



## AGENDA

# REGULAR BOARD MEETING

PLACE: Little Chute Village Hall  
DATE: Wednesday, March 19, 2025  
TIME: 6:00 p.m.

### Join Zoom Meeting

<https://us06web.zoom.us/j/82390944065>  
Meeting ID: 823 9094 4065  
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 March 5, 2025
  - 3. Pints on the Plaza Special Event Permit
  - 4. Hydration Stations
  
- H. Public Hearing—Municipal Code Ordinance Amendment for Chapter 32 and 26 for E-Bikes.
- I. Proclamation—National Library Week
- J. Adopt Ordinance No. 1, Series 2025, Amending Chapter 32 and 26 for E-Bikes.
- K. Discussion/Action—Sewer Ordinance Fees
- L. Action—Set Public Hearing Date of April 2, 2025, for Sewer Ordinance Amendments
- M. Discussion/Action — Miami Circle and Arthur Street 2026 Reconstruction-Proposed Typical Sections

- N. Discussion/Action—MS4 Report
- O. Action—Adopt Resolution No. 1 for the MS4 Report
- P. Appointments—Trustee Brian Van Lankveldt (Design Review Board), Dan Clearwater (Design Review Board) and Ken Verstegen (Board of Review)
- Q. Discussion/Action— Adopt Resolution No. 2 for the Outagamie County Hazard Mitigation Plan  
<https://www.littlechutewi.org/DocumentCenter/View/7378/2024-Hazard-Mitigation-Plan>
- R. Discussion/Action – 2024 Budget Amendments, 2024-2025 Budget Carryover and Fund Balance Designation approvals for 2024 Annual Comprehensive Financial Report
- S. Discussion/Action—Heesaker Park Pavillion RFP Selection
- T. Discussion/Action—Facilities Holiday Rental Rates
- U. Department and Officer Progress Reports
- V. Call for Unfinished Business
- W. Items for Future Agenda
- X. Closed Sessions:
  - 19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Discuss 2 Economic Development Items*
  - 19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Public Works Director Recruitment*
- Y. Return to Open Session
- Z. Discussion/Possible Action—Adopt Resolution No. 3, Series 2025 Authorizing the Sale of Real Estate on Golden Gate Drive to Evantra, LLC.
- AA. Discussion/Possible Action—Public Works Director Recruitment Selection
- BB. Adjournment

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 108 West Main Street, (920) 423-3852, [email: Laurie@littlechutewi.org](mailto:Laurie@littlechutewi.org) Prepared: March 14, 2025

# VILLAGE OF LITTLE CHUTE MONTHLY REPORT



## ***Little Chute***

ESTABLISHED 1848

February  
2025

Village Report to the Board of Trustees

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

## VILLAGE OF LITTLE CHUTE MONTHLY REPORT – FEBRUARY 2025

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

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

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

### Department Overview

The report will track monthly activities for the following:

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

### Questions or Comments

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

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

# VILLAGE ADMINISTRATOR

## February Administration Updates

- Attended the Winter Wisconsin City/County Management Association conference in Middleton, WI. We discussed recent referendum case studies, learned how AI software is being created to assist local governments with various data needs and many other helpful topics that hit home for us.
- Continued updates to the Fire Station plans with our consultants and the planning team. We are waiting for new elevations and updated cost estimates for the 60% progress report. Will be presented to the Board at the 2<sup>nd</sup> April meeting, likely.
- Assisting DPRF with review of various RFP submissions we have received for both the conceptual planning for a shelter and the new staircase design projects in Heesakker Park. Both projects are funded by the Trust.
- Continuous meetings with departments to keep track of 2025 projects and create a timeline for project deadlines in order to keep progress. Top priorities are the downtown Village properties, Pine Street, the Fire Station and the Water Tower projects.

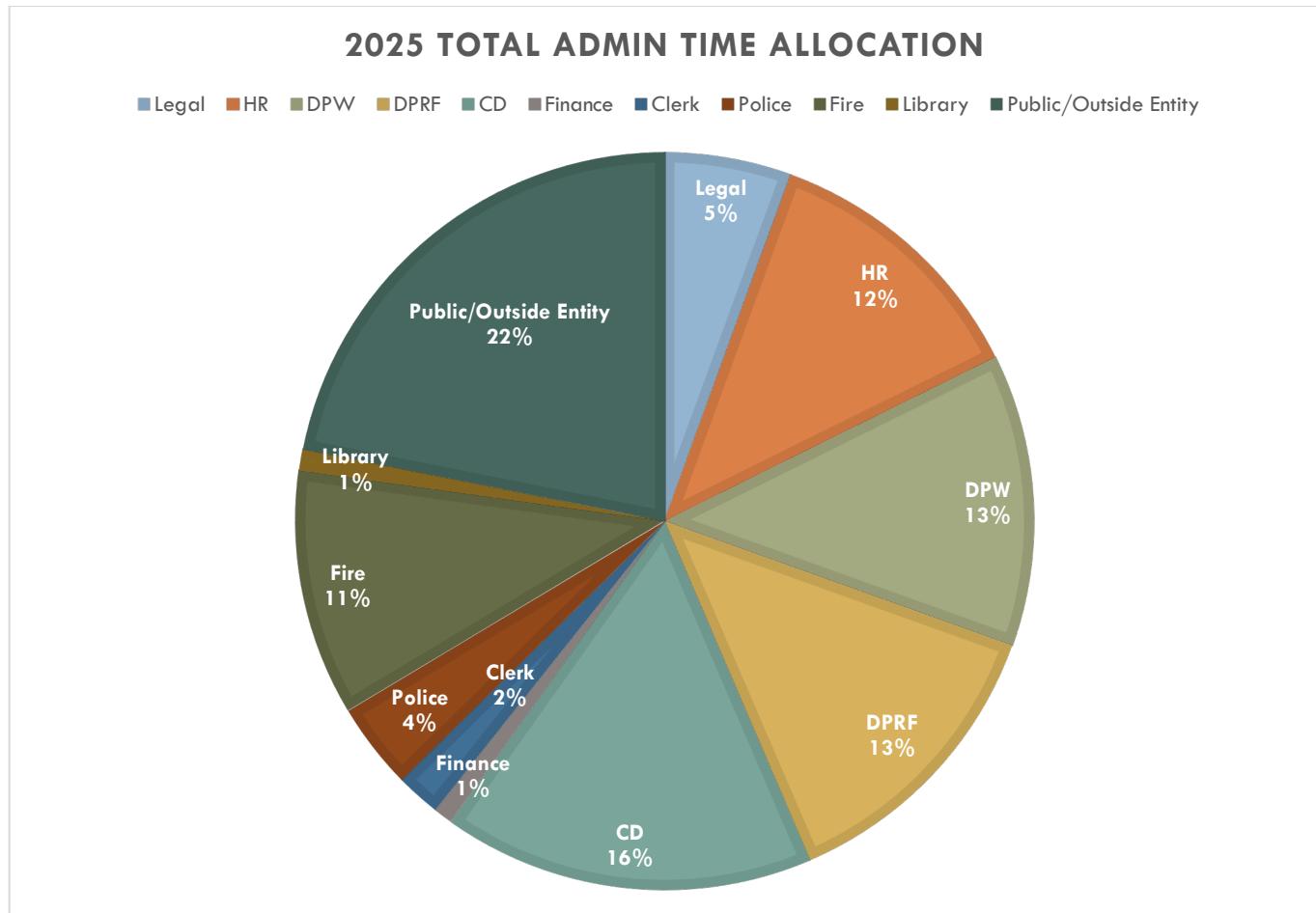
## Current Work List and Progress Update

- Meeting with Kimberly and Metro to discuss the WPPA Contract for our upcoming 3-year renewal for Police Officers.
- Assisting Finance with various needs for Audit and Carryover requests.
- Assisting Community Development with developer meetings to discuss conceptual plans and village code requirements.

## Items for March

- Continue to assist Human Resources in various personnel matters. Work on policy updates and overall handbook review. Planning for future retirements and leading the team on a DPW Director replacement search.
- Draft various RFPs and RFQs before years' end to get projects out on time.

This chart is updated daily based on Administration time. This is not inclusive of all work hours, only hours tracked providing assistance to individual departments/entities. Last update was 3/13/2025.



# VILLAGE CLERK

The Spring Primary took place on February 18, 2025. Total Voter participation was 517 out of 7,741 registered voters, 6.6% participation. 297 residents voted at the polls on Election Day. 217 Absentee Ballots were received, 28 of those were through early In-Person Absentee Voting. The Election was successfully reconciled, materials were turned into county, and we passed the board of canvas. A special newsletter with information on the Spring Election, absentee voting and election day information was created and will be delivered to all residents before the larger Spring Election on April 1<sup>st</sup>. Focus continues on the April 1 Election. Plans are underway for early voting, mailing absentee ballots and poll worker availability for Election Day.

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

- Post-Election Reconciliation
- Prepare and plan for February Primary
- Mail Primary Absentee Ballots
- Process Absentee Returns and new requests
- Conduct February 18 Primary
- Post-Election Reconciliation and tasks
- Attend Election Training and Webinars
- 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
- Create and mail Election Newsletter to all residents
- Work with DPW to create spring newsletter

Goals for March:

- Plan for April 1 Election
- Contact Poll workers and create schedule for April 1 Election
- Mail Absentee Ballots Requests by March 11 deadline
- Receive and process absentee ballot requests
- Hold In-Person Absentee Voting, March 18 – 28
- Election reconciliation
- Work with DPW to create spring newsletter
- Attend Election Training and Webinars
- Process open record requests
- 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

2025 Social Media Metrics		January	February
	<b>Meta</b>		
	Views	178,671	132,488
	Reach	45,852	39,101
	Content		
	Interactions	1,811	1,293
	Link Clicks	171	174
	Visits	3,872	4,256
	New Follows	53	58
	Total Followers	7,713	7,749
	Top Content	Marty on Small Towns	public works
	<b>LinkedIN</b>		
	Impressions	153	646
	Reactions	2	13
	Reposts	1	1
	Page Views	27	42
	Followers	323	324

# FINANCE DEPARTMENT

## HIGHLIGHTS

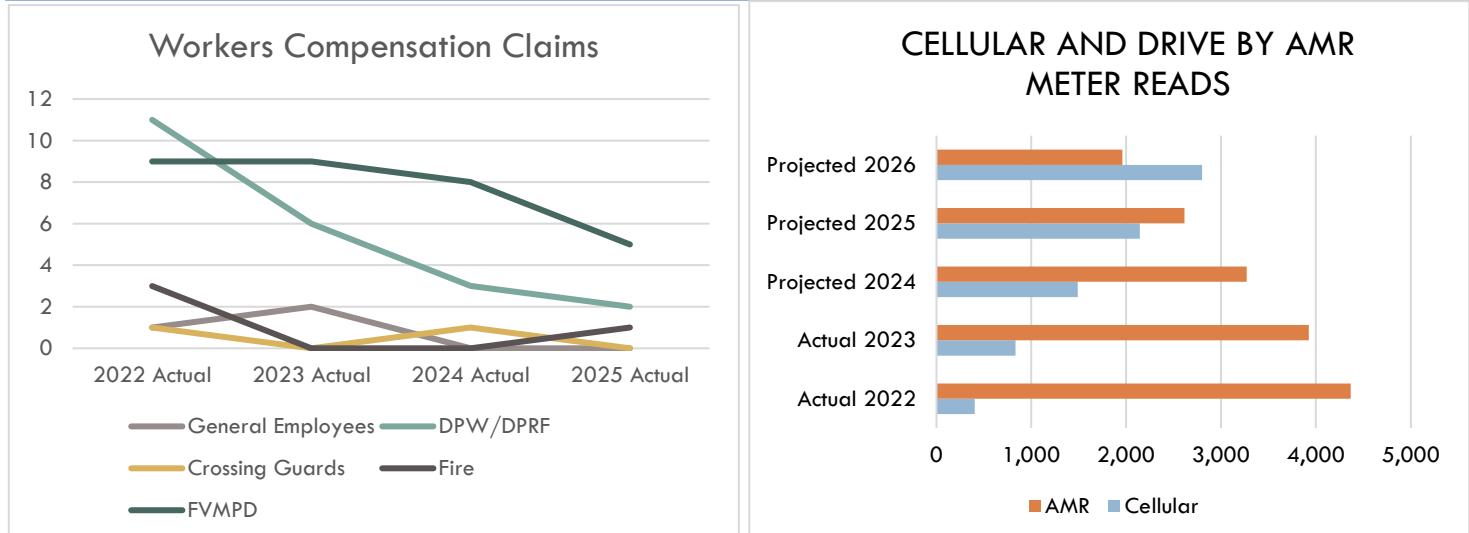
- Completed the February Tax Settlement with taxing jurisdictions for collections in January.
- 2024 audit preparations were a primary focus including but not limited to providing reconciliations and schedules supporting the balance of all assets and liabilities with analytical analysis for revenues and expenses. Implemented the new Governmental Accounting Standard Board 101 Standard for Compensated Absences that results in the Village recognizing an additional \$132,413 liability for expected payout of various absences in the future that was a required element for this year's audit.
- Sewer and refuse rate increases approved were implemented in the Village's utility management system and appeared on February 15 invoices (for January service).
- Continued training our new Payroll and Benefits Specialist.
- Completed three employment background checks.
- The worker's compensation audit took place on February 20 to compute our final premium based on actual 2024 payroll data.
- Collection of 2025 Market on Main vendor and sponsor payments has begun.
- Provided 2024 health insurance premium data to ETF to comply with federal RxDC (Prescription Drug Data Collection) reporting requirements by the Centers for Medicare & Medicaid Services (CMS).
- The Payroll & Benefits Specialist furnished 1095-C forms for our applicable employees in accordance with the Affordable Care Act requirements and deadline of February 28<sup>th</sup>.
- The annual Department of Safety Professional Services (DSPS) and Occupational Safety and Health Administration (OSHA) reporting of 2024 work-related injuries and illnesses occurred before the respective deadlines.

## TOP PRIORITIES FOR MARCH

- Primarily, host Certified Public Accounting Firm Kerber Rose for on-site audit fieldwork testing the week of March 10<sup>th</sup> -14<sup>th</sup>.
- Request reimbursement (chargeback) of 2023 personal property taxes that are eligible per State Statute. This will be the final year as personal property tax was eliminated in 2024.
- Continue training efforts for our new Payroll and Benefits Specialist.
- Electronically report 1095-C forms for our applicable employees to the IRS by the deadline of March 31 in accordance with Affordable Care Act requirements.
- Collect waste card issuance (\$20), replacement (\$15) and renewal (\$5) fees from residents utilizing this community benefit.
- Preparation for Fox Valley Metro Professional Police Association wage scale contractual increase to begin in April.
- Residents will frequent Village Hall this month to secure their 2025 Dog Licenses prior to the deadline of March 31<sup>st</sup>. A late fee of \$5 per license will be assessed thereafter.
- Job postings for two open positions to be advertised.
- Continued support and participation in the Director of Public Works hire.

## CONTINUOUS IMPROVEMENT EFFORTS

- Cross training of the new Payroll and Benefits Specialist on Finance service window responsibilities to spread coverage amongst the team and continue the excellent customer service residents have come to expect.
- The Accounts Payable Clerk developed a 1099 report to compare the prior year's filing to the current year. It also tabulates count and amount totals by 1099 type. This will eliminate manual work, easily identify errors during the course of the year for timely correction and streamline the end of year process.



## PERFORMANCE MEASUREMENTS

	Actual 2022	Actual 2023	Actual 2024	Target 2025
# Months bank reconciliation completed timely	12	12	12	12
# Of stale checks outstanding	13	9	7	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)	(2.87)% vs (3.8)%	5.02% vs 4.72%	5.22% vs 4.85%	5.00% vs 4.85%
% Of customers paying online	52%	55%	58%	58%
Continuous improvement initiatives	26	24	25	24
Number of special assessment billings	7	273	0	100
Average number of monthly utility bills	4,743	4,775	4,798	4,855
Annual number of utility work orders	904	661	752	820
Annual tax certification letters	647	675	534	580
General obligation bond rating	Aa3	Aa3	Aa3	Aa3
# Of auditor's compliance issues	0	0	0	0
% Of time monthly financials closed within 15 days	100%	100%	100%	100%
% Of staff adequately trained/cross trained	90%	100%	85%	100%

## FINANCE LEARNING OPPORTUNITY

When it comes to Healthcare Flexible Spending Accounts (HCFSA), there can be carryovers, grace periods, and runoff periods, but what do they all mean?

- A carryover provision allows participants to carry over unused HCFSA contributions to the next plan year. For 2025, the maximum carryover amount indexed annually by the IRS is \$660 (or less depending on the amount set by the participant's employer). The money may be used to reimburse eligible medical expenses incurred throughout the following plan year.
- A grace period allows participants an additional two-and-a-half months following the end of the plan year to incur HCFSA claims and still receive reimbursements from the plan year that just ended.
- The runoff period is the amount of time determined by plan design (generally, three months) that a participant can submit claims and documentation for expenses incurred during the plan year that just ended.

			Over (Under) Budget	% OF BUDGET	Highlight
	JANUARY	YTD 2025	BUDGET 2025	VARIANCE	>100%
<b>GENERAL FUND</b>					
Taxes	277,226.80	721,421.03	975,618.00	(254,196.97)	73.95%
Total Licenses and Permits	5,863.30	11,626.30	82,690.00	(71,063.70)	14.06%
Intergovernmental Aid	-	186,774.06	2,999,461.00	(2,812,686.94)	6.23%
Public Charges for Service	3,671.46	9,222.48	161,025.00	(151,802.52)	5.73%
Fines and Forfeitures	8,831.98	16,575.69	92,300.00	(75,724.31)	17.96%
Total Interest	30,008.57	40,105.12	164,525.00	(124,419.88)	24.38%
Miscellaneous Revenue	28,962.92	14,968.00	116,437.00	(101,469.00)	12.86%
Other Financing Sources	18,647.12	36,151.80	221,000.00	(184,848.20)	16.36%
<b>Total General Fund Revenue</b>	<b>373,212.15</b>	<b>1,036,844.48</b>	<b>4,813,056.00</b>	<b>(3,776,211.52)</b>	<b>21.54%</b>
Village Board	3,563.27	9,049.93	118,507.00	(109,457.07)	7.64%
Administration	8,128.20	14,678.43	108,016.00	(93,337.57)	13.59%
Finance	21,870.70	47,298.39	311,424.00	(264,125.61)	15.19%
Clerk	17,729.86	52,959.98	237,984.00	(185,024.02)	22.25%
Community Development - Assessing	6,231.15	15,055.03	81,691.00	(66,635.97)	18.43%
Inspections	10,676.28	21,501.57	167,582.00	(146,080.43)	12.83%
Economic Development	4,002.11	8,551.37	122,539.00	(113,987.63)	6.98%
Village Hall	8,029.17	15,814.39	95,184.00	(79,369.61)	16.61%
Municipal Court	3,051.81	11,654.07	49,201.00	(37,546.93)	23.69%
Unallocated	9,252.51	17,946.51	28,673.00	(10,726.49)	62.59%
Insurance	7,759.84	62,083.68	237,832.00	(175,748.32)	26.10%
Village Promotion and Goodwill	2,887.88	4,266.52	42,071.00	(37,804.48)	10.14%
Fire Operations	12,765.56	63,416.61	301,809.00	(238,392.39)	21.01%
Fire Allocated	27,768.57	62,672.87	374,679.00	(312,006.13)	16.73%
Crossing Guards	7,869.65	14,877.60	81,535.00	(66,657.40)	18.25%
Public Works Administration	3,693.20	7,825.99	106,044.00	(98,218.01)	7.38%
Public Works Engineering & GIS	10,956.69	20,330.78	53,524.00	(33,193.22)	37.98%
Public Works Street Repair and Maintenance	41,444.67	90,436.50	780,810.00	(690,373.50)	11.58%
Public Works Support Services	3,003.55	9,663.33	51,356.00	(41,692.67)	18.82%
Public Works Vehicle Maintenance	19,566.78	44,751.04	137,901.00	(93,149.96)	32.45%
Public Works Snow and Ice Control	74,107.43	107,047.32	232,893.00	(125,845.68)	45.96%
Public Works Weed Control	200.44	357.88	7,132.00	(6,774.12)	5.02%
Public Works Recycling	10,582.74	11,530.04	57,158.00	(45,627.96)	20.17%
Park	31,002.48	66,107.33	591,756.00	(525,648.67)	11.17%
Recreation	9,268.28	24,728.08	233,920.00	(209,191.92)	10.57%
Forestry	12,834.71	27,394.21	222,419.00	(195,024.79)	12.32%
Youth Football	580.19	1,139.88	28,722.00	(27,582.12)	3.97%
Community Band	400.61	720.45	10,694.00	(9,973.55)	6.74%
Transfers	-	-	-	-	#DIV/0!
<b>Total General Fund Expenses</b>	<b>369,228.33</b>	<b>833,859.78</b>	<b>4,873,056.00</b>	<b>(4,039,196.22)</b>	<b>17.11%</b>
<b>GENERAL FUND NET REVENUES (EXPENSES)</b>	<b>3,983.82</b>	<b>202,984.70</b>	<b>(60,000.00)</b>		
<b>SANITATION</b>					
Sanitation Revenues	59,193.83	108,255.05	679,600.00	(571,344.95)	15.93%
Sanitation Expenses	32,856.52	78,058.66	674,790.00	(596,731.34)	11.57%
<b>SANITATION NET REVENUES (EXPENSES)</b>	<b>26,337.31</b>	<b>30,196.39</b>	<b>4,810.00</b>		
<b>FIRE EQUIPMENT DONATION</b>					
Fire Equipment Donation Revenues	33,673.58	86,110.40	102,160.00	(16,049.60)	84.29%
Flag Pole Memorial Expenses	86.40	86.40	87,160.00	(87,073.60)	0.10%
<b>FIRE EQUIPMENT DONATION NET REVENUES (EXPENSES)</b>	<b>33,587.18</b>	<b>86,024.00</b>	<b>15,000.00</b>		
<b>HEESAKKER PARK TRUST</b>					
Heesakker Park Trust Revenues	-	-	800,000.00	(800,000.00)	0.00%
Heesakker Park Trust Expenses	269.19	269.19	800,000.00	(799,730.81)	0.03%
<b>HEESAKKER PARK TRUST NET REVENUES (EXPENSES)</b>	<b>(269.19)</b>	<b>(269.19)</b>	<b>-</b>	<b>(269.19)</b>	
<b>AQUATICS</b>					
Aquatics Revenue	41,458.42	106,796.27	211,543.00	(104,746.73)	50.48%
Aquatics Expenses	1,762.65	6,881.74	211,543.00	(204,661.26)	3.25%
<b>AQUATICS NET REVENUES (EXPENSES)</b>	<b>39,695.77</b>	<b>99,914.53</b>	<b>-</b>		

			Over (Under) Budget	% OF BUDGET	Highlight
	JANUARY	YTD 2025	BUDGET 2025	VARIANCE	>100%
<b>LIBRARY/CIVIC CENTER</b>					
Library/Civic Center Revenues	164,568.44	425,641.58	720,664.00	(295,022.42)	59.06%
Library/Civic Center	53,443.52	112,010.43	735,664.00	(623,653.57)	15.23%
<b>LIBRARY/CIVIC CENTER NET REVENUES (EXPENSES)</b>	<b>111,124.92</b>	<b>313,631.15</b>	<b>(15,000.00)</b>		
<b>CONSOLIDATED POLICE SERVICES</b>					
Consolidated Police Services Revenue	784,685.04	2,450,050.20	4,579,727.00	(2,129,676.80)	53.50%
Police Services Consolidated	350,662.73	700,240.55	4,579,727.00	(3,879,486.45)	15.29%
<b>CONSOLIDATED POLICE SERVICES NET REVENUES (EXPENSES)</b>	<b>434,022.31</b>	<b>1,749,809.65</b>	<b>-</b>		
<b>VAN LIESHOUT RECREATION CENTER</b>					
Van Lieshout Rec Center Revenues	1,509.72	4,476.43	30,800.00	(26,323.57)	14.53%
Van Lieshout Rec Center Expenses	1,550.44	3,913.53	39,314.00	(35,400.47)	9.95%
<b>VAN LIESHOUT NET REVENUES (EXPENSES)</b>	<b>(40.72)</b>	<b>562.90</b>	<b>(8,514.00)</b>		
<b>PROMOTIONAL FUND</b>					
Promotional Fund Revenues	8,134.96	2,518.84	47,500.00	(44,981.16)	5.30%
Promotional Fund Expenses	-	-	33,500.00	(33,500.00)	0.00%
<b>PROMOTIONAL NET REVENUES (EXPENSES)</b>	<b>8,134.96</b>	<b>2,518.84</b>	<b>14,000.00</b>		
<b>FAÇADE RENOVATION GRANT FUND</b>					
Façade Renovation Grant Fund Revenues	1,077.84	2,034.34	5,000.00	(2,965.66)	40.69%
Façade Renovation Grant Fund Expenses	-	-	1,000.00	(1,000.00)	0.00%
<b>COMMUNITY DEVELOPMENT GRANT NET REVENUES (EXPENSES)</b>	<b>1,077.84</b>	<b>2,034.34</b>	<b>4,000.00</b>		
<b>NELSON CROSSING MAINTENANCE</b>					
Nelson Crossing Maintenance Revenues	1,027.58	2,657.59	3,632.00	(974.41)	73.17%
Nelson Crossing Maintenance Expenses	-	-	3,500.00	(3,500.00)	0.00%
<b>NELSON CROSSING MAINTENANCE NET REVENUES (EXPENSES)</b>	<b>1,027.58</b>	<b>2,657.59</b>	<b>132.00</b>		
<b>EQUIPMENT REVOLVING FUND</b>					
Equipment Revolving Revenue	24,570.70	(10,807.99)	352,000.00	(362,807.99)	-3.07%
Equipment Revolving Expenses	-	82,994.00	400,000.00	(317,006.00)	20.75%
<b>EQUIPMENT NET REVENUES (EXPENSES)</b>	<b>24,570.70</b>	<b>(93,801.99)</b>	<b>(48,000.00)</b>		
<b>FACILITY AND TECHNOLOGY FUND</b>					
Facility and Technology Fund Revenues	40,423.82	104,508.39	141,150.00	(36,641.61)	74.04%
Facility and Technology Fund Expenditures	7,945.20	14,475.20	141,150.00	(126,674.80)	10.26%
<b>FACILITY AND TECHNOLOGY NET REVENUES (EXPENSES)</b>	<b>32,478.62</b>	<b>90,033.19</b>	<b>-</b>		
<b>FIRE STATION CONSTRUCTION</b>					
Fire Station Construction Revenues	2,118.83	5,132.33	6,415,000.00	6,409,867.67	0.08%
Fire Station Construction Expenditures	40,511.95	41,624.50	6,400,000.00	(6,358,375.50)	0.65%
<b>FIRE STATION CONSTRUCTION NET REVENUES (EXPENSES)</b>	<b>(38,393.12)</b>	<b>(36,492.17)</b>	<b>15,000.00</b>	<b>12,768,243.17</b>	
<b>TAX INCREMENT DISTRICT 4</b>					
Tax Increment District 4 Revenues	499,065.67	1,289,322.61	1,858,016.00	(568,693.39)	69.39%
Tax Increment District 4 Expenses	10,877.42	11,507.45	928,301.00	(916,793.55)	1.24%
<b>TAX INCREMENTAL DISTRICT 4 NET REVENUES (EXPENSES)</b>	<b>488,188.25</b>	<b>1,277,815.16</b>	<b>929,715.00</b>		
<b>TAX INCREMENT DISTRICT 5</b>					
Tax Increment District 5 Revenues	139,175.72	359,636.49	558,273.00	(198,636.51)	64.42%
Tax Increment District 5 Expenses	32,374.91	34,152.40	396,298.00	(362,145.60)	8.62%
<b>TAX INCREMENTAL DISTRICT 5 NET REVENUES OVER EXPENSES</b>	<b>106,800.81</b>	<b>325,484.09</b>	<b>161,975.00</b>		

			Over (Under) Budget	% OF BUDGET	Highlight
	JANUARY	YTD 2025	BUDGET 2025	VARIANCE	>100%
<b>TAX INCREMENT DISTRICT 6</b>					
Tax Increment District 6 Revenues	706,934.38	1,863,291.99	2,459,491.00	(596,199.01)	75.76%
Tax Increment District 6 Expenses	666,895.83	675,109.25	2,575,726.00	(1,900,616.75)	26.21%
<b>TAX INCREMENTAL DISTRICT 6 NET REVENUES (EXPENSES)</b>	<b>40,038.55</b>	<b>1,188,182.74</b>	<b>(116,235.00)</b>		
<b>TAX INCREMENT DISTRICT 7</b>					
Tax Increment District 7 Revenues	989,415.19	1,633,034.86	3,760,318.00	(2,127,283.14)	43.43%
Tax Increment District 7 Expenses	98,570.61	105,850.67	4,018,124.00	(3,912,273.33)	2.63%
<b>TAX INCREMENTAL DISTRICT 7 NET REVENUES (EXPENSES)</b>	<b>890,844.58</b>	<b>1,527,184.19</b>	<b>(257,806.00)</b>		
<b>TAX INCREMENT DISTRICT 8</b>					
Tax Increment District 8 Revenues	35,020.74	89,903.35	117,194.00	(27,290.65)	76.71%
Tax Increment District 8 Expenses	15,817.33	23,626.69	222,521.00	(198,894.31)	10.62%
<b>TAX INCREMENTAL DISTRICT 8 NET REVENUES (EXPENSES)</b>	<b>19,203.41</b>	<b>66,276.66</b>	<b>(105,327.00)</b>		
<b>PARK IMPROVEMENT</b>					
Park Improvement Revenue	1,280.51	5,059.81	277,800.00	(272,740.19)	1.82%
Park Improvement Expenses	1,044.18	(9,731.06)	108,489.00	(118,220.06)	-8.97%
<b>PARK IMPROVEMENTS NET REVENUES (EXPENSES)</b>	<b>236.33</b>	<b>14,790.87</b>	<b>169,311.00</b>		
<b>CONSTRUCTION FUND</b>					
Special Assessment Revenue	14,376.86	31,851.83	109,300.00	(77,448.17)	29.14%
Capital Projects Revenue	13,948.33	37,385.46	47,000.00	(9,614.54)	79.54%
<b>TOTAL CONSTRUCTION REVENUE</b>	<b>28,325.19</b>	<b>69,237.29</b>	<b>156,300.00</b>	<b>(87,062.71)</b>	<b>44.30%</b>
Special Assessment Expense	97.04	97.04	-	97.04	#DIV/0!
Construction Projects	2,502.93	6,102.06	434,981.00	(428,878.94)	1.40%
Administration Capital Projects	11,096.45	24,390.02	117,297.00	(92,906.98)	20.79%
<b>TOTAL CONSTRUCTION EXPENSES</b>	<b>13,696.42</b>	<b>30,589.12</b>	<b>552,278.00</b>	<b>(521,688.88)</b>	<b>5.54%</b>
<b>CONSTRUCTION FUND NET REVENUES (EXPENSES)</b>	<b>14,628.77</b>	<b>38,648.17</b>	<b>(395,978.00)</b>		
<b>SEWER</b>					
<b>Sewer Revenues</b>	<b>332,627.53</b>	<b>633,851.00</b>	<b>4,749,204.00</b>	<b>(4,115,353.00)</b>	<b>13.35%</b>
Sewer Capital	3,118.18	5,880.77	116,128.00	(110,247.23)	5.06%
Sewer Financing	23,100.00	45,000.00	266,118.00	(221,118.00)	16.91%
Sewer Treatment	162,178.50	334,447.09	2,377,400.00	(2,042,952.91)	14.07%
Sewer Collection	11,502.16	26,047.52	266,878.00	(240,830.48)	9.76%
Sewer Customer A/R	12,550.23	27,400.98	176,817.00	(149,416.02)	15.50%
Sewer Admin and General	13,619.73	43,603.93	230,805.00	(187,201.07)	18.89%
<b>TOTAL SEWER EXPENSES</b>	<b>226,068.80</b>	<b>482,380.29</b>	<b>3,434,146.00</b>	<b>(2,951,765.71)</b>	<b>14.05%</b>
<b>SEWER NET REVENUES (EXPENSES)</b>	<b>106,558.73</b>	<b>151,470.71</b>	<b>1,315,058.00</b>		
<b>WATER UTILITY</b>					
<b>Water Utility Revenues</b>	<b>228,728.99</b>	<b>456,123.26</b>	<b>3,523,588.00</b>	<b>(3,067,464.74)</b>	<b>12.94%</b>
Water Capital Projects	1,991.24	3,026.11	54,631.00	(51,604.89)	5.54%
Water Financing	78,575.00	140,152.34	793,895.00	(653,742.66)	17.65%
Water Source	493.04	1,109.34	77,361.00	(76,251.66)	1.43%
Pumping	22,658.06	41,634.04	335,494.00	(293,859.96)	12.41%
Water Treatment	81,247.18	142,133.41	767,558.00	(625,424.59)	18.52%
Water Distribution	31,423.23	150,868.68	857,649.00	(706,780.32)	17.59%
Customer A/R	5,273.33	12,457.58	92,702.00	(80,244.42)	13.44%
Admin and General	10,762.90	50,147.78	240,291.00	(190,143.22)	20.87%
<b>TOTAL WATER EXPENSES</b>	<b>232,423.98</b>	<b>541,529.28</b>	<b>3,219,581.00</b>	<b>(2,678,051.72)</b>	<b>16.82%</b>
<b>WATER NET REVENUES (EXPENSES)</b>	<b>(3,694.99)</b>	<b>(85,406.02)</b>	<b>304,007.00</b>		

			Over (Under) Budget	% OF BUDGET Highlight
	JANUARY	YTD 2025	BUDGET 2025	VARIANCE
				>100%
<b>STORMWATER UTILITY</b>				
<b>Stormwater Revenue</b>	<b>140,009.36</b>	<b>257,855.21</b>	<b>3,960,370.00</b>	<b>(3,702,514.79)</b>
Stormwater Capital Projects	382,692.41	896,416.46	533,515.00	362,901.46
Storm Financing	74,150.00	120,404.57	583,553.00	(463,148.43)
Storm Pond Maintenance	3,036.81	5,183.16	170,768.00	(165,584.84)
Storm Collection	8,279.53	16,438.64	248,765.00	(232,326.36)
Storm Customer A/R	5,273.11	10,792.34	70,327.00	(59,534.66)
Storm Admin and General	15,536.46	49,635.10	252,393.00	(202,757.90)
<b>TOTAL STORM EXPENSES</b>	<b>488,968.32</b>	<b>1,098,870.27</b>	<b>1,859,321.00</b>	<b>(760,450.73)</b>
<b>STORMWATER NET REVENUES (EXPENSES)</b>	<b>(348,958.96)</b>	<b>(841,015.06)</b>	<b>2,101,049.00</b>	<b>59.10%</b>

**2024-2025 Budget Carryover for projects not completed at 12/31/24 are not included above as an action item at the March 19 2025 Village Board meeting.**

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 February is a \$20,261 unrealized loss.

