



Village of

# ***Little Chute***

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## **AGENDA**

### **R**EGULAR BOARD MEETING

PLACE: Little Chute Village Hall  
DATE: Wednesday, December 2, 2015  
TIME: 6:00 p.m.

#### **REGULAR ORDER OF BUSINESS**

- A. Invocation
- B. Pledge of Allegiance to the Flag
- C. Roll call of Trustees
- D. Roll call of Officers and Department Heads
- E. Public Appearance for Items Not on the Agenda
- F. Report of Other Minutes:
  - Minutes of the Plan Commission Meeting of October 12, 2015
  - Minutes of the Meeting of Kimberly-Little Chute Public Library Board Meeting of October 20, 2015
  - Minutes of the Utility Commission Meeting of October 20, 2015
  - Minutes of the Fire Commission Meeting of November 2, 2015
  - Minutes of the Utility Commission Meeting of November 3, 2015
- G. Approval of Minutes
  - Minutes of the Little Chute Village Board Joint Budget Meeting with the Village of Kimberly and Combined Locks of November 9, 2015*
  - Minutes of the Regular Board Meeting of November 18, 2015*
- H. Discussion/Potential Action—Windmill Plaza Bench Policy
- I. Discussion/Action—Adoption of Resolution #35 Dedication of Hartzeim Drive
- J. Discussin/Action—Adoption of Resolution #36 2016 Budget and Establishing the Tax Levy
- K. Discussion/Action—Trilliant Development Agreement Amendment
- L. Discussion—Personnel Manual
- M. Department and Officers Progress Reports
- N. Disbursement List
- O. Call for Unfinished Business
- P. Items for Future Agendas

## Q. Adjournment

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 108 West Main Street, (920) 423-3852, email: [Laurie@littlechutewi.org](mailto:Laurie@littlechutewi.org)

Prepared: November 30, 2015

## MINUTES OF THE PLAN COMMISSION MEETING – OCTOBER 12, 2015

### Call to Order

The Plan Commission meeting was called to order at 6:00 p.m. by President Vanden Berg

### Roll Call

#### PRESENT:

President Vanden Berg  
Larry Van Lankvelt  
Bill Van Berkel  
Steve Eggert  
Brian Huiting  
Roy Van Gheem  
Richard Schevers

ALSO PRESENT: Community Development Director Jim Moes, Village Administrator  
James Fenlon, Ken Jaworski with Marteson & Eisele

### Public Appearance for Items Not on the Agenda

None

### Approve Minutes from the Plan Commission Meeting of September 14, 2015

*Moved by Commissioner Van Lankvelt, seconded by Commissioner Van Berkel to  
Approve the Minutes of September 14, 2015 as presented.*

Ayes 7, Nays 0 – Motion Carried

### Discussion—Comprehensive Plan

Ken Jaworski with Martenson & Eisele spoke on wording within the housing section regarding the anticipated demands for rental/multi-family. He stated unit size and density requirements along with maintenance schedules and standards will help to reduce inquiry without discouraging growth. Jim Moes reviewed how covenants/deed restrictions are causing empty buildings and tax concerns for residential and small businesses.

### Unfinished Business

None

### Items for Future Agenda

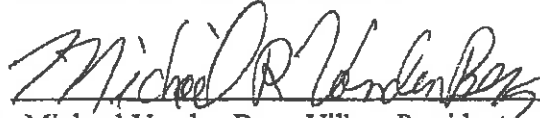
Preference for advancing the “draft” documents or complete documents.

### Adjournment

*Moved by Commissioner Van Berkel, seconded by Commissioner Van Lankvelt to  
Adjourn the Plan Commission Meeting at 6:49 p.m.*

Ayes 7, Nays 0 – Motion Carried

### VILLAGE OF LITTLE CHUTE

  
By: Michael Vanden Berg, Village President

  
Attest: Laurie Decker, Village Clerk

**Minutes of the Meeting of the  
Kimberly-Little Chute Public Library Board**

October 20, 2015

The meeting was called to order at 4:48 p.m. by President Moes at the James J. Siebers Memorial Library in Kimberly.

PRESENT: Amanda Fletcher, Dave Hietpas, Jim Hietpas, Jim Moes, Lori Vanderloop, Phil Yunk.

OTHERS PRESENT: Beth Carpenter, Ann Hardginski, Angela Schneider.

**MINUTES AND INVOICES**

Moes moved, seconded by Vanderloop, to approve the minutes of the September 22, 2015 meeting. Motion carried. D. Hietpas moved, seconded by J. Hietpas, to approve the September 2015 invoices. Motion carried. The September 2015 financial and statistics reports were discussed.

**OLD BUSINESS**

Carpenter provided additional data regarding the sustainability of library services related to the Joint Library status. Data included: WI Public Library Standards as a joint library, as well as individual libraries; interlibrary lender/borrower statistics; crossover lending and borrowing statistics; county reimbursements considered a joint library, as well as individual libraries; points to consider regarding joint library service from staff perspectives. Hardginski and Schneider shared impressions also. Discussion followed. Rose Vander Velden entered the meeting at 4:55 p.m.

Possibilities for change in service were discussed, including one building rather than two or separating collections with one location hosting children's materials/services and the other adult materials/services. Discussion followed. The possibility of surveying patrons was discussed. No action was taken at this time. The agenda item, "Discussion action re: status of Joint Library relating to sustainability of services," will be included on the next meeting agenda for continued discussion.

Carpenter presented the 2016 Library Budget which had been updated to reflect Administrator Hammatt's updated numbers for health and other employee benefits since the budget's approval at the last Library Board meeting. Discussion followed. Fletcher moved, seconded by D. Hietpas, to approve the 2016 Library Budget as amended. Motion carried. The amended budget reflects current numbers being shared with both Village Boards.

**NEW BUSINESS**

The OWLSnet Automation Services Agreement was presented for discussion and renewal. Yunk moved, seconded by Vander Velden, to authorize President Moes to sign the Agreement on behalf of the Kimberly-Little Chute Public Library and Board of Trustees. Motion carried.

**DIRECTORS REPORT**

The library will be closed for scheduled staff in-service training on the morning of Tuesday, October 27. The library will open at 1:00PM that afternoon to resume regular business hours. Interviews for the open Library Assistant position are scheduled for the coming week.

Carpenter reported on progress with Fox Cities Reads selection of the 2016 author. Schneider reported on progress with author bookings for the 2016 Fox Cities Book Festival, as well as upcoming adult programming, including an upcycled ornaments workshop, Master Gardeners, Midweek Matinees, MOOC on Climate Change Policy & Public Health, and NaNoWriMo Write Ins in the month of November. Carpenter thanked FOLKS for their recent support of adult programming needs and funds for preschool packs.

Digital magazines are now available via the Wisconsin Digital Library. Carpenter was recently elected as the new Public Library Association (PLA) Chapter Liaison for the Wisconsin Library Association (WLA). She will receive a stipend to attend the biennial PLA conference and will serve on the WAPL Board for 2 years. Carpenter met with Fox Cities Library Directors on October 7<sup>th</sup> for information sharing and updates.

The library received a \$3500 CheeseFest grant to purchase STEAM program materials. The grant was awarded for materials to be used at the Gerard H. Van Hoof Library. Carpenter will be attending the upcoming WLA conference in Middleton, WI, as well as further CVMIC training in Wauwatosa & Green Bay.

#### YOUTH SERVICES REPORT

Hardginski reported on October programming, which included Baby Story Times, Family Story Times, Let's Build with The Learning Shop, Monster Mash Story Time, and Tween Scenes. Tween Scenes have been growing in popularity this year with an average of 16 students attending each week.

Outreach with other community groups included visits from the Be Fours from Little Chute Elementary School, visits to Little Chute High School Career Skills classes, and an upcoming Family Literacy Night with the CCCC in Kimberly.

Hardginski reported on an exciting opportunity to bring renowned children's author Gordon Korman to the library. Consensus was sought regarding the best way to raise funds for his visit. All present agreed funding could be provided through a combination of donation funds, FOLKS support, and support via the Joint Library Trust Fund.

#### ITEMS FOR FUTURE AGENDAS

Discussion action regarding the status of the Joint Library relating to sustainability of services will be included on the next meeting agenda. No additional items were offered for future agendas.

#### ADJOURNMENT

J. Hietpas moved, seconded by D. Hietpas, to adjourn the meeting at 6:11 p.m. Motion carried.

Respectfully submitted,  
Beth A. Carpenter, Recording Secretary

## MINUTES OF THE UTILITY COMMISSION MEETING – OCTOBER 20, 2015

### Call to Order

The Utility Commission meeting was called to order at 6:00 P.M. by Tim Wegand, Acting Chair

### Roll Call

PRESENT: Tim Wegand, Acting Chair  
Mark Gloudemans  
Tim Bevers  
Jessica Schultz  
Michael Vanden Berg  
EXCUSED: Chair Kevin Coffey

ALSO PRESENT: MCO Rep. Jerry Verstegen, Village Administrator James Fenlon, Finance Director Teri Matheny, Director of Public Works Roy Van Gheem, McMahon Associate Chad Olsen

### Public Appearance for Items Not on the Agenda

None

### Approval of Minutes

*Moved by M. Gloudemans, seconded by T. Bevers to approve the Minutes of September 15, 2015 as presented.*

All Ayes – Motion Carried

### Discussion—2016 Budget

Finance Director Teri Matheny asked to table Budget discussion until item 4, Utility Billing, is discussed. Director Matheny then further requested, during item 4, to talk about this at an additional meeting that she requested for November 3. The Village Board is aiming to approve budgets during the third meeting in November. At the next meeting utility budget rates, sanitation billing, sewer fund, water fund, and storm sewer will be discussed.

### Discussion/Action—MCO Meter Reading Proposal

Finance Director Teri Matheny provided an overview of the MCO Agreement to perform all meter reading services for the Village of Little Chute for 2016. The total annual cost is \$8,500 which is based on part-time help for twice a month and MCO is covering final reads this year. MCO Representative, Jerry Verstegen stated that with MCO doing the meter readings and final readings it will provide Finance with better numbers, going forward into 2017. Also, there is a second hand held meter that will be used to upload and download data and Finance has training to use this on December 14, 2015. Lastly, meter readings will be moved to the second week of the month to accommodate work schedules.

*Moved by T. Bevers, seconded by M. Gloudemans to Approve the MCO Meter Reading Proposal*

All Ayes – Motion Carried

### Discussion—Utility Billing

Finance Director Teri Matheny requested permission for the Utility Commission to meet twice a month between now and January. The additional meeting dates are November 3 and December 1. This request was made so the Commission can approve a variety of marketing efforts aimed at informing the public of the change in Utility Billing from Kaukauna Utilities to the Village of Little Chute. Finance Director Teri Matheny provided an overview on what is currently happening with the marketing effort for utility billing. She stated door hangers are being designed and will be distributed by the Rawhide Boys Ranch to inform the public about the change in Utility Billing. Kaukauna Utilities is also allowing Little Chute to include an insert in their December billing. A special newsletter will be distributed publicly in December and that is coming out of the Clerk's office.

**Discussion—Pumphouse #1 Engineering Report**

MCO Representative, Jerry Verstegen provided an overview last month on Pumphouse #1 and Chad Olsen from McMahon was available for any questions. After the meeting, there will be a tour at Doyle Park to see the condition of the wells. The DNR is not allowing discharge of chloride waste to the storm sewer beginning July 1, 2017 and they are requiring plans to make this change to be in by January 1, 2017.

**Progress Reports****MCO Operations Update**

MCO Representative, Jerry Verstegen provided updates for current, past and ongoing Water Department projects and areas of concern. Work was done at Wells #4 sump pump lines rerouted to the south and into new storm sewer line to eliminate frozen lines. A silicate pump was repaired at Well #4 and they are continuing to look for what is causing the problem at Reservoir Pump 2. The fall flush went really well with zero calls from customers regarding water quality. Pump House #2 ground storage tank inspection was completed and sent to DNR that is required every five years.

**Director of Public Works**

Director of Public Works, Roy Van Gheem provided updates on current projects and storm sewer. He stated the Buchanan interceptor is moving forward and the storm water, sanitary and water is complete on Taylor Street and the laterals are being relayed.

**Finance Director**

Director of Finance, Teri Matheny reported highlights on the sanitary sewer report and stated this month HOV was not billed and next month there will be two bills due to timing. She stated the storm sewer side will probably be expecting adjustment to rates.

**Approval of Vouchers**

*Moved by M. Gloudemans, seconded by J. Schultz to approve and authorize payment of the vouchers and draw from the respective funds.*

All Ayes – Motion Carried

**Unfinished Business**

None

**Items for Future Agenda**

Additional meeting dates of November 3 and December 1.

Election of Commission Chair and Secretary on November 3.

Utility Commission terms of office on website need to be looked at.

**Adjournment**

*Moved by T. Bevers, seconded by M. Gloudemans to adjourn the meeting at 6:52 p.m.*

All Ayes – Motion Carried

VILLAGE OF LITTLE CHUTE

  
Attest: Laurie Decker, Village Clerk

  
By: Kevin Coffey, Chair



**Fire Commission Meeting Minutes**

**November 2, 2015, 5:45 PM.**

**Fire Station**

**Call to Order at 5:45 PM.**

**Present: President Carl Peeters, Secretary Pat Nikolay, Commission Members Bill Verhagen, Dick Schevers, Scott Schommer and Fire Chief Mark Jansen.**

**Secretary's Report**

- September 14, 2015 minutes were reviewed and filed as written.

**Old Business**

- Chief Mark Jansen reported that the grant that was written for the aerial ladder truck was denied.

**New Business**

- The Fire Commission approved unanimously the following appointments:
  - Todd Bruyette to Assistant Chief
  - Scott Van Deurzen to Captain
  - Jeff Evers to Lieutenant
  - Ryan Vanden Heuvel to Engineer
- The Department is accepting applications and will hire 3 – 6 new people from an expected 15-20 applicants.

**Adjourn at 6:00 PM.**

**2015-16 Fire Commission Schedule:**

**February 8, 2016**

**May 9, 2016**

**September 12, 2016**

**November 14, 2016**

**Respectfully submitted by:**

**Pat Nikolay, Secretary**

**Little Chute Fire Commission**

## **MINUTES OF THE UTILITY COMMISSION MEETING – NOVEMBER 3, 2015**

### **Call to Order**

The Utility Commission meeting was called to order at 6:00 P.M. by Kevin Coffey, Chair

### **Roll Call**

**PRESENT:** Kevin Coffey, Chair  
Tim Wegand  
Mark Gloudemans  
Tim Bevers  
Jessica Schultz  
Michael Vanden Berg

**ALSO PRESENT:** Village Administrator James Fenlon, Finance Director Teri Matheny, Director of Public Works Roy Van Gheem

### **Public Appearance for Items Not on the Agenda**

None

### **Election—Commission Secretary and Chair**

*Moved by T. Bevers, seconded by M. Gloudemans to appoint Tim Wegand as Secretary*

*Moved by T. Wegand, seconded by M. Gloudemans to appoint Kevin Coffey as Chair*

All Ayes – Motion Carried

### **Discussion—2016 Budget**

Finance Director Teri Matheny provided information on debt service information and 2016 projects. The goal is to reduce debt outstanding as a percentage basis to get to the goal of 50%. Anticipate increases in sanitation, storm water and full rate case for water. There is no change anticipated for sewer utility. Customer account expense is going up because there is a full time utility billing clerk, an accounts payable clerk and billing service fees. Revenue across all of the utilities remains flat. There was a question on Collection Expense and why it is going up and this is because of an allocation fluctuation due to when the new engineer was hired. The Village is reducing collection expenses and although rates are going up the village is in a good position because of the proactive steps that have been taken. Water utility is showing growth, but there is no room for variation. Budget packets were given to board members and they plan to look over detail and ask questions at the next meeting set for November 17. The Village Board is having a formal budget hearing on December 2.

### **Discussion—Utility Billing**

Finance Director Teri Matheny gave an update on marketing efforts aimed at informing the public of the change in Utility Billing from Kaukauna Utilities to the Village of Little Chute. There are 4,400 door hangers that are going to be distributed by Rawhide Boys Ranch the week of November 9. The new Village Intern will be updating the Finance portion of the Village Website to include Utility Billing. Prime Data is a local company that is being looked at to do the printing. PSN is the company being looked at to do all of the online business, E-billing and any other high number items that can be added on as needed.

### **Unfinished Business**

None

**Items for Future Agenda**

Regular Utility Commission Meeting to be held on November 17, 2015.

**Adjournment**

*Moved by K. Coffey, seconded by T. Wegand to adjourn the meeting at 6:42 p.m.*

All Ayes – Motion Carried

**VILLAGE OF LITTLE CHUTE**

  
Attest: Laurie Decker, Village Clerk

  
By: Kevin Coffey, Chair

**MINUTES OF THE LITTLE CHUTE VILLAGE BOARD  
JOINT BUDGET MEETING WITH THE VILLAGE OF KIMBERLY AND VILLAGE OF  
COMBINED LOCKS  
OF NOVEMBER 9, 2015**

**Call to Order**

President Vanden Berg called the Joint Budget meeting to order at 6:00 p.m.

**Pledge of Allegiance:** President Vanden Berg led the Pledge of Allegiance

**Introductions/Roll Call:**

**PRESENT:** President Vanden Berg, Trustee Van Lankvelt, Trustee Hietpas, Trustee Peerenboom, Trustee Smith (Excused), Trustee Elrick, Trustee Peterson

**ALSO PRESENT:** Kimberly Board Members - President Kuen, Trustee Hammen, Trustee Hietpas, Trustee Hruzek, Trustee Opsteen, Trustee Trentlage, Trustee Weber (excused)

Combined Locks Board Members – President Neumeier, Trustee Kirch, Trustee Kreuger (excused), Trustee Ponto, Trustee Sewall, Trustee Wulgaert (excused), Trustee Vander Zanden

Staff present: LC Village Administrator James Fenlon, Kimberly Village Administrator Adam Hammatt, Combined Locks Village Administrator Racquel Shampo-Giese, Police Chief Erik Misselt, Library Director Beth Carpenter, Buildings and Grounds Superintendent Glenn Brouillard, LC Finance Director Teri Matheny, LC Clerk Laurie Decker

**Discussion/Action—Facilities/Management 2016 Budget Proposal**

Buildings and Grounds Superintendent Glenn Brouillard presented an overview of his 2016 budget. He stated that overtime was increased from \$1000 to \$1500 to utilize part time staff for coverage when there are staff shortages and seasonal or special projects. Superintendent Brouillard feels overall the Joint Custodial team has done a great job in maintaining the facilities even through extensive remodeling projects and increases in overall building occupancies. In summary, Superintendent Brouillard assured both boards they will continue to provide clean, safe buildings for the staff, civic groups and residents of the Village of Little Chute and the Village of Kimberly.

