



MEETING	DATE	TIME	LOCATION
Town Board	Tuesday, December 15, 2015	Immediately Following Sanitary District Meeting	Grand Chute Town Hall 1900 Grand Chute Blvd Board Room

A. CALL TO ORDER/ROLL CALL

B. APPROVAL OF AGENDA/ORDER OF THE DAY

C. PUBLIC INPUT

Members of the public are welcome to address the Commission and Town Board. Individuals wishing to speak on an item (whether on the agenda or not) must sign in prior to the start of the meeting and may speak during the Public Input segment of the meeting. This segment is placed early in the agenda so that the public may make their comments prior to any discussion or action by the Commission or Town Board. Individual comments are limited to no more than three minutes each. The Public Input section is limited to a total of 15 minutes. The Commission/Town Board may suspend this rule if deemed necessary. Once the public input segment ends there will be no additional discussion from the audience. Note regarding non-agendized Town related matters: Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters; however, they cannot be discussed or acted upon until specific notice of the subject matter of the proposed action can be given

D. 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 on the Consent Agenda may be removed at the request of any Supervisor and addressed immediately following the motion to approve the other items on the Consent Agenda.)

1. Approval of Regular Meeting minutes – December 1, 2015
2. Licensing: (*applications on file in the clerk's office*)(*License Committee recommends approval*)
 - a. Operator's Licenses:
 - 1) Operator's License Applications to expire: 2017 dated 11/25/2015 & 12/04/2015
 - 2) Operator License Denial – Rudolph
 - b. Secondhand Article Licenses:
 - 1) Renewal application for Furniture Depot, 1930 Wisconsin Avenue
 - 2) Renewal application for ecoATM, Inc., 4301 W. Wisconsin Avenue
3. Accept Monthly Reports: Police Department, Fire Department, Community Development, and Public Works

E. FINANCIAL REPORTS

1. Approval of Voucher List – December 15, 2015

F. NEW BUSINESS

1. Plan Commission recommendations:
 - a. Grand Chute Official Map 2015 Amendments. PC recommends approval. *Ordinance O-19-2015.*
2. Appointment of Election Inspectors, 2016-2017.
3. Appointment to the CVB Board of Directors.
4. Appointment to the Room Tax Commission.
5. Appointment to the Advisory Committee to the Appleton Redevelopment Authority.
6. Annual update of Winter Maintenance Policy.

7. Contract for professional services with Tyler Technologies, Inc. for 2016 annual assessment services in the amount of \$108,800.
8. Dedication and acceptance of roads and subdivisions in White Hawk Meadows North 2, Edgewood Acres First Addition, and Forest View Estates.
9. Dedication and acceptance of road extensions at W. Integrity Way and W. New Horizons Boulevard.
10. Purchase request for three 2016 Dodge Charger marked patrol vehicles and one 2016 Chevrolet Tahoe used by the Patrol Supervisors as a patrol Command vehicle from Ewald of Oconomowoc in an amount not to exceed \$113,007 (2016 budgeted item).

G. ADJOURNMENT

Accommodation Notice

Any person requiring special accommodation who wishes to attend this meeting should contact **(Administration at 832-1573)** at least 48 hours in advance

TOWN BOARD MEETING – TOWN OF GRAND CHUTE - 1900 GRAND CHUTE BLVD., GRAND CHUTE, WI – DECEMBER 1, 2015

CALL TO ORDER/ROLL CALL

Meeting called to order at 7:02 p.m. by Jeff Nooyen, presiding officer.

PRESENT: Jeff Nooyen, Travis Thyssen, Jim Pleuss, Bruce Sherman, and Karen L. Weinschrott, Town Clerk

EXCUSED: Dave Schowalter

STAFF: Jim March, Town Administrator; Bob Buckingham, Community Development Director; Tim Bantes, Fire Chief; Julie Wahlen, Finance Director; Greg Peterson, Police Chief; Bob Heimann, IT Director; Tom Marquardt, Director of Public Works; Mike Patza, Town Planner; Carl Sutter, McMahon Associates; Attorney Rossmeissl, Herrling Clark Law Offices

OTHERS: 1 signed attendance

APPROVAL OF AGENDA/ORDER OF THE DAY

Motion (Sherman/Thyssen) to approve. Motion carried.

PUBLIC INPUT – There was no public input.

CONSENT AGENDA

Approval of minutes: Regular meeting November 17, 2015

Licensing: *(applications on file in the clerk's office) (License Committee recommends approval)*

Operator's Licenses:

Applications to expire: 2017 dated 11/13/15 and 11/19/15

Liquor Licenses:

Class "B" Beer and "Class C" Wine application for Family Entertainment, LLC dba Funset Boulevard, 3916 W. College Avenue, Peggy M. Keil, Agent

Motion (Thyssen/Sherman) to approve the consent agenda. Motion carried.

FINANCIAL REPORTS

Approval of Voucher List – December 1, 2015

\$402,730.61 (89699-89749); Payroll \$256,041.39; ACH \$359,903.43

Motion (Pleuss/Sherman) to approve the voucher list. Motion carried.

NEW BUSINESS

Approval of Development Agreement with Meijer Stores Limited Partnership for provision of infrastructure financing and public improvements in support of private development in Tax Increment District No. 2.

Motion (Thyssen/Sherman) to approve. Motion carried.

Appointment of Duane Boeckers to fill the unexpired term of Joseph Malenofski on the Plan Commission.

Motion (Pleuss/Sherman) to approve. Motion carried.

TOWN BOARD MEETING – TOWN OF GRAND CHUTE - 1900 GRAND CHUTE BLVD., GRAND CHUTE, WI – DECEMBER 1, 2015

Appointment of John Weber as Alternate member on the Plan Commission.

Motion (Thyssen/Sherman) to approve. Motion carried.

ORDINANCE

Ordinance 18-2015 approving 2016 Fee Schedule.

Motion (Thyssen/Sherman) to approve.

Supv. Sherman asked for an explanation on the increased fees.

Supv. Thyssen explained the park rental fees have increased due to credit card fees.

Dir. Marquardt explained the increases in the Sanitary Districts fees were due to the Consumer Price Index. The SAC fee increase was due to a prior sanitary study.

Dir. Buckingham explained they will charge a flat fee to cover the costs of the public hearing notices instead of trying to collect fees after the notices are published. The other Community Development fees were brought in line with the surrounding communities.

Motion carried.

ADJOURNMENT

Motion (Thyssen/Pleuss) to adjourn. Motion carried.

Meeting adjourned at 7:08 p.m.

These minutes were taken at a regular meeting held on December 1, 2015 and entered in this record book, December 3, 2015 by:

Karen L. Weinschrott

Karen L. Weinschrott, Town Clerk
Town of Grand Chute
December 3, 2015

INITIAL DRAFT

Please Provide Operator's Licenses checks on the following applicants for New and Renewal Operator License, (the license will expire in 2017). Amended applications where background check already complete and now resubmitted

NEW

	Approve	Deny
Denning, Shanna B	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mattingly, Krista S	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Potts, Natalie A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Schumacher, Jordan Lynn T	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stackhouse, Milsha L	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Jaeger
Capt. Jaeger or Chief Peterson

Date: 12/9/15

RENEWAL

	Approve	Deny
Miller, Rachel A	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Jaeger
Capt. Jaeger or Chief Peterson

Date: 12/9/15

Please Provide Operator's Licenses checks on the following applicants for New and Renewal Operator License, (the license will expire in 2017). Amended applications where background check already complete and now resubmitted

NEW

Approve Deny

Bourassa, Cassandra A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gast, Michael J	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Holbrook, Elijah J	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jones, Amber N	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Neuburg, Alexander J	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ourada, Nick E	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Singh, Gurjit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spencer, Christopher P	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wolinski, Vanessa AD	<input checked="" type="checkbox"/>	<input type="checkbox"/>

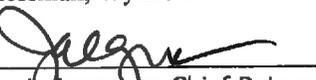

Capt. Jaeger or Chief Peterson

Date: 12/9/15

RENEWAL

Approve Deny

Bettors, Rebecca L	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Messman, Wynne E	<input checked="" type="checkbox"/>	<input type="checkbox"/>


Capt. Jaeger or Chief Peterson

Date: 12/9/15



Grand Chute
experience better



POLICE DEPARTMENT
1900 W. Grand Chute Blvd, Grand Chute, WI 54913
PH. 920-832-1575 • FAX 920-832-1749

www.grandchute.net

November 16, 2015

Nicholas Rudolph
3025 W. Lawrence St
Appleton, WI 54914

Mr. Rudolph,

I have recommended your application for an Operator's License be *denied* due to your history of civil and/or criminal arrests/convictions. This recommendation will be considered by the Licensing Committee on December 1, 2015, where they will discuss the details surrounding the denial recommendation.

It is the policy of the Licensing Committee to offer applicants an opportunity to contest the recommendation. Therefore, you are invited (but not required) to appear before the Licensing Committee at their next meeting on **Tuesday, December 1, 2015, at 1:30 P.M.** at the Grand Chute Town Hall, 1900 W. Grand Chute Blvd, Grand Chute, Wisconsin.

Sincerely,

Colette Jaeger
Technical Operations Division Commander

CC: Chairman Schowalter
Town Administrator Jim March
Licensing Committee

Karen Weinschrott - Operator License applications - 11/06/15 and 11/13/15

From: Colette Jaeger
To: Licensing Committee
Date: 11/16/2015 8:42 AM
Subject: Operator License applications - 11/06/15 and 11/13/15
Attachments: 12-01-15 Nicholas Rudolph.pdf

I have reviewed the applications for operator licenses, dated 11/06/15 and 11/13/15.

I recommend denial of Nicholas Rudolph from the 11/06/15 list (OWIs in 2013 and 2014).
The invitation for him to attend 12/01/15 LC meeting is attached.

I recommend approval of the other eight on the 11/06/15 list and all eight on the 11/13/15 list.

Thanks.

Capt. Colette Jaeger, #7704
Grand Chute Police Department
1900 W. Grand Chute Blvd
Grand Chute, WI 54913
Admin: [920-832-1575](tel:920-832-1575)
Office: [920-380-2938](tel:920-380-2938)
Fax: [920-832-1749](tel:920-832-1749)

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TOWN OF GRAND CHUTE - DEPARTMENT OF COMMUNITY DEVELOPMENT

PERMIT ACTIVITY REPORT

REPORT PERIOD - NOVEMBER 2015

	2015				2014			
	NOVEMBER		YTD		NOVEMBER		YTD	
	Number	% of Total	Number	% of Total	Number	% of Total	Number	% of Total
Permits Issued								
Building Permits	36	39%	522	41%	35	38%	498	43%
Electric Permits	19	21%	264	21%	21	23%	223	19%
Plumbing Permits	23	25%	295	23%	15	16%	240	21%
HVAC Permits	14	15%	201	16%	21	23%	196	17%
Other Permits	0	0%	0	0%	0	0%	0	0%
Total Permits Issued	92		1282		92		1157	
	2015				2014			
	NOVEMBER		YTD		NOVEMBER		YTD	
	Number	% of Total	Number	% of Total	Number	% of Total	Number	% of Total
Projects								
New Single Family Dwellings	4	11%	68	13%	1	3%	62	12%
New Duplexes	0	0%	1	0%	0	0%	1	0%
New Multi-Family Dwellings	0	0%	1	0%	0	0%	0	0%
New Residential Access Bldgs	1	3%	59	11%	0	0%	44	9%
New Commercial/Ind Bldgs	1	3%	20	4%	2	6%	17	3%
Residential Additions & Alter	5	14%	123	24%	13	37%	119	24%
Comm/Ind Additions & Alter	4	11%	89	17%	5	14%	79	16%
Signs	10	28%	67	13%	8	23%	95	19%
Other Projects	11	31%	94	18%	6	17%	81	16%
Total Projects	36		522		35		498	
	2015				2014			
	NOVEMBER		YTD		NOVEMBER		YTD	
	Number	% of Total	Number	% of Total	Number	% of Total	Number	% of Total
Projects By Zone								
Single Family (RSF)	13	36%	287	55%	16	46%	262	53%
Two Family (RTF)	0	0%	14	3%	1	3%	12	2%
Multi-Family (RMF)	1	3%	10	2%	1	3%	12	2%
Local Commercial (CL)	7	19%	71	14%	7	20%	65	13%
Regional Commercial (CR)	9	25%	79	15%	5	14%	62	12%
Planned Commercial (CP)	2	6%	21	4%	1	3%	21	4%
Industrial (IND)	2	6%	24	5%	3	9%	44	9%
Exclusive Agriculture	0	0%	0	0%	0	0%	0	0%
General Agriculture	2	6%	16	3%	1	3%	20	4%
Total Proj. by Zoning Dist.	36		522		35		498	
	2015				2014			
	NOVEMBER		YTD		NOVEMBER		YTD	
New Dwelling Units								
Construction Costs (Ave.)	\$	177,815	\$	202,996	\$	380,000	\$	217,649
Calculated Permit Fees (Ave.)	\$	624	\$	647	\$	837	\$	681
Finished Floor Area (Ave. sq. ft.)		2,203		2,396		3,809		2,419
Garage Area (Ave. sq. ft.)		824		846		1,000		872
Lot Area (Ave. sq. ft.)		13,844		18,418		16,670		19,218
With Municipal Sewer (%)		100%		100%		100%		100%
With Municipal Water (%)		100%		100%		100%		100%
On Mapped Floodplain Lots (%)		0%		0%		0%		0%
	Year							
	2015 YTD	2014	2013	2012	2011	2010	2009	2008
New Dwelling Units								
In Single Family Homes	68	64	71	53	33	43	30	38
In Duplexes	2	2	0	0	0	0	0	0
In Multi-Family Apartment Units	59	8	32	160	172	64	0	56

TOWN OF GRAND CHUTE - DEPARTMENT OF COMMUNITY DEVELOPMENT

PERMIT ACTIVITY REPORT

REPORT PERIOD - NOVEMBER 2015

	2015				2014			
	NOVEMBER		YTD		NOVEMBER		YTD	
Costs By Project	Cost	% of Total	Cost	% of Total	Cost	% of Total	Cost	% of Total
New Single Family Dwellings	\$ 938,086	47%	\$ 16,401,493	20%	\$ 528,924	8%	\$ 16,306,053	28%
New Duplexes	\$ -	0%	\$ 291,500	0%	\$ -	0%	\$ 498,598	1%
New Multi-Family Dwellings	\$ 84,094	4%	\$ 7,343,086	9%	\$ -	0%	\$ 304,150	1%
New Residential Access Bldgs	\$ 4,700	0%	\$ 516,520	1%	\$ -	0%	\$ 423,324	1%
New Commercial/Ind Bldgs	\$ 454,000	23%	\$ 38,391,178	48%	\$ 4,919,119	79%	\$ 20,725,870	36%
Residential Additions & Alter	\$ 142,499	7%	\$ 2,370,933	3%	\$ 184,592	3%	\$ 2,163,507	4%
Comm/Ind Additions & Alter	\$ 120,858	6%	\$ 13,556,093	17%	\$ 525,321	8%	\$ 15,256,725	27%
Signs	\$ 152,356	8%	\$ 903,371	1%	\$ 72,370	1%	\$ 1,232,200	2%
Other Projects	\$ 95,510	5%	\$ 896,443	1%	\$ 10,574	0%	\$ 441,867	1%
Total Costs by Project Type	\$ 1,992,103		\$ 80,670,617		\$ 6,240,900		\$ 57,352,293	
	2015				2014			
	NOVEMBER		YTD		NOVEMBER		YTD	
Costs By Work Type	Cost	% of Total	Cost	% of Total	Cost	% of Total	Cost	% of Total
Building Construction	\$ 1,541,472	77%	\$ 63,925,690	79%	\$ 4,838,256	78%	\$ 44,301,387	77%
Electrical	\$ 116,953	6%	\$ 6,965,789	9%	\$ 608,719	10%	\$ 5,259,398	9%
Plumbing	\$ 220,974	11%	\$ 5,546,299	7%	\$ 255,889	4%	\$ 2,911,408	5%
HVAC	\$ 112,704	6%	\$ 4,232,839	5%	\$ 538,036	9%	\$ 4,880,101	9%
Other	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
Total Costs by Work Type	\$ 1,992,103		\$ 80,670,617		\$ 6,240,900		\$ 57,352,293	
	2015				2014			
	NOVEMBER		YTD		NOVEMBER		YTD	
Costs By Zoning District	Cost	% of Total	Cost	% of Total	Cost	% of Total	Cost	% of Total
Single Family (RSF)	\$ 1,035,895	52%	\$ 18,692,959	23%	\$ 701,784	11%	\$ 18,337,878	32%
Two Family (RTF)	\$ 2,500	0%	\$ 378,013	0%	\$ 8,000	0%	\$ 91,505	0%
Multi-Family (RMF)	\$ 141,194	7%	\$ 8,343,486	10%	\$ 13,206	0%	\$ 1,415,304	2%
Local Commercial (CL)	\$ 73,786	4%	\$ 20,748,204	26%	\$ 475,677	8%	\$ 11,081,772	19%
Regional Commercial (CR)	\$ 183,668	9%	\$ 10,993,940	14%	\$ 418,185	7%	\$ 6,825,412	12%
Planned Commercial (CP)	\$ 481,000	24%	\$ 3,227,809	4%	\$ 16,879	0%	\$ 3,682,290	6%
Industrial (IND)	\$ 63,060	3%	\$ 18,099,511	22%	\$ 4,606,069	74%	\$ 15,396,251	27%
Exclusive Agriculture		0%	\$ -	0%	\$ -	0%	\$ -	0%
General Agriculture	\$ 11,000	1%	\$ 186,695	0%	\$ 1,100	0%	\$ 521,882	1%
Total Costs by Zoning Dist.	\$ 1,992,103		\$ 80,670,617		\$ 6,240,900		\$ 57,352,293	
	YEAR							
Total Costs By Year	2015 YTD	2014	2013	2012	2011	2010	2009	2008
	\$ 80,670,617	\$ 62,532,610	\$ 65,715,620	\$ 61,301,129	\$ 57,687,506	\$ 42,012,479	\$ 23,213,317	\$ 44,569,762

