



# Grand Chute

*experience better*

## 2016 ANNUAL FINANCIAL REPORT

*Annual Town Meeting  
April 18, 2017  
7:00 p.m.*

*Karen L. Weinschrott, CMC/WCPC  
Town Clerk*

**2016 ELECTED OFFICIALS  
TOWN BOARD & SANITARY DISTRICT COMMISSION**

DAVID A. SCHOWALTER, CHAIRPERSON .....	470-3588
JEFFREY NOOYEN, SUPERVISOR .....	738-7724
JAMES R. PLEUSS, SUPERVISOR .....	731-8645
BRUCE D. SHERMAN, SUPERVISOR .....	739-9323
TRAVIS J. THYSSEN, SUPERVISOR.....	749-2751
CHARLES W. KLASEN, MUNICIPAL JUDGE .....	832-1605

**APPOINTED OFFICERS AND DIRECTORS**

Karen L. Weinschrott, Town Clerk .....	832-5644
Julie Wahlen, Finance Director/Town Treasurer .....	832-1632
James V. March, Town Administrator .....	832-4773
Timothy Bantes, Fire Chief .....	832-6050
Thomas Marquardt, Public Works Director .....	832-1581
Bob Buckingham, Community Development Director .....	832-1599
Greg Peterson, Police Chief .....	832-1575
Robert Heimann, IT Director .....	380-2927

**2016 COMMISSION MEMBERS**

Plan Commission

David A. Schowalter, President  
Duane Boeckers  
Bruce Sherman  
Pam Crosby  
Robert Stadel  
Julia Hidde  
Vivian R. Huth  
John Weber, alternate

Park Commission

Karen Petersen, President  
Kathryn Pennings, Vice President  
Donna Van Buecken  
Joan Haag  
Joy Hagen  
Michael Schmidt  
John Jones

Board of Appeals

Karen Petersen, Chairperson  
Aaron Janssen  
Cheryl Ulrich  
Daniel Schultz  
Kiersten Gustafson

Police & Fire Commission

Dave Tiedt, President  
Thomas Dreier, Secretary  
Jon Hagen  
Don Burich  
Charles Bongers

**BOARD AND COMMISSION MEETINGS  
(Held at Town Hall)**

Plan Commission	1 <sup>st</sup> & 3 <sup>rd</sup> Tuesday each month	6:00 p.m.
Sanitary District & Town Board	1 <sup>st</sup> & 3 <sup>rd</sup> Tuesday each month	7:00 p.m.
Park Commission	2 <sup>nd</sup> Monday each month	5:00 p.m.
Board of Appeals	Monthly as needed	
Police & Fire Commission	Quarterly and as needed	

The Annual Town meeting is April 18, 2017 at 7:00 p.m. in the Town Hall Board Room.

**ELECTIONS**

Grand Chute is divided into 18 wards, voting at the following locations:

Wards 1-3	Grand Chute Town Hall, 1900 Grand Chute Boulevard
Wards 4-10	Appleton Alliance Church, 2693 Grand Chute Boulevard
Wards 11-14	Globe University, 5045 W. Grande Market Drive
Wards 15-18	Community Church, 3701 N. Gillett Street

Polls open at 7:00 a.m. and close at 8:00 p.m. Residents may register prior to any election by mail\*, at Town Hall, or on the day of election at their polling location. Proof of residency is required to register; Photo ID is required to vote. Visit our website at [www.grandchute.net](http://www.grandchute.net) or call Town Hall for further information. \*Registration by mail must be postmarked no later than the 20<sup>th</sup> day prior to the election.

You may also visit the My Vote Wisconsin website at [myvote.wi.gov](http://myvote.wi.gov) to register, request an absentee ballot, or to acquire other voter information.

**MEETING POSTINGS**

The Town of Grand Chute posts meeting notices in Town Hall Vestibule and publishes on the Town's website at [www.grandchute.net](http://www.grandchute.net). Notices for regularly scheduled meetings are posted and published the Friday preceding the meeting.

Respectfully submitted,

*Karen L. Weinschrott*  
Karen L. Weinschrott, CMC/WCPC  
Town Clerk

**TOWN OF GRAND CHUTE  
 FUND BALANCE PROJECTION  
 GENERAL FUND  
 FISCAL YEAR 2016**

<b>BEGINNING FUND BALANCE PER AUDIT, JAN 1, 2016</b>		<b>2,772,369</b>
PLUS:	ESTIMATED REVENUES - FY 2016	5,668,653
	ESTIMATED TAX LEVY - FY 2016	9,266,554
	TOTAL REVENUES - FY 2016	<u>14,935,207</u>
LESS:	ESTIMATED EXPENDITURES - FY 2016	13,670,520
	OPERATING SURPLUS (DEFICIT) - 2016	1,264,687
<b>ESTIMATED BEGINNING FUND BALANCE, JAN 1, 2017</b>		<b>4,037,056</b>

**GENERAL FUND REVENUES**

REVENUE TYPES	2016 BUDGET	2016 ESTIMATED YEAR END	2017 BUDGET
41110 General Operations Tax Levy	9,269,637	9,266,554	9,296,015
<b>Subtotal - Property Tax Levy</b>	<b>9,269,637</b>	<b>9,266,554</b>	<b>9,296,015</b>
Other Taxes			
41900 Rescinded Taxes	12,500	20,538	150,000
41111 Omitted Taxes	-	4,788	-
43430 Hold Harmless-Computer Exemption	79,500	80,106	81,700
41150 Woodland/Managed Forest	40	447	300
49221 Hotel/Motel Tax	333,310	372,970	316,250
41320 Lieu of Taxes	3,000	10,017	5,000
41800 Interest on Delinq P.P. Taxes	500	2,770	1,500
<b>Subtotal - Taxes</b>	<b>428,850</b>	<b>491,636</b>	<b>554,750</b>
Special Assessments			
42000 Special Assessments Street Lighting	60,000	62,133	62,133
<b>Subtotal - Special Assessments</b>	<b>60,000</b>	<b>62,133</b>	<b>62,133</b>
Intergovernmental Revenues			
43211 Federal Grant-Police	56,118	108,434	90,638
43410 Shared Revenue from State	271,552	256,149	267,574
43420 Fire Insurance from State	85,000	94,671	92,420
43521 State Aid - Police	3,840	4,320	4,160
43221 Hwy Federal Grants	-	335	-
43571 State Grant Park and Recreation	20,000	3,948	5,000
43690 Clerk - State Aid/Grant	-	178	-
43710 Hwy and Bridge Aids	6,000	-	98,656
47321 School Liaison Reimbursement	21,175	21,175	22,022
43531 State Transportation Aids	785,000	784,988	791,281
43534 Highway LRIP Grant	68,930	-	69,930
43790 Recycling-County Reimbursement	69,200	65,606	-
43537 Mass Transit	430,937	509,103	461,812
<b>Subtotal - Intergovernmental Revenues</b>	<b>1,817,752</b>	<b>1,848,907</b>	<b>1,903,493</b>
Licenses & Permits			
44100 Business or Occupation License	30,000	39,293	35,000
44102 Business License-Franchise Fees	285,000	301,224	290,000
44101 Business License-Liquor	40,000	68,858	50,000
44201 Non-business License	3,300	9,800	7,250
44900 Burning Permits	550	650	550
44301 Occupancy Inspections	1,500	1,800	1,500
44300 Building Permits	275,000	301,750	275,000
44300 Building Permits - Lot Access	5,000	4,540	5,000
44301 Utility/Open Cut Permits	20,000	30,029	22,500
44400 Zoning Fees	45,000	50,979	45,000
44401 Erosion Control Plan Review Fee	7,000	7,450	7,500
44402 Drainage Inspection Fee	45,000	37,350	45,000
44403 Wetland Delineations	18,000	28,185	25,000
44404 Building Plan Review Fee	50,000	50,550	50,000
44405 Erosion Control Inspection Fee	20,000	16,350	20,000
44406 Drainage Plan Review Fee	2,000	2,050	2,000
44410 Maps and Plans	300	350	300
<b>Subtotal - Licenses &amp; Permits</b>	<b>847,650</b>	<b>951,208</b>	<b>881,600</b>

**GENERAL FUND REVENUES**

REVENUE TYPES	2016		
	2016 BUDGET	ESTIMATED YEAR END	2017 BUDGET
<b>Fines, Forfeitures &amp; Penalties</b>			
45100 Court Penalties & Costs	420,000	391,513	415,000
45101 Parking Tickets	22,500	19,170	19,500
45221 Judgment & Damages	2,500	3,337	2,500
<b>Subtotal - Fines, Forfeitures &amp; Penalties</b>	<b>445,000</b>	<b>414,020</b>	<b>437,000</b>
<b>Public Charges for Services</b>			
46100 General Government	20,500	20,970	21,700
46210 Police Department Fees	6,500	2,089	5,000
46211 Police Department Fees/Fingerprinting	5,500	3,759	5,000
46212 Contract Police Services	14,000	11,072	14,000
46214 False Alarms	27,000	22,425	27,000
46221 Fire Protection Systems Fee	2,500	1,700	2,500
46222 Tank Installation Standby Fee	700	84	-
46223 Tent Inspection Permit	1,000	1,050	1,000
46224 Firework Permit	350	325	350
46225 Fire Department Fees	18,200	27,337	19,545
46310 Highway Material/Maintenance - Nontax	10,000	2,441	10,000
46311 Highway Material/Maintenance - Tax	-	24	-
46312 Sidwalk Snow Removal	-	750	500
46421 Sp Charge-Refuse Collection	702,630	743,988	726,139
46422 Sp Charge-Recycle Collection	360,420	321,533	212,649
46440 Weed Control	1,000	1,126	1,000
46540 Cemetery	-	124	-
46720 Parks Rental	11,000	9,434	11,000
46721 Recreation Fees	5,000	6,060	6,500
44901 Property Record Mgmt Fee	25,000	24,548	25,000
<b>Subtotal - Public Charges for Services</b>	<b>1,211,300</b>	<b>1,200,839</b>	<b>1,088,883</b>
<b>Miscellaneous Revenue</b>			
46215 Sale of Seized Vehicles	-	2,169	1,500
45223 Judgments and Damages - Other	-	261	-
45223 Police Seizures and Forfeitures	-	2,390	1,000
47222 Fire Insp Tanks	4,000	1,930	-
46213 Police Abandon Vehicle	4,000	5,241	5,000
48110 Interest Earnings	110,000	55,057	103,000
46100 General Admin Fees	2,500	4,480	3,000
48200 Rent - Town Hall	1,000	1,352	1,100
48201 Rent - San Districts	134,280	134,280	134,280
48202 Land Lease Revenue	-	2,500	2,500
48301 Sale of Police Equipment	28,000	295	21,000
48302 Sale of Fire Equipment	-	79,000	55,000
48303 Sale of Highway Equipment	17,900	22,212	59,300
48400 Insurance Recoveries	5,000	23,416	5,000
48500 Department Donations	25,200	7,397	26,200
48900 Department Reimbursements	-	6,342	300
46722 Commissions - Soda Machines	300	636	100
48800 Police Unclaimed Property	500	390	500
48900 Misc Revenues	10,000	4,987	5,000
48901 Credit Card Rebate	35,000	38,255	35,000
48900 Summer Ticket Program	5,000	86	5,000
48902 Street Light Refunds	-	63,684	-
48902 Insurance Dividends	27,300	19,993	24,500
48910 Interest Income TIF #1	-	20,000	15,000
48911 Interest Income TIF #2	-	25,000	20,000
<b>Subtotal - Miscellaneous Revenue</b>	<b>409,980</b>	<b>521,353</b>	<b>523,280</b>

**GENERAL FUND REVENUES**

<b>REVENUE TYPES</b>	<b>2016 BUDGET</b>	<b>2016 ESTIMATED YEAR END</b>	<b>2017 BUDGET</b>
Other Financing Sources			
47400 Allocated Hwy Labor & Maint	219,250	62,231	221,394
47401 Alloc Hwy Shop Maint	-	116,326	-
49200 Transfer from San Dist #3	-	-	-
Fund Balance Applied to Budget	-	-	4,000
Fund Balance Equip Replacement	-	-	-
<b>Subtotal - Other Financing Sources</b>	<b>219,250</b>	<b>178,557</b>	<b>225,394</b>
<b>Total Revenues w/o Property Tax</b>	<b>5,439,782</b>	<b>5,668,653</b>	<b>5,676,533</b>
<b>TOTAL REVENUES</b>	<b>14,709,419</b>	<b>14,935,207</b>	<b>14,972,548</b>

**GENERAL FUND EXPENDITURES**

		2016		
DEPARTMENT	2016 BUDGET	ESTIMATED YEAR END	2017 BUDGET	
<b>General Government</b>				
51100	Town Board	93,290	97,202	95,733
51200	Municipal Court	191,520	176,864	197,638
51300	Legal	60,000	44,512	50,000
51400	General Administration	834,355	736,842	1,106,542
51420	Town Clerk	139,730	124,132	156,196
51440	Elections	77,846	91,887	53,310
51501	Treasurer	270,365	264,045	299,073
51600	Municipal Complex	350,305	355,988	320,515
51910	Erroneous Taxes, Tax Refunds	30,000	263,148	40,000
51938	Property & Liability Insurance	245,888	239,880	240,523
<b>Subtotal - General Government</b>		<b>2,293,299</b>	<b>2,394,500</b>	<b>2,559,530</b>
<b>Public Safety</b>				
52100	Police - Patrol	3,000,240	2,972,745	3,153,039
52110	Police - Administration	529,183	575,013	532,069
52120	Police - Investigations	698,600	667,053	848,029
54100	Animal Control	5,000	5,325	4,800
52200	Fire Department	2,928,522	2,753,704	3,073,424
<b>Subtotal - Public Safety</b>		<b>7,161,545</b>	<b>6,973,840</b>	<b>7,611,361</b>
<b>Public Works</b>				
53100	Highway Admin	-	91	-
53311	Highway	919,990	662,220	1,112,969
53312	Winter Maintenance	221,490	216,228	147,750
53313	Hwy Shop	301,590	301,739	298,350
53420	Street Lights	319,000	293,882	286,000
53520	Bus Service	554,418	555,918	605,951
53620	Refuse & Landfill	745,500	704,671	513,300
53635	Recycling Charges	581,850	406,690	55,000
53640	Weed & Nuisance Control	4,130	3,208	4,150
54910	Cemetery	2,140	1,335	2,020
<b>Subtotal - Public Works</b>		<b>3,650,108</b>	<b>3,145,982</b>	<b>3,025,490</b>

**GENERAL FUND EXPENDITURES**

DEPARTMENT		2016		
		2016 BUDGET	ESTIMATED YEAR END	2017 BUDGET
Parks & Recreation				
55200	Parks Maintenance	465,465	391,384	476,257
55300	Recreation	22,150	15,329	25,380
55400	Trails Maintenance	84,390	32,374	114,230
56910	Forestry	-	-	36,300
<b>Subtotal - Parks &amp; Recreation</b>		<b>572,005</b>	<b>439,087</b>	<b>652,167</b>
Community Development				
51502	Assessment of Property	127,390	127,793	141,859
52400	Building Inspection/Code Enforcement	316,720	344,931	304,088
56900	Planning & Zoning	235,090	244,387	250,741
<b>Subtotal - Community Development</b>		<b>679,200</b>	<b>717,111</b>	<b>696,688</b>
Other Financing Uses				
59900	Contingency	353,262	-	424,312
<b>Total - General Fund Operating</b>		<b>14,709,419</b>	<b>13,670,520</b>	<b>14,969,548</b>
<b>TOTAL - GEN'L FUND OPERATING, CAPITAL &amp; DEBT</b>		<b>14,709,419</b>	<b>13,670,520</b>	<b>14,969,548</b>

CAPITAL PROJECTS FUND	2016		2017 BUDGET
	2016 BUDGET	ESTIMATED YEAR END	
<b>BEGINNING FUND BALANCE</b>	<b>(3,941,613)</b>	<b>(3,941,613)</b>	<b>676,056</b>
<b>REVENUES</b>			
Borrowing-Long Term	8,700,000	7,380,000	6,000,000
General Fund/Mill Tax	-	-	-
Developer Contributions	-	939,533	-
Other Agencies - Contributed	-	94,094	-
Interest	-	-	-
Transfer From Other Funds	-	-	-
<b>TOTAL REVENUES</b>	<b>8,700,000</b>	<b>8,413,627</b>	<b>6,000,000</b>
<b>TOTAL RESOURCES</b>	<b>4,758,387</b>	<b>4,472,014</b>	<b>6,676,056</b>
<b>EXPENDITURES</b>			
Recreation-Park/Trails	302,000	87,190	1,395,800
Street Construction	2,354,745	3,019,454	4,043,740
Vehicle Replacement	-	-	-
Public Facilities	60,000	-	655,945
Signage & Communication Equipment Police	-	-	15,390
Signage & Communication Equipment Fire	-	-	-
Accounting Software	45,575	-	-
Fire Station	700,000	660,564	-
Issuance Fee	100,000	-	100,000
Transfer To Other Funds	-	28,750	-
<b>TOTAL EXPENDITURES</b>	<b>3,562,320</b>	<b>3,795,958</b>	<b>6,210,875</b>
<b>ENDING FUND BALANCE</b>	<b>1,196,067</b>	<b>676,056</b>	<b>465,181</b>

