



## AMENDED AGENDA

# REGULAR BOARD MEETING

PLACE: Little Chute Village Hall  
DATE: Wednesday, April 20, 2022  
TIME: 6:00 p.m.

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

<https://us06web.zoom.us/j/86216163928>

Meeting ID: 862 1616 3928

Dial by your location

+1 312 626 6799 US (Chicago)

### REGULAR ORDER OF BUSINESS

- A. Invocation
- B. Pledge of Allegiance to the Flag
- C. Roll call of Trustees
- D. Roll call of Officers and Department Heads
- E. Public Appearance for Items Not on the Agenda
- F. Other Informational Items—March Monthly Fire Report & March Report

### G. Consent Agenda

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

- 1. Minutes of the Regular Board Meeting of April 6, 2022
- 2. Special Event Permit for the Great Wisconsin Cheese Festival on June 3-5, 2022
- 3. Special Event Permit for Rock Cancer on August 19-20, 2022
- 4. Special Event Permit for Market on Main on September 10, 2022
- 5. Special Event Permit for Gold Star Family Day on September 25, 2022
- 6. Temporary Class "B" Alcohol Permit for the Jaycees for the Great Wisconsin Cheese Festival
- 7. Disbursement List

### H. Presentation—Robert A. Nechodom Good Citizenship Award

- I. Proclamation—Honoring Todd Schommer for 28 years of Volunteer Service to the Great Wisconsin Cheesefest Festival
- J. Proclamation—Little Chute Chute-ing Stars Dance Team

- K. Proclamation—Little Chute High School Dance Team
- L. Department and Officers Progress Reports
- M. Discussion/Action—Special Event Permit for “Pints on the Plaza” on July 12, 2022
- N. Discussion/Action—Portion of Buchanan Road Paving Project
- O. Discussion/Action—Adopt Resolution No. 12, Series 2022 Amending the Articles of Organization and the By Laws of East Central Wisconsin Regional Planning Commission (ECWRPC)
- P. Call for Unfinished Business
- Q. Items for Future Agenda
- R. Closed Sessions:
  - a. 19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Discuss Two (2) Economic Development Items.*
  - b. 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. *Room Tax Discussion*
- S. Return to Open Session
- T. Adjournment

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 108 West Main Street, (920) 423-3852, [email: Laurie@littlechutewi.org](mailto:Laurie@littlechutewi.org) Prepared: April 19, 2022

# VILLAGE OF LITTLE CHUTE MONTHLY REPORT



## ***Little Chute***

ESTABLISHED 1848

March 2022

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 – MARCH 2022

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

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

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

### Department Overview

The report will track monthly activities for the following:

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

### Questions or Comments

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

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

# VILLAGE ADMINISTRATOR

## Administration Updates

- We had a visit from the Netherland's Consul-General Bart Twalfhoven and his wife Heline at the Windmill. Visit was a success with many compliments to the Village for the cultural flavor added to the community.
- Administrator attended the 2022 Winter WCMA Conference in Appleton. Gained valuable insight on neighboring community projects and networked with a variety of consultants/firms to discuss future enhancements to the Village.
- Met with State Representative Ron Tusler at Village Hall. We discussed a variety of issues we see on the horizon.
- As a Board member of the Fox Cities Convention and Visitors Bureau, I have assisted them in the selection of consultant for their Destination Master Plan as well as Strategic Action Plan update.

## Current Work List and Progress Update

- Continued discussions with ongoing development opportunities.
- Engineering has been following the process for bid openings and reaching out to other stakeholders for 2022 projects. The two left for bid would be Pine Street and Pheasant Run.
- Wage and Compensation Study is still underway. Our project lead from C&D has transitioned into a new role so we are transitioning into a new lead from C&D. Will be meeting for an update in April.
- Transportation Study is still underway. We have strategically prioritized other pressing projects, but this should resume and come to the Board soon.
- Sewer Rate Study continues. Consultants have collected the necessary data from staff and are putting together documents to review in April.
- Fire Station Space Needs Study will commence in April. I will be working with Chief Jansen and their team on this as we progress. Will keep the Board updated.
- '23-'27 CIP Introduction meetings are set to begin in April. Quick thank you to Lisa in Finance for bringing me up to speed.

## Items for April

- Continue assisting staff, meeting with stakeholders, progressing through all projects.

# VILLAGE CLERK

The Clerk's Office has been very busy preparing for the April 5<sup>th</sup> Election. All wards will be participating in this election. 350 Absentee Ballots were mailed out. In-person Absentee Voting took place from March 22- April 1, 62 residents took advantage of this service. We continued to process Absentee requests and tracking/recording completed Ballots as they were returned to us. Working closely with Department of Public Works the Spring Newsletter was sent to the printers. This will be mailed out to all residents in early April. Liquor License renewal paperwork was mailed out to current license holders.

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

- Process and send out Absentee Ballots for Spring Election
- Hold In-person Absentee Voting March 22 – April 1
- Planning for Spring Election, to be held April 5, 2022
- Contact poll workers for Spring Election
- Print Election Day materials-Poll Books, Registered Voters, Ward Guides, etc
- Update Website and Social Media with New Wards and Spring Election Information
- Mail out and process Liquor License Renewal paperwork
- Created and mailed out DPW Spring Newsletter to all residents
- Coordinated with Village Administrator to begin Social Media Archiving
- Conducted 3 Bid Openings
- Host I 41 Elected Official Meeting
- 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
- Ongoing phone/supply ordering support
- Operator License Renewals

Goals for April:

- 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
- Planning and training for 2022 Elections
- Attend local Grand Opening Events and promote new businesses on Social Media
- Process and send out Absentee Ballots for Spring Election
- Hold In-person Absentee Voting starting March 22, 2022 – April 1
- Print Election Day materials-Poll Books, Registered Voters, Ward Guides, etc
- Administer April 5 Election
- Order Election supplies for August and November
- Process Liquor License Renewal paperwork

2022 Social Media Metrics	January	February	March	2022 Totals
---------------------------	---------	----------	-------	-------------

	<b>Facebook Posts</b>			
	People Reached	20,055	15,052	34,789
	Engagement	1,034	4,895	9,374
	Link Clicks	497	176	299
	Comments	266	161	382
	Shares	176	88	177
	Reactions	1,503	737	1,256
	Photo Views	1,833	1,154	2,200
	Most popular post	fire dept. hiring	Nelson Crossing	Parking ban lifted
	New Followers	19	33	38
	Net Followers	11	30	34
	Total Followers	5,435	5,465	5,503
	<b>Facebook Videos</b>			
	Minutes Viewed	2,601	562	1,589
	1-Minute Video Views	335	67	345
	3-Second Video Views	7,852	2,041	5,024
	Video Engagement	221	33	235
	Most popular Video	ice rink	job postings	Pool

	<b>Instagram</b>			
	Instagram Posts	14	8	15
	Likes	98	43	77
	Video Views	350	124	113
	Reach	334	313	352
	Followers	848	859	860
	Popular Post	TbThur	TbThur	Bridge

	<b>LinkedIn</b>			
	Search Apperances	85	42	55
	Unique Visitors	35	19	14
	Post Impressions	637	164	106
	Custom clicks	1	0	0
	followers	248	248	252

# COMMUNITY DEVELOPMENT

## HIGHLIGHTS

- Met with Commercial Developers regarding sites and TIF in village.
- Continued Inspections of homes, apartments, and commercial projects.
- Discussions with architects regarding new projects.
- Met with local Business Owners.
- Attended I-41 Local Officials meeting
- Attended Fox Cities Area Room Tax Commission
- Attended Fox Cities Chamber Strategic Planning session

## TOP PRIORITIES FOR April 2022

- 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
- Begin to get permit program set up for implementation for 2022
- Addressing and Solar panel ordinance update/creation

**March Permit Summary Report**

<b>PERMITS ISSUED</b>	<b>2022</b>	
	<b>March</b>	<b>YTD</b>
<b>RESIDENTIAL</b>		
driveway	1	2
electrical	5	12
Fence	0	3
HVAC	3	9
Mobile home	1	1
plumbing	7	23
Pool	1	1
Raze	0	0
Roofing	1	9
Siding	1	1
Single Family	1	1
Duplex	0	0
Accessory Building	2	2
Addition/Alteration	1	8
Miscellaneous	0	0
Number of Permits:	24	72
Estimated Cost:	\$283,183.69	\$754,261.30
Permit Fees:	\$3,983.00	\$8,325.00

**COMMERCIAL**

Fence	1	1
HVAC	1	6
PLUMBING	1	2
Raze	1	2
New Construction	1	1
Addition/Alteration	1	3
Number of Permits:	6	15
Estimated Cost:	\$1,067,622.98	\$2,309,829.98
Permit Fees:	\$1,570.00	\$10,025.00

**OTHER**

Storm Lateral	1	1
Water, Sanitary	1	1
Water, Sewer & Storm	0	0
Signs	2	2
Number of Permits:	4	4
Estimated Cost:	\$107,850.00	\$107,850.00
Permit Fees:	\$315.00	\$315.00

<b>Total</b>	<b>2022</b>	
	<b>March</b>	<b>YTD</b>
Number of permits	34	91
Estimated Cost	\$1,458,656.67	\$3,171,941.28
Permit fees	\$5,868.00	\$18,665.00

# FINANCE DEPARTMENT

## HIGHLIGHTS

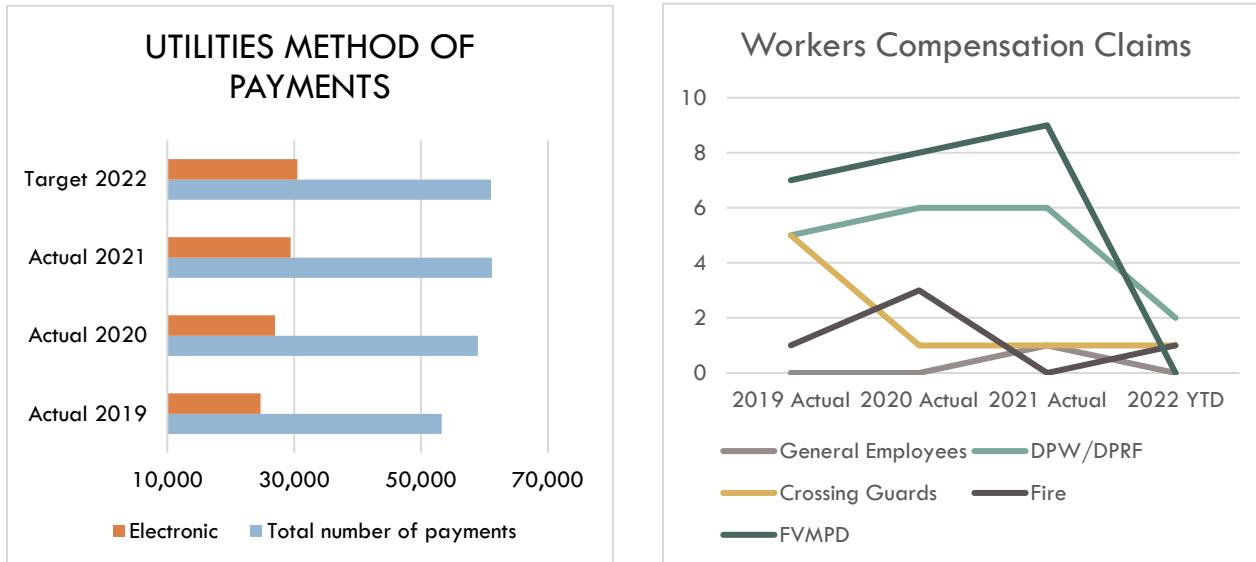
- Audit field work completed, and the Public Service Commission Report filed.
- Interdepartmental team effort to welcome Penney Mack to the village providing introductions of staff members, relaying services provided, and tours to learn about our community.
- Kick-off focus to increase employee awareness of Well Wisconsin benefits available educating employees on opportunity to earn \$150 while gaining valuable health information. Goal to increasing participation in this win-win benefit.
- Filed report with State to document our eligibility for the Expenditure Restraint Aid Program (2022 budgeted is \$85,816 for this aid)
- Finalized cost allocations with the City of Kaukauna for Nelson Crossing. Solid intercommunity cooperation established between the Finance departments.
- Updated all job descriptions for the Finance Department submitting to the Wage and Compensation consultant. Commendable team approach by all!
- Completed applicable filings for two retiring employees from DPW and processing new enrollments for replacements hired.
- Prepared Ready Rebound communication template to be used in an instant when an employee injury or that of a family member occurs to minimize recovery time and frustration for employees. Also, enhance education and communication on available benefit.
- Completed federal registration process for American Rescue Fund based on final Treasury rules.

## TOP PRIORITIES FOR APRIL

- Final review of financial information in the third draft of Transportation Study report
- Second meeting scheduled for the Sewer Rate Study continuing timely performance.
- Develop written procedures for importing/exporting cellular meters and continued education on system.
- Establishing email groups to improve communications efforts across the organization including controls to keep updated for hires and terminations.
- Calculate summer sewer credit
- Rollout of new cybersecurity platform to arm our employees/trustees with the education necessary to reduce the Village's cyber risk and drive security awareness.
- Finalize audit to present report in May to Village Board
- Complete American Rescue Act first report to federal government by April 30, 2022.

## CONTINUOUS IMPROVEMENT EFFORTS

- Update record retention while improving organization of department work area for more efficient operations while enhancing internal controls in the process.
- Trained Account Clerk to process monthly entry for SDC payments received and Payment Network Services invoice that was previously completed by Director.



## PERFORMANCE MEASUREMENTS

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Target 2022</u>
<b># months bank reconciliation completed timely</b>	7	12	12	12
<b># of stale checks outstanding</b>	57	22	5	4
<b>Custodial credit risk</b>	\$3K	\$3.7	\$0	\$0
<b>Investment performance vs 1-3 Year US Treasury Index</b>	2.44% vs 3.55%	3.26% vs 3.10%	.48% vs .07%	2% vs 1.9%
<b>% of customers paying online</b>	42%	53%	55%	57%
<b>Continuous improvement initiatives</b>	25	37	32	24
<b>Number of special assessment billings</b>	67	75	36	115
<b>Average number of monthly utility bills</b>	4,472	4,585	4,671	4,700
<b>Annual number of utility work orders</b>	920	940	1,033	1,000
<b>Annual tax certification letters</b>	540	774	673	675

<b>General obligation bond rating</b>	Aa3	Aa3	Aa3	Aa3
<b># of auditor's compliance issues</b>	2	2	0	0
<b>% of time monthly financials closed within 15 days</b>	58%	100%	100%	100%
<b>% of staff adequately trained/cross trained</b>	70%	90%	90%	100%

#### **FINANCIAL LEARNING OPPORTUNITY FOR THE MONTH:**

**Custodial Credit Risk:** The risk that in the event of financial institution failure, the Village's deposits may not be returned to it. Custodial Credit Risk for investments is that risk that in the event of the failure of the counterparty, the Village will be able to recover the value of its investments or collateral securities that are in the possession of an outside party.

	MARCH	YTD 2022	BUDGET 2022	VARIANCE	% OF BUDGET
<b>GENERAL FUND</b>					
Taxes	10,505.58	831,552.35	1,116,418.00	(284,865.65)	74.48%
Total Licenses and Permits	14,750.40	39,517.32	131,005.00	(91,487.68)	30.16%
Intergovernmental Aid	-	185,998.60	2,474,678.00	(2,288,679.40)	7.52%
Public Charges for Service	25,860.70	34,307.58	130,892.00	(96,584.42)	26.21%
Fines and Forfeitures	13,503.17	27,760.86	95,000.00	(67,239.14)	29.22%
Total Interest	(15,246.87)	(24,378.39)	88,052.00	(112,430.39)	-27.69%
Miscellaneous Revenue	6,307.62	38,166.43	135,254.00	(97,087.57)	28.22%
Other Financing Sources	18,000.00	54,786.20	219,000.00	(164,213.80)	25.02%
<b>Total General Fund Revenue</b>	<b>73,680.60</b>	<b>1,187,710.95</b>	<b>4,390,299.00</b>	<b>(3,202,588.05)</b>	<b>27.05%</b>
Village Board	3,742.71	13,707.16	99,646.00	(85,938.84)	13.76%
Administration	11,707.60	24,105.73	123,932.00	(99,826.27)	19.45%
Engineering & GIS	4,795.90	12,715.98	95,410.00	(82,694.02)	13.33%
Finance	24,404.90	51,941.92	269,214.00	(217,272.08)	19.29%
Clerk	23,745.45	58,946.95	212,487.00	(153,540.05)	27.74%
Community Development - Assessing	6,203.53	21,720.45	81,973.00	(60,252.55)	26.50%
Village Hall	8,782.42	20,525.38	131,735.00	(111,209.62)	15.58%
Municipal Court	6,402.85	19,685.88	66,301.00	(46,615.12)	29.69%
Unallocated	15,172.30	18,602.48	208,425.00	(189,822.52)	8.93%
Insurance	30,063.96	108,471.88	226,869.00	(118,397.12)	47.81%
Village Promotion and Goodwill	337.41	1,173.70	32,046.00	(30,872.30)	3.66%
Inspections	13,347.04	27,280.96	151,080.00	(123,799.04)	18.06%
Fire Operations	13,303.06	78,805.13	368,767.00	(289,961.87)	21.37%
Fire Allocated	34,646.34	98,441.87	364,961.00	(266,519.13)	26.97%
Crossing Guards	10,766.34	21,498.36	84,716.00	(63,217.64)	25.38%
Public Works Administration	1,719.64	4,311.84	34,393.00	(30,081.16)	12.54%
Street Repair and Maintenance	46,713.17	116,586.69	744,384.00	(627,797.31)	15.66%
Public Works Support Services	3,715.72	13,795.10	75,790.00	(61,994.90)	18.20%
Public Works Vehicle Maintenance	22,320.83	45,114.20	144,502.00	(99,387.80)	31.22%
Snow and Ice Control	29,281.61	62,585.41	205,037.00	(142,451.59)	30.52%
Weed Control	227.89	1,284.74	19,848.00	(18,563.26)	6.47%
Recycling	2,448.06	6,218.54	47,922.00	(41,703.46)	12.98%
Park	39,629.67	96,995.25	497,510.00	(400,514.75)	19.50%
Recreation	11,825.83	32,294.97	212,431.00	(180,136.03)	15.20%
Forestry	11,360.04	30,492.25	172,342.00	(141,849.75)	17.69%
Youth Football	743.70	26,545.41	50,197.00	(23,651.59)	52.88%
Community Band	505.17	968.61	9,951.00	(8,982.39)	9.73%
Economic Development	4,022.69	7,771.60	124,633.00	(116,861.40)	6.24%
Transfers	-	-	100,000.00	(100,000.00)	0.00%
<b>Total General Fund Expenses</b>	<b>381,935.83</b>	<b>1,022,588.44</b>	<b>4,956,502.00</b>	<b>(3,933,913.56)</b>	<b>20.63%</b>
<b>GENERAL FUND NET REVENUES (EXPENSES)</b>					
<b>SANITATION</b>					
Sanitation Revenues	48,036.18	154,987.26	576,440.00	(421,452.74)	26.89%
Sanitation Expenses	54,041.04	130,276.85	515,885.00	(385,608.15)	25.25%
<b>SANITATION NET REVENUES (EXPENSES)</b>	<b>(6,004.86)</b>	<b>24,710.41</b>	<b>60,555.00</b>		
<b>FIRE EQUIPMENT DONATION</b>					
Fire Equipment Donation Revenues	78.96	68,202.90	91,150.00	(22,947.10)	74.82%
Flag Pole Memorial Expenses	(1,700.00)	557.00	2,100.00	(1,543.00)	26.52%
<b>FIRE EQUIPMENT DONATION NET REVENUES (EXPENSES)</b>	<b>1,778.96</b>	<b>67,645.90</b>	<b>89,050.00</b>		

	MARCH	YTD 2022	BUDGET 2022	VARIANCE	% OF BUDGET
<b>AQUATICS</b>					
Aquatics Revenue	520.63	91,214.95	186,966.00	(95,751.05)	48.79%
Aquatics	7,783.41	14,349.52	217,466.00	(203,116.48)	6.60%
<b>AQUATICS NET REVENUES (EXPENSES)</b>	<b>(7,262.78)</b>	<b>76,865.43</b>	<b>(30,500.00)</b>		
<b>LIBRARY/CIVIC CENTER</b>					
Library/Civic Center Revenues	1,497.24	338,385.42	606,879.00	(268,493.58)	55.76%
Library/Civic Center	90,462.31	174,231.91	621,879.00	(447,647.09)	28.02%
<b>LIBRARY/CIVIC CENTER NET REVENUES (EXPENSES)</b>	<b>(88,965.07)</b>	<b>164,153.51</b>	<b>(15,000.00)</b>		
<b>CONSOLIDATED POLICE SERVICES</b>					
Consolidated Police Services Revenue	3,816.21	2,108,982.61	3,929,233.00	(1,820,250.39)	53.67%
Police Services Consolidated	425,400.62	912,963.93	3,971,303.00	(3,058,339.07)	22.99%
<b>CONSOLIDATED POLICE SERVICES NET REVENUES (EXPENSES)</b>	<b>(421,584.41)</b>	<b>1,196,018.68</b>	<b>(42,070.00)</b>		
<b>VAN LIESHOUT RECREATION CENTER</b>					
Van Lieshout Rec Center Revenues	5,516.38	9,422.25	14,500.00	(5,077.75)	64.98%
Van Lieshout Rec Center Expenses	577.85	4,051.19	33,321.00	(29,269.81)	12.16%
<b>VAN LIESHOUT NET REVENUES (EXPENSES)</b>	<b>4,938.53</b>	<b>5,371.06</b>	<b>(18,821.00)</b>		
<b>PROMOTIONAL FUND</b>					
Promotional Fund Revenues	272.84	17,182.62	52,400.00	(35,217.38)	32.79%
Promotional Fund Expenses	470.00	1,670.00	40,996.00	(39,326.00)	4.07%
<b>PROMOTIONAL NET REVENUES (EXPENSES)</b>	<b>(197.16)</b>	<b>15,512.62</b>	<b>11,404.00</b>		
<b>AMERICAN RESCUE FUND</b>					
American Rescue Fund Revenues	161.44	468.60	633,750.00	(631,218.60)	0.07%
American Rescue Fund Expenses	2,750.00	4,785.00	632,250.00	(627,465.00)	0.76%
<b>AMERICAN RESCUE PROMOTIONAL NET REVENUES (EXPENSES)</b>	<b>(2,588.56)</b>	<b>(4,316.40)</b>	<b>1,500.00</b>		
<b>TRANSPORTATION SPECIAL REVENUE FUND</b>					
Transportation Special Revenue Fund Revenues	2.20	3.10	-	3.10	#DIV/0!
Transportation Special Revenue Fund Expenses	-	1,580.00	-	1,580.00	#DIV/0!
<b>TRANSPORTATION SR FUND NET REVENUES (EXPENSES)</b>	<b>2.20</b>	<b>(1,576.90)</b>	<b>-</b>		
<b>SMALL BUSINESS MICRO LOAN FUND</b>					
Small Business Micro Loan Fund Revenues	29.99	39.71	600.00	(560.29)	6.62%
Small Business Micro Loan Fund Expenses	-	-	500.00	(500.00)	0.00%
<b>SMALL MICRO LOAN FUND NET REVENUES (EXPENSES)</b>	<b>29.99</b>	<b>39.71</b>	<b>100.00</b>		
<b>FAÇADE RENOVATION GRANT FUND</b>					
Façade Renovation Grant Fund Revenues	17.61	23.37	100,250.00	(100,226.63)	0.02%
Façade Renovation Grant Fund Expenses	-	-	500.00	(500.00)	0.00%
<b>COMMUNITY DEVELOPMENT GRANT NET REVENUES (EXPENSES)</b>	<b>17.61</b>	<b>23.37</b>	<b>99,750.00</b>		
<b>SPECIAL ASSESSMENTS</b>					
Special Assessment Revenue	(7,541.15)	(13,784.03)	187,200.00	(200,984.03)	-7.36%
Special Assessment Expense	174.14	514.06	642,300.00	(641,785.94)	0.08%
<b>SPECIAL ASSESSMENTS NET REVENUES (EXPENSES)</b>	<b>(7,715.29)</b>	<b>(14,298.09)</b>	<b>(455,100.00)</b>		

