



Village of

Little Chute

AGENDA

LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, April 13, 2016
TIME: 6:00 p.m.

- A. Call to Order
 - B. Roll Call
 - C. Public Appearance for Items Not on the Agenda
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- 1. Approval of Minutes
Minutes of the Regular Board Meeting of April 6, 2016
 - 2. Action—Little Chute Community Area Network Bids
 - 3. Discussion/Action—Municipal Services Building Architect Selection
 - 4. Discussion/Action—Municipal Services Building Construction Manager Selection
 - 5. Operator License Approvals:

Miller, Tracy	Walgreens	Little Chute
Eisner, James	Jacks or Better	Kaukauna
Bates, Kevin	Moasis	Kaukauna
Klister, Mary Jo	Walgreens	Kaukauna
Gavin, Mary	Walgreens	Little Chute
Bauer, Kayla	M's Bar	Appleton
Carstens, Lisa	Super Shell 41	Little Chute
 - 6. Discussion/Action—FRSNA Bridge Agreement
 - 7. Discussion/Action—DPW/DPRF Succession Planning
 - 8. Action—Comprehensive Outdoor Recreation Plan
 - 9. Action—Bike and Pedestrian Plan
 - 10. Unfinished Business
 - 11. Items for Future Agenda

12. Closed Session:
19.85(1) (c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Personnel Matter*
13. 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 laurie@littlechutewi.org. Prepared: April 8, 2016

MINUTES OF THE REGULAR BOARD MEETING OF APRIL 6, 2016

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
Bill Peerenboom, Trustee
David Peterson, Trustee
Skip Smith, Trustee
James Hietpas, Trustee (Arrived at 6:14 p.m.)

PRESENT: James Fenlon, Village Administrator
Erik Misselt, Fox Valley Metro Police Department
Roy Van Gheem, Director of Public Works
Adam Breest, Director of Parks, Recreation and Forestry
Charles Koehler, Village Attorney
Teri Matheny, Finance Director
Brett Jensen, Building Inspector
Mary Gorges, Administrative Assistant
Interested Citizens

EXCUSED: Jim Moes, Community Development Director
Laurie Decker, Village Clerk
Beth Carpenter, Library Director

Public Appearance for Items Not on the Agenda

Move Item N. Discussion—LCFD Aerial Ladder Replacement to after Item G. Added item for Department and Officers Progress Reports after item N.

Moved by Trustee Smith, seconded by Trustee Peterson to Move Item N to after Item G and to add an Item for Department and Officers Progress Reports

Ayes 6, Nays 0 – Motion Carried

Approval of Minutes

Minutes of the Committee of the Whole Meeting of March 9, 2016

Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to Approve the Minutes of the Committee of the Whole Meeting of March 9, 2016.

Ayes 6, Nays 0 – Motion Carried

Minutes of the Regular Board Meeting of March 16, 2016

Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to Approve the Minutes of the Regular Board Meeting of March 16, 2016.

Ayes 6, Nays 0 – Motion Carried

Discussion—Bike & Pedestrian Plan

Director Breest gave an overview of the map with the Bike and Pedestrian Plan that already went through the Park Planning Committee and the Plan Commission. This plan needs to be updated every five years to ensure that Little Chute is eligible for grants.

Discussion—LCFD Aerial Ladder Replacement

Administrator Fenlon thanked the Fire Department for showing up for the meeting. Village staff has been working over the last year to determine the best path to address the Little Chute Fire Department's 1988 Aerial Ladder Truck. There was discussion on shared services for this piece of equipment. However, it didn't seem cost effective or practical from a safety standpoint. Fire Chief Jansen mentioned that the growth of the Village, in businesses and apartments, will increase the need for the Aerial Ladder Truck.

Staff will look into this further to get costs and options to move this process forward this year.

Trilliant Food and Nutrition Site Plan Approval

The existing roof structure at Trilliant Food and Nutrition on Moasis Drive is going to be bumped up for a penthouse. This is supported by Director Moes and Building Inspector Jensen.

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Approve the Site plan as presented for Trilliant Food and Nutrition

Ayes 7, Nays 0 – Motion Carried

Action—Approval of Cheesefest Special Event Permit

Moved by Trustee Elrick, seconded by Trustee Peterson to Approve the Special Event Permit Application for the Great Wisconsin Cheese Festival

Ayes 7, Nays 0 – Motion Carried

Action—Approval of Arbor Day Resolution #12

Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to Approve Resolution #12 Proclaiming Arbor Day in the Village of Little Chute

Ayes 7, Nays 0 – Motion Carried

Action—Approval of Online Registration for Recreational Programs

Director Breest reviewed the cost summary sheet to demonstrate one of the benefits of using an online system. He recommended the purchase of the RecDesk Software and to have the start-up costs come from the operating budget.

Moved by Trustee Elrick, seconded by Trustee Smith to Approve the purchase of the RecDesk Software and to have the start-up costs come from the Operating Budget

Ayes 7, Nays 0 – Motion Carried

Discussion—Comprehensive Outdoor Recreation Plan

This plan needs to be renewed every five year to be eligible for grants. Director Breest gave an overview of the plan which will be brought back for consideration at the Regular Board meeting April 20th.

