48	01/25	101-53330-218
Total AIRGAS USA LLC:		264.48		
AMAZING GRACE YOGA AND WELLNESS LLC				
106	YOGA INSTRUCTOR - NOV & DEC 2024	400.00	12/24	208-52900-204
Total AMAZING GRACE YOGA AND WELLNESS LLC:		400.00		
AMERICAN FIDELITY ASSURANCE (T00890)AWD				
D803308	VOLUNTARY BENEFITS	2,006.26	01/25	101-21367
Total AMERICAN FIDELITY ASSURANCE (T00890)AWD:		2,006.26		
AMPLITEL TECHNOLOGIES				
24818	EQUIPMENT DESTRUCTION	20.00	12/24	404-57190-204
24890	MONTHLY BILLING - JAN	4,925.00	01/25	207-52120-204
24925	MONTHLY BILLING - JAN	5,850.00	01/25	404-57190-204
Total AMPLITEL TECHNOLOGIES:		10,795.00		
ASCENSION MEDICAL GROUP-FOX VALLEY WI				
421684	PRE-EMPLOYMENT PHYSICAL	158.00	12/24	206-55110-218
421684	PRE-EMPLOYMENT PHYSICAL & DRUG SCREEN	560.00	12/24	101-53310-213
421760	AUDIOGRAM, BAVINCK, R	38.00	12/24	101-52350-204
421760	PRE-EMPLOYMENT PHYSICAL, DRUG SCREEN &	430.00	12/24	101-52350-204
421760	PRE-EMPLOYMENT PHYSICAL, DRUG SCREEN &	430.00	12/24	207-52120-225
421923	DRUG AND ALCOHOL SCREEN	443.00	12/24	101-53310-213
Total ASCENSION MEDICAL GROUP-FOX VALLEY WI:		2,059.00		
ASSOCIATED APPRAISAL CONSULTANTS				
178115	PROFESSIONAL SERVICES	2,058.37	01/25	101-51530-204
178115	ONLINE PARCEL POSTING	93.59	01/25	101-51530-208
178115	POSTAGE - REVALUTATION PROGRAM	120.06	01/25	101-51530-208
178115	REVALUATION PROGRAM	3,669.37	01/25	101-51530-204

Invoice	Description	Total Cost	Period	GL Account
Total ASSOCIATED APPRAISAL CONSULTANTS:		5,941.39		
AT&T LONG DISTANCE				
8456268571224	NOV/DEC CHARGES	4.63	12/24	101-51650-203
8456268571224	NOV/DEC CHARGES	10.49	12/24	206-55110-203
8456268571224	NOV/DEC CHARGES	3.16	12/24	207-52120-203
8456268571224	NOV/DEC CHARGES	2.37	12/24	620-53924-203
Total AT&T LONG DISTANCE:		20.65		
AUTOMOTIVE SUPPLY CO				
242552	#21 CORE RETURNED	27.00-	12/24	101-53330-225
242557	CORE BATTERY RETURNED	36.00-	12/24	101-53330-225
61007063	#232 BRAKE PAD SET	59.91	12/24	101-53330-225
61007212	#21 BATTERY	306.60	12/24	101-53330-225
61007216	#21 TWO BATTERIES	252.60	12/24	101-53330-225
61007315	#27 BATTERY	59.38	12/24	101-53330-225
61007456	WIPER BLADES	17.06	12/24	101-53330-225
61007483	#56 WIPER ARM	52.56	12/24	101-53330-225
61007503	WIPER BLADES	42.92	12/24	101-53330-225
61007637	FOG LAMPS	42.72	12/24	101-53330-218
61008080	#42 CABIN AIR FILTER, FUEL ELEMENT, SEAL	59.94	12/24	101-53330-225
61008086	#42 ENGINE OIL	5.93	12/24	101-53330-225
61008508	FILTERS	49.29	01/25	101-53330-218
61008518	FILTERS	90.09	01/25	101-53330-218
Total AUTOMOTIVE SUPPLY CO:		976.00		
AUTOZONE				
1973928198	DISINFECTANT, WIPES, GLASS CLEANER	25.10	01/25	207-52120-218
Total AUTOZONE:		25.10		
BAYCOM INC				
SRVCE52866	17 APX6000XE REPROGRAMMING	340.00	12/24	101-52200-247
SRVCE52886	APX 6500 CODE PLUG DEVELOPMENT	181.25	12/24	101-52200-247
SRVCE52887	REPROGRAMMING APPROX 5	1,631.25	12/24	101-52200-247
Total BAYCOM INC:		2,152.50		
BELCO VEHICLE SOLUTIONS LLC				
9991	2025 FORD UTILTY CHANGEOVER	15,467.11	12/24	207-52120-303
Total BELCO VEHICLE SOLUTIONS LLC:		15,467.11		
BSN SPORTS LLC				
928249888	BALL FIELD BASES	1,034.70	12/24	101-55300-218
928403442	RETURNED BASES	239.80-	01/25	101-55300-218
Total BSN SPORTS LLC:		794.90		
CINTAS				
4215329187	UNIFORM PREP	12.66	12/24	101-53330-213
4215329187	MATS & TOWELS	33.03	12/24	101-53330-218
4216075999	UNIFORM PREP	12.66	12/24	101-53330-213
4216075999	MATS & TOWELS	33.03	12/24	101-53330-218

Invoice	Description	Total Cost	Period	GL Account
4216717722	UNIFORM PREP	12.66	01/25	101-53330-213
4216717722	MATS & TOWELS	33.03	01/25	101-53330-218
Total CINTAS:		137.07		
CIVICPLUS LLC				
322551	ANNUAL SUPPORT & WEB HOSTING FEE	17,635.33	01/25	101-51440-204
Total CIVICPLUS LLC:		17,635.33		
CWKK CRIMEDEX				
7A0DAF11-0006	CRIMEDEX LAW ENFORCEMENT SUBSCRIPTION	79.00	01/25	207-52120-208
Total CWKK CRIMEDEX:		79.00		
DISTRICT 2 INC.				
4153	HELMETS	3,593.00	01/25	101-52200-213
4197	2018 PIERCE IMPEL REPAIRS	770.92	12/24	101-52200-247
Total DISTRICT 2 INC.:		4,363.92		
EWALD CHEVROLET BUICK LLC				
48043	2025 CHEV SILVERADO	45,986.50	01/25	403-57324-303
Total EWALD CHEVROLET BUICK LLC:		45,986.50		
FARRELL EQUIPMENT & SUPPLY CO INC				
196958	SAFETY VESTS	10.00	01/25	101-53300-213
196958	SAFETY VESTS	10.00	01/25	101-53310-213
196958	SAFETY VESTS	10.00	01/25	101-53330-213
196958	SAFETY VESTS	10.00	01/25	101-53460-218
196958	SAFETY VESTS	10.00	01/25	201-53620-218
196958	SAFETY VESTS	10.00	01/25	101-53350-213
196958	SAFETY VESTS	10.00	01/25	101-55200-213
196958	SAFETY VESTS	10.00	01/25	101-55440-218
196958	SAFETY VESTS	10.00	01/25	610-53612-213
196958	SAFETY VESTS	10.00	01/25	620-53644-218
196958	SAFETY VESTS	10.00	01/25	630-53441-218
196958	SAFETY VESTS	9.90	01/25	630-53442-213
Total FARRELL EQUIPMENT & SUPPLY CO INC:		119.90		
FEHR GRAHAM & ASSOCIATES				
126923	2024 ANNUAL SAFETY SERVICE - SAFETY TRAINI	2,250.00	12/24	101-53310-213
Total FEHR GRAHAM & ASSOCIATES:		2,250.00		
FINGER PUBLISHING INC				
BE258717	SNOW REMOVAL	94.00	12/24	101-53350-227
Total FINGER PUBLISHING INC:		94.00		
FLY-ME FLAG LLC				
11456	FLAG POLE REPAIRS	521.70	12/24	101-51650-243
Total FLY-ME FLAG LLC:		521.70		

Invoice	Description	Total Cost	Period	GL Account
FOX COMMUNITIES CREDIT UNION				
260005300	2024 TAX REFUND - PARCEL 260005300 BADGER	289.94	12/24	803-21215
Total FOX COMMUNITIES CREDIT UNION:		289.94		
FOX VALLEY HUMANE ASSOCIATION				
6085	ANIMALS HANDLED FEES - NOVEMBER	276.00	12/24	207-52120-204
Total FOX VALLEY HUMANE ASSOCIATION:		276.00		
FOX VALLEY TECHNICAL COLLEGE				
C1009362	5/13/25 OPEN RECORDS CLASS - LENZ, S	275.00	01/25	207-52120-201
Total FOX VALLEY TECHNICAL COLLEGE:		275.00		
FOX-WOLF WATERSHED ALLIANCE				
NEWSC2025	NEWSC MEMBERSHIP	1,995.00	01/25	630-53444-225
Total FOX-WOLF WATERSHED ALLIANCE:		1,995.00		
G&S CLEANING SERVICES LLC				
123024	CLEAN & SANITIZE	140.00	12/24	206-55110-243
123024	CLEAN & SANITIZE	140.00	12/24	208-52900-204
Total G&S CLEANING SERVICES LLC:		280.00		
GANNET WISCONSIN MEDIA #1014				
PC00464610125	2025 SUBSCRIPTION	231.18	01/25	206-55110-207
Total GANNET WISCONSIN MEDIA #1014:		231.18		
GEIGER, HEATHER				
54614	REFUND SECURITY DEPOSIT	300.00	12/24	208-21235
Total GEIGER, HEATHER:		300.00		
GORDON FLESCH CO INC				
977892	GFC LEASING CANON	180.29	12/24	206-55110-209
Total GORDON FLESCH CO INC:		180.29		
GRAINGER				
9345590880	FAN FORCED HEATHER	1,389.18	12/24	620-53644-250
9345590880	HEAT GUN	99.00	12/24	620-53644-221
9351870770	HAND TRUCK	274.75	12/24	620-53634-221
9357362269	PRY BARS	482.17	12/24	101-51650-242
9362079072	PRESSURE SWITCH	173.02	01/25	101-52200-205
Total GRAINGER:		2,418.12		
GUSTMAN				
394027	INSTALL REMOTE START	404.38	01/25	101-52200-247
Total GUSTMAN:		404.38		
HEARTLAND BUSINESS SYSTEMS				
757594H	UTILITY POSTCARDS	87.60	12/24	201-53620-206

