



# AGENDA

## REGULAR BOARD MEETING

PLACE: Little Chute Village Hall  
DATE: Wednesday, March 15<sup>th</sup>, 2023  
TIME: 6:00 p.m.

**Virtually attend the March 15<sup>th</sup>, Regular Board meeting at 6 PM by following the zoom link here:**

Join Zoom Meeting: <https://us06web.zoom.us/j/89867319956>

Meeting ID: 898 6731 9956

Dial by your location : +1 312 626 6799 US (Chicago)

### REGULAR ORDER OF BUSINESS

- A. Invocation
- B. Pledge of Allegiance to the Flag
- C. Roll call of Trustees
- D. Roll call of Officers and Department Heads
- E. Public Appearance for Items Not on the Agenda
- F. Other Informational Items: Monthly Report
- G. Consent Agenda  
*Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member or member of the public. Any removed items will be considered immediately following the motion to approve the other items.*
  - 1. Minutes of the Regular Board Meeting of March 1, 2023
  - 2. Disbursement List
- H. Public Hearing – Rezoning Request for Thiel Investments
- I. Action – Approve Ordinance No. 03, Series 2023 an Ordinance Amending Ch. 44 of Municipal Code
- J. Discussion/Action — Award Splash Pad Bid
- K. Discussion—MS4 Annual Report
- L. Action—Adopt Resolution No. 10, Series 2023 Approving MS4 General Permit Annual Report
- M. Discussion/Action – 2022 Budget Amendments, 2022-2023 Budget Carryover and 2023 Budget Amendments
- N. Discussion/Action—Park Planning Term Appointments

- O. Discussion/Action—Firefighter Compensation
- P. Department and Officers Progress Reports
- Q. Call for Unfinished Business
- R. Items for Future Agenda
- S. Closed Sessions:
  - a) 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. *Review of Legal Matter, Outagamie County Landfill*
  - b) 19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Discuss Economic Development Item*
  - c) 19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Personnel Matter*
- 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: March 9, 2023

# VILLAGE OF LITTLE CHUTE MONTHLY REPORT



## ***Little Chute***

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

February  
2023

Village Report to the Board of Trustees

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

## VILLAGE OF LITTLE CHUTE MONTHLY REPORT – FEBRUARY 2023

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

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

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

### Department Overview

The report will track monthly activities for the following:

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

### Questions or Comments

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

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

# VILLAGE ADMINISTRATOR

## February Administration Updates

- Little Chute Business Association met on the 21<sup>st</sup> at the Cobblestone Hotel. Some great discussions and new business owners participated. We received great feedback on how to improve our outreach to new businesses in the future. The Windmill introduced the new Kermis 2.0 event they are planning for this summer.
- Laid out groundwork for Personnel Handbook rework. This will be a year-long project. Will be working with the LWMMI (insurance provider) for legal assistance on the new draft. Hoping to have legal clean up the necessities and bring it into 2023 up to date, then from there staff can discuss the additional layers we wish to add to the handbook.
- Attended the Leadership Fox Cities (LFC) for February session. We had Education Day, which comprised of visiting Appleton East, Little Chute elementary and FVTC. It is incredible to see how much has changed in the education system since I personally walked the halls of each level of institution. The technological advances, ideological changes, structure to prep students has all been revamped and shows a lot of promise. It was fantastic to see Little Chute elementary provide the opportunity for us to get involved and sit in classrooms with our future leaders!
- Attended various local and regional meetings to stay informed on neighboring projects. This included the FCCVB Tourism Master Plan unveiling/breakfast presentation which was well-attended. Director Kittel and Director McDonald also came to listen in.

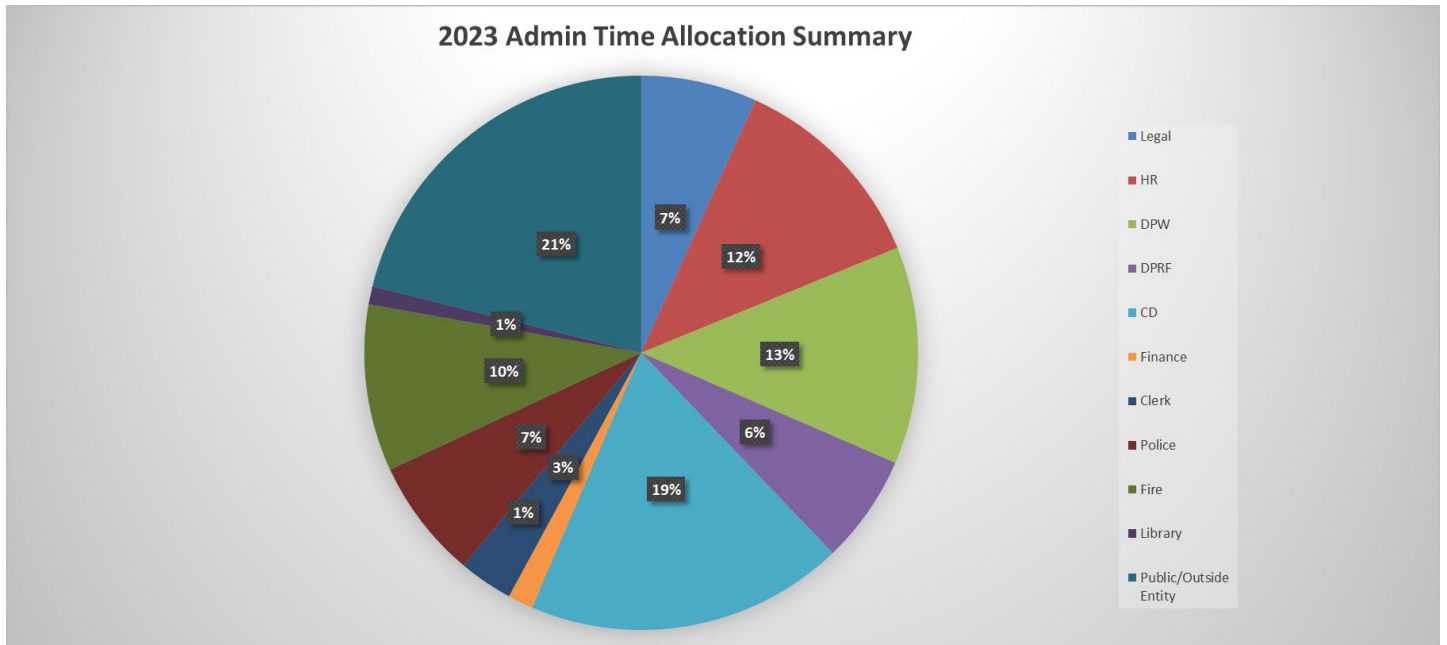
## Current Work List and Progress Update

- Present the Space Needs Study in closed session to the Board to gather feedback. Will have a follow up closed session to discuss internally before this is available to the public for review.
- Assist Finance in preparation of carryover and audit.
- Review of organizational structure with the recent upcoming retirement of the Village Engineer. Closed session discussions to work collaboratively on a new structure that fits best for the Village.
- Assisting departments in various day-to-day operations. This is currently consisting of setting up weekly debrief meetings, tracking administrative time and implementing drafts for policy changes.
- Preparing for 2023 project bidding and implementation for both Engineering and Parks.

## Items for March

- Continued project progress on various items tasked by the Village Board.
- Continued meetings on I-41 aesthetics. Hearing from the DOT on limitations with new protocols for projects due to state policy changes. \*Update\* Municipalities have agreed to continue with the most cost-effective and standard designs for bridge work.

- Continuous review of our resources on the website. Some programs need to be updated, reviewed and/or removed. Working with community development on identifying immediate needs and outdated practices that are collecting dust.
- Meet with County Landfill to discuss the invoices that were paid in February.
- Progress on the Personnel Manual – have a plan for a legal consultant review and restructure this important document.
- Assist Human Resources in various personnel matters.



This chart is updated daily based on Administration time. This is not inclusive of all work hours, only hours tracked providing assistance to individual departments. Last update was 03/10/2023.

# VILLAGE CLERK

February was a very busy month in the Clerk's Office. The Spring Primary was held on the 21<sup>st</sup> and saw a much higher turnout than in the past. In-person Absentee Voting took place February 7 - 16, 89 residents took advantage of this service. On Election Day 894 Voters came in to vote, and 373 Absentee Ballots were processed. Total participation was 1,267 an 18% turnout, very high for a Spring Primary. We were able to utilize our new Badger Book Electronic Poll Books and they were a great success. The poll workers and voters enjoyed the faster and simplified system. We are really excited to use them in April for the Spring Election.

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


- Planning for February 21 Spring Primary
- Order Election Materials for Spring Primary
- Mailed out 300 Absentee Ballots and continued to process daily requests
- Badger Book Software updates and setup and testing of new equipment
- Plan for Mock Election/Training on Badger Books with Election Inspectors
- Contact Poll workers and create schedule for February Primary
- Hold In-Person Absentee Voting, February 7 – 16 in Clerk's Office
- Conduct Spring Primary, February 21<sup>st</sup> utilizing new Badger Books
- Complete Post-Election tasks, return materials to County, complete Board of Canvassers
- Reconcile Poll Books – Submit voter participation, Election Day Registrations, etc.
- Plan for April 4 Election
- Started Design of Message Boards to be placed at parks throughout the Village
- Work on initial draft of the Spring DPW newsletter
- Planning for Market on Main
- Hosted Souper Bowl IV luncheon
- Shared data from social media sites
- Agendas/Minutes for meetings
- Continued maintenance of the Village Website
- Work with other Departments to create Social Media schedule, coordinate postings
- Ongoing phone/supply ordering support
- Operator License Renewals


Goals for March:


- Planning and ordering materials for April Election
- Process Absentee Requests and Voter Registrations for April Election
- Contact Poll workers and create schedule for April Election
- Hold In-Person Absentee Voting, March 21 – 31 in Clerk's Office
- Finalize DPW Spring Newsletter, mailed to all Residents by April 1<sup>st</sup>
- Attend Bid Openings
- Work with Parks & Rec, engineering to finalize Message Board design

- Market on Main event planning and marketing
- Committee and Commission Attendance for quarterly payroll
- Agendas/Minutes for meetings
- Share data from social media sites
- Maintenance of the Village Website and social media outlets
- Work with other Departments to create Social Media schedule, coordinate postings
- Ongoing phone/supply ordering support
- Process Operator License Renewals
- Liquor License Renewals paperwork, mailed April 6

## 2023 Social Media Metrics January February 2023 Totals

	<b>Facebook Posts</b>			
	People Reached	22,783	58,699	81,482
	Engagement	2,140	2,901	5,041
	Likes and Reactions	1,762	3,591	5,353
	Comments	286	401	687
	Shares	92	289	381
	Link Clicks	88	333	421
	Page Visits	2,692	3,307	5,999
	Most popular post (reach)	TbTh Hermsens	TbTh Simon's Cheese	0
	New Followers	36	68	104
	Unfollowers	7	6	13
	Total Followers	6,192	6,248	6,248
	<b>Facebook Videos</b>			
	Minutes Viewed	94	202	296
	1-Minute Video Views	21	36	57
	3-Second Video Views	244	493	737
	Video Engagement	3	5	8
	Most popular Video	Ice rink	Badger Book	

	<b>Instagram</b>			
	Instagram Posts	5	9	14
	Likes	35	59	94
	Video Views	0	0	0
	Reach	215	264	479
	Followers	895	900	900
	Popular Post	Tbth Basketball	TbTh Dutch Girls	

	<b>LinkedIn</b>			
	Search Appearances	29	49	78
	Unique Visitors	8	10	18
	Post Impressions	15	2	17
	Custom clicks	0	0	0
	followers	266	267	267



# **Village of Little Chute**

## **Department of Finance**

### **HIGHLIGHTS**

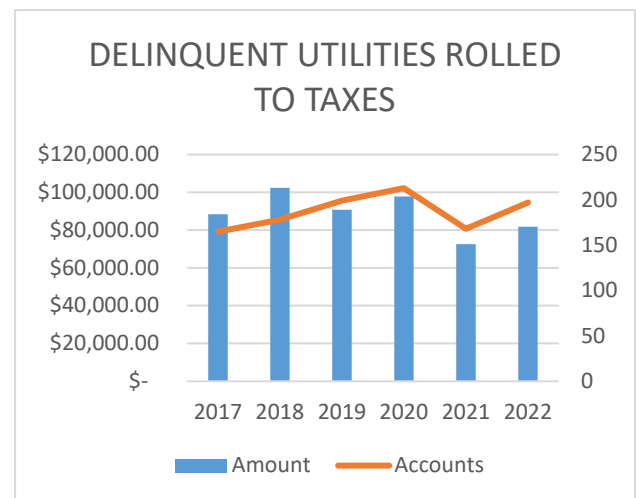
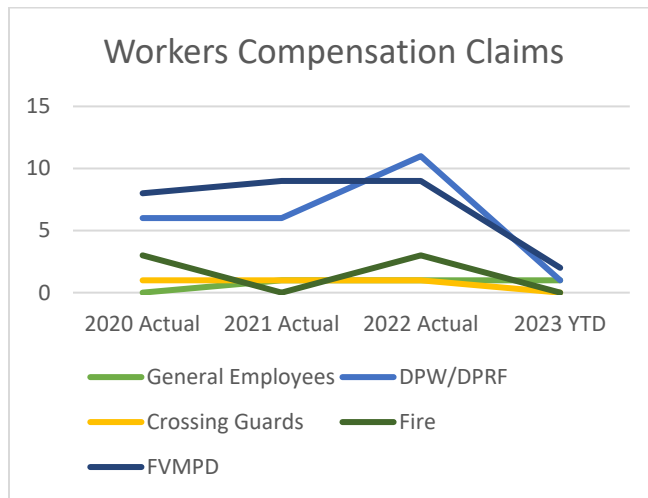
- Key focus has been to prepare for audit fieldwork. All requested work files must be uploaded to Kerber Rose's portal by March 10<sup>th</sup>.
- Completed February Tax Settlement with taxing entities for the first installment collections.
- 2023 special assessment bills were issued timely to Cherryvale residents.
- Collection efforts by the Accounts Payable Clerk on Personal Property delinquent notices from unpaid 2022 tax bills are in full swing.
- On-site biometric screening date is set for May 18<sup>th</sup> to assist employees and their spouses enrolled in our health insurance with earning \$150 wellness gift cards. This is part of the Well Wisconsin health incentive program to enhance wellness learning and promote healthy lifestyles.
- Payroll & Benefits Specialist filed and furnished 1095-C forms for our employees in accordance with the Affordable Care Act reporting requirements.
- In collaboration with the Administrator, Human Resource Manager rolled out the newly revised background check process. Training on how to read the CCAP will follow.
- Utility Billing Clerk took initiative to collect 12 out of 30 past due final water bills.
- Initial training completed on the new miPay system. Configuration, communications, and department trainings are next steps to allow employees access to their pay slips electronically as well as make self-service direct deposit, address, and tax elections changes.

### **TOP PRIORITIES FOR MARCH**

- Primarily, host Kerber Rose for on-site audit testing the week of March 13<sup>th</sup>.
- Complete eligible chargebacks to other taxing agencies for personal property 2022 tax bill.
- Human Resources Manager to participate in 2023 HR for Small Communities webinars hosted by the League of Wisconsin Municipalities.
- Utility Billing Clerk to revise forms on the Village website in an effort to make it easier for our residents to make changes to their accounts.
- Worker's Compensation audit to verify our estimated payroll. This helps make sure we're paying the right amount for the right coverage.
- Review of Employee Handbook Policy Series 300: Technology & Communications as well as Series 400: Time at Work & Time Away from Work. Human Resource Manager and Administrator are on track for project completion in 2023.

### **CONTINUOUS IMPROVEMENT EFFORTS**

- Accounts Payable Clerk updated Travel Reimbursement Form and communicated policy refresher to Department Heads. Subsequent monitoring and individual follow-up will be made to ensure compliance Village-wide.
- An internal audit of the Park and Rec security deposits, refunds and revenue was completed for 2022. Greater knowledge of the process across departments was gained and improvements put in place for 2023.



## PERFORMANCE MEASUREMENTS

	Actual 2020	Actual 2021	Projected 2022	Target 2023
# Months bank reconciliation completed timely	12	12	12	12
# Of stale checks outstanding	22	5	4	4
Custodial credit risk	\$3.7M	\$0	\$0	\$0
Investment Performance vs 1-3 Year US Treasury Index	3.26% vs 3.10%	(.528)% vs (.555)%	(2.77)%vs (2.14)%	2.375%vs 2.04%
% Of customers paying online	53%	55%	57%	58%
Continuous improvement initiatives	37	32	24	24
Number of special assessment billings	75	36	115	100
Average number of monthly utility bills	4,585	4,671	4,700	4,725
Annual number of utility work orders	940	1,033	1,000	900
Annual tax certification letters	774	673	675	675
General obligation bond rating	Aa3	Aa3	Aa3	Aa3
# Of auditor's compliance issues	0	1	0	0
% Of time monthly financials closed within 15 days	100%	100%	100%	100%
% Of staff adequately trained/cross trained	90%	90%	100%	100%

## FINANCIAL LEARNING OPPORTUNITY FOR THE MONTH

**What is involved with preparing for the financial audit?** The Village of Little Chute has 1700 general ledger accounts. During the audit, we provide a reconciliation including providing back up supporting detail for the balance in 375 of these accounts. Additionally, we provide detailed explanation and back up support for the expenditure change from prior year for accounts that change greater than an established % and \$ change. In 2022 there were 45 accounts to provide this back up for. During preliminary work, 50 audit workpapers (excel or PDF) were loaded into the audit portal while in preparation for fieldwork. For the on-site audit testing, an additional 232 workpapers were provided. There are several questions answered and data pulled during the week long visit to give confidence to our citizens that the financial aspects of the Village are accurately portrayed.

				Over (Under) Budget	
	FEBRUARY	YTD 2023	BUDGET 2023	VARIANCE	% OF BUDGET
<b>GENERAL FUND</b>					
Taxes	350,731.90	850,773.57	1,152,789.00	(302,015.43)	73.80%
Total Licenses and Permits	5,044.00	8,918.82	115,950.00	(107,031.18)	7.69%
Intergovernmental Aid	-	205,950.22	2,468,055.00	(2,262,104.78)	8.34%
Public Charges for Service	9,777.50	12,827.50	145,640.00	(132,812.50)	8.81%
Fines and Forfeitures	7,832.96	15,036.76	91,000.00	(75,963.24)	16.52%
Total Interest	7,225.33	31,629.84	75,578.00	(43,948.16)	41.85%
Miscellaneous Revenue	50,705.93	40,205.82	146,225.00	(106,019.18)	27.50%
Other Financing Sources	18,735.34	36,405.46	220,000.00	(183,594.54)	16.55%
<b>Total General Fund Revenue</b>	<b>450,052.96</b>	<b>1,201,747.99</b>	<b>4,415,237.00</b>	<b>(3,213,489.01)</b>	<b>27.22%</b>
Village Board	5,990.91	10,183.89	101,675.00	(91,491.11)	10.02%
Administration	6,480.34	10,427.65	106,050.00	(95,622.35)	9.83%
Engineering & GIS	860.81	4,010.58	90,794.00	(86,783.42)	4.42%
Finance	18,200.93	32,389.39	283,131.00	(250,741.61)	11.44%
Clerk	15,187.18	36,986.67	208,198.00	(171,211.33)	17.77%
Community Development - Assessing	5,183.84	15,793.82	89,041.00	(73,247.18)	17.74%
Village Hall	7,555.87	15,064.05	80,844.00	(65,779.95)	18.63%
Municipal Court	5,617.37	13,679.80	71,773.00	(58,093.20)	19.06%
Unallocated	-	3,214.70	25,894.00	(22,679.30)	12.41%
Insurance	6,053.40	56,769.80	212,402.00	(155,632.20)	26.73%
Village Promotion and Goodwill	533.54	567.94	34,919.00	(34,351.06)	1.63%
Inspections	23,997.14	30,093.34	145,981.00	(115,887.66)	20.61%
Fire Operations	32,510.90	82,097.01	298,633.00	(216,535.99)	27.49%
Fire Allocated	27,779.62	71,297.07	367,216.00	(295,918.93)	19.42%
Crossing Guards	6,962.53	10,732.56	79,703.00	(68,970.44)	13.47%
Public Works Administration	1,211.54	1,943.90	20,275.00	(18,331.10)	9.59%
Street Repair and Maintenance	39,280.74	85,466.14	666,331.00	(580,864.86)	12.83%
Public Works Support Services	4,773.39	10,178.21	53,576.00	(43,397.79)	19.00%
Public Works Vehicle Maintenance	23,413.91	37,056.66	150,900.00	(113,843.34)	24.56%
Snow and Ice Control	42,937.26	54,079.59	204,538.00	(150,458.41)	26.44%
Weed Control	871.66	927.26	20,661.00	(19,733.74)	4.49%
Recycling	3,634.49	4,310.83	49,804.00	(45,493.17)	8.66%
Park	28,098.22	41,441.64	526,445.00	(485,003.36)	7.87%
Recreation	12,250.43	21,393.10	226,373.00	(204,979.90)	9.45%
Forestry	14,602.40	25,549.26	194,017.00	(168,467.74)	13.17%
Youth Football	575.42	924.84	27,502.00	(26,577.16)	3.36%
Community Band	713.98	916.38	10,529.00	(9,612.62)	8.70%
Economic Development	2,493.76	4,154.41	108,703.00	(104,548.59)	3.82%
Transfers	-	-	-	-	#DIV/0!
<b>Total General Fund Expenses</b>	<b>337,771.58</b>	<b>681,650.49</b>	<b>4,455,908.00</b>	<b>(3,774,257.51)</b>	<b>15.30%</b>
<b>GENERAL FUND NET REVENUES (EXPENSES)</b>	<b>112,281.38</b>	<b>520,097.50</b>	<b>(40,671.00)</b>		
<b>SANITATION</b>					
Sanitation Revenues	49,424.96	99,042.98	589,850.00	(490,807.02)	16.79%
Sanitation Expenses	59,771.32	76,531.38	488,730.00	(412,198.62)	15.66%
<b>SANITATION NET REVENUES (EXPENSES)</b>	<b>(10,346.36)</b>	<b>22,511.60</b>	<b>101,120.00</b>		
<b>FIRE EQUIPMENT DONATION</b>					
Fire Equipment Donation Revenues	31,040.39	75,812.38	97,000.00	(21,187.62)	78.16%
Flag Pole Memorial Expenses	-	-	2,100.00	(2,100.00)	0.00%
<b>FIRE EQUIPMENT DONATION NET REVENUES (EXPENSES)</b>	<b>31,040.39</b>	<b>75,812.38</b>	<b>94,900.00</b>		
<b>AQUATICS</b>					
Aquatics Revenue	38,375.97	94,891.53	188,603.00	(93,711.47)	50.31%
Aquatics Expenses	1,518.33	5,474.29	203,603.00	(198,128.71)	2.69%
<b>AQUATICS NET REVENUES (EXPENSES)</b>	<b>36,857.64</b>	<b>89,417.24</b>	<b>(15,000.00)</b>		