Annual website support (Clerk), annual support for TIPSS (Court,) first quarter business insurance (various funds), Fire annual Length of Service Awards 2025 Program contributions made, snow and ice higher for due to weather events, vehicle allocation entry not complete for February (waiting for invoice from the County). Vehicles on order from prior year were received in January with carryover budget pending annual process in March thus the larger variance. TID 6 transfer to TID 7 for unused bond proceeds previously approved and Stormwater Ebbin Storm Phase III project progressing while carryover budget from 2024-2025 will lag thus variance.

Capital Contributions (revenue) are not recorded until year end (capital assets paid for by TID or contributed by developers) in the Sewer Utility (\$978,000), Water Utility (\$866,000) and Stormwater (\$2,539,000).

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

# Community Development

## FEBRUARY/MARCH 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.
- Applications for Building Permits has picked up for the spring construction season. Building Inspection is busy fielding calls, assisting customers, issuing permits and completing inspections.
- Community Development Director continues working with the Village's consultant to finalize the zoning map. There were a number of updates needed. Having a current zoning map available to staff and the public will be invaluable.
- Calls to Community Development for future development inquiries have also increased with the spring weather. There is a lot of interest all over the Village for projects large and small for both residential and commercial uses. We hope a number of these projects come to fruition and create investment in our community.

## TOP PRIORITIES FOR MARCH 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.
- Begin work on creating a TID Policy and application form.
- Focus on development and re-development in downtown. There have been a number of discussions and inquiries. Staff is hoping to capitalize on this interest and keep momentum moving forward.
- Continue analyzing Building Permit fees in preparation of the 2026 budget cycle.
- Begin to schedule business retention and expansion visits with our local businesses.
- Continue to assist developers and homeowners with their questions surrounding permitting and approval process for their potential projects.

# Community Development

## BUILDING PERMIT SUMMARY

### Building Permits Issued in February 2025

# Residential	# Commercial	Total	Total \$ Fees	Est. Construction \$
14	0	14	\$1,360	\$203,158

### Permits Issued in 2025 as of March 12, 2025

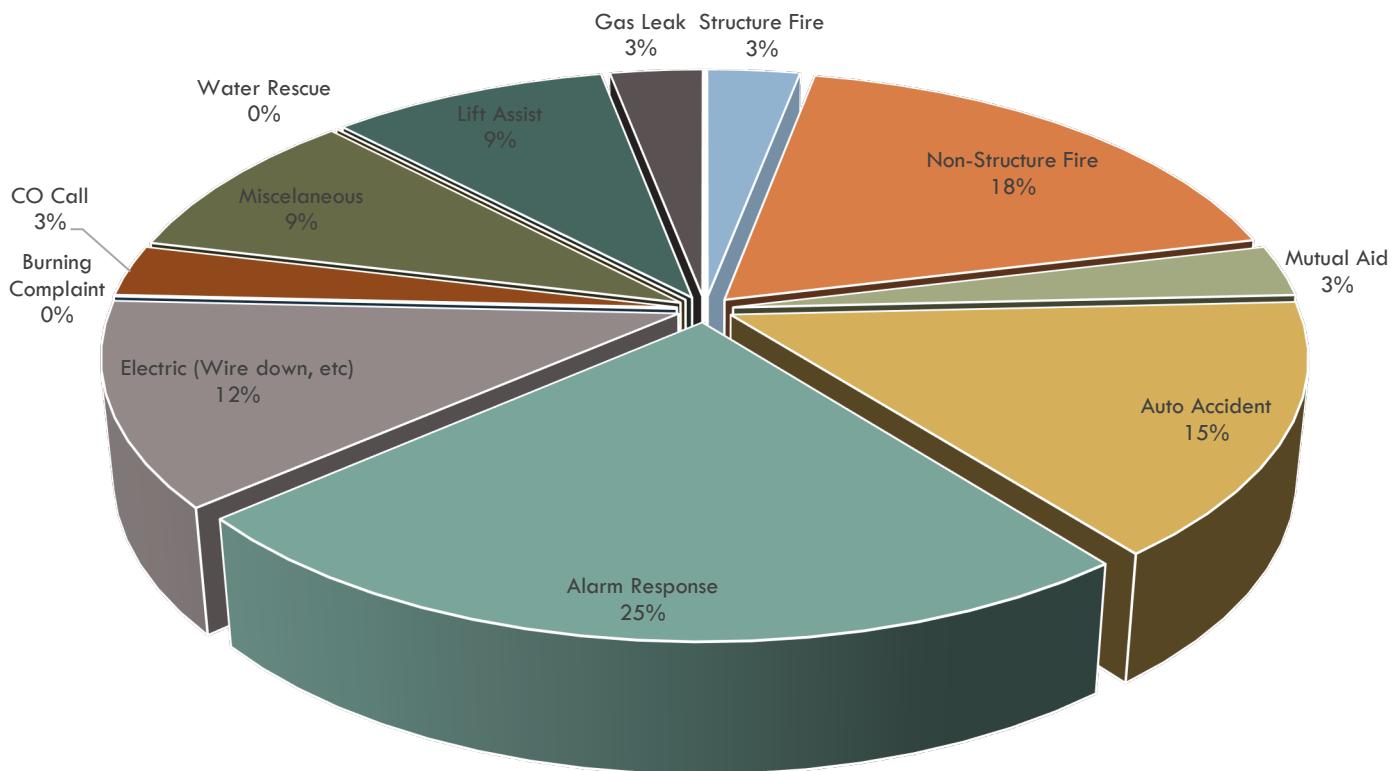
Total # of Permits	Total \$ Fees	Est. Construction \$
44	\$9,440	~ \$2,342,234

### Number of New Home Permits Year To Date

# New Single Family	# Duplexes	Total
0	2	2

# Little Chute Fire Department

## 2025 Summary - Calls by Type



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

Date	Time	Incident Number	Location	Description	Response	Vehicles
2/1/2025	8:34	25LC00023	Coolidge & Harding	Car hit pole and snapped pole	Secure scene while waiting utility response	3621 - Engine 3641 - Aerial
2/1/2025	13:10	25LC00024	500 E Main Street	Small fire to warm ground to dig gravesite	No issue - cemetery working	3621 - Engine 3641 - Aerial
2/1/2025	22:31	25LC00025	500 E Main Street	Small fire to warm ground to dig gravesite	No issue - cemetery working	3621 - Engine
2/3/2025	3:46	25LC00026	109 Lilac Lane	Smoke spotted	False alarm - no issue	3641 - Aerial
2/6/2025	14:57	25LC00027	809 Monroe St	Low hanging wire	Validate phone wire, no concern	3621 - Engine
2/6/2025	19:26	25LC00028	1201 Garfield Ave	400lb resident fell	Lift assist	3621 - Engine
2/7/2025	9:29	25LC00029	E Main St & Fillmore	Low hanging wire	Cable wire, no concern	3621 - Engine
2/10/2025	7:46	25LC00030	441 NB & W North Ave	Accident	Clean up	3621 - Engine 3622 - Engine
2/19/2025	15:32	25LC00031	1601 E Hyland Ave	Fire in oven at resteraunt	Assist KFD	3641 - Aerial
2/24/2025	15:26	25LC00032	309 Allegiance Ct	Alarm sounding for elevator entrapment	False alarm - no issue	3621 - Engine
2/28/2025	12:30	25LC00033	Freedom Rd & Hwy 41	Fuel leak	Assist with cleanup	3621 - Engine 3622 - Engine



# FOX VALLEY METRO POLICE DEPARTMENT

## PERSONNEL

### March Anniversaries:

Captain Jeremy Slotke – 20 years of service  
Lieutenant Michael Gostisha – 13 years of service

We are in the process of interviewing applicants for the administrative manager position. We did have a well-qualified candidate that we made an employment offer to, but they withdrew from the process.

## TRAINING

Sworn staff completed the *Lethality Assessment Protocol* training regarding domestic violence investigations and the required reports to be filed.

## BUDGET & FINANCE

The PD will be submitting a grant to Capital Credit Union for an alternative light source camera.

According to AI Overview...

*An "alternative light source camera" refers to a camera specifically designed to capture images using non-standard light sources, like ultraviolet (UV) or infrared (IR) light, which allows users to visualize evidence that might be invisible under normal lighting conditions, often used in forensic investigations to reveal things like bodily fluids, fingerprints, or altered documents that fluoresce under these wavelengths; also known as an "ALS camera" (Alternate Light Source camera).*

<https://www.youtube.com/watch?v=2plwvg4Qdx8>



## ADMINISTRATION

During the month of February, we were able to assist with 155 phone calls regarding info on scams/ordinances and assist in screening up 38 phone calls for dispatch. We completed 27 In Custody/Referrals and 254 Citations and Warnings. There was a total of 431 Parking Citations entered into the system and/or payment made not including the ones that came into lobby to pay. That specifically was 74 parking citations paid in person.

The Clerks completed multiple bartender requests, crash reports, warrant returns, open records and evidence requests, imputing dispositions into our Records Management System, as well as reading reports. They are also working on WIBRS inputs and reading policy updates that are coming out through Lexipol.

Clerk Lenz has been working on uploading crashes into LexisNexis website from 2020-2025, helping to cover the crossing guard phone for absences and other concerns that come up. She also has been processing the crossing guard payroll, sending the monthly bartender invoices to the Village of Little Chute and taking care of the car wash cards for the squads.

Our Desk Clerk Armbruster has been assisting our Investigators with processing firearms to assist with some of their workload and doing the false alarm billing.

As part of the winter, overnight parking restrictions in the villages, we offer, on a case-by-case basis, the ability for a person to request a temporary exemption to this restriction.

Since December 1<sup>st</sup> of 2024, there have been 1,286 overnight parking permission requests. 61.6% of these were for Little Chute and 38.4% in Kimberly.

The PSTRAX program inventory is almost complete. Vehicle maintenance is starting to be tracked through the program. All staff will be trained in April 2025 for its use.

**PS  TRAX**



A formal RFP document was sent out to various building and construction firms on 02/10/2025. The RFP is for the construction of a property and evidence storage facility. Deadline for submitting the required documents is March 17<sup>th</sup> by 3:00pM.

Use the QR code to access the RFP document on our website.



## **FLEET**

On 03/05/2025, during a significant snowfall event, Officer Pynenberg and K-9 Rax were investigating a vehicle crash on Maes Ave. in the Village of Kimberly. Another, uninvolved vehicle crashed into the squad car.

The squad car did have its emergency lighting activated. No injuries were reported, and the squad car will need body work done to repair the damage.

Incidents like this are all too common and reinforce the dangers that our workers face even when engaged in a routine job task.

The two new Ford SUV Police Interceptors are scheduled to arrive by April 21 (Squad 152 and 153). Both will be sent to Belco in May for upfit. These are replacing squads 84 (2017) and 181 (2018).

## **SPECIAL EVENTS / COMMUNITY OUTREACH**

A collection bin in the FVMPD lobby has been successful in collecting hygiene products for the *Home for the Homeless Drive*, sponsored by 91.9FM - The Family.



## **Monthly Activity**

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





# FOX VALLEY METRO POLICE DEPARTMENT

## Month-to-Date CAD Call Detail

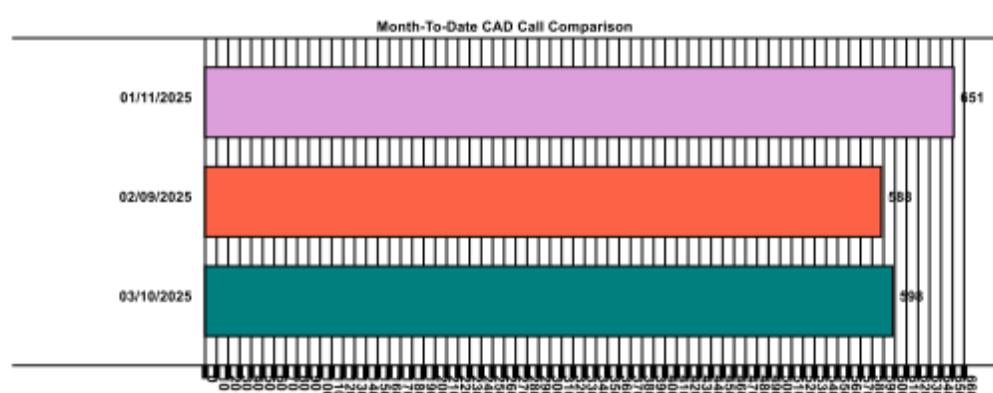
### Month-To-Date CAD Received Calls

Call Nature	02/10/2025	01/12/2025	1 mo %	12/14/2024	2 mo %
	to 03/10/2025:	to 02/09/2025:	change:	to 01/11/2025:	change:
911 Misdial	20	28	-28.6%	36	-44.4%
Abandoned Vehicle	5	2	150.0%	0	N/A
Abdominal C-Charlie Response	1	0	N/A	2	-50.0%
Accident in a Parking Lot	2	2	0.0%	4	-50.0%
Accident with Injury	0	0	N/A	4	-100.0%
Accident with Scene Safety	0	2	-100.0%	3	-100.0%
Accident with Spill Cleanup	1	1	0.0%	0	N/A
Alcohol Violations	1	0	N/A	2	-50.0%
Allergies C-Charles Response	0	0	N/A	1	-100.0%
Animal Bite	1	0	N/A	1	0.0%
Animal Call	17	9	88.9%	16	6.2%
Assist Citizen or Agency	43	47	-8.5%	50	-14.0%
Back Problem A-Adam Response	0	1	-100.0%	0	N/A
Back Problem C-CharlesResponse	0	0	N/A	1	-100.0%
Bicycle Stop	1	0	N/A	2	-50.0%
Bleeding A-Adam Response	0	0	N/A	2	-100.0%
Bleeding D-David Response	0	1	-100.0%	0	N/A
Breathing Problem C-Charles	0	1	-100.0%	0	N/A
Breathing Problem D-David	1	2	-50.0%	5	-80.0%
Burglary	0	0	N/A	1	-100.0%
Business Check	0	1	-100.0%	2	-100.0%
Carbon Monoxide Alarm	1	1	0.0%	1	0.0%
Chest Complaint C-Charles	0	1	-100.0%	1	-100.0%
Chest Complaint D-David	1	0	N/A	2	-50.0%
Civil Matter Assist	0	1	-100.0%	0	N/A
Civil Process	4	7	-42.9%	7	-42.9%
Crime Prevention	22	30	-26.7%	21	4.8%
Damage to Property	4	0	N/A	0	N/A
Diabetic Issue C-Charles	1	0	N/A	1	0.0%
Diabetic Issue D-David	1	0	N/A	0	N/A
Disturbance	13	7	85.7%	11	18.2%

Disturbance with a Weapon	0	1	-100.0%	2	-100.0%
Domestic Disturbance	3	0	N/A	0	N/A
Drug Complaint	0	5	-100.0%	4	-100.0%
Fainting A-Adam	0	1	-100.0%	1	-100.0%
Fainting C-Charles	1	0	N/A	2	-50.0%
Falls A-Adam Response	0	2	-100.0%	3	-100.0%
Falls B-Boy Response	0	2	-100.0%	3	-100.0%
Falls D-David Response	0	0	N/A	1	-100.0%
Fire Alarm Commercial	3	7	-57.1%	0	N/A
Fire Alarm Residential	1	1	0.0%	0	N/A
Fire Oversized/Commercial Veh	0	0	N/A	2	-100.0%
Fire Service Callout	1	0	N/A	0	N/A
Fire Stuck Elevator Rescue	1	0	N/A	1	0.0%
Fire Unauthorized Burning	0	1	-100.0%	1	-100.0%
Fire Vegetation or Grass	0	1	-100.0%	1	-100.0%
Fire Vehicle Small	0	0	N/A	2	-100.0%
Follow Up	22	13	69.2%	36	-38.9%
Fraud Complaint	5	7	-28.6%	5	0.0%
Harassment	5	5	0.0%	6	-16.7%
Hazard in Roadway	15	5	200.0%	13	15.4%
Heart Problem C-Charles	0	0	N/A	1	-100.0%
Heart Problem D-David	0	0	N/A	1	-100.0%
Jail GPS Checks	28	28	0.0%	28	0.0%
Juvenile Complaint	4	2	100.0%	5	-20.0%
Law Alarms - Burglary Panic	3	2	50.0%	10	-70.0%
Lost or Found Valuables	2	4	-50.0%	2	0.0%
Medical Assistance No Injury	0	5	-100.0%	6	-100.0%
Medical Pre-Alert	4	1	300.0%	4	0.0%
Missing Person	0	0	N/A	1	-100.0%
Motorist Assist	24	21	14.3%	23	4.3%
Natural Gas or Propane Leak	3	1	200.0%	0	N/A
Noise Complaint	1	4	-75.0%	3	-66.7%
Ordinance Violation	4	3	33.3%	5	-20.0%
PNB B-Boy Response	0	1	-100.0%	0	N/A
PNB E-Edward Response	2	1	100.0%	4	-50.0%
Parking Enforcement	14	5	180.0%	5	180.0%
Parking Request	0	1	-100.0%	1	-100.0%
Reckless Driving Complaint	14	17	-17.6%	31	-54.8%
Residence Lockout	1	0	N/A	0	N/A
Restraining Order Tracking	3	1	200.0%	0	N/A
Retail Theft	0	0	N/A	1	-100.0%

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Runaway Juvenile	0	1	-100.0%	1	-100.0%
Scam	2	2	0.0%	1	100.0%
School Safety	21	20	5.0%	12	75.0%
Seizure A-Adam Response	1	1	0.0%	0	N/A
Seizure C-Charles Response	0	0	N/A	1	-100.0%
Seizure D-David Response	2	0	N/A	2	0.0%
Sex Offense	1	2	-50.0%	3	-66.7%
Sick A-Adam	6	1	500.0%	4	50.0%
Sick C-Charles	1	2	-50.0%	2	-50.0%
Sick D-David	0	1	-100.0%	1	-100.0%
Spill Cleanup	1	0	N/A	0	N/A
Stroke C-Charles	0	3	-100.0%	2	-100.0%
Structure Fire Smoke or Flame	1	3	-66.7%	1	0.0%
Suspicious Incident	7	11	-36.4%	10	-30.0%
Suspicious Person	4	2	100.0%	4	0.0%
Suspicious Vehicle	3	5	-40.0%	7	-57.1%
Testing Only	1	2	-50.0%	1	0.0%
Theft Complaint	3	5	-40.0%	3	0.0%
Theft of Automobile Complaint	0	1	-100.0%	4	-100.0%
Traffic Enforcement	30	26	15.4%	7	328.6%
Traffic Stop	127	156	-18.6%	138	-8.0%
Transport	1	0	N/A	1	0.0%
Transport Accident A-Adam	0	0	N/A	1	-100.0%
Traumatic Injuries A-Adam	1	2	-50.0%	1	0.0%
Trespassing	4	4	0.0%	2	100.0%
Truancy	3	0	N/A	0	N/A
Unconscious D-David	3	4	-25.0%	1	200.0%
Unlocked or Standing Open Door	1	2	-50.0%	0	N/A
Vehicle Accident	24	11	118.2%	22	9.1%
Vehicle Lockout	10	6	66.7%	2	400.0%
Violation of Court Order	3	0	N/A	0	N/A
Wanted Person or Apprehension	5	0	N/A	2	150.0%
Welfare Check	28	20	40.0%	25	12.0%
Wire Down	0	3	-100.0%	0	N/A





## February Library Report

### HIGHLIGHTS

- Hired and trained a new Student Library Assistant.
- Megan attended the WPLC Steering Committee meeting as the OWLS representative.
- Megan continues to serve on the ILS Exploration Committee for OWLSnet.
- Circulation was up 23.38% in January 2025 compared to January 2024.
- The Appleton Public Library reopened.
- Completed and submitted the library's annual report.
- Created a draft RFP for the library's space needs assessment to be reviewed by the Library Board in March.
- The Library Board approved the updated job description for the Student Library Assistant.
- Part-time staff had one-on-one check-in meetings with Megan.
- Completed moving biographies into their own section in the collection.
- Circulation is up 18.85% for the first two months of 2025 in comparison to the same period in 2024.
- Programming Statistics:
  - We offered 29 programs in February; total program participation was 486 people.

### 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.
- Continue updating job descriptions.
- Hold staff meeting in March.
- Research people counter options.
- Send out and post the space needs RFP.

## ADULT PROGRAMS



### Craft Circle

Wednesdays at 10:00AM

Bring a craft project and chat with other makers.



### Firekeeper's Daughter Book Discussion

Tuesday, March 4 at 6:00PM

Discuss the 2025 Fox Cities Reads book *Firekeeper's Daughter* by Angeline Boulley. A book signing with Angeline will take place on Thursday, March 13 at the Appleton Public Library at 6:00PM.



### Gnocchi Cooking Class \*registration\*

Wednesday, March 12 at 5:00PM

Learn how to make a goat cheese gnocchi with local chef Spencer Webster. Register by calling 920-788-7825 or by emailing [tweinfurter@littlechutelibrary.org](mailto:tweinfurter@littlechutelibrary.org).



### Yoga Between the Pages \*registration\*

Saturday March 8, April 5, and May 3 at 9:15AM

Enjoy an hour of yoga with instructor Kimberly Kamps. Pre-registration required. Email [Nowyogaandwellness@gmail.com](mailto:Nowyogaandwellness@gmail.com) to register.



### Book Club

Tuesday, March 18 at 6:00PM

This month's book for discussion is *The Best of Me* by David Sedaris. Copies are available at the library.



### Bricks & Brews

1st Tuesday of the month - April 1 and May 6 - from 6:00PM to 8:00PM

Join us at the Stone Arch Tied House for a themed LEGO building event. Stone Arch brews and sodas available for purchase at the event.



### Seed Starting

Thursday, April 3 at 10:00AM

Learn the basics of starting seeds indoors and how to get your garden off to a great start with Kaitlin Bricco, Horticulture Educator, with UW-Extension Outagamie County.



### Author Visit: "Time, Beauty, and Grief: a Hike Through Wisconsin's 50 State Parks" by Betsy Korbinyr

Thursday, April 10 at 6:00PM

Betsy Korbinyr hiked five miles in every Wisconsin State Park when she turned 65. Hear about her journey, and the book that chronicles it, at this author visit!



### Book Club

Tuesday, April 15 at 6:00PM

This month's book for discussion is *The Bromance Book Club* by Lyssa Kay Adams. Copies are available at the library.



### Book Club

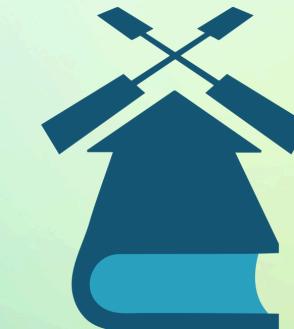
Tuesday, May 20 at 6:00PM

This month's book for discussion is *Drowning* by TJ Newman. Copies are available at the library.

The library will be closed April 18 - 19 and May 24 - 26

# Spring Program Guide

March | April | May  
2025



**Little Chute  
Public Library**

Gerard H. Van Hoof Memorial



[littlechutelibrary.org](http://littlechutelibrary.org)



920-788-7825



[lit@littlechutelibrary.org](mailto:lit@littlechutelibrary.org)

625 Grand Avenue ♦ Little Chute, WI 54140

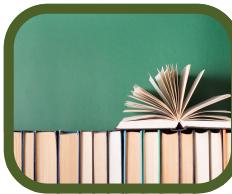
## ALL AGES



### Movie Matinee

Thursday, March 27 at 1:00PM

Wear green or pink and join us for a showing of the “popular” 2024 musical film that follows two young witches at a magical academy in the land of Oz. The film is rated PG and is 2 hours and 40 minutes long. Popcorn provided! Call the library for the exact title.



### National Library Week Raffle

Monday, April 7 - Saturday, April 12 anytime the library is open

Visit the library during National Library Week and enter for a chance to win a book-related prize.

## EARLY LITERACY



### Tiny Tulips Storytime

Tuesdays at 10:30AM - no storytime in May

Lapsit stories, songs, and fingerplays that help develop pre-reading skills. For babies ages 0-24 months with a caregiver. Siblings always welcome!



### Mini Cloggers Storytime

Wednesdays at 9:30AM - no storytime in May

Stories, songs, and other early literacy activities for children ages 2-3 with a caregiver. Siblings always welcome!



### Little Windmills Storytime

Wednesdays at 10:30AM - no storytime in May

Stories, songs, and other early literacy activities for children ages 4-6 years with a caregiver. Siblings always welcome!

Money Smart Week storytime with BLC Community Bank on April 16.



### 1000 Books Before Kindergarten

Ongoing

Keep track of the books your child hears and earn books and prizes! Sign-up or check-in anytime the library is open. Ages 0-6 with a caregiver.

## PROGRAM BREAK IN MAY

There will be a small program break in the month of May as we prepare for our Summer Library Program. Some programs will still occur, but storytimes will not meet so library staff can visit schools. The Summer Library Program will officially begin on Monday, June 9th. Look for our Summer Library Program Guide for program details and reading club information in May!

## SCHOOL AGE PROGRAMS



### Read Across America Day Celebration

Monday, March 3 anytime the library is open

Go on a book character scavenger hunt and create a Dr. Seuss bookmark to celebrate Read Across America Day! Best for ages 5-10.



### 3D Paper Sculptures

Monday, March 24 from 10:00AM to 4:00PM (drop-in)

Create a zany, tall, or elegant sculpture using just paper and tape! What can you come up with? Best for ages 5-10.



### Fairy Tale STEAM

1st Thursday of the month - March 6, April 3, and May 8 - at 4:00PM

Listen to a fairy tale, followed by a related STEAM activity! Best for ages 5-10.

March - *Three Little Pigs* April - *Jack and the Beanstalk* May - TBD



### Pokémon Party

Wednesday, April 16 from 2:00PM to 6:00PM (drop-in)

Attention Pokémon fans! Drop-in for an afternoon of all things Pokémon. Trade cards with other trainers, go on a scavenger hunt to “catch ‘em all,” and more! Best for ages 5-10, but there will be a range of activities for Pokémon fans of all ages.

## TEEN PROGRAMS



### Comic Club

Thursdays at 4:00PM

Draw, sketch, learn a new technique, and more with other aspiring artists. Ages 9+.



### Teen Advisory Board

2nd Monday of the month - March 10, April 14, and May 12 - at 5:00PM

Connect with other teens in the community and help the library with program ideas, displays, and more! Pizza and snacks provided. Ages 12+.



### Make Your Own Squishy

Wednesday, March 19 from 2:00PM to 5:00PM (drop-in)

Create a loveable squishy (a stuffed animal character) out of paper, stuffing, and tape. Ages 12+.



### Mini Library Tins

Tuesday, April 8 at 4:00PM

Celebrate National Library Week by creating a mini library. Ages 12+.

# Park, Rec, Forestry & Facilities

## HIGHLIGHTS

- Updated Drone storage shelving.
- Continued Ash Tree and other tree removal efforts.
- Continued Tree Trimming efforts.
- Hosted Train Pruning and Tree Trimming training 2/25.
- Received re-hire letters from Aquatic Staff, Parks, & Recreation Staff.
- Prepare for Lifeguard Course in Ashwaubenon in March.
- Continued planning for fall Market on Main event.
- Worked on Spring & Summer Program Book changes needed and final layout.
- Ordered tree seedlings from DNR for students participating in our Arbor Day event.
- Finalized contracts with entertainers for Family Fun Fest and Youth Carnival.
- Submitted gym facility request use form to school district for summer basketball.
- Planning meeting to select and order flowers for 43 village planters.
- Received printer quotes for summer tee shirt program; printer selected.
- Started interviewing applicants for summer jobs from applications received so far.
- HOV Interceptor Lining project recommenced.
- Completed staircase project in Jet's football storage area.

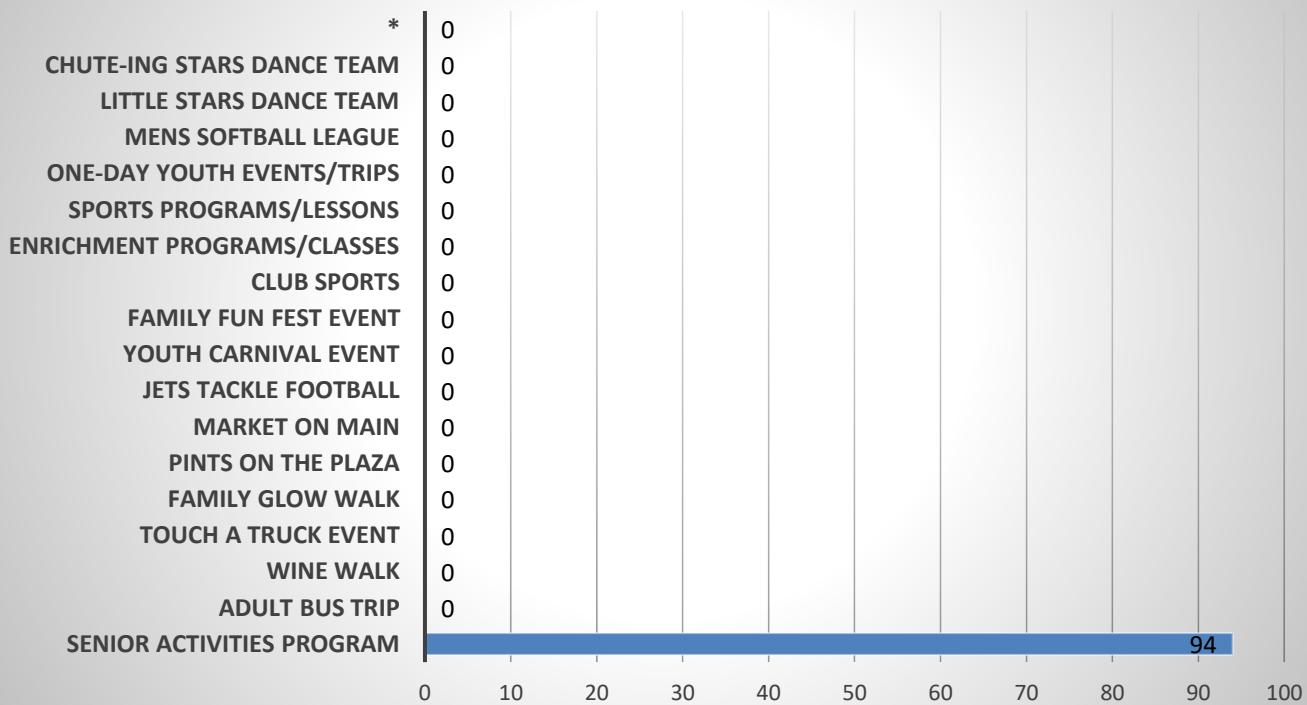


## TOP PRIORITIES FOR MARCH

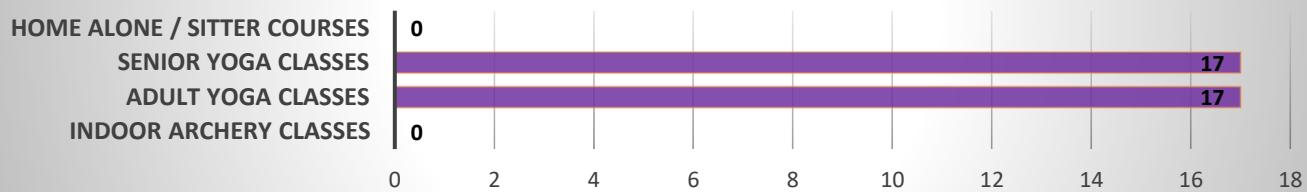
- Establish Zone D Ash Tree Removals.
- Continued Tree Trimming efforts.
- Host Chainsaw Safety training course.
- Interview and hire Parks and Pool staff.
- Prepare for Capital Improvement Projects.
- Receive RFP for Heesakker Park Staircase project.
- Continue efforts to renew Fox Locks Lease for Doyle and Island Parks.
- Schedule various fencing projects within parks systems.
- Continue maintenance projects throughout all parks and facilities.
- Continued efforts to update Safety Center.
- Assist Library with various shelving projects.
- Prepare for spring sports at the soccer and baseball fields.
- Submit facility request use form to school district for jets football home games use of HS turf field.
- Mail tee shirt program sponsorship letters.
- Close applications for summer part-time work; review applications; schedule interviews; offer positions to selected applicants.
- Registration paperwork to men's softball team managers.
- Update Chute-ing Stars Dance Team tryout packet.
- Promote new spring/summer program book & start of registration on Facebook and e-newsletter blast.
- Begin planning for spring Arbor Day event.
- Request street closure permit from Wis DOT for 6/7 Cheese Fest parade and walk/run on Main St.
- Work on proclamations for Chute-ing Stars Dance Team and High School Dance Team accomplishments.
- Contract athletic trainer for jets home games this fall.
- Begin building spring & summer programs into RecDesk for start of registration on 4/1.
- Work on updates to department website pages and links.
- Planning meetings with retiring Program Supervisor to transition job duties to Director.