TOWN OF GRAND CHUTE - DEPARTMENT OF COMMUNITY DEVELOPMENT

PERMIT ACTIVITY REPORT

REPORT PERIOD - NOVEMBER 2015

	2015				2014			
	NOVEMBER		YTD		NOVEMBER		YTD	
Fees By Fee Type	Fees	% of Total	Fees	% of Total	Fees	% of Total	Fees	% of Total
Building Permits	\$8,148.00	40%	\$164,288.50	33%	\$9,108.00	32%	\$147,876.50	38%
Electric Permits	\$1,761.00	9%	\$45,880.00	9%	\$2,060.50	7%	\$23,575.75	6%
Plumbing Permits	\$1,548.00	8%	\$24,950.50	5%	\$1,015.00	4%	\$18,596.50	5%
HVAC Permits	\$900.00	4%	\$24,389.40	5%	\$2,586.03	9%	\$24,103.86	6%
Building Plan Review	\$650.00	3%	\$41,750.00	8%	\$2,500.00	9%	\$31,475.00	8%
SAC Fees	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%
1% SAC Fees	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%
Wis. Uniform Building Seal	\$120.00	1%	\$2,190.00	0%	\$30.00	0%	\$1,890.00	0%
Park Fee	\$1,600.00	8%	\$39,700.00	8%	\$400.00	1%	\$25,400.00	7%
Driveway/Access Permits	\$240.00	1%	\$4,480.00	1%	\$240.00	1%	\$3,190.00	1%
Drainage Plan Review	\$0.00	0%	\$4,100.00	1%	\$0.00	0%	\$1,200.00	0%
Drainage Inspections	\$2,000.00	10%	\$40,050.00	8%	\$3,350.00	12%	\$34,150.00	9%
Erosion Control Plan Review	\$400.00	2%	\$7,000.00	1%	\$100.00	0%	\$6,300.00	2%
Erosion Control Inspections	\$1,000.00	5%	\$17,250.00	3%	\$250.00	1%	\$15,750.00	4%
Permit Penalty Fees	\$300.00	1%	\$2,641.00	1%	\$100.00	0%	\$1,434.00	0%
Fire Department Impact Fees	\$1,064.00	5%	\$64,203.28	13%	\$5,326.00	19%	\$36,849.24	9%
Assessment Maintenance Fee	\$450.00	2%	\$21,808.00	4%	\$1,600.00	6%	\$16,690.00	4%
Total Permit Fees By Zoning Dist.	\$20,181.00		\$504,680.68		\$28,665.53		\$388,480.85	
	2015				2014			
	NOVEMBER		YTD		NOVEMBER		YTD	
Fees By Project Type	Fees	% of Total	Fees	% of Total	Fees	% of Total	Fees	% of Total
New Single Family Dwellings	\$11,392.00	56%	\$187,661.00	37%	\$4,475.00	16%	\$172,835.00	44%
New Duplexes	\$0.00	0%	\$3,712.00	1%	\$0.00	0%	\$3,721.00	1%
New Multi-Family Dwellings	\$158.00	1%	\$30,711.00	6%	\$0.00	0%	\$870.50	0%
New Res. Access Bldgs	\$102.00	1%	\$4,853.00	1%	\$0.00	0%	\$3,500.00	1%
New Commercial/Ind Bldgs	\$2,545.00	13%	\$120,607.78	24%	\$14,766.53	52%	\$71,087.77	18%
Residential Additions & Alter	\$1,388.00	7%	\$24,013.50	5%	\$2,779.00	10%	\$20,846.50	5%
Comm/Ind Additions & Alter	\$1,391.00	7%	\$107,907.40	21%	\$4,740.00	17%	\$88,364.08	23%
Signs	\$1,500.00	7%	\$14,950.00	3%	\$1,550.00	5%	\$20,746.00	5%
Other Projects	\$1,705.00	8%	\$10,265.00	2%	\$355.00	1%	\$6,510.00	2%
Total Permits Fees by Project Type	\$20,181.00		\$504,680.68		\$28,665.53		\$388,480.85	
	2015				2014			
	NOVEMBER		YTD		NOVEMBER		YTD	
Fees By Zoning District	Fees	% of Total	Fees	% of Total	Fees	% of Total	Fees	% of Total
Single Family (RSF)	\$12,631.00	63%	\$213,346.50	42%	\$7,114.00	25%	\$201,954.50	52%
Two Family (RTF)	\$70.00	0%	\$6,170.00	1%	\$85.00	0%	\$898.00	0%
Multi-Family (RMF)	\$609.00	3%	\$35,225.00	7%	\$110.00	0%	\$2,229.50	1%
Local Commercial (CL)	\$1,659.00	8%	\$86,768.40	17%	\$4,684.50	16%	\$54,420.56	14%
Regional Commercial (CR)	\$2,150.00	11%	\$72,839.00	14%	\$3,224.50	11%	\$42,290.93	11%
Planned Commercial (CP)	\$2,487.00	12%	\$22,709.00	4%	\$120.00	0%	\$22,987.21	6%
Industrial (IND)	\$515.00	3%	\$65,079.78	13%	\$13,177.53	46%	\$57,783.15	15%
Agricultural (AED) and (AGD)	\$60.00	0%	\$2,543.00	1%	\$150.00	1%	\$5,917.00	2%
Total Permit Fees by Zoning Dist.	\$20,181.00		\$504,680.68		\$28,665.53		\$388,480.85	
	Year							
Total Fees By Year	2015 YTD	2014	2013	2012	2011	2010	2009	2008
	\$ 504,681	\$ 416,728	\$ 505,387	\$ 449,275	\$ 388,217	\$ 356,698	\$ 216,173	\$ 291,532

MONTHLY PUBLIC WORKS REPORT FOR MONTH OF NOVEMBER 2015



- Work Order Report
- Labor Hours Report

Cost Summary By Task

Task	Activities	Labor Hours	Labor Cost	Eqp Cost	Mat Cost	Con Cost	Overhead	Total Cost
Booster Station Maintenance	2	4.00	\$133.30	\$29.64	\$0.00	\$0.00	\$0.00	\$162.94
Booster Telemetry	4	9.00	\$375.48	\$40.26	\$0.00	\$0.00	\$0.00	\$415.74
Building Maintenance-Location Specific	23	60.00	\$2,358.63	\$168.12	\$0.00	\$0.00	\$0.00	\$2,526.75
Culvert-Maintenance/Repair	1	1.00	\$39.04	\$13.20	\$0.00	\$0.00	\$0.00	\$52.24
Drainage	3	11.00	\$293.39	\$87.30	\$0.00	\$0.00	\$0.00	\$380.69
Dri Zorb Collection	2	1.00	\$39.04	\$13.20	\$0.00	\$0.00	\$0.00	\$52.24
Equipment Clean Up	5	5.00	\$155.20	\$0.00	\$0.00	\$0.00	\$0.00	\$155.20
Ground Maintenance-Location Specific	2	5.50	\$180.43	\$352.55	\$0.00	\$0.00	\$0.00	\$532.98
Highway Maintenance Miscellaneous	5	15.00	\$505.59	\$85.68	\$0.00	\$0.00	\$0.00	\$591.27
Hot Patch	1	4.00	\$156.16	\$52.80	\$0.00	\$0.00	\$0.00	\$208.96
Hydrant Repair	1	2.00	\$78.08	\$29.64	\$0.00	\$0.00	\$0.00	\$107.72
Hydrant-Maintenance	1	1.00	\$39.04	\$13.42	\$0.00	\$0.00	\$0.00	\$52.46
Inspection	24	56.25	\$2,227.82	\$617.94	\$0.00	\$0.00	\$0.00	\$2,845.76
Install New Meter	23	58.75	\$2,280.42	\$662.12	\$0.00	\$0.00	\$0.00	\$2,942.54
Landscaping-Ground Maintenance	1	3.00	\$69.78	\$0.00	\$0.00	\$0.00	\$0.00	\$69.78
Landscaping-Maintenance	14	34.50	\$1,025.37	\$504.38	\$0.00	\$0.00	\$0.00	\$1,529.75
Leave	1	2.00	\$81.80	\$26.40	\$0.00	\$0.00	\$0.00	\$108.20
LEAVE HWY	15	120.00	\$4,501.92	\$0.00	\$0.00	\$0.00	\$0.00	\$4,501.92
LEAVE PARK	10	68.75	\$2,811.88	\$0.00	\$0.00	\$0.00	\$0.00	\$2,811.88
LEAVE SHOP-DUANE & RON	8	50.00	\$2,372.36	\$0.00	\$0.00	\$0.00	\$0.00	\$2,372.36
LEAVE WATER AND SEWER	46	178.50	\$6,420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,420.00
Lift Station Repair	1	8.00	\$312.32	\$40.26	\$0.00	\$0.00	\$0.00	\$352.58
Lift Station-Inspection	10	24.00	\$760.28	\$188.46	\$0.00	\$0.00	\$0.00	\$948.74
Lift Station-Maintenance	3	11.00	\$429.44	\$93.94	\$0.00	\$0.00	\$0.00	\$523.38
Lift Station-Telemetry	2	5.00	\$195.20	\$40.26	\$0.00	\$0.00	\$0.00	\$235.46
Locating-Sewer	24	43.50	\$1,689.00	\$540.23	\$0.00	\$0.00	\$0.00	\$2,229.23
Locating-Storm	1	1.00	\$39.04	\$6.71	\$0.00	\$0.00	\$0.00	\$45.75
Locating-Water	24	59.50	\$2,141.88	\$591.40	\$0.00	\$0.00	\$0.00	\$2,733.28
Office	2	2.50	\$97.60	\$0.00	\$0.00	\$0.00	\$0.00	\$97.60
Park Building Maintenance-Location Specific	42	101.50	\$3,284.50	\$803.46	\$0.00	\$0.00	\$0.00	\$4,087.96
Park Ground Maintenance-Location Specific	47	156.50	\$4,310.67	\$3,369.02	\$0.00	\$0.00	\$0.00	\$7,679.69
Patrol	5	7.00	\$218.86	\$42.84	\$0.00	\$0.00	\$0.00	\$261.70
Pond Maintenance	1	3.00	\$117.12	\$13.42	\$0.00	\$0.00	\$0.00	\$130.54
Pot Hole Patching	6	15.00	\$438.25	\$118.80	\$0.00	\$0.00	\$0.00	\$557.05
Read Meters	20	59.75	\$1,843.24	\$876.47	\$0.00	\$0.00	\$0.00	\$2,719.71
Remove/Replace Meter	12	28.00	\$1,025.78	\$335.26	\$0.00	\$0.00	\$0.00	\$1,361.04
Services-Maintenance	2	4.00	\$180.28	\$29.64	\$0.00	\$0.00	\$0.00	\$209.92
Sewer Lateral Connection Inspection	3	5.00	\$173.58	\$44.46	\$0.00	\$0.00	\$0.00	\$218.04
Sewer Main-Inspection	2	4.00	\$133.30	\$29.64	\$0.00	\$0.00	\$0.00	\$162.94
Sewer Main-Maintenance	3	6.00	\$212.00	\$74.10	\$0.00	\$0.00	\$0.00	\$286.10
Sewer Manhole-Maintenance	2	8.00	\$269.08	\$59.28	\$0.00	\$0.00	\$0.00	\$328.36
Sewer Manhole-Repair	6	28.00	\$822.64	\$652.53	\$0.00	\$0.00	\$0.00	\$1,475.17
Shop Work	23	172.50	\$6,288.54	\$0.00	\$0.00	\$0.00	\$0.00	\$6,288.54
Shop Work - Office	14	98.00	\$5,317.48	\$0.00	\$0.00	\$0.00	\$0.00	\$5,317.48
Shoulder-Maintenance	3	13.50	\$435.60	\$665.04	\$0.00	\$0.00	\$0.00	\$1,100.64
Sign Repair/Maintenance	15	32.50	\$1,260.82	\$230.88	\$0.00	\$0.00	\$0.00	\$1,491.70
Stop Box Repair	1	1.00	\$39.04	\$14.82	\$0.00	\$0.00	\$0.00	\$53.86
Stop Box-Maintenance	1	8.00	\$312.32	\$118.56	\$0.00	\$0.00	\$0.00	\$430.88
Storm Lateral Connection Inspection	1	2.00	\$78.08	\$13.42	\$0.00	\$0.00	\$0.00	\$91.50
Storm Sewer M.H. Maintenance	3	10.25	\$403.18	\$231.81	\$0.00	\$0.00	\$0.00	\$634.99
Street Sweeping	1	1.00	\$39.04	\$1.00	\$0.00	\$0.00	\$0.00	\$40.04
Surface/Base	18	84.50	\$2,564.35	\$1,963.69	\$0.00	\$0.00	\$0.00	\$4,528.04
Tap Installation-Inspection	2	4.00	\$162.19	\$13.42	\$0.00	\$0.00	\$0.00	\$175.61
Towers-Inspection	3	4.00	\$156.16	\$26.84	\$0.00	\$0.00	\$0.00	\$183.00
Trail-Maintenance-Location Specific	2	16.00	\$372.16	\$0.00	\$0.00	\$0.00	\$0.00	\$372.16

Grand Chute Public Works

Reporting Dates November 2015

Cost Summary By Task

Task	Activities	Labor Hours	Labor Cost	Eqp Cost	Mat Cost	Con Cost	Overhead	Total Cost
Training	2	10.00	\$333.25	\$0.00	\$0.00	\$0.00	\$0.00	\$333.25
Tree Trimming	4	15.00	\$460.98	\$479.32	\$0.00	\$0.00	\$0.00	\$940.30
Vactoring	4	32.00	\$893.44	\$1,440.00	\$0.00	\$0.00	\$0.00	\$2,333.44
Wash Vehicles	2	5.00	\$195.20	\$0.00	\$0.00	\$0.00	\$0.00	\$195.20
Water Lateral Connection Inspection	1	1.00	\$39.04	\$13.42	\$0.00	\$0.00	\$0.00	\$52.46
Water Sample Collection	3	16.00	\$624.64	\$237.12	\$0.00	\$0.00	\$0.00	\$861.76
Water Shop Work	2	3.00	\$117.12	\$0.00	\$0.00	\$0.00	\$0.00	\$117.12
Water Valve-Maintenance	1	2.00	\$78.08	\$29.64	\$0.00	\$0.00	\$0.00	\$107.72
Water Valves Repair	3	13.50	\$375.22	\$140.79	\$0.00	\$0.00	\$0.00	\$516.01
Watermain Repair	9	38.00	\$1,279.46	\$2,496.53	\$0.00	\$0.00	\$0.00	\$3,775.99
Winter Maintenance	26	115.50	\$4,018.08	\$1,208.80	\$0.00	\$0.00	\$0.00	\$5,226.88
Tasks:	66	554	1,968.75	\$19,971.93	\$0.00	\$0.00	\$0.00	\$90,654.14
			\$70,682.21		\$0.00		\$0.00	

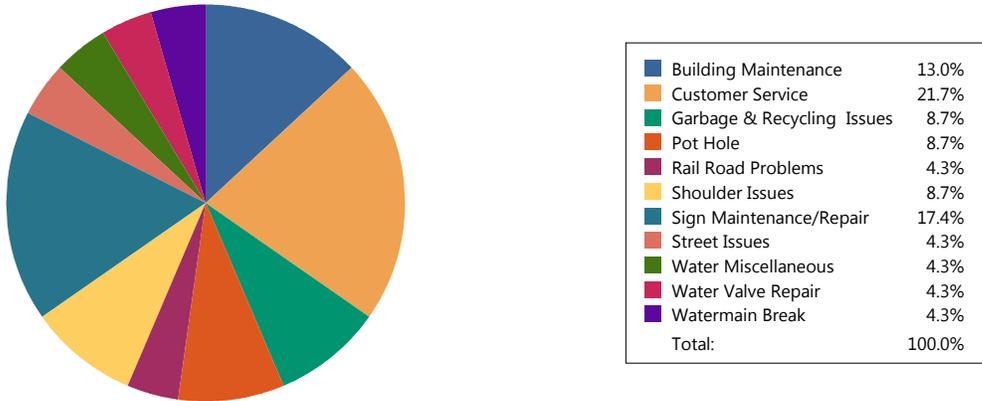
Cost Summary by Task Type

Task Type	Labor Hours	Labor Cost	Eqp Cost	Mat Cost	Con Cost	Overhead	Total Cost	%
002 Building Maintenance	60.0	\$2,358.63	\$168.12	\$0.00	\$0.00	\$0.00	\$2,526.75	2.8%
003 Ground Maintenance	11.5	\$367.33	\$365.97	\$0.00	\$0.00	\$0.00	\$733.30	0.8%
004 Inspection	44.0	\$1,502.63	\$329.66	\$0.00	\$0.00	\$0.00	\$1,832.29	2.0%
017 Leave	419.3	\$16,187.96	\$26.40	\$0.00	\$0.00	\$0.00	\$16,214.36	17.9%
005 Maintenance	49.0	\$1,895.72	\$458.84	\$0.00	\$0.00	\$0.00	\$2,354.56	2.6%
006 Miscellaneous	13.5	\$469.89	\$13.20	\$0.00	\$0.00	\$0.00	\$483.09	0.5%
007 Park Building Maintenance	101.5	\$3,284.50	\$803.46	\$0.00	\$0.00	\$0.00	\$4,087.96	4.5%
008 Park Ground Maintenance	156.5	\$4,310.67	\$3,369.02	\$0.00	\$0.00	\$0.00	\$7,679.69	8.5%
009 Repair	90.5	\$2,906.76	\$3,374.57	\$0.00	\$0.00	\$0.00	\$6,281.33	6.9%
010 Service/Customer	162.5	\$5,774.07	\$2,110.97	\$0.00	\$0.00	\$0.00	\$7,885.04	8.7%
011 Services	71.3	\$2,688.80	\$1,097.26	\$0.00	\$0.00	\$0.00	\$3,786.06	4.2%
027 Sewer Services	75.5	\$2,582.44	\$1,980.23	\$0.00	\$0.00	\$0.00	\$4,562.67	5.0%
024 Stormwater Maintenance	24.3	\$813.69	\$340.02	\$0.00	\$0.00	\$0.00	\$1,153.71	1.3%
012 Street Maintenance	321.5	\$10,623.07	\$4,872.91	\$0.00	\$0.00	\$0.00	\$15,495.98	17.1%
013 Structure Repair/Maintenance	4.0	\$133.30	\$29.64	\$0.00	\$0.00	\$0.00	\$162.94	0.2%
014 Telemetry	5.0	\$195.20	\$40.26	\$0.00	\$0.00	\$0.00	\$235.46	0.3%
015 Trail Maintenance	16.0	\$372.16	\$0.00	\$0.00	\$0.00	\$0.00	\$372.16	0.4%
016 Vehicle Maintenance	283.5	\$12,073.54	\$0.00	\$0.00	\$0.00	\$0.00	\$12,073.54	13.3%
022 Water Services	59.5	\$2,141.88	\$591.40	\$0.00	\$0.00	\$0.00	\$2,733.28	3.0%
Task Types: 19	1,968.8	\$70,682.21	\$19,971.93	\$0.00	\$0.00	\$0.00	\$90,654.14	

Service Request Distribution By Request Type

Request Type	Request Count	Average Duration (days)	Average Duration (hours)	Percentage
Total Service Requests	23	4.90	117.52	

Service Request Distribution By Request Type



GRAND CHUTE FIRE DEPARTMENT

NOVEMBER 2015 ACTIVITY REPORT



*2250 Grand Chute Boulevard
Grand Chute, Wisconsin 54913
(920) 832-6050*

"Protecting the lives, property, and environment for the community we serve through efficient, effective emergency response activities and proactive risk reduction services."

