



## AMENDED AGENDA

# REGULAR BOARD MEETING

PLACE: Little Chute Village Hall  
DATE: Wednesday, November 17, 2021  
TIME: 6:00 p.m.

**Virtually attend the November 17th Regular Board meeting at 6 PM by following the zoom link here:**

Join Zoom Meeting

<https://us06web.zoom.us/j/82402947701>

Meeting ID: 824 0294 7701

Dial by your location

+1 312 626 6799 US (Chicago)

### REGULAR ORDER OF BUSINESS

- A. Invocation
- B. Roll call of Trustees
- C. Roll call of Officers and Department Heads
- D. Public Appearance for Items Not on the Agenda

#### E. Consent Agenda

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

- 1. Minutes of the Regular Board Meeting of November 3, 2021
- 2. Disbursement List

#### F. Other Informational Items—October Fire Monthly Report and October Report

#### G. Action—Appointment Convention & Visitors Bureau Board

#### H. Action—Outagamie Mutual Aid Pact

#### I. Action—2021 Budget Adjustment CTH N (Madison Street)

#### J. Action—2022 Weights and Measures Fee Increase

#### K. Department and Officers Progress Reports

- L. Call for Unfinished Business
- M. Items for Future Agenda
- N. 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*
- O. Return to Open Session
- P. Discussion/Action—Resolution to sell Village Property
- Q. Adjournment

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 108 West Main Street, (920) 423-3852, [email: Laurie@littlechutewi.org](mailto:Laurie@littlechutewi.org) Prepared: November 17, 2021

## MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 3, 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  
Don Van Deurzen, Trustee  
James Hietpas, Trustee  
Brian Van Lankveldt, Trustee  
Bill Peerenboom, Trustee  
John Elrick, Trustee

### Roll call of Officers and Department Heads

PRESENT: Beau Bernhoft, Administrator  
Kent Taylor, Director of Public Works  
Katherine Freund, LC Library Director  
Lisa Remiker-DeWall, Finance Director  
Dave Kittel, Community Development Director  
John McDonald, Dir. Of Parks, Rec and Forestry  
Tyler Claringbole, Village Attorney  
Dan Meister, Fox Valley Metro Police Chief  
EXCUSED: Chris Murawski, Village Engineer  
Laurie Decker, Village Clerk

### Public Appearance for Items Not on the Agenda

None

### Consent Agenda

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

1. Minutes of the Regular Board Meeting of October 20, 2021
2. Adopt 2022 Meeting Schedule
3. Disbursement List

*Moved by Trustee L. Van Lankvelt, seconded by Trustee Elrick to Approve the consent agenda as listed*

Ayes 7, Nays 0 – Motion Carried

### Public Hearing—Hartzeim Drive Storage Condominium Plat

*Moved by Trustee Elrick, seconded by Trustee L. Van Lankvelt to enter into public hearing*

Ayes 7, Nays 0 – Motion Carried

Director Kittel went over the plat for a 16-unit condominium and advised that this has been previously approved by the Plan Commission.

*Moved by Trustee Elrick, seconded by Trustee L. Van Lankvelt to exit public hearing*

Ayes 7, Nays 0 – Motion Carried

### Public Hearing—2022 Budget Hearing

*Moved by Trustee Elrick, seconded by Trustee L. Van Lankvelt to enter into public hearing*

Ayes 7, Nays 0 – Motion Carried

Director Remiker-DeWall went over the presentation and advised where the budget can be found on the Village of Little Chute website.

*Moved by Trustee Elrick, seconded by Trustee L. Van Lankvelt to exit public hearing*

Ayes 7, Nays 0 – Motion Carried

**Action—Adopt Resolution No. 28, Series 2021, A Resolution Approving the Hartzeim Drive Storage Condominium Plat**

*Moved by Trustee L. Van Lankvelt, seconded by Trustee Elrick to Adopt Resolution No. 28, Series 2021, A Resolution Approving the Hartzeim Drive Storage Condominium Plat*

Ayes 7, Nays 0 – Motion Carried

**Action—Adopt Resolution No. 29, Series 2021, A Resolution Adopting the 2022 Budget and Establishing the Tax Levy**

*Moved by Trustee Elrick, seconded by Trustee B. Van Lankveldt to Adopt Resolution No. 29, Series 2021, A Resolution Adopting the 2022 Budget and Establishing the Tax Levy*

**Roll Call Vote**

Michael Vanden Berg	Aye
James Hietpas	Aye
Larry Van Lankvelt	Aye
Bill Peerenboom	Aye
Don Van Deurzen	Aye
John Elrick	Aye
Brian Van Lankveldt	Aye

Ayes 7, Nays 0 – Motion Carried

**Action—Utility Commission Appointments**

Administrator Bernhoft went over the Utility Commission appointments and set a schedule.

*Moved by Trustee Elrick, seconded by Trustee Peerenboom to Approve the Utility Commission Appointments as presented*

Ayes 7, Nays 0 – Motion Carried

**Discussion/Action—Kayak Launch Change Order and Budget Adjustment Options**

Director McDonald went over information for the Kayak change order and requested budget adjustment.

The Board suggested this item will be held off to reach out to McMahon for the drawings needed to justify the additional \$2000.00 change order and costs to provide the drawing of the changes needed.

**Department and Officers Progress Reports**

Departments and Officers provided progress reports to the Board

**Call for Unfinished Business**

None

**Items for Future Agenda**

None

**Closed Session:**

19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. *Outagamie County Landfill*

*Moved by Trustee Elrick, seconded by Trustee L. Van Lankvelt to enter into closed session*

Ayes 7, Nays 0 – Motion Carried

**Return to Open Session**

*Moved by Trustee Elrick, seconded by Trustee L. Van Lankvelt to exit closed session*

Ayes 7, Nays 0 – Motion Carried

**Adjournment**

*Moved by Trustee Elrick, seconded by Trustee L. Van Lankvelt to Adjourn the Regular Board Meeting at 7:34 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 November 17, 2021

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Payroll & Payroll Liabilities - November 11, 2021 **\$221,861.82**

Prepaid Invoices - November 5, 2021 **\$11,152.31**  
Prepaid Invoices

Utility Commission- November 16, 2021 **\$263,686.85**

### **CURRENT ITEMS**

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Bills List - November 17, 2021 **\$773,163.40**

**Total Payroll, Prepaid & Invoices** **\$1,269,864.38**

The above payments are recommended for approval:

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

\_\_\_\_\_

Approved November 17, 2021

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Michael R Vanden Berg, Village President

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Laurie Decker, Clerk

## Report Criteria:

Invoice Detail.Voided = {} FALSE

Invoice	Description	Total Cost	Period	GL Account
<b>5 ALARM FIRE &amp; SAFETY EQUIPMENT</b>				
P00139 PPV FAN		4,060.55	11/21	101-52200-221
<b>Total 5 ALARM FIRE &amp; SAFETY EQUIPMENT:</b>		<b>4,060.55</b>		
<b>ADVANTAGE POLICE SUPPLY INC</b>				
21-0791 ERT REPLACEMENT GEAR		1,073.00	11/21	207-52120-213
<b>Total ADVANTAGE POLICE SUPPLY INC:</b>		<b>1,073.00</b>		
<b>AMPLITEL TECHNOLOGIES</b>				
18547 MONTHLY MANAGED SERVICES & MONTHLY BAC		3,055.00	11/21	404-57190-204
18547 ANTIVIRUS, OFFICE 365, EXCHANGE ONLINE, DU		1,490.50	11/21	404-57190-208
18548 MONTHLY ANTIVIRUS, DROPSUITE-NOVEMBER		326.50	11/21	207-52120-240
18548 MULTI-FACTOR AUTHENTICATION FROM DUO		3.50	11/21	207-52120-204
18548 MONTHLY BACK-UP, MANAGED SERVICES, OFFIC		3,830.16	11/21	207-52120-204
18572 CISCO MERAKI LICENSE ANNUAL FEE		397.00	11/21	207-52120-204
18646 ADD ADDITIONAL NETWORK-CIVIC CENTER		389.47	11/21	404-57190-204
<b>Total AMPLITEL TECHNOLOGIES:</b>		<b>9,492.13</b>		
<b>ASCENSION HEALTH SYSTEM</b>				
102821 ADULT & SENIOR YOGA INSTRUCTOR SEPT/OCT		800.00	10/21	208-52900-204
<b>Total ASCENSION HEALTH SYSTEM:</b>		<b>800.00</b>		
<b>ASCENSION MEDICAL GROUP-FOX VALLEY WI</b>				
399915 DRUG SCREEN		252.00	10/21	101-53310-213
<b>Total ASCENSION MEDICAL GROUP-FOX VALLEY WI:</b>		<b>252.00</b>		
<b>ASSOCIATED APPRAISAL CONSULTANTS</b>				
157117 PROFESSIONAL SERVICES-NOVEMBER		2,075.17	11/21	101-51530-204
<b>Total ASSOCIATED APPRAISAL CONSULTANTS:</b>		<b>2,075.17</b>		
<b>AT&amp;T LONG DISTANCE</b>				
11/21 845626857 SEPT/OCT CHARGES		.51	11/21	101-51650-203
11/21 845626857 SEPT/OCT CHARGES		.62	11/21	206-55110-203
11/21 845626857 SEPT/OCT CHARGES		.74	11/21	207-52120-203
11/21 845626857 SEPT/OCT CHARGES		.77	11/21	620-53924-203
<b>Total AT&amp;T LONG DISTANCE:</b>		<b>2.64</b>		
<b>AUTOMATED COMFORT CONTROLS</b>				
29959 PREVENTATIVE MAINTENANCE PERFORMED AT		280.79	11/21	101-51650-245
<b>Total AUTOMATED COMFORT CONTROLS:</b>		<b>280.79</b>		
<b>AUTOMOTIVE SUPPLY CO</b>				
60918837 STARTER MOTOR #87		119.84	11/21	101-53330-225
60918837 HYDRAULIC OIL #31		28.99	11/21	101-53330-225

Invoice	Description	Total Cost	Period	GL Account
Total AUTOMOTIVE SUPPLY CO:		148.83		
AXLEY BRYNELSON LLP 863941 LEGAL SERVICES		439.50	10/21	610-53614-262
Total AXLEY BRYNELSON LLP:		439.50		
AXON ENTERPRISE INC. 23572 BELT CLIPS FOR BODY CAMS 24279 BATTERY PACK 24280 HOLSTER		125.20 218.40 73.67	11/21 11/21 11/21	207-52120-212 207-52120-223 207-52120-212
Total AXON ENTERPRISE INC.:		417.27		
BELCO VEHICLE SOLUTIONS LLC 6527 LIGHT REPAIR SQUAD #94 6561 SQUAD 112 CHANGEOVER TO K9 SQUAD		90.00 19,699.42	11/21 11/21	207-52120-247 207-52120-303
Total BELCO VEHICLE SOLUTIONS LLC:		19,789.42		
BERGSTROM FORD-LINCOLN 47092 PURCHASE OF SQUAD #113		40,274.00	11/21	207-52120-303
Total BERGSTROM FORD-LINCOLN:		40,274.00		
CHARTER COMMUNICATIONS 10/21 23749 OCTOBER/NOVEMBER SERVICE 11/21 86460 NOVEMBER/DECEMBER SERVICE		219.99 217.96	11/21 11/21	207-52120-203 101-51650-203
Total CHARTER COMMUNICATIONS:		437.95		
CITY OF APPLETON 7992 NOVEMBER WEIGHTS & MEASURES		568.00	11/21	101-52050-204
Total CITY OF APPLETON:		568.00		
DISTRICT 2, INC. 3392 FIRE HELMETS		557.48	11/21	101-52200-213
Total DISTRICT 2, INC.:		557.48		
EZ GLIDE GARAGE DOORS 5708 GARAGE DOOR OPENERS		135.00	11/21	207-52120-218
Total EZ GLIDE GARAGE DOORS:		135.00		
FOX VALLEY HUMANE ASSOCIATION 5223 OCTOBER HANDLE FEES		340.00	11/21	207-52120-204
Total FOX VALLEY HUMANE ASSOCIATION:		340.00		
FP FINANCE PROGRAM 30452094 AGREEMENT 003-1584121 POSTBASE VISION-PO		140.00	11/21	101-51650-226
Total FP FINANCE PROGRAM:		140.00		

Invoice	Description	Total Cost	Period	GL Account
HALLMAN LINDSAY				
M0115649	PREMIUM ROLLER & CAULK	78.34	11/21	101-51650-242
Total HALLMAN LINDSAY:		78.34		
HEART OF THE VALLEY CHAMBER				
17571	SPONSORSHIP FOR SMALL BUSINESS SATURDA	1,000.00	11/21	101-56700-227
Total HEART OF THE VALLEY CHAMBER:		1,000.00		
HEARTLAND BUSINESS SYSTEMS				
479712-H	OCTOBER BILL PRINT QNTY 3935	137.73	11/21	201-53620-206
479712-H	OCTOBER BILL PRINT QNTY 3935	137.73	11/21	610-53614-206
479712-H	OCTOBER BILL PRINT QNTY 3935	137.73	11/21	620-53904-206
479712-H	OCTOBER BILL PRINT QNTY 3935	137.71	11/21	630-53443-206
Total HEARTLAND BUSINESS SYSTEMS:		550.90		
KAUKAUNA HIGH SCHOOL				
INVITE 2022-1	JAZZ ROUTINE ADDITIONAL FEE	25.00	11/21	101-55300-218
Total KAUKAUNA HIGH SCHOOL:		25.00		
KERRY'S VROOM SERVICE INC				
9675	OIL & FILTER CHANGE - UNIT#111	43.47	11/21	207-52120-247
9677	OIL & FILTER CHANGE - UNIT#182	43.47	11/21	207-52120-247
Total KERRY'S VROOM SERVICE INC:		86.94		
KWIK TRIP INC				
OCT 2021 286768	OCT FUEL FOR SQUADS	3,825.57	11/21	207-52120-247
Total KWIK TRIP INC:		3,825.57		
LAPPEN SECURITY PRODUCTS INC				
LSPQ45988	PROXY CARDS FOR DEPARTMENT	550.00	11/21	207-52120-218
LSPQ46022	REPLACED LOCK ON OFFICE DOOR	176.68	11/21	206-55110-242
Total LAPPEN SECURITY PRODUCTS INC:		726.68		
LIVERMORE TECHNOLOGIES LLC				
1248	PROJECT MANAGEMENT-CUTTING FIELD MAPS	770.00	11/21	211-50000-204
Total LIVERMORE TECHNOLOGIES LLC:		770.00		
MADISON NATIONAL LIFE				
1468264	DECEMBER LTD	1,041.48	11/21	101-21385
1468264	DECEMBER LIFE	450.03	11/21	101-21391
Total MADISON NATIONAL LIFE:		1,491.51		
MARCO INC				
30322327	MONTHLY COPIER LEASE-1493357-OCTOBER 202	306.85	11/21	207-52120-207
30385822	COPIER @ MSB BUILDING	56.12	11/21	101-53310-207
30385822	1ST FLOOR COPIER @ VH	107.77	11/21	101-51650-207
30385822	2ND FLOOR COPIER @ VH	87.76	11/21	101-51650-207
30385822	3RD FLOOR COPIER @ VH	51.26	11/21	101-51650-207

Invoice	Description	Total Cost	Period	GL Account
<b>Total MARCO INC:</b>		<b>609.76</b>		
<b>MBM</b>				
3069120	CONTRACT OVERAGE CHARGE/COLOR COPIES F	109.23	10/21	101-51650-207
<b>Total MBM:</b>		<b>109.23</b>		
<b>MCC INC</b>				
288540	COLD MIX	1,137.60	10/21	101-53300-216
<b>Total MCC INC:</b>		<b>1,137.60</b>		
<b>MCMAHON ASSOCIATES INC</b>				
400236	BUILDING INSPECTIONS 10/03/21 - 10/30/21	3,369.63	11/21	101-52050-204
924510	NORTH SIDE STORM SEWER INTERCEPTOR	96.00	11/21	416-51216-261
<b>Total MCMAHON ASSOCIATES INC:</b>		<b>3,465.63</b>		
<b>MEEHAN, LAURA</b>				
110721	SECURITY DEPOSIT REFUND	100.00	11/21	208-21235
<b>Total MEEHAN, LAURA:</b>		<b>100.00</b>		
<b>MEIXL, SCOTT</b>				
11/06/21	SECURITY DEPOSIT REFUND	100.00	11/21	208-21235
<b>Total MEIXL, SCOTT:</b>		<b>100.00</b>		
<b>MGD INDUSTRIAL CORP</b>				
198799	MISC PARTS FOR #8, 31, & 46	12.31	11/21	101-53330-225
<b>Total MGD INDUSTRIAL CORP:</b>		<b>12.31</b>		
<b>MIDWEST TAPE</b>				
501211801	DIGITAL BOOKS	778.90	10/21	206-55110-208
<b>Total MIDWEST TAPE:</b>		<b>778.90</b>		
<b>MILLER AND MIKE</b>				
111121	NATIONAL NIGHT OUT ENTERTAINMENT	700.00	11/21	207-52120-218
<b>Total MILLER AND MIKE:</b>		<b>700.00</b>		
<b>NASSCO INC</b>				
6074319	CAN LINERS	275.39	10/21	101-51650-244
6074319	CAN LINERS	275.39	10/21	206-55110-244
6074636	PAPER TOWELS & BATH TISSUE	228.15	10/21	101-53310-244
<b>Total NASSCO INC:</b>		<b>778.93</b>		
<b>OLSON TRAILER &amp; BODY LLC</b>				
76851	PLOW BLADE #31	7,510.00	10/21	101-53330-221
<b>Total OLSON TRAILER &amp; BODY LLC:</b>		<b>7,510.00</b>		