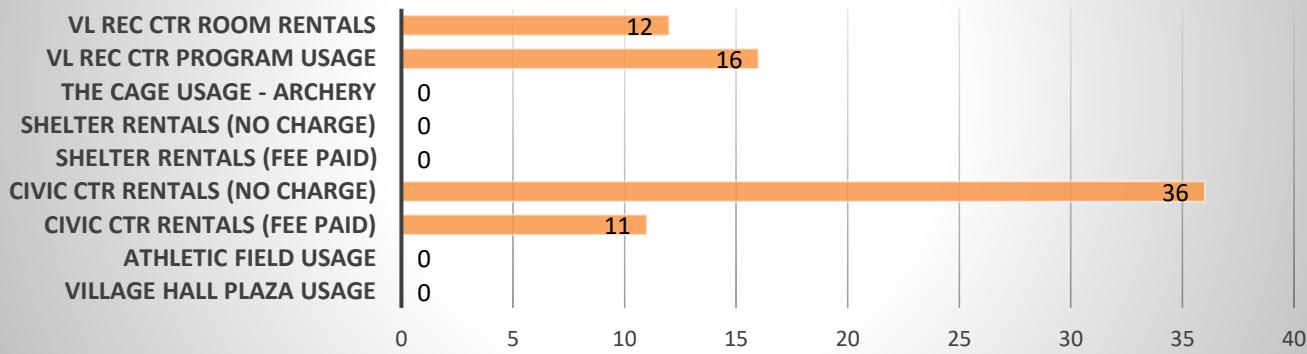
## 2025 Y-T-D PROGRAM PARTICIPATION



## 2025 Y-T-D VAN LIESHOUT REC CTR PROGRAMS

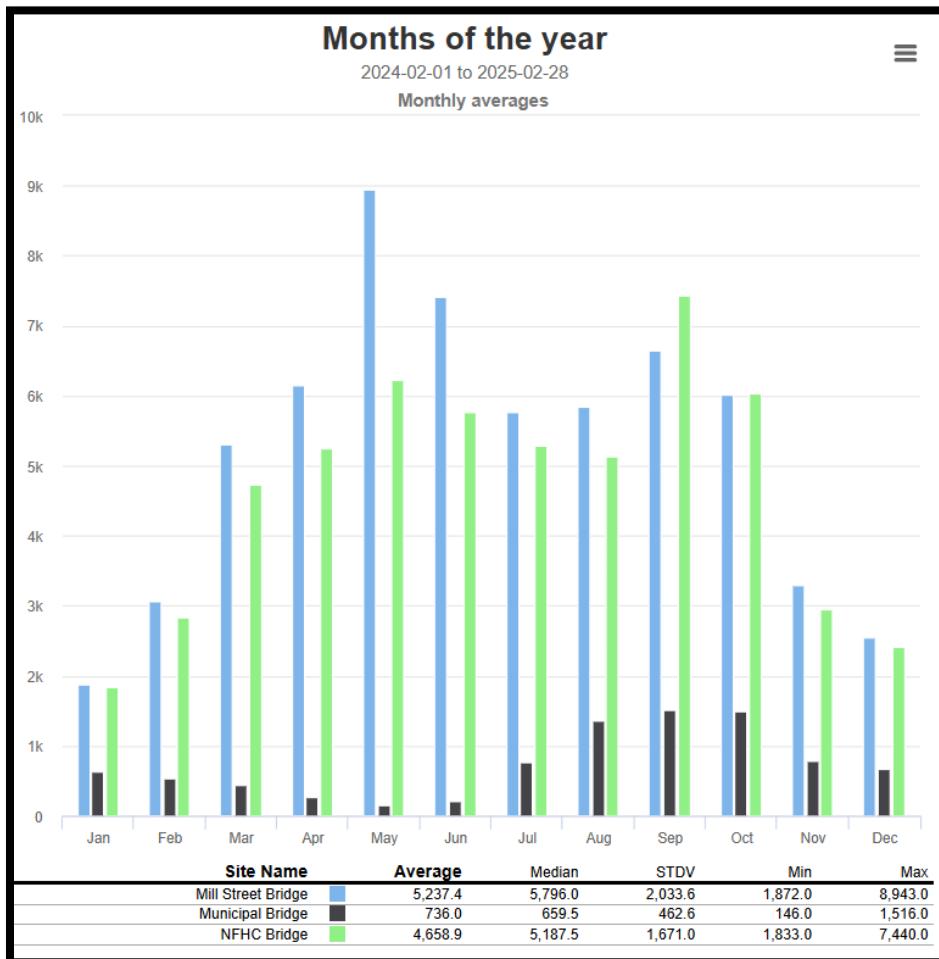
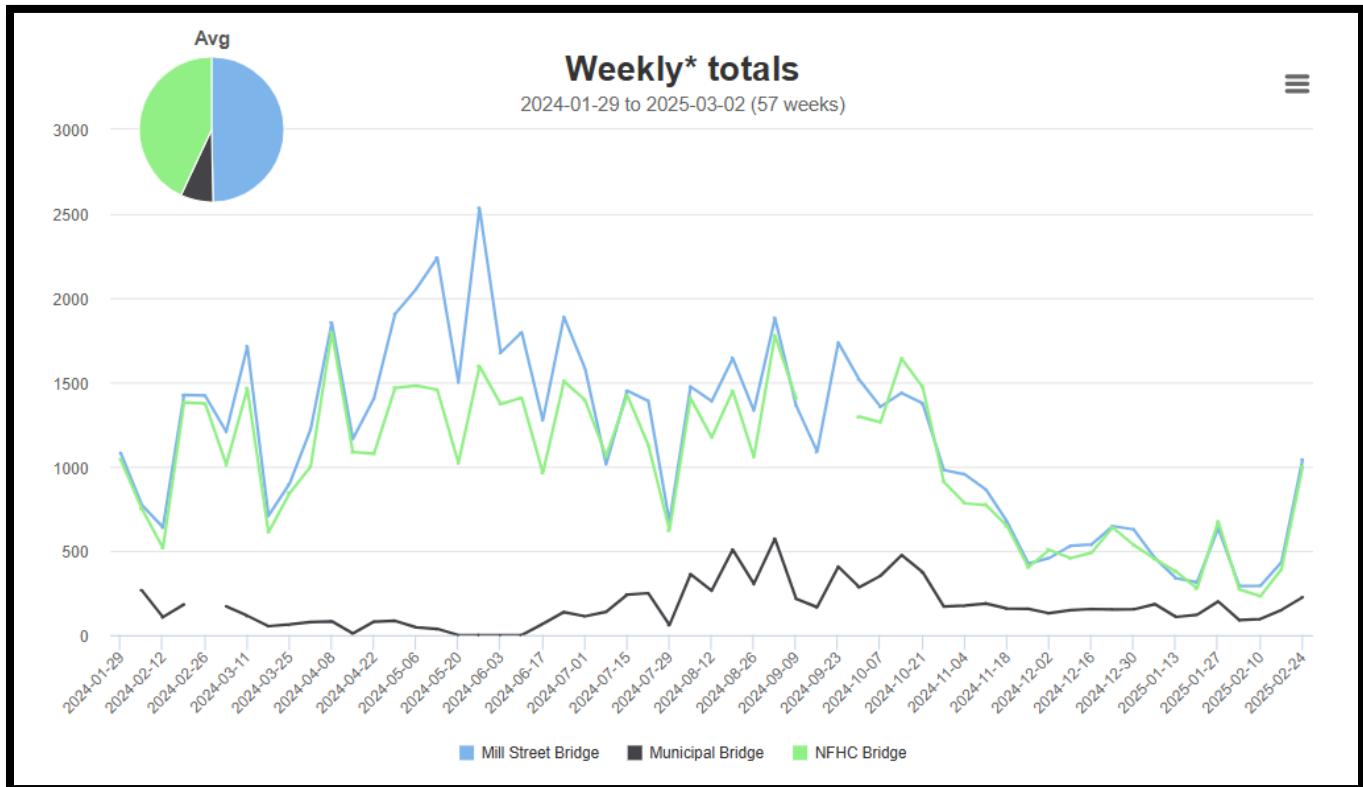


## 2025 Y-T-D SHELTER/FACILITY/FIELD USAGE



Day	Mill Street Bridge	Municipal Bridge	NFHC Bridge
2025-02-01	71	20	87
2025-02-02	96	24	106
2025-02-03	42	13	41
2025-02-04	37	3	22
2025-02-05	37	8	48
2025-02-06	27	6	32
2025-02-07	69	21	39
2025-02-08	31	15	36
2025-02-09	49	23	54
2025-02-10	49	25	45
2025-02-11	69	11	35
2025-02-12	33	8	37
2025-02-13	43	17	32
2025-02-14	47	9	30
2025-02-15	28	18	16
2025-02-16	24	8	36
2025-02-17	31	20	17
2025-02-18	33	5	17
2025-02-19	41	11	21
2025-02-20	59	31	54
2025-02-21	90	25	59
2025-02-22	88	31	86
2025-02-23	92	27	138
2025-02-24	217	36	189
2025-02-25	284	38	225
2025-02-26	131	27	157
2025-02-27	100	24	102
2025-02-28	77	22	61
	1995	526	1822

Running Total		
Mill Street Bridge	Municipal Bridge	NFHC Bridge
223,630	202,830	190,995
Counts are 6.15.12 to present		



# Department of Public Works

Coming Soon.

## **Disbursement List - March 19, 2025**

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Payroll & Payroll Liabilities - March 13, 2025	<b>\$202,779.72</b>
Prepaid Invoices - February 28,2025	<b>\$3,800.12</b>
Prepaid Invoices - March 7, 2025	<b>\$12,302.33</b>
Library Board - March 18, 2025	<b>\$12,191.25</b>
Utility Commission - March 18, 2025	<b>\$683,717.68</b>

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### **CURRENT ITEMS**

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Bills List - March 19, 2025	<b>\$217,500.47</b>
<b>Total Payroll, Prepaid &amp; Invoices</b>	<b>\$1,132,291.57</b>

The above payments are recommended for approval:

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

\_\_\_\_\_

Approved: March 19, 2025

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Michael R Vanden Berg, Village President

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Laurie Decker, Clerk

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
<b>A.P. PLUMBING LLC</b>				
9947	40 GALLON WATER HEATER	1,189.54	02/25	101-51650-245
<b>Total A.P. PLUMBING LLC:</b>		<b>1,189.54</b>		
<b>ACE HARDWARE LITTLE CHUTE</b>				
287835	AUTO CLEANING SUPPLIES	34.56	02/25	101-52200-218
287849	BATTERIES & DIGITI MEAT TERMOMETER	47.97	02/25	101-51650-242
287865	FASTENERS & WRENCH	4.76	02/25	207-52120-221
287877	US FLAG & BOLTS	121.50	03/25	101-52200-218
287903	PROPANE	29.53	03/25	101-53330-218
287906	CONTRACTOR BAGS, SILVER TAPE - QUIET ZONE	31.98	03/25	452-51213-263
287925	BAGS	7.50	03/25	101-52200-218
287925	BAGS	7.49	03/25	101-53300-218
287946	RAKES	79.96	03/25	101-55440-221
287949	QUIET ZONE SIGNS - DUCT TAPE	6.99	03/25	452-51213-263
<b>Total ACE HARDWARE LITTLE CHUTE:</b>		<b>372.24</b>		
<b>AIRGAS USA LLC</b>				
5514401569	COMPRESSED AIR RENTAL	40.52	03/25	101-53330-218
<b>Total AIRGAS USA LLC:</b>		<b>40.52</b>		
<b>AMAZING GRACE YOGA AND WELLNESS LLC</b>				
107	YOGA INSTRUCTOR - 1/7, 1/14, 1/21	150.00	02/25	208-52900-204
107	YOGA INSTRUCTOR - 2/4, 2/11, 2/18, 2/21, 2/25	250.00	02/25	208-52900-204
<b>Total AMAZING GRACE YOGA AND WELLNESS LLC:</b>		<b>400.00</b>		
<b>AMPLITEL TECHNOLOGIES</b>				
25155	MONTHLY BILLING	5,020.00	03/25	207-52120-204
25167	DIGITAL SIGNAGE & KIOSK	640.00	02/25	404-57190-204
<b>Total AMPLITEL TECHNOLOGIES:</b>		<b>5,660.00</b>		
<b>ARING EQUIPMENT CO INC</b>				
911320	#26 ALTERNATOR	1,187.99	03/25	101-53330-225
<b>Total ARING EQUIPMENT CO INC:</b>		<b>1,187.99</b>		
<b>ASCENSION MEDICAL GROUP-FOX VALLEY WI</b>				
422743	AUDIOGRAM	114.00	02/25	207-52120-225
422743	AUDIOGRAM	38.00	02/25	101-52350-204
422913	EAP STANDARD SERVICE - FVMPD	264.00	02/25	207-52120-204
422913	EAP STANDARD SERVICE - LIBRARY	120.00	02/25	206-55110-201
422913	EAP STANDARD SERVICE	58.00	02/25	101-51780-204
422913	EAP STANDARD SERVICE	58.00	02/25	610-53614-204
422913	EAP STANDARD SERVICE	58.00	02/25	620-53924-204
422913	EAP STANDARD SERVICE	58.00	02/25	630-53444-204
422913	EAP STANDARD SERVICE	80.00	02/25	101-51780-204
422913	EAP STANDARD SERVICE	376.00	02/25	101-52200-204
423029	PRE-EMPLOYMENT PHYSICAL & DRUG SCREEN	357.00	02/25	101-52200-204

Invoice	Description	Total Cost	Period	GL Account
	Total ASCENSION MEDICAL GROUP-FOX VALLEY WI:	1,581.00		
ASPIRUS BUSINESS HEALTH				
140010 17 AUDIOGRAMS		646.00	02/25	101-53310-213
	Total ASPIRUS BUSINESS HEALTH:	646.00		
AUTOMOTIVE SUPPLY CO				
244148 #8 BATTERY CORE RETURNED		54.00-	02/25	101-53330-225
61011851 #3601 PAINT REPAIR		24.78	02/25	101-53330-225
61012114 STANDARD CAPSULE		11.84	02/25	101-53330-218
61012231 #8 MISC PARTS		597.80	02/25	101-53330-225
61012231 FUEL ELEMENT		14.61	02/25	101-53330-218
61012568 SEALS & FILTERS		18.76	03/25	101-53330-218
61012578 SPARK PLUGS		6.68	03/25	101-53330-218
61012578 #158 SPARK PLUGS		6.68	03/25	101-53330-225
61012599 #160 SEALS		26.52	03/25	101-53330-225
61012599 SEALS		26.52	03/25	101-53330-218
61012613 #160 SPARK PLUGS		6.52	03/25	101-53330-225
61012613 SPARK PLUGS		6.52	03/25	101-53330-218
	Total AUTOMOTIVE SUPPLY CO:	693.23		
BERNHOFT, BEAU				
EXPRPT022825 WCMA CONFERENCE WINTER CONFERENCE		209.80	02/25	101-51400-201
	Total BERNHOFT, BEAU:	209.80		
CHAINSAW SAFETY SPECIALISTS LLC				
31125 TRAINING CHAINSAW SAFETY TRAINING		1,300.00	03/25	101-55440-204
	Total CHAINSAW SAFETY SPECIALISTS LLC:	1,300.00		
CINTAS				
4222661967 MATS & TOWELS		36.30	02/25	101-53330-218
4222661967 UNIFORM PREP		12.66	02/25	101-53330-213
4223370780 UNIFORM PREP		12.66	03/25	101-53330-213
4223370780 MATS & TOWELS		36.30	03/25	101-53330-218
	Total CINTAS:	97.92		
CITY OF APPLETON				
16685 WEIGHTS & MEASURES - MARCH		814.00	03/25	101-52050-204
16705 TRANSIT/LINK SERVICE - MARCH		8,694.00	03/25	101-51780-233
	Total CITY OF APPLETON:	9,508.00		
CONWAY SHIELD INC				
533721 PASSPORT TAG W/VELCRO		118.00	03/25	101-52200-213
	Total CONWAY SHIELD INC:	118.00		
DEAN ENTERPRISES LLC				
I3026 PORTABLE TOILET - ISLAND TRAIL		465.00	03/25	101-55200-204
I3027 PORTABLE TOILET - HEESAKKER		232.50	03/25	101-55200-204

Invoice	Description	Total Cost	Period	GL Account
Total DEAN ENTERPRISES LLC:		697.50		
EMERGENCY COMMUNICATION SYSTEMS INC 4422 SIREN BATTERIES & ANNUAL SIREN MAINTENAN		699.08	03/25	101-51650-243
Total EMERGENCY COMMUNICATION SYSTEMS INC:		699.08		
EVERGREEN POWER LLC 26148 FOREST HELMET - TODD V 26163 FOREST HELMET - JOHN		129.99 129.99	03/25 03/25	101-55440-218 101-55440-218
Total EVERGREEN POWER LLC:		259.98		
FASTENAL COMPANY WIKIM300725 QUIET ZONE SIGNS SUPPLIES		53.41	03/25	452-51213-263
Total FASTENAL COMPANY:		53.41		
FIRELINE SPRINKLER LLC 2119 QUARTERLY FIRE SPRINKLER INSPECTION		140.00	02/25	101-53310-204
Total FIRELINE SPRINKLER LLC:		140.00		
FOX VALLEY HUMANE ASSOCIATION 6138 ANIMALS HANDLED FEE 6155 ANIMALS HANDLED FEE		368.00 120.00	02/25 03/25	207-52120-204 207-52120-204
Total FOX VALLEY HUMANE ASSOCIATION:		488.00		
FP FINANCE PROGRAM 38743307 AGREEMENT 007-1584121 POSTBASE VISION		140.00	03/25	101-51650-226
Total FP FINANCE PROGRAM:		140.00		
GARROW OIL 432255 DIESEL FUEL 432255 DIESEL FUEL 432255 DIESEL FUEL 432255 DIESEL FUEL 432255 DIESEL FUEL 432255 DIESEL FUEL 432255 DIESEL FUEL		4.80 178.58 7.36 7.43 19.57 50.87 381.51	02/25 02/25 02/25 02/25 02/25 02/25 02/25	201-53620-247 101-55200-247 101-55440-247 610-53612-247 620-53644-247 101-53460-247 101-53330-217
Total GARROW OIL:		650.12		
HAMMEN, HOLLIE 54944 REFUND SECURITY DEPOSIT		250.00	03/25	206-21235
Total HAMMEN, HOLLIE:		250.00		
HARLOW, DONNA EXPRPT011825 REIMBURSE-STATE JEM DANCE TICKETS		11.00	03/25	101-55300-218
Total HARLOW, DONNA:		11.00		

Invoice	Description	Total Cost	Period	GL Account
J.F. AHERN CO				
715749	FIRE EQUIPMENT INSPECTION	874.22	03/25	101-52200-204
Total J.F. AHERN CO:		874.22		
JX ENTERPRISES INC				
14345028P	#29 NOX SENSOR	782.93	02/25	101-53330-225
14345582P	#29 SENSOR RETURN	224.08-	02/25	101-53330-225
Total JX ENTERPRISES INC:		558.85		
KERRY'S VROOM SERVICE INC				
10499	#84 OIL CHANGE & REPAIRS	265.30	02/25	207-52120-247
Total KERRY'S VROOM SERVICE INC:		265.30		
KLINK HYDRAULICS LLC				
43973	#29 HYDRAULIC HOSE REPLACEMENT	605.56	03/25	101-53330-225
Total KLINK HYDRAULICS LLC:		605.56		
KWIK TRIP				
3-883514-00	OVRPYMT - SEWER	20,399.40	03/25	001-15000
Total KWIK TRIP:		20,399.40		
LAPPEN SECURITY PRODUCTS INC				
LSPQ52231	YARD WASTE SITE ACCESS CARD	257.40	03/25	101-53650-204
Total LAPPEN SECURITY PRODUCTS INC:		257.40		
LAZER UTILITY LOCATING LLC				
1984	ELECTRIC LOCATES	22.00	02/25	101-53300-209
1984	SANITARY LOCATES	132.00	02/25	610-53612-209
1984	STORM LOCATES	176.00	02/25	630-53442-209
1984	WATER LOCATES	319.00	02/25	620-53644-209
Total LAZER UTILITY LOCATING LLC:		649.00		
LEXISNEXIS RISK DATA MANAGEMENT INC				
1100100454	MONTHLY SUBSCRIPTION	200.00	03/25	101-51680-204
Total LEXISNEXIS RISK DATA MANAGEMENT INC:		200.00		
MACQUEEN EQUIPMENT				
P44545	HURST REPAIR	1,898.00-	03/25	101-52200-205
P45308	CHEST STRAPS	278.48	03/25	101-52200-218
P45433	COMPRESSOR REPAIRS	160.00	03/25	101-52200-205
Total MACQUEEN EQUIPMENT:		1,459.52-		
MADISON NATIONAL LIFE				
1682890	LIFE - APRIL	328.35	03/25	101-21391
1682890	LTD - APRIL	861.83	03/25	101-21385
Total MADISON NATIONAL LIFE:		1,190.18		

Invoice	Description	Total Cost	Period	GL Account
<b>MATTHEWS TIRE</b>				
95655	TIRES	3,665.83	02/25	101-53330-218
95656	#203 TIRE REBALANCE	20.45	02/25	101-53330-204
95794	#158 TIRES	269.34	03/25	101-53330-225
95795	#36 TIRES	204.70	03/25	101-53330-225
95816	#40 & #6 TIRES	591.33	03/25	101-53330-225
<b>Total MATTHEWS TIRE:</b>		<b>4,751.65</b>		
<b>M-B COMPANIES INC</b>				
290864	#48 SERVICE KIT	878.19	02/25	101-53330-225
<b>Total M-B COMPANIES INC:</b>		<b>878.19</b>		
<b>MCC INC</b>				
365026	COLD MIX	455.62	02/25	620-53644-251
365026	COLD MIX	455.63	02/25	101-53330-216
<b>Total MCC INC:</b>		<b>911.25</b>		
<b>MCCLONE</b>				
13580	25/26 WORKERS COMP POLICY 2 OF 4	298.00	03/25	101-51900-230
13580	25/26 WORKERS COMP POLICY 2 OF 4	133.00	03/25	206-55110-230
13580	25/26 WORKERS COMP POLICY 2 OF 4	77.00	03/25	207-52120-230
13580	25/26 WORKERS COMP POLICY 2 OF 4	42.00	03/25	610-53614-230
13580	25/26 WORKERS COMP POLICY 2 OF 4	40.00	03/25	620-53924-230
13580	25/26 WORKERS COMP POLICY 2 OF 4	34.00	03/25	630-53444-230
13580	25/26 WORKERS COMP POLICY 2 OF 4	12,159.00	03/25	101-51900-230
13580	25/26 WORKERS COMP POLICY 2 OF 4	1,327.00	03/25	201-53620-230
13580	25/26 WORKERS COMP POLICY 2 OF 4	739.00	03/25	204-55420-230
13580	25/26 WORKERS COMP POLICY 2 OF 4	1,203.00	03/25	610-53614-230
13580	25/26 WORKERS COMP POLICY 2 OF 4	1,436.00	03/25	630-53444-230
13580	25/26 WORKERS COMP POLICY 2 OF 4	310.00	03/25	620-53924-230
13580	25/26 WORKERS COMP POLICY 2 OF 4	12,659.00	03/25	207-52120-230
13580	25/26 WORKERS COMP POLICY 2 OF 4	2,351.00	03/25	101-52250-230
13580	25/26 GENERAL LIABILITY & AUTO PACKAGE 2 O	1,985.00	03/25	201-53620-231
13580	25/26 GENERAL LIABILITY & AUTO PACKAGE 2 O	3,310.00	03/25	101-51900-231
13580	25/26 GENERAL LIABILITY & AUTO PACKAGE 2 O	298.00	03/25	101-51900-231
13580	25/26 GENERAL LIABILITY & AUTO PACKAGE 2 O	3,886.00	03/25	101-52250-231
13580	25/26 GENERAL LIABILITY & AUTO PACKAGE 2 O	1,632.00	03/25	207-52120-231
13580	25/26 GENERAL LIABILITY & AUTO PACKAGE 2 O	85.00	03/25	620-53924-231
13580	25/26 GENERAL LIABILITY & AUTO PACKAGE 2 O	767.00	03/25	630-53444-231
13580	25/26 GENERAL LIABILITY & AUTO PACKAGE 2 O	5,955.00	03/25	101-51900-231
13580	25/26 GENERAL LIABILITY & AUTO PACKAGE 2 O	176.00	03/25	101-52250-231
13580	25/26 GENERAL LIABILITY & AUTO PACKAGE 2 O	447.00	03/25	201-53620-231
13580	25/26 GENERAL LIABILITY & AUTO PACKAGE 2 O	249.00	03/25	204-55420-231
13580	25/26 GENERAL LIABILITY & AUTO PACKAGE 2 O	1,001.00	03/25	206-55110-231
13580	25/26 GENERAL LIABILITY & AUTO PACKAGE 2 O	7,144.00	03/25	207-52120-231
13580	25/26 GENERAL LIABILITY & AUTO PACKAGE 2 O	374.00	03/25	101-51900-231
13580	25/26 GENERAL LIABILITY & AUTO PACKAGE 2 O	720.00	03/25	610-53614-231
13580	25/26 GENERAL LIABILITY & AUTO PACKAGE 2 O	362.00	03/25	620-53924-231
13580	25/26 GENERAL LIABILITY & AUTO PACKAGE 2 O	780.00	03/25	630-53444-231
13580	25/26 GENERAL LIABILITY & AUTO PACKAGE 2 O	4,928.00	03/25	207-52120-231
13580	25/26 GENERAL LIABILITY & AUTO PACKAGE 2 O	5,322.00	03/25	610-53614-231
<b>Total MCCLONE:</b>		<b>72,229.00</b>		

Invoice	Description	Total Cost	Period	GL Account
<b>MENARDS - APPLETON EAST</b>				
71628	REC CENTER STAIRCASE - RETURNS	101.13-	02/25	208-52900-242
71840	JAYCEE TOT LOT ROOF REPAIR - LUMBER	29.12	03/25	101-55200-242
71937	JAYCEE TOT LOT ROOF REPAIR - SUPPLIES	179.68	03/25	101-55200-242
<b>Total MENARDS - APPLETON EAST:</b>		<b>107.67</b>		
<b>MGD INDUSTRIAL CORP</b>				
234806	MISC PARTS #55 & #26	29.21	03/25	101-53330-225
<b>Total MGD INDUSTRIAL CORP:</b>		<b>29.21</b>		
<b>MORTON SALT INC.</b>				
5403384404	BULK SAFE-T-SALT	16,601.70	02/25	101-53350-218
<b>Total MORTON SALT INC.:</b>		<b>16,601.70</b>		
<b>NOW YOGA AND WELLNESS LLC</b>				
31225	YOGA CLASSES - 3/3 & 3/10	140.00	03/25	208-52900-204
<b>Total NOW YOGA AND WELLNESS LLC:</b>		<b>140.00</b>		
<b>O'REILLY AUTOMOTIVE INC</b>				
2043-492893	#35 CALIPER CORE RETURN	54.00-	02/25	101-53330-225
2043-493917	\$56 BRAKE FLUID	15.28	03/25	101-53330-225
2043-494087	#158 OIL & AIR FILTER	21.42	03/25	101-53330-225
2043-494112	#155 FUEL FILTER	2.63	03/25	101-53330-225
2043-494161	#36 FUEL FILTER	8.87	03/25	101-53330-225
<b>Total O'REILLY AUTOMOTIVE INC:</b>		<b>5.80-</b>		
<b>OUTAGAMIE COUNTY CHAPLAIN PROGRAM INC</b>				
1025	CHAPLAIN PROGRAM FEE	300.00	02/25	207-52120-208
<b>Total OUTAGAMIE COUNTY CHAPLAIN PROGRAM INC:</b>		<b>300.00</b>		
<b>OUTAGAMIE COUNTY TREASURER</b>				
130420	INTERPRETATION - JANUARY	37.42	02/25	207-52120-204
36908	REFUSE - FEBRUARY	13,157.70	03/25	201-53620-204
FEBRUARY 2025	COURT FINES - FEBRUARY	1,139.60	02/25	101-35101
<b>Total OUTAGAMIE COUNTY TREASURER:</b>		<b>14,334.72</b>		
<b>PEPSI-COLA</b>				
52909713	BEVERAGES	358.75	02/25	101-52200-211
<b>Total PEPSI-COLA:</b>		<b>358.75</b>		
<b>PERSONNEL EVALUATION INC</b>				
54108	PEP TESTING	25.00	03/25	207-52120-225
<b>Total PERSONNEL EVALUATION INC:</b>		<b>25.00</b>		
<b>PLESHEK OUTDOOR POWER</b>				
85225	BAR & CHAIN OIL	24.99	03/25	101-55440-218

Invoice	Description	Total Cost	Period	GL Account
Total PLESHEK OUTDOOR POWER:		24.99		
R.N.O.W. INC	2025-74110 #40 REPLACEMENT SOLENOID VALVE	312.50	02/25	101-53330-225
Total R.N.O.W. INC:		312.50		
RECTITUDE TRAINING LLC	1208 FIGHT TO-FOR-OVER THE GUN - VAN SCHYNDL	250.00	03/25	207-52120-201
Total RECTITUDE TRAINING LLC:		250.00		
REINDERS INC	6067924 BALL FIELD GROOMER TINE REPLACEMENT	192.65	02/25	101-55200-221
Total REINDERS INC:		192.65		
RENT-A-FLASH OF WISCONSIN INC	94504 STREET NAME SIGNS MILLER LN & WISCONSIN A 94540 QUIET ZONE RAILROAD SIGNS	176.50 130.29	02/25 02/25	101-53330-218 452-51213-263
Total RENT-A-FLASH OF WISCONSIN INC:		306.79		
RIESTERER & SCHNELL INC	9028512 #155 & #48 BROOM ATTACHMENTS	1,151.84	03/25	101-53330-225
Total RIESTERER & SCHNELL INC:		1,151.84		
RIVERSIDE BY REYNEBEAU FLORAL	1115 FLORAL ARRANGEMENT- NECHODAM, JOANN	53.50	03/25	101-52200-219
Total RIVERSIDE BY REYNEBEAU FLORAL:		53.50		
SHERWIN INDUSTRIES INC	SS105884 STREET PAINT	1,924.25	02/25	101-53300-218
Total SHERWIN INDUSTRIES INC:		1,924.25		
SHORT ELLIOTT HENDRICKSON INC	483896 LCFD -NEW FIRE STATION FACILITY	13,419.84	03/25	405-51100-263
Total SHORT ELLIOTT HENDRICKSON INC:		13,419.84		
SOMMERSVILLE FLAG	22425 PARK FLAGS	150.00	02/25	101-55200-218
Total SOMMERSVILLE FLAG:		150.00		
SPLENDID CLEANING SERVICE LLC	14849 MONTHLY CLEANING-METRO 14849 MONTHLY CLEANING-LCFD 14850 MONTHLY CLEANING-LIBRARY 14851 MONTHLY CLEANING-MSB BUILDING 14852 MONTHLY CLEANING-VILLAGE HALL	950.00 239.00 1,425.00 595.00 1,850.00	03/25 03/25 03/25 03/25 03/25	207-52120-243 101-52250-243 206-55110-243 101-53310-243 101-51650-243

Invoice	Description	Total Cost	Period	GL Account
Total SPLENDID CLEANING SERVICE LLC:		5,059.00		
STAPLES ADVANTAGE 6025864621 COPY PAPER		78.98	03/25	101-51650-206
Total STAPLES ADVANTAGE:		78.98		
STATE OF WI COURT FINES & FEBRUARY 2025 COURT FINES - FEBRUARY		3,548.30	02/25	101-35101
Total STATE OF WI COURT FINES &:		3,548.30		
STONERIDGE LITTLE CHUTE LLC #384 1011780649 RETURNED FOOD 1012371633 FOOD 22032251404 FOOD 22046191622 FOOD 23005121228 TIDE HGNIC CLN HD 23008631504 FOOD 23009610649 CHAINSAW TRAINING - FOOD 23088680636 TRAINING BREAKFAST/LUNCHEON		25.84- 42.00 388.89 145.16 22.99 63.67 91.25 56.41	03/25 03/25 03/25 03/25 03/25 03/25 03/25 02/25	101-52200-211 101-52200-211 101-52200-211 101-52200-211 101-52200-218 101-52200-211 101-55440-218 101-55440-218
Total STONERIDGE LITTLE CHUTE LLC #384:		784.53		
SUPERIOR CHEMICAL LLC 409856 BOWL & DRAIN CLEANER 409856 BOWL & DRAIN CLEANER		136.86 136.86	02/25 02/25	206-55110-244 101-51650-244
Total SUPERIOR CHEMICAL LLC:		273.72		
THEDACARE LABORATORIES 121005550225 BLOOD DRAWS - FEBRUARY		255.00	03/25	207-52120-204
Total THEDACARE LABORATORIES:		255.00		
THOR, GOA GINA 54908 REFUND SECURITY DEPOSIT 54908 FORFEIT - LATE KEY RETURN		250.00 50.00-	03/25 03/25	208-21235 208-34401
Total THOR, GOA GINA:		200.00		
TOTER LLC 20INV000694326 REFUSE & RECYCLING POLYCARTS & LIDS 20INV000694326 REFUSE & RECYCLING POLYCARTS & LIDS		7,299.62 5,299.63	02/25 02/25	101-53650-221 201-53620-221
Total TOTER LLC:		12,599.25		
TREADWAY, JUDITH 54853 REFUND SECURITY DEPOSIT		250.00	03/25	206-21235
Total TREADWAY, JUDITH:		250.00		
TSCG VENTURES INC DBA JP GRAPHICS 1075143011 ELECTION ENVELOPES 1075144011 ELECTION ENVELOPES 1075144011 ELECTION ENVELOPES		787.00 939.00 500.00	03/25 03/25 03/25	101-51440-206 101-51440-206 101-51440-207

Invoice	Description	Total Cost	Period	GL Account
	Total TSCG VENTURES INC DBA JP GRAPHICS:	2,226.00		
U.S. BANK				
49100325	ADODE - 2025 ACROBATE PRO LICENSE	371.98	03/25	101-51420-208
49100325	FP MAILING - INK POSTAGE MACHINE	246.50	03/25	101-51650-206
49100325	AMAZON - PENS	15.40	03/25	101-51420-206
49100325	AMAZON - CLEAR TAPE	11.95	03/25	101-51650-206
49100325	AMAZON - FARGO RIBBON	59.95	03/25	101-51440-206
49100325	AMAZON - SHIPPING LABELS	84.60	03/25	101-51440-206
49100325	MARRIOTT MADISON - BERHOFT WCMA CONFER	278.00	03/25	101-51400-201
49100325	USPS - MAILING CTH "OO" SANITARY SEWER LIN	13.15	03/25	610-51236-263
49100325	AMAZON - DAB & SEAL	8.99	03/25	101-51440-206
49100325	AMAZON - VOTED TODAY STICKERS	37.90	03/25	101-51440-206
49100325	MAIN CELEBRATION - ELECTION FOOD	15.60	03/25	101-51960-211
49100325	TANNERS GRILL & BAR ELECTION FOOD	101.93	03/25	101-51960-211
49100325	HOLLANDERS - ELECTION FOOD	79.84	03/25	101-51960-211
49100325	ZOOM.US - MONTHLY FEE	15.99	03/25	101-51440-208
49100325	KALAHARI RESORT - 2025 CONF HOTEL - HARLO	44.49-	03/25	101-55300-201
49100325	CROWN AWARDS - CHUTE-ING STAR END OF SE	109.41	03/25	101-53300-218
49100325	CROWN AWARDS - CHUTE-ING STARS AWARDS	5.71-	03/25	101-53300-218
49100325	USPS - CERTIFIED MAILING - QUIET ZONE	89.16	03/25	452-51213-263
49100325	TARGET - REC EVENT ITEMS	50.17	03/25	101-53300-218
49100325	AMAZON - PROGRAM SUPPLIES	202.86	03/25	206-55110-205
49100325	AMAZON - BOOKS	9.99	03/25	206-55110-206
49100325	AMAZON - 100 PK DVD CASES	110.60	03/25	206-55110-218
49100325	AMAZON - BOOKS	57.41	03/25	206-55110-206
49100325	AMAZON - A/V	40.50	03/25	206-55110-210
49100325	AMAZON - SPECIAL COLLECTIONS	113.87	03/25	206-55110-213
49100325	AMAZON - SESORT CTR - FREINDS OF LIBRARY D	605.98	03/25	206-55110-213
49100325	AMAZON - A/V	360.55	03/25	206-55110-210
49100325	AMAZON - CRICUT, RAINBOW SAMPLER, SHIPPIN	56.98	03/25	206-55110-218
49100325	AMAZON - PROGRAM SUPPLIES	25.01	03/25	206-55110-205
49100325	AMAZON - BOOKS	41.92	03/25	206-55110-206
49100325	AMAZON - A/V	239.61	03/25	206-55110-210
49100325	AMAZON - DESK CALENDAR	15.29	03/25	206-55110-218
49100325	AMAZON - A/V	34.96	03/25	206-55110-210
49100325	AMAZON - BOOKS	217.47	03/25	206-55110-206
49100325	HOTEL BOOKING - MARRIOT MADISON	17.99-	03/25	101-52200-201
49100325	LEGACYBOX.COM	421.88	03/25	101-52200-219
49100325	KALAHRAI RESORT - 2025 CONF HOTEL - MCDON	44.49-	03/25	101-55200-201
49100325	LITTLE CAESARS - TREE TRIMMING TRAINING LU	95.20	03/25	101-55440-218
49100325	ARLO TECHNOLGIES - VL REC CTR ANNUAL CAM	101.15	03/25	208-52900-204
49100325	ICAP - ANNUAL MEMBERSHIP	220.00	03/25	207-52120-208
49100325	APPLE.COM	2.99	03/25	101-52200-204
49100325	NIC TRAFFICVOLREGPROG	12.24	03/25	207-52120-204
49100325	AMAZON - VGA ADAPTER	6.99	03/25	207-52120-221
49100325	AMAZON - 3 TOOL ORGANIZERS	50.97	03/25	207-52120-218
49100325	NIC TRAFFICVOLREGPROG	6.12	03/25	207-52120-204
49100325	ADVANCEDPOL - COURSE REGISTRATION, HIETP	225.00	03/25	207-52120-201
49100325	NIC TRAFFICVOLREGPROG	24.48	03/25	207-52120-204
49100325	NIC TRAFFICVOLREGPROG	6.12	03/25	207-52120-204
49100325	CELLEBRITE INC - RECERTIFICATION	660.00	03/25	207-52120-201
49100325	AMAZON - FRONT BUMPER TOW HOOK	9.79	03/25	207-52120-247
49100325	SAFELITE AUTOGLASS - SQUAD WINDOW REPLA	22.31-	03/25	207-52120-247
49100325	NIC TRAFFICVOLREGPROG	3.06	03/25	207-52120-204
49100325	NIC TRAFFICVOLREGPROG	18.36	03/25	207-52120-204