DEBT SERVICE FUND	2016	2016	2017
	BUDGET	ESTIMATED YEAR END	BUDGET
<b>BEGINNING FUND BALANCE</b>	<b>739,231</b>	<b>739,231</b>	<b>817,388</b>
<b>REVENUES</b>			
Mil Tax	990,000	990,000	1,250,000
From Special Assessments	1,670,000	1,670,000	1,520,000
From Refunding Bonds	-	167,393	-
<b>TOTAL REVENUES</b>	<b>2,660,000</b>	<b>2,827,393</b>	<b>2,770,000</b>
<b>EXPENDITURES</b>			
Debt Principal-'06	115,000	115,000	-
Debt Principal-'08	585,000	585,000	585,000
Debt Principal-'09	380,000	380,000	380,000
Debt Principal-'10	600,000	600,000	600,000
Debt Principal-'12	710,000	710,000	710,000
Debt Principal-'15	700,000	-	-
Debt Principal-'16	-	-	1,000,000
Debt Interest-'06	4,456	4,456	-
Debt Interest-'08	70,200	70,200	46,800
Debt Interest-'09	48,013	48,013	37,563
Debt Interest-'10	76,651	76,650	64,651
Debt Interest-'12	63,570	63,570	57,358
Debt Interest-'15	40,000	-	-
Debt Interest-'16	-	-	60,000
Issuance Fee	-	93,047	-
Contractual Services	2,000	3,300	4,000
<b>TOTAL EXPENDITURES</b>	<b>3,394,890</b>	<b>2,749,236</b>	<b>3,545,372</b>
<b>ENDING FUND BALANCE</b>	<b>4,341</b>	<b>817,388</b>	<b>42,016</b>

Outstanding General Obligation Debt as of December 31, 2016      \$ 16,505,000

<b>SPECIAL ASSESSMENTS</b>	<b>2016</b>		<b>2017</b>
	<b>2016</b>	<b>ESTIMATED</b>	
	<b>BUDGET</b>	<b>YEAR END</b>	
<b>BEGINNING FUND BALANCE</b>	<b>5,138,417</b>	<b>5,138,417</b>	<b>5,008,171</b>
<b>REVENUES</b>			
Special Assessments	1,300,000	1,437,361	1,150,000
Interest on Special Assessments	165,000	102,393	95,000
<b>TOTAL REVENUES</b>	<b>1,465,000</b>	<b>1,539,754</b>	<b>1,245,000</b>
<b>TOTAL RESOURCES</b>	<b>6,603,417</b>	<b>6,678,171</b>	<b>6,253,171</b>
<b>EXPENDITURES</b>			
Transfer to Debt Service	1,670,000	1,670,000	1,850,000
<b>TOTAL EXPENDITURES</b>	<b>1,670,000</b>	<b>1,670,000</b>	<b>1,850,000</b>
<b>ENDING FUND BALANCE</b>	<b>4,933,417</b>	<b>5,008,171</b>	<b>4,403,171</b>

ROOM TAX	2016		
	2016 BUDGET	ESTIMATED YEAR END	2017 BUDGET
<b>BEGINNING FUND BALANCE</b>	<b>75,486</b>	<b>75,486</b>	<b>75,486</b>
<b>REVENUES</b>			
Public Accommodation - Town Gen	82,750	59,947	41,250
Public Accommodation - Town Dev	250,560	313,023	275,000
Public Accommodation - Econ Dev	751,690	2,144,206	1,883,750
<b>TOTAL REVENUES</b>	<b>1,085,000</b>	<b>2,517,176</b>	<b>2,200,000</b>
<b>TOTAL RESOURCES</b>	<b>1,160,486</b>	<b>2,592,662</b>	<b>2,275,486</b>
<b>EXPENDITURES</b>			
Economic Dev-Convention Bureau	751,690	2,144,206	1,883,750
<b>TOTAL EXPENDITURES</b>	<b>751,690</b>	<b>2,144,206</b>	<b>1,883,750</b>
Transfer to General Fund	333,310	372,970	316,250
<b>ENDING FUND BALANCE</b>	<b>75,486</b>	<b>75,486</b>	<b>75,486</b>

FIRE STATION DEVELOPMENT	2016		
	2016 BUDGET	ESTIMATED YEAR END	2017 BUDGET
<b>BEGINNING FUND BALANCE</b>	<b>31,183</b>	<b>31,183</b>	<b>66,628</b>
<b>REVENUES</b>			
Impact Fee	58,000	35,095	50,000
Interest	100	350	300
<b>TOTAL REVENUES</b>	<b>58,100</b>	<b>35,445</b>	<b>50,300</b>
<b>TOTAL RESOURCES</b>	<b>89,283</b>	<b>66,628</b>	<b>116,928</b>
<b>EXPENDITURES</b>			
Transfer to Debt Service	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING FUND BALANCE</b>	<b>89,283</b>	<b>66,628</b>	<b>116,928</b>

PARK DEVELOPMENT	2016		2017
	BUDGET	ESTIMATED YEAR END	
<b>BEGINNING FUND BALANCE</b>	<b>10,272</b>	<b>10,272</b>	<b>73,404</b>
<b>REVENUES</b>			
Park Development Fees	40,000	34,200	40,000
Interest	100	182	150
Transfer from Other Funds	-	28,750	-
<b>TOTAL REVENUES</b>	<b>40,100</b>	<b>63,132</b>	<b>40,150</b>
Transfer to Debt Service Fund	-	-	-
<b>ENDING FUND BALANCE</b>	<b>50,372</b>	<b>73,404</b>	<b>113,554</b>

TAX INCREMENT DISTRICT NO. 1	2016		2017 BUDGET
	2016 BUDGET	ESTIMATED YEAR END	
<b>BEGINNING FUND BALANCE</b>	<b>(1,078,615)</b>	<b>(1,078,615)</b>	<b>(1,561,365)</b>
<b>REVENUES</b>			
Borrowing Long Term	-	1,651,434	-
Interest	500	(8,543)	41,250
Sale of Land	-	-	275,000
Transfer from General Fund	-	-	1,883,750
<b>TOTAL REVENUES</b>	<b>500</b>	<b>(8,543)</b>	<b>2,200,000</b>
<b>TOTAL RESOURCES</b>	<b>(1,078,115)</b>	<b>(1,087,158)</b>	<b>638,635</b>
<b>EXPENDITURES</b>			
Administrative Expenses	33,500	15,755	22,750
Contractual Services	10,000	2,012	-
Landscape/Tree Enhancement	-	6,193	-
Site Development	-	409,915	-
Land Acquisition	-	(30)	-
Debt Expense	120,000	20,362	180,000
Interest to General Fund	15,000	20,000	15,000
<b>TOTAL EXPENDITURES</b>	<b>178,500</b>	<b>474,207</b>	<b>217,750</b>
Transfer to General Fund	500,000	-	250,000
<b>ENDING FUND BALANCE</b>	<b>(1,756,615)</b>	<b>(1,561,365)</b>	<b>170,885</b>

TAX INCREMENT DISTRICT NO. 2	2016		2017 BUDGET
	2016 BUDGET	ESTIMATED YEAR END	
<b>BEGINNING FUND BALANCE</b>	-	(12,185)	(62,568)
<b>REVENUES</b>			
Interest	-	(214)	100
Sale of Land	-	-	500,000
<b>TOTAL REVENUES</b>	-	(214)	500,100
<b>TOTAL RESOURCES</b>	-	(12,399)	437,532
<b>EXPENDITURES</b>			
Administrative Expenses	-	25,170	43,300
Interest to General Fund	-	25,000	20,000
<b>TOTAL EXPENDITURES</b>	-	50,170	63,300
Transfer to General Fund	-	-	350,000
<b>ENDING FUND BALANCE</b>	-	(62,568)	24,232

SANITARY DISTRICT #1	2016		
	2016 BUDGET	ESTIMATED YEAR END	2017 BUDGET
<b>EXPENSES</b>			
PERSONNEL	515,555	518,038	539,870
OPERATIONS & MAINTENANCE	5,479,795	5,721,750	5,394,480
Subtotal-Operating Expense	5,995,350	6,239,789	5,934,350
DEBT SERVICE	470,000	320,000	310,000
CAPITAL IMPROVEMENTS	1,016,920	567,532	722,835
Subtotal-Capital Expenses	1,486,920	887,532	1,032,835
<b>TOTAL EXPENSE</b>	<b>7,482,270</b>	<b>7,127,320</b>	<b>6,967,185</b>
<b>REVENUES</b>			
Operating Revenues	6,627,826	5,898,878	6,413,476
Capital Revenues	12,000	163,901	2,120,875
<b>TOTAL REVENUES</b>	<b>6,639,826</b>	<b>6,062,779</b>	<b>8,534,351</b>
<b>Net Operating Income</b>	<b>632,476</b>	<b>(340,911)</b>	<b>479,126</b>

SANITARY DISTRICT #2	2016		
	2016 BUDGET	ESTIMATED YEAR END	2017 BUDGET
<b>EXPENSES</b>			
PERSONNEL	352,570	447,265	370,570
OPERATIONS & MAINTENANCE	2,369,855	2,535,980	2,596,510
Subtotal-Operating Expense	2,722,425	2,983,246	2,967,080
DEBT SERVICE	375,000	125,000	-
CAPITAL IMPROVEMENTS	658,800	281,318	308,960
Subtotal-Capital Expenses	1,033,800	406,318	308,960
<b>TOTAL EXPENSE</b>	<b>3,756,225</b>	<b>3,389,564</b>	<b>3,276,040</b>
<b>REVENUES</b>			
Operating Revenues	3,160,750	3,153,919	3,147,500
Capital Revenues	612,000	200,178	115,875
<b>TOTAL REVENUES</b>	<b>3,772,750</b>	<b>3,354,097</b>	<b>3,263,375</b>
<b>Net Operating Income</b>	<b>438,325</b>	<b>170,674</b>	<b>180,420</b>

SANITARY DISTRICT #3	2016		
	2016 BUDGET	ESTIMATED YEAR END	2017 BUDGET
<b>EXPENSES</b>			
PERSONNEL	264,780	252,021	281,920
OPERATIONS & MAINTENANCE	823,957	1,041,386	831,404
Subtotal-Operating Expense	1,088,737	1,293,408	1,113,324
DEBT SERVICE	905,000	705,000	585,000
CAPITAL IMPROVEMENTS	1,525,250	1,900,894	1,611,160
Subtotal-Capital Expenses	2,430,250	2,605,894	2,196,160
<b>TOTAL EXPENSE</b>	<b>3,518,987</b>	<b>3,899,302</b>	<b>3,309,484</b>
<b>REVENUES</b>			
Operating Revenues	3,047,280	4,095,206	3,052,550
Capital Revenues	3,435,500	421,567	202,250
<b>TOTAL REVENUES</b>	<b>6,482,780</b>	<b>4,516,773</b>	<b>3,254,800</b>
<b>Net Operating Income</b>	<b>1,958,543</b>	<b>2,801,798</b>	<b>1,939,226</b>

EAST SIDE UTILITY	2016		
	2016 BUDGET	ESTIMATED YEAR END	2017 BUDGET
<b>EXPENSES</b>			
PERSONNEL	8,000	10,111	9,550
OPERATIONS & MAINTENANCE	30,000	25,597	32,350
Subtotal-Operating Expense	38,000	35,708	41,900
<b>TOTAL EXPENSE</b>	<b>38,000</b>	<b>35,708</b>	<b>41,900</b>
<b>REVENUES</b>			
Operating Revenues	44,685	45,699	43,846
<b>TOTAL REVENUES</b>	<b>44,685</b>	<b>45,699</b>	<b>43,846</b>
<b>Net Operating Income</b>	<b>6,685</b>	<b>9,991</b>	<b>1,946</b>

## GRAND CHUTE COMMUNITY DEVELOPMENT DEPARTMENT 2016 ANNUAL REPORT

The Community Development Department provides top quality municipal planning, inspections, and property services. The range of services includes planning and zoning, building inspections, GIS, and property assessment. Department goals are achieved through collaboration with property and business owners, builders, engineers and architects; outreach through education and enforcement of codes and regulations; efficient management of outsourced services; coordination and resource sharing with other departments; and, the professional development and cross-training of staff.

Grand Chute experienced a very strong construction season in 2016. Total construction for the year was valued at \$78.4 million. This total was slightly less than the post-recession high of \$84.7 million in 2015. New housing starts totaled 66 units, resulting in a fourth consecutive year of more than 60 units under permit. Commercial construction was valued at \$49 million, with 21 new buildings and 114 additions/remodels. The largest commercial projects included Navitus Health Solutions' building expansion, and new buildings for Fireline Shooting & Training Center, Kaldas Center medical clinic, National Association of Tax Professionals corporate office, Harley-Davidson Riding Academy, American Overhead Door, Kwik Trip Convenience Store #175, and The Barbershop corporate office.

Permit revenue for the year was \$517,639, down 3% from 2015.

To support and process this high volume of permit activity, planners and inspectors were busy throughout the year assisting property owners, builders, and developers with thorough, expedited zoning and building approvals. The Department reviewed 170 development projects in 2016.

### 2016 PERFORMANCE MEASURES

The Community Development Department provides a full array of municipal services to residents, businesses, and organizations. Annual performance measures are used to track the service workload of the Department. The following tables present metrics on service levels in 2016 as compared to 2015.

#### **PLANNING/ZONING/ECONOMIC DEVELOPMENT PERFORMANCE MEASURES**

	2016	2015
Public Involvement/Hearings and Meetings	53	51
Rezoning Applications	8	7
Site Plans	59	61
Variance Applications	5	6
Special Exceptions	20	29
Business Retention/Outreach Visits	10	10
Plats/Certified Survey Maps	23	26
Wetland Delineations	17	12
Erosion/Stormwater Plan Reviews	148	178
Street/Utility Plan Reviews	10	10
Code and Policy Updates	2	3

Notes:

1. In 2016, the Town adopted planning and zoning code amendments pertaining to the Official Map and Natural Landscaping.

## **BUILDING INSPECTION PERFORMANCE MEASURES**

	<b>2016</b>	<b>2015</b>
Development Project Reviews	158	168
Building Plan Reviews	73	70
Ave. # Days for Plan Reviews	5	4
Building Permits	1,395	1,373
New Comm/Ind Buildings	21	22
New Single Family Homes	66	73
New Multi-Family Units	40	59
Drainage Facilities Inspections	101	96
Erosion Control Permits	132	128
Erosion Control Observation Inspections	915	1195
Special Event/Temp Sign Permits	5	20
Illegal R-O-W Signs removed	95	179
Citizen-Initiated Complaints	112	138
Staff-Initiated Complaints	93	101

### Notes:

1. The Community Development Department coordinates twice monthly Site Plan Review Committee meetings to consult with property owners, builders, and developers who submit development projects for Town approval. The Committee membership includes representatives from the Planning, Inspections, Public Works, Police, and Fire Departments.
2. Grand Chute is one of just eight municipalities in Wisconsin certified to act as the State's agent in reviewing commercial building plans. The service provides expedited reviews for builders and increased revenues to the Town.
3. The Department manages a Citizen Responsive Code Enforcement Program for resolution of complaints regarding debris, trash, junk vehicles, illegal signs in the public right-of-way, and other code violations. Staff continues to maintain an annual code enforcement clearance rate of 100%.
4. The 2016 Year-End Building Report is attached.

## **PROPERTY ASSESSMENT PERFORMANCE MEASURES**

	<b>2016</b>	<b>2015</b>
Aggregate Full Market Value Town-wide	\$2,435,899,000	\$2,359,012,300
Total Number of Parcels Town-wide	7,897	7,756
Parcels with Buildings/Site Improvements	6,680	6,604
Total Personal Property Accounts	1,464	1,443

### Notes:

1. The 2017 Open Book period is planned for May 2 – May 16.
2. The 2017 Board of Review session is planned to begin June 14.
3. The 2016 Statement of Assessments is attached.

## **OTHER DEPARTMENTAL OUTCOMES & ACCOMPLISHMENTS**

### **GIS and Mapping**

The Department creates and maintains all Town mapping, including the Parcel Map, Zoning Map, Official Street Map, sewer and water maps, stormwater facilities, plats and surveys, aerial photos, wetlands mapping, and topographic maps. The growing use of GIS technology and the availability of detailed datasets make this mapping tool an increasingly popular feature of Grand Chute's website.

