



AGENDA

REGULAR BOARD MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, January 20, 2021
TIME: 6:00 P.M.

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

Join Zoom Meeting (Please note this is a change from previous Go To Meetings used in past meetings)

<https://zoom.us/j/96273048454>

Meeting ID: 962 7304 8454

+1 312 626 6799 US (Chicago)

Meeting ID: 962 7304 8454

For further details please refer to additional Information immediately following agenda.

REGULAR ORDER OF BUSINESS

- A. Roll call of Trustees
- B. Roll call of Officers and Department Heads
- C. Public Appearance for Items Not on the Agenda
- D. 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 January 6, 2021
 - 2. Disbursement List
- E. Other Informational Items—December Fire Monthly Report and December Monthly Report
- F. Presentation—2021 Concrete Pavement Cross-Section (Hartzheim Dr. & Evergreen Dr.)
- G. Discussion/Action— CTH N Traffic Signal Agreement
- H. Discussion/Action— CTH OO Sanitary Sewer Reconstruction

- I. Discussion— Park Planning Committee
- J. Discussion— 2021 CheeseFest Special Event Permit
- K. Discussion— 2021 Personnel Manual
- L. Discussion— 2021 Holiday Guidance
- M. Discussion—Covid-19 Updates
- N. Department and Officers Progress Reports
- O. Call for Unfinished Business
- P. Items for Future Agenda
- Q. Closed Session:
19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Economic Development Proposals*
- R. Return to Open Session
- S. 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,. Prepared: January 21, 2021



Information for the Regular Board Meeting – January 20, 2021 – 6:00 PM

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 January 20th Regular Board Meeting at 6:00 PM by following the link here:
<https://zoom.us/j/96273048454>
Meeting ID: 962 7304 8454
+1 312 626 6799 US (Chicago)
Meeting ID: 962 7304 8454
2. Additional Call-in Information: United States
One tap mobile:
+13017158592,,97891299432#,,, *138185# US (Washington D.C)
+13126266799,,97891299432#,,, *138185# US (Chicago)
Dial by your location:
+1 312 626 6799 US (Chicago)
+1 301 715 8592 US (Washington D.C) +1 929 436 2866 US (New York)
+1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
Find your local number: <https://zoom.us/u/abGpaew1E>
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 board members and staff have the option to attend virtually. We urge residents to participate in our meetings by utilizing the virtual options above.
5. If you have questions or comments regarding the agenda or potential items on the agenda, we urge you to contact Board or staff 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 JANUARY 6, 2021

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

Roll call of Trustees

PRESENT: Michael Vanden Berg, President
Larry Van Lankvelt, Trustee
Skip Smith, Trustee
Bill Peerenboom, Trustee
Brian Van Lankveldt, Trustee
Don Van Deurzen, Trustee
James Hietpas, Trustee

Roll call of Officers and Department Heads

PRESENT: James Fenlon, Village Administrator
Adam Breest, Director of Parks, Recreation and Forestry
Dave Kittel, Community Development Director
Lisa Remiker-DeWall, Finance Director
Kent Taylor, Director of Public Works
Tyler Claringbole, Village Attorney
Katherine Freund, LC Library Director
EXCUSED: Dan Meister, Fox Valley Metro Police Chief
Chris Murawski, Village Engineer
Laurie Decker, Village Clerk

Public Appearance for Items Not on the Agenda

Mr. Joe Harlow from the Great Wisconsin Cheese Festival addressed the Board for information on filling out a Special Event Application and requested this be put on a future agenda; President Vanden Berg advised to keep in touch with Administrator Fenlon to get this added. Mr. Bruce Jansen, 950 W. Florida Avenue notified the board that he is not having any luck getting answers from Outagamie County on the odor issue. County executive Tom Nelson referred him to the County attorney, the DNR have also refused to do anything. Mr. Jansen would like the Village of Little Chute to hold a public hearing and was wondering if the Village can withhold any permits to get Outagamie County Landfill to address this issue or have an independent study done that could be paid for between the County and the Village. President Vanden Berg advised that this item will reconvene in early 2021.

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 December 16, 2020
2. Adopt Resolution No. 1, Series 2021 Changing Polling Places for the Spring Primary of February 16, 2021
3. Disbursement List
Moved by Trustee Smith, seconded by Trustee B. Van Lankveldt to Approve the Consent Agenda items as listed

Ayes 7, Nays 0 – Motion Carried

Action—Wisconsin Gas LLC (WE Energies) Natural Gas Distribution Easement

Director Taylor advised that WE Energies submitted a request and staff is recommending approval of the proposed Gas Distribution Easement

Moved by Trustee B. Van Lankveldt, seconded by Trustee Peerenboom to Approve the Gas Distribution Easement as requested by WE Energies

Ayes 7, Nays 0 – Motion Carried

Discussion/Action—Comprehensive Outdoor Recreation Plan Proposals and Rankings

Director Breest advised the Board that the Outdoor Recreation Plan needs updating every five years and also helps to properly plan and budget. Proposals were sent to eight qualified consultants and five responses were returned. The Park Planning Committee ranked the companies and staff is recommending Rettler Corporation at \$17,500.00 and advised the department had budgeted \$15,000.00 for this work.

Moved by Trustee Peerenboom, seconded by Trustee Smith to Approve the Outdoor Recreation Plan contract with Rettler Corporation in the amount of \$17,500.00

Ayes 7, Nays 0 – Motion Carried

Discussion/Action—Personnel changes related to COVID-19

Administrator Fenlon advised that Federal benefits expired December 31, 2020 and would like to discuss and approve three policy related changes to sick leave, compensatory time and work from home related to Covid-19. Trustee Van Deurzen stated he agreed with the sick leave but not adding the additional 40 hours compensation as he feels we could be short of employees and end up hiring to cover. Trustee Smith reiterated that this is only in affect for 2021, Administrator Fenlon advised yes this is correct and the sick leave is only for the first half of 2021 and will revisited if necessary. Administrator Fenlon advised that employees can use their overtime as comp time or overtime pay and currently is at 40 hours and this would cap at 80 hours for 2021.

Moved by Trustee L. Van Lankvelt, seconded by Trustee Peerenboom to Approve the Personnel changes related to Covid-19 as presented

Ayes 5, Nays 2 (Van Deurzen, Hietpas) – Motion Carried

Discussion—Covid-19 Updates

Administrator Fenlon advised that there aren't any further updates but there will be requests for summer special events that will need to be addressed.

Department and Officers Progress Reports

Departments and Officers provided progress reports to the Board

Call for Unfinished Business

Trustee Van Deurzen changed his vote on the Personnel changes related to Covid-19 to Nay

Items for Future Agenda

None

Closed Session:

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

Moved by Trustee Smith, seconded by Trustee B. Van Lankveldt to enter into closed session

Ayes 7, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Smith, seconded by Trustee B. Van Lankveldt to exit closed session

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 7:53 p.m.

Ayes 7, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

DISBURSEMENT LIST- January 20, 2021

Payroll & Payroll Liabilities - January 7, 2021	\$250,581.59
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Prepaid Invoices - January 8, 2021	\$5,546,008.51
Prepaid Invoices - January 15, 2021	\$265,894.35

Utility Commission- January 19, 2021	\$215,107.59
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CURRENT ITEMS

Bills List - January 20, 2021	\$100,754.40
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Total Payroll, Prepaid & Invoices	\$6,378,346.44
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The above payments are recommended for approval:

Rejected: _____

Approved January 20, 2021

Michael R Vanden Berg, Village President

Laurie Decker, Clerk

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2020 TAX REFUNDS (5158)							
260020900	Invoi	2020 TAX REFUND	496.77	Open	Non	01/21	803-21215
260037000	Invoi	2020 TAX REFUND	791.00	Open	Non	01/21	803-21215
260050300	Invoi	2020 TAX REFUND	1,094.55	Open	Non	01/21	803-21215
260129503	Invoi	2020 TAX REFUND	426.57	Open	Non	01/21	803-21215
260201900	Invoi	2020 TAX REFUND	130.57	Open	Non	01/21	803-21215
260436300	Invoi	2020 TAX REFUND	49.59	Open	Non	01/21	803-21215
Total 2020 TAX REFUNDS (5158):			2,989.05				
2021 UTILITY REFUNDS (5169)							
129262813	Invoi	OVERPAYMENT REFUND ACCT #1-292628-13	62.31	Open	Non	01/21	001-15000
Total 2021 UTILITY REFUNDS (5169):			62.31				
AMPLITEL TECHNOLOGIES (4637)							
16978	Invoi	FORTIGATE MAINTENANCE RENEWAL	102.08	Open	Non	01/21	404-57190-208
Total AMPLITEL TECHNOLOGIES (4637):			102.08				
APPLETON AREA SCHOOL DISTRICT (868)							
2021 TAXES	Invoi	JANUARY 2020 TAX SETTLEMENT	86,210.40	Open	Non	01/21	803-23150
Total APPLETON AREA SCHOOL DISTRICT (868):			86,210.40				
ASCENSION MEDICAL GROUP (4335)							
NOV-DEC YOGA 2	Invoi	YOGA INSTRUCTOR NOV - DEC 2020	400.00	Open	Med	12/20	208-52900-204
Total ASCENSION MEDICAL GROUP (4335):			400.00				
AT & T (5080)							
287294953059	01/2 Invoi	NOV/DEC SERVICE	239.32	Open	Non	01/21	101-52200-203
Total AT & T (5080):			239.32				
CIVIC SYSTEMS LLC (705)							
CVC20098	Invoi	SEMI ANNUAL SUPPORT FEES 1/1/21 - 6/30/21	1,797.00	Open	Non	01/21	101-51420-204
CVC20098	Invoi	SEMI ANNUAL SUPPORT FEES 1/1/21 - 6/30/21	480.00	Open	Non	01/21	201-53620-208
CVC20098	Invoi	SEMI ANNUAL SUPPORT FEES 1/1/21 - 6/30/21	1,549.00	Open	Non	01/21	207-52120-204
CVC20098	Invoi	SEMI ANNUAL SUPPORT FEES 1/1/21 - 6/30/21	2,186.00	Open	Non	01/21	610-53614-208
CVC20098	Invoi	SEMI ANNUAL SUPPORT FEES 1/1/21 - 6/30/21	1,752.00	Open	Non	01/21	620-53924-208
CVC20098	Invoi	SEMI ANNUAL SUPPORT FEES 1/1/21 - 6/30/21	1,381.00	Open	Non	01/21	630-53444-208
CVC20098	Invoi	SEMI ANNUAL SUPPORT FEES 1/1/21 - 6/30/21	371.00	Open	Non	01/21	620-53644-253
Total CIVIC SYSTEMS LLC (705):			9,516.00				
COMPLETE OFFICE OF WISCONSIN (4562)							
811518	Invoi	COPY PAPER	89.85	Open	Non	12/20	101-51650-206
Total COMPLETE OFFICE OF WISCONSIN (4562):			89.85				
CRANE ENGINEERING SALES INC (3240)							
396297	Invoi	POOL PAINT	4,415.00	Open	Non	12/20	204-55420-302
Total CRANE ENGINEERING SALES INC (3240):			4,415.00				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
DAMAGE PREVENTION SERVICES (4068)							
3348	Invoi	DECEMBER LOCATES	811.75	Open	Non	12/20	610-53612-209
3348	Invoi	DECEMBER LOCATES	833.25	Open	Non	12/20	620-53644-209
3348	Invoi	DECEMBER LOCATES	1,309.38	Open	Non	12/20	630-53442-209
Total DAMAGE PREVENTION SERVICES (4068):			2,954.38				
FONDY AUTO ELECTRIC (810)							
A05646	Invoi	FIRE TRUCK VOLTAGE REGULATOR #3622	39.23	Open	Non	12/20	101-53330-225
A06088	Invoi	DUMP SOLOINOID #44	48.00	Open	Non	12/20	101-53330-225
Total FONDY AUTO ELECTRIC (810):			87.23				
FOX VALLEY TECHNICAL COLLEGE (1775)							
2021 TAXES	Invoi	JANUARY 2020 TAX SETTLEMENT	401,496.19	Open	Non	01/21	803-23150
Total FOX VALLEY TECHNICAL COLLEGE (1775):			401,496.19				
GFC LEASING - WI (4989)							
13177279	Invoi	GFC LEASING COPIER OVERAGE CHARGES	13.72	Open	Non	01/21	101-53310-207
Total GFC LEASING - WI (4989):			13.72				
HEARTLAND BUSINESS SYSTEMS (3449)							
413909-H	Invoi	NOVEMBER BILL PRINT QNTY 3957	138.50	Open	Non	12/20	201-53620-206
413909-H	Invoi	NOVEMBER BILL PRINT QNTY 3957	138.50	Open	Non	12/20	610-53614-206
413909-H	Invoi	NOVEMBER BILL PRINT QNTY 3957	138.50	Open	Non	12/20	620-53904-206
413909-H	Invoi	NOVEMBER BILL PRINT QNTY 3957	138.48	Open	Non	12/20	630-53443-206
Total HEARTLAND BUSINESS SYSTEMS (3449):			553.98				
ICON MARKETING INC (1981)							
37214	Invoi	LONG SLEEVE T-SHIRTS	1,085.00	Open	Non	12/20	101-52200-212
Total ICON MARKETING INC (1981):			1,085.00				
IDEAL PLASTICS AND FABRICATION (5028)							
25771	Invoi	SHIELD PROTECTION FOR JETTER	15.00	Open	Non	12/20	610-53612-251
25771	Invoi	SHIELD PROTECTION FOR JETTER	15.00	Open	Non	12/20	630-53442-251
Total IDEAL PLASTICS AND FABRICATION (5028):			30.00				
JW TURF INC (4006)							
P36336	Invoi	GLASS DOOR #36	856.15	Open	Non	12/20	101-53330-225
Total JW TURF INC (4006):			856.15				
KAUKAUNA AREA SCHOOL DISTRICT (235)							
2021 TAXES	Invoi	JANUARY 2020 TAX SETTLEMENT	965,785.22	Open	Non	01/21	803-23150
Total KAUKAUNA AREA SCHOOL DISTRICT (235):			965,785.22				
LITTLE CHUTE AREA SCHOOL DIST (265)							
2021 TAXES	Invoi	JANUARY 2020 TAX ROLL SETTLEMENT	2,578,880.36	Open	Non	01/21	803-23150
Total LITTLE CHUTE AREA SCHOOL DIST (265):			2,578,880.36				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
O'REILLY AUTOMOTIVE INC (1036)							
2043-246912	Invoi	WASHER NOZZLE #83	8.20	Open	Non	12/20	101-53330-225
Total O'REILLY AUTOMOTIVE INC (1036):			8.20				
OUTAGAMIE COUNTY TREASURER (486)							
16682	Invoi	DECEMBER SANITATION FEES	12,428.28	Open	Non	12/20	201-53620-204
16682	Invoi	RESIN OF SALT REMAINS	114.66	Open	Non	12/20	620-53634-255
16682	Invoi	STREET SWEEPINGS	409.92	Open	Non	12/20	630-53442-204
2021 TAXES	Invoi	JANUARY 2020 TAX ROLL SETTLEMENT	1,471,378.61	Open	Non	01/21	803-23150
2021 TAXES	Invoi	POWTS	13.00	Open	Non	01/21	803-23150
2021 TAXES	Invoi	VANDENBROEK DRAINAGE	3,219.95	Open	Non	01/21	803-23150
Total OUTAGAMIE COUNTY TREASURER (486):			1,487,564.42				
SCHWAAB INC (1925)							
5591351	Invoi	SELF-INKING SIGNATURE STAMP	39.25	Open	Non	12/20	101-51440-206
Total SCHWAAB INC (1925):			39.25				
SPEEDY CLEAN DRAIN & SEWER (122)							
71869	Invoi	SMOKE TESTING	490.00	Open	Non	12/20	101-51650-242
Total SPEEDY CLEAN DRAIN & SEWER (122):			490.00				
STONERIDGE LITTLE CHUTE LLC (4903)							
21026072028	Invoi	FOOD	58.58	Open	Non	12/20	101-52200-211
21084071639	Invoi	FOOD	6.00	Open	Non	12/20	101-52200-211
21085071947	Invoi	BEVERAGES	27.98	Open	Non	12/20	101-52200-211
23047112005	Invoi	BEVERAGES	23.83	Open	Non	12/20	101-52200-211
24003231412	Invoi	FOOD	27.31	Open	Non	12/20	101-52200-211
25099171847	Invoi	FOOD	50.00	Open	Non	12/20	101-52200-211
27037661449	Invoi	FOOD	155.90	Open	Non	12/20	101-52200-211
Total STONERIDGE LITTLE CHUTE LLC (4903):			349.60				
TANYA R CPR LLC (4924)							
263	Invoi	HOME ALONE BABYSITTING CPR COURSE	840.00	Open	Non	12/20	208-52900-204
Total TANYA R CPR LLC (4924):			840.00				
TRUCK COUNTRY OF WISC (561)							
X202633132:01	Invoi	BRAKE CHAMBER #2	85.55	Open	Non	01/21	101-53330-225
Total TRUCK COUNTRY OF WISC (561):			85.55				
UNIFORM SHOPPE (434)							
305857	Invoi	UNIFORM-OLSON	53.90	Open	Non	12/20	101-52200-212
Total UNIFORM SHOPPE (434):			53.90				
VALLEY LIQUOR (1239)							
882340	Invoi	BEVERAGES AND SUPPLIES	149.45	Open	Non	12/20	101-52200-211
883587	Invoi	BEVERAGES AND SUPPLIES	149.45	Open	Non	12/20	101-52200-211
885053	Invoi	BEVERAGES AND SUPPLIES	149.45	Open	Non	12/20	101-52200-211

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total VALLEY LIQUOR (1239):			448.35				
WARRANT PAYMENTS (4565)							
010521	Invoi	WARRANT- BOWERS	363.00	Open	Non	01/21	207-21495
Total WARRANT PAYMENTS (4565):			363.00				
Grand Totals:			5,546,008.51				

Report GL Period Summary

Vendor number hash: 139537
Vendor number hash - split: 169222
Total number of invoices: 44
Total number of transactions: 60

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	5,546,008.51	5,546,008.51
Grand Totals:	5,546,008.51	5,546,008.51

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2020 TAX REFUNDS (5158)							
260281900	Invoi	2020 TAX REFUND	3,779.52	Open	Non	01/21	803-21215
260401900	Invoi	2020 TAX REFUND	54.89	Open	Non	01/21	803-21215
Total 2020 TAX REFUNDS (5158):			3,834.41				
2021 UTILITY REFUNDS (5169)							
170262004	Invoi	OVERPAYMENT REFUND ACCT #1-702620-04	20.40	Open	Non	01/21	001-15000
Total 2021 UTILITY REFUNDS (5169):			20.40				
AIRGAS USA LLC (379)							
9976068925	Invoi	CYLINDER RENTALS	59.06	Open	Non	13/20	101-53330-218
Total AIRGAS USA LLC (379):			59.06				
AMPLITEL TECHNOLOGIES (4637)							
16934	Invoi	MONTHLY BACK-UP, MANAGED SERVICES, OFFIC	3,845.00	Open	Non	01/21	207-52120-204
16934	Invoi	MONTHLY ANTIVIRUS, DROPSUITE-JANUARY	316.00	Open	Non	01/21	207-52120-240
16935	Invoi	MONTHLY MANAGED SERVICES & ANTI-VIRUS-JA	2,940.00	Open	Non	01/21	404-57190-204
16935	Invoi	MONTHLY BACK-UP, OFFICE 365, EXCHANGE ON	782.00	Open	Non	01/21	404-57190-208
Total AMPLITEL TECHNOLOGIES (4637):			7,883.00				
ASIMOV'S SCIENCE FICTION (5170)							
010121	Invoi	MAGAZINE SUBSCRIPTION-1 YEAR	35.97	Open	Non	01/21	206-55110-207
Total ASIMOV'S SCIENCE FICTION (5170):			35.97				
AT&T LONG DISTANCE (2751)							
01/21 845626857	Invoi	NOV/DEC CHARGES	.27	Open	Non	01/21	207-52120-203
01/21 845626857	Invoi	NOV/DEC CHARGES	.05	Open	Non	01/21	101-51650-203
Total AT&T LONG DISTANCE (2751):			.32				
BOND TRUST SERVICES CORP (4071)							
62409	Invoi	PAYING AGENT FEE-REF 62409 PA	400.00	Open	Non	01/21	415-57500-204
Total BOND TRUST SERVICES CORP (4071):			400.00				
CEC (3994)							
350568	Invoi	ANNUAL FIRE ALARM INSPECTION	340.93	Open	Non	12/20	206-55110-243
350569	Invoi	BATTERIES REPLACED DURING INSPECTION	44.00	Open	Non	12/20	206-55110-243
Total CEC (3994):			384.93				
DIGGERS HOTLINE INC (1380)							
201259201	Invoi	DECEMBER LOCATES	78.40	Open	Non	13/20	610-53612-209
201259201	Invoi	DECEMBER LOCATES	78.40	Open	Non	13/20	620-53644-209
201259201	Invoi	DECEMBER LOCATES	78.40	Open	Non	13/20	630-53442-209
Total DIGGERS HOTLINE INC (1380):			235.20				
EHLERS INVESTMENT PARTNERS LLC (1425)							
DECEMBER 2020	Invoi	DECEMBER INVESTMENT MANAGEMENT	229.13	Open	Atto	12/20	610-53614-229
DECEMBER 2020	Invoi	DECEMBER INVESTMENT MANAGEMENT	114.57	Open	Atto	12/20	620-53924-229
DECEMBER 2020	Invoi	DECEMBER INVESTMENT MANAGEMENT	435.34	Open	Atto	12/20	630-53444-229