Invoice	Description	Total Cost	Period	GL Account
49100325	AMAZON - 40MM LAUNCHER CASE	69.00	03/25	207-52120-223
49100325	NIC TRAFFICVOLREGPROG	15.30	03/25	207-52120-204
49100325	NIC TRAFFICVOLREGPROG	6.12	03/25	207-52120-204
49100325	NIC TRAFFICVOLREGPROG	3.06	03/25	207-52120-204
49100325	NIC TRAFFICVOLREGPROG	3.06	03/25	207-52120-204
49100325	DICKS SPORTING - BRAVEMMMAC/BRAVEMMAC	79.98	03/25	207-52120-213
49100325	NIC TRAFFICVOLREGPROG	3.06	03/25	207-52120-204
49100325	PSI EXAMS - DRONE TESTING, COLE	175.00	03/25	207-52120-201
49100325	NIC TRAFFICVOLREGPROG	3.06	03/25	207-52120-204
49100325	AMAZON - FIRE TV 55" - MARATHON DONATION	319.99	03/25	207-52120-221
49100325	AMAZON - KLEIN TOOLS	12.14	03/25	207-52120-218
49100325	AMAZON - FIRE TV 40" - MARATHON DONATION	179.99	03/25	207-52120-221
49100325	AMAZON - TV WALL MOUNT - MARATHON DONAT	26.89	03/25	207-52120-221
49100325	AMAZON - BLUETOOTH HEADPHONES	25.64	03/25	207-52120-221
49100325	AMAZON - PROPANE TANK	11.99	03/25	207-52120-223
49100325	AMAZON - DENT REPAIR TOOLS	19.98	03/25	207-52120-247
49100325	AMAZON - WIPER BLADES	39.34	03/25	207-52120-247
49100325	NIC TRAFFICVOLREGPROG	9.18	03/25	207-52120-204
49100325	TLO TRANSUNION - BACKGROUND CHECKS	75.00	03/25	207-52120-204
49100325	NIC TRAFFICVOLREGPROG	6.12	03/25	207-52120-204
49100325	HYATT REGENCY - GOVERNOR CONF ECONOMIC	4.42-	03/25	101-56700-201
49100325	HYATT REGENCY - GOVERNOR CONF ECONOMIC	266.42	03/25	101-56700-201
49100325	WI CODE UPDATE - 25 WI WINTER CODE UPDATE	375.00	03/25	101-52050-201
49100325	WWW.APWA.NET - REFUSE TRAINING	115.00	03/25	101-53300-201
49100325	AMAZON - MSB SURGE PROTECTOR & ORGANIZE	40.18	03/25	101-53100-206
49100325	DMA EPAY EPCRA FEE - MSB SARA III PERMIT	275.00	03/25	101-53350-218
49100325	DMA EPA SVC FEE - MSB SARA III PERMIT	6.88	03/25	101-53350-218
49100325	DMA EPA SVC FEE - WELL #1 SARA III PERMIT	6.88	03/25	620-53634-255
49100325	DMA EPAY EPCRA FEE - WELL #1 SARA III PERMI	275.00	03/25	620-53634-255
49100325	DMA EPA SVC FEE - WELL #2 SARA III PERMIT	6.88	03/25	620-53634-255
49100325	DMA EPA SVC FEE - WELL #4 SARA III PERMIT	6.88	03/25	620-53634-255
49100325	DMA EPAY EPCRA FEE - WELL #2 SARA III PERMI	275.00	03/25	620-53634-255
49100325	DMA EPAY EPCRA FEE - WELL #4 SARA III PERMI	275.00	03/25	620-53634-255
49100325	AMAZON - MSB OFFICE SUPPLIES	52.15	03/25	101-53100-206
49100325	SWTC STORMWATER TRAINING CTR - STORM CO	597.00	03/25	630-53442-201
49100325	AMAZON - MBS OFFICE SUPPLIES	75.86	03/25	101-53100-203
49100325	AMAZON - DPW OFFICE SUPPLIES	13.95	03/25	101-53330-206
49100325	AMAZON - WHITE BOARD	75.58	03/25	620-53924-206
49100325	ALDI - FOOD	32.76	03/25	206-55110-205
49100325	WM SUPERCENTER - FOOD	43.76	03/25	206-55110-205
49100325	BAKERS OUTLET	17.49	03/25	206-55110-205
49100325	OTC BRANDS - CERAMIC ANIMAL COIN BANKS	89.66	03/25	206-55110-205
49100325	DOLLAR TREE - FOOD	6.25	03/25	206-55110-205
49100325	LITTLE CAESARS - PIZZA	27.75	03/25	206-55110-205
49100325	UW CE REGISTRATION CENTER - PROGRAM FEE	148.50	03/25	206-55110-201
49100325	DOLLAR TREE - PROGRAM SUPPLIES	28.75	03/25	206-55110-205
49100325	OTC BRANDS - CERAMIC ANIMAL COIN BANKS	4.67-	03/25	206-55110-205
49100325	WI LIBRARY ASSOC - MBRSHIP RENEWAL	189.00	03/25	206-55110-201

Total U.S. BANK:

9,850.27

UEBELHER, NICHOLAS J

EXPRPT030825 WAI CONFERENCE

36.00 03/25 207-52120-201

Total UEBELHER, NICHOLAS J:

36.00

Invoice	Description	Total Cost	Period	GL Account
<b>UNIFORM SHOPPE</b>				
	6300 BODY ARMOR	1,270.00	03/25	207-52120-213
<b>Total UNIFORM SHOPPE:</b>				
		1,270.00		
<b>UNITED RAYNOR</b>				
	26084 MSB GATE REPAIR	150.00	02/25	101-53310-204
<b>Total UNITED RAYNOR:</b>				
		150.00		
<b>US POSTMASTER</b>				
	2025 PRESORT ANNUAL 2025 PRESORT FEE-PERMIT #27	350.00	02/25	101-51650-226
<b>Total US POSTMASTER:</b>				
		350.00		
<b>VAN SCHYNDL, SCOTT</b>				
	EXPRPT030825 WAI CONFERENCE	36.00	03/25	207-52120-201
<b>Total VAN SCHYNDL, SCOTT:</b>				
		36.00		
<b>VANDERLOOP'S SHOES INC</b>				
	I04-10087131 SAFETY BOOTS	119.00	02/25	101-52200-212
<b>Total VANDERLOOP'S SHOES INC:</b>				
		119.00		
<b>WI DEPT OF JUSTICE</b>				
	202502 L4504T FEBRUARY BACKGROUND CHECKS	119.00	03/25	207-52120-204
<b>Total WI DEPT OF JUSTICE:</b>				
		119.00		
<b>WI ELEVATOR INSPECTION INC</b>				
	20206 ANNUAL INSPECTION	120.00	02/25	207-52120-243
	20207 ANNUAL INSPECTION	120.00	02/25	101-51650-243
<b>Total WI ELEVATOR INSPECTION INC:</b>				
		240.00		
<b>WILLIAMS, FALON</b>				
	22825 OVERPMT OVERPAYMENT - PARKING TICKET	20.00	02/25	101-35201
<b>Total WILLIAMS, FALON:</b>				
		20.00		
<b>ZARNOTH BRUSH WORKS INC</b>				
	201008 #48, #115 BROOM ATTACHMENTS	1,654.00	02/25	101-53330-225
<b>Total ZARNOTH BRUSH WORKS INC:</b>				
		1,654.00		
<b>Grand Totals:</b>				
		217,500.47		

**Report GL Period Summary**

Vendor number hash:	360518
Vendor number hash - split:	1119684
Total number of invoices:	129
Total number of transactions:	293

Terms Description	Invoice Amount	Net Invoice Amount
Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	217,500.47	217,500.47
Grand Totals:	217,500.47	217,500.47

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Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>AMERICAN FIDELITY ASSURANCE (4885)</b>							
2570479	Invoi	FLEX	2,291.99	Open	Non	02/25	101-21368
<b>Total AMERICAN FIDELITY ASSURANCE (4885):</b>							
<b>AT&amp; T (409)</b>							
92078873810225	Invoi	FEB/MAR SERVICE	17.58	Open	Non	02/25	207-52120-203
92078873810225	Invoi	FEB/MAR SERVICE	52.73	Open	Non	02/25	101-53310-203
92078873810225	Invoi	FEB/MAR SERVICE	17.58	Open	Non	02/25	204-55420-203
92078873810225	Invoi	FEB/MAR SERVICE	17.58	Open	Non	02/25	101-53310-203
92078873810225	Invoi	FEB/MAR SERVICE	70.31	Open	Non	02/25	620-53924-203
92078873810225	Invoi	FEB/MAR SERVICE	52.72	Open	Non	02/25	206-55110-203
92078873810225	Invoi	FEB/MAR SERVICE	52.72	Open	Non	02/25	101-53310-203
<b>Total AT&amp; T (409):</b>							
<b>CELLCOM (4683)</b>							
370308	Invoi	ENGINEERING	170.43	Open	Non	02/25	101-51415-203
370308	Invoi	DPW	206.76	Open	Non	02/25	101-53310-203
370308	Invoi	PARKS	147.65	Open	Non	02/25	101-55200-203
370308	Invoi	REC	83.70	Open	Non	02/25	101-55300-203
370308	Invoi	FACILITIES	34.21	Open	Non	02/25	101-51650-203
370308	Invoi	INSPECTOR PHONE CHARGES	34.21	Open	Non	02/25	101-52050-203
370308	Invoi	COMMUNITY DEVELOPER PHONE CHARGES	30.77	Open	Non	02/25	101-51530-203
370308	Invoi	ADMINISTRATION PHONE CHARGES	34.21	Open	Non	02/25	101-51400-203
370308	Invoi	STORM I-PADS	23.59	Open	Non	02/25	630-53442-218
370308	Invoi	STREETS I-PADS	47.18	Open	Non	02/25	101-53300-218
370308	Invoi	VEHICLE MAINTENANCE I-PADS	23.59	Open	Non	02/25	101-53330-218
370308	Invoi	SANITARY SEWER I-PAD	23.59	Open	Non	02/25	610-53612-218
<b>Total CELLCOM (4683):</b>							
<b>DOCUMENT SALES AND DISTRIBUTION (4706)</b>							
25-000535	Invoi	PERMIT SEALS	337.62	Open	Non	02/25	101-52050-218
<b>Total DOCUMENT SALES AND DISTRIBUTION (4706):</b>							
<b>THEDACARE (1983)</b>							
121005550125	Invoi	BLOOD DRAWS - DECEMBER	85.00-	Open	Med	13/24	207-52120-204
121005550125	Invoi	BLOOD DRAWS - DECEMBER	85.00	Open	Med	13/24	207-52120-204
<b>Total THEDACARE (1983):</b>							
<b>T-MOBILE (5286)</b>							
9754594870225	Invoi	INTERNET HOT SPOTS	29.40	Open	Non	02/25	206-55110-209
<b>Total T-MOBILE (5286):</b>							
<b>Grand Totals:</b>							
<b>3,800.12</b>							

## Report GL Period Summary

Vendor number hash: 21952  
 Vendor number hash - split: 77902  
 Total number of invoices: 6

Terms Description	Invoice Amount	Net Invoice Amount
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Total number of transactions:	24
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Terms Description	Invoice Amount	Net Invoice Amount
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Open Terms	3,800.12	3,800.12
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Grand Totals:	3,800.12	3,800.12
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Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>NFPA (378)</b>							
2025	Invoi	MEMBERSHIP RENEWAL - NECHODOM	225.00	Open	Non	03/25	101-52200-208
<b>Total NFPA (378):</b>							
			<b>225.00</b>				
<b>T-MOBILE (5286)</b>							
9950559580225	Invoi	PHONE & MOBILE INTERNET	1,771.09	Open	Non	02/25	207-52120-203
<b>Total T-MOBILE (5286):</b>							
			<b>1,771.09</b>				
<b>WE ENERGIES (2788)</b>							
5388333490	Invoi	PLANT #1 (100 WILSON ST)	457.22	Open	Non	02/25	620-53624-249
5388333490	Invoi	STREET LIGHTS	1,250.30	Open	Non	02/25	101-53300-249
5388333490	Invoi	200 E MCKINLEY - FVMPD	476.56	Open	Non	02/25	207-52120-249
5388333490	Invoi	200 E MCKINLEY - FIRE DEPT	317.71	Open	Non	02/25	101-52250-249
5388333490	Invoi	PUMP STATION @ EVERGREEN & FRENCH	62.93	Open	Non	02/25	620-53624-249
5388333490	Invoi	DOYLE POOL	9.57	Open	Non	02/25	204-55420-249
5388333490	Invoi	CROSSWINDS LED STREET LIGHTS	151.68	Open	Non	02/25	101-53300-249
5388333490	Invoi	1401 E ELM DR	4,038.20	Open	Non	02/25	101-53310-249
5388333490	Invoi	920 WASHINGTON ST	102.37	Open	Non	02/25	620-53624-249
5388333490	Invoi	CIVIC CENTER (630 MONROE ST)	1,380.87	Open	Non	02/25	206-55110-249
5388333490	Invoi	LC WELL #4 PUMPHOUSE 625 E EVERGREEN	548.20	Open	Non	02/25	620-53624-249
5388333490	Invoi	PLANT #2 1118 JEFFERSON ST	251.13	Open	Non	02/25	620-53624-249
5388333490	Invoi	721 W ELM DR	318.10	Open	Non	02/25	208-52900-249
5388333490	Invoi	108 W MAIN ST	941.40	Open	Non	02/25	101-51650-249
<b>Total WE ENERGIES (2788):</b>							
			<b>10,306.24</b>				
<b>Grand Totals:</b>							
			<b>12,302.33</b>				

**Report GL Period Summary**

Vendor number hash: 8452  
 Vendor number hash - split: 44696  
 Total number of invoices: 3  
 Total number of transactions: 16

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	12,302.33	12,302.33
<b>Grand Totals:</b>	<b>12,302.33</b>	<b>12,302.33</b>

## Report Criteria:

Invoice Detail.GL Account = "20600000000"- "20699999999"

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
<b>BAKER &amp; TAYLOR</b>				
2038887862	BOOKS	185.44	02/25	206-55110-206
2038887863	BOOKS	15.40	02/25	206-55110-206
2038887864	BOOKS	19.41	02/25	206-55110-206
2038887865	BOOKS	19.41	02/25	206-55110-206
2038887866	BOOKS	14.52	02/25	206-55110-206
2038887867	BOOKS	33.06	02/25	206-55110-206
2038887868	BOOKS	14.07	02/25	206-55110-206
2038887869	BOOKS	15.40	02/25	206-55110-206
2038887870	BOOKS	17.51	02/25	206-55110-206
2038887871	BOOKS	12.67	02/25	206-55110-206
2038887872	BOOKS	13.28	02/25	206-55110-206
2038893816	BOOKS	71.83	02/25	206-55110-206
2038893817	BOOKS	1,023.95	02/25	206-55110-206
2038893818	BOOKS	18.71	02/25	206-55110-206
2038893819	BOOKS	19.41	02/25	206-55110-206
2038893820	BOOKS	24.72	02/25	206-55110-206
2038916175	BOOKS	89.31	03/25	206-55110-206
2038916176	BOOKS	42.22	03/25	206-55110-206
2038916177	BOOKS	814.20	03/25	206-55110-206
2038916178	BOOKS	15.40	03/25	206-55110-206
2038916179	BOOKS	19.89	03/25	206-55110-206
2038916180	BOOKS	13.56	03/25	206-55110-206
2038916181	BOOKS	54.50	03/25	206-55110-206
2038916182	BOOKS	11.44	03/25	206-55110-206
2038916183	BOOKS	11.01	03/25	206-55110-206
2038916184	BOOKS	18.38	03/25	206-55110-206
2038916185	BOOKS	243.18	03/25	206-55110-206
2038916201	BOOKS	516.93	03/25	206-55110-206
2038929189	BOOKS	18.80	03/25	206-55110-206
2038929190	BOOKS	199.68	03/25	206-55110-206
2038929191	BOOKS	158.48	03/25	206-55110-206
2038929192	BOOKS	47.31	03/25	206-55110-206

Total BAKER &amp; TAYLOR:

3,793.08

## CENGAGE LEARNING INC/GALE

86889136	BOOKS	74.22	02/25	206-55110-206
86889342	BOOKS	62.97	02/25	206-55110-206
86889452	BOOKS	54.73	02/25	206-55110-206
86900627	BOOKS	41.98	02/25	206-55110-206
86967868	BOOKS	225.67	03/25	206-55110-206
86968102	BOOKS	146.20	03/25	206-55110-206
86972683	BOOKS	89.97	03/25	206-55110-206
86979478	BOOKS	109.46	03/25	206-55110-206
86988436	BOOKS	74.22	03/25	206-55110-206

Total CENGAGE LEARNING INC/GALE:

879.42

## DEMCO INC

7606109 IMPRTD COLOR-CODED PAPER TAPE 91.63 02/25 206-55110-218

Invoice	Description	Total Cost	Period	GL Account
Total DEMCO INC:		91.63		
INGRAM LIBRARY SERVICES				
86780521 BOOKS		56.88	02/25	206-55110-206
86895007 BOOKS		28.61	03/25	206-55110-206
86912814 BOOKS		108.52	03/25	206-55110-206
87038891 BOOKS		29.62	03/25	206-55110-206
Total INGRAM LIBRARY SERVICES:		223.63		
LAPPEN SECURITY PRODUCTS INC				
LSPQ52123 CYBERPOWER 1200 VA - FREIGHT & LABOR		488.03	02/25	206-55110-242
LSPQ52198 BACK DOOR REPAIRS		110.00	02/25	206-55110-242
Total LAPPEN SECURITY PRODUCTS INC:		598.03		
LUEDTKE, ALEXANDER J				
22525 WORK PER WORK PERMIT REIMBURSEMENT		10.00	02/25	206-55110-218
Total LUEDTKE, ALEXANDER J:		10.00		
MICROMARKETING LLC				
974697 DVD		537.12	02/25	206-55110-210
Total MICROMARKETING LLC:		537.12		
MIDWEST TAPE LLC				
506795930 A/V		158.97	02/25	206-55110-210
506821598 A/V		231.94	02/25	206-55110-210
506824654 DIGITAL COLLECTIONS		1,225.81	02/25	206-55110-208
Total MIDWEST TAPE LLC:		1,616.72		
NASSCO INC				
6522602 SWIVEL CASTERS		76.95	02/25	206-55110-245
Total NASSCO INC:		76.95		
NOW YOGA AND WELLNESS LLC				
LCPL002 YOGA CLASSES - 12/7/24		80.00	13/24	206-55110-205
LCPL002 YOGA CLASSES - 1/28 & 2/15/25		100.00	02/25	206-55110-205
LCPL003 YOGA CLASS 3/8		90.00	03/25	206-55110-205
Total NOW YOGA AND WELLNESS LLC:		270.00		
OUTAGAMIE WAUPACA LIBRARY SYSTEM				
4563 ELEC TECH		3,500.00	02/25	206-55110-209
Total OUTAGAMIE WAUPACA LIBRARY SYSTEM:		3,500.00		
PLAYAWAY PRODUCTS LLC				
491333 A/V		173.97	02/25	206-55110-210
Total PLAYAWAY PRODUCTS LLC:		173.97		

Invoice	Description	Total Cost	Period	GL Account
<b>STAPLES ADVANTAGE</b>				
6024388916	COPY PAPER	157.96	02/25	206-55110-218
<b>Total STAPLES ADVANTAGE:</b>		<b>157.96</b>		
<b>THE PENWORTHY COMPANY LLC</b>				
606102	BOOKS	162.74	02/25	206-55110-206
<b>Total THE PENWORTHY COMPANY LLC:</b>		<b>162.74</b>		
<b>WEBSTER, SPENCER R</b>				
31225 COOKING	3/12/25 COOKING PROGRAM	100.00	03/25	206-55110-205
<b>Total WEBSTER, SPENCER R:</b>		<b>100.00</b>		
<b>Grand Totals:</b>		<b>12,191.25</b>		

**Report GL Period Summary**

Vendor number hash: 295783  
 Vendor number hash - split: 301246  
 Total number of invoices: 61  
 Total number of transactions: 62

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	12,191.25	12,191.25
<b>Grand Totals:</b>	<b>12,191.25</b>	<b>12,191.25</b>

**Report Criteria:**

Invoice Detail.GL Account = "20600000000" - "20699999999"  
 Invoice Detail.Voided = {=} FALSE

## Report Criteria:

Invoice Detail.GL Account = "62000000000"- "62099999999", "61000000000"- "61099999999", "63000000000"- "63099999999"  
Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
<b>ACE HARDWARE LITTLE CHUTE</b>				
287712	FASTENERS & WRENCH	35.39	02/25	620-53634-255
287755	SUPPLIES	25.72	02/25	620-53634-255
287794	RING WAX BOWL	3.59	02/25	620-53624-255
<b>Total ACE HARDWARE LITTLE CHUTE:</b>		<b>64.70</b>		
<b>BADGER METER INC</b>				
80188679	ORION CELLULAR LTE SERV UNIT	1,655.10	03/25	620-53904-214
<b>Total BADGER METER INC:</b>		<b>1,655.10</b>		
<b>BATTERIES PLUS LLC</b>				
P80277634	SANITARY SEWER METER BATTERIES	178.20	02/25	610-53612-251
<b>Total BATTERIES PLUS LLC:</b>		<b>178.20</b>		
<b>COMPASS MINERALS AMERICA INC</b>				
1449522	BULK XCS W/S	3,965.43	02/25	620-53634-224
1451469	BULK XCS W/S	3,984.75	02/25	620-53634-224
1453576	BULK XCS W/S	3,958.99	02/25	620-53634-224
1454784	BULK XCS W/S	4,105.50	02/25	620-53634-224
1454865	BULK XCS W/S	4,148.97	02/25	620-53634-224
1459665	BULK XCS W/S	3,979.92	02/25	620-53634-224
1461705	BULK XCS W/S	3,971.87	02/25	620-53634-224
1462988	BULK XCS W/S	3,960.60	02/25	620-53634-224
1464298	BULK XCS W/S	3,868.83	02/25	620-53634-224
1473770	BULK XCS W/S	3,994.41	03/25	620-53634-224
1474512	BULK XCS W/S	3,947.72	03/25	620-53634-224
<b>Total COMPASS MINERALS AMERICA INC:</b>		<b>43,886.99</b>		
<b>DONALD HIETPAS &amp; SONS INC.</b>				
20525 - 12" EVERG	12" TEE - EVERGREEN DR	18,901.06	03/25	620-53644-251
21325 BRIARWO	REPAIR WATER BREAK BRIARWOOD AVE	2,770.46	03/25	620-53644-251
<b>Total DONALD HIETPAS &amp; SONS INC.:</b>		<b>21,671.52</b>		
<b>FEAKER &amp; SONS CO., INC</b>				
2024003.2	2024 EBBEN STORM SEWER	373,287.11	02/25	630-51216-263
<b>Total FEAKER &amp; SONS CO., INC:</b>		<b>373,287.11</b>		
<b>FERGUSON ENTERPRISES LLC #448 #1020</b>				
9628469	PUMP REPAIRS	127.45	02/25	630-53441-218
9650248	SUPPLIES	78.93	02/25	620-53634-255
<b>Total FERGUSON ENTERPRISES LLC #448 #1020:</b>		<b>206.38</b>		
<b>GRAINGER</b>				
9405030603	EYE WASH/SHOWER	1,254.65	02/25	620-53624-255
9405030603	EYE WASH/SHOWER	1,254.66	02/25	620-53634-255

Invoice	Description	Total Cost	Period	GL Account
<b>Total GRAINGER:</b>		<b>2,509.31</b>		
<b>HAWKINS INC</b>				
6983661 AZONE		681.84	02/25	620-53634-214
6983661 SODIUM SILICATE		2,645.65	02/25	620-53634-220
6983679 INJECTION CHECK VALVE		164.64	02/25	620-53634-255
6999978 AZONE		984.01	03/25	620-53634-214
6999978 SODIUM SILICATE		4,243.75	03/25	620-53634-220
7001867 MAGDOS LP 6 PUMP		2,048.00	03/25	620-53634-255
<b>Total HAWKINS INC:</b>		<b>10,767.89</b>		
<b>HEART OF THE VALLEY</b>				
22825MP HOV METER PAYABLE		4,656.00	02/25	610-21110
30725 FOG CONTROL		180.00	02/25	610-53611-204
30725 WASTEWATER		161,998.50	02/25	610-53611-225
<b>Total HEART OF THE VALLEY:</b>		<b>166,834.50</b>		
<b>KLINK HYDRAULICS LLC</b>				
43578 PARTS		190.40	02/25	620-53644-253
43604 PARTS		20.46	02/25	620-53644-253
<b>Total KLINK HYDRAULICS LLC:</b>		<b>210.86</b>		
<b>MCO</b>				
31508 BILLABLE MILEAGE - JANUARY		559.00	02/25	620-53644-247
31528 HEALTH & LIABILITY INS - MAR		41,086.40	03/25	620-53644-115
<b>Total MCO:</b>		<b>41,645.40</b>		
<b>MENARDS - APPLETON EAST</b>				
71179 TOOL TOTE & PRO TAPE		29.43	02/25	620-53644-221
<b>Total MENARDS - APPLETON EAST:</b>		<b>29.43</b>		
<b>MIDWEST METER INC</b>				
175807 SUPPLIES		8,041.00	03/25	620-53644-301
175807 SUPPLIES		3,058.75	03/25	620-53644-253
<b>Total MIDWEST METER INC:</b>		<b>11,099.75</b>		
<b>NORTHERN LAKE SERVICE INC</b>				
2502293 RADIOACTIVITY SDWA		1,174.96	02/25	620-53644-204
2502891 DW SAMPLES		2,245.00	02/25	620-53644-204
2503483 WATER TESTING		1,349.23	03/25	620-53644-204
<b>Total NORTHERN LAKE SERVICE INC:</b>		<b>4,769.19</b>		
<b>POSTAL EXPRESS &amp; MORE LLC</b>				
263837 POSTAGE-WATER TESTS		17.15	03/25	620-53644-204
264053 POSTAGE-WATER TESTS		17.15	03/25	620-53644-204
<b>Total POSTAL EXPRESS &amp; MORE LLC:</b>		<b>34.30</b>		

Invoice	Description	Total Cost	Period	GL Account
PROFESSIONAL SERVICE INDUSTRIES INC				
966378	2024 CAPITOL IMPROVEMENT PROJECTS - EBBE	500.00	02/25	630-51216-204
Total PROFESSIONAL SERVICE INDUSTRIES INC:		500.00		
TOTAL ENERGY SYSTEMS LLC				
136421	MAINTENANCE ON WELL #1	1,664.00	03/25	620-53624-248
136553	MAINTENANCE ON WELL #4	1,499.00	03/25	620-53624-248
TOTAL ENERGY SYSTEMS LLC:		3,163.00		
TRILOGY CONSULTING LLC				
1864	WASTEWATER RATE STUDY	960.00	02/25	610-53614-204
Total TRILOGY CONSULTING LLC:		960.00		
ULINE				
189407082	CABLE TIES	165.37	02/25	620-53644-253
Total ULINE:		165.37		
WOICEK, MATTHEW				
EXPRPT030725	FOX WOLF WATERSHED CONFERENCE	78.68	03/25	630-53444-201
Total WOICEK, MATTHEW:		78.68		
Grand Totals:		683,717.68		

#### Report GL Period Summary

Vendor number hash: 141229  
 Vendor number hash - split: 152090  
 Total number of invoices: 45  
 Total number of transactions: 50

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	683,717.68	683,717.68
Grand Totals:	683,717.68	683,717.68

#### Report Criteria:

Invoice Detail.GL Account = "620000000000"- "620999999999", "610000000000"- "610999999999", "630000000000"- "630999999999"  
 Invoice Detail.Voided = {=} FALSE

## MINUTES OF THE REGULAR BOARD MEETING OF MARCH 5, 2025

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  
Joe Harlow, Trustee  
David Peterson, Trustee  
Rosie Sprangers, Trustee  
Don Van Deurzen, Trustee  
Larry Van Lankvelt, Trustee  
Brian Van Lankveldt, Trustee

### Roll call of Officers and Department Heads

PRESENT: Beau Bernhoft, Administrator  
John McDonald, Director of Parks, Rec and Forestry  
Jessica Titel, Community Development Director  
Lisa Remiker-DeWall, Finance Director  
Fire Chief Nechodom  
Kent Taylor, Director of Public Works  
Penney Mack, Human Resources

EXCUSED: Laurie Decker, Village Clerk  
Tyler Claringbole, Village Attorney  
Fox Valley Metro Police Chief Meister  
Megan Kloeckner, Library Director

### Public Appearance for Items Not on the Agenda

#### 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 February 19, 2024
3. Approval of "Great Wisconsin Cheese Festival" Special Event Permit of June 6-8, 2025
4. Approval of "Bike to the Beat" Special Event Permit of August 2, 2025

*Moved by Trustee Harlow to remove item 3 from consent agenda, make separate item as he is chairman of that board and would like to abstain from motion, seconded by Trustee Van Deurzen to remove item 3 from consent agenda*

Ayes 7, Nays 0 – Motion Carried

*Moved by Trustee L. Van Lankvelt, second by Trustee B. Van Lankveldt to approve the consent agenda with item 3 removed*

Ayes 7, Nays 0 – Motion Carried

### Approve – Special Event Permit for Great Wisconsin Cheese Festival, June 6-8, 2025

*Moved by Trustee B. Van Lankveldt, second by Trustee Sprangers, to approve the Great Wisconsin Cheese Festival Special Event permit for June 6 – 8, 2025*

Ayes 6, Nays 0, Abstain, Harlow – Motion Carried

### **Presentation – Legislative Citation for Marty Marasch from State Representative Joy Goeben**

#### **Discussion/Action — Special Event Permit Request for The Cedars Project in Doyle Park**

Director McDonald discussed updates to the request, sponsor will no longer be selling food, beverages or alcohol during the event. Staff does recommend that the village board approve the special event permit for the Cedars Project event with noted updates as presented.

*Moved by Trustee B. Van Lankveldt seconded by L. Van Lank veldt to approve the special event permit for Cedars Project in Doyle Park*

Ayes 7, Nays 0 – Motion Carried

#### **Discussion/Action—Jets Equipment Budget Adjustment**

Director McDonald presented a request to accept fund from the Great Wisconsin Cheese Festival of \$6,000 to help offset the purchase of helmets.

*Moved by Trustee L. Van Lankveldt, seconded by Trustee Sprangers to approve budget adjustment for Jets equipment donation by Great Wisconsin Cheese Festival for \$6,000.*

#### **Roll Call Vote**

Mike Vanden Berg	Aye
Larry Van Lankveldt	Aye
Don Van Deurzen	Aye
Rosie Sprangers	Aye
Brian Van Lankveldt	Aye
Joe Harlow	Aye
Brian Peterson	Aye

Ayes 7, Nays 0 – Motion Carried

#### **Discussion/Action – Bulky Item Collection**

Director Taylor discussed the commercial aspects of collecting bulky items and some changes to the program he would like to suggest. He would like to pick up items on the street and stay off private property, similar to residential pickups. He discussed pick up of bulky items in the winter months and challenges they provide. After discussion Director Taylor will make adjustments and bring the topic back to board for review/approval. No Action Taken

#### **Discussion/Action – Heavy Duty ¾ Ton Crew Cab Pickup Truck**

The fire department is looking to proceed with purchasing the ¾ ton heavy duty pickup truck, a detailed specification list was provided to vendors, 3 bids were received. They did not meet specifications. After analysis it was determined that All World Ford at \$58,616.50 would be the recommendation to the board.

*Moved by Trustee Harlow, seconded by Trustee L. Van Lankveldt to approve the purchase of a Heavy Duty Truck Vehicle Cost \$58,616.50 with Upfitting Costs not to exceed \$26,383.50*

Ayes 6, Nays 1 (Peterson) – Motion Carried

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

Department Heads and Officers provided progress reports to the Board.

