



## AGENDA

# REGULAR BOARD MEETING

PLACE: Little Chute Village Hall  
DATE: Wednesday, February 19, 2020  
TIME: 6:00 p.m.

### 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. Minutes of the Special Board Meeting of February 12, 2020
- 2. Disbursement List

G. Other Informational Items—January Fire Monthly Report and January Report

H. Public Hearing—2020 Utility and Street Reconstruction Projects

I. Public Hearing—Zoning Request Change from (RC) Residential Conventional Single Family District to (CB) Central Business District

J. Action—Adopt Ordinance No.1, Series 2020 Amending Chapter 44, Municipal Code of the Village of Little Chute and the Official Zoning Map

K. Action—Adopt Resolution No. 4, Series 2020 CSM for Peace United Methodist Church

L. Action—Adopt Resolution No.5, Series 2020 Authorizing the Sale of Real Estate at 1401 West Main Street to Fox River Investment Group, LLC

- M. Discussion/Action—Fox River Boardwalk Site Plans and Authorization to Advertise for Bids
- N. Action—Special Event Permit
- O. Discussion—Open Burning Ordinance Amendment
- P. Department and Officers Progress Reports
- Q. Call for Unfinished Business
- R. Items for Future Agenda
- S. Closed Sessions:
  - a) 19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Development Proposals and Negotiations*
- T. Return to Open Session
- U. Adjournment

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 108 West Main Street, (920) 423-3852, [email: Laurie@littlechutewi.org](mailto:Laurie@littlechutewi.org) Prepared: February 14, 2020

## MINUTES OF THE SPECIAL BOARD MEETING OF FEBRUARY 12, 2020

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

### **Pledge of Allegiance to the Flag**

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

### **Roll call of Trustees**

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

EXCUSED: Skip Smith, Trustee

### **Roll call of Officers and Department Heads**

PRESENT: James Fenlon, Village Administrator  
Chris Murawski, Village Engineer

### **Public Appearance for Items Not on the Agenda**

None

### **Approval of Minutes of Regular Board Meeting of February 5, 2020**

*Moved by Trustee Peerenboom, seconded by Trustee Peterson to Approve Minutes of Regular Board Meeting of February 5, 2020*

Ayes 6, Nays 0 – Motion Carried

### **Action/Discussion—Carol Lynn Drive Parking**

Administrator Fenlon thanked the residents for coming and went over the handouts available showing the 14 residents on the petition and also advised that he received 8 additional comments from Carol Lynn Drive residents with 5 against the extra street parking and 3 agreeing would pay the additional \$107.82. He also explained the process and a conservative estimate would be approximately \$150,000 to add the 5 feet additional width. Administrator Fenlon advised that the Village of Little Chute policy was adopted in 2015 that new street construction for side streets will consist of parking only on one side of the street. President Vanden Berg then opened the floor to residents. Julie Routhieaux, 901 Carol Lynn Drive advised that her and her husband are the ones who started the petition. Julie stated that with the events at Heesaker Park it makes parking on one side of the street difficult and does not leave room for a bike lane which could cause problems with kids. Ron Routhieaux stated that this is a 50-year project and he doesn't want to look at a no parking sign for the rest of his life and wants the street left as is. Julie Routhieaux stated that they talked to the post office and they do not have plans to move the mailboxes. Ron Routhieaux asked why it went from \$95.10 five years ago to \$107.82 today. Administrator Fenlon advised that the residents surrounding this area had meetings in 2014 and did not like the sliding scale so the board had four meetings and adopted this policy in 2015. Administrator Fenlon let the residents know that property values have proven not to have any impact due to parking. Administrator Fenlon stated he understands it is not easy to lose a lane of parking. Engineer Murawski stated studies show it is safer to have one lane of parking instead of two lanes. Ute Paessler, 1000 Carol Lynn Drive expressed concern in narrowing the street and how is her husband supposed to back a 30' trailer in her driveway. Paul Schuh 812 Carol Lynn and his wife feel it will be a problem when there are a lot of family events happening. Mr. Schuh asked also about the post office mailboxes being moved and asked if the Board had already decided on narrowing Carol Lynn Drive. Administrator Fenlon advised that the policy would have to be changed in order to change the construction project and not all the residents on Carol Lynn Drive agree to this. Trustee Van Lankveldt advised he lives on West Main Street and it hasn't been an issue only having parking on one side of the street. Mike Hartz of 700 Carol Lynn Drive talked to the postmaster and during construction was told they will have to collect their mail and was hoping that at least the post office would consider putting mailboxes on the same side as the no parking. Engineer Murawski and Administrator Fenlon stated that was up to the Post Office. Peter

Bekz, 1001 Carol Lynn Drive stated 77% of the residents that responded want two lanes. Trustee Van Lankveldt asked about the \$107.82, Administrator Fenlon explained that the five additional feet would add approximately \$50.00 on to the \$107.82. Julie Routhieaux stated that the website stated \$107.82 and wanted to know why the website isn't correct. Trustee Elrick stated that you are asking us to change the policy, and there would be costs involved in redesigning this street. Trustee Van Lankveldt explained that this would be approximately \$145.00 due to the fact that the Village is not recommending parking on both sides of the street. Administrator Fenlon again went over the numbers fourteen residents on the petition, two emails, one for and one against and three phone calls two against and one for so only 17 out of 32 total residents were heard from. Julie Routhieaux stated the residents vote for the board and she felt Administrator Fenlon already had made up his mind, Administrator Fenlon stated after talking with staff that he would not recommend to the board to go against the current policy. Dick Biese, 528 Carol Lynn Drive did not sign the petition due to not being home and recommended adding a parking lot at Heesaker Park to alleviate cars from parking in their neighborhood. Administrator Fenlon advised that it is a great recommendation and showed where to find information on future parks and there is planned parking for Heesaker. Mr. Biese then agreed with the Village and would like the road to get done. Sara Gaunther, 906 Carol Lynn Drive stated she just moved in the area 3 years ago and wishes the road would remain the same. Engineer Murawski advised the residents of the policy and to take into consideration all aspects of road construction i.e.; sewer, water, snow plowing, costs involved. Ron Routhieaux asked why the \$150.00/foot is not public information compared to the \$107. Administrator Fenlon advised that this was an estimate after talking with the Village Engineer if the policy was changed. Engineer Murawski advised that this is an estimate but would have to take each road as an estimate if the policy changed. Trustee Van Lankveldt explained that it is not public knowledge because they wouldn't know how much it would cost to redesign as far as engineering etc. Tracy Polomis, 1518 Violet, asked how they can get the no parking side to be the same side as the mailboxes and President Vanden Berg asked Engineer Murawski if he asked the post master about moving the mailboxes and was advised that they do not have any plans right now and will see how it works. Trustee Elrick explained when this policy was set in 2015 there were a number of different factors that were set and will suggest sticking with this policy. Trustee Peterson suggested putting more pressure on the Post Office to have mailboxes put on the no parking side. Trustee Peerenboom agrees with Trustee Elrick and reaffirmed to stay with the policy and stated there are municipalities that don't let you park on any streets. Trustee Elrick reminded the residents that this is policy to save money for all residents, not individual neighborhoods. Trustee Van Lankveldt advised that if this policy was changed, the road would have to be redesigned and wouldn't get done. President Vanden Berg said a lot of hours were put into this policy to keep it affordable and set a flat rate and his inclination is to go with the street as designed and reminded residents that there isn't parking on the street now and you make it work. The road construction would start around the first week of May.

### **Call for Unfinished Business**

None

### **Items for Future Agenda**

None

### **Adjournment**

*Moved by Trustee Elrick, seconded by Trustee Van Lankveldt to Adjourn the Special Board Meeting at 9:04 p.m.*

Ayes 6, Nays 0 – Motion Carried

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

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

## **DISBURSEMENT LIST- February 19, 2020**

**Payroll & Payroll Liabilities - February 6, 2020** **\$211,292.70**

**Prepaid Invoices - February 7, 2020** **\$12,127.19**  
**Prepaid Invoices - February 11, 2020** **\$166.42**  
**Prepaid Invoices - February 14, 2020** **\$3,613,315.21**

**Utility Commission- February 18, 2020** **\$206,026.34**

### **CURRENT ITEMS**

**Bills List - February 19, 2020** **\$124,227.77**

**Total Payroll, Prepaid & Invoices** **\$4,167,155.63**

The above payments are recommended for approval:

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

\_\_\_\_\_

Approved February 19, 2020

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

\_\_\_\_\_  
Laurie Decker, Clerk

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
<b>AIRGAS USA LLC</b>				
9967857972	CYLINDER RENTALS	<b>56.70</b>	02/20	101-53330-218
<b>Total AIRGAS USA LLC:</b>		<b>56.70</b>		
<b>AMPLITEL TECHNOLOGIES</b>				
15295	IT MAINTENANCE	77.40	02/20	404-57190-204
15296	NEW MONITORS FOR MARY IN FINANCE	315.70	02/20	404-57190-302
15308	WIRELESS ACCESS POINT	324.00	02/20	620-53924-204
<b>Total AMPLITEL TECHNOLOGIES:</b>		<b>717.10</b>		
<b>APPLETON HYDRAULIC COMPONENTS</b>				
39308	DISASSEMBLE & INSPECT DAUSAN PLOW CYLIN	560.75	01/20	101-53330-204
<b>Total APPLETON HYDRAULIC COMPONENTS:</b>		<b>560.75</b>		
<b>ASCAP</b>				
500636518-2020	MUSIC/ENTERTAIN LICENSE FEE 2020	363.50	02/20	101-55300-204
<b>Total ASCAP:</b>		<b>363.50</b>		
<b>AT&amp;T LONG DISTANCE</b>				
01/20 845626857	DEC/JAN CHARGES	13.00	02/20	101-51650-203
01/20 845626857	DEC/JAN CHARGES	34.07	02/20	207-52120-203
01/20 845626857	DEC/JAN CHARGES	58.96	02/20	620-53924-203
<b>Total AT&amp;T LONG DISTANCE:</b>		<b>106.03</b>		
<b>BEAHM, PAIGE</b>				
021120	REIMBURSE WORK PERMIT FEE-BEAHM	10.00	02/20	101-55300-218
<b>Total BEAHM, PAIGE:</b>		<b>10.00</b>		
<b>CITY OF APPLETON</b>				
4103	FEBRUARY WEIGHTS & MEASURES	580.00	02/20	101-52050-204
4149	JANUARY & FEBRUARY 2020 TRANSIT	15,590.00	02/20	101-51780-233
<b>Total CITY OF APPLETON:</b>		<b>16,170.00</b>		
<b>DISTRICT 2, INC.</b>				
2710	REPAIRS MADE TO #31126	263.60	01/20	101-52200-247
<b>Total DISTRICT 2, INC.:</b>		<b>263.60</b>		
<b>DONALD HIETPAS &amp; SONS INC.</b>				
020220	REPLACED HYDRANT ON TAYLOR & ELM	3,431.00	02/20	620-53644-254
020220-1	VALVE WORK DONE ON TAYLOR & ELM	4,374.02	02/20	620-53644-251
020220-2	REPAIRED WATER BREAK ON TAYLOR & ELM	3,398.73	02/20	620-53644-251
<b>Total DONALD HIETPAS &amp; SONS INC.:</b>		<b>11,203.75</b>		
<b>EMERGENCY COMMUNICATION SYSTEMS INC</b>				
2994	SIREN BATTERIES & ANNUAL SIREN MAINTENAN	1,000.45	02/20	101-51650-243

Invoice	Description	Total Cost	Period	GL Account
<b>Total EMERGENCY COMMUNICATION SYSTEMS INC:</b>		<b>1,000.45</b>		
<b>FARRELL EQUIPMENT &amp; SUPPLY CO INC</b> 1074096 SIGNS/ELM DR		<b>15.96</b>	<b>01/20</b>	<b>101-53300-218</b>
<b>Total FARRELL EQUIPMENT &amp; SUPPLY CO INC:</b>		<b>15.96</b>		
<b>FASTENAL COMPANY</b>				
WIKIM250760 WASHERS FOR TRUCK #25		9.72	01/20	101-53330-225
WIKIM250798 BOLTS FOR PLOW		23.94	01/20	101-53330-225
WIKIM250938 SCREWS & BOLTS FOR TRUCK #40		9.65	01/20	101-53330-225
WIKIM250992 WASHERS FOR TRUCK #42		14.19	01/20	101-53330-225
WIKIM251166 CABLE TIES		11.50	02/20	101-53350-218
<b>Total FASTENAL COMPANY:</b>		<b>69.00</b>		
<b>FLY-ME FLAG LLC</b> 4394 20x38 US FLAG		<b>799.00</b>	<b>02/20</b>	<b>202-51960-301</b>
<b>Total FLY-ME FLAG LLC:</b>		<b>799.00</b>		
<b>GARROW OIL</b>				
JANUARY 2020 OFF ROAD DIESEL		2.61	02/20	201-53620-247
JANUARY 2020 OFF ROAD DIESEL		154.33	02/20	101-55200-247
JANUARY 2020 OFF ROAD DIESEL		11.05	02/20	101-55440-247
JANUARY 2020 OFF ROAD DIESEL		5.37	02/20	610-53612-247
JANUARY 2020 OFF ROAD DIESEL		13.56	02/20	620-53644-247
JANUARY 2020 OFF ROAD DIESEL		44.92	02/20	101-53460-247
JANUARY 2020 OFF ROAD DIESEL		292.98	02/20	101-53330-217
<b>Total GARROW OIL:</b>		<b>524.82</b>		
<b>GOVERNMENT FINANCE OFFICERS ASSOCIATION</b> 123001-2020 MEMBERSHIP RENEWAL 4/1/20 - 3/31/2021		<b>190.00</b>	<b>02/20</b>	<b>101-51420-208</b>
<b>Total GOVERNMENT FINANCE OFFICERS ASSOCIATION:</b>		<b>190.00</b>		
<b>HAWKINS INC</b>				
4656440 AZONE		484.90	02/20	620-53634-214
4656440 SODIUM SILICATE		2,086.33	02/20	620-53634-220
4657085 BLEACH & ALKALI		126.32	02/20	620-53634-214
<b>Total HAWKINS INC:</b>		<b>2,697.55</b>		
<b>HYDROCLEAN EQUIPMENT</b>				
2627 55 GAL PRO FOAM		345.50	01/20	101-53330-218
2660 ANNUAL PRESSURE WASHER MAINTENANCE		95.00	01/20	101-53330-218
2660 STAINLESS STEEL HOSE REEL FOR WASHER		67.00	01/20	101-53330-218
<b>Total HYDROCLEAN EQUIPMENT:</b>		<b>507.50</b>		
<b>KAPPELL, JASON</b> 013120 JANUARY CLEAN UP		<b>30.00</b>	<b>01/20</b>	<b>101-52200-111</b>
<b>Total KAPPELL, JASON:</b>		<b>30.00</b>		

Invoice	Description	Total Cost	Period	GL Account
<b>LEAGUE OF WI MUNICIPALITIES</b>				
2020 BUILDING INSPECTORS INSTITUTE - JENSEN		205.00	02/20	101-52050-201
<b>Total LEAGUE OF WI MUNICIPALITIES:</b>				
		205.00		
<b>LEXISNEXIS RISK DATA MANAGEMENT INC</b>				
1686177-20200131 JANUARY 2020 MINIMUM COMMITMENT		100.00	01/20	101-51680-204
<b>Total LEXISNEXIS RISK DATA MANAGEMENT INC:</b>				
		100.00		
<b>MADISON NATIONAL LIFE</b>				
1379922 MARCH LTD		950.26	02/20	101-21385
1379922 MARCH LIFE		399.25	02/20	101-21391
<b>Total MADISON NATIONAL LIFE:</b>				
		1,349.51		
<b>MCC INC</b>				
206671 COLD MIX		258.30	02/20	620-53644-216
206671 COLD MIX		258.30	02/20	101-53300-216
<b>Total MCC INC:</b>				
		516.60		
<b>MCCLONE, MIKE</b>				
02/20 REIMBURSE SURVEYER'S INSTITUTE MEAL REIMBURSEMENT		28.00	02/20	101-53100-201
<b>Total MCCLONE, MIKE:</b>				
		28.00		
<b>MCO</b>				
25571 MARCH 2020 OPERATIONS		26,517.58	02/20	620-53644-115
25571 MARCH 2020 HEALTH & LIABILITY INS		5,441.60	02/20	620-53644-115
<b>Total MCO:</b>				
		31,959.18		
<b>MONROE TRUCK EQUIPMENT INC</b>				
821486 SAFETY LOCK FOR DUMP TRUCK		950.00	02/20	101-53330-218
<b>Total MONROE TRUCK EQUIPMENT INC:</b>				
		950.00		
<b>MORTON SALT INC.</b>				
5402008752 BULK SAFE-T-SALT		31,384.41	01/20	101-53350-218
<b>Total MORTON SALT INC.:</b>				
		31,384.41		
<b>MOTION INDUSTRIES</b>				
WI02-179904 BEARING FOR TRUCK #40		600.51	01/20	101-53330-225
<b>Total MOTION INDUSTRIES:</b>				
		600.51		
<b>O'REILLY AUTOMOTIVE INC</b>				
2043-197281 OIL AND AIR FILTERS		70.46	01/20	101-53330-218
2043-198200 WIPER BLADES FOR TRUCK #1		35.98	01/20	101-53330-225
2043-198200 WIPER BLADES FOR STOCK		35.98	01/20	101-53330-218
2043-199228 OIL, AIR, AND CABIN FILTERS		96.94	01/20	101-53330-218
<b>Total O'REILLY AUTOMOTIVE INC:</b>				
		239.36		

Invoice	Description	Total Cost	Period	GL Account
<b>OUTAGAMIE COUNTY TREASURER</b>				
11489	JANUARY SANITATION FEES	11,452.26	01/20	201-53620-204
JANUARY 2020	JANUARY COURT FINES	379.19	01/20	101-35101
<b>Total OUTAGAMIE COUNTY TREASURER:</b>				
		<b>11,831.45</b>		
<b>POSTAL EXPRESS &amp; MORE LLC</b>				
199116	POSTAGE-WATER TESTS	12.07	02/20	620-53644-204
199333	POSTAGE-WATER TESTS	57.96	02/20	620-53644-204
<b>Total POSTAL EXPRESS &amp; MORE LLC:</b>				
		<b>70.03</b>		
<b>PRIMADATA LLC</b>				
MARCH 2020	MARCH POSTCARD POSTAGE	275.00	02/20	201-53620-226
MARCH 2020	MARCH POSTCARD POSTAGE	275.00	02/20	610-53613-226
MARCH 2020	MARCH POSTCARD POSTAGE	275.00	02/20	620-53904-226
MARCH 2020	MARCH POSTCARD POSTAGE	275.00	02/20	630-53443-226
<b>Total PRIMADATA LLC:</b>				
		<b>1,100.00</b>		
<b>PROJECT ENTERTAINMENT LLC</b>				
6217701	DEPOSIT FOR 7/10 POOL MOVIE EVENT	259.88	02/20	204-55420-218
<b>Total PROJECT ENTERTAINMENT LLC:</b>				
		<b>259.88</b>		
<b>STAPLES ADVANTAGE</b>				
3437239399	COPY PAPER	110.76	02/20	101-53310-206
3438345960	DOOR HANGERS	37.01	02/20	630-53441-227
3438345960	DOOR HANGERS	37.01	02/20	101-53310-206
3438345963	COLORED PAPER	16.92	02/20	101-51420-206
3438345963	COPY PAPER	36.92	02/20	101-51650-206
3438940880	ENVELOPE MOISTENERS	10.44	02/20	101-51440-206
3438940880	BATTERIES/CLOROX WIPES/LYSOL	27.82	02/20	101-51650-206
3438940881	INK CARTRIDGES	427.12	02/20	101-51420-206
3438940881	POST ITS	8.22	02/20	101-51650-206
<b>Total STAPLES ADVANTAGE:</b>				
		<b>712.22</b>		
<b>STATE OF WI COURT FINES &amp;</b>				
JANUARY 2020	JANUARY COURT FINES	2,004.81	01/20	101-35101
<b>Total STATE OF WI COURT FINES &amp;:</b>				
		<b>2,004.81</b>		
<b>STONERIDGE LITTLE CHUTE LLC</b>				
1058901013	FRUIT BASKET & DELIVERY	39.99	02/20	101-52200-211
1087991533	FOOD	17.00	02/20	101-52200-211
22015551955	FOOD	4.57	02/20	101-52200-211
23031541008	SENIOR PROGRAM ITEMS	16.75	02/20	101-55300-218
23076751429	FOOD	111.40	02/20	101-52200-211
24086971637	FOOD AND BEVERAGES	89.71	02/20	101-52200-211
25079321459	SENIOR PROGRAM ITEMS	7.49	02/20	101-55300-218
26033881533	FOOD AND CLEANING SUPPLIES	73.05	02/20	101-52200-211
<b>Total STONERIDGE LITTLE CHUTE LLC:</b>				
		<b>359.96</b>		
<b>THE STRIP GUY LLC</b>				
15226	PRODUCE & INSTALL LETTERING	213.36	02/20	414-57400-204

Invoice	Description	Total Cost	Period	GL Account
<b>Total THE STRIP GUY LLC:</b>		<b>213.36</b>		
TIME WARNER CABLE 02/20 60505470190 FEBRUARY/MARCH SERVICE		158.27	02/20	101-51650-203
<b>Total TIME WARNER CABLE:</b>		<b>158.27</b>		
TRANSAMERICA LIFE INSURANCE COMPANY 2503643417 FEBRUARY BILLING		648.92	02/20	101-21364
<b>Total TRANSAMERICA LIFE INSURANCE COMPANY:</b>		<b>648.92</b>		
UNIFIRST CORPORATION 0970301966 SHIRTS/PANTS 0970301966 LAUNDRY BAGS/WIPERS		4.51 15.50	01/20 01/20	101-53330-213 101-53330-218
<b>Total UNIFIRST CORPORATION:</b>		<b>20.01</b>		
US POSTMASTER 2020 PRESORT ANNUAL 2020 PRESORT FEE-PREMIT #27		240.00	02/20	101-51650-226
<b>Total US POSTMASTER:</b>		<b>240.00</b>		
US VENTURE L64663 TESTING OF LUBRICANTS		60.00	01/20	101-53330-204
<b>Total US VENTURE:</b>		<b>60.00</b>		
VALLEY LIQUOR 818572 CO2 REFILL 818901 BEVERAGES AND SUPPLIES 819661 BEVERAGES AND SUPPLIES		23.00 149.45 149.45	01/20 01/20 01/20	101-52200-211 101-52200-211 101-52200-211
<b>Total VALLEY LIQUOR:</b>		<b>321.90</b>		
VAN DYN HOVEN, LUKE 02/20 REIMBURSE REIMBURSE AMT FOR FLAG TO BE DRY CLEANE		52.50	02/20	202-51960-301
<b>Total VAN DYN HOVEN, LUKE:</b>		<b>52.50</b>		
WELLS FARGO FINANCIAL LEASING 5009047242 FEBRUARY COPIER LEASE 5009047242 FEBRUARY COPIER LEASE		803.15 450.00	02/20 02/20	101-51650-207 101-53310-207
<b>Total WELLS FARGO FINANCIAL LEASING:</b>		<b>1,253.15</b>		
WI MUNICIPAL JUDGES ASSOC 2020 2020 MEMBERSHIP DUES-READER		100.00	02/20	101-51680-208
<b>Total WI MUNICIPAL JUDGES ASSOC:</b>		<b>100.00</b>		
WINTER EQUIPMENT COMPANY INC IV43752 CURB GUARDS FOR PLOWS		1,426.73	01/20	101-53330-218
<b>Total WINTER EQUIPMENT COMPANY INC:</b>		<b>1,426.73</b>		

Invoice	Description	Total Cost	Period	GL Account
<b>WISCONSIN SUPREME COURT</b>				
44-0146-2020	CONTINUING JUDICIAL EDUCATION 5/20 - 4/21	700.00	01/20	101-51680-208
<b>Total WISCONSIN SUPREME COURT:</b>		<b>700.00</b>		
<b>WITTMANN, STEVE</b>				
013120	JANUARY CLEAN UP	30.00	01/20	101-52200-111
<b>Total WITTMANN, STEVE:</b>		<b>30.00</b>		
<b>ZIEBART RHINO LININGS/WI08</b>				
56241	RUST INSPECTION FOR #31	46.30	01/20	101-53330-204
<b>Total ZIEBART RHINO LININGS/WI08:</b>		<b>46.30</b>		
<b>Grand Totals:</b>		<b>124,227.77</b>		

**Report GL Period Summary**

Vendor number hash: 206599  
 Vendor number hash - split: 285152  
 Total number of invoices: 77  
 Total number of transactions: 100

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	124,227.77	124,227.77
<b>Grand Totals:</b>	<b>124,227.77</b>	<b>124,227.77</b>