INCIDENT STATISTICS

<u>CATEGORY</u>	<u>NOV</u>	<u>YTD</u>
Station #1 Incidents	51	741
Station #2 Incidents	109	1157
Simultaneous Incidents	13	232
Multi-Company Incidents	22	251
Day (6A-6P) Incidents	108	1280
Night (6P-6A) Incidents	52	618

<u>CATEGORY</u>	<u>2015</u>	<u>2014</u>
	<u>YTD</u>	<u>YTD</u>
Total Incidents	1898	1634

FRACTILE RESPONSE PERFORMANCE (Percent Compliant)

<u>TIME</u>	<u>BENCHMARK</u>	<u>NOV</u>	<u>YTD</u>
Processing	60 Seconds	94%	89%
Turnout	60 Seconds	62%	65%
Travel	240 Seconds	60%	57%

<u>FIRE LOSS DATA</u>	<u>NOV</u>	<u>YTD</u>
Property Value	\$0	\$8,074,850
Property Lost	\$0	\$1,036,700
Property Saved	\$0	\$7,038,150

<u>MUTUAL/AUTOMATIC AID</u>	<u>NOV</u>	<u>YTD</u>
Appleton (Given)	1	19
Appleton (Received)	1	32
Town of Menasha (Given)	0	9
Town of Menasha (Received)	0	9
Town of Center (Given)	0	1
Town of Center (Received)	0	0
MABAS Responses	0	10



Visit the new Fire Department Website!
<http://www.grandchute.net/departments/fire/>

OPERATIONS DIVISION INCIDENT TYPE SUMMARY

<u>INCIDENT TYPE</u>	<u>NOV</u>	<u>YTD</u>
Fire	3	55
Overpressure	0	1
Rescue and EMS	91	1178
Hazardous Condition	5	96
Service Call	11	124
Good Intent Call	29	283
False Alarm / Call	21	156
Severe Weather	0	1
Special Incident	0	4

<u>EMS REASON FOR CALL</u>	<u>NOV</u>	<u>YTD</u>
Abdominal Pain	2	32
Allergies	1	7
Animal Bite	0	1
Assault	3	11
Back Pain	0	20
Breathing Problem	8	123
Burns	0	3
Cardiac Arrest	1	17
Chest Pain	7	81
Choking	1	5
Convulsions / Seizure	3	78
Diabetic Problem	2	38
Fall Victim	16	187
Headache	1	7
Heart Problems	3	15
Heat / Cold Exposure	1	3
Hemorrhage / Laceration	1	20
Ingestion / Poisoning	2	31
Pregnancy / Childbirth	0	5
Psychiatric Problems	1	13
Sick Person	10	153
Stab / Gunshot Wound	0	2
Stroke / CVA	0	29
Traffic Accident	6	67
Traumatic Injury	4	45
Unconscious / Fainting	8	94
Unknown Problem / Man Down	5	58
Not Applicable	2	11



FIRE PREVENTION DIVISION

GCFD Honors Veterans

As our nation celebrated Veterans Day, your Grand Chute Firefighters were honored to volunteer at Texas Roadhouse, welcoming and seating veterans and active duty service members who were offered a free lunch. We thank you for your service!



TRAINING DIVISION

Firefighters Refresh CPR Training

In November, GCFD crews were busy completing required CPR and AED re-certification training. Numerous cardiac arrest studies have indicated a 7 to 10 percent



decrease in survival rates for every minute in which defibrillation is delayed, which is why every piece of apparatus in your Grand Chute Fire

Department Fleet is equipped with an AED, and is staffed by skilled and compassionate Firefighter / EMTs trained to provide the citizens and visitors of Grand Chute with lifesaving care when seconds count.

<u>TRAINING</u>	<u>NOV</u>	<u>YTD</u>
Sessions Held	36	463
Attendance	127	1600
Hours	273.23	3626.31

RISK REDUCTION SUMMARY

<u>CODE ENFORCEMENT</u>	<u>NOV</u>	<u>YTD</u>
Routine Inspections	294	2933
Pre-Occupancy	1	38
System Acceptance	1	26
Membrane Structure	0	23
Violations	192	1533

<u>PUBLIC EDUCATION</u>	<u>NOV</u>	<u>YTD</u>
Events	5	90
Citizen Contacts	539	6669

<u>FIRE PERMITS</u>	<u>NOV</u>	<u>YTD</u>
Recreational	4	569
Agricultural	0	15

<u>SOCIAL MEDIA</u>	<u>NOV</u>	<u>TOTAL</u>
Facebook "Likes"	135	2337
Twitter "Followers"	29	933



TOP SOCIAL MEDIA POST

Following an EMS response at the Mall, the crew took some extra time to show a "future firefighter" the engine and equipment. An appreciative facebook post and picture from this young man's mother received 340 "likes" and was viewed by 13,957 users!



Grand Chute Police Department

Monthly Report



November 2015

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Total # of Incidents	1541	1593	-3%	18332	17480	5%
Citizen Generated	984	1006	-2%	11263	11006	2%
Officer Initiated	557	587	-5%	7069	6474	9%
Citizen Contacts	239	170	41%	2460	2210	11%
Traffic Citations	192	232	-17%	2484	2446	2%
Speeding	58	56	4%	601	587	2%
Seatbelt	5	6	-17%	102	158	-35%
OWI	7	8	-13%	92	124	-26%
Ordinance Summons	80	98	-18%	1005	862	17%
Retail Theft	41	23	78%	484	364	33%
UA Drinking	6	1	500%	59	107	-45%
Parking Tickets	103	198	-48%	519	464	12%
Handicapped	7	17	-59%	143	79	81%
Warrant Pick Ups	29	32	-9%	243	254	-4%

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Adult Criminal Referrals	41	55	-25%	570	530	8%
Juvenile Criminal Referrals	4	2	100%	40	45	-11%
Offense Reports	327	267	22%	3498	3282	7%
Narratives	303	249	22%	3323	2254	47%

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
Total 89789:						285,772.98
89790	12/15/2015	ROWEKAMP	2014684	SIMPLE SIGNS	10-14-53311-290	400.00
Total 89790:						400.00
89791	12/15/2015	SCOTT DENOBLE & SONS	110515	RETAINER DUE	55-13-57220-100	6,355.60
Total 89791:						6,355.60
89792	12/15/2015	STATE OF WISCONSIN COUR	120115	NOVEMBER COURT	10-15-45100	9,705.62
Total 89792:						9,705.62
89793	12/15/2015	UNION SECURITY INSURANC	120115	INSURANCE	11-18-59200-511	3,490.69
Total 89793:						3,490.69
89794	12/15/2015	WI DEPT OF JUSTICE	110215 L4509	BACKGROUND CHECKS	10-12-51420-270	287.00
89794	12/15/2015	WI DEPT OF JUSTICE	120115 G3246	BACKGROUND CHECKS	10-12-51420-270	56.00
Total 89794:						343.00
Grand Totals:						434,886.58

Dave Schowalter, Chairman: _____

Jeff Nooyen, Supervisor: _____

Travis Thyssen, Supervisor: _____

Bruce Sherman, Supervisor: _____

Jim Pleuss, Supervisor: _____

Karen L. Weinschrott, Clerk: *Karen L. Weinschrott*

Julie M. Wahlen, Treasurer: *Julie M. Wahlen*

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
89758	12/09/2015	EAGLE PRINTING & GRAPHIC	JAN 2016 NE	JAN 2016 NEWSLETTER	10-18-51100-320	2,445.83
Total 89758:						2,445.83
89760	12/15/2015	ACC PLANNED SERVICES INC	15621	INSTALL A/C UNIT IN SERVER ROOM	10-18-51600-360	6,100.75
Total 89760:						6,100.75
89762	12/15/2015	ACTION PAINTING & CARPET	120715	UTILITY REFUND 101811001	64-00-23201	119.96
Total 89762:						119.96
89763	12/15/2015	APPLETON AREA SCHOOL DI	86129	AAMFON ANNUAL BILLING	10-18-51400-290	3,831.98
Total 89763:						3,831.98
89764	12/15/2015	BALL AUTO PARTS 000202	955231	LED FLANGE PARTS	10-14-53313-350	100.12
Total 89764:						100.12
89765	12/15/2015	BAUMGART MECHANICAL INC	10357	EXHAUST FAN ST.2	55-13-57220-102	1,160.00
89765	12/15/2015	BAUMGART MECHANICAL INC	111715	RETAINER DUE	55-13-57220-100	19,454.75
Total 89765:						20,614.75
89766	12/15/2015	BOLDT COMPANY	31150-009	FS 2	55-13-57220-105	25,535.82
Total 89766:						25,535.82
89767	12/15/2015	CR CANVAS SPECIALTIES INC	12705	REPAIR GEAR GEISSLER	10-13-52200-391	318.99
Total 89767:						318.99
89768	12/15/2015	DRAEGER OIL CO INC	564601	GAS AND DIESEL FUEL	10-14-53311-344	11,991.62
Total 89768:						11,991.62
89769	12/15/2015	FEDEX	5-235-82856	SHIPPING COST	10-12-51420-310	24.56
Total 89769:						24.56
89770	12/15/2015	FIRE APPARATUS & EQUIPME	14467	DIFFUSER FOR 2622	10-13-52200-350	499.70
Total 89770:						499.70
89771	12/15/2015	FOX WEST CHAMBER OF CO	1157	MEMBERSHIP DUES	10-18-51400-321	120.00
Total 89771:						120.00
89772	12/15/2015	FPSOLUTION	4485	FIRE SPRINKLER INSPECTION ST.1	10-13-52200-290	295.00
Total 89772:						295.00
89774	12/15/2015	GRAND CHUTE UTILITIES	113015-22130	WATER/SEWER BILL	10-16-55200-220	329.27

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
Total 89774:						329.27
89775	12/15/2015	HAVINGA, CHARLES	120715	REFUND C125659-2	10-15-45100	10.00
Total 89775:						10.00
89777	12/15/2015	JAMES M FICO, PH. D.	112415	LIEUTENANT PROCESS EVALUATION	10-17-52110-210	1,425.00
89777	12/15/2015	JAMES M FICO, PH. D.	113015	PATROL OFFICER CANDIDATE	10-17-52110-210	325.00
89777	12/15/2015	JAMES M FICO, PH. D.	120115	PATROL OFFICER CANDIDATE	10-17-52110-210	325.00
Total 89777:						2,075.00
89778	12/15/2015	JOANN FABRICS	120215	RESTITUTION CITATION 5G8027W13D	10-15-45100	19.00
Total 89778:						19.00
89779	12/15/2015	KLEENMARK	48731	JANITORIAL SERVICES DECEMBER 2015	10-18-51600-290	2,074.00
Total 89779:						2,074.00
89780	12/15/2015	KLEIN-DICKERT CO INC	112415	RETAINER DUE	55-13-57220-100	2,496.50
Total 89780:						2,496.50
89781	12/15/2015	KRUCZEK CONSTRUCTION IN	120115 PAY C	BLUEMOUND DR URBANIZATION	55-14-57331-000	20,225.00
Total 89781:						20,225.00
89782	12/15/2015	MCPMAHON	900702	N BOUNDRY RUN & WHITE HAWK CURB & GUTTE	10-14-53311-210	242.50
Total 89782:						242.50
89783	12/15/2015	NORTHLAND ELECTRICAL SE	0021181-IN	SERVICE EXHAUST FAN ST.2	55-13-57220-102	480.00
Total 89783:						480.00
89784	12/15/2015	ORDE SIGN AND GRAPHICS I	REQ 2	FS 2	55-13-57220-100	9,748.05
Total 89784:						9,748.05
89785	12/15/2015	OUTAGAMIE COUNTY TREAS	1015326	CTH A/CTH OO INTERSECTION IMPROVEMENTS	55-14-57331-000	15,438.46
89785	12/15/2015	OUTAGAMIE COUNTY TREAS	120115	NOVEMBER COURT	10-15-45100	3,151.70
Total 89785:						18,590.16
89786	12/15/2015	PFEFFERLE COMPANIES	2120 SHERRI	REFUND FOR PENDING TAX ROLL	99-00-11000	179.97
Total 89786:						179.97
89787	12/15/2015	PITNEY BOWES GLOBAL FINA	321719	POSTAGE METER INK	10-18-51400-310	350.16
Total 89787:						350.16
89789	12/15/2015	PTS CONTRACTORS INC	112315 PAY C	CASALOMA DR/NEW HORIZON PAY CERT #4	55-14-57331-000	285,772.98

Check Issue Date	Payee	Invoice Number	Description	Invoice GL Acct	Check Amount
11/25/2015	DELTA DENTAL	112515	GCMW GROUP 2 DENTAL CLAIMS	10-00-13001	2,006.34
Total 151125001:					2,006.34
11/28/2015	NICOLET NATIONAL BANK	112815	2006 DEBT PRINCIPAL PMT	30-19-58100-006	115,000.00
Total 151128001:					115,000.00
11/30/2015	SERVICE CHARGE	113015	BANK SERVICE CHARGE	10-19-48110	563.75
Total 151130001:					563.75
11/30/2015	WISCONSIN ETF	113015	WRS REMITTANCE OCTOBER	10-00-21521	68,208.09
Total 151130002:					68,208.09
12/01/2015	DTCC	120115	2006 DEBT INTEREST	30-19-58290-006	4,456.25
Total 151201001:					4,456.25
12/01/2015	WISCONSIN DEPT OF REVEN	120115	SALES TAX	10-00-24310	194.35
Total 151201002:					194.35
12/02/2015	DELTA DENTAL	120215	TOWN DENTAL CLAIMS GROUP 1	11-18-59200-513	45.00
Total 151202001:					45.00
12/07/2015	PITNEY BOWES GLOBAL FINA	120715	POSTAGE	10-18-51400-311	500.00
Total 151207001:					500.00
Grand Totals:					190,973.78

Karen L. Weinschrott, Clerk: _____

Dated: _____

Check Issue Date	Check Number	Payee ID	Payee	Amount
12/04/2015	89756	4	WISCONSIN PROFESSIONAL P	937.25-
12/04/2015	89757	5	WISCONSIN SCTF	96.92-
12/04/2015	151204001	7003	STEINKE, SCOTT M	377.70-
12/04/2015	151204002	7018	KONS, BENJAMIN J	765.08-
12/04/2015	151204003	7024	GOLLNER, AMANDA M	710.44-
12/04/2015	151204004	7025	PROFANT, KATIE J	710.44-
12/04/2015	151204005	7030	CALLAWAY, SCOTT M	832.81-
12/04/2015	151204006	7035	CLEMENT, JENNIFER L	422.06-
12/04/2015	151204007	7036	GOLLNER, IAN M	396.40-
12/04/2015	151204008	7040	BLAHNIK, RUSSELL D	422.91-
12/04/2015	151204009	7041	ENNEPER, SHAWN R	422.06-
12/04/2015	151204010	7047	BOHLEN, JOSHUA D	379.04-
12/04/2015	151204011	7076	GRIESBACH, PATRICK E	710.44-
12/04/2015	151204012	1003	VELIE, DUANE A	1,768.73-
12/04/2015	151204013	1005	PRAHL, TODD W	2,126.71-
12/04/2015	151204014	1007	ERTL, MICHAEL T	1,273.94-
12/04/2015	151204015	1008	GRODE, ROBERT W	1,305.87-
12/04/2015	151204016	1010	DAANEN, TODD M	246.38-
12/04/2015	151204017	1011	URBAN, JOHN J	1,265.05-
12/04/2015	151204018	1015	HARTFIEL, BRIAN M	528.11-
12/04/2015	151204019	1024	ARFT, MICHAEL J	1,341.28-
12/04/2015	151204020	1025	STINGLE, GREGORY A	1,229.76-
12/04/2015	151204021	1027	COENEN, RANDY N	1,326.60-
12/04/2015	151204022	1030	FULCER, SAMUEL R	803.49-
12/04/2015	151204023	1043	BUCKINGHAM, ROBERT L	1,999.82-
12/04/2015	151204024	1049	BUTTERIS, JERROD B.	979.74-
12/04/2015	151204025	1050	MARQUARDT, THOMAS J	2,624.32-
12/04/2015	151204026	1052	WALL, BRIAN P	925.03-
12/04/2015	151204027	1053	KIPPENHAN, JEFF C	320.04-
12/04/2015	151204028	1055	VELIE, ADAM P	655.77-
12/04/2015	151204029	2021	PLEUSS, JAMES R	294.53-
12/04/2015	151204030	2022	SCHOWALTER, DAVID A	450.84-
12/04/2015	151204031	2024	NOOYEN, JEFFREY T	380.21-
12/04/2015	151204032	2026	THYSSEN, TRAVIS J	379.36-
12/04/2015	151204033	2031	KLASEN, CHARLES W	518.29-
12/04/2015	151204034	3003	MAUTHE, ANGELA M	1,164.94-
12/04/2015	151204035	3004	WEINSCHROTT, KAREN L	1,537.80-
12/04/2015	151204036	3007	MARCH, JAMES V	3,016.05-
12/04/2015	151204037	3008	NATE, CARY J	2,201.67-
12/04/2015	151204038	3009	KOPECKY, JEFFRY D	1,628.70-
12/04/2015	151204039	3012	ST JULIANA, LENO J	1,407.20-
12/04/2015	151204040	3014	OLEJNICZAK, TRACY L	1,015.22-
12/04/2015	151204041	3016	BAXTER, MARY J	1,256.59-
12/04/2015	151204042	3017	TIMM, BARBARA M	844.77-
12/04/2015	151204043	3020	RIEMER, NANCY L	1,124.57-
12/04/2015	151204044	3022	PEETERS, CARRIE L	592.15-
12/04/2015	151204045	3027	GABRIEL, LISA J	1,004.34-
12/04/2015	151204046	3033	THIEL, ERIC J	1,421.19-
12/04/2015	151204047	3034	FAHRENKRUG, ANGIE M	1,006.46-
12/04/2015	151204048	3041	MROCKOWSKI, LISA M	1,275.07-
12/04/2015	151204049	3045	WAHLEN, JULIE M	1,748.68-
12/04/2015	151204050	3047	HEIMANN, ROBERT J	2,393.28-
12/04/2015	151204051	3048	BERKERS, SANDRA J	284.52-
12/04/2015	151204052	3050	WALLENFANG, DAVID J	1,059.85-
12/04/2015	151204053	3053	SOK, SAM A	1,547.72-
12/04/2015	151204054	3054	PATZA, MICHAEL D	1,421.34-
12/04/2015	151204055	3055	SCHMAHL, ALISSA R	1,287.05-