				Over (Under) Budget	
	FEBRUARY	YTD 2023	BUDGET 2023	VARIANCE	% OF BUDGET
<b>LIBRARY/CIVIC CENTER</b>					
Library/Civic Center Revenues	148,541.91	366,212.18	625,260.00	(259,047.82)	58.57%
Library/Civic Center	47,050.76	80,487.78	633,260.00	(552,772.22)	12.71%
<b>LIBRARY/CIVIC CENTER NET REVENUES (EXPENSES)</b>	<b>101,491.15</b>	<b>285,724.40</b>	<b>(8,000.00)</b>		
<b>CONSOLIDATED POLICE SERVICES</b>					
Consolidated Police Services Revenue	720,277.36	2,149,280.43	4,014,920.00	(1,865,639.57)	53.53%
Police Services Consolidated	339,651.17	571,744.08	4,014,920.00	(3,443,175.92)	14.24%
<b>CONSOLIDATED POLICE SERVICES NET REVENUES (EXPENSES)</b>	<b>380,626.19</b>	<b>1,577,536.35</b>	<b>-</b>		
<b>VAN LIESHOUT RECREATION CENTER</b>					
Van Lieshout Rec Center Revenues	2,037.20	5,154.78	22,750.00	(17,595.22)	22.66%
Van Lieshout Rec Center Expenses	1,320.68	2,285.08	34,766.00	(32,480.92)	6.57%
<b>VAN LIESHOUT NET REVENUES (EXPENSES)</b>	<b>716.52</b>	<b>2,869.70</b>	<b>(12,016.00)</b>		
<b>PROMOTIONAL FUND</b>					
Promotional Fund Revenues	18,157.26	11,062.15	47,400.00	(36,337.85)	23.34%
Promotional Fund Expenses	53.36	53.36	33,500.00	(33,446.64)	0.16%
<b>PROMOTIONAL NET REVENUES (EXPENSES)</b>	<b>18,103.90</b>	<b>11,008.79</b>	<b>13,900.00</b>		
<b>AMERICAN RESCUE FUND</b>					
American Rescue Fund Revenues	2,949.31	5,461.60	769,257.00	(766,718.60)	0.71%
American Rescue Fund Expenses	2,858.12	2,858.12	775,000.00	(42,141.88)	0.37%
<b>AMERICAN RESCUE PROMOTIONAL NET REVENUES (EXPENSES)</b>	<b>91.19</b>	<b>2,603.48</b>	<b>(5,743.00)</b>		
<b>TRANSPORTATION SPECIAL REVENUE FUND</b>					
Transportation Special Revenue Fund Revenues	50.42	106.16	-	106.16	#DIV/0!
Transportation Special Revenue Fund Expenses	-	-	-	-	#DIV/0!
<b>TRANSPORTATION SR FUND NET REVENUES (EXPENSES)</b>	<b>50.42</b>	<b>106.16</b>	<b>-</b>		
<b>SMALL BUSINESS MICRO LOAN FUND</b>					
Small Business Micro Loan Fund Revenues	661.70	1,373.92	800.00	573.92	171.74%
Small Business Micro Loan Fund Expenses	-	-	500.00	(500.00)	0.00%
<b>SMALL MICRO LOAN FUND NET REVENUES (EXPENSES)</b>	<b>661.70</b>	<b>1,373.92</b>	<b>300.00</b>		
<b>FAÇADE RENOVATION GRANT FUND</b>					
Façade Renovation Grant Fund Revenues	724.72	1,511.26	200.00	1,311.26	755.63%
Façade Renovation Grant Fund Expenses	1,000.00	1,000.00	500.00	(500.00)	200.00%
<b>COMMUNITY DEVELOPMENT GRANT NET REVENUES (EXPENSES)</b>	<b>(275.28)</b>	<b>511.26</b>	<b>(300.00)</b>		
<b>NELSON CROSSING MAINTENANCE</b>					
Nelson Crossing Maintenance Revenues	1,074.08	2,649.17	3,486.00	(836.83)	75.99%
Nelson Crossing Maintenance Expenses	-	-	3,486.00	(3,486.00)	0.00%
<b>NELSON CROSSING MAINTENANCE NET REVENUES (EXPENSES)</b>	<b>1,074.08</b>	<b>2,649.17</b>	<b>-</b>		
<b>SPECIAL ASSESSMENTS</b>					
Special Assessment Revenue	(1,713.78)	10,423.26	161,000.00	(150,576.74)	6.47%
Special Assessment Expense	3.72	173.24	192,300.00	(192,126.76)	0.09%
<b>SPECIAL ASSESSMENTS NET REVENUES (EXPENSES)</b>	<b>(1,717.50)</b>	<b>10,250.02</b>	<b>(31,300.00)</b>		

	FEBRUARY	YTD 2023	BUDGET 2023	Over (Under) Budget VARIANCE	% OF BUDGET
<b>EQUIPMENT REVOLVING FUND</b>					
Equipment Revolving Revenue	103,659.85	26,166.48	451,000.00	(424,833.52)	5.80%
Equipment Revolving Expenses	43,339.00	43,339.00	385,000.00	(341,661.00)	11.26%
<b>EQUIPMENT NET REVENUES (EXPENSES)</b>	<b>60,320.85</b>	<b>(17,172.52)</b>	<b>66,000.00</b>		
<b>FACILITY AND TECHNOLOGY FUND</b>					
Facility and Technology Fund Revenues	24,673.63	60,796.98	80,000.00	(19,203.02)	76.00%
Facility and Technology Fund Expenditures	7,742.60	14,296.60	100,000.00	(85,703.40)	14.30%
<b>FACILITY AND TECHNOLOGY NET REVENUES (EXPENSES)</b>	<b>16,931.03</b>	<b>46,500.38</b>	<b>(20,000.00)</b>		
<b>TAX INCREMENT DISTRICT 4</b>					
Tax Increment District 4 Revenues	455,372.36	1,123,044.90	1,661,750.00	(538,705.10)	67.58%
Tax Increment District 4 Expenses	16,074.39	459,470.69	1,419,369.00	(959,898.31)	32.37%
<b>TAX INCREMENTAL DISTRICT 4 NET REVENUES (EXPENSES)</b>	<b>439,297.97</b>	<b>663,574.21</b>	<b>242,381.00</b>		
<b>TAX INCREMENT DISTRICT 5</b>					
Tax Increment District 5 Revenues	114,557.42	282,416.02	439,298.00	(156,881.98)	64.29%
Tax Increment District 5 Expenses	36,465.96	37,574.70	305,184.00	(267,609.30)	12.31%
<b>TAX INCREMENTAL DISTRICT 5 NET REVENUES OVER EXPENSES</b>	<b>78,091.46</b>	<b>244,841.32</b>	<b>134,114.00</b>		
<b>TAX INCREMENT DISTRICT 6</b>					
Tax Increment District 6 Revenues	401,926.55	1,039,227.21	3,015,486.00	(1,976,258.79)	34.46%
Tax Increment District 6 Expenses	55,556.41	68,007.68	5,209,827.00	(5,141,819.32)	1.31%
<b>TAX INCREMENTAL DISTRICT 6 NET REVENUES (EXPENSES)</b>	<b>346,370.14</b>	<b>971,219.53</b>	<b>(2,194,341.00)</b>		
<b>TAX INCREMENT DISTRICT 7</b>					
Tax Increment District 7 Revenues	224,277.80	552,352.54	770,200.00	(217,847.46)	71.72%
Tax Increment District 7 Expenses	25,428.77	27,010.98	580,279.00	(553,268.02)	4.65%
<b>TAX INCREMENTAL DISTRICT 7 NET REVENUES (EXPENSES)</b>	<b>198,849.03</b>	<b>525,341.56</b>	<b>189,921.00</b>		
<b>TAX INCREMENT DISTRICT 8</b>					
Tax Increment District 8 Revenues	30,863.66	74,907.42	94,840.00	(19,932.58)	78.98%
Tax Increment District 8 Expenses	15,325.95	64,472.10	327,567.00	(263,094.90)	19.68%
<b>TAX INCREMENTAL DISTRICT 8 NET REVENUES (EXPENSES)</b>	<b>15,537.71</b>	<b>10,435.32</b>	<b>(232,727.00)</b>		
<b>PARK IMPROVEMENT</b>					
Park Improvement Revenue	1,707.82	4,053.39	161,550.00	(157,496.61)	2.51%
Park Improvement Expenses	334.81	334.81	196,134.00	(195,799.19)	0.17%
<b>PARK IMPROVEMENTS NET REVENUES (EXPENSES)</b>	<b>1,373.01</b>	<b>3,718.58</b>	<b>(34,584.00)</b>		
<b>CAPITAL PROJECTS</b>					
Capital Projects Revenue	146,435.60	166,134.39	526,375.00	(360,240.61)	31.56%
Construction Projects	40,158.62	44,527.71	1,663,406.00	(1,618,878.29)	2.68%
Administration Capital Projects	25,336.44	40,426.49	213,668.00	(173,241.51)	18.92%
<b>TOTAL CONSTRUCTION EXPENSES</b>	<b>65,495.06</b>	<b>84,954.20</b>	<b>1,877,074.00</b>	<b>(1,792,119.80)</b>	<b>4.53%</b>
<b>CAPITAL PROJECTS NET REVENUES (EXPENSES)</b>	<b>80,940.54</b>	<b>81,180.19</b>	<b>(1,350,699.00)</b>		

				Over (Under) Budget	
	FEBRUARY	YTD 2023	BUDGET 2023	VARIANCE	% OF BUDGET
<b>SEWER</b>					
<b>Sewer Revenues</b>	<b>212,420.92</b>	<b>550,332.84</b>	<b>3,672,875.00</b>	<b>(3,122,542.16)</b>	<b>14.98%</b>
Sewer Capital	3,123.82	5,066.19	422,357.00	(417,290.81)	1.20%
Sewer Financing	23,216.00	44,032.00	255,518.00	(211,486.00)	17.23%
Sewer Treatment	181,076.84	384,096.23	2,401,600.00	(2,017,503.77)	15.99%
Sewer Collection	17,757.66	28,668.42	228,442.00	(199,773.58)	12.55%
Sewer Customer A/R	13,062.52	22,044.85	161,673.00	(139,628.15)	13.64%
Sewer Admin and General	13,164.85	20,263.62	197,798.00	(177,534.38)	10.24%
<b>TOTAL SEWER EXPENSES</b>	<b>251,401.69</b>	<b>504,171.31</b>	<b>3,667,388.00</b>	<b>(3,163,216.69)</b>	<b>13.75%</b>
<b>SEWER NET REVENUES (EXPENSES)</b>	<b>(38,980.77)</b>	<b>46,161.53</b>	<b>5,487.00</b>		
<b>WATER UTILITY</b>					
<b>Water Utility Revenues</b>	<b>201,093.61</b>	<b>386,182.28</b>	<b>3,103,402.00</b>	<b>(2,717,219.72)</b>	<b>12.44%</b>
Water Capital Projects	3,665.98	6,506.21	521,357.00	(514,850.79)	1.25%
Water Financing	69,035.00	127,642.50	761,212.00	(633,569.50)	16.77%
Water Source	1,102.18	4,398.93	95,200.00	(90,801.07)	4.62%
Pumping	26,648.95	44,592.59	250,891.00	(206,298.41)	17.77%
Water Treatment	34,094.82	67,886.83	468,035.00	(400,148.17)	14.50%
Water Distribution	42,836.90	104,864.82	844,422.00	(739,557.18)	12.42%
Customer A/R	4,615.07	7,779.60	74,447.00	(66,667.40)	10.45%
Admin and General	9,811.56	39,888.57	189,099.00	(149,210.43)	21.09%
<b>TOTAL WATER EXPENSES</b>	<b>191,810.46</b>	<b>403,560.05</b>	<b>3,204,663.00</b>	<b>(2,801,102.95)</b>	<b>12.59%</b>
<b>WATER NET REVENUES (EXPENSES)</b>	<b>9,283.15</b>	<b>(17,377.77)</b>	<b>(101,261.00)</b>		
<b>STORMWATER UTILITY</b>					
<b>Stormwater Revenue</b>	<b>91,921.39</b>	<b>211,818.07</b>	<b>2,123,890.00</b>	<b>(1,912,071.93)</b>	<b>9.97%</b>
Stormwater Capital Projects	3,709.26	5,927.48	493,815.00	(487,887.52)	1.20%
Storm Financing	51,208.00	96,519.87	557,497.00	(460,977.13)	17.31%
Storm Pond Maintenance	1,600.10	3,634.49	147,544.00	(143,909.51)	2.46%
Storm Collection	6,574.84	12,571.29	217,283.00	(204,711.71)	5.79%
Storm Customer A/R	4,614.18	7,778.62	63,039.00	(55,260.38)	12.34%
Storm Admin and General	13,968.78	41,357.73	247,029.00	(205,671.27)	16.74%
<b>TOTAL STORM EXPENSES</b>	<b>81,675.16</b>	<b>167,789.48</b>	<b>1,726,207.00</b>	<b>(1,558,417.52)</b>	<b>9.72%</b>
<b>STORMWATER NET REVENUES (EXPENSES)</b>	<b>10,246.23</b>	<b>44,028.59</b>	<b>397,683.00</b>		

Tax settlement for first installment collections to date have been recorded in various funds.

Continue to see interest and investment income impacted as result of market changes. The unrealized losses that exist now will **not** be recognized as long as the assets are held until maturity. The Village invests in varying maturities to match cash flow needs. An unrealized loss exists when a longer term asset the Village owns price has declined in the market place due to varying interest rates. Each month end, Generally Accepted Accounting Principles require that we record an unrealized loss (or gain) to recognize market impacts. The market to face value total for the Villager at the end of January is a \$397,121 unrealized loss. The positive news is that interest earnings are back on the rise from minimal returns in past.

Annual website support (Clerk), annual manufacturing assessment fee (Assessing), annual support for TIPSS (Court) first quarter business insurance (various funds), and Fire annual Length of Service Awards Program contribution have been made resulting in higher expenses to date.

Landfill revenue for Sewer Utility is billed on a quarterly billing. The first quarter will not be billed until April. Strength invoices for Oh Snap have also not been issued as lab information to complete billing is not available yet.

Capital Contributions (revenue) are not recorded until year end (capital assets paid for by TID or contributed by developers) in the Sewer Utility (\$626,000), Water Utility (\$736,000) and Stormwater (\$842,000).

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

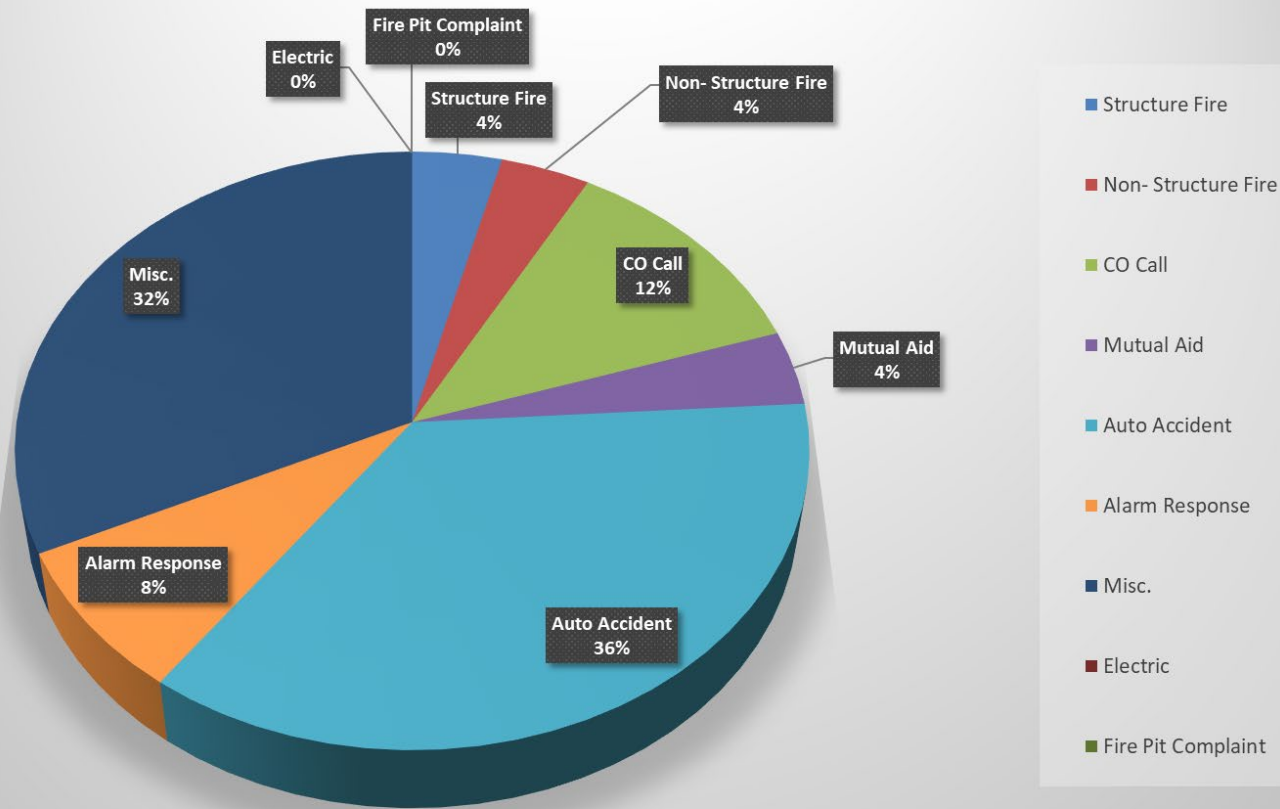
# Little Chute Fire Department

2/4/2023	14:00	23LC00013	1506 Biscayne Drive	Oven shorted out, smell of burnt electrical	Checked oven, assumed to be electrical short, blackened top	3631 - Pickup 3621 - Engine 3641 - Aerial
2/10/2023	5:49	23LC00014	E Northland and Hwy 441 NB	Accident with patient entrapment	Assist Gold Cross with extrication	3621 - Engine 3671 - Squad
2/10/2023	7:57	23LC00015	Evergreen & Buchanan Street	Two car accident	Clean up debris	3621 - Engine
2/10/2023	14:19	23LC00016	Pleasantview Ave & Glenview Ave	Natural gas smell reported	Investigate, nothing found	3621 - Engine 3641 - Aerial
2/10/2023	20:10	23LC00017	W North & Daytona	Passerby noted flames appearing over house	Investigate, determined that it was flames from landfill	3631 - Pickup 3621 - Engine
2/16/2023	7:33	23LC00018	2655 West Evergreen Drive	Alarm sounding at US AutoForce	Ahern doing alarm testing, didn't put in Test mode	3621 - Engine
2/16/2023	17:54	23LC00019	Rosehill Rd & Wildenberg Drive	Car ran into electrical box	Provide safe area while waiting for utility company	3631 - Pickup 3621 - Engine
2/17/2023	6:46	23LC00020	Freedom Road & Hwy 41 NB	Natural gas smell reported	Investigate, nothing found	3621 - Engine
2/21/2023	9:48	23LC00021	108 W Main Street	Car backed into pedestrian	Provide scene safety while Gold Cross attended to victim	3631 - Pickup 3621 - Engine 3671 - Squad
2/21/2023	17:31	23LC00022	1700 Stephen Street	Reported that someone drilled hole in gas tank	Applied oil dry to clean up spill	3631 - Pickup 3621 - Engine 3671 - Squad
2/22/2023	7:20	23LC00023	Buchanan Street and Moasis Drive	Car and semi collision	Accident cleanup	3631 - Pickup 3621 - Engine
2/23/2023	8:14	23LC00024	940 W Elm Street	Alarm sounding	Investigate - Child pulled alarm	3631 - Pickup 3621 - Engine 3641 - Aerial
2/23/2023	21:05	23LC00025	1204 Cypress Street	Carbon Monoxide detector sounding	Investigate - provided temporary replacement detector to resident	3631 - Pickup 3621 - Engine 3671 - Squad

## Little Chute Fire Department - 2023 Calls for Service

	Structure Fire	Non-Structure Fire	CO Call	Mutual Aid	Auto Accident	Alarm Response	Misc. Electric	Fire Pit Complaint	2022 Total Responses	2022 Total Responses	2021 Total Responses	2020 Total Responses	2019 Total Responses	2018 Total Responses	2017 Total Responses	2016 Total Responses	2015 Total Responses	
2022 SUMMARY	1	1	3	1	9	2	8	0	0	25	188	181	152	202	165	172	155	132
January 2022 Calls	1	1	1	1	4	0	3	0	0	11								
February 2022 Calls	0	0	2	0	5	2	5	0	0	14								
March 2022 Calls										0								
April 2022 Calls										0								
May 2022 Calls										0								
June 2022 Calls										0								
July 2022 Calls										0								
August 2022 Calls										0								
September 2022 Calls										0								
October 2022 Calls										0								
November 2022 Calls										0								
December 2022 Calls										0								

Call by Type - 2023 Calls for Service







# FOX VALLEY METRO POLICE DEPARTMENT

## **PERSONNEL**

OFFICER DUANE DISSEN HAS COMPLETED HIS ASSIGNMENT AS THE KIMBERLY HIGH SCHOOL POLICE LIAISON OFFICER (PSL). EFFECTIVE 03/01/2023, OFFICER RANDY LEFEBER WAS ASSIGNEND AS THE NEW KHS PSL. OFFICER DISSEN IS BEING ASSIGNED BACK TO THE PATROL DIVISION. HE SERVED AS THE PSL FOR FIVE YEARS.

PROBATIONARY OFFICER ERIK GRENLIE HAS ABOUT THREE WEEKS LEFT IN HIS FIELD TRAINING PROGRAM ASSIGNMENT.

COMMUNITY SERVICE OFFICER WILLIAM HANSEN'S LAST DAY WITH US IS MARCH 10<sup>TH</sup>. HE HAS BEEN HIRED BY THE WAUPACA COUNTY SHERIFF'S OFFICE AS A TELECOMMUNICATOR / 911 DISPATCHER. CSO HANSEN WAS ONE OF OUR FIRST CSO'S WHEN WE STARTED THE PROGRAM IN 2020.