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

2/18/20

Page: 1  
Feb 12, 2020 12:13PM

## VILLAGE OF LITTLE CHUTE

Invoice Register-UTILITY BILLS LIST  
Input Dates: 2/18/2020 - 2/18/2020

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
<b>ABCON ELECTRIC LLC (4777)</b>							
5288	Invoi	INSTALL NEW LED FIXTURE & PHOTOEYE	242.00	Open	Non		620-53644-254
<b>Total ABCON ELECTRIC LLC (4777):</b>							
			<b>242.00</b>				
<b>DAMAGE PREVENTION SERVICES (4068)</b>							
3030	Invoi	JANUARY LOCATES	215.00	Open	Non		610-53612-209
3030	Invoi	JANUARY LOCATES	344.00	Open	Non		620-53644-209
3030	Invoi	JANUARY LOCATES	225.75	Open	Non		630-53442-209
<b>Total DAMAGE PREVENTION SERVICES (4068):</b>							
			<b>784.75</b>				
<b>DIGGERS HOTLINE INC (1380)</b>							
200259201 PP1	Invoi	1ST PREPAYMENT 2020	461.87	Open	Non		610-53612-209
200259201 PP1	Invoi	1ST PREPAYMENT 2020	461.87	Open	Non		620-53644-209
200259201 PP1	Invoi	1ST PREPAYMENT 2020	461.86	Open	Non		630-53442-209
<b>Total DIGGERS HOTLINE INC (1380):</b>							
			<b>1,385.60</b>				
<b>FERGUSON ENTERPRISES LLC #448 #1020 (2046)</b>							
5377551	Invoi	HAYWARD ACTUATOR & MOUNTING KIT	1,832.94	Open	Non		620-53624-255
WN231186	Invoi	STAINLESS STEEL PIPE FITTINGS	303.23	Open	Non		620-53644-251
WN231191	Invoi	STAINLESS STEEL PIPE FITTINGS	90.37	Open	Non		620-53644-251
<b>Total FERGUSON ENTERPRISES LLC #448 #1020 (2046):</b>							
			<b>2,226.54</b>				
<b>FERGUSON WATERWORKS LLC #1476 (221)</b>							
291597	Invoi	MP-VBC REPLACEMENT LIDS	449.50	Open	Non		620-53644-251
292910	Invoi	RESILIENT WEDGE GATE VALVE	948.00	Open	Non		620-53604-257
293595	Invoi	FIRE HYDRANT	3,179.00	Open	Non		620-53644-254
293607	Invoi	FIRE HYDRANT	3,030.00	Open	Non		620-53644-254
293655	Invoi	GATE VALVES	1,411.56	Open	Non		620-53644-251
293682	Invoi	RESILIENT WEDGE GATE VALVE	2,536.01	Open	Non		620-53644-251
293727	Invoi	LEAD-FREE COUPLINGS	250.40	Open	Non		620-53644-252
293950	Invoi	MAINTENANCE LABOR ON HYDRANT	400.00	Open	Non		620-53644-254
<b>Total FERGUSON WATERWORKS LLC #1476 (221):</b>							
			<b>12,204.47</b>				
<b>HAWKINS INC (1918)</b>							
4646248	Invoi	AZONE	370.94	Open	Non		620-53634-214
4646248	Invoi	SODIUM SILICATE	2,457.54	Open	Non		620-53634-220
<b>Total HAWKINS INC (1918):</b>							
			<b>2,828.48</b>				
<b>HEART OF THE VALLEY (280)</b>							
020720	Invoi	JANUARY WASTEWATER	168,162.01	Open	Non		610-53611-225
020720	Invoi	FOG CONTROL	100.00	Open	Non		610-53611-204
020720MP	Invoi	JANUARY HOV METER PAYABLE	3,948.00	Open	Non		610-21110
<b>Total HEART OF THE VALLEY (280):</b>							
			<b>172,210.01</b>				
<b>MIDWEST SALT LLC (5001)</b>							
P449533	Invoi	INDUSTRIAL SOUTHERN COARSE SALT	2,740.65	Open	Non		620-53634-224
P449551	Invoi	INDUSTRIAL SOUTHERN COARSE SALT	2,683.78	Open	Non		620-53634-224
P449992	Invoi	INDUSTRIAL SOUTHERN COARSE SALT	2,733.39	Open	Non		620-53634-224
P450161	Invoi	INDUSTRIAL SOUTHERN COARSE SALT	2,887.06	Open	Non		620-53634-224

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
		Total MIDWEST SALT LLC (5001):	11,044.88				
2001-I-03140	Invoi	UNAUTHORIZED 2012-13 EXT OF WATER SERVIC	3,099.61	Open	Non		620-53924-262
		Total PUBLIC SERVICE COMMISSION (723):	3,099.61				
		Grand Totals:	206,026.34				

#### Report GL Period Summary

Vendor number hash: 41336  
 Vendor number hash - split: 54430  
 Total number of invoices: 22  
 Total number of transactions: 28

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	206,026.34	206,026.34
Grand Totals:	206,026.34	206,026.34

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>2020 UTILITY REFUNDS (5089)</b>							
125127609	Invoi	OVERPAYMENT REFUND ACCT #1-251276-09	41.60	Open	Non	02/20	001-15000
170281001	Invoi	OVERPAYMENT REFUND ACCT #1-702810-01	61.79	Open	Non	02/20	001-15000
<b>Total 2020 UTILITY REFUNDS (5089):</b>			<b>103.39</b>				
<b>AMERICAN FIDELITY ASSURANCE (4885)</b>							
D104716	Invoi	JANUARY BILLING	1,540.04	Open	Non	01/20	101-21367
D118943	Invoi	FEBRUARY BILLING	1,540.04	Open	Non	02/20	101-21367
<b>Total AMERICAN FIDELITY ASSURANCE (4885):</b>			<b>3,080.08</b>				
<b>APPLETON AREA SCHOOL DISTRICT (868)</b>							
021120	Invoi	FEBRUARY TAX SETTLEMENT	48,723.79	Open	Non	02/20	803-23150
<b>Total APPLETON AREA SCHOOL DISTRICT (868):</b>			<b>48,723.79</b>				
<b>ASCENSION MEDICAL GROUP (4335)</b>							
SEPT-DEC YOGA	Invoi	YOGA INSTRUCTOR SEPT-DEC 2020	700.00	Open	Med	13/19	208-52900-204
<b>Total ASCENSION MEDICAL GROUP (4335):</b>			<b>700.00</b>				
<b>DELTA DENTAL OF WISCONSIN (33)</b>							
1403711	Invoi	FEBRUARY DENTAL	4,505.02	Open	Non	02/20	101-21345
1403712	Invoi	FEBRUARY DENTAL - WPPA	1,828.86	Open	Non	02/20	101-21345
VISION 02/20	Invoi	FEBRUARY VISION	361.67	Open	Non	02/20	101-21366
<b>Total DELTA DENTAL OF WISCONSIN (33):</b>			<b>6,695.55</b>				
<b>EVERGREEN POWER LLC (4827)</b>							
4883	Invoi	CHAIN OIL	13.99	Open	Non	02/20	101-55440-218
<b>Total EVERGREEN POWER LLC (4827):</b>			<b>13.99</b>				
<b>FOX VALLEY TECHNICAL COLLEGE (1775)</b>							
021120	Invoi	FEBRUARY 2020 TAX SETTLEMENT	265,877.23	Open	Non	02/20	803-23150
<b>Total FOX VALLEY TECHNICAL COLLEGE (1775):</b>			<b>265,877.23</b>				
<b>GFC LEASING - WI (4989)</b>							
12851289	Invoi	GFC LEASING COPIER OVERAGE CHARGES	25.85	Open	Non	02/20	101-53310-207
<b>Total GFC LEASING - WI (4989):</b>			<b>25.85</b>				
<b>INTEGRATED DOCUMENT &amp; LABEL (3458)</b>							
81728	Invoi	TIME CARDS	218.00	Open	Non	02/20	101-53310-206
81728	Invoi	TIME CARDS	54.50	Open	Non	02/20	101-55300-206
81728	Invoi	TIME CARDS	54.50	Open	Non	02/20	204-55420-206
<b>Total INTEGRATED DOCUMENT &amp; LABEL (3458):</b>			<b>327.00</b>				
<b>KAUKAUNA AREA SCHOOL DISTRICT (235)</b>							
021120	Invoi	FEB 2020 TAX SETTLEMENT	636,584.22	Open	Non	02/20	803-23150
<b>Total KAUKAUNA AREA SCHOOL DISTRICT (235):</b>			<b>636,584.22</b>				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>KLINK HYDRAULICS LLC (5005)</b>							
7962	Invoi	COUPLER & FITTING FOR #8	65.02	Open	Non	02/20	101-53330-225
<b>Total KLINK HYDRAULICS LLC (5005):</b>							
<b>LINDNER ACE HARDWARE LITTLE CHUTE (4702)</b>							
261464-325003	Invoi	MOTOR OIL	9.18	Open	Non	02/20	620-53634-255
261548-325003	Invoi	FASTENERS	11.40	Open	Non	02/20	620-53644-221
261549-325003	Invoi	FASTENERS	5.78	Open	Non	02/20	620-53634-255
261704-325003	Invoi	PAPER TOWEL & TISSUE HOLDER	17.97	Open	Non	02/20	620-53634-255
261783-325003	Invoi	PIPE FITTINGS	2.59	Open	Non	02/20	620-53624-255
<b>Total LINDNER ACE HARDWARE LITTLE CHUTE (4702):</b>							
<b>LITTLE CHUTE AREA SCHOOL DIST (265)</b>							
021120	Invoi	FEBRUARY 2020 TAX SETTLEMENT	1,793,462.18	Open	Non	02/20	803-23150
<b>Total LITTLE CHUTE AREA SCHOOL DIST (265):</b>							
<b>OUTAGAMIE COUNTY TREASURER (486)</b>							
021120	Invoi	FEB 2020 TAX SETTLEMENT	850,058.09	Open	Non	02/20	803-23150
021120	Invoi	FEB 2020 TAX SETTLEMENT-POWTS	26.00	Open	Non	02/20	803-23150
021120	Invoi	FEB 2020 TAX SETTLEMENT-VANDENBROEK ASS	5,541.66	Open	Non	02/20	803-23150
021120	Invoi	FEB 2020 TAX SETTLEMENT-LC	1,276.22	Open	Non	02/20	803-23150
<b>Total OUTAGAMIE COUNTY TREASURER (486):</b>							
<b>SIGNCOUNTRY (3870)</b>							
12475	Invoi	APPLY GRAPHICS TO WATER DEPT TRUCK	245.00	Open	Non	02/20	101-53330-204
<b>Total SIGNCOUNTRY (3870):</b>							
<b>TIME WARNER CABLE (89)</b>							
02/20 70953560100	Invoi	FEBRUARY/MARCH SERVICE	213.02	Open	Non	02/20	101-51650-203
<b>Total TIME WARNER CABLE (89):</b>							
<b>WARRANT PAYMENTS (4565)</b>							
021220	Invoi	WARRANT- HENDRICKS	250.00	Open	Non	02/20	207-21495
<b>Total WARRANT PAYMENTS (4565):</b>							
<b>Grand Totals:</b>							
<b>3,613,315.21</b>							

**Report GL Period Summary**

Vendor number hash:	78324
Vendor number hash - split:	86698
Total number of invoices:	25
Total number of transactions:	30

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	3,613,315.21	3,613,315.21
Grand Totals:	3,613,315.21	3,613,315.21

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>2019 TAX REFUNDS (5086)</b>							
260441113-1	Invoi	2019 TAX REFUND	166.42	Open	Non	02/20	803-21215
<b>Total 2019 TAX REFUNDS (5086):</b>							
<b>Grand Totals:</b>							

**Report GL Period Summary**

Vendor number hash: 5086  
 Vendor number hash - split: 5086  
 Total number of invoices: 1  
 Total number of transactions: 1

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	166.42	166.42
<b>Grand Totals:</b>	<b>166.42</b>	<b>166.42</b>

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
<b>2019 TAX REFUNDS (5086)</b>							
260440100	Invoi	2019 TAX REFUND	1,035.57	Open	Non	01/20	803-21215
<b>Total 2019 TAX REFUNDS (5086):</b>							
			<b>1,035.57</b>				
<b>2020 UTILITY REFUNDS (5089)</b>							
388354201	Invoi	OVERPAYMENT REFUND ACCT #3-883542-01	13.87	Open	Non	02/20	001-15000
<b>Total 2020 UTILITY REFUNDS (5089):</b>							
			<b>13.87</b>				
<b>AMPLITEL TECHNOLOGIES (4637)</b>							
15224	Invoi	MICROSOFT OFFICE 365-FEBRUARY	422.70	Open	Non	02/20	404-57190-208
15228	Invoi	MONTHLY DATTO BACK-UP SERVICES 02/20	325.00	Open	Non	02/20	404-57190-204
15240	Invoi	MONTHLY ANTI-VIRUS SERVICE-FEB	147.00	Open	Non	02/20	404-57190-204
15250	Invoi	FORTIGATE MAINTENANCE RENEWAL	102.08	Open	Non	02/20	404-57190-208
<b>Total AMPLITEL TECHNOLOGIES (4637):</b>							
			<b>996.78</b>				
<b>AT &amp; T (5080)</b>							
287294953059	02/2	Invoi DEC/JAN SERVICE	243.02	Open	Non	01/20	101-52200-203
<b>Total AT &amp; T (5080):</b>							
			<b>243.02</b>				
<b>AUTOMATED COMFORT CONTROLS (4980)</b>							
25667	Invoi	SEMI-ANNUAL BILLING @ WELL HOUSES 1/1/20 -	779.00	Open	Non	02/20	620-53624-255
25667	Invoi	SEMI-ANNUAL BILLING @ WELL HOUSES 1/1/20 -	779.00	Open	Non	02/20	620-53634-255
<b>Total AUTOMATED COMFORT CONTROLS (4980):</b>							
			<b>1,558.00</b>				
<b>FASTENAL COMPANY (847)</b>							
WIKIM250295	Invoi	METAL TUBE AND VALVE	33.06	Open	Non	01/20	620-53634-255
<b>Total FASTENAL COMPANY (847):</b>							
			<b>33.06</b>				
<b>GOLDIN IRON &amp; METAL RECYCLING CORP (4906)</b>							
123119	Invoi	FREON RECYCLING	271.10	Open	Non	13/19	101-53650-204
<b>Total GOLDIN IRON &amp; METAL RECYCLING CORP (4906):</b>							
			<b>271.10</b>				
<b>GRAEF (3713)</b>							
107821	Invoi	FOX RIVER BOARDWALK	2,108.64	Open	Non	13/19	420-57620-277
<b>Total GRAEF (3713):</b>							
			<b>2,108.64</b>				
<b>LAPPEN SECURITY PRODUCTS INC (735)</b>							
LSPQ42688	Invoi	SERVICE CALL AT WATER DEPT	358.12	Open	Non	01/20	620-53624-255
<b>Total LAPPEN SECURITY PRODUCTS INC (735):</b>							
			<b>358.12</b>				
<b>OUTAGAMIE CO REGISTER OF DEEDS (173)</b>							
202000000003	Invoi	RECORDING FEES - LAND RECORDS	30.00	Open	Non	01/20	101-51440-262
<b>Total OUTAGAMIE CO REGISTER OF DEEDS (173):</b>							
			<b>30.00</b>				
<b>RR DONNELLEY (4353)</b>							
285007700	Invoi	LASER CHECKS	440.58	Open	Non	01/20	101-51420-207

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
		<b>Total RR DONNELLEY (4353):</b>	<b>440.58</b>				
SIGNCOUNTRY (3870)		12490 Invoi GRAPHICS FOR TRUCK #3	460.00	Open	Non	02/20	101-53330-204
		<b>Total SIGNCOUNTRY (3870):</b>	<b>460.00</b>				
STAPLES ADVANTAGE (3472)		3436688059 Invoi PENS, MARKERS, & INK CARTRIDGES	269.36	Open	Non	01/20	620-53924-206
		3436688060 Invoi COLOR PRINTER	349.99	Open	Non	01/20	620-53924-206
		<b>Total STAPLES ADVANTAGE (3472):</b>	<b>619.35</b>				
VERIZON WIRELESS (3606)		9846305899 Invoi DECEMBER/JANUARY SERVICE	37.50	Open	Non	13/19	620-53924-203
		<b>Total VERIZON WIRELESS (3606):</b>	<b>37.50</b>				
WANSERSKI, AARON (3892)		12/19 REIMBURSE Invoi COBRA REIMBURSEMENT	3,921.60	Open	Non	13/19	207-52120-105
		<b>Total WANSERSKI, AARON (3892):</b>	<b>3,921.60</b>				
		<b>Grand Totals:</b>	<b>12,127.19</b>				

**Report GL Period Summary**

Vendor number hash: 71822  
 Vendor number hash - split: 76802  
 Total number of invoices: 19  
 Total number of transactions: 20

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	12,127.19	12,127.19
<b>Grand Totals:</b>	<b>12,127.19</b>	<b>12,127.19</b>

**LCFD Incident Report  
January 2020  
Number of responses: 10  
Last years: 11  
YTD: 10**

**01/07/2020      15:31 Alarm sounding @ Utility Sales & Service 412 Randolph Drive, burnt popcorn set alarm off  
Car 3632  
#20LC00001**

**01/08/2020      10:16 CO issue, 1515 VandenBroek Road Lot #12, investigated found no CO issues  
Engine 3621, Car 3632  
#20LC00002**

**01/08/2020      21:39 Mutual aide request for Kaukauna Fire Department, stand by @ their quarters (KFD @ structure fire at 811 DeLanglade).  
Truck 3622, Pickup 3631  
#20LC00003**

**01/10/2020      12:20 Alarm sounding @ Little Chute Elementary School 901 Grand Avenue, after dispatched a request for cancellation per FVMPD that it was a accidental pull station, after further investigation found burnt food on second floor, heavy smoke conditions and CO level high, ventilated and monitored.  
Engine 3621, Car 3632  
#20LC00004**

**01/11/2020      17:50 Auto accident scene safety @ 1125 W. Main Street Lot #5, per Fox Valley Metro PD cancel fire.  
#20LC00005**

**01/12/2020      23:22 Auto accident with spill clean up, 441 Northbound, cancelled while enroute due to it being in Appleton Fire Dept. jurisdiction.  
Car 3632  
#20LC00006**

**01/20/2020      10:52 Auto accident scene safety, no injuries or clean up, cancel page per 3601.  
Car 3632  
#20LC00007**

**01/22/2020      07:34 Auto accident scene safety/cleanup, assisted with scene safety & cleanup  
Engine 3621, Car 3632  
#20LC00008**

**01/25/2020      20:11 Home lockout, cancelled before going in route  
#20LC00009**

**01/27/2020      05:07 Accident scene safety & accident cleanup, intersection of Washington Street and North Avenue, (east bound North Avenue).  
Engine 3621, car 3632  
#20LC00010**

# VILLAGE OF LITTLE CHUTE MONTHLY REPORT – JANUARY 2020



## ***Little Chute***

ESTABLISHED 1848

January 2020

Village Administrator Report to the Board of Trustees

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

## VILLAGE OF LITTLE CHUTE MONTHLY REPORT – JANUARY 2020

Happy New Year to you all! The information in this report is meant to provide a snapshot of Village operations for the month preceding. The goal is to provide statistics and measures that can be analyzed and viewed over time. These reports will be reported to the Board on a monthly basis. The reports will be added to the official files of the Village of Little Chute and be published on the Village's website at [www.littlechutewi.org](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. New in 2020, we will be including data and information from the Little Chute Fire Department, which will help show how our dedicated team of individuals serve the community.

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

### Department Overview

The report will track monthly activities for the following:

- Village Administrator
- Clerk
- Community Development
- Finance Department
- Fox Valley Metro Police Department
- Kimberly/Little Chute Library
- Parks, Recreation and Forestry Department
- Department of Public Works
- Engineering Department

### Questions or Comments

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

James P. Fenlon  
Village Administrator  
108 W. Main Street  
Little Chute, WI 54140  
920-423-3850  
[james@littlechutewi.org](mailto:james@littlechutewi.org)

# Village Administrator

## HIGHLIGHTS

- The Board of Trustees worked on the following items in the month of January:
  - Approved the site plan for the new CBRF/Country Villa Senior Living Facility
  - Approved an Intergovernmental Agreement with the City of Appleton regarding future land use
  - Interviewed and finalized the selection of a candidate for the Community Development Director Position
- Continued to work with staff on an effective resolution to a billing issue with Outagamie County Landfill and met with County officials regarding the billing issue.
- Continued to work with the Village of Kimberly on the Joint Library and an effort to separate the department.
- Continued discussions and negotiations for the FVMPD Professional Police Association successor agreement.
- Prepared for David Kittel to start as Community Development Director in February.
- With the Nechodom family, reviewed nominees for the 2020 Robert A. Nechodom Award.
- Attended a roundtable discussion with the Wisconsin Economic Development Corporation regarding downtown planning.
- 

## TOP PRIORITIES FOR FEBRUARY

- Approve the agreement with the Village of Kimberly regarding the Joint Library.
- Continue working with County officials on resolving the leachate billing matter.
- Approve a tentative agreement with the Fox Valley Metro Professional Police Association for a successor contract.
- Host a joint meeting with the Village of Kimberly and FVMPD regarding K9 resources.
- Finalize plans for 2020 street construction projects.
- Attend public meetings in Madison regarding legislation that would support economic development efforts in Little Chute.
- Finalize the military leave policy and resolutions changing the rate of pay for elected officials for Board action in March.
- Secure future training opportunities for staff on a number of different topics.

# Clerk

## HIGHLIGHTS

January proved to be another busy month in the Clerk's office. We continued to focus on preparations for the 2020 election cycle. Ballots for the Spring Primary arrived, and absentee ballots were mailed out within a day. Voter equipment went through additional maintenance and testing for the upcoming election. The Clerk's office planned and organized the 3rd Annual Souper Bowl, which was very successful. Congratulations to our 2-Time winner Laura Braatz.

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

- Shared data from social media sites
- Agendas/Minutes for meetings (Regular Board, Special Meeting, Plan, Utility)
- Continued maintenance of the Village Website and social media outlets
- Ongoing phone/supply ordering support
- Civic Center/Village Hall rentals
- Preparations for 2020 elections webinar training, upkeep of voter records, supply ordering
- Early planning for Village Market, research and contact made to potential produce vendors
- Organized the Annual Souper Bowl luncheon
- Maintenance of voting equipment and testing for Spring Primary
- Mailed out absentee ballots and record returned ballots

Goals for February:

- Prepare for Spring Primary
- Open early voting, process absentee ballots
- Facilitate Spring Primary Election
- Agendas/Minutes for meetings
- Work with Public Works on spring newsletter preparations
- Share data from social media sites
- Maintenance of the Village Website and social media outlets
- Ongoing phone/supply ordering support
- Civic Center/Village Hall rentals
- Plan retirement party for Jim Moes

Village of Little Chute Website and Social Media Metrics - January 2020						
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
<b>Website Visits</b>	11,511	8,948	28.64%	11,511	8,948	28.64%
<b>Website Page Views</b>	14,066	13,839	1.64%	14,066	13,839	1.64%
<b>Facebook Likes</b>	3,847	3,227	19.21%	3,847	3,227	19.21%
<b>Facebook Reach</b>	105,453	65,842	60.16%	105,453	65,842	60.16%
<b>Village Hall Blog View</b>	554	636	-12.89%	554	636	-12.89%
<b>Instagram Followers</b>	558	422	32.23%	558	422	32.23%
<b>Twitter Followers</b>	400	339	17.99%	400	339	17.99%
<b>Twitter Impressions</b>	399	140	185.00%	399	140	185.00%

# Community Development

## HIGHLIGHTS

- Met with Commercial Developers regarding sites and TIF in village.
- Continued Inspections of homes, apartments and commercial projects.
- Discussions with architects regarding new projects.
- County Landfill discussion.
- Presented rezoning in downtown for redevelopment.
- Met with Engineers on manufacturing projects.

## TOP PRIORITIES FOR FEBRUARY

- Meet with builders and owners about upcoming commercial projects.
- Work with developers regarding Commercial/Industrial projects.
- Hearing on rezoning in downtown for redevelopment.
- Continued Inspections of homes, apartments, industrial and commercial projects.
- Assist developers, surveyors, and realtors with zoning requirements.
- Assist in preparations for CD Director transition.

