



MEETING	DATE	TIME	LOCATION
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Town Board	Tuesday, June 21, 2016	Follows 7:00 p.m. Sanitary District Meeting	Grand Chute Town Hall Board Room 1900 Grand Chute Blvd
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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. HEARING – NON-USE OF LIQUOR LICENSE

110 Nicolet, LLC (Fuddruckers location) four-month, non-use date June 16, 2016

E. 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 – June 7, 2016

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

a. Operator Licenses

1) Applications to expire: 2018 dated 5/31/2016, 6/8/2016

b. Change of Agent

1) WB WI Appleton LLC., dba World of Beer, appoints Conor Schuh. License Committee recommends denial.

2) Kwik Trip #412, 3825 W. Wisconsin Avenue, appoints Michael C. Difilippo.

c. Liquor License Renewals

1) "Class B" Beer and Liquor, Allan C. Sosnoski dba Cinders West, 2369 W. Wisconsin Avenue, Kelly Matelski, agent.

2) "Class A" Beer and Liquor, Carlos Ordaz dba Joyeria Ordaz, 2603 W. College Avenue, Carlos Ordaz, agent.

3) "Class B" Beer and "Class C" Wine, Takumi King 360 Asian Cuisine Gold, LLC., dba Takumi King Asian Cuisine, 555 N. Casaloma Drive, Kong Feng Ni, agent.

4) "Class B" WB WI Appleton LLC., dba World of Beer, 149 N. Mall Drive, Alexis Elliott, agent.

d. Dance License

1) Appleton FADS Inc. dba Fred Astaire Dance Studios, 2021 N. Casaloma Drive.

- e. Special Event Permits
 - 1) Appleton Baseball Club, requesting to amend season permit by adding August 3, 2016, Thrivent Financial night.
 - 2) Appleton Baseball Club, wedding fireworks on 10/21/2016. CONDITIONS: No fireworks display may begin after 10:00 p.m.; Display to comply with NFPA 1123 standards.
 - 3) Secura 5K to support United Way of the Fox Cities on July 23, 2016, at FVTC, 8:30 a.m. – 11:00 a.m.
 - 4) St. Pius Church for a Eucharistic Procession on September 10, 2016, 9:00 a.m. – noon.
- 3. Accept Monthly Reports: Police Department, Fire Department, Public Works and Community Development.

F. FINANCIAL REPORTS

- 1. Approval of Voucher Lists – June 21, 2016
- 2. Accept Budget Statement – April 2016

G. NEW BUSINESS

- 1. Plan Commission Recommendations
 - a. CUP-05-16 Conditional Use Permit requested by 1401 Appleton LLC, dba Anytime Fitness, 1401 N. Casaloma Drive, to allow grading and filling for a building addition and parking lot expansion.
 - b. CPA1-01-12 Condo Plat Amendment requested for Georgetown Square Condominium, 5400/5404 Pennsylvania Ave, for an amendment to the condominium plat for new floor plans that include full basements.
- 2. Professional Service Contract Amendment #1 with McMahon Associates for Spencer Street to perform an Architectural History Survey as required by the WDOT for a cost not to exceed \$4,296.41.
- 3. Hotel/Motel License Renewals

Motion to suspend the rules to allow dialog between the Town Board, Town Attorney, Town Staff, and Hotel/Motel owners or managers.

- a. MOTEL 6, 210 N. Westhill Boulevard, Kumar Koneru, owner. Licensing Committee recommends renewal with the following conditions:
 - Shall obtain written legal advice on whether or not they can stop renting to locals and provide this document to Lt. Zolkowski
 - Must provide proof to Lt. Zolkowski within 30 days that parking lot will be patched/sealed by deadline of September 1, 2016
 - Shall require room deposits
 - Must require all guests to show identification
 - Must comply with 30-day stay
- b. SUPER 8, 3624 W. College Avenue, Hansa Patel, owner. Licensing Committee recommends renewal with the following conditions:
 - All staff must attend drug and prostitution training by July 15, 2016
 - Must install lighting by August 1, 2016, on the east side where there is currently no lighting
 - Must install cameras around the building and in the parking lot
 - Comply with all CPTED requirements not listed above by September 1, 2016

- c. AMERICAN MOTEL, 1032 S. Westland Drive, Mitul and Nilesh Patel, owners. Licensing Committee recommends non-renewal due to their Tier III status:
 - Excessive Calls for Service (2.0 CFS) for the low number of motel rooms
 - Drug related arrests at the motel
 - Failure to provide a safe environment for motel guests

- d. NORTHERN INN, 420 W. Northland Avenue, Kanu Patel, owner. Licensing Committee recommends non-renewal due to their Tier III status:
 - Excessive calls for service (3.0 CFS ratio)
 - Failure to provide a healthy and safe environment for motel guests
 - Violating Department of Health Code by not cleaning rooms at least once a week

H. 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 of Grand Chute, WI
Thursday, June 16, 2016*

Chapter 335. Intoxicating Liquor and Fermented Malt Beverages

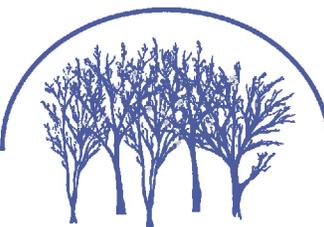
Article I. Licensing

§ 335-13. Licenses not used for extended periods.

- A. Any person who has been granted a "Class B" liquor and beer license for the operation of a liquor license premises who does not make use of such liquor license by operation of said premises for a period of four or more months shall be deemed to have forfeited such license, with the exception of premises that, by virtue of their operation, are only open for a portion of each year. Upon knowledge of such failure to use, the Town Clerk shall notify the license holder by certified or registered mail that the license is deemed to have been forfeited and direct by said certified or registered mail that the license holder deliver the license and surrender the license to the Town Clerk.
- B. In the event that the holder of said license demonstrates to the satisfaction of the Town Board that, due to undue hardship or unusual circumstances beyond the license holder's control, the license holder could not make use of the license within the period of four months, the license holder may ask, and the Town Board may grant, an extension up to a further period of four months. The Town Board shall not authorize extensions in excess of four months, and the decision of the Town Board shall be final and binding.

RECEIVED

FEB 22 2016



**AMERICAN
MANAGEMENT GROUP**

A PROPERTY MANAGEMENT FIRM

February 17, 2016

Mr. Robert L. Buckingham
Community Development Director
Town of Grand Chute
1900 Grand Chute Boulevard
Grand Chute, WI 54913-9613

Dear Bob:

**RE: 110 SOUTH NICOLET ROAD
TOWN OF GRAND CHUTE, WISCONSIN**

As you now realize, we have taken over the Fuddruckers property. Trevor Reader apparently has a liquor license in his name for this property. I want to make sure this license remains available to use as we have already received interest from other restaurants.

Please contact me to discuss further.

Thank you.

Sincerely,

AMERICAN MANAGEMENT GROUP, INC.


Steve Winter, CCIM
Vice President

TOWN BOARD MEETING – TOWN OF GRAND CHUTE - 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – JUNE 7, 2016

CALL TO ORDER/ROLL CALL

Meeting called to order at 7:04 p.m. by Dave Schowalter, presiding officer.

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

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; Karen Heyrman, Deputy Public Works Director; Carl Sutter, McMahon Associates; Attorney Koehler, Herrling Clark Law Offices.

OTHERS: 0 signed attendance

APPROVAL OF AGENDA/ORDER OF THE DAY

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

INTRODUCTION OF NEW EMPLOYEE – Karen Heyrman, Deputy Public Works Director

Chairman Schowalter introduced Deputy Public Works Director Karen Heyrman.

PUBLIC INPUT – There was no public input.

CONSENT AGENDA

Approval of Regular Meeting minutes – May 17, 2016

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

Operator Licenses:

Applications to expire: 2018 dated 05/17/16 and 05/26/16

Denial of operator license - Martinez

Special Event Permits:

Appleton Baseball Club, wedding fireworks on 11/12/2016. CONDITIONS: No fireworks display may begin after 10:00 p.m.; Display to comply with NFPA 1123 standards.

Liquor Licenses:

Original "Class B" liquor license, C and O Lopez, LLC., dba Castilla Bistro and Tapas, 213 S. Nicolet Road, Conrado Mendez, agent.

Temporary Class "B" fermented malt beverage license, Appleton West Baseball Club, baseball tournament, June 10-12, 2016, at Carter Woods Park.

Alcohol Beverage Renewal Licenses – July 1, 2016 – June 30, 2017:

"CLASS B"

App Pro of Appleton Inc dba Comfort Suites, Charles L. Gifford, Agent

Apple Hospitality Group LLC dba Applebee's, Timothy Hall, Agent

Appleton Baseball Club Inc dba Wisconsin Timber Rattlers, Rob Zerjav, Agent

Appleton Operating LLC dba Texas Roadhouse, Graham Lund, Agent

Blazin Wings Inc dba Buffalo Wild Wings Grill & Bar, Kimberly Lutzewitz, Agent

Bobby Corp dba Taj Majal, Gurvinder Singh, Agent

Buca (GGGROUP) LLC dba Buca di Beppo, Loren Tasson, Agent

Butte Des Morts Golf Club Inc dba Butte Des Morts Country Club, James Nitzband, Agent

C & O Lopez LLC dba Castill Bistro and Tapas, Conrado Lopez Mendez, Agent

ERJ Dining III LLC dba Chili's Grill & Bar, Paul Thompson, Agent

TOWN BOARD MEETING – TOWN OF GRAND CHUTE – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – JUNE 7, 2016

Fox River Brewing Co. II LLC dba Fox River Brewing Co., Jay P. Supple, Agent
Fox Valley Hospitality Inc. dba Holiday Inn Appleton, Eric Smith, Agent
G.B.W. Inc dba Mister G's Food & Spirits, Guy B. Wanta, Agent
GMRI Inc dba The Olive Garden Italian Restaurant #1387, Joseph A Meola, Agent
Hudson Burger, LLC dba Milwaukee Burger Company, Kimberly Olsen, Agent
Legacy Supper Club LLC dba The Legacy Supper Club, Mary E. Blair, Agent
Machine Shed LLC dba Machine Shed, Jason A. Schroeder, Agent
Mi Hacienda Real LLC, Maricela Vazquez Rodriguez, Agent
Monarch Gardens Inc dba Monarch Gardens Banquets & Catering, Nancy Kangas, Agent
Mongolian Grill Restaurant Operating Company LLC dba HuHot Mongolian Grill, Rochelle Maciejewski, Agent
Nakashima Inc dba Nakashima of Japan, Hiroyuki Nakashima, Agent
Oney Johnston Edward Blessman Post No 38 The American Legion Department of WI dba American Legion Post 38, William Falck, Agent
Osaka Hibachi Appleton Inc dba Osaka, Wong Chiu, Agent
Osorio's Latin Fusion LLC dba Osorio's Latin Fusion, Kimberly E Finnell, Agent
Outback Steakhouse of Florida LLC dba Outback Steakhouse, Joshua Gildemeister, Agent
P & D 220 Club Inc dba Dick & Joan's Supper Club, Patrick R. Williams, Agent
Pearlshire Appleton, LLC dba Grandstay, Laura Dietz, Agent
Quantum Leap Restaurants Inc dba TGI Friday's, John Hartnell, Agent
Red Lobster Hospitality, LLC dba Red Lobster #0587, Michael Banach, Agent
Solea Mexican Grill LLC dba Solea Mexican Grill, Eduardo Sanchez, Agent
Tarjet LLC dba The Flagstone, Carol J. Valeri, Agent
Team R n' B Wisconsin LLC dba Famous Dave's, Peter Benedict, Agent
The Bar of Appleton Inc dba The Bar of Appleton, Brittney K Metz, Agent
Wild Truffle Artisan Pizzeria and Italian Bistro Inc dba Parma, Marc Waltzer, Agent
'zza Odyssey LLC dba 'zza Odyssey Pizzeria, Cynthia Wetzel, Agent

"CLASS A"

College BP Inc dba College BP, Gurvinder Singh, Agent
Cost Plus Inc dba Cost Plus World Market, Steve L. Kattestad, Agent
Costco Wholesale Corporation dba Costco Wholesale #1222, Agent Vincent Gasborro
Everest Petroleum Corporation dba Appleton Shell Good to Go, Tuk P Regmi, Agent
FKG Oil Company dba Grand Chute Motomart, Eric M. Cleveland, Agent
Kwik Trip, Inc dba Kwik Trip #205, Cheri Werner, Agent
Kwik Trip, Inc dba Kwik Trip #228, Christopher Rukamp, Agent
Kwik Trip, Inc dba Kwik Trip #359, Bryan C. Edwards, Agent
Kwik Trip, Inc dba Kwik Trip #452, Debra Rose Dalton, Agent
Kwik Trip, Inc dba Kwik Trip #887, Matthew M. Dolan, Agent
Outagamie Co-op Services Inc dba Appleton Travel Plaza - Citgo, Daniel Schumann, Agent
Pulaski Food & Gas Inc dba Bluemound Express, Swarn Singh, Agent
Sam's East Inc dba Sam's Club #6321, Adam M. Siebeck, Agent
Shivshakti Petro Inc dba North Mall Mobil, Rajan Chopra, Agent
T & S Corporation dba Super Pantry, Sharmistha Pun Gurung, Agent
Target Corporation dba Target Store T0238, Jesse Laplant, Agent
Ultimate Mart, LLC. dba Cops #8118, Lindsey Lawrence, Agent
Valley Petroleum LLC dba Northsider C-Store, Steve A. Rosek, Agent
Van Handel Transit Inc dba Cheese Hut-Citgo, Denise Zwick, Agent
Walgreen Co dba Walgreens #10234, Anne F. Reschke, Agent
Walmart Stores East LP dba Walmart Supercenter #1982, Kerry Foth, Agent
Woodman's Food Market Inc dba Woodman's Food Market, Pattilu D. Frederick, Agent

CLASS "B"

Appleton Curling Club Inc dba Appleton Curling Club, Jerry Hasenberg, Agent
LOF Appleton TRS LLC dba Wingate by Wyndham, Becky Couillard, Agent
Chicken Palace of Appleton dba Chicken Palace of Appleton, Carlos Ayala, Agent
RI Midwest Heritage Inn of Appleton Opco LLC dba Appleton Residence Inn, Amanda Hedtke, Agent
Ying Xing Jiang, dba Happy Gardens, Ying Xing Jiang, Agent

TOWN BOARD MEETING – TOWN OF GRAND CHUTE – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – JUNE 7, 2016

CLASS "A" BEER

Fleet Wholesale Supply Company Inc dba Mills Gas-Mart – Bluemound Dr, Bill Ouradnik, Agent
Fleet Wholesale Supply Company Inc dba Mills Gas-Mart – Wisconsin Ave, Bill Ouradnik, Agent

CLASS "A" BEER AND "ALB" CIDER ONLY

GCS Operations LLC dba College Court Shell, Daniel J. Pamperin, Agent
Kwik Trip, Inc dba Kwik Trip #412, Steve Willis, Agent
Van Zeeland Oil Co Inc dba BB Mobil Mart, Todd G. Van Zeeland, Agent

CLASS "B" AND CLASS "C"

56 Main LLC dba Carmella's an Italian Bistro, Nicole M. Defranza, Agent
Aparsons Inc dba India Darbar Restaurant, Rattan Singh Ghotra, Agent
CEC Entertainment Inc dba Chuck E. Cheese's, Ying Hang, Agent
Chipotle Mexican Grill of Colorado LLC dba Chipotle Mexican Grill, Kevin LaPointe, Agent
Fox Valley Technical College, Michael Ciske, Agent
Family Entertainment LLC dba Funset, Peggy Keil, Agent
SAP, LLC dba SAP, Brunch, Brown Bag & Bakery, Nicole M DeFranza, Agent
The Noodle Shop Co.-Colorado Inc dba Noodles & Company, Brad Teela, Agent

Hotel/Motels:

Original application, Red Roof Inn, formerly LaQuinta, 3920 W. College Avenue, Vaishali Patel, owner.

Hotel/Motel License Renewals (July 1, 2016 – June 30, 2017)

App Pro of Appleton Inc., dba Comfort Suites Appleton, Charles Gifford, Manager
CWS II Management Company LLC., dba Candlewood Suites, Julie Putzer, Manager
ESA P Portfolio Operating Lessee Inc., dba Extended Stay America, Jason Woller, Manager
Fox Valley Hospitality Inc dba Holiday Inn Appleton, Chadd Scott, Manager
Laxmijikrupa, LLC dba Red Roof Inn, Vaishali Patel, Manager
LOF Appleton TRS LLC., dba Wingate By Wyndam, Becky Couillard, Manager
LQ Management LLC, La Quinta Inn #7004, Sarah Klingbile, Manager
Midwest Lodging Investors X LLC., dba Hampton Inn, Randy Kliment, Manager
Northern Motel LLC., dba Howard Johnson, Jasmeet Patel
Pearlshire Appleton II LLC., dba Country Inn & Suites, Laura Dietz, Manager
Pearlshire Appleton LLC., dba Grandstay Hotel & Suites, Laura Dietz, Manager
Rajshyamaji, LLC, dba Microtel Inn & Suites, Bharatkumar Patel
Regency Hotels Inc., dba Quality Inn Appleton, Kenny Patel, Manager
RI Midwest Heritage Inn of Appleton Opco, dba Appleton Residence Inn, Amanda Hedtke, Manager
Vision Hospitality LLC., dba Best Western, Sandip Patel, Manager
W2005/Fargo Hotels (Pool C) Realty LP, dba Fairfield Inn Appleton, Cindy Evers, Manager

Dance Licenses:

Dance License Renewals (July 1, 2016 – June 30, 2017)

Appleton Baseball Club dba WI Timber Rattlers
Appleton Hotel Corp., dba Marlons Pub & Holiday Inn Appleton
Bobby Corp dba Taj Mahal
Butte Des Morts Country Club, Inc.
Monarch Gardens Banquets and Catering dba Monarch Gardens
Oney Johnston Edward Bessman dba American Legion Post 38
Tarjet, LLC dba The Flagstone Sports Bar
The Bar of Appleton Inc.

CONDITION: Payments due to the Town are current prior to issuance of any licenses.

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

FINANCIAL REPORTS

Approval of Voucher List – May 17, 2016

TOWN BOARD MEETING – TOWN OF GRAND CHUTE – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – JUNE 7, 2016

\$329,205.40 (90284-90337); Payroll \$267,071.61 ACH \$869,541.95
Budget Statement – March 2016

Motion (Pleuss/Thyssen) to approve the voucher list and accept the budget statement. Motion carried.

UNFINISHED BUSINESS

Re-approval of the typical street cross section for Spencer Street from Casaloma Drive to Mayflower Drive.

Motion (Nooyen/Thyssen) to approve option 2a with two sidewalks and bike lanes.

Supv. Sherman questioned the terrace being two different lengths.

Dir. Marquardt stated they would be the same on each side.

Motion carried.

NEW BUSINESS

Plan Commission Recommendations:

CUP-03-16 Conditional Use Permit requested by Gregorski 18 LLC, 110 N. Fox River Drive, to allow filling and grading in the flood fringe area as required for future building construction. PC recommends approval.

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

Special assessment methodology for Morrison Street reclamation and storm sewer.

Motion (Nooyen/Thyssen) to approve staff recommendation for front footage basis. Motion carried.

Award of Bid, Valley Sealcoat Inc., for Lions Park tennis court rehabilitation in the amount of \$106,699.

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

RESOLUTION

TBR-12-2016 supporting funding of Wisconsin's transportation system.

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

ADJOURNMENT

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

Meeting adjourned at 7:14 p.m.

These minutes were taken at a regular meeting held on June 7, 2016 and entered in this record book, June 10, 2016 by:

Karen L. Weinschrott

Karen L. Weinschrott, Town Clerk
Town of Grand Chute

INITIAL DRAFT

TOWN OF GRAND CHUTE - DEPARTMENT OF COMMUNITY DEVELOPMENT

PERMIT ACTIVITY REPORT

REPORT PERIOD - MAY 2016

	2016				2015			
	MAY		YTD		MAY		YTD	
	Number	% of Total						
Permits Issued								
Building Permits	70	41%	225	41%	80	45%	220	42%
Electric Permits	32	19%	110	20%	31	18%	101	19%
Plumbing Permits	39	23%	115	21%	38	21%	120	23%
HVAC Permits	31	18%	95	17%	28	16%	77	15%
Other Permits	0	0%	0	0%	0	0%	0	0%
Total Permits Issued	172		545		177		518	
	2016				2015			
	MAY		YTD		MAY		YTD	
	Number	% of Total						
Projects								
New Single Family Dwellings	13	19%	30	13%	13	16%	33	15%
New Duplexes	0	0%	0	0%	0	0%	0	0%
New Multi-Family Dwellings	0	0%	0	0%	0	0%	0	0%
New Residential Access Bldgs	20	29%	46	20%	6	8%	13	6%
New Commercial/Ind Bldgs	3	4%	5	2%	2	3%	5	2%
Residential Additions & Alter	22	31%	64	28%	17	21%	54	25%
Comm/Ind Additions & Alter	9	13%	53	24%	7	9%	41	19%
Signs	3	4%	24	11%	13	16%	34	15%
Other Projects	0	0%	3	1%	22	28%	40	18%
Total Projects	70		225		80		220	
	2016				2015			
	MAY		YTD		MAY		YTD	
	Number	% of Total						
Projects By Zone								
Single Family (RSF)	50	71%	123	55%	51	64%	120	55%
Two Family (RTF)	4	6%	6	3%	0	0%	3	1%
Multi-Family (RMF)	0	0%	4	2%	1	1%	2	1%
Local Commercial (CL)	5	7%	27	12%	9	11%	28	13%
Regional Commercial (CR)	2	3%	25	11%	15	19%	40	18%
Planned Commercial (CP)	5	7%	20	9%	3	4%	11	5%
Industrial (IND)	3	4%	9	4%	1	1%	11	5%
Exclusive Agriculture	0	0%	0	0%	0	0%	0	0%
General Agriculture	1	1%	11	5%	0	0%	5	2%
Total Proj. by Zoning Dist.	70		225		80		220	
	2016				2015			
	MAY		YTD		MAY		YTD	
New Dwelling Units								
Construction Costs (Ave.)	\$	220,615	\$	208,467	\$	170,000	\$	246,667
Calculated Permit Fees (Ave.)	\$	678	\$	658	\$	598	\$	674
Finished Floor Area (Ave. sq. ft.)		2,575		2,427		1,684		2,165
Garage Area (Ave. sq. ft.)		807		793		943		1,013
Lot Area (Ave. sq. ft.)		14,588		15,530		11,305		15,047
With Municipal Sewer (%)		100%		97%		100%		100%
With Municipal Water (%)		100%		100%		100%		100%
On Mapped Floodplain Lots (%)		0%		0%		0%		0%
	Year							
	2016 YTD	2015	2014	2013	2012	2011	2010	2009
New Dwelling Units								
In Single Family Homes	30	73	64	71	53	33	43	30
In Duplexes	0	2	2	0	0	0	0	0
In Multi-Family Apartment Units	0	59	8	32	160	172	64	0

TOWN OF GRAND CHUTE - DEPARTMENT OF COMMUNITY DEVELOPMENT

PERMIT ACTIVITY REPORT

REPORT PERIOD - MAY 2016

	2016				2015			
	MAY		YTD		MAY		YTD	
Costs By Project	Cost	% of Total	Cost	% of Total	Cost	% of Total	Cost	% of Total
New Single Family Dwellings	\$ 3,240,015	48%	\$ 7,287,064	19%	\$ 3,015,080	37%	\$ 7,784,507	23%
New Duplexes	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
New Multi-Family Dwellings	\$ -	0%	\$ 21,000	0%	\$ -	0%	\$ -	0%
New Residential Access Bldgs	\$ 417,721	6%	\$ 536,930	1%	\$ 21,683	0%	\$ 60,083	0%
New Commercial/Ind Bldgs	\$ 69,785	1%	\$ 121,785	0%	\$ 2,596,300	31%	\$ 16,473,226	49%
Residential Additions & Alter	\$ 401,067	6%	\$ 2,827,416	7%	\$ 358,414	4%	\$ 1,019,273	3%
Comm/Ind Additions & Alter	\$ 2,521,104	38%	\$ 27,095,795	71%	\$ 1,756,736	21%	\$ 7,724,191	23%
Signs	\$ 38,064	1%	\$ 276,777	1%	\$ 243,639	3%	\$ 488,033	1%
Other Projects	\$ -	0%	\$ 30,000	0%	\$ 260,287	3%	\$ 333,373	1%
Total Costs by Project Type	\$ 6,687,756		\$ 38,196,767		\$ 8,252,139		\$ 33,882,686	
	2016				2015			
	MAY		YTD		MAY		YTD	
Costs By Work Type	Cost	% of Total	Cost	% of Total	Cost	% of Total	Cost	% of Total
Building Construction	\$ 5,745,273	86%	\$ 28,689,026	75%	\$ 6,860,523	83%	\$ 30,019,147	89%
Electrical	\$ 303,362	5%	\$ 3,574,761	9%	\$ 516,722	6%	\$ 1,720,725	5%
Plumbing	\$ 231,436	3%	\$ 1,754,251	5%	\$ 459,961	6%	\$ 1,168,596	3%
HVAC	\$ 407,685	6%	\$ 4,178,729	11%	\$ 414,933	5%	\$ 974,218	3%
Other	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
Total Costs by Work Type	\$ 6,687,756		\$ 38,196,767		\$ 8,252,139		\$ 33,882,686	
	2016				2015			
	MAY		YTD		MAY		YTD	
Costs By Zoning District	Cost	% of Total	Cost	% of Total	Cost	% of Total	Cost	% of Total
Single Family (RSF)	\$ 3,648,103	55%	\$ 8,109,725	21%	\$ 3,250,572	39%	\$ 8,543,695	25%
Two Family (RTF)	\$ 35,700	1%	\$ 943,486	2%	\$ -	0%	\$ 10,749	0%
Multi-Family (RMF)	\$ 25,300	0%	\$ 1,000,238	3%	\$ 197,000	2%	\$ 401,600	1%
Local Commercial (CL)	\$ 381,574	6%	\$ 1,149,971	3%	\$ 322,368	4%	\$ 2,790,384	8%
Regional Commercial (CR)	\$ 292,577	4%	\$ 2,247,814	6%	\$ 3,466,170	42%	\$ 6,287,966	19%
Planned Commercial (CP)	\$ 1,798,299	27%	\$ 23,666,252	62%	\$ 726,681	9%	\$ 1,837,424	5%
Industrial (IND)	\$ 153,203	2%	\$ 407,220	1%	\$ 284,348	3%	\$ 13,954,368	41%
Exclusive Agriculture	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
General Agriculture	\$ 353,000	5%	\$ 672,061	2%	\$ 5,000	0%	\$ 56,500	0%
Total Costs by Zoning Dist.	\$ 6,687,756		\$ 38,196,767		\$ 8,252,139		\$ 33,882,686	
	YEAR							
Total Costs By Year	2016 YTD	2015	2014	2013	2012	2011	2010	2009
	\$ 38,196,767	\$ 84,705,003	\$ 62,532,610	\$ 65,715,620	\$ 61,301,129	\$ 57,687,506	\$ 42,012,479	\$ 23,213,317

TOWN OF GRAND CHUTE - DEPARTMENT OF COMMUNITY DEVELOPMENT

PERMIT ACTIVITY REPORT

REPORT PERIOD - MAY 2016

	2016				2015			
	MAY		YTD		MAY		YTD	
Fees By Fee Type	Fees	% of Total	Fees	% of Total	Fees	% of Total	Fees	% of Total
Building Permits	\$23,169.00	37%	\$79,879.00	41%	\$25,319.00	37%	\$73,286.00	34%
Electric Permits	\$3,433.00	6%	\$15,702.00	8%	\$4,257.00	6%	\$12,963.00	6%
Plumbing Permits	\$3,316.00	5%	\$10,413.00	5%	\$3,257.00	5%	\$8,514.50	4%
HVAC Permits	\$3,860.00	6%	\$14,569.00	7%	\$3,183.00	5%	\$8,762.40	4%
Building Plan Review	\$5,650.00	9%	\$18,750.00	10%	\$3,700.00	5%	\$23,600.00	11%
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	\$455.00	1%	\$3,740.00	2%	\$390.00	1%	\$990.00	0%
Park Fee	\$5,200.00	8%	\$12,000.00	6%	\$5,200.00	8%	\$13,300.00	6%
Driveway/Access Permits	\$720.00	1%	\$1,620.00	1%	\$780.00	1%	\$2,080.00	1%
Drainage Plan Review	\$200.00	0%	\$800.00	0%	\$0.00	0%	\$800.00	0%
Drainage Inspections	\$4,550.00	7%	\$10,500.00	5%	\$7,550.00	11%	\$18,950.00	9%
Erosion Conrtol Plan Review	\$1,300.00	2%	\$3,000.00	2%	\$1,300.00	2%	\$3,400.00	2%
Erosion Conrtol Inspections	\$3,250.00	5%	\$7,500.00	4%	\$3,250.00	5%	\$8,250.00	4%
Permit Penalty Fees	\$448.00	1%	\$1,378.00	1%	\$400.00	1%	\$870.00	0%
Fire Department Impact Fees	\$3,484.00	6%	\$7,500.00	4%	\$6,524.00	10%	\$29,228.28	14%
Assessment Maintenance Fee	\$2,750.00	4%	\$8,850.00	5%	\$3,250.00	5%	\$10,300.00	5%
Total Permit Fees By Zoning Dist.	\$61,785.00		\$196,201.00		\$68,360.00		\$215,294.18	
	2016				2015			
	MAY		YTD		MAY		YTD	
Fees By Project Type	Fees	% of Total	Fees	% of Total	Fees	% of Total	Fees	% of Total
New Single Family Dwellings	\$35,470.00	57%	\$81,316.00	41%	\$36,127.00	53%	\$89,697.00	42%
New Duplexes	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%
New Multi-Family Dwellings	\$0.00	0%	\$196.00	0%	\$0.00	0%	\$0.00	0%
New Res. Access Bldgs	\$2,291.00	4%	\$3,348.00	2%	\$405.00	1%	\$940.00	0%
New Commercial/Ind Bldgs	\$530.00	1%	\$1,623.00	1%	\$9,210.00	13%	\$49,482.28	23%
Residential Additions & Alter	\$4,498.00	7%	\$17,980.00	9%	\$2,657.00	4%	\$10,605.50	5%
Comm/Ind Additions & Alter	\$18,517.00	30%	\$86,609.00	44%	\$12,971.00	19%	\$52,149.40	24%
Signs	\$479.00	1%	\$4,779.00	2%	\$4,150.00	6%	\$8,050.00	4%
Other Projects	\$0.00	0%	\$350.00	0%	\$2,840.00	4%	\$4,370.00	2%
Total Permits Fees by Project Type	\$61,785.00		\$196,201.00		\$68,360.00		\$215,294.18	
	2016				2015			
	MAY		YTD		MAY		YTD	
Fees By Zoning District	Fees	% of Total	Fees	% of Total	Fees	% of Total	Fees	% of Total
Single Family (RSF)	\$40,465.00	65%	\$92,901.00	47%	\$39,679.00	58%	\$99,790.50	46%
Two Family (RTF)	\$484.00	1%	\$1,213.00	1%	\$0.00	0%	\$642.00	0%
Multi-Family (RMF)	\$90.00	0%	\$5,035.00	3%	\$0.00	0%	\$1,528.00	1%
Local Commercial (CL)	\$4,157.00	7%	\$15,663.00	8%	\$6,434.00	9%	\$16,788.40	8%
Regional Commercial (CR)	\$2,857.00	5%	\$26,569.00	14%	\$16,283.00	24%	\$37,951.00	18%
Planned Commercial (CP)	\$11,238.00	18%	\$44,934.00	23%	\$4,377.00	6%	\$12,432.00	6%
Industrial (IND)	\$1,184.00	2%	\$4,871.00	2%	\$1,517.00	2%	\$45,007.28	21%
Agricultural (AED) and (AGD)	\$1,310.00	2%	\$5,015.00	3%	\$70.00	0%	\$1,155.00	1%
Total Permit Fees by Zoning Dist.	\$61,785.00		\$196,201.00		\$68,360.00		\$215,294.18	
	Year							
Total Fees By Year	2016 YTD	2015	2014	2013	2012	2011	2010	2009
	\$ 196,201	\$ 534,144	\$ 416,728	\$ 505,387	\$ 449,275	\$ 388,217	\$ 356,698	\$ 216,173

