



AGENDA

REGULAR BOARD MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, April 15, 2020
TIME: 6:00 p.m.

Due to the Governor's "Safer at Home" Emergency Order #12 and in the interest of public health and safety, the public can access the meeting via web access. We strongly urge all residents to attend virtually through the options here:

- Web registration: <https://attendee.gotowebinar.com/register/5328896759930736910>
- Call-in Information: 1 (213) 929-4212 with access code: 734-313-808
- Note: The web based registration is recommended as the best way to engage in this meeting as the call in feature only provides audio access and there is not the ability to engage in the discussion.
- We strongly urge you to register in advance of the meeting and testing your connection to avoid any connection issues. If you have questions, please email the Village Administrator at james@littlechutewi.org
- Immediately following the agenda is more information on virtual public meetings.

REGULAR ORDER OF BUSINESS

- A. Invocation
- B. Roll call of Trustees
- C. Roll call of Officers and Department Heads
- D. Public Appearance for Items Not on the Agenda
- E. Consent Agenda
Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member or member of the public. Any removed items will be considered immediately following the motion to approve the other items.
 - 1. Minutes of Regular Board Meeting of April 1, 2020
 - 2. Minutes of Regular Board Meeting of March 4, 2020
 - 3. Disbursement List

- F. Other Informational Items—March Fire Monthly Report and March Report
- G. Action—Faith Technologies Site Plan
- H. Discussion—OCLF Sewer Service Amendment
- I. Discussion/Action—Van Lieshout Playground Bids
- J. Department and Officers Progress Reports
- K. Call for Unfinished Business
- L. Items for Future Agenda
- M. Closed Sessions:
 - a)19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *City of Appleton Agreement, Proposal Review*
 - b)19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *2019 Administration Review*
- N. Return to Open Session
- O. Adjournment

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 108 West Main Street, (920) 423-3852, [email: Laurie@littlechutewi.org](mailto:Laurie@littlechutewi.org) Prepared: April 13, 2020



Information Related to Village Board Meetings due to COVID-19 – April 13, 2020

The Village of Little Chute is taking precautions related COVID-19 as it relates to Village Board meetings. On March 16th, 2020, the Wisconsin Attorney General released guidance for local communities related to Open Meetings and the use of technology while still complying with Wisconsin's Open Meeting laws. You can find Wisconsin Department of Justice guidance here: [DOJ Guidance on Open Meetings](#).

Until further notice, the Village of Little Chute will be providing the following means for residents to interact, engage, and participate in Village Board proceedings. The proceedings of all Village of Little Chute public meetings are recorded and available for review.

1. Virtually attend the April 15th meeting by following the link here. We highly recommend registering in advance to test your connection : <https://attendee.gotowebinar.com/register/5328896759930736910>
2. Call-in Information: 1 (213) 929-4212 with access code: 734-313-808
3. If you are experiencing connectivity issues or have questions on the options above, please contact James Fenlon at james@littlechutewi.org
4. The Board Room at Village Hall will be open, but all department heads and trustees will be attending virtually. We urge residents to utilize the virtual options above and limit attendance to the greatest extent possible due to Governor Evers' [Emergency Order #12](#).
5. If you have questions or comments regarding the agenda or potential items on the agenda, we urge you to contact Board members regarding your concerns. You can find Board Member contact information here: <http://www.littlechutewi.org/59/Meet-the-Village-Board>
6. If you have questions or comments regarding the agenda, you can also contact the Village Administrator, James Fenlon, at james@littlechutewi.org or 920-423-3850.
7. If you have questions or comments regarding the agenda and want to contact a Village of Little Chute Department Head, you can find a complete staff directory here: <http://www.littlechutewi.org/directory.aspx>

MINUTES OF THE REGULAR BOARD MEETING OF APRIL 1, 2020

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

Pledge of Allegiance to the Flag

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

Roll call of Trustees

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

Roll call of Officers and Department Heads

PRESENT: James Fenlon, Village Administrator
Captain Slotke, FVMPD
Dave Kittel, Community Development Director
Lisa Remiker-DeWall, Finance Director
Kent Taylor, Director of Public Works
Chris Murawski, Village Engineer
Adam Breest, Director of Parks, Recreation and Forestry
Tyler Claringbole, Village Attorney
Steve Thiry, Library Director
Mark Jansen, Fire Chief, Little Chute Fire Department
EXCUSED: Laurie Decker, Village Clerk

Public Appearance for Items Not on the Agenda

None

Consent Agenda

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

1. Minutes of Regular Board Meeting of March 04, 2020 (Removed by Trustee Peerenboom)
2. Minutes of Regular Board Meeting of March 18, 2020
3. Operator's License Approval: Amador, Julissa-Moasis Travel Plaza
4. Disbursement List
- 5.

Moved by Trustee Peterson, seconded by Trustee Smith to Approve Consent Agenda items as presented

Roll Call Vote:

Trustee Elrick	Aye
Trustee Peerenboom	Aye
Trustee L. Van Lankvelt	Aye
Trustee Peterson	Aye
Trustee Smith	Aye
Trustee B. Van Lankveldt	Aye
President Vanden Berg	Aye

Ayes 7, Nays 0 – Motion Carried

Action—Resolutions

a) Adopt Resolution No. 12, Series 2020 A Resolution Authorizing the Submittal of an Application to the Community Development Investment (CDI) Grant Program for the Financial Assistance to Support the Development of a Downtown Hotel

Moved by Trustee Van Lankveldt, seconded by Trustee Peterson to Adopt Resolution No. 12, Series 2020 A Resolution Authorizing the Submittal of an Application to the Community Development Investment (CDI) Grant Program for the Financial Assistance to Support the Development of a Downtown Hotel

Roll Call Vote:

Trustee Elrick	Aye
Trustee Peerenboom	Aye
Trustee L. Van Lankvelt	Aye
Trustee Peterson	Aye
Trustee Smith	Aye
Trustee B. Van Lankveldt	Aye
President Vanden Berg	Aye

Ayes 7, Nays 0 – Motion Carried

b) Adopt Resolution No. 13, Series 2020 A Resolution for Changing Polling Sites for April 7th Election

Moved by Trustee Elrick, seconded by Trustee Van Lankveldt to Adopt Resolution No. 13, Series 2020 A Resolution for Changing Polling Sites for April 7th Election

Roll Call Vote:

Trustee Elrick	Aye
Trustee Peerenboom	Aye
Trustee L. Van Lankvelt	Aye
Trustee Peterson	Aye
Trustee Smith	Aye
Trustee B. Van Lankveldt	Aye
President Vanden Berg	Aye

Ayes 7, Nays 0 – Motion Carried

Action—Utility, Paving, Water Main and Quiet Zone Bids

Director Murawski presented information on the bids received.

Concrete

Roll Call Vote:

Trustee Elrick	Aye
Trustee Peerenboom	Aye
Trustee L. Van Lankvelt	Aye
Trustee Peterson	Nay
Trustee Smith	Aye
Trustee B. Van Lankveldt	Aye
President Vanden Berg	Aye

Moved by Trustee Elrick, seconded by Trustee Smith to Award Concrete to Vinton Company in the Amount of \$861,022.54 as presented

Ayes 6, Nays 1 (Peterson) – Motion Carried

Utility

Roll Call Vote:

Trustee Elrick	Aye
Trustee Peerenboom	Aye
Trustee L. Van Lankvelt	Aye
Trustee Peterson	Aye

Trustee Smith	Aye
Trustee B. Van Lankveldt	Aye
President Vanden Berg	Aye

Moved by Trustee Smith, seconded by Trustee Elrick to Award Utility to Hietpas and Sons in the Amount of \$1,041,766.84 as presented

Ayes 7, Nays 0 – Motion Carried

Moasis Water

Roll Call Vote:

Trustee Elrick	Aye
Trustee Peerenboom	Aye
Trustee L. Van Lankvelt	Aye
Trustee Peterson	Aye
Trustee Smith	Aye
Trustee B. Van Lankveldt	Aye
President Vanden Berg	Aye

Moved by Trustee Van Lankveldt, seconded by Trustee Smith to Award Moasis Water Main to Dorner Company in the Amount of \$577,511.90 as presented

Ayes 7, Nays 0 – Motion Carried

Quiet Zone

Roll Call Vote:

Trustee Elrick	Aye
Trustee Peerenboom	Nay
Trustee L. Van Lankvelt	Aye
Trustee Peterson	Aye
Trustee Smith	Aye
Trustee B. Van Lankveldt	Aye
President Vanden Berg	Aye

Moved by Trustee Elrick, seconded by Trustee Van Lankveldt to Award Railroad Quiet Zone to Vinton Company in the Amount of 373,550.70 as presented

Ayes 6, Nays 1 (Peerenboom) – Motion Carried

Potential Action—Hotel Development Agreement

Administrator Fenlon presented a preliminary Development Agreement between the Village of Little Chute and Dutch Boyz Little Chute, LLC. Trustee Peerenboom wanted clarification on the 20% TID that is normally used for businesses creating employment; Administrator Fenlon advised that this project is for development downtown which would draw tourists to our area. Trustee Elrick asked if it was possible to get a façade agreement in place for Jet's Pizza to be improved before this agreement is signed. Administrator Fenlon asked that this condition be inserted in the agreement and a specific time frame as the hotel plans. Trustee Peerenboom asked if developer will be able to fund this without the grant, Administrator Fenlon advised that this also be put in the language of the agreement.

Moved by Trustee Smith, seconded by Trustee Van Lankveldt to Approve the Hotel Development Agreement with the following stipulations

- a) If the CDI Grant does not move forward it does not void this Agreement*
- b) Cleanup language with the CDI Grant*
- c) Façade renovation for Jet's Pizza be enacted at the same time as the Hotel Façade*

Roll Call Vote:

Trustee Elrick	Aye
Trustee Peerenboom	Nay
Trustee L. Van Lankvelt	Aye
Trustee Peterson	Aye
Trustee Smith	Aye

Trustee B. Van Lankveldt	Aye
President Vanden Berg	Aye

Ayes 6, Nays 1 – Motion Carried

Discussion—Previous Board Trustee Resolution Pay

Administrator Fenlon went over the Action for Board Trustee compensation on a motion that had failed to pass by a three-quarter vote. Administrator Fenlon asked that an Ordinance be created related to the simple majority vote. Attorney Claringbole advised that changes can be made by a simple majority vote, it would not need to be a three-quarter vote. Administrator Fenlon advised an Ordinance will be drafted to establish a baseline for Trustee Salaries.

Discussion/Action—Work from Home Policy

Administrator Fenlon presented a new draft policy for working from home.

Moved by Trustee Van Lankvelt, seconded by Trustee Smith to Approve the Work from Home Policy as presented

Roll Call Vote:

Trustee Elrick	Aye
Trustee Peerenboom	Nay
Trustee L. Van Lankvelt	Aye
Trustee Peterson	Aye
Trustee Smith	Aye
Trustee B. Van Lankveldt	Aye
President Vanden Berg	Aye

Ayes 6, Nays 1 – Motion Carried

Discussion/Action—FMLA Sick Leave Policy Related to COVID-19

Administrator Fenlon went over the Families First Coronavirus Response Act and New Village of Little Chute Policies in Response to the Federal Legislation. The benefits available under this policy will be in effect beginning April 2, 2020 and sunset on December 31, 2020.

Moved by Trustee Elrick, seconded by Trustee Smith to Approve the FMLA Sick Leave Policy as presented

Roll Call Vote:

Trustee Elrick	Aye
Trustee Peerenboom	Nay
Trustee L. Van Lankvelt	Aye
Trustee Peterson	Aye
Trustee Smith	Aye
Trustee B. Van Lankveldt	Aye
President Vanden Berg	Aye

Ayes 6, Nays 1 – Motion Carried

Discussion—Cheesefest

Administrator Fenlon went over the receipt for the Special Event Permit for Cheesefest and advised the Board that Cheesefest is looking for direction on potentially approving the permit with the condition that the stay at home orders are lifted. Trustee Peterson asked if the Board can approve it with date to be determined. The Board decided this will be moved to April 15, 2020 Board Meeting.

(Trustee Peterson exited the Regular Board Meeting at 8:14)

Department and Officers Progress Reports

Departments and Officers provided progress reports to the Board

Call for Unfinished Business

None

Items for Future Agenda

None

Adjournment

Moved by Trustee Smith, seconded by Trustee Van Lankveldt to Adjourn the Regular Board Meeting at 8:54 p.m.

Ayes 6, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

MINUTES OF THE REGULAR BOARD MEETING OF MARCH 4, 2020

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

Pledge of Allegiance to the Flag

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

Roll call of Trustees

PRESENT: John Elrick, Trustee
Brian Van Lankveldt, Trustee
David Peterson, Trustee
Larry Van Lankvelt, Trustee
Michael Vanden Berg, President
Skip Smith, Trustee

EXCUSED: Bill Peerenboom, Trustee

Roll call of Officers and Department Heads

PRESENT: James Fenlon, Village Administrator
Dan Meister, FVMPD Police Chief
Dave Kittel, Community Development Director
Adam Breest, Director of Parks, Recreation and Forestry
Lisa Remiker-DeWall, Finance Director
Kent Taylor, Director of Public Works
Laurie Decker, Village Clerk
Tyler Claringbole, Village Attorney
Steve Thiry, Library Director

EXCUSED: Chris Murawski, Village Engineer

Public Appearance for Items Not on the Agenda

None

Consent Agenda

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

1. Minutes of the Regular Board Meeting of February 19, 2020
2. Operator's License
Streuly, Kathleen Gentleman Jacks & Weenies
3. Outdoor Alcohol Permit, Down the Hill Bar for March 14, 2020
4. Disbursement List

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to Approve the Consent Agenda items as presented

Presentation—Jim Moes Recognition

Administrator Fenlon presented a plaque to Jim Moes and thanked him for his 30 years of service as the Community Development Director for the Village of Little Chute and his knowledge, friendship and help to all departments.

Presentation—2020 Robert A. Nechodom Good Citizen Award Presentation

Administrator Fenlon introduced Mr. Dwayne Nechodom to present the 2020 Robert A. Nechodom Good Citizen Award to Ellen and Louie Mischler. Ellen and Louie volunteer across the community on a number of efforts from the Community flower pots, Windmill flower gardens, LC Historical Society, LC Quilt Show, LC Windmill, St. John's and many others. Trustee Van Lankvelt also commented on all the compliments received

on the flowerpots in the Village and complimented Ellen and Louie on all their hard work and many volunteer hours.

Discussion/Action—Fox Valley Metro K-9 Program

Fox Valley Metro Police Chief Meister went over the K-9 program to be added to the department and funded through donations. The plan is to create a public K-9 foundation that would qualify as a 501 (c) (3) non-profit entity.

Moved by Trustee Elrick, seconded by Trustee Van Lankveldt to Approve the creation of a 501 (c) (3) to fund the K-9 program for FVMPD.

Ayes 6, Nays 0 – Motion Carried

Action—Adopt Ordinance No. 2, Series 2020 Amending Open Burning Ordinance

Ms. Jan Cook, 428 Vandenbroek, asked about having a burning permit requirement. Administrator Fenlon advised Ms. Cook that she should feel free to call FVMPD or the Fire Department if there are problems in her neighborhood.

