



AGENDA

REGULAR BOARD MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, January 7th, 2025
TIME: 6:00 p.m.

Join Zoom Meeting

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

Meeting ID: 631 247 1039

One tap mobile

+13126266799,,6312471039# US (Chicago)

REGULAR ORDER OF BUSINESS

- A. Invocation
- B. Pledge of Allegiance to the Flag
- C. Roll call of Trustees
- D. Roll call of Officers and Department Heads
- E. Public Appearance for Items Not on the Agenda
- F. Consent Agenda
Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member or member of the public. Any removed items will be considered immediately following the motion to approve the other items.
 - 1. Disbursement List
 - 2. Approval of the Minutes of December 17th, 2025
 - 3. Approval of the Minutes of December 29th, 2025
- G. Discussion/Action – Heesakker Park Pavillion Design and Engineering Services RFP Draft Review
- H. Department and Officer Progress Reports
- I. Call for Unfinished Business
- J. Items for Future Agenda
- K. Closed Sessions:

19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reason require a closed session. *Fox Valley Metro Dissolution Update*.

19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Village Administrator Performance Evaluation*.

- L. Return to Open Session
- M. Discussion/Action - Village Administrator Performance Evaluation
- N. Adjournment

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 108 West Main Street, (920) 423-3852, [email: beau@littlechutewi.org](mailto:beau@littlechutewi.org) Prepared: January 2, 2026

Disbursement List - January 7, 2026

Payroll & Payroll Liabilities - December 18, 2025	\$268,646.10
Payroll & Payroll Liabilities - December 31, 2025	\$258,692.02

Prepaid Invoices - December 12, 2025	\$7,563.73
Prepaid Invoices - December 26, 2025	\$793.22
Prepaid Invoices - December 31, 2025	\$293.80

CURRENT ITEMS

Bills List - January 7, 2026	\$157,326.79
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Total Payroll, Prepaid & Invoices	\$693,315.66
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The above payments are recommended for approval:

Rejected: _____

Approved: January 7, 2026

Michael R Vanden Berg, Village President

Nicole Ryerson, Village Clerk

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
ACE HARDWARE LITTLE CHUTE				
290815	HARDWARE	15.18	12/25	101-52200-218
290830	FILTER	38.99	12/25	101-53300-218
290862	HARDWARE	11.60	12/25	101-52200-218
290864	SHOP TOOLS	67.95	12/25	101-53300-218
290874	HARDWARE	29.98	12/25	101-52200-218
290888	HARDWARE	13.77	12/25	101-52200-218
290900	TEMP FIX FOR STOP SIGN BUCH/HARTZIEM DR.	5.59	12/25	101-53300-218
Total ACE HARDWARE LITTLE CHUTE:		183.06		
AIRGAS USA LLC				
9167668417	AIRGAS	131.94	12/25	207-52120-213
Total AIRGAS USA LLC:		131.94		
ALL LIFT SYSTEMS LLC				
4889580	SAFETY CHAINS AND STRAPS	1,697.00	12/25	630-53444-221
Total ALL LIFT SYSTEMS LLC:		1,697.00		
AMAZING GRACE YOGA AND WELLNESS LLC				
112	YOGA INSTRUCTOR - NOV & DEC 2025	400.00	12/25	208-52900-204
Total AMAZING GRACE YOGA AND WELLNESS LLC:		400.00		
AMERICAN DEFENSE MFG PRODUCTS				
184611	GUNS	12,150.00	12/25	207-52120-223
184611	OLD RIFLE TRADE IN	1,500.00-	12/25	207-39050
Total AMERICAN DEFENSE MFG PRODUCTS:		10,650.00		
AMPLITEL TECHNOLOGIES				
26832	SWITCH REPLACEMENT (2)	355.00	12/25	404-57190-221
26835	AMPLITEL TECHNOLOGIES	5,720.00	12/25	207-52120-204
Total AMPLITEL TECHNOLOGIES:		6,075.00		
APPLETON AWNING SHOP INC.				
89433	FLAG REPAIR	122.23	12/25	202-51960-221
Total APPLETON AWNING SHOP INC.:		122.23		
ASSOCIATED APPRAISAL CONSULTANTS				
184113	ONLINE PARCEL POSTING	93.59	01/26	101-51530-208
184113	ASSESSMENT SERVICES	2,075.00	01/26	101-51530-204
Total ASSOCIATED APPRAISAL CONSULTANTS:		2,168.59		
AUTO VALUE KAUKAUNA				
104001615	#58 CORE RETURN	27.00-	12/25	101-53330-225
104001643	#7, #8, AND #11	50.16	12/25	101-53330-225
104001829	#75 ELECTRICAL SWITCH	9.50	12/25	101-53330-225
104002127	#75 TOGGLE SWITCH	16.95	12/25	101-53330-225

Invoice	Description	Total Cost	Period	GL Account
Total AUTO VALUE KAUKAUNA:		49.61		
AUTOZONE				
1973032678	AUTOZONE	41.70	12/25	207-52120-247
Total AUTOZONE:		41.70		
BATTERIES PLUS LLC				
P88079383	SCADA	275.40	12/25	620-53644-225
P88192047	12V BATTERIES	167.40	12/25	620-53644-225
Total BATTERIES PLUS LLC:		442.80		
CARRICO AQUATIC RESOURCES INC				
20258423	PALIN TEST KIT TABLETS	613.65	12/25	204-55420-225
Total CARRICO AQUATIC RESOURCES INC:		613.65		
CASELLE LLC				
14095	SEMI ANNUAL SERVICE & SUPPORT	2,449.36	01/26	101-51420-204
14095	SEMI ANNUAL SERVICE & SUPPORT	62.44	01/26	201-53620-208
14095	SEMI ANNUAL SERVICE & SUPPORT	268.09	01/26	207-52120-204
14095	SEMI ANNUAL SERVICE & SUPPORT	3,049.11	01/26	610-53614-208
14095	SEMI ANNUAL SERVICE & SUPPORT	2,759.46	01/26	620-53924-208
14095	SEMI ANNUAL SERVICE & SUPPORT	5,194.34	01/26	630-53444-208
Total CASELLE LLC:		13,782.80		
CINTAS CORP				
4253683337	MECHANIC	21.16	12/25	101-53330-213
4253683337	FLOOR MAT	53.56	12/25	101-53310-204
4254410801	MECHANIC	21.16	12/25	101-53330-213
4254410801	MATS	53.56	12/25	101-53330-218
Total CINTAS CORP:		149.44		
CITY OF APPLETON				
18921	TRANSIT/LINK SERVICE	8,699.00	12/25	101-51780-233
Total CITY OF APPLETON:		8,699.00		
CIVICPLUS LLC				
354925	ELECTRONIC SUPPLEMENTATION SERVICE	2,070.60	01/26	101-51440-204
355946	ANNUAL SUPPORT & WEB HOSTING FEE	18,517.12	01/26	101-51440-204
Total CIVICPLUS LLC:		20,587.72		
DERO				
79181	NELSON BIKE REPAIR STATION-TIRE PUMP	131.00	12/25	101-55200-242
Total DERO:		131.00		
DOOR COUNTY LIBRARY - STURGEON BAY				
122225	DAMAGED ITEM	29.00	12/25	206-55110-206

