



AGENDA

REGULAR BOARD MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, December 4, 2019
TIME: 6:00 p.m.

REGULAR ORDER OF BUSINESS

- A. Invocation
- B. Pledge of Allegiance to the Flag
- C. Roll call of Trustees
- D. Roll call of Officers and Department Heads
- E. Public Appearance for Items Not on the Agenda

F. Consent Agenda

Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member or member of the public. Any removed items will be considered immediately following the motion to approve the other items.

- 1. Minutes of Board Meeting of November 20, 2019
- 2. Disbursement List
- 3. Appoint 2020 Election Inspectors
- 4. Approve Class "A" Liquor License Cherryland's Best
- 5. Adopt Resolution No. 33, Series 2019 Regarding Polling Sites for all Elections Held in Village of Little Chute

G. Action—FVMPD Community Service Officer Job Description and Related Policy

H. Action— Adopt Ordinance No. 10, Series 2019 Reis Annexation

I. Discussion— Forestry Manual Introduction

J. Discussion—Financial Advisory Services

K. Discussion – Lateral Replacement Program

L. Discussion – Elected Official Compensation

M. Department and Officers Progress Reports

N. Call for Unfinished Business

O. Items for Future Agenda

P. Adjournment

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 108 West Main Street, (920) 423-3852, [email: Laurie@littlechutewi.org](mailto:Laurie@littlechutewi.org) Prepared: December 2, 2019

MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 20, 2019

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

Pledge of Allegiance to the Flag

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

Roll call of Trustees

PRESENT: John Elrick, Trustee
Bill Peerenboom, Trustee
Brian Van Lankveldt, Trustee
David Peterson, Trustee
Skip Smith, Trustee
Larry Van Lankveldt, Trustee
Michael Vanden Berg, President

Roll call of Officers and Department Heads

PRESENT: James Fenlon, Village Administrator
Jeremy Slotke, Fox Valley Metro Police Department
Jim Moes, Community Development Director
Adam Breest, Director of Parks, Recreation and Forestry
Lisa Remiker-DeWall, Finance Director
Kent Taylor, Director of Public Works
Laurie Decker, Village Clerk
Chris Murawski, Village Engineer
Jerry Verstegen, Midwest Contract Operations, Inc.

EXCUSED: Tyler Claringbole, Village Attorney
Steve Thiry, Library Director

Public Appearance for Items Not on the Agenda

None

Consent Agenda

Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member or member of the public. Any removed items will be considered immediately following the motion to approve the other items.

1. Minutes of the Special Board Meeting of November 13, 2019
2. Disbursement List

Moved by Trustee Smith, seconded by Trustee Van Lankveldt to Approve the Consent Agenda items as presented

Ayes 7, Nays 0 – Motion Carried

Other Informational Items—October Fire Monthly Report, October Report and Private Lateral Contract Process

Discussion—FEMA Update

Director Breest updated the Board with information on damages received in the Village from the July 20th, 2019 storm. There were 99 documented sites damaged from the storm. Initial Documents were submitted on October 21st and as of last week there will be weekly meetings with Fema with gathering anymore documents needed.

Discussion—2020-2023 MCO Water Contract

Administrator Fenlon advised the Board of the draft contract that is presented for discussion only and will be back for action in December after the Utility Commission makes their recommendation. Mr. J. Verstegen,

Vice President, MCO then went over the changes and additions to the contract. Trustee Van Lankvelt and Trustee Peerenboom both commented that MCO has been doing a great job for the Village.

Discussion—Kaukauna Utility LED Conversion

Administrator Fenlon advised the Board for discussion only regarding switching to LED lights in the Village. Trustee Van Lankvelt asked what percentage of lights are serviced by WE Energies, Administrator Fenlon said the majority is Kaukauna Utility, his best estimate if 20% is WE energies. If all lights were replaced with LED we would save a projected \$11,800.00 per year. Total cost to replace would be over \$50,000.00 to replace approximately 525 lights.

Action—Buchanan, Evergreen and Hickory Lane Speed Limits

Administrator Fenlon advised the changes requested to Buchanan, Evergreen and Hickory Lane Speed Limits. Staff is recommending the changes as presented.

Moved by Trustee Smith, seconded by Trustee Peterson to Approve the speed limit changes as presented and to change the sign on Buchanan as requested.

Ayes 7, Nays 0 – Motion Carried

Action—2020 Meeting Calendar

Moved by Trustee Peerenboom, seconded by Trustee Van Lankveldt to Approve the 2020 Meeting Calendar as presented

Ayes 7, Nays 0 – Motion Carried

Action—2020 Facilities Contract

Director Breest went over the contracted services for cleaning the Village Hall, the Municipal Services Building and the Civic Center/Library. Staff would recommend approving Building Services Group for these buildings and Fox Cities Janitorial for the Public Safety Building.

Moved by Trustee Smith, seconded by Trustee Peterson to Approve the 2020 Facilities Contract as presented

Ayes 7, Nays 0 – Motion Carried

Discussion—County Sales Tax

Administrator Fenlon advised the Board for discussion only on the correspondence with Outagamie County regarding sales tax. Action will be required no later than April 1, 2020.

Discussion—Community Service Officer, Policy and Job Description Draft Ordinance

Officer Slotke, FVMPD went over the Community Service Officers job description and draft ordinance. This will be brought back for action at the December 18, 2019 Board meeting.

Department and Officers Progress Reports

Departments and Officers provided progress reports to the Board

Call for Unfinished Business

Parking on Johnson Avenue and Pierce

Items for Future Agenda

Lateral Contract Process

Closed Sessions:

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

Moved by Trustee Peterson, seconded by Trustee Smith to enter into closed session

Ayes 7, Nays 0 – Motion Carried

b)19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. *Outagamie County Landfill*

Moved by Trustee Peterson, seconded by Trustee Smith to enter into closed session

Ayes 7, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Peterson, seconded by Trustee Smith to exit closed session

Ayes 7, Nays 0 – Motion Carried

Adjournment

Moved by Trustee Peterson, seconded by Trustee Smith to Adjourn the Regular Board Meeting at 8:44 p.m.

Ayes 7, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael R. Vanden Berg, Village President

Attest: _____

Laurie Decker, Village Clerk

Disbursement List - December 4, 2019

Payroll & Payroll Liabilities - November 14, 2019 **\$171,418.85**

Prepaid Invoices - November 18, 2019 **\$50.00**
Prepaid Invoices - November 22, 2019 **\$50,951.64**

Utility Commission-

CURRENT ITEMS

Bills List - December 4, 2019 **\$52,205.99**

Total Payroll, Prepaid & Invoices **\$274,626.48**

The above payments are recommended for approval:

Rejected: _____

Approved December 4, 2019

Michael R Vanden Berg, Village President

Laurie Decker, Clerk

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Description	Total Cost	Period	GL Account
AMPLITEL TECHNOLOGIES				
14912	MICROSOFT OFFICE 365-DECEMBER	685.75	12/19	404-57190-208
14920	MONTHLY DATTO BACK-UP SERVICES 12/19	325.00	12/19	404-57190-204
Total AMPLITEL TECHNOLOGIES:		1,010.75		
ASPHALT SEAL & REPAIR INC.				
ASR-061462	ASPHALT REPAIRS/MANHOLES & DIPS IN ROAD	2,450.00	11/19	101-53300-263
Total ASPHALT SEAL & REPAIR INC.:		2,450.00		
AUTOMATED COMFORT CONTROLS				
25085	REPAIR HVAC AT MSB	1,123.53	11/19	101-53310-243
25221	SEMI-ANNUAL BILLING @ DPW 11/1/19 - 4/30/20	2,316.00	11/19	101-53310-243
25222	PREVENTATIVE MAINTENANCE @ MSB	107.60	11/19	101-53310-245
Total AUTOMATED COMFORT CONTROLS:		3,547.13		
BUILDING SERVICES GROUP INC				
43901	MONTHLY CLEANING-VILLAGE HALL	1,291.00	11/19	101-51650-243
43902	MONTHLY CLEANING-MUNICIPAL GARAGE	438.00	11/19	101-53310-243
43908	MONTHLY CLEANING-CIVIC CENTER	1,033.00	11/19	206-55110-243
Total BUILDING SERVICES GROUP INC:		2,762.00		
CRESCENT ELECTRIC SUPPLY CO				
S507266245.001	FUSES FOR INDUSTRIAL POND PUMP STATION	30.55	11/19	630-53441-253
S507266245.002	FUSES FOR INDUSTRIAL POND PUMP STATION	30.55	11/19	630-53441-253
Total CRESCENT ELECTRIC SUPPLY CO:		61.10		
DELTA DENTAL OF WISCONSIN				
1379297	DECEMBER DENTAL - WPPA	1,690.46	12/19	101-21345
1379298	DECEMBER DENTAL	4,505.02	12/19	101-21345
VISION 12/19	DECEMBER VISION	361.67	12/19	101-21366
Total DELTA DENTAL OF WISCONSIN:		6,557.15		
FASTENAL COMPANY				
WIKIM248501	CABLE TIES	43.30	11/19	101-53330-218
WIKIM248773	ANTI-SEIZE LUBRICANT & HEX FLANGE BOLTS	33.15	11/19	101-53330-218
WIKIM248853	SLIP HOOK FOR #43	35.06	11/19	101-53330-225
Total FASTENAL COMPANY:		111.51		
FEHR GRAHAM ENGINEERING &				
91703	FIRST AID/CPR TRAINING	1,500.00	10/19	101-53310-213
Total FEHR GRAHAM ENGINEERING &:		1,500.00		
FILTRATION SERVICES				
B109197	PLEATED FILTERS	104.40	11/19	101-51650-245

Invoice	Description	Total Cost	Period	GL Account
Total FILTRATION SERVICES:		104.40		
FLY-ME FLAG LLC				
4232 REPAIRS TO THE FLAGPOLE/SILVER RETAINER R		747.00	11/19	202-51960-301
4245 REPAIRS TO THE FLAGPOLE/BRONZE RETAINER		108.35	11/19	101-51650-244
Total FLY-ME FLAG LLC:		855.35		
GFC LEASING - WI				
I00549111 GFC PW COPIER LEASING		92.26	11/19	101-53310-207
Total GFC LEASING - WI:		92.26		
HALRON LUBRICANTS INC				
1110379 DIESEL EXHAUST FLUID PURUS/VALVOLINE-DRU		694.00	11/19	101-53330-217
CM1110831 DRUM RETURN		60.00	11/19	101-53330-217
Total HALRON LUBRICANTS INC:		634.00		
INGENTHRON, LINDA				
111619 SECURITY DEPOSIT REFUND		100.00	11/19	208-21235
Total INGENTHRON, LINDA:		100.00		
ITRON INC				
537951 MAINTENANCE/SUPPORT CONTRACT 12/1/19-11/3		1,580.80	11/19	620-53904-204
537951 MAINTENANCE/SUPPORT CONTRACT 12/1/19-11/3		1,580.80	11/19	610-53613-204
Total ITRON INC:		3,161.60		
JP GRAPHICS INC				
1056569011 NO.9 SECURITY WINDOW ENVELOPES-QTY 5000		397.00	11/19	101-51650-206
Total JP GRAPHICS INC:		397.00		
LEE'S CONTRACTING/FABRICATING				
22115 METAL FABRICATING #40		60.00	11/19	101-53330-204
Total LEE'S CONTRACTING/FABRICATING:		60.00		
LEXISNEXIS RISK DATA MANAGEMENT INC				
1686177-20191031 OCTOBER 2019 MINIMUM COMMITMENT		100.00	12/19	101-51680-204
Total LEXISNEXIS RISK DATA MANAGEMENT INC:		100.00		
LINDNER ACE HARDWARE LITTLE CHUTE				
260373-312001 HARDWARE		6.99	10/19	101-52200-218
Total LINDNER ACE HARDWARE LITTLE CHUTE:		6.99		
MACQUEEN EQUIPMENT				
P13122 SWITH FOR #38		28.11	11/19	101-53330-225
Total MACQUEEN EQUIPMENT:		28.11		