	MARCH	YTD 2022	BUDGET 2022	VARIANCE	% OF BUDGET
<b>EQUIPMENT REVOLVING FUND</b>					
Equipment Revolving Revenue	4,613.68	23,828.98	185,200.00	(161,371.02)	12.87%
Equipment Revolving Expenses	-	-	350,000.00	(350,000.00)	0.00%
<b>EQUIPMENT NET REVENUES (EXPENSES)</b>	<b>4,613.68</b>	<b>23,828.98</b>	<b>(164,800.00)</b>		
<b>FACILITY AND TECHNOLOGY FUND</b>					
Facility and Technology Fund Revenues	15.96	56,269.93	75,200.00	(18,930.07)	74.83%
Facility and Technology Fund Expenditures	7,852.01	22,471.39	90,000.00	(67,528.61)	24.97%
<b>FACILITY AND TECHNOLOGY NET REVENUES (EXPENSES)</b>	<b>(7,836.05)</b>	<b>33,798.54</b>	<b>(14,800.00)</b>		
<b>TAX INCREMENT DISTRICT 4</b>					
Tax Increment District 4 Revenues	182.68	984,440.70	1,918,650.00	(934,209.30)	51.31%
Tax Increment District 4 Expenses	8,096.25	532,589.35	2,610,948.00	(2,078,358.65)	20.40%
<b>TAX INCREMENTAL DISTRICT 4 NET REVENUES (EXPENSES)</b>	<b>(7,913.57)</b>	<b>451,851.35</b>	<b>(692,298.00)</b>		
<b>TAX INCREMENT DISTRICT 5</b>					
Tax Increment District 5 Revenues	65.48	283,871.57	476,897.00	(193,025.43)	59.52%
Tax Increment District 5 Expenses	3,371.52	46,044.26	314,910.00	(268,865.74)	14.62%
<b>TAX INCREMENTAL DISTRICT 5 NET REVENUES OVER EXPENSES</b>	<b>(3,306.04)</b>	<b>237,827.31</b>	<b>161,987.00</b>		
<b>TAX INCREMENT DISTRICT 6</b>					
Tax Increment District 6 Revenues	22,099.47	861,646.04	1,127,585.00	(265,938.96)	76.42%
Tax Increment District 6 Expenses	10,275.37	25,459.93	1,458,995.00	(1,433,535.07)	1.75%
<b>TAX INCREMENTAL DISTRICT 6 NET REVENUES (EXPENSES)</b>	<b>11,824.10</b>	<b>836,186.11</b>	<b>(331,410.00)</b>		
<b>TAX INCREMENT DISTRICT 7</b>					
Tax Increment District 7 Revenues	91.07	497,053.43	737,000.00	(239,946.57)	67.44%
Tax Increment District 7 Expenses	3,691.41	32,835.47	410,440.00	(377,604.53)	8.00%
<b>TAX INCREMENTAL DISTRICT 7 NET REVENUES (EXPENSES)</b>	<b>(3,600.34)</b>	<b>464,217.96</b>	<b>326,560.00</b>		
<b>TAX INCREMENT DISTRICT 8</b>					
Tax Increment District 8 Revenues	163.97	226.76	113,787.00	(113,560.24)	0.20%
Tax Increment District 8 Expenses	14,617.88	89,472.69	1,741,218.00	(1,651,745.31)	5.14%
<b>TAX INCREMENTAL DISTRICT 8 NET REVENUES (EXPENSES)</b>	<b>(14,453.91)</b>	<b>(89,245.93)</b>	<b>(1,627,431.00)</b>		
<b>PARK IMPROVEMENT</b>					
Park Improvement Revenue	500.00	500.00	551,614.00	(551,114.00)	0.09%
Park Improvement Expenses	-	(10,740.50)	561,033.00	(571,773.50)	-1.91%
<b>PARK IMPROVEMENTS NET REVENUES (EXPENSES)</b>	<b>500.00</b>	<b>11,240.50</b>	<b>(9,419.00)</b>		

	MARCH	YTD 2022	BUDGET 2022	VARIANCE	% OF BUDGET
<b>CAPITAL PROJECTS</b>					
<b>Capital Projects Revenue</b>	<b>0.55</b>	<b>175,172.40</b>	<b>235,210.00</b>	<b>(60,037.60)</b>	<b>74.47%</b>
Construction Projects	13,754.73	21,139.89	961,462.00	(940,322.11)	2.20%
Administration Capital Projects	28,381.46	66,246.91	202,835.00	(136,588.09)	32.66%
<b>TOTAL CONSTRUCTION EXPENSES</b>	<b>42,136.19</b>	<b>87,386.80</b>	<b>1,164,297.00</b>	<b>(1,076,910.20)</b>	<b>7.51%</b>
<b>CAPITAL PROJECTS NET REVENUES (EXPENSES)</b>	<b>(42,135.64)</b>	<b>87,785.60</b>	<b>(929,087.00)</b>		
<b>SEWER</b>					
<b>Sewer Revenues</b>	<b>145,020.08</b>	<b>542,566.79</b>	<b>2,934,909.00</b>	<b>(2,392,342.21)</b>	<b>18.49%</b>
Sewer Capital	5,492.42	10,758.40	242,866.00	(232,107.60)	4.43%
Sewer Financing	20,286.00	63,708.00	250,784.00	(187,076.00)	25.40%
Sewer Treatment	229,903.78	555,380.89	2,381,600.00	(1,826,219.11)	23.32%
Sewer Collection	23,482.14	96,942.84	257,412.00	(160,469.16)	37.66%
Sewer Customer A/R	12,515.25	34,267.18	144,707.00	(110,439.82)	23.68%
Sewer Admin and General	21,304.15	55,926.75	184,507.00	(128,580.25)	30.31%
<b>TOTAL SEWER EXPENSES</b>	<b>312,983.74</b>	<b>816,984.06</b>	<b>3,461,876.00</b>	<b>(2,644,891.94)</b>	<b>23.60%</b>
<b>SEWER NET REVENUES (EXPENSES)</b>	<b>(167,963.66)</b>	<b>(274,417.27)</b>	<b>(526,967.00)</b>		
<b>WATER UTILITY</b>					
<b>Water Utility Revenues</b>	<b>167,820.02</b>	<b>534,532.67</b>	<b>2,324,576.00</b>	<b>(1,790,043.33)</b>	<b>22.99%</b>
Water Capital Projects	5,608.76	9,555.34	214,927.00	(205,371.66)	4.45%
Water Financing	58,098.00	186,763.16	753,841.00	(567,077.84)	24.77%
Water Source	748.64	2,422.22	16,500.00	(14,077.78)	14.68%
Pumping	16,120.43	49,339.96	271,987.00	(222,647.04)	18.14%
Water Treatment	35,708.94	115,909.46	475,030.00	(359,120.54)	24.40%
Water Distribution	45,372.84	164,108.78	655,726.00	(491,617.22)	25.03%
Customer A/R	6,425.21	13,904.77	61,307.00	(47,402.23)	22.68%
Admin and General	11,999.45	49,938.07	204,858.00	(154,919.93)	24.38%
<b>TOTAL WATER EXPENSES</b>	<b>180,082.27</b>	<b>591,941.76</b>	<b>2,654,176.00</b>	<b>(2,062,234.24)</b>	<b>22.30%</b>
<b>WATER NET REVENUES (EXPENSES)</b>	<b>(12,262.25)</b>	<b>(57,409.09)</b>	<b>(329,600.00)</b>		
<b>STORMWATER UTILITY</b>					
<b>Stormwater Revenue</b>	<b>66,771.79</b>	<b>225,016.58</b>	<b>1,242,220.00</b>	<b>(1,017,203.42)</b>	<b>18.11%</b>
Stormwater Capital Projects	10,679.37	25,389.48	667,083.00	(641,693.52)	3.81%
Storm Financing	39,000.00	132,213.54	537,964.00	(405,750.46)	24.58%
Storm Pond Maintenance	9,550.66	13,115.30	146,281.00	(133,165.70)	8.97%
Storm Collection	17,086.13	30,695.62	456,498.00	(425,802.38)	6.72%
Storm Customer A/R	6,425.22	13,876.16	56,685.00	(42,808.84)	24.48%
Storm Admin and General	22,422.22	58,395.70	230,924.00	(172,528.30)	25.29%
<b>TOTAL STORM EXPENSES</b>	<b>105,163.60</b>	<b>273,685.80</b>	<b>2,095,435.00</b>	<b>(1,821,749.20)</b>	<b>13.06%</b>
<b>STORMWATER NET REVENUES (EXPENSES)</b>	<b>(38,391.81)</b>	<b>(48,669.22)</b>	<b>(853,215.00)</b>		

Tax collected through the first installment have been recorded.

Continue to see interest and investment income impacted as result of market changes due to COVID-19. The unrealized losses that exist now will **not** be recognized if the assets are held until maturity. The Village invests in varying maturities to match cash flow needs. An unrealized loss exists when a longer term asset the Village owns price has declined in the market place due to varying interest rates. Each month end, Generally Accepted Accounting Principles require that we record an unrealized loss (or gain) to recognize market impacts. At the end of March, many of the investments currently have an unrealized loss in relation to market prices.

Property, Auto and Workers Compensation first and second quarter premiums have been paid so six months of expense included in March financials.

The \$25,000 contribution to the turf project has been paid from Youth Football program for 2022.

TID 4 and TID 8 had larger debt service payments in January.

Landfill revenue for Sewer Utility is billed on a quarterly billing. The first quarter will not be invoiced until April 2022. Also waiting on lab results for several strength billings for the first quarter that will not go out until April.

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

# Little Chute Fire Department

## LCFD Incident Report

March 2022

**Number of responses: 11**

**Last years: 17**

**YTD: 37**

**03/03/2022 07:44 Mutual aid request Freedom Fire Dept. Standby at LCFD station.**

**03/04/2022 11:32 Lift assist requested by Gold Cross Ambulance @ Atrium Post Acute Care 1201 Garfield Avenue,**

**Engine 3621, Car 3632**

**#22LC00027**

**03/04/2022 23:24 Commercial fire alarm @ Cobblestone Hotel 208 W. Main Street, room 401, occupant burnt food**

**Engine 3621, Truck 3641, Squad 3671, Car 3632**

**#22LC00028**

**03/06/2022 19:04 Odor of Natural Gas near Landfill 1400 block of Holland Road, investigated found odor from landfill causing the issue**

**Engine 3621, Truck 3641, Squad 3671, Engine 3622, Car 3632**

**#22LC00029**

**03/10/2022 16:11 vehicle accident with cleanup County Road N in front of Moasis Truck Stop**

**Engine 3621, Car 3632**

**#22LC00030**

**03/12/2022 08:42 Unknown odor near 2700 Freedom Road, investigated found odor coming from Agropur sewage plant**  
**Engine 3621, Truck 3641, Car 3632**  
**#22LC00031**

**03/12/2022 18:58 Vehicle accident-extrication intersection of 441 South bound & North Avenue**  
**Engine 3621, Squad 3671, Truck 3641,**  
**#22LC00032**

**03/14/2022 08:09 Vehicle accident with clean up, intersection of French Road & North Avenue**  
**Engine 3621, Pickup 3631, Car 3632**  
**#22LC00033**

**03/25/2022 13:21 Vehicle fire I-41 North bound @ Holland Road, no vehicle or fire located**  
**Engine 3621, Car 3632**  
**#22LC00034**

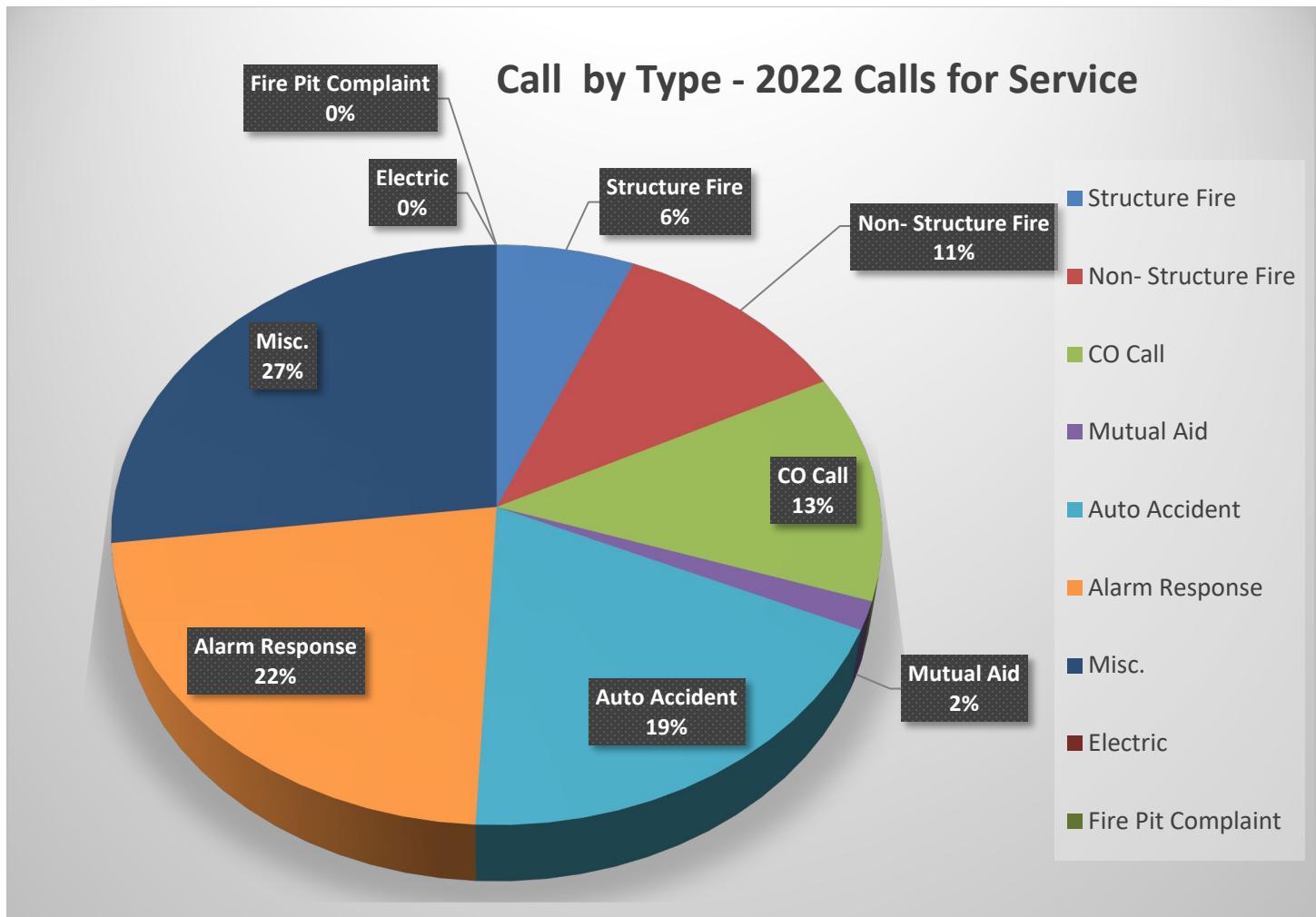
**03/25/2022 20:43 Vehicle accident Hwy 441 Southbound ramp/E. North Avenue**  
**Engine 3621, Squad 3671, Car 3632**  
**#22LC00035**

**03/28/2022 07:15 Odor of Natural Gas @ 1903 Buchanan Street, investigate found low level readings at both sides of duplex, requested WE Energies to confirm, WE Energies confirmed no issues, FVMPD assisted**  
**Engine 3621, Car 3632**

#22LC00036

## Little Chute Fire Department - 2022 Calls for Service

	Structure Fire	Non-Structure Fire	CO Call	Mutual Aid	Auto Accident	Alarm Response	Misc.	Electric	Fire Pit Complaint	2021 Total Responses	2021 Total Responses	2020 Total Responses	2019 Total Responses	2018 Total Responses	2017 Total Responses	2016 Total Responses	2015 Total Responses
<b>2022 SUMMARY</b>	4	7	8	1	12	14	17	0	0	63	181	152	202	165	172	155	132
January 2021 Calls	1	2	2		2	2	4	0	0	13							
February 2021 Calls	1	1	2		2	4	3	0	0	13							
March 2021 Calls	2	4	4	1	8	8	10	0	0	37							
April 2021 Calls																	
May 2021 Calls																	
June 2021 Calls																	
July 2021 Calls																	
August 2021 Calls																	
September 2021 Calls																	
October 2021 Calls																	
November 2021 Calls																	





# FOX VALLEY METRO POLICE DEPARTMENT

## PERSONNEL

The police commission interviewed five finalist candidates last week for our current and anticipated patrol officer vacancies. All five candidates were placed on an eligibility list. We are currently conducting background checks on two of the five candidates. We are anticipating having two new hires on-board in mid May.

Seth Huss started as our newest Community Service Officer (CSO) on April 1<sup>st</sup>. Seth will be training with the patrol officers and other CSO's.

## ADMINISTRATION

Recently, Governor Evers announced an investment of over 50 million dollars for Wisconsin law enforcement agencies. The news release indicated that our department will be receiving \$ 51,158.25. The article stated that "Local law enforcement agencies can use the grant money for training, recruitment bonuses, community policing needs and technology."

If and when we receive these funds, I plan to present ideas for the use of these funds to both village boards.

## TRAINING

Lieutenants Wery and Slinde are attending an advanced ICS (Incident Command System) training course for command level staff.

## FLEET

Both of the new, 2022 squad cars have been delivered to us. We have been notified of a backorder issue on some of the equipment. We are awaiting those parts / equipment before they can be upfitted.

## K-9

THE SECOND ANNUAL *METRO K-9 FOUNDATION* GOLF OUTING IS SATURDAY, AUGUST 20<sup>TH</sup> AT HIGH CLIFF GOLF COURSE IN SHERWOOD. DETAILS AND REGISTRATION INFO CAN BE FOUND BY SCANNING THIS QR CODE:



## ACTIVITY

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



# FOX VALLEY METRO POLICE DEPARTMENT

Month-to-Date CAD Call Detail

## Month-To-Date CAD Received Calls

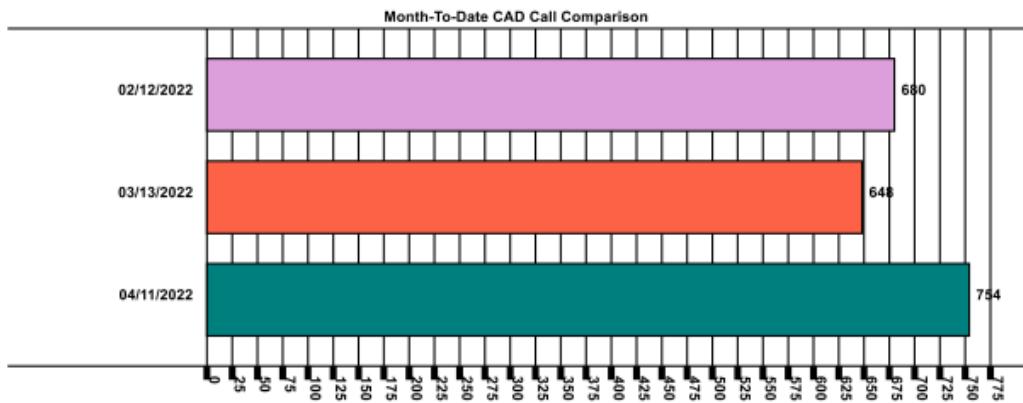
Call Nature	03/14/2022	02/13/2022	1 mo %	01/15/2022	2 mo %
	to 04/11/2022:	to 03/13/2022:	change:	to 02/12/2022:	change:
911 Misdial	53	44	20.5%	53	0.0%
Abandoned Vehicle	4	3	33.3%	1	300.0%
Abdominal A-Adam Response	0	1	-100.0%	0	N/A
Abdominal C-Charlie Response	2	0	N/A	0	N/A
Accident in a Parking Lot	4	7	-42.9%	8	-50.0%
Accident with Extrication	0	1	-100.0%	0	N/A
Accident with Injury	2	0	N/A	0	N/A
Accident with Scene Safety	0	0	N/A	1	-100.0%
Accident with Spill Cleanup	0	1	-100.0%	2	-100.0%
Animal Bite	1	1	0.0%	0	N/A
Animal Call	21	9	133.3%	7	200.0%
Assist Citizen or Agency	52	53	-1.9%	46	13.0%
Bicycle Stop	1	0	N/A	0	N/A
Bleeding A-Adam Response	0	1	-100.0%	0	N/A
Bleeding B-Boy Response	1	0	N/A	1	0.0%
Bleeding D-David Response	2	1	100.0%	2	0.0%
Breathing Problem C-Charles	0	2	-100.0%	0	N/A
Breathing Problem D-David	4	2	100.0%	4	0.0%
Breathing Problem E-Edward	1	0	N/A	0	N/A
Burglary	0	1	-100.0%	0	N/A
Business Check	0	1	-100.0%	0	N/A
CO or Hazmat D-David	0	0	N/A	1	-100.0%
Carbon Monoxide Alarm	0	1	-100.0%	2	-100.0%
Chest Complaint C-Charles	0	0	N/A	1	-100.0%
Chest Complaint D-David	3	2	50.0%	3	0.0%
Choking D-David Response	0	0	N/A	1	-100.0%
Civil Matter Assist	1	0	N/A	2	-50.0%
Civil Process	6	18	-66.7%	12	-50.0%
Crime Prevention	54	53	1.9%	49	10.2%
Damage to Property	7	5	40.0%	5	40.0%
Diabetic Issue A-Adam	0	1	-100.0%	0	N/A

