

MEETING	DATE	TIME	LOCATION
Joint Sanitary District	Tuesday, March 3, 2020	Immediately following Public Hearing	Grand Chute Town Hall 1900 Grand Chute Blvd Board Room

A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA/ORDER OF THE DAY

D. PUBLIC INPUT

Members of the public are welcome to address the Commission and Town Board. **Individuals are allowed to speak only about agenda items and must fill out a “Request to Speak” form and submit to the Town Clerk prior to the start of the meeting in order to 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.

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. Approve regular joint meeting minutes – February 20, 2020

F. FINANCIAL REPORTS

1. Approval of Voucher List – March 3, 2020
2. Accept November 2019 and December 2019 (Before Audit) Budget Statements

G. NEW BUSINESS

1. Authorization for DPW to purchase a John Deere 624L Wheel Loader at a State Bid cost of \$177,231.25 (budgeted item).

H. RESOLUTION

1. Resolution SD123-02-2020, adopting a change order policy.

I. ADJOURNMENT

Public Notice: Agendas are posted in the following locations: Town Hall bulletin boards & Town website www.grandchute.net 2015 Wisconsin Act 79 allows the publication of certain legal notices on an Internet site maintained by a municipality. This law allows these types of legal notices to be posted in one physical location in the jurisdiction (instead of three) if also placed on an Internet site maintained by the local government.

Special Accommodations: Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Clerk’s Office at (920-832-5644) with at least 24-hour notice.

Notice of Possible Quorum: A quorum of the Town Board, Plan Commission, Board of Review, Licensing Committee, Parks Commission, Community Development Authority, Joint Review Board, Zoning Board of Appeals and/or Police and Fire Commission may be present at this meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Town Board, Plan Commission, Board of Review, Licensing Committee, Parks Commission, Joint Review Board, Zoning Board of Appeals and/or Police and Fire Commission will be taken at this meeting.

JOINT REGULAR MEETING – SANITARY DISTRICT NO. 1, NO. 2, NO. 3 & EAST SIDE UTILITY DISTRICT – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – FEBRUARY 20, 2020

CALL TO ORDER/ROLL CALL

Meeting called to order at 6:36 p.m. by Dave Schowalter, presiding officer.

PRESENT: Dave Schowalter, Eric Davidson, Jeff Nooyen, Bruce Sherman, Travis Thyssen, and Angie Cain, Town Clerk

STAFF: Jim March, Town Administrator; Robert Buckingham, Community Development Director; Tim Bantes, Fire Chief; Greg Peterson, Police Chief; Brent Braun, IT Director; Katie Schwartz, Director of Public Works; Julie Wahlen, Finance Director; Karen Heyrman, Deputy Director of Public Works; and Atty. Rossmeissl, Herrling Clark Law Offices

OTHERS: 1 signed attendance

PLEDGE OF ALLEGIANCE

President Schowalter led the Pledge of Allegiance.

APPROVAL OF AGENDA/ORDER OF THE DAY

Motion (Nooyen/Davidson) to approve the agenda as printed. Motion carried.

PUBLIC INPUT – There was no public input.

CONSENT AGENDA

Approve Regular Joint Meeting minutes – February 4, 2020

Accept Monthly Report – January 2020

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

FINANCIAL REPORTS

Approval of Voucher Lists – February 20, 2020

San 1, 2, 3 & East Side – \$132,259.39 ACH – \$12,328.11

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

NEW BUSINESS

Approve the Fox West Sewerage Commission Joinder Agreement allowing the Town of Clayton to become an original contracting municipality.

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

ADJOURNMENT

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

Meeting adjourned 6:37 p.m.

These minutes were taken at a regular meeting held on February 20, 2020 and entered in this record book, February 21, 2020 by:

JOINT REGULAR MEETING – SANITARY DISTRICT NO. 1, NO. 2, NO. 3 & EAST SIDE UTILITY DISTRICT – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – FEBRUARY 20, 2020