Action—Approval of 2016 MS4 Report

The Department of Natural Resources requires this report to be submitted every year by the owner of a Municipal Separate Storm Sewer System (MS4).

Moved by Trustee Elrick, seconded by Trustee Peterson to Approve the 2016 MS4 as presented

Ayes 7, Nays 0 – Motion Carried

Discussion/Potential Action—Hans Parkway Alternatives

Director Van Gheem stated that this is a follow up to prior discussions. An overview was given stating that there will be a one foot buffer between the path and the right-of-way line, the path will be ten foot wide and constructed of concrete, there will be a two and one half foot grass terrace and the street will be 27 feet back of curb to back of curb. Administrator Fenlon stated that the Village has not been in negotiation with the land owner since 2009 for a land easement.

Moved by Trustee Peerenboom, seconded by Trustee Smith to Approve the Hans Parkway Path as presented

Ayes 7, Nays 0 – Motion Carried

Discussion/Action—Pool Study Proposals

Director Breest gave a brief overview of the four Pool Study Proposals. He recommended Ramaker & Assoc. because they will also include a Recreation Center proposal at a reasonable cost. The proposal should be done by July or August.

Moved by Trustee Peerenboom, seconded by Trustee Elrick to award the Pool Study Proposal to Ramaker & Associates for \$30,000 which also includes a \$4,000 Recreation Center Inclusion

Ayes 7, Nays 0 – Motion Carried

Discussion/Action—Proposed LC Windmill Plaza Site Plan

Administrator Fenlon gave an overview of what is currently in the Windmill Plaza and what the future is for the plaza. The goal is to not crowd the plaza, but to keep it open for community events. After getting the Bench Policy and the Donation Policy in place along with deciding on the general layout of the LC Windmill Plaza, the Board can get back to Mary Janssen's family regarding a bench they want placed in her honor.

Moved by Trustee Van Lankvelt, seconded by Trustee Smith to Approve the LC Windmill Plaza Site plan as presented

Ayes 5, Nays 2 (Peerenboom, Peterson) – Motion Carried

Disbursement List

Moved by Trustee Peerenboom, seconded by Trustee VanLankvelt to Approve Disbursement List and Authorize the Finance Director to pay all vendors.

Ayes 7, Nays 0 – Motion Carried

Call for Unfinished Business

None

Items for Future Agendas

None

Closed Session

19.85(1) (c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Personnel Matter*

Moved by Trustee Elrick, seconded by Trustee Smith to enter into Closed Session at 8:07 p.m.

Ayes 7, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Peterson, seconded by Trustee Smith to Return to Open Session at 9:10 p.m.

Ayes 7, Nays 0 – Motion Carried

Adjournment

Moved by Trustee Peterson, seconded by Trustee Smith to Adjourn the Regular Board Meeting at 9:10 p.m.

Ayes 7, Nays 0 - Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk



4/1/2016

Item #

KU Aerial Attachment

LC CAN Bid Results - Underground Versus Aerial

Item #

LC CAN Owned U.G.

- 1 Project delays, Kaukauna Utilities Master Agreement may take up to 3-months to execute
- 2 KU Agreement states that LC CAN could loose attachment space after 5 years
- 3 No control to add more conductors, must perform Wind, Sag, Load Engineering when adding conductors, if poles become overloaded LC CAN would not be able to add additional conductors
- 4 Asset Investment is limited
- 5 Annual Pole Fees

- 1 No Delays other than maps for County permitting
- 2 Utility in County R.O.W.
- 3 Full control to add conductors, no limit on our own work, Up to five (5) full size fiber cables can be placed in our duct system.
- 4 Unlimited Asset
- 5 Annual Locate Costs

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Memorandum of Agreement for the Mill Street Bridge

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

REPORT DATE: April 8, 2016

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report: _____

See additional comments attached: _____



EXPLANATION: The Mill Street bridge is currently on schedule to be operational by the end of April. Once the bridge is operational beginning in May, the Fox River Navigational System Authority (FRNSA) would like to fill the canal and begin using the lock system for boat traffic. The FRNSA's operating season is scheduled for May 6 – October 2. The lock system will be staffed by the FRNSA Fridays, Saturdays, Sundays, and holidays from 12 pm – 8 pm during the operational season. If a boat wishes to pass through the lock system outside of the scheduled times then they make a request with the FRNSA at least 12 hours ahead of time.

The attached memorandum of agreement is meant to define the FRNSA and the Village of Little Chute's responsibility for operating the Mill Street bridge. The FRNSA has a very similar agreement set up with the City of Appleton for the Olde Oneida and Law Street bridges. The agreement I have drafted for the Village of Little Chute calls for a 50/50 split for all staff costs with the FRNSA managing, scheduling, and hiring the bridge staff. The Village of Little Chute agrees to train the bridge operators on the operation of the Mill Street bridge, pay for all annual capital and routine bridge maintenance, and allow the FRNSA to drive a golf cart along the Heritage Parkway Trail between the two Little Chute locks.

