



## AGENDA

# REGULAR BOARD MEETING

PLACE: Little Chute Village Hall  
DATE: Wednesday, December 17<sup>th</sup>, 2025  
TIME: 6:00 p.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/6312471039?omn=84757514601>

Meeting ID: 631 247 1039

One tap mobile

+13126266799,,6312471039# 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. Consent Agenda

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

1. Disbursement List
2. Approval of the Minutes of December 3<sup>rd</sup>, 2025
3. Approval of the Amended Minutes of September 3<sup>rd</sup>, 2025
4. Heesakker Park Staircase Project Closeout
5. 2026 Annual Meeting Calendar
6. Election Inspector Appointments for 2026-2027
7. Monthly Reports

#### G. Public Hearing – Schumacher Condominiums

#### H. Discussion Action – Adopt Resolution No. 26, Series 2025 – Schumacher Condominiums

#### I. Discussion/Action – Appointments

- J. Discussion/Action – WisDOT State-Municipal Maintenance Agreements (Buchanan, Holland and Vandenbroek overpasses)
- K. Discussion/Action – Fixed Asset Policy, Amended Capital Improvement and Long-Term Planning Policy and Amended Procurement Policy
- L. Discussion/Action – Budget Adjustment for Fire Department Donation
- M. Discussion/Action – Budget Adjustment for Fox Valley Metro Police Department Donations
- N. Discussion/Action – 2025 Finance Budget Adjustments
- O. Discussion/Action – Water Rate Study Proposal Selection
- P. Department and Officer Progress Reports
- Q. Call for Unfinished Business
- R. Items for Future Agenda
- S. Closed Sessions:
  - 19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reason require a closed session. (2) *Economic Development Items, Fire Station Construction Bid Awards, FVMPD & Kimberly MOU, WPPA Contract Update*
  - 19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *2025 Department Head Evaluations Update*
- T. Return to Open Session
- U. Discussion/ Action – Little Chute Fire Station Bid Awards
- V. Discussion/Action – Amendment No. 2 – Evantra Development Agreement
- W. Discussion/Action – Adopt Resolution No. 27 Series 2025 Adopting Golden Gate Drive
- X. Discussion/Action – Fox Valley Metro Police Department Memorandum of Understanding with the Village of Kimberly
- Y. 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: beau@littlechutewi.org](mailto:beau@littlechutewi.org) Prepared: December 12, 2025

## **Disbursement List - December 17, 2025**

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Payroll & Payroll Liabilities - December 4, 2025	<b>\$275,355.74</b>
Prepaid Invoices - November 26, 2025	<b>\$2,088.47</b>
Prepaid Invoices - December 5, 2025	<b>\$35,637.74</b>
Library Board - December 16, 2025	<b>\$8,191.19</b>
Utility Commission - December 16, 2025	<b>\$300,685.37</b>

### **CURRENT ITEMS**

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Bills List - December 17, 2025	<b>\$267,278.72</b>
<b>Total Payroll, Prepaid &amp; Invoices</b>	<b>\$889,237.23</b>

The above payments are recommended for approval:

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

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Approved: December 17, 2025

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Michael R Vanden Berg, Village President

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Village Clerk

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
<b>ACCURATE ALIGNMENT &amp; FRAME</b>				
2513267	#6 REPAIRS	14,614.24	12/25	101-53330-225
2513513	#29 SLACK ADJUSTERS	501.69	11/25	101-53330-225
<b>Total ACCURATE ALIGNMENT &amp; FRAME:</b>				
		<b>15,115.93</b>		
<b>ACE HARDWARE LITTLE CHUTE</b>				
290596	HARDWARE	1.98	11/25	101-52200-218
290621	GAS	19.98	11/25	206-55110-242
290646	BAND TRAILER HOLIDAY LIGHTS TIES	17.99	11/25	101-55480-218
290675	HARDWARE	11.18	11/25	101-52200-218
290742	SHOP POLY SCOOPS	135.97	12/25	101-53300-218
<b>Total ACE HARDWARE LITTLE CHUTE:</b>				
		<b>187.10</b>		
<b>AIR ONE EQUIPMENT INC</b>				
229535	CASCADE INSPECTION & REPAIRS	92.00	12/25	101-52200-204
<b>Total AIR ONE EQUIPMENT INC:</b>				
		<b>92.00</b>		
<b>AIRGAS USA LLC</b>				
5520721064	AIRGAS LEASE RENEWAL	57.45	11/25	101-53330-218
5521267734	COMPRESSED AIR RENTAL	287.50	12/25	101-53330-218
<b>Total AIRGAS USA LLC:</b>				
		<b>344.95</b>		
<b>ALBRECHT, KELSEY</b>				
62462	REFUND SECURITY DEPOSIT	250.00	11/25	206-21235
<b>Total ALBRECHT, KELSEY:</b>				
		<b>250.00</b>		
<b>AMERICAN FIDELITY ASSURANCE (T00890)AWD</b>				
2570499A	FLEX	1,912.99	12/25	101-21368
D915827	VOLUNTARY BENEFITS	1,618.90	12/25	101-21367
<b>Total AMERICAN FIDELITY ASSURANCE (T00890)AWD:</b>				
		<b>3,531.89</b>		
<b>AMPLITEL TECHNOLOGIES</b>				
26645	WINDOWS 11 UPGRADE	2,185.00	11/25	404-57190-221
26655	TWO SWITCHES	7,068.00	11/25	404-57190-221
26680	AMPLITEL TECHNOLOGIES	5,035.00	12/25	207-52120-204
26681	AMPLITEL TECHNOLOGIES	171.58	12/25	207-52120-204
26728	MONTHLY MANAGED SERVICES	5,983.72	12/25	404-57190-204
26749	AMPLITEL TECHNOLOGIES	5,720.00	12/25	207-52120-204
26774	EQUIPMENT DESTRUCTION	135.00	12/25	404-57190-204
26775	EQUIPMENT DESTRUCTION	270.00	12/25	404-57190-204
<b>Total AMPLITEL TECHNOLOGIES:</b>				
		<b>26,568.30</b>		
<b>ARING EQUIPMENT CO INC</b>				
920088	#26 MINI LEVEL INDICATOR	157.88	12/25	101-53330-225
<b>Total ARING EQUIPMENT CO INC:</b>				
		<b>157.88</b>		

Invoice	Description	Total Cost	Period	GL Account
<b>ASCENSION MEDICAL GROUP-FOX VALLEY WI</b>				
427124	EAP STANDARD SERVICE	58.00	11/25	101-51780-204
427124	EAP STANDARD SERVICE	58.00	11/25	610-53614-204
427124	EAP STANDARD SERVICE	58.00	11/25	620-53924-204
427124	EAP STANDARD SERVICE	58.00	11/25	630-53444-204
427124	EAP STANDARD SERVICE	64.00	11/25	101-51780-204
427124	EAP STANDARD SERVICE	392.00	11/25	101-52200-204
427124	EAP STANDARD SERVICE	80.00	11/25	206-55110-201
427124	EAP STANDARD SERVICE	208.00	11/25	207-52120-204
427238	PRE-EMPLOYMENT PHYSICAL & DRUG SCREEN	158.00	11/25	101-51440-204
427238	DRUG AND ALCOHOL SCREEN	118.00	11/25	101-53310-213
<b>Total ASCENSION MEDICAL GROUP-FOX VALLEY WI:</b>		<b>1,252.00</b>		
<b>ASSOCIATED APPRAISAL CONSULTANTS</b>				
183611	ONLINE PARCEL POSTING	93.59	12/25	101-51530-208
183611	PROFESSIONAL SERVICES	2,058.33	12/25	101-51530-204
183611	PROFESSIONAL SERVICES	3,480.00	12/25	101-51530-204
<b>Total ASSOCIATED APPRAISAL CONSULTANTS:</b>		<b>5,631.92</b>		
<b>AUTO VALUE KAUKAUNA</b>				
104000007	PULL BEHIND LIFT	117.68	11/25	101-53300-218
104000383	#15 STARTING BATTERY	146.56	11/25	101-53330-225
104000413	#6 TURN SIGNAL REPLACEMENTS	70.24	11/25	101-53330-225
104001025	SHOP PPE	14.38	12/25	101-53300-218
104001169	#58 TRACKLESS STARTING BATTERY	167.91	11/25	101-53330-225
<b>Total AUTO VALUE KAUKAUNA:</b>		<b>516.77</b>		
<b>AUTOZONE</b>				
1973025941	WASHER FLUID	27.40	11/25	207-52120-247
<b>Total AUTOZONE:</b>		<b>27.40</b>		
<b>BALGIE DENISE</b>				
62326	REFUND SECURITY DEPOSIT	250.00	11/25	206-21235
<b>Total BALGIE DENISE:</b>		<b>250.00</b>		
<b>BERGSTROM FORD OF FOX VALLEY</b>				
431979	OIL CHANGE #153	68.96	11/25	207-52120-247
<b>Total BERGSTROM FORD OF FOX VALLEY:</b>		<b>68.96</b>		
<b>BLOSSER, MARISSA</b>				
62438	REFUND SECURITY DEPOSIT	250.00	12/25	208-21235
<b>Total BLOSSER, MARISSA:</b>		<b>250.00</b>		
<b>BONS, SCOTT</b>				
121025	PER CALL ALLOWANCE & PAGER EXPENSE	223.00	12/25	101-52200-111
<b>Total BONS, SCOTT:</b>		<b>223.00</b>		
<b>BORK, BRIAN</b>				
121025	PER CALL ALLOWANCE & PAGER EXPENSE	193.00	12/25	101-52200-111

Invoice	Description	Total Cost	Period	GL Account
Total BORK, BRIAN:		193.00		
BROCKMAN, LUKE	121025 PER CALL ALLOWANCE & PAGER EXPENSE	165.00	12/25	101-52200-111
Total BROCKMAN, LUKE:		165.00		
BROCKMAN, MATT	121025 PER CALL ALLOWANCE & PAGER EXPENSE	149.00	12/25	101-52200-111
Total BROCKMAN, MATT:		149.00		
BURKE, MEGAN	1 COMMUNITY BAND - CONCERT SANTA	100.00	12/25	101-55480-218
Total BURKE, MEGAN:		100.00		
CENGAGE LEARNING INC/GALE	999101777249 BOOKS	26.99	12/25	206-55110-206
Total CENGAGE LEARNING INC/GALE:		26.99		
CINTAS CORP	4250649076 UNIFORM PREP 4250649076 MATS & TOWELS 4251359884 UNIFORM PREP 4251359884 MATS & TOWELS 4252123721 UNIFORM PREP 4252123721 MATS & TOWELS	21.16 45.27 21.16 45.27 21.16 45.27	11/25 11/25 11/25 11/25 12/25 12/25	101-53330-213 101-53310-204 101-53330-213 101-53310-204 101-53330-213 101-53310-204
Total CINTAS CORP:		199.29		
CITY OF APPLETON	18833 WEIGHTS & MEASURES	821.00	12/25	101-52050-204
Total CITY OF APPLETON:		821.00		
CITY OF KAUKAUNA	1277 NELSON CROSSING UTILITY EXP 1277 NELSON CROSSING INSURANCE EXP	185.84 1,352.50	12/25 12/25	224-56900-249 224-56900-231
Total CITY OF KAUKAUNA:		1,538.34		
COMMERCIAL RECREATION SPECIALISTS	29430 SPLASH PAD EQUIPMENT REPAIR	100.00	12/25	101-55200-242
Total COMMERCIAL RECREATION SPECIALISTS:		100.00		
DEBOTH, DENNIS	121025 PER CALL ALLOWANCE & PAGER EXPENSE	123.00	12/25	101-52200-111
Total DEBOTH, DENNIS:		123.00		
DEBRUIN, BEAU	121025 PER CALL ALLOWANCE & PAGER EXPENSE	125.00	12/25	101-52200-111

Invoice	Description	Total Cost	Period	GL Account
Total DEBRUIN, BEAU:		125.00		
DEBRUIN, BEN	121025 PER CALL ALLOWANCE & PAGER EXPENSE	179.00	12/25	101-52200-111
Total DEBRUIN, BEN:		179.00		
DERO	78860 NELSON BIKE REPAIR STATION-TIRE PUMP	79.05	11/25	101-55200-242
Total DERO:		79.05		
DIETZLER, MATT	EXPRPT120625 MUNICIPAL COURT CLERK TRAINING	42.48	12/25	101-51680-201
Total DIETZLER, MATT:		42.48		
DIGGERS HOTLINE INC	251159201 NOVEMBER LOCATES	27.20	11/25	610-53612-209
	251159201 NOVEMBER LOCATES	27.20	11/25	620-53644-209
	251159201 NOVEMBER LOCATES	27.20	11/25	630-53442-209
Total DIGGERS HOTLINE INC:		81.60		
DISTRICT 2 INC.	4258 SMALL EQUIPMENT	181.76	11/25	101-52200-221
Total DISTRICT 2 INC.:		181.76		
EAGLE GRAPHICS LLC	356374 PARK & REC STAFF SHIRTS	211.15	11/25	101-55300-225
Total EAGLE GRAPHICS LLC:		211.15		
EITING, ROBERT E	121025 PER CALL ALLOWANCE & PAGER EXPENSE	317.00	12/25	101-52200-111
Total EITING, ROBERT E:		317.00		
EITING, TIM	121025 PER CALL ALLOWANCE & PAGER EXPENSE	127.00	12/25	101-52200-111
Total EITING, TIM:		127.00		
ELECTION SYSTEMS & SOFTWARE	CD2133797 ELECTION EQUIPMENT-ONGOING MAINTENANCE	1,751.56	12/25	101-51440-204
Total ELECTION SYSTEMS & SOFTWARE:		1,751.56		
ELRICK, KATHRYN	62328 REFUND SECURITY DEPOSIT	250.00	12/25	206-21235
Total ELRICK, KATHRYN:		250.00		
ESKILDSEN, KEN	121025 PER CALL ALLOWANCE & PAGER EXPENSE	109.00	12/25	101-52200-111

Invoice	Description	Total Cost	Period	GL Account
Total ESKILDSEN, KEN:		109.00		
EZ GLIDE GARAGE DOORS 192202 EZ GLIDE		90.00	11/25	207-52120-247
Total EZ GLIDE GARAGE DOORS:		90.00		
FARRELL EQUIPMENT & SUPPLY CO INC 282604 TOOLS TO FIX I&I USING ELEPHANT ARMOR		110.95	12/25	610-53612-256
Total FARRELL EQUIPMENT & SUPPLY CO INC:		110.95		
FINGER PUBLISHING INC				
BE316838 BIDS FIRE DEPT		159.42	11/25	101-51650-207
BE316839 PH ZONING		45.87	11/25	101-51650-207
BE316840 SPRING ELECTIONS		48.22	11/25	101-51440-207
BE318154 PH KELBE DR		70.15	11/25	101-51650-207
BE318155 PH RAINBOW LN		58.01	11/25	101-51650-207
BE318156 PH SCHUMACHER BUS PARK		46.87	11/25	101-51650-207
BE318157 BIDS FIRE DEPT		126.92	11/25	101-51650-207
BE318158 SPRING ELECTIONS		48.22	11/25	101-51440-207
BE318159 PH ZONING		37.23	11/25	101-51650-207
Total FINGER PUBLISHING INC:		640.91		
FISCHER, CRAIG 62444 REFUND SECURITY DEPOSIT		250.00	12/25	206-21235
Total FISCHER, CRAIG:		250.00		
FISCHER, LISA 61805 REFUND SECURITY DEPOSIT		250.00	12/25	208-21235
Total FISCHER, LISA:		250.00		
FLY-ME FLAG LLC				
12693 FLAG POLE REPAIRS		614.00	11/25	202-51960-221
13089 REPLACEMENT FLAGS		1,299.00	12/25	202-51960-221
Total FLY-ME FLAG LLC:		1,913.00		
FP FINANCE PROGRAM 40780632 AGREEMENT 022-1584121 POSTBASE VISION		140.00	12/25	101-51650-226
Total FP FINANCE PROGRAM:		140.00		
GARROW OIL				
449186 FUEL		253.11	11/25	101-53330-217
449186 FUEL		8.55	11/25	101-53460-247
449186 FUEL		227.23	11/25	101-55200-247
449186 FUEL		6.22	11/25	101-55440-247
449186 FUEL		2.18	11/25	201-53620-247
449186 FUEL		6.71	11/25	610-53612-247
449186 FUEL		20.86	11/25	620-53644-247
449186 FUEL		177.96	11/25	630-53442-247

Invoice	Description	Total Cost	Period	GL Account
Total GARROW OIL:		702.82		
GAT SUPPLY INC				
4594691 #125 CONCRETE SAW MOUINT BOLTS		49.98	12/25	101-53300-218
4609621 SEWER/ROAD/H20 TEMP GAUGE		179.94	12/25	610-53612-221
Total GAT SUPPLY INC:		229.92		
GERBER LEISURE PRODUCTS INC				
12136 MEMORIAL BENCH		5,633.00	12/25	101-55200-216
Total GERBER LEISURE PRODUCTS INC:		5,633.00		
HAWKINS INC				
7278089 CHLORINE		827.03	12/25	620-53634-214
7278089 SODIUM SILICATE		3,892.92	12/25	620-53634-220
Total HAWKINS INC:		4,719.95		
HEARTLAND BUSINESS SYSTEMS LLC				
847674H UTILITY POSTCARDS		115.64	12/25	610-53614-206
847674H UTILITY POSTCARDS		115.64	12/25	620-53904-206
847674H UTILITY POSTCARDS		115.64	12/25	201-53620-206
847674H UTILITY POSTCARDS		115.64	12/25	630-53443-206
Total HEARTLAND BUSINESS SYSTEMS LLC:		462.56		
HEMPE, CRAIG				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		175.00	12/25	101-52200-111
Total HEMPE, CRAIG:		175.00		
HIETPAS, ADAM				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		265.00	12/25	101-52200-111
Total HIETPAS, ADAM:		265.00		
HIETPAS, PETE				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		263.00	12/25	101-52200-111
Total HIETPAS, PETE:		263.00		
HINTZ, SHANE				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		297.00	12/25	101-52200-111
Total HINTZ, SHANE:		297.00		
HOEFLER, BRANDON				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		279.00	12/25	101-52200-111
Total HOEFLER, BRANDON:		279.00		
HOEFLER, MIKE				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		115.00	12/25	101-52200-111

Invoice	Description	Total Cost	Period	GL Account
Total HOEFLER, MIKE:		115.00		
HOELZEL, ZACHARY				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		97.00	12/25	101-52200-111
Total HOELZEL, ZACHARY:		97.00		
HUPF, CORY L				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		107.00	12/25	101-52200-111
Total HUPF, CORY L:		107.00		
JANSEN, DAN				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		179.00	12/25	101-52200-111
Total JANSEN, DAN:		179.00		
JANSSEN, BEN				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		117.00	12/25	101-52200-111
Total JANSSEN, BEN:		117.00		
JX ENTERPRISES INC				
14379337P #29 INJECTOR CORE RETURN/CREDIT		2,177.94-	11/25	101-53330-225
14380490P #29 EXHAUST SENSOR		159.67	11/25	101-53330-225
14380685P #29 BRAKE SLACK ADJUSTER		465.98	11/25	101-53330-225
14380939P #29 RETURN CREDIT		465.98-	11/25	101-53330-225
Total JX ENTERPRISES INC:		2,018.27-		
KADONSKY, JAMES & LORRAINE				
1-700930-02 OVRPYMNT - 1721 W MAIN ST		93.89	12/25	001-15000
Total KADONSKY, JAMES & LORRAINE:		93.89		
KAPPELL, JASON				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		177.00	12/25	101-52200-111
Total KAPPELL, JASON:		177.00		
KAUKAUNA UTILITIES				
162002001225 MUNICIPAL POOL		56.78	12/25	204-55420-249
162120001225 BALLFIELD DPI/SHED LIGHTS		133.14	12/25	101-55200-249
162140001225 DOYLE PARK STAGE		56.39	12/25	101-55200-249
162145001225 DOYLE PARK BALLFIELD DP2 LIGHT		63.46	12/25	101-55200-249
162231011225 HEESAKKER PARK TRAIL		31.01	12/25	101-55200-249
201096011225 SIGNALS/GRAND & MAIN		45.79	12/25	101-53300-249
201203001225 CANAL BRIDGE - SOUTH SIDE		34.40	12/25	101-53300-249
201204001225 CANAL BRIDGE - NORTH SIDE		19.36	12/25	101-53300-249
201632001225 HERITAGE PARK		25.14	12/25	101-55200-249
201741001225 COMMUNITY BRIDGE LIGHTING		187.70	12/25	101-53300-249
210700021225 513 GRAND AVE		28.60	12/25	418-51224-249
211595011225 SIGNALS/MAIN & MADISON		43.36	12/25	101-53300-249
211625001225 CROSSING/MAIN & MONROE		16.48	12/25	101-53300-249
211702001225 VILLAGE HALL PLAZA		16.48	12/25	101-51650-249
211900011225 CIVIC CENTER		938.13	12/25	206-55110-249

Invoice	Description	Total Cost	Period	GL Account
212051001225	STREET LIGHTING	9,087.75	12/25	101-53300-249
212052001225	VILLAGE HALL	1,338.90	12/25	101-51650-249
220140021225	SAFETY CENTER	707.03	12/25	207-52120-249
220140021225	SAFETY CENTER	471.35	12/25	101-52250-249
220401001225	PUMP STATION JEFFERSON ST	1,690.75	12/25	620-53624-249
222850001225	LEGION PARK RESTROOMS	152.02	12/25	101-55200-249
250140001225	VAN LIESHOUT PARK	209.87	12/25	101-55200-249
250142001225	VAN LIESHOUT BALLFIELD	176.54	12/25	101-55200-249
251152011225	721 W ELM-REC CENTER	84.55	12/25	208-52900-249
253081001225	VAN LIESHOUT PK SECURITY LT	46.42	12/25	101-55200-249
260080001225	SIGNALS/NORTH & BUCHANAN	33.20	12/25	101-53300-249
260902021225	#4 WELL EVERGREEN DRIVE	4,146.77	12/25	620-53624-249
261328001225	PATRIOT DR FLAG POLE	28.79	12/25	101-53300-249
262812001225	SIGNALS/NE CORNER N & ELM	81.99	12/25	101-53300-249
281570001225	LINCOLN AVE E HEESAKKER PARK	172.24	12/25	101-55200-249
282179011225	1800 STEPHEN ST STORM	316.44	12/25	630-53441-249
282181001225	STEPHEN ST SIGN	16.48	12/25	101-53300-249
282182001225	STEPHEN ST TOWER/LIGHTING	180.83	12/25	620-53624-249
282915001225	#3 WELL WASHINGTON ST	3,951.25	12/25	620-53624-249
283413001225	1401 E ELM DR/NEW BUILDING	1,022.11	12/25	101-53310-249
9012695001225	DOYLE PARK WELL	4,497.58	12/25	620-53624-249
Total KAUKAUNA UTILITIES:		30,109.08		
KERRY'S VROOM SERVICE INC				
10635	OIL CHANGE #111	73.58	12/25	207-52120-247
Total KERRY'S VROOM SERVICE INC:		73.58		
KUHN, MATTHEW				
121025	PER CALL ALLOWANCE & PAGER EXPENSE	143.00	12/25	101-52200-111
Total KUHN, MATTHEW:		143.00		
LAMERS, BRYAN				
121025	PER CALL ALLOWANCE & PAGER EXPENSE	167.00	12/25	101-52200-111
Total LAMERS, BRYAN:		167.00		
LAMERS, VANCE J				
121025	PER CALL ALLOWANCE & PAGER EXPENSE	269.00	12/25	101-52200-111
Total LAMERS, VANCE J:		269.00		
LAUE, GRANT				
121025	PER CALL ALLOWANCE & PAGER EXPENSE	103.00	12/25	101-52200-111
Total LAUE, GRANT:		103.00		
LAZER UTILITY LOCATING LLC				
2321	ELECTRIC LOCATES	11.00	11/25	101-53300-209
2321	SANITARY LOCATES	363.00	11/25	610-53612-209
2321	STORM LOCATES	385.00	11/25	630-53442-209
2321	WATER LOCATES	836.00	11/25	620-53644-209
Total LAZER UTILITY LOCATING LLC:		1,595.00		

Invoice	Description	Total Cost	Period	GL Account
<b>LE NOBLE, TRASK</b>				
121025	PER CALL ALLOWANCE & PAGER EXPENSE	181.00	12/25	101-52200-111
<b>Total LE NOBLE, TRASK:</b>				
		181.00		
<b>LEXISNEXIS RISK DATA MANAGEMENT INC</b>				
1100227737	MONTHLY SUBSCRIPTION	130.00	11/25	101-51680-204
<b>Total LEXISNEXIS RISK DATA MANAGEMENT INC:</b>				
		130.00		
<b>LINCOLN CONTRACTORS SUPPLY INC</b>				
J77052	MAGNESIUM ASPHALT RAKES	195.98	12/25	101-53300-221
J77052	MAGNESIUM ASPHALT RAKES	565.72	12/25	101-53300-218
<b>Total LINCOLN CONTRACTORS SUPPLY INC:</b>				
		761.70		
<b>LLOYD, MICHAEL</b>				
121025	PER CALL ALLOWANCE & PAGER EXPENSE	241.00	12/25	101-52200-111
<b>Total LLOYD, MICHAEL:</b>				
		241.00		
<b>MACQUEEN EQUIPMENT</b>				
P40599	#58 ELECTRIC FOOT	1,430.24	12/25	101-53330-225
P58391	HYDRO TEST SCBAS	1,778.00	11/25	101-52200-204
P58494	STATION EQYUIPMENT	231.00	11/25	101-52200-221
P59033	HYDRO TEST SCBAS	235.00	12/25	101-52200-204
<b>Total MACQUEEN EQUIPMENT:</b>				
		3,674.24		
<b>MADISON NATIONAL LIFE</b>				
1738127	LIFE - JAN	294.00	12/25	101-21391
1738127	LTD - JAN	811.58	12/25	101-21385
<b>Total MADISON NATIONAL LIFE:</b>				
		1,105.58		
<b>MARCO INC</b>				
40695607	1ST FLOOR COPIER @ VH	122.57	12/25	101-51650-207
40695607	2ND FLOOR COPIER @ VH	100.36	12/25	101-51650-207
40695607	3RD FLOOR COPIER @ VH	59.76	12/25	101-51650-207
40695607	COPIER @ MSB BUILDING	65.22	12/25	101-53310-207
<b>Total MARCO INC:</b>				
		347.91		
<b>MARX, JACOB</b>				
121025	PER CALL ALLOWANCE & PAGER EXPENSE	263.00	12/25	101-52200-111
<b>Total MARX, JACOB:</b>				
		263.00		
<b>MATTHEWS TIRE</b>				
329121	# 85 NEW TIRES	732.24	12/25	207-52120-247
329170	# 95 NEW TIRES	814.00	12/25	207-52120-247
<b>Total MATTHEWS TIRE:</b>				
		1,546.24		
<b>M-B COMPANIES INC</b>				
299767	#48 BROOM ATTACHMENT	878.19	12/25	101-53330-225