Angie Cain

Angie Cain, Town Clerk

Joint Sanitary District No. 1, No. 2, No. 3 & East Side Utility District

INITIAL DRAFT

Dave Schowalter, President: _____

Jeff Nooyen, Commissioner: _____

Travis Thyssen, Commissioner: _____

Bruce Sherman, Commissioner: _____

Eric Davidson, Commissioner: _____

Angie Cain, Secretary: _____

Julie M. Wahlen, Treasurer: _____

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
95113	02/27/2020	CONNECTING POINT	515931P-IN	TOWN HALL AV EQUIPMENT	61-00-39110	1,369.02
95113	02/27/2020	CONNECTING POINT	515931P-IN	TOWN HALL AV EQUIPMENT	62-00-39110	1,369.02
95113	02/27/2020	CONNECTING POINT	515931P-IN	TOWN HALL AV EQUIPMENT	63-00-37200	1,369.02
Total 95113:						4,107.06
95114	02/27/2020	FERGUSON WTRWRKS #1476	0292632	HL7000-US-PRO LEAD LOCATOR	61-01-67300-390	4,250.00
Total 95114:						4,250.00
95116	02/27/2020	INTRADYN	4962	SOCIAL MEDIA ARCHIVING	61-01-92300-290	892.50
95116	02/27/2020	INTRADYN	4962	SOCIAL MEDIA ARCHIVING	62-02-85100-290	892.50
95116	02/27/2020	INTRADYN	4962	SOCIAL MEDIA ARCHIVING	63-03-82000-290	892.50
Total 95116:						2,677.50
95117	02/27/2020	OUTAGAMIE COUNTY TREAS	1017956	BRIDGE AID - APPLE CREEK ROAD	63-00-10700	238,717.72
95117	02/27/2020	OUTAGAMIE COUNTY TREAS	1017956	BRIDGE AID - APPLE CREEK ROAD	63-03-68000	119,358.86
95117	02/27/2020	OUTAGAMIE COUNTY TREAS	1017957	BRIDGE AID-FRENCH ROAD	63-00-10700	96,891.22
95117	02/27/2020	OUTAGAMIE COUNTY TREAS	1017957	BRIDGE AID-FRENCH ROAD	63-03-68000	48,445.61
Total 95117:						167,804.47
95121	03/03/2020	AMERICAN CONSERVATION &	10769	AQUAHAWK V12.06 3/1-4/1 2020	61-01-92300-290	468.75
95121	03/03/2020	AMERICAN CONSERVATION &	10769	AQUAHAWK V12.06 3/1-4/1 2020	62-02-85100-290	468.75
Total 95121:						937.50
95124	03/03/2020	CITY OF APPLETON	022022	UTILITIES ON TAX ROLL	61-00-23211	637.98
95124	03/03/2020	CITY OF APPLETON	022022	UTILITIES ON TAX ROLL	62-00-23200	360.48
Total 95124:						998.46
95126	03/03/2020	DONALD HIETPAS & SONS IN	020320-FRD	REPAIR HYDRANT VALVE LOCATED AT 350 FOX RI	61-01-67700-390	3,088.88
95126	03/03/2020	DONALD HIETPAS & SONS IN	020320-SPST	REPAIR WATERMAIN BREAK ON SPENCER STREE	61-01-67300-390	3,888.10
Total 95126:						6,976.98
95127	03/03/2020	EC ENDPOINTS, INC	658	WIRELESS HEADSET	61-01-92100-221	19.00
95127	03/03/2020	EC ENDPOINTS, INC	658	WIRELESS HEADSET	62-02-85100-221	19.00
95127	03/03/2020	EC ENDPOINTS, INC	658	WIRELESS HEADSET	63-03-82000-221	19.00
Total 95127:						57.00
95133	03/03/2020	HEARTLAND BUSINESS SYST	360210-H	CISCO SMARTNET	61-01-92300-295	985.13
95133	03/03/2020	HEARTLAND BUSINESS SYST	360210-H	CISCO SMARTNET	62-02-85100-295	985.13
95133	03/03/2020	HEARTLAND BUSINESS SYST	360210-H	CISCO SMARTNET	63-03-82000-295	985.13
Total 95133:						2,955.39
95134	03/03/2020	HYDROCLEAN EQUIPMENT IN	02756	MAINTENANCE ON PRESSURE WASHER IN WASH	62-02-83402-390	95.00
Total 95134:						95.00
95144	03/03/2020	MARCO INC NW7128	INV7327011	MONTHLY PLOTTER BILL	61-01-92300-295	30.40
95144	03/03/2020	MARCO INC NW7128	INV7327011	MONTHLY PLOTTER BILL	62-02-85100-295	30.40

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
95144	03/03/2020	MARCO INC NW7128	INV7327011	MONTHLY PLOTTER BILL	63-03-82000-295	30.40
Total 95144:						91.20
95147	03/03/2020	MCMAHON	0917387	RECORD DRAWINGS-AMBERWOOD LANE STORM	63-00-10700	2,363.90
95147	03/03/2020	MCMAHON	0917388	ADMIN/STAKING/ONSITE REP-ELSNER RD SANITA	62-00-10700	759.50
95147	03/03/2020	MCMAHON	0917389	PLEASANTVIEW COURT SAN SEWER INVESTIGATI	62-02-85203-210	627.26
95147	03/03/2020	MCMAHON	0917394	PROFESSIONAL SVCS WOODMAN DR URBANIZATI	63-00-10700	1,811.30
95147	03/03/2020	MCMAHON	0917396	PERKINS ST TO WIS AVE DRAINAGE EASEMENT S	63-03-82000-210	1,016.05
95147	03/03/2020	MCMAHON	0917397	DESIGN CASALOMA DR BRIDGE REPLACEMENT	63-00-10700	1,554.90
95147	03/03/2020	MCMAHON	0917398	DESIGN CASALOMA DR NORTH BRIDGE REPLACE	63-00-10700	4,609.00
95147	03/03/2020	MCMAHON	0917401	ADMIN/STAKING/ONSITE REP-ELSNER RD WATER	61-00-10700	2,467.60
95147	03/03/2020	MCMAHON	0917402	ON-SITE REP-SPENCER ST WATER MAIN	61-00-10700	138.60
95147	03/03/2020	MCMAHON	0917403	2020 WATERMAIN PROJECTS-BIDDING	61-00-10700	1,404.90
Total 95147:						16,753.01
95149	03/03/2020	NORTHERN LAKE SERVICE IN	372743	WATER SAMPLE TESTING	61-01-67300-390	560.00
Total 95149:						560.00
95151	03/03/2020	PRIMADATA LLC	02182020	UTILITY BILL POSTAGE	61-01-90300-311	324.85
95151	03/03/2020	PRIMADATA LLC	02182020	UTILITY BILL POSTAGE	62-02-85100-311	324.85
95151	03/03/2020	PRIMADATA LLC	02182020	UTILITY BILL POSTAGE	63-03-82000-311	185.63
Total 95151:						835.33
95152	03/03/2020	PUBLIC SERVICE COMMISSIO	2001-I-02310	APPLICATION RATE/CASE SERVICES	61-01-92301-210	2,097.27
Total 95152:						2,097.27
95160	03/03/2020	WE ENERGIES	0475-274-330-	ELECTRIC BOOSTER STATIONS	61-01-62300-344	4,240.10
95160	03/03/2020	WE ENERGIES	0475-274-330-	GAS SVCS FOR BOOSTER STATIONS	61-01-62600-344	180.11
95160	03/03/2020	WE ENERGIES	0475-274-330-	GAS/ELECTRIC WATER TOWERS	61-01-67200-349	627.40
95160	03/03/2020	WE ENERGIES	0475-274-330-	GAS/ELECTRIC LIFT STATIONS	62-02-82100-220	2,524.11
95160	03/03/2020	WE ENERGIES	0475-274-330-	GAS/ELECTRIC STORMWATER PONDS	63-03-82000-220	838.44
Total 95160:						8,410.16
95164	03/03/2020	WISCONSIN DEPT OF TRANS	395-00001609	DOT ASSISTANCE WITH SPENCER ST PROJECT	63-00-10700	6,000.82
Total 95164:						6,000.82
Grand Totals:						225,607.15