In 2016, Official Street Map amendments added new streets in the **Edgewood Acres Second Addition** plat, the **Edgewood Acres Condominium South** and the **Forestbrook Condominiums**. The future site of the **Town Center Park** was also designated on the Official Map.

## **Strategic Planning and Implementation**

Grand Chute follows best practices when approving planning and zoning projects. This approach ensures alignment with the **Comprehensive Plan** and other strategic plans. Specific strategies the Town has adopted, for which alignment is important, include the following:

- **Pedestrian and Bicycle Strategy**
- **Comprehensive Outdoor Recreation Strategy**
- **Community Forestry Strategy**
- **Complete Streets Policy**
- **Town Center Strategy**

In 2016, staff worked with the Park Commission, Plan Commission and Town Board in developing the **Town Center Park Master Plan**. This new public park will be located directly north of Town Hall.

## **Economic Development**

Grand Chute works with business and development partners to spur job creation and tax base growth. Two active Tax Increment Districts provide choice sites for commercial/light industrial development. In 2016, the Town entered into discussions with the new owner of the National Envelope site at W. Wisconsin Avenue & I-41. This large, vacant manufacturing property is targeted for redevelopment as a retail/commercial center. The Town is expected to create a Tax Increment District in support of this effort and for providing other infrastructure improvements in the area.

The Town maintains strong relationships with the local businesses community. Each year, staff from Community Development makes several business retention visits in collaboration with the **Fox Cities Regional Partnership**. The visits enhance our knowledge of businesses located in the community and provides them with a point of contact for questions about Town-related matters.

In 2016, Community Development staff continued its participation with representatives from local government, educational institutions, energy providers, and other organizations through the **Fox Cities Economic Development Professionals**. The group is committed to promoting professional development and networking initiatives, advancing the regional economy and pursuing best practices initiatives.

Town staff also participates in the **Fox West Chamber of Commerce**, an organization dedicated to helping small businesses in the Hortonville, Greenville, and Grand Chute communities.

## **Regional Collaboration**

Community Development staff participates on a number of intergovernmental boards, including **Fox Cities Transit Commission** (City of Appleton/Valley Transit), **Greenway Implementation Committee** (Outagamie County), and the **Regional Pedestrian & Bicycle Steering Committee** (ECWRPC).

**TOWN OF GRAND CHUTE - DEPARTMENT OF COMMUNITY DEVELOPMENT**

**PERMIT ACTIVITY REPORT**

**REPORT PERIOD - DECEMBER 2016**

	2016				2015			
	DECEMBER		YTD		DECEMBER		YTD	
	Number	% of Total	Number	% of Total	Number	% of Total	Number	% of Total
<b>Permits Issued</b>								
Building Permits	28	34%	552	40%	29	28%	548	40%
Electric Permits	15	20%	279	20%	22	22%	287	21%
Plumbing Permits	17	22%	311	22%	27	27%	322	23%
HVAC Permits	18	24%	253	18%	21	21%	222	16%
Other Permits	0	0%	0	0%	0	0%	0	0%
<b>Total Permits Issued</b>	<b>78</b>		<b>1395</b>		<b>99</b>		<b>1379</b>	

	2016				2015			
	DECEMBER		YTD		DECEMBER		YTD	
	Number	% of Total	Number	% of Total	Number	% of Total	Number	% of Total
<b>Projects</b>								
New Single Family Dwellings	4	15%	66	12%	5	17%	73	13%
New Duplexes	0	0%	1	0%	0	0%	1	0%
New Multi-Family Dwellings	0	0%	2	0%	0	0%	1	0%
New Residential Access Bldgs	1	4%	80	14%	0	0%	58	11%
New Commercial/Ind Bldgs	1	4%	21	4%	2	7%	22	4%
Residential Additions & Alter	4	15%	147	27%	7	24%	130	24%
Comm/Ind Additions & Alter	7	27%	114	21%	8	28%	97	18%
Signs	5	19%	68	12%	6	21%	71	13%
Other Projects	4	15%	53	10%	1	3%	95	17%
<b>Total Projects</b>	<b>26</b>		<b>552</b>		<b>29</b>		<b>548</b>	

	2016				2015			
	DECEMBER		YTD		DECEMBER		YTD	
	Number	% of Total	Number	% of Total	Number	% of Total	Number	% of Total
<b>Projects By Zone</b>								
Single Family (RSF)	12	46%	265	52%	10	34%	294	54%
Two Family (RTF)	0	0%	13	2%	2	7%	17	3%
Multi-Family (RMF)	0	0%	23	4%	0	0%	11	2%
Local Commercial (CL)	3	12%	71	13%	3	10%	74	14%
Regional Commercial (CR)	5	19%	64	12%	10	34%	87	16%
Planned Commercial (CP)	1	4%	38	7%	1	3%	22	4%
Industrial (IND)	4	15%	34	6%	1	3%	25	5%
Exclusive Agriculture	0	0%	0	0%	0	0%	0	0%
General Agriculture	1	4%	24	4%	2	7%	18	3%
<b>Total Proj. by Zoning Dist.</b>	<b>26</b>		<b>552</b>		<b>29</b>		<b>548</b>	

	2016				2015			
	DECEMBER		YTD		DECEMBER		YTD	
<b>New Dwelling Units</b>								
Construction Costs (Ave.)	\$	210,425	\$	222,600	\$	384,492	\$	215,427
Calculated Permit Fees (Ave.)	\$	616	\$	676	\$	847	\$	661
Finished Floor Area (Ave. sq. ft.)		2,026		2,824		3,383		2,465
Garage Area (Ave. sq. ft.)		845		858		1,040		859
Lot Area (Ave. sq. ft.)		11,627		23,185		40,095		20,283
With Municipal Sewer (%)		100%		97%		80%		99%
With Municipal Water (%)		100%		98%		100%		100%
On Mapped Floodplain Lots (%)		0%		0%		0%		0%

	Year							
	2016 YTD	2015	2014	2013	2012	2011	2010	2009
<b>New Dwelling Units</b>								
In Single Family Homes	66	73	64	71	53	33	43	30
In Duplexes	2	2	2	0	0	0	0	0
In Multi-Family Apartment Units	40	59	8	32	160	172	64	0

**TOWN OF GRAND CHUTE - DEPARTMENT OF COMMUNITY DEVELOPMENT**

**PERMIT ACTIVITY REPORT**

**REPORT PERIOD - DECEMBER 2016**

Costs By Project	2016				2015			
	DECEMBER		YTD		DECEMBER		YTD	
	Cost	% of Total	Cost	% of Total	Cost	% of Total	Cost	% of Total
New Single Family Dwellings	\$ 1,046,107	31%	\$ 17,670,609	23%	\$ 2,078,941	49%	\$ 18,508,021	22%
New Duplexes	\$ 6,400	0%	\$ 329,000	0%	\$ 5,000	0%	\$ 296,500	0%
New Multi-Family Dwellings	\$ 224,000	7%	\$ 4,415,800	6%	\$ 581,000	14%	\$ 7,924,086	9%
New Residential Access Bldgs	\$ 4,475	0%	\$ 713,233	1%	\$ -	0%	\$ 471,520	1%
New Commercial/Ind Bldgs	\$ 45,000	1%	\$ 12,484,692	16%	\$ 426,467	10%	\$ 38,820,665	46%
Residential Additions & Alter	\$ 209,723	6%	\$ 4,735,913	6%	\$ 101,822	2%	\$ 2,476,204	3%
Comm/Ind Additions & Alter	\$ 1,773,850	52%	\$ 36,946,434	47%	\$ 972,368	23%	\$ 14,528,411	17%
Signs	\$ 59,210	2%	\$ 737,550	1%	\$ 53,224	1%	\$ 907,695	1%
Other Projects	\$ 39,700	1%	\$ 338,462	0%	\$ 400	0%	\$ 896,843	1%
<b>Total Costs by Project Type</b>	<b>\$ 3,408,285</b>		<b>\$ 78,371,494</b>		<b>\$ 4,222,242</b>		<b>\$ 84,829,946</b>	
Costs By Work Type	2016				2015			
	DECEMBER		YTD		DECEMBER		YTD	
	Cost	% of Total	Cost	% of Total	Cost	% of Total	Cost	% of Total
Building Construction	\$ 2,670,722	78%	\$ 59,967,156	77%	\$ 2,775,301	66%	\$ 66,607,539	79%
Electrical	\$ 445,775	13%	\$ 7,487,930	10%	\$ 301,478	7%	\$ 7,284,307	9%
Plumbing	\$ 131,292	4%	\$ 4,316,875	6%	\$ 164,148	4%	\$ 5,719,447	7%
HVAC	\$ 160,476	5%	\$ 6,599,533	8%	\$ 981,315	23%	\$ 5,218,652	6%
Other	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
<b>Total Costs by Work Type</b>	<b>\$ 3,408,285</b>		<b>\$ 78,371,494</b>		<b>\$ 4,222,242</b>		<b>\$ 84,829,946</b>	
Costs By Zoning District	2016				2015			
	DECEMBER		YTD		DECEMBER		YTD	
	Cost	% of Total	Cost	% of Total	Cost	% of Total	Cost	% of Total
Single Family (RSF)	\$ 1,179,522	35%	\$ 20,558,132	26%	\$ 2,132,528	51%	\$ 20,798,023	25%
Two Family (RTF)	\$ 6,400	0%	\$ 382,502	0%	\$ 44,286	1%	\$ 424,799	1%
Multi-Family (RMF)	\$ 311,263	9%	\$ 6,441,583	8%	\$ 592,800	14%	\$ 8,947,286	11%
Local Commercial (CL)	\$ 103,160	3%	\$ 9,086,375	12%	\$ 229,162	5%	\$ 20,976,366	25%
Regional Commercial (CR)	\$ 1,625,587	48%	\$ 8,611,991	11%	\$ 1,176,637	28%	\$ 12,162,177	14%
Planned Commercial (CP)	\$ 110,950	3%	\$ 26,442,122	34%	\$ 14,180	0%	\$ 3,241,989	4%
Industrial (IND)	\$ 71,363	2%	\$ 5,719,933	7%	\$ 23,300	1%	\$ 18,083,261	21%
Exclusive Agriculture	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
General Agriculture	\$ -	0%	\$ 926,856	1%	\$ 9,349	0%	\$ 196,044	0%
<b>Total Costs by Zoning Dist</b>	<b>\$ 3,408,285</b>		<b>\$ 78,371,494</b>		<b>\$ 4,222,242</b>		<b>\$ 84,829,946</b>	
Total Costs By Year	YEAR							
	2016 YTD	2015	2014	2013	2012	2011	2010	2009
	\$ 78,371,494	\$ 84,705,003	\$ 62,532,610	\$ 65,715,620	\$ 61,301,129	\$ 57,687,506	\$ 42,012,478	\$ 23,213,317

January 11, 2017

Prepared by Cary J. Nate, Chief Building Inspector

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TOWN OF GRAND CHUTE - DEPARTMENT OF COMMUNITY DEVELOPMENT

**PERMIT ACTIVITY REPORT**

REPORT PERIOD - DECEMBER 2016

Fees By Fee Type	2016				2015			
	DECEMBER		YTD		DECEMBER		YTD	
	Fees	% of Total	Fees	% of Total	Fees	% of Total	Fees	% of Total
Building Permits	\$11,370.00	29%	\$189,600.00	37%	\$11,928.00	38%	\$175,223.50	33%
Electric Permits	\$2,539.00	8%	\$39,982.00	8%	\$2,791.00	9%	\$48,888.00	9%
Plumbing Permits	\$4,645.00	12%	\$35,058.00	7%	\$1,365.00	4%	\$26,310.50	5%
HVAC Permits	\$2,875.00	7%	\$34,321.33	7%	\$3,376.00	11%	\$27,852.40	5%
Building Plan Review	\$1,950.00	5%	\$42,150.00	8%	\$2,975.00	9%	\$44,775.00	8%
SAC Fees	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%
1% SAC Fees	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%
Wis. Uniform Building Seal	\$0.00	0%	\$2,185.00	0%	\$150.00	0%	\$2,340.00	0%
Park Fee	\$8,000.00	20%	\$41,400.00	8%	\$1,800.00	5%	\$41,300.00	8%
Driveway/Access Permits	\$0.00	0%	\$3,900.00	1%	\$240.00	1%	\$4,720.00	1%
Drainage Plan Review	\$0.00	0%	\$1,550.00	0%	\$200.00	1%	\$4,300.00	1%
Drainage Inspections	\$1,600.00	4%	\$38,850.00	8%	\$2,750.00	9%	\$42,800.00	8%
Erosion Control Plan Review	\$0.00	0%	\$6,300.00	1%	\$500.00	2%	\$7,500.00	1%
Erosion Control Inspections	\$0.00	0%	\$15,750.00	3%	\$1,250.00	4%	\$16,500.00	3%
Permit Penalty Fees	\$0.00	0%	\$2,880.00	1%	\$60.00	0%	\$2,701.00	1%
Fire Department Impact Fees	\$4,942.00	13%	\$38,915.16	8%	\$1,203.00	4%	\$65,408.28	12%
Assessment Maintenance Fee	\$1,400.00	4%	\$24,800.00	5%	\$1,150.00	4%	\$22,858.00	4%
<b>Total Permit Fees By Zoning Dist.</b>	<b>\$39,221.00</b>		<b>\$517,639.49</b>		<b>\$31,538.00</b>		<b>\$535,574.68</b>	

Fees By Project Type	2016				2015			
	DECEMBER		YTD		DECEMBER		YTD	
	Fees	% of Total	Fees	% of Total	Fees	% of Total	Fees	% of Total
New Single Family Dwellings	\$2,325.00	6%	\$179,525.00	36%	\$13,644.00	43%	\$201,616.00	38%
New Duplexes	\$80.00	0%	\$3,742.00	1%	\$103.00	0%	\$3,815.00	1%
New Multi-Family Dwellings	\$24,497.00	62%	\$48,860.00	10%	\$914.00	3%	\$31,625.00	6%
New Res. Access Bldgs	\$210.00	1%	\$5,887.00	1%	\$0.00	0%	\$4,768.00	1%
New Commercial/Ind Bldgs	\$1,311.00	3%	\$68,382.49	13%	\$5,808.00	18%	\$128,215.78	24%
Residential Additions & Alter	\$2,557.00	7%	\$37,806.00	7%	\$1,943.00	6%	\$25,951.50	5%
Comm/Ind Additions & Alter	\$7,247.00	18%	\$154,688.00	30%	\$8,391.00	27%	\$116,333.40	22%
Signs	\$800.00	2%	\$12,378.00	2%	\$900.00	3%	\$14,950.00	3%
Other Projects	\$184.00	0%	\$4,372.00	1%	\$35.00	0%	\$10,300.00	2%
<b>Total Permits Fees by Project Type</b>	<b>\$39,221.00</b>		<b>\$517,639.49</b>		<b>\$31,538.00</b>		<b>\$535,574.68</b>	

Fees By Zoning District	2016				2015			
	DECEMBER		YTD		DECEMBER		YTD	
	Fees	% of Total	Fees	% of Total	Fees	% of Total	Fees	% of Total
Single Family (RBF)	\$4,847.00	12%	\$208,128.00	40%	\$14,826.00	47%	\$229,209.50	43%
Two Family (RTF)	\$230.00	1%	\$4,685.00	1%	\$808.00	3%	\$7,013.00	1%
Multi-Family (RMF)	\$24,611.00	63%	\$60,110.00	12%	\$1,158.00	4%	\$36,530.00	7%
Local Commercial (CL)	\$5,757.00	15%	\$74,425.16	14%	\$5,151.00	16%	\$91,899.40	17%
Regional Commercial (CR)	\$982.00	3%	\$55,963.00	11%	\$8,855.00	28%	\$81,479.00	15%
Planned Commercial (CP)	\$580.00	1%	\$64,870.00	13%	\$241.00	1%	\$22,950.00	4%
Industrial (IND)	\$2,134.00	5%	\$39,906.33	8%	\$296.00	1%	\$64,745.78	12%
Agricultural (AED) and (AGD)	\$100.00	0%	\$9,552.00	2%	\$205.00	1%	\$2,748.00	1%
<b>Total Permit Fees by Zoning Dist.</b>	<b>\$39,221.00</b>		<b>\$517,639.49</b>		<b>\$31,538.00</b>		<b>\$535,574.68</b>	

Total Fees By Year	Year							
	2016 YTD	2015	2014	2013	2012	2011	2010	2009
	\$ 517,639	\$ 534,144	\$ 416,728	\$ 505,387	\$ 448,275	\$ 388,217	\$ 356,698	\$ 216,173