Invoice	Description	Total Cost	Period	GL Account
<b>O'REILLY AUTOMOTIVE INC</b>				
2043-293212	TIRE VALVE #6	5.19	10/21	101-53330-225
2043-295991	BELT #206	32.12	10/21	101-53330-225
2043-296418	MULTI RELAY #46	21.92	10/21	101-53330-225
2043-299742	LIGHT BULBS	25.10	11/21	207-52120-247
<b>Total O'REILLY AUTOMOTIVE INC:</b>		<b>84.33</b>		
<b>OUTAGAMIE COUNTY TREASURER</b>				
1018561	ENGINEERING CTH "OO" & FRENCH ROAD	7,693.70	11/21	452-57300-263
1018563	TRAFFIC SIGNAL N & EVERGREEN	13,106.38	11/21	416-51218-263
1018975	CTY N PAVEMENT IMPROVEMENT	17,237.25	11/21	452-51224-263
OCTOBER 2021	OCTOBER COURT FINES	430.00	10/21	101-35101
<b>Total OUTAGAMIE COUNTY TREASURER:</b>		<b>38,467.33</b>		
<b>RAMIREZ TIERRAFRIA, DAYSI</b>				
103021	SECURITY DEPOSIT REFUND	50.00	11/21	208-21235
<b>Total RAMIREZ TIERRAFRIA, DAYSI:</b>		<b>50.00</b>		
<b>RIVERSIDE BY REYNEBEAU FLORAL</b>				
162497/1	FLORAL ARRANGEMENT- VALENTINE	90.49	10/21	101-52200-219
<b>Total RIVERSIDE BY REYNEBEAU FLORAL:</b>		<b>90.49</b>		
<b>SLATER, EMILY M</b>				
11/21 REIMBURSE	REIMBURSE FOR THREE TEAM JACKETS	394.57	11/21	101-55300-218
<b>Total SLATER, EMILY M:</b>		<b>394.57</b>		
<b>SPLENDID CLEANING SERVICE LLC</b>				
11567	MONTHLY CLEANING-LIBRARY	1,320.00	11/21	206-55110-243
11568	MONTHLY CLEANING-MSB BUILDING	550.00	11/21	101-53310-243
11569	MONTHLY CLEANING-VILLAGE HALL	1,700.00	11/21	101-51650-243
11594	MONTHLY CLEANING-LCFD	220.00	11/21	101-52250-243
11594	MONTHLY CLEANING-METRO	874.50	11/21	207-52120-243
<b>Total SPLENDID CLEANING SERVICE LLC:</b>		<b>4,664.50</b>		
<b>STAPLES ADVANTAGE</b>				
3491404846	INK CARTRIDGE FOR PRINTER	168.66	10/21	101-51650-206
3492224126	SHEET PROTECTORS	6.77	11/21	101-51440-206
3492224126	COPY PAPER	73.84	11/21	101-51650-206
<b>Total STAPLES ADVANTAGE:</b>		<b>249.27</b>		
<b>STATE OF WI COURT FINES &amp;</b>				
OCTOBER 2021	OCTOBER COURT FINES	1,449.10	10/21	101-35101
<b>Total STATE OF WI COURT FINES &amp;:</b>		<b>1,449.10</b>		
<b>SUPERIOR SEWER AND WATER INC</b>				
2021003-2	2021 SANITARY SEWER REPLACEMENT	48,949.36	11/21	620-51229-263
2021004-3	EVERGREEN DR UTILITY RECONSTRUCTION	3,549.00	11/21	416-51027-263
L000191800487-4	EBBEN TRAIL STORM SEWER PROJECT	26,187.34	10/21	416-51216-263

Invoice	Description	Total Cost	Period	GL Account
Total SUPERIOR SEWER AND WATER INC:		78,685.70		
TEAM SPORTING GOODS				
AAC020724 FOOTBALL SHOULDER PADS		3,555.55	10/21	101-55460-225
AAF020291 FOOTBALL HELMETS		1,560.00	10/21	101-55460-225
Total TEAM SPORTING GOODS:		5,115.55		
THEDACARE LABORATORIES				
OCT 2021 1210055 OCTOBER BLOOD DRAWS		255.00	11/21	207-52120-204
Total THEDACARE LABORATORIES:		255.00		
TJ'Z TOWING				
100221 TOW VEHICLE TO PD		50.00	11/21	207-52120-218
Total TJ'Z TOWING:		50.00		
UNIFIRST CORPORATION				
0970342466 SHIRTS/PANTS		1.24	10/21	101-53330-213
0970342466 LAUNDRY BAGS/WIPERS		10.20	10/21	101-53330-218
0970342889 SHIRTS/PANTS		6.08	11/21	101-53330-213
0970342889 LAUNDRY BAGS/WIPERS		10.20	11/21	101-53330-218
Total UNIFIRST CORPORATION:		27.72		
UNIFORM SHOPPE				
315612 REPLACEMENT VEST		850.00	11/21	207-52120-213
Total UNIFORM SHOPPE:		850.00		
VALLEY LIQUOR				
938363 BEVERAGES AND SUPPLIES		158.45	10/21	101-52200-211
938567 BEVERAGES AND SUPPLIES		309.90	10/21	101-52200-211
941851 BEVERAGES AND SUPPLIES		158.94	10/21	101-52200-211
Total VALLEY LIQUOR:		627.29		
VILLAGE OF COMBINED LOCKS				
DECEMBER PROPERTY STORAGE AREA MONTHLY LEASE-DE		494.16	11/21	207-52120-204
Total VILLAGE OF COMBINED LOCKS:		494.16		
VILLAGE OF KIMBERLY				
20211101 2021 JOINT VEHICAL BILLING JUL - SEPT		5,579.98	10/21	201-53620-247
Total VILLAGE OF KIMBERLY:		5,579.98		
VINTON CONSTRUCTION CO				
2021005 PYMT #1 PHASE 2-EVERGREEN DR		530,141.84	10/21	416-51027-263
Total VINTON CONSTRUCTION CO:		530,141.84		
VORPAHL FIRE AND SAFETY				
215328822 SAFETY VESTS		99.87	10/21	101-53300-213
215328822 SAFETY VESTS		49.94	10/21	101-55200-213

Invoice	Description	Total Cost	Period	GL Account
215328822	SAFETY VESTS	49.94	10/21	101-55440-218
215329399	SAFETY STEP AND SPREADER BAR	155.19	10/21	610-53612-213
215329399	SAFETY STEP AND SPREADER BAR	51.76	10/21	630-53442-213
Total VORPAHL FIRE AND SAFETY:		406.70		
WI DEPT OF JUSTICE				
L4504T 10/21	OCTOBER BACKGROUND CHECKS	217.00	11/21	207-52120-218
Total WI DEPT OF JUSTICE:		217.00		
YANG, NOUSENG				
126060414	OVERPAYMENT REFUND ACCT #1-260604-14	121.84	11/21	001-15000
Total YANG, NOUSENG:		121.84		
Grand Totals:		773,163.40		

## Report GL Period Summary

Vendor number hash: 248261  
 Vendor number hash - split: 331601  
 Total number of invoices: 89  
 Total number of transactions: 111

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	773,163.40	773,163.40
Grand Totals:	773,163.40	773,163.40

## Report Criteria:

Invoice Detail.Voided = {} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2021 REFUNDS-UTILITIES (5169)							
116175002	Invoi	OVERPAYMENT REFUND ACCT #1-161750-02	16.58	Open	Non	11/21	001-15000
Total 2021 REFUNDS-UTILITIES (5169):			16.58				
AMERICAN FIDELITY ASSURANCE (4885)							
6015014	Invoi	FLEX SPENDING OCTOBER	1,507.99	Open	Non	10/21	101-21368
Total AMERICAN FIDELITY ASSURANCE (4885):			1,507.99				
AT & T (5080)							
287294953059	11/2	Invoi SEPT/OCT SERVICE	240.54	Open	Non	11/21	101-52200-203
Total AT & T (5080):			240.54				
DAMAGE PREVENTION SERVICES (4068)							
3644	Invoi	OCTOBER LOCATES	33.00	Open	Non	10/21	101-53300-209
3644	Invoi	OCTOBER LOCATES	1,018.75	Open	Non	10/21	610-53612-209
3644	Invoi	OCTOBER LOCATES	2,619.75	Open	Non	10/21	620-53644-209
3644	Invoi	OCTOBER LOCATES	1,273.00	Open	Non	10/21	630-53442-209
Total DAMAGE PREVENTION SERVICES (4068):			4,944.50				
EHLERS INVESTMENT PARTNERS LLC (1425)							
OCTOBER 2021	Invoi	OCTOBER INVESTMENT MANAGEMENT	234.69	Open	Non	10/21	610-53614-229
OCTOBER 2021	Invoi	OCTOBER INVESTMENT MANAGEMENT	117.35	Open	Non	10/21	620-53924-229
OCTOBER 2021	Invoi	OCTOBER INVESTMENT MANAGEMENT	422.44	Open	Non	10/21	630-53444-229
OCTOBER 2021	Invoi	OCTOBER INVESTMENT MANAGEMENT	176.02	Open	Non	10/21	300-57331-229
OCTOBER 2021	Invoi	OCTOBER INVESTMENT MANAGEMENT	222.93	Open	Non	10/21	101-51780-229
Total EHLERS INVESTMENT PARTNERS LLC (1425):			1,173.43				
EVERGREEN POWER LLC (4827)							
6529	Invoi	EQUIPMENT INSPECTION	47.00	Open	Non	10/21	101-52200-218
Total EVERGREEN POWER LLC (4827):			47.00				
HABECK, DANIEL (5013)							
21001LCFD	Invoi	FIRE INCIDENT ACCOUNTABILITY NAME TAGS	48.00	Open	Non	10/21	101-52200-218
Total HABECK, DANIEL (5013):			48.00				
LINDNER ACE HARDWARE LITTLE CHUTE (4702)							
271959-325001	Invoi	BATTERIES	15.99	Open	Non	10/21	208-52900-218
272016-325001	Invoi	STAPLE GUN	10.00	Open	Non	10/21	101-53300-218
272016-325001	Invoi	STAPLE GUN	9.99	Open	Non	10/21	101-55200-218
272016-325001	Invoi	TAP PLUG #6	12.99	Open	Non	10/21	101-53330-225
272160-325001	Invoi	PAINT FOR TARPS	28.17	Open	Non	10/21	101-55300-218
272172-325001	Invoi	AIR DUSTER #8	8.99	Open	Non	10/21	101-53330-225
272173-325001	Invoi	PRIMER/SEALER SPRAY	25.98	Open	Non	10/21	101-51650-242
272190-325001	Invoi	CABLE TIES & COUPLINGS	11.57	Open	Non	10/21	101-55300-218
272257-325001	Invoi	PAINT SUPPLIES FOR POOL FLOOR	52.07	Open	Non	10/21	204-55420-242
272275-325001	Invoi	PAINT SUPPLIES FOR POOL FLOOR	104.14	Open	Non	10/21	204-55420-242
272282-325001	Invoi	LIGHT BULBS	8.59	Open	Non	10/21	101-51650-242
Total LINDNER ACE HARDWARE LITTLE CHUTE (4702):			288.48				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>PEPSI-COLA (3493)</b>							
43168911	Invoi	BEVERAGES	186.00	Open	Non	10/21	101-52200-211
<b>Total PEPSI-COLA (3493):</b>							
186.00							
<b>SIGNCOUNTRY (3870)</b>							
15625	Invoi	HELMET & LICENSE PLATE DECALS	336.54	Open	Non	10/21	101-52200-219
<b>Total SIGNCOUNTRY (3870):</b>							
336.54							
<b>TIME WARNER CABLE (89)</b>							
10/21 83897	Invoi	OCTOBER/NOVEMBER SERVICE	62.38	Open	Non	10/21	101-52200-203
<b>Total TIME WARNER CABLE (89):</b>							
62.38							
<b>WE ENERGIES (2788)</b>							
710165161 10/21	Invoi	PLANT #1 (100 WILSON ST)	22.12	Open	Non	10/21	620-53624-249
710165161 10/21	Invoi	STREET LIGHTS	1,067.55	Open	Non	10/21	101-53300-249
710165161 10/21	Invoi	200 E MCKINLEY ST - FVMPD	22.34	Open	Non	10/21	207-52120-249
710165161 10/21	Invoi	200 E MCKINLEY ST - FIRE DEPT	14.90	Open	Non	10/21	101-52250-249
710165161 10/21	Invoi	PUMP STATION @ EVERGREEN & FRENCH	90.11	Open	Non	10/21	620-53624-249
710165161 10/21	Invoi	DOYLE POOL	25.50	Open	Non	10/21	204-55420-249
710165161 10/21	Invoi	CROSSWINDS LED STREET LIGHTS	121.88	Open	Non	10/21	101-53300-249
710165161 10/21	Invoi	1401 E ELM DR	387.48	Open	Non	10/21	101-53310-249
710165161 10/21	Invoi	920 WASHINGTON ST	9.90	Open	Non	10/21	620-53624-249
710165161 10/21	Invoi	CIVIC CENTER (630 MONROE ST)	219.18	Open	Non	10/21	206-55110-249
710165161 10/21	Invoi	LC WELL #4 PUMPHOUSE	26.26	Open	Non	10/21	620-53624-249
710165161 10/21	Invoi	PLANT #2 (1118 JEFFERSON ST)	9.90	Open	Non	10/21	620-53624-249
710165161 10/21	Invoi	721 W ELM DR	11.79	Open	Non	10/21	208-52900-249
710165161 10/21	Invoi	108 W MAIN ST	271.96	Open	Non	10/21	101-51650-249
<b>Total WE ENERGIES (2788):</b>							
2,300.87							
<b>Grand Totals:</b>							
11,152.31							

**Report GL Period Summary**

Vendor number hash: 83025  
 Vendor number hash - split: 146577  
 Total number of invoices: 20  
 Total number of transactions: 42

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	11,152.31	11,152.31
Grand Totals:	11,152.31	11,152.31

# LCFD Incident Report

## October 2021

Number of responses: 24

Last years: 17

YTD: 155

<b>10/02/2021</b>	<b>19:51 Accident scene safety @ W. Main Street &amp; Madison Street, Engine 3621, Squad 3671, Car 3632 #21LC00133</b>
<b>10/04/2021</b>	<b>00:18 Commercial Fire Alarm @ Atrium Post Acute Care 1201 Garfield Avenue, investigated found a faulty detector in lobby Engine 3621, Truck 3641, Car 3632 #21LC00134</b>
<b>10/04/2021</b>	<b>10:05 Commercial Fire Alarm @ Greenfield Manor 825 E. Greenfield Drive, pull station accidentally activated Engine 3621, Car 3632 #21LC00135</b>
<b>10/04/2021</b>	<b>13:06 Commercial Fire Alarm @ Nestle's Cold Storage 3900 Freedom Road, issues with sprinkler system in the dry system Engine 3621, Truck 3641, Car 3632, Pickup 3631 #21LC00136</b>
<b>10/05/2021</b>	<b>19:28 Accident scene safety and cleanup @ Buchanan Street &amp; E. Main Street</b>

**Engine 3621, Truck 3641, Squad 3671, Car  
3632  
#21LC00137**

**10/06/2021      11:21 Animal rescue @ 1429 Ridgeview Lane,  
cat on roof with possible broken limb  
Truck 3641, Car 3632  
#21LC00138**

**10/07/2021      15:43 Accident scene safety/cleanup @ E.  
North Avenue & Rosehill Road  
Engine 3621, Car 3632  
#21LC00139**

**10/07/2021      21:12 CO alarm sounding @ 1515  
Vandenbroek Road Lot #49  
Engine 3621, Car 3632  
#21LC00140**

**10/08/2021      14:25 Lift assist requested by Gold Cross  
Ambulance, 1125 W. Main Street Lot #16,  
Engine 3621, Car 3632  
#21LC00141**

**10/08/2021      14:40 Standby to assist with a suspicious  
incident @ Little Chute High School  
Engine 3621, Truck 3641, Car 3632, Pickup  
3631  
#21LC00142**

**10/08/2021      16:26 Commercial Fire Alarm @ Atrium Post  
Acute Care 1201 Garfield Avenue, false alarm  
Engine 3621, Truck 3641, Car 3632  
#21LC00143**

**10/08/2021      17:47 Wire Down @ Outagamie County Dog Park 1300 N. French Road, no issues  
Engine 3621, Car 3632  
#21LC00144**

**10/10/2021      04:34 Commercial Fire Alarm @ Atrium Post Acute Care 1201 Garfield Ave., False alarm  
Engine 3621, Car 3632  
#21LC00145**

**10/12/2021      14:14 Commercial Fire Alarm @ Bel Brands 1500 E. North Avenue, false alarm doing a sprinkler system test  
Engine 3621, Car 3632  
#21LC00146**

**10/18/2021      08:55 Commercial fire alarm @ Outagamie County MRF 1419 Holland Road, false alarm construction near the sprinkler system  
Engine 3621, Car 3632  
#21LC00147**

**10/18/2021      10:48 Accident scene safety @ North Avenue & Freedom Road, semi vs. bicycle  
Engine 3621, Car 3632  
#21LC00148**

**10/18/2021      18:13 Accident with extrication North bound I-41 and Freedom Road, 1 vehicle rollover  
Engine 3621, Squad 3671, Car 3632, Pickup 3631  
#21LC00149**

**10/20/2021      15:06 Structure fire @ 3600 Cherryvale Circle, unit 3, water heater shorted out and started a small fire  
Engine 3621, Car 3632  
#21LC00150**

**10/24/2021      07:46 Lift assist requested by Gold Cross Ambulance @ 1426 Ridgeview Lane  
Engine 3621, Car 3632  
#21LC00151**

**10/24/2021      15:35 Commercial Fire Alarm @ Atrium Post Acute Care 1201 Garfield Avenue  
Investigated found a detector malfunctioning  
Engine 3621, Truck 3641, Squad 3671, Car 3632  
#21LC00152**

**10/26/2021      11:50 Structure Fire (Stove fire) @ 813 Monroe Street  
Engine 3621, Truck 3641, Car 3632  
#21LC00153**

**10/27/2021      15:02 Accident with Scene Safety @ Freedom Road & E. Elm Drive  
Engine 3621, Car 3632  
#21LC00154**

**10/29/2021      15:23 Accident scene safety @ BP 2051 E. Main Street,  
Engine 3621  
#21LC00156**

**10/29/2021      15:35 Commercial fire alarm @ Country Villa  
Building B, 1415 W. Main Street  
Engine 3621, Truck 3641  
#21LC00156**

# VILLAGE OF LITTLE CHUTE MONTHLY REPORT



## ***Little Chute***

E S T A B L I S H E D   1 8 4 8

OCTOBER  
2021

Village Report to the Board of Trustees

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

## VILLAGE OF LITTLE CHUTE MONTHLY REPORT – OCTOBER 2021

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

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

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

### Department Overview

The report will track monthly activities for the following:

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

### Questions or Comments

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

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

# Village Administrator

## OCTOBER HIGHLIGHTS

First month officially in the books! I want to thank all the elected officials and staff members for welcoming me into this organization. This month has really been an opportunity for me to understand routines and processes. This report will be brief but will inform the Trustees of what has occurred in the Administration Department during the month of October.