MONTHLY PUBLIC WORKS REPORT FOR MONTH OF MAY 2016



- 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
Animal Control	1	1.00	\$39.04	\$13.20	\$0.00	\$0.00	\$0.00	\$52.24
Booster Telemetry	1	6.00	\$234.24	\$40.26	\$0.00	\$0.00	\$0.00	\$274.50
Building Maintenance-Location Specific	29	132.75	\$5,041.69	\$971.42	\$0.00	\$0.00	\$0.00	\$6,013.11
Chipping	21	120.50	\$3,320.59	\$5,614.52	\$0.00	\$0.00	\$0.00	\$8,935.11
Curb Inlet Maintenance	2	1.00	\$39.04	\$19.80	\$0.00	\$0.00	\$0.00	\$58.84
Ditch-Maintenance	2	4.00	\$156.16	\$52.80	\$0.00	\$0.00	\$0.00	\$208.96
Dri Zorb Collection	2	1.00	\$39.04	\$13.20	\$0.00	\$0.00	\$0.00	\$52.24
Election	1	2.00	\$78.08	\$0.00	\$0.00	\$0.00	\$0.00	\$78.08
Employee Compliance Testing	1	0.50	\$19.52	\$0.00	\$0.00	\$0.00	\$0.00	\$19.52
Equipment Clean Up	2	2.00	\$55.06	\$0.00	\$0.00	\$0.00	\$0.00	\$55.06
Equipment Prep	2	2.00	\$81.15	\$0.00	\$0.00	\$0.00	\$0.00	\$81.15
Ground Maintenance-Location Specific	4	22.50	\$618.99	\$776.17	\$0.00	\$0.00	\$0.00	\$1,395.16
Guard Rail-Street Maintenance	3	6.00	\$201.81	\$188.28	\$0.00	\$0.00	\$0.00	\$390.09
Haul Sweepings	2	3.50	\$113.78	\$258.08	\$0.00	\$0.00	\$0.00	\$371.86
Highway Maintenance Miscellaneous	7	17.50	\$661.58	\$610.00	\$0.00	\$0.00	\$0.00	\$1,271.58
Hydrant Flushing-Private	8	56.00	\$1,758.69	\$800.28	\$0.00	\$0.00	\$0.00	\$2,558.97
Hydrant Valves	1	8.00	\$219.60	\$0.00	\$0.00	\$0.00	\$0.00	\$219.60
Hydrant-Maintenance	2	6.00	\$201.81	\$44.46	\$0.00	\$0.00	\$0.00	\$246.27
Inspection	7	18.00	\$702.72	\$239.22	\$0.00	\$0.00	\$0.00	\$941.94
Install New Meter	7	25.00	\$976.00	\$193.48	\$0.00	\$0.00	\$0.00	\$1,169.48
Landscaping-Maintenance	18	131.00	\$4,244.46	\$3,949.07	\$0.00	\$0.00	\$0.00	\$8,193.53
LEAVE HWY	7	50.75	\$1,705.68	\$0.00	\$0.00	\$0.00	\$0.00	\$1,705.68
LEAVE PARK	4	19.75	\$760.70	\$0.00	\$0.00	\$0.00	\$0.00	\$760.70
LEAVE SHOP	12	82.00	\$3,342.24	\$0.00	\$0.00	\$0.00	\$0.00	\$3,342.24
LEAVE WATER AND SEWER	24	92.00	\$2,950.32	\$0.00	\$0.00	\$0.00	\$0.00	\$2,950.32
Lift Station Repair	2	8.00	\$312.32	\$53.68	\$0.00	\$0.00	\$0.00	\$366.00
Lift Station-Inspection	4	10.00	\$311.93	\$74.10	\$0.00	\$0.00	\$0.00	\$386.03
Lift Station-Maintenance	5	13.00	\$485.90	\$47.67	\$0.00	\$0.00	\$0.00	\$533.57
Locating-Sewer	34	89.00	\$3,387.74	\$1,080.46	\$0.00	\$0.00	\$0.00	\$4,468.20
Locating-Water	36	106.00	\$4,051.42	\$1,421.32	\$0.00	\$0.00	\$0.00	\$5,472.74
Meeting	2	1.50	\$46.97	\$0.00	\$0.00	\$0.00	\$0.00	\$46.97
Mowing	33	173.50	\$4,976.09	\$4,676.77	\$0.00	\$0.00	\$0.00	\$9,652.86
Office	8	9.25	\$401.51	\$0.00	\$0.00	\$0.00	\$0.00	\$401.51
Park Building Maintenance-Location Specific	66	143.00	\$4,330.48	\$1,040.84	\$0.00	\$0.00	\$0.00	\$5,371.32
Park Ground Maintenance-Location Specific	96	361.25	\$10,596.03	\$9,221.76	\$0.00	\$0.00	\$0.00	\$19,817.79
Patrol	2	3.50	\$140.36	\$37.20	\$0.00	\$0.00	\$0.00	\$177.56
Pocket Parks	4	12.50	\$400.14	\$72.48	\$0.00	\$0.00	\$0.00	\$472.62
Pot Hole Patching	6	22.00	\$733.15	\$290.40	\$0.00	\$0.00	\$0.00	\$1,023.55
Pump Equipment Repair	1	4.00	\$156.16	\$13.42	\$0.00	\$0.00	\$0.00	\$169.58
Read Meters	15	35.00	\$1,113.18	\$518.70	\$0.00	\$0.00	\$0.00	\$1,631.88
Remove/Replace Meter	24	80.50	\$3,079.69	\$602.26	\$0.00	\$0.00	\$0.00	\$3,681.95
Sewer Lateral Connection Inspection	2	2.00	\$78.08	\$11.12	\$0.00	\$0.00	\$0.00	\$89.20
Sewer Main-Inspection	1	2.00	\$78.08	\$29.64	\$0.00	\$0.00	\$0.00	\$107.72
Sewer Main-Maintenance	4	10.00	\$414.52	\$88.92	\$0.00	\$0.00	\$0.00	\$503.44
Sewer Manhole-Inspection	1	1.00	\$39.04	\$0.00	\$0.00	\$0.00	\$0.00	\$39.04
Sewer Manhole-Maintenance	1	1.00	\$39.04	\$13.42	\$0.00	\$0.00	\$0.00	\$52.46
Sewer Manhole-Repair	2	4.00	\$134.54	\$29.64	\$0.00	\$0.00	\$0.00	\$164.18
Shop Work	26	163.50	\$6,223.94	\$0.00	\$0.00	\$0.00	\$0.00	\$6,223.94
Shop Work - Office	17	107.00	\$5,805.82	\$0.00	\$0.00	\$0.00	\$0.00	\$5,805.82
Sign Repair/Maintenance	15	58.00	\$2,264.32	\$475.20	\$0.00	\$0.00	\$0.00	\$2,739.52
Stop Box Repair	6	13.00	\$395.68	\$164.10	\$0.00	\$0.00	\$0.00	\$559.78
Stop Box-Maintenance	3	24.00	\$677.52	\$266.76	\$0.00	\$0.00	\$0.00	\$944.28
Storm Lateral Connection Inspection	3	2.25	\$87.84	\$18.53	\$0.00	\$0.00	\$0.00	\$106.37
Surface/Base	3	2.50	\$68.87	\$19.80	\$0.00	\$0.00	\$0.00	\$88.67
Tap Installation-Inspection	1	1.00	\$39.04	\$0.00	\$0.00	\$0.00	\$0.00	\$39.04

Cost Summary By Task

Task	Activities	Labor Hours	Labor Cost	Eqp Cost	Mat Cost	Con Cost	Overhead	Total Cost
Trail-Maintenance-Location Specific	12	75.00	\$2,570.88	\$3,585.17	\$0.00	\$0.00	\$0.00	\$6,156.05
Training	12	11.75	\$356.78	\$0.00	\$0.00	\$0.00	\$0.00	\$356.78
Vactoring	16	126.00	\$3,468.78	\$5,773.74	\$0.00	\$0.00	\$0.00	\$9,242.52
Wash Vehicles	5	5.50	\$191.54	\$0.00	\$0.00	\$0.00	\$0.00	\$191.54
Water	3	5.00	\$111.37	\$29.64	\$0.00	\$0.00	\$0.00	\$141.01
Water Lateral Connection Inspection	2	1.75	\$68.32	\$7.42	\$0.00	\$0.00	\$0.00	\$75.74
Water Sample Collection	3	15.00	\$585.60	\$201.88	\$0.00	\$0.00	\$0.00	\$787.48
Water Shop Work	9	30.00	\$1,171.20	\$0.00	\$0.00	\$0.00	\$0.00	\$1,171.20
Water Valve-Maintenance	5	26.00	\$826.31	\$326.04	\$0.00	\$0.00	\$0.00	\$1,152.35
Water Valves Repair	4	9.00	\$351.36	\$103.12	\$0.00	\$0.00	\$0.00	\$454.48
Watering	7	20.00	\$751.65	\$529.20	\$0.00	\$0.00	\$0.00	\$1,280.85
Watermains-Inspection	1	2.00	\$78.08	\$29.64	\$0.00	\$0.00	\$0.00	\$107.72
Winter Maintenance	3	8.00	\$312.32	\$372.21	\$0.00	\$0.00	\$0.00	\$684.53
Tasks:	68	675	2,609.00	\$45,010.49	\$0.00	\$0.00	\$0.00	\$134,286.03
			\$89,275.54		\$0.00		\$0.00	

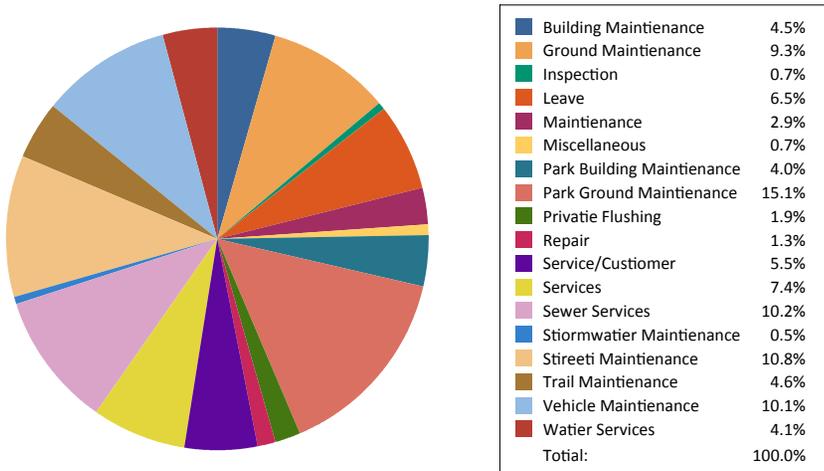
Cost Summary by Task Type

Task Type	Labor Hours	Labor Cost	Eqp Cost	Mat Cost	Con Cost	Overhead	Total Cost	%
002 Building Maintenance	132.8	\$5,041.69	\$971.42	\$0.00	\$0.00	\$0.00	\$6,013.11	4.5%
003 Ground Maintenance	221.0	\$6,458.09	\$6,011.78	\$0.00	\$0.00	\$0.00	\$12,469.87	9.3%
004 Inspection	22.0	\$780.41	\$170.45	\$0.00	\$0.00	\$0.00	\$950.86	0.7%
017 Leave	244.5	\$8,758.94	\$0.00	\$0.00	\$0.00	\$0.00	\$8,758.94	6.5%
005 Maintenance	94.0	\$3,098.94	\$827.53	\$0.00	\$0.00	\$0.00	\$3,926.47	2.9%
006 Miscellaneous	26.0	\$941.90	\$13.20	\$0.00	\$0.00	\$0.00	\$955.10	0.7%
007 Park Building Maintenance	143.0	\$4,330.48	\$1,040.84	\$0.00	\$0.00	\$0.00	\$5,371.32	4.0%
008 Park Ground Maintenance	373.8	\$10,996.17	\$9,294.24	\$0.00	\$0.00	\$0.00	\$20,290.41	15.1%
029 Private Flushing	56.0	\$1,758.69	\$800.28	\$0.00	\$0.00	\$0.00	\$2,558.97	1.9%
009 Repair	38.0	\$1,350.06	\$363.96	\$0.00	\$0.00	\$0.00	\$1,714.02	1.3%
010 Service/Customer	156.5	\$5,793.51	\$1,529.52	\$0.00	\$0.00	\$0.00	\$7,323.03	5.5%
011 Services	138.5	\$4,023.31	\$5,853.74	\$0.00	\$0.00	\$0.00	\$9,877.05	7.4%
027 Sewer Services	215.0	\$6,856.52	\$6,854.20	\$0.00	\$0.00	\$0.00	\$13,710.72	10.2%
024 Stormwater Maintenance	8.5	\$308.98	\$330.68	\$0.00	\$0.00	\$0.00	\$639.66	0.5%
012 Street Maintenance	248.5	\$8,626.86	\$5,942.16	\$0.00	\$0.00	\$0.00	\$14,569.02	10.8%
015 Trail Maintenance	75.0	\$2,570.88	\$3,585.17	\$0.00	\$0.00	\$0.00	\$6,156.05	4.6%
016 Vehicle Maintenance	310.0	\$13,528.71	\$0.00	\$0.00	\$0.00	\$0.00	\$13,528.71	10.1%
022 Water Services	106.0	\$4,051.42	\$1,421.32	\$0.00	\$0.00	\$0.00	\$5,472.74	4.1%
Task Types: 18	2,609.0	\$89,275.54	\$45,010.49	\$0.00	\$0.00	\$0.00	\$134,286.03	

Cost Summary by Task Type

Task Type	Labor Hours	Labor Cost	Eqp Cost	Mat Cost	Con Cost	Overhead	Total Cost	%
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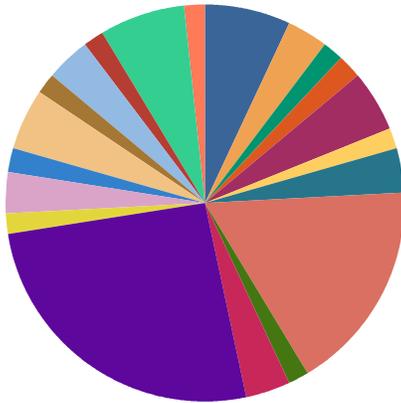
Cost Summary by Task Type



Service Request Distribution By Request Type

Request Type	Request Count	Average Duration (days)	Average Duration (hours)	Percentage
Total Service Requests	58	3.13	75.11	

Service Request Distribution By Request Type



Building Maintenance	6.9%
Catch Basin	3.4%
Catch Basin Issues	1.7%
Culvert Issue	1.7%
Customer Service	5.2%
Ditch Issue	1.7%
Drainage Issue	3.4%
Grass in Street	17.2%
Landscaping	1.7%
Lawn Damaged	3.4%
Long Grass/Weeds	25.9%
Mailbox Damage	1.7%
Park Issue	3.4%
Pot Hole	1.7%
Sign Damage	5.2%
Sign Maintenance/Repair	1.7%
Stop Box Repair	3.4%
Storm Sewer Issue	1.7%
Street Issues	6.9%
Water Shut off Valve	1.7%
Total:	100.0%

GRAND CHUTE FIRE DEPARTMENT

MAY 2016 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>MAY</u>	<u>YTD</u>
Station #1 Incidents	68	328
Station #2 Incidents	92	540
Simultaneous Incidents	19	80
Multi-Company Incidents	23	111
Day (6A-6P) Incidents	112	602
Night (6P-6A) Incidents	48	266
Total Incidents	160	868

<u>CATEGORY</u>	<u>2016 YTD</u>	<u>2015 YTD</u>
Total Incidents	868	863

FRACTILE RESPONSE PERFORMANCE

(Percent Compliant)

<u>TIME</u>	<u>BENCHMARK</u>	<u>MAY</u>	<u>YTD</u>
Processing	60 Seconds	86%	89%
Turnout	60 Seconds	64%	60%
Travel	240 Seconds	52%	60%

<u>FIRE LOSS DATA</u>	<u>MAY</u>	<u>YTD</u>
Property Value	\$2,041,600	\$30,854,200
Property Lost	\$51,000	\$113,250
Property Saved	\$1,990,600	\$30,740,950

<u>MUTUAL/AUTOMATIC AID</u>	<u>MAY</u>	<u>YTD</u>
Appleton (Given)	0	6
Appleton (Received)	2	11
Town of Menasha (Given)	1	2
Town of Menasha (Received)	2	6
Town of Center (Given)	0	0
Town of Center (Received)	0	0
MABAS Responses	0	1



Crews responded to a residential structure fire in the 2300 block of West Harvest Drive. The fire was confined to the attic and no injuries were reported.

OPERATIONS DIVISION

INCIDENT TYPE SUMMARY

<u>INCIDENT TYPE</u>	<u>MAY</u>	<u>YTD</u>
Fire	9	37
Overpressure	0	1
Rescue and EMS	96	506
Hazardous Condition	12	56
Service Call	6	55
Good Intent Call	27	158
False Alarm / Call	8	52
Severe Weather	0	0
Special Incident	1	2

<u>EMS REASON FOR CALL</u>	<u>MAY</u>	<u>YTD</u>
Abdominal Pain	2	14
Allergies	0	2
Animal Bite	0	0
Assault	1	2
Back Pain	1	8
Breathing Problem	12	56
Burns	0	1
Cardiac Arrest	2	12
Chest Pain	5	28
Choking	0	1
Convulsions / Seizure	9	31
Diabetic Problem	3	14
Drowning	0	1
Fall Victim	16	92
Headache	1	2
Heart Problems	2	11
Heat / Cold Exposure	0	0
Hemorrhage / Laceration	2	6
Ingestion / Poisoning	1	12
Pregnancy / Childbirth	1	1
Psychiatric Problems	1	3
Sick Person	11	63
Stab / Gunshot Wound	0	1
Stroke / CVA	3	12
Traffic Accident	6	37
Traumatic Injury	3	26
Unconscious / Fainting	10	42
Unknown Problem / Man Down	4	25
Not Applicable	0	1



FIRE PREVENTION DIVISION

Firefighters Welcome Girl Scouts Into Station

This month, the girls from Brownie Troop 2159 were welcomed into the firehouse for their meeting and a tour of the facility. The training



room at Station One provides an excellent venue for community and youth group meetings. As always, your GCFD Firefighters passed on a few safety tidbits and took

some time to pose for a photo opportunity between incident responses.

TRAINING DIVISION

Kasriel Attends Executive Fire Officer Program

In May, Assistant Chief Kasriel traveled to the National Fire Academy in Maryland to attend the first course in the four-year Executive Fire Officer Program. Following each



course, participants are given six months to develop an applied research project which addresses a challenge within their organization. Admission to this program is extremely competitive, with only 200 fire service leaders selected annually from a nationwide applicant pool.

<u>TRAINING CATEGORY</u>	<u>MAY HOURS</u>
Administrative	46.5
Apparatus Operations	21.8
Emergency Medical	23.3
Fire Suppression	76.1
Hazardous Materials	0.0
Technical Rescue	13.5
Officer Development	80.0
Risk Reduction	7.5
Total Training Hours	268.7

RISK REDUCTION SUMMARY

<u>CODE ENFORCEMENT</u>	<u>MAY</u>	<u>YTD</u>
Routine Inspections	347	1306
Pre-Occupancy	2	9
System Acceptance	2	8
Membrane Structure	2	5
Violations	178	643

<u>PUBLIC EDUCATION</u>	<u>MAY</u>	<u>YTD</u>
Events	11	37
Citizen Contacts	955	1998

<u>FIRE PERMITS</u>	<u>MAY</u>	<u>YTD</u>
Recreational	146	428
Agricultural	3	6

<u>SOCIAL MEDIA</u>	<u>MAY</u>	<u>TOTAL</u>
Facebook "Likes"	85	3057
Twitter "Followers"	48	1115

TOP SOCIAL MEDIA POST

A facebook post highlighting the rescue of five ducklings from a Grand Chute storm sewer garnered 502 "likes" and was viewed by 38,637 users!



Grand Chute Police Department

Monthly Report



May 2016

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Total # of Incidents	1892	1745	8%	8494	7901	8%
Citizen Generated	1076	1163	-7%	5146	4797	7%
Officer Initiated	816	582	40%	3348	3104	8%
Citizen Contacts	269	183	47%	1046	1081	-3%
Traffic Citations	267	221	21%	1192	1082	10%
Speeding	71	27	163%	296	218	36%
Seatbelt	18	17	6%	44	53	-17%
OWI	9	8	13%	54	40	35%
Ordinance Summons	93	133	-30%	386	495	-22%
Retail Theft	44	67	-34%	187	212	-12%
UA Drinking	17	4	325%	55	27	104%
Parking Tickets	6	28	-79%	149	202	-26%
Handicapped	4	18	-78%	29	78	-63%
Warrant Pick Ups	39	35	11%	150	103	46%

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Adult Criminal Referrals	66	80	-18%	266	267	0%
Juvenile Criminal Referrals	3	4	-25%	8	18	-56%
Offense Reports	364	358	2%	1756	1548	13%
Narratives	394	315	25%	1574	1324	19%

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
Total 90368:						988.76
90369	06/21/2016	STATE OF WISCONSIN COUR	060116	MAY COURT	10-15-45100	10,824.99
Total 90369:						10,824.99
90370	06/21/2016	STATE OF WISCONSIN DSPS	407185	BOILER OPERATING PERMIT	10-14-53313-350	50.00
Total 90370:						50.00
90371	06/21/2016	TRIGO EXCAVATING INC	REF BP12168	RETURN OF RAZE BOND	10-00-23007	500.00
Total 90371:						500.00
90372	06/21/2016	UNION SECURITY INSURANC	052416	INSURANCE	11-18-59200-511	3,578.75
Total 90372:						3,578.75
90374	06/21/2016	WISCONSIN DEPT OF JUSTIC	G3246 6/1/16	BACKGROUND CHECKS	10-12-51420-270	63.00
Total 90374:						63.00
90375	06/21/2016	WITTHUHN PRINTING CO. INC	6162	OVERTIME VOUCHERS	10-13-52200-320	60.00
Total 90375:						60.00
Grand Totals:						95,773.49

Dave Schowalter, Chairman: _____

Jeff Nooyen, Supervisor: _____

Travis Thyssen, Supervisor: _____

Bruce Sherman, Supervisor: _____

Jim Pleuss, Supervisor: _____

Karen L. Weinschrott, Clerk: _____

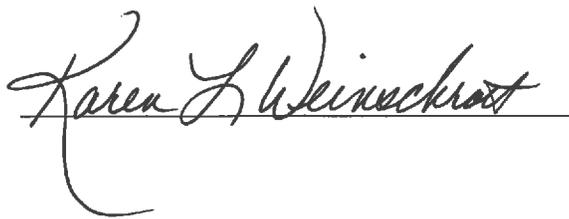
Julie M. Wahlen, Treasurer: _____

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
90302	06/10/2016	FAGAN, BARBARA A.	051616	RESTITUTION TONY GREER CIT 5G801NLHJP	10-15-45100	20.00- V
Total 90302:						20.00-
90341	06/21/2016	APPLETON AUDIOLOGY ASSO	0421201601	HEARING TEST-CMMTY DEVEL	10-11-52400-290	550.00
Total 90341:						550.00
90342	06/21/2016	BACKHAUS, KEVIN M.	052716	OVERPAYMENT OF CITATIONS	10-15-45100	559.00
Total 90342:						559.00
90343	06/21/2016	BISSING ELECTRIC INC	7698-16 VOID	VOIDED PERMIT REFUND	10-11-44300	127.00
Total 90343:						127.00
90344	06/21/2016	BUILDING SERVICE INC	112602	WORK STATIONS FOR IT	10-18-51600-360	251.28
Total 90344:						251.28
90345	06/21/2016	CALNIN & GOSS INC	16279	TOP SOIL FOR LANDSCAPING	10-14-53312-340	540.00
Total 90345:						540.00
90346	06/21/2016	CITY OF APPLETON	230716	VALLEY TRANSIT SERVICE MAY 2016	10-14-53520-290	46,202.00
Total 90346:						46,202.00
90347	06/21/2016	FIRE APPARATUS & EQUIPME	15587	PUMP TEST 2641	10-13-52200-290	331.00
90347	06/21/2016	FIRE APPARATUS & EQUIPME	15588	PUMP TEST 2651	10-13-52200-290	331.00
90347	06/21/2016	FIRE APPARATUS & EQUIPME	15590	PUMP TEST 2621	10-13-52200-290	515.60
90347	06/21/2016	FIRE APPARATUS & EQUIPME	15618	SEAT BELT 2622	10-13-52200-350	289.29
Total 90347:						1,466.89
90348	06/21/2016	FISHER, BERNADINE	060316	OVERPAYMENT OF FINAL BILL	64-00-23201	110.14
Total 90348:						110.14
90349	06/21/2016	GRAND CHUTE FD PETTY CA	05/02/16	CPR CARDS	10-00-23002	57.50
Total 90349:						57.50
90350	06/21/2016	GRAND CHUTE PETTY CASH	060616	PETTY CASH	10-18-51100-390	130.17
Total 90350:						130.17
90351	06/21/2016	GRAND CHUTE UTILITIES	06/03/16	ST.2 WATER	10-13-52200-220	661.99
90351	06/21/2016	GRAND CHUTE UTILITIES	060316-22130	WATER/SEWR/STORMWATER BILL	10-16-55200-220	321.02
Total 90351:						983.01
90353	06/21/2016	HOT TOPIC	060616	REISSUE VOIDED CHECK NO 87152	10-19-51910-390	1,656.85
Total 90353:						1,656.85

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
90354	06/21/2016	JAMES PALTZER	747937	BALE OF HAY	10-14-53312-340	54.00
Total 90354:						54.00
90355	06/21/2016	KLEENMARK	50470	JANITORIAL SERVICES JUNE 2016	10-18-51600-290	2,074.00
Total 90355:						2,074.00
90356	06/21/2016	KNIGHT BARRY TITLE SERVIC	060316	OVERPAYMENT OF FINAL BILL	64-00-23201	64.19
Total 90356:						64.19
90357	06/21/2016	LOWNEYS LANDSCAPE CENT	5046	TREES FOR BERM AT MAPLE EDGE PARK	55-16-57620-000	1,906.94
Total 90357:						1,906.94
90358	06/21/2016	LOWNEY'S LANDSCAPE CENT	5040	LANDSCAPE MAINTENANCE TOWN HALL	10-18-51600-290	815.00
Total 90358:						815.00
90359	06/21/2016	MARCO INC NW7128	INV3342325	FIRE 1 COPIER	10-18-51400-290	30.00
90359	06/21/2016	MARCO INC NW7128	INV3361196	COPY OVERAGE	10-18-51400-290	146.64
90359	06/21/2016	MARCO INC NW7128	INV3377039	ADMIN AND MAILROOM COPIERS	10-18-51400-290	957.43
Total 90359:						1,134.07
90360	06/21/2016	MARCO, INC	18748460	364 COPIERS	10-18-51400-290	1,475.14
Total 90360:						1,475.14
90361	06/21/2016	MARTENSON & EISELE INC	54199	WETLAND DELINEATION	10-09-56900-210	1,900.00
90361	06/21/2016	MARTENSON & EISELE INC	54201	WETLAND DELINEATION	10-09-56900-210	2,800.00
90361	06/21/2016	MARTENSON & EISELE INC	54202	WETLAND DELINEATION	10-09-56900-210	2,750.00
Total 90361:						7,450.00
90362	06/21/2016	MCMAHON	902211	EDGEWOOD ACRES 3RD ADDN STREET CONSTR	55-14-57331-000	408.35
90362	06/21/2016	MCMAHON	902219	MORRISON STREET RECONSTRUCTION SERVICE	55-14-57331-000	4,427.55
Total 90362:						4,835.90
90364	06/21/2016	OUTAGAMIE COUNTY TREAS	060116	MAY COURT	10-15-45100	2,850.40
90364	06/21/2016	OUTAGAMIE COUNTY TREAS	109917	FEB APRIL BALLOTS PUBLICATION CODING	10-12-51440-320	2,088.20
90364	06/21/2016	OUTAGAMIE COUNTY TREAS	109961	INCARCERATION	10-15-51200-215	1,050.00
Total 90364:						5,988.60
90366	06/21/2016	R.N.O.W., INC.	2016-49859	BUSHINGS AND WASHERS	10-14-53313-350	328.81
Total 90366:						328.81
90367	06/21/2016	REMLEY & SENSENBRENNER	039033 03903	LEGAL FEES	10-15-51200-290	967.50
Total 90367:						967.50
90368	06/21/2016	RICK STEFFENS ELECTRIC	5905	BALLAST REPLACEMENT AT CARTERWOODS PAR	10-16-55200-360	988.76

Check Issue Date	Payee	Invoice Number	Description	Invoice GL Acct	Check Amount
06/01/2016	DELTA DENTAL	060116	TOWN DENTAL CLAIMS GROUP 1	11-18-59200-513	1,198.00
Total 160601001:					1,198.00
06/01/2016	DTCC	060116	2006 DEBT INTEREST	30-19-58290-006	2,228.13
Total 160601002:					2,228.13
06/01/2016	REDEPOSITED ITEM FEE	060116	REDEPOSITED FEE	10-19-48110	5.00
Total 160601003:					5.00
06/02/2016	PITNEY BOWES GLOBAL FINA	060216	POSTAGE	10-18-51400-311	500.00
Total 160602001:					500.00
06/08/2016	CITY OF APPLETON	060816	PETERSON INSURANCE	10-17-52110-134	1,102.31
Total 160608001:					1,102.31
06/08/2016	DELTA DENTAL	060816	TOWN DENTAL CLAIMS GROUP 1	11-18-59200-513	389.34
Total 160608002:					389.34
06/08/2016	PITNEY BOWES GLOBAL FINA	060816	POSTAGE	10-18-51400-311	500.00
Total 160608003:					500.00
06/08/2016	RETURNED ITEM FEE	060816	RETURNED ITEM FEE	10-19-48110	10.00
Total 160608004:					10.00
Grand Totals:					5,932.78

Karen L. Weinschrott, Clerk:



Dated:



Check Issue Date	Check Number	Payee ID	Payee	Amount
06/17/2016	90376	3	GRAND CHUTE PROFESSIONA	765.00-
06/17/2016	90377	5	WISCONSIN SCTF	150.00-
06/17/2016	160617001	1003	VELIE, DUANE A	1,679.82-
06/17/2016	160617002	1005	PRAHL, TODD W	2,061.91-
06/17/2016	160617003	1007	ERTL, MICHAEL T	1,428.17-
06/17/2016	160617004	1008	GRODE, ROBERT W	1,350.88-
06/17/2016	160617005	1010	DAANEN, TODD M	687.96-
06/17/2016	160617006	1011	URBAN, JOHN J	1,289.44-
06/17/2016	160617007	1015	HARTFIEL, BRIAN M	338.98-
06/17/2016	160617008	1024	ARFT, MICHAEL J	1,889.07-
06/17/2016	160617009	1025	STINGLE, GREGORY A	1,225.50-
06/17/2016	160617010	1027	COENEN, RANDY N	1,378.38-
06/17/2016	160617011	1030	FULCER, SAMUEL R	923.40-
06/17/2016	160617012	1036	WINKLER, JOHN C	294.08-
06/17/2016	160617013	1043	BUCKINGHAM, ROBERT L	1,881.10-
06/17/2016	160617014	1049	BUTTERIS, JERROD B.	998.96-
06/17/2016	160617015	1050	MARQUARDT, THOMAS J	2,493.22-
06/17/2016	160617016	1052	WALL, BRIAN P	987.34-
06/17/2016	160617017	1053	KIPPENHAN, JEFF C	795.74-
06/17/2016	160617018	1055	VELIE, ADAM P	925.53-
06/17/2016	160617019	1056	MALSZYCKI, TYLER L	966.37-
06/17/2016	160617020	1057	HEYRMAN, KAREN M	2,040.65-
06/17/2016	160617021	2021	PLEUSS, JAMES R	294.34-
06/17/2016	160617022	2022	SCHOWALTER, DAVID A	450.84-
06/17/2016	160617023	2024	NOOYEN, JEFFREY T	380.21-
06/17/2016	160617024	2026	THYSSEN, TRAVIS J	379.36-
06/17/2016	160617025	2031	KLASEN, CHARLES W	518.10-
06/17/2016	160617026	3003	MAUTHE, ANGELA M	1,168.13-
06/17/2016	160617027	3004	WEINSCHROTT, KAREN L	1,568.07-
06/17/2016	160617028	3007	MARCH, JAMES V	3,062.86-
06/17/2016	160617029	3008	NATE, CARY J	2,239.43-
06/17/2016	160617030	3009	KOPECKY, JEFFRY D	1,663.82-
06/17/2016	160617031	3012	ST JULIANA, LENO J	1,459.54-
06/17/2016	160617032	3014	OLEJNICZAK, TRACY L	1,033.23-
06/17/2016	160617033	3016	BAXTER, MARY J	1,272.22-
06/17/2016	160617034	3017	TIMM, BARBARA M	806.16-
06/17/2016	160617035	3020	RIEMER, NANCY L	1,133.22-
06/17/2016	160617036	3022	PEETERS, CARRIE L	662.29-
06/17/2016	160617037	3027	SCHUH, LISA J	1,037.32-
06/17/2016	160617038	3033	THIEL, ERIC J	1,536.53-
06/17/2016	160617039	3034	CAIN, ANGIE M	1,154.56-
06/17/2016	160617040	3041	MROCKZKOWSKI, LISA M	1,281.81-
06/17/2016	160617041	3045	WAHLEN, JULIE M	1,788.74-
06/17/2016	160617042	3046	MILLER, ELIZABETH A.	219.00-
06/17/2016	160617043	3047	HEIMANN, ROBERT J	2,712.97-
06/17/2016	160617044	3048	BERKERS, SANDRA J	338.81-
06/17/2016	160617045	3050	WALLENFANG, DAVID J	1,064.20-
06/17/2016	160617046	3053	SOK, SAM A	1,758.45-
06/17/2016	160617047	3054	PATZA, MICHAEL D	1,484.18-
06/17/2016	160617048	3055	SCHMAHL, ALISSA R	1,306.08-
06/17/2016	160617049	4015	SHERMAN, BRUCE D	230.04-
06/17/2016	160617050	4047	REINL, JACLYN R	381.08-
06/17/2016	160617051	4051	STINGLE, MEGAN M	366.82-
06/17/2016	160617052	4055	SHELLEY, COLE M	267.80-
06/17/2016	160617053	4056	PRUSINSKI, TREVOR W	267.80-
06/17/2016	160617054	4057	GRETZINGER, LOGAN W	267.80-
06/17/2016	160617055	4058	ZIESEMER, CASSANDRA M	246.64-