## COMMUNITY DEVELOPMENT JANUARY DATA

Community Development Department 2020 Permit Data				
	January-20	2020 Totals	2019 Totals	2018 Totals
Permits Issued	21	21	667	622
Property Complaints	1	1	31	61
Property/Field Inspections	73	73	912	929
Letters Sent		0	0	0
Action Corrected		0	13	44
Referred for Action		0	0	7
Ongoing	1	1	36	16

Community Development Department 2020 Permit Data				
	January-20	2020 Totals	2019 Totals	2018 Totals
Permits Issued	21	21	717	622
Permit Fees	\$2,813	\$2,813	\$108,776	\$257,754
Permit Value	\$180,000	\$180,000	\$35,228,147	\$47,343,017

# Finance Department

## HIGHLIGHTS

- Tax collection finalized with a cumulative 77% of the role collected prior to the second required settlement with taxing jurisdictions due February 20 (see chart for breakdown of location of collections). Staff provided stellar customer service, balanced with no variances and took on a greater role in the overall reconciliation process learning new tasks. Please take time to let the staff know what a great job they did!
- Prepared 2<sup>nd</sup> round of 2019 budget adjustments to present to the Village Board
- Completed preliminary audit fieldwork timely with all items requested ready for review
- 4,035 utility bills created, 74 service orders (Final Reads, High/Low Reads, Meter Installations) created/coordinated with MCO and 238 Landlord notices mailed for tenant delinquency notification, 813 ratepayers opted out of postcard billing, 1,517 ratepayers utilized PSN and 665 ACH for payments in January.
- W-2's (out earlier this year!) and 1099's distributed to recipients and filed with Federal and State Government; OSHA required filing of illness and injury completed and posted
- WRS Annual Reconciliation filing completed by deadline
- Mailed Personal Property Filing Statements to businesses for 2020 Tax Season
- Scheduled and promoted Well WI Screening Event for those on Village health insurance

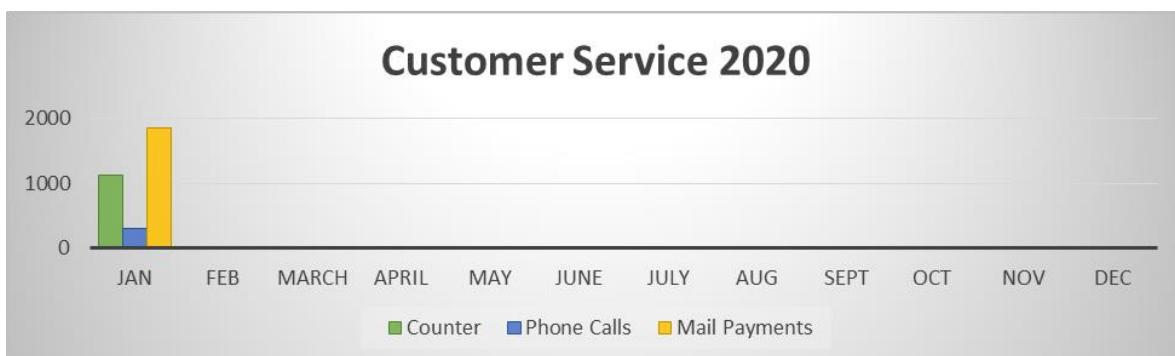
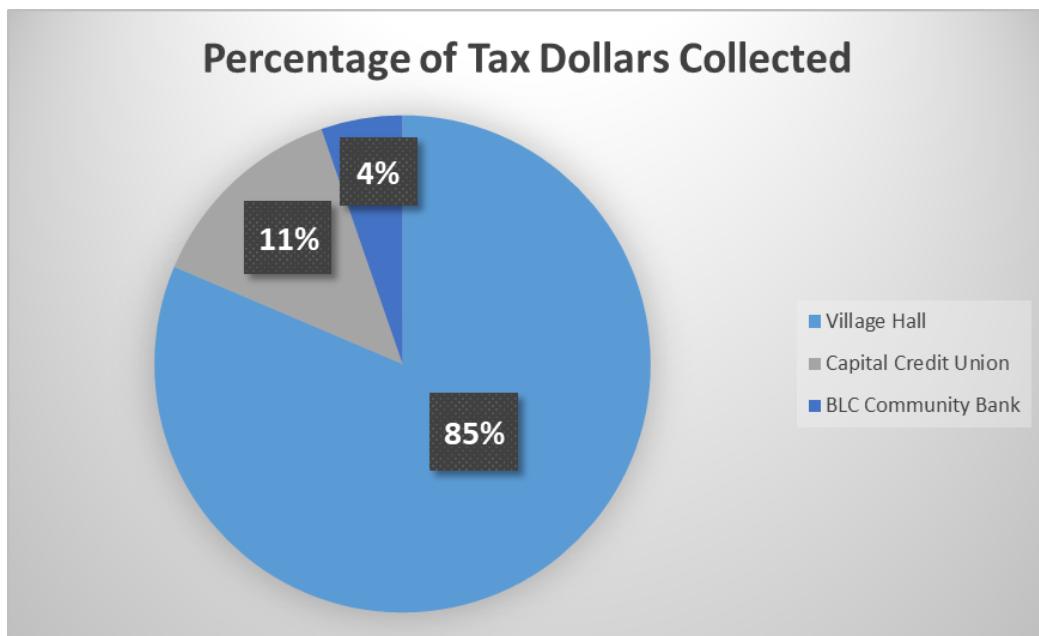
## TOP PRIORITIES FOR FEBRUARY

- Audit fieldwork preparation
- Personal property chargebacks and mobile home tax filing with the State
- Affordable Health Care Compliance Filings (1094/1095)
- Workers Compensation Audit
- Develop an On Boarding/Hiring process along with a Termination Checklist

## CONTINUOUS IMPROVEMENT EFFORTS

- Cross-trained Shannon on investment reconciliation. This task has shifted from the Director to staff and allows for internal control review of procedures.
- Cross-trained Tanya on special assessment billing procedures for Park Avenue. We hope to eventually move most of this task from the Utility Billing Clerk
- Revamped the Special Assessment Billing Letter to make options clearer to the property owner
- Earned \$18,700 on bank deposits that previously had been held in non-interest-bearing accounts!

## JANUARY DATA



### PERFORMANCE MEASUREMENTS

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

NM=New Measure

# Little Chute Fire Department

Little Chute Fire Department - 2020 Calls for Service



## Fox Valley Metro Police Department

### HIGHLIGHTS

- On February 19<sup>th</sup> Officer Dan Thorson will have reached a career milestone by having served for **30 years**. Thorson started with the Kimberly Police Department and then continued service with Metro when the joint department was formed.
- Conditional offers of employment have been made to William Hansen and Gwen Schmidt for the Community Service Officer positions. They are in the process of their pre-employment testing.
- Officers will be undergoing PIT – Precision Immobilization Technique training in March and/or April. The PIT is another option in safely controlling and incapacitating a fleeing suspect vehicle in a vehicle pursuit.
- On January 21<sup>st</sup>, department members had their annual hearing test.
- On January 17th, as part of *Adult Crossing Guard Recognition Week*, we showed appreciation to our school crossing guards by having them at Metro for snacks and conversation.



FVMPD CSO chest and shoulder patch rendering

### TOP PRIORITIES

- Get the two, new CSO hires on-board and trained.
- If approved, create a Metro K-9 foundation and start fundraising for the program

**FVMPD JANUARY DATA** - Below is a table showing a three-month comparison of calls for service and incidents in Little Chute. I would note a measurable increase in medical calls and animal bite complaints. I believe the animal bite complaint increase is related to the dog park.



## FOX VALLEY METRO POLICE DEPARTMENT

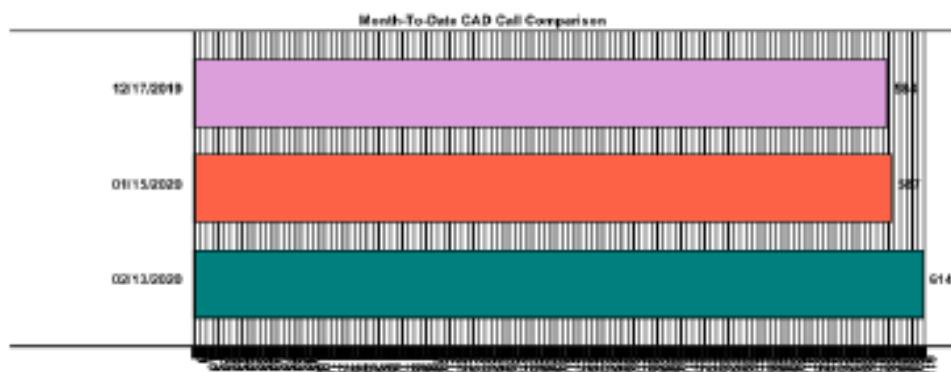
### Month-to-Date CAD Call Detail

#### Month-To-Date CAD Received Calls

Call Nature	01/16/2020	12/18/2019	1 mo %	11/19/2019	2 mo %
	to 02/13/2020:	to 01/15/2020:	change:	to 12/17/2019:	change:
911 Misdial	49	54	-9.3%	66	-25.8%
Abandoned Vehicle	3	0	N/A	5	-40.0%
Abdominal A-Adam Response	1	0	N/A	0	N/A
Accident in a Parking Lot	2	3	-33.3%	2	0.0%
Accident with Injury	3	0	N/A	0	N/A
Accident with Scene Safety	0	2	-100.0%	1	-100.0%
Alcohol Violations	1	1	0.0%	0	N/A
Allergies D-David Response	0	0	N/A	1	-100.0%
Animal Bite	1	1	0.0%	0	N/A
Animal Call	13	12	8.3%	13	0.0%
Assist Citizen or Agency	34	33	3.0%	30	13.3%
Back Problem A-Adam Response	0	1	-100.0%	1	-100.0%
Bicycle Stop	1	0	N/A	0	N/A
Bleeding B-Boy Response	0	1	-100.0%	0	N/A
Bleeding C-Charles Response	1	0	N/A	0	N/A
Bleeding D-David Response	0	0	N/A	1	-100.0%
Breathing Problem C-Charles	1	0	N/A	3	-66.7%
Breathing Problem D-David	5	1	400.0%	5	0.0%
Burglary	1	0	N/A	1	0.0%
Business Check	0	0	N/A	1	-100.0%
Chest Complaint A-Adam	0	1	-100.0%	0	N/A
Chest Complaint C-Charles	0	1	-100.0%	1	-100.0%
Chest Complaint D-David	1	2	-50.0%	1	0.0%
Choking A-Adam Response	1	0	N/A	0	N/A
Choking D-David Response	0	0	N/A	1	-100.0%
Civil Matter Assist	0	0	N/A	1	-100.0%
Civil Process	6	12	-50.0%	2	200.0%
Crime Prevention	35	45	-22.2%	98	-64.3%
Damage to Property	3	5	-40.0%	1	200.0%
Diabetic Issue C-Charles	1	1	0.0%	2	-50.0%
Diabetic Issue D-David	0	0	N/A	1	-100.0%

Disturbance	13	12	8.3%	5	160.0%
Disturbance with a Weapon	1	1	0.0%	0	N/A
Domestic Disturbance	6	4	50.0%	2	200.0%
Drug Complaint	4	8	-50.0%	2	100.0%
Eye Problem A-Adam	0	0	N/A	1	-100.0%
Fainting C-Charles	0	0	N/A	1	-100.0%
Falls A-Adam Response	3	0	N/A	1	200.0%
Falls B-Boy Response	3	1	200.0%	1	200.0%
Falls D-David Response	0	2	-100.0%	3	-100.0%
Fire Alarm Commercial	0	2	-100.0%	1	-100.0%
Fire Vegetation or Grass	0	0	N/A	1	-100.0%
Follow Up	6	11	-45.5%	8	-25.0%
Fraud Complaint	4	6	-33.3%	5	-20.0%
Harassment	3	8	-62.5%	4	-25.0%
Hazard in Roadway	8	11	-27.3%	11	-27.3%
Headache C-Charles Response	1	0	N/A	0	N/A
Heart Problem A-Adam	0	0	N/A	1	-100.0%
Heart Problem C-Charles	0	0	N/A	1	-100.0%
Heart Problem D-David	0	0	N/A	1	-100.0%
Jail GPS Checks	33	20	65.0%	0	N/A
Juvenile Complaint	1	2	-50.0%	0	N/A
Law Alarms - Burglary Panic	6	7	-14.3%	8	-25.0%
Lost or Found Valuables	2	2	0.0%	7	-71.4%
Medical Assistance No Injury	1	2	-50.0%	1	0.0%
Medical Pre-Alert	1	3	-66.7%	3	-66.7%
Missing Person	2	0	N/A	0	N/A
Motorist Assist	27	23	17.4%	18	50.0%
Natural Gas or Propane Leak	1	1	0.0%	2	-50.0%
Noise Complaint	8	4	100.0%	3	166.7%
Ordinance Violation	2	7	-71.4%	6	-66.7%
PNB E-Edward Response	1	0	N/A	1	0.0%
Parking Enforcement	6	6	0.0%	11	-45.5%
Pregnancy C-Charles	0	0	N/A	1	-100.0%
Reckless Driving Complaint	20	23	-13.0%	19	5.3%
Residence Lockout	1	1	0.0%	0	N/A
Retail Theft	0	2	-100.0%	0	N/A
Runaway Juvenile	1	1	0.0%	1	0.0%
Scam	0	2	-100.0%	0	N/A
Seizure C-Charles Response	0	2	-100.0%	1	-100.0%
Sex Offense	2	1	100.0%	1	100.0%
Sick A-Adam	3	0	N/A	1	200.0%

Sick C-Charles	4	4	0.0%	2	100.0%
Sick D-David	3	1	200.0%	0	N/A
Stroke C-Charles	2	1	100.0%	0	N/A
Structure Fire Smoke or Flame	0	2	-100.0%	1	-100.0%
Suspicious Incident	8	10	-20.0%	6	33.3%
Suspicious Person	3	4	-25.0%	1	200.0%
Suspicious Vehicle	4	8	-50.0%	7	-42.9%
Testing Only	0	1	-100.0%	0	N/A
Theft Complaint	2	5	-60.0%	12	-83.3%
Theft of Automobile Complaint	0	0	N/A	1	-100.0%
Traffic Enforcement	9	7	28.6%	3	200.0%
Traffic Stop	172	132	30.3%	113	52.2%
Transport Accident B-Boy	0	0	N/A	2	-100.0%
Trespassing	1	0	N/A	1	0.0%
Unconscious D-David	4	1	300.0%	1	300.0%
Unknown Odor Outdoors	0	1	-100.0%	0	N/A
Unlocked or Standing Open Door	4	9	-55.6%	7	-42.9%
Vehicle Accident	18	13	38.5%	25	-28.0%
Vehicle Lockout	10	10	0.0%	3	233.3%
Violation of Court Order	1	1	0.0%	1	0.0%
Wanted Person or Apprehension	5	3	66.7%	2	150.0%
Weapon Violation	1	0	N/A	2	-50.0%
Welfare Check	30	23	30.4%	21	42.9%
Wire Down	0	0	N/A	2	-100.0%



# Kimberly/Little Chute Joint Public Library

## HIGHLIGHTS

- Winter Reading Program – Over 300 Participants in first two weeks
- Return of Pooches and Pages
- ILS transition plan released - Go Live Date scheduled for August 17th
- Kaukauna Library goes Fine Free
- Discontinue Calendar/Registration Software

## TOP PRIORITIES FOR FEBRUARY

- Staff Training February 7<sup>th</sup> First Aid/CPR/AED
- Take your Child to the Library Day/Winter Reading Program ends February 8th
- Little Chute Interior Design - ongoing
- Complete Annual Report
- Review Hotspot Circulation procedures
- Review Ruko Circulation

## UPCOMING EVENTS

- Tai Chi, Saturday, February 01, February 08, 9:00 AM - 10:00 AM, Little Chute Village Hall Community Room. - Learn tai chi! No experience necessary. This course, Tai Chi Easy, consists of both tai chi and qigong movements – a warm-up and cooldown, self-massage, breath exercises, and meditation. Participants develop their abilities to focus and concentrate in a deep state of relaxation through breath practices, movement, meditation and self-massage providing simple, effective self-care skills that can be used throughout life and well into the “successful aging” process. Consistently practicing tai chi and qigong can help you manage stress and pain, reduce anxiety, improve sleep, mood, balance, and stamina.
- Take Your Child to the Library Day: Dance Party, Saturday, February 01, 10:00 AM - 11:00 AM, Kimberly Public Library - Visit the library to see all the wonderful things to do and check out what awaits you! Then get ready to dance away the winter blues with the fun music of Pint Size Polkas! All ages welcome.
- Baby Story Time, Tuesday, February 04, 11, 25, & March 3, 10:00 AM - 10:45 AM, Kimberly Public Library - It's never too early to read to your child. Enjoy rollicking rhymes, sweet stories, and merry music during this story time session geared for babies birth-24 months. Playtime included afterwards. Older sibling helpers are welcome and are encouraged to bring along their own special stuffed toy or doll.
- Words with Willow: Read to a Cat, Tuesday, February 04, 4:00 PM - 5:30 PM, Kimberly Public Library - Kids in grades 1-5 are invited to register for a fifteen minute session to read to Willow - a meow-velous therapy cat. Space is limited. Please call the Kimberly Library at 920-788-7515 to register and guarantee a spot. Walk-ins will be accommodated if space allows.
- Family Story Time, Wednesday, February 05, 12, 19, & 26, March 04, 10:00 AM - 10:30 AM, Little Chute Public Library - Discover a wide variety of splendid stories from classic tales to newer picture books during this eight-week session of story time for preschoolers and their parents/caregivers. Early literacy concepts such as letter recognition, counting, coloring, and shapes will be covered. Music and fun are added bonuses! Story Time repeats each week on Thursdays in Kimberly at 10 a.m.

- After School STEAM Rollers: Lego/Plus Plus Challenge, Wednesday, February 05, 2:15 PM - 3:15 PM, Little Chute Public Library - Hey, Little Chute third-sixth graders! Looking for something to do on your early release afternoons? Join us for STEAM-based activities!
- Family Story Time, Thursday, February 06, 13, 20 & 27, March 05, 10:00 AM - 10:30 AM, Kimberly Public Library - Discover a wide variety of splendid stories from classic tales to newer picture books during this eight-week session of story time for preschoolers and their parents/caregivers. Early literacy concepts such as letter recognition, counting, coloring, and shapes will be covered. Music and fun are added bonuses! Story Time is also held in Little Chute on Wednesdays at 10 a.m.
- Personal Narrative Writing Workshop, Thursday, February 06, February 13, 6:00 PM - 7:00 PM, Kimberly Public Library \*Registration required.\* - Join this supportive group of writers for a five-week mini-series designed to get you drafting and publishing stories about your life. No writing experience needed! Due to the progressive nature of drafting, plan to attend all sessions. Who: Anyone 18+...
- Pooches and Pages: Read to a Therapy Dog, Saturday, February 08, 10:30 AM - 12:00 PM, Little Chute Public Library - Kids in grades 1-5 are invited to sign up to read to a therapy dog as a fun way to improve reading skills. Please call the Little Chute Library at 920-788-7825 to reserve your "Spot!"
- Page Turners Book Club, Monday, February 10, 4:00 PM - 4:30 PM, Kimberly Public Library - Page Turners is a new book club for third and fourth graders that meets at the Kimberly Library on the second Monday of every month during the school year. Join anytime! We will have discussions and other fun activities related to each month's book. Pick up your copy of the month's selection at the Kimberly Library front desk...
- Chapter Chat, Tuesday, February 11, 4:00 PM - 4:30 PM, Kimberly Public Library - Chapter Chat is a book club for 5th and 6th graders that meets at the Kimberly Library on the second Tuesday of every month during the school year. Join anytime! We will discuss that month's book and have other fun activities related to it. - February's book is Refugee by Alan Gratz. A historical fiction novel about three kids in search of refuge. All will face unimaginable dangers -- from drownings to bombings to betrayals. But there is always the hope of tomorrow. Stop by the desk at the Kimberly Library to pick up a copy now!
- The Afternoon Book Club, Thursday, February 13, 1:00 PM - 2:30 PM, Kimberly Public Library - Join the Afternoon Book Club on the second Thursday of each month at 1:00 pm at the Kimberly Public Library to discuss a variety of fiction and non-fiction selections. All are welcome! If you need a copy of the book, visit the front desk at either library location or place the title on hold at [infosoup.org](http://infosoup.org) to get a copy before the discussion.
- Pajama Story Time, Monday, February 17, 6:15 PM - 6:45 PM, Little Chute Public Library - Wear your jammies to the library for fun stories followed by a craft.
- Evening Book Club, Monday, February 17, 6:30 PM - 8:00 PM, Little Chute Public Library - The Evening Book Club meets on the third Monday of each month. All are welcome! If you need a copy of the book, visit the front desk at either library location or place the title on hold at [infosoup.org](http://infosoup.org) to get a copy before the discussion.
- Midweek Matinee, Wednesday, February 19, 1:00 PM - 3:00 PM, Kimberly Public Library - Join us for a relaxing afternoon at the movies! Our movie selection will be announced soon. Popcorn and soda/water will be provided. Brought to you in partnership with the Kimberly Senior Citizens.
- After School STEAM Rollers: Harry Potter Potions, Wednesday, February 19, 2:15 PM - 3:15 PM, Little Chute Public Library - Hey, Little Chute third-sixth graders! Looking for something to do on your early release afternoons? Join us for STEAM-based activities!
- 4th Monday Craft, Monday, February 24, 10:00 AM - 12:00 PM & 5:30 PM - 7:30 PM, Little Chute Public Library - Join us on the fourth Monday of the month for a fun, free craft! Stop back later to learn what this month's craft will be. Most crafts will be for all ages.
- Master Gardener Presents: Shrub Pruning, Monday, February 24, 6:30 PM - 7:30 PM, Little Chute Public Library - Pruning is an important part of keeping your shrubs healthy. Pruning keeps things under control, improves blooming and health. A professional arborist will walk you through when and how pruning should be done.
- Memory Café, Wednesday, February 26, 1:30 PM - 3:00 PM, Kimberly Public Library - Memory Cafes welcome those experiencing early stage dementia, mild memory loss or cognitive impairment as well as family and friends of those affected. It's a great opportunity for lively discussions, information gathering, refreshments, camaraderie and lots of creative fun! Please be aware that our policy is that for safety reasons, everyone needs to attend with at least 1

partner. A collaboration of the Fox Valley Memory Project, Village of Kimberly Parks and Recreation, and Kimberly Little Chute Library

- Family Movie: *Frozen II*, Saturday, February 29, 10:00 AM - 12:00 PM, Little Chute Public Library - It's Leap Day! Celebrate an extra day this year with a free showing of *Frozen II*. Why was Elsa born with magical powers? The answer is calling her and threatening her kingdom. Together with Anna, Kristoff, Olaf, and Sven, Elsa sets out on a dangerous but remarkable journey. Free popcorn included. Rated PG.
- Baby Story Time, Tuesday, March 03, 10:00 AM - 10:45 AM, Kimberly Public Library - It's never too early to read to your child. Enjoy rollicking rhymes, sweet stories, and merry music during this story time session geared for babies birth-24 months. Playtime included afterwards. Older sibling helpers are welcome and are encouraged to bring along their own special stuffed toy or doll.
- Chapter Chat, Tuesday, March 03, 4:00 PM - 4:30 PM, Kimberly Public Library - Chapter Chat is a book club for 5th and 6th graders that meets at the Kimberly Library on the second Tuesday of every month during the school year. Join anytime! We will discuss that month's book and have other fun activities related to it. March's book is TBD.
- After School STEAM Rollers, Wednesday, March 04, 2:15 PM - 3:15 PM, Little Chute Public Library - Hey, Little Chute third-sixth graders! Looking for something to do on your early release afternoons? Join us for STEAM-based activities!

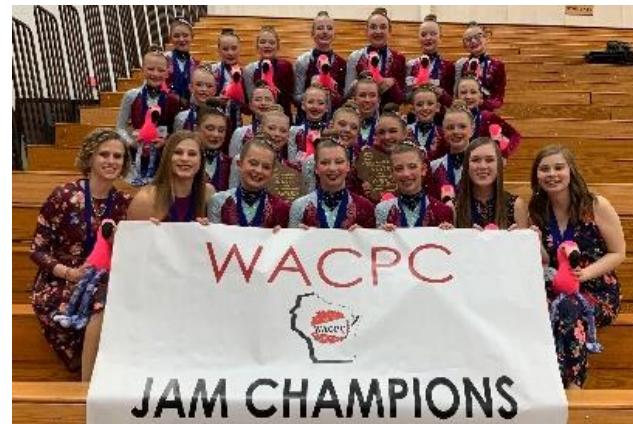
## MONTHLY STATISTICS REPORT - KIMBERLY-LITTLE CHUTE PUBLIC LIBRARY - JANUARY 2020

Category		Current	Current	Current	YTD	Previous	% Change
		Month KIM	Month LIT	Month Combined	Combined	Year Comparison	
Circulation		12,429	9,986	22,415	32,401	20,978	7%
Self Check (Included above)		2,931	3,413				
		24%	34%				
Collections	Title count	40,317	40,786	81,103		80723	0%
	Item count	42,010	42,118	84,128		83702	1%
Computer Use						939	
Wireless	Distinct clients	529	464	993	1,457	848	17%
Minutes per session	Daily average	44	38	82	120	71	
Interlibrary Loan	Items borrowed	3,911	2,607	6,518	9,125	5864	11%
	Items loaned	2,699	3,004	5,703	8,707	6041	-6%
Overdrive Usage (Previous mo eBook uses		696	563	1,259	1,822	973	29%
Overdrive Usage (Previous mo Audiobook uses		498	355	853	1,208	628	36%
RB Digital Magazines		9	59	68	127	9	656%
RB Digital Audio		52	8	60	68	43	40%
Patron Visits		6,052	4,138	10,190	14,328	9,322	9%
Programming	Children	7	5	12	17		
	Community (all ages)	8	9	17	26		
Program Attendance	Children	188	133	321	454		
	Community (all ages)	75	170	245	415		
Hoopla							
		January	February	March	April	May	June
	Audiobook	233	95	111	105	101	127
	Comics	4	9	8	8	15	11
	Ebook	107	40	48	57	59	41
	Movie	30	22	34	23	16	27
	Music	11	16	24	33	20	18
	Television	27	16	8	14	15	20
		904.27	440.92	523.17	496.55	471.94	556.81
		2.19/circ	2.23/circ	2.25/circ	2.07/circ	2.09/circ	2.28/circ
		July	Aug	September	October	November	December
	Audiobook	127	136	158	168	215	179
	Comics	13	11	14	18	11	8
	Ebook	50	46	52	52	83	63
	Movie	22	29	15	24	26	28
	Music	26	24	13	15	8	11
	Television	13	18	10	11	20	13
		573.14	624.56	651.73	690.07	778.06	694.72
		2.28/circ	2.37/circ	2.49/circ	2.40/circ	2.14/circ	2.30/circ

# Parks, Recreation and Forestry Department

## DECEMBER 2019 HIGHLIGHTS

- Prepared several RFPs for 2020 projects including the Van Lieshout Playground and Ash Tree Removal program.
- Implemented GIS on tablets within the field for our 2019-2020 tree trimming operations.
- Received an extra \$42,000 from the WI DNR for planting trees from the 2019 storm damage.
- Received proposals to remove 60 ash trees along the Village rights-of-way in 2020.
- Applications for summer part-time jobs with department available starting 1/2 (deadline 3/6)
- Final prep for next session of Adult Yoga (started 1/8) – met with instructor with final class list
- Registration for Winter/Spring Youth Dance Classes began on 1/13 (classes to start late February)
- Finalized programs, fees, dates, descriptions, etc. for 2020 Spring/Summer Program Book; information sent for layout
- Mailed out summer staff return letters
- Submitted facility request use forms to High School for spring/summer programs (Chute-ing Stars tryouts, Jets registration/meeting, summer Basketball, summer Sports Galore)
- Chute-ing Stars Competitive Dance Team (5<sup>th</sup> thru 8<sup>th</sup> graders) performed at the Oshkosh West Dance Invite 1/4 and placed 1<sup>st</sup> Poms, 1<sup>st</sup> Kick, & 1<sup>st</sup> Jazz.
- Chute-ing Stars Competitive Dance Team (5<sup>th</sup> thru 8<sup>th</sup> graders) competed with other middle school teams at the State JAM Competition 1/18 where they took 1<sup>st</sup> Poms and 1<sup>st</sup> Kick! This is their eighth year in a row as Poms Champions, and their fourth year in a row as Kick Champions!