**Village of Little Chute Monthly Report – March 2022**

Diabetic Issue C-Charles	1	1	0.0%	0	N/A
Disturbance	18	9	100.0%	13	38.5%
Disturbance with a Weapon	1	0	N/A	1	0.0%
Domestic Disturbance	4	7	-42.9%	7	-42.9%
Drug Complaint	2	1	100.0%	3	-33.3%
Emergency Committal	1	1	0.0%	0	N/A
Fainting A-Adam	1	0	N/A	3	-66.7%
Fainting C-Charles	4	0	N/A	0	N/A
Falls A-Adam Response	0	2	-100.0%	1	-100.0%
Falls B-Boy Response	3	3	0.0%	4	-25.0%
Falls D-David Response	1	2	-50.0%	2	-50.0%
Fire Alarm Commercial	0	3	-100.0%	4	-100.0%
Fire Dept Public Relations	0	0	N/A	1	-100.0%
Fire Oversized/Commercial Veh	0	0	N/A	1	-100.0%
Fire Stuck Elevator Rescue	0	0	N/A	1	-100.0%
Fire Vegetation or Grass	1	0	N/A	0	N/A
Fire Vehicle Small	2	0	N/A	1	100.0%
Follow Up	29	24	20.8%	20	45.0%
Fraud Complaint	8	6	33.3%	1	700.0%
Harassment	8	3	166.7%	5	60.0%
Hazard in Roadway	9	16	-43.8%	13	-30.8%
Headache A-Adam Response	0	1	-100.0%	1	-100.0%
Heart Problem C-Charles	0	0	N/A	1	-100.0%
Heart Problem D-David	4	0	N/A	0	N/A
Jail GPS Checks	1	4	-75.0%	2	-50.0%
Juvenile Complaint	7	5	40.0%	0	N/A
K9 Assist	0	0	N/A	1	-100.0%
Law Alarms - Burglary Panic	5	5	0.0%	6	-16.7%
Lost or Found Valuables	8	3	166.7%	5	60.0%
Medical Assistance No Injury	4	2	100.0%	0	N/A
Medical Pre-Alert	4	5	-20.0%	7	-42.9%
Missing Person	2	0	N/A	0	N/A
Motorist Assist	20	22	-9.1%	16	25.0%
Natural Gas or Propane Leak	1	1	0.0%	3	-66.7%
Noise Complaint	7	2	250.0%	1	600.0%
Ordinance Violation	8	7	14.3%	6	33.3%
PNB B-Boy Response	1	0	N/A	0	N/A
PNB D-David Response	1	0	N/A	0	N/A
PNB E-Edward Response	2	0	N/A	4	-50.0%
Parking Enforcement	6	9	-33.3%	13	-53.8%
Parking Request	1	3	-66.7%	1	0.0%

**Village of Little Chute Monthly Report – March 2022**

Reckless Driving Complaint	16	26	-38.5%	16	0.0%
Residence Lockout	0	1	-100.0%	0	N/A
Retail Theft	1	0	N/A	0	N/A
Runaway Juvenile	1	0	N/A	2	-50.0%
Scam	2	1	100.0%	0	N/A
School Safety	8	0	N/A	0	N/A
Seizure B-Boy Response	0	0	N/A	1	-100.0%
Seizure D-David Response	0	0	N/A	1	-100.0%
Sex Offense	2	2	0.0%	4	-50.0%
Sick A-Adam	3	2	50.0%	3	0.0%
Sick C-Charles	1	5	-80.0%	3	-66.7%
Sick D-David	0	1	-100.0%	0	N/A
Stroke C-Charles	3	1	200.0%	0	N/A
Structure Fire Smoke or Flame	1	0	N/A	1	0.0%
Suicide A-Adam	0	2	-100.0%	0	N/A
Suspicious Incident	11	9	22.2%	16	-31.2%
Suspicious Person	9	3	200.0%	2	350.0%
Suspicious Vehicle	9	6	50.0%	10	-10.0%
Testing Only	1	0	N/A	0	N/A
Theft Complaint	11	10	10.0%	8	37.5%
Theft of Automobile Complaint	1	0	N/A	0	N/A
Traffic Enforcement	4	11	-63.6%	12	-66.7%
Traffic Stop	204	152	34.2%	181	12.7%
Transport	0	0	N/A	1	-100.0%
Traumatic Injuries A-Adam	2	0	N/A	1	100.0%
Traumatic Injuries B-Boy	0	1	-100.0%	0	N/A
Trespassing	2	1	100.0%	2	0.0%
Truancy	0	2	-100.0%	0	N/A
Unconscious D-David	4	1	300.0%	1	300.0%
Unknown Odor Outdoors	0	1	-100.0%	0	N/A
Unlocked or Standing Open Door	6	0	N/A	1	500.0%
Vacant House Check	0	0	N/A	5	-100.0%
Vehicle Accident	14	17	-17.6%	28	-50.0%
Vehicle Lockout	3	8	-62.5%	5	-40.0%
Violation of Court Order	5	0	N/A	1	400.0%
Wanted Person or Apprehension	1	0	N/A	3	-66.7%
Water Problem	0	0	N/A	1	-100.0%
Weapon Violation	1	0	N/A	0	N/A
Welfare Check	34	30	13.3%	22	54.5%





# **Little Chute Public Library**

**Gerard H. Van Hoof Memorial**

## **Highlights**

- “Book-a-Bike” program E-bikes are in the library on display until the biking season begins
  - Two children’s bikes have been donated and will be tuned up and painted by the Recyclist Bike Shop
  - Trishaw rides with Share the Ride scheduled for June-September
- Provided senior outreach to Country Villa Retirement Center in Freedom
- Sent out March marketing mailers to residents in Freedom area
- Visited Freedom elementary schools and gave out library promotional materials to K-3
- St. Patrick’s in Freedom and Flex Academy both had field trips to the library
- Genefication project almost complete
- Participating in planning committee for OWLS Conference
  - All library staff will be attending Conference April 22<sup>nd</sup>. Library will be closed.
- Business Incubator Space is waiting on computer and network installation and will be ready for rentals
- Scheduling end of school year tours and Summer Library Program promotion
- Market on Main Family Area Planning
- Support for expansion of Friends of the Library group
- Creating five-year plan for technology updates
- Patron record maintenance on expired accounts
  - OWLS voted to delete long expired cards with small fines
- Staff training on technology platforms
- Hiring for Summer Library Tech. position
- Expanding social media platforms
- Aubrey’s community outreach: Fox Cities Book Festival, President; Fox Cities Reads, Board Member, Friends of the Library, Treasurer
- Katherine’s community outreach: Windmill, Board Member; LC Historical Society, Secretary; Winnefox Library System, President
- Katherine on vacation week of May 16th

## **Top Priorities**

- Summer Reading Program planning
  - Prize Ordering
  - Supply Ordering
- Building non-traditional checkout collection
- Bookstore organization model project
- Community collaborations for summer

---

- Continuing education and community involvement opportunities for staff

## Upcoming Events

- Evening Book Club
- To-go Crafts
- Storytime
- Craft Circle
- Tech Tuesday's
- Knitting 101
- Comic Club
- Corn Husk Doll making workshop
- Virtual author event

## Library Event Participation Statistics:

Craft Circle: 15

To-Go Crafts: 50

Children's Passive Programs: 170

Storytimes: 151

Goat Storytime: 85

Book Clubs: 92

After School Game Day: 33

Comic Club: 7

FB Engagements: 976

Instagram Engagements: 166

Unboxing Views: 500

Library Tours: 56

NERF War: 74

## Library Circulation Statistics:

# FORESTRY DEPARTMENT

## HIGHLIGHTS

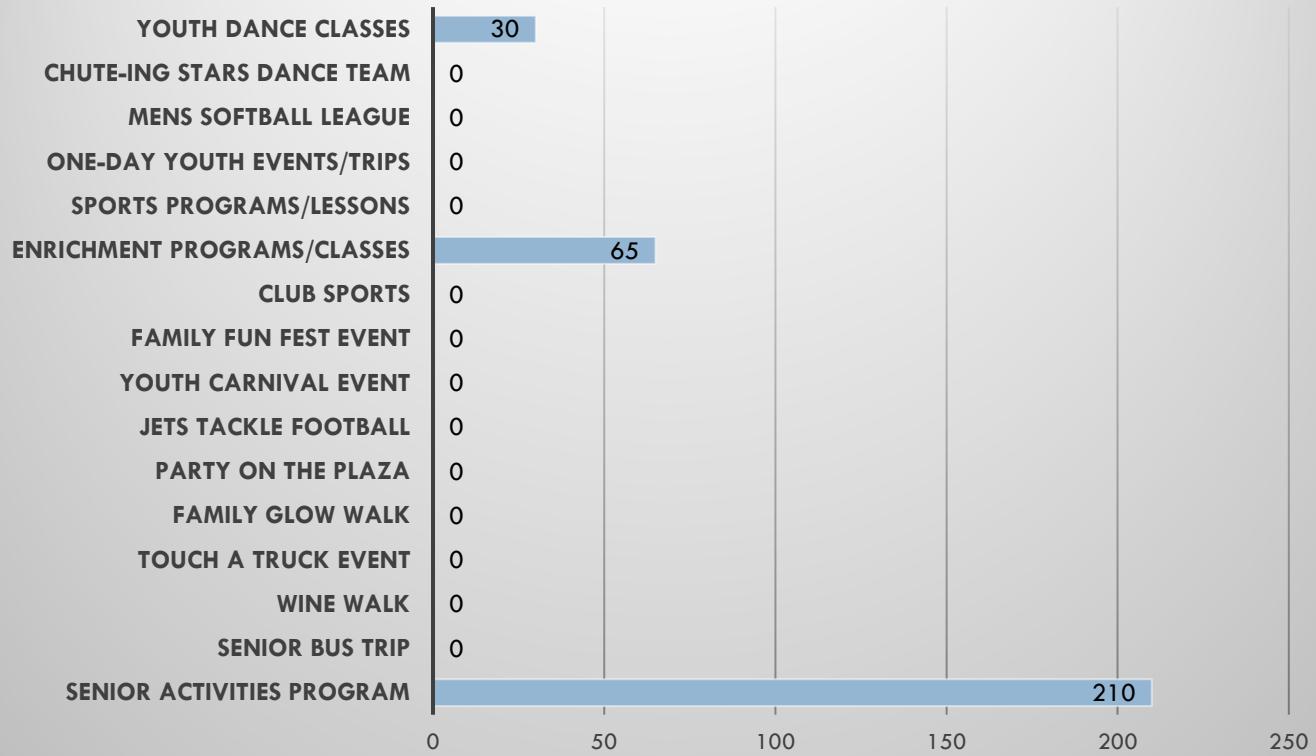
- Finalized locations for portables.
- Finish invasive species removal on levy trail system
- Work with Drug Abuse Correctional Center (DACC) team to help with invasive species removal in Heesakker Park.
- Work with Beautification Committee for transition to Spring flowers
- Drain pool and prep for start up
- Review park facilities for Spring start up
- Monthly department e-newsletter.
- Sponsor letters mailed out for summer t-shirt program – received sponsors for 1,212 youth shirts.
- Reviewed summer applications, scheduled interviews, offered positions to selected applicants
- Spring/Summer Program books were delivered to all LC residents/taxpayers on March 16; Facebook and e-newsletter promotion of book done.
- Website updates.
- Registration for recreation programs began March 21.
- Chute-ing Stars Dance Team tryout packets made available; planning work for April meeting/tryouts
- Department participated with 49 other Wisconsin Rec Departments to offer “Be Active Wisconsin Community Fitness Challenge” for month of March – our participants finished 26<sup>th</sup> overall.
- Men’s Softball league registration held – total of 14 teams registered.
- Planning for Arbor Day Event – ordered tree samplings from DNR.
- Planning for summer staff bloodborne training & meeting on May 22.

## TOP PRIORITIES FOR APRIL

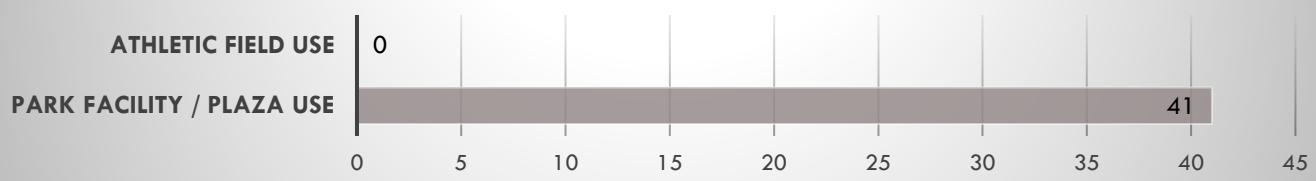
- Ash Tree Removal contract fulfilled
- Pool preparations for opening
- Kayak Station built
- Prepare for Park Restrooms to open for public
- Mulch Ordered
- CIP review and submission
- Establish Park Planning Committee agenda items
- Monthly department e-newsletter.
- Prepare for Spring sports at the soccer and baseball fields.
- Continue to set up vendors for the Village Market.
- Booking of fields for practices & games for High School Soccer, High School Baseball, LC Diamond Club baseball/softball leagues, and LC Blue Jays.
- Submit proclamations for Chute-ing Stars Dance Team and High School Dance Team accomplishments.
- Prep for start of spring Archery Programs – targets & equipment, room clearing by village crew
- Hold Chute-ing Stars Dance Team parent/dancer meeting and team tryouts
- Planning for Men’s Softball – league schedules, softballs, umpires, DP2 portable toilet
- Planning for Jets Football – team registration packet, team schedule, HS field reservations, athletic trainer, meeting with coaches, impact testing, physical forms

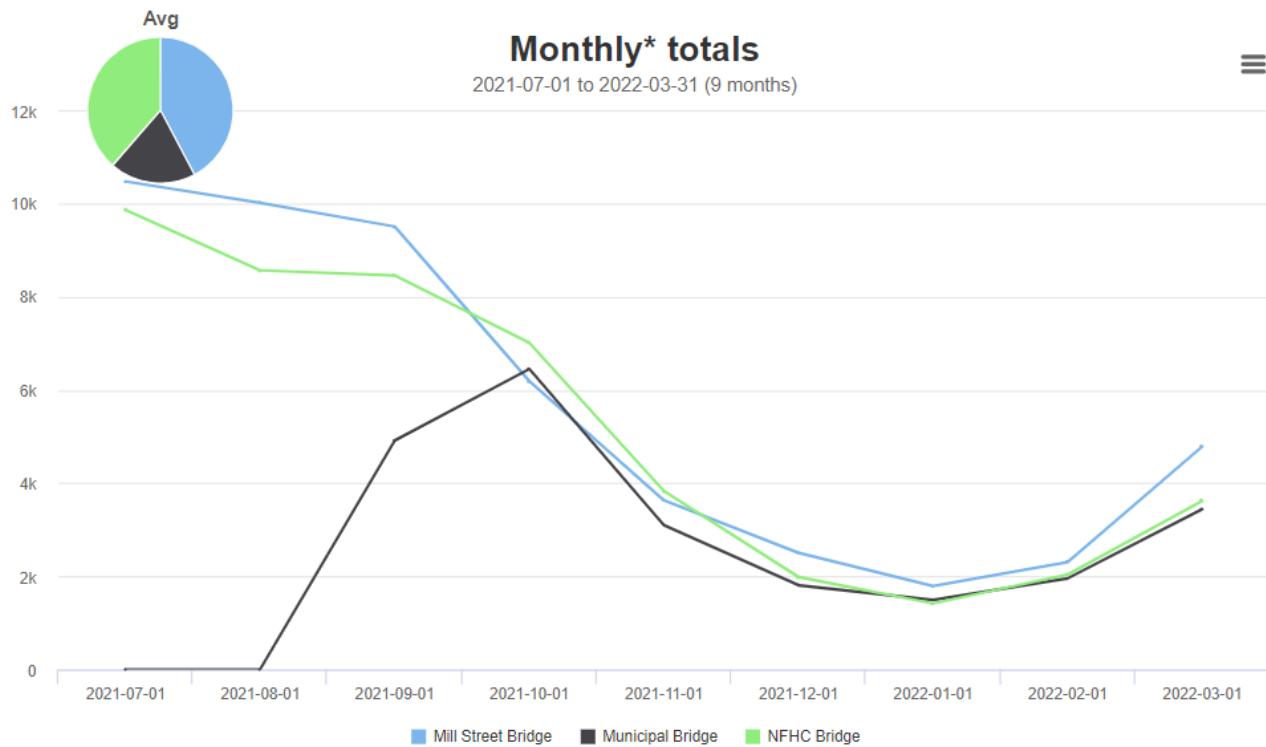


## 2022 Year-To-Date PROGRAM PARTICIPATION



## 2022 Year-To-Date...





	Mill Street Bridge	Municipal Bridge	NFHC Bridge
2021-07-01	10470.3	0	9861.9
2021-08-01	10014	0	8564
2021-09-01	9502	4913	8456
2021-10-01	6187	6447	7013
2021-11-01	3629	3099	3829
2021-12-01	2504	1807	1986
2022-01-01	1790	1493	1418
2022-02-01	2305	1955	2037
2022-03-01	4785	3437	3619

Running Total		
Mill Street Bridge	Municipal Bridge	NFHC Bridge
43418	23151	39467

# Department of Public Works

## Monthly Report – March 2022

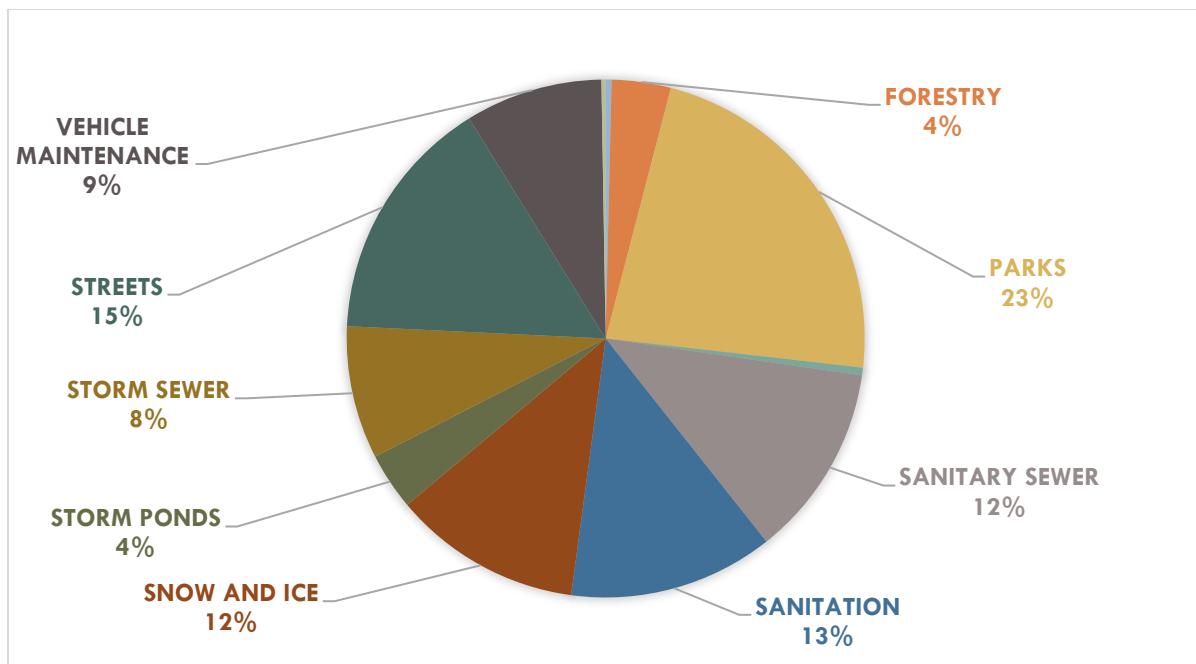
### Highlights

- Continued to monitor TDS fiber mainline conduit installation.
- Village crews plowed two times and salted three times. Used salt brine when necessary.
- Replaced batteries, maintained, and read laser meters in sanitary sewer system.
- Monitored erosion control and storm water permits.
- Consultant continued to work on the Geographical Information System (GIS) data conversion.
- Completed modifications to the trailer that will hold the new mainline sanitary sewer camera. Mainline inspections are planned for April.
- 12,595 feet on mainline sanitary sewer was jetted.
- Started spring invasive animal removal in the storm ponds.
- Street sweepers were sent out for the first time this year.
- The annual MS4 (Municipal Separate Storm Sewer Systems) annual report was submitted to the WDNR.

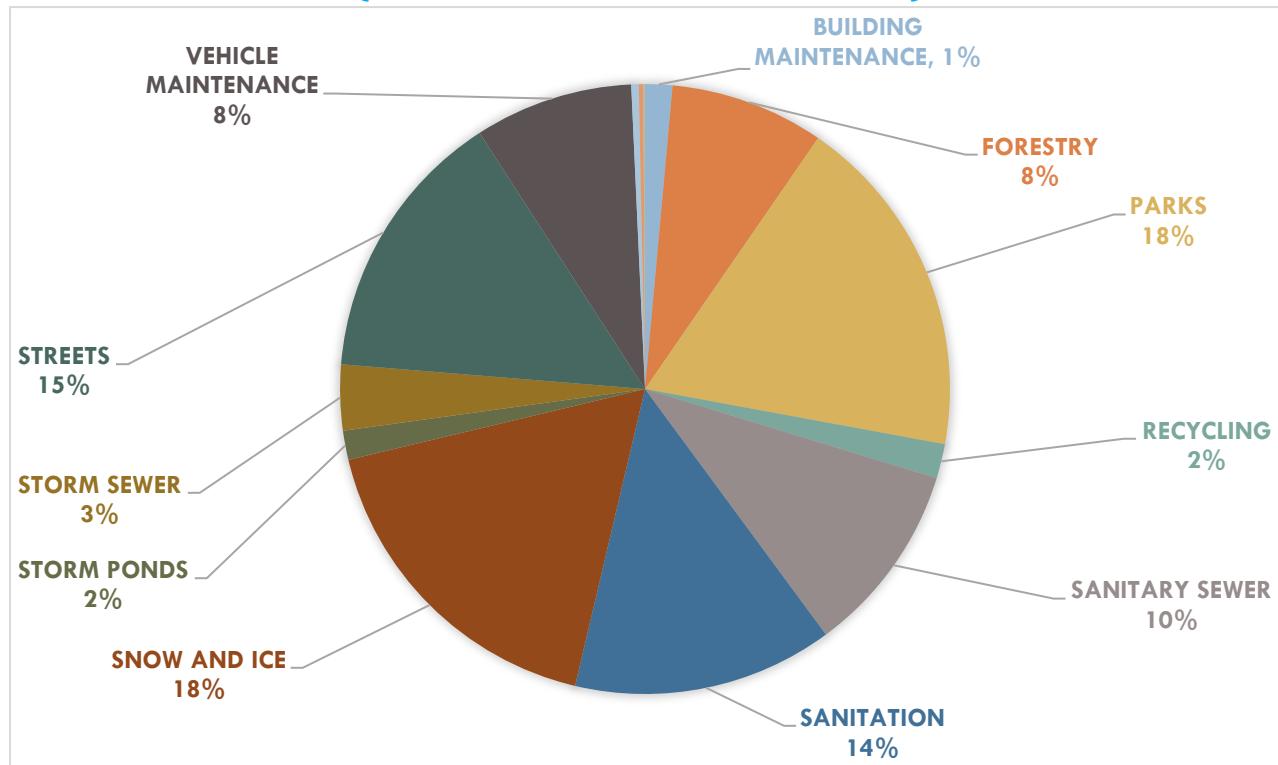
### Top Priorities for April 2022

- Equipment specs for 2022, 2023 and 2024 are being updated.
- Two new Public Works / Park, Recreation, and Forestry employees started full-time.
- Continued to monitor TDS fiber conduit installation. Installation of the fiber conduit is coming to an end. Individual service drops to properties will begin. Project lawn/terrace grading and seeding is still needed throughout the Village.
- Employees continue to look for I&I in the sanitary collection system, some repair work has been done.
- Mainline sanitary sewer inspections with the new sanitary sewer camera will begin.

## March 2022 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

## Monthly Report – March 2022

In the month of March, the utilities listed below were installed with the removals also listed.

March 2022 - Utility Installation and Abandonements			
Village of Little Chute - Vandenbroek Pond Construction			
WATER MAIN	Units	Installed	Abandoned/Removed
8" PVC Water Main	L.F.	97.5	97.5
8" Water Valve & Valve Box	E.A.	2.0	1.0
SANITARY SEWER	Units	Installed	Abandoned/Removed
None	N.A.	None	
STORM SEWER	Units	Installed	Abandoned/Removed
15" RCP Storm Sewer Main	L.F.	27.7	
30" RCP Storm Sewer Main	L.F.	72.7	
54" RCP Storm Sewer Main	L.F.	62.5	
5' Diameter - Standard Storm Manhole	E.A.	1.0	
5' Diameter - Storm Inlet Manhole	E.A.	1.0	
6' Diameter - Storm Inlet Manhole	E.A.	1.0	
8' Diameter - Storm Inlet Manhole	E.A.	1.0	

**Pine Street Parking Lot and Pedestrian Mall** – This project is currently on hold with a redesign of the project and utilities to be started in April.