January 11, 2017

Prepared by Cary J. Nate, Chief Building Inspector

Page 3 of 3

**2016 STATEMENT OF ASSESSMENTS  
AS REPORTED ON OR BEFORE FEBRUARY 6, 2017  
TOWN OF GRAND CHUTE**

81-44-020

OUTAGAMIE COUNTY

REAL ESTATE CLASSES	PARCEL COUNT			LAND	IMPROVEMENTS	TOTAL
	LAND	IMPRV	ACRES			
1 RESIDENTIAL	6,389	5,735	3,838	229,344,900	865,192,300	1,094,537,200
2 COMMERCIAL	1,059	859	2,454	303,888,700	821,020,700	1,124,909,400
3 MANUFACTURING	58	58	346	12,792,900	70,309,200	83,102,100
4 AGRICULTURAL	206		2,822	523,200		523,200
5 UNDEVELOPED	76		303	667,500		667,500
5M AGRICULTURAL FOREST	4		75	75,200		75,200
6 FOREST LANDS	76		765	1,288,100		1,288,100
7 OTHER	29	28	42	852,900	1,770,400	2,623,300
<b>TOTAL REAL ESTATE ASSESSMENT</b>	<b>7,897</b>	<b>6,680</b>	<b>10,645</b>	<b>549,433,400</b>	<b>1,758,292,600</b>	<b>2,307,726,000</b>
<b>PERSONAL PROPERTY ITEMS</b>						<b>VALUE</b>
11 BOATS AND OTHER WATERCRAFT						0
12 MACHINERY, TOOLS, AND PATTERNS						31,378,700
13 FURNITURE, FIXTURES AND EQUIPMENT						60,451,500
14 ALL OTHER PERSONAL PROPERT NOT EXEMPT						9,786,200
<b>TOTAL PERSONAL PROPERTY ASSESSMENT</b>						<b>101,616,400</b>
<b>AGGREGATE ASSESSED VALUE</b>						<b>2,409,342,400</b>

**2016 STATEMENT OF EQUALIZED VALUES  
AS SET BY  
THE WISCONSIN DEPARTMENT OF REVENUE  
TOWN OF GRAND CHUTE**

81-44-020

OUTAGAMIE COUNTY

REAL ESTATE CLASSES	LAND	IMPROVEMENT	TOTAL	RATIO
1 RESIDENTIAL	240,090,500	890,952,200	1,131,042,700	
2 COMMERCIAL	278,601,000	834,065,300	1,112,666,300	
3 MANUFACTURING	12,915,200	70,865,700	83,780,900	
4 AGRICULTURAL	567,800		567,800	
5 UNDEVELOPED	271,200		271,200	
5M AGRICULTURAL FOREST	133,500		133,500	
6 FOREST LANDS	2,394,000		2,394,000	
7 OTHER	328,000	2,469,500	2,797,500	
<b>TOTAL REAL ESTATE EQUALIZED VALUE</b>	<b>535,301,200</b>	<b>1,798,352,700</b>	<b>2,333,653,900</b>	<b>98.89%</b>
<b>PERSONAL PROPERTY ITEMS</b>			<b>VALUE</b>	
11 BOATS AND OTHER WATERCRAFT				0
12 MACHINERY, TOOLS, AND PATTERNS				31,413,500
13 FURNITURE, FIXTURES AND EQUIPMENT				60,522,600
14 ALL OTHER PERSONAL PROPERT NOT EXEMPT COMPENSATION				8,822,600 1,486,400
<b>TOTAL PERSONAL PROPERTY EQUALIZED VALUE</b>			<b>102,245,100</b>	<b>99.39%</b>
<b>AGGREGATE EQUAZLIZED VALUE</b>			<b>2,435,899,000</b>	<b>98.91%</b>

## GRAND CHUTE INFORMATION TECHNOLOGY DEPARTMENT

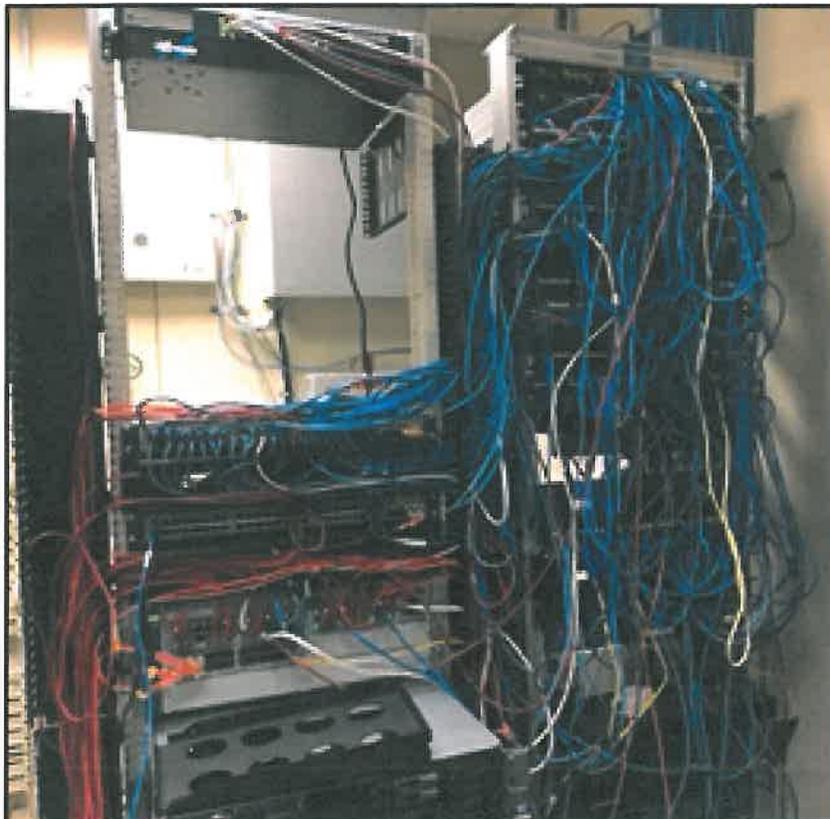
### 2016 ANNUAL REPORT

The Information Technology (IT) Department is responsible for providing overall technology management to Grand Chute. This includes providing strategic insight to the Town Board, Town Administrator, departments and committees to ensure the wise use of Grand Chute resources on initiatives involving technology.

In 2016, we continued rebuilding the information technology resources provided by IT. Let us journey back with the aid of pictures and text to reflect on a fulfilling year.

#### 2016 THE BEGINNING

The central Grand Chute Technology Data Center photograph below from early 2015 pretty well sums up an environment in need of rebuilding. The 2015 IT Annual Report discussed our initiatives to rebuild the Grand Chute Infrastructure. That effort continued through 2016 with many significant improvements. Our services to citizens including Public WIFI in all Town locations has been replaced. Our Police and Fire Services to our citizens require a high level of uptime. With all the computerized information compiled for residential and business locations, the computerized mobile command centers in Police and Fire vehicles are expected to be operational 7x24x365.



## THE TECHNOLOGY PATH

The pictures below are symbolic of the culmination of the planning, acquisition, implementation, and post implementation analysis of the technology rebuild. Throughout 2016, the technology initiatives implemented include:

- Encrypted communications traffic between locations on our network meeting the highest level of security.
- We upgraded the Internet connection serving all town locations. The old connection was a shared 45 megabit connection but was limited to a maximum throughput of 13 megabits. The new high-speed 1 gigabit connection utilizes an education and government consortium called WiscNet. This will serve the expanding needs within our Police and Fire Departments as video traffic becomes more prevalent.
- Power redundancy on network switching equipment. If a power supply fails in one of our switches, the other power supplies help carry the load until the failed unit is replaced.
- A backup air conditioner unit in the main server room. This unit is a must in order to handle times where the primary HVAC (Heating, Ventilation, and Air Conditioning) unit is down for maintenance or unexpected failures. Without the backup unit, the server room equipment would quickly overheat and shutdown causing potential data loss. (Picture on bottom left)
- A Replacement UPS (Uninterruptible Power Supply) battery system that handles all of our server room equipment in case of a power outage. We went from an old system that gave us 3 minutes of coverage on about 40 percent of our equipment to a new system that gives us 88 minutes of coverage on all of our equipment. (Picture on bottom right)
- A new fully-updated email system. We switched from an old, outdated email product to Microsoft Office 365 which is hosted on the Internet. During the conversion process, over 1,415,000 emails transferred into Office 365 with a smooth transition for staff. Training classes for Office 365 were also provided along with printed documentation. We continue to provide on-going, one-on-one personal training for staff as they continue to learn the product.



**FIRE STATION 2 – PROTECTING OUR CITIZENS AND OUR DATA**

In early 2016, we added a Unitrends backup system and a Synology disk storage system to the Fire Station 2 server room. This server room is an offsite backup of the town’s valuable data. This is in preparation for any natural catastrophes that Town Hall might face in the future. If unfortunate events happen at Town Hall, our data will still be retrievable from Fire Station 2.



**NEW TECHNOLOGIES**

The IT department has worked hard to keep officers on the road patrolling and less time in the office for administrative duties. Our goal is to provide the officers all the functionality to their vehicles that they have in the office. The longer they stay out on the road, the safer the community. We've installed voice activated devices so they can dictate their reports. With the new smart phones the officers were issued, they now have the capability to view their body camera video through an app. Officers can now send and receive email, instant message single or multiple officers at once, take on scene pictures at accidents or other calls and share them with other Officers, as well as having access to apps for boosting efficiency and for training. Also with the increasing number of "false identification" incidents, we have implemented three more portable fingerprint devices to the fleet. We also installed a cellular booster in the lower level police department for vastly improving cellular signal.

With the new Cradle Point modems in the fire trucks, they now have a more reliable internet connection increasing dispatching accuracy. Monitors were placed at each fire station so the firefighters could view and verify accurate staffing levels to each shift. To accomplish this the IT department relied on Intel's Compute Stick. These devices (which are the size of a pack of gum) could transform any HDMI display to a complete computer. Monitors were also placed in each of the conference rooms to allow firefighters to view training that is held at Fire Station 1 from Fire Station 2. This will eliminate some travel between stations keeping firefighters in the best location.



## THE GRAND CHUTE WEBSITE

If you recall from last year, we went through a huge redesign of the Town of Grand Chute website. We have received a lot of positive feedback from citizens about the new look and feel of the website.



Although 2016 didn't bring many visual changes in the look and feel of the site, it did bring a lot of behind the scenes bug fixes, changes, and updates.

One of the major implementations was of an "approval system" for the content making users and final approval "editors". When a user from a department submits a website change, or calendar event they can now preview any changes before submitting it for final approval.

This takes a great deal of work off the editors now as before they would get an email for approval every time a user submitted a spelling change, image fix, or update. This is one of many changes that allow the web editor users from each department to save some time not having to wait for their minor changes to be approved before being able to fix other issues on the same page.

Another micro project was consolidating our social media. "Town of Grand Chute" had multiple Twitter and Facebook pages from former employees. We eliminated the duplicates and advertised our finalized pages. We added social media icons to our website and some users even added them to their email signatures. We also finalized a set of "Terms and Conditions" for our Facebook pages.

IT introduced social media archiving, which allows us to archive our social media pages as well as all posts.

Come visit us: [www.grandchute.net](http://www.grandchute.net)

## HELP DESK

Simply put, we don't know something is broken unless our users tell us. Helpdesk is the central point of contact where those calls, work tickets and emails go through.

Primarily, we rely on emails sent in to our Helpdesk by users. This is a work order within a software system for us. We can better define and assign the tickets to the right staff member.

Things we have focused on this past year are:

- Having the "Helpdesk Person", direct the flow of ticket traffic, versus all the IT department taking or assigning tickets. The tickets come in and Helpdesk assigns them to where/whom they need to go. For instance, anything related to the servers being down or having issues would go to the Networking person. Tickets pertaining to MDC's (the computers for Fire and PD), get handed off to that expert. Helpdesk tickets for basic troubleshooting, such as desk printers, PC's, even Audio/Video setup requests get taken care of by the Helpdesk Person.
- Another focal point has been the categories for tickets. The addition of more precise categories help narrow down ticket jobs to specific department members. Take MDC's for instance, or someone has a toner order ticket, or an A/V request, or a new user account request comes in. Labeling the tickets more specifically helps to not only assign the ticket to the proper place/person but also when we want to run reports. We can also monitor when we are having more issues in an individual area and strive to find out why.
- We are also able to see and use collected data to see how many tickets we had a week/month, average turnaround times on open tickets, and other useful information solely based on category. Our old cookie cutter categories were just too generalized, like; Hardware, Software, Troubleshooting, etc. and were just not specific enough to the ticket issues coming in.

But of course, the biggest focus for the IT department is to provide exceptional customer service to the employees who serve the citizens of Grand Chute.

The IT department worked hard to install a stable and more reliable infrastructure, better desktop PC's and laptops, and provided better end-user training. Due to all these factors, the Help Desk tickets have decreased by 30% during 2016 compared to 2015, allowing IT staff to focus more on projects. Some of the upcoming projects are:

- Electronic Document Management
- Start a new path for GIS software from AutoCAD to ESRI.
- Public Works software upgrade
- Traffic and parks cameras
- Automatic license plate readers
- Upgrading Infrastructure
- Audio/Video equipment replacement
- Replacing our obsolete phone and voice mail system

## **RECYCLE THAT STUFF!**

With all of our in house cleanup of old technology last year, we wanted to do the right thing and make sure our old stuff didn't end up in a landfill.

We found the local vendor Recycle That Stuff and they were a good fit for us. In working with them, we also found out about the chance to host an "open to the public" recycle event, which we did on May 21, 2016. The front parking lot layout worked perfect for the event. Due to its horseshoe-like shape, it was set up as a literal drive-through event. Cars drove in one side, followed the turns, the recyclers unloaded the persons car (What service!) and sent the person on their way out the other side of the driveway. The recyclers had dumpster bins for smaller items and pallets for certain items like TV's, monitors etc. When a dumpster bin was full, a large truck loaded the bin and off it went to the recycle center.



The pallets on the other hand, once stacked high with TV's or PC CRT style monitors, were wrapped in clear plastic and loaded into a truck with a forklift.

The public event totals were:

- 12,957 lbs TV's,
- 2,145 lbs Freon devices,
- 1,936 lbs Electronics,
- 1,399 lbs CPU,
- 1,278 lbs Monitors,
- 6,026 lbs Small Electronics and Appliances

Total Weight Recycled: 25,741 lbs

Plus 3,720 lbs of old technology equipment from the Town Hall and Fire Stations.

- We also recycled 101 data drives receiving certificates of proper destruction.

**Please come "recycle with us" again this year.**

**Saturday May 20, 2017 from 8:00 AM until 12:00 PM**

**Town of Grand Chute Parking Lot**

**1900 W Grand Chute Blvd**

**Grand Chute, WI 54913**

## **CONTINUING EDUCATION**

In the IT world, as soon as we stop learning we fall behind the technology curve. Our IT department is fully aware of this and we strive to have well-trained staff. In 2016, we provided over 160 hours in technical and leadership training to our employees. Not only do we provide training, but we also strongly encourage individual continuing education. Below is a brief summary of our educational efforts:

- Government Information Processing Association of WI (GIPAW)
- Association of Information Technology Professionals (AITP)
- Hewlett Packard Enterprise (HPE) Technologies
- Cyber Security Training
- Crime Information Bureau (CIB) Software and Training
- Traffic and Criminal Software Training (TraCS)
- Nimble Storage Certification
- Cisco Wireless Training
- Windows Server 2012 Education
- Virtualized Technologies Education
- PowerShell Training

**GRAND CHUTE**

**FIRE DEPT**

***GCFD 2016***  
***ANNUAL REPORT***



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## LETTER FROM THE CHIEF

It is with tremendous pride and enthusiasm that I submit the Grand Chute Fire Department's 2016 Annual Report. Its contents illustrate the countless community programs, innovative projects, and selfless acts of service carried out by the exceptional personnel of this organization over the past year. Their unwavering commitment to providing the citizens and visitors of Grand Chute with excellent all-hazards emergency response and risk reduction services is palpable in the pages that follow.

Guided by an organizational "vision" born from the strategic planning process completed in 2016, this past year presented an abundance of opportunities for our organization to challenge the "status quo" as we strive to measure and improve all aspects of service delivery while maintaining fiscal accountability. I am pleased to report that the men and women of this department capitalized on every one of those opportunities in the pursuit of continuous personal development and organizational improvement. I am sincerely humbled to serve alongside such fine fire service professionals.

On behalf of your entire fire department, I want to thank you for bestowing upon us the honor and privilege of serving in 2016. Should you cross paths with our organization in the next year, we hope you "experience better" quality of life as a result.

Respectfully,



### GCFD VISION

That our citizens and visitors *experience better* quality of life through the provision of excellent risk reduction and response services.

### GCFD MISSION

Preserve the lives, property and environment for the community we serve.

### GCFD VALUES

*People:* We appreciate the talents of each person and encourage responsible decision-making at the most appropriate level. We recognize the importance of personal and professional development. We value the citizens and people who live, work, and visit our community.

*Compassion:* The members of this department value the importance of compassionate care and treatment of all citizens who call for our services.