Check Issue Date	Check Number	Payee ID	Payee	Amount
06/17/2016	160617056	4059	KOSLOSKI, WILLIAM V	539.08-
06/17/2016	160617057	4060	KORTZ, CHELSEY M	246.64-
06/17/2016	160617058	4061	WITT, MORGAN L	246.64-
06/17/2016	160617059	6000	HELING, MARK	273.42-
06/17/2016	160617060	6001	KASRIEL, MATTHEW E	2,073.73-
06/17/2016	160617061	6006	WOODFORD, ALEXANDER J	695.23-
06/17/2016	160617062	6009	BUETTNER, ROBERT L	1,672.89-
06/17/2016	160617063	6012	HEINZ, SEAN A	114.01-
06/17/2016	160617064	6018	DEBRULER, MICHAEL L	1,600.69-
06/17/2016	160617065	6020	DANIELS, MICHAEL S	450.16-
06/17/2016	160617066	6021	GEISSLER, MICHAEL L	2,195.09-
06/17/2016	160617067	6026	OLSON, ROBERT C	1,513.11-
06/17/2016	160617068	6027	BERGLUND, ERIC S	1,922.91-
06/17/2016	160617069	6028	THORSON, WADE J	2,126.98-
06/17/2016	160617070	6031	CZECHANSKI, ANDREW P	2,384.76-
06/17/2016	160617071	6034	SYRING, ERIC E	414.37-
06/17/2016	160617072	6037	CLARK, JOHN B	826.05-
06/17/2016	160617073	6039	JAPE, CHRISTOPHER E	1,304.43-
06/17/2016	160617074	6040	SIEGMANN, CHAD E	1,414.25-
06/17/2016	160617075	6043	SCHIPPER, ROBERT J	1,505.95-
06/17/2016	160617076	6046	HANSEN, JEREMY J	537.90-
06/17/2016	160617077	6047	CANTERBURY, JOSHUA A	286.51-
06/17/2016	160617078	6048	NELSEN, MARK J	509.32-
06/17/2016	160617079	6050	PAVASARIS, RAIMONDS P	2,017.81-
06/17/2016	160617080	6051	LAZCANO, RAUL M	1,628.72-
06/17/2016	160617081	6054	MARTIN, CHAD R	2,135.41-
06/17/2016	160617082	6057	EVERSON, NICOLAS A	588.89-
06/17/2016	160617083	6064	DAVIS, BRIAN R	172.34-
06/17/2016	160617084	6066	PALTZER, BRAD L	2,241.79-
06/17/2016	160617085	6069	PAULSON, DAVID J	849.12-
06/17/2016	160617086	6074	STARK, AARON W	1,797.83-
06/17/2016	160617087	6079	JOHNSON, EVAN J	122.79-
06/17/2016	160617088	6080	BIESE, JASON D	939.38-
06/17/2016	160617089	6081	HAGENOW, BONNIE K	357.75-
06/17/2016	160617090	6082	CAHAK, JACOB D	430.76-
06/17/2016	160617091	6084	GRETZINGER, WILLIAM J	1,049.21-
06/17/2016	160617092	6085	SCHOMMER, BRIAN P	2,061.23-
06/17/2016	160617093	6092	BANTES, TIMOTHY A	2,304.35-
06/17/2016	160617094	6094	HACKETT, WILLIAM O	653.23-
06/17/2016	160617095	6095	HANSON, JEREMY B	646.09-
06/17/2016	160617096	6098	MONAGHAN, RYAN J	597.13-
06/17/2016	160617097	6104	GLOUDEMANS, MATTHEW J	818.56-
06/17/2016	160617098	6105	HEIMAN, JACOB M	903.13-
06/17/2016	160617099	6106	HOLLNAGEL, GREGORY K	523.95-
06/17/2016	160617100	6109	SISEL, JARROD C	655.46-
06/17/2016	160617101	6111	VAUGHAN, ERIC N	800.88-
06/17/2016	160617102	6113	FELCKOWSKI, BENEDICT J	348.92-
06/17/2016	160617103	6114	STERNHAGEN, BRYCE A	610.43-
06/17/2016	160617104	6115	EHLERT, COLIN M	507.83-
06/17/2016	160617105	6116	FRANKE, JERRIA R	321.05-
06/17/2016	160617106	6117	GRAMAJO, MARVIN M	35.15-
06/17/2016	160617107	6118	HOCKERS, CRYSTAL R	125.30-
06/17/2016	160617108	6119	RUSCH, TYLER R	248.61-
06/17/2016	160617109	6120	WOOD III, DAVID M	93.74-
06/17/2016	160617110	6121	ZULEGER, KYLE T	21.09-
06/17/2016	160617111	6150	MARQUARDT, THOMAS J.	493.14-
06/17/2016	160617112	7001	PETERSON, GREG I	2,637.51-

Check Issue Date	Check Number	Payee ID	Payee	Amount
06/17/2016	160617113	7003	STEINKE, SCOTT M	1,576.16-
06/17/2016	160617114	7008	REIFSTECK, RANDY W	1,892.24-
06/17/2016	160617115	7013	ZOLKOWSKI, TODD A	2,448.73-
06/17/2016	160617116	7015	DONTJE, SCOTT E	72.31-
06/17/2016	160617117	7018	KONS, BENJAMIN J	1,847.74-
06/17/2016	160617118	7024	GOLLNER, AMANDA M	1,400.08-
06/17/2016	160617119	7025	PROFANT, KATIE J	1,439.11-
06/17/2016	160617120	7027	VELIE, MICHAEL G	1,898.63-
06/17/2016	160617121	7030	CALLAWAY, SCOTT M	1,697.02-
06/17/2016	160617122	7035	CLEMENT, JENNIFER L	1,869.39-
06/17/2016	160617123	7036	GOLLNER, IAN M	1,552.98-
06/17/2016	160617124	7040	BLAHNIK, RUSSELL D	2,264.53-
06/17/2016	160617125	7041	ENNEPER, SHAWN R	1,964.60-
06/17/2016	160617126	7047	BOHLEN, JOSHUA D	1,539.51-
06/17/2016	160617127	7053	JAEGER, COLETTE R	1,896.55-
06/17/2016	160617128	7055	VANDEN BERG, TED M	1,830.39-
06/17/2016	160617129	7056	MAAS, MARK H	1,847.80-
06/17/2016	160617130	7059	SCHULTZ, HOLLY J	1,118.68-
06/17/2016	160617131	7061	DIEDRICK, AMANDA M	1,078.40-
06/17/2016	160617132	7065	OTTO, MICHAELA L	312.07-
06/17/2016	160617133	7073	TEIGEN, JOSEPH D	1,524.39-
06/17/2016	160617134	7076	GRIESBACH, PATRICK E	1,487.66-
06/17/2016	160617135	7084	FEUCHT, DANIEL A	384.18-
06/17/2016	160617136	7086	KEEN, SUSAN M	21.57-
06/17/2016	160617137	7088	PETERS, PHYLLIS J	1,251.53-
06/17/2016	160617138	7093	PERZ, KARI L	1,150.77-
06/17/2016	160617139	7097	BERG, JANET H	153.09-
06/17/2016	160617140	7101	VUE, LIA	1,893.83-
06/17/2016	160617141	7103	SCHUH, JULIANNE M	804.80-
06/17/2016	160617142	7104	HANSON, BENJAMIN G	1,611.95-
06/17/2016	160617143	7105	KUNDINGER, JENNI L.	2,700.28-
06/17/2016	160617144	7108	GRIER-WELCH, DYLAN F	1,779.25-
06/17/2016	160617145	7109	WAAS, TRAVIS J	1,672.51-
06/17/2016	160617146	7110	POUPORE, LOGAN T	1,696.12-
06/17/2016	160617147	7111	HANNIGAN, MEGAN E	1,477.47-
06/17/2016	160617148	7112	REHBERG, ETHAN C	431.97-
06/17/2016	160617149	7114	MCFAUL, WENDY S	626.43-
06/17/2016	160617150	7115	DOWNEY, DANIELLE	1,356.55-
06/17/2016	160617151	7116	FENRICH, ALEC J	403.39-
06/17/2016	160617152	7117	JOHNSON, JACOB L	1,493.70-
06/17/2016	160617153	7118	MENKE, CALEB D	1,916.14-
06/17/2016	160617154	7119	SHEPHERD, JAMES M	879.21-
06/17/2016	160617155	7121	QUELLA, JACOB J	434.28-
06/17/2016	160617156	7122	ZITEK, CALEB M	456.90-
06/17/2016	160617157	7123	WEINKAUF, SAMUEL T	350.73-
06/17/2016	160617158	8021	CROSBY, PAMELA A	32.32-
06/17/2016	160617159	8036	HIDDE, JULIA P	32.32-
06/17/2016	160617160	8045	STADEL, ROBERT W	32.32-
06/17/2016	160617161	8056	HUTH, VIVIAN R	31.32-
06/17/2016	160617162	8062	BOECKERS, DUANE J	32.32-
06/17/2016	160617163	7	DEFERRED COMP	7,611.15-
06/17/2016	160617163	7	DEFERRED COMP	1,603.15-
06/17/2016	160617164	1	EFTPS	16,227.27-
06/17/2016	160617164	1	EFTPS	16,227.27-
06/17/2016	160617164	1	EFTPS	3,795.10-
06/17/2016	160617164	1	EFTPS	3,795.10-
06/17/2016	160617164	1	EFTPS	28,058.75-

Check Issue Date	Check Number	Payee ID	Payee	Amount
06/17/2016	160617165	8	FLEX SPENDING	1,847.59-
06/17/2016	160617165	8	FLEX SPENDING	769.20-
06/17/2016	160617166	2	WISCONSIN DEPT OF REVENUE	12,253.48-
06/17/2016	160617167	6	WISCONSIN DEPT OF REVENUE	70.92-
Grand Totals:				
	175			268,449.85-

**CASH ON HAND
APRIL 2016**

GENERAL FUND	
\$	7,607,190
CAPITAL PROJECTS FUND	
\$	(4,692,361)
DEBT SERVICE FUND	
\$	927,010
SPECIAL ASSESSMENT FUND	
\$	5,935,741
SPECIAL REVENUE FUNDS	
\$	548,586
TAX INCREMENT DISTRICT #1	
\$	(1,093,492)
TAX INCREMENT DISTRICT #2	
\$	(28,034)
SANITARY DISTRICT #1	
\$	(1,390,584)
SANITARY DISTRICT #2	
\$	11,539,273
SANITARY DISTRICT #3	
\$	8,540,851
EASTSIDE UTILITY DISTRICT	
\$	359,807
28,253,986.25	TOTAL CASH ON HAND

CASH INVESTMENTS

CHECKING & MONEY MARKET	JP MORGAN INVESTMENT	Bond			
NICOLET BANK	Market Value	Portfolio	Yield Rate	Maturity Date	
\$ 12,814,478	\$ 4,044,173				
Interest Rate 0.30%		\$ 91,655	Vining Sparks	2.20%	09/15/2017
STATE POOL	BANK MUTUAL MONEY MARKET	\$ 562,139	Vining Sparks	2.03%	05/30/2017
\$ 189,434	\$ 615,047	\$ 545,500	Vining Sparks	2.00%	05/01/2018
Interest Rate 0.42%	Interest Rate 0.15%				
FIRSTMERIT BANK MONEY MARKET	BUSINESS BANK MONEY MARKET				
\$ 525,635	\$ 6,217,882	\$ 214,884	RBC Wealth	5.75%	08/15/2016
Interest Rate 0.19%	Interest Rate 0.87%	\$ 200,669	RBC Wealth	1.00%	08/19/2016
FIRSTMERIT BANK CHECKING		\$ 517,203	RBC Wealth	4.40%	01/15/2017
\$ 1,000		\$ 100,967	RBC Wealth	1.38%	08/01/2017
		\$ 503,169	RBC Wealth	1.45%	11/07/2017
		\$ 455,945	RBC Wealth	1.60%	11/20/2017
		\$ 400,803	RBC Wealth	1.45%	01/17/2018
		\$ 253,402	RBC Wealth	1.55%	02/09/2018
\$ 13,530,547	\$ 10,877,102	\$ 3,846,337.26	SUBTOTALS		
	28,253,986.25				

**GENERAL FUND REVENUES
2016 BUDGET STATEMENT
APRIL 2016**

REVENUE TYPES	2016 BUDGET	CURRENT MONTH	2016 YTD	% BUDGET	(UNDER) OVER
10-19-41110 General Operations Tax Levy	9,269,637	-	6,121,398	66%	(3,148,239)
41110 General Property Tax Levy	9,269,637	-	6,121,398	66%	(3,148,239)
Other Taxes					
10-19-41900 Rescinded Taxes	12,500	14,188	20,079	161%	7,579
10-19-43430 Hold Harmless-Computer Exempt	79,500	-	-	0%	(79,500)
10-19-41111 Omitted Taxes	-	-	-	0%	-
10-19-41150 Woodland/Managed Forest	40	-	80	201%	40
10-19-49221 Hotel/Motel Tax	333,310	-	-	0%	(333,310)
10-19-41320 Lieu of Taxes	3,000	-	2,923	97%	(77)
10-19-41800 Interest on Delinq P.P. Taxes	500	177	1,117	223%	617
Subtotal - Taxes	428,850	14,365	24,199	6%	(404,651)
Special Assessments					
10-12-42000 Special Assessments - Street Lighting	60,000	-	58,108	97%	(1,892)
Subtotal - Special Assessments	60,000	-	58,108	97%	(1,892)
Intergovernmental Revenues					
10-19-43410 Shared Revenue from State	271,552	-	-	0%	(271,552)
10-13-43420 Fire Insurance from State	85,000	-	-	0%	(85,000)
10-17-43521 State Aid - Police	3,840	-	-	0%	(3,840)
10-17-43211 Grants - State/Federal	56,118	2,929	11,504	20%	(44,614)
10-13-43212 Fed Law Enforcement Grant	-	-	-	0%	-
10-14-43531 State Transportation Aids	785,000	196,247	392,494	50%	(392,506)
10-14-43221 Highway Federal Grants	-	-	-	0%	-
10-16-43571 State Grant Park and Recreation	20,000	-	3,948	20%	(16,052)
10-17-47321 School Liaison Reimbursement	21,175	-	10,587	50%	(10,588)
10-14-43790 Recycling-Cty Reimbursement	69,200	9,864	19,804	29%	(49,396)
10-19-43537 Mass Transit	430,937	-	(89,000)	-21%	(519,937)
Subtotal - Intergovernmental Revenues	1,742,822	209,040	340,337	20%	(1,393,485)
Licenses & Permits					
10-12-44100 Business or Occupation License	30,000	3,285	14,565	49%	(15,435)
10-12-44101 Business License-Liquor	40,000	660	44,660	112%	4,660
10-12-44102 Business License-Cable TV	285,000	-	-	0%	(285,000)
10-12-44103 Business License-Pawn/2nd Hand	600	-	-	0%	(600)
10-12-44104 Hotel License	500	-	525	105%	25
10-18-44201 Non-business License	2,000	625	1,632	82%	(368)
10-13-44900 Burning Permits	550	225	300	55%	(250)
10-13-44301 Occupancy Inspections	1,500	75	525	35%	(975)
10-11-44300 Building Permits	275,000	19,285	90,995	33%	(184,005)
10-14-44300 Building Permits - Lot Access	5,000	120	1,300	26%	(3,700)
10-14-44301 Utility/Open Cut Permits	20,000	1,170	8,028	40%	(11,972)
10-09-44400 Zoning Permits	45,000	5,630	19,494	43%	(25,506)
10-09-44401 Site Erosion Control Plan Review Fee	7,000	500	1,700	24%	(5,300)
10-09-44402 Drainage Inspection Fee	45,000	1,750	5,950	13%	(39,050)
10-09-44403 Wetland Delineations	18,000	-	5,060	28%	(12,940)
10-09-44404 Building Plan Review Fee	50,000	1,650	16,525	33%	(33,475)
10-09-44405 Erosion Control Inspection Fee	20,000	1,250	4,250	21%	(15,750)
10-09-44406 Drainage Plan Review Fee	2,000	200	200	10%	(1,800)
10-09-44410 Maps and Plans	300	-	120	40%	(180)
Subtotal - Licenses & Permits	847,450	36,425	215,829	25%	(631,621)
Fines, Forfeitures & Penalties					
10-15-45100 Court Penalties & Costs	420,000	43,916	190,363	45%	(229,637)
10-15-45101 Parking Tickets	22,500	676	8,279	37%	(14,221)
10-17-45221 Judgment & Damages	2,500	310	1,043	42%	(1,457)
10-17-45223 Seizures & Forfeitures	-	-	1,001	0%	1,001
Subtotal - Fines, Forfeitures & Penalties	445,000	44,903	200,686	45%	(244,314)
Public Charges for Services					
10-18-46100 General Government	20,000	1,584	9,290	46%	(10,710)

REVENUE TYPES	2016 BUDGET	CURRENT MONTH	2016 YTD	% BUDGET	(UNDER) OVER
10-17-46210 Police Department Fees	6,500	356	2,110	32%	(4,390)
10-17-46211 Police Department Fees / Fingerprinting	5,500	291	1,003	18%	(4,497)
10-17-46212 Police Department Contracted Services	14,000	3,969	6,343	45%	(7,657)
10-17-46214 False Alarms	27,000	1,875	11,175	41%	(15,825)
10-13-46225 Fire Department Fees	18,200	3,755	10,884	60%	(7,316)
10-13-46221 Fire Protection Systems Fee	2,500	75	550	22%	(1,950)
10-13-46222 Tank Installation Standby Fee	700	-	-	0%	(700)
10-13-46223 Tent Inspection Permit	1,000	75	125	13%	(875)
10-13-46224 Firework Permits	350	-	100	29%	(250)
10-14-46310 Highway Material/Maintenance	10,000	927	1,360	14%	(8,640)
10-14-46312 Sidewalk Snow Removal	-	-	750	0%	750
10-12-46421 Sp Charge-Refuse Collection	702,630	100	725,842	103%	23,212
10-12-46422 Sp Charge-Recycling Collection	360,420	-	321,533	89%	(38,887)
10-14-46440 Weed Control	1,000	-	-	0%	(1,000)
10-12-46540 Cemetery	-	-	-	0%	-
10-16-46720 Park Rentals	11,000	658	2,756	25%	(8,244)
10-16-46721 Recreation Fees	5,000	435	475	10%	(4,525)
10-10-44901 Property Record Mgmt Fees	25,000	1,150	5,750	23%	(19,250)
Subtotal - Public Charges for Services	1,210,800	15,249	1,100,046	91%	(110,754)
Miscellaneous Revenue					
10-13-47222 Fire Inspections - Tanks	4,000	-	1,930	48%	(2,070)
10-17-46213 Police Department Abandon Vehicle	4,000	(42)	786	20%	(3,214)
10-19-48110 Interest Earnings /Change in Market Value	100,000	2,967	37,283	37%	(62,717)
10-19-48910 Interest Income - TIF District #1	-	1,667	6,667	0%	6,667
10-19-48911 Interest Income - TIF District #2	-	2,083	8,333	0%	8,333
10-19-46100 General Admin Fees	2,500	546	1,683	67%	(817)
10-18-48200 Rent-Town Hall	1,000	151	601	60%	(399)
10-18-48201 Rent - San Districts	134,280	11,190	44,760	33%	(89,520)
10-14-48202 Land Lease Revenue	-	-	-	0%	-
10-17-48301 Sale Police Equip	28,000	30	30	0%	(27,970)
10-14-48303 Sale Hwy Equip	17,900	-	-	0%	(17,900)
10-13-48302 Sale Fire Equipment	-	-	-	0%	-
10-18-48309 Sale of Other Town Equipment	-	-	-	0%	-
10-17-48420 Police Insurance Recoveries	5,000	-	-	0%	(5,000)
10-13-48440 Fire - Insurance Recoveries	-	-	-	0%	-
10-14-48430 DPW - Insurance Recoveries	-	-	-	0%	-
10-18-48902 Insurance Dividends	27,300	-	1,852	7%	(25,448)
10-16-48500 Donations-Parks	22,000	-	2,031	9%	(19,969)
10-16-48501 Donations-Park Recreation	2,000	1,020	2,025	101%	25
10-17-48501 Donations-Crime Prevention	1,000	-	-	0%	(1,000)
10-17-48800 Police Unclaimed Property	500	-	30	6%	(470)
10-17-48900 Police Reimbursement	-	495	1,027	0%	1,027
10-18-48903 Admin Reimbursement	-	204	204	0%	204
10-13-48500 Donations-Fire Dept	200	-	-	0%	(200)
10-16-46722 Commission - Soda Machine	300	-	-	0%	(300)
10-18-48900 Misc Revenues	10,000	-	103	1%	(9,897)
10-19-48901 Credit Card Rebate	35,000	-	-	0%	(35,000)
10-14-48902 Street Light Refund	-	-	63,684	0%	63,684
10-16-48900 Summer Ticket Program	5,000	-	-	0%	(5,000)
Subtotal - Miscellaneous Revenue	399,980	20,245	174,327	44%	(225,653)
Other Financing Sources					
10-14-47400 Allocated Hwy Labor & Maint	219,250	-	44,517	20%	(174,733)
10-19-49263 Transfer from San Dist #3	-	-	-	0%	-
10-19-49200 Transfer from Other Funds	110,900	-	-	0%	(110,900)
Fund Balance-Applied to Budget	125,000	-	-	0%	(125,000)
Subtotal - Other Financing Sources	455,150	-	44,517	10%	(410,633)
Total Revenues w/o Property Tax	5,590,052	340,226	2,167,048	39%	(3,423,004)
Total Revenues	14,859,689	340,226	8,288,446	56%	(6,571,243)

**TOWN OF GRAND CHUTE
GENERAL FUNDED DEPARTMENTS
2016 BUDGET STATEMENT
APRIL 2016**

DEPARTMENT	2016 BUDGET	CURRENT MONTH	2016 YTD	% BUDGET	REMAINING BUDGET
General Government					
51100 Town Board	93,290	7,930	27,373	29%	65,917
51200 Municipal Court	191,520	8,210	37,442	20%	154,078
51300 Legal	60,000	-	230	0%	59,770
51400 General Administration	834,355	51,166	204,484	25%	629,871
51420 Town Clerk	139,730	8,787	34,562	25%	105,168
51440 Elections	77,846	16,023	27,054	35%	50,792
51501 Treasurer	270,365	18,823	77,619	29%	192,746
51600 Municipal Complex	333,305	8,489	70,739	21%	262,566
51910 Erroneous Taxes, Tax Refunds	30,000	27	21,890	73%	8,110
51938 Property & Liability Insurance	245,888	6,800	100,346	41%	145,542
Subtotal - General Government	2,276,299	126,254	601,738	26%	1,674,561
Public Safety					
52100 Police - Patrol	3,000,240	267,245	908,664	30%	2,091,576
52110 Police - Administration	529,183	38,002	172,719	33%	356,464
52120 Police - Investigations	698,600	47,358	192,847	28%	505,753
54100 Animal Control	5,000	127	254	5%	4,746
52200 Fire Department	2,928,522	238,011	817,144	28%	2,111,378
Subtotal - Public Safety	7,161,545	590,743	2,091,628	29%	5,069,917
Public Works					
53311 Highway	919,990	30,812	110,661	12%	809,329
53312 Winter Maintenance	221,490	16,629	89,682	40%	131,808
53313 Hwy Shop	301,590	21,155	77,442	26%	224,148
53420 Street Lights	319,000	-	33,914	11%	285,086
53520 Bus Service	554,418	46,202	140,106	25%	414,312
53620 Refuse and Landfill	745,500	117,267	118,124	16%	627,376
53635 Recycling Charges	581,850	76,215	80,421	14%	501,429
53640 Weed and Nuisance Control	4,130	-	57	1%	4,073
54910 Cemetery	2,140	-	-	0%	2,140
Subtotal - Public Works	3,650,108	308,280	650,407	18%	2,999,701

**TOWN OF GRAND CHUTE
GENERAL FUNDED DEPARTMENTS
2016 BUDGET STATEMENT
APRIL 2016**

DEPARTMENT	2016 BUDGET	CURRENT MONTH	2016 YTD	% BUDGET	REMAINING BUDGET
Parks and Recreation					
55200 Parks Maintenance	465,465	44,680	78,312	17%	387,153
55300 Recreation	22,150	71	381	2%	21,769
55400 Trails Maintenance	84,390	3,165	8,322	10%	76,068
Subtotal - Parks and Recreation	572,005	47,917	87,015	15%	484,990
Community Development					
51502 Assessment of Property	127,390	13,384	29,044	23%	98,347
52400 Building Inspection/Code Enforcement	316,720	23,035	88,443	28%	228,277
56900 Planning & Zoning	235,090	15,499	61,667	26%	173,423
Subtotal - Community Development	679,200	51,918	179,153	26%	500,047
Other Financing Uses					
59900 Contingency	370,262	-	-	0%	370,262
Total - General Fund Operating	14,709,419	1,125,112	3,609,942	25%	11,099,477
Transfers					
59200 GF Contribution to Capital Projects	-	-	(2,000,000)	0%	2,000,000
59200 GF Contribution to Tax Increment District	-	-	2,000,000	0%	(2,000,000)
TOTAL - GEN'L FUND OPERATING, CAPITAL & DEB	14,709,419	1,125,112	3,609,942	25%	11,099,477

**TOWN OF GRAND CHUTE
SPECIAL REVENUE FUNDS
2016 BUDGET STATEMENT
APRIL 2016**

ROOM TAX	2016 BUDGET	CURRENT MONTH	2016 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	75,489		75,486		
REVENUES					
Public Accomodation-Town Gen	82,750	9,239	9,239	11%	73,511
Public Accomodation-Town Dev	250,560	61,592	61,592	25%	188,968
Public Accomodation-Econ Dev	751,690	323,893	336,195	45%	415,495
TOTAL REVENUES	1,085,000	394,724	407,027	38%	677,973
TOTAL RESOURCES	1,160,489	394,724	482,513	42%	677,973
EXPENDITURES					
Economic Dev-Convention Bureau	751,690	-	-	0%	751,690
TOTAL EXPENDITURES	751,690	-	-	0%	751,690
Transfer to General Fund	333,310	-	-	0%	333,310
ENDING FUND BALANCE	75,489		482,513		
FIRE STATION DEVELOPMENT					
BEGINNING FUND BALANCE	21,448		31,183		
REVENUES					
Impact Fee	58,000	804	4,016	7%	53,984
Interest	100	10	120	120%	(20)
TOTAL REVENUES	58,100	814	4,136	7%	53,964
TOTAL RESOURCES	79,548	814	35,318	44%	53,964
EXPENDITURES					
FD Construction	-	-	-	0%	-
Transfer to Capital Projects	-	-	-	0%	-
TOTAL EXPENDITURES	-	-	-	0%	-
ENDING FUND BALANCE	79,548		35,318		

**TOWN OF GRAND CHUTE
SPECIAL REVENUE FUNDS
2016 BUDGET STATEMENT
APRIL 2016**

PARK DEVELOPMENT	2016 BUDGET	CURRENT MONTH	2016 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	8,030	-	10,272		
REVENUES					
Park Development Fees	40,000	2,000	6,400	16%	33,600
Interest	100	4	46	46%	54
TOTAL REVENUES	40,100	2,004	6,446	16%	33,654
Park Fund Expense	-	-	-	0%	-
ENDING FUND BALANCE	48,130		16,717		
FIRE PREVENTION	2016 BUDGET	CURRENT MONTH	2016 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	3,722	-	3,722		
REVENUES					
Fire Safety Day Revenue	-	-	-	0%	-
Donations	-	-	-	0%	-
TOTAL REVENUES	-	-	-	0%	-
EXPENDITURES	-	-	-	0%	-
ENDING FUND BALANCE	3,722	-	3,722		
POLICE K-9	2016 BUDGET	CURRENT MONTH	2016 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	4,839	-	4,839		
REVENUES					
Donations	-	-	-	0%	-
TOTAL REVENUES	-	-	-	0%	-
EXPENDITURES	-	-	1,027	0%	(1,027)
ENDING FUND BALANCE	4,839		3,812		

**TOWN OF GRAND CHUTE
CAPITAL PROJECTS FUND
2016 BUDGET STATEMENT
APRIL 2016**

	2016 BUDGET	CURRENT MONTH	2016 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	409,218		(3,941,612)		
REVENUES					
Borrowing-Long Term	8,700,000	-	-	0%	8,700,000
General Fund/Mill Tax	-	-	-	0%	-
Developer Contributions	-	-	-	0%	-
Interest	-	-	-	0%	-
Transfer From Other Funds	-	-	-	0%	-
TOTAL REVENUES	8,700,000	-	-	0%	8,700,000
TOTAL RESOURCES	9,109,218	-	(3,941,612)	-43%	8,700,000
EXPENDITURES					
Recreation-park/Trails	302,000	454	10,409	3%	291,592
Street Construction	2,176,945	48,722	94,913	4%	2,082,032
Accounting Software	45,575	-	-	0%	45,575
Vehicle Replacement	177,800	-	-	0%	177,800
Public Facilities	60,000	-	-	0%	60,000
Fire Vehicle/Equipment	700,000	-	637,835	91%	62,165
Issuance Fee	100,000	-	-	0%	100,000
TOTAL EXPENDITURES	3,562,320	49,175	743,157	21%	2,819,163
ENDING FUND BALANCE	5,546,898		(4,684,769)		

**TOWN OF GRAND CHUTE
DEBT SERVICE FUND
2016 BUDGET STATEMENT
APRIL 2016**

	2016 BUDGET	CURRENT MONTH	2016 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	741,030		739,232		
REVENUES					
Mil Tax	990,000	-	990,000	100%	-
From Special Assessments	1,670,000	-	-	0%	1,670,000
From Park Development	-	-	-	0%	-
From Fire Impact Fee Fund	-	-	-	0%	-
TOTAL REVENUES	2,660,000	-	990,000	37%	1,670,000
EXPENDITURES					
Debt Principal-'06	115,000	-	-	0%	115,000
Debt Principal-'08	585,000	-	-	0%	585,000
Debt Principal-'09	380,000	-	-	0%	380,000
Debt Principal-'10	600,000	-	-	0%	600,000
Debt Principal-'12	710,000	-	710,000	100%	-
Debt Principal-'15	700,000	-	-	0%	700,000
Debt Interest-'06	4,456	-	-	0%	4,456
Debt Interest-'08	70,200	-	35,100	50%	35,100
Debt Interest-'09	48,013	24,006	24,006	50%	24,007
Debt Interest-'10	76,651	-	-	0%	76,651
Debt Interest-'12	63,570	-	33,116	52%	30,454
Debt Interest-'15	40,000	-	-	0%	40,000
Contractual Services	2,000	-	-	0%	2,000
TOTAL EXPENDITURES	3,394,890	24,006	802,223	24%	2,592,668
ENDING FUND BALANCE	6,140		927,010		

**TOWN OF GRAND CHUTE
SPECIAL ASSESSMENT FUNDS
2016 BUDGET STATEMENT
APRIL 2016**

SPECIAL ASSESSMENTS	2016 BUDGET	CURRENT MONTH	2016 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	3,771,879		5,138,417		
REVENUES					
Special Assessments	1,300,000	3,030	684,943	53%	615,057
Interest on Special Assessments	165,000	42	100,932	61%	64,068
TOTAL REVENUES	1,465,000	3,072	785,876	54%	679,124
TOTAL RESOURCES	5,236,879	3,072	5,924,293	113%	679,124
EXPENDITURES					
Uncollectible Special Assessment	-	-	-	0%	-
Transfer to Debt Service	1,670,000	-	-	0%	1,670,000
Transfer to General Fund	-	-	-	0%	-
TOTAL EXPENDITURES	1,670,000	-	-	0%	1,670,000
ENDING FUND BALANCE	3,566,879	3,072	5,924,293		

**TOWN OF GRAND CHUTE
TAX INCREMENT DISTRICT NO. 1
2016 BUDGET STATEMENT
APRIL 2016**

	2016 BUDGET	CURRENT MONTH	2016 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	705,952		(1,078,615)		
REVENUES					
Borrowing-Long Term	-	-	-	0%	-
General Fund/Mill Tax	-	-	-	0%	-
Miscellaneous Income	-	-	-	0%	-
Interest	500	(310)	(3,450)	-690%	3,950
Sale of Land	-	-	-	0%	-
Transfer from General Fund	-	-	-	0%	-
TOTAL REVENUES	500	(310)	(3,450)	0%	3,950
TOTAL RESOURCES	706,452	(310)	(1,082,065)	0%	3,950
EXPENDITURES					
Land Acquisition	-	-	-	0%	-
Site Development	-	-	-	0%	-
Landscape/Tree Enhancement	-	-	-	0%	-
Contracted Services	20,000	-	1,500	8%	18,500
Street Outlay	-	-	-	0%	-
Traffic Signals	-	-	-	0%	-
Streetlights	-	-	-	0%	-
Water Outlay	-	-	-	0%	-
Sewer Outlay	-	-	-	0%	-
Storm Outlay	-	-	-	0%	-
Administrative Expenses	23,500	805	3,260	14%	20,240
Debt Expense	120,000	-	-	0%	120,000
Interest to General Fund	15,000	1,667	6,667	44%	8,333
Transfer to General Fund	500,000	-	-	0%	500,000
TOTAL EXPENDITURES	678,500	2,472	11,427	0%	667,073
ENDING FUND BALANCE	27,952		(1,093,492)		

**TOWN OF GRAND CHUTE
TAX INCREMENT DISTRICT NO. 2
2016 BUDGET STATEMENT
APRIL 2016**

	2016 BUDGET	CURRENT MONTH	2016 YTD	%	REMAINING BUDGET
BEGINNING FUND BALANCE	-	-	(12,185)		
REVENUES					
Borrowing-Long Term	-	-	-	0%	-
General Fund/Mill Tax	-	-	-	0%	-
Miscellaneous Income	-	-	-	0%	-
Interest	-	-	(45)	0%	45
Sale of Land	-	-	-	0%	-
Transfer from General Fund	-	-	-	0%	-
TOTAL REVENUES	-	-	(45)	0%	45
TOTAL RESOURCES	-	-	(12,230)	0%	45
EXPENDITURES					
Land Acquisition	-	-	-	0%	-
Site Development	-	-	-	0%	-
Landscape/Tree Enhancement	-	-	-	0%	-
Contracted Services	-	-	-	0%	-
Street Outlay	-	-	-	0%	-
Traffic Signals	-	-	-	0%	-
Streetlights	-	-	-	0%	-
Water Outlay	-	-	-	0%	-
Sewer Outlay	-	-	-	0%	-
Storm Outlay	-	-	-	0%	-
Administrative Expenses	-	1,611	7,471	0%	(7,471)
Debt Expense	-	-	-	0%	-
Interest to General Fund	-	2,083	8,333	0%	(8,333)
TOTAL EXPENDITURES	-	3,694	15,804	0%	(15,804)
ENDING FUND BALANCE	-	-	(28,034)		

**Town of Grand Chute
Conditional Use Permit Application Review
1401 Appleton LLC, dba Anytime Fitness**

To: Plan Commission

From: Mike Patza, Town Planner

Date: June 15, 2016

Address: 1401 N. Casaloma Drive

App. #: CUP-05-16

REQUEST

This project consists of a building addition and parking lot expansion. A Conditional Use Permit is required to allow grading and filling within the Shoreland Zoning District.