**Call for Unfinished Business**

None

**Items for Future Agenda**

None

**Closed Sessions:**

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

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

*Moved by Trustee B. Van Lankveldt, seconded by Trustee Sprangers to enter closed session at 6:34 p.m.*

Ayes 7, Nays 0 – Motion Carried

**Return to Open Session**

*Moved by Trustee Van Deurzen seconded by Trustee B. Van Lankveldt to exit close session at 7:56*

Ayes 7, Nays 0 – Motion Carried

**Adjournment**

*Moved by Trustee Van Deurzen seconded by Trustee B. Van Lankveldt to Adjourn the Regular Board meeting at 7:56 p.m.*

Ayes 7, Nays 0 – Motion Carried

**VILLAGE OF LITTLE CHUTE**

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

Attest: \_\_\_\_\_

Laurie Decker, Village Clerk



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		Last Name	
Phone	( )	Email	
Address (individual or business)			
City		State	ZIP Code

### ORGANIZATION INFORMATION

Organization's Name			
Organization's Phone	( )	Organization's Email	
Organization's Address (individual or business)			
City		State	ZIP Code
Applicant's Relationship to Organization			

### EVENT INFORMATION

Name of Event			
Event Location			
Event Date (list each date if it's a multi-day event)			
Event Set Up Time		Event End Time	
Total Anticipated Attendance			

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

**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	
Applicant - Signature	
Date	

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		\$		\$	\$
Public Works		\$		\$	\$
<b>TOTAL</b>		\$		\$	\$
<b>EVENT TOTAL TO BE BILLED</b>	\$				

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

**Approved By Village Board**

VILLAGE PRESIDENT – PRINT

SIGNATURE

DATE

# SPECIAL EVENT PERMIT GUIDELINES

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

If you are organizing a special event, and plan to use public facilities (parks, streets, public right-of-way), you need to involve the appropriate Village Departments in your planning process. Most events will require coordination and planning from more than one Village department. It is important that the special event permit is turned into the Village at least 3 months in advance to ensure that each department has the appropriate amount of time to review the event and so the Village Board has time to review and approve the event.

## DEFINITION

Special event means any planned occurrence on the public right-of-way or public premises including, but not limited to, parades, gatherings, festivals and athletic events which is not within the normal and ordinary use of that public premises or place or which, by nature of the event, may have a greater impact on Village services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal, ordinary, or intended use of public facilities or property shall be determined by the Village Department that maintains jurisdiction over the proposed venue. Special events are typically an event where the event organizers invite the general public to participate in the event whether or not your event charges a fee.

Special Events require Village Board approval. **Do not publish information about your event if it has not yet been approved!** You should meet with Village Staff at least 3 months prior to the event date to allow for the approval process. Applications submitted within 3 months of the event may serve as grounds for denial of the event permit without further consideration.

These guidelines are intended to clarify the working relationship between the **Sponsor** of the special event and the **Village of Little Chute**. The **Sponsor** agrees to abide by the terms of this agreement, and all existing policies governing use of Village facilities unless specifically noted in the agreement. All Village Departments involved in the event as well as the Village Board must approve this agreement.

## PARK FACILITIES

Park facilities must be reserved by the **Sponsor** through the **Parks & Recreation Dept.** Payment is due at that time.

## VILLAGE STAFF

Village staff needed to run the event are the responsibility of the **Sponsor**, except where the **Village** determines that Village personnel are required. When the **Village** incurs additional expense, due to personnel working overtime, regular hours, setting up, or cleaning up, the cost (including fringes), will be charged to the **Sponsor**. Little Chute non-profit organizations may receive 100% cost support from the Village.

## VILLAGE EQUIPMENT

Village equipment needed to run the event will be the responsibility of the **Sponsor**. The **Sponsor** may request use of **Village** equipment subject to approval by **Village** staff. **Village** equipment hours may be charged to the **Sponsor** based upon the State of Wisconsin equipment rates.

## PERMIT FEE

A special event permit fee of \$25.00 must be paid at the time of application submittal.

## INSURANCE REQUIREMENTS

A certificate of insurance covering the event must be provided by the **Sponsor** upon approval, naming the Village of Little Chute as additional insured for \$1,000,000.00. This may be waived for Little Chute non-profits as long as there are no bounce houses or amusement rides.

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.

### General Liability Coverage

- A. Commercial General Liability
  - a. \$ 1,000,000 general aggregate
  - b. \$ 1,000,000 products - completed operations aggregate
  - c. \$ 1,000,000 personal injury and advertising injury
  - d. \$ 1,000,000 each occurrence limit
- B. Claims made form of coverage is not acceptable.

### **Business Automobile Coverage**

- A. Minimum Limits - \$ 250,000 each person / \$ 500,000 each incident for Bodily Injury and \$100,000 for Property Damage **OR** \$500,000 Combined Single Limit for Bodily Injury and Property Damage each incident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

### **Workers Compensation and Employers Liability**

- A. Must carry coverage for Statutory Workers Compensation and Employers Liability minimum limit of:
  - \$500,000 Each Accident
  - \$500,000 Disease Policy Limit
  - \$500,000 Disease - Each Employee

### **Liquor Liability**

If the event holder is selling alcoholic beverages then Liquor Liability with the following limit coverage must be carried:

- A. Minimum Limits - \$ 500,000 each occurrence / \$ 500,000 aggregate

### **Additional Provisions**

- A. Additional Insured – On the General Liability Coverage, Aircraft Liability, Automobile Pollution Liability, Contractors Pollution Liability and Protection and Indemnity Coverage. Village of Little Chute, and its officers, board members, agents, employees, and authorized volunteers shall be "Additional Insureds."

### **PAYMENT**

An estimate of **Village** costs will be given to the **Sponsor** with approval of the event by the Village Board.

An invoice detailing charges for Village services will be sent to the **Sponsor** following the event. Payment is due within 30 days of the date of the invoice.

### **ADDITIONAL ITEMS**

#### **Changes**

No changes may be made by the sponsor, regarding items included in this AGREEMENT, unless written permission is attached to this document. Requests will be reviewed with direction given. When questions regarding this AGREEMENT arise, they should be directed to the appropriate Department. If questions arise during the event, and the Department representative is unavailable, the decision of Village Staff on duty shall prevail.

#### **Toilet Facilities**

Most Village parks have toilet facilities on the immediate premises. Additional portable toilets may be required. The patron capacity for the toilet facilities located within the Village parks are located below.

- A. Facility Toilet Capacity – Number of Persons
 

Toilet facilities shall be provided based on the anticipated peak crowd size in accordance with the following guidelines: One male and female toilet facility shall be provided for every 500 persons on premise.

  - Doyle Park Diamond #1 - 1750 Maximum Patrons
  - Legion Park – 1500 Maximum Patrons
  - Doyle Park Pool – 1500 Maximum Patrons
  - Van Lieshout Park – 1500 Maximum Patrons
  - Heesakker Park – 1500 Maximum Patrons

- B. Any portable units shall be located immediately adjacent to or within the authorized area of the event. The location must be approved by the appropriate department depending on the location of the event.
- C. Portable toilets shall be properly enclosed, in good repair, emptied when full, and a minimum distance of 100 feet away from any food preparation area.
- D. All toilet facilities, in use for an event, shall be kept in a clean useable condition by the **sponsor**.

#### **Event Meeting**

If your event involves multiple departments (most large events do), Village staff will arrange a meeting to facilitate the discussions with the **sponsor**.

#### **Village Rules**

**Sponsors** of special events must comply with all applicable Village ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Violations of these provisions will likely result in automatic denial of future requests for Special Event permits by the **Sponsor**.

#### **Cancellation**

The Village President, or designee, may cancel an event without prior notice for any condition affecting the public health or safety of the Village, or any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

# 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 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 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 type="checkbox"/>	If yes, contact the Parks, Recreation, & Forestry Department
4. Will you have alcohol within a Village Park?	<input type="checkbox"/>	<input 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 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 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 type="checkbox"/>	If no, contact the Fire Department for assistance
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## 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 type="checkbox"/>	If yes, contact the Clerk's Office for assistance
2. Will fireworks/pyrotechnics be used during the event?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, contact the Clerk's Office for assistance
3. Will you be selling or serving food?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, contact the Outagamie County Health Department (920) 832-5100



## Item For Consideration

**For Board Review On:** Wednesday, March 19, 2025

**Agenda Item Topic:** Special Event Pints on the Plaza & Pints in the Park

**Prepared On:** March 8, 2025

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

**Report:** The Pints on the Plaza event has seen steady attendance, continued partnerships with local businesses, and fun for all that attend. In the events fourth season staff proposes one of the two 2025 events be hosted in Van Lieshout Park. The "Pints in the Park" event will continue to host a beer tent, potential local food vendors, and live music.

All vendors are contracted to give back 10% of sales from the event. It is requested that the revenue generated go back into the Beautification Committee fund to improve the downtown.

Events for 2025 will take place as follows:

- Wednesday, August 27 (Downtown Plaza)
- Wednesday, September 24 (Van Lieshout Park)
- 4:30pm to 8:30pm

Attached is the event layout and Special Event Permit for review.

**Fiscal Impact:** Staff costs will be charged to the general fund Village Promotion and Goodwill business unit budget. The funds received from the vendors to assist with downtown beautification would be credited to the general fund donation revenue account. A budget adjustment would be brought forward after the event to recognize the revenue received and to increase expenditure authority in the beautification supplies line item for improvements to the downtown aesthetics.

**Recommendation/Committee Action:** Staff is requesting that Village Board approve "Pints on the Plaza" and "Pints in the Park" beer garden events as presented.

Respectfully Submitted,

John McDonald – Parks, Recreation, & Forestry

# "Pints on the Plaza"

When: Wednesday, August 27, 2025

Where: Plaza/VH Parking Lot/Library Green Space

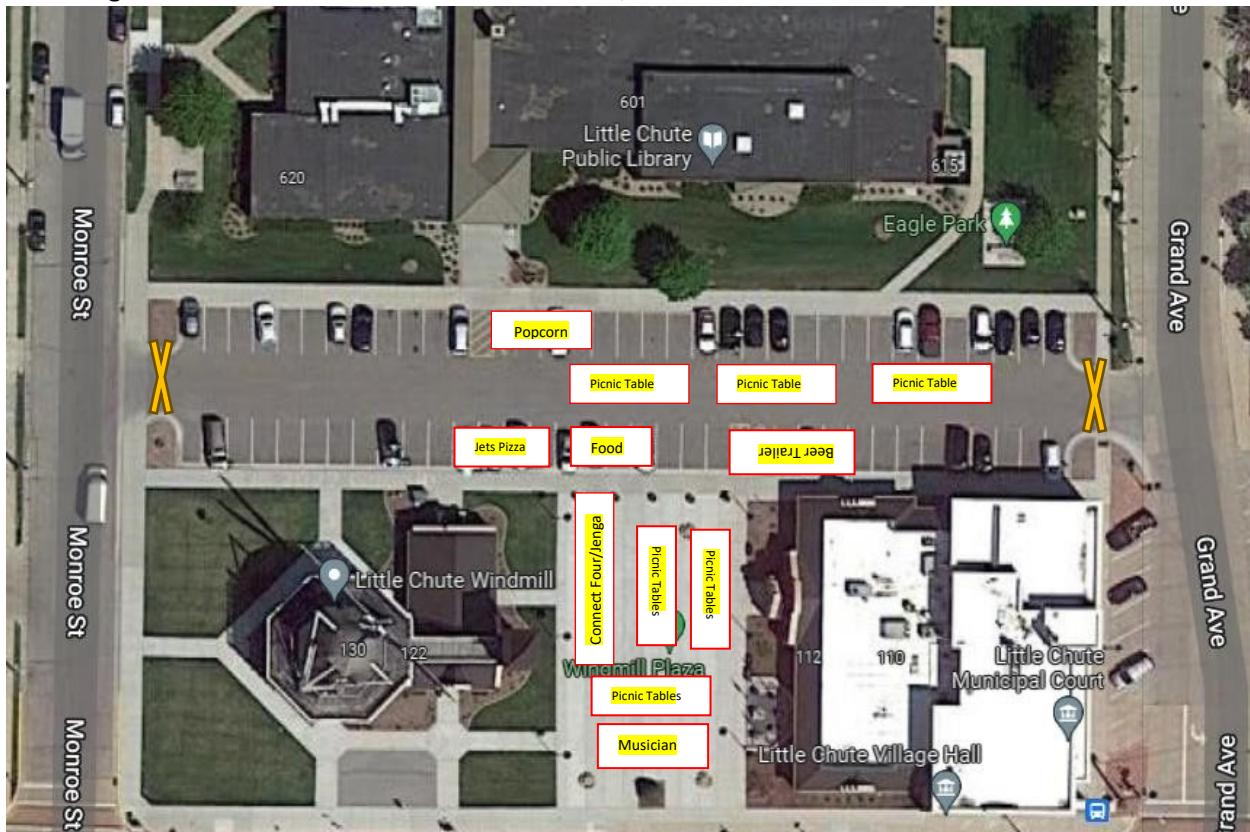
Time: 4:30 – 8:30pm

## Mission Statement

The Village of Little Chute Beer Garden is a family friendly event that offers something for everyone. The event will feature craft beer, hard seltzer, live music, food and dessert trucks, outdoor family games and activities.

## Location

The Village Plaza will host the above listed activities, in the below locations:



All food vendors are required to give back 10% of their sales. The money that is generated from food/beverage sales goes back to the village to help with beautification committee and downtown renovation.

# “Pints in the Park”

When: Wednesday, September 24, 2025

Where: Van Lieshout Park

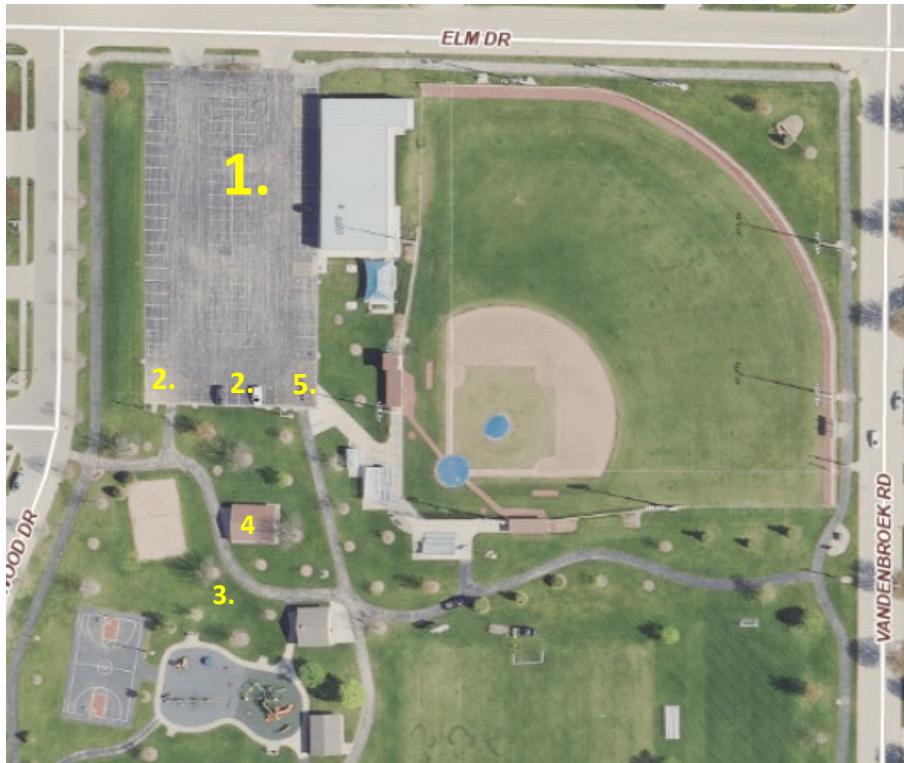
Time: 4:30 – 8:30pm

## Mission Statement

The Village of Little Chute Beer Garden is a family friendly event that offers something for everyone. The event will feature craft beer, hard seltzer, live music, food and dessert trucks, outdoor family games and activities.

## Location

Van Lieshout Park will host the above listed activities, in the below locations:



## Legend

1. Parking
2. Food Vendor
3. Family Games
4. Musician
5. Beer Trailer/ID Check

All food vendors are required to give back 10% of their sales. The money that is generated from food/beverage sales goes back to the village to help with beautification committee and downtown renovation.



## Item For Consideration

**For Board Review On:** March 19, 2025

**Agenda Item Topic:** Hydration Stations 2025

**Prepared On:** March 8, 2025

**Prepared By:** DPRF

**Report:** Staff has received a request from Fleet Feet Fox Valley to implement monitored hydrations stations within the Heritage Parkway Trail system in 2025. Hydration Stations were implemented in 2024 and were received very well by the community and trail users.

### Overview of program

- Project Timeline: Saturdays from June 1 - September 28
- Hydration Stations are run by trained volunteers through Fleet Feet. Stations are temporarily set up on Saturday mornings from 6:30-10:30 am. The station will be taken down at 10:30 am. An agreed upon location is the Heritage Parkway Trail near the Warf and open-air shelter.
- Volunteers arrive & leave with all the tools needed; nothing left behind, including garbage.
- Our team tracks the number of runners, walkers, bikers, and dogs and notes any comments or feedback along the trail as well. This information is collected, and I share it back with the host location, in this case, Village of Little Chute. Sample data overview is below. We provide an overview of the project as well as all the details of trail usage from each Saturday in a spreadsheet.
- Fleet Feet Fox Valley takes care of all the station logistics with setting up, coordinating with volunteers, and keeping a positive presence on the trails. To assure data accuracy, we require attendance at an orientation meeting initially where we train and set station expectations. Assuming we move forward together, you are welcome to attend those sessions this Spring.

Park Planning Committee has reviewed and made a recommendation to Village Board to approve Hydration Stations for 2025.

Attached, for your reference, is a snapshot of the data collected 2024, MOU and aerial map.

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

**Recommendation/Board Action:** Staff are requesting that Village Board to approve Hydration Stations and MOU as presented.

Respectfully Submitted,

John McDonald – Parks, Recreation, & Forestry

*Comments and suggestions are collected at the stations, and shared with the End of Year project overview.*



Date	Location	Walkers	Bikers	Runners	Other	Total	Individuals	Friends	Family	Dogs	All-in Total	
June 1	Applecreek and Ballard	30	19	27	5	81	45	12	24	7		
	Applecreek and French	24	12	13	1	50	39	4	7	8		
	Banta Bowl	141	17	29	3	190	64	65	61	31		
→	Little Chute	43	14	19	16	92		16	17		Total: 413	
June 8	Applecreek and Ballard	15	9	22		46	20	12	13	6		
	Applecreek and French	12	7	10		29	15	8	5	4		
	Banta Bowl	29	4	30		63	49	2	12	17		
→	Little Chute	6	2	5	4	17		2	2		Total: 155	
June 15	Applecreek and Ballard	43	61	46	17	187		10	38			
	Applecreek and French	6		15		21	5	14	2	6		
	Banta Bowl	260	36	103	4	403	151	128	124	51		
→	Little Chute										Total: 591	
June 22	Applecreek and Ballard											
*Cancelled for weather	Applecreek and French											
	Banta Bowl											
→	Little Chute											
June 29	Applecreek and Ballard											
	Applecreek and French	14	3	6		23	13		5	8		
	Banta Bowl	181	31	39		251	127	54	70	40		
→	Little Chute										Total: 274	
July 6	Applecreek and Ballard	8	12	28		48	16	5	5	3		
	Applecreek and French	41	55	24		120	65	15	40	12		
	Banta Bowl	208	55	132	1	396	219	82	95	50		
→	Little Chute	54	43	13	6	116					Total: 680	
July 13	Applecreek and Ballard	34	82	45		161	91	14	18	6		
	Applecreek and French	23	60	26	1	110	63	44		7		
	Banta Bowl	146	40	35		221	110	20	38	25		
→	Little Chute	60	47	33		140	5	5	6	9	Total: 632	
July 20	Applecreek and Ballard											
	Applecreek and French	35	55	22	2	114	64	6	16	13		
	Banta Bowl											
→	Little Chute	39	63	58		160					11	Total: 274
July 27	Applecreek and Ballard											
	Applecreek and French	34	27	24		84	49	6	11	16		
	Banta Bowl	130	69	79		281	141	17	43	33		
→	Little Chute										Total: 365	
August 3	Applecreek and Ballard											
	Applecreek and French	62	101	28		191	104	9	31	21		

	Banta Bowl								
→	Little Chute	162	214	126	502			7	Total: 693
August 10	Applecreek and Ballard								
	Applecreek and French								
	Banta Bowl	110	18	84	212	77	33	19	9
→	Little Chute	43	44	26	113			5	Total: 325
August 17	Applecreek and Ballard								
	Applecreek and French								
	Banta Bowl								
→	Little Chute								
August 24	Applecreek and Ballard	37	98	60	2	197	52	27	15
	Applecreek and French	76	104	60		240	99	58	83
	Banta Bowl	133	46	55	2	238	107	30	43
→	Little Chute	49	53	17	16	135	70	29	34
									Total: 808
August 31	Applecreek and Ballard								
	Applecreek and French	44	55	77		178	81	48	42
	Banta Bowl	118	29	82	2	231	96	47	32
→	Little Chute	80	55	24		159	52	40	70
									Total: 566
September 7	Applecreek and Ballard	5	1	10		18	11	5	3
	Applecreek and French								
	Banta Bowl								
→	Little Chute								Total: 16
September 14	Applecreek and Ballard								
	Applecreek and French								
	Banta Bowl								
→	Little Chute								
September 21	Applecreek and Ballard	2	4	11		17	9	5	3
	Applecreek and French								
	Banta Bowl								
→	Little Chute								Total: 17
September 28	Applecreek and Ballard			16		18	9	6	1
	Applecreek and French								
	Banta Bowl								
→	Little Chute								Total: 16
Totals By Location:									TOTA: 5,825 counted users the trail systems
	Applecreek and Ballard	749							
	Applecreek and French	1,158							
	Banta Bowl	2,484							
→	Little Chute	1,434							

<b>Location:</b>							
<b>Applecreek &amp; Ballard</b>	-All dogs stopped for water; pet owners were very appreciative that we thought about our furry friends!						
	-With the higher dew point, more people drank the Nuun.						
	-Lots of thank yous - appreciation! It was great to be out here today!						
	-Directions to Fleet Feet						
	-2 runners in need of hydration - training. They could go 'more miles' because we were here, 'stupid mistake' didn't bring hydration.						
<b>Applecreek &amp; French</b>	-Met a runner named Ed from Peoria, IL. Here visiting family.						
	-First group of runners were part of Fleet Feet Race Team and they helped set up.						
	-Thankful for us being there even if they didn't stop.						
	-One mentioned that she used to do marathon coaching for Fleet Feet.						
	-1st walker stopped to ask about the station but didn't take anything. I told her about volunteering.						
	-Another couple stopped and asked about the station.						
	-An army/navy veteran stopped to chat and asked all about the station.						
	-2nd to last runner may volunteer with his wife and son!						
	-Just met a young lady (10 yo) training for a half - she did her first one when she was 6!						
	-It's great to have 'Regulars'!						
	-2 people inquired about volunteering!						
<b>Banta Bowl</b>	-One person re-routed their run specifically to try the Pita Colada Nuun after seeing my Facebook post.						
	-We had a fun runcome through! (Coach Dan's Memorial Fun Run/Walk) as well as the Fox Cities Marathon training run.						
	-One guy from NY stopped by. He said he never heard of a public hydration station like this before, but loved the idea and he wanted to bring the concept to his area.						
	-Another guy stopped by and said the public hydration station was a great idea.						
	-Pacesetters run through twice but had their own water station about 10' away from mine (though they moved their water station after the first pass).						
	-Very slow start to the morning (Labor Day weekend). Large group of Lawrence University Runners @ 9:10; came back through @ 9:30 (25 runners).						
<b>Little Chute</b>	-Loved water for their dogs						
	-Only 3 people tried the Nuun - 2 didn't comment on it, but one stated now they know not to buy it (Pina Colada)						
	-In this location there's more bikers than runners or walkers. Bikers were with groups of friends or family.						
	-Learned about goose vs. pelican poop!! Ha ha						
	-Lots of people that know one another on the trail but not in "real life"!						
	-1/2 electric bike, 1/2 other bike						

<b>Suggestions</b>	-Even bigger sign along Ballard (many people in cars slowing to try to read)
	-Orange table cloth attracts good attention
	-Marathon tabletop signs would blow off the table with wind - may need to find a rock/bean bag/etc. to weight it down.
	-French Rd. location - move location near field #9 by parking lot; more room to stand and spread out.
	-Are parks interested in electric bikes as their own category?
	-Can we explore the Kaukauna/LC intersection as next year's location?

# MEMORANDUM OF UNDERSTANDING

## HERITAGE PARKWAY TRAIL SYSTEM HYDRATION STATIONS

### I. THE PARTIES

- 1.01 The Village of Little Chute, a Wisconsin municipal corporation, doing business at 108 West Main Street, Little Chute, Wisconsin, ("Village").
- 1.02 Zeitgeist285 LLC, d.b.a. Fleet Feet Fox Valley and its members Jeremy and Leah Schapiro, with a business address at 3404 West College Avenue, Appleton, Wisconsin (collectively "Fleet Feet").
- 1.03 The Village and Fleet Feet are referred to herein as the Parties.

### II. THE RECITALS

**WHEREAS,**

- 2.01 The Village maintains a trail system throughout the Village including trails known as the Heritage Parkway Trail and the Heesakker Park Trail (collectively "Trails").
- 2.02 Fleet Feet is interested in setting up and staffing one (1) temporary hydration station for the purpose of providing water and/or sports drinks to trail users on the trails.
- 2.03 Fleet Feet will also provide trail users with Village provided handouts such as maps, program information and event information and assist the Village with obtaining counts regarding the trail use and types of use.

### III. THE AGREEMENT

***NOW, THEREFORE, after due consideration, the Parties mutually agree as follows:***

- 3.01 The Recitals shall be incorporated herein and made a part of this Memorandum of Understanding ("Agreement").
- 3.02 This Agreement shall be effective from June 1, 2025, to September 30, 2025, but may be terminated sooner by either Party upon providing written notice to the other.
- 3.03 Fleet Feet shall provide one hydration station located along the Heritage Parkway Trail across from the wharf parking lot near the Mill Street entrance of Island Park.

- 3.04 The hydration stations shall be temporary structures and shall be provided for and paid for in their entirety by Fleet Feet. Each hydration station is to be in compliance with Village codes.
- 3.05 The hydration stations shall be placed, weather permitting, only on Saturdays from 6:30 a.m. to 10:30 a.m. during the term of this Agreement.
- 3.06 Fleet Feet will continuously staff the hydration stations during their hours of operation and shall provide trail users with water and/or sports drinks, paid for and supplied by Fleet Feet, in addition to trail information and event information.
- 3.07 Fleet Feet staff agrees to clean up any cups or other debris from the hydration stations left in the vicinity of the hydration stations as well as along the trail.
- 3.08 Fleet Feet agrees to volunteer this service and, as such, waives any charges to the Village or to trail users who participate in the hydration station's offerings. In exchange for this offering, Fleet Feet shall be permitted to display one sign at the hydration stations recognizing Fleet Feet as the sponsor of the hydration stations, provided said signs do not exceed eight (8) total square feet and complies with all Village codes governing signs and the display thereof.
- 3.09 Fleet Feet shall accurately document all trail use during staffing of the hydration stations. Types of uses to be documented and methods of documentation shall be provided to Fleet Feet by the Village. The documented information shall be submitted to the Parks, Recreation and Facilities Management Department on a monthly basis.
- 3.10 Fleet Feet shall provide proof of the insurance coverage specified in **Village of Little Chute Contractor Insurance** Fleet Feet shall file with the Village's Parks, Recreation, and Forestry Director a Certificate of Insurance naming the Village, its officers, officials, and employees as additional insured and providing that the policy of insurance cannot be canceled or materially altered without providing the Village no less than thirty (30) calendar days' notice of such proposed cancellation or alteration.
- 3.11 The undersigned warrant and represent that they are authorized by their respective Party to enter this Agreement and bind said Parties to the terms also set forth herein.
- 3.12 Copies of this signed Agreement, electronic or otherwise, shall have the same force and effect as the original.

#### IV. SEVERABILITY CLAUSE

4.01 In the event any part of this Agreement is found to be illegal or unenforceable, said part shall be stricken from the Agreement and the Agreement interpreted as if that clause did not exist.

#### V. INDEMNIFICATION

5.01 For good and valuable consideration described and bargained for within this agreement, Fleet Feet agrees to indemnify, defend and hold harmless the Village and its officers, officials, employees and agents from and against any and all liability, loss, damage, expense, costs (including attorney fees) arising out of this agreement, caused in whole or in part by Fleet Feet, its officers, officials, employees, volunteers, agents or anyone for whose acts they may be liable, except where caused by the sole negligence or willful misconduct of the Village.

#### VI. EARLY TERMINATION

6.01 The Village reserves the right to terminate this agreement and all rights of Fleet Feet hereunder, early at any time prior to the expiration date in 3.02 in the sole discretion of the Village, with or without cause, as a means for the Village to exercise this right as it deems reasonable or necessary for the safety, health or general welfare of the Village and its residents.

***IN WITNESS WHEREOF***, the parties have caused the foregoing instrument to be executed in three (3) original counterparts on this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

**ZEITGEIST258 LLC, d.b.a. FLEET FEET FOX VALLEY and its members**  
**JEREMY and LEAH SCHAPIRO**

By: \_\_\_\_\_  
Leah Schapiro

By: \_\_\_\_\_  
Jeremy Schapiro

#### VILLAGE OF LITTLE CHUTE

By: \_\_\_\_\_  
John McDonald, Director of Parks,  
Recreation and Forestry & Facilities

Approved as to form:

\_\_\_\_\_  
Beau Bernhoft, Village Administrator

## VILLAGE OF LITTLE CHUTE - INSURANCE REQUIREMENTS

### Program: Fleet Feet | Trail Hydration Stations

The Service Provider shall not commence work on this program until proof of insurance required has been provided to the applicable department before the agreement is considered for approval by the Village of Little Chute.

It is hereby agreed and understood that the insurance required by the Village of Little Chute is primary coverage and that any insurance or self-insurance maintained by the Village of Little Chute, its officers, council members, agents, employees, or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing work and remain in force until the entire program is completed and the length of time that is specified, if any, in the contract or listed below whichever is longer.

#### I. INSURANCE REQUIREMENTS FOR ARCHITECT AND CONSULTING ENGINEER

##### A. Minimum Scope and Limits

1. Architects and Engineers Errors & Omissions Liability coverage, with a minimum limit of \$1,000,000 per claim, \$2,000,000 annual aggregate. This insurance is to be maintained for at least two years after completion of the project.
2. Commercial General Liability coverage with limits of no less than the following:

a.	Each Occurrence Limit	\$1,000,000
b.	General aggregate limit (other than Products—Completed Operations)	per project \$2,000,000
c.	Products—Completed Operations aggregate	per project \$1,000,000
d.	Personal and Advertising Injury limit	\$1,000,000
3. Automobile Liability coverage with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1—Any Auto basis.
4. Workers' Compensation as required by the State of Wisconsin, and Employers Liability insurance with sufficient limits to meet underlying Umbrella Liability insurance requirements.
5. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability coverages, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 aggregate.
6. Also, see requirements under Section IV.

II. **INSURANCE REQUIREMENTS FOR CONTRACTOR—LIABILITY & PROPERTY**

A. Commercial General Liability coverage including coverage for Products Liability, Completed Operations, Contractual Liability, and XCU coverage with the following minimum limits:

1. General aggregate limit (other than Products—Completed Operations)	per project	\$2,000,000
2. Products—Completed Operations aggregate	per project	\$1,000,000
3. Personal and Advertising Injury		\$1,000,000
4. Each Occurrence limit		\$1,000,000

B. Automobile Liability coverage at least as broad as Insurance Services Office Form #CA 00 01 07 97, with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1—Any Auto basis.

C. Workers' Compensation as required by the State of Wisconsin, and Employers Liability insurance with sufficient limits to meet underlying Umbrella Liability insurance requirements.

D. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability, with a minimum limit of \$2,000,000 each occurrence and \$5,000,000 aggregate.

E. Aircraft Liability and Watercraft Liability. If the project work includes the use of, or operation of, any aircraft or watercraft, then Aircraft, Helicopter and Watercraft Liability insurance must be in force with a limit of \$1,000,000 per occurrence for bodily injury and property damage.

F. Property Coverage (to be provided by contractor)

1. Contractor shall determine amount of coverage perils and policy form necessary to complete project should a loss of any type occur and to meet requirements of the contractors bonding company, if any.
2. Covered property will include property in transit, property stored on the project work sites, and property stored off the project work sites.
3. The municipality, architect, engineer, contractor, and subcontractors will be added as loss payees to the policy.

G. Also, see requirements under Section IV.

H. Bond Requirements

1. Bid Bond. The contractor will provide to the owner a Bid Bond, which will accompany the bid for the project. The Bid Bond shall be equal to 5% percent of the contract bid.
2. Payment and Performance Bond. If awarded the contract, the contractor will provide to the owner a Payment and Performance Bond in the amount of the contract price, covering faithful performance of the contract and payment of obligations arising thereunder, as stipulated in bidding requirements, or specifically required in the contract documents on the date of the contract's execution.
3. Acceptability of Bonding Company. The Bid, Payment and Performance Bonds shall be placed with a bonding company with a *Best's Insurance Reports* rating of no less than A and a Financial Size Category of no less than Class V.

III. INSURANCE REQUIREMENTS FOR SUBCONTRACTOR

- A. All subcontractors shall be required to obtain Commercial General Liability, Automobile Liability, Workers' Compensation, and Employers Liability insurance. This insurance shall be as broad as those noted for Contractor requirements contained in Section II. above.

IV. APPLICABLE TO ARCHITECTS, CONSULTING ENGINEERS AND CONTRACTORS

- A. Acceptability of Insurers. Insurance is to be placed with insurers who have a *Best's Insurance Reports* rating of no less than A and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the state of Wisconsin.
- B. The municipality, the municipality's elected or appointed officials, and employees shall be named as additional insured on all Liability policies for liability arising out of project work.
- C. Certificates of Insurance, Commercial General, Umbrella and Additional Insured Endorsements acceptable to the municipality shall be submitted prior to commencement of the work.
- D. Architect, Engineer, and Design Build Contractors shall warrant that no documents used for the project require Municipality to indemnify and / or hold harmless any party to the contract for any reason.
- E. Architect, Engineer, and Design Build Contractors shall warrant that the documents used for the project shall not contain any wording limiting the financial responsibility of the parties to the contract for damages arising from their negligence, act, error, or omission.

**VILLAGE OF LITTLE CHUTE  
VILLAGE BOARD  
Notice of Public Hearing**

The Little Chute Village Board will conduct a public hearing at the Little Chute Village Hall on Wednesday, March 19, 2025 at 6:00 p.m. to hear comments from the public in support or objection to an amendment of Municipal Code Ordinance Sections 32-1(9) Park Regulations & Motor Vehicles and Traffic 26-166(e)(8).

The proposed ordinance shall be available for public inspection at the office of the Village Clerk during regular office hours prior to the scheduled date of the public hearing.

