



MEETING	DATE	TIME	LOCATION
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Town Board	Tuesday, March 19, 2019	Immediately following Sanitary District Meeting	Grand Chute Town Hall 1900 Grand Chute Blvd Board Room
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A. CALL TO ORDER/ROLL CALL

B. APPROVAL OF AGENDA/ORDER OF THE DAY

C. SPECIAL PRESENTATION – Fire Department Helmet Award for Length of Service to Mark Heling

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. Approval of Regular Meeting minutes – March 5, 2019

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

a. Operator’s Licenses:

1) Approve applications to expire 2020 dated 3/1/19

b. Original application for “Class A” beer and liquor, AADwyer, LLC dba Dwyer’s Cheese Hut, 2711 N. Lynndale Drive

c. Original application for Class “B” beer, WRLP Appleton, LLC dba Hampton Inn Appleton, 350 Fox River Drive

3. Accept Monthly Reports: Community Development, Fire Department, Police Department, Public Works, and Parks Commission

F. FINANCIAL REPORTS

1. Approval of Voucher List – March 19, 2019

2. Accept Budget Statement – December 2018 (Before Audit) and January 2019

G. UNFINISHED BUSINESS

1. Approve Elsner Road assessment deferral and utility hook-up/deferral recommendations.

H. NEW BUSINESS

1. Plan Commission Recommendations:

a. SE-05-19 Special Exception requested by Advanced Used Car Sales, LLC, 2142 W. Spencer Street, for operation of an automobile sales business. PC recommends approval.

b. SEA1-24-17 Special Exception Amendment requested by Greene Development Appleton, LLC, 3810 W. Wisconsin Avenue, for approval of Amendment No. 1 to the Greene Development PUD. PC recommends approval.

- c. SE-06-19 Special Exception requested by Greene Development Appleton, LLC, 3820 W. Wisconsin Avenue, to allow a multitenant sign with a size and height bonus as permitted in Ch. 535-108(D) of the Town of Grand Chute Municipal Code. PC recommends approval.
2. Approve the special assessment methodology for the 2019 French Road reclamation and paving project from CTH OO to the north for 0.43 miles.
3. Award of Bid, Contract 2019-02 Elsner Road Urbanization, to Wondra Construction, Inc., in the amount of \$2,289,466.44 (award of bid subject to Final Resolution TBR-04-2019 approval).
4. Approve the Revised County/Municipal Design and Construction Agreement for the CTH GV & McCarthy Road intersection to include McCarthy Road from Brookview Drive through CTH GV at a preliminary estimated cost share of \$920,000.
5. Approve Gillett Street Urbanization Change Order #4, Contract 2018-01, increasing the amount by \$12,061.68 and the contract length by 132 days.
6. Approve attorney revisions to the Town of Grand Chute Policy Handbook.
7. Approve 2018 budget adjustment for retirement payouts.
8. Approve local concurrence for WisDOT to award the bid for the Spencer Street urbanization project, State Project ID 4657-25-01, to the as-read low bidder, Michels Corporation, in the amount of \$3,866,858.50.

I. RESOLUTION

1. Final Resolution TBR-04-2019 for W. Elsner Road (N. Gillett Street to Richmond Street) as located in the Town of Grand Chute, authorizing special assessments for street improvements and levying special assessments against specifically abutting property owners or on an area wide basis to specifically benefiting property owners under Chapter 60 and 66.0703(1)(b), et al Police Powers, Wis. Stats., 2017-18 as amended.

J. ORDINANCE

1. Ordinance O-04-2019 amending Municipal Code Chapter 398 Section 17, which adopts a smoking ban in the Town of Grand Chute. (e-cigarettes)

K. CLOSED SESSION

1. Motion to convene in Closed Session via Roll Call Vote pursuant to WI. Stats 19.85(1)(e) - Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session (land acquisition).
2. Motion to adjourn Closed Session and reconvene Regular Meeting.

H. NEW BUSINESS CONTINUED

9. Discussion/action on closed session items.

L. 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 Sanitary Districts, 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 Sanitary Districts, 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.

TOWN BOARD MEETING – TOWN OF GRAND CHUTE – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – MARCH 5, 2019

CALL TO ORDER/ROLL CALL

Meeting called to order at 6:34 p.m. by Jeff Nooyen, presiding officer.

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

EXCUSED: Dave Schowalter

STAFF: Jim March, Town Administrator; Bob Buckingham, Community Development Director; Greg Peterson, Police Chief;; Katie Schwartz, Public Works Director; Julie Wahlen, Finance Director; Brent Braun, IT Director; Karen Heyrman, Deputy Director of Public Works; Mike Patza, Town Planner; Michael DeBruler, Assistant Fire Chief; Carl Sutter, McMahon Associates; Atty. Thelen, Herrling Clark Law Offices

OTHERS: 5 signed attendance

APPROVAL OF AGENDA/ORDER OF THE DAY

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

PUBLIC INPUT - There was no public input.

CONSENT AGENDA

Approval of regular meeting minutes from February 19, 2019 and public hearing minutes from February 20, 2019.

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

Operator Licenses:

Approval of Applications to expire: 2020 dated 2/15/19 and 2/22/19

Liquor Licenses:

CEC Entertainment, Inc dba Chuck E Cheese appoints Jeremy Johnson as agent.

Special Event Permits:

Appleton Baseball Club, Inc to hold a concert (Bush and Live) on Friday, July 26, 2019 at the Fox Cities Stadium. Event will begin to form at 4:00 p.m. and start at 6:00 p.m. until 11:00 p.m. Conditions: 1) Operational plan must be submitted 30 days prior to event; 2) Must adhere to all requirements set by Police and Fire Departments; and 3) Payment in advance for Town services.

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

FINANCIAL REPORTS

Approval of Voucher List – March 5, 2019

\$298,315.76 (93785-93739); Payroll \$303,822.93; ACH \$151,970.05

Accept Budget Statement – November 2018

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

UNFINISHED BUSINESS

Motion to review prior motion from December 18, 2018 regarding the special assessment methodology for

the 2019 Elsner Road urbanization project, for possible amendment.

Motion (Sherman/Thyssen) to open for discussion. Motion carried.

Supv. Sherman offered 3 suggestions: change assessments from 33/67 to 50/50, allow individual property owners not to hook up until they need or want to and to defer the sewer and water assessment until they hook up with an interest charge as the Town is being charged today, and defer the Bartel's property on the corner until it is sold and assess as residential now and defer the difference between the commercial and residential until the time it is sold for commercial. The Town re-zoned it to commercial knowing it would be commercial down the road.

Vice Chairman Nooyen agreed that the assessment should be changed from 33/67 to the Town paying 50 percent residents paying 25 percent on each side of the road. In regards to deferring the hookup, it should be up to the residents until the property is sold or until the system fails. There are options that could be explored in regards to the third option. He spoke with Dir. Schwartz because it is zoned commercial and it has been that way for nineteen years and it needs to stay that way, but it could be assessed as residential now and when the property is sold or changes hands that the balance would be due from the commercial assessment. If the water and sanitary sewer was taken out, the rates would be similar to what other residents have paid on past projects. The residents at the public hearing want the assessments to be fair and equitable and these options would make it fair and equitable.

Dir. Schwartz stated the 50/50 schedule was in the packet (attachment #5) and the cost for the street assessment would be \$77.28 per linear foot and the storm sewer charge would be \$20 per foot. Bringing the total to \$97.28 per foot.

Supv. Thyssen agrees with both Supv. Sherman and Vice Chairman Nooyen with changing the assessments to 50/50. The assessment would be more consist with other projects. He is unsure of the deferment. The duration on the assessment is usually 10 years, after 10 years there would still be outstanding debt accruing interest.

Vice Chairman Nooyen stated in the past he has questioned if the assessment could be extended past 10 years and was told by the Finance Director that since our borrowing is set up a certain way it ends up being a bookkeeping challenge.

Dir. Wahlen explained that the Town purchased a special assessment module to track assessments a couple years ago. The software is getting better for tracking, but the parcel changes make it difficult to track when the original parcel no longer exists.

Supv. Sherman feels that we should not be forcing residents to hook up, if they have working wells and sewer systems. There should be some give and take on the Town's part. He agreed that if the property is sold that the new owners would have to hook up or if the well goes bad.

Supv. Thyssen agrees with item one, the 50/50 assessment schedule. With item two he is not interested in seeing that change. On item three, it should be assessed as commercial when the current resident passes.

Vice Chairman Nooyen felt that once item three changed hands then the full commercial assessment be due.

Supv. Sherman stated he believes the property is in a trust.

Dir. Schwartz stated it was in a revocable trust. If there is a change to the deferment, it must be to something specific such as sale or use. The Town would have to work with Herrling Clark to define it clearly.

Administrator March stated the conditions seem reasonable to him. He would agree that the second agreement is the most troublesome as someone could live there for thirty years. In addition, they are protecting public health by trying to eliminate all the individual municipal wells. There is a 5 and 10 year

clause in the deferment/connection policy.

Dir. Buckingham added that there is wording on the deferments of connections in policy, which is also in the ordinances. There may be some action that could not be altered without amending the ordinance. This might take further research.

Dir. Schwartz stated she believed there could be a vote about the special assessment schedule to help move the project forward and that the deferment could take a separate path since they are two separate issues.

Vice Chairman Nooyen was leaning closer to what Supv. Thyssen suggested and putting a time limit on the deferral of the hook up. We can't have pockets of people on a well and holding tank. He was also concerned if a holding tank started leaking.

Supv. Sherman stated that the residents were required to get the holding tanks certified. If the holding tank doesn't certify, they would need to hook up. He believes that if someone has a working well, they shouldn't have to hook up. He was okay if there was a condition placed on it such as having it tested every five years or if the property changes hands.

Vice Chairman Nooyen questioned if we had an ordinance in place that stated they had to hook up within the next 10 years.

Dir. Schwartz stated that was our policy, not an ordinance. The code allows a five-year deferral in cases of financial hardship. If their system is 10 years or newer, it allows for a 10-year deferral.

Supv. Sherman stated most of the wells are over 10 years old.

Supv. Thyssen explained that with Capitol Drive, laterals were put into the parcels and there weren't many deferrals. He explained that most systems last a maximum of 20 to 25 years.

Vice Chairman Nooyen questioned the age of the systems.

Dir. Schwartz stated most are older than 10 years as most were from the 1990's.

Supv. Davidson stated he has a well system that is required to be tested every five years. It is coming close to an arsenic level that is not considered drinkable. In the next couple years it may need to be capped, but he is also hooked up to sewer and water.

Supv. Sherman suggested taking the items one at a time.

Motion (Sherman/Thyssen) to amended the original motion from December and assess the project as 50/50 (attachment #5) instead of 67/33.

Dir. Schwartz wanted a clarification that the 50/50 schedule was only for residential properties listed in schedule attachment number five.

Vice Chairman Nooyen stated it was only for residential assessments.

Motion carried.

Vice Chairman Nooyen explained that the consensus for item #3 is to assess that property at the residential rate until she moves out, while keeping it zoned as commercial.

Dir. Schwartz distributed a copy of the comparison for discussion purposes.

Supv. Sherman questioned if it was for the 50/50.

Dir. Schwartz explained the second line is the 50/50 residential rate.

Vice Chairman Nooyen wanted to clarify that she could still qualify for a hardship with having the trust.

Dir. Schwartz stated yes, since it was a revocable trust.

Supv. Thyssen questioned if she would still be considered part of item two, if there was a deferment.

Supv. Sherman stated yes.

Supv. Thyssen stated a large portion of the assessment could be deferred up to 10 years as well, depending on what was decided.

Supv. Sherman stated the street portion was about \$17,700 and the storm sewer portion was \$4,600. He suggested deferring that item to the next meeting to discuss with Herring Clark the proper wording.

Vice Chairman Nooyen would like a consensus on the wording so that it is legal when it comes back.

Motion (Sherman/Thyssen) to direct staff to look at the Bartel property as a residential property for assessment initially until which time the property changes hands or the use changes to commercial, at which time the deferred amount will come due as commercial.

Vice Chairman Nooyen questioned the attorney about the property being in a trust.

Atty. Thelen explained that while she is alive it won't change hands, but it would change hands to her beneficiary when she passes.

Vice Chairman Nooyen wanted the motion to be clarified in the event that she passes or moves.

Atty. Thelen stated the motion should be clarified that it is regarding the individual grantor's use, instead of the legal title to the property.

Supv. Thyssen stated the motion should also include a sale or partial sale, because there is a frontage road in the back of the Bartel property. The motion should also include a partial sale or divided parcel.

Dir. Schwartz asked for clarification from the Town Board about the grantor being the current resident, with the owners being the trust, and if they were okay with the trust owners living there as a residential parcel or not.

Supv. Thyssen stated current resident.

Supv. Sherman agreed that it is the current resident.

Motion carried.

Vice Chairman Nooyen moved on to item #2.

Motion (Thyssen/Nooyen) that those individuals that are part of the residential sewer and water hook up on the Elsner project, be allowed to defer their assessment policy up to 10 years with a well and septic system that conforms to DOR standards or until the sale of the property or passing the property to another person.

Dir. Wahlen stated that for the Capitol Drive project, the property owners were allowed to defer up to 10 years as long as they submitted the proper reports and followed the guidelines. Public Works created a document that the owners signed for tracking purposes.

TOWN BOARD MEETING – TOWN OF GRAND CHUTE – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – MARCH 5, 2019

Vice Chairman Nooyen feels the Town has to be fair to these residents and to the other residents that have already paid for special assessments.

Dir. Schwartz wanted clarification if the deferral was just for residential or if it also included commercial.

Supv. Thyssen stated it was just for residential assessments, which would include the Bartel property.

Supv. Sherman clarified the properties are residential use. He is opposed to this because he thinks there should be a longer deferment.

Administrator March added that even if they do not hook up to the water main, there is a benefit of the water main being run by the property. Whether they are connected or not, there are hidden costs associated with municipal water, such as flushing the lines and maintenance. There are some benefits for the property and it should not be free.

Vice Chairman Nooyen stated the hook up would increase the value of the property dramatically.

Supv. Thyssen stated the Town has a history of gradually urbanizing and creating a stronger infrastructure in the Town. He believes the motion is going to be fair. The urbanization will continue until we run out of farms in Grand Chute. He doesn't want to take a step back from the long standing infrastructure that has already been in place. He questioned how many people on Capitol Drive haven't hooked up. He believes many ended up hooking up once it was going through and are not having to worry about having their well tested.

Deputy Dir. Heyrman recalls only a few that have not hooked up. There were some shared wells in that area.

Supv. Thyssen stated the Town really does want them to hook up, but they are extending the deferment as a courtesy.

Supv. Davidson asked to have the motion read back. He questioned if we have done that in the past.

The motion was reiterated.

Motion carried. Sherman opposed.

NEW BUSINESS

Plan Commission Recommendations:

CUP-01-19 Conditional Use Permit requested by the Town of Grand Chute to allow grading and stream alteration associated with the replacement of a culvert under N. French Road. Director Buckingham to reports results from 3/5/19 PC meeting.

Dir. Buckingham reported that Plan Commission recommends approval.

Motion (Thyssen/Davidson) to approve CUP-01-19. Motion carried.

CUP-02-19 Conditional Use Permit requested by the Town of Grand Chute to allow grading and stream alteration associated with the replacement of a culvert under E. Apple Creek Road. PC recommends approval.

Motion (Thyssen/Davidson) to approve CUP-02-19. Motion carried.

CUP-03-19 Conditional Use Permit requested by the Town of Grand Chute to allow grading, filling and a culvert crossing associated with the extension of W. Evergreen Drive, between N. Gillett Street and N. Orion Lane. PC recommends approval.

Motion (Sherman/Davidson) to approve CUP-03-19. Motion carried.

Approve the purchase of a 2019 Chevrolet Colorado truck for the Building Inspection staff.

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

Approve the intergovernmental agreement between the City of Appleton and Town of Grand Chute for street lighting on Evergreen Drive between Richmond Street (STH 47) and Alvin Street at a cost of \$18,000.

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

Approve the intergovernmental agreement between the City of Appleton and Town of Grand Chute for the street light maintenance on Evergreen Drive between Richmond Street (STH 47) and Alvin Street.

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

Approve amendment 1 to the Municipal Agreement with Outagamie County for an engineering study of the CTH CA (College Ave) & N. Mall Drive/S. Nicolet Road and the surrounding roadway network, increasing the amount by \$4,000.

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

RESOLUTIONS

Preliminary Resolution TBR-03-2019, declaring intent to exercise special assessment powers under Chapter 66, Police Powers, Wis. Stats., 2017-18 as amended for W. Evergreen Drive urbanization – RR to N. Gillett Street.

Motion (Thyssen/Sherman) to approve TBR-03-2019. Motion carried.

ADJOURNMENT

Motion (Davidson/Sherman) to adjourn meeting. Motion carried.

Meeting adjourned at 7:24 p.m.

These minutes were taken at a regular meeting held on March 5, 2019 and entered in this record book, March 6, 2019 by:

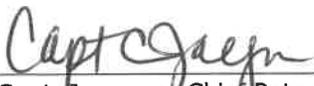
Angie Cain

Angie Cain, Town Clerk
Town of Grand Chute
Initial Draft

Please Provide Operator's Licenses checks on the following applicants for New and Renewal Operator License, (the license will expire in 2020). Amended applications where background check already complete and now resubmitted

NEW

	Approve	Deny
Dittmar, Jason R.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LaRose, Kelly L.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Peterson, Edward E.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vallner, Justina L.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vertz, Rebecca L.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yost, Stephanie A.	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Capt. Jaeger of Chief Peterson

Date: 3/14/19_____

TOWN OF GRAND CHUTE - DEPARTMENT OF COMMUNITY DEVELOPMENT

PERMIT ACTIVITY REPORT

REPORT PERIOD - FEBRUARY 2019

	2019				2018			
	FEBRUARY		YTD		FEBRUARY		YTD	
	Number	% of Total	Number	% of Total	Number	% of Total	Number	% of Total
Permits Issued								
Building Permits	24	25%	59	26%	34	34%	77	32%
Electric Permits	23	24%	56	24%	18	18%	47	20%
Plumbing Permits	26	27%	62	27%	28	28%	62	26%
HVAC Permits	23	24%	53	23%	20	20%	52	22%
Other Permits	0	0%	0	0%	0	0%	0	0%
Total Permits Issued	96		230		100		238	
	2019				2018			
	FEBRUARY		YTD		FEBRUARY		YTD	
	Number	% of Total	Number	% of Total	Number	% of Total	Number	% of Total
Projects								
New Single Family Dwellings	3	13%	8	14%	8	24%	13	17%
New Duplexes	1	4%	1	2%	0	0%	0	0%
New Multi-Family Dwellings	0	0%	0	0%	0	0%	0	0%
New Residential Access Bldgs	0	0%	2	3%	1	3%	2	3%
New Commercial/Ind Bldgs	0	0%	0	0%	0	0%	1	1%
Residential Additions & Alter	11	46%	26	44%	8	24%	19	25%
Comm/Ind Additions & Alter	3	13%	13	22%	10	29%	25	32%
Signs	5	21%	7	12%	4	12%	12	16%
Other Projects	1	4%	2	3%	3	9%	5	6%
Total Projects	24		59		34		77	
	2019				2018			
	FEBRUARY		YTD		FEBRUARY		YTD	
	Number	% of Total	Number	% of Total	Number	% of Total	Number	% of Total
Projects By Zone								
Single Family (RSF)	13	54%	30	51%	17	50%	32	42%
Two Family (RTF)	1	4%	2	3%	0	0%	2	3%
Multi-Family (RMF)	1	4%	3	5%	1	3%	1	1%
Local Commercial (CL)	3	13%	5	8%	9	26%	17	22%
Regional Commercial (CR)	4	17%	11	19%	4	12%	14	18%
Planned Commercial (CP)	2	8%	3	5%	0	0%	3	4%
Industrial (IND)	0	0%	3	5%	2	6%	7	9%
Exclusive Agriculture	0	0%	0	0%	0	0%	0	0%
General Agriculture	0	0%	2	3%	1	3%	1	1%
Total Proj. by Zoning Dist.	24		59		34		77	
	2019				2018			
	FEBRUARY		YTD		FEBRUARY		YTD	
New Dwelling Units								
Construction Costs (Ave.)	\$	241,667	\$	225,000	\$	276,431	\$	265,420
Calculated Permit Fees (Ave.)	\$	697	\$	651	\$	709	\$	683
Finished Floor Area (Ave. sq. ft.)		2,052		2,054		2,476		2,346
Garage Area (Ave. sq. ft.)		775		794		1,047		1,006
Lot Area (Ave. sq. ft.)		16,556		13,942		19,761		20,329
With Municipal Sewer (%)		100%		100%		100%		100%
With Municipal Water (%)		100%		100%		100%		100%
On Mapped Floodplain Lots (%)		0%		0%		0%		0%
	Year							
	2019 YTD	2018	2017	2016	2015	2014	2013	2012
New Dwelling Units								
In Single Family Homes	8	112	82	66	73	64	71	53
In Duplexes	2	12	8	2	2	2	0	0
In Multi-Family Apartment Units	0	20	190	40	59	8	32	160

TOWN OF GRAND CHUTE - DEPARTMENT OF COMMUNITY DEVELOPMENT

PERMIT ACTIVITY REPORT

REPORT PERIOD - FEBRUARY 2019

	2019				2018			
	FEBRUARY		YTD		FEBRUARY		YTD	
Costs By Project	Cost	% of Total	Cost	% of Total	Cost	% of Total	Cost	% of Total
New Single Family Dwellings	\$ 840,555	33%	\$ 2,204,817	24%	\$ 2,472,390	61%	\$ 3,983,905	37%
New Duplexes	\$ 185,000	7%	\$ 185,000	2%	\$ 16,600	0%	\$ 25,600	0%
New Multi-Family Dwellings	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
New Residential Access Bldgs	\$ -	0%	\$ 10,100	0%	\$ 3,060	0%	\$ 12,060	0%
New Commercial/Ind Bldgs	\$ 246,488	10%	\$ 283,488	3%	\$ 47,087	1%	\$ 599,779	6%
Residential Additions & Alter	\$ 302,624	12%	\$ 863,475	9%	\$ 279,310	7%	\$ 521,118	5%
Comm/Ind Additions & Alter	\$ 505,647	20%	\$ 5,110,373	56%	\$ 1,147,292	28%	\$ 5,177,234	49%
Signs	\$ 168,594	7%	\$ 189,094	2%	\$ 18,210	0%	\$ 197,783	2%
Other Projects	\$ 325,000	13%	\$ 330,000	4%	\$ 99,000	2%	\$ 143,000	1%
Total Costs by Project Type	\$ 2,573,908		\$ 9,176,346		\$ 4,082,949		\$ 10,660,479	
	2019				2018			
	FEBRUARY		YTD		FEBRUARY		YTD	
Costs By Work Type	Cost	% of Total	Cost	% of Total	Cost	% of Total	Cost	% of Total
Building Construction	\$ 1,678,910	65%	\$ 6,033,709	66%	\$ 3,188,228	78%	\$ 8,590,472	81%
Electrical	\$ 319,397	12%	\$ 1,340,854	15%	\$ 391,765	10%	\$ 980,739	9%
Plumbing	\$ 465,737	18%	\$ 1,105,939	12%	\$ 303,665	7%	\$ 602,431	6%
HVAC	\$ 109,864	4%	\$ 695,845	8%	\$ 199,291	5%	\$ 486,837	5%
Other	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
Total Costs by Work Type	\$ 2,573,908		\$ 9,176,346		\$ 4,082,949		\$ 10,660,479	
	2019				2018			
	FEBRUARY		YTD		FEBRUARY		YTD	
Costs By Zoning District	Cost	% of Total	Cost	% of Total	Cost	% of Total	Cost	% of Total
Single Family (RSF)	\$ 919,880	36%	\$ 2,751,969	30%	\$ 2,712,308	66%	\$ 4,402,737	41%
Two Family (RTF)	\$ 202,799	8%	\$ 241,237	3%	\$ 16,080	0%	\$ 38,680	0%
Multi-Family (RMF)	\$ 201,500	8%	\$ 237,100	3%	\$ 89,513	2%	\$ 147,807	1%
Local Commercial (CL)	\$ 171,431	7%	\$ 279,309	3%	\$ 392,907	10%	\$ 2,443,253	23%
Regional Commercial (CR)	\$ 732,640	28%	\$ 5,168,789	56%	\$ 180,295	4%	\$ 718,869	7%
Planned Commercial (CP)	\$ 76,010	3%	\$ 122,630	1%	\$ 157,545	4%	\$ 1,144,495	11%
Industrial (IND)	\$ 19,160	1%	\$ 98,210	1%	\$ 506,842	12%	\$ 1,716,180	16%
Exclusive Agriculture	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
General Agriculture	\$ 250,488	10%	\$ 277,103	3%	\$ 27,459	1%	\$ 48,459	0%
Total Costs by Zoning Dist.	\$ 2,573,908		\$ 9,176,346		\$ 4,082,949		\$ 10,660,479	
	YEAR							
Total Costs By Year	2019 YTD	2018	2017	2016	2015	2014	2013	2012
	\$ 9,176,346	\$ 138,207,277	\$ 98,638,083	\$ 78,371,494	\$ 84,705,003	\$ 62,532,610	\$ 65,715,620	\$ 61,301,129

TOWN OF GRAND CHUTE - DEPARTMENT OF COMMUNITY DEVELOPMENT

PERMIT ACTIVITY REPORT

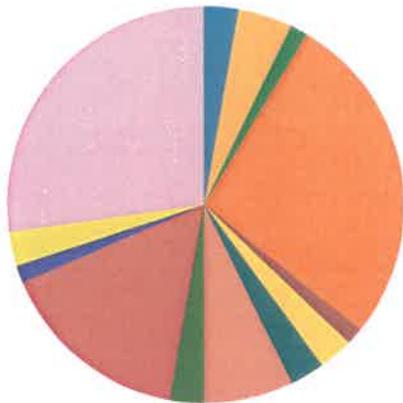
REPORT PERIOD - FEBRUARY 2019

	2019				2018			
	FEBRUARY		YTD		FEBRUARY		YTD	
Fees By Fee Type	Fees	% of Total						
Building Permits	\$6,248.00	28%	\$21,623.00	34%	\$12,352.00	33%	\$30,570.00	37%
Electric Permits	\$2,710.00	12%	\$7,474.00	12%	\$2,198.00	6%	\$5,568.00	7%
Plumbing Permits	\$1,758.00	8%	\$5,245.00	8%	\$4,247.00	11%	\$7,003.00	8%
HVAC Permits	\$1,615.00	7%	\$5,275.00	8%	\$2,089.00	6%	\$5,064.50	6%
Building Plan Review	\$1,300.00	6%	\$5,900.00	9%	\$3,000.00	8%	\$8,300.00	10%
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	\$140.00	1%	\$315.00	0%	\$280.00	1%	\$455.00	1%
Park Fee	\$1,800.00	8%	\$3,800.00	6%	\$3,200.00	8%	\$5,200.00	6%
Driveway/Access Permits	\$180.00	1%	\$480.00	1%	\$420.00	1%	\$780.00	1%
Drainage Plan Review	\$0.00	0%	\$100.00	0%	\$300.00	1%	\$300.00	0%
Drainage Inspections	\$2,600.00	12%	\$4,500.00	7%	\$2,800.00	7%	\$6,150.00	7%
Erosion Control Plan Review	\$400.00	2%	\$900.00	1%	\$800.00	2%	\$1,300.00	2%
Erosion Control Inspections	\$1,200.00	5%	\$2,600.00	4%	\$2,000.00	5%	\$3,250.00	4%
Permit Penalty Fees	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%
Fire Department Impact Fees	\$1,329.00	6%	\$2,782.00	4%	\$2,296.00	6%	\$4,454.00	5%
Assessment Maintenance Fee	\$1,100.00	5%	\$3,250.00	5%	\$1,900.00	5%	\$4,900.00	6%
Total Permit Fees By Zoning Dist.	\$22,380.00		\$64,244.00		\$37,882.00		\$83,294.50	
	2019				2018			
	FEBRUARY		YTD		FEBRUARY		YTD	
Fees By Project Type	Fees	% of Total						
New Single Family Dwellings	\$8,895.00	40%	\$24,878.00	39%	\$21,264.00	56%	\$36,489.00	44%
New Duplexes	\$3,119.00	14%	\$3,119.00	5%	\$238.00	1%	\$389.00	0%
New Multi-Family Dwellings	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%
New Res. Access Bldgs	\$0.00	0%	\$70.00	0%	\$233.00	1%	\$268.00	0%
New Commercial/Ind Bldgs	\$206.00	1%	\$374.00	1%	\$412.00	1%	\$4,273.00	5%
Residential Additions & Alter	\$2,797.00	12%	\$7,237.00	11%	\$2,793.00	7%	\$5,897.00	7%
Comm/Ind Additions & Alter	\$4,763.00	21%	\$25,591.00	40%	\$12,112.00	32%	\$33,198.50	40%
Signs	\$1,350.00	6%	\$1,600.00	2%	\$350.00	1%	\$2,050.00	2%
Other Projects	\$1,250.00	6%	\$1,375.00	2%	\$480.00	1%	\$730.00	1%
Total Permits Fees by Project Type	\$22,380.00		\$64,244.00		\$37,882.00		\$83,294.50	
	2019				2018			
	FEBRUARY		YTD		FEBRUARY		YTD	
Fees By Zoning District	Fees	% of Total						
Single Family (RSF)	\$11,393.00	51%	\$30,700.00	48%	\$23,102.00	61%	\$40,798.00	49%
Two Family (RTF)	\$3,378.00	15%	\$3,958.00	6%	\$309.00	1%	\$666.00	1%
Multi-Family (RMF)	\$0.00	0%	\$0.00	0%	\$1,112.00	3%	\$1,574.00	2%
Local Commercial (CL)	\$2,333.00	10%	\$3,755.00	6%	\$5,485.00	14%	\$10,857.00	13%
Regional Commercial (CR)	\$4,425.00	20%	\$22,770.00	35%	\$2,311.00	6%	\$9,965.00	12%
Planned Commercial (CP)	\$320.00	1%	\$708.00	1%	\$2,211.00	6%	\$8,075.50	10%
Industrial (IND)	\$399.00	2%	\$1,694.00	3%	\$3,137.00	8%	\$10,948.00	13%
Agricultural (AED) and (AGD)	\$132.00	1%	\$659.00	1%	\$215.00	1%	\$411.00	0%
Total Permit Fees by Zoning Dist.	\$22,380.00		\$64,244.00		\$37,882.00		\$83,294.50	
	Year							
Total Fees By Year	2019 YTD	2018	2017	2016	2015	2014	2013	2012
	\$ 64,244	\$ 744,028	\$ 684,850	\$ 499,050	\$ 534,144	\$ 416,728	\$ 505,387	\$ 449,275

Service Request Distribution By Request Type

Request Type	Request Count	Average Duration (days)	Average Duration (hours)	Percentage
Building Maintenance	2	8.50	204.00	2.9%
Customer Service	3	10.00	240.00	4.3%
Drainage Issue	1	7.00	168.00	1.4%
Mailbox Damage	19	6.16	147.79	27.2%
Manhole Issue	1	11.00	264.00	1.4%
Plowing/Salting Issues	2	13.00	312.00	2.9%
Pot Hole	2	7.00	168.00	2.9%
Sidewalk not Shoveled	5	6.00	144.00	7.2%
Sign Maintenance/Repair	2	26.00	624.00	2.8%
Snow Events	11	19.36	464.73	15.7%
Street Issues	1	6.00	144.00	1.4%
Vision Obstruction	2	1.00	24.00	2.9%
Winter Maintenance	19	7.89	189.47	27.1%
Total Service Requests	70	9.64	231.43	

Service Request Distribution By Request Type



Building Maintenance	2.9%
Customer Service	4.3%
Drainage Issue	1.4%
Mailbox Damage	27.1%
Manhole Issue	1.4%
Plowing/Salting Issues	2.9%
Pot Hole	2.9%
Sidewalk not Shoveled	7.1%
Sign Maintenance/Repair	2.9%
Snow Events	15.7%
Street Issues	1.4%
Vision Obstruction	2.9%
Winter Maintenance	27.1%
Total:	100.0%

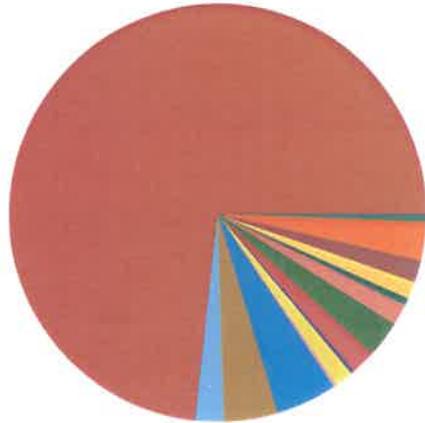
Cost Summary by Task Type

Task Type	Labor Hours	Labor Cost	Equipment Cost	Material Cost	Contractor Cost	Overhead Cost	Total Cost	%
002 Building Maintenance	19.0	\$691.57	\$14.80	\$0.00	\$0.00	\$0.00	\$706.37	0.3%
030 Forestry	2.0	\$44.38	\$90.16	\$0.00	\$0.00	\$0.00	\$134.54	0.1%
004 Inspection	18.0	\$504.14	\$146.52	\$0.00	\$0.00	\$0.00	\$650.66	0.3%
017 Leave	239.5	\$7,242.89	\$0.00	\$0.00	\$0.00	\$0.00	\$7,242.89	3.0%
005 Maintenance	97.0	\$2,738.88	\$1,128.64	\$0.00	\$0.00	\$0.00	\$3,867.52	1.6%
006 Miscellaneous	87.8	\$2,879.50	\$750.42	\$0.00	\$0.00	\$0.00	\$3,629.92	1.5%
007 Park Building Maintenance	26.5	\$857.17	\$217.40	\$0.00	\$0.00	\$0.00	\$1,074.57	0.4%
008 Park Ground Maintenance	77.3	\$2,081.55	\$2,267.81	\$0.00	\$0.00	\$0.00	\$4,349.36	1.8%
009 Repair	147.3	\$5,437.91	\$1,140.10	\$0.00	\$0.00	\$0.00	\$6,578.01	2.7%
010 Service/Customer	99.0	\$3,203.04	\$1,045.94	\$0.00	\$0.00	\$0.00	\$4,248.98	1.8%
011 Services	19.8	\$575.81	\$400.78	\$0.00	\$0.00	\$0.00	\$976.59	0.4%
027 Sewer Services	70.5	\$2,268.67	\$944.24	\$0.00	\$0.00	\$0.00	\$3,212.91	1.3%
024 Stormwater Maintenance	19.0	\$589.09	\$244.20	\$0.00	\$0.00	\$0.00	\$833.29	0.3%
012 Street Maintenance	147.0	\$4,619.39	\$6,772.10	\$0.00	\$0.00	\$0.00	\$11,391.49	4.7%
019 Summer Park Activities	8.0	\$177.52	\$0.00	\$0.00	\$0.00	\$0.00	\$177.52	0.1%
016 Vehicle Maintenance	267.9	\$9,950.36	\$79.92	\$0.00	\$0.00	\$0.00	\$10,030.28	4.2%
022 Water Services	120.0	\$3,849.90	\$1,349.39	\$0.00	\$0.00	\$0.00	\$5,199.29	2.2%
028 Winter Maintenance	1,778.0	\$71,546.46	\$104,718.15	\$0.00	\$0.00	\$0.00	\$176,264.61	73.3%
Task Types: 18	3,243.4	\$119,258.21	\$121,310.57	\$0.00	\$0.00	\$0.00	\$240,568.78	

Cost Summary by Task Type

Task Type	Labor Hours	Labor Cost	Equipment Cost	Material Cost	Contractor Cost	Overhead Cost	Total Cost	%
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Cost Summary by Task Type



Building Maintenance	0.3%
Forestry	0.1%
Inspection	0.3%
Leave	3.0%
Maintenance	1.6%
Miscellaneous	1.5%
Park Building Maintenance	0.4%
Park Ground Maintenance	1.8%
Repair	2.7%
Service/Customer	1.8%
Services	0.4%
Sewer Services	1.3%
Stormwater Maintenance	0.3%
Street Maintenance	4.7%
Summer Park Activities	0.1%
Vehicle Maintenance	4.2%
Water Services	2.2%
Winter Maintenance	73.3%
Total:	100.0%

GRAND CHUTE FIRE DEPARTMENT

FEBRUARY 2019 ACTIVITY REPORT



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

"Protecting the lives, property, and environment for the community we serve."

INCIDENT STATISTICS

<u>CATEGORY</u>	<u>FEB</u>	<u>YTD</u>
Station #1 Incidents	78	162
Station #2 Incidents	92	212
Simultaneous Incidents	25	42
Multi-Company Incidents	25	54
Day (6A-6P) Incidents	118	241
Night (6P-6A) Incidents	52	133
Total Incidents	170	374

<u>CATEGORY</u>	<u>FEB 2019</u>	<u>FEB 2018</u>
Total Incidents	170	172

FRACTILE RESPONSE PERFORMANCE

(Percent Compliant)

<u>TIME</u>	<u>BENCHMARK</u>	<u>FEB</u>	<u>YTD</u>
Processing	60 Seconds	27%	27%
Fire Turnout	80 Seconds	58%	56%
EMS Turnout	60 Seconds	45%	46%
Travel	240 Seconds	40%	38%

<u>FIRE LOSS</u>	<u>FEB</u>	<u>YTD</u>
Property Value	\$2,200	\$1,680,712
Property Lost	\$150	\$49,075
Property Saved	\$2,050	\$1,631,637

<u>MUTUAL/AUTOMATIC AID</u>	<u>FEB</u>	<u>YTD</u>
Appleton (Given)	2	4
Appleton (Received)	1	3
Fox Crossing (Given)	1	1
Fox Crossing (Received)	0	1
Town of Center (Given)	0	0
Town of Center (Received)	0	0
MABAS Responses	1	1



GCFD's newest Career Firefighter Derrick Green and his family after being sworn in at the Town Board Meeting on 2/5/2019.

OPERATIONS DIVISION

INCIDENT TYPE SUMMARY

<u>INCIDENT TYPE</u>	<u>FEB</u>	<u>YTD</u>
Fire	4	9
Overpressure	1	1
Rescue and EMS	83	188
Hazardous Condition	13	26
Service Call	12	24
Good Intent Call	37	78
False Alarm / Call	20	48
Severe Weather	0	0
Special Incident	0	0

<u>EMS REASON FOR CALL</u>	<u>FEB</u>	<u>YTD</u>
Abdominal Pain	3	4
Allergies	0	0
Animal Bite	0	0
Assault	1	2
Back Pain	2	4
Breathing Problem	8	18
Burns	0	0
Cardiac Arrest	3	4
Chest Pain	6	10
Choking	1	1
Convulsions / Seizure	3	8
Diabetic Problem	0	1
Drowning	0	0
Eye Problem	0	0
Fall Victim	17	37
Headache	0	1
Heart Problems	0	4
Heat / Cold Exposure	0	0
Hemorrhage / Laceration	2	4
Ingestion / Poisoning	3	6
Pregnancy / Childbirth	0	0
Psychiatric Problems	0	1
Sick Person	14	36
Stab / Gunshot Wound	1	1
Stroke / CVA	2	4
Traffic Accident	1	5
Traumatic Injury	4	6
Unconscious / Fainting	6	19
Unknown Problem / Man Down	1	2
Not Applicable	1	1



FIRE PREVENTION DIVISION

GCFD Provides “Stop the Bleed” Training

On the afternoon of February 26th, your Grand Chute Firefighters, led by Part-Time Firefighter Mitch Torres, presented “Stop the Bleed” training to 21 attendees at the Ridgeview Highlands Complex. “Stop The Bleed” teaches skills to quickly stopping life threatening bleeding resulting from traumatic injuries, enabling community members to provide life saving intervention prior to the arrival of fire / EMS personnel.



TRAINING DIVISION

Personnel Receive Technical Rescue Training

In February, three members of the GCFD started a semester-long technical rescue training course



hosted by Fox Valley Technical College. Among the many topics covered, personnel will receive significant training on rope rescue techniques which form the foundation skillset of all technical rescue disciplines.

<u>TRAINING CATEGORY</u>	<u>FEB HRS</u>	<u>YTD HRS</u>
Administrative	9.75	53.55
Apparatus Operations	10.0	10.0
Emergency Medical	61.0	165.0
Fire Suppression	139.25	197.25
Special Operations	82.0	86.25
Recruit Academy	0.0	0.0
Officer Development	30.5	45.5
Risk Reduction	1.0	4.0
Total Training Hours	333.5	561.55

RISK REDUCTION SUMMARY

<u>CODE ENFORCEMENT</u>	<u>FEB</u>	<u>YTD</u>
Routine Inspections	222	399
Pre-Occupancy	6	8
System Acceptance	6	19
Membrane Structure	0	0
Violations	439	669

<u>PUBLIC EDUCATION</u>	<u>FEB</u>	<u>YTD</u>
Events	2	9
Citizen Contacts	46	147

<u>FIRE PERMITS</u>	<u>FEB</u>	<u>YTD</u>
Recreational	14	54
Agricultural	0	1

<u>SOCIAL MEDIA</u>	<u>FEB</u>	<u>TOTAL</u>
Facebook “Likes”	55	4,706
Twitter “Followers”	18	1,757



TOP SOCIAL MEDIA POST

A Facebook post honoring the memory of former GCFD, and active Hortonville Firefighter “Chip” Garrow who succumbed to cancer after a long and courageous battle received 150 “likes” and reached more than 2,300 users. Chip was instrumental in the formation of the GCFD Explorer Program, and was an active advisor during his service with our agency.



To: Dave Schowalter, Town Chairman
Members of the Town Board
From: Karen Heyrman, P.E. *kmh*
Deputy Director of Public Works
Re: Grand Chute Park Commission Monthly Report
Date: March 19, 2019

Benefits of Parks in Communities

According to conservationtools.org "Homebuyers prefer homes close to parks, open space, and greenery." They also "make our cities and neighborhoods more attractive places to live and work." A study showed a neighborhood in Colorado near a park had an increase in property value of \$4.20 per foot as they approached the park.

Town Center Park Updates

The third series of fitness classes started the week of March 4, 2019. It will conclude before Easter. We advertised Yoga, Zumba, and Tai Chi and were able to get the minimum of ten participants in Yoga. Staff is working with the YMCA to advertise the next sessions.

Our brochure for Town Center Park Donation Opportunities was updated based on comments from supervisor Nooyen. The brochure was mailed with our February water utility bills and six donations were returned totaling \$900. We will do this again with June and July water utility bill mailings.

The Park Commission approved the attached design for donor recognition at Town Center Park. Appleton Sign Company developed the design based on the donation team concepts and provided a 50% discount in exchange for donor recognition of \$2,500. The display will include blank areas for Town staff to fill as future donations are received.

Comprehensive Outdoor Recreation Strategy (CORS)

The Park Commission continued discussions for development of a 5-year Capital Improvement Plan for the priorities identified in the CORS plan update.

The Commission approved the staff recommendation improvements at Lions Park and Arrowhead Park.

The majority of the short term improvements in the CORS plan at Lions Park are included in the 2019 CIP. The work that will be bid in 2019 includes the drainage improvements, asphalt trail, and parking lot resurfacing. Volleyball upgrades include are another short term recommended improvement in the CORS. Park staff will complete this work in 2019. The Commission unanimously approve including the

remaining short term improvement for site furnishing in the 5-year CIP that is under development.

The rubber mulch playground surface and east parking lot resurfacing are short term improvements included in the 2019 CIP at Arrowhead Park. Staff recommended that the 5-year CIP include the perimeter walk and site furnishings allowance for benches Arrowhead Park. The Park Commission unanimously approved the staff recommendation. Staff may be able to complete part of the perimeter walk connecting the east parking lot to the shelter with surplus funds. The site furnishings allowance was a long improvement in the CORS. Staff identified this as a short term priority and the security allowance identified in the plan as a short term improvement was removed from further consideration. The Commission had a lengthy discussion on the Tennis Courts at Arrowhead Park. The CORS identified repaving the existing tennis court and adding an additional tennis court as medium priority improvements at Arrowhead Park. Both would be striped for pickle ball and tennis. Staff does not feel the tennis court addition is necessary and the magnitude of the repairs to upgrade the tennis court and add lighting are cost effective. There are tennis courts at Lions Park and Patriot Park. The Commission directed staff to review the use of this facility using the motion activation feature on the security cameras and report back.

A list of priorities for the six parks discussed to date is attached.

Staff will finalize the timeline for all CIP improvements in June. The remaining Park Commission CIP improvement discussions, by month, are as follows:

- April 8, 2019 – Carter Woods Park and Prairie Hill Park
- May 13, 2019 – Brookview Parcel and Starview Parcel

Capital Improvement Schedule



Priority

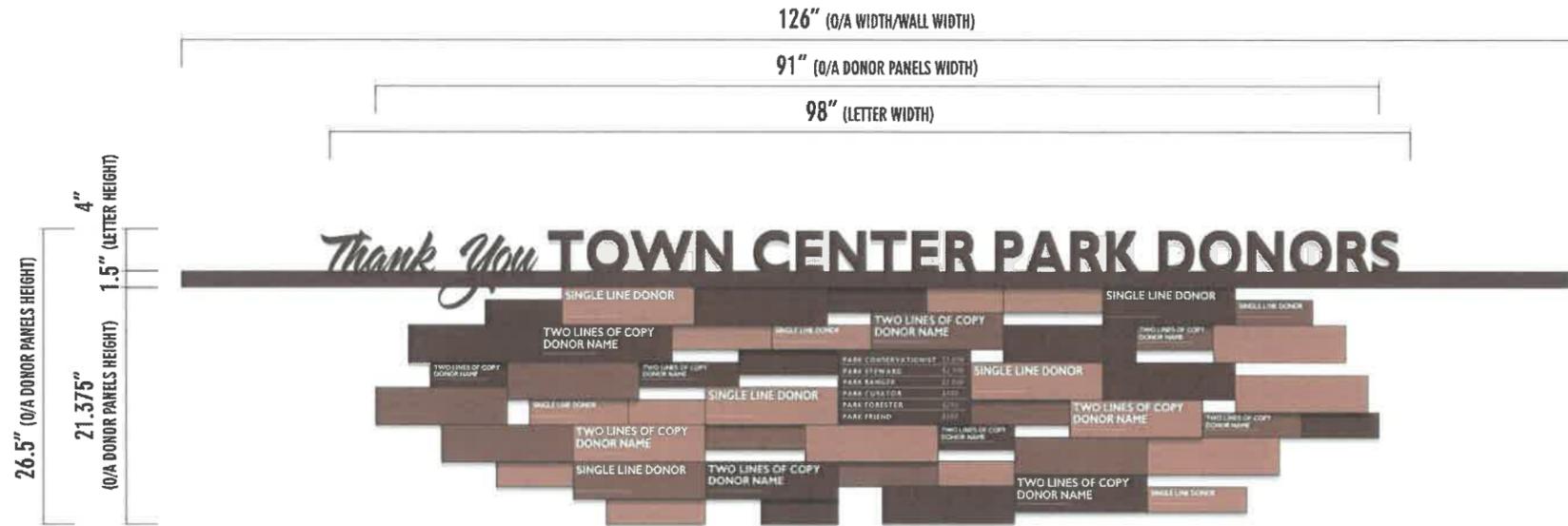
PARK NAME	ESTIMATED COST		COMMENTS
Maple Edge Park			January Park Commission
Site Lighting	\$8,000		
Poured in Place Play Surface	\$55,800		
Perimeter Walk	\$6,800		
Existing Building Demolition	TBD	X	2019 CIP
Sports Court: surfacing, overlay, & striping	\$35,900	2	
Sports Court: hoops, fencing, & equipment	\$33,200	2	
Parking Lot	\$36,500		
Shelter/Restroom	\$251,000	1	
Accessible Routes	\$25,000		
Landscaping Allowance	\$7,500		
Security Allowance	\$3,000	X	
Site Furnishings Allowance	\$3,000		
Arrowhead Park			March Park Commission
Site Lighting	\$8,000		
Rubber Mulch Play Surface	\$28,000	X	2019 CIP
Perimeter Walk	\$9,000	1	
Tennis Court Upgrades	\$60,000		Monitor use and possibly repurpose.
Tennis Court Addition	\$65,000		Remove
Volleyball Upgrades	\$16,000		
East Parking, Access, & Driveway Improvements	\$48,400	X	2019 CIP
Basketball Court Improvements	\$40,000		
Accessible Routes (asphalt)	\$6,000		
Security Allowance	\$3,000	X	Remove
Site Furnishings Allowance	\$5,000	2	Move to priority
Lions Park			March Park Commission
Site Lighting Allowance	\$8,000		
Poured in Place Play Surface	\$31,500		
Perimeter Walk	\$5,000		
Drainage Upgrades	\$16,000	X	2019 CIP
Asphalt Trail	\$45,400	X	2019 CIP
Parking Lot Improvements	\$44,600	X	2019 CIP
Volleyball Upgrades	\$31,000	X	2019 Park Staff Project
Landscaping Allowance	\$4,500		
Pavilion/Shelter Upgrades	TBD		
Site Furnishings Allowance	\$10,000	1	benches along trail



Priority

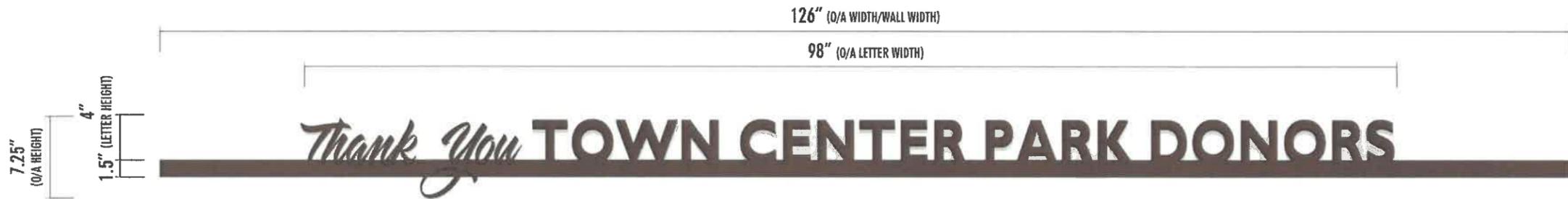
PARK NAME	ESTIMATED COST		COMMENTS
Patriot Park			February Park Commission
Site Lighting Allowance	\$8,000		
Poured in Place Play Surface	\$95,500		
Perimeter Walk	\$8,300		
Tennis Court Upgrades: crack repair, surfacing, repainting)	\$14,500	2a	
Tennis Court Upgrades: lighting	\$100,000		
Volleyball Upgrades	\$16,000	3	
Driveway and East Parking Lot	\$26,000	1b	2020 CIP
Rolley Hockey Improvements	\$48,000	6	
Security Allowance	\$3,000	5	
Site Furnishings Allowance	\$15,000		
Patriot Trail 2*	\$45,000	2b	2020 CIP
Perimeter Walk	\$8,300	1a	
Drainage	\$16,000	4	
Lecker Park			January Park Commission
Fencing Replacement	\$155,000	2	
Site Furnishings Allowance	\$8,000	X	
Invasive Species Removal	\$6,500		
Parking Lot	\$145,000	1	2020 or 2021 Gillett St.
Security Allowance	\$3,000		
Town Center Park			February Park Commission
Wetland Patrhs	\$11,700	X	2019 CIP
Community Gathering Path	\$29,300	X	2019 CIP
Southern Path	\$8,800	X	2019 CIP
Teen Play Area (Zipline)	\$39,500	1	
Pedestrian Bridge	\$75,000	2	
Boardwalks - 6' Wide	\$246,500	3	
Adult Exercise	\$35,000	4	
Stream Education Lab*	\$50,000	MP 2022	
Wetland Education Lab*	\$72,900	MP 2021	
Nature Gathering Lab*	\$19,700	MP 2020	
Fire pit*	\$15,000	MP 2020	

O/A DETAIL VIEW



SCALE: 3/4" = 1' 0"

LETTERS DETAIL VIEW

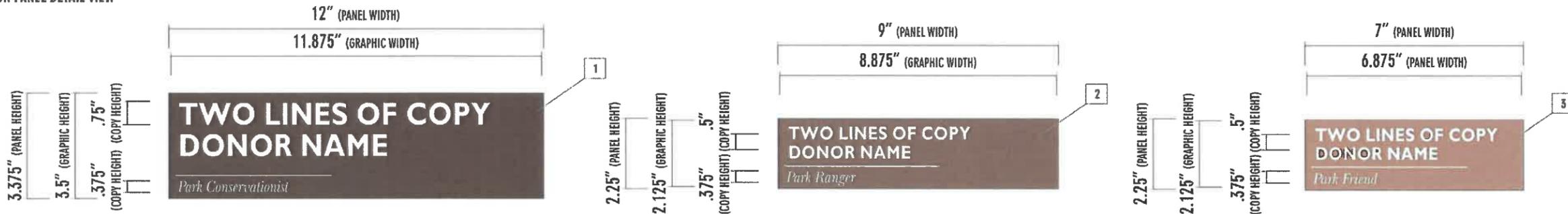


1/4" FLAT CUT ACRYLIC LETTERS GLUED TO FACE OF ACRYLIC BAR
INSTALLED PRIOR TO PAINT

1" DEEP ROUTED ACRYLIC BAR AND LETTERS - PAINTED ONE COLOR
(SPliced IN CENTER TO AVOID LETTERS)
STUD MOUNTED FLUSH TO WALL

SCALE: 1" = 1' 0"

DONOR PANEL DETAIL VIEW



.75" DEEP ROUTED ACRYLIC PANEL - PAINTED POSSIBLE THREE COLORS
WHITE EDGE PRINT ON CLEAR VINYL W/ MATTE LAMINATION
STUD MOUNTED FLUSH TO WALL

.5" DEEP ROUTED ACRYLIC PANEL - PAINTED POSSIBLE THREE COLORS
WHITE EDGE PRINT ON CLEAR VINYL W/ MATTE LAMINATION
STUD MOUNTED FLUSH TO WALL

.5" DEEP ROUTED ACRYLIC PANEL - PAINTED POSSIBLE THREE COLORS
WHITE EDGE PRINT ON CLEAR VINYL W/ MATTE LAMINATION
STUD MOUNTED FLUSH TO WALL

SCALE: 3" = 1' 0"

CLIENT:	GRAND CHUTE, TOWN OF
STREET ADDRESS:	1900 GRAND CHUTE BLVD
CITY / STATE:	APPLETON, WI
SCOPE:	INTERIOR DONOR WALL
DATE:	9/5/18
SALES:	JOSH TURKOW
DESIGNER:	MIKE FRASSETTO

GENERAL SPECIFICATIONS

VOLTAGE:	
POWER DRAW:	
SQUARE FOOTAGE:	

COLOR SCHEDULE

1	PAINT: SW 6097 STURDY BROWN
2	PAINT: SW 6095 TOASTY
3	PAINT: SW 6094 SENSATIONAL SAND

REQUIRED ITEMS

CLEAN ART?	
FIELD SURVEY?	
COLORS?	

X MISC. ITEMS? DONOR NAMES NEEDED

REVISION SCHEDULE

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FABRICATE AND INSTALL - "TOWN CENTER PARK" - INTERIOR DONOR WALL DISPLAY

OPT. #1

11283-5B

1

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LOCATION VIEW



CLIENT:	GRAND CHUTE, TOWN OF
STREET ADDRESS:	1900 GRAND CHUTE BLVD
CITY / STATE:	APPLETON, WI
SCOPE:	INTERIOR DONOR WALL
DATE:	9/5/18
SALES:	JOSH TURKOW
DESIGNER:	MIKE FRASSETTO

GENERAL SPECIFICATIONS	
VOLTAGE:	
POWER DRAW:	
SQUARE FOOTAGE:	

COLOR SCHEDULE	

REQUIRED ITEMS	
CLEAN ART?	
FIELD SURVEY?	
COLORS?	
MISC. ITEMS ?	

REVISION SCHEDULE	

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OPT. #1

11283-5B

2

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LOCATION VIEW OPT 2



CLIENT:	GRAND CHUTE, TOWN OF
STREET ADDRESS:	1900 GRAND CHUTE BLVD
CITY / STATE:	APPLETON, WI
SCOPE:	INTERIOR DONOR WALL
DATE:	9/5/18
SALES:	JOSH TURKOW
DESIGNER:	MIKE FRASSETTO

GENERAL SPECIFICATIONS	
VOLTAGE:	
POWER DRAW:	
SQUARE FOOTAGE:	

COLOR SCHEDULE	

REQUIRED ITEMS	
CLEAN ART?	
FIELD SURVEY?	
COLORS?	
MISC. ITEMS ?	

REVISION SCHEDULE	

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SEE PAGE ONE FOR DESCRIPTION

OPT. #1

11283-5B

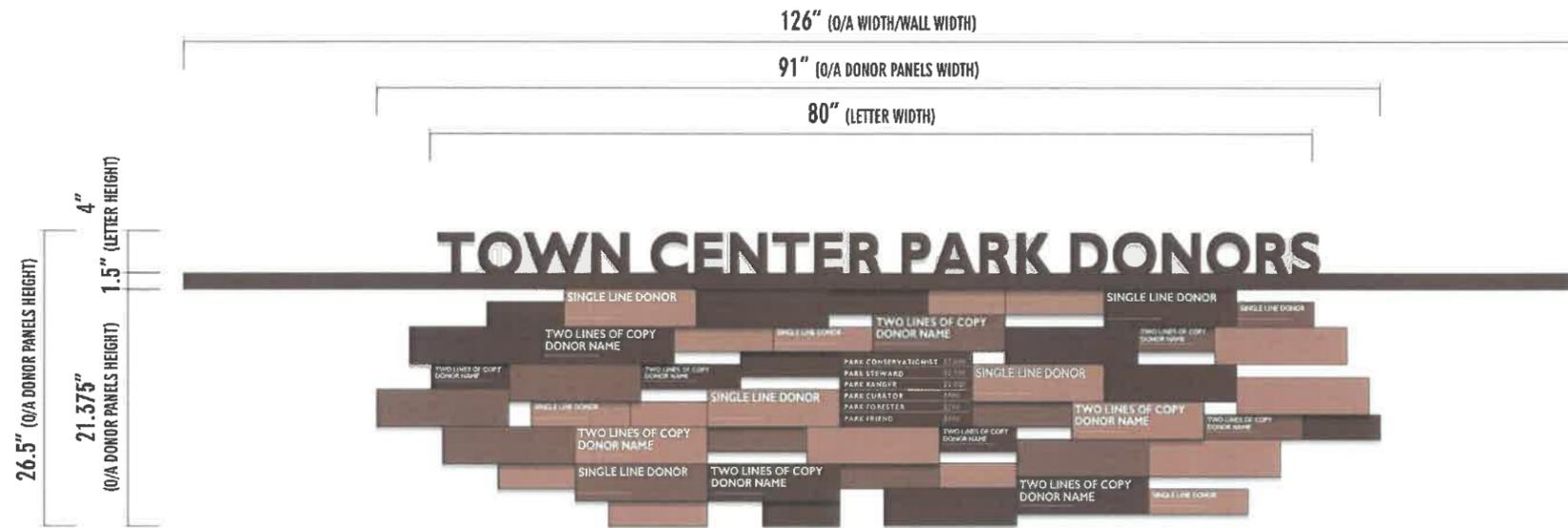
3

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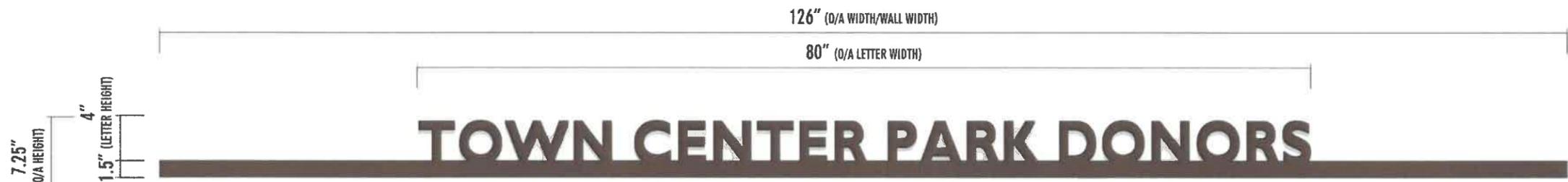
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O/A DETAIL VIEW



SCALE: 3/4" = 1' 0"

LETTERS DETAIL VIEW

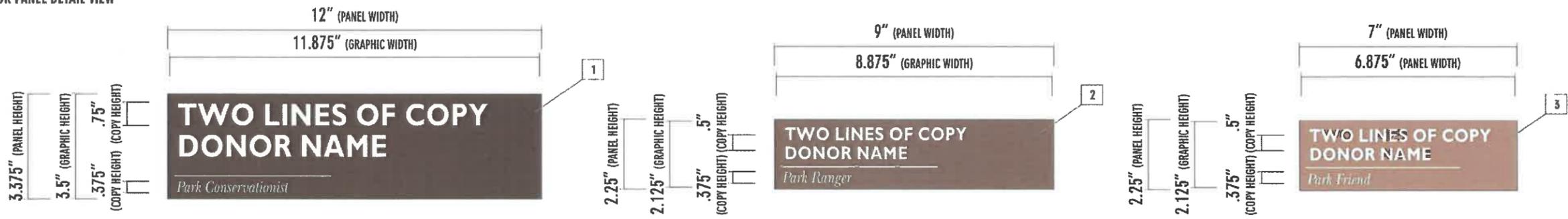


1/4" FLAT CUT ACRYLIC LETTERS GLUED TO FACE OF ACRYLIC BAR
INSTALLED PRIOR TO PAINT

1" DEEP ROUTED ACRYLIC BAR AND LETTERS - PAINTED ONE COLOR
(SPLICED IN CENTER TO AVOID LETTERS)
STUD MOUNTED FLUSH TO WALL

SCALE: 1" = 1' 0"

DONOR PANEL DETAIL VIEW



.75" DEEP ROUTED ACRYLIC PANEL - PAINTED POSSIBLE THREE COLORS
WHITE EDGE PRINT ON CLEAR VINYL W/ MATTE LAMINATION
STUD MOUNTED FLUSH TO WALL

.5" DEEP ROUTED ACRYLIC PANEL - PAINTED POSSIBLE THREE COLORS
WHITE EDGE PRINT ON CLEAR VINYL W/ MATTE LAMINATION
STUD MOUNTED FLUSH TO WALL

.5" DEEP ROUTED ACRYLIC PANEL - PAINTED POSSIBLE THREE COLORS
WHITE EDGE PRINT ON CLEAR VINYL W/ MATTE LAMINATION
STUD MOUNTED FLUSH TO WALL

SCALE: 3" = 1' 0"



2400 Holly Road • Neenah, WI 54956
Tel: 920.734.1601 • Fax: 920.734.1622

www.AppletonSIGN.com

CLIENT:	GRAND CHUTE, TOWN OF
STREET ADDRESS:	1900 GRAND CHUTE BLVD
CITY / STATE:	APPLETON, WI
SCOPE:	INTERIOR DONOR WALL
DATE:	9/5/18
SALES:	JOSH TURKOW
DESIGNER:	MIKE FRASSETTO

GENERAL SPECIFICATIONS

VOLTAGE:	
POWER DRAW:	
SQUARE FOOTAGE:	

COLOR SCHEDULE

1	PAINT: SW 6097 STURDY BROWN
2	PAINT: SW 6095 TOASTY
3	PAINT: SW 6094 SENSATIONAL SAND

REQUIRED ITEMS

CLEAN ART?	
FIELD SURVEY?	
COLORS?	

X MISC. ITEMS? DONOR NAMES NEEDED

REVISION SCHEDULE

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FABRICATE AND INSTALL - "TOWN CENTER PARK" - INTERIOR DONOR WALL DISPLAY

OPT. #2

11283-5B

1

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LOCATION VIEW OPT 1



CLIENT:	GRAND CHUTE, TOWN OF
STREET ADDRESS:	1900 GRAND CHUTE BLVD
CITY / STATE:	APPLETON, WI
SCOPE:	INTERIOR DONOR WALL
DATE:	9/5/18
SALES:	JOSH TURKOW
DESIGNER:	MIKE FRASSETTO

GENERAL SPECIFICATIONS	
VOLTAGE:	
POWER DRAW:	
SQUARE FOOTAGE:	

COLOR SCHEDULE	

REQUIRED ITEMS	
CLEAN ART?	
FIELD SURVEY?	
COLORS?	
MISC. ITEMS ?	

REVISION SCHEDULE	

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OPT. #2

11283-5B

2

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LOCATION VIEW OPT 2



SCALE: 3/4" = 1' 0"

CLIENT:	GRAND CHUTE, TOWN OF
STREET ADDRESS:	1900 GRAND CHUTE BLVD
CITY / STATE:	APPLETON, WI
SCOPE:	INTERIOR DONOR WALL
DATE:	9/5/18
SALES:	JOSH TURKOW
DESIGNER:	MIKE FRASSETTO

GENERAL SPECIFICATIONS	
VOLTAGE:	
POWER DRAW:	
SQUARE FOOTAGE:	

COLOR SCHEDULE	

REQUIRED ITEMS	
CLEAN ART?	
FIELD SURVEY?	
COLORS?	
MISC. ITEMS?	