Invoice	Description	Total Cost	Period	GL Account
Total M-B COMPANIES INC:		878.19		
MCC INC	384273 HOT PATCH FULLVIEW AND CHERRY CT.	2,701.47	12/25	101-53300-216
Total MCC INC:		2,701.47		
MCMAHON ASSOCIATES INC	941469 PROFESSIONAL SVC 9/28-11/1/25 STORM SEWER 941469 PROFESSIONAL SVC 9/28-11/1/25 STORM SEWER 941610 WATER SYSTEM REVIEW - 11/2-11/29/25	4,753.53 1,584.51 6,445.00	12/25 12/25 12/25	417-51237-204 630-51237-204 417-51236-204
Total MCMAHON ASSOCIATES INC:		12,783.04		
MENARDS - APPLETON EAST	85790 48" MARKERS 86594 FLEET TOOL STOCK/RESTOCK	378.00 733.56	11/25 12/25	101-53350-221 101-53300-221
Total MENARDS - APPLETON EAST:		1,111.56		
MGD INDUSTRIAL CORP	242870 MISC SHOP SUPPLIES	229.98	12/25	101-53330-218
Total MGD INDUSTRIAL CORP:		229.98		
MIDWEST PLAYSCAPES INC	11344 PLAYGROUND REPAIR PARTS	59.04	12/25	101-55200-242
Total MIDWEST PLAYSCAPES INC:		59.04		
MYERS, JACOB D	121025 PER CALL ALLOWANCE & PAGER EXPENSE	119.00	12/25	101-52200-111
Total MYERS, JACOB D:		119.00		
NECHODOM, DUANE	121025 PER CALL ALLOWANCE & PAGER EXPENSE	217.00	12/25	101-52200-111
Total NECHODOM, DUANE:		217.00		
NECHODOM, TYLER	121025 PER CALL ALLOWANCE & PAGER EXPENSE	227.00	12/25	101-52200-111
Total NECHODOM, TYLER:		227.00		
NETT, JACOB	121025 PER CALL ALLOWANCE & PAGER EXPENSE	221.00	12/25	101-52200-111
Total NETT, JACOB:		221.00		
NOW YOGA AND WELLNESS LLC	LCPR007 YOGA CLASS 11/24 & 12/01/25	140.00	12/25	208-52900-204
Total NOW YOGA AND WELLNESS LLC:		140.00		

Invoice	Description	Total Cost	Period	GL Account
OLSON, CALEB				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		125.00	12/25	101-52200-111
Total OLSON, CALEB:		125.00		
O'REILLY AUTOMOTIVE INC				
2043-139670 ATF FOR TRUCKS		289.95	11/25	101-53330-218
Total O'REILLY AUTOMOTIVE INC:		289.95		
OTT, ADAM				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		109.00	12/25	101-52200-111
Total OTT, ADAM:		109.00		
OUTAGAMIE COUNTY				
1022264 FUEL		232.09	12/25	101-52200-247
1022264 FUEL		1,164.89	12/25	101-53330-217
1022264 FUEL		218.36	12/25	101-55200-247
1022264 FUEL		153.01	12/25	101-55440-247
1022264 FUEL		1,687.31	12/25	201-53620-247
1022264 FUEL		37.02	12/25	610-53612-247
1022264 FUEL		305.27	12/25	620-53644-247
1022264 FUEL		2,409.30	12/25	630-53442-247
Total OUTAGAMIE COUNTY:		6,207.25		
OUTAGAMIE COUNTY TREASURER				
13401 INTERPRETATION		12.76	12/25	207-52120-204
39489 REFUSE - OCTOBER		15,076.59	12/25	201-53620-204
39489 REFUSE - OCTOBER		208.80	12/25	101-53300-204
NOVEMBER 2025 COURT FINES - NOVEMBER		1,167.60	11/25	101-35101
Total OUTAGAMIE COUNTY TREASURER:		16,465.75		
PARKS, CHELSEA				
62308 REFUND SECURITY DEPOSIT		250.00	12/25	206-21235
Total PARKS, CHELSEA:		250.00		
PEETERS, CHRIS				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		225.00	12/25	101-52200-111
Total PEETERS, CHRIS:		225.00		
PEPSI-COLA				
33451505 BEVERAGES		482.24	12/25	101-52200-211
Total PEPSI-COLA:		482.24		
PETERSON, ROBERT				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		237.00	12/25	101-52200-111
Total PETERSON, ROBERT:		237.00		
PIONEER PROFESSIONAL CARPET CARE				
8399 CARPET CLEANING		210.00	11/25	207-52120-243

Invoice	Description	Total Cost	Period	GL Account
8411	CARPET CLEANING	99.00	11/25	101-51650-243
8411	CARPET CLEANING	938.00	11/25	206-55110-243
Total PIONEER PROFESSIONAL CARPET CARE:		1,247.00		
PREMIER REAL ESTATE				
1-251224-10	OVRPYMNT - 940 W ELM DR BDG A #12	137.24	12/25	001-15000
Total PREMIER REAL ESTATE:		137.24		
PRIMADATA LLC				
72902	POSTCARD POSTAGE	350.00	11/25	620-53904-226
72902	POSTCARD POSTAGE	350.00	11/25	201-53620-226
72902	POSTCARD POSTAGE	350.00	11/25	610-53613-226
72902	POSTCARD POSTAGE	350.00	11/25	630-53443-226
Total PRIMADATA LLC:		1,400.00		
R.A. SMITH INC				
192464	HEESAKKER PARK STAIRCASE	3,292.20	12/25	203-51100-204
Total R.A. SMITH INC:		3,292.20		
RAILWORKS TRACK SYSTEMS INC				
291266	RAIL & RAILROAD TIES	21,500.00	12/25	101-53300-246
Total RAILWORKS TRACK SYSTEMS INC:		21,500.00		
RANGER SERVICES INC				
10VOLC25	TREE CONSULT FEE	212.16	12/25	101-55440-204
Total RANGER SERVICES INC:		212.16		
RAY, MICHAEL				
121025	PER CALL ALLOWANCE & PAGER EXPENSE	259.00	12/25	101-52200-111
Total RAY, MICHAEL:		259.00		
ROMENESKO, JOE				
121025	PER CALL ALLOWANCE & PAGER EXPENSE	33.00	12/25	101-52200-111
Total ROMENESKO, JOE:		33.00		
RUIZ LEON, MIGUEL				
62508	REFUND SECURITY DEPOSIT	250.00	11/25	208-21235
Total RUIZ LEON, MIGUEL:		250.00		
SCHRADER, LUKE				
121025	PER CALL ALLOWANCE & PAGER EXPENSE	193.00	12/25	101-52200-111
Total SCHRADER, LUKE:		193.00		
SHIPPY, BEN				
121025	PER CALL ALLOWANCE & PAGER EXPENSE	155.00	12/25	101-52200-111

Invoice	Description	Total Cost	Period	GL Account
Total SHIPPY, BEN:		155.00		
SHORT ELLIOTT HENDRICKSON INC 499674 LCFD -NEW FIRE STATION FACILITY A/E SERVICE		33,054.05	12/25	405-51100-204
Total SHORT ELLIOTT HENDRICKSON INC:		33,054.05		
SHROYER, SAMUEL 1-702750-07 OVRPYMNT - 3641 CHERRYVALE CIR #6		260.45	12/25	001-15000
Total SHROYER, SAMUEL:		260.45		
SPLENDID CLEANING SERVICE LLC 15486 MONTHLY CLEANING P.D 15486 MONTHLY CLEANING F.D. 15488 MONTHLY CLEANING-MSB BUILDING 15489 MONTHLY CLEANING-VILLAGE HALL		950.00 239.00 595.00 1,850.00	12/25 12/25 12/25 12/25	207-52120-243 101-52250-243 101-53310-243 101-51650-243
Total SPLENDID CLEANING SERVICE LLC:		3,634.00		
STAPLES ADVANTAGE 6048525066 OFFICE SUPPLIES		89.87	11/25	101-51650-206
Total STAPLES ADVANTAGE:		89.87		
STATE OF WI COURT FINES & NOVEMBER 2025 COURT FINES - NOVEMBER		3,405.28	11/25	101-35101
Total STATE OF WI COURT FINES &:		3,405.28		
STONERIDGE LITTLE CHUTE LLC #384 21076661607 FOOD & BEVERAGES - ACCT 105 2200820813 SENIOR PROGRAM - COOKIES 22011141538 FOOD & SUPPLIES ACCT 105 22023691356 FOOD & BEVERAGES - ACCT 105 22069751836 FOOD & SUPPLIES ACCT 105 22097431723 FOOD & SUPPLIES ACCT 105 22097611316 FOOD & BEVERAGES 2305771522 FOOD & SUPPLIES ACCT 105 23085961413 FOOD & BEVERAGES		116.92 11.98 198.48 207.07 259.77 48.43 23.96 11.45 371.06	12/25 11/25 12/25 12/25 11/25 11/25 11/25 12/25 11/25	101-52200-211 101-55300-218 101-52200-211 101-52200-211 101-52200-211 101-52200-211 101-52200-211 101-52200-211 101-52200-211
Total STONERIDGE LITTLE CHUTE LLC #384:		1,249.12		
TESCH, JOE 121025 PER CALL ALLOWANCE & PAGER EXPENSE		223.00	12/25	101-52200-111
Total TESCH, JOE:		223.00		
THAO, RICKY 62355 REFUND SECURITY DEPOSIT		250.00	11/25	206-21235
Total THAO, RICKY:		250.00		
THEDACARE LABORATORIES 121005551125 BLOOD DRAWS - NOVEMBER		340.00	12/25	207-52120-204

Invoice	Description	Total Cost	Period	GL Account
Total THEDACARE LABORATORIES:		340.00		
TOWN OF VANDENBROEK				
ENRIQUEZ ANNEX PARCEL 200031806 & 200031801 ENRIQUEZ ANNE		2,406.70	12/25	101-51530-225
Total TOWN OF VANDENBROEK:		2,406.70		
TRUCK COUNTRY OF WISC				
x202868473:01 #2 AIR SPRING		265.30	12/25	101-53330-225
Total TRUCK COUNTRY OF WISC:		265.30		
UNIFORM SHOPPE				
10771 CSO UNIFORM SHIRTS & BELTS		236.70	12/25	207-52120-212
12328 CSO UNIFORM SHIRTS & BELTS		92.95	12/25	207-52120-212
12584 BODY ARMOR		1,295.00	12/25	207-52120-213
Total UNIFORM SHOPPE:		1,624.65		
UNITED RAYNOR				
26562 MSB EAST GARAGE DOOR		150.00	12/25	101-53310-245
Total UNITED RAYNOR:		150.00		
VALENTYN, ERIC				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		47.00	12/25	101-52200-111
Total VALENTYN, ERIC:		47.00		
VALLEY LIQUOR				
210472 BEVERAGES AND SUPPLIES		188.94	12/25	101-52200-211
211265 BEVERAGES AND SUPPLIES		24.43	12/25	101-52200-211
Total VALLEY LIQUOR:		213.37		
VAN DEURZEN, DEREK				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		39.00	12/25	101-52200-111
Total VAN DEURZEN, DEREK:		39.00		
VAN DEURZEN, SCOTT				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		139.00	12/25	101-52200-111
Total VAN DEURZEN, SCOTT:		139.00		
VAN DYN HOVEN, LUKE				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		113.00	12/25	101-52200-111
Total VAN DYN HOVEN, LUKE:		113.00		
VAN ZEELAND NURSERY				
101-O5405-01 TERRACE TREES		569.58	11/25	101-55440-215
Total VAN ZEELAND NURSERY:		569.58		

Invoice	Description	Total Cost	Period	GL Account
VANDEN HEUVEL, RYAN				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		169.00	12/25	101-52200-111
Total VANDEN HEUVEL, RYAN:		169.00		
VANDERLOOP, ANDY				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		239.00	12/25	101-52200-111
Total VANDERLOOP, ANDY:		239.00		
VANDERLOOP, ROB				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		143.00	12/25	101-52200-111
Total VANDERLOOP, ROB:		143.00		
VERBOOMEN, TODD				
EXPRPT112225 FEARLESS PERFORMANCE MANAGEMENT TRAIN		22.00	11/25	630-53442-201
Total VERBOOMEN, TODD:		22.00		
VERBRUGGEN, CASEY				
121025 PER CALL ALLOWANCE & PAGER EXPENSE		171.00	12/25	101-52200-111
Total VERBRUGGEN, CASEY:		171.00		
VILLAGE OF LITTLE CHUTE				
260044800-25 517 PINE STREET TAXES DUE TO ACQUISITION		544.30	12/25	418-50232-204
260127611-25 1401 E ELM DR		171.14	12/25	101-53310-249
260127910-25 MBS NIXON		37.03	12/25	101-53310-249
260425100-25 DRAINAGE DISTRICT		2.66	12/25	415-57500-204
260425101-25 2304 EBBEN DR		2.30	12/25	415-57500-204
260425200-25 1200 STEPHEN ST		3.68	12/25	620-53624-249
260425900-25 STEPHEN ST		4.60	12/25	415-57500-204
Total VILLAGE OF LITTLE CHUTE:		765.71		
VON BRIESEN & ROPER S.C.				
511470 GENERAL LABOR		2,299.50	11/25	101-51110-262
Total VON BRIESEN & ROPER S.C.:		2,299.50		
VORPAHL FIRE AND SAFETY				
215412734 AED DEFIBRILLATOR		3,096.00	11/25	206-55110-244
215412734 AED DEFIBRILLATOR		1,548.00	11/25	101-51650-244
215413043 SAFETY CONES AND SAFETY GLOVES		1,566.96	12/25	101-53300-218
215413043 SAFETY CONES AND SAFETY GLOVES		1,244.00	12/25	101-55440-218
215413343 PEDIATRIC AED PADS		121.32	12/25	101-51650-244
215413343 PEDIATRIC AED PADS		242.64	12/25	206-55110-244
215413478 DPW RAIN GEAR		1,342.00	12/25	101-53300-218
Total VORPAHL FIRE AND SAFETY:		9,160.92		
W&W BAGGING LLC				
3370 ICE RINK LINERS		1,477.00	11/25	101-55200-216
Total W&W BAGGING LLC:		1,477.00		

Invoice	Description	Total Cost	Period	GL Account
WI DEPT OF JUSTICE				
202511 L4504T	BACKGROUND CHECKS-NOVEMBER	21.00	11/25	207-52120-218
<b>Total WI DEPT OF JUSTICE:</b>		<b>21.00</b>		
WI DEPT OF TRANSPORTATION				
395-0000416910	PROJECT ID 39511306680 HOLLAND RD OVERPA	2,444.96	11/25	452-51239-263
395-0000416911	PROJECT ID 39511306681 VANDENBROEK RD OV	7,368.31	11/25	452-51241-263
395-0000416913	PROJECT ID 39511306683 ROSEHILL	.01	11/25	101-53300-204
<b>Total WI DEPT OF TRANSPORTATION:</b>		<b>9,813.28</b>		
WINTER EQUIPMENT COMPANY INC				
IV65948	PLOW MARKERS	325.99	12/25	101-53350-221
SO63616	PLOW CUTTING EDGE CURB STOPS	5,037.50	12/25	101-53350-221
<b>Total WINTER EQUIPMENT COMPANY INC:</b>		<b>5,363.49</b>		
WITTMANN, STEVE				
121025	PER CALL ALLOWANCE & PAGER EXPENSE	215.00	12/25	101-52200-111
<b>Total WITTMANN, STEVE:</b>		<b>215.00</b>		
YAZMIN, ARRIAGA				
62306	REFUND SECURITY DEPOSIT	250.00	11/25	208-21235
<b>Total YAZMIN, ARRIAGA:</b>		<b>250.00</b>		
<b>Grand Totals:</b>		<b>267,278.72</b>		

## Report GL Period Summary

Vendor number hash: 715596  
 Vendor number hash - split: 890819  
 Total number of invoices: 245  
 Total number of transactions: 298

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	267,278.72	267,278.72
<b>Grand Totals:</b>	<b>267,278.72</b>	<b>267,278.72</b>

Report Criteria:  
 Invoice Detail.Voided = {=} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>AMERICAN FIDELITY ASSURANCE (4885)</b>							
2570497A	Invoi	FLEX	1,912.99	Open	Non	11/25	101-21368
<b>Total AMERICAN FIDELITY ASSURANCE (4885):</b>							
1,912.99							
<b>CHARTER COMMUNICATIONS (89)</b>							
152871901111425	Invoi	NOV/DEC SERVICES ACCT 152871901	140.68	Open	Non	11/25	207-52120-203
8348104220056638	Invoi	NOV/DEC SERVICE ACCT 56638	15.61	Open	Non	11/25	101-52200-204
<b>Total CHARTER COMMUNICATIONS (89):</b>							
156.29							
<b>KAUKAUNA UTILITIES (234)</b>							
261004101125	Invoi	2304 BUCHANAN ST	19.19	Open	Non	11/25	101-56700-204
<b>Total KAUKAUNA UTILITIES (234):</b>							
19.19							
<b>Grand Totals:</b>							
2,088.47							

**Report GL Period Summary**

Vendor number hash: 5297  
 Vendor number hash - split: 5297  
 Total number of invoices: 4  
 Total number of transactions: 4

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	2,088.47	2,088.47
<b>Grand Totals:</b>	<b>2,088.47</b>	<b>2,088.47</b>

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>AMERICAN FIDELITY ASSURANCE (4885)</b>							
2570498a	Invoi	FLEX	1,912.99	Open	Non	12/25	101-21368
<b>Total AMERICAN FIDELITY ASSURANCE (4885):</b>							
			<b>1,912.99</b>				
<b>AUTOMATED COMFORT CONTROLS (4980)</b>							
39094	Invoi	FURNANCE/AC REPLACEMENT	14,585.00	Open	Non	11/25	207-52120-302
<b>Total AUTOMATED COMFORT CONTROLS (4980):</b>							
			<b>14,585.00</b>				
<b>BAYCOM (1318)</b>							
EQUIPINV055827	Invoi	EAR SEAL 3X	90.85	Open	Non	11/25	101-52200-205
SRVCE53568	Invoi	2025 YEAR CONTRACT	4,164.00	Open	Non	11/25	101-52200-204
<b>Total BAYCOM (1318):</b>							
			<b>4,254.85</b>				
<b>HOME DEPOT CREDIT SERVICES (1545)</b>							
10231125	Invoi	POND MAINTENANCE SUPPLIES	221.20	Open	Non	11/25	630-53441-253
10231125	Invoi	STREETS SMALL EQUIPMENT	1,854.80	Open	Non	11/25	101-53300-221
10231125	Invoi	MISC SUPPLIES FOR LIB/CC	219.00	Open	Non	11/25	206-55110-244
<b>Total HOME DEPOT CREDIT SERVICES (1545):</b>							
			<b>2,295.00</b>				
<b>KWIK TRIP INC (2365)</b>							
2867681125	Invoi	NOVEMBER FUEL FOR SQUADS	2,926.21	Open	Non	11/25	207-52120-247
5742171125	Invoi	SMALL ENGINE FUEL	147.33	Open	Non	11/25	101-53330-217
<b>Total KWIK TRIP INC (2365):</b>							
			<b>3,073.54</b>				
<b>MARCO INC (3910)</b>							
40623067	Invoi	AGREEMENT 022-3079177 KONICA	290.55	Open	Non	11/25	207-52120-207
<b>Total MARCO INC (3910):</b>							
			<b>290.55</b>				
<b>ROMAINE ELECTRIC CORP (5320)</b>							
19-017048	Invoi	#75 HYDRAULIC PUMP ELECTRIC DRIVE MOTOR	246.88	Open	Non	11/25	101-53330-225
19-017048-1	Invoi	#75 BODY UP SOLENOID REPLACEMENT	17.70	Open	Non	11/25	101-53330-225
<b>Total ROMAINE ELECTRIC CORP (5320):</b>							
			<b>264.58</b>				
<b>STAPLES ADVANTAGE (3472)</b>							
6031860755	Invoi	STAPLES	83.63	Open	Non	11/25	207-52120-206
6044636123	Invoi	STAPLES	47.35	Open	Non	11/25	207-52120-206
6045078361	Invoi	STAPLES	199.99	Open	Non	11/25	207-52120-206
<b>Total STAPLES ADVANTAGE (3472):</b>							
			<b>330.97</b>				
<b>T-MOBILE (5286)</b>							
995055958	Invoi	PHONE & MOBILE INTERNET	1,341.45	Open	Non	11/25	207-52120-203
<b>Total T-MOBILE (5286):</b>							
			<b>1,341.45</b>				
<b>VERMEER - WISCONSIN INC (1437)</b>							
DM-CK 237988	Invoi	CHIPPER FIX	299.57	Open	Non	12/25	101-55440-247
<b>Total VERMEER - WISCONSIN INC (1437):</b>							
			<b>299.57</b>				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>VILLAGE OF LITTLE CHUTE (1404)</b>							
1231740011125	Invoi	723 DEPOT ST	8.25	Open	Non	11/25	418-51225-249
1231750021125	Invoi	719 DEPOT ST	8.25	Open	Non	11/25	418-51225-249
1261004011125	Invoi	2304 BUCHANAN ST	8.25	Open	Non	11/25	101-56700-204
2025 TAX SEASON	Invoi	2025 TAX DRAWER INCREASE	125.00	Open	Non	12/25	101-10150
3160090061125	Invoi	517 PINE ST	17.33	Open	Non	11/25	101-55200-249
5162129011125	Invoi	DOYLE PARK POOL/RESTROOMS	193.41	Open	Non	11/25	101-55200-249
5162129011125	Invoi	DOYLE PARK POOL/RESTROOMS	193.41	Open	Non	11/25	204-55420-249
5162130031125	Invoi	DOYLE PARK DPI RESTROOMS(SEASONAL)	1,318.66	Open	Non	11/25	101-55200-249
5201632001125	Invoi	HERITAGE PARK	169.90	Open	Non	11/25	101-55200-249
5211900011125	Invoi	CIVIC CENTER	366.44	Open	Non	11/25	206-55110-249
5212052001125	Invoi	VILLAGE HALL	165.39	Open	Non	11/25	101-51650-249
5220103001125	Invoi	LEGION PARK SPRINKLER (SEASONAL)	39.36	Open	Non	11/25	101-55200-249
5220140021125	Invoi	SAFETY CENTER	319.34	Open	Non	11/25	207-52120-249
5220140021125	Invoi	SAFETY CENTER	79.83	Open	Non	11/25	101-52250-249
5220401001125	Invoi	PUMP STATION JEFFERSON ST	37.75	Open	Non	11/25	620-53624-249
5222850001125	Invoi	LEGION PARK RESTROOMS	601.55	Open	Non	11/25	101-55200-249
5250140001125	Invoi	VAN LIESHOUT PARK	1,320.86	Open	Non	11/25	101-55200-249
5250141001125	Invoi	VAN LIESHOUT PARK CONCESSION (SEASONAL)	11.97	Open	Non	11/25	101-55200-249
5262080081125	Invoi	3609 FREEDOM RD-WATER/SEWER	18.15	Open	Non	11/25	630-53441-249
5282005011125	Invoi	HEESAKKER PARK RESTROOM	169.95	Open	Non	11/25	101-55200-249
5282915001125	Invoi	#3 WELL WASHINGTON ST	12.38	Open	Non	11/25	620-53624-249
5290000001125	Invoi	DOYLE PARK POOL	185.36	Open	Non	11/25	204-55420-249
5290001001125	Invoi	DOYLE SHELTER (SEASONAL)	12.02	Open	Non	11/25	101-55200-249
5290002001125	Invoi	HEESAKKER PARK-BUBBLER (SEASONAL)	118.83	Open	Non	11/25	101-55200-249
5290004001125	Invoi	1401 E ELM DR - VILLAGE GARAGE	891.85	Open	Non	11/25	101-53310-249
5290005001125	Invoi	721 W ELM-REC CENTER	21.04	Open	Non	11/25	208-52900-249
5290007001125	Invoi	715 DEPOT ST	42.08	Open	Non	11/25	418-57800-204
5290008001125	Invoi	1509 E LINCOLN-ICE RINK	34.48	Open	Non	11/25	101-55200-249
5290009001125	Invoi	625 E EVERGREEN DR	156.94	Open	Non	11/25	620-53624-249
5290010001125	Invoi	1200 STEPHEN ST	29.70	Open	Non	11/25	620-53624-249
5290133001125	Invoi	801 MILLER LN-MILLER TOT LOT	8.42	Open	Non	11/25	101-55200-249
5290134001125	Invoi	HIETPAS ST-JAYCEE TOT LOT	9.25	Open	Non	11/25	101-55200-249
5290135001125	Invoi	1601 GRANT ST-KINLEY TOT LOT	8.42	Open	Non	11/25	101-55200-249
5290136001125	Invoi	W GREENFIELD DR-VAN ZEELAND TOT LOT	11.72	Open	Non	11/25	101-55200-249
5290137001125	Invoi	MISC PARKING LOTS OWNED BY VLC	202.95	Open	Non	11/25	101-53300-248
5290237001125	Invoi	900 HARVEST TRAIL-CREEKVIEW TOT LOT	70.75	Open	Non	11/25	101-55200-249
Total VILLAGE OF LITTLE CHUTE (1404):			6,989.24				
Grand Totals:			35,637.74				

## Report GL Period Summary

Vendor number hash: 98201  
 Vendor number hash - split: 104099  
 Total number of invoices: 49  
 Total number of transactions: 53

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	35,637.74	35,637.74

Terms Description	Invoice Amount	Net Invoice Amount
Grand Totals:	35,637.74	35,637.74

## Report Criteria:

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

Invoice	Description	Total Cost	Period	GL Account
<b>AUTOMATED COMFORT CONTROLS</b>				
39337	ANNUAL MAINTENANCE	1,056.24	11/25	206-55110-243
<b>Total AUTOMATED COMFORT CONTROLS:</b>		<b>1,056.24</b>		
<b>BEST BUY BUSINESS ADVANTAGE ACCOUNT</b>				
10218917	APPLE IPAD	274.00	12/25	206-55110-209
<b>Total BEST BUY BUSINESS ADVANTAGE ACCOUNT:</b>		<b>274.00</b>		
<b>CENGAGE LEARNING INC/GALE</b>				
999101695022	BOOKS	252.66	11/25	206-55110-206
999101736903	BOOKS	74.22	11/25	206-55110-206
999101736904	BOOKS	53.98	11/25	206-55110-206
999101736906	BOOKS	27.74	11/25	206-55110-206
999101736958	BOOKS	41.98	11/25	206-55110-206
999101764844	BOOKS	200.93	12/25	206-55110-206
<b>Total CENGAGE LEARNING INC/GALE:</b>		<b>651.51</b>		
<b>DEMCO INC</b>				
7731119	PROCESSING SUPPLIES	881.76	11/25	206-55110-218
<b>Total DEMCO INC:</b>		<b>881.76</b>		
<b>INGRAM LIBRARY SERVICES</b>				
91947742	BOOKS	526.41	11/25	206-55110-206
92057757	BOOKS	214.38	11/25	206-55110-206
92163986	BOOKS	26.60	11/25	206-55110-206
92276651	BOOKS	38.20	11/25	206-55110-206
92304860	BOOKS	354.32	11/25	206-55110-206
92337391	BOOKS	18.60	11/25	206-55110-206
92585990	BOOKS	72.25	12/25	206-55110-206
92611640	BOOKS	339.51	12/25	206-55110-206
<b>Total INGRAM LIBRARY SERVICES:</b>		<b>1,590.27</b>		
<b>MIDWEST TAPE LLC</b>				
507980731	AUDIOBOOKS	111.98	11/25	206-55110-210
508014424	AUDIOBOOKS	52.99	11/25	206-55110-210
508046514	AUDIOBOOKS	79.98	11/25	206-55110-210
508110632	HOOPLA	1,199.09	11/25	206-55110-208
<b>Total MIDWEST TAPE LLC:</b>		<b>1,444.04</b>		
<b>NOW YOGA AND WELLNESS LLC</b>				
LCPL008	YOGA CLASS 11/22	100.00	11/25	206-55110-205
<b>Total NOW YOGA AND WELLNESS LLC:</b>		<b>100.00</b>		
<b>PLAYAWAY PRODUCTS LLC</b>				
518795	WONDERBOOKS	60.99	12/25	206-55110-210
518829	WONDERBOOKS	217.97	12/25	206-55110-210

Invoice	Description	Total Cost	Period	GL Account
518939	PLAYAWAYS	120.98	12/25	206-55110-210
<b>Total PLAYAWAY PRODUCTS LLC:</b>		<b>399.94</b>		
<b>SPLENDID CLEANING SERVICE LLC</b>				
15487	MONTHLY CLEANING-LIBRARY	1,425.00	12/25	206-55110-243
<b>Total SPLENDID CLEANING SERVICE LLC:</b>		<b>1,425.00</b>		
<b>STAPLES ADVANTAGE</b>				
6048023843	OFFICE SUPPLIES	41.72	11/25	206-55110-218
6049093869	COPY PAPER	157.96	11/25	206-55110-218
<b>Total STAPLES ADVANTAGE:</b>		<b>199.68</b>		
<b>THE PENWORTHY COMPANY LLC</b>				
613350	BOOKS	168.75	12/25	206-55110-206
<b>Total THE PENWORTHY COMPANY LLC:</b>		<b>168.75</b>		
<b>Grand Totals:</b>		<b>8,191.19</b>		

