

## VILLAGE OF ALLOUEZ – OPERATIONAL HANDBOOK

### **POLICY NO. 1**

#### **CONTROL OF AGENDAS AND AGENDA ITEMS**

All Board Members and Staff are to submit their agenda items to the Village Clerk by 3:00 p.m. on the Tuesday before a Village Board Meeting. Items should be of village wide concern and public in nature. If a Board Member or Staff Member wishes to add an item after the 3:00 p.m. deadline, he/she is to receive the consent of two other Board Members to do so and then notify the Administrator of the addition.

Any agenda item properly submitted by a Board Member or Staff pursuant to this policy shall appear on the agenda for which the item is submitted. At the meeting for which the agenda item appears, during the modify/adopt agenda portion of the meeting, the Village President, or in his or her absence, the presiding officer, or any other Trustee may move to strike any agenda item. The motion shall be sustained and the proffered agenda item stricken only by a two-thirds vote of the Trustees in attendance at the meeting, excluding the vote of the moving party.

05/03/88, amended 01/24/89, amended 03/17/92, amended 04/15/97, amended 04/18/06, amended 08/29/06, amended 06/19/07, amended 12/16/08, amended 7/6/10

### **POLICY NO. 2**

**USAGE OF ALL VILLAGE PARKS FOR LARGE PUBLIC GATHERINGS**, including but not limited to softball and soccer tournaments. Usage is generally controlled by Chapter 9.01 of the Allouez Code of Ordinances.

Interested groups wishing to use parks or recreational facilities for tournaments or clinics of fewer than 500 participants and spectators, must have approval from the Administrator and the Department Head, but any requests made by a profit-motivated organization are to be brought to the Village Board. Further, annual run requests are handled by the Administrator, but new run requests need to be brought to the Board. Sponsors may be requested to meet with the Park Committee to discuss requirements for the event.

1. Village Board approval required for all major events (more than 500 participants).
2. Alcoholic Beverages  
No alcoholic beverages shall be consumed in the Green Isle Park area by any person who has not attained legal drinking age. Consumption of alcoholic beverages in other parks is prohibited. (Section 9.01 - Allouez Code)
3. Sales, Admission Fees

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No person shall vend, sell, or offer for sale any food, beverage, or other commodity or article within any park to the public without authorization for the Village Board. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses for their function.

No admission fee, donation, contribution or other charge shall be made or permitted to be made or collected by the person/organization hereunder for admission to the rental facility without authorization of the Village Board. If either of the provisions are violated, the premises shall be vacated immediately and all rights hereunder forfeited.

4. Parking

If parking is perceived to be beyond the capacity of the rented facility, on street parking will be permitted except in posted/restricted areas.

5. Restroom Facilities

Renting organization/agency shall provide ample portable restroom facilities.

6. Manpower

The cost of Village staff and equipment used to transport rental equipment, perform clean-up and/or repair, shall be billed to renting organization/agency at 100% of Village cost within 10 days of conclusion of event.

7. Trash

All trash including litter on the grounds shall be deposited in garbage cans or bins. Bins are to be provided by the renter. Recycling is required.

8. Grounds

If grounds need marking, or grooming, the Village will provide this service at the equipment and staff rate of 100% Village cost.

9. Insurance

The organization/agency contracting to rent a Village Park Facility shall present a certificate of insurance with limits of liability not less than \$2,000,000 bodily injury each occurrence and \$50,000 property damage each occurrence and holding the Village of Allouez harmless. The Village of Allouez shall not be liable for any injuries, deaths or property damage from the use of park facilities. Village listed as additional insured.

10. Cancellations

Dates may not be changed once rental agreement is signed. Reservation deposit is non-refundable unless an alternate date is available.

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11. Animals

Domestic animals are not permitted in the parks even for special events. Sponsors shall provide notice in their promotional literature advising of this prohibition. The Parks, Recreation and Forestry Director may require the sponsoring organization to place additional signage regarding dogs for the event.