Check Issue Date	Payee	Invoice Number	Description	Invoice GL Acct	Check Amount
61					
02/20/2020	CITY OF APPLETON	0220201	2900 N ONEIDA ST WATER	61-01-60200-390	658,459.21
Total 200220001:					658,459.21
02/25/2020	NICOLET NATIONAL BANK	022520	2012 DEBT PRINCIPAL	61-00-22312	135,000.00
Total 200225001:					135,000.00
Total 61:					793,459.21
62					
02/20/2020	CITY OF APPLETON	022020	ONEIDA PARK SWERE	62-02-82600-290	28,278.23
Total 200220001:					28,278.23
Total 62:					28,278.23
Grand Totals:					821,737.44

Angie Cain, Secretary: Angie Cain

Date: 2/27/2020

**TOWN OF GRAND CHUTE
SANITARY DISTRICT #1
2019 BUDGET STATEMENT
NOVEMBER 2019**

	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
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EXPENSES

PERSONNEL	598,360	53,604	464,356	78%	134,004
OPERATIONS AND MAINTENANCE	5,697,577	785,207	3,373,528	59%	2,324,049
Subtotal-Operating Expense	6,295,937	838,811	3,837,883	61%	2,458,054
DEBT SERVICE	310,000	-	50,000	16%	260,000
CAPITAL IMPROVEMENTS	1,371,405	185,122	1,663,719	121%	(292,314)
Subtotal-Capital Expenses	1,681,405	185,122	1,713,719	102%	(32,314)
TOTAL EXPENSE	7,977,342	1,023,933	5,551,602	70%	2,425,740

REVENUES

Operating Revenues	6,548,891	890,343	5,025,083	77%	1,523,808
Capital Revenues	85,625	342	447,847	523%	-362,222
TOTAL REVENUES	6,634,516	890,685	5,472,930	82%	1,161,586

Operating Net Income	252,954		1,187,200		
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**TOWN OF GRAND CHUTE
SANITARY DISTRICT #2
2019 BUDGET STATEMENT
NOVEMBER 2019**

	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
EXPENSES					
PERSONNEL	422,170	47,516	366,484	87%	55,686
OPERATIONS AND MAINTENANCE	2,682,120	194,086	1,676,947	63%	1,005,173
Subtotal-Operating Expense	3,104,290	241,602	2,043,430	66%	1,060,860
DEBT SERVICE	50,000	-	-	0%	50,000
CAPITAL IMPROVEMENTS	440,405	34,032	500,183	114%	(59,778)
Subtotal-Capital Expenses	490,405	34,032	500,183	102%	(9,778)
TOTAL EXPENSE	3,594,695	275,634	2,543,613	71%	1,051,082
REVENUES					
Operating Revenues	3,358,900	476,624	2,933,826	87%	425,074
Capital Revenues	84,625	104	202,609	239%	(117,984)
TOTAL REVENUES	3,443,525	476,729	3,136,435	91%	307,090
Operating Net Income	254,610		890,395		

**TOWN OF GRAND CHUTE
SANITARY DISTRICT #3
2019 BUDGET STATEMENT
NOVEMBER 2019**

	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
EXPENSES					
PERSONNEL	326,490	33,546	267,292	82%	59,198
OPERATIONS AND MAINTENANCE	1,078,157	83,304	426,684	40%	651,473
Subtotal-Operating Expense	1,404,647	116,849	693,976	49%	710,672
DEBT SERVICE	600,000	-	425,000	71%	175,000
CAPITAL IMPROVEMENTS	3,964,155	295,585	2,313,439	58%	1,650,716
Subtotal-Capital Expenses	4,564,155	295,585	2,738,439	60%	1,825,716
TOTAL EXPENSE	5,968,802	412,434	3,432,415	58%	2,536,388
REVENUES					
Operating Revenues	3,117,600	511,318	2,904,168	93%	213,432
Capital Revenues	193,735	40	420,803	217%	-227,068
TOTAL REVENUES	3,311,335	511,358	3,324,971	100%	-13,636
Operating Net Income	1,712,953		2,210,192		

**TOWN OF GRAND CHUTE
EAST SIDE UTILITY DISTRICT
2019 BUDGET STATEMENT
NOVEMBER 2019**

	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
EXPENSES					
PERSONNEL	9,700	-	-	0%	9,700
OPERATIONS AND MAINTENANCE	29,870	243	6,698	22%	23,172
Subtotal-Operating Expense	39,570	243	6,698	17%	32,872
CAPITAL IMPROVEMENTS	-	-	-	0%	-
Subtotal-Capital Expenses	-	-	-	0%	0
TOTAL EXPENSE	39,570	243	6,698	17%	32,872
REVENUES					
Operating Revenues	44,066	474	43,527	99%	539
TOTAL REVENUES	44,066	474	43,527	99%	539
Operating Net Income	4,496	231	36,830		

**TOWN OF GRAND CHUTE
SANITARY DISTRICT #1
2019 BUDGET STATEMENT
DECEMBER 2019**

	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
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EXPENSES

PERSONNEL	598,360	39,656	504,011	84%	94,349
OPERATIONS AND MAINTENANCE	5,697,577	497,310	3,870,838	68%	1,826,739
Subtotal-Operating Expense	6,295,937	536,966	4,374,849	69%	1,921,088