Check Issue Date	Check Number	Payee ID	Payee	Amount
12/04/2015	151204056	4015	SHERMAN, BRUCE D	230.04-
12/04/2015	151204057	6001	KASRIEL, MATTHEW E	1,880.28-
12/04/2015	151204058	6005	TRILLING, RICHARD K	2,186.64-
12/04/2015	151204059	6006	WOODFORD, ALEXANDER J	289.20-
12/04/2015	151204060	6009	BUETTNER, ROBERT L	3,116.06-
12/04/2015	151204061	6012	HEINZ, SEAN A	314.14-
12/04/2015	151204062	6018	DEBRULER, MICHAEL L	1,832.94-
12/04/2015	151204063	6021	GEISSLER, MICHAEL L	3,289.70-
12/04/2015	151204064	6022	CHADA, MATTHEW W	284.73-
12/04/2015	151204065	6026	OLSON, ROBERT C	3,466.45-
12/04/2015	151204066	6027	BERGLUND, ERIC S	2,944.46-
12/04/2015	151204067	6028	THORSON, WADE J	3,261.22-
12/04/2015	151204068	6031	CZECHANSKI, ANDREW P	3,224.81-
12/04/2015	151204069	6039	JAPE, CHRISTOPHER E	2,726.40-
12/04/2015	151204070	6040	SIEGMANN, CHAD E	2,937.74-
12/04/2015	151204071	6043	SCHIPPER, ROBERT J	3,228.63-
12/04/2015	151204072	6050	PAVASARIS, RAIMONDS P	2,995.57-
12/04/2015	151204073	6051	LAZCANO, RAUL M	3,467.53-
12/04/2015	151204074	6054	MARTIN, CHAD R	3,596.37-
12/04/2015	151204075	6066	PALTZER, BRAD L	3,464.42-
12/04/2015	151204076	6074	STARK, AARON W	3,006.93-
12/04/2015	151204077	6077	STERN, JEREMY D	157.08-
12/04/2015	151204078	6085	SCHOMMER, BRIAN P	3,644.22-
12/04/2015	151204079	6092	BANTES, TIMOTHY A	2,248.99-
12/04/2015	151204080	6098	MONAGHAN, RYAN J	317.18-
12/04/2015	151204081	6113	FELCKOWSKI, BENEDICT J	83.11-
12/04/2015	151204082	7001	PETERSON, GREG I	2,689.14-
12/04/2015	151204083	7003	STEINKE, SCOTT M	1,517.97-
12/04/2015	151204084	7007	PROPSON, JENNA S	1,947.25-
12/04/2015	151204085	7008	REIFSTECK, RANDY W	1,848.93-
12/04/2015	151204086	7013	ZOLKOWSKI, TODD A	2,224.80-
12/04/2015	151204087	7018	KONS, BENJAMIN J	2,160.12-
12/04/2015	151204088	7022	MOHR, GREGORY J	2,342.06-
12/04/2015	151204089	7024	GOLLNER, AMANDA M	1,271.29-
12/04/2015	151204090	7025	PROFANT, KATIE J	1,489.32-
12/04/2015	151204091	7027	VELIE, MICHAEL G	1,818.75-
12/04/2015	151204092	7030	CALLAWAY, SCOTT M	1,621.92-
12/04/2015	151204093	7034	SHELLINGER, AARON S	2,334.87-
12/04/2015	151204094	7035	CLEMENT, JENNIFER L	1,994.93-
12/04/2015	151204095	7036	GOLLNER, IAN M	1,678.91-
12/04/2015	151204096	7040	BLAHNIK, RUSSELL D	1,813.01-
12/04/2015	151204097	7041	ENNEPER, SHAWN R	1,827.06-
12/04/2015	151204098	7047	BOHLEN, JOSHUA D	2,121.72-
12/04/2015	151204099	7053	JAEGER, COLETTE R	2,011.80-
12/04/2015	151204100	7055	VANDEN BERG, TED M	1,658.19-
12/04/2015	151204101	7056	MAAS, MARK H	2,087.28-
12/04/2015	151204102	7059	SCHULTZ, HOLLY J	1,176.98-
12/04/2015	151204103	7061	DIEDRICK, AMANDA M	1,060.80-
12/04/2015	151204104	7065	OTTO, MICHAELA L	308.00-
12/04/2015	151204105	7070	WARMBIER, TAYLOR R	236.17-
12/04/2015	151204106	7073	TEIGEN, JOSEPH D	1,809.73-
12/04/2015	151204107	7076	GRIESBACH, PATRICK E	1,359.80-
12/04/2015	151204108	7081	THAO, JOHNNY	541.55-
12/04/2015	151204109	7084	FEUCHT, DANIEL A	196.54-
12/04/2015	151204110	7086	KEEN, SUSAN M	25.32-
12/04/2015	151204111	7088	PETERS, PHYLLIS J	1,216.91-
12/04/2015	151204112	7093	PERZ, KARI L	1,337.59-

Check Issue Date	Check Number	Payee ID	Payee	Amount
12/04/2015	151204113	7097	BERG, JANET H	150.42-
12/04/2015	151204114	7098	LATZA, CHERYL A	321.55-
12/04/2015	151204115	7101	VUE, LIA	2,247.63-
12/04/2015	151204116	7103	SCHUH, JULIANNE M	803.88-
12/04/2015	151204117	7104	HANSON, BENJAMIN G	1,874.18-
12/04/2015	151204118	7105	KUNDINGER, JENNI L.	977.15-
12/04/2015	151204119	7107	DASKO, ASHLEY A	515.47-
12/04/2015	151204120	7108	GRIER-WELCH, DYLAN F	1,917.88-
12/04/2015	151204121	7109	WAAS, TRAVIS J	1,796.55-
12/04/2015	151204122	7110	POUPORE, LOGAN T	1,857.49-
12/04/2015	151204123	7111	HANNIGAN, MEGAN E	1,659.04-
12/04/2015	151204124	7112	REHBERG, ETHAN C	440.22-
12/04/2015	151204125	7113	RUCHTI, TAYLOR A	89.34-
12/04/2015	151204126	7114	MCFAUL, WENDY	797.73-
12/04/2015	151204127	7115	DOWNEY, DANIELLE	1,456.62-
12/04/2015	151204128	7116	FENRICH, ALEC J	407.16-
12/04/2015	151204129	8021	CROSBY, PAMELA A	32.32-
12/04/2015	151204130	8036	HIDDE, JULIA P	32.32-
12/04/2015	151204131	8081	MALENOWSKI, JOSEPH W	32.32-
12/04/2015	151204132	8082	BOECKERS, DUANE J	32.32-
12/04/2015	151204133	7	DEFERRED COMP	7,145.00-
12/04/2015	151204133	7	DEFERRED COMP	1,657.00-
12/04/2015	151204134	1	EFTPS	17,368.06-
12/04/2015	151204134	1	EFTPS	17,368.06-
12/04/2015	151204134	1	EFTPS	4,061.88-
12/04/2015	151204134	1	EFTPS	4,061.88-
12/04/2015	151204134	1	EFTPS	33,821.59-
12/04/2015	151204135	8	FLEX SPENDING	1,820.07-
12/04/2015	151204135	8	FLEX SPENDING	576.90-
12/04/2015	151204136	2	WISCONSIN DEPT OF REVENUE	13,990.48-

Grand Totals:

144285,410.62-

TOWN OF GRAND CHUTE

ORDINANCE, SERIES OF O-19-2015

AN ORDINANCE AMENDING THE TOWN OF GRAND CHUTE OFFICIAL MAP ESTABLISHED AND ADOPTED IN CHAPTER 475 OF THE CODE OF THE TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

WHEREAS, Chapter 476 of the Town of Grand Chute Municipal Code provides for adoption of an Official Map, pursuant to Section 62.23 of the Wisconsin Statutes; and,

WHEREAS, it is necessary to amend said Official Map periodically in order to show new streets, or to add planned future street extensions.

NOW THEREFORE BE IT ORDAINED by the Town Board of Supervisors of the Town of Grand Chute, Outagamie County, Wisconsin, that the Official Map is hereby amended as shown on the attached Exhibit "A". Said Exhibit "A" is available for viewing at the Community Development Department of the Town of Grand Chute, and on the Town's web site.

If any provision of this ordinance is invalid or unconstitutional, or the application of this ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the above provisions or applications of this ordinance, which can be given effect without the invalid or unconstitutional provision, or its application.

Approved and adopted this _____ day of _____, 20____.

Town of Grand Chute

Number Voted For _____
Number Voted Against _____

David A. Schowalter
Town Chairman

Karen L. Weinschrott
Town Clerk

Approved as to form:

Charles Koehler, Attorney
Herrling Clark Law Offices
800 N. Lynndale Drive
Grand Chute, WI 54914

ELECTION INSPECTORS 2 YEAR TERM 2016-2017

ALIX SHIRL
ALLEN CHERYL
ATWATER SANDRA
BARNDT JACKIE
BAUMAN ANDREA
BOYER, JOANNE
DENNIK LOIS
DESENS GERALD
DESENS JOANNE
DORN MELBA
DOUGLASS MIRIAM
DRAEGER MARILYN
EBERHARD RUSSELL
EBERT LOUISE
GERLACH JANICE
GROSSMAN CAROL
HAAG JOAN
HACZYNSKI SHARON
HARDT VIRGINIA (GAYLE)
HEINRITZ MICHAEL
HELING MARK
HERCHMER JULIE
HERCHMER MICHAEL
HOLCOMB PEGGY
HOULIHAN KATHLEEN
KAHL JERRI
KNAPP MARCE
KNOLL GLORIA
KOZAK GEORGE
KOZAK LOIS
KRAUSE ROGER
KREIN JONATHAN
KROSS DONNA
KRUEGER CORRINE P
KRUEGER DEBORAH A
KRUEGER KALAN
KRUEGER RICHARD
KRULL LOIS
KUKSA JULIE
LAEDTKE JOYCE
LARKIN MARY F
LEMBERGER JACQUELINE
MALOTT BETH
MILLER ELIZABETH
MISCO ROSALIE
NEWHOUSE GERALD
NEWHOUSE KAREN
PETERSEN KAREN
PETHKE ALVIN R
PETHKE LINDA C

PRATT, MARGIE
RAMMER, SHARON
REMME KAY
RICKERT GERALD
RICKERT KAREN
SCHLAFER PHILLIP
SCHIPPOREIT MARTA
SCHUMACHER BETTY
SHERMAN CONNIE
SHERMAN JOYCE
SPLITT LEIGH
ST ANDRE FRANCIS
STEEDE NATHALIE
STILLMAN TERRY
STILLSON CAROLYN
STILLSON JOHN
SUTTER, WILLIAM
VAN HEUKLON GLORIA
VANDENBOGART SHIRLYNE
VOEKS JANET
WARMBIER SUSAN
WEBER NANCY
WROBLESKI MICHELLE



AGENDA REQUEST
12/15/2015

TOPIC: CVB Board of Directors Appointment

<input checked="" type="checkbox"/> New Business <input type="checkbox"/> Unfinished Business <input type="checkbox"/> Reports <input type="checkbox"/> Closed Session <input type="checkbox"/> Ordinance/Resolution	Meeting: Town Board
Department Reporting: Administration	Submitted By: Jim March

ISSUE: Appointment to the CVB Board of Directors is needed

BACKGROUND/ANALYSIS: A vacancy exists on the CVB Board of Directors. Supervisor Nooyen has been serving on the CVB Board for several years. His term now has expired due to term limits. The Board currently consists of 17 members and meets bi-monthly. The board is comprised of elected officials, municipal staff and private stakeholders from hotels or other area attractions.

This will be a critical appointment for the Town for the next term. The recent room tax increase for the Exhibition Center and future sporting facility upgrades and development will be hot topics for the next term.

A couple of Supervisors have mentioned to me that they would like me to accept the appointment for the next term. I am certainly willing to do so if it is the desire of the majority of the Town Board and a Supervisor is not interested instead.

RECOMMENDATION: Discuss and appoint Jim March if so desired or select a Town Board Supervisor to serve in this capacity.

FISCAL IMPACT: N/A

ATTACHMENTS:



AGENDA REQUEST
12/15/2015

TOPIC: Appointments to the Room Tax Commission

<input checked="" type="checkbox"/> New Business <input type="checkbox"/> Unfinished Business <input type="checkbox"/> Reports <input type="checkbox"/> Closed Session <input type="checkbox"/> Ordinance/Resolution	Meeting: Town Board
Department Reporting: Administration	Submitted By: Jim March

ISSUE: Three appointments to the Room Tax Commission are needed

BACKGROUND/ANALYSIS: The recent documents passed by each municipality allow Grand Chute to appoint three individuals to the expanded Room Tax Commission. The expanded Commission will consist of 18 members. Currently, Supervisors Sherman and Pleuss are the two Town Board Supervisors that serve on the Fox Cities Room Tax Commission.

Since this Commission has the responsibility and oversight for requiring taxes that are levied to be properly collected, it probably makes sense to have all of these positions comprised of elected officials with fiduciary responsibility. I would guess that this Commission will meet quarterly.

RECOMMENDATION: Discuss and select appointment of three Town Board Supervisors

FISCAL IMPACT: N/A

ATTACHMENTS:



AGENDA REQUEST
12/15/2015

TOPIC: Appointment to the ARA Advisory Committee

<input checked="" type="checkbox"/> New Business <input type="checkbox"/> Unfinished Business <input type="checkbox"/> Reports <input type="checkbox"/> Closed Session <input type="checkbox"/> Ordinance/Resolution	Meeting: Town Board
Department Reporting: Administration	Submitted By: Jim March

ISSUE: Appointment to the ARA Advisory Committee is needed

BACKGROUND/ANALYSIS: The recent documents passed by each municipality allow Grand Chute to appoint one individual to serve on the Appleton Redevelopment Authority Advisory Committee to oversee the funding and development of the Exhibition Center project. The purpose and membership makeup of this committee is attached.

RECOMMENDATION: Discuss and select appointment for this committee.

FISCAL IMPACT: N/A

ATTACHMENTS: Exhibition Center ARA Advisory Committee Outline

**Organization and Establishment of
Exhibition Center Advisory Committee of the Appleton Redevelopment Authority**

ARTICLE 1- NAME

The name of the advisory committee shall be the Exhibition Center Advisory Committee of the Appleton Redevelopment Authority (“Exhibition Center Advisory Committee”, “Advisory Committee” or “Committee”).

ARTICLE 2-PURPOSE AND ORGANIZATION

SECTION 1. Purpose- The general purpose of the Exhibition Center Advisory Committee is to represent, inform, engage and make recommendations on behalf of the stakeholders in the greater Fox Valley about the Exhibition Center Project as well as operations and management of the Exhibition Center “Center”. The Committee shall strictly serve in an advisory capacity to the Appleton Redevelopment Authority (“ARA” or “Authority”).

SECTION 2. Membership. The Exhibition Center Advisory Committee shall include the following: one representative from each municipality collecting hotel room tax used in part to fund the exhibition center operations [appointed by the municipality], two (2) hoteliers collecting room tax used in part to fund the exhibition center [appointed by the ARA Chairperson and approved by ARA], two (2) community members residing within a community collecting room tax used in part to fund the exhibition center operations [appointed by the ARA Chairperson and approved by ARA], one (1) member of the ARA [appointed by the ARA Chairperson] and the Executive Director of the Convention and Visitors Bureau, or designee. The City of Appleton Community and Economic Development Director, or designee thereof, shall also be a non-voting, advisory member of the Committee. The Chair and Vice-Chair of the Committee shall be designated by ARA and shall serve one year terms that may be renewed at the discretion of ARA.

Committee members, with the exception of the Executive Director of the Convention and Visitors Bureau and City of Appleton Community and Economic Development Director, or designees thereof, shall serve terms of two (2) years and may serve up to three (3) consecutive terms. However, upon establishment of this committee, the following shall serve an initial term of three years: (list half of the participating municipalities), one of the hotelier representatives and one of the community members.

SECTION 3. Meetings and Reports- The Committee shall hold regular meetings at such times, places and dates as may be determined by its members and provide monthly reports to ARA.

SECTION 4. Notice of Meetings- Notice of regular meetings, including the time and place, shall be provided to the members at least two business days prior to such meeting. Notice of special meetings, including the time and place therefore, shall be provided to the members at least twenty-four hours prior to such meeting. The Executive Director of the Authority shall cause

such notices to be given in person, by telephone, by mail or by email. Public notice of all Committee meetings shall be made in accordance with the appropriate provisions of the Wisconsin Open Meetings Law.

SECTION 5. Quorum- A majority of the appointed members of the Committee shall constitute a quorum.

SECTION 6. Official Action- A vote by a majority of Committee members at any meeting where a quorum is present shall constitute official action by the Committee.