12. Traffic Control

On-street run/walk event sponsors shall contract with the Brown County Sheriff’s Department at least 60 days in advance of the event for traffic control according to this schedule:

|             |                   |
|-------------|-------------------|
| 0 - 300     | No Car Needed     |
| 300 - 750   | One Car Needed    |
| 750 - 1500  | Two Cars Needed   |
| 1500 - 3000 | Three Cars Needed |
| Over 3000   | Four Cars Needed  |

13. Renewal of Permits

Failure to abide by the rules, regulations and policies may be grounds for denying permits for future events.

**POLICY NO. 3**

**FIXED ASSETS ACCOUNTING**

Capitalization of Fixed Assets - General fixed assets of the Village of Allouez will not be recorded unless the unit cost exceeds \$1,000.

Adopted: 05/03/94 Amended: 08/18/98

**POLICY NO. 4**

**MAINTENANCE OF ESTABLISHED CIRCULAR ISLANDS WITHIN A CUL DE SAC**

Maintenance of established circular islands within a cul de sac is the responsibility of the

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residents of the cul de sac. The Village provides and does the initial planting of a tree, and grass. Residents on cul de sacs make their own arrangements and work together to mow and keep the island free of weeds.

Replacement of the tree and grass or any additional plantings is the residents' responsibility. No large trees are permitted because root systems may damage underground utilities. The number of bushes should be limited as they may be damaged due to snow plowing.

Snow from residents' driveways cannot be dumped onto the islands by residents. When snow melts off of the island and then freezes it causes ice build up in the street. Manhole covers shall be maintained to grade. No dirt, chips or vegetation shall overlay the manhole cover.

**Islands that the Park Department maintains:**

- Mc Castlen Street
- Terraview Drive
- Briar Lane near East River Drive
- Roselawn Blvd.
- St. Mary's Blvd.
- St. Francis Drive
- Arrowhead Drive
- Riverside Drive near Sunset Park
- Green Valley Ave.

**Cul de sac's that the Park Department maintains:**

- Broadview Drive
- Brookridge Street

Approved: 06/15/99

**POLICY NO. 5**

**FUND BALANCE POLICY IN ACCORDANCE WITH GASB #54**

Background

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In February 2009, the Governmental Accounting Standards Board (GASB) issued *GASB #54 Fund Balance Reporting and Governmental Fund Type Definitions* which is effective for fiscal years starting after June 15, 2010. The statement substantially changes how fund balances are categorized. It clarified/modified how some of the governmental funds are presented and classified.

Currently, fund balance is classified as “reserved” or “unreserved”. Unreserved fund balance may be further allocated into designated and undesignated. GASB #54 will change how fund balance is reported. The hierarchy of five possible GASB #54 classifications is as follows:

- **Non-spendable fund balance** includes amounts not available for spending, either now or in the future, because the amount is offset by assets that are not in a spendable form (e.g., inventory and pre-paid items).
- **Restricted fund balance** includes amounts with constraints on spending that are legally enforceable by outside parties (e.g., debt retirement).
- **Committed fund balance** includes amounts with constraints on spending that the government imposes upon itself by highest-level formal action prior to the close of the period.
- **Assigned fund balance** includes resources intended for spending for a purpose set by the governing body itself or by some person or body delegated to exercise such authority in accordance with policy established by the Board.
- **Unassigned fund balance** is the residual classification for the general fund only.

### Purpose

To provide a stable financial environment for the Village’s operations that allows the Village to provide quality services to its residents in a fiscally responsible manner designed to keep services and taxes as consistent as possible over time. This fund balance policy is meant to serve as the framework upon which consistent operations may be built and sustained.

### Definitions and Policies

#### **1. Fund Balance**

Fund balance is the difference between assets and liabilities in governmental funds (i.e. general fund, special revenue funds, capital project funds, debt service funds and permanent funds).