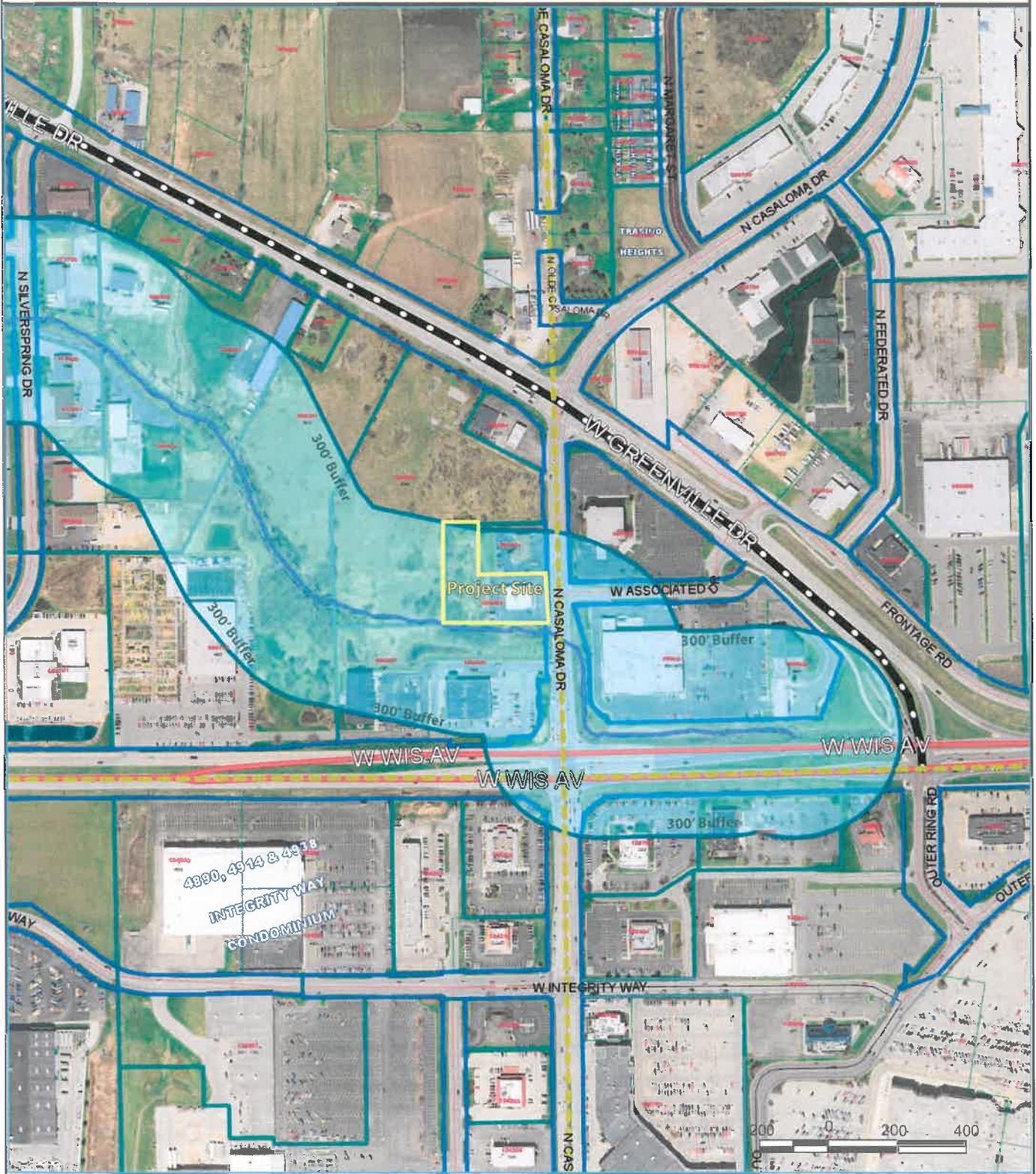
ANALYSIS

The attached plan set illustrates the location of the building addition and parking lot expansion. The design of the parking lot expansion minimizes the amount of filling and grading required within the Shoreland Zoning District. The project includes the excavation of approximately 368 cubic yards of material, which will be replaced with clear stone that will function as part of the stormwater management system. Standard erosion control techniques and best practices will be required during the construction process.

RECOMMENDATION

Staff has reviewed and supports a Plan Commission recommendation for approval of the Conditional Use Permit (CUP-05-16) requested by 1401 Appleton LLC, dba Anytime Fitness, 1401 N. Casaloma Drive, to allow grading and filling for a building addition and parking lot expansion within the Shoreland Zoning District.

CUP-05-16 -- 1401 N. Casaloma Drive



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-

Roach & Associates, LLC

Dairy Business and Management Consulting

Environmental Engineering

856 N. Main Street • Seymour, WI 54165 • Phone 920-833-6340 • Fax 920-833-9851

June 2, 2016

Conditional Use Permit Narrative

Introduction

Anytime Fitness, LLC operates a fitness/gym business located at 1401 North Casaloma Drive, Grand Chute, WI 54201 in the Town of Grand Chute, Outagamie County, Wisconsin (SE ¼ of the SE ¼ of Section 19, T21N R17E).

Anytime Fitness purchased the building in 2013, the building was originally constructed as a pet food outlet. At the time the building was purchased, it was vacant. Anytime Fitness has since repurposed the building, they have installed exercise equipment to offer fitness training to clients. The fitness industry has undergone extreme changes in the past five years. To stay competitive, new equipment and fitness training technologies must be provided to clients or they will find other providers that are technologically current.

Proposed Project

In order to meet the demands of the existing clients and to remain competitive with other businesses in the area offering similar services, Anytime Fitness must expand the building footprint and provide additional parking spaces. The proposed improvements include the following:

- Constructing a 45' x 60' addition to the existing structure (2,700 ft²). The addition will extend to the west from the northwest corner of the existing building (Site Plan). The building expansion is located 76'-8" feet from the Ordinary High Water Mark of Mud Creek.
- Expand the existing parking/driveway by constructing an additional nineteen (19) parking stalls (proposed new porous asphalt surface 9,715 ft²). The driveway will be expanded to connect the existing impervious surface to the proposed porous asphalt surface (Site Plan). The distance from the driveway/parking area to the Ordinary High Water Mark varies, but at its closest, it is 29'-2".
- Filling & Grading: The design of the parking area/roads minimizes the amount of filling & grading that will take place within the 300 foot shoreland zoned area. The elevation of the parking area/road varies and is between the existing elevations to no greater than 6 inches above the predevelopment elevations. Approximately 368 yd³ of subgrade will be removed below the footprint of the parking area/roads, and replaced with clear stone that will function as the storage reservoir for the stormwater management system.

Roach & Associates, LLC has developed a site plan that includes existing elevations as well as elevations for the proposed structure, parking and driveways.

ANYTIME FITNESS
2016 EXPANSION

1401 N CASALOMA DRIVE
OUTAGAMIE COUNTY, WISCONSIN

PLAN TABLE OF CONTENTS

SHEET #	DESCRIPTION
1	TITLE SHEET
2	EXISTING SITE CONDITIONS
3	SITE PLAN
4	UTILITY PLAN
5	GRADING & EROSION CONTROL PLAN
6	CONSTRUCTION DETAILS
	1-STORMWATER MANHOLE 1
	2-PERMIABLE ASPHALT PAVEMENT
	3-5" CONCRETE PAVEMENT
	4-8" CONCRETE PAVEMENT
	5-PIPE INSTALLATION
	6-ROLLING CONCRETE CURB
	7-CONCRETE CURB
7	EROSION CONTROL DETAILS
	1-SITE FENCE
	2-TRACKING PAD
	3-INLET PROTECTION
	4-RIPRAP
	5-DUMPSTER ENCLOSURE
8	LANDSCAPING PLAN
9	LIGHTING PLAN

OFFICE USE ONLY

ANYTIME FITNESS
2016 EXPANSION



SITE VICINITY MAP

LEGEND

- 500 499 EXISTING CONTOURS
- 500 499 PROPOSED CONTOURS
- PROPOSED CONCRETE
- EXISTING CONCRETE
- EXISTING BUILDING
- PROPOSED BUILDING
- PRESSURE TRANSFER PIPE
- GRAVITY TRANSFER PIPE
- TILE LINE
- SILT FENCE
- BALE DIVERSION
- DITCH CHECK
- TEST PIT
- WELL
- BENCH MARK

To the best of my professional knowledge, judgment and belief, this design and these construction plans 2016 EXPANSION, meet the criteria, standards and specifications outlined in WDNR Conservation Practice Standard 1002 & 1008.

Richard Deas

Date 5/27/16

NO REPRESENTATION IS MADE BY ROACH & ASSOCIATES AS TO THE EXISTENCE OR NONEXISTENCE OF UNDERGROUND HAZARDS. PRIOR TO THE START OF CONSTRUCTION THE OWNERS OF UTILITIES MUST BE NOTIFIED OF THE PENDING CONSTRUCTION. CONTRACTOR WILL BE LIABLE FOR DAMAGES RESULTING FROM CONSTRUCTION ACTIVITIES. (CALL DIGGERS HOTLINE)



Richard Deas
5/27/16

ENGINEER:

ROACH & ASSOCIATES, LLC 856 N. MAIN ST., SEYMOUR, WI 54165
PHONE: 920-833-6340

ISSUED FOR:	PRELIMINARY	REVISION DATE	BY	DESCRIPTION OF REVISION	REVISION DATE	BY	DESCRIPTION OF REVISION
DATE:	05/09/2016	05/27/2016	CJF	ADDED DUMPSTER ENCLOSURE DETAIL 5/27/16			
DRAWN BY:	CJF						
CHECKED BY:	JMR, RGS						

ANYTIME FITNESS
1401 N CASALOMA DRIVE
OUTAGAMIE COUNTY, WISCONSIN

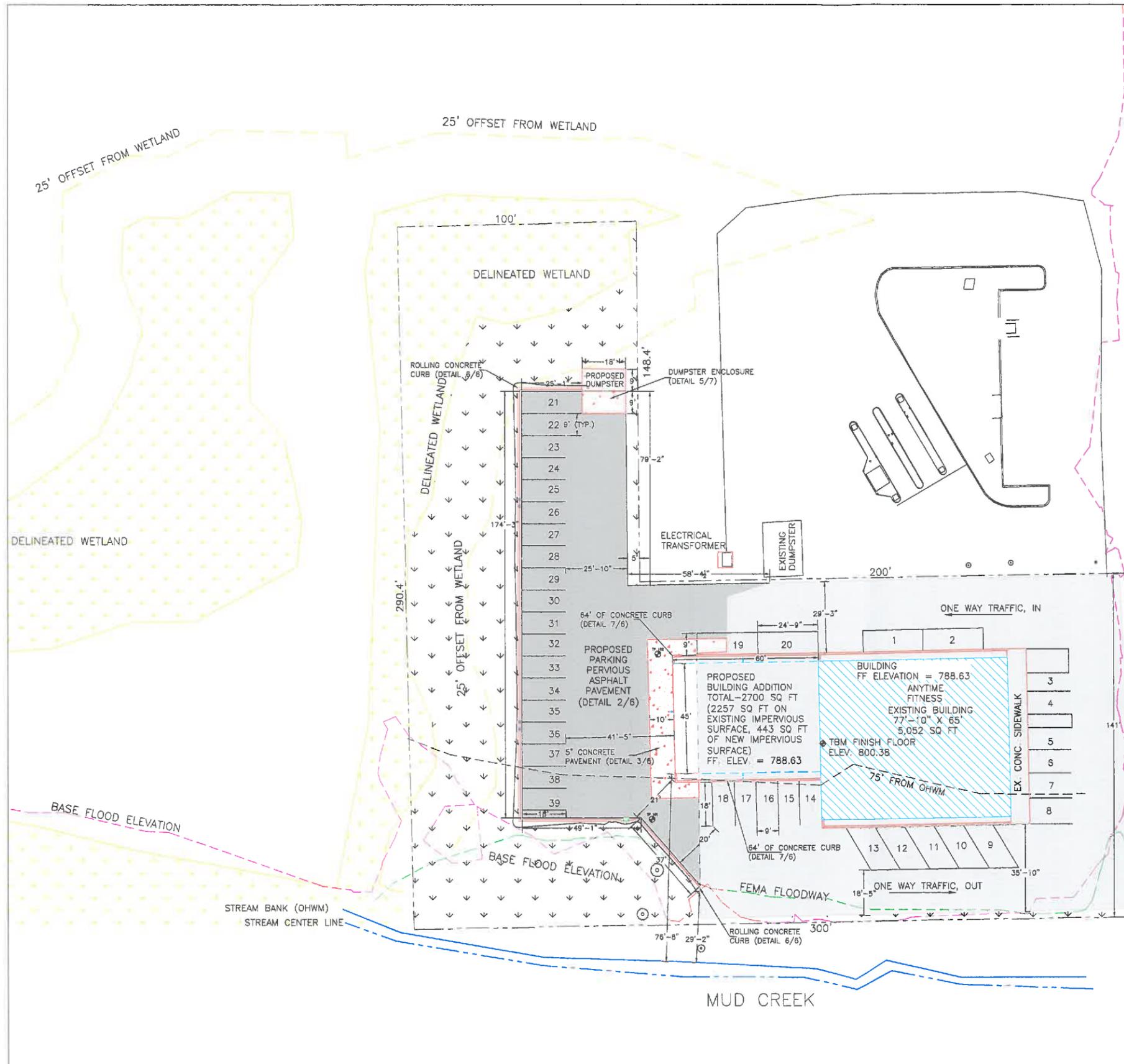
SCALE:
VARIES

TITLE SHEET

Roach & Associates, LLC
Dairy Business and Management Consulting
Environmental Engineering
856 North Main Street, Seymour, WI, 54165 PH: 920-833-6340 Fax: 920-833-9851

SHEET NO.

1



LEGEND



- PROPOSED BUILDING ADDITION
- EXISTING BUILDING
- DELINEATED WETLAND LINE
- 25' OFFSET FROM WETLAND LINE
- BASE FLOOD ELEVATION 787.0
- 75' OFFSET FROM OHWM
- ORDINARY HIGH WATER MARK (OHWM)
- STREAM CENTER LINE
- PROPERTY LINE
- FEMA FLOODWAY
- PROPOSED POROUS ASPHALT PAVEMENT (PERVIOUS) 9,697 SQ FT
- EXISTING ASPHALT PAVEMENT (IMPERVIOUS)
- PROPOSED CONCRETE PAVEMENT (IMPERVIOUS) 1,109 SQ FT
- GREEN SPACE
- PROPOSED 18" ROLLING CONCRETE CURB 291 LF
- LIGHT POLE
- WALL PACK

NOTE
 ALL AREAS DESIGNATE AS "GREE SPACE" SHALL BE TOPSOILED TO A DEPTH OF 6 INCHES, SEEDED AND MULCHED. AREA TO BE RAKED FREE OF STONES AND CLUMPS

- * REQUIRES VARIANCE FROM COUNTY AND TOWN.
 - * NEW PERVIOUS SURFACE WITHIN OHWM: 1,360 SQ FT
 - * NEW IMPERVIOUS SURFACE WITHIN OHWM: 164 SQ FT
- EXISTING CONDITIONS IMPERVIOUS AREA:
 PARKING LOT - 19,065 SQ FT
 BUILDING - 5,052 SQ FT
- PROPOSED CONDITIONS IMPERVIOUS AREA:
 EXISTING PARKING LOT - 16,808 SQ FT
 PROPOSED PARKING LOT - 1,073 SQ FT
 EXISTING AND PROPOSED BUILDINGS - 7,752 SQ FT

ASSOCIATED DRIVE

PARKING	
EXISTING PARKING	STALLS: 1 - 20
PROPOSED PARKING	STALLS: 21-39
TOTAL STALLS = 39	

SITE DATA
 TOTAL AREA = 1.28 ACRES OR 55,968 SQ FT
 BUILDING AREA = 0.18 ACRES OR 7,752 SQ FT (13.9%)
 SIDEWALK/PARKING LOT AREA = 0.64 ACRES 27,596 SQ FT (49.30%)
 GREEN SPACE = 0.34 ACRES OR 14,785 SQ FT (26.4%)
 DELINEATED WETLANDS = 0.12 ACRES OR 5,429 SQ FT (10.4%)

REVISION DATE	BY	DESCRIPTION OF REVISION	REVISION DATE	BY	DESCRIPTION OF REVISION
05/09/2016	DAB, CJF				
05/27/2016	CJF	ADDED DUMPSTER ENCLOSURE DETAIL 5/7			

ANYTIME FITNESS
 1401 N CASALOMA DRIVE
 OUTAGAMIE COUNTY, WISCONSIN

SCALE:
 1" = 20'

SITE PLAN

Roach & Associates, LLC
 Dairy Business and Management Consulting
 Environmental Engineering
 856 North Main Street, Seymour, WI, 54165 PH: 920-833-6340 Fax: 920-833-9851

**Town of Grand Chute
Condominium Plat Amendment Review
Georgetown Square Condominium**

To: Plan Commission

From: Mike Patza, Town Planner

Date: June 15, 2016

Address: 5400/5404 Pennsylvania Ave

App#: CPA1-01-12

REQUEST

- 1. Proposed Use(s):** Two-family condominium homes
- 2. Project Description:** New floor plans that include full basements
- 3. Plat/CSM Accurate parcel lines/lot recorded:** Yes, new amendment to condominium pending

ANALYSIS

This amendment to the Georgetown Square Condominium Plat is to allow new floor plans that will include full basements for new units. The horizontal footprint of these units will remain unchanged.

RECOMMENDATION

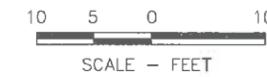
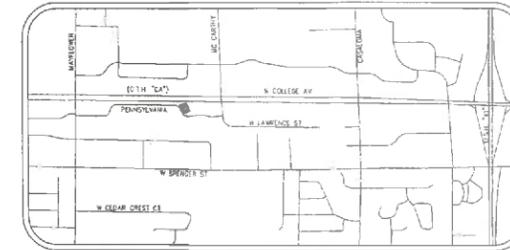
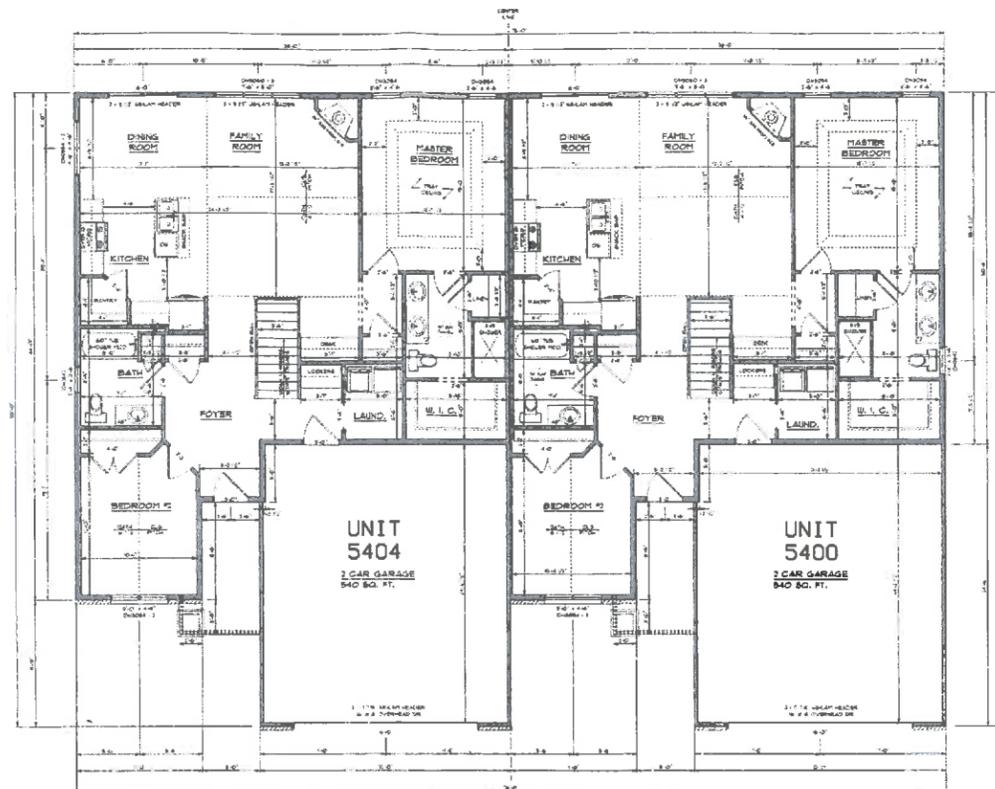
Staff has reviewed and supports a Plan Commission recommendation for approval of Georgetown Square Condominium Plat Amendment (CPA-01-12).

mabing. W:\PROJECTS\1013\91600557\00\ACAD\AMENDMENT TO GEORGETOWN SQUARE CONDOMINIUM.dwg, model, Plot Date: 6/15/2016 4:16 PM, xref1:none

EXHIBIT B PAGE 1 OF 2
PREPARED FOR:
APPLETON VALLEY HOMES LLC
C/O DEAN THIELBAR
N350 ROGERS LANE
APPLETON, WI 54915

AN AMENDMENT TO GEORGETOWN SQUARE CONDOMINIUM

- AN EXPANDABLE CONDOMINIUM
CHANGING INTERIOR LINES OF UNITS 5400 AND 5404 AND ADDING A BASEMENT PLAN
A PART OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 30 T21N, R17E,
TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN



- NOTE:
1. THE PURPOSE OF THIS AMENDMENT IS TO ADD THE FIRST FLOOR PLAN AND TO ADD A BASEMENT PLAN. THERE IS NO CHANGES TO THE BUILDING EXTERIOR DIMENSIONS NOR THE BUILDING LOCATION.
 2. ANY FUTURE BASEMENT EXPANSION IS AT THE CURRENT OWNERS DISCRETION AND WILL REQUIRE AN AMENDMENT TO THIS CONDOMINIUM.

UNIT AREAS
UNIT 5400 - 1ST FLOOR PLAN = 1335 S. F.
UNIT 5404 - 1ST FLOOR PLAN = 1335 S. F.

BUILDING PLANS PROVIDED BY:
WISCONSIN BUILDING SUPPLY

I, DAVID M. SCHMALZ, IN ACCORDANCE WITH STATE STATUTE 703.95, DO HEREBY CERTIFY THAT THIS AMENDMENT TO GEORGETOWN SQUARE CONDOMINIUM IS AN ACCURATE REPRESENTATION OF THE EXTERIOR AND INTERIOR LINES OF UNITS 5400 AND 5404. THE LOCATION OF THE BUILDING AND IMPROVEMENTS CONSTRUCTED UPON THE PROPERTY HAVE NOT CHANGED

DAVID M. SCHMALZ, RLS #S-1284 DATE

McMAHON
ARCHITECTS
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
Tel: (920) 751-4200 Fax: (920) 751-4284
www.mcmgrp.com

DRAFTED BY: Marty Abing

PREPARED FOR:
IRET PROPERTIES
3015 16TH STREET SW
SUITE 100 PO BOX 1988
MINOT, NORTH DAKOTA 58702

PROPERTY ADDRESS:
PENNSYLVANIA AVENUE
PARCEL NUMBERS: 10-3-0563 TO 10-3-0673

GEORGETOWN SQUARE CONDOMINIUM

- AN EXPANDABLE CONDOMINIUM -

UNITS 2 & 3 OF GEORGETOWNE PLACE CONDOMINIUM, A MASTER CONDOMINIUM PURSUANT TO WIS. STATS. 703.115, RECORDED AS DOC. No. 1242107; BEING A PART OF THE SE1/4 OF THE SW1/4 AND PART OF THE SW1/4 OF THE SW1/4 OF SECTION 30, T.21N., R.17E., TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN

1949667

Recorded
June 21, 2012 1:56 PM
OUTAGAMIE COUNTY
JANICE FLENZ
REGISTER OF DEEDS
Fee Amount: \$50.00
Total Pages: 4

Cabinet L Page 70

Town of Grand Chute Road Covenant

All private roads within Georgetown Square Condominium shall be maintained in good condition in accordance with standards generally acceptable for town streets in the Town of Grand Chute. They shall be kept unobstructed at all times by the condominium association. In the event the condominium association fails to maintain this road to said standards or it is obstructed, the Town of Grand Chute may elect upon its own authority, to do necessary maintenance of the roads or remove obstructions and assess the cost of doing the work along with administration costs back to the Georgetown Square Condominium Association and the unit owners within the condominium.

The private road shall be an easement for ingress and egress to all providers of public or private services.

Construction of buildings or any other structures will not be allowed on the banks or within the basins of surface water detention areas.

Building locations shall be per set back lines shown on this plat.

The through road Pennsylvania Ave. and surface water detention areas are common areas to the Georgetown Square Condominium.

Additional Notes

Detention ponds and Pennsylvania Ave. (formerly Georgetowne Lane) are MASTER COMMON Elements under the Georgetowne Place Condominium. See the Declaration of Condominium for Georgetowne Place Condominium for further information.

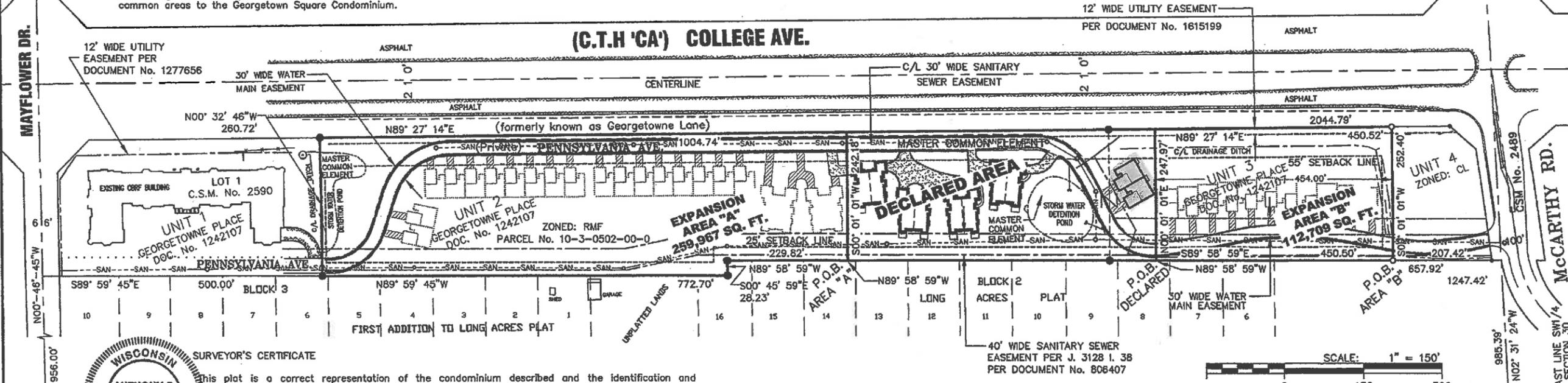
L.C.E. denotes LIMITED COMMON ELEMENT
C.E. denotes COMMON ELEMENT
() denotes RECORDED INFORMATION

There shall be such permanent easements through and over the property and each of the units as may be necessary for the installation, maintenance, replacement and repair of the common elements, utilities, sewers and other units.

Maintenance of all drainage ways, including easements and side and rear lot lines convey stormwater runoff in accordance with the approved Drainage plan, and associated structures within the Condominium Plat or serving the Condominium Plat, is the sole responsibility of the property owners of the Condominium Plat, unless noted on the plan.

W1/4 CORNER SECTION 30 T.21N., R.17E.,

CENTER OF SECTION 30 T.21N., R.17E.,



WISCONSIN SURVEYOR'S CERTIFICATE
ANTHONY P. LULLOFF
8-1855
KILB
WI
LAND SURVEYOR

This plat is a correct representation of the condominium described and the identification and location of each unit and the common elements can be determined from the plat.

Anthony P. Lulloff, Registered Land Surveyor of AeroMetric, do hereby certify that I have surveyed the above described property and that this survey is an accurate representation of the exterior boundary lines and the location of the buildings and improvements constructed or to be constructed upon the property.

This plat is a correct representation of GEORGETOWN SQUARE CONDOMINIUM as proposed at the date hereof. In conjunction with the declaration of said condominium, the identification and location of each unit, buildings, and the common elements can be determined from the plat. The undersigned surveyor makes no certification as to the accuracy of the floor plans of the condominium buildings and units contained in the plat and the approximate dimensions and floor areas thereof.

aerometric
Land Survey & Design
800-558-6707 * 920-457-3631
4020 TECHNOLOGY PARKWAY
SHEBOYGAN, WISCONSIN 53083

Anthony P. Lulloff
Anthony P. Lulloff RLS # S-1855

Date: 06/11/2012
Revised 6/18/12 APL

TOWN BOARD APPROVAL CERTIFICATE:

Resolved, that Georgetown Square Condominium in the Town of Grand Chute is hereby approved by the town board.

Date: 6-14-12 Approved: DAVID A. SCHWALTER
Town Chairperson

Date: 6-14-12 Signed: [Signature]
Town Chairperson

I hereby certify that the foregoing was adopted by the town board of Grand Chute.

Date: 6/14/12 [Signature]
Town Clerk



- LEGEND-**
- = REBAR ROD FOUND
 - = 1" IRON PIPE SET
 - = 1" IRON PIPE FOUND
 - P.O.B. = POINT OF BEGINNING
 - C.E. = COMMON ELEMENT
 - L.C.E. = LIMITED COMMON ELEMENT

PROJECT NO. 2101005
DRAFTED 02-01-11 by BJB
REVISED 05-11-12 by BJB
FINAL DRAFT 06-11-12 by BJB

SHEET 1 OF 4
D-1533

BEARINGS REFERENCED TO THE EAST LINE OF THE SW1/4, SEC. 30 ASSIGNED: N01°-27'-34"W



EXHIBIT "B" Page 2

PREPARED FOR:
IRET PROPERTIES
3015 16TH STREET SW
SUITE 100 PO BOX 1988
MINOT, NORTH DAKOTA 58702

PROPERTY ADDRESS:
PENNSYLVANIA AVENUE
PARCEL NUMBERS: 10-3-0563 TO 10-3-0673



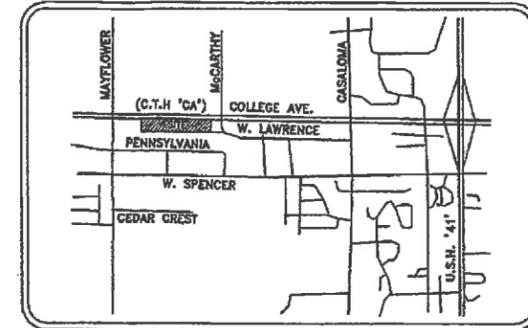
GEORGETOWN SQUARE CONDOMINIUM

- AN EXPANDABLE CONDOMINIUM -

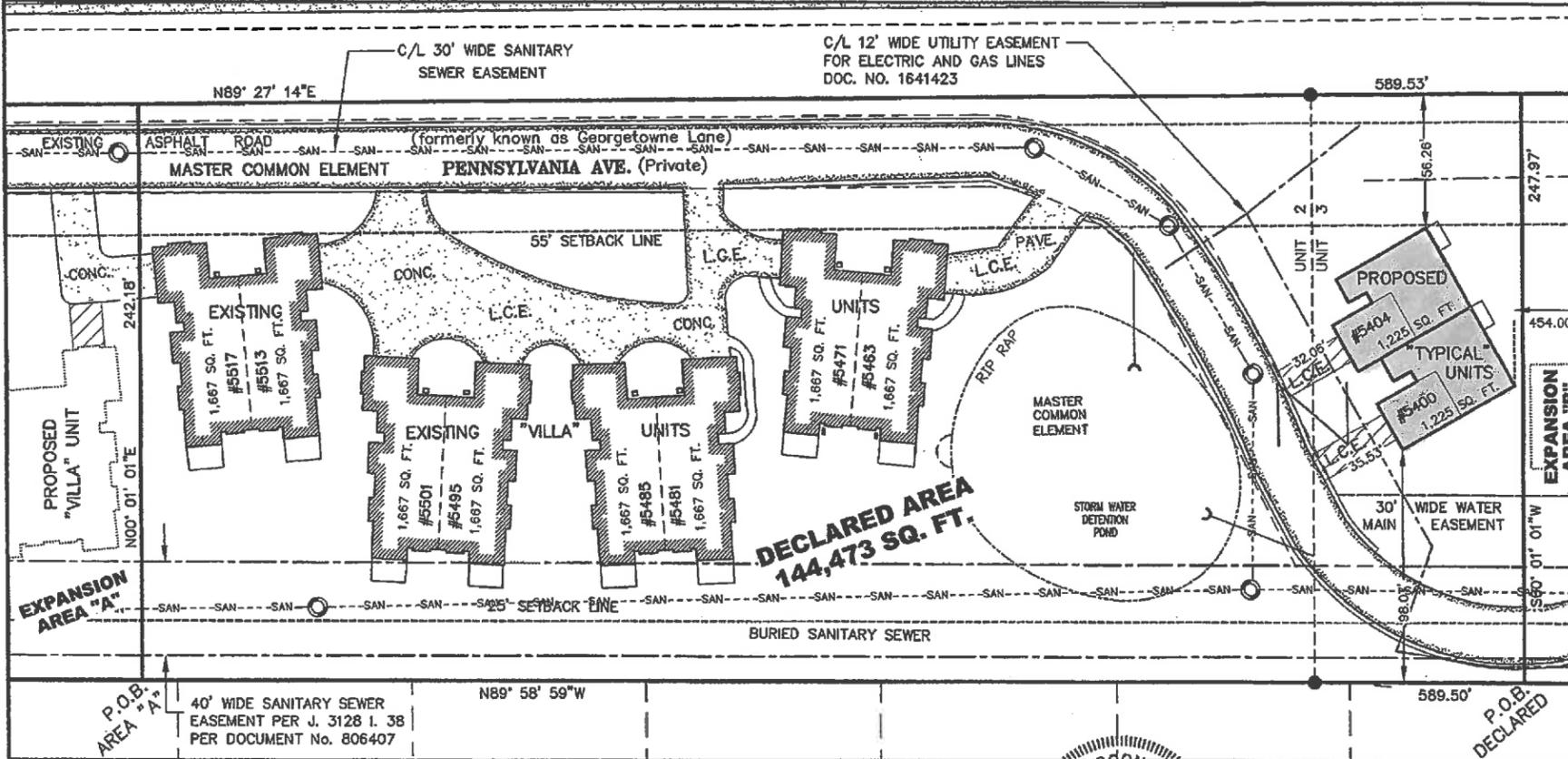
UNITS 2 & 3 OF GEORGETOWNE PLACE CONDOMINIUM, A MASTER CONDOMINIUM PURSUANT TO WIS. STATS. 703.115, RECORDED AS DOC. No. 1242107; BEING A PART OF THE SE1/4 OF THE SW1/4 AND PART OF THE SW1/4 OF THE SW1/4 OF SECTION 30, T.21N., R.17E., TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN



BEARINGS REFERENCED TO THE EAST LINE OF THE SW1/4, SEC. 30 ASSIGNED: N01°-27'-34"W



Vicinity Map



EXPANSION AREA "A"

A part of Unit 2 of GEORGETOWNE PLACE CONDOMINIUM, a condominium plat, a Master Condominium pursuant to W. Stats. 703.155, recorded as Document No. 1242107 of Outagamie County Records; being a part of the Southeast Quarter (SE1/4) of the Southwest Quarter (SW1/4) and the Southwest Quarter (SW1/4) of the Southwest Quarter (SW1/4) of Section Thirty (30), Township Twenty-One (21) North, Range Seventeen (17) East, Town of Grand Chute, Outagamie County, Wisconsin containing 259,967 square feet (5.97 acres) of land and being described by:

Commencing at the South Quarter Corner of said Section 30; thence N02°-31'-24"W along the East line of the SW1/4 of said Section 30, a distance of 985.39 feet; thence N89°-58'-59"W along the North line of LONG ACRES PLAT, a subdivision of record, a distance of 1247.42 feet to the point of beginning; thence continue N89°-58'-59"W along said North line, a distance of 229.82 feet; thence S00°-45'-59"E 28.23 feet; thence N89°-59'-45"W along the North line of FIRST ADDITION TO LONG ACRES PLAT, a subdivision of record, and the Easterly extension thereof, a distance of 772.70 feet; thence N00°-32'-46"W along the West line of Unit 2 of said GEORGETOWNE PLACE CONDOMINIUM, a distance of 260.72 feet to the South line of College Avenue (C.T.H. "CA"); thence N89°-27'-14"E along said South line, a distance of 1004.74 feet; thence S00°-01'-01"W 242.18 feet to the point of beginning; being subject to any and all easements and restrictions of record.