SECTION 7. Reimbursement; No Compensation. The members of the Committee shall receive no compensation or reimbursement for attending regular meetings or public functions. Reimbursement for actual expenses incurred in the performance of their duties may be provided by the Authority, upon submission of receipts, for performance of other Committee related duties requested and approved in advance by the Authority.

SECTION 8. Committee Procedure. The Committee shall operate under the same procedural rules adopted by the Appleton Redevelopment Authority and may develop additional rules and operating procedures subject to prior approval by a majority of members of the Appleton Redevelopment Authority.



AGENDA REQUEST
12/15/2015

TOPIC: Annual Update of the Winter Maintenance Policy.

<input checked="" type="checkbox"/> New Business <input type="checkbox"/> Unfinished Business <input type="checkbox"/> Reports <input type="checkbox"/> Closed Session <input type="checkbox"/> Ordinance/Resolution	Meeting: Town Board
Department Reporting: Public Works	Submitted By: Thomas J. Marquardt, P.E., <i>TJM</i> Director of Public Works

ISSUE: Shall the Town Board approve the annual update of the Town of Grand Chute Winter Maintenance Policy?

BACKGROUND/ANALYSIS: The Winter Maintenance Policy sets the standards for maintaining the Town's roads and pedestrian facilities during the cold weather season. The policy is revised as equipment changes, procedures are modified and road miles are added. This policy is posted on the Town's web site and sets the level of service that the public works department strives to achieve.

The updates to this year's policy include the addition of Loader #320 and 1-ton Pick-up #303 to be used for cul de sac clean up. There have been some route adjustments due to added streets and subdivisions. Over 1.5 miles of bike/ped trail have been added to the list of maintained trails. The existing Loader #310 will remain at the salt shed for loading trucks. This will eliminate any waiting to load salt if the loader is out plowing cal de sacs. The budgeted addition of 2 public works laborers will greatly assist in the timely remove of snow from the Town's roadways.

All plow trucks now have pre-wetting systems on them. Staff will no longer be using the Geomelt (beet juice) additive to lower melting temperature of the pre-wet salt applications. In place of the Geomelt, Calcium Chloride will be added to the salt brine. The cost of Calcium Chloride is less than half the cost of Geomelt. Our test sections with the Calcium Chloride additive in the 2014-15 season showed good performance at a lower cost. Superintendent Prahl and Foremen Velie and Arft have been trained on the assessment of road conditions and the effects of humidity and the dew point on the melting efficiency of de-icing chemicals. At the start of each storm, the salt application rate is set based on current weather parameters. The weather station outside of my office provides a real-time weather information at the Town Hall location. A second weather station at the new fire station on Glenridge will provide conditions on the south end of the Town. Internet access to the weather information from these stations can found by using the Weatherlink app on your smartphone with the station names GCDPW1 and GCFD2 (not active yet). The result of the adjustment to our salt applications is a reduction in salt use and cost, benefiting the tax payers and the environment.



Winter Maintenance Policy on Snow/Ice Removal Operations

Revision 12-2015⁴



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WINTER MAINTENANCE POLICY
On
SNOW/ICE REMOVAL OPERATIONS
For
Town of Grand Chute

Intent:

The intent of this policy is to outline the Town of Grand Chute's responsibilities and procedures for winter road maintenance, snow plowing and salt/sand application. Snow and ice removal operations will be performed in a responsible and timely manner with all due consideration to the safety of the Town residents, Town employees and those using our roadways.

It must be recognized that, although this policy sets general guidelines to be followed, each storm has its own character with variable conditions such as wind, extreme temperatures, timing, duration and moisture content. The policy must remain flexible and take into consideration these variables.

Winter Maintenance Policies

Determination of Need for snow/ice control procedures. The Director of Public Works, Public Works Superintendent and Public Works personnel will keep themselves apprised of the changing weather conditions. Weather reports issued by the National Weather Service should be used to aid in the preparation for snow removal operations. The Public Works Superintendent or his designated authority will be responsible to monitor the conditions and assess the need for the plows or salters to be out. The primary source of road condition information is from a personal inspection by the Public Works Superintendent or his designee of various locations within the Town. During off-duty hours of 3:00 p.m. to 7:00 a.m. and on weekends and holidays, the personal inspections of weather and road conditions shall include periodic checks on the weather and driving to various locations within the Town to assess the road conditions. The secondary or back-up information sources are the Grand Chute Police Department and the Outagamie County Sheriff's Department. Both secondary sources will notify the Public Works Superintendent if they observe or encounter conditions that require salting or plowing. The Public Works Superintendent or his designee will do a personal evaluation of the road conditions upon receiving a report from a secondary source. The implementation of this policy shall be dictated by the actual road conditions.

Ice Control. Ice control will commence when, in the opinion of the Director of Public Works, the Public Works Superintendent or their designated authority, an unsafe condition for travel exists. Anti-icing operations can occur 1-2 days prior to the predicted snow event. A salt brine or salt brine —~~Geomelt~~ Calcium Chloride mixture is sprayed on the pavement at intersections, hills and curves where icing and snow pack is known to be a problem. The need for anti-icing is determine by the predicted moisture content of the snow and the temperature at the beginning of the event. Anti-icing is not performed when temperatures are below 5°F. De-icing operations can vary greatly, depending on whether there is a need for town wide coverage or if the slippery areas are isolated. For most de-icing operations, the Town uses road salt treated with salt brine or a salt brine/Calcium Chloride mixturean agricultural derivative to decrease

scatter and lower the melting temperature. Salt is applied with a tailgate spreader. At colder temperatures (<5°F) salt becomes considerably less effective as a de-icer. Salting operations may not occur when temperatures are below 5°F and falling. When temperatures are below 5°F, a limestone chip and salt mixture may be used in place of treated salt to address slippery road conditions. Salting operations may not begin or continue when winds become strong enough that the salt will contribute to the drifting on the roadways. Salting is done at three levels.

Level 1 – Isolated slippery spots are addressed with one or two salt trucks.

Level 2 – More widely spread slippery areas on heavier traveled roadways are addressed with a minimum of three single or tandem axel plow trucks. Salt is spread on the main roads, hills, curves and intersections as well as other known slippery areas.

Level 3 – Overall slippery conditions throughout the Town are addressed by using two single axel plow truck and four tandem axel plow trucks for salting and/or plowing.

Snow accumulations of less than two (2) inches may be addressed by this level of salt application.

Snow Plowing. Snow accumulations that are in depths of two (2) inches or more will be plowed from the roadways. Snow accumulations of less than two (2) inches may be plowed if conditions such as, but not limited to, drifting or high moisture content with slippery conditions exist. Salting of the roads and intersections will be done in conjunction with the plowing when temperatures are at or above 5°F.

Call-in procedure. When the Public Works Superintendent or his designee determines there is a need, determined by a personal roadway inspection, to call in the Public Works personnel for snow/ice removal operations, he is authorized to call in sufficient personnel to staff the snow/ice removal operations. The Public Works Superintendent or his designee shall keep the Director of Public Works abreast of the snow/ice removal operation and the number of personnel involved.

The Public Works crew shall be called in on a rotational basis for snow/ice removal overtime. If the Superintendent or Director of Public Works calls a crewmember and that crewmember declines to work the overtime, the next crewmember on the list shall be called. If the Superintendent or Director of Public Works calls a crewmember and the call is received by an answering machine, a message will be left to contact the Superintendent or Director of Public Works and the next crewmember in the rotation shall be called. Each crew member has listed two or three contact numbers and the order in which the numbers should be called. The crew members should be available for snow/ice removal operations if they have received prior notification of pending hazardous weather conditions or if changes in weather conditions may warrant a call-in for overtime plowing/salting. Alternative contact phone numbers should be provided to the Superintendent.

The operators of snowplows should not be plowing more than twelve hours following eight consecutive hours off duty or for any period after having been on duty sixteen hours following eight consecutive hours off duty. The maximum hours of driving for commercial vehicles does not apply to emergency vehicles as defined in Wis. Administrative Code Trans 327.09(4)(a). The safety of the driver and those sharing the road with him will be considered when the maximum driving hours are exceeded.

Roadway Classifications and Service Levels

Arterial Roads – These roadways will be maintained to provide 75% bare pavement as soon as practical after the storm. They consist of the main east-west/north-south roadways not designated as County or State routes and other heavily traveled roads.

Collector Roads – These roadways will be maintained to provide 50% bare pavement as soon as practical after the storm. These roadways link traffic on local roads to the arterial road network.

Local Roads – These roadways will be maintained to provide bare tire strip as soon as practical after the storm. They consist of the lesser traveled roads and internal subdivision roadways not considered arterial or collector roads.

Plowing Routes

Plow trucks #204, #208, #212, #220, #224, ~~and #228~~ and Loader #320 have designated routes. The John Deere Loader #310 will remain at the Town Hall to clear parking lots and load salt. ~~and the~~ Caterpillar Motor Grader #901 will assist with plowing of roadways when personnel are available. When snow has fallen overnight, the routes will begin approximately 12:00 a.m. with the first round be completed by or before noon. Plowing and salting routes are illustrated on Figure 1.

Special Operations

Cleaning up cul de sacs. Cul de sacs will be cleared of snow at the same time as the roadways are being plowed when personnel are available.

Road widening and plowing shoulders. After the initial pavement and cul de sac clearing, the full width roadway and shoulders will be plowed. Widening and shoulder plowing may be accomplished on an “overtime” basis to avoid heavy traffic in commercial areas.

Cleaning up intersections. Snow piles on the corners of intersection areas will be pushed back to provide safe visibility around the radii after the roadways have been cleared.

Snow removal in cul de sacs, on sidewalks and bridges. The Public Works crew will remove the snow accumulation from town road bridges after all roadways are substantially clear of snow and ice, intersections and cul de sacs are cleaned up and roadways are widened. This operation should be accomplished on a “regular time” basis.

Shoulder and bank clean up. The Public Works crew will “wing” back the snow banks on the sides of the roadway to provide additional snow storage for future storms. This operation will typically commence after the cul de sacs, sidewalks and bridges are cleared. This operation should be accomplished on a “regular time” basis.

Sand/salt bins. Bins filled with a sand/salt mixture will be placed at roadside locations where icy pavement is known to form. Residents and the Public Works Crew can use the sand/salt to address slippery spots in these isolated areas.

Park parking lots. The Public Works crew will clear park parking lots upon completion of the road widening on a “regular time” basis.

Town Hall parking lots. Town Hall parking lots will be cleared of accumulated snow and ice by shop personnel or by the regular Public Works crew prior to the arrival of Town Hall staff for normal business hours.

Fire Station parking lots. Fire station aprons shall be kept free of snow accumulations that would impede the response of emergency vehicles. Fire personnel parking areas will be cleared of accumulated snow and ice by the regular Public Works crew prior to the arrival of Fire Station administrative staff for normal business hours or as time permits during road plowing operations. Fire personnel at Fire Station 1 will clear accumulations of snow from their parking and apron areas as time permits.

Arrowhead and Lions ice rinks. The ice rinks will be cleared of snow accumulations as the Public Works crew is clearing park parking lots on a “regular time” basis.

Recently Urbanized Streets. Town streets that have been urbanized within four years of the current winter season shall be on a limited salt program. These streets will be plowed and salt only applied at intersections with collector streets. Limestone chips may be applied as conditions warrant. Salt may be applied in the event of an ice storm where conditions would impair the travel of emergency vehicles.

Equipment

Trucks 204, 208, 212, 220, 224, ~~and~~ 228 and Loader #320 have assigned routes as shown on Figure 1 when personnel are available. Trucks 306, 308, 400, 403, 35, 66 and 62 are assigned to cul de sac clean-up as noted by the colored dots on Figure 1, when personnel are available. The ~~Loader and the~~ Motor Grader is~~are~~ assigned as needed. The MD Sidewalk Tractor 550 is designated to clear sidewalks and trails.

Equipment #	Year	Make	Accessories
204	2006	Sterling Single Axle	2-way plow, patrol wing, material spreader (pre-wet)
208	2011	Int'l Single Axle	2-way plow, patrol wing, material spreader (pre-wet)
212	2013	Int'l Tandem Axle	2-way plow, patrol wing, material spreader (pre-wet)
220	2014	Int'l Tandem Axle	2-way plow, patrol wing, material spreader (pre-wet)
224	2002	Int'l Tandem Axle	2-way plow, patrol wing, material spreader (pre-wet)
228	2010	Freightliner Tandem Axle	2-way plow, patrol wing, material spreader (pre-wet)
310	1995	John Deere Loader	2-way plow, patrol wing, pusher plow, <u>V-plow</u>
<u>320</u>	<u>2015</u>	<u>Caterpillar Loader</u>	<u>2-way plow, patrol wing</u>
901	1995	Caterpillar Motor Grader	V-Plow, benching wing
300	2012	Chevrolet 1-ton	Anti-icing tank/sprayer
<u>303</u>	<u>2015</u>	<u>Chevrolet 1-ton</u>	<u>Boss V-plow</u>
306	1999	Chevrolet 1-ton	Boss V-plow
308	2003	Chevrolet 1-ton	Boss V-plow
400	2010	Chevrolet 3/4-ton	Boss V-plow, material spreader
403	2010	Chevrolet 3/4-ton	Boss V-plow
35	2000	Chevrolet 3/4-ton	Boss V-plow
62	2006	Ford 3/4-ton	Boss V-plow
66	2013	Chevrolet 3/4-ton	Boss V-plow
550	2012	MB Sidewalk Tractor	Blower, broom, spreader
570	2001	New Holland Skid Steer	72" plow, 60" snowblower

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Snow Emergency Conditions

Town Ordinance §515-4D (see Appendix A) details the declaration of a snow emergency by the Town Chairman or his designee. Appendix B contains the form letter that is provided to emergency services and the news media. In the case of a snow emergency, whenever in the opinion of the Town Chairman or his designee an emergency exists in the Town because of snow, freezing rain, sleet, ice, snow drifts or other natural phenomena which would create or will likely create hazardous road conditions impeding or likely to impede the free movement of fire, health, police, emergency or other vehicular traffic or otherwise endanger the safety or welfare of the community, such official may declare a snow emergency to exist. The declaration will be broadcast to the general public by the press, radio and/or other public means of communication. Said emergency is declared to continue for a period of forty-eight (48) hours, after declaration, or until such earlier time as snow plowing operations have been declared completed by the Director of Public Works.

Two hours after the original broadcast of the declaration of a snow emergency, a 24-hour per day prohibition of on-street parking will be imposed. Under a snow emergency, the Town Director of Public Works or his designee is authorized to remove a vehicle standing upon a roadway in violation of the prohibition of on-street parking or to require the operator in charge thereof to move the vehicle to a position where parking is permitted. The removal may be by or under the direction of the Town Director of Public Works or his designee or may be contracted for. Any charges relating to moving, towing, or storage of the removed vehicle shall be the responsibility of the owner or operator of the vehicle. The Town and its employees shall not be responsible for any damage incurred to the removed vehicles during moving, towing or storage.

Seasonal Parking Restrictions

Town Ordinance 515-4C (see Appendix A) details the restrictions on all-night parking during the seasonal no-parking period from November 1 to April 1. Reasonable efforts may be made by the Town staff to contact the owner of a vehicle parked on the roadway during a snow removal operation to request that the vehicle be moved off of the roadway as soon as possible.

Mailboxes

Town Ordinance 468-5E (see Appendix A) details the standard installation of a mailbox (see Figure 2). If mailboxes are properly installed, they should not conflict with normal plowing operations. No part of the mailbox shall extend past the face of a vertical curb or the back of a mountable curb or beyond the outside edge of an aggregate shoulder or be closer than 18 inches from the edge of pavement in a rural section, whichever is greater.

The Town's plow drivers have been instructed to take extra care near mailboxes to avoid damaging them. If it is suspected that the plow blade has damaged a mailbox, the owner should contact the Town Hall. The Director of Public Works or the Public Works Superintendent will inspect the damaged mailbox and determine whether or not the damage was caused by snow removal operations. The current policy provides for the replacement or compensation for the mailbox that has been damaged by physical contact from any Town of Grand Chute snow removal equipment. Upon verification that the equipment physically contacted the mailbox, the mailbox owner will have the option of having Town personnel replace the mailbox and/or post or

submitting a request for compensation in accordance with the current fee schedule. The replacement shall be with a basic, standard sized mailbox (matching metal or plastic) and a 4x4 post in accordance with the standard mailbox installation shown on Figure 2. The actual installation of the post may not be completed during the winter season due to the frozen ground. A request for compensation shall be processed by the Town Board as soon as possible following the request. Mailboxes damaged by the force of plowed snow, will not be replaced, repaired or compensated for by Town. Originally installed or replacement mailboxes that do not meet the installation requirements noted on Figure 2 will not be eligible for replacement or compensation if damaged by physical contact from any Town of Grand Chute snow removal equipment.

Stalled or Stuck Vehicles

Public Works Department personnel shall not tow or push stalled or stuck vehicles unless so directed by the Grand Chute Police Department or Outagamie County Sheriff's Department in the case of an extreme emergency. Public Works personnel should not provide rides for stranded motorists, although assistance may be provided to the motorist by contacting the Grand Chute Police Department.

Private Drives and Parking Lots

Town of Grand Chute personnel shall not plow private driveways or parking lots unless so directed by the Grand Chute Police Department or Outagamie County Sheriff's Department to provide access for emergency services. Some snow and ice may be deposited in private driveways during normal plowing operations. The Town's Public Works crew will not remove this deposit.

Town Ordinance 398.5 (see Appendix A) states that no person shall remove or cause to be removed any snow or ice from a premises owned or occupied by that person or from any residence, parking lot, parking area, filling station, business property or other property owned or occupied by said person by placing the said snow onto any public right-of-way or property.. The owner of the property will be held responsible for any damage or injury that results from snow or ice moved from private property onto a street or sidewalk. This shall also include a property owner who contracts for snow removal services.

Sidewalks

The owner, occupant or person in charge of any parcel or lot, which fronts upon or adjoins any sidewalk, shall keep the sidewalk clear of all snow and ice. In the event of snow accumulating on the sidewalk due to natural means and/or by any other means, the sidewalks must be cleared of all accumulated snow and/or ice within twenty-four (24) hours from the time the snow ceases to accumulate on the sidewalk. Sidewalks are to be kept clear of snow and ice to their maximum width. In the event that ice has formed on any sidewalk and cannot be removed, the owner, occupant or person in charge of the parcel or lot which fronts upon or adjoins the sidewalk shall keep the sidewalk sprinkled with sand and/or salt to permit safe travel by pedestrians.