Invoice	Description	Total Cost	Period	GL Account
Total DOOR COUNTY LIBRARY - STURGEON BAY:		29.00		
ELMSTAR ELECTRICAL CORP				
1563501	CTH OO AND BUCHANAN STREET PEDESTRIAN C	3,368.00	12/25	101-53300-204
Total ELMSTAR ELECTRICAL CORP:		3,368.00		
FARRELL EQUIPMENT & SUPPLY CO INC				
285528	TOOLS	768.99	12/25	206-55110-221
Total FARRELL EQUIPMENT & SUPPLY CO INC:		768.99		
FINGER PUBLISHING INC				
BE320408	PH ZONING	46.87	12/25	101-51650-207
BE321705	SNOW REMOVAL	94.00	12/25	101-53350-227
Total FINGER PUBLISHING INC:		140.87		
FIRE SERVICES INC				
57981	SMALL EQUIPMENT- CHEESEFEET DONATION	2,967.00	12/25	202-51960-221
Total FIRE SERVICES INC:		2,967.00		
FIRELINE SPRINKLER LLC				
7113	ANNUAL FIRE SPRINKLER INSPECTION	180.00	12/25	101-53310-204
Total FIRELINE SPRINKLER LLC:		180.00		
FOX COMMUNITIES CREDIT UNION				
260005300-25	2025 TAX REFUND -BADGER BURROS LLC	343.69	12/25	803-21215
Total FOX COMMUNITIES CREDIT UNION:		343.69		
FOX-WOLF WATERSHED ALLIANCE				
2026	NEWSC MEM 2026 NEWSC MEMBERSHIP DUES	2,055.00	01/26	630-53444-225
Total FOX-WOLF WATERSHED ALLIANCE:		2,055.00		
FP MAILING SOLUTIONS				
RI106901100	POSTAGE METER SUPPLIES	51.84	12/25	101-51650-226
Total FP MAILING SOLUTIONS:		51.84		
G&S CLEANING SERVICES LLC				
STMT122925	CLEAN & SANITIZE	525.00	12/25	208-52900-204
STMT122925	CLEAN & SANITIZE	300.00	12/25	208-52900-204
Total G&S CLEANING SERVICES LLC:		825.00		
GEIGER, HEATHER				
62463	REFUND SECURITY DEPOSIT	250.00	12/25	208-21235
Total GEIGER, HEATHER:		250.00		
GRAINGER				
9753740050	STORAGE TRAY	40.18	12/25	206-55110-242

Invoice	Description	Total Cost	Period	GL Account
9753740068	TOOLS	317.00	12/25	101-51650-242
Total GRAINGER:		357.18		
HAENCO LLC				
17015	DOWNTOWN CAN LINERS	29.85	12/25	101-53300-218
17015	CAN LINERS	59.69	12/25	101-53300-218
17033	POOL JANITORIAL	371.58	12/25	204-55420-222
Total HAENCO LLC:		461.12		
HEARTLAND BUSINESS SYSTEMS LLC				
850294H	UTILITY POSTCARDS	116.13	12/25	610-53614-206
850294H	UTILITY POSTCARDS	116.13	12/25	620-53904-206
850294H	UTILITY POSTCARDS	116.13	12/25	201-53620-206
850294H	UTILITY POSTCARDS	116.13	12/25	630-53443-206
Total HEARTLAND BUSINESS SYSTEMS LLC:		464.52		
HINZMAN, ALEXIS				
61546	REFUND SECURITY DEPOSIT	250.00	12/25	208-21235
Total HINZMAN, ALEXIS:		250.00		
HOLLANDERS BAR & GRILL LLC				
1076	FIREMEN'S PARTY	5,102.10	12/25	101-52200-211
Total HOLLANDERS BAR & GRILL LLC:		5,102.10		
HOME DEPOT CREDIT SERVICES				
10231225	BATTERIES POWERED TOOLS - CHEESE FEST G	2,423.00	12/25	101-52200-221
10231225	TOOL BOX TOOLS	115.24	12/25	101-52200-218
Total HOME DEPOT CREDIT SERVICES:		2,538.24		
INGRAM LIBRARY SERVICES				
92830299	BOOKS	22.74	12/25	206-55110-206
Total INGRAM LIBRARY SERVICES:		22.74		
JOE'S POWER CENTER				
203873	NEW MOWER FOR POND AND SW CORRIDOR MAI	11,073.16	12/25	630-53441-301
Total JOE'S POWER CENTER:		11,073.16		
KABOORD HALEY				
62301	REFUND SECURITY DEPOSIT	250.00	12/25	208-21235
Total KABOORD HALEY:		250.00		
KERRY'S VROOM SERVICE INC				
10636	OIL CHANGE #191	73.58	12/25	207-52120-247
10638	#99 BATTERY REPLACEMENT	394.70	12/25	207-52120-247
Total KERRY'S VROOM SERVICE INC:		468.28		

Invoice	Description	Total Cost	Period	GL Account
KLINK HYDRAULICS LLC				
JG704	WATER PISTOL	166.80	12/25	101-55200-216
JG710	#25 HYDRAULIC FITTINGS	601.82	12/25	101-53330-225
Total KLINK HYDRAULICS LLC:		768.62		
KONITZER, BILL				
62291	REFUND SECURITY DEPOSIT	250.00	12/25	208-21235
Total KONITZER, BILL:		250.00		
KOTKOSKY, BARBARA				
62511	REFUND RENTAL FEE - CANCELLED	200.00	12/25	208-34401
62511	REFUND SECURITY DEPOSIT	250.00	12/25	208-21235
Total KOTKOSKY, BARBARA:		450.00		
KUNDINGER FLUID POWER				
520533744	#25 HYDRAULIC ADAPTER FITTINGS	23.26	12/25	101-53330-225
520533771	#25 HYDRAULIC ADAPTER FITTINGS	52.58	12/25	101-53330-225
Total KUNDINGER FLUID POWER:		75.84		
LAPPEN SECURITY PRODUCTS INC				
LSPQ53218	DOOR CLOSER	280.00	12/25	206-55110-242
LSPQ53236	LAPPEN CAMERA REPLACEMENT	2,963.55	12/25	207-52120-221
Total LAPPEN SECURITY PRODUCTS INC:		3,243.55		
LEAGUE OF WI MUNICIPALITIES				
102811125	MEMBERSHIP RENEWAL	5,951.27	01/26	101-51110-208
Total LEAGUE OF WI MUNICIPALITIES:		5,951.27		
LEHRER, LESLIE				
62445	REFUND SECURITY DEPOSIT	250.00	12/25	206-21235
Total LEHRER, LESLIE:		250.00		
LUNA, JUNIETH				
62105	REFUND SECURITY DEPOSIT	250.00	12/25	208-21235
62105	FORFEIT - FAILURE TO CLEAN PROPERTY	100.00-	12/25	208-34401
Total LUNA, JUNIETH:		150.00		
MACQUEEN EQUIPMENT				
P59635	REPAIR TO SCBAS	235.00	12/25	101-52200-205
P59899	NEW PICK UP SUPPLIES	434.00	12/25	202-51960-301
P60028	SUPPIES-EQUIPMENT	215.00	12/25	101-52200-218
P60029	SUPPIES-EQUIPMENT	1,128.02	12/25	101-52200-218
Total MACQUEEN EQUIPMENT:		2,012.02		
MARCO INC				
40847779	AGREEMENT 022-3079177 KONICA	284.87	12/25	207-52120-207

Invoice	Description	Total Cost	Period	GL Account
Total MARCO INC:		284.87		
MASS APPEAL MARKETING INC				
44448	PART TIME SAFETY VESTS	723.00	12/25	101-55200-213
Total MASS APPEAL MARKETING INC:		723.00		
MATTHEWS TIRE				
329664	#113 NEW TIRES	726.00	12/25	207-52120-247
329720	#151 TIRE REPLACEMENT	726.00	12/25	207-52120-247
329818	#112 NEW TIRES	726.00	12/25	207-52120-247
Total MATTHEWS TIRE:		2,178.00		
MCMAHON ASSOCIATES INC				
941769	POND VEGETATION MANAGEMENT	3,011.70	12/25	630-53441-253
Total MCMAHON ASSOCIATES INC:		3,011.70		
MCMORROW BRAUN, REBECCA				
62449	REFUND SECURITY DEPOSIT	250.00	12/25	206-21235
Total MCMORROW BRAUN, REBECCA:		250.00		
MEAD & HUNT INC				
399106	RAILROAD INSPECTIONS	1,416.75	12/25	101-53300-246
Total MEAD & HUNT INC:		1,416.75		
MENARDS - APPLETON EAST				
87098	TREE GROWTH PROGRAM	745.10	12/25	101-55440-215
87153	POOL SHED REBUILD	2,240.20	12/25	204-55420-242
87256	PARKS CONSTRUCTION MATERIALS	91.94	12/25	101-55200-216
87305	SHOP TOOLS	36.91	12/25	101-53300-218
87305	TARP STRAPS	13.74	12/25	201-53620-218
87515	MAIL BOX	59.84	12/25	101-53350-221
Total MENARDS - APPLETON EAST:		3,187.73		
MGD INDUSTRIAL CORP				
243151	#125 MOUNT STUDS, SHOP AND PRESSURE WAT	218.90	12/25	101-53300-218
243458	MISC SHOP SUPPLIES	600.23	12/25	101-53300-218
Total MGD INDUSTRIAL CORP:		819.13		
MILLER, MARCIA				
54974	REFUND SECURITY DEPOSIT	250.00	12/25	206-21235
Total MILLER, MARCIA:		250.00		
MINTEN, DEANNA				
62241	REFUND SECURITY DEPOSIT	250.00	12/25	206-21235
Total MINTEN, DEANNA:		250.00		