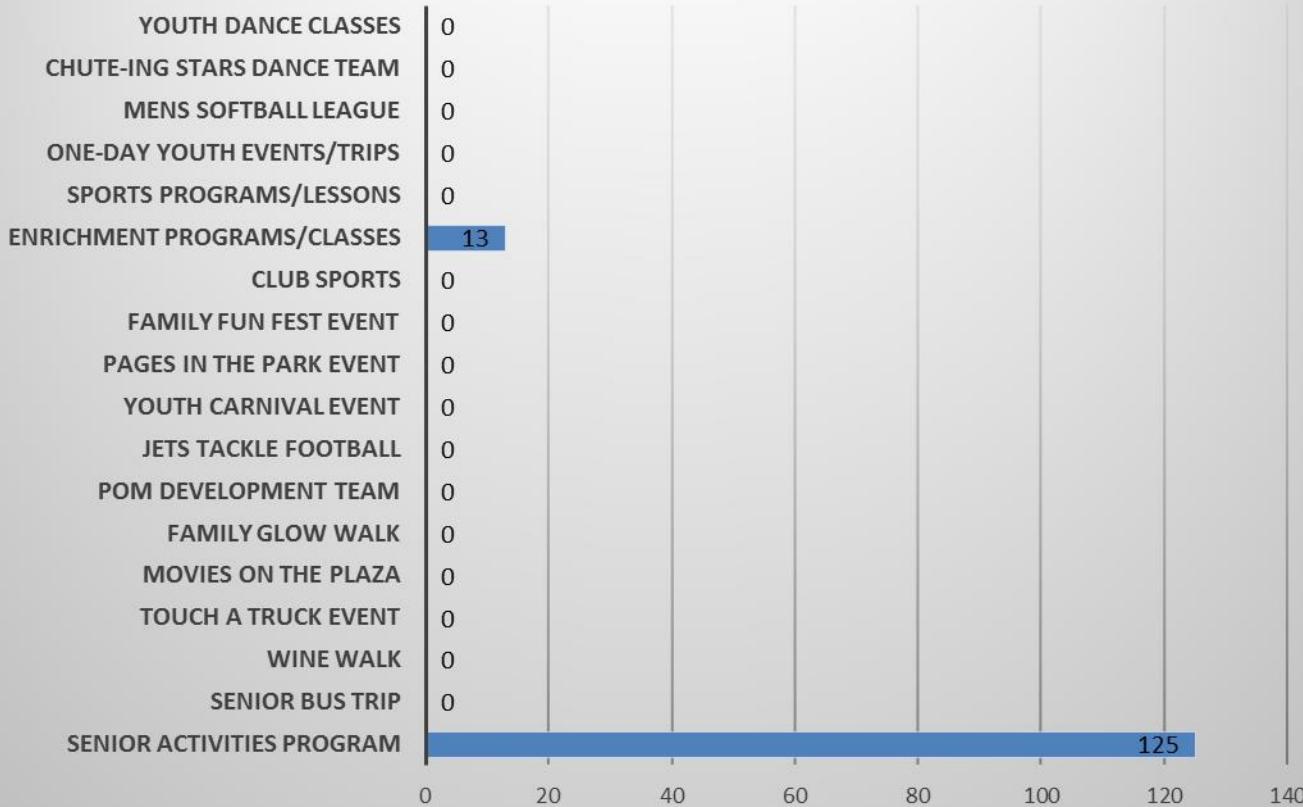
## TOP PRIORITIES FOR FEBRUARY



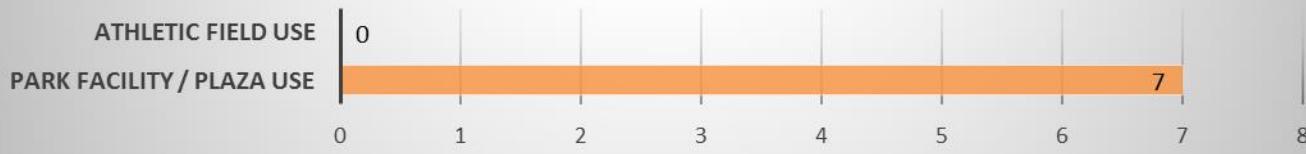
- Finalizing the updated special event permit.
- Select a contractor for the removal of the 60 ash trees in 2020.
- Receive approved permits from the WI DNR for the Fox River Boardwalk project. Present preliminary plans to both Plan Commission and the Village Board to request authorization to go to bid the first week of March.
  - Proof layout for Spring/Summer Program Book and make final changes before sent to print
  - Final prep for Youth Dance Classes – finalize classes, move dance mats to facility, bleach mats, rosters for instructors
  - Finalize contracts with entertainers for Family Fun Fest and Youth Carnival, and with movie screen company for Movie In Park and Dive In Movie events
  - Build all spring/summer programs into RecDesk for start of registration in March

- Request street closure permit from WI DOT for cheese festival parade and walk/run on Main Street 6/6
- Request to High School for use of football field for 2020 Jets Football home games
- Request to bus company for 2020 Jets Football away games buses
- Request quotes for summer tee shirt program printing

## 2020 Year-To-Date PROGRAM PARTICIPATION



## 2020 Year-To-Date SHELTER/FACILITY/FIELD USAGE



# Department of Public Works

## HIGHLIGHTS

- Village employees are working on storm water winter evaluations for the ponds including measuring the sediment at the base of the ponds. Removed overgrowth and woody vegetation in the storm ponds and outfalls.
- Took delivery on a new Freightliner winter patrol truck.
- Village crew helped keep the Village roads safe by salt and/or plowing for twelve snow events in the month of January.
- Monitored all erosion control and storm water permits.

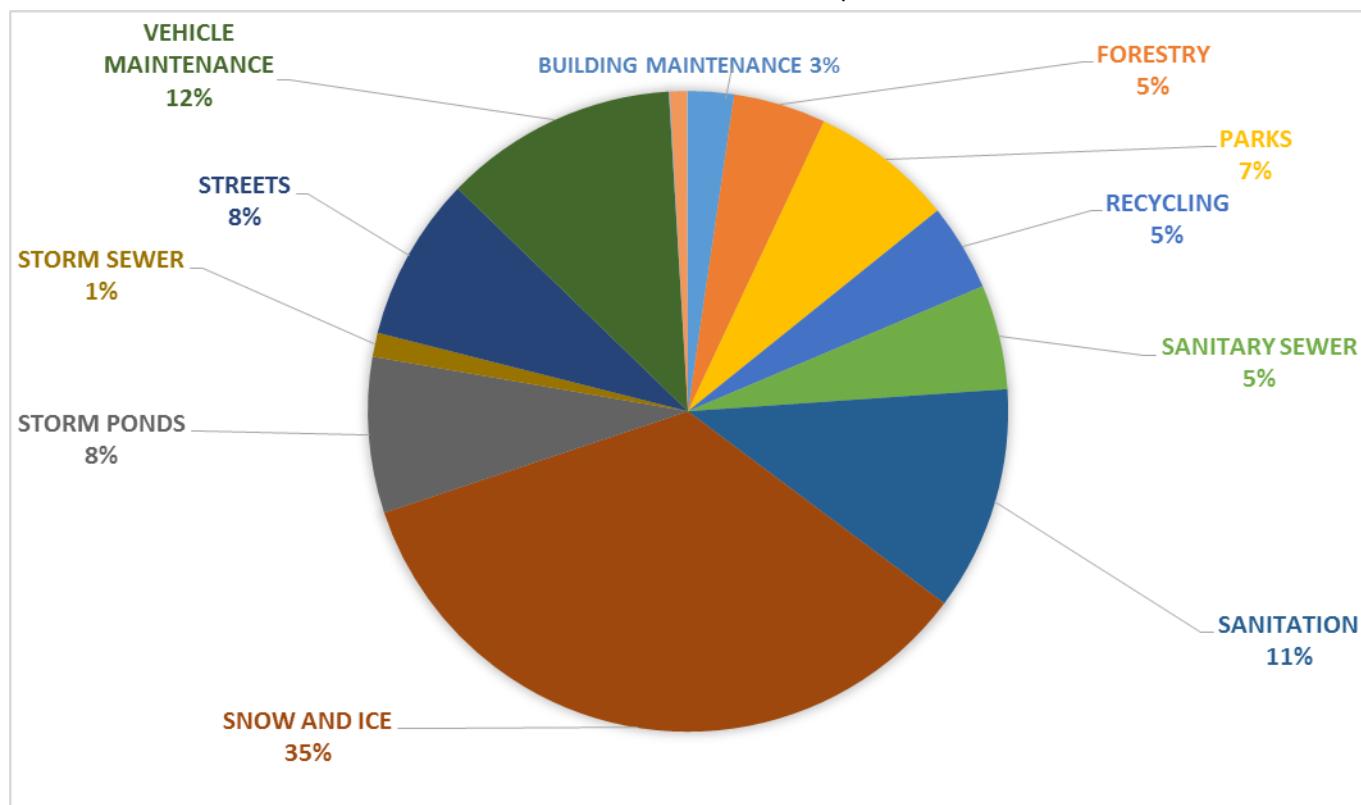
## TOP PRIORITIES FOR FEBRUARY

- Continue to work with Outagamie County Landfill regarding leachate entering the sanitary collection system.
- Continue to develop specifications for DPW projects, CIP and operations.
- Continue to prepare for the Village storm water pond winter evaluation.
- Develop specifications for DPW projects, CIP and operations.
- Develop specifications for CIP Fleet purchases.
- Update preventive maintenance plans for sanitary and storm sewers.
- Update the Fleet Management Plan.
- Continue to work with all Departments to update the Geographical Information System (GIS).
- Continue to prepare for Spring 2020 follow-up meeting with WDNR regarding the Village MS4 permit.

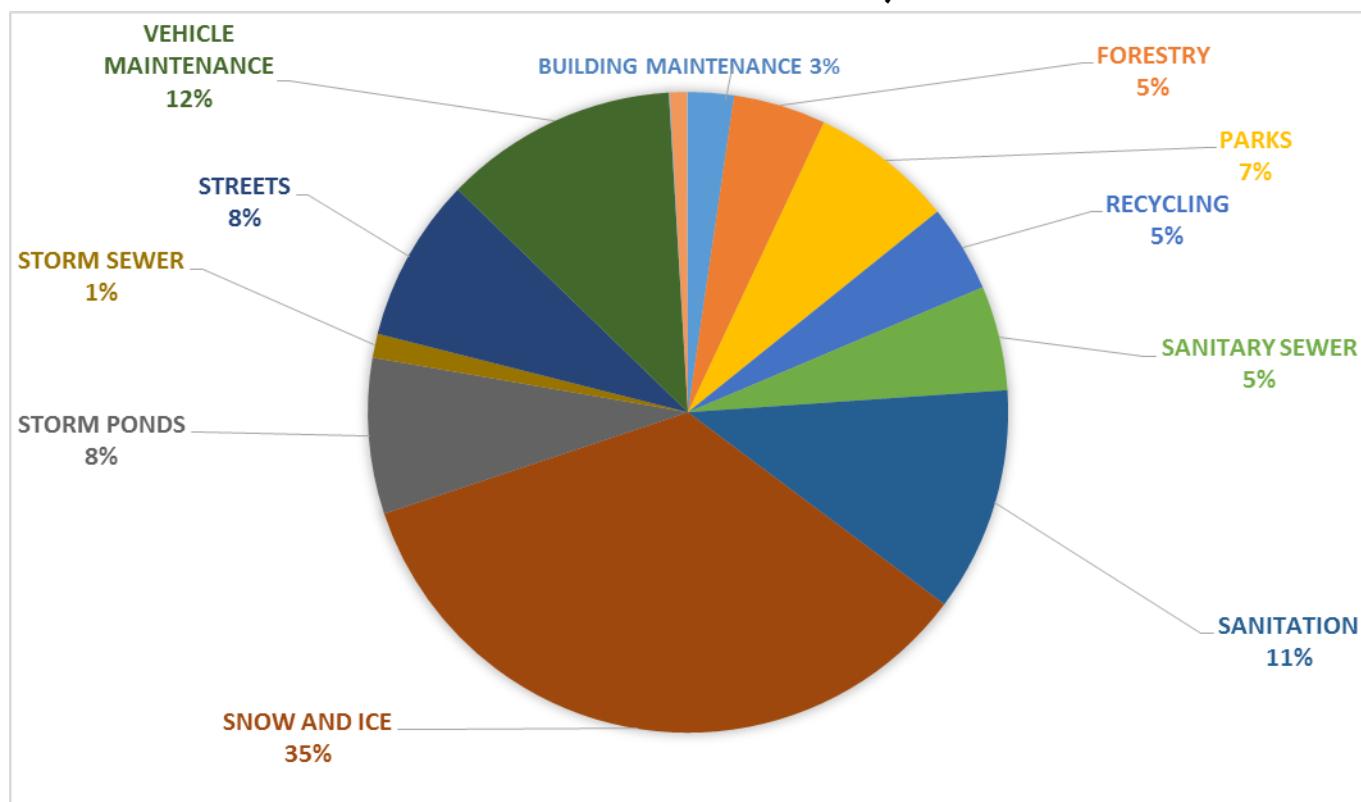


Pictured above is the new Freightliner winter patrol truck.

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



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



# Engineering Department

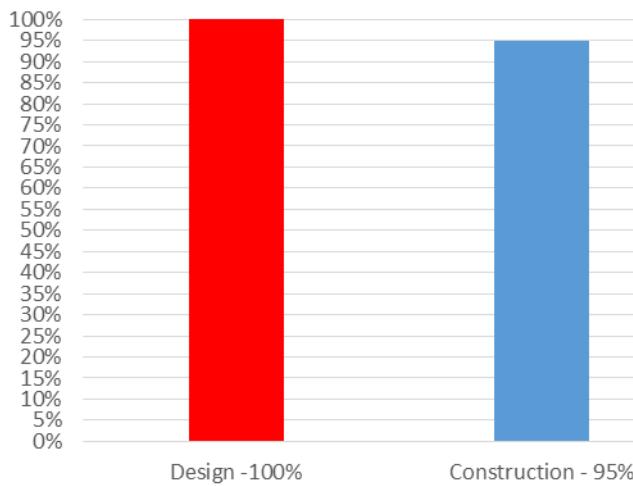
## HIGHLIGHTS

- **Quiet Zone Improvements** – A conference call was held with the railroad and the Village consultant to determine if they had any comments on the NOI submittal. We were provided limited comments and were directed to proceed.
- **Carol Lynn Drive & Homewood Court** – The public informational meeting was held for these projects on January 8th. Design work continues to advance and currently have plans and specifications at 90% complete.
- **Moasis Drive Water Main (CTH N to Buchanan St.)** – The public informational meeting was held for this project on January 22nd. Design work continues to advance and currently have plans and specifications at 90% complete.
- **GIS Management** – We continue to revise information in this system to include previous years of construction efforts. This process will continue into the summer when our interns can assist. We have also worked with the county to update the Village Boundary and current Zoning for newly annexed lands.
- **Vandenbroek Pond** – The public informational meeting was held for this project on January 22nd. Design work for this project is currently at 80% complete.
- **Park Avenue Asphalt Pavement Reconstruction** – The final special assessment rate was determined from the contractors final pay application and was approved by the Village Board of Trustees. This information was provided to the Departments of Public Works and Finance to be submitted to the property Owners for payment.

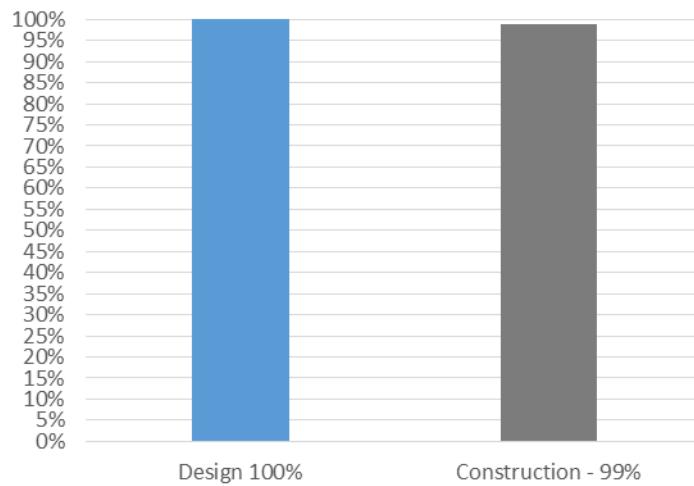
## TOP PRIORITIES FOR FEBRUARY

- **Carol Lynn Drive & Homewood Court** – The geotechnical investigation is scheduled for February 5th and 6th. The Preliminary Engineer's Report, Plans and Specifications are available for review prior to the Public Hearing which is scheduled for February 19, 2020. Plans will be available for bidding on February 24th and will include the geotechnical investigation report. WDNR Permits have also been received for this work.
- **Moasis Drive Water Main** – The geotechnical investigation is scheduled for February 5th and 6th. Plans will be available for bidding on February 24th and will include the geotechnical investigation report. WDNR Permits have also been received for this work.
- **Vandenbroek Pond & Quiet Zone Improvements** – The geotechnical investigation is scheduled for February 5th and 6th for these projects. The Quiet Zone plans will be submitted to the county for their review regarding the proposed work on CTH N and OO. Vandenbroek Pond construction will not go to bid until this fall or next spring in order to take advantage of WDNR grant funding for this project.
- **GIS Management** – Engineering is assisting the Village consultant by providing documents as requested for existing utilities. We are utilizing the new GPS unit to help verify locations and elevations of existing structures. This process has been improved as a result of the new survey equipment.

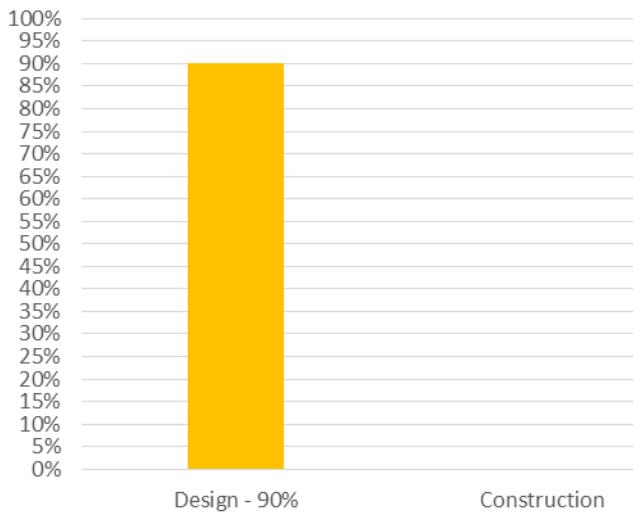
## West Evergreen Drive



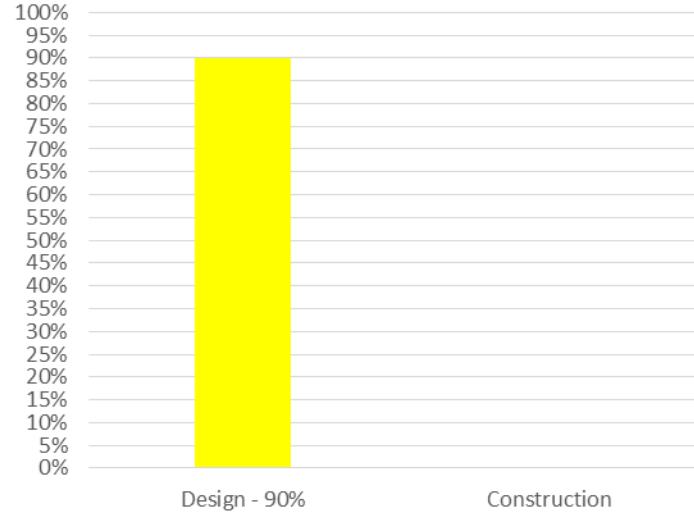
## Park Avenue Asphalt Pavement



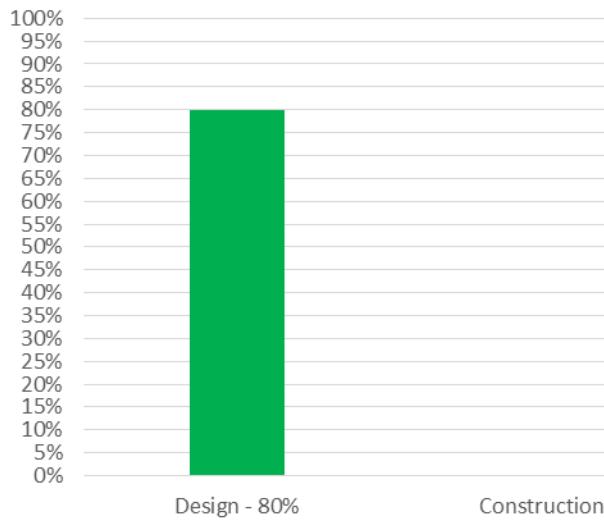
## Carol Lynn Drive



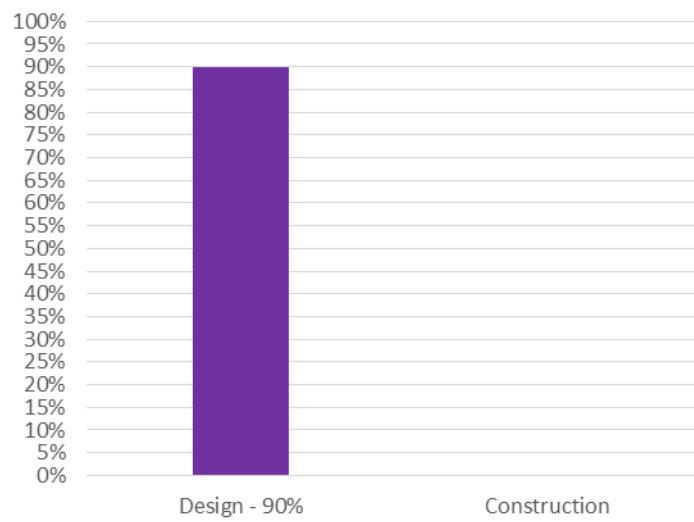
## Homewood Court



## Vandenbroek Pond



## Moasis Drive Water Main



**VILLAGE OF LITTLE CHUTE**  
(Outagamie County, State of Wisconsin)

**NOTICE OF PUBLIC HEARING**

**PROJECT:** 2020 Utility and Street Reconstruction Projects

**SPECIAL ASSESSMENT AREA OF PROJECT:**

Carol Lynn Drive from Wisconsin Avenue to Lincoln Avenue - Paving & Utilities  
Homewood Court from Florida Avenue to Florida Avenue - Paving & Utilities

**NOTICE OF PUBLIC HEARING ON PROPOSED SPECIAL ASSESSMENTS/HOOKUP FEES FOR INSTALLATION AND CONSTRUCTION OF PUBLIC IMPROVEMENTS, AS SET FORTH ABOVE, HAVING BEEN CONSTRUCTED/INSTALLED WITHIN THE VILLAGE OF LITTLE CHUTE.**

**PLEASE TAKE NOTICE** that the Village Board of Trustees, Village of Little Chute, as located in Outagamie County, State of Wisconsin, has declared its intention to exercise its police powers under Chapter(s) 61.36 and as applicable, 66.0701, 66.0703, and 66.0907, of the Wisconsin Statutes and Village Ordinances, as amended from time to time, to levy special assessments/hookup fees upon property located within the above-described area for the purpose of paying for the installation and construction of the project set forth above. That all said special assessment/hookup fees, when levied, shall be based upon a reasonable basis, being total and complete construction costs, including engineering fees, attorneys' fees, publication costs, Village administrative costs and fees, and all other costs related to said special assessment proceedings.

The Report of the Village Engineer for the Village of Little Chute showing final plans and specifications, an estimate of the entire and complete cost of installation and construction and proposed assessments, is on file in the Administrative Offices and Finance Department, 108 West Main Street and may be inspected on any business day, beginning February 4, 2020, between the hours of 8:00 A.M. to 4:30P.M.

**YOU ARE FURTHER NOTIFIED** that the Village Board of Trustees, of the Village of Little Chute, **will hear all persons interested**, or their agents or attorneys, concerning matters contained in the Preliminary Special Assessment/Hookup Fees Resolution and the Village Engineer's Report on:

**Wednesday, February 19, 2020 at 6:00 p.m. in the Village Board Room at the Little Chute Village Hall, 108 W. Main Street, Little Chute, WI 54140**

All objections will be considered at said hearing and thereafter, the amount of special assessments/hookup fees will be determined by the Village Board of Trustees pursuant to any Final Assessment Resolution levying special assessments/hookup fees as thereafter voted upon, passed and adopted by the Village Board of Trustees.