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Adopt Ordinance No. 2, Series 2020 Amending Open Burning Ordinance

Ayes 6, Nays 0 – Motion Carried

Action—Resolutions:

- a) Adopt Resolution No. 6, Series 2020 A Resolution Changing the Annual Salary for Village Trustee

Moved by Trustee Elrick, seconded by Trustee Smith to Adopt Resolution No. 6, Series 2020 A Resolution Changing the Annual Salary for Village

Ayes 4, Nays 2 (Trustee Peterson, Trustee Van Lankveldt) – Motion Denied

- b) Adopt Resolution No. 7, Series 2020 A Resolution Changing the Annual Salary for Village President

Moved by Trustee Elrick, seconded by Trustee Smith to Adopt Resolution No. 7, Series 2020 A Resolution Changing the Annual Salary for Village President

Ayes 6, Nays 0 – Motion Carried

- c) Adopt Resolution No. 8, Series 2020 A Resolution Changing the Annual Salary for Village Municipal Judge

Moved by Trustee Van Lankvelt, seconded by Trustee Smith to Adopt Resolution No. 8, Series 2020 A Resolution Changing the Annual Salary for Village Municipal Judge

Ayes 5, Nays 1 (Trustee Peterson) – Motion Carried

Action—2020 Personnel Manual Changes

Administrator Fenlon went over the changes to the 2020 Personnel Manual Changes.

Moved by Trustee Elrick, seconded by Trustee Van Lankveldt to Approve the 2020 Personnel Manual Changes as presented

Ayes 6, Nays 0 – Motion Carried

Discussion/Potential Action—Library Planning Committee

Administrator Fenlon advised the board on one of the first steps in establishing a new Library in Little Chute is establishing a Library Planning Committee. Administrator Fenlon went over members who have shown interest to serve and also suggested some other members per documents presented.

Trustee Van Lankveldt questioned the best way to get this information to the community; Administrator Fenlon advised through social media and outreach between the Village, Civic Groups and the Library.

Moved by Trustee Smith, seconded by Trustee Van Lankvelt to develop a Library Planning Committee

Ayes 6, Nays 0 – Motion Carried

Action—Façade Grant for Elite Smiles

Administrator Fenlon went over the documents for a Façade Grant for Elite Smiles, Administrator Fenlon recommended a \$50,000.00 cap be placed on this and future grants.

Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to Approve the Façade Grant for Elite Smiles in the amount of \$50,000.00 and also to put a cap of \$50,000.00 on future grants.

Ayes 6, Nays 0 – Motion Carried

Discussion—2020 Summer Event

Administrator Fenlon advised the board that staff has discussed the idea of hosting a summer event/evening market. The idea has been presented to a number of business owners, community stakeholders and interested volunteers. Trustee Van Lankveldt asked if this would be similar to the Kermis Festival that used to be downtown, Administrator Fenlon advised that not necessarily, more in line with the success of Bazaar After Dark. Ideally the event would be financially sustainable and perhaps profitable.

Discussion—County Sales Tax

Administrator Fenlon advised the Board that this discussion will be deferred.

Department and Officers Progress Reports

Departments 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. *Development Proposals and Negotiations*

Moved by Trustee Peterson, seconded by Trustee Smith to enter into closed session

Ayes 6, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Smith, seconded by Trustee Elrick to exit closed session

Adjournment

Moved by Trustee Smith, seconded by Trustee Elrick to Adjourn the Regular Board Meeting at 7:18 p.m.

Ayes 6, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

DISBURSEMENT LIST- April 15, 2020

Payroll & Payroll Liabilities - April 2, 2020	\$200,642.38
---	--------------

Prepaid Invoices - April 3, 2020	\$24,925.02
----------------------------------	-------------

Prepaid Invoices - April 9, 2020	\$9,297.57
----------------------------------	------------

Utility Commission-

CURRENT ITEMS

Bills List - April 15, 2020	\$276,360.74
-----------------------------	--------------

Total Payroll, Prepaid & Invoices	\$511,225.71
--	---------------------

The above payments are recommended for approval:

Rejected: _____

Approved April 15, 2020

Michael R Vanden Berg, Village President

Laurie Decker, Clerk

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
AGROCHEM INC				
21428	HAND SANITIZER	103.80	04/20	101-52200-218
Total AGROCHEM INC:		103.80		
AIRGAS USA LLC				
9969378228	CYLINDER RENTALS	59.06	03/20	101-53330-218
Total AIRGAS USA LLC:		59.06		
AMPLITEL TECHNOLOGIES				
15562	100 HOUR BLOCK AGREEMENT	10,500.00	04/20	404-57190-204
15568	MICROSOFT OFFICE 365-APRIL	740.00	04/20	207-52120-204
15574	MICROSOFT OFFICE 365-APRIL	432.10	04/20	404-57190-208
15576	DATTO BACK UP SERVICES 04/20	375.00	04/20	207-52120-204
15578	MONTHLY DATTO BACK-UP SERVICES 04/20	325.00	04/20	404-57190-204
15586	MONTHLY ANTI-VIRUS SERVICE-APRIL	199.50	04/20	404-57190-204
15590	MONTHLY ANTI-VIRUS SERVICE-APRIL	154.00	04/20	207-52120-240
15642	SPARE LAPTOP FOR REMOTE WORK DUE TO CO	605.49	04/20	404-57190-302
Total AMPLITEL TECHNOLOGIES:		13,331.09		
AT&T LONG DISTANCE				
03/20 845626857	FEB/MAR CHARGES	16.26	03/20	101-51650-203
03/20 845626857	FEB/MAR CHARGES	68.88	03/20	207-52120-203
03/20 845626857	FEB/MAR CHARGES	40.51	03/20	620-53924-203
Total AT&T LONG DISTANCE:		125.65		
AUTOMATED COMFORT CONTROLS				
26191	REPAIRED HVAC AT MSB	840.49	03/20	101-53310-243
Total AUTOMATED COMFORT CONTROLS:		840.49		
AXON ENTERPRISE INC.				
SI1650225	FOUR NEW BODY CAMERAS	1,996.00	03/20	207-52120-301
Total AXON ENTERPRISE INC.:		1,996.00		
BIESTERVELD, DONNA				
032620	SECURITY DEPOSIT REFUND-EVENT CANCELLED	100.00	03/20	208-21235
032620	REFUND RENTAL FEE-EVENT CANCELLED DUE T	125.00	03/20	208-34401
Total BIESTERVELD, DONNA:		225.00		
CARRICO AQUATIC RESOURCES INC				
20201216	SUMMER WATER MGMT AGREEMENT 2020-PYMT	2,582.50	04/20	204-55420-225
Total CARRICO AQUATIC RESOURCES INC:		2,582.50		
COVARRUBIO, MARA				
042520	SECURITY DEPOSIT REFUND-EVENT CANCELLED	100.00	03/20	208-21235
042520	REFUND RENTAL FEE-EVENT CANCELLED DUE T	150.00	03/20	208-34401

Invoice	Description	Total Cost	Period	GL Account
Total COVARRUBIO, MARA:		250.00		
CRESCENT ELECTRIC SUPPLY CO				
S507728731.001	COPPER WIRE	55.78	04/20	206-55110-242
Total CRESCENT ELECTRIC SUPPLY CO:		55.78		
DAMAGE PREVENTION SERVICES				
3080	MARCH LOCATES	505.00	03/20	610-53612-209
3080	MARCH LOCATES	1,048.88	03/20	620-53644-209
3080	MARCH LOCATES	568.12	03/20	630-53442-209
Total DAMAGE PREVENTION SERVICES:		2,122.00		
DE GROOT, TERESA				
040920	REFUND SPRING INTERMEDIATE ARCHERY CLAS	25.00	04/20	101-34413
Total DE GROOT, TERESA:		25.00		
DEPARTMENT OF JUSTICE				
L4504T 03/20	MARCH BACKGROUND CHECKS	35.00	03/20	207-52120-218
Total DEPARTMENT OF JUSTICE:		35.00		
DISTRICT 2, INC.				
2774	PERSONAL SAFETY EQUIPMENT CLEANING PAD	93.57	04/20	101-52200-218
Total DISTRICT 2, INC.:		93.57		
DOLLEVOET, BRIAN				
032920	SECURITY DEPOSIT REFUND-EVENT CANCELLED	100.00	03/20	208-21235
032920	REFUND RENTAL FEE-EVENT CANCELLED DUE T	125.00	03/20	208-34401
Total DOLLEVOET, BRIAN:		225.00		
EHLERS INVESTMENT PARTNERS LLC				
MARCH 2020	MARCH INVESTMENT MANAGEMENT	194.68	03/20	300-57331-229
MARCH 2020	MARCH INVESTMENT MANAGEMENT	177.06	03/20	101-51780-229
MARCH 2020	MARCH INVESTMENT MANAGEMENT	227.11	03/20	610-53614-229
MARCH 2020	MARCH INVESTMENT MANAGEMENT	115.31	03/20	620-53924-229
MARCH 2020	MARCH INVESTMENT MANAGEMENT	435.43	03/20	630-53444-229
Total EHLERS INVESTMENT PARTNERS LLC:		1,149.59		
ELMSTAR ELECTRICAL CORP				
1401302	REPAIR TRAFFIC SIGNAL AT "N" @ ELM ST	2,016.00	04/20	101-53300-204
Total ELMSTAR ELECTRICAL CORP:		2,016.00		
FIRELINE SPRINKLER CORP				
6007-20-1	QUARTERLY FIRE SPRINKLER INSPECTION	90.00	03/20	101-53310-204
Total FIRELINE SPRINKLER CORP:		90.00		
FOX CITIES JANITORIAL				
9844	MONTHLY CLEANING-LCFD	200.00	04/20	101-52250-243

Invoice	Description	Total Cost	Period	GL Account
9844	MONTHLY CLEANING-METRO	795.00	04/20	207-52120-243
Total FOX CITIES JANITORIAL:		995.00		
GARROW OIL				
MARCH 2020	OFF ROAD DIESEL	49.78	03/20	101-55200-247
MARCH 2020	OFF ROAD DIESEL	5.53	03/20	101-55440-247
MARCH 2020	OFF ROAD DIESEL	1.38	03/20	610-53612-247
MARCH 2020	OFF ROAD DIESEL	.69	03/20	620-53644-247
MARCH 2020	OFF ROAD DIESEL	61.48	03/20	101-53330-217
Total GARROW OIL:		118.86		
GFC LEASING - WI				
12907111	GFC LEASING COPIER OVERAGE CHARGES	23.58	04/20	101-53310-207
Total GFC LEASING - WI:		23.58		
GOLD CROSS AMBULANCE INC				
6194	SHARPS CONTAINERS	7.88	03/20	207-52120-213
Total GOLD CROSS AMBULANCE INC:		7.88		
GOMM, JENNIFER				
040920-1	REFUND SPRING INTERMEDIATE ARCHERY CLAS	35.00	04/20	101-34413
Total GOMM, JENNIFER:		35.00		
GRAEF				
0108775	FOX RIVER BOARDWALK	6,623.50	03/20	420-57620-277
Total GRAEF:		6,623.50		
GREENLEAF SIGN & FLAG				
032020	FLAGS FOR HERITAGE PARK	118.00	03/20	101-55200-225
Total GREENLEAF SIGN & FLAG:		118.00		
HALLMAN LINDSAY				
M0104821	RESPIRATOR MASKS	20.67	03/20	101-51650-242
Total HALLMAN LINDSAY:		20.67		
HEART OF THE VALLEY				
040720	MARCH WASTEWATER	173,628.86	03/20	610-53611-225
040720	FOG CONTROL	65.00	03/20	610-53611-204
040720MP	MARCH HOV METER PAYABLE	5,264.00	04/20	610-21110
Total HEART OF THE VALLEY:		178,957.86		
HEARTLAND BUSINESS SYSTEMS				
366856-H	PARK/REC SPRING/SUMMER PROGRAM BOOKS	4,465.54	03/20	101-55300-207
Total HEARTLAND BUSINESS SYSTEMS:		4,465.54		
HENRIKSEN, ERIN				
040920-3	REFUND SPRING INTERMEDIATE ARCHERY CLAS	25.00	04/20	101-34413

Invoice	Description	Total Cost	Period	GL Account
Total HENRIKSEN, ERIN:		25.00		
HERRLING CLARK LAW FIRM LTD				
1Q/20 131-10Q	1Q/20 MUNICIPAL MATTERS	3,234.00	03/20	610-53614-262
1Q/20 131-10Q	1Q/20 MUNICIPAL MATTERS	38.50	03/20	620-53924-262
1Q/20 131-10Q	1Q/20 MUNICIPAL MATTERS	192.50	03/20	452-57331-262
1Q/20 131-10Q	1Q/20 MUNICIPAL MATTERS	154.00	03/20	414-57400-262
1Q/20 131-10Q	1Q/20 MUNICIPAL MATTERS	77.00	03/20	415-57500-262
1Q/20 131-10Q	1Q/20 MUNICIPAL MATTERS	38.50	03/20	222-56700-262
1Q/20 131-10Q	1Q/20 MUNICIPAL MATTERS	269.50	03/20	417-57700-262
1Q/20 131-10Q	1Q/20 MUNICIPAL MATTERS	2,079.00	03/20	418-57800-262
1Q/20 131-10Q	1Q/20 MUNICIPAL MATTERS	90.00	03/20	101-51440-262
1Q/20 131-10Q	1Q/20 MUNICIPAL MATTERS	4,250.40	03/20	101-51110-262
1Q/20 131-47Q	TID #6	595.00	03/20	416-57600-262
1Q/20 131-57Q	TID #6	77.00	03/20	416-57600-262
1Q/20 131-58Q	MICRO LOAN	38.50	03/20	221-56700-262
1Q/20 131-60Q	TID #7	500.50	03/20	417-57700-262
1Q/20 131-64Q	TID #6	77.00	03/20	416-57600-262
1Q/20 131-68Q	TID #8	115.50	03/20	418-57800-262
1Q/20 131-70Q	FACADE LOAN-LEGAL MATTERS	308.00	03/20	222-56700-262
1Q/20 131-71Q	AGROPUR	1,039.50	03/20	101-51110-262
1Q/20 132-01M	1Q/20 TRAFFIC MATTERS	6,083.00	03/20	101-51110-262
Total HERRLING CLARK LAW FIRM LTD:		19,257.40		
HURLEY, STEVEN				
040820	OVERPAYMENT-PARKING TICKET-HURLEY	35.00	04/20	101-35201
Total HURLEY, STEVEN:		35.00		
JOE'S POWER CENTER				
63461	10 INCH BLADE	103.75	03/20	101-53330-221
Total JOE'S POWER CENTER:		103.75		
KERRY'S VROOM SERVICE INC				
9328	TAIL PIPE REPAIR-SQUAD #191	500.32	03/20	207-52120-247
9330	OIL & FILTER CHANGE/SERPENTINE BELT/RADIA	1,034.86	04/20	207-52120-247
Total KERRY'S VROOM SERVICE INC:		1,535.18		
KITTEL, DAVID				
04/20 REIMBURSE	REIMBURSE FOR WEBINAR	20.00	04/20	101-51530-201
04/20 REIMBURSE	REIMBURSE FOR PHONE CASE & PROTECTOR	15.76	04/20	101-51530-221
Total KITTEL, DAVID:		35.76		
KWIK TRIP INC				
MAR 2020 286768	MAR FUEL FOR SQUADS	1,957.34	03/20	207-52120-247
Total KWIK TRIP INC:		1,957.34		
LEE'S CONTRACTING/FABRICATING				
22352	FABRICATION OF MATERIALS #3621 & #3633	8,500.00	03/20	101-52200-247
22362	METAL FABRICATING #80	125.00	03/20	101-53330-225