REVISION SCHEDULE	

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OPT. #2

11283-5B

3

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Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
Total 93830:						300.00
93832	03/19/2019	WE ENERGIES	030419-3854-	ELEC SVC CASALOMA DR & VICTORY LANE	10-14-53420-220	54.41
Total 93832:						54.41
93833	03/19/2019	WITTHUHN PRINTING CO. INC	9048	FINANCE ENVELOPES	10-19-51501-310	108.82
93833	03/19/2019	WITTHUHN PRINTING CO. INC	9050	ABSENCE FORMS	10-18-51400-310	273.40
93833	03/19/2019	WITTHUHN PRINTING CO. INC	9051	FORMS PRINTING	24-13-52200-320	114.10
93833	03/19/2019	WITTHUHN PRINTING CO. INC	9053	BUSINESS CARDS	10-17-52100-320	705.00
Total 93833:						1,201.32
93834	03/13/2019	KWIK TRIP	030719	KWIK TRIP GAS	10-13-52200-344	679.54
93834	03/13/2019	KWIK TRIP	030719	KWIK TRIP GAS	10-14-53311-344	1,060.44
93834	03/13/2019	KWIK TRIP	030719	KWIK TRIP GAS	10-17-52100-344	15.57
Total 93834:						1,755.55
Grand Totals:						366,643.47

Dave Schowalter, Chairman: _____

Jeff Nooyen, Supervisor: _____

Travis Thyssen, Supervisor: _____

Bruce Sherman, Supervisor: _____

Eric Davidson, Supervisor: _____

Angie Cain, Clerk: _____

Julie M. Wahlen, Treasurer: _____

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
93789	03/07/2019	OUTAGAMIE COUNTY TREAS	030619-CUP-0	EVERGREEN DR(GILLETT TO ORION) CUP-03-19 P	46-09-57725-000	450.00
Total 93789:						450.00
93793	03/19/2019	ANDERSON, TIM	012919	TYWASIKA PEEBLES	10-15-45100	447.50
Total 93793:						447.50
93794	03/19/2019	ARMS, INC	0256822	ADMIN SHREDDING	10-18-51400-290	48.15
93794	03/19/2019	ARMS, INC	0256822	PD SHREDDING	10-17-52110-290	53.50
93794	03/19/2019	ARMS, INC	0256822	FIRE-SHREDDING	10-13-52200-290	26.75
Total 93794:						128.40
93795	03/19/2019	AYRES ASSOCIATES	179426	MCCARTHY RD DESIGN & CONSTRUCTION SVCS	55-14-57331-000	17,987.22
93795	03/19/2019	AYRES ASSOCIATES	179426	MCCARTHY RD DESIGN & CONSTRUCTION SVCS	48-09-56900-210	21,674.04
Total 93795:						39,661.26
93796	03/19/2019	BALL AUTO PARTS	119439	HD WIPERS	10-14-53313-350	59.88
Total 93796:						59.88
93797	03/19/2019	CITY OF APPLETON	1662	TRANSIT SERVICE JAN 2019	10-14-53520-290	55,860.00
93797	03/19/2019	CITY OF APPLETON	1749	2019 RECYCLING SITE USAGE	10-14-53635-290	55,000.00
93797	03/19/2019	CITY OF APPLETON	1750	TRAFFIC LIGHT REP-CASALOMA/INTEGRITY	10-14-53311-348	1,046.61
Total 93797:						111,906.61
93798	03/19/2019	CRESCENT ELECTRIC SUPPL	S506163903.0	LIGHT FIXTURES FOR TOWN HALL BLDG	10-18-51600-360	28.06
Total 93798:						28.06
93799	03/19/2019	DESENS, JEFFREY & LISA	030119-MRB-	MAILBOX REIMBURSEMENT-HIT BY SNOW PLOW	10-14-53312-340	75.00
Total 93799:						75.00
93800	03/19/2019	EMMONS BUSINESS INTERIO	030719	OFFICE CHAIRS	10-14-53311-340	1,126.86
Total 93800:						1,126.86
93801	03/19/2019	EZ GLIDE GARAGE DOORS A	0160582-IN	SERVICE/MAINT TO TH GARAGE DOORS	10-18-51600-290	1,496.10
Total 93801:						1,496.10
93804	03/19/2019	GOLD CROSS AMBULANCE S	5321	NARCAN REPLACEMENT	10-17-52100-340	33.54
Total 93804:						33.54
93805	03/19/2019	GRAND CHUTE UTILITIES	030519-FS2	UTILITIES FS2 - 12/1/18 THRU 2/28/19	10-13-52200-220	559.77
93805	03/19/2019	GRAND CHUTE UTILITIES	030519-FST2-	UTILITIES FS2 WATER ONLY 12/1/18-2/28/19	10-13-52200-220	106.73
93805	03/19/2019	GRAND CHUTE UTILITIES	030519-OFS2	UTILITIES OLD FS2 12/1/18 THRU 2/28/19	10-13-52200-220	541.21
93805	03/19/2019	GRAND CHUTE UTILITIES	030519-PP	UTILITIES PATRIOT PARK 12/1/18-2/28/19	10-16-55200-220	288.96
Total 93805:						1,496.67

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
93806	03/19/2019	HEARTLAND BUSINESS SYST	303713-H	SMARTNET SUPPORT FOR WIRELESS	10-20-51460-290	2,933.63
93806	03/19/2019	HEARTLAND BUSINESS SYST	303714-H	1 YR SUPPORT FOR BACKUP APPLIANCE	10-20-51460-290	3,539.20
93806	03/19/2019	HEARTLAND BUSINESS SYST	304085-H	SMARTNET ANNUAL SUPPORT	10-20-51460-290	4,435.78
Total 93806:						10,908.61
93807	03/19/2019	HIETPAS WELDING	36231	REPAIR SNOWPLOW	10-14-53313-350	375.00
Total 93807:						375.00
93808	03/19/2019	JEFFERSON FIRE & SAFETY I	IN103031	TURNOUT GEAR	10-13-52200-810	25,567.88
Total 93808:						25,567.88
93809	03/19/2019	JOHN FABRICK TRACTOR CO.	80712	MISC SHOP SUPPLIES/PARTS	10-14-53313-350	222.60
Total 93809:						222.60
93810	03/19/2019	KEVIN R SHEDAHL DBA K-9 S	A02272019	7728-K9 TRAINING, NEW MEXICO	71-17-52100-330	13,900.00
Total 93810:						13,900.00
93811	03/19/2019	KWIK TRIP	030119	RESTITUTION LEE 5G8096J998	10-15-45100	35.64
Total 93811:						35.64
93812	03/19/2019	LAKESIDE OIL COMPANY INC	6534359-4155	3,606 GAL UNLEADED FUEL	10-14-53311-344	7,144.58
93812	03/19/2019	LAKESIDE OIL COMPANY INC	6534359-4155	3,266 GAL #2 DIESEL FUEL	10-14-53311-344	7,360.93
Total 93812:						14,505.51
93813	03/19/2019	LEE RECREATION LLC	11934-19	TRASH RECEPTACLES FOR PARKS	10-16-55200-810	7,462.00
93813	03/19/2019	LEE RECREATION LLC	11935-19	NEW PICNIC TABLES	10-16-55200-340	5,069.00
Total 93813:						12,531.00
93814	03/19/2019	LUTZOW, MARY	030119	RESTITUTION 164532396 MARTENS	10-15-45100	200.00
Total 93814:						200.00
93815	03/19/2019	MARTINEZ, SOFIA	022619-SDR	PARK KEY SECURITY DEPOSIT REFUND-TCP	10-00-23003	200.00
Total 93815:						200.00
93816	03/19/2019	MATTHEWS COMMERCIAL TIR	69335	TIRE REPAIR EQUIPMENT #208	10-14-53313-350	64.79
Total 93816:						64.79
93817	03/19/2019	MATT'S WELDING LLC	021919-#222	SNOWPLOW SPRING REPAIR #222 WING	10-14-53313-350	150.00
Total 93817:						150.00
93818	03/19/2019	MCMAHON	0800476	DESIGN EVERGREEN DR WCL RR TO GILLETT	46-09-56900-210	2,973.40
93818	03/19/2019	MCMAHON	0800480	DESIGN SVCS SPENCER STREET DESIGN	55-14-57331-000	560.68
93818	03/19/2019	MCMAHON	0800486	OCR PUBLIC HEARING EVERGREEN DR RR CROS	55-14-57331-000	7,943.90
93818	03/19/2019	MCMAHON	0911548	RELEASE & CSM HUNTERS LA CUL-DE-SAC	10-14-53311-210	1,975.78

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
93818	03/19/2019	MCPAHON	0911771	RELEASE & CSM HUNTERS LA CUL-DE-SAC	10-14-53311-210	1,509.00
93818	03/19/2019	MCPAHON	0912327	RELEASE & CSM HUNTERS LA CUL-DE-SAC	10-14-53311-210	3,561.86
93818	03/19/2019	MCPAHON	0913010	RELEASE & CSM-HUNTERS LANE CUL-DE-SAC	10-14-53311-210	144.00
Total 93818:						18,668.62
93819	03/19/2019	MEGAN MARIE PHOTOGRAPH	021519	DEPARTMENT PHOTOS	10-17-52110-210	175.00
Total 93819:						175.00
93820	03/19/2019	MID-AMERICAN RESEARCH C	0658149-IN	CITRUS DEGREASER	10-14-53313-340	213.32
Total 93820:						213.32
93821	03/19/2019	MORTON SALT	5401740530	291.85 TONS OF SALT DELIVERED	10-14-53312-340	17,277.52
93821	03/19/2019	MORTON SALT	5401773466	305.61 TONS SALT DELIVERED	10-14-53312-340	18,092.11
93821	03/19/2019	MORTON SALT	5401774918	97.14 TONS OF SALT DELIVERED	10-14-53312-340	5,750.69
93821	03/19/2019	MORTON SALT	5401782960	282.9 TONS OF SALT DELIVERED	10-14-53312-340	16,747.69
93821	03/19/2019	MORTON SALT	5401784670	121.52 TONS SALT DELIVERED	10-14-53312-340	7,193.98
Total 93821:						65,061.99
93823	03/19/2019	OUTAGAMIE COUNTY TREAS	030519	FEBRUARY COURT FINES	10-15-45100	4,324.89
93823	03/19/2019	OUTAGAMIE COUNTY TREAS	030719	CASTILLO/PD BY CTY HAZMAT REIMBURSE	10-18-48900	106.10
93823	03/19/2019	OUTAGAMIE COUNTY TREAS	1017384	4,000 GAL SALT BRINE	10-14-53312-340	552.49
93823	03/19/2019	OUTAGAMIE COUNTY TREAS	1017402	DESIGN SVCS (WDOT)	55-14-57331-000	18,772.14
Total 93823:						23,755.62
93824	03/19/2019	REIHL, RONALD & JENNIFER	030119-MBR-	MAILBOX REIMBURSEMENT-HIT BY SNOW PLOW	10-14-53312-340	75.00
Total 93824:						75.00
93825	03/19/2019	ROBERT E LEE & ASSOCIATE	75229	STH 96 IMPROVEMENTS-CONST ADMIN	47-09-57733-000	855.00
Total 93825:						855.00
93826	03/19/2019	STABE, DALE & LANA	030119-MBR-	MAILBOX REIMBURSEMENT	10-14-53312-340	75.00
Total 93826:						75.00
93827	03/19/2019	STATE OF WISCONSIN COUR	030519	FEBRUARY COURT FINES	10-15-45100	13,212.73
Total 93827:						13,212.73
93828	03/19/2019	STEIRO APPRAISAL SERVICE	030119-2363	SALES STUDY MCCARTHY RD ROW PROJECT	55-14-57331-000	5,500.00
Total 93828:						5,500.00
93829	03/19/2019	THE BUCKLE	030119	RESTITUTION 5G80BNZLX59 (SUTHERLAND)	10-15-45100	169.00
Total 93829:						169.00
93830	03/19/2019	UNITED SIGN CORP	USRef,\$300	REFUND PLG APPLICATION FEE	10-09-44400	300.00

Check Issue Date	Payee	Invoice Number	Description	Invoice GL Acct	Check Amount
02/27/2019	DELTA DENTAL	256170	GROUP 2 DENTAL CLAIMS	10-00-13001	2,486.04
Total 190227001:					2,486.04
02/28/2019	WISCONSIN ETF	022819	INSURANCE	10-00-21521	94,786.72
Total 190228001:					94,786.72
03/01/2019	DEPOSITORY TRUST TRANSF	030119	2012 DEBT INTEREST	30-19-58290-012	22,677.50
Total 190301001:					22,677.50
03/04/2019	PITNEY BOWES GLOBAL FINA	030419	PITNEY BOWES	10-19-48110	50.00
Total 190304001:					50.00
03/06/2019	DELTA DENTAL	257300	GROUP 2 DENTAL CLAIMS	10-00-13001	1,940.19
Total 190306001:					1,940.19
03/06/2019	PITNEY BOWES GLOBAL FINA	030619	POSTAGE	10-18-51400-311	500.00
Total 190306002:					500.00
03/08/2019	CITY OF APPLETON	030819	PETERSON INS	10-17-52110-134	1,424.73
Total 190308001:					1,424.73
03/08/2019	GC POLICE BENEVOLENT AS	030819	GCPBA DEPOSIT	10-00-21590	35.00
Total 190308002:					35.00
03/12/2019	PITNEY BOWES GLOBAL FINA	031219	POSTAGE	10-18-51400-311	500.00
Total 190312001:					500.00
03/13/2019	DELTA DENTAL	258430	GROUP1 DENTAL CLAIMS	11-18-59200-513	1,788.40
Total 190313001:					1,788.40
03/13/2019	THE HARTFORD GROUP	327068030157	LIFE INSURANCE	11-18-59200-511	3,291.77
03/13/2019	THE HARTFORD GROUP	519094291147	FWRW LIFE INSURANCE	10-00-13001	190.45
Total 190313002:					3,482.22
Grand Totals:					129,670.80

Angie Cain, Clerk:



Dated:

3/15/19

Check Issue Date	Check Number	Payee ID	Payee	Amount
03/08/2019	93790	4	WISCONSIN PROFESSIONAL P	1,092.00-
03/08/2019	93791	5	WISCONSIN SCTF	1,036.61-
03/08/2019	190308001	1003	VELIE, DUANE A	3,135.75-
03/08/2019	190308002	1005	PRAHL, TODD W	2,166.22-
03/08/2019	190308003	1007	ERTL, MICHAEL T	2,124.84-
03/08/2019	190308004	1008	GRODE, ROBERT W	2,204.67-
03/08/2019	190308005	1011	URBAN, JOHN J	1,936.80-
03/08/2019	190308006	1015	HARTFIEL, BRIAN M	1,171.34-
03/08/2019	190308007	1024	ARFT, MICHAEL J	2,845.50-
03/08/2019	190308008	1025	STINGLE, GREGORY A	2,530.09-
03/08/2019	190308009	1027	COENEN, RANDY N	3,209.91-
03/08/2019	190308010	1030	FULCER, SAMUEL R	1,874.39-
03/08/2019	190308011	1043	BUCKINGHAM, ROBERT L	2,038.00-
03/08/2019	190308012	1049	BUTTERIS, JERROD B.	1,490.58-
03/08/2019	190308013	1052	WALL, BRIAN P	2,139.75-
03/08/2019	190308014	1053	KIPPENHAN, JEFF C	1,496.27-
03/08/2019	190308015	1055	VELIE, ADAM P	1,390.94-
03/08/2019	190308016	1056	MALSZYCKI, TYLER L	1,526.27-
03/08/2019	190308017	1057	HEYRMAN, KAREN M	1,597.51-
03/08/2019	190308018	1061	EASTMAN, BRIAN J	770.28-
03/08/2019	190308019	1062	GAFFNEY, PATRICK P	500.70-
03/08/2019	190308020	1063	SCHWARTZ, KATHRYN A	2,590.17-
03/08/2019	190308021	1064	JOST, SCOTT A	568.56-
03/08/2019	190308022	2022	SCHOWALTER, DAVID A	450.84-
03/08/2019	190308023	2024	NOOYEN, JEFFREY T	380.21-
03/08/2019	190308024	2026	THYSSEN, TRAVIS J	379.36-
03/08/2019	190308025	2031	KLASEN, CHARLES W	530.60-
03/08/2019	190308026	3003	MAUTHE, ANGELA M	1,219.76-
03/08/2019	190308027	3007	MARCH, JAMES V	3,417.15-
03/08/2019	190308028	3008	NATE, CARY J	2,381.73-
03/08/2019	190308029	3009	KOPECKY, JEFFRY D	1,815.25-
03/08/2019	190308030	3012	ST JULIANA, LENO J	1,957.02-
03/08/2019	190308031	3014	OLEJNICZAK, TRACY L	1,223.90-
03/08/2019	190308032	3016	BAXTER, MARY J	1,510.72-
03/08/2019	190308033	3017	TIMM, BARBARA M	655.40-
03/08/2019	190308034	3020	RIEMER, NANCY L	1,059.84-
03/08/2019	190308035	3022	PEETERS, CARRIE L	684.59-
03/08/2019	190308036	3027	SCHUH, LISA J	1,113.08-
03/08/2019	190308037	3033	THIEL, ERIC J	1,615.19-
03/08/2019	190308038	3034	CAIN, ANGIE M	1,568.47-
03/08/2019	190308039	3045	WAHLEN, JULIE M	2,030.96-
03/08/2019	190308040	3046	MILLER, ELIZABETH A.	1,263.12-
03/08/2019	190308041	3048	BERKERS, SANDRA J	203.78-
03/08/2019	190308042	3050	WALLENFANG, DAVID J	1,234.71-
03/08/2019	190308043	3053	SOK, SAM A	1,115.13-
03/08/2019	190308044	3054	PATZA, MICHAEL D	1,710.20-
03/08/2019	190308045	3055	VAN EPEREN, ALISSA R	1,505.34-
03/08/2019	190308046	3056	BRAUN, BRENT J	2,466.92-
03/08/2019	190308047	3060	VANDEN WYNGAARD, BROOKE	665.98-
03/08/2019	190308048	3061	GRETZINGER, CARRIE L	1,314.85-
03/08/2019	190308049	3062	WELK, DEBRA A	805.78-
03/08/2019	190308050	4015	SHERMAN, BRUCE D	230.04-
03/08/2019	190308051	4056	PRUSINSKI, TREVOR W	1,112.78-
03/08/2019	190308052	5033	DAVIDSON, ERIC E	381.21-
03/08/2019	190308053	6001	KASRIEL, MATTHEW E	2,239.69-
03/08/2019	190308054	6006	WOODFORD, ALEXANDER J	1,297.68-
03/08/2019	190308055	6018	DEBRULER, MICHAEL L	2,036.50-

Check Issue Date	Check Number	Payee ID	Payee	Amount
03/08/2019	190308056	6020	DANIELS, MICHAEL S	129.22-
03/08/2019	190308057	6021	GEISSLER, MICHAEL L	1,733.90-
03/08/2019	190308058	6026	OLSON, ROBERT C	1,650.31-
03/08/2019	190308059	6027	BERGLUND, ERIC S	1,698.53-
03/08/2019	190308060	6028	THORSON, WADE J	2,014.40-
03/08/2019	190308061	6031	CZECHANSKI, ANDREW P	2,065.94-
03/08/2019	190308062	6037	CLARK, JOHN B	452.47-
03/08/2019	190308063	6039	JAPE, CHRISTOPHER E	1,527.21-
03/08/2019	190308064	6040	SIEGMANN, CHAD E	1,728.75-
03/08/2019	190308065	6043	SCHIPPER, ROBERT J	1,573.04-
03/08/2019	190308066	6048	NELSEN, MARK J	495.54-
03/08/2019	190308067	6050	PAVASARIS, RAIMONDS P	1,652.00-
03/08/2019	190308068	6051	LAZCANO, RAUL M	2,348.17-
03/08/2019	190308069	6054	MARTIN, CHAD R	1,586.97-
03/08/2019	190308070	6066	PALTZER, BRAD L	1,734.49-
03/08/2019	190308071	6068	RISTAU, JEREMY L	1,246.92-
03/08/2019	190308072	6069	PAULSON, DAVID J	456.63-
03/08/2019	190308073	6074	STARK, AARON W	1,642.22-
03/08/2019	190308074	6080	BIESE, JASON D	130.32-
03/08/2019	190308075	6081	HAGENOW, BONNIE K	120.32-
03/08/2019	190308076	6082	CAHAK, JACOB D	1,704.11-
03/08/2019	190308077	6084	GRETZINGER, WILLIAM J	467.72-
03/08/2019	190308078	6085	SCHOMMER, BRIAN P	2,355.24-
03/08/2019	190308079	6092	BANTES, TIMOTHY A	2,612.88-
03/08/2019	190308080	6094	HACKETT, WILLIAM O	378.27-
03/08/2019	190308081	6095	HANSON, JEREMY B	308.19-
03/08/2019	190308082	6122	SCHOMMER, NICHOLAS P	649.18-
03/08/2019	190308083	6123	FELAUER, SAMUEL A	570.10-
03/08/2019	190308084	6124	GONZALEZ, ANTHONY C III	20.18-
03/08/2019	190308085	6128	TORRES, MITCHELL R	404.15-
03/08/2019	190308086	6130	BARBER, SHAWN J	130.32-
03/08/2019	190308087	6133	KLEMENTZ, JOHN V	274.61-
03/08/2019	190308088	6135	PORTER, KODY L	1,341.40-
03/08/2019	190308089	6136	SWEDBERG, KURT I	149.33-
03/08/2019	190308090	6137	TEWS, ISAAC E	654.10-
03/08/2019	190308091	6138	GRUNWALD, DREW W	1,250.91-
03/08/2019	190308092	6139	ALGUIRE, JOSEPH P	119.36-
03/08/2019	190308093	6140	GREEN, DERRICK T	1,409.39-
03/08/2019	190308094	6142	REHRAUER, SETH L	119.36-
03/08/2019	190308095	6144	VAN BEEK, COLE A	119.36-
03/08/2019	190308096	7001	PETERSON, GREG I	2,934.32-
03/08/2019	190308097	7003	STEINKE, SCOTT M	1,906.68-
03/08/2019	190308098	7008	REIFSTECK, RANDY W	1,898.46-
03/08/2019	190308099	7018	KONS, BENJAMIN J	1,930.85-
03/08/2019	190308100	7024	GOLLNER, AMANDA M	1,791.30-
03/08/2019	190308101	7025	PROFANT, KATIE J	2,179.69-
03/08/2019	190308102	7027	VELIE, MICHAEL G	2,365.08-
03/08/2019	190308103	7030	CALLAWAY, SCOTT M	2,203.19-
03/08/2019	190308104	7035	CLEMENT, JENNIFER L	2,154.72-
03/08/2019	190308105	7040	BLAHNIK, RUSSELL D	2,809.51-
03/08/2019	190308106	7041	ENNEPER, SHAWN R	2,310.26-
03/08/2019	190308107	7047	BOHLEN, JOSHUA D	1,815.57-
03/08/2019	190308108	7053	JAEGER, COLETTE R	2,526.64-
03/08/2019	190308109	7055	VANDEN BERG, TED M	1,541.62-
03/08/2019	190308110	7056	MAAS, MARK H	2,155.74-
03/08/2019	190308111	7061	DIEDRICK, AMANDA M	1,195.40-
03/08/2019	190308112	7068	RENKAS, MICHAEL A	2,736.95-

Check Issue Date	Check Number	Payee ID	Payee	Amount
03/08/2019	190308113	7073	TEIGEN, JOSEPH D	2,143.69-
03/08/2019	190308114	7076	GRIESBACH, PATRICK E	2,195.81-
03/08/2019	190308115	7084	FEUCHT, DANIEL A	541.10-
03/08/2019	190308116	7086	KEEN, SUSAN M	39.66-
03/08/2019	190308117	7088	PETERS, PHYLLIS J	1,346.39-
03/08/2019	190308118	7093	PERZ, KARI L	1,233.50-
03/08/2019	190308119	7098	LATZA, CHERYL A	347.99-
03/08/2019	190308120	7101	VUE, LIA	1,774.30-
03/08/2019	190308121	7108	GRIER-WELCH, DYLAN F	1,777.29-
03/08/2019	190308122	7109	WAAS, TRAVIS J	1,691.75-
03/08/2019	190308123	7110	POUPORE, LOGAN T	1,670.93-
03/08/2019	190308124	7114	MCFAUL, WENDY S	1,060.28-
03/08/2019	190308125	7115	DOWNEY, DANIELLE J	1,975.14-
03/08/2019	190308126	7118	MENKE, CALEB D	1,823.72-
03/08/2019	190308127	7119	SHEPHERD, JAMES M	1,810.85-
03/08/2019	190308128	7125	NOTHEM II, STEVEN R	1,815.98-
03/08/2019	190308129	7127	FREVILLE, ERIC M	2,550.05-
03/08/2019	190308130	7131	MORTON, PETER R	434.30-
03/08/2019	190308131	7132	SPENCER, JAKE M	522.29-
03/08/2019	190308132	7135	KISLEWSKI, JOSHUA A	1,384.31-
03/08/2019	190308133	7136	LA LUZERNE, BRYCE A	1,875.00-
03/08/2019	190308134	7137	KRAMER, LEAH R	759.94-
03/08/2019	190308135	7138	LATZA, GEORGE K	347.99-
03/08/2019	190308136	7139	WEISNIGHT, AUSTIN C	1,785.48-
03/08/2019	190308137	7140	MILLER, ADAM R	2,176.10-
03/08/2019	190308138	7141	DAVIS, DYLAN J	502.89-
03/08/2019	190308139	7142	JOHNSON, LEAH M	1,313.72-
03/08/2019	190308140	7143	LANTAGNE, DYLAN J	445.06-
03/08/2019	190308141	7144	PATINO VERA, EDUARDO	1,513.28-
03/08/2019	190308142	7145	DRAEGER, KALI A	1,259.47-
03/08/2019	190308143	7146	GRUENSTERN, LUCAS D	344.68-
03/08/2019	190308144	7147	WALLACE, ANTHONY C	275.13-
03/08/2019	190308145	8036	HIDDE, JULIA P	32.32-
03/08/2019	190308146	8040	WEBER, JOHN C	32.32-
03/08/2019	190308147	8050	ULRICH, CHERYL A	32.32-
03/08/2019	190308150	7	DEFERRED COMP	8,803.26-
03/08/2019	190308150	7	DEFERRED COMP	3,496.45-
03/08/2019	190308151	1	EFTPS	18,593.24-
03/08/2019	190308151	1	EFTPS	18,593.24-
03/08/2019	190308151	1	EFTPS	4,348.39-
03/08/2019	190308151	1	EFTPS	4,348.39-
03/08/2019	190308151	1	EFTPS	28,115.05-
03/08/2019	190308152	8	FLEX SPENDING	2,477.63-
03/08/2019	190308152	8	FLEX SPENDING	944.20-
03/08/2019	190308153	2	WISCONSIN DEPT OF REVENU	14,941.09-

Grand Totals:

159307,992.37-

**CASH ON HAND
DECEMBER 2018**

GENERAL FUND	
\$	6,924,101
CAPITAL PROJECTS FUND	
\$	(1,979,668)
DEBT SERVICE FUND	
\$	159,954
SPECIAL ASSESSMENT FUND	
\$	4,179,788
SPECIAL REVENUE FUNDS	
\$	582,510
TAX INCREMENT DISTRICT #1	
\$	(127,158)
TAX INCREMENT DISTRICT #2	
\$	(48,822)
TAX INCREMENT DISTRICT #3	
\$	(1,299,859)
TAX INCREMENT DISTRICT #4	
\$	(412,116)
SANITARY DISTRICT #1	
\$	(1,342,698)
SANITARY DISTRICT #2	
\$	13,824,508
SANITARY DISTRICT #3	
\$	11,443,984
EASTSIDE UTILITY DISTRICT	
\$	406,589
32,311,213.23	TOTAL CASH ON HAND

CASH INVESTMENTS

CHECKING, MONEY MARKET (MM), AND CERTIFICATE OF DEPOSIT (CD)					
NICOLET BANK		ABBY BANK CD		HOMETOWN BANK CD	
\$	2,058,009	\$	500,000	\$	1,000,000
Interest Rate 1.98%		Interest Rate 2.75% -24 month (June 2020)		Interest Rate 2.56% - 12 Month CD (August 2019)	
FOX COMMUNITIES CREDIT UNION		ASSOCIATED BANK CD		INVESTORS COMMUNITY BANK CD	
\$	5	\$	250,000	\$	506,500
Interest Rate 0%		Interest Rate 2.25% -12 month (June 2019)		Interest Rate 2.25% - 12 Month CD (May 2019)	
INVESTORS COMMUNITY BANK MM		BANK FIRST NATIONAL CD		INVESTORS COMMUNITY BANK CD	
\$	1,086,014	\$	530,896	\$	-
Interest Rate 2.38%		Interest Rate 2.25% -12 month (June 2019)		Interest Rate 1.45% - 18 Month CD (November 2018)	
HOMETOWN BANK MM		BMO HARRIS CD		INVESTORS COMMUNITY BANK CD	
\$	298,227	\$	1,050,710	\$	2,540,000
Interest Rate 2.36%		Interest Rate 2.25% -18 month (December 2019)		Interest Rate 1.60% - 24 Month CD (May 2019)	
STATE POOL		CAPITAL CREDIT UNION CD		US BANK CD	
\$	109,518	\$	521,110	\$	500,000
Interest Rate 2.37%		Interest Rate 2.25% - 15 Month CD (August 2019)		Interest Rate 2.38% - 12 Month CD (June 2019)	
AMERICAN NATIONAL BANK MM		COMMUNITY FIRST CREDIT UNION CD		US BANK CD	
\$	256,262	\$	1,005,290	\$	250,000
Interest Rate 1.92%		Interest Rate 3.15% - 15 Month CD (January 2020)		Interest Rate 2.30% - 12 Month CD (May 2019)	
ASSOCIATED BANK MM		COMMUNITY FIRST CREDIT UNION CD		US BANK CD	
\$	105,137	\$	403,486	\$	250,000
Interest Rate 2.07%		Interest Rate 1.40% - 12 Month CD (May 2019)		Interest Rate 2.48% - 18 Month CD (December 2019)	
FIRST BUSINESS BANK MM		FIRST BUSINESS BANK CDARS		INVESTMENTS	
\$	25,835	\$	3,515,469		Yield Rate Maturity Date
Interest Rate 0.60%		Interest Rate 2.21-2.86% - Various Lengths (Feb 2019, Aug 2019, Aug 2020)		RBC	
ABBY BANK CD		FIRST BUSINESS BANK CD		\$	246,786 RBC Wealth 1.70% 11/29/2019
\$	500,000	\$	1,500,000	\$	494,696 RBC Wealth 2.30% 01/26/2022
Interest Rate 2.25% -12 month (June 2019)		Interest Rate 2.78% - 18 Month CD (February 2020)		CHARLES SCHWAB	
ABBY BANK CD		FOX COMMUNITIES CREDIT UNION CD		Market Value	
\$	500,000	\$	1,000,000	\$	9,682,392
Interest Rate 2.55% -18 month (December 2019)		Interest Rate 3.04% - 15 Month CD (February 2020)		JP MORGAN	
				Market Value	
				\$	1,624,870
\$	4,939,007	\$	10,276,962	\$	17,095,244
				SUBTOTALS	
		32,311,213.23			

**GENERAL FUND REVENUES
2018 BUDGET STATEMENT
DECEMBER 2018**

REVENUE TYPES	2018 BUDGET	CURRENT MONTH	2018 YTD	% BUDGET	(UNDER) OVER
General Operations Tax Levy	10,693,306	-	10,693,319	100%	13
41110 General Property Tax Levy	10,693,306	-	10,693,319	100%	13
Other Taxes					
Rescinded Taxes	150,000	100	169,159	113%	19,159
Hold Harmless-Computer Exempt	103,650	-	103,660	100%	10
Omitted Taxes	-	-	1,882	0%	1,882
Woodland/Managed Forest	400	-	321	80%	(79)
Hotel/Motel Tax	364,400	76,968	336,757	92%	(27,643)
Lieu of Taxes	9,000	2,347	3,236	36%	(5,765)
Use Value Penalty	-	1,381	2,074	0%	2,074
Interest on Delinq P.P. Taxes	1,200	184	1,648	137%	448
Subtotal - Taxes	628,650	80,981	618,736	98%	(9,914)
Special Assessments					
Special Assessments - Street Lighting	62,675	-	62,152	99%	(523)
Subtotal - Special Assessments	62,675	-	62,152	99%	(523)
Intergovernmental Revenues					
Shared Revenue from State	269,910	-	270,799	100%	889
State Aid - Clerk	-	100	221	0%	221
Gen Govt State Grant	-	-	13,664	0%	13,664
State Aid - Police	4,640	-	4,960	107%	320
Grants - State/Federal	20,000	8,815	16,489	82%	(3,511)
State Transportation Aids	811,950	10,321	821,627	101%	9,677
Highway State Grants	-	-	68,930	0%	68,930
State Grant Park and Recreation	10,000	-	-	0%	(10,000)
School Liaison Reimbursement	22,903	-	22,903	100%	-
Mass Transit	456,411	86,162	263,288	58%	(193,123)
Subtotal - Intergovernmental Revenues	1,595,814	105,397	1,483,389	93%	(112,425)
Licenses and Permits					
Business or Occupation License	35,000	2,445	52,047	149%	17,047
Business License-Liquor	35,000	(39)	83,733	239%	48,733
Business License-Cable TV	295,000	76,413	294,992	100%	(8)
Business License-Pawn/2nd Hand	250	(255)	1,533	613%	1,283
Hotel License	525	-	550	105%	25
Non-business License	2,250	75	8,444	375%	6,194
Burning Permits	550	-	854	155%	304
Occupancy Inspections	1,500	75	1,800	120%	300
Building Permits	315,000	18,570	398,016	126%	83,016
Building Permits - Lot Access	5,000	360	6,240	125%	1,240
Utility/Open Cut Permits	22,500	1,781	49,292	219%	26,792
Revocable Occupancy Permit	-	-	50	0%	50
Zoning Permits	48,000	3,600	40,537	84%	(7,463)
Site Erosion Control Plan Review Fee	8,000	600	11,800	148%	3,800
Drainage Inspection Fee	50,000	2,450	60,500	121%	10,500
Wetland Delineations	40,000	(150)	18,700	47%	(21,300)
Building Plan Review Fee	50,000	3,300	61,325	123%	11,325
Erosion Control Inspection Fee	25,000	1,500	31,000	124%	6,000
Drainage Plan Review Fee	2,000	400	3,500	175%	1,500
Maps and Plans	300	15	38	13%	(262)
Subtotal - Licenses and Permits	935,875	111,140	1,124,951	120%	189,076
Fines, Forfeitures and Penalties					
Court Penalties and Costs	425,000	11,013	462,730	109%	37,730
Parking Tickets	19,000	1,480	19,676	104%	676
Judgment and Damages	2,500	397	4,992	200%	2,492
Seizures and Forfeitures	1,000	-	-	0%	(1,000)
Subtotal - Fines, Forfeitures and Penalties	447,500	12,890	487,398	109%	39,898

REVENUE TYPES	2018 BUDGET	CURRENT MONTH	2018 YTD	% BUDGET	(UNDER) OVER
Public Charges for Services					
General Government	21,000	842	25,721	122%	4,721
Police Department Fees / Fingerprinting	4,500	139	4,990	111%	490
Police Department Contracted Services	15,000	609	9,884	66%	(5,116)
False Alarms	30,000	17,565	43,815	146%	13,815
Fire Department Fees	19,545	3,930	24,843	127%	5,298
Fire Protection Systems Fee	2,500	75	1,925	77%	(575)
Tent Inspection Permit	1,000	-	825	83%	(175)
Firework Permits	350	-	250	71%	(100)
Highway Material/Maintenance	25,000	-	4,275	17%	(20,725)
Sidewalk Snow Removal	500	225	225	45%	(275)
Sp Charge-Refuse Collection	466,260	(264)	650,571	140%	184,311
Sp Charge-Recycling Collection	5,000	(1)	9,426	189%	4,426
Weed Control	1,000	3,315	6,454	645%	5,454
Cemetery	176	-	150	85%	(26)
Park Rentals	15,000	1,010	21,513	143%	6,513
Recreation Fees	7,000	609	5,189	74%	(1,811)
Property Record Mgmt Fees	32,000	1,200	31,237	98%	(763)
Subtotal - Public Charges for Services	645,831	29,254	841,172	130%	195,341
Miscellaneous Revenue					
Police Department Abandon Vehicle	5,000	1,300	11,993	240%	6,993
Interest Earnings /Change in Market Value	100,000	59,909	241,247	241%	141,247
Interest Income - TIF District #1	15,000	1,125	16,625	111%	1,625
Interest Income - TIF District #2	25,000	2,083	31,525	126%	6,525
General Admin Fees	4,500	2,412	13,230	294%	8,730
Rent-Town Hall	1,300	-	152	12%	(1,148)
Rent - San Districts	134,280	11,190	134,280	100%	-
Sale Police Equip	34,000	7,925	32,401	95%	(1,599)
Sale of Seized Vehicles	1,500	-	-	0%	(1,500)
Sale Hwy Equip	43,500	-	34,037	78%	(9,463)
Sale Fire Equipment	2,000	-	300	15%	(1,700)
Police Insurance Recoveries	30,000	5,555	5,555	19%	(24,445)
Insurance Dividends	10,500	12,877	12,877	123%	2,377
Donations-Parks	10,000	-	-	0%	(10,000)
Donations-Park Recreation	2,000	-	1,760	88%	(240)
Donations-Police	5,000	-	-	0%	(5,000)
Police Unclaimed Property	500	607	1,268	254%	768
Police Reimbursement	150	-	532	355%	382
Finance Reimbursement	-	-	100	0%	100
Donations-Fire Dept	200	-	-	0%	(200)
Fire Copies - Non Taxable	-	3	45	0%	45
Misc Revenues	3,000	214	2,624	87%	(376)
Fire Misc Revenue	-	-	450	0%	450
Credit Card Rebate	36,000	-	39,312	109%	3,312
Summer Ticket Program	5,000	-	-	0%	(5,000)
Subtotal - Miscellaneous Revenue	468,430	105,799	587,212	125%	118,782
Other Financing Sources					
Allocated Hwy Labor and Maint	222,500	17,500	165,432	74%	(57,068)
Transfer from San Dist #3	-	-	-	0%	-
Transfer from Other Funds	110,900	-	3,450,000	3111%	3,339,100
Fund Balance-Applied to Budget	125,000	-	-	0%	(125,000)
Subtotal - Other Financing Sources	458,400	17,500	3,615,432	789%	3,157,032
Total Revenues w/o Property Tax	5,243,175	462,962	8,820,442	168%	3,577,267
Total Revenues	15,936,481	462,962	19,513,761	122%	3,577,280

**TOWN OF GRAND CHUTE
GENERAL FUNDED DEPARTMENTS
2018 BUDGET STATEMENT
DECEMBER 2018**

DEPARTMENT	2018 BUDGET	CURRENT MONTH	2018 YTD	% BUDGET	REMAINING BUDGET
General Government					
51100 Town Board	94,443	13,510	92,507	98%	1,936
51200 Municipal Court	190,148	21,890	148,823	78%	41,325
51300 Legal	45,000	13,151	74,034	165%	(29,034)
51400 General Administration	1,274,659	452,350	1,261,367	99%	13,292
51420 Town Clerk	166,126	16,285	167,496	101%	(1,370)
51440 Elections	157,480	5,707	151,106	96%	6,374
51501 Treasurer	294,418	28,017	290,182	99%	4,236
51600 Municipal Complex	301,295	54,535	304,665	101%	(3,370)
51910 Erroneous Taxes, Tax Refunds	180,000	(868)	491,521	273%	(311,521)
51938 Property and Liability Insurance	240,571	10,215	268,574	112%	(28,003)
Subtotal - General Government	2,944,140	614,793	3,250,275	110%	(306,135)
Public Safety					
52100 Police - Patrol	3,411,241	387,647	3,296,164	97%	115,077
52110 Police - Administration	629,109	97,695	597,551	95%	31,558
52120 Police - Investigations	845,718	73,827	747,452	88%	98,266
54100 Animal Control	4,800	1,873	4,464	93%	336
52200 Fire Department	3,304,617	431,712	3,102,025	94%	202,592
Subtotal - Public Safety	8,195,485	992,753	7,747,656	95%	447,829
Public Works					
53311 Highway	1,001,224	125,102	904,652	90%	96,572
53312 Winter Maintenance	221,100	33,720	256,305	116%	(35,205)
53313 Hwy Shop	297,500	39,646	296,256	100%	1,244
53420 Street Lights	325,000	25,904	296,141	91%	28,859
53520 Bus Service	652,176	108,696	652,176	100%	-
53620 Refuse and Landfill	476,900	101,757	468,288	98%	8,612
53635 Recycling Charges	56,200	18,123	54,483	97%	1,717
53640 Weed and Nuisance Control	3,160	-	1,406	45%	1,754
54910 Cemetery	2,120	-	761	36%	1,359
Subtotal - Public Works	3,035,380	453,169	2,930,687	97%	104,693
Parks and Recreation					
55200 Parks Maintenance	535,359	44,986	453,169	85%	82,190
55300 Recreation	25,930	2,008	20,167	78%	5,763
55400 Trails Maintenance	110,910	2,258	43,218	39%	67,692
56910 Forestry	69,050	19,896	56,699	82%	12,351
Subtotal - Parks and Recreation	741,249	69,148	573,253	77%	167,996

**TOWN OF GRAND CHUTE
GENERAL FUNDED DEPARTMENTS
2018 BUDGET STATEMENT
DECEMBER 2018**

DEPARTMENT	2018 BUDGET	CURRENT MONTH	2018 YTD	% BUDGET	REMAINING BUDGET
Community Development					
51502 Assessment of Property	144,396	26,329	133,888	93%	10,508
52400 Building Inspection/Code Enforcement	343,357	73,282	390,874	114%	(47,517)
56900 Planning and Zoning	280,074	39,563	254,071	91%	26,003
Subtotal - Community Development	767,827	139,174	778,833	101%	(11,006)
Other Financing Uses					
59900 Contingency	101,400	-	-	0%	101,400
Total - General Fund Operating	15,785,481	2,269,037	15,280,704	97%	504,777
Transfers					
59200 GF Contribution to Capital Projects	-	-	-	0%	-
59200 GF Contribution to Tax Increment District	-	-	3,000,000	0%	(3,000,000)
TOTAL - GEN'L FUND OPERATING, CAPITAL and DE	15,785,481	2,269,037	18,280,704	116%	(2,495,223)

**TOWN OF GRAND CHUTE
SPECIAL REVENUE FUNDS
2018 BUDGET STATEMENT
DECEMBER 2018**

ROOM TAX	2018 BUDGET	CURRENT MONTH	2018 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	75,486		75,486		
REVENUES					
Public Accomodation-Town Gen	47,500	35,121	44,397	93%	3,103
Public Accomodation-Town Dev	316,900	41,847	292,360	92%	24,540
Public Accomodation-Econ Dev	2,170,600	-	398,793	18%	1,771,807
TOTAL REVENUES	2,535,000	76,968	735,550	29%	1,799,450
TOTAL RESOURCES	2,610,486	76,968	811,036	31%	1,799,450
EXPENDITURES					
Economic Dev-Convention Bureau	2,170,600	-	398,793	18%	1,771,807
TOTAL EXPENDITURES	2,170,600	-	398,793	18%	1,771,807
Transfer to General Fund	364,400	76,968	336,757	92%	27,643
ENDING FUND BALANCE	75,486		75,486		
FIRE STATION DEVELOPMENT					
BEGINNING FUND BALANCE	141,978		165,741		
REVENUES					
Impact Fee	75,000	2,009	107,127	143%	(32,127)
Interest	325	1,737	4,325	1331%	(4,000)
TOTAL REVENUES	75,325	3,746	111,452	148%	(36,127)
TOTAL RESOURCES	217,303	3,746	277,193	128%	(36,127)
EXPENDITURES					
FD Construction	-	-	-	0%	-
Transfer to Capital Projects	-	-	-	0%	-
TOTAL EXPENDITURES	-	-	-	0%	-
ENDING FUND BALANCE	217,303		277,193		

**TOWN OF GRAND CHUTE
SPECIAL REVENUE FUNDS
2018 BUDGET STATEMENT
DECEMBER 2018**

PARK DEVELOPMENT	2018 BUDGET	CURRENT MONTH	2018 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	91,333	-	108,795		
REVENUES					
Park Development Fees	55,000	2,800	51,200	93%	3,800
Interest	150	1,028	2,646	1764%	(2,496)
Donations	-	-	3,700	0%	(3,700)
TOTAL REVENUES	55,150	3,828	57,546	104%	(2,396)
Park Fund Expense	100,000	-	1,447	1%	98,553
ENDING FUND BALANCE	46,483		164,895		
FIRE PREVENTION	2018 BUDGET	CURRENT MONTH	2018 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	3,737	-	3,737		
REVENUES					
Fire Safety Day Revenue	-	-	3,719	0%	(3,719)
Donations	-	-	-	0%	-
TOTAL REVENUES	-	-	3,719	0%	(3,719)
EXPENDITURES	-	-	4,604	0%	(4,604)
ENDING FUND BALANCE	3,737	-	2,852		
POLICE K-9	2018 BUDGET	CURRENT MONTH	2018 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	3,053	-	3,053		
REVENUES					
Donations	250	-	1,116	446%	(866)
TOTAL REVENUES	250	-	1,116	446%	(866)
EXPENDITURES	200	238	1,662	831%	(1,462)
ENDING FUND BALANCE	3,103		2,507		

**TOWN OF GRAND CHUTE
SPECIAL REVENUE FUNDS
2018 BUDGET STATEMENT
DECEMBER 2018**

OFFICER SAFETY	2018 BUDGET	CURRENT MONTH	2018 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	16,718	-	16,718		
REVENUES					
Donations	-	-	-	0%	-
TOTAL REVENUES	-	-	-	0%	-
EXPENDITURES	3,000	1,996	2,878	96%	122
ENDING FUND BALANCE	13,718		13,840		
2% FIRE DUES	2018 BUDGET	CURRENT MONTH	2018 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	-	-	-		
REVENUES					
Fire Insurance Dues	100,220	-	103,965	104%	(3,745)
TOTAL REVENUES	100,220	-	103,965	104%	(3,745)
EXPENDITURES	91,450	15,826	84,525	92%	6,925
ENDING FUND BALANCE	8,770		19,440		

**TOWN OF GRAND CHUTE
CAPITAL PROJECTS FUND
2018 BUDGET STATEMENT
DECEMBER 2018**

	2018 BUDGET	CURRENT MONTH	2018 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	(4,027,044)		(2,375,246)		
REVENUES					
Borrowing-Long Term	7,000,000	-	5,210,000	74%	1,790,000
General Fund/Mill Tax	-	-	-	0%	-
Developer Contributions	-	4,012	112,287	0%	(112,287)
Interest	-	-	-	0%	-
Transfer From Other Funds	-	-	-	0%	-
TOTAL REVENUES	7,000,000	4,012	5,322,287	76%	1,677,713
TOTAL RESOURCES	2,972,956	4,012	2,947,041	99%	1,677,713
EXPENDITURES					
Recreation-Park/Trails	533,200	131,862	617,865	116%	(84,665)
Fire Capital Outlay	-	-	-	0%	-
Street Construction	3,682,200	1,003,704	4,369,797	119%	(687,597)
Highway Building Outlay	700,000	-	-	0%	700,000
Accounting Software	-	-	-	0%	-
Public Facilities	150,000	26,302	56,250	38%	93,750
Other General Government	65,800	13,354	86,968	132%	(21,168)
Signage & Communication Equipment	-	-	-	0%	-
Issuance Fee	100,000	-	69,354	69%	30,646
TOTAL EXPENDITURES	5,231,200	1,175,221	5,200,234	99%	30,966
ENDING FUND BALANCE	(2,258,244)		(2,253,193)		

**TOWN OF GRAND CHUTE
DEBT SERVICE FUND
2018 BUDGET STATEMENT
DECEMBER 2018**

	2018 BUDGET	CURRENT MONTH	2018 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	589,911		498,665		
REVENUES					
Mil Tax	1,000,000	-	1,000,000	100%	-
Borrowing L/T - Refunding Bonds	-	-	-	0%	-
Premium on Debt Issue	-	-	234,480	0%	(234,480)
From Special Assessments	1,727,300	-	1,727,300	100%	-
From Park Development	-	-	-	0%	-
From Fire Impact Fee Fund	-	-	-	0%	-
TOTAL REVENUES	2,727,300	-	2,961,780	109%	(234,480)
EXPENDITURES					
Debt Principal-'08	585,000	-	585,000	100%	-
Debt Principal-'09	385,000	-	385,000	100%	-
Debt Principal-'10	600,000	-	600,000	100%	-
Debt Principal-'12	735,000	-	735,000	100%	-
Debt Principal-'16	675,000	-	675,000	100%	-
Debt Interest-'08	23,400	-	23,400	100%	-
Debt Interest-'09	26,163	-	26,163	100%	1
Debt Interest-'10	49,651	-	49,650	100%	1
Debt Interest-'12	49,581	-	49,581	100%	(0)
Debt Interest-'16	167,897	83,948	167,896	100%	1
Contractual Services	4,000	-	3,800	95%	200
TOTAL EXPENDITURES	3,300,692	83,948	3,300,490	100%	202
ENDING FUND BALANCE	16,519		159,954		

**TOWN OF GRAND CHUTE
SPECIAL ASSESSMENT FUNDS
2018 BUDGET STATEMENT
DECEMBER 2018**

SPECIAL ASSESSMENTS	2018 BUDGET	CURRENT MONTH	2018 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	4,290,370		4,679,742		
REVENUES					
Special Assessments	1,000,000	5,555	1,100,493	110%	(100,493)
Interest on Special Assessments	87,000	171	78,668	90%	8,332
TOTAL REVENUES	1,087,000	5,726	1,179,161	108%	(92,161)
TOTAL RESOURCES	5,377,370	5,726	5,858,903	109%	(92,161)
EXPENDITURES					
Uncollectible Special Assessment	-	-	-	0%	-
Transfer to Debt Service	1,727,300	-	1,727,300	100%	-
Transfer to General Fund	-	-	-	0%	-
TOTAL EXPENDITURES	1,727,300	-	1,727,300	100%	-
ENDING FUND BALANCE	3,650,070	5,726	4,131,603		

**TOWN OF GRAND CHUTE
TAX INCREMENT DISTRICT NO. 1
2018 BUDGET STATEMENT
DECEMBER 2018**

	2018 BUDGET	CURRENT MONTH	2018 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	(162,702)		58,157		
REVENUES					
Borrowing-Long Term	-	-	-	0%	-
General Fund/Mill Tax	175,000	-	467,747	267%	(292,747)
Miscellaneous Income	-	-	-	0%	-
Interest	500	(736)	2,350	470%	(1,850)
Sale of Land	-	-	-	0%	-
Transfer from General Fund	-	-	-	0%	-
TOTAL REVENUES	175,500	(736)	470,096	0%	(294,596)
TOTAL RESOURCES	12,798	(736)	528,253	0%	(294,596)
EXPENDITURES					
Land Acquisition	-	-	-	0%	-
Site Development	-	-	-	0%	-
Landscape/Tree Enhancement	-	-	-	0%	-
Contracted Services	1,000	-	-	0%	1,000
Street Outlay	-	-	-	0%	-
Traffic Signals	-	-	-	0%	-
Streetlights	-	-	-	0%	-
Water Outlay	-	-	-	0%	-
Sewer Outlay	-	-	-	0%	-
Storm Outlay	-	-	-	0%	-
Administrative Expenses	8,360	904	6,967	83%	1,393
Professional Services - Land Sale	-	325	325	0%	(325)
Debt Expense	181,961	18,481	181,961	100%	(0)
Interest to General Fund	15,000	1,125	16,625	111%	(1,625)
Transfer to General Fund	-	-	450,000	0%	(450,000)
TOTAL EXPENDITURES	206,321	20,834	655,878	0%	(449,557)
ENDING FUND BALANCE	(193,523)		(127,625)		

**TOWN OF GRAND CHUTE
TAX INCREMENT DISTRICT NO. 2
2018 BUDGET STATEMENT
DECEMBER 2018**

	2018 BUDGET	CURRENT MONTH	2018 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	(326,120)		(191,923)		
REVENUES					
Borrowing-Long Term	2,200,000	-	3,143,666	143%	(943,666)
General Fund/Mill Tax	150,000	-	323,301	216%	(173,301)
Miscellaneous Income	-	-	-	0%	-
Interest	-	(130)	(86)	0%	86
Sale of Land	500,000	-	-	0%	500,000
Transfer from General Fund	-	-	3,000,000	0%	(3,000,000)
TOTAL REVENUES	2,850,000	(130)	6,466,882	0%	(3,616,882)
TOTAL RESOURCES	2,523,880	(130)	6,274,959	0%	(3,616,882)
EXPENDITURES					
Land Acquisition	-	-	3,124,416	0%	(3,124,416)
Site Development	-	36,194	40,830	0%	(40,830)
Landscape/Tree Enhancement	-	-	-	0%	-
Contracted Services	10,000	30,377	71,163	712%	(61,163)
Street Outlay	1,043,500	9	9	0%	1,043,491
Traffic Signals	-	-	-	0%	-
Streetlights	-	-	-	0%	-
Water Outlay	96,525	-	-	0%	96,525
Sewer Outlay	96,525	-	-	0%	96,525
Storm Outlay	764,400	-	1,645	0%	762,755
Administrative Expenses	144,350	8,595	28,739	20%	115,611
Professional Services - Land Sale	-	945	945	0%	(945)
Debt Expense	20,000	-	46,442	232%	(26,442)
Interest to General Fund	25,000	2,083	31,525	126%	(6,525)
Transfer to General Fund	-	-	3,000,000	0%	(3,000,000)
TOTAL EXPENDITURES	2,200,300	78,204	6,345,714	0%	(4,145,414)
ENDING FUND BALANCE	323,580		(70,754)		

**TOWN OF GRAND CHUTE
TAX INCREMENT DISTRICT NO. 3
2018 BUDGET STATEMENT
DECEMBER 2018**

	2018 BUDGET	CURRENT MONTH	2018 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	(17,510)		(19,888)		
REVENUES					
Borrowing-Long Term	1,500,000	-	-	0%	1,500,000
General Fund/Mill Tax	-	-	-	0%	-
WEDC Idle Sites Grant	-	-	500,000	0%	(500,000)
Miscellaneous Income	-	-	-	0%	-
Interest	-	(8,191)	(12,472)	0%	12,472
Sale of Land	-	-	-	0%	-
Transfer from General Fund	-	-	-	0%	-
TOTAL REVENUES	1,500,000	(8,191)	487,528	0%	1,012,472
TOTAL RESOURCES	1,482,490	(8,191)	467,640	0%	1,012,472
EXPENDITURES					
Land Acquisition	120,000	-	-	0%	120,000
Site Development	-	-	-	0%	-
Landscape/Tree Enhancement	-	(5,390)	(5,390)	0%	5,390
Contracted Services	10,000	-	-	0%	10,000
Street Outlay	1,000,000	-	-	0%	1,000,000
Traffic Signals	-	4,167	1,272,915	0%	(1,272,915)
Streetlights	-	-	-	0%	-
Water Outlay	-	-	-	0%	-
Sewer Outlay	-	-	-	0%	-
Storm Outlay	-	-	-	0%	-
Building Demolition	-	-	490,000	0%	(490,000)
Administrative Expenses	39,250	3,044	16,401	42%	22,849
Debt Expense	20,000	-	-	0%	20,000
Interest to General Fund	-	-	-	0%	-
Transfer to General Fund	-	-	-	0%	-
TOTAL EXPENDITURES	1,189,250	1,821	1,773,926	0%	(584,676)
ENDING FUND BALANCE	293,240		(1,306,286)		

**CASH ON HAND
JANUARY 2019**

GENERAL FUND	\$ 11,739,977
CAPITAL PROJECTS FUND	\$ (2,164,282)
DEBT SERVICE FUND	\$ 159,954
SPECIAL ASSESSMENT FUND	\$ 4,183,284
SPECIAL REVENUE FUNDS	\$ 579,024
TAX INCREMENT DISTRICT #1	\$ (129,087)
TAX INCREMENT DISTRICT #2	\$ (66,929)
TAX INCREMENT DISTRICT #3	\$ (1,435,525)
TAX INCREMENT DISTRICT #4	\$ (429,845)
SANITARY DISTRICT #1	\$ (1,476,148)
SANITARY DISTRICT #2	\$ 13,814,254
SANITARY DISTRICT #3	\$ 11,558,644
EASTSIDE UTILITY DISTRICT	\$ 407,143
36,740,464.25	TOTAL CASH ON HAND

CASH INVESTMENTS

CHECKING, MONEY MARKET (MM), AND CERTIFICATE OF DEPOSIT (CD)

NICOLET BANK		ABBY BANK CD		HOMETOWN BANK CD	
\$	6,466,553	\$	500,000	\$	1,000,000
Interest Rate 1.98%		Interest Rate 2.75% -24 month (June 2020)		Interest Rate 2.56% - 12 Month CD (August 2019)	
FOX COMMUNITIES CREDIT UNION		ASSOCIATED BANK CD		INVESTORS COMMUNITY BANK CD	
\$	5	\$	250,000	\$	506,500
Interest Rate 0%		Interest Rate 2.25% -12 month (June 2019)		Interest Rate 2.25% - 12 Month CD (May 2019)	
INVESTORS COMMUNITY BANK MM		BANK FIRST NATIONAL CD		INVESTORS COMMUNITY BANK CD	
\$	1,088,268	\$	530,896	\$	2,540,000
Interest Rate 2.47%		Interest Rate 2.25% -12 month (June 2019)		Interest Rate 1.60% - 24 Month CD (May 2019)	
HOMETOWN BANK MM		BMO HARRIS CD		US BANK CD	
\$	298,845	\$	1,050,710	\$	500,000
Interest Rate 2.47%		Interest Rate 2.25% -18 month (December 2019)		Interest Rate 2.38% - 12 Month CD (June 2019)	
STATE POOL		CAPITAL CREDIT UNION CD		US BANK CD	
\$	109,747	\$	521,110	\$	250,000
Interest Rate 2.47%		Interest Rate 2.25% - 15 Month CD (August 2019)		Interest Rate 2.30% - 12 Month CD (May 2019)	
AMERICAN NATIONAL BANK MM		COMMUNITY FIRST CREDIT UNION CD		US BANK CD	
\$	256,675	\$	1,007,945	\$	250,000
Interest Rate 1.92%		Interest Rate 3.15% - 15 Month CD (January 2020)		Interest Rate 2.48% - 18 Month CD (December 2019)	
ASSOCIATED BANK MM		COMMUNITY FIRST CREDIT UNION CD		INVESTMENTS	
\$	105,320	\$	403,963		
Interest Rate 2.07%		Interest Rate 1.40% - 12 Month CD (May 2019)			
FIRST BUSINESS BANK MM		FIRST BUSINESS BANK CDARS			
\$	25,849	\$	3,515,469		
Interest Rate 0.60%		Interest Rate 2.21-2.86% - Various Lengths (Feb 2019, Aug 2019, Aug 2020)			
ABBY BANK CD		FIRST BUSINESS BANK CD		CHARLES SCHWAB	
\$	500,000	\$	1,500,000	Market Value	
Interest Rate 2.25% -12 month (June 2019)		Interest Rate 2.78% - 18 Month CD (February 2020)		\$	9,707,707
ABBY BANK CD		FOX COMMUNITIES CREDIT UNION CD		JP MORGAN	
\$	500,000	\$	1,000,000	Market Value	
Interest Rate 2.55% -18 month (December 2019)		Interest Rate 3.04% - 15 Month CD (February 2020)		\$	1,620,748
\$	9,351,263	\$	10,280,094	\$	17,109,108
					SUBTOTALS
					36,740,464.25

**GENERAL FUND REVENUES
2019 BUDGET STATEMENT
JANUARY 2019**

REVENUE TYPES	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	(UNDER) OVER
General Operations Tax Levy	10,812,826	5,791,054	5,791,054	54%	(5,021,773)
41110 General Property Tax Levy	10,812,826	5,791,054	5,791,054	54%	(5,021,773)
Other Taxes					
Rescinded Taxes	5,000	-	-	0%	(5,000)
Hold Harmless-Computer Exempt	105,200	-	-	0%	(105,200)
Omitted Taxes	-	-	-	0%	-
Woodland/Managed Forest	-	-	-	0%	-
Hotel/Motel Tax	375,000	-	-	0%	(375,000)
Lieu of Taxes	3,000	-	-	0%	(3,000)
Use Value Penalty	-	-	-	0%	-
Interest on Delinq P.P. Taxes	1,500	-	-	0%	(1,500)
Subtotal - Taxes	489,700	-	-	0%	(489,700)
Special Assessments					
Special Assessments - Street Lighting	63,200	-	-	0%	(63,200)
Subtotal - Special Assessments	63,200	-	-	0%	(63,200)
Intergovernmental Revenues					
Shared Revenue from State	269,415	-	-	0%	(269,415)
State Aid - Clerk	-	100	100	0%	100
Gen Govt State Grant	-	-	-	0%	-
State Aid - Police	4,960	-	-	0%	(4,960)
Grants - State/Federal	20,000	-	-	0%	(20,000)
State Transportation Aids	754,057	188,428	188,428	25%	(565,629)
Highway State Grants	-	-	-	0%	-
State Grant Park and Recreation	-	-	-	0%	-
School Liaison Reimbursement	49,895	-	-	0%	(49,895)
Mass Transit	481,961	-	-	0%	(481,961)
Subtotal - Intergovernmental Revenues	1,580,288	188,528	188,528	12%	(1,391,760)
Licenses and Permits					
Business or Occupation License	35,000	2,140	2,140	6%	(32,860)
Business License-Liquor	35,000	403	403	1%	(34,598)
Business License-Cable TV	295,000	-	-	0%	(295,000)
Business License-Pawn/2nd Hand	750	-	-	0%	(750)
Hotel License	600	50	50	8%	(550)
Non-business License	3,000	75	75	3%	(2,925)
Burning Permits	750	25	25	3%	(725)
Occupancy Inspections	1,500	75	75	5%	(1,425)
Building Permits	360,000	28,930	28,930	8%	(331,070)
Building Permits - Lot Access	5,000	500	500	10%	(4,500)
Utility/Open Cut Permits	25,000	3,596	3,596	14%	(21,404)
Revocable Occupancy Permit	-	-	-	0%	-
Zoning Permits	50,000	1,200	1,200	2%	(48,800)
Site Erosion Control Plan Review Fee	11,000	500	500	5%	(10,500)
Drainage Inspection Fee	58,000	1,900	1,900	3%	(56,100)
Wetland Delineations	40,000	-	-	0%	(40,000)
Building Plan Review Fee	50,000	2,675	2,675	5%	(47,325)
Erosion Control Inspection Fee	30,000	1,400	1,400	5%	(28,600)
Drainage Plan Review Fee	2,500	-	-	0%	(2,500)
Maps and Plans	300	-	-	0%	(300)
Subtotal - Licenses and Permits	1,003,400	43,468	43,468	4%	(959,932)
Fines, Forfeitures and Penalties					
Court Penalties and Costs	475,000	53,986	53,986	11%	(421,014)
Parking Tickets	20,000	1,501	1,501	8%	(18,499)
Judgment and Damages	2,500	129	129	5%	(2,371)
Seizures and Forfeitures	1,000	-	-	0%	(1,000)
Subtotal - Fines, Forfeitures and Penalties	498,500	55,617	55,617	11%	(442,883)

REVENUE TYPES	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	(UNDER) OVER
Public Charges for Services					
General Government	20,000	1,055	1,055	5%	(18,945)
Police Department Fees / Fingerprinting	6,000	166	166	3%	(5,834)
Police Department Contracted Services	12,000	241	241	2%	(11,759)
False Alarms	35,000	(75)	(75)	0%	(35,075)
Fire Department Fees	19,000	1,342	1,342	7%	(17,658)
Fire Protection Systems Fee	2,000	650	650	33%	(1,350)
Tent Inspection Permit	1,000	-	-	0%	(1,000)
Firework Permits	300	-	-	0%	(300)
Highway Material/Maintenance	3,325	-	-	0%	(3,325)
Sidewalk Snow Removal	500	-	-	0%	(500)
Sp Charge-Refuse Collection	478,000	-	-	0%	(478,000)
Sp Charge-Recycling Collection	6,300	100	100	2%	(6,200)
Weed Control	1,000	4	4	0%	(996)
Cemetery	150	-	-	0%	(150)
Park Rentals	20,000	222	222	1%	(19,778)
Recreation Fees	4,000	-	-	0%	(4,000)
Property Record Mgmt Fees	34,000	2,150	2,150	6%	(31,850)
Subtotal - Public Charges for Services	642,575	5,855	5,855	1%	(636,720)
Miscellaneous Revenue					
Police Department Abandon Vehicle	13,745	650	650	5%	(13,095)
Interest Earnings /Change in Market Value	125,000	23,801	23,801	19%	(101,199)
Interest Income - TIF District #1	12,000	1,125	1,125	9%	(10,875)
Interest Income - TIF District #2	22,000	2,083	2,083	9%	(19,917)
General Admin Fees	5,000	623	623	12%	(4,377)
Rent-Town Hall	-	-	-	0%	-
Rent - San Districts	134,280	11,190	11,190	8%	(123,090)
Sale Police Equip	30,000	-	-	0%	(30,000)
Sale of Seized Vehicles	-	-	-	0%	-
Sale Hwy Equip	9,825	80	80	1%	(9,745)
Sale Fire Equipment	2,000	-	-	0%	(2,000)
Police Insurance Recoveries	25,000	1,584	1,584	6%	(23,416)
Insurance Dividends	13,000	-	-	0%	(13,000)
Donations-Parks	-	-	-	0%	-
Donations-Park Recreation	1,800	-	-	0%	(1,800)
Donations-Police	2,500	-	-	0%	(2,500)
Police Unclaimed Property	500	64	64	13%	(436)
Police Reimbursement	150	-	-	0%	(150)
Finance Reimbursement	-	15	15	0%	15
Donations-Fire Dept	200	-	-	0%	(200)
Fire Copies - Non Taxable	-	3	3	0%	3
Misc Revenues	3,000	200	200	7%	(2,800)
Fire Misc Revenue	-	-	-	0%	-
Credit Card Rebate	42,000	-	-	0%	(42,000)
Summer Ticket Program	-	-	-	0%	-
Subtotal - Miscellaneous Revenue	442,500	41,471	41,471	9%	(401,029)
Other Financing Sources					
Allocated Hwy Labor and Maint	216,500	21,036	21,036	10%	(195,464)
Transfer from San Dist #3	-	-	-	0%	-
Transfer from Other Funds	110,900	-	-	0%	(110,900)
Fund Balance-Applied to Budget	125,000	-	-	0%	(125,000)
Subtotal - Other Financing Sources	452,400	21,036	21,036	5%	(431,364)
Total Revenues w/o Property Tax	5,172,563	355,975	355,975	7%	(4,816,588)
Total Revenues	15,985,389	6,147,028	6,147,028	38%	(9,838,361)

**TOWN OF GRAND CHUTE
GENERAL FUNDED DEPARTMENTS
2019 BUDGET STATEMENT
JANUARY 2019**

DEPARTMENT		2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
General Government						
51100	Town Board	94,242	6,245	6,245	7%	87,997
51200	Municipal Court	183,120	6,012	6,012	3%	177,108
51300	Legal	50,000	-	-	0%	50,000
51400	General Administration	251,105	8,776	8,776	3%	242,329
51420	Town Clerk	158,425	7,700	7,700	5%	150,725
51440	Elections	52,340	1,514	1,514	3%	50,826
51460	Information Technology	993,235	16,533	16,533	2%	976,702
51501	Treasurer	308,741	17,150	17,150	6%	291,591
51600	Municipal Complex	347,345	19,869	19,869	6%	327,476
51910	Erroneous Taxes, Tax Refunds	13,000	31,477	31,477	242%	(18,477)
51938	Property and Liability Insurance	273,760	112,796	112,796	41%	160,964
Subtotal - General Government		2,725,313	228,072	228,072	8%	2,497,241
Public Safety						
52100	Police - Patrol	3,506,165	258,871	258,871	7%	3,247,294
52110	Police - Administration	602,709	37,433	37,433	6%	565,276
52120	Police - Investigations	878,381	35,273	35,273	4%	843,108
54100	Animal Control	4,200	-	-	0%	4,200
52200	Fire Department	3,253,230	162,964	162,964	5%	3,090,266
Subtotal - Public Safety		8,244,685	494,542	494,542	6%	7,750,143
Public Works						
53311	Highway	1,070,953	44,375	44,375	4%	1,026,578
53312	Winter Maintenance	244,404	14,458	14,458	6%	229,946
53313	Hwy Shop	332,200	14,108	14,108	4%	318,092
53420	Street Lights	343,500	26,359	26,359	8%	317,141
53520	Bus Service	675,326	-	-	0%	675,326
53620	Refuse and Landfill	520,775	14,339	14,339	3%	506,436
53635	Recycling Charges	71,325	-	-	0%	71,325
53640	Weed and Nuisance Control	3,465	-	-	0%	3,465
54910	Cemetery	2,780	-	-	0%	2,780
Subtotal - Public Works		3,264,728	113,639	113,639	3%	3,151,088
Parks and Recreation						
55200	Parks Maintenance	601,502	54,822	54,822	9%	546,680
55300	Recreation	29,780	941	941	3%	28,839
55400	Trails Maintenance	181,045	699	699	0%	180,346
56910	Forestry	76,840	243	243	0%	76,597
Subtotal - Parks and Recreation		889,167	56,705	56,705	6%	832,462