## **HIRING**

Six candidates for the police officer position are being interviewed by Chief Meister the week of March 6<sup>th</sup>. Finalists will move on to an interview with the Metro Police Commission on March 14<sup>th</sup>.

We only had two applicants for our Community Service Officer (CSO) hiring process. There are two vacant positions. We believe that our pay rates for this position, being one of the lowest with area departments, may have been a factor in this recruitment process. The median pay rate in the area is \$15.00 / hour. Our pay scale starts at \$12.00 / hour and tops out at \$14.00/hour in year three. This will probably be a 2024 budget discussion item.

## **BUDGET/EQUIPMENT**

A partial shipment of the new duty pistols has arrived.

## **ADMINISTRATION**

OUR K-9 FOUNDATION IS LOOKING FOR COMMUNITY VOLUNTEERS TO SERVE ON THE FOUNDATION BOARD. INTERESTED PERSONS CAN REACH OUT TO THE FOUNDATION AT THIS LINK OR BY SCANNING THE QR CODE:

<https://www.fvmetrok9.org/contact>



**ACTIVITY/ PERFORMANCE METRICS**

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



# FOX VALLEY METRO POLICE DEPARTMENT

## Month-to-Date CAD Call Detail

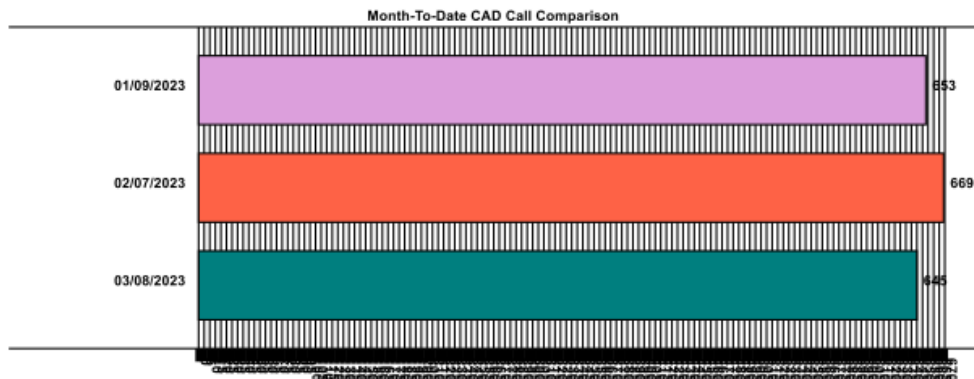
### Month-To-Date CAD Received Calls

Call Nature	02/08/2023	01/10/2023	1 mo %	12/12/2022	2 mo %
	to 03/08/2023:	to 02/07/2023:	change:	to 01/09/2023:	change:
911 Misdial	75	81	-7.4%	83	-9.6%
Abdominal C-Charlie Response	2	1	100.0%	0	N/A
Accident in a Parking Lot	2	4	-50.0%	3	-33.3%
Accident with Injury	0	0	N/A	2	-100.0%
Accident with Scene Safety	1	3	-66.7%	1	0.0%
Accident with Spill Cleanup	1	0	N/A	0	N/A
Alcohol Violations	1	0	N/A	0	N/A
Allergies C-Charles Response	3	0	N/A	0	N/A
Allergies D-David Response	1	0	N/A	2	-50.0%
Animal Bite	3	1	200.0%	3	0.0%
Animal Call	10	10	0.0%	13	-23.1%
Assist Citizen or Agency	37	28	32.1%	34	8.8%
Battery	1	0	N/A	0	N/A
Bleeding B-Boy Response	0	2	-100.0%	0	N/A
Bleeding D-David Response	0	1	-100.0%	0	N/A
Breathing Problem C-Charles	1	2	-50.0%	3	-66.7%
Breathing Problem D-David	4	3	33.3%	3	33.3%
Burglary	2	0	N/A	0	N/A
Business Check	0	1	-100.0%	1	-100.0%
Carbon Monoxide Alarm	1	1	0.0%	2	-50.0%
Chest Complaint C-Charles	0	0	N/A	2	-100.0%
Chest Complaint D-David	1	2	-50.0%	1	0.0%
Choking A-Adam Response	0	0	N/A	1	-100.0%
Civil Matter Assist	1	0	N/A	0	N/A
Civil Process	10	4	150.0%	6	66.7%
Crime Prevention	18	34	-47.1%	21	-14.3%
Damage to Property	3	0	N/A	5	-40.0%
Diabetic Issue A-Adam	0	1	-100.0%	0	N/A
Diabetic Issue C-Charles	2	2	0.0%	2	0.0%
Disturbance	12	11	9.1%	9	33.3%
Disturbance with a Weapon	0	0	N/A	2	-100.0%

Domestic Disturbance	5	2	150.0%	4	25.0%
Drug Complaint	0	0	N/A	1	-100.0%
Emergency Committal	0	0	N/A	1	-100.0%
Fainting A-Adam	2	0	N/A	1	100.0%
Fainting C-Charles	0	1	-100.0%	0	N/A
Falls A-Adam Response	3	2	50.0%	3	0.0%
Falls B-Boy Response	2	1	100.0%	3	-33.3%
Falls D-David Response	1	1	0.0%	0	N/A
Fire Alarm Commercial	4	0	N/A	4	0.0%
Fire Dept Public Relations	0	1	-100.0%	1	-100.0%
Fire Oversized/Commercial Veh	0	0	N/A	2	-100.0%
Fire Unauthorized Burning	0	0	N/A	1	-100.0%
Fire Vehicle Small	0	0	N/A	1	-100.0%
Follow Up	21	16	31.2%	19	10.5%
Fraud Complaint	3	2	50.0%	5	-40.0%
Harassment	5	5	0.0%	4	25.0%
Hazard in Roadway	11	4	175.0%	6	83.3%
Headache C-Charles Response	1	0	N/A	0	N/A
Heart Problem C-Charles	1	0	N/A	1	0.0%
Heart Problem D-David	1	1	0.0%	1	0.0%
Jail GPS Checks	18	7	157.1%	7	157.1%
Juvenile Complaint	4	4	0.0%	0	N/A
K9 Assist	1	0	N/A	1	0.0%
Law Alarms - Burglary Panic	6	8	-25.0%	9	-33.3%
Lost or Found Valuables	2	6	-66.7%	4	-50.0%
MABAS Incident	0	1	-100.0%	0	N/A
Medical Assistance No Injury	0	4	-100.0%	5	-100.0%
Medical Pre-Alert	3	3	0.0%	4	-25.0%
Medical Transport A-Adam	1	0	N/A	0	N/A
Motorist Assist	21	22	-4.5%	24	-12.5%
Natural Gas or Propane Leak	2	0	N/A	0	N/A
Noise Complaint	1	3	-66.7%	4	-75.0%
Ordinance Violation	4	2	100.0%	6	-33.3%
Overdose B-Boy	0	1	-100.0%	0	N/A
Overdose C-Charles	3	0	N/A	0	N/A
PNB E-Edward Response	1	1	0.0%	0	N/A
Parking Enforcement	7	7	0.0%	9	-22.2%
Parking Request	1	0	N/A	3	-66.7%
Pregnancy D-David	0	1	-100.0%	0	N/A
Reckless Driving Complaint	20	17	17.6%	20	0.0%
Restraining Order Tracking	2	1	100.0%	0	N/A

# Village of Little Chute Monthly Report – February 2023

Retail Theft	1	0	N/A	0	N/A
Runaway Juvenile	9	2	350.0%	1	800.0%
Scam	3	0	N/A	0	N/A
School Safety	19	18	5.6%	11	72.7%
Seizure A-Adam Response	0	1	-100.0%	0	N/A
Seizure C-Charles Response	0	0	N/A	1	-100.0%
Seizure D-David Response	1	0	N/A	1	0.0%
Sex Offense	2	2	0.0%	1	100.0%
Sick A-Adam	6	2	200.0%	3	100.0%
Sick C-Charles	1	3	-66.7%	8	-87.5%
Sick D-David	2	1	100.0%	3	-33.3%
Spill Cleanup	1	0	N/A	0	N/A
Stroke C-Charles	1	1	0.0%	1	0.0%
Structure Fire Smoke or Flame	2	1	100.0%	0	N/A
Suspicious Incident	8	13	-38.5%	13	-38.5%
Suspicious Person	2	2	0.0%	3	-33.3%
Suspicious Vehicle	4	7	-42.9%	12	-66.7%
Testing Only	4	0	N/A	0	N/A
Theft Complaint	5	7	-28.6%	7	-28.6%
Theft of Automobile Complaint	2	1	100.0%	2	0.0%
Traffic Enforcement	14	7	100.0%	2	600.0%
Traffic Stop	140	231	-39.4%	146	-4.1%
Transport	0	1	-100.0%	0	N/A
Transport Accident B-Boy	1	0	N/A	0	N/A
Transport Accident D-David	1	0	N/A	0	N/A
Traumatic Injuries A-Adam	1	1	0.0%	0	N/A
Trespassing	2	0	N/A	0	N/A
Truancy	2	1	100.0%	0	N/A
Unconscious D-David	4	3	33.3%	3	33.3%
Unknown Odor in Structure	0	1	-100.0%	0	N/A
Unknown Problem D-David	0	1	-100.0%	0	N/A
Unlocked or Standing Open Door	1	5	-80.0%	0	N/A
Vacant House Check	0	0	N/A	1	-100.0%
Vehicle Accident	22	16	37.5%	27	-18.5%
Vehicle Lockout	3	4	-25.0%	7	-57.1%
Violation of Court Order	2	1	100.0%	0	N/A
Wanted Person or Apprehension	6	0	N/A	1	500.0%
Weapon Violation	3	0	N/A	1	200.0%
Welfare Check	21	20	5.0%	45	-53.3%





# **Little Chute Public Library**

Gerard H. Van Hoof Memorial

## VILLAGE BOARD MONTHLY REPORT

### **Highlights**

- Fox Cities Reads in progress
  - Title of the community read is Bird Box
  - Supplementary programs to support community read
- Paused usage of TikTok and alternatively posting reels to Instagram
- Hosted library system conference
- Community listening session scheduled for Representative Joy Goben on March 31 at 12pm
- Continued work on strategic planning
- Planning and work on partnership STEAM training with MIT
- Follow up meeting with Windmill for Kermis partnership
- Contacting and organizing schedule for end of school year class visits
- Review and evaluation of statistics from annual reports
- Planning supporting programs for Fox Cities Reads
- Partner program with Park and Rec to provide activity backpacks for checkout
- Monthly e-newsletter sent
- Reviewing patron feedback for programing updates and additions
- Hosted movie for LCES community read
- Partnership with AARP for tax packets
- Initial planning for strategic plan started
- Maintenance being done in staff areas
- Seeking out grant opportunities for summer programs
- Social Media Engagement: 325
- Katherine participated in Library Legislative Day in Madison
- Katherine organizing presentation for Wisconsin Public Library Conference
- Katherine's community outreach: Windmill Board Member, Miller at Windmill; LC Historical Society, Secretary; Winnefox Library System, President; Youth Services Liaison for Library System, Governing Council for Little Chute School District, Fox Cities Book Festival Board Member, Fox Cities Reads Board Member, Girls Rock, Wisconsin Library Association, Secretary



2023 Library Statistics from OWLS							
	JAN	FEB	(FEB 21)	MAR	(MAR 21)	APR	(APR 21)
Physical Materials Circulation	8,617	8,141	7,633				
Physical Renewals	2,351	2,327	2,406				
Hoopla EBooks	145	144	156				
Hoopla Audiobooks	308	270	242				
Hoopla Binge Pass	2	1	1				
Hoopla Movies	13	23	26				
Hoopla Comics	17	11	9				
Hoopla Music	7	6	11				
Hoopla TV	23	11	16				
Overdrive E Book	733	658	605				
Overdrive Audiobook	585	535	581				
Overdrive Magazines	126	38	47				
ILL Loaned	1,808	1,722	1,710				
ILL Borrowed	3,666	3,276	2,205				
Public Internet Use	232	205	273				
Wireless Logins	1,008	983	804				
Door Count	4,736	4,892	3,730				
Card Holders							



Village of Little Chute Monthly Report – February 2023

Date	Time	Local Event Name	Target Audience:	Group Attending (program) or Individual Participants (self-directed activity)	Format: In-person; Live, virtual; or Pre-recorded	On-site or Off-site; blank will be treated as On-site	If group attending, then number of attendees	If recorded live, virtual event later posted for on-demand viewing, then enter number of views	If pre-recorded, then number of views	If self-directed, then number of individual participants	Method of Counting (not required)	Local Collaboration (not required)	Notes
2/7/2023		tech help set up with patron	Adult	Individual/Self-d	In person		2						Phone/Tablet Hoopla
2/9/2023		tech help set up with patron	Adult	Individual/Self-d	In person		2						Phone/Tablet
2/2/2023		tech help set up with patron	Adult	Individual/Self-d	In person		2						Library apps on device
2/15/2023	6:30 PM	Bricks and Brews	Adult	Group/Program	In person	off site	9						
2/16/2023	6:00 PM	LC Community Read Movie	All ages	Group/Program	In person		40						
2/18/2023	9:00 AM	FCBF City Center Book Sale	Adult	Individual/Self-d	In person	off site	250						
2/21/2023	6:00 PM	FCBF Launch Trivia	Adult	Group/Program	In person	off site	35						
2/1/23	9:30 AM	Mini Cloggers	Young Child (0-5)	Group/Program	In person		70						
2/1/23	10:30 AM	Little Windmills	Young Child (0-5)	Group/Program	In person		30						
2/7/23	9:30 AM	Tiny Tulips	Young Child (0-5)	Group/Program	In person		14						
2/8/23	9:30 AM	Mini Cloggers	Young Child (0-5)	Group/Program	In person		48						
2/8/23	10:30 AM	Little Windmills	Young Child (0-5)	Group/Program	In person		35						
2/14/23	9:30 AM	Tiny Tulips	Young Child (0-5)	Group/Program	In person		7						
2/15/23	9:30 AM	Mini Cloggers	Young Child (0-5)	Group/Program	In person		35						
2/15/23	10:30 AM	Little Windmills	Young Child (0-5)	Group/Program	In person		50						
2/21/23	9:30 AM	Tiny Tulips	Young Child (0-5)	Group/Program	In person		18						
2/22/23	9:30 AM	Mini Cloggers	Young Child (0-5)	Group/Program	In person		28						
2/22/23	10:30 AM	Little Windmills	Young Child (0-5)	Group/Program	In person		30						
2/28/23	9:30 AM	Tiny Tulips	Young Child (0-5)	Group/Program	In person		25						
	10:00	Weekly Crafting Club	Adult	Group/Program	In person		18						
2/20/2023	6:00	Evening Book Club	Adult	Group/Program	In person		7						
2/7/2023		Homeschool Art	Child (6-11)	Group/Program	In person		10						
2/14/2023		Homeschool Art	Child (6-11)	Group/Program	In person		12						
2/21/2023		Homeschool Art	Child (6-11)	Group/Program	In person		8						
2/28/2023		Homeschool Art	Child (6-11)	Group/Program	In person		16						
2/3/2023		Comic Club	Young Adult (12+)	Group/Program	In person		12						
2/10/2023		Comic Club	Young Adult (12+)	Group/Program	In person		9						
2/17/2023		Comic Club	Young Adult (12+)	Group/Program	In person		11						
2/24/2023		Comic Club	Young Adult (12+)	Group/Program	In person		15						
2/11/23	10:00 AM	Be Mine, Movie Time	All ages	Group/Program	In person		35						
2/2/2023		Imaginary Play Promo	Child (6-11)	Individual/Self-d	Pre recorded				341				
2/21/2023		Collection Promotional Video	Adult	Individual/Self-d	Pre recorded				225				
2/7/2023		Collection Promotional Video	Adult	Individual/Self-d	Pre recorded				90				
2/14/2023		Unboxing	Adult	Individual/Self-d	Live			6	81				
02/03/23	10:00 AM	Outreach Storytime	Young Child (0-5)	Group/Program	In person	off site	17						
02/16/23	10:00 AM	Outreach Storytime	Young Child (0-5)	Group/Program	In person	off site	15						
ALL MONTH	ALL	Imaginary Play: Bakery	Child (6-11)	Individual/Self-d	In person		500						



# Park, Rec, Forestry & Facilities

## HIGHLIGHTS

- Awarded Ash Tree Removal Bid to Gabe's Top It or Drop It Tree Service, LLC.
- Adopted 2022-2026 Comprehensive Outdoor Recreation Plan.
- Continued Tree Trimming efforts.
- Received re-hire letters from Aquatic Staff & Recreation Staff.
- Published Lifeguard Course for April.
- Proof final layout of Spring & Summer Program Book; approved for printing.
- Began building spring & summer programs into RecDesk for start of registration in March.
- Sent monthly department e-newsletter to families.
- Contracted football officials & athletic trainer for jets home games this fall.
- Worked on updates to department website pages and links.
- Ordered tree seedlings from DNR for students participating in our Arbor Day event in May.
- Youth dance classes began on 2/20; session is 12 weeks long with dance revue in mid-May.
- Requested street closure permit from Wis DOT for 6/3 Cheese Fest parade and walk/run on Main St.
- Submitted facility request use forms to school district for summer basketball & jets football games.
- Finalized contracts with entertainers for Family Fun Fest and Youth Carnival.
- Department joined up with 28 other communities for a Community Fitness Challenge for March.
- Received printer quotes for summer tee shirt program; printer selected.
- Mailed tee shirt program sponsorship letters.

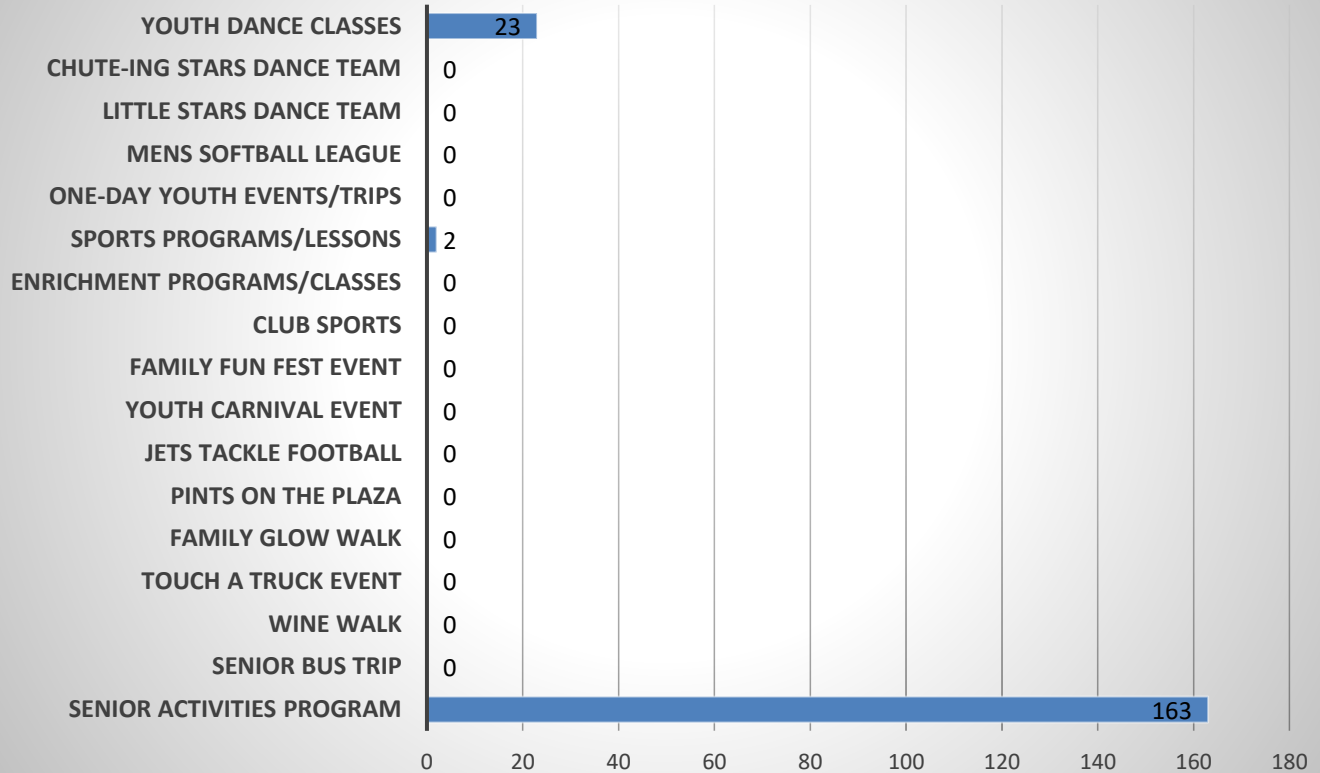


## TOP PRIORITIES FOR MARCH

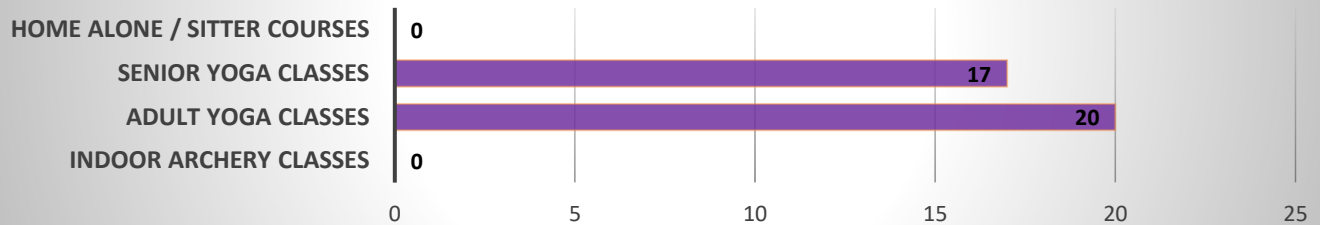
- Establish Zone B Ash Tree Removals.
- Continued Tree Trimming efforts.
- Establish Stump Removals.
- Received Little Chute Dam Report from Fox Locks Navigation Authority.
- Received Little Chute Single Track Bike Survey.
- Approve and award Design & Engineering consultant for Splash Pad.
- Continue with invasive tree species removal on Island Park and levy trail system per FRSNA.
- Work with Drug Abuse Correctional Center (DACC) team to help with invasive species removal in Heesakker Park.
- Continue maintenance projects throughout all parks and facilities.
- Prepare for spring sports at the soccer and baseball fields.
- Close applications for summer part-time work; review applications; schedule interviews; offer positions to selected applicants.
- Registration paperwork to men's softball team managers.
- Update Chute-ing Stars Dance Team tryout packet.
- Promote new spring/summer book & start of registration on Facebook and e-newsletter blast.
- Program books to be mailed to all Little Chute residents & businesses around 3/16.
- Monthly department e-newsletter.
- Begin planning for spring Arbor Day event.
- Submit proclamations for Chute-ing Stars Dance Team and High School Dance Team accomplishments.
- Contract buses for fall jets football games.