Invoice	Description	Total Cost	Period	GL Account
757594H	UTILITY POSTCARDS	87.61	12/24	610-53614-206
757594H	UTILITY POSTCARDS	87.60	12/24	620-53904-206
757594H	UTILITY POSTCARDS	87.61	12/24	630-53443-206
Total HEARTLAND BUSINESS SYSTEMS:		350.42		
HEID MUSIC				
3782984	BAND MUSIC	246.50	12/24	101-55480-218
3785421	RETURNED MERCHANDISE	80.75-	12/24	101-55480-218
Total HEID MUSIC:		165.75		
HUPF, JANA				
54798	REFUND SECURITY DEPOSIT	300.00	12/24	206-21235
Total HUPF, JANA:		300.00		
IDEMIA IDENTITY & SECURITY USA LLC				
177356	FINGERPRINT SCANNER	1,900.00	12/24	207-52120-221
Total IDEMIA IDENTITY & SECURITY USA LLC:		1,900.00		
INGRAM LIBRARY SERVICES				
85404054	BOOKS	71.70	12/24	206-55110-206
85456218	BOOKS	287.61	12/24	206-55110-206
85513124	BOOKS	32.18	12/24	206-55110-206
Total INGRAM LIBRARY SERVICES:		391.49		
IPROMOTEU				
2356046IDM	CENTENIAL CELEBRATION SHIRTS	212.00	12/24	101-55480-218
Total IPROMOTEU:		212.00		
JACOBUS ENERGY LLC				
3017905	DIESEL FUEL	569.51	12/24	620-53624-248
Total JACOBUS ENERGY LLC:		569.51		
KAUKAUNA OF MINNESOTA				
3-282900-01	REFUND NEW INSTALL RATE	1,515.00	12/24	610-21110
Total KAUKAUNA OF MINNESOTA:		1,515.00		
KEMPEN, MARY				
45476	REFUND SECURITY DEPOSIT	300.00	12/24	208-21235
Total KEMPEN, MARY:		300.00		
KERBERROSE SC				
2036060	PROGRESS BILLING FOR AUDIT GENERAL FUND	1,540.00	01/25	101-51420-204
2036060	PROGRESS BILLING FOR AUDIT TID4	248.00	01/25	414-57400-262
2036060	PROGRESS BILLING FOR AUDIT TID 5	62.00	01/25	415-57500-262
2036060	PROGRESS BILLING FOR AUDIT TID 6	408.00	01/25	416-57600-262
2036060	PROGRESS BILLING FOR AUDIT TID 7	422.00	01/25	417-57700-262
2036060	PROGRESS BILLING FOR AUDIT TID 8	160.00	01/25	418-57800-262
2036060	PROGRESS BILLING FOR AUDIT LIBRARY	82.00	01/25	206-55110-262

Invoice	Description	Total Cost	Period	GL Account
2036060	PROGRESS BILLING FOR AUDIT FVMPD	296.00	01/25	207-52120-262
2036060	PROGRESS BILLING FOR AUDIT SEWER	1,838.00	01/25	610-53614-262
2036060	PROGRESS BILLING FOR AUDIT WATER	1,739.00	01/25	620-53924-262
2036060	PROGRESS BILLING FOR AUDIT STORM	3,205.00	01/25	630-53444-262
Total KERBERROSE SC:		10,000.00		
KERRY'S VROOM SERVICE INC				
10456	OIL CHANGE #122	64.58	12/24	207-52120-247
10460	OIL CHANGE #131	64.58	12/24	207-52120-247
10465	OIL CHANGE #123	49.08	12/24	207-52120-247
Total KERRY'S VROOM SERVICE INC:		178.24		
KLINK HYDRAULICS LLC				
42360	MSB WASH BAY HOSES	334.52	12/24	101-53310-218
42430	#19 HYDRAULIC FITTINGS	43.20	12/24	101-53330-225
Total KLINK HYDRAULICS LLC:		377.72		
KRAMER AND RIDGE CO				
1232816	TORQUE IMPACT TOOL	1,529.25	01/25	101-53330-218
Total KRAMER AND RIDGE CO:		1,529.25		
LAMERS, GERALD				
44893	REFUND SECURITY DEPOSIT	300.00	12/24	206-21235
Total LAMERS, GERALD:		300.00		
LAPPEN SECURITY PRODUCTS INC				
LSPQ51879	REPAIR WIRELESS LOCKS	135.00	12/24	101-51650-204
Total LAPPEN SECURITY PRODUCTS INC:		135.00		
LAZER UTILITY LOCATING LLC				
1932	ELECTRIC LOCATES	22.00	12/24	101-53300-209
1932	SANITARY LOCATES	352.00	12/24	610-53612-209
1932	STORM LOCATES	451.00	12/24	630-53442-209
1932	WATER LOCATES	726.00	12/24	620-53644-209
Total LAZER UTILITY LOCATING LLC:		1,551.00		
LEADSONLINE LLC				
415436	TOTAL/TRACK SERVICE PACKAGE RENEWAL	3,396.00	01/25	207-52120-204
Total LEADSONLINE LLC:		3,396.00		
LEE'S CONTRACTING/FABRICATING				
25414	UTV TRAILER MOUNTS & SIGNS	965.00	12/24	101-52200-247
Total LEE'S CONTRACTING/FABRICATING:		965.00		
LEWICKI, TERRI				
260120800	2024 TAX REFUND - LEWICKI	250.29	12/24	803-21215

Invoice	Description	Total Cost	Period	GL Account
Total LEWICKI, TERRI:		250.29		
LEXISNEXIS RISK DATA MANAGEMENT INC				
1100067158	MONTHLY SUBSCRIPTION	200.00	12/24	101-51680-204
Total LEXISNEXIS RISK DATA MANAGEMENT INC:		200.00		
LITTLE CHUTE AREA SCHOOL DIST				
4TH QTR 2024	4TH QTR MOBILE HOME FEES	5,150.15	12/24	101-31140
Total LITTLE CHUTE AREA SCHOOL DIST:		5,150.15		
MARCO INC				
38154012	AGREEMENT 009-3079177-00	271.38	12/24	207-52120-207
Total MARCO INC:		271.38		
MATTHEWS TIRE				
94986	#25 TIRE ROTATION & VALVE STEM REPAIRS	585.00	12/24	101-53330-204
95060	#26 TIRE REPLACEMENT	2,299.42	01/25	101-53330-204
Total MATTHEWS TIRE:		2,884.42		
MCO				
31287	HEALTH & LIABILITY INS - JAN 2025	41,086.40	12/24	620-53644-115
31287	HEALTH & LIABILITY INS - JAN 2025	41,086.40	12/24	620-14300
31322	BILLABLE MILEAGE - NOVEMBER	586.95	12/24	620-53644-247
Total MCO:		586.95		
MEAD & HUNT INC				
378941	RAILROAD INSPECTIONS	1,805.40	12/24	101-53300-246
Total MEAD & HUNT INC:		1,805.40		
MENARDS - APPLETON EAST				
68482	CARPET RUNNER	67.60	12/24	208-52900-218
68615	SLEDS RACK ITEMS	116.34	12/24	101-55200-218
68872	RAILROAD SIGN QUIET ZONE	83.20	01/25	101-53300-246
68872	MAILBOX REPAIR	48.43	01/25	101-53350-218
68895	TIE DOWNS	25.47	01/25	101-53330-218
69034	BARRICADES	218.91	01/25	101-53300-218
Total MENARDS - APPLETON EAST:		559.95		
MGD INDUSTRIAL CORP				
232557	WIRE STOCK	8.10	12/24	101-53330-218
232557	#11, 7, 41 WIRING	81.85	12/24	101-53330-225
232783	SHOP SUPPLIES, ELECTRIC & HYDRAULIC FITTIN	475.33	12/24	101-53330-218
Total MGD INDUSTRIAL CORP:		565.28		
MITCHELL, PATRICK				
260092300	2024 TAX REFUND - MITCHELL	159.31	12/24	803-21215

Invoice	Description	Total Cost	Period	GL Account
Total MITCHELL, PATRICK:		159.31		
MONROE TRUCK EQUIPMENT INC				
43469	#1 SALTER BEARING	555.31	12/24	101-53330-225
47359	2025 WESTERN STAR	158,744.00	12/24	403-57324-303
Total MONROE TRUCK EQUIPMENT INC:		159,299.31		
MORTON SALT INC.				
5403236247	ROAD SALT	9,485.56	12/24	101-53350-218
Total MORTON SALT INC.:		9,485.56		
MUNICIPAL PROPERTY INS COMPANY				
48-10127 2025	2025 PROPERTY & LIABILITY INSURANCE	24,169.00	01/25	101-51900-231
48-10127 2025	2025 PROPERTY & LIABILITY INSURANCE	732.00	01/25	101-52250-231
48-10127 2025	2025 PROPERTY & LIABILITY INSURANCE	4,394.00	01/25	207-52120-231
48-10127 2025	2025 PROPERTY & LIABILITY INSURANCE	8,056.00	01/25	206-55110-231
48-10127 2025	2025 PROPERTY & LIABILITY INSURANCE	2,930.00	01/25	204-55420-231
48-10127 2025	2025 PROPERTY & LIABILITY INSURANCE	2,930.00	01/25	610-53614-231
48-10127 2025	2025 PROPERTY & LIABILITY INSURANCE	23,436.00	01/25	620-53924-231
48-10127 2025	2025 PROPERTY & LIABILITY INSURANCE	6,592.00	01/25	630-53444-231
Total MUNICIPAL PROPERTY INS COMPANY:		73,239.00		
NASSCO INC				
6505673	45 GAL LINER, TOWEL, BATH TISSUE	186.81	12/24	206-55110-244
6505673	45 GAL LINER, TOWEL, BATH TISSUE	129.03	12/24	101-51650-244
6505673	45 GAL LINER, TOWEL, BATH TISSUE	61.36	12/24	207-52120-244
6505673	45 GAL LINER, TOWEL, BATH TISSUE	20.44	12/24	101-52250-244
Total NASSCO INC:		397.64		
NOW YOGA AND WELLNESS LLC				
10325	YOGA CLASSES - 12/16, 12/23, 12/30/24	150.00	12/24	208-52900-204
Total NOW YOGA AND WELLNESS LLC:		150.00		
O'REILLY AUTOMOTIVE INC				
2043-483278	#42 AIR FILTER	18.29	12/24	101-53330-225
2043-483279	#42 OIL FILTER	6.61	12/24	101-53330-225
2043-483358	#42 FUEL FILTER	36.49	12/24	101-53330-225
2043-484270	#2 AIR FILTERS	107.23	01/25	101-53330-225
2043-484493	BLUEDEF	99.00	01/25	101-52200-218
Total O'REILLY AUTOMOTIVE INC:		267.62		
OUTAGAMIE COUNTY TREASURER				
129999	INTERPRETATION - NOVEMBER	42.27	12/24	207-52120-204
DECEMBER 2024	COURT FINES - DECEMBER	526.80	12/24	101-35101
Total OUTAGAMIE COUNTY TREASURER:		569.07		
PSYCHOLOGIE CLINIQUE S.C.				
STMT121924	PSYCHOLOGICAL EVALUATION	610.00	12/24	207-52120-225