Dated this 28th day of January 2020

Laurie Decker, Village Clerk

**VILLAGE OF LITTLE CHUTE**

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

Publish: February 1, 2020

# STATE OF WISCONSIN AFFIDAVIT OF PUBLICATION

Feb 1, 2020  
VILLAGE OF LITTLE CHUTE  
(Outagamie County, State of Wisconsin)  
NOTICE OF PUBLIC HEARING

**PROJECT: 2020 Utility and Street Reconstruction Projects**  
**SPECIAL ASSESSMENT AREA OF PROJECT:**

Carol Lynn Drive from Wisconsin Avenue to Lincoln Avenue - Paving & Utilities  
Homewood Court from Florida Avenue to Florida Avenue - Paving & Utilities

**NOTICE OF PUBLIC HEARING ON PROPOSED  
SPECIAL ASSESSMENTS/HOOKUP FEES FOR  
INSTALLATION AND CONSTRUCTION OF PUBLIC  
IMPROVEMENTS, AS SET FORTH ABOVE, HAVING  
BEEN CONSTRUCTED/INSTALLED WITHIN THE  
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The Report of the Village Engineer for the Village of

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in

Julie Penney  
being duly sworn doth depose and say that he/she is an authorized representative of the **TIMES-VILLAGER** a twice-weekly newspaper published by News Publishing Co., Inc. at Kaukauna, Wisconsin, in **Outagamie County**, and that an advertisement of which the annexed is a true copy, taken from said paper, was published therein on

2-1-20

Notary Public, State of Wisconsin

Notary Public, State of Wisconsin

SIGNED Julie Penney

DATED 1-31-20

LBB

Notary Public, State of Wisconsin

My Commission Expires

4/25/2023

# of Lines 92

# of Weeks Published 1

Publication Fee \$ 102.23

Proof of Publication \$ 1

Total \$ 103.23

# 2020 Utility & Street Reconstruction

## Public Hearing On Proposed Special Assessments/Hookup Fees for Installation and Construction of Public Improvements

February 19, 2020 at 6 pm, Village Hall Board Room

### Meeting Outline

#### Meeting Purpose

The 2020 Construction Projects are complete and ready for bid. Residents and property owners are encouraged to view the exhibits which show the scope of the project and design details. These documents are available in the community room after the public hearing. The Preliminary Engineer's report is also available for your review with an estimated value of the assessment to be levied against each affected parcel for the proposed benefits. Please feel free to ask questions or share comments and concerns with the Village staff.

#### **Introduction of the Village technical staff:**

Laura Braatz – Office Administrative Staff  
Bryan Blum – GIS Manager/Inspection  
Dave Mattson – Field Survey/CAD Designer  
Rob Olkiewicz – Construction Manager/CAD Designer  
Mark Van Der Wegen, P.E. – Staff Engineer/CAD Designer  
Christopher Murawski, P.E. – Village Engineer

#### **2020 Utility and Street Reconstruction Project Information**

The utility and street reconstruction are necessary on Carol Lynn Drive and Homewood Court to replace failing infrastructure. The proposed work includes pavement structure, limited sanitary sewer, storm sewer, water main, curb and gutter, sidewalk, topsoil and grass restoration. The new pavement will be comprised of two 11-foot-wide drive lanes and one 6-foot-wide parking lane.

#### Typical Construction

Note: Procedure may not always occur in the order listed below.

**Terrace Trees:** Terrace trees located within the reconstruction were evaluated by the Parks, Recreation and Forestry Director. Trees that are Ash, unsustainable, or are in conflict with street reconstruction will be trimmed or removed from the terrace. Smaller trees may be temporarily relocated for the duration of the project.

**Sanitary Sewer Installation:** Install sanitary sewer mains and structures. If needed, temporary connections are made between the new main and existing sanitary laterals.

**Water Main Installation:** Install water mains, fittings and hydrants. Water service is maintained from a temporary main.

**Sanitary Sewer Lateral Installation:** **None are anticipated with the proposed 2020 construction.** Removal of temporary lateral connections. Sanitary Laterals will be replaced as necessary. New laterals are installed by one of the following three options; property owner does the work, property owner hires a private contractor, or property owner gives consent to the Village contractor. The Village contractor will make all attempts to perform pipe bursting.

**Water Lateral Installation:** New services are installed from the main to the curb stop located near the front of sidewalk. Lead service lines will be required to be replaced to the existing building (**no existing lead pipes are anticipated to be encountered for the 2020 construction projects**).

**Storm Sewer Installation:** Install storm sewer mains and structures.

**Storm Sewer Lateral Installation:** Install laterals to right-of-way for each property allowing for sump pump hookups. Mini sewer to be retired, existing storm lateral connections are re-established at no charge.

**Street Excavation:** Removal of remaining pavement, sub-base, curb and gutter, terrace grass, sidewalk or any other obstructions.

**Sub -base Installation:** Install and grade crushed aggregate to function as road base.

**Concrete Placement:** Installation of street pavement and curb, replacement sidewalk, sidewalk ramps and driveway aprons. Approximately one week of concrete cure time required between placing adjacent concrete items.

**Terrace Restoration:** Shape terrace areas, install topsoil and seed.

**Signage and Pavement Marking Installation:** Reinstall traffic control, roadway signs and pavement markings.

### **Property Owner Concerns**

**Drainage & Sump Pump Water:** Will be required to connect to provided lateral if an existing service connection does not exist.

### **Trash and Recycling Pickup**

Residential trash and recycling pickup should not change; however, it may occur at off hours dependent upon construction. Business trash and recycling pickup will be coordinated with the contractor to ensure access throughout the project.

### **Driveway Restrictions**

Driveway access will be temporarily restricted throughout the project. Often this will occur when work is being completed in front of or adjacent to the property. Driveway access will be restored at the end of each construction day whenever possible.

Driveway access will be restricted for an extended period during the construction of the pavement, driveway approach and any driveway sidewalk. Notification will be provided to the residents prior to the closure by the contractor.

### **Parking During the Project**

Street parking will be limited as required by construction. Residents that choose to park on the project streets are required to move their vehicles prior to the 7am start of construction. Residents are still required to adhere to existing parking restrictions on all streets during construction.

### **Mailboxes and other Right Of Way Accessories**

The property owner will be responsible to remove their mailbox and make arrangements for postal delivery that best suits them. Mailboxes are personal property and will need to be reinstalled by the property owner.

### **Special Needs**

If you have any special needs for accessibility or for any other considerations please notify the Village as soon as possible.

### **Construction Updates**

Construction updates and information will be posted on the Village of Little Chute's website under Road Projects. The website link is: [www.littlechutewi.org](http://www.littlechutewi.org)

### **Preliminary Engineer's Report**

### **Frequently asked Questions – Incorporate into presentation**

### **General Questions**

**Tentative Project Schedule as of 2/19/20**

2/19/20	Hold Public Hearing to Assess for the 2020 Utility and Concrete Paving Projects
2/24/20	Contract Documents available for Bid
3/26/20	Bid Due Date at 2:00 PM (Thursday)
4/1/20	Contract Award
4/20/20	Week of preconstruction meeting and on-site meeting with residents
4/27/20	Construction Mobilization for Utility Construction

**Final meeting notice dates and times will be mailed to residents and property owners as these dates are confirmed.**

Preliminary

# Engineer's Report

## 2020 Utility and Street Reconstruction

Carol Lynn Drive & Homewood Court



**VILLAGE OF LITTLE CHUTE**  
OUTAGAMIE COUNTY, WISCONSIN



January 31, 2020

108 West Main Street  
Little Chute, WI 54140  
(920) 423-3865  
[www.littlechutewi.org](http://www.littlechutewi.org)

# Preliminary Engineer's Report

(Pursuant to Sec 66.0703(11)(b) Wisconsin Stats as Amended)

## 2020 Utility and Street Reconstruction

Carol Lynn Drive & Homewood Court



**VILLAGE OF LITTLE CHUTE**  
OUTAGAMIE COUNTY, WISCONSIN

January 31, 2020

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- I. This Engineer's Report, submitted on behalf of the Village of Little Chute, is prepared in compliance with Section 66.0703(1)(b), Wisconsin Statutes, and Section 66.0703(3), Wisconsin Statutes, as amended.
2. That all preliminary and final plans and specifications for the 2020 Utility and Street Reconstruction Projects are on file with the clerk of the municipality.
3. That following hereinafter is an estimate of the entire cost of the proposed work or improvements, either based upon the Engineer's estimates or based upon actual bids received for said proposed work or improvements by the Village of Little Chute.
4. That hereinafter follows an estimate, as to each parcel of property affected, of the assessment of benefits to be levied against each affected parcel.
5. The same is attached hereto and incorporated herein as a schedule of final assessments.
6. That it has been determined by the governing body of the Village of Little Chute that the property against which the assessments and hookup fees are made are specially benefited from said work, improvements and installation of the same, and that all assessments are pursuant to Sections 66.0703(1)(b) Police Powers, and that said assessments are based upon a reasonable basis, as determined by said government body, mainly being construction costs assessment, including actual cost of construction, engineering fees, legal fees, posting and publication expenses.

**Village of Little Chute**

By: Christopher L. Murawski

Christopher L. Murawski, P.E.

Village Engineer

## PRELIMINARY ENGINEER'S REPORT

<b>Owner:</b>	Village of Little Chute, Outagamie County, WI
<b>Project Name:</b>	2020 Utility Reconstruction
<b>Contract No.</b>	2020001 and 2020002
<b>Date:</b>	January 31, 2020
<b>Streets</b>	(Carol Lynn Drive & Homewood Court)

### Storm Lateral Construction Costs (Sewer Main to Property Line)

Item	Qty	Unit	Description	Unit Price	Total
1	1,676	L.F.	6 Inch Storm Lateral - Open Cut (Schedule 35 PVC)	\$42.00	\$70,392.00
2	58	EA	Storm Sewer Clay Dam	\$100.00	\$ 5,800.00
<b>Construction Costs (Items 1 and 2)</b>					<b>\$76,192.00</b>

**2020 UTILITY RECONSTRUCTION**  
(Carol Lynn Drive & Homewood Court)

VILLAGE OF LITTLE CHUTE  
Outagamie County, Wisconsin

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**ASSESSMENT COSTS**

**Storm Lateral (Sewer Main to Property Line)**

Construction Costs	\$76,192.00
Engineering & Contingencies (15%)	\$11,428.80
On-Site Inspection (5%)	\$3,809.60
Administration / Fiscal (5%)	\$3,809.60
<hr/>	
Total Cost	\$95,240.00
Village Portion (30%)	\$28,572.00
Assessment Portion (70%)	\$66,668.00
Number of Storm Laterals in ROW	58
Assessment Rate (per lateral)	\$1,149.45

<b>CONCRETE STREET ASSESSMENT RATES</b>			
<b>Street Design</b>	<b>2 Driving Lanes</b>	<b>2 Driving Lanes 1 Parking Lane</b>	<b>2 Driving Lanes 2 Parking Lanes</b>
<b>Residential</b>			
<b>Rate (RC/RT)</b>	<b>\$81.70</b>	<b>\$95.10</b>	<b>\$107.82</b>
<b>Commercial</b>			
<b>Rate (all other zoning)</b>	<b>\$121.11</b>	<b>\$121.11</b>	<b>\$129.01</b>
<b>New streets constructed on existing base course receiving its first permanent pavement will be assessed at cost.</b>			
<b>Rates will be re-evaluated in January of odd-numbered years for adequacy.</b>			

## PRELIMINARY ENGINEER'S REPORT

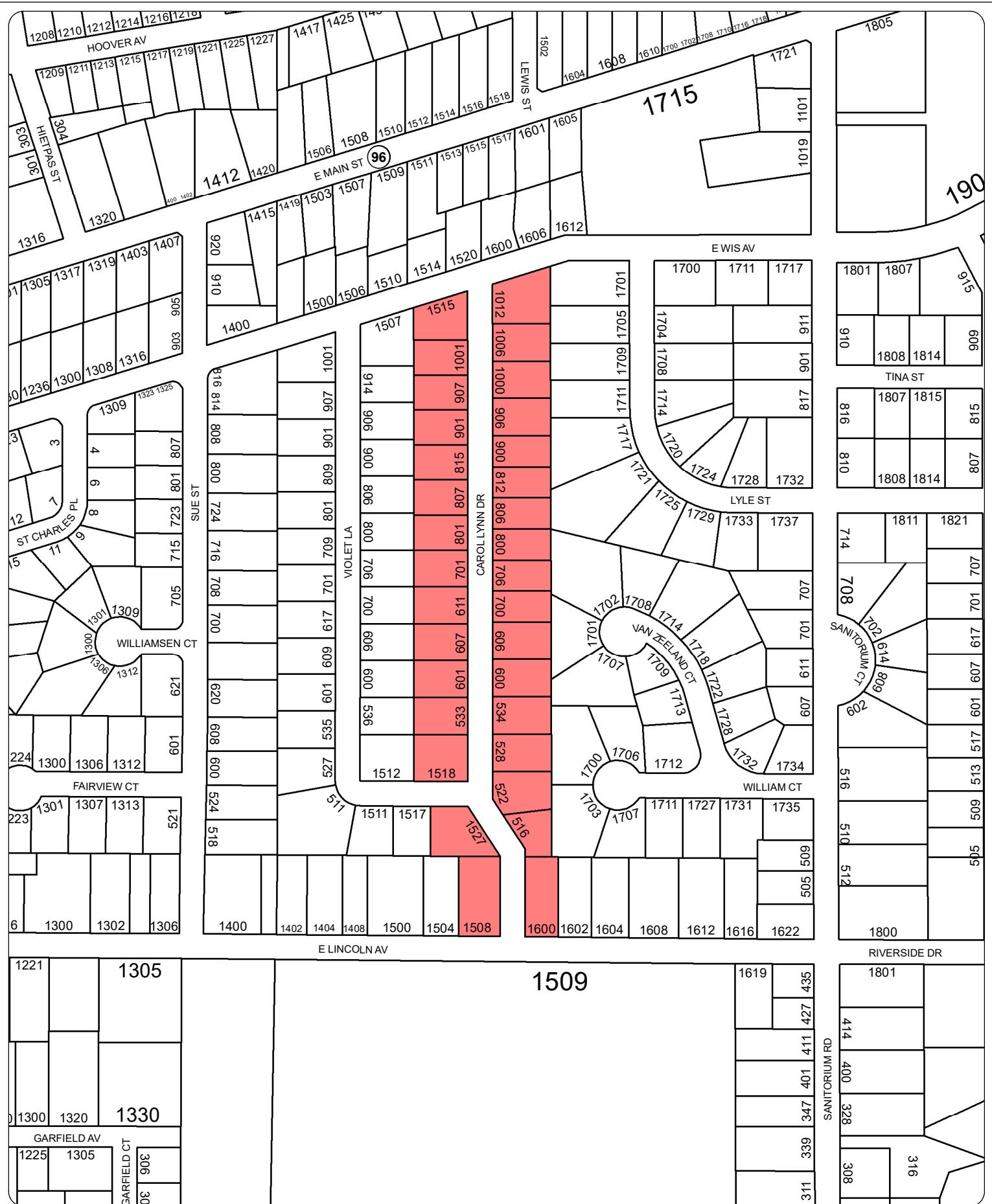
## 2020 CONCRETE PAVEMENT RECONSTRUCTION