DEBT SERVICE	310,000	-	310,000	100%	-
CAPITAL IMPROVEMENTS	1,371,405	104,645	1,768,365	129%	(396,960)
Subtotal-Capital Expenses	1,681,405	104,645	2,078,365	124%	(396,960)

TOTAL EXPENSE	7,977,342	641,611	6,453,214	81%	1,524,128
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REVENUES

Operating Revenues	6,548,891	253,333	5,278,416	81%	1,270,475
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Capital Revenues	85,625	2,966	450,812	526%	-365,187
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TOTAL REVENUES	6,634,516	256,299	5,729,229	86%	905,287
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Operating Net Income	252,954		903,567		
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**TOWN OF GRAND CHUTE
SANITARY DISTRICT #2
2019 BUDGET STATEMENT
DECEMBER 2019**

	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
EXPENSES					
PERSONNEL	422,170	34,594	401,078	95%	21,092
OPERATIONS AND MAINTENANCE	2,682,120	309,693	1,986,640	74%	695,480
Subtotal-Operating Expense	3,104,290	344,288	2,387,718	77%	716,572
DEBT SERVICE	50,000	-	50,000	100%	-
CAPITAL IMPROVEMENTS	440,405	41,956	542,139	123%	(101,734)
Subtotal-Capital Expenses	490,405	41,956	592,139	121%	(101,734)
TOTAL EXPENSE	3,594,695	386,244	2,979,858	83%	614,837
REVENUES					
Operating Revenues	3,358,900	296,957	3,230,782	96%	128,118
Capital Revenues	84,625	-	202,609	239%	(117,984)
TOTAL REVENUES	3,443,525	296,957	3,433,392	100%	10,133
Operating Net Income	254,610		843,064		

**TOWN OF GRAND CHUTE
SANITARY DISTRICT #3
2019 BUDGET STATEMENT
DECEMBER 2019**

	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
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EXPENSES

PERSONNEL	326,490	22,060	289,352	89%	37,138
OPERATIONS AND MAINTENANCE	1,078,157	102,689	529,373	49%	548,784
Subtotal-Operating Expense	1,404,647	124,749	818,725	58%	585,922

DEBT SERVICE	600,000	-	600,000	100%	-
CAPITAL IMPROVEMENTS	3,964,155	175,283	2,488,722	63%	1,475,433
Subtotal-Capital Expenses	4,564,155	175,283	3,088,722	68%	1,475,433

TOTAL EXPENSE	5,968,802	300,032	3,907,447	65%	2,061,355
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REVENUES

Operating Revenues	3,117,600	267,239	3,171,407	102%	(53,807)
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Capital Revenues	193,735	1,186	421,989	218%	-228,254
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TOTAL REVENUES	3,311,335	268,426	3,593,396	109%	-282,061
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Operating Net Income	1,712,953		2,352,682		
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**TOWN OF GRAND CHUTE
EAST SIDE UTILITY DISTRICT
2019 BUDGET STATEMENT
DECEMBER 2019**

	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
EXPENSES					
PERSONNEL	9,700	-	-	0%	9,700
OPERATIONS AND MAINTENANCE	29,870	2,502	9,199	31%	20,671
Subtotal-Operating Expense	39,570	2,502	9,199	23%	30,371
CAPITAL IMPROVEMENTS	-	-	-	0%	-
Subtotal-Capital Expenses	-	-	-	0%	0
TOTAL EXPENSE	39,570	2,502	9,199	23%	30,371
REVENUES					
Operating Revenues	44,066	2,890	46,417	105%	-2,351
TOTAL REVENUES	44,066	2,890	46,417	105%	-2,351
Operating Net Income	4,496	388	37,218		



AGENDA REQUEST
3/3/2020

TOPIC: Authorization for DPW to purchase a John Deere 624L Wheel Loader at a State Bid cost of \$177,231.25 (budgeted item).

<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: Sanitary Districts 1, 2, and 3
Department Reporting: Public Works	Submitted By: Katie Schwartz, P.E., Director P.W.

ISSUE: Our current 1995 John Deere Loader (Unit #310) has reached its useful life and is in need of replacement. See Attachment No. 3 - Capital Outlay Request - for additional details.

BACKGROUND/ANALYSIS:
 This unit will be a replacement to #310. The CIP for 2020 includes \$195,000 for replacement of the existing 1995 John Deere loader allocated between the funds for Streets, SAN 1, SAN 2, and SAN 3 as defined in the fiscal impact section below. Two demonstrator model backhoes were evaluated and quotes were received as follows:

- John Deere 624L from Brooks Tractor = \$177,231.25
- Caterpillar 938M from Fabick Cat = \$185,360

The recommended John Deere 624L Loader is quoted by Brooks Tractor at \$177,231.25. This price includes a 3.5 CY bucket, hydraulic coupler, scale system, and 5-year or 5000 hour warranty.

RECOMMENDATION: Staff recommends that the Town Board and Sanitary Commission approve the purchase of a John Deere 624L Wheel Loader at a State Bid cost of \$177,231.25.