Invoice	Description	Total Cost	Period	GL Account
NASSCO INC				
6642921	SPLIT DISTRIBUTION	600.00	12/25	207-52120-244
6642921	SPLIT DISTRIBUTION	500.00	12/25	101-52250-244
6642921	SPLIT DISTRIBUTION	199.90	12/25	101-51650-244
Total NASSCO INC:		1,299.90		
NOW YOGA AND WELLNESS LLC				
LCPR008	YOGA CLASS 12/8, 12/16, 12/22, 12/29/25	280.00	12/25	208-52900-204
Total NOW YOGA AND WELLNESS LLC:		280.00		
O'REILLY AUTOMOTIVE INC				
2043-142911	ABSORBENT	119.90	12/25	101-52200-218
Total O'REILLY AUTOMOTIVE INC:		119.90		
OUTAGAMIE COUNTY TREASURER				
131431	SPILLMAN RMS - ANNUAL MAINT - 2025	13,126.08	12/25	207-52120-204
Total OUTAGAMIE COUNTY TREASURER:		13,126.08		
P.J. KORTENS AND COMPANY INC				
10025881	SCADA	381.25	12/25	620-53644-225
Total P.J. KORTENS AND COMPANY INC:		381.25		
PARK, TIMOTHY				
121725 REFUND	REFUND OVERPAYMENT	124.00	12/25	101-35101
Total PARK, TIMOTHY:		124.00		
PLESHEK OUTDOOR POWER				
2265	PARKS BACKPAK BLOWER	1,299.98	12/25	101-55200-225
Total PLESHEK OUTDOOR POWER:		1,299.98		
R.N.O.W. INC				
2025-77747	#29 PACKER	869.28	12/25	101-53330-225
Total R.N.O.W. INC:		869.28		
RECDESK LLC				
RD001983	ANNUAL SUBSCRIPTION 2026	4,357.50	01/26	101-55300-208
Total RECDESK LLC:		4,357.50		
REMIKER-DEWALL, LISA				
EXRPT120625	GFOA CONFERENCE REIMBURSEMENT	320.33	12/25	101-51420-201
EXRPT122025	DSPS RENEWAL	43.00	12/25	101-51420-201
Total REMIKER-DEWALL, LISA:		363.33		
S.I. METALS & SUPPLY				
304095	WELDING RACKS	106.00	12/25	630-53442-251

Invoice	Description	Total Cost	Period	GL Account
Total S.I. METALS & SUPPLY:		106.00		
SEAVEY, JASON				
EXPRPT112225	TRAINING MEAL REIMBURSEMENT	122.00	12/25	207-52120-201
Total SEAVEY, JASON:		122.00		
SIGNCOUNTRY				
22743	NEW WAYFINDING/E-BIKE SIGNAGE	1,783.00	12/25	101-55200-216
Total SIGNCOUNTRY:		1,783.00		
STAPLES ADVANTAGE				
6051433967	PENS, COPY PAPER, BINDER CLIPS	88.57	12/25	101-51650-206
6051433967	KEYBOARD & MOUSE	28.49	12/25	101-51440-206
Total STAPLES ADVANTAGE:		117.06		
STONERIDGE LITTLE CHUTE LLC #384				
1082311046	FRUIT BASKET	29.99	12/25	101-52200-219
22044450911	FOOD - ACCT 105	100.94	12/25	101-52200-211
Total STONERIDGE LITTLE CHUTE LLC #384:		130.93		
SUPERIOR CHEMICAL LLC				
431693	MSB WASH/CLEANER	215.13	12/25	101-53300-218
432223	WASH BAY CLEANING SUPPLY AND FLOOR DEG	369.26	12/25	101-53330-218
Total SUPERIOR CHEMICAL LLC:		584.39		
TANYA R CPR LLC				
690	YOUTH BABYSITTING CPR/AED COURSE	1,320.00	12/25	101-55300-204
Total TANYA R CPR LLC:		1,320.00		
TAPCO				
I815175	STOP LIGHT RESTOCK	508.33	12/25	101-53300-218
Total TAPCO:		508.33		
TESCH, JOE				
58941	REFUND SECURITY DEPOSIT	250.00	12/25	206-21235
Total TESCH, JOE:		250.00		
T-MOBILE				
9950559581225	PHONE & MOBILE INTERNET	1,163.61	12/25	207-52120-203
Total T-MOBILE:		1,163.61		
VAN LANKVELDT, BRIAN				
62501	REFUND SECURITY DEPOSIT	250.00	12/25	206-21235
Total VAN LANKVELDT, BRIAN:		250.00		

Invoice	Description	Total Cost	Period	GL Account
VAN THIEL, MATTHEW				
62466	REFUND SECURITY DEPOSIT	250.00	12/25	206-21235
Total VAN THIEL, MATTHEW:		250.00		
VANZEELAND, PAT				
54831	REFUND SECURITY DEPOSIT	250.00	12/25	206-21235
Total VANZEELAND, PAT:		250.00		
VON BRIESEN & ROPER S.C.				
122325	LEGAL SERVICES - UNION NEGOTIATIONS	1,368.00	12/25	207-52120-262
51463	LEGAL SERVICES - UNION NEGOTIATIONS	109.50	12/25	207-52120-262
51463	LEGAL SERVICES	2,140.80	12/25	101-51110-262
Total VON BRIESEN & ROPER S.C.:		3,618.30		
VORPAHL FIRE AND SAFETY				
215414144	GLOVES (WATER PROOF XL)	119.04	12/25	101-53300-218
215414145	3XL RAIN GEAR	28.00	12/25	101-53300-218
Total VORPAHL FIRE AND SAFETY:		147.04		
WI CITY COUNTY MANAGEMENT ASSOC (WCMA)				
2026 MEMBERSHI	FULL MEMBERSHIP WCMA-BERNHOFT	190.16	01/26	101-51400-208
Total WI CITY COUNTY MANAGEMENT ASSOC (WCMA):		190.16		
WORKHORSE SOFTWARE SERVICES				
6551	2026 SUPPORT FOR SPECIAL ASSESSMENTS	750.00	01/26	452-57331-204
Total WORKHORSE SOFTWARE SERVICES:		750.00		
WPRA				
10933	MEMBERSHIP-SCHUH	150.00	01/26	101-55300-208
Total WPRA:		150.00		
Grand Totals:		157,326.79		

Report GL Period Summary

Vendor number hash: 425506
Vendor number hash - split: 523427
Total number of invoices: 120
Total number of transactions: 142

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	157,326.79	157,326.79
Grand Totals:	157,326.79	157,326.79

Terms Description	Invoice Amount	Net Invoice Amount
Report Criteria: Invoice Detail.Voided = {=} FALSE		