**Report GL Period Summary**

Vendor number hash: 130337  
 Vendor number hash - split: 130337  
 Total number of invoices: 29  
 Total number of transactions: 29

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	8,191.19	8,191.19
<b>Grand Totals:</b>	<b>8,191.19</b>	<b>8,191.19</b>

**Report Criteria:**

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

## Report Criteria:

Invoice Detail.GL Account = "62000000000"- "62099999999", "61000000000"- "61099999999", "63000000000"- "63099999999", "41751236204"  
Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
ACE HARDWARE LITTLE CHUTE 290578 PUMP MAINT.		19.98	11/25	620-53624-255
Total ACE HARDWARE LITTLE CHUTE:		19.98		
BADGER METER INC 80219734 CELLULAR ENDPOINTS		2,186.73	11/25	620-53904-214
Total BADGER METER INC:		2,186.73		
CLEAN WATER TESTING 9011019802 WATER TESTING		42.00	11/25	620-53644-204
Total CLEAN WATER TESTING:		42.00		
COMPASS MINERALS AMERICA INC 1567649 BULK XCS W/S 1569079 BULK XCS W/S 1569730 BULK XCS W/S 1573332 BULK XCS W/S 1574412 BULK XCS W/S 1578972 BULK XCS W/S		3,957.38 3,909.08 3,981.53 3,955.77 3,955.77 4,089.00	11/25 11/25 11/25 12/25 12/25 12/25	620-53634-224 620-53634-224 620-53634-224 620-53634-224 620-53634-224 620-53634-224
Total COMPASS MINERALS AMERICA INC:		23,848.53		
DONALD HIETPAS & SONS INC. 110425 HIETPAS WATER SERVICE 110925 MAIN WATER MAIN		1,570.21 8,728.45	12/25 12/25	620-53644-252 620-53644-251
Total DONALD HIETPAS & SONS INC.:		10,298.66		
FERGUSON WATERWORKS LLC #1476 465949 HYDRANT PAINTING 466176 SERVICE REPAIR		10,125.00 253.00	11/25 12/25	620-53644-254 620-53644-252
Total FERGUSON WATERWORKS LLC #1476:		10,378.00		
HAWKINS INC 7254780 CHLORINE 7254780 SODIUM SILICATE 7266269 CHLORINE 7266269 SODIUM SILICATE		889.32 4,483.42 606.92 2,582.47	11/25 11/25 11/25 11/25	620-53634-214 620-53634-220 620-53634-214 620-53634-220
Total HAWKINS INC:		8,562.13		
HEART OF THE VALLEY 113025 FOG CONTROL 113025 WASTEWATER 113025MP HOV METER PAYABLE		145.00 168,532.71 13,966.00	11/25 11/25 11/25	610-53611-204 610-53611-225 610-21110
Total HEART OF THE VALLEY:		182,643.71		

Invoice	Description	Total Cost	Period	GL Account
<b>MENARDS - APPLETON EAST</b>				
86440	BRINE LINE	29.99	12/25	620-53634-255
86736	BRINE LINE	30.24	12/25	620-53634-255
<b>Total MENARDS - APPLETON EAST:</b>		<b>60.23</b>		
<b>MIDWEST METER INC</b>				
183981	METER PARTS	3,300.00	12/25	620-53644-253
<b>Total MIDWEST METER INC:</b>		<b>3,300.00</b>		
<b>POSTAL EXPRESS &amp; MORE LLC</b>				
270636	POSTAGE-WATER TESTS	20.16	12/25	620-53644-204
271166	POSTAGE-WATER TESTS	20.24	12/25	620-53644-204
<b>Total POSTAL EXPRESS &amp; MORE LLC:</b>		<b>40.40</b>		
<b>TOTAL ENERGY SYSTEMS LLC</b>				
152310	WELL # 1 BOILER	305.00	11/25	620-53634-255
<b>TOTAL ENERGY SYSTEMS LLC:</b>		<b>305.00</b>		
<b>WASTECORP PUMP SYSTEMS INC</b>				
300114	TRASH PUMP	59,000.00	12/25	630-53441-301
<b>Total WASTECORP PUMP SYSTEMS INC:</b>		<b>59,000.00</b>		
<b>Grand Totals:</b>		<b>300,685.37</b>		

**Report GL Period Summary**

Vendor number hash: 60251  
 Vendor number hash - split: 64367  
 Total number of invoices: 24  
 Total number of transactions: 27

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	300,685.37	300,685.37
<b>Grand Totals:</b>	<b>300,685.37</b>	<b>300,685.37</b>

**Report Criteria:**

Invoice Detail.GL Account = "62000000000"- "62099999999", "61000000000"- "61099999999", "63000000000"- "63099999999", "41751236204"  
 Invoice Detail.Voided = {=} FALSE

## MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 3, 2025

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

### Pledge Allegiance to the Flag

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

### Roll call of Trustees

PRESENT: Michael Vanden Berg, President

Joe Harlow, Trustee

David Peterson, Trustee

Don Van Deurzen, Trustee

Brian Van Lankveldt, Trustee

EXCUSED: Larry Van Lankveldt, Trustee

Rosie Sprangers, Trustee

### Roll call of Officers and Department Heads

PRESENT: Beau Bernhoft, Administrator

John McDonald, Director of Parks, Rec and Forestry

Lisa Remiker-DeWall, Finance Director (Zoom)

Jeremy Slotke, Police Chief Interim for Fox Valley Metro

Jessica Titel, Community Development Director

Robert Givens, Public Works Director

Matthew Woicek, Assistant Public Works Director

EXCUSED: Megan Kloeckner, Library Director

### Public Appearance for Items Not on the Agenda

Kyle Sargent appeared and announce his running for Circuit Court Judge Br. 3.

### Consent Agenda

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

1. Disbursement List
2. Approval of the Minutes of November 5<sup>th</sup>, 2025
3. Approval of the Minutes of November 12<sup>th</sup>, 2025
4. Adopt Resolution No. 24, Series 2025 – Schumacher Business Park CSM
5. Approval of the Amended Memorandum of Understanding with the Little Chute Area School District

*Moved by Trustee B. Van Lankveldt, seconded by Trustee Van Deurzen to Approve the Consent Agenda as presented.*

Ayes 5, Nays 0 – Motion Carried

### Public Informational Meeting – Miami Circle & Arthur Street

Assistant Director Woicek presented the plans for reconstruction on Miami Circle and Arthur Street.

*No action was taken after the presentation*

**Discussion/Action— Public Hearing for Concrete Paving & Utility Construction on Miami Circle & Arthur Street**

*Moved by Trustee Peterson, seconded by Trustee Harlow to open the public hearing at 6:30 pm.*

Ayes 5, Nays 0 – Motion Carried

*Moved by Trustee Peterson, seconded by Trustee Harlow to close the public hearing at 6:33 pm.*

Ayes 5, Nays 0 – Motion Carried

**Public Hearing – Schumacher Condominium Rezoning Request (341 & 401 Patriot Drive)**

*Moved by Trustee Peterson, seconded by Trustee Harlow to open the public hearing at 6:33 pm.*

Ayes 5, Nays 0 – Motion Carried

*Moved by Trustee Van Lankveldt, seconded by Trustee Van Deurzen to close the public hearing at 6:36 pm.*

Ayes 5, Nays 0 – Motion Carried

**Public Hearing – Schumacher Business Park Condominium Plat (341 & 401 Patriot Drive)**

*Moved by Trustee Van Lankveldt, seconded by Trustee Van Deurzen to open the public hearing at 6:36 pm.*

Ayes 5, Nays 0 – Motion Carried

*Moved by Trustee Van Lankveldt, seconded by Trustee Van Deurzen to close the public hearing at 6:37 pm.*

Ayes 5, Nays 0 – Motion Carried

**Discussion/Action— Adopt Ordinance No. 10, Series 2025 - Schumacher Condominium Rezoning (341 & 401 Patriot Drive)**

*Moved by Trustee Van Lankveldt, seconded by Trustee Peterson to Adopt Ordinance No. 10, Series 2025 – Shcumacher Condominium Rezoning (341 & 401 Patriot Drive).*

Ayes 5, Nays 0 – Motion Carried

**Discussion/Action— Adopt Resolution No. 25, Series 2025 – Schumacher Business Park Condominium Plat**

*Moved by Trustee Van Lankveldt, seconded by Trustee Vam Deurzen to Adopt Resolution No. 25, Series 2025 Shcumacher Condominium Plat (341 & 401 Patriot Drive).*

Ayes 5, Nays 0 – Motion Carried

**Discussion/Action – Schumacher Condominium Site Plan (341 & 401 Patriot Drive)**

*Moved by Trustee Van Lankveldt, seconded by Trustee Peterson to approve the Schumacher Condiminium Site plan pending staff comments and approval.*

Ayes 5, Nays 0 – Motion Carried

**Discussion – Outagamie County Salt Use & Snow Removal Presentation**

*Presentation by Curtis Riedy, Outagamie County Highway Department and Todd Verboomen, Operations Manager with LCDPW on salt use and current operations. Trustee Van Deurzen asked a question regarding the plan for salting side roads. Ops. Manager Verboomen explained the process and also recognized the comments from residents regarding leaf collection. Trustee B. Van Lankveldt asked a question regarding the increase to staff costs with less salt and more mechanical snow removal. Ops. Manager Verboomen explained the trade between salt cost savings and extra operational hours. President Vanden Berg asked a question regarding the future of state mandated salt limitations. Mr. Riedy explained that this is likely to happen in the future. No action was taken after the presentation.*

**Discussion/Action – Release of Easements Rights for WisDOT**

Public Works Director Givens presented information from WisDOT. The request to release the easement rights has been reviewed and approved by Village legal Counsel.

*Moved by Trustee Harlow, seconded by Trustee Peterson to approve the release of easement rights for WisDOT as presented.*

Ayes 5, Nays 0 – Motion Carried

## **Discussion/Action – Heesakker Park Shelter Design Phase**

Director McDonald presented an update and recommendation from the Park Planning Committee for the Heesakker Shelter project. The recommendation to proceed with the Request for Proposals (RFP) for the Design and Engineering phase of the project comes after lengthy discussion with the Park Planning Committee. The recommendation included a scope of a proposed building not to exceed \$2.2 million and up to 126 capacity facility in the park. Trustee B. Van Lankveldt asked staff about how we got to this part in the process and what the remaining steps include. Director McDonald provided insight from past committee discussions and shared insight on the design phase before we go to bid on construction. President Vanden Berg opposed the plan for multiple reasons. He explained that in previous public informational meetings, residents were not in favor of the building. He referenced a past resolution for Heesakker Park, identifying the park's intent, not referencing a building or supporting the community's youth. Lastly, he felt the concept being recommended is too big and will not fit the aesthetic look of the park with the wooded area. Trustee Van Deurzen, who sits on the Park Planning Committee, shared that he believed the Committee did listen to resident feedback, making substantial changes to the concepts. Trustee Harlow disagreed with President Vanden Berg, stating that residents were against the project because of the impact to the rugby field and other amenity impacts. Trustee Harlow did agree that the aesthetics should be a top priority and that he was concerned with the recommendation of spending \$2.2 million of the donated funds on the building itself. He shared his concern about being too close to the limitations while building costs continue to inflate, potentially causing overages down the road. Trustee B. Van Lankveldt stated he agreed and supported backing the limitations down to \$2 million and seeing what the architect would bring for a design within that scope of work. Administrator Bernhoft added that the RFP being drafted would include the donor's information, specifications, the concept planning and the Board's limitations to the scope of the project. Discussion continued about next steps, including designating a team to work alongside the architect and providing updates to the Board.

*Moved by Trustee Harlow, Seconded by Trustee B. Van Lankveldt to move forward with a Request for Proposal, including the donor information and a project scope not to exceed \$2 million.*

Ayes 3, Nays 2 (Vanden Berg and Peterson) – Motion Carried

## **Department and Officer Progress Reports**

Department and Officer Progress Reports were presented.

## **Call for Unfinished Business**

None

## **Items for Future Agenda**

## **Adjournment**

*Moved by Trustee Peterson, seconded by Trustee Van Deurzen to adjourn the Regular Board Meeting at 7:39 p.m.*

Ayes 5, Nays 0 – Motion Carried

## **VILLAGE OF LITTLE CHUTE**

By:

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

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

Beau Bernhoft, Interim Village Clerk

## MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 3, 2025 (Amended)

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

### Pledge Allegiance to the Flag

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

### Roll call of Trustees

PRESENT: Michael Vanden Berg, President  
Joe Harlow, Trustee  
David Peterson, Trustee  
Don Van Deurzen, Trustee  
Larry Van Lankvelt, Trustee  
Brian Van Lankveldt, Trustee  
Rosie Sprangers, Trustee

### Roll call of Officers and Department Heads

PRESENT: Beau Bernhoft, Administrator  
John McDonald, Director of Parks, Rec and Forestry  
Lisa Remiker-DeWall, Finance Director  
Jeremy Slotke, Police Chief Interim for Fox Valley Metro  
Jessica Titel, Community Development Director  
Robert Givens, Public Works Director  
Penney Mack, Deputy Finance Director & Human Resource Manager  
Patrick Liegle, Village Attorney

EXCUSED: Laurie Decker, Village Clerk

### Public Appearance for Items Not on the Agenda

Mary Lindsley from the Evergreen apartment complex appeared regarding snow removal for trail area related to past requests that have been made but denied. She appeared again to request removal for this year.

### Consent Agenda

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

1. Disbursement List
2. Approval of the Special Board Minutes of August 20, 2025

*Moved by Trustee Sprangers, seconded by Trustee Peterson to Approve the Consent Agenda as presented.*

Ayes 7, Nays 0 – Motion Carried

### Presentation/Discussion—Employee Engagement Survey

Jen Witt from Kerber Rose presented the results of the Employee Engagement Survey.

### Discussion/Action—County Cost Share Agreement for Design on OO and N Improvements

Engineer Woicek presented an overview. Discussion on if this was locked in cost and it was noted it is not based on current estimates and actuals can vary.

*Moved by Trustee B. Van Lankveldt, seconded by Trustee L. Van Lankvelt to Approve the County Cost Share Agreement as presented.*

Ayes 7, Nays 0 – Motion Carried

## **Discussion—Update on OO and Taylor Street Pedestrian Crossing Analysis**

This is not a safe intersection and what can be done to deter crossing from force of habit and how it is human nature to take the shortest route. Multiple entities need to be involved in solutions including the school district, County along with the Village.

## **Discussion/Action—#6 Sanitation Truck Repair and 2025 Budget Adjustment**

Director Givens presented an overview.

*Moved by Trustee Harlow, seconded by Trustee Peterson to Approve the #6 Sanitation Truck Repair and the 2025 Budget Adjustment as presented.*

Ayes 7, Nays 0 – Motion Carried

### **Roll Call Vote**

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

Ayes 7, Nays 0 – Motion Carried

## **Discussion/Action—Midwest Fiber Networks, LLC Utility Easement Approval**

Director Titel gave an overview.

*Moved by Trustee B. Van Lankveldt, seconded by Trustee Harlow to approve the Midwest Fiber Networks, LLC Utility Easement as presented.*

Ayes 7, Nays 0 – Motion Carried

## **Discussion/Action—Adopt Amended Ordinance No. 5, Series 2025 Enriquez Annexation**

Director Titel gave an overview.

*Moved by Trustee Harlow, seconded by Trustee Peterson to Adopt Amended Ordinance No. 5, Series 2025 Enriquez Annexation.*

Ayes 7, Nays 0 – Motion Carried

## **Department and Officer Progress Reports**

Department and Officer Progress Reports were presented.

## **Call for Unfinished Business**

Crosswalk on OO

## **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 reason require a closed session. *FVMPD*

*Moved by Trustee Harlow, seconded by Trustee Peterson to Enter into Closed Session at 7:42 p.m.*

Ayes 7, Nays 0 – Motion Carried

## **Return to Open Session**

*Moved by Trustee Van Deurzen, seconded by Trustee Harlow to Exit Closed Session at 9:15 p.m.*

**Adjournment**

*Moved by Trustee Harlow, seconded by Trustee Van Deurzen to adjourn the Regular Board Meeting at 9:15 p.m.*

Ayes 7, Nays 0 – Motion Carried

**VILLAGE OF LITTLE CHUTE**

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

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

Laurie Decker, Village Clerk



## Item For Consideration

**For Board Review On:** December 17, 2025

**Agenda Item Topic:** Heesakker Park Shelter Staircase  
Project Closeout

**Prepared On:** December 11, 2025

**Prepared By:** DPRF

**Report:** The Village Board awarded raSmith as design and engineering and construction management consultant with Highway Landscapers of Little Chute as the General Contractor for the Heesakker Park Staircase Project. The project is complete and under amended budget.

Project close out documents and pictures are attached for your reference.

### **Fiscal Impact:**

The Heesakker Park Staircase project amended anticipated costs were \$181,984.88 (\$23,830 raSmith design and engineering; \$154,433.88 Highway Landscapers construction contract; \$3,721 legal and VLC engineering costs) based on contracts let. A deduct change order was issued for \$356.80 to eliminate the contractor from maintaining and removing straw wattles and for use of bio-degradable erosion mat on the north staircase (item not defined in the plans but was accepted for use). Project costs were also under contract awarded due to final quantities less than scheduled (\$9,957.98).

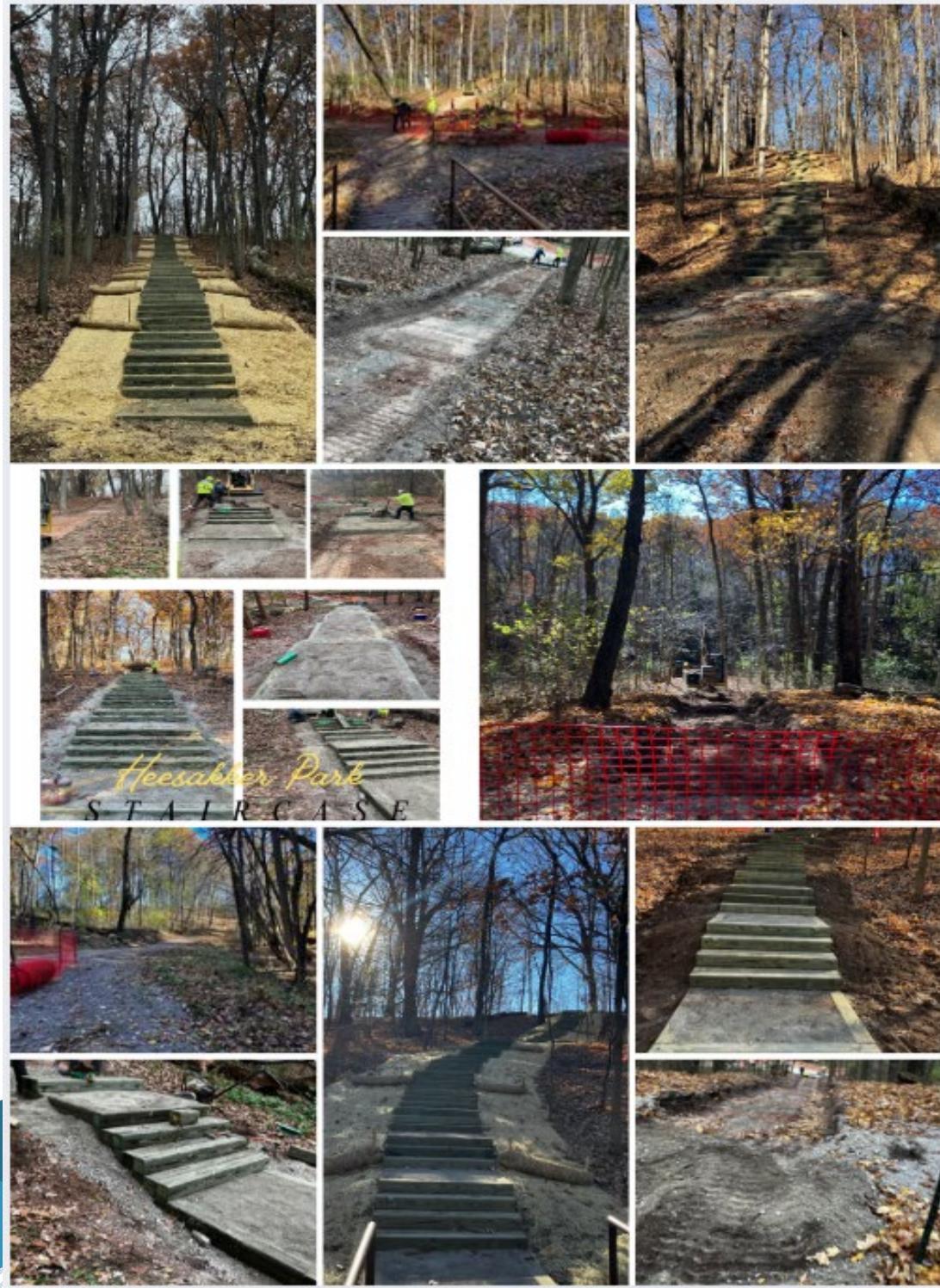
**Recommendation/Committee Action:** Village staff recommend that Village Board approve the Highway Landscapers contract close out at \$144,119.10 as presented.

**Respectfully Submitted,**

John McDonald – Parks, Recreation, & Forestry



## Item For Consideration





108 W Main St  
Little Chute, WI 54140  
(920) 423-3865

**CERTIFICATE  
FOR PAYMENT**

Village of Little Chute  
108 W. Main Street  
Little Chute, WI 54140

Owner's Contract No.: 9842059  
Engineer's Contract No.: 2255317  
Certificate No.: One (1) - FINAL  
Issue Date: December 10, 2025  
Project: Heesakker Park Staircase

This is To Certify That, In Accordance With The Contract Documents Dated: September 25, 2025  
(Date of Contract Agreement)

Highway Landscapers Inc.  
1900 Bohm Drive  
Little Chute, WI 54140

Is Entitled to Partial Payment For Work Performed Through: November 15, 2025  
(Date Noted on Application For Payment)

Contractors Application For Payment Attached

Itemized Cost Breakdown Attached

Original Contract:	<u>\$ 154,433.88</u>	Completed To Date:	<u>\$ 144,119.10</u>
Net Change Orders:	<u>\$ (356.80)</u>	Retainage 5% of 1st 50%:	<u>\$ -</u>
Current Contract Amount:	<u>\$ 154,077.08</u>	Subtotal:	<u>\$ 144,119.10</u>
		Previously Certified:	<u>\$ -</u>
		Amount Due this Payment:	<u>\$ 144,119.10</u>

Certified By:

(Authorized Signature)

Engineer's Approved Quantities (12-10-25) - Pay App. No. 1 - FINAL

2025 Heesakker Park Staircase

Contractor: Highway Landscapers - Contract Amount: \$154,077.08

Item No.	Units	Item Description	Quantity	Unit Price	Amount
1	LS	Remove & Dispose of Treated Timber Steps	1.00	\$21,950.00	\$21,950.00
2	LF	Furnish, Install, Maintain, & Remove 4-Foot Construction Fence	332.70	\$12.00	\$3,992.40
3	LF	Furnish, Install, Maintain, & Remove Silt Fence	0.00	\$5.00	\$0.00
4	LF	Furnish, Install, Maintain, & Remove Straw Wattle	100.00	\$12.00	\$1,200.00
5	SY	4" Topsoil, Seeding, Fertilizing, & Type A Erosion Mat	313.60	\$30.00	\$9,408.00
6	TON	Furnish & Install Weathered Granite Accent Boulders, 18 to 24 Inch	25.00	\$325.00	\$8,125.00
7	EA	Clearing & Grubbing as Ordered	0.00	\$750.00	\$0.00
8	EA	Tree Limbing as Ordered	0.00	\$350.00	\$0.00
9	EA	Treated Lumber Steps; Complete as specified	100.00	\$473.19	\$47,319.00
10	EA	4-Foot Staircase Landing; Complete as specified	35.00	\$1,122.00	\$39,270.00
11	EA	5-Foot Staircase Landing; Complete as specified	1.00	\$1,212.50	\$1,212.50
12	EA	6-Foot Staircase Landing; Complete as specified	7.00	\$1,266.00	\$8,862.00
13	EA	8-Foot Staircase Landing; Complete as specified	2.00	\$1,456.00	\$2,912.00
14	TON	Furnish & Install Limestone Screenings for Trail Restoration	3.00	\$75.00	\$225.00
CO-1	LS	Change Order No 1 - Attached	1.00	-\$356.80	-\$356.80

Amount Date Payment      Completed to Date: \$144,119.10

Retainage (Released):  
Less Previous Payments: \$0.00

Total Amount Due: \$144,119.10

*John and O*  
12/16/25  
(\$0.00)  
(Total Previous)  
(Approved for Payment:)

(Date:)

SECTION 00 62 76

## Contractor's Application for Payment No.

Contractor's Application for Payment No. 1	
To (Owner):	Village of Little Chute
Project:	Heesakker Park Staircase
Owner's Contract No.:	9842059
Application Period:	Q1/17/2025 thru 11/15/2025
From (Contractor):	Highway Landscapers
Contract:	
Contractor's Project No.:	
Via (Engineer):	
Engineer's Project No.:	2255317

## Application For Payment Change Order Summary

Contents | [Search](#)

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractors legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

\$ 144,119.10

12/31/2025 \_\_\_\_\_ (Date)  
raSmith \_\_\_\_\_ (Engineer)

THE HISTORY OF THE CHINESE IN AMERICA

(Owner)	(Date)
Funding Agency (if applicable)	

Endorsed by the Construction Specifications Institute

SECTION 00 63 63

CONTRACT CHANGE ORDER

Order No.: 1  
Date: 12/2/2025  
Agreement Date: 12/3/2025

NAME OF PROJECT: HEESAKKER PARK STAIRCASE  
OWNER: VILLAGE OF LITTLE CHUTE  
CONTRACTOR: HIGHWAY LANDSCAPERS, INC.

The following changes are hereby made to the CONTRACT DOCUMENTS:

Justification: PAY ITEM NO 4 - ELIMINATE THE CONTRACTOR FROM MAINTAINING AND REMOVING STRAW WATTLES

PAY ITEM NO 5 - FOR USE OF BIO-DEGRADABLE EROSION MAT ON THE NORTH STAIRCASE. ITEM NOT AS DEFINED IN PLANS, BUT WAS ACCEPTED FOR USE.

Change to CONTRACT PRICE:

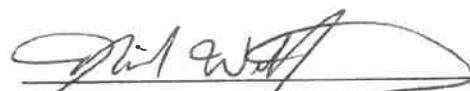
Original Contract Price:	\$	<u>154,433.88</u>
Current Contract Price adjusted by Previous Change Order:	\$	<u>0.00</u>
The Contract Price due to this Change Order will be increased/decreased by:	\$	<u>(356.80)</u>
The new Contract Price including this Change Order:	\$	<u>154,077.88</u>

Change to CONTRACT TIME:

The CONTRACT TIME will be (increased/decreased) by 0 calendar days.

The date for completion of all work on or before 11/21/2025 (Date).