Invoice	Description	Total Cost	Period	GL Account
MCMAHON ASSOCIATES INC				
916273	2 LOT CSM OF LOT 1 CSM 7262	210.75	11/19	416-57600-261
Total MCMAHON ASSOCIATES INC:				
		210.75		
MONROE TRUCK EQUIPMENT INC				
815563	O-RING FOR TRUCK #15	25.40	11/19	101-53330-225
816106	PARTS FOR STOCK	868.88	11/19	101-53330-218
817031	CONTROL PAD #31	23.88	11/19	101-53330-225
Total MONROE TRUCK EQUIPMENT INC:				
		918.16		
MOTION INDUSTRIES				
CMWIO2-980910	RETURNED MERCHANDISE	53.63-	11/19	101-53330-225
WIO2-980630	BEARING FOR TRUCK #78	53.63	11/19	101-53330-225
WIO2-980907	BEARING FOR TRUCK #78	54.44	11/19	101-53330-225
Total MOTION INDUSTRIES:				
		54.44		
NYTES, STEPHANIE				
111719	SECURITY DEPOSIT REFUND	50.00	11/19	208-21235
Total NYTES, STEPHANIE:				
		50.00		
OUTAGAMIE COUNTY TREASURER				
1017788	OCTOBER FUEL BILL	34.12	10/19	101-52050-247
1017788	OCTOBER FUEL BILL	366.37	10/19	630-53442-247
1017788	OCTOBER FUEL BILL	3,355.81	10/19	201-53620-247
1017788	OCTOBER FUEL BILL	285.76	10/19	101-55200-247
1017788	OCTOBER FUEL BILL	271.17	10/19	101-55440-247
1017788	OCTOBER FUEL BILL	44.68	10/19	101-55300-247
1017788	OCTOBER FUEL BILL	634.90	10/19	101-52200-247
1017788	OCTOBER FUEL BILL	207.73	10/19	610-53612-247
1017788	OCTOBER FUEL BILL	441.95	10/19	620-53644-247
1017788	OCTOBER FUEL BILL	1,183.41	10/19	101-53330-217
Total OUTAGAMIE COUNTY TREASURER:				
		6,825.90		
PACKER CITY INTL TRUCKS INC				
R103018408:01	REPAIR STEER AXLE AIR BAG #7	480.00	12/19	101-53330-225
R103018408:01	REPAIR STEER AXLE AIR BAG #7	231.04	12/19	101-53330-204
X103080425:01	HEADLAMP #80	163.44	10/19	101-53330-225
Total PACKER CITY INTL TRUCKS INC:				
		874.48		
PRIMADATA LLC				
DECEMBER 2019	DECEMBER POSTCARD POSTAGE	251.25	12/19	201-53620-226
DECEMBER 2019	DECEMBER POSTCARD POSTAGE	251.25	12/19	610-53613-226
DECEMBER 2019	DECEMBER POSTCARD POSTAGE	251.25	12/19	620-53904-226
DECEMBER 2019	DECEMBER POSTCARD POSTAGE	251.25	12/19	630-53443-226
Total PRIMADATA LLC:				
		1,005.00		
RENT-A-FLASH OF WISCONSIN INC				
68911	POPULATION SIGN	149.52	12/19	101-53300-218

Invoice	Description	Total Cost	Period	GL Account
Total RENT-A-FLASH OF WISCONSIN INC:		<u>149.52</u>		
ROBERT E. LEE & ASSOCIATES 14987028 GIS ASSESSMENT REPORT		<u>5,571.65</u>	<u>11/19</u>	<u>101-51410-204</u>
Total ROBERT E. LEE & ASSOCIATES:		<u>5,571.65</u>		
SCHWAAB INC C070189 DATE STAMP		<u>88.25</u>	<u>11/19</u>	<u>101-51420-206</u>
Total SCHWAAB INC:		<u>88.25</u>		
STAPLES ADVANTAGE 3431822780 STAPLER 3431822780 PRINTER INK		<u>13.53</u> <u>108.96</u>	<u>11/19</u>	<u>101-51420-206</u> <u>206-55110-244</u>
Total STAPLES ADVANTAGE:		<u>122.49</u>		
TEAM SPORTING GOODS AAF014943 FOOTBALL HELMET RECONDITIONING AAF015103 HELMETS & SHOULDER PADS CMAAF011798 CREDIT FOR PREVIOUS YEARS HELMETS		<u>1,758.90</u> <u>2,725.80</u> <u>259.00-</u>	<u>11/19</u> <u>11/19</u> <u>11/19</u>	<u>101-55460-225</u> <u>101-55460-225</u> <u>101-55460-225</u>
Total TEAM SPORTING GOODS:		<u>4,225.70</u>		
TRUCK COUNTRY OF WISC R202123500:02 WINTER WIPER BLADES #38 R202123585:01 DIAGNOSE ABS LIGHT #41		<u>49.98</u> <u>436.42</u>	<u>11/19</u> <u>11/19</u>	<u>101-53330-225</u> <u>101-53330-204</u>
Total TRUCK COUNTRY OF WISC:		<u>486.40</u>		
U.S. VENTURE INC L64165 SPECTRO FUEL		<u>180.00</u>	<u>11/19</u>	<u>101-53330-204</u>
Total U.S. VENTURE INC:		<u>180.00</u>		
UNIFIRST CORPORATION 0970296454 SHIRTS/PANTS 0970296454 LAUNDRY BAGS/WIPERS 0970296968 SHIRTS/PANTS 0970296968 LAUNDRY BAGS/WIPERS		<u>4.51</u> <u>15.50</u> <u>4.51</u> <u>17.50</u>	<u>11/19</u> <u>11/19</u> <u>11/19</u> <u>11/19</u>	<u>101-53330-213</u> <u>101-53330-218</u> <u>101-53330-213</u> <u>101-53330-218</u>
Total UNIFIRST CORPORATION:		<u>42.02</u>		
VACUUM PUMP & COMPRESSOR INC 94283 HEAVY DUTY SUBMERSIBLE PUMP		<u>7,311.88</u>	<u>11/19</u>	<u>630-53441-253</u>
Total VACUUM PUMP & COMPRESSOR INC:		<u>7,311.88</u>		
VON BRIESEN & ROPER S.C. 303299 LEGAL SERVICES		<u>550.00</u>	<u>11/19</u>	<u>207-52120-262</u>
Total VON BRIESEN & ROPER S.C.:		<u>550.00</u>		
Grand Totals:		<u>52,205.99</u>		

Vendor number hash: 139194
Vendor number hash - split: 173056
Total number of invoices: 57
Total number of transactions: 74

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	52,205.99	52,205.99
Grand Totals:	52,205.99	52,205.99

Report Criteria:

Invoice Detail.Voided = {=} FALSE

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
2019 REFUNDS-MISCELLANEOUS (5003)							
AE860785-2	Invoi	OVERPAYMENT-COURT FINE-POZORSKI	11.60	Open	Non	11/19	101-35101
Total 2019 REFUNDS-MISCELLANEOUS (5003):			11.60				
2019 UTILITY REFUNDS (5009)							
120134000	Invoi	OVERPAYMENT REFUND ACCT #1-201340-00	189.09	Open	Non	11/19	001-15000
Total 2019 UTILITY REFUNDS (5009):			189.09				
AMPLITEL TECHNOLOGIES (4637)							
14679	Invoi	INSTALL NEW FIREWALLS	9,363.82	Open	Non	10/19	404-57190-302
Total AMPLITEL TECHNOLOGIES (4637):			9,363.82				
AT&T (409)							
92078873810963 1	Invoi	OCT/NOV SERVICE	17.05	Open	Non	11/19	207-52120-203
92078873810963 1	Invoi	OCT/NOV SERVICE	85.23	Open	Non	11/19	101-53310-203
92078873810963 1	Invoi	OCT/NOV SERVICE	17.05	Open	Non	11/19	204-55420-203
92078873810963 1	Invoi	OCT/NOV SERVICE	68.17	Open	Non	11/19	620-53924-203
Total AT&T (409):			187.50				
CELLCOM (4683)							
477080	Invoi	ENGINEERING PHONE CHARGES	192.68	Open	Non	11/19	452-57331-203
477080	Invoi	DPW PHONE CHARGES	214.43	Open	Non	11/19	101-53310-203
477080	Invoi	PARKS PHONE CHARGES	39.11	Open	Non	11/19	101-55200-203
477080	Invoi	REC PHONE CHARGES	76.88	Open	Non	11/19	101-55300-203
477080	Invoi	FACILITIES PHONE CHARGES	39.11	Open	Non	11/19	101-51650-203
477080	Invoi	INSPECTOR PHONE CHARGES	39.11	Open	Non	11/19	101-52050-203
Total CELLCOM (4683):			601.32				
EAST CENTRAL RPC (4993)							
1290	Invoi	STATUTORY HOUSING REPORT	1,375.00	Open	Non	11/19	101-51530-204
Total EAST CENTRAL RPC (4993):			1,375.00				
EVERGREEN POWER LLC (4827)							
2826	Invoi	REPAIR LABOR	129.74	Open	Non	10/19	101-53330-221
Total EVERGREEN POWER LLC (4827):			129.74				
KAUKAUNA UTILITIES (234)							
10/19 9012695	Invoi	DOYLE PARK WELL	5,408.30	Open	Non	11/19	620-53624-249
NOVEMBER 2019	Invoi	SAFETY CENTER	612.31	Open	Non	11/19	207-52120-249
NOVEMBER 2019	Invoi	SAFETY CENTER	408.21	Open	Non	11/19	101-52250-249
NOVEMBER 2019	Invoi	VILLAGE HALL PLAZA	16.24	Open	Non	11/19	101-51650-249
NOVEMBER 2019	Invoi	VILLAGE HALL	821.80	Open	Non	11/19	101-51650-249
NOVEMBER 2019	Invoi	CIVIC CENTER	1,169.12	Open	Non	11/19	206-55110-249
NOVEMBER 2019	Invoi	MUNICIPAL POOL	166.56	Open	Non	11/19	204-55420-249
NOVEMBER 2019	Invoi	BALLFIELD DPI/SHED LIGHTS	80.86	Open	Non	11/19	101-55200-249
NOVEMBER 2019	Invoi	DOYLE PARK STAGE	44.34	Open	Non	11/19	101-55200-249
NOVEMBER 2019	Invoi	DOYLE PARK BALLFIELD DP2 LIGHT	67.92	Open	Non	11/19	101-55200-249
NOVEMBER 2019	Invoi	HEESAKKER PARK TRAIL	30.15	Open	Non	11/19	101-55200-249
NOVEMBER 2019	Invoi	HERITAGE PARK	22.36	Open	Non	11/19	101-55200-249
NOVEMBER 2019	Invoi	LEGION PARK RESTROOMS	197.50	Open	Non	11/19	101-55200-249

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
NOVEMBER 2019	Invoi	VAN LIESHOUT PARK	170.90	Open	Non	11/19	101-55200-249
NOVEMBER 2019	Invoi	VAN LIESHOUT BALLFIELD	181.67	Open	Non	11/19	101-55200-249
NOVEMBER 2019	Invoi	VAN LIESHOUT PK SECURITY LT	61.99	Open	Non	11/19	101-55200-249
NOVEMBER 2019	Invoi	LINCOLN AVE E HEESAKKER PARK	106.19	Open	Non	11/19	101-55200-249
NOVEMBER 2019	Invoi	PUMP STATION JEFFERSON ST	1,183.11	Open	Non	11/19	620-53624-249
NOVEMBER 2019	Invoi	#4 WELL EVERGREEN DR	3,424.89	Open	Non	11/19	620-53624-249
NOVEMBER 2019	Invoi	#3 WELL WASHINGTON ST	2,850.97	Open	Non	11/19	620-53624-249
NOVEMBER 2019	Invoi	STEPHEN ST TOWER/LIGHTING	269.00	Open	Non	11/19	620-53624-249
NOVEMBER 2019	Invoi	CANAL BRIDGE - NORTH SIDE	17.72	Open	Non	11/19	101-53300-249
NOVEMBER 2019	Invoi	CANAL BRIDGE - SOUTH SIDE	34.16	Open	Non	11/19	101-53300-249
NOVEMBER 2019	Invoi	SECURITY LIGHT	13.24	Open	Non	11/19	101-53300-249
NOVEMBER 2019	Invoi	SIGNALS/GRAND & MAIN	45.82	Open	Non	11/19	101-53300-249
NOVEMBER 2019	Invoi	COMMUNITY BRIDGE LIGHTING	176.15	Open	Non	11/19	101-53300-249
NOVEMBER 2019	Invoi	SIGNALS/MAIN & MADISON	41.92	Open	Non	11/19	101-53300-249
NOVEMBER 2019	Invoi	STREET LIGHTING	9,538.02	Open	Non	11/19	101-53300-249
NOVEMBER 2019	Invoi	SIGNALS/NORTH & BUCHANAN	37.29	Open	Non	11/19	101-53300-249
NOVEMBER 2019	Invoi	PATRIOT DR FLAG POLE	37.29	Open	Non	11/19	101-53300-249
NOVEMBER 2019	Invoi	SIGNALS/NE CORNER N & ELM	86.80	Open	Non	11/19	101-53300-249
NOVEMBER 2019	Invoi	STEPHEN ST SIGN	16.24	Open	Non	11/19	101-53300-249
NOVEMBER 2019	Invoi	1401 E ELM DR	956.39	Open	Non	11/19	101-53310-249
NOVEMBER 2019	Invoi	721 W ELM	82.16	Open	Non	11/19	208-52900-249
NOVEMBER 2019	Invoi	1800 STEPHEN ST	572.29	Open	Non	11/19	630-53441-249
Total KAUKAUNA UTILITIES (234):			28,949.88				
LAPPEN SECURITY PRODUCTS INC (735):							
LSPQ42200	Invoi	PAXTON SERVER MOVE	248.00	Open	Non	11/19	101-53310-240
Total LAPPEN SECURITY PRODUCTS INC (735):			248.00				
MADISON NATIONAL LIFE (4857):							
1367786	Invoi	DECEMBER LIFE	382.09	Open	Non	11/19	101-21391
1367786	Invoi	DECEMBER LTD	929.75	Open	Non	11/19	101-21385
Total MADISON NATIONAL LIFE (4857):			1,311.84				
MENARDS - APPLETON EAST (319):							
72678	Invoi	INDUSTRIAL PUMP MISC ITEMS	14.21	Open	Non	11/19	630-53441-218
Total MENARDS - APPLETON EAST (319):			14.21				
MODERN DAIRY INC (268):							
270705	Invoi	POPCORN FOR STAFF FRIDAYS	38.15	Open	Non	11/19	101-55300-218
Total MODERN DAIRY INC (268):			38.15				
ROBLEE, JEFF (5083):							
101519	Invoi	JETS REF 10/15	90.00	Open	Non	10/19	101-55460-111
Total ROBLEE, JEFF (5083):			90.00				
SPEEDY CLEAN DRAIN & SEWER (122):							
68975	Invoi	TELEVISE 300 FEET OF MAIN LINE	1,060.00	Open	Non	10/19	610-51016-204
Total SPEEDY CLEAN DRAIN & SEWER (122):			1,060.00				