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
DECEMBER 2020	Invoi	DECEMBER INVESTMENT MANAGEMENT	174.75	Open	Atto	12/20	300-57331-229
DECEMBER 2020	Invoi	DECEMBER INVESTMENT MANAGEMENT	217.65	Open	Atto	12/20	101-51780-229
Total EHLERS INVESTMENT PARTNERS LLC (1425):			1,171.44				
GALLS LLC (3595)							
17279883	Invoi	ERT POLYMER RAILS	19.10	Open	Non	12/20	207-52120-223
Total GALLS LLC (3595):			19.10				
GARROW OIL (4236)							
DECEMBER 2020	Invoi	OFF ROAD DIESEL	17.09	Open	Non	13/20	101-55200-247
DECEMBER 2020	Invoi	OFF ROAD DIESEL	2.84	Open	Non	13/20	101-55440-247
DECEMBER 2020	Invoi	OFF ROAD DIESEL	.71	Open	Non	13/20	610-53612-247
DECEMBER 2020	Invoi	OFF ROAD DIESEL	.36	Open	Non	13/20	620-53644-247
DECEMBER 2020	Invoi	OFF ROAD DIESEL	6.88	Open	Non	13/20	101-53460-247
DECEMBER 2020	Invoi	OFF ROAD DIESEL	47.69	Open	Non	13/20	101-53330-217
Total GARROW OIL (4236):			75.57				
KLINK HYDRAULICS LLC (5005)							
13053	Invoi	HOSE PRESSURE WASHER	174.02	Open	Non	01/21	101-53310-218
Total KLINK HYDRAULICS LLC (5005):			174.02				
KWIK TRIP INC (2365)							
DEC 2020 286768	Invoi	DEC FUEL FOR SQUADS	2,503.83	Open	Non	12/20	207-52120-247
Total KWIK TRIP INC (2365):			2,503.83				
LAMERS, BRYAN (3727)							
123120	Invoi	DECEMBER CLEAN UP	30.00	Open	Non	12/20	101-52200-111
Total LAMERS, BRYAN (3727):			30.00				
MID-STATES ORGANIZED CRIME (2942)							
93029-2540	Invoi	2021 MEMBERSHIP DUES	200.00	Open	Non	01/21	207-52120-208
Total MID-STATES ORGANIZED CRIME (2942):			200.00				
OUTAGAMIE COUNTY TREASURER (486)							
1018462	Invoi	DECEMBER FUEL BILL	28.88	Open	Non	13/20	101-52050-247
1018462	Invoi	DECEMBER FUEL BILL	7.33	Open	Non	13/20	630-53441-247
1018462	Invoi	DECEMBER FUEL BILL	247.84	Open	Non	13/20	630-53442-247
1018462	Invoi	DECEMBER FUEL BILL	1,995.46	Open	Non	13/20	201-53620-247
1018462	Invoi	DECEMBER FUEL BILL	56.61	Open	Non	13/20	101-55200-247
1018462	Invoi	DECEMBER FUEL BILL	319.65	Open	Non	13/20	101-55440-247
1018462	Invoi	DECEMBER FUEL BILL	44.81	Open	Non	13/20	101-52200-247
1018462	Invoi	DECEMBER FUEL BILL	65.60	Open	Non	13/20	610-53612-247
1018462	Invoi	DECEMBER FUEL BILL	216.59	Open	Non	13/20	620-53644-247
1018462	Invoi	DECEMBER FUEL BILL	1,319.12	Open	Non	13/20	101-53330-217
DECEMBER 2020	Invoi	DECEMBER COURT FINES	641.00	Open	Non	12/20	101-35101
Total OUTAGAMIE COUNTY TREASURER (486):			4,942.89				
PEPSI-COLA (3493)							
26788006	Invoi	BEVERAGES	248.01	Open	Non	01/21	101-52200-211

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total PEPSI-COLA (3493):			248.01				
REINDERS INC (1006)							
2692339	Invoi	ICE MELT	177.76	Open	Non	12/20	206-55110-244
2692339	Invoi	ICE MELT	122.79	Open	Non	12/20	101-51650-244
2692339	Invoi	ICE MELT	58.39	Open	Non	12/20	207-52120-244
2692339	Invoi	ICE MELT	19.43	Open	Non	12/20	101-52250-244
Total REINDERS INC (1006):			378.37				
STATE OF WI COURT FINES & (2374)							
DECEMBER 2020	Invoi	DECEMBER COURT FINES	2,404.38	Open	Non	12/20	101-35101
Total STATE OF WI COURT FINES & (2374):			2,404.38				
SUPERIOR SEWER AND WATER INC (5171)							
L000191800487	Invoi	EBBEN TRAIL STORM SEWER PROJECT	201,345.41	Open	Non	13/20	416-51216-263
Total SUPERIOR SEWER AND WATER INC (5171):			201,345.41				
THEDACARE (1983)							
DEC 2020 1210055	Invoi	DECEMBER BLOOD DRAWS	170.00	Open	Med	12/20	207-52120-204
Total THEDACARE (1983):			170.00				
TIME WARNER CABLE (89)							
01/21 60505470190	Invoi	JANUARY/FEBRUARY SERVICE	160.12	Open	Non	01/21	101-51650-203
01/21 70953560100	Invoi	JANUARY/FEBRUARY SERVICE	220.96	Open	Non	01/21	101-51650-203
12/20 71391120150	Invoi	DECEMBER/JANUARY SERVICE	219.99	Open	Non	12/20	207-52120-203
Total TIME WARNER CABLE (89):			601.07				
TRIUMPH TIRES (5131)							
460979	Invoi	4 NEW TIRES FOR TRUCK #58	606.00	Open	Non	01/21	101-53330-225
Total TRIUMPH TIRES (5131):			606.00				
U.S. BANK (5015)							
01/21 59455565491	Invoi	ADDRESS LABELS	106.90	Open	Non	01/21	206-55110-218
01/21 59455565491	Invoi	VEHICLE RADIOS FOR # 19, 42 & 58	99.27	Open	Non	13/20	101-53330-225
01/21 59455565491	Invoi	ACROBAT PRO	189.77	Open	Non	13/20	101-55300-206
01/21 59455565491	Invoi	LOG ME IN-GO TO MEETING	7.00	Open	Non	13/20	101-55300-208
01/21 59455565491	Invoi	LOG ME IN-GO TO MEETING	7.00	Open	Non	13/20	101-55200-208
01/21 59455565491	Invoi	ARLO TRAIL CAMERA	4.99	Open	Non	13/20	101-55200-208
01/21 59455565491	Invoi	DESK RISER & FLOOR MAT	278.99	Open	Non	13/20	101-55300-206
01/21 59455565491	Invoi	PORTAL SET-UP	250.00	Open	Non	13/20	101-55300-218
01/21 59455565491	Invoi	PHOTO CONVERTER	3.14	Open	Non	13/20	101-55300-206
01/21 59455565491	Invoi	ADOBE	26.36	Open	Non	13/20	101-51400-208
01/21 59455565491	Invoi	ZOOM	15.81	Open	Non	13/20	101-51400-204
01/21 59455565491	Invoi	INK FOR PRINTER & WALL CALENDER	94.97	Open	Non	13/20	101-52200-206
01/21 59455565491	Invoi	COMPUTER MOUSE	29.99	Open	Non	13/20	101-52200-206
01/21 59455565491	Invoi	COPY PAPER & INK FOR PRINTER	141.98	Open	Non	13/20	101-52200-206
01/21 59455565491	Invoi	HELMET LIGHTS & ATTACHMENTS	1,232.80	Open	Non	01/21	101-52200-213
01/21 59455565491	Invoi	SHORING 4" X 4" FOR RESCUE OPS	660.80	Open	Non	01/21	101-52200-213
01/21 59455565491	Invoi	HR PLATE #39	100.00	Open	Non	13/20	101-53330-225
01/21 59455565491	Invoi	PROPANE FOR SHOP	21.09	Open	Non	13/20	101-53330-217

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
01/21 59455565491	Invoi	WPRA MEMBERSHIP-KOEBE	150.00	Open	Non	01/21	101-55300-208
01/21 59455565491	Invoi	2021 ASCE MEMBERSHIP-MURAWSKI	320.00	Open	Non	01/21	101-51415-208
01/21 59455565491	Invoi	2021 KRIS LYONS CPESC RENEWAL	157.50	Open	Non	01/21	101-51415-208
01/21 59455565491	Invoi	INNOVYZE-STORMWATER MODELING SOFTWARE	2,242.00	Open	Non	01/21	101-51415-208
01/21 59455565491	Invoi	WGFOA 2021 ACTIVE MEMBERSHIP ANNUAL DUE	25.00	Open	Non	01/21	101-51420-201
01/21 59455565491	Invoi	POSTAGE-ANNUAL STREET REPORT FOR THE D	1.40	Open	Non	13/20	101-53300-226
01/21 59455565491	Invoi	NOTARY BOND-VANDENHEUVEL, ANN	20.00	Open	Non	13/20	207-52120-228
01/21 59455565491	Invoi	REFUND FOR BATTERIES	155.10-	Open	Non	13/20	207-52120-218
01/21 59455565491	Invoi	FOLDER & DISPLAY BOARD	5.80	Open	Non	13/20	207-52120-219
01/21 59455565491	Invoi	DESK CONVERTER, MONITOR ARMS, FATIGUE M	13.00	Open	Non	13/20	207-52120-218
01/21 59455565491	Invoi	OFFICER NOTEPADS	7.00	Open	Non	13/20	207-52120-206
01/21 59455565491	Invoi	CROSSING GUARD THANK YOU TREATS	7.00	Open	Non	13/20	101-52350-218
01/21 59455565491	Invoi	TRANSUNION	50.00	Open	Non	01/21	207-52120-204
Total U.S. BANK (5015):			6,114.46				
VAN DYN HOVEN, LUKE (4533)							
123120	Invoi	DECEMBER CLEAN UP	30.00	Open	Non	12/20	101-52200-111
Total VAN DYN HOVEN, LUKE (4533):			30.00				
VILLAGE OF KIMBERLY (998)							
20201231	Invoi	2020 JOINT VEHICAL BILLING OCT-DEC	2,211.51	Open	Non	13/20	201-53620-247
Total VILLAGE OF KIMBERLY (998):			2,211.51				
WATER WELL SOLUTIONS WISCONSIN LLC (3136)							
WI20-12-108-1	Invoi	WELL #3 PUMP REPAIRS	29,750.00	Open	Non	12/20	620-53604-302
Total WATER WELL SOLUTIONS WISCONSIN LLC (3136):			29,750.00				
WMCA (2348)							
010121	Invoi	WMCA MEMBERSHIP-DECKER	65.00	Open	Non	01/21	101-51440-208
Total WMCA (2348):			65.00				
Grand Totals:			265,894.35				

Report GL Period Summary

Vendor number hash: 106220
Vendor number hash - split: 305727
Total number of invoices: 35
Total number of transactions: 91

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	265,894.35	265,894.35
Grand Totals:	265,894.35	265,894.35

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
ASCENSION MEDICAL GROUP-FOX VALLEY WI				
393365	PRE-EMPLOYMENT PHYSICAL & DRUG SCREEN	153.00	12/20	207-52120-225
Total ASCENSION MEDICAL GROUP-FOX VALLEY WI:		153.00		
AUTOMATED COMFORT CONTROLS				
28066	INSTALL NEW PUMP @ LITTLE CHUTE LIBRARY	4,075.23	12/20	206-55110-245
28067	AIR FILTERS FOR THE BOILER FOR LIBRARY	333.15	12/20	206-55110-245
Total AUTOMATED COMFORT CONTROLS:		4,408.38		
AUTOMOTIVE SUPPLY CO				
60895705	OIL FILTER STOCK	31.29	01/21	101-53330-218
Total AUTOMOTIVE SUPPLY CO:		31.29		
AXON ENTERPRISE INC.				
SI-1707544	AXON & EVIDENCE STORAGE	18,682.01	01/21	207-52120-204
Total AXON ENTERPRISE INC.:		18,682.01		
BERGSTROM FORD-LINCOLN				
359780	MIRROR REPAIR- SQUAD #181	458.19	01/21	207-52120-247
Total BERGSTROM FORD-LINCOLN:		458.19		
BROCKMAN, LUKE				
01/21 REIMBURSE	REIMBURSE ELECTRICAL CORD SUPPLIES	50.64	01/21	101-52200-218
Total BROCKMAN, LUKE:		50.64		
EVERGREEN POWER LLC				
9267	FUEL TANK	28.60	01/21	101-53330-221
Total EVERGREEN POWER LLC:		28.60		
FP FINANCE PROGRAM				
28541019	AGREEMENT 003-1584121 POSTBASE VISION-PO	140.00	01/21	101-51650-226
Total FP FINANCE PROGRAM:		140.00		
HEART OF THE VALLEY CHAMBER				
16916	MEMBERSHIP INVESTMENT-2/1/21-1/31/2022	320.00	01/21	101-56700-208
Total HEART OF THE VALLEY CHAMBER:		320.00		
LEAGUE OF WI MUNICIPALITIES				
82293	CHIEF EXECUTIVES WINTER WEB WORKSHOP	50.00	01/21	101-51400-201
Total LEAGUE OF WI MUNICIPALITIES:		50.00		
LEXISNEXIS RISK DATA MANAGEMENT INC				
1686177-20201231	DECEMBER 2020 MINIMUM COMMITMENT	103.00	12/20	101-51680-204

Invoice	Description	Total Cost	Period	GL Account
Total LEXISNEXIS RISK DATA MANAGEMENT INC:		103.00		
MACHINE SERVICE INC				
1210050007	DRIVESHAFT & MISC PARTS FOR #6	187.00	01/21	101-53330-225
Total MACHINE SERVICE INC:		187.00		
MENARDS - APPLETON EAST				
97455	CLEANOUT & REPAIR PLUG	15.48	01/21	101-51650-242
97569	COVERALLS	17.98	01/21	101-51650-242
Total MENARDS - APPLETON EAST:		33.46		
MGD INDUSTRIAL CORP				
189548	FULLY THREADED STUD #6	3.95	01/21	101-53330-225
Total MGD INDUSTRIAL CORP:		3.95		
MUNICIPAL PROPERTY INS COMPANY				
010121	2021 PROPERTY & LIABILITY INSURANCE	990.00	01/21	201-53620-231
010121	2021 PROPERTY & LIABILITY INSURANCE	17,317.00	01/21	101-51900-231
010121	2021 PROPERTY & LIABILITY INSURANCE	2,969.00	01/21	101-52250-231
010121	2021 PROPERTY & LIABILITY INSURANCE	1,979.00	01/21	207-52120-231
010121	2021 PROPERTY & LIABILITY INSURANCE	4,453.00	01/21	206-55110-231
010121	2021 PROPERTY & LIABILITY INSURANCE	1,484.00	01/21	204-55420-231
010121	2021 PROPERTY & LIABILITY INSURANCE	1,979.00	01/21	610-53614-231
010121	2021 PROPERTY & LIABILITY INSURANCE	14,347.00	01/21	620-53924-231
010121	2021 PROPERTY & LIABILITY INSURANCE	3,958.00	01/21	630-53444-231
Total MUNICIPAL PROPERTY INS COMPANY:		49,476.00		
NEWS PUBLISHING CO INC				
498846	DEER CULLING AD	53.40	12/20	101-55200-227
500302	SNOW REMOVAL AD	79.00	12/20	101-53350-227
500958	BUDGET ADJUSTMENT	58.78	12/20	101-51440-227
501564	PUBLIC HEARING	63.98	12/20	101-51440-227
501565	VARIANCE REQUEST	65.66	12/20	101-51440-227
Total NEWS PUBLISHING CO INC:		320.82		
NORTHWOODS				
289452	SHOP VEHICLE WASH	630.97	01/21	101-53330-218
Total NORTHWOODS:		630.97		
OUTAGAMIE COUNTY TREASURER				
123271	2020 ELECTION EXPENSES	369.26	12/20	101-51440-227
Total OUTAGAMIE COUNTY TREASURER:		369.26		
OUTAGAMIE WAUPACA LIBRARY SYSTEM				
3584	2021 WPLC BUYING POOL SHARES	3,146.69	01/21	206-55110-208
Total OUTAGAMIE WAUPACA LIBRARY SYSTEM:		3,146.69		

Invoice	Description	Total Cost	Period	GL Account
REBOUND				
1594	FINAL PAYMENT-MASTER SERVICE AGREEMENT	14,647.50	01/21	101-51900-230
Total REBOUND:		14,647.50		
REGISTRATION FEE TRUST				
AUT 317UJN-21	LICENSE PLATE RENEWAL SQUAD 99	160.00	01/21	207-52120-247
Total REGISTRATION FEE TRUST:		160.00		
RIVERSIDE BY REYNEBEAU FLORAL				
152988/1	FLORAL ARRANGEMENT- VANDEN HEUVEL	39.50	12/20	101-51960-211
153064/1	FLORAL ARRANGEMENT- MURAWSKI	45.50	12/20	101-51960-211
Total RIVERSIDE BY REYNEBEAU FLORAL:		85.00		
ROMENESKO, JOE				
01/21 REIMBURSE	REIMBURSE FOR TRUCK WASH SUPPLIES	20.87	01/21	101-52200-218
Total ROMENESKO, JOE:		20.87		
SPLENDID CLEANING SERVICE LLC				
10661	MONTHLY CLEANING-LCFD	200.00	01/21	101-52250-243
10661	MONTHLY CLEANING-METRO	795.00	01/21	207-52120-243
Total SPLENDID CLEANING SERVICE LLC:		995.00		
SSC SERVICE SOLUTIONS				
5463400006	MONTHLY CLEANING-CIVIC CENTER	1,105.00	01/21	206-55110-243
5463500006	MONTHLY CLEANING-VILLAGE HALL	1,380.00	01/21	101-51650-243
5463600006	MONTHLY CLEANING-MUNICIPAL GARAGE	468.00	01/21	101-53310-243
Total SSC SERVICE SOLUTIONS:		2,953.00		
STAPLES ADVANTAGE				
3466153122	TRI-COLOR INK CARTRIDGE FOR PRINTER	299.52	12/20	101-51420-206
3466652620	LABEL MAKER	62.99	01/21	101-51650-206
3466652621	MONTHLY BINDER DIVIDER SET OF 2	7.88	01/21	101-51650-206
3466652623	MONTHLY BINDER DIVIDER SET OF 10	27.20	01/21	101-51650-206
CM3466652622	RETURNED MERCHANDISE	7.88	01/21	101-51650-206
Total STAPLES ADVANTAGE:		389.71		
UNIFIRST CORPORATION				
0970324299	SHIRTS/PANTS	4.51	01/21	101-53330-213
0970324299	LAUNDRY BAGS/WIPERS	15.50	01/21	101-53330-218
Total UNIFIRST CORPORATION:		20.01		
UNIFORM SHOPPE				
306342	UNIFORM-SCHMACKLE	136.90	12/20	207-52120-212
Total UNIFORM SHOPPE:		136.90		
WELLS FARGO FINANCIAL LEASING				
5013308323	JANUARY COPIER LEASE	450.00	01/21	101-53310-207
5013308323	JANUARY COPIER LEASE	803.15	01/21	101-51650-207

Invoice	Description	Total Cost	Period	GL Account
Total WELLS FARGO FINANCIAL LEASING:		1,253.15		
WISCNET				
17031	4TH QTR NETWORK ACCESS 10/1/20 - 12/31/20	750.00	12/20	207-52120-204
17031	4TH QTR NETWORK ACCESS 10/1/20 - 12/31/20	750.00	12/20	404-57190-208
Total WISCNET:		1,500.00		
Grand Totals:		100,754.40		

Report GL Period Summary

Vendor number hash: 115889
Vendor number hash - split: 172277
Total number of invoices: 43
Total number of transactions: 55

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	100,754.40	100,754.40
Grand Totals:	100,754.40	100,754.40

Report Criteria:

Invoice Detail.Voided = {=} FALSE

**LCFD Incident Report
December 2020
Number of responses: 12
Last years: 12
YTD: 152**

- 12/06/2020 18:51 Fire alarm sounding @ 3670 Cherryvale Circle, unit #1. Occupant pulled alarm to get police response, LCFD reset alarm system. Engine 3621, Truck 3641, Squad 3671, Car 3632
#20LC00141**
- 12/08/2020 10:56 Fire alarm sounding @ 1601 Freedom Road, child pulled alarm. Engine 3621, Car 3632
#20LC00142**
- 12/09/2020 19:09 report of house shaking, multiple reports, investigated and found the methane burn off unit @ Outagamie County Landfill was having issues
Engine 3621, Truck 3641, Squad 3671, Engine 3622, Pickup 3631, Care 3632
#20LC00143**
- 12/09/2020 23:20 Flames seen @ Outagamie County Highway Department, investigated and found the methane burn off working, Engine 3621, Car 3632
#20LC00144**

**12/12/2020 11:10 Structure fire @ 820 W. Florida Avenue duplex, neighbor smell smoke in basement, found a stove fire in neighboring portion of duplex, renter had extinguished, ventilated and removed appliance
Engine 3621, Car 3632
#20LC00145**

**12/13/2020 10:57 Vehicle vs. building scene safety @ Zion United Methodist Church 1700 Pograd Road. Vehicle drove through front of building, through foyer and into church sanctuary.
Engine 3621, Truck 3641, Squad 3671, Pickup 3631, Car 3632
#20LC00146**

**12/14/2020 13:34 Vehicle accident scene safety/accident cleanup, intersection of Holland Road & North Avenue, semi on its side leaking hydraulic fluid
Engine 3621, Squad 3671, Pickup 3631, Car 3632
#20LC00147**

**12/22/2020 16:52 Vehicle accident scene safety/accident cleanup I-41 just south of County Road CC
Engine 3621, Car 3632
#20LC00148**