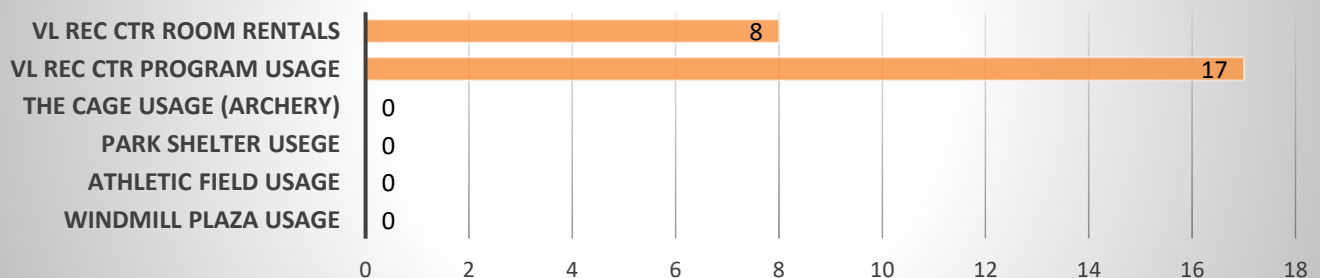
## 2023 Y-T-D PROGRAM PARTICIPATION



## 2023 Y-T-D VAN LIESHOUT REC CTR PROGRAMS



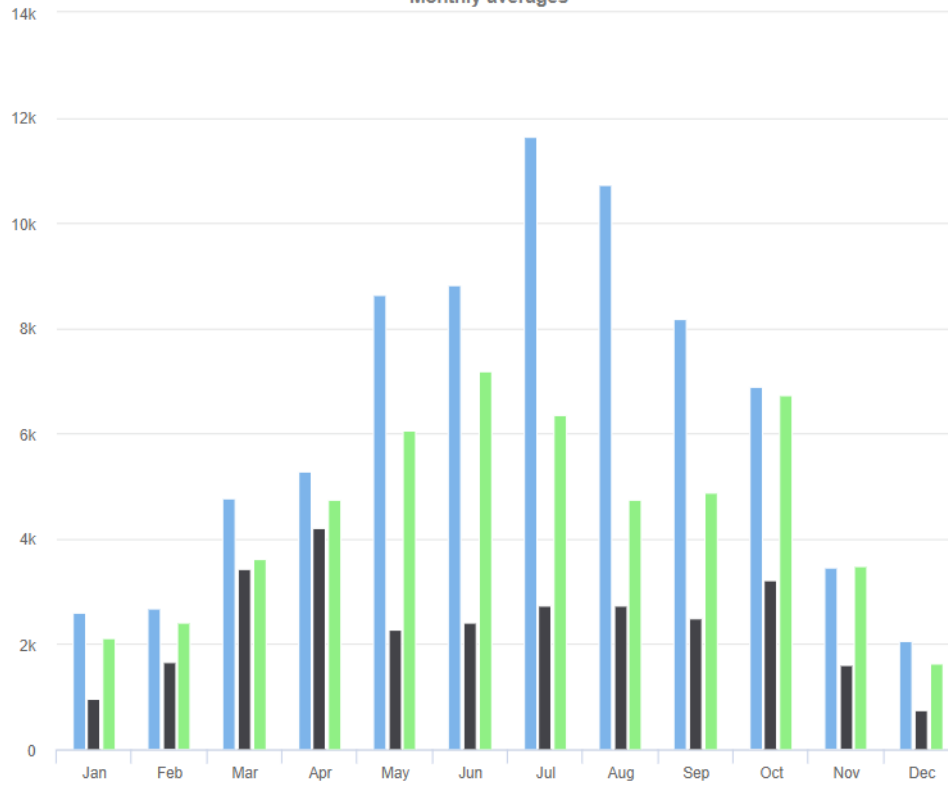
## 2023 Y-T-D SHELTER/FACILITY/FIELD USAGE



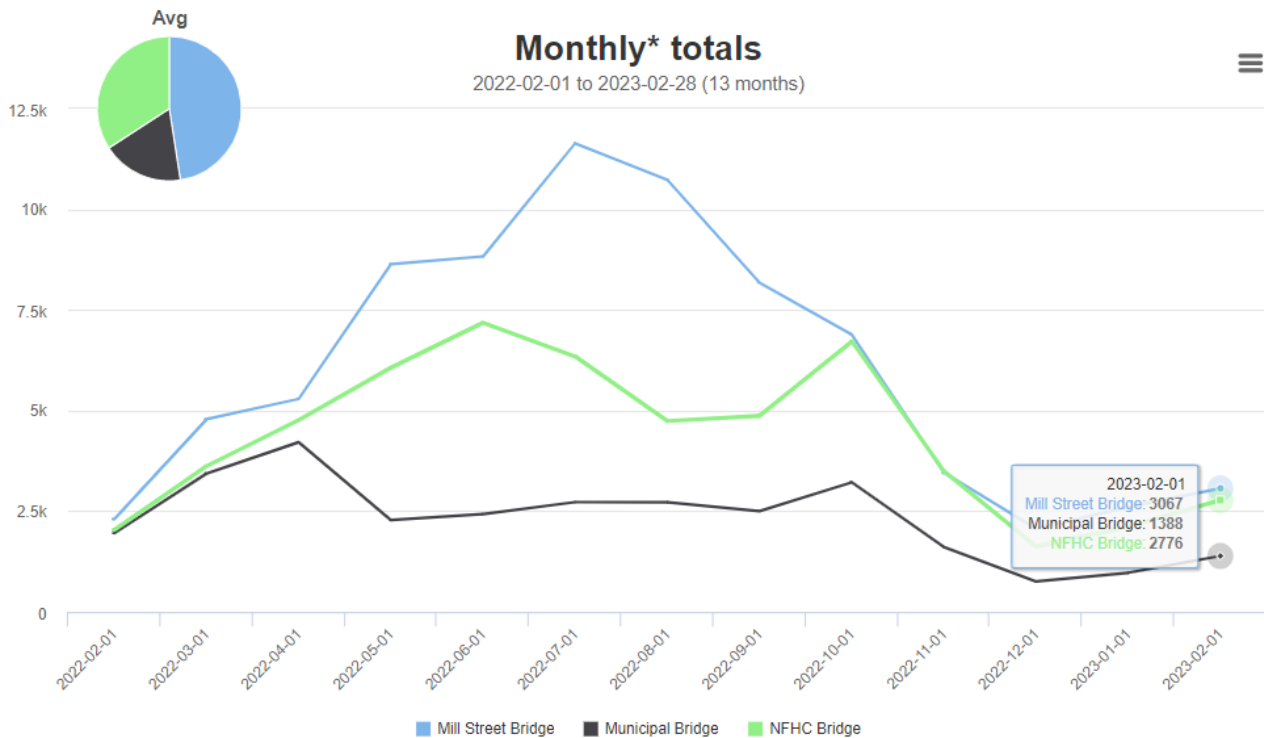
## Months of the year

2022-02-01 to 2023-02-28

Monthly averages



Site Name		Average	Median	STDV	Min	Max
Mill Street Bridge		6,316.8	6,089.5	3,160.4	2,065.0	11,639.0
Municipal Bridge		2,378.2	2,464.5	965.2	753.0	4,216.0
NFHC Bridge		4,495.1	4,750.5	1,788.2	1,624.0	7,182.0



Day	Mill Street Bridge	Municipal Bridge	NFHC Bridge
2023-02-01	87	18	32
2023-02-02	44	14	43
2023-02-03	16	6	11
2023-02-04	95	47	75
2023-02-05	197	80	182
2023-02-06	72	39	99
2023-02-07	100	30	64
2023-02-08	154	72	134
2023-02-09	67	7	40
2023-02-10	92	37	73
2023-02-11	189	88	165
2023-02-12	330	165	367
2023-02-13	187	58	176
2023-02-14	101	20	70
2023-02-15	40	10	40
2023-02-16	54	14	23
2023-02-17	72	41	54
2023-02-18	209	81	181
2023-02-19	333	152	349
2023-02-20	82	39	91
2023-02-21	62	28	55
2023-02-22	29	14	11
2023-02-23	0	32	21
2023-02-24	71	30	28
2023-02-25	76	54	73
2023-02-26	155	130	214
2023-02-27	13	3	5
2023-02-28	140	79	100
	3067	1388	2776

Running Total		
Mill Street Bridge	Municipal Bridge	NFHC Bridge
114815	183121	90159

# Department of Public Works

## Monthly Report – February 2023

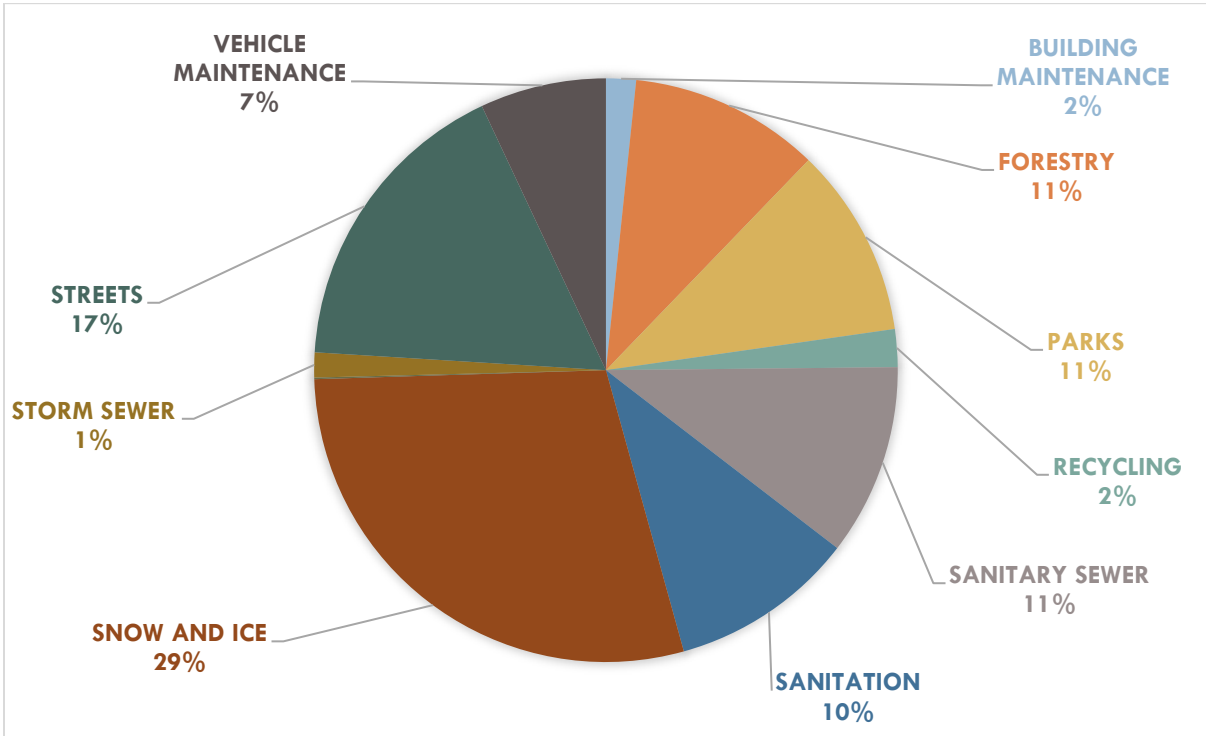
### Highlights

- Continued to permit and monitor TDS fiber service drops.
- Employees replaced batteries, maintained, and read laser meters in sanitary sewer system.
- Erosion control and storm water permits were monitored.
- Consultant work continued regarding the Geographical Information System.
- Salt barrels were maintained and filled throughout the Village.
- Jetted 12,555 feet of sanitary sewer main line.
- Pretreated with brine when conditions allowed. Salted and full plowed four times, and salted three times.
- Continued pothole patching.
- Started concrete grinding on Village owned sidewalks.
- Submitted Sara III chemical inventory to Wisconsin Department of Natural Resources (WDNR).
- Street sweepers were able to go out for four days.
- Bulky item collection was delayed due to snow events, managed to complete the pick-up after the snow was plowed and collected.
- Purchased and took delivery of 200 tons of road salt.
- Maintained Village railroad spur.
- Purchased two slightly used pick-up trucks from the City of Green Bay.

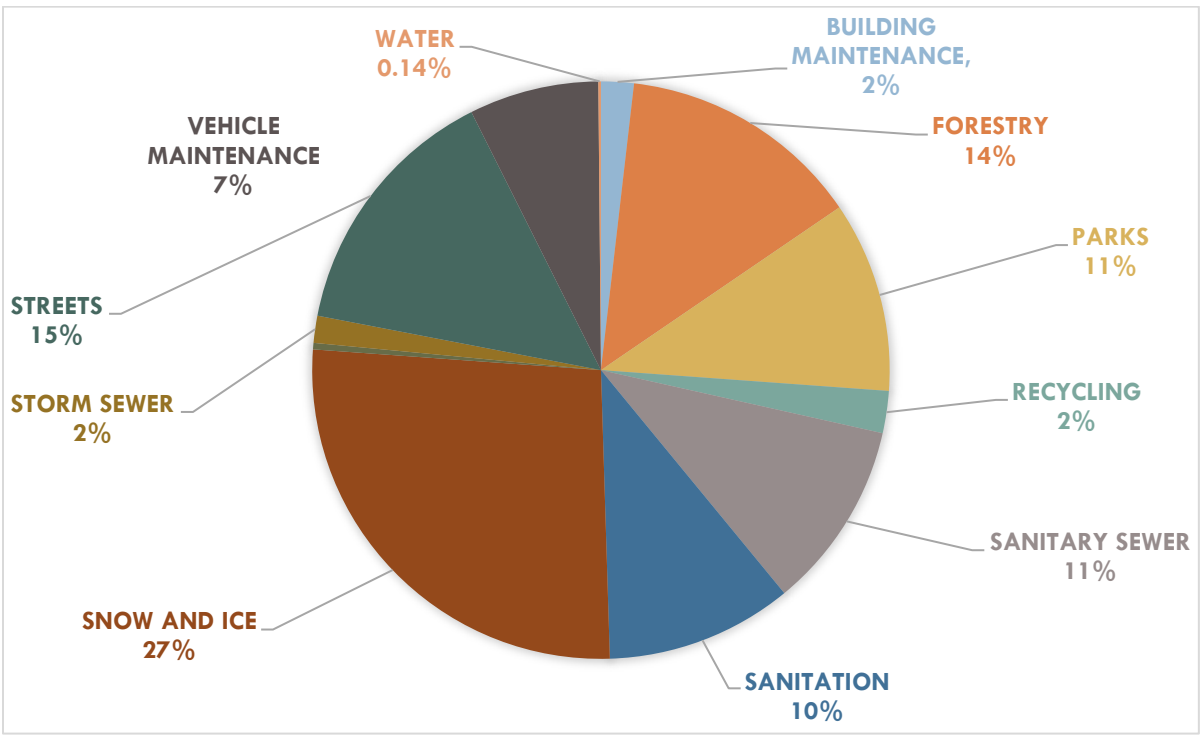
### Top Priorities for March 2023

- Employees will continue to look for I&I in the sanitary collection system.
- Keep the Village roads safe due to ice and snow.
- Monitor erosion control and storm water permits throughout the winter.
- Start collecting PASER (Pavement Surface Evaluation and Rating) information on Village streets to report to the Wisconsin Department of Transportation.

## February 2023 Department of Public Works & Parks Department Hours Worked (Includes Full & Part-time Hours)



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



# Engineering Department

## Monthly Report – February 2023

**Buchanan Street Utilities & Concrete Paving Project** – The Village has received approval for all WDNR permits including the Sanitary Sewer Replacement Permit. Staff continues communication regarding the directional boring as it relates to the required Railroad Permit, the Village has addressed any questions and anticipates permit approval. Project bids were opened publicly on February 23rd @ 2:00 p.m. and read aloud. After evaluation, a successful bidder was determined and the Village Board voted to award this contract to Kruczek Construction out of Green Bay, Wisconsin. A pre-construction meeting has been scheduled for March 15th, additional project information, including project schedule will be available after that meeting. Vinton Construction out of Two Rivers, Wisconsin, was awarded the paving and restoration under separate contract.

**Randolph Drive Utilities & Concrete Paving Project** – Permit applications were submitted to various regulatory agencies including the Town of Vandenbroek, approvals have been received for all required permits. On February 23rd @ 2:00 p.m. bids were opened publicly and read aloud. The successful bidder was determined, and the Village Board voted to award this contract to Don Hietpas & Sons - Little Chute, Wisconsin. A pre-construction meeting is scheduled for March 14th, additional information, including project schedule will be available after that meeting. Vinton Construction out of Two Rivers, Wisconsin, was awarded the paving and restoration under separate contract.

## Top Priorities for March 2023

**Buchanan Street Utilities & Concrete Paving Project** – A pre-construction meeting has been scheduled for March 15<sup>th</sup>. Contractor has stated that they intend to start as early as possible, we will have a better understanding of project schedule after that meeting. Once a project schedule is determined, staff will hold an on-site meeting to discuss the project in detail with effected residents on Buchanan Street. Our priorities will be to prepare for the construction inspection and continue community outreach prior to and throughout the construction process.

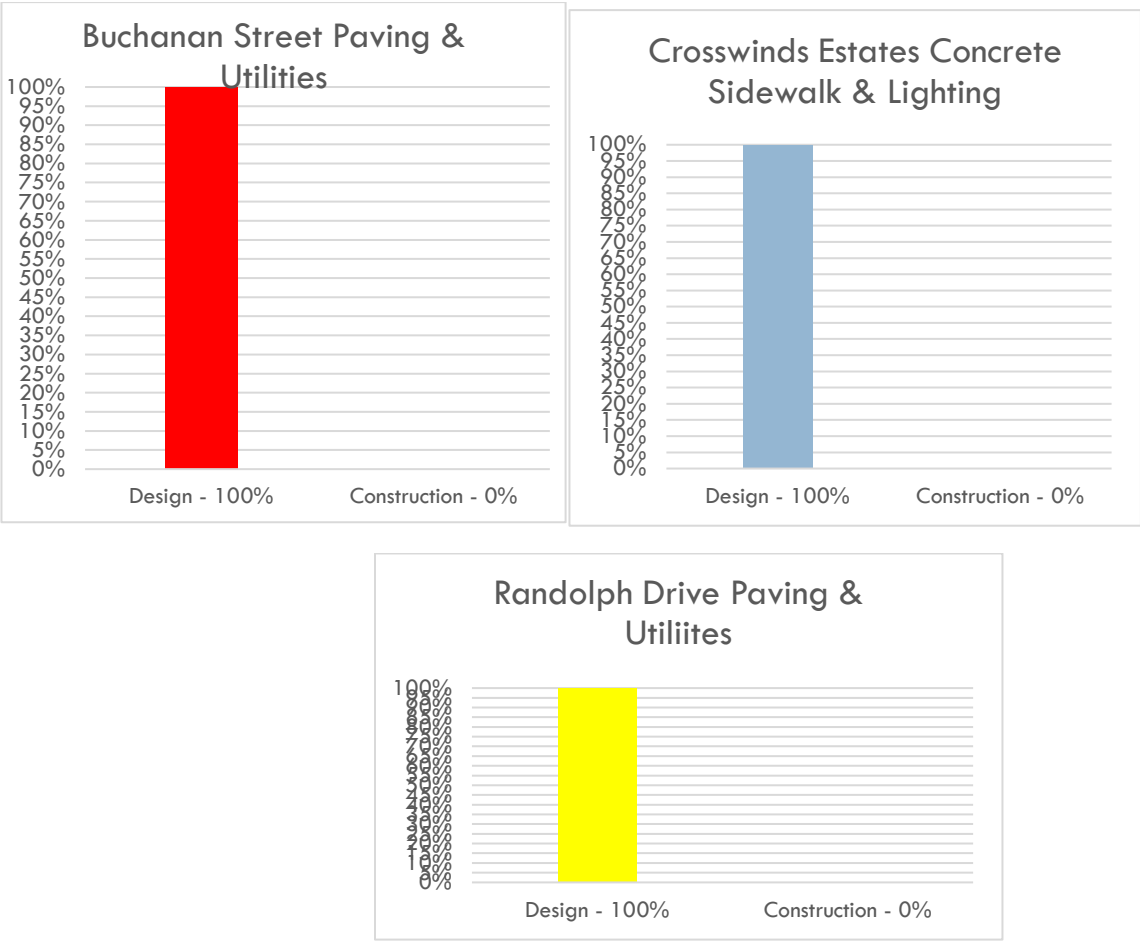
**Randolph Drive Utilities & Concrete Paving Project** – A pre-construction meeting has been scheduled for March 14th, additional project information, including project schedule will be available after that meeting. Once the project schedule is established, staff will be meeting on-site for a second time to discuss the project in detail with effected residents and/or business owners on Randolph Drive. Our priorities will be to prepare for the construction inspection and continue community outreach prior to and throughout the construction process.

**Crosswinds Estates Sidewalk Installation** – This project had minor culvert and storm sewer work completed in January. The contract was signed by the Village and the Contractor. The Village is reviewing the Contractor submittals and will be forwarding to our attorney for review and signature.

**Cherryvale Concrete Paving** – Engineering has processed the final pay application from the Contractor. Staff has amended the Final Engineer’s Report and Final Assessments for each individual property. Assessment costs for each property have been provided to the Finance Department, Assessment Bills have been mailed to the property owners.

**Project Closeout** – Engineering staff are creating record documents and inputting this information into the GIS database. Quantities for facilities improvements and retirements have been provided to the Finance Department for their annual audit.

- CTH 00 Sanitary Sewer Lining (Lamers to Bohm)
- CTH 00 Water Main (Bohm to Joyce)
- Vandenbroek Pond Construction
- Main Street Turn Lanes
- Cherryvale Concrete Paving
- Railroad Quiet Zone





## MINUTES OF THE REGULAR BOARD MEETING OF MARCH 1, 2023

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

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

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

### **Roll call of Trustees**

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

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

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

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

Kevin Sturn who is a candidate for Outagamie County Executive appeared to introduce himself to the Board and was available to answer questions.