#### **NON-SPENDABLE FUND BALANCE**

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Describes the amount of a fund balance that cannot be spent because it is either not in spendable form or there is a legal or contractual requirement for the funds to remain intact.

### *Policy*

At the end of each fiscal year, the Village will report the portion of the fund balance that is not in spendable form as Non-spendable Fund Balance on the financial statements.

### **SPENDABLE FUND BALANCE (OVERVIEW)**

Describes the amount of fund balance that is available for appropriation based on the constraints that control how specific amounts can be spent. Typically, a significant portion of a government's spendable resources can be spent only for specified purposes. The following categories define the revenue source and the level of force of the constraint on spending.

Categories should be supported by actual plans approved by either the governing body, an appropriate officer, grant providers or enabling legislation.

### **Restricted Fund Balance**

The restricted fund balance category includes the portion of the *spendable fund balance* that reflects constraints on spending because of legal restrictions stipulated by *outside parties* or based on state statutes or grant requirements placed on the use for specific purposes.

### *Policy*

At the end of each fiscal year, the Village will report "restricted" fund balances for amounts that have applicable legal restrictions per provisions of GASB #54. Normally, fund balances in debt service funds and capital project funds with remaining long-term debt proceeds will be reported as "restricted".

### **Committed Fund Balance**

The committed fund balance classification includes the portion of the *spendable fund balance* that reflects constraints that the Village has *imposed upon itself* by a *formal action* of the Village Board (for example, an ordinance or resolution passed by a village board). This constraint must be imposed prior to year end, but the amount can be determined at a later date.

### *Policy - General Fund Balances*

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Prior to the end of each fiscal year, the Village will determine the specific purposes of “committed” fund balance. Any new specific purposes will be set forth in a Village Board resolution with the final amount being determined at or after year end. Specific purposes for committed fund balance approved in prior year resolutions will be carried forward until changed by a current year resolution. In most instances, general fund non-lapsing accounts or other previously designated amounts will be reported as committed fund balance.

### ***Policy - Other Fund Balances***

Fund balances in special revenue funds, unless restricted by an outside party, are considered to be committed to the specific purpose set forth by each special revenue fund. In addition, capital project fund balances that do not include debt proceeds will normally be reported as committed. Since committed fund balances are approved by action of the Village Board, the Village is required to formally establish all special revenue and other funds with committed balances at year end. In addition, special revenue funds are required to report the purpose and specific revenue source that establishes each fund.

### **Assigned Fund Balance**

The assigned fund balance is the portion of the spendable fund balance that reflects funds intended to be used by the government for specific purposes assigned by more informal operational plans.

### ***Policy***

The authority to assign general fund balance relating to the carryover of fund balance at the close of each fiscal year has been delegated to the Village Finance Director. These assigned funds must be reported to the Village Board. The Village Board has the authority to remove or change the assignment of the funds with a simple majority vote.

### **Unassigned Fund Balance**

This is the residual classification for the government’s ***General Fund*** and includes all spendable amounts not contained in the other classifications and, therefore, not subject to any constraints. Unassigned amounts are available for any purpose. These are the current resources available for which there are no government self-imposed limitations or set spending plan. Although there is generally no set spending plan for the unassigned portion, there is a need to maintain a certain funding level. Unassigned fund balance is commonly used for emergency expenditures not

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previously considered. In addition, the resources classified as unassigned can be used to cover expenditures for revenues not yet received.

**2. Flow of Funds**

The policy of the Village guiding the order of fund balance spend-down shall be as follows: 1) restricted, 2) committed, 3) assigned, and 4) unassigned. This order will be used for purposes of reporting fund balance.

**3. Minimum Fund Balance**

In order to maintain sufficient cash reserves for working capital and emergency expenditures, the Village needs to develop and adopt a minimum fund balance policy.