*Integrity:* We are honest, accountable, and trustworthy.

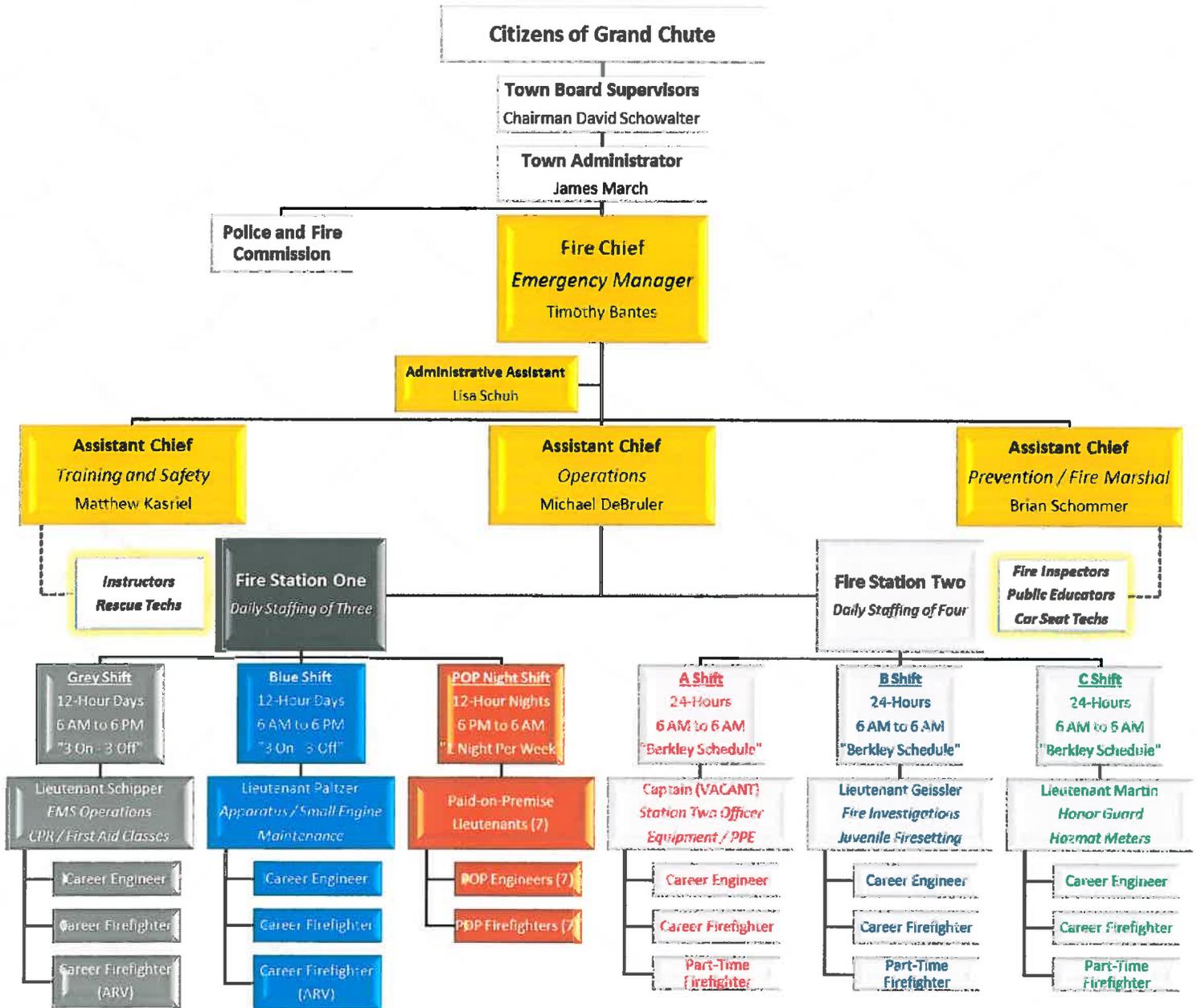
*Valor:* Courageously encountering adversity, accepting responsibility for our actions, and providing respectful and professional conduct to the public, coworkers, and peers.

*Vision:* We encourage imaginative problem solving, innovation, resourcefulness, and thought out risk-taking.

*Quality:* We provide superior services and are committed to continuous improvement. We are attentive to the changing needs of the community we serve.

*Respect:* We welcome individual and professional differences and treat everyone with dignity, courtesy, and sensitivity.

# GRAND CHUTE FIRE DEPARTMENT Organizational Chart



## WHO WE SERVE, HOW WE SERVE

The Grand Chute Fire Department provides all-hazard emergency response and risk reduction services to a population of 22,083 Fox Valley residents occupying a twenty-three, square-mile area. In addition to a diverse distribution of single- and multi-family dwellings, business, and industry, Grand Chute is home to the bustling Fox River Mall and retail corridor, as well as the Fox Valley Technical College bringing the estimated daytime population to approximately 70,000. This robust response area is served by two fire stations with a combined daily staffing compliment of eight firefighters. Our dedicated staff consists of a total combination of 21 career, 5 part-time, and 30 paid-on-premise personnel answering more than 2,000 emergency calls for service in 2016.



[Station One](#) was built in 2008 and is located at 2250 Grand Chute Boulevard. Station One is staffed by three personnel and houses one front line [engine](#), [ladder truck](#), and [water tender](#), as well as two [reserve engine](#) companies.

[Station Two](#) was built in 2015 and is located at 3900 West Spencer Street. Station Two is staffed by three to five personnel and houses one front line [rescue-engine](#), and one [alternate response vehicle \(ARV\)](#).



## NEW FIREFIGHTERS



Firefighter Jacob Cahak and Jarrod Sisel were appointed as GCFD's newest Career Firefighters in 2016. Both previously served in Paid-on-Premise capacities with the organization, and are graduates of the Fox Valley Technical College Fire Protection Program.



Four new Paid-on-Premise Firefighters completed their academy process and were welcomed as Probationary Firefighters. From left to right Colin Ehlert, Jerrica Franke, Crystal Hockers, and Tyler Rusch.



**INCIDENT STATISTICAL SUMMARY**

<i>CATEGORY</i>	<i>2016</i>
Total Incidents	2068
Station #1 Incidents	814
Station #2 Incidents	1254
Simultaneous Incidents	183
Multi-Company Incidents	285
Day (6A-6P) Incidents	1419
Night (6P-6A) Incidents	649

**INCIDENT TYPE SUMMARY**

<i>CATEGORY</i>	<i>2016</i>
Rescue and EMS	1176
Good Intent Call	375
False Alarm / Call	168
Service Call	141
Hazardous Condition	129
Fire	71
Special Incident Type	4
Overpressure, Explosion	3
Severe Weather	1

**RESPONSE TIME PERFORMANCE**

<i>TIME</i>	<i>GOAL</i>	<i>MET</i>	<i>90%</i>
Processing	60 Sec.	88%	78 Sec.
Turnout	60 Sec.	59%	93 Sec.
Travel	240 Sec.	58%	409 Sec.

**AUTOMATIC AID SUMMARY**

<i>AID GIVEN</i>	<i>2016</i>
Appleton	30
Village of Fox Crossing	9
Town of Center	1
<i>AID RECEIVED</i>	<i>2016</i>
Appleton	24
Fox Crossing	18
Town of Center	0



**MABAS INCIDENTS 2016**

Total Responses	5
-----------------	---

**OPERATIONS DIVISION**

**GCFD Takes Delivery of New Engine**

With two aging pieces of apparatus due for replacement in 2016, GCFD staff began exploring options in relation to the effective deployment of resources under our staffing model. After analyzing our deployment model and response data trends, we presented our elected officials with a vehicle replacement plan that improves emergency response effectiveness and efficiency while simultaneously reducing costs.



Capitalizing on this opportunity, our Town Board approved the purchase of a “rescue engine” to replace the 20+ year-old engine and heavy rescue at the end of their service lives. Doing so eliminates the need to cross-staff these apparatus, reducing response time and ensuring personnel have the tools needed to meet our all-

hazards mission. In addition to the impact on response capabilities, this combination unit eliminated one piece of heavy apparatus in the



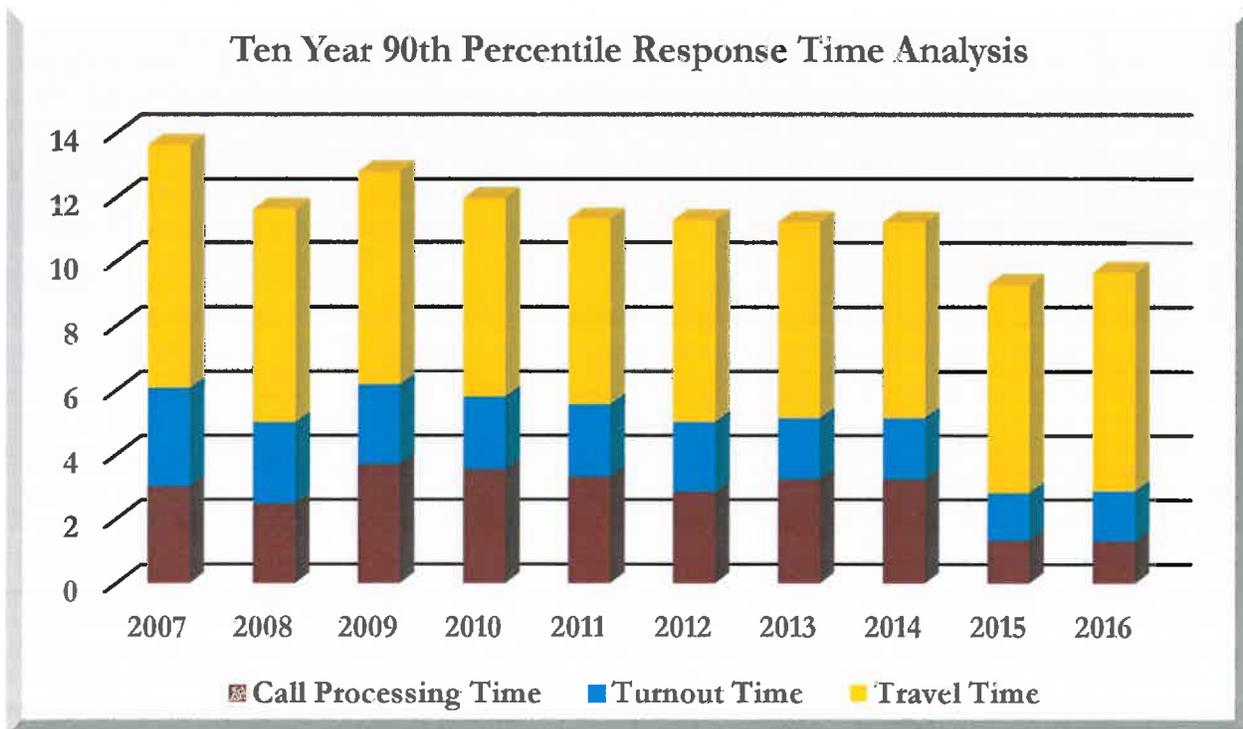
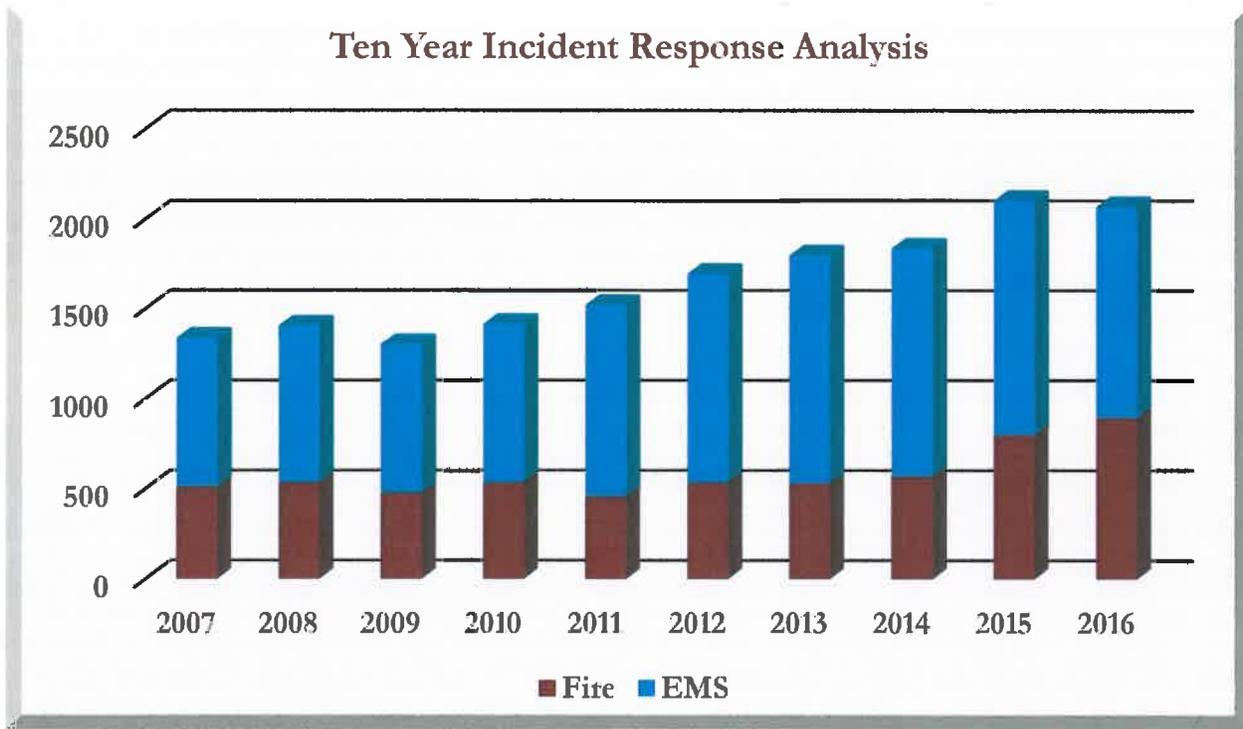
fleet, reducing costs associated with vehicle maintenance.

**Comparing Fox Valley Fire Services**

<i>FIRE DEPARTMENT</i>	<i>POP. SERVED</i>	<i>FT FF</i>	<i>POC FF</i>	<i>FIRE STATIONS</i>	<i>2016 RUNS</i>
CITY OF KAUKAUNA	15,462	19	15	One	1,689
FOX CROSSING	18,498	4	54	Two	991
<i>GRAND CHUTE</i>	<i>22,083</i>	<i>17</i>	<i>30</i>	<i>Two</i>	<i>2,068</i>
NEENAH-MENASHA	43,623	68	0	Four	2,667
APPLETON	74,286	96	0	Six	4,718



## A DECADE OF DATA: *TEN YEAR RESPONSE TRENDS*



## NOTABLE INCIDENTS OF 2016



On March 4th we responded to a [residential structure fire](#), encountering a **well-involved vehicle auto-exposing to the adjacent duplex on arrival. The fire was quickly brought under control, confining it to the exterior of the building.** While the structure sustained smoke and heat damage to the exterior only, the vehicle was declared a total loss.

On March 14th we responded to a report of an [apartment fire](#). First arriving crews arrived to find **smoke showing and residents evacuating from the 24 unit complex. An aggressive interior attack quickly knocked down the fire which was confined to the unit of origin.** Residents were able to **re-occupy the building** prior to fire personnel clearing the scene.



On May 13th we responded to a [residential structure fire](#), arriving to find **smoke pushing from the attic of a quad-level single-family dwelling. Crews made an interior attack and were able to confine the fire to the attic area, leaving the living space unaffected with the exception of minor water damage associated with suppression efforts.**



On December 17th we responded to reports of a [commercial structure fire](#), arriving on scene to find a **large body of fire showing from the roof the “big-box” Walmart store. Crews quickly accessed the roof and extinguished the fire which was confined to a 20 by 60 foot refrigeration unit. The store was re-opened prior to firefighters clearing the scene.**



## EMERGENCY MEDICAL SERVICES

For nearly **two decades** the Grand Chute Fire Department has been delivering **emergency medical services** in a **tiered response system** with Gold

**Cross Ambulance, the sole transport service provider for the Fox Valley.**



Under this system, **fire personnel provide patient care** prior to the arrival of **Gold Cross**, or in conjunction with their personnel already on scene. 2016 marked GCFD's second full year of **service at the EMT-Basic level** after completing our agency upgrade from First Responder in 2013.