Invoice	Description	Total Cost	Period	GL Account
Total LEE'S CONTRACTING/FABRICATING:		8,625.00		
LENZVER, MOLLY				
041820	SECURITY DEPOSIT REFUND-EVENT CANCELLED	100.00	04/20	208-21235
041820	REFUND RENTAL FEE-EVENT CANCELLED DUE T	150.00	04/20	208-34401
Total LENZVER, MOLLY:		250.00		
LEXISNEXIS RISK DATA MANAGEMENT INC				
1686177-20200331	MARCH 2020 MINIMUM COMMITMENT	100.00	03/20	101-51680-204
Total LEXISNEXIS RISK DATA MANAGEMENT INC:		100.00		
LITTLE CHUTE AREA SCHOOL DIST				
350	LC CAN 2019-2020	1,818.86	04/20	404-57190-204
Total LITTLE CHUTE AREA SCHOOL DIST:		1,818.86		
MATTHEWS TIRE				
255421	FLAT REPAIR-SQUAD #191	33.67	03/20	207-52120-247
255610	FLAT REPAIR-SQUAD #92	33.67	04/20	207-52120-247
73836	1 NEW TIRE ON #40	335.60	03/20	101-53330-225
Total MATTHEWS TIRE:		402.94		
MCKAY, DANIEL				
040720	OVERPAYMENT-CITATION-MCKAY	5.00	04/20	101-35201
Total MCKAY, DANIEL:		5.00		
MCMAHON ASSOCIATES INC				
917915	HEESAKKER KAYAK LAUNCH PERMIT	139.50	03/20	420-57620-271
Total MCMAHON ASSOCIATES INC:		139.50		
MENARDS - APPLETON EAST				
80674	CHOKER CABLE & BRUSH GRUBBER	47.88	03/20	101-55440-218
80676	CHOKER CABLE	5.32	03/20	101-55440-218
CM80675	RETURNED MERCHANDISE	19.89	03/20	101-55440-218
Total MENARDS - APPLETON EAST:		33.31		
MORTON SAFETY				
200935	LATEX GLOVES	155.00	03/20	101-52200-213
Total MORTON SAFETY:		155.00		
NASSCO INC				
S2591789.003	PLASTIC SPRAY BOTTLES	9.36	03/20	101-53330-218
S2597643.001	PLASTIC SPRAY BOTTLES	11.77	03/20	101-53330-218
S2599560.001	CAN LINERS	53.26	03/20	101-55200-218
S2599560.001	CAN LINERS	23.49	03/20	208-52900-222
S2599560.001	CAN LINERS	18.47	03/20	201-53620-218
Total NASSCO INC:		116.35		

Invoice	Description	Total Cost	Period	GL Account
O'REILLY AUTOMOTIVE INC				
2043-204472	OIL FILTER	4.30	04/20	101-53330-225
2043-204472	OIL FILTER #44	4.30	04/20	101-53330-225
2043-204615	MOTOR OIL	44.94	03/20	101-53330-221
2043-204673	SPARK PLUGS	32.50	03/20	101-53330-221
2043-204751	OIL, CABIN & AIR FILTERS	67.99	03/20	101-53330-218
2043-204773	COPPER CORE SPARK PLUGS	5.18	03/20	101-53330-221
2043-204808	COPPER SPARK PLUGS	6.78	03/20	101-53330-221
2043-204887	AIR FILTER	14.59	03/20	101-53330-218
2043-204909	HYDRAULIC, OIL, FUEL, & AIR FILTERS	97.31	03/20	101-53330-218
2043-204912	FUEL FILTERS	5.19	03/20	101-53330-218
2043-205378	SPARK PLUGS	16.74	03/20	101-53330-218
2043-205460	AIR FILTERS & SPARK PLUGS	45.41	03/20	101-53330-218
2043-205688	LIGHT BULBS	10.95	03/20	101-53330-218
2043-205766	OIL, AIR, HYDRAULIC FILTERS/MOTOR OIL	94.61	03/20	101-53330-218
2043-206302	MASS AIR FLOW SENSOR #86	70.66	03/20	101-53330-225
2043-206430	OIL, AIR, & FUEL FILTER FOR #46	52.45	03/20	101-53330-225
2043-206567	TRAILER WIRE	33.98	03/20	101-53330-221
Total O'REILLY AUTOMOTIVE INC:		607.88		
OUTAGAMIE COUNTY TREASURER				
12696	MARCH SANITATION FEES	10,985.76	03/20	201-53620-204
12696	STREET SWEEPINGS	3,454.92	03/20	630-53442-204
CM12324	CREDIT FOR TRUCK WEIGHTS	110.88	03/20	201-53620-204
MARCH 2020	MARCH COURT FINES	923.12	03/20	101-35101
Total OUTAGAMIE COUNTY TREASURER:		15,252.92		
PACKER CITY INTL TRUCKS INC				
R103019282:01	MIRRORS FOR STREET SWEEPER #81	275.60	03/20	101-53330-204
R103019282:01	MIRRORS FOR STREET SWEEPER #81	105.42	03/20	101-53330-225
X103085538:01	NYLON GLOVES	12.95	03/20	101-53330-218
Total PACKER CITY INTL TRUCKS INC:		393.97		
POMP'S TIRE SERVICE INC				
320098108	FLAT REPAIR #25	175.00	04/20	101-53330-204
320098108	FLAT REPAIR #25	161.00	04/20	101-53330-225
Total POMPS TIRE SERVICE INC:		336.00		
REINDERS INC				
1820737	GAS SHOCKS FOR DOOR #36	195.02	03/20	101-53330-225
2682815	GRASS SEED-DOYLE PARK	36.00	03/20	101-55200-215
2682815	WILD FLOWER SEED-ISLAND & HEESAKKER	17.31	03/20	101-55200-215
2682856	TURF NUTRIENT	36.80	03/20	101-53310-218
Total REINDERS INC:		285.13		
REINKE, TAMMI				
031420	SECURITY DEPOSIT REFUND	100.00	03/20	208-21235
Total REINKE, TAMMI:		100.00		
RYNISH, ERIKA				
032820	SECURITY DEPOSIT REFUND-EVENT CANCELLED	100.00	03/20	208-21235

Invoice	Description	Total Cost	Period	GL Account
032820	REFUND RENTAL FEE-EVENT CANCELLED DUE T	125.00	03/20	208-34401
Total RYNISH, ERIKA:		225.00		
SALESFORCE.COM INC				
16708782	SALES CLOUD-PROFESSIONAL EDITION	702.00	04/20	101-52200-204
Total SALESFORCE.COM INC:		702.00		
SALINAS, BRISA				
050320	SECURITY DEPOSIT REFUND-EVENT CANCELLED	100.00	03/20	208-21235
050320	REFUND RENTAL FEE-EVENT CANCELLED DUE T	125.00	03/20	208-34401
Total SALINAS, BRISA:		225.00		
SECREST, ROBERT				
040620	OVERPAYMENT-PARKING TICKET-SECREST	5.00	04/20	101-35201
Total SECREST, ROBERT:		5.00		
SIRCHIE FINGERPRINT LABORATORY				
440896	HEMP CBD DETECTION TESTS/BIOHAZARD TAPE	68.58	04/20	207-52120-218
Total SIRCHIE FINGERPRINT LABORATORY:		68.58		
SPRANGERS, AMBER				
040920-4	REFUND SPRING INTERMEDIATE ARCHERY CLAS	75.00	04/20	101-34413
Total SPRANGERS, AMBER:		75.00		
SPRANGERS, ROSIE				
040920-5	REFUND SPRING FAMILY ARCHERY CLASS	50.00	04/20	101-34413
Total SPRANGERS, ROSIE:		50.00		
STAPLES ADVANTAGE				
3443641964	NAMEPLATE HOLDERS FOR BOARDROOM	22.00	03/20	101-51110-206
3443641966	LABELS FOR ABSENTEE BALLOTS	178.00	03/20	101-51440-206
3443641967	BLACK TONER	60.83	03/20	101-51440-206
3443648652	OFFICE SUPPLIES	54.84	03/20	207-52120-206
3443648653	LAMINATING POUCHES	31.83	03/20	207-52120-206
3444603394	GLOVES FOR ELECTION	14.96	04/20	101-51440-206
3444603396	PENS FOR ELECTION	68.89	04/20	101-51440-206
3444603396	COPY PAPER	221.52	04/20	101-51650-206
3444603397	LABELS FOR ABSENTEE BALLOTS	66.56	04/20	101-51440-206
3444603400	LABELS FOR ABSENTEE BALLOTS	89.00	04/20	101-51440-206
Total STAPLES ADVANTAGE:		808.43		
STATE OF WI COURT FINES &				
MARCH 2020	MARCH COURT FINES	3,288.40	03/20	101-35101
Total STATE OF WI COURT FINES &:		3,288.40		
STATE OF WISCONSIN				
516892	PERMIT TO OPERATE-ELEVATOR	50.00	03/20	207-52120-243
516892	PERMIT TO OPERATE-ELEVATOR	50.00	03/20	101-51650-243

Invoice	Description	Total Cost	Period	GL Account
Total STATE OF WISCONSIN:		100.00		
STONERIDGE LITTLE CHUTE LLC				
22014321358	FOOD	22.71	03/20	101-52200-211
24057191821	FOOD	107.79	03/20	101-52200-211
24065361354	FOOD/PAPER PRODUCTS	26.37	03/20	101-52200-211
24091161856	FOOD	25.98	03/20	101-52200-211
Total STONERIDGE LITTLE CHUTE LLC:		182.85		
TEAM SPORTING GOODS				
AAF015285	DECALS FOR FOOTBALL HELMETS	264.31	03/20	101-55460-225
Total TEAM SPORTING GOODS:		264.31		
THEDACARE LABORATORIES				
MAR 2020 1210055	MARCH BLOOD DRAWS	255.00	03/20	207-52120-204
Total THEDACARE LABORATORIES:		255.00		
TJ'Z TOWING				
030820	VEHICLE TOWED TO PD	137.00	03/20	207-52120-218
Total TJ'Z TOWING:		137.00		
UNIFIRST CORPORATION				
0970305783	SHIRTS/PANTS	4.51	03/20	101-53330-213
0970305783	LAUNDRY BAGS/WIPERS	15.50	03/20	101-53330-218
0970306239	LAUNDRY BAGS/WIPERS	13.30	04/20	101-53330-218
Total UNIFIRST CORPORATION:		33.31		
VAN ASTEN, DONNA				
2020	DRAINAGE EASEMENT & INGRESS/EGRESS	150.00	04/20	630-53442-260
Total VAN ASTEN, DONNA:		150.00		
VAN GROLL, BROOKE				
041120	SECURITY DEPOSIT REFUND-EVENT CANCELLED	100.00	04/20	208-21235
041120	REFUND RENTAL FEE-EVENT CANCELLED DUE T	125.00	04/20	208-34401
Total VAN GROLL, BROOKE:		225.00		
WEBER, TRACY				
040920-2	REFUND SPRING INTERMEDIATE ARCHERY CLAS	50.00	04/20	101-34413
Total WEBER, TRACY:		50.00		
WELLS FARGO FINANCIAL LEASING				
5009867298	APRIL COPIER LEASE	803.15	04/20	101-51650-207
5009867298	APRIL COPIER LEASE	450.00	04/20	101-53310-207
Total WELLS FARGO FINANCIAL LEASING:		1,253.15		
Grand Totals:		276,360.74		

Vendor number hash: 329971
Vendor number hash - split: 445525
Total number of invoices: 127
Total number of transactions: 169

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	276,360.74	276,360.74
Grand Totals:	276,360.74	276,360.74

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2020 UTILITY REFUNDS (5089)							
326323009	Invoi	OVERPAYMENT REFUND ACCT #3-263230-09	2.21	Open	Non	04/20	001-15000
Total 2020 UTILITY REFUNDS (5089):			2.21				
ARING EQUIPMENT CO INC (577)							
D31520	Invoi	REPAIR VALVE PROBLEMS #19	510.40	Open	Non	03/20	101-53330-204
D31520	Invoi	REPAIR VALVE PROBLEMS #19	256.73	Open	Non	03/20	101-53330-225
Total ARING EQUIPMENT CO INC (577):			767.13				
CELLCOM (4683)							
32516	Invoi	FVMPD CELL-MARCH	2,013.32	Open	Non	03/20	207-52120-203
Total CELLCOM (4683):			2,013.32				
EVERGREEN POWER LLC (4827)							
5212	Invoi	MUFFLER GUARD #44	11.21	Open	Non	03/20	101-53330-225
Total EVERGREEN POWER LLC (4827):			11.21				
LINDNER ACE HARDWARE LITTLE CHUTE (4702)							
262781-325001	Invoi	MENDERHOSE	4.78	Open	Non	03/20	101-53330-218
262782-325001	Invoi	V BELT	7.99	Open	Non	03/20	204-55420-242
Total LINDNER ACE HARDWARE LITTLE CHUTE (4702):			12.77				
MARCO INC (3910)							
26711480	Invoi	MONTHLY COPIER LEASE-1493357-MARCH 2020	270.93	Open	Non	03/20	207-52120-207
Total MARCO INC (3910):			270.93				
NORTHWOODS (562)							
255228	Invoi	TUBERCULOCIDAL & DISINFECTANT	52.48	Open	Non	03/20	207-52120-244
255228	Invoi	TUBERCULOCIDAL & DISINFECTANT	52.48	Open	Non	03/20	207-52120-247
Total NORTHWOODS (562):			104.96				
TIME WARNER CABLE (89)							
03/20 71391120150	Invoi	MARCH/APRIL SERVICE	232.09	Open	Non	03/20	207-52120-203
03/20 71406480150	Invoi	MARCH/APRIL SERVICE	142.41	Open	Non	03/20	207-52120-203
04/20 70953560100	Invoi	APRIL/MAY SERVICE	218.76	Open	Non	04/20	101-51650-203
Total TIME WARNER CABLE (89):			593.26				
TOTER LLC (4920)							
65651874	Invoi	QTY 100-64 & 96 GAL REFUSE POLYCARTS	5,521.78	Open	Non	03/20	201-53620-221
Total TOTER LLC (4920):			5,521.78				
Grand Totals:			9,297.57				

Report GL Period Summary

Vendor number hash:

34239

Terms Description	Invoice Amount	Net Invoice Amount
Vendor number hash - split:	35378	
Total number of invoices:	12	
Total number of transactions:	14	
Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	9,297.57	9,297.57
Grand Totals:	9,297.57	9,297.57