*Moved by Village of Kimberly President Kuen, seconded by Village of Kimberly Trustee Hammen to Adopt the 2016 Facilities/Management Budget as presented.*

All Ayes – Motion Carried Unanimously

**Discussion/Action—Library 2016 Budget Proposal**

Library Director Beth Carpenter stated the library continues to face challenges including difficulty meeting state standards, staffing turnovers, low wage levels, and the scheduling of two locations. Director Carpenter provided an overview of duties that her dedicated and vibrant staff assist with every day. Director Carpenter stated that library visits to date are over 108,000 which is an average of 446 people every day. Circulation to date is over 260,000 which is an average of a 1,000 items going out the door daily and this year 222 programs were offered for all ages.

*Moved by Little Chute Trustee Van Lankvelt, seconded by Little Chute Trustee Elrick to fund the library budget as presented.*

All Ayes – Motion Carried Unanimously

**Discussion/Action—Fox Valley Metro Police Department 2016 Budget**

Chief Misselt presented an overview of the final discussions showing a 2.4 % increase in the budget from last year with the total increase being \$85,000. It breaks down to Combined Locks having a ½ % increase, Kimberly at 1.4%, and Little Chute at a 2.9% increase. Chief stated in his original submission he asked for a replacement officer for the Kimberly high school PSL and hopes in the upcoming years he will be able to get one. He explained his justification for an 8 hour evidence clerk which will add \$7800 to the overall budget cost. He stated it will gain efficiency for his department and assured the Board the 8 hours

will be dedicated strictly to evidence processing. Administrator Fenlon asked Chief Misselt to give a breakdown of the overtime costs. Chief Misselt explained that out of the \$85,000 of overtime costs that \$15,000 is spent on Special Events, \$8,300 accounts for Holiday pay and \$5,000 accounts for Special Detail. Trustee Peterson commented that he supports the evidence clerk but does not support increasing his budget for cost and that he should find something in his budget to offset the costs. Chief Misselt did not agree and stated the increase is not an unreasonable request. Administrator Shampo-Giese stated the numbers are steady and it would be difficult to find the money from cutting other areas.

*Moved by Kimberly Village Trustee Opsteen, seconded by Village of Kimberly Trustee Hammen to approve the Budget for the Fox Valley Metro Police Department as presented.*

All Ayes – Motion Carried Unanimously

Chief Misselt noted that he has received emails questioning why officers are being utilized as crossing guards. Chief explained that two crossing have left and they only have one alternate guard that was willing to go to full time so they are short staffed. Chief explored the private sector to get a quote and it was over \$120,000 a year for guard services. The Combined Locks President Neumeier asked if other municipalities have a retention program and what they pay. Village of Combined Locks Trustee Vander Zanden asked if splitting morning and afternoon shifts has ever been considered. Chief Misselt replied he will look into the option of splitting shifts and finding out what other municipalities pay crossing guards.

#### **Adjournment**

*Moved by Kimberly President Kuen, seconded by Kimberly Trustee Hammen to Adjourn the Joint Budget Meeting at 7:07 p.m.*

All Ayes – Motion Carried Unanimously

#### **VILLAGE OF LITTLE CHUTE**

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By: Michael R. Vanden Berg, Village President

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Attest: Laurie Decker, Village Clerk

## MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 18, 2015

**Call to Order:** President Vanden Berg called the Regular Board Meeting to Order at 6:00 p.m.

### **Pledge Allegiance to the Flag**

President Vanden Berg led members in the reciting of the Pledge of Allegiance.

### **Roll call of Trustees**

PRESENT: Michael Vanden Berg, President  
Larry Van Lankvelt, Trustee  
John Elrick, Trustee  
Skip Smith, Trustee  
James Hietpas, Trustee  
Bill Peerenboom, Trustee  
David Peterson, Trustee

PRESENT: James Fenlon, Village Administrator  
Captain Lund, Fox Valley Metro Police Department  
Jim Moes, Community Development Director  
Laurie Decker, Village Clerk  
Teri Matheny, Finance Director  
Roy Van Gheem, Director of Public Works

EXCUSED: Beth Carpenter, Library Director  
Charles Koehler, Village Attorney

### **Public Appearance for Items Not on the Agenda**

Mr. Vosters and Ms. Olsen spoke regarding the Vosters and Clark homes available for purchase across from the elementary school at 820 Monroe St. and 819 Grand Ave. Community Development Director Jim Moes advised the information was shared with Village Administrator Fenlon and he would handle future communications.

### **Approval of Minutes**

Minutes of the Committee of the Whole Meeting of November 11, 2015

*Moved by Trustee Van Lankvelt, seconded by Trustee Smith to Approve the Minutes the Committee of the Whole Meeting of November 1, 2015 as presented*

Ayes 7, Nays 0 – Motion Carried

### **Discussion/Action—Donation/Placement of Memorial Bench for Mary N. Janssen**

*Moved by Trustee Van Lankvelt, seconded by Trustee Peterson to approve the donation/placement of the Memorial Bench for Mary N. Janssen with condition that it may be relocated*

Ayes 7, Nays 1 (Vanden Berg) – Motion Carried

### **Discussion/Action—Amended and Restated Room Tax Commission and Tourism Zone Agreement**

*Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Approve the amended and restated Room Tax Commission and Tourism Zone Agreement*

Ayes 7, Nays 0 – Motion Carried

### **Discussion/Action—Exhibition Center Cooperation Agreement**

*Moved by Trustee Elrick, seconded by Trustee Smith to Adopt the Exhibition Center Cooperation Agreement*

Ayes 7, Nays 0 – Motion Carried

**Discussion/Action---Adoption of Ordinance #5 Imposing a Hotel/Motel Tax on the Privilege of Furnishing Rooms at Retail**

*Moved by Trustee Elrick, seconded by Trustee Smith to Approve the Adoption of Ordinance #5 Imposing a Hotel/Motel Tax on the Privilege of Furnishing Rooms at Retail*

Ayes 7, Nays 0 – Motion Carried

**Discussion/Action–Approval of CIDER License Application—Moasis & Citgo**

*Moved by Trustee Smith, seconded by Trustee Elrick to approve the Cider License Applications for Moasis & Citgo*

Ayes 7, Nays 0 – Motion Carried

**Discussion-Personnel Manual**

Administrator Fenlon presented an overview of the Wages & Other Forms of Compensation section of the personnel manual.

**Introduction of Resolutions:**

- a) Adding/Dedicating Right of Way to Hartzeim Drive
- b) Vacate Hartzeim Drive

Director Moes stated the Plan Commission reviewed the Dedicating Right of Way to Hartzeim Drive at their last meeting and recommend approval. This resolution does not require a public hearing and will be on the December 2, 2015 meeting for action. The Vacate Hartzeim Drive resolution is the portion of land that the Village no longer needs and is transferring ownership to the neighboring property owner to the North. State law requires a Class 3 notice be published and the resolution cannot be adopted until 30 days after introduction. The Public Hearing will be at the Regular Board Meeting on January 6, 2015 for action.

**Discussion-2016 Budget**

Village Administrator Fenlon advised that on December 2, 2015 there will be a budget hearing.

**Discussion/Action-Adopt Resolution #34-CSM for Kenneth and Jean Rahmlow**

*Moved by Trustee Elrick, seconded by Trustee Peterson to Adopt Resolution #34 Series 2015 CSM for Kenneth and Jean Rahmlow*

Ayes 7, Nays 0 – Motion Carried

**Action-Appoint Adam Breest as Parks, Recreation and Forestry Director**

*Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Appoint Adam Breest as Parks, Recreation, and Forestry Director*

Ayes 6, Nays 0, Abstain 1 (Peterson) – Motion Carried

**Department and Officers Progress Reports**

Departments and Officers provided progress reports to the Board.

**Disbursement List**

*Moved by Trustee Peerenboom, seconded by Trustee Smith to Approve Disbursement List*

Ayes 7, Nays 0 – Motion Carried

**Call for Unfinished Business**

Don De Groot stated he was happy to see the Hotel/Motel Tax was approved. He also stated that he supports President Vanden Berg's position on the bench and believes the board needs to put a policy into place on future requests for benches on the plaza area.

**Items for Future Agendas**

Plaza Discussion

**Closed Session:**

a) 19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Development Negotiations*

*Moved by Trustee Smith, seconded by Trustee Elrick to Enter into Closed Session at 7:06 p.m.*

Ayes 7, Nays 0 – Motion Carried

**Return to Open Session**

*Moved by Trustee Smith, seconded by Trustee Elrick to Enter into Open Session*

Ayes 7, Nays 0 – Motion Carried

**Adjournment**

*Moved by Trustee Smith, seconded by Trustee Elrick to Adjourn the Regular Board Meeting at 7:36 p.m.*

Ayes 7, Nays 0 - Motion Carried

**VILLAGE OF LITTLE CHUTE**

By: \_\_\_\_\_  
Michael R. Vanden Berg, Village President

Attest:

\_\_\_\_\_  
Laurie Decker, Village Clerk



**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO 35 , SERIES OF 2015**

**A RESOLUTION FOR THE DEDICATION OF ADDITIONAL RIGHT OF WAY FOR HARTZHEIM DRIVE AS PUBLIC STREETS**

**WHEREAS**, the Village Board of Trustees of the Village of Little Chute, in accordance with Sections 61.34, 61.36, and 80.01 Wis. Stats. may adopt a resolution for the purpose of the acceptance and dedication of a public street; and

**WHEREAS**, the Village has acquired the property described below for highway purposes; and

**WHEREAS**, the Village finds it to be in the public interest to dedicate Village owned lands for Hartzheim Drive.

**NOW, THEREFORE, BE IT RESOLVED**, that the Village of Little Chute dedicates, as public streets, that property described below in the Village of Little Chute, Outagamie County, State of Wisconsin:

A PART OF LOT TWO (2) OF CERTIFIED SURVEY MAP NO. 1819 AS RECORDED IN VOLUME 10 OF MAPS ON PAGE 1819; LOCATED IN THE NORTHWEST ¼ OF THE NORTHWEST ¼ OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN, CONTAINING 8501 SQUARE FEET OF LAND AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 15; THENCE S00°09'53"W (RECORDED AS S01°10'17"E), 347.22 FEET ALONG THE WEST LINE OF SAID NORTHWEST ¼ TO THE WESTERLY EXTENSION OF THE SOUTH RIGHT-OF-WAY LINE OF RANDOLPH DRIVE; THENCE S89°44'33"E (RECORDED AS N88°55'43"E), 405.56 FEET ALONG THE EXTENDED SOUTH RIGHT-OF-WAY LINE OF RANDOLPH DRIVE TO THE NORTHWEST CORNER OF LOT TWO (2) OF SAID CERTIFIED SURVEY MAP NO. 1819 AND THE POINT OF BEGINNING; THENCE 90.60 FEET ALONG A 113.50 FOOT RADIUS CURVE TO THE RIGHT BEING THE SOUTHERLY RIGHT-OF-WAY LINE OF HARTZHEIM DRIVE HAVING A 88.22 FOOT CHORD WHICH BEARS S66°52'27"E (RECORDED AS S68°12'09"E); THENCE 143.39 FEET (RECORDED AS 143.49 FEET) ALONG THE ARC OF A 179.57 FOOT RADIUS CURVE TO THE LEFT BEING THE SOUTHERLY RIGHT-OF-WAY LINE OF HARTZHEIM DRIVE HAVING A 139.61 FOOT CHORD WHICH BEARS S66°52'52.5"E (RECORDED AS S68°12'36.5"E) TO THE NORTHEAST CORNER OF LOT 2 OF SAID CERTIFIED SURVEY MAP NO. 1891; THENCE N89°45'26"W, 209.93 FEET TO THE EAST RIGHT-OF-WAY LINE OF RANDOLPH DRIVE; THENCE N00°15'27"E (RECORDED AS N01°04'17"W) 88.58 FEET ALONG SAID EAST LINE TO THE POINT OF BEGINNING.

Said parcel containing approximately 0.195 acre of land. Said parcel subject to all easements, covenants burdens and restrictions of record.

Introduced, approved and adopted: December 2, 2015

**VILLAGE OF LITTLE CHUTE**

By: \_\_\_\_\_  
Michael R. Vanden Berg, Village President

By: \_\_\_\_\_  
Laurie Decker, Village Clerk

**VILLAGE OF LITTLE CHUTE**

**RESOLUTION NO. 36, SERIES OF 2015**

**A RESOLUTION ADOPTING THE 2016 BUDGET AND  
ESTABLISHING THE TAX LEVY.**

**WHEREAS**, Chapter 16 Article II, Section 16-31 of the Village of Little Chute requires an annual budget appropriating monies to finance activities of the Village for the ensuing fiscal year; and

**WHEREAS**, the Village Board of Trustees has duly considered and discussed a Budget for 2016 as recommended by the Village Administrator; and

**WHEREAS**, the Village Board of Trustees held a public hearing on the 2016 Budget on December 2, 2015 as required; and

**WHEREAS**, the 2016 Budget requires a tax levy to partially finance the appropriations;

**NOW, THEREFORE, BE IT RESOLVED** by the Village Board of Trustees, Village of Little Chute, Wisconsin, that:

Budgeted revenue estimates and expenditure appropriations for the year 2016 for the Village's General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds be, and are hereby adopted as set forth below in summary and established by department or cost center in the budget document:

**BE IT FURTHER RESOLVED**, that the property tax levy required to finance the 2016 Budget be certified as follows:

<b><u>Fund Name</u></b>	<b><u>Tax Levy</u></b>
General Fund	\$ 1,067,006
Aquatics	50,000
Library/Civic Center	322,210
Fox Valley Metro Police	1,729,664
Debt Service	1,063,294
Major Capital Projects	282,500
Total	\$ 4,514,674

Introduced, approved and adopted: December 2, 2015

**VILLAGE OF LITTLE CHUTE**

By: \_\_\_\_\_  
Michael Vanden Berg, Village President

Attest: \_\_\_\_\_  
Laurie Decker, Village Clerk

Village of Little Chute  
**REQUEST FOR VILLAGE BOARD CONSIDERATION**

**ITEM DESCRIPTION:** First Amendment to the Development Agreement with Trilliant Food and Nutrition, LLC

**PREPARED BY:** James P. Fenlon, Administrator



**REPORT DATE:** November 30, 2015

**ADMINISTRATOR'S REVIEW/COMMENTS:** ( See Below )

**EXPLANATION:** Village staff has been approached by representatives from the company to utilize the sanitary sewer main under their development area and construct laterals off of the main. Ultimately, this provides the company with efficiencies.

Village staff worked with legal counsel and representatives from Trilliant to draft the attached amendment (see the bold language). The change provides the efficiency to Trilliant while affording the Village the appropriate control of changes to our sanitary main.

**RECOMMENDATION:** Village staff supports the approval of the amendment as presented.

**FIRST AMENDMENT TO DEVELOPMENT AGREEMENT  
BETWEEN  
VILLAGE OF LITTLE CHUTE AND TRILLIANT FOOD AND NUTRITION, LLC  
(ALSO KNOWN AS VICTOR ALLEN'S COFFEE)**

This First Amendment is made to that Development Agreement originally made the \_\_\_\_\_ day of \_\_\_\_\_, 2015 between Village of Little Chute and Trilliant Food and Nutrition, LLC for the purpose of modifying paragraph 8. All other provisions of the original Development Agreement remain unchanged.

Paragraph 8 of the Development Agreement between Village of Little Chute and Trilliant Food and Nutrition, LLC was originally worded as follows:

8. **Village Utility Infrastructure/Easement.** The Village contemplates it will be incurring additional infrastructure costs as part of the Project at Village expense in connection with sewer installation and/or sewer relocation and possibly other infrastructure work to be determined at the time of the design of the Project and specifications have been provided to the Village for review and approval. The Village will pay for all necessary public utility costs utilizing the tax increment revenues generated by development and real estate improvements constructed in Tax Increment District No. 5 and will not levy special assessments against properties owned by Trilliant or require Trilliant to pay for these public infrastructure improvements. This shall include the provision that the Village will be financially responsible for collecting and treating all storm water runoff from Trilliant's properties through the Village's public sewer and pond treatment systems. The Village shall also be solely financially responsible for all maintenance, repairs, and replacement of the sanitary sewer line that Trilliant will be constructing their new building expansion over the top of, and in the event that any federal, state, county, or local authorities, including but not limited to, the Wisconsin Department of Natural Resources or the Village, determine that this sanitary sewer line needs to be moved to a different location or reconstructed for any reason, this shall be the financial responsibility of the Village and shall be completed by the Village, at no cost to Trilliant. To ensure the Village's ability to maintain, repair or replace the sanitary sewer line, the Village will be requiring easements in the western and southern setbacks around the new development. The Village may reserve at time of closing as part of the deed, or Trilliant shall grant to the Village, utility easements 20 feet in width along each of these borders for purposes of installation, maintenance, repair, and replacement of public utilities. Nothing herein waives, cancels, or changes the responsibility of Trilliant to pay storm water utility charges to the Village based upon the ERU formula applied to similar businesses in the Village.

Paragraph 8 is hereby amended and replaced with the following verbiage:

8. **Village Utility Infrastructure.** The Village contemplates it will be incurring additional infrastructure costs as part of the Project at Village expense in connection with sewer installation and/or sewer relocation and possibly other infrastructure work to be determined at the time of the design of the Project and specifications have been provided to the Village for review and approval. The Village will pay for all necessary public utility costs utilizing the tax increment revenues generated by development and real estate improvements constructed in Tax Increment District No. 5 and will not levy special assessments against properties owned by Trilliant or require Trilliant to pay for these public infrastructure improvements. This shall

include the provision that the Village will be financially responsible for collecting and treating all storm water runoff from Trilliant's properties through their public sewer and pond treatment systems. Trilliant shall be solely financially responsible for all cost related to or caused by any sanitary sewer laterals connected to the sanitary sewer line that Trilliant will be constructing its building addition above. This Trilliant obligation also includes any sanitary sewer connections on the entire sanitary sewer main connecting the Buchanan Sanitary Sewer Main to the Nixon Street Sanitary Sewer Main. Any maintenance, repair, replacement or relocation of such sanitary sewer mains and/or connections will be at the sole discretion of the Village in addition to the timing of such projects which is also subject to Village discretion. The Village shall also be solely financially responsible for long term maintenance of the sanitary sewer line that Trilliant will be constructing their new building expansion over the top of and in the event that the Wisconsin Department of Natural Resources, any other State or Federal agency, or the Village determine that this sanitary sewer line needs to be moved to a different location or reconstructed for any reason, this shall be the financial responsibility of the Village and at no cost to Trilliant. To ensure the Village's ability for the long term maintenance of the sanitary sewer line, the Village will be requiring easements in the western and southern setbacks around the new development. The Village may reserve at time of closing as part of the deed, or Trilliant shall grant to the Village, utility easements 20 feet in width along each of these borders for purposes of installation, maintenance, repair, and replacement of public utilities. Nothing herein waives, cancels, or changes the responsibility of Trilliant to pay storm water utility charges to the Village based upon the ERU formula applied to similar businesses in the Village.

Fax or email copies of this document, and copies of signatures transmitted by fax or email, and counterpart signature pages of this document shall be deemed as binding and valid as originals.

VILLAGE OF LITTLE CHUTE

By: \_\_\_\_\_  
Michael R. Vanden Berg, Village President

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Laurie Decker, Village Clerk

DATE: \_\_\_\_\_

TRILLIANT FOOD AND NUTRITION, LLC.

By: \_\_\_\_\_  
Scott Gernarz, Chief Financial Officer

DATE: \_\_\_\_\_ 11-24-15

## DISBURSEMENT LIST - DECEMBER 2, 2015

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Payroll & Payroll Liabilities	\$178,727.06
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Prepaid Invoices (2 pages) November 20, 2015	\$17,799.47
Prepaid Invoices (1 page) November 23, 2015	\$1,288.25

Utility Commission	\$0.00
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### CURRENT ITEMS

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Bills List December 2, 2015	\$1,073,359.68
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<b>Total Payroll, Prepaid &amp; Invoices</b>	<b>\$1,271,174.46</b>
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The above payments are recommended for approval:

Rejected: \_\_\_\_\_

Approved December 2, 2015

\_\_\_\_\_  
Michael R Vanden Berg, Village President

\_\_\_\_\_  
Laurie Decker, Clerk

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	GL Account
<b>AMERICAN ENGINEERING TESTING</b>			
1203345	2015 ST RECON-FILLMORE & GREENFIELD	896.55	452-51105-263
1203346	TAYLOR ST	484.08	610-50233-263
1203346	TAYLOR ST	484.08	630-50233-263
1203346	TAYLOR ST	484.08	620-50233-263
Total AMERICAN ENGINEERING TESTING:		2,348.79	
<b>AMG EMPLOYER SOLUTIONS</b>			
339672	DRUG SCREEN	56.00	101-53310-213
340002	DRUG SCREEN	118.00	207-52120-225
Total AMG EMPLOYER SOLUTIONS:		174.00	
<b>ANDRES, STEVE</b>			
11/11/2015	CHIEFS MEETING 11/11/2015	27.55	101-52200-201
Total ANDRES, STEVE:		27.55	
<b>APPLETON HYDRAULIC COMPONENTS</b>			
31144	FIELD VISIT-TRUCK #40	452.72	101-53330-204
31219	TRUCK #10	150.50	101-53330-225
Total APPLETON HYDRAULIC COMPONENTS:		603.22	
<b>ARAMSCO</b>			
S2352156.001	SOCK & NET BOOMS	195.00	101-52200-221
Total ARAMSCO:		195.00	
<b>ASSOCIATED APPRAISAL CONSULT</b>			
103216	ASSESSMENT SERVICES	1,208.33	101-51530-204
Total ASSOCIATED APPRAISAL CONSULT:		1,208.33	
<b>BERGSTROM FORD OF FOX VALLEY</b>			
39491	TRUCK #82	108.95	101-53330-225
Total BERGSTROM FORD OF FOX VALLEY:		108.95	
<b>BROCKMAN, LUKE</b>			
11252015	REIMBURSEMENT FOR MEETING FOOD	67.22	101-52200-211
Total BROCKMAN, LUKE:		67.22	
<b>BRUYETTE, TODD</b>			
11/11/2015	CHIEFS MEETING 11/11/2015	27.55	101-52200-201
Total BRUYETTE, TODD:		27.55	
<b>CARSTENS ACE HARDWARE</b>			
574917	ARIENS SNOWBLOWER	58.23	206-55110-242
574917	ARIENS SNOWBLOWER	58.22	207-52120-242
574917	ARIENS SNOWBLOWER	58.22	101-52250-242

Invoice	Description	Total Cost	GL Account
574917	ARIENS SNOWBLOWER	58.22	101-51650-242
Total CARSTENS ACE HARDWARE:		232.89	
CASPER'S TRUCK EQUIPMENT			
0011131-IN	TRUCK #15	130.68	101-53330-225
0011270-IN	TRUCK #59	18.76	101-53330-225
Total CASPER'S TRUCK EQUIPMENT:		149.44	
COMMAND CENTRAL			
17885	EDGE II BATTERY PACK REPLACEMENT/TESTING	300.00	101-51440-204
Total COMMAND CENTRAL:		300.00	
COMPLETE OFFICE OF WISCONSIN			
458368	11X17 PAPER	39.25	101-51650-206
459191	11X17 PAPER	39.25	101-51650-206
Total COMPLETE OFFICE OF WISCONSIN:		78.50	
DEGROOT INC			
L0001-9-14-00714	EISENHOWER/NIXON STORM	271,364.46	415-57630-263
L0001-9-14-00714	CHERRYVALE AVE	54,030.23	414-57401-263
Total DEGROOT INC:		325,394.69	
DERRICKS, MARLENE			
11/27/2015	OFFICE CHAIR	52.49	101-51650-221
Total DERRICKS, MARLENE:		52.49	
DONALD HIETPAS & SONS INC.			
L0001-9-14-00759	BUCHANAN STORM SEWER INTERCEPTOR	223,910.42	630-50240-263
L0001-940703.10	2015 UTILITY RECONSTRUCTION	48,141.01	610-51105-263
Total DONALD HIETPAS & SONS INC.:		272,051.43	
FASTENAL COMPANY			
WIKIM194341	TRUCK #80	3.25	101-53330-225
WIKIM194887	TRUCK #40	65.61	101-53330-225
WIKIM194924	SHOP SUPPLIES	32.47	101-53330-218
WIKIM195145	TRUCK #7	14.92	101-53330-225
WIKIM195171	SHOP SUPPLIES	59.94	101-53330-218
WIKIM195237	TRUCK #11	4.56	101-53330-225
WIKIM195350	SHOP SUPPLIES	2.33	101-53330-218
WIKIM195415	TEMP SALT STORAGE	64.84	101-53350-218
WIKIM195469	TRUCK #40	117.79	101-53330-225
WIKIM195762	SHOP SUPPLIES	71.29	101-53330-218
WIKIM196011	DOWNTOWN BANNERS/TIMERS	7.43	101-51960-218
WIKIM196025	TRUCK #38	99.31	101-53330-225
WIKIM196048	SHOP SUPPLIES	19.62	101-53330-218
WIKIM196087	TRUCK #38	1.09	101-53330-225
WIKIM196133	TRUCK #38	25.56	101-53330-225
WIKIM196335	WRENCH	4.45	101-53330-218
WIKIM196629	BUILDING	12.47	460-53460-306
WIKIM196699	ISLAND PARK GATE	16.76	452-50712-218



Invoice	Description	Total Cost	GL Account
Total FASTENAL COMPANY:		623.69	
HALRON LUBRICANTS INC			
795759-00	#6 & #32	111.54	101-53330-225
795759-00	#6 & #32	111.54	101-53330-225
795759-00	SHOP	173.60	101-53330-218
Total HALRON LUBRICANTS INC:		396.68	
HARDGINSKI, ANN			
11/20/2015	STEAM MATERIALS FOR CHEESEFEET GRANT	2,019.73	206-55110-208
Total HARDGINSKI, ANN:		2,019.73	
HARDWARE HANK			
230618	LIGHT SWITCH	7.49	207-52120-242
230667	SEA FOAM	18.98	101-52200-215
Total HARDWARE HANK:		26.47	
HEART OF THE VALLEY			
OCTOBER 2015	OCT WASTEWATER	84,535.80	610-53611-225
OCTOBER 2015	OCT WASTEWATER	159.00	610-53611-204
Total HEART OF THE VALLEY:		84,694.80	
HEARTLAND BUSINESS SYSTEMS			
HSB00519727	4 GB MEMORY	36.23	207-52120-240
Total HEARTLAND BUSINESS SYSTEMS:		36.23	
JX ENTERPRISES INC			
G-253090026	TRUCK #32	229.85	101-53330-204
G-253090027	TRUCK #32	42.50	101-53330-204
Total JX ENTERPRISES INC:		272.35	
KELLER			
32498	CUT IN OVERHEAD DOOR	18,410.00	460-53460-306
Total KELLER:		18,410.00	
KERRY'S VROOM SERVICE INC			
8188	#97 NEW BATTERY	298.66	207-52120-247
8189	#85 BRAKE PADS/ROTORS	320.59	207-52120-247
Total KERRY'S VROOM SERVICE INC:		619.25	
MARCO INC NW 7128			
17837542	MONTHLY COPIER LEASE	594.19	207-52120-207
Total MARCO INC NW 7128:		594.19	
MATTHEWS COMMERCIAL TIRE			
56300	TRAILER TIRE REPAIR	36.50	101-53330-225
56343	TIRE #36	185.47	101-53330-225

Invoice	Description	Total Cost	GL Account
56425	#42 TIRE	339.17	101-53330-225
56433	TRUCK #31 TIRES	897.56	101-53330-225
Total MATTHEWS COMMERCIAL TIRE:		1,458.70	
MCMAHON ASSOCIATES INC			
900208	BAUMGART PROPERTY PHASE I ESA	375.14	630-19310
900262	PUMPHOUSE #1 PRELIM ENGINEERING	1,390.50	620-19250
900400	2015 ECOLOGICAL SERVICES	2,179.19	630-53441-204
900610	2013 CROSSWINDS	1,160.00	452-50905-261
900611	FILLMORE & GREENFIELD RECONST	227.02	610-51105-261
900611	FILLMORE & GREENFIELD RECONST	227.02	620-51105-261
900611	FILLMORE & GREENFIELD RECONST	227.02	630-51105-261
900611	FILLMORE & GREENFIELD RECONST	1,638.31	452-51105-261
900612	EISENHOWER DR STORM SEWER	2,123.65	415-57630-261
900620	BUCHANAN STORM INTERCEPTOR ENGIN DESIG	4,506.07	630-50240-261
900621	LAWN & DRIVEWAY GRADES	315.10	101-53100-204
900663	JEFFERSON ST RESERVOIR	750.00	620-53644-250
Total MCMAHON ASSOCIATES INC:		15,119.02	
MONROE TRUCK EQUIPMENT INC			
40799	TRUCK #41	320.00	101-53330-225
744013	TRUCK #80	85.90	101-53330-225
Total MONROE TRUCK EQUIPMENT INC:		405.90	
NIELSON COMMUNICATIONS INC			
FV15-30921	ANTENNA, INSTALLATION	1,420.82	460-53460-306
Total NIELSON COMMUNICATIONS INC:		1,420.82	
OUTAGAMIE COUNTY TREASURER			
1015313	OCTOBER FUEL	40.43	101-52050-247
1015313	OCTOBER FUEL	1,926.62	630-53442-247
1015313	OCTOBER FUEL	2,019.39	201-53620-247
1015313	OCTOBER FUEL	173.95	101-55200-247
1015313	OCTOBER FUEL	395.54	101-55440-247
1015313	OCTOBER FUEL	17.91	101-55300-247
1015313	OCTOBER FUEL	162.48	101-52200-247
1015313	OCTOBER FUEL	89.89	610-53612-247
1015313	OCTOBER FUEL	416.98	620-53644-247
1015313	OCTOBER FUEL	919.69	101-53330-217
Total OUTAGAMIE COUNTY TREASURER:		6,162.88	
RC EXCAVATING INC			
L0001-940703-B	2015 STREET RECONSTRUCTION	16,221.15	452-50905-263
L0001-940703-B	2015 STREET RECONSTRUCTION	302,228.61	452-51105-263
Total RC EXCAVATING INC:		318,449.76	
REYNEBEAU FLORAL INC			
80285	PLANT	42.50	101-52200-219
80681	FUNERAL PLANT	101.00	101-52200-219

Invoice	Description	Total Cost	GL Account
Total REYNEBEAU FLORAL INC:		143.50	
RIESTERER & SCHNELL INC			
927107 TRUCK #48		72.94	101-53330-225
Total RIESTERER & SCHNELL INC:		72.94	
SNAP-ON INDUSTRIAL			
ARV 27360637 TRUCK #48		18.57	101-53330-225
Total SNAP-ON INDUSTRIAL:		18.57	
SPEEDY CLEAN DRAIN & SEWER			
59602 2016 PRE-CONSTRUCTION PROJECT		16,358.54	610-53614-261
59602 WATER JET ELM ST & TAYLOR ST		515.00	630-53442-261
59605 NIXON ST TELEVISION		367.50	415-57630-204
Total SPEEDY CLEAN DRAIN & SEWER:		17,241.04	
STAPLES ADVANTAGE			
8036846887 OFFICE SUPPLIES		19.33	101-51650-206
Total STAPLES ADVANTAGE:		19.33	
STEEBER, JEFFREY			
10282015 EDUCATION REIMBURSEMENT		982.00	207-52120-201
Total STEEBER, JEFFREY:		982.00	
THORSON, DANIEL			
11/16/2015 CLOTHING ALLOWANCE		46.18	207-52120-212
Total THORSON, DANIEL:		46.18	
TIME WARNER CABLE			
11/17/15-12/16/15 NOV/DEC CHARGES		115.50	101-53310-203
Total TIME WARNER CABLE:		115.50	
UNIFIRST CORPORATION			
097 0199996 SHIRTS		34.75	101-53330-218
Total UNIFIRST CORPORATION:		34.75	
VALENTYN, ERIC			
11/17/2015 REIMBURSE-I AM RESPONDING EQUIPMENT		28.00	101-52200-240
Total VALENTYN, ERIC:		28.00	
VAN GHEEM, ROY			
11/4/15-11/6/15 APWA CONFERENCE		178.00	101-53100-201
Total VAN GHEEM, ROY:		178.00	
VERIZON WIRELESS			
9755591064 OCT/NOV SERVICE		7.78	620-53924-203

Invoice	Description	Total Cost	GL Account
Total VERIZON WIRELESS:		7.78	
WINTER EQUIPMENT COMPANY INC			
SO27414	STOCK	325.19	101-53330-218
SO27415	STOCK	325.20	101-53330-218
Total WINTER EQUIPMENT COMPANY INC:		650.39	
WWOA			
2015	MEMBERSHIP DUES	50.00	610-53614-208
Total WWOA:		50.00	
ZIEBART RHINO LININGS/WI08			
49987	RUST INSPECTION FOR #15	41.18	101-53330-204
Total ZIEBART RHINO LININGS/WI08:		41.18	
Grand Totals:		1,073,359.68	

## Report GL Period Summary

Vendor number hash: 138808  
Vendor number hash - split: 165823  
Total number of Invoices: 88  
Total number of transactions: 111

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	1,073,359.68	1,073,359.68
Grand Totals:	1,073,359.68	1,073,359.68

## Report Criteria:

Invoice Detail.Voided = {} FALSE

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
<b>AMPLITEL TECHNOLOGIES (4637)</b>							
6408	Invol	NETWORK DOCUMENTATION	367.50	Open	Non		101-51650-204
6409	Invoi	CABLING @ 900 RANDOLPH DR	2,856.72	Open	Non		460-53460-204
6410	Invoi	POINT TO POINT ON WELL #4/900 RANDOLPH	1,689.26	Open	Non		460-53460-204
6411	Invoi	900 RANDOLPH DR	249.34	Open	Non		460-53460-204
<b>Total AMPLITEL TECHNOLOGIES (4637):</b>			<b>5,162.82</b>				
<b>APPLETON TROPHY &amp; ENGRAVING (1490)</b>							
67063	Invoi	NAME TAG	20.00	Open	Non		207-52120-212
<b>Total APPLETON TROPHY &amp; ENGRAVING (1490):</b>			<b>20.00</b>				
<b>CADRE (4445)</b>							
160642	Invoi	11/08/2015-11/14/2015 CYNTHIA CHAMPEAU	92.60	Open	Non		610-53614-204
160642	Invoi	11/08/2015-11/14/2015 CYNTHIA CHAMPEAU	92.60	Open	Non		620-53924-204
160642	Invoi	11/08/2015-11/14/2015 CYNTHIA CHAMPEAU	92.60	Open	Non		630-53444-204
160642	Invoi	11/08/2015-11/14/2015 CYNTHIA CHAMPEAU	185.20	Open	Non		452-57331-204
160642	Invoi	11/08/2015-11/14/2015 CYNTHIA CHAMPEAU	463.00	Open	Non		101-53300-204
<b>Total CADRE (4445):</b>			<b>926.00</b>				
<b>DELTA DENTAL OF WISCONSIN (33)</b>							
849642	Invoi	DECEMBER DENTAL	3,208.66	Open	Non		101-21345
849716	Invoi	DECEMBER DENTAL-WPPA	1,956.54	Open	Non		101-21345
<b>Total DELTA DENTAL OF WISCONSIN (33):</b>			<b>5,165.20</b>				
<b>FERGUSON WATERWORKS #1476 (221)</b>							
0182673	Invoi	SEALANT/SEAL	98.00	Open	Non		610-53612-218
0182673	Invoi	SEALANT/SEAL	98.00	Open	Non		630-53442-218
<b>Total FERGUSON WATERWORKS #1476 (221):</b>			<b>196.00</b>				
<b>FIRST AMERICAN TITLE INS (1203)</b>							
925-650210107	Invoi	TITLE INSURANCE COMMITMENT	3,580.00	Open	Non		415-57500-204
<b>Total FIRST AMERICAN TITLE INS (1203):</b>			<b>3,580.00</b>				
<b>FOX VALLEY HUMANE ASSOCIATION (971)</b>							
SEPT 2015	Invoi	SEPT HANDLE FEES	556.68	Open	Non		207-52120-204
<b>Total FOX VALLEY HUMANE ASSOCIATION (971):</b>			<b>556.68</b>				
<b>GALLS LLC (3595)</b>							
004317924	Invoi	CLOTHING	234.49	Open	Non		207-52120-212
<b>Total GALLS LLC (3595):</b>			<b>234.49</b>				
<b>KRONOS INC (4544)</b>							
10994029	Invoi	ANNUAL SUPPORT SCHEDULING SOFTWARE	1,002.03	Open	Non		207-52120-204
<b>Total KRONOS INC (4544):</b>			<b>1,002.03</b>				

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
<b>TDS (3889)</b>							
06-02-11	Invoi	OCTOBER SERVICE	227.72	Open	Non		207-52120-203
10-31-11	Invoi	OCTOBER SERVICE	619.58	Open	Non		207-52120-203
<b>Total TDS (3889):</b>			<b>847.30</b>				
<b>UNIFORM SHOPPE (434)</b>							
248728	Invoi	SHIRT	59.95	Open	Non		207-52120-212
<b>Total UNIFORM SHOPPE (434):</b>			<b>59.95</b>				
<b>VILLAGE OF KIMBERLY (998)</b>							
T800348-3	Invoi	CITATION PAYMENT-RYAN BURNETT	49.00	Open	Non		101-35101
<b>Total VILLAGE OF KIMBERLY (998):</b>			<b>49.00</b>				
<b>Grand Totals:</b>			<b>17,799.47</b>				

## Report GL Period Summary

Vendor number hash: 44293  
Vendor number hash - split: 62294  
Total number of invoices: 17  
Total number of transactions: 22

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	17,799.47	17,799.47
<b>Grand Totals:</b>	<b>17,799.47</b>	<b>17,799.47</b>

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

## Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	PO Number	GL Account
<b>OUTAGAMIE COUNTY CLERK (1601)</b>							
2016	Invoi	DOG LICENSES	977.25	Open	Non		101-32170
<b>Total OUTAGAMIE COUNTY CLERK (1601):</b>			<b>977.25</b>				
<b>WARRANT PAYMENTS (4565)</b>							
U703264-2, U70326	Invoi	WARRANT FOR DANE S CARSTENS	311.00	Open	Non		207-38623
<b>Total WARRANT PAYMENTS (4565):</b>			<b>311.00</b>				
<b>Grand Totals:</b>			<b>1,288.25</b>				

## Report GL Period Summary

Vendor number hash: 6166  
Vendor number hash - split: 6166  
Total number of invoices: 2  
Total number of transactions: 2

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	1,288.25	1,288.25
<b>Grand Totals:</b>	<b>1,288.25</b>	<b>1,288.25</b>

Village of Little Chute  
**REQUEST FOR VILLAGE BOARD CONSIDERATION**

**ITEM DESCRIPTION:** Personnel Manual Review, Continued

**PREPARED BY:** James P. Fenlon, Administrator



**REPORT DATE:** November 30, 2015

**ADMINISTRATOR'S REVIEW/COMMENTS:** ( See Below )

**EXPLANATION:** To facilitate the discussion of a new personnel manual, the following is attached:

- DRAFT Series 600 – Insurance & Retirement Benefits
- DRAFT Series 700 – Workplace Health, Safety & Security
- Appendix 501 A – Salary Index
- Appendix 503 A - Exemption Status List
- Appendix 507 A – HR Information Form
- Appendix 513 A – Travel/Expense Reimbursement Form
- Appendix 601 A – Health Insurance Opt-Out Incentive
- Appendix 715 A – Employee's Report of Injury Incident
- Appendix 719 A – Reasonable Accommodation Request
- Appendix 719 B – Workplace Modification Request
- Appendix 719 C – Reasonable Accommodation Request – Healthcare Provider Information
- Performance Partnership System – 2016 Evaluation Tool
- Comment Tracker on previous sections

Our primary goal this evening is to address the following:

- Review the 600 and 700 series, appendices noted above and other related documents
- As we make our way through this document, Trustee, Staff and Public comments will continued to be annotated and cataloged.

One final note, staff comments (through individual submissions and group discussions) have been implemented in these drafts.

**RECOMMENDATION:** Discuss and provide direction on the drafting of the new personnel manual.



# INSURANCE & RETIREMENT BENEFITS

- Policy 601. Benefits-Health Insurance, Dental Insurance, & COBRA
- Policy 603. Benefits-Other
- Policy 605. Benefits-Retirement

## **POLICY 601 BENEFITS - HEALTH INSURANCE, DENTAL INSURANCE & COBRA**

- 1. Purpose.** To provide health and dental insurance to those employees who qualify for coverage.
- 2. Coverage.**
  - 2.1** The design and selection of health/dental care plans is determined by the Village Board on an annual basis consistent with applicable state, federal and insurance regulations. Employees will receive notification of the health/dental plan(s) as adopted by the Board.
- 3. Eligibility/Health Insurance Plan.**
  - 3.1** Full-time employees who qualify for coverage may participate in the Health Insurance Plan(s). Eligible employees will contribute, and the Village will contribute, to the costs for the Health Insurance Plan. Ineligible part-time employees who work 30 hours or more may participate in the health insurance plan by paying the 25% of the cost of the premium.
  - 3.2** The Village will make an offer of Health Insurance to any part-time employee eligible under the Affordable Care Act.
- 4. Effective Date.**
  - 4.1** Health insurance coverage will be effective the 1<sup>st</sup> day of the month following the month of hire, provided the employee has completed an application. Employees not applying during probation may subsequently attain coverage only by submitting evidence of insurability acceptable to the insurance carrier.
- 5. Payment of Employee Share of Premium.**
  - 5.1** Any employee required to pay all or any portion of the health insurance premium will make such payment by payroll deduction, except as provided in 8.
- 6. Spouse also Employee.**
  - 6.1** The village will provide coverage under only 1 family plan or 2 single plans when spouses are village employees.
- 7. Coverage upon separation.**

### **POLICY 601 BENEFITS – HEALTH INSURANCE, DENTAL INSURANCE & COBRA**

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- 7.1** Employees discharged will have insurance coverage only through the month in which the discharge is effective.
  - 7.2** Employees on unpaid leave or layoff, or their surviving spouses may continue insurance under the village plans by remitting monthly premiums by check or money order to the insurance company. Insurance will be canceled if the employee or retiree fails to remit payment upon notice of delinquency. Employees on FMLA will continue to pay their contribution, but will be allowed a 30-day grace period to pay and the village will give a 15 day notice of intent to cancel.
    - 7.2.1** No cost of any part of the health insurance plan, including but not limited to, deductibles, co-pays, co-insurance, etc. will be reimbursed or paid for by the Village.
  - 7.3** Employees receiving worker's compensation payments will have their premiums paid by the village for a period of up to 1 year.
- 8. Waiver of Coverage.**
  - 8.1** Any employee who is eligible to be covered by group health insurance who fail to apply for coverage will be considered to have waived coverage.
  - 8.2** Any employee may elect to decline or cancel health insurance coverage by signing a waiver form provided by the finance department and filing it with the finance department.
  - 8.3** A waiver will be effective upon receipt by the finance department or, in the case of cancellation, on the day of the month following receipt by the finance department. Any waiver may be withdrawn prior to its effective date.
  - 8.4** Eligible employees choosing to waive coverage will be eligible for the Health Insurance Opt-out Incentive. **See Appendix 601 A for the Opt-Out Incentive Form.**
- 9. Group Dental Plan.** The Village will make available a group dental plan.
- 10. Insurance Continuation ("COBRA").**
  - 10.1** Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the Act, employees covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee's spouse and covered dependents to elect continuation coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a

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dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding.

- 10.2** All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins. If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continued participation is solely at the participant's expense.

For additional details regarding coverage and premium contributions, contact the Finance Department.

## **POLICY 603 BENEFITS – OTHER**

**1. Purpose.** The Board will determine the design and selection of benefits. The Board retains the right to change these benefits. Employees will be notified of any such changes.

- 1.1 Social security.** The village will provide social security coverage to all employees under the Federal Old Age, Survivors, Disability and Health Insurance System pursuant to the provisions of Wis. Stat. § 40.41 (1), except for exemptions provided by law.
- 1.2 Deferred compensation.** All eligible village employees and elected officers will be afforded the opportunity to voluntarily participate in the Village of Little Chute employees deferred compensation plan pursuant to the rules, terms and conditions outlined in the plan.
- 1.3 Workers Compensation.** The Village provides workers compensation insurance in the event of an injury that occurs while an employee is working. Employees must report any injuries to their Supervisor following the injury. The employees Supervisor shall also notify the Village Finance Department and Administrator of such injuries. The specific benefits provided are defined and limited in the literature provided by the Village's insurance company.
- 1.4 Life Insurance.** The Village provides Life Insurance to regular full time employees at no cost to the employee. The insurance provides for \$25,000 of coverage in the event of a death of an employee (Section 1.4 still under staff review).
- 1.5 Long-term Disability.** The Village provides long-term disability insurance to regular full time employees at no cost to the employee (Section 1.5 still under staff review).

### **POLICY 603 BENEFITS – OTHER**

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## **POLICY 605 BENEFITS – RETIREMENT**

**1. Purpose.** To provide retirement contributions to eligible employees in accordance with State law.

**2. Employee Contribution.**

**2.1** Once eligible for coverage under Wisconsin Retirement System, coverage is mandatory and an employee may not "opt out" of Wisconsin Retirement System. Employers and employees are required to pay "one-half of the actuarially required contributions." Employee contributions are pre-tax.

# WORKPLACE HEALTH, SAFETY & SECURITY

- Policy 701. Drug-Free Workplace
- Policy 703. Emergency Response Plans
- Policy 705. Harassment & Discrimination
- Policy 707. Workplace Violence
- Policy 709. Identification & Key Cards
- Policy 711. Right to Know
- Policy 713. Smoking
- Policy 715. Illnesses/Injuries
- Policy 717. Progressive Duty Return to Work
- Policy 719. ADA Accommodations



## **POLICY 701 DRUG-FREE WORKPLACE**

**1. Purpose.** Maintaining a workplace free from the effects of alcohol and drugs, and ensuring the public that their safety and trust in us is protected. The purpose of these work rules is. (a) to establish and maintain a safer, healthier working environment; (b) to help reduce the number of and potential for injuries; (c) to aid in reducing absenteeism and tardiness; and, (d) to improve job performance.

### **2. Safety Rules.**

- 2.1** No employee will be under the influence of alcohol or illegal drugs at any time during working hours
- 2.2** The sale, possession, transfer or purchase of illegal drugs by Village employees substantially impacts upon and affects the employment relationship and is, therefore, strictly prohibited.
- 2.3** Consumption of alcohol or illegal drugs by an employee on duty is not allowed. This policy includes any paid or unpaid lunch periods in the normal work day, normal hours of training sessions or conferences and at all Village sponsored events.
- 2.4** When using a Village vehicle, either on or off duty, the use of alcohol or illegal drugs is prohibited.
- 2.5** An employee is also prohibited from reporting for duty or remaining on duty when the employee uses any controlled substance, including prescription medications, except when the use is pursuant to the instructions of a licensed health care provider who has advised the employee that the substance does not adversely affect the employee's ability to safely and competently perform his/her job. Employees must report to their supervisor when they are taking any prescription or over-the-counter medication known to cause dizziness or drowsiness or that might affect their senses, motor ability, judgment, reflexes or otherwise affect their ability to perform their job.

### **3. Search and Testing.**

- 3.1** In order to promote compliance with this policy, the Village reserves the right to search any part of its premises at any time to determine the physical presence of drugs and/or alcohol on property of the Village.

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- 3.2** Failure to comply with any part of this policy may result in a withdrawal of any conditional job offer for job applicants, and in discipline, up to and including, termination for employees.
- 3.3** A positive drug or alcohol test result for any reason may lead to discipline, up to and including, discharge from employment.
- 3.4** Post work-related injury testing. The Village, at its discretion, may require that any employee involved in a work-related accident submit to an alcohol and/or drug test as soon as possible after the accident, but no later than eight (8) hours for alcohol or thirty-two (32) hours for drug testing. Any employee involved in a reportable accident will notify the Village at the first available opportunity after the accident, at which time the employee will be advised to report to an appropriate collection site for testing.
- 3.4.1** In the event an employee is seriously injured and unable to report to the collection site, the employee will authorize the health care provider to release to the Village any information necessary to indicate the presence of alcohol or any controlled substance in the employee's system.
- 3.5** Reasonable suspicion testing. The Village will require that an employee be tested, upon reasonable cause, for the use of controlled substances or alcohol. An employee will submit to testing when requested to do so by the Village. The Village will presume a positive test result if an employee refuses to be tested upon reasonable cause.
- 3.5.1** If possible, the reasonable cause circumstances should be witnessed by at least two (2) supervisors who have received training in the detection of probable drug or alcohol use through observations. The reasonable suspicion determination will be documented and should be completed at the time of the observations, but in no case later than twenty-four (24) hours after the initial reasonable cause observation.
- 3.5.2** Reasonable cause means a belief drawn from facts or circumstances and inferences from those facts or circumstances sufficient to lead a reasonable person to suspect that the employee is using a controlled substance or alcohol. Examples of reasonable cause include, but are not limited to.

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- 3.5.2.1** Direct observation of physical symptoms;
- 3.5.2.2** Pattern of abnormal conduct or erratic behavior;
- 3.5.2.3** Arrest or conviction for drug or alcohol-related offenses;
- 3.5.2.4** Information from credible and reliable sources; and
- 3.5.2.5** Evidence of employee tampering with drug or alcohol tests.

- 3.6** Post-rehabilitation drug and alcohol testing. Any employee who undergoes rehabilitation or who enrolls in an employee assistance program because of a positive drug or alcohol test result will be required to undergo an additional drug and/or alcohol test before returning to work. If the test results are negative, the employee will be returned to work, if work is available. If the test results are positive, the employee will be disqualified from employment and, in reasonable cause circumstances, any previous discharge or other discipline will be reinstated.

## **POLICY 703 EMERGENCY RESPONSE PLANS**

**1. Purpose.** The purposes of these plans are. (a) to establish and maintain a safer, emergency response time; (b) to help reduce the number of and potential for injuries.

**2. Fire Policy.**

**2.1** Evacuate by designated routes. Assist those individuals who may need extra help moving to the designated shelter or exiting the building and detained individuals in our custody per department procedure.

**3. Fire Response Plan.**

**3.1 R** - report the fire – **call 911** to active fire service for all sites.

**A** - alert occupants.

**C** - contain the fire – **close your doors** as you exit.

**E** - **All are expected to evacuate immediately.** Evacuate by designated routes. Crawl under the smoke to breathe cleaner air.

**3.2** Congregate at designated meeting sites for count and direction from the department head.

**4. Tornado Policy.**

**4.1** When a tornado warning is issued, seek shelter immediately. When a weather watch is announced, get prepared.

**5. Tornado Response Plan.**

**5.1** Notification of Threat. If the National Weather Service (NWS) issues a tornado or severe weather WARNING and the work area is in the affected area, staff will be notified to seek shelter.

Note. The Emergency Sirens are intended to notify people **outdoors** that the National Weather Service has issued severe weather warnings. They are not intended to notify persons indoors. The sirens are activated whenever severe weather WARNINGS are issued for *anywhere* in Outagamie County. When this alarm is noted, seek details about the threat and take shelter as advised.

**6. Threats of Violence & Other Danger.**

**6.1** All threats of violence will be taken seriously. When employees or facilities are threatened with physical force or weapons (includes guns, bombs, or chemicals)

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employees are to report the threat immediately, take measures to secure the area threatened, respond to directives for securing or evacuating the facility, and assist those individuals who may need extra help to safety.

**7. Threat Response Plan.**

**7.1 First.**

- Take measures to protect yourself and the public.
- Secure the area threatened.

**7.2 Second.**

- Report the threat immediately

**8. If You Feel a Life is in Danger.**

**8.1 Call 9-1-1**

**9. Securing Areas.**

**9.1 If an employee observes a threat is observed near the department area, they are expected to.**

- Vacate the threat area.
- Alert co-workers; assist others away from the area; and notify department head.
- Close and lock department doors.
- Remain within the department until department head verifies 'all clear' with law enforcement.

**10. Employee Responsibilities.**

- Post or program the emergency phone number on the office phone; know if silent alarms are in your area.
- Keep the Threat/Security Incident Report by your phone for collecting important information with bomb threats.
- Know evacuation site.
- Keep calm and follow directions; stay in safe areas until told restrictions are lifted.

**11. In the Event of a Medical Emergency.**

**11.1 With life threatening and serious injuries call 911.** Report as much information as possible when calling 911. (Symptoms, health history, recent medications surrounding circumstances, family contact, etc.) The above include, but are not limited to.

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- Severe bleeding
- Unconsciousness (seizures do not need an EMT unless they persist)
- Absence of breathing or sudden difficulty breathing
- Any severe trauma injury to head, neck or spine
- Any sudden and severe pain
- Obvious fracture, inability to move, or great pain with movement

## 12. Automatic External Defibrillators (AED).

**12.1** Automatic External Defibrillators (AED) have been installed in certain village facilities.

**12.2** When providing first aid assistance **ALWAYS use barrier precautions** (gloves or at a minimum any material between them and another's blood). Sometimes it is possible to have the victim apply direct pressure to wounds or to coach them in first aid. Always consider anyone's blood as infectious. Ninety-five percent of those with blood borne pathogens are working; most do not know themselves that they are infectious. And remember to **ALWAYS** wash your hands after you provide assistance.

- Offer to notify a family member for the victim.
- Notify Maintenance if body fluid needs to be cleaned up.
- Report all injuries experienced by the public to the Village Clerk who will make necessary reports to insurance carriers. Injured workers should report all work related injuries to Department Head using the Village Employee's Report of Injury/Illness form.

## **POLICY 705 HARASSMENT AND DISCRIMINATION**

**1. Purpose.** The fundamental policy of the Village of Little Chute is that the workplace is for performing duties to serve and provide the highest quality services to the public. The purpose of this policy and goal of the Village is to maintain a healthy work environment free from sexual harassment and other unlawful harassment and discrimination based on sexual, racial, age-based, religious, ethnic, disability, family status, and other forms of legally impermissible harassment or discrimination of any employee or applicant for employment and to provide procedures for reporting, investigating, and resolving complaints of harassment, discrimination and retaliation.

**2. Policy.**

**2.1** It is the policy of the Village of Little Chute that all employees have the right to work in an environment free of all forms of unlawful harassment and discrimination by employees, whether regular, part-time, volunteer, or non-employees who conduct business with the Village. The Village of Little Chute considers harassment, discrimination, and retaliation of others to constitute serious employee misconduct warranting prompt and effective remedial action to end the harassing or discriminatory behavior. It is the responsibility of all employees of the Village to take reasonable and necessary action to prevent unlawful harassment, discrimination, and retaliation, and it is the responsibility of all employees to promptly report and cooperate with the Village's efforts to eradicate conduct that could be in violation of this policy. Where impermissible harassment, discrimination, or retaliation has occurred, the Village will take appropriate disciplinary action, including, without limitation, termination.

**3. Scope.**

**3.1** This policy applies to all employees and applicants for employment with the Village of Little Chute.

**4. Definitions.**

**4.1** Harassment means any form of conduct that is objectively unreasonable or offensive and that could result in a hostile or intimidating working environment. Harassment includes persistently bothering, disturbing, or tormenting another person. Unlawful harassment may be based on a variety of factors, such as race, color, religion, sex, national origin, disability, marital status, sexual orientation or other protected status. The Village prohibits all forms of unlawful harassment, including, but not limited to:

**4.1.1** Verbal harassment, such as making derogatory statements, epithets, or slurs to or about another person or group;

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- 4.1.2 Visual harassment, such as displaying offensive posters, cartoons, or drawings; and
  - 4.1.3 Physical harassment, such as threatening, assaulting, or physically interfering with another person or making other inappropriate or unwelcome physical contact.
  - 4.1.4 Examples of unlawful harassment and discrimination include use of sexual, racial, religious, age, or ethnic epithets or other derogatory words or actions based upon someone's sex, race, color, origin, ethnic origin, religion, age, physical or mental impairment or other protected status.
- 4.2 **Discrimination.** A failure to treat all persons equally and without discrimination based on protected status under the law where no reasonable distinction can be found between those favored and those not favored.
- 4.3 **Sexual harassment.** is defined as unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal, visual, or physical conduct of a sexual nature when.
  - 4.3.1 Submission to such conduct is explicitly or implicitly made a term or condition of employment;
  - 4.3.2 Submission or refusal to submit to such conduct is used as the basis for employment decisions; or
  - 4.3.3 Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- 4.4 No employee can be forced to submit to sexual harassment as a basis for any employment decision. The Village will attempt to prevent and promptly eliminate any conduct that creates an intimidating, hostile, or offensive work environment for our employees.
- 4.5 The following conduct may be considered sexual harassment or another form of prohibited harassment, discrimination, or inappropriate behavior.
  - 4.5.1 Sexually suggestive or off-color comments or jokes;

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- 4.5.2** Sexual flirtation, innuendo, advances, propositions, or other sexual activities;
- 4.5.3** Unprofessional touching, such as massages, embracing, or inappropriately putting an arm around another employee;
- 4.5.4** Repeated and unwelcome invitations for social interactions outside of the workplace;
- 4.5.5** Sexual or racial slurs, derogatory remarks, or offensive gestures;
- 4.5.6** Displaying or distributing sexually explicit or otherwise off-color materials, including books, magazines, articles, pictures, greeting cards, photographs, drawings, cartoons, and e-mail messages; and
- 4.5.7** Including or excluding any individual from workplace activities, assignments, or responsibilities based on their refusal to participate in or tolerate sexual or other forms of harassment or based on other factors not related to job performance or legitimate business reasons.
- 4.5.8** Inappropriate displays of affection or sexually related conduct, even if welcome, are inappropriate at work and will not be tolerated.
  - 4.5.8.1** This list is not intended to be exhaustive. For example, any particular conduct described above may also be inappropriate outside the workplace if the conduct may adversely affect the work environment. Similarly, a consensual relationship does not justify inappropriate displays of affection or other sexual statements or activities during working hours or at work-related functions.

**5. Retaliation.**

- 5.1** The Village prohibits retaliation against any employee for filing a complaint under this policy or for assisting, testifying, or participating in the investigation of such a complaint.
- 5.2** If any Village employee believes that he or she has been retaliated against for bringing a complaint or providing information related to a complaint, the Village requires employees to promptly comply with and use the reporting procedure described in this policy.

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- 5.3 Retaliation is a form of employee misconduct. Any evidence of retaliation will be considered a separate violation of this policy and will be handled by the same complaint procedures established for harassment and discrimination complaints.
  - 5.4 Monitoring to ensure that retaliation does not occur is the responsibility of the department head, supervisors, and all Village employees.
- 6. Employee and Supervisor Expectations of Conduct and Processing of Complaints.
  - 6.1 Prohibited Conduct.
    - 6.1.1 In order to prevent and eradicate sexual harassment and other unlawful harassment and discriminatory behavior, the Village has established the following list of prohibited activities for Village employees defined as employees and applicants for employment with the Village, whether sworn, regular, reserve, or civilian, and all volunteers.
      - 6.1.1.1 No employee will either explicitly or implicitly ridicule, mock, deride or belittle any person.
      - 6.1.1.2 No employee will make offensive or derogatory comments to any person, either directly or indirectly.
      - 6.1.1.3 No employee will engage in activity such as sabotage, ostracism, badgering, withholding resources, disrespectful or disruptive treatment, defamation or conduct that intimidates or is hostile, whether this conduct is of a sexual nature or not. Nor will any non-employee who conducts business with the Village of Little Chute engage in such activity.
      - 6.1.1.4 No employee or non-employee will engage in conduct identified or defined as prohibited sexual harassment, harassment, discrimination, retaliation or other inappropriate behavior.
    - 6.1.2 All prohibited acts of these types will be judged on the basis of conduct that is “objectively reasonable.”
  - 6.2 Employee Responsibilities.
    - 6.2.1 Each employee of the Village is responsible for complying with this policy and assisting in the prevention of sexual harassment and other unlawful harassment and discrimination by:

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- 6.2.1.1** Refraining from conduct forbidden by this policy, including participating in or encouraging of action that could be perceived as harassment, discrimination, retaliation or conduct in violation of this policy;
- 6.2.1.2** Behaving courteously and professionally toward fellow employees;
- 6.2.1.3** Reading this policy and fully understanding its requirements;
- 6.2.1.4** Immediately and thoroughly reporting observed acts of sexual harassment and other harassment and discrimination;
- 6.2.1.5** Encouraging any employee who confides that he or she is being harassed or discriminated against to report these acts to a supervisor and through the reporting process; and
- 6.2.1.6** Cooperating in any investigation conducted under this policy by providing accurate and complete information about any incidents with which they are familiar.

**6.2.2** Failure of any employee to carry out their responsibilities as defined in this policy will be considered in any performance evaluation or promotional decision and may be grounds for discipline up to and including termination of employment.

**6.3 Supervisor's Responsibilities.**

- 6.3.1** All employees are responsible for complying with this policy and preventing sexual harassment and other unlawful harassment and discrimination. Supervisors are also responsible for.
  - 6.3.1.1** Advising employees on the types of behavior prohibited and the Village's procedures for reporting and resolving complaints of harassment and discrimination;
  - 6.3.1.2** Monitoring the work environment on a daily basis for signs that harassment and discrimination may be occurring;

**6.3.1.3** Stopping any observed acts that may be considered harassment and discrimination, and taking appropriate steps to intervene, whether or not the involved employees are within his or her line of supervision;

**6.3.1.4** Utilizing all reasonable means to prevent a prohibited act from occurring when he or she knows or should know that an employee will or may perform such an activity; and

**6.3.1.5** Taking immediate action to prevent adverse action or retaliation toward the complaining party and to eliminate the hostile work environment where there has been a complaint.

**6.3.2** Each supervisor has the responsibility to assist any employee of the Village who comes to that supervisor with a complaint of sexual harassment or other unlawful harassment, discrimination, or retaliation in documenting and filing a complaint with the Village.

**6.3.3** No supervisor will make any employment decision that affects the terms, conditions, or privileges of an individual's employment based on the basis of that person's race, sex, religion, national origin, color, sexual orientation, age, disability or other protected status.

**6.3.4** Failure of any supervisor to carry out their responsibilities as defined in this policy will be considered in any performance evaluation or promotional decision and may be grounds for discipline up to and including termination of employment.

## **7. Complaint Procedure.**

**7.1** The Village of Little Chute encourages and expects employees to immediately and thoroughly report all perceived incidents of sexual harassment and other forms of unlawful harassment, discrimination, or retaliation, regardless of the offender's identity or position. Any employee who believes that he or she is being harassed, discriminated, or retaliated against should report the incident promptly and as soon as possible so that steps may be taken to protect the employee and so that appropriate investigative and remedial measures may be initiated.

**7.2** Employees with a complaint under this policy or questions about whether particular conduct is prohibited under this policy should immediately contact and discuss the concern with the employee's supervisor. Complaints received by supervisors or department heads must be reported to the Village Administrator immediately. If the complaint involves the employee's immediate supervisor,

## **POLICY 705 HARASSMENT AND DISCRIMINATION**

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then the employee should bring the complaint to that supervisor's immediate supervisor. If the complaint involves the conduct of the Village Administrator, then the complaint should be forwarded to the Village President.

- 7.3** The Village encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The Village recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures. The employee is encouraged to document all incidents of harassment and discrimination in order to provide the fullest basis for investigation by the Village. The employee is expected to then promptly report such acts consistent with the requirements of this policy.
- 7.4** The supervisor to whom a complaint is given or other designated person will meet with the employee and document the facts surrounding the incident complained of, including the conduct of the parties, the person performing or participating in the harassment and discrimination, any witnesses to the incident and the date on which it occurred. That supervisor taking the complaint will promptly submit a confidential memorandum documenting the complaint to the Village Administrator or Village President if the complaint involves the Village Administrator.
- 7.5** The Administrator is responsible for assigning a person to conduct the investigation involving any complaint alleging harassment or discrimination. If the complaint involves the Department Head, then the Administrator will conduct the investigation. The investigator may include a determination as to whether other employees are being harassed or discriminated against by the person and whether other Village employees participated in or encouraged the harassment or discrimination.
- 7.6** If the situation requires separation of the complainant and the alleged harasser, then care should be taken to avoid action that punishes or appears to punish the complainant. Transfer or reassignment of any of the parties involved should be voluntary if possible and, if non-voluntary, should be temporary pending the outcome of the investigation.

- 7.7** A file of harassment and discrimination complaints will be maintained.
- 7.8** The complaining party's confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.
- 7.9** The director or designated person will inform the parties involved of the outcome of the investigation.
- 7.10** The Village will take prompt and effective remedial action to end the prohibited behavior, which may include appropriate disciplinary action, up to and including termination of employment of any employee who engages in sexual or other harassment or who otherwise violates this policy. Further, the Village will correct any adverse employment action an employee experienced due to conduct forbidden by this policy.
- 7.11** If the Village does not employ the individual involved in harassing or inappropriate conduct, the individual will be informed of the Village's policy and appropriate remedial action will be taken.
- 7.12** In all cases, the Village will make follow-up inquiries to make sure the harassment has stopped. If an employee is not satisfied with the results of the investigation or follow-up action, or if further harassment or other unacceptable conduct occurs, the employee should contact the director or designated person promptly.
- 7.13** This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.

**8. Remedial Action.**

- 8.1** The Village will take prompt and effective remedial action to end the prohibited behavior. The Village will also correct any adverse employment action an employee experienced due to conduct forbidden by this policy.
- 8.2** Misconduct constituting harassment, discrimination, or retaliation will not be tolerated and will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling, reassignment, and/or disciplinary action such as warning, reprimand, reassignment, suspension without pay, or termination, as the Village believes appropriate under the circumstances.
- 8.3** If a party to a complaint does not agree with its resolution, that party may appeal to the Village Administrator.

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- 8.4** False and malicious complaints of harassment, discrimination, or retaliation as opposed to complaints that, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

**9. Training.**

- 9.1** The Village will provide periodic and refresher training concerning the nature of harassment and discrimination in the workplace and prohibitions on such actions defined in the policy.

**10. Conclusion.**

- 10.1** The Village of Little Chute has developed this policy to ensure that all its employees can work in an environment free from harassment, discrimination, and retaliation. The Village will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.
- 10.2** Any employee who has any questions or concerns about these policies should talk with the Village Administrator.

## **POLICY 707 WORKPLACE VIOLENCE**

- 1. Purpose.** To provide a preventative plan to address violent or aggressive behavior in the workplace and to establish procedures to respond to acts of violence by or against Village employees.
- 2. Scope.**
  - 2.1** This policy applies to all regular full-time, regular part-time, limited term employees, seasonal employees, and temporary employees of the Village of Little Chute.
- 3. Definitions.**
  - 3.1** Village Employee refers to all regular full-time, regular part-time, limited term employees, seasonal employees, temporary employees, volunteers, and elected and appointed officials of the Village of Little Chute.
  - 3.2** Workplace means all Village-owned or leased property, including vehicles and mobile equipment, and any other property where Village employees are performing work in an official capacity for the Village.
  - 3.3** Workplace Violence includes, but is not limited to: murder, assaults or battery (intentional offensive touching or application of force or violence to another), any acts of written, verbal, or physical violence against Village employees, stalking (willfully, maliciously and repeatedly following or harassing another person) while either the stalker or victim is on the job, at their place of employment or while performing the duties of their job.
  - 3.4** Weapon means a handgun, an electric weapon, as defined in Wis. Stat. § 941.295 (1c) (a), a knife other than a switchblade knife under Wis. Stat. § 941.24, or a billy club.
- 4. Policy.**
  - 4.1** Village of Little Chute is committed to providing a safe and secure environment for its employees, visitors, and customers. All violent acts or aggressive behavior of any type will not be tolerated by or against Village employees, visitors, and customers. All employees will notify their supervisor of any workplace violence which they have witnessed, experienced, become aware of or in any way have knowledge of. The Village will investigate allegations of any violent or intimidating behaviors, gestures, or acts in the workplace.

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- 4.2 The Village of Little Chute adheres to the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.
  - 4.3 All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the Village of Little Chute without proper authorization.
  - 4.4 With the exception of authorized employees of the Fox Valley Metropolitan Police Department, no employee of the Village of Little Chute will possess firearms, whether licensed or not, or any other weapon while on premises or property owned or leased by the Village of Little Chute, in Village vehicles, or while otherwise conducting Village business. This weapons ban does not apply to weapons legally possessed by an employee, who is licensed by the State under Wis. Stat. § 175.60, stored in the employee's private vehicle. Employees in violation of the weapons ban are subject to disciplinary action.
  - 4.5 Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.
5. Reporting Procedures.
- 5.1 All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the employee's immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible.
  - 5.2 All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Employees should not place themselves in dangerous situations. If there is a nearby commotion or disturbance, employees should not try to intercede or see what is happening.
  - 5.3 Report to Village Administrator. Supervisors receiving employee reports of workplace violence or that have knowledge of information of an internal or non-emergency nature which may affect the security of the Village and its assets will report such incidents to the Village Administrator.

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**5.4** Although every effort will be made to keep reports and records that are made and kept pursuant to this policy confidential, the reports and records may be subject to public disclosure under Wisconsin's Public Records Law.

**5.4.1** For those cases where it appears that criminal activity may be involved, department heads and supervisors should not take any action that would jeopardize the outcome of any investigation. Do not change anything at the scene of a violent incident until properly documented by those in authority.

**5.5** False Reports. Allegations and/or reports of workplace threats will be taken seriously. Employees intentionally making false reports will be subject to discipline up to and including termination.

**5.6** Investigations and Resolutions. Village of Little Chute will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Village may suspend employees, either with or without pay, pending the outcome of the investigation.

**5.6.1** Privacy rights will be observed in the event of the need to investigate workplace violence incidents. Only those individuals with a clear need to know of the potential risk will be notified in cases where a person is perceived to be a threat to others. Those investigating and resolving the complaint will maintain anonymity of employees reporting violence or threats of violence during the investigation to the greatest extent possible. However there is no right to or guarantee of anonymity since it is often necessary to make the employee or customer against whom the allegation has been made aware of the complaint in order to ascertain the facts.

**6. Consequences of Policy Violation.**

**6.1** Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment and may also result in criminal prosecution.

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- 6.2** The Village of Little Chute encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Village Administrator before the situation escalates into potential violence. The Village of Little Chute is prepared to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.
- 6.3** Retaliation against an employee who genuinely reports threats of workplace violence in good faith is in violation of this policy. Anyone who engages in or assists in such retaliatory actions will be subject to disciplinary action up to and including termination of employment.

## **POLICY 711 RIGHT-TO-KNOW ABOUT HAZARDOUS CHEMICALS IN THE WORKPLACE**

- 1. Purpose.** All employees, under the Wisconsin public employee Right-To-Know Law, have the right to information about any hazardous chemical or substance that is used in their workplace.
- 2. Information Available.**
  - 2.1** The identity of any toxic substances and infectious agents you work with, are likely to come into contact with, or have been exposed to.
  - 2.2** A description of the hazardous effects of the toxic substances.
  - 2.3** Handling precautions for toxic substances.
  - 2.4** Procedures for emergency treatment in the event of over-exposure.
  - 2.5** This information is contained in a Material Safety Data Sheet (MSDS), which the Village collects on each chemical product used.
  - 2.6** Each Department will maintain accurate and up to date a Material Safety Data Sheet (MSDS).
- 3. Rights.**
  - 3.1** The Village may not refuse a request for information nor may an employee be discharged or discriminated against for exercising this right.

### **POLICY 711 RIGHT TO KNOW ABOUT HAZARDOUS CHEMICALS IN THE WORKPLACE**

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## **POLICY 713 SMOKING**

**1. Purpose.** To protect the environment and public health and comfort by prohibiting smoking in Village facilities and vehicles. Numerous studies have found that tobacco smoke is a major contributor of indoor air pollution, and that breathing secondhand smoke is a cause of disease in healthy non-smokers, including heart disease, stroke, respiratory disease, and lung cancer.

**2. Prohibited Conduct.**

**2.1** Smoking is prohibited within a reasonable distance of 25 feet outside a Village facility to ensure that tobacco smoke does not enter the facility through entrances, windows, ventilation systems or other means and to protect those entering facilities from exposure to secondhand smoke.

**2.2** Smoking is prohibited in any Village facility or Village vehicle.

**2.3** It is unlawful to remove, deface, or destroy any legally required "No Smoking" sign, or to smoke in any place where such sign is posted.

**3. Penalty/Enforcement.**

**3.1** This policy applies equally to all employees, customers, and visitors.

## **POLICY 713 SMOKING**

Effective Date:

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## **POLICY 715 INJURIES/ILLNESSES**

### **1. Purpose.**

- 1.1** To promote and ensure the safe return of injured/ill employees back into the work environment.

### **2. Non-Work Related Injuries/Illnesses**

- 2.1** Medical slips obtained from the medical practitioner who treated the employee meet the requirements for situations discussed below.
- 2.2** A supervisor/department head may require verification of illness.
- 2.3** A doctor's statement is required when.
  - 2.3.1** An employee is absent five or more days due to illness
  - 2.3.2** The absence is due to an injury, surgery, a serious illness, or medical condition.
  - 2.3.3** The employee returns with a cast, sling, crutches, or other restrictions, such as lifting or walking.
  - 2.3.4** Work restrictions must receive prior approval from the director before returning to work.
- 2.4** The Village of Little Chute does not have a "company doctor" and does not require employees to be cleared by a particular health care facility. However, the Village does reserve the right to refer an employee to a management-selected facility or practitioner to make a fitness- for-duty evaluation when the department head and director determine that such an evaluation is appropriate.

### **3. Work-Related Injuries/Illness**

- 3.1** Report any accident information, hazard, or concern about workplace safety as soon as possible to the supervisor, Department Head or Village Administrator.
- 3.2** Employees who suffer injuries or are involved in an accident on the job must immediately report the accident or injury verbally to their supervisor as soon as is physically possible after the occurrence.

## **POLICY 715 INJURIES/ILLNESS**

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## **POLICY 719 ADA ACCOMMODATIONS**

**1. Purpose.** To provide equal employment opportunities to all qualified individuals, including those with disabilities.

**2. Policy.**

**2.1** The Village of Little Chute's policy is to fully comply with the reasonable accommodation requirements of the American's with Disabilities Act. Under the law, employers must provide reasonable accommodation to qualified employees or applicants with disabilities, unless to do so would cause undue hardship. The Village of Little Chute is committed to providing reasonable accommodations to its employees and applicants for employment in order to assure that individuals with disabilities enjoy full access to equal employment opportunity with the Village of Little Chute. The Village provides reasonable accommodations when:

**2.1.1** A qualified applicant with a disability needs an accommodation in order to be considered for a job;

**2.1.2** A qualified employee with a disability needs an accommodation to enable him or her to perform the essential functions of the job or to gain access to the workplace; and

**2.1.3** A qualified employee with a disability needs an accommodation to enjoy equal benefits and privileges of employment.

**2.1.4** The Village of Little Chute will process requests for reasonable accommodation and, where appropriate, provide reasonable accommodations in a prompt, fair, and efficient manner.

**2.1.5** The Village Administrator is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

**3. Scope.**

**3.1** This policy and procedure applies to all departments, qualified applicants, and qualified employees of the Village of Little Chute.

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**4. Procedure.**

**4.1 Requests for Reasonable Accommodation.**

- 4.1.1** The employee will inform his or her supervisor, Department Head, or the Village Administrator of the need for an accommodation either orally or in writing.
- 4.1.2** To enable the Village of Little Chute to keep accurate records regarding requests for accommodation, employees seeking a reasonable accommodation must follow up an oral request by completing the Voluntary ADA Reasonable Accommodation Form and submitting it to the Village Administrator.
- 4.1.3** For applicants seeking a reasonable accommodation, the Village Administrator will give them the Voluntary ADA Reasonable Accommodation Form to fill out. If an individual with a disability requires assistance with this requirement, the staff member receiving the request will provide that assistance.
- 4.1.4** While written confirmation should be made as soon as possible following the request, it is not a requirement for the request itself. The Village of Little Chute will begin processing the request as soon as it is made, whether or not the confirmation has been provided.
- 4.1.5** A written confirmation is not required when an individual needs a reasonable accommodation on a repeated basis (i.e., the assistance of sign language interpreters or readers). The written form is required only for the first request although appropriate notice must be given each time the accommodation is needed.

**4.2 Medical Documentation.**

- 4.2.1** The Administrator may request medical documentation of the individual's functional limitations to support the request. Any medical documentation must be collected and maintained on separate forms and in separate, locked files. No one will be told or have access to medical information unless the disability might require emergency treatment.
- 4.2.2** The individual may authorize the Administrator to contact his or her health care provider. The appropriate release of health information form must be completed and signed by the individual.

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- 4.2.3** All medical information is treated as confidential and is not maintained in the general personnel files.

**4.3** Process – Current Employees and Employees Seeking Promotion.

- 4.3.1** The reasonable accommodation process is overseen by the Village Administrator. Reasonable accommodations are identified through dialogue between the Administrator and the person requesting an accommodation.
- 4.3.2** When a qualified individual with a disability has requested an accommodation, the Administrator will, in consultation with the individual.
  - 4.3.2.1** Discuss the purpose and essential functions of the particular job involved. Completion of a step-by-step job analysis may be necessary.
  - 4.3.2.2** Determine the precise job-related limitation.
  - 4.3.2.3** Identify the potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job.
  - 4.3.2.4** Select and implement the accommodation that is the most appropriate for both the individual and the employer. While an individual's preference will be given consideration, the Village is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
- 4.3.3** The Village Administrator will work with the employee to obtain technical assistance, as needed.
- 4.3.4** The Administrator will provide a decision to the employee within a reasonable amount of time.
- 4.3.5** If an accommodation cannot overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the business, the employee and the Village Administrator will work together to determine whether reassignment may be an appropriate accommodation.

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#### **4.4 Appeals.**

**4.4.1** Employees or applicants who are dissatisfied with the decision(s) pertaining to their accommodation request may file an appeal with the Administrator, within a reasonable period of time, for a final decision.

**4.4.2** If the individual believes the decision is based on discriminatory and/or retaliatory reasons, then he or she may file a complaint internally through the Administrator.

#### **5. Additional Information.**

**5.1** Disability discrimination can include harassment based on disability, tangible employment actions, or other actions that create a hostile or intimidating work environment for those in the protected class.

**5.2** The Village will not retaliate against any individual who opposed any unlawful act or practice, or because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing to enforce anti-discrimination laws.

#### **6. Appendices.**

- Reasonable Accommodation Request Form (Appendix 719A)
- Workplace Modification Request Form (Appendix 719B)
- Reasonable Accommodation Request – Healthcare Provider Information Form (Appendix 719C)

**APPENDIX 501 A      SALARY INDEX**

**Public Works Department 2016 Grid**

**11 Step Range Positions**

	<b>DPW Director</b>	<b>Asst DPW Director</b>	<b>Village Engineer</b>	<b>Street Foreman</b>	<b>Eng Technician</b>	<b>Eng Aide I</b>
Step 1	\$74,323	\$60,348	\$63,324	\$56,149	\$53,773	\$48,778
Step 2	\$76,947	\$62,478	\$65,559	\$58,130	\$55,671	\$50,497
Step 3	\$79,570	\$64,608	\$67,795	\$60,111	\$57,569	\$52,216
Step 4	\$82,193	\$66,738	\$70,031	\$62,092	\$59,467	\$53,935
Step 5	\$84,816	\$68,868	\$72,266	\$64,073	\$61,365	\$55,654
<b>Step 6 Control</b>	<b>\$87,439</b>	<b>\$70,998</b>	<b>\$74,502</b>	<b>\$66,054</b>	<b>\$63,263</b>	<b>\$57,373</b>
Step 7	\$90,062	\$73,128	\$76,738	\$68,035	\$65,160	\$59,092
Step 8	\$92,686	\$75,258	\$78,973	\$70,016	\$67,058	\$60,811
Step 9	\$95,309	\$77,388	\$81,209	\$71,997	\$68,956	\$62,530
Step 10	\$97,932	\$79,518	\$83,445	\$73,978	\$70,854	\$64,249
Step 11	\$100,555	\$81,648	\$85,560	\$75,959	\$72,752	\$65,968
Peer midpoint	\$90,229	\$70,998	\$72,600	\$64,960		\$52,823
LC midpoint	\$84,649	\$70,296	\$74,502	\$66,054	\$63,263	\$57,373

**Public Works Department 2016 Grid**

**7 Step Range Positions**

	<b>DPW Working Foreman</b>	<b>DPW Mechanic</b>	<b>DPW Laborer</b>	<b>DPW Admin Asst</b>
Step 1	\$46,589	\$45,334	\$43,838	\$37,431
Step 2	\$48,314	\$47,013	\$45,462	\$38,821
Step 3	\$50,040	\$48,692	\$47,085	\$40,211
<b>Step 4 Control</b>	<b>\$51,765</b>	<b>\$50,371</b>	<b>\$48,709</b>	<b>\$41,601</b>
Step 5	\$53,791	\$52,051	\$50,333	\$42,991
Step 6	\$55,216	\$53,730	\$51,956	\$44,381
Step 7	\$56,942	\$55,409	\$53,580	\$45,770
Peer midpoint		\$50,371		\$41,049
LC midpoint		\$47,145	\$45,707	\$41,601

## Community Development 2016 Grid

11 Step Range Positions

	<u>CD Director</u>	<u>GIS/LIS Manager</u>	<u>Building Inspector</u>
Step 1	\$64,089	\$53,773	\$51,598
Step 2	\$66,351	\$55,671	\$53,419
Step 3	\$68,613	\$57,569	\$55,240
Step 4	\$70,875	\$59,467	\$57,061
Step 5	\$73,137	\$61,364	\$58,882
<b>Step 6 Control</b>	<b>\$75,399</b>	<b>\$63,262</b>	<b>\$60,703</b>
Step 7	\$77,661	\$65,160	\$62,524
Step 8	\$79,923	\$67,058	\$64,345
Step 9	\$82,185	\$68,956	\$66,166
Step 10	\$84,447	\$70,854	\$67,987
Step 11	\$86,709	\$72,752	\$69,808
Peer midpoint	\$80,503	\$61,067	\$60,703
LC midpoint	\$70,296	\$63,263	\$59,427

<b>Administrator</b>	<b>2016</b>
85% minimum	\$86,716
Peer midpoint	\$102,019
115% maximum	\$117,322
Peer midpoint using 85% minimum and 115% maximum range spread	

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## Clerk      2016 Grid

### 11 Step Range Position

<u>Clerk</u>	
Step 1	\$53,773
Step 2	\$55,671
Step 3	\$57,569
Step 4	\$59,467
<b>Step 6 Control</b>	<b>\$63,263</b>
Step 7	\$65,160
Step 8	\$67,058
Step 9	\$68,956
Step 10	\$70,854
Step 11	\$72,752
Peer midpoint	\$61,852
LC midpoint	\$63,263

## Court      2016 Grid

### 7 Step Range Position

<u>Court Clerk</u>	
Step 1	\$37,281
Step 2	\$38,662
Step 3	\$40,042
<b>Step 4 Control</b>	<b>\$41,423</b>
Step 5	\$42,804
Step 6	\$44,185
<b>Step 7</b>	<b>\$45,565</b>
Peer midpoint	\$44,047
LC midpoint	\$38,799

## Finance Department 2016 Grid

### 7 Step Range Positions

### 11 Step Range Positions

<u>Finance Director</u>		<u>Deputy Treasurer</u>		<u>Accounting Clerk</u>		<u>Cashier/Receptionist</u>	
Step 1	\$66,712	Step 1	\$41,427		\$37,843		\$31,758
Step 2	\$69,067	Step 2	\$42,962		\$39,228		\$32,913
Step 3	\$71,421	Step 3	\$44,496		\$40,613		\$34,089
Step 4	\$73,775	<b>Step 4 Control</b>	<b>\$46,030</b>		<b>\$41,998</b>		<b>\$35,264</b>
Step 5	\$76,130	Step 5	\$47,565		\$43,382		\$36,440
<b>Step 6 Control</b>	<b>\$78,485</b>	Step 6	\$49,100		\$44,768		\$37,615
Step 7	\$80,840	Step 7	\$50,633		\$46,152		\$38,790
Step 8	\$83,194	Peer midpoint	\$50,456		\$45,297		\$35,264
Step 9	\$85,548	LC midpoint	\$41,604		\$38,799		\$34,808
Step 10	\$87,903						
Step 11	\$90,258						
Peer midpoint	\$82,468						
LC midpoint	\$74,502						

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## Fox Valley Metro Police Department 2016 Grid

### 11 Step Range Positions

#### 7 Step Range Position

	Police Chief	Captain	Lieutenant	Police Admin Asst	Telecommunicator
Step 1	\$77,210	\$65,509	\$56,937	\$35,824	Step 1
Step 2	\$79,935	\$67,821	\$59,356	\$37,089	Step 2
Step 3	\$82,661	\$70,133	\$61,775	\$38,353	Step 3
Step 4	\$85,359	\$72,445	\$64,194	\$39,618	Step 4 Control
Step 5	\$88,111	\$74,757	\$66,612	\$40,882	Step 5
Step 6 Control	\$90,836	\$77,069	\$69,031	\$42,147	Step 6
Step 7	\$93,561	\$79,382	\$71,450	\$43,411	Step 7
Step 8	\$96,245	\$81,694	\$73,869	\$44,676	
Step 9	\$99,011	\$84,006	\$76,287	\$45,940	Peer midpoint
Step 10	\$101,736	\$86,318	\$78,706	\$47,205	FVMPD midpoint
Step 11	\$104,462	\$88,630	\$81,125	\$48,469	
Peer midpoint	\$97,337	\$82,221	\$72,217	\$43,579	
FVMPD midpoint	\$84,334	\$72,397	\$68,870	\$40,715	

## Parks, Recreation, and Forestry Department 2016 Grid Whole Steps

### 11 Step Range Positions

#### 7 Step Range Positions

	Park & Rec Director	Rec Supervisor	Park Foreman	Park Laborer
Step 1	\$57,177	Step 1	\$46,589	\$43,838
Step 2	\$59,195	Step 2	\$48,314	\$45,462
Step 3	\$61,213	Step 3	\$50,040	\$47,085
Step 4	\$63,231	Step 4 Control	\$51,765	\$48,709
Step 5	\$65,249	Step 5	\$53,491	\$50,333
Step 6 Control	\$67,267	Step 6	\$55,216	\$51,956
Step 7	\$69,285	Step 7	\$56,942	\$53,580
Step 8	\$71,303			
Step 9	\$73,321	Peer midpoint	\$51,867	\$48,709
Step 10	\$75,338	LC midpoint	\$41,604	\$45,697
Step 11	\$77,356			
Peer midpoint	\$66,272			
LC midpoint	\$65,078			

**APPENDIX 503 A      EXEMPTION STATUS LIST**

**Fair Labor Standards Act Classification of Village of Little Chute Employee Positions**

**Exempt Positions**

Village Administrator - Regular Full Time  
Village Clerk - Regular Full Time  
Community Development Director - Assessor - Regular Full Time  
Finance Director - Regular Full Time  
Public Works Director - Regular Full Time  
Village Engineer – Regular Full Time  
Assistant Public Works Director - Regular Full Time  
Street Foreman - Regular Full Time  
Director of Parks, Recreation and Forestry - Regular Full Time  
Police Chief - Regular Full Time  
Police Captains (2) - Regular Full Time  
Police Lieutenants (3) - Regular Full Time

**Non - Exempt Positions**

Unless noted otherwise, all other positions within the Village of Little Chute are non-exempt.



# Appendix 507-A Human Resources Information Form

Instructions: New and existing employees complete the Personal Information section with the most current information. Payroll will complete remaining sections.

## REASON FOR UPDATE:

- ☐ NEW HIRE ☐ POSITION CHANGE  
☐ TERMINATION ☐ LAYOFF  
☐ PAY ADJUSTMENT ☐ PERSONAL DATA CHANGE

## PERSONAL INFORMATION

Effective Date: \_\_\_\_\_

Employee (Legal) Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Existing employees check off the data change and complete the necessary information.

- ☐ Address change ☐ Marital Status change  
☐ Telephone number change ☐ Emergency Contact Information  
☐ Name change Former Name (if changed): \_\_\_\_\_ ☐ Other change (explain): \_\_\_\_\_

Employee #: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Sex: ☐ Male ☐ Female  
Street Address: \_\_\_\_\_ Ethnic Origin: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Marital Status: ☐ Married ☐ Single  
Home Telephone: ( ) - - Birth Date: \_\_\_\_\_ Disability: ☐ Yes ☐ No  
Cell Phone: ( ) - - Emergency Contact Person/Relationship: \_\_\_\_\_  
Office Phone: ( ) - - Emergency Contact Phone Number: ( ) - -  
Supervisor: \_\_\_\_\_ Alternate Phone Number: ( ) - -  
Employee work email: \_\_\_\_\_ Previously worked for EC County? ☐ Yes ☐ No  
Round-trip Mileage (County Board/Committees): \_\_\_\_\_

☐ NEW HIRE ☐ POSITION CHANGE

Effective Date: \_\_\_\_\_

### New Hire or Current Position Information (for Transfer or Position Changes):

Position #: \_\_\_\_\_ FTE %: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Category: \_\_\_\_\_  
Department: \_\_\_\_\_  
Pay Schedule ID: \_\_\_\_\_ Level: \_\_\_\_\_ Step: \_\_\_\_\_  
Hourly Rate: \_\_\_\_\_ or Red Circle Rate: \_\_\_\_\_  
Former Incumbent Name: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

### New Position Information (for Transfer or Position Changes):

Position #: \_\_\_\_\_ FTE %: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Category: \_\_\_\_\_  
Department: \_\_\_\_\_  
Pay Schedule ID: \_\_\_\_\_ Level: \_\_\_\_\_ Step: \_\_\_\_\_  
Hourly Rate: \_\_\_\_\_ or Red Circle Rate: \_\_\_\_\_  
Former Incumbent Name: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

### Benefit Eligibility Dates:

Health Insurance: \_\_\_\_\_  
Life Insurance: \_\_\_\_\_  
Retirement System: \_\_\_\_\_  
Paid Time Off: \_\_\_\_\_ Code: \_\_\_\_\_

Performance Eval. Date: \_\_\_\_\_

Hire Date: \_\_\_\_\_  
Seniority Date: \_\_\_\_\_ Service Date: \_\_\_\_\_  
Next Step Increase Date: \_\_\_\_\_  
EEO Code: \_\_\_\_\_ EEO Function: \_\_\_\_\_  
FLSA Exemption Status: ☐ Exempt ☐ Non-Exempt  
Employee Status: \_\_\_\_\_  
OSHA Code: \_\_\_\_\_ WC Code: \_\_\_\_\_  
WRS Code: \_\_\_\_\_

Performance Eval. Date: \_\_\_\_\_

Hire Date: \_\_\_\_\_  
Seniority Date: \_\_\_\_\_ Service Date: \_\_\_\_\_  
Next Step Increase Date: \_\_\_\_\_  
EEO Code: \_\_\_\_\_ EEO Function: \_\_\_\_\_  
FLSA Exemption Status: ☐ Exempt ☐ Non-Exempt  
Employee Status: \_\_\_\_\_  
FTE Change Date: \_\_\_\_\_  
OSHA Code: \_\_\_\_\_ WC Code: \_\_\_\_\_  
WRS Code: \_\_\_\_\_

Position Accounting Number(s):

\_\_\_\_\_%: \_\_\_\_\_  
\_\_\_\_\_%: \_\_\_\_\_  
\_\_\_\_\_%: \_\_\_\_\_

Previous WRS participant? ☐ Yes ☐ No  
Annuitant? ☐ Yes ☐ No

Completed by Human Resources:

Completed by Payroll:

☐ TERMINATION

Effective Date: \_\_\_\_\_

Last Day Worked: \_\_\_\_\_ Paid Through: \_\_\_\_\_  
Termination was (choose from the following drop-down lists): \_\_\_\_\_ and \_\_\_\_\_

☐ PAY ADJUSTMENT

Effective Date: \_\_\_\_\_

Supervisor Approval:

Department Head Approval:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Pay Range: \_\_\_\_\_  
Current Step: \_\_\_\_\_ Current Rate: \_\_\_\_\_  
Next Step: \_\_\_\_\_ Next Step Rate: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

Probationary Hours Met: ☐ Yes ☐ No  
Employee Evaluation Completed: ☐ Yes ☐ No  
Other Evaluations Completed: ☐ Yes ☐ No  
HR Staff Approval: \_\_\_\_\_

Completed by HR:

**APPENDIX 513 A Travel/Expense Reimbursement Form**

VILLAGE OF LITTLE CHUTE  
Travel Expense Sheet

NAME:

DESTINATION:

DEPARTMENT:

PURPOSE OF TRAVEL:

TRANSPORTATION MODE: PRIVATE VEHICLE

PERIOD OF TRAVEL:

Indicate all Village credit card charges . Attach credit card receipts.

ACTUAL EXPENSES

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTALS
DATE								
MILEAGE (From Below)								
LODGING*								
BREAKFAST (\$7.00)								
LUNCH (\$10.00)								
DINNER (\$18.00)								
AIR, BUS, RAIL								
GAS (VILLAGE VEHICLE)*								
REGISTRATION FEES*								
PARKING, TOLLS								
OTHER TRANSPORTATION*								
TELEPHONE								
OTHER (per diem)								
TOTALS								

\* RECEIPT REQUIRED IF PAID BY PERSONAL FUNDS

Total Village Business Expense

Less: Paid by Village Credit Card

Less Advance by Village

Balance Due Employee OR

Refund Due Village

Account	\$
Account	\$

Mileage Calculation:

Miles Claimed

Rate \$0.575 Amount

effective 1/1/2015

This is to certify that the above is a true and correct statement of travel expenses incurred in the conduct of Village of Little Chute Business.

Departmental Approval

Employee Signature

Date

Administrator



Village of

**Little Chute**

Administration  
108 W. Main Street  
Little Chute, WI 54140  
(920) 788-7380  
[james@littlechutewi.org](mailto:james@littlechutewi.org)

To:            Employees Eligible for Health Insurance  
From:        James Fenlon  
Date:        Effective October 21, 2015  
Re:           Health Insurance Opt-Out Incentive

Employees who are eligible for health insurance through the Village of Little Chute, but opt to have coverage through a spouse or other coverage from an outside source are eligible to select a payment in lieu of health coverage through the Village of Little Chute.

To be eligible, you must present evidence of other coverage to the Village Administrator. This can be an insurance card or document showing you are covered under another policy.

For regular full-time employees who are on family plans, you must submit this document during the Village's open enrollment period (October 1 through October 31); you will be paid an additional \$184.62 per bi-weekly pay period. This bi-weekly amount adds up to \$4800 per year for a family plan.

For regular full-time employees who are on a single plan, you must submit this document during the Village's open enrollment period (October 1 through October 31); you will be paid an additional \$92.31 per bi-weekly pay period. This bi-weekly amount adds up to \$2400 per year for a single plan.

For regular part-time employees who qualify for health insurance benefits (meaning you work at least 29 hours per week), you must submit this document during the Village's open enrollment period (October 1 through October 31); you will be paid \$138.46 per bi-weekly pay period. This bi-weekly amount adds up to \$3,600 per year for a family plan.

For regular part-time employees who qualify for health insurance benefits (meaning you work at least 29 hours per week), you must submit this document during the Village's open enrollment period (October 1 through October 31); you will be paid \$69.23 per bi-weekly pay period. This bi-weekly amount adds up to \$1,800 per year for a single plan.

This amount will be the additional compensation you receive on each check. This amount counts as regular income to you to be spent on your other health insurance premium or however you please and it is fully taxable, but does not count toward your WRS retirement contribution. You may begin participation on this program only during the Village's open enrollment period, but you must be sure you can be covered under another insurance policy.

You can be reinstated to our health insurance program the first of the month following notification to us that you have experienced a life event. **You will not be able to change back because your out-of-pocket costs are higher than you expected or the coverage is not as good as you thought.**

If there are two spouses (or other eligible employees within the same household) employed with the Village who are eligible for health insurance, and one family member chooses the family plan, there will be no health insurance payout for the remaining family member(s).

The payment of \$184.62/\$92.31 per bi-weekly pay period is intended to assist you in meeting higher deductibles or monthly premium charges under your other coverage with the balance serving as an incentive. Additionally, it is intended to assist the Village of Little Clute in lowering its health insurance costs.

This program and these payment amounts are subject to change at any time.

## REQUEST TO CANCEL/DECLINE HEALTH INSURANCE COVERAGE

I, \_\_\_\_\_, hereby request the Village of Little Chute to:

\_\_\_\_\_ Discontinue my health insurance coverage

There is duplicate coverage through \_\_\_\_\_ (insurance company). I am attaching proof of this coverage to this request form. I understand that reinstatement to the Village Health Insurance Program is allowed only if:

- 1) The above-mentioned policy no longer offers coverage.
- 2) This policy is substantially changed and no longer offers the coverage needed.
- 3) The above-mentioned policy is cancelled or discontinued.
- 4) The Village Health Insurance Payout program is discontinued.
- 5) I experience a qualifying life event.
- 6) During normal open enrollment periods (October).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Please return form to the Village Administrator

## APPENDIX 715-A

## EMPLOYEE'S REPORT OF INJURY INCIDENT

Village of Little Chute 108 W. Main Street Little Chute, WI 54140

**Instructions:** An injury/illness or incident must be reported immediately to the employee's supervisor. This form must be completed as soon as possible, filed with your immediate supervisor, and returned to the Village Administrator within 48-hours of the incident. If the employee is unable to complete his/her account of the event, the supervisor is to provide the information on their behalf.

## Employee Contact Info

Employee Name (First, Middle, Last) PLEASE PRINT				Sex <input type="checkbox"/> M <input type="checkbox"/> F	Employee Home Telephone No.
Employee Street Address		City		State	Zip Code
Birth Date	Position	Date of Hire (If known)	Department	Supervisor	

## Description of Incident (Completion of each question is required)

Date of Injury/Incident	Time AM/PM	Date Injury/Incident was Reported	Time AM/PM	Where did incident occur?
What work was being performed at the time?		Were there any witnesses? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Name(s) of Witnesses:		
		A. Phone #		
		B. Phone #		
What happened to cause this injury/illness or incident? Describe how the injury or incident occurred – give details about tools, machinery, objects, chemicals, other persons, environmental conditions, etc. that were involved in or caused the injury/incident.				

## IF AN INJURY/ILLNESS INCIDENT

What type of injury/illness was this (Ex: Cut, strain, burn, contusion [bruise or sore], infection, etc.)?

What body part was injured?

Did you seek medical treatment?

☐ No – This injury required only first aid care on the scene or at home.
☐ Yes at \_\_\_\_\_ &/or \_\_\_\_\_  
 Name of Clinic or Hospital Name of treating healthcare provider if known

Date &amp; Time: \_\_\_\_\_

Briefly explain the care your injury needed:

Will you need more care? ☐ No ☐ Yes ☐ Unknown Explain:Have you missed work? ☐ No ☐ Yes Starting when: Ending when:*Please remember to obtain and submit healthcare provider's report of status to your supervisor prior to returning to work.*

## Incident Prevention

How do you think this incident could have been prevented?

Did you find the safety equipment, procedures, & PPE to be sufficient? ☐ Yes ☐ No If not, explain:

What corrective action have you taken to prevent this from re-occurring?

## Signature

Employee:	Work Contact No.	Position	Date Signed
-----------	------------------	----------	-------------

**Supervisor must complete opposite side before submittal to the Village Administrator**

## APPENDIX 715-A

**EMPLOYEE'S REPORT OF INJURY INCIDENT**  
 Village of Little Chute 108 W. Main Street Little Chute, WI 54140  
**SUPERVISOR'S REVIEW OF INCIDENT**

**Classification of Incident**

Employee _____	Date of Incident _____	Date Employer Notified _____
Department: _____	Position: _____	Supervisor: _____
Injury: ____ Lost time/Last Day Worked:____ ____ Medical care only incident ____ First aid only		

**Incident Review**

**SUPERVISORS:** Please make note of any corrections or additions to Employee report:

What factors do you think contributed to this incident?

Q. Was this a routine or non-routine/unusual task for this worker? ☐ Routine ☐ Non-routine/unusual

☐ Yes ☐ No Was proper technique applied? If no, explain:

☐ Yes ☐ No Were the tools, equipment, & assistance appropriate and sufficient for this worker & job?  
 1. If not, what is needed:  
 2.

☐ Yes ☐ No Were the written rules, directives, warnings, and oral instructions appropriate & sufficient for the task?  
 If not, or if a change is needed, what is recommended?

☐ Yes ☐ No Were work conditions underestimated, overlooked, or not inspected before task was started?

☐ Yes ☐ No Was the worker inattentive or did the worker show disregard for rules or hazardous conditions?

☐ Yes ☐ No Was there poor communication or planning with other workers?

Were safety devices [guards, locks, seatbelts, etc.] in use? All Some None N/A  
 [If required items were not used, or if inappropriate, explain.]

Was required PPE worn? All Some None N/A  
 Circle all protection that was in use: ear eye head/face foot hand high visibility vest other

Explain all other factors & unusual conditions which may have contributed to this incident:

IF AN INJURY - How would you classify this experience: *Injury was a result of*

☐ slip/trip/all ☐ struck-by/hitting ☐ caught-in/on/between ☐ bug/plant/weather-environmental contact ☐ vehicular accident  
☐ use of excessive muscular force ☐ contact with chemical ☐ altercation with subject ☐ patient care ☐ other

How would you classify this incident:

**AVOIDABLE**

**UNAVOIDABLE**

**Remediation Plan**

What corrective action has been taken?

What else do you think the dept needs to do **IMMEDIATELY** to prevent this from re-occurring? Check all that apply. Add to list if needed

\_\_\_\_ More training for the ☐ division/department ☐ workgroup ☐ worker  
 \_\_\_\_ More supervision is planned for this employee  
 \_\_\_\_ Purchase different tools or equipment. Explain:  
 \_\_\_\_ Modify or reassign task, work conditions or tools, or work directives. Explain:  
 \_\_\_\_ Other:

What long-range recommendations do you think the dept needs to implement?

**Signatures**

Supervisor: _____	Date: _____	Dept/Div Head: _____	Date: _____
-------------------	-------------	----------------------	-------------

**1. SEND COMPLETED ORIGINAL REPORT TO THE VILLAGE ADMINISTRATOR WITHIN 48 HOURS**

## Appendix 719-A REASONABLE ACCOMMODATION REQUEST

### Village of Little Chute

#### AMERICANS WITH DISABILITIES ACT

To be eligible for a reasonable accommodation under the Americans with Disabilities Act (ADA), you must

- (1) Be qualified to perform the essential functions of your position, and
- (2) Have a qualifying disability that limits a major life function.

In order to complete this form, you will need to understand the essential functions of your job. You may refer to the current job description or contact the Village Administrator for more information regarding this. You may also contact the Village Administrator if you have questions or need information about the ADA or the process for requesting reasonable accommodation.

#### 1. Employee Information

Employee Name:

---

Work Phone Number:

---

Title of Position:

---

Work Location:

---

Department:

---

Name of Immediate Supervisor:

---

1. Describe how your condition affects your ability to perform a major life activity. Which major life activity(s) is/are most significantly affected. Examples of major life activities are: seeing, hearing, breathing, walking, smelling, caring for yourself, thinking, concentrating, or working.
  
2. Describe any mitigating measures (medication, assistive technologies such as wheelchairs, etc.) you are using because of the disability, and the effect of those measures on the disability.



3. Describe how your condition limits your ability to perform the essential functions of your job. Identify the essential functions affected and be specific about how the medical condition impairs your ability in each instance.
4. Describe the accommodation you are requesting.
5. Explain how the accommodations you are requesting will enable you to perform the essential functions of your job. Be specific.
6. Will you be able to perform all of the essential functions of your job if you receive the requested accommodation? If not, describe the specific functions you will not be able to perform.
7. Do you need assistance to identify accommodations that will enable you to perform the essential functions of your job? If you do, explain what type of assistance you need.
8. Provide any information or suggestion you can on how the requested accommodation(s) can be provided. If known, include the names, addresses, and telephone numbers of vendors and the model number and approximate cost of any equipment requested.

---

Employee name (Please print)

---

Work telephone

---

Signature

---

Date

## **Appendix 719-B    WORKPLACE MODIFICATION REQUEST**

### **Village of Little Chute AMERICANS WITH DISABILITIES ACT**

Complete this form if you are requesting a long-term or permanent modification of the work environment in a situation, which may not rise to the level of an ADA-qualifying event. Illustrative examples of workplace modification include ergonomic or adaptive equipment such as a chair for a person with back problems or a keyboard for a person with repetitive stress injury to the wrists.

#### **EMPLOYEE INFORMATION**

Employee Name:

---

Work Phone Number:

---

Title of Position:

---

Work Location:

---

Department:

---

Name of Immediate Supervisor:

---

1. Explain why you are making a request for a work modification.
2. If the request is the result of a work-related illness or injury, have you applied for Workers Compensation?
3. Describe the modification you are requesting, including (if known) an approximate cost and, if equipment is involved, the names of potential vendors.

4. Explain how the work modification you are requesting will enable you to perform specific job tasks.
  
5. Explain the consequences of a denial of this request.

---

Employee name (Please print)

---

Work telephone

---

Signature

---

Date

**Village of Little Chute  
AMERICANS WITH DISABILITIES ACT**

Attached to this form is the current description of the essential functions of the position occupied by \_\_\_\_\_, including the physical and mental demands of the job. Please answer the following questions regarding the employee's condition as it relates to the essential functions and possible accommodations. The employee's signed Release is also attached.

1. Does the employee have a disability that substantially limits a major life activity? If so, describe the disability and the limitation.
  
  
  
  
  
  
  
  
  
  
2. Does the employee use any mitigating measures (medications, assistive technologies, etc.). How do the mitigating measures affect the disability?
  
  
  
  
  
  
  
  
  
  
3. Does the disability affect the employee's ability to perform any one of the essential functions of the position? ☐ Yes ☐ No
  - a. If yes, please describe the impact on the person's ability to perform specific functions. Describe the effects of any mitigating measures used.
  
  
  
  
  
  
  
  
  
  
4. Are there any accommodations that in your opinion would allow the employee to perform the essential functions of the job? If so, describe those accommodations.

5. If the employee cannot perform the essential functions of this position with or without an accommodation, what type of work, if any, can the employee perform with or without an accommodation? Please be specific.
6. Is the need for accommodation likely to be temporary or permanent? If temporary, how long do you estimate the need for accommodation will exist?

\_\_\_\_\_  
Provider name (Please print)

\_\_\_\_\_  
Professional license or specialty

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### **ADA DEFINITION OF DISABILITY**

***With respect to an individual, the term "disability" means:***

1. a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
2. a record of such an impairment; or
3. being regarded as having such an impairment.



# **Performance**

# **Partnership System**

Employee AND Supervisor Guide  
January 2016



## PERFORMANCE PARTNERSHIP ANNUAL REVIEW FORM

Name of Employee Being Reviewed: \_\_\_\_\_

Review Period Dates: \_\_\_\_\_

Position Title: \_\_\_\_\_

Name of Reviewer: \_\_\_\_\_

**RATING KEY:** Please rate the individual according to the following definitions:

1. Unsatisfactory and must be improved to continue in position

(An unsatisfactory rating must be supported by specific documentation and appropriate notification)

2. Below expectations

3. Meets expectations

4. Above expectations

5. Clearly Outstanding

**Transfer ratings from Sections One, Two and Three:**

Section One – Job Knowledge and Abilities Rating ☐

Section Two – Core Competency Rating ☐

Section Three – Goals Rating ☐

TOTAL

Divide Total by 3 to get overall rating and place in box below:

Round to the closest whole number

**OVERALL RATING** ☐

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Village Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Village Administrator approval required if overall rating is 5

# Section One – Job Knowledge and Abilities

## Review the most recent position description.

The most recent position description is complete and accurate.

The most recent position description was *not* complete and accurate. The updated position description is attached.

Does the employee demonstrate knowledge and understanding of job duties, integrate new subject matter into existing operations, apply knowledge to produce quality work, keep abreast of current developments, uses resources effectively and able to perform a wide variety of tasks?

Comments:

1. Unsatisfactory and must be improved to continue in position  
(An unsatisfactory rating must be supported by specific documentation and appropriate notification)
2. Below Expectations
3. Meets Expectations
4. Above Expectations
5. Clearly Outstanding

Overall Rating for the Job Knowledge and Abilities  
Round the nearest whole number



# Section Two – Core Competencies

## Customer Focus and Commitment

Demonstrates willingness to act in best interest of the Village. Maintains professional public image to internal and external contacts. Is a good role-model for the Village. Follows through on complaints and requests from citizens and/or customers.

Comments:

1. Unsatisfactory and must be improved to continue in position  
(An unsatisfactory rating must be supported by specific documentation and appropriate notification)
2. Below Expectations
3. Meets Expectations
4. Above Expectations
6. Clearly Outstanding

Overall Rating for Focus and Commitment

Round the nearest whole number

**Integrity and Trust**

Exhibits a high degree of integrity. Honest, open and demonstrates mutual respect and trust in others.

Comments:

1. Unsatisfactory and must be improved to continue in position  
(An unsatisfactory rating must be supported by specific documentation and appropriate notification)
2. Below Expectations
3. Meets Expectations
4. Above Expectations
5. Clearly Outstanding

Overall Rating for Integrity and Trust

Round the nearest whole number

**Competency #3 (List below)**

---

Comments:

1. Unsatisfactory and must be improved to continue in position  
(An unsatisfactory rating must be supported by specific documentation and appropriate notification)
2. Below Expectations
3. Meets Expectations
4. Above Expectations
5. Clearly Outstanding

Overall Rating for Competency #3

☐

Round the nearest whole number

**Competency #4 (List below)**

---

Comments:

1. Unsatisfactory and must be improved to continue in position  
(An unsatisfactory rating must be supported by specific documentation and appropriate notification)
2. Below Expectations
3. Meets Expectations
4. Above Expectations
5. Clearly Outstanding

Overall Rating Competency #4

Round to the nearest whole number

**Competency #5 (List below)**

---

Comments:

1. Unsatisfactory and must be improved to continue in position  
(An unsatisfactory rating must be supported by specific documentation and appropriate notification)
2. Below Expectations
3. Meets Expectations
4. Above Expectations
5. Clearly Outstanding

Overall Rating Competency #5

Round to the nearest whole number

### **People Management (for Supervisors Only)**

Upholds Village employment policies. Upholds management directives. Establishes and maintains effective relationships. Supports training and development of staff. Allocates decision-making to appropriate staff. Delegates, and then supervises performance. Treats employees fairly.

Gives appropriate and timely feedback. Sets direction without being controlling. Holds people accountable.

Comments:

1. Unsatisfactory and must be improved to continue in position  
(An unsatisfactory rating must be supported by specific documentation and appropriate notification)
2. Below Expectations
3. Meets Expectations
4. Above Expectations
5. Clearly Outstanding

Overall Rating People Management  
Round the nearest whole number

**Overall Rating for Core Competencies**

Divide the total number by 5 or 6 (if supervisor) to get overall score

Round to the closest whole number

## Section Three – GOALS

### The Village of Little Chute Goals

1. Deliver quality, cost effective municipal service
2. Develop a high performance workforce
3. Promote Economic Vitality
4. Promote a Positive Image

Did you meet all the established department and personal goals form the last review period?

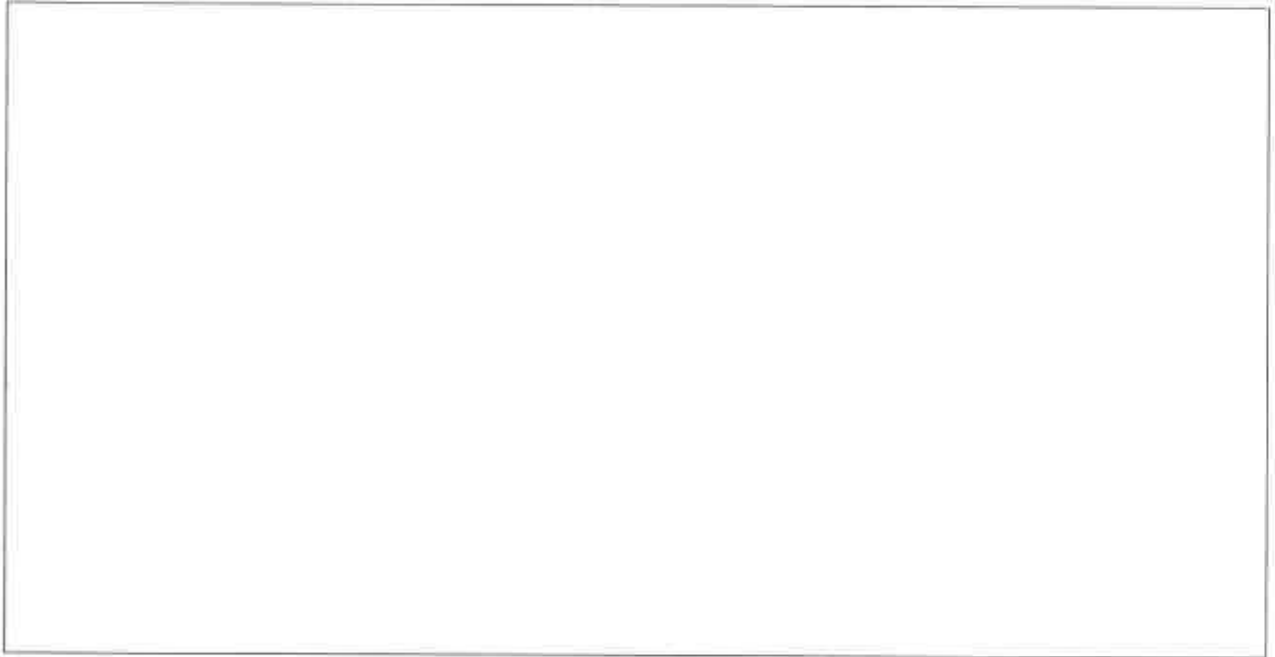
Yes ☐ No ☐ Include Comments:

1. Unsatisfactory and must be improved to continue in position  
(An unsatisfactory rating must be supported by specific documentation and appropriate notification)
2. Below Expectations
3. Meets Expectations
4. Above Expectations
5. Clearly Outstanding

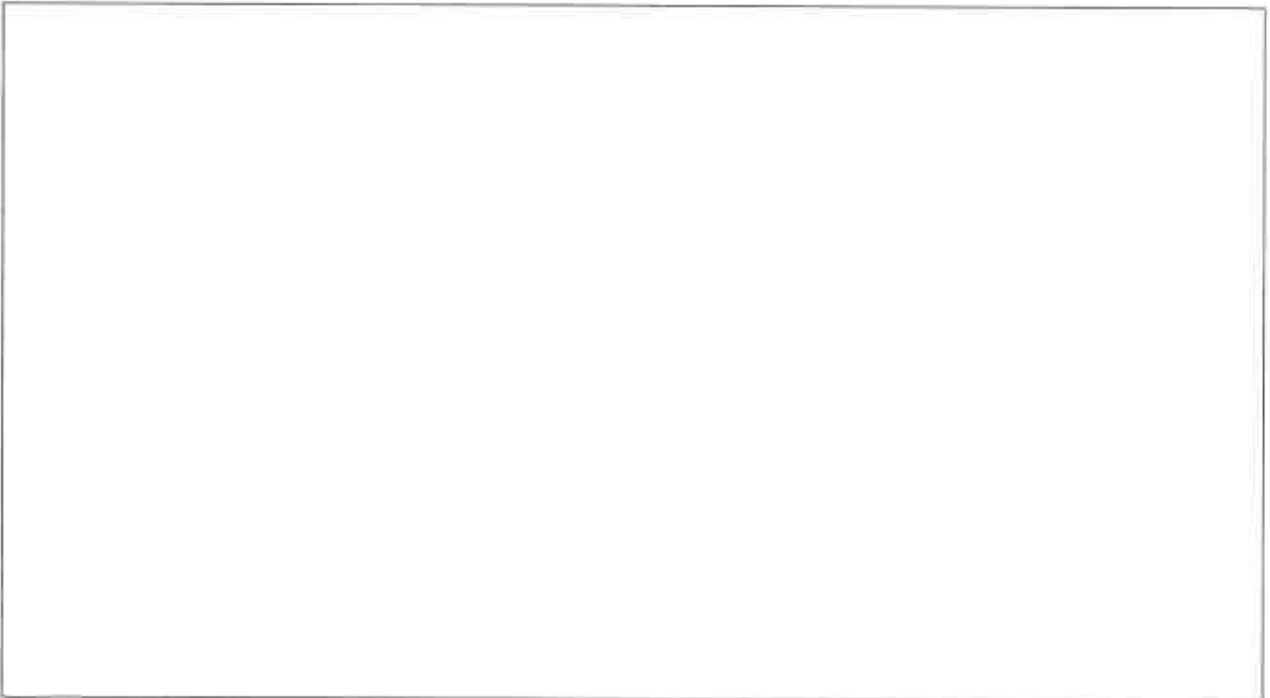
Overall Rating for Completion of Goals in the last 12 Months  
Round the nearest whole number

Establish new department goals and individual development plan for the next review period:

Individual development plan would include some areas of improvement and set expectations on ways to strengthen that skillset.

A large, empty rectangular box with a thin black border, intended for writing a department goals and individual development plan.

Establish new work/professional related personal goals for the next review period:

A large, empty rectangular box with a thin black border, intended for writing work/professional related personal goals.



# The Performance Partnership System

The Village of Little Chute has implemented a formal pay for performance system to help promote continuous communications, improve productivity, foster employee development and enhance the overall quality of service to the community. This performance partnership system is designed to:

- Facilitate continuous, two-way communication between employee and supervisor as a shared responsibility
- Motivate employees and supervisors
- Identify training and development opportunities
- Assist in making promotional/staffing decisions
- Improve performance of the individual and the Village of Little Chute

The new system focuses on the whole performance of an individual by emphasizing job tasks, competencies, goals and individual development planning.

## CORE COMPETENCIES

Competencies are measurable characteristics of a person that relate to success at work. Competencies must be aligned with key Village of Little Chute objectives and values to help foster success for the Village of Little Chute.

**Two of the core competencies included in the new Performance Partnership System were established by the leadership team and are considered to be the critical skills required of each employee who works for the Village.**

**Employees will be rated on a minimum of five competencies. The first two of which all employees will be rated on. Competency #3, #4, and #5 will be selected based on your position requirements by the Supervisor and Employee plus one additional competency for supervisors of people only. *Please note: Supervisors have discretion to add additional competencies as well as weight them differently.***

1. Customer Focus & Commitment
2. Integrity & Trust
3. Competency # 3
4. Competency #4
5. Competency #5
6. People Management (for Supervisors of People only)

## COMPETENCY LISTING GUIDELINE

Action Oriented	Willingly or likely to take practical action to deal with a problem or solution
Approachability	Easy to meet, know, talk with
Caring/Sensitivity	Actions that indicate a consideration for the feelings and needs of others
Command Skills	To direct with specific authority and respect
Communication Skills (written)	The interchange of thoughts, opinions or information in written form
Communication Skills (verbal)	The interchange of thoughts, opinions or information in verbal form
Compassion	To have sympathy for others that have been stricken by misfortune
Composure	Self-controlled state of mind, tranquility, calmness
Conflict Management	The process of limiting negative aspects of a conflict to help come to a desirable end result
Creativity	The ability to transcend traditional ideas, rules, patterns, relationships or the like, into new ideas
Decision Making/Judgment	Developing alternative courses of action and making decisions which are based on logical assumptions and which reflect factual information
Delegation	Effectiveness in assigning responsibility to subordinates and in establishing appropriate controls
Independent Self-Management	Taking actions in which the dominant influence is ones' own convictions rather than the influence of others opinions
Initiative	Active attempts to influence events, to achieve goals, self-starting rather than passive acceptance. Taking actions to achieve goals beyond those called for
Interpersonal Skills	Behaviors we use that determine how we get along with others
Leadership	A person who guides or directs a group
Listening	To give undivided attention and comprehend what was heard
Managing Diversity	Being able to recognize and work with varying customs, cultures, beliefs, other values and opinions differing from your own
Motivating Others	The process that initiates and guides others
Negotiating	To deal or bargain with another for settlement of terms
Organizing	To give structure to a process or a physical area
Patience	An ability or willingness to suppress restlessness or annoyance when confronted with delay. Quiet, steady perseverance
Persuasiveness	Able to be convincing, compelling or forceful
Political Savvy	The internal and external politics that impact the work of the organization
Presentation Skills	Ability to clearly present an idea or situation to a group using oral skills and/or technical sources
Problem Solving Skills	The ability to thoroughly examine an issue or problem and come up with a solution
Risk Taking	Ability to step outside the comfort zone in order to make a suggestion for a change knowing the idea may be rejected or fail
Team Player	Ability to interact and get along with others one on one, in a department, on a committee or in a particular work group

## GOALS

An important aspect of the Performance Partnership System is setting goals for the coming year. By identifying and agreeing upon goals, the employee and supervisor lay the ground work for the future and make next year's process more clear-cut. Goals that are measurable and observable are easier to evaluate.

No matter what level in the organization, employee contributions should be tied in to some – if not all – of the Village's goals. It is recommended that the supervisor and employee work together in establishing goals that have mutual value to the department, employee and the Village of Little Chute.

### Village of Little Chute

1. Deliver quality, cost effective municipal service
2. Develop a high performance workforce
3. Promote Economic Vitality
4. Promote a Positive Image

Goals should be written using the SMAART criteria:

**Specific**

**Measurable**

**Action-  
oriented**

**Attainable**

**Results-  
focused**

**Time-phased**

## INDIVIDUAL DEVELOPMENT PLANNING

Development Planning helps the employee to learn, grow, develop and adapt to change. It also benefits the Village by building a competent, confident workforce. Like the entire Performance Partnership System, individual development planning is a partnership between the employee and the supervisor.

- The employee needs to commit to relevant development goals and then invest time and effort into meeting them.
- The supervisor needs to set clear expectations for the employee and provide appropriate resources and support so the employee can succeed.

Some questions to ask when doing development planning may include:

Employee:

*What are my strengths and areas for improvement?*

*Where will development add the greatest value to my performance?*

*What are my career and life goals?*

*What am I most willing to work on now?*

Supervisor:

*What current frustrations or challenges does this employee face?*

*What performance gaps would I like this employee to address?*

*What are the department goals?*

*What development for this employee am I most willing to support?*



Fall 2015

Comment	POC	Policy Section or Page	Response	Final Resolution
Type error on 103-1	Trustee Peterson	103	ADM Review	COMPLETE
All Department work rules/policies to be delivered to ADM	ADM	200	Dept to provide.	
Section 207 required by Act 10	President Vanden Berg	207	Must be reviewed by legal.	
Add appendix 209	ADM	209	ADM Action	
Personal Calls on long distance do not charge back to Village.	Finance Director	307	ADM Review	
Move 7.2 to 6.3	Trustee Peerenboom	307	ADM Review	
Create a FMLA packet for employees	ADM/Finance Director	411	ADM Action	
Compare sick leave.	Board	411	ADM Action	COMPLETE
Poll on jury duty/sick leave	Trustee Peerenboom	413	ADM Action	COMPLETE
Compare VOLC private sector benefit packages	Trustee Hietpas	Overall Compensation Policy	Board Review	
Does all overtime need to be approved in advance?	Trustee Peerenboom	503	ADM	COMPLETE
Overtime approval in in emergency	Trustee Peerenboom	503	ADM	COMPLETE
Department heads or other exempt employees not eligible for overtime	Trustee Peerenboom	503	ADM	COMPLETE
Address 3.0 and 2.5 GPA and reimbursement issues in 5.1.4	Trustee Peerenboom	511	ADM	COMPLETE
Address wording in paragraph 7.2	Trustee Peerenboom	511	ADM	COMPLETE
Add logo to municipal vehicles (3.2)	Trustee Peerenboom	515	ADM	COMPLETE