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
AT&T (409)							
287294953059X120	Invoi	OCT/NOV SERVICE - LCFD	238.50	Open	Non	12/25	101-52200-203
Total AT&T (409):			238.50				
AT&T LONG DISTANCE (2751)							
8456268571125	Invoi	OCT/NOV CHARGES	9.62	Open	Non	12/25	101-51650-203
8456268571125	Invoi	OCT/NOV CHARGES	5.01	Open	Non	12/25	206-55110-203
8456268571125	Invoi	OCT/NOV CHARGES	20.94	Open	Non	12/25	207-52120-203
8456268571125	Invoi	OCT/NOV CHARGES	5.04	Open	Non	12/25	620-53924-203
Total AT&T LONG DISTANCE (2751):			40.61				
FUHRMANN, NATHAN D (2891)							
120925	Invoi	HAULED TRAILER 20 TIMES	200.00	Open	Non	12/25	101-55480-202
Total FUHRMANN, NATHAN D (2891):			200.00				
GORDON FLESCH COMPANY INC (4989)							
15418752	Invoi	COPIER/PRINTER USAGE	84.32	Open	Non	12/25	206-55110-225
Total GORDON FLESCH COMPANY INC (4989):			84.32				
US POSTMASTER (264)							
WINTER NEWSLET	Invoi	WINTER NEWSLETTER	675.49	Open	Non	12/25	101-51960-227
WINTER NEWSLET	Invoi	WINTER NEWSLETTER - EVERY DOOR DIRECT M	965.82	Open	Non	12/25	101-51960-227
Total US POSTMASTER (264):			1,641.31				
WE ENERGIES (2788)							
5718122833	Invoi	CROSSWINDS LED STREET LIGHTS	143.93	Open	Non	12/25	101-53300-249
5718487345	Invoi	108 W MAIN ST	540.49	Open	Non	12/25	101-51650-249
5718501214	Invoi	PUMP STATION @ EVERGREEN & FRENCH	69.61	Open	Non	12/25	620-53624-249
5718524974	Invoi	721 W ELM DR	182.34	Open	Non	12/25	208-52900-249
5718770522	Invoi	CIVIC CENTER (630 MONROE ST)	785.07	Open	Non	12/25	206-55110-249
5718958784	Invoi	920 WASHINGTON ST	12.78	Open	Non	12/25	620-53624-249
5718993538	Invoi	DOYLE POOL	10.56	Open	Non	12/25	204-55420-249
5719533913	Invoi	200 E. MCKINLEY ST-FVMPD	179.83	Open	Non	12/25	207-52120-249
5719533913	Invoi	200 E MCKINLEY ST - FIRE DEPT	119.88	Open	Non	12/25	101-52250-249
5719647164	Invoi	PLANT #2 (1118 JEFFERSON ST)	56.86	Open	Non	12/25	620-53624-249
5719968056	Invoi	1401 E ELM DR	1,731.28	Open	Non	12/25	101-53310-249
5720139821	Invoi	STREET LIGHTS	1,236.63	Open	Non	12/25	101-53300-249
5720357588	Invoi	LC WELL #4 PUMPHOUSE (625 E EVERGREEN)	163.34	Open	Non	12/25	620-53624-249
5720971256	Invoi	PLANT #1 (100 WILSON ST)	126.39	Open	Non	12/25	620-53624-249
Total WE ENERGIES (2788):			5,358.99				
Grand Totals:			7,563.73				

Report GL Period Summary

Vendor number hash: 47548
 Vendor number hash - split: 58853
 Total number of invoices: 18
 Total number of transactions: 23

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	7,563.73	7,563.73
Grand Totals:	7,563.73	7,563.73

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
AT&T (409)							
92078873811225	Invoi	DEC/JAN SERVICE - FVMPD FAX	73.90	Open	Non	12/25	207-52120-203
92078873811225	Invoi	DEC/JAN SERVICE MCO LANDLINE	73.91	Open	Non	12/25	620-53924-203
92078873811225	Invoi	DEC/JAN SERVICE SCADA	73.91	Open	Non	12/25	620-53924-203
92078873811225	Invoi	DEC/JAN SERVICE SCADA BACKUP	73.91	Open	Non	12/25	620-53924-203
92078873811225	Invoi	DEC/JAN SERVICE MCO ON CALL	73.91	Open	Non	12/25	620-53924-203
92078873811225	Invoi	DEC/JAN SERVICE LIBRARY FAX	73.90	Open	Non	12/25	206-55110-203
Total AT&T (409):			443.44				
CHARTER COMMUNICATIONS (89)							
152871901121425	Invoi	DEC/JAN SERVICE	140.95	Open	Non	12/25	207-52120-203
Total CHARTER COMMUNICATIONS (89):			140.95				
WI DEPT OF TRANSPORTATION (1405)							
395-0000420789	Invoi	PROJECT ID 39511306680 HOLLAND RD OVERPA	205.82	Open	Non	12/25	452-51239-263
395-0000420790	Invoi	PROJECT ID 39511306681 VANDENBROEK RD OV	3.01	Open	Non	12/25	452-51241-263
Total WI DEPT OF TRANSPORTATION (1405):			208.83				
Grand Totals:			793.22				

Report GL Period Summary

Vendor number hash:	3308
Vendor number hash - split:	5353
Total number of invoices:	4
Total number of transactions:	9

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	793.22	793.22
Grand Totals:	793.22	793.22

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2025 UTILITY REFUNDS (5575)							
1-242020-01	Invoi	OVRPYMNT - 1318 BISCAYNE DR	23.09	Open	Non	12/25	001-15000
1-283566-11	Invoi	OVRPYMNT - 2205 JOYCE ST	66.18	Open	Non	12/25	001-15000
2-200181-05	Invoi	OVRPYMNT - 725 E MAIN ST	130.78	Open	Non	12/25	001-15000
Total 2025 UTILITY REFUNDS (5575):			220.05				
VERIZON WIRELESS (3606)							
613096902	Invoi	NOV/DEC	73.75	Open	Non	12/25	620-53924-203
Total VERIZON WIRELESS (3606):			73.75				
Grand Totals:			293.80				

Report GL Period Summary

Vendor number hash:	20331
Vendor number hash - split:	20331
Total number of invoices:	4
Total number of transactions:	4

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	293.80	293.80
Grand Totals:	293.80	293.80

MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 17, 2025

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

Pledge Allegiance to the Flag

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

Roll call of Trustees

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

EXCUSED: Brian Van Lankveldt, Trustee

Roll call of Officers and Department Heads

DEPARTMENT HEADS PRESENT:

Beau Bernhoft, Administrator
John McDonald, Director of Parks, Rec and Forestry
Lisa Remiker-DeWall, Finance Director
Jeremy Slotke, Police Chief Interim for Fox Valley Metro
Jessica Titel, Community Development Director
Robert Givens, Public Works Director
Matthew Woicek, Assistant Public Works Director (via Zoom)
Megan Kloeckner, Library Director
Nicole Ryerson, Clerk

OTHERS PRESENT:

Representatives of Fire Department, Dave Neumann, representatives from SEH and Miron Construction, and Attorney Koehler

EXCUSED: None.

Public Appearance for Items Not on the Agenda: None

Consent Agenda

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

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

Moved by Trustee L. Van Lankveldt, seconded by Trustee Peterson to Approve the Consent Agenda as presented.

Ayes 6, Nays 0 – Motion Carried

Moved by Trustee L. Van Lankveldt, seconded by Trustee Peterson to amend Agenda items G. & H. to refer to Hartzheim Condominiums (not Schumacker).

Ayes 6, Nays 0 – Motion Carried

Public Hearing – Hartzheim Condominiums (925 Hartzheim Drive)

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

Ayes 6, Nays 0 – Motion Carried

Titel gave an overview and stated Plan Commission and staff are recommending to the Board the Addendum to Hartzheim Drive Storage Condominium Plat. Moved by Trustee Peterson, seconded by Trustee Van Deurzen to close the public hearing at 6:36 pm.

Ayes 6, Nays 0 – Motion Carried

Discussion/Action— Adopt Resolution No. 26, Series 2025 – Hartzheim Condominiums

Moved by Trustee Harlow, seconded by Trustee Peterson to Adopt Resolution No. 26, Series 2025 – Hartzheim Condominiums.

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – Appointments

Moved by Harlow, seconded by Trustee Sprangers to appoint:

Nicole Ryerson – Village Clerk

Timothy Bruce – Police Commission (LC Resident Seat)

Kevin Coffey – Utility Commission (Chair) 5-year appointment

Michael Vanden Berg – Utility Commission 5-year appointment

Ayes 5, Nays 0, 1 abstention (Vanden Berg) – Motion Carried

Discussion/Action – WisDOT State-Municipal Maintenance Agreements (Buchanan, Holland and Vandenbroek overpasses)

Woicek gave an interview and made himself available for questions. Moved by Harlow, seconded by Trustee Peterson to approve State-Municipal Maintenance Agreements as presented.

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – Fixed Asset Policy, Amended Capital Improvement and Long-Term Planning Policy and Amended Procurement Policy. Director Remiker-DeWall presented information on the proposed policies.

Moved by Trustee Larry Van Lankvelt, seconded by Trustee Sprangers to approve policies as presented.