**TOWN OF GRAND CHUTE
GENERAL FUNDED DEPARTMENTS
2019 BUDGET STATEMENT
JANUARY 2019**

DEPARTMENT	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
Community Development					
51502 Assessment of Property	144,713	1,119	1,119	1%	143,594
52400 Building Inspection/Code Enforcement	403,771	14,613	14,613	4%	389,158
56900 Planning and Zoning	310,512	11,365	11,365	4%	299,147
Subtotal - Community Development	858,996	27,097	27,097	3%	831,899
Other Financing Uses					
59900 Contingency	210,735	-	-	0%	210,735
Total - General Fund Operating	16,193,624	920,056	920,056	6%	15,273,568
Transfers					
59200 GF Contribution to Capital Projects	-	-	-	0%	-
59200 GF Contribution to Tax Increment District	-	-	-	0%	-
TOTAL - GEN'L FUND OPERATING, CAPITAL and DE	16,193,624	920,056	920,056	6%	15,273,568

**TOWN OF GRAND CHUTE
SPECIAL REVENUE FUNDS
2019 BUDGET STATEMENT
JANUARY 2019**

ROOM TAX	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	75,486		75,486		
REVENUES					
Public Accomodation-Town Gen	-	-	-	0%	-
Public Accomodation-Town Dev	375,000	-	-	0%	375,000
Public Accomodation-Econ Dev	-	-	-	0%	-
TOTAL REVENUES	375,000	-	-	0%	375,000
TOTAL RESOURCES	450,486	-	75,486	17%	375,000
EXPENDITURES					
Economic Dev-Convention Bureau	-	-	-	0%	-
TOTAL EXPENDITURES	-	-	-	#DIV/0!	-
Transfer to General Fund	375,000	-	-	0%	375,000
ENDING FUND BALANCE	75,486		75,486		
FIRE STATION DEVELOPMENT					
	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	287,741	-	277,195		
REVENUES					
Impact Fee	90,000	1,453	1,453	2%	88,547
Interest	1,500	(8)	(8)	-1%	1,508
TOTAL REVENUES	91,500	1,445	1,445	2%	90,055
TOTAL RESOURCES	379,241	1,445	278,639	73%	90,055
EXPENDITURES					
FD Construction	-	-	-	0%	-
Transfer to Capital Projects	-	-	-	0%	-
TOTAL EXPENDITURES	-	-	-	0%	-
ENDING FUND BALANCE	379,241		278,639		

**TOWN OF GRAND CHUTE
SPECIAL REVENUE FUNDS
2019 BUDGET STATEMENT
JANUARY 2019**

PARK DEVELOPMENT	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	78,645	-	164,896		
REVENUES					
Park Development Fees	60,000	2,000	2,000	3%	58,000
Interest	1,000	(5)	(5)	0%	1,005
Donations	-	100	100	0%	(100)
TOTAL REVENUES	61,000	2,095	2,095	3%	58,905
Park Fund Expense	-	-	-	0%	-
ENDING FUND BALANCE	139,645		166,991		
FIRE PREVENTION	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	2,852	-	2,852		
REVENUES					
Fire Safety Day Revenue	-	25	25	0%	(25)
Donations	-	-	-	0%	-
TOTAL REVENUES	-	25	25	0%	(25)
EXPENDITURES	-	-	-	0%	-
ENDING FUND BALANCE	2,852	-	2,877		
POLICE K-9	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	2,507	-	2,507		
REVENUES					
Donations	1,100	25	25	2%	1,075
TOTAL REVENUES	1,100	25	25	2%	1,075
EXPENDITURES	1,050	-	-	0%	1,050
ENDING FUND BALANCE	2,557		2,532		

**TOWN OF GRAND CHUTE
SPECIAL REVENUE FUNDS
2019 BUDGET STATEMENT
JANUARY 2019**

OFFICER SAFETY	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	13,840	-	13,840		
REVENUES					
Donations	-	-	-	0%	-
TOTAL REVENUES	-	-	-	0%	-
EXPENDITURES	-	-	-	0%	-
ENDING FUND BALANCE	13,840		13,840		
2% FIRE DUES	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	19,440	-	19,440		
REVENUES					
Fire Insurance Dues	103,504	-	-	0%	103,504
TOTAL REVENUES	103,504	-	-	0%	103,504
EXPENDITURES	104,480	624	624	1%	103,856
ENDING FUND BALANCE	18,464		18,816		

**TOWN OF GRAND CHUTE
CAPITAL PROJECTS FUND
2019 BUDGET STATEMENT
JANUARY 2019**

	2019 BUDGET	CURRENT MONTH	2019 YTD	%	REMAINING BUDGET
BEGINNING FUND BALANCE	(1,180,440)		(2,253,193)		
REVENUES					
Borrowing-Long Term	15,000,000	-	-	0%	15,000,000
General Fund/Mill Tax	-	-	-	0%	-
Developer Contributions	-	571	571	0%	(571)
Interest	-	-	-	0%	-
Transfer From Other Funds	-	-	-	0%	-
TOTAL REVENUES	15,000,000	571	571	0%	14,999,429
TOTAL RESOURCES	13,819,560	571	(2,252,621)	-16%	14,999,429
EXPENDITURES					
Recreation-Park/Trails	205,800	-	-	0%	205,800
Fire Capital Outlay	-	-	-	0%	-
Street Construction	16,186,100	113,355	113,355	1%	16,072,745
Highway Building Outlay	750,000	-	-	0%	750,000
Accounting Software	-	-	-	0%	-
Public Facilities	60,000	-	-	0%	60,000
Other General Government	300,000	-	-	0%	300,000
Signage & Communication Equipment	-	-	-	0%	-
Issuance Fee	125,000	-	-	0%	125,000
TOTAL EXPENDITURES	17,626,900	113,355	113,355	1%	17,513,545
ENDING FUND BALANCE	(3,807,340)		(2,365,976)		

**TOWN OF GRAND CHUTE
DEBT SERVICE FUND
2019 BUDGET STATEMENT
JANUARY 2019**

	2019 BUDGET	CURRENT MONTH	2019 YTD	%	REMAINING BUDGET
BEGINNING FUND BALANCE	159,953		159,954		
REVENUES					
Mil Tax	1,750,000	-	-	0%	1,750,000
Borrowing L/T - Refunding Bonds	-	-	-	0%	-
Premium on Debt Issue	-	-	-	0%	-
From Special Assessments	1,754,230	-	-	0%	1,754,230
From Park Development	-	-	-	0%	-
From Fire Impact Fee Fund	-	-	-	0%	-
TOTAL REVENUES	3,504,230	-	-	0%	3,504,230
EXPENDITURES					
Debt Principal-'08	-	-	-	0%	-
Debt Principal-'09	390,000	-	-	0%	390,000
Debt Principal-'10	600,000	-	-	0%	600,000
Debt Principal-'12	735,000	-	-	0%	735,000
Debt Principal-'16	685,000	-	-	0%	685,000
Debt Principal-'18	575,000	-	-	0%	575,000
Debt Interest-'08	-	-	-	0%	-
Debt Interest-'09	13,650	-	-	0%	13,650
Debt Interest-'10	34,650	-	-	0%	34,650
Debt Interest-'12	40,394	-	-	0%	40,394
Debt Interest-'16	154,396	-	-	0%	154,396
Debt Interest-'18	258,611	-	-	0%	258,611
Contractual Services	4,000	-	-	0%	4,000
TOTAL EXPENDITURES	3,490,701	-	-	0%	3,490,701
ENDING FUND BALANCE	173,482		159,954		

**TOWN OF GRAND CHUTE
SPECIAL ASSESSMENT FUNDS
2019 BUDGET STATEMENT
JANUARY 2019**

SPECIAL ASSESSMENTS	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	4,130,442		4,131,603		
REVENUES					
Special Assessments	1,100,000	3,226	3,226	0%	1,096,774
Interest on Special Assessments	75,000	(114)	(114)	0%	75,114
TOTAL REVENUES	1,175,000	3,113	3,113	0%	1,171,887
TOTAL RESOURCES	5,305,442	3,113	4,134,716	78%	1,171,887
EXPENDITURES					
Uncollectible Special Assessment	-	-	-	0%	-
Transfer to Debt Service	1,754,230	-	-	0%	1,754,230
Transfer to General Fund	-	-	-	0%	-
TOTAL EXPENDITURES	1,754,230	-	-	0%	1,754,230
ENDING FUND BALANCE	3,551,212	3,113	4,134,716		

**TOWN OF GRAND CHUTE
TAX INCREMENT DISTRICT NO. 1
2019 BUDGET STATEMENT
JANUARY 2019**

	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	(127,618)		(127,626)		
REVENUES					
Borrowing-Long Term	-	-	-	0%	-
General Fund/Mill Tax	330,000	-	-	0%	330,000
Miscellaneous Income	-	-	-	0%	-
Interest	500	4	4	1%	496
Sale of Land	-	-	-	0%	-
Transfer from General Fund	-	-	-	0%	-
TOTAL REVENUES	330,500	4	4	0%	330,496
TOTAL RESOURCES	202,882	4	(127,622)	0%	330,496
EXPENDITURES					
Land Acquisition	-	-	-	0%	-
Site Development	-	-	-	0%	-
Landscape/Tree Enhancement	-	-	-	0%	-
Contracted Services	1,000	-	-	0%	1,000
Street Outlay	-	-	-	0%	-
Traffic Signals	-	-	-	0%	-
Streetlights	-	-	-	0%	-
Water Outlay	-	-	-	0%	-
Sewer Outlay	-	-	-	0%	-
Storm Outlay	-	-	-	0%	-
Administrative Expenses	10,010	340	340	3%	9,670
Professional Services - Land Sale	-	-	-	0%	-
Debt Expense	181,961	-	-	0%	181,961
Interest to General Fund	15,000	1,125	1,125	8%	13,875
Transfer to General Fund	-	-	-	0%	-
TOTAL EXPENDITURES	207,971	1,465	1,465	0%	206,506
ENDING FUND BALANCE	(5,089)		(129,087)		

**TOWN OF GRAND CHUTE
TAX INCREMENT DISTRICT NO. 2
2019 BUDGET STATEMENT
JANUARY 2019**

	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	(743,565)		(70,755)		
REVENUES					
Borrowing-Long Term	-	-	-	0%	-
General Fund/Mill Tax	450,000	-	-	0%	450,000
Miscellaneous Income	-	-	-	0%	-
Interest	-	2	2	0%	(2)
Sale of Land	2,200,000	-	-	0%	2,200,000
Transfer from General Fund	-	-	-	0%	-
TOTAL REVENUES	2,650,000	2	2	0%	2,649,998
TOTAL RESOURCES	1,906,435	2	(70,753)	0%	2,649,998
EXPENDITURES					
Land Acquisition	-	-	-	0%	-
Site Development	75,000	734	734	1%	74,267
Landscape/Tree Enhancement	-	-	-	0%	-
Contracted Services	50,000	8,790	8,790	18%	41,210
Street Outlay	1,825,000	-	-	0%	1,825,000
Traffic Signals	-	-	-	0%	-
Streetlights	-	-	-	0%	-
Water Outlay	190,000	-	-	0%	190,000
Sewer Outlay	190,000	-	-	0%	190,000
Storm Outlay	-	-	-	0%	-
Administrative Expenses	114,990	415	415	0%	114,575
Professional Services - Land Sale	176,000	-	-	0%	176,000
Debt Expense	428,025	-	-	0%	428,025
Interest to General Fund	22,000	2,083	2,083	9%	19,917
Transfer to General Fund	-	-	-	0%	-
TOTAL EXPENDITURES	3,071,015	12,022	12,022	0%	3,058,994
ENDING FUND BALANCE	(1,164,580)		(82,774)		

**TOWN OF GRAND CHUTE
TAX INCREMENT DISTRICT NO. 3
2019 BUDGET STATEMENT
JANUARY 2019**

	2019 BUDGET	CURRENT MONTH	2019 YTD	%	REMAINING BUDGET
BEGINNING FUND BALANCE	(1,285,088)		(1,306,294)		
REVENUES					
Borrowing-Long Term	1,500,000	-	-	0%	1,500,000
General Fund/Mill Tax	-	-	-	0%	-
WEDC Idle Sites Grant	-	-	-	0%	-
Miscellaneous Income	-	-	-	0%	-
Interest	-	40	40	0%	(40)
Sale of Land	-	-	-	0%	-
Transfer from General Fund	-	-	-	0%	-
TOTAL REVENUES	1,500,000	40	40	0%	1,499,960
TOTAL RESOURCES	214,912	40	(1,306,254)	0%	1,499,960
EXPENDITURES					
Land Acquisition	120,000	-	-	0%	120,000
Site Development	-	-	-	0%	-
Landscape/Tree Enhancement	-	-	-	0%	-
Contracted Services	5,000	-	-	0%	5,000
Street Outlay	-	-	-	0%	-
Traffic Signals	-	135,217	135,217	0%	(135,217)
Streetlights	-	-	-	0%	-
Water Outlay	-	-	-	0%	-
Sewer Outlay	-	-	-	0%	-
Storm Outlay	-	-	-	0%	-
Building Demolition	-	-	-	0%	-
Administrative Expenses	8,860	340	340	4%	8,520
Debt Expense	20,000	-	-	0%	20,000
Interest to General Fund	-	-	-	0%	-
Transfer to General Fund	-	-	-	0%	-
TOTAL EXPENDITURES	153,860	135,556	135,556	0%	18,304
ENDING FUND BALANCE	61,052		(1,441,810)		

**TOWN OF GRAND CHUTE
TAX INCREMENT DISTRICT NO. 4
2019 BUDGET STATEMENT
JANUARY 2019**

	2019 BUDGET	CURRENT MONTH	2019 YTD	% BUDGET	REMAINING BUDGET
BEGINNING FUND BALANCE	(980,050)		(445,103)		
REVENUES					
Borrowing-Long Term	-	-	-	0%	-
General Fund/Mill Tax	-	-	-	0%	-
Miscellaneous Income	-	-	-	0%	-
Interest	-	-	-	0%	-
Sale of Land	400,000	-	-	0%	400,000
Transfer from General Fund	-	-	-	0%	-
TOTAL REVENUES	400,000	-	-	0%	400,000
TOTAL RESOURCES	(580,050)	-	(445,103)	0%	400,000
EXPENDITURES					
Land Acquisition	-	-	-	0%	-
Site Development	50,000	-	-	0%	50,000
Landscape/Tree Enhancement	-	-	-	0%	-
Contracted Services	75,000	2,400	2,400	3%	72,600
Street Outlay	2,490,000	850	850	0%	2,489,150
Traffic Signals	-	-	-	0%	-
Streetlights	-	-	-	0%	-
Water Outlay	-	-	-	0%	-
Sewer Outlay	-	-	-	0%	-
Storm Outlay	-	147,077	147,077	0%	(147,077)
Administrative Expenses	47,200	2,888	2,888	6%	44,312
Professional Services - Land Sale	32,000	-	-	0%	32,000
Debt Expense	-	-	-	0%	-
Interest to General Fund	-	-	-	0%	-
Transfer to General Fund	-	-	-	0%	-
TOTAL EXPENDITURES	2,694,200	153,215	153,215	0%	2,540,985
ENDING FUND BALANCE	(3,274,250)		(598,318)		



AGENDA REQUEST
3/19/2019

TOPIC: Elsner Road assessment deferral and utility hook-up deferrals.

<input type="checkbox"/> New Business <input checked="" 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: Katie Schwartz, P.E., Director P.W.

ISSUE: At the March 5, 2019 Town Board meeting motions were made regarding an assessment deferral for Parcel 101037300 as well as for sewer and water hook-up deferrals. Staff was directed to clarify and interpret the motions and bring a recommendation back to the Board.

BACKGROUND/ANALYSIS:

PARCEL 101037300/BARTEL REVOCABLE TRUST:

The following motion was made at the March 5, 2019 Town Board meeting: 'Motion (Sherman/Thyssen) to direct staff to look at the Bartel property as a residential use property for assessment initially until which time the property changes hands or use changes to commercial, at which time the deferred amount will come due as commercial.'

The final resolution schedule needs to show a number not to exceed without having another public hearing. Therefore, the recommendation is to assess the commercial amount in the final resolution (\$156,715.19) while allowing for a deferment for the difference between the commercial amount and the 50/50 residential amount (\$156,715.19 - \$59,868.33 = \$96,846.86 deferred). See Attachment No. 1 for reference. Interest will apply on the deferred amount based on the Town's Policy for Special Assessments.

The intent of the deferment of special assessment listed above is based on use and not ownership. Therefore, the trigger for the deferment to expire should be based on a change in use or if there is a land split. Sale would not automatically trigger the deferment to expire. This should not be based on the financial status of the current owner as this is covered by the financial hardship section of the policy. Per an email from Chuck Koehler on 2-26-19 "continued residential use might be deemed the same level of benefit as the previous owner."

Since this parcel is a revocable trust the Town's Policy for Special Assessments does allow this parcel/owner to apply for a deferment of special assessment on the residential amount under the financial hardship section (IX.B). The financial hardship deferral, if the trust applies and qualifies, requires the applicant to own and reside in the property and be eligible on an annual basis. The deferment based on financial hardship ceases at the time the

owner no longer meets the income criteria, upon death, or upon the date which the ownership is transferred to any other person/persons/partnership/corporation/trust/or other entity.

SEWER AND WATER HOOK-UP DEFERRALS:

The following motion was made at the March 5, 2019 Town Board meeting: 'Motion (Thyssen/Nooyen) that those individuals that are part of the residential sewer and water hook up on the Elsner project, be allowed to defer their assessment up to ten years with a well and septic system that conforms to DOR standards or until the sale of the property or passing the property to another person.'

Chapters 523-37 and 440-3 of the Town's Municipal Code states that hook-up shall take place within 90-days of availability and allows up to a 5 year deferment for financial hardship. The Town's Policy for Special Assessments allows for deferment of hook-up and special assessment for up to 10 years if the system is 10 years or newer. Capitol Drive was a recent project of similar nature where sanitary and water were installed. For that project the owners were allowed a deferment of hook-up and special assessment for up to 10 years, regardless of the age of their system. The system had to pass required tests on a given frequency and would have to hook-up upon failure of the system or sale of the property. Interest was applied per the Policy for Special Assessments.

RECOMMENDATION: Staff recommends the following:

PARCEL 101037300/BARTEL REVOCABLE TRUST: Approve a deferment of special assessment for the difference between the commercial and 50/50 residential amount until such time as use changes or there is a land split with interest being applied on the amount based on the Town's Policy for Special Assessments.

SEWER AND WATER HOOK-UP DEFERRALS: Follow the original motion made at the March 5, 2019 Town Board meeting (see above) for residential parcels, clarifying that interest would be applied on the amount of the deferment based on the Town's Policy for Special Assessments. In addition, the hook-up deferment should be applied to the Bartel parcel under these same terms while in residential use.

FISCAL IMPACT: CIP

ATTACHMENTS:

Attachment No. 1 - Parcel 101037300 assessment comparison

**Town of Grand Chute
Elsner Road
North Gillett Street to STH 47
G0006-930325
Bartels Property 101037300**

	Total Elsner Road Frontage	Sanitary Sewer Assessable Frontage	Sanitary Sewer Assessment	R-1,R-2 & AGD Zoning Storm Sewer Assessable Frontage	Other Zoning Storm Sewer Assessable Frontage	Storm Sewer Assessment	R-1,R-2 & AGD Zoning Street Assessable Frontage	Other Zoning Street Assessable Frontage	Street Assessment	Street Area Assessment	Water Main Assessable Frontage	Water Main Assessment	Total Assessment
Public Hearing Amounts	458.93	854.61	\$34,771.98	0.00	375.60	\$15,024.00	0.00	375.60	\$75,848.36	\$0.00	854.61	\$31,070.85	\$156,715.19
Assessed as RES at 50/50 Rate	458.93	487.30	\$19,826.24	229.46	0.00	\$4,589.20	229.46	0.00	\$17,732.67	\$0.00	487.30	\$17,718.23	\$59,868.33

Notes on assessable frontages: CL sanitary sewer & water main frontages are based on the total of Elsner Road & STH 47 frontages minus 120 feet
 CL storm sewer & street frontages are based on 2/3 of the Elsner Road frontage up to the first 250 feet plus all remaining frontage over 250 feet
 RES sanitary sewer & water main frontages are based on 1/2 of the total of Elsner Road & STH 47 frontages
 RES storm sewer & street frontages based on 1/2 of the Elsner Road frontage

Workbook: Elsner Road
 Worksheet: Bartels property
 Disk: w:\Projects\G0006\930325\00\Spreadsheets
 Date: February 27, 2019

**Town of Grand Chute
Special Exception Request
Advanced Used Car Sales LLC**

To: Plan Commission
From: Michael Patza, Town Planner
Date: February 28, 2019
Address: 2142 W. Spencer Street

App. #: SE-05-19

REQUEST

- 1. **Proposed Use:** Automobile sales business
- 2. **Project Description:** Operation of an automobile sales business
- 3. **Plat/CSM Accurate parcel lines/lot recorded:** Yes

ANALYSIS

The applicant will be leasing this property to operate an automobile sales business. The business will serve customers by appointment only Monday-Wednesday, have limited hours Thursday-Saturday, and will be closed on Sundays. All vehicles displayed on the site must be parked on an asphalt or concrete surface.

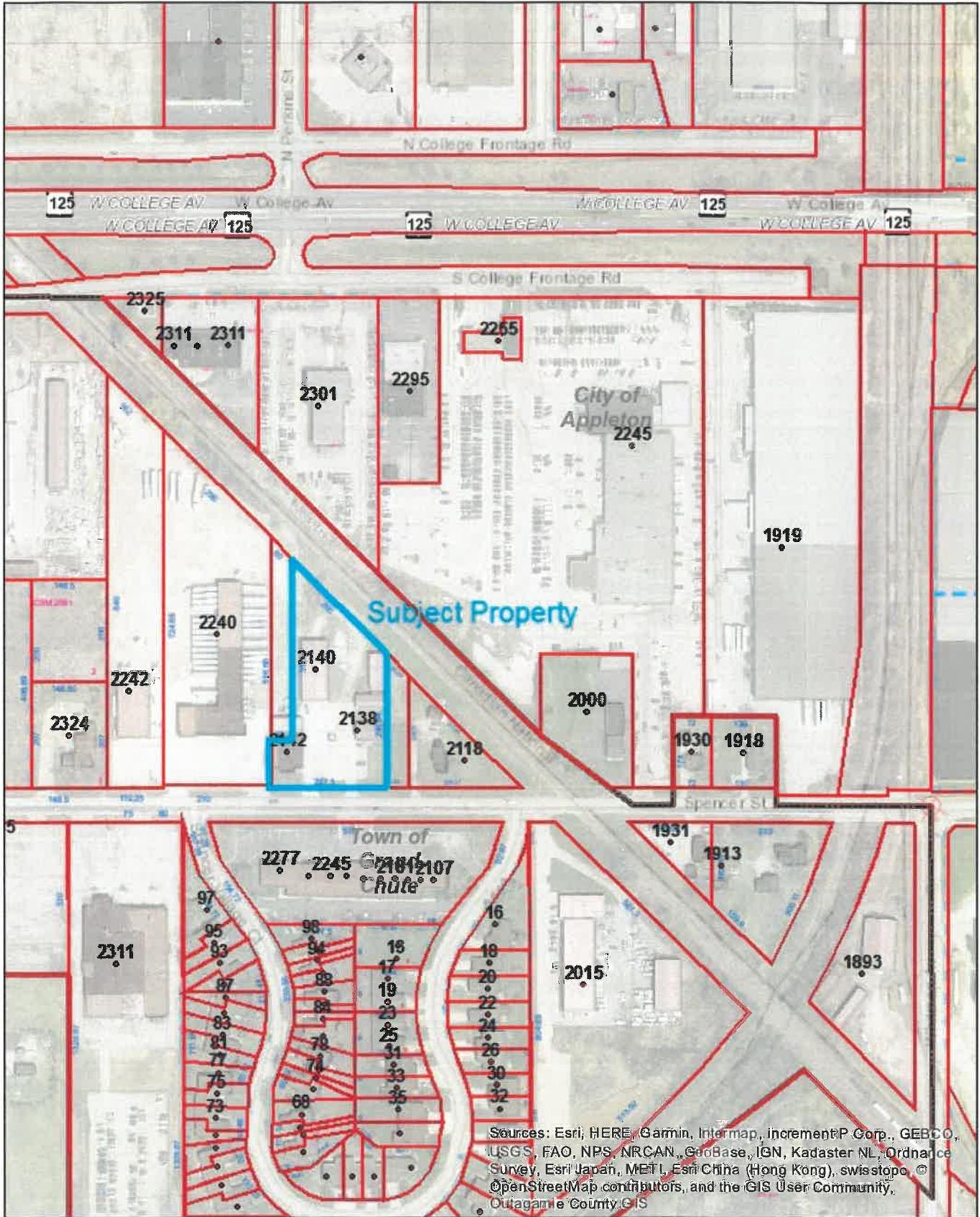
FINDINGS OF FACT IN GRANTING OF A SPECIAL EXCEPTION

- a. **The establishment, maintenance or operation of the proposed Special Exception use or structure at the proposed location will not be detrimental or injurious to the use and enjoyment of existing uses on adjacent properties or properties in the vicinity. Found.**
- b. **The establishment, maintenance or operation of the proposed Special Exception use or structure, alone or in combination with other existing Special Exception uses and structures in the vicinity will not cause traffic hazards. Found.**
- c. **Adequate provision is made for surface water drainage, ingress and egress to the property, and off-street parking. Found.**
- d. **Adequate public facilities and services are available for the proposed Special Exception use of structure. Found.**

RECOMMENDATION

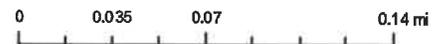
Staff has reviewed and supports a Plan Commission recommendation for approval of the Special Exception (SE-05-19) requested by Advanced Used Car Sales LLC, 2142 W. Spencer Street, to allow operation of an automobile sales business.

SE-05-19 -- 2142 W. Spencer Street



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SITE PLAN FOR:
HOYMAN PROPERTY MANAGEMENT
2142 W. SPENCER STREET
APPLETON, WI 54914

REVISIONS

DRAWN BY
TPH
CHECKED BY
TFM

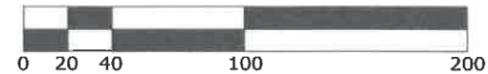
DATE
1/18/19

PROJECT NO.
195001

C1.1

= LIGHT SYMBOL

SITE PLAN
SCALE: 1" = 40'-0"



Town of Grand Chute Special Exception Amendment Request Greene Development Appleton, LLC

To: Plan Commission
From: Michael Patza, Town Planner
Date: February 28, 2019
Address: 3810 W. Wisconsin Avenue

App. #: SEA1-24-17

REQUEST

- 1. **Proposed Use:** Planned Unit Development (PUD) commercial.
- 2. **Project Description:** Amendment No. 1 to the Greene Development PUD, updating development plans and site signage plans.
- 3. **Plat/CSM accurate parcel lines/lot recorded:** Yes, pending future land divisions.

ANALYSIS

The proposed amendment will update the Greene Development PUD Master Plan to reflect recent site development and changes to future development plans. Most notable of the changes is a realignment of the internal traffic circulation route for the development, a relocation of the main pylon sign along I-41, and the relocation of proposed future buildings. All of these changes were made to meet setback requirements enforced by the Wisconsin DOT. Additionally, the revised PUD plan sheets reflect location of At-Home on Lot 3, and Kwik Trip on Lot 1.

The revised PUD Signage Plan reflects the change in location, height, and size to the main pylon sign for the development. Approval of a Special Exception Permit and Site Plan Amendment are required for this proposed sign. The revised Signage Plan also identifies a new pylon sign along the W. Wisconsin Avenue frontage for the Kwik Trip property, which was approved by Plan Commission at its January 15, 2019 meeting.

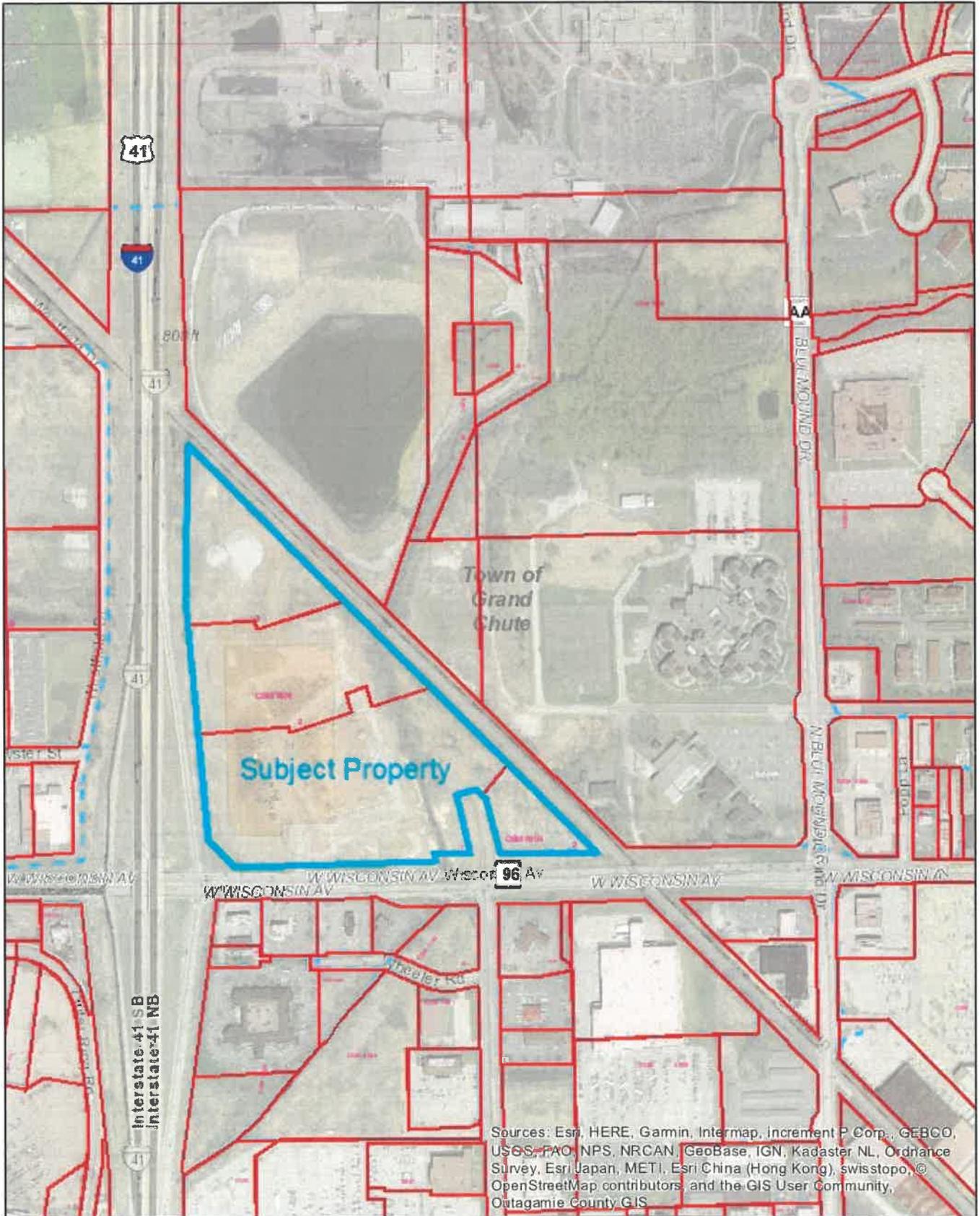
FINDINGS OF FACT IN GRANTING OF A SPECIAL EXCEPTION

- a. **The establishment, maintenance or operation of the proposed Special Exception use or structure at the proposed location will not be detrimental or injurious to the use and enjoyment of existing uses on adjacent properties or properties in the vicinity. Found.**
- b. **The establishment, maintenance or operation of the proposed Special Exception use or structure, alone or in combination with other existing Special Exception uses and structures in the vicinity will not cause traffic hazards. Found.**
- c. **Adequate provision is made for surface water drainage, ingress and egress to the property, and off-street parking. Found.**
- d. **Adequate public facilities and services are available for the proposed Special Exception use of structure. Found.**

RECOMMENDATION

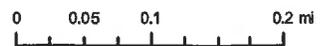
Staff has reviewed and supports a Plan Commission recommendation for approval of the Special Exception Amendment (SEA1-24-17) requested by Greene Development Appleton, LLC, 3810 W. Wisconsin Avenue, for Amendment No. 1 to the Greene Development PUD, updating site development plans and site signage plans.

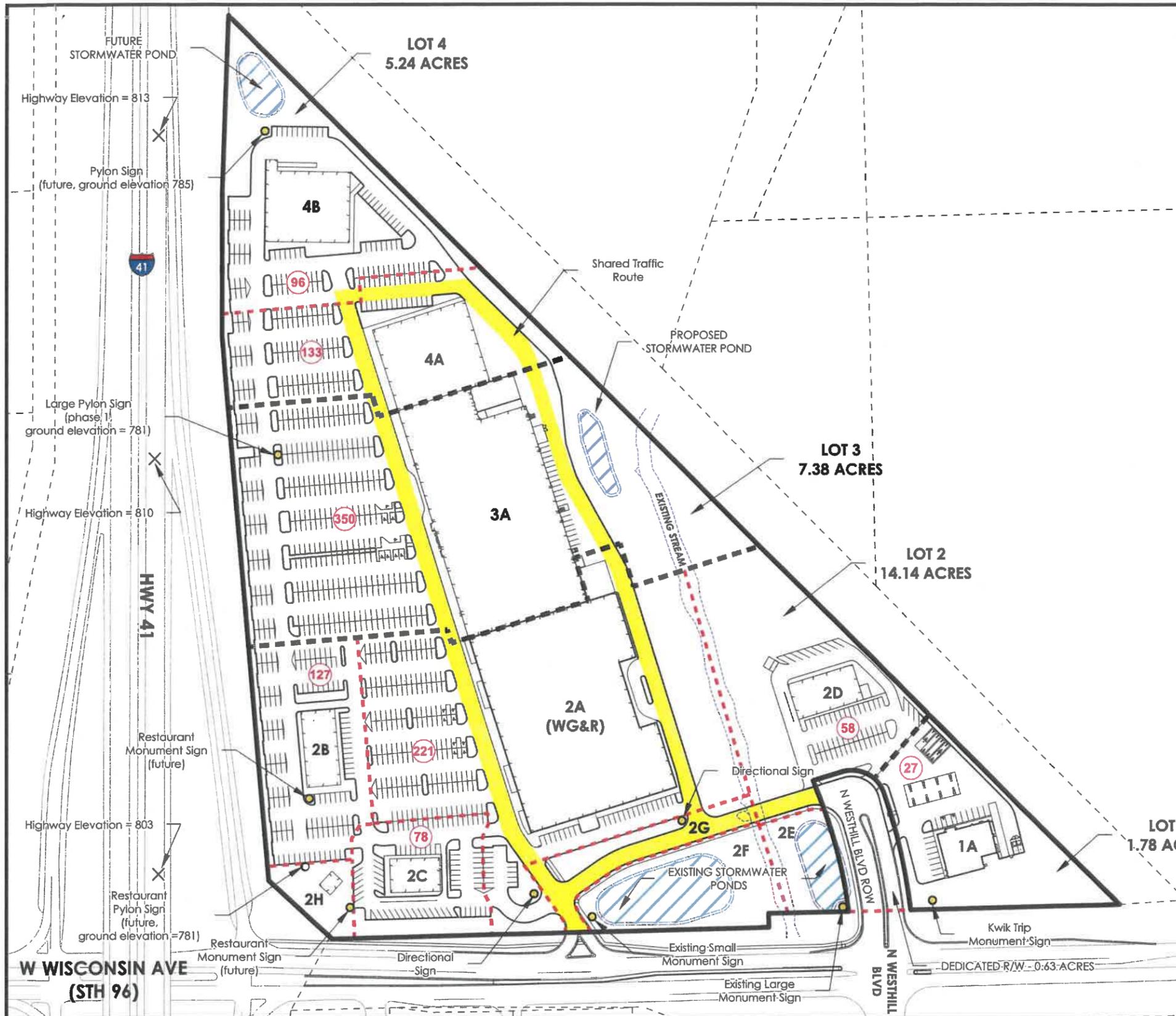
SEA-1-24-17 -- 3810 W. Wisconsin Avenue



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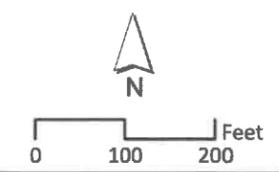
Lot	Use	Use - Land Allocation	Impervious Surface per Land Allocation	Building Size	Parking Needed per Code	Parking Provided	Total Lot Area
Lot 1	1A - Gas Station	1.78 Acres	1.00 Acres	7,200 SF	27	27	1.78 Acres
	TOTAL =					27	
Lot 2	2A - Furniture	6.17 Acres	5.02 Acres	94,600 SF	158 (1/600)	221	14.14 Acres
	2B - Restaurant	1.68 Acres	1.53 Acres	8,100 SF	81 (1/100)	127	
	2C - Restaurant	1.14 Acres	0.89 Acres	5,400 SF	54 (1/100)	78	
	2D - Retail	2.51 Acres	0.96 Acres	7,800 SF	39 (1/200)	58	
	2E - Pond - East	0.47 Acres	0.00 Acres				
	2F - Pond - West	1.13 Acres	0.06 Acres				
	2G - West Drive	0.71 Acres	0.52 Acres				
	2H - Entertainment Area	0.33 Acres	0.02 Acres	870 SF			
TOTAL =					332	484	
Lot 3	3A - Retail	7.38 Acres	5.68 Acres	88,000 SF	352 (1/250)	350	7.38 Acres
	TOTAL =					352	
Lot 4	4A - Retail	2.42 Acres	2.10 Acres	25,950 SF	130 (1/200)	133	5.24 Acres
	4B - Retail	2.82 Acres	1.86 Acres	19,150 SF	96 (1/200)	96	
TOTAL =					226	229	
New Westhill Blvd Leg	Right of Way	0.63 Acres	0.52 Acres				0.63 Acres
TOTAL SITE =					937 Stalls Required	1090 Stalls Provided	29.176 Acres

Legend

- Lot Division Line
- - - Land Use Division Line
- (27) Parking Stalls Provided By Building Area
- Shared Traffic Route

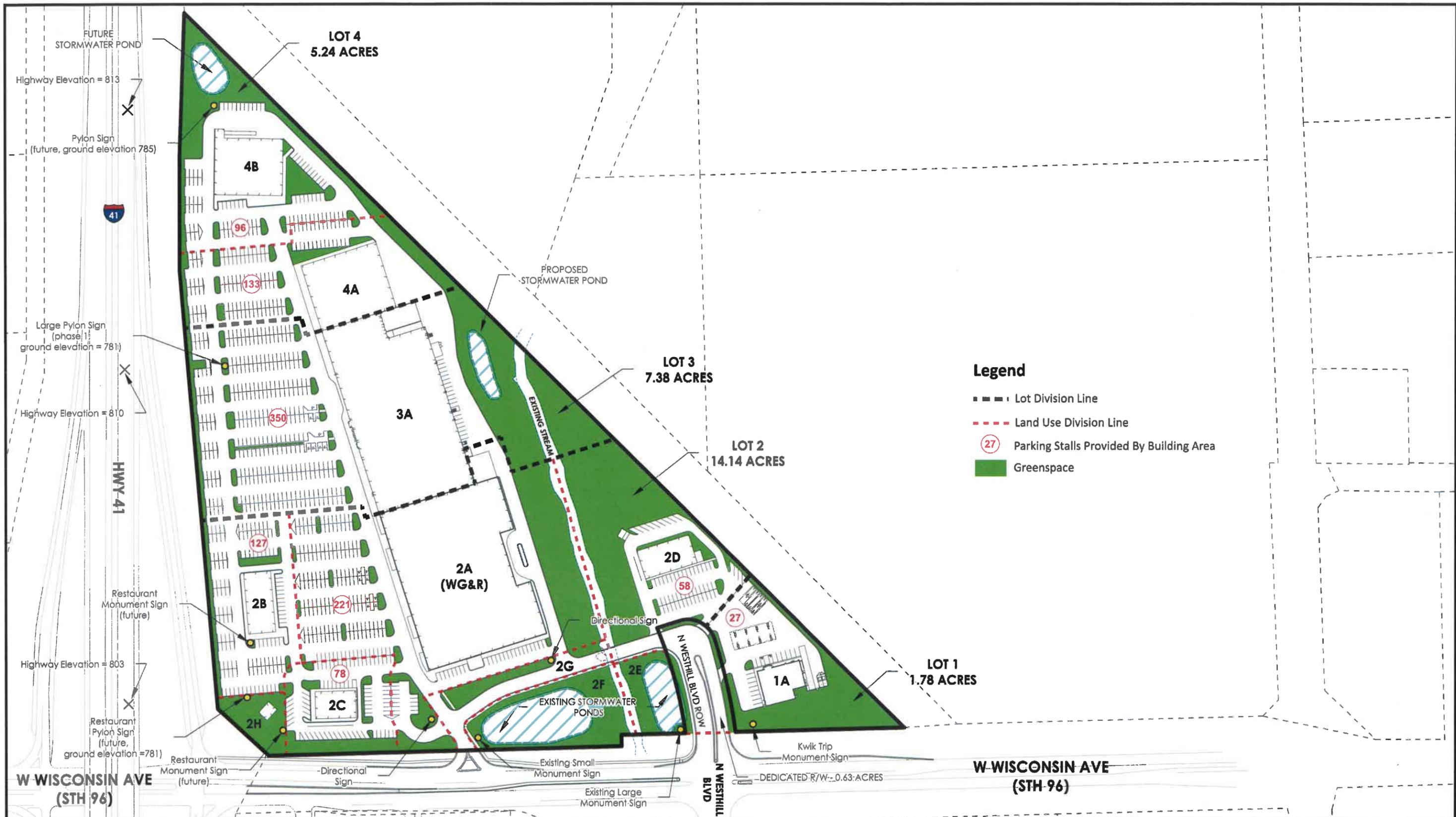
**PUD MASTER PLAN
TOWN OF GRAND CHUTE
OUTAGAMIE COUNTY, WI
AMENDMENT NO. 1**

DATE: 2/8/2019
JOB: 1360011
DRAWN: PFO



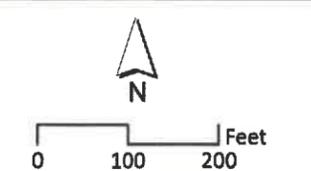
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ESRI, Outagamie County
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Robert E. Lee & Associates, Inc.
Engineering, Surveying and Environmental Services
1250 Centennial Centre Boulevard, Hobart, WI 54155
Phone: (920) 662-9641 FAX: (920) 662-9141
www.releeinc.com



PUD GREENSPACE PLAN
TOWN OF GRAND CHUTE
OUTAGAMIE COUNTY, WI
AMENDMENT NO. 1

DATE: 2/8/2019
JOB: 1360011
DRAWN: PFO



Source: Robert E. Lee & Associates, Inc.
ESRI, Outagamie County

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Phone: (920) 662-9641 FAX: (920) 662-9141
www.releelinc.com



Plant List - Simple

ID	Qty	Latin Name	Common Name	Scheduled Size	Remarks
ConSh 03	13	<i>Juniperus Virginiana 'Gray Owl'</i>	Gray Owl Juniper	#5 15-18"	
OT 05	9	<i>Tilia americana</i>	American Sawey Linden	2.5" ball	
Prx 12	8	<i>Rudbeckia hirta</i>	Black Eyed Susan	#1 pot	
ST 06	12	<i>Syringa reticulata</i>	Very Silk Lace Tree	2" ball	Flowering Tree
ST 05-1	20	<i>Gleditsia triacanthos Inermis</i>	Sambora Honey Locust	2.5" ball	Shade Tree
ST 07	13	<i>Acer Freemanii 'Jefferson'</i>	Autumn Blaze Maple	2.5" ball	Shade Tree
TS 06-2	4	<i>Viburnum dentatum</i>	Arrowwood Viburnum	#2 pot	
Untitled ID-1	31	<i>Sporobolus heterolepis</i>	Prairie Dropseed	#1 pot	
Untitled ID-2	36	<i>Calamagrostis acutiflora</i>	Kent Foxtail Prairie Reed	#1 pot	
Untitled ID-3	48	<i>Salmicollis</i>	Top Spirea	#3 pot 15-18"	
Untitled ID-4	18	<i>Hamamelis x 'Sella de Oro'</i>	Shells D. Oro Hamilly	18"	
Untitled ID-1	3	<i>Picea Glauca 'Densata'</i>	Black Hills Spruce	5-6" ball	
Untitled ID-1	10	<i>Mahoe 'Starma Snow'</i>	Spring Snow Crabapple	2" ball	
Untitled ID-2	33	<i>Acer Freemanii 'Armstrong'</i>	Armstrong Maple	2.5" ball	
Untitled ID-2	13	<i>Spiraea japonica</i>	Little Princess Spirea	#3 15-18"	Shade Tree
Untitled ID-2	10	<i>Weinmannia 'Dark Horse'</i>	Dark Horse Weigela	#3 15-18"	
Untitled ID-3	12	<i>Dactylis glomerata</i>	Tufted Hair Grass	18"	

DATE: 11-11-2017
 REVISED: 10-23-2018
 REVISED: 10-24-2018
 REVISED:
 SCALE: 1:700
 DRAWN BY:

PROJECT: WG&R Project
 ADDRESS: Grand Chute, WI

P.U.D. MASTER PLAN AMENDMENT NO. 1

Never Ordinary, Always Innovative, Naturally Inspired
LIZER
 LANDSCAPE
 & NURSERY

LANDSCAPE ARCHITECTURE
 DEVELOPMENT AND
 CONSTRUCTION
 2034 BELLEVUE STREET
 GRAND CHUTE, WISCONSIN 54311
 OFFICE: 920-468-1813
 FAX: 920-468-1830
 WWW.LIZERLANDSCAPE.COM

SHEET NO.

W WISCONSIN AVE - STA 96



PROPOSED "AT HOME" BUILDING
88,120 S.F.

EXISTING WG & R BUILDING

EXISTING WET
DETENTION POND

CANADIAN NATIONAL RAILROAD

WGR Site (WG062617) LUMINAIRE SCHEDULE							
TYP	SYMBOL	DESCRIPTION	LAMP	LUMENS	MOUNTING/BALLAST	LLF	QTY
OA	○	LSI INDUSTRIES, Twin Mirada M (2) "AM" MRM-LED-30L-SIL-3-40-70CRI	(2)	26073	30' SSS Conc Pour	1.00	18
OA3	○	LSI INDUSTRIES, III Mirada M (1) "AM" MRM-LED-30L-SIL-3-40-70CRI	(1)	26073	30' SSS Conc Pour	1.00	9
OAFL	∅	LSI INDUSTRIES, FT-IL Mirada M (1) "FTL" MRM-LED-30L-SIL-FT-40-70CRI-IL	(1)	16795	30' SSS Conc Pour	1.00	5
OAFT	⊗	LSI INDUSTRIES, FT Mirada M (1) "AMFT" MRM-LED-30L-SIL-FT-40-70CRI	(1)	25981	30' SSS Conc Pour	1.00	9
OW	□	LSI INDUSTRIES, WLM Wall (1) "W" WLM-43-45	(1)	5218		1.00	11



0' 50' 100'
SCALE IN FEET

NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION

CENTER VALLEY PUD
TOWN OF GRAND CHUTE
OUTAGAMIE COUNTY, WISCONSIN

MASTER LIGHTING PLAN
PUD MASTER PLAN AMENDMENT NO. 3

DATE
9/28/19
FILE
JOB
1360211

Robert E. Lee & Associates, Inc.
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD HOBART, WI 54155
920-662-9641 www.releeinc.com

SHEET NO.
1

CLIENT: WG&R
LOCATION: Appleton, WI
SALES: Al Smith
DESIGNER: JM
SCALE: 1/8" = 1'-0"
FILE NAME: WG&R-Grand Chute 190187
1-19 Pylon
DATE: 2-11-19
PAGE: 3
REVISED:

COLOR SCHEDULE

- PAINTED MP 00000
- GERBER

ITEMS REQUIRED PRIOR TO PRODUCTION

- FIELD SURVEY/ MEASUREMENTS
- ELECTRONIC TENANT LOGO REQ.
- COLORS TO BE DETERMINED
- OTHER

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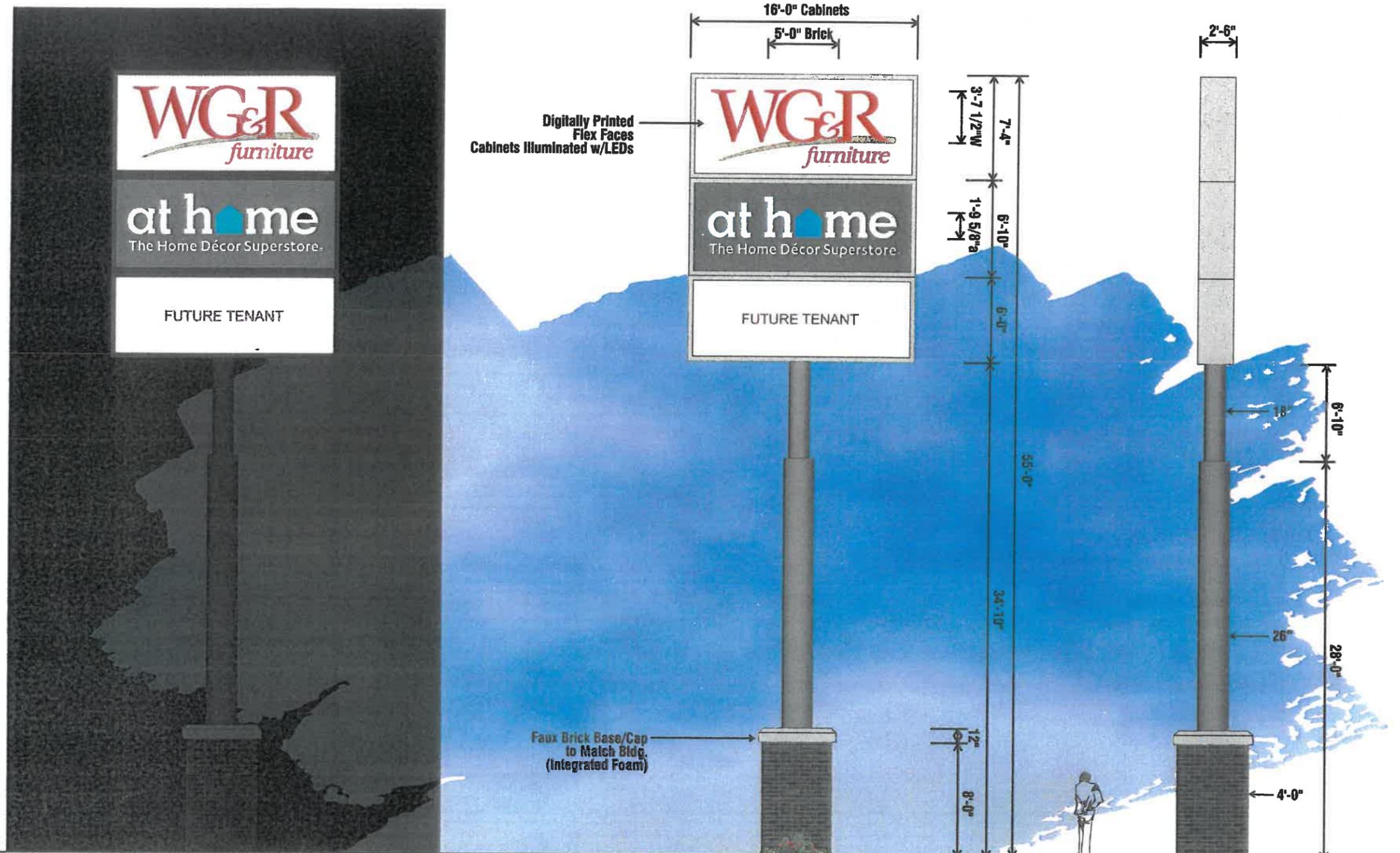
ACCEPTANCE OF PROOF:

Date: _____

Signature: _____

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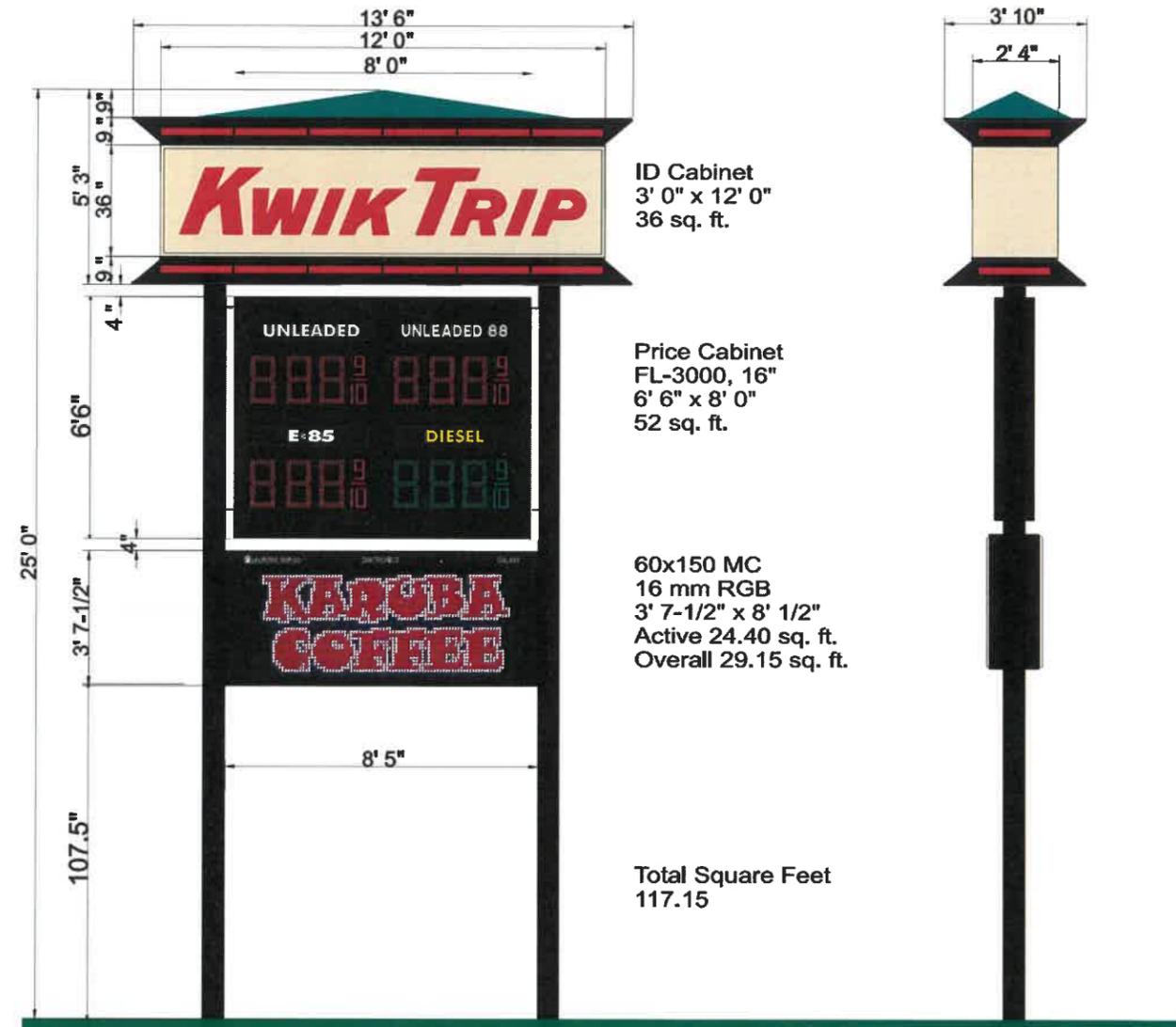
Night View

DOUBLE FACE INTERNALLY ILLUMINATED PYLON

Side View

DOUBLE FACE PYLON

412 Grand Chute, W



ID Cabinet
3' 0" x 12' 0"
36 sq. ft.

Price Cabinet
FL-3000, 16"
6' 6" x 8' 0"
52 sq. ft.

60x150 MC
16 mm RGB
3' 7-1/2" x 8' 1/2"
Active 24.40 sq. ft.
Overall 29.15 sq. ft.

Total Square Feet
117.15

Approved by: _____ Date: _____ Landlord: _____ Date: _____

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DESIGN	SALES	FILE	COLOR KEY
LA CROSSE SIGN CO. <i>MAKE A STATEMENT!</i> 1450 Oak Forest Drive • Onalaska, WI 54650 • 608-781-1450 2242 Mustang Way • Madison, WI 53718 • 608-222-5353 2502 Melby Street • Eau Claire, WI 54703 • 715-835-6189	Drawing by: Bryan Cullen Sign Type: Pylon Date Created: 4-7-17 Last Modified: Scale: 3/16" = 1'	Job Name: Kwik Trip Job Address: Salesperson: Cindy Bluske Job Number:	Revision Number: Job File Location: S:\1 - Kwik Trip\ New Store\Design
			1 NA 208080 Beige 2 Black S/G paint 3 #2283 Red Acrylic 4 White of Acrylic 5 Red LED 6 NA 307880 Hemlock Green 7 Green LED 8 Black (230-22) 9 Yellow (230-015) 10 Blue (230-167)

Town of Grand Chute Special Exception Request Greene Development Appleton, LLC

To: Plan Commission
From: Michael Patza, Town Planner
Date: February 28, 2019
Address: 3820 W. Wisconsin Avenue

App. #: SE-06-19

REQUEST

1. **Proposed Use:** Planned Unit Development (PUD) commercial.
2. **Project Description:** To allow a multitenant sign with a size and height bonus as permitted in Chapter 535-108(D) of the Town of Grand Chute Municipal Code.
3. **Plat/CSM accurate parcel lines/lot recorded:** Yes, pending future land divisions.

ANALYSIS

The proposed sign, to be located along I-41, will serve as the main pylon sign for the Greene Development PUD. The sign will be 55'-0" in height and 323 sq. ft. in size. The Sign Code allows a height and size bonus with a Special Exception Permit if a development meets certain criteria. Listed below, the Green Development PUD satisfies the minimum requirement of meeting three of the five criteria to be eligible for the bonus:

1. Minimum lot size is two acres.
2. Individually, or in combination with other adjoining lots, the lot is characterized as a development area.
3. The lot or development area contains at least 330 linear feet of public road frontage on one or more sides.
4. The lot or development area has frontage on more than one public road.
5. The lot or development area contains more than one principal building.

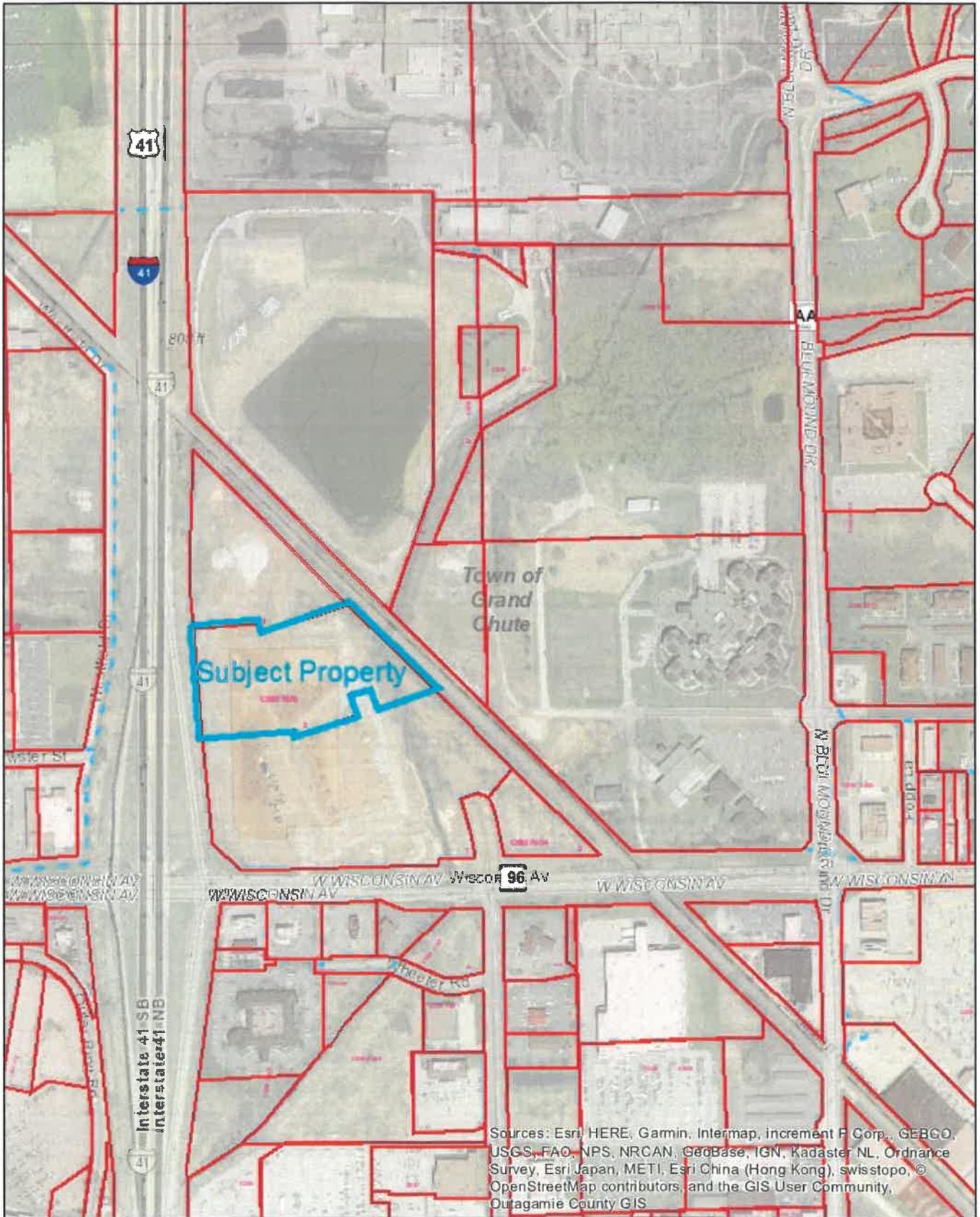
FINDINGS OF FACT IN GRANTING OF A SPECIAL EXCEPTION

- a. **The establishment, maintenance or operation of the proposed Special Exception use or structure at the proposed location will not be detrimental or injurious to the use and enjoyment of existing uses on adjacent properties or properties in the vicinity. Found.**
- b. **The establishment, maintenance or operation of the proposed Special Exception use or structure, alone or in combination with other existing Special Exception uses and structures in the vicinity will not cause traffic hazards. Found.**
- c. **Adequate provision is made for surface water drainage, ingress and egress to the property, and off-street parking. Found.**
- d. **Adequate public facilities and services are available for the proposed Special Exception use of structure. Found.**

RECOMMENDATION

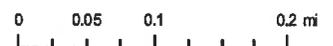
Staff has reviewed and supports a Plan Commission recommendation for approval of the Special Exception Permit (SE-06-19) requested by Greene Development Appleton, LLC, 3820 W. Wisconsin Avenue, to allow a multitenant sign with a size and height bonus as permitted in Chapter 535-108(D) of the Town of Grand Chute Municipal Code, subject to Town Board approval of Special Exception Amendment SEA1-24-17.