Invoice	Description	Total Cost	Period	GL Account
Total PSYCHOLOGIE CLINIQUE S.C.:		610.00		
RECDESK LLC				
RD000382	ANNUAL SUBSCRIPTION 2025	4,150.00	01/25	101-55300-208
Total RECDESK LLC:		4,150.00		
REGISTRATION FEE TRUST				
AUT 317UJN RENE	LICENSE PLATE RENEWAL SQUAD 99	160.00	01/25	207-52120-247
Total REGISTRATION FEE TRUST:		160.00		
REINDERS INC				
2730476	NO MORE ICE	69.40	12/24	207-52120-244
2730476	NO MORE ICE	69.40	12/24	101-51650-244
Total REINDERS INC:		138.80		
REMIKER-DEWALL, LISA				
EXRPT120724	WGFOA CONFERENCE	220.18	12/24	101-51420-201
Total REMIKER-DEWALL, LISA:		220.18		
RENT-A-FLASH OF WISCONSIN INC				
93984	LOW GROUND CLEARANCE SIGNS	619.25	12/24	101-53300-246
Total RENT-A-FLASH OF WISCONSIN INC:		619.25		
ROMENESKO, WENDY				
54732	REFUND SECURITY DEPOSIT	300.00	12/24	206-21235
Total ROMENESKO, WENDY:		300.00		
SIGNCOUNTRY				
21397	#242 GRAPHICS	530.30	01/25	101-53330-225
Total SIGNCOUNTRY:		530.30		
SPLENDID CLEANING SERVICE LLC				
14729	MONTHLY CLEANING-METRO	950.00	01/25	207-52120-243
14729	MONTHLY CLEANING-LCFD	239.00	01/25	101-52250-243
14730	MONTHLY CLEANING-MSB BUILDING	595.00	01/25	101-53310-243
14731	MONTHLY CLEANING-VILLAGE HALL	1,850.00	01/25	101-51650-243
Total SPLENDID CLEANING SERVICE LLC:		3,634.00		
STAPLES ADVANTAGE				
6021020572	WIPES	45.09	01/25	101-51440-206
Total STAPLES ADVANTAGE:		45.09		
STATE OF WI COURT FINES &				
DECEMBER 2024	COURT FINES - DECEMBER	1,647.00	12/24	101-35101
Total STATE OF WI COURT FINES &:		1,647.00		

Invoice	Description	Total Cost	Period	GL Account
STONERIDGE LITTLE CHUTE LLC #384				
1059961258	SENIOR PARTY PRIZES	50.00	12/24	101-55300-218
21015991918	FOOD & BEVERAGES	145.28	12/24	101-52200-211
21027941747	FOOD	148.76	12/24	101-52200-211
22029681443	BEVERAGE	89.94	12/24	101-52200-211
22094011256	SENIOR PROGRAM SLOPPY JOE ITEMS	50.90	12/24	101-55300-218
23017761537	FOOD & BEVERAGES	384.86	01/25	101-52200-211
23097181634	FOOD	195.16	12/24	101-52200-211
Total STONERIDGE LITTLE CHUTE LLC #384:		1,064.90		
TANYA R CPR LLC				
590	YOUTH BABYSITTING CPR/AED COURSE	780.00	12/24	208-52900-204
Total TANYA R CPR LLC:		780.00		
TIEDE, GUY				
54794	REFUND SECURITY DEPOSIT	300.00	12/24	208-21235
54794	FORFEIT - LATE KEY RETURN	50.00	12/24	208-34401
Total TIEDE, GUY:		250.00		
TITAN PUBLIC SAFETY SOLUTIONS, LLC				
5921	2025 TIPSS LICENSE & SUPPORT	6,004.00	01/25	101-51680-204
Total TITAN PUBLIC SAFETY SOLUTIONS, LLC:		6,004.00		
TRUCK COUNTRY OF WISC				
R202168044:01	#3641 REPAIRS	1,665.50	12/24	101-53330-225
Total TRUCK COUNTRY OF WISC:		1,665.50		
U.S. BANK				
49100125	AMAZON - COPY PAPER & SCOTCH TAPE	53.20	12/24	101-51650-206
49100125	AMAZON - DATE STAMP & TAPE DISPENSER	19.93	12/24	101-51650-206
49100125	AMAZON - SLEF SEAL W-2 ENVELOPES	62.70	01/25	101-51420-206
49100125	AMAZON - RED FOLDERS	12.79	01/25	101-51420-206
49100125	BLUE & MANILA FOLDERS	24.76	01/25	101-51420-206
49100125	AMAZON - DAB & SEAL	8.99	01/25	101-51650-206
49100125	AMAZON - OFFICE SUPPLIES	28.49	01/25	101-51650-206
49100125	AMAZON - WRIST REST	9.99	01/25	101-51440-206
49100125	AMAZON - OFFICE SUPPLIES	36.67	01/25	101-53310-206
49100125	ZOOM.US - MONTHLY FEE	15.99	01/25	101-51440-208
49100125	S&S WORLDWIDE-BALANCE BEAM	458.82	12/24	101-53300-218
49100125	AMAZON - OFFICE SUPPLIES	62.70	12/24	101-55300-206
49100125	DOLLAR TREE - REC EVENT SUPPLIES	12.50	12/24	101-55300-218
49100125	DOLLAR TREE - REC EVENT SUPPLIES	2.50	12/24	101-55300-218
49100125	HOBBY LOBBY - RETURN SMALL CANDY CANES	10.11	12/24	101-55300-218
49100125	JETS PIZZA - COMMUNITY BAND EOY PARTY	151.27	12/24	101-55480-211
49100125	DOLLAR TREE - REC EVENT SUPPLIES	13.75	12/24	101-55300-218
49100125	JW PEPPER - BAND MUSICS	80.00	12/24	101-55480-218
49100125	SESAC - 2025 LICENSE AGREEMENT	610.00	01/25	101-55300-204
49100125	WI PARK & REC 2025 ANNUAL CONFERENCE	300.00	01/25	101-55300-201
49100125	KALAHARI RESORT - 2025 CONF HOTEL - HARLO	121.00	01/25	101-55300-201
49100125	KALAHARI RESORT - 2025 CONF HOTEL - MCDON	121.00	01/25	101-55200-201
49100125	AMAZON - DVD	9.15	12/24	206-55110-210
49100125	TEAMUP CALENDAR - STAFF SCHEDULE CALEND	120.00	12/24	206-55110-218

Invoice	Description	Total Cost	Period	GL Account
49100125	AMAZON - BOOKS	16.20	12/24	206-55110-206
49100125	AMAZON - PEEL & STICK WALL DECAL	10.00	12/24	206-55110-205
49100125	AMAZON - NINTENDO SWITCH	51.75	12/24	206-55110-210
49100125	AMAZON - DVD	39.90	12/24	206-55110-210
49100125	AMAZON - BOOKS	206.16	12/24	206-55110-206
49100125	AMAZON - DVD	30.45	12/24	206-55110-210
49100125	AMAZON - BOOKS	25.98	12/24	206-55110-206
49100125	AMAZON - DVD	19.96	12/24	206-55110-210
49100125	AMAZON - DESK ORGANIZER HOLDER	13.76	12/24	206-55110-218
49100125	AMAZON - CARD MATCHING GAME, CRAFT SUPP	60.31	12/24	206-55110-205
49100125	AMAZON - NINTENDO SWITCH	44.99	12/24	206-55110-210
49100125	AMAZON - LANYARDS	23.98	12/24	206-55110-205
49100125	AMAZON - PON BEADS KIT	22.99	12/24	206-55110-205
49100125	AMAZON - DVD	17.95	12/24	206-55110-210
49100125	AMAZON - PLAYSTATION 4	34.99	12/24	206-55110-210
49100125	AMAZON - DVD	14.90	12/24	206-55110-210
49100125	AMAZON - BOOKS	20.98	12/24	206-55110-206
49100125	AMAZON - A/V	298.00	12/24	206-55110-210
49100125	AMAZON - A/V	21.69	12/24	206-55110-210
49100125	AMAZON - DVD	15.23	12/24	206-55110-210
49100125	AMAZON - A/V	8.27	12/24	206-55110-210
49100125	WI LIBRARY ASSOC - 2025 MBRSHIP RENEWAL -	276.37	01/25	206-55110-201
49100125	AMAZON - PROGRAM SUPPLIES	16.38	01/25	206-55110-205
49100125	AMAZON - COAT RACK	125.00	01/25	206-55110-218
49100125	FESTIVAL FOOD - WATER & SOAP	34.55	12/24	207-52120-218
49100125	AMAZON - SOAP & COFFEE	48.02	12/24	207-52120-218
49100125	AMAZON - WIRELESS MOUSE & #10 ENVELOPES	37.87	12/24	207-52120-206
49100125	AMAZON - BATTERIES	37.56	12/24	207-52120-213
49100125	NIC TRAFFICVIOLREGPROG	12.24	12/24	207-52120-204
49100125	NIC TRAFFICVIOLREGPROG	6.12	12/24	207-52120-204
49100125	NIC TRAFFICVIOLREGPROG	67.32	12/24	207-52120-204
49100125	NIC TRAFFICVIOLREGPROG	33.66	12/24	207-52120-204
49100125	COLLEGE TRANSCRIPT - PUBLIC WORKS	29.95	12/24	101-53100-208
49100125	WI STATE FIRE - 2024 CHIEF OFFICER DUES	95.00	12/24	101-52200-208
49100125	UPSP - POSTAGE	6.31	12/24	101-52200-218
49100125	ADOBE - 2025 ACROBATE PRO LICENSE	253.07	01/25	101-55200-218
49100125	WI PARK & REC 2025 WPRA CONF REGISTRATIO	300.00	01/25	101-55200-201
49100125	APPLE.COM	2.99	12/24	101-52200-204
49100125	JETS PIZZA	86.36	12/24	101-52200-211
49100125	MARRIOTT MADISON - REMIKER-DEWALL	196.00	12/24	101-51420-201
49100125	GOVERNMENT FINANCE - GFOA GET YORU TIME	75.00	12/24	101-51420-201
49100125	GOVERNMENT FINANCE - GFOA CODE OF ETHICS	200.00	12/24	101-51420-201
49100125	LOCAL GOVERNMENT ED - 2025 MEMBERSHIP D	25.00	01/25	101-51420-208
49100125	FESTIVAL FOOD - FOOD	115.99	12/24	207-52120-218
49100125	FESTIVAL FOOD - FOOD & BEVERAGES	118.15	12/24	207-52120-218
49100125	NWTC CORP TRAINING - PHYSICAL READINESS T	50.00	12/24	207-52120-201
49100125	SIRCHIES ACQUISITIONS CO - HEM CDB DETETIO	80.80	12/24	207-52120-218
49100125	CHEWY.COM - DOG FOOD & VITAMINS	292.56	12/24	207-52120-236
49100125	TLO TRANSUNION - BACKGROUND CHECKS	95.20	12/24	207-52120-204
49100125	WEDA - GOVERNORS CONFERENCE 2/5-2/27	379.00	01/25	101-56700-201
49100125	KWIK TRIP - FUEL	104.01	12/24	101-53330-217
49100125	COSTCO - FOOD & STORAGE CONTAINERS	68.93	12/24	206-55110-205
49100125	DOLLAR TREE - POST IT & TRIFOLD BOARD	3.75	12/24	206-55110-205
49100125	LITTLE CAESARS - PIZZA	29.95	12/24	206-55110-205
49100125	FESTIVAL FOOD - FOOD	44.90	12/24	206-55110-205
49100125	FESTIVAL FOOD - FOOD	89.34	12/24	206-55110-205
49100125	ALDI - FOOD	15.36	01/25	206-55110-205