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – Budget Adjustment for Fire Department Donation Administrator Bernhoft presented a request to accept \$7,200 from Greenfield Manor, Inc for the purchase of water rescue equipment for Fire Dept. *Moved by Trustee Harlow, seconded by Trustee Peterson to approve the Budget Adjustment to purchase water rescue equipment.*

Roll Call Vote

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

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – Budget Adjustment for Fox Valley Metro Police Department Donations. Interim Chief Slotke presented a budget amendment to purchase firearms. Trustee Van Lankvelt asked for explanation of suppressed rifle.

Moved by Trustee Van Lankvelt, seconded by Trustee Peterson to approve Budget Adjustment for Police Dept.

Roll Call Vote

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

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – 2025 Finance Budget Adjustments

Director Remiker-DeWall presented TID Budget Adjustments. Remiker-DeWall explained this occurs because at the time the budget is adopted information on taxes levied are not available from all jurisdictions.

Moved by Trustee Harlow, seconded by Trustee Peterson to approve for TID Budget Adjustments

Roll Call Vote

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

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – Water Rate Study Proposal Selection

Director Remiker-DeWall presented scoring matrix used in evaluating the vendors that proposed to conduct the water rate study and gave staff recommendation of awarding contract to Trilogy Consultants, LLC. Remiker-DeWall stated Trilogy also conducted the sewer rate study.

Moved by Trustee Harlow, seconded by Trustee Van Deurzen to award Trilogy Water Rate Study contract.

Ayes 6, Nays 0 – Motion Carried

Department and Officer Progress Reports

Department and Officer Progress Reports were presented.

Call for Unfinished Business

None

Items for Future Agenda

None.

Closed Sessions:

19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining require a closed session. (2) *Economic Development Items, Fire Station Construction Bid Awards, FVMPD & Kimberly MOU, WPPA Contract*

Moved by Trustee Peterson, Seconded by Trustee Van Deurzen to enter closed session at 6:22 p.m. President Vanden Berg invited to the closed session with the Village Board: Administrator Bernhoft, Director Remiker-DeWall, Fire Development team, representatives from SEH and Miron Construction, and Attorney Koehler.

Ayes 6, Nays 0 – Motion Carried

19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *2025 Department Head Evaluations Update*

Moved by Trustee Van Deurzen, Seconded by Sprangers to enter closed session at 6:23 p.m. President Vanden Berg invited to the closed session with the Village Board: Administrator Bernhoft.

Ayes 6, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Peterson, Seconded by Harlow to return into open session at 8:49 p.m.

Ayes 6, Nays 0 – Motion Carried

Discussion/ Action – Little Chute Fire Station Bid Awards

Moved by Trustee Harlow, Seconded by Peterson to award contracts in the total amount of \$6,446,277 to the contractors detailed at this [link](#): as well as two alternative packages for a stormwater detention system and alternate exterior materials for the building for an additional \$257,626.

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – Amendment No. 2 – Evantra Development Agreement

Moved by Trustee Harlow, Seconded by Peterson to approved Evantra Development Agreement with associated budget adjustment.

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – Adopt Resolution No. 27 Series 2025 Adopting Golden Gate Drive

Moved by Trustee Larry Van Lankvelt, Seconded by Sprangers to Adopt Resolution No. 27, Series 2025 as presented.

Ayes 6, Nays 0 – Motion Carried

Discussion/Action – Fox Valley Metro Police Department Memorandum of Understanding with the Village of Kimberly. *No action was taken, item tabled.*

Discussion/Action – Fox Valley Metro Police Department one-year contract with the Wisconsin Professional Police Association. *No action was taken, item tabled.*

Adjournment

Moved by Trustee Harlow, seconded by Trustee Peterson to adjourn the Regular Board Meeting at 8:54 p.m.

Ayes 6, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Nicole Ryerson, Village Clerk

MINUTES OF THE SPECIAL BOARD MEETING OF DECEMBER 29, 2025

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

Roll call of Trustees

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

EXCUSED: Rosie Sprangers, Trustee
Don Van Deurzen, Trustee

Roll call of Officers and Department Heads

DEPARTMENT HEADS PRESENT:

Beau Bernhoft, Administrator
Lisa Remiker-DeWall, Finance Director
Jeremy Slotke, Police Chief Interim for Fox Valley Metro

OTHERS PRESENT:

Village of Kimberly Administrator Block

EXCUSED: None.

Public Appearance for Items Not on the Agenda: None

Closed Session:

19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reason require a closed session. *FVMPD & Kimberly MOU*

Moved by Trustee Peterson, seconded by Trustee L. Van Lankvelt to enter into closed session at 6:00pm.

President Vanden Berg invited to the closed session with the Village Board: Administrator Bernhoft, Director Remiker-DeWall, Interim Police Chief Slotke and Kimberly Administrator Block.

Ayes 5, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Peterson, seconded by Trustee Harlow to return to open session at 6:18pm.

G. Discussion/Action – Fox Valley Metro Police Department Memorandum of Understanding with the Village of Kimberly

Ayes 5, Nays 0 – Motion Carried

Discussion/Action – Fox Valley Metro Police Department Memorandum of Understanding with the Village of Kimberly

Moved by Trustee Harlow, seconded by Trustee L. Van Lankvelt to approve the MOU with additional language to include “... and any subsequent officers...” in section 4.a.iii of the agreement.

Ayes 4, Nays 1 – Motion Carried

Adjournment

Moved by Trustee Harlow, seconded by Trustee L. Van Lankvelt to adjourn the Regular Board Meeting at 6:19 p.m.

Ayes 5, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Nicole Ryerson, Village Clerk

VILLAGE OF LITTLE CHUTE, WI



***Little
Chute***

EST. 1848

Request for Proposal
Professional Design Services
Heesakker Park Shelter & Parking Lot
January 9, 2026

Proposal Due Date: Friday, February 6, 2026 3:00 P.M. CST

1. GENERAL INFORMATION – PURPOSE OF REQUEST

Introduction:

The Village of Little Chute is accepting proposals from experienced and qualified Architect/Engineer (A/E) consultants to provide professional services for the design of our year-round public shelter and parking lot at Heesakker Park. Design services shall include landscape design, architectural design, interior design, structural engineering, site civil, plumbing, mechanical, electrical, and telecommunication engineering services. **The design proposal should include the following phases for program verification:**

- Schematic design
- Design development. Prepare detailed design documents (plans, specifications & A/E estimates) for the approved design and layout.
- Construction documents. Plans, specifications, cost estimates, and contract document preparation. The consultant will be responsible for obtaining all applicable federal, state, and local permits.
- Bidding and construction administration services with site inspections biweekly or more frequently as needed.

Project Overview:

In April 2023, the Village was given the opportunity to utilize funds from the Margaret Schwaller Revocable Living Trust. Heesakker Park was the homestead and family farm of Ms. Schwaller growing up. The stipulations of the trust agreement include improvements to the park through the construction of a new shelter along with the preservation and enhancement of the wooded area.

Heesakker Park serves as a vital recreational area for our community. We envision a shelter that meets the needs of park users while being cost-effective and harmonizing with the natural landscape. It is the intent that the building and parking lot be used for public rentals and various programming needs within the Village. The goal is to create a functional and aesthetically pleasing building that enhances the park experience while minimizing environmental impact. The successful firm will demonstrate a commitment to sustainable practices and innovative design solutions that meet the desires of the community and needs of the park.

The Parks, Recreation, & Forestry department has worked with various stakeholders including Village Board Trustees, Park Planning Committee members, Trust advisors, internal staff, architectural design firm for conceptual planning, and Village residents to produce draft site layouts, opinion of probable costs, and a comparison matrix. Three concepts including a 50, 75 and 126 person capacity shelter and associated parking lot were presented to the Village Board, as well as to the public for feedback. Survey results showed the desire to maintain as much green space as possible, retaining the existing rugby field, and favor a smaller capacity rentable shelter that fits the existing park. The Village Board has approved that the total all-inclusive cost of the project is not to exceed \$2 million, that is aesthetically pleasing and natural to Heesakker Park.