**Pheasant Run Storm Sewer** - This project was on hold for the month of March waiting for the WDNR to schedule a meeting to discuss the stream enclosure.

**Rail Road Quiet Zone** – This project was awarded on April 6<sup>th</sup> and the contract documents were signed by the Village and have been submitted to the Contractor for their signature. Top priority is to obtain the Contractor's schedule.

## **Top Priorities for April 2022**

**Pine Street Parking Lot and Pedestrian Mall** – This project is being redesigned due to changes in the project area and scope. Our focus for this project will be to install new sanitary and storm sewers. The water main will have only minor changes.

**Main Street (bypass and turning lane extensions)** – This project was awarded on April 6<sup>th</sup> and the contract documents were signed by the Village and have been submitted to the Contractor for their signature. Top priority is to obtain the Contractor's schedule.

**Main Street Crosswalks** – This project was awarded on April 6<sup>th</sup> and the contract documents were signed by the Village and have been submitted to the Contractor for their signature. This project is included with the Main Street Turn Lane contract.

**CTH OO Water Main (Bohm to Joyce)** – This project was awarded on April 6<sup>th</sup> and the contract documents were signed by the Village and have been submitted to the Contractor for their signature. Top priority is to obtain the Contractor's schedule.

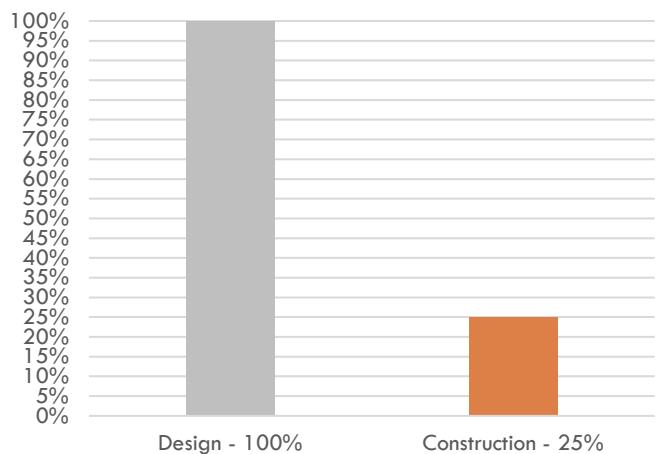
**CTH OO Sanitary Sewer Lining (Lamers to Bohm)** – This project was awarded on April 6<sup>th</sup> and the contract documents were signed by the Village and have been submitted to the Contractor for their signature. This project is included with the CTH OO utility project.

**Cherryvale Avenue Concrete Paving Project** – This project is currently out to bid with the bid opening scheduled for April 14<sup>th</sup> and award is scheduled for April 20<sup>th</sup>. These projects will be ready for a late May start depending on the Contractor's schedule.

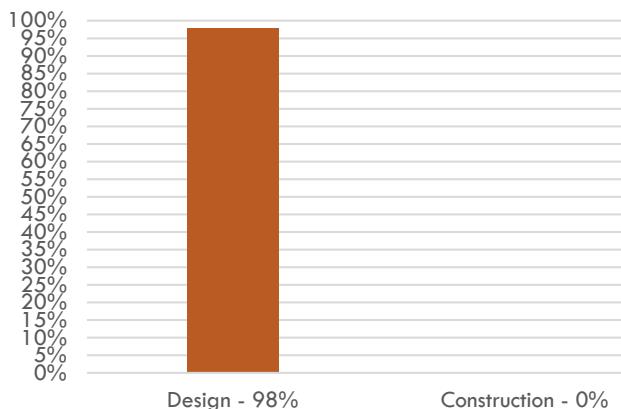
**Crosswinds Subdivision Concrete Sidewalk** – This project is currently out to bid with the bid opening scheduled for April 14<sup>th</sup> and award is scheduled for April 20<sup>th</sup>. These projects will be ready for a late May start depending on the Contractor's schedule.

**Pheasant Run Storm Sewer** – An on-site meeting is scheduled for April 13<sup>th</sup> with the WDNR to discuss the stream enclosure permit. This project cannot begin until after fish spawning in the Fox River.

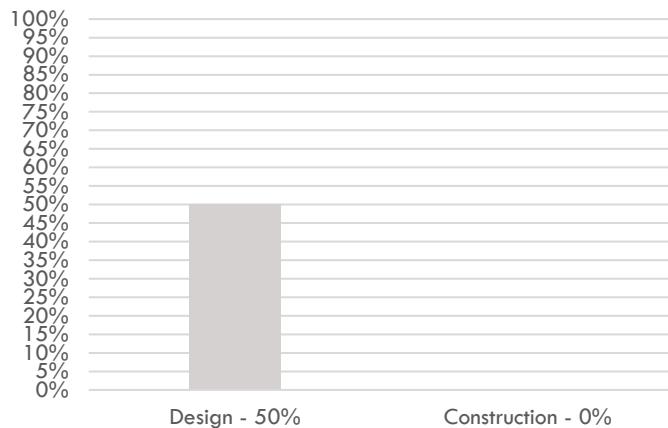
### Vandenbroek Pond



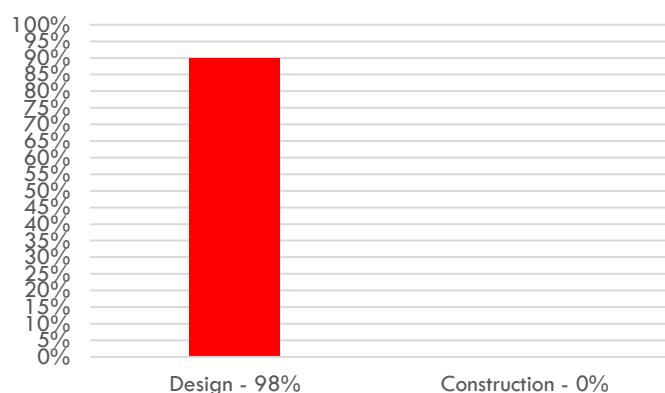
### CTH OO Water Main & San. Sewer (Bohm - Joyce) & (Lamers - Bohm)



### Pine Street Parking / Ped Mall



### Main Street - Turn Lanes & Crosswalks



## MINUTES OF THE REGULAR BOARD MEETING OF APRIL 6, 2022

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

### Pledge Allegiance to the Flag

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

### Roll call of Trustees

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

### Roll call of Officers and Department Heads

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

### Public Appearance for Items Not on the Agenda

David Schuelke, 3007 Gardenia Drive. Mr. Schuelke requested more streetlights. He visited 26 of 27 residents on Gardenia Drive who would also like more streetlights. There are many residents walking at night and for safety reasons more lights are needed.

### 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 March 16, 2022
2. Disbursement List
3. Adopt Resolution No. 11, Series 2022 Proclaiming Arbor Day
4. Rock Cancer Temporary Class “B” Retailer’s License

*Moved by Trustee L. Van Lankvelt, seconded by Trustee B. Van Lankveldt to approve the Consent Agenda as presented.*

Ayes 7, Nays 0 – Motion Carried

### Discussion—2023 – 2027 CIP Guidance

Administrator Bernhoft presented the 2023- 2027 CIP Guidance. An initial presentation will take place on the June 1<sup>st</sup> meeting with hope of approval on June 15<sup>th</sup> meeting.

### **Discussion/Action—Award Contract for Main Street Paving**

Village Engineer Murawski presented the bid that was received for the Main Street Paving Project. This project would require a budget adjustment of \$6,509.53 Trustee Peerenboom asked about traffic issues and a timeline for the project. Director Murawski stated the final deadline would be completed 2 weeks before the Market on Main Event- September 6. The contractors will also work around earlier events in the downtown area. Local signage for downtown businesses will also be included. Trustee Elrick asked if the business owner of a multi-tenant building across the street had been contacted. Director Murawski stated they have been contacted and a final meeting before the work starts is planned to discuss details of the parking lot.

*Moved by B. Van Lankveldt seconded by Trustee L. Van Lankveldt to Award the Contract for Main Street Paving to Vinton Construction Company and Budget Adjustment of \$6,509.53.*

### **Roll Call Vote**

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

Ayes 7, Nays 0 – Motion Carried

### **Discussion/Action—Award Contract for CTH OO Water & Sanitary**

Director Murawski presented the bid that was received for CTH OO Water & Sanitary. This project will not need any budget adjustments. Trustee Elrick asked if an outside inspection firm would be hired as this is a relatively new technology. Director Murawski stated the technology used is not that new we have 3 experienced technicians on staff with experience in slip lining inspection and fusing of water lining.

*Moved by Trustee B. Van Lankveldt seconded by Trustee Peerenboom to Award Contract for CTH OO Water & Sanitary to Advance Construction, Inc.*

Ayes 7, Nays 0 – Motion Carried

### **Department and Officers Progress Reports**

Departments and Officers supplied progress reports to the Board

### **Call for Unfinished Business**

None

### **Items for Future Agenda**

None

### **Closed Session:**

19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Discuss Three (3) Economic Development items.*

*Moved by Trustee Elrick, seconded by Trustee L. Van Lankveldt to Enter into closed session at 6:34 pm*  
Ayes 7, Nays 0 – Motion Carried

### **Return to Open Session**

*Moved by Trustee L. Van Lankvelt seconded by Trustee Elrick to Exit closed session at 7:40 p.m.*

Ayes 7, Nays 0 – Motion Carried

**Adjournment**

*Moved by Trustee L. Van Lankvelt, seconded by Trustee Elrick to Adjourn the Regular Board Meeting at 7:40 p.m.*

Ayes 7, Nays 0 – Motion Carried

**VILLAGE OF LITTLE CHUTE**

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

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



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

## SPECIAL EVENT PERMIT APPLICATION

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

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility **please be very specific**. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. Please call (920) 423-3869 with questions regarding this special event permit. **RETURN COMPLETED APPLICATION TO PARK & REC DEPT ON 2<sup>ND</sup> FLOOR OF VILLAGE HALL.**

### APPLICANT INFORMATION

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

### ORGANIZATION INFORMATION

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

Applicant's Relationship to Organization    Festival Board Member

### EVENT INFORMATION

Name of Event	Great Wisconsin Cheese Festival		
Event Location	Doyle Park, corner Park & Van Buren, Little Chute, WI 54140		
Event Date (list each date if it's a multi-day event)	Friday, June 3, Saturday, June 4, and Sunday, June 5, 2022		
Event Set Up Time	setup begins at park 5/31	Event End Time	final cleanup at park 6/6
Total Anticipated Attendance	approximately 15,000		

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

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

Are you Requesting Funding or Staff Assistance from the Village?  YES  NO

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

Festival requests use of all facilities and open grass at Doyle Park for festival (excluding pool) from setup, to events days, to cleanup. Village staff assistance requested for: crew festival setup, crew posting no parking signage, crew working on event days, crew closing of streets (with supplies dropped off by contractor) & police/crossing guards at intersections for walk/run/parade on Main St, crew festival cleanup. Proceeds from annual event are donated back to the community - to date over \$1.6 million given back!

### INDEMNIFICATION AGREEMENT (please ready carefully before signing)

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

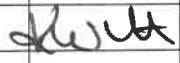
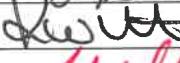
Applicant – Print Name **Donna Koebe**

Applicant - Signature 

Boardmember

Date **03/09/2022**

FOR OFFICE USE ONLY					
DEPARTMENT	Staff Hours	Staff Cost	Equipment Hours	Equipment Cost	Facility Rental Fee
Clerk's Office	0	\$ 0	0	\$ 0	\$ 0
Fox Valley Metro Police	102 hrs	\$ 5,940.74	0	\$ 0	\$ 0
Parks, Recreation, & Forestry	300	\$ 10,500	0	\$ 0	\$ 0
Public Works	0	\$ 0	0	\$ 0	\$ 0
<b>TOTAL</b>	<b>402</b>	<b>\$ 16,440.74</b>			
<b>EVENT TOTAL TO BE BILLED</b>	<b>\$ 0</b>	<i>(Event is not charged staff cost)</i>			

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

Approved By Village Board

VILLAGE PRESIDENT – PRINT

SIGNATURE

DATE

# APPLICANT CHECKLIST

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

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

## DEPARTMENT OF PUBLIC WORKS – (920) 423-3865

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

*Submitted to Laura in person to w/street closure permit in Feb.*

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

	Yes	No	Action to be taken by applicant:
1. Do you have an emergency response plan? <i>will update for 2022</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If no, contact FVMPD for assistance
2. Are you requesting any special parking restrictions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, contact FVMPD for more information

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

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



Office Use Only  
Date Submitted 3/15/22  
Permit Fee Paid \$25.00  
\$25 permit fee is non-refundable

## SPECIAL EVENT PERMIT APPLICATION

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

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility **please be very specific**. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. Please call (920) 423-3869 with questions regarding this special event permit. **RETURN COMPLETED APPLICATION TO PARK & REC DEPT ON 2<sup>ND</sup> FLOOR OF VILLAGE HALL.**

### APPLICANT INFORMATION

First Name	Sue	Last Name	Spierings
Phone	920-788-7189	Email	<a href="mailto:sues@idmarketingllc.com">sues@idmarketingllc.com</a>
Address (individual or business)	700 Harvest Trail		
City	Appleton	State	WI
		ZIP	54913

### ORGANIZATION INFORMATION

Organization's Name	Spierings Cancer Foundation		
Organization's Phone	(920) 788-7189	Organization's Email	<a href="mailto:jim@spieringscancerfoundation.org">jim@spieringscancerfoundation.org</a>
Organization's Address (individual or business)	700 Harvest Trail		
City	Appleton	State	WI
		ZIP Code	54913

Applicant's Relationship to Organization

### EVENT INFORMATION

Name of Event	Rock Cancer		
Event Location	Doyle Park Little Chute		
Event Date (list each date if it's a multi-day event)	August 20, 2022		
Event Set Up Time	Starting Friday Aug, 19 at 1:00PM	Event End Time	Midnight August 20 <sup>th</sup>
Total Anticipated Attendance	Est 3,000 +		
Event Information (purpose, activity, who can participate, do you charge, etc.)			

Are you Requesting Funding or Staff Assistance from the Village?

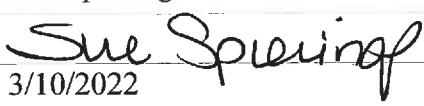
YES  NO

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

### INDEMNIFICATION AGREEMENT (please read carefully before signing)

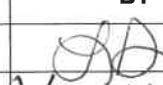
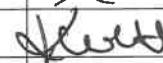
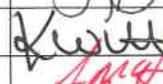
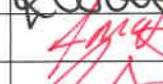
The applicant/organization shall indemnify, defend, and hold harmless the Village and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful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

Applicant – Print Name: Sue Spierings

Applicant - Signature: 

Date: 3/10/2022

FOR OFFICE USE ONLY					
DEPARTMENT	Staff Hours	Staff Cost	Equipment Hours	Equipment Cost	Facility Rental Fee
Clerk's Office	0	\$ 0	0	\$ 0	\$ 0
Fox Valley Metro Police	24	\$ 1505.28		\$	\$
Parks, Recreation, & Forestry	Included in 0 PW	\$		\$	\$ Group pays full rental fee of Day facilities as well as fees for weekend (use picnic table)
Public Works	75	\$ 3,032.18	32	\$ 500	\$
<b>TOTAL</b>	<b>101</b>	<b>\$ 4,537.46</b>	<b>32</b>	<b>\$ 500</b>	<b>\$</b>
<b>EVENT TOTAL TO BE BILLED</b>	\$ 1/2 of \$4537.46 => \$2,268.73				
	( \$500 is not included per past practice)				

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

Approved By Village Board

VILLAGE PRESIDENT – PRINT

SIGNATURE

DATE



Office Use Only  
Date Submitted Nov 19  
Permit Fee Paid Waived  
\$25 permit fee is non-refundable

## SPECIAL EVENT PERMIT APPLICATION

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

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility **please be very specific**. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. Please call (920) 423-3869 with questions regarding this special event permit. **RETURN COMPLETED APPLICATION TO PARK & REC DEPT ON 2<sup>ND</sup> FLOOR OF VILLAGE HALL.**

### APPLICANT INFORMATION

First Name	John McDonald	Last Name	McDonald
Phone	(920) 423-3868	Email	john@littlechutewi.org
Address (individual or business)	108 W. Main St	State	WI
City	Little Chute	ZIP Code	54140

### ORGANIZATION INFORMATION

Organization's Name	Village of Little Chute - Market on Main		
Organization's Phone	(920) 423-3868	Organization's Email	john@littlechutewi.org
Organization's Address (individual or business)	108 W. Main Street	State	WI
City	Little Chute	ZIP Code	54140
Applicant's Relationship to Organization	Director Parks, Rec, Forestry, Market on Main Team		

### EVENT INFORMATION

Name of Event	Market on Main		
Event Location	Main Street - (Madison to Wilson)		
Event Date (list each date if it's a multi-day event)	Saturday, September 10, 2022		
Event Set Up Time	12:00 pm	Event End Time	10:00 pm
Total Anticipated Attendance	1,000 - 1,200		

Event Information (purpose, activity, who can participate, do you charge, etc.) - Market on Main is a family friendly event that host craft vendors, food trucks, music, beer tent, & family fun area. Event is free to those that attend. Proceeds go back to Village & downtown revitalization efforts.

Are you Requesting Funding or Staff Assistance from the Village?

YES

NO

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

- Staff time to bring garbage/recycling cans, picnic tables,
- staff time to take back & clean garbage/recycling cans, picnic tables

### INDEMNIFICATION AGREEMENT (please read carefully before signing)

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

Applicant – Print Name

Village of Little Chute

Applicant - Signature

Jah McSally

Date

3.9.2022

\* The village requires all vendors, food trucks, music, & any other contracted services to have own insurance/liability

#### FOR OFFICE USE ONLY

DEPARTMENT	Staff Hours	Staff Cost	Equipment Hours	Equipment Cost	Facility Rental Fee
Clerk's Office	4	\$ 4	1	\$	\$
Fox Valley Metro Police	0	\$ 0	1	\$	\$
Parks, Recreation, & Forestry	0	\$ 0	1	\$	\$
Public Works	1.8	\$ 1612	1	\$	\$
<b>TOTAL</b>	<b>\$1612.00</b>	<b>\$ 1612</b>			
<b>EVENT TOTAL TO BE BILLED</b>		<b>\$ 1612</b>			

#### FOR OFFICE USE ONLY

DEPARTMENT	APPROVE	DENY	BY	REASON (if denied)
Clerk's Office	X		SD	
Fox Valley Metro Police	Kwitt		Kwitt	
Parks, Recreation, & Forestry	and		and	
Public Works			Pat	

Approved By Village Board

VILLAGE PRESIDENT – PRINT

SIGNATURE

DATE



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

## SPECIAL EVENT PERMIT APPLICATION

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

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility please be very specific. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. Please call (920) 423-3869 with questions regarding this special event permit. **RETURN COMPLETED APPLICATION TO PARK & REC DEPT ON 2<sup>ND</sup> FLOOR OF VILLAGE HALL.**

### APPLICANT INFORMATION

First Name	Debra	Last Name	Wenzel
Phone	(920) 202 4492	Email	AmLeg258WI@gmail.com
Address (individual or business)	635 Deere St		
City	Menasha	State	WI
		ZIP Code	54952

### ORGANIZATION INFORMATION

Organization's Name	American Legion WI Post 258		
Organization's Phone	( )	Organization's Email	AmLeg258WI@gmail.com
Organization's Address (individual or business)	P O Box 22		
City	Little Chute	State	WI
Applicant's Relationship to Organization	Executive Board Member		

### EVENT INFORMATION

Name of Event	Gold Star Family Day		
Event Location	Windmill Plaza		
Event Date (list each date if it's a multi-day event)	Sept 25th 2022		
Event Set Up Time	3PM	Event End Time	9PM
Total Anticipated Attendance	50		

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

Honor those who have lost a loved one serving in the military. Open to public at no charge. There will be a band, guest speakers, podium set up, gun salute

Are you Requesting Funding or Staff Assistance from the Village?

YES

NO

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

### INDEMNIFICATION AGREEMENT (please read carefully before signing)

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

Applicant – Print Name	Debra A Wenzel				
Applicant - Signature	Debra Wenzel				
Date	3-9-2022				

FOR OFFICE USE ONLY					
DEPARTMENT	Staff Hours	Staff Cost	Equipment Hours	Equipment Cost	Facility Rental Fee
Clerk's Office	&	\$ 4	0	\$ 0	\$ 0
Fox Valley Metro Police	&	\$ 0		\$	\$
Parks, Recreation, & Forestry	&	\$ 0		\$	\$
Public Works	&	\$ 0		\$	\$
<b>TOTAL</b>	4	\$ 4		\$	\$
<b>EVENT TOTAL TO BE BILLED</b>	\$ 4				

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

Approved By Village Board

VILLAGE PRESIDENT – PRINT

SIGNATURE

DATE

## APPLICATION FOR TEMPORARY CLASS "B"/ "CLASS B" RETAILER'S LICENSE

See additional information on reverse side. Contact the municipal clerk if you have questions.

Fee \$ 10.00

Application Date: 04/07/2022

The Village of Little Chute of Outagamie County.

A Temporary Class "B" license to sell fermented malt beverages at picnics or smaller gatherings under s. 125.26(6) Wis. Stats.  
 A Temporary "Class B" license to sell wine at picnics or smaller gatherings under s. 125.51(10), Wis. Stats.