Personnel Related Matters	<ul style="list-style-type: none"> <li>● Wage and Compensation RFP has been publicly posted – we should be receiving proposals by the end of November.</li> </ul>
Economic Development Matters	<ul style="list-style-type: none"> <li>● Dave Kittel and I have had several meetings with multiple developers, all of which are in the infancy stages of coming to fruition. We will keep the board update as projects begin to move forward.</li> </ul>
General Administration Matters	<ul style="list-style-type: none"> <li>● I have met with several neighboring community leaders to best understand what our neighbors are dealing with. I really appreciated them reaching out to me and organizing a time to meet. There seems to be very strong relationships with our local municipalities which can lead to great accomplishments down the road.</li> <li>● I have been visiting our non-connected sites such as the safety building and Municipal Services Building to get acquainted with the departments.</li> <li>● Staff has continued the monthly department head meetings, we will continue to brainstorm and update one another on current projects, issues, etc.</li> <li>● There was a brief presentation made at the league of WI Municipalities regarding the LCAN Project.</li> <li>● I have met with all the Trustees 1 on 1 to discuss village business and any expectations for me. I really appreciate everyone taking the time to meet and to provide insight which will set us up for success!</li> </ul>
Ongoing/Future Board Items	<ul style="list-style-type: none"> <li>● Staff is following up on information requested for the kayak launch to proceed.</li> </ul>
Areas/questions for discussion:	Please let me know if you have any questions or would like an update before or after the Board meeting.

## TOP PRIORITIES FOR NOVEMBER

- Complete Job Description for Deputy Finance Director/HR
- Follow up on Wage & Comp. RFP
- Begin reviewing and working on 5-Year Strategic Action Plan (SAP)
- Assist Departments in ongoing projects to be completed by year end
- Continue working on Economic Development Efforts with Director Kittel
- Complete Leadership section of the Newsletter to be distributed soon
- Follow up on ongoing performance reviews by Dept. Heads. And compile data for year end.

# VILLAGE CLERK

## OCTOBER HIGHLIGHTS

The Clerk's office has been working closely with Outagamie County on redistricting of voting wards which will take effect in the 2022 Election year. A Finalized ward map and Resolution No. 27 was approved by the board. Planning and training for the 2022 Elections is well underway. We attended training and demonstrations of the Badger Book system- an electron poll book that would be very beneficial to the Village. We are also working on the 2021 Winter Village Newsletter which will be mailed to all residents in December.

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

- Shared data from social media sites
- Agendas/Minutes for meetings
- Continued maintenance of the Village Website
- Work with other Departments to create Social Media schedule, coordinate postings
- Begin planning and organization of Winter Village Newsletter
- Update mailing lists of non-residents for upcoming newsletters
- Civic Center/Village Hall rentals
- Ongoing phone/supply ordering support
- Operator License Renewals
- Work with Outagamie County on redistricting voting wards, attend training for redistricting.
- Continue to process ERIC movers postcards
- Update Geocode addresses in Wisvote, to ensure correct data for redistricting process.
- Finalize redistricting of ward maps with Resolution NO. 27 – Establishing Wards, 2020 Census.
- Attended Badger Book Training
- Finalize 2022 Budget, creating full-time Deputy Clerk position

## TOP PRIORITIES FOR NOVEMBER

- Agendas/Minutes for meetings
- Share data from social media sites
- Maintenance of the Village Website and social media outlets
- Work with other Departments to create Social Media schedule, coordinate postings
- Ongoing phone/supply ordering support
- Design and complete Winter 2021 Village Newsletter
- Planning and training for 2022 Elections
- Update Geocode addresses in Wisvote, to ensure correct data for redistricting process.
- Attend local Grand Opening Events and promote new businesses on Social Media
- Assist Fire Department with Volunteer Application and website updates

## SOCIAL MEDIA METRICS

2021 Social Media Metrics      August      September      October      2021 Totals

	Facebook Posts			
	People Reached	23,988	20,105	14,124
	Engagement	8,448	9,858	8,225
	Link Clicks	555	543	243
	Comments	267	312	190
	Shares	173	167	118
	Reactions	1,066	1,318	1,234
	Photo Views	501	1,099	2,855
	Most popular post	County N update	Kayak Updates	TbT- Dutch Klompen
	New Followers	69	65	33
	Net Followers	60	51	26
	Total Followers	5,281	5,332	5,358
Facebook Videos				
Minutes Viewed	2,096	2,807	2,807	
1-Minute Video Views	394	678	458	
3-Second Video Views	3,816	4,562	3,551	
Video Engagement	109	129	138	
Most popular Video	Kayak Launch	Market on Main	Cycling	

2021 Social Media Metrics      August      September      October      2021 Totals

	Instagram			
	Instagram Posts	3	2	2
	Likes	9	13	11
	Followers	794	807	813
	Popular Post	Pool hours	Fire open	Monly Report

	Twitter			
	Tweets	4	2	2
	Tweet Impressions	1,901	582	769
	Profile Visits	777	141	262
	Mentions	2	0	0
	New Followers	4	4	-4
	Total Followers	444	445	442

2021 Social Media Metrics      August      September      October      2021 Totals

	Website			
	Visits	14,465	12,360	9,244
	Page Views	25,739	14,630	13,753
	Unique Page Views	15,124	11,840	11,222
	Top Pageviews	Doyle Pool	Utility Billing	Utility Billing

# COMMUNITY DEVELOPMENT

## OCTOBER 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.
- Rezoned property on E Main Street

## TOP PRIORITIES FOR NOVEMBER

- 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.
- Improve Site review process (on going project)
- Meet with more Local Businesses and to collect information on potential needs for the community/business.
- BRE Visits with more businesses
- Work through Site Plan review on multiple projects
- Complete yearly Assessor meeting

# FINANCE DEPARTMENT

## OCTOBER HIGHLIGHTS

- 2022 Budget adopted on November 3, 2021.
- Cybersecurity: following up with few who must complete Phase 1 training, make sure those who failed test emails complete follow up training and roll out Phase 2 training.
- Health insurance open enrollment completed, and applicable forms filed with the Employee Trust Fund.
- Review of the second draft of the Transportation Study results providing additional information to the consultant to clarify options reporting.
- Award of consulting contract for joint project with Little Chute School District for LC CAN expansion. Participated in joint kickoff meeting with Livermore Technologies. Assisted with presentation on project at the Annual League of Municipalities Conference.
- Filed updated 2020 Public Service Commission (PSC) Annual Report addressing discrepancies identified that would impact future rate study filings. Items of issue dated back to 2003.
- Completed two lengthy surveys required by the PSC.
- Oh Snap Peter Pickle Properties sewer back billing prepared by the Utility Clerk for water used from their private well for production that is entering the sewer system for treatment.
- Village Board approved Amendment One to the Nelson Crossing Agreement with City of Kaukauna to address maintenance, utilities, and insurance funding. Final funds received from Outagamie County Grant (\$600,000) and Fox Cities Greenways donations (\$400).

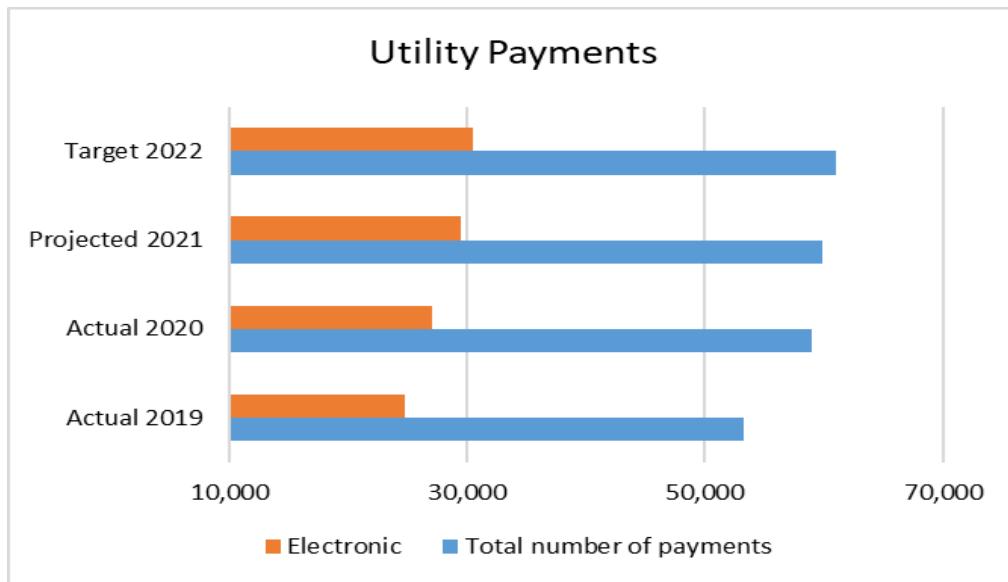
## TOP PRIORITIES FOR OCTOBER

- Apply 10% penalty on delinquent utility accounts that received a tax certification letter and did not make payment by November 2. Continue collections until November 15. Complete final roll for balances outstanding on November 16 uploading file to the County for tax bill creation (State Statute 66.0809).
- Holiday impact for both payrolls in November necessitating the file to be to the bank one day earlier than normal. Prepare annual census for insurance providers, open enrollment for vision insurance and monitoring ongoing workers compensation cases. Start preparing for year-end payroll procedures: update payroll deductions for new benefit rates, tax withholding tables, and annual WRS reconciliation. Refreshing procedures for COVID protocol as recent uptick of employees impacted.
- Continue work with the City of Appleton and PSC for the final records transfer of the Cherryvale water main.
- Final close out of Nelson Crossing construction contract (Michels) and true up of cost allocations between the City of Kaukauna and the Village.
- Meeting with established Transportation Committee to discuss revised options available after feedback and further data provided from update meeting in October.

## CONTINUOUS IMPROVEMENT EFFORTS

- Procedure manual documentation enhancement for special assessment tax roll process. Starting in November 2021, the clerk will apply interest to all accounts on the first of the month creating efficiency in the cash receipting process for individual payments made outside of tax roll.

## DATA AND FINANCIALS



## PERFORMANCE MEASUREMENTS

	2018	2019	2020	Target 2021
# Months bank reconciliation completed timely	0	7	12	12
# Of stale checks outstanding	NM	57	22	5
Custodial credit risk	\$6.1	\$.3K	\$3.7	\$0
Investment Performance vs 1-3 Year US Treasury Index	1.35% vs 1.58%	2.44% vs 3.55%	3.26% vs 3.10%	.48% vs .07%
% Of customers paying online	NM	42%	53%	55%
Continuous improvement initiatives	NM	25	37	10
Number of special assessment billings	296	67	75	125
Average number of monthly utility bills	4,052	4,033	4,003	4,000
Annual number of utility work orders	1,093	920	940	950
Annual tax certification letters	483	540	774	750
General obligation bond rating	Aa3	Aa3	Aa3	Aa3
# Of auditor's compliance issues	6	2	1	0
% Of time monthly financials closed within 15 days	NM	58%	100%	100%
% Of staff adequately trained/cross trained	NM	70%	90%	100%

	OCTOBER	YTD 2021	BUDGET 2021	VARIANCE	% OF BUDGET
<b>GENERAL FUND</b>					
Taxes	(491.34)	972,826.03	969,626.00	3,200.03	100.33%
Total Licenses and Permits	13,081.54	196,149.65	134,860.00	61,289.65	145.45%
Intergovernmental Aid	187,784.85	1,200,593.13	2,479,759.00	(1,279,165.87)	48.42%
Public Charges for Service	9,851.98	135,276.13	128,430.00	6,846.13	105.33%
Fines and Forfeitures	4,556.91	76,005.94	85,000.00	(8,994.06)	89.42%
Total Interest	375.07	40,381.66	64,135.00	(23,753.34)	62.96%
Miscellaneous Revenue	3,696.00	137,465.24	151,743.00	(14,277.76)	90.59%
Other Financing Sources	18,100.27	186,170.28	217,700.00	(31,529.72)	85.52%
<b>Total General Fund Revenue</b>	<b>236,955.28</b>	<b>2,944,868.06</b>	<b>4,231,253.00</b>	<b>(1,286,384.94)</b>	<b>69.60%</b>
Village Board	13,446.61	68,844.61	89,091.00	(20,246.39)	77.27%
Administration	3,172.51	112,698.88	141,204.00	(28,505.12)	79.81%
Engineering & GIS	957.81	27,035.54	94,881.00	(67,845.46)	28.49%
Finance	15,105.46	169,498.28	237,632.00	(68,133.72)	71.33%
Clerk	11,324.54	128,852.14	158,148.00	(29,295.86)	81.48%
Community Development - Assessing	15,794.67	166,848.49	173,560.00	(6,711.51)	96.13%
Village Hall	5,136.53	56,613.85	69,141.00	(12,527.15)	81.88%
Municipal Court	4,559.70	51,302.25	65,823.00	(14,520.75)	77.94%
Unallocated	7,706.88	54,929.84	205,202.00	(150,272.16)	26.77%
Insurance	7,356.56	214,214.10	226,431.00	(12,216.90)	94.60%
Village Promotion and Goodwill	738.26	23,036.13	35,272.00	(12,235.87)	65.31%
Inspections	11,851.68	77,041.52	116,247.00	(39,205.48)	66.27%
Fire Operations	21,797.57	204,846.64	373,463.00	(168,616.36)	54.85%
Fire Allocated	27,404.51	300,093.56	370,981.00	(70,887.44)	80.89%
Crossing Guards	7,555.61	61,924.73	89,548.00	(27,623.27)	69.15%
Public Works Administration	1,116.30	13,271.84	34,651.00	(21,379.16)	38.30%
Street Repair and Maintenance	36,433.69	467,704.55	684,959.00	(217,254.45)	68.28%
Public Works Support Services	3,902.26	40,297.06	46,774.00	(6,476.94)	86.15%
Public Works Vehicle Maintenance	13,755.43	81,124.13	168,501.00	(87,376.87)	48.14%
Snow and Ice Control	2,214.31	146,731.03	237,533.00	(90,801.97)	61.77%
Weed Control	274.23	8,582.52	19,449.00	(10,866.48)	44.13%
Recycling	4,366.57	35,659.96	52,653.00	(16,993.04)	67.73%
Park	52,958.85	373,108.98	478,786.00	(105,677.02)	77.93%
Recreation	9,753.67	159,022.21	207,200.00	(48,177.79)	76.75%
Forestry	11,842.97	124,870.25	173,292.00	(48,421.75)	72.06%
Youth Football	15,763.27	24,402.83	21,761.00	2,641.83	112.14%
Community Band	291.11	4,089.59	10,110.00	(6,020.41)	40.45%
Economic Development	-	64,020.00	71,400.00	(7,380.00)	89.66%
Transfers	-	119,775.65	118,000.00	1,775.65	101.50%
<b>Total General Fund Expenses</b>	<b>306,581.56</b>	<b>3,380,441.16</b>	<b>4,771,693.00</b>	<b>(1,391,251.84)</b>	<b>70.84%</b>
<b>GENERAL FUND NET REVENUES (EXPENSES)</b>	<b>(69,626.28)</b>	<b>(435,573.10)</b>	<b>(540,440.00)</b>		

#### SANITATION

Sanitation Revenues	47,843.95	489,488.79	552,850.00	(63,361.21)	88.54%
Sanitation Expenses	25,509.95	418,538.60	517,536.00	(98,997.40)	80.87%
<b>SANITATION NET REVENUES (EXPENSES)</b>	<b>22,334.00</b>	<b>70,950.19</b>	<b>35,314.00</b>		

#### FIRE EQUIPMENT DONATION

Fire Equipment Donation Revenues	95.87	92,042.14	86,100.00	5,942.14	106.90%
Flag Pole Memorial Expenses	-	522.50	2,100.00	(1,577.50)	24.88%
<b>FIRE EQUIPMENT DONATION NET REVENUES (EXPENSES)</b>	<b>95.87</b>	<b>91,519.64</b>	<b>84,000.00</b>		