**PURPOSE:** To update Village ordinances to allow the use of E-Bikes and toy vehicles within Village of Little Chute parks, public roadways, and sidewalks.

Notice is further given that the said meeting is open to the public and that all persons wishing to be heard in support or objecting to the adoption of the proposed E-Bike & toy vehicle Ordinance amendments are requested to be present at this public hearing.

DATE OF HEARING: March 19, 2025  
TIME OF HEARING: 6:00 P.M.  
PLACE OF HEARING: Village Hall  
Board Room  
108 West Main Street  
Little Chute, WI 54140

If you have any questions, please contact Beau Bernhoft, Village Administrator at (920)423-3850.

Run: March 12, 2025

Any person wishing to attend who, because of a disability, requires special accommodations, should contact the Village Clerk, 108 W. Main St., Little Chute, (920) 788-7380, at least 48 hours prior to the meeting so that arrangements can be made.

## National Library Week 2025 Proclamation

**WHEREAS**, libraries spark creativity, fuel imagination, and inspire lifelong learning, offering a space where individuals of all ages can explore new ideas and be drawn to new possibilities;

**WHEREAS**, libraries serve as vibrant community hubs, connecting people with knowledge, technology, and resources while fostering civic engagement, critical thinking, and lifelong learning;

**WHEREAS**, libraries provide free and equitable access to books, digital tools, and innovative programming, ensuring that all individuals—regardless of background—have the support they need to learn, connect, and thrive;

**WHEREAS**, libraries partner with schools, businesses, and organizations, connecting the dots to maximize resources, increase efficiency, and expand access to essential services, strengthening the entire community;

**WHEREAS**, libraries empower job seekers, entrepreneurs, and lifelong learners by providing access to resources, training, and opportunities that support career growth and economic success;

**WHEREAS**, libraries nurture young minds through storytimes, STEAM programs, and literacy initiatives, fostering curiosity and a love of learning that lasts a lifetime;

**WHEREAS**, libraries protect the right to read, think, and explore without censorship, standing as champions of intellectual freedom and free expression;

**WHEREAS**, dedicated librarians and library workers provide welcoming spaces that inspire discovery, collaboration, and creativity for all;

**WHEREAS**, libraries, librarians, and library workers across the country are joining together to celebrate National Library Week under the theme **“Drawn to the Library”**;

**NOW, THEREFORE**, be it resolved that I, Micheal Vanden Berg, Village President, proclaim April 6–12, 2025, as National **Library Week**. During this week, I encourage all residents to visit their library, explore its resources, and celebrate all the ways that the library draws us together as a community.

**VILLAGE OF LITTLE CHUTE**

**ORDINANCE NO. 1, SERIES OF 2025,**

AN ORDINANCE AMENDING CHAPTER 32 AND 26, MUNICIPAL CODE OF THE VILLAGE OF LITTLE CHUTE PARK REGULATIONS AND MOTOR VEHICLE TRAFFIC, WHICH IS A PART THEREOF, BY MAKING THE FOLLOWING CHANGES IN THE DISTRICT AS NOW PROVIDED.

**WHEREAS**, a request for updating language by the Park Planning Committee, Village of Little Chute and has been referred to the Village Board of Trustees, for said recommendation; and

**WHEREAS**, the Village of Little Chute Park Planning Committee has recommended the following actions; and

**WHEREAS**, the Village Board of Trustees finds the following actions to be consistent with overall intent of the adopted guidelines within the Village Comprehensive Plan's goals, objectives, policies and recommendations; and

**WHEREAS**, the required public hearing regarding the ordinance updates for E-Bikes has been held before the Village Board of Trustees,

**NOW, THEREFORE**, the Village Board of Trustees, Village of Little Chute, do ordain as follows:

**CHAPTER 32-1(9) – PARK REGULATIONS**

**Section 1.**

**Existing Ordinance Language**

Motorized vehicles. Except for authorized maintenance vehicles, no person shall operate an unlicensed or licensed motorized vehicle outside of areas specifically designated as parking areas or areas where the operation of such vehicles is specifically permitted. Motor vehicles are restricted to the roads and drives and parking areas. No motor vehicles of any nature may be used on the seeded areas except vehicles which have village authorization for shows, rides or exhibits and then only for the purpose of loading and unloading.

**Section 2.**

***AMENDED ORDINANCE***

*(a). Motorized bicycles, scooters, play and toy vehicles on roadway. Except as provided in subs. (b),(c), and (d), or for approved electric personal assistive mobility devices, no person shall operate or ride upon any motorized (combustion or electric propulsion), scooter, golf cart, go cart, play vehicle, toy vehicle or any other such vehicle that is not registered for use on highways with the state department of motor vehicles, on any part of roadways, bicycle ways, walking and recreational trails, streets or highways, including sidewalks, village parks and any village-owned property.*

*(b). Electric bike, e-bike, electric bicycle: Electric bikes are defined as a commercially produced bicycle with an electric motor attached. It must have pedals that are operational, an electric motor that is less than 750w, and have a maximum speed of 15 mph on level ground.*

*(c). Electric bicycles and toy vehicles are permitted on all roadways and roadway bike lanes and operators must follow the same rules of the road as bicyclists pursuant to Wis. § 346.806. Electric bikes and toy vehicles are also allowed on bike paths & shared use paths pursuant to Wis. § 346.806. While on paths, the operator must adhere to any posted speed restrictions.*

*(d). Toy vehicles are permitted to be on sidewalks within Village limits. Electric bikes are also permitted on sidewalks when there is no shared use bike lane available, or the use of said bike lane is not safe due to traffic and roadway conditions. While on sidewalks, all operators of motorized vehicles must adhere to the following:*

*(1) Operate at a speed limit of 5mph or less.*

*(2) Must be operated in a safe and reasonable manner, which does not pose or create a danger to pedestrians using same sidewalk.*

*(4) Operators must yield to pedestrian traffic on sidewalks.*

## CHAPTER 26-166(e) – MOTOR VEHICLE TRAFFIC

### Section 1.

#### **Existing Ordinance Language**

(8) No bicycle shall be operated by any person over 12 years of age upon any public sidewalk or upon any pedestrian path in public parks, or upon public school grounds or athletic fields, except where authorized.

### Section 2.

#### **AMENDED ORDINANCE**

*(8) Bicycles, including electric bikes are permitted on sidewalks when there is no shared use bike lane available, or the use of said bike lane is not safe due to traffic and roadway conditions. While on sidewalks, all operators must adhere to the following: (1) Operate at a speed limit of 5mph or less. (2) Must be operated in a safe and reasonable manner, which does not pose or create a danger to pedestrians using the same sidewalk. (3) Operators must yield to pedestrian traffic on sidewalks. (4) No bicycle or electric bike shall be operated by any person over 12 years of age upon public school grounds or athletic fields, except where authorized.*

**Section 3. Recorded Vote.**        For        Against

Date introduced, approved and adopted: March 19, 2025

### **VILLAGE OF LITTLE CHUTE**

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

By \_\_\_\_\_  
Laurie Decker, Village Clerk



## Item For Consideration

**For Board Review On:** March 19, 2025  
**Agenda Item Topic:** Sewer Ord. Fees Discussion

**Prepared On:** March 14, 2025  
**Prepared By:** DPW Director Taylor

**Report:** During the Utility Commission discussion for the Sewer Ordinance Amendments, the Commission questioned three of the existing fees and the existing rates. Two fees are in Sec-34-163:

Sec 34-163

(b) *Sewer lateral fees.* The following fees are hereby created and imposed, each fee separately at the rate of \$50.00 per month, payable in monthly installments and billed with the regular monthly billing for village utility services:

- (1) **Televising refusal fee.** A \$50.00 monthly fee is hereby imposed for connection of sewer laterals against every property connected to the sanitary sewerage system, serving village residents, which owner refuses to consent to televising of the sewer lateral by the village. This fee will be imposed beginning 30 days after a request has been made by the village for permission to teleview the owner's sewer lateral. This fee will continue until the property owner consents to televising by the village.
- (2) **Failure to correct fee.** A \$50.00 monthly fee is also hereby imposed for connection of sewer laterals against every property connected to the sanitary sewerage system, serving village residents, which owner fails to take corrective action upon request by the village to repair sewer laterals leaking freshwater into the sewerage system. This fee will be imposed beginning 30 days following notice by the village to the owner that corrective action is required and has not been completed on schedule and will continue until corrective action by the owner has been taken.

Currently, the Village has six customers receiving the \$50 monthly noncompliance fees. The Utilities Commission tasked Public Works with doing research on comparative fees from surrounding communities to determine what common practice is. Below is a chart with that data.

The Utilities Commission also request information on the replacement costs of sanitary laterals and what other communities are doing.



## Item For Consideration

**Replacement cost of sanitary lateral (2024).** Open trench costs range from (\$80/ft to \$115/ft in Little Chute), to (\$30/ft to \$106/ft in Kaukauna) of pipe replaced and internal connection cost (\$1000 to \$1050).

Pipe bursting cost range from (\$5/ft to \$7.35/ft in Kaukauna, plus pit excavations (\$600/pit to \$824/pit) and the connection cost inside the structure. Some lines could be lined vs replaced depending on pipe condition. All reported costs are associated with municipal contracts for street and utility replacement.

If the property owner does the work outside of a municipal project, road restoration costs will be additional.

### City of Menasha Lateral Repair Program

- (1) Purpose. The City of Menasha finds it necessary and in the public interest to offer owners whose building sewer lateral is found to have major defects financial assistance in the form of an installment repayment plan in an effort to ensure sewer laterals are quickly repaired. Sewer laterals with major defects allow groundwater to illicitly enter the city sewer which can overwhelm the sanitary sewer system resulting in basement backups or sanitary sewer overflows. The infiltration of groundwater into the sanitary sewer system also leads to significant excess costs incurred by the City of Menasha from the Neenah Menasha Sewerage Commission. In addition, it is in the best interest of the City and resident to have all major defects within a sanitary sewer lateral repaired prior to any paving work being completed.
- (2) Application. Application and programs procedure details can be found at the Public Works Department at Menasha City Center, 100 Main Street, 2nd Floor. Two estimates from a licensed professional must accompany the application when it is filed.
- (3) Requirements. The program is available to property owners whose building sewer lateral has been identified by the Director of Public Works or designee to have major defects in need of immediate repair due to its detrimental effect on the City's sewer system or potential effect on upcoming paving projects.



## Item For Consideration

(4) **Installment Repayment Plan.** Under the installment repayment plan an amount up to Five Thousand Dollars (\$5,000.00) may be applied for to pay for building sewer lateral repair. (1) Repayments less than or equal to Five Hundred Dollars (\$500.00) shall be paid to the City Treasurer without interest within thirty (30) days of billing. (2) Repayments greater than Five Hundred Dollars (\$500.00) but less than or equal to Two Thousand Five Hundred Dollars (\$2,500.00) may be paid in five equal installments due and payable on or before November 1 commencing with the year during which the repair occurred and each November 1, thereafter, together with the interest as assigned. Interest shall accrue at the rate the City has borrowed the money plus 1% for administrative expenses. Alternatively, interest shall be set at a rate established by the Common Council. (3) Repayments greater than Two Thousand Five Hundred Dollars (\$2,500.00) may be deferred for the initial five years after which the repair occurred. Thereafter repayment shall be made in five equal installments due and payable on or before November 1 commencing with the sixth year after the billing date for the repair and each November 1 thereafter, together with the interest as assigned. Interest shall accrue at the rate the City has borrowed the money plus 1% for administrative expenses. Alternatively interest shall be set at a rate established by the Common Council. The City Comptroller shall enter the first installment due on the subsequent year's tax roll as a special tax on the property on which the special assessment was levied, and thereafter this tax shall be treated in all respects as any other City tax, and one of the subsequent installments shall be included in like manner and with like effect in each of the annual tax rolls thereafter until all are collected. (4) If any installment so entered in the tax roll shall not be paid to the City Treasurer with the other taxes it shall be returned to the county as delinquent and accepted and collected by the county in the same manner delinquent general taxes on real estate.

The final fee is related to continued violation and is covered in Section 34-410:

**Sec. 34-410. Continued violations.**

Any person, partnership, or corporation, or any officer, agent, or employee thereof who shall continue any violation beyond the aforesaid notice time limits provided shall, upon conviction hereof, forfeit not more than \$300.00, together with the costs of prosecution. In default of payment of such forfeiture and costs, said violation shall be imprisoned in the county jail for a period of not to exceed 30 days. Each day in which any violation is continued beyond the aforesaid notice time limit shall be deemed a separate offense.



## Item For Consideration

Communities	Sample Penalties for Violations
Little Chute	\$50
Appleton	1 <sup>st</sup> offense \$200, 2 <sup>nd</sup> & subsequent \$500
Ashwaubenon	\$100 minimum – not to exceed \$2,500
Howard	\$25 minimum – not to exceed \$500
Oshkosh	\$1,025 minimum – not to exceed \$5,000
Fond Du Lac	\$50 minimum – not to exceed \$1,000
Sussex	\$500 minimum – not to exceed \$10,000
West Bend	1 <sup>st</sup> offense \$5-\$1000, 2 <sup>nd</sup> & subsequent \$25-\$1000
Port Washington	1 <sup>st</sup> offense \$25-\$1000, 2 <sup>nd</sup> & subsequent \$50-\$1,000
Kaukauna	Up to \$300
Kimberly	\$200
Combined Locks	\$200

**Fiscal Impact:** Currently, the Village collects noncompliance fees at \$50 per month from six customers. Discussion on options to gain compliance from customers and prevent future noncompliance.

**Recommendation/Board Action:** Staff requests the Utilities Commission provide a recommendation to Village Board for any fee changes for the public hearing that will be scheduled for April 7 on the Sewer Ordinance revisions previously approved subject to final review of non-compliance fees.

Respectfully Submitted,

Kent Taylor, Public Works Director



## Item For Consideration

**For Village Board Review On:** 3/19/2025

**Agenda Item Topic:** Miami Circle & Arthur Street  
Reconstruction-Typical Sections

**Prepared On:** 3/12/2025

**Prepared by:** Matthew Woicek,  
ADPW

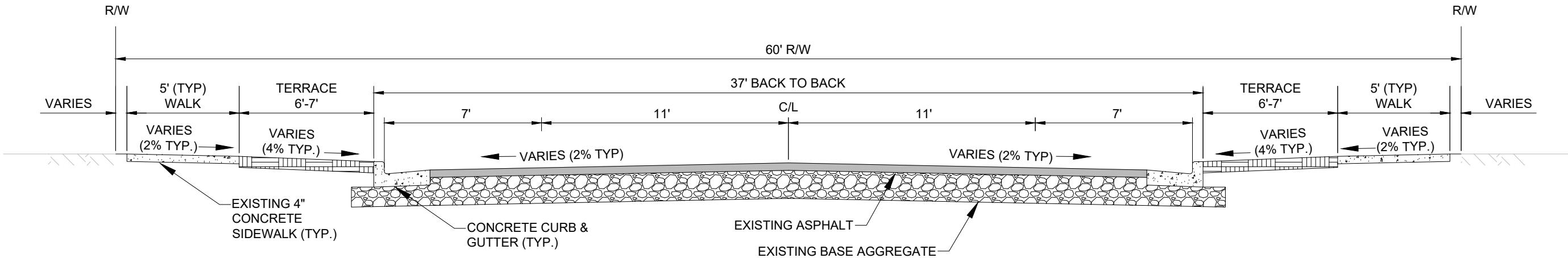
**Report:** Attached is the preliminary proposed typical section for Miami Circle between Vandenbroek Road and W. Florida Avenue and the preliminary proposed typical section for Arthur Street between W. McKinley Avenue and the south termini. The proposed concrete pavement on each of the two roadways will include integral curb and gutter with two 11-foot travel lanes and one 6-foot parking lane. The proposed total street width will be 28-feet from face of curb to face of curb on each roadway to comply with the Villages "road diet" policy. The proposed reconstruction project will also include the replacement of concrete sidewalks and driveway aprons along each side of the two roadways. These proposed typical sections will reduce the current roadway widths and will eliminate parking on one side of each of the roadways.

**Fiscal Impact:** N/A

**Recommendation/Board Action:** It is the recommendation of the Assistant Director of Public Works to approve and to proceed with the proposed typical section as presented for the purpose of completing the final roadway design of Miami Circle and Arthur Street for construction in 2026.

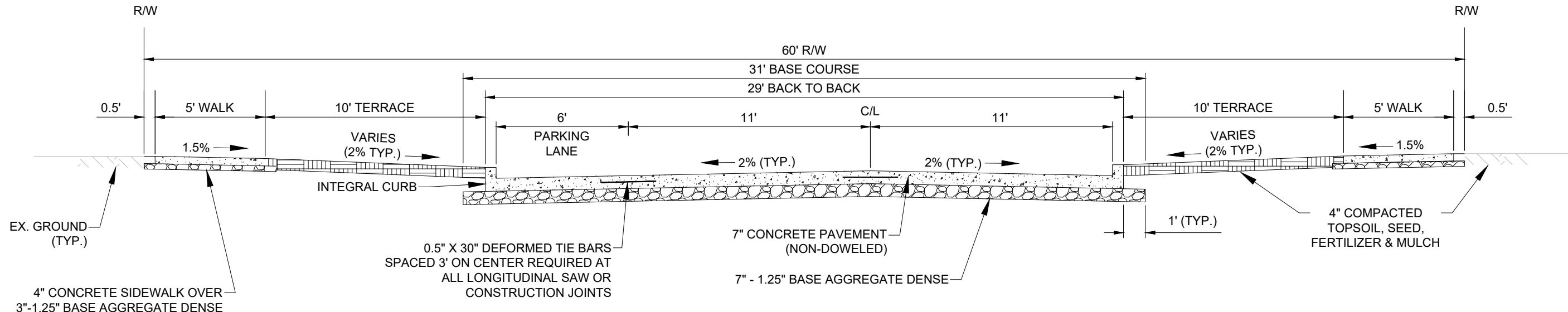
Respectfully Submitted,

Matthew Woicek, PE  
Assistant Director of Public Works



**MIAMI CIRCLE EXISTING TYPICAL SECTION**

(NOT TO SCALE)



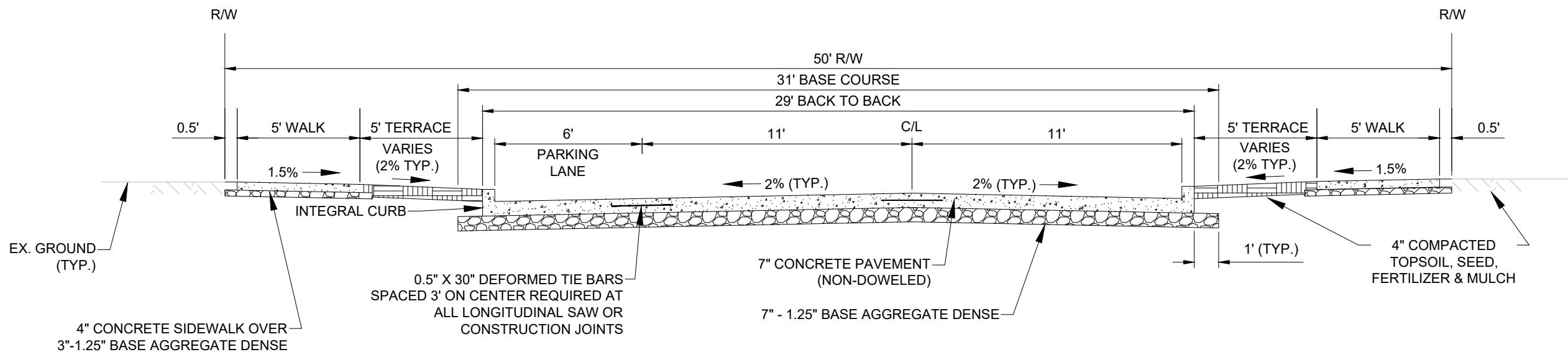
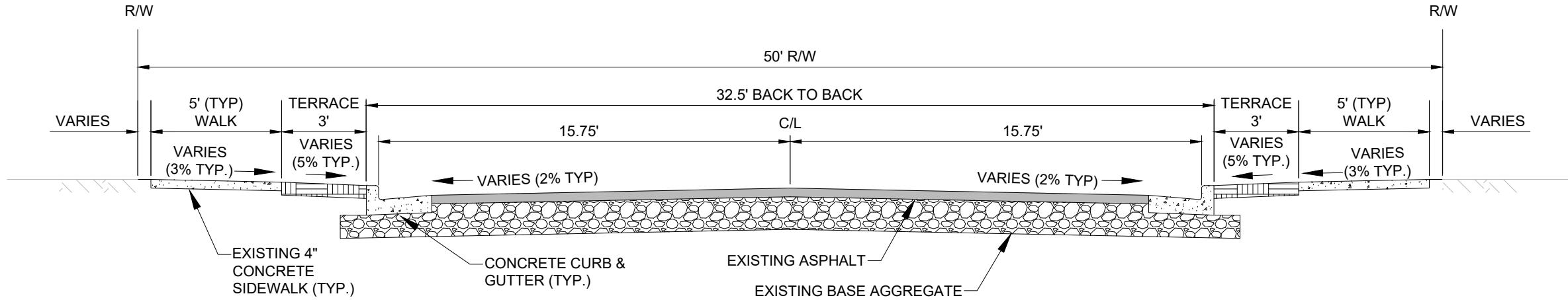
**MIAMI CIRCLE PROPOSED TYPICAL SECTION**

(NOT TO SCALE)

REV	DATE	BY	DESCRIPTION
	XX/XX/20XX		ISSUED FOR BID

DESIGNED: KAL  
DRAWN: KAL  
CHECKED: MJW  
APPROVED: MJW

PROJECT NUMBER  
2026001  
SHEET REFERENCE NO.



REV	DATE	BY	DESCRIPTION
	XX/XX/20XX		ISSUED FOR BID

DESIGNED: KAL  
DRAWN: KAL  
CHECKED: MJW  
APPROVED: MJW

PROJECT NUMBER  
2026001  
SHEET REFERENCE NO.

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

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

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Form 3400-224(R8/2021)

## Reporting Information :

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

**Project Name:** 2024 Annual Report

**County:** Outagamie

**Municipality:** Little Chute Village

**Permit Number:** S050075

**Facility Number:** 31108

**Reporting Year:** 2024

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

## Required Attachments and Supplemental Information

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

### Annual Report

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

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

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

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

• Sign and Submit form

## Municipal Contact Information- Complete

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

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

### Municipality Information

<b>Name of Municipality</b>	Little Chute Village
<b>Facility ID # or (FIN):</b>	31108
<b>Updated Information:</b>	<input type="checkbox"/> Check to update mailing address information
<b>Mailing Address:</b>	108 WEST MAIN STREET
<b>Mailing Address 2:</b>	
<b>City:</b>	Little Chute Village
<b>State:</b>	WI
<b>Zip Code:</b>	54140 <span style="border: 1px solid black; padding: 2px;">xxxxx or xxxxx-xxxx</span>

### Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

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

Select to **create new** primary contact

<b>First Name:</b>	Kent
<b>Last Name:</b>	Taylor

Select to **update** current contact information

<b>Title:</b>	Director of Public Works
<b>Mailing Address:</b>	108 West Main St
<b>Mailing Address 2:</b>	
<b>City:</b>	Little Chute
<b>State:</b>	WI
<b>Zip Code:</b>	54140 <span style="border: 1px solid black; padding: 2px;">xxxxx or xxxxx-xxxx</span>
<b>Phone Number:</b>	920-423-3867 <span style="border: 1px solid black; padding: 2px;">Ext: xxx-xxx-xxxx</span>
<b>Email:</b>	kent@littlechutewi.org

### Additional Contacts Information (Optional)

I&E Program

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

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

**First Name:**

Matthew

**Last Name:**

Woicek

**Title:**

Assistant Director

**Mailing Address:**

108 W Main Street

**Mailing Address 2:**

Little Chute

**State:**

WI

**Zip Code:**

54140

xxxxx or xxxxx-xxxx

**Phone Number:**

920-423-3867

Ext:

xxx-xxx-xxxx

**Email:**

matthew@littlechutewi.org

**Municipal Billing Contact Person (Authorized Representative for MS4 Permit)**

Select to **create new** Billing contact

**First Name:**

Kent

**Last Name:**

Taylor

Select to **update** current contact information

**Title:** Director of Public Works

**Mailing Address:**

108 W. Main Street

**Mailing Address 2:**

Little Chute

**City:**

Little Chute

**State:** WI

**Zip Code:**

54140

xxxxx or xxxxx-xxxx

**Phone Number:**

920-423-3867

Ext:

xxx-xxx-xxxx

**Email:**

kent@littlechutewi.org

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

Yes  No

Public Education and Outreach Northesat Wisconsin Stormwater Consortium (NEWS)

Public Involvement and Participation Northeast Wisconsin Stormwater Consortium (NEWS)

Illicit Discharge Detection and Elimination

Construction Site Pollutant Control \_\_\_\_\_

Post-Construction Storm Water Management \_\_\_\_\_

Pollution Prevention \_\_\_\_\_

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

Yes  No

**Missing Information**

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

Form 3400-224 (R8/2021)

**Minimum Control Measures- Section 1 : Complete****1. Public Education and Outreach**

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

b. How many total educational events were held during the reporting year: 23

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

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

**Public Education and Outreach Delivery Mechanisms (Active and Passive)**

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

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

e. Will additional information/summary of these education events be attached to the annual report?

Yes  No

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

## Missing Information

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

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

Form 3400-224 (R8/2021)

### Minimum Control Measures - Section 2 : Complete

#### 2. Public Involvement and Participation

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

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other:  <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	<u>11-50</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

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

NA (Individual Permittee)

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

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

## Missing Information

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

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 3 : Complete

### 3. Illicit Discharge Detection and Elimination

a. How many total outfalls does the municipality have?	68
b. How many major outfalls does the municipality have?	38
c. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?	32
d. From the municipality's routine screening, how many were confirmed illicit discharges?	0
e. How many illicit discharge complaints did the municipality receive?	0
f. From the complaints received, how many were confirmed illicit discharges?	0
g. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)?	0

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

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

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

Additional Information:

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

The Village of Little Chute uses Survey 123 for erosion control data collection. Data acquisition is done in real time. Filters are used to extract reporting requirements.

## Missing Information

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

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 4 : Complete

#### 4. Construction Site Pollutant Control

a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? 18

b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? 5

c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? 116

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

<input checked="" type="checkbox"/> Verbal Warning	8
<input checked="" type="checkbox"/> Written Warning (including email)	17
<input checked="" type="checkbox"/> Notice of Violation	0
<input checked="" type="checkbox"/> Civil Penalty/ Citation	0
<input checked="" type="checkbox"/> Stop Work Order	0
<input checked="" type="checkbox"/> Forfeiture of Deposit	0
<input type="checkbox"/> Other - Describe below	

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

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

#### Missing Information

Do not close your work until you SAVE.

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

Form 3400-224 (R8/2021)

#### Minimum Control Measures - Section 5 : Complete

#### 5. Post-Construction Storm Water Management

a. How many new structural storm water management Best Management Practice (BMP) have received local approval ? 0

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

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

c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? Inspections completed by private landowners should be included in the reported number. 0

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

e. Does MS4 have maintenance authority on these privately owned BMPs?  Yes  No

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

<input checked="" type="checkbox"/> Verbal Warning	0
<input checked="" type="checkbox"/> Written Warning (including email)	0
<input type="checkbox"/> Notice of Violation	
<input type="checkbox"/> Civil Penalty/ Citation	
<input type="checkbox"/> Forfeiture of Deposit	
<input checked="" type="checkbox"/> Complete Maintenance	0
<input checked="" type="checkbox"/> Bill Responsible Party	0
<input type="checkbox"/> Other - Describe below	

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

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

## Missing Information

Do not close your work until you SAVE.

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

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 6 : Complete

### 6. Pollution Prevention

Storm Water Management Best Management Practice Inspections  Not Applicable

a. Enter the total number of "municipally owned" (i.e., publicly owned BMPs) or operated (i. e., privately owned BMPs) structural storm water management best management practices. 10

b. How many new municipally owned storm water management best

management practices were installed in the reporting year? 0

c. How many municipally owned (public) storm water management best management practices were inspected in the reporting year? 10

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

e. How many of these facilities required maintenance? 10

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

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

g. How many municipal properties require a SWPPP? 1

h. How many inspections of municipal properties have been conducted in the reporting year? 13

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

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

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

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

**Collection Services - Street Sweeping Program**  Not Applicable

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

m. If known, how many tons of material was removed? 115

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

o. If street sweeping is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?  
 Yes - Explain frequency 1-2 times per week for 8-9 months/year

No - Explain \_\_\_\_\_  
 Not Applicable

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

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

q. How many catch basin sums were cleaned in the reporting year? 0

r. If known, how many tons of material was collected? 0

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

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

Yes- Explain frequency \_\_\_\_\_

No - Explain \_\_\_\_\_

Not Applicable

#### Collection Services - *Leaf Collection Program* Not Applicable

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

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

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

x. What is the frequency of collection?  
2 times/week from September to freeze up

y. Is collection followed by street sweeping?  Yes  No

z. Brief explanation on Collection Services reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page*  
 Two leaf vacuums are operated 8-10 hours/day, 5 days/week, during leaf collection season. Leaf vacuums were out a total of 55 days in 2024.

#### Winter Road Management Not Applicable

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

aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (*One mile of a two-way road equals two lane miles.*) 114

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

Product	Oct	Nov	Dec	Jan	Feb	Mar
Salt	0	20	110	185	40	40

## Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
Brine	0	0	3300	1050	3395	2500

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

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

Training Date	Training Name	# Attendance

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

2" of snow or less = mains, stop pads, and hills are salted. full salt application is weather dependent. Pre-workday and post workday discussions and planning are implemented.

## Internal (Staff) Education & Communication

af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element ?

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

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

### Elected Officials

At Village Board meetings and Utility Commission meetings Stormwater Programs are discussed. MS4 Report is presented and recommended to the Board for approval.

### Municipal Officials

Through weekly interaction and Utility Commission meetings.

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

Through daily/weekly interation and department head meetings.

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

## Missing Information

## Minimum Control Measures - Section 7 : Complete

### 7. Storm Sewer System Map

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

Yes  No

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

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

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

The storm water system is represented on the Village GIS system. It is updated internally and by outside contractual services on a regular basis.

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

Form 3400-224 (R8/2021)

### Final Evaluation - Complete

#### Fiscal Analysis

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

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

**Element:** Public Education and Outreach

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

**Element:** Public Involvement and Participation

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

**Element:** Illicit Discharge Detection and Elimination

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

**Element:** Construction Site Pollutant Control

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

**Element:** Post-Construction Storm Water Management

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

**Element:** Pollution Prevention

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

**Other (describe)**

		<u>Select...</u>

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

--

#### Water Quality

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

municipality's storm sewer system directly discharges to?

Yes  No  Unsure      If Yes, explain below:

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

Yes  No  Unsure      If Yes, explain below:

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

Yes  No  Unsure

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

Yes  No  Unsure

### Storm Water Quality Management

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

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

Total suspended solids (TSS)

Total phosphorus (TP)

### Additional Information

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

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

Form 3400-224 (R8/2021)

## Requests for Assistance on Understanding Permit Programs

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

Please select all that apply:

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

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

Form 3400-224(R8/2021)

## Required Attachments and Supplemental Information

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

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

**\*Required Item**

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

### Storm Sewer System Map

 File Attachment

[2024StormMap\\_11x17.pdf](#)

### Attach - Other Supporting Documents

#### AR EO

 File Attachment

[Copy of 2024 MS4 Info.xlsx](#)

#### AR IP

 File Attachment

[Additional Public Info and Public Involvement Info\\_2024.docx](#)

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

### Attach - Permit Compliance Documents

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

## Missing Information

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

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

[Draft and Share PDF Report](#)



Form 3400-224(R8/2021)

## Sign and Submit Your Application

### Steps to Complete the signature process

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

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

### Terms and Conditions

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

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

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

**Name:**

**Title:**

Authorized Signature.

I accept the above  
terms and conditions.

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

## **VILLAGE OF LITTLE CHUTE**

### **RESOLUTION NO. 1, SERIES OF 2025**

#### **A RESOLUTION APPROVING THE 2024 MS4 GENERAL PERMIT ANNUAL REPORT**

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

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

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

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

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

1. That the 2024 MS4 General Permit Annual Report, as prepared by Village staff, is hereby approved; and
2. That submittal of the report and this resolution to the Wisconsin Department of Natural Resources is hereby authorized.

Introduced, approved and adopted:

## **VILLAGE OF LITTLE CHUTE**

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

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

**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO. 2, SERIES OF 2025**

**A RESOLUTION ADOPTING THE OUTAGAMIE COUNTY HAZARD MITIGATION PLAN 2024-2029.**

**WHEREAS** the Village of Little Chute recognizes the threat that natural hazards pose to people and property within Little Chute; and

**WHEREAS** the Village of Little Chute has prepared a multi-hazard mitigation plan, hereby known as Outagamie County Hazard Mitigation Plan in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and

**WHEREAS** the Outagamie County Hazard Mitigation Plan, 2024-2029, identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in Little Chute from the impacts of future hazards and disasters; and

**WHEREAS** adoption by the Little Chute demonstrates its commitment to hazard mitigation and achieving the goals outlined in the Outagamie County Hazard Mitigation Plan.

**NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE OF LITTLE CHUTE, WI, THAT:**

**Section 1.** In accordance with the Village Resolutions, the Village of Little Chute adopts the Outagamie County Hazard Mitigation Plan. While content related to the Village of Little Chute may require revisions to meet the plan approval requirements, changes occurring after adoption will not require the Village of Little Chute to re-adopt any further iterations of the plan. Subsequent plan updates following the approval period for this plan will require separate adoption resolutions.

**VILLAGE OF LITTLE CHUTE**

By:

Michael R. Vanden Berg, Village President

Attest:

Laurie Decker, Village Clerk



## Item For Consideration

**For Board Review On:** March 19, 2025  
**Agenda Item Topic:** Budget

**Prepared On:** March 15, 2025  
**Prepared By:** Finance

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

The Special Consideration Carryover requests comply with specific action necessary (2/3 vote required) per the formal Fund Balance Policy. This action also formally documents approval for the 2024 Fund Balance Assignments.

Please contact me with any questions.

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

**Recommendation/Board Action:** Please approve the 2024 Final Budget Amendment, 2024-2025 Budget Carryover Requests, and 2024 Fund Balance Assignments as presented in attached documentation.