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
SUN LIFE FINANCIAL (4312)							
232004-DEC 2019	Invoi	DEC STD	282.00	Open	Non	11/19	101-21365
Total SUN LIFE FINANCIAL (4312):							
			282.00				
TIME WARNER CABLE (89)							
11/19 66256890150	Invoi	NOVEMBER/DECEMBER SERVICE	11.75	Open	Non	11/19	101-52200-208
11/19 71538770140	Invoi	NOVEMBER/DECEMBER SERVICE	577.50	Open	Non	11/19	101-53310-203
Total TIME WARNER CABLE (89):							
			589.25				
VAN ZEELAND NURSERY (388)							
1017201909	Invoi	LIONS CLUB DONATION/LIBRARY TREE	299.19	Open	Non	10/19	101-55440-215
Total VAN ZEELAND NURSERY (388):							
			299.19				
VERIZON WIRELESS (3606)							
9841593328	Invoi	OCTOBER/NOVEMBER SERVICE	48.00	Open	Non	11/19	101-52200-203
Total VERIZON WIRELESS (3606):							
			48.00				
VILLAGE OF LITTLE CHUTE (1404)							
19-0034	Invoi	REFUSE POLYCARTS	333.84	Open	Non	11/19	620-53924-249
NOVEMBER 2019	Invoi	3609 FREEDOM RD	8.25	Open	Non	11/19	630-53441-249
NOVEMBER 2019	Invoi	721 W ELM DR	17.95	Open	Non	11/19	208-52900-249
NOVEMBER 2019	Invoi	1401 E ELM DR	920.33	Open	Non	11/19	101-53310-249
NOVEMBER 2019	Invoi	206 KAREN DR	16.39	Open	Non	11/19	416-57600-300
NOVEMBER 2019	Invoi	200 KAREN DR	8.25	Open	Non	11/19	416-57600-300
NOVEMBER 2019	Invoi	#3 WELL WASHINGTON ST	15.68	Open	Non	11/19	620-53624-249
NOVEMBER 2019	Invoi	DOYLE PARK WELL #1	11.79	Open	Non	11/19	620-53624-249
NOVEMBER 2019	Invoi	PUMP STATION JEFFERSON ST	29.59	Open	Non	11/19	620-53624-249
NOVEMBER 2019	Invoi	DOYLE PARK - LOW FLOW	10.97	Open	Non	11/19	204-55420-249
NOVEMBER 2019	Invoi	DOYLE PARK POOL/RESTROOMS	312.03	Open	Non	11/19	101-55200-249
NOVEMBER 2019	Invoi	DOYLE PARK POOL/RESTROOMS	312.03	Open	Non	11/19	204-55420-249
NOVEMBER 2019	Invoi	DOYLE SHELTER	10.97	Open	Non	11/19	101-55200-249
NOVEMBER 2019	Invoi	HEESAKKER PARK RESTROOM	56.99	Open	Non	11/19	101-55200-249
NOVEMBER 2019	Invoi	HEESAKKER PARK-BUBBLER	11.09	Open	Non	11/19	101-55200-249
NOVEMBER 2019	Invoi	VAN LIESHOUT PARK CONCESSION	10.97	Open	Non	11/19	101-55200-249
NOVEMBER 2019	Invoi	VAN LIESHOUT PARK	167.24	Open	Non	11/19	101-55200-249
NOVEMBER 2019	Invoi	LEGION PARK RESTROOMS	440.07	Open	Non	11/19	101-55200-249
NOVEMBER 2019	Invoi	LEGION PARK SPRINKLER	34.48	Open	Non	11/19	101-55200-249
NOVEMBER 2019	Invoi	HERITAGE PARK	13.79	Open	Non	11/19	101-55200-249
NOVEMBER 2019	Invoi	DOYLE PARK DPI RESTROOMS	85.35	Open	Non	11/19	101-55200-249
NOVEMBER 2019	Invoi	CIVIC CENTER	270.64	Open	Non	11/19	206-55110-249
NOVEMBER 2019	Invoi	VILLAGE HALL	136.48	Open	Non	11/19	101-51650-249
NOVEMBER 2019	Invoi	GB & MISS CANAL CO	4.95	Open	Non	11/19	101-51780-249
NOVEMBER 2019	Invoi	SAFETY CENTER	297.13	Open	Non	11/19	207-52120-249
NOVEMBER 2019	Invoi	SAFETY CENTER	74.28	Open	Non	11/19	101-52250-249
Total VILLAGE OF LITTLE CHUTE (1404):							
			3,611.53				
WE ENERGIES (2788)							
4494800612 11/19	Invoi	721 W ELM DR	24.54	Open	Non	11/19	208-52900-249
4494800612 11/19	Invoi	1401 E ELM DR	349.82	Open	Non	11/19	101-53310-249
4494800612 11/19	Invoi	CROSSWINDS LED STREET LIGHTS	97.25	Open	Non	11/19	101-53300-249
4494800612 11/19	Invoi	108 W MAIN ST	276.26	Open	Non	11/19	101-51650-249
4494800612 11/19	Invoi	PUMP STATION @ EVERGREEN & FRENCH	287.64	Open	Non	11/19	620-53624-249

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
4494800612 11/19	Invoi	STREET LIGHTS	1,115.99	Open	Non	11/19	101-53300-249
4494800612 11/19	Invoi	LC WELL #4 PUMPHOUSE (625 E EVERGREEN)	30.68	Open	Non	11/19	620-53624-249
4494800612 11/19	Invoi	CIVIC CENTER (630 MONROE ST)	242.91	Open	Non	11/19	206-55110-249
4494800612 11/19	Invoi	PLANT #2 (1118 JEFFERSON ST)	28.62	Open	Non	11/19	620-53624-249
4494800612 11/19	Invoi	PLANT #1 (100 WILSON ST)	10.23	Open	Non	11/19	620-53624-249
4494800612 11/19	Invoi	920 WASHINGTON ST	11.25	Open	Non	11/19	620-53624-249
4494800612 11/19	Invoi	200 E MCKINLEY ST-FIRE DEPT	26.44	Open	Non	11/19	101-52250-249
4494800612 11/19	Invoi	200 E MCKINLEY-FVMPD	39.66	Open	Non	11/19	207-52120-249
4494800612 11/19	Invoi	DOYLE POOL	10.23	Open	Non	11/19	204-55420-249
Total WE ENERGIES (2788):			<u>2,551.52</u>				
Grand Totals:			<u>50,951.64</u>				

Report GL Period Summary

Vendor number hash: 55493
 Vendor number hash - split: 162654
 Total number of invoices: 23
 Total number of transactions: 102

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	50,951.64	50,951.64
Grand Totals:	50,951.64	50,951.64

Invoice	Type	Description	Total Cost	Terms	1099	Period	GL Account
ASHWAUBENON DANCE TEAM (4326)							
OCT 2019-1	Invoi	BALANCE DUE FOR CSTARS CLOTHING ORDER	50.00	Open	Non	11/19	101-55300-218
Total ASHWAUBENON DANCE TEAM (4326):			50.00				
Grand Totals:			50.00				

Report GL Period Summary

Vendor number hash: 4326
 Vendor number hash - split: 4326
 Total number of invoices: 1
 Total number of transactions: 1

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	50.00	50.00
Grand Totals:	50.00	50.00

ELECTION INSPECTOR REAPPOINTMENTS FOR 2020

Last Name	First Name
Arts	Nancy, 10001
Cook	Jan, 10042
DeBruin	Diane, 10030
DeBruin	Cynthia, 10028
Dorn	Melba
Eiting	Helen, 10003
Elrick	Jenny, 10040
Fleming	Barbara, 10004
Hank	Linda, 10031
Hatton	Linda, 10046
Haupt	Kathy, 10034
Hermsen	Debbie, 10006
Hieptas	Rose, 10036
Hietpas	Ellen, 10008
Hiller	Sharon
Holtz	Joyce. 10032
Janssen	Virgie, 10009
Lamers	Rose, 10038
Le Brec	Mutz, 10011
Lueders	Karen
McKay	Terry/Richard, 10012
McKay	Gail, 10002
Mollen	Rita, 10014
Mollen	Barb, 10045
Mulry	Karen
Ourada	Mary, 10035
Rutten	Judy
Schwamb	Janie (Andriana)
Seeman	Patti, 10018
Van Asten	Marge, 10019
Van Lith	Dorothy, 10022
Van Lith	Gerty, 10039
Van Lith 10022	Dot
Vander Heyden	Jan, 10023
Vander Loop	Barbara, 10024
Verbruggen	Robin
Weigman	Mary, 10026
Whalley	Sue, 10027

**VILLAGE OF LITTLE CHUTE
OUTAGAMIE COUNTY
Legal Notice**

NOTICE IS HEREBY GIVEN that the following new Liquor License application is on file in the office of the Village Clerk for the licensing period of December 5, 2019 to June 30, 2020. Said application will be presented to the Board of Trustees for approval at their Regular Board meeting on December 4, 2019.

CLASS "A" FERMENTED MALT BEVERAGE LICENSE

Cherries & Berries LLC
801 Fullview Dr., Appleton
Agent: Lana Granger

Cherryland's Best
801 Fullview Dr., Appleton

Publish: November 20, 2019

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 33, SERIES OF 2019

**A RESOLUTION AMENDING RESOLUTION NO. 1, SERIES OF 2001 REGARDING
THE POLLING SITES FOR ALL ELECTIONS HELD IN THE VILLAGE OF
LITTLE CHUTE**

WHEREAS, the Village of Little Chute, Outagamie County, Wisconsin has been required by Wisconsin Statutes, Section 5.18(3) establishing polling places; and

WHEREAS, Wisconsin Statutes provides that no later than 30 days before an election the governing body of any municipality may, by resolution, establish a polling site replacing an old site; and

WHEREAS, Wisconsin Statutes states that polling places shall be established for each primary and general election at least 60 days before the election, and for each other election at least 30 days before the election.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Little Chute that the voting sites be established as follows: Wards 2, 6, 7, 8, 12, 13 will be held at the Little Chute Village Hall located at 108 West Main Street in the Community Room. Wards 3, 9, 10, 11, 15 will be held at 625 Grand Avenue in Room N1/N2 of the Library/Civic Center. Wards 1, 4, 5, 14 will be held at 625 Grand Avenue in Room S2/S3 of the Library/Civic Center.

This resolution shall remain in effect until modified or rescinded, or until a new division is made following the next census.

Introduced, approved and adopted: December 4, 2019

VILLAGE OF LITTLE CHUTE

By:

Michael Vanden Berg, Village President

Attest: _____
Laurie Decker, Village Clerk

 Fox Valley Metro Police Department	Title: Community Service Officers (CSO)			
Policy Source: Chief of Police	Issued: 10/22/2019	Reviewed: 10/24/2019	Revised: N/A	Pages: 6
Special Instructions: None				

I. PURPOSE

The purpose of this policy is to establish the duties and scope of authority of Community Service Officers (CSO).

II. POLICY

It is the policy of the Fox Valley Metro Police Department to support the operational mission of the organization by employing a cadre of non-sworn Community Service Officers whose role is to provide services not requiring the authority or powers of a sworn police officer.

III. DEFINITIONS

Community Service Officer (CSO). A non-sworn member of the department who does not have arrest powers under Wis. § 175.40 and/or 968.07 but may have the authority to issue municipal citations per village ordinance.

Community Service Officer Coordinator (CSOC). A sworn officer designated by the Chief of Police to oversee the operations of the CSO program. Typically, the CSOC will be of a supervisory rank and preferably a lieutenant assigned to the patrol division.

IV. PROCEDURE

A. Community Service Officer (CSO) Program Goals

1. The CSO Program is designed to match college students pursuing a career in law enforcement or criminal justice with an employment opportunity that introduces them to profession.
2. The CSO Program enables the Fox Valley Metro Police Department to

satisfy many operational demands not requiring a sworn police officer in a cost-effective manner.

3. The CSO Program enables the department to evaluate prospective candidates for fulltime employment as police officers by affording them an employment opportunity that parallels, in many ways, the job duties and responsibilities of a sworn officer.

B. Employment Requirements (Preferred)

1. To be eligible for appointment, candidates for the position of Community Service Officer must satisfy the following requirements:
 - a. Be at least 18 years of age;
 - b. Possess a valid Wisconsin driver's license;
 - c. No felony convictions or other misdemeanor convictions that may conflict with the duties of this position.
 - d. Possess a high school diploma or General Educational Development (GED) Certificate;
 - e. Be enrolled in post-high school education in a field related to Criminal Justice; and
 - f. Maintain fulltime student status.

NOTE: The Chief of Police has the discretion to hire non-criminal justice students and other persons who meet the other qualifications for this position.

2. The selection process for CSO will be determined by the Chief of Police.
3. Upon appointment, A CSO must maintain good standing and fulltime status as a student in their post-high school education program.

C. Employment Status

1. Community Service Officers are part-time, limited term, non-sworn employees.
2. The term of employment for a CSO who is a student corresponds to their continued status as a fulltime student in a post-high school, Criminal Justice related education program and/or attendance in the Preparatory Law Enforcement Officer Training Academy.
3. Community Service Officers who are students must submit proof of course registration at the beginning of each semester and grade transcripts at the conclusion of each semester to continue their employment with the department.
4. Employment as a student CSO may cease six (6) months after graduation from the post-high school education program. Additionally,

employment may cease if a determination is made the employee is no longer enrolled as a fulltime student.