	OCTOBER	YTD 2021	BUDGET 2021	VARIANCE	% OF BUDGET
<b>AQUATICS</b>					
Aquatics Revenue	512.31	179,310.89	180,172.00	(861.11)	99.52%
Aquatics	3,389.76	162,586.55	184,587.00	(22,000.45)	88.08%
<b>AQUATICS NET REVENUES (EXPENSES)</b>	<b>(2,877.45)</b>	<b>16,724.34</b>	<b>(4,415.00)</b>		
<b>LIBRARY/CIVIC CENTER</b>					
Library/Civic Center Revenues	1,645.37	721,566.38	635,123.00	86,443.38	113.61%
Library/Civic Center	39,260.78	540,330.96	695,984.00	(155,653.04)	77.64%
<b>LIBRARY/CIVIC CENTER NET REVENUES (EXPENSES)</b>	<b>(37,615.41)</b>	<b>181,235.42</b>	<b>(60,861.00)</b>		
<b>CONSOLIDATED POLICE SERVICES</b>					
Consolidated Police Services Revenue	408,709.37	3,657,166.02	3,608,996.00	48,170.02	101.33%
Police Services Consolidated	346,937.09	2,931,064.42	3,697,374.00	(766,309.58)	79.27%
<b>CONSOLIDATED POLICE SERVICES NET REVENUES (EXPENSES)</b>	<b>61,772.28</b>	<b>726,101.60</b>	<b>(88,378.00)</b>		
<b>VAN LIESHOUT RECREATION CENTER</b>					
Van Lieshout Rec Center Revenues	2,630.75	21,206.40	10,690.00	10,516.40	198.38%
Van Lieshout Rec Center Expenses	1,181.64	28,675.18	32,846.00	(4,170.82)	87.30%
<b>VAN LIESHOUT NET REVENUES (EXPENSES)</b>	<b>1,449.11</b>	<b>(7,468.78)</b>	<b>(22,156.00)</b>		
<b>PROMOTIONAL FUND</b>					
Promotional Fund Revenues	75.59	29,165.52	10,775.00	18,390.52	270.68%
Promotional Fund Expenses	1,825.95	17,683.55	27,500.00	(9,816.45)	64.30%
<b>PROMOTIONAL NET REVENUES (EXPENSES)</b>	<b>(1,750.36)</b>	<b>11,481.97</b>	<b>(16,725.00)</b>		
<b>AMERICAN RESCUE FUND</b>					
American Rescue Fund Revenues	175.97	754.69	-	754.69	#DIV/0!
American Rescue Fund Expenses	-	15.00	-	15.00	#DIV/0!
<b>AMERICAN RESCUE PROMOTIONAL NET REVENUES (EXPENSES)</b>	<b>175.97</b>	<b>739.69</b>	<b>-</b>		
<b>TRANSPORTATION SPECIAL REVENUE FUND</b>					
Transportation Special Revenue Fund Revenues	6.80	40,024.77	40,000.00	24.77	100.06%
Transportation Special Revenue Fund Expenses	6,240.00	9,395.00	40,000.00	(30,605.00)	23.49%
<b>TRANSPORTATION SR FUND NET REVENUES (EXPENSES)</b>	<b>(6,233.20)</b>	<b>30,629.77</b>	<b>-</b>		
<b>COMMUNITY DEVELOPMENT GRANT FUND</b>					
Community Development Grant Fund Revenues	-	54.40	100.00	(45.60)	54.40%
Community Development Grant Fund Expenses	-	-	317,621.00	(317,621.00)	0.00%
<b>COMMUNITY DEVELOPMENT GRANT NET REVENUES (EXPENSES)</b>	<b>-</b>	<b>54.40</b>	<b>(317,521.00)</b>		
<b>SMALL BUSINESS MICRO LOAN FUND</b>					
Small Business Micro Loan Fund Revenues	42.10	493.84	525.00	(31.16)	94.06%
Small Business Micro Loan Fund Expenses	-	86.64	500.00	(413.36)	17.33%
<b>SMALL MICRO LOAN FUND NET REVENUES (EXPENSES)</b>	<b>42.10</b>	<b>407.20</b>	<b>25.00</b>		
<b>FAÇADE RENOVATION GRANT FUND</b>					
Façade Renovation Grant Fund Revenues	24.94	100,199.73	100,350.00	(150.27)	99.85%
Façade Renovation Grant Fund Expenses	-	112.00	700.00	(200.00)	16.00%
<b>COMMUNITY DEVELOPMENT GRANT NET REVENUES (EXPENSES)</b>	<b>24.94</b>	<b>100,087.73</b>	<b>99,650.00</b>		

	OCTOBER	YTD 2021	BUDGET 2021	VARIANCE	% OF BUDGET
<b>SPECIAL ASSESSMENTS</b>					
Special Assessment Revenue	28,536.24	373,402.29	199,500.00	173,902.29	187.17%
Special Assessment Expense	179.73	666,812.37	667,120.00	(307.63)	99.95%
<b>SPECIAL ASSESSMENTS NET REVENUES (EXPENSES)</b>	<b>28,356.51</b>	<b>(293,410.08)</b>	<b>(467,620.00)</b>		
<b>EQUIPMENT REVOLVING FUND</b>					
Equipment Revolving Revenue	2,246.15	118,384.38	275,000.00	(156,615.62)	43.05%
Equipment Revolving Expenses	-	-	340,000.00	(340,000.00)	0.00%
<b>EQUIPMENT NET REVENUES (EXPENSES)</b>	<b>2,246.15</b>	<b>118,384.38</b>	<b>(65,000.00)</b>		
<b>FACILITY AND TECHNOLOGY FUND</b>					
Facility and Technology Fund Revenues	17.49	74,346.10	74,232.00	114.10	100.15%
Facility and Technology Fund Expenditures	6,828.84	64,113.62	114,232.00	(50,118.38)	56.13%
<b>FACILITY AND TECHNOLOGY NET REVENUES (EXPENSES)</b>	<b>(6,811.35)</b>	<b>10,232.48</b>	<b>(40,000.00)</b>		
<b>TAX INCREMENT DISTRICT 4</b>					
Tax Increment District 4 Revenues	158.38	1,373,996.49	1,411,658.00	(37,661.51)	97.33%
Tax Increment District 4 Expenses	1,765.98	1,431,625.81	1,471,117.00	(39,491.19)	97.32%
<b>TAX INCREMENTAL DISTRICT 4 NET REVENUES (EXPENSES)</b>	<b>(1,607.60)</b>	<b>(57,629.32)</b>	<b>(59,459.00)</b>		
<b>TAX INCREMENT DISTRICT 5</b>					
Tax Increment District 5 Revenues	41.46	467,772.90	481,064.00	(13,291.10)	97.24%
Tax Increment District 5 Expenses	6,921.28	304,730.76	307,564.00	(2,833.24)	99.08%
<b>TAX INCREMENTAL DISTRICT 5 NET REVENUES OVER EXPENSES</b>	<b>(6,879.82)</b>	<b>163,042.14</b>	<b>173,500.00</b>		
<b>TAX INCREMENT DISTRICT 6</b>					
Tax Increment District 6 Revenues	753.68	2,282,534.68	1,071,291.00	1,211,243.68	213.06%
Tax Increment District 6 Expenses	596,290.13	4,710,401.73	6,360,126.00	(1,649,724.27)	74.06%
<b>TAX INCREMENTAL DISTRICT 6 NET REVENUES (EXPENSES)</b>	<b>(595,536.45)</b>	<b>(2,427,867.05)</b>	<b>(5,288,835.00)</b>		
<b>TAX INCREMENT DISTRICT 7</b>					
Tax Increment District 7 Revenues	27.85	518,832.38	529,550.00	(10,717.62)	97.98%
Tax Increment District 7 Expenses	2,158.27	233,910.98	242,628.00	(8,717.02)	96.41%
<b>TAX INCREMENTAL DISTRICT 7 NET REVENUES (EXPENSES)</b>	<b>(2,130.42)</b>	<b>284,921.40</b>	<b>286,922.00</b>		
<b>TAX INCREMENT DISTRICT 8</b>					
Tax Increment District 8 Revenues	233.84	130,744.65	131,500.00	(755.35)	99.43%
Tax Increment District 8 Expenses	375,236.95	930,094.53	2,405,691.00	(1,475,596.47)	38.66%
<b>TAX INCREMENTAL DISTRICT 8 NET REVENUES (EXPENSES)</b>	<b>(375,003.11)</b>	<b>(799,349.88)</b>	<b>(2,274,191.00)</b>		
<b>PARK IMPROVEMENT</b>					
Park Improvement Revenue	400.00	854,510.94	92,481.00	762,029.94	923.99%
Park Improvement Expenses	97,879.91	49,832.14	397,335.00	(347,502.86)	12.54%
<b>PARK IMPROVEMENTS NET REVENUES (EXPENSES)</b>	<b>(97,479.91)</b>	<b>804,678.80</b>	<b>(304,854.00)</b>		

	OCTOBER	YTD 2021	BUDGET 2021	VARIANCE	% OF BUDGET
<b>CAPITAL PROJECTS</b>					
<b>Capital Projects Revenue</b>	<b>124.24</b>	<b>382,859.54</b>	<b>384,363.00</b>	<b>(1,503.46)</b>	<b>99.61%</b>
Construction Projects	21,059.80	53,356.32	116,138.00	(62,781.68)	45.94%
Administration Capital Projects	16,176.62	234,639.43	242,017.00	(7,377.57)	96.95%
<b>TOTAL CONSTRUCTION EXPENSES</b>	<b>37,236.42</b>	<b>287,995.75</b>	<b>358,155.00</b>	<b>(70,159.25)</b>	<b>80.41%</b>
<b>CAPITAL PROJECTS NET REVENUES (EXPENSES)</b>	<b>(37,112.18)</b>	<b>94,863.79</b>	<b>26,208.00</b>		
<b>SEWER</b>					
<b>Sewer Revenues</b>	<b>314,207.48</b>	<b>2,475,245.79</b>	<b>3,089,536.00</b>	<b>(614,290.21)</b>	<b>80.12%</b>
Sewer Capital	179,620.30	247,416.23	286,720.00	(39,303.77)	86.29%
Sewer Financing	19,366.00	200,725.47	235,194.00	(34,468.53)	85.34%
Sewer Treatment	201,622.74	1,854,648.74	2,381,600.00	(526,951.26)	77.87%
Sewer Collection	12,384.16	152,797.69	219,971.00	(67,173.31)	69.46%
Sewer Customer A/R	11,143.75	104,123.08	144,243.00	(40,119.92)	72.19%
Sewer Admin and General	12,301.49	120,139.23	178,169.00	(58,029.77)	67.43%
<b>TOTAL SEWER EXPENSES</b>	<b>436,438.44</b>	<b>2,679,850.44</b>	<b>3,445,897.00</b>	<b>(766,046.56)</b>	<b>77.77%</b>
<b>SEWER NET REVENUES (EXPENSES)</b>	<b>(122,230.96)</b>	<b>(204,604.65)</b>	<b>(356,361.00)</b>		
<b>WATER UTILITY</b>					
<b>Water Utility Revenues</b>	<b>191,494.57</b>	<b>1,951,046.85</b>	<b>2,672,485.00</b>	<b>(721,438.15)</b>	<b>73.00%</b>
Water Capital Projects	32,220.81	41,937.19	48,432.00	(6,494.81)	86.59%
Water Financing	67,317.34	602,306.38	712,028.00	(109,721.62)	84.59%
Water Source	846.10	80,354.75	72,611.00	7,743.75	110.66%
Pumping	13,629.62	148,197.40	312,837.00	(164,639.60)	47.37%
Water Treatment	23,517.66	311,602.94	385,965.00	(74,362.06)	80.73%
Water Distribution	30,104.89	403,245.87	580,231.00	(176,985.13)	69.50%
Customer A/R	4,583.75	45,667.91	60,043.00	(14,375.09)	76.06%
Admin and General	5,239.73	102,469.26	163,778.00	(61,308.74)	62.57%
<b>TOTAL WATER EXPENSES</b>	<b>177,459.90</b>	<b>1,735,781.70</b>	<b>2,335,925.00</b>	<b>(600,143.30)</b>	<b>74.31%</b>
<b>WATER NET REVENUES (EXPENSES)</b>	<b>14,034.67</b>	<b>215,265.15</b>	<b>336,560.00</b>		
<b>STORMWATER UTILITY</b>					
<b>Stormwater Revenue</b>	<b>93,205.30</b>	<b>1,012,770.44</b>	<b>2,280,245.00</b>	<b>(1,267,474.56)</b>	<b>44.41%</b>
Stormwater Capital Projects	3,652.86	268,472.88	904,091.00	(635,618.12)	29.70%
Storm Financing	57,103.92	425,433.23	491,661.00	(66,227.77)	86.53%
Storm Pond Maintenance	2,056.67	76,184.70	117,031.00	(40,846.30)	65.10%
Storm Collection	30,382.63	191,847.28	310,334.00	(118,486.72)	61.82%
Storm Customer A/R	4,583.60	45,463.25	55,157.00	(9,693.75)	82.43%
Storm Admin and General	9,995.18	177,338.96	212,859.00	(35,520.04)	83.31%
<b>TOTAL STORM EXPENSES</b>	<b>107,774.86</b>	<b>1,184,740.30</b>	<b>2,091,133.00</b>	<b>(906,392.70)</b>	<b>56.66%</b>
<b>STORMWATER NET REVENUES (EXPENSES)</b>	<b>(14,569.56)</b>	<b>(171,969.86)</b>	<b>189,112.00</b>		

Reminder that most of our intergovernmental revenue is received in November

Interest and investment income decline result of market changes due to COVID-19, unrealized losses that will not be recognized if assets held until maturity

Property, Auto and Workers Compensation premiums paid for all quarters so expenses for full twelve months are shown YTD October

Park Improvement expense accounts still have a credit balance due to accruing retainage and work completed but not billed on Nelson Crossing contract for 2020 audit. The transaction get reversed in January 2021 creating a negative expense amount so that when actual bill comes in and is paid, the expense that hits 2021 is for work that completed in 2021 only. Final close out of contracts has still not occurred as working through lighting issues.

Landfill revenue for Sewer Utility is billed on a quarterly billing - six months have been billed through October, third quarter billed early November

Capital Contributions are a revenue for the Utilities (infrastructure paid for by TIF or developer contributed). This amount is not recorded until year-end.

(Budget is \$257,600 in Sewer, \$396,2000 in Water and \$963,000 in Storm)

Water Utility pays MCO a month in advance per terms of agreement so eleven months are expensed in YTD October.

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

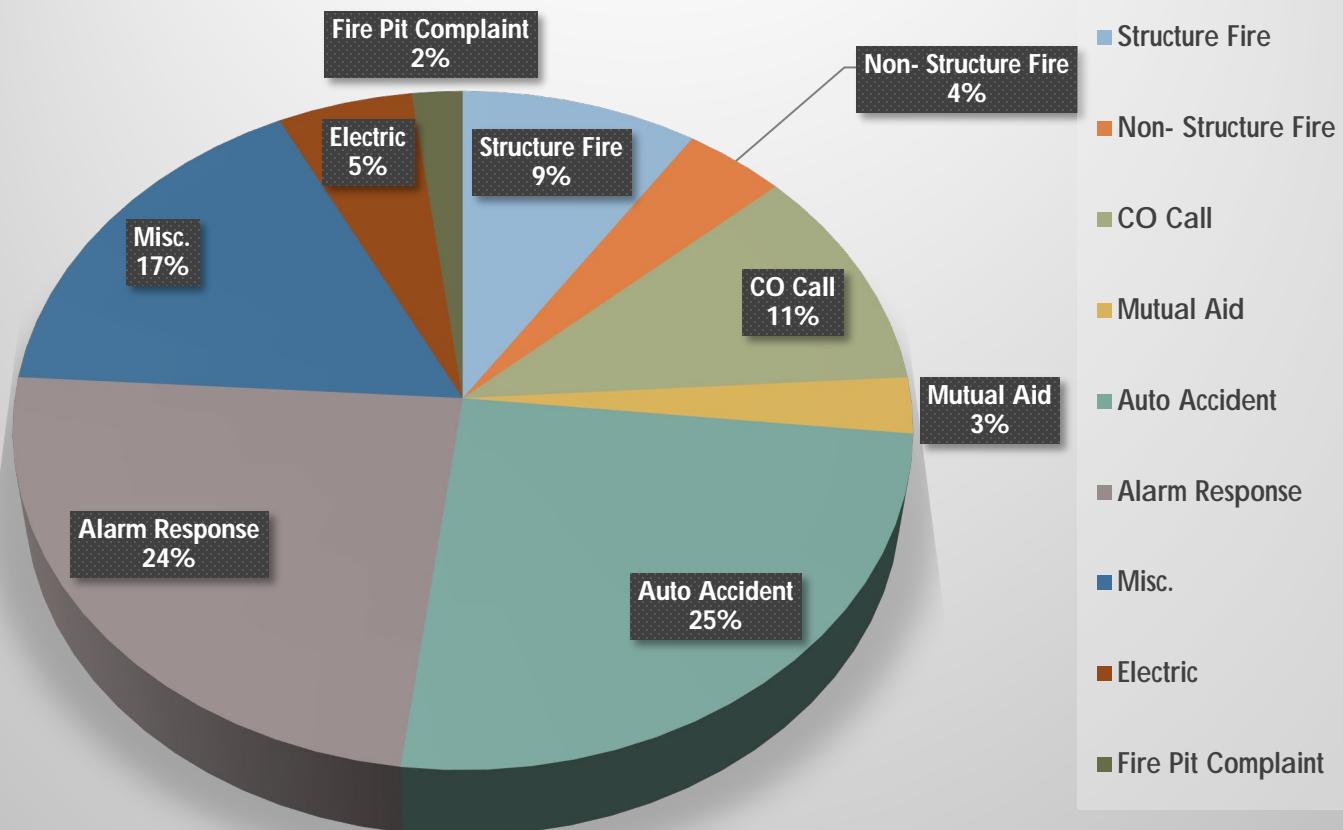
# Little Chute Fire Department

## LITTLE CHUTE FIRE DEPARTMENT – 2021 CALLS FOR SERVICE

### Little Chute Fire Department - 2021 Calls for Service

	Structure Fire	Non-Structure Fire	CO Call	Mutual Aid	Auto Accident	Alarm Response	Misc.	Electric	Fire Pit Complaint	2021 Total Responses	2020 Total Responses	2019 Total Responses	2018 Total Responses	2017 Total Responses	2016 Total Responses	2015 Total Responses
<b>2021 SUMMARY</b>	<b>14</b>	<b>6</b>	<b>16</b>	<b>4</b>	<b>38</b>	<b>36</b>	<b>25</b>	<b>8</b>	<b>3</b>	<b>150</b>	<b>152</b>	<b>202</b>	<b>165</b>	<b>172</b>	<b>155</b>	<b>132</b>
January 2021 Calls	1	1			1	2		2			7					
February 2021 Calls			4			2	1	1			8					
March 2021 Calls	2	3	1	4		3	4				17					
April 2021 Calls	1		1		3		5				10					
May 2021 Calls	5	1	1	1	7	4	1	1	2		23					
June 2021 Calls	2		2		6	2	4	2	1		19					
July 2021 Calls	1	1	1	2	1	5	5	1			17					
August 2021 Calls	2	1			4	7					14					
September 2021 Calls			3		5	2	1	1			12					
October 2021 Calls	2		1		7	9	4	1			24					

### Call by Type - 2021 Calls for Service





# FOX VALLEY METRO POLICE DEPARTMENT

The public safety building's backup power generator will have final hookup and testing on Nov. 16<sup>th</sup> and 18<sup>th</sup> respectively.