Respectfully Submitted,

Lisa Remiker-DeWall, Finance Director

## 2024 Budget Amendment

201-34304 Sanitation Fees 7,500 Revenue  
 201-53620-101 Full-Time Wages and Benefits - Sanitation 7,500 Expense

*Increased residential sanitation budgeted revenue (actual greater than original budget) that will cover additional landfill tipping fees that were incurred as result of this increased volume.*

## Budget Carryover 2024-2025 - Note all items previously funded in the 2024 Budget

101-51400-204 Contractual Services - Comprehensive and Strategic Plan Updates 8,780 Expense

*Due to unexpected personnel vacancies and other high priority Village needs, this was delayed*

101-51420-204 Contractual Services - Continued rollout of MiPay Time Automation and AP Enhancements 40,000 Expense  
*Due to staff turnover in Finance and other departments, minimal progress made during 2024*

101-51420-201 Training - Finance 5,500 Expense  
*Due to new staff not starting until late November, training delayed*

101-51650-242 Village Hall Building Repair & Maintenance 16,800 Expense  
*Heating system on 3rd floor will not operate in extreme cold temperatures (heat pump only functions to -4 degrees), continued security improvements*

101-51780-290 Contingency 183,263 Expense  
*Carryover for 2025 Budget - no funds used in 2024*

101-51530-204 Contractual Services 61,730 Expense  
*Interim market update due to dropping to .74 assessment ratio for 2024, Mobile Home assessment tracking*

101-53300-204 Contractual Services 125,000 Expense  
 101-53300-246 Railroad Maintenance 1,979 Expense  
 101-53300-263 Chip Seal 30,000 Expense  
*Street Chip Seal not completed in 2024, ongoing railroad maintenance and establishing sidewalk repair program*

101-51960-215 Holiday Lights 4,977 Expense **478,029 General Fund**  
*Remaining funds carried over from 2023 plus donations received in 2024 that were not spent*

202-51960-301 New Equipment 1,234,000 Expense **1,234,000 Fire Equipment Fund**  
*2024 Rescue Squad Replacement on order expected to be complete September 2027.*

206-55110-242 Replace black edging that is falling apart or completely missing in areas 5,900 Expense  
*Not completed as weather changed before completed*

206-55110-242 Equipment Replacement - gasket replacement that blocks out fluke gas has crack 7,500 Expense  
*Both boilers were repaired with sealant so that could be done in offseason as boiler needs to be taken apart*

206-51110-213 Special Collections Project in progress 2,000  
 206-51110-218 Operations various smaller items to complete 13,000 Expense **28,400 Library**  
*Various purchases delayed*

207-52120-213 Ballistic Shield ordered but not received funded from Cheesefest Donation 6,209 Expense **6,209 FVMPD**  
*Donation received but deterring best use so request to carryover to 2024*

403-57324-303 Vehicle Replacement -Pick Up Truck # 251 (Replace # 31) received 1-7-25 45,987 Expense  
 403-57620-303 Vehicle Replacement -Pick Up Truck # 253 (Replace # 28) received 1-24-25 37,008 Expense  
 403-57620-303 Vehicle Replacement - Pick Up Truck (Replace # 87) 35,000 Expense  
 403-57620-303 Lawn Mower 11 Foot Deck - ordered but not received 120,000 Expense  
 403-57620-303 Utility Vehicle (#36 reevaluating as budget was \$30,000 but used to cover other overages) 17,678 Expense  
*Vehicles delayed due to availability and pricing* **255,673 Fleet**

404-57190-221 Teams Phone Upgrade 28,900 Expense **28,900 Technology Fund**  
*Delayed due to higher priority technology needs for Village*

405-51100-263 Fire Station Engineering and Construction 545,476 Expense **545,476 Fire Station Construction**  
*Fire Station Construction*

417-51236-204 Contractual Services - McMahon 100,000 Expense **100,000 TID 8**  
*Water System Review*

418-50232-263 Construction - Pine Street 1,221,480 Expense  
*Carryover project to be completed in 2025*

418-51224-204 Contractual Services - Downtown Remediation 207,195 Expense  
*Carryover remaining budget for either continued contractual services or land purchase*

418-51225-204 Contractual Services - Downtown Mixed Use 28,030 Expense **1,456,705 TID 8**  
*Site clearance costs not completed in 2024*

420-57620-274 Splash pad and amenities 147,767 Expense **147,767 Park Improvement Fund**  
*Final Close Out*

610-53612-221	Small Equipment	5,000	Expense	
<i>Due to other priorities, equipment updates did occur as planned and will be completed in 2025</i>				
610-53614-204	Contractual Services - Sewer Rate Study	3,000	Expense	<b>8,000 Sewer Utility</b>
<i>Finalization of Sewer Ordinance in 2025, rate portion completed in 2024 and approved.</i>				
620-53604-302	Well # 3 VFD Replacement	32,500	Expense	
620-53624-302	Booster Pump # 2 and # 3 Replacement	28,500	Expense	
<i>Items on backorder or project delayed due to DNR priority with lead notifications</i>				
620-53644-301	Meter Replacement	40,000	Expense	<b>101,000 Water Utility</b>
<i>Carryover to continue replacement program</i>				
630-51215-263	Construction	2,308,421	Expense	
<i>Carryover Ebbin Trail III in progress</i>				
630-53441-253	Maintenance at ponds	35,000	Expense	<b>2,343,421 Stormwater Utility</b>
<i>Work ongoing</i>				

#### **Budget Carryover 2024-2025 - Special Consideration (2/3 vote required funded by 2024 Budget Dollars)**

101-51110-201	Roles and Authorities of Governing Bodies Training	5,000	Expense	
<i>Understanding the differing roles of legislative, executive and administrative powers</i>				
101-51400-204	Engagement survey for gauging employee satisfaction and understanding pain points	7,500	Expense	
<i>Provide insight to employee experiences, engagement levels and areas for improvement to foster positive and productive work environment</i>				
101-56700-204	Future Land Use Plan - north of Hwy 41 and Comprehensive Plan Amendments	20,000	Expense	<b>32,500 General Fund</b>
<i>Key strategic planning for growth area of Village</i>				
404-57190-204	Contractual Services	5,000	Expense	<b>5,000 Facility and Technology Fund</b>
<i>Technology improvements to strengthen security and internal controls</i>				
207-52120-302	Replace Furnace (25 years old with a crack in heat exchange) & AC (cost savings doing both)	15,500	Expense	
<i>Furnace needs to be replaced before winter 2025 season for potential safety issue with carbon monoxide</i>				
207-52120-306	Evidence Storage	30,622	Expense	<b>46,122 FVMPPD</b>
<i>2024 fiscal year positive variance designated to start on the evidence storage transition from Combined Locks</i>				
				<b>52,331</b>

#### **2024 Assigned Fund Balance - Per Fund Balance Policy**

101-29221	Assigned Fund Balance - Development Incentive Fox River Group	160,000	Equity	
101-29221	Assigned Fund Balance - Business Retention Smith Pharmacy	100,000	Equity	
<i>Remaining balance due on development</i>				
101-29213	Succession Planning and Retirement Payouts	100,000	Equity	
<i>Remaining balance due on development</i>				
101-29990	Assigned Fund Balance - Carryover	510,529	Equity	
<i>Total of Carryover and Special Consideration Carryover 2024-2025</i>				

## FUND BALANCE AND RESERVE POLICIES

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

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

- *Nonspendable:* Some resources cannot be spent because they are not in spendable form. Examples include inventories, prepaid items, land held for resale and long-term receivables. Other resources may be legally or contractually required to be maintained intact such as an endowment fund. Prepays \$12,884  
Advances \$1,633,000
- *Restricted:* This includes constraints on the use of resources that are externally enforceable such as unspent debt proceeds. Such restrictions also may be the result from constitutional provisions or enabling legislation. \$0
- *Committed fund balance:* A government at its highest level of decision-making authority may formally place a constraint on the use of its own resources that remains legally binding unless removed in the same manner. The Village will maintain a committed fund balance of 25% of the ensuing year's general fund operating expenditure budget. Committed for working capital \$1,218,264  
Fox River Gr/Smith Pharmacy \$260,000  
Carryover \$478,029  
Remaining LT Debt Reduction \$300,000  
Estimated before assigned \$1,032,459
- *Assigned fund balance:* This category will be established annually in February for the preceding year's financial statement (decisions made based on estimated final figures for the reporting period) for specified purposes, including but not limited to contingencies, compensated absences or other one-time expenditures. At least 50% of General Fund balances in excess of the Nonspendable, Restricted and Committed Fund Balance will be used for the reduction of long-term liabilities (either to lower ensuring year's debt issuance or for the defeasance of callable debt). The Finance Director in conjunction with our Financial Advisor will recommend the most cost-effective debt reduction option. The Village Administrator will recommend a plan for the remaining funds subject to Village Board approval that may include one-time General Fund expenditures, provide additional safeguard of working capital reserves, reduction of debt, or to keep the funds unassigned. 50% for DT Debt Reduction \$116,230  
Special Consideration Carryover \$32,500
- *Unassigned fund balance:* It is perfectly reasonable for the general fund to report total fund balance more than the previous four components.

Total Long Term Debt Reduction \$300,000  
12/31/23 remaining assigned + \$600,000  
12/31/24 = \$900,000 **NOTE: PLANNED USE TO  
REDUCE 2025 DEBT ISSUE SIZE UNLESS  
CALLABLE DEBT PROVIDES GREATER SAVINGS**

Additional Long Term Debt Reduction \$83,770 = Unassigned \$399,959

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

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

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

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

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

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

**Developed and Adopted:** December 16, 2020



## Item For Consideration

**For Board Review On:** March 19, 2025

**Agenda Item Topic:** RFP Heesakker Park Shelter & Parking Lot Concept Refinement Review and Approval

**Prepared On:** March 3, 2025

**Prepared By:** DPRF

**Report:** The Village of Little Chute accepted proposals from experienced architectural firms to provide conceptual plans for a potential year-round public shelter and parking lot at Heesakker Park that is intended for public rentals and various programming needs within the Village. The Village received three (3) bids from the following firms: Graef, McMahon, & Jewell.

With a scoreable maximum point total of 100, the following factors were considered in evaluating proposals:

1. The understanding, responsiveness, and completeness of the proposal, including scope, approach and detailed work plan. *(0-20 points)*
2. Firm experience and qualifications, key personnel experience and qualifications, and sub-consultants on similar projects. *(0-30 points)*
3. Consultants' fees and rates. *(0-30 points)*
4. Projected and actual costs from previous projects with similar scopes. *(0-20 points)*

The Village's project team, which is made up of three (3) members, evaluated and scored all received proposals. The average score sheet is attached for your reference.

**Fiscal Impact:** Three bids were received for the RFP Heesakker Park Shelter & Parking Lot Concept Refinement:

CONSULTANT		
McMahon	Jewell	GRAEF
\$26,400	\$57,718	\$27,300



## Item For Consideration

Should the board wish to proceed with a consultant for the RFP, it is understood that the Village would be committed to building a rentable shelter in Heesakker Park per the trust wishes. This trust is set up as a reimbursement to the Village. Once each phase of the project is complete, the trust will reimburse the Village for expenses up to the allocated amount laid out in the trust fund.

**Recommendation/Board Action:** Staff recommend the Village Board select Graef for the conceptual planning phase of this project in the amount of \$27,300.

Respectfully Submitted,

John McDonald – Parks, Recreation, & Forestry Director

**Village of Little Chute Parks, Recreation, & Forestry Department**

**Evaluation of Proposal - Average Scores**

**Project:** Professional Architectural Services-Heesakker Park Shelter & Parking Lot Concept Refinement

**Due Date/Time:** 2/21/2025 12:00 PM

**Completed By:** Evaluation Team

Description	Points	McMahon	Jewell	GRAEF
1. The understanding, responsiveness, and completeness of the proposal, including scope, approach and detailed work plan.	0-20	19	9	16
2. Firm experience and qualifications, key personell experience and qualifications, and sub-consultants on similar projects.	0-30	27	24	25
3. Consultants fees and rates.	0-30	26	17	26
4. Projected and actual costs from previous projects with similar scopes.	0-20	8	8	17
<b>Total:</b>	<b>100</b>	<b>80</b>	<b>58</b>	<b>84</b>



# HEESAKKER PARK SHELTER AND PARKING LOT

VILLAGE OF LITTLE CHUTE

FEBRUARY 21, 2025

**Primary Contact:**  
Patrick J. Skalecki, PE  
Vice President  
[patrick.skalecki@graef-usa.com](mailto:patrick.skalecki@graef-usa.com)  
**920-405-3814**

116 S Adams Street  
Suite 201  
Green Bay, WI 54304  
920 / 592 9440  
[www.graef-usa.com](http://www.graef-usa.com)



John McDonald  
Director of Parks, Recreation and Forestry  
Village of Little Chute  
108 W Main Street  
Little Chute, WI 54140

RE: Heesakker Park Shelter & Parking Lot Concept Refinement

Dear Mr. McDonald:

GRAEF is pleased to submit a proposal to provide the Village of Little Chute with professional services for the Heesakker Park Shelter & Parking Lot Concept Refinement listed in your February 2025 request. We understand that experience with similar projects is a very important criteria in your selection process. We believe GRAEF's expertise in that area, as well as our familiarity with Little Chute from prior successful projects in the Village, will provide you with a level of comfort and confidence that in the end will be a successful project for the community. Quality parks and open spaces are at the heart of today's vibrant and livable communities. Yet, few places are fortunate to have been blessed by geography to boast the variety and quality of park and natural resources that are available to Little Chute residents and visitors, particularly at Heesakker Park.

At GRAEF, we innovate during design and collaborate with you, the client, to deliver long-lasting projects using our strong technical expertise and experience. GRAEF is a multi-discipline, planning, design, and engineering firm dedicated to serving public and private clients throughout the United States. For over 60 years, our ability to excel has been driven by integrity, quality, and our commitment to customer service. GRAEF began as an individual partnership structural engineering firm in 1961. Today, with nearly 300 employees in ten offices in the Midwest, Florida, and Turks and Caicos Islands, GRAEF offers our clients a full range of consulting services.

GRAEF's project management approach revolves around a strong, experienced project manager and supporting staff who establish a collaborative partnership with the internal project team and Village of Little Chute representatives. Our goal is to deliver on time, and within a cost-effective budget, high quality products that provide solutions to achieve the project purpose and goals.

Some of the key project benefits that you will gain through the selection of GRAEF will include:

**Local Team Expertise:** The GRAEF team has the best combination of creative problem solving and practical engineering experience.

**Proven Similar Experience:** The GRAEF team has a proven record of delivering similar pavilion/shelter projects. Our expertise includes the completion of numerous projects within the Fox Valley region. The team has the understanding and resources to develop a design that provides safe, unique, and cost-effective solutions for the project.

**Client Familiarity:** We have assembled a project team that is not only experienced with similar projects, but is familiar with you and your expectations, adding a level of comfort and confidence to working with GRAEF.

We look forward to the opportunity to work with you and we are confident that we have the expertise, experience and capability to meet your needs, leading to a successful project. Please contact us with any comments or questions regarding this proposal. Our goal is to tailor our services to meet your unique needs.

Sincerely,



Jay Jensen  
Project Manager/Architectural Designer



Patrick J. Skalecki, P.E.  
Vice President/Principal In Charge

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# ORGANIZATION HISTORY AND CAPABILITY

Since its inception in 1961, GRAEF has grown from a small individual partnership to a prominent, multi-disciplinary international firm. GRAEF has a team of nearly 300 employees spread across ten offices in the Midwest, Florida, and Turks and Caicos.

For over 63 years, GRAEF's unwavering dedication to excellence has been fueled by core values such as integrity, quality, and a steadfast commitment to exceptional customer service. These principles form the bedrock of GRAEF's operations, ensuring that clients receive the highest level of satisfaction and a seamless experience.

GRAEF has remained at the forefront of the industry, consistently adapting to emerging trends and embracing advancements, and is proud to be a reliable partner for clients seeking top-tier design services and unmatched expertise.

## OUR CORE PURPOSE

To improve the physical environment for the benefit of society in a sustainable manner

### WE ARE

- ▶ Site / Civil Engineers
- ▶ Environmental Engineers
- ▶ Transportation Engineers
- ▶ Landscape Architects
- ▶ Surveyors
- ▶ Planners & Urban Designers
- ▶ GIS Specialists
- ▶ Structural Engineers
- ▶ MEP Engineers
- ▶ Architects

GRAEF

116 S Adams Street  
Suite 201  
Green Bay, WI 54301

(t) 920 / 592 9440  
[www.graef-usa.com](http://www.graef-usa.com)

### WE ARE LOCAL

Being a local firm, we have a strong connection with the community and better understanding of local needs, leading to effective solutions.

### DIVERSE TEAM

Our team leverages the strengths of each team member, creating a dynamic and resilient environment that can thrive in both traditional and contemporary spaces.

### WE KNOW PARKS

Our expertise is unmatched, reflecting our commitment to creating extraordinary experiences while ensuring safety for the community.

# STAFF QUALIFICATIONS

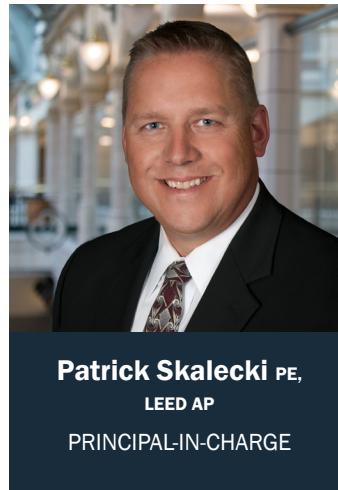
# THE TEAM

OVER THE YEARS, GRAEF HAS HAD A HAND IN RESHAPING THE URBAN LANDSCAPE, REDEFINING HOW THE PEOPLE OF THE FOX VALLEY WORK, LIVE, AND PLAY BY CRAFTING DYNAMIC SPACES THAT FOSTER COMMUNITY, CONNECTION, DIVERSITY AND VIBRANCY.

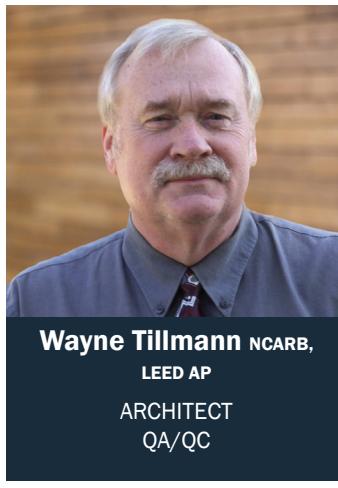
The GRAEF team is fully committed and available to undertake the Heesakker Park Shelter and Parking Lot concept refinement for the Village of Little Chute. Our dedicated professionals, including engineers, environmental scientists, planners, and project managers, are ready to allocate the necessary time and resources to ensure the successful completion of this project. We have ensured that our key personnel are available and have no conflicting commitments, allowing us to provide the highest level of service and support to the Village of Little Chute.



**Jay Jensen**  
PROJECT MANAGER



**Patrick Skalecki PE,  
LEED AP**  
PRINCIPAL-IN-CHARGE



**Wayne Tillmann NCARB,  
LEED AP**  
ARCHITECT  
QA/QC



**Christine Pichler PE**  
CIVIL ENGINEER



## Jay Jensen

PROJECT MANAGER | ARCHITECTURAL DESIGNER

Jay possesses extensive experience in the architectural design of commercial, industrial, municipal buildings and related structures. He provides design, programming, space planning, construction documents and construction cost estimate services. Jay's specialized expertise includes architectural/engineering Building Information Management (BIM), 3D Modeling, photo realistic computer rendering and animations. Jay has developed numerous project displays to assist clients in visualizing various details associated with large and complex projects.

### PROJECT EXPERIENCE

**VFW Park Aquatic Facility and Legion Park Aquatic Facility Design & Construction, City of De Pere, WI - Architectural Designer:** Provided master planning services and development of the conceptual design of two replacement aquatic facilities. Significant public involvement was necessary in this highly visible project with significant public interest. Project includes an entirely new facility with bathhouse containing bathrooms/changing rooms, office and guard spaces, first aid, entry lobby, meeting rooms, family changing rooms, and a concessions wing. Separate mechanical building will house the pumps and chemical rooms and provide storage space. Aquatic features include a lap pool with dive well, activity zone, water walk, dual body slides, drop slide, separate tot pool with zero depth entry, and tot play features

**Hydro Park Pavilion, Kaukauna Utilities, Kaukauna, WI – Architectural Designer:** Architectural design, renderings, and construction documents for a 1,000-square-foot park pavilion.

**Rapide Croche Park Pavilion, City of Kaukauna, WI – Architectural Designer:** Architectural design and construction documents for a park pavilion.

**Colburn Park Pool - Green Bay, WI – Architectural Designer:**

Architectural design, and renderings for the Colburn Park pool replacement. Project included both pool, building, and associated site work. GRAEF engineers led The GRAEF/Water Tech team with overall project management, master planning, site/civil engineering, structural engineering, mechanical engineering, electrical engineering, plumbing engineering, and landscape architecture for this \$6.5 million dollar aquatic center. GRAEF staff provided multiple preliminary design options, final design services, construction drawings, construction specifications, and construction administration services.

**City of DePere Riverwalk - De Pere, WI - Architectural Designer:**

Design, 3D modeling, construction documents, shop drawings, inspections for wild life viewing pier, connecting trails, boardwalk, lift bridge, fixed bridge and trail entrance. This project received multiple awards.



## Patrick Skalecki PE

### PRINCIPAL IN CHARGE | VICE PRESIDENT

Over the past 32 years in the engineering industry, Pat has developed extensive knowledge in public infrastructure and site engineering. He has been involved in projects from idea to grand openings. This depth of knowledge and experience helps clients evaluate project scope and budget early on in the process. During design, he uses his abilities in hydraulic modeling, hydrologic studies, municipal utility design, stormwater management and system design, roadway design, complete site development, parking lot design and associated construction engineering to realize the vision of the clients into a successful project.

### PROJECT EXPERIENCE

#### **Kaukauna Hydro Park, Kaukauna Utilities/City of Kaukauna, Kaukauna, WI – Project Manager:**

Master plan and detailed design/bidding/construction administration for a new park on the Badger Hydro Plant site required for the new license for plant upgrades. The site is contained in the Badger Hydro-electric Historic District that was placed on the National Register in 1991, so the design required specific historic elements to commemorate and educate on the historical significance of the hydroelectric power in the area's settlement. The park includes a pavilion, gathering spaces and trail connections blended with the historic elements. Also, historic educational nodes were to integrated with the site.

#### **Herb & Dolly Smith Park, City of Neenah, WI - Project Manager:**

GRAEF was a critical member of the Master Planning team in 2008 and then was retained by the City for full design, bidding and construction oversight of the project completed in 2013. Highlights of the park include a shelter with restrooms and open-air picnic space, walking paths with wildlife viewing areas, and a canoe and kayak launch. In addition, the park serves as central point of interest for a paved bicycle and pedestrian path connecting the Menasha Trestle Trail to the heart of downtown Neenah.

#### **De Pere Aquatic Facility at VFW Park, De Pere, WI – Project Manager:**

In concert with Water Technology, Inc., provided site/civil, structural, and MEP engineering and landscape architecture services related to design and construction of a new 6,150-square-foot facility with bathhouse containing bathrooms/changing rooms, office and guard spaces, first aid, entry lobby, meeting rooms, family changing rooms, and a concessions wing. The GRAEF/WTI team collected and reviewed existing data and information and conducted public meetings and interviews with key stakeholders.

#### **FERC Recreation Plan Implementation, Kaukauna Utilities, Outagamie County, WI – Project Manager:**

Completed five components for the Recreation Plan associated with the Kaukauna Utilities redevelopment project. Components included: (1) New park pavilion with accessible restrooms at the Rapide Croche Park to also include a display kiosk, new picnic tables and grills (2) Development of the Elm St Access to include a river pathway, parking, picnic area, shoreline fishing area, and informational kiosks (3) New whitewater paddling access site at Kaukauna Central Park (4) Development of the Oak St Access to include a steel canoe launch ramp, cantilevered steel platform, concrete walk, picnic table, and signage (5) A new boat launch area on the southern shoreline of the Rapide Croche impoundment including an access road from CTH ZZ, boat ramp, parking area, ADA compliant fishing pier, and site lighting.



## Wayne Tilmann AIA, LEED AP

ARCHITECT | QA/QC

Wayne brings over 45 years of experience to projects at GRAEF. He has experience managing projects with budgets from a few thousand dollars to those in the millions. He has significant experience working with clients and clearly understands how to share ideas, milestones, and complex ideas with them. He provides project team oversight, specification writing, and shop drawing review and can work with multiple subconsultants in an effective and efficient manner. His body of work and excellent management skills are valuable tools on any architectural design project.

### PROJECT EXPERIENCE

#### **Konkel Park Shelter, Greenfield, WI – Project Manager/Architect:**

GRAEF was selected by the City of Greenfield to provide civil, mechanical, electrical, plumbing, structural and construction engineering, as well as architectural and survey services for an additional rental shelter at Konkel Park. The shelter includes women's and men's restrooms, a mechanical storage room, a warming kitchen and is ADA-accessible.

#### **Kayla's Playground, Franklin, WI – Project Manager/Architect:**

Based on the direction from the City, Graef designed a freestanding men's, women's, and two family oriented toilet rooms building that was constructed off site in sections and assembled on site. The toilet rooms serviced the new ADA accessible children's play structures. The entire building was constructed out of three completely finished textured concrete sections. It was prefinished and vandal resistant. The foundation, plumbing and electrical services were installed on site in place. The three finished concrete sections were delivered and craned onto the foundation. The installation of the entire building occurred within several hours. The connections were made, and the building was operational within several weeks. The schedule was critical, and the building was intended to be resistant to vandalism and damage due to its remote location.

#### **Franklin Woods Nature Center Pavilion, Franklin, WI – Project Manager/Architect:**

The Pavilion was an existing shelter in need of general repairs. The existing structure was repaired, and new electrical service and fixtures were installed.



# Christine Pichler PE

## CIVIL ENGINEER

Christine has worked on a wide array of engineering projects from schematic design to final construction. She specializes in site design, multi-use trails and park facilities, municipal utilities and roadways, and storm water management and system design. is a municipal engineer in the development of plans and specifications for various municipalities and private sector clients. She is familiar with the preparation of permit applications including various design reports.

### EDUCATION

B.S., Civil Engineering, University of Wisconsin  
Platteville, Platteville, WI

### REGISTRATION

Professional Engineer – WI

### PROJECT EXPERIENCE

#### **De Pere Aquatic Facility at VFW Park, City of DePere, WI – Design Engineer:**

Provide site design for the new \$7 million aquatic center. Involved a new 6150 square foot bathhouse including offices, public spaces, and concessions. A separate 1250 square foot mechanical building was also included. The aquatic features included a lap pool with dive well, activity zone, water walk, dual body slides, drop slide, separate tot pool with zero depth entry, and tot play features. Phase I involved conceptual design and budget estimates. Site design included grading, storm water management, and all exterior utilities.

#### **Grundman Boat Landing, Winnebago County, WI – Design Engineer:**

Provided site design for the extension to an existing boat launch that doubled the number of launch sites and doubled the size of the parking area. Included a kayak launch, picnic shelter, bathrooms, new sidewalks, dredging of launch area, and overall storm water management.

**Bomier Boat Launch, De Pere, WI - Design Engineer:** GRAEF provided the City of De Pere with design, permitting, and construction oversight services on the expansion of the existing Bomier Boat Launch. The concrete boat launch was cast in place to match the slope of the existing pavement. New dock sections were constructed on driven piles to match the existing dock system. A new floating ADA accessible kayak launch was installed at the end of the dock. Included in this project were new parking areas for cars and boat trailers, asphalt mill and overlay with reconfigured parking in the existing lot for cars and boat trailers, ADA accessible parking and sidewalks adjacent to the existing bathroom building, and a connection to the regional Fox River Trail. The adjacent park was also updated with an ADA accessible sidewalk, cast in place concrete stairs, concrete pads for benches and other seating, and a covered pavilion for a picnic table.

#### **Fox River Boardwalk, Village of Little Chute/City of Kaukauna, WI – Design Engineer:**

The project involves detailed design, permitting, and bidding assistance for the new Fox River Boardwalk to and over the Fox River between Little Chute and Kaukauna. GRAEF completed the feasibility study and due diligence investigation for a roughly 1,130 linear foot span bridge and trail extensions, connecting Little Chute and Kaukauna.

**The Plaza at Gateway Park, Neenah, WI – Design Engineer:** Provided site design related to the development of an outdoor refrigerated ice rink and related park facilities. Included site walkways, a concrete slab, new multi-purpose building and various landscape features. The stie has been named “One of the 10 Most Charming Ice Rinks” in the nation by the national Best Life website.

**GRAEF has had the privilege of working with the Village of Little Chute on past projects, building a strong partnership rooted in thoughtful planning and community-focused design. We hope to have the opportunity to collaborate again to create a park that will be enjoyed for generations to come. Our vision is to design the park and pavilion to seamlessly integrate with the natural landscape, providing a welcoming and functional space for residents and visitors to gather, celebrate, and connect throughout all seasons.**

## **PROJECT EXPERIENCE**

# PARK/RECREATION EXPERIENCE

Project	Location	Project Elements				
		Park Planning/ Design	Economic Development	Waterfront Development	Transportation Engineering	Structural Engineering
Hydro Park	Kaukauna, WI	•	•	•	•	•
Herb & Dolly Smith Park	Neenah, WI	•	•	•	•	•
Drexel Town Square	Oak Creek, WI	•	•		•	•
Gateway Park Plaza	Neenah, WI	•		•		•
Arrowhead Park	Neenah, WI	•		•	•	
P.H. Glatfelter Mill Site Redevelopment	Neenah, WI		•	•	•	
East River Trail Feasibility Study	Green Bay, WI	•		•	•	
Erb Park and Swimming Pool Facility Evaluation and Concept Plan	Appleton, WI	•	•			•
Lakefront Gateway Plaza	Milwaukee, WI	•	•	•		
Nelson Family Heritage Crossing	Little Chute/Kaukauna, WI	•		•		•
City Deck	Green Bay, WI			•		•
De Pere Riverwalk & Wildlife Viewing Pier	De Pere, WI	•		•	•	•
Milwaukee Art Museum Cudahy Gardens	Milwaukee, WI	•		•		
Bayshore Town Center	Glendale, WI		•		•	
Loop the Lake Boardwalk Bridges	Neenah/Menasha, WI	•		•	•	•
Ashwaubenon River Trail Bridge	Windsor, WI	•		•	•	•
Nelson Family Overlook	West Allis, WI	•		•		•
Main Street Pedestrian Overpass	Waukesha, WI			•	•	•
River Edge Master Plan	Shorewood, WI	•		•	•	•
Lumberyard Site Redevelopment	Grafton, WI	•	•			
Riverside Drive and Webster Avenue Corridor Study	Allouez, WI		•	•	•	•



# RAPIDE CROCHE PARK PAVILION

KAUKUANA, WI

GRAEF assisted Kaukauna Utilities with the design and construction oversight on a new park pavilion located at Rapide Croche Park. This pavilion was required as part of their FERC Hydro Facility Relicensing.

The pavilion was a prefabricated wood structure, specifically Cedar Forest Products Parkaire Activity Center PAC 2 standard size (20 feet by 44 feet total with 16 feet by 16 feet enclosed). GRAEF completed all structural foundation design and site work/permitting.

The building included seasonal men's and women's ADA accessible bathrooms with a holding tank for pit toilets, wash station, and an exterior washdown hose bid. The pavilion also included a small storage room and open-air covered picnic area. An existing well was used including a new submersible pump and HDPE service to the new pavilion. Building and security lighting was provided. A new, well-covered shelter support with benches and concrete slab was also installed.

## SERVICES

Structural Engineering  
SiteCivil Engineering

## REFERENCE

Eric Miller  
Manager of Engineering and Project Management  
920 / 462 0214

## DATA

Final Cost Estimate: \$169,000  
Final Construction Cost: \$130,000  
(including engineering cost)



# AQUATIC CENTER AT VFW PARK

DE PERE, WI

## CONVERSION OF THE CITY'S FORMER TWO PUBLIC POOLS INTO "MINI AQUATIC CENTERS"

The project consists of a new 6,150-square-foot facility with bathhouse containing bathrooms/changing rooms, office and guard spaces, first aid, entry lobby, meeting rooms, family changing rooms, and a concessions wing. A separate 1,250-square-foot mechanical building houses the pumps and chemical rooms and provide storage space. The aquatic features include a lap pool with dive well, activity zone, water walk, dual body slides, drop slide, separate tot pool with zero depth entry, and tot play features.

The first phase of work included review and analysis of the existing aquatic facility and VFW Park features, along with development of a conceptual design plan and a budget estimate, for a new and unique replacement aquatic center. The GRAEF/WTI team collected and reviewed existing data and information, and conducted public meetings and interviews with key stakeholders. Multiple design option renderings and budgets were prepared and presented. Then with the direction from the City Park Board, a single rendered option was finalized and budget updated.

### SERVICES

Mechanical Engineering  
Electrical Engineering  
Plumbing /Fire Protection Engineering  
Project Management  
Master Planning  
Landscape Architecture  
Civil Engineering  
Structural Engineering  
Aquatics (Water Tech)

### REFERENCE

Marty Kosobucki  
Parks, Recreation, and Forestry Director  
920 / 339 4065

### DATA

Final Cost Estimate: \$7.14 million (incl all facility features)  
Final Construction Cost: \$7.1 mil  
(including engineering and delivery costs)



# HERB AND DOLLY SMITH PARK

NEENAH, WI

THIS NEENAH PARK IS FILLED WITH WILDLIFE VIEWING AREAS, WALKING PATHS AND A BOARDWALK TO ENJOY THE SURROUNDING NATURE SCENES.

Herb and Dolly Smith Park demonstrates the successful transformation of a once blighted area into a popular community recreational asset. The park is located on the site of a former fueling station and undeveloped area on the shores of Little Lake Butte des Morte.

The waterfront park offers amenities to suit many types of outdoor recreation enthusiasts including walking paths with wildlife viewing areas and a canoe and kayak launch with ADA accessibility. Spaced periodically along the shoreline are swinging contemplation benches that draw those interested in a relaxing, peaceful moment. An attractive park shelter and recreation area was designed around a green space and offers open-air picnic space available for events and festivities.

A central point of interest is the paved bicycle and pedestrian path that makes up part of the Loop the Little Lake recreational trail; a 3.5-mile loop that links Neenah, Menasha, and the Village of Fox Crossing. In order to avoid sensitive areas and meet ADA accessibility guidelines,

this section of the 'Loop' includes a ravine crossing and a 390-foot-long timber boardwalk across the mouth of the Neenah Slough. GRAEF performed full hydraulic design for the boardwalk structure, ensuring that it meets state navigational and flood control requirements and carefully designed around existing creeks and wetlands, while restoring forested areas. Invasive plants were removed and native plants and tall grass prairies were planted.