Single or two-family residential parcels or lots with frontages that have access physically or legally restricted shall not be responsible for clearing the sidewalk on those frontages. Town crews shall be responsible for snow or ice removal in these areas.

Public Information

Information on the status of the snow removal operations can be obtained from the Grand Chute Town Hall during normal business hours of 7:30 a.m. to 4:00 p.m. Monday through Friday.

Complaints

Complaints will be received at the Town of Grand Chute Town Hall at 1900 Grand Chute Blvd., Grand Chute, WI during regular working hours of 7:30 a.m. to 4:00 p.m., Monday through Friday. For emergency type situations or complaints outside normal working hours regarding current hazardous conditions, contact the Public Works Superintendent at 920-419-2531 (mobile) or Director of Public Works at 920-419-2516 (mobile). Grand Chute Police should be called at 920-832-1575 if there is no answer from the Superintendent or the Director of Public Works. The Superintendent or the Director will review the location and nature of the complaint and make an appropriate response.

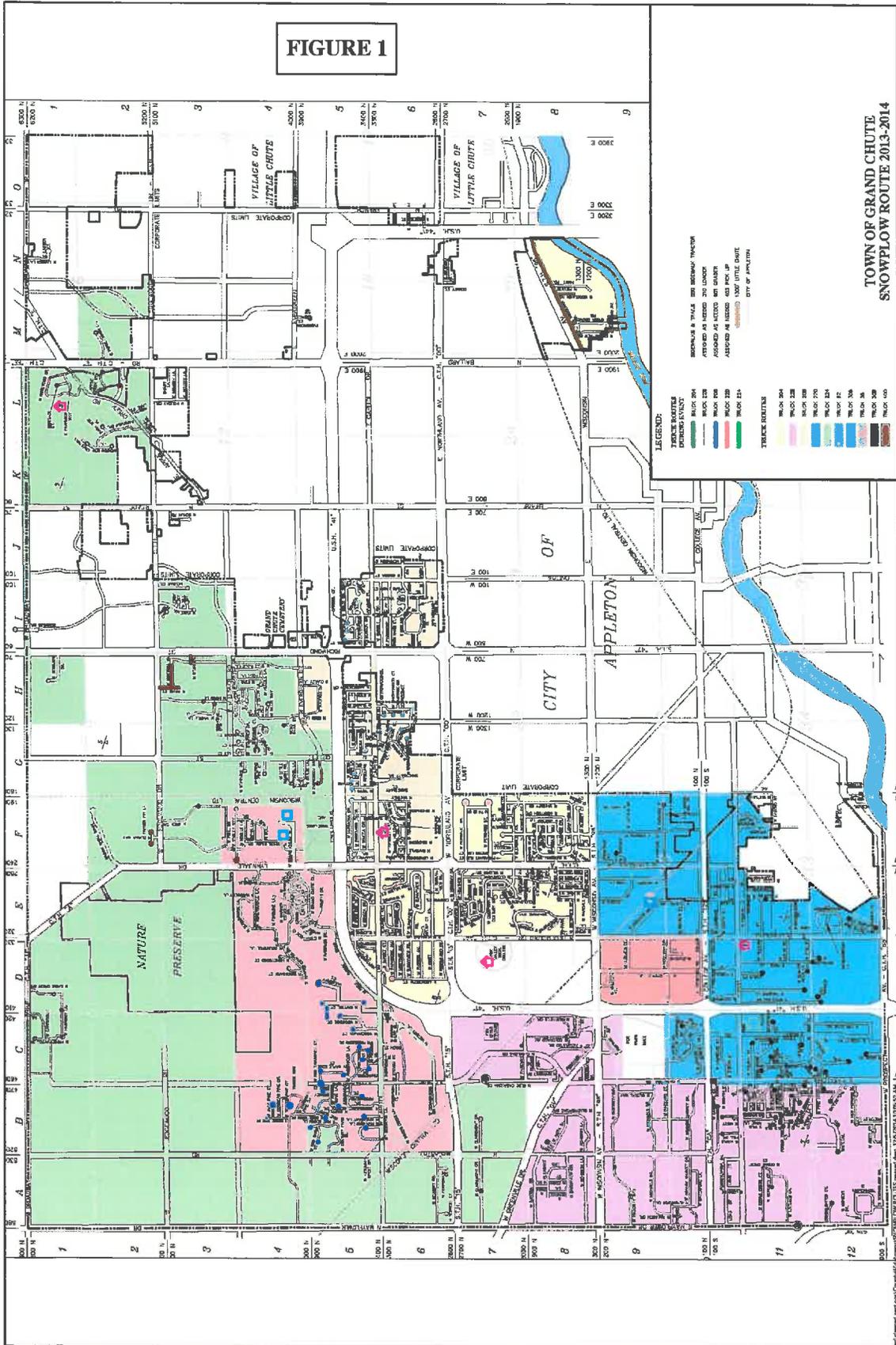
Departure From Policy

The Town recognizes that conditions may be so unusual or unexpected that a departure from these general policies should be authorized. Therefore when conditions warrant, the Director of Public Works in consultation with the Town Administrator, or his/her designated representative, may order a departure from these general rules when, in the opinion of the Director of Public Works, conditions require such action.

No Duty or Right Created

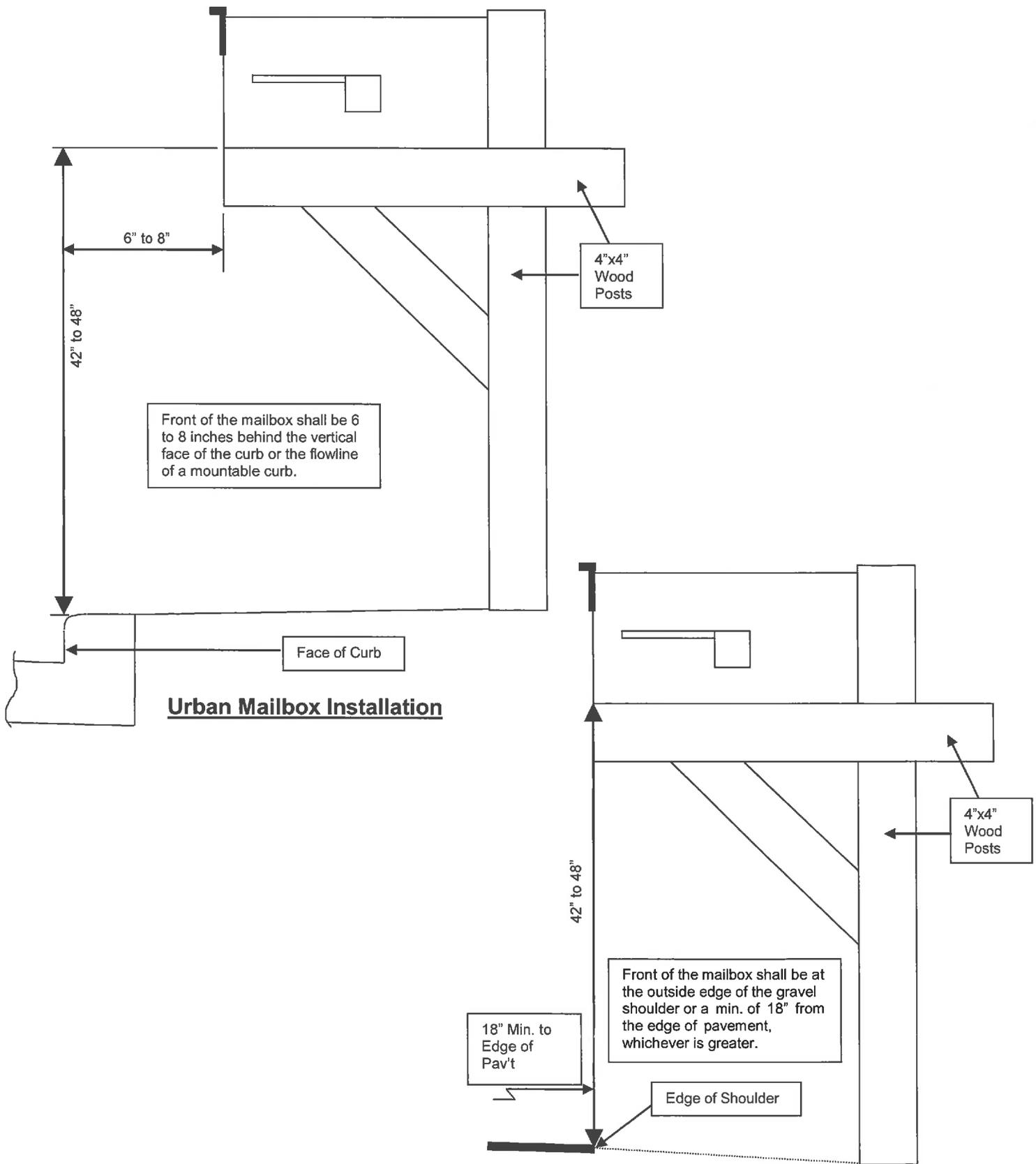
The purpose of this policy is to establish goals for the Town of Grand Chute employees regarding snow and ice control. It is not to be construed to create any duty to any individual, person or entity. This policy does not provide any special protection or service to any particular individual or group of individuals. No additional rights shall be granted any individual or entity simply by the adoption and enforcement of this policy. This policy may be affected in total or in part, as a result of acts of God, equipment breakdown, weather conditions, inadequacy of equipment, state or federal regulations, shortage of personnel, and any other unforeseen, uncontrolled or unanticipated acts.

FIGURE 1



**TOWN OF GRAND CHUTE
SNOWPLOW ROUTE 2013-2014**

Figure 2
Standard Mailbox Installation



APPENDIX A

RELEVANT SNOW ORDINANCES

§ 398-5. Depositing of snow on public rights-of-way.

A. No person shall remove or cause to be removed any snow or ice from a premises owned or occupied by that person or from any residence, parking lot, parking area, filling station, business property or other property owned or occupied by said person by placing said snow onto any public right-of-way or property. Snow removed from public walks shall not be stored in any manner which will obstruct or limit vehicular or pedestrian vision, movement or access.

B. The deposit of any snow or ice upon any sidewalk, alley or road or street of the Town of Grand Chute contrary to the provisions of this section is hereby made to be a nuisance, and, in addition to the penalty provided for the violation of this section, the Town of Grand Chute may summarily remove any snow or ice so deposited and cause the cost of said removal to be charged to the owner of the property from which said snow or ice has been removed, and upon failure to pay the same may be charged as a special assessment upon the tax bill to the owner of property from which the snow or ice removal was necessitated.

C. The penalty for violation of this section shall be as provided in § 398-16 of this chapter.

§ 468-5. Encroachments and construction in Town right-of-way.

E. Mailboxes. Mailboxes shall be installed in accordance with United States Postal Service regulations but as far from the Town roadway pavement as those regulations allow. Mailbox supports and attachments shall be strong enough to withstand the pressure and thrust of plowed, wet snow but shall not be so formidable and massive as to damage vehicles and cause serious injury to people who may accidentally strike them.

§ 468-7. Sidewalks.

A. Snow and ice removal.

(1) Removal from sidewalks. The owner, occupant or person in charge of any parcel or lot which fronts upon or adjoins any sidewalk shall keep said sidewalk clear of all snow and ice. In the event of snow accumulating on said sidewalk due to natural means and/or by any other means, said sidewalks shall be cleared of all accumulated snow and/or ice within 24 hours from the time the snow ceases to accumulate on said sidewalk. Sidewalks are to be kept clear of snow and ice to their maximum width. In the event that ice has formed on any sidewalk in such a manner that it cannot be removed, the owner, occupant or person in charge of the parcel or lot which fronts upon or adjoins said sidewalk shall keep the sidewalk sprinkled with sand and/or salt to permit safe travel by pedestrians.

(a) Exceptions. In single- and two-family residential zones, in the event that the subject property has multiple frontages, the property owner shall not be responsible for clearing the sidewalk on the frontage to which access is physically or legally restricted. Town crews shall be responsible for snow or ice removal in this area.

(2) Notice and removal of snow from sidewalks. If the owner, occupant or person in charge of any parcel or lot which fronts upon or adjoins any sidewalk shall fail to keep said sidewalk clear of snow and ice as set forth in Subsection A(1), the Street Superintendent or Town law enforcement officers shall take the following action:

(a) Hazardous conditions. If the Street Superintendent or Town law enforcement officer determines that the failure to remove the snow and ice from the sidewalk creates an immediate danger to the public health and/or safety, he/she shall cause the issuance of a written notice to the owner, occupant or person in charge of any parcel or lot directing that the snow and ice be removed within two hours from the delivery of the notice. In the event that the property owner, occupant or person in charge of said parcel or lot is unavailable to receive a written notice, the Street Superintendent or police officer shall immediately cause the removal of the snow and/or ice. The Street Superintendent or police officer shall send a written notice to the last known address of the property owner notifying the owner that a hazardous condition existed which required immediate abatement.

(b) Nonhazardous conditions. If the owner, occupant or person in charge of the subject parcel or lot fails to remove the snow within the time period established in Subsection A(1), the Street Superintendent or police officer shall cause the issuance of a written notice to said owner, occupant or person in charge of the subject parcel or lot directing the responsible person (as defined) to remove said snow and ice no later than 12:00 noon of the day following the issuance of said notice. The written notice shall be hand delivered when possible or mailed to the last known address of the owner of the subject property as identified on the records in the Town Assessor's office.

(c) Snow and ice not to encroach. In accordance with § 398-5, no person shall push, blow, shove or in any way deposit any snow or ice onto any public street, alley, sidewalk or public lands dedicated to public use.

(3) Enforcement. The Street Superintendent, his designees and all sworn police officers are hereby authorized and directed to enforce the provisions of this section.

(4) Continued violations. Each twenty-four-hour period where a violation occurs shall constitute a separate offense under this section for enforcement purposes. Repeated violations or subsequent additional accumulations of snow and/or ice shall not nullify any pending notice issued under this section.

(5) Abatement after notice. Failure of the owner, occupant or person in charge of any parcel or lot to cause the removal of snow and/or ice within the time established under Subsection A(2)(a) and (b) after receiving a written notice shall result in the Street Superintendent causing the removal of said snow and/or ice.

(6) Expense. An account of the expenses incurred by the Town to abate the snow and/or ice hazard shall be kept, and such expenses shall be charged to and paid by the parcel or lot owner. Notice of the bill for the removal of snow and/or ice shall be mailed to the last known address of the owner of the parcel or lot and shall be payable within 30 calendar days from the receipt thereof. Any unpaid costs and expenses that remain after 30 days shall carry an interest charge of 12%. Repeat violations shall be subject to a charge which is double the actual costs to abate the snow and/or ice hazard. Any costs not paid by October 1 in any year shall be entered onto the tax roll by the Town Clerk as a special tax as provided by § 66.0907(5), Wis. Stats. *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

(7) Penalty. In addition to the provisions set forth in this section, any person, firm or corporation who or which violates the provisions of this section shall be subject to a penalty as provided in the Uniform Forfeiture and Bond Schedules.

§ 515-4. Parking, stopping and standing regulated.

C. All-night parking regulated.

(1) When signs have been erected at or reasonably near the corporate limits of the Town as provided in § 349.13, Wis. Stats., no person shall park any motor vehicle on any street or road in the Town of Grand Chute for a period of time longer than 30 minutes between the hours of 2:00 a.m. and 6:00 a.m. from November 1 of each year to April 1 of the following year.

(2) In addition to the penalty set forth hereinafter, any police officer may cause any vehicle parked in violation of this subsection to be moved to a public parking lot or garage, and the cost of moving and storage shall be paid by the owner or operator of said vehicle, and the law enforcement authority of the Town of Grand Chute shall hold said vehicle until all charges of moving and storage have been paid.

D. Snow emergencies.

(1) Definitions. As used in this subsection, the following terms shall have the meanings indicated: EMERGENCY SNOWSTORM - One in which snow is gathering in such a manner as to produce a congestion of traffic or impede the operation of emergency vehicles.

EMERGENCY VEHICLE - Includes police cars, fire-fighting apparatus, ambulances, rescue squad cars and Town-owned or Town-hired snowplows, snow removal equipment, and machinery.

(2) Declaration of emergency. A snow emergency is in existence when the Chairperson or his designee declares an emergency to exist in the Town of Grand Chute by reason of an emergency

snowstorm. Said emergency is declared to continue for a period of 48 hours after declaration or until such earlier time as snowplowing operations have been declared completed by the Director of Public Works.

(3) Notice of emergency. The Chairperson or his designee may declare a snow emergency through the press, radio or other public means of communication.

(4) Parking prohibited during emergency. No person shall park any vehicle on any street, alley or public parking lot during the period of a snow emergency, or immediately thereafter, until such street, alley or public parking lot has been cleared of snow.

(5) Removal of vehicles. Whenever such an emergency exists, as hereinbefore defined, and any vehicles are illegally parked, stopped, or standing in such a manner as to prevent or impede snow clearance or removal in any manner upon any street, alley, highway, or public parking lot, the Director of Public Works or his designee shall be authorized to move or remove such vehicles, where such vehicles will no longer prevent or impede such aforesaid snow clearance or removal. Towing fees will be assessed against the violator in addition to any and all fines.



DEPARTMENT OF
PUBLIC WORKS

**SNOW EMERGENCY
DECLARED**

The Town of Grand Chute is declaring a snow emergency in accordance with Town Ordinance 515-4D Snow Emergencies. The declaration shall take effect at **(insert time)** **(insert day)**, **(insert date)** and remain in effect until **(insert time)** **(insert day)**, **(insert date)**.

- 24-hour per day prohibition of on-street parking is imposed
- No special parking permission granted by police
- Vehicles found in violation may be ticketed and towed at the owner's expense
- Avoid traveling on town streets unless absolutely necessary until storm ends and streets have been plowed

ISSUED: _____

By: _____

Title: _____



1900 GRAND CHUTE BLVD. ♦ GRAND CHUTE, WI 54913-9613 ♦ FAX 920-832-6036
STREET DIVISION PHONE 920-832-4771 ♦ UTILITY DIVISION PHONE 920-832-1581

SNOW EMERGENCY DECLARED

The Town of Grand Chute is declaring a snow emergency in accordance with Town Ordinance 515-4D Snow Emergencies. The declaration shall take effect at **(insert time)** **(insert day)**, **(insert date)** and remain in effect until **(insert time)** **(insert day)**, **(insert date)**.