At the premise described below during a special event beginning 6/3/2022 and ending 6/5/2022 and agrees to comply with laws, regulations, ordinances, and regulations (state, federal, or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. **ORGANIZATION** (check appropriate box)  Bona fide Club  Church  Lodge/Society  Veteran's Organization  Fair Association
  - (a) Name Little Chute Jaycees
  - (b) Address PO Box 66
  - (c) Date organized 1975
  - (d) If corporation, given date of incorporation \_\_\_\_\_
  - (e) If the named organization is not required to hold a Wisconsin sellers permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:
  - (f) Names and addresses of all officers:  
President Shane Romenesko  
Vice President \_\_\_\_\_  
Secretary Todd Berken  
Tresuer Greg Berken
  - (g) Name and addresses of manager or person in charge of affair: Todd Berken, 1607 Taylor St, Little Chute, WI 54140
2. **LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:**
  - (a) Street Number Doyle Park
  - (b) Lot \_\_\_\_\_ Block \_\_\_\_\_
  - (c) Do premises occupy all or part of building? \_\_\_\_\_
  - (d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_
3. **NAME OF EVENT**
  - (a) List name of the event Great Wisconsin Cheese Festival
  - (b) Dates of event 6/3/2022 - 6/5/2022

### DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Little Chute Jaycees

(Name of Organization)

Officer Todd Berken

4/7/2022

(Signature/date)

Officer \_\_\_\_\_

(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filled with Clerk \_\_\_\_\_

Date Reported to the Council or Board \_\_\_\_\_

Date Granted By Council \_\_\_\_\_  
AT-315(R. 5-11)

License No. \_\_\_\_\_

Wisconsin Department of Revenue

## **DISBURSEMENT LIST April 20, 2022**

---

Payroll & Payroll Liabilities - April 14, 2022 **\$236,608.21**

Prepaid Invoices - April 8, 2022 **\$49,020.38**  
Prepaid Invoices - April 14, 2022 **\$11,647.16**

Utility Commission- April 19, 2022 **\$307,979.57**

### **CURRENT ITEMS**

---

Bills List - April 20, 2022 **\$135,796.95**

**Total Payroll, Prepaid & Invoices** **\$741,052.27**

The above payments are recommended for approval:

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

---

Approved April 20, 2022

---

Michael R Vanden Berg, Village President

---

Laurie Decker, Clerk

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
<b>APPLETON TROPHY &amp; ENGRAVING</b>				
32461	STANDING BAMBOO AWARD ON IRON STAND	60.25	03/22	101-51960-211
33043	METAL NAMETAGS	24.00	04/22	207-52120-212
<b>Total APPLETON TROPHY &amp; ENGRAVING:</b>		<b>84.25</b>		
<b>ASCENSION MEDICAL GROUP-FOX VALLEY WI</b>				
402611	ANNUAL DRUG & ALCOHOL PRORAM FEE	72.00	04/22	101-53310-213
402703	PRE-EMPLOYMENT PHYSICAL & DRUG SCREEN	184.00	03/22	207-52120-225
402708	PRE-EMPLOYMENT PHYSICAL & DRUG SCREEN	249.00	04/22	101-53310-213
<b>Total ASCENSION MEDICAL GROUP-FOX VALLEY WI:</b>		<b>505.00</b>		
<b>AUTOMOTIVE SUPPLY CO</b>				
60930955	RADIAL SEAL OUTER AIR FILTERS	54.14	03/22	101-53330-218
60931626	PAINT FOR #6 & #29	101.12	04/22	101-53330-225
CM220227	RETURNED MERCHANDISE	67.41-	03/22	101-53330-218
<b>Total AUTOMOTIVE SUPPLY CO:</b>		<b>87.85</b>		
<b>BAKER &amp; TAYLOR</b>				
2036620385	BOOKS	66.29	03/22	206-55110-206
2036620386	BOOKS	42.15	03/22	206-55110-206
2036620387	BOOKS	2,926.89	03/22	206-55110-206
<b>Total BAKER &amp; TAYLOR:</b>		<b>3,035.33</b>		
<b>BATTERIES PLUS LLC</b>				
P50397932	SANITARY SEWER METER BATTERIES	39.72	04/22	610-53612-251
P50397932	BATTERIES FOR PAPER TOWEL DISPENSER	9.60	04/22	101-53310-218
<b>Total BATTERIES PLUS LLC:</b>		<b>49.32</b>		
<b>BERGSTROM FORD-LINCOLN</b>				
N22081	PURCHASE OF SQUAD #121	37,197.50	04/22	207-52120-303
N22081	PURCHASE OF SQUAD #122	37,197.00	04/22	207-52120-303
<b>Total BERGSTROM FORD-LINCOLN:</b>		<b>74,394.50</b>		
<b>BILL FOX CO LLC</b>				
21539	1 FIRE DEPARTMENT RING	1,950.00	04/22	101-52200-219
<b>Total BILL FOX CO LLC:</b>		<b>1,950.00</b>		
<b>BRAINSTORM LIBRARY</b>				
105490	BOOKS	502.70	03/22	206-55110-206
<b>Total BRAINSTORM LIBRARY:</b>		<b>502.70</b>		
<b>BRENNAN, CHRISTINE</b>				
CFEST 070922	REFUND RENTAL FEE	110.00	04/22	101-34401
CFEST 070922	SECURITY DEPOSIT REFUND	50.00	04/22	101-21235

Invoice	Description	Total Cost	Period	GL Account
Total BRENNAN, CHRISTINE:		160.00		
CANINE SEARCH SOLUTIONS 2022-05 BASIC SCENT TRAINING-K9		400.00	04/22	207-52120-236
Total CANINE SEARCH SOLUTIONS:		400.00		
CARRICO AQUATIC RESOURCES INC 20221700 SUMMER WATER MGMT AGREEMENT 2022-PYMT		3,575.00	04/22	204-55420-225
Total CARRICO AQUATIC RESOURCES INC:		3,575.00		
CITY OF APPLETON 9021 APRIL WEIGHTS & MEASURES 9038 MARCH 2022 TRANSIT		594.75 7,412.00	04/22 04/22	101-52050-204 101-51780-233
Total CITY OF APPLETON:		8,006.75		
CRAFTY AMERICAN 000112 FIRE HOSE FLAG		1,200.00	04/22	202-51960-221
Total CRAFTY AMERICAN:		1,200.00		
EHLERS INVESTMENT PARTNERS LLC MARCH 2022 MARCH INVESTMENT MANAGEMENT MARCH 2022 MARCH INVESTMENT MANAGEMENT MARCH 2022 MARCH INVESTMENT MANAGEMENT MARCH 2022 MARCH INVESTMENT MANAGEMENT MARCH 2022 MARCH INVESTMENT MANAGEMENT		230.07 115.04 414.12 172.55 218.55	03/22 03/22 03/22 03/22 03/22	610-53614-229 620-53924-229 630-53444-229 300-57331-229 101-51780-229
Total EHLERS INVESTMENT PARTNERS LLC:		1,150.33		
FASTENAL COMPANY WIKIM273604 ITEMS FOR POOL MECHANICAL ROOM WIKIM273648 ITEMS FOR POOL MECHANICAL ROOM WIKIM273726 CLAMPS		261.39 13.58 11.67	04/22 04/22 04/22	204-55420-242 204-55420-242 204-55420-242
Total FASTENAL COMPANY:		286.64		
FIRE SERVICES PLUS LLC 83510 RECHARGE FIRE EXTINGUISHERS		60.00	04/22	207-52120-213
Total FIRE SERVICES PLUS LLC:		60.00		
FP FINANCE PROGRAM 31424915 AGREEMENT 016-1584121 POSTBASE VISION-PO		140.00	04/22	101-51650-226
Total FP FINANCE PROGRAM:		140.00		
GUNDERSON CLEANERS 03-100616 UNIFORM CLEANING 03-100618 UNIFORM CLEANING		12.03 9.28	03/22 03/22	207-52120-212 207-52120-212
Total GUNDERSON CLEANERS:		21.31		

Invoice	Description	Total Cost	Period	GL Account
HOEFLER, MIKE				
03/22 REIMBURSE	REIMBURSE FOR LUNCH	147.17	03/22	101-52200-211
Total HOEFLER, MIKE:		147.17		
ICON MARKETING INC				
1618-1	1/2 ZIP NAVY BLUE SHIRTS & RAGLAN POLOS	862.00	03/22	101-52200-212
Total ICON MARKETING INC:		862.00		
JP GRAPHICS INC				
1065655011	FREON STICKERS	181.00	04/22	101-53650-204
Total JP GRAPHICS INC:		181.00		
JX ENTERPRISES INC				
2477158P	SENSOR #29	230.99	04/22	101-53330-225
2477186P	AIR FILTER #29	103.99	04/22	101-53330-225
Total JX ENTERPRISES INC:		334.98		
KERRY'S VROOM SERVICE INC				
9777	OIL & FILTER CHANGE - UNIT#182	45.15	03/22	207-52120-247
9780	OIL & FILTER CHANGE - UNIT#112	45.15	04/22	207-52120-247
9781	OIL & FILTER CHANGE - UNIT#92	45.15	04/22	207-52120-247
Total KERRY'S VROOM SERVICE INC:		135.45		
KLINK EQUIPMENT				
896789	BATTERY	152.26	04/22	207-52120-245
896789	BATTERY	152.26	04/22	101-52250-245
897553	BATTERY & INSTALLATION	255.00	04/22	207-52120-245
897553	BATTERY & INSTALLATION	254.99	04/22	101-52250-245
CM897459	MERCHANDISE RETURNED	152.26-	04/22	207-52120-245
CM897459	MERCHANDISE RETURNED	152.26-	04/22	101-52250-245
Total KLINK EQUIPMENT:		509.99		
KRAMER AND RIDGE CO				
001-209438	LATEX GLOVES	39.98	03/22	101-53330-218
Total KRAMER AND RIDGE CO:		39.98		
LEXISNEXIS RISK DATA MANAGEMENT INC				
1686177-20220331	MARCH 2022 MINIMUM COMMITMENT	106.09	03/22	101-51680-204
Total LEXISNEXIS RISK DATA MANAGEMENT INC:		106.09		
LITTLE CHUTE AREA SCHOOL DIST				
033122	MH LOTTERY CREDIT 2022	4,362.18	03/22	101-31140
1ST QTR 2022	1ST QTR MOBILE HOME FEES	3,124.44	04/22	101-31140
Total LITTLE CHUTE AREA SCHOOL DIST:		7,486.62		
LIVERMORE TECHNOLOGIES LLC				
1271	DRAFTING & OSP FIELDING	1,787.50	04/22	211-50000-204

Invoice	Description	Total Cost	Period	GL Account
	Total LIVERMORE TECHNOLOGIES LLC:	1,787.50		
LUITJENS, CARY	040322 SECURITY DEPOSIT REFUND	100.00	04/22	208-21235
	Total LUITJENS, CARY:	100.00		
MAAS, EMMA	041022 SECURITY DEPOSIT REFUND	100.00	04/22	208-21235
	Total MAAS, EMMA:	100.00		
MADISON NATIONAL LIFE				
1493296 MAY LTD		1,100.61	04/22	101-21385
1493296 MAY LIFE & ADD		470.70	04/22	101-21391
	Total MADISON NATIONAL LIFE:	1,571.31		
MARTINEZ, SONIA	040922 SECURITY DEPOSIT REFUND	50.00	04/22	208-21235
	Total MARTINEZ, SONIA:	50.00		
MCMAHON ASSOCIATES INC				
400296 BUILDING INSPECTIONS 02/27/22 - 04/02/22		2,344.45	04/22	101-52050-204
	Total MCMAHON ASSOCIATES INC:	2,344.45		
MENARDS - APPLETON EAST				
17484 ITEMS FOR POOL MECHANICAL ROOM		149.10	04/22	204-55420-242
	Total MENARDS - APPLETON EAST:	149.10		
MGD INDUSTRIAL CORP				
203261 MISC PARTS FOR #221		324.07	04/22	101-53330-225
203261 SHOP SUPPLIES		87.00	04/22	101-53330-218
	Total MGD INDUSTRIAL CORP:	411.07		
MIDWEST TAPE				
501912804 DIGITAL BOOKS		945.11	03/22	206-55110-208
	Total MIDWEST TAPE:	945.11		
NASSCO INC				
6143517 PAPER TOWELS & BATH TISSUE		115.61	04/22	101-53310-218
6143517 PAPER TOWELS & BATH TISSUE		443.78	04/22	101-55200-222
6143517 PAPER TOWELS & BATH TISSUE		21.23	04/22	208-52900-222
	Total NASSCO INC:	580.62		
NEWS PUBLISHING CO INC				
BE53732 ADVERTISEMENT FOR BIDS		133.74	03/22	101-51650-207
BE53733 ADVERTISEMENT FOR BIDS		85.80	03/22	101-51650-207
BE54782 ADVERTISEMENT FOR BIDS		121.43	03/22	101-51650-207
BE54783 ADVERTISEMENT FOR BIDS		106.66	03/22	101-51650-207

Invoice	Description	Total Cost	Period	GL Account
BE54784	PUBLIC HEARING-CONDITIONAL USE	92.51	03/22	101-51650-207
BE55858	ADVERTISEMENT FOR BIDS	96.24	03/22	101-51650-207
BE56744	LIBRARY AD	50.00	03/22	206-55110-225
BE56772	ADVERTISEMENT FOR BIDS	123.19	03/22	101-51650-207
BE58031	ADVERTISEMENT FOR BIDS	98.31	03/22	101-51650-207
BE58032	PLAN COMMISSION	40.49	03/22	101-51650-207
Total NEWS PUBLISHING CO INC:		948.37		
NOVAK, ERICA				
032622	SECURITY DEPOSIT REFUND	100.00	04/22	208-21235
Total NOVAK, ERICA:		100.00		
OUTAGAMIE COUNTY TREASURER				
MARCH 2022	MARCH COURT FINES	1,015.80	03/22	101-35101
Total OUTAGAMIE COUNTY TREASURER:		1,015.80		
PROFESSIONAL SERVICE INDUSTRIES INC				
811974	SOIL DRILLING/GEOTECHNICAL ENGR REPORT	2,730.00	04/22	414-50228-263
811974	SOIL DRILLING/GEOTECHNICAL ENGR REPORT	2,047.50	04/22	610-51230-204
811974	SOIL DRILLING/GEOTECHNICAL ENGR REPORT	682.50	04/22	630-51140-204
Total PROFESSIONAL SERVICE INDUSTRIES INC:		5,460.00		
RIESTERER & SCHNELL INC				
2164753	SEALS & SLEEVE FOR #155	65.59	03/22	101-53330-225
2164999	SLEEVE #155	13.08	03/22	101-53330-225
2165307	AIR FILTERS FOR STOCK	51.43	03/22	101-53330-218
2165307	AIR FILTERS FOR #155	51.43	03/22	101-53330-225
Total RIESTERER & SCHNELL INC:		181.53		
SALESFORCE.COM INC				
22033518	SALES CLOUD-ENTERPRISE EDITION	1,854.00	03/22	101-52200-240
Total SALESFORCE.COM INC:		1,854.00		
SCHULTZ, ADAM				
040222	SECURITY DEPOSIT REFUND	100.00	04/22	208-21235
Total SCHULTZ, ADAM:		100.00		
SPLENDID CLEANING SERVICE LLC				
12071	MONTHLY CLEANING-LIBRARY	1,320.00	04/22	206-55110-243
12072	MONTHLY CLEANING-MSB BUILDING	550.00	04/22	101-53310-243
12073	MONTHLY CLEANING-VILLAGE HALL	1,700.00	04/22	101-51650-243
12098	MONTHLY CLEANING-METRO	874.50	04/22	207-52120-243
12098	MONTHLY CLEANING-LCFD	220.00	04/22	101-52250-243
Total SPLENDID CLEANING SERVICE LLC:		4,664.50		
STAPLES ADVANTAGE				
3504462238	COPY PAPER	36.92	04/22	101-51650-206
3504462238	MOUSE PAD & DATE STAMP	20.16	04/22	101-51440-206
3504462239	BLACK INK CARTRIDGE FOR PRINTER	84.81	04/22	101-51440-206

Invoice	Description	Total Cost	Period	GL Account
3504989077	LABELS	30.36	04/22	101-51440-206
3504989077	PENS	5.04	04/22	101-51650-206
<b>Total STAPLES ADVANTAGE:</b>		<b>177.29</b>		
STATE OF WI COURT FINES &				
MARCH 2022	MARCH COURT FINES	3,324.26	03/22	101-35101
<b>Total STATE OF WI COURT FINES &amp;:</b>		<b>3,324.26</b>		
STEIER, MATTHEW				
2022-04	REPLACE CURB BOX & CONCRETE SLAB-2308 JP	1,000.00	04/22	620-53644-252
<b>Total STEIER, MATTHEW:</b>		<b>1,000.00</b>		
STONERIDGE LITTLE CHUTE LLC				
1098051239	SENIOR ITEMS	7.98	04/22	101-55300-218
21024331842	FOOD AND BEVERAGES	27.88	04/22	101-52200-211
21032201934	FOOD	23.94	04/22	101-52200-211
21077591035	WORK CREW LUNCH	22.97	04/22	101-55200-218
22065001634	FOOD	62.28	04/22	101-52200-211
23070541158	FOOD	118.68	04/22	101-52200-211
23072781202	WATER FOR SENIOR PROGRAM	5.00	04/22	101-55300-218
23099151545	FOOD	56.91	04/22	101-52200-211
24005081440	FOOD AND BEVERAGES	82.96	04/22	101-52200-211
<b>Total STONERIDGE LITTLE CHUTE LLC:</b>		<b>408.60</b>		
TEAM SPORTING GOODS				
AAK008310	FOOTBALL HELMET RECONDITIONING	1,420.44	04/22	101-55460-225
<b>Total TEAM SPORTING GOODS:</b>		<b>1,420.44</b>		
THE SHERWIN-WILLIAMS CO				
9675-0	PAINT FOR METAL CABINET	54.61	04/22	101-51650-242
9676-8	PAINTING SUPPLIES	5.69	04/22	101-51650-242
<b>Total THE SHERWIN-WILLIAMS CO:</b>		<b>60.30</b>		
UNIFIRST CORPORATION				
0970350957	SHIRTS/PANTS	6.08	03/22	101-53330-213
0970350957	LAUNDRY BAGS/WIPERS	10.20	03/22	101-53330-218
0970351289	SHIRTS/PANTS	6.08	04/22	101-53330-213
0970351289	LAUNDRY BAGS/WIPERS	10.20	04/22	101-53330-218
<b>Total UNIFIRST CORPORATION:</b>		<b>32.56</b>		
VALLEY LIQUOR				
15346	BEVERAGES AND SUPPLIES	175.94	03/22	101-52200-211
16314	BEVERAGES AND SUPPLIES	39.96	03/22	101-52200-211
17301	BEVERAGES AND SUPPLIES	175.94	03/22	101-52200-211
18258	BEVERAGES AND SUPPLIES	175.94	03/22	101-52200-211
19179	BEVERAGES AND SUPPLIES	175.94	03/22	101-52200-211
<b>Total VALLEY LIQUOR:</b>		<b>743.72</b>		

Invoice	Description	Total Cost	Period	GL Account
VAN ASTEN, DONNA				
2022 DRAINAGE EASEMENT & INGRESS/EGRESS		150.00	04/22	630-53442-260
Total VAN ASTEN, DONNA:		150.00		
VILLAGE OF COMBINED LOCKS				
MAY 2022 PROPERTY STORAGE AREA MONTHLY LEASE-M		494.16	05/22	207-52120-204
Total VILLAGE OF COMBINED LOCKS:		494.16		
WI DEPT OF JUSTICE				
L4504T 03/22 MARCH BACKGROUND CHECKS		210.00	03/22	207-52120-218
Total WI DEPT OF JUSTICE:		210.00		
Grand Totals:		135,796.95		

## Report GL Period Summary

Vendor number hash: 296332  
 Vendor number hash - split: 376655  
 Total number of invoices: 103  
 Total number of transactions: 125

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	135,796.95	135,796.95
Grand Totals:	135,796.95	135,796.95

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>2020 UTILITY REFUNDS (5089)</b>							
180056400	Invoi	OVERPAYMENT REFUND ACCT #1-800564-00	17.21	Open	Non	04/22	001-15000
<b>Total 2020 UTILITY REFUNDS (5089):</b>							
17.21							
<b>AMPLITEL TECHNOLOGIES (4637)</b>							
19331	Invoi	MONTHLY BACK-UP, MANAGED SERVICES, OFFIC	3,765.00	Open	Non	04/22	207-52120-204
19331	Invoi	MULTI-FACTOR AUTHENTICATION FROM DUE-AP	108.50	Open	Non	04/22	207-52120-204
19331	Invoi	MONTHLY ANTIVIRUS, DROPSUITE-APRIL	324.50	Open	Non	04/22	207-52120-240
19370	Invoi	FORTIGATE MAINTENANCE RENEWAL	169.00	Open	Non	04/22	404-57190-208
<b>Total AMPLITEL TECHNOLOGIES (4637):</b>							
4,367.00							
<b>AT &amp; T (5080)</b>							
287294953059	04/2	Invoi FEB/MAR SERVICE	275.00	Open	Non	04/22	101-52200-203
<b>Total AT &amp; T (5080):</b>							
275.00							
<b>AT&amp;T LONG DISTANCE (2751)</b>							
04/22 845626857	Invoi	FEB/MAR CHARGES	.54	Open	Non	04/22	101-51650-203
04/22 845626857	Invoi	FEB/MAR CHARGES	.69	Open	Non	04/22	206-55110-203
04/22 845626857	Invoi	FEB/MAR CHARGES	.48	Open	Non	04/22	207-52120-203
04/22 845626857	Invoi	FEB/MAR CHARGES	1.15	Open	Non	04/22	620-53924-203
<b>Total AT&amp;T LONG DISTANCE (2751):</b>							
2.86							
<b>BAYCOM (1318)</b>							
37361	Invoi	MDC UNIT & CRADLE - SQUAD #121	2,570.00	Open	Non	03/22	207-52120-303
<b>Total BAYCOM (1318):</b>							
2,570.00							
<b>DAMAGE PREVENTION SERVICES (4068)</b>							
3748	Invoi	MARCH LOCATES	22.00	Open	Non	03/22	101-53300-209
3748	Invoi	MARCH LOCATES	1,885.75	Open	Non	03/22	610-53612-209
3748	Invoi	MARCH LOCATES	3,029.50	Open	Non	03/22	620-53644-209
3748	Invoi	MARCH LOCATES	1,971.75	Open	Non	03/22	630-53442-209
<b>Total DAMAGE PREVENTION SERVICES (4068):</b>							
6,909.00							
<b>ELMSTAR ELECTRICAL CORP (1187)</b>							
1459601	Invoi	REINSTALL HEAD SIGNALS & WALK/DON'T WALK	2,471.08	Open	Non	03/22	101-53330-204
<b>Total ELMSTAR ELECTRICAL CORP (1187):</b>							
2,471.08							
<b>FOX VALLEY TECHNICAL COLLEGE (1775)</b>							
TPB0000705455	Invoi	FTO TRAINING-COONEN & SCHMACKLE	1,050.00	Open	Non	03/22	207-52120-201
TPB0000705455	Invoi	INSTRUCTOR DEVELOPMENT - SCHMACKLE	365.00	Open	Non	03/22	207-52120-201
<b>Total FOX VALLEY TECHNICAL COLLEGE (1775):</b>							
1,415.00							
<b>GRAINGER (2338)</b>							
9256968604	Invoi	GASKETS & HARDWARE	675.77	Open	Non	03/22	620-53634-302
9256968612	Invoi	STAINLESS STEEL SCREWS	87.01	Open	Non	03/22	620-53634-302
<b>Total GRAINGER (2338):</b>							
762.78							