**Joint Police commission Meeting – 11/9.** We'll be discussing hiring procedure for new officer to fill additional position created in the 2022 budget.

Metro will be participating in the upcoming events:

- Little Chute Christmas Parade - 11/29.
- Lights of Christmas Event - 11/29.



**K-9 Program Updates:**

- Officer Pynenberg and K-9 Rax have passed their state certification testing. They will be doing some group training with Metro officers between now and Nov. 22<sup>nd</sup>. After that, we expect to have them both on patrol.

New K-9 Squad is finished...



2021 Metro K-9 Squad Car – Paid for by donations from the Metro K-9 Foundation

**ACTIVITY / PERFORMANCE METRICS**

Below is a table showing a *three-month comparison* of calls for service and incidents in Little Chute.



# FOX VALLEY METRO POLICE DEPARTMENT

## Month-to-Date CAD Call Detail

### Month-To-Date CAD Received Calls

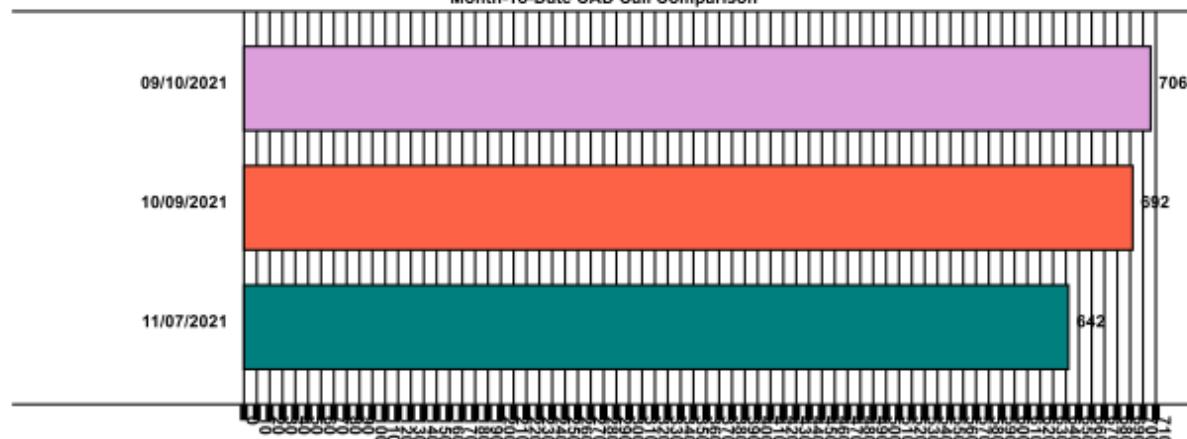
Call Nature	10/10/2021	09/11/2021	1 mo %	08/13/2021	2 mo %
	to 11/07/2021:	to 10/09/2021:	change:	to 09/10/2021:	change:
911 Mis dial	66	72	-8.3%	66	0.0%
Abandoned Vehicle	6	0	N/A	4	50.0%
Abdominal C-Charlie Response	1	0	N/A	0	N/A
Accident in a Parking Lot	1	7	-85.7%	5	-80.0%
Accident with Extrication	1	0	N/A	0	N/A
Accident with Injury	0	2	-100.0%	4	-100.0%
Accident with Scene Safety	4	0	N/A	2	100.0%
Accident with Spill Cleanup	0	1	-100.0%	1	-100.0%
Alcohol Violations	2	0	N/A	0	N/A
Animal Bite	1	3	-66.7%	2	-50.0%
Animal Call	20	21	-4.8%	16	25.0%
Assist Citizen or Agency	44	28	57.1%	32	37.5%
Back Problem C-Charles Response	1	0	N/A	0	N/A
Battery	1	0	N/A	0	N/A
Bicycle Stop	0	2	-100.0%	1	-100.0%
Bleeding A-Adam Response	0	1	-100.0%	0	N/A
Bleeding B-Boy Response	0	0	N/A	1	-100.0%
Bleeding D-David Response	1	1	0.0%	0	N/A
Breathing Problem D-David	6	5	20.0%	1	500.0%
Burglary	0	0	N/A	1	-100.0%
Carbon Monoxide Alarm	0	3	-100.0%	1	-100.0%
Chest Complaint C-Charles	0	1	-100.0%	1	-100.0%
Chest Complaint D-David	2	0	N/A	1	100.0%
Choking E-Edward Response	1	0	N/A	0	N/A
Civil Matter Assist	1	4	-75.0%	2	-50.0%
Civil Process	5	8	-37.5%	4	25.0%
Crime Prevention	24	25	-4.0%	31	-22.6%
Damage to Property	6	8	-25.0%	2	200.0%
Diabetic Issue A-Adam	0	1	-100.0%	0	N/A
Diabetic Issue C-Charles	0	1	-100.0%	2	-100.0%
Diabetic Issue D-David	0	0	N/A	1	-100.0%

Disturbance	19	19	0.0%	18	5.6%
Disturbance with a Weapon	1	0	N/A	0	N/A
Domestic Disturbance	3	3	0.0%	0	N/A
Drug Complaint	3	4	-25.0%	3	0.0%
Dumpster Fire	0	0	N/A	1	-100.0%
Fainting C-Charles	0	1	-100.0%	2	-100.0%
Falls A-Adam Response	0	4	-100.0%	3	-100.0%
Falls B-Boy Response	4	0	N/A	3	33.3%
Falls D-David Response	0	0	N/A	1	-100.0%
Fire Alarm Commercial	6	6	0.0%	2	200.0%
Fire Alarm Residential	0	0	N/A	2	-100.0%
Fire Animal Rescue	0	1	-100.0%	0	N/A
Fire Dept Public Relations	1	1	0.0%	0	N/A
Fire Vegetation or Grass	0	1	-100.0%	0	N/A
Follow Up	24	32	-25.0%	28	-14.3%
Fraud Complaint	4	9	-55.6%	10	-60.0%
Graffiti Complaint	0	1	-100.0%	0	N/A
Harassment	7	6	16.7%	8	-12.5%
Hazard in Roadway	12	15	-20.0%	18	-33.3%
Headache A-Adam Response	0	1	-100.0%	0	N/A
Headache C-Charles Response	0	0	N/A	1	-100.0%
Heart Problem C-Charles	1	2	-50.0%	0	N/A
Heart Problem D-David	0	1	-100.0%	1	-100.0%
Jail GPS Checks	31	41	-24.4%	32	-3.1%
Juvenile Complaint	5	6	-16.7%	5	0.0%
Law Alarms - Burglary Panic	7	5	40.0%	8	-12.5%
Lost or Found Valuables	11	4	175.0%	11	0.0%
Medical Assistance No Injury	0	2	-100.0%	1	-100.0%
Medical Pre-Alert	4	3	33.3%	6	-33.3%
Missing Person	1	0	N/A	0	N/A
Motorist Assist	17	10	70.0%	21	-19.0%
Natural Gas or Propane Leak	1	0	N/A	1	0.0%
Noise Complaint	6	1	500.0%	5	20.0%
Ordinance Violation	8	9	-11.1%	6	33.3%
Overdose C-Charles	0	0	N/A	2	-100.0%
PNB E-Edward Response	0	1	-100.0%	2	-100.0%
Parking Enforcement	18	11	63.6%	13	38.5%
Parking Request	1	1	0.0%	0	N/A
Reckless Driving Complaint	24	35	-31.4%	28	-14.3%
Residence Lockout	0	1	-100.0%	0	N/A
Restraining Order Tracking	0	0	N/A	1	-100.0%

**Village of Little Chute Monthly Report – OCTOBER 2021**

Retail Theft	1	0	N/A	1	0.0%
Runaway Juvenile	0	3	-100.0%	2	-100.0%
Scam	1	0	N/A	1	0.0%
Seizure A-Adam Response	0	0	N/A	1	-100.0%
Seizure B-Boy Response	1	0	N/A	0	N/A
Seizure C-Charles Response	3	0	N/A	0	N/A
Seizure D-David Response	0	1	-100.0%	0	N/A
Sex Offense	2	3	-33.3%	4	-50.0%
Sick A-Adam	2	4	-50.0%	2	0.0%
Sick C-Charles	3	4	-25.0%	2	50.0%
Sick D-David	0	1	-100.0%	2	-100.0%
Stroke C-Charles	0	3	-100.0%	2	-100.0%
Structure Fire Smoke or Flame	2	0	N/A	0	N/A
Suicide A-Adam	1	1	0.0%	0	N/A
Suicide D-David	0	1	-100.0%	0	N/A
Suspicious Incident	17	15	13.3%	22	-22.7%
Suspicious Person	5	10	-50.0%	5	0.0%
Suspicious Vehicle	8	11	-27.3%	10	-20.0%
Testing Only	0	0	N/A	1	-100.0%
Theft Complaint	10	9	11.1%	12	-16.7%
Theft of Automobile Complaint	2	0	N/A	1	100.0%
Traffic Enforcement	10	12	-16.7%	18	-44.4%
Traffic Stop	105	121	-13.2%	115	-8.7%
Transport Accident D-David	1	0	N/A	0	N/A
Traumatic Injuries A-Adam	0	0	N/A	2	-100.0%
Traumatic Injuries B-Boy	0	0	N/A	1	-100.0%
Traumatic Injuries D-David	1	0	N/A	0	N/A
Trespassing	2	4	-50.0%	3	-33.3%
Unconscious D-David	0	0	N/A	3	-100.0%
Unknown Problem B-Boy	1	0	N/A	0	N/A
Unlocked or Standing Open Door	2	3	-33.3%	2	0.0%
Vacant House Check	0	0	N/A	1	-100.0%
Vehicle Accident	24	14	71.4%	18	33.3%
Vehicle Lockout	4	2	100.0%	7	-42.9%
Violation of Court Order	2	1	100.0%	5	-60.0%
Wanted Person or Apprehension	0	3	-100.0%	3	-100.0%
Water Rescue	0	1	-100.0%	0	N/A
Weapon Violation	0	0	N/A	1	-100.0%
Welfare Check	19	32	-40.6%	35	-45.7%
Wire Down	0	2	-100.0%	0	N/A

**Month-To-Date CAD Call Comparison**





# **Little Chute Public Library**

Gerard H. Van Hoof Memorial

- Finalizing 2022 budget
- Continued collaboration, budgeting, and planning for implementing “Book-a-Bike” and community garden programs for next year
  - Met with Community Foundation to discuss project
- Provided senior outreach to Country Villa Retirement Center in Little Chute and Freedom
  - Training additional staff to provide senior services
  - Coordination for multi-generational story time
- Collaboration with Make the Ride Happen for spring Trishaw senior rides
- New public interface for library catalog launched
- Proctored college exams and testing for the Credit Union
- Library completed session with Kaukauna High School’s JET Program
- Planning for Community Read partnership with School District
  - Working on grant for reading program
- Gentrification project progress
- Participated in Romp in the Swamp at Bubolz Nature Preserve
- Hosted virtual Fox Cities Book Festival events
- Marketing outreach strategy for Freedom residents with Every Door Direct mailing
- Hosted Youth Services meeting for all OWL youth services staff
- Participating in planning committee for OWLS Conference
- Development of presentation for Wisconsin Library Association Conference in November
- Build social media marketing strategic plan
- Development of Small Business Incubator space
- Ongoing collaboration with Van De Hey’s



## **TOP PRIORITIES FOR NOVEMBER**

- 2022 budget
- Bookstore Organization Model project
- Social Media Marketing strategic plan
- Outreach opportunities
- School Collaborations

## UPCOMING EVENTS

- Evening Book Club
- To-go Crafts
- Turkey Hunt: November 12 @ 7
- Board Game Night: November 8 @ 4
- Virtual programming via Facebook
- Story time: Wednesdays 9:30 a.m.
- Cra Circle: Wednesdays 2:00 p.m.
- Monday LIP (Lead, Ink, and Paint) Art Program
- Word Worms Book Club



### Library Event Statistics:

Evening Book Club: 6

Cra Circle: 12

Story mes: 57

Informa ve Social Media Post Engagements : 118

Recrea onal Social Media Post Engagements: 379 (Facebook and Instagram)

To-Go Cra s: 105

Unboxing Video Engagements: 60

Photography Class: 8

Gardening Workshop: 10

LIP Art Class: 11

Romp in the Swamp: 1,500

Fox Valley Book Fes ve Virtual Event: 1,878

### Library Statistics from OWLS

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT
Physical Materials Circulation	1,704	3,123	3,323	3,209	2,072	10,290	9,016	7,744	7,205	7,893
Physical Renewals	531	1,197	1,256	1,213	1,120	1,335	2,109	2,053	1,808	1,859
Hoopla EBooks	92	98	104	97	104	109	112	160	111	136
Hoopla Audiobooks	168	168	190	163	194	171	224	229	228	226
Hoopla Movies	13	4	13	18	10	12	24	14	14	21
Hoopla Comics	14	8	14	6	7	8	13	9	18	3
Hoopla Music	14	8	3	7	7	13	11	8	20	5
Hoopla TV	6	8	0	0	0	2	0	13	16	8
Overdrive E Book	407	716	642	601	600	671	641	614	611	
Overdrive Audiobook	676	420	479	430	476	523	533	517	600	
Overdrive Magazines	NA	7	25	27	26	15	35	18	10	
RB Digital Magazines	122	92	86	NA	NA	NA	NA	NA	NA	
ILL Loaned	1,727	1,648	1,805	1,555	714	1,466	2,015	1,937	1,936	1,810
ILL Borrowed	2,167	2,207	2,217	2,173	2,014	2,215	2,357	1,878	2,052	2,319
Public Internet Use	0	0	0	0	24	806	200	287	300	398
Wireless Logins	639	52	695	750	662	4,826	828	798	943	847
Door Count	0	0	0	780	450	3730*	5,009	3,866	3,927	3,945
Card Holders				4,558			4,720			4,943
Library Volunteer Hours								104	70	74

\*Estimated from one week statistics

# PARKS, RECREATION AND FORESTRY DEPARTMENT

## OCTOBER HIGHLIGHTS

- Construction continued on ADA Canoe/Kayak Launch.
- Heesakker Berm completed.
- Planted 16 Terrace Trees from Terrace Tree Program.
- Drained the Doyle Pool and began the winterization process.
- Presented 1<sup>st</sup> draft of 2022-2026 CORP to Park Planning Committee on Nov. 2.
- Painted Pool staff area floor with traction material.
- Final approval passed for installation of bike trail in Heesakker Park.
- Final approval for 2022 Fireworks was given.
- Edged parks
- Received Splashpad site analysis and OPC per contract.
- Fall Youth Soccer Program and Flag Football Programs finished their seasons the third week of the month; all players received award ribbon.
- Held jets football banquet on 10/17 at Van Abel's. Held equipment hand-in on 10/18.
- Held deer culling shooting proficiency testing for hunters 10/14. Final application deadline 10/20. Held lottery draw 10/25, assigned zone as selections made; then ran required background checks.
- Prep work for upcoming deer culling (permits to hunters, list to FVMPD, park closed ads on Facebook posts, no trespassing signs, park closed signs).
- Met with new cleaning company at Van Lieshout Rec Center about weekend cleaning requirements when booked by department.
- Completed winterization of pool.