12/23/2020	11:49 Vehicle leaking fluid, County Road N west lane, in front of Little Chute High School, semi truck having mechanical issues Engine 3621, Car 3632 #20LC00149
12/26/2020	18:59 Vehicle accident-scene safety-LCFD response cancelled via FVMPD before going in route Car 3632 #20LC00150
12/31/2020	16:08 Accident with cleanup @ intersection of E. Main & Grand Avenue Engine 3621, Pickup 3631, Car 3632 #20LC00151
12/31/2020	17:21 Residential Fire alarm sounding @ 409 Pheasant Run, investigated found burnt food triggered alarm Engine 3621, Car 3632 #20LC00152

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – DECEMBER 2020



Little Chute

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

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

As we continue this effort, the style and metrics will be fine-tuned to better capture operational aspects that will serve staff, the board and public with a more robust understanding of operations. Ultimately, this information can be used to assist in policy and fiscal decisions on the future of Village operations. **New in 2020, we will be including data and information from the Little Chute Fire Department and an overview of the monthly financial statements for all Village of Little Chute accounts.**

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
- Little Chute Fire Department
- Fox Valley Metro Police Department
- Kimberly/Little Chute Library
- Parks, Recreation and Forestry Department
- Department of Public Works
- Engineering Department
- Monthly Consolidated Financial Statement by Account – Added as a feature in June of 2020

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

2020 HIGHLIGHTS

Enclosed is the December 2020 monthly report, which in many ways, acts as an opportunity for all departments to report on efforts and data that span the entire year. You will see that in many measures, departments are showing annual numbers for 2020 along with past measures. Obviously, the COVID-19 pandemic had an impact on various departments. What is interesting, some departments were less impacted or impacted in ways that one may not anticipate. We are proud to present this information and encourage questions or comments. Below are some notable highlights for the Village of Little Chute in 2020:

- 2019 Audit and Comprehensive Annual Financial Report (CAFR) Submittal
- 2018 CAFR Award for Excellence in Financial Reporting
- FVMPD Implemented the CSO positions
- Approved Jt. Library Demerger
- Spring and Fall Elections ran well despite the pandemic
- Finalized multi-year contract with FVMPD professional police association
- Awarded façade grant for former Save A Lot site
- Succession in CDD – Welcome Dave Kittell!
- Changed Elected Board compensation
- Amended sick leave policies due to COVID-19
- Carol Lynn and Homewood Court reconstruction
- Moasis Drive Water Main was reconstructed
- Fox River Boardwalk starts construction
- Restated special assessment policy
- Approved development agreement for Homes of Evergreen Pond
- Refinanced debt through private placement
- Bonded and financed for 2020 and 2021 at historically low rates
- Operated Doyle Pool when many others declined the effort
- Operated numerous Park and Rec programs in the face of the pandemic
- New audit contract for 2020-2024
- Leaf Collection in 2020 went VERY well!
- Stormwater Pond and other efforts in the utility (special thanks to Mike and Scott)
- French Road/CTH OO Traffic Study
- Downtown Property Acquisition for redevelopment
- Country Villas under construction
- Rezoning, development agreement, and start of Downtown Hotel project
- CDI grant for \$250k for hotel development from WEDC
- North Village Estates Subdivision continued development
- GLK Foods completed development
- Continued development at Bridgewater Apartments
- Active conversations on several Industrial developments that will likely come to fruition in 2021
- Park accessibility – Pour in place starting in VL and Heesakker
- 2021-2025 CIP Adopted in JUNE!
- Updated and streamlined budget process for 2021 (thanks to the Finance Director!)
- New fiscal policies adopted
- Nestle and Hickory Drive Improvements
- Revaluation Contract for 2020-2021

TOP PRIORITIES FOR 2021

- 2020 Audit and CAFR Submittal
- 2019 CAFR Award for Excellence in Financial Reporting
- Implement work order platform/solution
- Complete an update to the Strategic Plan
- Finalize the revaluation effort
- Civic Center/Library Improvements (Carryover from 2020)
- New Generator at FVMPD/LCFD (Carryover from 2020)
- Traffic Signalization at CTH N and Evergreen (Carry over from 2020)
- One new squad for FVMPD
- Construct Evergreen Drive from CTH N to Vandenbroek and Hartzheim Drive Reconstruction/Construction
- Pheasant Run Engineering
- Construct Pine St. Parking Lot
- CTH N (Madison) Median Improvement
- New Refuse Truck, Pavement Router, Utility Vehicle, Skid Mount Camera and Trash Pump on fleet replacement
- Potential Lift Truck Purchase (Forestry)
- Downtown Storm Sewer
- Ebben Pond Storm and Trail
- Prepare for numerous new development projects in 2021
- Host a 2021 late summer event in the downtown
- Restart normal staff meetings and training
- A return to normalcy!

Clerk

HIGHLIGHTS

December wrapped up a truly unique year. We started the year anticipating for 4 busy elections all leading up to an unpredictable general election. It was unpredictable alright. Covid-19 hit during spring elections, we had hours to prepare and take as many precautions as possible to facilitate a safe election. We learned a lot and were able to modify our processes and safety measures to run a smooth August Partisan Primary and finally tackled the General Election. We saw a massive increase in Absentee Ballot requests due to Covid. It took a whole team effort and a bit of creativity, but we were able to process these requests and even created a secure ballot drop-off for residents to utilize. The General Election saw record breaking participation. Our hard work and dedication to detail and planning allowed us to execute a smooth and fair election. We were able to have election day results tabulated and sent to county by 9:30pm. This was all possible thanks to our dedicated staff and volunteers.

When we were not busy with elections the Clerk's office also took on the production of a spring and fall DPW Newsletter as well as a summer Parks and Rec and the Winter Village newsletter. These were all designed in house and printed at no cost, and then mailed to all residents. We plan to use this cost saving model again next year to continue to reach out and engage residents. This December we were able to plan a COVID-19 Christmas lunch for all staff, we look forward to being able to plan monthly lunches again in the future. We've also been busy looking ahead to spring 2021 elections with planning already underway.

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

- Shared data from social media sites
- Agendas/Minutes for meetings
- Continued maintenance of the Village Website and social media outlets
- Ongoing phone/supply ordering support
- Civic Center/Village Hall rentals, and processing of cancelations and refunds
- Operator License Renewals
- Plan Holiday Lunch following COVID-19 guidelines
- Design, publish and mail out Winter Village Newsletter
- Begin planning for 2021 Elections
- Distribute nomination papers for upcoming municipal elections

Goals for January:

- Preparations and planning for 2021 Elections
- 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
- Plan for 2021 Newsletters, get quotes and work with DPW for spring newsletter
- Begin Liquor License renewal paperwork

Village of Little Chute Website and Social Media Metrics - December 2020

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Website Visits	8,896	8,463	4.87%	133,404	147,889	-10.86%
Website Page Views	14,152	11,673	17.52%	195,481	188,473	3.59%
Facebook Likes	4,434	3,782	14.70%	50,104	42,400	15.38%
Facebook Reach	39,634	65,297	-64.75%	735,936	763,073	-3.69%
Village Hall Blog View	299	232	22.41%	4,102	6,987	-70.33%
Instagram Followers	669	545	18.54%	669	545	18.54%
Twitter Followers	432	398	7.87%	432	398	7.87%
Twitter Impressions	728	1,254	-72.25%	8,432	8,053	4.49%

2020 Yearly Social Media Report

2020 TOTALS	2019 TOTALS	2018 TOTALS	WEBSITE
133,404	147,889	164,463	Visits
8%	-3%	7%	Monthly % Change
-11%	-11%	6%	Yearly Change
2:58	3:24	4:20	Visit Length
-1%	-49%	-49%	Monthly % Change
-14%	-27%	-93%	Yearly Change
195,481	188,473	221,627	Page Views
1%	2%	16%	Monthly % Change
4%	-18%	14%	Yearly Change
2020 TOTALS	2019 TOTALS	2018 TOTALS	FACEBOOK
50104	42400	33,790	Likes
1%	2%	31%	Monthly % Change
15%	20%	24%	Yearly Change
735,936	763,073	766,744	Total Reach
1%	7%	17%	Monthly % Change
-4%	0%	14%	Yearly Change
2020 TOTALS	2019 TOTALS	2018 TOTALS	BLOG
4102	6987	7,303	Page Views
3%	0%	-22%	Monthly % Change
-70%	-5%	-29%	Yearly Change
2020 TOTALS	2019 TOTALS	2018 TOTALS	INSTAGRAM
669	545	420	Followers
1%	2%	7%	Monthly % Change
19%	23%	48%	Yearly Change
2020 TOTALS	2019 TOTALS	2018 TOTALS	TWITTER
425	398	324	Followers
1%	2%	37%	Monthly % Change
6%	19%	27%	Yearly Change
8,432	8,053	56,288	Impressions
-15%	87%	-27	Monthly % Change
4%	-598%	3%	Yearly Change

Community Development

HIGHLIGHTS

- Met with Commercial Developers regarding sites and TIF in village.
- Continued Inspections of homes, apartments, and commercial projects.
- Discussions with architects regarding new projects.
- Met with local Business owners
- Completed continuing education classes
- Submitted Two Technical Assistance Grants

TOP PRIORITIES FOR JANUARY

- 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.
- Update more permits/ Website and investigate new Permit program
- Improve Site review process (on going project)
- Meet with more Local Businesses and to collect information on potential needs for the community/business
- Investigate more efficient permitting process/program
- Finalize a Development Information Packet
- Finalize new Variance application
- Complete Site Plan Review process for new Development

COMMUNITY DEVELOPMENT DECEMBER DATA

Community Development Department 2020 Permit Data				
	December-20	2020 Totals	2019 Totals	2018 Totals
Permits Issued	45	650	653	622
Property Complaints	1	22	31	61
Property/Field Inspections	102	756	912	929
Letters Sent	0	7	0	0
Action Corrected	1	11	13	44
Referred for Action	0	5	0	7
Ongoing	1	23	36	16
Community Development Department 2020 Permit Data				
	December-20	2020 Totals	2019 Totals	2018 Totals
Permits Issued	45	650	653	622
Permit Fees	\$16,778	\$256,216	\$108,776	\$257,754
Permit Value	\$2,928,079	\$47,913,511	\$35,228,147	\$47,343,017

Current Development Projects – December 2020

The Downtown Hotel continues to make progress. Three stories have been framed with the fourth just beginning.



North Evergreen Pond Homes now has two duplexes fully framed/sheeted with three more started. There will be eleven duplexes in total.



New Industrial flex building completed on Spirit Court with another one started. Currently the second building foundation has been started.



Country Villas continues to move along, with interior working beginning.



New Industrial type building completed on Bohm Dr in the industrial park.



Bridge Water apartments construction is going well eight of twelve have been completed so far, with the remaining apartments nearing completion.



Fuel Moto addition has started with foundation being poured.



Storage buildings under construction at 933 Hartzheim Dr. Two structures are framed up with two more slabs poured at this time.



Nestle Freezer Warehouse site improvements substantially completed with new guard shack and entrance now operational located on Hickory Drive.

Finance Department

HIGHLIGHTS

- Collected \$9,926,976 in taxes for December (just over 48% of the total tax roll for all taxing jurisdictions). Of the total amount collected, 82% was collected at Village Hall, 8% at Capital Credit Union, 5% at BLC and 5% online via the Outagamie County website. Comparative totals in 2019 for this same period were \$8.7 million or 45% of the total tax roll collected.
- Completed enrollment for new program “Rebound” supported by the League that assists guiding workers through complex medical system to heal more quickly saving time and money for all stakeholders. There is an integration with our workers compensation process. This program is available to employees for on and off the job injuries.
- Finalized Property and Liability Insurance Renewal for 2021
- Filed several State mandatory filings by due date: Statement of Taxes, Levy Limit Worksheet, and Tax Incremental Worksheet
- Auditors in for preliminary fieldwork and determined that we will fall just below the limit avoiding a supplemental Single Audit for federal aids received.
- Financial policies adopted by the Village Board.
- Notified title companies about new PDF fillable real estate inquiry forms and the approved rate increase.
- 3,942 utility bills created, 59 service orders (Final Reads, High/Low Reads, Meter Installations) created/coordinated with MCO and 142 Landlord notices mailed for tenant delinquency notification, 651 ratepayers opted out of postcard billing, 1,792 ratepayers utilized PSN and 621 ACH for payments in December.

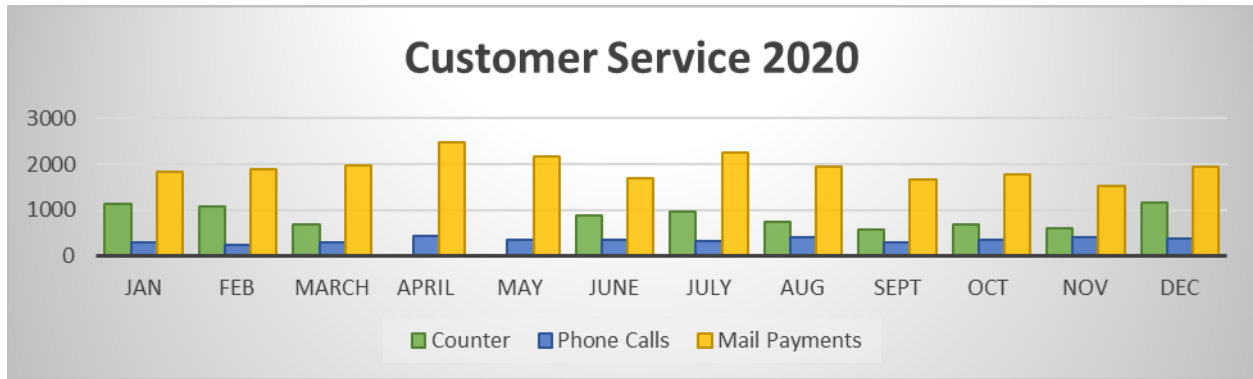
TOP PRIORITIES FOR JANUARY

- Working on evaluation of cell/landline phone, internet, and copier/scanner devices to determine if duplication of any services exist along with potential to consolidate services for greater cost efficiencies (carryover from previous month due to higher priorities)
- Complete State filings for Expenditure Restraint Program
- January Tax Settlement due the 15th
- Issue W-2's, 1099's and all Affordable Health Care Compliance Filings
- Complete the 2020 Wisconsin Retirement System Annual Reconciliation

CONTINUOUS IMPROVEMENT EFFORTS

- Concentrated effort to attain all available amounts to be invoiced in December to avoid manual accrual entries when must invoice in January.
- Set up process to send out letters for any checks not cashed that have been stale for over two months to expedite getting funds to rightful owner to minimize the burdensome Unclaimed Property process through the State in the future.

DECEMBER DATA AND FINANCIALS



PERFORMANCE MEASUREMENTS

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
# months bank reconciliation completed timely	0	0	7	12
# of stale checks outstanding	NM	NM	57	22
Custodial credit risk	\$12.3K	\$6.1K	\$.3K	\$.1K
% of customers paying online	NM	NM	42%	53%
Continuous improvement initiatives	NM	NM	25	37
Number of special assessment billings	277	296	67	125 EST
Average number of monthly utility bills	4,076	4,052	4,033	4,003
Annual number of utility work orders	952	1,093	920	1,046
Annual tax certification letters	507	483	540	774
General obligation bond rating	Aa3	Aa3	Aa3	Aa3
# of auditor's compliance issues	NM	6	2	0 EST
% of time monthly financials closed within 15 days	NM	NM	58%	92%
% of staff adequately trained/cross trained	NM	NM	70%	90%

NM=New Measure

	DECEMBER	YTD 2020	BUDGET 2020	VARIANCE	% OF BUDGET
GENERAL FUND					
Taxes	3,128.68	959,992.89	960,150.00	(157.11)	99.98%
Total Licenses and Permits	11,609.00	197,336.26	124,760.00	72,576.26	158.17%
Intergovernmental Aid	114,395.75	2,695,772.34	2,503,348.00	192,424.34	107.69%
Public Charges for Service	14,408.20	118,875.63	137,328.00	(18,452.37)	86.56%
Fines and Forfeitures	8,925.80	78,977.70	91,000.00	(12,022.30)	86.79%
Total Interest	3,311.54	47,699.65	96,837.00	(49,137.35)	49.26%
Miscellaneous Revenue	1,674.35	184,200.31	173,630.00	10,570.31	106.09%
Other Financing Sources	18,154.70	218,316.10	217,700.00	616.10	100.28%
Total General Fund Revenue	175,608.02	4,501,170.88	4,304,753.00	196,417.88	104.56%
Village Board	3,378.50	68,317.54	77,825.00	(9,507.46)	87.78%
Administration	10,698.46	107,024.27	122,875.00	(15,850.73)	87.10%
Engineering & GIS	5,163.10	28,899.48	92,938.00	(64,038.52)	31.10%
Finance	24,202.13	200,675.94	221,015.00	(20,339.06)	90.80%
Clerk	14,455.21	172,872.79	177,695.00	(4,822.21)	97.29%
Community Development - Assessing	21,747.41	147,238.86	192,364.00	(45,125.14)	76.54%
Village Hall	5,915.22	72,284.22	85,235.00	(12,950.78)	84.81%
Municipal Court	5,770.26	60,037.44	65,897.00	(5,859.56)	91.11%
Unallocated	(11,789.40)	43,697.37	221,932.00	(178,234.63)	19.69%
Insurance	7,356.56	195,448.82	267,384.00	(71,935.18)	73.10%
Village Promotion and Goodwill	3,787.72	48,965.46	89,738.00	(40,772.54)	54.56%
Inspections	11,321.57	111,963.08	115,232.00	(3,268.92)	97.16%
Fire Operations	38,134.30	231,376.43	302,346.00	(70,969.57)	76.53%
Fire Allocated	27,449.95	355,373.95	365,254.00	(9,880.05)	97.30%
Crossing Guards	12,322.86	84,058.30	89,164.00	(5,105.70)	94.27%
Public Works Administration	1,540.53	15,328.55	29,947.00	(14,618.45)	51.19%
Street Repair and Maintenance	86,003.71	591,745.63	651,397.00	(59,651.37)	90.84%
Public Works Support Services	7,622.14	48,081.10	45,319.00	2,762.10	106.09%
Public Works Vehicle Maintenance	14,366.79	134,379.13	177,200.00	(42,820.87)	75.83%
Snow and Ice Control	26,583.35	173,891.98	244,895.00	(71,003.02)	71.01%
Weed Control	747.97	7,882.41	18,301.00	(10,418.59)	43.07%
Recycling	5,954.76	51,035.54	51,195.00	(159.46)	99.69%
Park	23,975.96	330,831.42	411,244.00	(80,412.58)	80.45%
Recreation	19,485.21	247,434.34	309,074.00	(61,639.66)	80.06%
Forestry	8,160.69	228,069.05	154,240.00	73,829.05	147.87%
Youth Football	-	13,887.06	15,811.00	(1,923.94)	87.83%
Community Band	216.60	1,747.08	6,100.00	(4,352.92)	28.64%
Economic Development	-	4,229.56	7,600.00	(3,370.44)	55.65%
Transfers	-	-	-	-	#DIV/0!
Total General Fund Expenses	374,571.56	3,776,776.80	4,609,217.00	(832,440.20)	81.94%
GENERAL FUND NET REVENUES (EXPENSES)	(198,963.54)	724,394.08	(304,464.00)	1,028,858.08	
SANITATION					
Sanitation Revenues	47,348.98	566,593.42	514,207.00	(52,386.42)	110.19%
Sanitation Expenses	60,007.62	492,452.21	509,353.00	(16,900.79)	96.68%
SANITATION NET REVENUES (EXPENSES)	(12,658.64)	74,141.21	4,854.00	(35,485.63)	

	DECEMBER	YTD 2020	BUDGET 2020	VARIANCE	% OF BUDGET
FIRE EQUIPMENT DONATION					
Fire Equipment Donation Revenues	266.22	83,904.24	82,350.00	1,554.24	101.89%
Flag Pole Memorial Expenses	-	1,468.15	2,100.00	(631.85)	69.91%
FIRE EQUIPMENT DONATION NET REVENUES (EXPENSES)	266.22	82,436.09	80,250.00	2,186.09	
AQUATICS					
Aquatics Revenue	33.72	157,366.74	175,151.00	(17,784.26)	89.85%
Aquatics	4,914.24	137,418.95	175,152.00	(37,733.05)	78.46%
AQUATICS NET REVENUES (EXPENSES)	(4,880.52)	19,947.79	(1.00)	19,948.79	
LIBRARY/CIVIC CENTER					
Library/Civic Center Revenues	9,888.75	451,524.59	441,218.00	10,306.59	102.34%
Library/Civic Center	16,874.14	419,365.15	501,218.00	(81,852.85)	83.67%
LIBRARY/CIVIC CENTER NET REVENUES (EXPENSES)	(6,985.39)	32,159.44	(60,000.00)	92,159.44	
CONSOLIDATED POLICE SERVICES					
Consolidated Police Services Revenue	109,284.12	3,566,465.50	3,487,522.00	78,943.50	102.26%
Police Services Consolidated	434,810.61	3,403,027.60	3,487,523.00	(84,495.40)	97.58%
CONSOLIDATED POLICE SERVICES NET REVENUES (EXPENSES)	(325,526.49)	163,437.90	(1.00)	163,438.90	
VAN LIESHOUT RECREATION CENTER					
Van Lieshout Rec Center Revenues	1,345.00	5,676.05	14,750.00	(9,073.95)	38.48%
Van Lieshout Rec Center Expenses	1,501.16	23,983.80	30,766.24	(5,328.44)	77.95%
VAN LIESHOUT NET REVENUES (EXPENSES)	(156.16)	(18,307.75)	(16,016.24)	(3,745.51)	
PROMOTIONAL FUND					
Promotional Fund Revenues	87.68	7,655.18	18,400.00	(10,744.82)	41.60%
Promotional Fund Expenses	-	13,659.80	17,800.00	(4,140.20)	76.74%
PROMOTIONAL NET REVENUES (EXPENSES)	87.68	(6,004.62)	600.00	(6,604.62)	
SPECIAL ASSESSMENTS					
Special Assessment Revenue	18,470.77	449,295.65	276,489.00	172,806.65	162.50%
Special Assessment Expense	177.25	602,258.37	601,650.00	608.37	100.10%
SPECIAL ASSESSMENTS NET REVENUES (EXPENSES)	18,293.52	(152,962.72)	(325,161.00)	172,198.28	
EQUIPMENT REVOLVING FUND					
Equipment Revolving Revenue	2,572.33	91,828.24	170,076.00	(78,247.76)	53.99%
Equipment Revolving Expenses	-	97,342.59	123,000.00	(25,657.41)	79.14%
EQUIPMENT NET REVENUES (EXPENSES)	2,572.33	(5,514.35)	47,076.00	(52,590.35)	