*Policy*

The Village will maintain a minimum unassigned general fund balance of 30% of subsequent years budgeted general fund expenditures. In the event that the balance drops below the established minimum level, the Village Board will develop a plan to replenish the fund balance to the established minimum level.

Adopted: 9/21/99 Amended: 12/6/11

**POLICY NO. 6**

**SALE OF FIREWORKS**

The Village of Allouez Clerk-Treasurer shall not issue any transient merchant permits for the sale of fireworks. Because the monitoring of the sale of “legal” fireworks is unrealistic and because it is difficult to regulate the size and/or type of fireworks stands, the Village Board abolished such sales at a meeting held on July 16, 2002.

Adopted: 08/20/02

**POLICY NO. 7**



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### POLICY OF ALLOUEZ PARK DEPARTMENT

In order to provide a safe and secure environment in our park system, the Village of Allouez Park Department in cooperation with the Brown County Sheriff's Department has adopted the following policy.

Should a crime or multiple ordinance violation occur within a village park, the offender will be prohibited from the park system for duration to be determined by both the Park Director and Directed Enforcement Officer. The violation may come as a result of the offender's own admission, witnessed by a police officer or village employee, or a conviction in court. The following will be used as a guideline:

- **Felony** - Any felony including homicide, sexual assault, robbery, substantial battery causing injury, burglary, and felony theft. Also included is child enticement, distributing harmful materials to children (also obscene material), possession of dangerous weapon on park property, lewd and lascivious behavior. Possession or use of drugs, as defined by statute, in any amount. **Prohibited from village parks indefinitely.**
- **Misdemeanor** - Including disorderly conduct, underage alcohol, negligent operation of motor vehicle, battery, criminal damage, criminal trespass, entry into locked vehicle, theft, obstructing police, unlawful assembly as defined by statute, and threatening language or abusive behavior to park employees. **Prohibited from village parks with a period to be determined by Park Director and DEO.**
- **Ordinance Violations** - Including truancy, prowling, curfew, DC with a motor vehicle, any park violation as defined in ordinances, setting fires, damage of park property, abusive language, bullying other children, setting off fireworks, bringing dogs in parks, fishing without license, failing to collect trash, and improper disposal of waste. **Prohibited from using parks after two warnings, for a period determined by Park Director and DEO.**

These guidelines are not all inclusive and subject to revision. A database will be maintained by DEO to track warnings and violations. Furthermore, this is an administrative action, not related to or dependent upon what actions officers take at the time (citation or arrest). Offenders requesting to appeal decision must do so in writing ten (10) days after notice given. Written appeal must be submitted to Park Director, who may revise decision or withdraw it altogether. Violation of prohibition from parks will result in citation for trespass the first and second occasion, and custodial arrest on the third time encountered by an officer.

Adopted: 08/19/03

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### **POLICY NO. 8**

#### **SQUAD RIFLE**

Due to concerns over safety involved in handling firearms, the Village of Allouez requires the following:

- When a police vehicle is brought to the village garage for extended maintenance or repair, the officer operating said vehicle shall remove the squad rifle once it is safe to do so.
- In a safe location and away from other employees, the officer shall “make safe” the rifle by unloading the firearm and locking open the chamber.
- The shotgun will be secured at the Brown County Sheriff’s Office Armory

This policy will only apply if the squad is to be kept for an extended period of time (overnight) or if the mechanic has to move or take out the rifle in the process of making repairs.

Under no circumstances, are village employees allowed to handle the squad rifle. Only authorized personnel of the Brown County Sheriff’s Department shall take possession of the firearm.

This policy also applies when the police vehicle(s) are taken to private dealerships for warranty repair. The officer will unload and secure the rifle at the Brown County Sheriff’s Office Armory PRIOR to a village employee transporting the vehicle.

If the squad is simply brought in to the village garage for routine repairs (oil change, tire rotation, etc.) this policy will not be applicable.