ATTACHMENTS: Draft Memorandum of Agreement for the Mill Street Bridge, Staff Cost Summary

RECOMMENDATION: Discussion on the Memorandum of Agreement for the Mill Street Bridge

**Mill Street Bridge Operation
Staff Cost Summary**

	Pay/Hour	Days	Total Hours	Total Pay
Fridays	\$ 15.00	22	176	\$ 2,640.00
Weekends	\$ 22.50	44	352	\$ 7,920.00
Holidays	\$ 30.00	3	24	\$ 720.00
				\$ 11,280.00

FRNSA Portion \$ 5,640.00

Village Portion \$ 5,640.00

**50/50 Split

Note: With call ins I would round up and budget for \$6,000

MEMORANDUM OF AGREEMENT
BETWEEN THE FOX RIVER NAVIGATIONAL SYSTEM AUTHORITY
AND
THE VILLAGE OF LITTLE CHUTE

This partnership agreement is entered into this _____ 2016 by and between the Fox River Navigational System Authority (Authority) and the Village of Little Chute (Village).

WHEREAS, the Authority will begin operation of the two Fox River locks for navigation purposes within the Village of Little Chute for three day weekends and holidays for the months of May, June, July, August, September, & October in 2016, and

WHEREAS, the Village will begin operation of the Mill Street bridge to allow boat navigation on the Little Chute canal system for lock operations in 2016, and

WHEREAS, the Authority and the Village can benefit by providing combined lock and bridge operations, now therefore

BE IT RESOLVED, the Authority and the Village agree as follows:

ARTICLE I. General Provisions

- A. The 2016 annual navigation season for the Little Chute canal shall run from May 6th through October 2nd.
- B. After October 2nd intermittent (any day) operation through the 2016 season may be required based upon 12 hour notification for special operations.
- C. The lock and bridge tender staffing shall be combined for the Authority and the Village.
- D. There shall be one shift per day of eight hours based upon a noon. to 8 p.m. operation.
- E. There shall be an hourly directional operational schedule.
- F. There shall be two tenders on duty for operations.

ARTICLE II. Authority Responsibilities

- A. Staff for lock and bridge operations shall be provided for a total of approximately 1104 person hours.
- B. Staff shall receive bridge operation training and meet bridge tender qualifications as required by Wisconsin DOT standards.
- C. The Mill Street bridge shall be operated in conjunction with lock navigational operation.
- D. Daily bridge operation and safety checks shall be provided for the navigation season.
- E. Fifty percent of the lock/bridge tender cost shall be provided for direct wage and indirect costs.
- F. Negligence liability insurance coverage and workers compensation shall be provided for lock/bridge tenders.
- G. Provide uniforms for staff and information warning signs at river trail staff vehicle entry points.

ARTICLE III. Village Responsibilities

- A. Training for bridge tending operation shall be provided.
- B. Fifty percent of the lock/bridge tender cost shall be provided for direct wage and indirect costs.
- C. Annual, capital and routine bridge maintenance shall be provided.

- D. Comprehensive bridge liability insurance shall be provided to include but not limited to marine, auto, pedestrian and bridge facility impacts.
- E. Allow river trail motorized vehicle (golf cart type) lock/bridge tender use for lock to lock operation. Vehicle supplied by the Authority shall be marked and lighted for safety.

ARTICLE IV. Points of Contact

- A. The positions listed below shall be the primary points of contact for communication and coordination of the agreement:

Authority

Chief Executive Officer
Fox River Navigational System Authority
1008 Augustine Street
Kaukauna, WI 54130
920-759-9833

City

Director of Parks, Recreation, & Forestry
Village of Little Chute
108 West Main Street
Little Chute, WI 54140
920-423-3868

ARTICLE V. Amendment and Termination

- A. This agreement may be amended by written agreement of both parties.
- B. Either party may terminate this agreement by written agreement giving 100 days notice.

IN WITNESS THEREOF, the parties therefore have executed this agreement, that shall become effective upon the date it is signed and shall terminate on December 31, 2016, by the Authority and the Village.

Fox River Navigational System Authority

Village of Little Chute

Date:

Date:

VILLAGE OF LITTLE CHUTE POSITION DESCRIPTION

JOB TITLE: Operations Manager
DEPARTMENT: Departments of Public Works/Park, Recreation & Forestry

GENERAL PURPOSE

This is administrative work in directing activities of the Departments of Public Works, Parks and Forestry. The Operations Manager is responsible for organizing, directing and coordinating the maintenance of sanitary, storm, streets, parks, forestry, automotive and mechanical equipment.

The Operations Manager is responsible for conducting special projects as well as performing routine administrative work. This includes such activities as investigating problem areas and assisting in long range planning. The incumbent will work under direct supervision of the Director of Public Works with coordination from the Director of Park, Recreation and Forestry.

SUPERVISION RECEIVED

Works under the direct supervision of the Director of Public Works with coordination from the Director of Park, Recreation and Forestry.

SUPERVISION EXERCISED

Supervises Public Works, Park and Forestry department employees and seasonal part-time staff

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises employees; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed; assists directors with planning a yearly schedule.

Assist in the supervision of office management, ensuring that the department operates in accordance with village, state and federal regulations.

Has substantial role with employee interviews, screening, hiring, training, promotion, discipline and recommend discharging when required.

Responsible for personnel reviews.

Responsible for the safety and training programs.