5. Employment as a CSO (student or non-student) is subject to termination by the Fox Valley Metro Police Department, at will, with or without cause and with or without notice, at any time.

D. Community Service Officer Authority

1. Community Service Officers are non-sworn personnel and do **not** possess the arrest authority conferred upon sworn police officers.
2. Community Service Officers do possess limited authority to issue parking citations and municipal summonses for violations of **ordinances of the Villages of Little Chute and Kimberly, WI. code of Ordinances, as outlined in this policy.** This authority is delegated to Community Service Officers pursuant to Wis. § 66.0113(2)(a), and **Villages of Little Chute and Kimberly, WI. code of Ordinances.**
3. Community Service Officers will issue citations for only those **ordinance violations as directed by the Chief of Police or his/her designee.**
4. In exercising the authority granted in Section 2, above, Community Service Officers may not seize any person.
5. The authority to issue parking citations and municipal summonses extends to violations of the code of ordinances for both villages. However, focus will be given to the below listed village ordinances. If a CSO wishes to issue a citation for a violation not covered by the below listed ordinances, then they shall get supervisory approval prior to the issuance of the citation.

NOTE: If just a chapter or section title is listed, then authority extends to the entire content of that chapter or section. If specific sections are listed, then authority only extends to those specific sections.

VILLAGE OF LITTLE CHUTE:

- a. Chapter 6, Animals
- b. Chapter 18, Fire Prevention and Protection
 1. 18-27, Open Burning
- c. Chapter 26

1. Article III, Parking Regulations.
2. Article IX, Abandoned and Junked Vehicles
- d. Chapter 28, Nuisances
 1. 28-31, Noxious Weeds
 2. 28-33, Peace and Safety
 3. 28-87, Length of Lawns
- e. Chapter 30, Offenses
 1. 30-24, Fireworks
 2. Sec. 30-62, Theft of library material.
 3. 30-67, Storage of Junk
- f. Chapter 32, Park Regulations
- g. Chapter 38, Solid Waste
 1. 38-26, Approved Waste Containers
 2. 38-27, Collection of Refuse
 3. Article III, Prohibited Conduct
- h. Chapter 40, Streets, Sidewalks and Other Public Places
 1. 40-1, Street Obstruction Permit
 2. 40-4, Raking Leaves into Streets
 3. 40-5, Unlawful Dumping on Streets
 4. 40-6, Street Numbers
 5. 40-65, Snow and Ice Removal
 6. 40-66, Terrace Area
- i. Chapter 44, Zoning
 1. 44-191, Storage and Parking of recreational Vehicles, Automobiles and Utility Trailers
 2. 44-192, Storage of Trucks, Tractors and Road Machinery
 3. 44-217, Prohibited Signs
 4. 44-221, Specific Requirements
 5. 44-392, Outside Storage of Firewood
 6. 44-393, Outside Storage
 7. 44-395, Swimming Pools

VILLAGE OF KIMBERLY:

- a. Chapter 180, Animals
- b. Chapter 202, Brush, Grass and Weeds
- c. Chapter 270, Fires and Fire Prevention
 - 1. 270-8, Outdoor and Refuse Burning
- d. Chapter 273, Fireworks
- e. Chapter 364, Nuisances,
 - 1. 364-8, Public Nuisances Affecting Peace and Safety.
- f. Chapter 372, Parks and Recreation
- g. Chapter 377, Peace and Good Order
 - 1. 377-7 Sale and Discharge of Fireworks Restricted
 - 2. 377-19, Abandoned Refrigerators
 - 3. 377-21, Storage of Junk
 - 4. 377-23, Theft of Library Material
- h. Chapter 385, Property Maintenance
- i. Chapter 418, Solid Waste
- j. Chapter 430, Streets and Sidewalks
 - 1. 430-8, Obstructions and Encroachments
 - 2. 430-9, Street Privilege Permit
 - 3. 430-10, Snow and Ice Removal
 - 4. 430-11, Terrace Areas
 - 5. 430-16, Raking Leaves into Streets
 - 6. 430-17, Unlawful Dumping on Streets
 - 7. 430-18, Street Numbers
- k. Chapter 459, Abandoned Vehicles
- l. Chapter 463, Vehicles and Traffic
 - 1. Article III, Parking Regulations.

m. Chapter 525, Zoning

1. 525-66, Storage and Parking of Recreational Vehicles
2. 525-67, Storage of Trucks, Tractors, Road Machinery and Trailers
3. 525-71, Signs Excepted
4. 525-72, Signs Permitted
5. 525-73, Prohibited Signs
6. 525-94, Outside Storage of Firewood
7. 525-95, Outside Storage
8. 525-97, Swimming Pools

6. In exercising the authority to issue parking citations and municipal summonses, Community Service Officers should be guided by the *Law Enforcement Authority and Discretion* policy- particularly Section G; Application of Professional Discretion.
7. In operating a department vehicle outfitted with emergency equipment, Community Service Officers may **not** engage in emergency driving, but may utilize emergency lighting to stop, stand or park irrespective of parking regulations. In exercising this privilege, Community Service Officers must employ due regard under the circumstances for the safety of all persons.

E. Training

1. All Community Service Officers will receive initial and ongoing training related to their authorized and assigned duties.
2. Initial training will include:
 - a. An orientation that familiarizes Community Service Officers with their role, responsibilities, and rights as an employee of the Village of Little Chute.
 - b. A meeting with the Administrative Manager or his/her designee regarding Village/Department policy and employment benefits.
3. Position specific training will include:
 - a. A meeting with the Community Service Officer Program coordinator, during which the employee will review the *Community Service Officer* policy, other relevant policies, and general issues related to the position.

- b. Providing the Community Service Officer with a training manual, consisting of task sheets to guide field training.
 - c. Assignment to a multi-week training program with various Community Service Officers designated as field training officers.
4. The field training program for Community Service Officers will generally be 80 hours in length, but is dependent on the progress of the trainee and the completion of all required training task sheets.
 - a. During the last three training shifts, a plainclothes Community Service Officer will ride with the trainee to evaluate his or her progress and determine whether the trainee is ready for solo patrol.
 - b. The lieutenant overseeing the Community Service Officer Program will monitor the trainee's progress and make the final decision regarding readiness for solo patrol.
5. Ongoing training will be provided to Community Service Officers based upon needs identified by the lieutenant responsible for the program.
6. All training records created for a Community Service Officer will be retained in the employee's personnel file.

F. Uniforms and Equipment

1. The Community Service Officer uniform will distinguish the employee from a sworn police officer. Only authorized uniform garments and duty equipment may be worn.
2. All Community Service Officer uniform shirts, jackets and hats will be provided by the department. Pants and footgear will be the responsibility of the individual employee.
3. Specific details regarding the uniform, including appearance and care requirements, are outlined in the *Uniforms, Equipment* policy.
4. Community Service Officers will be issued OC and bite sticks (collapsible batons).
 - a. These devices are issued solely for self-defense against an animal attack.
 - b. Community Service Officers will receive training in the proper use of this equipment prior to being permitted to carry the equipment.

G. Duties and Responsibilities

1. The following list comprises the primary duties of Community Service Officers

Officers. It is not intended to be all inclusive. Additional duties may be assigned if they are consistent with scope and authority associated with the Community Service Officer Program.

- a. Direct vehicle and pedestrian traffic.
- b. Assist motorists with disabled vehicles.
- c. Enforce parking regulations.
- d. Investigate animal complaints.
- e. Assist at crime, fire, and accident scenes.
- f. Investigate lost and found property complaints.
- g. Assist with crime prevention efforts.
- h. Conduct home/property vacation checks.
- i. Investigate abandoned vehicle complaints.
- j. Investigate motor vehicle accidents as outlined in the *Vehicle Accident Investigation* policy.
- k. Respond to vehicle lockouts
- l. Mail and property deliveries
- m. Fleet maintenance
- n. Attend special events/community programs/meetings

2. Community Service Officers may take minor theft reports, gas drive-offs, and vandalism complaints, only under the following conditions:
 - a. The loss/damage is valued at \$500.00 or less.
 - b. There are no known suspects or apparent solvability factors.
3. Notwithstanding Section 2, above, Community Service Officers are not permitted to investigate the following:
 - a. Theft of currency or credit/debit cards.
 - b. Thefts involving financial transactions, other than theft of gasoline.
 - c. Identity thefts or thefts of other personal or confidential documents.
 - d. Thefts from a retail merchant other than the theft of gasoline.
 - e. Any damage to a structure which resulted from an attempt to enter the structure.

H. Scheduling Requirements

1. Community Service Officers shall submit their monthly schedule availability to the program coordinator by the 15th of each month.
2. Community Service Officers' scheduled hours shall not exceed the maximum allotted annual hours.

3. Community Service Officers shall consider the Village of Little Chute /Fox Valley Metro Police Department their primary employer as outlined in the *Secondary Employment* policy.

10/ 22/2019

Date:

Daniel M. Meister
Chief of Police

COMMUNITY SERVICE OFFICER (CSO)

FOX VALLEY METRO POLICE DEPARTMENT



POSITION TITLE	Community Service Officer (CSO)	MANAGEMENT/SUPERVISORY POSITION	No
DEPARTMENT	Police (FVMPD)	FULL OR PART-TIME	Part-time
REPORTS TO	CSO Coordinator	FLSA STATUS	Non-Exempt
DATE CREATED	11/11/2019	DATE REVIEWED/UPDATED	11/11/2019

NATURE OF WORK

This is an entry level, non-sworn civilian position responsible for assisting other staff in the performance of para-professional tasks in the Police Department. Work involves directing traffic, writing reports, conducting security checks on parks/village buildings, and impounding stray animals. Work is performed under the regular supervision of the on-duty supervisor or Police Officer. Reports to the Community Service Officer Coordinator.

Community Service Officers (CSO's) are expected to perform their duties with regard to the Department's mission. CSO's are expected to conduct themselves with our guiding principles of ***Compassion, Integrity and Professionalism*** in mind.

JOB FUNCTIONS

ESSENTIAL JOB DUTIES, RESPONSIBILITES AND ABILITIES

This section does not list all of the duties performed in the positions of a particular class and usually, with the exception of single position classes, no single position will include all duties listed.

1. Adhere to department policies and procedures.
2. Obey the lawful orders of the Chief of Police, Command Staff COS Coordinator and any Officer in Charge (OIC).
3. Issues warning notices and citations for animal, parking or other local ordinance violations.
4. Patrols parks to insure buildings are secured and parks are vacated at closing time.
5. Directs traffic and assists with crowd control at accidents, fire scenes, parades, special events, disaster scenes and other times under the direction of a Police Officer.
6. Picks up and impounds unattended, stray, sick or improperly cared for animals and takes enforcement actions.
7. Assists stranded/stalled motorists.
8. Responds to and makes reports on incidents that do not need immediate investigation or follow-up.
9. Facilitates the exchange of information between parties at non-reportable vehicle accidents.
10. Takes initial reports of graffiti including photographing, documenting and ensuring necessary follow-up.
11. Assists with fleet maintenance

PERIPHERAL JOB DUTIES AND FUNCTION

- Answers telephones, assists customers and performs other clerical duties at the police department
- Performs mail runs and property deliveries/pickups.
- Any other duties as assigned by the Chief of Police.

PREFERRED EDUCATIONAL REQUIREMENTS

Graduation from an accredited high school or GED. Currently enrolled in a post high school accredited degree program with a focus on law enforcement/criminal justice. **Must maintain an active enrollment status** and have a minimum of 1 year of schooling remaining. Must maintain passing grades and be in good standing with the educational institution.

NOTE: CSO positions may be filled with retired/inactive law enforcement personnel or other persons who meet the other requirements of the job position.

LICENSURE REQUIREMENTS

- Must have a valid, Wisconsin operator's license.

LEGAL REQUIREMENTS

- Be at least 18 years of age;
- U.S. Citizen
- Possess a valid Wisconsin driver's license;
- No felony convictions or other misdemeanor convictions that may conflict with the duties of this position. Any convictions will be reviewed based on their particular circumstances to determine if the offense may be related to the duties of this position.

PHYSICAL REQUIREMENTS

1. Be able to lift items weighing up to 50 lbs.
2. 20/20 vision (corrected or uncorrected). Color Vision (Ishihara 14-plate): \approx Candidates who fail the Ishihara and pass the Farnsworth D-15 are acceptable. \approx Candidates who fail the Ishihara AND the Farnsworth D-15 are not acceptable. *The use of x-chrom(e) lenses is prohibited. (These are the lenses that correct color vision.) - Fields of Vision of at least 85 degrees in the horizontal meridian in each eye.
3. Hearing. Hearing in best aided ear is greater than 25 dB in three of four speech frequencies (500, 1000, or 2000 and 300 Hertz)
4. Stand on feet for lengthy periods of times
5. Sit for lengthy periods of time.
6. Work in an outdoor climate under a variety of weather conditions.
7. Operate the required, issued equipment in a safe and effective manner.
8. Hold up arms/hands and/or portable traffic signs for short, but repetitive periods of time for the purpose of directing traffic.

INTELECTUAL REQUIREMENTS

Requires some experience in dealing with the public. This position also requires the following knowledge, skills and abilities:

1. Ability to use a personal computer system and department software systems.
2. Ability to use police radio equipment and other communications equipment.
3. Knowledge of the precautions necessary to work safely in and around vehicular traffic.
4. Ability to read and understand street maps and directions.
5. Ability to understand and carry out oral and/or written instructions.
6. Ability to maintain effective, professional relationships with other employees and the public and to deal with the public in a courteous and tactful manner.
7. Ability to gather information and complete reports.