FISCAL IMPACT: CIP
 The Backhoe was included in the 2020 CIP and expenses will be distributed between the Capital Equipment funds as follows:

- 60% to 55-14-57324-000 = \$106,338.75
- 10% to 61-00-39200 = \$17,723.12
- 10% to 62-00-39200 = \$17,723.13
- 20% to 63-00-37300 = \$35,446.25

ATTACHMENTS:

Attachment No. 1 - Brooks Tractor Quote

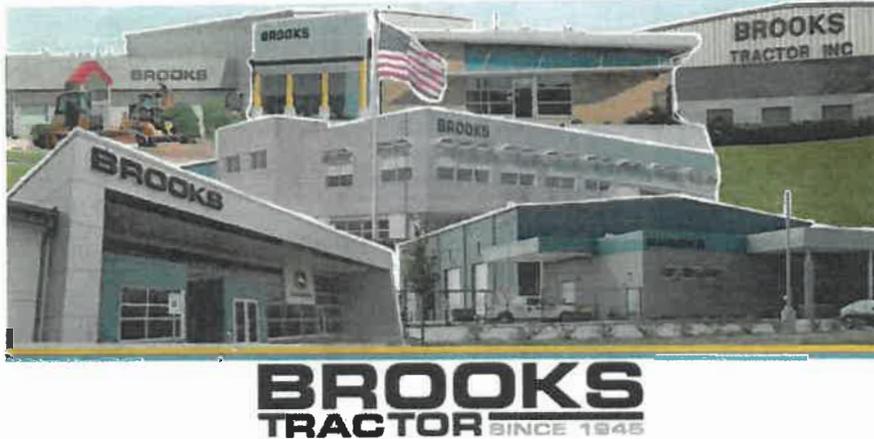
Attachment No. 2 - Shop Foreman recommendation/research

Attachment No. 3 - Capital Outlay Request from Budget

Attachment No. 4 - Fabick Cat Quote

Quote Id: 21160357

Prepared For:
TOWN OF GRAND CHUTE



Prepared By: **ADAM ALBERSON**

Brooks Tractor Incorporated
1031 Lawrence Drive
De Pere, WI 54115

Tel: 920-336-5711

Fax: 920-336-6405

Email: aalberson@brookstractor.com

Date: 30 January 2020

Offer Expires: 02 March 2020

Confidential

Selling Equipment

Quote Id: 21160357

Customer: TOWN OF GRAND CHUTE

JOHN DEERE 624L WHEEL LOADER

Equipment Notes: Quote is Using Sourcewell Pricing
 Full Comprehensive Warranty Coverage
 60 Months or 5000 Hours \$6,401.25

Hours:
Stock Number:

Code	Description	Qty
7590DW	624L WHEEL LOADER	1

Standard Options - Per Unit

170C	JLink Ultimate 5 Year Subscription	1
0924	John Deere PowerTech Engine	1
1010	Standard Wheel Loader	1
1120	5-Speed Powershift Transmission with Lock-up Torque Converter	1
1217	140 amp Alternator	1
1310	Flat Black Curved Stack	1
1430	Engine Air Intake System with Centrifugal Precleaner	1
1520	Automatic Reversing Hydraulic Fan	1
1610	Standard Fuel Filter with Water Separator and Standard Fuel Fill	1
1910	Premium Cab	1
1945	7 inch Monitor with Dedicated Rear Camera Display	1
1975	Hydrau XR Hydraulic Fluid	1
2010	Standard Z-BAR	1
2120	Steering Wheel Only	1
2240	Premium Seat, Heated and Ventilated with Heavy Duty Air Suspension	1
2360	Joystick Controls	1
2404	Four Function Hydraulics	1
2510	Ride Control	1
2605	English Decals and Manuals	1
2730	30 Amp Converter	1
2890	No Payload Scale without Cycle Counter	1
3049	High Traction - Front & Rear Hydraulically Locking Differential Axles	1
3110	Automatic Differential Lock	1
4415	Michelin XSnoPlus, 20.5R25 L2 Radial Tires with 3pc Rims	1
5560	Full Coverage Front and Rear Fenders with Mudflaps	1

Selling Equipment

Quote Id: 21160357
Customer: TOWN OF GRAND CHUTE

5610	Left Side Steps Only	1
5840	No Fork Frame	1
5940	No Tines	1
7140	Premium LED Work and Drive Lights	1
8220	Rear Hitch and Counterweight	1
8240	Rear Camera	1
8275	Strobe Beacon with Left Beacon Bracket	1
8350	Remote Powered and Heated Exterior Mirrors	1
8370	Premium AM/FM/Weather Band (WB) with Bluetooth, Remote Aux and Remote USB Port	1
8450	Cab with Air A/C Charge	1
8560	Hydraulic Coupler - JRB 416 Pattern	1
8860	Bolt-on Cutting Edge	1
8920	3.5 Cu. Yd. Bucket (Coupler only)	1
9015	Engine Block Heater	1
9043	Environmental Drains and Sampling Ports	1
9055	Throttle Lock	1
9115	Powered Cab Fresh Air Pre-Cleaner	1
9140	Fire Extinguisher	1
9240	Engine Compartment Light	1
9410	Transmission and Bottom Guards	1
9525	Slow Moving Vehicle (SMV) Emblem	1
Dealer Attachments		
	JD JRB 416 PATTERN HYD COUPLER	1
	JD 3.5CU YD BUCKET W/ BOE	1
	WHITMORE LOADRITE L3180 SMART LOADER SCALE SYSTEM	1
Service Agreements		
	John Deere Preventative Maintenance - 3YR 2000HR PM AGREEMENT	

Quote Summary

Prepared For:
 TOWN OF GRAND CHUTE
 1900 W Grand Chute Blvd
 Grand Chute, WI 54913
 Business: 920-832-1581
 DUANE.VELIE@GRANDCHUTE.NET

Prepared By:
 ADAM ALBERSON
 Brooks Tractor Incorporated
 1031 Lawrence Drive
 De Pere, WI 54115
 Phone: 920-336-5711
 aalberson@brookstractor.com

BROOKS MACHINE HEALTH MONITORING SERVICE-Brooks and John Deere monitor your machine continuously for the term of basic/extended warranty.