Provides necessary supervision, direction, and assistance to crews. Enforces policies, regulations, and safety and health standards.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Coordinates and monitors on-going activities required for routine maintenance of parks, forestry, streets, sanitary and storm sewers.

Responsible for fleet management.

Assist in planning the capital improvement plan (CIP).

Provide information to the Director of Public Works for;

1. Municipal Storm Sewer System (MS4) report,
2. Compliance Maintenance Annual Report (CMAR) ,
3. Capacity, Management, Operation & Maintenance (CMOM) report.

Assist in planning and directing the activities of the Departments of Park, Forestry and Public Works.

Responsible for the operation of the department; determines work procedures, verifies timesheets, and expedites work flow; assists with equipment and facility preparation for program use; performs a variety of tasks simultaneously or in rapid succession; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Responsible for the overall care and maintenance of village trees within the department, including planting, trimming, training, felling, and chipping.

Prepares or assists in the planning and preparation of repairs, painting, leaf pickup, sign replacement and maintenance activities.

Coordinates and assists in data collection for developing and monitoring the five-year street paving, sewer, water, sewer televising programs and for a variety of special projects.

Responsible for locate requests from utilities.

Responsible for collecting data for Pavement Surface Evaluation and Rating (PASER).

Provide recommendation in preparation of the annual departments and operating budgets, along with appropriate studies, reports and recommendations.

Provides leadership and direction in the development of short and long range plans; coordinates department activities with other departments and agencies as needed.

Participate in developing and implementing current and future projects, activities and programs for the Village.

Follow up departmental activities through periodic reports and inspection and confer with subordinates on special problems of department administration.

Assures that assigned areas of responsibility are performed within budget; assures effective and efficient use of personnel, materials, facilities, and time.

Maintains inventory records and prepares periodic reports on operations, requisitions, materials and supplies.

Reviews maintenance and expense records and develops improved methods to reduce costs without reducing service levels.

Investigates equipment needs and prepares requests for needed replacements.

Respond to public inquiries and complaints; provide information and resolve complaints within scope of knowledge and position; inform immediate supervisor of necessary issues.

Assists in the investigation of claims against the Village for injuries or damages incurred within the street right of way.

Uses excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Performs other related duties and special projects as assigned.

DESIRED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Associate degree or higher, or an equivalent combination of work experience and education.

Progressively responsible experience in public works and/or park, forestry operations, including experience in a supervisory capacity.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Requires considerable experience in public works operations and administrative related work and specialized training beyond the high school level in data collection and reporting; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of parks, forestry, public works operations, facilities, procedures and policies.

Knowledge of Village ordinances and codes, management, and data processing.

Ability to work effectively and communicate, in writing and orally within and outside the organization.

Ability to gather data and information from various sources and prepare reports and/or recommendations.

Ability to perform applicable mathematics computations.

Ability to review time reports for accuracy and code job tickets to proper accounts.

PHYSICAL DEMANDS

The physical demands described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- * Specific vision abilities include far and near vision, depth perception, peripheral vision, and ability to adjust focus.
- * Regularly required to use hands to finger, handle, feel, or operate objects, tools (75%).
- * Frequently required to walk, stand, sit, talk, and hear (50%).
- * Occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell (10%).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- * Regularly works inside office area (50%).
- * Occasionally works near moving mechanical parts and is exposed to vibrations (5%).
- * Occasionally exposed to hazards of dust, traffic, and noise (25%).
- * Occasionally exposed to wet and/or humid conditions (5%).
- * Occasionally works in extreme heat or cold (5%).
- * Occasionally works in outside weather conditions (10%).

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work or equipment that may be performed or needed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

VILLAGE OF LITTLE CHUTE POSITION DESCRIPTION

JOB TITLE: Working Street Foreman
DEPARTMENT: Public Works

GENERAL PURPOSE

Preparation, administration and leadership in the execution of a comprehensive Village wide maintenance of Public Works. Perform a variety of administrative, supervisory, semi-skilled and unskilled tasks in the general maintenance of streets, as well as coordinating and monitoring various public works department programs and performing a variety of administrative tasks for the Director of Public Works, Operations Manager and other personnel in the department. Operates a variety of light and heavy equipment in the preparation, repair, and maintenance of department grounds/facilities.

SUPERVISION RECEIVED

Works under the regular supervision of the Operation Manager.

SUPERVISION EXERCISED

Supervises department employees, seasonal part-time staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises employees; plans and organizes workloads and staff assignments; trains, motivates and assists in personnel reviews; reviews progress and directs changes as needed; assists director and operations manager with budget, training and safety. Assist in planning a yearly schedule.

Responsible for the daily operation of the department; determines work procedures, prepares work schedules, verifies timesheets, and expedites work flow; assists with equipment and facility preparation for program use; performs a variety of tasks simultaneously or in rapid succession; develops and performs preventive maintenance measures on assigned facilities; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Responsible for the maintenance, operation, and repair of streets, including refuse collection, and street sweeping.

Determines, calculates, and secures the appropriate materials and supplies for planned work; informs immediate supervisor of labor and equipment needs.

Provides necessary supervision, direction, and assistance to crews at work sites. Enforces policies, regulations, and safety and health standards.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Provides leadership and direction in the development of short and long range plans; coordinates department activities with other departments and agencies as needed.