WORKING ENVIRONMENT AND CONDITIONS

The FVMPD operates in a quasi-military manner in that it has a chain-of-command, rank structure and rules and polices. Subordinates are required to follow the legal orders of their supervisors and command staff.

The CSO must be able to respond to calls for service, conduct investigations and enforce the law under a wide variety of conditions and different environments. CSO's cannot always choose the location or situation under which they may have to perform their job duties.

- Ability to work in a variety of indoor and outdoor climates.
- Ability to work in a variety of weather climates
- Ability to work long hours without regular breaks
- Ability to work different shifts / hours
- Ability to work in stressful situations.
- Ability to work in loud situations
- Ability to work as an individual or in a team environment
- Ability to take direction, follow orders.

OTHER RELATED DOCUMENTS

- Village of Little Chute Employee Handbook
- FVMPD Policies and Procedures Manual

REASONABLE ACCOMMODATIONS

Consistent with the Americans with Disabilities Act (ADA) and Wisconsin's Fair Employment Law, it is the policy of the Fox Valley Metro Police Department and the village of Little Chute to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship on the employer. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact the Chief of Police or a FVMPD supervisor

DMM 11/11/2019.

VILLAGE OF LITTLE CHUTE

JOSEPH REIS ANNEXATION ORDINANCE

ORDINANCE NO. 10, SERIES OF 2019

AN ANNEXATION ORDINANCE ADOPTED BY THE VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF LITTLE CHUTE BY UNANIMOUS APPROVAL PURSUANT TO SECTION 66.0217 (2) OF THE WISCONSIN STATUTES, ANNEXING TERRITORY FROM THE TOWN OF GRAND CHUTE WHERE NO ELECTORS RESIDE IN THE TERRITORY.

WHEREAS, a Petition for Direct Annexation (Outagamie County) has been presented to the Village of Little Chute under statutory authority 66.0217(2), Wisconsin Statutes as amended; and,

WHEREAS, the petition was signed by all owners of the property within the proposed area for annexation; and,

WHEREAS, said Petition for Annexation contains a legal description of the territory proposed to be annexed sufficiently accurate to determine its location, designates the area to be annexed to the Village of Little Chute and designates the area as being proposed to be detached from the Town of Grand Chute as located in Outagamie County; and,

WHEREAS, the Village of Little Chute Plan Commission has reviewed and recommended in favor of the proposed annexation; and,

WHEREAS, the Village of Little Chute Board of Trustees has determined that the proposed annexation is in the best interests of the Village of Little Chute and the owners of real estate in the proposed annexation area; and,

WHEREAS, the Wisconsin Department of Administration has reviewed annexation petition #14266 and,

WHEREAS, the Village Board has reviewed advice received from the Wisconsin Department of Administration; and,

WHEREAS, an Annexation Ordinance of the proposed territory by the Village of Little Chute requires a two-thirds vote of the governing body (Board of Trustees) of the Village of Little Chute;

NOW THEREFORE BE IT ORDAINED by the Village Board of Trustees of the Village of Little Chute as located in Outagamie County, State of Wisconsin as follows:

1. That the real estate described as: Commencing at the Northwest corner of Section 17 T21N R18E, East 40 feet to the East line of French Road and the Point of Beginning, Thence North along the East line of French Road 262 feet, Thence East 299.50 feet, Thence North 131 feet, Thence West **299.52** feet to the East line of French Road, Thence North along the East line of French Road 131 feet, Thence East 299.52 feet, Thence North 128.5 feet, Thence West **299.52** feet to the East line of French Road, Thence North along the East line of French Road 7.67 feet, Thence East 1307.97 feet, Thence South 629.25 feet to the North line of Evergreen Drive, Thence South 33 feet to the North line of Section 17 T21N R18E, Thence West along the North line of said Section 17 1305.49 feet to the Point of Beginning. Described area containing 17.96 Acres M/L. Described area being part the Southwest quarter of the Southwest quarter of Section 8 T21N R18E, which is the same real estate as set forth in the Annexation Petition, be hereby annexed to the Village of Little Chute as located in Outagamie County, State of Wisconsin.
2. The territory is annexed to the Village for zoning purposes as follows: CH – Commercial Highway District,
3. The territory is annexed to the Village for voting purposes is designated and attached to WARD 2,
4. A scale map of the area, showing the boundaries of annexation territory and its relationship to the boundaries of the Village of Little Chute, is hereby adopted by reference.
5. The current population of the territory being annexed is zero (0) persons, determined in accordance with the definition under Section 66.0217(3), Wisconsin Statutes.

6. This Annexation Ordinance shall be effective upon its enactment by a two-thirds vote of the Village Board of Trustees of the Village of Little Chute.

7. The Village Clerk of the Village of Little Chute shall file with the Wisconsin Secretary of State a certified copy of this Annexation Ordinance and with each company providing utility services in the area annexed. One original copy of this Annexation Ordinance shall be provided to the Outagamie County Register of Deeds for recording/filing purposes, and one certified copy shall be filed with the Clerk of each affected school district and township.

8. The Parcel numbers are: 101165000, 101164900, 10164901, 101164902, 101164903.

9. The Finance Director of the Village shall pay to the Town Clerk the amount of \$5,378.35 which represents total reimbursement of town portion of the property tax of the area annexed over a five year period based upon the 2018 levy.

Date introduced: _____, 2019

Approved and adopted: _____, 2019

VILLAGE OF LITTLE CHUTE

By: _____

Michael Vanden Berg, Village President

Attest: _____

Laurie Decker, Village Clerk

NUMBER VOTED FOR: _____
NUMBER VOTED AGAINST: _____

State of Wisconsin)
) ss
Outagamie County)

Personally appeared before me on the _____ day of _____, 2016 the above named officers, to me known to be the persons who executed the foregoing instrument and acknowledge the same.

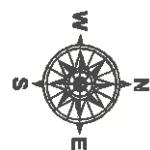
Notary Public, State of Wisconsin

My Commission expires: _____



Village of Little Chute
Joseph Reis
Annexation

Annexation
Parcel
Municipality Boundary
PLSS Section Boundary



1 inch = 150 feet
150 Feet
REC. 2019

City of Appleton

N FRENCH RD

7.67'

Village of
Little Chute

299.52'

128.5'

131'

299.52'

131'

299.50'

17.96 AC

T21R18S7

7.67'
7.21 R.R. 50'

131' 40'
1307.97'

1,305.49'

W EVERGREEN DR

33'

P.O.B.

T21R18S18

Village of
Little Chute



TONY EVERES
GOVERNOR
JOEL BRENNAN
SECRETARY
Municipal Boundary Review
PO Box 1645, Madison WI 53701
Voice (608) 264-6102 Fax (608) 264-6104
Email: wimunicipalboundaryreview@wi.gov
Web: <http://doa.wi.gov/municipalboundaryreview>

November 25, 2019

PETITION FILE NO. 14266

LAURIE DECKER, CLERK
VILLAGE OF LITTLE CHUTE
108 W MAIN ST
LITTLE CHUTE, WI 54140-1750

ANGIE CAIN, CLERK
TOWN OF GRAND CHUTE
1900 GRAND CHUTE BLVD
GRAND CHUTE, WI 54913-9613

Subject: REIS ANNEXATION

The proposed annexation submitted to our office on November 04, 2019 and subsequently revised has been reviewed and found to be in the public interest. In determining whether an annexation is in the public interest, s. 66.0217 (6), Wis. Stats. requires the Department to examine "[t]he shape of the proposed annexation and the homogeneity of the territory with the annexing village or city...." so as, to ensure the resulting boundaries are rational and compact. The statute also requires the Department to consider whether the annexing city or village can provide needed municipal services to the territory. The subject petition is for territory that is reasonably shaped and contiguous to the Village of Little Chute, which is able to provide needed municipal services.

Note: Several of the distances shown on the scale map do not match those shown in the legal description; neither the map nor the description close. The map and description should be revised to agree and close.

The Department reminds clerks of annexing municipalities of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

"The clerk of a city or village which has annexed shall file immediately with the secretary of administration a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

State and federal aids based on population and equalized value may be significantly affected through failure to file with the Department of Administration. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please include your MBR number 14266 with your ordinance.** Ordinance filing checklist available at <http://mds.wi.gov/>, click on "Help on How to Submit Municipal Records". Email scanned copy of required materials (color scan maps with color) to mds@wi.gov or mail to: Wisconsin Department of Administration, Municipal Boundary Review, PO Box 1645, Madison WI 53701-1645.

The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2340>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

A handwritten signature in black ink, appearing to read "Erich Schmidtke".

Erich Schmidtke, Municipal Boundary Review

cc: petitioner

JOSEPH REIS ANNEXATION

PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES WHERE NO ELECTORS RESIDE IN TERRITORY

We, the undersigned, constituting all the owners of real property in the following territory of the Town of Grand Chute, Outagamie County, Wisconsin, lying contiguous to the Village of Little Chute, petition the Village Board of the Village of Little Chute to annex the territory described below and shown on the attached scale map to the Village of Little Chute, Outagamie County, Wisconsin:

Described as: Commencing at the Northwest corner of Section 17 T21N R18E, East 40 feet to the East line of French Road and the Point of Beginning, Thence North along the East line of French Road 262 feet, Thence East 299.50 feet, Thence North 131 feet, Thence West 292.52 feet to the East line of French Road, Thence North along the East line of French Road 131 feet, Thence East 299.52 feet, Thence North 128.5 feet, Thence West 292.52 feet to the East line of French Road, Thence North along the East line of French Road 7.67 feet, Thence East 1307.97 feet, Thence South 629.25 feet to the North line of Evergreen Drive, Thence South 33 feet to the North line of Section 17 T21N R18E, Thence West along the North line of said Section 17 1305.49 feet to the Point of Beginning. Described area containing 17.96 Acres M/L. Described area being part the Southwest quarter of the Southwest quarter of Section 8 T21N R18E.

The current population of such territory is zero.

We, the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation or consolidation proceedings, if any.

*Check each that applies.

Signature of Petitioners Date of Signing Owner* Elector* Address

<u>Joseph K Reis</u>	<u>30 Sep 19</u>	<u>X</u>	<u>2107 N Richard St</u>
<u>Agnes Reis</u>	<u>11/15/19</u>	<u>X</u>	<u>Appleton 54911</u>
<u>Pat Hiltz</u>	<u>10/24/19</u>	<u>X</u>	<u>2429 W Main St</u>
<u>Pat Hiltz</u> behalf of B+H Properties		<u>X</u>	

MAP ON REVERSE SIDE OF PETITION

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Forestry Manual Update

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

REPORT DATE: November 27, 2019

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report: JPF
See additional comments attached: _____

EXPLANATION: The Village's Forestry manual has not been updated since 2008. This manual is referenced within ordinance as addressing many of our Forestry Department policies. I have provided the manual for your review. I have also highlighted a few of the most significant changes below.

1. If a private tree is extending over the village sidewalk (under 10 ft) or roadway (under 15 ft). The village will ask the homeowner to trim their tree to the standards of the ordinance. Village staff will not trim trees on private property.
2. Update the deadline for submitting a terrace tree application from August 15 to March 31 to allow staff more time to order trees and plant them in the season that is most appropriate for the tree species.
3. When a street is being reconstructed, the Forestry Department plants new trees in the terraces when the terrace is wide enough and when space is available.
4. Brush Pick Up – Our fee and process for charging for brush pick up has been updated to include an updated fee of \$150 per hour over 1 hour of work. We also will notify the resident before we begin work that we believe the brush pile is going to take longer than 1 hour and inform them that they may be charged. The previous fee was \$80/hour

ATTACHMENTS: Forestry Manual Updates

RECOMMENDATION: The manual is being presented for discussion only



FORESTRY DEPARTMENT MANUAL

ORGANIZATION: The Forestry Department is one of five operating departments administered by the Director of Parks, ~~& Recreation, and Forestry~~. The Director of Parks, ~~& Recreation, and Forestry~~ maintains an office at ~~the Municipal Services Building, Village Hall~~ located at ~~1940 Buchanan Street~~ ~~108 W Main Street~~, where a portion of the Director's time is utilized by urban forestry ~~transactions~~operations.

PERSONNEL: The Forestry Department is supervised by the Parks Foreman and is staffed by full-time and seasonal part-time employees. Employees who operate the chipper must be at least 18 years old.

FUNCTION: The general responsibility of the Forestry Department is to maintain trees located within the parkways, on the village streets, and within the acres of public parks, ~~and~~ recreational land, ~~and~~ public property.- This involves all phases of arborist work from planting to removal, etc.- To carry out these functions, certain guiding policies and procedures have been evolved-created and adopted. Through these policies, the Forestry Department will make every effort to produce maximum public service to the residents.

PURPOSE: The policy of the Village is to regulate and control the planting, transplanting, removal, maintenance, and protection of public trees and shrubs in the Village in order to eliminate and guard against dangerous conditions which may result in injury to persons using the streets, alleys, sidewalks, or other property of the Village. -It is also Village policy to promote and enhance the beauty and general welfare of the Village, and protect trees and shrubs located in the public areas from undesirable and unsafe planting, removal, treatment, and maintenance practices.