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2020 UTILITY REFUNDS (5089)							
125121004	Invoi	OVERPAYMENT REFUND ACCT #1-251210-04	50.30	Open	Non	03/20	001-15000
326051510	Invoi	OVERPAYMENT REFUND ACCT #3-260515-10	59.27	Open	Non	03/20	001-15000
326238002	Invoi	OVERPAYMENT REFUND ACCT #3-262380-02	7.52	Open	Non	03/20	001-15000
Total 2020 UTILITY REFUNDS (5089):			117.09				
CELLCOM (4683)							
11422	Invoi	ENGINEERING PHONE CHARGES	202.86	Open	Non	03/20	452-57331-203
11422	Invoi	DPW PHONE CHARGES	250.15	Open	Non	03/20	101-53310-203
11422	Invoi	PARKS PHONE CHARGES	44.61	Open	Non	03/20	101-55200-203
11422	Invoi	REC PHONE CHARGES	82.24	Open	Non	03/20	101-55300-203
11422	Invoi	FACILITIES PHONE CHARGES	38.30	Open	Non	03/20	101-51650-203
11422	Invoi	INSPECTOR PHONE CHARGES	37.63	Open	Non	03/20	101-52050-203
11422	Invoi	COMMUNITY DEVELOPER CHARGES	47.44	Open	Non	03/20	101-51530-208
Total CELLCOM (4683):			703.23				
CITY OF KAUKAUNA (1488)							
3670	Invoi	PUBLIC NOTICE-FOX RIVER BOARDWALK	54.59	Open	Non	03/20	420-57620-277
Total CITY OF KAUKAUNA (1488):			54.59				
DISTRICT 2, INC. (4778)							
2696	Invoi	GAUGE BEZEL	1,450.00	Open	Non	03/20	101-52200-247
Total DISTRICT 2, INC. (4778):			1,450.00				
J.F. AHERN CO (2011)							
368088	Invoi	ANNUAL INSPECTION - FIRE EXTINGUISHERS	138.35	Open	Non	03/20	101-52200-204
Total J.F. AHERN CO (2011):			138.35				
MCCLONE (4766)							
2755	Invoi	19/20 WORKER'S COMP AUDIT	78.00	Open	Non	03/20	207-52120-230
2755	Invoi	19/20 WORKER'S COMP AUDIT	35.00	Open	Non	03/20	610-53614-230
2755	Invoi	19/20 WORKER'S COMP AUDIT	33.00	Open	Non	03/20	620-53924-230
2755	Invoi	19/20 WORKER'S COMP AUDIT	27.00	Open	Non	03/20	630-53444-230
2755	Invoi	19/20 WORKER'S COMP AUDIT	6,313.00	Open	Non	03/20	101-51900-230
2755	Invoi	19/20 WORKER'S COMP AUDIT	380.00	Open	Non	03/20	204-55420-230
2755	Invoi	19/20 WORKER'S COMP AUDIT	98.00	Open	Non	03/20	206-55110-230
2755	Invoi	19/20 WORKER'S COMP AUDIT	477.00	Open	Non	03/20	610-53614-230
2755	Invoi	19/20 WORKER'S COMP AUDIT	1,263.00	Open	Non	03/20	630-53444-230
2755	Invoi	19/20 WORKER'S COMP AUDIT	516.00	Open	Non	03/20	620-53924-230
2755	Invoi	19/20 WORKER'S COMP AUDIT	2,937.00	Open	Non	03/20	207-52120-230
Total MCCLONE (4766):			12,157.00				
OUTAGAMIE COUNTY TREASURER (486)							
1018014	Invoi	FEBRUARY FUEL BILL	31.70	Open	Non	03/20	101-52050-247
1018014	Invoi	FEBRUARY FUEL BILL	346.56	Open	Non	03/20	630-53442-247
1018014	Invoi	FEBRUARY FUEL BILL	2,293.07	Open	Non	03/20	201-53620-247
1018014	Invoi	FEBRUARY FUEL BILL	122.97	Open	Non	03/20	101-55200-247
1018014	Invoi	FEBRUARY FUEL BILL	284.56	Open	Non	03/20	101-55440-247
1018014	Invoi	FEBRUARY FUEL BILL	38.86	Open	Non	03/20	101-55300-247
1018014	Invoi	FEBRUARY FUEL BILL	225.09	Open	Non	03/20	101-52200-247
1018014	Invoi	FEBRUARY FUEL BILL	214.63	Open	Non	03/20	610-53612-247

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
1018014	Invoi	FEBRUARY FUEL BILL	463.39	Open	Non	03/20	620-53644-247
1018014	Invoi	FEBRUARY FUEL BILL	3,339.81	Open	Non	03/20	101-53330-217
Total OUTAGAMIE COUNTY TREASURER (486):			7,360.64				
PARKER'S (22)							
1000	Invoi	REMOVE BROKEN & HANGING LIMBS/CUT UP TR	350.00	Open	Non	03/20	101-55440-204
Total PARKER'S (22):			350.00				
PEPSI-COLA (3493)							
46102352	Invoi	BEVERAGES	157.50	Open	Non	03/20	101-52200-211
Total PEPSI-COLA (3493):			157.50				
SIGNCOUNTRY (3870)							
12537	Invoi	BALL DIAMOND SPONSOR BANNERS	372.30	Open	Non	03/20	101-55200-227
12731	Invoi	LEAF VAC LOGO WRAP #81	335.00	Open	Non	03/20	101-53330-225
Total SIGNCOUNTRY (3870):			707.30				
SKID & PALLET SERVICE (3567)							
13692	Invoi	PLAYGROUND MULCH	360.00	Open	Non	03/20	101-55200-213
Total SKID & PALLET SERVICE (3567):			360.00				
TIME WARNER CABLE (89)							
03/20 70590040100	Invoi	MARCH/APRIL SERVICE	60.32	Open	Non	03/20	101-52200-208
Total TIME WARNER CABLE (89):			60.32				
ZARNOTH BRUSH WORKS INC (430)							
179201	Invoi	BROOM FOR SWEEPER #81	1,309.00	Open	Non	03/20	101-53330-225
Total ZARNOTH BRUSH WORKS INC (430):			1,309.00				
Grand Totals:			24,925.02				

Report GL Period Summary

Vendor number hash: 48820
Vendor number hash - split: 128952
Total number of invoices: 16
Total number of transactions: 41

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	24,925.02	24,925.02
Grand Totals:	24,925.02	24,925.02

LCFD Incident Report

March 2020

Number of responses: 8

Last years: 10

YTD: 22

- 03/07/2020 03:24 Intoxicated male started a campfire in a Fire pit on a vacant lot across the street from 1010 Hartzheim Drive, left it go unattended, LCFD responded to extinguish, requested FVMPD to assist (622/628 responded)
Engine 3621, car 3632
20LC00015**
- 03/11/2020 10:26 Alarm sounding @ EZ Glide Garage Doors 1700 E. North Avenue, per 3601 on scene false alarm, cancel page
20LC00016**
- 03/13/2020 05:26 Power pole transformer arcing/sparking, pole located south of County Road OO on French Road, LCFD stand by until secured by WE Energies
Engine 3621, car 3632
20LC00017**
- 03/16/2020 21:32 Assist with motor vehicle accident @ 302 W. North Avenue, vehicle located inside a garage, requested for extrication & scene safety. Patient was out of vehicle upon arrival, assisted with scene safety due to structure damage to garage.
Engine 3621, Squad 3671, Truck 3641, Car 3632
#20LC00018**

03/21/2020	12:17 Vegetation fire @ Weenies Still 515 Grand Avenue, call was canceled before going in route via FVMPD, fire was properly contained #20LC00019
03/22/2020	21:31 Fire in roaster @ Trilliant Foods 1101 Moasis Drive, Engine 3621, Truck 3641, Squad 3671, Car 3632 #20LC00020
03/28/2020	23:30 Power line down in road near 3100 N. French Road, stand by until WE Energies arrived Engine 3621, Truck 3641, Car 3632 #20LC00021
03/30/2020	19:37 Possible structure fire at the US Post Office 514 Grand Avenue, found a flame decoration was left on, no issues. Car 3632 #20LC00022

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – MARCH 2020



Little Chute

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

March 2020

Village Administrator 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 – MARCH 2020

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 on a monthly basis. The reports will be added to the official files of the Village of Little Chute and be published on the Village's website at www.littlechutewi.org.

As we continue this effort, the style and metrics will be fine-tuned to better capture operational aspects that will serve staff, the board and public with a more robust understanding of operations. Ultimately, this information can be used to assist in policy and fiscal decisions on the future of Village operations. New in 2020, we will be including data and information from the Little Chute Fire Department, which will help show how our dedicated team of individuals serve the community.

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
- Fox Valley Metro Police Department
- Kimberly/Little Chute Library
- Parks, Recreation and Forestry Department
- Department of Public Works
- Engineering Department

Questions or Comments

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

James P. Fenlon
Village Administrator
108 W. Main Street
Little Chute, WI 54140
920-423-3850
james@littlechutewi.org

Village Administrator

HIGHLIGHTS

- The Board of Trustees worked on the following items in the month of March:
 - Received a presentation from FVMPD regarding establishing a K-9 Program
 - Approved Open Burning Ordinance Amendments, Approved some changes in salary for elected officials, executed Personnel Manual changes related to military activation, Started the process for Library Planning Efforts, Approved a Façade Grant for Elite Smiles in Downtown, Approved the completion and submission of the MS4 Annual Report, Approved a Resolution authorizing the sale of real estate to Agropur, approved Municipal Court changes per state law, Approved the creation of a 2020 summer event for downtown Little Chute pending COVID actions; approved Final 2019 Budget Amendments, and declared a state of emergency for the Village of Little Chute related to COVID-19
- Continued to work with staff on an effective resolution to a billing issue with Outagamie County Landfill.
- The Village Board and Nechodom Family presented the Robert A. Nechodom award to Ellen and Louie Mischler. Congratulations Ellen and Louie!
- Facilitated numerous meetings between Board members and consultants related to the finalization of the LCDF Organizational study.
- Worked with all departments and staff on ensuring that essential operations are preserved while safeguarding the public and staff from COVID 19.
- Worked with all departments and staff on providing a resource page for residents related to our COVID-19 response here: <https://www.littlechutewi.org/624/Response-to-COVID-19>

TOP PRIORITIES FOR APRIL

- Ensure the Little Chute Business Community has the information needed to respond to COVID 19 related changes.
- Ensure the staff of the Village of Little Chute has the tools and support they need to continue delivery of essential services in the face of COVID 19 matters.
- Continue working with County officials on resolving the leachate billing matter.
- Secure future training opportunities for staff on a number of different topics.
- Engage the Library Planning Committee to begin efforts related to the Little Chute Library
- Review a façade grant application for a downtown business
- Present for Board of Trustee action:
 - Utility, Water Main, Paving and Quiet Zone bids for contract action
 - Development Agreement for Downtown Hotel
 - Work From Home Policy – COVID 19
 - Updated EFMLEA and Sick Leave – COVID 19

Clerk

HIGHLIGHTS

March has been a very challenging and busy month in the Clerk's office. We began by closing out the Spring Primary Elections and quickly switched to Covid-19 Emergency Planning and response. This also led to a record breaking increase Absentee Ballot Requests.

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

- Shared data from social media sites
- Agendas/Minutes for meetings (Regular Board, Special Meeting, Plan, Utility, Design Review)
- Continued maintenance of the Village Website and social media outlets
- Ongoing phone/supply ordering support
- Civic Center/Village Hall rentals
- Open early voting, process absentee ballots
- Preparations for 2020 elections webinar training, upkeep of voter records, supply ordering
- Work with Public Works on spring newsletter, finalize and mail out
- Held retirement party for Jim Moes

Goals April:

- Facilitate April 7 Spring Election and Presidential Preference Primary
- Process Absentee ballots and Applications
- Agendas/Minutes for meetings
- Share data from social media sites
- Maintenance of the Village Website and social media outlets
- Ongoing phone/supply ordering support
- Civic Center/Village Hall rentals

Village of Little Chute Website and Social Media Metrics - March 2019

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Website Visits	10,453	11,142	-6.18%	31,765	28,508	11.42%
Website Page Views	14,831	15,228	-2.61%	41,110	42,141	-2.45%
Facebook Likes	3,927	3,331	17.89%	11,641	9,853	18.15%
Facebook Reach	58,527	54,652	7.09%	210,272	191,945	9.55%
Village Hall Blog View	316	645	-51.01%	1,234	1,853	-33.41%
Instagram Followers	576	425	35.53%	576	425	35.53%
Twitter Followers	405	354	14.41%	405	354	14.41%
Twitter Impressions	854	213	300.94%	2,325	1,047	122.06%

Community Development

HIGHLIGHTS

- Met with Commercial Developers regarding sites and TIF in village.
- Continued Inspections of homes, apartments and commercial projects.
- Discussions with architects regarding new projects.
- Submitted CDI Grant
- Home occupancy application approved

TOP PRIORITIES FOR APRIL

- 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.
- Continuing education classes
- Convert more forms/permits/applications to a fillable format
- Allow for more forms/permits/applications to be available on-line
- Improve Site review process (ongoing project)

COMMUNITY DEVELOPMENT March DATA

Community Development Department 2020 Permit Data				
	March-20	2020 Totals	2019 Totals	2018 Totals
Permits Issued	52	94	667	622
Property Complaints	0	1	31	61
Property/Field Inspections	55	166	912	929
Letters Sent	1	1	0	0
Action Corrected	1	1	13	44
Referred for Action	0	0	0	7
Ongoing	1	3	36	16

Community Development Department 2020 Permit Data				
	March-20	2020 Totals	2019 Totals	2018 Totals
Permits Issued	52	94	717	622
Permit Fees	\$15,546	\$22,206.00	\$108,776	\$257,754
Permit Value	\$1,553,773	\$2,134,216.00	\$35,228,147	\$47,343,017

Finance Department

HIGHLIGHTS

- Fieldwork for audit completed in three days compared to five last year. Compressed timeline necessary due to impending Stay At Home Order. Thank you to all Finance Staff for diligence in responding to auditors' requests for information to make this happen!
- PSC Report filed by March 31, 2020 – last time filed without extension was 2012.
- 4,029 utility bills created, 72 service orders (Final Reads, High/Low Reads, Meter Installations) created/coordinated with MCO and 205 Landlord notices mailed for tenant delinquency notification, 835 ratepayers opted out of postcard billing, 1,507 ratepayers utilized PSN and 654 ACH for payments in March.
- Reviewed several development agreements for financial compliance/safeguards
- Monitor and react to COVID-19 changing regulations, set up activity code for tracking (used by Payroll and Accounts Payable) and payroll codes for H.R. 6201, Families First Coronavirus Response Act
- Reminder notices sent out for past due Accounts Receivable and Delinquent Personal Property Taxes

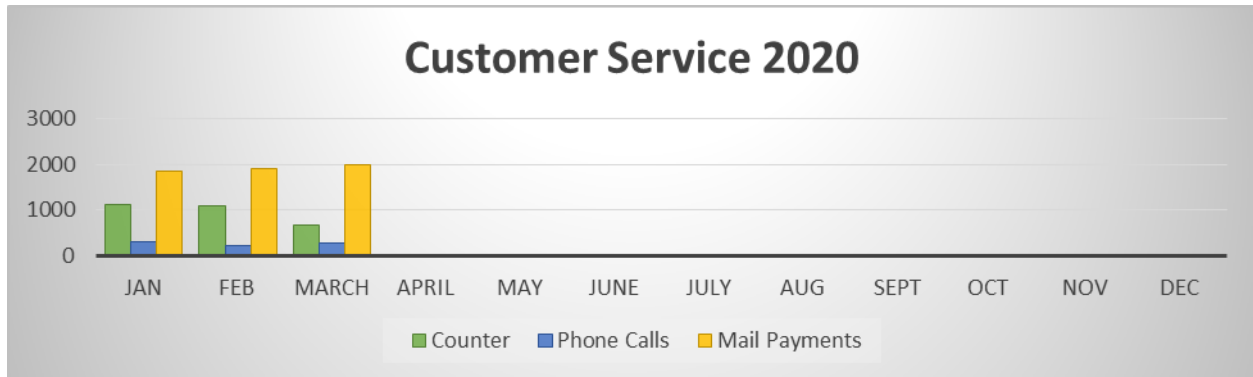
TOP PRIORITIES FOR APRIL

- Weights and Measures billing including cross-training on process
- Continue cross-training for staff on critical functions and creation of procedure manuals
- Testing computer and phone connectivity for work from home options if needed
- Review of Comprehensive Annual Financial Report Draft for 2019 from auditors
- File Expenditure Restraint and Room Tax State Reports