	DECEMBER	YTD 2020	BUDGET 2020	VARIANCE	% OF BUDGET
FACILITY AND TECHNOLOGY FUND					
Facility and Technology Fund Revenues	41,378.77	116,123.45	115,400.00	723.45	100.63%
Facility and Technology Fund Expenditures	2,863.77	132,450.30	200,400.00	(67,949.70)	66.09%
FACILITY AND TECHNOLOGY NET REVENUES (EXPENSES)	38,515.00	(16,326.85)	(85,000.00)	68,673.15	
TAX INCREMENT DISTRICT 4					
Tax Increment District 4 Revenues	700.06	1,553,485.75	1,457,830.00	95,655.75	106.56%
Tax Increment District 4 Expenses	1,865.76	1,414,468.82	1,056,923.00	357,545.82	133.83%
TAX INCREMENTAL DISTRICT 4 NET REVENUES (EXPENSES)	(1,165.70)	139,016.93	400,907.00	(261,890.07)	
TAX INCREMENT DISTRICT 5					
Tax Increment District 5 Revenues	109.26	442,768.53	464,909.00	(22,140.47)	95.24%
Tax Increment District 5 Expenses	3,442.05	313,287.97	313,917.00	(629.03)	99.80%
TAX INCREMENTAL DISTRICT 5 NET REVENUES OVER EXPENSES	(3,332.79)	129,480.56	150,992.00	(21,511.44)	
TAX INCREMENT DISTRICT 6					
Tax Increment District 6 Revenues	4,870.74	5,903,042.58	2,317,617.00	3,585,425.58	254.70%
Tax Increment District 6 Expenses	19,892.13	993,806.95	3,035,669.00	(2,041,862.05)	32.74%
TAX INCREMENTAL DISTRICT 6 NET REVENUES (EXPENSES)	(15,021.39)	4,909,235.63	(718,052.00)	5,627,287.63	
TAX INCREMENT DISTRICT 7					
Tax Increment District 7 Revenues	-	93,325.56	97,612.00	(4,286.44)	95.61%
Tax Increment District 7 Expenses	3,622.30	120,885.52	155,630.00	(34,744.48)	77.67%
TAX INCREMENTAL DISTRICT 7 NET REVENUES (EXPENSES)	(3,622.30)	(27,559.96)	(58,018.00)	30,458.04	
TAX INCREMENT DISTRICT 8					
Tax Increment District 8 Revenues	1,405.51	2,016,426.10	614,600.00	1,401,826.10	328.09%
Tax Increment District 8 Expenses	258,240.56	416,837.78	775,273.00	(358,435.22)	53.77%
TAX INCREMENTAL DISTRICT 8 NET REVENUES (EXPENSES)	(256,835.05)	1,599,588.32	(160,673.00)	1,760,261.32	
PARK IMPROVEMENT					
Park Improvement Revenue	6,000.00	1,265,331.63	921,367.00	343,964.63	137.33%
Park Improvement Expenses	712,482.89	2,277,313.46	1,518,653.00	758,660.46	149.96%
PARK IMPROVEMENTS NET REVENUES (EXPENSES)	(706,482.89)	(1,011,981.83)	(597,286.00)	(414,695.83)	
CAPITAL PROJECTS					
Capital Projects Revenue	-	748,280.13	735,426.00	12,854.13	101.75%
Construction Projects	139,324.75	894,793.36	1,066,250.00	(171,456.64)	83.92%
Administration Capital Projects	27,035.30	234,628.52	209,740.00	24,888.52	111.87%
TOTAL CONSTRUCTION EXPENSES	166,360.05	1,129,421.88	1,275,990.00	(146,568.12)	88.51%
CAPITAL PROJECTS NET REVENUES (EXPENSES)	(166,360.05)	(381,141.75)	(540,564.00)	159,422.25	

	DECEMBER	YTD 2020	BUDGET 2020	VARIANCE	% OF BUDGET
SEWER					
Sewer Revenues	193,789.93	2,788,761.10	2,851,035.00	(62,273.90)	97.82%
Sewer Capital	3,995.55	98,449.97	113,696.00	(15,246.03)	86.59%
Sewer Financing	21,140.00	256,324.74	231,853.00	24,471.74	110.55%
Sewer Treatment	145,316.26	1,778,915.60	1,701,600.00	77,315.60	104.54%
Sewer Collection	23,674.31	177,023.52	175,033.00	1,990.52	101.14%
Sewer Customer A/R	6,414.74	82,323.19	119,144.00	(36,820.81)	69.10%
Sewer Admin and General	8,627.71	130,964.49	153,405.00	(22,440.51)	85.37%
TOTAL SEWER EXPENSES	209,168.57	2,524,001.51	2,494,731.00	29,270.51	101.17%
SEWER NET REVENUES (EXPENSES)	(15,378.64)	264,759.59	356,304.00	(91,544.41)	
WATER UTILITY					
Water Utility Revenues	182,546.15	2,329,269.30	2,325,468.00	3,801.30	100.16%
Water Capital Projects	5,055.75	1,000,683.86	1,205,051.00	(204,367.14)	83.04%
Water Financing	52,690.00	678,023.02	716,265.00	(38,241.98)	94.66%
Water Source	64,612.46	86,554.80	140,343.00	(53,788.20)	61.67%
Pumping	15,978.88	200,131.63	223,079.00	(22,947.37)	89.71%
Water Treatment	135,684.07	467,442.22	484,619.00	(17,176.78)	96.46%
Water Distribution	(78,089.24)	423,531.36	427,430.00	(3,898.64)	99.09%
Customer A/R	5,641.34	53,136.69	56,600.00	(3,463.31)	93.88%
Admin and General	7,628.25	128,215.26	156,371.00	(28,155.74)	81.99%
TOTAL WATER EXPENSES	209,201.51	3,037,718.84	3,409,758.00	(372,039.16)	89.09%
WATER NET REVENUES (EXPENSES)	(26,655.36)	(708,449.54)	(1,084,290.00)	375,840.46	
STORMWATER UTILITY					
Stormwater Revenue	113,738.29	1,348,859.12	1,317,852.00	31,007.12	102.35%
Stormwater Capital Projects	14,033.96	557,887.11	1,064,327.00	(399,371.51)	52.42%
Storm Financing	35,000.00	487,799.54	474,646.00	13,153.54	102.77%
Storm Pond Maintenance	8,178.78	91,771.55	117,531.00	(25,759.45)	78.08%
Storm Collection	29,677.43	259,297.35	322,766.00	(63,468.65)	80.34%
Storm Customer A/R	5,081.81	44,979.06	44,125.00	854.06	101.94%
Storm Admin and General	11,813.68	200,409.04	210,209.00	(9,799.96)	95.34%
TOTAL STORM EXPENSES	103,785.66	1,642,143.65	2,233,604.00	(484,391.97)	73.52%
STORMWATER NET REVENUES (EXPENSES)	9,952.63	(293,284.53)	(915,752.00)	515,399.09	

Invoices for expenditures made in 2020 are still being received. It is typical to have 4-6 week time lag for some vendors so expenses are not all inclusive at this time.

Interest and investment income decline result of market changes due to COVID-19

DNR Forestry Grant received 12-21-20 in amount of \$46,309.21 but budget entry not presented yet

FEMA funds received in April of 2020 for Forestry related 2020 expenses related to the July 2019 Storm - budget adjustment delayed until DNR Forestry Grant finalized Aquatics, Van Lieshout, Promotional Fund (Room Tax) and Equipment Revolving Fund (County Sales Tax) reduced revenues related to COVID-19

TID 4 Crosswinds Development Incentive more than budget as missed that was partial assessment in 2019, TID Revenue offsets

TID 6 and TID 8 have bond proceeds for 2020 and 2021 due to combining our debt issuance for two years (proceeds are classified as a revenue in governmental funds)

Park Improvement Fund variances relate to Nelson Crossing - budget adjustments will be brought forward when invoicing/accruals finalized for 2020 work

Landfill billing for Sewer Utility occurs on quarterly billing so 4th quarter billing has not been completed yet since information not received from the County

Reminder that capital assets are shown as expense in utilities until capitalized as part of year end audit preparation along with a few other annual processes

Sewer and Storm both had higher depreciation expense than originally anticipated at 2020 budget development mainly due to contributed capital

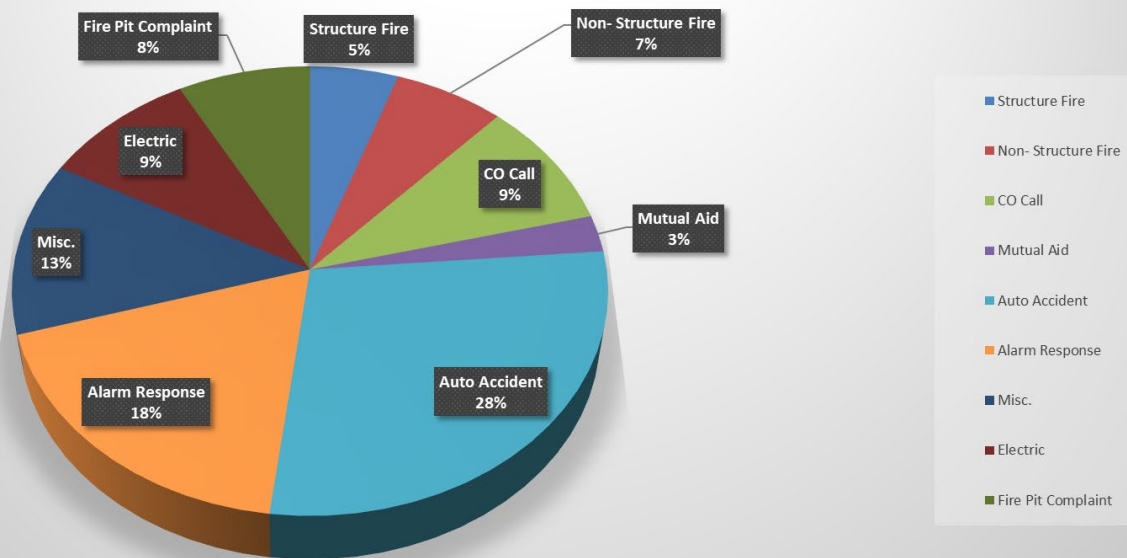
ALERT: There will be carryover requests for projects budgeted in 2020 not completed that need to have funding carried over to 2021

Little Chute Fire Department

Little Chute Fire Department - 2020 Calls for Service

	Structure Fire	Non-Structure Fire	CO Call	Mutual Aid	Auto Accident	Alarm Response	Misc.	Electric	Fire Pit Complaint	2020 Total Responses	2019 Total Responses	2018 Total Responses	2017 Total Responses	2016 Total Responses	2015 Total Responses
2020 SUMMARY	8	10	14	4	43	28	19	14	12	152	202	165	172	155	132
December 2020 Calls	1				6	3	2			12					

Call by Type - January through December of 2020 (152 Responses Total)





- Our new officer hire, Hunter Maulick started with us on Monday, January the 11th. His first week will be an administrative/orientation week. After that, he will then start training with a field training officer (FTO) for 12 weeks.
- We have been notified of and arrangements have been made for our interested staff to receive the COVID vaccine the week of January 18th – 22nd.
- On January 15th Officer Randall Lefeber will have 20 years of Service with Metro.

Year-end activity...

- 2020 shows that we had a total (Little Chute & Kimberly) of 11,901 incidents or calls that we were involved in. Compared with 13,410 in 2019, this is a decrease of about 11%. I would attribute much of this due to COVID and the quarantines and social distancing protocols that people have been practicing.
- Of those calls, about 7,600 were in the village of Little Chute. That is about a 7% decrease from 8,239 in 2019.

ACTIVITY / PERFORMANCE METRICS

Typically, I include a *monthly* comparison of calls for service. Below is a table showing a *three-year comparison* of calls for service and incidents in Little Chute.



FOX VALLEY METRO POLICE DEPARTMENT

Year-to-Date CAD Call Detail

Year-To-Date CAD Received Calls

Call Nature	01/01/2020 to 12/31/2020:	01/01/2019 to 12/31/2019:	1 yr % change:	01/01/2018 to 12/31/2018:	2 yr % change:
	0	1	-100.0%	3	-100.0%
911 Assist	0	15	-100.0%	21	-100.0%
911 Hangup	0	292	-100.0%	343	-100.0%
911 Misdial	758	264	187.1%	0	N/A
Abandoned Vehicle	37	55	-32.7%	34	8.8%
Abdominal A-Adam Response	5	2	150.0%	4	25.0%
Abdominal C-Charlie Response	2	5	-60.0%	7	-71.4%
Accident in a Parking Lot	29	38	-23.7%	17	70.6%
Accident with Extrication	0	1	-100.0%	1	-100.0%
Accident with Injury	8	10	-20.0%	19	-57.9%
Accident with Scene Safety	9	11	-18.2%	13	-30.8%
Accident with Spill Cleanup	2	3	-33.3%	0	N/A
Alcohol Violations	6	10	-40.0%	9	-33.3%
Allergies A-Adam Response	2	0	N/A	0	N/A
Allergies C-Charles Response	2	1	100.0%	4	-50.0%
Allergies D-David Response	3	3	0.0%	3	0.0%
Animal Bite	19	26	-26.9%	8	137.5%
Animal Call	213	229	-7.0%	215	-0.9%
Assist Citizen or Agency	506	488	3.7%	632	-19.9%
Auto Theft	0	0	N/A	3	-100.0%
Back Problem A-Adam Response	2	3	-33.3%	4	-50.0%
Back Problem C-CharlesResponse	5	1	400.0%	1	400.0%
Battery	4	4	0.0%	6	-33.3%
Bicycle Stop	3	1	200.0%	6	-50.0%
Bleeding A-Adam Response	0	2	-100.0%	1	-100.0%
Bleeding B-Boy Response	2	3	-33.3%	8	-75.0%
Bleeding C-Charles Response	2	1	100.0%	0	N/A
Bleeding D-David Response	8	7	14.3%	2	300.0%
Bomb Threat	0	0	N/A	1	-100.0%
Breathing Problem C-Charles	8	9	-11.1%	4	100.0%
Breathing Problem D-David	48	44	9.1%	13	269.2%

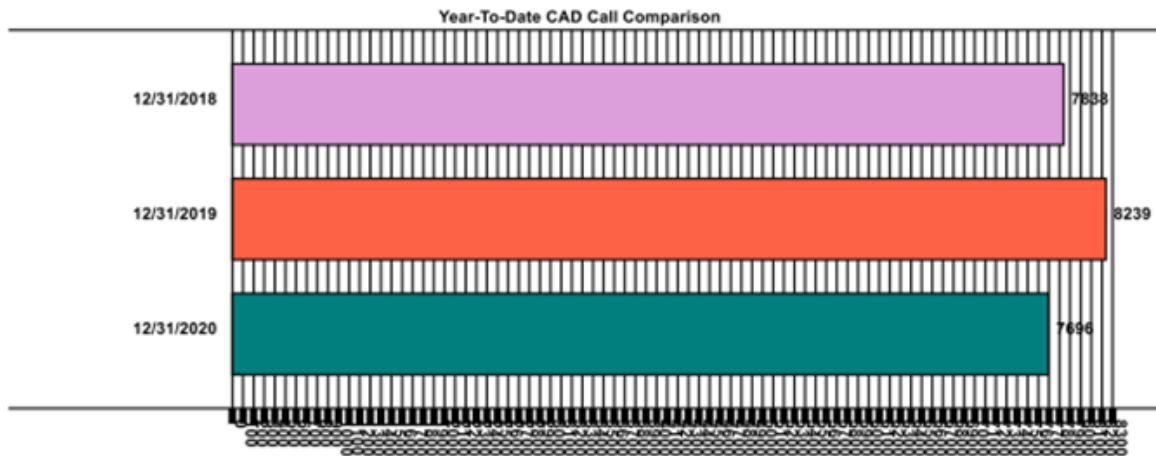
Breathing Problem E-Edward	1	2	-50.0%	0	N/A
Burglary	11	12	-8.3%	7	57.1%
Burns A-Adam Response	1	0	N/A	0	N/A
Business Check	0	9	-100.0%	4	-100.0%
CO or Hazmat B-Boy	0	1	-100.0%	0	N/A
Carbon Monoxide Alarm	9	12	-25.0%	14	-35.7%
Chest Complaint A-Adam	1	0	N/A	1	0.0%
Chest Complaint C-Charles	7	8	-12.5%	4	75.0%
Chest Complaint D-David	18	19	-5.3%	4	350.0%
Choking A-Adam Response	2	2	0.0%	1	100.0%
Choking D-David Response	1	2	-50.0%	2	-50.0%
Civil Matter Assist	19	18	5.6%	20	-5.0%
Civil Process	60	98	-38.8%	113	-46.9%
Collapsed Building	0	2	-100.0%	0	N/A
Crime Prevention	520	811	-35.9%	440	18.2%
Dam or Lock Failure	0	1	-100.0%	0	N/A
Damage to Property	72	50	44.0%	54	33.3%
Death	0	0	N/A	2	-100.0%
Diabetic Issue A-Adam	3	0	N/A	2	50.0%
Diabetic Issue C-Charles	3	5	-40.0%	12	-75.0%
Diabetic Issue D-David	3	1	200.0%	2	50.0%
Disorderly Conduct	1	0	N/A	14	-92.9%
Disturbance	160	154	3.9%	112	42.9%
Disturbance with a Weapon	2	4	-50.0%	0	N/A
Domestic Disturbance	50	56	-10.7%	33	51.5%
Domestic Disturbance w/Weapon	1	2	-50.0%	0	N/A
Drowning E-Edward Response	1	0	N/A	0	N/A
Drug Complaint	43	41	4.9%	55	-21.8%
Dumpster Fire	1	1	0.0%	0	N/A
Electrocution D-David	0	1	-100.0%	0	N/A
Emergency Committal	4	3	33.3%	12	-66.7%
Exposure D-David Response	0	1	-100.0%	0	N/A
Eye Problem A-Adam	0	1	-100.0%	0	N/A
Fainting A-Adam	6	5	20.0%	1	500.0%
Fainting C-Charles	7	6	16.7%	5	40.0%
Falls A-Adam Response	24	13	84.6%	13	84.6%
Falls B-Boy Response	15	35	-57.1%	13	15.4%
Falls D-David Response	6	10	-40.0%	3	100.0%
Fingerprinting	1	0	N/A	0	N/A
Fire Alarm Commercial	26	30	-13.3%	32	-18.8%
Fire Alarm Residential	3	4	-25.0%	5	-40.0%

Fire Dept Public Relations	1	2	-50.0%	2	-50.0%
Fire Oversized/Commercial Veh	1	0	N/A	4	-75.0%
Fire Service Callout	0	1	-100.0%	0	N/A
Fire Stuck Elevator Rescue	0	0	N/A	1	-100.0%
Fire Unauthorized Burning	12	7	71.4%	6	100.0%
Fire Vegetation or Grass	5	5	0.0%	3	66.7%
Fire Vehicle Small	4	4	0.0%	3	33.3%
Fireworks Complaint	30	8	275.0%	11	172.7%
Follow Up	226	16	1,312.5%	3	7,433.3%
Fraud Complaint	77	72	6.9%	51	51.0%
Garbage or Rubbish Fire	1	2	-50.0%	1	0.0%
Graffiti Complaint	5	2	150.0%	0	N/A
Harassment	77	106	-27.4%	81	-4.9%
Hazard in Roadway	172	153	12.4%	147	17.0%
Headache A-Adam Response	0	1	-100.0%	0	N/A
Headache C-Charles Response	2	1	100.0%	1	100.0%
Heart Problem A-Adam	0	1	-100.0%	0	N/A
Heart Problem C-Charles	3	1	200.0%	2	50.0%
Heart Problem D-David	6	9	-33.3%	7	-14.3%
Jail GPS Checks	216	167	29.3%	235	-8.1%
Juvenile Complaint	75	42	78.6%	49	53.1%
K9 Assist	3	1	200.0%	2	50.0%
Law Alarms - Burglary Panic	75	72	4.2%	70	7.1%
Law Enforcement Fire Assist	0	0	N/A	41	-100.0%
Law Enforcement Medical	2	1	100.0%	0	N/A
Lost or Found Valuables	92	77	19.5%	69	33.3%
Medical Assistance No Injury	26	30	-13.3%	24	8.3%
Medical Pre-Alert	34	25	36.0%	302	-88.7%
Miscellaneous Incident	0	0	N/A	1	-100.0%
Missing Person	5	23	-78.3%	9	-44.4%
Motorist Assist	236	228	3.5%	234	0.9%
Mutual Aid Fire Response	0	0	N/A	1	-100.0%
Natural Gas or Propane Leak	7	11	-36.4%	8	-12.5%
Noise Complaint	74	63	17.5%	23	221.7%
Nuisance Complaint	0	1	-100.0%	0	N/A
Ordinance Violation	178	155	14.8%	113	57.5%
Overdose B-Boy	0	1	-100.0%	0	N/A
Overdose C-Charles	5	1	400.0%	9	-44.4%
PNB B-Boy Response	1	1	0.0%	1	0.0%
PNB D-David Response	1	0	N/A	1	0.0%
PNB E-Edward Response	9	13	-30.8%	8	12.5%