(Exceptions - public school sites are not included)

STREET TREE TRIM PLAN AND POLICY: To trim the most trees for the tax dollar, keep crew travel time to a minimum, and to establish an orderly way of trimming street trees for uniformity of appearance, a "Rotation Trim Schedule" was put into operation. -Currently, it requires 5 years to complete the trimming cycle.- The Village of Little Chute is divided into five sections for their different forestry programs.- Each year a forestry crew will trim one section. -With this trimming system, street trees are thoroughly trimmed for low hanging branches, ~~and~~ deadwood, and any other hazardous conditions.

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I. TRIMMING AND PRUNING (Page 4)

- A. Sanitation
- B. Traffic Clearance
- C. Light Clearance
- D. Tree Structure and Balance
- E. Storm Damage
- F. Line Clearance
- G. Transplanted Trees**
- GH. Private Property**

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II. PRUNING SPECIFICATIONS (Pages 4-6)

- A. Section Trimming
- B. Spot Trimming
- C. Priority Trimming

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III. TREE REMOVAL POLICY (Pages 67 & 78)

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- B. Location
- C. Safety Devices
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IV. PLANTING OF TREES (Page 8)

- A. Special Request Terrace Trees
- B. Existing Terrace Trees Damaged
- C. Deadline for Ordering Trees
- D. Planting of Trees When Streets Are Widen
- E. Unimproved Street Planting

V. TREE PLANTING STANDARDS (Pages 8-9&10)

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- B. Location
- C. Spacing
- D. Condition
- E. Parkway Width
- F. Additional Care
- G. Transplanted Trees
- H. Planting Depth

VI. VARIETY OF STREET TREES PLANTED (Page 10)

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VII. MAINTENANCE OF NEWLY PLANTED TREES (Pages 10 & 11)

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- B. Tree Wrapping**
- C. Tree Pruning**
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- B. Bridging, Tunneling, Drilling, Etc.
- C. Sidewalk, Driveway, and Curb & Gutter Removal
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- E. Tree Replacement
- F. Moving Of Buildings
- G. Open Spaces About Trees (Dumping; Damage)

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X. SAFETY PROCEDURES AND EQUIPMENT (Page 12 & 13)

- A. Safety Vests
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- A. Description of Wood Material
- B. Cutting and Bundling
- C. Curbside Placement
- D. Call-In Pickup Policy
- E. Pickup Time Limitations
- F. Privately Hired Tree Work

I. TRIMMING AND PRUNING

Only authorized personnel are allowed to trim or prune trees on Village property. -There should be a reason for every cut made in trimming operations. -If we cannot improve on the natural conditions, leave it be. -Following are reasons for pruning:

- A. Sanitation: Remove dead or diseased branches.
- B. Traffic Clearance: 10 feet minimum over sidewalks and at least 15 feet over streets.
- C. Light Clearance: Remove sufficient branchwood to allow adequate street lighting pattern on pavement.
- D. Tree Structure And-and Balance: Remove interfering branches and those that form weak crotches.- Trim for balance around tree to equalize wind resistance and weight.
- E. Storm Damage: The object is to save as much of the tree as possible, and reshape for future balance.
- F. Line Clearance: Kaukauna Utilities (766-5721) should be contacted for all trimming near overhead lines.
- G. Transplanted Trees: To insure rapid, vigorous growth in their new location, the top should be pruned back so that there is a favorable balance of root and canopy. The central trunk (or leader) should be left intact to build a high crown and the side branches should be shortened at least one half their length. Damaged branches should be trimmed off below the point of injury. Lower branches should be removed so as not to interfere with traffic in the future.
- G.H. Private Property: The Village Forester and authorized representatives may enter upon private premises at all reasonable times for the purpose of examining any tree or shrub located upon or over such premises. -If it is determined that it is necessary to trim, cut, or remove all of any portion of the tree or shrub, the Village Forester or authorized representative shall serve written notice to the property owner to take necessary action within ten days.- If such action is not taken within such ten days, the Village Forester or authorized representative shall take specific action to carry out the provisions stated on

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the "Notice of Order" form (copy attached) and charge the cost to the property owner.

II. PRUNING SPECIFICATIONS

All cuts are to be made sufficiently close to the ~~collar ring~~branch collar so that callus growth can readily start under normal conditions.

Any limb which may cause damage to the tree, wires or other property, or which may endanger the safety of workers or bystanders should be lowered to the ground by proper ropes. The characteristics of the work site is also involved when conditions below exist that need to be taken into consideration when lowering branches.

All girdling roots visible to the eye, where practicable, should be ~~treated as follows: Cutting of root at either end, notching of root in center with chisel, removal of root without injury to bark or parent stem removed with a clean cut.~~

Especially on thin bark species, just enough limbs are to be removed to obtain necessary results. Sucker growth, susceptibility to diseases, and sunscald result from too heavy trimming. No more than 1/3 of the canopy should be removed.

Climbing spurs are not to be used during trimming operations.

All wires are to be considered as "HOT". - Any branches that accidentally fall against or hang on wires are to be pulled off by Kaukauna Utilities.

Do not top trees except where absolutely necessary for safety reasons only. -Topping does not lessen the height of the tree unless repeated on a frequent basis, which weakens the tree. -Also, lateral branches that are forced to become the leader have less strength and resistance to wind and other stresses.

TRIMMING OPERATIONS

A. Section Trimming:

1. The Village is divided into 5 sections. -These trees will be trimmed in rotation on a 5-year cycle. All public trees are to be inspected and trimmed if needed.
2. Vehicle and pedestrian traffic must be fully warned of potential danger in the work areas.
3. Trees found to be in unsafe condition, and require major repair or surgery are to be reported.
4. Private citizens are to be treated with respect and courtesy at all times, regardless of conditions.
5. At the end of each working day, all limbs, branches, twigs, and debris shall be

cleaned up before leaving work area.

6. No equipment shall be left at the work site overnight.
7. Report all unusual situations or conditions.
8. The Director of Parks, Recreation, and Forestry shall have the authority to trim, prune, remove, or spray any part of a tree that extends over public property though the tree itself stands on private property, when necessary, ~~after notifying the owner or occupant with a door hanger, a flyer placed in a door, or a phone call prior to doing such work, of his/her intention to do such work. department staff will place a door hanger on the residents door informing them that they need to trim their private tree. Village staff will not perform work on private property when possible.~~

B. Spot Trimming:

1. Trim for special purpose: Safety, light clearance, traffic clearance, building clearance, house moving, and construction. -These are special assignments and should be handled as such.
2. Contact with adjoining property owner shall be made before or during work assignment. -Public relations are important.

C. Storm Calls - Priority Trimming: Consideration of safety to life and property is of ~~prime highest~~ importance.

- ◆ 1st Priority - calls involving people in danger.
- ◆ 2nd Priority - calls involving obstruction of major streets.
- ◆ 3rd Priority - calls involving obstruction of bus routes.
- ◆ 4th Priority - calls involving obstruction of local streets.
- ◆ 5th Priority - calls involving obstruction of sidewalks.
- ◆ 6th Priority - calls involving other public property.

1. Only authorized personnel will be used on storm calls.
2. No work will be performed on the site where electrical wires are down, damaged or broken.

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3. The proper utility company must be called if any wires are damaged or broken.
4. If damage has occurred to private property, report it to the proper authorities before leaving scene.
5. After dark calls require special caution, climbing to be held at a minimum and only when absolutely necessary.
6. Employees will be subject to call at any time for special assignments and/or emergency work.
7. Employees are called in ~~on a seniority basis in each classification based upon the departments call in roster.~~ -First on call will be the Parks Foreman.
8. All limbs, branches, twigs, wood, and other debris is to be neatly piled so that no interference with sidewalk, driveways, or gutter occurs. -Notice to adjoining property owner must be given, so that they know when job is to be completed.

III. TREE REMOVAL POLICY

- A. Reason For Removal: Trees located in the parkway (the area between sidewalk and curb or between street lanes), parks, and other public property may be removed only when they are dead, dying, dangerous, or ~~condemned because of Dutch Elm Disease and other diseases infected with a disease.~~ Trees may also be removed if they are causing structural damage to sidewalk, curb, gutter, or ~~infrastructure~~ as deemed necessary by the Director of Parks, & Recreation, and Forestry. -The cost of removal will then be born by the Village.

Property owners that have trees removed due to overhead utilities may apply for a new tree through the Village terrace tree planting program. If their terrace is ~~less than~~ four feet wide or less, the owner may plant the tree on their private property. The replacement tree must be planted on the property of which a tree was removed from. Replacement trees are only allowed to be planted in the front yard with the location to be approved by the Director of Parks, & Recreation, and Forestry. Trees planted on private property will not have a warranty and will not be maintained by the Village. Once the tree is planted it is the property of the property owner. -Trees to be planted in the terrace will be approved first.

To allow other safe but undesirable trees to be removed, a special written appeal shall be made to the Director of Parks, & Recreation, and Forestry. If the appeal is accepted, a qualified tree remover as contracted by the Director of Parks, & Recreation, and Forestry will remove the tree. -Such cost of removing the tree shall be born by the property owner requesting the appeal.

In areas where there is available parkway space for a tree, the Forestry Department

may plant a replacement tree. The type of tree shall be selected by the Director of Parks, & Recreation, and Forestry.

B. Location:

1. Check location and description of tree on work order before starting removal.
2. Check surrounding area for wires, cars, fence, toys, children, or other possible problems.

C. Safety Devices:

1. Any limb that cannot be controlled by hand while being cut off shall have a rope or ropes attached for controlled lowering. Guide for rope use: 1/2" rope to 325# safe load weight, 3/4" rope to 650# safe load weight, 1" rope to 1100# safe load weight, winch cable over 1100# safe load weight.
2. All traffic must be adequately warned and controlled during removal operations. 30" orange warning signs are used, and 28" orange cones are also used. Yellow amber lights on vehicles are used at night.
3. If both lanes of traffic are to be closed in the removal operations, the Police Department must be notified. The Fire Department and Valley Transit will be notified if the Parks Foreman or authorized personnel deems it necessary.
4. Climbing spurs are permitted during removal operations.

D. Clean Up:

1. Work site clean up shall be the same as the trimming operations.
2. Wood from the work site shall be transported to the Village 's yard waste site wood lot site.

IV. PLANTING OF TREES

A. Special Request Terrace Trees: Trees are to be planted by special request on Village terraces. -The property owner will be responsible for a co-pay per terrace tree, with the amount to be determined by the Village Board \$60/tree. -The limit on the number of arbitrary tree plantings will be set by budget each year. -A list will be made of property owners who would like a tree. -The trees will be planted in the fall or the spring or the season that is best suited for the tree species on a first-come, first-serve basis. -In the homeowner's application, he/she may specify a particular species of tree, but the final determination will be made by the Forestry Department to avoid dangerous and costly maintenance of trees, and to assure the "right tree" is planted for the future. -New terrace trees are guaranteed for one-year from planting date, provided it was given proper care (guarantee doesn't apply to vandalism, destruction by mechanical damage,

insects, rodents, neglect, or natural disasters).

B. Existing Terrace Trees Damaged: The cost of the replacement of dead or severely damaged trees (due to vandalism, destruction by mechanical damage, or vehicles) will be born by the individual who caused the destruction. -If a terrace tree dies for any other reason, and the one-year guarantee has expired, the property owner may submit a special request terrace tree application during the specified period.

C. Deadline For for Ordering Trees: The deadline for ordering trees for the yearly fall plantings is March 31—August 15. These young trees are given all possible care by the Forestry Department to ensure straight, healthy growth. - The Director of Parks & Recreation, and Forestry is responsible for ordering the trees, and at the most reasonable prices.

D. Planting Of-of Trees When Streets Are Widened: When trees are removed in preparation for widening of any established street, new trees can be requested to will be planted by the Village, provided that there is adequate land in the terrace to reasonably support tree growth. The new trees will be included in the street reconstruction plan set. The property owner may submit a special request terrace tree application during the specified period. The Forestry Department will determine the location of each tree to be planted and give final approval on the species of tree.

E. Unimproved Street Planting: No trees shall be planted on the parkway where no curb or sidewalk exists.

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V. TREE PLANTING STANDARDS

A. Diameter Of-of Tree Trunk: All trees planted along public streets must be of sufficient size to absorb the abuse and conditions common to street trees. - Unless otherwise permitted for special reasons, the minimum size will be 8 feet high or 1 ½ "diameter.

B. Location: Generally, all street trees shall be planted midway between the sidewalk and curb, and as follows:

- ♦ No closer than 60 feet from the nearest corner intersection.
- ♦ At least 10 feet from driveways.
- ♦ At least 15 feet from any utility shut off valve or hydrant.
- ♦ At least 20 feet from any overhead street light pole.
- ♦ No closer than 25 feet from existing trees in yard.
- ♦ At least 5 feet of clearance from underground utilities, including water, sewer, and storm.