Our resources are **strategically located** at our two fire stations to facilitate the **expedient deployment and arrival** of emergency equipment and personnel. In addition to this **ideal geographical distribution**, GCFD



personnel have the ability to **provide patient care in nearly any environment** or situation. *In other words, your Grand Chute Firefighters are able to **bring***

***treatment TO THE PATIENT, initiating immediate care whether they are pinned in a rolled-over vehicle, overcome by carbon monoxide, trapped in a confined space, submerged in frigid water, or in the comfort of their own home.***



### 2016 EMS PATIENT SUMMARY

#### CHIEF COMPLAINT 2016

Fall Victim	212
Sick Person	154
Breathing Problem	117
Traffic Accident	94
Unconscious / Fainting	89
Convulsions / Seizure	68
Chest Pain	66
Traumatic Injury	66
Unknown / Man Down	43
Abdominal Pain	31
Stroke / CVA	31
Cardiac Arrest	29
Diabetic Problem	27
Ingestion / Poisoning	25
Back Pain	20
Heart Problems	19
Hemorrhage	17
Allergies	12
Assault	11
Headache	11
Psychiatric Problems	9
Not Applicable	8
Heat / Cold Exposure	4
Choking	3
Drowning	3
Pregnancy / Childbirth	3
Burns	1
Stab / Gunshot Wound	1
Animal Bite	0
Eye Problem	0

#### PATIENT AGE GROUP 2016

50 to 60	15.8%
60 to 70	13.5%
70 to 80	13.3%
80 to 90	12.8%
30 to 40	11.8%
20 to 30	10.5%
40 to 50	7.9%
10 to 20	6.6%
0 to 10	4.3%
90 to 100	4.3%
100 to 110	0.0%



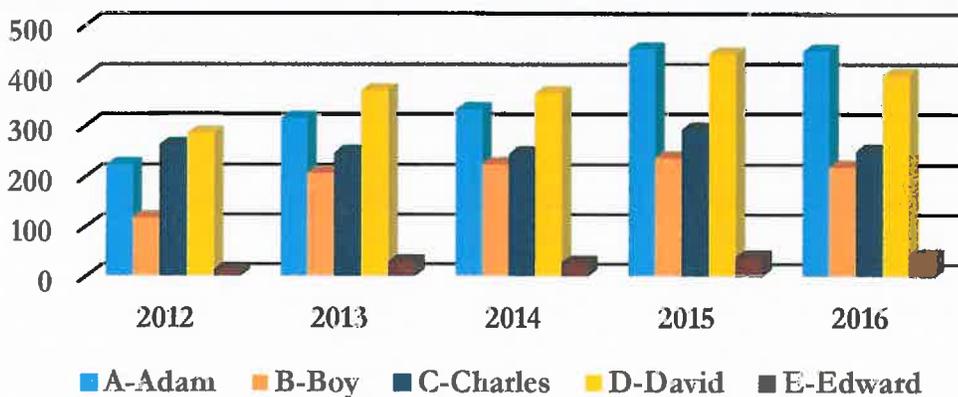
## EFFICIENT SERVICE DELIVERY: *ALTERNATE RESPONSE VEHICLE*

The manner in which our organization has historically responded to EMS incidents was born out of necessity. Under that model crews of three to four personnel responded from their assigned station on engine company apparatus in order to provide a quick travel time to the scene of the emergency, while maintaining the ability to respond to subsequently received calls regardless of nature of the incident. The increasing number of simultaneously occurring calls for service required personnel to frequently clear the scene of one incident and immediately respond to another. Responding to all incidents in fire apparatus enabled personnel to quickly shift gears from an EMS to fire response without having to return to the station to exchange vehicles, which would result in an unacceptable lag in response times.



Following an exhaustive analysis of incident response data trends over the most recent five year period, the Grand Chute Fire Department launched an [Alternate Response Vehicle](#) Program in Late 2016. Under this program the Alternate Response Vehicle (ARV) is staffed with two personnel during identified "peak demand" hours. While utilizing the ARV during these daytime hours does not completely eliminate fire apparatus responses to EMS incidents, it is instrumental in reducing them. This reduction assists in decreasing maintenance costs associated with wear sustained by fire apparatus subject to high-volume EMS

EMS Responses By Determinant Level



response. Additionally, fire apparatus and personnel remain available to respond to more resource-rich fire and rescue related incidents, as well as any subsequent calls received while the ARV is committed. This model

allows our system to absorb the demand generated by a multi-unit incident, or two simultaneous single-unit incidents, thus maintaining the ability to provide timely response coverage for any additional calls.



## SEVENTH ANNUAL SAFETY DAY



On Saturday September 10<sup>th</sup>, GCFD hosted the Seventh Annual **“Jesse Pickett” Family Safety Day**. This event, which aims to educate the public on a broad scope of safety-related topics is held in honor of Fire Prevention Specialist Jesse Pickett, who tragically lost his life in a car accident in December of 2013. It serves to memorialize his diligent efforts to reduce the loss of life from fires in our community.

### 2016 SOCIAL MEDIA SUMMARY

Total Facebook “Likes”	3456
Total Twitter “Followers”	1298

### TOP SOCIAL MEDIA POST

A facebook post highlighting the rescue of five ducklings by firefighters from a Grand Chute storm sewer garnered 502 “likes” and was viewed by over 38,000 users.



## FIRE PREVENTION DIVISION

### GCFD Honored by Timber Rattlers

In April, your Grand Chute Firefighters graciously accepted an invitation to stop by the Fox Cities Stadium for a little Timber Rattlers Baseball in conjunction with



Public Safety Appreciation Night. Sparky made an appearance, the crew provided tours of the engine, ThedaStar was landed, and the Honor

Guard participated in the opening ceremony. Lieutenant Geissler even had the privilege of throwing out the first pitch!



### UWO Fire Science Campers Learn CPR

As in years past, 23 high-school age “campers” had the opportunity to visit Grand Chute on their first day with the UW-

Oshkosh Fire Science Camp in June. These future emergency responders learned lifesaving CPR / AED skills,



and participated in a water rescue relay race drill using cold water exposure suits.

## FIRE PREVENTION DIVISION

### Kindergarten Students Tour Fire Stations

Throughout the month of October, your Grand Chute Firefighters hosted Kindergarten Students from Houdini, Badger, and Plamann Schools for tours at both fire stations. As part of the [Fire Prevention Week](#) festivities, students had an opportunity to visit the stations, while also completing a firefighter obstacle course, and discussing the importance of maintaining working smoke alarms in their homes.



### Firefighters Rescue Injured Goose

After being alerted to a report of an individual who had traversed a frozen pond attempting to reach an injured goose, your Grand Chute



Firefighters took it upon themselves to intervene and “rescue” the animal to ensure the safety of any other well-intentioned wildlife lovers. Grey Shift personnel led by Lt. Schipper donned ice rescue suits and proceeded onto the pond to retrieve the goose. Both the rescuers and goose made it to shore safely, and arrangements were made for its transfer to a wildlife sanctuary in Green Bay.

#### 2016 PREVENTION SUMMARY

Inspections Conducted	3333
Public Education Events	87
Citizen Contacts	4626



## CHIEF TRILLING RETIRES



After nearly three decades of selfless service to the citizens and visitors of Grand Chute, Assistant Chief Richard "Dick" Trilling took one last ride on the engine in April of 2016, closing the books on a storied career dating back to 1986 when he was hired as one of the department's first full-time employees. A true pioneer of the organization, he is the first career member of the Grand Chute Fire Department to retire.

While a unique void was created by his departure, the impact Chief Trilling had on the Grand Chute Fire Department will be felt for years to come, perpetuated through the work of those who had the honor to serve alongside him as he exercised integrity, compassion, and humility in all of his actions. Please join us we celebrate the career of Assistant Chief Trilling and congratulate him on his retirement!



## MEETING FUTURE DEMANDS: *STRATEGIC PLANNING PROCESS*

In 2016 the Grand Chute Fire Department took on the arduous task of developing a strategic plan for 2017 to 2019. The second of its kind to be produced by the organization, this document will serve to guide us as we continually strive for excellence in the delivery of our mission, and fulfillment of our shared vision in the years to come. Its contents are a result of the collaborative efforts of not just the internal stakeholders listed below, but the very people we have the privilege of serving. This invaluable insight obtained through community participation in our external stakeholder survey represents the foundation of the adopted community driven strategic planning model, and our subsequently tailored organizational planning efforts.



The completion of this plan marks our first step in the journey towards the

achievement of international accreditation

through the [Center for Public Safety Excellence](#) (CPSE). Recognizing the dynamic nature of the community we serve and the fire service as a whole, this plan will be evaluated annually to measure both progress and

effectiveness, providing our organization with the flexibility to adapt to meet the changing needs of the citizens and visitors of Grand Chute while remaining keenly focused on the fulfillment of our strategic goals and objectives.



### Strategic Planning Internal Stakeholder Group

Tim Bantes <i>Fire Chief</i>	Jason Biese <i>Paid-on-Premise Firefighter</i>	Mike DeBruler <i>Assistant Chief</i>
Bill Gretzinger <i>Paid-on-Premise Lieutenant</i>	Sean Heinz <i>Part-Time Firefighter</i>	Matt Kasriel <i>Assistant Chief</i>
Raul Lazcano <i>Career Firefighter</i>	Chad Martin <i>Career Lieutenant</i>	Dave Paulson <i>Paid-on-Premise Lieutenant</i>
Brian Schommer <i>Career Captain</i>	Aaron Stark <i>Career Engineer</i>	Lisa Schuh <i>Administrative Assistant</i>
Wade Thorson <i>Career Firefighter</i>	Eric Vaughan <i>Paid-on-Premise Firefighter</i>	



## TRAINING DIVISION

### GCFD Hosts Propane Live Fire Training

In May Grand Chute was selected to host the live fire training program sponsored by the Wisconsin Propane Gas Association. This four hour course covered operational considerations and hazard recognition for propane related incidents, as well as live fire evolutions simulating realistic emergencies ranging from barbeque grill to tank truck fires. In



addition to GCFD personnel, our partners from the Village of Fox Crossing joined us for this unique opportunity.

### Firefighters Prepare For Active Threats

GCFD Personnel had the opportunity to partner with GCPD to enhance their ability to respond to incidents involving violence and active threats.



Firefighters reviewed donning procedures for our new ballistic PPE, as well as tactical movements enabling them to quickly reach and treat patients under the protection of law enforcement.

### 2016 TRAINING SUMMARY

Training Sessions Held	474
Member Attendance	1,610
Total Hours	3,349



### FORCIBLE ENTRY PROP

Thanks to the fabrication skills of Lt. Paltzer and the rest of Blue Shift, a forcible entry door prop was built allowing personnel the ability to gain practical experience forcing doors with hand tools. These critical skills are used not only to gain access to the interior of burning structures, but also on EMS calls where patients are unable to let responders in.



### GCFD COMMAND STAFF SELECTED FOR EXECUTIVE FIRE OFFICER PROGRAM

Two GCFD Chief Officers were accepted into the [National Fire Academy Executive Fire Officer Program](#). Admission to this four-year program is extremely competitive, with only 200 fire service leaders selected annually from a nationwide applicant pool. Assistant Chief Kasriel completed the first year of the program in 2016, and Assistant Chief DeBruler was notified of his acceptance in August.



## AWARDS AND ACHIEVEMENTS



Under the leadership of **Lieutenant Michael Geissler**, the crew of Engine 2622 (**Engineer Robert Olson** and **Firefighters Wade Thorson**) received a **Unit Citation** for their actions on rollover vehicle accident with multiple patients trapped.

### Citizen Lifesaving Awards

*A Citizen's Lifesaving Award was presented at the October 4<sup>th</sup> Grand Chute Town Board Meeting to Brian Shafranski.*

Mr Shafranski was recognized for his swift and decisive action in providing bystander CPR to the victim of a witnessed cardiac arrest at a local athletic club. As a result of Mr.



Shafranski's efforts in quickly providing this lifesaving early intervention, the stricken individual made a full recovery.

*A Citizen's Lifesaving award was presented on November 30<sup>th</sup> at Southern Door Elementary School to Jeremiah Binns.*

Jeremiah was swimming at a local hotel when he noticed one of his friends under water. Without hesitation, Jeremiah sprung into action, pulling his friend from the water and beginning CPR. As a result of Jeremiah's quick thinking and heroism, his friend made a full recovery!



### LETTERS OF COMMENDATION

Lieutenant Paulson  
Lieutenant Gretzinger  
Firefighter Lazcano

### SERVICE AWARDS

Lieutenant Heling – 40 Years  
Admin. Assistant Schuh – 25 Years  
Lieutenant Schipper – 20 Years  
Firefighter Syring – 20 Years



### SCHIPPER EARNS MPA

Lieutenant Robert Schipper completed his graduate coursework and was awarded a Masters of Public Administration Degree from University of Wisconsin – Oshkosh in June of 2016. Congratulations Robert!



## EMS LIFESAVING COMMENDATIONS

The following crews were recipients of *EMS Lifesaving Commendations* for their actions on cardiac arrest incidents in which the victims were successfully resuscitated and made full recoveries. In 2016, **16 percent of cardiac arrest patients in Grand Chute survived** and were subsequently discharged from the hospital.



### Engine 2621

Lieutenant Robert Schipper  
Firefighter Eric Berglund  
Engineer Eric Vaughan

### Engine 2621

Lieutenant Robert Schipper  
Engineer Chad Siegmann  
Firefighter Raul Lazcano



### Engine 2622

Engineer Aaron Stark  
Firefighter Andy Czechanski  
Firefighter Tyler Rusch

### Engine 2622

Lieutenant Brad Paltzer  
Engineer Robert Olson  
Firefighter Wade Thorson  
Firefighter Jeremy Hanson  
Firefighter Bryce Sternhagen



# Grand Chute Police Department

## 2016 ANNUAL REPORT



### Community Characteristics

The type of police service delivered in any community is often a byproduct of the unique characteristics of that community. Our situation is no exception.

The Town of Grand Chute is an urbanized community with a permanent population of approximately 22,083, a significant portion of which resides in multi-family housing units. Our daytime population has been estimated to be in excess of 70,000. The community is home to the Fox River Mall, one of Wisconsin's largest shopping centers; Fox Valley Technical College; and the Wisconsin Timber Rattlers, a Class A minor league baseball affiliate of the Milwaukee Brewers. These attractions, and many others, make our community a popular destination and explain why the town also contains the largest concentration of hotel rooms in the Fox Valley.

The popularity of local attractions, a strong commercial and industrial base, and a permanent population that ranks Grand Chute as the largest town in Wisconsin, all combine to make traffic in Grand Chute a major area of concern. Main highway arterials converging in the area include Interstate 41 and State Highways 125, 15, and 96. In addition, several major county trunk highways and regional traffic corridors also carry high volumes of traffic through the Town.

These various community characteristics serve to drive many of our policing priorities. The high daytime population results in a disproportionately high demand for police services, primarily between 8:00 a.m. and 5:00 p.m. Coupled with the high traffic volume, many of these service demands are traffic related, such as vehicle crashes and motorist assists. The high concentration of retail business brings an increased incidence of retail theft, and the presence of a large number of unattended vehicles in parking lots carries a high potential for thefts from autos. Finally, the transient nature of a significant portion of our population, those in hotel rooms or apartment complexes experiencing frequent tenant turnover, lends itself to disputes and disturbances, as well as other crime trends not as common in neighborhoods with a more stable population.

### Mission of the Grand Chute Police Department

Developing an awareness of community characteristics is one of many requirements in establishing an organizational mission. Our community is vibrant and engaging for residents and visitors alike, made so by its many positive attributes. These attributes play an integral role in fostering a high quality of life in the community, but they are also frequently associated with a high demand for police services. As such, the department has adopted a mission statement that is responsive to these demands and perpetuates the high quality of life we have come to enjoy.