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>J.F. AHERN CO (2011)</b>							
494774	Invoi	ANNUAL INSPECTION & FIRE EXTINGUISHER REC	1,370.64	Open	Non	03/22	101-53310-204
<b>Total J.F. AHERN CO (2011):</b>			<b>1,370.64</b>				
<b>KLINK HYDRAULICS LLC (5005)</b>							
21549	Invoi	COUPLING #8	20.78	Open	Non	03/22	101-53330-225
<b>Total KLINK HYDRAULICS LLC (5005):</b>			<b>20.78</b>				
<b>LAPPEN SECURITY PRODUCTS INC (735)</b>							
LSPQ46692	Invoi	REPAIR POOL MECHANICAL ROOM DOOR	1,802.00	Open	Non	03/22	204-55420-242
<b>Total LAPPEN SECURITY PRODUCTS INC (735):</b>			<b>1,802.00</b>				
<b>MAGAZINE SUBSCRIPTIONS (5282)</b>							
040522	Invoi	MAGAZINE SUBSCRIPTION	29.96	Open	Non	04/22	206-55110-207
040622	Invoi	MAGAZINE SUBSCRIPTION	13.00	Open	Non	04/22	206-55110-207
040722	Invoi	MAGAZINE SUBSCRIPTION	10.00	Open	Non	04/22	206-55110-207
<b>Total MAGAZINE SUBSCRIPTIONS (5282):</b>			<b>52.96</b>				
<b>MARCO INC (3910)</b>							
31357040	Invoi	COPIER @ MSB BUILDING	76.87	Open	Non	03/22	101-53310-207
31357040	Invoi	1ST FLOOR COPIER @ VH	346.97	Open	Non	03/22	101-51650-207
31357040	Invoi	2ND FLOOR COPIER @ VH	312.56	Open	Non	03/22	101-51650-207
31357040	Invoi	3RD FLOOR COPIER @ VH	186.41	Open	Non	03/22	101-51650-207
<b>Total MARCO INC (3910):</b>			<b>922.81</b>				
<b>MARCO TECHNOLOGIES LLC (3100)</b>							
9804768	Invoi	VOICEMAIL BOX ASSISTANCE FOR CHRIS	80.00	Open	Non	03/22	404-57190-204
<b>Total MARCO TECHNOLOGIES LLC (3100):</b>			<b>80.00</b>				
<b>O'REILLY AUTOMOTIVE INC (1036)</b>							
2043-314661	Invoi	BATTERY #221	421.04	Open	Non	03/22	101-53330-225
2043-315359	Invoi	DISCS FOR CAMERA	12.48	Open	Non	03/22	610-53612-251
2043-315441	Invoi	HEADLIGHT #29	6.11	Open	Non	03/22	101-53330-225
2043-315441	Invoi	HEADLIGHT FOR STOCK	6.11	Open	Non	03/22	101-53330-218
2043-315823	Invoi	SWITCHES FOR PUMP & LIGHTS #221	12.48	Open	Non	03/22	101-53330-225
2043-315840	Invoi	TRAILER CONNECTOR #44	4.99	Open	Non	03/22	101-53330-225
2043-315892	Invoi	SOLDER #221	10.99	Open	Non	03/22	101-53330-225
2043-317523	Invoi	LATEX GLOVES #221	33.24	Open	Non	03/22	101-53330-225
<b>Total O'REILLY AUTOMOTIVE INC (1036):</b>			<b>507.44</b>				
<b>OUTAGAMIE CTY RECYCLING &amp; SOLID WASTE (5051)</b>							
24401	Invoi	MARCH SANITATION FEES	13,598.64	Open	Non	04/22	201-53620-204
24401	Invoi	STREET SWEEPINGS	2,513.00	Open	Non	04/22	630-53442-204
24401	Adju	MARCH SANITATION FEES	13,598.64-	Open	Non	04/22	201-53620-204
24401	Adju	STREET SWEEPINGS	2,513.00-	Open	Non	04/22	630-53442-204
24401-1	Invoi	MARCH SANITATION FEES	13,598.64	Open	Non	03/22	201-53620-204
24401-1	Invoi	STREET SWEEPINGS	2,513.00	Open	Non	03/22	630-53442-204
<b>Total OUTAGAMIE CTY RECYCLING &amp; SOLID WASTE (5051):</b>			<b>16,111.64</b>				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>TIME WARNER CABLE (89)</b>							
03/22 23749	Invoi	MARCH/APRIL SERVICE	219.99	Open	Non	03/22	207-52120-203
03/22 83897	Invoi	MARCH/APRIL SERVICE	61.22	Open	Non	03/22	101-52200-203
04/22 86460	Invoi	APRIL/MAY SERVICE	215.16	Open	Non	03/22	101-51650-203
<b>Total TIME WARNER CABLE (89):</b>			<b>496.37</b>				
<b>WE ENERGIES (2788)</b>							
4091132585 03/22	Invoi	108 W MAIN ST	921.72	Open	Non	03/22	101-51650-249
4091132585 03/22	Invoi	721 W ELM DR	248.15	Open	Non	03/22	208-52900-249
4091132585 03/22	Invoi	PLANT #2 (1118 JEFFERSON ST)	233.00	Open	Non	03/22	620-53624-249
4091132585 03/22	Invoi	LC WELL # 4 PUMPHOUSE	532.34	Open	Non	03/22	620-53624-249
4091132585 03/22	Invoi	CIVIC CENTER	1,064.44	Open	Non	03/22	206-55110-249
4091132585 03/22	Invoi	920 WASHINGTON ST	71.86	Open	Non	03/22	620-53624-249
4091132585 03/22	Invoi	1401 E ELM DR	2,739.78	Open	Non	03/22	101-53310-249
4091132585 03/22	Invoi	CROSSWINDS LED STREET LIGHTS	124.81	Open	Non	03/22	101-53300-249
4091132585 03/22	Invoi	DOYLE POOL	24.65	Open	Non	03/22	204-55420-249
4091132585 03/22	Invoi	PUMP STATION @ EVERGREEN & FRENCH	517.40	Open	Non	03/22	620-53624-249
4091132585 03/22	Invoi	200 E MCKINLEY ST-FIRE DEPT	203.90	Open	Non	03/22	101-52250-249
4091132585 03/22	Invoi	200 E MCKINLEY-FVMPD	305.84	Open	Non	03/22	207-52120-249
4091132585 03/22	Invoi	STREET LIGHTS	1,113.40	Open	Non	03/22	101-53300-249
4091132585 03/22	Invoi	PLANT #1	218.52	Open	Non	03/22	620-53624-249
<b>Total WE ENERGIES (2788):</b>			<b>8,319.81</b>				
<b>ZARNOTH BRUSH WORKS INC (430)</b>							
188615	Invoi	10" RUBBER SNOW PLOW BLADE #14	546.00	Open	Non	03/22	101-53330-225
<b>Total ZARNOTH BRUSH WORKS INC (430):</b>			<b>546.00</b>				
<b>Grand Totals:</b>			<b>49,020.38</b>				

**Report GL Period Summary**

Vendor number hash: 86664  
 Vendor number hash - split: 187384  
 Total number of invoices: 33  
 Total number of transactions: 63

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	49,020.38	49,020.38
<b>Grand Totals:</b>	<b>49,020.38</b>	<b>49,020.38</b>

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
<b>AMPLITEL TECHNOLOGIES</b>				
19329	MONTHLY MANAGED SERVICES & BACK-UP-APRI	3,055.00	04/22	404-57190-204
19329	ANTIVIRUS,OFFICE 365,EXCHANGE ONLINE,DUO-	1,375.90	04/22	404-57190-208
<b>Total AMPLITEL TECHNOLOGIES:</b>		<b>4,430.90</b>		
<b>CHARTER COMMUNICATIONS</b>				
04/22 16087	APRIL/MAY SERVICE	163.77	04/22	101-51650-203
<b>Total CHARTER COMMUNICATIONS:</b>		<b>163.77</b>		
<b>HEARTLAND BUSINESS SYSTEMS</b>				
507656-H	PARK/REC SPRING/SUMMER PROGRAM BOOKS	5,572.45	04/22	101-55300-207
<b>Total HEARTLAND BUSINESS SYSTEMS:</b>		<b>5,572.45</b>		
<b>HEID MUSIC</b>				
3002373	BAND MUSIC	110.50	04/22	101-55480-218
3011721	BAND MUSIC	87.00	04/22	101-55480-218
3016060	BAND MUSIC	68.00	04/22	101-55480-218
<b>Total HEID MUSIC:</b>		<b>265.50</b>		
<b>KLINK HYDRAULICS LLC</b>				
21632	POOL HOSE FITTINGS & NOZZLE	67.00	04/22	204-55420-242
<b>Total KLINK HYDRAULICS LLC:</b>		<b>67.00</b>		
<b>KWIK TRIP INC</b>				
LCFD MAR 2022	MAR FUEL FOR LCFD	25.44	04/22	101-52200-218
<b>Total KWIK TRIP INC:</b>		<b>25.44</b>		
<b>UNIFORM SHOPPE</b>				
318037	NEW HIRE UNIFORMS	774.30	03/22	207-52120-212
319032	DEPT UNIFORM TASER POUCH	22.95	03/22	207-52120-212
319534	UNIFORM PANTS	93.95	03/22	207-52120-212
320021	NEW HIRE UNIFORM JACKET	143.95	03/22	207-52120-212
320084	UNIFORM SHIRT	86.95	03/22	207-52120-212
<b>Total UNIFORM SHOPPE:</b>		<b>1,122.10</b>		
<b>Grand Totals:</b>		<b>11,647.16</b>		

## Report GL Period Summary

Vendor number hash:	18966
Vendor number hash - split:	23603
Total number of invoices:	13
Total number of transactions:	14

---

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	11,647.16	11,647.16
Grand Totals:	11,647.16	11,647.16

---

**Report Criteria:**

Invoice Detail.Voided = {=} FALSE



# Proclamation

## TO HONOR TODD SCHOMMER FOR HIS 28 YEARS OF SERVICE TO THE GREAT WISCONSIN CHEESE FESTIVAL

**WHEREAS**, Todd Schommer was elected to the Great Wisconsin Cheese Festival Board of Directors in January 1994; and

**WHEREAS**, Todd volunteered countless hours of time and energy to assist the festival in raising well over 1.5 million dollars to be donated back to the community; and

**WHEREAS**, Todd has assisted the festival in donating over \$550,000 to the Little Chute Park and Recreation Department for park improvements, amenities, and programs; and

**WHEREAS**, Todd has assisted the festival in donating over \$100,000 to Little Chute Schools and over \$100,000 in college scholarship to graduating seniors; and

**WHEREAS**, Todd has assisted the festival in donating over \$30,000 to the Fox Valley Metro Police Dept., over \$25,000 to the Little Chute Library, and over \$15,000 to Little Chute Fire Dept; and

**WHEREAS**, Todd's tenure with the festival has enhanced and supported many area nonprofit organizations; and

**WHEREAS**, Todd has worked directly with several Little Chute youth groups and athletic clubs providing leadership, mentoring, and volunteering opportunities; and

**WHEREAS**, Todd has tirelessly worked to improve the quality of life and enrich the community he calls home by helping to donate venues and facilities to relax, hold special events, vacation, or return home; and

**NOW, THEREFORE BE IT PROCLAIMED**, that the Village Board would like to publicly recognize Todd Schommer for his commitment and contributions and the profound impact he has had on our community; and

**BE IT FURTHER PROCLAIMED**, that the Village Board hereby expresses its deep appreciation to Todd Schommer for 28 years of volunteer service to the Great Wisconsin Cheese Festival Board of Directors, for the lives he has touched, and for doing a tremendous service to the Village of Little Chute.

Dated this 20<sup>th</sup> day of April, 2022

---

Michael R. Vanden Berg, Village President

---

Beau Bernhoft, Village Administrator



# Proclamation

## TO HONOR THE LITTLE CHUTE CHUTE-ING STARS DANCE TEAM UPON WINNING THEIR TENTH CONSECUTIVE STATE TITLE

**WHEREAS**, the Little Chute Chute-ing Stars Dance Team was organized in 2007 by the Little Chute Recreation Department, consisting of selected dancers ranging from fifth through eighth grade who perform in local parades, at home basketball games, and in numerous competitions during their season; and

**WHEREAS**, the 2021-2022 Chute-ing Stars Dance Team consists of 18 dancers who entered five competitions during their season, winning first place in the Kick Division five times, and winning first place in the Pom Division one time; and

**WHEREAS**, on January 22<sup>nd</sup> the Chute-ing Stars entered and competed in the Wisconsin State JEM Dance Competition and placed first in the Kick Division and also placed state runners up in Pom; and

**WHEREAS**, the Chute-ing Stars have flourished under the direction of Head Coach Emily Slater and Assistant Coaches Anna Verbruggen & Maya Weyenberg, who all provided the team with excellent guidance and leadership; and

**NOW, THEREFORE BE IT PROCLAIMED**, the Chute-ing Stars Dance Team have demonstrated exceptional talent, dedication, hard work, and unity and are highly deserving of special commendation for their Championship in the Kick Division and their Runners Up in the Pom Division at the Wisconsin State JEM Dance Competition; and

**BE IT FURTHER PROCLAIMED**, that the Village Board congratulates the Chute-ing Stars Dance Team and their coaches for their accomplishments; their sportsmanship is a reflection of their hard work and dedication to their sport and their team.

Dated this 20<sup>th</sup> day of April, 2022

---

Michael R. Vanden Berg, Village President

---

Beau Bernhoft, Village Administrator



# Proclamation

## TO HONOR THE 2021-2022 LITTLE CHUTE HIGH SCHOOL DANCE TEAM AND COACHES FOR THEIR ACCOMPLISHMENTS

**WHEREAS**, the 2021-2022 Little Chute High School Dance Team consists of 26 dancers who are coached by Beth DeBruin and Madison Gonnering; and

**WHEREAS**, the LCHS Dance Team entered five dance competitions during the 2021-2022 season; receiving first place in the Pom Division five times and receiving first place in the Kick Division four times; and

**WHEREAS**, on January 29<sup>th</sup> the LCHS Dance Team competed in the WACPC Eastern Regional Dance Competition in Kaukauna, receiving first place regional champions in D5 Pom and first place regional champions in D3 Kick, and thereby qualified them for both divisions for the state competition; and

**WHEREAS**, on February 5<sup>th</sup> the LCHS Dance Team competed in the WACPC State Dance Competition in LaCrosse, where the team was awarded State Champions in D5 Pom and State Champions in D3 Kick; and

**WHEREAS**, on March 18<sup>th</sup> & 19<sup>th</sup>, the LCHS Dance Team competed in the Dance Team Union National Dance Competition in Orlando Florida, where the team advanced to finals and was awarded National Runner Ups in Large Varsity Kick and 7<sup>th</sup> place in Large Varsity Pom; and

**NOW, THEREFORE BE IT PROCLAIMED**, the Village of Little Chute recognizes the accomplishments of the 2021-2022 LCHS Dance Team for being the State Champions in D5 Pom and D3 Kick, and for their hard work, dedication, conduct, and spirit; and

**BE IT FURTHER PROCLAIMED**, that the Village Board extends its heartfelt congratulations and sincere best wishes for the continued success of the Little Chute High School Dance Team in their future endeavors.

Dated this 20<sup>th</sup> day of April, 2022

---

Michael R. Vanden Berg, Village President

---

Beau Bernhoft, Village Administrator



## Item For Consideration

For Board Review On: Tuesday, April 20, 2022

Agenda Item Topic: Special Event – Pints on Plaza

Prepared On: April 12, 2022

Prepared By: John McDonald

Parks, Recreation, & Forestry

**Report:** The Village Farmers Market has seen a decline in vendor commitment, produce and products, and attendance over recent years. It has been determined that it is in the best interest to cancel the Village Farmers Market. Staff has researched, reviewed, and organized a one time “Pints on the Plaza” beer garden event for 2022. The event will host a beer tent, run by Stone Arch, local food vendors; Stone Arch, Carnival Time Popcorn, and The Main Celebration Staff; and live music. Stone Arch will carry all permits to sell alcohol and be responsible to run the ID Check with wristbands. All vendors are under the agreement that they will give back 10% of sales from the event. It is requested that the revenue generated go back into the Beautification Committee fund to improve the downtown.

The event will take place Tuesday, July 12, 3:00pm to 9:00pm including set up and take down. The event will be open to the public 4:00pm to 8:00pm (TBD). Upon completion of the event, staff will evaluate for future events.

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

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

**Recommendation/Committee Action:** Staff is requesting that Village Board approve “Pints on the Plaza” beer garden event as presented.

Respectfully Submitted,

John McDonald – Parks, Recreation, & Forestry



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

## SPECIAL EVENT PERMIT APPLICATION

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

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility **please be very specific**. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. Please call (920) 423-3869 with questions regarding this special event permit. **RETURN COMPLETED APPLICATION TO PARK & REC DEPT ON 2<sup>ND</sup> FLOOR OF VILLAGE HALL.**

### APPLICANT INFORMATION

First Name	John	Last Name	McDonald
Phone	(920) 423-3868	Email	john@littlechutewi.org
Address (individual or business)	108 W. Main St		
City	Little Chute	State	WI
		ZIP Code	54140

### ORGANIZATION INFORMATION

Organization's Name	Village of Little Chute		
Organization's Phone	(920) 423-3868	Organization's Email	john@littlechutewi.org
Organization's Address (individual or business)	108 W. Main Street		
City	Little Chute	State	WI
Applicant's Relationship to Organization			

### EVENT INFORMATION

Name of Event	"Pints on the Plaza"		
Event Location	Plaza / Parking Lot		
Event Date (list each date if it's a multi-day event)	Tuesday, July 12		
Event Set Up Time		Event End Time	9:00
Total Anticipated Attendance			

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

Pints on Plaza is a "beer garden" type event that will host the sale of beer (StoneTech), food (stone arch, carnival time popcorn, the main celebration with live music. Food vendors will give back 10% of their sales from the event.)

Are you Requesting Funding or Staff Assistance from the Village?

YES

NO

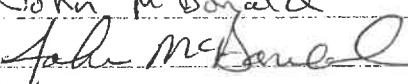
If you are requesting funding or staff assistance, please indicate how much funding or resources you are requesting and why you need assistance. Also, include where your proceeds go to for your event.

6 picnic tables delivered/returned

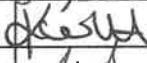
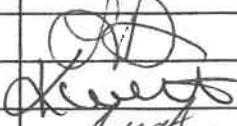
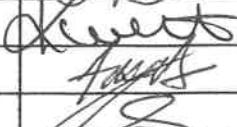
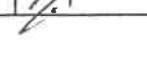
Assistance in helping w/ setup from Rec summer staff

### INDEMNIFICATION AGREEMENT (please read carefully before signing)

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

Applicant – Print Name	John McDonald
Applicant - Signature	
Date	

FOR OFFICE USE ONLY					
DEPARTMENT	Staff Hours	Staff Cost	Equipment Hours	Equipment Cost	Facility Rental Fee
Clerk's Office	0	\$		\$	\$
Fox Valley Metro Police	0	\$ 0	0	\$ 0	\$ 0
Parks, Recreation, & Forestry	2 hrs	\$ 25	0	\$ 0	\$ 0
Public Works	2 hrs	\$ 140.00	2	\$ 53.50	\$
<b>TOTAL</b>	4	\$ 165	2	\$ 53.50	\$
<b>EVENT TOTAL TO BE BILLED</b>	\$ 165	–	(Event is re		

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

Approved By Village Board

VILLAGE PRESIDENT – PRINT

SIGNATURE

DATE

## Village of Little Chute

### "Pints on the Plaza" Beer Garden

When: Tuesday, July 12<sup>th</sup>

Where: Plaza/VH Parking Lot/Library Green Space

Day: Tuesday

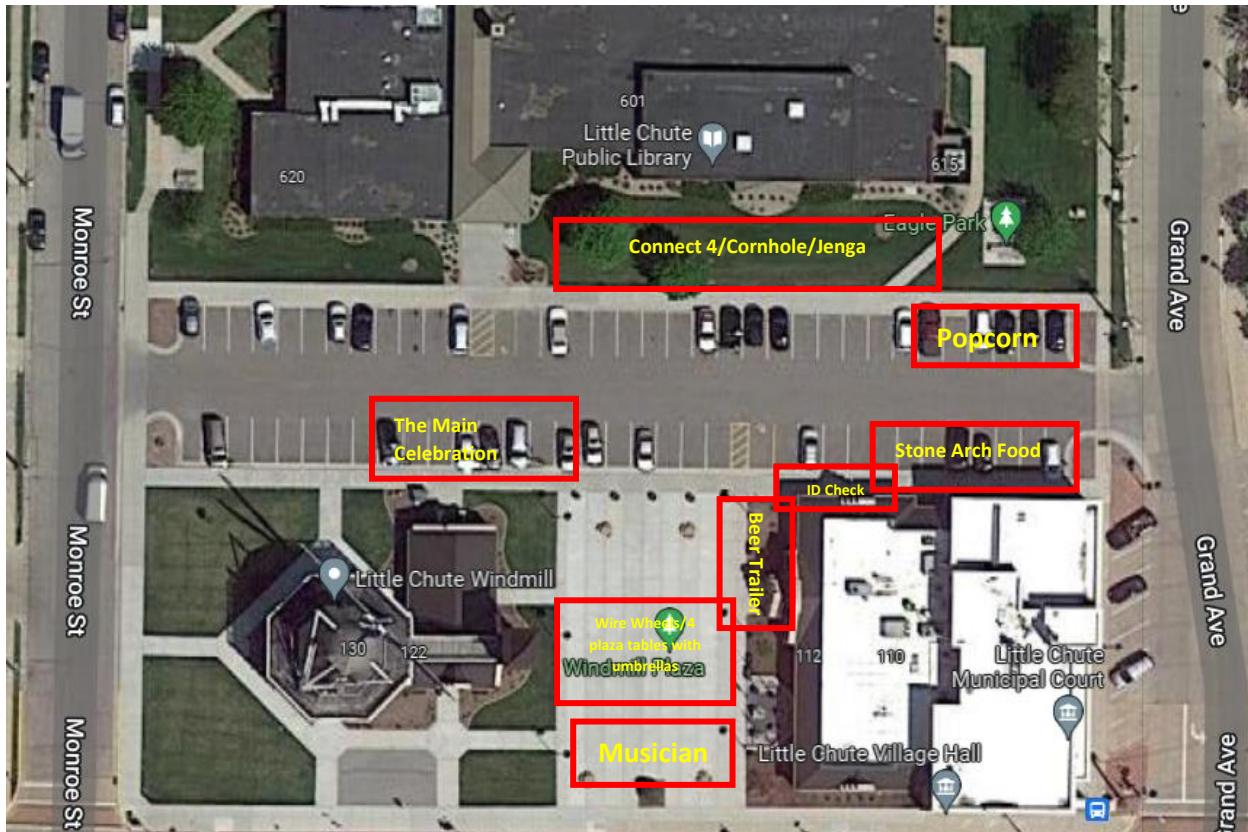
Time: 4:00-8:00pm

#### **Mission Statement**

The Village of Little Chute Beer Garden is a family friendly event that offers something for everyone. The event will feature craft beer, hard seltzer, live music, food and dessert trucks, outdoor family games and activities. All proceeds go toward benefiting the Village of Little Chute Business Association and Village Parks.

#### **Location**

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



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



## Item For Consideration

**For Board Review On:** April 20<sup>th</sup>, 2022 **Agenda**

**Item Topic:** Preliminary Approval - Buchanan Road Repaving

**Prepared On:** April 12<sup>th</sup>, 2022

**Prepared By:** Admin. Bernhoft

**Report:** The Town of Vandenbroek Chair, Jason Wegand, reached out to me in February with an update that the Town is planning to repave Buchanan from JJ to Evergreen Drive. The Village has worked with the Town in the past on Hickory Drive and Evergreen through Intergovernmental Agreements (IGA). This project falls under the stipulations for the infrastructure bill for the Town, so they are looking for the Village to pay for our portion of Don Degroot Drive to Evergreen Drive. Outagamie County Highway Department provided the Town with a proposal, indicating our portion to be \$27,304 (Town portion is \$191,793 for a total project cost of \$219,097). This was not a budgeted item for 2022, therefore a budget adjustment would need to occur to get this project complete. This project would start and end in 2022. Staff would be recommending a preliminary approval until final numbers are provided by the Town along with an IGA. This is a repaving project that serves not only neighboring communities, but new Little Chute residents as well in the Little Chute North Estates and Harvest Trail. A fresh road can compliment our Village additions.

**Fiscal Impact:** The Town will be collecting funding to continue with bidding for final numbers on the project. At that time, the Town and the Village will draft an IGA and present final costs for a budget adjustment to the Board for review and approval.

**Recommendation/Board Action:** Staff recommends a **preliminary approval** to participate in the Town's repaving project for Buchanan Road from Don Degroot Drive to Evergreen Drive. Staff will present the IGA and budget adjustment at a future meeting for final approval.