Carol Lynn Drive and Homewood Court

Date: 1/31/2020

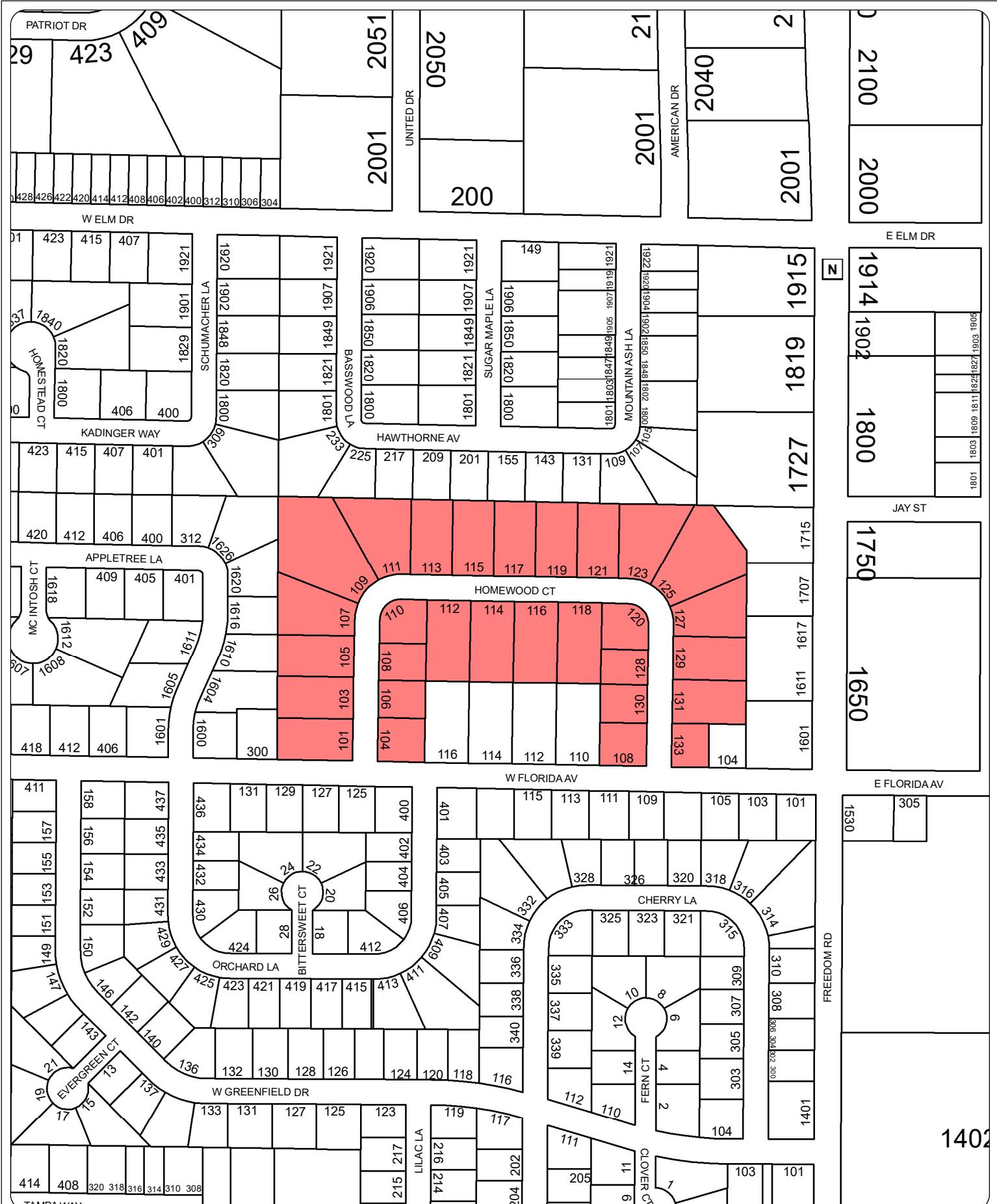
## SCHEDULE OF PROPOSED ASSESSMENTS

Parcel Number	Parcel Location	Owner 1	Owner 2	Mailing Address	City, State & Zip	Lot Frontage (feet)	Corner Lot Credit (feet)	Assessable Frontage (feet)	Zoning for Purposes of Assessments	CONCRETE STREET RATE (\$ per lin. ft.)	Total Street Assessment (\$)	Storm Assess Main to Property Line (\$)	Total Property Assessment (\$)
<b>Carol Lynn Drive</b>													
260139400	1600 E LINCOLN AV	MUELLER, PAUL D	MUELLER, JEAN M	1600 E LINCOLN AV	LITTLE CHUTE, WI 54140	192.97	25	167.97	Residential	\$95.10	\$15,973.95	\$0.00	\$15,973.95
260139500	1508 E LINCOLN AV	VANDEMBERG, KARL G	VANDEMBERG, MARY G	1508 E LINCOLN AV	LITTLE CHUTE, WI 54140	192.87	25	167.87	Residential	\$95.10	\$15,964.44	\$1,149.45	\$17,113.89
260249400	1527 VIOLET LA	BONS, CONNIE L		1527 VIOLET LA	LITTLE CHUTE, WI 54140	143.81	25	118.81	Residential	\$95.10	\$11,298.83	\$0.00	\$11,298.83
260249500	1518 VIOLET LA	POLOMIS, MARK A	POLOMIS, TRACIE L	1518 VIOLET LA	LITTLE CHUTE, WI 54140	113.69	25	88.69	Residential	\$95.10	\$8,434.42	\$0.00	\$8,434.42
260250800	516 CAROL LYNN DR	BORG, MARY ELLEN		516 CAROL LYNN DR	LITTLE CHUTE, WI 54140	117.49		117.49	Residential	\$95.10	\$11,173.30	\$1,149.45	\$12,322.75
260250900	522 CAROL LYNN DR	NIEMUTH (LE), DIANE C	NIEMUTH, JAMES D, et al.	522 CAROL LYNN DR	LITTLE CHUTE, WI 54140	110.89		110.89	Residential	\$95.10	\$10,545.64	\$1,149.45	\$11,695.09
260259100	1515 E WISCONSIN AV	VANDEMBERG, CHRISTIE R	WYDEVEN, WILLIAM M	1515 E WISCONSIN AV	LITTLE CHUTE, WI 54140	117.26	25	92.26	Residential	\$95.10	\$8,773.93	\$0.00	\$8,773.93
260259200	1001 CAROL LYNN DR	BEKX, PETER J	BEKX, KAREN A	1001 CAROL LYNN DR	LITTLE CHUTE, WI 54140	84.60		84.60	Residential	\$95.10	\$8,045.46	\$1,149.45	\$9,194.91
260259300	907 CAROL LYNN DR	DORHEIM, JEFFREY D	DORHEIM, LEAH M	907 CAROL LYNN DR	LITTLE CHUTE, WI 54140	84.60		84.60	Residential	\$95.10	\$8,045.46	\$1,149.45	\$9,194.91
260259400	901 CAROL LYNN DR	ROUTHIEAUX, RONALD C		901 CAROL LYNN DR	LITTLE CHUTE, WI 54140	84.60		84.60	Residential	\$95.10	\$8,045.46	\$1,149.45	\$9,194.91
260259500	815 CAROL LYNN DR	VERKUILEN, JAMES B	VERKUILEN, SHARON	815 CAROL LYNN DR	LITTLE CHUTE, WI 54140	84.60		84.60	Residential	\$95.10	\$8,045.46	\$1,149.45	\$9,194.91
260259600	807 CAROL LYNN DR	SPRANGERS, JOSEPH L	SPRANGERS, PHYLLIS	807 CAROL LYNN DR	LITTLE CHUTE, WI 54140	84.60		84.60	Residential	\$95.10	\$8,045.46	\$0.00	\$8,045.46
260259700	801 CAROL LYNN DR	HLAVACEK, JEAN		801 CAROL LYNN DR	LITTLE CHUTE, WI 54140	84.60		84.60	Residential	\$95.10	\$8,045.46	\$0.00	\$8,045.46
260259800	701 CAROL LYNN DR	NELSON, KURT A	NELSON, JANET R	701 CAROL LYNN DR	LITTLE CHUTE, WI 54140	89.00		89.00	Residential	\$95.10	\$8,463.90	\$1,149.45	\$9,613.35
260259900	611 CAROL LYNN DR	WALTON, THOMAS P		611 CAROL LYNN DR	LITTLE CHUTE, WI 54140	89.00		89.00	Residential	\$95.10	\$8,463.90	\$1,149.45	\$9,613.35
260260000	607 CAROL LYNN DR	TECHLIN, CHRISTINE R		607 CAROL LYNN DR	LITTLE CHUTE, WI 54140	89.00		89.00	Residential	\$95.10	\$8,463.90	\$1,149.45	\$9,613.35
260260100	601 CAROL LYNN DR	VANDEMBERG, ROY J	VANDEMBERG, SHAREE	601 CAROL LYNN DR	LITTLE CHUTE, WI 54140	89.00		89.00	Residential	\$95.10	\$8,463.90	\$1,149.45	\$9,613.35
260260200	533 CAROL LYNN DR	KUHN, MATTHEW T		533 CAROL LYNN DR	LITTLE CHUTE, WI 54140	89.00		89.00	Residential	\$95.10	\$8,463.90	\$1,149.45	\$9,613.35
260260300	528 CAROL LYNN DR	RICHARD/PATRICIA BIESE IRR RE		528 CAROL LYNN DR	LITTLE CHUTE, WI 54140	90.00		90.00	Residential	\$95.10	\$8,559.00	\$1,149.45	\$9,708.45
260260400	534 CAROL LYNN DR	MEIDAM, RONALD A	MEIDAM, HELEN	534 CAROL LYNN DR	LITTLE CHUTE, WI 54140	90.00		90.00	Residential	\$95.10	\$8,559.00	\$1,149.45	\$9,708.45
260260500	600 CAROL LYNN DR	MOES, LEONARD	MOES, RUTH A	600 CAROL LYNN DR	LITTLE CHUTE, WI 54140	90.00		90.00	Residential	\$95.10	\$8,559.00	\$1,149.45	\$9,708.45
260260600	606 CAROL LYNN DR	ECKER, JOSEPH R	ECKER, JAMIE LYNN	606 CAROL LYNN DR	LITTLE CHUTE, WI 54140	90.00		90.00	Residential	\$95.10	\$8,559.00	\$1,149.45	\$9,708.45
260260700	700 CAROL LYNN DR	HARTZ, MICHAEL C		700 CAROL LYNN DR	LITTLE CHUTE, WI 54140	75.00		75.00	Residential	\$95.10	\$7,132.50	\$1,149.45	\$8,281.95
260260800	706 CAROL LYNN DR	NOLDNER, AARON W	NOLDNER, RHONDA L	706 CAROL LYNN DR	LITTLE CHUTE, WI 54140	75.00		75.00	Residential	\$95.10	\$7,132.50	\$1,149.45	\$8,281.95
260260900	800 CAROL LYNN DR	SCHULTZ, WADE W	SCHULTZ, KATHY A	800 CAROL LYNN DR	LITTLE CHUTE, WI 54140	75.00		75.00	Residential	\$95.10	\$7,132.50	\$1,149.45	\$8,281.95
260261100	812 CAROL LYNN DR	SCHUH, PAUL H	SCHUH, JULIE A	812 CAROL LYNN DR	LITTLE CHUTE, WI 54140	75.00		75.00	Residential	\$95.10	\$7,132.50	\$1,149.45	\$8,281.95
260261300	900 CAROL LYNN DR	VANDEMBERG, JEFFREY T	VANDEMBERG, JACQUEL	900 CAROL LYNN DR	LITTLE CHUTE, WI 54140	75.00		75.00	Residential	\$95.10	\$7,132.50	\$1,149.45	\$8,281.95
260261400	906 CAROL LYNN DR	OWENS, SARAH L		906 CAROL LYNN DR	LITTLE CHUTE, WI 54140	90.00		90.00	Residential	\$95.10	\$8,559.00	\$1,149.45	\$9,708.45
260261500	1000 CAROL LYNN DR	PAESSLER, MICHAEL J	PAESSLER, UTE	1000 CAROL LYNN DR	LITTLE CHUTE, WI 54140	90.00		90.00	Residential	\$95.10	\$8,559.00	\$1,149.45	\$9,708.45
260261600	1006 CAROL LYNN DR	SAWALL, LEON H	SAWALL, CAROL A	1006 CAROL LYNN DR	LITTLE CHUTE, WI 54140	90.00		90.00	Residential	\$95.10	\$8,559.00	\$1,149.45	\$9,708.45
260261700	1012 CAROL LYNN DR	NIEUWENHUIS, PATRICK J		1012 CAROL LYNN DR	LITTLE CHUTE, WI 54140	97.62	25	72.62	Residential	\$95.10	\$6,906.16	\$1,149.45	\$8,055.61
<b>Homewood Court</b>													
260213905	133 HOMWOOD CT	SIGL (LE), GERALD	SIGL, RONALD G, et al.	133 HOMWOOD CT	LITTLE CHUTE, WI 54140	105.00	25	80.00	Residential	\$95.10	\$7,608.00	\$1,149.45	\$8,757.45
260213906	131 HOMWOOD CT	GAHR, NANCY S		131 HOMWOOD CT	LITTLE CHUTE, WI 54140	105.00		105.00	Residential	\$95.10	\$9,985.50	\$1,149.45	\$11,134.95
260213907	129 HOMWOOD CT	MOLLEN, NICHOLAS P	MOLLEN, RITA	129 HOMWOOD CT	LITTLE CHUTE, WI 54140	105.00		105.00	Residential	\$95.10	\$9,985.50	\$1,149.45	\$11,134.95
260213908	127 HOMWOOD CT	WYMAN, RONALD A	WYMAN, LORELEI G	127 HOMWOOD CT	LITTLE CHUTE, WI 54140	71.33		71.33	Residential	\$95.10	\$6,783.48	\$1,149.45	\$7,932.93
260213909	125 HOMWOOD CT	GERRITS, DONALD P	GERRITS, MARY J	125 HOMWOOD CT	LITTLE CHUTE, WI 54140	72.44		72.44	Residential	\$95.10	\$6,889.04	\$1,149.45	\$8,038.49
260213910	123 HOMWOOD CT	UITENBROEK, DUANE G		123 HOMWOOD CT	LITTLE CHUTE, WI 54140	79.01		79.01	Residential	\$95.10	\$7,513.85	\$1,149.45	\$8,663.30
260214000	121 HOMWOOD CT	VANLANKVELDT (LE), SHARON	MYERS, LAURIE A, et al.	121 HOMWOOD CT	LITTLE CHUTE, WI 54140	100.00		100.00	Residential	\$95.10	\$9,510.00	\$1,149.45	\$10,659.45
260214001	119 HOMWOOD CT	ALEXANDER, ALLISON L		119 HOMWOOD CT	LITTLE CHUTE, WI 54140	100.00		100.00	Residential	\$95.10	\$9,510.00	\$1,149.45	\$10,659.45
260214002	117 HOMWOOD CT	BONS, PAUL	BONS, LISA	117 HOMWOOD CT	LITTLE CHUTE, WI 54140	100.00		100.00	Residential	\$95.10	\$9,510.00	\$1,149.45	\$10,659.45
260214003	115 HOMWOOD CT	ROMENESKO, GLENN W	ROMENESKO, NANCY J	115 HOMWOOD CT	LITTLE CHUTE, WI 54140	100.00		100.00	Residential	\$95.10	\$9,510.00	\$1,149.45	\$10,659.45
260214004	113 HOMWOOD CT	PAITEL, RICKY A	PAITEL, SARA A	113 HOMWOOD CT	LITTLE CHUTE, WI 54140	100.00		100.00	Residential	\$95.10	\$9,510.00	\$1,149.45	\$10,659.45
260214005	111 HOMWOOD CT	SCHUMACHER, GERALD R	SCHUMACHER, LINDA	111 HOMWOOD CT	LITTLE CHUTE, WI 54140	78.92		78.92	Residential	\$95.10	\$7,505.29	\$0.00	\$7,505.29
260214006	109 HOMWOOD CT	REYNEBEAU, DANIEL J	REYNEBEAU, TERRI A	109 HOMWOOD CT	LITTLE CHUTE, WI 54140	75.92		75.92	Residential	\$95.10	\$7,219.99	\$1,149.45	\$8,369.44
260214007	107 HOMWOOD CT	JANSEN, RANDY M	JANSEN, BETH M	107 HOMWOOD CT	LITTLE CHUTE, WI 54140	79.04		79.04	Residential	\$95.10	\$7,516.70	\$0.00	\$7,516.70
260214008	105 HOMWOOD CT	VANG, BOUA XAI		105 HOMWOOD CT	LITTLE CHUTE, WI 54140	100.00		100.00	Residential	\$95.10	\$9,510.00	\$0.00	\$9,510.00
260214009	103 HOMWOOD CT	BAUMGART, CLETUS A	BAUMGART, ELAINE R	103 HOMWOOD CT	LITTLE CHUTE, WI 54140	100.00		100.00	Residential	\$95.10	\$9,510.00	\$0.00	\$9,510.00
260214010	101 HOMWOOD CT	VANDEHEY, ROSE MARIE	HIETPAS, GERALD S	101 HOMWOOD CT	LITTLE CHUTE, WI 54140	100.00	25	75.00	Residential	\$95.10	\$7,132.50	\$0.00	\$7,132.50
260214100	104 HOMWOOD CT	AMAN, GARY J	AMAN, PATTY J	104 HOMWOOD CT	LITTLE CHUTE, WI 54140	105.00	25	80.00	Residential	\$95.10	\$7,608.00	\$1,149.45	\$8,757.45
260214105	130 HOMWOOD CT	SWANNINGSON, RICHARD L		130 HOMWOOD CT	LITTLE CHUTE, WI 54140	91.50		91.50	Residential	\$95.10	\$8,701.65	\$1,149.45	\$9,851.10
260214106	128 HOMWOOD CT	VERTZ, FRANK D	VERTZ, REBECCA	128 HOMWOOD CT	LITTLE CHUTE, WI 54140	85.00		85.00	Residential	\$95.10	\$8,083.50	\$1,149.45	\$9,232.95
260214107	118 HOMWOOD CT	VOSTERS, KATHY	VANGOMPEL, KENNETH M, et al	118 HOMWOOD CT	LITTLE CHUTE, WI 54140	105.00		105.00	Residential	\$95.10	\$9,985.50	\$1,149.45	\$11,134.95
260214108	116 HOMWOOD CT	HIETPAS, TODD J	HIETPAS, SARA L	116 HOMWOOD CT	LITTLE CHUTE, WI 54140	105.00		105.00	Residential	\$95.10	\$9,985.50	\$1,149.45	\$11,134.95
260214109	114 HOMWOOD CT	HIETPAS, ALFRED C	HIETPAS, PATRICIA A	114 HOMWOOD CT	LITTLE CHUTE, WI 54140	105.00		105.00	Residential	\$95.10	\$9,985.50	\$1,149.45	\$11,134.95
260214110	112 HOMWOOD CT	VANGROLL, ROGER P	VANGROLL, BETH	112 HOMWOOD CT	LITTLE CHUTE, WI 54140	105.00		105.00	Residential	\$95.10	\$9,985.50	\$1,149.45	\$11,134.95
260214111	108 HOMWOOD CT	LONIGRO, THOMAS F	LONIGRO, MARY JO	108 HOMWOOD CT	LITTLE CHUTE, WI 54140	90.00		90.00	Residential	\$95.10	\$8,559.00	\$1,149.45	\$9,708.45
260214112	106 HOMWOOD CT	VANHANDEL (LE), RAYMOND	VANHANDEL, IRREV REAL EST TH	106 HOMWOOD CT	LITTLE CHUTE, WI 54140	90.00		90.00	Residential	\$95.10	\$8,559.00	\$1,149.45	\$9,708.45
260214113	120 HOMWOOD CT	COENEN, GARY J	COENEN, KELLY S	120 HOMWOOD CT	LITTLE CHUTE, WI 54140	201.64	50	151.64	Residential	\$95.10	\$14,420.96	\$1,149.45	\$15,570.41
260214114	108 W FLORIDA AV	WARRINER, KIMBERLY F		108 W. FLORIDA AVE	LITTLE CHUTE, WI 54140	103.50	25	78.50	Residential	\$95.10	\$7,465.35	\$1,149.45	\$8,614.80
260214115	110 HOMWOOD CT	EVERS, CHRISTINE A	VANDEURZEN, STEVE	110 HOMWOOD CT	LITTLE CHUTE, WI 54140	196.54	50	146.54	Residential	\$95.10	\$13,935.95	\$0.00	\$13,935.95



Carol Lynn Drive  
2020 Utility & Street  
Assessment Area

Legend  
 Project Assessment Area  
 Parcels



## Homewood Court 2020 Utility & Street Assessment Area



A scale bar with markings at 0, 150, and 300. The word 'Feet' is written next to the 300 mark.

Legend

- Project Assessment Area
- Parcels



# Frequently Asked Questions About Construction & Special Assessments

Common Questions for Village Street Improvement Projects – 2020 Utility and Paving Projects

## **What are special assessments?**

A special assessment is a charge made by the Village to the property owners to pay for the cost of improvements which are constructed to serve the adjacent properties. Special assessments are a means by which the Village distributes the cost of constructing improvements to those properties which are benefited. The Village follows the procedures contained in Section 66.0701 and 66.0703, Wis. Stats. And the Village of Little Chute's Municipal Code, for levying special assessments.

## **Why do I have to pay special assessments if I am already paying property taxes?**

Special assessments paid by property owners cover only a portion of the costs for improvements, with the Village's general fund paying the rest. All property owners in the Village benefit from an ongoing program of street construction and maintenance, but abutting property owners realize a greater benefit of improvements which serve their properties.

## **What improvements are assessed?**

Typically the Village assesses for new street construction (referred to as street improvement projects), street reconstruction, drive approaches, sidewalk installation and/or replacement, sewer laterals, alley paving, and new construction of storm sewer, sanitary sewer and water main.

## **Will my driveway be replaced?**

For reconstruction projects, the driveway approach, including the sidewalk section through the driveway, will be constructed and assessed as part of the project. This is the portion of your driveway that resides in the public right of way and is treated as a special assessment.

Sidewalks that are removed and replaced for construction purposes are also included as a special assessment.

## **How will garbage and recycling pickup be affected?**

The Village will endeavor to maintain your regular garbage pick-up schedule. However, depending upon the stage of construction, pick-up may be delayed by a day or two. Unless notified otherwise, please leave your polycart out until it is emptied. If you experience problems or have questions during construction, please contact Public Works at 920-423-3865 (for garbage issues) and Orion Waste Solutions at 920-759-0501 (for recycling concerns).

## **Can the Contractor perform work on my private property?**

The Village does not get involved with coordinating construction on private property. You may contact the Contractor individually to contract work with them privately.

Minimal transition work in lawn areas should be expected but if the property owner requests an easement one can be provided to document the extent of disturbance and the duration of the temporary construction easement. Because this work is considered to be a benefit to the property owner it is the Village's policy that no cost for the easement will be provided to the property owner. If permission to access the property is denied the construction work will end at the property line and the property owner will be required to complete the transition work using the established design elevations at the Right of way.

**What happens if I witness something dangerous in the construction zone?**

Please inform the project inspector or the Village offices as soon as possible. Appropriate staff will attempt to remedy the situation. If it is an emergency, contact 911.

**How long will the project take?**

Depending on the project complexity and weather, it will take approximately 26 weeks to complete the work. There may be times during this period when you will be inconvenienced by construction equipment and delays. We realize this will be an interruption to your normal routine and the Village appreciates your willingness to bear with the process.

**What are the typical hours of construction?**

Construction hours are from 7:00 am to 8:00 pm. Some exceptions may occur due to weather conditions or approaching deadlines. There may exist the need for saw cutting of the newly poured street outside of the typical construction hours. The timing of this sawing is critical to preclude random cracking from occurring. We apologize in advance for this inconvenience, but it is necessary to protect the integrity of the newly poured concrete panels.

**Will my utilities (water, sewer, phone, cable, etc.) be affected?**

The Village anticipates no interruptions to your utilities during the street construction. Private utilities, however, such as gas, electric, or phone may have work unrelated to this project scheduled to occur during this same time period.

**What kind of access can I expect during construction?**

Driveway access will be temporarily restricted throughout the project. Often this will occur when work is being completed in front of or adjacent to the property. Driveway access will be restored at the end of each construction day whenever possible.

Driveway access will be restricted for an extended period during the construction of the pavement, driveway approach and any driveway sidewalk. Notification will be provided to the residents prior to the closure.

**Where should I park?**

Your new concrete street will be poured in phases, typically one lane at a time. Once the first lane is poured, it requires seven (7) days of cure time before it can be driven on. During this phase, there may be room for overnight parking on the un-paved (gravel) side of the street. Additionally, some residents may choose to cooperate with neighbors for temporary parking arrangements. Please be advised that during normal construction hours vehicles are required to be located outside of the public right of way.

**What if I need special access to my property?**

Simply call the Village Engineering Office and arrangements will be made to talk to you about your needs. If something comes up without notice, the Contractors will be informed to help as much as possible to avoid harm to person or property.

If you have any special needs for accessibility or for any other considerations please notify the Village as soon as possible.

**How will this affect emergency services?**

There should be no impact to emergency services. They are informed daily and instantly if changes in traffic occur. Construction equipment will provide access and move out of the way if emergency services are present.

### **Do I need to do anything with my sump pump or roof drains?**

Roof drains are not allowed to connect to the storm lateral that will be provided. The storm lateral is intended for the building sump pump. If you currently do not have a mini storm connection you will be required to connect to the new lateral for your sump pump.

### **What will happen to mail delivery and my mailbox?**

The homeowner must make arrangements with the post office for mail service during construction. The Postmaster may choose to set up temporary boxes, relocate people's existing boxes to a temporary location, or have residents pick up their mail at the post office. It is the homeowner's responsibility to remove and re-install their mailbox. If not removed by time of construction, the contractor will remove it and place it on your front lawn. The contractor will not be responsible for any damage. Please contact the post office for guidelines on the installation of mailboxes. The Village has contacted the Postmaster to try to coordinate final mailbox locations.

### **Dust and Noise**

Street construction is a process during which you can expect to endure a fair amount of noise and dust. We ask for your patience and understanding as we make the necessary improvements to your street. Thank you in advanced for your cooperation.

### **Communication Updates**

The Village will use a variety of methods to communicate with you. Public meetings, the postal service, and/or doorstep memos and notices are standard. Once construction has started, bi-weekly updates will be posted on the Village website at [www.littlechutewi.org](http://www.littlechutewi.org). Of course we are always available by telephone if you should have questions that arise during the project. In the event of an emergency, please dial 911.

### **Do I need to do anything before construction starts?**

Please remove any irrigation, landscaping, walls, rocks, electric pet fences, and other items within the right of way you want to preserve during construction. If items are not removed, the Contractor will remove and discard them. Also, contact the Village if those items reside on your property to minimize impacts. Finally, please try to attend the walk through on-site public informational meeting. This meeting with the Village engineering staff will occur prior to construction and is provided to inform residents of what can be expected during construction.

### **What should I expect after construction is completed?**

The Contractor will have top soiled, seeded, and mulched all areas disturbed by the construction. It is the property owner's responsibility to water the seeded areas and cut the newly established grass. By providing the same lawn care in the right of way as the property owner's lawn will ensure the grass seed will germinate and grow while preventing weeds from taking over the area. Please do not use weed killer during the first year of lawn development.

### **How much is this street improvement going to cost me?**

The cost each property owner will pay is based on the lineal footage of the street frontage. The price per lineal foot is the same for each residential parcel regardless of whether you have one lane or two lanes on your side of the street. Commercial properties are charged a separate rate. Lots with multiple frontages receive corner lot credit(s) per Village ordinance. Each property's preliminary assessment charge is calculated and published in the "Preliminary Engineer's Report" along with the concrete street assessment rates.

*Payment options are provided on the following page.*

## **What are my options for payment?**

The Village offers the following payment options:

- Pay Entire Assessment: If you pay by the due date shown on the enclosed statement (60 days for special assessments) you will avoid any interest charges. If the assessment is not paid in full by the due date, the Village will start to accrue interest monthly at an annual rate of X.XX% (Interest rate is determined by what rate the Village attains on its debt issue for the project. The rate assessed in 2019 was 2.5%).
- Annual Installment: An annual installment plan with the Village of no less than one year and generally up to five years is available. The term on the plan is dependent upon the amount of your bill (installment minimum is \$300 per year).

A property owner is responsible for making their annual payment before November 1 of each year to avoid placement of the special assessment installment on your property tax bill. By default, if we do not receive a required payment **before** November 1 each year the amount shown on the statement you will receive will automatically be placed on your tax bill as a special assessment beginning with the 2021 tax bill. Special Assessments are due on the first installment of your tax bill.

Please note the Village does not have a prepayment penalty on special assessments. An outstanding special assessment plus accrued interest can be made at any time. Interest is calculated **monthly** on the balance of your assessment as of the 1<sup>st</sup> of each month.

**VILLAGE OF LITTLE CHUTE  
VILLAGE BOARD  
NOTICE OF PUBLIC HEARING  
ZONING CHANGE REQUEST**

**NOTICE IS HEREBY GIVEN** that a Public Hearing will be held for a request of zoning change from RC – Residential conventional single-family district to CB – Central Business District certain property in the Village of Little Chute, Outagamie County, Wisconsin.

618 and 622 Madison Street,  
And 615, 619, and 627 Monroe Street

More particularly described as follows to wit:

1988 Amendment to 1917 Assessors Plat Lots 6, 11, 23, 24, & 25 Village of Little Chute, Outagamie County, Wisconsin, containing .843 acre of land more or less.

Applicant: **GERALD G. VANDYNHOVEN**

A copy of the proposed Zoning Exhibit Map may be seen at the Administrative Office at the Village Hall.

**DATE OF HEARING:** February 19, 2020  
**TIME OF HEARING:** 6:00 p.m.  
**PLACE OF HEARING:** Village Hall  
Board Room  
108 West Main Street  
Little Chute, WI 54140

Laurie Decker  
Village Clerk

**Publish:** February 5<sup>th</sup> and 12<sup>th</sup> 2020

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

# STATE OF WISCONSIN AFFIDAVIT OF PUBLICATION

Feb. 5 & 12, 2020  
**VILLAGE OF LITTLE CHUTE  
VILLAGE BOARD  
NOTICE OF PUBLIC HEARING  
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Little Chute, WI 54140

Laurie Decker  
Village Clerk

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

WNAXLP

Julie Penny  
being duly sworn doth depose and say that he/she is an authorized representative of the **TIMES-VILLAGER** a twice-weekly newspaper published by News Publishing Co., Inc. at Kaukauna, Wisconsin, in **Outagamie County**, and that an advertisement of which the annexed is a true copy, taken from said paper, was published therein on

Feb. 5, 2020

Feb. 12, 2020

SIGNED Julie Penny  
DATED 2/14/20

GRB

Notary Public, State of Wisconsin

My Commission Expires

4/25/2023

# of Lines 40  
# of Weeks Published 2

Publication Fee \$ 74.56  
Proof of Publication \$ 1  
Total \$ 80.56



# Little Chute

ESTABLISHED 1848

Date Filed: 1-2-2020  
Fee Paid: (\$175) 008642  
Verified by JRW

## APPLICATION: ZONING CHANGE REQUEST FORM

To: Board of Trustees, Village of Little Chute, Outagamie County, WI

Applicant: Gerald G. Van Duzen  
108 Wolf River Dr.  
Fremont, WI 54940

Applicant named above, files herewith this Request for a change in Zoning of the following described property:

LOTS 6, 11, 23, 24 & 25 Block 40 of the  
1988 Amendment To 1917 Assessors Plat

Applicant herewith requests the Village Board to change zoning of the above-described property

from: RC - Residential Conventional Single-family District  
to: CB - Central Business District

Signed: Gerald G. Van Duzen Dated: 1-2-2020

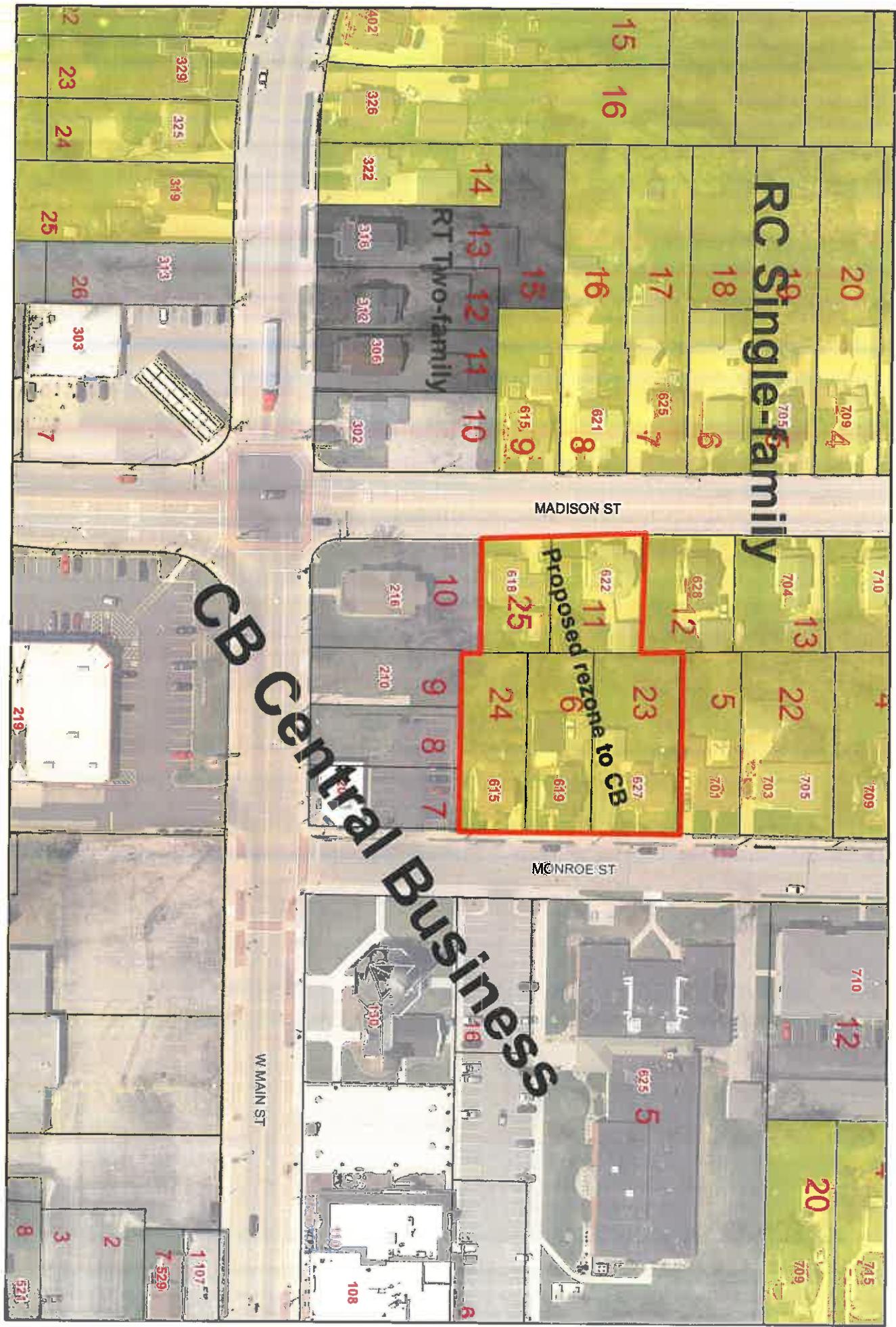
Attach a Scale Map (1" = 100') showing the area requested to be rezoned including all areas within 300 feet of the area requested. Attach a list of owners' names and addresses of all properties lying within 100 feet of the area proposed to be rezoned. Attach any documents the applicant may wish to include which may be of guidance or interest to the Village Board and Plan Commission.