Accepted By:

 Contractor

Representing:

Highway Landscapes, Inc

Print Name/Title:

Dick W. Fert / Authorized Agent

Date:

December 3, 2025

Accepted By:

 Owner

Representing:

Village of Zelth Orte

Print Name/Title:

John McDonald - Director Parks, Recreation & Forestry

Date:

12/10/2025

Recommended By:

 Engineer

Representing:

raSmith

Print Name/Title:

Senior Project Manager

Date:

December 3, 2025

END OF SECTION



### Application for Payment NO. 1

TO: Village of Little Chute  
 FROM: Highway Landscapers  
 CONTRACT:  
 PROJECT: Heesakker Park Staircase  
 For work accomplished through the date of 11/15/2025

1	Original Contract Price:	\$154,433.88
2	Add (Deduct) by Revised Quantities:	
3	Net Change by Change Orders and Written Amendments )+ or -)	(\$356.80)
4	Current Contract Price ( 1 plus 2 plus 3 ):	\$154,077.08
5	Total completed and stored to date:	\$144,119.10
6	Retainage (per Agreement):	
93.5%	of completed work:	\$0.00
0.0%	of stored material:	\$0.00
	Total Retainage:	\$0.00
7	Total completed and stored to date less retainage (5 minus 6):	\$144,119.10
8	Less previous Application for Payments:	\$0.00
9	Due this Application (7 minus 8):	\$144,119.10

#### Record of Previous Payments:

1		4	
2		5	
3		6	
Sub-Total	\$0.00		\$0.00

#### Accompanying Documentation:

Submitted:

*Scott Shumate*

BY:

Contractor (Authorized Signature)

Date: 12/19/2025

BY:

Engineer (Authorized Signature)

Date:

BY:

Owner (Authorized Signature)

Date:

Application for Payment

00 62 76-1

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TOTAL: \$164,096.38										TOTAL: #REF!										TOTAL: #REF!										TOTAL: \$164,119.10										TOTAL: \$0.00										TOTAL: \$164,119.10										TOTAL: \$0.00										TOTAL: \$0.00										TOTAL: \$0.00										TOTAL: \$0.00																																																																																																																																																																																																																																																																			

# BOARD/COMMITTEE SCHEDULE 2026

	REGULAR BOARD	PLAN COMM.	UTILITY COMM.	LIBRARY BOARD	JOINT POLICE	FIRE COMM.	PARK PLANNING
JANUARY	7,21	12	20	20			13
FEBRUARY	4,18	9	17	17	17	9	
MARCH	4, 18	9	17	17			3
APRIL	1, 15	13	21	21			
MAY	6, 20	11	19	19	19	11	5
JUNE	3, 17	8	16	16			
JULY	1, 15	13	21	21			
AUGUST	5, 19	10	18	18	18		11*
SEPTEMBER	2, 16	14	15	15		14	8
OCTOBER	7, 21	12	20	20			
NOVEMBER	4, 18	9	17	17	17	9	3
DECEMBER	2, 16	14	15	15			

- Regular Board - 1st & 3rd Wed., 6:00 PM
- Plan Commission - 2nd Mon., 5:00 PM
- Utility Commission - 3rd Tues., 5:00 PM
- Library Board - 3rd Tue., 4:30 PM

- Joint Police Commission - 3rd Tues./Quarterly, 5:00 PM
- Fire Commission - 2nd Mon./Quarterly, 5:45 PM
- Park Plan Commission - 1st Tues./Bi-Monthly, 5:30 PM

\*Moved to accommodate budget timeline

## Election Inspectors 2026-2027

MICHAEL	BEARDSLEY
WENDI	BUTKOVICH
CYNTHIA	DEBRUIN
DIANE	DEBRUIN
LINDA	HANK
KATHY	HAUPT
BETTY	HIETPAS
ELLEN	HIETPAS
ROSIE	HIETPAS
JOYCE	HOLTZ
ROSE	LAMERS
MEGAN	LAMERS BEARDSLEY
MICHELLE	LOKKEN
THOMAS	LONSWAY
KATIE	MARASCH
MARTY	MARASCH
GAIL	MC KAY
TERRY	MC KAY
GORDON	MCDANIEL
LINDA	MCDANIEL
BARB	MOLLEN
rita	MOLLEN
ANN	OLSON
MARY	OURADA
JODIE	RIETVELD
DAN	RITTER
SHARON	RITTER
LORI	RUSSUM
JUDY	RUTTEN
THOMAS G	SCHULER
MIKE	SEEMAN
PATTI	SEEMAN
MARGE	VAN ASTEN
NICOLE	VANDENHEUVEL
DOROTHY	VAN LITH
GERTY	VAN LITH
HARRY	VAN LITH
SUE	WHALLEY
JEAN	ZORNOW

### POLITICAL PARTY NOMINATIONS:

#### DEMOCRATIC

PATRICIA	BROGAN
TIMOTHY	BRUCE
NATHANIAL	KAY

#### REPUBLICAN

MICHAELA	ALBITER JAIMES
MARIE	ALSBERGAS
TIM	HERMES
JEAN	HIETPAS
DARLENE	MCCAFFERTY
MELISSA	STARR
DAVID	UECKER

# VILLAGE OF LITTLE CHUTE MONTHLY REPORT



## ***Little Chute***

ESTABLISHED 1848

November  
2025

Village Report to the Board of Trustees

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

## VILLAGE OF LITTLE CHUTE MONTHLY REPORT – NOVEMBER 2025

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

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

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

### Department Overview

The report will track monthly activities for the following:

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

### Questions or Comments

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

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

# VILLAGE ADMINISTRATOR

## November Administration Updates

- Continue progress and coordinate meeting for WPPA contract.
- Meet with Kimberly to discuss and organize MOU for Metro in preparation for December Board meeting.
- Interviews for Village Clerk position and onboarding process preparation.
- Election preparation process and continued Clerk training.
- Assist Department Heads on several ongoing projects. Prioritizing completion of year end projects.
- Complete annual performance review.
- Employee Engagement Meeting and policy work.
- Complete posting for Village Finance Director job posting.
- Post and provide responses to firms regarding the Fire Station Construction bids.

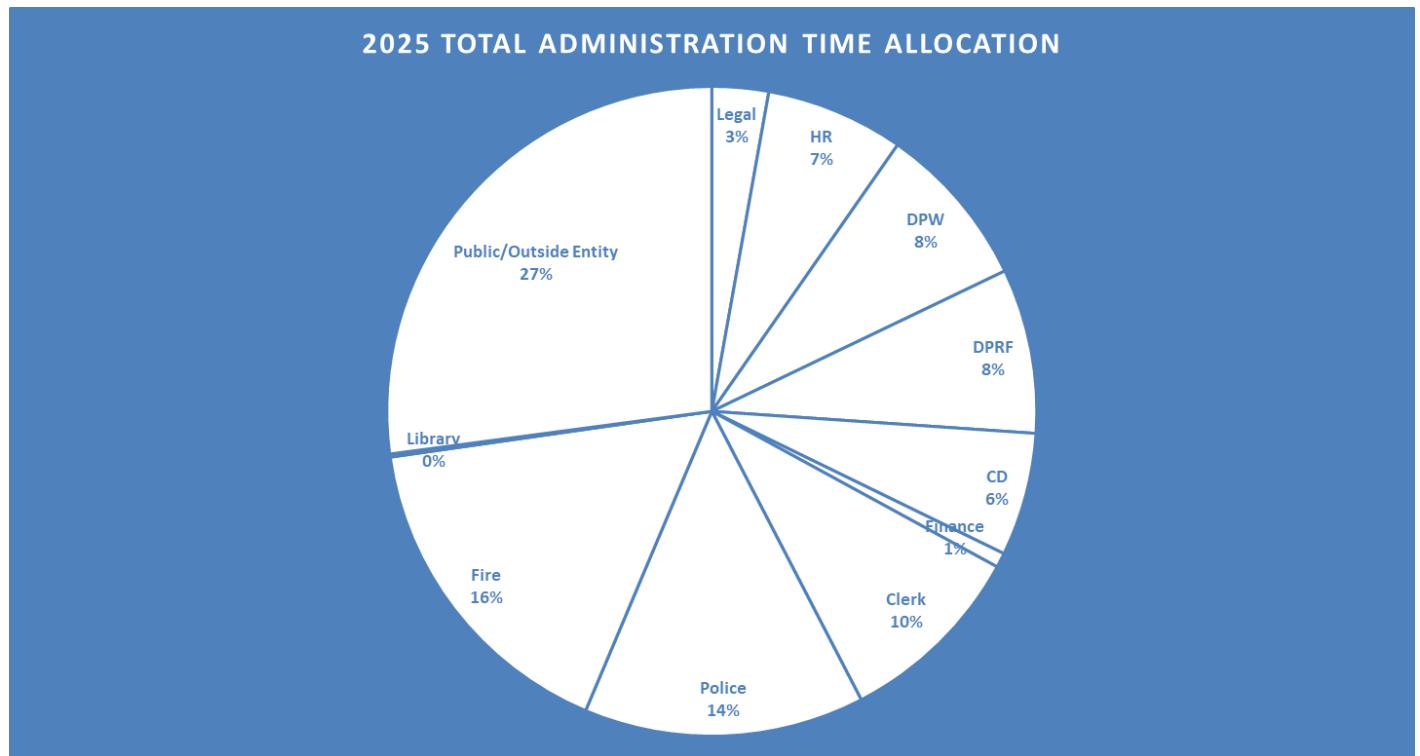
## Current Work List and Progress Update

- Zoning enforcement work with Community Development and follow up to community outreach.
- Clerk duties and responsibilities.
- Various committee/commission assistance.
- WPPA contract.
- Kimberly Mou.
- Heesakker Park Pavilion project assistance/guidance.
- Internal engagement and goodwill promotion. Prepare for December All-Hands Meeting.

## Items for December

- Finalize Board update for annual performance reviews and meet with individuals.
- Meeting with various stakeholders on projects and potential partnerships with the Village.
- Fire Station Bid review, analysis and preparation for Board approval.
- Kimberly MOU work.
- WPPA Contract for FVMPD.
- Onboard our new Clerk and assist in Spring Election preparation.
- Continue employee engagement committee requests.
- Complete All-Hands meeting.

This chart is updated daily based on Administration time. This is not inclusive of all work hours, only hours tracked providing assistance to individual departments/entities. Last update was 12/12/2025.



# VILLAGE CLERK

November has been very busy in the Clerk's Office. We are planning for the 2026 Election Year (4 elections in 2026). We have hired our new Clerk, Nicole Ryerson, and starting the onboarding process here in the Village. We will continue to cross-train team members on assisting in the election process and daily Clerical operations (bartending licenses, etc.).

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

- Shared data from social media sites
- Attended Bid Openings
- 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
- Hiring process and front desk coverage

Goals for December:

- Agendas/Minutes for meetings
- Plan for 2026 Elections
- 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
- Finalize 2026 meeting calendar
- Process Operator License Renewals
- Update public records request forms and process
- Complete Inspector list for 2-year renewal

2025 Social Media Metrics			
	Meta	October	November
	Views	101,429	192,607
	Reach	50,469	42,856
	Content	38	37
	Interactions	646	1,525
	Link Clicks	215	190
	Visits	3,729	6,264
	New Follows	39	73
	Total Followers	8,162	8,208
	Top Content	Evergreen Closure	USPS Change

	LinkedIn	October	November
	Impressions	51	41
	Reactions	0	0
	Reposts	0	0
	Page Views	19	29
	Followers	349	355

# FINANCE DEPARTMENT

## HIGHLIGHTS

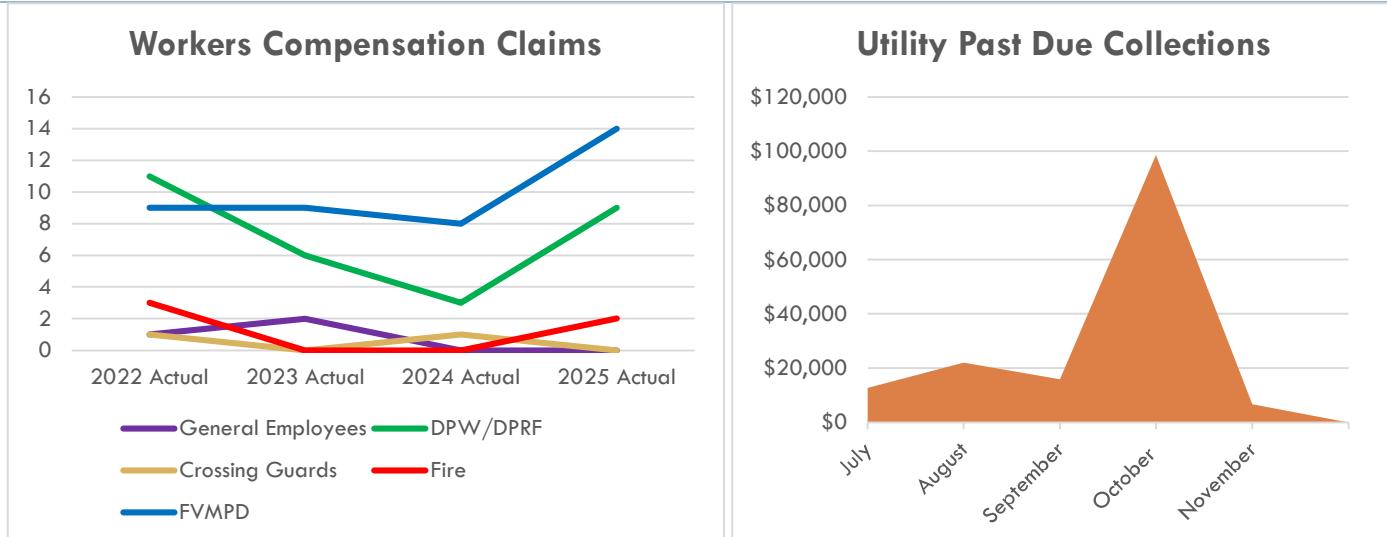
- A budget presentation and public hearing took place on November 5<sup>th</sup>, followed by Village Board adoption of the 2026 Budget and approval of the resolution establishing the tax levy for the 2026 Budget.
- Certified and finalized the tax roll including special assessments and special charges (eligible delinquent accounts receivable and utility invoices), uploaded to the Outagamie County tax portal and secured an early spot in queue for tax bill creation and printing. The County mailed the tax bills on December 2<sup>nd</sup>.
- The Finance Director filed the Tax Levy Limit Worksheet and the Statement of Taxes with the State by established deadline to insure no penalties on future aids.
- Calculated 2025 life insurance imputed income to be added to our police officers' taxable wages in accordance with IRS regulations defined in publication 15-B.
- Well WI incentives earned in 2025 were added to participating employees' taxable incomes.
- 2025 dog tag license reconciliation was completed with the County allowing us to receive the 2026 licenses for citizen application and distribution.
- Participated in Finance Performance Reviews for 2025 celebrating many successes. We are blessed to be part of a highly effective team and have a renewed sense of direction with 2026 goals.
- The 2026 payroll change notices were generated and distributed for supervisors to discuss with their direct reports during performance evaluations.
- Vision open enrollment and dental dependent changes were available through November 14<sup>th</sup>.
- Completed and uploaded both the life and long-term disability census as well as the voluntary insurance census to accurately provide coverage and assess premiums based on 2026 expected rates of pay.
- The Finance Director position was posted with a submission deadline of December 30<sup>th</sup>.

## TOP PRIORITIES FOR DECEMBER

- Tax collection, accurate processing and reporting to serve our citizens and fund the 2026 Budget.
- All remaining Comp Time for non-WPPA employees will be paid out on the first payroll in December.
- Virtual enrollment for all voluntary employee benefits will be held on December 4<sup>th</sup>.
- 2026 health insurance rates will begin deducting on the December 18<sup>th</sup> pay date as premiums are due one month in advance.
- The Finance Department will present a recap of the 2026 budget and the overtime exemption within the One Big Beautiful Bill Act (OBBA) at the All Hands meeting on December 9<sup>th</sup>.
- Actively participate in the Wisconsin Professional Police Association contract negotiations for 2026.
- Present compensatory time and policy change practices at the Municipal Services Building during scheduled lunch-and-learns.
- Continued retroactive calculations of OBBA qualified overtime amounts for distribution with 2025 W2s.
- Prepare for preliminary audit fieldwork scheduled for December 10<sup>th</sup> & 11<sup>th</sup>.
- Finance Director to attend the WGFOA winter conference for required CPE to maintain her license.
- Review RFP requests for the Water Rate Study and make recommendation to approve firm to assist.
- Provide analysis, recommendations and review FVMPD MOU agreement with the Village of Kimberly.

## CONTINUOUS IMPROVEMENT EFFORTS

- Several members of the Finance team attended Outagamie County's tax training to obtain new information for the collection season and affirm best practices.
- Further enhancements to the Travel Expense Form can be expected in 2026 for ease of use. Totals will automatically calculate both by date and line item for your convenience.



## PERFORMANCE MEASUREMENTS

	Actual 2022	Actual 2023	Actual 2024	Target 2025
# Months bank reconciliation completed timely	12	12	12	12
# Of stale checks outstanding	13	9	7	7
Custodial credit risk	\$0	\$0	\$0	\$0
Investment Performance vs Crane Taxable All Money Market Funds Average (2023 and 2024; prior Bloomberg 1-3 Year Treasury Index)	(2.87)% vs (3.8)%	5.02% vs 4.72%	5.22% vs 4.85%	5.00% vs 4.85%
% Of customers paying online	52%	55%	58%	58%
Continuous improvement initiatives	26	24	25	24
Number of special assessment billings	7	273	0	100
Average number of monthly utility bills	4,743	4,775	4,798	4,855
Annual number of utility work orders	904	661	752	820
Annual tax certification letters	647	675	534	692
General obligation bond rating	Aa3	Aa3	Aa3	Aa3
# Of auditor's compliance issues	0	0	0	0
% Of time monthly financials closed within 15 days	100%	100%	100%	100%
% Of staff adequately trained/cross trained	90%	100%	85%	100%

## FINANCE LEARNING OPPORTUNITY

### One Big Beautiful Bill – Employee and Administrative Implications

- Allows eligible taxpayers to deduct **qualified overtime compensation** from their taxable income for years 2025-2028
- Qualified overtime compensation:** Only FLSA covered non-exempt employees can claim the deduction. FLSA **generally** requires at least 1.5x regular rate of pay for any **worked hours** over 40 per week. Only the “half” portion of time and a half is eligible to be deducted. For Public safety employees, FLSA allows for 1.5x overtime to be calculated based on work periods of at least 7 days but less than 28 days.
- Village overtime pay practices are more generous than FLSA regulations. For example, vacation hours contribute to the overtime calculation; however, “**worked hours**” per FLSA does **not** include vacation, sick, holiday, personal holiday, call in, comp time used etc.
- Double time only the “half” portion is **overtime premium**

		Over (Under) Budget		% OF BUDGET Highlight	
	November	YTD 2025	BUDGET 2025	VARIANCE	>90 % for Expense
<b>GENERAL FUND</b>					
Taxes	6,135.99	1,000,897.15	975,618.00	25,279.15	102.59%
Total Licenses and Permits	2,047.00	117,023.66	82,690.00	34,333.66	141.52%
Intergovernmental Aid	1,670,529.68	3,007,626.08	2,999,461.00	8,165.08	100.27%
Public Charges for Service	8,858.00	161,044.51	161,025.00	19.51	100.01%
Fines and Forfeitures	6,510.78	93,697.41	92,300.00	1,397.41	101.51%
Total Interest	21,046.96	260,002.43	164,525.00	95,477.43	158.03%
Miscellaneous Revenue	59,692.85	242,429.68	228,182.00	14,247.68	106.24%
Other Financing Sources	18,638.43	203,548.96	221,000.00	(17,451.04)	92.10%
<b>Total General Fund Revenue</b>	<b>1,793,459.69</b>	<b>5,086,269.88</b>	<b>4,924,801.00</b>	<b>161,468.88</b>	<b>103.28%</b>
Village Board	5,753.27	82,724.01	123,507.00	(40,782.99)	66.98%
Administration	7,017.85	83,451.95	124,296.00	(40,844.05)	67.14%
Finance	22,162.19	281,695.87	356,924.00	(75,228.13)	78.92%
Clerk	12,116.19	157,416.84	237,984.00	(80,567.16)	66.15%
Community Development - Assessing	2,773.41	113,534.03	143,421.00	(29,886.97)	79.16%
Inspections	10,154.56	133,911.93	167,582.00	(33,670.07)	79.91%
Economic Development	5,276.42	107,901.79	142,539.00	(34,637.21)	75.70%
Village Hall	5,749.25	69,412.14	111,984.00	(42,571.86)	61.98%
Municipal Court	3,159.77	43,582.12	49,201.00	(5,618.88)	88.58%
Unallocated	9,254.03	77,920.56	211,936.00	(134,015.44)	36.77%
Insurance	6,761.68	197,931.00	237,832.00	(39,901.00)	83.22%
Village Promotion and Goodwill	2,653.86	40,780.08	47,048.00	(6,267.92)	86.68%
Fire Operations	18,794.22	295,635.20	336,216.00	(40,580.80)	87.93%
Fire Allocated	28,018.12	327,964.52	374,679.00	(46,714.48)	87.53%
Crossing Guards	7,439.13	64,489.56	81,535.00	(17,045.44)	79.09%
Public Works Administration	13,014.96	139,982.70	106,044.00	33,938.70	132.00%
Public Works Engineering & GIS	2,880.67	54,641.92	53,524.00	1,117.92	102.09%
Public Works Street Repair and Maintenance	46,184.85	734,834.01	968,877.00	(234,042.99)	75.84%
Public Works Support Services	2,925.50	32,765.05	51,356.00	(18,590.95)	63.80%
Public Works Vehicle Maintenance	(11,752.34)	117,807.99	137,901.00	(20,093.01)	85.43%
Public Works Snow and Ice Control	31,802.74	202,945.86	232,893.00	(29,947.14)	87.14%
Public Works Weed Control	22.72	2,109.93	7,132.00	(5,022.07)	29.58%
Public Works Recycling	7,726.42	56,769.99	57,158.00	(388.01)	99.32%
Park	36,867.54	528,641.63	591,756.00	(63,114.37)	89.33%
Recreation	9,429.36	185,379.46	233,920.00	(48,540.54)	79.25%
Forestry	22,451.78	214,907.58	222,419.00	(7,511.42)	96.62%
Youth Football	690.13	27,125.40	46,722.00	(19,596.60)	58.06%
Community Band	350.13	36,714.60	38,944.00	(2,229.40)	94.28%
Transfers	-	-	-	-	#DIV/0!
<b>Total General Fund Expenses</b>	<b>309,678.41</b>	<b>4,412,977.72</b>	<b>5,495,330.00</b>	<b>(1,082,352.28)</b>	<b>80.30%</b>
<b>GENERAL FUND NET REVENUES (EXPENSES)</b>	<b>1,483,781.28</b>	<b>673,292.16</b>	<b>(570,529.00)</b>		
<b>SANITATION</b>					
Sanitation Revenues	58,395.48	623,934.12	679,600.00	(55,665.88)	91.81%
Sanitation Expenses	33,504.31	609,850.76	736,790.00	(126,939.24)	82.77%
<b>SANITATION NET REVENUES (EXPENSES)</b>	<b>24,891.17</b>	<b>14,083.36</b>	<b>(57,190.00)</b>		
<b>FIRE EQUIPMENT DONATION</b>					
Fire Equipment Donation Revenues	3,254.89	152,483.80	102,160.00	50,323.80	149.26%
Flag Pole Memorial Expenses	(977.29)	83,133.99	1,321,160.00	(1,238,026.01)	6.29%
<b>FIRE EQUIPMENT DONATION NET REVENUES (EXPENSES)</b>	<b>4,232.18</b>	<b>69,349.81</b>	<b>(1,219,000.00)</b>		
<b>HEESAKKER PARK TRUST</b>					
Heesakker Park Trust Revenues	320.56	185,185.11	800,000.00	614,814.89	23.15%
Heesakker Park Trust Expenses	1,231.80	46,583.03	800,000.00	(753,416.97)	5.82%
<b>HEESAKKER PARK TRUST NET REVENUES (EXPENSES)</b>	<b>(911.24)</b>	<b>138,602.08</b>	<b>-</b>		
<b>AQUATICS</b>					
Aquatics Revenue	343.56	208,185.90	211,543.00	(3,357.10)	98.41%
Aquatics Expenses	1,340.27	157,933.23	211,543.00	(53,609.77)	74.66%
<b>AQUATICS NET REVENUES (EXPENSES)</b>	<b>(996.71)</b>	<b>50,252.67</b>	<b>-</b>		

			Over (Under) Budget	% OF BUDGET Highlight
	November	YTD 2025	BUDGET 2025	VARIANCE
				>90 % for Expense
<b>LIBRARY/CIVIC CENTER</b>				
Library/Civic Center Revenues	2,917.45	730,559.04	720,664.00	9,895.04
Library/Civic Center	56,140.33	649,176.51	764,064.00	(114,887.49)
<b>LIBRARY/CIVIC CENTER NET REVENUES (EXPENSES)</b>	<b>(53,222.88)</b>	<b>81,382.53</b>	<b>(43,400.00)</b>	
<b>CONSOLIDATED POLICE SERVICES</b>				
Consolidated Police Services Revenue	9,635.51	4,582,329.86	4,589,521.00	(7,191.14)
Police Services Consolidated	319,567.98	3,769,071.58	4,641,852.00	(872,780.42)
<b>CONSOLIDATED POLICE SERVICES NET REVENUES (EXPENSES)</b>	<b>(309,932.47)</b>	<b>813,258.28</b>	<b>(52,331.00)</b>	
<b>VAN LIESHOUT RECREATION CENTER</b>				
Van Lieshout Rec Center Revenues	1,540.20	26,130.57	30,800.00	(4,669.43)
Van Lieshout Rec Center Expenses	994.52	34,067.24	39,314.00	(5,475.90)
<b>VAN LIESHOUT NET REVENUES (EXPENSES)</b>	<b>545.68</b>	<b>(7,936.67)</b>	<b>(8,514.00)</b>	
<b>PROMOTIONAL FUND</b>				
Promotional Fund Revenues	10,116.40	36,255.52	47,500.00	(11,244.48)
Promotional Fund Expenses	-	18,130.00	33,500.00	(15,370.00)
<b>PROMOTIONAL NET REVENUES (EXPENSES)</b>	<b>10,116.40</b>	<b>18,125.52</b>	<b>14,000.00</b>	
<b>FAÇADE RENOVATION GRANT FUND</b>				
Façade Renovation Grant Fund Revenues	937.01	11,552.98	5,000.00	6,552.98
Façade Renovation Grant Fund Expenses	-	-	1,000.00	(1,000.00)
<b>COMMUNITY DEVELOPMENT GRANT NET REVENUES (EXPENSES)</b>	<b>937.01</b>	<b>11,552.98</b>	<b>4,000.00</b>	
<b>NELSON CROSSING MAINTENANCE</b>				
Nelson Crossing Maintenance Revenues	24.66	3,801.50	3,632.00	169.50
Nelson Crossing Maintenance Expenses	-	-	3,500.00	(3,500.00)
<b>NELSON CROSSING MAINTENANCE NET REVENUES (EXPENSES)</b>	<b>24.66</b>	<b>3,801.50</b>	<b>132.00</b>	
<b>EQUIPMENT REVOLVING FUND</b>				
Equipment Revolving Revenue	12,391.43	320,129.99	352,000.00	(31,870.01)
Equipment Revolving Expenses	-	597,468.96	655,673.00	(58,204.04)
<b>EQUIPMENT NET REVENUES (EXPENSES)</b>	<b>12,391.43</b>	<b>(277,338.97)</b>	<b>(303,673.00)</b>	
<b>FACILITY AND TECHNOLOGY FUND</b>				
Facility and Technology Fund Revenues	197.27	142,921.81	141,150.00	1,771.81
Facility and Technology Fund Expenditures	15,236.72	121,947.77	175,050.00	(53,102.23)
<b>FACILITY AND TECHNOLOGY NET REVENUES (EXPENSES)</b>	<b>(15,039.45)</b>	<b>20,974.04</b>	<b>(33,900.00)</b>	
<b>FIRE STATION CONSTRUCTION</b>				
Fire Station Construction Revenues	7,887,390.00	7,915,589.63	6,415,000.00	(1,500,589.63)
Fire Station Construction Expenditures	123,402.99	366,892.43	6,945,476.00	(6,578,583.57)
<b>FIRE STATION CONSTRUCTION NET REVENUES (EXPENSES)</b>	<b>7,763,987.01</b>	<b>7,548,697.20</b>	<b>(530,476.00)</b>	<b>5,077,993.94</b>
<b>TAX INCREMENT DISTRICT 4</b>				
Tax Increment District 4 Revenues	4,783.70	1,941,805.39	1,858,016.00	83,789.39
Tax Increment District 4 Expenses	383.66	932,229.49	928,301.00	3,928.49
<b>TAX INCREMENTAL DISTRICT 4 NET REVENUES (EXPENSES)</b>	<b>4,400.04</b>	<b>1,009,575.90</b>	<b>929,715.00</b>	<b>104.51%</b>
<b>100.42%</b>				
<b>TAX INCREMENT DISTRICT 5</b>				
Tax Increment District 5 Revenues	1,660.32	597,307.84	558,273.00	39,034.84
Tax Increment District 5 Expenses	1,735.22	305,065.99	396,298.00	(91,232.01)
<b>TAX INCREMENTAL DISTRICT 5 NET REVENUES OVER EXPENSES</b>	<b>(74.90)</b>	<b>292,241.85</b>	<b>161,975.00</b>	<b>76.98%</b>