Investigates and resolves on-going snow plowing, and street cleaning routes.

Assists in investigating and resolving on-going sewer problems.

Prepares or assists in the planning and preparation of repairs, painting, leaf pickup, and sign replacement and maintenance activities.

Monitors daily operations.

Coordinates data collection effort for a variety of special projects.

Monitors the snow removal program and resolves neglected sidewalk complaints.

Assists in the investigation of claims against the Village for injuries or damages incurred within the street right-of-way.

Coordinates and monitors on going activities required for routine maintenance of streets.

Assists in activities required for routine maintenance of sanitary, and storm sewers.

Maintains inventory records and prepares periodic reports on operations, requisitions, materials and supplies.

Orders small equipment and material for daily operation.

Assists in developing and monitoring the five-year street paving, sewer, watermain and sewer television programs.

Reviews maintenance and expense records and develops improved methods to reduce costs without reducing service levels.

Assists in equipment needs and requests for needed replacements.

Carries cellular phone and be on call after hours.

Performs other related duties and special projects as assigned

DESIRED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Graduation from a standard high school or vocational school, or possession of a valid certificate of equivalency from the State or Armed Forces, or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of methods, materials, and equipment used in street and grounds maintenance. Working knowledge of equipment and supplies used to do minor repairs.

Knowledgeable with the construction and operation of all municipal entities and equipment relative to maintaining all village streets and right of way.

Knowledge of public works systems along with administration policies & procedures.

Knowledgeable in storm and sanitary utilities.

Knowledge of safety practices and procedures and ability to follow safe working conditions.

Skill and ability in the operation, maintenance, and repair of equipment used in assigned maintenance operations, including trucks, tractors, backhoe, endloaders, multipurpose vehicle, air hammers and compressors, brush chipper, lawn mowers, hand and power tools, saws, shovels, rakes, brooms, etc. as required by the position.

Ability to work from broad direction with limited supervision; ability to plan, organize, assign, and review the work of staff; ability to effectively train, motivate, and evaluate assigned staff.

Ability to perform strenuous physical labor, including heavy lifting and digging, and walk/stand for long periods of time under all weather conditions.

Ability to evaluate resources and personnel needs; ability to identify, analyze, and address problems and work in a timely, efficient, and equitable manner.

Ability to organize activities in order to complete tasks in accordance with priorities, address multiple demands, or meet deadlines; ability to organize tasks and working environment to maximize efficiency; ability to focus attention on tasks which may be complex, routine, or retentive, without losing concentration or becoming distracted by external activities.

Ability to adapt to interruptions, equipment failures, unusual demands, or changing priorities; ability to handle emergency situations.

Ability and skill to use equipment and tools properly and safely.

Ability to communicate effectively verbally and in writing. Ability to understand, follow, and transmit written and oral instructions.

Ability to establish and maintain effective relationships with other employees and the public and to deal with the public in a courteous and tactful manner.

SPECIAL REQUIREMENTS:

Possession of a valid Wisconsin driver license and a commercial driver license Class B with air brake endorsement.

Possess and maintain Excavation Competent Person Certification. *(The employee will have one year to obtain the required certifications, starting from the first day on the job)*

Experience in heavy construction equipment.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including trucks, tractors, backhoe, endloaders, elevated baskets, multipurpose vehicle, air hammers and compressors, brush chipper, lawn mowers, hand and power tools, saws, shovels, rakes, brooms, etc. as required by the position. Hearing and eye protection will be needed for some jobs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- * Specific vision abilities include far and near vision, depth perception, peripheral vision, and ability to adjust focus.
- * Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms (75%).
- * Frequently required to walk, stand, sit, talk, and hear (50%).
- * Frequently required to lift and/or move and push and/or pull up to 50 pounds (50%).
- * Occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell (10%).
- * Occasionally required to lift and/or move and push and/or pull up to 100 pounds (5%).

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- * Regularly works in outside weather conditions (75%).
- * Frequently works near moving mechanical parts and is exposed to vibrations (50%).
- * Frequently exposed to hazards of dust, traffic, and noise (50%).
- * Frequently exposed to wet and/or humid conditions (40%).
- * Occasionally works in extreme heat or cold (25%).
- * Occasionally exposed to hazards of chemicals, dust, and high places (10%).

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work or equipment that may be performed or needed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

VILLAGE OF LITTLE CHUTE POSITION DESCRIPTION

JOB TITLE: Working Utility Foreman
DEPARTMENT: Public Works

GENERAL PURPOSE

Preparation, administration and leadership in the execution of a comprehensive Village wide maintenance of Village utilities. Perform a variety of administrative, supervisory, semi-skilled and unskilled tasks in the general maintenance of utilities, as well as coordinating and monitoring various public works department programs and performing a variety of administrative tasks for the Director of Public Works, Operations Manager and other personnel in the department. Operates a variety of light and heavy equipment in the preparation, repair, and maintenance of department grounds/facilities.

SUPERVISION RECEIVED

Works under the regular supervision of the Operation Manager.

SUPERVISION EXERCISED

Supervises department employees, seasonal part-time staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises employees; plans and organizes workloads and staff assignments; trains, motivates and assists in personnel reviews; reviews progress and directs changes as needed; assists director and operations manager with budget, training and safety; Assist in planning a yearly schedule.