### **Consent Agenda**

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

1. Minutes of the Regular Board Meeting of February 15, 2023
2. Disbursement List

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

Ayes 7, Nays 0 – Motion Carried

### **Action – Adopt Resolution No. 07, Series 2023 Tribute Resolution to Charles “Chuck” Fisher**

*Moved by Trustee L. Van Lankvelt seconded by Trustee Elrick to Adopt Adopt Resolution No. 07, Series 2023 Tribute Resolution to Charles “Chuck” Fisher for Service to Village of Little Chute.*

Ayes 7, Nays 0 – Motion Carried

**Discussion/Action—Fox Cities Chamber of Commerce Regional Partnership  
Presentation/Funding**

Becky Bartoszek and Eric Broton with Fox Cities Chamber of Commerce presented updates on the programs that the Regional Partnership provides and introduced their new programs. No action was taken.

**Discussion/Action – Adopt Resolution No. 08, Series 2023 Sale of Village Property to Donald Hietpas & Sons, Inc.**

*Moved by Trustee Elrick, seconded by Trustee Van Deurzen to Adopt Resolution No. 08, Series 2023 Sale of Village Property to Donald Hietpas & Sons, Inc.*

Ayes 7, Nay 0 – Motion Carried

**Discussion/Action – LCFD Foam Bank Agreement**

The City of Appleton has coordinated a valley wide MOU for Fire Departments to participate in cost sharing for a Class B firefighting foam bank for shared use in the Fox Valley area. This foam is used to assist in the protection of fires, specifically when gasoline spills are a factor. This new type of foam is much safer to utilize. This MOU is for the purchase, storage and future use of 265 gallons of Class B Firefighting Foam. The City of Appleton agrees to store and transport the foam to and from an incident. It should be noted that any maintenance required because of the use will be the responsibility of the municipality in use. The Little Chute portion of the cost sharing agreement is in the amount of \$282.57. It should be noted that the City of Appleton is paying a large share of the cost.

*Moved by Trustee Elrick, seconded by Trustee Van Deurzen to Approve the LCFD Foam Bank Agreement as presented.*

Ayes 7, Nay 0 – Motion Carried

**Discussion/Action – Award Contract for Buchanan Street Utilities**

*Moved by Trustee B. Van Lankveldt, seconded by Trustee L. Van Lankvelt to Award the 2023 Buchanan Street Utilities Project to Kruczek Construction in the amount of \$111,111,111.11.*

Ayes 7, Nay 0 – Motion Carried

**Discussion/Action—Award Contract for Randolph Drive Utilities**

*Moved by Trustee L. Van Lankvelt, seconded by Trustee Elrick to Award the 2023 Randolph Drive Utilities Project to Don Hieptas and Sons, Inc in the amount of \$1,877,780.70*

Ayes 7, Nay 0 – Motion Carried

**Discussion/Action—Award Contract for Randolph Drive and Buchanan Street Concrete Paving**

*Moved by Trustee Elrick, seconded by Trustee B. Van Lankveldt to Award the 2023 Buchanan Street and Buchanan Street Concrete Paving Project to Vinton Construction Company of Two Rivers in the amount of \$2,009,872.61.*

Ayes 7, Nay 0 – Motion Carried

**Action —Adopt Resolution No 9, Series 2023 Final Utility and Paving Resolution for Buchanan Street and Randolph Drive**

*Moved by Trustee B. Van Lankveldt, seconded by Trustee Elrick to Adopt Resolution No. 9, Series 2023 Final Utility and Paving Resolution for Buchanan Street and Randolph Drive.*

Ayes 7, Nay 0 – Motion Carried

**Department and Officer Reports**

Department Heads and Officers provided progress reports to the Board.

**Call for Unfinished Business**

Trustee Peerenboom thanked Engineer Murwaski for his service and stated he always stood up for what was right and appreciates everything he has done for the Village and wished him the best in his retirement.

**Items for Future Agendas**

None

**Closed Session:**

*Moved by Trustee L. Van Lankvelt, seconded by Trustee Van Deurzen to Enter into Closed Session at 7:02 p.m.*

Ayes 7, Nays 0– Motion Carried

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

**Return to Open Session**

*Moved by Trustee Van Deurzen, seconded by Trustee L. Van Lankvelt to Exit Closed Session at 7:19 p.m.*

Ayes 7, Nays 0– Motion Carried

**Adjournment**

*Moved by Trustee Van Deurzen, seconded by Trustee L. Van Lankvelt to Adjourn Regular Board Meeting at 7:19 p.m.*

Ayes 7, Nays 0– Motion Carried

**VILLAGE OF LITTLE CHUTE**

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

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

## Disbursement List - March 15, 2023

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Payroll & Payroll Liabilities - March 2, 2023	\$247,161.89
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Prepaid Invoices - February 28, 2023	\$45.00
Prepaid Invoices - March 3, 2023	\$106,242.51
Prepaid Invoices - March 10, 2023	\$59,366.69

Utility Commission-

### **CURRENT ITEMS**

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Bills List - March 15, 2023	\$249,169.68
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<b>Total Payroll, Prepaid &amp; Invoices</b>	<b>\$661,985.77</b>
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The above payments are recommended for approval:

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

\_\_\_\_\_

Approved March 15, 2023

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

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

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
SIMPLE SIMON BAKERY (1091)							
022823	Invoi	CAKE FOR CHRIS MURAWSKI RETIREMENT	45.00	Open	Non	02/23	101-51960-211
Total SIMPLE SIMON BAKERY (1091):			45.00				
Grand Totals:			45.00				

Report GL Period Summary

Vendor number hash:	1091
Vendor number hash - split:	1091
Total number of invoices:	1
Total number of transactions:	1

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	45.00	45.00
Grand Totals:	45.00	45.00

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2023 UTILITY REFUNDS (5398)							
180061100	Invoi	OVERPAYMENT-UTILITY ACCT# 1-800611-00	16.91	Open	Non	03/23	001-15000
Total 2023 UTILITY REFUNDS (5398):			16.91				
AMERICAN FIDELITY ASSURANCE (4885)							
D565032	Invoi	MARCH BILLING	2,081.00	Open	Non	03/23	101-21367
Total AMERICAN FIDELITY ASSURANCE (4885):			2,081.00				
AMPLITEL TECHNOLOGIES (4637)							
21125	Invoi	TWO PHONE ADDITION TO LCFD	1,228.08	Open	Non	02/23	101-52200-221
21126	Invoi	PC FOR WATER DEPT	1,974.41	Open	Non	02/23	620-53924-240
Total AMPLITEL TECHNOLOGIES (4637):			3,202.49				
ASCENSION MEDICAL GROUP-FOX VALLEY WI (2514)							
408578	Invoi	CONSORTIUM PARTICIPATION FEE 1-50	155.00	Open	Med	02/23	101-53310-213
Total ASCENSION MEDICAL GROUP-FOX VALLEY WI (2514):			155.00				
ASSOCIATED APPRAISAL CONSULTANTS (1939)							
167122	Invoi	PROFESSIONAL SERVICES-MARCH	2,025.00	Open	Non	03/23	101-51530-204
167122	Invoi	SUBSCRIPTION TO POST ASSESSMENT DATA	76.43	Open	Non	03/23	101-51530-208
Total ASSOCIATED APPRAISAL CONSULTANTS (1939):			2,101.43				
BAYCOM (1318)							
43272	Invoi	SIX MINITOR VI PAGERS & CASES	2,563.00	Open	Non	02/23	101-52200-221
Total BAYCOM (1318):			2,563.00				
BERGSTROM FORD OF FOX VALLEY (3484)							
N22599	Invoi	PURCHASE OF SQUAD #123	33,437.50	Open	Non	02/23	207-52120-303
Total BERGSTROM FORD OF FOX VALLEY (3484):			33,437.50				
CELLCOM (4683)							
497158-FEB	Invoi	ENGINEERING PHONE CHARGES	171.64	Open	Non	02/23	452-57331-203
497158-FEB	Invoi	DPW PHONE CHARGES	173.33	Open	Non	02/23	101-53310-203
497158-FEB	Invoi	PARKS PHONE CHARGES	126.03	Open	Non	02/23	101-55200-203
497158-FEB	Invoi	REC PHONE CHARGES	70.88	Open	Non	02/23	101-55300-203
497158-FEB	Invoi	FACILITIES PHONE CHARGES	29.54	Open	Non	02/23	101-51650-203
497158-FEB	Invoi	INSPECTOR PHONE CHARGES	29.54	Open	Non	02/23	101-52050-203
497158-FEB	Invoi	COMMUNITY DEVELOPER PHONE CHARGES	182.29	Open	Non	02/23	101-51530-203
497158-FEB	Invoi	ADMINISTRATION PHONE CHARGES	29.54	Open	Non	02/23	101-51400-203
497158-FEB	Invoi	IPAD STORM	23.59	Open	Non	02/23	630-53442-218
497158-FEB	Invoi	IPAD STREETS	47.18	Open	Non	02/23	101-53300-218
497158-FEB	Invoi	IPAD VEHICLE MAINTENANCE	23.59	Open	Non	02/23	101-53330-218
497158-FEB	Invoi	IPAD SANITARY SEWER	23.59	Open	Non	02/23	610-53612-218
506833	Invoi	FVMPD CELL SERVICE- FEBRUARY	1,327.62	Open	Non	02/23	207-52120-203
Total CELLCOM (4683):			2,258.36				
COUNTY OF DANE (5412)							
23AH02385	Invoi	RECORDS REQUEST	18.75	Open	Non	02/23	207-52120-218

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total COUNTY OF DANE (5412):			18.75				
DONALD HIETPAS & SONS INC. (209)							
020423	Invoi	FURNISH & INSTALL PVC PIPE/CONTRACT #20230	19,850.00	Open	Non	02/23	452-50905-204
Total DONALD HIETPAS & SONS INC. (209):			19,850.00				
FOX VALLEY HUMANE ASSOCIATION (971)							
5515	Invoi	JANUARY HANDLE FEES	80.00	Open	Non	02/23	207-52120-204
Total FOX VALLEY HUMANE ASSOCIATION (971):			80.00				
FOX VALLEY TECHNICAL COLLEGE (1775)							
TPB0000795427	Invoi	FIREFIGHTER EXAMS	240.00	Open	Non	13/22	101-52200-201
Total FOX VALLEY TECHNICAL COLLEGE (1775):			240.00				
KERRY'S VROOM SERVICE INC (2013)							
9985	Invoi	REMOVE & INSTALL NEW BATTERY/SPARK PLUG	798.97	Open	Non	02/23	207-52120-247
Total KERRY'S VROOM SERVICE INC (2013):			798.97				
LAPPEN SECURITY PRODUCTS INC (735)							
LSPQ48552	Invoi	REPAIRED FRONT DOOR AT CIVIC CENTER	517.50	Open	Non	02/23	206-55110-242
Total LAPPEN SECURITY PRODUCTS INC (735):			517.50				
LEXIPOL (5117)							
INVLEX14408	Invoi	LEXIPOL POLICY & TRAINING	13,267.65	Open	Non	02/23	207-52120-208
INVLEX14409	Invoi	LEXIPOL IMPLEMENTATION	12,513.00	Open	Non	02/23	207-52120-208
Total LEXIPOL (5117):			25,780.65				
MARCO INC (3910)							
33484254	Invoi	MONTHLY COPIER LEASE-1493357 JANUARY 202	468.94	Open	Non	02/23	207-52120-207
Total MARCO INC (3910):			468.94				
MIDWEST SALT LLC (5001)							
P466710	Invoi	INDUSTRIAL SOUTHERN COARSE SALT	4,034.10	Open	Non	02/23	620-53634-224
P466897	Invoi	INDUSTRIAL SOUTHERN COARSE SALT	3,663.50	Open	Non	02/23	620-53634-224
Total MIDWEST SALT LLC (5001):			7,697.60				
PEPSI-COLA (3493)							
54466212	Invoi	BEVERAGES	364.56	Open	Non	02/23	101-52200-211
Total PEPSI-COLA (3493):			364.56				
STAPLES ADVANTAGE (3472)							
3530937945	Invoi	PACKING TAPE	9.79	Open	Non	03/23	207-52120-218
Total STAPLES ADVANTAGE (3472):			9.79				
STONERIDGE LITTLE CHUTE LLC (4903)							
022523	Invoi	RESTITUTION PAID FOR THEFT	80.00	Open	Non	03/23	101-35101

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
Total STONERIDGE LITTLE CHUTE LLC (4903):			80.00				
TIME WARNER CABLE (89)							
02/23 96253	Invoi	FEBRUARY/MARCH SERVICES	143.67	Open	Non	02/23	207-52120-203
Total TIME WARNER CABLE (89):			143.67				
VFIS (2923)							
279220127	Invoi	GASB REPORT-LOSAP	800.00	Open	Non	02/23	101-52200-208
Total VFIS (2923):			800.00				
VILLAGE OF LITTLE CHUTE (1404)							
FEBRUARY 2023	Invoi	SAFETY CENTER	82.65	Open	Non	02/23	101-52250-249
FEBRUARY 2023	Invoi	SAFETY CENTER	330.61	Open	Non	02/23	207-52120-249
FEBRUARY 2023	Invoi	VILLAGE HALL	164.07	Open	Non	02/23	101-51650-249
FEBRUARY 2023	Invoi	CIVIC CENTER	336.33	Open	Non	02/23	206-55110-249
FEBRUARY 2023	Invoi	DOYLE PARK DPI RESTROOMS	700.43	Open	Non	02/23	101-55200-249
FEBRUARY 2023	Invoi	LEGION PARK SPRINKLER	34.48	Open	Non	02/23	101-55200-249
FEBRUARY 2023	Invoi	1509 E LINCOLN	201.80	Open	Non	02/23	101-55200-249
FEBRUARY 2023	Invoi	HEESAKKER PARK RESTROOM	150.51	Open	Non	02/23	101-55200-249
FEBRUARY 2023	Invoi	900 HARVEST TRAIL-CREEKVIEW TOT LOT	25.38	Open	Non	02/23	101-55200-249
FEBRUARY 2023	Invoi	DOYLE PARK POOL	23.88	Open	Non	02/23	204-55420-249
FEBRUARY 2023	Invoi	PUMP STATION JEFFERSON ST	36.82	Open	Non	02/23	620-53624-249
FEBRUARY 2023	Invoi	DOYLE PARK WELL #1	13.30	Open	Non	02/23	620-53624-249
FEBRUARY 2023	Invoi	#3 WELL WASHINGTON ST	12.38	Open	Non	02/23	620-53624-249
FEBRUARY 2023	Invoi	715 DEPOT ST	42.08	Open	Non	02/23	418-57800-204
FEBRUARY 2023	Invoi	719 DEPOT ST	8.25	Open	Non	02/23	418-51225-249
FEBRUARY 2023	Invoi	1401 E ELM DR	872.99	Open	Non	02/23	101-53310-249
FEBRUARY 2023	Invoi	721 W ELM DR	60.56	Open	Non	02/23	208-52900-249
FEBRUARY 2023	Invoi	MISC PARKING LOTS OWNED BY VLC	87.95	Open	Non	02/23	101-53300-248
FEBRUARY 2023	Invoi	3609 FREEDOM RD-WATER/SEWER	18.15	Open	Non	02/23	101-53300-248
FEBRUARY 2023	Invoi	625 E EVERGREEN DR	152.32	Open	Non	02/23	620-53624-249
FEBRUARY 2023	Invoi	1200 STEPHEN ST	13.20	Open	Non	02/23	620-53624-249
FEBRUARY 2023	Invoi	723 DEPOT ST	8.25	Open	Non	02/23	418-51225-249
Total VILLAGE OF LITTLE CHUTE (1404):			3,376.39				
WISCONSIN DEPARTMENT OF REVENUE (5023)							
BE711976-6	Invoi	BUDDE CITATION #BE711976-6	200.00	Open	Non	02/23	101-35101
Total WISCONSIN DEPARTMENT OF REVENUE (5023):			200.00				
Grand Totals:			106,242.51				

## Report GL Period Summary

Vendor number hash: 94746  
 Vendor number hash - split: 177682  
 Total number of invoices: 28  
 Total number of transactions: 61



Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	106,242.51	106,242.51
Grand Totals:	106,242.51	106,242.51

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2023 MISC REFUNDS (5404)							
022823	Invoi	RESTITUTION COLLECTED FOR THEFT-CITATION	127.00	Open	Non	02/23	101-35101
022823A	Invoi	RESTITUTION COLLECTED FOR THEFT-CITATION	82.03	Open	Non	02/23	101-35101
030423	Invoi	REFUND FOR OVERPAYMENT ON SDC BALANCE	39.00	Open	Non	02/23	101-35101
Total 2023 MISC REFUNDS (5404):			248.03				
AMPLITEL TECHNOLOGIES (4637)							
21155	Invoi	MONTHLY MANAGED SERVICES-MAR	3,433.00	Open	Non	03/23	404-57190-204
21155	Invoi	ANTIVIRUS, OFFICE 365, EXCHANGE ONLINE, DU	1,471.00	Open	Non	03/23	404-57190-208
Total AMPLITEL TECHNOLOGIES (4637):			4,904.00				
AUTOMOTIVE SUPPLY (121)							
60957373	Invoi	BATTERY FOR STOCK	131.48	Open	Non	02/23	101-53330-218
60957373	Invoi	BATTERY FOR #28	131.48	Open	Non	02/23	101-53330-225
60957582	Invoi	BELT #7	36.60	Open	Non	02/23	101-53330-225
60957857	Invoi	TRANSMISSION FLUID FOR STOCK	111.72	Open	Non	02/23	101-53330-218
60957857	Invoi	TRANSMISSION FLUID FOR #1	27.93	Open	Non	02/23	101-53330-225
Total AUTOMOTIVE SUPPLY (121):			439.21				
BAKER & TAYLOR (5194)							
2037320298	Invoi	BOOKS	436.66	Open	Non	02/23	206-55110-206
2037320299	Invoi	BOOKS	54.73	Open	Non	02/23	206-55110-206
Total BAKER & TAYLOR (5194):			491.39				
CINTAS (4918)							
4147613548	Invoi	TOWELS AND UNIFORMS	11.32	Open	Non	02/23	101-53330-213
4147613548	Invoi	MATS	28.79	Open	Non	02/23	101-53330-218
Total CINTAS (4918):			40.11				
CIVICPLUS (3082)							
254450	Invoi	MUNICODE ELECTRONIC UPDATE	454.33	Open	Non	02/23	101-51440-204
Total CIVICPLUS (3082):			454.33				
FERGUSON ENTERPRISES LLC #448 #1020 (2046)							
6891428	Invoi	PVC PIPE	4.09	Open	Non	13/22	620-53634-255
Total FERGUSON ENTERPRISES LLC #448 #1020 (2046):			4.09				
FERGUSON WATERWORKS LLC #1476 (221)							
381344	Invoi	STAINLESS STEEL CLAMPS	547.60	Open	Non	02/23	620-53644-251
Total FERGUSON WATERWORKS LLC #1476 (221):			547.60				
FIRELINE SPRINKLER LLC (2572)							
6007-23-1	Invoi	QUARTERLY FIRE SPRINKLER INSPECTION	140.00	Open	Non	02/23	101-53310-204
Total FIRELINE SPRINKLER LLC (2572):			140.00				
GARROW OIL (4236)							
FEBRUARY 2023	Invoi	OFF ROAD DIESEL	4.30	Open	Non	02/23	201-53620-247
FEBRUARY 2023	Invoi	OFF ROAD DIESEL	574.41	Open	Non	02/23	101-55200-247

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
FEBRUARY 2023	Invoi	OFF-ROAD DIESEL	37.29	Open	Non	02/23	101-55200-247
FEBRUARY 2023	Invoi	OFF ROAD DIESEL	9.68	Open	Non	02/23	101-53330-217
FEBRUARY 2023	Invoi	OFF ROAD DIESEL	22.77	Open	Non	02/23	101-53330-217
FEBRUARY 2023	Invoi	OFF ROAD DIESEL	83.74	Open	Non	02/23	101-53330-217
FEBRUARY 2023	Invoi	OFF ROAD DIESEL	662.32	Open	Non	02/23	101-53330-217
Total GARROW OIL (4236):			1,394.51				
HALLMAN LINDSAY (2165)							
M0125668	Invoi	PAINT	49.49	Open	Non	02/23	206-55110-242
Total HALLMAN LINDSAY (2165):			49.49				
HAWKINS INC (1918)							
6406535	Invoi	AZONE	703.41	Open	Non	02/23	620-53634-214
6406535	Invoi	SODIUM SILICATE	3,016.69	Open	Non	02/23	620-53634-220
Total HAWKINS INC (1918):			3,720.10				
HEART OF THE VALLEY (280)							
030623MP	Invoi	FEBRUARY HOV METER PAYABLE	5,724.00	Open	Non	02/23	610-21110
030623MP	Invoi	INTEREST OWED	32.35	Open	Non	02/23	610-53614-262
Total HEART OF THE VALLEY (280):			5,756.35				
LAPPEN SECURITY PRODUCTS INC (735)							
LSPQ48608	Invoi	OPERATOR LICENSE CARDS	20.00	Open	Non	02/23	101-51440-206
LSPQ48617	Invoi	REPLACED LATCH ON BACK DOOR @ VH	140.00	Open	Non	02/23	101-51650-242
Total LAPPEN SECURITY PRODUCTS INC (735):			160.00				
LEVENHAGEN OIL CORP (2337)							
76470A	Invoi	HYDRAULIC OIL	1,432.50	Open	Non	02/23	620-53624-255
Total LEVENHAGEN OIL CORP (2337):			1,432.50				
MAGAZINE SUBSCRIPTIONS (5282)							
DIABETES 2023	Invoi	MAGAZINE SUBSCRIPTION	24.00	Open	Non	02/23	206-55110-207
Total MAGAZINE SUBSCRIPTIONS (5282):			24.00				
MARCO INC (3910)							
33551261-03/23	Invoi	1ST FLOOR COPIER @ VH	110.27	Open	Non	03/23	101-51650-207
33551261-03/23	Invoi	2ND FLOOR COPIER @ VH	90.26	Open	Non	03/23	101-51650-207
33551261-03/23	Invoi	3RD FLOOR COPIER @ VH	53.76	Open	Non	03/23	101-51650-207
33551261-03/23	Invoi	COPIER @ MSB BUILDING	58.62	Open	Non	03/23	101-53310-207
Total MARCO INC (3910):			312.91				
MEMORIES ANTIQUE MALL AND AUCTION HOUSE (5227)							
120	Invoi	MOVIES	70.80	Open	Non	02/23	206-55110-210
Total MEMORIES ANTIQUE MALL AND AUCTION HOUSE (5227):			70.80				
MIDWEST METER INC (4407)							
151849	Invoi	1" METERS/DIALS/RADIOS	11,440.00	Open	Non	02/23	620-53644-301
151966	Invoi	QTY 8 1" METERS	2,160.00	Open	Non	02/23	620-53644-301