EXPANSION AREA "B"

A part of Unit 3 of GEORGETOWNE PLACE CONDOMINIUM, a condominium plat, a Master Condominium pursuant to W. Stats. 703.155, recorded as Document No. 1242107 of Outagamie County Records; being a part of the Southeast Quarter (SE1/4) of the Southwest Quarter (SW1/4) of Section Thirty (30), Township Twenty-One (21) North, Range Seventeen (17) East, Town of Grand Chute, Outagamie County, Wisconsin containing 112,709 square feet (2.59 acres) of land and being described by:

Commencing at the South Quarter Corner of said Section 30; thence N02°-31'-24"W along the East line of the SW1/4 of said Section 30, a distance of 985.39 feet; thence N89°-58'-59"W along the North line of LONG ACRES PLAT, a subdivision of record, a distance of 207.42 feet to the point of beginning; thence continue N89°-58'-59"W along said North line, a distance of 450.50 feet; thence N00°-01'-01"E 247.97 feet to the South line of College Avenue (C.T.H. "CA"); thence N89°-27'-14"E along said South line, a distance of 450.52 feet; thence S00°-01'-01"W 252.40 feet to the point of beginning; being subject to any and all easements and restrictions of record.

DECLARED AREA

A part of Units 2 & 3 of GEORGETOWNE PLACE CONDOMINIUM, a condominium plat, a Master Condominium pursuant to W. Stats. 703.155, recorded as Document No. 1242107 of Outagamie County Records; being a part of the Southeast Quarter (SE1/4) of the Southwest Quarter (SW1/4) of Section Thirty (30), Township Twenty-One (21) North, Range Seventeen (17) East, Town of Grand Chute, Outagamie County, Wisconsin containing 144,473 square feet (3.32 acres) of land and being described by:

Commencing at the South Quarter Corner of said Section 30; thence N02°-31'-24"W along the East line of the SW1/4 of said Section 30, a distance of 985.39 feet; thence N89°-58'-59"W 657.92 feet to the point of beginning; thence continue N89°-58'-59"W along the North line of LONG ACRES PLAT, a subdivision of record, a distance of 589.50 feet; thence N00°-01'-01"E 242.18 feet to the South line of College Avenue (C.T.H. "CA"); thence N89°-27'-14"E along said South line, a distance of 589.53 feet; thence S00°-01'-01"W 247.79 feet to the point of beginning; being subject to any and all easements and restrictions of record.

PROJECT NO. 2101005
DRAFTED 02-01-11 by BJB
REVISED 05-11-12 by BJB
FINAL DRAFT 06-11-12 by BJB

SHEET 2 OF 4
D-1533

- LEGEND**
- = REBAR ROD FOUND
 - = 1" IRON PIPE SET
 - = 1" IRON PIPE FOUND
 - P.O.B. = POINT OF BEGINNING
 - C.E. = COMMON ELEMENT
 - L.C.E. = LIMITED COMMON ELEMENT



Land Survey & Design
800-558-6707 • 920-457-3631
4020 TECHNOLOGY PARKWAY
SHEBOYGAN, WISCONSIN 53083

SURVEYOR'S CERTIFICATE

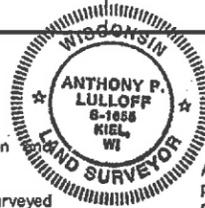
"This plat is a correct representation of the condominium described and the identification location of each unit and the common elements can be determined from the plat."

I, Anthony P. Lulloff, Registered Land Surveyor of AeroMetric, do hereby certify that I have surveyed the above described property and that this survey is an accurate representation of the exterior boundary lines and the location of the buildings and improvements constructed or to be constructed upon the property.

This plat is a correct representation of GEORGETOWN SQUARE CONDOMINIUM as proposed at the date hereof. In conjunction with the declaration of said condominium, the identification and location of each unit, buildings, and the common elements can be determined from the plat. The undersigned surveyor makes no certification as to the accuracy of the floor plans of the condominium buildings and units contained in the plat and the approximate dimensions and floor areas thereof.

Anthony P. Lulloff
Anthony P. Lulloff RLS # S-1485

Date: 06/11/2012
revised 6/18/12 APL

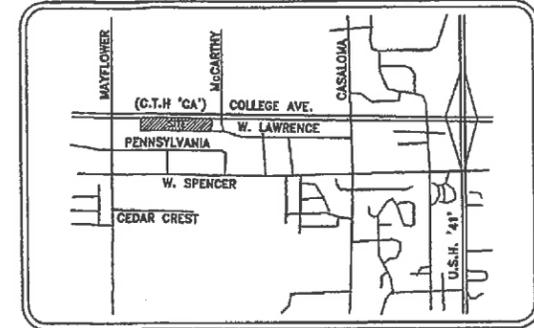


PREPARED FOR:
IRET PROPERTIES
3015 16TH STREET SW
SUITE 100 PO BOX 1988
MINOT, NORTH DAKOTA 58702

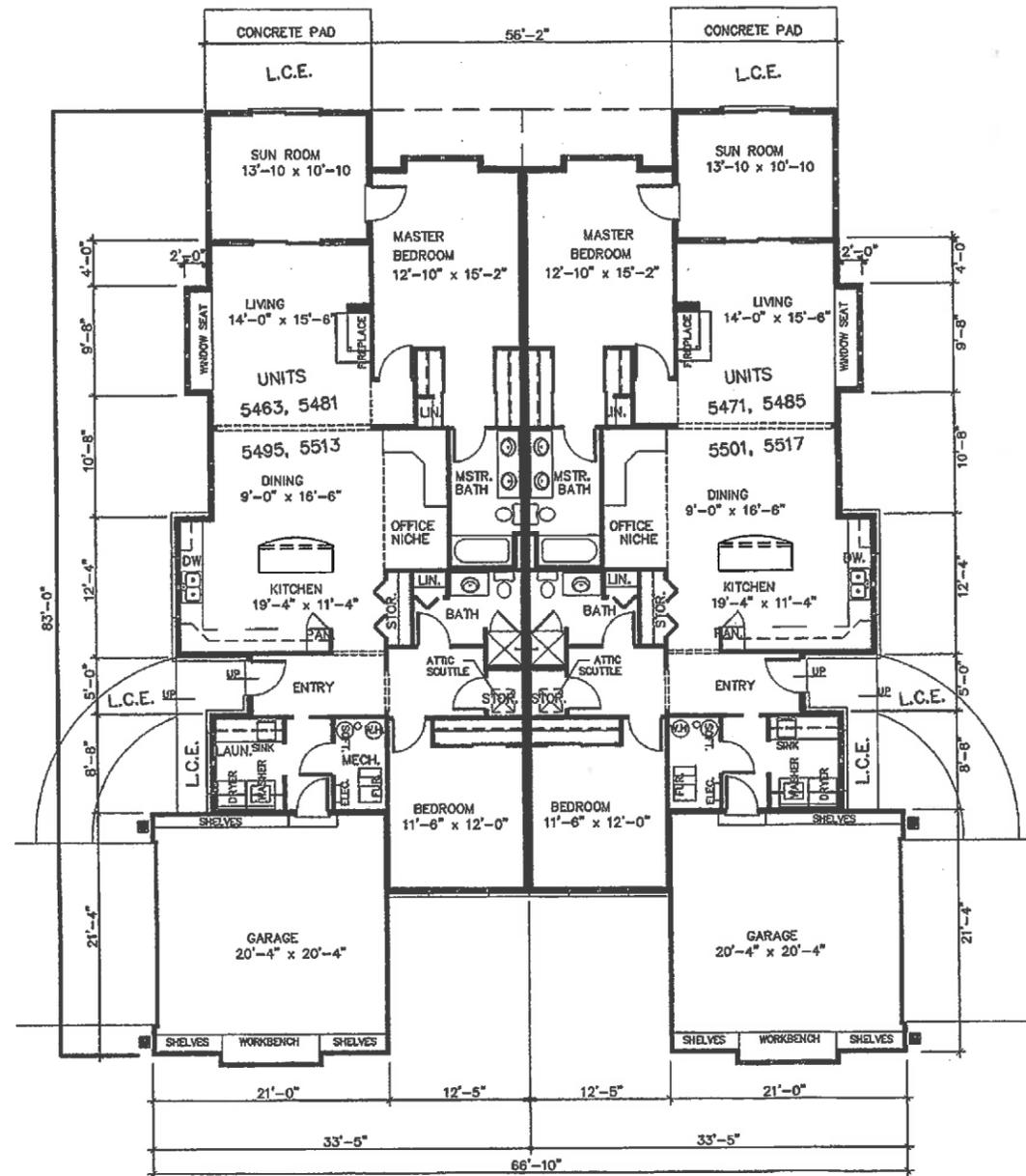
GEORGETOWN SQUARE CONDOMINIUM

- AN EXPANDABLE CONDOMINIUM -

TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN



Vicinity Map



"VILLA" UNIT FLOOR PLAN (ONE STORY)

WISCONSIN
ANTHONY A. KULLOFF
8-1886
KIEB
LAND SURVEYOR
Revised 6/18/12 APJ

NOTE: PROPOSED FLOOR PLANS PROVIDED BY
IRET PROPERTIES AND MAY NOT REPRESENT AS-BUILT CONDITIONS.

- LEGEND -
C.E. = COMMON ELEMENT
L.C.E. = LIMITED COMMON ELEMENT

- NOT TO SCALE -
PROJECT NO. 2101005
DRAFTED 02-01-11 by BJB
REVISED 05-11-12 by BJB
FINAL DRAFT 06-11-12 by BJB

SHEET 3 OF 4
D-1533



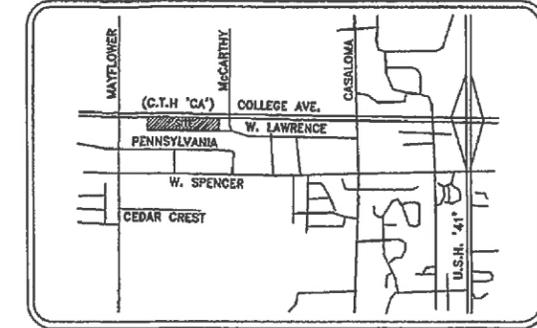
Land Survey & Design
800-558-6707 * 920-457-3631
4020 TECHNOLOGY PARKWAY
SHEBOYGAN, WISCONSIN 53083

PREPARED FOR:
 IRET PROPERTIES
 3015 16TH STREET SW
 SUITE 100 PO BOX 1988
 MINOT, NORTH DAKOTA 58702

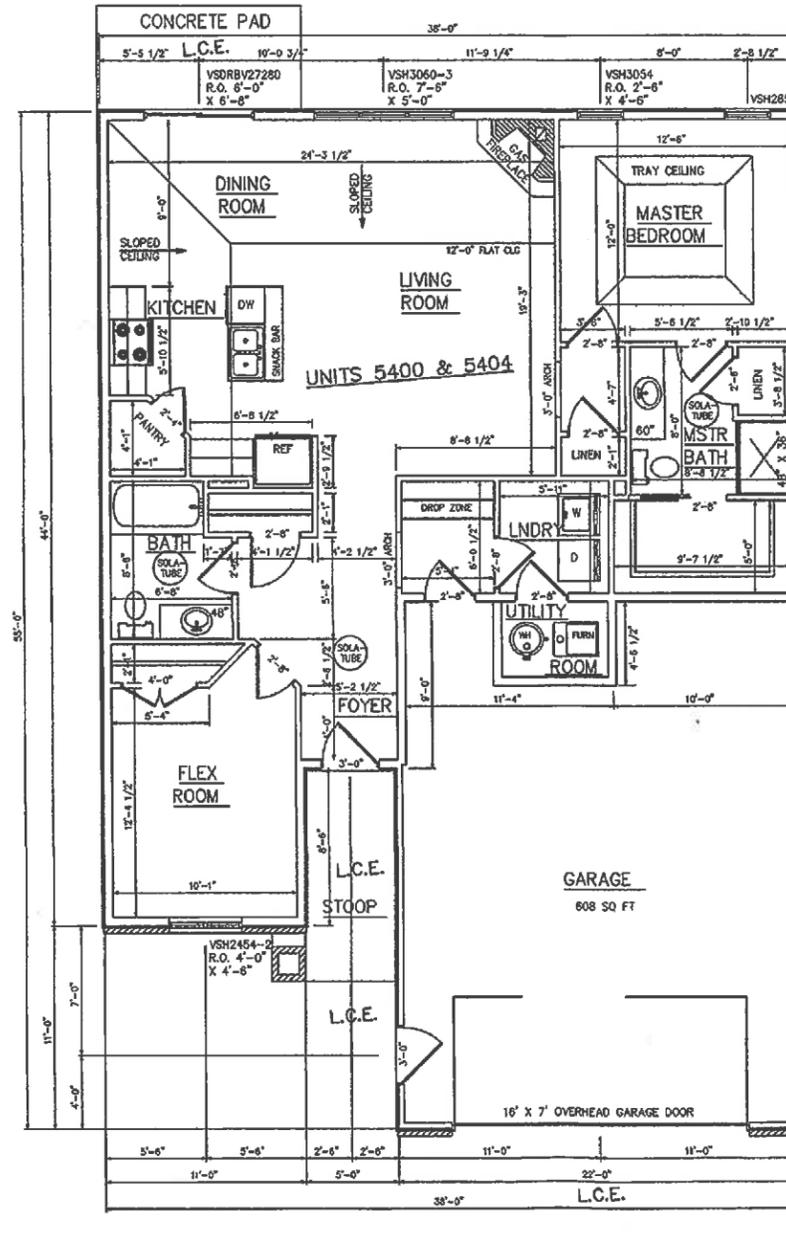
GEORGETOWN SQUARE CONDOMINIUM

- AN EXPANDABLE CONDOMINIUM -

TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN



Vicinity Map



"TYPICAL" UNIT FLOOR PLAN (ONE STORY)

Anthony J. Jullhoff
 WISCONSIN
 ANTHONY P. JULLHOFF
 8-1668
 KIEL, WI
 LAND SURVEYOR
 2012
 Revised 6/18/12 APJ

NOTE: PROPOSED FLOOR PLANS PROVIDED BY
 IRET PROPERTIES AND MAY NOT REPRESENT AS-BUILT CONDITIONS.

- NOT TO SCALE -

- LEGEND -
 C.E. = COMMON ELEMENT
 L.C.E. = LIMITED COMMON ELEMENT

PROJECT NO. 2101005
 DRAFTED 02-01-11 by BJB
 REVISED 05-11-12 by BJB
 FINAL DRAFT 06-11-12 by BJB

SHEET 4 OF 4
 D-1533



Land Survey & Design
 800-558-6707 * 920-457-3631
 4020 TECHNOLOGY PARKWAY
 SHEBOYGAN, WISCONSIN 53083



Grand Chute

AGENDA REQUEST 6/21/2016

TOPIC: Professional Service Contract Amendment #1 with McMahon Associates for Spencer Street to perform an Architectural History Survey as required by the WDOT.

<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.,  Director of Public Works

ISSUE: Professional Service Contract Amendment #1 with McMahon Associates for Spencer Street to perform an Architectural History Survey as required by the WDOT for a cost not to exceed \$4,296.41.

BACKGROUND/ANALYSIS: McMahon Associates is doing the design and engineering for the Spencer Street urbanization project from Casaloma Drive to Mayflower Drive. Due to the State and Federal funding, the WDOT procedures must be followed. The outside edge of the sidewalks will be very near the right-of-way limits and the slopes required to blend into the existing yards will extend outside the right-of-way. With the WDOT procedures, any extension outside the right-of-way must be covered by a right-of-way purchase or an easement. We are proposing permanent limited easements (PLE) for the slopes and yard drains. These easements are considered a taking and the WDOT requires that we determine if any of the properties are historical and therefore subject to potential damage due to the taking. The historical survey is being required by the WDOT as part of their environmental document and Design Study Report.

RECOMMENDATION: Staff recommends that the Town Board approve Contract Amendment #1 to the three-party contract with McMahon Associates and the WDOT for an Architectural History Survey at a cost not to exceed \$4,296.41.

FISCAL IMPACT: CIP

The design of this project is part of the 80/20 funding split so the Town would be responsible for \$859.28 of this additional cost for the historical survey. This will bring the total design cost for the Town to \$47,539.06

ATTACHMENTS: Attachment No. 1 - Contract Amendment #1

**AMENDMENT NO.1 TO THE CONTRACT
BETWEEN THE WISCONSIN DEPARTMENT OF TRANSPORTATION
AND McMAHON (CONSULTANT) FOR**

Project ID 4657-25-00
T of Grand Chute, W. Spencer St
Mayflower Dr to Casaloma Dr
Local Street
Outagamie County

The contract made and entered into by and between the DEPARTMENT and CONSULTANT, dated June 11, 2015, is hereby amended as set forth on the following pages.

The primary reason(s) for this amendment:

The department has requested a historic resources reconnaissance study since the project does not qualify for the history screening list due to the proposed project activities.

For Authorized Services:

Actual costs to the CONSULTANT up to \$206,435.11 (an increase of \$606.56), plus a fixed fee of \$14,533.23 (an increase of \$40.65), not to exceed \$220,968.34 (an increase of \$647.21).

For historical resources reconnaissance survey services subcontracted to Heritage Research, LTD, the CONSULTANT's actual cost to Heritage Research, LTD based on Heritage Research's actual cost up to \$3,394.89 (an increase of \$3,394.89), plus a fixed fee of \$254.31 (an increase of \$254.31), not to exceed \$3,649.20 (an increase of \$3,649.20).

For title report services subcontracted to Evans Title Companies, the CONSULTANT'S actual cost to Evans Title Companies not to exceed \$4200.00 (no change) for units delivered based on rates in the table below.

Item Description	Unit Type	Unit Cost
60 year Title Reports (assume 4 parcels)	Each	\$225.00 (no change)
Updates to 60 year Title Reports (assume 4 parcels)	Each	\$50.00 (no change)
Letter Reports (Assume 62 parcels)	Each	\$50.00 (no change)

For environmental database services subcontracted to Environmental Data Resources, the CONSULTANT'S actual cost to Environmental Data Resources not to exceed \$350.00 (no change) for units delivered based on rates in the table below.

Item Description	Unit Type	Unit Cost
Standard Package	Lump Sum	\$350.00 (no change)

For subsurface investigation services subcontracted to River Valley Testing, the CONSULTANT'S actual cost to River Valley Testing not to exceed \$6486.00 (no change).

For archaeological services subcontracted to Archaeological Research Inc., the CONSULTANT'S actual cost to Archaeological Research Inc. not to exceed \$2041.78 (no change).

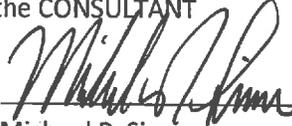
Total contract not to exceed \$237,695.32 (an increase of \$4,296.41). Compensation in excess of the total CONTRACT amount of \$237,695.32 shall not be allowed unless approved by a written CONTRACT amendment.

The CONSULTANT REPRESENTATIVE is: *Michael R. Simon, PE; Project Manager; 1445 McMahan Drive, Neenah, WI 54956; msimon@mcmgrp.com; (920)751-4200.*

The DEPARTMENT REPRESENTATIVE is: *Rich Glen, PE; Management Consultant; 1077 Centennial Centre Blvd, Hobart, WI 54155; richglen@jt-engineering.com; (920)468-4771.*

In witness whereof, the parties hereto have caused this amendment to be executed and approved on the date signed by their authorized officers or representatives.

For the CONSULTANT

By:  _____
Michael R. Simon

Title: Project Manager _____

Date: 5-19-16 _____

For the Town of Grand Chute

By: _____

Title: _____

Date: _____

For the Department

By: _____

Title: _____

Date: _____



Amendment No. 1 - EXHIBIT A-1
 Project ID 4657-25-00
 T of Grand Chute, W. Spencer St
 Mayflower Dr to Casaloma Dr
 Local Street
 Outagamie County
Summary Of Staff Hours & Direct Labor Costs For Design Services
 Prepared For The Wisconsin Department Of Transportation

CLASS		Project Manager - MRS		Administrative Assistant-CAR		Total Direct Labor	
Avg. Hourly Wage		\$45.98		\$19.35			
Task	Act. Code	Hours	Dollars	Hours	Dollars	Hours	Dollars
Environmental Document - General	767	3.0	\$137.94		\$0.00	3.0	\$137.94
Project Management	771	1.0	\$45.98	1.0	\$19.35	2.0	\$65.33
Subtotal		4.0	\$183.92	1.0	\$19.35	5.0	\$203.27
Subtotal - if authorized		0.0	\$0.00	0.0	\$0.00	0.0	\$0.00
Total		4.0	\$183.92	1.0	\$19.35	5.0	\$203.27



Amendment No. 1 - EXHIBIT A-2
Project I.D.4657-25-00
T of Grand Chute, W. Spencer St
Mayflower Dr to Casaloma Dr
Local Street
Outagamie County
Fee Computation Summary By Engineering Task
Prepared For The Wisconsin Department Of Transportation

Task	Activity Code	Direct Labor Costs	Indirect Costs	Fixed Fee	Direct Expenses	Total
Environmental Document - General	767	\$137.94	\$273.67	\$27.59	\$0.00	\$439.20
Project Management	771	\$65.33	\$129.61	\$13.07	\$0.00	\$208.01
Total		\$203.27	\$403.29	\$40.65	\$0.00	\$647.21

Company Wide Indirect Rate = 1.9840
Fixed Fee = 8.0%

Note - Fixed fee calculated using a 1.50 indirect rate.



Amendment No. 1 - EXHIBIT A-3
Project ID. 4657-25-00
T of Grand Chute, W. Spencer St
Mayflower Dr to Casaloma Dr
Local Street
Outagamie County
Consultant Contract Total Fee Computation For Design Services
 Prepared For The Wisconsin Department Of Transportation

Project I.D. 4657-25-00	Original Contract	Amendment No. 1	Total Contract
<i>Design Services</i>			
Number Of Staff Hours	2,300.00	5.0	2,305.0
1. Total Direct Labor	\$72,462.88	\$203.27	\$72,666.15
2. Total Indirect Costs	\$127,534.67	\$403.29	\$127,937.96
Fixed Fee / Profit	\$14,492.58	\$40.65	\$14,533.23
Non-Labor Direct Charges	\$5,831.00	\$0.00	\$5,831.00
Subtotal	\$220,321.13	\$647.21	\$220,968.34
Subcontract 1 (Evans Title Company)	\$4,200.00	\$0.00	\$4,200.00
Subcontract 2 (River Valley Testing)	\$6,486.00	\$0.00	\$6,486.00
Subcontract 3 (Env. Data Resources)	\$350.00	\$0.00	\$350.00
Subcontract 4 (ARI)	\$2,041.78	\$0.00	\$2,041.78
Subcontract 5 (HR)	\$0.00	\$3,649.20	\$3,649.20
Subcontract Total	\$13,077.78	\$3,649.20	\$16,726.98
Contract Total	\$233,398.91	\$4,296.41	\$237,695.32

Company Wide Indirect Rate= 1.984
 Fixed Fee = 8.00%

Note- Fixed Fee calculated using and indirect rate of 1.50



Amendment No. 1 - EXHIBIT A-4

Project ID. 4657-25-00

T of Grand Chute, W. Spencer St

Mayflower Dr to Casaloma Dr

Local Street

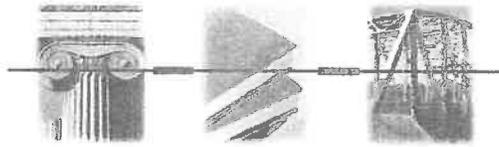
Outagamie County

Consultant Contract Total Fee Computation For Design Services

Prepared For The Wisconsin Department Of Transportation

Classification	Current Rate (2016)	% Work At 2016 Rate	Weighted Avg. Hourly Rate
Project Manager/Engineer - Mike Simon	\$45.98	100.00%	\$45.98
Admin. Assistant - Cindy Rowland	\$19.35	100.00%	\$19.35

Contract Completion Date = May 1, 2019 (same as original)



HERITAGE RESEARCH, LTD.

28 April 2016

Mr. Mike Simon, P.E.
McMahon Associates, Inc.
1445 McMahon Drive
P.O. Box 1025
Neenah, WI 54957-1025

RE: WisDOT #4657-25-00 - Amendment #1
Spencer Street
Mayflower Drive to Casaloma Drive
Town of Grand Chute
Outagamie County

Dear Mike,

As you and I have discussed, this correspondence constitutes HRL's proposal for completing a Historic Resource Reconnaissance Study for the captioned project as directed in the WisDOT FDM.

Such work will consist of a historic resources survey, as well as documentary research. The survey is designed to identify and analyze the specific APE, in addition to how many, if any, potentially significant resources exist in it. Once the types of resources extant have been noted, documentary research creates a context in which those resources can be evaluated and preliminary judgments made about which ones may need Determinations of Eligibility (DOEs) completed. Survey results will be reported on WisDOT's Architecture/History Form DT 1446 4/2008 (including Worksheets A & B), or in a sign-off letter as may be appropriate.

Prior to preparing this proposal, please know that we reviewed the Wisconsin Historical Society files and found that there are no previously surveyed properties along the project length. We also studied the area courtesy of Google Earth Street View. Assuming the APE will be defined to include all immediately adjacent structural resources, we propose to complete the Historic Resource Reconnaissance Study of 0 to 3 properties for a fee based on time and expenses and that will not exceed \$3,649.20. This fee consists of Actual Costs up to \$3,394.89, plus a fixed fee of \$254.31 up to a maximum combined amount of \$3,649.20 – a breakdown of which is provided in Page 3/Attachment A of this letter.

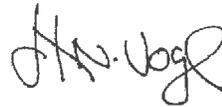
It is a pleasure submitting this proposal to you, Mike! Please do not hesitate to call with any questions you may have. In the meantime, do know how much we hope to work with you on

HISTORICAL/ENVIRONMENTAL CONSULTANTS

Mr. Mike Simon, P.E.
28 April 2016
Page 2

this project!

Yours truly,

A handwritten signature in black ink, appearing to read "J.N. Vogel". The signature is written in a cursive style with a large, stylized initial "J".

Dr. John N. Vogel
President & Sr. Historian

attachment

Historical Reconnaissance Survey
Activity Code 769
FEE COMPUTATION SUMMARY
Spencer Street, Mayflower Drive to Casaloma Drive
Outagamie County
WisDOT ID #4657-25-00 - Amendment #1

Assumptions: Between 0 and 3 properties will require surveying/resurveying.

1. Direct Labor Cost

Sr. Historian		
14 hours x \$43.25/hr	\$ 605.50	
Project Historian		
40 hours x \$25.00/hr	<u>1,000.00</u>	
		1,605.50

2. Direct, General & Administrative Indirect Costs

\$1,605.50 x .98	<u>1,573.39</u>	
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Subtotal (lines 1 & 2)		3,178.89
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3. Fixed Fee (8.0% of Direct Costs/Overhead)		254.31
---	--	--------

4. Direct Charges (Reimbursables)

Miscellaneous Mileage (400 miles @ .54mile)	<u>216.00</u>	
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5. Reconnaissance Survey Fee Proposed		<u>\$3,649.20</u>
--	--	--------------------------

*Town of Grand Chute, WI
Tuesday, June 3, 2014*

Chapter 315. HOTELS AND MOTELS

[HISTORY: Adopted by the Town Board of the Town of Grand Chute 6-19-2012 by Ord. No. 2012-01. Amendments noted where applicable.]

GENERAL REFERENCES

Finance and taxation — See Ch. 57.

§ 315-1. Purpose.

- A. The Town through the Town of Grand Chute Police Department has determined that various hotels/motels within the Town have accounted for an excessive number of police calls, including prostitution activity, drug trafficking, other crimes, and disorderly conduct disturbances.
- B. The Town through the Town of Grand Chute Police Department has identified from past experience that working with area hotels/motels in a collaborative effort provides a more effective means of addressing issues involving prostitution activity, drug trafficking, other crimes, and disorderly conduct disturbances.
- C. The creation of this hotel/motel ordinance by the Town of Grand Chute will provide improved accountability by owners/operators of hotel/motel businesses with a focus on improving health and safety issues for guests, hotel/motel employees, and the Grand Chute community, by requiring owners/operators to obtain licenses to operate hotels/motels in the Town, by imposing penalties for inappropriate activities, and by providing an opportunity for owners/operators to mitigate those penalties by voluntary cooperation with the Town Police Department.

[Amended 9-3-2013 by Ord. No. 2013-16]

§ 315-2. Definitions.

For the purpose of this chapter, unless otherwise expressly stated, the following words and phrases shall have the meanings respectively ascribed to them by this section:

CALLS FOR SERVICE (CFS)

Includes, but is not limited to, any and all calls to emergency services (police, fire, and/or medical) that result in a representative being dispatched or directed to the hotel/motel. This shall include any calls for service within the surrounding neighborhood that, through information or investigation, can be traced to the hotel/motel staff and/or registered guest (s) and/or visitor(s). Calls for service also include any self-initiated activity and/or investigation based on the observation(s) of an emergency services representative.

DRUG-RELATED ARRESTS

Include, but are not limited to, arrests that involve the manufacture, cultivation, importation, transportation, possession, possession for sale, sale, furnishing, administering, or giving away, or providing a place to use or fortification of a place involving, any controlled drug, narcotic or drug paraphernalia.

HOTEL/MOTEL

A building or group of buildings in which the public may obtain accommodations for a consideration including, without limitation, such establishments as inns, motels, hotels, tourist homes, tourist houses or courts, lodging houses, rooming houses, summer camps, apartment hotels, resort lodges and cabins and any other buildings in which accommodations are available to the public, except accommodations rented for a continuous period of more than one month and accommodations furnished by any hospitals, sanitariums, or nursing homes, or by corporations or associations organized and operated exclusively for religious, charitable or educational purposes provided that no part of the net earnings of such corporations and associations inured to the benefit of any private shareholder or individual.

HOTEL/MOTEL OPERATION

The occupancy of any guestroom or use of any hotel/motel facility regardless of compensation or remuneration.

LICENSING COMMITTEE

The committee of individuals appointed by the Town Board from time to time for issuing licenses authorized by the Town of Grand Chute Ordinances.

[Amended 9-3-2013 by Ord. No. 2013-16]

MANAGER/AGENT

Any person who, in connection with the activities of a hotel/motel, manages the hotel/motel business's operations, including such things as, but not limited to, the collection of rental charges, issuing of keys, direction of personnel, assigning of rooms to guests, handling guest affairs, and overseeing security. The term shall also include resident manager and assistant manager.

OWNER/OPERATOR

Any person, firm, association, partnership, limited liability company, or corporation, which is the record owner, part owner, lessee, receiver, sublessee, or franchisee of real property as listed on the last equalized assessment roll as maintained by the Town of Grand Chute Assessor at which a hotel/motel business is operated, which offers and accepts payment for rooms, guest rooms, sleeping accommodations, or board and lodging, and retains the right of access to, and control of, the dwelling unit on behalf of himself/herself or any entity listed above.

PROSTITUTION-RELATED ARRESTS

Includes, but is not limited to, arrests that involve prostitution or prostitution-related crimes, in violation of Wisconsin Statutes, including, but not limited to, § 944.30, Prostitution, § 944.31, Patronizing Prostitutes, § 944.32, Soliciting Prostitutes, § 944.33 Pandering, or § 944.34 Keeping Place of Prostitution, and Town of Grand Chute municipal ordinances adopting the aforementioned state statutes.

§ 315-3. License to operate required.

[Amended 9-3-2013 by Ord. No. 2013-16]

No hotel/motel shall operate in the Town without a license issued to the owner/operator by the Town Board pursuant to this chapter. Licenses shall be valid for one year, from July 1 through June 30 of the following year, and shall require renewal on an annual basis. Any hotel or motel in operation without a valid license issued pursuant to this chapter shall cease operations.

§ 315-4. Application for license.

[Amended 9-3-2013 by Ord. No. 2013-16]

- A. The annual license to operate a hotel/motel shall be applied for to the Town Clerk by the owner/operator of each hotel/motel.
- B. Owner/operator seeking issuance or renewal of a license by July 1 shall submit their application by April 15 with the applicable license fee, as identified in the Town's fee schedule.
- C. All owner/operators applying to the Town Clerk for a license to operate a hotel/motel shall file with the Clerk a sworn application on forms provided by the Town and containing information as follows:
 - (1) Current Wisconsin Seller's license and federal ID number.
 - (2) The name of the owner/operator, corporation, partnership, limited liability company, if any, of the hotel/motel; the name and address of its agent for service.
 - (3) The name, address, and phone number of the manager/agent.
 - (4) The trade name, address, and phone number of the hotel/motel, and the emergency contact phone information for the hotel/motel.
 - (5) Proof of liability insurance, including the carrier, policy number, agent's name, address and phone number or a statement of self-insurance.
 - (6) Proof of an annual license issued pursuant to § 254.64, Wis. Stats., as well as an inspection report completed by an environmental health specialist/sanitarian, certifying that the facility is in compliance with Outagamie County public health requirements.
 - (7) Proof of compliance with Town of Grand Chute Municipal Code, § 57-4, Hotel and motel room tax.
 - (8) Any such other information as the Town Board requires.
- D. All applications will be reviewed by the Licensing Committee. Upon review, applications will be forwarded to the Town Board with a recommendation for approval or denial. The Town Board will receive the recommendation to approve or deny the license and take action as appropriate at a regular meeting of the Town Board.