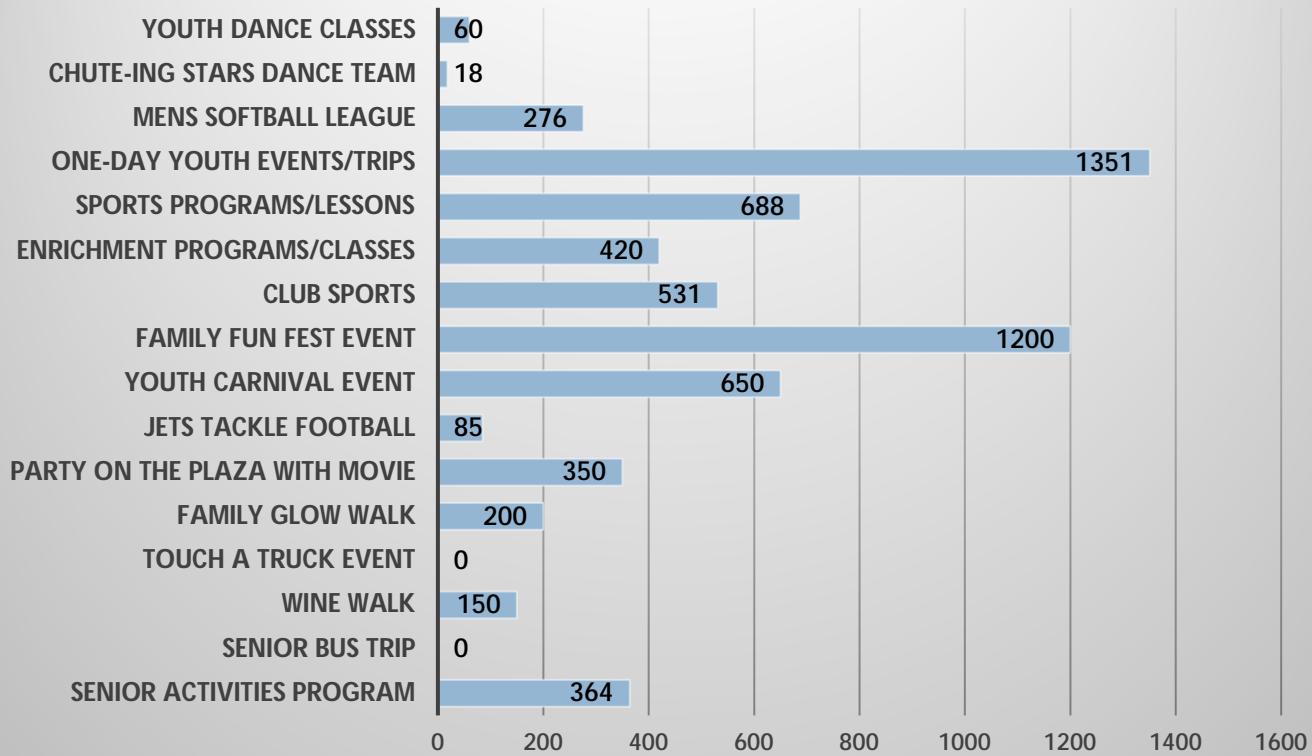


## TOP PRIORITIES FOR NOVEMBER

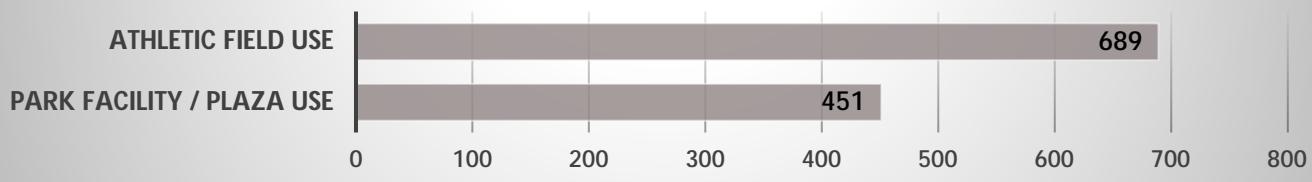
- Continue drafting process of 2022-2026 CORP.
- Continued work to close out Kayak Launch and Nelson Heritage Crossing projects.
- Continue to work with Kaukauna to fiscally close David and Rita Nelson Family Heritage Crossing project.
- Continue to maintain Heesakker bike lanes for visibility.
- Edging all parks.
- Review and submit changes for Terrace Tree Application Program to Park Planning Committee.

- Work on Tree City USA Application for information and documents.
- Final prep for yoga classes starting in November.
- Prep work for December youth dance revue.
- Prep for winter season
- Final winterization of irrigation system and parks bathrooms/water fountains.

## 2021 Year-To-Date PROGRAM PARTICIPATION



## 2021 Year-To-Date...



# PUBLIC WORKS DEPARTMENT

## OCTOBER HIGHLIGHTS

- Continued to monitor TDS and AT&T main line fiber installation.
- Employees maintained and read laser meters in the sanitary sewer system.
- Consultant continued to work on the Geographical Information System (GIS) data conversion.
- Pressure jetting of the Village's sanitary sewer system.
- Continued collecting; road PASER ratings, sidewalk replacement info, and 2022 chip sealing info.
- Repaired refuse and recycle polycarts and dropped off new ones to new households.
- Sidewalk trip hazard evaluation continued, using a grinding technique that will start in November that is efficient, effective to remedy trip hazard problems.
- Continued with overall testing but made difficult with lack of rain.
- Fehr Graham completed annual safety training for Village crew.
- Continued leaf collection for the Fall season. Send out leaf vacs daily with goal of picking up leaves once weekly for all the residents throughout the Village.
- Finalized budget numbers for streets, snow, sanitation, storm, water, sanitary and recycling for board approval.

## TOP PRIORITIES FOR NOVEMBER

- Monitor and work on both TDS and ATT fiber optic projects.
- Monitor erosion control and storm water permits.
- Monitor laser meters in sanitary sewer collection system.
- Find I&I in the sanitary collection system and repair sanitary sewer leaks (Infiltration).
- Finish road PASER ratings and sidewalk replacement info.
- Adopt budget for streets, snow, sanitation, storm, water, sanitary and recycling.
- Take delivery of new sewer camera.

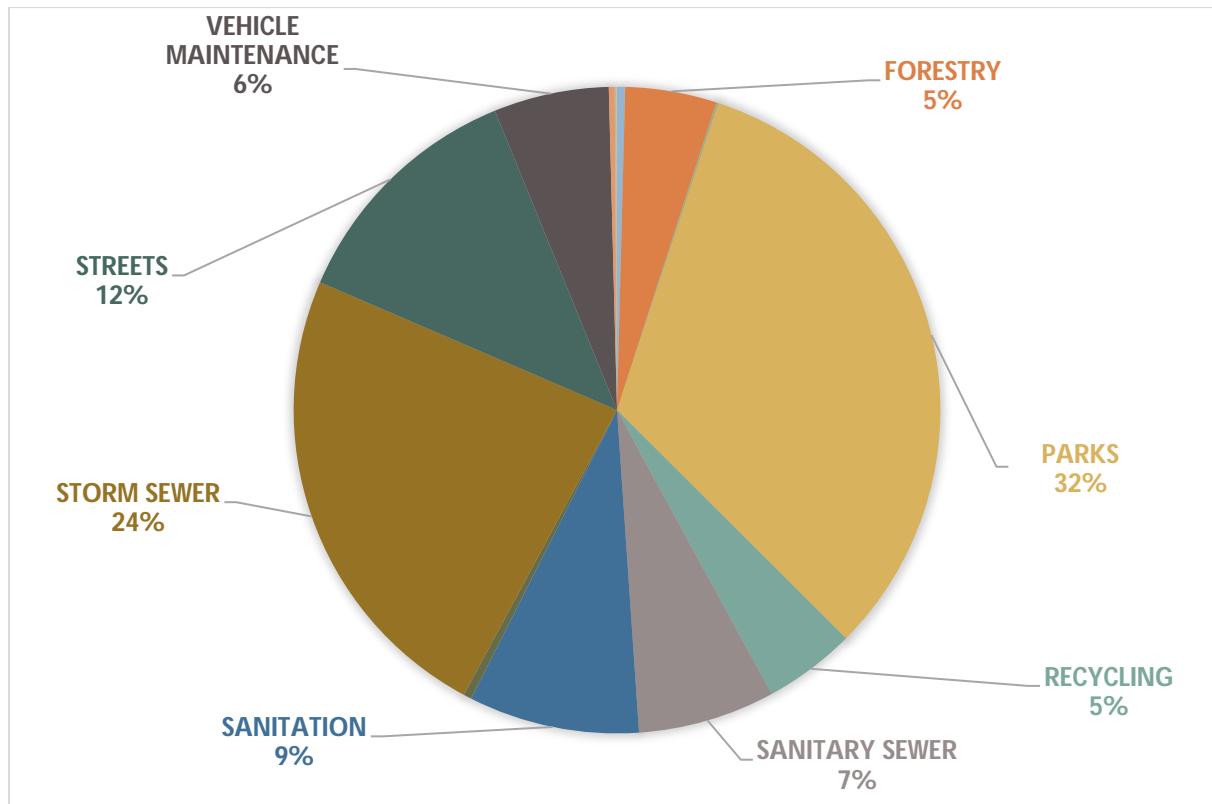
## Leaf Collection – Do Not Place Leaves on the Street



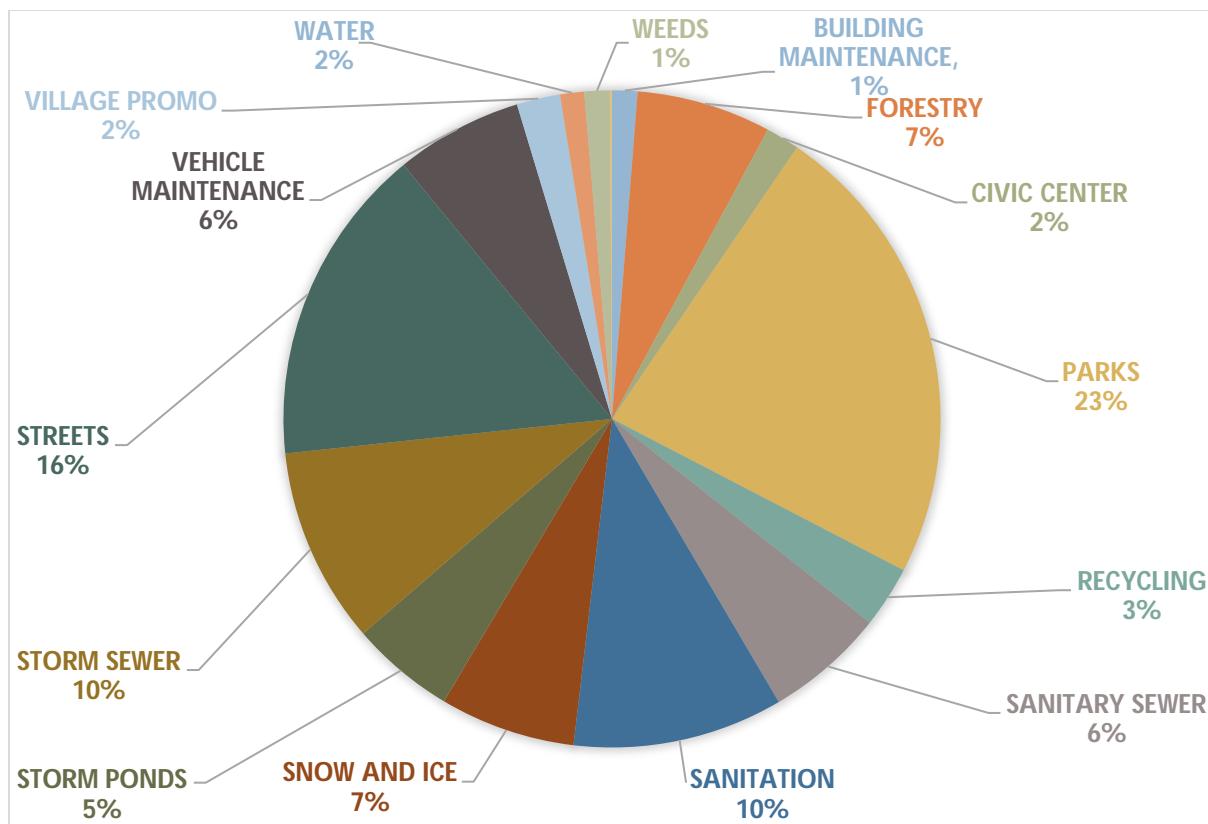
Leaves need to be placed on the terrace (grass area between the sidewalk and street) and NOT on the street for collection. If you do not have a terrace place the leaves as close as you can on your private property without being in the street.

ONLY leaves should be in the piles - do not mix in branches / sticks or trash. Branches, brush, and yard waste over the size of an apple causes damage to equipment. Also, avoid parking cars in front of leaf piles which prohibits the crew from reaching the leaves.

## September 2021 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

## OCTOBER HIGHLIGHTS

In the month of October no utility lines were installed or any utility removals to report.

### **Evergreen Drive Paving (Freedom Road to Vandenbroek Road)**

The Contractor continues to make progress and Final paving operations are expected to be completed with final restoration by mid-November.

### **Hartzheim Drive Concrete Paving**

Manpower issues have slowed the progress of this project. Final paving operations are expected to be completed by mid-November. Terrace restoration will follow with winter stabilization provided by the Contractor.

### **North Ave (CTH OO) Sanitary Sewer Replacement Project**

The utility work for this project was completed by the end of September with pavement restoration completed late-October. Terrace restoration is to be completed by the end of October.

**Vandenbroek Pond** – The contractor has scheduled this work for early spring construction without the need to extend the project deadline. This will be implemented into the contract documents by change order.

## TOP PRIORITIES FOR NOVEMBER

**Evergreen Drive, Hartzheim Drive, and North Ave** - Engineering staff's main priority for the month of November is to have paving operations completed.

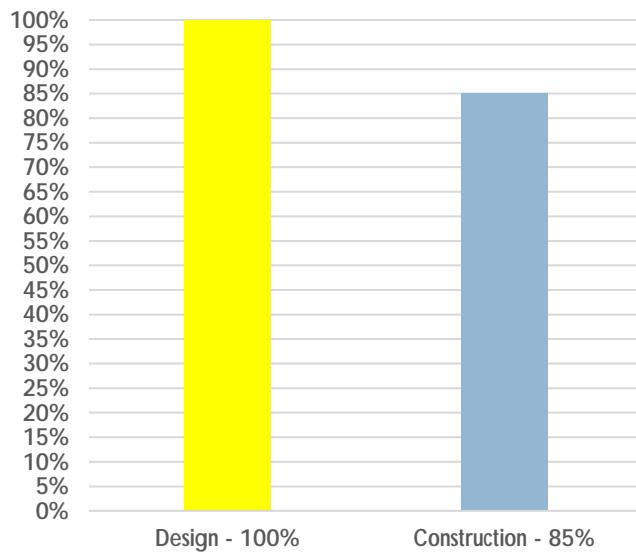
**Pine Street Parking Lot** – The Storm Water Management design to meet storm water quality requirements for over an acre of disturbance has been completed in October. The storm water management plan and report preparation are high on our priority list to be able to complete this work in November so we are able to begin the permitting process in December. The sanitary, water and storm sewer design are also 85 percent complete with plan preparation in process.

**Freedom Road and Evergreen Drive Signalization** – This is an ongoing project, coordination is required to install traffic signals and pedestrian crosswalk at Allegiance Court. This is an Outagamie County Highway Department project that the Village of Little Chute is partnering with. The project is expected to be completed by the second week in November.

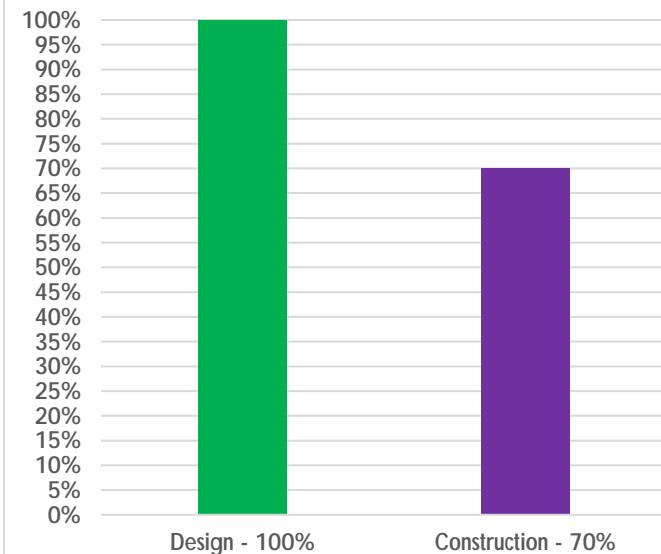
**Main Street (bypass and turning lane extensions)** – Base mapping has begun with the design work to follow in November.

**Pheasant Run Storm Sewer** - A wetland delineation was completed for this project with final pipe sizing for the new 54-inch pipe completed in October. A grading plan with new inlet locations are in process for the month of November. Plan preparation is a high priority for this project so we can meet with the residents to discuss our design prior to beginning the permit process.