Quote Id: 21160357
Created On: 30 January 2020
Last Modified On: 06 February 2020
Expiration Date: 02 March 2020

Equipment Summary	Selling Price	Qty	=	Extended
JOHN DEERE 624L WHEEL LOADER John Deere Preventative Maintenance-3YR 2000HR PM AGREEMENT	\$ 170,830.00	1	=	\$ 170,830.00
Equipment Total				\$ 170,830.00

Quote Summary	
Equipment Total	\$ 170,830.00
SubTotal	\$ 170,830.00
Total	\$ 170,830.00
Balance Due	\$ 170,830.00

+ 6,401.25

\$ 177,231.25

Salesperson : X _____

Accepted By : X _____



To: Katie Schwartz
From: Duane Velie
Date: 2/21/2020
RE: Replacement Wheel Loader

Budgeted Amount: \$195,000.00
Sourcewell Base Price: \$170,830.00
Optional Extended Warranty: \$6,401.25
Total: \$177,231.25
NJPA (Sourcewell) Cooperative Purchasing Contract #032515-JDC

Over the past few weeks department of public works staff had the opportunity to operate and evaluate two demonstrator model wheel loaders, compare their features and functions and provide feedback to aid in a recommendation for a replacement machine for our current 1995 wheel loader. The two units tested were very equal in size, performance, ease of operation and maintenance, The Caterpillar 938M & John Deere 624L.

After reviewing the attached quotation it is my recommendation to purchase the John Deere model 624L Wheel Loader with the listed optional extended warranty package from Brooks Tractor Inc. due to overwhelming positive operator feedback, positive maintenance feedback, and the John Deere 624L having the lowest available purchase cost though the Sourcewell Contract Program.

If you have any questions or concerns please feel free to contact me on this or any matter.

Duane Velie

A handwritten signature in black ink, appearing to read 'D. Velie', is written over the printed name 'Duane Velie'.

Item #2: Wheel Loader (New)

\$195,000 (60% to Highway, 10% to SAN 1, 10% to SAN 2, and 20% to SAN 3)

A new wheel loader with plow assembly was requested and approved for purchase in 2015, at that time it was deemed necessary to keep our 1995 John Deere loader for salt shed duties as well as for plowing the town hall and fire station #1 parking areas. Since that time its day to day usage has grown and the need for two loaders has become a necessity between street and sanitary district duties. Our most recent storm cleanup activities and road construction projects would not have remained on schedule if both loaders were not available.

Refurbishing options have been explored and are not feasible given this unit's age, condition, operating hours and impending costs to do so. Rental and lease options have also been explored with vendors and there are none currently planned to be available. We run a specific quick coupler for attachment changes that we use often (bucket, forks, plow, snow pusher, etc.) – there are several on the market and most are not interchangeable. In addition, our loader scale system for salt is an aftermarket that would not be available on a rental and would need to be added to a used machine. Finally, purchasing used does not make financial sense due to the incredible municipal discounts we are able to receive purchasing new.





Quote 146219-01

January 17, 2020

TOWN OF GRAND CHUTE-OUTAGAMIE
1900 GRAND CHUTE BLVD
APPLETON, WISCONSIN 54913-9613

Attention: DUANE VELIE

Dear Duane Velie,

Thank you for this opportunity to quote Caterpillar products for your business needs. We are pleased to quote the following for your purchase consideration.

One (1) New Caterpillar Inc. Model: 938M Small Wheel Loader with all standard equipment in addition to the additional specifications listed below:

STOCK NUMBER: **SERIAL NUMBER:** **YEAR:** **SMU:**

Thank you for your interest in Fabick CAT and Caterpillar products for your business needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Trevor Quillico
Machine Sales Representative
Fabick CAT
trevor.quillico@fabickcat.com
(920) 371-4792

One (1) New Caterpillar Inc. Model: 938M Small Wheel Loader with all standard equipment in addition to the additional specifications listed below:

STANDARD EQUIPMENT

POWERTRAIN, Axle seal guards, Auto idle shut down feature, Cat C7.1ACERT engine, -Power modes (standard and performance), -Power by range (high power in range 4), -Tier 4 Final/Stage V compliant, -Turbocharged and aftercooled, -Filtered crankcase breather, -Diesel particulate filter, -Selective Catalyst Reduction, Coolant protection to -34C (-29F), Differential lock in front axle, Dry type air cleaner, Enclosed wet disc full hydraulic brakes, Fuel priming pump, automatic, Fuel water separator, Hydraulically driven demand cooling fan, Hydrostatic transmission with electronic control, -Operator modes (default, TC, hystat and, ice), -Directional shift aggressiveness (fast,, medium, slow), -Rimpull control, adjust wheel torque, -Creeper control, adjust ground speed, Lubed for life driveshafts, Parking brake, electric, Single plane cooling package wide 6 fins, per inch density, S-O-S port,engine,coolant,transmission, oil,

HYDRAULICS, Automatic lift and bucket kickouts,, adjustable in-cab, Bucket and fork modes, adjustable in-cab, Cylinder damping at kickout and, mechanical end stops, Fine mode control (fast, medium, slow), in fork mode, Hydraulic response setting (fast,, medium, slow), Hydraulic diagnostic connectors and, S-O-S ports, Hydraulic sight gauge, visible, Load sensing hydraulics and steering, Seat mounted hydraulic joystick controls

ELECTRICAL, Alternator, 115-amp, heavy duty, 12V power supply in cab (2), Batteries, 1,000 CCA (2) 24 volt system,, disconnect switch, Back up alarm, Emergency shutdown switch, LED rear stop and turn lights, Heavy duty gear reduction starter, Product Link, Remote jump start post, Resettable main and critical function, breakers, Rooding lights front and rear,