Respectfully Submitted,  
Beau Bernhoft, Village Administrator



# Outagamie County

Highway Department  
1313 Holland Road  
Appleton, Wisconsin 54911

# PROPOSAL

**TN/VILLAGE/CITY**      **Vandenbroek**

NO. DATE 2/3/2022

NAME: Town of Vandenbroek  
ADDRESS: Attn: Jason Wegand  
Town Chairman

JOB NAME/NUMBER	Buchanan Rd
JOB LOCATION	Evergreen-JJ
EST. START DATE	2022
EST. END DATE	2022



# Outagamie County Est. 1851

Highway Department  
1313 Holland Road  
Appleton, Wisconsin 54911

# PROPOSAL

**TN/VILLAGE/CITY**

## Freedom

NO.

DATE

2/3/2022

NAME: Town of Vandenbroek  
ADDRESS: Attn: Jason Wegand  
Town Chairman

JOB NAME/NUMBER  
JOB LOCATION  
EST. START DATE  
EST. END DATE

## TERMS & CONDITIONS

- 1.) All billing will be "Time and Material" per typical contract arrangement.
- 2.) Proposed pricing is based on 2021 asphalt pricing at \$48.00 per ton. Actual costs will be based on 2022 asphalt pricing. Any cost savings realized will be shared with Town.
- 3.) Proposed pricing is based on estimated quantities provided by Town. County reserves the right to re-negotiate pricing if actual quantity is +/-10% of estimate or scope varies from what is proposed on Request for Bids document.



## Item For Consideration

**For Board Review On:** April 20<sup>th</sup>, 2022  
**Agenda Item Topic:** ECWRPC Resolution

**Prepared On:** April 13<sup>th</sup>, 2022  
**Prepared By:** Admin. Bernhoft

**Report:** The East Central Wisconsin Regional Planning Commission has reached out to local municipalities in Outagamie County for resolutions in support of amendments to the By-laws to remove the Gubernatorial appointments because of the extreme delays in obtaining the appointments for the Commission Board. Attached below are the proposed amendments to their By-laws and Articles of Organization for your review as well as the Resolution for Board approval this evening.

**Fiscal Impact:** N/A

**Recommendation/Board Action:** Approval of the Resolution for the ECWRPC By-laws and Articles of Organization amendments.

Respectfully Submitted,

Beau Bernhoft, Village Administrator

**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO. 12, SERIES OF 2022**

**AMENDING THE ARTICLES OF ORGANIZATION AND THE BY-LAWS OF  
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

TO THE VILLAGE OF LITTLE CHUTE BOARD OF TRUSTEES

WHEREAS, the Village of Little Chute is a member of the East Central Wisconsin Regional Planning Commission;

WHEREAS, the Village of Little Chute is a local unit of government in Outagamie County;

WHEREAS, the Articles of Organization ("Articles") and the By-Laws of the East Central Wisconsin Regional Planning Commission ("Commission") authorize a majority of the counties of the Commission to make certain amendments to the Articles and By-Laws;

WHEREAS, however, the Articles and By-Laws reserve to the local units of government within the Commission the authority to determine the composition of the Commission;

WHEREAS, the Commission's Steering Committee and the Commission is recommending to both the member counties and the local units of government the amendments to the Articles and the By-Laws described below;

NOW THEREFORE, the following resolution is presented by the East Central Wisconsin Regional Planning Commission to the Village Board.

RESOLVED, that the Village of Little Chute Board of Trustees does hereby approve the revisions to the By-Laws as more fully set forth in Exhibit A, which is attached and incorporated by reference; and

FURTHER RESOLVED, that the Village Board does hereby recommend that Article III of the Articles describing the composition of the Commission also be amended as more fully set forth in Exhibit B; and

FINALLY RESOLVED, that the Village Clerk be directed to forward a copy of the signed resolution to the Executive Director of the East Central Wisconsin Regional Planning Commission.

Effective Date: April 20, 2022

Submitted By: East Central Wisconsin Regional Planning Commission

Signed: \_\_\_\_\_  
Michael Vanden Berg, Village President      Laurie Decker, Village Clerk

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**  
**COMMISSION COMPOSITION & PROPOSED BYLAWS CHANGES**

Updated: 4/30/2021

<b>COMMISSION BOARD COMPOSITION</b>		
	Current Board Composition	New Bylaws Board Composition as approved 4/30/2021
Number of Commissioners	36	31

<b>CALUMET COUNTY</b>		
	Current Board Composition	New Bylaws Board Composition as approved 1/29/2021
Commission Board Representation	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	Mayor of Largest City	Mayor of Largest City
	Governor's Appt.	
Number of Commissioners	4	3

<b>FOND DU LAC COUNTY</b>		
	Current Board Composition	New Bylaws Board Composition as approved 1/29/2021
Commission Board Representation	County Executive	County Executive
	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	Council Pres. of Largest City	Council Pres. of Largest City
	Governor's Appt.	
Number of Commissioners	5	4

<b>MENOMINEE COUNTY</b>		
	Current Board Composition	New Bylaws Board Composition as approved 1/29/2021
Commission Board Representation	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	Governor's Appt.	County Bd. Appt.
Number of Commissioners	3	3

<b>OUTAGAMIE COUNTY</b>		
	Current Board Composition	New Bylaws Board Composition as approved 1/29/2021
Commission Board Representation	County Executive	County Executive
	County Bd. Chair	County Bd. Chair
	Mayor of Largest City	County Bd. Appt.
	County Bd. Appt.	County Bd. Appt.
	County Bd. Appt.	Mayor of Largest City
Number of Commissioners	6	5

<b>SHAWANO COUNTY</b>		
	Current Board Composition	New Bylaws Board Composition as approved 1/29/2021
Commission Board Representation	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	Governor's Appt.	County Bd. Appt.
Number of Commissioners	3	3

<b>WAUPACA COUNTY</b>		
	Current Board Composition	New Bylaws Board Composition as approved 1/29/2021
Commission Board Representation	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	Mayor of Largest City	Mayor of Largest City
	Governor's Appt.	
Number of Commissioners	4	3

<b>WAUSHARA COUNTY</b>		
	Current Board Composition	New Bylaws Board Composition as approved 1/29/2021
Commission Board Representation	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	Governor's Appt.	County Bd. Appt.
Number of Commissioners	3	3

<b>WINNEBAGO COUNTY</b>		
	Current Board Composition	New Bylaws Board Composition as approved 1/29/2021
Commission Board Representation	County Executive	County Executive
	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	County Bd. Appt.	County Bd. Appt.
	Mayor of Largest City	Mayor of Largest City
Number of Commissioners	6	5

<b>EX-OFFICO MEMBERS APPLETON (FOX CITIES) MPO</b>		
	Current Board Composition	New Bylaws Board Composition as approved 1/29/2021
Commission Board Representatives	WisDOT	WisDOT
	Valley Transit	Valley Transit
Number of Commissioners	2	2

RESOLUTION NO. 11-21

**AMENDING THE ARTICLES OF ORGANIZATION AND THE BY-LAWS OF  
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

**WHEREAS**, the Articles of Organization (“Articles”) and the By-Laws authorize a majority of the counties that are members of the Commission to make certain amendments to the Articles and By-Laws; and

**WHEREAS**, however, the Articles and By-Laws reserve to the local units within the Commission the authority to determine the composition of the Commission; and

**WHEREAS**, the Commission’s Steering Committee has recommended to the Commission and is recommending to both the member counties and the local units the amendments to the Articles and the By-Laws described below; and

**WHEREAS**, the Commission’s Steering Committee has reconsidered its prior recommendation and now recommends to the Commission and to the local units, respectively, their approval of the revised set of Articles and By-Laws that are attached to this resolution;

**RESOLVED**, that the Commission does hereby approve the revisions to the By-Laws as more fully set forth in Exhibit A, which is attached and incorporated by reference; and

**FURTHER RESOLVED**, that the Commission does hereby recommend that Article III of the Articles describing the composition of the Commission also be amended as more fully set forth in Exhibit B; and

**FURTHER RESOLVED**, that the Commission’s Executive Director is authorized and directed to present the recommended amendments of the Articles and the By-Laws to both the member counties and the local units consistent with the revisions set forth in Exhibit A and Exhibit B; and

**FURTHER RESOLVED**, that the Commission’s Executive Director is authorized and directed to take such further action as may be necessary and appropriate to accomplish the intended purposes of this Resolution.

Effective Date: April 30, 2021

Submitted By: Steering Committee

Prepared By: Melissa A. Kraemer Badtke, Executive Director

Martin Farrell

Martin Farrell (May 4, 2021 14:31 CDT)

Martin Farrell, Chair – Fond du Lac Co.

## **Exhibit A**

*Bylaws of the East Central Wisconsin Regional Planning Commission*

Approved – July 26, 2019 , 2021

# **BY-LAWS**

**of the**

## **EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

September 27, 1972  
As Amended February 8, 1973  
As Amended March 11, 1976  
As Amended May 13, 1976  
As Amended May 8, 1980  
As Amended May 14, 1981  
As Amended May 13, 1982  
As Amended April 25, 1985  
As Amended April 28, 1988  
As Amended April 26, 1990  
As Amended April 30, 1993  
As Amended April 28, 1995  
As Amended May 23, 2001  
As Amended April 26, 2002  
As Amended April 27, 2006  
As Amended, April, 25, 2008  
As Amended, October 30, 2009  
As Amended, April 29, 2011  
As Amended, October 26, 2013  
As Amended, April 25, 2014  
As Amended, July 25, 2014  
As Amended, January 30, 2015  
As Amended July 26, 2019

As Amended , 2021

## BY-LAWS

of the

### EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

#### PREAMBLE

These By-laws, consistent with the statutes of the State of Wisconsin, and the Articles of Organization of the East Central Wisconsin Regional Planning Commission, further define, regulate, and provide rules of procedure for the East Central Wisconsin Regional Planning Commission and those Committees and officers established by and responsible to it, and have been adopted by the Commission for that purpose. Where the word "Commission" appears hereinafter, it shall be construed to mean the East Central Wisconsin Regional Planning Commission. It is the express intent of the Commission and the purpose of these By-laws to advance the regional function of the Commission as provided for by applicable law and to carry on the business of regional metropolitan and non-metropolitan planning and development in all of its ramifications and branches and to render professional and technical services in conjunction therewith.

#### ARTICLE I - OFFICES

**Section 1.** The Commission shall establish its offices at such location as it may from time to time, except that such location will be within the East Central Wisconsin Region, which is comprised of the Counties of Calumet, Fond du Lac, Menominee, Outagamie, Shawano, Waupaca, Waushara and Winnebago.

#### ARTICLE II -POWERS, DUTIES AND RESPONSIBILITIES

**Section 1. PURPOSE:** The purposes for which the Commission is created are to engage in any lawful activity within the purposes for which regional planning commissions may be created under Section 66.0309 of the Wisconsin Statutes, as amended.

**Section 2. POWERS, FUNCTIONS AND RESPONSIBILITIES:** In general, the Commission shall have all of the powers necessary to enable it to perform its functions and promote regional planning.

The functions of the Commission shall be solely advisory to the local governments and local governmental officials comprising the area and shall include but not be limited to the following because of enumeration.

- A. The Commission may conduct all types of research studies, collect and analyze data, prepare maps, charts and tables and conduct all necessary studies for the accomplishment of its other duties.

- B. The Commission may make plans for the physical, social and economic development of the region and may adopt by resolution any plan or the portion of any plan so prepared as its official recommendation for the development of the region.
- C. The Commission may publicize and advertise its purposes, objectives and findings and may distribute reports thereon.
- D. The Commission may provide advisory services on regional planning problems to the local government units within the region and to other public and private agencies in matters relative to its functions and objectives.
- E. The Commission may act as a coordinating agency for programs and activities of such local units and agencies as they relate to its objectives.
- F. The Commission may accept aid in any form for the purpose of accomplishing regional planning for all governmental agencies whether local, state or federal if the conditions under which such aid is furnished is not incompatible with the provisions of Section 66.0309 of the Wisconsin Statutes, as amended.
- G. The Commission may accept gifts and grants from public or private individuals, entities or agencies if the conditions under which such grants are made in accordance with the accomplishment of its objectives.
- H. The Commission shall make an annual report of its activities to the legislative bodies of the local governmental units within the region, and shall submit two copies of such report to the Wisconsin Legislative Reference Bureau per Wisconsin State Statutes § 66.0309(8)(b), as amended.
- I. The Commission shall prepare a comprehensive planning program for the physical development of the region and adopt a regional comprehensive plan consistent with Wisconsin State Statutes §66.1001(9) as outlined in the Wisconsin State Statutes §66.0309(9) and §66.0309(10), as amended. The Commission may amend, extend or add to the comprehensive planning program or carry any part of such matter into greater detail.
- J. The Commission shall annually on or before July 31 of each year prepare and approve a preliminary budget reflecting the cost of its operation and services to the participating governmental units within the region. The Commission's final budget shall be approved by or before January 31 of the year following.

### **ARTICLE III - MEETINGS**

**Section 1. ANNUAL MEETING:** There shall be an annual meeting of the Commission in conjunction with, and following, the April Quarterly Meeting for the appointment of standing committee membership, a presentation of the Commission's Annual Report of its activities and

any other business as may properly come before it.

**Section 2. QUARTERLY MEETINGS:** In addition to the annual meeting, quarterly meetings of the Commission shall be held on the last Friday of January, April, July and October, except when a different date is designated by the officers. When the agenda of any meeting does not include resolutions for deliberation by the Commission or consideration of said resolutions may be delayed to the next meeting without adversely impacting the work flow of the Commission, the Chairperson may cancel and then reschedule any meeting at their discretion, but may not cancel two consecutive meetings. The election of officers shall be conducted by the Commission at the April quarterly meeting. The levy and draft annual budget shall be adopted by the Commission at the July quarterly meeting. The annual budget and work program (not levy) shall be re-affirmed at the subsequent January meeting.

**Section 3. SPECIAL MEETINGS:** Special meetings may be called at any time by the Chairperson of the Commission. Special meetings shall also be called by the Chairperson upon written request by three or more members of the Commission.

**Section 4. NOTICE OF MEETINGS:** The Secretary of the Commission shall send to each and every member of the Commission notice of all meetings quarterly and the annual meeting, not less than five (5) days prior to said meetings and such notice shall state the day, time, place and general purpose of such meeting. Notices for special meetings, as described in Section 3 shall be e-mailed, mailed, or posted not less than three (3) business days prior to said meeting. In no case, shall an agenda, or amended agenda, be e-mailed or posted less than 24 hours in advance of said meeting.

**Section 5. QUORUM:** The presence at any meetings (including Standing Committees, unless otherwise noted) of a majority (defined as  $\geq 50\%$ ) of the current Commission members, which majority shall also include representation from a majority (defined as  $\geq 50\%$ ) of the member Counties assigned to the Committee, shall be necessary and sufficient to constitute a quorum for the transaction of any business and the election of officers. All matters relating to business shall require an affirmative vote of a simple majority of those members attending a legal meeting (when a quorum is present), unless otherwise noted as a 2/3 vote requirement.

**Section 6. PUBLIC MEETINGS:** Member County Planning/Zoning Directors and State Legislative Representatives from the region (unless already a member of the Commission), and the Wisconsin Economic Development Corporation, the Department of Natural Resources and other agencies, as may be determined from time to time, shall be notified of all meetings pursuant to Article III, Section 4. Meeting notices shall be e-mailed or mailed to local media, posted on ECWRPC premises, and posted to the Commission's website, [www.ecwrpc.org](http://www.ecwrpc.org) for public viewing.

## **ARTICLE IV - COMPOSITION OF COMMISSION**

**Section 1. GENERAL:** Adhering to the principle of representation based on population, the membership of the Commission shall be created pursuant to the provisions of § 66.0309 (3) (b) of the Wisconsin Statutes, as amended, determined and allocated among participating counties as follows:

- A. The Chairperson and the County Executive from each member county within the Commission. If a member county is organized without a County Executive, the County Chairperson shall appoint a member of the County Board to serve as the second elected official from that county. Two elected officials from each member county which comprises the Commission.
- B. One person, who may be an elected official from each participating county, selected by the Governor.
- C. One elected official from the largest city, if the member County has a population of 50,000 or more as defined by the U.S. Decennial Census. If the member County does not have a population of 50,000 or more per the U.S. Decennial Census, the member County may appoint a County Supervisor to the Commission Board. No additional representation hereunder shall be granted for any fractional part of the required population unit. One elected official from the largest city, or if no city the largest village, within each member county, appointed by the mayor, council president, or village president, depending on the specific form of government.
- C. In addition to the representation specified in subsections A. and B., above, Counties with a population greater than 50,000 based on the U.S. Decennial Census are entitled to one additional member to the Commission Board for each full unit of 50,000 population that exceeds the 50,000 base number described in subsection B., above. (For purposes of illustration only, a County with a population of 180,000 would be entitled to 2 additional members to the Commission Board under this subsection C.)
- D. One ex-officio representative of the Wisconsin Department of Transportation (WisDOT) may participate on transportation issues, subjects of concern and interest to their geographic areas, or due to noted/recognized expertise. This member must be appointed by WisDOT.
- E. One ex-officio representative of a public agency that administers or operates major modes of transportation in the Fox Valley metropolitan planning organization area, including representation by providers of public transportation. [Note: This position will be held by the Transit Manager for Valley Transit].

**Section 2. SELECTION OF MEMBERSHIP:** The Commission membership as set forth in the preceding Section 1 of this Article shall consist of members to include the following:

- A. The Chairman of the County Board of each participating County and the County Executive, if any, of each participating County shall be members of said Commission.
- B. One member from each participating County shall be appointed by the Governor from a list of two (2) or more persons nominated by the respective County Boards,

of which at least one (1) shall be a private citizens. In nominating private citizens, the County Board shall give preference to those persons having experience in multi-jurisdictional efforts in one or more of the following areas: land use planning, transportation, law, finance, engineering, recreation and natural resources development, social or economic planning. The Commission shall reimburse the member Counties for any costs incurred in seeking/fulfilling this position.

- C. The remaining elected officials comprising the representation allocated to each participating County under Section 1, Paragraph A, shall be appointed by the Chairman of the County Board or by the County Executive as the Wis. Stats. so require or provide and subject to confirmation by the County Board [Note: see determination by Outagamie County Corporation Counsel in letter dated April 27, 2012]. In those counties having additional representation as specified in Section 1, Paragraph C, the first such representation shall be the mayor, or council president in cities with a council manager plan, of the largest city in the County. All additional representatives shall be either county supervisors, city mayors, aldermen or councilmen, village presidents or board members, town board chairman or town board supervisors residing within the respective County.
- D. One ex-officio representative of the Wisconsin Department of Transportation (WisDOT) may participate on transportation issues, subjects of concern and interest to their geographic areas, or due to noted/recognized expertise. This member must be appointed by WisDOT.
- E. One ex-officio representative of a public agency that administers or operates major modes of transportation in the Fox Valley metropolitan planning organization area, including representation by providers of public transportation. [Note: This position will be held by the Transit Manager for Valley Transit].

**Section 32. TERM OF OFFICE:** ~~These~~ Commissioners ~~who are appointed by the County Board Chairman or the County Executive~~ shall serve for a term of two (2) years, or until they cease to hold their public office, whichever comes first. ~~These~~ Commissioners appointed by the Governor shall serve for a four (4) year term. Voting, ex-officio members ~~as described in Section 2.D.~~, shall serve continuously at the pleasure of the appointing body.

**Section 43. COMMISSION ALTERNATES:** Any member of the Commission selected pursuant to Section 21, Paragraphs A or C of this ~~a~~Article may designate, in writing and with the concurrence of the Commission, a ~~permanent designee~~, ~~representative as an alternate provided the representative meets the provisions of Section 2, Paragraph C of this article.~~ Alternatively, for members serving under the provisions of Section 1., Paragraph C of this article as the first additional representative in counties having a population greater than 50,000, and then only when representing cities with council manager forms of municipal government, the current city manager may be designated as a permanent alternate by action of the member with concurrence by resolution of the council of said community. Such alternate representative may attend all meetings of the Commission or its committees and exercise all voting powers of the member, except when the member is present. Any member of the Commission may designate, in writing, a temporary alternate for any meeting of the Commission or its

~~committees, except that an alternate may not be designated for more than two Commission meetings in succession. Temporary alternate representatives may attend all meetings of the Commission or its committees and exercise all voting powers of the member, except when the member is present.~~

**Section 54. RESIGNATION:** Any Commissioner ~~selected pursuant to Section 2, Paragraph C of this article~~ who resigns his or her Commission membership or his or her elective office shall submit his or her resignation effective as of ~~his the~~ last day in office, and thereafter the vacancy shall be filled by appointment for the unexpired term ~~by the County Board Chairperson (if a county) or the city council or village board, only, pursuant to Section 2, Paragraph C of this article.~~ Any Commissioner ~~selected pursuant to Section 2, Paragraph B of this article who resigns shall submit his resignation to the Governor with a copy to the County Board Chairman or County Executive, and thereafter the vacancy shall be refilled pursuant to the provisions of Section 2, Paragraph B and Section 3 of this article.~~

## ARTICLE V - OFFICERS

**Section 1. NUMBER:** The officers of the Commission shall be comprised of a Chairperson, Vice-Chairperson, and Secretary-Treasurer, subject to the express condition that the offices of Chairperson and Vice-Chairperson shall never be concurrently held by Commissioners from the same County.

**Section 2. ELECTION:** The offices of Chairperson and Vice-Chairperson of the Commission shall be selected by ballot as the last order of business at the April quarterly meeting of the Commission, to take office effective as of said date, and they shall hold their terms of office for a period of two years or until their successors have been duly elected and qualified. The Chairperson shall appoint a Nominating Committee for the purpose of nominating Commission members for election as officers, and the Chairperson shall advise the Commission of his or her selection of such a Nominating Committee at the January meeting.

**Section 3. REMOVAL:** Any of the officers may be removed for cause and may be removed if incapacitated or unable to attend meetings and perform the duties of his office. Removal from office shall require a two-thirds (2/3rds) vote of the Commissioners present, voting at a legal meeting.

**Section 4. VACANCIES:** Should any office become vacant for any cause, the Commission shall select a successor from among the Commission members who will serve until the next April quarterly meeting of the Commission when the regular elections are held.

**Section 5. CHAIRPERSON:** The Chairperson of the Commission shall preside, and may vote, at all meetings of the Commission. He or she may present to the Commission such matters as, in his or her judgment, require attention, and he or she shall perform such other duties as are entrusted to the Chairperson by statute or by these By-laws. Subject to any contrary requirements in these By-laws, the Chairperson shall be guided by Robert's Rules of Order in the conduct of meetings. In no event shall any one member serve as Chairperson for more than three consecutive terms. The Chairperson may also act on behalf of the Steering

Committee and/or full Commission in the rare instances that a timely commitment of County levy funds is required in order to take advantage of state or federal grant funding opportunities. In such cases, the Chairperson's may approve such commitments for an amount equal to or less than \$50,000. In all cases, when such action is used, the item shall be placed on the next available Steering Committee agenda for review and follow up action by the Steering Committee as a whole. The Commission Chairperson will be compensated an additional annual net stipend of \$1,000 beginning in 2020, with the first payment to be made in March, 2021 and then annually thereafter.

**Section 6. VICE-CHAIRPERSON:** The Vice-Chairperson shall preside in the absence of the Chairperson or in the event that the Chairperson is incapacitated or unable to serve, and in the absence or disability of the Chairperson, his or her duties shall be performed by the Vice-Chairperson.