§ 315-5. Report of changes to application.

[Amended 9-3-2013 by Ord. No. 2013-16]

Every owner/operator of a hotel/motel shall report any change in the information upon which the license has been granted, including but not limited to any change in the manager/agent or, owner/operator to the Town Clerk in writing within five business days after the change has occurred. A change in the information on the application is subject to review by the Licensing Committee and may be grounds for suspension or revocation of the license to operate.

§ 315-6. Display of license.

[Amended 9-3-2013 by Ord. No. 2013-16]

The owner/operator of a hotel/motel shall display the license to operate in an open and conspicuous place on the premises.

§ 315-7. Nontransferability.

A. Each license to operate issued pursuant to this chapter shall be separate and distinct from all others and shall not be transferable from the owner/operator to whom it was issued to any other owner/operator.

[Amended 9-3-2013 by Ord. No. 2013-16]

B. Whenever an owner/operator sells or transfers title to, or assigns the lease of or subleases, a hotel/motel, the owner/operator shall notify the Town Clerk in writing within five business days of such transfer.

C. When a change of operator occurs at an existing hotel/motel, the new operator shall apply for a license to operate within 10 business days of opening of escrow. If the prior operator's license to operate the hotel/motel was denied or revoked, a provisional license to operate may be issued with special conditions designated by the Town Clerk.

[Amended 9-3-2013 by Ord. No. 2013-16]**§ 315-8. Complaints seeking suspension, revocation, and nonrenewal of license.****[Amended 9-3-2013 by Ord. No. 2013-16]**

A. The Town Chairman, Town Clerk, or Chief of Police may file with the Licensing Committee and Town Clerk a written complaint against any owner/operator holding a license to operate a hotel/motel in the Town of Grand Chute at any time that said license is in existence, seeking suspension, revocation, or nonrenewal of the license.

B. The complaint shall set forth the factual grounds for seeking suspension, revocation, or nonrenewal as such grounds are set forth in § 315-9 below. A copy of the complaint shall be served by certified mail, return receipt requested, or personal service, on the owner/operator at the owner/operator's address shown on the most recent application for license on file pursuant to this chapter.

C. The owner/operator shall file, by mail or personal delivery, a written response to the complaint with the Licensing Committee within 14 days of receipt. Failure to file an answer shall render the allegations in the complaint deemed true for purposes of imposition of penalties.

D. The Licensing Committee shall make a written recommendation to the Town Board. The Town Board shall make a decision regarding suspension, revocation, or nonrenewal, and issue written notice of the decision to the owner/operator.

E. The owner/operator may appeal the decision under § 315-10 below, and imposition of the penalty determined by the decision shall be stayed pending completion of the appeal process.

§ 315-9. Grounds for denial, suspension, revocation or nonrenewal of license.**[Amended 9-3-2013 by Ord. No. 2013-16]**

The license to operate a hotel/motel may be denied, suspended from five to 30 days, revoked, or nonrenewed for any of the following reasons:

- A. The owner/operator or manager/agent has multiple criminal misdemeanor convictions that relate to the hotel/motel or has been convicted of a felony that relates to the licensed activity. This subsection shall not apply to corporations, limited liability companies, or partnerships, but shall apply to all officers, directors of any such corporations and members of any such limited liability companies, and partners of any such partnerships.
- B. The owner/operator or manager/agent provides incomplete, false, or misleading information on the application, or pursuant to background checks and questions, if any, submitted on behalf of the Town to either the owner/operator or the manager/agent.
- C. Delinquent taxes, assessment, and claims. No new license or license renewal shall be issued under this chapter and any current license may be suspended or revoked for any premises, owner/operator, manager/agent, or person for which or for whom taxes, assessments, or other claims due to the Town, Sanitary District, State of Wisconsin, Outagamie County, or bank are delinquent and not paid. Included within the definition of delinquent taxes, delinquent assessments, or other delinquent payments due to the Town, Sanitary District, State of Wisconsin, Outagamie County or bank shall be any delinquency (unpaid) for special assessments, personal property taxes, real estate taxes, hotel/motel taxes, failure to pay any adjudicated fines or penalties, failure to pay current fees or moneys due to the Town, Sanitary District, State of Wisconsin, Outagamie County or bank of any kind or nature, etc.
- D. The owner/operator, manager/agent, or hotel/motel property has an unabated notice of violation of the Town of Grand Chute Municipal Code in excess of 30 days.
- E. Such other relevant facts as the Licensing Committee may discover or deem applicable or necessary in the course of the review of the application of, or complaint against, the owner/operator, manager/agent, or hotel/motel such as:
 - (1) Incidence of drug-related CFS, or arrests;
 - (2) Incidence of prostitution-related CFS, or arrests;
 - (3) Incidence of multiple ordinance violations; and
 - (4) Excessive number or nature of CFS (Appendix A). *Editor's Note: Appendix A is included at the end of this chapter.*
- F. Noncompliance with federal or state law or Town of Grand Chute Municipal Code.
- G. Good cause in the discretion of the Town Board showing that the operation of the hotel/motel is such that has, is, or will negatively impact the health, safety and/or welfare of its guests, the residents or businesses of the surrounding community, or the Town due to any of the foregoing factors listed above.
- H. In processing a revocation, suspension or nonrenewal, a representative of the Licensing Committee shall prepare an investigative report that details the circumstances that led to the recommendation for suspension, revocation, or nonrenewal. It may include any or all of the foregoing factors, or following factors that are applicable:
 - (1) Frequency of violations, arrests, or CFS;
 - (2) Seriousness of violations, arrests, or CFS in relation to the threat or impact upon public health, safety or welfare;
 - (3) History of the violations, arrests, or CFS;
 - (4) Good-faith efforts taken by the responsible party to correct, reduce and/or alleviate violations, arrests, or CFS;

- (5) Any activity, action or effort taken by the responsible party to obstruct or interfere with correction of the problem;
- (6) The impact of the violations, arrests, or CFS on the surrounding property and community;
- (7) The financial impact to the Town;
- (8) Factors shown on Appendix A. *Editor's Note: Appendix A is included at the end of this chapter.*

§ 315-10. Appeal process; notice of hearing.

A. If the license is denied, suspended, revoked, or nonrenewed by decision of the Town Board, the Town Clerk shall provide the owner/operator a letter stating the reasons for such denial, suspension, revocation, or nonrenewal.

[Amended 9-3-2013 by Ord. No. 2013-16]

B. Any owner/operator may appeal the above Town Board decision by submitting a letter requesting an appeal to the Town Clerk within 14 days of receipt of the notice of decision. The letter should state in detail the grounds for requesting reversal of the decision and shall be signed by the owner/operator. The Clerk shall submit the letter and appeal request to the Licensing Committee for further review.

C. If the Licensing Committee recommends reversal of the decision, the reversal recommendation shall be forwarded to the Town Board for consideration. If the Licensing Committee recommends upholding the decision or the Town Board rejects the Licensing Committee's recommendation for reversal, the owner/operator may request a hearing before the Town Board.

D. The request for hearing before the Town Board shall be made in writing to the Town Clerk within 14 days of notification of the Town Board's final decision, and the hearing will be conducted before the Town Board within 30 days of receipt of such request. Notice of the hearing will be given to the owner/operator by certified mail sent to the address of the owner/operator shown on the owner/operator application for license.

[Amended 9-3-2013 by Ord. No. 2013-16]

E. The Town Board has ultimate authority to affirm or reverse its original decision to deny, suspend, revoke, or nonrenew the license following the hearing, and shall provide the reasons for such denial to the owner/operator in writing by regular mail sent to the owner/operator's address shown on the application within 10 days of the hearing.

[Amended 9-3-2013 by Ord. No. 2013-16]

§ 315-11. Effective date of decision; posting of notice.

A. Any revocation, suspension or nonrenewal of a license shall not take effect for a period of 30 days following the first decision of the Town Board, during which time any party aggrieved by this decision may appeal to the Circuit Court for Outagamie County pursuant to procedures set forth in Ch. 68, Wis. Stats.

[Amended 9-3-2013 by Ord. No. 2013-16]

B. Upon confirmation and final decision issued by the Town Board, the Chief of Police or his/her designee shall post a copy or copies of the notice of suspension, revocation, or nonrenewal of license to operate at the hotel/motel, following expiration of the thirty-day time limit set forth below if no appeal is taken under Ch. 68, Wis. Stats.

[Amended 9-3-2013 by Ord. No. 2013-16]

- C. The notice shall not be posted if an appeal is taken under Ch. 68, Wis. Stats. until such appeal process has concluded. Suspension, revocation, or nonrenewal shall be stayed pending a decision by the Circuit Court, and may then be imposed by the Town Board in accordance with the Circuit Court decision.

§ 315-12. Removal or tampering with posted notice.**[Amended 9-3-2013 by Ord. No. 2013-16]**

A posted notice of revocation, suspension or nonrenewal of a license to operate may be removed only by an authorized Town official. Any removal, covering, defacing, altering or tampering by unauthorized persons may be prosecuted as a misdemeanor under § 946.72(2), Wis. Stats.

§ 315-13. Surrender of license following revocation or suspension.**[Amended 9-3-2013 by Ord. No. 2013-16]**

Whenever a license to operate has been revoked or suspended by the Town, the operator of the hotel/motel for which such license was issued shall surrender such license to the Town Clerk, or his/her designee, forthwith. The hotel/motel operation shall cease all operations immediately following of the posting of the notice of revocation or suspension of the license to operate.

§ 315-14. Violations and penalties; voluntary mitigation.

- A. It is unlawful to operate a hotel/motel without a valid license to operate or to fail to comply with any of the requirements established by this chapter. Violations of this chapter shall be subject to enforcement by any and all remedies listed in Grand Chute Municipal Code. Furthermore, this chapter may be enforced by injunctive relief prosecuted through the Circuit Court for Outagamie County in the event the hotel/motel owner/operator fails to comply with directives to cease operations issued by Town officials declaring the hotel/motel to be in violation of this chapter.

[Amended 9-3-2013 by Ord. No. 2013-16]

- B. In addition to the foregoing remedies, owner/operators shall be subject to civil forfeitures of \$1,000 per day for operating a hotel/motel without a license, each day being a separate offense. The Town Board may bring action in the name of the Town against the owner/operator to reduce such forfeitures to a civil judgment for purposes of collection from the owner/operator in addition to any other remedy available at law or in equity.

[Amended 9-3-2013 by Ord. No. 2013-16]

- C. The owner/operator may mitigate penalties authorized herein, and may also mitigate and delay imposition of, or shorten the term of, the suspension, revocation, or nonrenewal pursuant to such conditions as recommended by the Town Police Department and approved by the Licensing Committee for recommendation to the Town Board for final approval.

§ 315-15. Reissuance of license after suspension, revocation, or nonrenewal.

[Amended 9-3-2013 by Ord. No. 2013-16]

- A. A license that is suspended shall not be reissued until the term of suspension has expired, which shall be a minimum of five days and a maximum of 30 days, unless the period of suspension is either delayed or shortened by the Town Board due to voluntary mitigation action by the owner/operator, and such mitigation action is approved by the Town Board.
- B. A license to operate that is revoked shall not be reissued for a period of one year from the date of such revocation, unless the period of revocation is either delayed or shortened by the Town Board due to voluntary mitigation action by the owner/operator, and such mitigation action is approved by the Town Board.
- C. A license to operate that is nonrenewed shall not be reissued for a period of one year from the date of such nonrenewal unless the period of nonrenewal is either delayed or shortened by the Town Board due to voluntary mitigation action by the owner/operator, and such mitigation action is approved by the Town Board.
- D. If there is a transfer or sale of the hotel/motel or the real estate on which the hotel/motel is operated, at the time the license is either under suspension, revocation, or nonrenewal, the license may not be reissued if the following apply:
 - (1) The new owner/operator or manager/agent is related to the former owner/operator by blood, adoption, or marriage, or common ownership or control.
 - (2) The new owner/operator or manager/agent held a business or financial interest in the previous licensed hotel/motel business, real estate at which the hotel/motel business is operated, or equipment utilized by the hotel/motel business.
 - (3) The former owner/operator retains a business or financial interest in the hotel/motel business, or real estate at which the hotel/motel business is operated or equipment used by the hotel/motel business.
 - (4) The new owner/operator's acquisition of the hotel/motel business did not involve an arm's-length transaction consisting of an open-market sale in which the former owner/operator is willing but not obligated to sell and the new owner/operator is willing, not obligated, to buy.

§ 315-16. Severability.

It is declared to be the intention of the Town Board that the sections, paragraphs, sentences, clauses and phrases of this chapter are severable, and if any phrase, clause, sentence, paragraph or section of this chapter shall be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this chapter.

LICENSING COMMITTEE – REGULAR MEETING – TOWN OF GRAND CHUTE – 1900 GRAND CHUTE BLVD., GRAND CHUTE, WI – JUNE 7, 2016

CALL TO ORDER/ROLL CALL

Meeting called to order at 1:30 p.m. by Karen Weinschrott, presiding officer.

MEMBERS PRESENT: Karen Weinschrott, Town Clerk; Dave Schowalter, Town Board Representative; Cary Nate, Community Development Representative; Tim Bantes, Fire Department Representative; Greg Peterson, Police Department Representative

OTHERS: Attorney Chuck Koehler, Herrling Clark; Lt. Todd Zolkowski and Cpt. Mike Velie, Police Department; Matt Kasriel, Fire Department; Angie Cain, Deputy Clerk, and several hotel/motel representatives

MINUTES – Approval of regular meeting minutes from May 17, 2016

Motion (Schowalter/Bantes) to approve. Motion carried.

LIQUOR LICENSES

Temporary Class “B” fermented malt beverage license, Appleton West Baseball Club, baseball tournament, June 10-12, 2016, at Carter Woods Park.

Motion (Nate/Schowalter) to approve. Motion carried.

2016-2017 renewal applications:

“Class B” Beer and Liquor - Allan Sosnowski dba Cinder's West

“Class A” Beer and Liquor - Carlos Ordaz dba Joyeria Ordaz

Class “B” Beer and “Class C” Wine - Takumi King

Motion (Schowalter/Nate) to approve. Motion carried.

HOTEL LICENSE

Tier III Hotels

Motel 6

Lt. Zolkowski explained that Motel 6 has been a Tier III hotel for about two years. He has a good working relationship with the manager of the motel. His recommendation was to require all guests to show identification, patch/seal the parking lot by September 1, 2016 and comply with the 30-day stay.

Mr. Ryan Rodgers stated they would like to do a full renovation in the future and help invest back into the community. They are now a member of the Chamber of Commerce and they are trying to lower their calls for service.

Motion (Schowalter/Bantes) to approve renewal with the following conditions: shall obtain written legal advice on whether they can stop renting to locals, 30 days to show Lt. Zolkowski proof the parking lot will be patched/sealed by deadline, and require deposits for those paying with cash. Motion carried.

Super 8

Lt. Zolkowski explained Super 8 is a Tier III hotel. He stated they have not installed their surveillance cameras that they had purchased a while ago. Super 8 has not done anything to address the lighting concerns in the parking lot where they have a lot of problems. He explained the requirements he would like added as a condition to the renewal that included:

LICENSING COMMITTEE – REGULAR MEETING – TOWN OF GRAND CHUTE – 1900 GRAND CHUTE BLVD., GRAND CHUTE, WI – JUNE 7, 2016

1. All staff attend drug and prostitution training by July 15, 2016.
2. Install parking lot lighting on the east side where there is currently no lighting by August 1, 2016.
3. Install outside cameras around the building and in the parking lot.
4. Comply with all CPTED requirements not listed above by September 1, 2016.

Lt. Zolkowski also gave suggestions that could help lower the calls for service, such as:

1. More cooperation between the staff and the Police Department.
2. Continue to remove problematic guests.
3. Restrict access for visitors after 10:00 p.m.
4. Install a fence on the north end of the parking lot to restrict pedestrian traffic.

Building Inspector Nate stated he would contact Outagamie County to see if they would be able to construct a fence on the north end of the parking lot.

Motion (Schowalter/Weinschrott) to recommend renewal of the hotel/motel license conditioned on satisfying the requirements by the time allotted. Motion carried.

American Motel

Lt. Zolkowski recommended nonrenewal of license due to the following as described in his Police Report:

1. Excessive Calls for Service (2.0 CFS) for the low number of motel rooms.
2. Drug related arrests at the motel.
3. Failure to provide a safe environment for motel guests.

Building Inspector Nate stated he was waiting on receiving plans from American Inn to get a building permit for construction that already took place within the motel.

Motion (Schowalter/Peterson) to recommend non-renewal of license according to the reasons outlined in the Police report. Motion carried.

Northern Inn

Lt. Zolkowski recommended nonrenewal of license due to the following as described in his Police report:

1. Excessive calls for service (3.0 CFS ratio)
2. Failure to provide a healthy and safe environment for motel guests.
3. Violating Department of Health Code by not cleaning rooms at least once a week

Motion (Schowalter/Peterson) to recommend non-renewal of the license according to the reasons outlined in the Police report.

ADJOURNMENT

Motion (Schowalter/Nate) to adjourn. Motion carried.

The meeting adjourned at 3:01 p.m.

These minutes were taken at a regular license meeting held on June 7, 2016 by:

Angie Cain

Angie Cain
Deputy Town Clerk
INITIAL DRAFT



AGENDA REQUEST
6/21/2016

TOPIC: Hotel/Motel Renewal Applications

<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: Clerk's Office	Submitted By: Karen L. Weinschrott, License Committee Chair

ISSUE: Shall the Town Board renew, suspend, or deny renewal of the following Hotel/Motel licenses: Motel 6, Super 8, American Motel, and Northern Inn?

BACKGROUND/ANALYSIS: In February, May, and June 2016, Lt. Zolkowski provided the Licensing Committee with status updates on Tier III motels. To assist with reducing calls for service (CSF), Liaison officers are assigned to Tier III establishments and meet with motel owners/managers regularly to review CSF's, CPTED study changes, and to discuss necessary improvements to ensure a safe and healthy environment for their guests.

RECOMMENDATION: As of June 7, 2016, Motel 6 and Super 8 have cooperated with the police department and made improvements in an effort to reduce CSFs. The Licensing Committee recommends approval with the conditions listed on the agenda. American Motel and Northern Inn continue to have major issues at their establishments and CFS's remain high. The License Committee recommends non-renewal of their licenses for reasons listed on the agenda.

FISCAL IMPACT: N/A

ATTACHMENTS: Notice of Town Board meeting; May Police Department reports; Complaint and Police Department memo.

Grand Chute Police Department

Interoffice Memorandum



Date: May 5, 2016

To: Grand Chute License Committee

From: Lt. Todd Zolkowski

Subject: Motel 6

The purpose of this memorandum is to update the Licensing Committee on the status of the Motel 6 located at 210 N. Westhill Blvd. The Motel 6 is categorized as a Tier 3 motel. On February 18th, 2016, the committee met to discuss the increasing calls for service at the motel and changes it would have to make to reduce calls and improve quality of life.

Since the beginning of 2016, officers responded to 48 calls for service. In the last four months of 2015, officers responded to 41 calls for service. In 2015, the calls for service ratio was 1.2. Currently the CFS ratio is 1.3. Officers made 8 drug related arrests this year and two for prostitution. Management has reported several incidents at the motel and maintains good communication with the officers. The manager has a lengthy list of guests they will not rent to, and is interested in sharing this information with other local motels.

Officer Assignments

Officer's Kons and Hannigan work closely with the motel management. I have met with management on a few occasions to discuss concerns and call volume. Since the start of this year, officers have met with management monthly to discuss the calls. The meetings were held on January 20th, February 1st, February 24th, March 13th, April 12th and May 13th, 2016. The meetings were with Andy. The manager has complied with the CPTED requirements. Officers also prepare a quarterly report and start crime prevention screens at the motel. Several crime prevention screens generated arrests related to drugs or the apprehension of individuals having outstanding warrants. Officers continue to work cooperatively with management and the employees.

Management Cooperation with Law Enforcement

At the Licensing Committee meeting in February, the manager assured open communication with the police department and cooperation in reducing calls. The areas management made positive changes are the following;

- Employees/Housekeeping attending drug & prostitution training.
- A sign at the front desk stating, "Management works cooperatively with Law Enforcement".
- Nightly guest registrations are e-mailed to Lt. Zolkowski since February 18th, 2016.
- Employees conduct walk-thrus at night
- Management's cooperation in allowing the department to conduct escort compliance checks at the motel in April.
- Controlling access through the main entrance after 10:00 p.m. This has been done since March of 2016.
- Submitting employee names to the department for background check purposes.
- Management and the employees utilize Back page and CCAP to check guests.
- CPTED compliance
- Creating a "No rent list". Andy was also interested in coordinating a "No rent list" with all the motels.
- Parking passes for guest only.

CPTED Study

The CPTED Study was completed in May of 2015. During the course of the summer numerous improvements were made and documented on a spreadsheet. Management focused a lot of attention to the outside of the property. Changes were noticed with increased lighting, exterior maintenance and the addition of surveillance cameras at all entrances.

At the Licensing Committee meeting in February of 2016, the General Owner (Dustin) stated additional cameras will be installed in the hallways. This was verified on May 4th, 2016. The cameras are installed and record in both hallways. Dustin also installed a locking mechanism on the other entry doors which allow access only from the main entrance after 10:00 p.m. The doors are also posted, "No entry after 10:00 p.m. This has been challenging because some guests wedge the door open with rocks. Management also was drafting up "ban orders" to be served on guests not allowed on the property.

On April 12th, 2016, Andy informed Officer Hannigan that the parking lot will be sealed in the summer and parking stalls will be re-striped. He feels at that time the room rates will increase by \$20.00.

Conclusion

The Motel 6 is still classified as a Tier 3 motel. The call volume is the highest out of all motels and problems still regularly occur on the property. Some of the calls are related to drugs & prostitution. Officers are very proactive and this has led to numerous arrests for drugs and individuals having outstanding warrants. Call volume and CFS ratio are not decreasing. The low room rates and renting to locals seem to be related to the high call volume. Management has

worked cooperatively with law enforcement but recently police were not called when the staff found drugs in a room.

The liaison officers were told that the motel will be going through major renovations in the summer and prices will rise. On January 20th, 2016, Officer Hannigan suggested raising the room rates. Andy stated this is controlled by corporate so it probably wouldn't happen until the summer. At this meeting it was also discussed about not renting to locals. Andy indicated some locals rent weekly and they are not the ones causing problems. They will still rent to locals and this is something that hasn't changed. By looking at the hotel forms, locals are the ones consistently listed as guests who cause problems. Several warrant and drug arrests involve local residents.

Officers will continue to work with management and review calls for service. Last year the motel changed their policy not to rent to locals which decreased the call volume. Taking this same approach may help in reducing calls for service.

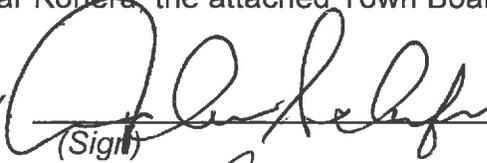
Lt. Todd Zolkowski

TOWN OF GRAND CHUTE
Outagamie County, State of Wisconsin

AFFIDAVIT OF PERSONAL DELIVERY
Town Board Meeting Notice – Renewal or Non-Renewal of Hotel/Motel License
Appleton Airport Hotel, LLC dba Motel 6
Kumar Koneru, Owner
210 N. Westhill Boulevard
Grand Chute, WI 54914

STATE OF WISCONSIN)
) ss.
COUNTY OF OUTAGAMIE)

Karen L. Weinschrott, being first duly sworn, states that she is the Town Clerk for the Town of Grand Chute and that on the 15th day of June, 2016, directed a peace officer to deliver to Kumar Koneru, the attached Town Board Meeting Notice.

RECEIVED BY:  Andrew Schraepfer
(Sign) (Print)

DELIVERED BY:  Russ Blawie #7714
Officer – Town of Grand Chute (Sign & Badge #)


Karen L. Weinschrott, Town Clerk

Subscribed and sworn to before me
this 15 day of June, 2016.


ANGIE M. FARNHAM
Notary Public
Outagamie County, Wisconsin
My Commission Expires 3/13/20



Grand Chute
experience better

June 15, 2016

TOWN CLERK
1900 W. Grand Chute Blvd, Grand Chute, WI 54913
PH. 920-832-5644 • FAX 920-993-7032

www.grandchute.net

Appleton Airport Hotel, LLC dba Motel 6
Kumar Koneru, Owner
210 N. Westhill Boulevard
Grand Chute, WI 54914

Personal Delivery

RE: Renewal Application - Hotel/Motel License

Dear Hotel Manager/Owner:

This correspondence is to provide you notification that the Grand Chute Town Board will address the renewal or non-renewal of your Hotel/Motel license on June 21, 2016, at 7:00 p.m. If you are present at this meeting, you will be provided an opportunity to address the Board.

In the event the Board denies your renewal, you will have 14 days to submit a letter to my office requesting an appeal to that decision. The remainder of the procedures, including the right to a full hearing, can be found under Municipal Code, Section 315-10. A copy of Section 315-10 is included with this correspondence.

Sincerely,

Karen L. Weinschrott
Town Clerk

Enc: Municipal Code Section 315-10

Cc: Town Board of Supervisors
Licensing Committee

*Town of Grand Chute, WI
Wednesday, June 15, 2016*

Chapter 315. Hotels and Motels

§ 315-10. Appeal process; notice of hearing.

- A. If the license is denied, suspended, revoked, or nonrenewed by decision of the Town Board, the Town Clerk shall provide the owner/operator a letter stating the reasons for such denial, suspension, revocation, or nonrenewal.
[Amended 9-3-2013 by Ord. No. 2013-16]
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[Amended 9-3-2013 by Ord. No. 2013-16]
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[Amended 9-3-2013 by Ord. No. 2013-16]

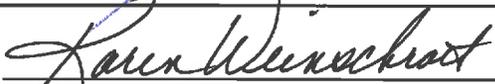
TOWN OF GRAND CHUTE
Outagamie County, State of Wisconsin

AFFIDAVIT OF PERSONAL DELIVERY
Police Department Report – Hotel/Motel License
Motel 6
210 N. Westhill Boulevard
Kumar Koneru, Owner

STATE OF WISCONSIN)
) ss.
COUNTY OF OUTAGAMIE)

Karen L. Weinschrott, being first duly sworn, states that she is the Town Clerk for the Town of Grand Chute and that on the 7th day of June, 2016, delivered a Police Department compliance report regarding the hotel/motel license to Kumar Koneru or his representative, at a License Committee meeting held on June 7, 2016 at the Grand Chute Town Hall.

RECEIVED BY: 

DELIVERED BY: 
Town of Grand Chute

Subscribed and sworn to before me
this 7 day of June, 2016.



Outagamie County, Notary Public
State of Wisconsin
My Commission Expires: 3/13/16

Grand Chute Police Department

Interoffice Memorandum



Date: June 2, 2016

To: Grand Chute License Committee

From: Lt. Todd Zolkowski

Subject: Motel 6

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- CPTED compliance
- Creating a "No rent list". Andy was also interested in coordinating a "No rent list" with all the motels.
- Parking passes for guest only.

CPTED Study

The CPTED Study was completed in May of 2015. During the course of the summer numerous improvements were made and documented on a spreadsheet. Management focused a lot of attention to the outside of the property. Changes were noticed with increased lighting, exterior maintenance and the addition of surveillance cameras at all entrances.

At the Licensing Committee meeting in February of 2016, the General Owner (Dustin) stated additional cameras will be installed in the hallways. This was verified on May 4th, 2016. The cameras are installed and record in both hallways. Dustin also installed a locking mechanism on the other entry doors which allow access only from the main entrance after 10:00 p.m. The doors are also posted, "No entry after 10:00 p.m. This has been challenging because some guests wedge the door open with rocks. Management also was drafting up "ban orders" to be served on guests not allowed on the property.

On April 12th, 2016, Andy informed Officer Hannigan that the parking lot will be sealed in the summer and parking stalls will be re-stripped. He feels at that time the room rates will increase by \$20.00.

Conclusion

The Motel 6 is still classified as a Tier 3 motel. The call volume is the highest out of all motels and problems still regularly occur on the property. Some of the calls are related to drugs & prostitution. Officers are very proactive and this has led to numerous arrests for drugs and individuals with outstanding warrants. Call volume and CFS ratio are not decreasing. The low room rates and renting to locals seem to be related to the high call volume. Management has

worked cooperatively with law enforcement but recently police were not called when the staff found drugs in a room.

The liaison officers were told that the motel will be going through major renovations in the summer and prices will rise. On January 20th, 2016, Officer Hannigan suggested raising the room rates. Andy stated this is controlled by corporate so it probably wouldn't happen until the summer. At this meeting it was also discussed about not renting to locals. Andy indicated some locals rent weekly and they are not the ones causing problems. They will still rent to locals and this is something that hasn't changed. By looking at the hotel forms, locals are the ones consistently listed as guests who cause problems. Several warrant and drug arrests involve local residents.

Officers will continue to work with management and review calls for service. Last year the motel changed their policy not to rent to locals which decreased the call volume. Taking this same approach may help in reducing calls for service.

Renewal Recommendation

The Grand Chute Police Department is recommending a renewal of their motel license with the following improvement requirements and/or recommendations.

- Motel 6 should consider raising their room prices.
- Motel 6 should continue to contact police on any criminal activity and share information with other motels on problematic guests.
- Motel 6 should consider ending their practice of renting to local guests.
- Motel 6 should continue to control access after 10:00 p.m., through main doors.
- Motel 6 should create parking passes for guests.
- Motel 6 must require all guests to show identification.
- Motel 6 should continue to work proactively with law enforcement.
- Motel 6 must comply with CPTED requirements of patching/sealing parking lot. Due by September 1st, 2016.
- Motel 6 must comply with 30-day stay.

Lt. Todd Zolkowski



Grand Chute
experience better

June 15, 2016

TOWN CLERK
1900 W. Grand Chute Blvd, Grand Chute, WI 54913
PH. 920-832-5644 • FAX 920-993-7032

www.grandchute.net

Fox Valley Lodging Group dba Super 8
Ken Patel
3624 W. College Avenue
Grand Chute, WI 54914

Personal Delivery

RE: Renewal Application - Hotel/Motel License

Dear Hotel Manager/Owner:

This correspondence is to provide you notification that the Grand Chute Town Board will address the renewal or non-renewal of your Hotel/Motel license on June 21, 2016, at 7:00 p.m. If you are present at this meeting, you will be provided an opportunity to address the Board.

In the event the Board denies your renewal, you will have 14 days to submit a letter to my office requesting an appeal to that decision. The remainder of the procedures, including the right to a full hearing, can be found under Municipal Code, Section 315-10. A copy of Section 315-10 is included with this correspondence.

Sincerely,

Karen L. Weinschrott
Town Clerk

Enc: Municipal Code Section 315-10

Cc: Town Board of Supervisors
Licensing Committee

*Town of Grand Chute, WI
Wednesday, June 15, 2016*

Chapter 315. Hotels and Motels

§ 315-10. Appeal process; notice of hearing.

- A. If the license is denied, suspended, revoked, or nonrenewed by decision of the Town Board, the Town Clerk shall provide the owner/operator a letter stating the reasons for such denial, suspension, revocation, or nonrenewal.
[Amended 9-3-2013 by Ord. No. 2013-16]
- B. Any owner/operator may appeal the above Town Board decision by submitting a letter requesting an appeal to the Town Clerk within 14 days of receipt of the notice of decision. The letter should state in detail the grounds for requesting reversal of the decision and shall be signed by the owner/operator. The Clerk shall submit the letter and appeal request to the Licensing Committee for further review.
- C. If the Licensing Committee recommends reversal of the decision, the reversal recommendation shall be forwarded to the Town Board for consideration. If the Licensing Committee recommends upholding the decision or the Town Board rejects the Licensing Committee's recommendation for reversal, the owner/operator may request a hearing before the Town Board.
- D. The request for hearing before the Town Board shall be made in writing to the Town Clerk within 14 days of notification of the Town Board's final decision, and the hearing will be conducted before the Town Board within 30 days of receipt of such request. Notice of the hearing will be given to the owner/operator by certified mail sent to the address of the owner/operator shown on the owner/operator application for license.
[Amended 9-3-2013 by Ord. No. 2013-16]
- E. The Town Board has ultimate authority to affirm or reverse its original decision to deny, suspend, revoke, or nonrenew the license following the hearing, and shall provide the reasons for such denial to the owner/operator in writing by regular mail sent to the owner/operator's address shown on the application within 10 days of the hearing.
[Amended 9-3-2013 by Ord. No. 2013-16]



Super-8









Grand Chute Police Department

Interoffice Memorandum



Date: May 4, 2016

To: Grand Chute License Committee

From: Lt. Todd Zolkowski

Subject: Super 8 Motel

The purpose of this memorandum is to update the Licensing Committee on the status of the Super 8 Motel located at 3624 W. College Avenue. The Super 8 Motel is categorized as a Tier 3 motel. On February 18th the committee met to discuss the increasing calls for service at the motel and changes it would have to make to reduce calls and improve quality of life.

From January 1st, 2016 to May 1st, 2016, officers responded to 17 calls for service at the motel. In the preceding 4 months officers responded to 28 calls for service. Only two of the calls were drug related with no incidents involving prostitution. Management has reported several incidents at the motel and the staff keeps a list of guests who are not allowed on the property.

In December of 2015, the motel was reclassified at Tier 3 status. The calls for service ratio was 1.0. In March of 2016, the motel still showed a CFS ratio of 1.0.

Officer Assignments

Officer's Gollner and Propson work closely with motel management. Officer Hanson shared in the responsibilities at the motel and he's temporarily filling in for Officer Propson. The officers met with management on a monthly basis to review calls for service and verify any changes from the CPTED Study. The dates the officers met with Karla would be January 18th, February 8th, April 1st and April 21st. I had a meeting with Ken Patel and Karla on February 24th, 2016. The main purpose of this meeting was to discuss the CPTED study and verify any changes or improvements to the property. The changes will be discussed in the CPTED portion of this letter. The liaison officers are required to work with management and ensure the requirements from the CPTED Study are being fulfilled. They also provide education literature and make suggestions

on how to decrease calls for service. As a Tier 3 motel, management is required to work cooperatively with law enforcement and create a strong partnership.