Village of Little Chute Monthly Report – December 2020

Parking Enforcement	88	148	-40.5%	121	-27.3%
Parking Request	8	0	N/A	0	N/A
Pregnancy B-Boy	0	0	N/A	1	-100.0%
Pregnancy C-Charles	1	1	0.0%	0	N/A
Pregnancy D-David	2	1	100.0%	1	100.0%
Preset Alarms such as varda	0	0	N/A	1	-100.0%
Probation Violation	1	0	N/A	0	N/A
Reckless Driving Complaint	249	269	-7.4%	254	-2.0%
Residence Lockout	9	8	12.5%	1	800.0%
Restraining Order Tracking	1	2	-50.0%	2	-50.0%
Retail Theft	6	14	-57.1%	4	50.0%
Robbery	1	0	N/A	0	N/A
Runaway Juvenile	11	27	-59.3%	14	-21.4%
Scam	10	3	233.3%	0	N/A
Seizure A-Adam Response	2	3	-33.3%	5	-60.0%
Seizure B-Boy Response	1	1	0.0%	3	-66.7%
Seizure C-Charles Response	4	7	-42.9%	0	N/A
Seizure D-David Response	2	6	-66.7%	7	-71.4%
Sex Offense	12	24	-50.0%	26	-53.8%
Sick A-Adam	31	24	29.2%	13	138.5%
Sick C-Charles	35	16	118.8%	6	483.3%
Sick D-David	10	9	11.1%	5	100.0%
Spill Cleanup	6	1	500.0%	6	0.0%
Stroke C-Charles	16	12	33.3%	6	166.7%
Structure Fire Smoke or Flame	16	13	23.1%	10	60.0%
Suicide A-Adam	1	0	N/A	0	N/A
Suicide B-Boy	1	1	0.0%	1	0.0%
Suicide D-David	1	0	N/A	1	0.0%
Suspicious Incident	190	171	11.1%	121	57.0%
Suspicious Person	61	57	7.0%	36	69.4%
Suspicious Vehicle	103	121	-14.9%	96	7.3%
Testing Only	1	1	0.0%	0	N/A
Theft Complaint	78	99	-21.2%	94	-17.0%
Theft of Automobile Complaint	8	12	-33.3%	3	166.7%
Traffic Enforcement	76	189	-59.8%	148	-48.6%
Traffic Stop	1,338	1,749	-23.5%	2,041	-34.4%
Transport	2	0	N/A	2	0.0%
Transport Accident A-Adam	1	0	N/A	1	0.0%
Transport Accident B-Boy	4	5	-20.0%	0	N/A
Transport Accident D-David	3	2	50.0%	3	0.0%
Traumatic Injuries A-Adam	6	6	0.0%	2	200.0%

Traumatic Injuries B-Boy	5	7	-28.6%	9	-44.4%
Traumatic Injuries D-David	2	0	N/A	1	100.0%
Trespassing	23	20	15.0%	12	91.7%
Truancy	5	0	N/A	19	-73.7%
Unconscious D-David	22	23	-4.3%	7	214.3%
Unknown Odor Outdoors	0	2	-100.0%	1	-100.0%
Unknown Problem B-Boy	1	8	-87.5%	4	-75.0%
Unknown Problem D-David	1	1	0.0%	2	-50.0%
Unlocked or Standing Open Door	65	113	-42.5%	168	-61.3%
Vacant House Check	3	7	-57.1%	0	N/A
Vehicle Accident	188	284	-33.8%	274	-31.4%
Vehicle Lockout	91	93	-2.2%	30	203.3%
Vehicle Pursuit	4	0	N/A	0	N/A
Violation of Court Order	29	27	7.4%	21	38.1%
Wanted Person or Apprehension	37	31	19.4%	29	27.6%
Water Problem	1	4	-75.0%	2	-50.0%
Water Rescue	1	0	N/A	1	0.0%
Weapon Violation	6	3	100.0%	6	0.0%
Welfare Check	376	322	16.8%	321	17.1%
Wire Down	14	40	-65.0%	11	27.3%



Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- New staff hired for Little Chute and everyone is exclusively working in the Little Chute location
- Working on cross department partnerships
 - Grant partnership with Community Development for civic center opportunities
 - Summer programming with Park and Rec
- Update public computer terminals
- Library is officially fine free starting the first of the year
- Finalizing special changes in the book collections
- Building budget and timeline for renovations
- Marketing package is complete with logo



TOP PRIORITIES FOR JANUARY

- Enhance library collection
- Generify library collections
- Renovation quotes

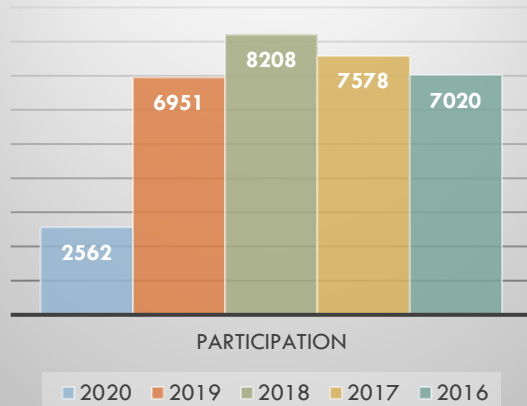
UPCOMING EVENTS

- Winter Reading Program
- Fox Cities Reads poetry contest
- Monthly health talk: Super Charged Goal Setting

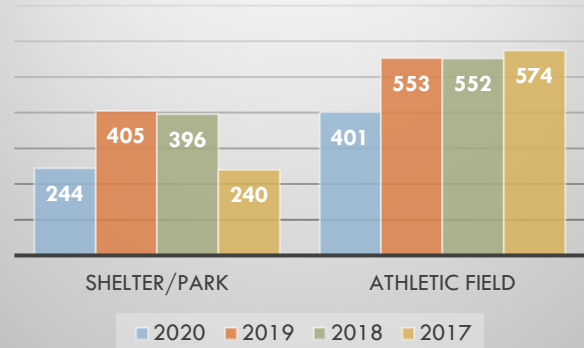
Parks, Recreation and Forestry Department

2020 MEASURES AND COMPARISONS

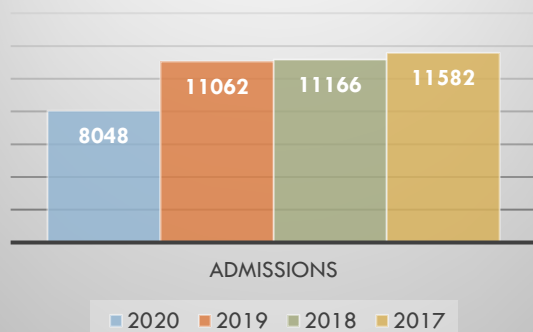
Program Participation



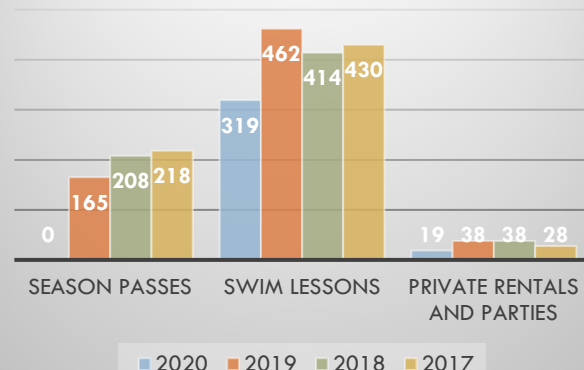
Shelter and Athletic Field Usage



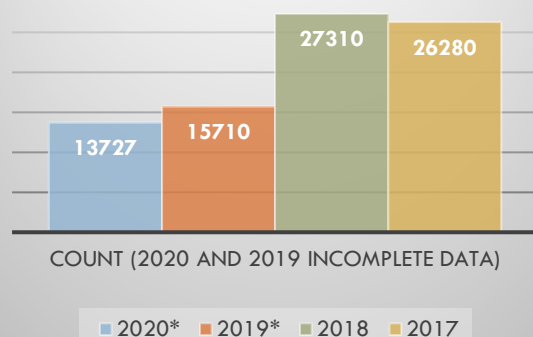
Doyle Pool Daily Attendance



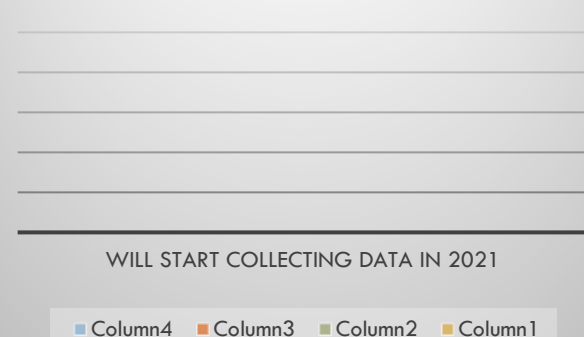
Doyle Pool Season Passes, Swim Lessons, and Parties



Yearly Trail Use Heesakker Bridge



Yearly Trail Use Nelson Crossing



WILL START COLLECTING DATA IN 2021

MEASURES AND COMPARISON NOTES

- In 2020, many of our programs and facilities were affected due to COVID-19. However, even with these challenges, I am very proud of what our department was able to accomplish. We were still able to provide quality programming from July – December, allow Little Chute Club Sports to play games and practice on our fields, and open the pool to a limited capacity. Ultimately, the department stayed within our modified budget while still providing benefits to the village.
- Pool daily attendance numbers decreased in 2020 due to COVID-19. However, we were able to still accommodate 73% of our previous years daily attendance while keeping the pool area clean and sanitized for our residents.
- In 2020, we began construction on the Nelson Crossing. Trails have been a very important aspect of our trail system in Little Chute for many years. We have some incomplete data due to our trail counter not working for a while, but we would like to begin reporting trail use on the Nelson Crossing and the Heesakker Bridge. It will be important for the village to continue to invest in these types of amenities that can be used by all ages and family types.

2020 LEAN INITIATIVES

- Consolidated folders and files in the shared drive with our personal drives so we can better share documents within the department.
- Began documenting tree trimming in the field utilizing a tablet.
- Purchased an auger for planting trees so tree planting can go at a faster speed while also being a safer alternative for the employees.
- Purchased a grapple for assisting in brush pick up. This helps to lift larger piles saving time while also being a safer alternative for the employees.
- Purchased our work order management software and began the setup process.
- Evaluated the special event permit process with all departments to try and assist with a smoother process.
- Adobe PDF fillable form creator was purchased to allow us to provide cleaner PDF forms for website and residents.
- Switched to a more cost-effective approach to our Fall/Winter Program guide with the clerks department.

DECEMBER 2020 HIGHLIGHTS

- Construction continued on the Nelson Crossing.
 - Timber decking completed.
 - Posts and Railing installation began.
- Selected Dude Solutions as our Work Order Software. Begin the implementation process.
- Ranked and reviewed all submitted proposals for the Comprehensive Outdoor Recreation Plan.
- Installed a new lift gate on one of our municipal trucks to provide a safer way to transport larger or heavier equipment.
- The village held our annual deer culling at Heesakker Park with a limited capacity due to the Nelson Crossing project. 2 deer were culled during the deer culling.
- Tree City USA application (expenses detail, work plan, observance pictures, invoices, budget detail) submitted online for 2020.
- Held our Fall/Winter Youth Dance Session Showoff on December 10 with safety modifications in place.
- Beginning work on planning for 2021 spring & summer programs.
- Held Home Alone / Sitter Course on December 30 – all registrants successfully completed class requirements



TOP PRIORITIES FOR JANUARY

- Construction to continue on the Nelson Crossing.
 - Posts and railings to be completed.
 - Electrical and light poles to be installed.
 - Contractor should be off site by the end of January. Michels will return in spring.
- The park planning committee to recommend to the village board to approve a consultant for the Comprehensive Outdoor Recreation Plan.
- Present an ordinance update that would recognize the park planning committee as an official committee in village ordinance.
- Work with McMahon Group to create a project schedule for the Heesakker ADA Canoe/Kayak Launch.
- Work with village staff to meet with vendors for the used bucket truck purchase scheduled for 2021.
- Applications for summer part-time jobs available starting first week of January - create fillable application, post to village website, copies in lobby, Facebook post, dept e-newsletter article
- Final prep for Jan/Feb session of Adult Yoga – meet with instructor with final class lists
- Final prep for winter dance registration – payroll paperwork for new asst dance instructor, create classes in RecDesk, promote registration which begins January 18
- Chute-ing Stars Competitive Dance Team (5th thru 8th graders) finally able to start competition season. Safety modifications put into place at approved competitions – first event will be January 16 at Kaukauna High.
- Work on spring/summer program offerings, fees, schedules, descriptions, etc. for 2021 Spring/Summer Program Book; send information for book layout updates



Department of Public Works

HIGHLIGHTS

- Continued to work to find resolution regarding Outagamie County Landfill leachate entering the sanitary collection system.
- Finished leaf collection for the season. The Yard Waste Site is also now closed.
- Collected monthly metal bulky items and bi-annually extra bagged refuse collection.
- Started discussion with The Village of Kimberly to develop refuse truck specifications and update the Fleet Management Plan.
- Continued to monitor TDS fiber installation. White Construction started work in back yard easements for fiber install and will continue throughout the Village for the next few months.
- Worked with other departments to demo work order software solutions. Chose Dude Solutions and signed a contract for the software.
- Finished constructing the concrete block material bins at the Municipal Services Building.
- Snow events: Three times salt only and two times full plow.

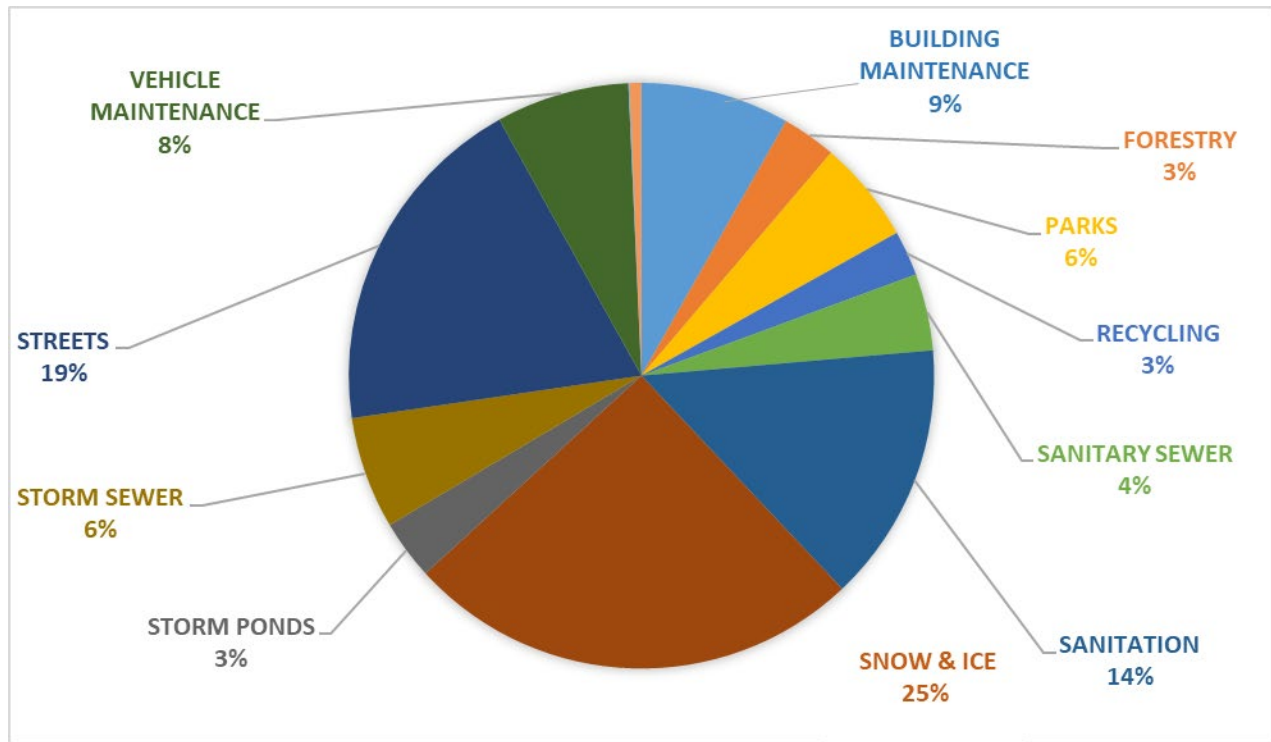
TOP PRIORITIES FOR JANUARY

- Update preventive maintenance plans for sanitary and storm sewers.
- Continue to work with White Construction on the TDS project which is a fiber to home initiative for all residents in the Village.
- Keep the Village roads safe due to ice and snow.
- Monitor erosion control and storm water permits throughout the winter.
- Continue to enter backend information to new work order software – assets, etc.

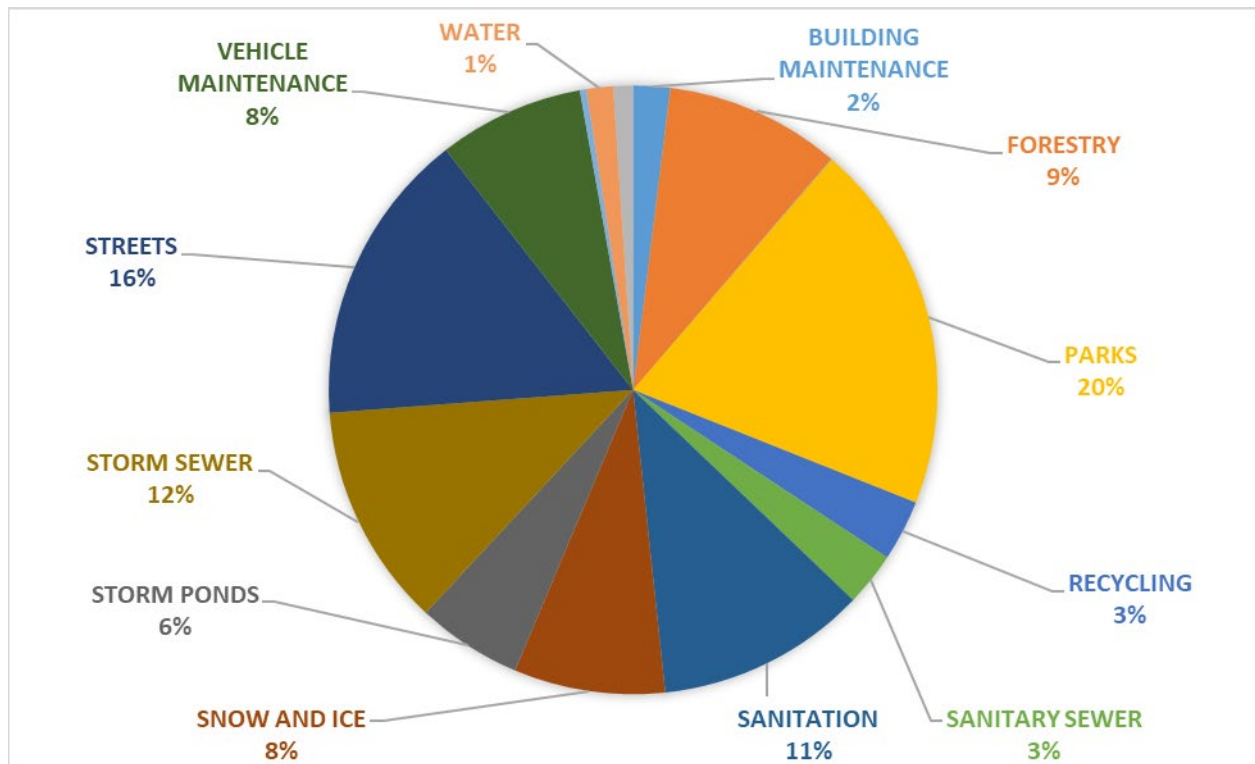
Year End Comparisons

	2019	2020
Tons of Refuse Collected	3,327.89	3,631.71
Sq. Ft. of Concrete Sidewalk Repaired By Village Forces	2,279	3,341
Times Village Streets Salted	24	23
Times Village Streets Plowed	19	21
Refuse/Recycling Polycarts Given to New Residents	48	47
Number of Weed Concerns	45	39
Street Sweeping Tonnage	141.61	254.30
Number of New Yard Waste Site Users	129	115
Refuse Polycarts Given to New Businesses	3	7