SE-06-19 -- 3820 W. Wisconsin Avenue



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Author:
Copyright:



CLIENT: **WG&R**
LOCATION: **Appleton, WI**
SALES: **Al Smith**
DESIGNER: **JM**
SCALE: **1/8" = 1'-0"**
FILE NAME: **WG&R-Grand Chute 190187
1-19 Pylon**
DATE: **2-11-19**
PAGE: **3**
REVISED:

COLOR SCHEDULE

- PAINTED MP 00000
- GERBER

ITEMS REQUIRED PRIOR TO PRODUCTION

- FIELD SURVEY/ MEASUREMENTS
- ELECTRONIC TENANT LOGO REQ.
- COLORS TO BE DETERMINED
- OTHER

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ACCEPTANCE OF PROOF:

Date: _____

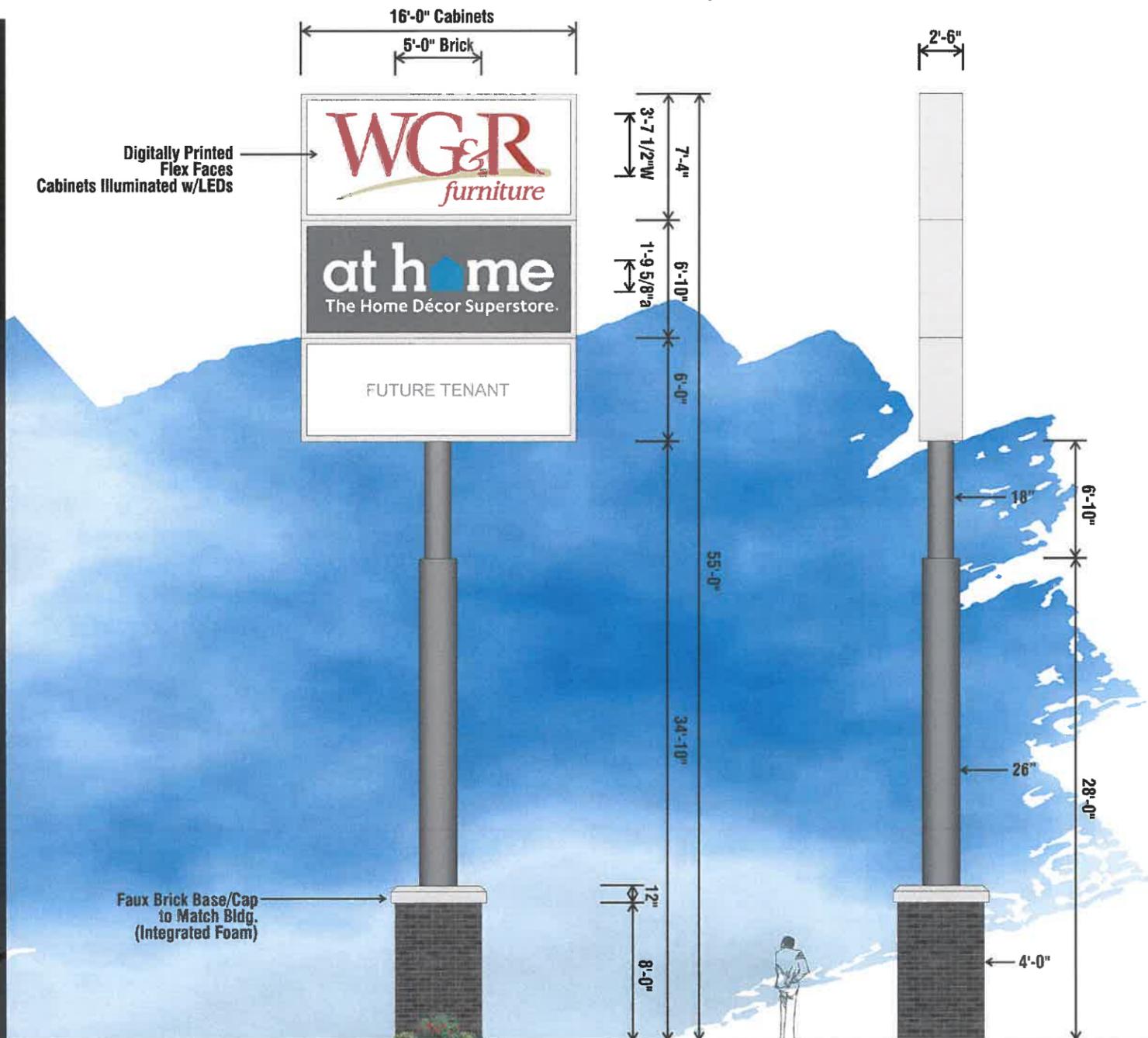
Signature: _____

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Night View

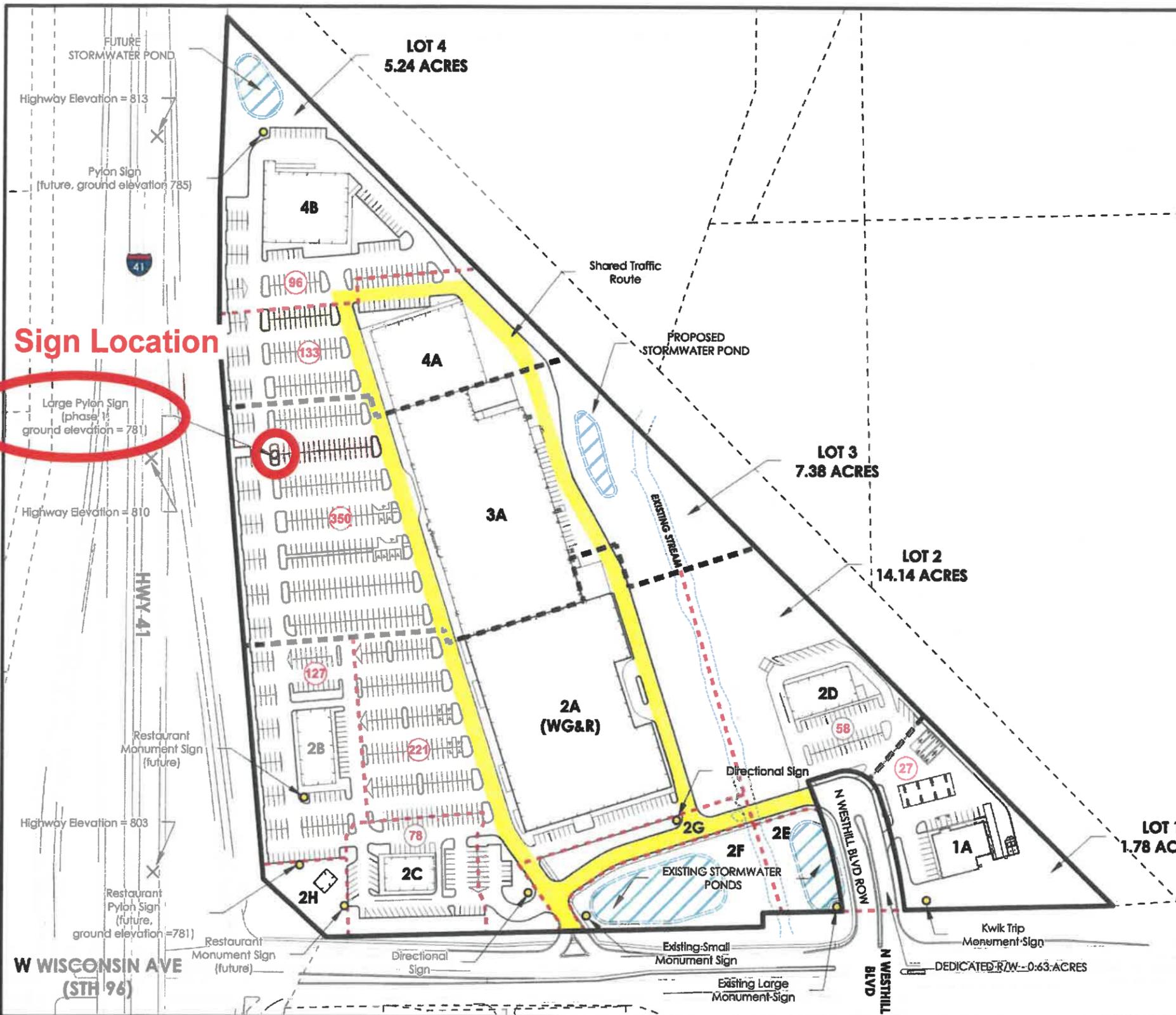


DOUBLE FACE INTERNALLY ILLUMINATED PYLON

Side View

Digitally Printed Flex Faces
Cabinets Illuminated w/LEDs

Faux Brick Base/Cap to Match Bldg. (Integrated Foam)

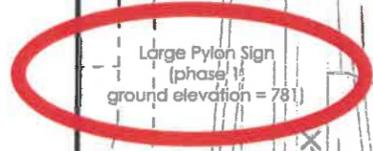


Lot	Use	Use - Land Allocation	Impervious Surface per Land Allocation	Building Size	Parking Needed per Code	Parking Provided	Total Lot Area	
Lot 1	1A - Gas Station	1.78 Acres	1.00 Acres	7,200 SF	27	27	1.78 Acres	
TOTAL =							27	27
Lot 2	2A - Furniture	6.17 Acres	5.02 Acres	94,600 SF	158 (1/600)	221	14.14 Acres	
	2B - Restaurant	1.68 Acres	1.53 Acres	8,100 SF	81 (1/100)	127		
	2C - Restaurant	1.14 Acres	0.89 Acres	5,400 SF	54 (1/100)	78		
	2D - Retail	2.51 Acres	0.96 Acres	7,800 SF	39 (1/200)	58		
	2E - Pond - East	0.47 Acres	0.00 Acres					
	2F - Pond - West	1.13 Acres	0.06 Acres					
	2G - West Drive	0.71 Acres	0.52 Acres	870 SF				
TOTAL =							332	484
Lot 3	3A - Retail	7.38 Acres	5.68 Acres	88,000 SF	352 (1/250)	350	7.38 Acres	
TOTAL =							352	350
Lot 4	4A - Retail	2.42 Acres	2.10 Acres	25,950 SF	130 (1/200)	133	5.24 Acres	
	4B - Retail	2.82 Acres	1.86 Acres	19,150 SF	96 (1/200)	96		
TOTAL =							226	229
New Westhill Blvd Leg	Right of Way	0.63 Acres	0.52 Acres				0.63 Acres	
TOTAL SITE =					937 Stalls Required	1090 Stalls Provided	29.176 Acres	

Legend

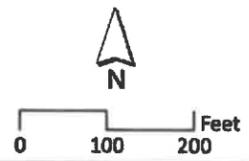
- Lot Division Line
- - - Land Use Division Line
- (27) Parking Stalls Provided By Building Area
- Shared Traffic Route

Sign Location



**PUD MASTER PLAN
TOWN OF GRAND CHUTE
OUTAGAMIE COUNTY, WI
AMENDMENT NO. 1**

DATE: 2/8/2019
JOB: 1360011
DRAWN: PFO



Source: Robert E. Lee & Associates, Inc.
ESRI, Outagamie County
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Robert E. Lee & Associates, Inc.
Engineering, Surveying and Environmental Services
1250 Centennial Centre Boulevard, Hobart, WI 54155
Phone: (920) 682-9641 FAX: (920) 682-9141
www.releinc.com



AGENDA REQUEST
3/19/2019

TOPIC: Approve the special assessment methodology for the 2019 French Road reclamation and paving project from CTH OO north for 0.43 miles.

<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: Katie Schwartz, P.E., DPW

ISSUE: Shall the Town Board approve the special assessment methodology for the 2019 French Road reclamation and paving project from CTH OO north for 0.43 miles.

BACKGROUND/ANALYSIS: The pavement condition of N. French Road from CTH OO to 0.43 miles north has a PASER rating of 3-4 and was last paved in 1988. This segment of French Road is functionally classified as a collector. The Town is repaving this segment of French Road in 2019 in conjunction with the box culvert replacement. Since this is a rural collector street it will be paved 24' wide with 5.5" of asphalt and gravel shoulders.

On July 17, 2018 the Town Board approved allocating the Outagamie County Landfill Agreement trust fund in the amount of \$120,000 to cover a portion of the cost to reclaim and pave 0.43 miles of French Road from CTH OO to the north and that special assessments would be used for the assessable costs not covered by the trust fund. Preliminary Resolution TBR-32-2018, declaring intent to exercise special assessment powers for the reclamation and paving of French Road, was approved on September 4, 2018.

Per the 2005 Outagamie County Northeast 6 Landfill Agreement the Town cannot assess Outagamie County for any frontage assessment during operation of the Landfill. Therefore, the 11 parcels mapped for the special assessment are all on the west side of French Road and are a mixture of IND, AGD, and CL zoning. Some of the AGD lots are being used as residential. The street special assessment is recommended to be assessed at 66.7% for residential properties and 100% for commercial based on per foot of frontage with the \$120,000 trust fund being applied towards the project cost. Over-build costs for the pavement structure will be removed for residential and AGD properties per the Policy for Special Assessments. See Attachment No. 1 for the schedule of special assessments.

Other items to note:

- The AGD zoned parcels being used as residential are proposed to be assessed as residential.
- Standard credits have been assigned for corner lots (parcels 102109600, 102110700, 102111100, and 102111400).

- Irregular lot calculations apply to parcels 101170600 and 101172300.
- Costs are based on estimated prices received from the Outagamie County Highway Department.

RECOMMENDATION: Staff recommends that the special assessment methodology for this project be on a "per foot of frontage" basis in accordance with the current Special Assessment Policy with a 2/3 - 1/3 ratio for residential properties with any applicable over-build removed and the \$120,000 trust fund being applied towards the project cost. This methodology correlates to Attachment No. 1 - French Road Paving Schedule of Assessments.

FISCAL IMPACT: CIP

This project has been included in the 2019 CIP and will utilize \$120,000 from the Landfill Trust. All properties are able to finance the assessments with the Town for per the Policy for Special Assessments method of payment schedule in Section II.B.3.

ATTACHMENTS:

- Attachment No. 1 - French Road Paving Schedule of Assessments
- Attachment No. 2 - Assessment area map
- Attachment No. 3 - Zoning map

Town of Grand Chute
French Road Paving
Northland Avenue to I-41
McM No.: G0006-9-19-00184
Schedule of Assessments
Preliminary (Not For Distribution)

Project Cost (Based on Estimates):

Item	Estimated Quantity	Unit	Unit Price	Amount	AGD	Other
					Zoning Assessable Amount	Zoning Assessable Amount
Reclaim Existing Pavement	7056	SY	\$1.00	\$7,056.00	\$4,704.00	\$7,056.00
Move Material	217	Tons	\$6.48	\$1,407.01	\$938.00	\$1,407.01
Shaping	15.427	Hrs	\$375.00	\$5,785.13	\$3,856.75	\$5,785.13
HMA 3 MT S	1185.4	Tons	\$44.70	\$52,987.38	\$28,902.21	\$52,987.38
HMA 4 MT S	987.85	Tons	\$48.25	\$47,663.76	\$25,998.42	\$47,663.76
Placing Pavement	14.58	Hrs	\$535.00	\$7,800.30	\$5,200.20	\$7,800.30
Haul Pavement Mix	120.74	Loads	\$110.00	\$13,281.40	\$8,854.27	\$13,281.40
Tack Coat	564.7	Gal	\$3.25	\$1,835.28	\$1,223.52	\$1,835.28
Shouldering	437.05	Tons	\$18.00	\$7,866.90	\$5,244.60	\$7,866.90
Base Repairs	1	LS	\$5,000.00	\$5,000.00	\$3,333.33	\$5,000.00
Traffic Control	1	LS	\$2,500.00	\$2,500.00	\$1,666.67	\$2,500.00
Signing and Marking	1	LS	\$1,000.00	\$1,000.00	\$666.67	\$1,000.00
Subtotal:				\$154,183.15	\$90,588.63	\$154,183.15
Construction Contingencies (5%):				\$7,709.16	\$4,529.43	\$7,709.16
Construction Engineering (2%):				\$3,083.66	\$1,811.77	\$3,083.66
Design Engineering (0.5%):				\$770.92	\$452.94	\$770.92
Subtotal:				\$165,746.88	\$97,382.77	\$165,746.88
Engineering:				\$1,000.00	\$1,000.00	\$1,000.00
Subtotal:				\$166,746.88	\$98,382.77	\$166,746.88
Administration (5%):				\$8,337.34	\$4,919.14	\$8,337.34
Subtotal:				\$175,084.23	\$103,301.91	\$175,084.23
Landfill Trust Credit:				(\$120,000.00)	(\$80,000.00)	(\$120,000.00)
Total:				\$55,084.23	\$23,301.91	\$55,084.23

Setting Assessment Rate:

AGD Zoning:

Assessable Cost:	\$23,301.91
Allocated Assessable Cost:	\$9,533.41
Assessable Frontage:	532.50 feet
Assessment Rate:	\$17.90 per foot

Other Zoning:

Assessable Cost:	\$55,084.23
Allocated Assessable Cost:	\$42,552.74
Assessable Frontage:	1359.22 feet
Assessment Rate:	\$31.31 per foot

Schedule of Assessments:

Property Owner	Property Address	Parcel Number	Zoning	French	AGD	Other	Total
				Road Frontage	Zoning Assessable Frontage	Zoning Assessable Frontage	
FRENCH RD LLC	N FRENCH RD	101170600	IND	689.61	0.00	837.35	\$26,214.69
FRENCH ROAD, LLC	3411 N FRENCH RD	101170602	AGD	150.00	150.00	0.00	\$2,685.47
TBGS LLC	3236 E NORTHLAND AV	101172300	CL	372.05	0.00	185.34	\$5,802.39
DEKEYSER, CLINT M	2909 N FRENCH RD	101172400	AGD	120.00	120.00	0.00	\$2,148.37
BERKEN, JOSEPH E	3225 E FIRST AV	102109600	IND	144.30	0.00	96.20	\$3,011.71
BERKEN, JOSEPH E	N FRENCH RD	102110700	IND	105.00	0.00	70.00	\$2,191.47
BERKEN, JOSEPH E	N FRENCH RD	102110800	IND	105.00	0.00	105.00	\$3,287.21
BERKEN, JOSEPH E	N FRENCH RD	102110900	AGD	105.00	105.00	0.00	\$1,879.83
FRENCH ROAD LLC	3117 N FRENCH RD	102111000	AGD	105.00	105.00	0.00	\$1,879.83
FRENCH ROAD LLC	3111 N FRENCH RD	102111100	AGD	105.00	52.50	0.00	\$939.91
FRENCH RD LLC	N FRENCH RD	102111400	IND	98.00	0.00	65.33	\$2,045.27
				2098.96	532.50	1359.22	\$52,086.15

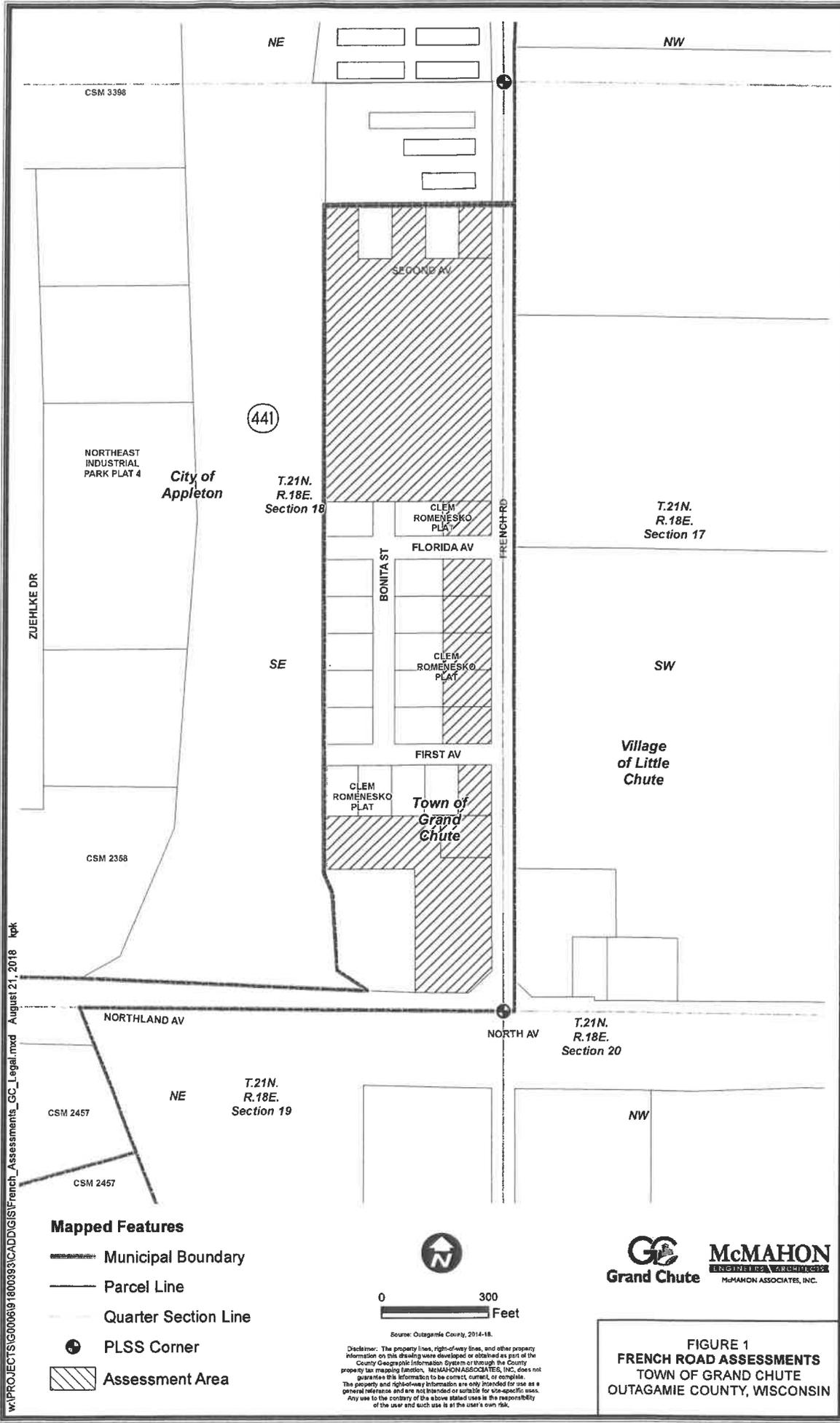
Worksheet: French Road paving

Workbook: Schedule of Assessments

Location: w:\PROJECTS\G0006\91900184\Dept\Muni\Spreadsheets\

Date: February 15, 2019

Revised: March 6, 2019 (incorporated revised estimate from Outagamie County)



W:\PROJECTS\IG0000619\1800393\CAD\GIS\French_Assessments_GC_Legal.mxd August 21, 2018 lpk

Mapped Features

-  Municipal Boundary
-  Parcel Line
-  Quarter Section Line
-  PLSS Corner
-  Assessment Area



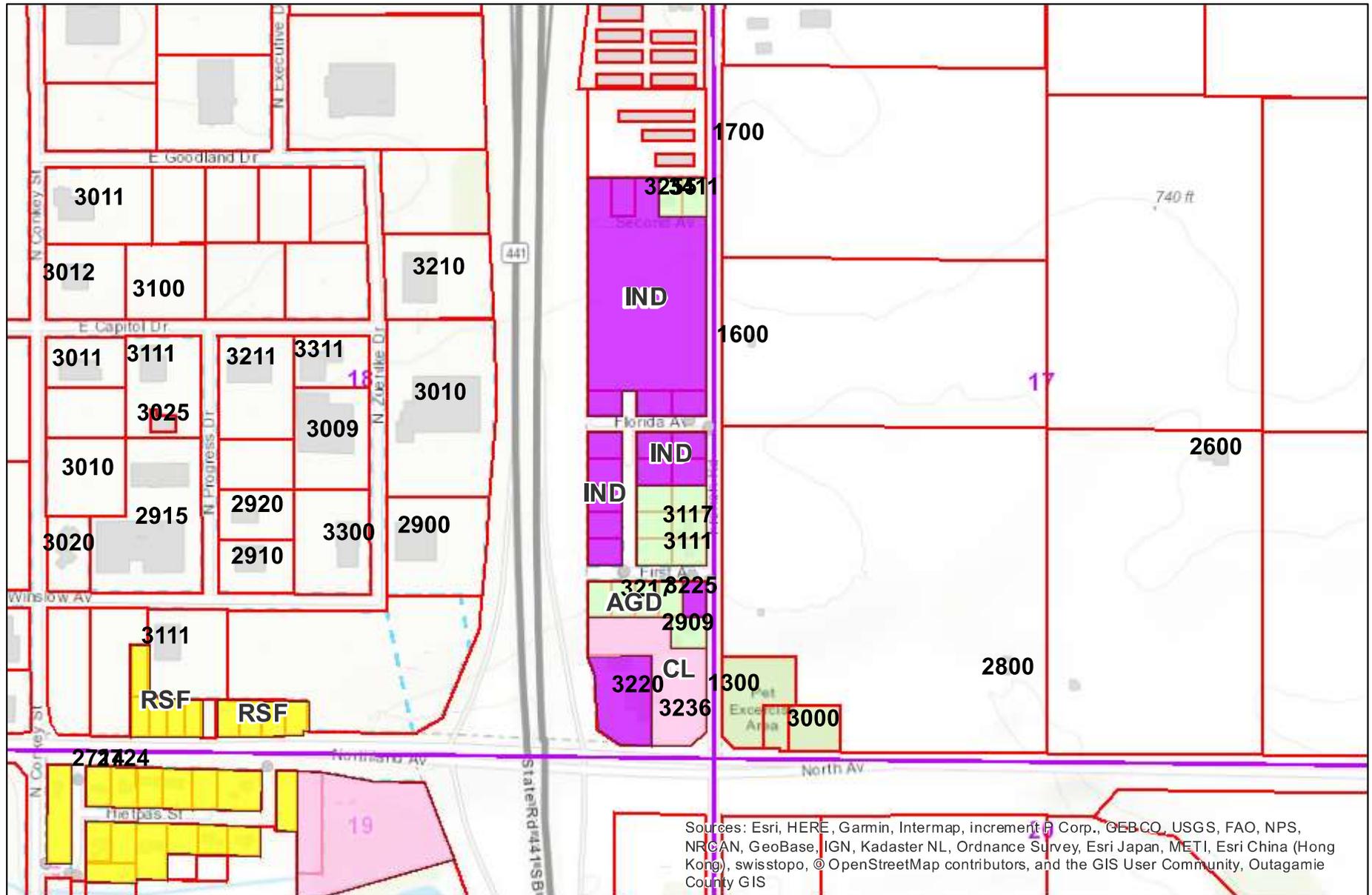
Source: Outagamie County, 2014-18.

Disclaimer: The property lines, right-of-way lines, and other property information on this drawing were developed or obtained as part of the County Geographic Information System or through the County property tax mapping function. McMAHON ASSOCIATES, INC. does not guarantee this information to be correct, current, or complete. The property and right-of-way information are only intended for use as a general reference and are not intended or suitable for site-specific use. Any use to the contrary of the above stated uses is the responsibility of the user and such use is at the user's own risk.



**FIGURE 1
FRENCH ROAD ASSESSMENTS
TOWN OF GRAND CHUTE
OUTAGAMIE COUNTY, WISCONSIN**

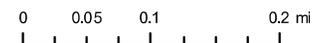
Town of Grand Chute Web Map



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Author:

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AGENDA REQUEST
3/19/2019

TOPIC: Award of bid, Contract 2019-02, Elsner Road Urbanization, to Wondra Construction, Inc. in the amount of \$2,289,466.44.

<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: Karen M. Heyrman, P.E. <i>KMH</i> Deputy Director of Public Works

ISSUE: Elsner Road from N. Gillett Street to N. Richmond Street was surfaced in 1990 and is planned for urbanization. It is one of the 12.8% of Town Roads with a pavement surface rating of 3, based on a maximum paved road rating of 10. It is cost effective to extend sewer and water service prior to urbanization to prevent cutting of the new pavement.

BACKGROUND/ANALYSIS: The Town of Grand Chute Department of Public Works received bids for Project 2019-02 Elsner Road Urbanization on January 29, 2019. The four bids received are as follows:

<u>Bidder</u>	<u>Amount</u>
Wondra Construction, Inc.	\$2,289,466.44
Dorner, Inc	\$2,305,966.61
PTS Contractors, Inc.	\$2,474,558.71
Advance Construction	\$2,538,113.20

RECOMMENDATION: The estimate for this project is \$2,400,000. The staff's recommendation is to award the bid to Wondra Construction, Inc. in the amount of \$2,289,466.44 and grant the Public Works Department the authority to issue the Notice to Proceed once the contracts are approved.

FISCAL IMPACT: CIP

Special Assessments will offset this project cost.

ATTACHMENTS:

Attachment No. 1 – 2019-02 McMahon Letter of Recommendation

Attachment No. 2 – 2019-02 Notice of Award

Attachment No. 3 – 2019-02 Bid Tabulation



January 30, 2019

Town of Grand Chute
Attn: Katie Schwartz, P.E., DPW
1900 W. Grand Chute Boulevard
Grand Chute, WI 54913

Re: Town of Grand Chute
Contract 2019-02
Elsner Road Urbanization
Letter Of Recommendation
McM. No. G0006-9-13-00325

On January 29, 2019, bids were received at the Town Hall for the above referenced project. Four bids were received, ranging in price from \$2,289,466.44 to \$2,538,113.20 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract 2019-02 to the low bidder, Wondra Construction, Inc., in the amount of \$2,289,466.44.

If you agree with our recommendation, please date and sign the enclosed Notices of Award, and return all copies to our office for incorporation into the contract documents.

If you have any questions, please feel free to contact me.

Respectfully,

McMahon Associates, Inc.

Carl C. Sutter, P.E., CCS
Senior Vice President

CCS:car

Enclosures: Notice of Awards (3 copies each)
Bid Tabulation

SECTION 00 51 00.00

NOTICE OF AWARD

Dated: _____

To: WONDRA CONSTRUCTION, INC.
W2874 Graylog Road
Iron Ridge, WI 53035

Contract No. 2019-02

Project: ELSNER ROAD URBANIZATION
For The TOWN OF GRAND CHUTE | Outagamie County, Wisconsin
McM. No. G0006-9-13-00325

You are notified that your Bid, dated January 28, 2019, for the above Contract has been considered. You are the apparent successful Bidder and have been awarded a Contract for Elsner Road Urbanization for the Town of Grand Chute, Outagamie County, Wisconsin.

The Contract Price of your contract is Two Million Two Hundred Eighty-Nine Thousand Four Hundred Sixty-Six & 44/100Dollars (\$2,289,466.44).

You must comply with the following conditions precedent within **15-days** of the date of this Notice of Award, that is by _____.

1. You must deliver to the OWNER three (3) fully executed counterparts of the Agreement including all the Contract Documents.
2. You must deliver with the executed Agreement the Contract Security (bonds), as specified in the Instructions to Bidders, General Conditions (Paragraph 5.1) and Supplementary Conditions.
3. You must deliver Insurance Certification complying with the General Conditions and Supplemental Conditions of the Contract Documents.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your Bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

One (1) fully signed counterpart of the Agreement, with the Contract Documents attached, will be returned to you within 15-days after you comply with the above noted conditions.

TOWN OF GRAND CHUTE | Outagamie County, Wisconsin

(authorized signature)

(title)

Witness: _____

BID TABULATION													
Owner:			TOWN OF GRAND CHUTE			Engineer:			McMahon Associates, Inc.				
Project Name:			Elsner Road Urbanization						1445 McMahon Drive				
Contract No.:			2019-02 McM. No. G0006-9-13-00325						P.O. Box 1025				
Bid Date:			January 29, 2019						Neenah, WI 54956 / 54957-1025				
Bid Time:			2:00 p.m., local time										
Project Manager:			Carl C. Sutter, P.E., CCS										
						WONDRA CONSTRUCTION, INC.		DORNER, INC.		PTS CONTRACTORS, INC.		ADVANCE CONSTRUCTION, INC.	
						W2874 Graylog Road		E506 Luxemburg Road		4075 Eaton Road		2141 Woodale Avenue	
						Iron Ridge, WI 53035		P.O. Box 129		Green Bay, WI 54311		Green Bay, WI 54313	
								Luxemburg, WI 54217					
Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total		
1.	2,860	L.F.	12 Inch Water Main	\$74.58	\$213,298.80	\$90.00	\$257,400.00	\$99.00	\$283,140.00	\$90.00	\$257,400.00		
2.	38	L.F.	6 Inch Hydrant Lead	\$113.22	\$4,302.36	\$117.00	\$4,446.00	\$235.00	\$8,930.00	\$115.00	\$4,370.00		
3.	5	L.F.	6 Inch Water Service	\$85.64	\$428.20	\$65.00	\$325.00	\$183.00	\$915.00	\$130.00	\$650.00		
4.	277	L.F.	1 Inch Water Service	\$88.67	\$24,561.59	\$57.00	\$15,789.00	\$100.00	\$27,700.00	\$61.00	\$16,897.00		
5.	11	Ea.	12 Inch Valve	\$3,215.70	\$35,372.70	\$2,702.00	\$29,722.00	\$2,610.00	\$28,710.00	\$2,500.00	\$27,500.00		
6.	2	Ea.	6 Inch Valve or Auxiliary Valve	\$2,267.55	\$4,535.10	\$1,183.00	\$2,366.00	\$1,185.00	\$2,370.00	\$1,100.00	\$2,200.00		
7.	6	Ea.	Hydrant with Auxiliary Valve	\$5,249.55	\$31,497.30	\$5,409.00	\$32,454.00	\$5,515.00	\$33,090.00	\$5,500.00	\$33,000.00		
8.	12	Ea.	1 Inch Corporation Stop, Curb Stop and Stop Box	\$650.90	\$7,810.80	\$464.00	\$5,568.00	\$815.00	\$9,780.00	\$500.00	\$6,000.00		
9.	2	Ea.	Replace Hydrant Bolts, Auxiliary Valve Bolts, and Hydrant Tee Bolts	\$1,586.40	\$3,172.80	\$3,000.00	\$6,000.00	\$4,915.00	\$9,830.00	\$3,500.00	\$7,000.00		
10.	3	Ea.	Replace Tee Bolts	\$1,502.40	\$4,507.20	\$1,500.00	\$4,500.00	\$3,540.00	\$10,620.00	\$2,500.00	\$7,500.00		
11.	6	Ea.	Replace Valve Bolts	\$1,502.40	\$9,014.40	\$1,500.00	\$9,000.00	\$3,540.00	\$21,240.00	\$2,500.00	\$15,000.00		
12.	1	Ea.	Remove Reducer and Temporary Hydrant	\$933.00	\$933.00	\$1,800.00	\$1,800.00	\$2,165.00	\$2,165.00	\$1,800.00	\$1,800.00		
13.	60	L.F.	Relay 12 Inch Water Main	\$250.87	\$15,052.20	\$238.00	\$14,280.00	\$285.00	\$17,100.00	\$210.00	\$12,600.00		
14.	1	Ea.	Relocate Hydrant	\$1,107.30	\$1,107.30	\$3,000.00	\$3,000.00	\$4,230.00	\$4,230.00	\$4,200.00	\$4,200.00		
15.	2,065	L.F.	8 Inch Sanitary Sewer	\$82.85	\$171,085.25	\$80.00	\$165,200.00	\$91.00	\$187,915.00	\$80.00	\$165,200.00		
16.	33	L.F.	6 Inch Sanitary Lateral	\$114.22	\$3,769.26	\$86.00	\$2,838.00	\$106.00	\$3,498.00	\$71.00	\$2,343.00		
17.	375	L.F.	4 Inch Sanitary Lateral	\$67.47	\$25,301.25	\$72.00	\$27,000.00	\$103.00	\$38,625.00	\$70.00	\$26,250.00		
18.	109.95	V.F.	Sanitary Manhole	\$381.08	\$41,899.75	\$256.00	\$28,147.20	\$306.00	\$33,644.70	\$300.00	\$32,985.00		
19.	1	Ea.	Connect to Existing Sanitary Manhole	\$1,783.00	\$1,783.00	\$1,622.00	\$1,622.00	\$5,325.00	\$5,325.00	\$1,000.00	\$1,000.00		
20.	4	Ea.	Adjust Sanitary Manhole Rim	\$588.25	\$2,353.00	\$554.00	\$2,216.00	\$1,880.00	\$7,520.00	\$1,000.00	\$4,000.00		
21.	2	Ea.	Remove Headwall for 54" x 66" Corrugated Metal Culvert	\$420.00	\$840.00	\$4,453.00	\$8,906.00	\$1,375.00	\$2,750.00	\$5,500.00	\$11,000.00		
22.	136	L.F.	48" x 76" RCP Class IV Horizontal Elliptical	\$258.88	\$35,207.68	\$272.00	\$36,992.00	\$288.00	\$39,168.00	\$400.00	\$54,400.00		
23.	1	L.S.	North Headwall	\$16,649.00	\$16,649.00	\$16,964.00	\$16,964.00	\$13,570.00	\$13,570.00	\$16,850.00	\$16,850.00		
24.	1	L.S.	South Headwall	\$26,359.00	\$26,359.00	\$27,215.00	\$27,215.00	\$23,560.00	\$23,560.00	\$29,060.00	\$29,060.00		
25.	652	L.F.	19" x 30" RCP Class IV Storm Sewer	\$82.21	\$53,600.92	\$78.00	\$50,856.00	\$85.00	\$55,420.00	\$100.00	\$65,200.00		
26.	288	L.F.	24 Inch RCP Storm Sewer	\$57.55	\$16,574.40	\$54.00	\$15,552.00	\$63.00	\$18,144.00	\$76.50	\$22,032.00		
27.	37	L.F.	24 Inch Storm Sewer	\$51.92	\$1,921.04	\$48.00	\$1,776.00	\$100.00	\$3,700.00	\$200.00	\$7,400.00		
28.	235	L.F.	15 Inch RCP Storm Sewer	\$47.44	\$11,148.40	\$46.00	\$10,810.00	\$60.00	\$14,100.00	\$95.00	\$22,325.00		
29.	1,805	L.F.	15 Inch Storm Sewer	\$41.86	\$75,557.30	\$44.00	\$79,420.00	\$56.00	\$101,080.00	\$64.50	\$116,422.50		
30.	555	L.F.	12 Inch Storm Sewer	\$34.92	\$19,380.60	\$41.00	\$22,755.00	\$46.00	\$25,530.00	\$61.50	\$34,132.50		
31.	580	L.F.	12 Inch Storm Lead	\$34.67	\$20,108.60	\$41.00	\$23,780.00	\$78.00	\$45,240.00	\$62.50	\$36,250.00		
32.	122	L.F.	12 Inch RCP Class IV Storm Lead	\$43.88	\$5,353.36	\$44.00	\$5,368.00	\$78.00	\$9,516.00	\$62.50	\$7,625.00		
33.	284	L.F.	8 Inch Storm Sewer	\$31.32	\$8,894.88	\$40.00	\$11,360.00	\$68.00	\$19,312.00	\$59.00	\$16,756.00		
34.	30	L.F.	6 Inch Storm Lead	\$34.37	\$1,031.10	\$37.00	\$1,110.00	\$73.00	\$2,190.00	\$53.00	\$1,590.00		
35.	108	L.F.	6 Inch Storm Lateral	\$42.04	\$4,540.32	\$41.00	\$4,428.00	\$76.00	\$8,208.00	\$50.00	\$5,400.00		
36.	490	L.F.	4 Inch Storm Lateral	\$42.29	\$20,722.10	\$40.00	\$19,600.00	\$72.00	\$35,280.00	\$46.00	\$22,540.00		
37.	23.9	V.F.	6 Foot Diameter Storm Manhole	\$734.30	\$17,549.77	\$645.00	\$15,415.50	\$738.00	\$17,638.20	\$575.00	\$13,742.50		
38.	6.21	V.F.	5 Foot Diameter Storm Manhole	\$481.15	\$2,987.94	\$535.00	\$3,322.35	\$505.00	\$3,136.05	\$415.00	\$2,577.15		
39.	83.74	V.F.	4 Foot Storm Manhole	\$388.14	\$32,502.84	\$435.00	\$36,426.90	\$405.00	\$33,914.70	\$300.00	\$25,122.00		
40.	14	Ea.	Catch Basin	\$1,930.28	\$27,023.92	\$2,034.00	\$28,476.00	\$2,375.00	\$33,250.00	\$2,000.00	\$28,000.00		
41.	8	Ea.	Inlet	\$1,396.43	\$11,171.44	\$1,937.00	\$15,496.00	\$2,275.00	\$18,200.00	\$1,800.00	\$14,400.00		

BID TABULATION													
Owner:			TOWN OF GRAND CHUTE			Engineer:			McMahon Associates, Inc.				
Project Name:			Elsner Road Urbanization						1445 McMahon Drive				
Contract No.:			2019-02 McM. No. G0006-9-13-00325						P.O. Box 1025				
Bid Date:			January 29, 2019						Neenah, WI 54956 / 54957-1025				
Bid Time:			2:00 p.m., local time										
Project Manager:			Carl C. Sutter, P.E., CCS										
						WONDRA CONSTRUCTION, INC.		DORNER, INC.		PTS CONTRACTORS, INC.		ADVANCE CONSTRUCTION, INC.	
						W2874 Graylog Road		E506 Luxemburg Road		4075 Eaton Road		2141 Woodale Avenue	
						Iron Ridge, WI 53035		P.O. Box 129		Green Bay, WI 54311		Green Bay, WI 54313	
								Luxemburg, WI 54217					
Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total		
42.	12	Ea.	Yard Drain	\$1,232.71	\$14,792.52	\$1,571.00	\$18,852.00	\$1,265.00	\$15,180.00	\$1,350.00	\$16,200.00		
43.	1	Ea.	Ditch Inlet	\$1,231.66	\$1,231.66	\$1,584.00	\$1,584.00	\$1,425.00	\$1,425.00	\$1,370.00	\$1,370.00		
44.	1	Ea.	Adjust Storm Manhole Rim	\$588.25	\$588.25	\$444.00	\$444.00	\$1,530.00	\$1,530.00	\$880.00	\$880.00		
45.	2	Ea.	Adjust Ditch Inlet Rim	\$588.25	\$1,176.50	\$444.00	\$888.00	\$1,530.00	\$3,060.00	\$660.00	\$1,320.00		
46.	1	Ea.	24 Inch Metal Endwall with Trash Guard	\$606.75	\$606.75	\$922.00	\$922.00	\$915.00	\$915.00	\$715.00	\$715.00		
47.	3	Ea.	12 Inch Metal Endwall with Trash Guard	\$297.00	\$891.00	\$498.00	\$1,494.00	\$402.00	\$1,206.00	\$400.00	\$1,200.00		
48.	1	Ea.	8 Inch Endwall	\$289.20	\$289.20	\$410.00	\$410.00	\$200.00	\$200.00	\$200.00	\$200.00		
49.	3	Ea.	6 Inch Cleanout	\$190.41	\$571.23	\$367.00	\$1,101.00	\$360.00	\$1,080.00	\$400.00	\$1,200.00		
50.	21	Ea.	4 Inch Cleanout	\$136.76	\$2,871.96	\$280.00	\$5,880.00	\$260.00	\$5,460.00	\$300.00	\$6,300.00		
51.	16	Ea.	Connect to Existing Lateral	\$82.53	\$1,320.48	\$230.00	\$3,680.00	\$100.00	\$1,600.00	\$200.00	\$3,200.00		
52.	42	Ea.	Inlet Protection	\$75.00	\$3,150.00	\$75.00	\$3,150.00	\$80.00	\$3,360.00	\$75.00	\$3,150.00		
53.	1	Ea.	Biofilter 1	\$5,300.00	\$5,300.00	\$5,595.00	\$5,595.00	\$5,455.00	\$5,455.00	\$5,300.00	\$5,300.00		
54.	1	Ea.	Biofilter 2	\$11,900.00	\$11,900.00	\$12,563.00	\$12,563.00	\$12,245.00	\$12,245.00	\$11,900.00	\$11,900.00		
55.	1	Ea.	Biofilter 3	\$9,150.00	\$9,150.00	\$9,660.00	\$9,660.00	\$9,415.00	\$9,415.00	\$9,150.00	\$9,150.00		
56.	1	Ea.	Biofilter 4	\$11,050.00	\$11,050.00	\$11,666.00	\$11,666.00	\$11,370.00	\$11,370.00	\$11,050.00	\$11,050.00		
57.	1	Ea.	Biofilter 5	\$10,700.00	\$10,700.00	\$11,297.00	\$11,297.00	\$11,010.00	\$11,010.00	\$10,700.00	\$10,700.00		
58.	1	Ea.	Biofilter 6	\$11,500.00	\$11,500.00	\$12,141.00	\$12,141.00	\$11,835.00	\$11,835.00	\$11,500.00	\$11,500.00		
59.	370	L.F.	6 Inch Perforated Drain Pipe for Biofilter	\$10.00	\$3,700.00	\$11.00	\$4,070.00	\$11.00	\$4,070.00	\$10.00	\$3,700.00		
60.	110	L.F.	6 Inch Storm Lead for Biofilters (6 Inch Drain Pipe)	\$20.00	\$2,200.00	\$21.00	\$2,310.00	\$21.00	\$2,310.00	\$20.00	\$2,200.00		
61.	2.71	V.F.	10 Inch Stand Pipe for Biofilter	\$450.00	\$1,219.50	\$475.00	\$1,287.25	\$465.00	\$1,260.15	\$450.00	\$1,219.50		
62.	2.94	V.F.	12 Inch Stand Pipe for Biofilter	\$500.00	\$1,470.00	\$528.00	\$1,552.32	\$515.00	\$1,514.10	\$500.00	\$1,470.00		
63.	12	Ea.	Biofilter Cleanouts	\$550.00	\$6,600.00	\$581.00	\$6,972.00	\$565.00	\$6,780.00	\$550.00	\$6,600.00		
64.	2	Ea.	Remove Concrete Flume	\$500.00	\$1,000.00	\$179.00	\$358.00	\$155.00	\$310.00	\$142.00	\$284.00		
65.	24	Ea.	Remove Culvert	\$500.00	\$12,000.00	\$326.00	\$7,824.00	\$360.00	\$8,640.00	\$240.00	\$5,760.00		
66.	50	L.F.	24 Inch Corrugated Metal Culvert	\$47.49	\$2,374.50	\$60.00	\$3,000.00	\$65.00	\$3,250.00	\$74.00	\$3,700.00		
67.	4	Ea.	24 Inch Metal Endwalls	\$227.25	\$909.00	\$438.00	\$1,752.00	\$375.00	\$1,500.00	\$340.00	\$1,360.00		
68.	270	L.F.	Sawcut Asphalt Pavement and Driveway	\$3.22	\$869.40	\$5.00	\$1,350.00	\$3.00	\$810.00	\$2.40	\$648.00		
69.	35	L.F.	Sawcut Curb and Gutter	\$3.22	\$112.70	\$5.00	\$175.00	\$4.50	\$157.50	\$6.00	\$210.00		
70.	60	L.F.	Sawcut Concrete Driveway	\$3.22	\$193.20	\$5.00	\$300.00	\$4.50	\$270.00	\$5.00	\$300.00		
71.	185	S.Y.	Remove Asphalt Driveway	\$4.00	\$740.00	\$21.20	\$3,922.00	\$4.50	\$832.50	\$3.90	\$721.50		
72.	11,700	S.Y.	Mill Asphalt Pavement	\$0.01	\$117.00	\$0.01	\$117.00	\$0.01	\$117.00	\$1.30	\$15,210.00		
73.	737	L.F.	Remove Curb and Gutter	\$2.00	\$1,474.00	\$3.59	\$2,645.83	\$3.50	\$2,579.50	\$2.85	\$2,100.45		
74.	124	S.Y.	Remove Concrete Driveway	\$4.00	\$496.00	\$10.98	\$1,361.52	\$23.50	\$2,914.00	\$5.00	\$620.00		
75.	15,925	C.Y.	Excavation	\$7.74	\$123,259.50	\$5.67	\$90,294.75	\$7.40	\$117,845.00	\$12.75	\$203,043.75		
76.	7,185	C.Y.	Embankment	\$0.01	\$71.85	\$1.83	\$13,148.55	\$3.60	\$25,866.00	\$0.01	\$71.85		
77.	19,200	S.Y.	Geotextile Fabric Type SAS	\$1.34	\$25,728.00	\$1.29	\$24,768.00	\$1.10	\$21,120.00	\$2.20	\$42,240.00		
78.	1,600	TON	Place Salvaged Milled Asphalt	\$0.01	\$16.00	\$0.01	\$16.00	\$0.01	\$16.00	\$4.75	\$7,600.00		
79.	13,500	TON	Base Aggregate Dense, 3 Inch	\$11.14	\$150,390.00	\$11.31	\$152,685.00	\$10.90	\$147,150.00	\$11.40	\$153,900.00		
80.	9,800	TON	Base Aggregate Dense, 1-1/4 Inch	\$11.52	\$112,896.00	\$12.36	\$121,128.00	\$10.90	\$106,820.00	\$14.00	\$137,200.00		
81.	600	S.Y.	Asphalt Driveway 3 Inch	\$23.30	\$13,980.00	\$27.45	\$16,470.00	\$26.75	\$16,050.00	\$26.00	\$15,600.00		
82.	3,400	TON	Hot Mix Asphalt Pavement 3MT 58-28S (Lower Layer)	\$57.50	\$195,500.00	\$60.18	\$204,612.00	\$58.65	\$199,410.00	\$57.00	\$193,800.00		

BID TABULATION													
Owner:			TOWN OF GRAND CHUTE			Engineer:			McMahon Associates, Inc.				
Project Name:			Elsner Road Urbanization						1445 McMahon Drive				
Contract No.:			2019-02 McM. No. G0006-9-13-00325						P.O. Box 1025				
Bid Date:			January 29, 2019						Neenah, WI 54956 / 54957-1025				
Bid Time:			2:00 p.m., local time										
Project Manager:			Carl C. Sutter, P.E., CCS										
						WONDRA CONSTRUCTION, INC.		DORNER, INC.		PTS CONTRACTORS, INC.		ADVANCE CONSTRUCTION, INC.	
						W2874 Graylog Road		E506 Luxemburg Road		4075 Eaton Road		2141 Woodale Avenue	
						Iron Ridge, WI 53035		P.O. Box 129		Green Bay, WI 54311		Green Bay, WI 54313	
								Luxemburg, WI 54217					
Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total		
83.	2,000	TON	Hot Mix Asphalt Pavement 4MT 58-28S (Upper Layer)	\$64.10	\$128,200.00	\$69.31	\$138,620.00	\$67.55	\$135,100.00	\$65.65	\$131,300.00		
84.	750	TON	Asphalt Trail (3 Inch)	\$78.00	\$58,500.00	\$84.04	\$63,030.00	\$81.90	\$61,425.00	\$79.60	\$59,700.00		
85.	7,950	L.F.	Concrete Curb and Gutter, 30 Inch	\$11.65	\$92,617.50	\$11.77	\$93,571.50	\$11.50	\$91,425.00	\$11.65	\$92,617.50		
86.	125	S.Y.	Concrete Driveway, 6 Inch	\$57.50	\$7,187.50	\$57.01	\$7,126.25	\$55.50	\$6,937.50	\$58.50	\$7,312.50		
87.	260	S.Y.	Concrete Curb Ramp, 6 Inch	\$54.50	\$14,170.00	\$54.90	\$14,274.00	\$53.50	\$13,910.00	\$56.00	\$14,560.00		
88.	34	Ea.	Drilled Tie Bars	\$15.00	\$510.00	\$15.84	\$538.56	\$15.50	\$527.00	\$15.00	\$510.00		
89.	184	S.F.	Detectable Warning Field	\$30.00	\$5,520.00	\$31.67	\$5,827.28	\$31.00	\$5,704.00	\$30.00	\$5,520.00		
90.	17,650	S.Y.	Restoration	\$3.96	\$69,894.00	\$5.45	\$96,192.50	\$1.15	\$20,297.50	\$4.35	\$76,777.50		
91.	150	In-Dia.	Tree Removal	\$45.00	\$6,750.00	\$43.00	\$6,450.00	\$41.00	\$6,150.00	\$36.75	\$5,512.50		
92.	7	Sta.	Clearing and Grubbing	\$900.00	\$6,300.00	\$988.00	\$6,916.00	\$775.00	\$5,425.00	\$1,575.00	\$11,025.00		
93.	6	Ea.	Remove Sign	\$50.00	\$300.00	\$250.00	\$1,500.00	\$51.50	\$309.00	\$50.00	\$300.00		
94.	9,500	L.F.	Pavement Marking, Epoxy, 4 Inch	\$0.75	\$7,125.00	\$0.79	\$7,505.00	\$0.80	\$7,600.00	\$0.75	\$7,125.00		
95.	410	L.F.	Pavement Marking, 6 Inch, Crosswalk, Epoxy	\$5.25	\$2,152.50	\$5.54	\$2,271.40	\$5.40	\$2,214.00	\$5.25	\$2,152.50		
96.	130	L.F.	Pavement Marking, 8 Inch, Channelizing, Epoxy	\$1.40	\$182.00	\$1.48	\$192.40	\$1.45	\$188.50	\$1.40	\$182.00		
97.	95	L.F.	Pavement Marking, 12 Inch, Stop Bar, Epoxy	\$7.75	\$736.25	\$8.18	\$777.10	\$8.00	\$760.00	\$7.75	\$736.25		
98.	4	Ea.	Pavement Marking, Arrows, Type 2, Epoxy	\$215.00	\$860.00	\$227.00	\$908.00	\$225.00	\$900.00	\$215.00	\$860.00		
99.	16	Ea.	Post Tubular Steel 2-3/8 Inch Diameter x 10 Foot	\$180.00	\$2,880.00	\$190.00	\$3,040.00	\$185.00	\$2,960.00	\$180.00	\$2,880.00		
100.	124.75	S.F.	Signs, Reflective	\$25.00	\$3,118.75	\$26.39	\$3,292.15	\$25.75	\$3,212.31	\$25.00	\$3,118.75		
101.	500	S.Y.	Erosion Control Mat, Urban Class I, Type A	\$2.20	\$1,100.00	\$2.32	\$1,160.00	\$2.25	\$1,125.00	\$2.20	\$1,100.00		
102.	1,330	L.F.	Silt Fence	\$2.00	\$2,660.00	\$2.11	\$2,806.30	\$2.05	\$2,726.50	\$2.00	\$2,660.00		
103.	1	L.S.	Traffic Control	\$105,500.00	\$105,500.00	\$23,888.00	\$23,888.00	\$50,795.00	\$50,795.00	\$17,500.00	\$17,500.00		
104.	9	Ea.	Remove and Reset Mailboxes	\$113.00	\$1,017.00	\$250.00	\$2,250.00	\$215.00	\$1,935.00	\$200.00	\$1,800.00		
105.	1	Ea.	Remove Hydrant and Auxiliary Valve	\$1,101.00	\$1,101.00	\$1,782.00	\$1,782.00	\$1,630.00	\$1,630.00	\$1,500.00	\$1,500.00		
106.	1	Ea.	12" x 8" Cross	\$6,710.35	\$6,710.35	\$1,504.00	\$1,504.00	\$11,240.00	\$11,240.00	\$10,000.00	\$10,000.00		
107.	5	Ea.	Landmark Reference Monuments. Section Corner Sta. 23+67.69 and Four (4) Witness Monuments (WisDOT Item 621.0100)	\$300.00	\$1,500.00	\$500.00	\$2,500.00	\$515.00	\$2,575.00	\$200.00	\$1,000.00		
108.	1	L.F.	Construct Flood Storage Area, W. Starview Drive	\$1,773.50	\$1,773.50	\$3,138.00	\$3,138.00	\$5,660.00	\$5,660.00	\$1,750.00	\$1,750.00		
109.	3	Ea.	Tracking Pad	\$1,928.34	\$5,785.02	\$586.00	\$1,758.00	\$1,545.00	\$4,635.00	\$1,000.00	\$3,000.00		
TOTAL (Items 1 through 15, Inclusive)					\$2,289,466.44		\$2,305,966.61		\$2,474,558.71		\$2,538,113.20		
Bid Security				10% Bid Bond		10% Bid Bond		10% Bid Bond		10% Bid Bond			
Addendum Acknowledgement				Yes - #1 and #2		Yes - #1 and #2		Yes - #1 and #2		Yes - #1 and #2			



AGENDA REQUEST
3/19/2019

TOPIC: Approve the Revised County/Municipal Design and Construction Agreement for the CTH GV & McCarthy Road Intersection to include McCarthy Road from Brookview Drive through CTH GV at a preliminary estimated cost share of \$920,000.

<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: Katie Schwartz, P.E., Director PW

ISSUE: Shall the Town Board approve the Revised County/Municipal Design and Construction Agreement for the CTH GV & McCarthy Road Intersection to include McCarthy Road from Brookview Drive through CTH GV at a preliminary estimated cost share of \$920,000.

BACKGROUND/ANALYSIS: On June 19, 2018 the Town Board approved the County/Municipal Agreement for the CTH GV & McCarthy Road Intersection for engineering, design, right-of-way, and reconstruction at a preliminary estimated cost share to the Town of \$500,000. Since then, a roundabout at the intersection has been approved and designed. The intersection of CTH GV & McCarthy Road is part of a larger project to reconstruct McCarthy Road from Brookview to Capitol in which the Town is leading the design through Ayres as the consultant.

The Outagamie County Highway Department wishes to construct the intersection of CTH GV & McCarthy Road with highway crews, which is typical with most County Highway Intersection projects. Due to project efficiencies it is logical and economical for highway crews to construct from Brookview north to a tie-in point just north of the intersection of CTH GV & McCarthy Road. Joint meetings have been held with the Town, County, and design consultant to confirm that the County's schedule and resources will allow for timely completion of the project. The intent is to bid out from where this project ends north to Capitol together with the Champion Drive/N. Silverspring Drive project as a separate bid package.

RECOMMENDATION: The staff recommendation is to approve the Revised County/Municipal Design and Construction Agreement for the CTH GV & McCarthy Road Intersection to include McCarthy Road from Brookview Drive through CTH GV at a preliminary estimated cost share of \$920,000.

FISCAL IMPACT: CIP

Engineering and Construction costs of the CTH GV and McCarthy Road intersection are 50% County and 50% Town while right-of-way costs will be 100% County for the intersection. All costs south of the intersection of CTH GV and McCarthy Road will be 100% Town cost. The projected cost share to the Town in the agreement is an estimate of \$920,000. The parties agree to pay based on actual costs incurred.

Any Town funded portions of the intersection construction will be sourced from TID #4. All other expenses will be recorded in the CIP and will be funded with future debt and special assessments.

ATTACHMENTS:

Attachment No. 1 - Revised County/Municipal Agreement for CTH GV and McCarthy Road

Attachment No. 2 - Plan/Profile sheets for McCarthy at CTH GV.

OUTAGAMIE COUNTY HIGHWAY DEPARTMENT

COUNTY / MUNICIPAL AGREEMENT

CTH GV & McCarthy Rd Intersection
 McCarthy Rd - Brookview Dr through CTH GV

DATE: 3/1/2019
 PROJECT: See Below
 HIGHWAY: CTH "GV"
 LIMITS: McCarthy Rd intersection
 MUNICIPALITY: Town of Grand Chute

Design and Construction Agreement

The signatory **Town of Grand Chute**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the County of Outagamie, through its Highway Department, hereinafter called the County, to initiate and effect the highway or street improvement hereinafter described.

PROJECT DESCRIPTION: Agreement is for engineering design, right-of-way, and reconstruction of the CTH "GV" & McCarthy Road intersection. The intersection has a crash history, due to the skew of the intersection and a steady increase in traffic over the past several years. Developments in the area will increase traffic more. The intersection is part of a larger project to reconstruct McCarthy Road, in which the Town is leading design. Cost share estimate shown is for design, right-of-way, and construction of a roundabout. The roundabout project cost share limits are shown on the attached plan.

The Highway Department wishes to construct the intersection of CTH GV & McCarthy Rd with highway crews, which is typical with most County Highway intersection projects. Grand Chute wishes to reconstruct McCarthy Road from Brookview Dr to CTH GV, and from CTH GV to Capitol Dr. The roundabout project divides McCarthy Rd into multiple segments. Due to this divide, it may be logical and economical for highway crews to also construct the segment of McCarthy Road south of the roundabout at CTH GV. The length of McCarthy Road south of CTH GV tie-in is approximately 800 feet of total reconstruction.

COST ESTIMATE AND PARTICIPATION

PHASE	***** ESTIMATED COST *****								
	Total Estimated Cost	WISDOT	%	Outagamie County	%	Town of Grand Chute	%		
McCarthy Rd Project									
ENGINEERING:									
CTH GV Intersection Design	\$100,000	\$0	0%	\$50,000	50%	\$50,000	50%	\$0	0%
RIGHT OF WAY:	\$50,000	\$0	0%	\$50,000	100%	\$0	0%	\$0	0%
CONSTRUCTION:									
CTH GV & McCarthy Rd Intersection	\$900,000	\$0	0%	\$450,000	50%	\$450,000	50%	\$0	0%
McCarthy Rd south of CTH GV	\$420,000	\$0	0%	\$0	0%	\$420,000	100%	\$0	0%
TOTAL PROJECT COST	\$1,470,000	\$0		\$550,000	37.4%	\$920,000	62.6%	\$0	0.0%

This request for the programming, design and construction is subject to the terms and conditions that follow and is made by the undersigned under proper authority to make such request for the designated Municipality and upon acceptance by the Highway Commissioner shall constitute an agreement between the County and the Municipality unless specifically modified or amended by supplemental written agreement between the County and the Municipality.

Terms and Conditions

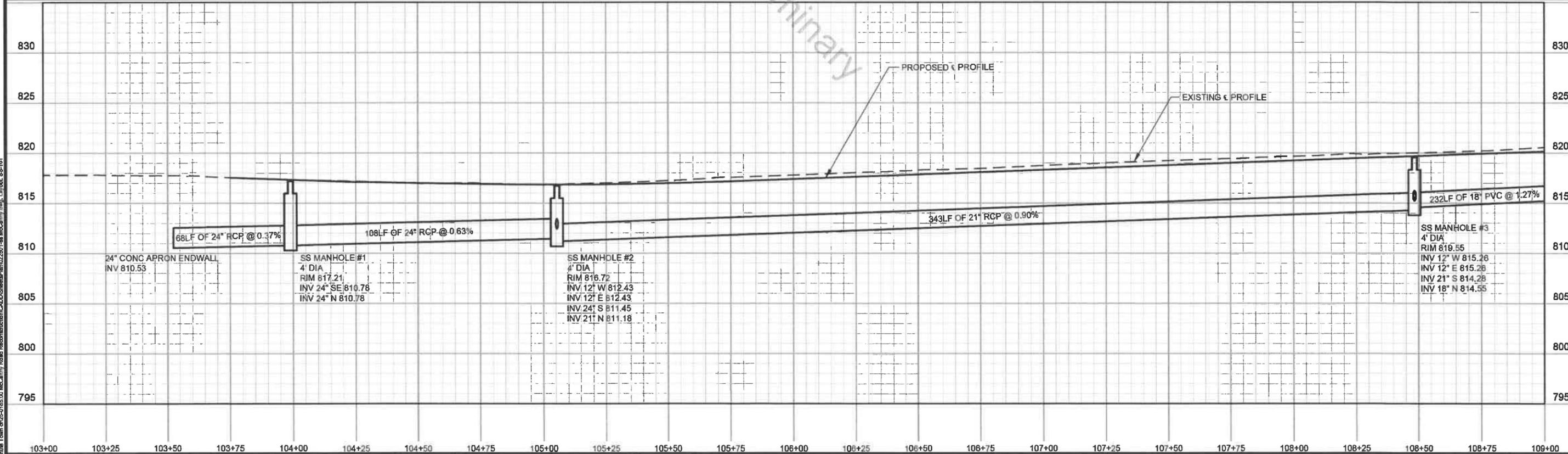
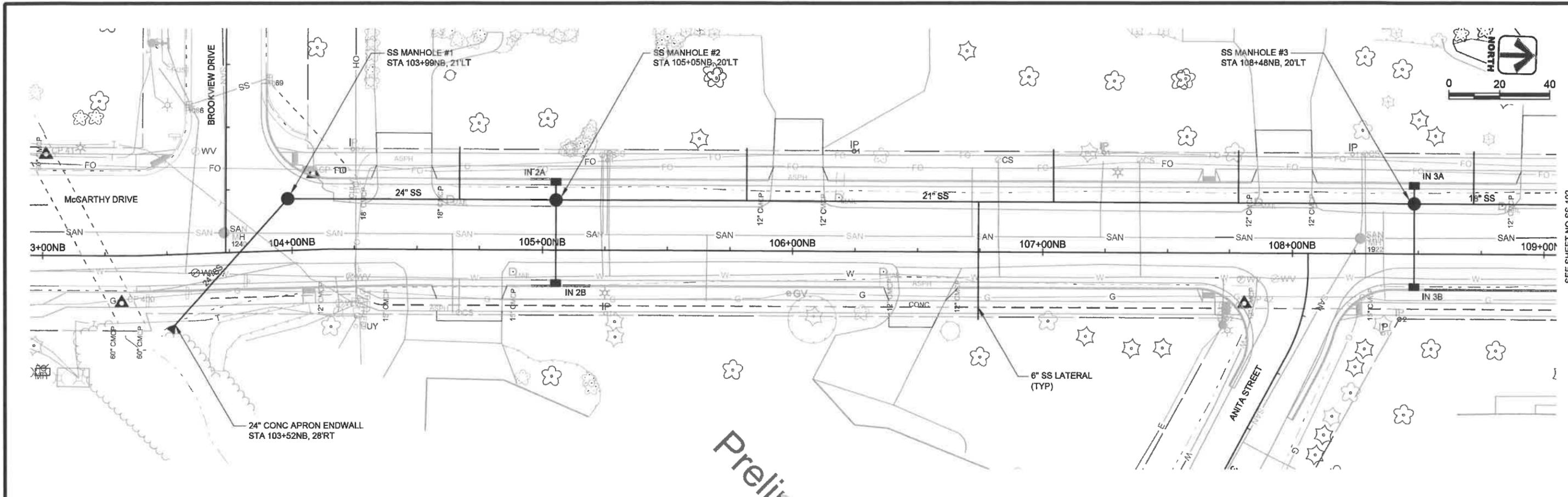
1. When Federal Funds are involved, the improvement will be subject to the applicable Federal Aid Highway Acts and Regulations of the Federal Highway Administration, U.S. Department of Transportation.