OPERATOR ENVIRONMENT, 75 mm (3 in) retractable seatbelt, Automatic temperature control, Cab, enclosed ROPS/FOPS pressurized, and sound suppressed, Cup holders, External heated mirrors with lower, parabolic, Ground level cab door release, Gauges, -Digital hour meter, odometer and, tachometer, -Digital ground speedometer and, direction indicator, -Engine coolant temperature gauge, -Fuel and diesel exhaust fluid level, indicator, -Hydraulic oil temperature gauge, Hydraulic control lockout, Interior cab lighting, door and dome, Interior rearview mirrors (2), Lunch box storage, Operator warning system indicators, Radio ready speakers, Rear window defrost, electric, Seat mounted electronic implement, controls, adjustable, Sliding glass on the side windows, Column mounted multi function control, -lights, wipers, turn signal, Suspension seat, fabric, Tilt and telescope steering wheel, Tinted front glass, Wet arm wiper/washer, 2-speed and, intermittent, front, Wet arm wiper washer, rear,

OTHER STANDARD EQUIPMENT, Large-access enclosure doors with, adjustable close/open force, Parallel lift loader linkage, Recovery hitch with pin, Remote mounted lubrication points, Vandalism protection-, lockable compartments,

MACHINE SPECIFICATIONS

Description

938M WHEEL LOADER

LANE 2 - AVAILABLE FROM CLAYTON FACTORY

LANE 3 - AVAILABLE FROM CLAYTON FACTORY

LANE 3 ORDER

STEERING, STANDARD

DIFFERENTIAL,LIMITED SLIP REAR

ENVIRONMENT, STANDARD

WEATHER, COLD START 120V

HYDRAULICS, 4V, CPLR READY, SL

HYDRAULICS, STANDARD

LINES, AUX 3RD, STD LIFT

JUMPER LINES, NONE

LIGHTS, AUX, HALOGEN

CAB, DELUXE

SEAT, DELUXE

RADIO, BLUETOOTH, AUX, MIC

PRODUCT LINK, CELLULAR PL641

TIRES,20.5R25 MX XSNOPUS * L2

FENDERS, FULL COVER

COUNTERWEIGHT, HEAVY

TOOLBOX AUX

RIDE CONTROL

CAMERA, REAR VIEW

CONTROL GP, PAYLOAD(SCALE)

TRANSPORT GROUP

3.5yd Bucket

JRB 416 Coupler

MSRP: \$304,822
Sourcewell: \$235,618
Fabick CAT: \$180,480

WARRANTY

Standard Warranty: 12 Months, Unlimited Hours, Premier For new machines and work tools/attachments the warranty period is 12-months/unlimited hours, starting from date of delivery to the first user.

Options: Filter Kit +\$500
Powertrain+Hydraulics+Technology 84M or 5000 Hour Warranty +\$4,880

F.O.B/TERMS :
Green Bay

Accepted by _____ on _____

Signature



AGENDA REQUEST
3/3/2020

TOPIC: Approve a change order authorization policy for publicly bid contracts.

<input type="checkbox"/> New Business <input type="checkbox"/> Unfinished Business <input type="checkbox"/> Reports <input type="checkbox"/> Closed Session <input checked="" type="checkbox"/> Ordinance/Resolution	Meeting: Sanitary Districts 1, 2, and 3
Department Reporting: Public Works	Submitted By: Katie Schwartz, P.E., Director P.W.

ISSUE: Approval of SD123-02-2020, Change Order Authorization Policy.

BACKGROUND/ANALYSIS: On February 20, 2020, the Town Board approved TBR-06-2020, Change Order Authorization Policy. The same approval is needed for SD123-02-2020 for CIP projects with water, sewer, and storm.

On August 12, 2019, a special meeting of the Board of Supervisors was held to discuss contract documents. As you may recall, the Board discussed using a method similar to what the CDA uses to approve change orders up to a certain dollar amount in order to assist in eliminating some project delays. Staff were directed to have the Attorney draft a document for delegation of authority for change orders. This document is Attachment No. 1 - TBR-06-2020, Change Order Authorization Policy. Also attached for reference is an email from the Attorney dated January 22, 2019 regarding additional details surrounding State Statutes as they relate to contractual authorizations.

The procedure for authorization, as outlined in the attached policy, is intended to ensure efficient and accountable project management for changes that are relatively minor in scale and scope. The recommended procedure would grant administrative approval authority to the Public Works Director, following sign-off by the Town Administrator or the Town Finance Director/Treasurer as first alternate. Financial limits of any single change order authorized for approval under this policy shall not exceed \$30,000 and all change orders in total on a contract shall not exceed a combined total of the lesser of \$300,000, or the contingency amount included in the contract. The amount was arrived at based on a standard 15% contingency for a \$2,000,000 contract.

RECOMMENDATION: Staff recommends approval of SD123-02-2020, Change Order Authorization Policy.

FISCAL IMPACT: CIP

The change order authorization policy is for publically bid contracts only. All change orders authorized through this policy will be within previously approved contract contingency limits.

ATTACHMENTS:

Attachment No. 1 - SD123-02-2020, Change Order Authorization Policy

Attachment No. 2 - Attorney email dated January 22, 2019

**TOWN OF GRAND CHUTE
OUTAGAMIE COUNTY
SANITARY DISTRICTS #1, #2, and #3**

**RESOLUTION SD123-02-2020
CHANGE ORDER AUTHORIZATION POLICY**

Pursuant to a joint Resolution of the Commissions of Sanitary Districts #1, #2, and #3 adopted the date set forth below, the policy concerning authorization to approve change orders set forth herein has been adopted and authorized by the Commission for an indefinite term to continue until terminated or modified by further action of the Commission.

CHANGE ORDER POLICY PROVISIONS

1. **Purpose.** The purpose of this Policy is for the administrative convenience and efficiency of administering public improvement contracts that the Commission has approved by means of a statutory public bidding process.

2. **Change Orders.** Change orders increasing the base price for any public improvement may be authorized and approved up to the maximum of the contingency dollar amount, set forth in the contract approved by the Commission, by the Authorized Personnel, and subject to the Financial Limits, set forth herein, applicable to any publicly bid improvement contract. Change Orders extending the contract time for completion may also be authorized and approved by the Authorized Personnel described below.