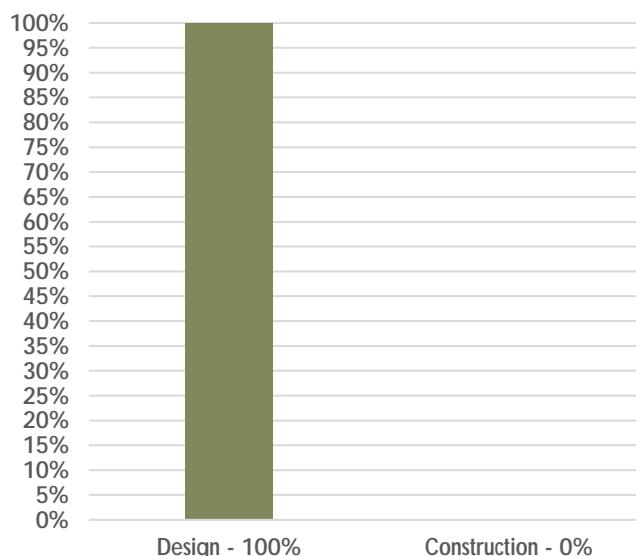
### Evergreen Drive Phase 2



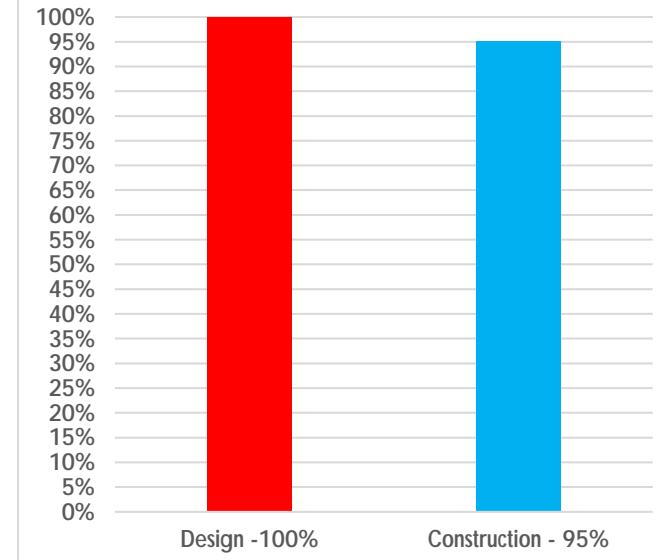
### Harzheim Drive



### Vandenbroek Pond



### OO Sanitary Sewer



## OUTAGAMIE MUTUAL AID PACT

**STATEMENT OF PURPOSE:** It is the purpose of this agreement to provide extended firefighting capabilities in the participating municipalities. Reliance on mutual aid under this agreement is not intended to be a substitute for maintenance of an adequate level of firefighting capability that shall enable each participating municipality to meet its normal fire service needs.

This agreement is entered into by and between the Fire Departments of: Bear Creek, Black Creek, Buchanan, Center, Combined Locks, Dale, Ellington, Freedom, Grand Chute, Greenville, Kimberly, Little Chute, Nichols Rural, Oneida, Seymour City, Seymour Rural, Shiocton, Vandenbroek-Kaukauna.

This agreement is endorsed, approved, and signed by entities of:

In Outagamie County Wisconsin: Village of Bear Creek, Town of Black Creek, Village of Black Creek, Town of Bovina, Town of Buchanan, Town of Center, Town of Cicero, Village of Combined Locks, Town of Dale, Town of Deer Creek, Town of Ellington, Town of Freedom, Town of Grand Chute, Town of Greenville, Town of Kaukauna, Village of Kimberly, Town of Liberty, Village of Little Chute, Town of Maine, Town of Maple Creek, Town of Oneida, Town of Osborn, Village of Nichols, City of Seymour, and Town of Seymour Village of Shiocton, and Town of Vandenbroek.

The above municipalities are located in Wisconsin and shall be bilaterally binding upon each of the parties, and is entered into pursuant to the authority granted under Wisconsin Statute §66.0301 providing for intergovernmental cooperation. This agreement shall become effective on the date an executed copy hereof is filed in the office of the Municipal Clerks of the respective parties.

**OPERATION:** Each member municipality hereby authorizes their Fire Chief to request and afford mutual aid from and to other pact members when properly requested. In the absence of the fire chief, the departmental personnel are authorized to act employing the appropriate chain of command. The chief elected official (i.e. Mayor, Village President and Town Chairperson) will be notified when feasible by the proper authorities.

**RULES AND REGULATIONS** for the technical operation of this pact shall be as follows and shall be adhered to by member Fire Departments under the direction of their Fire Chiefs.

- A. Provided that nothing so written in the rules and regulations shall in any way require a pact member to at any time materially impair the service necessary for the protection of their individual municipalities. (**Right of Refusal**). Similarly, nothing contained herein shall be deemed to unconditionally require any member to provide aid to a requesting municipality or department. Each member has the right to reject any request for, or withdraw from the provision of, any aid.
  
- B. The municipality requesting mutual aid shall be legally responsible for the acts of the fire fighters responding officially to a request for mutual aid while they are performing duty in the aided community; however, nothing in this agreement creates any third party beneficiaries, and nothing in this agreement abrogates the liability defenses and limitations set forth in Wisconsin Statute §893.80, regarding the acts or omissions of fire fighters or of the responding municipalities from where those fire fighters originate. "Performing Duty" shall include any movement of any equipment or use of material within the boundaries of the aided community. However, nothing herein shall be construed to relieve responding municipalities from their usual and customary legal

## **OUTAGAMIE MUTUAL AID PACT**

responsibilities that would apply to services rendered in each responding municipality's own community.

- C. Responding or Aiding fire departments shall be responsible for the acts of their members enroute to or returning from the emergency in all other localities or places, other than within the boundaries of the aided community.
- D. No signatory shall be held liable to another signatory of damages, loss of equipment, injury to personnel, or payment of compensation arising as a result of assistance rendered under the terms of this agreement;
  - 1. Provided; however, that if the equipment or property of a signatory is damaged or destroyed by the willful, wanton, or reckless conduct of another signatory, its agent or employees, the signatory responsible for such misuse and/or injury shall be responsible for damages therefrom.
  - 2. Provided that, a requester of mutual aid assistance shall assume responsibility for the continued provision of such expendable supplies and resources, (e.g. motor fuel, foam, hazardous material supplies) as may be necessary, to all responding agencies during the course of the mutual aid request.
  - 3. Provided further, that all parties shall exercise due diligence in returning lost or forgotten equipment or material to the rightful owner.
- E. Responding or Aiding departments shall provide units that are adequately staffed and equipped. Except as otherwise provided, aiding departments shall respond in authorized and official fire department vehicles.
- F. If a member of a fire department is killed or injured while officially "responding to" or "returning from" or "acting at" the emergency under this mutual aid agreement the department of which he/she is a member shall grant him/her the same compensation and insurance benefits that it would if the emergency were in his/her community.

All wage and disability payments, pension and worker's compensation claims, damage to equipment and clothing, and medical expenses shall be paid by the department / municipality regularly employing the employee to the same extent as if the employee were providing services within his / her own jurisdiction.

- G. When requested by a responding or aiding department, directions to the scene shall be provided by the aided department to lead units inside the boundaries of the aided community.
- H. When filling a station, the requesting Fire Department shall provide an officer to respond on the apparatus.
- I. The Chief of the Fire Department, or his/her authorized assistant that made the request for aid, shall assume full charge of the operations. However, the apparatus, personnel, equipment and material of any department rendering assistance, shall be under the immediate supervision of and shall be the immediate responsibility of the officer in command of the responding apparatus rendering assistance.

## **OUTAGAMIE MUTUAL AID PACT**

J. Each member Fire Department shall file with the other participating Fire Chiefs a form mutually developed to provide the following:

1. Names of Chief and other in charge.
2. Business numbers of departments, if available.
3. Certificate of Insurance.
4. A list of any or all equipment available for mutual aid.
5. A copy of the department personnel roster showing the chain-of-command.
6. Within the first month of each new year the chief of each member department shall provide member departments with updated:
  - a. Maps of their community
  - b. Lists of available equipment
  - c. Personnel rosters showing chain-of-command

All of the requirements with the exception of the map should be submitted on a mutually accepted form using a standard format known as a resource composite sheet.

K. Member departments utilizing water from other member communities' fire hydrants shall immediately notify that communities water authority and provide an estimate of volume drawn within seven days of such usage, to assure compliance with Wis. Adm. Code §PSC 185.31.

L. All Town's/Cities/Villages and Fire Department's agree that there shall be zero tolerance of alcohol use by individuals responding to the fire scene. All parties agree that should there be a violation of this provision, the fire service in charge of the fire scene, may send home any person under the influence of an alcoholic beverage, or in the alternative, either entities may choose to terminate this Agreement.

M. All persons responding to assist with fire suppression at any fire scene shall meet the minimum requirements of Wisconsin Administrative Code §SPS 330.

N. Each entity is responsible to provide worker's compensation insurance covering their own Fire Department personnel when such personnel are responding to a call for assistance in another jurisdiction of a member to this Agreement.

The Fire Chiefs of the various signatories are hereby authorized to further enact the details of this pact for efficient day-to-day operation.

## OUTAGAMIE MUTUAL AID PACT

**TERMS OF AGREEMENT:** This agreement shall remain in force and effect until cancelled by filing with the affected municipalities of a cancellation notice approved by the governing body of the withdrawing unit of government and signed by its highest ranked elected official (i.e. Mayor, President or Chairperson). Cancellation shall become effective thirty (30) days after the transmittal of such notice.

### **BE IT RESOLVED:**

1. That this Mutual Aid Pact is hereby approved and the rights and duties therefore are hereby assumed and accepted, subject to the terms and conditions herein before set forth.
2. The Fire Chiefs of the respective signatories are hereby authorized and directed to do and perform the necessary acts to fulfill the obligations of this agreement.
3. The Mutual Aid Pact shall be reviewed by the respective Fire Chiefs every Five (5) years.

### **SIGNATORIES:**

The following pages shall have a separate signatory page for each municipality and Fire Department entering into this fire service mutual aid pact.

## OUTAGAMIE MUTUAL AID PACT

### Summary and Signatories:

This agreement is entered into by and between the Fire Departments of: Bear Creek, Black Creek, Buchanan, Center, Combined Locks, Dale, Ellington, Freedom, Grand Chute, Greenville, Kimberly, Little Chute, Nichols Rural, Oneida, Seymour City, Seymour Rural, Shiocton, Vandenbroek-Kaukauna.

This agreement is indorsed, approved, and signed by the 28 entities of:

In Outagamie County, Wisconsin: Town of Bear Creek, Village of Bear Creek, Town of Black Creek, Village of Black Creek, Town of Bovina, Town of Buchanan, Town of Center, Town of Cicero, Village of Combined Locks, Town of Dale, Town of Deer Creek, Town of Ellington, Town of Freedom, Town of Grand Chute, Town of Greenville, Town of Kaukauna, Village of Kimberly, Town of Liberty, Village of Little Chute, Town of Maine, Town of Maple Creek, Town of Oneida, Town of Osborn, Village of Nichols, City of Seymour, and Town of Seymour, Village of Shiocton, and Town of Vandenbroek.

### **Little Chute Fire Department and the Village of Little Chute**

**SIGNED:**

Village President; Village of Little Chute

Clerk; Village of Little Chute

### **Approved as to form**

Municipal Attorney

Fire Chief; Little Chute Fire Department

Date of Signing

Village of Little Chute  
**INFORMATION FOR VILLAGE BOARD CONSIDERATION**

**ITEM DESCRIPTION:** CTH N (Madison St.) - 2021 Budget Amendment

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

**REPORT DATE:** November 11, 2021

**ADMINISTRATOR'S REVIEW/COMMENTS:**

No additional comments to this report: \_\_\_\_\_

See additional comments attached: \_\_\_\_\_

**EXPLANATION:**

Outagamie County Pavement Improvement and Median Construction Project requires a budget adjustment necessary for additional work due to added insurance fees and permit costs required by CN Railroad. Other additional work included four inlet replacement and additional asphalt pavement for the pedestrian crossings at the railroad tracks (\$18,423). The additional overage with respect to the Outagamie County estimate for utility rim adjustments was a result in the cost difference between the County performing the utility adjustments and multiple utility contractors to provide this work. There was also a savings that assisted with the overages in the engineering and signing/marking line items. This resulted in the additional cost of \$4,215 to balance the project budget (\$18,423 + \$4,215 = 22,638).

Attached is a summary of the work performed compared to the estimated budget provided by Outagamie County.

Our signed agreement (also attached) with the Outagamie County states the following:

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.

The following budget adjustment will be necessary to fund this project:

Construction Fund

CTH N Pavement Improvements	+\$ 22,638
Net Position	-\$ 22,638

**RECOMMENDATION:** Please approve the additional costs in accordance with the executed contract with Outagamie County Highway Department in the amount of \$22,638 along with the necessary 2021 Project Budget Amendment to fund this project.

**Project : CTH N (Madison St.) STH 96 (Main St.) to CTH OO (North Ave.)**

**Contractor: Outagamie County**

<b>Construction</b>			
	<b>Outagamie Co.</b>		<b>Outagamie Co.</b>
	<b>Cost Estimate</b>		<b>Construction Cost</b>
Utility Adjustments	\$ 10,000.00	\$	27,649.26
Median Island at RR Crossing	\$ 45,000.00	\$	55,223.42
Bike Lane Signing/Marking	\$ 5,000.00	\$	831.21
Engineering & Support	\$ 6,000.00	\$	4,933.95
<b>Total Construction Budget</b>	<b>\$ 66,000.00</b>	<b>\$</b>	<b>88,637.84</b>

**Contracted Services to Assist Outagamie County Highway Dept.**

Donald Hietpas & Sons, Inc.	Valve Box Adj.	\$	6,477.41
CN Flagging	Insurance/Fees	\$	5,525.00
Vinton	Utility Adj.	\$	7,668.00
Vinton	RR QZ Imp.	\$	32,421.00
	<b>Sub-total</b>	<b>\$</b>	<b>52,091.41</b>

**Outagamie County Labor Costs**

Invoice #1	1018846	7/13/2021	\$ 118.11
Invoice #2	1018894	8/12/2021	\$ 151.86
Invoice #3	1018939	9/22/2021	\$ 19,039.21
Invoice #4	1018975	10/15/2021	\$ 17,237.25
	<b>Sub-total</b>	<b>\$</b>	<b>36,546.43</b>

<b>Project Total</b>	<b>\$ 88,637.84</b>
<b>Over Estimated Cost</b>	<b>\$ 22,637.84</b>
<b>Percent Over Budget Amount</b>	<b>34.30%</b>

**Additional Work Not Included with Original Estimate**

Asphalt at Pedestrian Crossing	Labor/Materials	\$ 2,000
CN Flagging - RR QZ	Insurance/Fees	\$ 5,525
Inlet Replacement - Utility	2 Total	\$ 5,449
Inlet Replacement - RR QZ	2 Total	\$ 5,449
	<b>Total</b>	<b>\$ 18,423</b>

## OUTAGAMIE COUNTY HIGHWAY DEPARTMENT

### **COUNTY / MUNICIPAL / STATE AGREEMENT**

**CTH N (STH 96 to CTH 00)**

**Outagamie County Project 598800**

<b>DATE:</b>	<b>5/13/2021</b>
<b>PROJECT:</b>	<b>See below</b>
<b>HIGHWAY:</b>	<b>CTH "N" / Madison St.</b>
<b>LIMITS:</b>	<b>STH 96 to CTH 00/North Ave.</b>
<b>MUNICIPALITY:</b>	<b>Village of Little Chute</b>

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:** A pavement evaluation report indicated that the recommended corrective action is to rubbilize the existing concrete pavement and place a new asphalt overlay on this segment of urban highway. Minor roadway and drainage improvements will also be completed in coordination with the Village of Little Chute. This project will also include construction of two raised median islands adjacent to the existing CN Railroad at-grade crossing as part of the Village's long-term Quiet Zone Implementation improvements. Agreement is for construction and engineering support for planned improvements within the limits described above. Construction is currently scheduled for 2021.

<b>COST ESTIMATE AND PARTICIPATION</b>							
<b>PHASE</b>	***** ESTIMATED COST *****						
	<b>Total Estimated Cost</b>	<b>Outagamie County</b>	<b>%</b>	<b>Village of Little Chute Public Works</b>	<b>%</b>	<b>Village of Little Chute Parks Dept.</b>	<b>%</b>
<b>ENGINEERING:</b>							
<b>Design Engineering</b>	\$0	\$0	50%	\$0	50%	\$0	0%
<b>RIGHT OF WAY:</b>							
	\$0	\$0	100%	\$0	0%	\$0	0%
<b>CONSTRUCTION:</b>							
<b>Pavement Rehabilitation</b>	\$205,000	\$205,000	100%	\$0	0%	\$0	0%
<b>Utility Adjustments</b>	\$10,000	\$0	0%	\$10,000	100%	\$0	0%
<b>Median Islands at CNRR</b>	\$45,000	\$0	0%	\$45,000	100%	\$0	0%
<b>Bike Lane Signing/Marking</b>	\$5,000	\$0	0%	\$0	0%	\$5,000	100%
<b>Engineering &amp; Support</b>	\$12,000	\$6,000	50%	\$6,000	50%	\$0	0%
<b>TOTAL PROJECT COST</b>	<b>\$277,000</b>	<b>\$211,000</b>	76%	<b>\$61,000</b>	22%	<b>\$5,000</b>	2%

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 CTH OO intersection**
    - e. 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. Sidewalks and pedestrian appurtenances at the CN Railroad at-grade crossing.**
    - d. Signing and pavement marking associated with sidewalks, bicycle lanes, and multi-modal facilities**
    - e. Installation and maintenance of local street signage**
    - f. Village-owned street lighting not required for safe operation of the CTH OO 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.

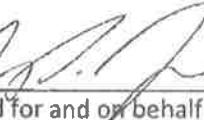
Outagamie County Highway Commissioner



6/1/21

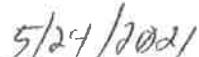
Date

BY:



James P. Fenlon

Signed for and on behalf of: Village of Little Chute



5/27/2021

Date

## CONTINUATION SHEET (FOR UNIT PRICE APPLICATION FOR PAYMENT)

Project: CTH N - Fox River to STH 96  
 Project No: 598800  
 Contract For: Concrete Construction  
 Contract Date: May 4, 2021

# DRAFT

Application No: 1  
 Application Date: September 16, 2021  
 Period Beginning: August 1, 2021  
 Period Ending: September 11, 2021

Item No.	Description of Work	Unit	Approx. Quantity	Unit Price	Total Price	Completed Quantity			Completed Amount	Stored Material*	Completed & Stored To Date
						Previous Period	This Period	Total to Date			
						(G)	(H)	(I)			
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L) = (J + K)
601.0407	Concrete Curb & Gutter 18-Inch Type D	LF	45.00	0.00	0	460	460	20,700.00			20,700.00
601.0411	Concrete Curb & Gutter 30-Inch Type D	LF	25.00	0.00	0	189	189	4,725.00			4,725.00
602.0410	Concrete Sidewalk 5-Inch	SF	4.50	0.00	0	1176	1176	5,292.00			5,292.00
602.0515	Detectable Warning Field Natural Patina	SF	28.00	0.00	0	32	32	896.00			896.00
611.8110	Adjusting Manhole Covers	EA	300.00	0.00	0	11	11	3,300.00			3,300.00
611.8115	Adjusting Inlet Covers	EA	300.00	0.00	0	9	9	2,700.00			2,700.00
620.0300	Concrete Median Sloped Nose	SF	9.00	0.00	0	72	72	648.00			648.00
690.0150	Sawing Asphalt (County)	LF	2.00	0.00	0	0	0	0.00			0.00
690.0150	Sawing Asphalt (Village)	LF	2.00	0.00	0	80	80	160.00			160.00
690.0250	Sawing Concrete (County)	LF	2.00	0.00	0	3670	3670	7,340.00			7,340.00
690.0250	Sawing Concrete (Village)	LF	2.00	0.00	0	834	834	1,668.00			1,668.00
					0.00			0	0.00		0.00
					0.00			0	0.00		0.00
	Subtotal or Total				0.00				47,429.00	0.00	47,429.00
County											\$7,340.00
Village (Utility)											\$7,668.00
Village (RRQZ)											\$32,421.00

# ***Donald Hietpas & Sons, Inc.***

## ***Utility Construction***



P.O. Box 166  
1450 E. NORTH AVENUE  
LITTLE CHUTE, WISCONSIN 54140  
920-788-2568  
FAX 920-788-4718

9/3/2021

VILLAGE OF LITTLE CHUTE ENGINEERING DEPARTMENT  
108 W. MAIN STREET  
LITTLE CHUTE, WI. 54140

8/25/2021. REPAIRED AND ADJUSTED VALVE BOXES ON MADISON STREET FROM HIGHWAY OO TO MAIN STREET.

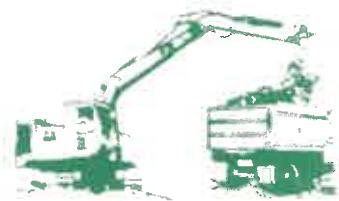
LABOR	HOURS	RATE	TOTAL
FOREMAN	8	\$ 65.61	\$ 524.88
FOREMAN TIME 1/2	1	\$ 98.42	\$ 98.42
OPERATOR	8	\$ 64.26	\$ 514.08
OPERATOR TIME 1/2	1	\$ 96.39	\$ 96.39
LABORER	8	\$ 59.13	\$ 473.04
LABORER TIME 1/2	1	\$ 88.70	\$ 88.70
			\$ 1,795.51

### EQUIPMENT

LOADER	9	HRS	\$ 57.89	\$ 521.01
PICKUP	9	HRS	\$ 29.48	\$ 265.32
DUMP TRUCK	2	HRS	\$ 39.48	\$ 78.96
RINGOMATIC HYDRO VAC	9	HRS	\$ 39.00	\$ 351.00
138 KOMATSU BACKHOE	4	HRS	\$ 67.69	\$ 270.76
VALVE BOX CAP	2	EACH	\$ 18.62	\$ 37.24
VALVE BOX TOP SECTION	4	EACH	\$ 76.98	\$ 307.92
12" VALVE BOX EXTENSION	1	EACH	\$ 80.01	\$ 80.01
18" VALVE BOX EXTENSION	1	EACH	\$ 86.52	\$ 86.52
COMPLETE VALVE BOX	2	EACH	\$ 232.96	\$ 465.92
HYD BUSTER	3	HRS	\$ 42.37	\$ 127.11
3/4 STONE FROM YARD	6	TONS	\$ 11.03	\$ 66.18
<b>TOTAL</b>				<b>\$ 2,657.95</b>

<b>TOTAL LABOR &amp; EQUIPMENT</b>	<b>\$ 4,453.46</b>
<b>OVERHEAD</b>	<b>\$ 668.02</b>
<b>TOTAL DUE</b>	<b>\$ 5,121.48</b>

# **Donald Hietpas & Sons, Inc.**



## **Utility Construction**

P.O. Box 166  
1450 E. NORTH AVENUE  
LITTLE CHUTE, WISCONSIN 54140  
920-788-2568  
FAX 920-788-4718

9/3/2021

VILLAGE OF LITTLE CHUTE ENGINEERING DEPARTMENT  
108 W. MAIN STREET  
LITTLE CHUTE, WI. 54140

8/26/2021. FINISHED VALVE BOX REPAIRS & ADJUSTMENTS ON MADISON STREET.

LABOR	HOURS	RATE	TOTAL
FOREMAN	3	\$ 65.61	\$ 196.83
FOREMAN TIME 1/2	0	\$ 98.42	\$ -
OPERATOR	3	\$ 64.26	\$ 192.78
OPERATOR TIME 1/2	0	\$ 96.39	\$ -
LABORER	3	\$ 59.13	\$ 177.39
LABORER TIME 1/2	0	\$ 88.70	\$ -
			\$ 567.00
EQUIPMENT			
LOADER	3 HRS	\$ 57.89	\$ 173.67
PICKUP	3 HRS	\$ 29.48	\$ 88.44
DUMP TRUCK	0 HRS	\$ 39.48	\$ -
RINGOMATIC HYDRO VAC	3 HRS	\$ 39.00	\$ 117.00
138 KOMATSU BACKHOE	0 HRS	\$ 67.69	\$ -
VALVE BOX CAP	0 EACH	\$ 18.62	\$ -
VALVE BOX TOP SECTION	0 EACH	\$ 76.98	\$ -
12" VALVE BOX EXTENSION	0 EACH	\$ 80.01	\$ -
18" VALVE BOX EXTENSION	0 EACH	\$ 86.52	\$ -
COMPLETE VALVE BOX	1 EACH	\$ 232.96	\$ 232.96
HYD BUSTER	0 HRS	\$ 42.37	\$ -
3/4 STONE FROM YARD	0 TONS	\$ 11.03	\$ -
<b>TOTAL</b>			\$ 612.07
<b>TOTAL LABOR &amp; EQUIPMENT</b>			\$ 1,179.07
<b>OVERHEAD</b>			\$ 176.86
<b>TOTAL DUE</b>			\$ 1,355.93

## PROPOSED REVISIONS TO WEIGHTS AND MEASURES FEE SCHEDULE

NO. OF FEE	LICENSEABLE ITEM DESCRIPTION	CURRENT FEE	AVERAGE CITY LICENSE FEE 2021*	RECOMMENDED FEE	DOLLAR CHANGE	Number Of Device
1	Base Licensing Processing Fee	\$45.00	\$81.67	\$45.00	0	
2	Portion Scale – Low Capacity	\$11.00	\$17.50	\$11.00	0	
3	Scales 0 – 30 lbs	\$19.00	\$32.71	\$20.00	0	
4	Scales 31 – 1000 lbs	\$32.00	\$54.50	\$33.00	0	
5	Scales 1001 – 10,000 lbs	\$53.00	\$65.11	\$53.00	0	
6	Scales 10,001 – 20,000 lbs	\$70.00	\$76.13	\$70.00	0	
7	Point of Sale Systems	\$20.00	\$32.71	\$20.00	0	
8	Prepack Scale	\$20.00	\$32.71	\$20.00	0	
9	Person Weighing Scale	\$30.00	\$30.45	\$30.00	0	
10	High Accuracy Scale with Weights or Pill Counter System	\$45.00	\$56.19	\$45.00	0	
11	Hopper Scales	\$110.00	\$119.35	\$110.00	0	
12	Linear Meter	\$15.00	\$15.75	\$15.00	0	
13	Rules	\$3.00	\$3.15	\$3.00	0	
14	Timing Device	\$8.00	\$16.43	\$8.00	0	
15	Petroleum Pump	\$20.00	\$34.40	\$22.00	\$2.00	204
16	Vehicle Tank and Bulk Meter	\$40.00	\$81.00	\$45.00	5.00	
17	Postal Scales	\$11.00	\$15.00	\$11.00	0	
18	Estimating Dough Scale and Weights	\$14.00	\$32.71	\$14.00	0	
19	Firewood Dealer	\$20.00	No Others	\$20.00	0	
20	Retail Price Scanner	1 – 8 \$60.00 9 or more \$7.50 each	\$22.00 Each	1 – 8 \$60.00 9 or more \$7.50 each	0	
21	Unclassified Devices and Consultations to Government and Industry	\$52.00 Per Hour	Not Available	\$52.00 Per Hour	0	
22	Late Payment Fee	\$60.00	\$94.33	\$60.00		
23	Penalty Fee for Nonregistration	Triple the Per Device Fee	Not Available	Triple the Per Device Fee	0	
24	Taxi Meters	\$19.00	\$18.90	\$19.00	0	
25	Farm Market Scale	No Charge	\$32.71	\$19.00	0	
26	Reinspection Fee	\$50.00	\$100.00	\$58.00	0	
27	Reinspection Fee 2 <sup>nd</sup> Visit	N/A	N/A	\$100.00	0	
28	Reinspection Fee 3 <sup>rd</sup> Visit	N/A	N/A	\$150.00	0	

Note: Last fee increase was in September 2019

\*Cities (Green Bay, De Pere, Menasha, Milwaukee, and Oshkosh)

## PROPOSED REVISIONS TO WEIGHTS AND MEASURES FEE SCHEDULE

Base rates for Appleton Health Department Environmental Health and Weights & Measures fees were established in an independent Study authorized and funded by the Common Council in 1993. The final report was referred to as the Griffith Study.

Annually since 1993 we have evaluated the actual cost of services provided, reviewed our current fees for those services rendered, and made recommendations for increases where justified. The Board of Health has acted upon and approved these recommendations when submitted.

In recent years we have used the federally established and nationally recognized Consumer Price Index (CPI) as the factor in determining appropriate fee increases.

In 2003 we did an exhaustive study of the Weights and Measures Section to evaluate feasibility and costs of contracting with several area municipalities. From this study and with the assistance of John Hoft-March of our Finance Department, we recalculated our actual operating cost for operations within the City of Appleton. These figures are now updated annually.

Our device license fee rates are based upon the standardized, average amount of time spent to inspect, test and certify a device times the current operating cost per hour. With the new hourly rate and with special consideration to each fee I have developed the new Recommended Fees shown. Weights and Measures fees are calculated to the nearest whole dollar amount.

With the rate changes submitted we estimate a revenue increase of \$408.

Respectfully submitted,

Eric Maggio, Chief Sealer  
Weights and Measures

**Establishments Inspected**

Food and convenience stores, restaurants  
 bakery and candy stores, dairy plants and  
 stores, drug stores, hardware stores,  
 variety stores, gas stations, salvage and  
 recyclers, pet shops, and garden centers,  
 industrial manufacturing plants, concrete  
 and asphalt plants

	Quarter	Year to Date	Last Year to Date
Total number inspected	10	46	45

**Total Inspected 3rd Quarter: 124      Total Not In Compliance 3rd Quarter: 0**

**Total Inspected YTD: 226      Total Not In Compliance YTD: 0**

**Equipment and Devices Examined**      **Total Inspected LYTD: 198      Total Not In Compliance LYTD: 21**

	Inspected			Number Not in Compliance		
	Quarter	Year to Date	Last Year to Date	Quarter	Year to Date	Last Year to Date
Scales and Balances	0	18	30	0	0	2
Measures (Includes gas pumps and fuel oil truck meters)	124	208	168	0	0	19
Weights	0	0	0	0	0	0

## Commodity Report

	Quarter	Year to Date	Last Year to Date
Total Units of Product Investigated	6246	16908	11429
Random Sample Size	510	1700	1352
Total Products/Units Found Short Weight	43	463	355
Total Products/Units Found Mislabeled	0	115	143

## Price Scanning Inspections

	Quarter	Year to Date	Last Year to Date
Number of Inspections	2	12	12
Number of Items Scanned	100	375	375
Pricing Errors Found	1	6	8

<b>Consumer Complaints</b>	<b>Total Received 3rd Quarter:</b>	<b>1</b>	<b>Total Violations 3rd Quarter:</b>	<b>0</b>
	<b>Total Received YTD:</b>	<b>6</b>	<b>Total Violations YTD:</b>	<b>0</b>
	<b>Total Received LYTD:</b>	<b>3</b>	<b>Total Violations LYTD:</b>	<b>0</b>

	Number Received			Number of Violations Found		
	Quarter	Year to Date	Last Year to Date	Quarter	Year to Date	Last Year to Date
Foods	0	0	0	0	0	0
Liquid Foods	0	0	0	0	0	0
Non-food Products	0	0	0	0	0	0
Heating Oil and LP Gas	0	0	0	0	0	0
Firewood	0	0	0	0	0	0
Gas Station Pumps	0	3	3	0	0	0
Gas Station Service Console	0	0	0	0	0	0
Gas Station Price Signage	0	0	0	0	0	0
Gas Station Gasoline Quality	1	3	0	0	0	0
Scales: food	0	0	0	0	0	0
Scales: scrap metal	0	0	0	0	0	0
Scales: other	0	0	0	0	0	0
Scanning	0	0	0	0	0	0
Trade Practices	0	0	0	0	0	0
Advertising	0	0	0	0	0	0
Going Out of Business Sales	0	0	0	0	0	0
Temporary Sales	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0

**Annual Report**  
(Chapter 98.04(1), Wis. Stats.)

**Municipal Departments of Weights and Measures**  
**Fiscal Year Ending June 30, 2021**

Municipality	Village of Little Chute	Dept. Name	Weights & Measures
Address	108 W. Main St. Little Chute, WI 54140	Phone No.	(920) 788-7394

1. PERSONNEL – Municipal employees assigned to weights and measures. If employed as part-time weights and measures inspector, list other responsibilities as a city employee.

Name	Hours per Week	Full Time	Other Responsibilities Specify Hours Per Week
Eric Maggio – City Sealer of Weights & Measures	40	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	1-2 Hours per week Agent for City Clerk
Todd Schmidt – Weights & Measures Specialist	40	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
Keith Verhagen – Weights & Measures Specialist	20	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
		<input type="checkbox"/> Y <input type="checkbox"/> N	

2. Name and title of immediate supervisor?

Eric Maggio, Chief Sealer of Weights and Measures

3. What is the estimated operating budget for all weights and measures activity?

\$6,816

4. COMMENTS – Make whatever comments or suggestions you feel appropriate for strengthening or improving the state program to assist municipal departments in weights and measures work.

N/A

General Comments

N/A

## MUNICIPALITY INVENTORY

5. Device Testing: Declare the number and types of all businesses and devices existing within your Weights and Measures jurisdiction.

Device Type	Total Number of Businesses	Total Number of Devices
Retail Motor Fuel	6	204
Small and Medium Capacity Scales	18	84
Vehicle Tank Meters	0	0
Timing	1	37
High Speed Diesel	0	0

6. Price Scanning: Declare the total number of large grocery stores existing within your jurisdiction such as chain grocery stores, excluding small neighborhood grocery stores.

Total number of large grocery stores in your jurisdiction.	1
Total number of large grocery stores with a price scan compliance rate below 98%.	0
Total number of price complaints received.	0

Statewide Surveys: Indicate your level of participation in state surveys.

State Survey	Store is located in your Municipality (Yes/No)	Participated in Survey (Yes/No)
Ice Melt Survey	Yes	Yes

7. Package Checking: Report the actions that are performed during your package checking inspections at large grocery stores.

Store packed commodities are inspected from every department that packages products (i.e. bakery, deli, meat, produce, etc...) (Yes/No)	Yes
At least 20% of the total packages inspected at each store are factory packed. (Yes/No)	Yes
Audit testing is performed initially. (Yes/No)	Yes
If audit testing indicates short weight product, Handbook 133 enforcement sampling procedures are used to complete the test and determine enforcement action. (Yes/No)	Yes

8. Other Inspections:

Total number of length measuring and all other device inspections.	8
Total number of complaints received pertaining to length measuring and all other devices.	0

#### WORK SUMMARY

9. Inspection Records: Attach **one or both** of the following electronic files:

- A WinWam transfer file containing all inspections performed from July 1, 2020 through June 30, 2021.
- A completed Municipal Inspection Spreadsheet listing all inspections performed from July 1, 2020 through June 30, 2021.

If your WinWam transfer file does not contain all of your inspection records, please include a Municipal Inspection spreadsheet listing the remaining inspections.

#### PROSECUTIONS AND ENFORCEMENT ACTIONS

10. List and comment briefly on any warning letters, citations, prosecutions, or court actions initiated by your department during the past year. Give the date, name and business of the defendant, nature of the violation and ordinance or law violated, and final disposition of the case.

Citations – 0
Warning Letters – 0

## PROFESSIONAL IMPROVEMENT AND TRAINING

11. List participation in weights and measures training for professional improvement. If you have attended additional or alternate state offered training, please note.

Prescribed State Offered Training	Name of Person(s) Attending
1/27/2021 – Policy & Procedure Training	Eric Maggio
3/14/2021 – W&M Inspectors Meeting	Todd Schmidt

Additional State Offered Training	Name of Person(s) Attending

List participation in any other professional training such as the National Conference, Regional Conferences, State Conferences, Industry Training Schools, "On-The-Job" Training, Vocational School, Correspondence Courses, etc.

Wisconsin Weights & Measures Association Fall Conference canceled because of Covid-19.

**Wisconsin Department of Agriculture, Trade & Consumer Protection  
Division of Trade & Consumer Protection  
2811 Agriculture Drive, P.O. Box 8911  
Madison, WI 53708-8911**

**Phone: (608) 224-4945 FAX: (608) 224-4939**

**Return Electronically to:  
matthew.ruebl@wisconsin.gov**