- 24-hour per day prohibition of on-street parking is imposed
- No special parking permission granted by police
- Vehicles found in violation may be ticketed and towed at the owner's expense
- Avoid traveling on town streets unless absolutely necessary until storm ends and streets have been plowed

ISSUED: _____

By: _____

Title: _____



AGENDA REQUEST
12/15/2015

TOPIC: Contract for Professional Services with Tyler Technologies, Inc. for 2016 Annual Assessment Services (\$108,800)

<input checked="" type="checkbox"/> New Business <input type="checkbox"/> Unfinished Business <input type="checkbox"/> Reports <input type="checkbox"/> Closed Session <input type="checkbox"/> Ordinance/Resolution	Meeting: Town Board
Department Reporting: Community Development	Submitted By: R. Buckingham
<p><u>ISSUE:</u> Approval of Contract for Professional Services with Tyler Technologies, Inc.</p>	
<p><u>BACKGROUND/ANALYSIS:</u> The scope of services to be provided the Town in 2016 mirrors the enhanced service levels provided in the 2015 contract, with the same staffing levels and service hours. Tyler continues to provide professional, quality assessment service at a lower cost than the Town could provide with our own staff.</p>	
<p> </p>	
<p><u>RECOMMENDATION:</u> Staff recommends Town Board approval of the Contract for Professional Services with Tyler Technologies, Inc. for 2016 Annual Assessment Services, in the amount of \$108,800.</p>	
<p><u>FISCAL IMPACT:</u> BUDGET</p> <p>Funds provided in 2016 Operating Budget</p>	
<p><u>ATTACHMENTS:</u> Tyler Technologies Services Agreement</p>	



SERVICES AGREEMENT

This Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client is in need of Annual Assessment Services; and

WHEREAS, Tyler is agreeable to performing said services to fulfill the needs of the Client;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- **“Agreement”** means this Services Agreement.
- **“Client”** means the Town of Grand Chute, Wisconsin, 1900 Grand Chute Blvd., Grand Chute, WI 54913.
- **“Effective Date”** is January 1, 2016 or the date on which your authorized representative signs the Agreement, whichever is later.
- **“Force Majeure”** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, severe or unusual weather or climatic conditions which exist for a substantial period of time, extreme inflation (defined as eight percent or greater per year) or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **“Investment Summary”** means the total fixed price and per diem rates to complete the services described in this Agreement, attached as Exhibit A.
- **“Invoicing and Payment Policy”** means the invoicing and payment policy. A copy of our current Invoicing and Payment Policy is attached as Exhibit B.
- **“Tyler”** means Tyler Technologies, Inc., a Delaware corporation.
- **“we”, “us”, “our”** and similar terms mean Tyler.
- **“you”** and similar terms mean Client.

SECTION B – PROFESSIONAL SERVICES

1. **Services**. We will provide you the professional services, consistent with industry standards, as described in the Statement of Work attached hereto as Exhibit C.
2. **Professional Services Fees**. You agree to pay us the professional services fees in the amounts set forth in Exhibit A – Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.
3. **Services Warranty**. We will perform the services in a professional, workmanlike manner, consistent with industry standards and the specifications described in the Statement of Work – Exhibit C.



4. Site Access and Requirements. You agree to provide us with full and free access to your personnel as may be reasonably necessary for us to provide services, subject to any reasonable security protocols or other written policies provided to us.
5. Client Assistance. You acknowledge that the services we provide under this Agreement are a cooperative process which may require the time and resources of your personnel. You agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to meet the agreed upon project deadlines and other milestones for the services. This cooperation includes at least working with us to schedule the services you have contracted for. We will not be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by your personnel to provide such cooperation and assistance (either through action or omission).
6. Change in Legal Requirements. The parties acknowledge that the terms and conditions of this Agreement are based on the laws, rules and regulations as of the Effective Date. In the event any applicable laws, rules or regulations change so as to create additional work for us not provided for in this Agreement, Client shall allow us a reasonable extension of time to complete the services, and additional compensation as provided in Section C(3) below.
7. Data Ownership. You retain all ownership to the data collected by us as necessary to provide the services. We shall not use or copy any such data except to the extent necessary to provide the services pursuant to the terms of this Agreement.

SECTION C – INVOICING AND PAYMENT; INVOICE DISPUTES

1. Invoicing and Payment. We will invoice you the fees for the services as per our Invoicing and Payment Policy, subject to Section C(2).
2. Invoice Disputes. If you believe any delivered service does not conform to the warranties in this Agreement, you will provide us with written notice within fifteen (15) days of your receipt of the applicable invoice. The written notice must contain sufficient detail of the issues you contend are in dispute. We will provide a written response to you that will include either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in your notice. We will work together as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may only withhold payment of the amount(s) actually in dispute until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all services if you fail to pay an invoice not disputed as described above.
3. Additional Services. The Investment Summary contains the related costs required for the project based on our understanding of the specifications you supplied and of the laws, rules and regulations applicable to the project as of the Effective Date. If additional work is required, or if you use or request additional services, we will provide you with an addendum outlining the costs for the additional work. The price quotes in the addendum will be valid for thirty (30) days from date of issuance.

SECTION D – TERM AND TERMINATION

1. Term. This Agreement shall commence on the Effective Date and shall continue through December 31, 2016. This Agreement may be renewed upon written mutual agreement of the parties.
2. For Cause. You may terminate this Agreement for cause in the event we don't cure, or create a mutually agreeable action plan to address, a material breach of this Agreement within forty-five (45) days of receiving a written notice of the alleged breach. You agree to comply with Section F(2), Dispute Resolution, prior to termination. In the event of termination for cause, you will pay us for all undisputed fees and expenses related to the services you have received, or we have incurred and/or delivered, prior to the effective date of termination.
3. For Convenience. Either party may terminate this Agreement for convenience on thirty (30) days prior written notice to the other party. In the event of termination for convenience, you will pay us for all undisputed fees and expenses related to the services you have received, or we have incurred and/or delivered, prior to the effective date of termination. Notwithstanding the foregoing, the parties agree that neither party may exercise its right of termination under this Section D(3) during the period commencing on January 1st and ending on July 1st.
4. Force Majeure. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of scheduled tasks for a period of forty-five (45) days or more. In the event of termination due to Force Majeure, you will pay us for all undisputed fees and expenses related to the services you have received, or we have incurred or delivered, prior to the effective date of termination.

SECTION E – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE

1. Property Damage and Personal Injury Indemnification.
 - 1.1 We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all direct claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for personal injury or property damage to the extent caused by our negligence or willful misconduct, and with respect to the degree to which you and your agents, officials and employees are free from negligence.
2. **DISCLAIMER. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**
3. **LIMITATION OF LIABILITY. EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO THE LESSER OF (A) YOUR ACTUAL DIRECT DAMAGES OR (B) THE AMOUNTS PAID BY YOU UNDER THIS AGREEMENT. THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTION E(1) ABOVE.**

4. **EXCLUSION OF CERTAIN DAMAGES.** TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, INCLUDING BUT NOT LIMITED TO LOSS OF TAX REVENUE OR CLAIMS RELATED TO VALUATION OF PROPERTY, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
5. **Insurance.** During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (a) Commercial General Liability of at least \$1,000,000; (b) Automobile Liability of at least \$1,000,000; (c) Professional Liability with respect to appraisal services of at least \$1,000,000 aggregate; and (d) Workers Compensation complying with applicable statutory requirements. We will add you to our Commercial General Liability insurance policy as an additional insured. Certificates of Insurance will be supplied to the Client by Tyler detailing the coverages above issued by a carrier authorized to do business within the State of Wisconsin.

SECTION F – GENERAL TERMS AND CONDITIONS

1. **Additional Products and Services.** You may purchase additional services at our then-current list price by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.
2. **Dispute Resolution.** You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.
3. **Taxes.** The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes arising from our performance of this Agreement.
4. **Nondiscrimination.** We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.
5. **E-Verify.** We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.
6. **Conflict of Interest.** We covenant that we have no public or private interest, and will not acquire directly or indirectly any interest that would conflict in any manner with the performance of our services. We warrant that no part of the total contract amount provided herein shall be paid directly or indirectly to any

officer or employee of yours as wages, compensation or gifts in exchange for acting as officer, agent, employee, subcontractor, or consultant to Tyler in connection with any work contemplated or performed relative to this Agreement.

7. Subcontractors. We will not subcontract any services under this Agreement without your prior written consent, not to be unreasonably withheld.
8. No Assignment. Neither party may assign this Agreement without the prior written consent of the other party; provided, however, that your consent is not required in the event we have a change of control.
9. Force Majeure. Neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.
10. No Intended Third Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement.
11. Purpose/Use Of Appraisals. Tyler by virtue of this agreement is contracted to provide certain services specified herein and recommendations of value to the Client which are intended for exclusive use by the Client for determinations of assessment for ad valorem tax purposes. Any use other than that stated above is not authorized nor intended, and most specifically excluded is an opinion of value used for federally related real estate transactions or other mortgage purposes
12. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.
13. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.
14. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.
15. Independent Contractor. We are an independent contractor for all purposes under this Agreement.
16. Notices. All notices or communications required or permitted as a part of this Agreement must be in writing and will be deemed delivered upon the earlier of the following: (a) actual receipt by the receiving party; (b) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (c) upon receipt by sender of proof of email delivery; or (d) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.

17. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.
18. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
- (a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
 - (b) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
 - (c) a party receives from a third party who has a right to disclose it to the receiving party; or
 - (d) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.
19. Non-Solicitation. During the term of this Agreement and for a period of six (6) months following the termination of this Agreement, you will not (i) solicit for employment, or (ii) hire, any employee of ours without our express written consent.
20. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.
21. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Wisconsin.
22. Multiple Originals and Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature.
23. Records and Inspection of Work. Tyler shall retain and maintain all of its records pertaining to this Agreement during the term of this Agreement and for a period of 3 years following its completion. During the term of the Agreement and during the records retention period, Tyler shall make such records available for inspection by the Client at up to one (1) time per year with a minimum one (1) week advanced notice and at the Client's expense.
24. Contract Documents. This Agreement includes the following exhibits:

- Exhibit A Investment Summary
- Exhibit B Invoicing and Payment Policy
- Exhibit C Statement of Work

SIGNATURES ON FOLLOWING PAGE

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.
Appraisal & Tax Division

Town of Grand Chute, Wisconsin

By: _____

By: _____

Name: Andrea Fravert

Name: _____

Title: Corporate Attorney

Title: _____

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

Date: _____

Date: _____

Address for Notices:

Tyler Technologies, Inc.
4100 Miller Valentine Court
Moraine, OH 45439
Attention: David J. Johnson,
President CLT Appraisal Services

Address for Notices:

Town of Grand Chute, Wisconsin
1900 Grand Chute Blvd
Grand Chute, WI 54913
Mr. Robert Buckingham,
Director of Community Development





The following Investment Summary details the services to be delivered by Tyler Technologies, Inc. to Client under this Services Agreement. This Investment Summary is effective as of the Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in your Services Agreement.

Assessor Services

The Client shall pay Tyler a fee of **ONE HUNDRED EIGHT THOUSAND EIGHT HUNDRED DOLLARS (\$108,800.00)** for the services described in Exhibit C for the period of January 1, 2016, through December 31, 2016.

Optionally, the Client may elect for Tyler to provide additional services beyond those provided for in Exhibit C and said additional services shall be mutually agreed upon between the Client and Tyler.

TIME AND MATERIALS RATES

Should the Client desire a long-term assignment, Tyler shall work with the Client to determine whether an hourly rate or an amendment to the existing agreement with a revised scope of services is in the best interest of the Client.

Tyler's time and materials hourly rates for calendar year 2016, which include all related expenses, are as follows:

	<u>On-Site (\$)</u>	<u>Full 8 Hour Day (\$)</u>
Appraiser	\$60.00	\$480.00



Invoicing and Payment Policy

Tyler Technologies, Inc. will provide you with the services set forth in the Investment Summary and Statement of Work of your Services Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in your Services Agreement.

Invoicing: We will invoice you for the applicable services in the amounts described in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in your Services Agreement.

1. **Professional Services.**

For all services invoices shall be submitted at the beginning of each month based upon percent of work completed and not upon the whole value of any part of the value of the contract. Payments will be made within thirty (30) days of submittal to the Town

2. **Expenses.** The service rates in the Investment Summary include travel expenses.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date.

We prefer to receive payments electronically. Our electronic payment information is:

Bank:	Wells Fargo Bank, N.A. 420 Montgomery San Francisco, CA 94104
ABA:	121000248
Account:	4124302472
Beneficiary:	Tyler Technologies, Inc. – Operating Account



Statement of Work

The following Statement of Work details the services to be delivered by Tyler Technologies, Inc. to the Client under your Services Agreement. This Statement of Work is effective as of the Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in your Services Agreement.

Annual Maintenance Services

Work To Be Performed by the Company

- A. The Company will perform the municipal assessment services as the statutory assessor of the Town of Grand Chute, pursuant to Chapter 70 of the Wisconsin Statutes (as amended from time to time) as hereinafter set forth. The Company shall report and be accountable to the Town Board through the Director of Community Development.
- B. Meeting Hours - The Company will be available to attend, upon the request of the Town, department head meetings or other prescribed meetings not directly related to specific assessment issues, upon reasonable prior notice. Such meeting hours are expected to average, but will not exceed, two (2) hours per month and twenty-four (24) hours per year. The Company and the Town will mutually agree upon the dates and times.
- C. Town Staff Supervision - The Company will provide supervisory guidance and training to future municipal staff, as directed by the Town in the use of assessment related computer programs and in understanding the location and interpretation of assessment property tax information and other material generally utilized by the Company. Such training shall be accomplished within a reasonable time of need and within the Company's regular hours of availability hereunder, during the entire term of this Contract.
- D. The Company will complete all work under this agreement including completion of the Board of Review by July 31st of each year. The Director of Community Development may extend the due date for completed work for one (1) period of thirty (30) additional calendar days for sufficient reason, without penalty, upon written request of the Company. The Town Board may extend the due date for completed work for a second thirty (30) day period. Such request shall provide documentation of the reasons for the extension of the due date.

Assessment Duties

The prescribed duties of the Company shall include, but not necessarily be limited to, the following:

- A. Maintain the Town's assessment roll as required pursuant to Chapter 70 of the Wisconsin Statutes, as amended from time to time.
- B. Provide on-site clerical support for the Assessor's Office averaging twenty four (24) hours per week, said hours to begin January 1, 2016 and continue through December 31, 2016. The Town



and the Company shall agree on the specific days of the week for said hours to be provided. Should Town Hall be closed in recognition of a U.S. Holiday that occurs on a day of the week scheduled for on-site services, the Company shall reschedule the on-site service day for that week to a day on which Town Hall is open.

- C. Provide on-site clerical supervision for assigned clerical staff an average of eight (8) hours bi-weekly. The anticipated day for on-site clerical supervision is bi-weekly on Mondays, beginning January 1, 2016 and continuing through December 31, 2016.
- D. Provide on-site assessment supervision, said hours to begin January 1, 2016 and continue through December 31, 2016. The Company shall provide four (4) days per month the first six (6) months and two (2) days per month the second six (6) months of each year of normal assessor services. The Town and the Company shall agree on the specific day(s) of the week for said hours to be provided.
- E. Perform field review as the Company deems necessary on sale properties and properties for which no building permit has been issued.
- F. Change and keep updated property record data and review assessments in 2016, for the following reasons:
 - 1. Annexation
 - 2. Measure, field review, and assess new construction or remodeling (as provided for by permits) as of January 1st of the current year, with photos and including interior inspections
 - 3. Measure, field review, and assess properties under partial construction as of January 1st of the previous year, including interior inspections and photos, as required
 - 4. Measure, field review, and assess miscellaneous permits such as decks, basement remodels, detached buildings, air conditioning, and any other type of permits that affect the assessed value of the property
 - 5. New (recorded) plats, certified surveys, and other land divisions
 - 6. Formerly exempt, now assessed parcels
 - 7. Formerly assessed, now requesting exemption parcels
 - 8. Buildings destroyed, significantly damaged or removed (as provided for by permits)
 - 9. Change to higher land use
 - 10. Change in class or legal description
 - 11. Agricultural use value assessments as prescribed by state statutes
 - 12. Parcels with information discovered by the Assessor's Office that was not previously on the assessment record.
 - 13. Data and final valuations shall be in accordance and equity with the Town of Grand Chute assessment database that is in place for 2016.
- G. Personal property accounts are to be assessed as per the value reported on the returns filed pursuant to law of property to be assessed as follows:

1. Annually field visit all personal property accounts to discover new accounts and account for businesses that may have closed prior to the assessment year.
 2. Mail forms to all holders of personal property by January 15th of each year.
 3. Value reported will be reviewed for uniformity between similar types of property.
 4. Personal property subject to assessment but not reported, shall be field inspected as to physical location and actual operation, then "doomage" assessed by the Company as described in Chapter 70 of the Wisconsin Statutes.
 5. Should the Company become aware of any new assessable personal property accounts, the appropriate forms shall be mailed and a new personal property identification number shall be created. Should the property owner of such new account fail to file or report within a reasonable time prior to the Board of Review, the Company shall place a doomage assessment on the property as described in Section II Assessment Duties under E.4. above.
- H. Prepare and maintain the assessment roll and coordinate with the Outagamie County Tax Listing Offices to facilitate the transfer of assessment data and values.
- I. Prepare all forms as may be required by the Company's duties under this Agreement, and file same with the appropriate units of government, including but not limited to; the Municipal Assessor's Report (MAR), the Tax Incremental District Report (TAR), the Exempt Computer Report (ECR) and the Annual Assessor Report (AAR).
- J. Prepare, attend and serve as staff with the annual Board of Review hearing as required by the Wisconsin Statutes. The Company shall be responsible for working with the Town Clerk to arrange for the hearings. The Company will also promptly and adequately follow up and respond to any appeals made at the Board of Review hearings, incorporating assessment modifications as approved.
- K. Provide a telephone number and email address for Town officials and residents to contact a responsible member of its staff during normal business hours Monday through Friday of each week. Responses shall be made within forty-eight (48) hours.
- L. The Company will provide at no additional cost to the Town, a website for property owners to access property characteristics via a link from the Town's website. Data to be displayed on the website will include, but not be limited to, building size, exterior construction, year built and other pertinent structure data, current assessed value, most recent sales information, and detached buildings.