(See reverse)



0 40 80 160 240 320 400 480  
Feet

**\*Not a survey\***



EMORY R GARDNER  
EVELYN F GARDNER  
628 MADISON ST  
LITTLE CHUTE, WI 54140

NATHAN T HOFFMANN  
AMY L HOFFMANN  
701 MONROE ST  
LITTLE CHUTE, WI 54140

MATTHEW BROCKMAN  
1004 POLK ST  
LITTLE CHUTE, WI 54140

ANDREW M GRAF  
STACIE P GRAF  
704 MADISON ST  
LITTLE CHUTE, WI 54140

LITTLE CHUTE WINDMILL INC  
PO BOX 182  
LITTLE CHUTE, WI 54140

CAITLIN M DEBRUIN  
GERALD F DEBRUIN ET AL  
1718 VANZEELAND CT  
LITTLE CHUTE, WI 54140

BRIAN K HIETPAS  
LEON H HIETPAS ET AL  
122 W MAIN ST  
LITTLE CHUTE, WI 54140

TERRANCE L LUISIER  
MARY L LUISIER  
615 MADISON ST  
LITTLE CHUTE, WI 54140

WILLIAM J VANDERVELDEN RV TRT  
621 MADISON ST  
LITTLE CHUTE, WI 54140

LOGAN P LATULIP  
625 MADISON ST  
LITTLE CHUTE, WI 54140

STEPHANI A VANGROLL  
631 MADISON ST  
LITTLE CHUTE, WI 54140

MEMO

January 14, 2020

To: Village of Little Chute

From: Residents of Neighboring Properties

Re: Petition



The residents below in adjacent properties to the proposed hotel in downtown Little Chute oppose any rezoning and the construction of the hotel.

Printed Name

Caitlin DeBruin

Gerald DeBruin

NATHAN HOFFMANN

AMY HOFFMANN

EVELYN GARDNER

Emory R GARDNER

Stacie Graf

Andy Graf

Stephani Van Groll

William VandenVelden

Signature

Caitlin DeBruin

Gerald DeBruin

Nathan Hoffmann

Amy Hoffmann

Evelyn Gardner

Emory R Gardner

Stacie Graf

Andy Graf

Stephani Van Groll

William VandenVelden

EMORY R GARDNER  
EVELYN F GARDNER  
628 MADISON ST  
LITTLE CHUTE, WI 54140

12

YES

Gerald Van Dorn Haven  
100 Wolf River Drive  
Fremont WI 54940



NATHAN T HOFFMANN  
AMY L HOFFMANN  
701 MONROE ST  
LITTLE CHUTE, WI 54140

5

YES

MATTHEW BROCKMAN  
2204 POLK ST  
LITTLE CHUTE, WI 54140

22

ANDREW M GRAF  
STACIE P GRAF  
704 MADISON ST  
LITTLE CHUTE, WI 54140

YES

LITTLE CHUTE WINDMILL INC  
PO BOX 182  
LITTLE CHUTE, WI 54140

CAITLIN M DEBRUIN  
GERALD F DEBRUIN ET AL  
1718 VANZEELAND CT  
LITTLE CHUTE, WI 54140

YES

BRIAN R NIETPAS  
LEON H NIETPAS ET AL  
122 W MAIN ST  
LITTLE CHUTE, WI 54140

TERRANCE L LUISIER  
MARY L LUISIER  
615 MADISON ST  
LITTLE CHUTE, WI 54140

9

NO

8 WILLIAM J VANDERVELDEN RV TRT  
621 MADISON ST  
LITTLE CHUTE, WI 54140

YES

LOGAN P LATULIP  
625 MADISON ST  
LITTLE CHUTE, WI 54140

NO?

6 STEPHANI A VANGROLL  
631 MADISON ST  
LITTLE CHUTE, WI 54140

YES

**VILLAGE OF LITTLE CHUTE**

**ORDINANCE NO. 1, SERIES OF 2020**

AN ORDINANCE AMENDING CHAPTER 44, MUNICIPAL CODE OF THE VILLAGE OF LITTLE CHUTE AND THE OFFICIAL ZONING MAP, WHICH IS A PART THEREOF, BY MAKING THE FOLLOWING CHANGES IN THE DISTRICT AS NOW PROVIDED.

**WHEREAS**, a request for rezoning by the Village Board of Trustees, Village of Little Chute and has been referred to the Village of Little Chute Plan Commission for said Commission's recommendation; and,

**WHEREAS**, the territory is within the adopted boundaries of Tax Incremental District number 8; and

**WHEREAS**, the project plan and map of Tax Incremental District number 8 indicates the proposed area be designated for redevelopment as commercial use; and

**WHEREAS**, the Village of Little Chute Plan Commission has recommended the following actions; and

**WHEREAS**, the Village Board of Trustees finds the following actions to be consistent with overall intent of the adopted guidelines within the Village Comprehensive Plan's goals, objectives, policies and recommendations; and

**WHEREAS**, the required public hearing regarding the rezoning has been held before the Village Board of Trustees,

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

**Section 1.** That the Zoning Ordinance, Chapter 44 Zoning, Municipal Code of the Village of Little Chute, and the official zoning map which is a part thereof, is hereby amended, by making the following changes:

- (1) The following described property shall now be officially zoned as CB Central Business District;  
Lot numbers 6, 11, 23, 24, and 25 of Block 40 within the 1988 Amendment to the 1917 Assessors Plat.

**Section 2.** That this Ordinance shall be in full force and effect from and after its passage as provided by law, and upon its passage, the Village Zoning Administrator is authorized and directed to make the necessary changes to the official zoning map of the Village of Little Chute, all in accordance with this Ordinance.

**Section 3. Recorded Vote.** \_\_\_\_ For \_\_\_\_ Against

Date introduced, approved and adopted: February 19, 2020

**VILLAGE OF LITTLE CHUTE**

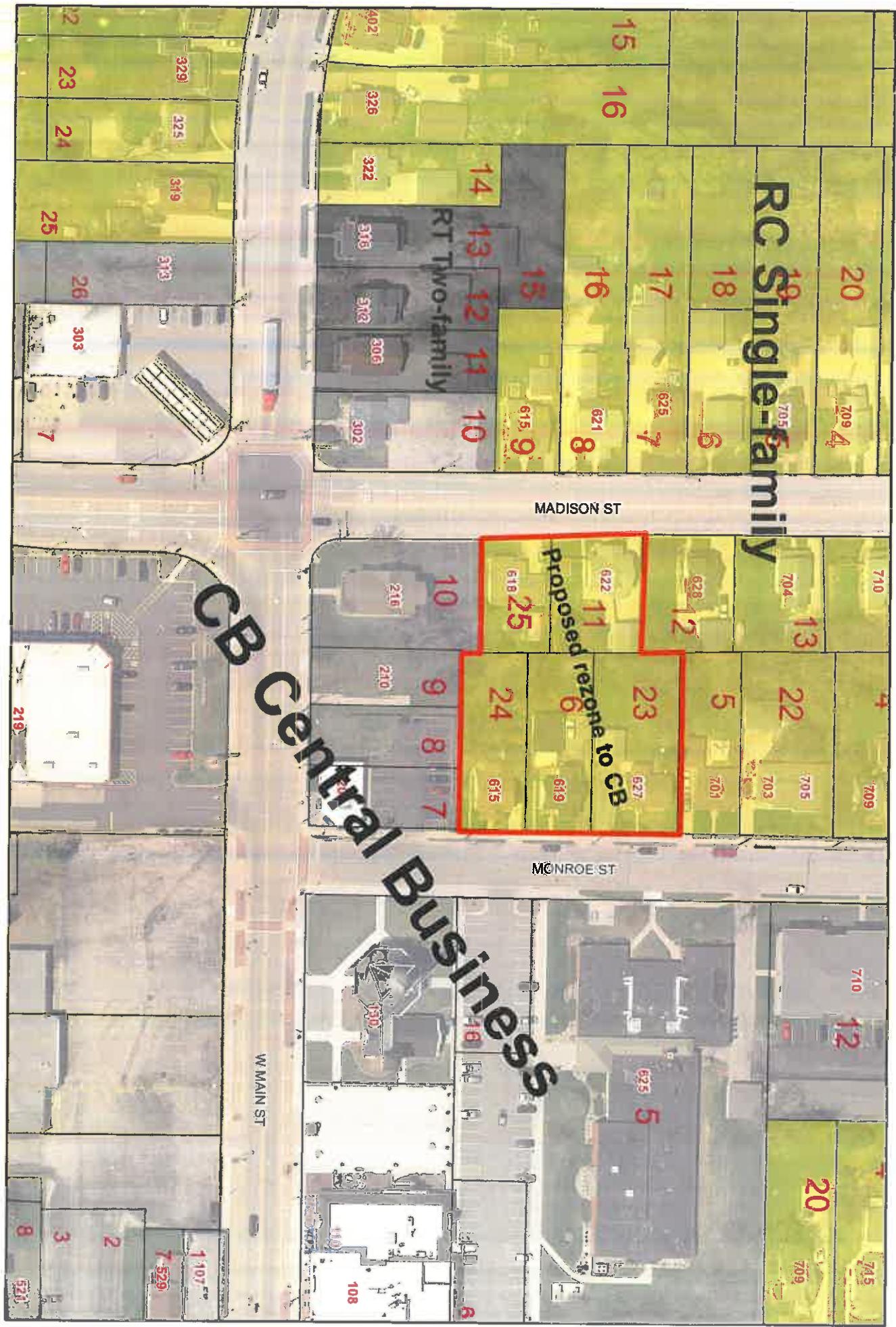
By \_\_\_\_\_  
Michael R. Vanden Berg, Village President

By \_\_\_\_\_  
Laurie Decker, Village Clerk



0 40 80 160 240 320 400 480  
Feet

**\*Not a survey\***



**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO. 4, SERIES OF 2020**

**WHEREAS**, Peace United Methodist Church as owner of Parcel 260141602 have presented a Certified Survey Map to the Village of Little Chute Board of Trustees as prepared by Robert Reider, a registered land surveyor; and

**WHEREAS**, the Village of Little Chute Planning Commission has recommended in favor of adoption of said Certified Survey Map; and

**WHEREAS**, a majority of the Village Board find that the attached Certified Survey Map is found to be in the public interest.

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

1. That the Certified Survey Map attached hereto (photocopy), be and the same is hereby approved; and
2. That the Village President, Village Clerk, and Finance Director, upon full payment of, if applicable, all fees, taxes, and special assessments are directed to execute signatures on behalf of the Village of Little Chute upon the Certified Survey Map documents as required.

Date introduced, approved and adopted: February 19, 2020

**VILLAGE OF LITTLE CHUTE:**

By:

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Michael R. Vanden Berg, Village President

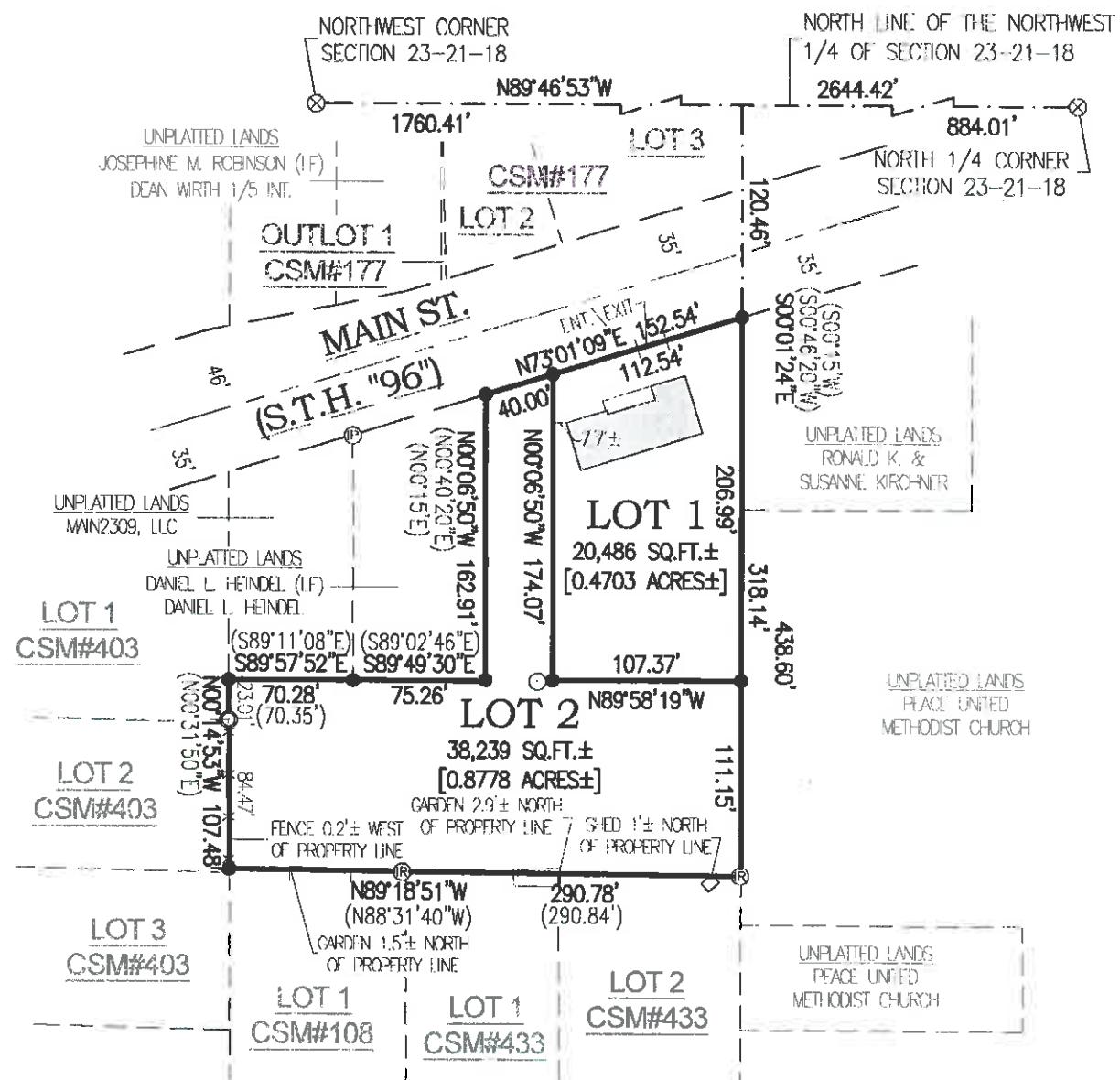
Attest:

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Laurie Decker, Village Clerk

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING PART OF NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 23, NORTH OF THE FOX RIVER, TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

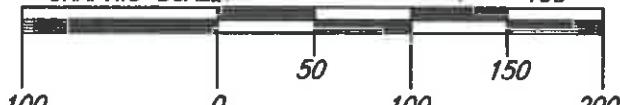


## LEGEND:

- = 3/4" X 18" IRON REBAR SET, WEIGHING 1.502 LBS. PER LIN. FT.
- ◎ = 1" I.D. IRON PIPE FOUND
- = 1-1/2" I.D. IRON PIPE FOUND
- = 1/2" I.D. IRON PIPE FOUND
- ◎ = 3/4" IRON REBAR FOUND
- ⊗ = CUT CROSS FOUND
- ( ) = RECORDED AS
- x- = EXISTING FENCE

## GRAPHIC SCALE:

1" = 100'



NORTH IS REFERENCED TO THE NORTH LINE OF THE NORTHWEST 1/4 OF SECTION 23, NORTH OF THE FOX RIVER, TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN, WHICH BEARS N89°46'53"W PER THE WISCONSIN COUNTY COORDINATE SYSTEM (OUTAGAMIE COUNTY)



*Robert F. Reider 1-15-20*

ROBERT F. REIDER, PLS-1251 DATED  
CAROW LAND SURVEYING CO., INC.  
615 N. LYNNDALE DR., P.O. BOX 1297  
APPLETON, WISCONSIN 54912-1297  
PHONE: (920)731-4168  
A1912.1 DATED: 1-15-2020  
DRAFTED BY: (cep RDD)

## CERTIFIED SURVEY MAP NO.

BEING PART OF NORTHEAST  $\frac{1}{4}$  OF THE NORTHWEST  $\frac{1}{4}$  OF SECTION 23, NORTH OF THE FOX RIVER, TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

### SURVEYOR'S CERTIFICATE:

I, ROBERT F. REIDER, PROFESSIONAL WISCONSIN LAND SURVEYOR, CERTIFY THAT I HAVE SURVEYED, DIVIDED AND MAPPED PART OF NORTHEAST  $\frac{1}{4}$  OF THE NORTHWEST  $\frac{1}{4}$  OF SECTION 23, NORTH OF THE FOX RIVER, TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS; COMMENCING AT THE NORTH  $\frac{1}{4}$  CORNER OF SECTION 23; THENCE N89°46'53" W, 884.01 FEET ALONG THE NORTH LINE OF THE NORTHWEST  $\frac{1}{4}$  OF SECTION 23; THENCE S00°01'24" E, 120.46 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF MAIN STREET (S.T.H. "96") AND THE POINT OF BEGINNING; THENCE CONTINUING S00°01'24" E, 318.13 FEET TO THE NORTH LINE OF CERTIFIED SURVEY MAP NO. 433; THENCE N89°18'51" W, 290.78 FEET ALONG SAID NORTH LINE AND THE NORTH LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 108 TO THE EAST LINE OF CERTIFIED SURVEY MAP NO. 403; THENCE N00°14'53" W, 107.48 FEET ALONG SAID EAST LINE; THENCE S89°57'52" E, 70.28 FEET; THENCE S89°49'30" E, 75.26 FEET; THENCE N00°06'50" W, 162.91 FEET TO THE SOUTHERLY RIGHT-OF-WAY LINE OF MAIN STREET (S.T.H. "96"); THENCE N73°01'09" E, 152.54 FEET ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE MADE SUCH SURVEY UNDER THE DIRECTION OF PEACE UNITED METHODIST CHURCH, 2300 E. WISCONSIN AVE., KAUKAUNA, WISCONSIN 54130.

THAT THIS MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY LINES OF THE LAND SURVEYED.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION ORDINANCE OF THE VILLAGE OF LITTLE CHUTE.



*Robert F. Reider 1-15-20*  
ROBERT F. REIDER, PLS-1251 DATED  
CAROW LAND SURVEYING CO., INC.  
615 N. LYNNDALE DRIVE, P.O. BOX 1297  
APPLETON, WISCONSIN 54912-1297  
PHONE: (920)731-4168  
A1912.1 (RFR) 1-15-2020

### VILLAGE BOARD APPROVAL:

WE HEREBY CERTIFY THAT THIS CERTIFIED SURVEY MAP WAS APPROVED BY THE VILLAGE OF LITTLE CHUTE ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.

PRESIDENT

DATED

CLERK

DATED

### TREASURER'S CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LAND INCLUDED ON THIS CERTIFIED SURVEY MAP.

VILLAGE TREASURER

DATED

COUNTY TREASURER

DATED

## **CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

BEING PART OF NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 23, NORTH OF THE FOX RIVER, TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

### **NOTES:**

- 1) THE PROPERTY OWNERS OF RECORD IS (ARE): PEACE UNITED METHODIST CHURCH.
- 2) THIS CERTIFIED SURVEY MAP IS ALL OF TAX PARCEL NO.(S): 260 141602.
- 3) THIS CSM IS WHOLLY CONTAINED WITHIN LANDS DESCRIBED IN: JACKET 2345, IMAGE 14.

### **OWNER'S CERTIFICATE:**

AS OWNER(S), I (WE) HEREBY CERTIFY THAT I (WE) CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED AND MAPPED AS REPRESENTED HEREON. I (WE) ALSO CERTIFY THAT THIS MAP IS REQUIRED BY S.236.10 OR 236.12 OF THE WISCONSIN STATUTES TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL: VILLAGE OF LITTLE CHUTE.

WITNESS THE HAND AND SEAL OF SAID OWNER(S) THIS \_\_\_\_\_ DAY OF  
, 20\_\_\_\_\_  
BY: PEACE UNITED METHODIST CHURCH

LUCRETIA FEHRMANN, PASTOR

DAN PERRONNE, CHAIRMAN OF TRUSTEES

STATE OF WISCONSIN)

)SS

COUNTY OF OUTAGAMIE)

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_, THE ABOVE NAMED PERSON(S) TO ME KNOWN TO BE THE PERSON(S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC

MY COMMISSION EXPIRES \_\_\_\_\_



*Robert F. Reider* 1-15-20  
ROBERT F. REIDER, PLS-1251 DATED  
CAROW LAND SURVEYING CO., INC.  
615 N. LYNNDALE DRIVE, P.O. BOX 1297  
APPLETON, WISCONSIN 54912-1297  
PHONE: (920)731-4168  
A1912.1 (RFR) 1-15-2020

SHEET 3 OF 3 SHEETS

**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO. 5, SERIES OF 2020**

**A RESOLUTION AUTHORIZING THE SALE OF REAL ESTATE LOCATED AT  
1401 WEST MAIN STREET TO FOX RIVER INVESTMENT GROUP, LLC.**

**BE IT RESOLVED**, by the Village Board of Trustees, Village of Little Chute, as follows:

1. That the Village Clerk, and/or Village Administrator, and/or Village President are hereby authorized to:

Execute a deed on behalf of the Village of Little Chute, deeding and selling Village of Little Chute owned real estate described as:

LOT 1 CSM 7645. Said parcel containing approximately 5.11 acres.

2. Sale of land is in the amount of \$1.00
3. A deed and other necessary documents will be signed and issued for recording upon payment at closing.

Introduced, approved and adopted: February 19, 2020

**VILLAGE OF LITTLE CHUTE**

By:

---

Michael R. Vanden Berg, Village President

Attest:

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Laurie Decker, Village Clerk

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

**ITEM DESCRIPTION: Fox River Boardwalk Site Plans and Authorization to Advertise for Bids**

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

**REPORT DATE: February 14, 2020**

**ADMINISTRATOR'S REVIEW/COMMENTS:**

No additional comments to this report: JPF  
See additional comments attached: \_\_\_\_\_

**EXPLANATION:** This winter, staff from the Village of Little Chute and City of Kaukauna have been working on finalizing the designs for the Fox River Boardwalk. We have received all the required approvals and permits from the US Corp of Engineers, Coast Guard, and WI DNR.

**Funding Committed to Date**

Village of Little Chute	\$330,000
City of Kaukauna	\$330,000
Community Foundation – Nelson Fund	\$650,000
WI DNR Stewardship – Regional	\$483,274
WI DNR Stewardship – Urban Rivers	\$155,726
WI DNR Stewardship – National Park Service	\$483,072
WI DNR Stewardship – Federal RTP	\$14,182.72
Fox Cities Visitor & Convention Bureau	\$250,000
Outagamie County ATC Funds	\$600,000
Hoffman Family	\$84,970.04
Fox Cities Greenways (General Donations)	\$28,850
Great Wisconsin Cheese Festival	\$20,000
<b>TOTAL FUNDS COMMITTED TO DATE</b>	<b>\$3,430,074.76</b>

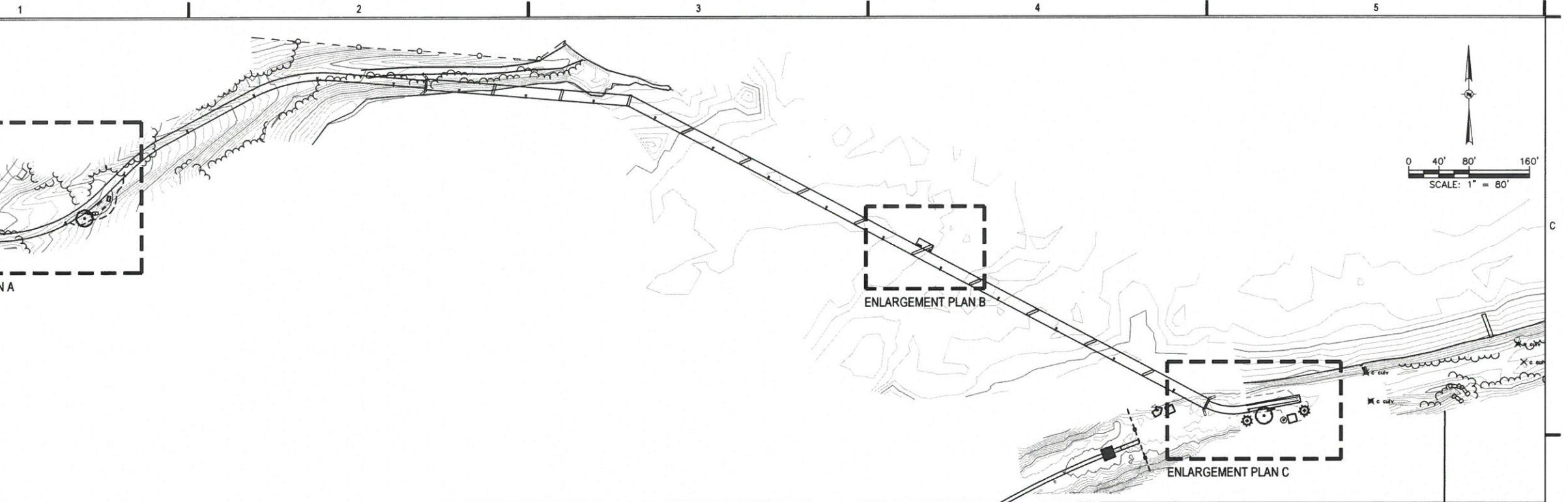
Our most updated cost estimate is \$3,962,945. This amount includes 10% contingency, 11% inflation, and about \$100,000 engineering work that has already been completed. Due to the fact that 21% or \$800,000 of the estimate is considered contingency and inflation staff feels we are now at a point where we need to advertise for bids. Once we receive the final bids, staff will then be able to put together a final target for our fundraising goal. We will then be able to raise the remainder of the funds if more fundraising is needed.