Site layout, concept plans, opinion of probable costs, and comparison matrix can be found on our website at:

[Concept-Refinement---Heesakker-Park-Shelter-and-Parking-Lot-with-Cost-Estimates](#)

Additional details for these items are referenced as attachments to this RFP:

- a) Exhibit A – Village of Little Chute Insurance Specifications
- b) Exhibit B – Survey Results
- c) Exhibit C - Photo Documentation of Proposed Park Space

Objectives of Completed Project:

- a) **Functionality:** Use provided documents to create a building and parking lot design that meets the needs of the Village and of the community.
- b) **Minimal Disturbance:** Provide a building and parking lot design that integrates seamlessly into the park, preserving its natural beauty and existing features.
- c) **Cost-Effectiveness:** Provide creative building and parking lot design that are practical and do not exceed \$2 million for demolition (of existing park restrooms), construction, and fixtures, furnishings, and equipment.
- d) **Community and Organizational Engagement:** Incorporate feedback from the community and Village of Little Chute representatives to ensure the shelter meets their needs and enhances the overall park experience.

The intent of the Village is to review proposals and select and retain a design team that will develop a conceptual schematic design. After the Village Board approves the selected plans, the design firm will be authorized to begin design development and proceed with the creation of construction documents.

Project Management Team & Director

John McDonald, Parks, Recreation & Forestry/Facilities Director, will be responsible for providing overall direction for this project. He will be working alongside the Heesakker Park Shelter and Parking Lot project management team which includes:

- Village Trustee & Park Planning Committee Member Don Van Deurzen
- Village Trustee Harlow
- Park Planning Committee Member Tammy Plate
- Village Administrator, Beau Bernhoft
- Operations Manager Todd Verboomen
- Facilities Manager, Dave Neumann
- Building Inspector, Jaymes Seidler

2. ESTIMATED TIMELINE

The following schedule is anticipated for awarding this project. If a change in this schedule becomes necessary, all recipients of the RFP will be notified.

<u>Schedule Item Description</u>	<u>Date</u>
RFP Release:	January 9, 2026
Questions Due (4:30 p.m.):	January 28, 2026
Addenda Issued (4:30 p.m.):	January 30, 2026
Proposal Due (3:00 p.m.):	February 6, 2026
Interviews (as needed)	February 10, 2026
Board Review	February 18, 2026
Award Date:	February 19, 2026

The above timetable for review by the Village is subject to change. The Village will not be legally obligated to adhere to the dates for interviews and recommendations.

3. SCOPE OF WORK

The Village of Little Chute is seeking Architect/Engineer (A/E) consultants to provide professional services for the design of our year-round public shelter and parking lot at Heesakker Park.

The firm selected will be responsible for, but not limited to, the following:

- a) Use provided site layout with concept plans to design a building and parking lot that is programmed to meet the needs of the park and stakeholders. The total all-inclusive costs for this project are required to be under \$2 million for all required design work, demolition (of existing restrooms), construction, and fixtures, furnishings, and equipment.
 - i. Space programming considerations shall include but are not limited to: externally and internally accessible accommodations (storage space, internal restrooms, external park restrooms, minimal noncommercial kitchen with catering space, patio garage doors, multiple entry door entry points, space to recognize donor, covered exterior open areas, sidewalk connectivity to existing park system amenities, parking lot etc.); storm management feature (dry pond, bio-filter, retention pond) and any other misc. considerations.
- b) Prepare, plan and profile schematic designs which include site plan, floor plans, and elevations.
- c) Prior to Design Development, prepare room data sheets for every space identified in the schematic design.
- d) Perform any soil testing or wetland delineation as needed. Provide any suggestions on wetland impacts that may occur. Design should minimize any wetland impacts as much as practical.
- e) Obtain all applicable federal, state, and local permits.
- f) After approval of design development documents, prepare final plans and specifications, construction cost estimates, and contract documents to the level necessary to allow the Village to competitively bid the project. Contract documents shall be in standard American Institute of Architects (AIA) format. Provide the Village with electronic files.
- g) Conduct up to 4 meetings with the Project Management team to assist with development of design.
- h) Design plans shall be prepared and presented to the Village at the following intervals: 50% completion and 100% completion. Specifications and preliminary construction cost estimates shall be prepared and presented to the Village Board at the above listed completion stages.
- i) Bidding and construction administration including a final walk-through; the consultant is required to satisfy and ensure the building occupancy permit is approved.
- j) Provide electronic as-built documents that incorporate all addendums and all changes made during construction, including shop drawings, submittals and O&M documents.

- k) Other elements necessary as identified by the architect for a successful, functional, long-term operational rentable shelter and parking lot.
- l) This section is not meant to provide an exhaustive and complete scope of service. Items may be added or removed to this scope of services by the Village. A final scope of services agreement will need to be arranged between the Village Administrator, Parks, Recreation & Forestry Director, and consultant.
- m) Provide all O&M documents including any warranty information for installed components.

4. REQUEST FOR PROPOSAL CONTENTS

It is the responsibility of the consultant to carefully read the entire Request for Proposal (RFP), which contains provisions applicable to successful completion and submission of an RFP. If any ambiguity, inconsistencies, or errors are discovered in the RFP, the Village must be notified in writing (paper or email). Only interpretations or corrections of the RFP made in writing through addenda by the Village will be considered binding. The Village must receive all requests for interpretations or corrections no later than the date specified in the RFP timetable. The RFP consists of all documents identified in the Scope of Services section of the RFP

The following information should be included in the RFP:

- a) Name, address, and brief history of firm.
- b) Resumes for key personnel to be assigned to this contract.
 - i. Please provide a description, resume or bio-sketch of the qualifications and experience of the primary team that will be assigned specifically to this project. Indicate key individuals' experience with rentable shelters in residential areas or similar projects. Identify the function/responsibility of everyone assigned to work on this project (e.g. project manager, technician, etc.) along with their previous experiences in similar roles on similar projects. Identify any sub-consultants to be used on the project and the percentage of their level of involvement along with their respective experience working on similar projects. Lastly, please list the office locations of these individuals.
- c) Provide firms completed projects where professional engineering services were similar in scope to this one.
 - i. Provide the name of each completed project and contact person(s).
 - ii. Include completed past projects budgeting, cost estimating and results. This shall also include final project costs and engineering costs.
- d) Include a short statement of your anticipated management approach for this project.
- e) Project Understanding, Interpretation of Scope for this project.
- f) Additional/Relevant Information for this project: You are invited to include a maximum of two pages of information not included above if you feel it may be useful and applicable to this project.
- g) Provide your sample Architectural Services Contract for this project.

5. FEE SCHEDULES

Submit a detailed billing fee schedule for all architectural personnel, all equipment costs, all mileage charges and all charges for subcontracted work.

NOTE: This should be submitted as a separate document marked: "Fee Schedule – Heesakker Park Shelter & Parking Lot RFP." Fees must include all costs associated with the work effort, including travel, materials, and other expenses.

We are seeking not to exceed lump sum price for the Scope of Work described in Section 3. All reimbursable items, thus all expenses (i.e. travel, photocopying, etc.) must be included in your lump sum proposal price.

6. SCHEDULE

Provide with your proposal a realistic schedule of tasks, to include a Gantt Chart, for completion of your services with the final task involving a presentation to the Village Board as referenced in Section 3.

For your schedule assume notice of award by February 19, 2026.

7. SITE VISIT

There will not be a formal guided site tour. Interested firms are welcome to tour the site from dawn until dusk on their own. Heesakker Park is located at 1509 E. Lincoln Street in Little Chute WI.

8. CONFIDENTIAL INFORMATION

Any proposals submitted in conjunction with this request will become a public record after award and consequently, open for complete public inspection. Proposals may not be marked with a blanket confidential disclosure.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in §134.90(1)(c), Wis Stats. As follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique, or process to which all of the following apply:

- a) The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
- b) The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

Due to the nature of this service, we do not foresee any items being marked confidential. However, if there are confidential or proprietary sections of proposals which should be exempted from this requirement, Proposer(s) must complete Attachment A. Only items specifically referenced in Attachment A will be considered.

Notification of the Village's determination on such requests will be made prior to release of any of the information in the proposal.