December 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

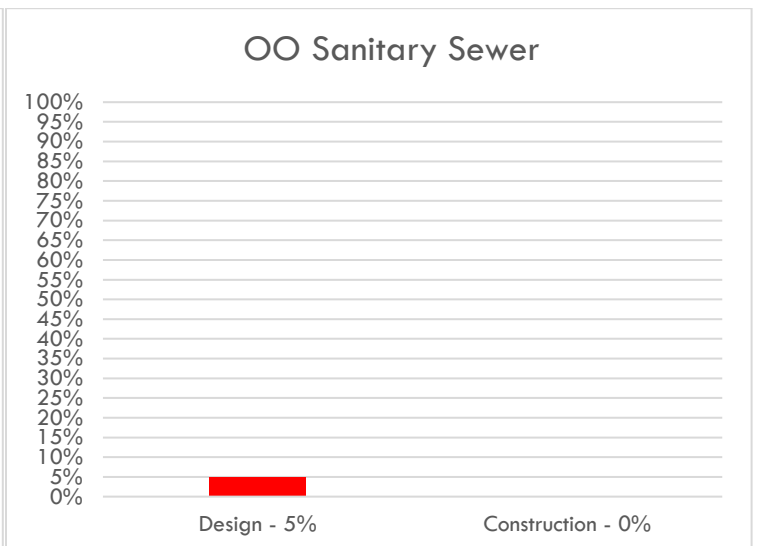
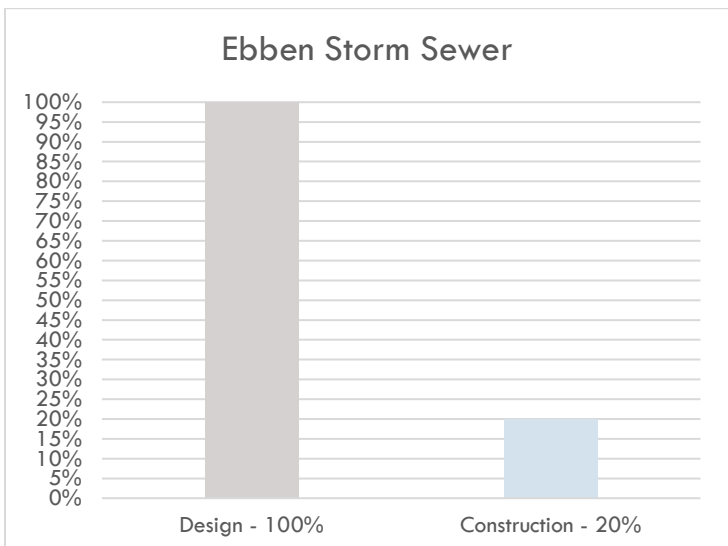
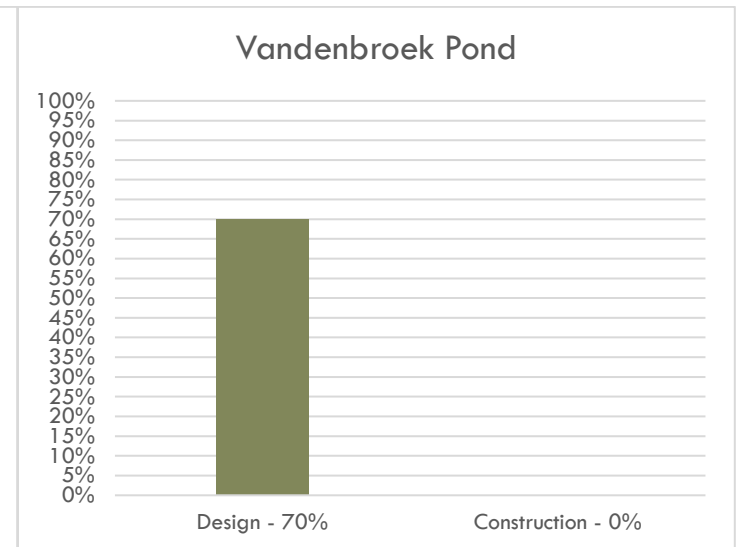
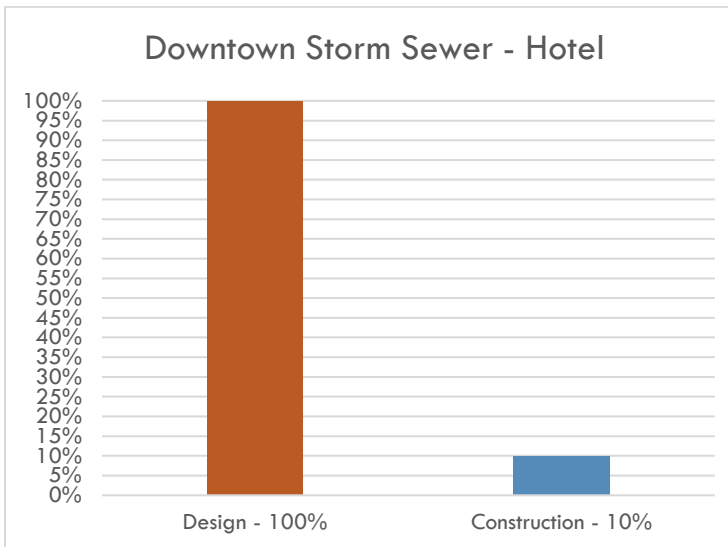
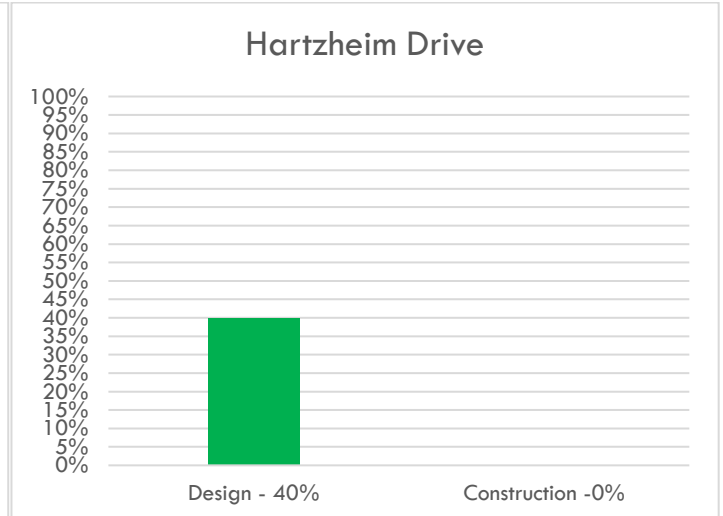
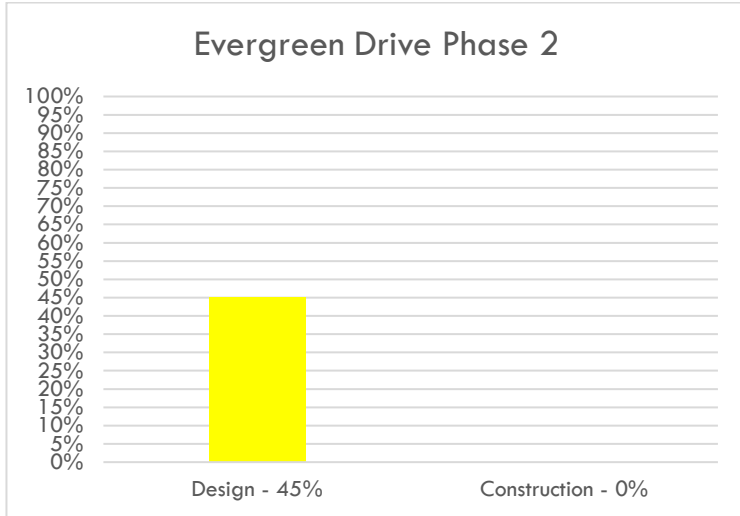
- Trail View South, Phase 1 – This project is located in the City of Appleton, but the Village of Little Chute will provide sanitary sewer and water main with associated laterals for this project. On December 19, 2020, a pre-construction meeting was held at Village Hall. The contractor began construction soon after. Inspection for sanitary sewer and water main installation is being provided by the Village of Little Chute staff.
- Ebben Trail and Storm Sewer – Preparation and mobilization by Superior Sewer and Water, Inc. began on December 14, 2020. Construction of the 54-inch storm sewer began the same week.
- Downtown Hotel Storm Sewer – A pre-construction meeting was held at Village Hall on December 17, 2020 with Advance Construction Inc. They have indicated a January 4th start date for the Downtown Project.
- Lyle Street Storm Sewer Project – The Contractor has indicated an early February start for this project.

December 2020 Utility Installation and Abandonments			
Ebben Trail Storm Sewer & Trail View South Subdivision			
SANITARY SEWER		Installed	Abandoned/Removed
8" PVC Sanitary Main	L.F.	969.5	
10" PVC Sanitary Main	L.F.	239.0	
4" PVC Sanitary Lateral	L.F.	618.5	
4-Ft Dia. Standard Sanitary Sewer MH	E.A.	7	
STORM SEWER		Installed	Abandoned/Removed
43" X 68" HE RCP Storm Sewer Main	L.F.	1,330.0	
54" Storm Sewer	L.F.	429	
9-Ft Dia. Storm Sewer MH	E.A.	3	
WATER MAIN		Installed	Abandoned/Removed
8" PVC Water Main	L.F.	1,298.0	
6" Water Valves	E.A.	3	
8" Water Valves	E.A.	7	
Fire Hydrants	E.A.	4	
1 ¼" Poly Water Lateral	L.F.	460.5	

TOP PRIORITIES FOR JANUARY 2021

- Downtown Hotel Storm Sewer– It is scheduled that the storm sewer installation located on the Hotel Site will be completed by the end of January with the remaining storm sewer work in Main Street to begin in early February and lasting approximately two weeks to allow for the installation of temporary concrete pavement at the intersection of Madison and Main Streets.
- Ebben Trail and Storm Sewer – It is anticipated that the storm sewer for this project to near Vandebroek Road by late January or early February depending on weather conditions. Good progress has been made by the Contractor since the start of work due to warm weather and little snow in December.
- Evergreen Drive (Freedom Road to Vandebroek Road) – It is anticipated that the layout and cross section will be completed by the middle of January with the grading near completion by the end of the month. New storm sewer will be provided for the urbanization of Evergreen Drive (phase 2). The preliminary design of this utility has begun with the determination of the tributary area for each inlet. Final design of the storm sewer will be completed at the end of January.
- Hartzheim Drive Urbanization and Extension – Storm sewer will be designed for this project with the extension of the 8-inch sanitary sewer and 12-inch water main to the west. Adding approximately 600 feet to these utilities. The project will also consist of reconstructing the road west of Buchanan Street. The layout and cross sections for this project are completed with the grading design being completed by the end of January.

- Vandenbroek Pond – The Village of Little Chute was officially notified on December 10, 2020 award of a WDNR grant in the amount of \$117,800 to be used during construction for this project. Design modifications are underway to allow future enlargement of the proposed storm water utility project.
- Trail View South, Phase 1 – It is expected that utility installation for water main and sanitary sewer with their associated laterals will be completed by mid-January.
- Year End Comparisons – This item will be provided in the January report.



Village of Little Chute
Engineering Department

REQUEST FOR BOARD'S CONSIDERATION

ITEM DESCRIPTION: 2021 Concrete Pavement Cross-section (Hartzheim Dr. & Evergreen Dr.)

REPORT PREPARED BY: Christopher L. Murawski, P.E.

REPORT DATE: January 15, 2021

ADMINISTRATOR'S REVIEW / COMMENTS:

No additional comments to this report _____

See additional comments attached _____

EXPLANATION: Hartzheim Drive - This street is an existing asphalt pavement that will be reconstructed in concrete and extended 620 feet to the west. This pavement will consist of two 6-foot parking lanes and two 12-foot travel lanes. It will serve multi-family housing and commercial highway developments. Because of the need to serve commercial highway businesses a wider street is needed to accommodate for semi-truck deliveries as compared to single family residential streets. The pavement width and usage is similar to Moasis Drive. The amount of traffic is not anticipated to be very large so a non-doweled pavement is also being recommended. The cross-section will have a consistent 2-percent slope. This is not the most desirable cross-section for drainage purposes but eliminates the differential in elevation between the north and south sides of the right of way. The north side of the street will be the high side.

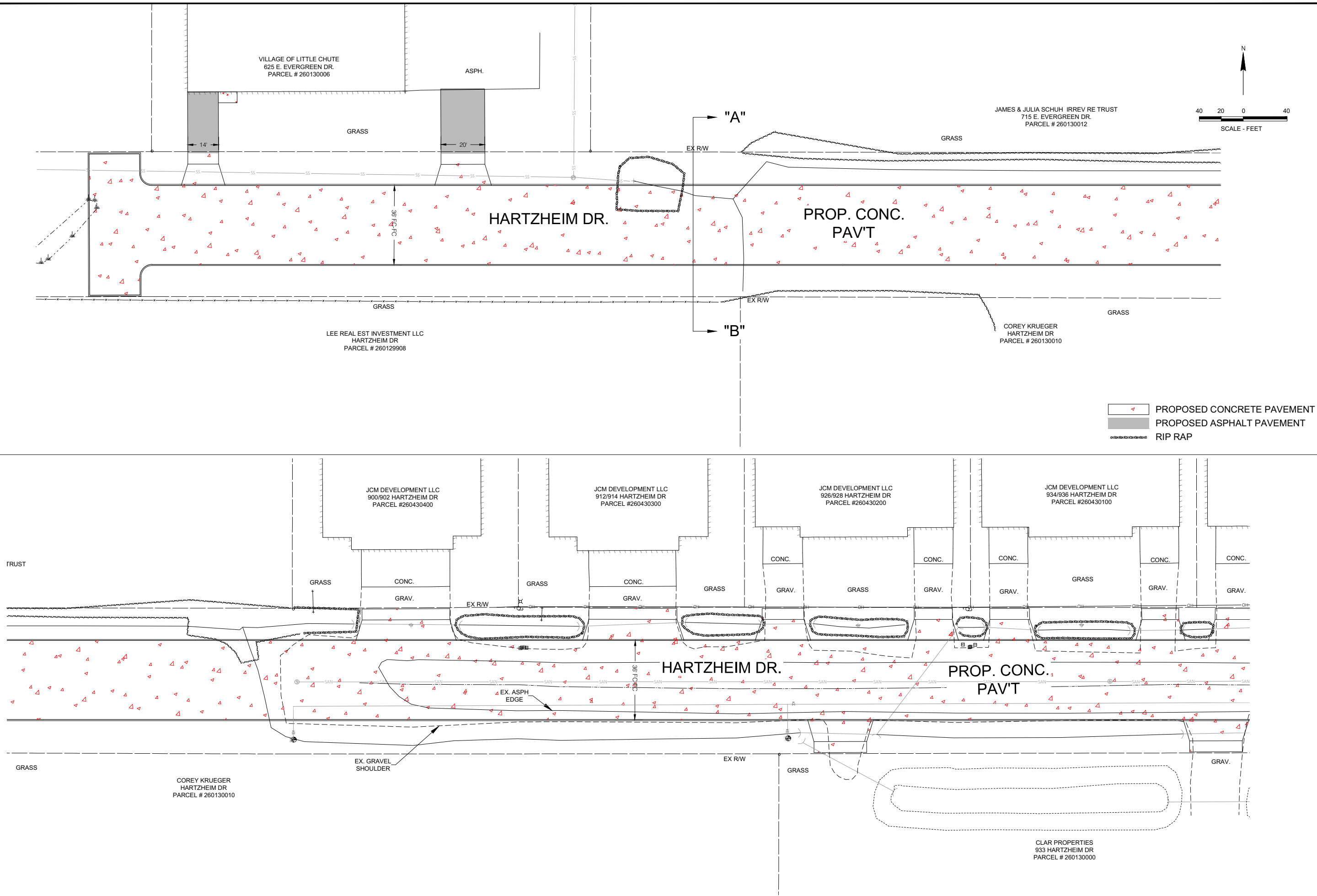
No sidewalk is anticipated with this work because it does not connect to any existing sidewalk. If directed, a sidewalk could be constructed on both sides of the street while providing ramps on the west and east ends of the project to separate pedestrian and truck traffic while providing a circular loop. This cost was included in the CIP and is also part of the assessment rate for concrete street construction.

Evergreen Drive Phase 2 (Vandenbroek to CTH N) - The proposed typical cross-section for this project is the same width as in Phase I (French to Holland) which is two 12-foot travel lanes and a single dedicated 14-foot wide center turning lane. The street will have a normal crown with the high point centered in the middle of the 14-foot dedicated center turn lane. An additional 13.5-foot dedicated right turn lane is being provided for the proposed trucking development located at the northeast corner of Vandenbroek Road and Evergreen Drive. This turn lane was not included in the CIP budget and is anticipated to be funded through a developer's agreement.

A 5-foot pedestrian sidewalk is included with this project to connect the sidewalk on CTH N and the 10-foot wide multi-purpose trail currently being constructed with the Ebben Storm Sewer Project. The sidewalk will be constructed mostly on the north side of Evergreen Drive and will cross at the intersection with Allegiance Court to connect with the existing sidewalk in CTH N. Sidewalk was included in the 2021 CIP for this project.

RECOMMENDATION: It is the recommendation of the Village Engineer to construct to the road cross section as presented for Evergreen Drive Phase 2 and Hartzheim Drive. Engineering staff is requesting direction for installing a 5-foot walk in Hartzheim Drive with the current project.

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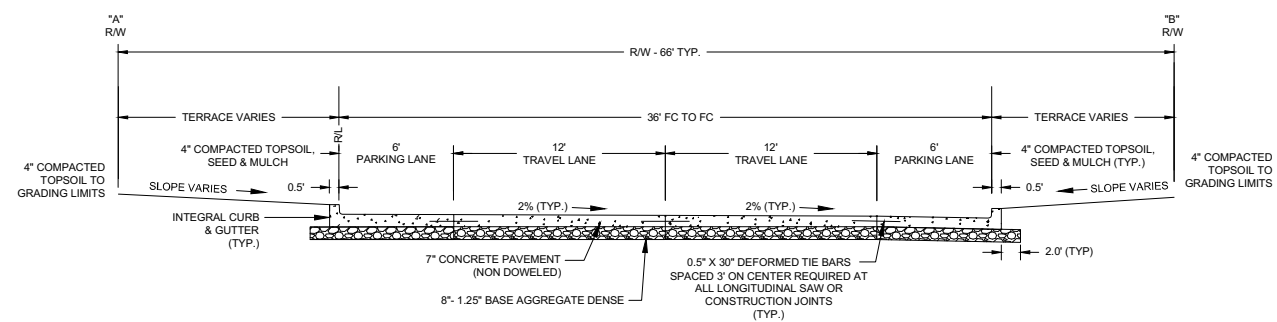
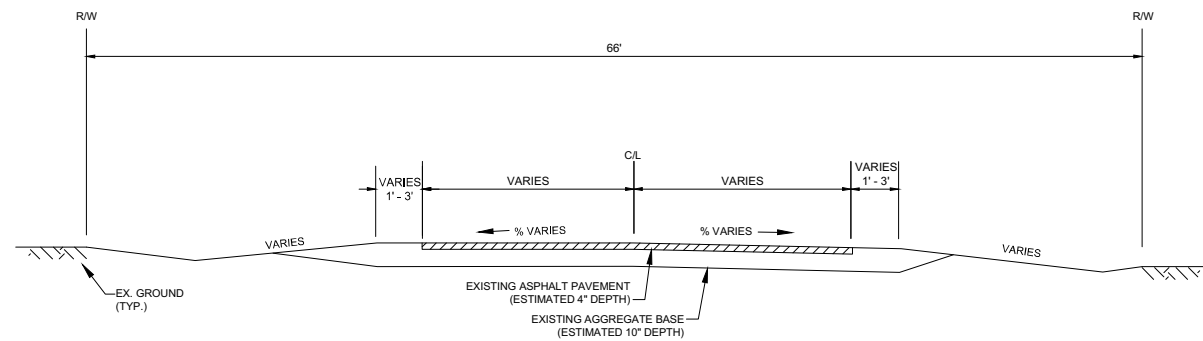
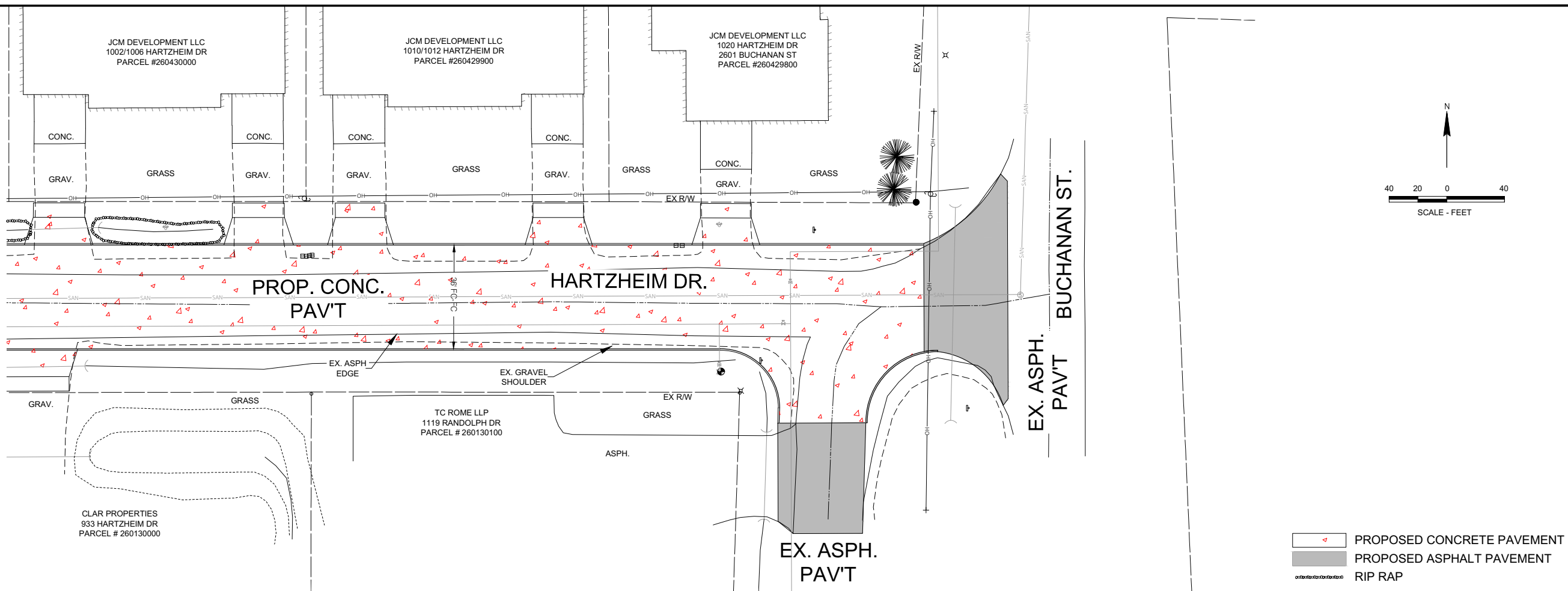
Little Chute
ESTABLISHED 1848
ENGINEERING DEPARTMENT
108 WEST MAIN STREET
LITTLE CHUTE, WISCONSIN 54140