2. This is a joint agreement between the County and the Municipality. The **Town of Grand Chute is the lead agency**. The Municipality will keep Outagamie County informed on the project status and will have input regarding the project. This project will be administered under the County Administrative Rule 10-02.
3. If the Municipality should withdraw the project, it will pay to the County any cost that has been incurred by the county on behalf of the project.
4. The project cost in the agreement is an estimate. The County agrees to pay based on actual costs incurred. Such costs may be greater or less than the estimated amount, however, the Municipality acknowledges that costs between the time this agreement is executed and the actual time of construction can vary.
5. The County's obligation to perform under this contract shall be subject to County Board appropriation of funds sufficient to fund the County's obligations herein.
6. The County and Municipality agree and understand that the Municipality is reserving its rights to assess any and all costs incurred by the Municipality for this project. The Municipality and County hereby further agree that the Municipality have the right to assess any of its costs upon terms deemed acceptable by the Municipality subject to the following: In the event county property is assessed or subject to assessment the county reserves the right to object to the propriety and / or correctness of the assessment formula or methodology, however, such right to object does not extend to the municipality's ability to assess. The county's right to object includes the ability to challenge the assessment methodology or formula in circuit court and to pursue appeals of circuit court decisions.
7. Operations and Maintenance responsibilities at the intersection of CTH GV & McCarthy Rd are as follows:
 Items Outagamie County would maintain include:
 - a. Highway surface and roadway base between outside curblines
 - b. Curb & gutter along the County Trunk Highway
 - c. Roadway signing and pavement marking
 - d. Median island surface and center island landscaping
 - e. Typical rural mowing in rural highway ditch sections
 - f. Street lighting recommended for intersections
 - g. Maintain records of the highway and right-of-way, and utility and access permits
 Items the Municipality would maintain include:
 - a. Storm sewer drainage pipes and structures
 - b. Off-road multimodal facilities and crossings
 - c. Signing and pavement markings for multi-modal facilities
 - d. Mowing or landscaping outside the roadway curblines
 - e. additional amenities requested by the Municipality

BY: _____
 Dean E. Steingraber, P.E. Outagamie County Highway Commissioner Date

BY: _____
 Signed for and on behalf of: Town of Grand Chute Date

BY: _____
 Signed for and on behalf of: Town of Grand Chute Date



DES BY	TAH	PROJ NO	25-0185.00
DR BY	JWS	DATE	MARCH 2019
CHK BY	CRS	NO	DATE
		REVISION	NO DATE
			REVISION

MCCARTHY ROAD RECONSTRUCTION
TOWN OF GRAND CHUTE

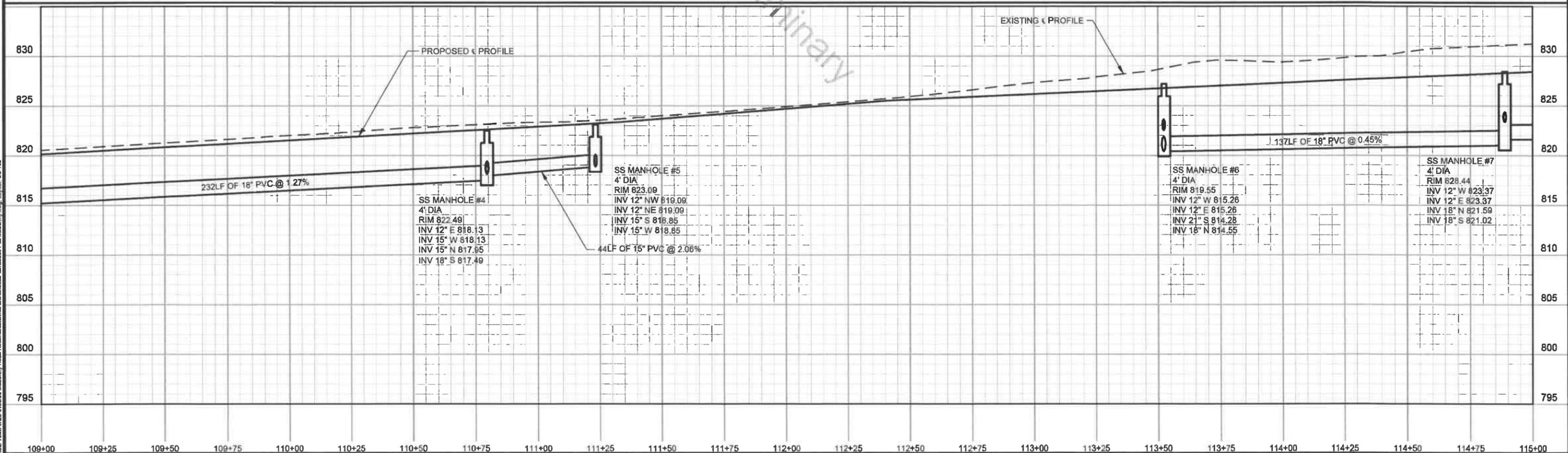
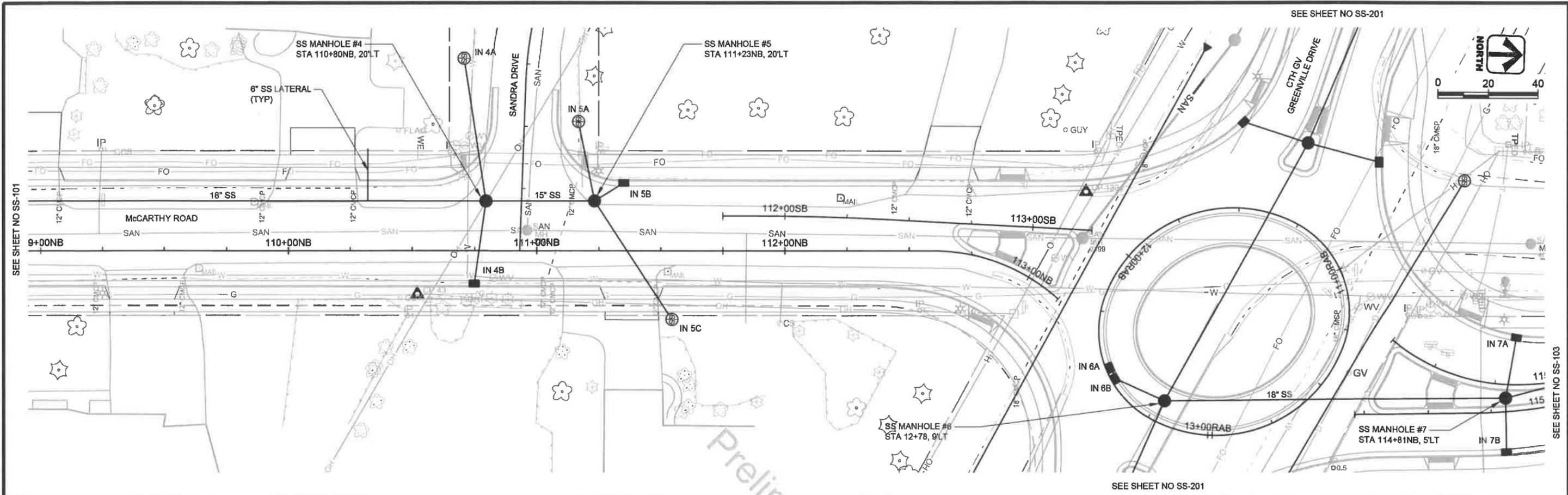


MCCARTHY ROAD STORM SEWER

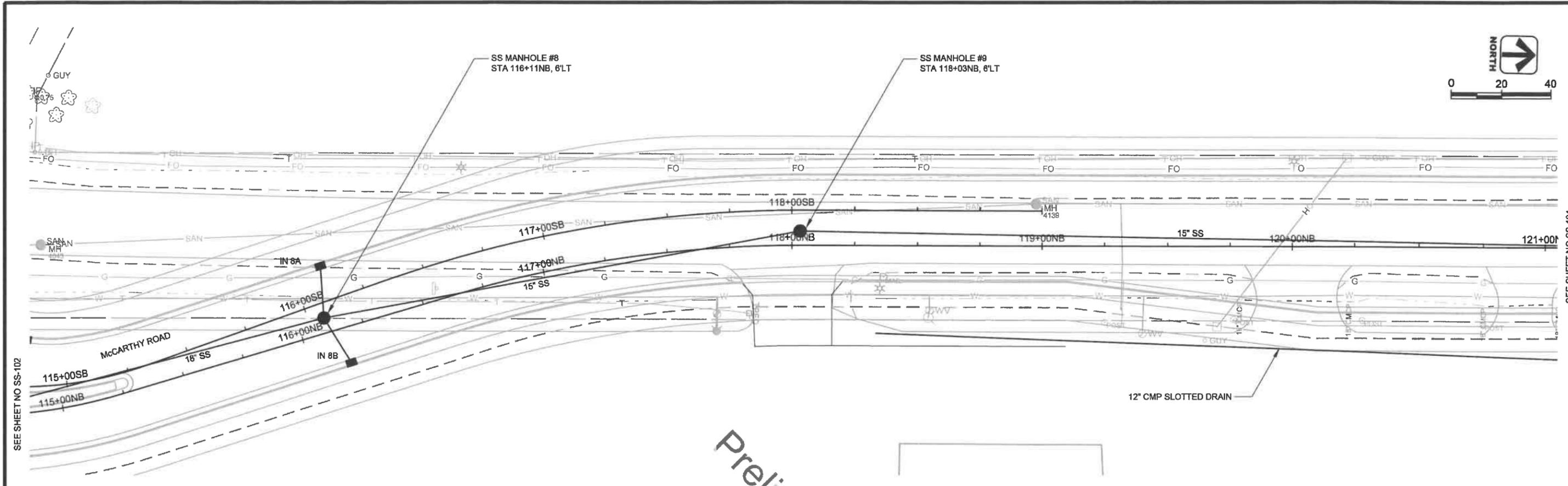
SHEET NO.
SS-101

3/2/2019 V:\Main-CB\Grand Chute Town\0185-00 McCarthy Road Reconstruction\CADD\SheetPlan\022501.mcc McCarthy.dwg, Layout: SS-101

SEE SHEET NO SS-102



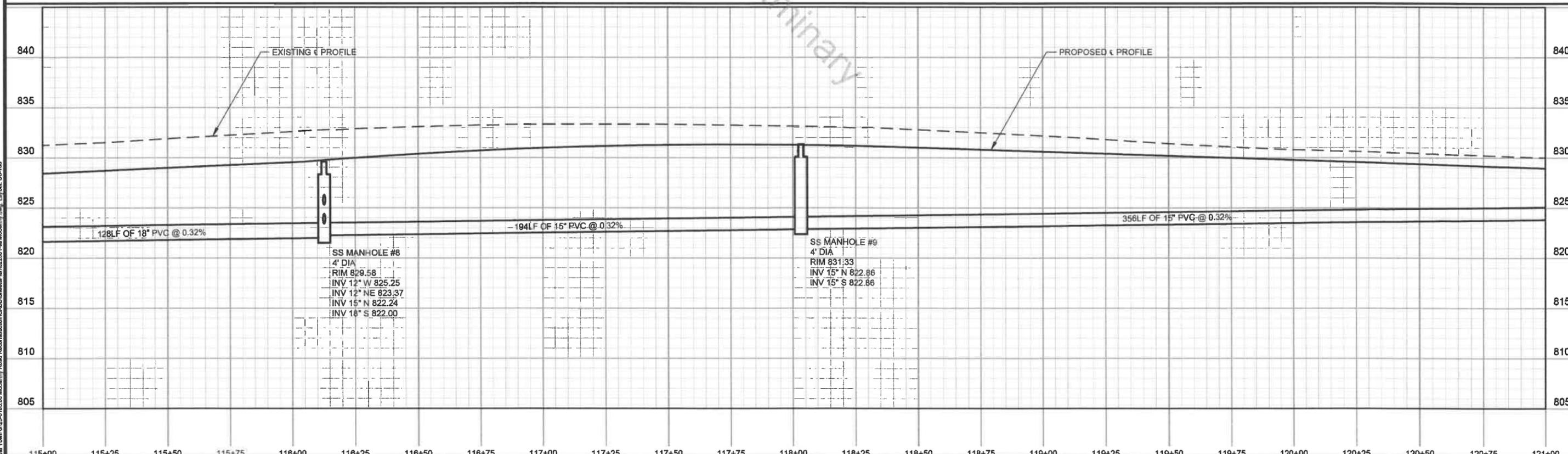
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DR BY	JWS	DATE	MARCH 2019	TOWN OF GRAND CHUTE				
CHK BY	CRS	NO	DATE	REVISION	NO			



SEE SHEET NO SS-102

SEE SHEET NO SS-104

Preliminary



3/2/2018 V:\Main-CB\Grand Chute Town\035-0185.00 McCarthy Road Reconstruction\CADD\SheetPlan\022501-ss McCarthy.dwg, Lay out: SS-103

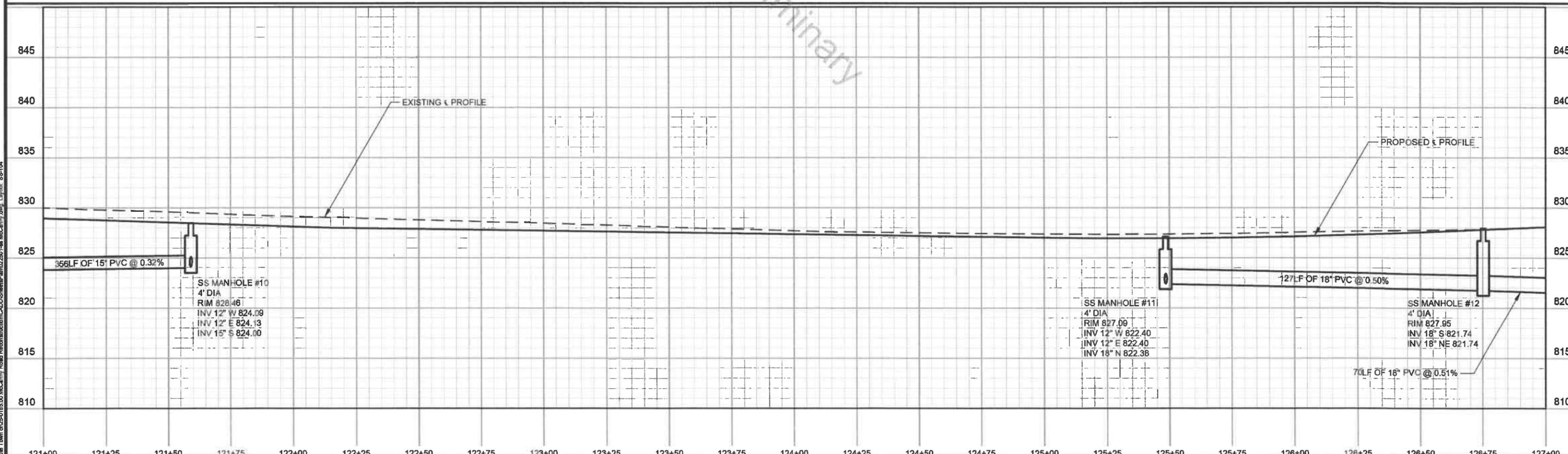
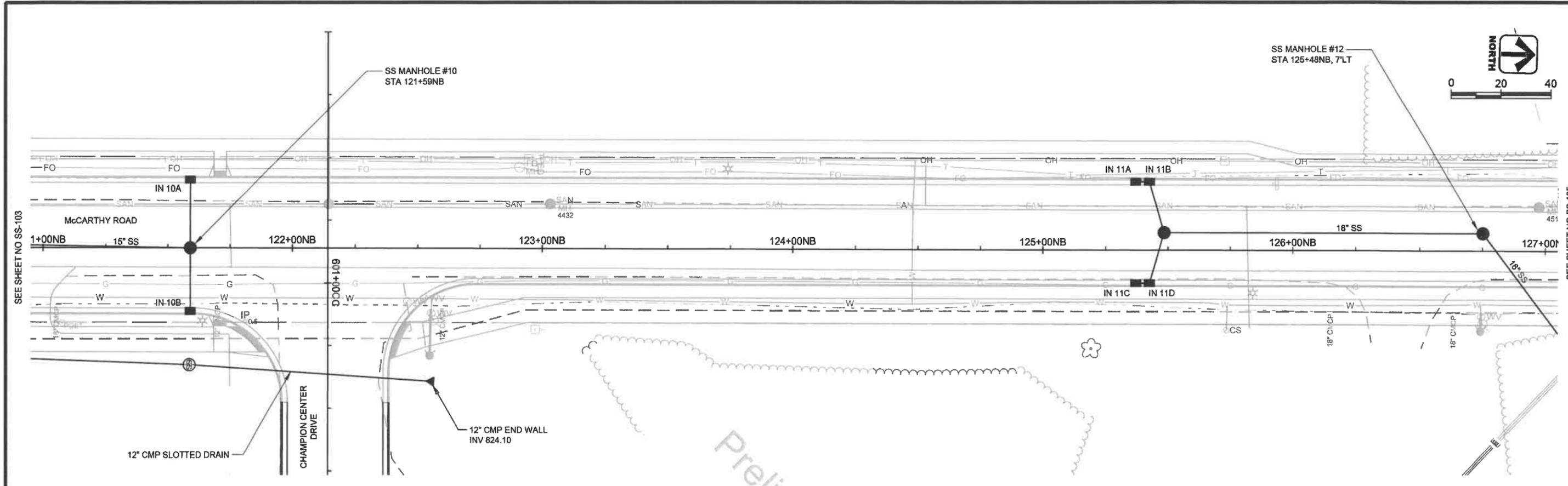
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DR BY	JWS	DATE	MARCH 2019						
CHK BY	CRS								

MCCARTHY ROAD RECONSTRUCTION
TOWN OF GRAND CHUTE



MCCARTHY ROAD STORM SEWER

SHEET NO.
SS-103



DES BY	TAH	PROJ NO	25-0185.00
DR BY	JWS	DATE	MARCH 2019
CHK BY	CRS	NO	DATE
		REVISION	NO DATE
			REVISION

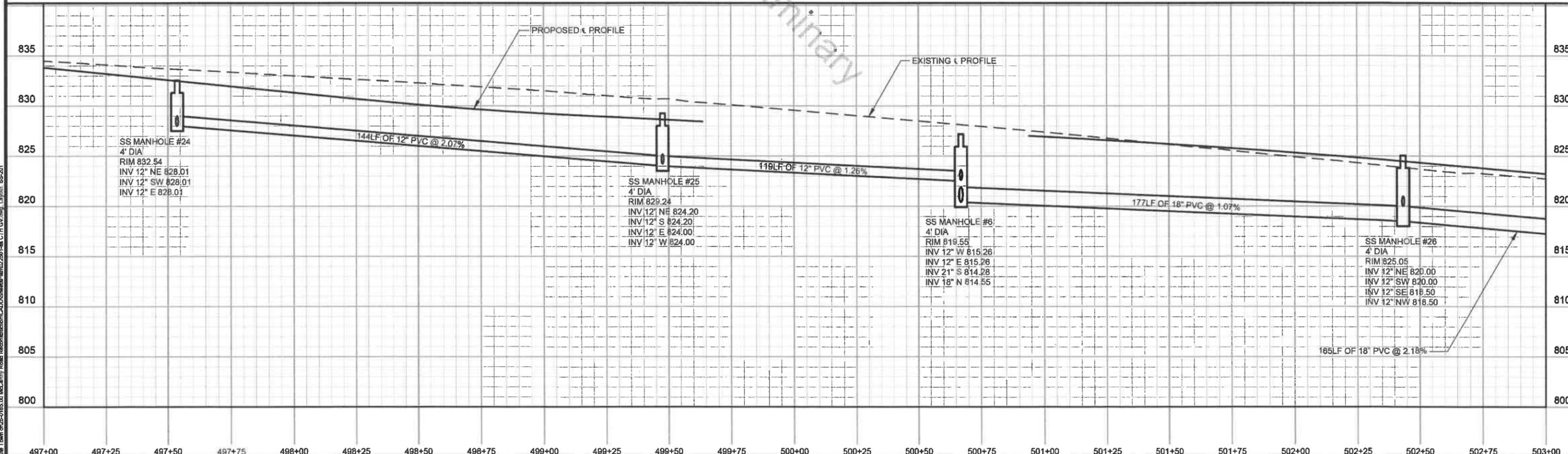
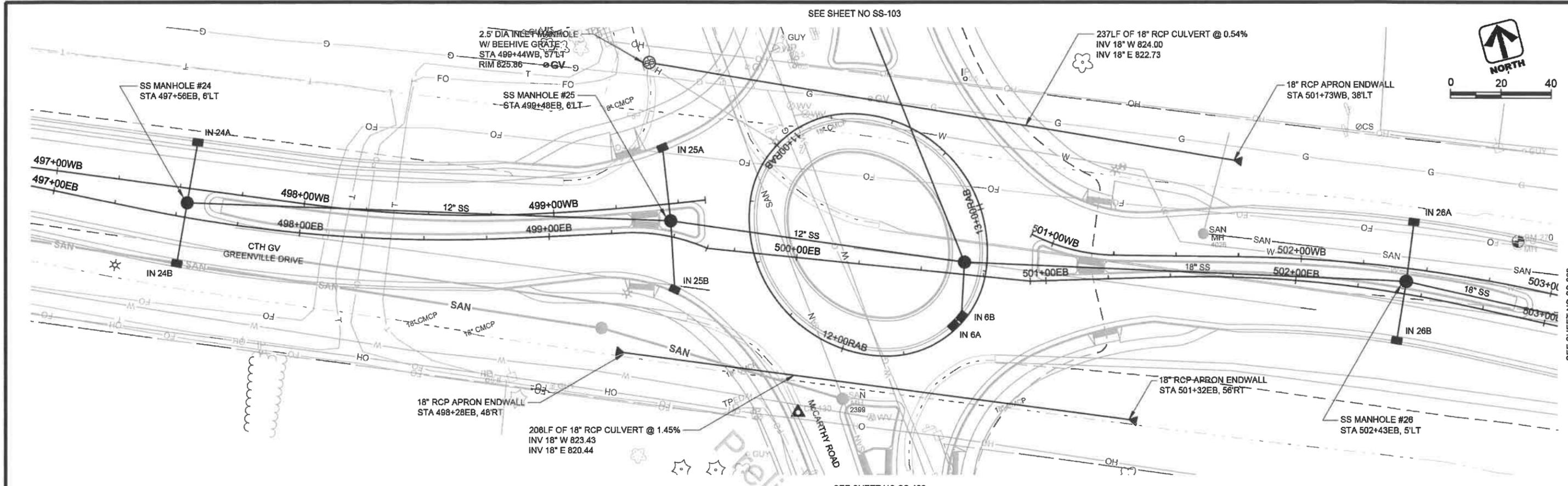
**MCCARTHY ROAD RECONSTRUCTION
TOWN OF GRAND CHUTE**

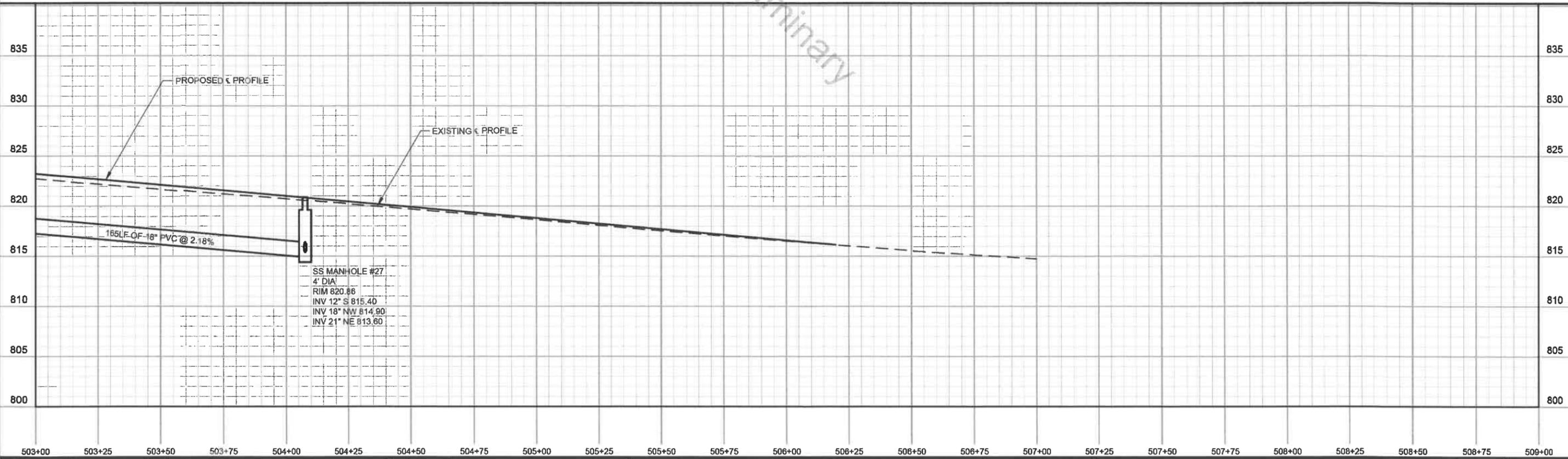
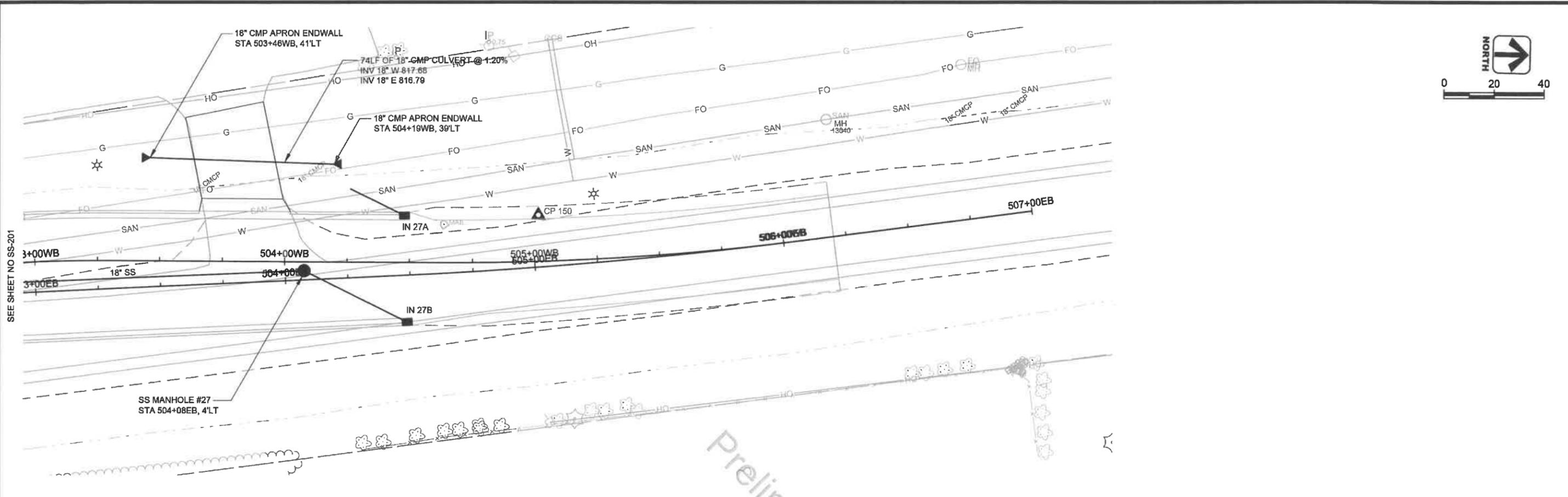


MCCARTHY ROAD STORM SEWER

SHEET NO.
SS-104

3/2/2019 V:\Mn-CR\Grand Chute Town\25-0185.00\McCarthy_Road_Reconstruction\CADD\SheetPlan\02501-ss-McCarthy.dwg Layout SS-104





DES BY	TAH	PROJ NO	25-0185.00	NO	DATE	REVISION	NO	DATE	REVISION
DR BY	JWS	DATE	MARCH 2019	NO	DATE	REVISION	NO	DATE	REVISION
CHK BY	CRS								

**MCCARTHY ROAD RECONSTRUCTION
TOWN OF GRAND CHUTE**



CTH GV STORM SEWER
SHEET NO. **SS-202**

3/26/2019 V:\Main-CB\Grand Chute Town of 25-0185.00 McCarthy Road Reconstruction\CAD\SS\Sheet\SS-202.ctb C:\Users\Leah.L\OneDrive\Documents\SS-202



AGENDA REQUEST
3/19/2019

TOPIC: Approve Gillett Street Urbanization Change Order #4, Contract 2018-01, increasing the amount by \$12,061.68 and the contract length by 132 days.

<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: Katie Schwartz, Director PW

ISSUE: Shall the Town Board approve Gillett Street Urbanization Change Order #4, Contract 2018-01, increasing the amount by \$12,061.68 and the contract length by 132 days.

BACKGROUND/ANALYSIS: Contract 2018-01, for Gillett Street Urbanization, was awarded to RC Excavating, Inc., and the current contract price is \$2,206,495.39. The project is currently under construction.

Change Order #4, increasing the contract amount by \$12,061.68 and the contract length by 132 days, consists of several items. A detailed analysis of the change order is attached. The largest increase of these items as an overall increase of \$21,785 to revise to recorded quantities for water system bolts and hydrant replacements.

RECOMMENDATION: Staff recommendation is to approve Gillett Street Urbanization Change Order #4, Contract 2018-01, increasing the amount by \$12,061.68 and the contract length by 132 days.

FISCAL IMPACT: CIP

The Gillett Street Urbanization project will be recorded in the CIP. The contract with RC Excavating, Inc. prior to this change order is for \$2,206,495.39. This change order is an increase of \$12,061.68 and the remaining contingency amount is \$193,225.51.

ATTACHMENTS:
Attachment No. 1 - Gillett Street Urbanization Change Order #4

Town of Grand Chute
Gillett Street Urbanization Reconstruction
Contract 2018-01
Change Order # 4 Detailed Analysis

- **Storm Sewer (various sizes)**
 - Reason for Change: Revise to recorded quantities.
 - Contract Impact: Increase of \$4,840.00.
 - Assessment Impact: No change (within storm sewer assessment amount).

- **Replace Water System Bolts & Install Hydrant**
 - Reason for Change: Revise to recorded quantities. During construction, it was determined that all system bolts should be replaced rather than the older bolts replacements listed in the bid quantities. In addition, one hydrant was determined to need replacement.
 - Contract Impact: Increase of \$21,785.00.
 - Assessment Impact: No change (water system work is not assessed within this project).

- **Adjust Sanitary Manhole Rim, 8" Sanitary Sewer, & Sanitary Manhole**
 - Reason for Change: Revise to recorded quantities.
 - Contract Impact: Decrease of \$8,171.05.
 - Assessment Impact: No change (sanitary sewer work is not assessed within this project).

- **Concrete Driveway**
 - Reason for Change: Revise to recorded quantities. Most of this is due to property owner requests.
 - Contract Impact: Increase of \$24,957.45.
 - Assessment Impact: No change (the amount that is being assessed is within the contract contingency amount). Approximately half of this is being paid directly by property owners.

- **Remove Culvert, Sawcutting, Removals, Excavation, Base Aggregate Dense, Hot Mix Asphalt Pavement (Lower Layer), Asphalt Trail, Curb & Gutter, Curb Ramp, Sidewalk, Drilled Tie Bars, Detectable Warning Field, Signs, Remove & Reset Mailboxes, & Traffic Control**
 - Reason for Change: Revise to recorded quantities and include pricing for traffic control for 2019.
 - Contract Impact: Decrease of \$32,455.40.
 - Assessment Impact: Decrease

- **Special Backfill**
 - Reason for Change: Revise to recorded quantities. During construction, unacceptable native material was encountered and needed to be replace.
 - Contract Impact: Increase of \$1,105.68.
 - Assessment Impact: No change (within contract contingency amount).

- **Complete Change Order Overview**
 - This change order is as increase of \$12,061.68. Total change orders are \$131,762.73. The contract contingency amount is \$324,988.23.
 - There is no increase in assessment rates as a result of this change order.

McMAHON ASSOCIATES, INC.

TELEPHONE: 920.751.4200
FAX: 920.751.4284

RC EXCAVATING, INC.
3125 Birch Road, Suite D
Suamico, WI 54173

Contract No. 2018-01
Project File No. G0006-9-13-00326.12
Change Order No. Four (4)
Issue Date: February 18, 2019
Project: Town of Grand Chute
N Gillett Street Urbanization

You Are Directed To Make The Changes Noted Below In The Subject Contract:

	(Item Description)	(Price)
4.1	Add \$12,061.68 per Attached Spreadsheet	+ \$12,061.68
4.2	Change Substantial Completion Date from November 19, 2018 to June 1, 2019 and Final Completion Date from December 5, 2018 to June 15, 2019.	+ 132 Days
	TOTAL	+ \$12,061.68 & 132 DAYS

The Changes Result In The Following Adjustments:

	CONTRACT PRICE	TIME
Prior To This Change Order	\$2,206,495.39	- days
Adjustments Per This Change Order	+ \$12,061.68	+ 132 days
Current Contract Status	\$2,218,557.07	- days

Recommended:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin

Accepted:
RC EXCAVATING, INC.
Suamico, Wisconsin

Authorized:
TOWN OF GRAND CHUTE
Outagamie County, Wisconsin

By: 
Date: 2-18-19

By: 
Date: 2/25/19

By: _____
Date: _____

- OWNER Copy
- CONTRACTOR Copy
- ENGINEER Copy (Contract Copy)
- FILE COPY

Four (4) Copies Should Accompany This Change Order
Execute And Return To ENGINEER For Distribution

Town of Grand Chute
North Gillett Street Urbanization
Capitol Drive to Elsner Road
Contract 2018-01
G0006-9-13-00326.12

Item No.	Description	Unit	Bid Quantity	Unit Price	Bid Amount	Change Order # 1				Change Order # 2				Change Order # 3				Change Order # 4			
						Quantity Revision	Revised Quantity	Amount Revision	Revised Amount	Quantity Revision	Revised Quantity	Amount Revision	Revised Amount	Quantity Revision	Revised Quantity	Amount Revision	Revised Amount	Quantity Revision	Revised Quantity	Amount Revision	Revised Amount
1	29" x 45" RCP Class IV Storm Sewer	LF	60	\$119.00	\$7,140.00	0	60	\$0.00	\$7,140.00	4	64	\$476.00	\$7,616.00	0	64	\$0.00	\$7,616.00	0	64	\$0.00	\$7,616.00
2	36" RCP Class IV Storm Sewer	LF	440	\$71.00	\$31,240.00	0	440	\$0.00	\$31,240.00	-2	438	(\$142.00)	\$31,098.00	0	438	\$0.00	\$31,098.00	0	438	\$0.00	\$31,098.00
3	36 Inch RCP Storm Sewer	L.F.	178	\$66.00	\$11,748.00	0	178	\$0.00	\$11,748.00	0	178	\$0.00	\$11,748.00	0	178	\$0.00	\$11,748.00	0	178	\$0.00	\$11,748.00
4	36 Inch Storm Sewer	L.F.	29	\$63.00	\$1,827.00	-29	0	(\$1,827.00)	\$0.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
5	30 Inch RCP Storm Sewer	L.F.	256	\$54.00	\$13,824.00	0	256	\$0.00	\$13,824.00	0	256	\$0.00	\$13,824.00	0	256	\$0.00	\$13,824.00	0	256	\$0.00	\$13,824.00
6	24 Inch RCP Class IV Storm Sewer	L.F.	68	\$54.00	\$3,672.00	0	68	\$0.00	\$3,672.00	4	72	\$216.00	\$3,888.00	0	72	\$0.00	\$3,888.00	0	72	\$0.00	\$3,888.00
7	24 Inch RCP Storm Sewer	L.F.	1080	\$43.00	\$46,440.00	0	1080	\$0.00	\$46,440.00	-5	1075	(\$215.00)	\$46,225.00	0	1075	\$0.00	\$46,225.00	0	1075	\$0.00	\$46,225.00
8	24 Inch Storm Sewer	L.F.	824	\$43.00	\$35,432.00	0	824	\$0.00	\$35,432.00	3	827	\$129.00	\$35,561.00	0	827	\$0.00	\$35,561.00	0	827	\$0.00	\$35,561.00
9	21 Inch RCP Storm Sewer	L.F.	222	\$39.00	\$8,658.00	0	222	\$0.00	\$8,658.00	1	223	\$39.00	\$8,697.00	0	223	\$0.00	\$8,697.00	0	223	\$0.00	\$8,697.00
10	21 Inch Storm Sewer	L.F.	419	\$38.00	\$15,922.00	0	419	\$0.00	\$15,922.00	3	422	\$114.00	\$16,036.00	0	422	\$0.00	\$16,036.00	0	422	\$0.00	\$16,036.00
11	18 Inch RCP Storm Sewer	L.F.	60	\$43.00	\$2,580.00	0	60	\$0.00	\$2,580.00	-29	31	(\$1,247.00)	\$1,333.00	0	31	\$0.00	\$1,333.00	0	31	\$0.00	\$1,333.00
12	18 Inch Storm Sewer	L.F.	783	\$35.00	\$27,405.00	0	783	\$0.00	\$27,405.00	26	809	\$910.00	\$28,315.00	0	809	\$0.00	\$28,315.00	282	1091	\$9,870.00	\$38,185.00
13	15 Inch Storm Sewer	L.F.	843	\$30.00	\$25,290.00	0	843	\$0.00	\$25,290.00	12	855	\$360.00	\$25,650.00	0	855	\$0.00	\$25,650.00	-71	784	(\$2,130.00)	\$23,520.00
14	12 Inch Storm Sewer	L.F.	250	\$29.00	\$7,250.00	0	250	\$0.00	\$7,250.00	1	251	\$29.00	\$7,279.00	0	251	\$0.00	\$7,279.00	-100	151	(\$2,900.00)	\$4,379.00
15	12 Inch RCP Storm Lead	L.F.	76	\$41.00	\$3,116.00	0	76	\$0.00	\$3,116.00	0	76	\$0.00	\$3,116.00	-42	34	(\$1,722.00)	\$1,394.00	0	34	\$0.00	\$1,394.00
16	12 Inch Storm Lead	L.F.	1015	\$37.00	\$37,555.00	0	1015	\$0.00	\$37,555.00	0	1015	\$0.00	\$37,555.00	132	1147	\$4,884.00	\$42,439.00	0	1147	\$0.00	\$42,439.00
17	8 Inch Storm Lead	L.F.	212	\$35.00	\$7,420.00	0	212	\$0.00	\$7,420.00	0	212	\$0.00	\$7,420.00	50	262	\$1,750.00	\$9,170.00	0	262	\$0.00	\$9,170.00
18	4 Inch Storm Lead	L.F.	1632	\$26.50	\$43,248.00	0	1632	\$0.00	\$43,248.00	0	1632	\$0.00	\$43,248.00	165	1797	\$4,372.50	\$47,620.50	0	1797	\$0.00	\$47,620.50
19	8 Foot Diameter Manhole	V.F.	6.85	\$785.00	\$5,377.25	0	6.85	\$0.00	\$5,377.25	0	6.85	\$0.00	\$5,377.25	-0.12	6.73	(\$94.20)	\$5,283.05	0	6.73	\$0.00	\$5,283.05
20	6 Foot Diameter Manhole	V.F.	20.2	\$488.00	\$9,857.60	0	20.2	\$0.00	\$9,857.60	0	20.2	\$0.00	\$9,857.60	-0.06	20.14	(\$29.28)	\$9,828.32	0	20.14	\$0.00	\$9,828.32
21	5 Foot Diameter Manhole	V.F.	48.37	\$458.00	\$22,153.46	0	48.37	\$0.00	\$22,153.46	0	48.37	\$0.00	\$22,153.46	11.77	60.14	\$5,390.66	\$27,544.12	0	60.14	\$0.00	\$27,544.12
22	4 Foot Diameter Manhole	V.F.	103.72	\$303.00	\$31,427.16	0	103.72	\$0.00	\$31,427.16	0	103.72	\$0.00	\$31,427.16	-9.96	93.76	(\$3,017.88)	\$28,409.28	0	93.76	\$0.00	\$28,409.28
23	Inlet	Ea.	41	\$1,625.00	\$66,625.00	0	41	\$0.00	\$66,625.00	0	41	\$0.00	\$66,625.00	0	41	\$0.00	\$66,625.00	0	41	\$0.00	\$66,625.00
24	Yard Drains	Ea.	15	\$1,255.00	\$18,825.00	0	15	\$0.00	\$18,825.00	0	15	\$0.00	\$18,825.00	0	15	\$0.00	\$18,825.00	0	15	\$0.00	\$18,825.00
25	Ditch Inlet	Ea.	4	\$1,225.00	\$4,900.00	0	4	\$0.00	\$4,900.00	0	4	\$0.00	\$4,900.00	-1	3	(\$1,225.00)	\$3,675.00	0	3	\$0.00	\$3,675.00
26	Connect 21 Inch Storm Sewer to 75" x 96" Culvert	Ea.	1	\$3,000.00	\$3,000.00	0	1	\$0.00	\$3,000.00	0	1	\$0.00	\$3,000.00	0	1	\$0.00	\$3,000.00	0	1	\$0.00	\$3,000.00
27	Connect 15 Inch Storm Sewer to 75" x 96" Culvert	Ea.	1	\$2,350.00	\$2,350.00	0	1	\$0.00	\$2,350.00	0	1	\$0.00	\$2,350.00	0	1	\$0.00	\$2,350.00	0	1	\$0.00	\$2,350.00
28	4 Inch Cleanout	Ea.	61	\$165.00	\$10,065.00	0	61	\$0.00	\$10,065.00	0	61	\$0.00	\$10,065.00	-3	58	(\$495.00)	\$9,570.00	0	58	\$0.00	\$9,570.00
29	Connect to Existing 12 Inch Pond Outlet	Ea.	1	\$230.00	\$230.00	0	1	\$0.00	\$230.00	0	1	\$0.00	\$230.00	0	1	\$0.00	\$230.00	0	1	\$0.00	\$230.00
30	Connect to Existing 8 Inch Pond Outlet	Ea.	1	\$180.00	\$180.00	0	1	\$0.00	\$180.00	0	1	\$0.00	\$180.00	0	1	\$0.00	\$180.00	0	1	\$0.00	\$180.00
31	Connect to Existing Storm Lateral	Ea.	20	\$69.00	\$1,380.00	0	20	\$0.00	\$1,380.00	0	20	\$0.00	\$1,380.00	3	23	\$207.00	\$1,587.00	0	23	\$0.00	\$1,587.00
32	Inlet Protection	Ea.	57	\$61.00	\$3,477.00	0	57	\$0.00	\$3,477.00	0	57	\$0.00	\$3,477.00	2	59	\$122.00	\$3,599.00	0	59	\$0.00	\$3,599.00
33	Relocate Hydrant and Auxiliary Valve	Ea.	1	\$2,900.00	\$2,900.00	0	1	\$0.00	\$2,900.00	0	1	\$0.00	\$2,900.00	0	1	\$0.00	\$2,900.00	0	1	\$0.00	\$2,900.00
34	Relocate Hydrant	Ea.	1	\$2,130.00	\$2,130.00	0	1	\$0.00	\$2,130.00	0	1	\$0.00	\$2,130.00	0	1	\$0.00	\$2,130.00	0	1	\$0.00	\$2,130.00
35	Replace Hydrant Bolts	Ea.	10	\$1,410.00	\$14,100.00	0	10	\$0.00	\$14,100.00	0	10	\$0.00	\$14,100.00	0	10	\$0.00	\$14,100.00	1	11	\$1,410.00	\$15,510.00
36	Replace Tee Bolts	Ea.	10	\$1,515.00	\$15,150.00	0	10	\$0.00	\$15,150.00	0	10	\$0.00	\$15,150.00	0	10	\$0.00	\$15,150.00	5	15	\$7,575.00	\$22,725.00
37	Replace Valve Bolts	Ea.	15	\$1,175.00	\$17,625.00	0	15	\$0.00	\$17,625.00	0	15	\$0.00	\$17,625.00	0	15	\$0.00	\$17,625.00	10	25	\$11,750.00	\$29,375.00
38	Adjust Sanitary Manhole Rim	Ea.	8	\$505.00	\$4,040.00	0	8	\$0.00	\$4,040.00	0	8	\$0.00	\$4,040.00	0	8	\$0.00	\$4,040.00	2.5	10.5	\$1,262.50	\$5,302.50
39	Reconstruct Manhole Rim	Ea.	10	\$1,240.00	\$12,400.00	0	10	\$0.00	\$12,400.00	0	10	\$0.00	\$12,400.00	0	10	\$0.00	\$12,400.00	0	10	\$0.00	\$12,400.00
40	8 Inch Sanitary Sewer	L.F.	100	\$69.00	\$6,900.00	100	200	\$6,900.00	\$13,800.00	0	200	\$0.00	\$13,800.00	0	200	\$0.00	\$13,800.00	-138	62	(\$9,522.00)	\$4,278.00
41	Sanitary Manhole	V.F.	8.79	\$305.00	\$2,680.95	0	8.79	\$0.00	\$2,680.95	0	8.79	\$0.00	\$2,680.95	0	8.79	\$0.00	\$2,680.95	0.29	9.08	\$88.45	\$2,769.40
42	Remove 36 Inch CMP	Ea.	1	\$885.00	\$885.00	0	1	\$0.00	\$885.00	0	1	\$0.00	\$885.00	0	1	\$0.00	\$885.00	0	1	\$0.00	\$885.00
43	Remove 24 Inch CMP	Ea.	3	\$590.00	\$1,770.00	0	3	\$0.00	\$1,770.00	0	3	\$0.00	\$1,770.00	0	3	\$0.00	\$1,770.00	0	3	\$0.00	\$1,770.00
44	Remove Culvert	Ea.	45	\$150.00	\$6,750.00	0	45	\$0.00	\$6,750.00	0	45	\$0.00	\$6,750.00	0	45	\$0.00	\$6,750.00	-2	43	(\$300.00)	\$6,450.00
45	Sawcut Bituminous Pavement and Driveway	L.F.	782	\$2.25	\$1,759.50	0	782	\$0.00	\$1,759.50	0	782	\$0.00	\$1,759.50	0	782	\$0.00	\$1,759.50	112	894	\$252.00	\$2,011.50
46	Sawcut Curb and Gutter	L.F.	35	\$3.50	\$122.50	0	35	\$0.00	\$122.50	0	35	\$0.00	\$122.50	0	35	\$0.00	\$122.50	8	43	\$28.00	\$150.50
47	Sawcut Concrete Driveway	L.F.	145	\$3.00	\$435.00	0	145	\$0.00	\$435.00	0	145	\$0.00	\$435.00	0	145	\$0.00	\$435.00	0	145	\$0.00	\$435.00
48	Sawcut Concrete Sidewalk	L.F.	10	\$3.50	\$35.00	0	10	\$0.00	\$35.00	0	10	\$0.00	\$35.00	0	10	\$0.00	\$35.00	0	10	\$0.00	\$35.00
49	Remove Asphalt Driveway	S.Y.	1541	\$1.60	\$2,465.60	0	1541	\$0.00	\$2,465.60	0	1541	\$0.00	\$2,465.60	0	1541	\$0.00	\$2,465.60	0	1541	\$0.00	\$2,465.60
50	Mill Asphalt Pavement (2 Inch)	S.Y.	15473	\$0.91	\$14,080.43	0	15473	\$0.00	\$14,080.43	0	15473	\$0.00	\$14,080.43	0	15473	\$0.00	\$14,080.43	0	15473	\$0.00	\$14,080.43
51	Remove Curb and Gutter	L.F.	962	\$2.00	\$1,924.00	0	962	\$0.00	\$1,924.00	0	962	\$0.00	\$1,924.00	0	962	\$0.00	\$1,924.00	61	1023	\$122.00	\$2,046.00
52	Remove Concrete Driveway	S.Y.	178	\$4.00	\$712.00	0	178	\$0.00	\$712.00	0	178	\$0.00	\$712.00	0	178	\$0.00	\$712.00	434	612	\$1,736.00	\$2,448.00
53	Remove Concrete Sidewalk	S.Y.	181	\$4.00	\$724.00	0	181	\$0.00	\$724.00	0	181	\$0.00	\$724.00	0	181	\$0.00	\$724.00	12	193	\$48.00	\$772.00
54	Excavation	C.Y.	26915	\$7.00	\$188,405.00	0	26915	\$0.00	\$188,405.00	0	26915	\$0.00	\$188,405.00	0	26915	\$0.00	\$188,405.00	202	27117	\$1,414.00	\$189,819.00
55	Embankment	C.Y.	5947	\$4.50	\$26,761.50	0	5947	\$0.00	\$26,761.50	0	5947	\$0.00	\$26,761.50	0	5947	\$0.00	\$26,761.50	0	5947	\$0.00	\$26,761.50
56	Geotextile Fabric Type SAS	S.Y.	27637	\$1.10	\$30,400.70	0	27637	\$0.00	\$30,400.70	0	27637	\$0.00	\$30,400.70	0	27637	\$0.00	\$30,400.70	0	27637	\$0.00	\$30,400.70
57	Place Salvaged Milled Asphalt	TON	1865	\$3.50	\$6,527.50	0	1865	\$0.00	\$6,527.50	0	1865	\$0.00	\$6,527.50	2155	4020	\$7,542.50	\$14,070.00	0	4020	\$0.00	\$14,070.00
58	Base Aggregate Dense, 3 Inch	TON	20412	\$10.55	\$215,346.60	0	20412	\$0.00	\$215,346.60	0	20412	\$0.00	\$215,346.60								

62	Hot Mix Asphalt, 4MT 58-28 S (Upper Layer)	TON	2850	\$51.81	\$147,658.50	0	2850	\$0.00	\$147,658.50	0	2850	\$0.00	\$147,658.50	0	2850	\$0.00	\$147,658.50	0	2850	\$0.00	\$147,658.50
63	Asphalt Trail (3 Inch)	TON	650	\$70.60	\$45,890.00	0	650	\$0.00	\$45,890.00	0	650	\$0.00	\$45,890.00	0	650	\$0.00	\$45,890.00	-21.37	628.63	(\$1,508.72)	\$44,381.28
64	Concrete Curb and Gutter, 30 Inch	L.F.	10849	\$10.30	\$111,744.70	0	10849	\$0.00	\$111,744.70	0	10849	\$0.00	\$111,744.70	0	10849	\$0.00	\$111,744.70	27	10876	\$278.10	\$112,022.80
65	Concrete Driveway	S.Y.	840	\$47.25	\$39,690.00	100	940	\$4,725.00	\$44,415.00	0	940	\$0.00	\$44,415.00	0	940	\$0.00	\$44,415.00	528.2	1468.2	\$24,957.45	\$69,372.45
66	Concrete Curb Ramp (6 Inch)	S.Y.	485	\$38.20	\$18,527.00	0	485	\$0.00	\$18,527.00	0	485	\$0.00	\$18,527.00	0	485	\$0.00	\$18,527.00	-135.5	349.5	(\$5,176.10)	\$13,350.90
67	Concrete Sidewalk	S.F.	21705	\$3.55	\$77,052.75	0	21705	\$0.00	\$77,052.75	0	21705	\$0.00	\$77,052.75	0	21705	\$0.00	\$77,052.75	-170	21535	(\$603.50)	\$76,449.25
68	Drilled Tie Bars	Ea.	66	\$7.10	\$468.60	0	66	\$0.00	\$468.60	0	66	\$0.00	\$468.60	0	66	\$0.00	\$468.60	13	79	\$92.30	\$560.90
69	Detectable Warning Field	S.F.	429	\$28.30	\$12,140.70	0	429	\$0.00	\$12,140.70	0	429	\$0.00	\$12,140.70	0	429	\$0.00	\$12,140.70	-77	352	(\$2,179.10)	\$9,961.60
70	Restoration	S.Y.	16915	\$5.00	\$84,575.00	0	16915	\$0.00	\$84,575.00	0	16915	\$0.00	\$84,575.00	0	16915	\$0.00	\$84,575.00	0	16915	\$0.00	\$84,575.00
71	Tree Removal	I.D.	24	\$65.00	\$1,560.00	0	24	\$0.00	\$1,560.00	0	24	\$0.00	\$1,560.00	194	218	\$12,610.00	\$14,170.00	0	218	\$0.00	\$14,170.00
72	Remove Sign	Ea.	35	\$35.00	\$1,225.00	0	35	\$0.00	\$1,225.00	0	35	\$0.00	\$1,225.00	0	35	\$0.00	\$1,225.00	5	40	\$175.00	\$1,400.00
73	Pavement Marking Epoxy 4 Inch	L.F.	11130	\$0.40	\$4,452.00	0	11130	\$0.00	\$4,452.00	0	11130	\$0.00	\$4,452.00	0	11130	\$0.00	\$4,452.00	0	11130	\$0.00	\$4,452.00
74	Pavement Marking, 6 Inch, Crosswalk, Epoxy	L.F.	1147	\$7.70	\$8,831.90	0	1147	\$0.00	\$8,831.90	0	1147	\$0.00	\$8,831.90	0	1147	\$0.00	\$8,831.90	0	1147	\$0.00	\$8,831.90
75	Pavement Marking, 8 Inch, Channelizing, Epoxy	L.F.	90	\$1.01	\$90.90	0	90	\$0.00	\$90.90	0	90	\$0.00	\$90.90	0	90	\$0.00	\$90.90	0	90	\$0.00	\$90.90
76	Pavement Marking, 12 Inch, Stop Bar, Epoxy	L.F.	201	\$9.10	\$1,829.10	0	201	\$0.00	\$1,829.10	0	201	\$0.00	\$1,829.10	0	201	\$0.00	\$1,829.10	0	201	\$0.00	\$1,829.10
77	Pavement Marking Arrows, Type 2, Epoxy	Ea.	2	\$245.00	\$490.00	0	2	\$0.00	\$490.00	0	2	\$0.00	\$490.00	0	2	\$0.00	\$490.00	0	2	\$0.00	\$490.00
78	Pavement Marking Arrows, Type 3, Epoxy	Ea.	2	\$325.00	\$650.00	0	2	\$0.00	\$650.00	0	2	\$0.00	\$650.00	0	2	\$0.00	\$650.00	0	2	\$0.00	\$650.00
79	Post Tubular Steel, 2-3/8 Inch Diameter x 10 Foot	Ea.	61	\$167.00	\$10,187.00	-18	43	(\$3,006.00)	\$7,181.00	0	43	\$0.00	\$7,181.00	0	43	\$0.00	\$7,181.00	-1	42	(\$167.00)	\$7,014.00
80	Signs, Reflective	S.F.	346.75	\$20.20	\$7,004.35	-64	282.75	(\$1,292.80)	\$5,711.55	0	282.75	\$0.00	\$5,711.55	0	282.75	\$0.00	\$5,711.55	28	310.75	\$565.60	\$6,277.15
81	Erosion Control Mat, Urban Class I, Type A	S.Y.	67	\$8.10	\$542.70	0	67	\$0.00	\$542.70	0	67	\$0.00	\$542.70	0	67	\$0.00	\$542.70	0	67	\$0.00	\$542.70
82	Silt Fence	L.F.	2220	\$2.05	\$4,551.00	0	2220	\$0.00	\$4,551.00	0	2220	\$0.00	\$4,551.00	0	2220	\$0.00	\$4,551.00	0	2220	\$0.00	\$4,551.00
83	Remove and Reset Mailboxes	Ea.	38	\$130.00	\$4,940.00	0	38	\$0.00	\$4,940.00	0	38	\$0.00	\$4,940.00	0	38	\$0.00	\$4,940.00	3	41	\$390.00	\$5,330.00
84	Traffic Control	L.S.	1	\$6,500.00	\$6,500.00	0	1	\$0.00	\$6,500.00	0	1	\$0.00	\$6,500.00	0	1	\$0.00	\$6,500.00	0.33	1.33	\$2,145.00	\$8,645.00
	24 Inch Dual Storm Sewer	LF	0	\$132.00	\$0.00	28	28	\$3,696.00	\$3,696.00	-1	27	(\$132.00)	\$3,564.00	0	27	\$0.00	\$3,564.00	0	27	\$0.00	\$3,564.00
	Modify MH 34+67	LS	0	\$935.00	\$0.00	1	1	\$935.00	\$935.00	0	1	\$0.00	\$935.00	0	1	\$0.00	\$935.00	0	1	\$0.00	\$935.00
	Junction Chamber	Ea.	0	\$7,458.00	\$0.00	1	1	\$7,458.00	\$7,458.00	0	1	\$0.00	\$7,458.00	0	1	\$0.00	\$7,458.00	0	1	\$0.00	\$7,458.00
	Special Backfill to Replace Unacceptable Native Backfill	TON	0	\$15.80	\$0.00	803.14	803.14	\$12,689.61	\$12,689.61	0	803.14	\$0.00	\$12,689.61	0	803.14	\$0.00	\$12,689.61	69.98	873.12	\$1,105.68	\$13,795.30
	12 Inch Water Main	LF	0	\$102.90	\$0.00	0	0	\$0.00	\$0.00	260	260	\$26,754.00	\$26,754.00	0	260	\$0.00	\$26,754.00	0	260	\$0.00	\$26,754.00
	Hydrant	Ea.	0	\$4,055.10	\$0.00	1	1	\$4,055.10	\$4,055.10	0	1	\$0.00	\$4,055.10	0	1	\$0.00	\$4,055.10	0	1	\$0.00	\$4,055.10
	12 Inch Resilient Wedge Gate Valve	Ea.	0	\$2,691.15	\$0.00	1	1	\$2,691.15	\$2,691.15	0	1	\$0.00	\$2,691.15	0	1	\$0.00	\$2,691.15	0	1	\$0.00	\$2,691.15
	12 Inch 22.5-Degree Bends	Ea.	0	\$559.65	\$0.00	2	2	\$1,119.30	\$1,119.30	0	2	\$0.00	\$1,119.30	0	2	\$0.00	\$1,119.30	0	2	\$0.00	\$1,119.30
	12 Inch x 12 Inch Tee	Ea.	0	\$772.80	\$0.00	1	1	\$772.80	\$772.80	0	1	\$0.00	\$772.80	0	1	\$0.00	\$772.80	0	1	\$0.00	\$772.80
	12 Inch x 6 Inch Reducer	Ea.	0	\$325.50	\$0.00	2	2	\$651.00	\$651.00	0	2	\$0.00	\$651.00	0	2	\$0.00	\$651.00	0	2	\$0.00	\$651.00
	10 Inch Sanitary Sewer	LF	0	\$72.26	\$0.00	112	112	\$8,093.12	\$8,093.12	0	112	\$0.00	\$8,093.12	0	112	\$0.00	\$8,093.12	0	112	\$0.00	\$8,093.12
	Install Hydrant (Hydrant Furnished by Town)	Ea.	0	\$525.00	\$0.00	0	0	\$0.00	\$0.00	1	1	\$525.00	\$525.00	0	1	\$0.00	\$525.00	2	3	\$1,050.00	\$1,575.00
	Biolog Ditch Check	Ea.	0	\$150.00	\$0.00	0	0	\$0.00	\$0.00	4	4	\$600.00	\$600.00	0	4	\$0.00	\$600.00	0	4	\$0.00	\$600.00
	Install Inlets on East Side at Evergreen Drive	T&M	0	\$9,005.77	\$0.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	1	1	\$9,005.77	\$9,005.77	0	1	\$0.00	\$9,005.77
	6" Hydrant Lead	LF	0	\$11.16	\$0.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	8	8	\$89.28	\$89.28	0	8	\$0.00	\$89.28
	6" Auxiliary Valve	Ea.	0	\$1,102.50	\$0.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	1	1	\$1,102.50	\$1,102.50	0	1	\$0.00	\$1,102.50
	Lowering Water Main at Skyview Lane	T&M	0	\$3,254.93	\$0.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	1	1	\$3,254.93	\$3,254.93	0	1	\$0.00	\$3,254.93
	Storm Sewer Siphon Under Water Main at Little Ranch Road	T&M	0	\$9,963.78	\$0.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	1	1	\$9,963.78	\$9,963.78	0	1	\$0.00	\$9,963.78
	Alter Inlets & Yard Drains Due to Utilities Conflicts	Ea.	0	\$262.50	\$0.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	7	7	\$1,837.50	\$1,837.50	0	7	\$0.00	\$1,837.50
	Replace 8 Inch Resilient Wedge Gate Valve	Ea.	0	\$1,896.82	\$0.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
	Traffic Control (2019)	L.S.	0	\$4,488.75	\$0.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	1	1	\$4,488.75	\$4,488.75
	Mill Around Manhole Castings	Ea.	0	\$200.00	\$0.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
	Mill Butt Joints at Transitions	SY	0	\$10.00	\$0.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
	Total:			\$2,086,794.35				\$50,615.28	\$2,137,409.63			\$28,416.00	\$2,165,825.63			\$40,669.76	\$2,206,495.39			\$12,061.68	\$2,218,557.08

Workbook: Gillett Street
Worksheet: Change orders
Disk: w:\PROJECTS\G0006\930326\00\Spreadsheets

Authorized: August 23, 2018

Authorized: November 8, 2018

Authorized: December 4, 2018

Date: February 15, 2019

TOWN OF GRAND CHUTE

APPENDIX TABLE

A	Police Lieutenant and Crossing Guards
B	FMLA Employee Request Form
C	FMLA Rights & Responsibilities
D	Employee Medical Certification form
E.....	Family Member Medical Certification
F	Serious Injury of Military Member Certification
G	Qualifying Exigency for Military Certification
H.....	FMLA Designation Notice
I.....	Notice of Intent to Return FMLA Form
J	Active Shooter Response

*For reference only, form revisions and procedures as included
in this appendix are subject to change without notice.*

Appendix A

Grand Chute Employee Handbook

Police Lieutenants and Crossing Guards

As non-union protective supervisory employees, the Police Lieutenants follow the Town Handbook with some exceptions to mirror the benefits that the patrol officers receive from the Union Contract.

Hours of Work

Police Lieutenants work schedule is based off of a 28 day pay cycle, with 10-hour shifts.

Overtime and Call Time

Police Lieutenants will be compensated at a rate of time and one-half (1 ½) based on their normal rate of pay, for all hours worked in excess of their scheduled work day, or work week. All overtime shall be paid in the current pay period in which the overtime is earned.

In the event an employee has left work and is called in, including court time, the employee shall receive two (2) hours pay at the employee's regular rate of pay, in addition to pay for actual hours worked.

Comp Time

To be consistent with the officers' Labor Agreement, Police Lieutenants are able to accrue up to 80 hours of comp time. The comp time balance does not need to be paid out as of December 31 each year.

Holidays

Police Lieutenants will follow the holidays listed in the Town Handbook with three exceptions.

- 1) The holidays will be paid out at 10 hours instead of 8.5 hours to be consistent with the length of their shift.
- 2) The day after Thanksgiving shall not be a paid holiday for Police Lieutenants, as this holiday was forfeited when the workday became 10 hours, due to the increased value of each paid holiday. In the event the lieutenant's schedule reverts back to an 8.5 hour day, the day after Thanksgiving should be reinstated as a holiday.
- 3) In the event the board designates a specific date for the floating holiday in any given year, the Police Lieutenants shall retain the right to schedule their floating holiday, as designating the floating holiday will invariably require at least two lieutenants to work on the floating holiday. Furthermore, the remaining lieutenants will not derive the same benefit as traditional, Monday-Friday employees since the designated holiday may well fall within the middle of their workweek.

Vacation Leave Requests

Vacation time shall be taken in ten (10) hour increments for Police Lieutenants, consistent with their regular schedule, or a fraction thereof with prior approval of the immediate supervisor.

Sick Leave

Police Lieutenants are eligible to earn sick leave at the rate of 10 hours per month. The maximum sick leave accumulation shall be 1020 hours.

Upon an employee's retirement or death, the maximum sick leave payout is 765 hours.

Police Lieutenants who have not used sick leave for the previous quarter are eligible to earn an additional one-half (1/2) day of vacation (5 hours).

Police Lieutenants who have accumulated the maximum 1020 hours of sick leave, with less than 60 hours of sick time accrued in that calendar year, and who have used 20 sick hours or less in a calendar year are eligible to receive 2 days (20 hours) in cash equivalent or additional vacation.

Career Development

Police Lieutenants who are pursuing additional education to enhance their career, may be eligible for tuition reimbursement if approved by the Police Chief and Town Administrator.

Appendix – Crossing Guards

Crossing guards are considered regular part-time employees whose schedule follows Appleton School Districts schedule.

Clothing Allowance

Crossing guards will receive an annual clothing allowance of \$150 on the first pay check in January.

Holidays

Crossing guards will receive holiday pay of 3 hours per holiday, for the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

Other Paid Days

Crossing guards will be paid for a full day of work (3 hours) for all half-days of school. During Appleton School District's non-school days, the crossing guards will receive 3 hours of pay per day for the following:

- Teachers Convention
- Spring Break
- Staff Development (during current school year)
- Report Writing
- Snow Day/Emergency Closure
- Conference Time
- Winter Break

Town of Grand Chute

FAMILY AND MEDICAL LEAVE - EMPLOYEE REQUEST

SECTION 1: For completion by the EMPLOYEE							
Employee Name:							
Employee Home Address:							
Home Phone Number:	Work Phone Number:						
Email:							
Supervisor:	Department:						
Work Address:							
<p>Reason for Leave (Check all applicable):</p> <p><input type="checkbox"/> Birth/Adoption/Pre-Adoptive Foster Care</p> <p><input type="checkbox"/> Foster Placement</p> <p><input type="checkbox"/> Employee's Own Serious Health Condition (may require medical certification)</p> <p><input type="checkbox"/> To Care for Family Member (including domestic partner or domestic partner's parent), Military Servicemember, or Veteran with a Serious Health Condition* (may require medical certification)</p> <p><input type="checkbox"/> For a Qualifying Exigency due to military deployment to a foreign country of a spouse, son, daughter, or parent in the regular or reserve armed forces (certification may be required)</p> <p><i>* When Family and Medical Leave is needed to care for a family member, servicemember, or veteran, you must state the care you will provide and an estimate of the time period during which this care will be provided, including a schedule of intermittent leave or leave on a reduced work schedule, if requested.</i></p>							
Anticipated Begin Date of Leave:	Anticipated End Date of Leave:						
<p>Briefly Explain Reason for Leave. If leave is to care for someone, or for a military qualifying exigency, please indicate the other person's name and your relationship to that person. If leave is to care for a domestic partner or a domestic partner's parent, please complete and sign the back of this form.</p>							
<p>Substitution of Paid Leave: Please indicate if you would like to use paid leave during your absence and how many hours you plan to use (to the extent provided by law, labor agreement, and workplace leave policies). Attach a completed leave report if required.</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Vacation (____ hours)</td> <td><input type="checkbox"/> Sabbatical (____ hours)</td> </tr> <tr> <td><input type="checkbox"/> Personal/Floating Holiday (____ hours)</td> <td><input type="checkbox"/> Sick Leave (____ hours)</td> </tr> <tr> <td><input type="checkbox"/> Compensatory Time (____ hours)</td> <td><input type="checkbox"/> Other: _____ (____ hours)</td> </tr> </table>		<input type="checkbox"/> Vacation (____ hours)	<input type="checkbox"/> Sabbatical (____ hours)	<input type="checkbox"/> Personal/Floating Holiday (____ hours)	<input type="checkbox"/> Sick Leave (____ hours)	<input type="checkbox"/> Compensatory Time (____ hours)	<input type="checkbox"/> Other: _____ (____ hours)
<input type="checkbox"/> Vacation (____ hours)	<input type="checkbox"/> Sabbatical (____ hours)						
<input type="checkbox"/> Personal/Floating Holiday (____ hours)	<input type="checkbox"/> Sick Leave (____ hours)						
<input type="checkbox"/> Compensatory Time (____ hours)	<input type="checkbox"/> Other: _____ (____ hours)						
<p>I authorize the appointing authority to obtain any necessary information regarding my request for family and medical leave.</p>							
Employee Signature: _____	Date: _____						

Provide completed form to Human Resources - (920) 832-4773

Appendix C - Notice of Rights & Responsibilities

Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division



OMB Control Number: 1235-0003
Expires: 8/31/2021

In general, to be eligible an employee must have worked for an employer for at least 12 months, meet the hours of service requirement in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form by employers is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. § 825.300(b), which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Part B provides employees with information regarding their rights and responsibilities for taking FMLA leave, as required by 29 C.F.R. § 825.300(b), (c).

[Part A – NOTICE OF ELIGIBILITY]

TO: _____
Employee

FROM: _____
Employer Representative

DATE: _____

On _____, you informed us that you needed leave beginning on _____ for:

- The birth of a child, or placement of a child with you for adoption or foster care;
- Your own serious health condition;
- Because you are needed to care for your _____ spouse; _____ child; _____ parent due to his/her serious health condition.
- Because of a qualifying exigency arising out of the fact that your _____ spouse; _____ son or daughter; _____ parent is on covered active duty or call to covered active duty status with the Armed Forces.
- Because you are the _____ spouse; _____ son or daughter; _____ parent; _____ next of kin of a covered servicemember with a serious injury or illness.

This Notice is to inform you that you:

- Are eligible for FMLA leave (See Part B below for Rights and Responsibilities)
- Are **not** eligible for FMLA leave, because (only one reason need be checked, although you may not be eligible for other reasons):
 - You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately _____ months towards this requirement.
 - You have not met the FMLA's hours of service requirement.
 - You do not work and/or report to a site with 50 or more employees within 75-miles.

If you have any questions, contact _____ or view the FMLA poster located in _____.

[PART B-RIGHTS AND RESPONSIBILITIES FOR TAKING FMLA LEAVE]

As explained in Part A, you meet the eligibility requirements for taking FMLA leave and still have FMLA leave available in the applicable 12-month period. **However, in order for us to determine whether your absence qualifies as FMLA leave, you must return the following information to us by _____.** (If a certification is requested, employers must allow at least 15 calendar days from receipt of this notice; additional time may be required in some circumstances.) If sufficient information is not provided in a timely manner, your leave may be denied.

- Sufficient certification to support your request for FMLA leave. A certification form that sets forth the information necessary to support your request _____ is/ _____ is not enclosed.
- Sufficient documentation to establish the required relationship between you and your family member.
- Other information needed (such as documentation for military family leave): _____

No additional information requested

If your leave does qualify as FMLA leave you will have the following responsibilities while on FMLA leave (only checked blanks apply):

Contact _____ at _____ to make arrangements to continue to make your share of the premium payments on your health insurance to maintain health benefits while you are on leave. You have a minimum 30-day (or, indicate longer period, if applicable) grace period in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.

You will be required to use your available paid _____ sick, _____ vacation, and/or _____ other leave during your FMLA absence. This means that you will receive your paid leave and the leave will also be considered protected FMLA leave and counted against your FMLA leave entitlement.

Due to your status within the company, you are considered a "key employee" as defined in the FMLA. As a "key employee," restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us. We _____ have/_____ have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us.

While on leave you will be required to furnish us with periodic reports of your status and intent to return to work every _____. (Indicate interval of periodic reports, as appropriate for the particular leave situation).

If the circumstances of your leave change, and you are able to return to work earlier than the date indicated on the this form, you will be required to notify us at least two workdays prior to the date you intend to report for work.

If your leave does qualify as FMLA leave you will have the following rights while on FMLA leave:

- You have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period calculated as:
 - _____ the calendar year (January – December).
 - _____ a fixed leave year based on _____.
 - _____ the 12-month period measured forward from the date of your first FMLA leave usage.
 - _____ a "rolling" 12-month period measured backward from the date of any FMLA leave usage.
- You have a right under the FMLA for up to 26 weeks of unpaid leave in a single 12-month period to care for a covered servicemember with a serious injury or illness. This single 12-month period commenced on _____.
- Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work.
- You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. (If your leave extends beyond the end of your FMLA entitlement, you do not have return rights under FMLA.)
- If you do not return to work following FMLA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; 2) the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or 3) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.
- If we have not informed you above that you must use accrued paid leave while taking your unpaid FMLA leave entitlement, you have the right to have _____ sick, _____ vacation, and/or _____ other leave run concurrently with your unpaid leave entitlement, provided you meet any applicable requirements of the leave policy. Applicable conditions related to the substitution of paid leave are referenced or set forth below. If you do not meet the requirements for taking paid leave, you remain entitled to take unpaid FMLA leave.

_____ For a copy of conditions applicable to sick/vacation/other leave usage please refer to _____ available at: _____.

_____ Applicable conditions for use of paid leave: _____

Once we obtain the information from you as specified above, we will inform you, within 5 business days, whether your leave will be designated as FMLA leave and count towards your FMLA leave entitlement. If you have any questions, please do not hesitate to contact:

_____ at _____.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(b), (c). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.**

Appendix D - Employee Medical Certification

**Certification of Health Care Provider for
Employee’s Serious Health Condition
(Family and Medical Leave Act)**

U.S. Department of Labor
Wage and Hour Division



DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT

OMB Control Number: 1235-0003
Expires: 8/31/2021

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee’s health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

Employer name and contact: _____

Employee’s job title: _____ Regular work schedule: _____

Employee’s essential job functions: _____

Check if job description is attached: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: _____
First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as “lifetime,” “unknown,” or “indeterminate” may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee’s family members, 29 C.F.R. § 1635.3(b). Please be sure to sign the form on the last page.

Provider’s name and business address: _____

Type of practice / Medical specialty: _____

Telephone: (_____) _____ Fax:(_____) _____

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

Probable duration of condition: _____

Mark below as applicable:

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?