9. QUESTIONS

To ensure that all responders have access to the same information, the following procedure will be followed to respond to all questions:

- a) Questions must be submitted via e-mail to John McDonald, john@littlechutewi.org and must contain "Heesakker Park Shelter and Parking Lot" within the subject line.
- b) Answers to the questions will be handled via addenda and will be distributed via email to all consultants.
- c) All questions must be submitted by 4:30 pm on Wednesday, January 28, 2026. Questions received after this time will not be answered.
- d) An addendum will be issued by 4:30 pm on Friday, January 30, 2026.

To ensure you receive all pertinent information and responses to questions please follow the instructions in "Electronic Communication" below.

10. ELECTRONIC COMMUNICATION

It is the Village of Little Chute's intent to communicate via electronic communications. Please submit contact information (name, firm, phone, and email) to John McDonald via email at john@littlechutewi.org upon receipt of this letter. All correspondence shall reference "Heesakker Park Shelter and Parking Lot RFP" in the subject line of the email. The Village will maintain a list of consultants for use in responding to questions and for providing clarifications or addenda.

11. INSTRUCTIONS TO FIRMS

Qualification Submission

All responses must be submitted by email, mailed, or delivered to:

Village of Little Chute
Parks, Recreation, & Forestry Director: John McDonald
108 W Main Street, Little Chute, WI 54140
john@littlechutewi.org

The deadline for submittal is February 6, 2026 at 3:00 p.m., CST. This submittal deadline and location will be strictly adhered to. Proposals delivered to the wrong location or received late may be rejected and returned unopened. Hand carried proposals may be delivered to the above address ONLY between the hours of 8:00 am and 4:30 pm, Monday through Friday, excluding holidays observed by the Village. Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

If mailing or delivering, qualifications must be in a sealed envelope and clearly marked in the lower left corner: "Heesakker Park Shelter and Parking Lot RFP" Please provide one (1) original and a thumb drive including the proposal file.

Packets will not be opened publicly.

No official or employee on the evaluation committee shall have any financial interest, either direct or indirect, in the contract. No official or employee of the evaluation committee shall exercise any undue influence in the awarding of the contract.

Electronically submitted proposals (email)

May be submitted to john@littlechutewi.org. PDF format will be required in this format of submission. The email subject line shall include "Heesakker Park Shelter and Parking Lot RFP".

Modified Submissions of RFP

Modified qualifications and proposals can be submitted to replace all or any portion of previously submitted information prior to the submission deadline.

Withdrawal of RFP

Qualification and proposal information may be withdrawn from consideration prior to the submission deadline by written request, on the Consultant's letterhead, submitted to the Village.

RFP Postponement or Cancellation

The Village may, at its sole and absolute discretion, reject any and all, or parts of any and all submittals to the RFP, re-advertise this RFP, postpone or cancel at any time this RFP process, or waive any irregularities in this RFP as it deems to be in the best interest of the Village.

Contracting Department

The Village Parks, Recreation, and Forestry/Facilities Department in conjunction with the Administration Department will administer the contract resulting from this RFP.

Incurring Costs

The Village is not liable for any costs incurred by proposers in replying to this RFP. The Village reserves the right to accept or reject any or all proposals and to waive technicalities in any proposal or part thereof deemed to be in the best interest of the Village.

Proprietary Information

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Each page must be clearly marked "CONFIDENTIAL" via watermark. The Village shall comply with state and federal law(s) as to complying with request information.

Fixed Price Period

All prices, costs, and conditions outlined in the RFP/price proposal shall remain fixed and valid for acceptance for a 90-day period commencing on the due date of the contractor's proposal. The Village reserves the right to negotiate the scope of services and costs with the highest ranked consultant.

Certification of Independent Price Determination

By signing this proposal, the respondent certifies and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this procurement:

The process in this proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other respondent or with any competitor.

Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the respondent and will not knowingly be disclosed by the respondent prior to opening in the case of an advertisement procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other respondent or to any competitor.

Restricting Competition

No attempt has been made or will be made by the respondent to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Certification of the RFP

If additional information is necessary to assist the vendor in interrupting this RFP written questions will be accepted by the Village of Little Chute Administrator – Beau@littlechutewi.org and may be shared with the Parks, Recreation, & Forestry/Facilities Director. Other than written questions, firms shall refrain from contacting the Parks, Recreation, Forestry & Facilities Department employees, elected officials, or the Heesakker Park Shelter & Parking Lot Project Management Team during the RFP process. Any lobbying by firms during the RFP process may result in disqualification from the project. Written questions are due to the Parks, Recreation, & Forestry Director no later than 4:30 pm on Friday, January 26th at 4:30 pm.

12. SELECTION OF CONSULTANT

The Heesakker Shelter and Parking Lot Project Management Team will base their decision on the qualifications and experience of the firm and staff along with feedback from references and other sources. The evaluation process will include a review and ranking by each individual member of the Project Management Team of each proposal. The review team will meet and combine their rankings to determine

the top firms for potential interview/selection.

The recommendation to award the contract will be to the firm that has the highest point total of the top selected firms. This will be presented to Village board for official approval.

Evaluation of Proposal

- | | |
|---|--------------------|
| a) The understanding, responsiveness, and completeness of the proposal, including scope, approach, and detailed work plan. | 0-20 points |
| b) Experience and qualifications of the firm, project manager, key personnel, and sub-consultants on similar projects, including the qualifications of staff members assigned to the project, as reflected in their education, position within the firm, and years and types of experience outlined in their resumes. | 0-30 points |
| c) Consultants' fees and rates | 0-30 points |
| d) Projected and actual costs from previous projects with similar scopes. | <u>0-20 points</u> |

Maximum total points: 100 points

13. COMPENSATION AND STANDARD CONSULTANT AGREEMENT

Any selected consultant will be compensated on a time and materials basis up to a not-to-exceed fee that is included in the contract agreement. Any selected consultant will be paid monthly for services rendered. Note that the consultant's proposal will be referenced as the basis for their standard of practice in providing the requested services. The selected firm will provide a proposed agreement following the Standard AIA Owner – Architect Form of Agreement, in which any modifications can be discussed and negotiated prior to finalizing the agreement and prior to execution of the contract.

14. TERMS AND CONDITIONS

Terms of Agreement

Upon mutually agreeing to the terms of the contract, a written agreement will be prepared utilizing a Standard AIA Owner – Architect Form of Agreement.

Insurance

All submissions must include either a description of the firm's insurance or a certificate of insurance outlining the firm's insurance policies which evidence compliance with the requirements contained herein. The successful Firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by any future contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to the execution of the written contract, the successful Firm shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request, certified copies of the required insurance policies.

The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. **A copy of the Village of Little Chute insurance specifications can be found in Exhibit A of this proposal packet.**

Failure to submit an insurance certificate, as required, can make any future contract voidable at the Village's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the

aforementioned documents, where applicable, have been obtained from the subcontractor and approved by Village of Little Chute.

Nondiscrimination

In connection with the performance of work under any future work agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin, or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

This contract may not be assigned or subcontracted by the Firm without the written consent of the Village.

Independent Contractor Status

The Firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

Indemnification and Defense of Suits

The Firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the Firm, its employees, agents or subcontractors.

Contract Period

The term of this contract will be as specified in the RFP.

Termination of Contract

It should be noted that either party may cancel the service agreement by written notice to the other party at least 90 days in advance of the commencement of the contract. If through any cause, the Firm shall fail to fulfill in timely and proper manner his obligations under this contract, or if the Firm shall violate any of the covenants, agreements or stipulations of this contract, the Village shall thereupon have the right to immediately terminate or provide notice of the terminations this Contract. Such termination notice shall be in writing and shall identify the date of the termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports, or other materials related to the services prepared by the support firm under this contract shall, at the option of the Village, become the property of the Village of Little Chute.

Notwithstanding the above, the support firm shall not be relieved of liability to the Village for damages sustained by the Village by virtue of any breach of the contract by the support firm, and the Village may withhold any payments to the support Firm or the purpose of set off until such time as the exact amount of damages due to the Village from the support Firm is determined.

Other Considerations

Factors which include, but are not limited to, quantity involved, time of completion, purpose for which required, competency and financial capacity of vendor, ability to render satisfactory service and past performance will be considered in determining status as a responsible vendor. The Village reserves the right

to request additional information as may reasonably be required to make this determination and to further investigate the qualifications of the respondent as deemed appropriate.