3. **Authorized Personnel.** Any such change order within the parameters set forth herein shall be approved in writing, and signed by, both the Town Public Works Director and the Town Administrator. In the event the Town Administrator is unavailable approval by the Town Treasurer is authorized in place of the Town Administrator.

4. **Financial Limits.** Financial Limits of any single change order authorized for approval by Authorized Personnel under this Policy shall not exceed \$30,000 and all change orders in total shall not exceed a combined total of the lesser of \$300,000, or the contingency amount included in the contract, under a single public improvement contract.

5. **Change Orders Exceeding Financial Limits.** Any single change order or combination of change orders exceeding the Financial Limits of authorization set forth herein shall be submitted to and approved by the Commission at a public meeting.

Dated and effective this _____ day of _____, 2020 pursuant to resolution of the Commission.

TOWN OF GRAND CHUTE
Sanitary Districts #1, #2, and #3

BY: _____
David Schowalter, President

BY: _____
Angie Cain, Town Clerk

Katie A. Schwartz

From: Chuck Koehler <CKoehler@herringclark.com>
Sent: Tuesday, January 22, 2019 11:28 AM
To: Katie A. Schwartz
Cc: Jim V. March; Andy Rossmeissl
Subject: RE: Contracts, Agreements, Change Orders, etc.

Hi Katie,

Wis. Stat. § 60.22(1) states that the Town Board “has charge of all affairs of the town not committed by law to another body or officer or to a town employee. This would include contracting.

Similarly, Wis. Stat. § 60.77(1) states that “the commission has charge of all affairs of the town sanitary district,” and subsection (2) indicates that the sanitary district may enter into contracts.

Further, there is a body of Wisconsin Supreme Court caselaw that indicates, as a general rule, no single official or employee can obligate a municipality to an agreement or contract without the governing body’s authorization.

In other words, only the governing body, or an officer or employee **authorized by the governing body**, may enter into a contract binding the municipality.

Based on the above, it is our opinion that contract extensions, deductions, increases (within or outside of applicable contingencies), and all other contract changes must be approved by the Town Board and / or Sanitary Commission as applicable, unless of course the Town Board and / or Sanitary District has delegated specific contracting authority to a particular Town official or employee.

Based on the above law, when any municipality asks the question about what authority department heads have for change orders, etc. there are a number of sources that have to be looked at within that specific municipality to see if there was Board authorization for a department head to act with a third party such as:

- A. An ordinance adopted by the Town Board/Commission, for example delegating some form of specific authority to the Director of Public Works, or some other department head.
- B. A job description outlining delegated authority to an administrator or department head, which job description was approved by the Town Board/Commission.
- C. A special resolution of the Town Board/Commission, limited or continuing, for a specified project delegating certain authorities for such things as change orders with or without dollar limits or other conditions.
- D. A delegation clause, made as part of a larger resolution, for such things as approving a contract by the Town Board/Commission.
- E. There maybe be other resources involving this delegation not on this list.

I recall various instances in the past where administrators or department heads have signed documents with third parties that involve questionable instances of whether authority was delegated or not, but no legal issues or disputes ever arose, so the result of any lack of authority delegation became immaterial when the project or process was completed, or maybe even paid for, without issue.

The danger in proceeding without Board delegation of a department head signs a contractual document, that ultimately is determined unacceptable by the Town Board because the Board didn’t know about it in advance, is that the third party can attempt a legal argument that the department head had “implied or apparent authority” to execute the

document so there is a risk that the Town could end up being bound by something the Board never wanted to agree to in the first place.

For small dollar items, this type of mistake involving exceeding authority is much less troublesome, than for large dollar items, as you can imagine.

Please let us know if you have any other questions or need further assistance on this subject.

Thank you.

Attorney Charles D. Koehler
Herrling Clark Law Firm Ltd.
800 N. Lynndale Drive
Appleton, WI 54914
920.882.3227 (Telephone)
920.739.6352 (Fax)
www.herrlingclark.com

IF YOU HAVE ANY PROBLEMS WITH RECEIVING THIS INFORMATION, PLEASE CALL 920-882-3227 IMMEDIATELY AND ASK FOR KIMBERLEY. THE INFORMATION CONTAINED IN THIS E-MAIL IS INTENDED FOR PERSONAL AND CONFIDENTIAL USE OF THE DESIGNATED RECIPIENT(S) NAMED ABOVE. This message may be an attorney/client communication, and as such is privileged and confidential. If the reader(s) of this message is not the intended recipient(s) or agent(s) responsible for delivering it to the intended recipient(s), you are hereby notified that you have received this message in error, and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us by telephone and delete the original message. Thank you.

From: Katie A. Schwartz <Katie.Schwartz@grandchute.net>
Sent: Monday, January 21, 2019 2:14 PM
To: Chuck Koehler <CKoehler@herrlingclark.com>
Cc: Jim V. March <Jim.March@grandchute.net>; Sue White <SWhite@herrlingclark.com>
Subject: Contract change orders

Good afternoon Chuck –

Is there a legal reason that all contract change orders would have to be brought to the Sanitary Commission and/or Town Board? In other words, for our construction projects awarded to contractors, would they need to approve time extensions, deducts, increases within the contingency amount or is this just preference?

Katie Schwartz, P.E.
Director of Public Works
1900 W. Grand Chute Blvd.
Grand Chute, WI 54913-9613
PH (920) 832-1581
FAX (920) 832-6036
katie.schwartz@grandchute.net



Total Control Panel

[Login](#)

To: ckoehler@herrlingclark.com

[Remove this sender from my allow list](#)

From: katie.schwartz@grandchute.net

You received this message because the sender is on your allow list.