2021 UTILITY & STREET CONSTRUCTION
HARTZHEIM DRIVE CROSS SECTION & LAYOUT
INFORMATIONAL MEETING
VILLAGE OF LITTLE CHUTE, WISCONSIN

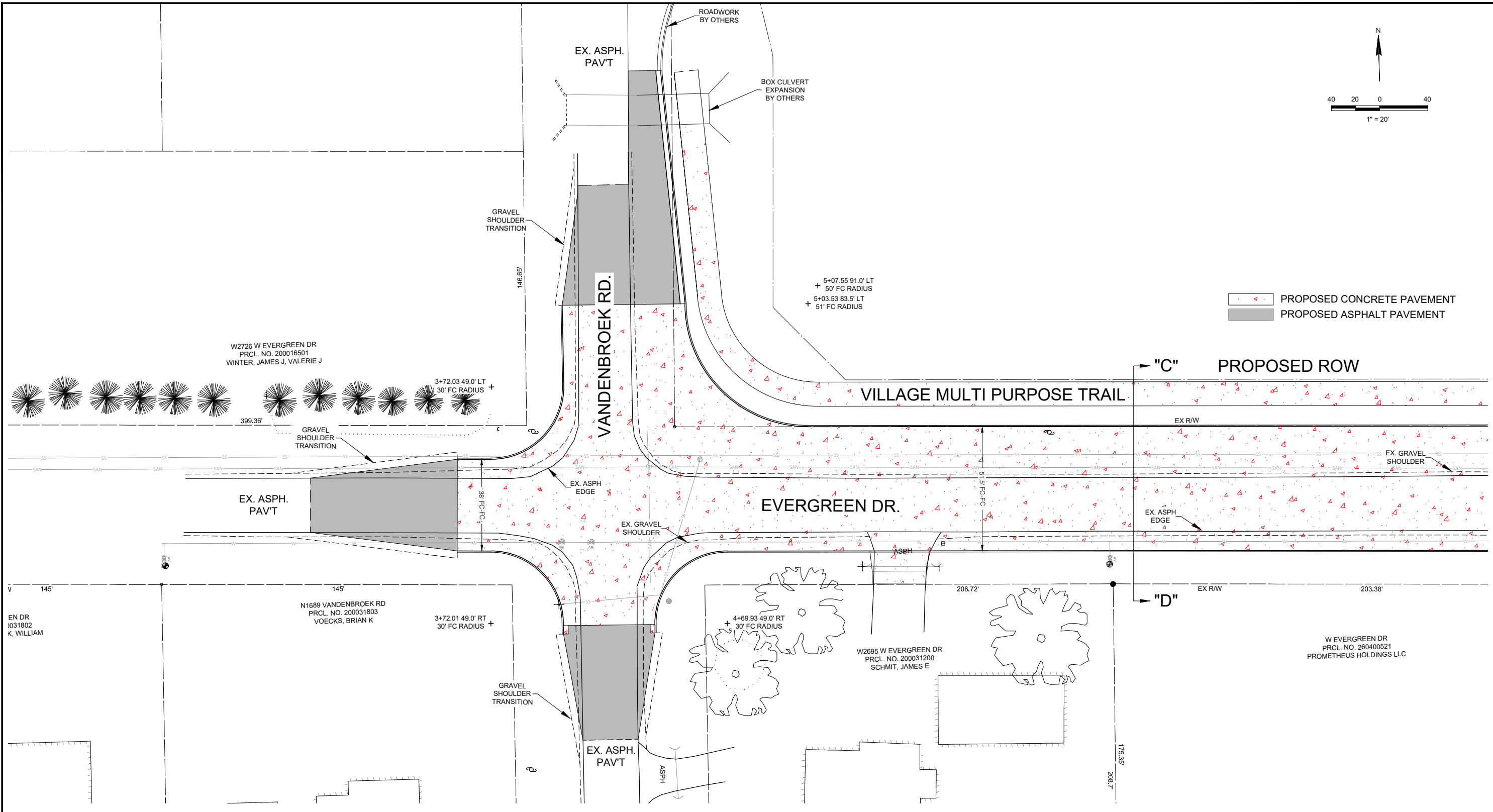
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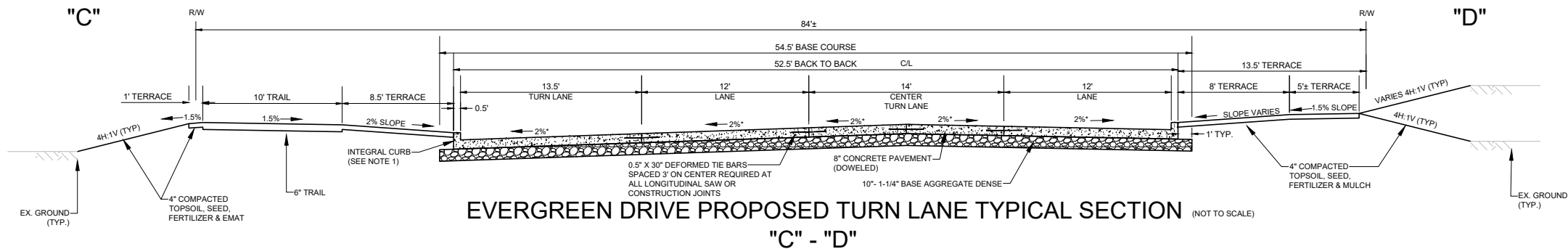
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SHEET REFERENCE NO.
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PROPOSED CONCRETE PAVEMENT
PROPOSED ASPHALT PAVEMENT

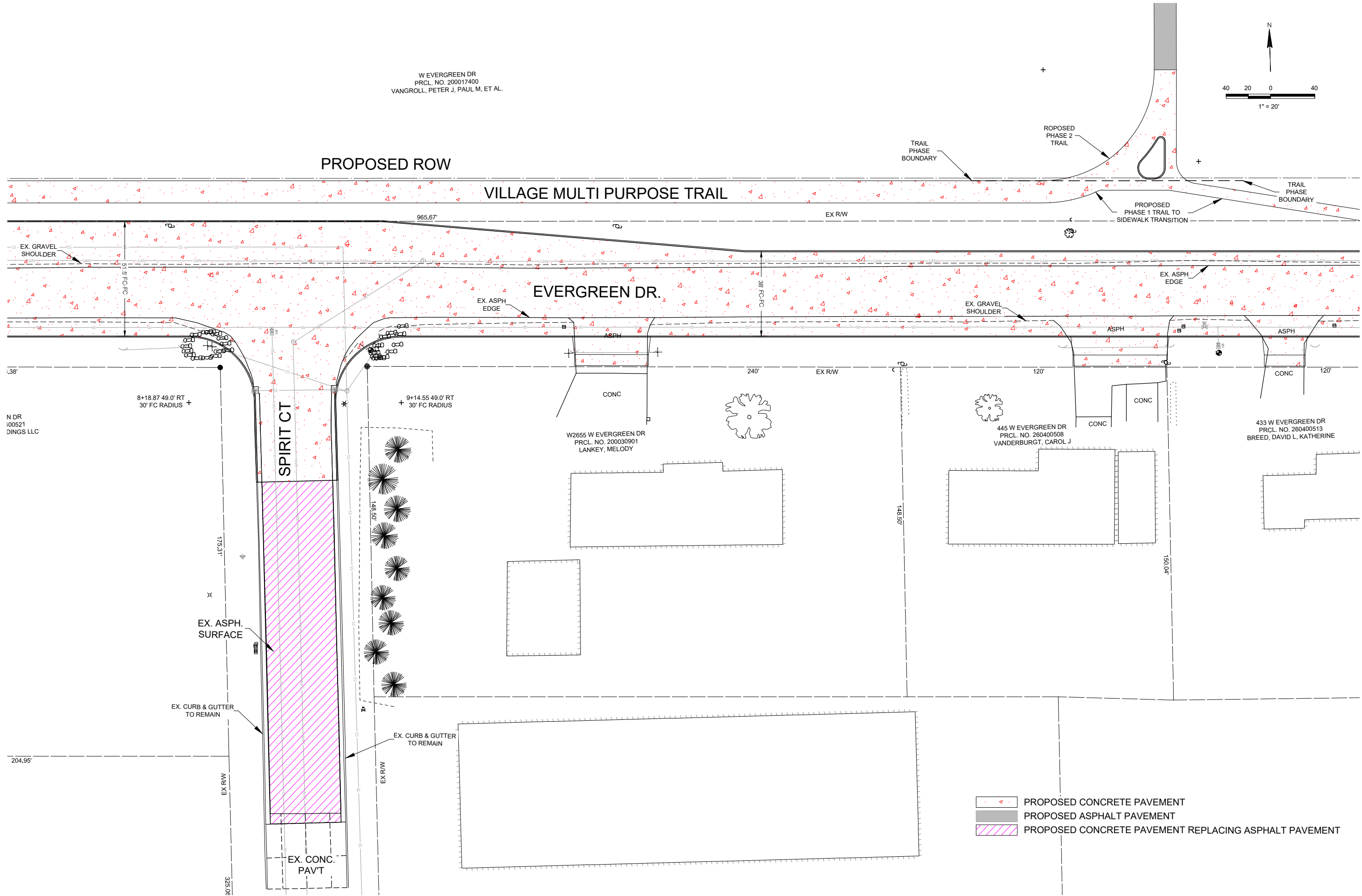


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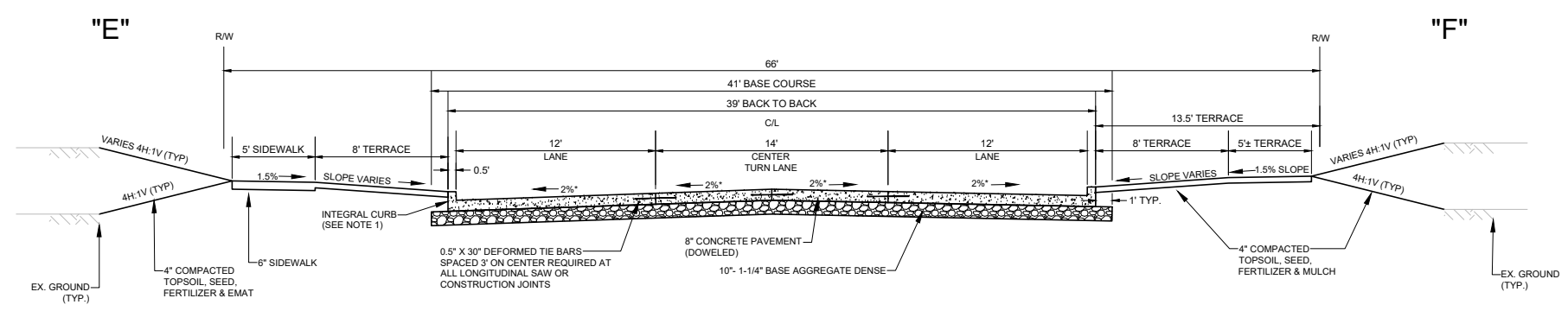
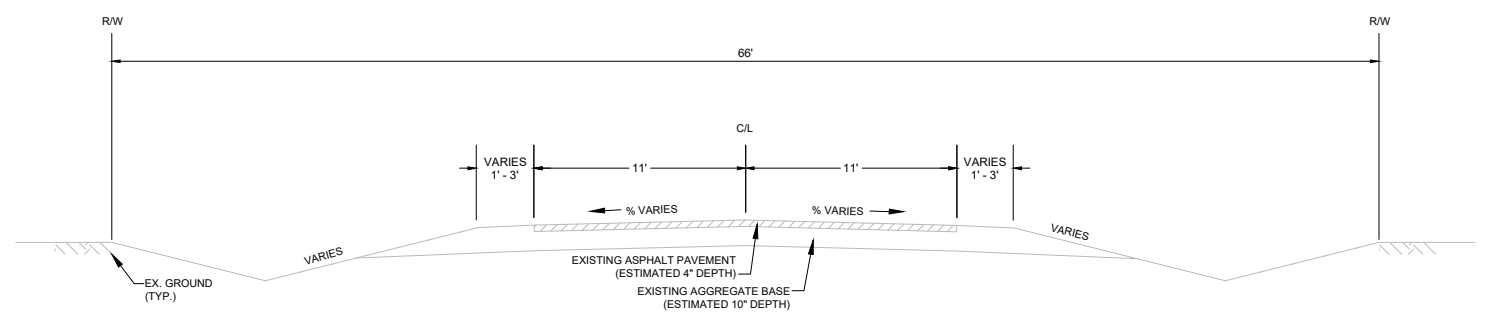
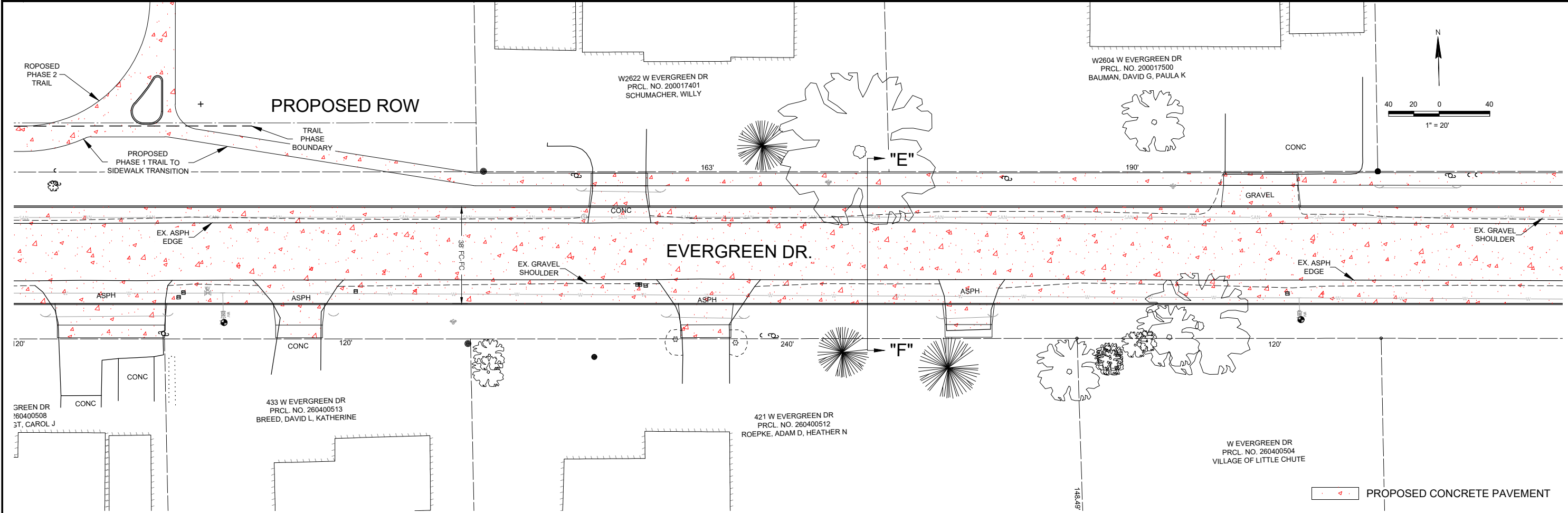
2021 UTILITY & STREET CONSTRUCTION
EVERGREEN DRIVE CROSS SECTION & LAYOUT
INFORMATIONAL MEETING
VILLAGE OF LITTLE CHUTE, WISCONSIN

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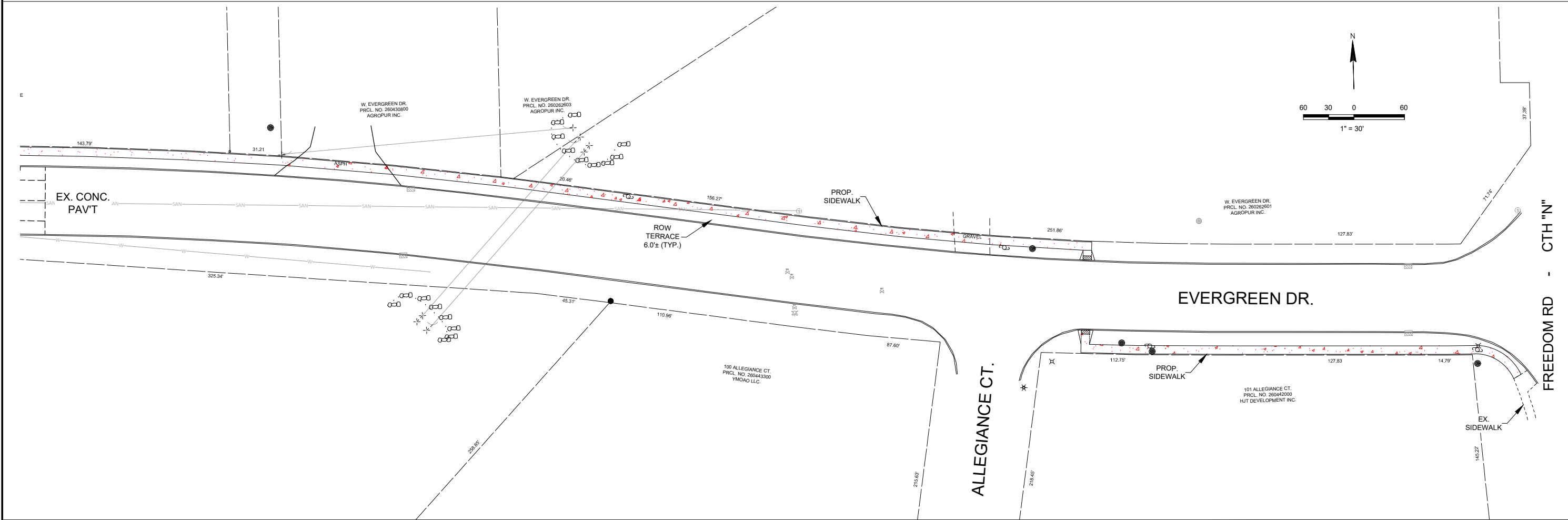
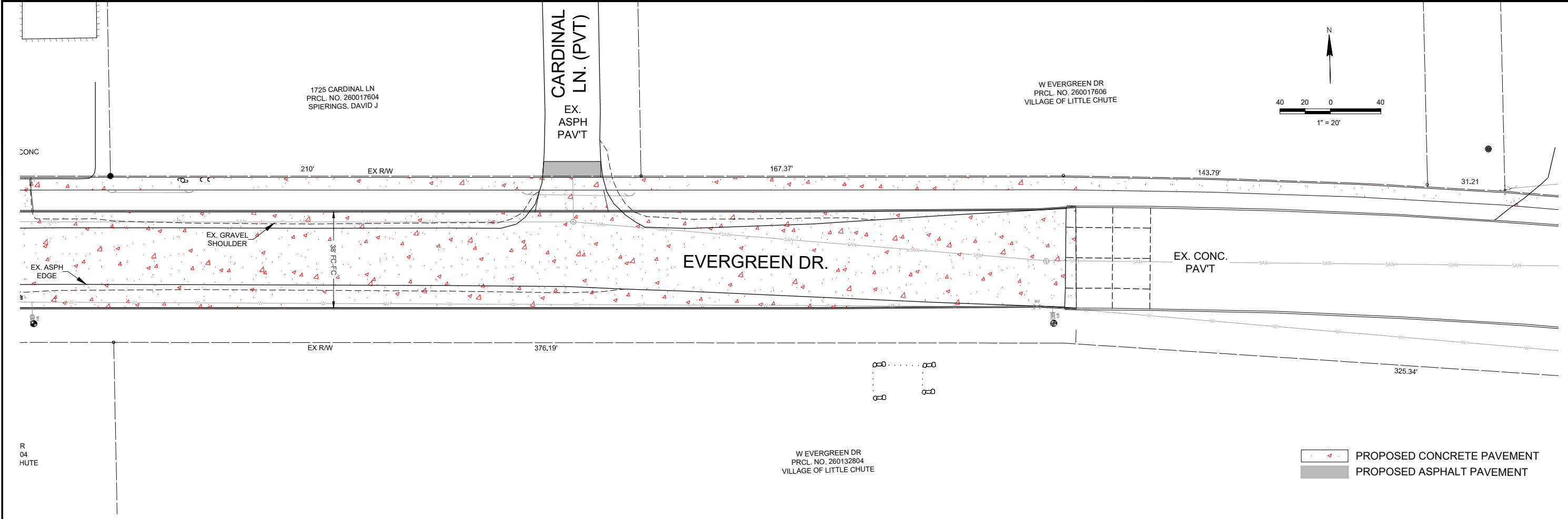
EVERGREEN DRIVE PROPOSED TYPICAL SECTION
"E" - "F"

REV	DATE	BY	DESCRIPTION

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APPROVED: CLM

PROJECT NUMBER
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APPROVED: CLM

PROJECT NUMBER
2021002
SHEET REFERENCE NO.

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: CTH N and Evergreen Traffic Signalization

PREPARED BY: James Fenlon, Village Administrator 

REPORT DATE: Friday, January 15, 2021

ATTACHMENTS: County Highway Agreement

EXPLANATION: This is a project that was originally budgeted for and planned in our capital improvement process for 2020. This project was not completed in 2020 so request to carry over to 2021 via formal budget amendment will be presented in February with all carryover items. This effort is now officially being carried over into 2021 in both capital projects and the 2021 budget. Additionally, it is worth noting that this effort is a Tax Increment District #6 project and budgeted as such.