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- C. Spacing: Minimum 40 feet. Large growing species should be 50 feet and alternate sites across the street if possible.
- D. Condition: All trees must be in healthy conditions with evidence of vigorous growth during previous year. -Shade trees must have single trunks that will develop to desirable crown. -Ornamental trees may be multiple stem if it can be trimmed for adequate clearance.
- E. Parkway Width: No trees will be planted where parkways are ~~less than~~ 4 feet or less in width. The Village does not recommend planting a tree in parkways with less than 6 feet. Property owners that request trees to be planted in parkways with less than 6 feet accept full responsibility for tree removal.
- F. Additional Care: Additional care will be given to newly planted trees for one year, including watering, pruning, and staking if needed.
- G. Transplanted Trees: When digging and planting trees bareroot, care must be taken to prevent unnecessary injury to roots. All broken roots to be trimmed off. -When digging balled and burlaped trees, the following guide should be used to determine the diameter of the ball:

<i>Tree Diameter</i>	<i>Ball Diameter</i>	<i>Approx. Ball Weight</i>
1"	18"	160#
1½"	22"	270#
2"	24"	350#

<i>Tree Diameter</i>	<i>Ball Diameter</i>	<i>Approx. Ball Weight</i>
3"	32"	850#
4"	38"	1250#
5"	46"	2500#
6"	54"	3700#
7"	60"	4800#
8"	66"	5500#
9"	72"	7900#

Pruning all newly planted or transplanted trees will be done to remove approximately one third of the leaf buds.

- H. Planting Depth: The planting depth is controlled by tree root system and must not be more than 2" above top of roots.

VI. VARIETY OF STREET TREES PLANTED

A. Species of Trees: The Forestry Department will determine the appropriate species of trees available to be planted in the right-of-way. As new varieties of trees are made available, consideration will be made to diversify the Village's tree inventory.

Avoid Planting These Trees:

Black Locust	Subject to borers.
Boxelder	Weak wooded, female trees attract the boxelder bug.
Poplar	Roots block sewers, weak wooded, litter of fruits.
Silver Maple	Weak wooded, buttress roots heave pavements.
Sycamore	Subject to anthracnose disease.
Willows	Roots block sewers, weak wooded, litter of twigs.
Cottonwoods	
Ash	

VII. MAINTENANCE OF NEWLY PLANTED TREES

A. Mulching: A layer of wood chip mulch around the base of the tree will help conserve the soil moisture and also help protect the tree from lawnmower damage. The mulch should not be piled around the trunk as the heat generated and moisture retained may damage the bark.

B. Tree Wrapping: The paper wrap around the trunk of the tree prevents damage from borers, other insects, and sun scald. It should be left on the tree until it deteriorates, mainly on the maple variety of trees (usually within 2 years time).

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C. Tree Pruning: The Forestry Department prunes all newly planted trees. This procedure reduces water loss during the summer months and provides a balance between foliage and root area. As new roots develop, growth of the foliage will increase.

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D.B. Watering: Proper watering is the most important phase of post-planting care and you can best ensure the continued growth of your tree by following these:

1. In heavy clay soil, apply the water slowly over several hours so that the tree roots are completely soaked.
2. Do this only once a week in dry weather and once every two weeks in periods of normal rainfall.
3. Watering trees will be conducted by the Village for one year from the time of planting.

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3. On dry windy days wet the foliage after sunset. This operation will replace some of the water lost that day due to evaporation.

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4. If no mulch is present, cultivate soil around the tree frequently to prevent loss of water around the roots.

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5. In lighter soils, the same procedure described above may be followed except that watering should be more frequent.

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6. For trees planted in the fall, the roots should be kept moist (but not saturated) until freezing weather occurs.

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EC. **Tree Staking:** The Forestry Dept will stake trees that require it (growing crooked) from settling or wind damage. -The staking consists of guide wires flat straps and stakes. Parts of wires that go around the trunk or branches should be covered by a plastic or rubber hose to avoid injury to the tree.

D. **Fertilizing:** The Forestry Dept does not fertilize trees. If the Director of Parks, & Recreation, and Forestry recommends fertilizing, then only established trees would be fertilized when growth is slow and vigor is low. -Low vigor is indicated by off-color leaves or needles and by abnormal loss of foliage. -Fertilizer should be applied preferably in the early spring before leaves appear. A general-purpose fertilizer containing nitrogen, phosphorus, & potash is recommended.

VIII. TREE PROTECTION

A. **Trunks and Lines:** At least 48 hours before start of construction, the contractor shall call the Director of Parks, & Recreation, and Forestry to discuss problems of overhanging branches that might be damaged in spite of his exercising care in construction. Tree trunks shall be enclosed with wood slats or snow fence wired in place where contractor's operation may scar the trunk. He They shall exercise care to assure tree trunks and limbs are not damaged by his their operation.

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Damage to branches of the trees due to the contractor's negligence will be repaired by and billed to the contractor by the Parks, and Recreation, and Forestry Department.

B. **Bridging, Tunneling, Drilling, Etc:** The protection of trees shall involve bridging, tunneling, drilling or boring underneath the existing trees. When applicable, the following guidelines should be followed:

- ◆ Trees with less than a 3" diameter: 2' on either side of tree with a min. 3' depth
- ◆ Trees with a 3" to 8" diameter: 4' on either side of tree with a minimum 3' depth
- ◆ Trees with more than a 8" diameter: 5' on either side of tree with a min. 4' depth

C. **Sidewalk, Driveway, And Curb & Gutter Removal:** Caution should be used during

removal to avoid any unnecessary damage to the tree or its root system.

Root systems on the sidewalk or driveway side of the tree shall be cut no deeper than 9 inches below the finished grade of the new walk and not more than 5 inches from the edge of the new walk or driveway.

Root systems on the curb side shall be cut not more than 2 feet behind the back of the new curb and not more than 18 inches in depth when constructing new curb and gutter.

- D. Root Care: Exposed tree roots shall be covered with mulch and watered from a period immediately following curb and gutter removal until the area is backfilled following construction. - Root foundations must remain adequate to withstand heavy windstorms.
- E. Tree Replacement: The Forestry Department may remove and replace, at the contractor's expense, any tree(s) which has been determined to be excessively damaged.
- F. Moving Of Building: When moving a building, the contractor will notify the Director of Parks, ~~& Recreation, and Forestry~~ 48 hours before the start of moving the building, and if any trimming is necessary as the building is being moved, the trimming will be performed by the Forestry Department and costs absorbed by the contractor.
- G. Open Spaces About Trees (Dumping; Damage): No person shall place or maintain upon the ground in a public highway or street of the Village of Little Chute stone, cement, lumber, or other substance or material which shall impede the free passage of water and air to any tree or shrub in such highway or street without leaving an open space of ground outside of said tree or the base of said shrub of an area not less than 16 square feet. Before depositing any such materials in any highway or street of the Village near to trees or shrubs therein, the person so depositing said material shall place such guards around the trees and shrubs as shall effectually prevent injury to them.

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IX. STUMP REMOVAL PROGRAM

- A. Stump Removal Depth, Stump Chips, Seeding, Etc: The Forestry Department's stump removal program consists of removal of stumps where trees were formally standing on the street right of way. Stump removals within Village Parks and other Village owned property will be determined depending on the location of the stump, in the Village Parks and on other public property within the Village. - The stumps are removed to a depth 6" ~~to 18"~~. - The Forestry Department removes the excess stump chips and black dirt is filled in the hole. - The seeding of the area is the responsibility of the homeowner.
- B. Removal Operation: ~~The Director of Parks & Recreation contracts all stump removals out to a private company. Stump removal is performed my Village staff. The rental of a stump grinder is necessary.~~

C. Diggers Hotline: Diggers Hotline must be notified by the contracted company of the locations before the stump removal program commences. -This is required so that no underground utility facilities are damaged.- It takes three business to ten days for the utilities to locate them. -This not only prevents the disruption of service to the residents, but safety of the worker.

X. SAFETY PROCEDURES AND EQUIPMENT

A. Safety Vests: All full-time and part-time employees doing Forestry Department work shall be required to properly wear a safety vest while working in the street right-of-way. Violations of the procedures shall result in disciplinary action appropriate to the seriousness of the offense.

B. Eye, Ear, Foot, and Head Protection: All full-time and part-time employees doing Forestry Department work shall be required to wear the proper eye, ear, foot, leg-and-head protection if the job they are performing deems it necessary. This includes but is not limited to helmets, chaps, glasses, ear plugs, and steel toed boots.

C. Vehicle-Mounted Elevating Work Platforms: All full-time and part-time employees shall be required to receive proper training on the procedures for vehicle-mounted elevating work platforms prior to their first use. -Upon completion of training, all employees are required to sign a form that they have received the proper training and understand that violations of the procedures shall result in disciplinary action appropriate to the seriousness of the offense.

D. Traffic Control: Employees are required to place proper signage before work area on all county highways, and other village streets if deemed necessary, to adequately warn and control approaching traffic.

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XI. DISPOSAL OF WOOD MATERIAL

A. Description of Wood Material: Tree branches, logs, large bushes (without rootball), thorny brush, evergreen branches, and Christmas trees.

B. Cutting and Bundling: Bulky limbs and cuttings from trees, shrubs, and the like shall be cut in lengths of not less than four (4) feet, and kept fairly straight for such material to be processed by the chipper.- Keep items as long as possible.- Brush that is less than four (4) feet in length, thorny brush, and evergreen branches must be bundled with string, not wire. -The diameter of any wood material should be twelve (12) inches or less and weigh less than fifty (50) pounds. -Brush that is too short in length to bundle

must be placed in a plastic yard waste bag and disposed of by contacting the Public Works Department.

- C. **Curbside Placement:** Tree branches shall be placed curbside with the cut ends facing the same direction, preferably with cut ends facing ~~with~~ the direction of traffic ~~flow~~. Branches must be neatly stacked in low piles. -Mobile home park residents must bring their brush to the nearest Village street (streets within the mobile home parks do not belong to the Village). -Separate piles shall be made for any logs, large bushes, thorny brush, or evergreen branches that are placed curbside for pickup. -Christmas trees must be free of decorations (lights, ornaments, garland, and ~~most of the~~ tinsel) and not be wrapped in any material (tree bag, cloth, etc.) when placed curbside for pickup. Wood material placed curbside should never lie in the street or on the sidewalk.
- D. **Call-In Pickup Policy:** Property owners/renters must call in their property address to the Parks, ~~& Recreation, and Forestry~~ Department [\(423-3869\)](tel:423-3869) once they place wood material (other than Christmas trees) curbside for pickup. -Their address is added to the chipping list, and when the list is sufficient enough to send out the chipping crew, they will be sent to the addresses on the list.
- E. **Pickup Time Limitations:** The Village crew will provide up to one-hour curbside ~~wood~~ ~~brush~~ material pickup on a day without charge to the owner/renter. ~~If the crew feels that the amount of brush will exceed one hour, they shall leave a notice with the owner to call the Parks, Recreation, and Forestry Department to confirm that they understand that they may be charged.~~ -If the crew is at a property for over one-hour ~~on a day~~, a per hour charge will be imposed for time over one-hour, with the rate being prorated to fifteen (15) minute intervals. -The per hour charge ~~will be set by the Village Board, and will be reviewed periodically~~ is \$150.
- E.F. Privately Hired Tree Work:** If a property owner/renter hires a company to trim and/or take down trees on their property, that company or the property owner/renter is responsible for removal and disposal of all brush, logs, and material from that job. -The Village will not pickup any wood material that is a result of privately hired tree work.

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Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Financial Advisory Services

PREPARED BY: Lisa Remiker-DeWall, Finance Director

REPORT DATE: 11/26/19

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report: _____

See additional comments attached: _____

EXPLANATION: A comprehensive evaluation of current processes both internally and with our external providers is key to maintain the highest quality financial services for our growing community. As noted previously, we have embarked on a process to evaluate our consultant relationships to ensure we are receiving an appropriate and responsible level of fiscal management assistance.

Economically, pricing structures vary among financial advisory firms based on how they configure bundled services making it difficult to do a reasonable comparison without intuitive in-depth analysis. The Village just experienced a similar pricing structure scenario as we evaluated our banking services. Based on numerous years of experience, it is my evaluation that Ehlers our current provider is financially competitive with Baird; however, notable service level differentials exist. Markedly, the Baird Financial Team presented service expertise, timeliness and follow up on their own accord for our recent refunding success. Baird set the bar for reliable and timely service promoting a partnership that effectively monitors market opportunities while providing compliance resources for complex technical regulations the Village must legally meet.

The Village will benefit from expanding our current Capital Improvement Plan to include enhanced detailed future projections for our Tax Incremental Districts that play a critical role in our growth. As noted by Moody's, elevated debt and fixed cost burdens are credit challenges we face that can be offset by our growing tax base that will in turn moderate our debt burden. Formalizing policies with the appropriate levels of liquidity will encourage a healthy financial profile. To help minimize our risks on this journey, the Village must incorporate more planning tools to monitor and plan for responsible debt, tax and utility rate structures.

RECOMMENDATION: Recommend Baird Public Finance as our comprehensive financing partner to manage well into the future.

Village of Little Chute
Engineering Department

REQUEST FOR BOARD'S CONSIDERATION

ITEM DESCRIPTION: Lateral Installation for Sewer and Water Services

REPORT PREPARED BY: Christopher L. Murawski, P.E.

REPORT DATE: December 4, 2019

ADMINISTRATOR'S REVIEW / COMMENTS:

No additional comments to this report _____

See additional comments attached _____

EXPLANATION: In November I informed the Village Board that it would be the engineering standard to only replace services to the right of way and to reconnect to existing services on private property. I also indicated that it will be the property owner's responsibility for work required on private property instead of special billing for this work within the public utility contract.

With only one lateral issue in 2020 I believe this is an opportunity for the Village to develop a better way to serve the community for private lateral work. Currently, we accept the non-competitive process of utilizing a plumber that is sub-contracted with the utility contractor. This does not allow Village Staff direct access to communicate with the plumber and creates a communication gap between the property owner and the Village.