The mission of the Grand Chute Police Department is as follows:

*The mission of the Grand Chute Police Department is to enhance the overall quality of life, reduce the fear of crime, and ensure a peaceful, safe environment for all members of our community.*

*We will fulfill this mission by collaborating with community members to identify and creatively solve problems, seeking voluntary compliance with the law through education and enforcement efforts, and thoroughly investigating criminal acts to hold perpetrators accountable and provide relief for victims.*

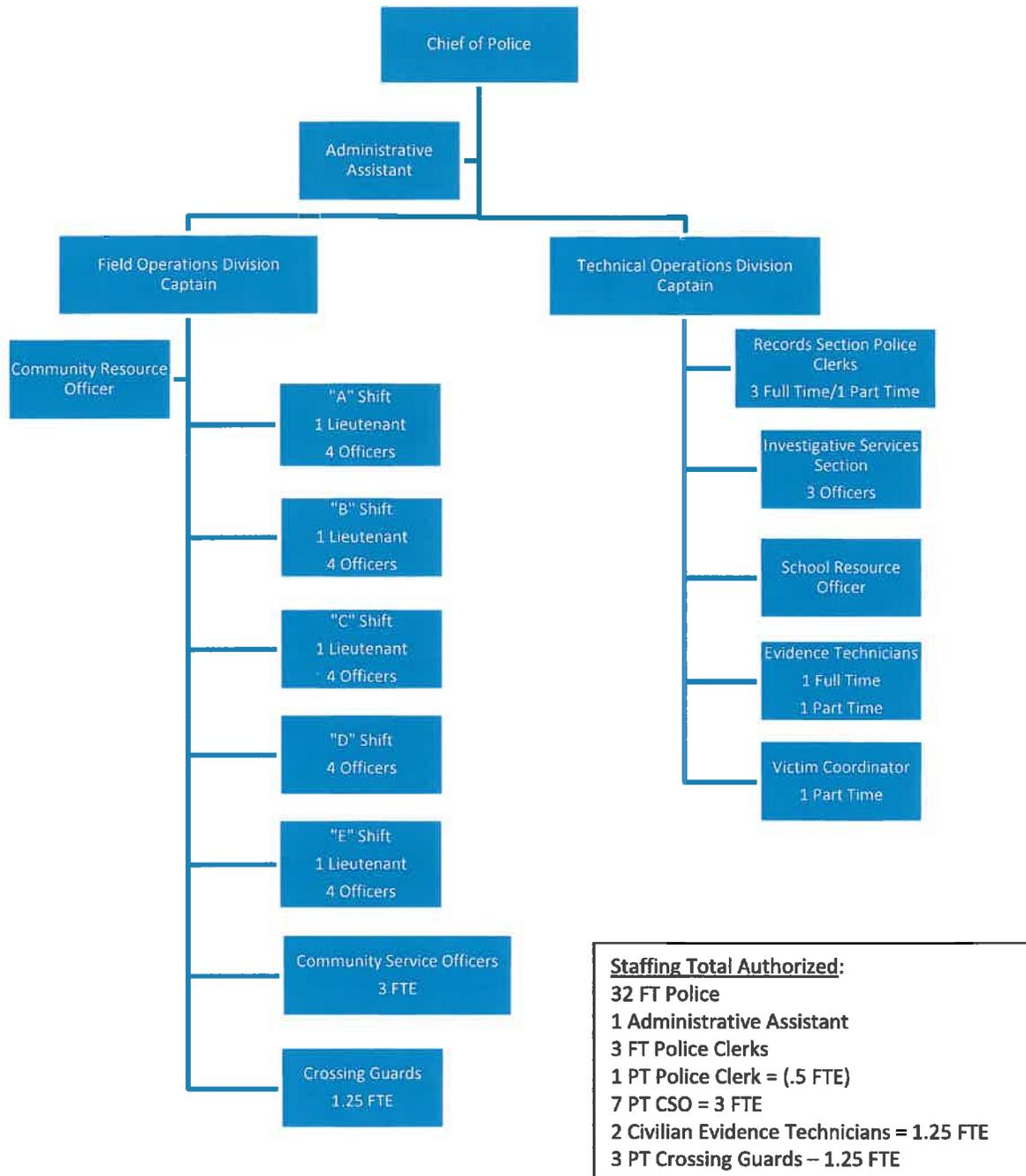
By analyzing crime and service trends, and seeking input from community members, we are able to prioritize the manner in which we deploy our resources. Furthermore, with input from community members we are able to explore nontraditional problem solving methodologies, such as our ongoing collaborative efforts with local hotel operators to curb vice crimes often associated with hotel properties.

## **Police Department Organizational Structure and Duties**

To achieve our goals, the Grand Chute Police Department has an authorized staffing level of 32 fulltime police officers, three fulltime police clerks, one fulltime administrative assistant, and one fulltime property/evidence technician. In addition, the department is authorized various part-time positions. These include one part-time (.25 FTE) evidence technician, one part-time (.5 FTE) police clerk, seven part-time (3 FTE) community service officers and three part-time (1.5 FTE) school crossing guards.

Under the overall direction of the chief of police, the Grand Chute Police Department is divided into two functional divisions; Field Operations and Technical Operations. Each division is commanded by a police captain. The Field Operations Division is responsible for delivering front line police services and represents the highly visible, uniformed presence in the community. The Technical Operations Division is responsible for providing specialized investigative and administrative support to the organization. The structure of the organization is depicted in the organizational chart below.

## GCPD Organizational Chart



The duties performed by the members of the Grand Chute Police Department are many and varied. The sworn officers assigned to the Field Operations Division provide highly visible police patrol as a deterrent to criminal behavior. They also respond to and investigate all manner of complaints,

including such things as crimes, disturbances, traffic crashes, suspicious activities, medical emergencies and public assists. They engage in enforcement of state traffic statutes and town ordinances to encourage voluntary compliance and community safety. Of course, they are actively involved in developing community partnerships and identifying and resolving community problems.

Officers periodically participate in various special assignments. These might include:

- Conducting undercover investigations to detect crime associated with human sex trafficking and prostitution.
  - In 2016, officers participated in four such investigations. Five trafficking victims were identified and a total of 76 arrests were made for a variety of offenses.
- Partnering with representatives of the Wisconsin Department of Corrections, Division of Community Corrections, to conduct monthly residential visits of registered sex offenders.
  - In 2016, the department assisted in conducting 24 residential visits of registered sex offenders.
- Performing alcohol compliance checks designed to ensure licensed premises are not selling alcohol to underage persons.
  - In 2016, the Comprehensive Alcohol Response Team (CART) conducted compliance checks at licensed premises in the Town. A total of 78 establishments were checked, with seven establishments serving the underage agent who entered the premises. In addition, the CART conducted a complete round of licensed premises inspections for licensing purposes. All but two establishments passed inspection.
- Participating in special events, such as large community events, crime prevention assignments, public information activities, etc.
  - During 2016, the department participated in 22 community events or crime prevention assignments, including another highly successful National Night Out, held on August 02 at Lions Park.

The community service officers represent the other highly visible element of the Field Operations Division. Staffed with non-sworn employees pursuing a criminal justice education, this program focuses on such tasks as animal control, parking enforcement, traffic direction, assisting disabled motorists, and other non-emergency, though highly important, assignments that may not require a police officer.

The Investigative Services Section of the Technical Operations Division provides all major case investigation for crimes involving both adults and juveniles. Crimes that are assigned to the Technical Operations Division are generally those meeting certain criteria; such as a high degree of complexity or need for a coordinated response, a need for a level of specialization or unique skill, or those requiring a time commitment that make follow-up by a field officer impractical. In addition to criminal investigation, the members of this unit also process and manage all evidence collected in support of criminal investigations.

The Records Section of the Technical Operations Division processes and manages all records associated with police department operations. This includes transcribing investigative narratives, filing all police reports, preparing records to be used in prosecution of criminal and municipal offenses, and

responding to public records requests. In 2016, the Records Section processed 1400 public records requests. The members of this unit also answer all non-emergency phone lines of the department between 7:30 a.m. and 4:00 p.m., Monday through Friday.

While the offices of the police department are only staffed between 7:30 a.m. and 4:00 p.m., Monday through Friday, the department provides full service, 24-hour police protection to the community.

### **Police Patrol Allocation**

To ensure proper police coverage in a 7-day, 24-hour environment; the department must carefully analyze a variety of workload factors. Two important considerations are total calls for service and distribution of calls across a 24 hour period. The following table illustrates historical data on police service call totals from 2007 to 2016.

<b>Year</b>	<b>Number of Service Calls</b>	<b>10-year Average</b>
2007	20,757	
2008	20,563	
2009	20,227	
2010	20,645	
2011	19,255	
2012	19,568	
2013	18,970	
2014	19,157	
2015	20,090	
2016	20,708	
<b>Total for all Years</b>	<b>199,940</b>	

The next table depicts the distribution of 2016 police calls for service across a 24 hour period. These figures assist in distributing available personnel resources to handle the anticipated service demand.

<b>6:00 a.m. until 2:00 p.m.</b>	<b>2:00 p.m. until 10:00 p.m.</b>	<b>10:00 p.m. until 6:00 a.m.</b>
<b>6,795 CFS</b> (total calls for service occurring during day shift)	<b>9,412 CFS</b> (total calls for service occurring during afternoon shift)	<b>4,501 CFS</b> (total calls for service occurring during night shift)
<b>32.81%</b> (percentage of total calls for service)	<b>45.45%</b> (percentage of total calls for service)	<b>21.74%</b> (percentage of total calls for service)

Based on this service demand distribution, as well as other variables, the following 24 hour staffing plan has been established for the Grand Chute Police Department.

- 6:00 a.m. until 8:00 a.m. – Optimum staffing is two patrol officers.
- 8:00 a.m. until 10:00 a.m. – Optimum staffing is four patrol officers.
- 10:00 a.m. until 4:00 p.m. – Optimum staffing is six patrol officers
- 4:00 p.m. until 4:00 a.m. – Optimum staffing is four patrol officers
- 4:00 a.m. until 6:00 a.m. – Optimum staffing is two patrol officers
- In addition to this staffing model, coverage includes a supervisor from 8:00 a.m. until 4:00 a.m. and a community service officer from 7:00 a.m. until 11:00 p.m.

## Crime and Disorder

One of the challenges faced by every police department relates to the occurrence of crime. The FBI tracks national crime trends through the Uniform Crime Reporting system, or UCR. All police agencies are required to report their crime activity to the FBI. Part 1 crimes, also referred to as Index Crimes, are the most serious crimes and, as such, tend to be reported more reliably than others. Because of this, they are used by the FBI to create national standards for comparison purposes. The Part 1 crimes are split into two categories, violent crime and property crime.

The chart below reveals Grand Chute Part 1 crime statistics for 2016 as compared to those for 2015. In 2016 our total number of Part 1 crimes decreased by 3.21%. This includes an increase in violent crime of 31.43% and a decrease in property crime of 4.51%. These figures tend to mirror the national trend for the first six months of 2016, which saw an increase of 5.3% in the number of violent crimes and a decrease of 0.6% in the number of property crimes. While the increase in violent crime might be considered troubling, it is still worth noting we experience a relatively low violent crime rate when compared with statewide data. In 2015, the per capita violent crime rate in the State of Wisconsin was 291 per 100,000 population, while in Grand Chute, the most recent violent crime rate is 208 per 100,000 population.

<b>Part 1 Crimes</b>	<b>2016</b>	<b>2015</b>	<b>% Change</b>
Homicide	0	0	*
Forcible Rape	15	6	150.00%
Robbery	7	4	75.00%
Aggravated Assault	24	25	(4.00%)
<b>Total Violent Crime</b>	<b>46</b>	<b>35</b>	<b>31.43%</b>
Burglary	26	34	(23.53%)
Larceny-Theft	843	876	(3.77%)
Motor Vehicle Theft	21	20	5.00%
Arson	0	2	(200.00%)

<b>Total Property Crime</b>	890	932	(4.51%)
<b>Total Part 1 Crimes</b>	936	967	(3.21%)

### Community Outreach

While considerable attention is focused on crime and the impact it has on our community, not all of our efforts are directed at criminal investigation. We also participate in many community activities designed to strengthen citizen involvement in crime prevention and enhance our relationship with our community partners. Each serves to enhance the wonderful quality of life we enjoy in the Town of Grand Chute. Some of these examples include:

- Our Trick or Treat bag program, through which we distribute safe treats to children during Halloween.
- Our Great Pumpkin Party for handicapped children who otherwise would be unable to participate in Halloween festivities.
- Our National Night Out picnic, during which we celebrate all of our Neighborhood Watch partnerships.
- Numerous safety day events, where our focus is on keeping children safe.
- The “Stuff-a-Cruiser Campaign,” which collected food and monetary donations for St. Joe’s Food Pantry.

The photos, below, provide a glimpse of our community outreach efforts.





## **Organizational Improvement**

Over the past three years, the Grand Chute Police Department has enjoyed the distinction of being accredited by the Wisconsin Law Enforcement Accreditation Group. Accredited police agencies must show compliance with approximately 235 professional police standards that represent best practices in the field. As such, accreditation is a coveted award that symbolizes professionalism and excellence. Currently, there are only 26 police agencies in the state to have achieved professional law enforcement accreditation out of more than 550 law enforcement agencies statewide. During 2016, the department underwent a comprehensive audit by WILEAG for the purpose of renewing our accredited status in early 2017.

**WISCONSIN LAW ENFORCEMENT ACCREDITATION GROUP**  
*Challenging Wisconsin's Law Enforcement Agencies to Pursue Excellence*



While we are continuously exploring ways to enhance our organization and improve the manner in which we deliver police services, one of the most exciting ways to build a strong, service oriented police department is by hiring talented, dedicated individuals. In 2016, we were fortunate to make several great additions to our staff. These include officers Caleb Menke, James Shepherd, and Steven Nothem; Lieutenant Eric Freville; and community service officers Jacob Quella, Caleb Zitek, Sam Weinkauf, Allen Jimenez, Tristain Prosper, and Peter Morton.



## **Conclusion**

The Grand Chute Police Department is committed to providing high quality, professional police services to the citizens of Grand Chute, as well as visitors to our community. Hopefully, the information contained in this report demonstrates we are achieving that goal. Should this report generate any questions or concerns, we would be happy to answer them.

The Department of Public Works is made up of three divisions to manage and maintain the public infrastructure of the Town of Grand Chute. The Highway Division oversees the roadways, bridges and public right-of-ways within the Town. The Parks Division provides for the maintenance and development of the Town's public parks and trail system. The Utility Division is responsible for the maintenance and repairs of the water and sanitary sewer mains, pumping stations, elevated water storage and storm water facilities. The Director of Public Works manages all of the Public Works divisions.

## Highways

The Highway Division maintains **125.99 miles of local roads** and adjacent right-of-way, 6 bridges, and 9 signalized intersections. Ten full-time personnel – Director, Deputy Director, Public Works Superintendent, Office Coordinator, Shop Foreman, Fleet Mechanic, and four equipment operators staff the Highway division. Seven part-time and five seasonal employees assist with street repairs, grounds maintenance and winter maintenance operations. The Highway Division's time is focused on the maintenance of the roadways and right-of-ways to preserve the integrity of the Town's transportation and roadway drainage systems.

**ROADWAY PROJECTS** Grand Chute saw three major road improvement projects during 2016. The Capitol Drive Reconstruction project started in June due to delays in the issuance of wetland permits from the Army Corp of Engineers and Outagamie County. The utility extensions were constructed first, followed by the installation of the new creek crossing culvert. The road work portion of the project will be completed in 2017. The finished roadway will have two 11-foot driving lanes and two 5-foot bicycle/pedestrian lanes on a rural typical section. The College Avenue North Frontage Road Reconstruction project completed the last section of College Avenue frontage road under the Town's jurisdiction. This project continued with the same typical roadway section used on the other segments of frontage road. The business side of the road is curb and gutter and the College Avenue side of the road has a gravel shoulder. The third major project of 2016 was the mill and resurface of Westhill Boulevard from Franklin Street to Wisconsin Avenue. Westhill Boulevard is an extremely busy commercial collector street. Reconstruction of the pavement with a normal construction schedule would have had a devastating effect on the local businesses for over 2 months. This project was bid to be constructed at night and required to be completed in less than 7 days. The contractor completed the paving and striping in six days with very little disruption to the daytime business traffic.



The College Avenue frontage road under the Town's jurisdiction. This project continued with the same typical roadway section used on the other segments of frontage road. The business side of the road is curb and gutter and the College Avenue side

of the road has a gravel shoulder. The third major project of 2016 was the mill and resurface of Westhill Boulevard from Franklin Street to Wisconsin Avenue. Westhill Boulevard is an extremely busy commercial collector street. Reconstruction of the pavement with a normal construction schedule would have had a devastating effect on the local businesses for over 2 months. This project was bid to be constructed at night and required to be completed in less than 7 days. The contractor completed the paving and striping in six days with very little disruption to the daytime business traffic.



Minor street reconstruction projects in 2016 included a joint project with the WisDOT to improve the configuration of the Casaloma Drive/STH 15 intersection to include separated turn lanes, bike trails and a push-button crosswalk for bikes and pedestrians.

**WINTER MAINTENANCE** In 2016, the highway crew addressed 13 snow events greater than 1 inch. 923 tons of salt, 0 gallons of liquid calcium chloride and 8,040 gallons of salt brine were used on the Town's roadways. We are purchasing salt brine (\$0.18/gal.) from Outagamie County and calcium chloride from the City of Appleton. The salt brine is also applied to roads as an anti-icing application prior to storms. **The annual per capita cost of snow removal in the Grand Chute was \$10.87.** The updated Winter Maintenance Policy was approved by the Town Board in the fall of 2016. This policy defines the level of service that the Town will provide with regard to the winter maintenance of the Town's roadways, sidewalks/trails and public parking areas. The winter maintenance of many of the paved bike/pedestrian paths were added due to the year-round use that they were receiving.

**CAPITAL EQUIPMENT** In 2016, three pickup trucks were replaced in Streets, Parks and Utilities. All three trucks are equipped with snow plows and will be used in our winter road maintenance operations. The **melter-applicator** used for sealing cracks in the Town roadways was replaced. A new **72-inch finish cut**

**lawnmower** was purchased as a replacement unit. The primary use of this mower is for town hall campus and park mowing activities. The new mower features improved fuel economy with an ergonomically correct operator's station reducing operator fatigue.