**Section 7. SECRETARY-TREASURER:** The Executive Director of the Commission shall be designated as the Secretary-Treasurer of the Commission and shall keep and distribute minutes of all meetings of the Commission and shall counter-sign all documents as required to be executed, and shall keep and preserve all resolutions, transactions, findings and determinations of the Commission. In the absence of the Secretary-Treasurer, the Chairperson may name a Deputy Secretary-Treasurer who shall perform the duties of the Secretary-Treasurer at that meeting, or until the office shall have been filled as heretofore provided. The Secretary-Treasurer of the Commission shall keep all the funds of the Commission except those funds held by governmental agencies in trust for the Commission, and shall deposit them in a depository authorized by the Commission, and shall keep an accurate record of all receipts and disbursements. He or she shall be required to supply a bond in the amount of Fifty-Thousand Dollars (\$50,000), the premium for which shall be paid out of the Commission's funds, and he or she shall make all the disbursements under the direction of the Commission.

**Section 8. ADDITIONAL OFFICERS:** The Commission, at an annual, special or quarterly meeting, may create such additional officers as it may deem in its judgment advisable and prescribe their duties.

## ARTICLE VI - MANAGEMENT

**Section 1. EXECUTIVE COMMITTEE:** The Executive Committee shall be comprised of the entire Commission membership as set forth in Article IV.

**Section 2. STANDING COMMITTEES:** Appointments to standing committees shall be made by the Chairperson at its Annual Meeting based on recommendations of the Nominating Committee. Such appointments shall not include designation of the committee chairperson and vice-chairperson as such positions are nominated and elected by the Committees themselves.

There shall be Standing Committees and sub-committees including but not limited to the following:

A. **Steering Committee:** The Steering Committee shall be composed of at least eight (8) members who serve as their respective county board chair or their designee. The Chairperson and Vice-Chairperson positions for the Committee can, but is not required to be, the same as the current Commission Chairperson and Vice-Chairperson positions. The Secretary-Treasurer of the Commission shall be the secretary of the Steering Committee and shall attend all meetings of the Committee, keep a record of the proceedings and perform such other duties as may be designated to him or her by the Committee. The Secretary-Treasurer shall be an ex-officio member of this Committee without voting privileges. The duties of the Committee shall include:

1. Ensure proper coordination and cooperation among the planning committees of the Commission and their respective citizens' or technical advisory committees.
2. Act in emergency situations with the full power and authority of the Commission taking appropriate action until action is taken at the next Commission meeting, subject only to the limitation of \$50,000 for any expenditure resulting from such action. Refer also to Article V, Section 5 regarding additional Chairperson authorities for the timely approval of County levy commitments for state and federal funding opportunities~~-,~~, and the Commission's Financial Procedures Manual for authorities of the Executive Director.
3. Keep the Commission advised of pending legislation affecting the Commission, its policies and its programs.
4. Prepare and submit at the quarterly July meeting a preliminary budget and work program for the purposes of establishing the levy.
5. Recommend entering into contracts with member governmental units for the provision of staff planning services.
6. Recommend the employment of auditors to audit the books of the Commission.
7. Direct the payment of any bills, claims or expenses incurred on behalf of and approved by the Commission.
8. Recommend the appointment of employees necessary to administer and carry out the functions of the Commission.
9. Recommend the salaries and wages of all employees of the Commission.
10. Recommend a per diem compensation, mileage and other expenses to be paid members of the Commission.
11. Direct and monitor the current planning, information system and administration, and overhead program elements.

**B. Planning Committees:** The composition of the various planning committees shall be determined by the Steering Committee. The general functions of the committees include:

1. Elect a Committee Chairperson and Vice-Chairperson as their first order of business at the first regular Committee meeting following the Annual Meeting. The Steering Committee Chairperson and Vice Chairperson shall generally be the same as the current Commission Chairperson and Vice-Chairperson, but it is not required.
2. Provide orientation information for new Planning Committee members at the first meeting following the Annual Meeting.
3. Prepare the annual work program statement of activities for their respective program element(s).
4. Review detailed study designs for major work elements.
5. Monitor progress on work activities, review staff drafts of analytical reports and alternative plan and program proposals.
6. Report, advise and recommend on activities for their respective program element(s) including their responsibilities for elements of the regional comprehensive plan to the full Commission for action.
7. Review specific project proposals for conformance with adopted plans and policies.
8. Coordinate activities with those of other committees when necessary and desirable.
9. Maintain liaison with appropriate citizen and technical advisory committees.

The specific duties of the Planning committees are as follows:

- (a) **Regional Comprehensive Planning Committee:** This committee directs and monitors the regional comprehensive plan and oversees other matters of regional impact.
- (b) **Economic Development Committee:** This Committee directs and monitors the economic development and housing program element and maintains liaison with respective technical advisory committees, including the Comprehensive Economic Development Strategy (CEDS) Committee. The CEDS Committee composition and operational structure is managed through the guidelines adopted by the Commission in Resolution No. 29-09.
- (c) **Transportation Committee:** This committee directs and monitors the transportation program element in accordance with state and federal regulations. Maintains liaison with the Transportation Policy Advisory

Committees and the Transportation Technical Advisory Committee.

- (d) **Open Space and Environmental Management Committee** - This committee directs and monitors the open space and environmental management program element.
- (e) **Community Facilities Committee** – This committee directs and monitors the community facilities program element. The committee has responsibility to act on-behalf of the Commission for sewer service area amendments and reviews.

**Section 3. SPECIAL PROJECT COMMITTEES:** The Commission may from time to time create special project committees from the Commission membership to perform under delegated authority of the Commission.

**Section 4. ADVISORY COMMITTEES:** The Commission shall seek the advice and cooperation of interested citizens, public officials and agency administrators. Citizen and Technical Advisory Committees shall be established as the Commission shall deem necessary to effectively carry out the purposes of the organization. The membership of the Citizen and Technical Advisory Committees shall be established in such manner as determined by the Commission.

**Section 5. NOMINATING COMMITTEE:** The Nominating Committee shall consist of one Commissioner from each County appointed by the Chairperson and approved by the Commission at their January meeting, provided that no officer may serve on the Committee. The nominating Committee shall review the results of an internal survey of Commissioners (developed and sent out by staff) as part of their deliberations on Committee assignments. The Committee may, at its discretion, develop and institute a standard rotation schedule of Committee assignments based on agreed upon criteria.

**Section 6. STAFF:** The Commission may conduct its operations through a permanent staff hired in a manner that the Steering Committee may determine, or through retention of part-time professional, technical and clerical employees, through consultants or through other personnel that it may deem qualified to assist in its business. The Commission may delegate to the staff and to those persons hired by it those functions that the Commission may determine, but the said Commission will remain solely responsible in all matters.

**Section 7. DEPOSITORY:** The Commission shall determine a depository for the funds of the Commission and direct the Secretary-Treasurer therein to deposit the funds in such designated depository in such manner so the deposits will not be made inconsistent with Wisconsin Law and which may be subject to review by the Commission as a body. The terms and conditions of the agreements between the depository and the Commission shall be incorporated as a part of the By-laws of the Commission.

**Section 8. MEETING PAYMENTS AND EXPENSES:** A payment for meetings, mileage, and other expenses shall be paid to Commissioners by the Commission. All members shall be reimbursed for actual expenses incurred as members of the Commission in attending meetings

and in carrying out the work of the Commission.

## **ARTICLE VII - CONTRACTS AND EXECUTION OF INSTRUMENTS, CHECKS AND DRAFTS**

**Section 1. CONTRACTS:** The Commission may enter into such contracts which are necessary to carry out the purposes and duties of the Commission and which are not inconsistent with the provisions of the Wisconsin law. The Commission may apply, contract for, receive, and expend for its purposes, any funds, grants, gifts or donations from any local governmental unit, the State of Wisconsin, the Federal Government or any other source.

**Section 2. EXECUTION OF INSTRUMENTS:** When the execution of any contract, conveyance or other instrument has been authorized without specification of the executing officers, the Chairperson or Vice-Chairperson, and the Secretary-Treasurer may execute the same in the name and behalf of the Commission per the limits expressed in the Financial Procedures Manual. The Commission shall have the power to designate the officers and agents who shall have authority to execute any instrument in behalf of the Commission.

**Section 3. CHECKS AND DRAFTS:** The Commission may authorize and direct the Secretary-Treasurer to issue such checks, drafts and vouchers as it may deem necessary for the payment of bills and expenses incurred for and on behalf of the Commission. All disbursements made by check drawn on the Commission's depository bank shall be signed by the Secretary-Treasurer. In the Secretary-Treasurer's absence, the Assistant Director may sign checks, drafts, and vouchers. To facilitate prompt payment of small bills and expenses, there is established a petty cash fund of \$100. This petty cash fund is authorized to be placed in the custody of the Secretary-Treasurer, or their designee, who may make payment of claims up to \$100.

## **ARTICLE VIII - FISCAL YEAR**

**Section 1.** The fiscal year of the Commission shall be the calendar year.

## **ARTICLE IX - SEAL**

**Section 1.** The Commission shall procure an official seal which shall contain the following legend: "EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION."

## **ARTICLE X - AMENDMENTS**

**Section 1.** Except as described in Section 2, below, these By-laws may be amended at any quarterly meeting of the Commission. The Secretary-Treasurer shall be sent out to each member of the Commission a copy of the proposed amendment or amendments to the By-laws. This shall be done not less than five (5) days prior to the date of the meeting at which they will be considered. Amendment of these By-laws shall require a majority vote of the Commissioners

present, voting at a legal meeting (when a quorum is present).

**Section 2.** Article IV, Section 1 hereof shall be amended only in accordance with resolutions approved by the governing bodies of a majority of local units within the Commission, and these units shall have in the aggregate at least half of the population of the region.

## **ARTICLE XI - COMPLIANCE WITH FEDERAL AND STATE OF WISCONSIN LAW**

**Section 1. INCONSISTENCIES:** In the event that these By-laws, or any provisions herein contained, should in any manner be contrary to or violate of the provisions of Federal or State of Wisconsin Law, the provisions of the Federal or State of Wisconsin Law shall prevail.

## **ARTICLE XII – METROPOLITAN PLANNING ORGANIZATION FUNCTION & RESPONSIBILITIES**

**Section 1: PURPOSE:** To implement Federal and State level transportation planning requirements as the designated Metropolitan Planning Organization (MPO) for the Fox Cities and Oshkosh Metropolitan Planning Areas (MPAs).

**Section 2. OFFICIAL DESIGNATION:** The East Central Wisconsin Regional Planning Commission (Commission) through cooperative partnership agreements with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Wisconsin Department of Transportation (WisDOT) is the designated Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Transportation Management Area (TMA) and the Oshkosh Metropolitan Planning Area (MPA).

**Section 3: URBANIZED AREA BOUNDARY & METROPOLITAN PLANNING AREA:** Per the 2010 Decennial Census, the Appleton (Fox Cities) and Oshkosh Urbanized Areas and Metropolitan Planning Areas (MPAs) includes portions of Calumet, Outagamie and Winnebago Counties.

**Section 4: MPO POLICY BOARD:** The Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations (MPOs) are governed by a single MPO Policy Board containing the same representation of elected and appointed representatives as those of the Commission. All functions, responsibilities, and authorities conveyed in these Bylaws, as they pertain to the Commission, are conferred to the MPO Policy Board when exercising such authority on transportation related policy matters or decisions.

**Section 5: MPO STAFF:** MPO staff is responsible for carrying out the federal transportation planning process in conjunction with its partners. The Commission is the hosting body for the MPO staff. As such, MPO staff are Commission employees.

**Section 6: RESPONSIBILITIES MPO POLICY BOARD:** In addition all other Bylaw responsibilities afforded to the Commission, the MPO Policy Board is the body that reviews and approves all transportation related activities of the MPO. This includes being a forum for

cooperative decision-making with the following responsibilities:

- A. Approve goals and objectives of the transportation planning process;
- B. Review and approval the Long Range Transportation Plans (LRTPs) and its updates or revisions;
- C. Review and adopt changes in transportation planning concepts;
- D. Review and approve the Unified Planning Work Program (UPWP);
- E. Review and adopt the Transportation Improvement Program (TIP) including project priorities and approve any changes in the priority schedule;
- F. Ensure the efficient and effective use of the Federal Highway Administration (FHWA) Section 112 and the Federal Transit Administration (FTA) Section 5303 planning funds;
- G. Serve as liaison representatives between various governmental units in the study area to obtain optimum cooperation of all governmental units in implementing various elements of the plan;
- H. Ensure citizen participation and transparency within the transportation planning process through proactive policies and procedures.

**Section 7: MPO SUBCOMMITTEES & INTERLOCAL AGREEMENTS:** The MPO Policy Board shall have the authority to form temporary (or permanent) subcommittees to conduct the following activities in order to carry out MPO Policy Board functions:

- A. To negotiate the terms of possible funding agreements with member agencies;
- B. To investigate how MPO functions might be improved;
- C. To evaluate the MPO Director's performance and make recommendations;
- D. To conduct research and/or fact-finding regarding MPO plans, policies or operations.

All findings, recommendations and/or proposals submitted by MPO subcommittees shall not be binding, but are subject to review and final approval of the MPO Policy Board.

---

These By-laws were adopted by the Commission on the 27th day of September, 1972, as further amended on the 8th day of February, 1973, the 11th day of March, 1976, the 13th day of May, 1976, the 8th day of May, 1980, the 14th day of May, 1981, the 13th day of May, 1982, the 25th day of April, 1985, the 28th day of April, 1988, the 26th day of April, 1990, 30th day of April, the 28th day of April, 1995 the 23<sup>rd</sup> day of May, 2001, the 26<sup>th</sup> day of April, 2002, the 27<sup>th</sup> day of April, 2006, the 25th day of April, 2008, the 29<sup>th</sup> day of April, 2011, the 26<sup>th</sup> day of October, 2013, the 25<sup>th</sup> day of April, 2014, the 25<sup>th</sup> day of July, 2014, the 30<sup>th</sup> day of January, 2015, the 26<sup>th</sup> day of July, 2019, and the \_\_\_\_ day of \_\_\_\_\_, 2021.

**Exhibit B**

ARTICLES OF ORGANIZATION

OF

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

September 27, 1972

**ARTICLES OF ORGANIZATION  
OF  
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

**ARTICLE I - AUTHORIZATION**

The provisions of Section 66.945 of the Wis. Stats. authorizes counties, in the form of resolutions, to petition the Governor of the State of Wisconsin to create a regional planning commission within a proposed area. Upon receipt of such petitions and the holding of a public hearing, the governor may create a regional planning commission by Order and designate the areas and boundaries of the commission's jurisdiction.

Pursuant to such statutory provisions the governing bodies of Calumet, Fond du Lac, Green Lake, Marquette, Menominee, Outagamie, Shawano, Waupaca, Waushara, and Winnebago Counties, by resolution, petitioned the Honorable Patrick J. Lucey to form a regional planning commission encompassing the general area of such counties. Thereafter a public hearing on such petitions was duly held at the Winnebago Court House located in the City of Oshkosh, Wisconsin, on the 26th day of June, 1972. Subsequent to the said public hearing, the Honorable Governor Patrick J. Lucey did by an Executive Order dated June 29, 1972, create the Regional Planning Commission and designate that the area of the Commission be comprised of the Counties of Calumet, Fond du Lac, Green Lake, Marquette, Menominee, Outagamie, Shawano, Waupaca, Waushara, and Winnebago.

**ARTICLE II - NAME**

The said counties comprising the Regional Planning Commission, as designated by the Governor's Executive Order dated June 29, 1972, are all located within the proximity of the East Central area of Wisconsin; and, therefore, the name of the Commission shall be: **EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION.**

### ARTICLE III - COMPOSITION OF COMMISSION

The area of the Commission as designated by the Executive Order of the Governor does not include a city of the first class as defined in Wis. Stat. Section 62.05. Therefore, pursuant to the provisions of Wis. Stat. Section 66.0309(3) (b) the membership of the Commission is to be determined by resolutions duly approved by the governing bodies of a majority of the local units within the region, and these units shall have in the aggregate at least half of the population of the region.

The said ten-county area comprising the Commission includes 243 local units of government with a combined population of 474,186 as shown by the last Federal census. A majority or 145 of these local units within the designated region representing a population count of 629,428 have duly adopted the following resolutions as to membership of the Commission: **[Update numbers recited in this paragraph.]**

**Section 1. GENERAL:** Adhering to the principle of representation based on population, the membership of the Commission shall be created pursuant to the provisions of Wis. Stat. Section 66.0309 (3) (b) determined and allocated among participating counties as follows:

- A. Two elected officials from each member county which comprises the Commission. The Chairperson and the County Executive from each member county within the Commission. If a member county is organized without a County Executive, the County Chairperson shall appoint a member of the County Board to serve as the second elected official from that county.
- B. One person, who may be elected official from each participating county, selected by the Governor. One elected official from the largest city, if the member County has a population of 50,000 or more as defined by the U.S. Decennial Census. If the member County does not have a population of 50,000 or more per the U.S. Decennial Census, the member County may appoint a County Supervisor to the Commission Board. -or if no city the largest village, within each member county, appointed by the mayor, council president, or village president, depending on the specific form of government.

\_\_\_\_\_ C. In addition to the representation specified in subsections A. and B., above, Counties with a population greater than 50,000 based on the U.S. Decennial Census are entitled to one additional member to the Commission Board for each full unit of 50,000 population that exceeds the 50,000 base number described in subsection B., above. (For purposes of illustration only, a County with a population of 180,000 would be entitled to 2 additional members to the Commission Board under this subsection C.) One (1) additional elected official from each 50,000 unit of population residing within a member county as determined by the last federal decennial census. No additional representation hereunder shall be granted for any fractional part of the required population unit.

\_\_\_\_\_ D. One ex-officio representative of the Wisconsin Department of Transportation (WisDOT) may participate on transportation issues, subjects of concern and interest to their geographic areas, or due to noted/recognized expertise. This member must be appointed by WisDOT.

\_\_\_\_\_ DE.. One ex-officio representative of a public agency that administers or operates major modes of transportation in the Fox Valley metropolitan planning organization area, including representation by providers of public transportation. [Note: This position will be held by the Transit Manager for Valley Transit.]

**Section 2. SELECTION OF MEMBERSHIP:** The Commission membership as set forth in the preceding Section 1 of this Article shall consist of members to include the following:

\_\_\_\_\_ A. The Chairman of the County Board of each participating County and the County Executive, if any, of each participating County shall be members of said Commission.

\_\_\_\_\_ B. One member from each participating County shall be appointed by the Governor from a list of six or more persons nominated by the respective County Boards, of which at least four shall be private citizens. In nominating private citizens, the County Board shall give preference to those persons having experience in multi-jurisdictional efforts in one or more of the following

~~areas: land use planning, transportation, law, finance, engineering, recreation and natural resources development, social or economic planning.~~

— C. ~~The remaining elected officials comprising the representation allocated to each participating County under Section 1, Paragraph A, shall be appointed by the Chairman of the County Board or by the County Executive as the Wis. Stats. so provide and subject to confirmation by the County Board. In those counties having additional representation as specified in Section 1, Paragraph C, the first such representative shall be the mayor, or council president in cities with a council manager plan, of the largest city in the County. All additional representatives shall be either county supervisors, city mayors, aldermen or councilmen, village presidents or board members, town board chairmen or town board supervisors residing within the respective County.~~

**Section 32. TERM OF OFFICE:** ~~Those~~ Commissioners ~~who are appointed by the County Board Chairman or the County Executive~~ shall serve for a term of two (2) years, or until they cease to hold their public office, whichever comes first. Voting, ex-officio members shall serve continuously at the pleasure of the appointing body.

— ~~Those~~ Commissioners appointed by the Governor shall serve for a four (4) year term.

**Section 3. COMMISSION ALTERNATES:** Any member of the Commission selected pursuant to Section 1, of this Article may designate, in writing and with the concurrence of the Commission a permanent designee.

**Section 4. RESIGNATION:** Any Commissioner -who resigns his or her Commission membership or his or her elective office shall submit his or her resignation effective as of the last day in office, and thereafter the vacancy shall be filled by appointment for the unexpired term by the County Board Chairperson (if a county) or the city council or village board.

## ARTICLE IV - PURPOSES

The purposes for which the Commission is created are to engage in any lawful activity within the

purposes for which regional planning commissions may be created under Wis. Stat. Section 66.0309.

## **ARTICLE V - POWERS, FUNCTIONS AND DUTIES**

In general, the Regional Planning Commission shall have all of the powers necessary to enable it to perform its functions and promote regional planning.

The functions of the Regional Planning Commission shall be solely advisory to the local governments and local governmental officials comprising the area and shall include but not be limited to the following because of enumeration.

- A. The Commission may conduct all types of research studies, collect and analyze data, prepare maps, charts and tables and conduct all necessary studies for the accomplishment of its other duties.
- B. The Commission may make plans for the physical, social and economic development of the region and may adopt by resolution any plan or the promotion of any plan so prepared as its official recommendation for the development of the region.
- C. The Commission may publicize and advertise its purposes, objectives and findings and may distribute reports thereon.
- D. The Commission may provide advisory services on regional planning problems to the local government units within the region and to other public and private agencies in matters relative to its functions and objectives.
- E. The Commission may act as a coordinating agency for programs and activities of such local units and agencies as relate to its objectives.
- F. The Commission may accept aid in any form for the purpose of accomplishing regional planning from all governmental agencies whether local, state or federal if the conditions under which such aid is furnished is not incompatible with the provisions of Wis. Stat. Section 66.0309.
- G. The Commission may accept gifts and grants from public or private individuals or agencies if the conditions under which such grants are made are in accordance with the accomplishment

of its objectives.

- H. The Commission shall make an annual report of its activities to the legislative bodies, the local governmental units within the region, and shall submit two copies of such report to the Legislative Reference Bureau.
- I. The Commission shall prepare a comprehensive planning program for the physical development of the region. The Commission may amend, extend or add to the comprehensive planning program or carry any part of such mater into greater detail.
- J. The Commission shall annually on or before October 1, of each year prepare and approve a budget reflecting the cost of its operation and services to the local governmental units within the region.

## **ARTICLE VI - PROPORTIONATE SHARE OF COSTS**

The member counties of the Commission shall provide their proportionate share of the public funds necessary to meet the requirements of the budget in the amount represented by the percentage of their equalized valuation for tax purposes of the land, buildings and other improvements thereon of such local and governmental unit, within the region, to the total such equalized valuation within the region. The amount charged shall be in accordance with the most recent equalized valuation figures published by the Wisconsin Department of Taxation. The requested allocation from and levied upon each member county shall not exceed the statutory limits of a .003% of such equalized value under its jurisdiction within the region.

## **ARTICLE VII - ADMINISTRATION**

The administrative affairs and the rules of procedure of the Regional Planning Commission shall be governed in the manner as provided for in the duly adopted By-laws of the Commission. In compliance with the statutory requirements, the said adopted By-laws shall provide for the election of a chairman and executive committee and an annual meeting of the said Commission.

## **ARTICLE VIII - WITHDRAWAL**

A member county of the Commission may withdraw from the Regional Planning Commission at the end of any fiscal year by a two-thirds (2/3rds) vote of the members elect of its Board of Supervisors taken at least six months prior to the effective date of such withdrawal.

## **ARTICLE IX - AMENDMENTS**

These Articles, except Article III, may be amended by resolutions duly adopted by the Board of Supervisors from a majority of the counties which are members of this Commission. Article III shall be amended only in accordance with resolutions approved by the governing bodies of a majority of local units within the region, and these units shall have in the aggregate at least half of the population of the region.