Adopted: 06/17/04

### **POLICY NO. 9**

#### **PUBLIC WORKS LAWN MOWING POLICY**

Effective June 19, 2012, un-mowed residential and commercial properties that are mowed by the Village of Allouez or by a subcontractor hired by the Village shall be charged for mowing based on the following schedule. The charges are based on the number of minutes of mowing time rounded up to the next 15 minutes. The mowing charge includes the operator, travel time to and from the property, and billing costs.

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The charges are as follows:

|               |             |          |
|---------------|-------------|----------|
| Minimum Rate: | 30 minutes  | \$100.00 |
|               | 45 minutes  | \$120.00 |
|               | 60 minutes  | \$140.00 |
|               | 75 minutes  | \$165.00 |
|               | 90 minutes  | \$185.00 |
|               | 105 minutes | \$205.00 |
|               | 120 minutes | \$230.00 |

Each additional 15 minutes add \$22.00

For repeat offenses: 2<sup>nd</sup> time charge is two times the above listed charges.

3<sup>rd</sup> time charge is three times the above listed charges and a citation will be issued.

4<sup>th</sup> time is four times the above listed charges and a citation will be issued.

Adopted: 06/19/12

**POLICY NO. 10**

**ALLOUEZ SIDEWALK SNOW REMOVAL POLICY**

**Allouez Sidewalk Snow and Ice Removal Policy**

1. Allouez residents must shovel their sidewalk after snowstorms, and maintain their sidewalk clear of snow and ice—even if the sidewalk is first plowed by the Village. This includes Webster Avenue, Allouez Avenue, Libal Street, and Hoffman Road. Residents have 48 hours after a snowstorm to complete sidewalk shoveling.
2. After each snowfall the Village plows the roundabouts, village properties, and school sidewalk routes. Village sidewalk snowplowing will be completed within 48 hours of a snowfall including weekends. Refer to the Village sidewalk snowplowing map for further information.

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- 3. The Village will plow the main sidewalks including Webster Avenue, Allouez Avenue, Libal Street, Hoffman Road, and Riverside Drive after snowstorms of 3” snowfall or more. The Village plows its streets at a 3” snowfall as well. Property owners must shovel after Village sidewalk snowplowing to maintain their sidewalk clear of snow and ice.
- 4. Because the Brown County Highway Department frequently plows large amounts of snow onto Webster Avenue, Allouez Avenue and Riverside Drive sidewalks, the Village will provide additional snowplowing of these sidewalks when the weather and snow conditions dictate more frequent snowplowing.

**Sidewalk Clearing Notice to Property Owners**

Property owners will be notified via a letter placed in the rear door of a household if snow shoveling or ice removal does not comply with Village policy. This will be at 48 hours after a storm event, with 48 hours allowed for compliance.

**Non-Compliance Penalty**

The Village of Allouez Policy for Sidewalk Clearing Charge for Non-Compliance is as follows:

|                        |  |
|------------------------|--|
| 1 <sup>st</sup> Notice | \$50 per lot (up to 100 ft) plus \$10 per each 100 ft  |
| 2 <sup>nd</sup> Notice | Two times the 1 <sup>st</sup> Non-Compliance Charge  |
| 3 <sup>rd</sup> Notice | Three times the 1 <sup>st</sup> Non-Compliance Charge plus Citation for Violation of Sidewalk Clearing Code 350-28 |

Adopted: 09/04/12, 07/18/17

**POLICY NO. 11**

**APPROVAL OF RE-OCCURRING EVENTS**

Authority is given to the Administrator with department head recommendation to approve reoccurring events held in the Village. The Village Board will receive notification of the event. (New applications will be brought to the Village Board for approval).

Adopted: 08/17/10

**POLICY NO. 12**

**POLITICAL ACTIVITY IN THE VILLAGE HALL**

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The Village Hall may not be used for the following political activities: campaigning, recall activities or fundraising. Listening sessions and candidate debates are allowed.

Adopted: 05/03/11