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
151967	Invoi	12" METER	7,350.00	Open	Non	02/23	620-53624-302
Total MIDWEST METER INC (4407):			20,950.00				
O'REILLY AUTOMOTIVE INC (1036)							
2043-367432	Invoi	CONNECTOR #41	15.99	Open	Non	02/23	101-53330-225
2043-367570	Invoi	RADIATOR HOSE #90	86.70	Open	Non	02/23	101-53330-225
2043-369849	Invoi	ANTENNA FOR STOCK	16.99	Open	Non	02/23	101-53330-218
CM2043-370339	Invoi	RETURNED MERCHANDISE	16.99-	Open	Non	02/23	101-53330-218
Total O'REILLY AUTOMOTIVE INC (1036):			102.69				
PACKER CITY INT'L TRUCKS (403)							
CMX103125580:01	Invoi	CORE RETURN #7	585.00-	Open	Non	03/23	101-53330-225
R103026706	Invoi	INSTALL NEW GEARBOX #7	93.70	Open	Non	02/23	101-53330-204
X103125437:01	Invoi	STEERING GEAR BOX #7	1,375.43	Open	Non	02/23	101-53330-225
X103125454:01	Invoi	HEATER HOSE #11	6.04	Open	Non	02/23	101-53330-225
X103125756:01	Invoi	HEATER ACTUATOR #8	99.78	Open	Non	02/23	101-53330-225
Total PACKER CITY INT'L TRUCKS (403):			989.95				
PLESHEK OUTDOOR POWER (727)							
81387	Invoi	SHARPEN BLADES	40.00	Open	Non	02/23	101-53330-221
81408	Invoi	CHAIN OIL	61.44	Open	Non	02/23	101-53330-217
81415	Invoi	TIRE CHANGE #23	40.00	Open	Non	02/23	101-53330-225
Total PLESHEK OUTDOOR POWER (727):			141.44				
RIVERSIDE BY REYNEBEAU FLORAL (322)							
177145/1	Invoi	FLORAL ARRANGEMENT- HAMMEN	58.50	Open	Non	02/23	101-52200-219
177251/1	Invoi	FLORAL ARRANGEMENT- FISCHER	83.50	Open	Non	02/23	101-51960-211
177343/1	Invoi	FLORAL ARRANGEMENT- SCHROEDER	60.50	Open	Non	02/23	101-52200-219
177800/1	Invoi	FLORAL ARRANGEMENT- VANDERHEIDEN	75.00	Open	Non	02/23	101-51960-211
Total RIVERSIDE BY REYNEBEAU FLORAL (322):			277.50				
SIGNCOUNTRY (3870)							
18264	Invoi	NEW LEGION PARK SIGN	2,969.00	Open	Non	02/23	101-55200-242
18278	Invoi	DECALS #231, 232, 233	410.77	Open	Non	02/23	101-53330-225
Total SIGNCOUNTRY (3870):			3,379.77				
SUPERIOR CHEMICAL LLC (1952)							
356543	Invoi	SOAP FOR MSB WASH BAY	369.26	Open	Non	02/23	101-53330-218
Total SUPERIOR CHEMICAL LLC (1952):			369.26				
TLC SIGN (4053)							
34591	Invoi	UPDATE HOURS ON SIGN	242.84	Open	Non	02/23	206-55110-218
Total TLC SIGN (4053):			242.84				
TRIUMPH TIRES (5131)							
464498	Invoi	RETREAD TRUCK TIRES	480.00	Open	Non	03/23	101-53330-218
Total TRIUMPH TIRES (5131):			480.00				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
TRUCK EQUIPMENT INC (5165)							
1033939-00	Invoi	PLOW PARTS FOR STOCK	445.47	Open	Non	02/23	101-53330-218
Total TRUCK EQUIPMENT INC (5165):			445.47				
VERIZON WIRELESS (3606)							
9927691867	Invoi	JANUARY/FEBRUARY SERVICE	94.74	Open	Non	02/23	620-53924-203
Total VERIZON WIRELESS (3606):			94.74				
VERMEER - WISCONSIN INC (1437)							
30097796	Invoi	HOSE #98	114.64	Open	Non	02/23	101-53330-225
Total VERMEER - WISCONSIN INC (1437):			114.64				
WE ENERGIES (2788)							
4091132585 02/23	Invoi	PLANT #1 100 WILSON ST	691.50	Open	Non	02/23	620-53624-249
4091132585 02/23	Invoi	STREET LIGHTS	22.81	Open	Non	02/23	101-53300-249
4091132585 02/23	Invoi	200 E MCKINLEY ST-FVMPD	600.82	Open	Non	02/23	207-52120-249
4091132585 02/23	Invoi	200 E MCKINLEY ST-FIRE DEPT	400.55	Open	Non	02/23	101-52250-249
4091132585 02/23	Invoi	PUMP STATION @ EVERGREEN & FRENCH	95.69	Open	Non	02/23	620-53624-249
4091132585 02/23	Invoi	DOYLE POOL	23.80	Open	Non	02/23	204-55420-249
4091132585 02/23	Invoi	CROSSWINDS LED STREET LIGHTS	131.44	Open	Non	02/23	101-53300-249
4091132585 02/23	Invoi	1401 E ELM DR	4,552.24	Open	Non	02/23	101-53310-249
4091132585 02/23	Invoi	920 WASHINGTON ST	103.59	Open	Non	02/23	620-53624-249
4091132585 02/23	Invoi	CIVIC CENTER	1,563.50	Open	Non	02/23	206-55110-249
4091132585 02/23	Invoi	LC WELL #4 PUMPHOUSE (625 E EVERGREEN)	847.94	Open	Non	02/23	620-53624-249
4091132585 02/23	Invoi	PLANT #2 (1118 JEFFERSON ST)	287.16	Open	Non	02/23	620-53624-249
4091132585 02/23	Invoi	721 W ELM DR	398.21	Open	Non	02/23	208-52900-249
4091132585 02/23	Invoi	108 W MAIN ST	1,494.72	Open	Non	02/23	101-51650-249
Total WE ENERGIES (2788):			11,213.97				
WI DNR (76)							
2023	Invoi	CTMI WORKSHOP-MCDONALD	375.00	Open	Non	03/23	101-55440-201
Total WI DNR (76):			375.00				
Grand Totals:			59,366.69				

## Report GL Period Summary

Vendor number hash: 126061  
Vendor number hash - split: 211446  
Total number of invoices: 53  
Total number of transactions: 81

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	59,366.69	59,366.69
Grand Totals:	59,366.69	59,366.69

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
<b>AL HARDWARE COMPANY</b>				
278855-325001	DRILL BITS	24.99	02/23	101-53300-218
278865-325003	CONNECTORS	18.58	02/23	620-53634-255
278875-325001	BUTANE FUEL	4.59	02/23	101-53330-218
278896-325001	CAULK	3.99	02/23	101-53330-218
278918-325001	PROPANE	6.39	02/23	101-53300-218
278918-325001	PROPANE	6.38	02/23	201-53620-218
278932-325001	SUPPLIES FOR GRINDER TRAILER #231	52.56	02/23	101-53330-225
278933-312001	GRILL BRUSH & MEAT THERMOMETER	65.93	02/23	101-52200-218
278980-325001	BIRD SEED AND HOOKS	35.53	02/23	206-55110-218
278996-325001	PROPANE	9.58	02/23	101-53300-218
279046-325003	PVC PIPE	10.18	02/23	620-53634-255
279048-325001	CAULK & BLADE	28.98	02/23	101-51650-242
279092-325001	TARP STRAP #8	2.39	02/23	101-53330-225
279094-325001	AIR FILTER @ VAN LIESHOUT REC CENTER	33.99	02/23	208-52900-242
279126-325001	BOLT	7.59	02/23	101-55200-218
279149-312001	CAR WASH	15.18	02/23	101-52200-218
279152-312001	UPS POSTAGE	54.09	02/23	101-52200-218
279195-312001	ACRYLIC SHEET	14.99	02/23	101-52200-218
279225-325001	PINE SOL CLEANER	13.99	02/23	208-52900-222
Total AL HARDWARE COMPANY:		409.90		
<b>ALEXANDER, TIFFANY</b>				
030423	SECURITY DEPOSIT REFUND	100.00	03/23	208-21235
Total ALEXANDER, TIFFANY:		100.00		
<b>ALLRECIPES</b>				
ALLRECIPES 2023	MAGAZINE SUBSCRIPTION	7.00	02/23	206-55110-207
Total ALLRECIPES:		7.00		
<b>AMERICAN FIDELITY ASSURANCE</b>				
2163051A	FLEX SPENDING MARCH	1,655.72	03/23	101-21368
Total AMERICAN FIDELITY ASSURANCE:		1,655.72		
<b>APPLETON TROPHY &amp; ENGRAVING</b>				
38862	MALTESE CROSS FIREMAN AWARDS	250.00	02/23	101-52200-219
41621	CHRIS RETIREMENT AWARD	208.01	02/23	101-51960-211
Total APPLETON TROPHY & ENGRAVING:		458.01		
<b>ASCENSION MEDICAL GROUP-FOX VALLEY WI</b>				
409620	EAP STANDARD SERVICE	200.00	03/23	207-52120-204
409620	EAP STANDARD SERVICE	312.50	03/23	101-51780-204
Total ASCENSION MEDICAL GROUP-FOX VALLEY WI:		512.50		
<b>ASPIRUS MEDICAL GROUP INC</b>				
113573	MOBILE AUDIOGRAM SCREENING SERVICES	495.00	02/23	101-53310-213

Invoice	Description	Total Cost	Period	GL Account
Total ASPIRUS MEDICAL GROUP INC:		495.00		
AT&T LONG DISTANCE				
03/23 845626857	JAN/FEB CHARGES	2.48	02/23	101-51650-203
03/23 845626857	JAN/FEB CHARGES	10.94	02/23	206-55110-203
03/23 845626857	JAN/FEB CHARGES	9.33	02/23	207-52120-203
03/23 845626857	JAN/FEB CHARGES	.39	02/23	620-53924-203
Total AT&T LONG DISTANCE:		23.14		
AXLEY BRYNELSON LLP				
924689	LEGAL SERVICES	234.50	13/22	610-53614-262
924689	LEGAL SERVICES	3,775.20	02/23	610-53614-262
Total AXLEY BRYNELSON LLP:		4,009.70		
BEST BUY BUSINESS ADVANTAGE ACCOUNT				
6858452	MOVIES	117.58	03/23	206-55110-210
Total BEST BUY BUSINESS ADVANTAGE ACCOUNT:		117.58		
BON APPETIT				
BON APPETIT 202	MAGAZINE SUBSCRIPTION	10.00	02/23	206-55110-207
Total BON APPETIT:		10.00		
CINTAS				
4148322210	TOWELS AND UNIFORMS	11.32	02/23	101-53330-213
4148322210	MATS	28.79	02/23	101-53330-218
Total CINTAS:		40.11		
COONEN, JAMIE				
022823	MEAL REIMBURSEMENT GLOCK TRAINING	35.00	02/23	207-52120-201
Total COONEN, JAMIE:		35.00		
DISTRICT 2, INC.				
3775	REPAIRED UNIT #3641 TRANSFER CASE	316.63	02/23	101-52200-204
Total DISTRICT 2, INC.:		316.63		
FOX VALLEY METROLOGY				
563280	ANNUAL CALIBRATION FOR SOUND METER	132.50	02/23	207-52120-205
Total FOX VALLEY METROLOGY:		132.50		
FOX VALLEY TECHNICAL COLLEGE				
TPB0000794891	HRVCI & INSTRUCTOR TRAINING	700.00	02/23	207-52120-201
Total FOX VALLEY TECHNICAL COLLEGE:		700.00		
J.F. AHERN CO				
560561	FEB ANNUAL INSPECTION/LCFD	496.40	02/23	101-52200-204

Invoice	Description	Total Cost	Period	GL Account
Total J.F. AHERN CO:		496.40		
KLINK HYDRAULICS LLC				
28008	FITTINGS #11	23.88	02/23	101-53330-225
28049	PARTS FOR #1 & #7	478.74	02/23	101-53330-225
28059	CONNECTOR #3	3.14	02/23	101-53330-225
Total KLINK HYDRAULICS LLC:		505.76		
LAZER UTILITY LOCATING LLC				
1222	FEBRUARY LOCATES	242.00	02/23	610-53612-209
1222	FEBRUARY LOCATES	396.00	02/23	620-53644-209
1222	FEBRUARY LOCATES	220.00	02/23	630-53442-209
1222	FEBRUARY LOCATES	11.00	02/23	101-53300-209
Total LAZER UTILITY LOCATING LLC:		869.00		
LEXISNEXIS RISK DATA MANAGEMENT INC				
1686177-20230228	FEBRUARY 2023 MINIMUM COMMITMENT	106.09	02/23	101-51680-204
Total LEXISNEXIS RISK DATA MANAGEMENT INC:		106.09		
LIVERMORE TECHNOLOGIES LLC				
20	RFP/Q WRITING	830.48	02/23	211-50000-204
Total LIVERMORE TECHNOLOGIES LLC:		830.48		
MADISON NATIONAL LIFE				
1547496	APRIL LTD	903.62	03/23	101-21385
1547496	APRIL LIFE & ADD	345.19	03/23	101-21391
Total MADISON NATIONAL LIFE:		1,248.81		
MARQUARDT, TYLER				
02/23 REIMBURSE	TRAINING MEAL REIMBURSEMENT	80.00	02/23	207-52120-201
Total MARQUARDT, TYLER:		80.00		
MBM				
4295652	CONTRACT OVERAGE CHARGE/COLOR COPIES	164.61	03/23	206-55110-225
Total MBM:		164.61		
MCCLONE				
8521	2ND QTR WORKERS COMP	17,365.00	03/23	101-51900-230
8521	2ND QTR WORKERS COMP	157.00	03/23	206-55110-230
8521	2ND QTR WORKERS COMP	15,655.00	03/23	207-52120-230
8521	2ND QTR WORKERS COMP	1,680.00	03/23	610-53614-230
8521	2ND QTR WORKERS COMP	900.00	03/23	620-53924-230
8521	2ND QTR WORKERS COMP	2,648.00	03/23	630-53444-230
8521	2ND QTR WORKERS COMP	1,655.00	03/23	201-53620-230
8521	2ND QTR WORKERS COMP	1,177.00	03/23	204-55420-230
8521	2ND QTR WORKERS COMP	3,037.00	03/23	101-52250-230
8521	2ND QTR POLICE LIABILITY	4,399.00	03/23	207-52120-231
8521	2ND QTR AUTO LIABILITY	2,066.00	03/23	201-53620-231
8521	2ND QTR AUTO LIABILITY	1,751.00	03/23	101-51900-231



Invoice	Description	Total Cost	Period	GL Account
8521	2ND QTR AUTO LIABILITY	4,725.00	03/23	101-52250-231
8521	2ND QTR AUTO LIABILITY	1,189.00	03/23	207-52120-231
8521	2ND QTR AUTO LIABILITY	102.00	03/23	620-53924-231
8521	2ND QTR AUTO LIABILITY	617.00	03/23	630-53444-231
8521	2ND QTR GENERAL LIABILITY	6,131.00	03/23	101-51900-231
8521	2ND QTR GENERAL LIABILITY	158.00	03/23	101-52250-231
8521	2ND QTR GENERAL LIABILITY	361.00	03/23	201-53620-231
8521	2ND QTR GENERAL LIABILITY	256.00	03/23	204-55420-231
8521	2ND QTR GENERAL LIABILITY	948.00	03/23	206-55110-231
8521	2ND QTR GENERAL LIABILITY	6,601.00	03/23	207-52120-231
8521	2ND QTR GENERAL LIABILITY	5,916.00	03/23	610-53614-231
8521	2ND QTR GENERAL LIABILITY	385.00	03/23	620-53924-231
8521	2ND QTR GENERAL LIABILITY	863.00	03/23	630-53444-231
Total MCCLONE:		80,742.00		
MGD INDUSTRIAL CORP				
213039	CLAMPS #1 BOLT #36	13.33	02/23	101-53330-225
213039	PARTS FOR STOCK	114.94	02/23	101-53330-218
Total MGD INDUSTRIAL CORP:		128.27		
MIDWEST TAPE LLC				
503441571	DIGITAL BOOKS	981.01	02/23	206-55110-208
Total MIDWEST TAPE LLC:		981.01		
NASSCO INC				
6266308	CAN LINERS	117.80	02/23	206-55110-244
6267795	PAPER TOWELS	175.44	03/23	206-55110-244
6267795	PAPER TOWELS	121.18	03/23	101-51650-244
6267795	PAPER TOWELS	57.61	03/23	207-52120-244
6267795	PAPER TOWELS	19.20	03/23	101-52250-244
Total NASSCO INC:		491.23		
NEWS PUBLISHING CO INC				
BE126866	RESOLUTION 4	224.18	02/23	101-51650-207
BE128144	BIDS DOYLE PARK	102.70	02/23	101-55200-207
BE128145	BIDS RANDOLPH, BUCHANAN	150.10	02/23	101-51650-207
BE129738	RESOLUTION 13	224.18	02/23	101-51650-207
BE130808	BIDS DOYLE PARK	82.13	02/23	101-55200-207
BE130809	BIDS RANDOLPH, BUCHANAN	119.58	02/23	101-51650-207
Total NEWS PUBLISHING CO INC:		902.87		
OUTAGAMIE COUNTY TREASURER				
127365	2022 TAX BILLS POSTAGE	2,270.36	02/23	101-51650-226
28426	FEBRUARY SANITATION FEES	10,920.36	02/23	201-53620-204
FEBRUARY 2023	FEBRUARY COURT FINES	606.75	02/23	101-35101
Total OUTAGAMIE COUNTY TREASURER:		13,797.47		
OUTAGAMIE WAUPACA LIBRARY SYSTEM				
4115	JANUARY PRINTING-GUIDES	102.00	02/23	206-55110-225
4131	OWLSNET MEMBERSHIP FEE 2023	25,929.00	02/23	206-55110-211

Invoice	Description	Total Cost	Period	GL Account
Total OUTAGAMIE WAUPACA LIBRARY SYSTEM:		26,031.00		
PLAYAWAY PRODUCTS				
422176	DIGITAL BOOKS	139.99	03/23	206-55110-213
422260	DIGITAL BOOKS	154.97	03/23	206-55110-213
422285	DIGITAL BOOKS	107.98	03/23	206-55110-213
422330	DIGITAL BOOKS	379.95	03/23	206-55110-213
Total PLAYAWAY PRODUCTS:		782.89		
PLYMOUTH LUBRICANTS				
6195516	DIESEL EXHAUST FLUIS	764.52	02/23	101-53330-217
Total PLYMOUTH LUBRICANTS:		764.52		
PORTER-GIGSTEAD, SHANNON				
022523	SECURITY DEPOSIT REFUND	100.00	02/23	208-21235
Total PORTER-GIGSTEAD, SHANNON:		100.00		
PYNENBERG, SAM				
022423	WNOA CONFERENCE MEAL REIMBURSEMENT	80.00	02/23	207-52120-201
Total PYNENBERG, SAM:		80.00		
R.N.O.W. INC				
2023-65187	HANDLE #38	79.30	02/23	101-53330-225
Total R.N.O.W. INC:		79.30		
SCIENTIFIC AMERICAN				
SCIENTIFIC AMERI	MAGAZINE SUBSCRIPTION	39.99	02/23	206-55110-207
Total SCIENTIFIC AMERICAN:		39.99		
SEIDLER, JAYMES				
02/22 REIMBURSE-	REIMBURSE FOR 2023 WINTER CODE UPDATES C	120.00	02/23	101-52050-201
Total SEIDLER, JAYMES:		120.00		
SERVICE MOTOR COMPANY				
P74649	AXLE PARTS #42	343.70	02/23	101-53330-225
P74673	AXLE PARTS #42	654.81	02/23	101-53330-225
Total SERVICE MOTOR COMPANY:		998.51		
SPEEDY CLEAN DRAIN & SEWER				
78726	TELEWISE TO FIND BLOCKAGE IN THE MAIN CITY	225.00	03/23	101-51650-243
Total SPEEDY CLEAN DRAIN & SEWER:		225.00		
SPLENDID CLEANING SERVICE LLC				
13109	MONTHLY CLEANING-LCFD	239.00	03/23	101-52250-243
13109	MONTHLY CLEANING-METRO	950.00	03/23	207-52120-243
13110	MONTHLY CLEANING-LIBRARY	1,425.00	03/23	206-55110-243
13111	MONTHLY CLEANING-MSB BUILDING	595.00	03/23	101-53310-243

Invoice	Description	Total Cost	Period	GL Account
13112	MONTHLY CLEANING-VILLAGE HALL	1,850.00	03/23	101-51650-243
13117	REC CENTER CLEANING 02/04/23	75.00	02/23	208-52900-204
Total SPLENDID CLEANING SERVICE LLC:		5,134.00		
STAPLES ADVANTAGE				
3531590862	COPY PAPER	82.98	02/23	101-51650-206
3532390336	PACKING TAPE	14.98	03/23	101-51440-206
3532390336	2AA BATTERIES	20.78	03/23	101-51650-206
3532390340	COPY PAPER	124.68	03/23	101-51650-206
Total STAPLES ADVANTAGE:		243.42		
STATE OF WI COURT FINES & FEBRUARY 2023 FEBRUARY COURT FINES				
		2,203.83	02/23	101-35101
Total STATE OF WI COURT FINES &:		2,203.83		
STONERIDGE LITTLE CHUTE LLC				
1091621153	FLORAL	29.99	02/23	101-52200-211
21059651149	SNACKS FOR ELECTION	52.61	02/23	101-51960-211
21059791531	FOOD	144.49	02/23	101-52200-211
21069881040	FOOD	97.56	02/23	101-52200-211
22021911754	FOOD	90.37	02/23	101-52200-211
22097851819	BEVERAGES	75.96	02/23	101-52200-211
23048391616	FOOD AND BEVERAGES	227.42	02/23	101-52200-211
23060591347	FOOD	85.77	02/23	101-52200-211
23073051807	FOOD	19.95	02/23	101-52200-211
23086331041	RETIREMENT CARD	3.49	02/23	101-51960-211
Total STONERIDGE LITTLE CHUTE LLC:		827.61		
US AUTOFORCE				
1941827	TIRE TUBE #206	11.03	02/23	101-53330-225
Total US AUTOFORCE:		11.03		
US POSTMASTER				
2023 PRESORT	ANNUAL 2023 PRESORT FEE-PERMIT #27	290.00	02/23	101-51650-226
Total US POSTMASTER:		290.00		
VALLEY LIQUOR				
68172	BEVERAGES AND SUPPLIES	178.94	02/23	101-52200-211
69009	BEVERAGES AND SUPPLIES	178.94	02/23	101-52200-211
69796	BEVERAGES AND SUPPLIES	178.94	02/23	101-52200-211
Total VALLEY LIQUOR:		536.82		
VANDEN HEUVEL, RYAN				
02/23 REIMBURSE	REIMBURSE FOR RATCHET TIE DOWNS	94.89	02/23	101-52200-218
Total VANDEN HEUVEL, RYAN:		94.89		
VILLAGE OF COMBINED LOCKS				
APR 2023	PROPERTY STORAGE AREA MONTHLY LEASE-AP	494.16	03/23	207-52120-204

Invoice	Description	Total Cost	Period	GL Account
Total VILLAGE OF COMBINED LOCKS:		494.16		
VINTON CONSTRUCTION CO				
2022006-1	2022 MAIN ST TURN LANES & CROSSWALKS	18,352.06	03/23	418-21230
2022006-1	2022 MAIN ST TURN LANES & CROSSWALKS	80,693.86	03/23	452-21230
Total VINTON CONSTRUCTION CO:		99,045.92		
WISCONSIN SUPREME COURT				
680-0000000932	CONTINUING JUDICIAL EDUCATION 5/23 - 4/24	700.00	02/23	101-51680-208
Total WISCONSIN SUPREME COURT:		700.00		
Grand Totals:		249,169.68		

## Report GL Period Summary

Vendor number hash: 388131  
Vendor number hash - split: 577354  
Total number of invoices: 101  
Total number of transactions: 143

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	249,169.68	249,169.68
Grand Totals:	249,169.68	249,169.68

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

**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 to CH – Commercial Highway, certain property in the Village of Little Chute, Outagamie County, Wisconsin as follows:

Address: Freedom Rd

Parcel# Part of 260433100

More particularly described as follows:

Commencing at the southwest corner of section 10: Thence N00°11'16"E, 1,316.11 Feet, along the West line of the Southwest ¼ of section 10; Thence S89°48'44"E, 50 Feet, to the East Right-Of-Way line of C.T.H "N", and being the Southwest corner of Outlot 3, Little Chute North Estates; Thence S89°42'24"E, 599.96 Feet, Along the South Line of Said Outlot 3, To the Southwest Corner of Outlot 2, Little Chute North Estates, and Being the Point of Beginning; Thence N00°10'53"E, 204.64 Feet, Along the West Line and to the Northwest corner of Said Outlot 2; Thence S89°49'07"E, 400 Feet; Thence S00°10'53"E, 25 Feet; Thence S49°09'48"W, 274.29 Feet; Thence N89°48'44"W, 193.05 Feet more or less to the point of beginning.