CONTINUOUS IMPROVEMENT EFFORTS

- Trained Customer Service Account Clerk on Accounts Receivable Reconciliation process. Task to be completed monthly and reviewed by Director.
- Trained Utility Billing Clerk on HOV Meter Payable account reconciliation. Task to be completed monthly and reviewed by Director.
- Trained Accounts Payable Clerk on Accounts Payable Reconciliation for month-end reconciliation. Task to be completed monthly and reviewed by Director.
- Trained Accounts Payable Clerk on Security Deposit Reconciliation for Park Shelter and Recreation Center rentals. Task to be completed monthly and reviewed by Director.
- Accounts Payable Clerk cross-trained on loading and unloading the handheld device for MCO (meter reads)

MARCH DATA



PERFORMANCE MEASUREMENTS

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>Target 2020</u>
# months bank reconciliation completed timely	0	0	7	12
# of stale checks outstanding	NM	NM	57	5
Custodial credit risk	\$12.3	\$6.1	\$0	\$0
% of customers paying online	NM	NM	42%	55%
Continuous improvement initiatives	NM	NM	18	10
Number of special assessment billings	277	296	160	125
Average number of monthly utility bills	4,076	4,052	4,033	4,050
Annual number of utility work orders	952	1,093	940	950
Annual tax certification letters	793	735	775	750
General obligation bond rating	Aa3	Aa3	Aa3	Aa2
# of auditor's compliance issues	NM	6	1	0
% of time monthly financials closed within 15 days	NM	NM	50%	90%
% of staff adequately trained/cross trained	NM	NM	75%	100%

NM=New Measure

Little Chute Fire Department

Little Chute Fire Department - 2020 Calls for Service

	Structure Fire	CO Call	Mutual Aid	Auto Accident	Alarm Response	Misc.	2020 Total Responses	2019 Total Responses	2018 Total Responses	2017 Total Responses	2016 Total Responses	2015 Total Responses
2020 SUMMARY	0	3	1	7	4	7	22	202	165	172	155	132
January 2020 Calls	0	1	1	5	2	1	10					
February 2020 Calls	0	2	0	1	1	0	4					
March 2020 Calls	0	0	0	1	1	6	8					
April 2020 Calls							0					
May 2020 Calls							0					
June 2020 Calls							0					
July 2020 Calls							0					
August 2020 Calls							0					
September 2020 Calls							0					
October 2020 Calls							0					
November 2020 Calls							0					
December 2020 Calls							0					



HIGHLIGHTS

- **Training** - Staff recently attended resiliency training at the police department. The training was presented by Barb Bigalke and Mike Crum from the Center for Suicide Awareness. Topics covered were:
 - Stress Management
 - Coping Skills
 - Suicide Awareness and Prevention
 - Mental Health and Wellness
- Talking about officer suicides is still a taboo topic in many departments across the country. Up to four times more officers die by suicide each year than by being killed on the job.
- Pretty much all other training has been cancelled or postponed due to the social distancing measures. The Wisconsin Law Enforcement Standards Board has granted waivers to all law enforcement agencies regarding minimum training hours and annual recertification.
- The new Community Service Officers are undergoing their initial training. Currently they are participating in ride-alongs with various patrol officers.
- **Events** - The State has notified us that the April, state-wide drug collection event is cancelled. Since our lobby is closed too, the community cannot dispose of unwanted drugs at this time. We ask the public to safely hold on to these medications until our lobby is open again.

TOP PRIORITIES

- Keep essential staff safe and reduce exposure to and/or transmission of COVID-19 virus.
- Acquire and maintain adequate stock of PPE (Personal Protective Equipment) for staff.
- Remain visible and proactive in the community while trying to maintain social distancing.

FVMPD MARCH DATA -

FOX VALLEY METRO POLICE DEPARTMENT

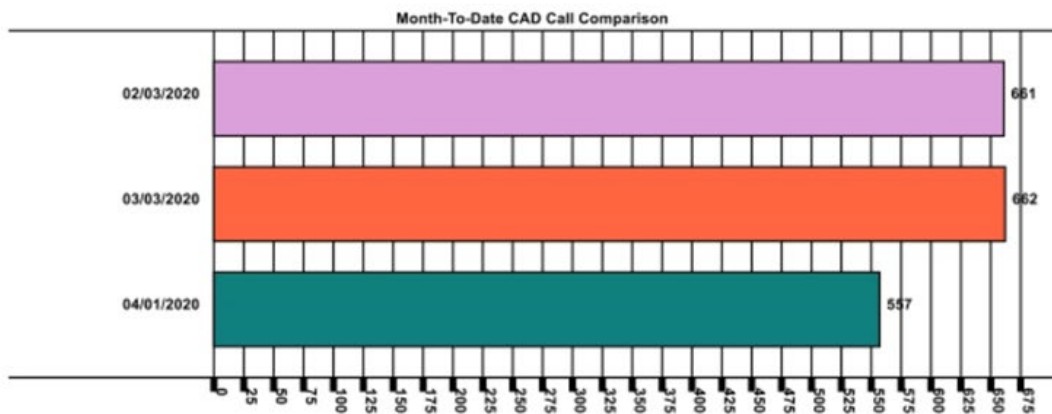
Month-to-Date CAD Call Detail

Month-To-Date CAD Received Calls

Call Nature	03/04/2020	02/04/2020	1 mo %	01/06/2020	2 mo %
	to 04/01/2020:	to 03/03/2020:	change:	to 02/03/2020:	change:
911 Misdialed	42	56	-25.0%	54	-22.2%
Abandoned Vehicle	0	1	-100.0%	2	-100.0%
Abdominal A-Adam Response	0	0	N/A	1	-100.0%
Accident in a Parking Lot	1	2	-50.0%	2	-50.0%
Accident with Injury	0	0	N/A	3	-100.0%
Accident with Scene Safety	0	0	N/A	1	-100.0%
Alcohol Violations	2	2	0.0%	0	N/A
Animal Bite	2	1	100.0%	0	N/A
Animal Call	13	15	-13.3%	13	0.0%
Assist Citizen or Agency	42	32	31.2%	37	13.5%
Back Problem A-Adam Response	0	1	-100.0%	1	-100.0%
Battery	0	1	-100.0%	0	N/A
Bicycle Stop	0	1	-100.0%	0	N/A
Bleeding B-Boy Response	0	0	N/A	1	-100.0%
Bleeding C-Charles Response	0	0	N/A	1	-100.0%
Bleeding D-David Response	1	0	N/A	0	N/A
Breathing Problem C-Charles	0	1	-100.0%	0	N/A
Breathing Problem D-David	3	4	-25.0%	3	0.0%
Breathing Problem E-Edward	1	0	N/A	0	N/A
Burglary	1	0	N/A	1	0.0%
Carbon Monoxide Alarm	0	1	-100.0%	0	N/A
Chest Complaint A-Adam	0	0	N/A	1	-100.0%
Chest Complaint C-Charles	1	0	N/A	0	N/A
Chest Complaint D-David	2	1	100.0%	1	100.0%
Choking A-Adam Response	0	0	N/A	1	-100.0%
Civil Matter Assist	1	0	N/A	0	N/A
Civil Process	4	6	-33.3%	6	-33.3%
Crime Prevention	34	30	13.3%	52	-34.6%
Damage to Property	7	6	16.7%	3	133.3%
Diabetic Issue A-Adam	1	0	N/A	0	N/A
Diabetic Issue C-Charles	0	1	-100.0%	1	-100.0%

Disturbance	12	14	-14.3%	10	20.0%
Disturbance with a Weapon	0	1	-100.0%	0	N/A
Domestic Disturbance	6	2	200.0%	5	20.0%
Drug Complaint	3	3	0.0%	6	-50.0%
Fainting A-Adam	0	2	-100.0%	0	N/A
Fainting C-Charles	0	1	-100.0%	0	N/A
Falls A-Adam Response	0	3	-100.0%	1	-100.0%
Falls B-Boy Response	3	1	200.0%	2	50.0%
Fire Alarm Commercial	1	1	0.0%	2	-50.0%
Fire Unauthorized Burning	1	0	N/A	0	N/A
Fire Vegetation or Grass	1	0	N/A	0	N/A
Follow Up	18	13	38.5%	10	80.0%
Fraud Complaint	5	10	-50.0%	5	0.0%
Harassment	6	7	-14.3%	4	50.0%
Hazard in Roadway	15	11	36.4%	6	150.0%
Headache C-Charles Response	0	1	-100.0%	1	-100.0%
Heart Problem C-Charles	0	1	-100.0%	0	N/A
Jail GPS Checks	40	33	21.2%	33	21.2%
Juvenile Complaint	5	2	150.0%	2	150.0%
Law Alarms - Burglary Panic	4	6	-33.3%	6	-33.3%
Lost or Found Valuables	6	4	50.0%	3	100.0%
Medical Assistance No Injury	1	1	0.0%	1	0.0%
Medical Pre-Alert	3	1	200.0%	1	200.0%
Missing Person	0	1	-100.0%	1	-100.0%
Motorist Assist	9	29	-69.0%	20	-55.0%
Natural Gas or Propane Leak	0	1	-100.0%	1	-100.0%
Noise Complaint	8	3	166.7%	8	0.0%
Ordinance Violation	6	4	50.0%	3	100.0%
Overdose C-Charles	3	1	200.0%	0	N/A
PNB E-Edward Response	1	1	0.0%	1	0.0%
Parking Enforcement	2	6	-66.7%	5	-60.0%
Pregnancy C-Charles	0	1	-100.0%	0	N/A
Pregnancy D-David	1	0	N/A	0	N/A
Reckless Driving Complaint	19	22	-13.6%	22	-13.6%
Residence Lockout	0	0	N/A	1	-100.0%
Retail Theft	0	0	N/A	1	-100.0%
Runaway Juvenile	2	0	N/A	1	100.0%
Scam	2	0	N/A	1	100.0%
Seizure A-Adam Response	1	0	N/A	0	N/A
Seizure B-Boy Response	0	1	-100.0%	0	N/A
Seizure C-Charles Response	0	0	N/A	1	-100.0%

Sex Offense	0	1	-100.0%	2	-100.0%
Sick A-Adam	7	4	75.0%	1	600.0%
Sick C-Charles	0	2	-100.0%	5	-100.0%
Sick D-David	1	3	-66.7%	2	-50.0%
Stroke C-Charles	1	3	-66.7%	2	-50.0%
Structure Fire Smoke or Flame	2	0	N/A	0	N/A
Suicide D-David	1	0	N/A	0	N/A
Suspicious Incident	16	6	166.7%	9	77.8%
Suspicious Person	3	3	0.0%	6	-50.0%
Suspicious Vehicle	4	8	-50.0%	5	-20.0%
Testing Only	0	0	N/A	1	-100.0%
Theft Complaint	11	1	1,000.0%	6	83.3%
Theft of Automobile Complaint	1	1	0.0%	0	N/A
Traffic Enforcement	5	3	66.7%	11	-54.5%
Traffic Stop	92	208	-55.8%	192	-52.1%
Traumatic Injuries B-Boy	1	1	0.0%	0	N/A
Trespassing	2	2	0.0%	0	N/A
Unconscious D-David	0	2	-100.0%	2	-100.0%
Unlocked or Standing Open Door	9	7	28.6%	5	80.0%
Vehicle Accident	13	18	-27.8%	16	-18.8%
Vehicle Lockout	9	9	0.0%	12	-25.0%
Vehicle Pursuit	1	0	N/A	0	N/A
Violation of Court Order	4	1	300.0%	1	300.0%
Wanted Person or Apprehension	3	9	-66.7%	3	0.0%
Weapon Violation	0	2	-100.0%	0	N/A
Welfare Check	27	18	50.0%	31	-12.9%
Wire Down	2	0	N/A	0	N/A


Report Includes:

All Dates between '00:00:00 01/06/20' and '23:59:59 04/01/20', All Cities matching 'LCV'

Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Ordered hotspots for circulation. 3 for each library.
- Closed library March 15th Due to COVID-19. Staff directed to stay out of library unless scheduled for specific task/time. To limit possible virus transmission to each other. Some have decided it is best for the health of their family to work exclusively from home. Others have volunteered to work in the library. Beginning the week of the 22nd we have only allowed one staff member at a time work in the libraries.
- All hand sanitizer available in the library was turned over to FVMPD March 17th.
- Virtual Staff Meetings weekly began March 17th. This date also marked our last delivery of materials from other libraries. I doubled the Hoopla check out limit.
- Five staff members have worked hours for elections or will have worked hours for elections.
- All staff have been given opportunity to work from home with expectation that they provide documentation of training or work performed to validate hours. Hours are approved up to their regularly scheduled hours. They may schedule the hours as fits their other responsibilities at this time.
- Disc resurfacing machines have been upgraded and staff instructions created. We purchased two refurbished machines. Staff appreciates that they only need to load the disc and push one button rather than supervise the process and change cleaning heads for each stage. There is also less handling of chemicals.

TOP PRIORITIES FOR APRIL

- Upgrade all programming to provide digital experiences and other options to participate without close contact. We will use social media including, Facebook Live Events, and Zoom Webinars and meetings to accomplish this digitally. Other options are being reviewed.
- Reviewing material distribution options; books by mail seems poised for a resurgence. Possibly but discouraged by most communities include some delivery or pick up options.
- Review collection development strategy for dealing with extended periods of closure. Continue to provide and promote additional e-Content options.
- Review Hotspot Circulation procedures
- Review Ruko Circulation
- Spring Cleaning/Inventory
- Summer Reading Program preparation
- Investigate YouTube/Podcast Studio options
- Review Technology replacement plan

UPCOMING EVENTS

- Retooling and reviewing all upcoming events to be distributed through non-typical channels.
- Watch our Social Media and digital newsletter for program announcements.