Management Cooperation with Law Enforcement

Since the motel became categorized as a Tier 3 motel, management cooperation has been inconsistent. Out of all the Tier 3 motels, Super 8 has been the most difficult to work with. Karla has been very vocal about how the department counts calls for service and further more believes the Tier categorization in her words is, "bullshit". Karla has displayed a negative attitude at times and doesn't want to accept responsibility for the actions that occur in the parking lot.

We discussed the need for management to cooperate since the meeting in February. The assigned officers have encountered some resistance and at times hostile conversations with Karla.

On February 24th, 2016, I met with Karla and the owner, Ken Patel to review the CPTED Study. Several minor interior recommendations were fixed and the motel rooms were very clean and orderly. We discussed the possibility of information sharing with other local motels. Ken was not interested and quoted privacy laws.

We also discussed the use of Backpage and CCAP. Management does not use this on a consistent basis and are concerned customers that are refused a room will make discrimination litigations.

I told Ken Patel that improved lighting in the rear lot is a requirement of the CPTED study and suggested installing a fence on the north side of the property. The lighting is poor on the northeast corner of the parking lot and area where the parking stalls are on the northeast side of the building. The fence is not a requirement from the study but was simply suggested which would keep the public from accessing the property from Bluemound Court. I have noticed throughout the years how the public likes to use this as an access point to walk to College Avenue. Ken was against installing a fence citing plowing reasons and where the telephone poles are located. Ken stated at the licensing committee meeting in February that the lighting is not a problem and he would not improve it. The lighting was also mentioned in my meeting with Ken and Karla on February 24th, 2016, but again he argued that lighting was adequate and made no mention on making any changes. Ken did state at this meeting that he has a good camera system and would add cameras to the outside of the property. Ken did not provide a timeline on the installation of cameras to the outside of the property.

Officer Gollner discussed calls for service with Karla in March of 2016. Questions came up again about the ordinance and how we figure out CFS ratio. Officer Gollner explained this to

Karla the manager, and noted how their call volume increased substantially from 2014. Karla also requested a new CPTED study. She was told any repairs were already updated on the original study. Through e-mail conversation, Officer Gollner also suggested that their employees attend the drug & prostitution training. He told Karla to provide dates that would work best for the employees. As of now, Karla did not make any attempt to schedule the training with Officer Gollner.

On April 18th, 2016, Lt. Blahnik met with Karla outside the main entry to the motel. Lt. Blahnik was inquiring on a vehicle parked in the back parking lot. The incident captured by video shows Karla arguing with Lt. Blahnik and profanities being used in the motel lobby. Karla again told Lt. Blahnik that the Tier status' is "bullshit". Karla was very upset and doesn't want to accept responsibilities for the actions of those in the parking lot. Karla stated this loudly to Lt. Blahnik and said it's not her responsibility that people do their dirty deeds on her property. The negative exchange of words went on for about 15 minutes. Lt. Blahnik was simply asking her about a vehicle on their property and she was too worried about it counting as a call for service.

On the positive side, management did tell Lt. Blahnik that staff wants to work with law enforcement and reduce crime. Some other areas of cooperation are;

1. Purchasing cameras for the outside of the building.
2. Management has told the staff to make frequent patrols on foot and they are noted on a log. This was verified by Officer Gollner. No criminal activity has been reported by the employees on their patrols.
3. The minor CPTED repairs inside the motel were completed.
4. Keeping an updated "No Rent List" at the desk.
5. Officer Gollner organized a picture and list of controlled substances and drug paraphernalia to share with the employees. Management posted these pictures and held training for their employees.
6. Purchasing Super 8 only parking signs on the property. The signs have yet to be posted on the property.
7. Employee names were submitted for background checks.

CPTED Study

Last year the CPTED Study was conducted on the property. CPTED recommendations are provided to the motel and implementation must occur once they reach Tier 3 status. Several changes had already been made before an actual meeting took place addressing each category of the study. In February of 2016, I informed management a requirement of the study was to improve lighting in the rear parking lot and install cameras in the parking lots. This was an area where the Super 8 Motel needed to make improvements. When officers followed up with Karla

to discuss these requirements they were told the cameras were in but not installed. Karla stated the cameras would be installed when the weather improves. The discussion on installing the outside cameras took place on April 1st and April 21st, 2016. As of May 1st, 2016, there have been no changes. Exterior concerns will be addressed in the summer. This would include any necessary repairs to the parking lot.

Conclusion

The Super 8 Motel is still categorized as a Tier 3 motel. Although some positive changes have occurred at the motel, management's cooperation level needs improvement. Hostility towards the officers and questioning the legality of the ordinance has become the main concern. I closely monitor calls for service to ensure only the calls that should be counted are included in the monthly totals. The calls will be reviewed monthly and compliance to CPTED study will be noted by the assigned liaison officers.

Lt. Todd Zolkowski

Grand Chute Police Department

Interoffice Memorandum



Date: June 2, 2016

To: Grand Chute License Committee

From: Lt. Todd Zolkowski

Subject: Super 8 Motel

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Conclusion

The Super 8 Motel is still categorized as a Tier 3 motel. Although some positive changes have occurred at the motel, management's cooperation level needs improvement. Hostility towards the officers and questioning the legality of the ordinance has become the main concern. I closely monitor calls for service to ensure only the calls that should be counted are included in the monthly totals. The calls will be reviewed monthly and compliance to CPTED study will be noted by the assigned liaison officers.

Requirements for Consideration

The Grand Chute Police Department is recommending renewal of motel license with the following improvement requirements.

- All staff will attend drug & prostitution training by July 15th, 2016. The training would be beneficial in the detection and reporting of drug & prostitution activity.
- Installing metal halide lights in the rear parking lot which is illustrated on page 13 of the CPTED Study. The north side parking lot was addressed in the CPTED study and east side of building which has no lighting. Increased lighting is a deterrent on people who park in dimly lit areas who commit crimes or use drugs. This will need to be completed by August 1st, 2016. Written documentation or proof must be provided to the police department showing work in progress and contractor information.
- Install outside cameras around the building and in the parking lot. This is listed in the CPTED study under section 8. All areas must be covered and surveillance cameras must be linked to recording device. The surveillance cameras not only act as a deterrent but also capture criminal activity occurring on the property. Prior installation of parking lot cameras could've assisted in the apprehension of a recent battery incident. This must be completed by July 15th, 2016.
- Comply with ALL CPTED requirements not listed above by September 1st, 2016. See CPTED study requirements on documented provided 6 months ago.

Recommendations for Consideration

The Grand Chute Hotel/Motel program is designed to bring law enforcement and hotel owners together to address crime and disorder at local hotels. Super 8 management has been critical of this program and has expressed their displeasure with how the Police Department counts calls for service. The Hotel/Motel ordinance states “*Examples of collaboration with law enforcement to address criminal activity may be taken into consideration when classifying calls for service.*”

The Police Department makes the following recommendations to help address excessive calls for services:

- Recommend management cooperate fully with law enforcement and interact in a positive manner. The Grand Chute Police Department strives to work professionally and cooperatively with every motel, and ask to receive the same level of cooperation from Super 8 management.
- Recommend removing problematic guests and restricting visitor access after 10:00 p.m.
- Recommend installing fencing at the north end of the parking lot. These will help restrict unregistered guests from accessing the hotel parking lot from properties located north of the Super 8.

Lt. Todd Zolkowski

TOWN OF GRAND CHUTE
Outagamie County, State of Wisconsin

AFFIDAVIT OF PERSONAL DELIVERY
Hotel/Motel License Complaint and Report
American Motor Inn
1032 S. Westland Drive
Nilesh and Mitul Patel, Owners

STATE OF WISCONSIN)
) ss.
COUNTY OF OUTAGAMIE)

Karen L. Weinschrott, being first duly sworn, states that she is the Town Clerk for the Town of Grand Chute and that on the 7th day of June, 2016, delivered a complaint and report for non-renewal of hotel/motel license to Nilesh and Mitul Patel or their representative, at a License Committee meeting held on June 7, 2016 at the Grand Chute Town Hall.

RECEIVED BY: Nilesh Patel

DELIVERED BY: Karen Weinschrott
Town of Grand Chute

Subscribed and sworn to before me
this 7 day of June, 2016.

[Signature]
Outagamie County, Notary Public
State of Wisconsin
My Commission Expires 3/13/16

Grand Chute Police Department



Grand Chute License Committee

June 3rd, 2016

Written Complaint seeking Non-Renewal of Hotel/Motel Permit (American Motel)

Pursuant to Grand Chute Town Ordinance 315-3, hotels and motels are required to apply annually for renewal of their hotel/motel license. The American Motel license to operate is due to expire on June 30th 2016. The Grand Chute Police Department is recommending nonrenewal of this license for the following reasons:

1. Excessive Calls for Service (2.0 CFS Ratio)
2. Drug Related Arrests at the Motel
3. Failure to provide a safe environment for motel guests/residents

Since the Town adopted the Hotel/Motel Ordinance in 2012, the American Motel has consistently been a Tier III motel. In 2013, their call for service ratio was 2.7 CFS, in 2014 their call for service ratio was 1.9 CFS, and in 2015, their call for service ratio was 2.1 CFS. Currently, the American Motel call for service ratio is 2.0 CFS. Grand Chute Town Ordinance (Hotels and Motels) Chapter 315 prohibits excessive calls for service.

The American Motel has had four drug-related arrests on the property. Grand Chute Town Ordinance (Hotels and Motels) Chapter 315-9(E) prohibits excessive drug-related arrests. In addition, the American Motel has had six physical disturbances, in violation of Chapter 315-9 (G), in that the activities at the motel are negatively impacting the safety and/or welfare of motel guests/residents.

The Grand Chute License Committee is scheduled to consider this complaint on June 7th, 2016. I will be attending this meeting to provide specific ordinance violation examples to support a recommendation of nonrenewal.

A handwritten signature in black ink that reads "Mike Velie".

Captain Mike Velie

Grand Chute Police Department

Interoffice Memorandum



Date: June 2, 2016

To: Grand Chute License Committee

From: Lt. Todd Zolkowski

Subject: American Motel

The purpose of this memorandum is to update the Licensing Committee on the Tier 3 status of the American Motel located at 1032 S. Westland Drive. The American Motel is still categorized as a Tier 3 motel. The American Motel has been a Tier 3 status since the ordinance took effect in 2012.

Calls for service

In 2013, officers responded to 81 calls for service and CFS ratio was 2.7. In 2014, officers responded to 56 calls for service and the CFS ratio was 1.9. Last year we responded to 62 calls for service, the CFS ratio was 2.1. Through the first four months of 2016, officers responded to 27 calls for service. Six of these were disturbances and five calls resulted in an arrest for outstanding warrants.

Drug contacts continue to be a concern at the motel. Officers investigated four calls this year related to drug use.

On March 22nd, 2016, officers were dispatched to the motel for an attempt to locate on a subject who may be armed. When the officers arrived several subjects were seen jumping out a window. These subjects fled to a vehicle which was parked in the lot and officers made contact with numerous individuals. Officers discovered heroin, needles and other drug paraphernalia. This also led to officers executing a search warrant in a room where additional drug paraphernalia items were seized. Five of the individuals were referred for possession of heroin charges. While the officers were investigating this incident, I detected an odor of marijuana coming from another room unrelated to this incident. The incident was discussed with the night auditor who was unfamiliar with the odor and we could not identify the direct source or what room it was coming from.

On April 13th, 2016, a guest from the motel found drug paraphernalia in her room. The drug paraphernalia (needle) was turned over to an employee who destroyed it. The needle suggests heroin and/or meth use in the motel.

On April 14th, 2016, Officer Johnson was patrolling the parking lot at the motel. He was being trained by Officer Teigen and both made contact with an occupied vehicle parked in the lot. The contact eventually led to the discovery of marijuana and a citation issued to the suspect. The above incidents reflect the continuance on drug use and managements inability to detect or control the problem.

On May 10th, 2016, I was dispatched to a disturbance at the motel. The disturbance was in the hallway and captured with video surveillance. The victim was viciously attacked and transported to the hospital for her injuries. The reporting person in this matter was the victim's mother. She attempted to help out her daughter but the night auditor refused entry. The mother told the night auditor that her daughter needed help and management refused entry and did not even investigate the disturbance.

It should be noted that on January 14th, 2016, Officer Waas met with Nilesh and Mitul Patel. During his conversation with them, Officer Waas mentioned that the hallways and parking lot should be closely monitored by their staff. The incidents above demonstrate that management does not pay attention to the activity on their property.

Officer Assignments

Officer's Teigen and Waas are the assigned liaison officers to the American Motel. The officer's met with the owner, Nick Patel on a monthly basis to review calls for service and ensure compliance to the CPTED study. The dates of the meetings this year were; January 12th, March 15th, and April 12th, 2016. The meeting in February, I addressed several concerns which were related to; access to the motel at night, obtaining copies of driver's license and vehicle registrations, employee background checks and the do not rent list. The audit in February showed that on occasion's management would take copies of driver's license and registration of vehicles. The officers also completed quarterly reports and worked cooperatively with Nick in attempts to improve quality of life and decrease calls for service. The types of calls demonstrate the motel is prone to drug use and calls involving disturbances. The officers are very proactive in starting crime prevention screens at the motel and frequent patrols in the parking lot.

Management Cooperation with Law Enforcement

In reviewing the incidents reported at the motel, management fails to identify and promote a safe environment. This year it has been very seldom where management or an employee identifies a problem and contacts police. In reviewing the hotel forms, only once did management call to report a problem. Most incidents are reported by other guests or another outside agency.

Nick Patel states his employee is required to ask for identification at check-in but they do not hold the room with a credit card. Management requiring a credit card would hold the guest accountable for their actions in the motel. A review of guest registrations shows no consistency in obtaining this information. Nick nor the employees will screen their guests or use back page/CCAP.

In February of 2016, I sent out an e-mail about sharing guest information with other motels and establishing a no rent list. Nick states the motel keeps a no rent list but it was 3 months later that he responded to my e-mail with 5 names attached of guests he will not rent to. Nick and Mitul Patel both need to improve in their communication with the police department.

About a year ago, I requested that Nick provide an access key to the hotel so officers can enter immediately if an emergency situation. I finally received a key in March of 2016.

Nick did attend drug & prostitution training. He should encourage his night auditor to attend the training along with Mitul.

CPTED Study

Nick Patel received the CPTED Study in January of 2015. All CPTED recommendations were implemented. He also provided the department with an access key to enter the motel after business hours. The only repairs needed are; half the front sign and a handicap sign are down. On May 10th, 2016, I had contact with a guest in room #137. The carpeting in the room was heavily stained, there was a hole in the bathroom door and lampshade was damaged. All the rooms should be inspected again to ensure a healthy/safe environment.

Conclusion

The American Motel does not have a large number of rooms and the call volume has stayed the same. Officers are proactively patrolling the motel property and self-initiating drug screens which result in arrest. There has also been heroin use at the motel and drug paraphernalia found in the rooms.

The officers made suggestions to Nick about requiring a credit card or not renting to locals. It appears numerous calls involve people who have local addresses. They continue to rent to locals and do not require a guest to hold a room with a credit card which would hold them accountable for any damage.

Management needs to improve on detecting crime and reporting it to law enforcement. The liaison officers should suggest additional training with all the employees. Overall motel practices need improvement!!

Renewal Recommendation

The Grand Chute Police Department is recommending non-renewal of their motel license for the following reasons.

- Excessive calls for service. The high call volume leads to frequent police response and types of calls affect the quality of living at the motel. This is described in the motel ordinance under chapter 315.
- Failure to comply with all Tier III requirements as required in the hotel/motel ordinance. Tier III requirements are listed in the ordinance which include proper training of all employees and requiring guests to show proper I.D., at check-in, including vehicle registration information.
- Violation of Town of Grand Chute building code.
- Violation of Department of Health Services 195.11 (5). Rooms have been found in unsanitary conditions. (See Attached DHS Statute) This also violates the Town Property Maintenance code under section 5.

Requirements for Consideration

The following improvements are required by ordinance and should be considered by the License Committee if recommending renewal:

- The American Motel must properly screening ALL guests at time of registration. Every guest must show I.D., and vehicle information documented on all registrations. Any person failing to produce identification should not be allowed to stay at the motel. This is required under the town ordinance chapter 315. This should be done immediately.
- The American Motel must comply with overall inspection of property administered by Outagamie County Health Department, Grand Chute Fire Department and Code

Enforcement. Rooms identified as unsafe or unsanitary will be renovated. The inspection will need to be completed by July 15th, 2016.

- The American Motel must coordinate with the Grand Chute Police Department to receive drug detection and prostitution training for all employees. This will assist in identifying criminal behavior and problematic guests.
- The American Motel must repair the handicap sign in the east lot. This was included in the CPTED study.

Recommendations for Consideration

The following improvements are not required by ordinance, however, are recommendations that should be considered by the License Committee if recommending renewal:

- The American Motel must create a housekeeping log for all rooms. Rooms must be cleaned and maintained according to DHS 195. Any guest refusing service should be evicted from the property. The property outside the motel should be clean and maintained. Violations of any nuisance will be enforced under chapter 398 of town ordinance.
- The American Motel must restrict visitation and identify all visitors at the motel. This should be done immediately which will help in deterring criminal activity at the motel.
- Posting a sign in the lobby that states, "Management works cooperatively with law enforcement, criminal behavior will not be tolerated". The posting of the sign should be done by July 1st, 2016.

Lt. Todd Zolkowski

receives the written request for hearing, unless the department and the operator agree to a later date, the immediate danger to health is removed, the order is not contested or the operator and the department mutually agree that no purpose would be served by a hearing. A final decision shall be issued under s. 227.47, Stats., within 10 days following the conclusion of the hearing. The decision may order any of the following to remove the danger to health:

- (a) Changes to or replacement of equipment or construction.
- (b) Changes in or cessations of any operation or method of operation of the equipment or premises.

Note: A request for a hearing under sub. (2) may be submitted by mail or hand-delivered to the Department of Health Services, at 1 W. Wilson St., Room 650, P.O. Box 7850, Madison, WI, 53707-7850, or faxed to the Department at (608) 266-7882. The hearing may be conducted by the department secretary, the secretary's designee, or a hearing examiner under s. 227.43 (1) (bu), Stats.

(3) If the department voids a permit under s. DHS 195.04 (6), the operator shall submit, within 15 days after receipt of the notice of the department's action, documentary evidence that all applicable fees, late fees and processing charges have been paid and that there are no outstanding payments due to the department.

History: CR 08-073; cr. Register January 2009 No. 637, eff. 2-1-09.

DHS 195.09 Appeals of actions by agent health departments. If an agent issues a permit under this chapter, the agent shall create enforcement and appeal procedures under ss. 66.0417 and 254.69 (2) (g), Stats.

History: CR 08-073; cr. Register January 2009 No. 637, eff. 2-1-09.

DHS 195.10 Water supply and waste disposal.

(1) **SERVICE AVAILABILITY.** The requirements covering water supply and sewage disposal facilities for all hotels, motels and tourist rooming houses are based upon the availability of public utilities as well as the practicability of connection to public utilities.

(2) **PUBLIC UTILITIES.** If an approved public water supply and approved public sewerage facilities are available to the premises of a hotel, motel or tourist rooming house, connection and use are required.

(3) **PRIVATE WELLS.** A private well is permitted as a source of water when a public water facility is not available to the premises. The well shall be located on the premises and be constructed and the pump installed in accordance with ch. NR 812, rules of the department of natural resources governing well drilling and pump installation. Whenever safe water cannot be obtained consistently from a well constructed in apparent compliance with ch. NR 812, as evidenced by laboratory reports, the well shall be reconstructed or a new well constructed in accordance with ch. NR 812 except that if the reconstruction or new construction is determined to be impractical or is found to be ineffective, the use of the well shall be discontinued and water shall be transported on a temporary basis from a source and in a manner approved by the department.

(4) **PLUMBING.** All plumbing and fixtures shall meet the requirements contained in ch. SPS 382 and shall be maintained in good repair and in a sanitary condition.

(5) **PRIVATE SEWAGE DISPOSAL.** (a) A private sewage disposal system as defined in s. 145.01 (12), Stats., is permitted when a public sewer facility is not available to the premises. The system shall be located on the premises and shall be designed, constructed and operated in accordance with chs. SPS 382 and 383 and s. 145.245, Stats.

(b) Failed on-site private waste disposal systems shall be replaced or rehabilitated. A failed system has the meaning prescribed for "failing private sewage system" in s. 145.245 (4), Stats.

(c) Plans and installation details covering the design and construction, alteration or extension of private sewage disposal systems shall receive the approval of the department of safety and professional services or its designated agent prior to the construction, alteration or extension of the systems.

(d) All plumbing fixtures shall be connected to the building drainage system with discharge to a public sewer or private sewage disposal system.

(e) Privies are only acceptable at existing hotels, motels and tourist rooming houses. They shall be constructed in accordance with the applicable requirements of s. SPS 362.2900 and ch. SPS 391 and shall be approved by the department. When a new operator takes over the management of a hotel, motel or tourist rooming house, privies shall be eliminated.

(6) **TOILET FACILITIES.** (a) *Private fixtures.* All toilet facilities in conjunction with each guest room shall include a toilet, lavatory and shower or bathtub.

(b) *Shared fixtures.* 1. All hotels and motels, all new tourist rooming houses and all existing tourist rooming houses changing ownership, which do not have a toilet, lavatory and shower or bathtub in conjunction with each guest room, shall have separate toilet facilities for each sex, except that one toilet, lavatory and shower or bathtub is acceptable in cabins or cottages rented to family units. One toilet, lavatory and shower or bathtub shall be provided for every 10 persons or fraction thereof of each sex accommodated.

2. Existing tourist rooming houses which are not undergoing a change in ownership and do not have toilet facilities in each guest room shall provide at least one toilet, lavatory and shower or bathtub for use by guests.

(c) *Water.* Hot and cold water under pressure shall be available at all sinks and other washing facilities in all employee, public and guest's toilet rooms.

(d) *Soap and towels.* Soap, single-service towels, or other approved means of drying hands shall be provided in each toilet room.

(e) *Room designations.* The door leading into each toilet room shall be marked to identify whether it is for men or women. Words such as "men" or "women" shall be in letters not less than one inch high. Symbols may be used in place of words.

(7) **DRINKING WATER.** All hotels, motels and tourist rooming houses which do not provide drinking water in the guest rooms shall be equipped with at least one drinking fountain or water cooler of an approved type so placed that it is available at all times to the guests. If drinking cups are used, they shall be single-service items and shall be dispensed by means of an approved dispenser which protects the interior and lip contact surfaces from dust and handling.

(8) **GARBAGE AND REFUSE.** (a) All garbage not disposed of through a garbage disposal unit connected to the sewerage system shall be kept in separate, leakproof, nonabsorbent containers equipped with tightfitting covers, unless otherwise protected from rodents, flies and insects. The contents shall be disposed of as often as necessary to prevent decomposition or overflow.

(b) Soiled containers shall be cleaned at a frequency to prevent insect and rodent attraction. Each container shall be thoroughly cleaned on the inside and outside in a way that does not contaminate food, equipment, utensils, or food preparation areas.

(c) The use of wooden or paper containers for garbage is prohibited.

(d) Separate fly-tight containers with covers shall be provided for cans, bottles and other rubbish.

History: Cr. Register, June, 1985, No. 354, eff. 7-1-85; corrections in (3) made under s. 13.93 (2m) (b) 7, Stats., Register, January, 1995, No. 469; correction in (5) (c) made under s. 13.93 (2m) (b) 7, Stats., Register, August, 1998, No. 512; corrections in (5) (c) and (c) made under s. 13.93 (2m) (b) 6 and 7, Stats., Register May 2002 No. 557; CR 08-073: renum. from HPS 195.05 Register January 2009 No. 637, eff. 2-1-09; corrections in (4), (5) (a), (c), (e) made under s. 13.92 (4) (b) 6, 7, Stats., Register January 2012 No. 673.

DHS 195.11 Furnishings, equipment and utensils.

(1) **DESIGN.** All equipment, utensils and furnishings shall be designed, made of a kind of material and constructed to be easily cleanable and to be durable.

(2) **INSTALLATION.** All furnishings and equipment shall be installed in a way that facilitates the cleaning of the furnishings and equipment and all adjacent areas.

(3) **UTENSIL SANITATION.** (a) Whenever multi-use glasses, ice buckets or other utensils are provided for a guest, the items shall be washed, rinsed and sanitized in an approved manner before being provided for use by a different guest. Utensils, when furnished, shall be free of cracks or chips. The food-content surfaces shall be smooth, nontoxic, corrosion-resistant, nonabsorbent and easily accessible for cleaning.

(b) The reuse of single-service utensils is prohibited.

(4) **STORAGE.** (a) After cleaning and until use, all glasses and other utensils shall be stored and handled in a manner that protects them from contamination.

(b) Glasses in guest rooms shall be stored in single-service containers or dispensed by means of a dispenser approved by the department.

(5) **CLEANLINESS OF LINENS.** Pillowslips, sheets, towels and washcloths shall be washed as frequently as they are assigned to a different guest and at least once a week. Blankets, spreads, mattresses and pillows shall be kept clean and free of insect infestation. The use of quilts and comforters which are not machine washable is not permitted. Sheets shall be of sufficient size to cover the bed and have a fold-back over the blanket of at least 12 inches (30.5 cm). Soiled linen shall be kept in washable containers used for this purpose exclusively. Every mattress shall be covered with a pad to protect the mattress, and the mattress and pad shall be maintained clean and in good repair.

(6) **CLEANLINESS AND REPAIR OF EQUIPMENT AND FURNISHINGS.** All equipment and furnishings shall be kept clean, free from odor and in good repair.

History: Cr. Register, June, 1985, No. 354, eff. 7-1-85; am. (5), Register, May, 1989, No. 401, eff. 6-1-89; CR 08-073; renum. from HFS 195.06 Register January 2009 No. 637, eff. 2-1-09.

DHS 195.12 Food. (1) **PERMIT.** Any hotel, motel or tourist rooming house operator who prepares, sells or serves lunches or meals shall meet the requirements of ch. DHS 196 and obtain a restaurant permit.

(2) **ICE.** All ice used in a hotel, motel or tourist rooming house for cooling drinks or food by direct contact shall be made from a public water supply or an approved private water supply. All ice-making machines shall have tight-fitting doors which are kept closed between service. New or replacement ice-making machines or bins shall be of the mechanical dispensing type unless ice is dispensed by an employee. Ice tongs or ice scoops shall be used in handling ice used for cooling beverages or food and shall be properly protected against contamination when stored. All ice shall be stored and served in a smooth-surfaced, easily cleanable container. Packaged ice shall be stored in a clean area and protected against contamination.

History: Cr. Register, June, 1985, No. 354, eff. 7-1-85; CR 08-073; renum. from HFS 195.07 Register January 2009 No. 637, eff. 2-1-09; correction in (1) made under s. 13.92 (4) (b) 7., Stats., Register January 2009 No. 637.

DHS 195.13 Employee health. Persons who have a communicable disease shall refrain from working in a hotel, motel or tourist rooming house. No operator may employ any person suspected of having a communicable disease.

History: Cr. Register, June, 1985, No. 354, eff. 7-1-85; CR 08-073; renum. from HFS 195.08 Register January 2009 No. 637, eff. 2-1-09.

DHS 195.14 Building structure and safety. (1) **STATE BUILDING CODE.** All hotels, motels and tourist rooming houses shall comply with the state commercial building code, chs. SPS 361 to 365. The department shall enforce the rules of chs. SPS 361 to 365 relating to fire safety, including but not limited to rules on isolation of fire hazards, fire escapes, fire exits, fire extinguishers, fire alarm systems, smoke detectors, exit lights, space heaters, ventilation and directions of escape.

(2) **ADDITIONAL REQUIREMENTS.** (a) *Ventilation with gas space heaters.* Any room where a gas space heater is located shall have access to a constant supply of fresh air through a permanent opening which shall not be closed. The size of the opening shall be minimum of 10 square inches (65 square cm) and at least one square inch for each 1,000 BTU per hour of the rated heating capacity of the heater, or be so constructed that the air used in the combustion of the fuel is taken directly from the outside.

(b) *Size of sleeping rooms.* Every sleeping room shall be of sufficient size to afford at least 400 cubic feet (12 cu m) of air space for each occupant over 12 years of age and 200 cubic feet (6 cu m) for each occupant 12 years and under. Every sleeping room shall have a minimum ceiling height of 7 feet (2.13 m). No greater number of sleeping occupants than the number established by application of these standards is permitted in any sleeping room.

(c) *Smoke detection.* Each cabin or cottage shall be provided with at least one approved, listed and labeled smoke detector located in a manner consistent with the manufacturer's recommendations.

(d) *Door locks.* Doors to all sleeping rooms, cabins and cottages shall be provided with facilities for key locking from the outside and non-key locking from the inside.

(e) *Window screens.* All windows that can be opened in sleeping rooms shall be screened, using 16 mesh or finer material. If sleeping rooms are not effectively air-conditioned, doors opening to the outside shall be similarly screened.

History: Cr. Register, June, 1985, No. 354, eff. 7-1-85; corrections in (1) made under s. 13.93 (2m) (b) 7., Stats., Register, August, 1998, No. 512; corrections in (1) were made under s. 13.93 (2m) (b) 7., Stats., Register May 2002 No. 557; CR 08-073; renum. from HFS 195.09 Register January 2009 No. 637, eff. 2-1-09; correction in (1) made under s. 13.92 (4) (b) 7., Stats., Register January 2012 No. 673.

DHS 195.145 Carbon monoxide detectors. (1) **PURPOSE.** The purpose of this section is to implement the requirements of s. 254.74 (1) (am) and (1g), Stats., with respect to facilities in a manner consistent with the standards in s. 101.149, Stats., and ss. SPS 321.097 and 362.1200.

(2) **DEFINITIONS.** In this section:

(a) "Carbon monoxide detector" means an electronic or battery-operated device that sounds an alarm when an unsafe level of carbon monoxide is in the air. A carbon monoxide detector is referred to as a "carbon monoxide alarm" by the Underwriters Laboratories, Inc., standards and ss. SPS 320.24 (2), 321.097, and 362.1200.

(b) "Fuel-burning appliance" means a device that is used or intended to be used in a residential building and burns fossil fuel or carbon based fuel where carbon monoxide is a combustion by-product. "Fuel-burning appliance" includes stoves, ovens, grills, clothes dryers, furnaces, boilers, water heaters, heaters, and fireplaces.

(c) "Inspection agent" means an individual holding certification under s. SPS 305.71 as an HVAC qualifier, who has been retained by the department or its agent to conduct the inspections of sealed combustion units required under this section and ss. 101.149 (5) (c) and 254.74 (1) (am), Stats.

(d) "Listed" means equipment that is tested by an independent testing agency and accepted by the department of safety and professional services.

(e) "Residential building" means a facility's building, any part of which is offered for pay as sleeping or lodging accommodations to tourists or transients.

(f) "Sealed combustion appliance" means a listed fuel-burning appliance that acquires all air for combustion through a dedicated sealed passage from the outside to a sealed combustion chamber and for which all combustion products are vented to the outside through a separate dedicated sealed vent.

(g) "Sleeping area" means the area of the unit in which the bedrooms or sleeping rooms are located. Bedrooms or sleeping

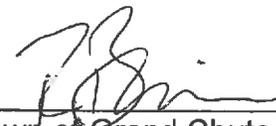
TOWN OF GRAND CHUTE
Outagamie County, State of Wisconsin

AFFIDAVIT OF PERSONAL DELIVERY
Town Board Meeting Notice – Renewal or Non-Renewal of Hotel/Motel License
Omsai LLC dba American Motor Inn
Mitul Patel
1032 S Westland Drive
Grand Chute, WI 54914

STATE OF WISCONSIN)
) ss.
COUNTY OF OUTAGAMIE)

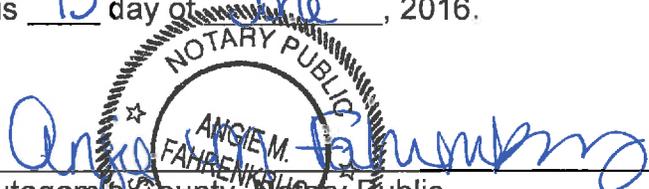
Karen L. Weinschrott, being first duly sworn, states that she is the Town Clerk for the Town of Grand Chute and that on the 15th day of June, 2016, directed a peace officer to deliver to Mitul Patel, the attached Town Board Meeting Notice.

RECEIVED BY:  Ashwin Patel,
(Sign) (Print)

DELIVERED BY:  Russ Blannik #7714
Officer – Town of Grand Chute (Sign & Badge #)


Karen L. Weinschrott, Town Clerk

Subscribed and sworn to before me
this 15 day of June, 2016.


Outagamie County, Notary Public
State of Wisconsin
My Commission Expires 3/13/20



Grand Chute
experience better

June 15, 2016

TOWN CLERK
1900 W. Grand Chute Blvd, Grand Chute, WI 54913
PH. 920-832-5644 • FAX 920-993-7032

www.grandchute.net

Omsai LLC dba American Motor Inn
Mitul Patel
1032 S Westland Drive
Grand Chute, WI 54914

Personal Delivery

RE: Renewal Application - Hotel/Motel License

Dear Hotel Manager/Owner:

This correspondence is to provide you notification that the Grand Chute Town Board will address the renewal or non-renewal of your Hotel/Motel license on June 21, 2016, at 7:00 p.m. If you are present at this meeting, you will be provided an opportunity to address the Board.

In the event the Board denies your renewal, you will have 14 days to submit a letter to my office requesting an appeal to that decision. The remainder of the procedures, including the right to a full hearing, can be found under Municipal Code, Section 315-10. A copy of Section 315-10 is included with this correspondence.

Sincerely,

Karen L. Weinschrott
Town Clerk

Enc: Municipal Code Section 315-10

Cc: Town Board of Supervisors
Licensing Committee

Town of Grand Chute, WI
Wednesday, June 15, 2016

Chapter 315. Hotels and Motels

§ 315-10. Appeal process; notice of hearing.