No Yes. If so, dates of admission:

Date(s) you treated the patient for condition:

Will the patient need to have treatment visits at least twice per year due to the condition? No Yes.

Was medication, other than over-the-counter medication, prescribed? No Yes.

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?

No Yes. If so, state the nature of such treatments and expected duration of treatment:

2. Is the medical condition pregnancy? No Yes. If so, expected delivery date: _____

3. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

Is the employee unable to perform any of his/her job functions due to the condition: No Yes.

If so, identify the job functions the employee is unable to perform:

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

PART B: AMOUNT OF LEAVE NEEDED

5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? ___ No ___ Yes.

If so, estimate the beginning and ending dates for the period of incapacity: _____

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? ___ No ___ Yes.

If so, are the treatments or the reduced number of hours of work medically necessary?
___ No ___ Yes.

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

Estimate the part-time or reduced work schedule the employee needs, if any:

_____ hour(s) per day; _____ days per week from _____ through _____

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? ___ No ___ Yes.

Is it medically necessary for the employee to be absent from work during the flare-ups?
___ No ___ Yes. If so, explain:

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency : _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or ___ day(s) per episode

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee listed above has requested leave under the FMLA to care for your patient. Answer, fully and completely, all applicable parts below. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as “lifetime,” “unknown,” or “indeterminate” may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the patient needs leave. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), or genetic services, as defined in 29 C.F.R. § 1635.3(e). Page 3 provides space for additional information, should you need it. Please be sure to sign the form on the last page.

Provider’s name and business address: _____

Type of practice / Medical specialty: _____

Telephone: (_____) _____ Fax:(_____) _____

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

Probable duration of condition: _____

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?
___ No ___ Yes. If so, dates of admission: _____

Date(s) you treated the patient for condition: _____

Was medication, other than over-the-counter medication, prescribed? ___ No ___ Yes.

Will the patient need to have treatment visits at least twice per year due to the condition? ___ No ___ Yes

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?
___ No ___ Yes. If so, state the nature of such treatments and expected duration of treatment:

2. Is the medical condition pregnancy? ___ No ___ Yes. If so, expected delivery date: _____

3. Describe other relevant medical facts, if any, related to the condition for which the patient needs care (such as medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

PART B: AMOUNT OF CARE NEEDED: When answering these questions, keep in mind that your patient's need for care by the employee seeking leave may include assistance with basic medical, hygienic, nutritional, safety or transportation needs, or the provision of physical or psychological care:

4. Will the patient be incapacitated for a single continuous period of time, including any time for treatment and recovery? No Yes.

Estimate the beginning and ending dates for the period of incapacity: _____

During this time, will the patient need care? No Yes.

Explain the care needed by the patient and why such care is medically necessary:

5. Will the patient require follow-up treatments, including any time for recovery? No Yes.

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

Explain the care needed by the patient, and why such care is medically necessary: _____

6. Will the patient require care on an intermittent or reduced schedule basis, including any time for recovery? No Yes.

Estimate the hours the patient needs care on an intermittent basis, if any:

_____ hour(s) per day; _____ days per week from _____ through _____

Explain the care needed by the patient, and why such care is medically necessary:

7. Will the condition cause episodic flare-ups periodically preventing the patient from participating in normal daily activities? ___ No ___ Yes.

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: ___ times per ___ week(s) ___ month(s)

Duration: ___ hours or ___ day(s) per episode

Does the patient need care during these flare-ups? ___ No ___ Yes.

Explain the care needed by the patient, and why such care is medically necessary: _____

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

Signature of Health Care Provider

Date

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210.
DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.

Appendix F - Certification Serious Injury Military

Certification for Serious Injury or Illness of a Current Servicemember - -for Military Family Leave (Family and Medical Leave Act)

U.S. Department of Labor

Wage and Hour Division



DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT

OMB Control Number: 1235-0003
Expires: 8/31/2021

Notice to the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave due to a serious injury or illness of a current servicemember to submit a certification providing sufficient facts to support the request for leave. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 CFR 825.310. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees or employees' family members created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 CFR 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 CFR 1635.9, if the Genetic Information Nondiscrimination Act applies.

SECTION I: For Completion by the EMPLOYEE and/or the CURRENT SERVICEMEMBER for whom the Employee Is Requesting Leave

INSTRUCTIONS to the EMPLOYEE or CURRENT SERVICEMEMBER: Please complete Section I before having Section II completed. The FMLA permits an employer to require that an employee submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a serious injury or illness of a servicemember. If requested by the employer, your response is required to obtain or retain the benefit of FMLA-protected leave. 29 U.S.C. 2613, 2614(c)(3). Failure to do so may result in a denial of an employee's FMLA request. 29 CFR 825.310(f). The employer must give an employee at least 15 calendar days to return this form to the employer.

SECTION II: For Completion by a UNITED STATES DEPARTMENT OF DEFENSE ("DOD") HEALTH CARE PROVIDER or a HEALTH CARE PROVIDER who is either: (1) a United States Department of Veterans Affairs ("VA") health care provider; (2) a DOD TRICARE network authorized private health care provider; (3) a DOD non-network TRICARE authorized private health care provider; or (4) a health care provider as defined in 29 CFR 825.125

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee listed on Page 2 has requested leave under the FMLA to care for a family member who is a current member of the Regular Armed Forces, the National Guard, or the Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. For purposes of FMLA leave, a serious injury or illness is one that was incurred in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.

A complete and sufficient certification to support a request for FMLA leave due to a current servicemember's serious injury or illness includes written documentation confirming that the servicemember's injury or illness was incurred in the line of duty on active duty or if not, that the current servicemember's injury or illness existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that the current servicemember is undergoing treatment for such injury or illness by a health care provider listed above. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the servicemember's condition for which the employee is seeking leave. Do not provide information about genetic tests, as defined in 29 CFR 1635.3(f), or genetic services, as defined in 29 CFR 1635.3(e).

SECTION I: For Completion by the EMPLOYEE and/or the CURRENT SERVICEMEMBER for whom the Employee Is Requesting Leave:

(This section must be completed first before any of the below sections can be completed by a health care provider.)

Part A: EMPLOYEE INFORMATION

Name and Address of Employer (this is the employer of the employee requesting leave to care for the current servicemember):

Name of Employee Requesting Leave to Care for the Current Servicemember:

First	Middle	Last
-------	--------	------

Name of the Current Servicemember (for whom employee is requesting leave to care):

First	Middle	Last
-------	--------	------

Relationship of Employee to the Current Servicemember:

Spouse Parent Son Daughter Next of Kin

Part B: SERVICEMEMBER INFORMATION

(1) Is the Servicemember a Current Member of the Regular Armed Forces, the National Guard or Reserves?
Yes No

If yes, please provide the servicemember's military branch, rank and unit currently assigned to:

Is the servicemember assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients (such as a medical hold or warrior transition unit)?

Yes No

If yes, please provide the name of the medical treatment facility or unit:

(2) Is the Servicemember on the Temporary Disability Retired List (TDRL)?
Yes No

Part C: CARE TO BE PROVIDED TO THE SERVICEMEMBER

Describe the Care to Be Provided to the Current Servicemember and an Estimate of the Leave Needed to Provide the Care:

SECTION II: For Completion by a United States Department of Defense (“DOD”) Health Care Provider or a Health Care Provider who is either: (1) a United States Department of Veterans Affairs (“VA”) health care provider; (2) a DOD TRICARE network authorized private health care provider; (3) a DOD non-network TRICARE authorized private health care provider; or (4) a health care provider as defined in 29 CFR 825.125. If you are unable to make certain of the military-related determinations contained below in Part B, you are permitted to rely upon determinations from an authorized DOD representative (such as a DOD recovery care coordinator).

(Please ensure that Section I above has been completed before completing this section. Please be sure to sign the form on the last page.)

Part A: HEALTH CARE PROVIDER INFORMATION

Health Care Provider’s Name and Business Address:

Type of Practice/Medical Specialty: _____

Please state whether you are either: (1) a DOD health care provider; (2) a VA health care provider; (3) a DOD TRICARE network authorized private health care provider; (4) a DOD non-network TRICARE authorized private health care provider, or (5) a health care provider as defined in 29 CFR 825.125:

Telephone: () _____ Fax: () _____ Email: _____

PART B: MEDICAL STATUS

(1) The current Servicemember’s medical condition is classified as (Check One of the Appropriate Boxes):

(VSI) Very Seriously Ill/Injured – Illness/Injury is of such a severity that life is imminently endangered. Family members are requested at bedside immediately. (Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.)

(SI) Seriously Ill/Injured – Illness/injury is of such severity that there is cause for immediate concern, but there is no imminent danger to life. Family members are requested at bedside. (Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.)

OTHER Ill/Injured – a serious injury or illness that may render the servicemember medically unfit to perform the duties of the member’s office, grade, rank, or rating.

NONE OF THE ABOVE (Note to Employee: If this box is checked, you may still be eligible to take leave to care for a covered family member with a “serious health condition” under § 825.113 of the FMLA. If such leave is requested, you may be required to complete DOL FORM WH-380-F or an employer-provided form seeking the same information.)

(2) Is the current Servicemember being treated for a condition which was incurred or aggravated by service in the line of duty on active duty in the Armed Forces? Yes No

(3) Approximate date condition commenced: _____

(4) Probable duration of condition and/or need for care: _____

(5) Is the servicemember undergoing medical treatment, recuperation, or therapy for this condition? Yes No

If yes, please describe medical treatment, recuperation or therapy:

PART C: SERVICEMEMBER'S NEED FOR CARE BY FAMILY MEMBER

(1) Will the servicemember need care for a single continuous period of time, including any time for treatment and recovery? Yes No

If yes, estimate the beginning and ending dates for this period of time: _____

(2) Will the servicemember require periodic follow-up treatment appointments? Yes No

If yes, estimate the treatment schedule: _____

(3) Is there a medical necessity for the servicemember to have periodic care for these follow-up treatment appointments? Yes No

(4) Is there a medical necessity for the servicemember to have periodic care for other than scheduled follow-up treatment appointments (e.g., episodic flare-ups of medical condition)?
Yes No

If yes, please estimate the frequency and duration of the periodic care:

Signature of Health Care Provider: _____ **Date:** _____

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years, in accordance with 29 U.S.C. 2616; 29 CFR 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution AV, NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION; RETURN IT TO THE PATIENT.**

Appendix G - Certification Qualifying Exigency for Military

Certification of Qualifying Exigency For Military Family Leave (Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division



OMB Control Number: 1235-0003
Expires: 8/31/2021

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. Please complete Section I before giving this form to your employee. Your response is voluntary, and while you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 CFR 825.309.

Employer name: _____

Contact Information: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II fully and completely. The FMLA permits an employer to require that you submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a qualifying exigency. Several questions in this section seek a response as to the frequency or duration of the qualifying exigency. Be as specific as you can; terms such as “unknown,” or “indeterminate” may not be sufficient to determine FMLA coverage. Your response is required to obtain a benefit. 29 CFR 825.310. While you are not required to provide this information, failure to do so may result in a denial of your request for FMLA leave. Your employer must give you at least 15 calendar days to return this form to your employer.

Your Name: _____
First Middle Last

Name of military member on covered active duty or call to covered active duty status:

First Middle Last

Relationship of military member to you: _____

Period of military member's covered active duty: _____

A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes written documentation confirming a military member's covered active duty or call to covered active duty status. Please check one of the following and attach the indicated document to support that the military member is on covered active duty or call to covered active duty status.

- A copy of the military member's covered active duty orders is attached.
- Other documentation from the military certifying that the military member is on covered active duty (or has been notified of an impending call to covered active duty) is attached.
- I have previously provided my employer with sufficient written documentation confirming the military member's covered active duty or call to covered active duty status.

PART A: QUALIFYING REASON FOR LEAVE

1. Describe the reason you are requesting FMLA leave due to a qualifying exigency (including the specific reason you are requesting leave):

2. A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes any available written documentation which supports the need for leave; such documentation may include a copy of a meeting announcement for informational briefings sponsored by the military; a document confirming the military member's Rest and Recuperation leave; a document confirming an appointment with a third party, such as a counselor or school official, or staff at a care facility; or a copy of a bill for services for the handling of legal or financial affairs. Available written documentation supporting this request for leave is attached.

Yes No None Available

PART B: AMOUNT OF LEAVE NEEDED

1. Approximate date exigency commenced: _____

Probable duration of exigency: _____

2. Will you need to be absent from work for a single continuous period of time due to the qualifying exigency?

Yes No

If so, estimate the beginning and ending dates for the period of absence:

3. Will you need to be absent from work periodically to address this qualifying exigency? Yes No

Estimate schedule of leave, including the dates of any scheduled meetings or appointments:

Estimate the frequency and duration of each appointment, meeting, or leave event, including any travel time (i.e., 1 deployment-related meeting every month lasting 4 hours):

Frequency: _____ times per _____ week(s) _____ month(s)

Duration: _____ hours _____ day(s) per event.

PART C:

If leave is requested to meet with a third party (such as to arrange for childcare or parental care, to attend counseling, to attend meetings with school, childcare or parental care providers, to make financial or legal arrangements, to act as the military member's representative before a federal, state, or local agency for purposes of obtaining, arranging or appealing military service benefits, or to attend any event sponsored by the military or military service organizations), a complete and sufficient certification includes the name, address, and appropriate contact information of the individual or entity with whom you are meeting (i.e., either the telephone or fax number or email address of the individual or entity). This information may be used by your employer to verify that the information contained on this form is accurate.

Name of Individual: _____ Title: _____

Organization: _____

Address: _____

Telephone: (_____) _____ Fax: (_____) _____

Email: _____

Describe nature of meeting: _____

PART D:

I certify that the information I provided above is true and correct.

Signature of Employee _____ Date _____

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. 2616; 29 CFR 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution AV, NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION; RETURN IT TO THE EMPLOYER.**

Appendix H - FMLA Designation Notice

Designation Notice (Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division



OMB Control Number: 1235-0003
Expires: 8/31/2021

Leave covered under the Family and Medical Leave Act (FMLA) must be designated as FMLA-protected and the employer must inform the employee of the amount of leave that will be counted against the employee's FMLA leave entitlement. In order to determine whether leave is covered under the FMLA, the employer may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. While use of this form by employers is optional, a fully completed Form WH-382 provides an easy method of providing employees with the written information required by 29 C.F.R. §§ 825.300(c), 825.301, and 825.305(c).

To: _____

Date: _____

We have reviewed your request for leave under the FMLA and any supporting documentation that you have provided. We received your most recent information on _____ and decided:

Your FMLA leave request is approved. All leave taken for this reason will be designated as FMLA leave.

The FMLA requires that you notify us as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against your leave entitlement:

Provided there is no deviation from your anticipated leave schedule, the following number of hours, days, or weeks will be counted against your leave entitlement: _____

Because the leave you will need will be unscheduled, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

Please be advised (check if applicable):

You have requested to use paid leave during your FMLA leave. Any paid leave taken for this reason will count against your FMLA leave entitlement.

We are requiring you to substitute or use paid leave during your FMLA leave.

You will be required to present a fitness-for-duty certificate to be restored to employment. If such certification is not timely received, your return to work may be delayed until certification is provided. A list of the essential functions of your position **is** **is not** attached. If attached, the fitness-for-duty certification must address your ability to perform these functions.

Additional information is needed to determine if your FMLA leave request can be approved:

The certification you have provided is not complete and sufficient to determine whether the FMLA applies to your leave request. You must provide the following information no later than _____, unless it is not practicable under the particular circumstances despite your diligent good faith efforts, or your leave may be denied.
(Provide at least seven calendar days)

(Specify information needed to make the certification complete and sufficient)

We are exercising our right to have you obtain a second or third opinion medical certification at our expense, and we will provide further details at a later time.

Your FMLA Leave request is Not Approved.

The FMLA does not apply to your leave request.

You have exhausted your FMLA leave entitlement in the applicable 12-month period.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. 29 U.S.C. § 2617; 29 C.F.R. §§ 825.300(d), (e). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 – 30 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.**

Appendix I - Intent to Return from FMLA

This form will be inserted when received from the attorney.

GRAND CHUTE MUNICIPAL COMPLEX ACTIVE SHOOTER RESPONSE PROTOCOL



PURPOSE:

The objective of this plan is to provide guidance in the event of an active shooter incident at the Grand Chute Municipal Complex.

POLICY:

In order to preserve life and address the reality of an active shooter event, these guidelines have been established to help you respond to an event such as this, and maximize survivability.

DEFINITIONS:

An active shooter is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people. In most cases, active shooters use a firearm(s) and display no pattern or method for selection of their victims. In some cases active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to police and emergency responders.

PROCEDURES:

In the event of an active shooter incident, quickly determine the most reasonable way you protect your own life. The options listed below (Evacuate, Hide, Fight) are in a priority sequence and the best option for building occupants. Remember that others are likely to follow the lead of employees and managers during an active shooter situation.

Upon discovery of an active shooter situation, as soon as possible and when safe to do so, notify law enforcement.

1. Activate the emergency duress button at the front counter and call (911)
2. The phone call to 911 (from an area where or in which you are safely concealed) should provide the following information:
 - a. Description of the suspect(s) and possible location
 - b. Number and types of weapons
 - c. Suspect direction of travel
 - d. Your location and location of any other victims
 - e. If you cannot speak, leave the line open and allow the dispatchers to monitor what's taking place.
3. **EVACUATE** – If there is an accessible escape path, attempt to evacuate the building. Be sure to:
 - a. Have an escape route and plan in mind
 - b. Warn other staff and visitors
 - c. Evacuate regardless of whether others agree to follow
 - d. Leave your belongings behind
 - e. Help others escape, if possible
 - f. Prevent individuals from entering an area where the active shooter may be
4. **HIDE** – If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
 - a. Direct personnel into an office or room, close and lock the door. Attempt to barricade the door if possible.
 - b. Try to remain calm
 - c. Turn off lights and close blinds
 - d. Keep yourself out of sight and take adequate cover/protection (i.e., concrete walls, filing cabinets)

- e. Provide protection if shots are fired in your direction. Stay as low to the floor as possible and remain quiet and still.
 - f. Silence your cell phone
5. **FIGHT** – As a last resort, and only when your life is in imminent danger, take action against the shooter.
 - a. Act as aggressively as possible against him/her.
 - b. Throw items and improvised weapons.
 - c. Commit to your actions. Use overwhelming force until the threat is neutralized.
6. **POLICE RESPONSE** – Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooter as quickly as possible. The first responding officers may be in teams; they may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests and helmets or other tactical gear. The officers may be armed with rifles, and handguns. There may be officers for multiple jurisdictions. When you encounter responding officers, you should do the following:
 - a. Remain calm and do exactly as the officer(s) instruct. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.
 - b. Be prepared for officers to move past you, even if you are injured, as the first priority is to eliminate the threat.
 - c. Put down any items in your hands (i.e., bags, jackets)
 - d. Immediately raise your hands and spread your fingers
 - e. Keep your hands visible at all times
 - f. Do not stop to ask officers for help or direction when evacuating
7. **POST-INCIDENT EVACUTION** – Responding officers will establish safe corridors for persons to evacuate.
 - a. Remain in secure areas until the path to an exit is secured by law enforcement.
 - b. Leave your personal belongings behind.
 - c. Keep your hands visible. You may be instructed to keep your hands on your head.
 - d. You may be searched.
 - e. You may be escorted out of the building by law enforcement personnel. Follow their directions.
 - f. After evacuation you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.
 - g. Once you have been evacuated you will not be permitted to access the area without law enforcement approval.
 - h. Department heads are responsible for accounting for employees after evacuating.
8. **EVACUATION RALLY POINT (Inside)** – If you remain inside of the building, the wash bay located in the Public Works garage will be the designated rally point. Two staircases; one at the northeast corner of the common office area and one at the southeast corner lead to a hallway at the bottom of the stairs. This hallway accesses the public works garage bays. The wash bay is located on the north side of the garage bay. Once inside, this door should remain locked until contacted by law enforcement. Pages 2 and 3 of this document include building diagrams with evacuation route.
9. **EVACUATION RALLY POINT (Outside)** – If your closest evacuation point is an exterior door and you decide to flee the building, continue to move away from the building as quickly as possible. Grand Chute Fire Station #1 will be your designated rally point.
10. **TRAINING & PLANNING** – Department heads are responsible for ensuring employees are familiar with the procedures outlined in this plan and any possible evacuation options. Refresher training for all town employees will be conducted on an annual basis by the police department.

DRAFT

**TOWN OF GRAND CHUTE
POLICY HANDBOOK**

Policy Handbook Date of Origin:

JANUARY 1995

Handbook Revision Dates:

08/22/95

09/05/95

09/19/95

02/06/97

03/03/98

07/21/98

10/06/98

12/21/99

06/29/00

07/17/01

09/04/01

06/27/02

11/07/02

12/19/07

8/1/08

9/7/10

9/20/2011

12/18/2012

2/23/2017

03/19/2019 - Pending Board Approval

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INTRODUCTION

These guidelines are offered to help employees understand what is expected of them in an effort to create a work place that makes it possible for employees to maximize their potential and achieve professional growth. The purpose of these guidelines is to reduce misunderstandings, promote uniformity of policy and procedure throughout the Town, and provide employees with a clear outline of employee benefits and responsibilities.

None of the statements or policies outlined in this Handbook are meant to create any contract of employment, nor do they imply that the Town is guaranteeing employment for any person or changing the at-will employment relationship in any manner. This Handbook is not nor is it intended to be construed as an employment contract or to guarantee any rights to employees. To the extent this Handbook conflicts with specific language in an applicable collective bargaining agreement covering certain personnel, the specific language of the collective bargaining agreement shall control over the language of this Handbook when required. **Similarly, to the extent that this Handbook conflicts with specific language contained in any Plan documents pertaining to employee benefits, those Plan documents shall control over the language of this Handbook when required.** Any wages, hours and working conditions referenced in this Handbook that are subject to the mandatory duty to bargain are not binding on the Town and those employees or the union, although the employees are expected to follow the rules and expectations of conduct found in this Handbook.

Final interpretation and implementation of any of the policies or rules in this Handbook are vested solely with the Town Board through the Administrator. The Policies are subject to change at any time by the employer and may be reviewed and revised periodically. **This Handbook will be redistributed or otherwise made available to Town employees after such changes and/or updates are made to any of the policies contained in this Handbook.** The contents of this Handbook are not to be used as a substitute for any controlling ordinance, resolution, regulation, state or federal statute, code or regulation, common law or other legally binding authority and which are updated from time to time and are controlling.

ARTICLE I - GENERAL INFORMATION

A. Definitions

1. Management.
Town Board, Department Heads, Supervisors (salaried), the Administrator, and the Clerk, acting in their various legal capacities.
2. Department Head.
Elected and appointed officials so designated by the Town Board.
3. Retirement.
An employee's retirement from the Town as defined as when the Employee voluntarily chooses to separate employment from Town for the sole purpose of

collecting a full retirement pension from the Wisconsin Retirement System. The Town reserves the right to determine, in its discretion, whether an employee is engaging in an employee retirement or an employee resignation, and the decision of the Town shall be final.

4. Resignation.
Employee voluntarily chooses to separate their employment from Town.
5. Termination.
Employee is fired or dismissed involuntarily from employment with the Town.

B. Employment Status

1. Regular Full-Time

An employee who is regularly scheduled to work 40 or more hours per week is considered full-time and is eligible for those benefits described in these guidelines.

2. Regular Part-Time

An employee who is regularly scheduled to work less than 40 hours per week but 20 hours or more per week is considered regular part-time, except as referenced in section 3 below. Regular part-time employees may be eligible for limited benefits, as determined by management if regularly scheduled to work at least 20 hours per week on an annual basis. Prorated benefits will generally be based on regularly scheduled hours.

3. Casual

An employee who is hired to work on a limited or irregular basis. This employment status also includes all part time and paid-on-call firefighters and community service officers. The determining factor in establishing an employee's status as Regular Part Time or Casual shall be a regular schedule. The Town Administrator shall interpret and decide whether or not an employee's work schedule qualifies as a regular schedule.

New and re-hired employees shall be notified of their employment classification at the time of hire by the Department Head.

4. Volunteers

Volunteers - Those individuals that provide community service and meet the definition of volunteer within the meaning of the Fair Labor Standards Act. These individuals are not intended to be employees; as volunteers representing the Town, a volunteer is expected to abide by Town policies and guidelines.

C. Employees Covered by These Guidelines

Except where noted, these guidelines apply to all Town employees and volunteers. Final interpretation of the guidelines rests with management.

Neither the guidelines nor the provisions contained in them constitute a contract of employment or a promise of a contract of employment between the Town and any employee.

The Town reserves the right at its sole discretion to add to, modify, alter, or rescind the policies contained in these guidelines.

D. Public Relations

Town employees have a significant public relations responsibility. Employees' work, attitude, and appearance are all subject to close inspection by the employees' ultimate employers - Town taxpayers.

When asked for information, employees should be helpful and friendly. A single employee cannot possibly know all the answers, but the employee can make sure the person asking the question is referred to the right source. Should an employee have an especially difficult time in dealing with a person who is abusive or unreasonable, the employee should refer that person to their Supervisor.

E. Compliance with Policies, Rules and Expectations of Conduct

The Town has established these policies and its rules and expectations of conduct in furtherance of the effective operation of the Town and to provide high quality service to all Town citizens, those persons interacting with the Town, and visitors. The Town expects all employees to demonstrate professional, competent and practical behavior, and to continually serve, both on-duty and off-duty, as positive examples of the high-quality personnel affiliated with this organization and consistent with the high expectations of the public.

Compliance with the policies, rules and general expectations of conduct is of paramount importance in order to fulfill these objectives and for the employee to have a successful career in the Town. Failure to comply with these policies, rules and general expectations of conduct can undermine these objectives, and the trust and confidence that the public, businesses, employees and officers of the Town must have in that employee.

The Town treats all violations of policy, the rules and general expectations of conduct very seriously. Violations of these policies, the rules, and general expectations of conduct can subject an employee to discipline, up to and including discharge.

F. Chain of Command

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the Town resides by law with the Town Board under the leadership of the Board Chairman. The Administrator is the primary professional advisor to the Town Board and head of the management team. The Directors of Departments of the Town are part of the

management team, and the Directors of Departments report to the Administrator. Supervisors subordinate to the Directors are also members of the management team. This management team concept is the process by which a recommendation for Town Board action is developed and the decision implemented. This system represents a means of establishing orderly lines of organization and communication as management personnel unite with the Town to promote effective services for the community.

The Administrator is responsible for the development, supervision, and operation of the Town and its personnel and facilities. Employees have the obligation to further the professional advisement of the Town Board through the chain of command. The Administrator is given the latitude to determine the best method of implementing the policy decisions of the Town Board.

All staff members and supervisors shall be responsible to the Town Board through the Administrator. Each shall refer matters requiring administrative attention to his or her supervisor, who shall refer such matters to the next higher authority, when necessary, and through the Administrator to the Town Board. Each employee is to keep the person that the employee reports to informed of the employee's activities by whatever means the supervisor deems appropriate. If an employee has any questions, opinions or suggestions about the information contained in this Handbook or about any other aspect of his or her job, then those questions, opinions or suggestions must be directed through the chain of command.

The Administrator and those Department leaders, supervisors and employees shall attend all meetings, when directed. Administrative participation shall be by professional counsel, guidance, and recommendation—as distinct from deliberation, debate, and voting of Board members.

Generally, if an employee has a problem with an individual, then the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the problem, then the employee must address the problem through the employee's immediate supervisor and onward through the chain of command. In some cases, the employee's supervisor may decide to refer the problem through the chain of command where it can be addressed by another supervisor or the Town Administrator. If an employee feels harassed by another person based on one's protected status, then the employee is directed to follow the harassment reporting Policy in this Handbook.

G. Communications and Confidentiality

Communication is a joint responsibility shared by the Town Board and all employees. No information concerning the internal operations of the Town, including but not limited to the release of records of the Town, may occur except through, and with the permission of, the Administrator or individual Department Director if designated by the Administrator. If requests for information are received by employees, whether on or off duty, from any person, then the employee is required to politely decline to provide such information and to direct that individual to the Administrator or Department Director for a response to that inquiry.

Because of an employee's responsibilities at the Town, an employee may have access to confidential Town information, resident, personnel or other sensitive information. This may include information concerning a resident's financial status, the Town's business practices including purchasing and

negotiating strategies, and employee records. This sensitive information cannot be disclosed to any personnel who do not have a legitimate business need to know such information or to persons outside of the Town without the determination of the Administrator or Department Directors designated by the Administrator. All employees are responsible for protecting the confidentiality of this information.

The Town's **respective** custodian of records is responsible for the disclosure of records pursuant to requests for records under Wisconsin's Public Records Law and identified in Wis. Stat. §19.33. Unless directed by the custodian of records, employees shall not act as custodian of records or disseminate information. Request for law enforcement records or reports involve other statutory guidelines and should be requested through the Police Department. **Accordingly, employees who receive records requests should immediately direct those requests to the respective custodian of records.**

The Town acknowledges the right of its employees, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the Town, however, the employee's expression must be balanced against the interests of the Town. In situations in which the employee is not engaged in the performance of professional duties, the employee should state clearly that his or her expression represents personal views and not necessarily those of the Town.

ARTICLE II - EMPLOYMENT GUIDELINES

A. Equal Employment Opportunity

The Town is an equal employment opportunity employer. Employment decisions are based on merit and business needs. The Town carefully selects employees. The Town employs people who are concerned with the success of the Town; people who care first about the highest quality public service and the interests of the public, people who can carry on their work with skill and ability; and people who can work well with our team.

It is the Town's policy to seek and employ the best quality and qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including upgrading, promotion and training, and to administer these activities in a manner which will not discriminate against or give preference to any person, **or make any employment decision on the basis of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity and status as a transgender individual), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, marital status, the use or nonuse of lawful products off the employer's premises during non-working hours, arrest or conviction record, or any other characteristic protected under applicable federal, state, or local law.** All employees are required to provide proof of identity and authorization to work in the United States.

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

B. American with Disabilities Act (ADA)

It is the policy of the Town to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and other laws. To avoid miscommunication, it is preferred that an applicant or employee submit a written request for accommodation and identify the requested accommodation and/or make such requests or suggestions through the interactive process. The Town will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the Town. An employee may be requested to provide a medical certification identifying any limitations and the duration of the limitations.

Determinations

The Town makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

We strive to make determinations on reasonable accommodation requests expeditiously, and will inform the individual once a determination has been made. If you have any questions about a reasonable accommodation request you made, please contact your direct supervisor or Human Resources.

No Retaliation

Individuals will not be retaliated against for requesting an accommodation in good faith. The Town expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

We are committed to enforcing this policy and prohibiting retaliation against employees and applicants who request an accommodation in good faith. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to **their** supervisor or Human Resources. If employees do not report retaliatory conduct, the Town may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

C. Harassment and Complaint Procedure

The Town is further committed to providing a work environment in which employees are treated with courtesy, respect and dignity. As part of this commitment, the Town will not tolerate any form of harassment, verbal or physical, with regard to an individual's race, religious creed, color, age, sex, sexual orientation, pregnancy or childbirth, national origin, ancestry, citizenship status, religion, marital status, disability, military service or veteran status, genetic information, arrest record, conviction record, use or nonuse of lawful products off the employer's premises during nonworking hours or any other classification protected by applicable federal, state, or local laws. Therefore, all employees are encouraged to bring any concern or complaints in this regard to the attention of management through the chain of command or through the reporting procedures in specific policies.

All complaints of sexual harassment, or harassment of any kind, will be investigated promptly and, where necessary, immediate and appropriate action will be taken to stop and remedy any such conduct.

Harassment Defined

Harassment as defined in this policy is unwelcome verbal, visual, or physical conduct, based on an individual's protected characteristic, creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include, but are not limited to:

- unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement;
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
- obscene or vulgar gestures, posters, or comments;
- sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies;
- propositions, or suggestive or insulting comments of a sexual nature;
- derogatory cartoons, posters, and drawings;
- sexually-explicit e-mails or voicemails;
- uninvited touching of a sexual nature;
- unwelcome sexually-related comments;
- conversation about one's own or someone else's sex life;

- conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
- teasing or other conduct directed toward a person because of the person's gender.

All such conduct is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor, or other third party.

Reporting Procedures

If an employee believes that any sort of sexual or other unlawful harassment discrimination or retaliation or other inappropriate conduct is interfering with his or her work or the work of others or is creating an intimidating, hostile, or offensive work environment, then the employer requires the employee to notify his or her Supervisor, the Administrator, or Human Resources. If an employee feels uncomfortable bringing the matter to his or her supervisor, or if the employee believes his or her supervisor or member of a governmental body is participating in conduct that violates this Policy, then the employee must notify the Administrator, Human Resources or the Town Chairman. The employee may be asked to sign a written complaint or other summary of the information reported.

Investigation Procedures

The Town will promptly investigate the facts and circumstances of any claim of harassment. To the extent possible, the Town will endeavor to keep the reporting employee's concerns confidential; however confidentiality cannot be guaranteed. Employees must cooperate in all investigations. During the investigation, the Town generally will:

- interview the complainant and the alleged harasser
- conduct further interviews as necessary
- document the Town's findings regarding the complaint
- document recommended follow-up actions and remedies, if warranted
- inform the complainant of the **Town's** findings.

Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to Human Resources.

Upon completion of the investigation, the Town will take corrective measures against any person who has engaged in conduct in violation of this policy, if the Town determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension, or immediate

termination. Further, the Town will correct any adverse employment action the employee or another employee experienced due to conduct forbidden by this policy and other corrective action designed to end the harassment, discrimination, or retaliation.

If an individual involved in harassing or inappropriate conduct is not employed by the employer, then the individual will be informed of this policy and appropriate action will be taken. In all cases, the employer will make follow-up inquiries to make sure the harassment, discrimination or retaliation has stopped. If the employee is not satisfied with the results of the investigation or follow-up action, or if further harassment, discrimination or retaliation or other unacceptable conduct occurs, then the employee must contact the Administrator, Human Resources or Town Chairman promptly.

All employees share in the responsibility for assuring that the policies are effective and apply uniformly to everyone. Any employees, including managers and supervisors, whom the Town determines **have** engaged in conduct that violates this policy will be subject to discipline, up to and including termination.

Employee Responsibilities Under this Policy

Employees are responsible for:

- Behaving courteously and professionally toward fellow employees and the public;
- Reading this policy and understanding fully its requirements;
- Refraining from conduct forbidden by this policy;
- Reporting promptly any incidents of sexual or other harassment, discrimination or retaliation or other inappropriate behavior; and
- Cooperating in any investigation conducted under this policy by providing accurate and complete information about any incidents with which the employee is familiar.

The Town recognizes that the question of whether a particular action or incident is a purely personal, social matter without a discriminatory affect, requires a determination based on the facts of the incident. The Town also recognizes that false accusations, particularly sexual harassment, can have serious adverse effects. The Town expects all employees to act honestly and responsibly in complying with and enforcing this policy. It is the Town's desire to continue providing a pleasant work environment, free of harassment, for all employees.

No Retaliation

No employee will be subject to, and the Town prohibits, any form of discipline or retaliation for reporting perceived violations of this policy in good faith, pursuing any such claim, or cooperating in any way in the investigation, internal or otherwise, of such claims in good faith. If an employee believes someone has violated this no-retaliation policy, the employee should bring the matter to the immediate attention of the Town Administrator or Human Resources. Anyone, regardless of position or title, whom the Town determines has engaged in conduct that violates this policy

against retaliation will be subject to discipline, up to and including termination.

D. Nepotism Policy

Members of an employee's immediate family may be considered for employment, but only on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- Create a supervisor/subordinate relationship with another family member;
- Have the potential for creating an adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy also applies when assigning, transferring, or promoting an employee. For purposes of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, and members of a household.

Employees who become immediate family members may continue employment so long as it does not involve any of the above. If one of the conditions outlined should occur or materialize, attempts will be made to find a suitable position to which one of the employees will transfer. If employees become immediate family members, the Town will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security, or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the Town will decide in its sole discretion who will remain employed.

E. Personnel Records

Each employee shall within one (1) calendar week, notify Human Resources in the event of any change in status. This assists the Town in keeping all information in the employee's personnel file current. Employees must report any changes in name, mailing address, phone number, and marital status, number of dependents, beneficiary designations and person to notify in case of emergency. Employee access to their personnel records shall be permitted as required by law.

F. Employment of Minors

The Town of Grand Chute will comply with Federal and State laws with respect to the employment of persons under the age of 18.

G. Employment Physicals

Employment physicals will be done in accordance with legally acceptable employment physical standards. All medical examinations required by the employer will be provided at no cost to the employee, by a medical provider designated by the Town. A drug test will be conducted for all new hires.

H. Employment

Employment with the Town of Grand Chute is voluntary and subject to termination by the employee or the Town at will, with or without cause, and with or without notice, at any time, unless otherwise set forth expressly by law.

ARTICLE III - HOURS OF WORK AND PAY PRACTICES

A. Hours of Work

1. Employee hours of work shall be as set forth by the Town and may be amended as determined by the Town without notice. Generally, the normal full-time workday will consist of 8 hours of work with an unpaid meal period. Non-represented employees will be allowed a 10-minute break each morning. Non-represented police supervisors will work a schedule established by the Police Chief.
2. Town Hall regular office hours are 7:30 a.m. to 4:00 p.m. Monday through Friday. Staggered, 30-minute lunch periods may be arranged by Department Heads in order to provide continuous service to the public. The 10-minute break may not be used to extend the employee's lunch period, start work late in the morning, or leave early in the afternoon unless approved in writing by the Department Head. The Town Board and Department Heads may adjust lunch periods for Department Heads and Supervisors as Town needs may dictate.

B. Pay Periods - Town

All Town and Sanitary District employees are paid bi-weekly unless otherwise covered by collective bargaining agreements. Employees will be paid the week following a bi-weekly pay period in accordance with a schedule established by the Town Administrator. If a holiday falls on a scheduled payday, employees may be paid according to a different schedule as established by the Town Administrator.

C. Overtime

1. Employees not exempt from the Fair Labor Standards Act, not in the protective service and subject to a work period longer than seven days, or not otherwise covered by a collective bargaining agreement, shall be [compensated for overtime work in accordance with state and federal overtime requirements](#).

[In accordance with these laws](#), a normal workday for [non-exempt](#) full-time employees is eight (8) hours per day and a normal workweek for full-time employees is forty (40) hours per week. Overtime shall be earned at the rate of time and one-half (1-1/2) for all hours actively worked in excess of forty hours in a workweek for [non-exempt](#) employees. Vacation, Holiday, and floating holiday will be considered hours actively worked for overtime purposes. However, comp time, sick and funeral leave will not be counted as actively worked hours.

Employees are not permitted to work overtime unless it has been authorized by the immediate Supervisor, Department Head or Administrator. Working unauthorized overtime may result in discipline, up to and including termination.

2. For work performed on observed holidays, recognized as paid days off by the Town, the employee may be eligible to earn time and one-half (1-1/2) for such hours worked, in addition to regular pay for the holiday (or 2-1/2 times total). Supervisor permission must be obtained before working over-time on a scheduled holiday.

Scheduled overtime will be worked on a voluntary basis first. The immediate supervisor shall determine what hours of overtime must be scheduled.

If an agreeable determination cannot be made to cover the hours, the immediate Supervisor, Department Head or Administrator will appoint the employee who is to cover the scheduled overtime in question. The Supervisor, Department Head, or Administrator should attempt to rotate the overtime selection so every employee can be involved in overtime.

3. ~~Exempt~~ Certain salaried personnel are not eligible for overtime pay or compensatory time ~~as their compensation emphasizes results achieved rather than hours at work under state and federal overtime laws~~. Such employees, however, are subject to extended efforts as their work requires and should be allowed reasonable freedom when personal needs and convenience demand. Need for such privilege should be covered in advance, when possible, with the Department Head or the Administrator.

D. Compensation Time

Hourly employees of the Town of Grand Chute may be given an option in the payment of overtime compensation. Such employees may have the option of receiving, in lieu of monetary compensation, time off for overtime worked. The Town reserves the right to make final determination of whether or not to give overtime pay or allow compensation time. Such compensation time will be earned at one and one-half (1-1/2) hours off for one hour of regular overtime worked.

The following rules pertain to receiving compensation time in lieu of monetary compensation:

1. All requests for compensation time will require a time-off voucher signed by the Department Head or Town Administrator, and the employee making the request.
2. Compensation time may be given to employees in accordance with applicable law.
3. Any attendance at training sessions/conferences above the normal workday, as outlined in ARTICLE VII, may not be counted as hours towards compensation time off.

4. Requests for comp-time off must be approved by the Department Head.
5. Employees may accumulate up to forty (40) hours of compensation time. Thereafter, overtime work shall be paid at the overtime rate. On December 31 of each year, any accumulated compensation time will be paid out at the rate that applies at the time when paid out.

The Town reserves its right to determine whether or not to give overtime pay or allow compensation time.

E. Emergency Call-in Time

Emergency call-in time for hourly employees, not otherwise covered by a collective bargaining agreement, shall be as follows: Employees called in and who report on site for emergency work occurring outside the employee's scheduled hours and as determined by the employee's Department Director, may be eligible to receive two (2) hours pay at the employee's regular rate plus the greater of actual time worked or two (2) hours call-in time. Additional work performed after this two-hour duration will be compensated at straight time unless an overtime rate is required by law. Such 2-hours call-in time shall not be available for pay when employees are given at least 8 hours notice to report early for their shift. Employees who are called in and perform authorized work but who do not report to a worksite, employees who respond and work adjacent to normal work hours (typically within the two hours before or after the employee's shift or assignment ends), or employees performing previously scheduled work outside of the normal work hours will be paid only as required by law. The Town's decision as to whether an employee should receive the two-hour minimum pay shall be final. Employees are required to perform any call-in responsibilities in the most-efficient manner possible in the interests of the Town. Employees are required to keep accurate time records of time worked for purposes of determining call-in compensation, if any is required by law. Employees must respond to calls from the Town or as required by the Town in a timely manner.

F. FLSA Safe Harbor Policy

The Town has created this Safe Harbor Policy for employees who are classified as exempt under the FLSA. This Policy's purpose is to:

- Announce our "good faith" commitment to comply with the regulations and our commitment to reimburse employees for any improper deductions;
- Clearly state and inform our employees of the procedures and exceptions surrounding permissible salary deductions;
- Define "actual practice" in relation to improper salary deductions; and
- Inform our employees of a complaint mechanism if the employee believes that their pay has been improperly deducted.

The Town is committed to complying with the pay practices governed by the Fair Labor Standards Act. If an employee has questions about this Policy or the regulations defining this Policy, please see the Administrator or his or her designee they will help the employee understand how the

regulations affect the given situation.

Being an exempt employee means an employee is not entitled to receive overtime pay regardless of how many hours worked each week. Exempt status also means the employee is guaranteed a salary of a “predetermined amount” and the amount cannot be reduced because of variations in the quality or quantity of work performed.

There are certain instances when the Town is allowed to deduct wages from an exempt employee’s salary.

These permissible deductions are as follows:

- When an employee is absent from work for one or more full days for personal reasons, other than sickness or disability and the employee has no vacation or personal time off remaining for the year;
- When an employee is absent from work for one or more full days due to sickness or disability if the deductions are made under a bona fide plan, policy, or practice of providing wage replacement benefits for these types of absences, such as Long Term Disability, and the employee has no vacation or personal time off remaining for the year;
- Proportionate part of an employee’s full salary may be paid for time actually worked in the first and last weeks of employment;
- To offset any amounts received as payment for jury fees, witness fees, or military pay;
- Penalties imposed in good faith for violating safety rules of “major significance;”
- Unpaid disciplinary suspension of one or more full days imposed in good faith for violations of workplace conduct rules such as insubordination, sexual harassment, workplace violence, or any other violations as stated in this Handbook;
- Unpaid leave taken under the Family and Medical Leave Act; and as otherwise permitted by law.

Isolated or inadvertent improper deductions will not result in the loss of an employee’s exempt status if the Town reimburses the employee. However, an “actual practice” of making improper deductions from salary will result in the loss of the exemption:

- During the time period in which improper deductions were made;
- For employees in the same job classifications;
- Working for the same managers responsible for the actual improper deductions.

Factors that may suggest an actual practice of improper salary deductions include:

- The number of improper deductions, particularly as compared to the number of employee infractions warranting discipline;
- The time period during which the Town made improper deductions;
- The number and geographic location of both the employees whose salaries were improperly reduced and the managers responsible; or
- Whether the Town has a clearly communicated policy permitting or prohibiting improper deductions.

Improper salary deductions are a serious violation of this Safe Harbor Policy. If an employee believes improper salary deductions have been made from his or her paycheck, then please contact the Administrator immediately. Once notified, the Administrator will work to resolve the issue and reimburse the employee if an improper deduction had in fact been made. If the employee believes the resolution offered by the Administrator is unsatisfactory or unlawful, the employee may file a complaint with the U.S. Department of Labor, Wage and Hour Division either by mail or in person.

No Retaliation

Every report will be fully investigated and corrective action will be taken where appropriate. Additionally, the Town expressly prohibits any form of discipline, reprisal, intimidation, retaliation or discrimination against any individual reporting alleged violations of this policy, cooperating in the Town's investigation of such reports, and/or filing a complaint for violations of this policy, the Fair Labor Standards Act or applicable state or local law. Retaliation is unacceptable and is not tolerated by the Town. Accordingly, any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

ARTICLE IV - ATTENDANCE

A. General Policy

The Town emphasizes good attendance. Frequent absence or tardiness places an extra burden on other employees. Only when all employees are dependably on the job, can the Town carry out schedules and meet the needs of the taxpayers. Each individual's contribution is important to the functioning of the organization.

Employees who must be absent or late on any workday shall notify their supervisor as early as possible. If an employee is absent due to accident, illness, or disability, management may request a release for the employee's return to work signed by a licensed physician.

Absences covered by the State and/or Federal Family Medical Leave Acts will be handled in compliance with the requirements of those laws.

B. Emergency Closing

Weather conditions may prevent employees from getting to work or cause them to arrive late. If employees are unable to get to work or if they expect to be late, they will contact their supervisor as soon as possible. Employees must make every reasonable effort to report to work.

If employees are told by management not to come to work, or if employees are told to come late or leave early due to an emergency situation, regular full-time employees may be eligible to receive their regular pay for that day if they were scheduled to work that day. If an employee calls in before an emergency closing is declared and is given permission to take a paid leave day, that employee must use the paid leave time for that day. Regular part-time and casual employees shall not be paid for emergency closing.

This policy shall not apply to employees in positions responsible for providing protective services, support to protective services or for improving driving conditions. Employees in such positions are expected, as a condition of their respective work, to arrive on time and work in accordance with predicted conditions.

C. Tardiness

Employees are expected to arrive at work on time. Emergency conditions may warrant occasional tardiness. In these circumstances, an employee who anticipates being tardy due to emergency conditions should call in to report the tardiness to their supervisor as soon as possible.

Two or more unexcused tardiness incidents occurring within a year will be considered excessive and will generally result in disciplinary action. Habitual, repetitious or patterns of tardiness may also result in disciplinary action.

D. Medical and Dental Appointments

Employees should avoid scheduling **non-emergency** medical and dental appointments during working hours; necessary exceptions may be arranged with Management.

E. Secondary Employment

Employment with the Town by regular part-time and regular full-time employees should be considered the employee's primary employment. Secondary employment with other entities must not conflict, whether real or implied, with the duties of the employee. **If an employee is employed by any entity other than the Town, he or she must notify the Town of such employment immediately.** The Town has priority to call upon the services of its employees regardless of any conflict with secondary employment. An employee who engages in secondary employment must clearly define himself or herself as an employee of the secondary employer and not act or treat himself or herself as an employee or agent of the Town. Employees must still comply with all policies, rules and general expectations of conduct when engaging in off-duty behavior regardless of such secondary employment. The Town may terminate the employment of an employee whose secondary employment may interfere with the performance of his or her work, where a

conflict, whether real or implied exists, where the interests of the Town are impacted as a result of the secondary employment, or where such employment or conduct negatively affects the image of the Town or employees. An employee will not be permitted to work for another employer while on a leave of absence, out on Family Medical Leave, or while absent for illness from the Employer. An employee who desires to hold secondary employment while employed by the Town must obtain the permission of the Administrator, or his/her designee, to maintain both sources of employment.

F. Personal Appearance

Employees are expected to dress in a professional manner befitting their jobs with due consideration to the needs of the Employer, the perceptions of the public, vendors, and fellow employees and leaders. All employees must be well groomed. Unkempt appearance can offset many other fine qualities and can negatively reflect the employer's image. Department supervisors may establish specific dress code requirements for each Department that are designed to reflect the professionalism of the workplace. All protective clothing must be worn during required activities and removed when leaving the designated work area.

Employees who fail to dress in a professional manner will be expected to immediately change their appearance, and which may include returning home to change clothing or groom and which shall be without compensation.

ARTICLE V – COMPENSATION

A. Direct Compensation

1. Employee Compensation

Prior to December 1 each year the Town Board may approve an overall salary schedule for all non-represented employees. Wage/salary within such plan may be adjusted annually based on the Consumer Price Index (CPI) for Small Urban Areas - Midwest Region.

2. Performance Reviews

Periodic performance evaluations are an important part of the employment relationship. An employee may be evaluated after six months of employment and at least every twelve months after that by their immediate supervisor. Such evaluations may be directly related to salary/wage increases.

3. Initial Salary Determination

A new employee will normally be hired at the pay range minimum for his/her classification. A new employee may be hired at the mid-range for his/her classification, for such reasons as market conditions or the employee's experience exceeds stated requirements, if approved by the department head and the Town Administrator. A new employee may be hired at a rate higher than mid-range for

his/her classification only with advance approval of the Town Administrator and the Town Board.

4. Involuntary Demotion

An employee who is demoted from a classification in one salary grade to a classification in a lower salary grade for non-performance reasons may be placed on a step in the new salary grade closer to, but not higher than, the rate the employee was receiving when the demotion occurred. If the Employee's salary at the time of the demotion exceeds the new range maximum, the employee may request to retain his/her present salary and such employee may not be eligible for further base-accumulating increases until his/her salary is again within the salary range for the new position.

5. Involuntary Demotion Related to Performance

An employee who is demoted from a classification in one salary grade to a classification in a lower salary grade for performance reasons may be placed on a step in the new salary grade closer to, but not higher than, the rate the employee was receiving when the demotion occurred. If the employee's salary at the time of the demotion exceeds the new range maximum, the employee's salary shall be adjusted to the new range maximum.

6. Voluntary Demotion

An employee accepting a voluntary demotion from a classification in one salary grade to a classification in a lower salary grade may be placed in the new salary grade on the step closer to, but not higher than their current pay. If the employee's salary at the time of the demotion exceeds the new range maximum, the employee's salary shall be adjusted to the new range maximum.

7. Position Re-Classification to a Higher Salary Grade

An employee in a position, which has been reclassified from one salary grade to a higher salary grade, may be placed in the new salary grade at the range minimum rate. Should the employee's salary exceed the new range minimum, the employee may be placed on a step in the new salary grade closer to, but not lower than, the rate the employee was receiving prior to the reclassification.

8. Position Re-Classification to a Lower Salary Grade

An employee in a position which has been reclassified from one salary grade to a lower salary grade may be placed on a step in the new salary grade closer to, but not higher than, the rate the employee was receiving prior to the reclassification.

If the employee's salary at the time of the reclassification exceeds the new range

maximum, the employee may request to retain his/her present salary and such employee shall not be eligible for further base-accumulating increases until his/her salary is again within the new salary range.

Any salary adjustments shall be in the discretion of and approved by the Town Administrator and Town Board.

B. Indirect Compensation

The Town offers a competitive array of indirect compensation to all of its regular full-time non-represented employees. A regular part-time non-represented employee may be eligible for limited benefits only as determined by the Administrator, by plan documents, and the law. The Town specifically reserves the right to amend or alter the following elements of indirect compensation at any time.

Any description of employee benefits in this Handbook is only a summarization and does not attempt to cover all of the details contained in the Plan document. The operation of the Plan, including events making you eligible or ineligible for benefits, the amount of benefits to which you (or your beneficiaries) may be entitled, and actions you (or your beneficiaries) must take to request and support a claim for benefits will be governed solely by the terms of the official Plan documents. To the extent that any of the information contained in this Handbook, a summary plan description ("**SPD**") or any information you receive orally is inconsistent with the official Plan documents, the provisions set forth in the Plan documents will govern in all cases.

1. Health/Dental Insurance

The Town may provide health/dental care coverage to eligible full-time employees and their dependents. The Town, at its sole discretion, shall have the right to change insurance carriers, alter coverage, add cost containment measures to the Town's health care coverage or determine the amount of premium contribution by employees. Health care coverage plan document booklets, explaining the coverage provided are available from Human Resources or the Town Administrator.

Health/dental insurance coverage for eligible new employees may begin as early as the first of the month following the employee's hire date providing enrollment application is submitted to Human Resources in a timely manner and pursuant to plan requirements.

Regular full-time employees who participate in the health insurance plan pay a portion of the premium as determined by the Board. Regular part-time employees regularly working twenty (20) or more hours per week, who participate in the health insurance plan, will pay a portion of the monthly premium as determined by the Board or as mandated by the State. Such premium payments are deducted from the employee's paychecks.

2. Section 125 Cafeteria Plan

The Town may provide all regular full-time and part-time employees the opportunity to participate in a Section 125 "Cafeteria Plan." The Section 125 Plan enables employees to be reimbursed for eligible medical and dependent care expenses through deductions from their payroll checks on a pre-tax basis. This plan also allows any health insurance premium contribution to be paid on a pre-tax basis.

3. Health and Dental Insurance Continuation Rights

In accordance with the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees who presently have group health and dental insurance generally may continue such insurance coverage for themselves and eligible dependents upon termination of eligibility. The continuation of health and dental benefits is for a limited period of time depending upon the employee's specific situation. Employees who wish to exercise their rights under COBRA must do so at their own expense. Employees separating from employment with the Town will be contacted by Human Resources and provided an explanation of COBRA continuation options.

4. Holidays

The Town recognizes the following paid holidays for non-represented full-time employees and may include regular part-time employees as defined in Article 1, item B, #2:

New Year's Day
Rotational Holiday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day

If an observed holiday falls on a Saturday, the preceding Friday may be recognized as the official holiday. If a holiday falls on a Sunday, the following Monday may be recognized as the official holiday. Should Christmas Day or New Year's Day fall on Saturday or Sunday, the holiday may be observed the following Monday. Should Christmas Eve Day or New Year's Eve day fall on Saturday or Sunday, the holiday may be observed the previous Friday. **Employees hired prior to July 01 in any given calendar year will be eligible for one 'Rotational Holiday' during the remainder of the year in which they are hired. Employees hired on or after July 01 in any given calendar year will not be eligible for a floating holiday during the remainder of the calendar year in which they are hired. In years the Town Board designates the**

Rotational Holiday (Float), new hires will only receive the Rotational Holiday if they are hired before the Town Board designated Rotational Holiday.

Regular part-time employees who qualify for prorated benefits will receive the prorated holiday hours on the date of the holiday. These hours are not to be used as vacation hours on a different date that the employee is scheduled to work.

5. Vacation Pay

All full-time employees may be eligible to receive paid vacation time. Vacation time is earned from the date of employment and calculated based on an employee's anniversary. After one (1) year of continuous employment, a full-time employee may be credited with one (1) week (forty hours) of vacation and be eligible to earn paid vacation leave in a prorated manner on a biweekly basis under the following schedule:

<u>Length of Continuous Employment</u>	<u>Vacation Earning Rates</u>
After one year of employment	40 hours of vacation per year
Beginning of second year through 6 years	80 hours per year
Beginning of 7th year through 12 years	120 hours per year
Beginning of 13th year through 20 years	160 hours per year
Beginning of 21st year and more	200 hours per year

- a. Vacation leave may be accumulated to a maximum of two times the annual amount of earned vacation leave. For example, after six years of service (beginning of seventh year of service), an employee may accumulate up to six (6) weeks of vacation leave (i.e. 3 weeks earned per year times 2 years' worth of accumulation equals 6 weeks maximum accumulated leave).
- b. Employees shall not be granted, and accordingly are not entitled to take vacation leave in advance of it being earned. The Town Board reserves its right to allow an employee or new hire to earn and accrue vacation at a different rate than as provided in this schedule.
- c. An employee shall not be entitled to vacation pay in lieu of vacation leave. Only if the Town determines that vacation time was not used because of the Town's written request will payment in lieu of vacation be made or may vacation time exceed its maximum accumulation. Both exceptions shall require the written approval of the Town Administrator.
- d. As of date of retirement, resignation or termination, a full-time or part-time employee may be eligible to receive compensation for all unused vacation allowances accumulated at the employee's current rate of pay, as defined by the above subsections.
- e. Part-time employees as defined in Article 1, item B, #2 may be eligible for

pro-rated vacation. A regular part-time employee's hours will be reviewed semi-annually to determine their continued eligibility for pro-rata vacation.

- f. When an employee's status changes from regular part-time to regular full-time, the employee's anniversary date, for purposes of vacation eligibility, may be determined by converting part-time service to a full-time equivalent. The anniversary date may be moved back from the date of full-time employment based on this converted part-time service.
- g. In the event of the employee's death, compensation for all unused and accumulated vacation allowance may be paid to the employee's estate.
- h. Time lost because of work-related sickness or accident may be considered as time worked for the purpose of determining eligibility for vacation as long as the employee has worked for some period in the vacation year.
- i. Additional vacation time is not granted if the employee is sick during the vacation period.

6. Vacation Leave Requests

Requests for vacation leave are subject to approval by the Department Head (Supervisor). Such requests shall be submitted as far in advance as possible and may be approved on a first come basis. Management may refuse vacation requests and reserves the right to schedule vacation time.

Vacation time shall be taken in eight (8) hour increments, ~~or ten (10) hour increments for Police Lieutenants as based on their regular schedule~~, or a fraction thereof with prior approval of immediate supervisor. Vacation may not exceed ten (10) consecutive working days. A written request for vacation exceeding ten (10) consecutive working days must be approved by the Town Administrator.

If a vacation request is denied by the immediate supervisor, an employee has the right to have their request reviewed by following the Chain of Command for approval or denial.

In exceptional cases, an enhanced vacation allowance may be necessary for new employees. Any enhanced vacation offer must be approved, in advance, by the Administrator.

7. Sick Leave

Purpose. Sick leave is granted for medical reasons only as an accommodation to employees who are too sick or injured to work and not as a fringe benefit, and may be available and granted to an employee who is unable to report to work due to non-work related illness or injury that physically prevents that employee from

effectively performing their job, and for absences necessitated by the injury or illness of an employee's immediate family (as defined in Section 8c).

The use of sick leave for purposes other than obtaining medical treatment, or remaining home on medical advice, or for medical reasons related to the illness or injury of the employee or the employee's immediate family, is an abuse of sick leave policy and grounds for termination.

- a. New non-represented, regular, full-time employees may be eligible to earn sick leave at the rate of one (1) day (8 hours) per month. Maximum sick leave accumulation is 120 days (960 hours).
- b. Upon an employee's retirement or death, the employee or his/her beneficiary, in case of death, may be eligible to receive up to one hundred percent (100%) of his/her accumulated and unused sick leave up to a maximum of ninety (90) days (720 hours) in a lump sum based on the employee's regular straight time pay rate at the time of retirement or death. Sick leave shall not be subject to payout under any other circumstances.
- c. ~~Beginning in April 1998,~~ Non-represented employees, who have been employed by the Town for the entire previous quarter, and who have not used ~~no~~ sick leave for the previous quarter, may be eligible to earn an additional one-half (1/2) day of vacation (4 hours) - pro-rated for eligible part-time, qualifying seasonal and full-time employees. This vacation must be requested and used in accordance with Article V, Section B.(5) (Vacation Pay).
- d. Part-time and/or full-time seasonal employees, regularly scheduled for at least 30 hours per week, may be eligible to receive sick leave benefits on a pro-rated basis. Employee's hours will be reviewed semi-annually to determine their continued eligibility for pro-rated sick leave benefits.
- e. Procedures
 - i. Employees claiming the benefit of sick leave shall notify their supervisor or the Town Administrator no later than the beginning of their normal starting time of their need to be absent each work day. In the event the employee has not given such notification, sick leave may be granted if, in the opinion of the supervisor, the circumstances justify the failure to give said notice. An employee off work on sick leave shall, whenever possible, notify the supervisor of the intent to return to work on the day prior to returning. When notifying the supervisor, the employee must indicate what illness and/or injury prevents them from reporting to work, what duties the employee is unable to perform, when they will be able to return to work and identify the location where they will be recovering. The

Town retains the right to contact the employee at the location indicated at any time during the employee's scheduled workday to verify validity of sick leave use. Such contact shall be made at the discretion of the Town.

- ii. With the exception of maternity/paternity leave, in the event of sick leave extending beyond three (3) days, the employee shall be required, upon request, to furnish the Town Administrator or designee with a certificate of illness signed by a licensed physician. If the Town has a reason to suspect that an employee is abusing sick leave, such certification of illness may be required and shall be furnished for sick leaves of less duration.
- iii. The leave provided for in this Section shall apply only to days that the employee is regularly scheduled to work and shall not apply to overtime hours or to days when the employee is on vacation, on funeral leave, military leave, or on any other type of paid or unpaid leave of absence.
- iv. With the exception of compensable illness and injuries, sick leave shall cover all absences from duty due to bona fide illnesses of the employee and serious illness in the employee's immediate family, contact with or exposure to contagious disease rendering the employee's presence hazardous to fellow workers, or validated reasonable medical or dental care that cannot be scheduled during non-working hours.
- v. Sick leave pay shall not be considered a right which employees shall use at their discretion, but may be allowed as a privilege in such cases where the employee is sick or injured as defined in this Section. Willful misuse of sick leave or the willful making of a false report regarding illness shall subject the employee to disciplinary action, and such conduct shall also be considered just cause for suspension, demotion, or discharge in the event the employee is not an at-will employee.
- f. Non-represented, full-time employees who have accumulated the maximum 120 days of sick leave, **with less than 48 hours of sick time accrued in that calendar year**, and who have used two or fewer sick days in a calendar year are eligible to receive 2 days in cash equivalent or additional vacation. An eligible employee must inform the Finance Director by January 31 of each year as to how the employee desires to receive the sick leave payout. If the employee does not inform the Finance Director, the payout will be converted to vacation.

8. Leaves of Absence

- a. General. An unpaid leave of absence of up to ten (10) work days may be requested by any employee who has completed six months of continuous employment with the Town. Such request for leave shall be submitted in writing to the employee's Department Head and must be approved, in advance, by the Town Administrator. Leaves of absence in excess of ten (10) work days shall require approval of the Town Board.

Absences covered by the State and/or Federal Family Medical Leave Acts will be handled in compliance with the requirements of those laws.

- b. No unpaid leaves of absence will be granted until all unused vacation, **rotational holiday (float), and comp time have** ~~has~~ been used. Unpaid leaves of absence for medical reasons will only be granted after an employee has exhausted all accrued sick leave and vacation benefits. Employees **expected to be** on an unpaid leave of absence status of more than one month shall not accrue sick leave or vacation.

The provisions of the State and Federal Family Medical Leave Acts (FMLA) shall preclude the provisions of this section if such provisions are in violation of the State and/or Federal FMLA. For purposes of calculating FMLA leave, leave will be calculated on a calendar year basis.

- c. Emergency Leave/Funeral Leave. Full-time employees will be allowed three (3) working days, when necessary, with pay when there is a death in the IMMEDIATE FAMILY of an employee; two (2) working days, when necessary, with pay when there is death in the FAMILY of an employee; one (1) working day with pay, when necessary, when there is death of a RELATIVE.

"IMMEDIATE FAMILY" shall include spouse, child, step-child, parent, or step-parent of the employee.

"FAMILY" shall include brother, sister, mother-in-law, father-in-law, grandchild, grandmother, or grandfather of the employee.

"RELATIVE" shall include sister-in-law, brother-in-law, aunt or uncle of the employee.

Employees who act as pallbearers for a funeral, which takes place during the regular working hours may also be granted time off with pay, not to exceed one (1) working day, with the permission of the immediate supervisor.

Part-time employees may be eligible for funeral leave as determined by the Town Administrator.

- d. Military Leave. The Town will comply with all State and Federal regulations relative to military duty. Uniformed Services Employment and Reemployment

Rights Act (USERRA) Notice is customarily posted in common areas as required by law; Human Resources will also provide employees with a USERRA notice upon request.

9. Family Medical Leave

The Town of Grand Chute's Family and Medical Leave Act Policy is intended to conform to the requirements of the federal Family and Medical Leave Act ("FMLA"), the Wisconsin Family and Medical Leave Act ("WFMLA"), the 2008 National Defense Authorization Act, and the 2010 National Defense Authorization Act. ~~The Town of Grand Chute is dedicated to providing eligible employees with protected leave under the Family and Medical Leave Act in compliance with state and federal law.~~ The Town posts mandatory Family and Medical Leave (FML) notices in designated employee posting areas; and upon hire, all new employees are provided Family and Medical Leave notices. Where permitted by law, state and/or federal FML family medical leave will run concurrently and tracked on a calendar year basis. If an employee suffers a work-related injury or illness that qualifies as a serious health condition, federal FMLA will run concurrently with worker's compensation leave. Employees should contact Human Resources or their immediate Supervisor if you feel you may have a qualifying Family and Medical Leave event.

The Town's Family/Medical Leave Program makes leave time available to an employee for "eligible events." "Eligible events" include the birth and care of the employee's newborn child, placement with the employee of a child for adoption or foster care, the need to care for a family member with a serious health condition, the employee's own serious health condition that makes him/her unable to perform the functions of his/her job, and certain events related to military service. "Family member" is defined as the employee's parent, spouse, domestic partner, or child (biological, adopted, or foster child; stepchild, legal ward; or dependent child for whom the employee has full responsibility for day-to-day care.)

A "serious health condition" is an illness, injury, impairment or physical or mental condition that involves:

- Inpatient care in a hospital or other health care setting
- A period of incapacity of more than three consecutive days that also involves:
 - Treatment two or more times by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of or on referral by, a health care provider, or

- Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

*Under the WFMLA, leave may also be available for a serious health condition of less than three (3) consecutive days in duration.

- Any period of incapacity due to pregnancy or for prenatal care;
- Any period of incapacity because of a chronic serious health condition;
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; or
- Any period of absence to receive multiple treatments by a health care provider for a condition that would likely result in a period of incapacity of more than three consecutive calendar days if untreated.

ELIGIBILITY

To be eligible for FMLA Leave, an employee must satisfy all of the following requirements:

- Must have been an employee of the Town for a combined total of at least 12 months when the leave is expected to commence,
- Must have worked at least 1,250 hours during the 12 months immediately preceding the beginning of the leave.

To be eligible for WFMLA Leave, an employee must satisfy all of the following requirements:

- Must have been an employee of the Town for more than 52 consecutive weeks
- Must have been paid for at least 1,000 hours.

DEFINITIONS

With respect to this policy, the following definitions shall apply:

SPOUSE - an employee's legal husband or wife.

CHILD - biological, adopted or foster child, stepchild, legal ward or the child of a person having day-to-day care of the child. Child includes a person under the age of 18 or a person 18 years of age or older who is incapable of self-care due to mental or physical disability.

PARENT - biological parent or an individual who provides or provided day-to-day care to the employee when the employee was a child. Parent also includes the parents of an eligible employee's spouse or domestic partner only if requesting leave under the WFMLA.

DOMESTIC PARTNER - individuals registered as domestic partners under Wisconsin Law and individuals who fulfill the following requirements if you file for leave under the WFMLA:

- Both individuals are at least 18 years old and otherwise competent to enter into a contract;
- Neither individual is married to or in a domestic partnership with another person
- Neither individual is related by blood in a way that would prohibit marriage under Wisconsin Law
- The individuals consider themselves to be members of each other's immediate family
- The individuals agree to be responsible for each other's basic living expenses
- The individuals share a common residence.