Applicant: Thiel Investments

A copy of the proposed zoning map may be seen at the Administrative Office at the Village Hall.

DATE OF HEARING: March 15, 2023

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

If you have any questions, please contact the Zoning Administrator at (920) 423-3870

Publish: March 1st and March 8<sup>th</sup> 2023

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



**Little Chute**

ESTABLISHED 1848

Date Received: \_\_\_\_\_  
Receipt No. \_\_\_\_\_  
Fee \$175

**APPLICATION: ZONING CHANGE REQUEST FORM**

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

**Applicant:** Matthew Reider - Carow Land Surveying

on behalf of Larry Thiel of Thiel Investments

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

BEING ALL OF OUTLOT 1 OF CERTIFIED SURVEY MAP NO. 7805, RECORDED AS

DOCUMENT NO. 2171757, LOCATED IN SOUTHWEST 1/4 OF SECTION 10, TOWNSHIP 21 NORTH,

RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

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

**from:** Residential District

**to:** Commercial District

**Signed:**  **Dated:** 2/6/2023

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)

# Rezoning



2/9/2023, 1:31:13 PM

Parcels

Zoning

ID: Industrial District

RC: Residential Single-Family

CH: Commercial Highway District

RT: Residential Two-Family

1:2,400

0 0.02 0.04 0.08 mi  
0 0.03 0.07 0.13 km

Robert E. Lee & Associates, Inc., Outagamie County

Robert E. Lee & Associates, Inc., Outagamie County  
Village of Little Chute

**VILLAGE OF LITTLE CHUTE**

**ORDINANCE NO. 03, SERIES OF 2023**

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 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 CH- Commercial Highway;

Part of Parcel # 260433100

More particularly described as follows:

Commencing at the southwest corner of section10: Thence N00°11'16"E, 1,316.11 Feet, along the West line of the Southwest ¼ of section 10; Thence S89°48'44"E, 50 Feet, to the East Right-Of-Way line of C.T.H "N", and being the Southwest corner of Outlot 3, Little Chute North Estates; Thence S89°42'24"E, 599.96 Feet, Along the South Line of Said Outlot 3, To the Southwest Corner of Outlot 2, Little Chute North Estates, and Being the Point of Beginning; Thence N00°10'53"E, 204.64 Feet, Along the West Line and to the Northwest corner of Said Outlot2; Thence S89°49'07"E, 400 Feet; Thence S00°10'53"E, 25 Feet; Thence S49°09'48"W, 274.29 Feet; Thence N89°48'44"W, 193.05 Feet more or less to the point of beginning.

**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: March 15, 2023

**VILLAGE OF LITTLE CHUTE**

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

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





## Item For Consideration

For Board Review On: March 15, 2023  
Agenda Item Topic: Splash Pad Design & Engineering  
Consultant Selection

Prepared On: March 8, 2023  
Prepared By: John McDonald  
Parks, Recreation, & Forestry

Report: The selection committee for the Splash Pad Design & Engineering bid document proposals met to review and select a consultant to complete the project. We had two (2) firms submit proposals and the scores were averaged below:

Rettler Corporation: 84/100  
Cost: \$36,605

Parkitecture: 91/100  
Cost: \$35,600

After our review and agreement on the top choice, we agreed not to interview firms for further details. Our top choice had a clear and concise, well-organized proposal that exceeds the needs of the work to be completed. The consultant have staff that are Certified Pool Operators to guide the project and completed 61 splashpad projects. The selection committee is recommending Parkitecture as the consultant to complete Design & Engineering services for the Splash Pad at Van Lieshout Park.

Park Planning Committee has reviewed and is making a recommendation for Parkitecture to be selected as the consultant.

Fiscal Impact: Per the proposal received, \$35,600 is the cost of services being rendered.

Recommendation/Committee Action: Staff is requesting that the board approve the selected consultant as presented.

Respectfully Submitted,  
John McDonald  
Parks, Recreation, & Forestry

# Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

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Form 3400-224(R8/2021)

## Reporting Information :

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

**Project Name:** 2022 Annual Report

**County:** Outagamie

**Municipality:** Little Chute Village

**Permit Number:** S050075

**Facility Number:** 31108

**Reporting Year:** 2022

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

Under s. 283.53(3)(a), a general MS4 permittee is required to reapply for permit coverage at least 180 days prior to the expiration date of the permit .

In order to acknowledge that you are reapplying for permit coverage, please check the following box: ☐

## Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

### Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary

- Illicit Discharge Detection and Elimination Annual Report Summary
  - Construction Site Pollution Control Annual Report Summary
  - Post-Construction Storm Water Management Annual Report Summary
  - Pollution Prevention Annual Report Summary
    - Leaf and Yard Waste Management
    - Municipal Facility (BMP) Inspection Report
    - Municipal Property SWPPP
    - Municipally Property Inspection Report
    - Winter Road Maintenance
  - Storm Sewer Map Annual Report Attachment
  - Storm Water Quality Management Annual Report Attachment
  - TMDL Attachment
  - Storm Water Consortium/Group Report
  - Municipal Cooperation Attachment
  - Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
- Storm Water Management Program
    - Public Education and Outreach Program
    - Public Involvement and Participation Program
    - Illicit Discharge Detection and Elimination Program
    - Construction Site Pollutant Control Program
    - Post-Construction Storm Water Management Program
    - Pollution Prevention Program
      - Municipal Storm Water Management Facility (BMP) Inventory
      - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
  - Total Maximum Daily Load documents (*\*If applicable, see permit for due dates.*)
    - TMDL Mapping\*
    - TMDL Modeling\*
    - TMDL Implementation Plan\*
    - Fecal Coliform Screening Parameter \*
    - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
    - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)
- Sign and Submit form

**Municipal Contact Information- Complete**

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

**Note:** Compliance items must be submitted using the Attachments tab.

**Municipality Information****Name of Municipality** Little Chute Village**Facility ID # or (FIN):** 31108**Updated Information:** ☐ Check to update mailing address information**Mailing Address:** 108 WEST MAIN STREET**Mailing Address 2:****City:** Little Chute Village**State:** WI**Zip Code:** 54140 xxxxx or xxxxx-xxxx**Primary Municipal Contact Person (Authorized Representative for MS4 Permit)**

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to **create new** primary contact**First Name:** Kent**Last Name:** Taylor☐ Select to **update** current contact information**Title:** Director of Public Works**Mailing Address:** 108 West Main St**Mailing Address 2:****City:** Little Chute**State:** WI**Zip Code:** 54140 xxxxx or xxxxx-xxxx**Phone Number:** 920-423-3867 **Ext.:** xxx-xxx-xxxx**Email:** kent@littlechutewi.org**Additional Contacts Information (Optional)**

**Individual with responsibility for:  
(Check all that apply)**

- ☒ I&E Program
- ☒ IDDE Program
- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☒ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

**First Name:** Michael

**Last Name:** McClone

**Title:** EPS

**Mailing Address:** 108 W. Main Street

**Mailing Address 2:**

**City:** Little Chute, WI 541

**State:** WI

**Zip Code:** 54140 xxxxx or xxxxx-xxxx

**Phone Number:** 920-687-5329 Ext: xxx-xxx-xxxx

**Email:** mike@littlechutewi.org

**Municipal Billing Contact Person (Authorized Representative for MS4 Permit)**

☒ Select to ***create new*** Billing contact

**First Name:** Kent

**Last Name:** Taylor

☒ Select to ***update*** current contact information

**Title:** Director of Public Works

**Mailing Address:** 108 W. Main Street

**Mailing Address 2:**

**City:** Little Chute

**State:** WI

**Zip Code:** 54140 xxxxx or xxxxx-xxxx

**Phone Number:** 920-423-3867 Ext: xxx-xxx-xxxx

**Email:** kent@littlechutewi.org

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

☒ Yes ☐ No

☒ Public Education and Outreach Northeast Wisconsin Stormwater Consortium (NEWSC)

☒ Public Involvement and Participation Northeast Wisconsin Stormwater Consortium (NEWSC)

- ☐ Illicit Discharge Detection and Elimination \_\_\_\_\_
- ☐ Construction Site Pollutant Control \_\_\_\_\_
- ☐ Post-Construction Storm Water Management \_\_\_\_\_
- ☐ Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No

### Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (R8/2021)

## Minimum Control Measures- Section 1 : Complete

### 1. Public Education and Outreach

- a. Does MS4 conduct any educational efforts or events independently (not with a group) ☐ Yes  
☒ No
- b. How many total educational events were held during the reporting year:
- c. The permit requires that both passive and interactive mechanisms are utilized. How many interactive mechanisms were used during the reporting year?

Topics Covered	Target Audience
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: <input type="text" value="Website-Storm Inlet Stenciling 1/1/2022"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other

Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input checked="" type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: <input type="text" value="Website-What is Stormwater Runoff 1/..."/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other

Topics Covered	Target Audience
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors

<input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: Website/Email-NEWSC Community Sp...	<input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other
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Topics Covered	Target Audience
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: Distribute Print Media-DPW Spring Ne...	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other

Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: Distribute Print Media-DPW Fall News...	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other

Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: Distribute Print Media-DPW Newslette...	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other

Topics Covered	Target Audience
<input checked="" type="checkbox"/> Illicit discharge detection and elimination	<input checked="" type="checkbox"/> General Public



<input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: Social Media-Snow Maintenace Practic...	<input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other
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Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: Social Media-NEWSC Dog Waste Post 3...	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other

Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: Social Media-What is a Storm Pond 4/5...	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other

Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: Social Media-Lawn Tips Stormwater Po...	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other

Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: Social Media-Wash Car Driveway or Str...	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other

Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: Social Media-Drain Pool Tips	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other

Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input checked="" type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: Social Media-Keep Storm Inlets Clear 9...	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other

Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers

<input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: Social Media-Leaf Collection #1 10/3/2...	<input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other
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Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: Social Media- Leaf Collection #2 11/7/...	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other

Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: Flyer-Dog Waste	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other

Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: Signage- Dog Waste	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other

Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination	<input checked="" type="checkbox"/> General Public

<input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: <input type="text" value="Signage- Save the Drops"/>	<input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other
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Topics Covered	Target Audience
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: <input type="text" value="Signage- Chlorine"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other

Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: <input type="text" value="Signage- Leave Your Leaves On Your Ya..."/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other

d. Will additional information/summary of education events be attached to the annual report? ☒ Yes  
☐ No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

## Missing Information

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 2 : Complete

### 2. Public Involvement and Participation

a. Permit Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit activities were conveyed to your population. Use the Add Event to add additional entries.

<b>Event Start Date</b>	3/16/2022		
<b>Project/Event Name</b>	2021 MS4 Report Village Board Meeting		
<b>Delivery Mechanism</b>	<u>Presentation of Storm Water Information</u>		
<b>Topics Covered</b>	<b>Target Audience</b>	<b>Estimated People Reached (Optional)</b>	<b>Regional Effort (Optional)</b>
<input checked="" type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: 	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Event Start Date</b>	5/9/2022		
<b>Project/Event Name</b>	NEWSC Full Consortium Meeting		
<b>Delivery Mechanism</b>	<u>Presentation of Storm Water Information</u>		
<b>Topics Covered</b>	<b>Target Audience</b>	<b>Estimated People Reached (Optional)</b>	<b>Regional Effort (Optional)</b>
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: 	<input type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	1 - 10	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Event Start Date</b>	6/6/2022		
<b>Project/Event Name</b>	WI Salt Wise Webinar- Where have all the Mayflies gone		
<b>Delivery Mechanism</b>	<u>Presentation of Storm Water Information</u>		
<b>Topics Covered</b>	<b>Target Audience</b>	<b>Estimated People Reached (Optional)</b>	<b>Regional Effort (Optional)</b>
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program	<input type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents	1 - 10	<input type="radio"/> Yes <input checked="" type="radio"/> No

<input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other		
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<b>Event Start Date</b>	4/13/2022
<b>Project/Event Name</b>	NEWSC Training MS4 Report
<b>Delivery Mechanism</b>	Presentation of Storm Water Information

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	1 - 10	<input type="radio"/> Yes <input checked="" type="radio"/> No

<b>Event Start Date</b>	7/14/2022
<b>Project/Event Name</b>	NEWSC Zoom Meeting with DNR = MS4 Dashboard
<b>Delivery Mechanism</b>	Presentation of Storm Water Information

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	1 - 10	<input type="radio"/> Yes <input checked="" type="radio"/> No

<b>Event Start Date</b>	10/12/2022
<b>Project/Event Name</b>	WI Salt Wise Stories- City of DePere Webinar
<b>Delivery Mechanism</b>	Presentation of Storm Water Information

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers	1 - 10	<input type="radio"/> Yes <input checked="" type="radio"/> No

<input type="text"/>	<input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other		
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<b>Event Start Date</b>	<input type="text" value="10/26/2022"/>
<b>Project/Event Name</b>	<input type="text" value="WI Salt Wise- Smart Salting Class Roads"/>
<b>Delivery Mechanism</b>	<u>Presentation of Storm Water Information</u>

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	<u>1 - 10</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

<b>Event Start Date</b>	<input type="text" value="11/14/2022"/>
<b>Project/Event Name</b>	<input type="text" value="NEWSC Membership Meeting/ Little Chute GIS Presentation"/>
<b>Delivery Mechanism</b>	<u>Presentation of Storm Water Information</u>

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	<u>1 - 10</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

<b>Event Start Date</b>	<input type="text" value="11/29/2022"/>
<b>Project/Event Name</b>	<input type="text" value="WI Salt Wise- Smart Salting Class Parking Lots"/>
<b>Delivery Mechanism</b>	<u>Presentation of Storm Water Information</u>

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	<u>1 - 10</u>	<input type="radio"/> Yes <input type="radio"/> No

**b. Volunteer Activities.** Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

<b>Event Start Date</b>	4/13/2022 <input type="checkbox"/> NA (Individual Permittee).		
<b>Project/Event Name</b>	2022 Fox Wolf Watershed Cleanup Event		
<b>Delivery Mechanism</b>	Clean up event		
<b>Topics Covered</b>	<b>Target Audience</b>	<b>Estimated People Reached (Optional)</b>	<b>Regional Effort (Optional)</b>
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

**c.** Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

### Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 3 : Complete

### 3. Illicit Discharge Detection and Elimination

a. How many total outfalls does the municipality have?	78	<input type="checkbox"/> Unsure
b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?	38	<input type="checkbox"/> Unsure
c. From the municipality's routine screening, how many were confirmed illicit discharges?	0	<input type="checkbox"/> Unsure
d. How many illicit discharge complaints did the municipality receive?	0	<input type="checkbox"/> Unsure
e. From the complaints received, how many were confirmed illicit discharges?	0	<input type="checkbox"/> Unsure
f. How many of the identified illicit discharges did the	0	<input type="checkbox"/> Unsure



municipality eliminate in the reporting year (from both routine screening and complaints)?

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. How many of the following enforcement mechanisms did the municipality ☐ Unsure use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year.

<input checked="" type="checkbox"/> Verbal Warning	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Written Warning (including email)	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Notice of Violation	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Civil Penalty/ Citation	<input type="text" value="0"/>

Additional Information: \_\_\_\_\_

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Performed routine monitoring and screening of Village outfalls- detected no illicit discharges.

## Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 4 : Complete

### 4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year?  ☐ Unsure
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year?  ☐ Unsure
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)?  ☐ Unsure
- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure
- |   |                                 |
|---|---------------------------------|
| <input type="checkbox"/> No Authority                                 |                                 |
| <input checked="" type="checkbox"/> Verbal Warning                    | <input type="text" value="23"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="9"/>  |
| <input checked="" type="checkbox"/> Notice of Violation               | <input type="text" value="0"/>  |
| <input type="checkbox"/> Civil Penalty/ Citation                      | <input type="text"/>            |

<input checked="" type="checkbox"/> Stop Work Order	<input type="text" value="0"/>
<input type="checkbox"/> Forfeiture of Deposit	<input type="text"/>
<input type="checkbox"/> Other - Describe below	<input type="text"/>

- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The Village performed inspection and enforcement of construction site pollution controls on all permitted and unpermitted construction sites.

## Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 5 : Complete

### 5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management Best Management Practice (BMP) have received local approval ?  ☐ Unsure  
 \*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,
- b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ☒ Yes ☐ No ☐ Unsure
- c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ?  ☐ Unsure  
 Inspections completed by private landowners should be included in the reported number.
- d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ☐ Yes ☐ No ☒ Unsure
- e. If yes, does MS4 have maintenance authority on these privately owned BMPs?  ☐ Unsure
- f. How many municipally owned storm water management BMPs were inspected in the reporting year?  ☐ Unsure
- g. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.
- ☐ No Authority
- ☒ Verbal Warning

<input checked="" type="checkbox"/> Written Warning (including email)	<input type="text" value="0"/>
<input type="checkbox"/> Notice of Violation	<input type="text"/>
<input type="checkbox"/> Civil Penalty/ Citation	<input type="text"/>
<input type="checkbox"/> Forfeiture of Deposit	<input type="text"/>
<input checked="" type="checkbox"/> Complete Maintenance	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Bill Responsible Party	<input type="text" value="0"/>
<input type="checkbox"/> Other - Describe below	<input type="text"/>

- e. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

Village is working toward full engagement and enforcement of post construction stormwater management requirements.

## Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 6 : Complete

### 6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management best management practices.  ☐ Unsure
- b. How many new municipally owned storm water management best management practices were installed in the reporting year ?  ☐ Unsure
- c. How many municipally owned storm water management best management practices were inspected in the reporting year?  ☐ Unsure
- d. What elements are looked at during inspections (250 character limit)?

Trash rack cleaning, debris/litter pickup, invasive species, bank erosion, aquatics, pest/rodent control, trespass/encroachment

- e. How many of these facilities required maintenance?  ☐ Unsure
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

All Village ponds are routinely inspected, cleaned, and maintained as needed

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

- g. How many municipal properties require a SWPPP?  ☐ Unsure
- h. How many inspections of municipal properties have been conducted in the reporting year?  ☐ Unsure

i. Have amendments to the SWPPPs been made?