I would like to implement a new process for the Village to act as the Construction Manager to assist the property owner select a plumber for their private lateral work. The Village Engineering Department Staff can assist in obtaining multiple bids and would allow the property owner the ability to select which method of reconstruction is best for them (open excavation or pipe bursting). The Village would receive an itemized bid specific to the property while providing the property owner the ability to select the contractor and removing liability from the Village Utility Contractor.

This process also removes the Village from trying to provide private work bid items within the public utility contract. Which does not benefit the public works project or the property owner.

The property owner could be notified in advance so they can install prior to reconstruction of the new utilities in the road. If necessary, the property owner could have the Village coordinate with the utility contractor for connection to the newly installed main in the same year of the utility contract.

This process could be expanded to other property owners who require lateral replacement but are not included in the 5-year CIP. Public Works could include this service as part of our CMAR/CMOM implementation to improve storm water infiltration to our sanitary sewer system.

Payment would be invoiced directly to the property owner. If a payment system is needed similar to what is currently being provided it can be a system approved by the finance director instead of part of the construction contract.

RECOMMENDATION: Because of the higher costs involved, additional liability, increased coordination efforts and the inability of removing vertical alignment issues it will become the Village Engineering Standard to only replace services to the right of way and to reconnect. Written orders to replace will no longer include the option for the Village Contractor to perform this work but will allow the Village to serve as the Construction Manager to the property owner to obtain competitive bids for this work.



CITY OF ALBANY SEWER SERVICE LATERAL REPLACEMENT PROGRAM

SEWER SERVICE LATERAL REPLACEMENT AGREEMENT

REPLACEMENT # 11-00

THIS AGREEMENT IS MADE BY AND BETWEEN the City of Albany, hereinafter called the City, and [Click [here](#) to type Grantor's Name(s)] hereinafter called the Owner.

Property Address: [Click [here](#)], Albany, OR 97321

SCOPE OF WORK

The City will obtain a contract with a licensed contractor to replace all or a portion of the sanitary sewer service lateral as determined by The City. The sanitary sewer service lateral shall be understood to mean the building sewer, as defined in the *Oregon Plumbing Specialty Code*, Chapter 2, and including that portion of the public sewer service lateral extending from the property line to the point of connection with the public sanitary sewer main.

Any roof drains or other storm drains currently connected to the sanitary sewer service lateral will be disconnected for compliance with *Albany Municipal Code*, Title 10, Chapter 10.01.040(j) and the *Oregon Plumbing Specialty Code*, Chapter 11, Section 1101.1.1.

PURPOSE OF THE REPLACEMENT:

The purpose of this agreement is to reduce inflow and/or infiltration of unpolluted stormwater to the public sanitary sewer system and to protect the public health. The City agrees to replace the sanitary sewer service lateral one time only.

DESCRIPTION OF REPLACEMENT

1. The service lateral replacement will meet design and construction standards established by The City. Approval of the Service Lateral Replacement Application and execution of this Agreement are mandatory prior to The City commencing work.
2. Service lateral replacement is subject to the terms and conditions of the Service Lateral Replacement Application and this Agreement, together with such other conditions as adopted by City Council.

CANCELLATION

Without attempting to enumerate all possibilities, the following provision shall be applicable, when the purposes of the Service Lateral Replacement are no longer capable of being carried out.

At its option, The City, or its designee, reserves the right to cancel and terminate this Agreement by sending written notice of cancellation to the Owner at the mailing address as set forth in the Application. The City may exercise this option if the Owner has failed or refused to meet with the requirements of the Sewer Lateral Replacement Application or this Agreement.

The City's failure to exercise any of its rights hereunder shall not constitute a waiver thereof.

ACCOMPLISHMENT OF WORK

Work shall be performed by a contractor licensed by the Oregon Construction Contractor's Board. Work shall be performed in accordance with the *Oregon Plumbing Specialty Code* and the City of Albany *Standard Construction Specifications*. The City will obtain the required plumbing permits from the City of Albany Building Division.

BASIC PROPERTY RESTORATION

Basic property restoration includes returning the property surface to an even grade. Basic property restoration does not include such items as the reinstallation of fencing; the replacement of decking, concrete, or asphalt; nor replacement of any landscaping flora, i.e., bushes, trees, shrubs, etc. Property restoration beyond the basic property restoration described herein shall be the responsibility of the Owner. Any property restoration performed by the City or its contractor beyond basic property restoration shall be performed at the sole discretion of the City and shall not impose any additional obligations upon the City.

The Owner shall indemnify and hold harmless the City for any conditions of the property resulting from work performed under this agreement. 'Hold harmless' shall include, but is not limited to, damage to landscaping; drainage problems; wet basements; etc.

ACCESS TO PROPERTY

The Owner shall make all provisions necessary to ensure access to the property for the City, its representatives, and the City's contractor. All work shall be subject to inspection by representatives of the City at any time during construction.

WARRANTY

The City will warrant the replaced sewer service lateral for one (1) year from the date of installation and approval of the plumbing permit. All piping and related improvements installed on private property shall become the property of the Owner. The Owner shall be responsible for maintenance and repair of the sewer service lateral.

ASSESSMENT OF COSTS

The City will pay its contractor the contractor's bid price for replacement of the sanitary sewer service lateral. The City will pay fees and associated costs to the City of Albany Building Division for the required plumbing permit. The Owner shall assume responsibility for any other direct and indirect costs related to the sanitary sewer service lateral replacement.

VIOLATION OF REPLACEMENT PROGRAM TERMS

Should suit or action be filed to enforce any term of this Agreement or to seek damages for its breach, the prevailing party shall be entitled to an award of its reasonable attorney fees, including those incurred on appeal.

TEMPORARY CONSTRUCTION EASEMENT

By my signature below, I, [Click [here](#) to type Grantor's Name(s)], hereinafter referred to as "Grantor," do hereby grant the **City of Albany**, its employees, agents, and contractors, the right and license to go upon the

real property herein described for the purpose of executing the attached Sewer Service Lateral Replacement Agreement:

Project Name/Number: [Click [here](#)]

Property Address: [Click [here](#)]

Legal Description:

Subdivision/Block/Lot #: [Click [here](#)]

OR

Recorded Deed Reference # [Click [here](#)]

Assessor's Map No. [Click [here](#)]

Tax Lot(s): [Click [here](#)]

Expiration: It is understood and agreed that this temporary construction easement shall terminate on the date that such work has been satisfactorily completed and accepted by the City of Albany.

Grantor hereby represents and warrants that they are the owners of said real property or otherwise have the right to grant this easement and will indemnify and hold harmless the City, its agents, and employees from any claims made by any third party who claims an ownership or possessory interest in the property over which this easement is granted.

IN WITNESS WHEREOF, this Agreement has been duly executed by the undersigned, as of the date above written.

[Click [here](#) to type Owner's Name]

[Click [here](#) to type Owner's Name]

STATE OF OREGON
County of Linn

Signed or attested before me this _____ day of
_____, 200____ by,
[Click [here](#) to type Owner's Name].

STATE OF OREGON
County of Linn

Signed or attested before me this _____ day of
_____, 200____ by,
[Click [here](#) to type Owner's Name].

Notary Public – State of Oregon

Notary Public – State of Oregon



CITY OF ALBANY

SEWER SERVICE LATERAL REPLACEMENT PROGRAM (SLRP)

APPLICATION/ACCESS PERMIT

<p>1. Name, Address, and Zip Code of Owner(s): (Hereafter Jointly and Severally Called "Owner")</p> <hr/> <hr/> <hr/> <p>(and)</p> <hr/> <hr/> <hr/>	<p>3. Property Address:</p> <hr/> <hr/> <hr/>
<p>2. Phone #:</p> <p>Primary: _____</p> <p>Secondary: _____</p> <p>Email: _____</p>	<p>4. County Tax Map #:</p> <p>Tax Lot # _____</p> <p>5. Year house was built?</p> <hr/>
<p>6. Contact information for Tenant (if necessary):</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	

BACKGROUND INFORMATION

***You must provide documentation from a professional plumber/drain cleaner indicating failure of your sewer lateral. Video documentation may be required.**

1. Please describe the issues you are experiencing with your sewer lateral: _____

2. How many times in the last five years has your sewer lateral backed up? _____
3. Is the sewer lateral plugged at this time? _____
4. What is the sewer lateral's estimated diameter, age, and material? _____
5. Do you have a clean-out access for the sewer lateral? _____
6. Have you previously applied for the SLRP (Sewer Lateral Replacement Program) for this address? If so, when? _____
7. How did you hear about the sewer lateral replacement program? _____
8. Is property currently for sale, or part of a real estate transaction? _____

LIMITED DETAILS OF PROGRAM

- Basic property restoration includes returning the property surface to an even grade. Basic property restoration does not include such items as the reinstallation of fencing; the replacement of decking, concrete, or asphalt; nor replacement of any landscaping flora, i.e., bushes, trees, shrubs, etc. Property restoration beyond the basic property restoration described herein shall be the responsibility of the Owner. Any property restoration performed by the City or its contractor beyond basic property restoration shall be performed at the sole discretion of the City and shall not impose any additional obligations upon the City.
- Replacement of sewer service lateral is a one-time offer for the life of each individual property.
- Any roof drains or other storm drains currently connected to the sanitary sewer service lateral will be disconnected for compliance with Albany Municipal Code, Title 10, Chapter 10.01.040(j) and the *Oregon Plumbing Specialty Code*, Chapter 11, Section 1101.1.1.
- Transfer of property prior to construction of lateral replacement may result in application being deemed invalid.

ACCESS AGREEMENT

In signing the application, the applicant grants City personnel and their designated representatives access over and across the property described in the application. This access is granted for the purpose of evaluating the conditions of the sanitary sewer service and developing a scope for replacement of the service. Evaluation of activities will include pushing a sewer camera through your existing lateral.

If available, a sewer clean-out near your house foundation will be used for inspection access. If a clean-out cannot be found, the sewer roof vent for your plumbing system may be used. Using the sewer roof vent for inspection access will require the inspection crew to use a ladder to climb onto the roof, and to push the camera down the sewer roof vent to perform the inspection. If access to your sewer service lateral cannot be gained through a clean-out or a sewer roof vent, it may be necessary to excavate a shallow hole near the foundation and install a clean-out on your sewer lateral.

CERTIFICATION BY APPLICANT(S)

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of the City of Albany replacing a sanitary sewer service lateral and is true and complete to the best of the applicant's knowledge and belief. **City-funded replacement of sewer laterals on private property is contingent on full and complete consent of the property owner; the applicant certifies that (s)he is the owner of the property described in this application.**

Verification of any of the information contained in this application may be obtained from any source named herein.

_____	Date	_____	Property Owner
_____	Date	_____	Property Owner

APPLICATION TO PUBLIC WORKS – ENGINEERING

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Additional Comments – Lateral Replacement Standard

PREPARED BY: James P. Fenlon, Administrator

REPORT DATE: December 2, 2019

EXPLANATION: This is a fluid topic at present for staff. We are in the process of reviewing a number of alternative approaches, but with the fast approaching 2020 construction season, we need to have this information available for you now.

A few final thoughts related to this discussion:

1. Staff has not had the opportunity to finalize a formal program at the present for 2020 and beyond. We will be doing so in the weeks ahead and then presenting that to you for formal action as soon as practical.
2. One thing seems clear, neither the village, primary utility contractor, nor homeowner seem to fully benefit from our current process.
3. There are a number of technical matters that need to be addressed to ensure we are operating in the most effective manner possible from a Village of Little Chute or private property perspective.
4. There is a benefit that in 2020, there is only one property where this is an issue. While I anticipate and expect that we will have this matter resolved in short order, we can certainly follow the Engineer's recommendation on this aspect for this construction cycle.

RECOMMENDATION: Provided as additional comments to Village Engineer memo.

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Preliminary Information – Elected Official Compensation

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

REPORT DATE: December 2, 2019

EXPLANATION: In mid-November, the topic of elected official compensation was brought forward by Trustee Smith. In particular, Trustee Smith wanted to discuss the compensation of the Village President's position given the amount of time and effort that is provided to the Village of Little Chute by that position.

To simply begin the conversation, I conducted outreach to approximately a dozen similarly sized local municipalities with input on their current schedule for Board Chair/President, Trustee, and Municipal Judge. The results of that informal survey are as follows:

	President or Chair	Trustee or Supervisor	Municipal Judge
Kimberly	\$6,000.00	\$3,900.00	\$8,000.00
Combined Locks#	\$5,965.00	\$3,915.00	\$5,983.00
Harrison	\$8,400.00	\$4,200.00	n/a
Fox Crossing*	\$13,000.00	\$9,000.00	\$8,240.00
Greenville%	\$9,364.00	\$4,682.00	n/a
Wrightstown	\$4,074.96	\$3,000.00	\$4,300.00
Buchanan	\$9,800.00	\$5,200.00	n/a
Lawrence^	\$10,000.00	\$5,000.00	\$8,400.00
AVERAGE	\$8,325.50	\$4,862.13	\$6,984.60
Little Chute	\$5,400.00	\$3,600.00	\$5,400.00
DIFFERENCE	-\$2,925.50	-\$1,262.13	-\$1,584.60

% - Stipend of \$35 per meeting as well (48 meetings or about \$1,680)

- Municipal Court is being eliminated in 2020

* - Village Board pay is funded partially through utilities

^ - Part of a joint municipal court with the Village of Hobart

As you can see, all three elected positions in the Village of Little Chute are below the average by a range of amounts. While I have an informal recommendation on how to move forward, I think it best for the current Board Members to review and decide on how you would like to proceed.

RECOMMENDATION: Provided for information and further direction.