TYPES OF LEAVE

The Town of Grand Chute provides family and medical leave for eligible employees under the following circumstances:

- Parental leave for the birth or placement of a child in your home for adoption or foster care. Leave expires at the end of the 12-month period beginning on the date of such birth or placement.
- Under the Federal Family and Medical Leave Act, spouses employed by the same employer are jointly entitled to a combined total of twelve (12) work weeks of family leave for the birth or placement of a child.
- Medical leave for the employee's own serious health condition which makes him/her unable to perform the functions of his/her job.
- Medical leave to care for the employee's child, spouse, domestic partner, or parent with a serious health condition.
- Leave for any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been

notified of an impending call to active duty for deployment in a foreign country.

- Leave to care for an eligible employee's spouse, son, daughter, parent, or next of kin who is a covered service member recovering from a serious illness or injury sustained in the line of duty while on active duty.

DURATION OF LEAVE

Under the FMLA, eligible employees will be allowed up to twelve (12) workweeks of unpaid leave in a twelve (12) month period for all eligible events. Subject to restrictions under the FMLA, eligible employees will be allowed up to twenty-six (26) workweeks of unpaid leave in a single twelve (12) month period to care for their parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness in the line of duty which renders the service member medically unfit to perform the member's office, grade, rank or rating.

The twelve-month period utilized by the Town in applying this policy is a backward rolling 12-month period. The amount of leave already used during the 12-month period measured backward from the beginning date of an employee's designated leave will determine the amount of leave which remains available. For example, if an employee will begin on February 1 and that employee used four weeks of leave in July of the previous year, the employee only has eight weeks of leave available. The four weeks from the previous July will regenerate in July of the current year.

Under the WFMLA, an eligible employee is entitled to:

- a total of six weeks of leave for the birth of a child and/or the placement of a child with the employee for, or as a precondition to, adoption;
- a total of two weeks of leave to care for a covered family member, which includes domestic partners and the parents of an eligible employee's spouse or domestic partner, with a serious health condition; and
- a total of two weeks of leave if the employee cannot perform his or her employment duties due to a serious health condition.

Intermittent leave may be taken when medically necessary to care for a qualifying family member with a serious health condition or for the employee's own serious health condition. Intermittent leave should be planned so as not to unduly disrupt the Town's operations. However, leave for other than medical purposes may be taken on an intermittent basis only if approved in advance.

If leave qualifies under both the State and Federal Family and Medical Leave Act, the leave used counts against the employee's entitlement under both laws. State and Federal leaves run concurrently.

LEAVE PROCESS

Applying for Leave

- A request for Family and Medical Leave form must be submitted to Human Resources at least thirty (30) days in advance, or as soon as practicable, of taking a leave. A copy of this form is included with this policy and is also available from Human Resources.
- After Human Resources receives the Request for Family and Medical Leave form, Human Resources will provide the employee with the Notice of Eligibility and Rights & Responsibilities form. A copy of this form is included with this policy and is also available from Human Resources.
- In order for Human Resources to determine whether the absence qualifies as FMLA leave, the employee may be asked to submit one of the following forms: Certification of Health Care Provider for Employee's Serious Health Condition, Certification of Health Care Provider for Family Member's Serious Health Condition, Certification for Serious Injury or Illness of Covered Service Member.-for Military Family Leave or Certification of Qualifying Exigency for Military Family Leave. Copies of these forms are included with the policy and are also available from Human Resources.
- The Town will require employees to recertify medical conditions as allowed by law.
- Once Human Resources makes a determination if the leave is covered under FMLA, Human Resources gives the employee a Designation Notice and a Notice of Intent to Return Family and Medical Leave form. A copy of this form is included with this policy and is also available from Human Resources.

Returning from Leave

- At the time a family or medical leave is approved, the employee and Human Resources will agree on a date and time for his/her return to work. The employee is expected to return to work at that time.
- Unless the employee contacts Human Resources to make other arrangements, failure to return to work following expiration of the leave period will be treated as if the employee voluntarily terminated his/her employment.

- If the reason for a family or medical leave is for the employee's own serious health condition, the employee **must** present a Return-to-Work certification **prior** to their return to work.
- Upon the employee's return to work following the expiration of the leave, the Town will place the employee in the position he/she held before the leave or in an equivalent position.

PAYMENT

In general, both Wisconsin and federal FMLA leaves are unpaid. Under Wisconsin FMLA, an employee may substitute his/her paid leave benefits for all or a portion of leave. ~~available under the Federal and/or State Family and Medical Leave Act.~~ The Town requires employees taking federal FMLA to substitute and exhaust paid leave benefits before taking unpaid leave. If an employee uses vacation or sick time during the family or medical leave, such vacation or personal time runs concurrently with the twelve week total of the leave.

Benefits During Family and Medical Leave

During an approved family or medical leave, the Town will continue to make available to the employee the same insurance benefits which are available to employees who are not on leave. The employee on leave will continue to have responsibility to contribute his/her portion of any employee-paid premium during leave. If the employee is paid during the leave period, the premium will be deducted from the employee's pay. If the leave is unpaid, the employee is responsible for arranging with Human Resources the payment of his/her share of the premium during the period of leave.

Upon termination from employment, any remaining premium amounts due from the employee for unpaid coverage will be deducted from the final check, if permitted by law. The failure to make timely premium payments may result in the loss of benefits.

No employee will lose any accrued seniority or benefits while on leave; however, additional seniority and benefits will not accrue during any unpaid period of leave.

Failure to Meet Policy Requirements

If an employee fails to meet the requirements of this Policy for Family and Medical Leave, the request for leave may be denied. Any period of absence not covered by this Policy will be administered under the Town's Attendance Policy, which may result in discipline.

Any questions regarding the operation or interpretation of this Policy should be directed to a supervisor or Human Resources.

No Retaliation

The requesting for or the taking of FMLA leave under this Policy will not be used against an employee in any employment decision, including in the determination of raises, employment opportunities or discipline. However, an employee on FMLA leave is not entitled to any right, protection or benefit which he/she would not have been entitled to if the employee had not taken FMLA leave.

10. Life Insurance

The Town will pay the monthly premium cost for eligible regular, full-time, employees for basic group term life insurance coverage in an amount of \$20,000.

11. Disability Insurance

The employer currently provides all full-time employees with long-term and short-term disability insurance coverage. An employee who is receiving loss of time benefits (short or long term disability insurance benefits) for an injury or illness may, at his or her request, receive the difference between the disability payment and his or her full wages utilizing the employee's accumulated sick or vacation accrual. "Full wages" referred to in this section is defined as the full wages paid to an employee for a regular work schedule. Eligibility for continued health and other insurance premium contributions by the employer may require the employee to use paid time off in full day amounts to preserve full-time or part-time status for premium contributions.

12. Retirement

The Town provides participation in the Wisconsin Retirement System (WRS) for all regular full-time, and regular part-time employees who meet the eligibility requirements as established by Wisconsin Retirement System. Employer and employee contribution rates may change on an annual basis as determined by the State.

Specific information regarding employee retirement is available through the WRS office in Madison, Wisconsin.

13. Social Security

In addition to the amount employees contribute to Social Security (FICA), the Town contributes a similar amount on each pay period. A full description of Social Security benefits is available through the Federal Social Security Administration.

14. Worker's Compensation

Worker's Compensation is a form of accident and disability insurance to protect employees in the event of a job-related injury or illness. Premiums for this insurance are solely paid for by the Town.

An employee's accumulated sick leave, or compensation time, may be converted into dollars, and such sum may be used to make up the difference between the employee's Worker's Compensation statutory benefits and his regular daily salary, until said leave credits have been exhausted. Eligibility for continued health and other insurance premium contributions by the employer may require the employee to use paid time off in full day amounts to preserve full-time or part-time status for premium contributions. Light duty assignments will be provided when available.

Employees are to report all injuries, no matter how slight, to management as soon as possible. Employees must file their claim forms promptly in order for their claim to be processed and Town records to be prepared properly. Failure to follow Town procedures may affect your ability to receive Workers' Compensation benefits.

Employees also may be eligible to receive statutory short-term disability payments for non-occupational injuries depending upon their work location. Full time employees who elect the short-term disability benefit may have access to the benefit based upon the circumstances of the individual's disability.

Workers' Compensation and Short-Term Disability are solely monetary benefits and not leaves of absence.

No Retaliation

The Town expressly prohibits any form of discipline, reprisal, intimidation, retaliation or discrimination against any individual for requesting or receiving worker's compensation or short-term disability benefits, or filing a complaint for violations of this policy or applicable state or local law.

15. Jury Duty

Non-represented, regular full-time employees will be granted a leave of absence, with pay, when chosen for jury duty. An Employee shall report to work his or her scheduled hours before and following such duty, when reasonably possible. Employees receiving compensation may keep that portion of jury duty pay attributable to transportation and meal expenses. The balance shall be returned to the Town.

16. Court Appearances

All Court appearances when assigned as work by the Town may be considered as regular employment for pay and benefit purposes. All moneys received, except mileage and meal expense shall be returned to the Town. Employees required to appear in Court for personal matters shall be required to use vacation time.

17. Clothing Allowance

- a. Police Department. Captains and Lieutenants, may receive an annual uniform clothing allowance equal to the amount provided to represented officers consistent with the bargaining agreement in effect.
- b. Fire Department. All full-time supervisory and managerial personnel may receive an annual uniform allowance consistent with the bargaining agreement in effect.

ARTICLE VI - SMOKING REGULATIONS

Smoking and vaping is prohibited in any Town owned building. Smoking or vaping in Town vehicles and equipment is not allowed. However, in accordance with the law, the Town will not base any employment decision on an employee's use of lawful products while on non-working time and while off of the employer's premises and/or property.

ARTICLE VII - TRAINING, TRAVEL AND MEAL EXPENSE POLICY

The purpose of this policy is to establish uniform standards covering all Town employees regarding training, travel, and meal expense reimbursement. The Town may reimburse employees for reasonable, authorized business expenses incurred as part of the employee's job duties or while on assignment away from the workplace. In order to be eligible for reimbursement, all expenses and requests for reimbursement must be approved in advance by the Department Head. Employees should contact their Department Head for guidance and assistance related to ordering items, travel arrangements, expense reporting, reimbursement, and other issues. Employees are expected to limit expenses to reasonable amounts, and the Employer will only reimburse employees for up to the actual amount of expenses incurred and to the extent such expense is reasonable and authorized. Expense reports and receipts must be accurate and submitted to the Town Clerk within thirty days of the date of the expense. Employees must not engage in abuse of this expense policy or falsify or materially omit information in expense reports.

A. Automobile Expenses

The Town may reimburse allowable mileage expense at the current rate per mile set by the Internal Revenue Service for all miles traveled while on Town business. Eligible mileage expense shall be for the most direct route possible. Employees shall not be reimbursed for miles traveled between their residence and their normal work location.

B. Lodging Expense

Overnight lodging expenses, at single room rates where possible, are allowable. Lodging costs are not reimbursable where the lodging is within 60 miles of the Town unless specifically approved in advance by the Town Administrator.

Receipts are required when requesting lodging reimbursement. Only direct lodging costs are eligible for reimbursement.

In order to be reimbursed for lodging expenses the night prior to the meeting, conference, or seminar, the site must be at least 60 miles from the Town and the starting time of the event must be no later than 9:00 A.M. Exceptions to this provision must be authorized in advance by the Town Administrator.

C. Meal Expenses

While on Town business, employees may be reimbursed for meals based upon the following schedule:

Breakfast	\$10.00	\$ 12.00
Lunch	\$12.00	\$ 15.00
Dinner		\$ 20.00

The above reimbursements are maximums per meal, including tip, and will not be reimbursed without receipts.

When traveling outside the State of Wisconsin on Town business, the meal expense allowances, as noted above, may not be sufficient. In that event, daily meal allowances may be reimbursed in excess of the foregoing guidelines with meal receipts. Any meal expense requests made must be reasonable.

D. Registration Fees

Registration fees may either be prepaid through employee credit card or are reimbursable upon proof of payment after the event.

E. Miscellaneous Expenses

Alcoholic beverages are not eligible for reimbursement. Incidental expenses such as taxi fares, business-related telephone charges, automobile rental, etc., may be reimbursable. Where possible, receipts must be provided.

ARTICLE VIII - COMMUTER VEHICLE USAGE

Department Heads and other administrative staff required to commute to/from work, may be allowed use of a Town vehicle for this purpose. The vehicle can only be used for commuting to and from work, no other personal use is allowed.

ARTICLE IX - RESIGNATIONS AND TERMINATIONS

A. Resignation Notice

Employees wishing to resign in good standing should give written notice to the Department Head not less than two (2) weeks before such resignation shall be effective. Department Heads, Supervisors, Managers, and professional employees should give not less than thirty (30) days written notice of resignation. ~~Such notice shall not include planned vacation prior to the last day of work.~~ While the Town requests that resigning employees provide the Town with the above-specified written notices, nothing in this policy is meant to alter or eliminate an employee's at-will employment with the Town.

Unauthorized absence of an employee for three (3) consecutive workdays may be considered by the Town as a resignation of such employee. The Department Head shall notify the Town Administrator of any resignation in the department when the resignation is received.

B. Separation Pay

Employees who resign or retire shall be paid the balance due them within thirty days of their termination date. Employees who are discharged shall be paid the balance due them pursuant to the payroll schedule or within thirty days, whichever is sooner. In case of the death of an employee, the full amount of wages due shall, upon demand, be paid to the employee's estate upon notification of death. Payment in full is defined to include salary due, pay for earned but unused vacation and sick leave pay per ARTICLE V-B (7)(b).

C. Town Option

The Town may, at its option, waive the notice requirements of paragraph A. The Town may also, upon receiving a resignation notice, elect to end the employment relationship earlier and may also elect to pay the employee for compensation that could be earned during the notice period without requiring the employee to report to work.

ARTICLE X – EMPLOYER PROPERTY

A. Town Property

It is the Town's intent to provide its employees, during the course of their employment, with access to and the use of various property, for the purpose of conducting business for the employer. Employees should have no reasonable expectation of privacy in the use of the employer's and the public's property. The employer may access its property with or without the prior consent or knowledge of the employee to the extent permitted by law. Employer property is to be used judiciously by employees at all times and only in the manner for which the employer and public intends the property to be used.

Employees must maintain their work spaces in a clean, orderly and professional manner. Employees must report any suspected misuse or abuse of the employer's property.

Employees are encouraged to exercise care and attention in safeguarding personal property brought to the work place. The Employer does not assume liability for the loss, theft or damage of personal property brought to the work place.

The Employer reserves the right to access, replace or utilize any of its property without prior permission of the employee to whom it was provided to the extent permitted by law.

Circumstances warranting a need to access property in the employee's absence include, but are not limited to, the following:

- The employer has a need to search for business items or information that are needed in a timely manner.
- The employer is complying with applicable laws regarding review and disclosure of records and information.
- The employer has reason to believe that the employee is engaging in improper activities, in conjunction with committing a violation of policy, rules or general expectations of conduct, or in a way that may jeopardize the health and well-being of others.
- To monitor and to assure compliance with Town policies.
- For any other lawful reason.

Under these circumstances, employees may be required, upon the request of the employer, to submit to a search of any personal property brought onto the employer's premises to the extent permitted by law. Please note that to the extent an employee elects to bring personal property to work, they may be granting permission to have such property searched by doing so to the extent allowable by law.

B. Technology Use

The employer's computers, networks, programs, communication devices and tools, other technology, and internet (collectively "technology") are intended as tools for the employer to serve the public and the Town, and are provided so employees may better perform their job-related responsibilities. Inappropriate use can adversely affect the Town, interfere with the work of its employees, increase its costs, and even expose the Employer to damage, liability and security risks.

In order to protect the interests of the Town, the Town reserves its right to monitor all use by employees of technology. No employee should expect privacy or secrecy in the use of technology or any communications. Employee use constitutes acceptance of the Employer's monitoring and disclosure of the employee's use. Use of the Employer's property can be limited by the Employer at any time for any reason. The Employer may consent to the disclosure of information from use of technology or any other property, and the Employer may consent or authorize a law enforcement

agency to search or review the Employer's technology, and the Employer may use such information for its intentions and purposes.

The work of the Town always comes first. Unnecessary or excessive use by one person may tie up equipment or limit the ability of others to have access. Use leaves a record of the Employer name and your identity on the technology, and at every internet site visited and may result in unwanted or inappropriate return e-mails, solicitations, viruses and other harmful items.

No written policy can list every conceivable circumstance that relates to proper use. The Employer's employees are professionals who are expected to exercise responsible professional judgment. The Employer has complete and sole discretion to determine whether any use or access is inappropriate, even if the use is not expressly prohibited or addressed in this policy or rules. The Employer may ask employees to stop any use it believes is improper. In addition, the Employer may block access to any content it believes is not appropriate. Employees who do not adhere to this policy may be disciplined, which can include restriction of internet use or discipline up to and including termination.

The following activities are prohibited and may lead to discipline, up to and including discharge:

- Copying, disseminating or printing copyrighted or other protected materials, which can include articles, images, games and other software, in violation of the law.
- Accessing, sending, soliciting, displaying, printing, or otherwise disseminating material that is reasonably likely to harass, threaten or embarrass others or that is sexually explicit, fraudulent or otherwise inappropriate in a professional environment.
- Searching for, accessing or transmitting content that is reasonably likely to be perceived as offensive or disparaging of others, including content that is sexually explicit, profane, pornographic, disrespectful, disparaging based on race, national origin, sex, sexual orientation, age, disability, religious or political beliefs or other legally protected basis.
- Engaging in personal, non-Employer related activities including activities for gain or profit, for example, consulting for pay or advertising or selling goods or services for personal gain.
- Engaging in illegal activities or using the technology for any illegal purposes, including initiating or receiving communications that violate any laws or regulations.
- Interfering with or disrupting the work of other employees.
- Except as specifically authorized, gaining access by using any access control mechanism (e.g., login name, password, etc.) not assigned to the user, or permitting any person to have access by using another person's access control mechanism.
- Unauthorized access or attempting to gain unauthorized access to any technology or stored information.
- Engaging in any transaction or other conduct that, if done through means other than over the

use of technology, would not be authorized.

If an employee has a question about whether a particular use of the Employer's technology is proper, then he or she should consult his or her supervisor before engaging in such use.

The Employer provides some of its employees with electronic communication tools such as e-mail, voicemail, cell phones, text messaging, pagers, computers and other communication tools and devices so they may better perform their job-related duties. The Employer's electronic communications system includes all messages sent through the Employer's computer network either externally via the internet or internally and through Employer issued communications devices and networks. Electronic communications should be sent only to those individuals who have a legitimate reason to receive them. Distribution lists should be kept current and updated regularly to reflect changes in responsibility or employment status.

Electronic communications should be courteous, concise, focused and written or spoken in good business English. The same care should be used in drafting electronic communications as used for drafting any other written communication. All electronic communications are unavoidably attributed to the Employer. When composing electronic communications, employees should keep in mind that personal comments may be perceived as comments made on behalf of the Employer.

The Employer's electronic communications systems must never be used for personal communications unless an emergency exists or unless such use is incidental and not the fault of the employee. Employees are expected to use their personal computer, email and cell phone accounts from their home computers or personal cell phones on the employee's own time for internet use and drafting, sending, receiving or reading personal electronic communications.

Electronic communications may reside on the system in different recoverable forms (system backup, sent mail folders, spool queues, etc.). Employees should not assume that deleting a personal electronic communication removes all incidents of their existence. If there is a review of the information or an investigation, litigation, or other proceeding that requires or makes desirable the review or production of Employer records, it is likely that electronic communications will be requested and potentially disclosed. Moreover, employees should not delete any communications that are records under Wisconsin's Public Records Law.

No one should expect privacy or secrecy in the use of Employer technology or Employer-issued communication devices such as email, text messages, cell phone messages or calls. Employer supervisors may have access to information pertaining to individual employees on the Employer's technology. The Employer does not condone "snooping"; employees should not read or review communications not sent to them except for legitimate business reasons. If an internal communication is confidential, it should be distributed personally or by a confidential routing envelope and not by e-mail. Employees should not presume an electronic communication sent via the internet is confidential unless it has been encrypted by the Employer. The passwording of electronic communications systems is permitted. ~~but all passwords are to be disclosed to the Town Administrator or his or her designee.~~

Participation in ~~listserv~~ **email groups** should be limited to those used for business purposes. Postings

to ~~listservs~~ **email groups** are distributed to many unknown readers and can later be quoted in public materials. Employees must understand and comply with the guidelines and protocols of each ~~listserv~~ **email group** to which you subscribe.

Electronic signatures should be used on all external messages and should clearly identify the originator of the message. The following information should be included: full name, title, Employer name, e-mail address and phone number.

If an employee has a question about whether a particular use or electronic communication is appropriate, then he or she should consult with the Town Administrator or IT Director before making such communication.

C. Bulletin Board Usage

Bulletin boards are provided to inform employees of important developments from the employer that will affect the employee or his or her job. Bulletin boards are used by the employer to communicate information to employees and post notices required by law. Employees must secure prior authorization before posting any notices on bulletin boards. Because work-related notices of interest and importance regarding Town business will be posted on the bulletin boards, the employer requests all employees to check the bulletin board at regular intervals.

D. Solicitation

The solicitation of employees or distribution of materials to employees can often interfere with normal operations of the Town, reduce employee efficiency, annoy employees and citizens, and pose a threat to security. For these reasons, the Town limits solicitation and distribution on the premises. Individuals who are not employees of the Town are prohibited from soliciting employees or distributing materials to employees on the premises. This includes soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of vendors or potential vendors as authorized by the Town Administrator), or any other similar activity. All visitors are strictly prohibited from entering non-public areas unless a supervisor grants permission.

Employees may engage in limited solicitation and distribution of materials to other employees, on the premises, subject to the following guidelines. Solicitation or distribution of materials is prohibited during the working time of either of the individuals making or receiving the solicitation or distribution. "Working time" does not include an employee's authorized lunch or rest period. Distribution of literature in a way that causes litter on Town property is prohibited. Off-duty employees may not return to the premises to solicit or distribute materials to employees. Bulletin boards, newsletters, and other employer-provided group communication systems are maintained solely for the Town to communicate information to and from employees, post notices required by law, and for other work-related purposes. Posting of unauthorized notices, photographs, or other printed or written materials on those bulletin boards or other communication systems is prohibited. The Town may authorize a limited number of fund drives by employees on behalf of charitable organizations. Employee participation in such drives is completely voluntary. As a part of those charitable fund drives, the Town may permit a representative from the charitable organization to make a presentation to

employees. Employees seeking authorization for such a charitable fund drive should contact the Town Administrator.

In addition, the employer has the right to monitor any allowed solicitation and distribution, and to modify or add to this policy as becomes necessary to minimize interference with work.

E. Association Activity

Employees shall conduct Association or Union business off duty unless granted permission by the Town Administrator. Communications to conduct Association business is permitted as outlined in current Labor Agreements or as applicable by law.

ARTICLE XI - DEFERRED COMPENSATION

The Town may provide the means, under Section 457 of the Internal Revenue Service Code, to defer earned income. Employees defer paying State and Federal taxes on deferred income until the employee withdraws the funds from the deferred account, usually at or after retirement. Income is deferred through payroll deduction. The Town may also offer a WDC Roth 457 in which contributions are made with after-tax dollars.

Employees should consult with Human Resources for more information concerning deferring compensation.

ARTICLE XII - PROFESSIONAL LICENSURE

Fees for certain non-represented employee licenses or certificates, when necessary for the Town's benefit, may be paid for by the Town.

ARTICLE XIII - DISCIPLINARY PROCEDURES

Whenever and wherever people work together certain standards of reasonable conduct need to be established in order to maintain an orderly and efficient work atmosphere.

The Town treats all violations of policy, rules of conduct and general expectations of professional conduct very seriously. Violations of these policies, the rules, and general expectations of conduct can subject an employee to discipline, up to and including discharge.

The Town's corrective action program is designed to encourage individuals to be high quality employees and to remove employees from service who cannot or will not meet that high standard of performance. Some discipline is intended to be corrective in nature to allow the employee an opportunity to rehabilitate his or her conduct. However, employee misconduct may call for severe forms of discipline such as suspension, transfer, demotion, termination or other action. In some cases, dismissal of an employee is appropriate because of the seriousness or continuation of unacceptable conduct. The appropriate level of discipline is determined by management on a case-by-case basis, and any pre-termination disciplinary measure may be passed over in favor of more severe discipline including termination of the employee. The Employer's use of any form of progressive discipline does

not change any employee's status as an at-will employee or create any additional contractual rights.

It is not possible to list every conceivable infraction and the following guidelines are representative, not inclusive. These guidelines can be amended by the Town at any time. The following illustrate the types of conduct that are unacceptable in our work place:

- A. Incompetence or inefficiency.
- B. Theft or misappropriation of property.
- C. Any form of dishonesty, untruthfulness and deceptive behavior, including falsifying records or information or withholding relevant information.
- D. Insubordination or the refusal to follow the direct order of a supervisor or management.
- E. Fighting with, threatening, or intimidating the general public or other employees.
- F. Use or possession of controlled substances or alcoholic beverages on Town premises while on duty, or when expected to return to duty.
- G. Reporting for work under the influence of controlled substances or alcoholic beverages.
- H. Harassment of any employee because of race, color, religion, age, sex, national origin, handicap, ancestry, sexual orientation, marital status, or arrest or conviction record.
- I. Any activity which is not compatible with good public service.
- J. Excessive absenteeism.
- K. Failure to report absence.
- L. Habitual tardiness.
- M. Leaving the job without permission.
- N. Abuse of time for break period.
- O. Engaging in conduct or activities which may serve to lengthen the healing period for a work-related injury or illness.
- P. Sleeping on the job.
- Q. Destruction or defacing of Town or other employee's property or equipment.
- R. Misuse or unauthorized use of Town property.
- S. Failure to promptly report defective equipment or safety hazard.
- T. Failure to report injury or accident immediately.
- U. Horseplay or violation of safety procedures.

- V. Possessing weapons or explosives of any type on Town property without Town authorization.
- W. Substandard quality and/or quantity of work, including deliberate reduction of output.
- X. Failure to complete reports promptly and accurately.
- Y. Undesirable appearance.
- Z. Discourteous treatment of the general public or co-workers or the use of profanity or threatening language.

Any violation of Town policies or general expectations of professional behavior may also subject an employee to disciplinary action up to and including discharge.

Corrective action may take the form of:

- an oral warning
- counseling
- remedial training
- a written warning
- temporary suspension with pay (administrative leave)
- temporary suspension without pay
- termination

Based on the severity of the incident, as determined by management, the oral warning and/or written warning may be bypassed and the employee may be suspended or terminated. The Town reserves the right to add to, modify or eliminate any rule or expectation of conduct.

ARTICLE XIV - DISPUTE RESOLUTION

The Town's policy is to resolve employees' serious job-related concerns in a prompt manner. Every effort should be made by all employees to encourage prompt and amicable solutions to these concerns, as they arise, through informal discussions between employees and their immediate supervisors. Initiation of the dispute resolution procedure, in good faith, by an employee will not be considered to cast any reflection on the employee's standing or loyalty or on the employee's supervisor or co-workers.

A. Dispute Resolution Procedure

Employees with a serious job-related concern should first present the concern to their immediate supervisor. The immediate supervisor will investigate the concern and give the employee an answer.

If the employee is not satisfied with the immediate supervisor's response, the employee, after notifying the immediate supervisor, may present the concern to the next higher level of management, where the concern will be investigated and the employee will receive an answer.

If the employee is not satisfied with the response of the next higher level of management, the employee may present the concern to the Administrator, whose decision shall be final unless such decision is appealed to the Town Board.

In this dispute resolution procedure, management may request information, assistance or participation from any Town employee having knowledge of the matter under review.

Employees who have a dispute or concern regarding harassment or discrimination based on one's protected status or retaliation are expected to follow the reporting requirements in the Article XV Harassment Including Sexual Harassment policy.

B. Grievance Procedure Definitions:

1. A grievance shall mean a dispute regarding the application of Town Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:
 - A. The name and position of the grievant;
 - B. A clear and concise statement of the grievance;
 - C. The issue involved;
 - D. The relief sought;
 - E. The date the incident or alleged violation took place;
 - F. The specific provision of the Employee Handbook/Town Policy or workplace safety rule alleged to have been violated; and
 - G. The signature of the grievant and the date.
2. The term "days" means regular business days, Monday through Friday, other than weekends and holidays observed in this Handbook regardless of whether the employee is scheduled to work. The time limits within which an action is to be taken under this Grievance Procedure shall be computed by excluding the first day and including the last day.
3. A "grievant" is an employee as defined by state statutes governing this Grievance

Procedure. At the grievant's cost and request, he/she may be represented by a person of his/her choice and who is not a material witness or co-conspirator.

4. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or Town Policy related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
5. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.
6. "Termination" means discharge from employment. Layoffs (reduction in force), voluntarily quit, retirement, and job abandonment (failure to report to work) are not considered terminations and are not subject to this procedure.

Procedures:

Step 1: Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known, the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the Town Administrator.

An employee who has been notified of termination may process the grievance commencing at Step 3.

Step 2: If the grievance is not satisfactorily resolved at Step 1, the grievance may be submitted to the Town Administrator within five (5) days after the grievant receives the Step 1 response. After receipt of the written grievance, the Administrator or his/her designated representative, will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the Town Administrator shall respond to the grievance in writing. The Town Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this Grievance Procedure and otherwise properly processed as required by this Grievance Procedure. If the Town Administrator is aware of other similar pending grievances, he/she may consolidate those matters and process them as one grievance.

Step 3: If the grievance is not satisfactorily resolved at Step 2, the grievance may be appealed within ten (10) days after grievant receives the Step 2 response. The grievant shall submit a written statement specifically describing the reason(s) for appeal. If the decision at Step 2 is based, in whole or in part, on the basis of timeliness, scope of this Grievance Procedure or other failure of the grievant to

properly follow this Grievance Procedure, the matter shall be referred to the Town Board who shall determine whether the matter should be processed further. If the Step 2 decision addresses only the merits of the grievance, the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the Town Administrator. Any costs incurred by the IHO will be paid by the Town. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall require the employee to show that the action by the Town was "arbitrary and capricious". If the Town's action is supported by any credible evidence the IHO shall not substitute his/her judgment for that of the Town officials and the Town's actions shall be sustained. The IHO may request oral or written arguments and replies. The IHO shall provide the parties with a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to, subtract from, or modify the terms of the Employee Handbook/Town Policy or rule that forms the basis for the grievance.

In recognition that the IHO is not a judge with judicial powers, the IHO is not authorized to impose monetary damages or binding equitable relief. The decision shall include a recommendation to the Town for appropriate action, which action must be approved by the Town Administrator or Town Board before such action is taken.

Step 4: Either party may appeal an adverse determination at Step 3 to the Town Board by filing written notice to the Town Administrator within ten (10) days of receipt of the decision of the IHO. The Town Board shall, within thirty (30) days after submission of the appeal, schedule the review of the IHO's decision. The review will be conducted by the Town Board during a closed session meeting if determined by the Board. The Town Board may make its decision based on the written decision of the IHO or the Town Board may examine any records, evidence and testimony produced at the hearing before the IHO, or the Town Board may request that additional evidence be presented. A majority vote of those members of the Town Board present shall decide the appeal within twenty (20) days following the last session scheduled for review. The Town Board may decide the matter on a de novo basis without deference to the IHO's decision and the Town Board may make its decision based upon the evidence and shall not be bound by the arbitrary and capricious standard. The Town Board will issue a final written decision which shall be binding on all parties.

Timelines:

Failure to process a grievance by the grievant within the time limit, or agreed upon

extensions, shall constitute waiver of the grievance and the grievance will be considered dismissed and resolved on the basis of the Town's last answer. Failure of a Town representative to meet the time limits applicable to responding to the grievance shall constitute a denial of the grievance and applicable time limits for advancing the grievance shall apply. To encourage that grievances are addressed in a prompt manner, time limits set by this Grievance Procedure are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of all parties.

Exclusive Internal Remedy:

This procedure constitutes the exclusive **internal** process for the redress of any employee grievances as defined herein. “**Exclusive internal process**” is not meant to deprive employees of their rights to commence administrative or legal action. Additionally, nothing in this Grievance Procedure shall prevent any employee from addressing concerns regarding matters not subject to the Grievance Procedure with the administration, and employees are encouraged to do so. Matters not subject to the Grievance Procedure that are raised by employees shall be considered by Town representatives who have final authority, subject to any applicable Town policy or directive, to resolve the matter.

ARTICLE XV - DRUG-FREE WORK PLACE

The Town of Grand Chute is required by law to provide a safe and healthy work environment for employees. In addition, it is the Town’s goal to provide the best service possible to the public. To achieve these goals, the Town certifies that it will implement its best efforts to maintain a drug-free work place.

A. Notice to Employees

Employees of the Town are hereby notified that the unlawful manufacture, distribution, dispensing, possession being under the influence of or use of a controlled substance by employees at the work place is prohibited. If an employee commits a prohibited action, as stated above, the employee may be subject to penalties ranging from a written reprimand, up to and including termination.

B. Drug-Free Awareness Program

1. The Town shall make available literature concerning the dangers of drug abuse in the work place.
2. Employees are notified that it is the Town's policy to maintain a drug-free work place.
3. Employees will be provided with medical or counseling resource information.
4. Employees are notified that penalties ranging from a written reprimand up to and including termination shall be imposed for drug abuse violations.

C. Copies to be Distributed

Employees who are engaged in the performance of any Federal grant project shall be given a copy of these requirements.

D. Notification by Employees

1. Employees are notified that they must abide by the terms of these requirements.
2. Employees are required to notify the Town of any criminal drug statute conviction no later than five days after such conviction.

E. Notification by the Town

The Town shall notify, within 10 days, any Federal agency that awarded any Federal grant that a notification from an employee has been received as above or that the Town has otherwise received actual notice of such conviction.

F. Actions Taken by the Town after Notification

Within 30 days of receiving notice as stated above, with respect to any employee who is convicted as above, the Town shall:

1. Take appropriate personnel action against such an employee, up to and including termination; or
2. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

G. Good Faith Effort

The Town shall make a good faith effort to maintain a drug-free work place through implementation of the above policies.

ARTICLE XVI - DRUG/ALCOHOL POLICY

The Town recognizes the use or abuse of illegal drugs or alcohol on and/or off duty can have a significant impact on the workplace in terms of safety, worker's compensation claims, personal day benefits, absenteeism and productivity. The Town is concerned about employees who use or abuse illegal drugs or alcohol. Therefore, the Town has established [the following](#) drug and alcohol testing policies.

All employees are responsible for maintaining safe, healthy, and productive working conditions. Being under the influence of a drug or alcohol on the job poses serious safety health risks not only to the user, but also to all those who work with the user, and creates unacceptable risks for safe and

efficient operations. Accordingly, it is the right, obligation and intent of the Town to maintain a safe and efficient working environment for all of its employees and to protect Town property, equipment and operations. With these objectives in mind, the Town has established the following [policies](#) with regard to the use, possession or distribution of alcohol, controlled substances and over the counter medications.

A. Pre-employment Screening

The Town requires [all](#) candidates for employment to take a screening test designed to prevent the hiring of individuals who presently use illegal drugs or who are under the influence of alcohol or drugs. Applicants for employment who are to be tested for the presence of alcohol or illegal drugs will be informed and will be requested to sign a consent form authorizing the test. If a candidate refuses to provide consent for the test, or tests positive for illegal drugs or alcohol, then the candidate will no longer be considered for employment.

B. On the Job Use, Possession or Sale of Drugs or Alcohol

Being under the influence of a drug or alcohol while performing Town business or while in a Town facility or using Town property is strictly prohibited. “Under the influence” means, for the purposes of this policy, that the employee is affected by a drug or alcohol or the combination of a drug and alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misconduct, or to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by professional opinion, a scientifically valid test, and, in many cases, by a layperson’s [observations](#).

The use or being under the influence of any prescribed, over-the-counter, or otherwise legally obtained drug while performing Town business, or while at a Town facility or using Town property is prohibited if such use or influence may affect the safety of the employees, co-workers, members of the public, or the safe or efficient operation of the Town. An employee must report such use of a legally-obtained drug to his or her supervisor and verification from the employee’s medical provider that the employee does not pose a threat to his or her own safety or the safety of co-workers, and that the employee’s job performance is not significantly affected by the drug. The Town will take all steps necessary and reasonable to accommodate employees whose disabilities require them to take legal drugs. The use, sale, purchase, transfer or possession of any alcohol, illegal drug, or prescribed drug or narcotic not prescribed to that employee while at a Town facility or while performing Town business is prohibited.

Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcohol at work; being under the influence of those substances while working; using them while working; or dispensing, distributing, or illegally manufacturing or selling them on Town premises and work sites. Employees should note that a violation of this policy can result in disciplinary action, up to and including termination, even for the first offense.

C. Searches

Employees, their possessions, and Town-issued equipment and containers under their control are subject to search and surveillance at all times while at Town premises or work sites or while conducting Town business to the extent permitted by law. Employees have no reasonable expectation of privacy in these items or areas. Searches of employees and their property may be conducted when there is reasonable suspicion to believe that the employee or employees are in violation of Town policy. Employees are expected to cooperate in the conducting of such searches. An employee's consent to a search is expected. The employee's refusal to consent may result in disciplinary action, including termination, even for a first refusal.

D. Employee Disclosure of Drug and/or Alcohol Conviction

Employees must disclose to their supervisor any drug and/or alcohol related conviction **no later than five (5) calendar days after such conviction**. No adverse employment action will be taken against any employee unless such conviction substantially relates to their employment position with the Town.

E. Employee Drug and Alcohol Testing

In addition to administering pre-employment drug and alcohol screening, when the Town has reasonable suspicion to believe an employee is under the influence of drugs or alcohol, employees may be asked to take a test to determine the presence of drugs, narcotics, or alcohol. Employees that agree to take the test must sign a consent form, authorizing the test and the Town's use of the test results for purposes of administering its policy. It is a violation of this policy to refuse consent for these purposes or to test positive for alcohol or illegal drugs. Policy violations will result in discipline and may result in termination. The initial test is paid for by and is the property of the Town. Records of specific examinations, if required by law and regulation, will be made available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, the employee's doctor, or other persons designated by the Town to the extent allowable or required by law.

F. Reporting Requirements

Supervisors should report immediately to the Town Administrator any action by an employee who demonstrates an unusual pattern of behavior, including any traffic stop, complaint or accident by an employee in a Town-owned vehicle. The Town Administrator or his designee will determine whether the employee should be examined by a physician or clinic or tested for drugs and alcohol. Employees believed to be under the influence of drugs, narcotics or alcohol will be required to leave the premises. The Town Administrator should be notified to arrange safe transit.

G. Employee Counseling

Employees who are experiencing work-related or personal problems resulting from drug,

narcotic, or alcohol abuse or dependency may request to seek counseling help. Participation and counseling, including Town sponsored or required counseling, will not have any influence on performance appraisals. Job performance and the conduct of the employee, not the fact that an employee seeks counseling, are to be the basis of all performance appraisals.

H. Leaves and Rehabilitation

An employee who is abusing drugs or alcohol may request a leave of absence to undertake rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to the employee's supervisor that the employee is capable of performing the essential functions of his or her job, with or without reasonable accommodation. Failure to cooperate with the agreed upon treatment plan may result in discipline up to and including termination. Participation in a treatment program or a request for leave, even if approved, does not insulate an employee from the imposition of discipline for the employee's conduct or violations of this policy or other policies and rules.

I. Non-Discrimination

The Town maintains that it will provide a drug free and alcohol free environment for all of its employees. However, in doing so, it will not discriminate against any employee or applicant for employment as prohibited under Federal, State, or local laws. The Town will not discriminate against any employee or applicant for employment because of their condition as an alcoholic, because of their use of lawful products off duty and off the premises or because the individual was arrested or convicted of a crime that is not substantially related to their job duties at the Town.

ADDITIONAL DRUG AND ALCOHOL POLICY (CDL)

For Employees in Safety Sensitive Positions (Commercial Drivers Licenses)

A. Purpose

This Policy is in addition to the Town's Drug and Alcohol Policy. The Town is dedicated to providing safe and efficient services. The goal of this Town is, therefore, to provide our employees with a workplace environment which promotes health and safety. In order to meet this goal, we hereby endorse the Federal Highway Administration's (FHWA) drug and alcohol policy and regulations. The Town will not tolerate unauthorized use, abuse, possession, or sale of controlled substances or alcohol by its employees. Drug and alcohol testing will be an integral part of our program. In addition to this policy, the Town will provide drivers with information concerning:

1. the effects of drugs and alcohol on the individual's health, work, and personal life;
2. the signs and symptoms of a drug or alcohol problem;
3. the available methods of intervention when a problem does exist.

**THIS POLICY IS SUBJECT TO CHANGE WITHOUT NOTICE FOR
COMPLIANCE WITH FEDERAL REGULATIONS**

B. Scope

Safety sensitive function is defined for the purposes of the Town as including duties of operating a service vehicle, when required to be operated by a holder of a Commercial Driver's License, as well as all time spent waiting to be dispatched; all time at the driving controls of a commercial motor vehicle (resting or driving); all time, other than driving time, spent on or in a commercial motor vehicle; all time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded; remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; all time spent performing the driver requirements associated with an accident; all time spent repairing, obtaining assistance or remaining in attendance upon a disabled vehicle; and all time spent providing breath sample, urine specimen, including travel time to and from the collection site, in order to comply with testing as directed by the employer.

This policy applies to all employees when on duty; whenever performing, or about to perform, a safety-sensitive function. This policy also applies to employees who may perform, or are about to perform, a safety-sensitive activity, or at any time as may be specified by the Town.

C. Procedures

1. Pre-Employment

All offers by the Town to hire an applicant for a safety sensitive position are conditioned upon:

- a. completing the Town's general consent and release to be tested for drugs and alcohol forms;
- b. taking a drug and alcohol test as directed by the Town and passing both tests;
- c. authorization to obtain past drug and alcohol test results form from previous employer(s);
- d. passing the DOT-required physical exam;
- e. complying with any other Town conditions or requirements at time of offer.

Any applicant who refuses or fails to complete the Town's consent and release to be drug and alcohol tested form(s), who refuses or fails to complete the Town's authorization to obtain past drug and alcohol test results form, who refuses or fails to submit to a pre-employment/pre-duty drug and alcohol test, or whose result is positive for either test, will not be considered eligible to work for the Town.

2. Reasonable Suspicion Testing

- a. Each employee is required to submit to a drug and/or alcohol test whenever the Town has reasonable suspicion to believe that the employee has used

drugs and/or alcohol in violation of DOT regulations and/or this policy. In the event one or more supervisors find reasonable suspicion to test (based on personal observation and documented by one or more supervisors who has received training on performance indicators of probable drug and alcohol use) will require a drug and/or alcohol test of the employee.

- b. Employees who are required to submit to a reasonable suspicion test will be escorted by a Town official to the collection site for a drug and alcohol test.
- c. If the employee refuses the Town's efforts and insists on driving their own vehicle, or a Town vehicle, the Town reserves the right to take whatever appropriate action to prevent this, including contacting law enforcement officials. Failure to abide by Town policy may result in severe disciplinary action including suspension or dismissal.

3. Random Testing

- a. The Town is required to perform unannounced, random drug and alcohol testing of all covered employees. Every employee will have an equal chance to be selected each and every time a selection is conducted.
- b. Whenever an employee is randomly selected to be tested, they will be notified of this in writing and instructed to report to the collection site immediately.
- c. Any employee who tests positive for controlled substances or alcohol will be considered to be medically unqualified to drive and/or perform any other safety-sensitive function and will be subject to disciplinary action, up to and including discharge.

4. Post-Accident Testing – CDL Employee

- a. An employee who has an accident while performing a safety-sensitive function must submit to a post-accident drug and alcohol test as soon as possible.
- b. An employee must always submit to a post-accident test as soon as possible after an accident which involves the death of a human being.
- c. A post-accident drug and alcohol test is required whenever an employee receives a citation for a moving violation involving the accident and either;
 - (i) a person is injured because of the accident and the injuries require immediate medical attention to the person away from the accident scene; or
 - (ii) one or more motor vehicles involved in the accident receive disabling damage and must be removed from the accident scene by a tow vehicle or another vehicle.
- d. Following an accident under the above circumstances, all employees will be tested as soon as possible. ~~but not to exceed~~ Alcohol testing should be completed within three (3) hours after the accident for accurate test results. Federal Motor Carrier Safety Administration guidelines indicate that employer attempts to administer a test must cease if the alcohol test is not

administered within eight (8) hours for alcohol testing, and thirty-two (32) hours for drug testing. Employees involved in accidents must refrain from alcohol use for eight hours following the accident or until a drug/alcohol test has been administered. Employees who leave the scene of an accident without appropriate authorization prior to testing will be considered to have refused the test and be subject to discipline, up to and including discharge. Any other employee whose performance may have contributed to accidents under this section will be tested, for example, maintenance or dispatching employees.

5. **Compliance with Testing**

Any employee who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately.

Refusal can include an inability to provide an adequate urine specimen or breath/saliva sample without valid medical reason or delaying arrival at the collection site, or engaging in any conduct which clearly obstructs the testing process. Such refusals will be treated as insubordination and recorded as a positive test, with the employee subject to disciplinary action up to and including discharge.

D. Test and Collection Procedures

To ensure the integrity and accuracy of each test, all specimen collection, analysis, and laboratory and collection procedures will be performed by a Town designated medical facility in accordance with DOT protocols and safeguards as set forth in Part 40 of CFR Title 49 of the Federal Code.

E. Alcohol

1. No employee shall consume an intoxicating beverage, regardless of its alcoholic content, or be under the influence of an intoxicating beverage, within 8 hours before going on duty or operating, or having physical control of, or performing any safety-sensitive function; or
2. Consume an intoxicating beverage regardless of its alcoholic content, be under the influence of an intoxicating beverage, or have any measured alcohol concentration or any detected presence of alcohol, while on duty, or operating, or in physical control of a Town vehicle, or while performing any safety-sensitive function; or
3. Be on duty, or operate, or in physical control of a Town vehicle, or perform any safety-sensitive function while in possession of an intoxicating beverage (including medications which contain alcohol) regardless of its alcoholic content.

F. Referral, Evaluation and Treatment

1. An employee who registers with alcohol in their system will be suspended without pay until their next regular duty period, but for no less than 24 hours, and must undergo a return to duty alcohol test. An employee may also be subject to additional disciplinary action by the Town, up to and including discharge.

G. Employee Assistance Program (EAP)

The Town believes that the EAP and training along with comprehensive drug testing are the most effective approach to promote safety and reduce alcohol and drug abuse in the transportation industry.

H. Drug and Alcohol Information

Any Employee who engages in any conduct prohibited under this Policy will be provided with information regarding resources available to evaluate and resolve a drug or alcohol problem. This information will provide names, address and telephone numbers of substance abuse professionals, counseling and treatment programs available in the area.

All questions concerning the educational materials provided by the Town, or about this policy, should be directed to the appropriate person as identified in writing by the Town.

ARTICLE XVII - SAFETY POLICY AND INJURY REPORTING PROCEDURE

A. Workplace Safety and Reporting Injuries or Illnesses

Job safety is very important to each employee and the Town. Employees must conduct themselves carefully at all times. Most accidents are caused by carelessness and horseplay. All employees must act in a safe manner and practice good safety procedures. Similarly, all work areas are to be kept clean and free from debris, and tools and equipment are to be kept clean and in good repair.

Any accident, hazards or potentially unsafe conditions of equipment are to be reported to an employee's supervisor immediately for action. If the unsafe condition can be corrected immediately as to avoid any additional hazard, then the employee should implement the corrective action.

Any employee who is injured or becomes ill while performing service related to his or her employment must contact the Town immediately and on the same day the injury or illness occurred to report the incident. The report must be in writing and contain relevant facts. The employee should secure the necessary medical attention on the job site to the extent practicable.

Worker's compensation is a form of accident and disability insurance to protect an employee in the event of a qualifying job-related injury or illness. Upon returning to work after a work-related injury, an employee may be required to provide certification from his or her treating

physician verifying that the employee is able to safely and adequately perform his or her regular job functions.

B. Evacuation

The employer has established the following protocols for evacuation of the premises. When employees are advised to evacuate the building, the employees should:

- Stop all work immediately.
- Contact outside emergency response agencies, if needed.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed, in an orderly fashion, to a parking lot near the building.
- Do not re-enter the building until instructed to do so.

Employees must know the location of fire extinguishers, emergency exits and first aid kits and make sure they are accessible at all times.

C. Workplace Violence and Weapons

The Town prohibits workplace threats or violence. Acts or threats of physical violence, including intimidation, harassment, or coercion, which involve or affect personnel or property or which occur on the employer's property will not be tolerated.

Employees should refer to, and be familiar with, the 'Active Shooter Policy' as developed by the Grand Chute Police Department. The Active Shooter Policy can be obtained by requesting a copy from Management.

Acts or threats of violence include conduct, which is sufficiently severe, offensive, or intimidating to alter the employment conditions or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on Town premises, regardless of the relationship between the employer and the parties involved.
- All threats or acts of violence occurring off Town premises involving someone who is acting in the capacity of a representative of the employer.

Examples of conduct that may be considered threats or acts of violence in violation of this Policy include, but are not limited to, the following:

- Hitting, touching, or physically harming an individual.
- Threatening an individual or his or her family, friends, associates, or property with harm.
- Damaging or threatening to harm Town property or the property of others.
- Making harassing or threatening communications.
- Harassing surveillance or stalking (following or watching someone).
- Unauthorized possession or inappropriate use of firearms or weapons.

Prohibition against threats and acts of violence applies to all persons. Every employee is required to report incidents of workplace threats or acts of physical violence or damage of property.



For Further Information, Employees are encouraged to contact their immediate supervisor, Department Head, Human Resources, or the Town Administrator.

Employee Acknowledgment

I have received a copy of the Town of Grand Chute Policy Handbook. I have read these guidelines and I understand the Handbook's contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

I understand that it is my responsibility to comply with all policies, rules and expectations as set forth in this Handbook, as well as policies, rules and expectations that the Town Board or management may otherwise establish or change from time to time. I further understand and acknowledge that this Handbook provides guidelines and information, but this Handbook is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be authorized and approved by affirmative vote of the Town Board at a duly-noticed meeting. I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipt of this Handbook or by following any of the provisions of this Handbook. I understand that this Handbook and the Acknowledgment Form do not vary or modify the at-will employment relationship between the Employer and me. I understand that the contents of this Handbook and my compensation and benefits may be changed by the Employer at any time, with or without notice to the extent permitted by law.

To the extent this Policy Handbook conflicts with specific language in any benefits Plan documents or with any specific language contained in an applicable collective bargaining agreement of which I am an employee covered by that Agreement, I understand the specific language of the Plan documents and/or the collective bargaining agreement that I am subject to, will control over the language of this Policy Handbook when required. I also understand that any wages, hours and working conditions referenced in this Policy Handbook that are subject to the mandatory duty to bargain are not binding on the Town, me or the Union. I understand I am still expected to follow the rules and expectations of conduct found in this Handbook.

Witness Signature

Date

Employee's Signature

Date

After you have read and signed this page, please detach the page from the Handbook and return to Human Resources who will maintain the document in the employee's personnel file.



AGENDA REQUEST
3/19/2019

TOPIC: Town Handbook Update

<input checked="" type="checkbox"/> New Business <input type="checkbox"/> Unfinished Business <input type="checkbox"/> Reports <input type="checkbox"/> Closed Session <input type="checkbox"/> Ordinance/Resolution	Meeting: Town Board
Department Reporting: Administration	Submitted By: Jim March, Town Administrator and Mary Baxter, Human Resources Specialist <i>JM</i>

ISSUE: Shall the Town Board approve the revisions to the Town of Grand Chute Policy Handbook?

BACKGROUND/ANALYSIS:

The attorneys and staff from vonBriesen and Roper completed a thorough review of the "Town of Grand Chute Policy Handbook". As state and federal employment laws change rapidly, it is considered 'best practice' to have labor law attorneys perform a legal review of employer handbooks every one to two years in order to maintain compliance with law. The policy handbook has been updated for compliance with state and federal law, added procedural clarifications and inserted protective language for employer and employee.

Department Heads were invited to provide input into the revised handbook prior to the attorney review, and offered a second chance for input after the final attorney revisions were obtained. With the assistance of the law firm vonBriessen & Roper, we feel confident the Town Handbook better reflects the Town's compliance with current labor laws and contains some improved clarification regarding procedure. Attorney revisions as recommended by vonBriessen are indicated in red and blue font, while staff clarifications are indicated in orange.

RECOMMENDATION: It is recommended that the Town Board approve the revisions to the Town Policy Handbook.

FISCAL IMPACT N/A - 2019 Budgeted Item

ATTACHMENTS:

Revised Town Policy Handbook, correspondence from vonBriessen & Roper explaining revision updates, and handbook appendix (appendix informational purposes only- subject to change).

TAGLaw International Lawyers

Zachary J. Flood
Direct Telephone
262-923-8669
zflood@vonbriesen.com

February 4, 2019

VIA EMAIL – PRIVILEGED & CONFIDENTIAL

Ms. Mary J. Baxter, PHR
Town of Grand Chute
1900 W. Grand Chute Blvd.
Grand Chute, WI 54913

Re: Town of Grand Chute Policy Handbook

Dear Mary:

Enclosed with this letter please find a draft copy of the Town's revised Policy Handbook. The Handbook has been updated for basic compliance with state and federal law and also includes policies that we deem "best practices." Below please find explanations of some of the major changes and additions that we suggest making to your Handbook.

Equal Employment Opportunity

We updated the protected classes of individuals to include all those protected under both Wisconsin and federal law with regard to hiring, firing, promotion, termination, etc.

Americans with Disabilities Act Policy

We added to this policy to include information about accommodation request determinations. We also included a no retaliation clause at the end of this policy.

Sexual Harassment Policy

This policy was left mostly intact, but it was relocated and merged with Harassment and Complaint Procedure policy. The updated Sexual Harassment Policy also includes this "no retaliation" clause.

Nepotism Policy

This policy was reworked and expanded upon to include information about conflicts of interest situations for which policy is in place to avoid and to notify employees of the Town's discretion in

accommodating or not accommodating employees whose familial relationships with co-workers create conflicts of interest in their employment with the Town.

Overtime

This policy was updated and now requires employees to obtain written, advanced authorization to work overtime. We find this to be a “best practice” as it helps document employees’ overtime hours and ensures that overtime is only being worked by employees only after the Town has authorized it.

Safe Harbor Policy for Exempt Employees

A no retaliation provision was inserted at the end of this policy so that employees are aware that the Town does not intend to act in retaliation against employees for utilizing the procedures under this policy in good faith.

Family Medical Leave Policy

We updated this policy significantly. As you will see, it now provides definitions, explains eligibility, discusses common scenarios for which leave under these laws are used, identifies the duration of leave available under the law, and discusses payment and benefits for employees taking FMLA leave. We also included some procedural guidelines that apply to employees requesting FMLA leave and returning to work after taking leave.

Workers’ Compensation Policy

This policy was supplemented in order to notify employees of their duty to report all work-related injuries. A no retaliation provision was also inserted at the end of the policy.

Moving forward, I suggest that we schedule a time to discuss the proposed updates and revisions in more detail. This letter only identifies some the major additions and modifications that were made to the existing Handbook, but we have also made less substantial modifications that are also worth discussing. Additionally, you will find a few comment bubbles in the redline draft of the Handbook, and we will be able to discuss these over the phone.

After you have had a chance to review the enclosed draft, please feel free to contact me so that we can schedule a time for us to meet to discuss our proposed revisions and address any questions or concerns that you may have. In the meantime, if you have any immediate questions that you would like answered before we are able to meet, please do not hesitate to reach out to me directly. Thank you and I look forward to meeting in the near future.

Very truly yours,

von BRIESEN & ROPER, s.c.



Zachary J. Flood

ZJF:ljs

Enclosure

cc: Police Chief Greg Peterson (via email)
Robert J. Simandl (via email)



AGENDA REQUEST
March 19, 2019

TOPIC: 2018 Budget Adjustment to increase General Admin Salary account and Town Clerk Salary account.

<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: Finance/Administration	Submitted By: Julie M. Wahlen, CPA

ISSUE: Shall the Town Board approve a 2018 budget adjustment to increase general administration salary account and the Town Clerk salary account and use the Reserve for Retirement Payout.

BACKGROUND/ANALYSIS: Starting in 2016 the Town Board has been budgeting money for retirement payouts. If there are no large retirement payouts in that year, the amount that was budgeted and unused is classified in the Town financial statements as committed fund balance. Before this budget adjustment, the reserve for retirement payouts has a balance of \$100,000.

In 2018, there were multiple department head retirements. These retirements prompt leave time payouts that resulted in the salary accounts to be over budget. Currently the general administration salary account (10-18-51400-110) is over budget by \$37,333.76 and the Town Clerk salary account (10-12-51420-110) is over budget by \$10,739.55.

RECOMMENDATION: I am recommending a 2018 budget adjustment increasing the general administration salary account (10-18-51400-110) by \$37,300 and increasing the Town Clerk salary account by \$10,700. This will decrease the 2018 committed fund balance in the 2018 financial statements by \$48,000 which will leave a balance of \$52,000.

The 2019 budget has \$75,000 designated as reserved for retirement payouts.

FISCAL IMPACT: BUDGET

ATTACHMENTS: N/A



AGENDA REQUEST
3/19/2019

TOPIC: Approve local concurrence for WisDOT to award the bid for the W. Spencer Street urbanization project, State Project ID 4657-25-01, to the as-read low bidder, Michels Corporation, in the amount of \$3,866,858.50.

<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: Katie Schwartz, P.E., Director of P.W.

ISSUE: March 12, 2019 was the WisDOT LET for projects including W. Spencer Street Urbanization, WisDOT ID 4657-25-01. The low bid is 15.6% higher than the estimate, and due to the federal/state funding cap the additional cost will be 100% local. WisDOT requires local concurrence in order to proceed with the bid award process.

BACKGROUND/ANALYSIS: March 12, 2019 was the WisDOT LET for projects including W. Spencer Street Urbanization, WisDOT ID 4657-25-01. The low bid is 15.6% higher than the estimate, and due to the federal/state funding cap the additional cost will be 100% local. WisDOT requires local concurrence in order to proceed with the bid award process. While the as-read low bid is 15.6% higher than the estimate, several projects under the same WisDOT LET were closer to 25% higher than estimated. Similar trends were seen in earlier LETs as well. 5 bids were received ranging from \$3,866,858.50 to \$4,375,938.05. Through the WisDOT LET process the unit bid prices are confidential until the bid is awarded; however, it should be noted that storm sewer, common excavation, and mobilization accounted for a large portion of the higher prices.

Bid prices reflected the recent trend of increased costs for excavation and storm sewer items statewide. This trend appears to be directly related to the large volume of work available in the area for the industry. Another factor that seemed to influence the bid prices for excavation and storm sewer items is the high groundwater table present as a result of record rainfall last year. The project area is generally low with many wetlands adjacent to the right-of-way. These areas remain inundated and the volume of water is expected to increase following the melting of the above average snowfall this winter. Recent underground utility relocation work completed on the project encountered difficult conditions based on the groundwater.

As soon as WisDOT releases the unit prices the assessment schedule will be updated and mailed to property owners. The "per foot costs" street assessment rate with the bid prices vs. the estimated prices have increased from \$102.70/LF to \$111.09/LF (+8%) for residential while commercial went from \$347.56/LF to \$379.35/LF (+9%). As you recall, this is the 50/50 residential schedule with land acquisition costs removed. At a 15% contingency amount, the street portion of the schedule will include approximately \$400,000 in contingencies while the storm sewer will include approximately \$220,000 in contingencies.

The original State/Municipal Agreement was finalized on September 8, 2014. In this agreement it states the following: "In accordance with the State's sunset policy for Urbanized Area STP Urban projects, the subject 2013-2018 Urbanized Area STP-Urban improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2015, or by June 30, 2020. In addition, if the local entity chooses to not proceed with construction they will bear all design cost responsibility which is listed as \$323,250 in the SMA. One option is to re-bid the project in two months; however, letting the project two months later would present significant concerns with completing the project this construction season. A later letting would likely require an expedited work schedule with extraordinary forces and equipment and there would be the possibility of costs increasing. There are a number of additional negatives and concerns with not proceeding with the award. The condition of the pavement and driveways would require considerable maintenance following the extensive utility relocation work that was recently performed. A later letting would not be advantageous in this case and if the project would be postponed until next year, IF WisDOT would grant an extension, there would be traffic concerns as a result of the planned reconstruction of College Avenue which is a parallel east-west roadway located approximately one-half mile to the north.

RECOMMENDATION: Staff recommendation is to approve local concurrence for WisDOT to award the bid for the W. Spencer Street urbanization project, State Project ID 4657-25-01, to the as-read low bidder, Michels Corporation, in the amount of \$3,866,858.50.

FISCAL IMPACT: CIP

The 2019 CIP includes a total of \$3,567,800 for this project for SAN 1/2/3 and Streets. The total project cost per WisDOT, including construction, engineering and oversight, is \$3,914,011. There are also non-participating items in the amount of \$178,084.50. Therefore, the total project cost is \$4,092,095.50 which is \$524,295.50 above what is listed in the CIP. The federal/state funding is capped in the State/Municipal Agreement at \$2,383,562 so the additional costs above the funding limit will be 100% local.

ATTACHMENTS:

Attachment No. 1 - Bids received on from the March 12, 2019 WisDOT LET (see proposal #36)
Attachment No. 2 - McMahan email
Attachment No. 3 - WisDOT March LET Funding Review email from Sandra Carpenter

PROPOSAL	BIDDER NAME	BID AMOUNT	ORDER
020	LALONDE CONTRACTORS INCORPORATED	\$1,983,650.20	1
021	JAMES PETERSON SONS, INC.	\$16,913,376.34	1
	MICHELS CORPORATION	\$17,228,805.26	2
	SUPER WESTERN, INC.	\$18,400,067.49	3
022	ZENITH TECH., INC. - WAUKESHA	\$1,836,026.18	1
023	SUPER WESTERN, INC.	\$695,562.22	1
	PAYNE AND DOLAN, INC	\$724,860.55	2
	MUSSON BROS., INC.	\$983,957.47	3
024	CONCRETE STRUCTURES, INC.	\$859,721.39	1
	RADTKE CONTRACTORS INC.	\$862,906.09	2
025	PHEIFER BROTHERS CONSTRUCTION CO., INC.	\$363,095.00	1
	CONCRETE STRUCTURES, INC.	\$398,069.95	2
	RADTKE CONTRACTORS INC.	\$408,777.98	3
026	FAHRNER ASPHALT SEALERS, LLC	\$386,547.72	1
	NORCON CORPORATION	\$544,690.60	2
027	LUNDA CONSTRUCTION COMPANY	\$403,617.88	1
	ZENITH TECH., INC. - WAUKESHA	\$414,934.65	2
028	DEFERRED		
029	PHEIFER BROTHERS CONSTRUCTION CO., INC.	\$735,277.99	1
	RADTKE CONTRACTORS INC.	\$786,164.54	2
	KENNY CONSTRUCTION COMPANY	\$992,714.52	3
030	PETERS CONCRETE COMPANY	\$969,736.89	1
	RELYCO, INC.	\$970,617.94	2
	RC EXCAVATING, INC.	\$986,416.45	3
	VINTON CONSTRUCTION COMPANY	\$1,037,564.41	4
031	RADTKE CONTRACTORS INC.	\$242,047.43	1
	PHEIFER BROTHERS CONSTRUCTION CO., INC.	\$243,417.41	2
	CONCRETE STRUCTURES, INC.	\$260,068.07	3
032	PHEIFER BROTHERS CONSTRUCTION CO., INC.	\$457,500.94	1
	CONCRETE STRUCTURES, INC.	\$469,202.57	2
	RADTKE CONTRACTORS INC.	\$511,260.56	3
033	NORTHEAST ASPHALT, INC	\$3,751,362.08	1
034	PHEIFER BROTHERS CONSTRUCTION CO., INC.	\$604,936.19	1
035	RC EXCAVATING, INC.	\$2,079,593.04	1
	RELYCO, INC.	\$2,108,671.65	2
	PETERS CONCRETE COMPANY	\$2,180,271.17	3
036	MICHELS CORPORATION	\$3,866,858.50	1
	RELYCO, INC.	\$3,931,016.32	2
	MCC, INC.	\$4,021,489.47	3
	RC EXCAVATING, INC.	\$4,077,322.68	4
	JAMES PETERSON SONS, INC.	\$4,375,938.05	5

Katie A. Schwartz

From: Mick Magalski <PMagalski@mcmgrp.com>
Sent: Tuesday, March 12, 2019 3:52 PM
To: Katie A. Schwartz; Karen M. Heyrman; Todd W. Prah
Cc: Carl Sutter; Mike Simon; Angie M. Cain
Subject: RE: W Spencer Street 4657-25-01, March 12, 2019 Letting

Katie,

The low bid is actually 15.6% higher than the estimate which requires the WisDOT justification process to be explored. In this case, the proposals will begin to be awarded on 3/15/19. We are required to complete the justification process by Thursday 3/14/19 and bid prices are confidential until after the justification is complete and the project is awarded.

Mick

From: Katie A. Schwartz [mailto:Katie.Schwartz@grandchute.net]
Sent: Tuesday, March 12, 2019 3:33 PM
To: Mick Magalski; Karen M. Heyrman; Todd W. Prah
Cc: Carl Sutter; Mike Simon; Angie M. Cain
Subject: RE: W Spencer Street 4657-25-01, March 12, 2019 Letting

Thanks Mick –

With the public hearing scheduled for April 15th we would like to get the hearing notices along with the assessment schedule with actual bid prices out the door ASAP. I will need the revised schedule by the end of the week.

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



From: Mick Magalski <PMagalski@mcmgrp.com>
Sent: Tuesday, March 12, 2019 1:09 PM
To: Katie A. Schwartz <Katie.Schwartz@grandchute.net>; Karen M. Heyrman <Karen.Heyrman@grandchute.net>; Todd W. Prah <Todd.Prah@grandchute.net>
Cc: Carl Sutter <CSutter@mcmgrp.com>
Subject: W Spencer Street 4657-25-01, March 12, 2019 Letting

Katie,

Michels is the as-read low bidder for W. Spencer Street at \$3,866,858.50. Our latest OPC for the project was \$3,607,896.83. The low bid is 7% above the latest OPC.

Thanks

Mick

Confidentiality Statement

Katie A. Schwartz

From: Carpenter, Sandra - DOT <Sandra.Carpenter@dot.wi.gov>
Sent: Wednesday, March 13, 2019 2:52 PM
To: Edwards, Brian - DOT
Cc: Peters, Kurt - DOT; Thompson, James - DOT; Nelson, Jeanette R - DOT
Subject: 4657-25-01 W. Spencer Street - March LET Funding Review

Follow Up Flag: Follow up
Flag Status: Flagged

Brian,

Based on the letting yesterday, funding for the W. Spencer Street project is less than the 80% maximum level.

SMA funding = \$2,383,562 (SMA dated 7/5/2018)

LET amount = \$3,688,774 (this is the participating categories only)
Consultant Construction Engineering = \$200,837 (contract negotiations completed)
WisDOT Oversight = \$24,400
TOTAL = \$3,914,011
80% = \$3,131,209 (this amount is \$747,647 short of the 80% limit)

Please notify the Town of Grand Chute of this review. This project was funded through the STP-U program through the Appleton MPO. There are no additional funds available for this project. The additional costs above the funding limit will be 100% local costs as noted in the SMA.