	November	YTD 2025	BUDGET 2025	Over (Under) Budget	% OF BUDGET	Highlight
				VARIANCE	>90 % for Expense	
<b>TAX INCREMENT DISTRICT 6</b>						
Tax Increment District 6 Revenues	81,211.26	2,701,653.43	2,459,491.00	242,162.43	109.85%	
Tax Increment District 6 Expenses	4,504.91	2,617,988.23	2,575,726.00	42,262.23	101.64%	
<b>TAX INCREMENTAL DISTRICT 6 NET REVENUES (EXPENSES)</b>	<b>76,706.35</b>	<b>83,665.20</b>	<b>(116,235.00)</b>			
<b>TAX INCREMENT DISTRICT 7</b>						
Tax Increment District 7 Revenues	1,343,076.38	3,408,091.08	3,760,318.00	(352,226.92)	90.63%	
Tax Increment District 7 Expenses	67,522.08	1,649,327.36	4,118,124.00	(2,468,796.64)	40.05%	
<b>TAX INCREMENTAL DISTRICT 7 NET REVENUES (EXPENSES)</b>	<b>1,275,554.30</b>	<b>1,758,763.72</b>	<b>(357,806.00)</b>			
<b>TAX INCREMENT DISTRICT 8</b>						
Tax Increment District 8 Revenues	1,750.74	147,832.40	117,194.00	30,638.40	126.14%	
Tax Increment District 8 Expenses	6,766.62	333,781.45	1,787,999.00	(1,454,217.55)	18.67%	
<b>TAX INCREMENTAL DISTRICT 8 NET REVENUES (EXPENSES)</b>	<b>(5,015.88)</b>	<b>(185,949.05)</b>	<b>(1,670,805.00)</b>			
<b>PARK IMPROVEMENT</b>						
Park Improvement Revenue	1,364.42	267,884.99	277,800.00	(9,915.01)	96.43%	
Park Improvement Expenses	1,654.22	17,376.13	256,256.00	(238,879.87)	6.78%	
<b>PARK IMPROVEMENTS NET REVENUES (EXPENSES)</b>	<b>(289.80)</b>	<b>250,508.86</b>	<b>21,544.00</b>			
<b>CONSTRUCTION FUND</b>						
Special Assessment Revenue	84,298.36	274,199.16	109,300.00	164,899.16	250.87%	
Capital Projects Revenue	1,047,068.31	1,051,825.16	47,000.00	1,004,825.16	2237.93%	
<b>TOTAL CONSTRUCTION REVENUE</b>	<b>1,131,366.67</b>	<b>1,326,024.32</b>	<b>156,300.00</b>	<b>1,169,724.32</b>	<b>848.38%</b>	
Special Assessment Expense	101.09	970.65	-	970.65	#DIV/0!	
Construction Projects	14,460.84	60,716.76	434,981.00	(374,264.24)	13.96%	
Administration Capital Projects	22,814.94	118,331.03	117,297.00	1,034.03	100.88%	
<b>TOTAL CONSTRUCTION EXPENSES</b>	<b>37,376.87</b>	<b>180,018.44</b>	<b>552,278.00</b>	<b>(372,259.56)</b>	<b>32.60%</b>	
<b>CONSTRUCTION FUND NET REVENUES (EXPENSES)</b>	<b>1,093,989.80</b>	<b>1,146,005.88</b>	<b>(395,978.00)</b>			
<b>SEWER</b>						
<b>Sewer Revenues</b>	<b>318,533.53</b>	<b>3,714,216.79</b>	<b>4,749,204.00</b>	<b>(1,034,987.21)</b>	<b>78.21%</b>	
Sewer Capital	10,359.13	23,434.37	116,128.00	(92,693.63)	20.18%	
Sewer Financing	21,900.00	243,842.95	266,118.00	(22,275.05)	91.63%	
Sewer Treatment	168,677.71	1,953,210.92	2,377,400.00	(424,189.08)	82.16%	
Sewer Collection	11,843.30	204,305.19	271,878.00	(67,572.81)	75.15%	
Sewer Customer A/R	11,251.76	127,686.12	176,817.00	(49,130.88)	72.21%	
Sewer Admin and General	14,770.36	203,933.18	233,805.00	(29,871.82)	87.22%	
<b>TOTAL SEWER EXPENSES</b>	<b>238,802.26</b>	<b>2,756,412.73</b>	<b>3,442,146.00</b>	<b>(685,733.27)</b>	<b>80.08%</b>	
<b>SEWER NET REVENUES (EXPENSES)</b>	<b>79,731.27</b>	<b>957,804.06</b>	<b>1,307,058.00</b>			
<b>WATER UTILITY</b>						
<b>Water Utility Revenues</b>	<b>237,123.13</b>	<b>2,683,635.96</b>	<b>3,523,588.00</b>	<b>(839,952.04)</b>	<b>76.16%</b>	
Water Capital Projects	2,398.59	15,552.24	54,631.00	(39,078.76)	28.47%	
Water Financing	104,472.80	764,435.56	793,895.00	(29,459.44)	96.29%	
Water Source	1,438.02	38,173.89	109,861.00	(71,687.11)	34.75%	
Pumping	23,345.81	303,524.52	363,994.00	(60,469.48)	83.39%	
Water Treatment	60,789.77	878,849.90	767,558.00	111,291.90	114.50%	
Water Distribution	38,163.58	825,251.57	897,649.00	(72,397.43)	91.93%	
Customer A/R	7,275.52	78,517.65	92,702.00	(14,184.35)	84.70%	
Admin and General	12,590.41	168,738.05	240,291.00	(71,552.95)	70.22%	
<b>TOTAL WATER EXPENSES</b>	<b>250,474.50</b>	<b>3,073,043.38</b>	<b>3,320,581.00</b>	<b>(247,537.62)</b>	<b>92.55%</b>	
<b>WATER NET REVENUES (EXPENSES)</b>	<b>(13,351.37)</b>	<b>(389,407.42)</b>	<b>203,007.00</b>			

			Over (Under) Budget	% OF BUDGET Highlight
	November	YTD 2025	BUDGET 2025	VARIANCE
				>90 % for Expense
<b>STORMWATER UTILITY</b>				
<b>Stormwater Revenue</b>	<b>134,053.89</b>	<b>1,473,111.60</b>	<b>3,960,370.00</b>	<b>(2,487,258.40)</b>
Stormwater Capital Projects	53,888.26	965,828.16	3,086,936.00	(2,121,107.84)
Storm Financing	61,253.65	565,184.69	583,553.00	(18,368.31)
Storm Pond Maintenance	2,247.64	45,480.12	205,768.00	(160,287.88)
Storm Collection	36,128.62	218,780.32	248,765.00	(29,984.68)
Storm Customer A/R	5,088.28	58,995.50	70,327.00	(11,331.50)
Storm Admin and General	15,922.45	229,868.80	252,393.00	(22,524.20)
<b>TOTAL STORM EXPENSES</b>	<b>174,528.90</b>	<b>2,084,137.59</b>	<b>4,447,742.00</b>	<b>(2,363,604.41)</b>
<b>STORMWATER NET REVENUES (EXPENSES)</b>	<b>(40,475.01)</b>	<b>(611,025.99)</b>	<b>(487,372.00)</b>	<b>46.86%</b>

Continue to see interest and investment income impacted as result of the market. The unrealized losses that exist now will **not** be recognized as long as the assets are held until maturity. The Village invests in varying maturities to match cash flow needs. An unrealized loss exists when a longer term asset the Village owns price has declined in the marketplace due to varying interest rates. Each month end, Generally Accepted Accounting Principles require that we record an unrealized loss (or gain) to recognize market impacts. The market to face value total for the Village at the end of November is a \$97,150 unrealized gain.

Vehicle allocation entry not complete for October (waiting for invoice from the County) so expenses show higher on November financials. Tax Incremental District incentives higher than anticipated due to final valuations. Water Treatment is at higher % of budget due to salt purchases and sanitary discharge from treatment waste with increased industrial consumption. Capital project funds proceeding slower than anticipated (Heesakker, Fire apparatus on order, Fire Station, utility projects).

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

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

# Community Development

## NOVEMBER/DECEMBER HIGHLIGHTS

- Met with Commercial Developers and architects regarding development sites in and out of TIDs in village.
- Continued Inspections of homes, apartments, and commercial projects.
- Building Inspection is busy fielding calls, assisting customers, issuing permits and completing inspections.
- Calls to Community Development for future development inquiries continue. A lot of the focus is north of I-41.
- Community Development continues to work with Legal Services to address the former Sandies Dry Cleaner. This is a contaminated site and bringing these sites to closure is a complicated and lengthy process. A consultant has been secured to complete the Phase 1 Environmental Assessment.
- Development plans for a new duplex condominium development along Patriot Drive are currently under review. This will bring 18 new residential units to the Village.
- The contract for the Depot Street Demolition was awarded. Work will be complete by the end of January. We are waiting for WE Energies to abandon the gas lines to two of the homes. All other utilities have been removed.
- Presented two variance request to the Plan Commission at their December meeting.

## TOP PRIORITIES FOR DECEMBER 2025

- Continue to work with Legal regarding the former Sandies Dry Cleaners (see above).
- Reconstruction of the Pine Street parking lot is a priority for 2025. Survey work to prepare a Certified Survey Map is completed. The CSM has been approved. Quit Claim Deeds for small land areas to be transferred to the Village have been prepared and Staff is trying to obtain signatures from property owners.
- Our department will prioritize Zoning Code updates to work on during the winter months. We continue to review our codes to ensure they reflect current and best practices, along with improving the clarity and administration.
- Begin to draft the RFP for the update to the Village's Comprehensive Plan.
- Prepare a Development Agreement for the water main that will be installed to serve the new Patriot Drive condominium project (Schumacher Business Park Condominiums).

# Community Development

## BUILDING PERMIT SUMMARY

### **Building Permits Issued in November 2025**

# Residential	# Commercial	Total	Total Fees	Est. Construction
9	0	9	\$865	~\$51,795

### **Permits Issued in 2025, as of December 9, 2025**

Total # of Permits	Total \$ Fees	Est. Construction \$
253	\$44,240*	~ \$32,412,026

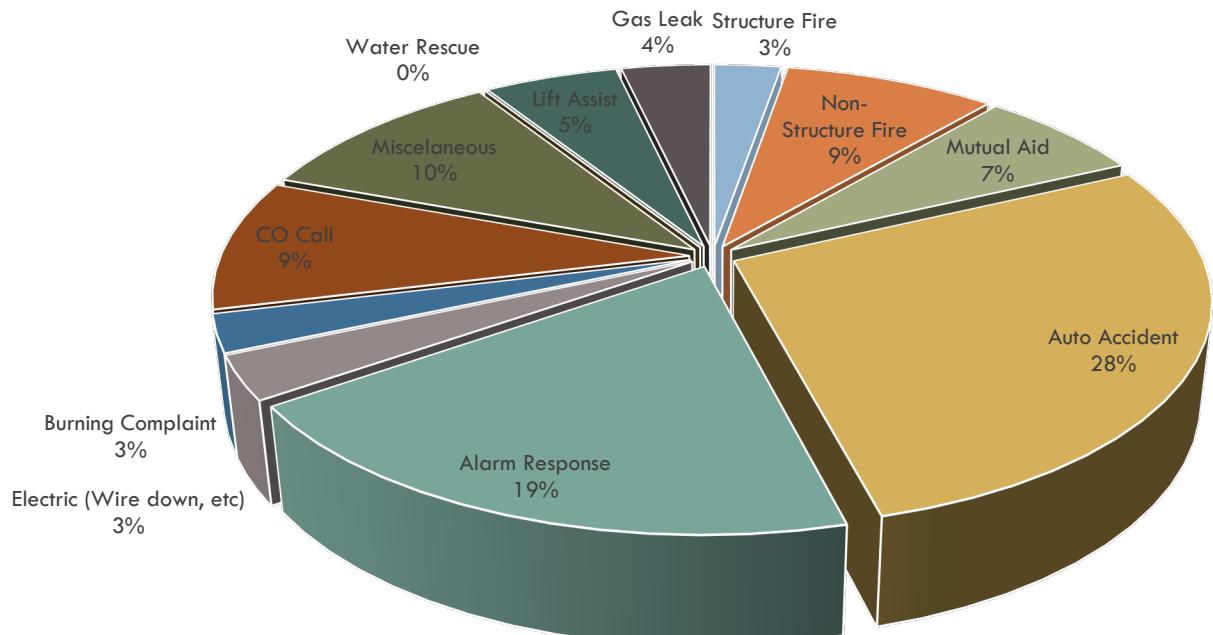
*\*Park fees collected have been removed from the total building permit fees. Park fees are placed in a separate account.*

### **Number of New Residential Units, Year To Date**

# New Single Family	# Mobile Homes	# Duplexes	# MF Units	Total
1	1	9	172	192

# Little Chute Fire Department

## 2025 Summary - Calls by Type



**LCFD Incident Report - November**

**Number of Incidents: 22**

**Incidents Last Year: 23**

**Year-to-Date: 222**

Date	Time	Incident Number	Location	Description	Response	Vehicles
11/1/2025	1:18	25LC00202	3600 Cherryvalle Cir	Alarm sounding	Investigate - faulty water heater set it off	3621 - Engine
11/1/2025	18:14	25LC00203	Hwy 41 SB & Holland Rd	Accident on off-ramp	Scene safety	3621 - Engine
11/4/2025	12:16	25LC00204	Hwy 441 NB & W North Ave	Accident on off-ramp	Accident clean-up	3621 - Engine
11/6/2025	6:59	25LC00205	4100 Vandenbroek Rd	Riser alarm sounding	Investigate - broken sprinkler head	3621 - Engine
						3621 - Engine
						3671 - Squad
11/7/2025	9:19	25LC00206	E North Ave & Buchanan St	Accident with trapped passengers	Extricate, clean-up	3681 - Pickup
11/8/2025	8:16	25LC00207	208 W Main St	Women fell in shower	List assist	3621 - Engine
11/10/2025	15:10	25LC00208	621 Taylor St	Alarm sounding	Assist with reset - no fire	
						3621 - Engine
11/10/2025	16:17	25LC00209	Hwy 441 SB & E Northland Ave	Accident	Clean-up	3622 - Engine
11/11/2025	10:48	25LC00210	1207 Rosehill Rd	EMS request lift assist	Lift assist	3621 - Engine
11/13/2025	10:31	25LC00211	1825 Kelly St	Person fell	Lift assist	3621 - Engine
11/13/2025	22:39	25LC00212	123 E Tobacnoir	Structure fire	Assist KFD with overhaul	3622 - Engine
11/14/2025	10:39	25LC00213	1313 Holland Rd	Alarm sounding	Testing alarms	3621 - Engine
						3621 - Engine
11/20/2025	16:50	25LC00214	Hwy 41 SB & Buchanan Rd	Multi-vehicle accident	Clean-up	3622 - Engine
11/21/2025	7:16	25LC00215	Wilson St & McKinley Ave	Fallen transformer	Provide safe area	3621 - Engine
						3621 - Engine
11/21/2025	18:47	25LC00216	3805 Freedom Rd	Water flow alarm	Investigate - no fire	3681 - Pickup
						3621 - Engine
11/22/2025	14:08	25LC00217	1630 Holland Rd	Alarm sounding	Investigate - nothing found	3681 - Pickup
22-Nov	15:22	25LC00218	Hwy 441 SB & E Northland Ave	Accident	Clean-up	3621 - Engine
23-Nov	12:19	25LC00219	1301 Rosehill	Vehicle struck bike	Provide safe area	3621 - Engine
24-Nov	15:52	25LC00220	3030 E Pershing St	MABAS - Structure fire	Cancelled by AFD	3622 - Engine
						3621 - Engine
26-Nov	2:10	25LC00221	1705 Lyle St	CO detector sounding	Investigate - nothing found	3641 - Aerial
						3621 - Engine
27-Nov	1:54	25LC00222	E Northland Ave & Hwy 441 NB	Accident	Clean-up	3622 - Engine
						3621 - Engine
27-Nov	12:31	25LC00223	Rosehill Rd & E Wisconsin Ave	Accident	Clean-up	3671 - Squad



# FOX VALLEY METRO POLICE DEPARTMENT

## HIGHLIGHTS

- Completed a successful fall training cycle consisting of scenario and active shooter training.
- Officer Radka attended peer support training.
- Lt. Gostisha completed supervisory training called Leadership in Police Organizations.
- Updated overnight parking system language to better assist DPW staff while plowing streets.

## TOP PRIORITIES

- Continue to support patrol staff and combat burnout during this transition period

## UPCOMING EVENTS



## November Library Report

### HIGHLIGHTS

- The Administrative Advisory Committee (AAC) approved an ILS migration at their November meeting. All libraries in the OWLSnet consortium will be switching from CARL to Polaris (ILS) and Vega (discovery layer) in August 2026.
- Megan attended the AAC meeting. Topics discussed:
  - WPLC Updates
  - Cyber Security Trainings
  - Overdrive Funding
  - Damaged Item Procedure
  - Recommendation to migrate to Polaris from CARL.
- Megan attended the WPLC Steering Committee meeting as the OWLS representative.
- Megan attended the Fox Cities Reads meeting. The 2026 title is *Remarkably Bright Creatures* by Shelby Van Pelt, and she will be in Appleton on March 12.
- Megan and Taylor finished work on employee reviews and met with staff.
- Circulation continues to trend higher in 2025.
  - January - November 2025: 164,800
  - January - November 2024: 156,924
- Continuing to see higher numbers of library visits in 2025.
- Programming Statistics:
  - We offered 30 programs in November; total program participation was 529 people.

### UPCOMING GOALS

- Continue to work with OWLS on updating our website.
- Continue reorganization of the nonfiction collection.
- Review the Inclusive Services Checklist results and create plan for improvements.

# Park, Rec & Forestry / Facilities

## NOVEMBER HIGHLIGHTS

- All Park bathrooms were closed on Oct. 31 and winterizing completed throughout November.
- Completed Doyle Pool winterization process.
- Irrigation systems were winterized.
- Final mowing and bagging of leaves will continue into December if weather permits.
- Chipper was sent out weekly.
- Continued development of Ebben Trail Phase 4: Holland to Cherryvale.
- Continued updating tree inventory in all zones for all tree species.
- Presented Heesakker Park Shelter final concepts to Park Planning Committee.
- Fox Locks project in Heesakker Park.
- Completed Heesakker Park Staircase renovation project.
- Chute-ing Stars Dance Team (5<sup>th</sup> thru 8<sup>th</sup> graders) competed in their first competition of the season on 11/8 at the Sheboygan Invitational. Team took 1<sup>st</sup> in Kick and 1<sup>st</sup> in Pom for the Middle School Level, best costume for Kick, and highest score for their Pom routine.
- Nov/Dec sessions of Adult Yoga (Mon PM) and Senior Yoga (Tues AM) classes started.
- Continued training efforts with new Program Supervisor.
- Assisted with Winter Newsletter.
- Hung Holiday Lights and installed winter greens with LCASD NHS
- Continue to assist PD with facility transition.

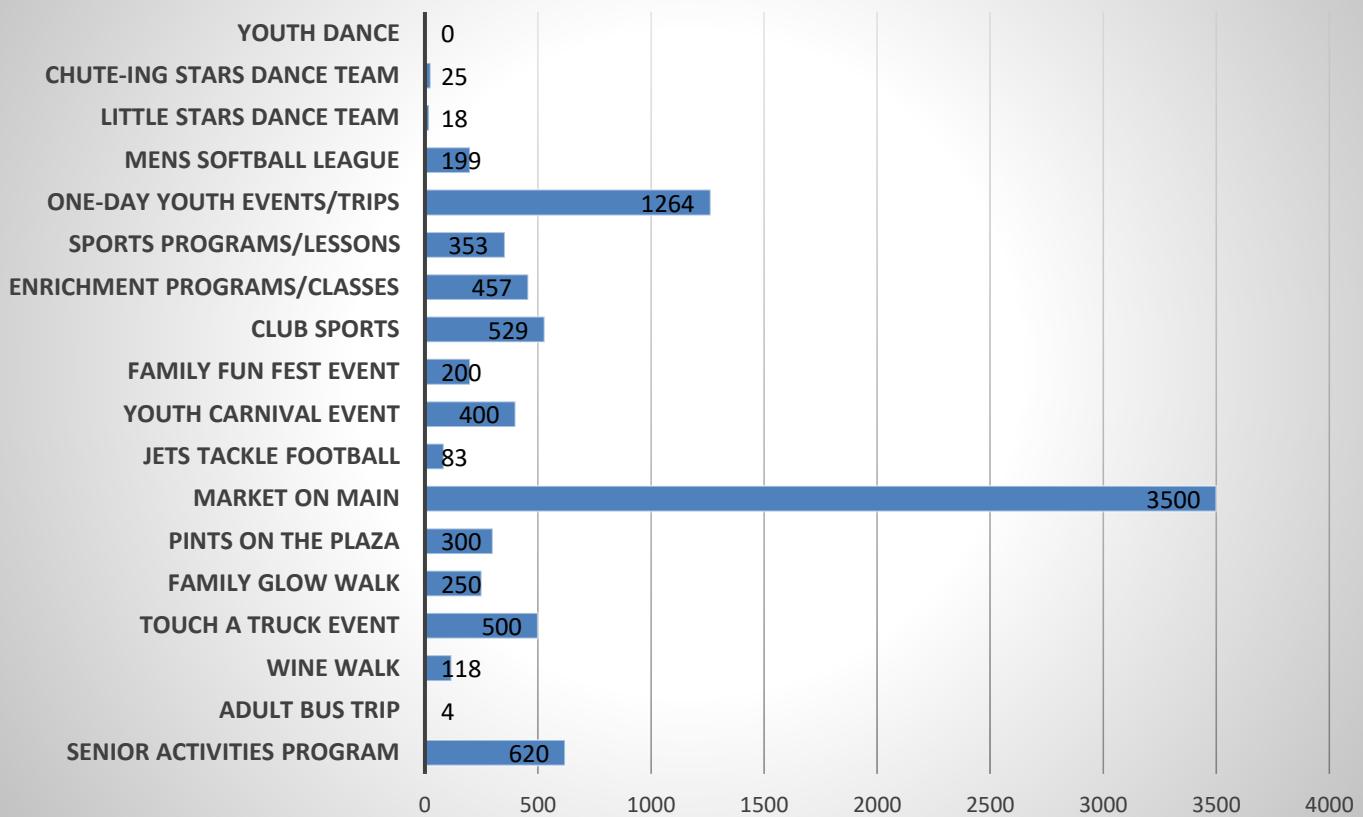


## TOP PRIORITIES FOR DECEMBER

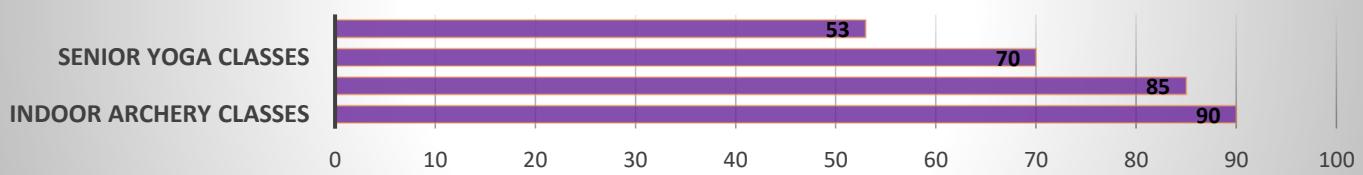
- Present recommendation to Village Board for Heesakker Park Shelter and Parking Lot project.
- Host Free Lifeguard Course with Village of Ashwaubenon.
- Continue to maintain park system pedestrian/bike lanes for visibility and safe travel.
- Prep trails for winter season.
- Prepare Legion and Heesakker Ice Rinks with liners when there is consistent cold weather.
- Work with staff to update Forestry Manual Policies to present to PPC and Village Board.
- Close out Heesakker Staircase Project.
- Host Deer Culling 12/8 to 12/14 in Heesakker Park.
- Continue updating GIS Tree Inventory.
- Develop RFP for Design and Engineering for Heesakker Park Shelter & Parking Lot project.
- Prepare for Ash Tree Removal throughout Zone C & D.
- Chute-ing Stars Dance Team (5<sup>th</sup> thru 8<sup>th</sup> graders) to compete in dance invite 12/7 and 12/13.
- Little Stars Dance Team (3<sup>rd</sup> thru 5<sup>th</sup> graders) to compete in dance invite 12/13.
- Final prep for Senior Activities Program Holiday Party 12/17.
- Tree City USA Application to be submitted electronically with all required 2025 documents attached.
- Revise summer part-time application form, put on website, copies for lobby (available 1/2/2026).
- Prep work for start of facility rental bookings on first business day of new year.
- Final prep for Home Alone Sitter Class on 12/30.
- Post signage at Heesakker Park that sledding hill closed due to HOV Interceptor Project.
- Review and update user group agreements for 2026.