All outdated/replaced vehicles & equipment in 2016 were sold via a public on-line auction site with a net return exceeding \$29,664



**ROADWAY MAINTENANCE** All of the rural roadside ditches were mowed at least twice during the growing season. Approximately 3.0 miles of roadway had their cracks filled to prevent water infiltration and premature deterioration. A breakdown and a long delay for repair parts resulted in a decrease amount of crack filling in 2016. A number of our older subdivision roads received some full depth pavement patching. A survey was performed on damaged curb and gutter sections which were then removed and replaced.

## **Parks and Recreation**

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The Town of Grand Chute has seven active parks with the amenities shown in the Town of Grand Chute Matrix posted on the Town website. The Town conducted a survey and visioning session in 2016 to gather public input for the development of a new 23.8 acre park. The information collected is summarized in a “Town Center Park” Concept Plan and Development Strategy report that was completed by East Central Wisconsin Regional Plan Commission. The Town Board dedicated the new park in 2016 and a Master Plan was completed by Robert E. Lee & Associates to assist the Town with development of the open space to satisfy the needs of citizens.

The Town also has four “pocket parks” (small landscaped areas with a sitting area) in various locations along our paved bike/pedestrian trails. The Parks Department along with the Highway Department and seasonal employees maintain the parks and trails. Improvements made to the park and recreation facilities in 2016 include:

Arrowhead Park – 1,000 feet of boardwalk trail was improved in 2016.

Art Lecker Park – Stumps left from clearing the northern wetland trail were ground out to provide a smoother skiing and hiking trail. The parks 3 km of professionally designed cross country ski trails were mapped and groomed for the winter season. Volunteers from the Fox Valley Mountain Bikers Club assisted the Town with developing 2 km of winter trails for fat tire bikes in 2016. The ski and snow bike trails are only permitted during frozen ground conditions.

Lions Park – The tennis courts were rehabilitated with a suspended tile sports surface (mateflex II), fence, and nets in 2016. Hand dryers were installed in the bathrooms to reduce the paper product use.

Patriot Park – Concrete bleacher pads and safety fence enclosures for bleachers were added.

Prairie Hill Park – Volunteers from the Fox Valley Mountain Bikers Club continue work on the single-track trail grading and patiently wait for the grant approval needed to complete the project.

Carter Woods Park – Concrete dugouts, hand dryers, player’s benches, and LED fixtures & bulbs were added in 2016. The Town has partnered with Appleton West Baseball Club to make improvements to the park so tournaments can be played on both diamonds throughout the baseball season.

Maple Edge Park – A sign, trail, soccer goals, and tree planting completed the development of this newly created Neighborhood Park.

A double cab 4x4 Pickup Truck with a utility body and plow was added to the Park Department fleet for transporting materials and personnel to various park and trail locations. Added maintenance requires that personnel be diverted into several crews for transportation with multiple material hauling capabilities. The utility body gives this vehicle the same ability as other Park pickups to carry needed tools and supplies to address most minor park facility problems. The new plow will make this a versatile all season vehicle.

Pavement surface ratings were completed at all the park parking lots in 2016 and a Capital Improvement Plan was developed to address deficient pavement conditions through 2021.

The Grand Chute Children's Summer Park Program was well attended again in 2016.

The following is a participant breakdown by park and session:



Activity	Session	Participants
Arrowhead Park Summer Adventure Camp Park Program	Wednesday AM Session 9:00-12:00 Ages 4-8	28
Arrowhead Park Summer Adventure Camp Park Program	Wednesday PM Session 12:00-4:00 Ages 9-12	20
Patriot Park Summer Adventure Camp Park Program	Thursdays PM Session-1:00-4:00 Ages 4-12	19
Lions Park Summer Adventure Camp Park Program	Tuesday AM Session-9:00-12:00 Ages 4-8	31
Lions Park Summer Adventure Camp Park Program	Tuesday PM Session-1:00-4:00 Ages 9-12	15
Prairie Hill Park Summer Adventure Camp Park Program	Thursdays AM Session-9:00-12:00 Ages 4-12	32

Friday field trips went to the NEW Zoo, a high school drama production, a movie, the Barlow Planetarium and the trampoline park. We want to thank our 2016 sponsors for their generosity in supporting the Summer Adventure Camp Park Program.

East Wisconsin Savings Bank  
 L & S Truck Center  
 Peotters Collision Center  
 Costco Wholesale #1222  
 Personnel Finance Co.  
 Carow Land Survey  
 Christensen & Wisnet Inc.  
 Witthuhn Printing

B & K Auto  
 Floors by Roberts  
 Konz Wood Products  
 Midwest Truck Service  
 P. J. Kortens & Company Inc.  
 Van Handel's Cheese Hut  
 A1 Recyclers LLC  
 Baye Dentistry



Department of Public Works

Bergstrom Automotive  
Contractors S & E  
Gill & Gill SC  
Harley Davidson  
Herrling Clark Attorneys  
Mar-Tet Leasing

Metal Products  
Omni Associates  
Oral & Maxillofacial Surgery  
Valley Storage/Verhagen  
Van Zeeland Oil # 22  
Dr. Stephen M. Moore

## Sanitary Districts 1, 2 & Eastside – Water and Sanitary Sewer

The Utility Division was staffed by the Public Works Superintendent, an Office Coordinator, an Account Clerk, four full-time and two part-time field personnel. Grand Chute purchases all of its water from the City of Appleton. Municipal water is supplied to 76% of the properties to the west of Richmond Street (STH 47) and several extensions to the east of Richmond Street. The current municipal border agreement with the City of Appleton does not permit any new extension of Grand Chute sanitary sewer or water service in any area to the east of Richmond Street.

**Sanitary District No. 1** The water distribution system in Grand Chute consists of **119.10 miles of water main**, 1402 hydrants, and 3 booster stations. The Town has a 1,000,000-gallon elevated water storage tank which is located on the Town Hall property and a 750,000-gallon elevated water storage tank located on Misty Lane in the southwest corner of the Town. The major Sanitary District No. 1 project focus for 2016 continued to be the installation of the AMI water meter replacements.



Grand Chute, the City of Appleton and the Central Brown County Water Authority have individually entered into contracts with Sensus/HD Supply for the meters, software, hardware and implementation of an Advance Metering Infrastructure (AMI) system. Nearly all of the commercial/industrial and multi-family customer meter installations were completed in 2016. Midwest Testing, LLC was contracted to install residential meters and check for cross connections. 2,279 meters were installed by our contractor in 2016. Total smart meters installed at the end of 2016 was 6,603, ranging in size from 5/8-inch to 6-inches. The AMI system has been reading the inside mounted transceivers about 97% of the time.



A continued focus of Sanitary District No. 1 is the determination of the cause and correction required to reduce the undocumented water loss. Purchased and sold water is being tracked closely, as well as known water losses such as main breaks and fire department use. In a further effort to find the sources of lost water, the Town has done a full leak detection survey of the public system and Ordinance (523-7F(2)) requires all private water distribution systems perform a full leak detection survey every 4 years. After the full survey, the Town has implemented a program to check 25% of the public system each year. In 2016, the program for checking for water main breaks and leaks in the public system discovered twelve water-loss locations. The program to investigate leakage from private services discovered five leaks in 2016.

Sanitary District No. 1 continued its cross-connection program in 2016 in accordance with WDNR requirements (Chapters NR 810-811 and SPS 381-387). Town staff inspects and documents private water systems within dwellings and businesses for connections with the public water supply that could potentially cause a contamination. 2016 inspections were completed as part of the installation of the new water meters.

**Sanitary District No. 2** In 2016 the Grand Chute sanitary sewer system consists of **125.43 miles of sewer main**, 2,316 manholes (including the areas east of Richmond Street), and 10 lift stations. The Bentwood lift station on the corner of Capitol Drive and Thornwood Drive was removed with the extension of sanitary sewer along Capitol Drive now flowing south to the Victory Lane lift station. Sanitary District No. 2 will continue with its sewer main cleaning program that is projected to clean approximately 25% of the system each year. Approximately 60,000 feet of the system is also televised on an annual basis to review the internal condition of the pipes and locate areas of inflow from inappropriate connections (sump pumps, roof drains, etc.) and infiltration of ground water through defective joints or broken pipes.

### **Sanitary District 3 – Storm Water**

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Both Highway and Utility personnel assist in the maintenance of the storm water facilities. The Town's storm sewer system consists of **60.92 miles of storm sewer**, 1,396 manholes, and 1,850 catch basins. 14.01 square miles of Grand Chute was classified in 2016 as an urbanized area and required by the Wisconsin Department of Natural Resources (WDNR) and US Environmental Protection Agency (EPA) to meet specific storm water quality requirements. The State of Wisconsin's Wisconsin Pollution Discharge Elimination System (WPDES) Municipal Separate Storm Sewer System (MS4) General Permit (storm water permit) was reauthorized on May 1, 2014. Grand Chute was granted coverage under this permit and is revising the Storm Water Management Plan based on the requirements of this permit. The reissuance of the General Permit has updated and increased the requirements of MS4 communities. The reissued WPDES MS4 General Permit contains mandates in six categories: Public Education and Outreach, Public Involvement and Participation, Illicit Discharge Detection and Elimination, Construction Site Pollution Control, Post-Construction Storm Water Management and Pollution Prevention. Each permittee is responsible for meeting all of the applicable requirements within the watersheds in its MS4 boundary. To meet these requirements, the Town must construct numerous new wet storm water ponds. In addition to constructing ponds, Grand Chute was required to sweep the streets of the urbanized area every two weeks between the spring and fall of 2016. The Town also is a member of NEWSC, a consortium of MS4 communities in northeast Wisconsin that works jointly to meet many of the non-infrastructure requirements of the General Permit. The update of the Storm Water Management Plan was completed in 2016.

Funding of the storm water requirements of the WDNR and EPA is provided through the collection of storm water fees from all properties within the Town. Storm water rates were not increased in 2016. These rates are based on a Residential Equivalent Unit (REU). A charge of \$99.84 per year per REU is imposed on all the properties within the Town. Residential Single Family properties are charged one REU. Multi-family developments are charged on a per unit basis. Commercial and industrial properties are charged based on the number of REU's (3,283 sf/REU) of impermeable surface area that is measured on each property.

## 2016 ANNUAL PUBLIC WORKS HOURS

<b>PUBLIC WORKS</b>		
<b><u>STREET MAINTENANCE</u></b>		
Bridge Maintenance	1	
Curb Damage	52	
Guard Rail Maintenance	84	
Miscellaneous Highway	112	
Hot Patch	2	
Landscaping	282	
Patrol	79	
Paving	75	
Pot Hole Patching	349	
Shoulder Maintenance	129	
Crack Filling	331	
		<b>1,494.00</b>
<b><u>TRAFFIC</u></b>		
Pavement Marking & Line Striping	98	-
Sign Repair/Maintenance	543	
		<b>641.00</b>
<b><u>VEHICLE MAINTENANCE</u></b>		
Equipment Clean Up	218	-
Equipment Prep	88	
Shop Work	2437	
Shop Office work	1250	
Wash Vehicles	110	
		<b>4102.50</b>
<b><u>SERVICES</u></b>		
Brush Cutting	108	-
Chipping	526	
Inspection	161	
Inventory	6	
Tire Pick Up	39	
Trash Pick Up	31.75	
Tree Trimming	266.25	
		<b>1137.25</b>
<b><u>CUSTOMER SERVICE</u></b>		
Animal Control	3	-
Refuse & Recycling Maintenance	115	
		<b>117.50</b>
<b><u>WINTER MAINTENANCE</u></b>		
Anti-icing	22	-
Haul Snow	183	



Department of Public Works

Mailbox Damage Repair	8	
Snow Removal-Miscellaneous	8	
Winter Plowing	1955	
Winter Salting	379	
Winter Maintenance	281	
		<b>2835.00</b>
<b><u>MISCELLANEOUS</u></b>		
Arbor Day	9	
Dri Zorb	15	
Election	208	
Employee Compliance Testing	15	
Meetings	65	
Office Work	346	
Training	301	
		<b>957.25</b>
		<b>11,284.50</b>

### MUNICIPAL COMPLEXES

<b><u>BUILDING MAINTENANCE</u></b>		
Town Hall	754	
Salt Shed	9	
Town Hall Yard	33	
Vehicle Storage Bldg	21	
		<b>816.50</b>
<b><u>FACILITY GROUND MAINTENANCE- GENERAL</u></b>		
Town Hall		
General	228	
Mowing	502	
Landscaping	23	
Tree Watering	6	
Miscellaneous Watering	6	
Fire Dept #2		
General	6	
Mowing	8	
Fire Dept #1	26	
Salt Shed	4	
Town Hall Yard	36	
Cemetery-Mowing	61	
Road Sides-Mowing	426	
Outlots-Mowing	215	
State Mowing	105	



**Grand Chute**

Department of Public Works

<b>Winter Maintenance-General</b>		
Town Hall	8	
Salt Shed	10	
		<b><u>1665.50</u></b>
		<b><u>2,482.00</u></b>

**PARKS & RECREATION**

<b><u>GROUND MAINTENANCE-PARKS</u></b>		-	-	-
<b><u>General</u></b>				
All Grande Chute Parks	310			
All Trails	805			
Arrowhead Park	188			
Carter Woods Park	690			
Lecker Park	79			
Lions Park	199			
Patriot Park	316			
Prairie Hill Park	248			
Maple Edge Park	322			
Pocket Parks	18			
<b><u>Pick up Grass</u></b>				
Arrowhead Park	3			
Carter Woods Park	2			
Lions Park	5			
Patriot Park	28			
Maple Edge Park	1			
<b><u>Watering</u></b>				
All Parks	22			
Arrowhead Park	8			
Carter Woods Park	10			
Prairie Hill Park	4			
Maple Edge Park	9			
Bluemound Trail	5			
<b><u>Landscaping</u></b>				
Lions Park	1			
<b><u>Pesticide Application</u></b>				
All Grande Chute Parks	75			
Carter Woods Park	5			
Lecker Park	1			
Patriot Park	1			
Prairie Hill Park	2			
				<b><u>3,353.75</u></b>
<b><u>BUILDING MAINTENANCE-PARKS</u></b>		-	-	-
All Grand Chute Parks	915			



# Grand Chute

Department of Public Works

Arrowhead Park	134		
Carter Woods Park	257		
Lecker Park	42		
Lions Park	80		
Patriot Park	131		
Prairie Hill Park	51		
Maple Edge Park	10		
		<b>1,619.00</b>	
<b><u>INSPECTIONS</u></b>			
Tree Inspection	11	-	-
		<b>11.00</b>	
<b><u>TRAINING</u></b>			
CPR/BBP	1	-	-
		<b>1.00</b>	
<b><u>RECREATION</u></b>			
Adventure Camp	881	-	-
		<b>880.5</b>	
			<b><u>5,865.25</u></b>

<b>STORMWATER MANAGEMENT</b>			
<b><u>INSPECTIONS</u></b>			
Stormwater Lateral Connection	12		
		<b>12.25</b>	
<b><u>STORMWATER MAINTENANCE</u></b>			
Culvert-Maintenance/Repair	37		
Curb Inlet Maintenance	195		
Ditch-Maintenance	123		
Drainage	144		
Haul Sweepings	22		
Locating-Storm	14		
Storm Sewer M.H. Maintenance	73		
Stormwater Maintenance	46		
Street Sweeping	80		
		<b>732.50</b>	
			<b><u>744.75</u></b>

**TOTAL HOURS** **20,376.50**



Department of Public Works

Utility Service Permits.....	170
Road Reconstruction & Paving .....	0.81 Miles
Road Crack Filling.....	3.0 Miles

## ANNUAL SANITARY DISTRICT NO. 1 REPORT

Water Purchased from the City of Appleton	834.6 million gallons
Average Daily Use	2.25 million gallons
Peak Daily Use	3.4 million gallons
Water permits issued	97
Water Main Breaks	12
Hydrants Flushed	1,387
Valves Exercised	936
Water Meters in Service	
• Residential	6,868
• Commercial	1,240
• Industrial	18
• Public Authority	26
• Multi-Family	165
Water Meters Replaced with Smart Meters	
• Residential	2,638
• Commercial	304
• Industrial	1
• Public Authority	2
• Other/Church	24
• Multi-Family	490

## ANNUAL SANITARY DISTRICT NO. 2 REPORT

Average Daily Flow	2.4600 million gallons
Sewer Permits Issued	95
Length of Sewer Pipe Cleaned	184,377 feet
Length of Sewer Pipe Televised (2016 Program)	60,869 feet
Total number of wells with smart meters .....	233
Well meters left to convert .....	4

Respectfully Submitted,

Thomas J. Marquardt, P.E., Director of Public Works  
 Karen M. Heyrman, P.E., Deputy Director of Public Works  
 Todd W. Prah, Public Works Superintendent