☐ Yes ☒ No ☐ Unsure

j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

All DPW employees are familiar with SWPPP and are engaged in successful administration of compliance to its requirements

Collection Services - *Street Sweeping / Cleaning Program* ☐ Not Applicable

- l. Did the municipality conduct street sweeping/cleaning during the reporting year?  
☒ Yes ☐ No ☐ Unsure
- m. If known, how many tons of material was removed?  ☐ Unsure
- n. Does the municipality have a low hazard exemption for this material? ☒ Yes ☐ No
- o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?  
☒ Yes - Explain frequency several times a week for 8 months of the year  
☐ No - Explain \_\_\_\_\_  
☐ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? ☒ Yes ☐ No ☐ Unsure
- q. How many catch basin sumps were cleaned in the reporting year?  ☐ Unsure
- r. If known, how many tons of material was collected?  ☒ Unsure
- s. Does the municipality have a low hazard exemption for this material? ☒ Yes ☐ No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?  
☐ Yes- Explain frequency \_\_\_\_\_  
☐ No - Explain \_\_\_\_\_  
☒ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No ☐ Unsure
- v. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐ Unsure
- w. Where are the residents directed to store the leaves for collection?  
☒ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure  
☐ Other - Describe \_\_\_\_\_
- x. What is the frequency of collection?  
Twice Weekly
- y. Is collection followed by street sweeping/cleaning? ☒ Yes ☐ No ☐ Unsure
- z. Brief explanation on Collection Services reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Two leaf vacuums are operated 10 hours a day, 5 days a week during leaf collection

Winter Road Management ☐ Not Applicable

\*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (*One mile of a two-way road equals two lane miles.*)  ☐ Unsure
- ab. Provide amount of de-icing products used by month last winter season?  
Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="175"/>	<input type="text" value="120"/>	<input type="text" value="230"/>	<input type="text" value="60"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	<input type="text" value="0"/>	<input type="text" value="2850"/>	<input type="text" value="3000"/>	<input type="text" value="1150"/>	<input type="text" value="2200"/>	<input type="text" value="350"/>

- ac. Was salt applying machinery calibrated in the reporting year? ☐ Yes ☒ No ☐ Unsure
- ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No ☐ Unsure

Training Date	Training Name	# Attendance
<input type="text" value="5/18/2022"/>	<input type="text" value="Brine Summit Expo"/>	<input type="text" value="2"/>

- ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Pre-workday and post-workday discussions

## Internal (Staff) Education &amp; Communication

- af. Has the municipality provided an opportunity for internal training or education to staff implementing the ☐ Yes ☒ No ☐ Unsure

municipality's procedures for each of the pollution prevention program element ?

If yes, describe what training was provided (250 character limit):

When:

How many attended:

- ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

At Village Board Meetings and Utility Commission meetings Stormwater Programs are discussed. MS4 Report is presented and recommended to the Board for approval.

Municipal Officials

Through daily interaction and Utility Commission meetings

Appropriate Staff ( such as operators, Department heads, and those that interact with public)

Through daily interaction and department Head meetings

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

## Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 7 : Complete

### 7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?

☒ Yes ☐ No ☐ Unsure

If yes, check the areas the map items that got updated or changed:

☐ Storm water treatment facilities

☒ Storm pipes

☐ Vegetated swales

☐ Outfalls

☐ Other - Describe below

- b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an*

*question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Storm Sewer System Map is revised as needed.

## Missing Information

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

### Final Evaluation - Complete

#### Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
--------------------------------------	--------------------------	----------------------------	-----------------

**Element:** Public Education and Outreach

1500	1500	1500	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Public Involvement and Participation

500	500	500	<u>Storm water utility</u>
-----	-----	-----	----------------------------

**Element:** Illicit Discharge Detection and Elimination

5000	5000	5000	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Construction Site Pollutant Control

5000	5000	5000	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Post-Construction Storm Water Management

5000	5000	5000	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Pollution Prevention

1000	1000	1000	<u>Storm water utility</u>
------	------	------	----------------------------

**Other (describe)**

Miscellaneous			
---------------	--	--	--

10000	10000	10000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

--

#### Water Quality

a: Were there any known water quality improvements in the receiving waters to which the



municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

**b:** Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

**c:** Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

**d:** Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☒ Yes ☐ No ☐ Unsure

### Storm Water Quality Management

**a.** Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ☐ Yes ☒ No

**b.** If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

### Status of Total Maximum Daily Loads (TMDLs) Implementation

The permittee Little Chute Village is subject to the following approved TMDLs: Lower Fox River Basin and Lower Green Bay

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL:

**[A.3.1] The Permittee is following the TMDL Compliance Plan, which received department concurrence prior to April 30, 2019.**

The permittee is confirming that all planned efforts are on schedule.

☒ Agree ☐ Disagree

**[A.6.3] Final Documentation.**

The permittee is confirming that all planned efforts are on schedule to submit the final documentation materials [updates to mapping, modeling, tabular summary, and Implementation Plan] under section A.6.3 by October 31, 2023.

☒ Agree ☐ Disagree

### Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Proposed changes include additional man hours, increased budget, increased internal focus, increased awareness and understanding by Village Officials of the importance of stormwater management.

Do not close your work until you SAVE.

--	--	--	--	--	--	--

Form 3400-224 (R8/2021)

### Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☒ Public Education and Outreach
- ☒ Public Involvement and Participation
- ☒ Illicit Discharge Detection and Elimination
- ☒ Construction Site Pollutant Control
- ☒ Post-Construction Storm Water Management
- ☒ Pollution Prevention
- ☒ Storm Water Quality Management
- ☒ Storm Sewer System Map
- ☒ Water Quality Concerns
- ☒ Compliance Schedule Items Due
- ☒ MS4 Program Evaluation

Do not close your work until you **SAVE**.

Form 3400-224(R8/2021)

## Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

**\*Required Item**

**Note:** To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

### Storm Sewer System Map

 File Attachment

[StormMap 11x17 2021 2022.pdf](#)

### Attach - Other Supporting Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

### Attach - Permit Compliance Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

### Missing Information

**Draft and Share PDF Report with the permittee's governing body or delegated representatives.**

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

## Sign and Submit Your Application

### Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

**NOTE:** For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

### Terms and Conditions

**Certification:** I hereby certify that I am an authorized representative of the municipality covered under Little Chute Village MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- ☐ Authorized municipal contact using WAMS ID.
- ☐ Delegation of Signature Authority ( Form 3400-220 ) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

**Name:**

**Title:**

Authorized Signature.

- ☐ I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

**VILLAGE OF LITTLE CHUTE**  
**RESOLUTION NO. 10, SERIES OF 2023**

**A RESOLUTION APPROVING THE 2022 MS4 GENERAL PERMIT ANNUAL  
REPORT**

WHEREAS, the Village of Little Chute owns and operates a municipal separate storm sewer system (MS4); and

WHEREAS, the Department of Natural Resources has issued a General Permit to discharge storm water to the waters of the state; and

WHEREAS, a condition stated in the General Permit to Discharge requires the Village to complete an annual report that summarizes the Village's efforts to comply with the conditions stated in the General Permit to Discharge; and

WHEREAS, after review and approval by the Village Board, the Annual Report must be submitted to the Wisconsin Department of Natural Resources;

NOW, THEREFORE, be it resolved by the Village Board of Little Chute as follows:

1. That the 2022 MS4 General Permit Annual Report, as prepared by Village staff, is hereby approved; and
2. That submittal of the report and this resolution to the Wisconsin Department of Natural Resources is hereby authorized.

Introduced, approved and adopted:

**VILLAGE OF LITTLE CHUTE**

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

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



## Item For Consideration

**For Board Review On:** March 15, 2023

**Agenda Item Topic:** Budget

**Prepared On:** March 9, 2023

**Prepared By:** Finance

**Report:** Please see attached for explanations of various budget amendments including documentation of compliance with Fund Balance Policy adopted in December 2020 (copy attached). The 2022 Budget Adjustments reflect two items that the Village Board has discussed previously. Action was not taken on the beautification, so this cleans up that item. Final year-end accruals resulted in additional amount needed to keep Sanitation Fund within budget from the action taken on January 18. The annual carryover for projects budgeted in 2022 but not yet complete are detailed to update the 2023 Budget to provide the necessary spending authority.

The Special Consideration Carryover requests comply with specific action necessary (2/3 vote required) per the formal Fund Balance Policy established in 2020. Included with this process is to formally document approval for the 2022 Fund Balance Assignments.

The 2023 Budget Amendment reflects action necessary for the remaining grant funds awarded to FVMPD from the State Department of Administration for special ARPA allocation (public safety).

Please contact me with any questions. I will be completing a final review over the weekend to make sure have not missed anything as this action is also necessary to complete aspects of the 2022 audit.

**Fiscal Impact:** Cross-referenced action to the Fund Balance Policy for your ease of reference.

**Recommendation/Board Action:** Please approve the 2022 Budget Amendments, 2022-2023 Budget Carryover Requests, 2022 Fund Balance Assignments and the 2023 Budget Amendment as presented in attached documentation.

Respectfully Submitted,

Lisa Remiker-DeWall, Finance Director

## 2022 Budget Amendments

101-39101	Transfer In - Special Revenue Fund	4,000	Revenue
209-59000-499	Transfer Out - Promotional Fund	4,000	Expense
<b><i>Proceeds from Market on Main for Beautification Fund</i></b>			
201-34304	Residential Sanitation Fee	3,300	Revenue
201-53620-101	Full-Time Wages - Sanitation	3,300	Expense
<b><i>Increased residential sanitation revenue covers additional 2022 expenses for staff retirement</i></b>			

## Budget Carryover 2022-2023 - Note all items previously funded in the 2022 Budget

101-51420-204	Contractual Services - Payroll Enhancements	30,000	Expense
<b><i>Training of new Deputy Director and length of wage and compensation study implementation delayed progress</i></b>			
101-51420-201	Training - Finance	2,500	Expense
<b><i>Various training delayed due to urgent priorities and mentoring focus</i></b>			
101-51650-242	Building Repair & Maint - Board Room Duct Heater, Controls w Dehumidification	13,655	Expense
<b><i>Project scheduled but not completed in 2022</i></b>			
101-51650-242	Carpet replacement completion in Finance	3,650	Expense
<b><i>Carpet ordered in 2022 but not received until 2023</i></b>			
101-51650-242	Building Repair & Maint - Sewer pipe lining	3,250	Expense
<b><i>Project scheduled but not completed in 2022</i></b>			
101-51780-290	Contingency	183,263	Expense
<b><i>Carryover for 2023 Budget - no funds used in 2022</i></b>			
101-51960-215	Beautification Supplies	4,000	Expense
<b><i>Carryover funds from Market on Main for improvement to downtown in 2023</i></b>			
101-52200-204	Contractual Services -Fire	6,053	Expense
<b><i>Fire Study carryover</i></b>			
101-52200-221	Small Equipment - Fire	15,500	Expense
<b><i>Regional radio replacement program Appleton is coordinating including grant funds to offset costs - also on special consideration</i></b>			
101-52250-245	Fire Dept duct heater cracked heat exchange	6,780	Expense
<b><i>Ordered in 2022 but not received until 2023</i></b>			
101-53100-306	DPW - Buildings and Grounds	15,000	Expense
<b><i>Stabilize Yard Waste Site and cover exterior wash (MS4) - other priorities delayed project</i></b>			
101-53300-201	CDL License training and costs for staff member	3,000	Expense
<b><i>As part of labor offer to cover costs and was not completed in 2022</i></b>			
101-53300-215	Sidewalk Tools	6,500	Expense
101-53300-216	Construction Materials	83,500	Expense
101-53300-246	Railroad Maintenance	4,000	Expense
<b><i>Street &amp; Sidewalk Repairs and Railroad Maintenance not completed in 2022</i></b>			
101-53300-301	New Equipment - Grinder	7,310	Expense
<b><i>Not received in 2022</i></b>			
101-53350-218	Snow and Ice Control - Salt	31,000	Expense
<b><i>Carryover unused budget funds as salt needs to be purchased in 2023</i></b>			
101-55200-213	Safety Equipment for kayak rental program	354	Expense
<b><i>Carryover proceeds from kayak rentals to upgrade safety equipment</i></b>			
101-55200-215	ATC Grant for Van Lieshout/Legion Park Planter Beds	2,000	Expense
<b><i>Grant carryover to be used in 2023</i></b>			



101-55300-232	Proceeds from Pints on Plaza to promote other special events <i>Carryover proceeds from pints on plaza to purchase equipment for special events</i>	806	Expense		
101-55480-218	Equipment Replacement - Community Band <i>Not completed in 2022</i>	750	Expense	<b>422,871</b>	<b>Total General Fund</b>
206--55110-242	Equipment Replacement - ADA back door operator <i>Ordered in 2022 but not received until 2023</i>	3,300	Expense		
206--55110-242	Equipment Replacement - concrete replacement back door to driveway <i>Could not complete before winter so need to carryover for spring completion</i>	3,800	Expense		
207-52120-245	Custodial - Equip Repair/Maintenance <i>Air handling unit, condenser and duct furnace retrofit</i>	5,500	Expense		
211-50000-204	ARPA-LC CAN Expansion <i>Project started - finalizing construction bid documents to be released in April</i>	624,546	Expense		
216-50100-204	Transportation Study <i>Delayed due to legal proceedings</i>	14,430	Expense		
403-57324-303	Vehicle Replacement -DPW Dump Truck	250,000	Expense		
403-57620-303	Vehicle Replacement -DPRF <i>Vehicles delayed due to availability and pricing</i>	55,000	Expense		
418-50232-263	Construction - Pine Street <i>Carryover project to be completed in 2023</i>	1,161,925	Expense		
418-51224-204	Contractual Services - Downtown Remediation <i>Carryover remaining budget for either continued contractual services or land purchase</i>	207,300	Expense		
418-51225-204	Contractual Services - Downtown Mixed Use <i>Site clearance costs not completed in 2022</i>	30,518	Expense		
420-57620-280	Ebben Trail Phase II <i>Project completion in 2023</i>	472,230	Expense		
452-57300-263	Construction - Temp Lights Cty OO & French <i>Carryover as construction to take place in 2023</i>	16,058	Expense		
610-53614-204	Contractual Services - Sewer Rate Study <i>Delayed finalization due to Landfill and Nestle billing issues</i>	7,323	Expense		
620-53624-302	Security Systems Upgrades/SCADA	15,000	Expense		
620-53634-302	Security Systems Upgrades/SCADA <i>Delayed to tie in with LC CAN expansion project</i>	15,000	Expense		
630-51140-263	Construction Pheasant Run <i>Due to DNR ruling considering alternative options</i>	12,532	Expense		
630-53442-301	New Equipment Storm - Street Sweeper <i>Delay due to availability and pricing</i>	230,000	Expense		
630-53442-301	New Equipment Storm - MSB Storage Bin Roof <i>Complete in 2023</i>	9,000	Expense		

**Budget Carryover 2022-2023 - Special Consideration (2/3 vote required funded by 2022 Budget Dollars)**

101-51530-204	Contractual Services - Assessing	51,500	Expense	
<b>Funding to complete interim market update due to dropping to .90 assessment ratio for 2024</b>				
101-51650-242	Village Hall Building Repair & Maintenance	27,000	Expense	
<b>Continued security updates and various miscellaneous building improvements</b>				
101-52200-213	Safety Equipment	21,500	Expense	
<b>Washing machine for turnout gear (extractor broke and too costly to repair vs new purchase) \$7K and Radios \$14.5K</b>				<b>100,000 General Fund</b>
207-52120-213	Emergency Radio Replacement	98,085	Expense	
<b>Request to carryover positive year-end variance to purchase emergency radios</b>				

**2022 Assigned Fund Balance - Per Fund Balance Policy**

101-21219	Assigned Fund Balance - Development Incentive Fox River Group	280,000	Equity	
<b>Remaining balance due on development</b>				
101-29223	Assigned Fund Balance - Debt Retirement (\$401,000 left 2021 + \$600,000 2022)	1,001,000	Equity	
<b>Analyze for callable debt or reduce next debt issue per policy</b>				
101-29990	Assigned Fund Balance - Carryover	522,871	Equity	
<b>Total of Carryover and Special Consideration Carryover 2022-2023</b>				

**2023 Budget Amendment**

207-33290	ARPA Funds State Grant allocation from DOA for Public Safety	19,377	Revenue	
207-52120221	Small Equipment	19,377	Expense	
<b>Remainder allocation not spent in 2022 - total award was \$51,158</b>				

## FUND BALANCE AND RESERVE POLICIES

**Purpose:** A fund balance is the difference between total assets and total liabilities and may be positive or negative. A fund balance in an enterprise fund (utilities) is referred to as total net position. The objectives of this policy are to preserve the credit worthiness of the Village, provide working capital to meet cash flow needs during the year (majority of State Aids not received until late November) plus provide a comfortable margin of safety to address emergencies and unexpected declines in revenues. Reserves make sure the Village of Little Chute can respond quickly and decisively supporting vital public services. The following reserve policies describes how much we will try to retain and acceptable uses of the reserves.

**General Fund Policy:** This Village policy addresses the desired level of fund balance to be maintained in the general fund, the primary operating fund of the Village. Governmental funds report up to five different components of fund balance designed to indicate both the constraints on how resources of the fund can be spent and the source of the constraints. The various components are listed from most constraining to least:

- Nonspendable:** Some resources cannot be spent because they are not in spendable form. Examples include inventories, prepaid items, land held for resale and long-term receivables. Other resources may be legally or contractually required to be maintained intact such as an endowment fund.
 

12-31-22  
Projected  
\$5,109,640  
  
 Prepaids \$4,578  
Advances  
(\$1,743,000  
12/31/22 +  
2023 TID District tax rate shortfall \$300,000 =  
\$2,043,000)
- Restricted:** This includes constraints on the use of resources that are externally enforceable such as unspent debt proceeds. Such restrictions also may be the result from constitutional provisions or enabling legislation.
 

\$0
- Committed fund balance:** A government at its highest level of decision-making authority may formally place a constraint on the use of its own resources that remains legally binding unless removed in the same manner. The Village will maintain a committed fund balance of 25% of the ensuing year's general fund operating expenditure budget.
 

Committed  
for working  
capital  
(\$1,117,559)
- Assigned fund balance:** This category will be established annually in February for the preceding year's financial statement (decisions made based on estimated final figures for the reporting period) for specified purposes, including but not limited to contingencies, compensated absences or other one-time expenditures. At least 50% of General Fund balances in excess of the Nonspendable, Restricted and Committed Fund Balance will be used for the reduction of long-term liabilities (either to lower ensuing year's debt issuance or for the defeasance of callable debt). The Finance Director in conjunction with our Financial Advisor will recommend the most cost-effective debt reduction option. The Village Administrator will recommend a plan for the remaining funds subject to Village Board approval that may include one-time General Fund expenditures, provide additional safeguard of working capital reserves, reduction of debt, or to keep the funds unassigned.
 

Fox River Group  
(\$280,000)  
Carryover  
(\$422,871)  
Remaining LT  
Debt Reduction  
(\$401,000) =  
Estimated  
before assigned  
\$840,632  
  
 50% for DT Debt  
Reduction  
(\$420,316)  
Special  
Consideration  
Carryover  
(\$100,000)
- Unassigned fund balance:** It is perfectly reasonable for the general fund to report total fund balance more than the previous four components.
 

Additional Long  
Term Debt  
Reduction  
(\$179,684) =  
Unassigned  
\$140,632

Total Long Term Debt Reduction \$401,000  
remaining 12-31-21 assigned + \$600,000 12/31/22  
= \$1,001,000.

**Redemption Funds Policy:** Established in the Sewer, Water, and Stormwater Utilities in accordance with revenue bond ordinance provisions that may exist.

**Replacement Funds Policy:** Will be reserved for equipment, major replacement, and repairs in the Sewer Utility, as required by EPA grant provisions for the Village.

**Sewer, Water and Stormwater Utility Policy:** Maintain a working capital reserve equivalent to four months of operation expenditures based on the audited expenditures of prior year in each of the utility funds. Any projected favorable balance above working capital reserves in the utility fund is to be used to pay costs for all possible approved capital expenditures before incurring debt.

**Acceptable Uses of Reserves:** Reserves should not be used for recurring annual operating costs. An exception is poor economic conditions or events that disrupt the Village's revenues. In such cases, reserves may be used to provide short-term relief so that the Village can restructure its operations in an orderly manner. The Village Board upon a 2/3 majority vote may authorize the use of reserves for purposes consistent with this policy.

**Replenishment of Reserves:** If the Village authorizes use of its reserves and those reserves fall below the allowed maximum, then the Finance Director will propose a plan for the replacement of the reserves. The Village Board will review and approve a plan to replace the reserves with the minimum amount of time that is practical.

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

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



## Item For Consideration

For Board Review On: March 15, 2023  
Agenda Item Topic: Park Planning Committee  
Term Limit Establishment

Prepared On: March 8, 2023  
Prepared By: John McDonald  
Parks, Recreation, & Forestry

Report: In updating policies and procedures, it was determined that Park Planning Committee member term limits were not established when the committee was officially ordained in 2020. To maintain best practices, staff is requesting that term limits be established. Term Limit scheduling matrix is presented in the chart below. Staff drew committee member names at random to assign.

<b>Park Planning Committee Term Limit Structure</b>	
Committee Member - Cary Luitjens	2023
Committee Member - Ken "Ruben" Wittman	2023
Chairperson - Jerry Schumacher	2024
Committee Member - Tammy Plate	2024
Committee Member - Bill Van Berkel	2024
Committee Member - Jodie Rietveld	2025
Committee Member - Bill Peerenboom	2025

Fiscal Impact: n/a

Recommendation/Committee Action: Staff is requesting that the board approve the Committee Member Term Limit Scheduling Matrix as presented.

Respectfully Submitted,

John McDonald  
Parks, Recreation, & Forestry



## Item For Consideration

**For Board Review On:** March 15, 2023  
**Agenda Item Topic:** Firefighter Compensation

**Prepared On:** March 8, 2023  
**Prepared By:** Finance

### Report:

In an effort to formally document firefighter compensation, we are bringing forward the current pay practice for approval.

Village of Little Chute firefighters are purely volunteer; that is, there are no full-time or part-time firefighters which make up the Fire Department. These volunteers perform fire fighting functions on an on-call basis, rather than keeping regular hours.

The firefighters receive \$2.00 per call or training meeting as reimbursement for travel from residence to and from the Fire Station. In addition, the firefighters carry a department pager and receive a semi-annual expense reimbursement of \$5.00 for batteries, etc. Finally, they are paid a nominal fee of \$40 per month on a per-assignment basis for clean-up duty to compensate them for their sacrifice of time, this is not productivity-based.

The Fire Inspector is a part-time employee with the Village of Little Chute and therefore does not qualify for the travel and pager reimbursement above.

Firefighters who hold an officer position additionally receive a semi-annual stipend. Detailed stipends based on ranking are captured below.



## Item For Consideration

FIRE OFFICERS Effective 2023		
Positions	Title	Semi-Annual Stipend
3	Assistant Chief	300
3	Arson Investigator	50
1	Assistant Secretary	150
1	Lieutenant Arson Investigator	150
1	Secretary/Treasurer	150
1	Captain	200
2	Lieutenant	100
1	Assistant Engineer	50
1	Pager Maint/Assist Engineer	100
1	Captain/Arson Investigator	250
1	Lieutenant Engineer	250

**Fiscal Impact:** No change required to the 2023 Budget. We are bringing firefighter compensation forward for formal documentation only.

**Recommendation/Board Action:** Please approve the firefighter compensation practice to further strengthen the view that these individuals are truly volunteers. The purpose of this document is to avoid any misinterpretation of the Village's intent in regard to these individuals.

Respectfully Submitted,

Penney Mack, Deputy Finance Director