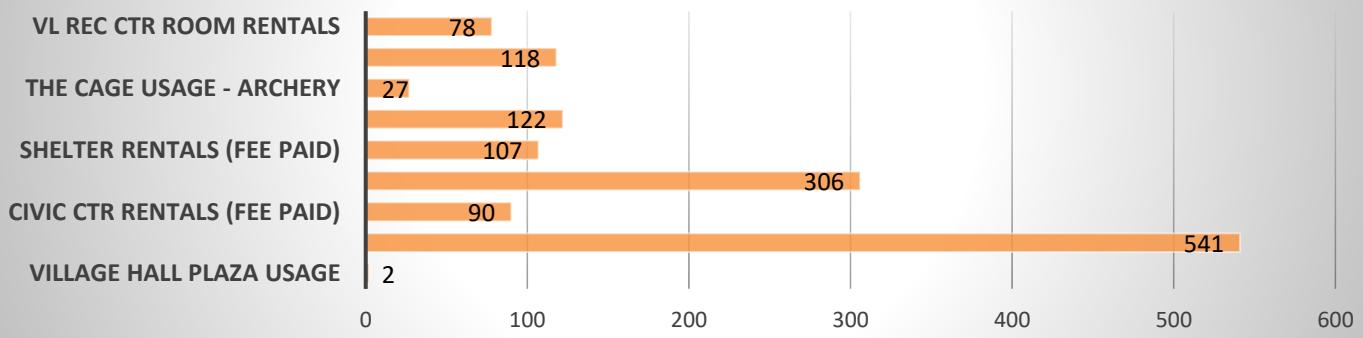
## 2025 Y-T-D PROGRAM PARTICIPATION



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

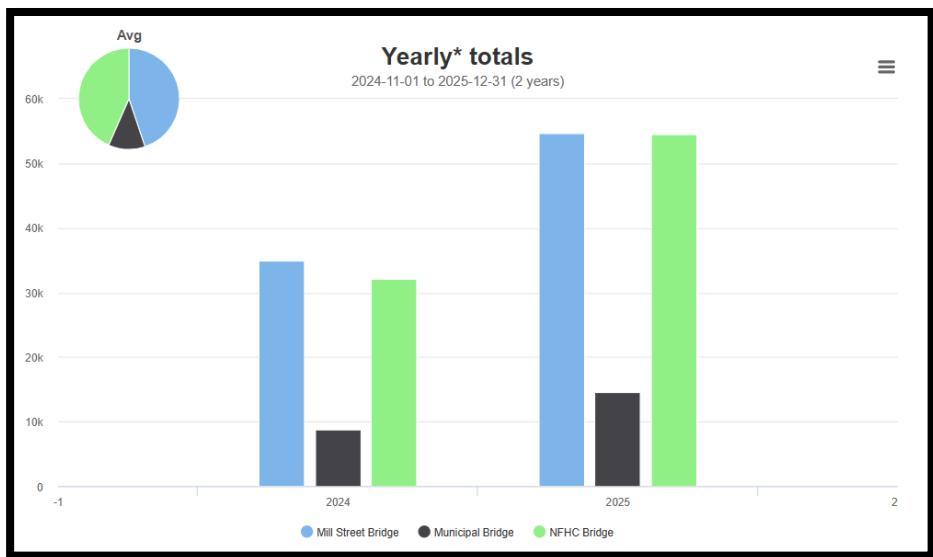
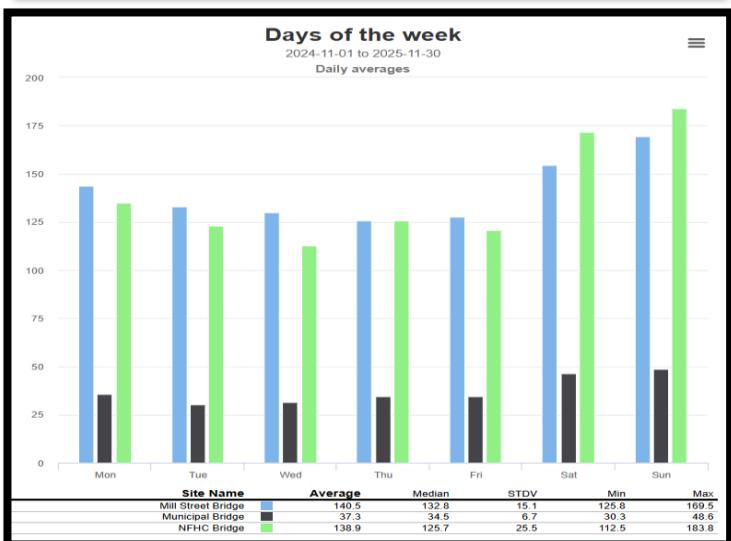
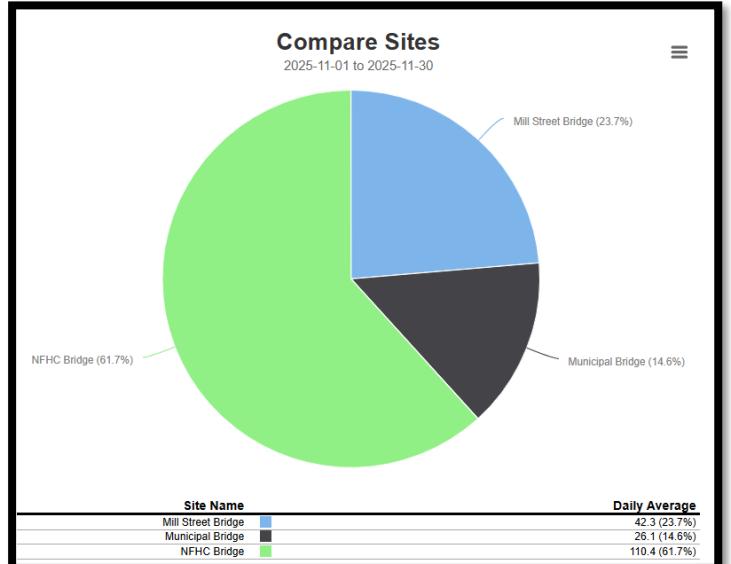


## 2025 Y-T-D SHELTER/FACILITY/FIELD USAGE



# Trail Counter Data

	GRAND TOTAL as of 6.15.12		
	Mill Street Bridge	Municipal Bridge	NFHC Bridge
	264,292	213,597	231,803
2025-11-01	0	0	0
2025-11-02	0	0	0
2025-11-03	0	0	0
2025-11-04	0	0	0
2025-11-05	0	0	0
2025-11-06	0	0	0
2025-11-07	0	0	0
2025-11-08	0	0	0
2025-11-09	0	0	0
2025-11-10	0	0	0
2025-11-11	0	0	0
2025-11-12	0	0	0
2025-11-13	0	0	0
2025-11-14	0	0	0
2025-11-15	65	59	351
2025-11-16	76	42	136
2025-11-17	105	32	123
2025-11-18	18	11	49
2025-11-19	47	23	106
2025-11-20	35	9	80
2025-11-21	94	35	143
2025-11-22	35	35	125
2025-11-23	55	44	145
2025-11-24	25	21	83
2025-11-25	27	12	77
2025-11-26	4	6	25
2025-11-27	24	20	67
2025-11-28	16	16	101
2025-11-29	19	19	77
2025-11-30	32	34	78
	677	418	1766



# Department of Public Works

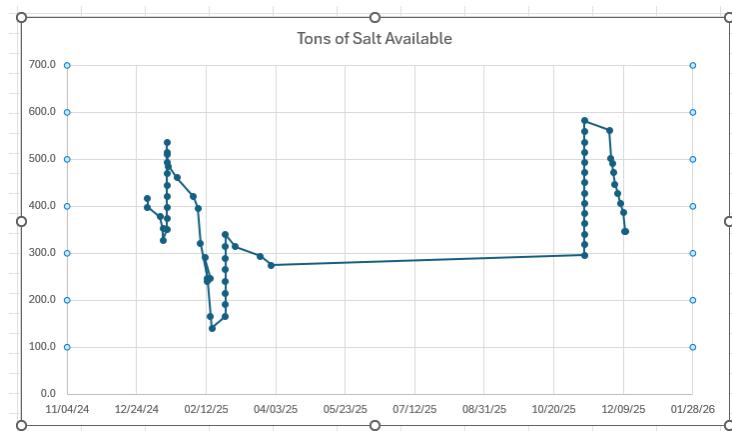
## Monthly Report – November 2025

### Highlights

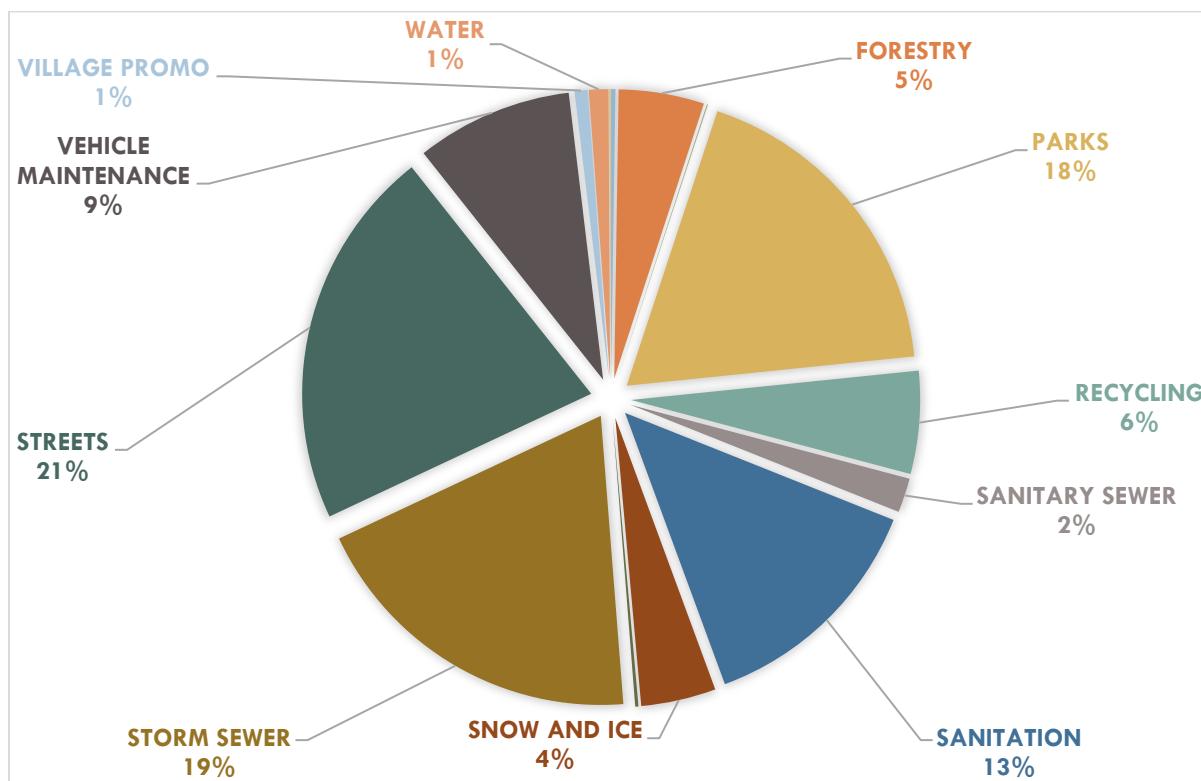
- Replaced batteries, performed maintenance, and conducted readings on laser meters within the sanitary sewer system.
- Monitored erosion control measures and stormwater permit compliance.
- Conducted bulky and metal bulky collection item pickup during the final week of the month.
- Prepared fleet vehicles for the upcoming snow collection season.
- Received the new refuse truck.
- Continued the fall leaf collection program, aiming for weekly coverage of the entire Village. Residents are reminded to place leaves on the terrace and avoid mixing in brush.
- Processed WisDOT contracts, release of rights and other documents for board consideration.
- 251 brush piles collected throughout the Village.
- Drivers checked and marked out all plow routes, placed salt barrels, and installed snow fence stakes.
- Placed holiday lights and banners downtown.
- Lights were added to illuminate the CTH OO/Railroad Spur intersection.
- This snow season we started with 274.1 tons, purchased 307.9 tons and used 235 tons of salt as of 12/10/2025.

### Top Priorities – December 2025

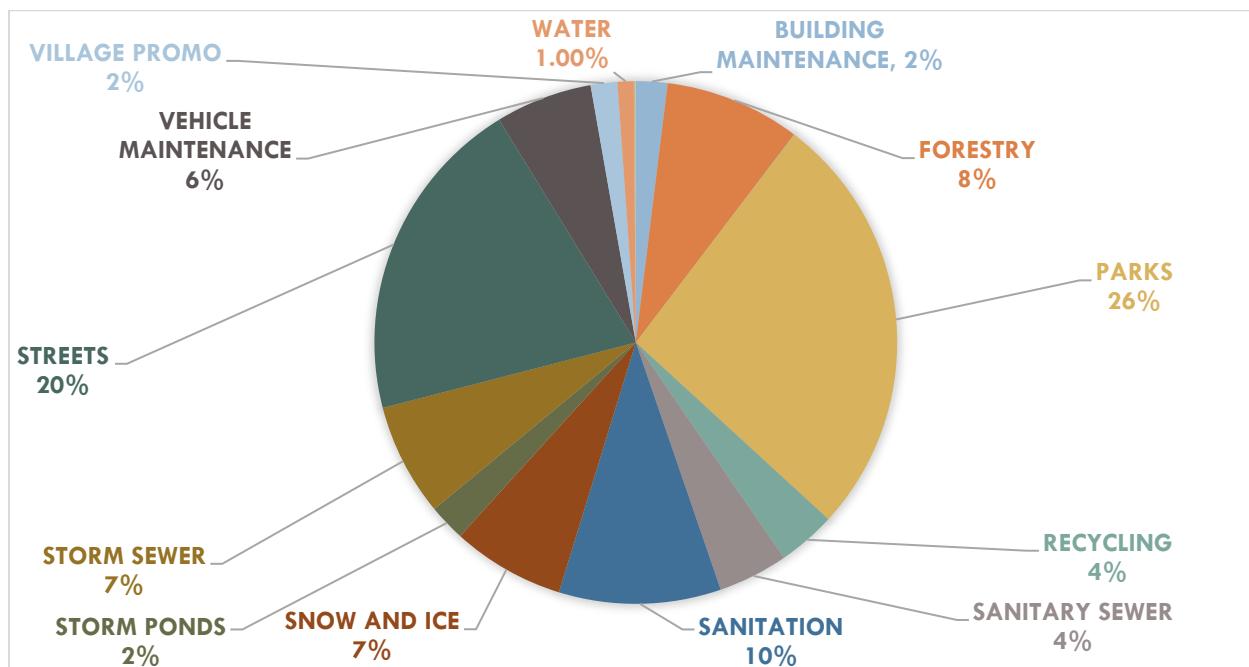
- Yard waste site was closed for the season December 8<sup>th</sup>.
- Keep the Village street safe for travel for our residents from snow and ice.
- Finalize collecting PASER (Pavement Surface Evaluation and Rating) data for submission to the Wisconsin Department of Transportation.



## November 2025 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 NOTES: 2025 Utility Projects – November**

### **Lexington Homes - Holland Road / Golden Gate Drive - Utility Construction**

All utilities, concrete street pavement, and concrete sidewalks have been completed.

The lower layer of asphalt pavement on Holland Road is also complete. MCC will remove wedging and remove and replace any defective areas in the spring of 2026 prior to placing the final surface layer of asphalt pavement. Gravel shouldering and landscaping on Holland Rd. was also completed.

MCC completed all grading, seed, fertilizer, and straw stabilization for grass areas located within the Village right of way.

### **2025 Asphalt Resurfacing Project – Holland Road**

Paving was completed by Northeast Asphalt during the last week of October 2025. Remaining items were completed the following week; the road was opened to traffic in conjunction with the WisDOT Holland Road Overpass Project.

### **2025 Sanitary Sewer Lining – E. North Ave. (CTH OO)**

The project includes approximately 820 lineal feet of cured in place CIPP lining and the related sanitary sewer wye replacements, and sanitary sewer manhole repair. Dave Tenor Excavating completed the spot repairs and Visu-Sewer LLC completed the lining portion of the contract; work was completed in November of 2025.

## **Top Priorities for December 2025**

### **2026 CIP Projects – Miami Circle - Arthur Street**

Engineering staff are working on design plans and quantities for the 2026 CIP projects, staff anticipates bidding the projects in early January. Staff are also working on the related assessment numbers and scheduling of the related Public Hearing and other public meetings, as necessary.

### **Lexington Homes - Holland Road / Golden Gate Drive - Paving & Restoration**

Village staff inspected the site and prepared a preliminary punch list, list was provided to Lexington Homes and Robert E. Lee, items for repair and/or completion will be completed in the spring of 2026.

### **Depot Street Site Demolition Project**

Bidding for the Depot Street Site Demolition Project has been completed, the Village Board has awarded this work to BEST Enterprises LLC., Engineering staff is working with the contractor to facilitate contract documents prior to construction commencing.

### **Founders Estates Subdivision**

Multiple residential duplex sites have been completed, excavation for foundations and building construction remains steady. Inspections related to the permitting of concrete driveways, aprons, and public sidewalks continue. Staff are working with each contractor or property owner to verify concrete sidewalk, and aprons are installed per Village specifications and the approved subdivision plans.

**Miscellaneous:**

Engineering Staff continue working on updating GIS records to include historical record documentation as well as information gathered in the field during project utility and paving inspection.

Engineering continues reviewing, issuing, and inspecting all right-of-way permits for the Village.

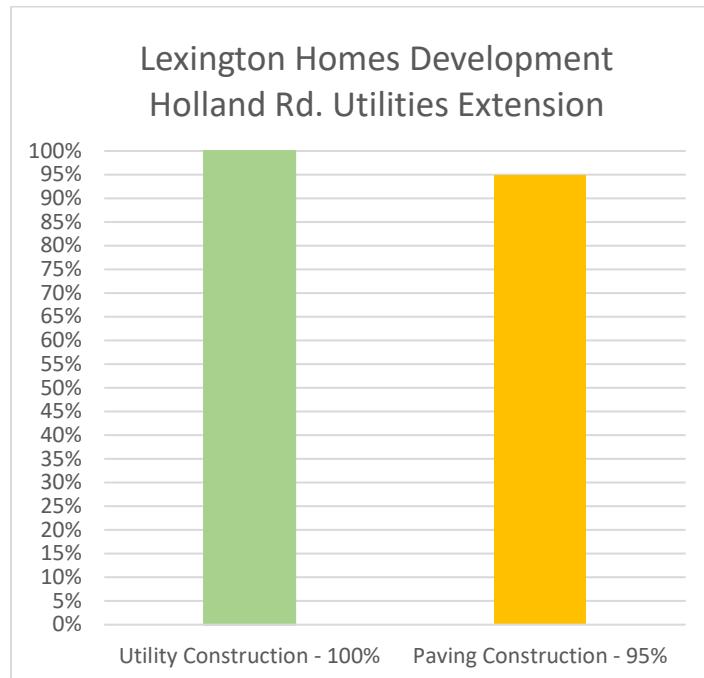
Continued efforts to investigate and repair utilities that have been impacted or damaged during the TDS and/or AT&T construction process. Staff are working with DPW crews to locate, document and repair damaged utilities.

Efforts continue to assist other departments with daily tasks as well as any special projects or requests. Staff continue to focus on assisting the Parks Department with upcoming construction projects, including the Heesakker Park stair replacement and future parking lots and structures currently in the planning stages. Staff are utilized throughout the design, construction inspection, and contract administration of these projects.

Engineering staff continues to coordinate with WisDOT and private utilities with work related to the HWY "41" Corridor construction projects.

The Engineering Division is also working with Community Development and Developers to review planned commercial development sites as well as future design and planning efforts for current and future residential subdivision developments. Staff are also working on a bid package for the demolition of three Village properties on Depot Street to be bid and demolished later this fall.

Staff have begun working on collection of information for the 2027 CIP Projects.



## **VILLAGE OF LITTLE CHUTE**

### **Notice of Public Hearing**

**NOTICE IS HEREBY GIVEN** that the Village Board will hold a Public Hearing at Little Chute Village Hall on December 17, 2025 at 6:00 p.m. to hear comments from the public about the proposed 1<sup>st</sup> Addendum to Hartzheim Drive Storage Condominium Plat.

This hearing is to collect public input and answer questions for a proposed condominium plat expansion. The expansion will add 0.75 acres of land and eight more units to the existing sixteen unit Hartzheim Drive Storage Condominium Plat. A copy of the Condominium Plat is available in the Clerks Office at Village Hall.

Address: 925 Hartzheim Drive

Parcel #: 260130000

Current Owners: Chuck Hietpas – CLAR Properties, LLC

Applicant: Scott Anderson, Davel Engineering & Environmental, Inc.

DATE OF HEARING: December 17, 2025

TIME OF HEARING: 6:00 PM

PLACE OF HEARING: Village Hall Board Room – 108 West Main Street, Little Chute, WI 54140

If you have any questions, please contact Community Development Director Jessica Titel at (920) 423-3870.

Publish: December 10

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

## Vicinity Map - Hartzheim Storage Condominium Plat



12/2/2025, 1:30:08 PM

1:1,600

 Tax Parcel Information Streets

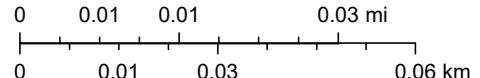
## PLSS Sections

## — LOCAL

## Plat Boundary Lines

## Highway Labels

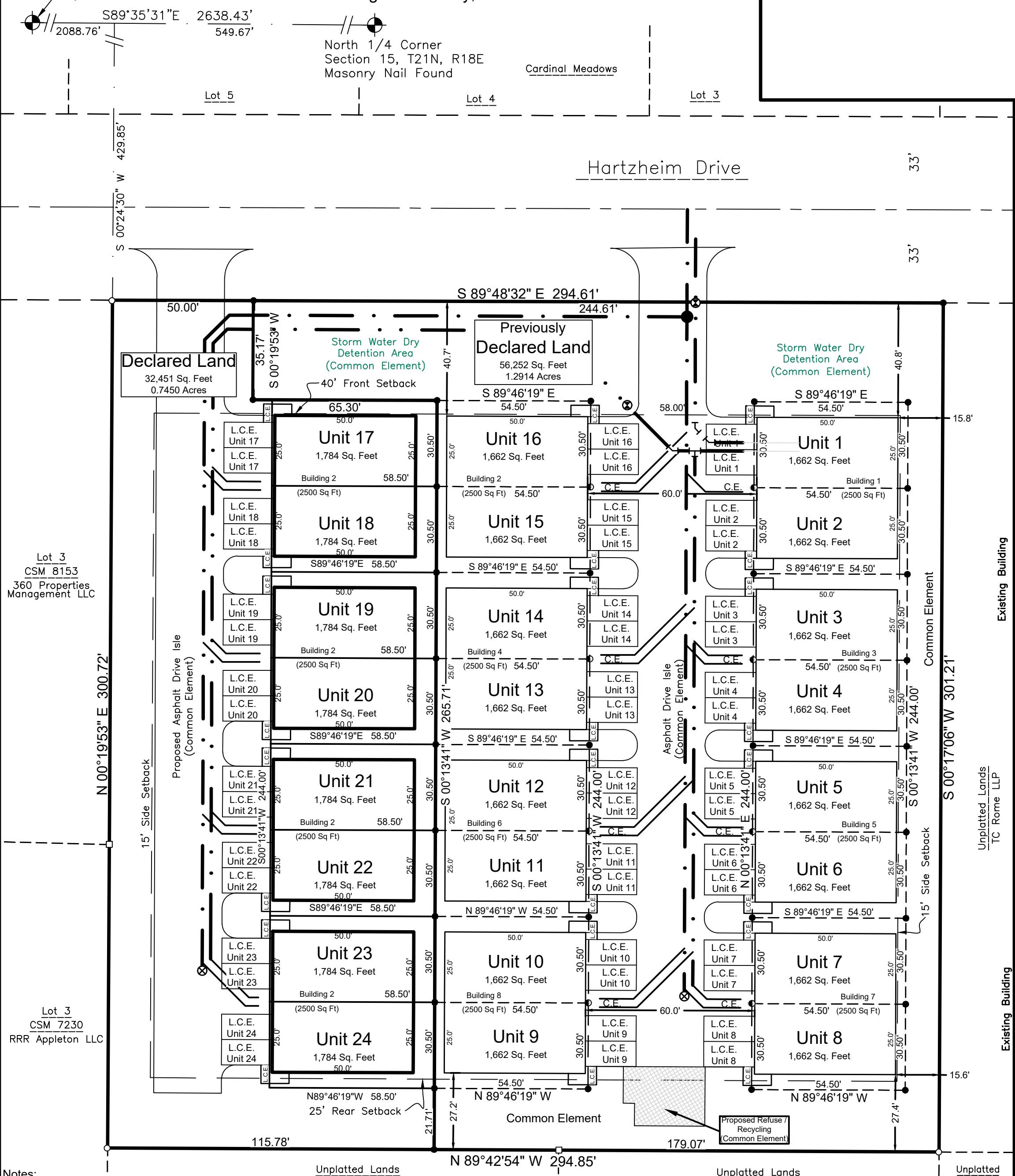
## Plat Boundary



# 1st Addendum to Hartzheim Drive Storage Condominium

Northwest Corner  
Section 15, T21N, R18E  
Masonry Nail Found

Part of the Northeast 1/4 of the Northwest 1/4 of Section 15,  
Township 21 North, Range 18 East, Village of Little Chute,  
Outagamie County, Wisconsin



### Notes:

- 1) Total Area of Condominium: 88,703 Sq. Feet (2.0363 Acres)
- 2) Limited Common Elements are depicted on this plat as "LCE".
- 3) Limited Common Elements Include:  
Patios, Service Walks, Stoops and Driveways
- 4) Common Elements Include:  
All areas within the condominium boundary and outside the units are Common Elements unless labeled L.C.E
- 5) Units, Common Elements, and Limited Common Elements, are further described in the Condominium Declaration

Bearings are referenced to the North line of the Northwest 1/4, Section 15, T21N, R18E, assumed to bear S89°35'31"E, base on the Outagamie County Coordinate System.

**Caveat:** Building zones depicted are based on building setbacks in effect at the time of the survey and should not be relied upon without first obtaining written verification thereof from the Village of Little Chute and any other local agencies.

**Additional action is required.** This map does NOT transfer ownership of the property or properties shown. Sale or transfer of ownership requires a separate document to be recorded at the Register of Deeds office.



# DAVEL ENGINEERING & ENVIRONMENTAL, INC.

# ENVIRONMENTAL, INC.

*Civil Engineers and Land Surveyors*

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Scott R. Andersen  
Wisconsin Professional  
Land Surveyor No. S-3169

Drafted by: scott

**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO. 26, SERIES OF 2025**

**RESOLUTION APPROVING  
1ST ADDENDUM TO HARTZHEIM DRIVE STORAGE CONDOMINIUM PLAT**

**WHEREAS**, CLAR Properties, LLC, property owner, has presented a condominium plat to the Village of Little Chute Board of Trustees as prepared by Scott Anderson, a registered land surveyor; and

**WHEREAS**, the Village of Little Chute Plan Commission has recommended in favor of adoption of said condominium plat; and

**WHEREAS**, the Village of Little Chute Board of Trustees finds the condominium plat substantially complies with the adopted Comprehensive Plan; and

**WHEREAS**, the Village of Little Chute Board of Trustees finds the condo plat conforms to the adopted Official Map.

**NOW, THEREFORE, BE IT RESOLVED** by the Village Board of Trustees as follows:

1. That the 1st Addendum to Hartzheim Drive Storage Condominium Plat, a copy of which is attached, is hereby approved.

Date introduced, approved and adopted: December 17, 2025

**VILLAGE OF LITTLE CHUTE**

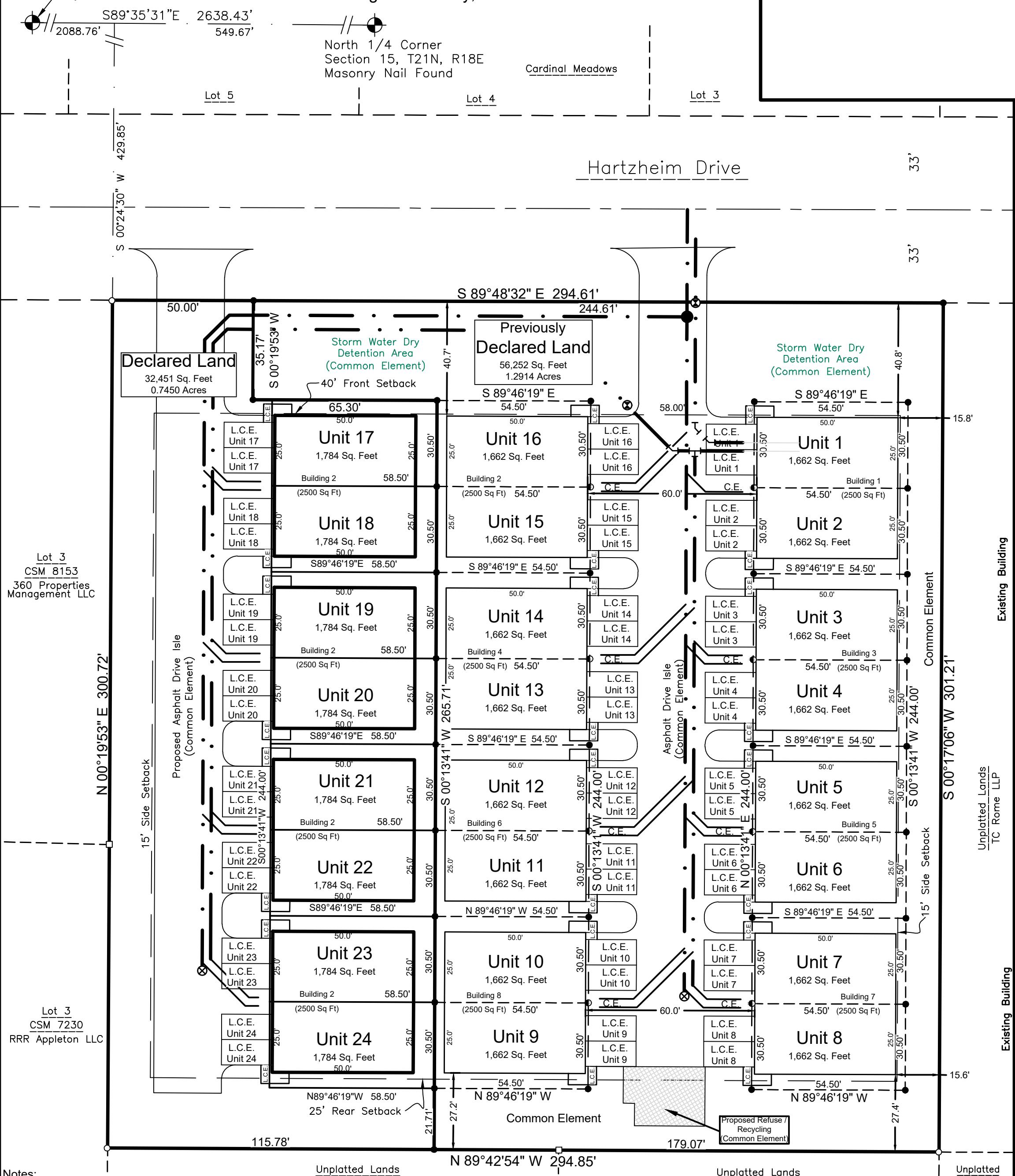
By: \_\_\_\_\_  
Michael R. Vanden Berg, Village President

Attest: \_\_\_\_\_  
Beau Bernhoff, Village Administrator

# 1st Addendum to Hartzheim Drive Storage Condominium

Section 15, T21N, R18E  
Masonry Nail Found

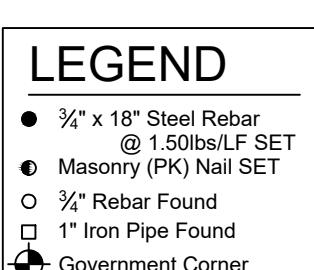
Part of the Northeast 1/4 of the Northwest 1/4 of Section 15,  
Township 21 North, Range 18 East, Village of Little Chute,  
Outagamie County, Wisconsin



### Notes:

1) Total Area of Condominium: 88,703 Sq. Feet (2.0363 Acres)  
2) Limited Common Elements are depicted on this plat as "LCE".  
3) Limited Common Elements Include:  
    Patios, Service Walks, Stoops and Driveways  
4) Common Elements Include:  
    All areas within the condominium boundary and outside the units  
    are Common Elements unless labeled L.C.E  
5) Units, Common Elements, and Limited Common Elements, are  
    further described in the Condominium Declaration

Bearings are referenced to the North line of the Northwest 1/4, Section 15, T21N, R18E, assumed to bear S89°35'31"E, base on the Outagamie County Coordinate System.