Responsible for the daily operation of the department; determines work procedures, prepares work schedules, verifies timesheets, and expedites work flow; assists with equipment and facility preparation for program use; performs a variety of tasks simultaneously or in rapid succession; develops and performs preventive maintenance measures on assigned facilities; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Responsible for the maintenance, operation, and repair of utilities, including refuse collection.

Determines, calculates, and secures the appropriate materials and supplies for planned work; informs immediate supervisor of labor and equipment needs.

Provides necessary supervision, direction, and assistance to crews at work sites. Enforces policies, regulations, and safety and health standards.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Provides leadership and direction in the development of short and long range plans; coordinates department activities with other departments and agencies as needed.

Coordinates and monitors activities required for routine maintenance of sanitary, and storm sewers.

Investigates and resolves sanitary and storm sewer issues.

Assists in the planning and preparation of repairs, painting, leaf pickup, and sign replacement and maintenance activities.

Monitors daily operations.

Coordinates data collection effort for a variety of special projects.

Assists in snow removal program and neglected sidewalk complaints.

Assists in the investigation of claims against the Village for injuries or damages incurred within the street right-of-way.

Assists in activities required for routine maintenance of streets.

Maintains inventory records and prepares periodic reports on operations, requisitions, materials and supplies.

Orders small equipment and material for daily operation.

Assists in developing and monitoring the five-year street paving, sewer, watermain and sewer television programs.

Reviews maintenance and expense records and develops improved methods to reduce costs without reducing service levels.

Assists in equipment needs and requests for needed replacements.

Carries cellular phone and be on call after hours.

Performs other related duties and special projects as assigned

DESIRED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Graduation from a standard high school or vocational school, or possession of a valid certificate of equivalency from the State or Armed Forces, or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of methods, materials, and equipment used in streets, utilities and grounds maintenance. Working knowledge of equipment and supplies used to do minor repairs.

Knowledgeable with the construction and operation of all municipal entities and equipment relative to maintaining all village streets, utilities and right of way.

Knowledge of public works systems along with administration policies & procedures.

Knowledgeable in storm and sanitary utilities.

Knowledge of safety practices and procedures and ability to follow safe working conditions.

Skill and ability in the operation, maintenance, and repair of equipment used in assigned maintenance operations, including trucks, tractors, backhoe, endloaders, multipurpose vehicle, air hammers and compressors, brush chipper, lawn mowers, hand and power tools, saws, shovels, rakes, brooms, etc. as required by the position.

Ability to work from broad direction with limited supervision; ability to plan, organize, assign, and review the work of staff; ability to effectively train, motivate, and evaluate assigned staff.

Ability to perform strenuous physical labor, including heavy lifting and digging, and walk/stand for long periods of time under all weather conditions.

Ability to evaluate resources and personnel needs; ability to identify, analyze, and address problems and work in a timely, efficient, and equitable manner.

Ability to organize activities in order to complete tasks in accordance with priorities, address multiple demands, or meet deadlines; ability to organize tasks and working environment to maximize efficiency; ability to focus attention on tasks which may be complex, routine, or retentive, without losing concentration or becoming distracted by external activities.

Ability to adapt to interruptions, equipment failures, unusual demands, or changing priorities; ability to handle emergency situations.

Ability and skill to use equipment and tools properly and safely.

Ability to communicate effectively verbally and in writing. Ability to understand, follow, and transmit written and oral instructions.

Ability to establish and maintain effective relationships with other employees and the public and to deal with the public in a courteous and tactful manner.

SPECIAL REQUIREMENTS:

Possession of a valid Wisconsin driver license and a commercial driver license Class B with air brake endorsement.

Possess and maintain an Excavation Competent Person Certification. *(The employee will have one year to obtain the required certifications, starting from the first day on the job)*

Experience in heavy construction equipment.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including trucks, tractors, backhoe, endloaders, elevated baskets, multipurpose vehicle, air hammers and compressors, brush chipper, lawn mowers, hand and power tools, saws, shovels, rakes, brooms, etc. as required by the position. Hearing and eye protection will be needed for some jobs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- * Specific vision abilities include far and near vision, depth perception, peripheral vision, and ability to adjust focus.
- * Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms (75%).
- * Frequently required to walk, stand, sit, talk, and hear (50%).
- * Frequently required to lift and/or move and push and/or pull up to 50 pounds (50%).
- * Occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell (10%).
- * Occasionally required to lift and/or move and push and/or pull up to 100 pounds (5%).

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- * Regularly works in outside weather conditions (75%).
- * Frequently works near moving mechanical parts and is exposed to vibrations (50%).
- * Frequently exposed to hazards of dust, traffic, and noise (50%).
- * Frequently exposed to wet and/or humid conditions (40%).
- * Occasionally works in extreme heat or cold (25%).
- * Occasionally exposed to hazards of chemicals, dust, and high places (10%).