Parks, Recreation and Forestry Department

MARCH 2020 HIGHLIGHTS

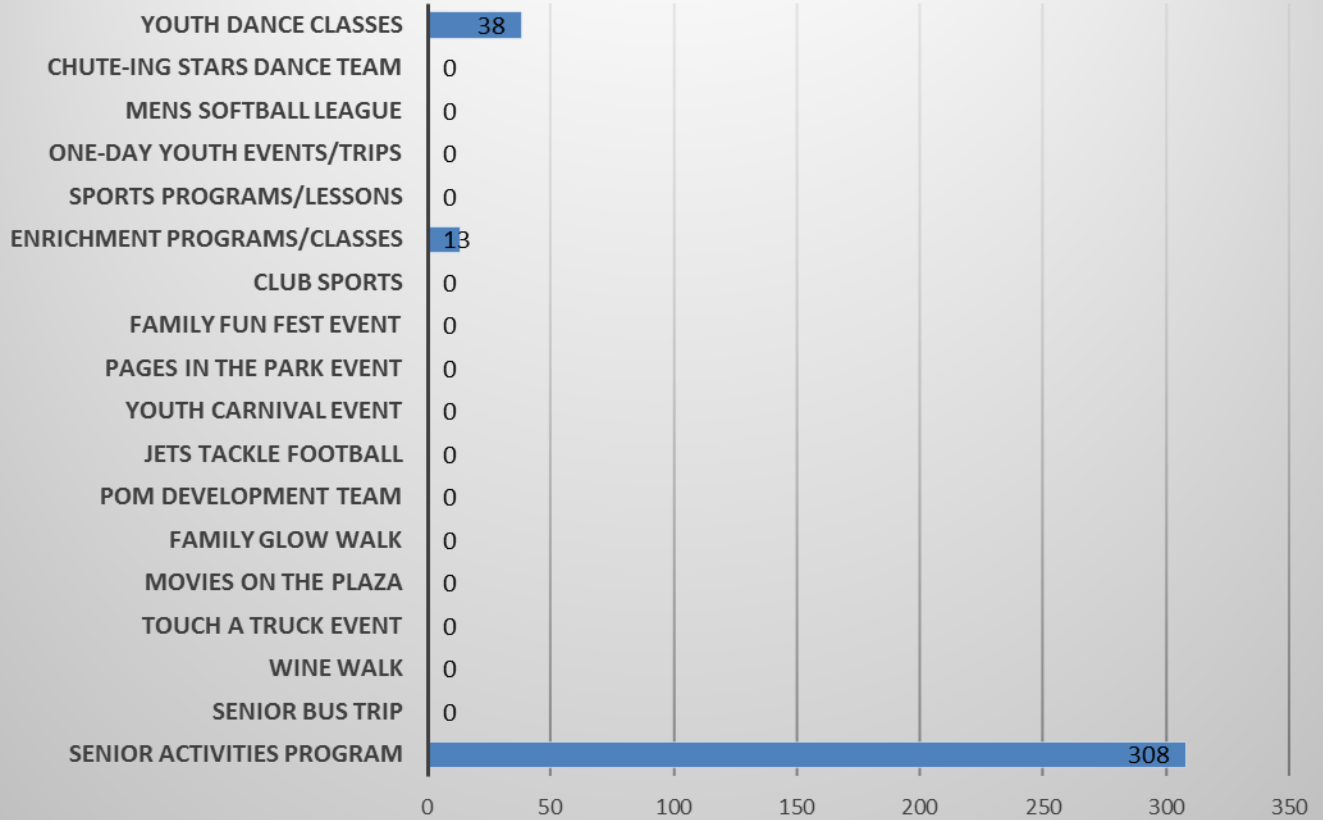
- Department staff successfully transferred to work from home schedules.
- Held voting for the Van Lieshout Playground Design.
- Letters mailed to seek sponsors for kids tee shirts for summer and fall rec programs.
- Program books were delivered to residents 3/10. Promoted book on Facebook and with Constant Contact email. Registration began 3/16.
- Registration paperwork emailed to men's softball team managers. Registration began 3/16.
- Chute-ing Stars Dance Team tryout packets were completed. Available for pickup 3/16 or can get from team website.
- Worked on updates to department website pages and links.
- Reviewed applications for summer help. Interviews held virtually at end of month. Positions offered to selected applicants.
- Submitted Cheese Fest 2020 special events permit to clerk's office for discussion at April board meeting.
- Contracted instructors to offer families Free Virtual Classes (tai chi on Mondays & yoga on Wednesdays) during "safer at home" period
- Partnered with Kimberly Rec Dept to offer families Free Virtual Easter Egg Hunt (families/businesses display decorated eggs in their window & kids can look for them as they walk their community)

TOP PRIORITIES FOR APRIL

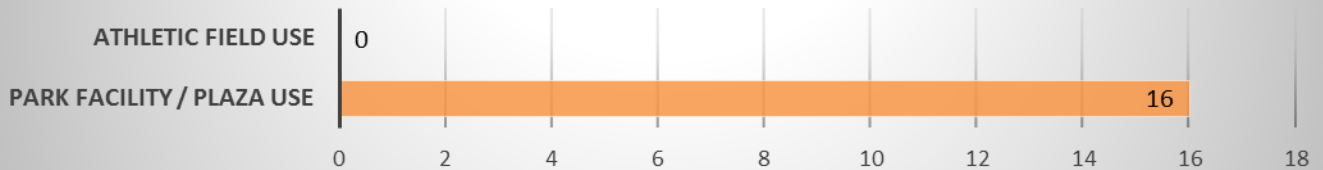
- Begin removal of 60 ash trees located in the right-of-way within the Village of Little Chute.
- Bid opening for the Fox River Boardwalk is April 20.
- Approval of the Van Lieshout Playground Design and Bids by the Village Board.
- Finalize the July 20 Storm Event FEMA process and turn the project over to the State of Wisconsin. Begin to receive our funds.
- Finalize youth tee shirt program order (*shirts needed for each program, color & size selections, sponsor assignments; final order list to printer 4/9*).
- Continued scheduling of instructors for Free Virtual Tai Chi & Yoga Classes; promote events with facebook reminder posts for that evenings class.
- Prep work for upcoming men's softball league (*schedules, rules, umpires, scorers, softballs, field prep, etc.*)
- Promote our movie night voting poll to pick movies to show this summer. Reschedule our Movie In The Park Event from mid-June to mid-August.
- Constant communication with families and rec instructors about program/facility cancellations, event postponements, rescheduling & refunds.
- Work on club schedules for Coed Squirt, Boys Tee, Boys Cub, Boys Rookie, and Boys Minor baseball programs & Girls Tee Softball program.
- Reschedule postponed Chute-ing Stars parent meeting and dancer tryouts (mid-April dates cancelled since school facilities closed due to COVID-19).



2020 Year-To-Date PROGRAM PARTICIPATION



2020 Year-To-Date...



Department of Public Works

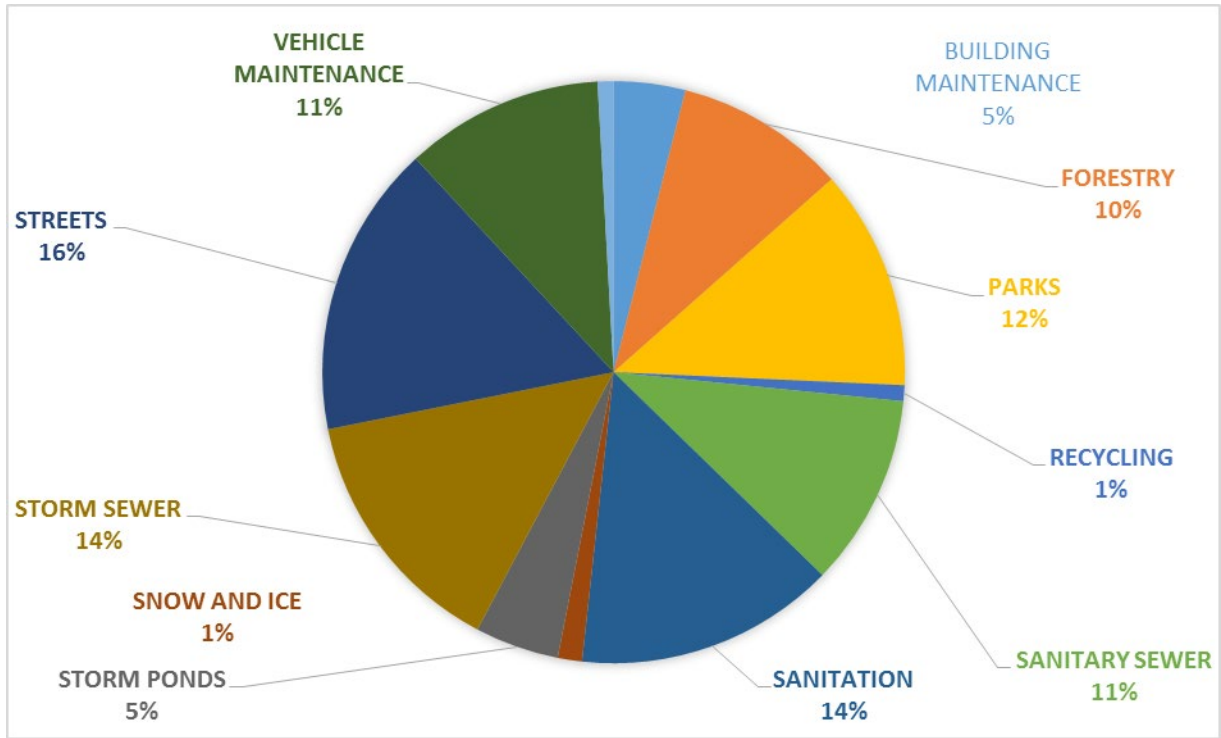
HIGHLIGHTS

- Village employees worked on storm water winter evaluations for the ponds including measuring the sediment at the base of the ponds. Overgrowth and woody vegetation in the storm ponds and outfalls was removed.
- All erosion control and storm water permits were monitored.
- Continued to work to find resolution regarding Outagamie County Landfill leachate entering the sanitary collection system.
- Met with Robert E. Lee & Associates and village departments to discuss and design the GIS (Geographic Information System) attributes and schema.
- Submitted the MS4 (Municipal Separate Storm Sewer System) Annual Report to the WDNR.
- Two Village staff attended the Fox Wolf Watershed Alliance Annual Watershed Conference.
- Changed out seasonal banners downtown.

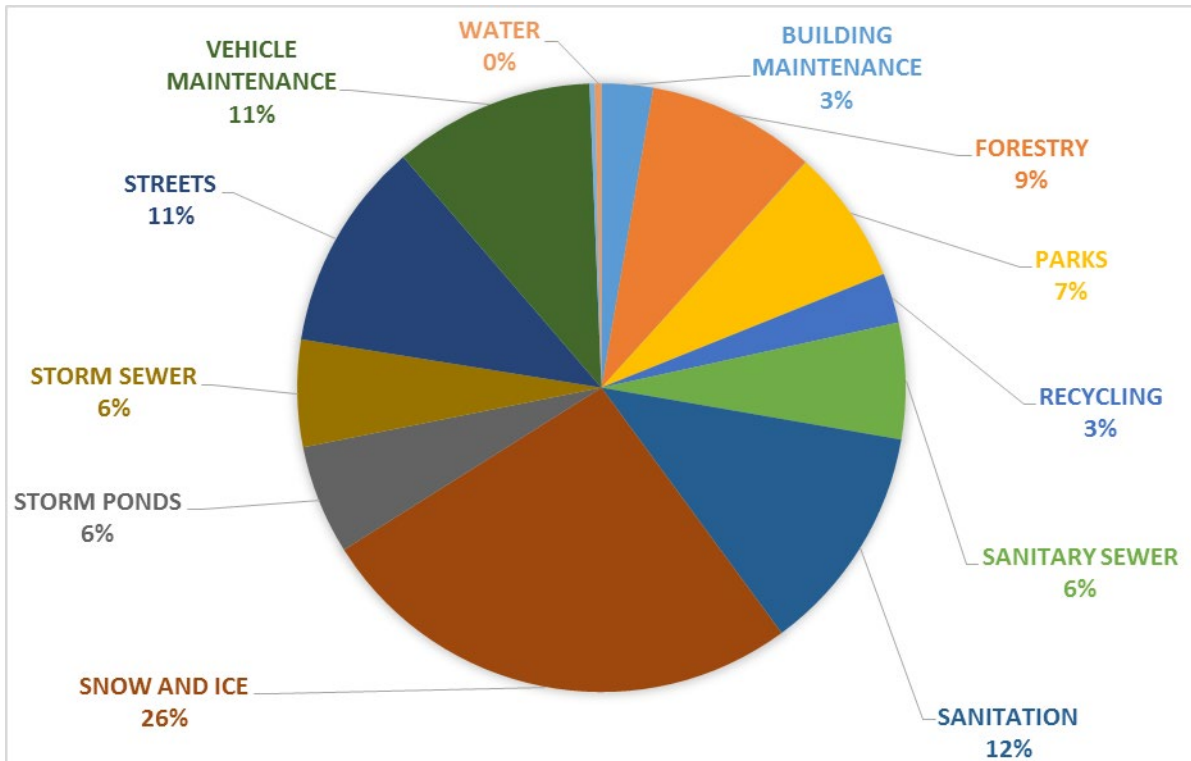
TOP PRIORITIES FOR APRIL

- Continue to develop specifications for DPW projects, CIP and operations.
- Continue to evaluate the Village storm water ponds.
- Post Village Fleet Mechanic position.
- Update preventive maintenance plans for sanitary and storm sewers.
- Update the Fleet Management Plan.
- Continue to prepare for Spring 2020 follow-up meeting with WDNR regarding the Village MS4 permit.
- Spring weight limits were placed on: Cherryvale Pl., Hartzheim Dr., Hickory Dr. Stephen Ct. on March 4th and removed on April 7th.
- Coordinate a prairie burn for six of the village's storm ponds.
- Spring clean-up of leaves, garden debris, and grass clippings. Train on new Schwarze street sweeper.
- Open up yard waste site to card holders.
- Print and deliver the 2020 Spring DPW Newsletter to all Village residents.
- Have staff attend the Farrell Equipment concrete repair seminar.

MARCH Department of Public Works & Parks Department Hours Worked (Includes Full & Part-time Hours)



Year to Date Department of Public Works & Parks Department Hours Worked (Includes Full & Part-time Hours)