Attached to this memo is the agreement for the project with the Highway Department at Outagamie County. The county is preparing this project for bid and will be a summer of 2021 project.

RECOMMENDATION: Approve this agreement with formal budget amendment to be brought forward in February and direct the Administrator to execute the agreement.

OUTAGAMIE COUNTY HIGHWAY DEPARTMENT

COUNTY / MUNICIPAL / STATE AGREEMENT

CTH N & Evergreen Drive Intersection
Outagamie County Project 581600

DATE:	<u>1/8/2021</u>
PROJECT:	<u>See below</u>
HIGHWAY:	<u>CTH "N" / N. Freedom Rd.</u>
LIMITS:	<u>Evergreen Drive Intersection</u>
MUNICIPALITY:	<u>Village of Little Chute</u>

The signatory **Village of Little Chute**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the County of Outagamie, through its Highway Department, hereinafter called the County, to initiate and effect the highway or street improvement hereinafter described.

PROJECT DESCRIPTION: Agreement is for traffic study, engineering design, right-of-way acquisition, and construction of intersection improvements at CTH "N" (N. Freedom Road) & Evergreen Drive. The existing intersection is experiencing capacity and delay issues on Evergreen Drive, due to developments within the village over the past several years. The cost share estimate shown is for design and construction of a traffic signal, including necessary geometric improvements to accommodate the proposed signals.

COST ESTIMATE AND PARTICIPATION

PHASE	***** ESTIMATED COST *****						
	Total Estimated Cost	Outagamie County	%	Village of Little Chute	%		%
<u>ENGINEERING:</u> Intersection Design	\$30,000	\$15,000	50%	\$15,000	50%		
<u>RIGHT OF WAY:</u>	\$0	\$0	100%	\$0	0%		
<u>CONSTRUCTION:</u> Traffic Signal Improvement	\$285,000	\$142,500	50%	\$142,500	50%		
Engineering & Delivery	\$15,000	\$7,500	50%	\$7,500	50%		
TOTAL PROJECT COST	\$330,000	\$165,000	50%	\$165,000	50%		

This request for the programming, design and construction is subject to the terms and conditions that follow and is made by the undersigned under proper authority to make such request for the designated Municipality and upon acceptance by the Highway Commissioner shall constitute an agreement between the County and the Municipality unless specifically modified or amended by supplemental written agreement between the County and the Municipality.

Terms and Conditions

1. When Federal Funds are involved, the improvement will be subject to the applicable Federal Aid Highway Acts and regulations of the Federal Highway Administration, U.S. Department of Transportation.
2. This is a joint agreement between the County and the Municipality. The Municipality will be kept informed on the project status and will have input regarding the project. This project will be administered under the County Administrative Rule 10-02.
3. If the Municipality should withdraw the project, it will pay to the County any cost that has been incurred by the county on behalf of the project.
4. The project cost in the agreement is an estimate. The Municipality will be invoiced periodically, and agrees to pay based on actual costs incurred. Such costs may be greater or less than the estimated amount, however, the Municipality acknowledges that costs between the time this agreement is executed and the actual time of construction can vary.
5. The County's obligation to perform under this contract shall be subject to County Board appropriation of funds sufficient to fund the County's obligations herein.
6. The County and Municipality agree and understand that the Municipality is reserving its rights to assess any and all costs incurred by the Municipality for this project. The Municipality and County hereby further agree that the Municipality has the right to assess any of its costs upon terms deemed acceptable by the Municipality subject to the following: In the event county property is assessed or subject to assessment the county reserves the right to object to the propriety and / or correctness of the assessment formula or methodology, however, such right to object does not extend to the municipality's ability to assess. The county's right to object includes the ability to challenge the assessment methodology or formula in circuit court and to pursue appeals of circuit court decisions.
7. Operations and Maintenance responsibilities of facilities built with this project are as follows:

Outagamie County shall maintain the following:

- a. Roadway surface and roadway base between outside curblines
- b. Curb & gutter along the County Trunk Highway
- c. Roadway signing and pavement marking necessary for normal roadway operations
- d. Traffic signal maintenance and overhead street lighting required for intersection
- e. Typical rural mowing of rural highway ditches and backslopes
- f. Maintain records of the highway and right-of-way, as well as access and utility permits along the County Trunk Highway system

The Municipality shall maintain the following:

- a. Storm sewers, drainage pipes, and related stormwater appurtenances
- b. Off-road sidewalk facilities and pedestrian crossings, including winter maintenance
- c. Signing and pavement marking associated with sidewalks and multi-modal facilities
- d. Installation and maintenance of local street signage

- e. Maintenance of Evergreen Drive commencing at radius return of exterior curb radii
- f. Village-owned street lighting not required for safe operation of the intersection
- g. Aesthetic mowing or landscaping within the highway right-of-way
- h. Additional amenities requested by the Municipality and installed under the contract

BY: _____
Dean E. Steingraber, P.E. Outagamie County Highway Commissioner Date

BY: _____
Signed for and on behalf of: Village of Little Chute Date

Village of Little Chute
Department of Public Works

REQUEST FOR BOARD'S CONSIDERATION

ITEM DESCRIPTION: Discussion/Action – 10” Sanitary Sewer Replacement, Outagamie County Highway (HWY) “OO” – Bohm Drive to Rosehill Road, & Rosehill Road from Joyce Street to HWY “OO”. 2021 Sanitary Sewer Budget Amendment to finance the sewer replacement.

REPORT PREPARED BY: Kent Taylor, Public Works Director

REPORT DATE: January 20, 2021

ADMINISTRATOR'S REVIEW / COMMENTS:

EXPLANATION: On November 10, & 11, 2020, Industrial Park property owners and Department of Public Works staff using the sewer jetter experienced reduced flow in the Industrial park on Bohm and Lamers Drive. This reduced flow drove Public Works to start looking for blockage downstream of the Industrial Park. On November 11th, the Streets Foreman found a sink hole over the 10” sanitary sewer main in the ditch line on the North side of County HWY “OO” between Bohm Drive and Rosehill Road. On November 12th, the sewer main was repaired by removing and replacing a 10’ section of the 10” sanitary main. The Contractor doing the work reported the sewer main to be in poor condition. The repair cost was \$5,168.89.

On November 23rd, the sanitary sewer main on HWY “OO” from Bohm Drive and Rosehill Road was televised. On December 17th, the sanitary sewer main on Rosehill Road from HWY “OO” and Joyce Street was televised. Television inspection reports indicate that significant portions of the sanitary sewer mains need to be replaced. Both sanitary sewer main structural conditions include, longitudinal and transverse cracks, holes, spalling, exposed hanging gaskets, bellied pipe (sag) holding water, excessive crown erosion, missing pipe wall, and heavy groundwater infiltration.

The existing sanitary sewer main is Asbestos Concrete (AC) pipe and was installed in 1982. Degradation of the pipe is most likely associated with regular occurring hydrogen sulfide gas and/or biofilm living on the interior pipe walls. The sewer main collects sewerage from the Industrial Park and Joyce Street subdivision, ultimately flowing through Pheasant Run to Heart of the Valley Meter Station #3 on Sanitorium Drive.

The Engineers estimate for the total project is \$313,595.38. Included in the estimate is replacement of approximately 975 lineal feet of 10” PVC sewer main, 50 vertical feet (4 – manholes & appurtenances), construction staking, connections, bore and jack steel casing, pavement restoration, miscellaneous storm utility and water utility work, and engineering and contingency. The proposed project is not part of the 5-year CIP and will need a 2021 Budget Amendment approval for funding. If approved, the project will bid as soon as design work is complete, with construction starting in Spring 2021.

Engineer Estimate breakdown:

- Sanitary Sewer - \$149,702.00
- Storm Sewer (Incidental paid by Sanitary Sewer) - \$21,826.80
- Water Utility - \$34,700.00
- Pavement Restoration - \$44,647.50
- Engineering and Contingencies (25%) - \$62,719.08

Water Utility work associated with the sanitary sewer replacement is needed to prevent having to go back into the proposed pavement at a later date when the water main is replaced.

To fund this project, the following 2021 Budget Adjustments are required:

Sanitary Sewer Utility

HWY "OO" Sewer Construction	+ \$278,895
Fund Balance	- \$278,895

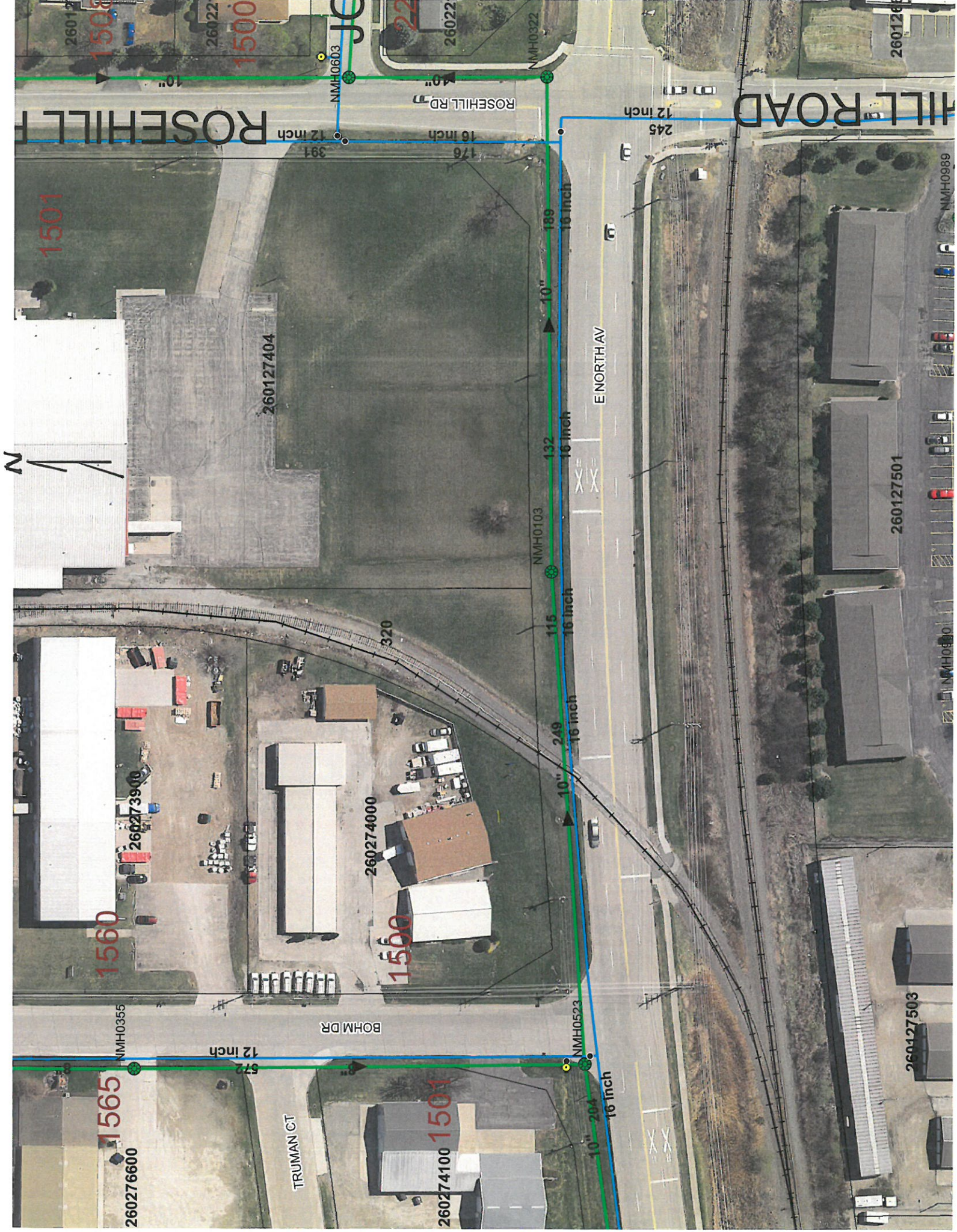
Water Utility

HWY "OO" Water Main Construction	+ \$34,700
Fund Balance	- \$34,700

There are adequate cash reserves in the Sanitary Sewer Utility to cover this expenditure and still meet recently approved financial policies.

The Water Utility is close to the reserve amount. The 2020 year-end results will provide more information if can stay within policy. Because of this position, it is suggested a 2/3 vote is necessary for the Water Utility in case policy is not met.

RECOMMENDATION: Staff requests the Village Board approve the proposed replacement of the 10" sanitary sewer main and appurtenances on HWY "OO" from Bohm Drive to Rosehill Road, and Rosehill Road from HWY "OO" to Joyce Street and associated work including 2021 Budget amendment to provide funding of the project.



VILLAGE OF LITTLE CHUTE
ORDINANCE NO , SERIES 2021

**AN ORDINANCE AMENDING CHAPTER 2 ADMINISTRATION, ARTICLE V BOARD,
COMMISSIONS AND COMMITTEES SECTION 2-157 OF THE VILLAGE OF LITTLE CHUTE
MUNICIPAL CODE**

WHEREAS, the Village of Little Chute has had an informal park planning committee since the early 2000s and wishes to now formally recognize the park planning committee as an official committee of the Village of Little Chute.

WHEREAS, the Village of Little Chute Board of Trustees, Village of Little Chute, finds the following ordinance amendments to be in the public interest;

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

That the Chapter 2, Article V, section 2-157 of the Municipal Code of the Village of Little Chute is hereby amended to read as follows:

Sec. 2-157 Park Planning Committee

(a) *Creation*. The “Park Planning Committee” is hereby created as an official Committee of the Village.

(b) *Composition*. The Park Planning Committee members shall be appointed by the village board and shall include seven members. Membership shall include one citizen member as chairperson, one village board trustee or his/her designee, and five citizen members. The members shall serve with such compensation as determined by ordinance of the village board and shall be removable by the village board with or without cause. Preference shall be given to those persons having knowledge or experience in the village parks, recreational opportunities, natural resources, club sports, construction, landscaping, or forestry. Citizen members shall either reside within, or own a business within, the village. The village parks, recreation, & forestry director is the village staff member responsible to oversee operations of the Park Planning Committee and will preside as secretary of the Committee in a non-voting role, but will not be one of the seven members on the Committee.

(c) *Term of office*. All citizen members shall be appointed to three-year staggered terms by the village board. Citizen members can serve multiple terms, if approved by the Village Board. The Committee shall elect a chairperson annually at the first meeting of the new year to schedule, conduct, and preside over meetings of the Committee members.

(d) *Duties*. The duties of the Park Planning Committee shall be as follows.

(1) Park Development – The Park Planning Committee shall review designs and plans for new park infrastructure, land acquisition for new parks, improvements to existing facilities, and planning initiatives such as the comprehensive outdoor recreation plan.

(2) Recreational Programs – The Park Planning Committee shall review program fees and expenses on a yearly basis and make a recommendation to the village board for the budget process.

(3) Forestry – The Park Planning Committee shall review and recommend changes or updates for the village forestry manual.

(4) Doyle Pool and Slide – The Park Planning Committee shall assist the village board in long range planning for the Doyle Pool and Slide.

(5) Bicycle and Pedestrian Accommodations – The Park Planning Committee shall assist in the planning and review of the village's bicycle and pedestrian plan. The Committee will recommend changes and additions to the plan as needed.

(6) Special Assignments – The Park Planning Committee shall undertake special assignments regarding park related matters as may be requested by the Village Board from time to time.

Introduced, Approved and Adopted: January 20, 2021

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. **RETURN COMPLETED APPLICATION TO PARK & REC DEPT ON 2ND FLOOR OF VILLAGE HALL.**

APPLICANT INFORMATION

First Name	Donna	Last Name	Koebe
Phone	920-423-3869	Email	donna@littlechutewi.org
Address (individual or business)	108 W. Main Street		
City	Little Chute	State	WI
		ZIP Code	54140

ORGANIZATION INFORMATION

Organization's Name	Great Wisconsin Cheese Festival		
Organization's Phone	920-423-3869	Organization's Email	donna@littlechutewi.org
Organization's Address (individual or business)	108 W. Main Street		
City	Little Chute	State	WI
		ZIP Code	54140
Applicant's Relationship to Organization	Festival Board Member		

EVENT INFORMATION

Name of Event	Great Wisconsin Cheese Festival		
Event Location	Doyle Park, corner Park & Van Buren, Little Chute, WI 54140		
Event Date (list each date if it's a multi-day event)	Friday, June 4, Saturday, June 5, and Sunday, June 6, 2021		
Event Set Up Time	setup begins at park 6/1	Event End Time	final cleanup at park 6/7
Total Anticipated Attendance	approximately 15,000		

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

Festival is a community celebration that includes live music, food booths*, beverages*, kids games*, amusement rides, kids entertainment, and more at park. (*noted areas ran by nonprofit groups as fundraiser). Saturday morning there's a run/walk followed by a parade downtown on Main Street. Admission fee is charged to enter park grounds Friday & Saturday only; Sunday is free admission.

Are you Requesting Funding or Staff Assistance from the Village? X 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.

Festival requests use of all facilities and open grass at Doyle Park for festival (excluding pool) from setup, to events days, to cleanup. Village staff assistance requested for: crew festival setup, crew posting no parking signage, crew working on event days, crew closing of streets (with supplies dropped off by contractor) & crossing guards at intersections for walk/run/parade on Main St, crew festival cleanup. Proceeds from annual event are donated back to the community - to date over \$1.5 million given back!

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	Donna Koebe
Applicant - Signature	<i>Donna Koebe</i> (Festival Board member)
Date	01/08/2021

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

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

VILLAGE PRESIDENT – PRINT

SIGNATURE

DATE

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: 2021 Personnel Manual Changes

PREPARED BY: James P. Fenlon, Administrator *JPF*

REPORT DATE: January 15, 2021

EXPLANATION: There several amendments that we are proposing to the personnel manual. These are largely administrative changes to policy versus policy changes themselves. Upon approval, the 2021 wage table will also be updated in the manual per the 2021 budget. The policies recommended for change are as follows:

1. Policy 425 Vacation and Sick Leave
 - a) Policy 425.2 - Eligibility. Regular employees working at least ~~(2030)~~ or more hours per week are eligible for ~~vacation and sick leave all the benefits documented herein.~~ Regular Part-time employees will accrue vacation and sick leave based on a pro-rated basis as determined by the hourly standard authorized classification of the position (30 hours per week will accrue at 0.75 and 20 hours per week will accrue at 0.5).
2. Policy 503 Overtime and Compensatory Time
 - a) Policy 503.5.3 - ~~Department Heads have the authority to authorize the carryover of a maximum of 40 hours of earned compensatory time per employee from one calendar year to the next or to payout the employee on the second payroll of December.~~ Compensatory time is paid out on the first payroll in December. Any compensatory time earned from this payout through December 31st shall also be paid out on subsequent payrolls. Compensatory time can not be banked until January 1st for the new year.
3. Policy 601 Benefits – Health Insurance, Dental Insurance, & Cobra
 - a) Policy 601.3.1 Full-time employees who qualify for coverage may participate in the Health Insurance Plan(s). Eligible employees will contribute, and the Village will contribute, to the costs for the Health Insurance Plan. ~~Ineligible Regular~~ part-time employees ~~who work 30 hours or more may participate in the health insurance plan by paying 25% of the cost of the premium~~ will be eligible for the Health Insurance Plan as determined by the policies of the Wisconsin Department of Employee Trust Funds.
 - b) Policy 601.9 Group Dental Plan. The Village will make available a group dental plan to all regular full and regular part-time employees who work 30 hours or more per week.
4. Policy 603 Benefits – Other
 - a) Policy 603.1.4 Life Insurance. The Village provides Life Insurance to regular ~~full-time~~ employees ~~who work 30 hours a week or more~~ at no cost to the employee. The insurance provides for \$25,000 of coverage in the event of a death of an employee.
 - b) Policy 603.1.5 Long-term Disability. The Village provides long-term disability insurance to regular ~~full-time~~ employees ~~who work 30 hours a week or more~~ at no cost to the employee.

RECOMMENDATION: Staff recommends the board approve the changes as presented.



To: Village of Little Chute Department Heads
From: James Fenlon *JPF*
Date: January 12, 2021
Subject: 2021 Holiday Schedule

This memo is meant to provide guidance for the 2021 holidays. Based upon the personnel manual, we will observe the following holidays in 2021:

1. New Year's Day – January 1, 2021 – Already Observed
2. Good Friday – Friday, April 2nd
3. Memorial Day – Monday, May 31st
4. Independence Day – Monday, July 5th
5. Labor Day – Monday, September 6th
6. Thanksgiving Day and Day After – Thursday and Friday, November 25th and 26th
7. Christmas Eve Day – Thursday, December 23rd
8. Christmas Day – Friday, December 24th
9. New Year's Day – January 1, 2022 – Friday, December 31st

On this topic, the personnel manual states, “Whenever any of the observed holidays falls on a Saturday, the preceding Friday will be observed as the holiday, and when falling on a Sunday, the succeeding Monday will be observed as the holiday. When Christmas Eve falls on Friday and Christmas Day on Saturday, the proceeding Thursday and Friday will be observed as the holiday. When Christmas Eve falls on Sunday and Christmas Day on Monday, the following Monday and Tuesday will be observed as the holiday, unless otherwise determined by the Village Administrator.”

The manual also states, “In cases where a full-time employee is required to work on a holiday due to unforeseeable circumstances, or required to work on a holiday as part of their normal work schedule, the employee is entitled to another day of vacation outside that period. In cases where a part time employee is required to work on a holiday due to unforeseeable circumstances, or required to work on a holiday as part of their normal work schedule, the employee will receive compensatory time for the hours worked.”

If your department requires that staff work any of the holidays, but thinking mostly of the New Year's Day holiday on December 31st, the above guidance related to either another vacation day for full-time staff or compensatory time for part-time staff would be applicable.