Let me know if you have any questions.

Sandy

Sandra Carpenter, P.E.
WisDOT Local Program Manager
Wisconsin Department of Transportation
Northeast Region
Phone: (920) 492-5681
wisconsindot.gov



If this is related to a records request please mail: dotdtsdnrecords@dot.wi.gov



AGENDA REQUEST
3/19/2019

TOPIC: Final Resolution TBR-04-2019 for W. Elsner Road (N. Gillett Street - Richmon Street) as located in the Town of Grand Chute, authorizing special assessments for street improvements, and levying special assessments against specially abutting property owners or on an area wide basis to specially benefitting property owners under Chapter 60 and 66.0703(1)(b), et al, Police Powers, Wis. Stats., 2017-2018 as amended.

<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: Katie Schwartz, P.E., Director P.W.

ISSUE: Shall the Town Board approve Final Resolution TBR-04-2019 for W. Elsner Road (N. Gillett Street - Richmond Street) as located in the Town of Grand Chute, authorizing special assessments for street improvements, and levying special assessments against specially abutting property owners or on an area wide basis to specially benefitting property owners under Chapter 60 and 66.0703(1)(b), et al, Police Powers, Wis. Stats., 2017-2018 as amended.

BACKGROUND/ANALYSIS: On March 5, 2019, the Town Board approved the special assessment methodology for the 2019 Elsner Road urbanization project, including storm sewer, sanitary sewer, and watermain. The approved assessment schedule for the street portion is 50% residential (100% commercial).

Deferral options for utilities and the commercial parcel being used as residential were discussed at the March 5, 2019 Town Board meeting. This is an independent agenda item for the March 19, 2019 Town Board meeting and does not impact the final resolutions.

RECOMMENDATION: Staff recommends approval of TBR-04-2019.

FISCAL IMPACT: CIP

ATTACHMENTS:
Attachment No. 1 - TBR-04-2019 with exhibits

TOWN OF GRAND CHUTE
BOARD OF SUPERVISORS
OUTAGAMIE COUNTY, STATE OF WISCONSIN

RESOLUTION 04 SERIES OF 2019

W. ELSNER ROAD URBANIZATION
(N. Gillett Street to Richmond Street)

A FINAL RESOLUTION AUTHORIZING SPECIAL ASSESSMENTS FOR STREET IMPROVEMENTS LOCATED ON W. ELSNER ROAD (N. GILLETT STREET TO RICHMOND STREET), IN SECTION 10, T21N-R17E AS LOCATED IN THE TOWN OF GRAND CHUTE, AND LEVYING SPECIAL ASSESSMENTS AGAINST SPECIALLY BENEFITING ABUTTING PROPERTY OWNERS OR ON AN AREA WIDE BASIS TO SPECIFICALLY BENEFITING PROPERTY OWNERS UNDER CHAPTER 60 AND 66.0703(1)(b), ET AL, POLICE POWERS, WIS. STATS., 2017-2018 AS AMENDED.

WHEREAS, the Town Board of Supervisors of the Town of Grand Chute, Outagamie County, Wisconsin, did pass a Preliminary Resolution 19, Series of 2018, on the 16th day of October 2018, and declaring their intention to exercise special assessment powers under Wisconsin Statutes, Chapter 60 and 66.0703(1)(b), et al., for street improvements as described and shown on Exhibit "A" and did publish the required statutory Notice of Public Hearing on Special Assessments on the Town's website and did post said notice at the Grand Chute Town Hall, and did further mail a copy of said Notice of Public Hearing to all specially abutting property owners or on an area wide basis to specifically benefiting property owners within the required statutory time; and,

WHEREAS, the abutting property owners or area wide benefiting property owners affected by the street improvements are those owners of real estate within the area described in the preceding paragraph; and,

WHEREAS, the Town Board of Supervisors of the Town of Grand Chute, Outagamie County, Wisconsin, did hold a Public Hearing at the Town of Grand Chute Town Hall located at 1900 W. Grand Chute Boulevard, Grand Chute, Outagamie County, Wisconsin, on the 20th day of February 2018, at 6:00 p.m., pursuant to the Notice of Public Hearing and a mailing of said Notice to abutting property owners or area wide benefiting property owners for the purpose of informing and hearing all interested persons concerning the Preliminary Resolution and the Report of the Town of Grand Chute Engineer on the proposed improvements for street reconstruction, and did hear all persons desiring audience at said hearing.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of Supervisors of the Town of Grand Chute, Outagamie County, Wisconsin, as follows:

1. That the Report of the Town of Grand Chute Engineer pertaining to the project and all plans and specifications thereto, as modified, are hereby approved and adopted, and that the properties being assessed are specially benefited by this project.
2. That the Town of Grand Chute is aware that the work for said street improvements will be carried out in accordance with the Report of the Town of Grand Chute Engineer.

3. That payment of said improvements be made by assessing the Town of Grand Chute's costs to the specially benefiting abutting property owners or to specifically benefiting property owners on an area wide basis under Chapter 60 and 66.0703(1)(b), et al, Wis. Stats., 2017-2018 as amended pursuant to the Town's Police Powers.
4. That the Town of Grand Chute will carry out the work for said improvements, all as aforementioned based on the Engineers Report.
5. That all costs to property owners shown on the Report of the Town of Grand Chute Engineer are true and correct and have been determined on a reasonable basis and are hereby confirmed.
6. That the assessments shall be paid in full at due date, or in installments as provided in Town of Grand Chute Special Assessment Policy with all deferred payments to bear interest at the current borrowing rate for this project of the Town of Grand Chute plus two (2) percent for administrative charges, which resulting sum will be charged per annum on the unpaid balance. Installments or assessments not paid when due shall bear interest from the delinquent date at the rate of eighteen (18) percent per annum.
7. The Town Clerk of Grand Chute is directed to post this Resolution and publish on the Town's website and shall further mail a copy of this Final Resolution and a statement of the final assessment against abutting property or to area wide benefiting property, to each property owner whose name appears on the assessment roll and whose post office address is known or can, with reasonable diligence, be ascertained. This assessment may be revised, where necessary, pursuant to Chapters 60 and 66, Wis. Stats.

Date introduced, approved and adopted this _____ day of _____, 2019.

TOWN OF GRAND CHUTE

Dave Schowalter
Town Chairman

Angie Cain
Deputy Town Clerk

EXHIBIT "A"

ASSESSMENT DESCRIPTION

Elsner Road Preliminary Resolution

McM. No. G0006-9-13-00325.04

Revisions October 4, 2018

Part of Lot 1 Certified Survey Map 873, Certified Survey Map 3973, Lot 1 Certified Survey Map 6255, Lots 2 and 3 Certified Survey Map 6778, all of Edgewood Acres, Edgewood Acres Condominium South, Edgewood Acres Second Addition, Edgewood Acres Third Addition, Edgewood Acres First Addition, Edgewood Acres Condominium North, Out Lot 1, Lots 3, 4, 11, 12, 19, 20 Starview Heights, Lots 38, 39, 40, 41, Outlot 5, 73, 74, 75, 76, 77, 78, 79 and Lot 96 Starview Heights 1st Addition.

A part of the Northwest $\frac{1}{4}$, Southeast $\frac{1}{4}$ and Southwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$, the Northwest $\frac{1}{4}$ and Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, the Northeast $\frac{1}{4}$ and the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ all in Section 10, T21N, R18E, Town of Grand Chute, Wisconsin.

Commencing at the East $\frac{1}{4}$ corner of Section 10;

Thence South 515.99 feet along the East line of the Southeast $\frac{1}{4}$ of said Section 10;

Thence West 50 feet to the West line of STH '47' and the point of beginning;

Thence West 372 feet to the Southwest corner of Tax Parcel 101037300 on the East line of the First Addition to Starview Heights;

Thence North 374 feet along the said East line to the Southeast corner of Lot 96 First Addition to Starview Heights;

Thence West 276 feet along the extended South line of said Lot 96 to the East line of Lot 79 said First Addition;

Thence South 51 feet to the Southeast corner said Lot 79;

Thence West 669 feet along the South line and its extension of Lots 73 to 79 said First Addition to the East line of Outlot 5 said First Addition;

Thence Southerly 207 feet along the Easterly line of said Outlot 5 to the Southeast corner thereof;

Thence West 634 feet to the Southwest corner of said Outlot 5;

Thence Southwesterly 12 feet along the extended Westerly line of said Outlot 5 to the Southeast corner of Lot 1 Certified Survey Map 6255;

Thence Northwesterly 232 feet to the Southwest corner of said Lot 1;

Thence Northerly and Westerly 533 feet along the Westerly and Southerly lines of Lot 1 Certified Survey Map 6255 and Lots 38, 39, 40 and 41 said First Addition to the Southwest corner of Lot 38 said First Addition;

Thence Northwesterly 105 feet along the Westerly line of said Lot 38 to the Southeast corner of Tax Parcel 101035700;

Thence West 150 feet to the Southwest corner Tax Parcel 101035700 and the Southeast corner of Lot 20 Starview Heights;

Thence Westerly 1,529 feet along the Southerly lines of Lots 20, 19, 12, 11, 4, 3 and Outlot 1 of Starview Heights to the Southwest corner of said Outlot 1;

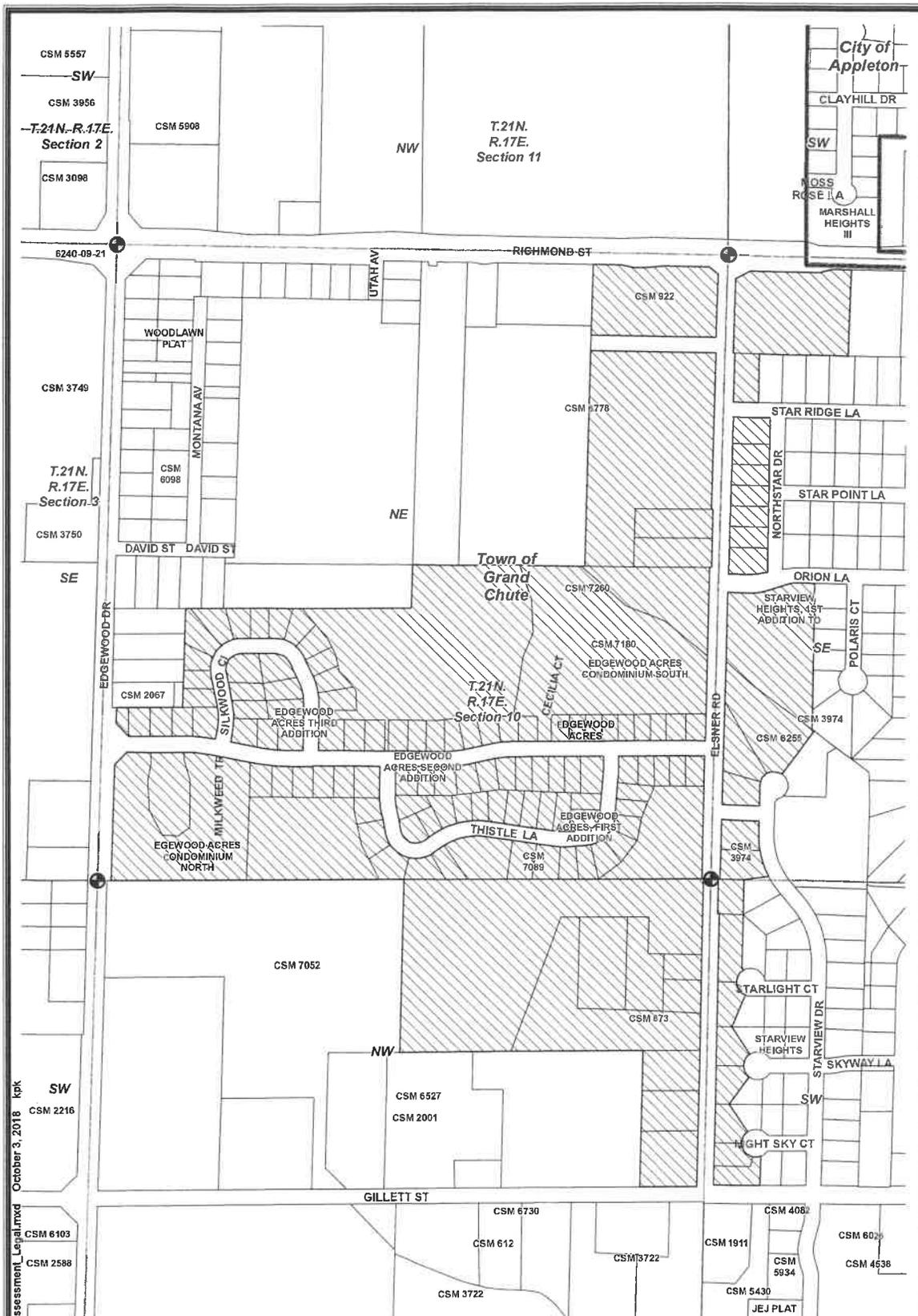
Thence North 203 feet to the Northwest corner of said Outlot 1;

Thence Northerly 74 feet to the Southwest corner of Tax Parcel 101035205;

Thence North 250 feet to the Northwest corner of Tax Parcel 101035205;

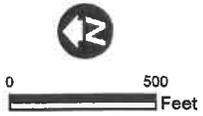
Thence East 592 feet along the North line of Tax Parcels 101035205, 101035206, and 101035202 to the West line of Certified Survey Map 873;

Thence North 1,048 feet to the Northwest corner of the East 749 feet of the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 10;
Thence the East 749 feet to the Northeast corner of the said Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$;
Thence North 1,269 feet along the West line of the said Northwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ to the South line of Edgewood Drive;
Thence East 751.0 feet along the said South line to the Northwest corner of Lot 1 Certified Survey Map 2607;
Thence South 290 feet to the Northwest corner of Lot 79 Edgewood Acres, 3rd Addition;
Thence East 428.1 feet to the Northeast corner of Lot 76 Edgewood Acres 3rd Addition;
Thence South 980.0 feet to a corner of Lot 21 Edgewood Acres Third Addition;
Thence East 187.87 feet to a corner of said Lot 21;
Thence South 743 feet along the East line of said Lot 21 and the West line of Lot 1 Certified Survey Map 6778 to the Southwest corner said Lot 1;
Thence East 1,307 feet along the North line of Lots 2 and 3 of Certified Survey Map 6778 to the Northeast corner of said Lot 3;
Thence Southerly 1,107 feet along the West line of STH '47' to the point of beginning.



w:\PROJECTS\G0006\93032504\GIS\Elsner_Assessment_Legal.mxd October 3, 2018 kpk

- Mapped Features**
- Municipal Boundary
 - Parcel Line
 - Quarter Section Line
 - PLSS Corner
 - Assessment Area

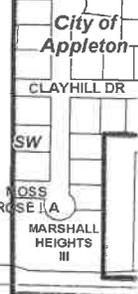


Source: Outagamie County, 2018.

Disclaimer: The property lines, right-of-way lines, and other property information on this drawing were developed or obtained as part of the County Geographic Information System or through the County property tax mapping function. McMAHON ASSOCIATES, INC. does not guarantee this information to be correct, current, or complete. The property and right-of-way information are only intended for use as a general reference and are not intended or suitable for site-specific uses. Any use to the contrary of the above stated uses is the responsibility of the user and such use is at the user's own risk.



**FIGURE 1
ELSNER ROAD ASSESSMENTS
TOWN OF GRAND CHUTE
OUTAGAMIE COUNTY, WISCONSIN**



**Town of Grand Chute
Elsner Road
North Gillett Street to STH 47
G0006-930325
Residential Parcels Assessed at 50%**

Project Costs:

Sanitary Sewer Costs (based on low bid):

Description	Unit	Estimated Quantity	Unit Price	Amount	Assessable Amount
8" Sanitary Sewer	LF	2065	\$82.85	\$171,085.25	\$85,542.63
6" Sanitary Lateral	LF	33	\$114.22	\$3,769.26	\$1,884.63
4" Sanitary Lateral	LF	375	\$67.47	\$25,301.25	\$12,650.63
Sanitary Manholes	VF	109.95	\$381.08	\$41,899.75	\$20,949.87
Connect to Existing Sanitary Manhole	Each	1	\$1,783.00	\$1,783.00	\$891.50
Adjust Sanitary Manhole Rim	Each	4	\$588.25	\$2,353.00	\$1,176.50
Subtotal:				\$246,191.51	\$123,095.75
Engineering:				\$36,928.73	\$18,464.36
Contingencies (15%):				\$36,928.73	\$18,464.36
Subtotal:				\$320,048.96	\$160,024.48
Administration (5%):				\$16,002.45	\$8,001.22
Total project cost:				\$336,051.41	\$168,025.70

Storm Sewer Costs (based on low bid):

Description	Unit	Estimated Quantity	Unit Price	Amount	R-1,R-2 & AGD Zoning Assessable Amount	Other Zoning Assessable Amount
Remove Headwall for 54"x66" Corrugated Metal Culvert	Each	2	\$420.00	\$840.00	\$0.00	\$0.00
48"x76" RCP Class IV Horizontal Elliptical	LF	136	\$258.88	\$35,207.68	\$0.00	\$0.00
North Headwall	LS	1	\$16,649.00	\$16,649.00	\$0.00	\$0.00
South Headwall	LS	1	\$26,359.00	\$26,359.00	\$0.00	\$0.00
19"x30" RCP CI IV Storm Sewer	LF	652	\$82.21	\$53,600.92	\$12,372.35	\$18,761.30
24" RCP Storm Sewer	LF	288	\$57.55	\$16,574.40	\$4,822.27	\$8,287.20
24" Storm Sewer	LF	37	\$51.92	\$1,921.04	\$702.11	\$1,064.68
15" RCP Storm Sewer	LF	235	\$47.44	\$11,148.40	\$4,459.36	\$6,782.13
15" Storm Sewer	LF	1805	\$41.86	\$75,557.30	\$34,251.68	\$51,938.88
12" Storm Sewer	LF	555	\$34.92	\$19,380.60	\$10,531.68	\$15,970.13
12" Storm Lead	LF	580	\$34.67	\$20,108.60	\$11,006.08	\$16,689.50
12" RCP Class IV Storm Lead	LF	122	\$43.88	\$5,353.36	\$2,315.07	\$3,510.55
8" Storm Lead	LF	284	\$31.32	\$8,894.88	\$5,389.18	\$8,172.10
6" Storm Lead	LF	30	\$34.37	\$1,031.10	\$502.32	\$863.25
6" Storm Lateral	LF	108	\$42.04	\$4,540.32	\$2,049.41	\$3,107.70
4" Storm Lateral	LF	490	\$42.29	\$20,722.10	\$9,298.24	\$14,099.75
6' Diameter Storm Manhole	VF	23.9	\$734.30	\$17,549.77	\$3,710.62	\$5,749.74
5' Diameter Storm Manhole	VF	6.21	\$481.15	\$2,987.94	\$964.14	\$1,493.97
4' Diameter Storm Manhole	VF	83.74	\$388.14	\$32,502.84	\$13,001.14	\$20,145.75
Catch Basin	Each	14	\$1,930.28	\$27,023.92	\$10,809.57	\$13,511.96
Inlet	Each	8	\$1,396.43	\$11,171.44	\$4,468.58	\$5,585.72
Yard Drain	Each	12	\$1,232.71	\$14,792.52	\$5,917.01	\$7,396.26
Ditch Inlet	Each	1	\$1,231.66	\$1,231.66	\$492.66	\$615.83
Adjust Storm Manhole Rim	Each	1	\$588.25	\$588.25	\$235.30	\$294.13
Adjust Ditch Inlet Rim	Each	2	\$588.25	\$1,176.50	\$470.60	\$588.25
24" Metal Endwall With Trash Guard	Each	1	\$606.75	\$606.75	\$242.70	\$303.38
12" Metal Endwall With Trash Guard	Each	3	\$297.00	\$891.00	\$356.40	\$445.50
8" Endwall	Each	1	\$289.20	\$289.20	\$115.68	\$144.60
6" Cleanout	Each	3	\$190.41	\$571.23	\$228.49	\$285.62
4" Cleanout	Each	21	\$136.76	\$2,871.96	\$1,148.78	\$1,435.98
Connect to Existing Lateral	Each	16	\$82.53	\$1,320.48	\$528.19	\$660.24
Inlet Protection	Each	42	\$75.00	\$3,150.00	\$1,260.00	\$1,575.00
Biofilter 1	LS	1	\$5,300.00	\$5,300.00	\$0.00	\$0.00
Biofilter 2	LS	1	\$11,900.00	\$11,900.00	\$0.00	\$0.00
Biofilter 3	LS	1	\$9,150.00	\$9,150.00	\$0.00	\$0.00
Biofilter 4	LS	1	\$11,050.00	\$11,050.00	\$0.00	\$0.00
Biofilter 5	LS	1	\$10,700.00	\$10,700.00	\$0.00	\$0.00
Biofilter 6	LS	1	\$11,500.00	\$11,500.00	\$0.00	\$0.00

6 Inch Perforated Drain Pipe for Biofilter	LF	370	\$10.00	\$3,700.00	\$0.00	\$0.00
6" Storm Lead for Biofilters	LF	110	\$20.00	\$2,200.00	\$0.00	\$0.00
10" Stand Pipe for Biofilter	VF	2.71	\$450.00	\$1,219.50	\$0.00	\$0.00
12" Stand Pipe for Biofilter	VF	2.94	\$500.00	\$1,470.00	\$0.00	\$0.00
Biofilter Cleanouts	Each	12	\$550.00	\$6,600.00	\$0.00	\$0.00
Construct Flood Storage Area, W. Starview Drive	LS	1	\$1,773.50	\$1,773.50	\$0.00	\$0.00
Subtotal:				\$513,177.17	\$141,649.62	\$209,459.07
Engineering:				\$76,976.57	\$21,247.44	\$31,418.86
Contingencies (15%):				\$76,976.57	\$21,247.44	\$31,418.86
Subtotal:				\$667,130.31	\$184,144.51	\$272,296.79
Administration (5%):				\$33,356.62	\$9,207.23	\$13,614.84
Total project cost:				\$700,486.83	\$193,351.73	\$285,911.63

Street Costs (based on low bid):

Description	Unit	Estimated Quantity	Unit Price	Amount	R-1,R-2 & AGD Zoning Assessable Amount	Other Zoning Assessable Amount
Remove Concrete Flume	Each	2	\$500.00	\$1,000.00	\$500.00	\$1,000.00
Remove Culvert	Each	24	\$500.00	\$12,000.00	\$6,000.00	\$12,000.00
24" Corrugated Metal Culvert	LF	50	\$47.49	\$2,374.50	\$1,187.25	\$2,374.50
24" Metal End Section	Each	4	\$227.25	\$909.00	\$454.50	\$909.00
Sawcut bituminous pavement and driveways	LF	270	\$3.22	\$869.40	\$434.70	\$869.40
Sawcut curb & gutter	LF	35	\$3.22	\$112.70	\$56.35	\$112.70
Sawcut Concrete Driveway	LF	60	\$3.22	\$193.20	\$96.60	\$193.20
Remove asphalt driveway	SY	185	\$4.00	\$740.00	\$370.00	\$740.00
Mill asphalt pavement	SY	11700	\$0.01	\$117.00	\$58.50	\$117.00
Remove curb and gutter	LF	737	\$2.00	\$1,474.00	\$737.00	\$1,474.00
Remove Concrete Driveway	SY	124	\$4.00	\$496.00	\$248.00	\$496.00
Excavation	CY	15925	\$7.74	\$123,259.50	\$34,672.49	\$123,259.50
Embankment	CY	7185	\$0.01	\$71.86	\$20.21	\$71.86
Geotextile Fabric Type SAS	SY	19200	\$1.34	\$25,728.00	\$10,353.95	\$25,728.00
Place Salvaged Milled Asphalt	Tons	1600	\$0.01	\$16.00	\$6.44	\$16.00
Base aggregate dense, 3 inch	Tons	13500	\$11.14	\$150,390.00	\$30,261.40	\$150,390.00
Base aggregate dense, 1-1/4 inch	Tons	9800	\$11.62	\$112,896.00	\$45,433.76	\$112,896.00
Asphalt driveway, 3"	SY	600	\$23.30	\$13,980.00	\$6,990.00	\$13,980.00
Hot mix asphalt, 3MT 58-28 S (lower layer)	Tons	3400	\$57.50	\$195,500.00	\$57,500.00	\$195,500.00
Hot mix asphalt, 4MT 58-28 S (upper layer)	Tons	2000	\$64.10	\$128,200.00	\$52,788.24	\$128,200.00
Asphalt Trail (3 Inch)	Tons	750	\$78.00	\$58,500.00	\$0.00	\$0.00
Concrete curb and gutter, 30"	LF	7950	\$11.65	\$92,617.50	\$46,308.75	\$92,617.50
Concrete Driveway	SY	125	\$57.50	\$7,187.50	\$3,593.76	\$7,187.50
Concrete Curb Ramp (6")	SY	260	\$54.50	\$14,170.00	\$0.00	\$0.00
Drill Tie Bars	Each	34	\$15.00	\$510.00	\$0.00	\$0.00
Detectable Warning Field	SF	184	\$30.00	\$5,520.00	\$0.00	\$0.00
Restoration	SY	17650	\$3.96	\$69,894.00	\$34,947.00	\$69,894.00
Tree Removal	In-Dia	150	\$45.00	\$6,750.00	\$3,375.00	\$6,750.00
Clearing and Grubbing	Sta.	7	\$900.00	\$6,300.00	\$3,150.00	\$6,300.00
Remove Sign	Each	6	\$50.00	\$300.00	\$150.00	\$300.00
Pavement Marking Epoxy 4 Inch	LF	9500	\$0.75	\$7,125.00	\$3,562.50	\$7,125.00
Pavement Marking, 6 Inch, Crosswalk, Epoxy	LF	410	\$5.25	\$2,152.50	\$1,076.25	\$2,152.50
Pavement Marking, 8-inch, Channelizing, Epoxy	LF	130	\$1.40	\$182.00	\$91.00	\$182.00
Pavement Marking, 12-inch, Stop Bar, Epoxy	LF	95	\$7.75	\$736.25	\$368.13	\$736.25
Pavement Marking, Arrows, Type 2, Epoxy	Each	4	\$215.00	\$860.00	\$430.00	\$860.00
Post Tubular Steel, 2-3/8 Inch Diameter x 10 Foot	Each	16	\$180.00	\$2,880.00	\$1,440.00	\$2,880.00
Signs, Reflective	SF	124.75	\$25.00	\$3,118.75	\$1,559.38	\$3,118.75
Erosion Control Mat, Urban Class I, Type A	SY	600	\$2.20	\$1,100.00	\$550.00	\$1,100.00
Silt Fence	LF	1330	\$2.00	\$2,660.00	\$1,330.00	\$2,660.00
Traffic control	LS	1	\$105,500.00	\$105,500.00	\$52,750.00	\$105,500.00
Remove and reset mailboxes	Each	9	\$113.00	\$1,017.00	\$508.50	\$1,017.00
Landmark Reference Monuments	Each	5	\$300.00	\$1,500.00	\$750.00	\$1,500.00
Tracking Pad	Each	3	\$1,928.34	\$5,785.02	\$2,892.51	\$5,785.02
Street Lights	LS	1	\$80,000.00	\$80,000.00	\$40,000.00	\$80,000.00
Subtotal:				\$1,246,692.67	\$447,002.14	\$1,167,992.67
Engineering:				\$187,003.90	\$67,050.32	\$175,198.90
Contingencies (15%):				\$187,003.90	\$67,050.32	\$175,198.90
Subtotal:				\$1,620,700.47	\$581,102.78	\$1,518,390.47
Administration (5%):				\$81,035.02	\$29,055.14	\$75,919.52
Total project cost:				\$1,701,735.49	\$610,157.92	\$1,594,309.99

Water Main Costs (based on low bid):

Description	Unit	Estimated Quantity	Unit Price	Amount	Assessable Amount
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12" Water Main	LF	2860	\$74.58	\$213,298.80	\$46,925.74
6" Hydrant Lead	LF	38	\$113.22	\$4,302.36	\$2,151.18
6" Water Service	LF	5	\$85.64	\$428.20	\$214.10
1" Water Service	LF	277	\$88.67	\$24,661.59	\$12,280.60
12" Valve	Each	11	\$3,215.70	\$35,372.70	\$17,686.35
6" Valve or Auxiliary Valve	Each	2	\$2,267.55	\$4,535.10	\$2,267.55
Hydrant with Auxiliary Valve	Each	6	\$5,249.55	\$31,497.30	\$15,748.65
1" Corporation Stop, Curb Stop & Stop Box	Each	12	\$650.90	\$7,810.80	\$3,905.40
Replace Hydrant Bolts	Each	2	\$1,586.40	\$3,172.80	\$1,586.40
Replace Tee Bolts	Each	3	\$1,502.40	\$4,507.20	\$2,253.60
Replace Valve Bolts	Each	6	\$1,502.40	\$9,014.40	\$4,507.20
Remove Reducer & Temporary Hydrant	Each	1	\$933.00	\$933.00	\$466.50
Relay 12" Water Main	LF	60	\$250.87	\$15,052.20	\$0.00
Relocate Hydrant	Each	1	\$1,107.30	\$1,107.30	\$0.00
Remove Hydrant & Auxiliary Valve	Each	1	\$1,101.00	\$1,101.00	\$0.00
12"x8" Cross	Each	1	\$6,710.35	\$6,710.35	\$0.00
			Subtotal:	\$363,405.10	\$109,993.48
			Engineering:	\$54,510.77	\$16,499.02
			Contingencies (16%):	\$54,510.77	\$16,499.02
			Subtotal:	\$472,426.63	\$142,991.50
			Administration (5%):	\$23,621.33	\$7,149.57
			Total project cost:	\$496,047.96	\$150,141.07

Setting Assessment Rates

Sanitary Sewer Assessment:

Assessable cost:	\$168,025.70
Assessable frontage:	4129.66 feet
Assessment rate:	\$40.69 per LF

Storm Sewer Assessment:

R1, R-2, & AGD maximum rate:	\$20.00 per LF
Assessable cost:	\$193,351.73
Allocated assessable cost:	\$109,982.14
Assessable frontage:	1575.64 feet
Assessment rate:	\$69.80 per LF

Other zoning maximum rate:	\$40.00 per LF
Assessable cost:	\$286,911.63
Allocated assessable cost:	\$123,279.66
Assessable frontage:	1194.38 feet
Assessment rate:	\$103.22 per LF

Street Assessment:

R-1, R-2, & AGD Assessments:	
R-1, R-2, & AGD assessable cost:	\$610,157.92
Allocated assessable cost:	\$121,771.91
Street length x 2:	7895.00 feet
Assessable frontage:	1575.64 feet
Assessment rate:	\$77.28 per LF

Other Zoning Assessments:

Other Zoning assessable cost:	\$1,594,309.99
Allocated assessable cost:	\$241,192.14
Street length x 2:	7895.00 feet
Assessable frontage:	1194.38 feet
Assessment rate:	\$201.94 per LF

Area Assessments:

Edgewood Acres frontage along Elsner Road:	1285.91 feet
Area assessable cost at residential rate:	\$99,380.39
Assessable parcels:	145 parcels
Assessment rate:	\$685.38 per parcel

Water Main Assessment:

Assessable cost:	\$150,141.07
Assessable frontage:	4129.66 feet
Assessment rate:	\$36.36 per LF

Schedule of Assessments

Property Owner	Address	Parcel Number	Zoning	Total Elener Road Frontage	R-1,R-2 & AGD		Other		R-1,R-2 & AGD		Other		Street Assessment	Street Area Assessment	Water Main Assessment	Water Main Assessment	Total Assessment
					Sanitary Sewer Assessable	Sanitary Sewer Assessment	Zoning Storm Sewer Assessable	Zoning Storm Sewer Assessment	R-1,R-2 & AGD Assessable	R-1,R-2 & AGD Assessment	Other Zoning Street Assessable	Other Zoning Street Assessment					
WOLFF, RONALD G	4816/4823 N RICHMOND ST	101034100	CL	307.43	1148.46	\$46,728.01	0.00	224.10	\$8,984.00	0.00	224.10	\$46,264.68	\$0.00	1148.46	\$41,754.29	\$142,700.88	
BIG DREAMERS LLC	860 W ELSNER RD	101034101	R-4	678.01	0.00	\$0.00	0.00	594.68	\$25,787.20	0.00	594.68	\$120,089.20	\$0.00	0.00	\$0.00	\$145,876.40	
ZITZELBERGER, MARK J	942 W ELSNER RD	101034400	AGD	118.50	118.50	\$4,740.10	118.50	0.00	\$2,330.00	118.50	0.00	\$9,003.60	\$0.00	118.50	\$4,235.66	\$20,308.26	
ZITZELBERGER, MARK J	944 W ELSNER RD	101034800	AGD	118.50	118.50	\$4,740.10	118.50	0.00	\$2,330.00	118.50	0.00	\$9,003.60	\$0.00	118.50	\$4,235.66	\$20,308.26	
NIEMI, WENDY R	1320 W ELSNER RD	101035200	AGD	0.00	184.00	\$6,872.76	75.00	0.00	\$1,500.00	75.00	0.00	\$5,796.31	\$0.00	184.00	\$3,962.61	\$19,831.67	
MARTIN, ANTHONY J	1540 W ELSNER RD	101035202	AGD	174.32	174.32	\$7,092.65	174.32	0.00	\$3,486.40	174.32	0.00	\$13,472.16	\$0.00	174.32	\$6,337.71	\$30,388.93	
MARTIN, DAVID J	1680 W ELSNER RD	101035205	AGD	276.44	276.29	\$11,381.18	137.72	0.00	\$2,764.40	137.72	0.00	\$10,643.67	\$0.00	276.29	\$10,151.90	\$34,011.05	
LEMKE, MARK H	1650 W ELSNER RD	101036208	AGD	175.00	175.00	\$7,120.32	175.00	0.00	\$3,500.00	175.00	0.00	\$13,524.72	\$0.00	175.00	\$6,382.43	\$30,657.47	
CALVIN & GOSS INC	W ELSNER RD	101035207	AGD	329.60	329.60	\$13,410.61	148.80	0.00	\$2,996.00	148.80	0.00	\$11,577.16	\$0.00	329.60	\$11,983.19	\$39,998.96	
BENZSCHAWEL, JAMES	1314 W ELSNER RD	101035300	AGD	110.00	110.00	\$4,476.63	110.00	0.00	\$2,200.00	110.00	0.00	\$8,501.25	\$0.00	110.00	\$3,989.24	\$19,178.12	
NIEMI, WENDY R	1600 W ELSNER RD	101035400	AGD	146.00	146.00	\$6,940.38	146.00	0.00	\$2,920.00	146.00	0.00	\$11,283.48	\$0.00	146.00	\$5,306.06	\$25,451.95	
KESTING IRREV TRUST, MICHAEL/LOUISE	1330 W ELSNER RD	101035500	AGD	157.43	157.43	\$6,405.44	148.80	0.00	\$2,996.00	148.80	0.00	\$11,577.16	\$0.00	157.43	\$5,723.85	\$23,732.24	
REIDER, JAMES E	1324 W ELSNER RD	101035501	AGD	0.00	205.01	\$8,463.42	75.00	0.00	\$1,500.00	75.00	0.00	\$5,796.31	\$0.00	205.01	\$7,662.67	\$23,732.29	
DANELON, ANGELO	1301 W ELSNER RD	101035700	AGD	150.00	150.00	\$6,103.13	150.00	0.00	\$3,000.00	150.00	0.00	\$11,692.61	\$0.00	150.00	\$5,453.61	\$26,148.26	
BARTEL REVOCABLE TRUST	4601 N RICHMOND ST	101037300	CL	458.93	854.61	\$34,771.88	0.00	375.60	\$16,024.00	0.00	375.60	\$75,848.36	\$0.00	854.61	\$31,070.85	\$156,716.20	
SANTIAGO, LETICIA	4513 NIGHT SKY CT	102449100	RSF	100.01	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	
FLAKER, PRESTON K	4514 NIGHT SKY CT	102449200	RSF	187.94	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	
BEYER, BRIAN J	4511 SKYWAY CT	102449800	RSF	188.19	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	
HUTH, LELI, VIVIAN R	4512 SKYWAY CT	102450000	RSF	197.53	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	
RAKUN, JAMES L	4611 STARLIGHT CT	102450700	RSF	136.31	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	
KOESTER, MICHAEL J	4610 STARLIGHT CT	102450800	RSF	284.76	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	
BRANDENBURG, TIM B	1188 W STARVIEW DR	102512300	RSF	129.44	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	
LEDERHAUS, JASON H	1168 W STARVIEW DR	102512400	RSF	129.43	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	
ROMENESKO, CARL D	1140 W STARVIEW CT	102512600	RSF	149.34	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	
BELL, JEFFREY A	1122 W STARVIEW CT	102512600	RSF	301.42	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	
IHDE, STEVEN A	1100 W STARVIEW CT	102512700	RSF	174.06	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	
PETERSON FAMILY TRUST	938 W NORTHSTAR DR	102516800	RSF	116.01	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	
RANKIN, TIMOTHY J	924 W NORTHSTAR DR	102516900	RSF	90.01	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	
PETERSON, MARK J	906 W NORTHSTAR DR	102516900	RSF	90.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	
TOM BERCEAU CONSTRUCTION	890 W NORTHSTAR DR	102516100	RSF	90.01	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	
HERMUS, JEFFREY W	868 W NORTHSTAR DR	102516200	RSF	90.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	
LUKE J TREMBLE REV LIV TRUST	854 W NORTHSTAR DR	102516300	RSF	90.01	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	
CRISWELL, JEREMY M	840 W NORTHSTAR DR	102516400	RSF	115.01	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	
PRICE, BRIAN J	4600 N STAR RIDGE LA	102518100	RSF	210.02	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	
GCW INVESTMENTS LLC	4706 N INDIGO LA	102532700	RSF	84.86	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
NELSON, YVONNE T	4712 N INDIGO LA	102532800	RSF	87.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
KASSNER, KATHLEEN A	4724 N INDIGO LA	102532900	RSF	70.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
VANEPEREN, BARBARA J	4736 N INDIGO LA	102533000	RSF	70.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
MINTEN, ALEX C	4748 N INDIGO LA	102533100	RSF	70.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
SCHROEDER, BRADLEY J	4760 N INDIGO LA	102533200	RSF	70.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
ATKINSON, CLIFFORD M	4772 N INDIGO LA	102533300	RSF	70.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
VOSTERS, JOHN S	4784 N INDIGO LA	102533400	RSF	70.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
TREIBER, PATRICIA J	4800 N INDIGO LA	102533500	RSF	80.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
ZÄHRINGER, STEVEN J	4824 N INDIGO LA	102533600	RSF	80.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
REGINALD LIM/CHELE R PFEIFER	4826 N INDIGO LA	102533700	RSF	70.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
GRIMMER, ELIZABETH K	4813 N INDIGO LA	102533800	RSF	70.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
VANFOSSEN, TYLER	4801 N INDIGO LA	102533900	RSF	70.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
OLSON, RUSTIN H	4789 N INDIGO LA	102534000	RSF	70.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
WALSH, DALE R	4750/1100 N THISTLE LA	102534100	RSF	263.91	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
GCW INVESTMENTS LLC	4749 N INDIGO LA/4761 N THISTLE LA	102534200	RSF	170.68	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
PERKS, STEPHEN J	4737 N INDIGO LA	102534300	RSF	70.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
KEENEY, MATTHEW S	4725 N INDIGO LA	102534400	RSF	70.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
PARKER, DAVID P	4713 N INDIGO LA	102534500	RSF	70.16	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
SHAW, MARK A	4701 N INDIGO LA	102534600	RSF	214.21	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
NO OWNER ON RECORD	N INDIGO LANE SILKWOOD CI	102534704	RSF	65.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
AVERGONZADO, ANDREW SK	4767 N THISTLE LA	102534800	RSF	70.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
HARMEYER, MICHAEL D	4761 N THISTLE LA	102534900	RSF	70.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
SIMONS, ADAM	4769 N THISTLE LA	102535000	RSF	61.24	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
VAN ASTEN, RANDAL	4775 N THISTLE LA	102535100	RSF	69.41	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
HERB, JAMES ERIC	4781 N THISTLE LA	102535200	RSF	69.42	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$885.38	0.00	\$0.00	\$885.38	
BOARDWALK BUILDERS INC	4789 N THISTLE LA	102535300	RSF	66.99	0.00	\$0.00	0.00	0.00									

SAUCERMAN, ANTHONY D	4827 N THISTLE LA	102585701	RSF	105.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
FISH, SCOTT A	4889 N THISTLE LA	102536800	RSF	83.64	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	4870 N THISTLE LA	102536900	RSF	89.08	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
HOLLON, MICHAEL J	4862 N THISTLE LA	102536000	RSF	82.58	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
COTTON, CRAIG A	4854 N THISTLE LA	102536100	RSF	89.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
HUVEN, ROSS J	4846 N THISTLE LA	102536200	RSF	84.57	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
HALFORD, KARL A	4838 N THISTLE LA	102536300	RSF	86.11	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
CRAWFORD, DAVID A	4830 N THISTLE LA	102536400	RSF	70.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
NIKL, CHRISTOPHER J	4822 N THISTLE LA	102536500	RSF	70.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
DUDEK, ADAM	4810 N THISTLE LA	102536600	RSF	70.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GURNEE, EMILY	4802 N THISTLE LA	102536700	RSF	59.58	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	4780 N THISTLE LA	102536800	RSF	82.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
FREMLING, HEATHER L	4780 N THISTLE LA	102536900	RSF	70.07	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
REITER, STEVEN D	4875 N THISTLE LA	102537000	RSF	100.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
MARX, NICHOLAS J	4801 N THISTLE LA	102537100	RSF	99.38	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
MELKE, ADAM C	4913 N THISTLE LA	102537200	RSF	115.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
RESLIN, ZACKARY J	4925 N THISTLE LA	102537300	RSF	93.98	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
WICHMAN, JEFFREY	4933 N THISTLE LA	102537400	RSF	247.62	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
LENKE, MARK H	4878 N THISTLE LA	102537500	RSF	203.86	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
DANFORTH, JASON L	4900 N THISTLE LA	102537600	RSF	77.87	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
FENOR, CORY	4885 N INDIGO LA	102537700	RSF	221.14	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
CARTER, BRENT M	4877 N INDIGO LA	102537800	RSF	71.04	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	4869 N INDIGO LA	102537900	RSF	85.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
NIMKE, DAVID D	4867 N INDIGO LA	102538000	RSF	85.49	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	4845 N INDIGO LA	102538100	RSF	88.41	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	4833 N INDIGO LA	102538200	RSF	85.54	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	4832 N INDIGO LA	102538300	RSF	77.67	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
JACOB CONSTRUCTION & DEV INC	4844 N INDIGO LA	102538400	RSF	77.99	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
STROMBERG, LEE JEROME	4868 N INDIGO LA	102538500	RSF	80.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
MASAK, JOHN G	4868 N INDIGO LA	102538600	RSF	86.48	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
FRYMARK, JAMES M	4878 N INDIGO LA	102538700	RSF	80.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
VANROOY, JOSEPH T	4864 N INDIGO LA	102538800	RSF	90.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
FENOR, MARK E	4892 N INDIGO LA	102538900	RSF	83.42	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
CURRAN, KEITH W	4900 N INDIGO LA	102539000	RSF	85.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
ALLEN, CLAYTON M	4916 N INDIGO LA	102539100	RSF	90.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GUNDERSON, MAXWELL T	4932 N INDIGO LA/4932 N SILKWOOD CI	102539200	RSF	245.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
JACOB CONSTRUCTION & DEV INC	4938 N SILKWOOD CI	102539300	RSF	75.91	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
JACOB CONSTRUCTION & DEV INC	4944 N SILKWOOD CI	102539400	RSF	74.18	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
JACOB CONSTRUCTION & DEV INC	4950 N SILKWOOD CI	102539500	RSF	80.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GROSS, TERRY S	4966 N SILKWOOD CI	102539600	RSF	71.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
POLZIN, ROBBY	4962 N SILKWOOD CI	102539700	RSF	80.61	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
WUNDERLICH JOHN	4968 N SILKWOOD CI	102539800	RSF	67.30	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
JACOB CONSTRUCTION & DEV INC	4974 N SILKWOOD CI	102539900	RSF	80.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
DEBRUIN, TYLER	4980 N SILKWOOD CI	102540000	RSF	74.04	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
MEACHAM DEV INC	4990 N SILKWOOD CI	102540100	RSF	69.42	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
FRANK, STEVEN J	4992 N SILKWOOD CI	102540200	RSF	69.41	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	4998 N SILKWOOD CI	102540300	RSF	60.82	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	5004 N SILKWOOD CI	102540400	RSF	81.26	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
FALK REV TRST, BARRY K	5010 N SILKWOOD CI	102540500	RSF	81.51	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	5020 N SILKWOOD CT/5020 N INDIGO LA	102540600	RSF	241.18	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
EDGEWOOD 81 TRUST	5044 N INDIGO LA	102540700	RSF	90.08	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	5080 N INDIGO LA	102540800	RSF	95.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	5078 N INDIGO LA	102540900	RSF	95.05	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
JACOB CONSTRUCTION & DEV INC	4989 N INDIGO LA	102541100	RSF	98.28	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
JACOB CONSTRUCTION & DEV INC	4973 N INDIGO LA	102541200	RSF	89.08	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
DORMAN JT REV TRST	4867 N INDIGO LA	102541300	RSF	89.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
JACOB, JOHN F	4941 N INDIGO LA	102541400	RSF	89.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
MEACHAM DEVELOPMENT INC	4925 N INDIGO LA	102541500	RSF	89.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
EDGEWOOD 90 TRUST	4964 N INDIGO LA	102541600	RSF	246.03	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	4990 N INDIGO LA	102541700	RSF	90.91	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	5019 N SILKWOOD CT/4998 N INDIGO LA	102541800	RSF	220.08	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
CASHMAN, MATTHEW G	5011 N SILKWOOD CI	102541900	RSF	80.18	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
JACOB CONSTRUCTION & DEV INC	5005 N SILKWOOD CI	102542000	RSF	80.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
SANDOVAL PROPERTIES LLC	4985 N SILKWOOD CI	102542100	RSF	238.22	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	4981 N SILKWOOD CI	102542200	RSF	221.79	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
JONES, ALLEN LEE	4945 N SILKWOOD CI	102542300	RSF	97.73	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	4937 N SILKWOOD CI	102542400	RSF	90.03	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 1 - 1072 W CECILIA CT	103534704	RSF	56.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 2 - 1064 W CECILIA CT	103534705	RSF	56.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 3 - 1066 W CECILIA CT	103534706	RSF	56.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
MEACHAM DEVELOPMENT INC	UNIT 4 - 1048 W CECILIA CT	103534707	RSF	56.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38</

GCW INVESTMENTS LLC	UNIT 6 - 1032 W CECILIA CT	103634709	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
KIM REV TRST, DAVID D	UNIT 7 - 1024 W CECILIA CT	103634710	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
JENKS, SUE A	UNIT 8 - 1016 W CECILIA CT	103634711	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
EMENECKER, TIMOTHY F	UNIT 9 - 1008 W CECILIA CT	103634712	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 10 - 1000 W CECILIA CT	103634713	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
KUEHN, WENDELL	UNIT 11 - 1007 W CECILIA CT	103634714	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 12 - 1018 W CECILIA CT	103634715	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 13 - W CECILIA CT	103634716	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
MEACHAM DEVELOPMENT INC	UNIT 14 - 1031 W CECILIA CT	103634717	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 15 - 4786 N TONY CT	103634718	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 16 - 4786 N TONY CT	103634719	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
NUNN, STEPHEN	UNIT 17 - 4762 N TONY CT	103634720	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
FRANK, ANGELA M	UNIT 18 - 4760 N TONY CT	103634721	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
MEACHAM DEVELOPMENT INC	UNIT 19 - 4738 N TONY CT	103634722	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 20 - 4726 N TONY CT	103634723	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 21 - 4714 N TONY CT	103634724	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
MEACHAM DEVELOPMENT INC	UNIT 22 - 4711 N TONY CT	103634725	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 23 - 4723 N TONY CT	103634726	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 24 - 4735 N TONY CT	103634727	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 25 - 4747 N TONY CT	103634728	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 26 - 4759 N TONY CT	103634729	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 27 - 4771 N TONY CT	103634730	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 28 - 4783 N TONY CT	103634731	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 29 - 4795 N TONY CT	103634732	RSF	66.83	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 1 - 6066 N MILKWEED TR	103634733	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 2 - 6060 N MILKWEED TR	103634734	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 3 - 5084 N MILKWEED TR	103634735	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 4 - 6078 N MILKWEED TR	103634736	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 5 - 5072 N MILKWEED TR	103634737	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 6 - 5066 N MILKWEED TR	103634738	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 7 - 5060 N MILKWEED TR	103634739	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 8 - 5056 N MILKWEED TR	103634740	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 9 - 6048 N MILKWEED TR	103634741	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 10 - 5042 N MILKWEED TR	103634742	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 11 - 5036 N MILKWEED TR	103634743	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 12 - 5030 N MILKWEED TR	103634744	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 13 - 5024 N MILKWEED TR	103634745	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 14 - 5025 N MILKWEED TR	103634746	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 15 - 5033 N MILKWEED TR	103634747	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 16 - 5039 N MILKWEED TR	103634748	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 17 - 5047 N MILKWEED TR	103634749	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 18 - 5051 N MILKWEED TR	103634750	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 19 - 5033 N MILKWEED TR	103634751	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
GCW INVESTMENTS LLC	UNIT 20 - 5055 N MILKWEED TR	103634752	RSF	133.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$685.38	0.00	\$0.00	\$685.38
				19646.44	4129.66	\$168,026.70	1676.64	1194.38	\$78,288.00	1676.64	1194.38	\$302,964.05	\$99,360.39	4129.66	\$150,141.07	\$760,416.83

Workbook: Elmer Road
Worksheet: Engineer's report
Dir: \\r1\Projects\G0006\830326\00\Spreadsheets
Date: February 22, 2019



AGENDA REQUEST
February 19, 2019

TOPIC: Discussion and Direction Regarding Adoption of an Ordinance Regulating E-Cigarettes

<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: Police Department	Submitted By: Greg Peterson

ISSUE:

Should the Town of Grand Chute adopt an ordinance regulating the use of e-cigarettes?

BACKGROUND/ANALYSIS:

E-cigarettes are designed to deliver nicotine, coupled with flavors and other additives, to a user via an inhaled aerosol. They were introduced around 2007 and today represent the most commonly used tobacco product by young people. Many of the flavors available for purchase have been termed “kid-friendly,” and include mint, fruit, and bubble gum. The practice of using e-cigarettes is commonly referred to as “vaping” or “juuling.”

In recent months, various communities have begun adopting or examining ordinances for the purpose of regulating the use of electronic or e-cigarettes. In Neenah, Little Chute, Kimberly, and Stevens Point, ordinances were adopted that prohibit minors from purchasing, possessing, or using e-cigarettes. They also prohibit furnishing e-cigarettes and vaping products to minors. Green Bay is currently looking at a similar ordinance, while in Appleton, discussions have begun regarding a restriction on the use of e-cigarettes in the workplace, similar to the existing statewide ban of smoking.

In a recent advisory bulletin, the United States Surgeon General identified the use of e-cigarettes by youth as an “epidemic” and “cause for great concern.” The exposure to nicotine in young people is especially harmful, as “it can harm the developing brain,” which, in young people, continues until approximately 25 years of age. This harmful exposure can “impact learning, memory, and attention.” Additionally, according to the advisory report, “using nicotine in adolescence can also increase risk for future addiction to other drugs.”

Wisconsin does have statutes in place that prohibit minors from purchasing or possessing nicotine products. §254.92, Wis. Stats., states, “no person under 18 years of age may purchase, attempt to purchase, or possess any cigarette, nicotine product, or tobacco product. Furthermore, §134.66, Wis. Stats., states, “no retailer may sell cigarettes, nicotine products, or tobacco products to any person under the age of 18. The Town of Grand Chute has adopted each of these statutes as part of the Municipal Code. Unfortunately, the ability to rely solely upon existing statutes and ordinances for preventing access by minors to nicotine infused vaping products is hampered by the fact that non-nicotine vaping products are also available for purchase, and there is no direct way to determine whether a

person is using nicotine or non-nicotine based products. Additionally, e-cigarettes can also be used to inhale other drugs, including marijuana. Hence, the move by communities to adopt ordinances that create a blanket prohibition against minors purchasing or possessing e-cigarettes or related products.

In addition to the dangers associated with minors using nicotine infused vaping products, the Surgeon General’s advisory also noted that “the aerosol that users inhale and exhale from e-cigarettes can potentially expose both themselves and bystanders to other harmful substances, including heavy metals, volatile organic compounds, and ultrafine particles that can be inhaled deeply into the lungs.” This concern will, no doubt, lead some communities to consider a more expansive prohibition that protects both minors and other non-users. Such appears to be the case in Appleton, where officials are considering adding e-cigarettes to their existing ban governing smoking in the workplace, which was adopted after a similar statewide ban took effect in 2010. In fact, the Surgeon General’s advisory recommends communities consider adding e-cigarettes to existing “smoke-free indoor air policies,” as a means of protecting not only minors, but others who might be subjected to second-hand vapors exhaled by users of e-cigarettes.

In light of the harmful effects of e-cigarettes on minors, as well as the potential harm they may cause to bystanders subjected to the exhaled vapors, the police department is seeking input from the Town Board regarding its interest in an ordinance regulating e-cigarettes and, if such an ordinance is desired, its scope.

RECOMMENDATION:

The police department is seeking direction from the Town Board regarding the adoption of an ordinance regulating the use of e-cigarettes, as well as the purchase and possession of such products by minors.

FISCAL IMPACT: OTHER FUNDING

There is no fiscal impact associated with this request.

ATTACHMENTS:

U.S. Surgeon General’s Advisory on E-cigarette Use Among Youth

Surgeon General's Advisory on E-cigarette Use Among Youth

*I, Surgeon General of the United States Public Health Service, VADM Jerome Adams, am emphasizing the importance of protecting our children from a lifetime of nicotine addiction and associated health risks by immediately addressing the epidemic of youth e-cigarette use. The recent surge in e-cigarette use among youth, which has been fueled by new types of e-cigarettes that have recently entered the market, is a cause for great concern. **We must take action now to protect the health of our nation's young people.***

KNOW THE RISKS. TAKE ACTION. PROTECT OUR KIDS.

The E-cigarette Epidemic Among Youth

Considerable progress has been made in reducing cigarette smoking among our nation's youth.¹ However, the tobacco product landscape continues to evolve to include a variety of tobacco products, including smoked, smokeless, and electronic products, such as e-cigarettes.² E-cigarettes are designed to deliver nicotine, flavorings, and other additives to the user via an inhaled aerosol.²

E-cigarettes entered the U.S. marketplace around 2007, and since 2014, they have been the most commonly used tobacco product among U.S. youth.² E-cigarette use among U.S. middle and high school students increased 900% during 2011-2015, before declining for the first time during 2015-2017.³ However, current e-cigarette use increased 78% among high school students during the past year, from 11.7% in 2017 to 20.8% in 2018.⁴ In 2018, more than 3.6 million U.S. youth, including 1 in 5 high school students and 1 in 20 middle school students, currently use e-cigarettes.⁴

E-cigarette aerosol is not harmless.² Most e-cigarettes contain nicotine – the addictive drug in regular cigarettes, cigars, and other tobacco products.² Nicotine exposure during adolescence can harm the developing brain – which continues to develop until about age 25.² Nicotine exposure during adolescence can impact learning, memory, and attention.^{1,2} Using nicotine in adolescence can also increase risk for future addiction to other drugs.^{1,2} In addition to nicotine, the aerosol that users inhale and exhale from e-cigarettes can potentially expose both themselves and bystanders to other harmful substances, including heavy metals, volatile organic compounds, and ultrafine particles that can be inhaled deeply into the lungs.²

Many e-cigarettes also come in kid-friendly flavors. In addition to making e-cigarettes more appealing to young people,⁵ some of the chemicals used to make certain flavors may also have health risks.² E-cigarettes can also be used to deliver other drugs, including marijuana.² In 2016, one-third of U.S. middle and high school students who ever used e-cigarettes had used marijuana in e-cigarettes.⁶

For adults, e-cigarettes may have the potential to reduce risk for current smokers if they completely transition from cigarettes to e-cigarettes; however, a majority of adults who use e-cigarettes also smoke cigarettes.⁷ For youth, the use of multiple tobacco products puts youth at even greater risk for addiction and tobacco-related harms.^{1,2} Moreover, a 2018 National Academy of Sciences, Engineering, and Medicine report concluded that there was moderate evidence that e-cigarette use increases the frequency and intensity of cigarette smoking in the future.⁷ But any e-cigarette use among young people is unsafe, even if they do not progress to future cigarette smoking.²

E-cigarettes Come in Many Shapes and Sizes

E-cigarettes are a rapidly changing product class, and are known by many different names, including “e-cigs,” “e-hookahs,” “mods,” and “vape pens.”² Recently, a new type of e-cigarette has become increasingly popular among our nation's youth due to its minimal exhaled aerosol, reduced odor, and small size, making it easy to conceal.⁸ Many of these new e-cigarettes look like a USB flash drive, among other shapes. One of the most commonly sold

USB flash drive shaped e-cigarettes is JUUL, which experienced a 600% surge in sales during 2016-2017, giving it the greatest market share of any e-cigarette in the U.S. by the end of 2017.⁹ Other companies are now also starting to sell e-cigarettes that look like USB flash drives.

All JUUL e-cigarettes have a high level of nicotine. A typical JUUL cartridge, or “pod,” contains about as much nicotine as a pack of 20 regular cigarettes.¹⁰ These products also use nicotine salts, which allow particularly high levels of nicotine to be inhaled more easily and with less irritation than the free-base nicotine that has traditionally been used in tobacco products, including e-cigarettes. This is of particular concern for young people, because it could make it easier for them to initiate the use of nicotine through these products and also could make it easier to progress to regular e-cigarette use and nicotine dependence. However, despite these risks, approximately two-thirds of JUUL users aged 15-24 do not know that JUUL always contains nicotine.¹¹

You Can Take Action

We must take aggressive steps to protect our children from these highly potent products that risk exposing a new generation of young people to nicotine.^{2,7} The bad news is that e-cigarette use has become an epidemic among our nation’s young people. However, the good news is that we know what works to effectively protect our kids from all forms of tobacco product use, including e-cigarettes.^{1,2,12} We must now apply these strategies to e-cigarettes, including USB flash drive shaped products such as JUUL. To achieve success, we must work together, aligning and coordinating efforts across both old and new partners at the national, state, and local levels. Everyone can play an important role in protecting our nation’s young people from the risks of e-cigarettes.

Information for Parents

- **You have an important role to play in addressing this public health epidemic.**
- Learn about the different shapes and types of e-cigarettes and the risks of all forms of e-cigarette use for young people at <https://e-cigarettes.surgeongeneral.gov/>.
- Set a good example by being tobacco-free. If you use tobacco products, it’s never too late to quit. Talk to a healthcare professional about quitting all forms of tobacco product use. For free help, visit smokefree.gov or call 1-800-QUIT-NOW.
- Adopt tobacco-free rules, including e-cigarettes, in your home and vehicle.
- Talk to your child or teen about why e-cigarettes are harmful for them. It’s never too late.
- Get the Surgeon General’s tip sheet for parents, [Talk With Your Teen About E-cigarettes](https://e-cigarettes.surgeongeneral.gov/), at <https://e-cigarettes.surgeongeneral.gov/>. Start the conversation early with children about why e-cigarettes, including JUUL, are harmful for them.
- Let your child know that you want them to stay away from all tobacco products, including e-cigarettes, because they are not safe for them. Seek help and get involved.
 - Set up an appointment with your child’s health care provider so that they can hear from a medical professional about the health risks of tobacco products, including e-cigarettes.
 - Speak with your child’s teacher and school administrator about enforcement of tobacco-free school policies and tobacco prevention curriculum.
 - Encourage your child to learn the facts and get tips for quitting tobacco products at Teen.smokefree.gov.

Information for Teachers

- **You have an important role to play in addressing this public health epidemic.**
- Learn about the different shapes and types of e-cigarettes and the risks of all forms of e-cigarette use, including JUUL, for young people at <https://e-cigarettes.surgeongeneral.gov/>.
- Develop, implement, and enforce tobacco-free school policies and prevention programs that are free from tobacco industry influence, and that address all types of tobacco products, including e-cigarettes.

- Engage your students in discussions about the dangers of e-cigarette use. To help you, the Food and Drug Administration (FDA), and Scholastic, developed free resources for teachers. These materials can be found at www.scholastic.com/youthvapingrisks.

Information for Health Professionals

- **You have an important role to play in addressing this public health epidemic.**
- Learn about the different shapes and types of e-cigarettes and the risks of all forms of e-cigarette use, including JUUL, for young people at <https://e-cigarettes.surgeongeneral.gov/>.
- Ask about e-cigarettes, including small, discreet devices such as JUUL, when screening patients for the use of any tobacco products.
- Educate patients about the risks of all forms of tobacco product use, including e-cigarettes, for young people.
- Encourage patients to quit. For free help, patients can visit smokefree.gov or call [1-800-QUIT-NOW](tel:1-800-QUIT-NOW).

Information for States, Communities, Tribes, and Territories

- **You have an important role to play in addressing this public health epidemic.**
- Implement evidence-based population-level strategies to reduce e-cigarette use among young people, such as including e-cigarettes in smoke-free indoor air policies, restricting young peoples' access to e-cigarettes in retail settings, licensing retailers, implementing price policies, and developing educational initiatives targeting young people.
- Implement strategies to curb e-cigarette advertising and marketing that are appealing to young people.
- Implement strategies to reduce access to flavored tobacco products by young people.

KNOW THE RISKS. TAKE ACTION. PROTECT OUR KIDS.

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12. US Department of Health and Human Services. *Preventing tobacco use among youth and young adults*. Atlanta, GA: US Department of Health and Human Services, CDC;2012. https://www.cdc.gov/tobacco/data_statistics/sgr/2012/index.htm.

TOWN OF GRAND CHUTE
ORDINANCE O-04-2019, SERIES OF 2019

AN ORDINANCE AMENDING CHAPTER 398, SECTION 17, OF THE CODE OF GENERAL ORDINANCES FOR THE TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN, WHICH ADOPTS A SMOKING BAN IN THE TOWN OF GRAND CHUTE.

WHEREAS, Chapter 398, Section 398-17, of the Town of Grand Chute Municipal Code adopts, by reference, the provisions of §101.123, Wis. Stats., pertaining to the statewide smoking ban, and establishes the authority to enforce said ban; and,

WHEREAS, §101.123, Wis. Stats., does not incorporate electronic cigarettes (e-cigarettes) or other similar devices designed to simulate tobacco smoking and deliver nicotine through inhalation of aerosol, mist, or vapor produced by the product; and,

WHEREAS, research has demonstrated that the risks associated with secondhand smoke from an e-cigarette are comparable to those from a regular cigarette; and,

WHEREAS, the aerosols exhaled by users of e-cigarettes contain heavy metals, volatile organic compounds, and ultrafine particles that can be inhaled deep into the lungs; and,

WHEREAS, the Surgeon General of the United States has deemed the use of e-cigarettes as a “public health epidemic” among youth, calling upon communities to implement strategies to curb use among young people, such as including e-cigarettes in smoke-free air policies;

NOW THEREFORE BE IT ORDAINED by the Board of Supervisors of the Town of Grand Chute, Outagamie County, Wisconsin, that Chapter 398, Section 398-17, of the Grand Chute Municipal Code, is hereby amended and adopted as follows:

§ 398-17 ~~Statewide smoking~~ Smoking ban.

[Added 6-15-2010 by Ord. No. 2010-07]

A. Purpose. The town board recognizes that smoking of cigarettes and other tobacco products and inhaling vapors from an electronic delivery device are hazardous to an individual's health and may affect the health of nonsmokers/smokers when they are involuntarily in the presence of smoking. Reliable scientific studies assessed by credible health officials have found that secondhand tobacco smoke and the vapors exhaled by users of an electronic delivery device are significant health hazards for children, elderly people, and individuals with cardiovascular disease or impaired respiratory function. Air pollution caused by smoking is an offensive annoyance and irritant. Smoking results in serious and significant physical discomfort to nonsmokers. This article is adopted for the purpose of protecting the public health, safety, comfort and general welfare of the people

of the Town of Grand Chute, especially recognizing the health interests of nonsmokers, who constitute a majority of the population.

A-B. Smoking ban adopted. The Town hereby adopts, by reference, the provisions of § 101.123, Smoking prohibited, Wis. Stats., pertaining to the statewide smoking ban as of July 5, 2010.

C. Use of electronic delivery devices.

(1) Definitions. The following words, terms, and phrases, when used in this subsection, shall have the meaning ascribed to them, except where the context indicates a different meaning:

Electronic delivery device - any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol, mist, or vapor from the product. The term includes, but is not limited to, devices manufactured, distributed, marketed, or sold as electronic cigarettes or cigars, electronic pipes, personal vaporizers, electronic nicotine delivery systems, vape pens, or electronic hookahs.

An electronic cigarette (e-cig or e-cigarette), personal vaporizer (PV), or electronic nicotine delivery system (ENDS) is a battery-powered vaporizer which has the feel of tobacco smoking. They produce a mist rather than cigarette smoke. In general, a heating element vaporizes a liquid solution known as e-liquid. E-liquids usually contain a mixture of propylene glycol, glycerin, nicotine, and flavorings.

Smoking - burning or holding or inhaling or exhaling smoke, mist, or vapor from, any of the following items containing tobacco or nicotine products:

- a. A lighted cigar
- b. A lighted cigarette
- c. A lighted pipe
- d. An electronic delivery device
- e. Any other lighted smoking equipment

(2) Prohibition. The prohibition against smoking established in § 101.123, Wis. Stats., and adopted in Section B., above, shall be expanded to include the use of an electronic delivery device.

(3) Exceptions. The prohibition against the use of an electronic delivery device does not apply to a business establishment in which the primary activity is the retail sale of electronic delivery devices, accessories, and related products, under the following conditions:

- a. The sale of all other products is incidental;
- b. The practice of using electronic delivery devices is limited to the sampling, by customers, of products used in conjunction with electronic delivery devices;
- c. The owner and employees of the establishment are not permitted to sample or use products associated with electronic delivery devices on the premises;
- d. The owner and employees shall not facilitate or allow prolonged use of electronic delivery devices on the premises by any person;
- e. Entrance to the establishment is made directly from the outside and the establishment is not co-located with any other business;
- f. Ventilation is sufficient to ensure vapors do not migrate to any other structure or area where the use of electronic delivery devices is prohibited or persons might be involuntary subjected to secondhand vapors/smoke;
- g. The establishment posts signs conspicuously at all entrances warning persons entering of the potential exposure to harmful vapors; and
- h. Entry into the premises is restricted to persons eighteen years of age or older.

~~B-D.~~ Inspection and enforcement. The Town of Grand Chute Police Department shall have the power to enter any premises subject to the smoking ban ~~under state law established by this section~~ to ascertain whether the premises is in compliance with ~~and to take appropriate enforcement action pursuant to~~ this section ~~and take appropriate enforcement action pursuant to § 101.123, Wis. Stats.~~

E. Violations and penalties.

Any person found to have violated any provision of this chapter shall be subject to a forfeiture as prescribed in the Uniform Forfeiture and Bond Schedule.

END OF AMENDMENT

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

Approved and adopted this _____ day of _____, 20__

TOWN OF GRAND CHUTE

VOTED FOR: _____

VOTED AGAINST: _____

David Schowalter, Town Chairman

New Language in bold

Angie Cain, Town Clerk

Approved as to Form

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