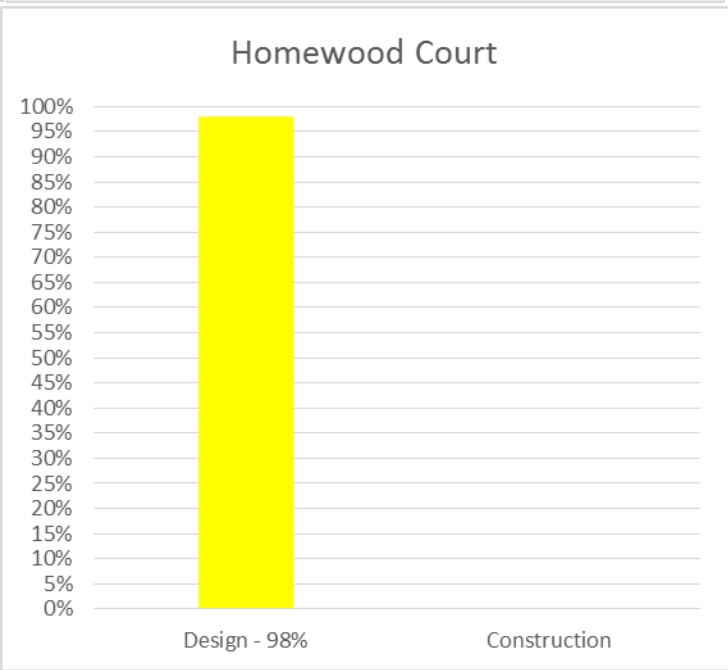
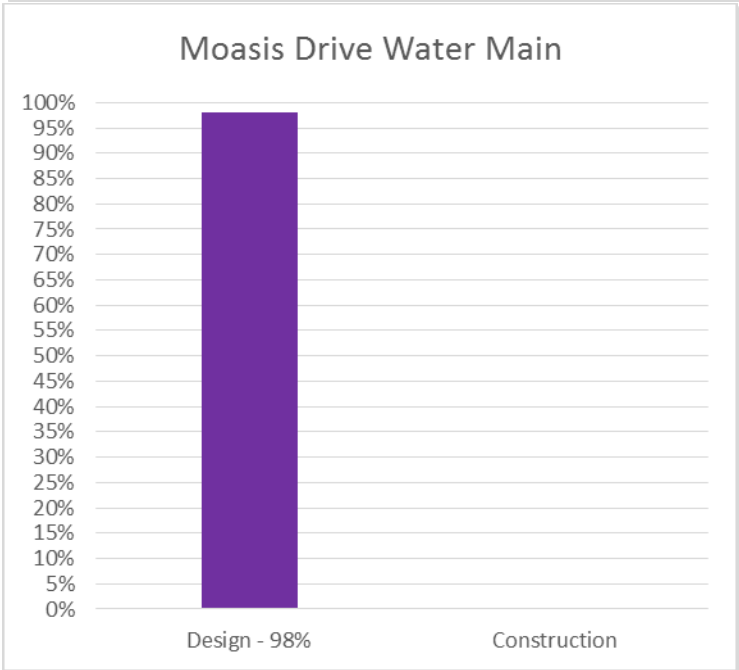
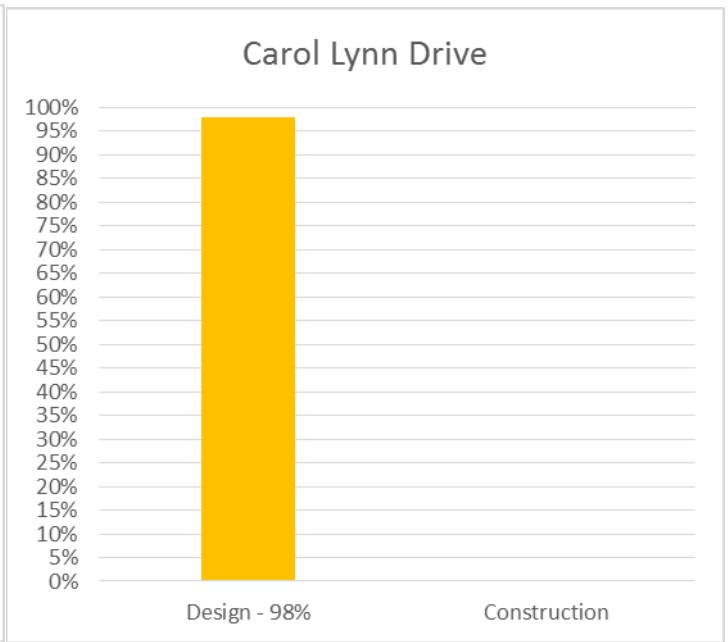
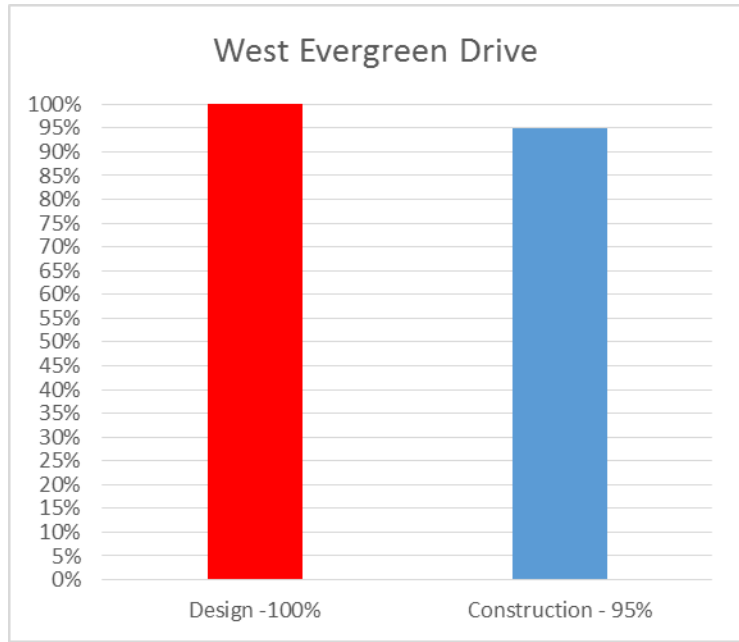
Engineering Department

HIGHLIGHTS

- It was a very busy March with many changes regarding our bid opening for this year's projects. With 10-days before the bid opening Engineering staff changed from a direct delivery bid to an on line submittal called V-bid. This was due to limited access to the building. The contractors were able to submit directly to V-bid and by the time the bids were read, the low bidder was known with a tabulated bid sheet provided for review. This method had required a little more work up front but I believe the process worked very well for our first time.
- This year was the largest number of projects that went out to bid at one time for the Engineering Department with four projects being awarded. The total value of infrastructure improvements is \$2,854,000 (approximately). With contractors eager to begin work with good spring weather, the bids were competitive. The projects that will begin construction in 2020 are as follows:
 - **Quiet Zone Improvements - \$373,550.70 (Vinton Construction)**
 - **Carol Lynn Drive & Homewood Court Utilities - \$1,041,766.84 (Don Hietpas and Sons, Inc.)**
 - **Carol Lynn Drive & Homewood Court Concrete Paving - \$861,022.54 (Vinton Construction)**
 - **Moasis Water Main Reconstruction - \$577,511.90 (Dorner, Inc.)**

TOP PRIORITIES FOR APRIL

- It is a very busy spring but our first priority will be to award all of our contracts and provide our contractor as early a start as possible so we can take advantage of the good weather. Our next priority will be to hold our contractor preconstruction meetings so we can meet with residents and property owners for the project on site informational meeting. We plan on meeting individually for each property owner while maintaining social distance.
- We have many other tasks that need to be completed in the month of April that include numerous site plan reviews for storm water management, preparing estimates for 2021 Capital Improvement Projects, contacting our summer interns and our continued on-going GIS utility revisions.
- Engineering staff are already in the field gathering information to prepare base maps for the 2021 construction season. We have also contacted last year's Contractors to complete their restoration due to the early snow last fall or for limited warrantee work that needs to be completed.
- Engineering staff have also prepared to have the capability to work from home. All Engineering staff has a mobile hard drive that contains our project AutoCAD information as well as our record documents. This allows us to have the same access to information from home as we do with our server in the office. One staff member has verified that his computer is able to send and receive CAD files and work effectively in CAD and GIS software programs. We have planned our work so as not to overlap each other to reduce the need to share files while working from home.
- Our contractors have yet to indicate any difficulties in completing this year's projects on time. Therefore, we will work with residents, business owners, private utilities, and contractors to provide as little interruption with people who are home to allow them to maintain their daily routines.



Village of Little Chute
REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Faith Technologies Site Plan Approval

PREPARED BY: David Kittel, Community Development Director

REPORT DATE: 4/15/2020

ADMINISTRATOR'S REVIEW/COMMENTS: Concur 

EXPLANATION: Per the terms of the Village of Little Chute's agreement with Faith Technologies, in particular the site plan approval provisions, attached are the documents related to site plans and elevations.

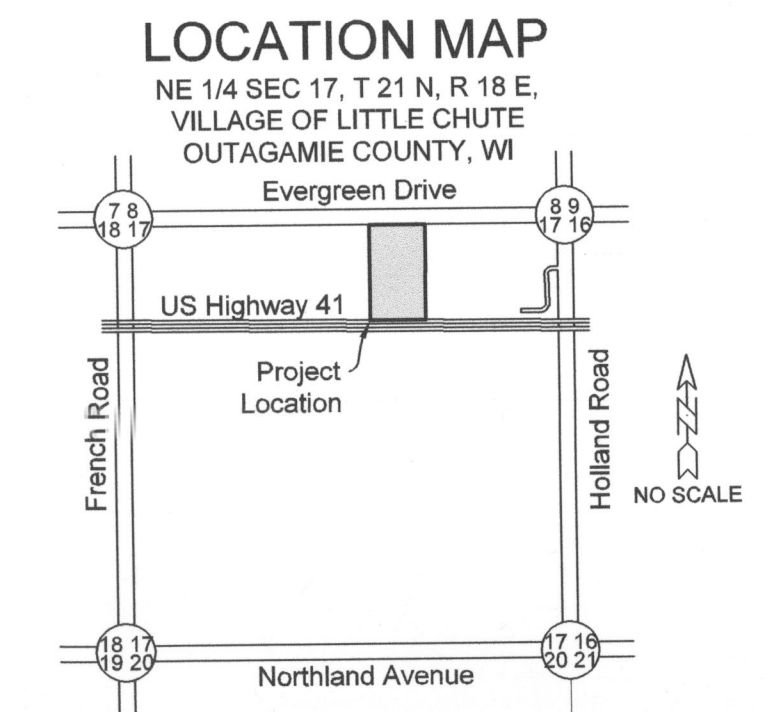
Davel Engineering on behalf of Faith Technologies has presented a site plan for the construction of a new facility located at 2125 W Evergreen Dr on February 6th, 2020. It is a 20-acre site with a building footprint of 253,375 square, composed of a two story office area, large Manufacturing floor and shipping/receiving area. Plans for this building have been reviewed by staff. See attached site plans.

RECOMMENDATION: Staff recommends to conditionally approval the site plan for Faith Technologies new building with condition of resubmitted plans on 3/30/2020 meet or exceed all requirements.

Excellerate Facility

Village of Little Chute, Outagamie County, WI

For: Faith Technologies



Site Information:

Parcel : 260440100
Address: 2125 West Evergreen Drive

Lot 3 Certified Survey Map No. 7682 being part of the NW 1/4 of the NE 1/4 of Section 17, T21N, R18E, Village of Little Chute, Outagamie County, Wisconsin

Property Owner : Faith Technologies
225 Main Street
Menasha, WI 54952
(920) 225-6644

Land Use : Industrial
Zoning : Industrial
Maximum Impervious Coverage: 90-percent

Full ESFR Sprinkler
Occupancy Classification: F1, Office is 2-story
Class of Construction: Type IIB
Products to be Manufactured: Microgrid Productions and related assemblies
Hazardous Materials: None

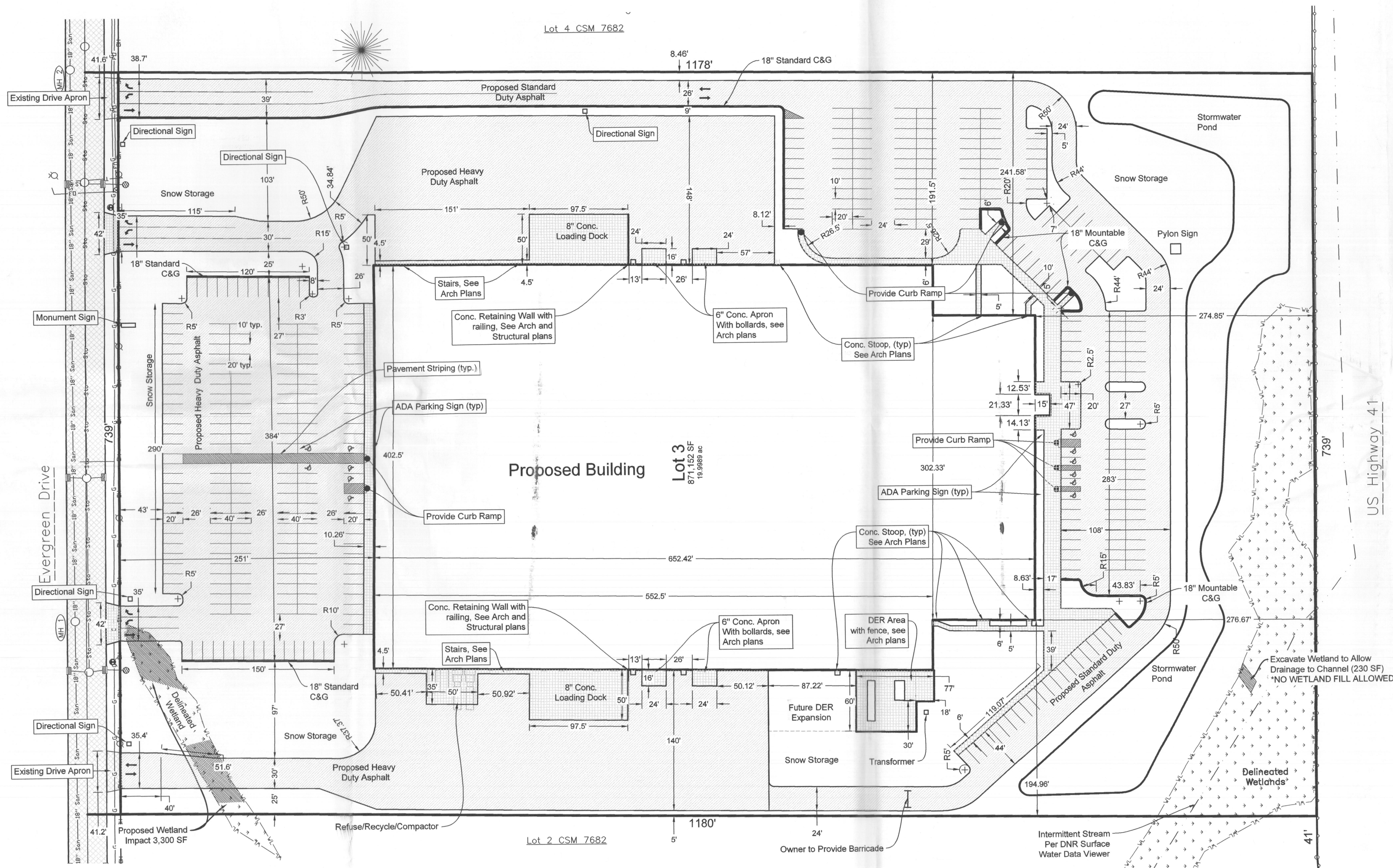
Building Setback Requirements:
Front : 20'
Rear : 15'
Sides : 10' each

Parking/Pavement Setback Requirements:
Front: 10'
Sides: 5'

Project Areas:
Building footprint: 253,375 SF
Pavements: 345,953 SF
Greenspace: 271,872 SF (31.2%)
Total : 871,200 SF (20 acres)

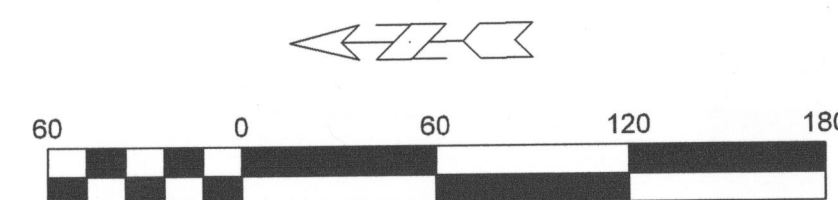
Impervious = 599,328 SF (68.8%)

Parking & Loading Requirements:
One Stall Per Employee Per Shift = 175 Stalls Minimum
200 Manufacturing Parking Stalls Provided (Including 6 ADA)
195 Office and Visitor Parking Stalls Provided (Including 6 ADA)



LEGEND

FD	FD	Underground Fiber Optic	Sanitary MH / Tank / Base	CATV Pedestal
OH	OH	Overhead Electric Lines	Storm Manhole	Deciduous Tree
San	San	Sanitary Sewer	Inlet	Benchmark
Sto	Sto	Storm Sewer	Catch Basin / Yard Drain	Ex Spot Elevation
E	E	Underground Electric	Water MH / Well	
G	G	Underground Gas Line	Hydrant	Concrete Pavement
T	T	Underground Telephone	Utility Valve	Gravel
W	W	Water Main	Utility Pole	Proposed Asphalt
F	F	Fence - Steel	Light Pole / Signal	Proposed Concrete
W	W	Wetlands	Guy Wire	Proposed Gravel
900	900	Index Contour	Electric Pedestal	
799	799	Intermediate Contour	Telephone Pedestal	