Invoice	Description	Total Cost	Period	GL Account
49100125	COSTCO - FOOD	106.29	01/25	206-55110-205
49100125	ENVIROCERT INTERNATIONAL - APPLICATION FE	201.83	12/24	630-53444-208
Total U.S. BANK:		7,054.90		
VALLEY LIQUOR				
166554	BEVERAGES AND SUPPLIES	188.94	12/24	101-52200-211
168495	BEVERAGES AND SUPPLIES	205.89	12/24	101-52200-211
Total VALLEY LIQUOR:		394.83		
VAN ERT ELECTRIC CO INC				
1-031175	REPLACE LIGHT FIXTURES	181.88	12/24	207-52120-242
Total VAN ERT ELECTRIC CO INC:		181.88		
VAN LANKVELDT, BRIAN				
54789	REFUND SECURITY DEPOSIT	300.00	12/24	206-21235
Total VAN LANKVELDT, BRIAN:		300.00		
VANHANDEL, DEBRA				
44884	REFUND SECURITY DEPOSIT	300.00	12/24	208-21235
Total VANHANDEL, DEBRA:		300.00		
VERBOOMEN, TODD				
EXPRPT011125	FUEL	75.00	01/25	101-53330-217
Total VERBOOMEN, TODD:		75.00		
VERIZON WIRELESS - LERT B				
9022382216	SMS PRESERVATION SERVICES	75.00	12/24	207-52120-218
Total VERIZON WIRELESS - LERT B:		75.00		
VON BRIESEN & ROPER S.C.				
478637	GENERAL LABOR	207.00	12/24	101-51110-262
Total VON BRIESEN & ROPER S.C.:		207.00		
WCMA				
2025 MEMBERSHI	FULL MEMBERSHIP WCMA-BERNHOFT	190.48	01/25	101-51400-208
Total WCMA:		190.48		
WE ENERGIES				
5313001496	PLANT #1 (100 WILSON ST)	437.34	12/24	620-53624-249
5313001496	STREET LIGHTS	1,210.86	12/24	101-53300-249
5313001496	200 E MCKINLEY ST - FVMPD	467.80	12/24	207-52120-249
5313001496	200 E MCKINLEY ST - FIRE DEPT	311.86	12/24	101-52250-249
5313001496	PUMP STATION @ EVERGREEN & FRENCH	115.45	12/24	620-53624-249
5313001496	DOYLE POOL	28.90	12/24	204-55420-249
5313001496	CROSSWINDS LED STREET LIGHTS	149.44	12/24	101-53300-249
5313001496	1401 E ELM DR	3,197.39	12/24	101-53310-249
5313001496	920 WASHINGTON ST	104.94	12/24	620-53624-249
5313001496	CIVIC CENTER (630 MONROE ST)	1,428.61	12/24	206-55110-249

Invoice	Description	Total Cost	Period	GL Account
5313001496	LC WELL #4 PUMPHOUSE 625 E EVERGREEN	459.09	12/24	620-53624-249
5313001496	PLANT #2 1118 JEFFERSON ST	206.57	12/24	620-53624-249
5313001496	721 W ELM DR	399.23	12/24	208-52900-249
5313001496	108 W MAIN ST	969.83	12/24	101-51650-249
Total WE ENERGIES:		9,487.31		
WI DEPT OF JUSTICE				
202412-L4504T	BACKGROUND CHECKS-DECEMBER	112.00	12/24	207-52120-218
Total WI DEPT OF JUSTICE:		112.00		
WI MUNICIPAL COURT CLERK ASSOCIATION				
2025 DUES - DIETZ	MEMBERSHIP DUES - DIETZLER, M	55.00	01/25	101-51680-208
Total WI MUNICIPAL COURT CLERK ASSOCIATION:		55.00		
WI MUNICIPAL JUDGES ASSOC				
2025 MEMBERSHI	2025 MEMBERSHIP - MOES	150.00	01/25	101-51680-208
Total WI MUNICIPAL JUDGES ASSOC:		150.00		
WILBER, PATRICIA				
1-300412-01	OVRPYMT - 907 WOODLAND DR	83.27	01/25	001-15000
Total WILBER, PATRICIA:		83.27		
WILKINSON WALLS				
3-883575-00	OVRPYMT - 600 RANDOLPH #B	10.90	01/25	001-15000
Total WILKINSON WALLS:		10.90		
WISCONSIN CHIEFS OF POLICE				
12478	MEMBERSHIP DUES- SLOTKE	100.00	01/25	207-52120-208
12754	MEMBERSHIP DUES -MEISTER	150.00	01/25	207-52120-208
Total WISCONSIN CHIEFS OF POLICE:		250.00		
WOLLERSHEIM, JULIE				
54647	REFUND SECURITY DEPOSIT	300.00	12/24	206-21235
Total WOLLERSHEIM, JULIE:		300.00		
WPRA				
9051	2025 MEMBERSHIP RENEWAL - HARLOW	150.00	01/25	101-55300-208
9052	2025 MEMBERSHIP RENEWAL - MCDONALD	150.00	01/25	101-55200-208
Total WPRA:		300.00		
Grand Totals:		440,465.53		

Report GL Period Summary

Vendor number hash: 521145
Vendor number hash - split: 1183947

Terms Description	Invoice Amount	Net Invoice Amount
Total number of invoices:	165	
Total number of transactions:	317	
Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	440,465.53	440,465.53
Grand Totals:	440,465.53	440,465.53

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
US POSTMASTER (264)							
WINTER 2024	Invoi	WINTER NEWSLETTER	864.83	Open	Non	12/24	101-51960-227
Total US POSTMASTER (264):			864.83				
Grand Totals:			864.83				

Report GL Period Summary

Vendor number hash:	264
Vendor number hash - split:	264
Total number of invoices:	1
Total number of transactions:	1

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	864.83	864.83
Grand Totals:	864.83	864.83

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
MARCO INC (3910)							
37944297	Invoi	AGREEMENT 003-3079177	333.18	Open	Non	12/24	207-52120-207
Total MARCO INC (3910):			333.18				
MARCO TECHNOLOGIES LLC (3100)							
13220686	Invoi	FINAL USAGE BILL	84.69	Open	Non	12/24	207-52120-207
Total MARCO TECHNOLOGIES LLC (3100):			84.69				
Grand Totals:			417.87				

Report GL Period Summary

Vendor number hash:	7010
Vendor number hash - split:	7010
Total number of invoices:	2
Total number of transactions:	2

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	417.87	417.87
Grand Totals:	417.87	417.87

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2024 REFUND CIVIC CENTER (5487)							
46499	Invoi	REFUND SECURITY DEPOSIT	300.00	Open	Non	12/24	206-21235
54602	Invoi	REFUND SECURITY DEPOSIT	300.00	Open	Non	12/24	206-21235
Total 2024 REFUND CIVIC CENTER (5487):			600.00				
2024 VAN LIESHOUT REFUNDS (5486)							
44916	Invoi	REFUND SECURITY DEPOSIT	300.00	Open	Non	12/24	208-21235
54611	Invoi	REFUND SECURITY DEPOSIT	300.00	Open	Non	12/24	208-21235
Total 2024 VAN LIESHOUT REFUNDS (5486):			600.00				
BSN SPORTS LLC (5396)							
928086399	Invoi	LEAGUES & PROGRAMMING BASES	1,354.50	Open	Non	12/24	101-55300-218
Total BSN SPORTS LLC (5396):			1,354.50				
CELLCOM (4683)							
131363	Invoi	ENGINEERING	165.82	Open	Non	12/24	101-51415-203
131363	Invoi	DPW	171.94	Open	Non	12/24	101-53310-203
131363	Invoi	PARKS	139.60	Open	Non	12/24	101-55200-203
131363	Invoi	REC	80.10	Open	Non	12/24	101-55300-203
131363	Invoi	FACILITIES	33.33	Open	Non	12/24	101-51650-203
131363	Invoi	INSPECTOR PHONE CHARGES	33.33	Open	Non	12/24	101-52050-203
131363	Invoi	COMMUNITY DEVELOPER PHONE CHARGES	29.78	Open	Non	12/24	101-51530-203
131363	Invoi	ADMINISTRATION PHONE CHARGES	33.33	Open	Non	12/24	101-51400-203
131363	Invoi	STORM I-PADS	23.59	Open	Non	12/24	630-53442-218
131363	Invoi	STREETS I-PADS	47.18	Open	Non	12/24	101-53300-218
131363	Invoi	VEHICLE MAINTENANCE I-PADS	23.59	Open	Non	12/24	101-53330-218
131363	Invoi	SANITARY SEWER I-PAD	23.59	Open	Non	12/24	610-53612-218
Total CELLCOM (4683):			805.18				
CHARTER COMMUNICATIONS (89)							
16087120824	Invoi	DEC/JAN SERVICE	165.26	Open	Non	12/24	101-51650-203
566381224	Invoi	DEC/JAN SERVICE	12.27	Open	Non	12/24	101-52200-204
Total CHARTER COMMUNICATIONS (89):			177.53				
CONWAY SHIELD INC (3828)							
4172671	Invoi	BALLISTIC HELMET, INSERTS,	5,629.00	Open	Non	12/24	101-52200-213
4172672	Invoi	BALLISTIC HELMET, INSERTS,	2,386.00	Open	Non	12/24	101-52200-247
4172672	Invoi	BALLISTIC HELMET, INSERTS,	2,386.00-	Open	Non	12/24	101-52200-247
4172672	Invoi	BALLISTIC HELMET, INSERTS, ETC	2,386.00	Open	Non	12/24	101-52200-213
Total CONWAY SHIELD INC (3828):			8,015.00				
DELTA DENTAL OF WISCONSIN (33)							
2266558	Invoi	DENTAL - JANUARY	6,469.40	Open	Non	12/24	101-21345
2266558	Invoi	VISION - JANUARY	493.24	Open	Non	12/24	101-21366
Total DELTA DENTAL OF WISCONSIN (33):			6,962.64				
FLY-ME FLAG LLC (252)							
11432	Invoi	FLAG POLE REPAIRS	72.50	Open	Non	12/24	207-52120-242
11432	Invoi	FLAG POLE REPAIRS	72.50	Open	Non	12/24	101-52250-242