**Caveat:** Building zones depicted are based on building setbacks in effect at the time of the survey and should not be relied upon without first obtaining written verification thereof from the Village of Little Chute and any other local agencies.

**Additional action is required.** This map does NOT transfer ownership of the property or properties shown. Sale or transfer of ownership requires a separate document to be recorded at the Register of Deeds office.

# DAVEL ENGINEERING & ENVIRONMENTAL, INC.

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Scott R. Andersen  
Wisconsin Professional  
Land Surveyor No. S-3169

Drafted by: scott  
Page 1 of 2

1164 Province Terrace, Menasha, WI 54952  
Ph: 920-991-1866 Fax: 920-441-0804  
[www.davel.pro](http://www.davel.pro)





## Item For Consideration

**For Board Review On:** 12/17/2025  
**Agenda Item Topic:** Appointments

**Prepared On:** 12/11/2025  
**Prepared By:** Administration

The following appointments are presented for approval by the Village Board:

- Nicole Ryerson – Village Clerk
- Timothy Bruce – Police Commission (LC Resident Seat)
- Kevin Coffey – Utility Commission (Chair) 5-year appointment
- Michael Vanden Berg – Utility Commission 5-year appointment

**Fiscal Impact:** N/A

**Recommendation/Board Action:** Village Board to appoint the following names to their respective positions.

Respectfully Submitted,  
Beau Bernhoft, Village Administrator



## Item For Consideration

For Village Board Review On: 12/17/2025

Prepared: On: 12/8/2025

Agenda Item Topic: WisDOT-State/Municipal Maintenance  
Agreements-Buchanan Street Overpass,  
Holland Road Overpass,  
Vandenbroek Road Overpass

Prepared: Matthew Woicek, ADPW

### **Report:**

The Wisconsin Department of Transportation (WisDOT) has requested that the Village of Little Chute enter into a State/Municipal Maintenance Agreement (SMMA) with WisDOT for the ongoing maintenance responsibilities for the following items on the Buchanan Street overpass, the Holland Road overpass, and the Vandenbroek Road overpass:

- Sidewalks
- Storm sewers
- Storm sewer box culvert (Holland Road only)
- Roadways (outside of bridge structures)
- Decorative silhouettes
- Decorative bridge staining
- Retaining wall and decorative staining (Buchanan Street only)
- Street lighting
- Snow removal on roadway, bridges, and sidewalk

**Fiscal Impact:** Future operational & maintenance costs for the infrastructure identified in the WisDOT State/Municipal Maintenance Agreements for each overpass, as needed.

**Recommendation/Board Action:** The Department of Public Works recommends execution of the WisDOT State/Municipal Maintenance Agreements for the Buchanan Street Overpass, Holland Road Overpass, and Vandenbroek Road Overpass.

Respectfully Submitted,

Matthew Woicek, PE

Assistant Director of Public Works



**STATE/MUNICIPAL  
MAINTENANCE  
AGREEMENT**

Date: 11/20/2025  
ID: 1130-66-80  
Road Name: IH 41  
Limits: Holland Road Overpass  
County: Outagamie

The signatory Village of Little Chute, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect this agreement to include the associated maintenance responsibilities hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 84.07(1) of the Statutes. Wisconsin statutes, Wisconsin Administrative Code, and State policy serve as the defining documents for State Highway maintenance responsibilities.

**DESCRIPTION OF FACILITY:**

**Facility description upon completion of State project** – As determined by project ID 1130-66-80.

**Existing Facility:** The IH 41 Project corridor, which has four travel lanes – two in each direction – is congested and sees a higher rate of crashes than similarly configured freeways in Wisconsin. By federal standards, the project area has multiple roadway design deficiencies, and much of its pavement and several bridges are nearing the end of their useful lives and must be replaced.

The Holland Road bridge over IH 41 conflicts with the proposed improvements along IH 41. The existing bridge needs to be replaced to meet interstate standards.

**Proposed Improvement - Nature of work:** The existing structure carrying Holland Road (B-44-33) over IH 41 will be removed and replaced with a two-span concrete girder structure (B-44-0330). The existing twin cell reinforced concrete box culvert (C-44-0019) which is within the project limits and runs parallel to and along the north side of IH 41 will be replaced with Box Culvert V-44-0153.

Holland Road will be reconstructed from a two-lane rural typical section to a two-lane urban typical section with bike lanes. The limits of the reconstruction of Holland Road extend from approximately 420 feet south of IH 41 and 480 feet north of IH 41.

Sidewalk will be installed on structure (B-44-0330) and within the project limits.

Work will also include storm sewer installation, erosion control, fertilizer/seed/ mulch, permanent signing, pavement marking and temporary traffic control.

Street lighting will be installed along Holland Road within the project limits.

Community Sensitive Design (CSD) amenities, structure staining and decorative silhouettes will be added to bridge B-44-0330.

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages [2] – [3]); is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State, delivery to the Municipality and upon fully executed signature of associated, applicable State Municipal Financial Agreement for project 1130-66-80. The initiation and signature of the agreement will be subject to all the applicable federal and state regulations. No term or provision of either the State/Municipal Maintenance Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Maintenance Agreement.

Signed for and on behalf of the <b>Village of Little Chute</b> (Please sign in blue ink)	
Name (print)	Title
Signature	
Signed for and on behalf of the <b>State</b> (Please sign in blue ink)	
Name	Title <b>WisDOT Region Maintenance Chief</b>
Signature	
Date	

## TERMS AND CONDITIONS:

1. In order to guarantee the Municipality's foregoing agreements to maintain the facility to State standards, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold General Transportation Aids or monies otherwise due and payable by the State to the municipality, as determined by the State, for any maintenance the State must perform to the facility should the Municipality fail to comply with the agreement.
2. The State will not install any additional items, not necessitated for the safe and efficient flow of traffic, to a state highway facility without the Municipality agreeing to maintain those items. The State is responsible for maintaining the through travel way of any given highway facility under the State's jurisdiction including:
  - (a) The energy, operation, repair and replacement of traffic signals and associated street lighting required for the signalized intersections within the limits of this agreement for: N/A
  - (b) Signing and pavement marking necessitated for the safe and efficient flow of traffic except those items listed in #3.
  - (c) Permitting authority of utilities and access control on all State Trunk, US and Interstate Highways.
  - (d) Structure components of bridge B-44-0330, see local responsibility below for other items.
3. The Municipality shall at its own cost and expense maintain all portions within the specified limits of this agreement that lie within its jurisdiction or as shown in Exhibit 1 Holland Road Overpass for such maintenance through statutory requirements in a manner satisfactory to the State and shall make ample provision for such maintenance each year to include:
  - (a) Maintain all items outside, and under, the travel way to include, but not limited to, parking lanes, curb and gutter, drainage facilities (including all storm sewers, inlets, related manholes and structure, storm water quality devices, etc., either outside or under the traveled way), sidewalks, multi-use paths, retaining walls (staining only), pedestrian refuge islands and landscaping features.
  - (b) Remove snow and ice from ~~parking lanes~~, sidewalks, multi-use paths, and ~~pedestrian refuge islands~~.
  - (c) Implement a street sweeping program to help prevent the accumulation of dirt, sand, leaves, paper, or other clogging debris.
  - (d) Maintain the storm sewer system to provide a free flow condition throughout the life of the facility.
  - (e) Maintain and accept responsibility for the energy, operation, maintenance, repair, and replacement of the street lighting system.

- i. The Municipality shall obtain a permit from the State.
- ii. The Municipality shall accept responsibility for locating utilities for Digger's Hotline.
- iii. If at any time the Municipality should choose to turn off or remove street lighting, in part or in whole, funded with federal/state dollars, the State will determine potential conflicts and approve/disapprove such request. If removal is approved by the State, the Municipality will reimburse to the State an amount determined by Federal and State coordination.

(f) Maintain clear right-of-way of all encroachments.

(g) Maintain crosswalk pavement markings. The municipality shall obtain a permit with the State.

(h) Maintain signs and pavement markings not necessary for the safe and efficient movement of traffic (no parking signs, wayfinding signs, etc.).

(i) Maintain and accept responsibility for the following as applicable to this agreement:

- 1. Structures: clearance of snow and/or ice from the sidewalk and/or multi-use pathway on the structure. Maintain box culvert V-44-0153.
- 2. Special Funding: Maintain all aesthetics requested by the Municipality as funded using any State or Federal special funds (including Community Sensitive Design) upon the addition of such amenities. Maintain decorative stain on all bridges. Maintain silhouettes placed on bridge railings. Removal or covering of vandalism of aesthetic elements is responsibility of the municipality.
- 3. Street Lighting: Maintain street lighting along Holland Road.

4. The Municipality, within the specified limits, agrees to:

- (a) Prohibit angle parking.
- (b) Regulate parking along the highway. The Municipality will file a parking declaration with the State.
- (c) Regulate or prohibit all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.

5. The Municipality will coordinate with the State to obtain any necessary Work on Right-of-Way Permits for maintenance performed on or within the state highway facility or state right-of-way.

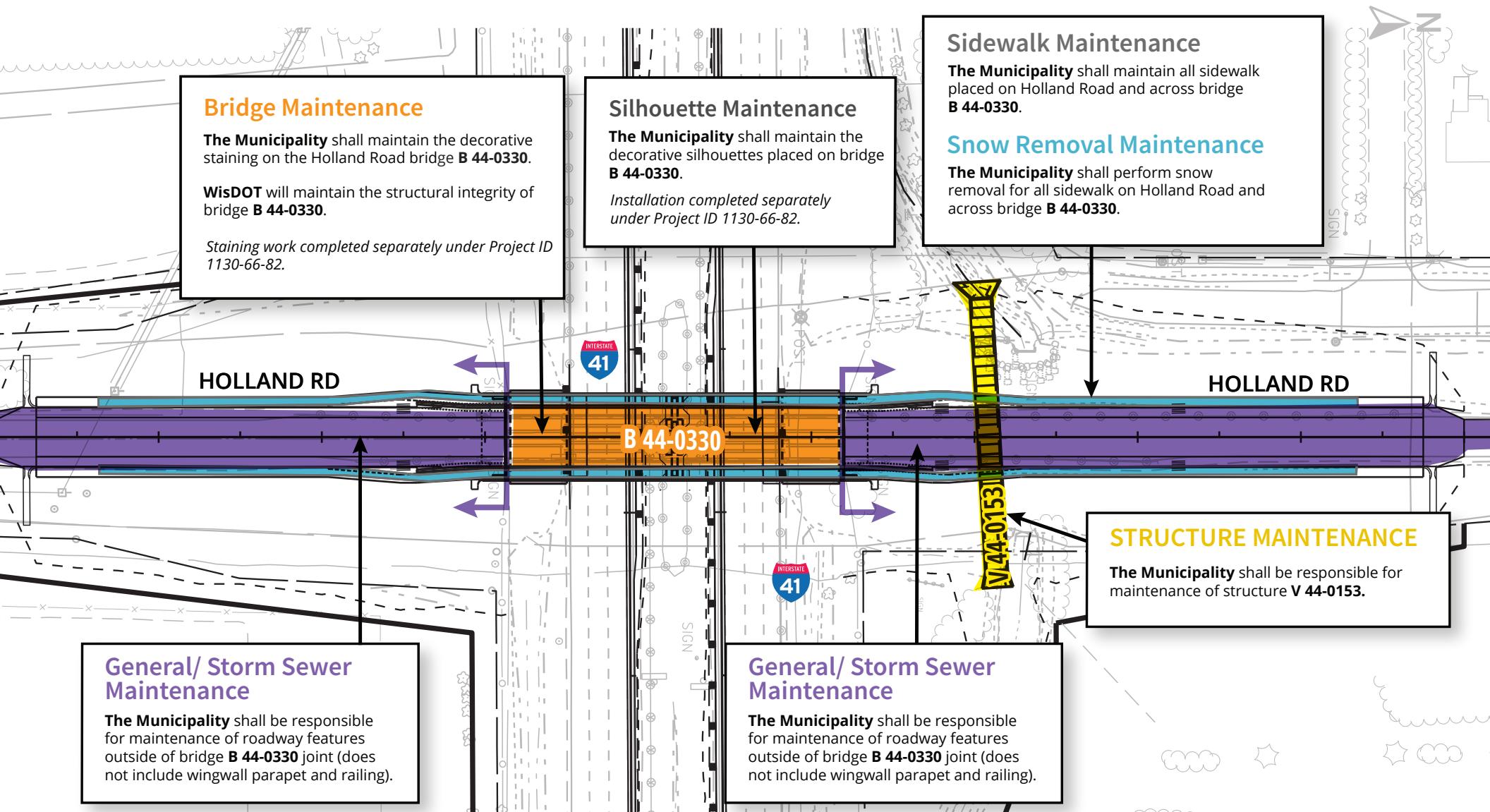
6. This agreement does not remove the current municipal maintenance responsibility.

7. The State or Municipality may request an amendment to this agreement to include specific features later requested by the Municipality throughout the design process.

8. Upon completion of construction project 1130-66-80, the Municipality will assume all afore mentioned maintenance responsibilities.

# Exhibit 1 - Holland Road Overpass

Project ID 1130-66-80



## Street Lighting

The Municipality (Village of Little Chute) will be responsible for street lighting on Holland Road.



**STATE/MUNICIPAL  
MAINTENANCE  
AGREEMENT**

Date: 10/1/2025  
**ID: 1130-66-81**  
Road Name: IH 41  
Limits: Vandenbroek Road Overpass  
County: Outagamie

The signatory Village of Little Chute, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect this agreement to include the associated maintenance responsibilities hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 84.07(1) of the Statutes. Wisconsin statutes, Wisconsin Administrative Code, and State policy serve as the defining documents for State Highway maintenance responsibilities.

**DESCRIPTION OF FACILITY:**

**Facility description upon completion of State project** – As determined by project ID 1130-66-81.

**Existing Facility:** The IH 41 Project corridor, which has four travel lanes – two in each direction – is congested and sees a higher rate of crashes than similarly configured freeways in Wisconsin. By federal standards, the project area has multiple roadway design deficiencies, and much of its pavement and several bridges are nearing the end of their useful lives and must be replaced.

The Vandenbroek Road Bridge over IH 41 conflicts with the proposed improvements along IH 41. The existing bridge needs to be replaced to meet interstate standards.

**Proposed Improvement - Nature of work:** The existing structure carrying Vandenbroek Road (B-44-34) over IH 41 will be removed and replaced with a three-span concrete girder structure (B-44-0331).

Vandenbroek Road will be reconstructed from a two-lane rural typical section to a two-lane urban typical section with bike lanes. The limits of the reconstruction of Vandenbroek Road extend from approximately 400 feet south of IH 41 and 450 feet north of IH 41.

Sidewalk will be installed on structure (B-44-0331) and within the project limits.

Work will also include storm sewer installation, erosion control, fertilizer/seed/ mulch, permanent signing, pavement marking and temporary traffic control.

Street lighting will be installed along Vandenbroek Road within the project limits.

Community Sensitive Design (CSD) amenities, structure staining and decorative silhouettes will be added to bridge B-44-0331.

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages [2] – [3]); is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State, delivery to the Municipality and upon fully executed signature of associated, applicable State Municipal Financial Agreement for project 1130-66-81. The initiation and signature of the agreement will be subject to all the applicable federal and state regulations. No term or provision of either the State/Municipal Maintenance Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Maintenance Agreement.

Signed for and on behalf of the <b>Village of Little Chute</b> (Please sign in blue ink)	
Name (print)	Title
Signature	
Signed for and on behalf of the <b>State</b> (Please sign in blue ink)	
Name	Title <b>WisDOT Region Maintenance Chief</b>
Signature	
Date	

## TERMS AND CONDITIONS:

1. In order to guarantee the Municipality's foregoing agreements to maintain the facility to State standards, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold General Transportation Aids or monies otherwise due and payable by the State to the municipality, as determined by the State, for any maintenance the State must perform to the facility should the Municipality fail to comply with the agreement.
2. The State will not install any additional items, not necessitated for the safe and efficient flow of traffic, to a state highway facility without the Municipality agreeing to maintain those items. The State is responsible for maintaining the through travel way of any given highway facility under the State's jurisdiction including:
  - (a) The energy, operation, repair and replacement of traffic signals and associated street lighting required for the signalized intersections within the limits of this agreement for: N/A
  - (b) Signing and pavement marking necessitated for the safe and efficient flow of traffic except those items listed in #3.
  - (c) Permitting authority of utilities and access control on all State Trunk, US and Interstate Highways.
  - (d) Structure components of bridge B-44-0331, see local responsibility below for other items.
3. The Municipality shall at its own cost and expense maintain all portions within the specified limits of this agreement that lie within its jurisdiction or as shown in Exhibit 1 Vandenbroek Road Overpass for such maintenance through statutory requirements in a manner satisfactory to the State and shall make ample provision for such maintenance each year to include:
  - (a) Maintain all items outside, and under, the travel way to include, but not limited to, parking lanes, curb and gutter, drainage facilities (including all storm sewers, inlets, related manholes and structure, storm water quality devices, etc., either outside or under the traveled way), sidewalks, multi-use paths, retaining walls (staining only), pedestrian refuge islands and landscaping features.
  - (b) Remove snow and ice from ~~parking lanes~~, sidewalks, multi-use paths, and ~~pedestrian refuge islands~~.
  - (c) Implement a street sweeping program to help prevent the accumulation of dirt, sand, leaves, paper, or other clogging debris.
  - (d) Maintain the storm sewer system to provide a free flow condition throughout the life of the facility.
  - (e) Maintain and accept responsibility for the energy, operation, maintenance, repair, and replacement of the street lighting system.

- i. The Municipality shall obtain a permit from the State.
- ii. The Municipality shall accept responsibility for locating utilities for Digger's Hotline.
- iii. If at any time the Municipality should choose to turn off or remove street lighting, in part or in whole, funded with federal/state dollars, the State will determine potential conflicts and approve/disapprove such request. If removal is approved by the State, the Municipality will reimburse to the State an amount determined by Federal and State coordination.

(f) Maintain clear right-of-way of all encroachments.

(g) Maintain crosswalk pavement markings. The municipality shall obtain a permit with the State.

(h) Maintain signs and pavement markings not necessary for the safe and efficient movement of traffic (no parking signs, wayfinding signs, etc.).

(i) Maintain and accept responsibility for the following as applicable to this agreement:

- 1. Structures: clearance of snow and/or ice from the sidewalk and/or multi-use pathway on the structure.
- 2. Special Funding: Maintain all aesthetics requested by the Municipality as funded using any State or Federal special funds (including Community Sensitive Design) upon the addition of such amenities. Maintain decorative stain on all bridges. Maintain silhouettes placed on bridge railings. Removal or covering of vandalism of aesthetic elements is responsibility of the municipality.
- 3. Street Lighting: Maintain street lighting along Vandenbroek Road and street lighting on bridge B-44-0331.

4. The Municipality, within the specified limits, agrees to:

- (a) Prohibit angle parking.
- (b) Regulate parking along the highway. The Municipality will file a parking declaration with the State.
- (c) Regulate or prohibit all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.

5. The Municipality will coordinate with the State to obtain any necessary Work on Right-of-Way Permits for maintenance performed on or within the state highway facility or state right-of-way.

6. This agreement does not remove the current municipal maintenance responsibility.

7. The State or Municipality may request an amendment to this agreement to include specific features later requested by the Municipality throughout the design process.

8. Upon completion of construction project 1130-66-81, the Municipality will assume all afore mentioned maintenance responsibilities.

# Exhibit 1 - Vandenbroek Road Overpass

Project ID 1130-66-81



## Bridge Maintenance

**The Municipality** shall maintain the decorative staining on the Vandenbroek Road bridge **B 44-0331**

WisDOT will maintain the structural integrity of bridge **B 44-0331**.

*Staining work completed separately under Project ID 1130-66-82.*

## Silhouette Maintenance

**The Municipality** shall maintain the decorative silhouettes placed on bridge **B 44-0331**.

*Installation completed separately under Project ID 1130-66-82.*

## Sidewalk Maintenance

**The Municipality** shall maintain all sidewalk placed on Vandenbroek Road and across bridge **B 44-0331**.

## Snow Removal Maintenance

**The Municipality** shall perform snow removal for all sidewalk on Vandenbroek Road and across bridge **B 44-0331**.

VANDENBROEK RD

**B 44-0331**

VANDENBROEK RD

## General/ Storm Sewer Maintenance

**The Municipality** shall be responsible for maintenance of roadway features outside of bridge **B 44-0331** joint (does not include wingwall parapet and railing).

## General/ Storm Sewer Maintenance

**The Municipality** shall be responsible for maintenance of roadway features outside of bridge **B 44-0331** joint (does not include wingwall parapet and railing).



## Street Lighting

**The Municipality** (Village of Little Chute) will be responsible for street lighting on Vandenbroek Road.



**STATE/MUNICIPAL  
MAINTENANCE  
AGREEMENT**

Date: 10/1/2025  
**ID: 1130-66-82**  
Road Name: IH 41  
Limits: Buchanan Street Overpass  
County: Outagamie

The signatory Village of Little Chute, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect this agreement to include the associated maintenance responsibilities hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 84.07(1) of the Statutes. Wisconsin statutes, Wisconsin Administrative Code, and State policy serve as the defining documents for State Highway maintenance responsibilities.

**DESCRIPTION OF FACILITY:**

**Facility description upon completion of State project** – As determined by project ID 1130-66-82.

**Existing Facility:** The IH 41 Project corridor, which has four travel lanes – two in each direction – is congested and sees a higher rate of crashes than similarly configured freeways in Wisconsin. By federal standards, the project area has multiple roadway design deficiencies, and much of its pavement and several bridges are nearing the end of their useful lives and must be replaced.

The Buchanan Street Bridge over IH 41 conflicts with the proposed expansion of IH 41. The existing bridge needs to be replaced to meet interstate standards.

**Proposed Improvement - Nature of work:** The existing structure (B-44-38) carrying Buchanan Street over IH 41 will be removed and replaced with a two-span concrete girder structure (B-44-0332). A new retaining wall (R-44-0057) will be constructed in the northwest quadrant to minimize impacts to the adjacent local roadway.

Buchanan Street will be reconstructed from a two-lane rural typical section to a two-lane urban typical section with bike lanes. The limits of the reconstruction of Buchanan Street extend from approximately 400 feet south of IH 41 and 600 feet north of IH 41.

Sidewalk will be installed on structure (B-44-0332) and within the project limits.

Work will also include storm sewer installation, erosion control, fertilizer/seed/ mulch, permanent signing, pavement marking and temporary traffic control.

Street lighting will be installed along Buchanan Street within the project limits.

Community Sensitive Design (CSD) amenities, structure staining and decorative silhouettes will be added to bridge B-44-0332.

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages [2] – [3]); is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State, delivery to the Municipality and upon fully executed signature of associated, applicable State Municipal Financial Agreement for project 1130-66-82. The initiation and signature of the agreement will be subject to all the applicable federal and state regulations. No term or provision of either the State/Municipal Maintenance Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Maintenance Agreement.

Signed for and on behalf of the <b>Village of Little Chute</b> (Please sign in blue ink)	
Name (print)	Title
Signature	
Signed for and on behalf of the <b>State</b> (Please sign in blue ink)	
Name	Title <b>WisDOT Region Maintenance Chief</b>
Signature	
Date	

## TERMS AND CONDITIONS:

1. In order to guarantee the Municipality's foregoing agreements to maintain the facility to State standards, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold General Transportation Aids or monies otherwise due and payable by the State to the municipality, as determined by the State, for any maintenance the State must perform to the facility should the Municipality fail to comply with the agreement.
2. The State will not install any additional items, not necessitated for the safe and efficient flow of traffic, to a state highway facility without the Municipality agreeing to maintain those items. The State is responsible for maintaining the through travel way of any given highway facility under the State's jurisdiction including:
  - (a) ~~The energy, operation, repair and replacement of traffic signals and associated street lighting required for the signalized intersections within the limits of this agreement for:~~ N/A
  - (b) Signing and pavement marking necessitated for the safe and efficient flow of traffic except those items listed in #3
  - (c) Permitting authority of utilities and access control on all State Trunk, US and Interstate Highways.
  - (d) Structure components of bridge B-44-0332, see local responsibility below for other items.
3. The Municipality shall at its own cost and expense maintain all portions within the specified limits of this agreement that lie within its jurisdiction or as shown in Exhibit 1 Buchanan Street Overpass for such maintenance through statutory requirements in a manner satisfactory to the State and shall make ample provision for such maintenance each year to include:
  - (a) Maintain all items outside, and under, the travel way to include, but not limited to, parking lanes, curb and gutter, drainage facilities (including all storm sewers, inlets, related manholes and structure, storm water quality devices, etc., either outside or under the traveled way), sidewalks, multi-use paths, retaining wall R-44-0057, pedestrian refuge islands and landscaping features.
  - (b) Remove snow and ice from ~~parking lanes~~, sidewalks, multi-use paths, and ~~pedestrian refuge islands~~.
  - (c) Implement a street sweeping program to help prevent the accumulation of dirt, sand, leaves, paper, or other clogging debris.
  - (d) Maintain the storm sewer system to provide a free flow condition throughout the life of the facility.
  - (e) Maintain and accept responsibility for the energy, operation, maintenance, repair, and replacement of the street lighting system.

- i. The Municipality shall obtain a permit from the State.
- ii. The Municipality shall accept responsibility for locating utilities for Digger's Hotline.
- iii. If at any time the Municipality should choose to turn off or remove street lighting, in part or in whole, funded with federal/state dollars, the State will determine potential conflicts and approve/disapprove such request. If removal is approved by the State, the Municipality will reimburse to the State an amount determined by Federal and State coordination.

(f) Maintain clear right-of-way of all encroachments.

(g) Maintain crosswalk pavement markings. The municipality shall obtain a permit with the State.

(h) Maintain signs and pavement markings not necessary for the safe and efficient movement of traffic (no parking signs, wayfinding signs, etc.).