SHEET INDEX:

Sheet	Page
Site Plan	C1.0
Topographic Survey	C1.1
Drainage and Grading Plan	C1.2
Erosion & Sediment Control Plan	C1.3
Utility Plan	C1.4
Landscape Plan	C1.5
Construction Details	C2.1
Erosion & Sediment Control Details	C2.2
Construction Details	C2.3
South Stormwater Pond Detail	C2.4

SITE PLAN



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
CIVIL ENGINEERING CONSULTANTS
1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davel.pro

Project Number: 5570
February 6, 2020

Page
C1.0



PRELIMINARY NOT FOR CONSTRUCTION

A NEW FACILITY FOR:
EXLC LITTLE CHUTE, WI
RENDERINGS

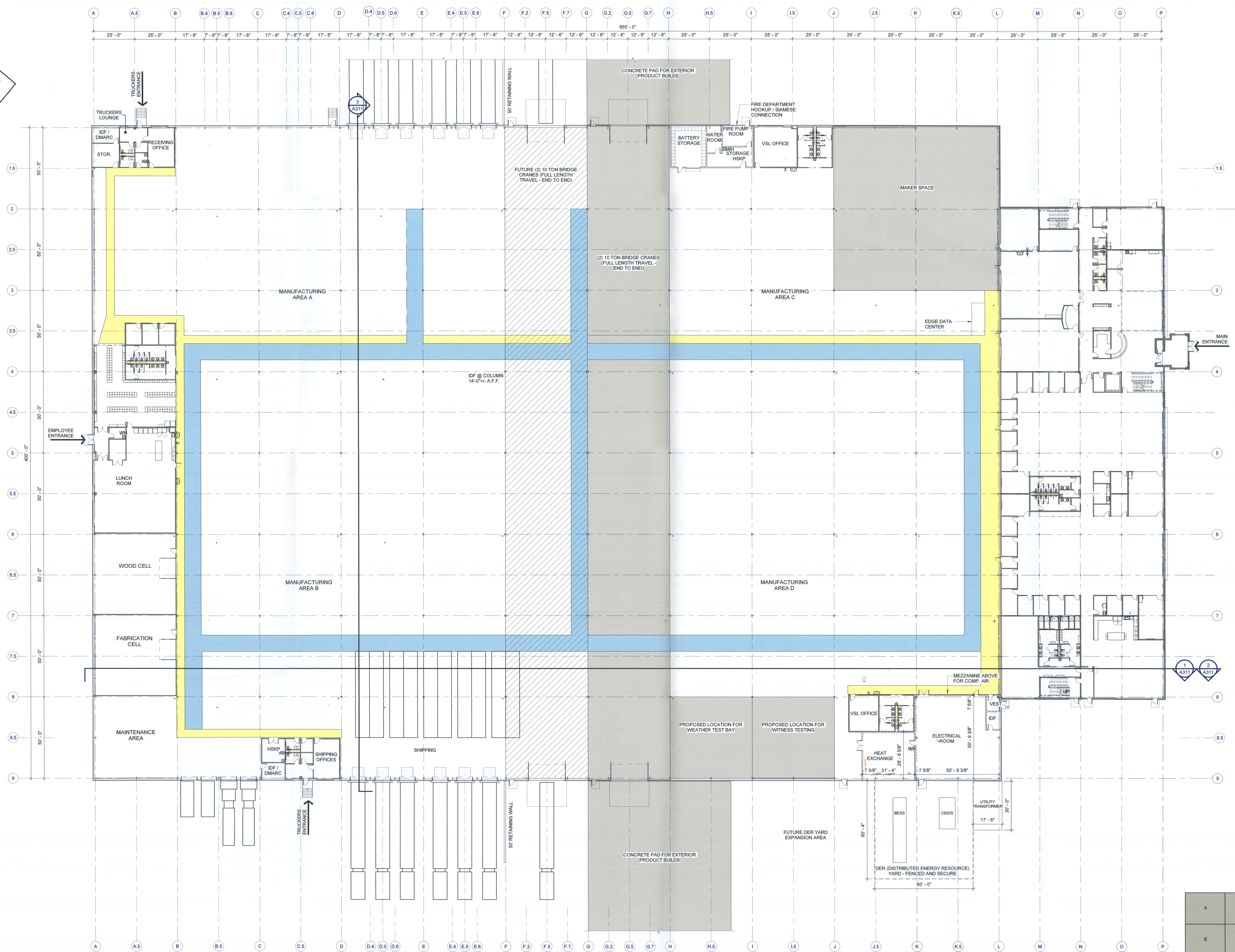
DESIGNED	DRAWN
MAG	JJS
PROJECT NO.	
F0828 91800460	
DATE	
FEBRUARY 7, 2020	
SHEET NO.	

A000

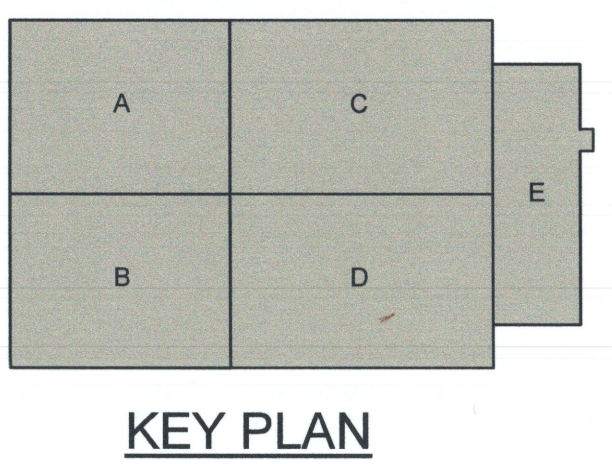
Excelerate

McMahon Associates, Inc. provides the
architectural services shown on this
drawing. The client and/or recipient
agrees to the full extent permitted by
law that McMahon Associates, Inc.
shall retain the right to reuse or
otherwise disseminate the drawing or
data without restriction.

McMAHON
ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
McMAHON ASSOCIATES, INC.
Tel: (920) 751-4200 Fax: (920) 751-4284
www.mcmahon.com



OVERALL FIRST FLOOR PLAN
3/8" = 1'-0"



PRELIMINARY NOT FOR CONSTRUCTION

**A NEW FACILITY FOR:
EXLC LITTLE CHUTE, WI
OVERALL FLOOR PLAN**

DESIGNED
MAG

DRAWN
JJS

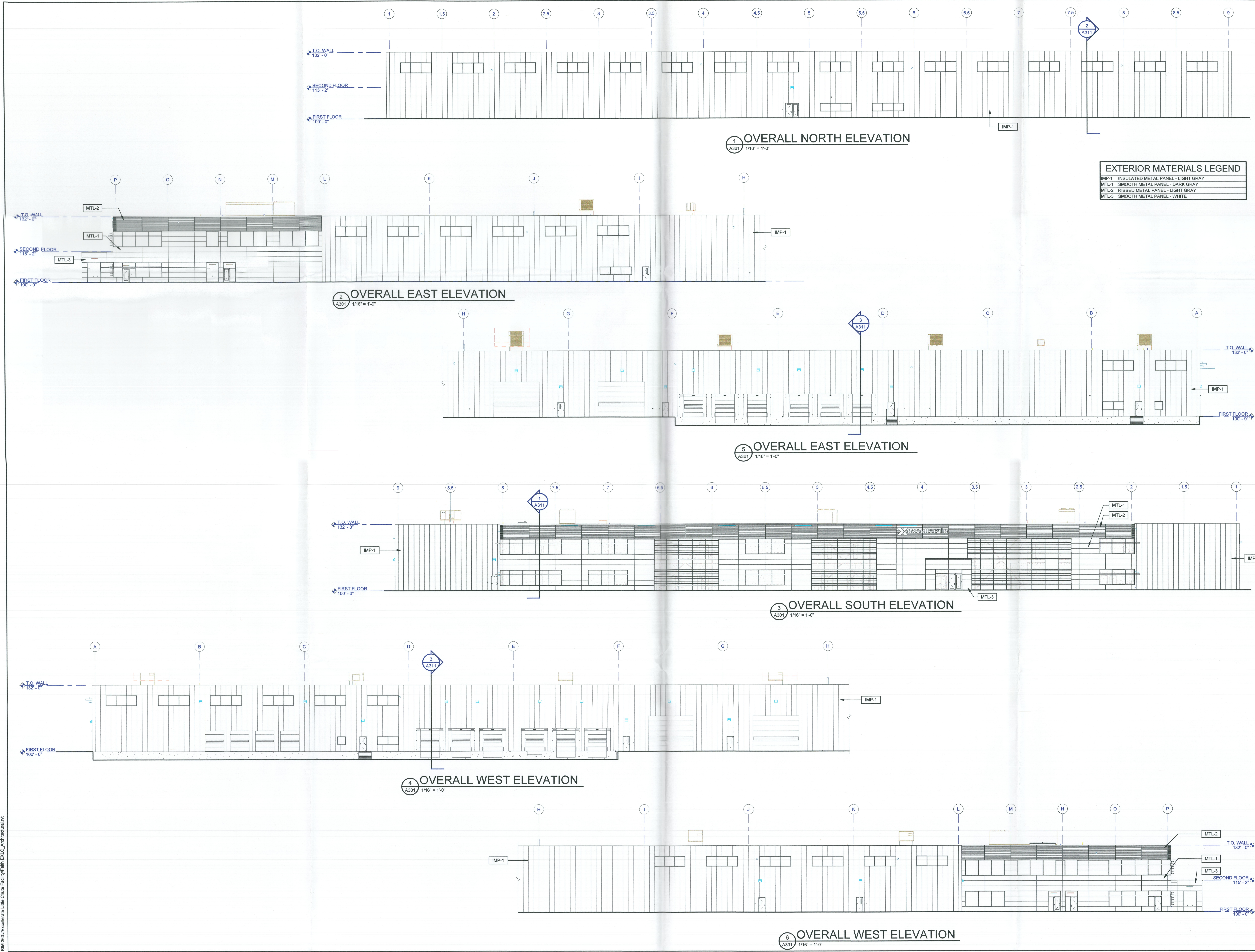
PROJECT NO.
F0529 91900490

DATE
FEBRUARY 7, 2020

SHEET NO.
A200



McMAHON
ENGINEERS ARCHITECTS
445 Madison Avenue, 14th Floor, New York, NY 10017
Tel: (212) 512-2000 Fax: (212) 512-2001
www.mcmahon.com



EXTERIOR MATERIALS LEGEND	
IMP-1	INSULATED METAL PANEL - LIGHT GRAY
MTL-1	SMOOTH METAL PANEL - DARK GRAY
MTL-2	RIBBED METAL PANEL - LIGHT GRAY
MTL-3	SMOOTH METAL PANEL - WHITE

McMAHON

ENGINEERS ARCHITECTS

1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
Tel: (920) 731-4634
www.mcmgrp.com

McMahon Associates, Inc. provides this drawing and data, regardless of form, as advisory only. It is not to be used for construction or any other purpose without the written consent of McMahon Associates, Inc. The user agrees to indemnify and hold McMahon Associates, Inc. harmless from and against all claims, damages, and expenses, including reasonable attorneys' fees, arising out of or from the use of this drawing and data, whether or not such claims, damages, and expenses are caused in whole or in part by the negligence of McMahon Associates, Inc.

exc

elerate

A NEW FACILITY FOR:
EXLC LITTLE CHUTE, WI
OVERALL EXTERIOR ELEVATIONS

DESIGNED	DRAWN
MAG	JJS
PROJECT NO.	
F0829 91900460	
DATE	
FEBRUARY 7, 2020	
SHEET NO.	

A301

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Van Lieshout Playground Bids

PREPARED BY: Adam Breest, Parks, Recreation, & Forestry Director

REPORT DATE: April 10, 2020

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report: JP
See additional comments attached: _____

EXPLANATION: In 2020, the village budgeted \$90,000 to finish the replacement and installation of the Van Lieshout playground equipment and pour-in-place surfacing. This will complete the transformation of the Van Lieshout playground and will be the first village playground that is fully accessible by including pour-in-place surfacing throughout the entire play area.

The Parks, Recreation, & Forestry Department budgeted \$90,000 in 2020 to install pour-in-place surfacing and new updated equipment. Village staff will remove the old equipment and prepare the site for the new playground. The old structure will be sold.

Due to the unique nature of designing and installing playground structures, staff decided to bid the project utilizing a bid cost ceiling method. Contractors were not allowed to exceed \$90,000 with their bids. This allowed the village to receive the most value for the cost of the equipment and surfacing. Contractors were allowed to utilize their creativity to provide the most play value within the designated space.

PROJECT SCHEDULE

- January 22, 2020 - Bid Proposals requested from any qualified playground company.
- February 21, 2020 - Bid Proposals due by 4:30 p.m.
- March 3, 2020 – Preliminary review of design proposals by Park Planning Committee
- March 9 – April 3 – Playground design options available for public review in Village Hall and on the Village Facebook page. Designs will also be given to the Little Chute Elementary School students to vote on. **The designs were posted on the Village website and Facebook page for voting. We did not get the designs to the school for voting due to COVID-19.**
- April 7, 2020 - Recommendation by the Park Planning Committee
- April 15, 2020 - Village Board Contract Award
- April 17, 2020 - Place order for Play Equipment

PLAYGROUND DESIGN SUBMITTALS

- Gerber Leisure – 3 Options
- Lee Recreation – 3 Options
- Mid States Recreation – 1 Option
- Northland Recreation – 1 Option

In total, the village received 8 creative proposals from 4 companies. The Park Planning Committee narrowed the choices down to their top 4 options that would be voted on by the public.

VOTING RESULTS

As a tool to help choose the selected playground design the village created a survey for the top 4 designs. The original intent was to have grades 4k - 2nd grade at Little Chute Elementary vote on the playgrounds. We would also then release a survey to the general public on our website and via Constant Contact and Facebook. Unfortunately, due to COVID-19 the elementary students were not able to take part in the vote due to school closing. The village still released the 4 options to the public to vote on. The top options were the following.



Northland Recreation (226 votes 28%)



Lee Recreation #2 (184 votes 23%)



Gerber Leisure #2 (167 votes 21% of vote)



Lee Recreation #3 (223 votes 28%)

We received 800 votes in total. Residents were allowed to choose the top 2 design choices. They were informed that the pour-in-place color could be changed, and that the playground is replacing the 2-5 year old existing playground and swings.

RECOMMENDATION: The Park Planning Committee felt that the playgrounds were all very close in terms of votes. Ultimately, they felt that the Gerber Leisure #2 playground offered the most play elements and catered the most to the 2-5 year old age range. Gerber Leisure's pour-in-place surfacing price was \$10,000 less than the other three options. This probably allowed them to include more play elements into their design. The Park Planning Committee recommends proceeding with option 2 from Gerber Leisure with gray pour-in-place surfacing and replacing the spinner in the center of the play area with another similarly priced option.

ATTACHMENTS: Gerber Leisure Option 2 Design and Layout (with gray pour-in-place)

RECOMMENDATION: Discussion/Action Approval of Gerber Leisure – Option #2 Playground and Pour-in-Place design for Van Lieshout Park



Van Lieshout Park

Option 2 • 04.09.2020



©2020 Landscape Structures. All Rights Reserved.



Van Lieshout Park

Option 2 • 04.09.2020



©2020 Landscape Structures. All Rights Reserved.