## REFERENCE

Mike Kading  
Director of Parks and Recreation  
City of Neenah  
920-886-6060

## DATA

Final Cost Estimate: \$430,000 (incl all park features except boardwalk)  
Final Construction Cost: \$460,000 (incl engineering cost)

# HYDRO PARK

CLIENT: KAUKAUNA UTILITIES | KAUKAUNA, WI



For 10 years, Kaukauna Utilities worked with the Federal Energy Regulatory Commission (FERC) for a new license on their upgrade to the Badger Hydro Plant with a new Powerhouse and power canal modifications in downtown Kaukauna. The hydro plant is contained in the Badger Hydro-Electric Historic District that was placed on the National Register in 1991. As part of the licensing requirements, KU was required to redevelop the old Badger facility and decommissioned area of the power canal. Part of the redevelopment was construction of community park.

This park incorporates historic elements outlined in the Historic Resources Management Plan to commemorate and educate on the historical significance of hydroelectric power in the area's settlement. For the initial phases of the project, GRAEF staff worked with KU, City, and general public representatives to develop a schematic master plan for the park. The effort included several stakeholder workshops to obtain public input for the park.

A portion of the power canal was filled and a new retaining wall constructed. Portions of the existing canal limestone wall were left in place and exposed as a nod to the historical use of the space. The design incorporated an area with views of the new powerhouse and remaining canal and a large turbine impeller that was already in the area. Also, historic educational nodes were integrated into the site design, as were an outdoor performance area, gathering spaces, and trail connections.

## SERVICES

Site/Civil Engineering  
Landscape Architecture

## REFERENCE

Eric Miller  
Manager of Engineering and Project Management  
920 / 462 0214

## DATA

Final Cost Estimate: \$165,000 (pavilion construction and design only)  
Final Construction Cost: \$205,000  
(pavilion only/incl engineering cost)



# BOMIER BOAT LAUNCH

DE PERE, WI

EXPANSION OF THE BOAT LAUNCH INCLUDING ADA ACCESSIBLE AMENITIES ALLOWS FOR DE PERE RESIDENTS AND VISITORS TO ENJOY THE FOX RIVER AND SURROUNDING AREA MORE EASILY THROUGHOUT THE YEAR.

GRAEF provided the City of De Pere with design, permitting, and construction oversight services on the expansion of the existing Bomier Boat Launch. The boat launch was expanded to provide a true two-lane boat launch at the existing location.

The concrete boat launch was cast in place to match the slope of the existing pavement. New dock sections were constructed on driven piles to match the existing dock system. A new floating ADA accessible kayak launch was installed at the end of the dock. Included in this project were new parking areas for cars and boat trailers, asphalt mill and overlay with reconfigured parking in the existing lot for cars and boat trailers, ADA accessible parking and sidewalks adjacent to the existing bathroom building, and a connection to the regional Fox River Trail.

The adjacent park was also updated with an ADA accessible sidewalk, cast in place concrete stairs, concrete pads for

benches and other seating, and a covered pavilion for a picnic table.

National Resource Damage Assessment program (NRDA) and WI DNR Recreational Boating Facilities (RBF) grants funded all but \$60,000 of the project.

## REFERENCE

Marty Kosobucki  
Parks, Recreation, and Forestry Director  
920 / 339 4065

## DATA

Final Cost Estimate: \$535,000 (incl all facility features)  
Final Construction Cost: \$580,000  
(incl engineering and delivery costs)

# PROJECT SCOPE

# MANAGEMENT APPROACH

A project management plan for a design project includes many elements needed to provide a way to manage resources, maintain a project timeline, and meet the project goals. An outline of this PMP includes identifying the team and their project roles, having a clear decision-making process, making sure the team understands the communication process and adheres to it, and regular schedules checks and updates as the project requires. For your project we would define these major elements as follows:

## Decision Making

An identified decision-making process is critical to making consistent progress on a project to meet milestones and final deliverables. Decision tracking is also critical. Using a Decision Log helps to identify those critical topics, add content as to the collaboration that is ongoing, and documenting the final decision both for internal items and client decision during the design process.

Good decisions rely on the knowledge and expertise of the team, candid and honest input from all parties, checking the ego at the door, and deciding a path in the best interests of the project. We will have regular milestone meetings to share info and make those critical major decisions with the Village staff. There will also be periodic informal contacts for minor decisions to keep the project moving. Decisions are never done in a vacuum and transparency on the decisions and the backup on what information was considered will be tracked in the Decision Log.

## Communication Requirements and Process

Communication success is dependent on everyone involved, client and team. That starts with defining what is required of everyone on the team, making sure the process is followed through project completion, and being clear in the information being shared.

- Identify the stakeholders and main points of contact for all parties.
- Identify milestone communication events and meetings
- Understand the information needed in client updates.
- Be prepared for meetings with agendas and topics in advance
- Be on time for start and end of meetings.
- Outline regular internal and external “touch base” needs
- Emphasize prompt responsiveness.

## Schedule Management

Accountability is key to schedule management. It starts with a work plan, has regular check-ins, is aggressive, and is adjusted when necessary. All team members and the client need to clearly understand their responsibilities and the impact their actions and adherence to the schedule has on other team members. Main components of managing the schedule include:

- Work plan development with intermediate and major milestones identified at beginning of project.
- Regular internal coordination meetings
- Consistent owner involvement
- Weekly evaluation of project progress
- Early involvement of review agencies
- Accountability of team to meet milestones.

# PROJECT UNDERSTANDING

GRAEF's programming and design approach for this project revolves around understanding your goals for the Heesakker Park Shelter and Parking Lot; developing a design approach and sequence that allows design creativity and check-ins so the Village of Little Chute representatives can make informed decisions, and accurate comparison of facilities to develop costs for operations and potential revenue.

The tasks for this project to include the assessment of Heesakker Park shelter and parking lot needs, looking for opportunities, analyze the constraints, continue to develop goals for the project, review the programming concepts with Village representatives, and develop the scope of the pre-design of the building and amenities.

It is our understanding that the project includes the following:

## Refine and Finalize Building Concept, Space Programming & Size of Shelter

Review the Villages current project information including the previous developed concepts, public information, feedback and trust information.

- *We will compile the available information provided by the Village and complete a thorough technical review of the data to help provide guidelines and direction for the programming efforts.*

Compile information on comparable existing and proposed venues in the region including rental rates and utilization with the focus on identifying any unmet community needs that this facility could address.

- *We will reach out to local Fox Valley communities, many of which we've worked with, and gather data on their facility rental operations, costs, use frequency, and any insight into functionality or shortcomings.*

Develop at least 3 space programming concepts for a year-round public shelter based on the capacity of a 50, 75, and 100+ persons.

- *Our architecture team will develop an outline for spaces and design requirements for each size option, creating 2D and 3D color renderings for consideration and review*

Space programming considerations to including, accessible accommodations for interior and exterior gathering spaces, toilet room facilities, mechanical room, janitor room, storage for facility and park amenities.

- *A Programming Report will be assembled with relative background data and written outline of spaces and proximities within the facility for each option.*

# PROJECT UNDERSTANDING

## Evaluating & Recommendations of Shelter & Parking Lot Options

Evaluate revenue, operations & maintenance costs for each shelter option.

- *Using current industry data and regional information compiled during the earlier phase of this project, we will provide a cost matrix outline for each shelter option.*

Identifying public service implications for above said items, including pros and cons for each option.

- *Review and provide a written narrative of the project impacts to various public services such as emergency services, infrastructure (roads/utilities), zoning/land use, public health and safety, community impact, public safety, and waste management.*

Evaluate preliminary concepts of level of finishing & aesthetics; make recommendations for value engineering that should be considered during final design

- *Provide direction in our Programming Report relative to finished and aesthetics of the facility and cost implications of each.*

Recommendations for size and scope of parking lot.

- *Complete a thorough site analysis by our Civil Design team looking at shelter location, vehicle and pedestrian access, parking lot size and vehicle movement, and green space interior to and around parking lot. Prepare a site layout drawing.*

Provide Preliminary cost estimates for all options

- *Develop cost estimates for each option of shelter and parking lot layout using our recent completed work cost information, current industry cost trends, and other available cost indexing resources.*

## Presentation

Present programing results, including graphics and cost estimates to the Village Board at the conclusion of the project.

- *Our team will prepare a clear and engaging presentation for the Village Board outlining the process used, data reviewed, options considered with costs estimates, ultimate recommendations, and graphics.*

Facilitate a Public Information session with the Village representatives.

- *Utilizing a slightly refined and concise version of the Village Board Presentation slide deck, we will present to the general public and provide them an opportunity to provide direct feedback on the recommendations.*

## ADDITIONAL INFORMATION

# ADDITIONAL INFORMATION

GRAEF has thoroughly reviewed the project scope and assembled a team of professionals that we feel “checks all the boxes” on experience, familiarity with the Village, expertise, and creativity. The information contained in the resumes and project examples, along with our full in-house capabilities to complete all the work with GRAEF staff, will allow us to deliver a highly successful project result. No other additional information related to the team or the project is necessary.

# SAMPLE CONTRACT



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[Insert Date, Hit F11]

John McDonald  
Director of Parks, Recreation and Forestry  
Village of Little Chute  
108 W Main Street  
Little Chute, WI 54140

SUBJECT: Heesakker Park Shelter and Parking Lot  
Concept Refinement

Dear John:

We are very pleased to provide you with this proposal for professional services. When accepted, this proposal will become the formal Agreement between Graef-USA Inc. (GRAEF) and Village of Little Chute (Client).

This proposal is for Heesakker Park Shelter and Parking Lot Concept Refinement (Project). It is subject to GRAEF's Standard Terms and Conditions, a copy of which is attached and incorporated by reference.

It is our understanding that the nature of the Project is the building concept refinement for a year-round public shelter and parking lot at Heesakker Park that will be used for public rentals and various programming needs within the Village.

For this Project, GRAEF proposes to provide the following Basic Services:

Architectural

- **INSERT SCOPE**

Civil

- **INSERT SCOPE**

GRAEF will endeavor to perform the Basic Services in conformance to the following schedule: **INSERT TIMING OF SERVICES**

GRAEF can provide the following Additional Services for additional compensation as detailed below:

- **INSERT SCOPE OF ADDITIONAL SERVICES**

It is our understanding that you will provide the following services, items and/or information:

- **INSERT DETAILED DESCRIPTION OF SERVICES**



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You agree to compensate GRAEF for all basic services noted above a lump sum of **\$xx,xxx**

Mileage will be billed at the federal rate at the time incurred and is included in the lump sum fee noted above. Other Direct Expenses will be billed at cost and are included in the lump fee quoted above. Direct Expenses include mileage, travel expenses, printing and reproduction, delivery charges, and plan review fees.

You agree to compensate GRAEF for all listed Additional Services with an additional fee to be negotiated at a later date.

To accept this proposal, please sign and date below and return one copy to us. Upon written authorization, GRAEF will commence work on the project.

We look forward to working with you on this important project. Please call us at 920-592-9440 if you have any questions regarding this proposal.

Sincerely,

**Graef-USA Inc.**

**Accepted by:**  
**Village of Little Chute**

Jay Jensen  
Project Manager

(Signature)

Patrick J. Skalecki  
Vice President

(Name Printed)

(Title)

(Date)

G:\Mkt\Proposals & SOQs\GB\MUN\Little Chute, Village\Heesakker Park Shelter and Parking Lot\_20\_0125\Working Docs\Section 6 - Sample Contract



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## Graef-USA Inc.'s STANDARD TERMS AND CONDITIONS

These Standard Terms and Conditions are material terms of the Professional Services Agreement proposed on [Insert Date, Hit F11] (Agreement) by and between Graef-USA Inc. (GRAEF) and Village of Little Chute (Client):

**Standard of Care:** GRAEF shall exercise ordinary professional care in performing all services under this Agreement, without warranty or guarantee, expressed or implied.

**Client Responsibilities:** Client shall at all times procure and maintain financing adequate to timely pay for all costs of the PROJECT as incurred; shall timely furnish and provide those services, items and/or information defined in Agreement, as amended, and shall reasonably communicate with and reasonably cooperate with GRAEF in its performance of this Agreement. GRAEF shall be entitled to rely on the accuracy and completeness of any services, items and/or information furnished by Client. These terms are of the essence. Client shall indemnify, defend and hold GRAEF, its present or former officers, employees and subconsultant(s), fully harmless from any liability or loss, cost or expense (including attorney's fees and other claims expenses) in any way arising from or in connection with errors, omissions or deficiencies in the services, items and/or information Client is obliged to furnish in respect of this Agreement.

**Limitation of Liability:** Client and GRAEF agree that GRAEF's liability for any direct, indirect, incidental or consequential economic losses or damages arising under or in connection with this agreement (including any attorney's fees or claims expenses) shall be limited to the sum of one hundred thousand dollars (\$100,000.00).

**Additional Services:** Client may request or it may become necessary for GRAEF or its subconsultant(s) to perform Additional Services in respect of this Agreement. Client shall pay for such Additional Services above and beyond charges for Basic Services set forth in this Agreement. GRAEF will notify Client in advance of GRAEF's intention to render Additional Services. Client's failure to instruct GRAEF not to perform the proposed Additional Service shall constitute Client's acceptance of such Additional Service and agreement to pay for such Additional Service in accordance with the Invoicing & Payment terms of this Agreement.

**Collection Costs:** Client shall pay all collection costs GRAEF incurs in order to collect amounts due from Client under this Agreement. Collection costs shall include, without limitation, reasonable attorney's fees and expenses, collection agency fees and expenses, court fees, collection bonds and reasonable GRAEF staff costs at standard billing rates for GRAEF's time spent in efforts to collect. Client's obligation to pay GRAEF's collection costs shall survive the term of this Agreement or the earlier termination by either party.

**Invoicing & Payment:** GRAEF may issue invoices for services rendered and expenses incurred at such times and with such frequency as GRAEF deems necessary or appropriate in GRAEF's discretion. All invoices are due and payable upon receipt and shall be considered past due if not paid within thirty (30) calendar days of the due date. **Prompt and full payment of all periodic invoices or other billings issued by GRAEF pursuant to this Agreement is of the essence of this Agreement.** In the event that Client fails to promptly and fully pay any invoice as and when due, then, and in addition to any other remedies allowed by law, GRAEF, may, in its sole discretion, suspend performance of all services under this Agreement upon seven (7) calendar days' written notice to Client, and immediately invoice Client for all unbilled work-in-progress rendered and other expenses incurred. Upon GRAEF's receipt of full payment, in good funds and without offset, of all sums invoiced in connection with any such declaration of suspension, GRAEF shall resume services, **provided that** the time schedule and compensation under this Agreement shall be equitably adjusted in a manner acceptable to GRAEF to compensate GRAEF for the period of suspension plus any other reasonable and necessary time and expenses GRAEF suffers or incurs to resume services. No failure by GRAEF to exercise its right to suspend work and accelerate sums due shall in any way waive or abridge Client's obligations to GRAEF or GRAEF's rights to later suspend work and accelerate terms. Client agrees GRAEF shall incur no liability whatsoever to Client, or to any other person, for any loss, cost or expense arising from any such suspension by GRAEF, either directly or indirectly. In addition, simple interest shall accrue at the lower of 1.5% per month (18% per annum), or the maximum interest rate allowable by law, on any invoiced amounts remaining unpaid for more than 60 days from the date of the invoice. Payments made shall be allocated as follows: (1) first to unpaid collection costs; (2) second to unpaid accrued interest; and (3) last to unpaid principal of the oldest invoice.

**Latent Conditions:** Client acknowledges that subsurface or latent physical conditions at the site that differ materially from those indicated in the project documents, or unknown or unusual conditions that materially differ from those ordinarily encountered may exist. If such latent conditions require a change in the design or the construction phase services, GRAEF shall be entitled to a reasonable extension of time to evaluate such change(s) and their impact on the project and to prepare such additional design documents as may be necessary to address or respond to such latent conditions. Client shall pay GRAEF for all services rendered and reimbursable expenses incurred by GRAEF and its subconsultant(s), if any, to address, respond to or repair such latent conditions. Such services by GRAEF or its subconsultant(s) shall constitute Additional Services.



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## Graef-USA Inc.'s STANDARD TERMS AND CONDITIONS (continued)

**Insurance:** GRAEF shall procure and maintain liability insurance policies, including professional liability, commercial general liability, automobile liability, and workers' compensation insurance for the duration of this Agreement and shall, upon request, produce certificates evidencing the maintenance of such coverages. Should Client desire additional insurance, GRAEF shall endeavor reasonably to procure and maintain such additional insurance, but Client shall reimburse GRAEF for any additional premiums or other related costs that GRAEF incurs.

**Instruments of Service:** All original documents prepared for Client by GRAEF or GRAEF's independent professional associate(s) and subconsultant(s) pursuant to this Agreement (including calculations, computer files, drawings, specifications, or reports) are Instruments of Professional Service in respect of this Agreement. GRAEF shall retain an ownership and property interest therein whether or not the services that are the subject of this Agreement are completed. Unless otherwise confirmed by written Addenda to this Agreement, signed by duly authorized representatives of both Client and GRAEF, no Instrument of Professional Service in respect of this Agreement constitutes, or is intended to document or depict any "as-built" conditions of the completed Work. Client may make and retain copies for information and reference in connection with the use and occupancy of the completed project by Client and others; however, such documents are not intended or represented to be suitable for reuse by Client or others on extensions of the project, or otherwise. Any reuse without GRAEF's written consent shall be at Client's sole risk and responsibility, and without any liability to GRAEF, or to GRAEF's independent professional associate(s) and subconsultant(s). Further, Client shall indemnify, defend and hold GRAEF and GRAEF's independent professional associate(s) and subconsultant(s), fully harmless from all liability or loss, cost or expense (including attorney's fees and other claims expenses) in any way arising from or in connection with such unauthorized reuse.

**Contractor Submittals:** The scope of any review or other action taken by GRAEF or its subconsultant(s) in respect of any contractor submittal, such as shop drawings, shall be for the limited purpose of determining if the submission generally conforms with the overall intent of the design of the work that is the subject of this Agreement, but not for purposes of determining accuracy, completeness or other details such as dimensioning or quantities, or for substantiating instructions or performance of equipment or systems. GRAEF shall not be liable or responsible for any error, omission, defect or deficiency in any contractor submittal.

**Pricing Estimates:** Neither GRAEF nor Client has any control over the costs of labor, materials or equipment, over contractors' methods of determining bid prices, or over competitive bidding, market or negotiation conditions. Accordingly, GRAEF cannot and does not warrant or represent that bids or negotiated prices will not vary from any projected or established budgetary constraints.

**Construction Observation:** Unless expressly stated in this Agreement, GRAEF shall have no responsibility for Construction Observation. If Construction Observation services are performed, GRAEF's visits to the construction site shall be for the purpose of becoming generally familiar with the progress and quality of the construction, and to determine if the construction is being performed in general accordance with the plans and specifications. GRAEF shall have no obligation to "inspect" the work of any contractor or subcontractor and shall have no control or right of control over and shall not be responsible for any construction means, methods, techniques, sequences, equipment or procedures (including, but not limited to, any erection procedures, temporary bracing or temporary conditions), or for safety precautions and programs in connection with the construction. Also, GRAEF shall have no obligation for any defects or deficiencies or other acts or omissions of any contractor(s) or subcontractor(s) or material supplier(s), or for the failure of any of them to carry out the construction in accordance with the contract documents, including the plans and specifications. GRAEF is not authorized to stop the construction or to take any other action relating to jobsite safety, which are solely the contractor's rights and responsibilities.

**Dispute Resolution:** GRAEF and Client shall endeavor to resolve all disputes first through direct negotiations between the parties' informed and authorized representatives, then through mediation. If mediation fails to fully resolve all disputes within 120 calendar days of the first written request for mediation, either party may pursue any remedy it deems appropriate to the circumstances.

**No Assignment:** This Agreement is not subject to assignment, transfer or hypothecation without the written consent of both parties expressly acknowledging such assignment, transfer or hypothecation.

**Governing Law:** This Agreement, as amended, and any disputes or controversies arising in connection with this Agreement shall be governed and resolved by the laws of the State of Wisconsin, without regard to said state's choice of law rules.

**Severance of Clauses:** In the event that any term, provision or condition of this Agreement is void or otherwise unenforceable under the law governing this Agreement, then such terms shall be stricken and the balance of this Agreement shall be interpreted and enforced as if such stricken terms never existed.

**Integrated Agreement:** The parties' final and entire agreement is expressed in the attached proposal letter and these Standard Terms and Conditions. All prior oral agreements or discussions, proposals and/or negotiations between the parties are merged into and superseded by this Agreement. No term of the parties' Agreement may be orally modified, amended or superseded.

# **FEE SCHEDULE**

# FEE SCHEDULE

HEESAKKER PARK SHELTER AND PARKING LOT

CONCEPT REFINEMENT

VILLAGE OF LITTLE CHUTE

2/21/2025

FEE PROPOSAL/SCHEDULE

GRAEF has thoroughly reviewed the Scope of Work as outlined in the Request for Proposal. We have developed a thorough task list and level of effort to complete the work as outlined in the RFP and clarified in our written Project Management Approach and Understanding included in the proposal. GRAEF proposes to complete the outlined scope for the following fee:

**TOTAL LUMP SUM FEE : \$27,300 Lump Sum Fee**

GRAEF's 2025 Hourly Fee Schedule is included which shows hourly rates by staff classification, mileage rates, and other expenses. No subconsultants are included on our team and all services will be performed by GRAEF personnel.

Reimbursable Expenses are included in the Lump Sum Fee noted above

Submitted by:



Name: Patrick J. Skalecki, P.E.

Title: Vice President

Company: GRAEF

Address: 116 S. Adams Street, Ste 201, Green Bay, WI, 54301

Phone Number: 920-592-9440

Date: 2/21/2025



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**PROFESSIONAL SERVICES 2025 FEE SCHEDULE (effective January 1, 2025)**

CLASSIFICATION	RATE
Senior Group Manager (P9)	\$ 257.00
Group Manager (P8)	\$ 235.00
Senior Professional (P7)	\$ 224.00
Professional (P6)	\$ 213.00
Professional (P5)	\$ 201.00
Professional (P4)	\$ 187.00
Professional (P3)	\$ 172.00
Professional (P2)	\$ 156.00
Professional (P1)	\$ 131.00
Senior Technician/Inspector (T6)	\$ 174.00
Senior Technician/Inspector (T5)	\$ 160.00
Senior Technician/Inspector (T4)	\$ 150.00
Technician/Inspector (T3)	\$ 136.00
Technician/Inspector (T2)	\$ 118.00
Technician/Inspector (T1)	\$ 99.00
Survey Crew - 1 Person	\$ 185.00
Survey Crew - 2 Person	\$ 257.00
Administrative	\$ 94.00

Automobile travel will be billed at the current federal rate of 70.0 cents per mile.

Survey vehicles will be billed at 75 cents per mile.

LIDAR scanner will be billed at \$150/hour.

Unmanned Aircraft System (UAS) will be billed at \$75/hour.

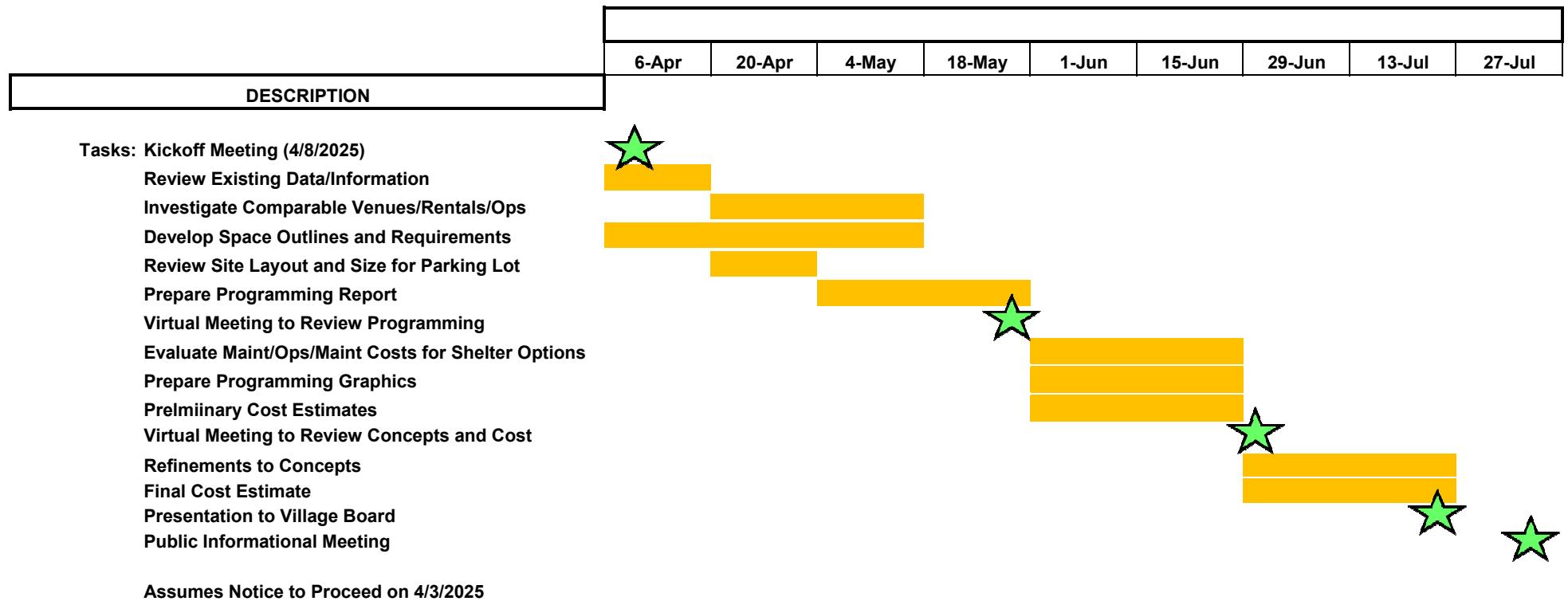
Expenses such as travel and supplies will be billed at actual cost.

Contracted services and consultants will be billed at cost plus 5 percent.

# **SCHEDULE**

# PROJECT SCHEDULE

Heesakker Park Shelter and Parking Lot - Concept Refinement  
 Village of Little Chute  
 Outagamie County, WI





## ADDENDUM NO. 1

### REQUEST FOR PROPOSAL PROFESSIONAL ARCHITECTURAL SERVICES HEESAKKER PARK SHELTER & PARKING LOT CONCEPT REFINEMENT

February 14, 2025

**Proposal Due: No Later Than 12:00 p.m. CST, Friday, February 21, 2025**

This Addendum is issued to modify, explain, or correct the original Request for Proposal Professional Architectural Services Heesakker Park Shelter & Parking Lot Concept Refinement issued on February 3, 2025 and is hereby made a part of the Request for Proposals. This Addendum must be signed and attached to the Consultant's proposal.

**Question #1:** Any budgeted target for this design?

**Answer #1:** Any budgetary information can be retrieved through the Village webpage and RFP.

**Question #2:** Does the Village of Little Chute have a list of comparable existing and proposed venues in the region or is the intent for the consultant to locate facilities to compile data on rates and utilization.

**Answer #2:** There is no official list of comparable existing and proposed venues in the region. Members of the Trust and those responding to the survey have made note of the rentable shelter in Combined Locks at Van Zeeland Park. It is the intent of the consultant to locate facilities to compile data on rates and utilization.

**Question #3:** To what level are concepts to be developed? Our assumption is to develop to Schematic Design. This would include concept floor plans, 3d image (not full rendering) and basis of design document. All of which would help develop the Opinion of Probable Cost.

**Answer #3:** The concepts that are associated with this RFP were designed by a former Trustee who was an engineer by trade. These are just suggestive concepts.

**Question #4:** In the RFP, what are you asking for here? Not clear. What above items? The 4th bullet under scope item (a)?

**Answer #4:** Bullet point four pertains to the list of items in bullet point three.

**Question #5:** Identify public Service implications for above said items, including pros and cons for each option.

**Answer #5:** There are several public service implications that need to be considered, as the project impacts the local community and potentially broader public services.

### **1. Infrastructure Strain**

**Traffic and Transportation:** New buildings, especially large ones, can significantly affect local traffic patterns and transportation systems. Public services like roads, public transport, and parking may require upgrades to accommodate increased demand.

**Utilities:** Public services such as water, electricity, gas, and waste management may need to be expanded or upgraded to meet the demands of a new building. This can place additional strain on existing infrastructure.

### **2. Emergency Services**

**Fire and Rescue:** The building's design should comply with fire safety regulations to ensure that local fire departments can effectively respond in case of an emergency. Considerations for accessibility and adequate fire exits are important.

**Police and Security:** New buildings may require more policing or security measures to manage safety in the area. This might involve the local police department allocating resources for the area surrounding the building.

**Health Services:** Depending on the building's use, there might be a need for increased health services nearby, such as ambulances or medical facilities.

### **3. Zoning and Land Use**

**Compliance with Local Zoning:** Building permits must align with local zoning laws that dictate how land can be used (residential, commercial, industrial). Misalignment can lead to legal and regulatory challenges.

**Environmental Impact:** The construction may require an environmental impact assessment to evaluate how it will affect local ecosystems, air quality, water runoff, and the surrounding natural environment.

### **4. Public Health and Safety**

**Building Codes and Standards:** Buildings must adhere to local health and safety codes, ensuring that they are constructed safely and are accessible to people with disabilities. Local public health departments may also be involved in ensuring sanitary conditions, ventilation, and other health-related features.

**Noise and Air Pollution:** Construction activities can create disruptions in the community, such as increased noise levels, dust, or air pollution, which could affect public health.

## 5. Community Impact

**Public Services Accessibility:** Large buildings, especially residential complexes or commercial centers, can place additional demand on schools, hospitals, parks, and other public amenities. This might require increased funding or resources from local government to maintain services for the growing population.

**Gentrification and Displacement:** In urban areas, new construction can lead to gentrification, where the cost of living rises and displaces lower-income residents. This can strain social services or increase the need for affordable housing programs.

## 6. Public Safety and Security

**Surveillance and Crime Prevention:** Depending on the building's location and type, public safety may be a concern. Local authorities may need to invest in additional security infrastructure such as surveillance cameras or community policing to ensure the building's environment remains safe for the public.

## 7. Waste Management

**Solid Waste:** The building's operation will generate waste, including recyclables and non-recyclables. Municipal waste management systems will need to be adjusted to account for the increased volume.

**Sewer and Drainage Systems:** More people or businesses using the building may increase the demand for local sewer and drainage systems, requiring potential upgrades to prevent backups or overflows.

**Question #6:** You ask for “detailed billing fee schedule” with labor, expenses, mileage, subs etc., but then later ask for a lump sum price. Usually lump sum price is just a single number. What are you looking for on a breakdown, if you actually are. Our lump sum fee would still be the billing structure (by % complete) right? Not T&M per a detailed fee schedule?

**Answer #6:** Payment for work completed, will be paid for by percent (%) complete of the total lump sum fee. Consultant should also submit a detailed fee schedule that shall include labor hour hourly rates, expenses, milage, and sub-consultants. The number of labor hours per each position is not required.

**SIGN AND ATTACH THIS ADDENDUM TO THE PROPOSAL**

Received and Acknowledged by:

GRAEF



Consultant's Signature

Patrick J. Skalecki

Vice President

Print Name & Title

Issued by:



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February 18, 2025

John McDonald  
Parks, Recreation, & Forestry Director



## Item For Consideration

**For Board Review On:** March 19, 2025

**Agenda Item Topic:** Facilities: Holiday Rentals & Rates

**Prepared On:** March 8, 2025

**Prepared By:** DPRF

**Report:** The Van Lieshout Rec Center has been rentable on any day of the year since it opened in January 2018 (*excluding when facilities were closed due to COVID mid-March 2020 to end of March 2021*).

Thanksgiving Day and Christmas Day were booked for private family events at the Van Lieshout Rec Center in 2018, 2019, 2021, 2022, 2023, and 2024. The department did block other day(s) before or after those holiday rentals as soon as the booking was done, as the crew would clean room before the holiday and then check the room on the first day back to work after the holiday.

In mid-December 2023, the booking of Civic Center facilities transitioned to the Parks, Recreation & Forestry Dept. from the Little Chute Library. The Civic Center has always been blocked off as “not rentable” on any village holidays.

After review from staff and Park Planning Committee, it is recommended to have the Civic Center open for holiday rentals. Village of Little Chute recognizes the following holidays: New Years, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving (Thurs/Fri), Christmas Eve, and Christmas Day. If Village Board approves, holiday rental rates would take effect immediately.

### Fiscal Impact:

Facility	Current Fee	Holiday Rental Fee
Civic Center Indoor N1/N2 Room with Full Kitchen	\$150 per day plus \$250 Sec. Deposit	\$350 plus \$250 Sec. Deposit
Civic Center Indoor S2/S3 Room with Kitchenette	\$150 per day plus \$250 Sec. Deposit	\$350 plus \$250 Sec. Deposit
Van Lieshout Indoor Rec Center with kitchen	\$200 per day plus \$250 Sec. Deposit	\$400 plus \$250 Sec. Deposit

**Recommendation/Board Action:** Staff are requesting that Village Board approve the Holiday Rental Fee structure as presented.

**Respectfully Submitted,**

John McDonald - Parks, Recreation, & Forestry

**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO. 3, SERIES OF 2025**

**A RESOLUTION AUTHORIZING THE SALE OF REAL ESTATE LOCATED ON GOLDEN GATE DRIVE TO EVANTRA, LLC.**

**BE IT RESOLVED**, by the Village Board of Trustees, Village of Little Chute, as follows:

1. That the Village Clerk, and/or Village Administrator, and/or Village President are hereby authorized to:

Execute a deed on behalf of the Village of Little Chute, deeding and selling a portion of Village of Little Chute owned real estate described as:

Lot 3, Certified Survey Map No. 7483 filed in the Office of the Register of Deeds for Outagamie County, Wisconsin on January 10, 2018 in Volume 45 on Page 7483, as Document No. 2124292, being all of Lot 2, CSM No. 4730 and lying in the Southwest 1/4 of the Northeast 1/4 of Section 8, Township 21 North, Range 18 East, Village of Little Chute, Outagamie County, Wisconsin. Containing 2.03 acres m/l.

Tax Parcel #260446903

2. Sale of land is in the amount of \$104,431.11.
3. Evantra, LLC (Lexington Homes) and the Village acknowledge that this Property was originally transferred by Bridgewater Trails, LLC (Lexington Homes) to the Village by Quit Claim Deed dated July 30, 2018 and recorded August 10, 2018 as Document #2140458, as a partial credit against park fees in the amount of \$104,431.11 in relation to a Development Agreement originally dated November 29, 2017. Evantra, LLC is purchasing this lot from the Village to be included as part of the Mazzanti Estates development project in the Village, as note in the Evantra, LLC Development Agreement approved by the Village Board on February 5, 2025.
4. A deed and other necessary documents will be signed and issued for recording upon payment at closing.

Introduced, approved and adopted: March 19, 2025

**VILLAGE OF LITTLE CHUTE**

By:

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

Attest:

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Laurie Decker, Village Clerk