(i) Maintain and accept responsibility for the following as applicable to this agreement:

1. Structures: clearance of snow and/or ice from the sidewalk and/or multi-use pathway on the structure. Maintain retaining walls R-44-0057.
2. Special Funding: Maintain all aesthetics requested by the Municipality as funded using any State or Federal special funds (including Community Sensitive Design) upon the addition of such amenities. Maintain decorative stain on all bridges and retaining walls. Maintain silhouettes placed on bridge railings. Removal or covering of vandalism of aesthetic elements is responsibility of the municipality.
3. Street Lighting: Maintain street lighting along Buchanan Street.

4. The Municipality, within the specified limits, agrees to:

- (a) Prohibit angle parking.
- (b) Regulate parking along the highway. The Municipality will file a parking declaration with the State.
- (c) Regulate or prohibit all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.

5. The Municipality will coordinate with the State to obtain any necessary Work on Right-of-Way Permits for maintenance performed on or within the state highway facility or state right-of-way.

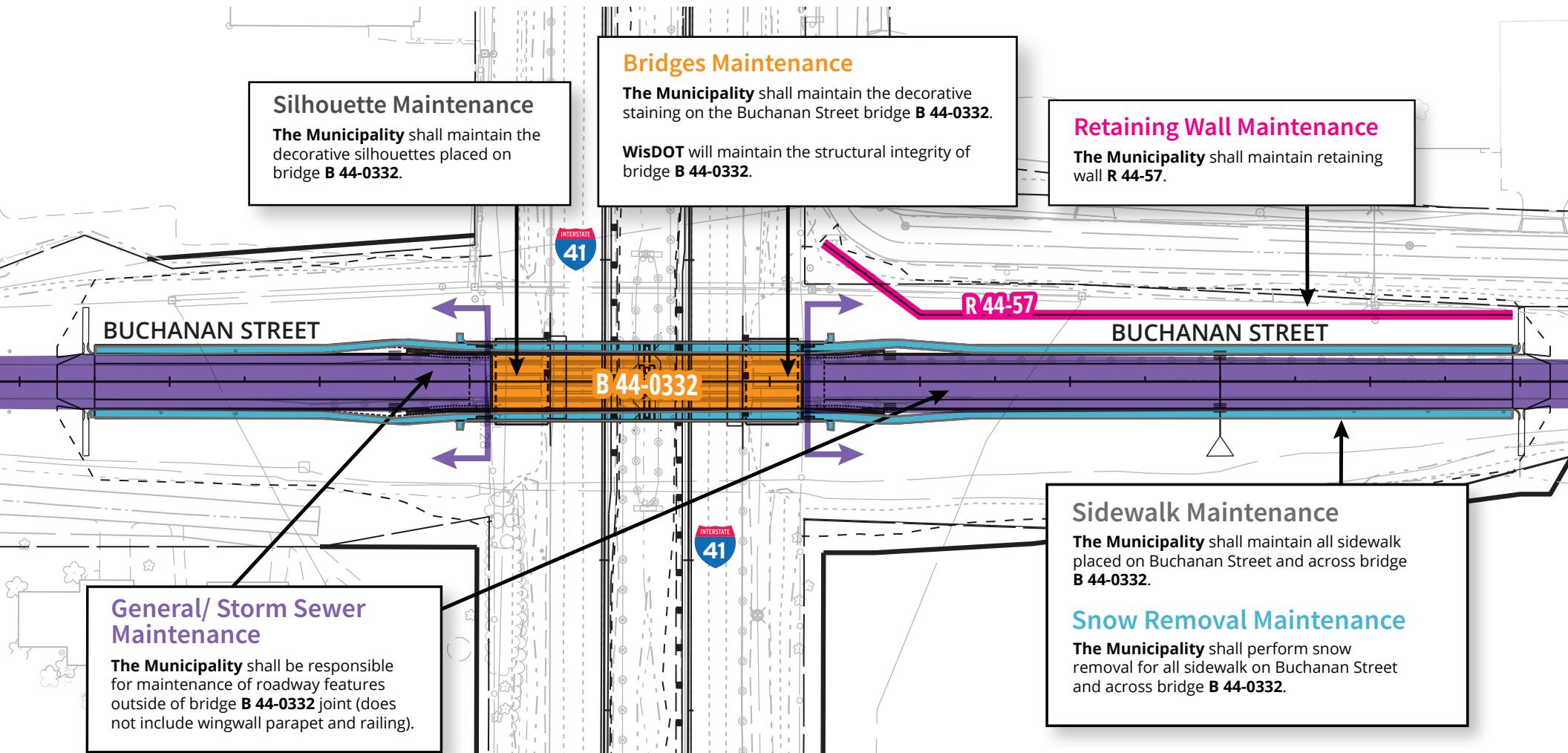
6. This agreement does not remove the current municipal maintenance responsibility.

7. The State or Municipality may request an amendment to this agreement to include specific features later requested by the Municipality throughout the design process.

8. Upon completion of construction project 1130-66-82, the Municipality will assume all afore mentioned maintenance responsibilities.

# Exhibit 1 - Buchanan Street Overpass

Project ID 1130-66-82



## Street Lighting

The Municipality (Village of Little Chute) will be responsible for street lighting on Buchanan Street.

# PROJECT AESTHETICS: Structures

## BASKET WEAVE NOISE BARRIER



HIGHWAY SIDE

## ASHLAR NOISE BARRIER



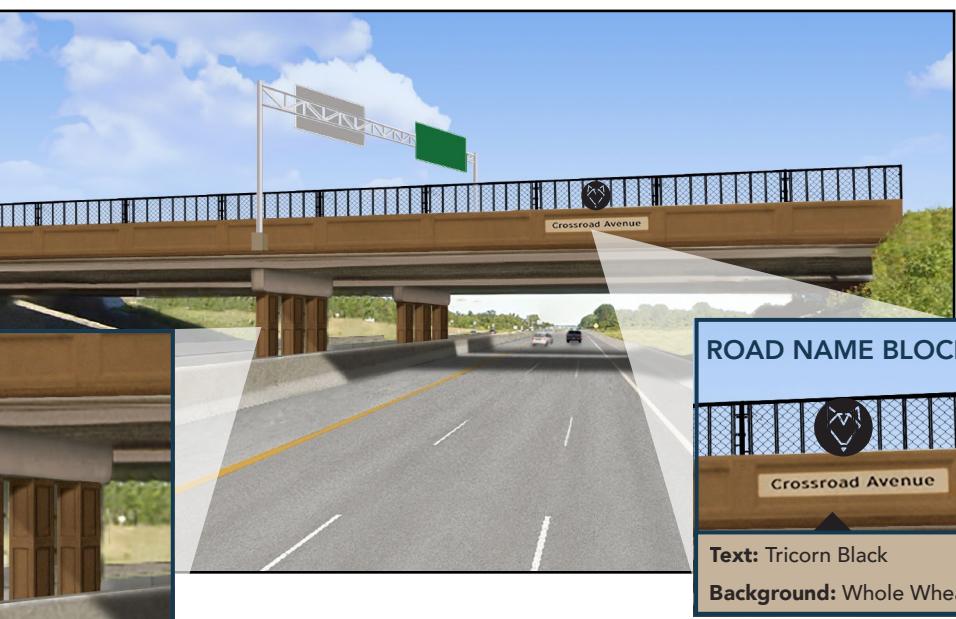
RESIDENT SIDE

### NOISE BARRIERS:

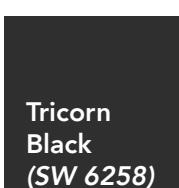


Final design is subject to change.

## BRIDGE



### BRIDGES AND RETAINING WALLS:



Final design is subject to change.

## RETAINING WALL



# PROJECT AESTHETICS: Silhouettes

I-41 Project | Outagamie County, Wisconsin



## BRIDGE: SOUTHBOUND



## BRIDGE: NORTHBOUND



## RIVER SILHOUETTE



## FOX SILHOUETTE



Final design is subject to change.



## Item For Consideration

**For Board Review On:** December 17, 2025  
**Agenda Item Topic:** Financial Policies

**Prepared On:** December 12, 2025  
**Prepared By:** Finance Department

**Report:** Financial policies are a key element to sound financial administration. Policies provide the guidance to shape decisions of public administration.

A Capital Asset Policy has been prepared that defines the materiality threshold for capitalization, asset classification and depreciation methodology. Also presented is a few minor updates to the Capital Improvement and Long-Term Planning Policy to correlate to the Capital Asset Policy (show the updated increase in threshold for inclusion in the five-year plan).

Also included is an amendment suggested by the auditors to our procurement card policy to correlate to audit standard changes for the risk that Procurement Cards present for fraud. This change strengthens our policy placing an additional administrative oversight for any recurring charges paid on credit cards.

**Fiscal Impact:** When policies are effective, they can preserve or enhance the fiscal health of governments. By contrast, weak policies promote fiscal instability and reduce citizen confidence in government.

**Recommendation/Board Action:** The Finance Department requests approval of the Capital Asset Policy and amendments to the Capital Improvement and Long Term Planning Policy and Procurement Card Policy.

**Respectfully Submitted,**

Lisa Remiker-DeWall, CPA CPFO

## CAPITAL ASSET POLICY

**Purpose:** The Village has a substantial investment in buildings, equipment, parks, and public infrastructure, including its utilities. Prudent management of these investments is the responsibility of Village government.

**Procedures:** Staff will ensure consistent Village wide procedures for fixed asset accounting, management, control, and accountability in accordance with Generally Accepted Accounting Principles (GAAP), the Governmental Accounting Standards Board (GASB), and Public Service Commission regulations (Water Utility). All purchases of non-infrastructure capital assets that exceed \$15,000, and any construction and/or contribution of infrastructure that exceeds \$25,000 that provides or extends the useful life of the asset by four years or greater will be capitalized and depreciated over the estimated useful life of the asset. Capital assets less than \$15,000 and infrastructure less than \$25,000 will normally be expensed with the exception to comply with Public Service Commission regulations for the Water Utility that requires lower capitalization thresholds (meters, services and other equipment). Cost basis shall consider architect fees, project management fees, utility usage exclusive to the construction of the project, engineering wages or fees, surveys, permit fees, design fees, material and supplies, and construction costs.

Federal and State projects will be recorded as a fixed asset by the Village at full value during the final year that the project is completed, per information supplied by the Engineering staff. Subsequent immaterial bills from the State pertaining to a particular project, after it is recorded, will be expensed and will be considered to have been captured when the asset was recorded at full value in the final year the project is completed. During the construction process any payments made by the Village will be recorded as Construction in Progress. Engineering staff will provide the full value of the project at completion, for recording as a fixed asset. The value shall include, in addition to the Village's historical cost, the Federal and State shares.

The fixed asset reporting classifications used for the Village Annual Comprehensive Financial Report (ACFR) will include the following fixed asset classifications:

- Land
- Construction In Progress
- Land Improvements (15 to 35 years)
- Buildings (20 to 50 Years)
- Vehicles and Equipment (4 to 20 years)
- Infrastructure (30 to 100 Years)

**Depreciation:** Depreciation of fixed assets is calculated based upon the estimated life years indicated by the fixed asset classification listing. Estimated life years represents the reasonable expected life of an item, as judged by management, in accordance with applicable standards and guidelines. Published sources of such data include Internal Revenue Service (IRS) guidelines and other recognized sources whose expertise is acknowledged by the accounting profession.

1. Depreciation begins in the month when the fixed asset is placed into service except for infrastructure assets that are depreciated one-half in the year the asset is placed in service,

regardless of when it was actually placed in service during the year. During the year of disposal, one-half of a full year's depreciation is calculated.

2. All depreciable fixed assets will be depreciated using the straight-line method. Land is not depreciated.
3. In general, the salvage value of Village fixed assets will be \$0. The Finance Department will conduct a review of the amounts and calculation methods used for any exceptions to these guidelines. Available guidelines and judgment will be used by the departments to estimate a salvage value for assets that may be operational or useable beyond their designated useful lives.
4. If the estimated useful life or value of an asset is changed at some point during its service (e.g., through improvement or betterment), no adjustment of prior depreciation will be made.
5. If a change is made to useful life, the remaining book value will be depreciated over the remainder of the adjusted useful life.

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

**Developed and Adopted: December XXXX**

## CAPITAL IMPROVEMENT AND LONG-TERM PLANNING POLICY

**Purpose:** The Village has a substantial investment in buildings, equipment, parks, and public infrastructure, including its utilities. Prudent Management of these investments is responsibility of Village government.

**Procedures:** The Village will adopt a five-year capital improvement plan. The plan will consider major equipment replacement needs, as well as other anticipated capital expenditures. All Village departments, including the sewer, water, and stormwater utilities will be included in the capital improvement plan that is updated annually. The plan will provide for an affordability analysis, impact on future operating costs, consideration of limits on total capital expenditures and impact on property tax and utility rate fees necessary to fund debt service. It will take into consideration expected growth in tax base, inflation rates and other similar factors.

Capital improvement expenditures shall include any amounts expended for equipment or other assets with a useful life of **four** years or more and/or which involve individual asset with a cost greater than **\$50,000**. Expenditures not meeting these criteria shall be included in the Village's annual operating budget or equipment replacement program as applicable.

Each department head will develop the annual capital plan for his or her respective department including estimated ongoing cost impacts for projects submitted. The Village will try to ensure that industrial acreage is available for development served with necessary infrastructure.

**Financing Considerations:** A review by the Administrator and Finance Director will analyze preferred practices including the use of cash funding where feasible, grants or similar funding sources plus review of long-term planning for vehicle replacement funds. The Village will utilize the least costly financing method for all new projects. Presentation to the Village Board will include an analysis of timing differentials between department requests and the proposed five-year plan for Village Board for approval. The plan will be presented for discussion only initially. In conclusion, the Administrator will submit a finalized plan for adoption at the next regular scheduled Village Board meeting.

**Other Considerations:** The annual capital improvement plan will be adopted in advance of the development of the operating budget so that future operating costs associated with the capital plan are included. Target date for approval of the capital plan by the Village Board is the end of June. The operating budget will also provide for the adequate maintenance level to protect the Village's capital investment. The ongoing capital plans will provide for orderly replacement of the capital plant and equipment from current revenues when possible.

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

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

## PROCUREMENT CARD POLICY

**Purpose:** To establish a methodology, and to define the limits for use, of Village issued procurement cards provided to certain Village employees to make purchases of goods and/or services.

### Definitions:

- Account Statement: The monthly listing of all transactions posted to the cardholder's account, issued by the Procurement Card vendor directly to the cardholder.
- Approving Supervisor: The individual responsible for reviewing and approving a cardholder's monthly statement of account.
- Cardholder: Personnel who have been issued procurement cards and who are authorized to make purchases in accordance with these procedures.
- Village Coordinator (Accounts Payable Clerk): The individual assigned to perform overall program administration, including cardholder account maintenance, contract administration, final monthly account reconciliation, and departmental auditing.
- PCPS: Procurement Card Purchasing System.
- Rebate: Money paid back to the Village by the procurement card vendor based upon spending volume and other criteria, as provided for in the master contract.
- Single Transaction Limit: A dollar amount limitation of purchasing authority delegated to a cardholder for each individual transaction. This dollar limit may vary from cardholder to cardholder, as agreed between the Finance Director and Village Administrator.
- Vendor or Merchant: A company from which a cardholder is purchasing materials and/or equipment or services under the provisions of these procedures.

**Procedures:** This program is established to simplify the procurement and payment processes, and to reduce paperwork and handling costs, primarily for small purchases. By using the Procurement Card Purchasing System (PCPS), the traditional requisition process (establishing need, inquiring on prices, placing the order, delivery of goods, receipt of invoice, reconciling invoice to purchase order, paying vendor) is greatly reduced. Employees who are issued procurement cards may initiate transactions in person, by telephone or through the internet within the limits of these procedures and receive goods or services. The Finance Department will make monthly settlements with the procurement card vendor. When using a procurement card, cardholders shall adhere to all provisions of the Village Procurement and Contract Management Policy.

**Receiving a procurement card:** Department directors may request their personnel be issued cards by contacting the Administrator or Finance Director. The proposed cardholder will be issued the Procurement Card Policy procedures and shall be required to complete and sign an Employee Agreement. The agreement indicates that the cardholder understands these procedures and the responsibilities of a PCPS cardholder.

The Village Coordinator shall maintain all records of procurement card requests, limits, lost/stolen card information, fraud and dispute resolutions, and monthly signature/approval sheets.

**Authorized procurement card use:**

The unique procurement card that the cardholder receives has his/her name embossed on it and shall ONLY be used by the cardholder. NO OTHER PERSON IS AUTHORIZED to use that card. The cardholder may make transactions on behalf of others in their department (example: training registrations); however, the cardholder is responsible for the use of his/her card.

Use of the procurement card shall be limited as follows:

- a) The total value of a transaction shall not exceed a cardholder's single transaction limit. Preset electronic controls will cause a transaction to be declined when a cardholder's authorized single transaction (or other) limit is being exceeded.
- b) Payment for a purchase SHALL NOT be split into multiple transactions to stay within the single transaction limit. Contact the Finance Director for limit increases to accommodate larger transactions.
- c) All items purchased "over the counter" should be immediately available at the time of procurement card use. No backordering of merchandise is allowed. Orders for future delivery may be placed, but vendors must not charge a card prior to shipment or delivery.
- d) Only authorized commodities or services may be purchased with a procurement card. See the next section for a listing of unauthorized uses.
- e) Any monthly recurring charges to a credit card will be authorized annually by the Village Board.

**Unauthorized procurement card use:**

- a) Personal purchases or identification.
- b) Meals for travel when the per diem method of reimbursement is used.
- c) Cash advances.
- d) Fuel, unless necessary during authorized travel with a Village vehicle outside the area, or during an emergency within the area.
- e) Telephone calls.
- f) Alcohol or any other purchases or expenditures prohibited by Village policy
- g) Charges for goods or services not immediately available.
- h) Individual departments may impose further restrictions at the discretion of the Director.

A cardholder who makes unauthorized purchases or carelessly uses the procurement card may lose the privilege of future card use and will be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the procurement card vendor in connection with the misuse. The cardholder may also be subject to disciplinary action, up to and including termination.

**Making a purchase:** Cardholders will utilize the following "checklist" when making a purchase:

- a) Ensure that the purchase meets competitive quotes if required by policy.
- b) Once a vendor is identified and that vendor confirms that the goods or services are available, meet the specification, delivery and any other requirements, the following steps shall be taken:

- Confirm that the vendor agrees to accept the procurement card.
- Advise the vendor of the Village's tax-exempt status.
- It is very important that all purchases be shipped or delivered to the attention of the cardholder ordering the merchandise as this will ensure that the documents necessary for recordkeeping are readily available to the cardholder
- If necessary, the individual who receives merchandise in the cardholder's department should be advised of the vendor's name and order number, anticipated delivery date, number of boxes expected, and the carrier (UPS, Fed Ex, or other). That individual should notify the cardholder when delivery is made.

**Cardholder and departmental record keeping:** Whenever a procurement card purchase is made, either in-person, over the counter, by telephone or through the internet, documentation shall be retained as proof of the purchase. Such documentation will be used to verify the purchases listed on the cardholder's monthly account statement.

When the purchase is made over the counter, the cardholder shall retain the invoice and "customer copy" of the receipt. Prior to signing or accepting this receipt, the cardholder is responsible for making sure that the vendor lists the quantity and fully describes the item(s) purchased, the receipt indicates payment by procurement card, and no sales tax has been charged. When the goods are received because of placing a telephone or internet order, all order confirmation and shipping documentation is to be retained.

Cardholders may forward their statement with all documentation attached to the Village Coordinator once per month, or forward transaction receipts as received throughout the month. In either case, the cardholder shall be ultimately responsible for complete documentation of all charges and credits on their individual statements. If the cardholder does not have documentation of a transaction listed on the monthly statement, he/she shall attach an explanation that includes a description of the item(s) purchased, date of purchase, vendor's name and a reason for the lack of supporting documentation. This data attachment is critical to enable audit substantiation. IF THIS ROUTINE IS NOT ADHERED TO, THE AUTHORIZATION TO USE THE PROCUREMENT CARD MAY BE REVOKED. The careful matching of complete support documents to the account statement is vital to the success of this program

**Other items:**

**Tax Exemption:** The cardholder shall inform the vendor of the Village's tax-exempt status. The cardholder shall be responsible to make reasonable efforts, relative to the amount of tax charged, to recover sales tax charged by a vendor.

**Purchasing Card Returns:** If an item is not satisfactory (such as, received wrong, damaged and/or defective, or duplicate order), the cardholder should contact the vendor to explain the problem and inquire about return policies. If an item has been returned and a credit voucher received, the cardholder shall verify that this credit is reflected on the monthly statement.

If purchased items or credits are not listed on the monthly statement, the appropriate transaction documentation shall be RETAINED by the cardholder until the next monthly statement. If the purchase or credit does not appear on the statement within sixty (60) days after the date of purchase, the cardholder or approving supervisor shall notify the Village Coordinator to expedite the credit or file a dispute.

**Card security:** It is the cardholder's responsibility to safeguard the procurement card and account number to the same degree that a cardholder safeguards his/her personal credit information. The cardholder must not allow anyone to use his/her account number. A violation of this trust will result in the cardholder having his/her card withdrawn and the initiation of disciplinary action. Any unauthorized or suspicious charges appearing on a cardholder's account shall be immediately reported to the Village Coordinator or Finance Director.

If the card is lost or stolen, the cardholder shall *immediately* notify the procurement card vendor and shall notify the Village Coordinator or Finance Director by the next working day. A new card shall be promptly issued to the cardholder after the reported loss or theft. A card that is subsequently found by the cardholder after being lost shall be destroyed.

**Cardholder separation:** Prior to separation from the Village, the cardholder shall surrender the procurement card and any current period documentation to his/her approving supervisor. Upon receipt, the approving supervisor will review the current charges for appropriateness, advise the Finance Director of the employees' separation and destroy the card.

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

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



## Village of Little Chute Procurement Card Employee Agreement

I, \_\_\_\_\_, hereby request a procurement card. As a cardholder I agree to comply with the following terms and conditions regarding my use of the card.

- I understand that I am being entrusted with a valuable tool - a procurement card - and will be making financial commitments on behalf of the Village of Little Chute
- I understand that the Village of Little Chute is liable to the procurement card vendor for all charges made on the card.
- I agree to use this card for approved purchases only and agree not to charge personal purchases. I understand the Finance Department will audit the use of this card and report and take appropriate action on any discrepancies.
- I will follow established procedures for the use of the card. **Before entering into any monthly recurring charges, I will receive authorization from the Village Board.** Failure to do so may result in revocation and/or other disciplinary action.
- I have been given a copy of the purchasing card administrative policy and understand the requirements and limitations for the card's use.
- I agree to return the card immediately upon request or upon termination of employment, including retirement.
- If the card is lost or stolen, I agree to notify the procurement card vendor immediately, and the Village Coordinator or Finance Director by the next working day.
- I understand that if personal purchases are discovered on the card, I will be held personally responsible for payment of such charges and will be subject to disciplinary actions up to and including discharge.

---

Employee Signature

Date



## Item For Consideration

**For Board Review On:** December 3, 2025  
**Agenda Item Topic:** Donation usage

**Prepared On:** November 14, 2025  
**Prepared By:** Fire Department

**Report:** The Board of Directors of Greenfield Manor, Inc has donated \$7,200 to the Little Chute Fire Department for the purchase of water rescue equipment to improve the ability to respond effectively and safely to emergencies. The equipment is to include suit storage bags, water boots, tether straps, warm/swift water suits and life vests.

**Fiscal Impact:** The following 2025 Budget Adjustment will be needed to authorize spending.  
**General Fund**

Fire Donations (Revenue)	+ \$7,200
Safety Equipment (Expense)	+ \$7,200

**Recommendation/Board Action:** The Fire Department requests approval of the 2025 Budget Adjustment to purchase water rescue equipment from the Greenfield Manor donation.

**Respectfully Submitted,**

Duane Nechodom, Chief – Little Chute Fire Department



## Item For Consideration

**For Board Review On:** 12/17/2025

**Agenda Item Topic:** FVMPD Budget Amendment

**Prepared On:** 12/11/2025

**Prepared By:** Captain Slotke, FVMPD

FVMPD received grants from the Fox Cities Marathon (\$2,000) and JJ Keller (\$2,500) for department needs. FVMPD would like to use these funds along with designated 2025 firearms budget to purchase six suppressed rifles. FVMPD will also trade in six rifles as part of the transaction (\$1,500).

**Fiscal Impact:** The flowing 2025 Budget Adjustment be approved:

**FVMPD Special Revenue Fund**

Donation	+ \$4,500 (Revenue)
Sale of Village Property	+ \$1,500 (Revenue)
Safety Equipment	+ \$6,000 (Expense)

**Recommendation/Board Action:** Please approve the 2025 budget amendment to recognize the donations received and provide applicable spending authority.

Respectfully Submitted,  
Captain Slotke, FVMPD



## Item For Consideration

**For Board Review On:** December 17, 2025  
**Agenda Item Topic:** TID Budget Adjustments

**Prepared On:** December 10, 2025  
**Prepared By:** Finance

**Report:** There are two budget adjustments that need to be finalized for the 2025 audit for differential in anticipated Tax Incremental District tax rates vs actual (revenue) that impacted incentive payments correspondingly (expense). This occurs because when we adopt our budget, we do not have other taxing jurisdiction tax rates, so it is estimated (variance mainly related to Kaukauna schools final tax referendum tax rate amount).

### Fiscal Impact:

#### 2025 BUDGET ADJUSTMENTS

##### TID 4 Capital Projects Fund

Tax Incremental Revenue (Revenue)	+ \$ 15,000
Development Incentives (Expense)	+ \$ 15,000

Increase spending authority for final tax rates vs projected in 2025 Budget and related development incentives per approved agreement terms.

##### TID 6 Capital Projects Fund

Tax Incremental Revenue (Revenue)	+ \$100,000
Development Incentives (Expense)	+ \$100,000

Increase spending authority for final tax rates vs projected in 2025 Budget and related development incentives per approved agreement terms.

**Recommendation/Board Action:** Please approve the 2025 Budget Adjustments as presented.

Respectfully Submitted,

Lisa Remiker-DeWall, Finance Director



## Item For Consideration

**For Board Review On:** December 17, 2025  
**Agenda Item Topic:** Water Rate Study

**Prepared On:** December 8, 2025  
**Prepared By:** Finance

### Report:

The RFP was sent to five vendors. The scoring matrix below details the evaluation results. The review team consisted of the Department of Public Works Director, Village Administrator, MCO Superintendent and Finance Director.

<b>SUMMARY</b>	<b>Criteria</b>	<b>Maximum Points</b>	<b>CUMULATIVE SCORE OF FOUR EVALUATORS</b>				
			<b>Baker Tilly Score</b>	<b>Ehlers Score</b>	<b>KerberRose Score</b>	<b>CLA Score</b>	<b>Trilogy Score</b>
Executive Summary		10	33	0	28	29	35
Qualifications		25	88	0	81	81	93
Scope of Service		30	90	0	99	99	112
Fees		20	6	0	16	20	11
Other Submittals		15	45	0	47	50	53
<b>Total</b>		<b>100</b>	<b>262</b>	<b>0</b>	<b>271</b>	<b>279</b>	<b>304</b>
<b>Extra Points:</b>							
Identifiable Local Advantage		5	0	0	10	4	6
<b>Average Score</b>		<b>105</b>	<b>66</b>	<b>Did not submit</b>	<b>70</b>	<b>71</b>	<b>78</b>

The interview step was omitted based on the thoroughness of proposals and agreement by reviewers of the top choice. Value factors for the winning proposal include a detailed tailored Little Chute work plan approach, involvement by principals with PSC and AWWA committee work, and their view on why a cost-of-service study is important. Trilogy Consulting has developed a niche in the rate study market with innovative approaches. Both principals have experience in ordinance drafting, review and updating. Trilogy Consulting has strong recent references of various size communities across Wisconsin.

**Fiscal Impact:** Proposal cost was within the budgeted parameters.

**Recommendation/Board Action** Staff respectively request to award the Water Rate Study to Trilogy Consultants LLC in an amount not to exceed \$21,970.

Respectfully Submitted,  
Lisa Remiker-DeWall