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work or equipment that may be performed or needed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

VILLAGE OF LITTLE CHUTE POSITION DESCRIPTION

JOB TITLE: Park & Forestry Working Foreman
DEPARTMENT: Maintenance Operations

GENERAL PURPOSE

Preparation, administration and leadership in the execution of a comprehensive Village wide maintenance of Parks, Recreation & Forestry equipment and facilities. Perform a variety of administrative, supervisory, semi-skilled and unskilled tasks in the general maintenance and operation of buildings, grounds, parks, pools, athletic fields, open spaces, and recreation structures, as well as maintaining village urban forest. Operates a variety of light and heavy equipment in the preparation, repair, and maintenance of department grounds/facilities.

SUPERVISION RECEIVED

Works under the regular supervision of the Operation Manager.

SUPERVISION EXERCISED

Supervises department employees, seasonal part-time staff, and community service workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises employees; plans and organizes workloads and staff assignments; trains, motivates and assists in personnel reviews; reviews progress and directs changes as needed; assists director and operations manager with budget, training and safety. Assist in planning a yearly schedule.

Responsible for the daily operation of the department; determines work procedures, prepares work schedules, verifies timesheets, and expedites work flow; assists with equipment and facility preparation for program use; performs a variety of tasks simultaneously or in rapid succession; develops and performs preventive maintenance measures on assigned facilities; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Responsible for the maintenance, operation, startup/shutdown, and repair of swimming pool, including plumbing facilities, devices, and controls required to achieve balanced pool water chemistry.

Monitors daily operations.

Orders small equipment and material for daily operation.

Responsible for the overall care and maintenance of village trees within the department, including planting, trimming, training, felling, and chipping.

Responsible for overseeing the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the village parks and open spaces.

Determines, calculates, and secures the appropriate materials and supplies for planned work; informs immediate supervisor of labor and equipment needs.

Provides necessary supervision, direction, and assistance to crews at work sites. Enforces policies, regulations, and safety and health standards.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Provides leadership and direction in the development of short and long range plans; coordinates department activities with other departments and agencies as needed.

Coordinates data collection effort for a variety of special projects.

Reviews maintenance and expense records and develops improved methods to reduce costs without reducing service levels.

Maintains inventory records and prepares periodic reports on operations, requisitions, materials and supplies.

Assists in equipment needs and requests for needed replacements.

Assures that assigned areas of responsibility are performed within budget; assures effective and efficient use of personnel, materials, facilities, and time.

Respond to public inquiries and complaints; provide information and resolve complaints within scope of knowledge and position; inform immediate supervisor of necessary issues.

Uses excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Performs other related duties and special projects as assigned, including village sponsored community events.

Assists in equipment needs and requests for needed replacements.

DESIRED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Graduation from a standard high school or vocational school, or possession of a valid certificate of equivalency from the State or Armed Forces, or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of methods, materials, and equipment used in building and grounds maintenance. Working knowledge of equipment and supplies used to do minor repairs.

Knowledgeable with the construction and operation of all building, parks entities and equipment relative to maintaining all village parks and/or recreation sites.

Knowledge of parks and recreation systems along with administration policies & procedures.

Knowledgeable in urban forestry.

Knowledge of safety practices and procedures and ability to follow safe working conditions.

Skill and ability in the operation, maintenance, and repair of equipment used in assigned maintenance operations, including trucks, tractors, backhoe, endloaders, multipurpose vehicle, air hammers and compressors, brush chipper, lawn mowers, hand and power tools, saws, shovels, rakes, brooms, etc. as required by the position.

Ability to work from broad direction with limited supervision; ability to plan, organize, assign, and review the work of staff; ability to effectively train, motivate, and evaluate assigned staff.

Ability to perform strenuous physical labor, including heavy lifting and digging, and walk/stand for long periods of time under all weather conditions.

Ability to evaluate resources and personnel needs; ability to identify, analyze, and address problems and work in a timely, efficient, and equitable manner.

Ability to organize activities in order to complete tasks in accordance with priorities, address multiple demands, or meet deadlines; ability to organize tasks and working environment to maximize efficiency; ability to focus attention on tasks which may be complex, routine, or retentive, without losing concentration or becoming distracted by external activities.

Ability to adapt to interruptions, equipment failures, unusual demands, or changing priorities; ability to handle emergency situations.

Ability and skill to use equipment and tools properly and safely.

Ability to communicate effectively verbally and in writing. Ability to understand, follow, and transmit written and oral instructions.

Ability to establish and maintain effective relationships with other employees and the public and to deal with the public in a courteous and tactful manner.

SPECIAL REQUIREMENTS

Possession of a valid Wisconsin driver license and a commercial driver license Class B with air brake endorsement.

Experience in heavy construction equipment.

Possess and maintain an Aquatic Facility Operator Certification and Individual Commercial Pesticide Applicator Certification. *(The employee will have one year to obtain the required certifications, starting from the first day on the job)*

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including trucks, tractors, backhoe, endloaders, elevated baskets, multipurpose vehicle, air hammers and compressors, brush chipper, lawn mowers, hand and power tools, saws, shovels, rakes, brooms, etc. as required by the position. Hearing and eye protection will be needed for some jobs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Specific vision abilities include far and near vision, depth perception, peripheral vision, and ability to adjust focus.

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- * Frequently required to walk, stand, sit, talk, and hear (50%).
- * Frequently required to lift and/or move and push and/or pull up to 50 pounds (50%).
- * Occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell (10%).
- * Occasionally required to lift and/or move and push and/or pull up to 100 pounds (5%).

WORK ENVIRONMENT

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- * Occasionally works in extreme heat or cold (25%).
- * Occasionally exposed to hazards of chemicals, dust, and high places (10%).

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work or equipment that may be performed or needed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PRIORITIES

Banners	seasonal	
Brush pickup	weekly	
** Collect data for reports	when needed	
Crack sealing	spring	seasonal
Erosion control inspection	seasonal	seasonal
Pond inspection	seasonal	seasonal
Festival setup/takedown	seasonal	seasonal
Field prep	daily	seasonal
Grass cutting	seasonal	seasonal
Irrigation maintenance	seasonal	
Leaf pickup	fall	seasonal
Locate requests	seasonal	
Park facilities	daily	seasonal
bathroom/shelter cleaning		
pickup trash in parks		
playground repair/inspection		
trail maintenance		
Paser rating	spring	
Planters	weekly	seasonal
Pond maintenance	seasonal	
cleaning outfalls		
planting		
trapping		
Pool maintenance/testing	daily	seasonal
Pool opening/closing	spring/fall	seasonal
Raising/lowering flags	when needed	
Refuse pickup	daily	
Sanitary sewer cleaning	weekly	
Skating rink	winter	seasonal
Snow plowing/removal	winter	seasonal
Storm cleaning	seasonal	
inlets		
sewer mains		
Street painting	summer	seasonal
Street repair	seasonal	seasonal
Street sweeping	weekly	seasonal
Tree planting	seasonal	
Tree trimming	fall	seasonal
* Wood chips	seasonal	seasonal

Spring

Summer

Fall

Winter

Refuse pickup	Refuse pickup	Refuse pickup	Refuse pickup
Sanitary sewer cleaning	Sanitary sewer cleaning	Sanitary sewer cleaning	Sanitary sewer cleaning
Brush pickup	Brush pickup	Brush pickup	Brush pickup
Park facilities	Park facilities	Park facilities	Park facilities
Raising/Lowering Flags	Raising/Lowering Flags	Raising/Lowering Flags	Raising/Lowering Flags
Collect data for reports	Collect data for reports	Collect data for reports	Collect data for reports
Locate requests	Locate requests	Locate requests	Locate requests
Erosion control inspection	Erosion control inspection	Erosion control inspection	Erosion control inspection
Pond inspection	Pond inspection	Pond inspection	
Grass cutting	Grass cutting	Grass cutting	
Storm cleaning	Storm cleaning	Storm cleaning	
Pond maintenance	Pond maintenance	Pond maintenance	
Field prep	Field prep	Field prep	
Street sweeping	Street sweeping	Street sweeping	
Irrigation Maintenance	Irrigation Maintenance	Irrigation Maintenance	
Planters	Planters	Planters	
Pool opening		Pool closing	
Banners		Tree planting	Tree trimming
		Banners	
Crack sealing	Festival setup/takedown	Leaf pickup	Skating Rink
Wood Chips	Street repair		Snow plowing/removal
Paser rating	Pool Maintenance/Testing		Repair/paint picnic tables
	Street painting		

* Possible replace with rubber material in the future

** Data will be given to department directors to compile for their reports

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Comprehensive Outdoor Recreation Plan

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

REPORT DATE: April 8, 2016

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report: _____

See additional comments attached: _____

EXPLANATION: I presented the 2016 Comprehensive Outdoor Recreation Plan at the Regular Village Board Meeting on Wednesday, April 6, 2016. There has not been any changes to the document since that meeting. This document is an important document as the Parks, Recreation, & Forestry Department plans for the next 5 years and beyond. It is also vital to have as we look to apply for grants in the future.

RECOMMENDATION: Approve the 2016 Comprehensive Outdoor Recreation Plan as presented on April 6, 2016.

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: 2016 Bike & Pedestrian Plan Map

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

REPORT DATE: April 8, 2016

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report: 

See additional comments attached: _____

EXPLANATION: Just like the Comprehensive Outdoor Recreation Plan the Bike & Pedestrian Plan is a comprehensive plan that designates locations for new and existing Bike Lanes, Signed Routes, and Shared Use Paths. The definitions of these facilities as listed in the Bike & Pedestrian Plan are as follows.

Bike Lane: A portion of the roadway which has been designated by striping, signing and pavement markings for the preferential or exclusive use of bicyclists. (AASHTO) They (bicycle lanes) are usually 4-6 feet wide. Bicycle lanes are perceived by many bicyclists as being safer and thus encourage bicycling on these facilities. (CPORP)

Signed Route: A shared roadway which has been designated by signing ("Bike Route") as a preferred route for bicycle use. (AASHTO)

Shared Use Path: A bikeway physically separated from motorized vehicular traffic by an open space or barrier and either within the highway right-of-way or within an independent right-of-way. Shared use paths may also be used by pedestrians, skaters, wheelchair users, joggers and other non-motorized users. (AASHTO)

ATTACHMENTS: 2016 Pedestrian & Bicycle Facilities Recommendations Map

RECOMMENDATION: Approve the 2016 Bike & Pedestrian Facilities Recommendation Map as presented on April 6, 2016.