Village Reservation

- a) This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Village reserves the right to accept or reject any or all qualifications received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Village of Little Chute to do so.
- b) The proposals will become part of the Village of Little Chute files without any obligation on the Village of Little Chute's part.
- c) The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the Village of Little Chute for any purpose.
- d) The Village of Little Chute reserves the right to request clarifications for any proposal.
- e) The Village of Little Chute reserves the right to require clarifications and or adjustments to bidders proposals.

15. PROFESSIONAL SERVICES CONTRACT

If your proposal is accepted and a contract is issued, then this Request for Qualifications and all documents attached hereto including any amendments, the Firm's technical and price proposals, and any other written offers/clarifications made by the Firm and accepted by the Village, will be incorporated into a contract between the Village and the Firm, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission shall be considered as a representation that the Firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance may take place only upon award by the Village Board, execution of the contract by the proper Village officials, and delivery of the fully executed contract to the Firm. Acceptance may be revoked at any time prior to delivery of the fully executed contract to the successful Firm. The contract may be amended only by written agreement between the Firm and the Village of Little Chute.

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EXHIBIT A

VILLAGE OF LITTLE CHUTE

Liability Insurance and Bond Specifications for Construction Projects

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I. INSURANCE REQUIREMENTS FOR ARCHITECT AND CONSULTING ENGINEER

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A. Minimum Scope and Limits

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1. Architects and Engineers Errors & Omissions Liability coverage, with a minimum limit of \$1,000,000 per claim, \$2,000,000 annual aggregate. This insurance is to be maintained for at least two years after completion of the project.

?

2. Commercial General Liability coverage with limits of no less than the following:

a. Each Occurrence Limit		\$1,000,000
b. General aggregate limit (other than Products–Completed Operations)	per project	\$2,000,000
c. Products–Completed Operations aggregate	per project	\$1,000,000
d. Personal and Advertising Injury limit		\$1,000,000

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3. Automobile Liability coverage with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1–Any Auto basis.

?

4. Workers' Compensation as required by the State of Wisconsin, and Employers Liability insurance with sufficient limits to meet underlying Umbrella Liability

insurance requirements.

2

5. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability coverages, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 aggregate.

2

6. Also, see requirements under Section IV.

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II. INSURANCE REQUIREMENTS FOR CONTRACTOR—LIABILITY & PROPERTY

- A. Commercial General Liability coverage including coverage for Products Liability, Completed Operations, Contractual Liability, and XCU coverage with the following minimum limits:

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	1. General aggregate limit (other than	
Products–Completed Operations)	per project	\$2,000,000
2. Products–Completed Operations aggregate	per project	\$1,000,000
3. Personal and Advertising Injury		\$1,000,000
4. Each Occurrence limit		\$1,000,000

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- B. Automobile Liability coverage at least as broad as Insurance Services Office Form #CA 00 01 07 97, with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1–Any Auto basis.

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- C. Workers’ Compensation as required by the State of Wisconsin, and Employers Liability insurance with sufficient limits to meet underlying Umbrella Liability insurance requirements.

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- D. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability, with a minimum limit of
? \$2,000,000 each occurrence and \$5,000,000 aggregate.

?

- E. Aircraft Liability and Watercraft Liability. If the project work includes the use of, or operation of, any aircraft or watercraft, then Aircraft, Helicopter and Watercraft Liability insurance must be in force with a limit of \$1,000,000 per occurrence for bodily injury and property damage.

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- F. Property Coverage (to be provided by contractor)

1. Contractor shall determine amount of coverage perils and policy form necessary to complete project should a loss of any type occur and to meet requirements of the contractors bonding company, if any.

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2. Covered property will include property in transit, property stored on the project work sites, and property stored off the project work sites.

?

3. The municipality, architect, engineer, contractor, and subcontractors will be added as loss payees to the policy.

- G. Also, see requirements under Section IV.

H. Bond Requirements

1. Bid Bond. The contractor will provide to the owner a Bid Bond, which will accompany the bid for the project. The Bid Bond shall be equal to percent of the contract bid.
2. Payment and Performance Bond. If awarded the contract, the contractor will provide to the owner a Payment and Performance Bond in the amount of the contract price, covering faithful performance of the contract and payment of obligations arising thereunder, as stipulated in bidding requirements, or specifically required in the contract documents on the date of the contract's execution.
3. Acceptability of Bonding Company. The Bid, Payment and Performance Bonds shall be placed with a bonding company with a *Best's Insurance Reports* rating of no less than A and a Financial Size Category of no less than Class V.

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III. INSURANCE REQUIREMENTS FOR SUBCONTRACTOR

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- All subcontractors shall be required to obtain Commercial General Liability, Automobile Liability, Workers' Compensation, and Employers Liability insurance. This insurance shall be as broad as those noted for Contractor requirements contained in Section II. above.

IV. APPLICABLE TO ARCHITECTS, CONSULTING ENGINEERS AND CONTRACTORS

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- A. Acceptability of Insurers. Insurance is to be placed with insurers who have a *Best's Insurance Reports* rating of no less than A and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the state of Wisconsin.
- B. The municipality, the municipality's elected or appointed officials, and employees shall be named as additional insureds on all Liability policies for liability arising out of project work.
- C. Certificates of Insurance, Commercial General, Umbrella and Additional Insured Endorsements acceptable to the municipality shall be submitted prior to commencement of the work.
- D. Architect, Engineer and Design Build Contractors shall warrant that no documents used for the project require Municipality to indemnify and / or hold harmless any party to the contract for any reason.
- E. Architect, Engineer and Design Build Contractors shall warrant that the documents used for the project shall not contain any wording limiting the financial responsibility of the parties to the contract for damages arising from their negligence, act, error or omission.

EXHIBIT B

Heesakker Park Project Survey – Results

Are you a resident of the Village of Little Chute

437 of 481 Answered (90.9%)

Drop-Down

No (134 responses, 27.9%)

Yes (303 responses, 63.0%)

Choose the most important direction for the future of Heesakker Park

466 of 481 Answered (96.9%)

Checkbox

Connecting sidewalks to sledding hill (41 responses, 8.5%)

New, fully enclosed shelter (100 responses, 20.8%)

Open Air Shelter (Keep existing) (189 responses, 39.3%)

Parking lot (31 responses, 6.4%)

Preservation and enhancement of Heesakker Park woods (288 responses, 59.9%)

Are you in support of a rentable shelter in Heesakker Park

465 of 481 Answered (96.7%)

Drop-Down

No (260 responses, 54.1%)

Yes (205 responses, 42.6%)

If a shelter is built, what type would you prefer?

429 of 481 Answered (89.2%)

Drop-Down

Fully enclosed year-round shelter (147 responses, 30.6%)

No preference (90 responses, 18.7%)

Outdoor open air, seasonal shelter (192 responses, 39.9%)

How many people would you like the shelter to accommodate?

409 of 481 Answered (85.0%)

Drop-Down

0 - 50 (138 responses, 28.7%)

101 - 150 (40 responses, 8.3%)

51 - 100 (109 responses, 22.7%)

No preference (122 responses, 25.4%)

If you would like a new, fully enclosed shelter, what type of events would you like to see occur? (select all that apply)

272 of 481 Answered (56.5%)

Checkbox

Corporate Meetings / Retreats (60 responses, 12.5%)

Family Gatherings (birthday parties, showers, graduation parties etc) (226 responses, 47.0%)

Recreation Programs (205 responses, 42.6%)

Weddings (77 responses, 16.0%)

What is your age range?

467 of 481 Answered (97.1%)

Drop-Down

18 - 29 (80 responses, 16.6%)

30 - 39 (146 responses, 30.4%)

40 - 49 (103 responses, 21.4%)

50 - 59 (47 responses, 9.8%)

60+ (77 responses, 16.0%)

Other (3 responses, 0.6%)

prefer not to answer (11 responses, 2.3%)

Additional Comments

Long Answer

226 of 481 Answered (47.0%)

226 of 481 Answered (47.0%)

EXHIBIT C

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Heesakker Park – 1509 E. Lincoln Street



View from Road



Existing Amenities



Open Green Space



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Sledding Hill



Existing Restrooms and Playground



Existing Restrooms and Playground (cont.)



Park View to Street



Restroom to Street View



Aerial View