- A. If the license is denied, suspended, revoked, or nonrenewed by decision of the Town Board, the Town Clerk shall provide the owner/operator a letter stating the reasons for such denial, suspension, revocation, or nonrenewal.
[Amended 9-3-2013 by Ord. No. 2013-16]
- B. Any owner/operator may appeal the above Town Board decision by submitting a letter requesting an appeal to the Town Clerk within 14 days of receipt of the notice of decision. The letter should state in detail the grounds for requesting reversal of the decision and shall be signed by the owner/operator. The Clerk shall submit the letter and appeal request to the Licensing Committee for further review.
- C. If the Licensing Committee recommends reversal of the decision, the reversal recommendation shall be forwarded to the Town Board for consideration. If the Licensing Committee recommends upholding the decision or the Town Board rejects the Licensing Committee's recommendation for reversal, the owner/operator may request a hearing before the Town Board.
- D. The request for hearing before the Town Board shall be made in writing to the Town Clerk within 14 days of notification of the Town Board's final decision, and the hearing will be conducted before the Town Board within 30 days of receipt of such request. Notice of the hearing will be given to the owner/operator by certified mail sent to the address of the owner/operator shown on the owner/operator application for license.
[Amended 9-3-2013 by Ord. No. 2013-16]
- E. The Town Board has ultimate authority to affirm or reverse its original decision to deny, suspend, revoke, or nonrenew the license following the hearing, and shall provide the reasons for such denial to the owner/operator in writing by regular mail sent to the owner/operator's address shown on the application within 10 days of the hearing.
[Amended 9-3-2013 by Ord. No. 2013-16]

Grand Chute Police Department

Interoffice Memorandum



Date: May 10, 2016

To: Grand Chute License Committee

From: Lt. Todd Zolkowski

Subject: American Motel

The purpose of this memorandum is to update the Licensing Committee on the Tier 3 status of the American Motel located at 1032 S. Westland Drive. The American Motel is still categorized as a Tier 3 motel. The American Motel has been a Tier 3 status since the ordinance took effect in 2012.

Calls for service

In 2013, officers responded to 81 calls for service and CFS ratio was 2.7. In 2014, officers responded to 56 calls for service and the CFS ratio was 1.9. Last year we responded to 62 calls for service, the CFS ratio was 2.1. Through the first four months of 2016, officers responded to 27 calls for service. Six of these were disturbances and five calls resulted in an arrest for outstanding warrants.

Drug contacts continue to be a concern at the motel. Officers investigated four calls this year related to drug use.

On March 22nd, 2016, officers were dispatched to the motel for an attempt to locate on a subject who may be armed. When the officers arrived several subjects were seen jumping out a window. These subjects fled to a vehicle which was parked in the lot and officers made contact with numerous individuals. Officers discovered heroin, needles and other drug paraphernalia. This also led to officers executing a search warrant in a room where additional drug paraphernalia items were seized. Five of the individuals were referred for possession of heroin charges. While the officers were investigating this incident, I detected an odor of marijuana coming from another room unrelated to this incident. The incident was discussed with the night auditor who was unfamiliar with the odor and we could not identify the direct source or what room it was coming from.

On April 13th, 2016, a guest from the motel found drug paraphernalia in her room. The drug paraphernalia (needle) was turned over to an employee who destroyed it. The needle suggests heroin and/or meth use in the motel.

On April 14th, 2016, Officer Johnson was patrolling the parking lot at the motel. He was being trained by Officer Teigen and both made contact with an occupied vehicle parked in the lot. The contact eventually led to the discovery of marijuana and a citation issued to the suspect. The above incidents reflect the continuance on drug use and managements inability to detect or control the problem.

On May 10th, 2016, I was dispatched to a disturbance at the motel. The disturbance was in the hallway and captured with video surveillance. The victim was viciously attacked and transported to the hospital for her injuries. The reporting person in this matter was the victim's mother. She attempted to help out her daughter but the night auditor refused entry. The mother told the night auditor that her daughter needed help and management refused entry and did not even investigate the disturbance.

It should be noted that on January 14th, 2016, Officer Waas met with Nilesh and Mitul Patel. During his conversation with them, Officer Waas mentioned that the hallways and parking lot should be closely monitored by their staff. The incidents above demonstrate that management does not pay attention to the activity on their property.

Officer Assignments

Officer's Teigen and Waas are the assigned liaison officers to the American Motel. The officer's met with the owner, Nick Patel on a monthly basis to review calls for service and ensure compliance to the CPTED study. The dates of the meetings this year were; January 12th, March 15th, and April 12th, 2016. The meeting in February, I addressed several concerns which were related to; access to the motel at night, obtaining copies of driver's license and vehicle registrations, employee background checks and the do not rent list. The audit in February showed that on occasion's management would take copies of driver's license and registration of vehicles. The officers also completed quarterly reports and worked cooperatively with Nick in attempts to improve quality of life and decrease calls for service. The types of calls demonstrate the motel is prone to drug use and calls involving disturbances. The officers are very proactive in starting crime prevention screens at the motel and frequent patrols in the parking lot.

Management Cooperation with Law Enforcement

In reviewing the incidents reported at the motel, management fails to identify and promote a safe environment. This year it has been very seldom where management or an employee identifies a problem and contacts police. In reviewing the hotel forms, only once did management call to report a problem. Most incidents are reported by other guests or another outside agency.

Nick Patel states his employee is required to ask for identification at check-in but they do not hold the room with a credit card. Management requiring a credit card would hold the guest accountable for their actions in the motel. A review of guest registrations shows no consistency in obtaining this information. Nick nor the employees will screen their guests or use back page/CCAP.

In February of 2016, I sent out an e-mail about sharing guest information with other motels and establishing a no rent list. Nick states the motel keeps a no rent list but it was 3 months later that he responded to my e-mail with 5 names attached of guests he will not rent to. Nick and Mitul Patel both need to improve in their communication with the police department.

About a year ago, I requested that Nick provide an access key to the hotel so officers can enter immediately if an emergency situation. I finally received a key in March of 2016.

Nick did attend drug & prostitution training. He should encourage his night auditor to attend the training along with Mitul.

CPTED Study

Nick Patel received the CPTED Study in January of 2015. All CPTED recommendations were implemented. He also provided the department with an access key to enter the motel after business hours. The only repairs needed are; half the front sign and a handicap sign are down. On May 10th, 2016, I had contact with a guest in room #137. The carpeting in the room was heavily stained, there was a hole in the bathroom door and lampshade was damaged. All the rooms should be inspected again to ensure a healthy/safe environment.

Conclusion

The American Motel does not have a large number of rooms and the call volume has stayed the same. Officers are proactively patrolling the motel property and self-initiating drug screens which result in arrest. There has also been heroin use at the motel and drug paraphernalia found in the rooms.

The officers made suggestions to Nick about requiring a credit card or not renting to locals. It appears numerous calls involve people who have local addresses. They continue to rent to locals and do not require a guest to hold a room with a credit card which would hold them accountable for any damage.

Management needs to improve on detecting crime and reporting it to law enforcement. The liaison officers should suggest additional training with all the employees. Overall motel practices need improvement!!

Lt. Todd Zolkowski

TOWN OF GRAND CHUTE
Outagamie County, State of Wisconsin

AFFIDAVIT OF PERSONAL DELIVERY
Hotel/Motel License Complaint and Report
Northern Inn
420 W. Northland Avenue
Ken Patel, Owner

STATE OF WISCONSIN)
) ss.
COUNTY OF OUTAGAMIE)

Karen L. Weinschrott, being first duly sworn, states that she is the Town Clerk for the Town of Grand Chute and that on the 7th day of June, 2016, delivered a complaint and report for non-renewal of hotel/motel license to Ken Patel or his representative, at a License Committee meeting held on June 7, 2016 at the Grand Chute Town Hall.

RECEIVED BY: Ken Patel

DELIVERED BY: Karen Weinschrott
Town of Grand Chute

Subscribed and sworn to before me
this 7 day of June, 2016.

Angie M. Falkenkrug
Notary Public
Outagamie County, State of Wisconsin
My Commission Expires 3/13/16

Grand Chute Police Department



Grand Chute License Committee

June 3rd, 2016

Written Complaint seeking Non-Renewal of Hotel/Motel Permit (Northern Inn)

Pursuant to Grand Chute Town Ordinance 315-3, hotels and motels are required to apply annually for renewal of their hotel/motel license. The Northern Inn's license to operate is due to expire on June 30th 2016. The Grand Chute Police Department is recommending nonrenewal of this license for the following reasons:

1. Excessive Calls for Service (3.0 CFS Ratio)
2. Failure to provide a healthy and safe environment for motel guests/residents. Specifically, violation of DHS 195.11(5)(6) of the Wisconsin Administrative Code. (See attached documents)

Since the Town adopted the Hotel/Motel Ordinance in 2012, the Northern Inn has consistently been a Tier III motel. In 2013, their call for service ratio was 2.6 CFS, in 2014 their call for service ratio was 1.8 CFS, and in 2015, their call for service ratio was 2.6 CFS. Currently, the Northern Inn call for service ratio is 3.0 CFS. Grand Chute Town Ordinance (Hotels and Motels) Chapter 315 prohibits excessive calls for service.

The Northern Inn has also failed to comply with DHS 195.11(5)(6). Management refuses to clean and inspect rooms of long-term guests. DHS 195.11 requires rooms be cleaned weekly and equipment and furnishings be kept clean, free from odor and in good repair. Non-compliance violates Grand Chute Town Ordinance (Hotel and Motels) Chapter 315-9 (G) (See attached photos)

The Grand Chute License Committee is scheduled to consider this complaint on June 7th, 2016. I will be attending this meeting to provide specific ordinance violation examples to support a recommendation of nonrenewal.

A handwritten signature in black ink that reads "Mike Velie".

Captain Mike Velie

Grand Chute Police Department

Interoffice Memorandum



Date: June 2, 2016

To: Grand Chute License Committee

From: Lt. Todd Zolkowski

Subject: Northern Inn

The purpose of this memorandum is to update the License Committee on the Tier 3 status of the Northern Inn located at 420 W. Northland Avenue. The Northern Inn is categorized as a Tier 3 motel. The Northern Inn has been a Tier 3 motel since the ordinance took effect in 2012.

Calls for service

In 2013, officers responded to 75 calls for service and CFS ratio was 2.6. In 2014, officers responded to 53 calls for service and CFS ratio was 1.8. Last year we responded to 82 calls for service with a 2.6 CFS ratio. Through the first 4 months of 2016, officers responded to 20 calls for service which is similar to 2015. Therefore the CFS has remained the same. Most of these calls are welfare checks with none related to drugs or prostitution.

Officer Assignments

Officer's Vandenberg and Poupore are the assigned liaison officers to the Northern Inn. The officers met with the owner, Ken Patel on a monthly basis to review calls for service and ensure compliance to the CPTED study. The officers also completed quarterly reports and worked cooperatively with Mr. Patel in attempts to improve quality of life and decrease calls for service. The motel does not show that serious crimes occur on the property and most are related to welfare checks and citizen assists.

Management Cooperation with Law Enforcement

Most of the calls for service are reported by the guests or an outside agency. Management will notify law enforcement on incidents they cannot handle however most guests do not appear to be

screened properly. Ken Patel does request identification from the guests and sometimes registration of their vehicles. He does not require a guest to hold a room with a credit card. Requiring a guest to show a major credit card holds them accountable for the condition of the room.

The liaison officers did offer drug & prostitution training which Ken Patel did not attend last year. Two incidents this year involved health and safety issues at the motel. Unsanitary conditions were reported and this was because housekeeping failed to inspect the rooms on a weekly basis. This was reported to the Health Department and an inspection was completed. Ken was told to inspect each room weekly and if a guest did not cooperate that he should have the guest removed. Ken told the liaison officers that the rooms would be inspected once a week.

CPTED Study

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Conclusion

The Northern Inn has always been categorized as a Tier 3 motel. Calls for service continue to be a problem and CFS ratio is higher than most motels. Management does not properly screen guests and they will not require a major credit card at check-in. Ken Patel needs to maintain a safe and healthy environment for their guests. He should address cleanliness issues and be mindful of the condition of the outside of his property which will reflect positively on the overall appearance.

Renewal Recommendation

The Grand Chute Police Department is recommending non-renewal of their motel license based on the following reasons;

- Excessive calls for service. A motel has been classified a tier III motel since the Hotel/Motel Ordinance was adopted. The Northern Inn is currently at 3.0 CFS. The Northern Inn creates an excessive requirement for police services for the size of their motel.
- Failure to provide guests with a safe and healthy living environment. This is related to the cleanliness of the rooms and unsanitary conditions. This violates Department of Health DHS 195.11 (5)(6) and the Town Property Maintenance code under section 5. (See Attached Photos & DHS Statute)

- Failure to train employees in proper management practices which includes prostitution and drug training offered by the department. Training of employees is a requirement under Appendix A in the hotel ordinance under chapter 315. The training of employees leads to increased detection and reporting of crimes related to drugs & prostitution. This has been a proactive approach which other motels have taken to reduce call volume and cooperatively work with law enforcement.

Requirements for Consideration

The following improvements would be required for consideration of renewal.

- Properly screening ALL guests at time of registration. Every guest must show a proper form of identification and vehicle information documented on ALL registrations. Any person failing to produce identification would not be allowed to stay at the motel. This is required under the town ordinance chapter 315.
- Removing guests who refuse housekeeping service and fail to keep their room properly clean/maintained. This would include the area outside of the room. This should be done immediately. If management does not correct violations occurring on the property, an officer could issue citation for public nuisance which falls under chapter 398 of town ordinance.
- Must comply with overall inspection of property administered by Outagamie County Health Department, Grand Chute Fire Department and Code Enforcement. The inspection will need to be completed by July 15th, 2016.
- Must attend prostitution & drug training. This will help in detecting criminal behavior and guests who may be problematic.

Recommendations for Consideration

The following improvements are not required by ordinance, however, are recommendations that should be considered by the License Committee if recommending renewal:

- Create a housekeeping log which officers can regularly inspect on a weekly basis. This should be done immediately.
- Post a sign in the lobby that states, "Management works cooperatively with law enforcement, criminal behavior will not be tolerated". The posting of the sign should be done by July 1st, 2016.
- Restricting visitation and identifying all visitors at the motel. This should be done immediately

Lt. Todd Zolkowski

MARCH 26th



receives the written request for hearing, unless the department and the operator agree to a later date, the immediate danger to health is removed, the order is not contested or the operator and the department mutually agree that no purpose would be served by a hearing. A final decision shall be issued under s. 227.47, Stats., within 10 days following the conclusion of the hearing. The decision may order any of the following to remove the danger to health:

(a) Changes to or replacement of equipment or construction.

(b) Changes in or cessations of any operation or method of operation of the equipment or premises.

Note: A request for a hearing under sub. (2) may be submitted by mail or hand-delivered to the Department of Health Services, at 1 W. Wilson St., Room 650, P.O. Box 7850, Madison, WI, 53707-7850, or faxed to the Department at (608) 266-7882. The hearing may be conducted by the department secretary, the secretary's designee, or a hearing examiner under s. 227.43 (1) (bu), Stats.

(3) If the department voids a permit under s. DHS 195.04 (6), the operator shall submit, within 15 days after receipt of the notice of the department's action, documentary evidence that all applicable fees, late fees and processing charges have been paid and that there are no outstanding payments due to the department.

History: CR 08-073: cr. Register January 2009 No. 637, eff. 2-1-09.

DHS 195.09 Appeals of actions by agent health departments. If an agent issues a permit under this chapter, the agent shall create enforcement and appeal procedures under ss. 66.0417 and 254.69 (2) (g), Stats.

History: CR 08-073: cr. Register January 2009 No. 637, eff. 2-1-09.

DHS 195.10 Water supply and waste disposal.

(1) **SERVICE AVAILABILITY.** The requirements covering water supply and sewage disposal facilities for all hotels, motels and tourist rooming houses are based upon the availability of public utilities as well as the practicability of connection to public utilities.

(2) **PUBLIC UTILITIES.** If an approved public water supply and approved public sewerage facilities are available to the premises of a hotel, motel or tourist rooming house, connection and use are required.

(3) **PRIVATE WELLS.** A private well is permitted as a source of water when a public water facility is not available to the premises. The well shall be located on the premises and be constructed and the pump installed in accordance with ch. NR 812, rules of the department of natural resources governing well drilling and pump installation. Whenever safe water cannot be obtained consistently from a well constructed in apparent compliance with ch. NR 812, as evidenced by laboratory reports, the well shall be reconstructed or a new well constructed in accordance with ch. NR 812 except that if the reconstruction or new construction is determined to be impractical or is found to be ineffective, the use of the well shall be discontinued and water shall be transported on a temporary basis from a source and in a manner approved by the department.

(4) **PLUMBING.** All plumbing and fixtures shall meet the requirements contained in ch. SPS 382 and shall be maintained in good repair and in a sanitary condition.

(5) **PRIVATE SEWAGE DISPOSAL.** (a) A private sewage disposal system as defined in s. 145.01 (12), Stats., is permitted when a public sewer facility is not available to the premises. The system shall be located on the premises and shall be designed, constructed and operated in accordance with chs. SPS 382 and 383 and s. 145.245, Stats.

(b) Failed on-site private waste disposal systems shall be replaced or rehabilitated. A failed system has the meaning prescribed for "failing private sewage system" in s. 145.245 (4), Stats.

(c) Plans and installation details covering the design and construction, alteration or extension of private sewage disposal systems shall receive the approval of the department of safety and professional services or its designated agent prior to the construction, alteration or extension of the systems.

(d) All plumbing fixtures shall be connected to the building drainage system with discharge to a public sewer or private sewage disposal system.

(e) Privies are only acceptable at existing hotels, motels and tourist rooming houses. They shall be constructed in accordance with the applicable requirements of s. SPS 362.2900 and ch. SPS 391 and shall be approved by the department. When a new operator takes over the management of a hotel, motel or tourist rooming house, privies shall be eliminated.

(6) **TOILET FACILITIES.** (a) *Private fixtures.* All toilet facilities in conjunction with each guest room shall include a toilet, lavatory and shower or bathtub.

(b) *Shared fixtures.* 1. All hotels and motels, all new tourist rooming houses and all existing tourist rooming houses changing ownership, which do not have a toilet, lavatory and shower or bathtub in conjunction with each guest room, shall have separate toilet facilities for each sex, except that one toilet, lavatory and shower or bathtub is acceptable in cabins or cottages rented to family units. One toilet, lavatory and shower or bathtub shall be provided for every 10 persons or fraction thereof of each sex accommodated.

2. Existing tourist rooming houses which are not undergoing a change in ownership and do not have toilet facilities in each guest room shall provide at least one toilet, lavatory and shower or bathtub for use by guests.

(c) *Water.* Hot and cold water under pressure shall be available at all sinks and other washing facilities in all employee, public and guest's toilet rooms.

(d) *Soap and towels.* Soap, single-service towels, or other approved means of drying hands shall be provided in each toilet room.

(e) *Room designations.* The door leading into each toilet room shall be marked to identify whether it is for men or women. Words such as "men" or "women" shall be in letters not less than one inch high. Symbols may be used in place of words.

(7) **DRINKING WATER.** All hotels, motels and tourist rooming houses which do not provide drinking water in the guest rooms shall be equipped with at least one drinking fountain or water cooler of an approved type so placed that it is available at all times to the guests. If drinking cups are used, they shall be single-service items and shall be dispensed by means of an approved dispenser which protects the interior and lip contact surfaces from dust and handling.

(8) **GARBAGE AND REFUSE.** (a) All garbage not disposed of through a garbage disposal unit connected to the sewerage system shall be kept in separate, leakproof, nonabsorbent containers equipped with tightfitting covers, unless otherwise protected from rodents, flies and insects. The contents shall be disposed of as often as necessary to prevent decomposition or overflow.

(b) Soiled containers shall be cleaned at a frequency to prevent insect and rodent attraction. Each container shall be thoroughly cleaned on the inside and outside in a way that does not contaminate food, equipment, utensils, or food preparation areas.

(c) The use of wooden or paper containers for garbage is prohibited.

(d) Separate fly-tight containers with covers shall be provided for cans, bottles and other rubbish.

History: Cr. Register, June, 1985, No. 354, eff. 7-1-85; corrections in (3) made under s. 13.93 (2m) (b) 7., Stats., Register, January, 1995, No. 469; correction in (5) (e) made under s. 13.93 (2m) (b) 7., Stats., Register, August, 1998, No. 512; corrections in (5) (c) and (e) made under s. 13.93 (2m) (b) 6. and 7., Stats., Register May 2002 No. 557; CR 08-073: renum. from HFS 195.05 Register January 2009 No. 637, eff. 2-1-09; corrections in (4), (5) (a), (c), (e) made under s. 13.92 (4) (b) 6., 7., Stats., Register January 2012 No. 673.

DHS 195.11 Furnishings, equipment and utensils.

(1) **DESIGN.** All equipment, utensils and furnishings shall be designed, made of a kind of material and constructed to be easily cleanable and to be durable.

(2) **INSTALLATION.** All furnishings and equipment shall be installed in a way that facilitates the cleaning of the furnishings and equipment and all adjacent areas.

(3) **UTENSIL SANITATION.** (a) Whenever multi-use glasses, ice buckets or other utensils are provided for a guest, the items shall be washed, rinsed and sanitized in an approved manner before being provided for use by a different guest. Utensils, when furnished, shall be free of cracks or chips. The food-content surfaces shall be smooth, nontoxic, corrosion-resistant, nonabsorbent and easily accessible for cleaning.

(b) The reuse of single-service utensils is prohibited.

(4) **STORAGE.** (a) After cleaning and until use, all glasses and other utensils shall be stored and handled in a manner that protects them from contamination.

(b) Glasses in guest rooms shall be stored in single-service containers or dispensed by means of a dispenser approved by the department.

(5) **CLEANLINESS OF LINENS.** Pillowslips, sheets, towels and washcloths shall be washed as frequently as they are assigned to a different guest and at least once a week. Blankets, spreads, mattresses and pillows shall be kept clean and free of insect infestation. The use of quilts and comforters which are not machine washable is not permitted. Sheets shall be of sufficient size to cover the bed and have a fold-back over the blanket of at least 12 inches (30.5 cm). Soiled linen shall be kept in washable containers used for this purpose exclusively. Every mattress shall be covered with a pad to protect the mattress, and the mattress and pad shall be maintained clean and in good repair.

(6) **CLEANLINESS AND REPAIR OF EQUIPMENT AND FURNISHINGS.** All equipment and furnishings shall be kept clean, free from odor and in good repair.

History: Cr. Register, June, 1985, No. 354, eff. 7-1-85; am. (5), Register, May, 1989, No. 401, eff. 6-1-89; CR 08-073; renun. from HFS 195.06 Register January 2009 No. 637, eff. 2-1-09.

DHS 195.12 Food. (1) **PERMIT.** Any hotel, motel or tourist rooming house operator who prepares, sells or serves lunches or meals shall meet the requirements of ch. DHS 196 and obtain a restaurant permit.

(2) **ICE.** All ice used in a hotel, motel or tourist rooming house for cooling drinks or food by direct contact shall be made from a public water supply or an approved private water supply. All ice-making machines shall have tight-fitting doors which are kept closed between service. New or replacement ice-making machines or bins shall be of the mechanical dispensing type unless ice is dispensed by an employee. Ice tongs or ice scoops shall be used in handling ice used for cooling beverages or food and shall be properly protected against contamination when stored. All ice shall be stored and served in a smooth-surfaced, easily cleanable container. Packaged ice shall be stored in a clean area and protected against contamination.

History: Cr. Register, June, 1985, No. 354, eff. 7-1-85; CR 08-073; renun. from HFS 195.07 Register January 2009 No. 637, eff. 2-1-09; correction in (1) made under s. 13.92 (4) (b) 7., Stats., Register January 2009 No. 637.

DHS 195.13 Employee health. Persons who have a communicable disease shall refrain from working in a hotel, motel or tourist rooming house. No operator may employ any person suspected of having a communicable disease.

History: Cr. Register, June, 1985, No. 354, eff. 7-1-85; CR 08-073; renun. from HFS 195.08 Register January 2009 No. 637, eff. 2-1-09.

DHS 195.14 Building structure and safety. (1) **STATE BUILDING CODE.** All hotels, motels and tourist rooming houses shall comply with the state commercial building code, chs. SPS 361 to 365. The department shall enforce the rules of chs. SPS 361 to 365 relating to fire safety, including but not limited to rules on isolation of fire hazards, fire escapes, fire exits, fire extinguishers, fire alarm systems, smoke detectors, exit lights, space heaters, ventilation and directions of escape.

(2) **ADDITIONAL REQUIREMENTS.** (a) *Ventilation with gas space heaters.* Any room where a gas space heater is located shall have access to a constant supply of fresh air through a permanent opening which shall not be closed. The size of the opening shall be minimum of 10 square inches (65 square cm) and at least one square inch for each 1,000 BTU per hour of the rated heating capacity of the heater, or be so constructed that the air used in the combustion of the fuel is taken directly from the outside.

(b) *Size of sleeping rooms.* Every sleeping room shall be of sufficient size to afford at least 400 cubic feet (12 cu m) of air space for each occupant over 12 years of age and 200 cubic feet (6 cu m) for each occupant 12 years and under. Every sleeping room shall have a minimum ceiling height of 7 feet (2.13 m). No greater number of sleeping occupants than the number established by application of these standards is permitted in any sleeping room.

(c) *Smoke detection.* Each cabin or cottage shall be provided with at least one approved, listed and labeled smoke detector located in a manner consistent with the manufacturer's recommendations.

(d) *Door locks.* Doors to all sleeping rooms, cabins and cottages shall be provided with facilities for key locking from the outside and non-key locking from the inside.

(e) *Window screens.* All windows that can be opened in sleeping rooms shall be screened, using 16 mesh or finer material. If sleeping rooms are not effectively air-conditioned, doors opening to the outside shall be similarly screened.

History: Cr. Register, June, 1985, No. 354, eff. 7-1-85; corrections in (1) made under s. 13.93 (2m) (b) 7., Stats., Register, August, 1998, No. 512; corrections in (1) were made under s. 13.93 (2m) (b) 7., Stats., Register May 2002 No. 557; CR 08-073; renun. from HFS 195.09 Register January 2009 No. 637, eff. 2-1-09; correction in (1) made under s. 13.92 (4) (b) 7., Stats., Register January 2012 No. 673.

DHS 195.145 Carbon monoxide detectors. (1) **PURPOSE.** The purpose of this section is to implement the requirements of s. 254.74 (1) (am) and (1g), Stats., with respect to facilities in a manner consistent with the standards in s. 101.149, Stats., and ss. SPS 321.097 and 362.1200.

(2) **DEFINITIONS.** In this section:

(a) "Carbon monoxide detector" means an electronic or battery-operated device that sounds an alarm when an unsafe level of carbon monoxide is in the air. A carbon monoxide detector is referred to as a "carbon monoxide alarm" by the Underwriters Laboratories, Inc., standards and ss. SPS 320.24 (2), 321.097, and 362.1200.

(b) "Fuel-burning appliance" means a device that is used or intended to be used in a residential building and burns fossil fuel or carbon based fuel where carbon monoxide is a combustion by-product. "Fuel-burning appliance" includes stoves, ovens, grills, clothes dryers, furnaces, boilers, water heaters, heaters, and fireplaces.

(c) "Inspection agent" means an individual holding certification under s. SPS 305.71 as an HVAC qualifier, who has been retained by the department or its agent to conduct the inspections of sealed combustion units required under this section and ss. 101.149 (5) (c) and 254.74 (1) (am), Stats.

(d) "Listed" means equipment that is tested by an independent testing agency and accepted by the department of safety and professional services.

(e) "Residential building" means a facility's building, any part of which is offered for pay as sleeping or lodging accommodations to tourists or transients.

(f) "Sealed combustion appliance" means a listed fuel-burning appliance that acquires all air for combustion through a dedicated sealed passage from the outside to a sealed combustion chamber and for which all combustion products are vented to the outside through a separate dedicated sealed vent.

(g) "Sleeping area" means the area of the unit in which the bedrooms or sleeping rooms are located. Bedrooms or sleeping

TOWN OF GRAND CHUTE
Outagamie County, State of Wisconsin

AFFIDAVIT OF PERSONAL DELIVERY
Town Board Meeting Notice – Renewal or Non-Renewal of Hotel/Motel License
Pramai LLC dba Northern Inn
Kanu Patel
420 W. Northland Ave
Grand Chute, WI 54911

STATE OF WISCONSIN)
) ss.
COUNTY OF OUTAGAMIE)

Karen L. Weinschrott, being first duly sworn, states that she is the Town Clerk for the Town of Grand Chute and that on the 15th day of June, 2016, directed a peace officer to deliver to Kanu Patel, the attached Town Board Meeting Notice.

RECEIVED BY: _____
 (Sign) *Kanu Patel* (Print) KANU

DELIVERED BY: _____
 Russ Blawie Russ Blawie #7714
Officer – Town of Grand Chute (Sign & Badge #)

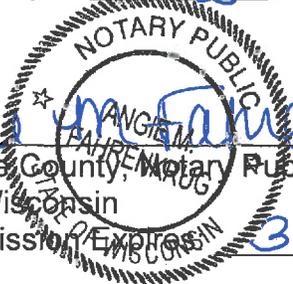
Karen L. Weinschrott

Karen L. Weinschrott, Town Clerk

Subscribed and sworn to before me
this 15 day of June, 2016.

Angela M. Samankuy

Outagamie County, Wisconsin
State of Wisconsin
My Commission Expires 3/13/20





Grand Chute
experience better

June 15, 2016

TOWN CLERK
1900 W. Grand Chute Blvd, Grand Chute, WI 54913
PH. 920-832-5644 • FAX 920-993-7032

www.grandchute.net

Pramai LLC dba Northern Inn
Kanu Patel
420 W. Northland Ave
Grand Chute, WI 54911

Personal Delivery

RE: Renewal Application - Hotel/Motel License

Dear Hotel Manager/Owner:

This correspondence is to provide you notification that the Grand Chute Town Board will address the renewal or non-renewal of your Hotel/Motel license on June 21, 2016, at 7:00 p.m. If you are present at this meeting, you will be provided an opportunity to address the Board.

In the event the Board denies your renewal, you will have 14 days to submit a letter to my office requesting an appeal to that decision. The remainder of the procedures, including the right to a full hearing, can be found under Municipal Code, Section 315-10. A copy of Section 315-10 is included with this correspondence.

Sincerely,

Karen L. Weinschrott
Town Clerk

Enc: Municipal Code Section 315-10

Cc: Town Board of Supervisors
Licensing Committee

*Town of Grand Chute, WI
Wednesday, June 15, 2016*

Chapter 315. Hotels and Motels

§ 315-10. Appeal process; notice of hearing.

- A. If the license is denied, suspended, revoked, or nonrenewed by decision of the Town Board, the Town Clerk shall provide the owner/operator a letter stating the reasons for such denial, suspension, revocation, or nonrenewal.
[Amended 9-3-2013 by Ord. No. 2013-16]
- B. Any owner/operator may appeal the above Town Board decision by submitting a letter requesting an appeal to the Town Clerk within 14 days of receipt of the notice of decision. The letter should state in detail the grounds for requesting reversal of the decision and shall be signed by the owner/operator. The Clerk shall submit the letter and appeal request to the Licensing Committee for further review.
- C. If the Licensing Committee recommends reversal of the decision, the reversal recommendation shall be forwarded to the Town Board for consideration. If the Licensing Committee recommends upholding the decision or the Town Board rejects the Licensing Committee's recommendation for reversal, the owner/operator may request a hearing before the Town Board.
- D. The request for hearing before the Town Board shall be made in writing to the Town Clerk within 14 days of notification of the Town Board's final decision, and the hearing will be conducted before the Town Board within 30 days of receipt of such request. Notice of the hearing will be given to the owner/operator by certified mail sent to the address of the owner/operator shown on the owner/operator application for license.
[Amended 9-3-2013 by Ord. No. 2013-16]
- E. The Town Board has ultimate authority to affirm or reverse its original decision to deny, suspend, revoke, or nonrenew the license following the hearing, and shall provide the reasons for such denial to the owner/operator in writing by regular mail sent to the owner/operator's address shown on the application within 10 days of the hearing.
[Amended 9-3-2013 by Ord. No. 2013-16]

Grand Chute Police Department

Interoffice Memorandum



Date: May 10, 2016

To: Grand Chute License Committee

From: Lt. Todd Zolkowski

Subject: Northern Inn

The purpose of this memorandum is to update the License Committee on the Tier 3 status of the Northern Inn located at 420 W. Northland Avenue. The Northern Inn is categorized as a Tier 3 motel. The Northern Inn has been a Tier 3 motel since the ordinance took effect in 2012.

Calls for service

In 2013, officers responded to 75 calls for service and CFS ratio was 2.6. In 2014, officers responded to 53 calls for service and CFS ratio was 1.8. Last year we responded to 82 calls for service with a 2.6 CFS ratio. Through the first 4 months of 2016, officers responded to 20 calls for service which is similar to 2015. Therefore the CFS has remained the same. Most of these calls are welfare checks with none related to drugs or prostitution.

Officer Assignments

Officer's Vandenberg and Poupore are the assigned liaison officers to the Northern Inn. The officers met with the owner, Ken Patel on a monthly basis to review calls for service and ensure compliance to the CPTED study. The officers also completed quarterly reports and worked cooperatively with Mr. Patel in attempts to improve quality of life and decrease calls for service. The motel does not show that serious crimes occur on the property and most are related to welfare checks and citizen assists.

Management Cooperation with Law Enforcement

Most of the calls for service are reported by the guests or an outside agency. Management will notify law enforcement on incidents they cannot handle however most guests do not appear to be

screened properly. Ken Patel does request identification from the guests and sometimes registration of their vehicles. He does not require a guest to hold a room with a credit card. Requiring a guest to show a major credit card holds them accountable for the condition of the room.

The liaison officers did offer drug & prostitution training which Ken Patel did not attend last year. Two incidents this year involved health and safety issues at the motel. Unsanitary conditions were reported and this was because housekeeping failed to inspect the rooms on a weekly basis. This was reported to the Health Department and an inspection was completed. Ken was told to inspect each room weekly and if a guest did not cooperate that he should have the guest removed. Ken told the liaison officers that the rooms would be inspected once a week.

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Conclusion

The Northern Inn has always been categorized as a Tier 3 motel. Calls for service continue to be a problem and CFS ratio is higher than most motels. Management does not properly screen guests and they will not require a major credit card at check-in. Ken Patel needs to maintain a safe and healthy environment for their guests. He should address cleanliness issues and be mindful of the condition of the outside of his property which will reflect positively on the overall appearance.

Lt. Todd Zolkowski