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total FLY-ME FLAG LLC (252):			145.00				
KAUKAUNA UTILITIES (234)							
DECEMBER 2024	Invoi	SAFETY CENTER	678.45	Open	Non	12/24	207-52120-249
DECEMBER 2024	Invoi	SAFETY CENTER	452.30	Open	Non	12/24	101-52250-249
DECEMBER 2024	Invoi	VILLAGE HALL PLAZA	16.59	Open	Non	12/24	101-51650-249
DECEMBER 2024	Invoi	VILLAGE HALL	1,248.18	Open	Non	12/24	101-51650-249
DECEMBER 2024	Invoi	CIVIC CENTER	848.37	Open	Non	12/24	206-55110-249
DECEMBER 2024	Invoi	MUNICIPAL POOL	54.74	Open	Non	12/24	204-55420-249
DECEMBER 2024	Invoi	BALLFIELD DPI/SHED LIGHTS	95.78	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	DOYLE PARK STAGE	52.66	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	DOYLE PARK BALLFIELD DP2 LIGHT	62.05	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	HEESAKKER PARK TRAIL	32.09	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	HERITAGE PARK	24.33	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	LEGION PARK RESTROOMS	205.61	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	VAN LIESHOUT PARK	225.99	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	VAN LIESHOUT BALLFIELD	177.63	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	VAN LIESHOUT PK SECURITY LT	64.12	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	LINCOLN AVE E HEESAKKER PARK	202.37	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	PUMP STATION JEFFERSON ST	1,182.62	Open	Non	12/24	620-53624-249
DECEMBER 2024	Invoi	#4 WELL EVERGREEN DRIVE	5,707.19	Open	Non	12/24	620-53624-249
DECEMBER 2024	Invoi	#3 WELL WASHINGTON ST	2,670.61	Open	Non	12/24	620-53624-249
DECEMBER 2024	Invoi	STEPHEN ST TOWER/LIGHTING	109.50	Open	Non	12/24	620-53624-249
DECEMBER 2024	Invoi	CANAL BRIDGE - NORTHSIDE	16.93	Open	Non	12/24	101-53300-249
DECEMBER 2024	Invoi	CANAL BRIDGE SOUTHSIDE	35.49	Open	Non	12/24	101-53300-249
DECEMBER 2024	Invoi	SIGNALS/GRAND & MAIN	43.25	Open	Non	12/24	101-53300-249
DECEMBER 2024	Invoi	COMMUNITY BRIDGE LIGHTING	185.66	Open	Non	12/24	101-53300-249
DECEMBER 2024	Invoi	SIGNALS/MAIN & MADISON	45.46	Open	Non	12/24	101-53300-249
DECEMBER 2024	Invoi	CROSSING/MAIN & MONROE	16.48	Open	Non	12/24	101-53300-249
DECEMBER 2024	Invoi	STREET LIGHTING	9,491.58	Open	Non	12/24	101-53300-249
DECEMBER 2024	Invoi	SIGNALS/NORTH & BUCHANAN ACCT 260080-00	30.86	Open	Non	12/24	101-53300-249
DECEMBER 2024	Invoi	PATRIOT DR FLAG POLE ACCT 261328-00	28.46	Open	Non	12/24	101-53300-249
DECEMBER 2024	Invoi	SIGNALS/NE CORNER N & ELM ACCT 262812-00	80.17	Open	Non	12/24	101-53300-249
DECEMBER 2024	Invoi	STEPHEN ST SIGN ACCT 282181-00	16.48	Open	Non	12/24	101-53300-249
DECEMBER 2024	Invoi	1401 E ELM DR / NEW BUILDING ACCT 283413-00	908.86	Open	Non	12/24	101-53310-249
DECEMBER 2024	Invoi	721 W ELM-REC CENTER	87.93	Open	Non	12/24	208-52900-249
DECEMBER 2024	Invoi	723 DEPOT ST	13.40	Open	Non	12/24	418-51225-249
DECEMBER 2024	Invoi	513 GRAND AVE	27.54	Open	Non	12/24	418-51224-249
DECEMBER 2024	Invoi	DOYLE PARK WELL	3,806.79	Open	Non	12/24	620-53624-249
DECEMBER 2024	Invoi	1800 STEPHEN ST STORM	713.53	Open	Non	12/24	630-53441-249
Total KAUKAUNA UTILITIES (234):			29,660.05				
KERRY'S VROOM SERVICE INC (2013)							
10454	Invoi	REPAIRS #121	788.03	Open	Non	12/24	207-52120-247
10455	Invoi	REPAIRS #181	81.90	Open	Non	12/24	207-52120-247
Total KERRY'S VROOM SERVICE INC (2013):			869.93				
KWIK TRIP INC (2365)							
2867681224	Invoi	FUEL	3,082.65	Open	Non	12/24	207-52120-247
Total KWIK TRIP INC (2365):			3,082.65				
ROTTER ADVERTISING SPECIALISTS (2976)							
6974	Invoi	2-PART PAY PLAN CONTRACT	99.00	Open	Non	12/24	101-51680-207

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total ROTTER ADVERTISING SPECIALISTS (2976):			99.00				
SAM'S CLUB/SYNCHRONY BANK (1728)							
44691224	Invoi	BINDERS	14.98	Open	Non	12/24	101-55300-206
44691224	Invoi	SENIOR HOLIDAY PARTY PRIZES & SNACKS	117.96	Open	Non	12/24	101-55300-218
Total SAM'S CLUB/SYNCHRONY BANK (1728):			132.94				
TAPCO (967)							
1792273	Invoi	NORTH & BUCHANAN LIGHTS	449.85	Open	Non	12/24	101-53300-218
Total TAPCO (967):			449.85				
THEDACARE (1983)							
121005551124	Invoi	BLOOD DRAWS - NOVEMBER	340.00	Open	Med	12/24	207-52120-204
Total THEDACARE (1983):			340.00				
UNITED RAYNOR (425)							
25930	Invoi	REPAIR DOOR - PD	279.50	Open	Non	12/24	207-52120-242
Total UNITED RAYNOR (425):			279.50				
VILLAGE OF LITTLE CHUTE (1404)							
DECEMBER 2024	Invoi	SAFETY CENTER	304.65	Open	Non	12/24	207-52120-249
DECEMBER 2024	Invoi	SAFETY CENTER	76.16	Open	Non	12/24	101-52250-249
DECEMBER 2024	Invoi	VILLAGE HALL	160.11	Open	Non	12/24	101-51650-249
DECEMBER 2024	Invoi	CIVIC CENTER	330.51	Open	Non	12/24	206-55110-249
DECEMBER 2024	Invoi	DOYLE PARK DPI RESTROOMS	747.97	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	HERITAGE PARK	2.48	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	LEGION PARK RESTROOMS	391.29	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	VAN LEISHOUT PARK	474.38	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	1509 E LINCOLN - ICE RINK	82.27	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	HEESAKKER PARK - BUBBLER	24.20	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	HEESAKKER PARK RESTROOMS	150.72	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	HIETPAS ST - JAYCEE TOT LOT	.83	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	900 HARVEST TRIAL - CREEKVIEW TOT LOT	58.58	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	W GREENFIELD DR - VAN ZEELAND TOT LOT	3.30	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	DOYLE PARK POOL/RESTROOMS	170.36	Open	Non	12/24	101-55200-249
DECEMBER 2024	Invoi	DOYLE PARK POOL/RESTROOMS	170.37	Open	Non	12/24	204-55420-249
DECEMBER 2024	Invoi	DOYLE PARK POOL	112.18	Open	Non	12/24	204-55420-249
DECEMBER 2024	Invoi	PUMP STATION JEFFERSON ST	36.82	Open	Non	12/24	620-53624-249
DECEMBER 2024	Invoi	DOYLE PARK WELL #1	17.84	Open	Non	12/24	620-53624-249
DECEMBER 2024	Invoi	#3 WELL WASHINGTON ST	12.38	Open	Non	12/24	620-53624-249
DECEMBER 2024	Invoi	715 DEPOT ST	42.08	Open	Non	12/24	418-57800-204
DECEMBER 2024	Invoi	719 DEPOT ST	8.25	Open	Non	12/24	418-51225-249
DECEMBER 2024	Invoi	723 DEPOT ST	8.25	Open	Non	12/24	418-51225-249
DECEMBER 2024	Invoi	625 E EVERGREEN DR	152.32	Open	Non	12/24	620-53624-249
DECEMBER 2024	Invoi	1200 STEPHEN ST - WATER TOWER	29.70	Open	Non	12/24	620-53624-249
DECEMBER 2024	Invoi	1401 E ELM DR VILLAGE GARAGE	905.49	Open	Non	12/24	101-53310-249
DECEMBER 2024	Invoi	721 W ELM - REC CENTER	24.13	Open	Non	12/24	208-52900-249
DECEMBER 2024	Invoi	MISC PARKING LOTS OWNED BY VLC	202.95	Open	Non	12/24	101-53300-248
DECEMBER 2024	Invoi	3609 FREEDOM RD-WATER/SEWER	18.15	Open	Non	12/24	630-53441-249
Total VILLAGE OF LITTLE CHUTE (1404):			4,718.72				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
VINTON CONSTRUCTION CO (29)							
23052.LC2	Invoi	2024 CONCRETE MEDIAN EXTENSIONS	19,517.00-	Open	Non	12/24	101-53300-204
23052.LC2	Invoi	2024 CONCRETE MEDIAN EXTENSIONS	19,517.00	Open	Non	12/24	452-51213-263
Total VINTON CONSTRUCTION CO (29):			.00				
Grand Totals:			58,292.49				

Report GL Period Summary

Vendor number hash:	56281
Vendor number hash - split:	165228
Total number of invoices:	23
Total number of transactions:	104

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	58,292.49	58,292.49
Grand Totals:	58,292.49	58,292.49

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2024 TAX REFUNDS (5570)							
260100100-24	Invoi	2024 TAX REFUND - CODY	30.00	Open	Non	12/24	803-21215
260164300-24	Invoi	2024 TAX REFUND - VANDERLOOP OVR PD	60.00	Open	Non	12/24	803-21215
260281900-24	Invoi	2024 TAX REFUND - HIETPAS, CHRISTOPHER	4,032.08	Open	Non	12/24	803-21215
Total 2024 TAX REFUNDS (5570):			4,122.08				
2024 UTILITY REFUNDS (5485)							
1-251181-21	Invoi	OVRPYMT - 1422 GLENVIEW	12.81	Open	Non	12/24	001-15000
1-702620-08	Invoi	OVRPYMT - 3631 CHERRYVALE Q2	35.18	Open	Non	12/24	001-15000
Total 2024 UTILITY REFUNDS (5485):			47.99				
ABCON ELECTRIC LLC (4777)							
7464	Invoi	PUMP RECEPTACLES	1,380.00	Open	Non	12/24	620-53634-255
Total ABCON ELECTRIC LLC (4777):			1,380.00				
AMERICAN FIDELITY ASSURANCE (4885)							
2463554	Invoi	FLEX	2,082.33	Open	Non	12/24	101-21368
Total AMERICAN FIDELITY ASSURANCE (4885):			2,082.33				
AMPLITEL TECHNOLOGIES (4637)							
24760	Invoi	WIFI UPDATE MSB BLDG	1,438.58	Open	Non	12/24	404-57190-221
Total AMPLITEL TECHNOLOGIES (4637):			1,438.58				
AT& T (409)							
920788738112	Invoi	NOV/DEC SERVICES	17.58	Open	Non	12/24	207-52120-203
920788738112	Invoi	NOV/DEC SERVICES	52.73	Open	Non	12/24	101-53310-203
920788738112	Invoi	NOV/DEC SERVICES	17.58	Open	Non	12/24	204-55420-203
920788738112	Invoi	NOV/DEC SERVICES	17.58	Open	Non	12/24	101-53310-203
920788738112	Invoi	NOV/DEC SERVICES	70.31	Open	Non	12/24	620-53924-203
920788738112	Invoi	NOV/DEC SERVICES	52.72	Open	Non	12/24	206-55110-203
920788738112	Invoi	NOV/DEC SERVICES	52.72	Open	Non	12/24	101-53310-203
Total AT& T (409):			281.22				
AUTOMOTIVE SUPPLY (121)							
242370	Invoi	#48 BATTERY RETURNED	110.00	Open	Non	12/24	101-53330-225
61006674	Invoi	#6 LIGHT & WIRING PIGTAILS	23.08	Open	Non	12/24	101-53330-225
61006712	Invoi	#25 ENGINE AIR & FUEL FILTER	116.22	Open	Non	12/24	101-53330-225
61006712	Invoi	AIR FILTERS	46.64	Open	Non	12/24	101-53330-218
61006828	Invoi	#48 STARTING BATTERY	83.00	Open	Non	12/24	101-53330-225
61006848	Invoi	#48 BATTERY	110.00	Open	Non	12/24	101-53330-225
Total AUTOMOTIVE SUPPLY (121):			268.94				
CHARTER COMMUNICATIONS (89)							
152837701121424	Invoi	DEC/JAN SERVICE	219.99	Open	Non	12/24	207-52120-203
152871901121424	Invoi	DEC/JAN SERVICE	140.90	Open	Non	12/24	207-52120-203
Total CHARTER COMMUNICATIONS (89):			360.89				
CINTAS (4918)							
4213843741	Invoi	UNIFORM PREP	.03	Open	Non	12/24	101-53330-213

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
4214634306	Invoi	UNIFORM PREP	12.66	Open	Non	12/24	101-53330-213
4214634306	Invoi	MATS & TOWELS	33.03	Open	Non	12/24	101-53330-218
Total CINTAS (4918):			45.72				
CITY OF KAUKAUNA (1488)							
758	Invoi	NELSON CROSSING UTILITY EXP	183.84	Open	Non	12/24	224-56900-249
758	Invoi	NELSON CROSSING INSURANCE EXP	1,339.00	Open	Non	12/24	224-56900-231
Total CITY OF KAUKAUNA (1488):			1,522.84				
FINGER PUBLISHING INC (857)							
BE256503	Invoi	PH 2025 BUCHANAN	37.36	Open	Non	12/24	101-51650-207
Total FINGER PUBLISHING INC (857):			37.36				
FIRELINE SPRINKLER LLC (2572)							
600724	Invoi	ANNUAL FIRE SPRINKLER INSPECTION	180.00	Open	Non	12/24	101-53310-204
Total FIRELINE SPRINKLER LLC (2572):			180.00				
FOX VALLEY HUMANE ASSOCIATION (971)							
6066	Invoi	ANIMALS HANDLED FEES - OCT	184.00	Open	Non	12/24	207-52120-204
Total FOX VALLEY HUMANE ASSOCIATION (971):			184.00				
HEART OF THE VALLEY CHAMBER (996)							
20826	Invoi	SMALL BUSINESS SATURDAY SPONSORSHIP	1,000.00	Open	Non	12/24	101-56700-227
Total HEART OF THE VALLEY CHAMBER (996):			1,000.00				
JX ENTERPRISES INC (3079)							
1467387S	Invoi	#30 ENGINE & STARTING ISSUES	3,796.09	Open	Non	12/24	101-53330-204
Total JX ENTERPRISES INC (3079):			3,796.09				
KLINK HYDRAULICS LLC (5005)							
42206	Invoi	#15 BRINE SPRAYER COUPLER	12.34	Open	Non	12/24	101-53330-225
Total KLINK HYDRAULICS LLC (5005):			12.34				
LEAGUE OF WI MUNICIPALITIES (653)							
102811124	Invoi	MEMBERSHIP RENEWAL	5,486.66	Open	Non	01/25	101-51110-208
Total LEAGUE OF WI MUNICIPALITIES (653):			5,486.66				
MIDWEST SALT LLC (5001)							
P478021	Invoi	INDUSTRIAL COARSE SALT	3,597.32	Open	Non	12/24	620-53634-224
Total MIDWEST SALT LLC (5001):			3,597.32				
RIESTERER & SCHNELL INC (1063)							
2735298	Invoi	# 155 MOWER DECK PARTS	315.16	Open	Non	12/24	101-53330-225
2735307	Invoi	#27 MOWER DECK PARTS	133.96	Open	Non	12/24	101-53330-225
Total RIESTERER & SCHNELL INC (1063):			449.12				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
ROBERT E. LEE & ASSOCIATES (3446)							
87628	Invoi	2024 GIS SERVICES	11,682.00	Open	Non	12/24	101-51415-204
Total ROBERT E. LEE & ASSOCIATES (3446):			11,682.00				
S.I. METALS & SUPPLY (2964)							
292246	Invoi	#21 SPACERS	5.00	Open	Non	12/24	101-53330-225
Total S.I. METALS & SUPPLY (2964):			5.00				
SHORT ELLIOTT HENDRICKSON INC (3862)							
478787	Invoi	LCFD -NEW FIRE STATION FACILITY A/E SERVICE	6,630.46	Open	Non	12/24	405-51100-263
Total SHORT ELLIOTT HENDRICKSON INC (3862):			6,630.46				
SIGNCOUNTRY (3870)							
21282	Invoi	SALT BARREL DECALS	288.00	Open	Non	12/24	101-53350-218
Total SIGNCOUNTRY (3870):			288.00				
STAPLES ADVANTAGE (3472)							
6019388810	Invoi	OFFICE SUPPLIES	36.23	Open	Non	12/24	101-53310-206
Total STAPLES ADVANTAGE (3472):			36.23				
STATION AUTOMATION INC (5572)							
7281	Invoi	LIVESCAN	360.00	Open	Non	12/24	207-52120-204
Total STATION AUTOMATION INC (5572):			360.00				
SUPERIOR CHEMICAL LLC (1952)							
406095	Invoi	MSB FOAM WASH	369.26	Open	Non	12/24	101-53310-218
Total SUPERIOR CHEMICAL LLC (1952):			369.26				
T-MOBILE (5286)							
8754594871224	Invoi	INTERNET HOT SPOTS	29.40	Open	Non	12/24	206-55110-209
Total T-MOBILE (5286):			29.40				
WORKHORSE SOFTWARE SERVICES (3592)							
6079	Invoi	2025 SUPPORT FOR SPECIAL ASSESSMENTS	750.00	Open	Non	01/25	452-57331-204
Total WORKHORSE SOFTWARE SERVICES (3592):			750.00				
Grand Totals:			46,443.83				

Report GL Period Summary

Vendor number hash:109771

Vendor number hash - split:118752

Total number of invoices:38

Total number of transactions:47

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	46,443.83	46,443.83
Grand Totals:	46,443.83	46,443.83

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
EHLERS INVESTMENT PARTNERS LLC (1425)							
93039	Invoi	PROMISSORY NOTES, SERIES 2017B	314.00	Open	Non	01/25	101-51420-204
93039	Invoi	PROMISSORY NOTES, SERIES 2017B	15.00	Open	Non	01/25	416-57600-204
93039	Invoi	PROMISSORY NOTES, SERIES 2017B	70.00	Open	Non	01/25	418-57800-204
93039	Invoi	PROMISSORY NOTES, SERIES 2017B	1.00	Open	Non	01/25	620-53924-204
Total EHLERS INVESTMENT PARTNERS LLC (1425):			400.00				
MCCLONE (4766)							
13548	Invoi	GROUP ACCIDENT POLICY YEAR 1 OF 3	5,752.66	Open	Non	01/25	101-52200-220
13548	Invoi	GROUP ACCIDENT POLICY	11,505.34	Open	Non	01/25	101-14300
13579	Invoi	25/26 WORKERS COMP POLICY 1 OF 4	298.00	Open	Non	01/25	101-51900-230
13579	Invoi	25/26 WORKERS COMP POLICY 1 OF 4	133.00	Open	Non	01/25	206-55110-230
13579	Invoi	25/26 WORKERS COMP POLICY 1 OF 4	77.00	Open	Non	01/25	207-52120-230
13579	Invoi	25/26 WORKERS COMP POLICY 1 OF 4	42.00	Open	Non	01/25	610-53614-230
13579	Invoi	25/26 WORKERS COMP POLICY 1 OF 4	40.00	Open	Non	01/25	620-53924-230
13579	Invoi	25/26 WORKERS COMP POLICY 1 OF 4	34.00	Open	Non	01/25	630-53444-230
13579	Invoi	25/26 WORKERS COMP POLICY 1 OF 4	12,159.00	Open	Non	01/25	101-51900-230
13579	Invoi	25/26 WORKERS COMP POLICY 1 OF 4	1,327.00	Open	Non	01/25	201-53620-230
13579	Invoi	25/26 WORKERS COMP POLICY 1 OF 4	739.00	Open	Non	01/25	204-55420-230
13579	Invoi	25/26 WORKERS COMP POLICY 1 OF 4	1,203.00	Open	Non	01/25	610-53614-230
13579	Invoi	25/26 WORKERS COMP POLICY 1 OF 4	1,436.00	Open	Non	01/25	630-53444-230
13579	Invoi	25/26 WORKERS COMP POLICY 1 OF 4	310.00	Open	Non	01/25	620-53924-230
13579	Invoi	25/26 WORKERS COMP POLICY 1 OF 4	12,659.00	Open	Non	01/25	207-52120-230
13579	Invoi	25/26 WORKERS COMP POLICY 1 OF 4	2,351.00	Open	Non	01/25	101-52250-230
13579	Invoi	25/26 GENERAL LIABILITY & AUTO PACKAGE 1 O	1,985.00	Open	Non	01/25	201-53620-231
13579	Invoi	25/26 GENERAL LIABILITY & AUTO PACKAGE 1 O	3,310.00	Open	Non	01/25	101-51900-231
13579	Invoi	25/26 GENERAL LIABILITY & AUTO PACKAGE 1 O	298.00	Open	Non	01/25	101-51900-231
13579	Invoi	25/26 GENERAL LIABILITY & AUTO PACKAGE 1 O	3,886.00	Open	Non	01/25	101-52250-231
13579	Invoi	25/26 GENERAL LIABILITY & AUTO PACKAGE 1 O	1,632.00	Open	Non	01/25	207-52120-231
13579	Invoi	25/26 GENERAL LIABILITY & AUTO PACKAGE 1 O	85.00	Open	Non	01/25	620-53924-231
13579	Invoi	25/26 GENERAL LIABILITY & AUTO PACKAGE 1 O	767.00	Open	Non	01/25	630-53444-231
13579	Invoi	25/26 GENERAL LIABILITY & AUTO PACKAGE 1 O	5,956.00	Open	Non	01/25	101-51900-231
13579	Invoi	25/26 GENERAL LIABILITY & AUTO PACKAGE 1 O	176.00	Open	Non	01/25	101-52250-231
13579	Invoi	25/26 GENERAL LIABILITY & AUTO PACKAGE 1 O	447.00	Open	Non	01/25	201-53620-231
13579	Invoi	25/26 GENERAL LIABILITY & AUTO PACKAGE 1 O	249.00	Open	Non	01/25	204-55420-231
13579	Invoi	25/26 GENERAL LIABILITY & AUTO PACKAGE 1 O	1,001.00	Open	Non	01/25	206-55110-231
13579	Invoi	25/26 GENERAL LIABILITY & AUTO PACKAGE 1 O	7,144.00	Open	Non	01/25	207-52120-231
13579	Invoi	25/26 GENERAL LIABILITY & AUTO PACKAGE 1 O	374.00	Open	Non	01/25	101-51900-231
13579	Invoi	25/26 GENERAL LIABILITY & AUTO PACKAGE 1 O	720.00	Open	Non	01/25	610-53614-231
13579	Invoi	25/26 GENERAL LIABILITY & AUTO PACKAGE 1 O	362.00	Open	Non	01/25	620-53924-231
13579	Invoi	25/26 GENERAL LIABILITY & AUTO PACKAGE 1 O	780.00	Open	Non	01/25	630-53444-231
13579	Invoi	25/26 GENERAL LIABILITY & AUTO PACKAGE 1 O	4,929.00	Open	Non	01/25	207-52120-231
13579	Invoi	25/26 GENERAL LIABILITY & AUTO PACKAGE 1 O	5,322.00	Open	Non	01/25	610-53614-231
Total MCCLONE (4766):			89,489.00				
PRIMADATA LLC (4671)							
JANUARY 2025	Invoi	POSTCARD POSTAGE	325.00	Open	Non	01/25	201-53620-226
JANUARY 2025	Invoi	POSTCARD POSTAGE	325.00	Open	Non	01/25	610-53613-226
JANUARY 2025	Invoi	POSTCARD POSTAGE	325.00	Open	Non	01/25	620-53904-226
JANUARY 2025	Invoi	POSTCARD POSTAGE	325.00	Open	Non	01/25	630-53443-226
Total PRIMADATA LLC (4671):			1,300.00				
VFIS (2923)							
185477131	Invoi	LOSAP ADMINISTRATIVE SERVICES	2,605.00	Open	Non	01/25	101-52200-104

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
993100902 2025	Invoi	SERVICE AWARD PROGRAM & ADM FEES	25,017.22	Open	Non	01/25	101-52200-104
Total VFIS (2923):			27,622.22				
WEBSTER, SPENCER R (5573)							
10625 COOKING	Invoi	1/6/25 COOKING PROGRAM	100.00	Open	Non	01/25	206-55110-205
Total WEBSTER, SPENCER R (5573):			100.00				
Grand Totals:			118,911.22				

Report GL Period Summary

Vendor number hash:	27047
Vendor number hash - split:	202613
Total number of invoices:	7
Total number of transactions:	46

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	118,911.22	118,911.22
Grand Totals:	118,911.22	118,911.22

MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 18, 2024

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

Pledge Allegiance to the Flag

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

Roll call of Trustees

PRESENT: Michael Vanden Berg, President
Don Van Deurzen, Trustee
Larry Van Lankvelt, Trustee
Brian Van Lankveldt, Trustee
Rosie Sprangers, Trustee

EXCUSED: David Peterson, Trustee
Joe Harlow, Trustee

Roll call of Officers and Department Heads

PRESENT: Beau Bernhoft, Administrator
John McDonald, Director of Parks, Rec and Forestry
Kent Taylor, Director of Public Works
Jessica Titel, Community Development Director
Megan Kloeckner, Library Director
Fox Valley Metro Police Chief Meister
Lisa Remiker-DeWall, Finance Director

EXCUSED: Tyler Claringbole, Village Attorney
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. Disbursement List
2. Approval of the Minutes of December 4, 2024

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

Ayes 5, Nays 0 – Motion Carried

Discussion/Action– Buchanan Overpass Sidewalk and Lighting

Assistant Director of Public Works Matthew Woicek discussed options for the Buchanan Street bridge overpass sidewalk and lighting infrastructure. This work will take place in 2026. There are several options for the sidewalk, the DOT would cover 80% with the village responsible for 20%. Options and costs for the lighting were discussed as well.

Moved by Trustee B. Van Lankveldt, seconded by Trustee L. Van Lankvelt for lighting on Buchanan St. Overpass, installing sidewalks on only the West side of Buchanan St. with the Wisconsin DOT project using Kaukauna utilities at the \$36,160 limit for installing the conduit, wiring and lighting on both approaches of I41 bridge.

Ayes 4, Nays 1 (Van Deurzen) – Motion Carried

Discussion/Action– Appointments

Fox Cities Area Room Tax Commission – Administrator Beau Bernhoft, Jessica Titel appointed indefinitely.

Moved by Trustee B. Van Lankveldt, seconded by Trustee L. Van Lankvelt to appointments indefinitely.

Ayes 5, Nays 0 – Motion Carried

Discussion/Action – Smith Pharmacy Development Agreement and Budget Adjustments

Director Titel discussed the Smith Pharmacy Development Agreement and incentive of \$100,000. This has been reviewed by legal and approved.

Moved by Trustee B. Van Lankveldt, Seconded by Trustee Sprangers to approve the Smith Pharmacy Development Agreement and corresponding budget adjustments.

Roll Call Vote

Mike Vanden Berg	Aye
Larry Van Lankvelt	Aye
Don Van Deurzen	Aye
Rosie Sprangers	Aye
Brian Van Lankveldt	Aye

Ayes 5, Nays 0 – Motion Carried

Discussion/Action – Splash Pad Change Order

Director McDonald discussed a change order to the Splash Pad that would result in a \$6,000 credit the Village. Park Planning Committee has reviewed the proposal and supports architecture's recommendation. Staff request that village board accept the attached change order for a credit of \$6000 on the Splash Pad project.

Moved by Trustee B. Van Lankveldt, Seconded by Trustee L. Van Lankvelt to accept the change order for a credit of \$6000 for the splash pad project.

Roll Call Vote

Mike Vanden Berg	Aye
Larry Van Lankvelt	Aye
Don Van Deurzen	Aye
Rosie Sprangers	Aye
Brian Van Lankveldt	Aye

Ayes 5, Nays 0 – Motion Carried

Discussion – Outagamie County Urban County Trunk Highway Improvement Projects- Local Cost Share Policy

Assistant Director of Public Works Matthew Woicek provided an overview and highlight of the changes to the right of way acquisition costs as well as the bicycle and pedestrian improvement costs.

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:

Moved by Trustee Van Deurzen, seconded by L. Van Lankvelt to enter closed session at 6:35p.m.

Ayes 5, Nays 0 – Motion Carried

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

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

Moved by Trustee Van Deurzen, seconded by Trustee B. Van Lankveldt to exit closed session at 8:14 p.m.

Ayes 5, Nays 0 – Motion Carried

Adjournment

Moved by Trustee Van Deurzen, seconded by Trustee B. Van Lankveldt to Adjourn the Regular Board meeting at 8:14 p.m.

Ayes 5, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk



Item For Consideration

For Board Review On: Wednesday, January 15, 2024

Agenda Item Topic: Special Event & Vendor Sales
Request - LCASD

Prepared On: Wednesday, January 3, 2025

Prepared By: DPRF

Report: Staff have been approached by the Little Chute Elementary School with a request to have Kona Ice food truck vendor for their Field Day event at Legion Park on June 5, 2025. Their Field Day event is a reoccurring event every year.

Pursuant to Village Ordinance Sec. 32-1, the Village Board may grant permission for the sale of goods to any commercial organization if the sale would be in the best interest of those served.

Attached is the Special Event Permit packet for reference.

Fiscal: None at this time.

Recommendation/Committee Action: Staff are requesting that Village Board approve the Little Chute Elementary School Special Event Permit as presented.

Respectfully Submitted,

John McDonald
Parks, Recreation, & Forestry Director



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

SPECIAL EVENT PERMIT APPLICATION

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

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility **please be very specific**. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. **Please call (920) 423-3869 with questions regarding this special event permit; Monday through Friday; 8:00 am to 4:30 pm.**

APPLICANT INFORMATION

First Name	manj	Last Name	Blair
Phone	920-788-7610	Email	mblaire@littlechute.k12.wi.us
Address (individual or business)	901 Grand Ave.		
City	Little Chute	State	WI
		ZIP Code	54140

ORGANIZATION INFORMATION

Organization's Name	Little Chute Elementary School		
Organization's Phone	920-788-7610	Organization's Email	mblaire@littlechute.k12.wi.us
Organization's Address (individual or business)	901 Grand Ave.		
City	Little Chute	State	WI
		ZIP Code	54140
Applicant's Relationship to Organization	teacher		

EVENT INFORMATION

Name of Event	Field Day		
Event Location	Little Chute Elementary / Legion Park		
Event Date (list each date if it's a multi-day event)	06-05-2025		
Event Set Up Time	8:00 am	Event End Time	11:30 am
Total Anticipated Attendance	600 students		

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

last day of school celebration / field day
for approx. 600 students

Are you Requesting Funding or Staff Assistance from the Village?

YES

☐

NO

☒

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

Streets	Parks	Police	Fire/EMS	Other

(Requested Services to consider: No Parking Signs, Barricades, Trash/Recycling Cans, Road Closures, Police Presence, Directing Traffic, Equipment/Power, Street Access, Street Sweeping)

INDEMNIFICATION AGREEMENT (please read carefully before signing)

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

Applicant – Print Name

Man Blair

Applicant - Signature

Man Blair

Date

1-2-2025

FOR OFFICE USE ONLY					
DEPARTMENT	Staff Hours	Staff Cost	Equipment Hours	Equipment Cost	Facility Rental Fee
Clerk's Office		\$		\$	\$
Fire/EMS		\$		\$	\$
Fox Valley Metro Police		\$		\$	\$
Parks, Recreation, & Forestry	0	\$ 0		\$	\$
Public Works		\$		\$	\$
TOTAL		\$		\$	\$
EVENT TOTAL TO BE BILLED	\$ 0				

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

Approved By Village Board

VILLAGE PRESIDENT – PRINT

SIGNATURE

DATE

APPLICANT CHECKLIST

PARKS, RECREATION, & FORESTRY – (920) 423-3869

- | | Yes | No | Action to be taken by applicant: |
|---|-------------------------------------|-------------------------------------|---|
| 1. If the event will be in a park have you reserved the park and/or the park shelter? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | If no, please contact the Parks, Recreation, & Forestry Department to rent the facilities |
| 2. Will you have live music or a DJ? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | If yes, you will need to fill out an amplified device permit |
| 3. Will you be setting up tents, inflatables, or other items within the Village Park? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If yes, contact the Parks, Recreation, & Forestry Department |
| 4. Will you have alcohol within a Village Park? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If yes, fill out an alcohol permit |

DEPARTMENT OF PUBLIC WORKS – (920) 423-3865

- | | Yes | No | Action to be taken by applicant: |
|--|--------------------------|-------------------------------------|--|
| 1. Are you requesting street closure?
Name of barricade company _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If yes, your barricade contract provider will be required to submit a Traffic Control Plan to the Department of Public Works |
| 2. If you will be utilizing Village streets, did you include a detailed map/diagram of the event location and route with your application? | <input type="checkbox"/> | <input type="checkbox"/> | If yes, be sure the event map/diagram is detailed, including showing all turns and the number of Traffic lanes to be used |

FOX VALLEY METRO POLICE DEPARTMENT – (920) 788-7505

- | | Yes | No | Action to be taken by applicant: |
|---|-------------------------------------|-------------------------------------|--|
| 1. Do you have an emergency response plan? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | If no, contact FVMPD for assistance |
| 2. Are you requesting any special parking restrictions? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If yes, contact FVMPD for more information |

VOLUNTEER FIRE/EMS – (920) 788-7399

- | | | | |
|--|--------------------------|-------------------------------------|---|
| 1. Are you requesting Fire Department to be at your Event? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If no, contact the Fire Department for assistance |
|--|--------------------------|-------------------------------------|---|

VILLAGE CLERK'S OFFICE – (920) 423-3851

- | | Yes | No | Action to be taken by applicant: |
|--|-------------------------------------|-------------------------------------|---|
| 1. Will alcoholic beverages be served/sold at the event? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If yes, contact the Clerk's Office for assistance |
| 2. Will fireworks/pyrotechnics be used during the event? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If yes, contact the Clerk's Office for assistance |
| 3. Will you be selling or serving food? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | If yes, contact the Outagamie County Health Department (920) 832-5100 |

*Kona Ice
for students*

★ The applicant shall produce this permit for any law enforcement officer upon request. ★

Revised 1/2022



Park & Rec Dept., 108 W. Main St., Little Chute, WI 54140 (920) 423-3869

Renter of park facility should complete this form to request permission to play any live music (such as a DJ or band) which will use a speaker system at their event. Completed form should be submitted to the Park & Rec Director at least one month prior to event date, as board approval may be required. Completed form can be returned to the Park & Rec Dept or it can be emailed to donna@littlechutewi.org (use subject line of "Amplified Device Permit").

AMPLIFIED DEVICE PERMIT

I, (print name) Mary Blair, am requesting an Amplified Device Permit

for (list date) 06-05-2025 at (list name of park) Legion Park.

I am the renter of the park shelter for a (list type of event) elementary school field day.

I request permission to have live music, which will be a (DJ or band) DJ, be permitted to play

from 9:00 am/pm until 11:30 am/pm. I am aware that music is not permitted to be played

prior to 9:00am or after 10:00pm, per village ordinance. If you have questions regarding my request,

you can reach me at (list phone number) 920-788-7610. When my permit is reviewed,

please email my permit to me at (list email address) mblaire@littlechute.k12.wi.us

or mail to me at (list full mailing address) _____.

RENTER'S SIGNATURE: Mary Blair

DATE: 1-2-2025

***** PARK & REC DIRECTOR TO COMPLETE THE FOLLOWING SECTION *****

Amplified Device Form Received On: 1-2-25

Date Permit Emailed/Mailed To Renter: _____

Permit Status: ☒ APPROVED

☐ DENIED

Permit#: _____

Reason for denial: _____

Park & Rec Director's Signature: _____

Date Signed: 1-2-25

2025 PARK AREA/FACILITY POLICIES AND PROCEDURES

updated 1/2/25

Reservations for use of facilities must be made in person at Park & Rec Office. Current policy allows reservations to be made on first-come, first-serve basis starting on first business day of new year. Payment of the rental fee and security deposit must be paid in FULL to reserve date (check will be cashed). Park shelters may be reserved for the months of May, June, July, August & September. Rec Center may be reserved for January through December. Renter of facility must be at least 18 years old (21 years old if alcohol will be present). Renter understands and accepts that they will be held fully responsible for any damage caused by anyone in or attending their event. A Little Chute resident/taxpayer is defined as person living or owning property in Little Chute & therefore contribute to tax base which department is subsidized.

- ★ 1. **HOURS** – Facility rented may only be used between the hours of 8:00am and 11:00pm on the rental day. Use prior to or after permitted times will forfeit security deposit. The Village of Little Chute is not responsible for any articles left, lost, or stolen from the premises.
2. **ALCOHOL** – Alcoholic beverages may only be possessed, consumed, or dispensed in a village park with an approved alcohol permit, per village ordinance 30-99(b). Renter, who is at least 21 years in age, must complete the no-charge beer/alcohol permit at the Park & Rec office (2nd floor Village Hall) in person at least one week prior to event and provide proof of age (drivers license).
3. **NOISE/MUSIC** – All noise must be kept at a controlled situation. Live bands or DJ's in a village park/facility are prohibited unless you first obtain an Amplified Device Permit from the Park & Rec Director, per village ordinance 30-27(g). There is no charge for the permit. The permit form is available at the Park & Rec Dept or at www.littlechutewi.org/amplifieddevicepermit. Permit must be turned in a minimum of one month prior to event. You will be notified by email or mail of your permit status.
4. **SET UP / CLEAN UP** – Individuals/groups are responsible for any set up, clean up, and orderly condition of the facility. Renter agrees to not begin set up prior to 8:00am event day. Renter must bring their own towels & cleaning products. All decorations used must be held in place with adhesive putty (no tape, staples, tacks, or nails are permitted) and must be removed after event. Glass bottles/containers of any kind are prohibited, per village ordinance 32-1(c)(12). Grilling under the shelter is prohibited (grills must be kept on grass area next to shelter). Rec Center rental includes use of outdoor covered patio that includes built in charcoal grill (must dump cooled charcoal in provided receptacle). Rec Center users must put away all tables and chairs, and sweep the floor. Renter agrees to have area cleaned up prior to 11:00pm park closing time. Any damages to facilities deemed to be in excess of normal wear and tear will be charged to renter. Report any damages or repairs needed to Park & Rec. Inadequate cleaning of facility shall result in renter being billed for any cleanup cost, per village ordinance 32-5(l). A limited number of garbage cans are by the shelter, if you exceed capacity you are responsible for removing remaining garbage.
5. **OPEN GRASS SPACE** – No tents, inflatables, trailers, or rented equipment are allowed on the grass area next to the shelter unless you have been approved for open grass space use and a \$200 security deposit is paid. Special events using open grass space for tents, inflatables, trailers, or rented equipment are required to have use area approved a month in advance with the Park & Rec Director. Events using tents or inflatables are required to schedule and pay for private located for the area. Tents may only be set up on the day of the rental and must be removed on the same day (unless renter books additional days for the facility to cover setup and removal of tents). Charges will be assessed for damages incurred during the setup or removal of tents, inflatables, or rented equipment. Dependent upon nature of the activity, rental group may be required to submit a certificate of insurance naming the Village of Little Chute as additionally insured.
- ★ 6. **PARKING** – Do not drive or park vehicles on park grass. No person shall park any motor vehicle in any park in the village except in designated parking area, per village ordinance 32-1(c)(14). Doyle Cheese Fest shelter renter may use pathway from parking lot to shelter to drive to kitchen facility and unload/pickup items but must move vehicle to parking lot during event (key must be checked out from village).
- ★ 7. **KEY CHECKOUT FOR DOYLE CHEESE FEST KITCHEN OR VAN LIESHOUT REC CENTER** – Keys must be picked up by renter at Park & Rec Dept the day before event, or the Friday before event if weekend rental. Office is open weekdays 8:00am to 4:30pm. NO reminder call is done! Failure to pickup key during office hours will cause you to loose your security deposit as village staff will have to be called in (if they are available). You are responsible for the keys and they must be returned to the Park & Rec Dept the first business day after your event. Failure to return keys will forfeit your security deposit; late return of keys will reduce your security deposit refund. *If your key FOB does not work, please call 920-687-5332 or 920-422-6598 for staff assistance.
8. **ELECTRIC** – A limited number of electrical outlets are supplied in all shelters. Caution is advised when using electrical service as all circuits are amp circuits (20amps max each) and can be easily overloaded. If overloaded, breaker will blow. Power can be reset inside the breaker panel (excluding Van Lieshout open shelter). Doyle band stage users have to flip up unlocked outlet covers to access power.
9. **TABLES** – Picnic tables are supplied in all shelters. The number of tables supplied in each area is based on the size of the shelter. Picnic tables are not to be moved from one area to another. Picnic tables located in the open grass areas are for public use and cannot be moved under shelter. The Van Lieshout Rec Center contains 14 tables and 75 chairs; setup and takedown of tables/chairs is required.
10. **RESTROOMS** – Restroom facilities are available at all parks during shelter rental season. *Note: Doyle poolside restrooms now automatic locking system which allows park patrons to use them during park hours.* The Van Lieshout Rec Center contains restroom facilities inside the building.
11. **PARK AMENITIES** – Amenities in the park, such as sand volleyball courts, ball diamonds, and tennis courts are on a first-come, first-serve basis when they are not being used for rec leagues or tournaments. Renter understands they do not come with the rental of a shelter.
12. **ANIMALS** – No person shall bring animals onto park property, with the exception of leashed dogs on roads, paved trails, and chipped or gravel paths. Dogs are not allowed on playgrounds, athletic fields, picnic areas, lawns, in park shelters, or inside the rec center, per ordinance 32-1(c)(20). This shall not apply to certified guide dogs that are under control by the use of a harness or other restraints.
13. **STAFF ASSISTANCE** – If problems occur the day of your rental that requires village park staff assistance, please call **920-687-5332**. If you need assistance from the police dept., please call 920-788-7505 for non-emergencies or call 911 in an emergency situation.
14. **SHELTER CANCELLATION** – Please notify the Park & Rec Dept if cancellation of the shelter is necessary. A refund of the rental fee is only issued when notification is received at least 2 weeks (14 days) prior to the rental date, unless the shelter can be rebooked.
15. **SECURITY DEPOSIT REFUND** – The security deposit is refunded if rules are followed, no damage to grounds/facility is noted after event, and if applicable, facility key checked out is returned. Village will mail check to renter approximately 3 weeks after rental date.

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

Renter's Signature: Mary Blair

Date Signed: 1-2-25

Print Name of Renter: Mary Blair

Facility Renting: Legion Park

Rental Date: 6-5-25