**Design Plans**

Included in this packet is the landscape and site plan. These plans were recommended to the Village Board for approval by the Plan Commission on Monday, February 10. Village and City staff are looking for approval of the landscape and site plans and authorization to begin advertising for bids during the first week of March.

**ATTACHMENTS:** Fox River Boardwalk Landscape and Site Plans (Full plans are available at the office)

**RECOMMENDATION:** Provide Authorization to Staff and GRAEF to submit this project for public bidding in the first week of March.



**GRAEF**

1150 Springhurst Drive,  
Suite 201  
Green Bay, WI 54304-5947  
920 / 592 9440  
920 / 592 9445 fax

[www.graef-usa.com](http://www.graef-usa.com)

CONSULTANTS: [REDACTED]

60% PROGRESS SET

LITTLE CHUTE, WI  
KAUKAUNA, WI

B NO. DATE REVISIONS BY

PROJECT INFORMATION:

PROJECT NUMBER: 2018-2067.00

DATE: 01/30/20

DRAWN BY: CEP

CHECKED BY: RPV

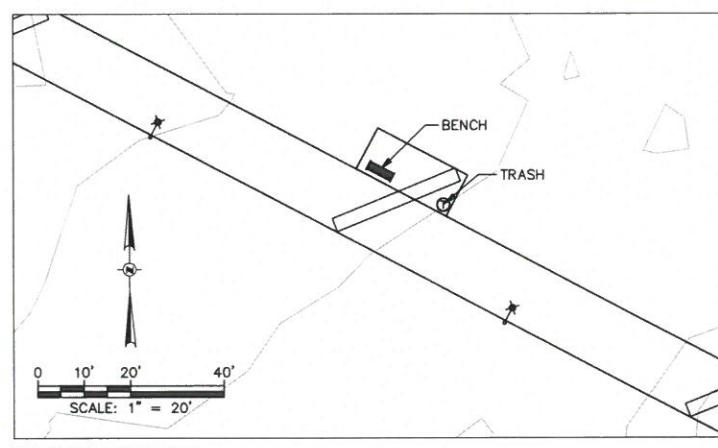
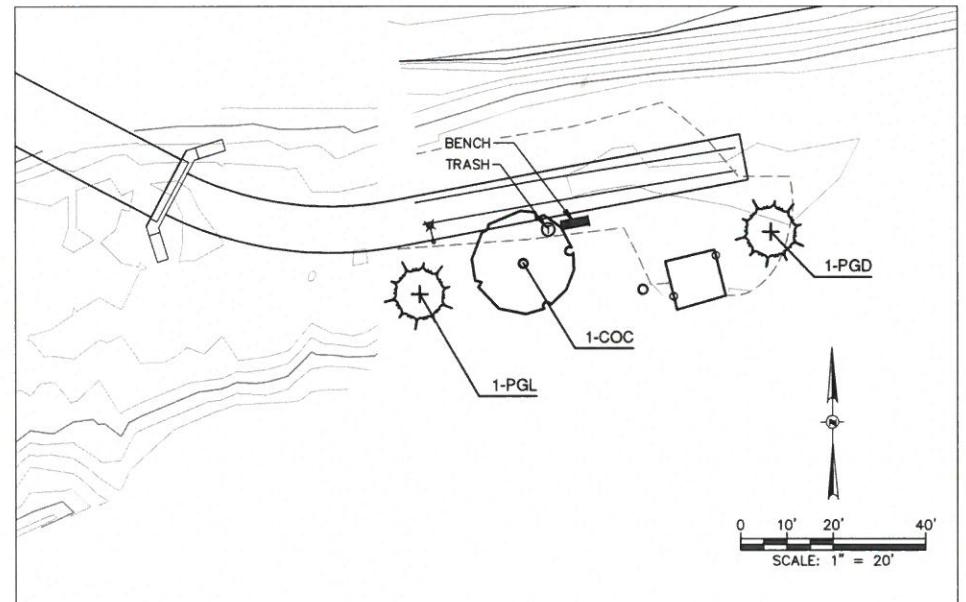
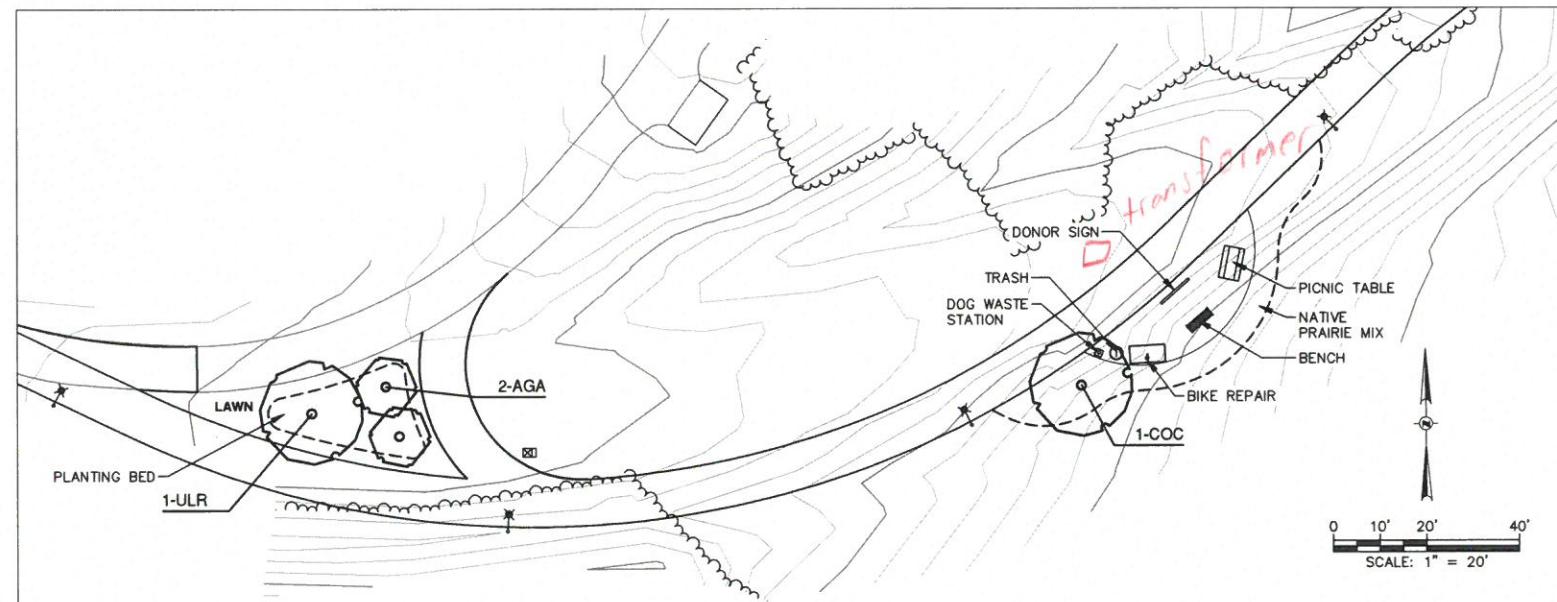
APPROVED BY: RPV

SCALE: AS NOTED

A SHEET TITLE: OVERALL LANDSCAPE PLAN

SHEET NUMBER: [REDACTED]

**L100**



PLANT LIST	SYM	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	MATURE SIZE
<b>SHADE TREES</b>						
COC		Celtis occidentalis 'Chicagoland'	Chicagoland Hackberry	2.0' BB	as shown	50'-60'h x 40'-50'w
ULR		Ulmus x 'Regal'	Regal Elm	2.5' BB	as shown	55-65'h x 45'w
<b>EVERGREEN TREES</b>						
PGL		Picea glauca	White Spruce	6'-8'-10' BB	as shown	50'h x 20'w
PGD		Picea glauca var. densata	Black Hills Spruce	8'-10' BB	as shown	20'-40'h x 15-25'w
<b>ORNAMENTAL TREES</b>						
AGA		Amelanchier x grandiflora 'Autumn Brilliance'	Autumn Brilliance Serviceberry	10'-12'clump BB	as shown	20'h x 15'w

NOTICE:  
In accordance with Wisconsin statute 182.0175, damage to  
transmission facilities, excavator shall be solely responsible to  
provide advance notice to the designated "ONE CALL SYSTEM"  
not less than three working days prior to commencement of  
any excavation required to perform work contained on this  
drawing, and further, excavator shall comply with all other  
requirements of this statute relative to excavator's work.

DISCLAIMER:  
The underground utilities shown have been located from field  
surveys and existing drawings. GRAEF makes no  
guarantees that the underground utilities shown comprise all  
such utilities in the area, either in service or abandoned.  
GRAEF further does not warrant that the underground utilities  
shown are in the exact location indicated. GRAEF has not  
physically located the underground utilities.

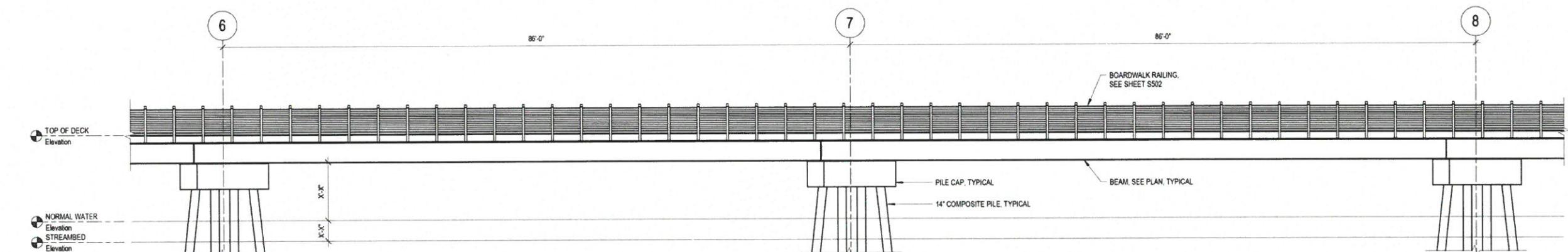
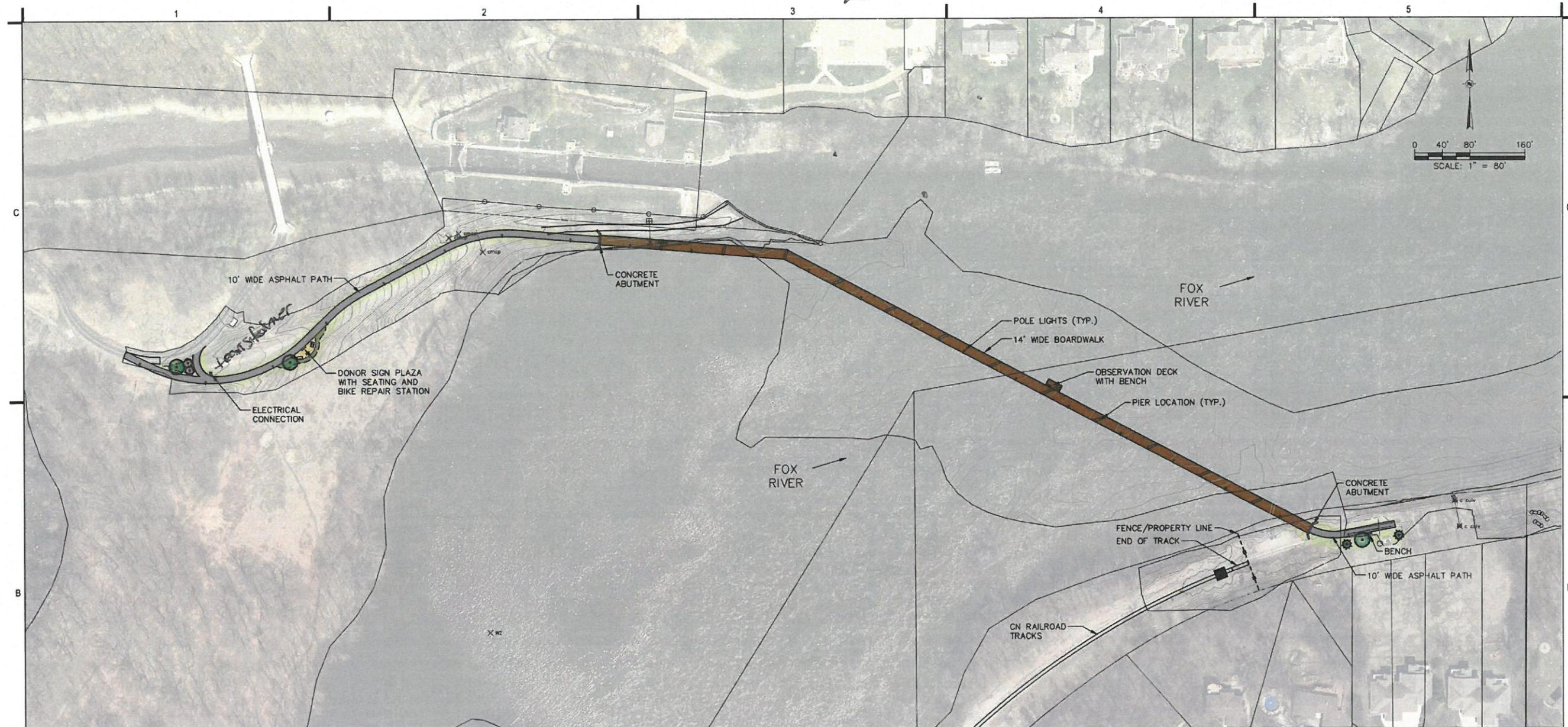
60% PROGRESS SET

PROJECT INFORMATION:  
PROJECT NUMBER: 2018-2067.00  
DATE: 01/31/20  
DRAWN BY: CEP  
CHECKED BY: RPV  
APPROVED BY: PJS  
SCALE: AS NOTED

SHEET TITLE:  
OVERALL SITE PLAN

SHEET NUMBER:

**C500**



PARTIAL ELEVATION

1/8" = 1'-0"

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

**ITEM DESCRIPTION:** Special Event Permits

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

**REPORT DATE:** February 14, 2020

**ADMINISTRATOR'S REVIEW/COMMENTS:**

No additional comments to this report: JPF  
See additional comments attached: \_\_\_\_\_

**EXPLANATION:** Village staff has reviewed our special event permit process to help make the process more transparent, consistent, and streamlined. The Village provides services to several current special events throughout the year. Currently, Little Chute non-profits have been covered 100% by the Village for all Village equipment and staff hours. Staff proposes that current Little Chute non-profit events remain at 100% funded by the Village. The only event that we do not fund 100% is Rock Cancer. Staff proposes that Rock Cancer is allowed to stay at 50% but that all other future outside organizations are required to be charged at 100% unless the Village Board determines otherwise through a formal request by the event organizers.

**ATTACHMENTS:** Special Event Permit – Proposed Form and Format

**RECOMMENDATION:** Action – Approve the Special Event Permit Application and Guidelines



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

## SPECIAL EVENT PERMIT APPLICATION

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

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility **please be very specific**. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. Please call (920) 423-3869 with questions regarding this special event permit.

### APPLICANT INFORMATION

First Name		Last Name	
Phone	(    )	Email	
Address (individual or business)			
City		State	ZIP Code

### ORGANIZATION INFORMATION

Organization's Name			
Organization's Phone	(    )	Organization's Email	
Organization's Address (individual or business)			
City		State	ZIP Code
Applicant's Relationship to Organization			

### EVENT INFORMATION

Name of Event			
Event Location			
Event Date (list each date if it's a multi-day event)			
Event Set Up Time		Event End Time	
Total Anticipated Attendance			

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

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

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

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

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

Applicant – Print Name	
Applicant - Signature	
Date	

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

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

Approved By Village Board

VILLAGE PRESIDENT – PRINT SIGNATURE DATE

# SPECIAL EVENT PERMIT GUIDELINES

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

If you are organizing a special event, and plan to use public facilities (parks, streets, public right-of-way), you need to involve the appropriate Village Departments in your planning process. Most events will require coordination and planning from more than one Village department. It is important that the special event permit is turned into the Village at least 3 months in advance to ensure that each department has the appropriate amount of time to review the event and so the Village Board has time to review and approve the event.

## DEFINITION

Special event means any planned occurrence on the public right-of-way or public premises including, but not limited to, parades, gatherings, festivals and athletic events which is not within the normal and ordinary use of that public premises or place or which, by nature of the event, may have a greater impact on Village services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal, ordinary, or intended use of public facilities or property shall be determined by the Village Department that maintains jurisdiction over the proposed venue. Special events are typically an event where the event organizers invite the general public to participate in the event whether or not your event charges a fee.

Special Events require Village Board approval. **Do not publish information about your event if it has not yet been approved!** You should meet with Village Staff at least 3 months prior to the event date to allow for the approval process. Applications submitted within 3 months of the event may serve as grounds for denial of the event permit without further consideration.

These guidelines are intended to clarify the working relationship between the **Sponsor** of the special event and the **Village of Little Chute**. The **Sponsor** agrees to abide by the terms of this agreement, and all existing policies governing use of Village facilities unless specifically noted in the agreement. All Village Departments involved in the event as well as the Village Board must approve this agreement.

## PARK FACILITIES

Park facilities must be reserved by the **Sponsor** through the **Parks & Recreation Dept.** Payment is due at that time.

## VILLAGE STAFF

Village staff needed to run the event are the responsibility of the **Sponsor**, except where the **Village** determines that Village personnel are required. When the **Village** incurs additional expense, due to personnel working overtime, regular hours, setting up, or cleaning up, the cost (including fringes), will be charged to the **Sponsor**. Little Chute non-profit organizations may receive 100% cost support from the Village.

## VILLAGE EQUIPMENT

Village equipment needed to run the event will be the responsibility of the **Sponsor**. The **Sponsor** may request use of **Village** equipment subject to approval by **Village** staff. **Village** equipment hours may be charged to the **Sponsor** based upon the State of Wisconsin equipment rates.

## PERMIT FEE

A special event permit fee of \$25.00 must be paid at the time of application submittal.

## INSURANCE REQUIREMENTS

A certificate of insurance covering the event must be provided by the **Sponsor** upon approval, naming the Village of Little Chute as additional insured for \$1,000,000.00. This may be waived for Little Chute non-profits as long as there are no bounce houses or amusement rides.

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

that I'm a qualified representative of my organization authorized to sign this agreement. I also certify the information is true and accurate.

### **General Liability Coverage**

- A. Commercial General Liability
  - a. \$ 1,000,000 general aggregate
  - b. \$ 1,000,000 products - completed operations aggregate
  - c. \$ 1,000,000 personal injury and advertising injury
  - d. \$ 1,000,000 each occurrence limit
- B. Claims made form of coverage is not acceptable.

### **Business Automobile Coverage**

- A. Minimum Limits - \$ 250,000 each person / \$ 500,000 each incident for Bodily Injury and \$100,000 for Property Damage **OR** \$500,000 Combined Single Limit for Bodily Injury and Property Damage each incident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

### **Workers Compensation and Employers Liability**

- A. Must carry coverage for Statutory Workers Compensation and Employers Liability minimum limit of:
  - \$500,000 Each Accident
  - \$500,000 Disease Policy Limit
  - \$500,000 Disease - Each Employee

### **Liquor Liability**

If the event holder is selling alcoholic beverages then Liquor Liability with the following limit coverage must be carried:

- A. Minimum Limits - \$ 500,000 each occurrence / \$ 500,000 aggregate

### **Additional Provisions**

- A. Additional Insured – On the General Liability Coverage, Aircraft Liability, Automobile Pollution Liability, Contractors Pollution Liability and Protection and Indemnity Coverage. Village of Little Chute, and its officers, board members, agents, employees, and authorized volunteers shall be "Additional Insureds."

### **PAYMENT**

An estimate of **Village** costs will be given to the **Sponsor** with approval of the event by the Village Board.

An invoice detailing charges for Village services will be sent to the **Sponsor** following the event. Payment is due within 30 days of the date of the invoice.

### **ADDITIONAL ITEMS**

#### **Changes**

No changes may be made by the sponsor, regarding items included in this AGREEMENT, unless written permission is attached to this document. Requests will be reviewed with direction given. When questions regarding this AGREEMENT arise, they should be directed to the appropriate Department. If questions arise during the event, and the Department representative is unavailable, the decision of Village Staff on duty shall prevail.

#### **Toilet Facilities**

Most Village parks have toilet facilities on the immediate premises. Additional portable toilets may be required. The patron capacity for the toilet facilities located within the Village parks are located below.

A. Facility Toilet Capacity – Number of Persons

Toilet facilities shall be provided based on the anticipated peak crowd size in accordance with the following guidelines: One male and female toilet facility shall be provided for every 500 persons on premise.

- Doyle Park Diamond #1 - 1750 Maximum Patrons
- Legion Park – 1500 Maximum Patrons
- Doyle Park Pool – 1500 Maximum Patrons
- Van Lieshout Park – 1500 Maximum Patrons
- Heesakker Park – 1500 Maximum Patrons

B. Any portable units shall be located immediately adjacent to or within the authorized area of the event. The location must be approved by the appropriate department depending on the location of the event.

C. Portable toilets shall be properly enclosed, in good repair, emptied when full, and a minimum distance of 100 feet away from any food preparation area.

D. All toilet facilities, in use for an event, shall be kept in a clean useable condition by the **sponsor**.

**Event Meeting**

If your event involves multiple departments (most large events do), Village staff will arrange a meeting to facilitate the discussions with the **sponsor**.

**Village Rules**

**Sponsors** of special events must comply with all applicable Village ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Violations of these provisions will likely result in automatic denial of future requests for Special Event permits by the **Sponsor**.

**Cancellation**

The Village President, or designee, may cancel an event without prior notice for any condition affecting the public health or safety of the Village, or any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

# APPLICANT CHECKLIST

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

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

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

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

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

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

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

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

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

**ITEM DESCRIPTION: Open Burning Ordinance Amendment**

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

**REPORT DATE: February 14, 2020**

**EXPLANATION:** In 2019 we discussed open burning. During that discussion, it was brought to our attention that our ordinance did not account for fire tables using propane or natural gas. Chief Jansen has provided drafts of that amendment and it is attached for your review. Finally, there was a condition added to clarify unacceptable materials. The amendment is attached for your review.

We will plan to bring this to the board for action on March 4<sup>th</sup>.

**RECOMMENDATION:** This is for discussion and feedback only. We will present at a future date for formal action.

Sec. 18-27. - Open burning.

- (a) *Prohibited.* No person shall build any outdoor fire within the corporate limits of the village except as set forth in subsection (b) of this section. Any permit issued is valid for one week. This prohibition on burning includes burning of construction waste and debris at construction sites.
- (b) *Conditions.* No open outdoor fires are permitted unless the following conditions apply:
  - (1) Only wood, ~~or~~ charcoal, or propane and natural gas fuels may be utilized.
  - (2) Fire containment devices including pits shall not be permitted within 25 feet of any combustible or structure, or within ten feet of a lot line unless mutually agreed upon by the neighboring property owner.
  - (3) The fire must be attended at all times by an adult with access to a fire extinguisher or garden hose as a means to extinguish fire readily available.
  - (4) No fires are permitted if the wind speed exceeds ten miles per hour.
  - (5) Upon completion, the fire must be completely extinguished to prevent accidental reignition.
  - (6) Fire pits or other fire containment devices shall not exceed four feet in diameter.
  - (7) Flames shall be kept below ~~four~~ three feet in height above the pit or other fire containment device.
  - (8) Portable listed and rated fire pits shall be used in accordance with the manufacturer's recommendations and shall be placed on a non-combustible surface that is at least one and half (1.5) times larger than the size of the portable fire pit. In the absence of manufacturer's recommendations, fire tables shall be at least fifteen (15) feet from any type of building or structure, combustible material of any form, or property line.
  - (9) Any propane or natural gas fire tables must follow all manufacturers specifications. In the absence of manufacturers recommendations fire tables shall be at least 15 feet from any type of building or structure, combustible material of any form, or property line.
  - (10) All portable fire pits and fire tables must be listed and rated devices. Homemade devices and converted grills are prohibited.
  - (11) Only clean dry wood can be burned. The burning of garbage, trash, refuse, treated wood, painted/varnished wood, plastic, rubber, construction lumber, and flammable liquids, and/or combustible liquids in any form is prohibited. Burning of leaves, yard waste, or brush is prohibited.
  - (12) Recreational fires, barbecue pits, portable fire pits, and portable outdoor fire places are permitted on properties zoned residential and occupied by a single or two family residences.
- (c) *Chief may prohibit.* The fire chief is permitted to prohibit any or all bonfires and outdoor fires when atmospheric conditions or local circumstances make such fires hazardous.
- (d) *Chief may permit.* Controlled burning of grass or similar vegetation for environmental management purposes, or ceremonial bonfires, with prior written approval of the fire chief may be permitted.
- (e) *Burning on streets.* No materials may be burned upon any street, curb, gutter or sidewalk.
- (f) *Order to discontinue.* The fire chief, his designee, or law enforcement officials are authorized to require discontinuance of burning if they determine that smoke emissions are offensive to occupants of surrounding properties or if the fire is determined to constitute a hazardous condition.
- (g) *Liability.* Persons utilizing and maintaining outdoor fires shall be responsible for any liability resulting from damage caused by his fire.

(Code 2006, § 5-2-9; Ord. No. 17(Ser. of 2002), 12-4-2002; Ord. No. 12(Ser. of 2008), § 1, 10-15-2008)