M. The Company shall work to achieve the following milestone dates for the tasks above as part of the annual assessment work and shall provide sufficient staff to complete the work by said milestone dates below.

1. January 15, 2016
 - Mail personal property forms to all known owners of personal property.
1. May 11, 2016
 - Mail notices of assessment for real estate.
2. May 17, 2015 – June 9, 2016
 - Open Book.
3. June 1, 2016
 - Mail notices of assessment for personal property
4. June 14, 2016
 - Open Book Re-notification.
5. July 13, 2016
 - Start Board of Review.
6. December 1, 2016
 - Completion of the upload of 2016 assessment values to Big Room website

Support of Assessment Service by the Town

A. Computer Services

The Town shall make available to the Company access to a computerized system of valuation. The Company shall facilitate the automation of property records utilizing such computerized system of valuation. Both the Company and the Town agree that the UNIVERS computerized system of valuation will be utilized. All cost associated with the processing of data shall be the responsibility of the Town.

The Company will provide technical assistance in resolving problems associated with operating the Base System and will design, code, check out, document and deliver any amendments or alterations to the Company's software that are necessary to correct or avoid any defect in the Base System for no additional fee during this contract.

In response to the nature and urgency of a reported problem, the Company shall take steps to have the appropriate support personnel work the issue(s) and provide timely workarounds or temporary fixes until a permanent solution can be implemented.

B. Office Space and Postage

The Town of Grand Chute shall provide, at no cost to the Company, suitable office space and all necessary accoutrements to allow the Company to perform the functions related to property assessment. This includes but is not limited to local phone service, desks, file cabinets, chairs, tables, shared personal computer/printer, photocopier, miscellaneous writing and general office materials, assessment notification forms and postage for assessment mailings.

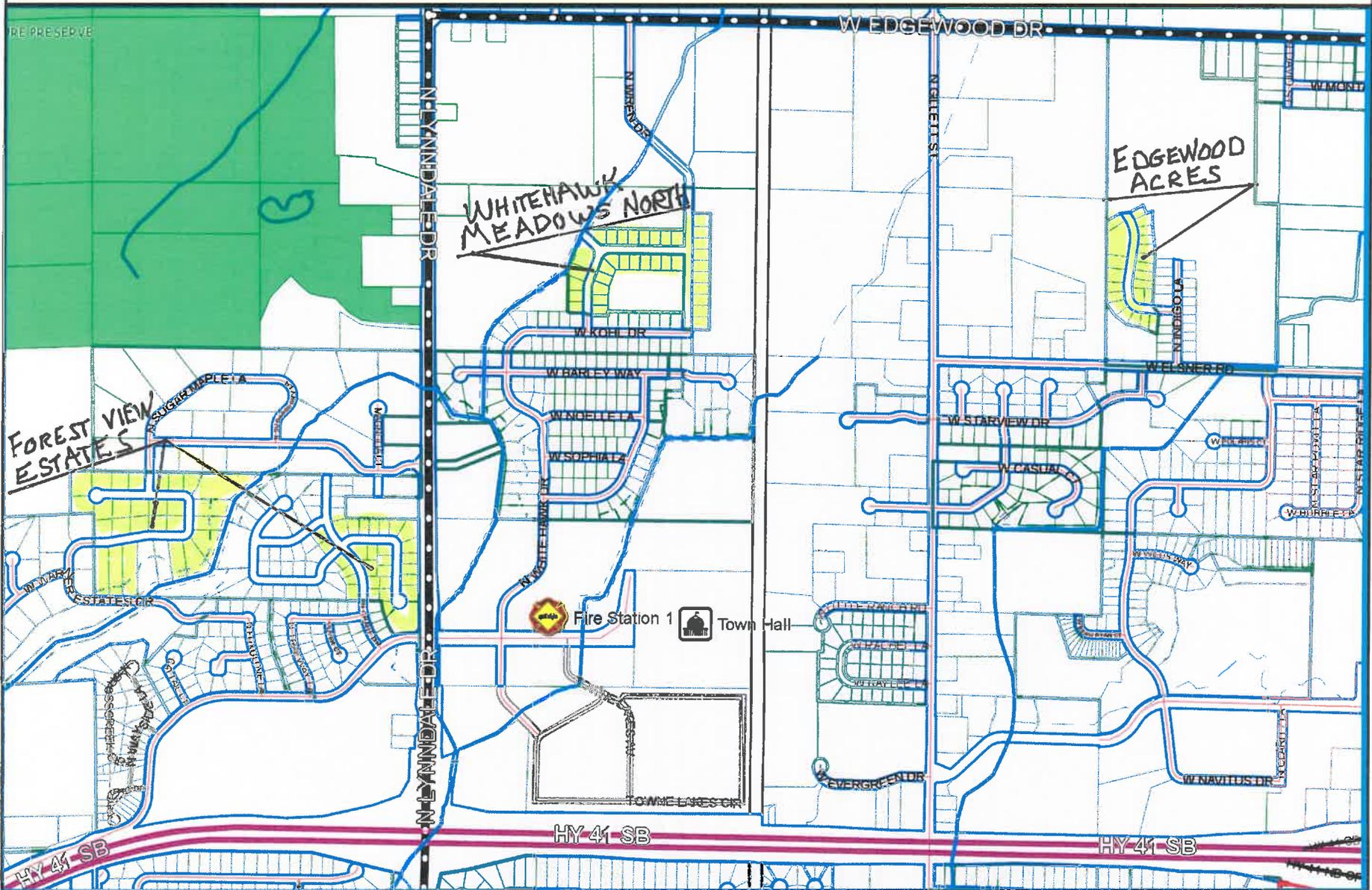


AGENDA REQUEST
12/15/2015

TOPIC: Dedication and Acceptance of Roads/Subdivisions in White Hawk Meadows North 2, Edgewood Acres First Addition and Forest View Estates

<input checked="" type="checkbox"/> New Business <input type="checkbox"/> Unfinished Business <input type="checkbox"/> Reports <input type="checkbox"/> Closed Session <input type="checkbox"/> Ordinance/Resolution	Meeting: Town Board
Department Reporting: Community Development	Submitted By: R. Buckingham
<p><u>ISSUE:</u> Town Board dedication and acceptance of roads and subdivisions in these 3 plats</p>	
<p><u>BACKGROUND/ANALYSIS:</u> Street openings were completed in three subdivisions this summer: (1) White Hawk Meadows North 2 (35 lots); Edgewood Acres First Addition (21 lots); and, Forest View Estates (55 lots). The roads in these plats are installed to Town standards and can be dedicated and accepted. The mileage from these new streets will be added to our total road miles for purposes of highway aid formulas. The timing for bringing this combined total of 111 fully served lots online is critical to the continued development of our community and our tax base. Adding these lots will bring our total vacant building lot inventory to 220. A good rule of thumb is to have a lot inventory that equals 3 years of new housing starts. Grand Chute is averaging about 70 housing starts annually, so an inventory of 200+ lots is a good level to maintain.</p>	
<p><u>RECOMMENDATION:</u> Staff recommends Town Board dedication and acceptance and dedication of roads and subdivisions in White Hawk Meadows North 2, Edgewood Acres First Addition and Forest View Estates.</p>	
<p><u>FISCAL IMPACT:</u> N/A</p>	
<p><u>ATTACHMENTS:</u> Reference Map</p>	

Grand Chute GIS Map



This map was compiled using data believed to be accurate; however, a degree of error is inherent in all maps. This map was distributed "AS-IS" without warranties of any kind, either expressed or implied, including but not limited to warranties of suitability to a particular purpose or use. No attempt has been made in either the design or production of the maps to define the limits or jurisdiction of any federal, state, or local government. Detailed on-the-ground surveys

538.68 0 538.68 1077.36



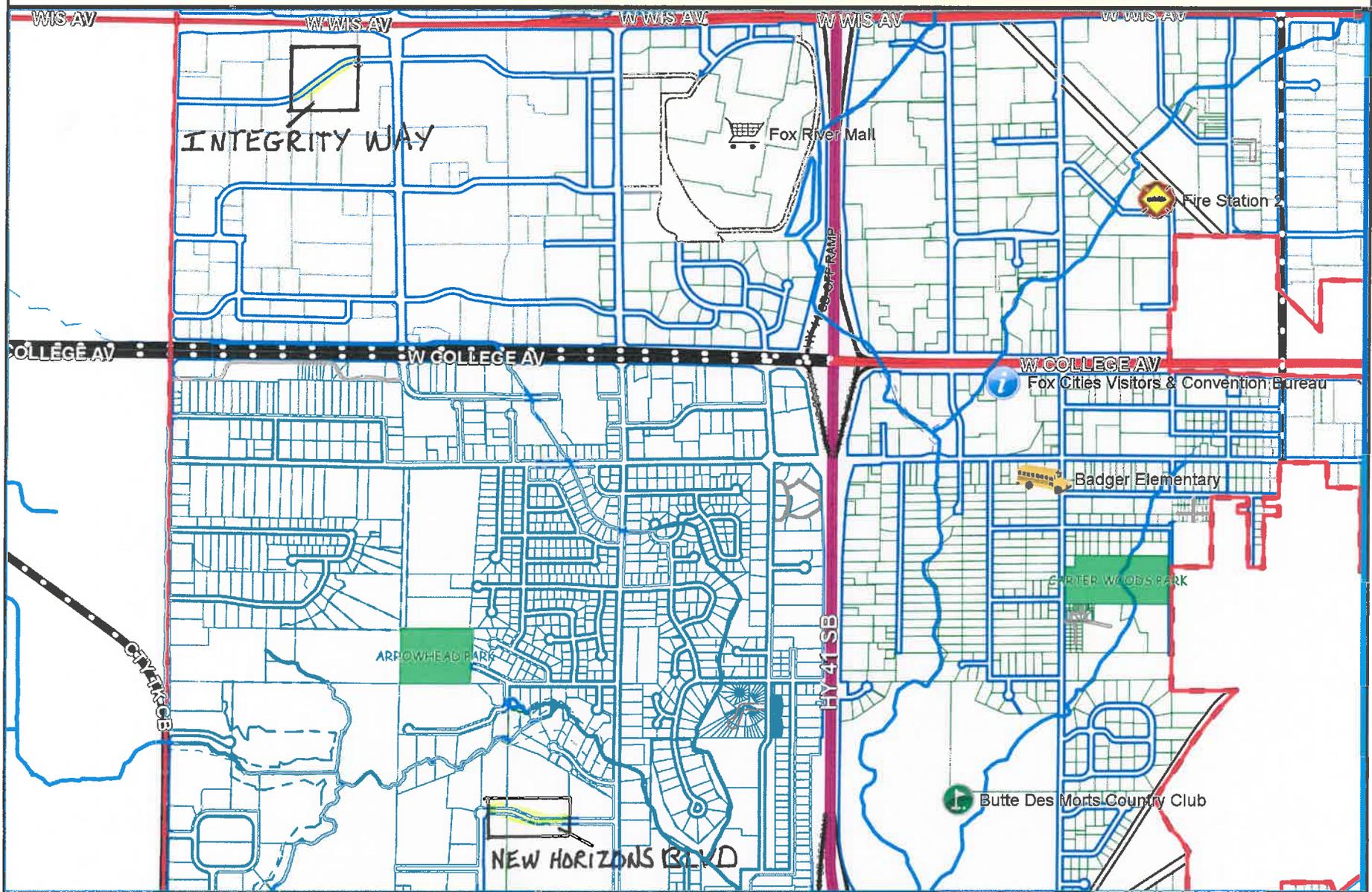


AGENDA REQUEST
12/15/2015

TOPIC: Dedication and Acceptance of Road Extensions at W. Integrity Way and W. New Horizons Boulevard

<input checked="" type="checkbox"/> New Business <input type="checkbox"/> Unfinished Business <input type="checkbox"/> Reports <input type="checkbox"/> Closed Session <input type="checkbox"/> Ordinance/Resolution	Meeting: Town Board
Department Reporting: Community Development	Submitted By: R. Buckingham
<p><u>ISSUE:</u> Town Board dedication and acceptance of these road extensions</p>	
<p><u>BACKGROUND/ANALYSIS:</u> Both W. Integrity Way and W. New Horizons Blvd. were extended in 2015 to complete connections with intersecting or continuing streets. Their completions provided access for 2 major commercial development projects. The roads are installed to Town standards and can be dedicated and accepted. The mileage from these extensions will be added to our total road miles for purposes of highway aid formulas.</p>	
<p><u>RECOMMENDATION:</u> Staff recommends Town Board dedication and acceptance of road extensions at W. Integrity Way and W. New Horizons Boulevard</p>	
<p><u>FISCAL IMPACT:</u> N/A</p>	
<p><u>ATTACHMENTS:</u> Reference Map</p>	

Grand Chute GIS Map



This map was compiled using data believed to be accurate; however, a degree of error is inherent in all maps. This map was distributed "AS-IS" without warranties of any kind, either expressed or implied, including but not limited to warranties of suitability to a particular purpose or use. No attempt has been made in either the design or production of the maps to define the limits or jurisdiction of any federal, state, or local government. Detailed on-the-ground surveys

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AGENDA REQUEST
12/15/2015

TOPIC: Purchase of 2016 Police Vehicles

<input checked="" type="checkbox"/> New Business <input type="checkbox"/> Unfinished Business <input type="checkbox"/> Reports	Meeting: Town Board
Department Reporting: Police Department	Submitted By: Captain Velie
<u>ISSUE:</u> Shall the Town Board authorize the purchase of three 2016 Dodge Charger marked patrol vehicles, and one 2016 Chevrolet Tahoe used by the Patrol Supervisors as a patrol command vehicle totaling \$113,007.00 This is a budgeted item.	
<u>BACKGROUND/ANALYSIS:</u> <p>The Town Board has supported the Police Department's vehicle replacement schedule, ensuring maintenance costs remain within budget and the vehicle auction values net positive results. Three patrol vehicles are scheduled for replacement this year. Three vehicles due to be replaced will have in excess of 80,000 miles at their retirement and will have met their useful service life. The Police Department's 2016 budget also includes adding an additional Dodge Charger to the patrol fleet.</p> <p>The Police Department's 2016 budget includes two 2016 Dodge Chargers which will replace two marked patrol vehicles and one Chevrolet Tahoe which will replace the current Chevrolet Tahoe used by the patrol supervisors.</p> <p>The Police Department's 2016 budget also includes adding a 2016 Dodge Charger to the patrol fleet.</p> <p>The vehicles due to be replaced are all part of the vehicle replacement cycle. Staying on-course with the replacement schedule should ensure low maintenance cost and a high return on auction value.</p> <p>Ewald of Oconomowoc holds the state bid for the Dodge Charger and the Chevrolet Tahoe. When comparing bid prices, Ewald's price was less than our local dealership pricing.</p> <p>By continuing to follow the vehicle replacement cycle guidelines, we are likely to continue to enjoying the benefits mentioned earlier.</p> <p>*These vehicles have a 90 to 120 day delivery date from the date ordered; therefore we are requesting to pre-order in 2015, but take delivery and pay the invoice in 2016.</p>	
<u>RECOMMENDATION:</u> <p>It is our recommendation we move ahead with the purchase of three 2016 Dodge Chargers, and one Chevrolet Tahoe from Ewald in Oconomowoc</p>	

FISCAL IMPACT: CIP

The 2016 Police Department budget includes four marked patrol vehicles, \$114,089 was budgeted for purchase of these vehicles. By utilizing state bid prices for the 2016 Dodge Chargers and the 2016 Chevrolet Tahoe, the total cost of the vehicles will be \$113,007 Leaving a surplus of \$1082.00.

ATTACHMENTS:

2016 Dodge Charger State Bid quote from Ewald Automotive Group and 2016 Chevrolet Tahoe quote from Ewald Automotive Group

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2016 Fleet/Non-Retail Dodge Charger 4dr Sdn Police RWD LDDE48

QUOTE WORKSHEET

QUOTE WORKSHEET - 2016 Fleet/Non-Retail LDDE48 4dr Sdn Police RWD

MSRP		\$31,570.00
Destination Charge		\$995.00
Optional Equipment		\$2,182.00
Dealer Advertising		\$0.00
PRE-TAX ADJUSTMENTS:		
STATE OF WISCONSIN MUNICIPAL DISCOUNT	(\$9,796.00)	
Total Pre-Tax Adjustments		(\$9,796.00)
Taxable Price		\$24,951.00
TOTAL		\$24,951.00

Customer Signature / Date

Dealer Signature / Date

2016 DODGE CHARGER V6 POLICE PACKAGE TO YOUR SPECS AS DETAILED, (SAME AS '15 CHARGER ORDER). REGISTRATION FEES ARE EXTRA. DELIVERY CAN BE ANTICIPATED 90-120 DAYS FROM RECEIPT OF YOUR ORDER. PAYMENT TERMS ARE NET TEN DAYS.

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 415.0, Data updated 12/1/2015
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Customer File:

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2016 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr Commercial CK15706

QUOTE WORKSHEET

QUOTE WORKSHEET - 2016 Fleet/Non-Retail CK15706 4WD 4dr Commercial

MSRP	\$50,000.00
Destination Charge	\$1,195.00
Optional Equipment	(\$3,564.00)
Dealer Advertising	\$0.00
PRE-TAX ADJUSTMENTS:	
STATE OF WISCONSIN MUNICIPAL DISCOUNT	(\$10,270.00)
Total Pre-Tax Adjustments	(\$10,270.00)
Taxable Price	\$37,361.00
TOTAL	\$37,361.00

Customer Signature / Date

Dealer Signature / Date

2016 CHEVROLET TAHOE 4WD PPV TO THE SPECS AS DETAILED, (SIMILAR TO THE CHARGER QUOTE).
 REGISTRATION FEES ARE EXTRA. DELIVERY CAN BE ANTICIPATED 120-180 DAYS FROM RECEIPT OF
 YOUR ORDER. PAYMENT TERMS ARE NET TEN DAYS.

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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Customer File: