



Village of

Little Chute

AGENDA

LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, March 9, 2016
TIME: 6:00 p.m.

- A. Call to Order
- B. Roll Call
- C. Public Appearance for Items Not on the Agenda

- 1. Discussion/Potential Action—Hans Parkway
- 2. Discussion/Potential Action—Interim Municipal Services Building
- 3. Discussion—Online Registration Software
- 4. Unfinished Business
- 5. Items for Future Agenda
- 6. 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 or email laure@littlechutewi.org.
Prepared: March 4, 2016

Village of Little Chute
Department of Public Works

REQUEST FOR BOARD'S CONSIDERATION

ITEM DESCRIPTION: Design of Multi-Use Trail Abutting Hans Parkway

REPORT PREPARED BY: Roy Van Gheem *RGV*

REPORT DATE: March 4, 2016

ADMINISTRATOR'S REVIEW / COMMENTS:

No additional comments to this report: *JPF*

See additional comments attached: _____

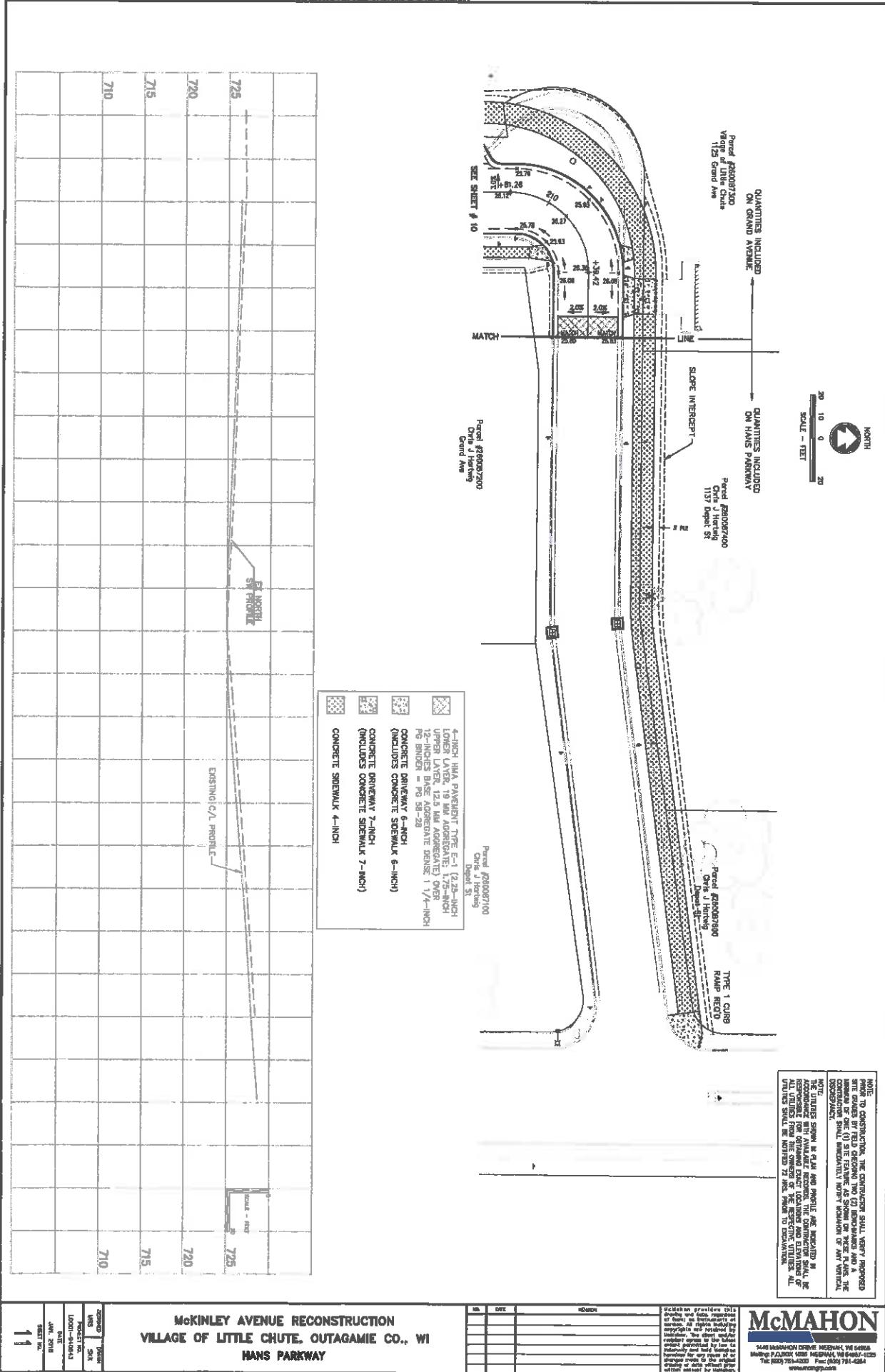
EXPLANATION: The approved design of the multi-use trail abutting Hans Parkway is shown on plan sheet #11 entitled "McKinley Avenue Reconstruction". As required by accepted standards, this path layout consists of a five foot grass terrace, a ten foot concrete trail, and a three foot clear zone to the north.

At this time, the Village does not own enough property on the north side of Hans Parkway to construct the trail within the street right-of-way (R/W). Therefore, the Village requested an easement from the abutting property owner. The requested easement is shown on Exhibit A. As you can see, the width of the easement varies from 10.18 feet on the west end down to zero on the east end. The property owner has declined the Village's request for the easement.

Due to the property owner's refusal to grant the Village an easement, the Department of Public Works has developed an alternative layout for the multi-use trail. The last two sheets show this alternate layout. As shown on the cross-sections, the existing width of Hans Parkway is 33 feet, back to back (B-B). The Department would propose to narrow Hans Parkway to 25 feet B-B. This would create additional room on the north side of Hans Parkway to construct the trail within the right-of-way. The new layout would consist of a five foot terrace, a ten foot trail, and a one foot clear zone.

We believe the proposed layout would meet the requirements for multi-use trails. The change would require the removal of the existing north curb and gutter (C & G), and eight feet of asphalt. A new C & G will be constructed on the north edge of the street creating the new cross-section of 25 feet B-B.

RECOMMENDATION: Approve the new layout for Hans Parkway and the multi-use trail.

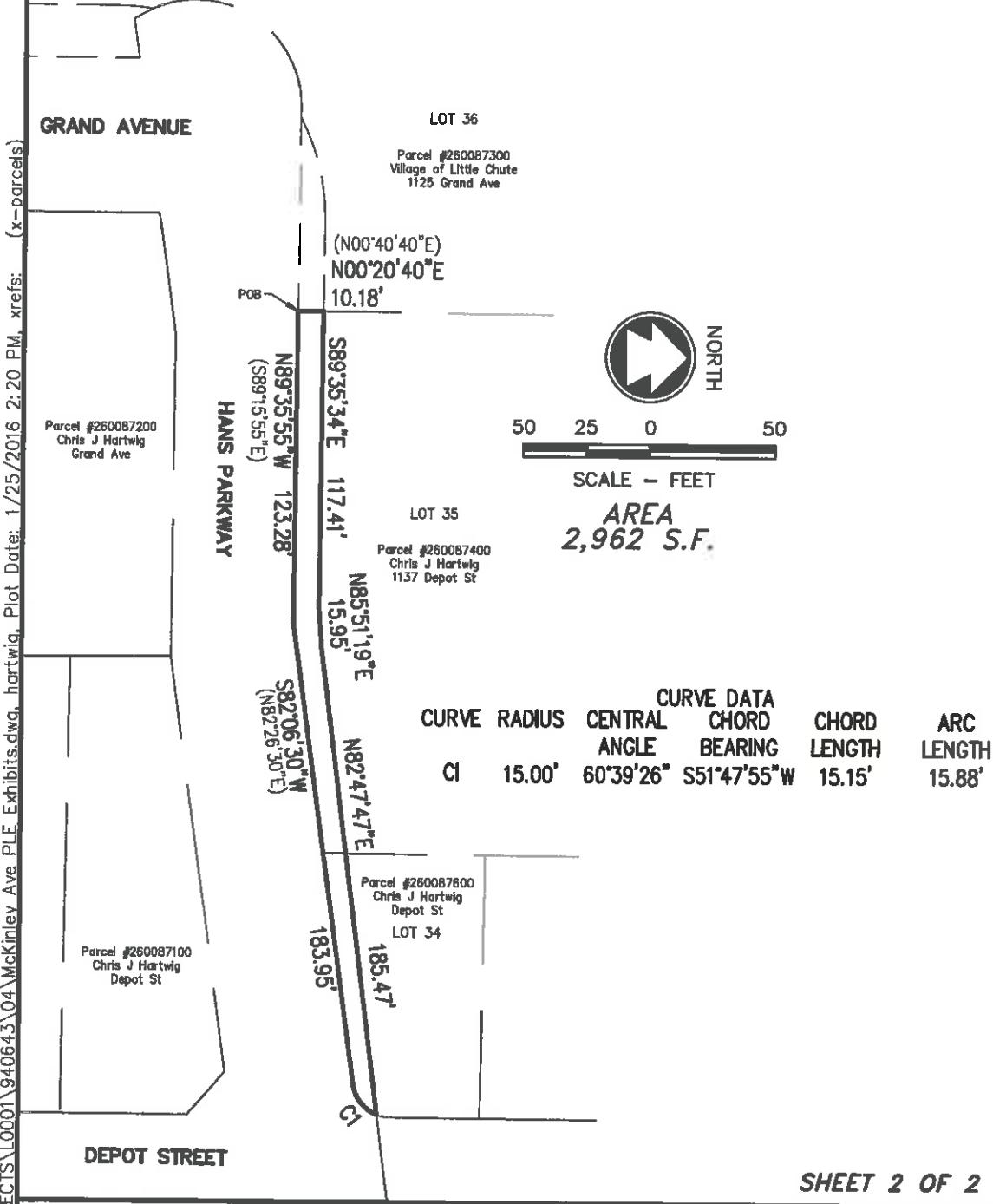


**MCKINLEY AVENUE RECONSTRUCTION
VILLAGE OF LITTLE CHUTE, OUTAGAMIE CO., WI
HANS PARKWAY**

McMAHON
1446 McMAHON DRIVE, WISCONSIN, WI 54985
Mailing P.O. BOX 11025 McMAHON, WI 54987-11025
Tel: (608) 781-4200 Fax: (608) 781-4204
www.mcmahon.com

EXHIBIT A

A PART OF LOTS 34 AND 35, BLOCK 49 OF THE 1990 AMENDMENT TO THE 1917 ASSESSORS PLAT OF THE VILLAGE OF LITTLE CHUTE, LOCATED IN PART OF NE $\frac{1}{4}$ OF THE NE $\frac{1}{4}$, SECTION 21, T21N-R18E, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN

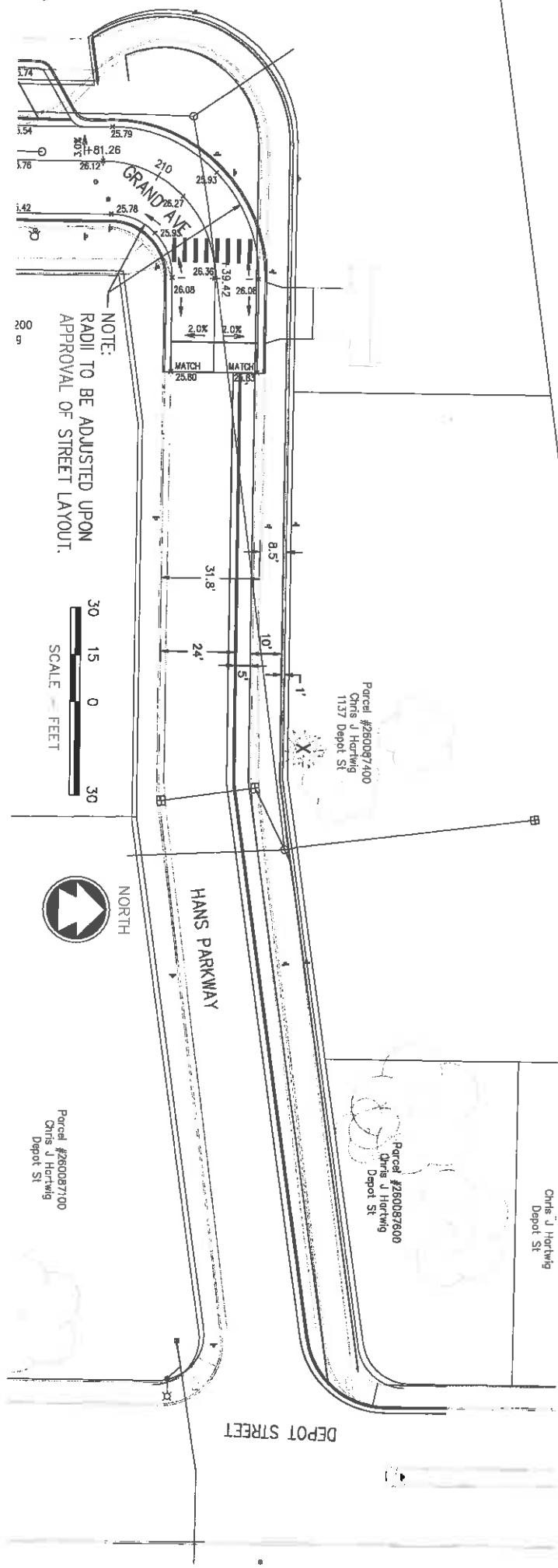


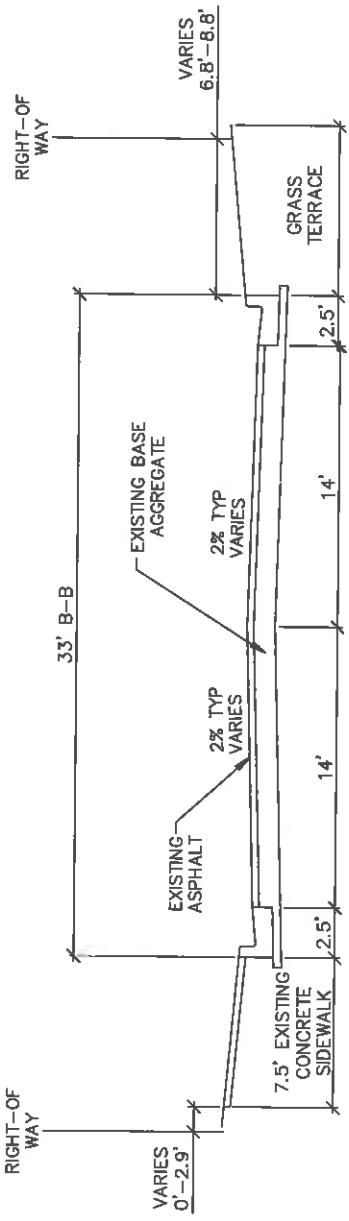
McMAHON
LAND SURVEYORS

Project No. L001-940643 Date JAN., 2016 Scale 1"-50'
Drawn By SKK Field Book _____ Page _____

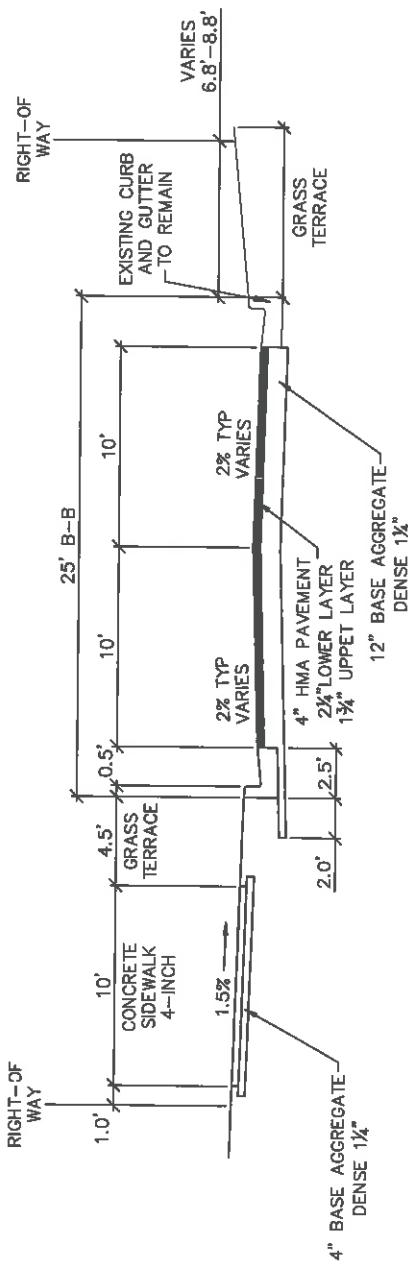
File No. _____

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





HANS PARKWAY (EXISTING)
33' B-B STREET



HANS PARKWAY (PROPOSED)
25' B-B STREET

Village of Little Chute
REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: HVAC & Building Requirements for 900 Randolph Drive (DPW Building)

PREPARED BY: Brett Jensen Village Building Inspector

REPORT DATE: March 1, 2016

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report

See additional comments attached *[Signature]*

EXPLANATION: The explanation of the IFC is to address the current building & HVAC requirements at 900 Randolph Drive. When the village acquired leasing of the facility, the current use of the facility was B-business & M- Mercantile. Current Wisconsin Commercial Building Code addresses change of occupancy and use. DSPS 361.03 (8) & (11) states what is required for a change of use. The storage of commercial vehicles on the sales floor of the existing facility was a change of use to Storage (S-1). The 2009 International Building Code addresses proper Building & HVAC for the type of use. Two proposals were received from the following Mechanical contractors. August Winters for \$33,656 QMI Mechanical for \$ 18,750. Only one proposal from Birschbach Associates was received for the architectural design. Birschbach Associates proposal will cost \$2450 for the architectural review. The review includes all field work plan drawings and plan submittals to the State of Wisconsin. QMI Mechanical proposal cost will be \$18,750 for all HVAC component work and plan submittals to the State of Wisconsin. See attachments for proposals and code sections for further explanation.

RECOMMENDATION: Approve the Birschbach Proposal for Architectural design and approve QMI Mechanical proposal for the HVAC upgrades.

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Additional Comments on 900 Randolph Drive

PREPARED BY: James Fenlon, Administrator



REPORT DATE: Friday, March 4, 2016

ATTACHMENTS: DRAFT Public Notice

EXPLANATION: At the December 9th, 2015 Committee of the Whole meeting, we discussed the sprinkler system for 900 Randolph Drive. The contractor has started that installation, but as result of that, the state inspector informed the Village that by code, we needed the appropriate improvements described in the Building Inspector's IFC.

At that time, the owners of the building, RRR-Appleton LLC had agreed to pay for 1/3 of the improvements to the sprinkler system. Since that time, I have been informed by the owner's son that they would no longer participate in that cost share.

I have reached out to the ownership group to make them aware that the state, based upon our occupancy and use, is requiring this upgrade. In addition, I have asked the ownership group to cost share in these improvements. Based upon past communication, I would say the likelihood of that participation is limited. Nonetheless, these improvements need to be made per state code and are in the best interest of our workforce.

RECOMMENDATION: Approve the proposals.

NOTICE

To The Public:

Notice is hereby given by the Village of Little Chute that the Village intends to enter into a contract with a local contractor for a cost more than \$5,000 but less than \$25,000 for installing HVAC and other materials for the temporary Municipal Services Building for the Village of Little Chute located at 900 Randolph Drive, Little Chute, Wisconsin. This notice is given pursuant to §§ 61.54 and 62.15 Wisconsin Statutes.

VILLAGE OF LITTLE CHUTE
James Fenlon, Administrator

February 23, 2016

Mr. Brett Jensen
Building Inspector
VILLAGE OF LITTLE CHUTE
108 West Main Street
Little Chute, WI 54140
920-788-7380
brett@littlechutewi.org

BIRSCHBACH
ASSOCIATES, LTD.
a r c h i t e c t u r e
celebrating 35 years of excellence 1980-2015

Re: Proposed Change of Use for –
Dept. of Public Works – Leased Reinder Building
VILLAGE OF LITTLE CHUTE - Tenant
900 Randolph Drive
Little Chute, Wisconsin

PROPOSAL

We propose to furnish partial basic architectural services for the State of Wisconsin Department of Safety & Professional Services – Division of Industry Services change of use from a B-Business & M-Mercantile occupancy to an S-1 Storage (garage) occupancy for the lease of the RRR-Appleton LLC property located at 900 Randolph Drive, Village of Little Chute, Outagamie County, Wisconsin as the temporary Little Chute Department of Public Works building as follows:

Architectural plan will be prepared for obtaining Wisconsin Department of Safety & Professional Services – Division of Industry Services review and approval for both the building and heating & ventilation system. The heating and ventilation plans will further be prepared for public bidding of that work by the Village of Little Chute purchasing officer. Electrical line voltage work required for the MUA unit and fans will be by the Mechanical Contractor. No fire protection design work or bidding documents are included as part of our work at this time.

ARCHITECTURAL FEES are proposed as stipulated lump sum fees as follows. L.C. may pick and choose the extent of services desired:

Architectural Design	\$ 2,450.00	<input type="checkbox"/> Accepted
Field measure and CAD the front portion of the building Including the office & lunch room area. Submit the plans to WDIS for review and approval. Reimbursement of the \$900.00 WDIS fee is included.		

Heating and Ventilation Design (no A/C)	3,800.00	<input type="checkbox"/> Accepted
Design and submit for WDIS approval the ventilation work required for the change of use. This work includes documents for competitive bidding of the work including electrical work. Reimbursement of the \$550.00 WDIS fee is included.		

TOTAL OF ACCEPTED \$ _____

TERMS:

Terms of the above are a **Twenty five percent (25%)** down payment / retainer of the accepted stipulated lump sum fees above and payments due monthly for the work completed.

As this may be confusing, please do not hesitate to contact me with questions.

Respectfully submitted:
BIRSCHBACH & Associates, Ltd.
A R C H I T E C T U R E



Allan R. Birschbach
Architect / President

/arb

Accepted by:
VILLAGE OF LITTLE CHUTE

Title: _____

Date: _____

This proposal may be withdrawn if not accepted within 15 days. Please sign and return a copy of this proposal to our office.



Quality Mechanical, Inc.

COMMERCIAL HVAC PROPOSAL

*1715 E. Elm Drive, P.O. Box 162
Little Chute, WI 54140*

*Bus. Phone: 920-687-1299
Fax: 920-273-2622*

NAME: Village Of Little Chute PHONE: 920-788-7395 DATE: 15-Jan-16

Attn: Jim, Jeff FAX: 920-788-7820

STREET: 1940 Buchanan Street JOB NAME: Make-up Air / Exhaust

CITY: Little Chute, WI 54140-1414 ADDRESS: Department Of Public Works

**We Propose To Install A Complete Ventilation System Into Your Existing Building
Per Our Plans And Specs To Include:**

- 1- 7,000 CFM Tempered Make-up Air Unit
- 1- 3500 CFM Roof Mounted Upblast Exhaust Fan With Back Draft Damper And Curb
- 1- 3500 CFM Sidewall Mounted Exhaust Fan With Wall Collar And Back Draft Damper
- 1- Constant Volume Fan Control Center
- Natural Gas Piping
- Hangers
- Local Permits
- Crane Service
- Flashings

Not Included In This Proposal:
Line Voltage Wiring

TOTAL COST THIS PROPOSAL:
Eighteen Thousand Seven Hundred Fifty Dollars

\$ 18,750.00

This proposal may be withdrawn by us if not accepted within 90 days. Any labor or material cost increases after 120 days from starting date of job, shall be billed accordingly.

Authorized Signature: _____
Gary A. Lange / HVAC

The above prices, specifications, terms, and conditions as described on the reverse side are satisfactory and are hereby accepted. You are authorized to do the work as specified.

THIS ACCEPTED PROPOSAL MUST BE SIGNED & RETURNED

Accepted Date: _____ Signature: _____

Title: _____



AUGUST WINTER & SONS, INC.
MECHANICAL CONTRACTOR & FABRICATOR

www.augustwinter.com

2323 N. Roemer Road
Appleton, WI 54911
PO Box 1896
Appleton, WI 54912-1896
P: (920) 739-8881
F: (920) 739-2230

5613 Schofield Ave.
Schofield, WI 54476
P: (715) 355-7555
F: (715) 355-9048

January 27, 2016

TO: Village of Little Chute
Attn: Jeff Elrick
108 W. Main Street
Little Chute, WI 54140

RE: Village of Little Chute, Maintenance Garage Make Up Air / Exhaust Project
(AWS B1600009)

HVAC

We are pleased to provide you with our HVAC proposal for the above-mentioned project. Our proposal is based on the attached August Winter & Sons basis of design.

We offer the above for the sum of.....\$33,656

Our proposal includes the following:

- ◆ Electrical wiring
 - Controls
- ◆ Hoisting (vertical or horizontal)
- ◆ Sales and use tax

We exclude the following items:

- ◆ Bonds (add 1%)

Please note:

- ◆ This proposal is based on a mutually agreed upon schedule between August Winter and Sons and the Village of Little Chute.

This proposal is based on prices now in effect. Our quotation will be protected for 30 days. It is also subject to the August Winter & Sons Conditions of Proposal, a copy of which is available upon request.

August Winter & Sons, Inc. is a full service design/build, mechanical contractor providing fabrication and/or installation of specialty items such as piping, plumbing, HVAC systems and custom tanks. We appreciate the opportunity of quoting this work. If you have any questions or further information is required, please feel free to contact us.

Sincerely,
AUGUST WINTER & SONS, INC.

Kurt Van Grinsven

Kurt Van Grinsven
(cm)



Date: January 21, 2016

Project Name: Village of Little Chute Makeup Air Project

AWS Project Number B1600009

Basis of Design Narrative

Revision Budget SD DD CD

General Project Description

A building being used by the Village street department for truck storage and repair is in need of a ventilation and exhaust system.

Project Goals or Expectations

The goal is to upgrade the existing ventilation system in the building. The facility is currently exhausted through one fan serving one of three spaces, with no means for replacement air except what can be drawn through openings in the building. The code covering the existing occupancy requires exhaust from each room, taken from both the floor and ceiling levels. In addition, conditioned replacement air is required to allow the exhaust systems to operate effectively. The project will improve air temperature and environmental conditions within the building, and during winter months will provide a quicker air temperature recovery after doors have been opened and closed.

Design Conditions

- *Winter outdoor air temperature design = -15 deg F*
- *Winter indoor temperature design = 60 deg F*
- *Project area = 12,600 sq ft.*
 - *2 spaces at 2,700 CFM each*
 - *1 space at 7,200 sq. ft.*
- *15 ft ceiling height*
- *Existing exhaust fan and duct serving NE space*
- *Existing gas unit heaters serving the perimeter of the spaces*

Code References / Standards / Guidelines Established

- *ASHRAE 62.1*
- *IBC (International Building Code)*
- *Wisconsin Enrolled International Mechanical Code*
- *ACGIH – Industrial Ventilation Manual*



Design Assumptions

- *Occupancy classification repair garage*
 - *Minimum design exhaust rate = 0.75 CFM/sq. ft.*
- *Existing exhaust fan serving NE space will remain*
- *The proposed ventilation system would operate only when the facility is occupied*
- *Existing gas unit heaters would remain and operate while the facility is unoccupied*

Functional / Occupancy / Performance Requirements

- *Exhaust the space(s) according to code at a minimum rate of 0.75 CFM/sq. ft.*
- *Provide conditioned replacement air to the project space*

Makeup Air & Exhaust Systems:

- *(1) Wall Exhaust Fan & Duct – NW space*
 - *2,000 CFM @ 3/8" H₂O static pressure*
 - *Centrifugal fan w/ backdraft damper*
- *(2) Wall Exhaust Fan & Duct – South space*
 - *2,700 CFM @ 3/8" H₂O static pressure*
 - *Centrifugal fan w/ backdraft damper*
- *(1) Make-up Air Unit, roof mounted*
 - *9,500 CFM @ 3/8" H₂O static pressure*
 - *100% O.A. natural gas – fired*
 - *90 deg F temperature rise*
 - *Down discharge*
 - *Roof curb*
 - *Inlet hood w/ MERV 7 filtration*
 - *Constant volume supply air, w/ discharge air temperature control*
 - *Remote control panel*
 - *Interlocked w/ exhaust fan operation*
- *Ductwork*
 - *(3) vertical wall duct manifolds, 16" diameter floor to ceiling, galvanized, spiral*
 - *Makeup air discharge duct section, from unit to thru roof, galvanized*
- *Piping*
 - *1" N.G. piping, nominal 50 ft.*
 - *Tap into existing header at east side of building & route up through curb*
 - *On / off ball valve*

(2) RETROACTIVITY. A rule of this code does not apply retroactively to public buildings and places of employment existing prior to the effective date of the rule unless specifically stated in the rule.

(3) CONFLICTS. (a) Where any rule written by the department differs from a requirement within a document referenced in this code, the rule written by the department shall govern.

(b) Where rules of the department specify conflicting requirements, types of materials or methods of construction, the most restrictive rule shall govern, except as provided in pars. (a) and (c).

Note: If the most restrictive of two or more conflicting requirements is not readily apparent, a determination of which is more restrictive can be obtained from the department.

(c) Where a rule prescribes a general requirement and another rule prescribes a specific or more detailed requirement regarding the same subject, the specific or more detailed requirement shall govern, except as provided in par. (a).

(4) DEPARTMENT AUTHORITY. Any departmental interpretation of the requirements in this chapter or in the codes and standards that are adopted in this chapter shall supersede any differing interpretation by either a lower level jurisdiction or an issuer of the adopted code or standard.

(5) LOCAL ORDINANCES. (a) 1. Except as provided in par. (b), pursuant to s. 101.02 (7), Stats., a city, village, town or local board of health may enact and enforce additional or more restrictive standards for public buildings and places of employment, provided the standards do not conflict with this code.

2. Nothing in this code affects the authority of a municipality to enact and enforce standards relative to land use, zoning or regulations under ss. 59.69, 60.61, 60.62, 61.35 and 62.23 (7), Stats.

(b) 1. Pursuant to s. 101.02 (7m), Stats., a city, village, town or county may not enact and enforce additional or more restrictive standards for multifamily dwellings, except as provided under s. 101.975, Stats., and that do not conflict with this code.

2. Any municipality exercising or intending to exercise jurisdiction under this code may apply to the department for a variance permitting the municipality to adopt an ordinance pertaining to multifamily dwellings not in conformance with this code. The department shall review and make a determination on a municipal request under this section within 60 business days of receipt of the request.

3. a. The department may grant a municipal variance only where all of the conditions in subds. 3. b. and c. are demonstrated.

b. The municipality demonstrates that the variance is necessary to protect the health, safety, and welfare of individuals within the municipality because of specific climate or soil conditions generally existing within the municipality.

c. The municipality demonstrates that the granting of the variance, when viewed both individually and in conjunction with other variances requested by the municipality, does not impair the statewide uniformity of this code.

d. Prior to making a determination on a municipal variance, the department shall solicit within the municipality and consider the statements of any interested persons as to whether the variance should be granted.

e. This subdivision shall be strictly construed in accordance with the goal of promoting statewide uniformity.

4. Pursuant s. 101.121, Stats., a city, village, town or county may not enact or enforce additional or more restrictive standards regarding issues addressed under this code that would apply to alteration or change of occupancy for a historic building.

(6) ALTERNATIVES. Nothing in this code is intended to prohibit or discourage the design and utilization of new building products, systems, components, or alternate practices, provided written approval from the department is obtained first.

Note: Subchapter V contains requirements for approval of building products and alternate standards.

(7) NEW BUILDINGS AND STRUCTURES. Buildings, structures and additions to buildings, structures and components, to be constructed or erected shall be designed, constructed and maintained in accordance with the rules of this code as the rules exist on one of the following:

(a) Pursuant to s. SPS 361.30, the date plans for the building, structure or addition are approved by the department or authorized representative.

(b) The date the local building permit is issued, if plan submission and approval is not required under s. SPS 361.30.

(c) The date construction is initiated, where pars. (a) and (b) do not apply.

(8) ALTERATIONS. Those portions, elements, systems or components of existing buildings and structures to be altered or modified, where the alteration or the modification affects a building element or component relating to subject matters regulated by this code, shall be designed, constructed and maintained in accordance with the rules of this code as the rules exist on one of the following:

(a) Pursuant to s. SPS 361.30, the date plans for the alteration or modification are approved by the department or authorized representative.

(b) The date the local building permit is issued, if plan submission and approval is not required under s. SPS 361.30.

(c) The date the alteration is initiated, where pars. (a) and (b) do not apply.

(9) REPLACEMENTS. Those building systems or components of existing buildings and structures to be replaced, where the replacement involves a building element or component relating to subject matters regulated by this code shall conform and be maintained in accordance with the rules of this code as the rules exist on one of the following:

(a) Pursuant to s. SPS 361.30, the date plans for the replacement are approved by the department or authorized representative.

(b) The date the local building permit is issued, if plan submission and approval is not required under s. SPS 361.30.

(c) The date the replacement is initiated, where pars. (a) and (b) do not apply.

(10) REPAIRS. Those portions, elements, systems or components of existing buildings and structures repaired shall conform and be maintained in accordance with the rules of this code as the rules exist on one of the following:

(a) The date plans for that portion, element, system or component was approved by the department or authorized representative.

(b) The date the local building permit was issued for that portion, element, system or component, if plan submission and approval was not required.

(c) The date construction was initiated for that portion, element, system or component, where pars. (a) and (b) do not apply.

(d) The date repair is initiated.

(11) CHANGE OF OCCUPANCY OR USE. Except as provided in sub. (12), no change may be made in the use or occupancy of any building or structure, or any space within a building or structure, that would place the building, structure or space either in a different division of the same group of occupancies or in a different group of occupancies, unless the building, structure or space complies with this code's requirements for the new division or group of occupancies, as these requirements exist on one of the following dates:

(a) Pursuant to s. SPS 361.30, the date when plans for the change in occupancy or use are approved by the department or authorized representative.

(b) The date a local building permit is issued, if plan submittal and approval is not required under s. SPS 361.30.

- (c) The date construction is initiated, where pars. (a) and (b) do not apply.

- (d) The date an occupancy permit is issued, where pars. (a) to (c) do not apply.

(12) TEMPORARY USE. A municipal fire or building code official may permit a building or structure to be used temporarily by the public, subject to all of the following provisions:

(a) The official shall determine the time frame within which the temporary use is permitted, based on the extent hazards are created by the temporary use. This time frame may not exceed 180 days, except the official may grant extensions for demonstrated cause.

(b) Except as provided in par. (c), buildings or spaces considered for temporary use shall conform to the requirements of this code as necessary to ensure the public safety, health and general welfare.

(c) The official may require additional safety requirements for a temporary use as a tradeoff for any safety provisions that may be lacking.

(d) The official may terminate the approval for a temporary use at any time and order immediate discontinuance of the use or complete evacuation of the building or space.

(13) EXISTING BUILDINGS AND STRUCTURES. (a) Unless otherwise specifically stated in this code, an existing building or structure, and every element, system, or component of an existing building or structure shall be maintained to conform with the building code provisions that applied when the building, structure, element, system, or component was constructed, or altered except when required by subsequent editions of the building code.

(b) Existing bleachers, grandstands and folding and telescopic seating shall comply with ICC 300-02.

(14) INTERNATIONAL FIRE CODE. The IFC, as referenced by the codes adopted under s. **SPS 361.05**, does not apply except as follows:

(a) Design and construction-related requirements shall apply that are addressed in IFC section 102.6; IFC chapters 2 to 4; IFC sections 501 to 502 and 504 to 510; IFC sections 601 to 605 and 607 to 609; IFC chapters 7 and 8; IFC sections 901.1 to 901.4.2, 901.4.4 to 909.18.9, and 909.20 to 913; IFC chapters 10 and 12 to 21; IFC section 2211.7, and IFC chapters 23 to 29, 31 to 33, 36, 37, and 39 to 47.

(b) Occupant loads addressed in IFC section 1004.8 shall apply but shall be established by the owner rather than by the code official.

(c) Construction-related inspections and reports shall apply that are addressed in IFC chapters 2 to 8; IFC sections 901 to 909.18.9 and 909.20 to 913; and IFC chapters 10, 12 to 21, 23 to 29, 31, 32, 33, 36, 37, and 39 to 47 but may be performed or compiled by any qualified agency, rather than by a special inspector.

(d) Use and operation provisions shall apply which are a contingency of design and construction-related requirements and which are addressed in IFC chapters 2 to 4; IFC sections 501 and 502 and 504 to 510; IFC sections 601 to 605 and 607 to 609; IFC chapters 7 and 8; IFC sections 901.1 to 901.4.2, 901.4.4 to 909.18.9, and 909.20 to 913; and IFC chapters 10, 12 to 21, 23 to 29, 31 to 33, 36, 37, and 39 to 47.

(15) GLOBAL DELETIONS FOR THE INTERNATIONAL CODES. Unless specifically applied by another department-written rule in this code, the following requirements of the IBC, IEBC, IECC, IFGC, IFGC and IMC do not apply as rules of the department:

(a) All requirements that specify submittal and approval of construction documents, shop drawings or acceptance tests and records.

(b) All requirements that specify employing special inspectors or obtaining special inspections or structural observations.

(c) All requirements that mandate obtaining approval, acceptance or other direction from a building or fire code official.

Note: This paragraph does not delete options to obtain approval from the Department or its authorized agents for specific circumstances that differ from conditions which are more generally prescribed in the above-listed codes.

(d) All requirements that specify providing information to a building or fire code official, unless that official requests the information.

(e) All requirements that address construction in flood hazard areas.

(f) All requirements that address construction of detached one- or two-family dwellings.

(g) All requirements that specify obtaining a permit or certificate of occupancy.

Note: For an example of a Department-written rule that specifically applies one or more of the requirements referenced above, see s. **SPS 362.1700**, which specifically applies the special inspections and determinations in IBC sections 1711 to 1716.

Note: The Department and other state agencies may have additional rules that affect the design, construction, maintenance and use of public buildings and places of employment, including chs. **SPS 305**, Licenses, Certifications, and Registrations; SPS 307, Explosives and Fireworks; SPS 314, Fire Prevention; SPS 316, Electrical; SPS 318, Elevators, Escalators and Lift Devices; SPS 340, Gas Systems; SPS 341, Boilers and Pressure Vessels; SPS 343, Anhydrous Ammonia; SPS 345, Mechanical Refrigeration; SPS 375 to 379, Buildings Constructed Prior to 1914; SPS 381 to 387, Plumbing; SPS 390, Public Swimming Pools; and SPS 391, Sanitation. The Department's Division of Industry Services administers all of these listed codes.

History: **CR 00-179**; cr. **Register December 2001 No. 552**, eff. 7-1-02; **CR 01-139**; am. (6) (c), (7) (c), (13) (a) 1. and 6. **Register June 2002 No. 558**, eff. 7-1-02; **CR 04-016**; am. (3), (5), (6) (intro.), (7) (intro.), (8) (intro.), (9) (intro.), (10) (b), (13) (a) 1. and 6., (10) (a) 4. and (12) (b), renum. (12) to be (12) (a) and am. **Register December 2004 No. 588**, eff. 1-1-05; **CR 05-113**; cr. (4) (b) 6. **Register December 2006 No. 612**, eff. 4-1-07; **CR 06-120**; r. and recr. **Register February 2008 No. 626**, eff. 3-1-08; **CR 10-103**; am. (14) (a) to (c), r. (14) (d) and (e), renum. (14) (f) to be (d) and am., cr. (15). **Register August 2011 No. 668**, eff. 9-1-11; correction in (1) (a), (c), (7) (a), (b), (8) (a), (b), (9) (a), (b), (11) (a), (b), (14) (intro.) made under s. **13.92** (4) (b) 7., Stats.; **Register December 2011 No. 672**; **CR 15-016**; am. (14) (a) **Register October 2015 No. 718**, eff. 11-1-15.

SPS 361.04 Definitions. In this code:

(1) "Authorized representative" means any certified municipality or county as specified in s. **SPS 361.60**, and any appointed agent as specified in s. **SPS 361.61**.

(2) "Department" means the department of safety and professional services.

(3) "Dwelling unit" has the meaning given in s. **101.61 (1)**, Stats., for the purpose of determining whether this code applies to a residential occupancy. For all other purposes, the meaning is as given in IBC section 202, IECC section 202, and IMC section 202.

Note: Section **101.61 (1)**, Stats., reads in part: " 'Dwelling unit' means a structure or that part of a structure which is used or intended to be used as a home, residence or sleeping place by one person or by 2 or more persons maintaining a common household, to the exclusion of all others."

(4) "HVAC system" means a heating, ventilating, or air conditioning system or a component thereof that is permanently installed to provide control of environmental conditions within buildings.

(5) "IBC" and "International Building Code" mean the *International Building Code*®, as adopted under s. **SPS 361.05** and modified in this code.

(6) "ICC Electrical Code" means ch. **SPS 316**.

(7) "IEBC" and "International Existing Building Code" mean the 2006 edition of the International Existing Building Code®, as adopted under s. **SPS 361.05** and modified in this code.

(8) "IECC" and "International Energy Conservation Code" mean the *International Energy Conservation Code*®, as adopted under s. **SPS 361.05** and modified in this code.

(9) "IFC" and "International Fire Code" mean the *International Fire Code*®.

(10) "IFGC" and "International Fuel Gas Code" mean the *International Fuel Gas Code*®, as adopted under s. **SPS 361.05** and modified in this code.

(11) "IMC" and "International Mechanical Code" mean the *International Mechanical Code*®, as adopted under s. **SPS 361.05** and modified in this code.

(12) "IPC" and "International Plumbing Code" mean chs. **SPS 381** to **387**.

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Online Registration Software

PREPARED BY: Adam Breest, Parks, Recreation, & Forestry Director

REPORT DATE: March 4, 2016

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report: 

See additional comments attached: _____

EXPLANATION: Currently, the Parks, Recreation, and Forestry Department utilizes a custom made solution for registration software. Our current system is outdated and doesn't provide detailed reports, email solutions, a database of our users, credit card/debit card availability, POS, online registration, pool membership options, or facility rental options.

There are many software solutions that will provide all of the above needs in one program. Acquiring one of these programs would free up significant time for the Recreation Supervisor and the Director to further focus on providing more recreational opportunities and services to the community. When researching programs we looked for the following items.

- Program Registration
- Facility Reservation
- Pool Membership Passes
- Point of Sale
- Robust Reporting
- Online Registration
- League Scheduling and Management
- Web based

Through this process we researched many companies that offer all or most of the above options. The companies included Maximum Solutions, RecDesk, RecPro, Peak Software, and Vermont Systems. After researching the functions and costs of the programs. I would recommend purchasing RecDesk.

ATTACHMENTS: See attached cost summary sheet.

RECOMMENDATION: Discussion on the possibility of implementing online registration software.

Registration Software Costs

Registration Software Costs				
	Maximum Solutions	RecDesk	RecPro	Sportsman
				Vermont Systems
Upfront Costs	\$ 7,000.00	\$ 900.00	\$ 7,500.00	\$ 12,440.00
Yearly Maintenance Costs	\$ 6,900.00	\$ 3,480.00	\$ 4,000.00	\$ 4,095.00
Other Equipment	\$ 950.00	\$ 950.00	\$ 950.00	\$ 950.00
TOTAL Year 1	\$ 14,850.00	\$ 5,330.00	\$ 12,450.00	\$ 17,485.00
				\$ 53,526.00

Total Spent

	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 50
Maximum Solutions	\$ 21,750.00	\$ 28,650.00	\$ 35,550.00	\$ 42,450.00	\$ 49,350.00	\$ 56,250.00	\$ 63,150.00	\$ 70,050.00	\$ 76,950.00	\$ 352,000.00
RecDesk	\$ 8,810.00	\$ 12,290.00	\$ 15,770.00	\$ 19,250.00	\$ 22,730.00	\$ 26,210.00	\$ 29,690.00	\$ 33,170.00	\$ 36,650.00	\$ 174,900.00
RecPro	\$ 16,450.00	\$ 20,450.00	\$ 24,450.00	\$ 28,450.00	\$ 32,450.00	\$ 36,450.00	\$ 40,450.00	\$ 44,450.00	\$ 48,450.00	\$ 207,500.00
Sportsman	\$ 21,580.00	\$ 25,675.00	\$ 29,770.00	\$ 33,865.00	\$ 37,960.00	\$ 42,055.00	\$ 46,150.00	\$ 50,245.00	\$ 54,340.00	\$ 217,190.00
Vermont Systems	\$ 57,430.00	\$ 61,334.00	\$ 65,238.00	\$ 69,142.00	\$ 73,046.00	\$ 76,950.00	\$ 80,854.00	\$ 84,758.00	\$ 88,662.00	\$ 242,756.00

Stripe Credit Card
Processor/Gateway

2.9% + \$0.30/ transaction

For example on a \$100 purchase we would ask the purchaser to pay a \$3.20 convenience fee just for credit card transactions