



VILLAGE OF KIMBERLY, WI
NOTICE OF VILLAGE BOARD MEETING

DATE: Monday, September 9, 2024
TIME: 5:00pm
LOCATION: Village Hall, Rick J. Hermus Council Chambers
515 W. Kimberly Ave.
Kimberly, WI 54136

Notice is hereby given that a Village Board meeting will be held on Monday, September 9, 2024 at the Village Hall. This meeting is open to the public.

- 1) Call to Order
- 2) Roll Call
- 3) Moment of Silent Reflection, Pledge of Allegiance
- 4) President's Remarks
- 5) Approval of Minutes from the 08/26/2024 meeting
- 6) Unfinished Business
 - a) None
- 7) New Business for Consideration or Action
 - a) Resolution Number 11, Series of 2024 Wisconsin Dept. of Natural Resources NR 208-Compliance Maintenance Resolution (2022)
 - b) Resolution Number 12, Series of 2024 Wisconsin Dept. of Natural Resources NR 208-Compliance Maintenance Resolution (2023)
 - c) Modification to Rear Yard Terrace at 15 Floral Drive
 - d) Certificate of Payment #3 (Final) to Donald Hietpas & Sons, Inc. in the amount of \$30,588.58 for Linda Street Sanitary Sewer Mainline Relay project
 - e) Special Event Permit Request KHS Homecoming 2024
- 8) Reports
 - a) Chief of Police
 - b) Administrator/Director of Public Works
 - c) Community Development
 - d) Community Enrichment Director

- e) Library Director
- f) Clerk-Treasurer

9) Public Participation

10) Adjournment

Village Board Virtual Attendance Information

Sep 9, 2024, 5:00 – 5:30 PM (America/Chicago)

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/385192117>

You can also dial in using your phone.

Access Code: 385-192-117

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(571\) 317-3116](tel:+15713173116)

Any person wishing to attend the meeting who because of their disability is unable to attend, is requested to contact the ADA Coordinator at 920-788-7500 at least 48 hours prior to the meeting so that reasonable accommodation may be made.

**VILLAGE OF KIMBERLY
BOARD MEETING MINUTES
08/26/2024**

A meeting of the Village Kimberly Board was called to order on Monday, August 26, 2024 at 5:00pm in the Rick J. Hermus Council Chambers, 515 W. Kimberly Ave by President Kuen.

Board Present: President Chuck Kuen, Trustees Lee Hammen, Norb Karner, Mike Hruzek, Marcia Trentlage, Tom Gaffney and Dave Hietpas
Board Excused: None
Staff Present: Clerk-Treasurer Jennifer Weyenberg, Administrator/Public Works Director Danielle Block, Community Enrichment Director Holly Femal, Police Chief Meister, Captain Slotke, Engineer Brad Werner, Little Chute Administrator Beau Bernhoft and Judy Hebbe, a member of the media

President's Remarks

None

Approval of Minutes from the 08-19-2024 Meeting

Trustee Hammen moved, Trustee Karner seconded the motion to approve the Village Board minutes from 08-19-2024. Motion carried by unanimous vote of the board.

Discussion on FVMPD Staffing Request

Chief Meister spoke regarding the need to hire one more sworn officer and how it would be beneficial for the department. He noted that adding an additional sworn officer will lessen the overtime of the current officers to give them adequate time off and rest periods in between shifts which in return will help serve the community better. Staffing festivals is also a concern with how many officers are needed to staff events in the community. President Kuen stated they plan to look at the request to see if it's fiscally feasible.

Unfinished Business

Resolution #10, Series 2024- Approving Building Permit Fee Schedule

Trustee Trentlage moved, Trustee Hammen seconded the motion to approve the updated building permit fee schedule as presented. Motion carried by unanimous vote of the board.

New Business

Temporary Outside Premise Extension for Timber Tap on 09/21/2024

Trustee Hammen moved, Trustee Trentlage seconded the motion to approve the request for the temporary outside premise extension for Timber Tap on 9/21/2024 to allow alcohol sales and consumption in the rear parking lot. Live music for this event would go from 12:00pm until 10:00pm with alcohol sales ending at 9:30pm in the parking lot. Motion carried by unanimous vote of the board.

Payment #1 to Peters Concrete Company in the amount of \$80,904.04 for the Sunset Park Splash Pad project

Trustee Hammen moved, Trustee Gaffney seconded the motion to approve pay certificate #1 to Peters Concrete Company in the amount of \$80,904.04 for the Sunset Park splash pad project. There was no discussion on this item. The funding sources for this project are the Park

Impact Fee Trust (\$80,000) and the Park Improvement Trust (\$904.04). Motion carried by a roll call vote of the board, 7-0.

Payment #2 to Peters Concrete Company in the amount of \$146,644.04 for the Sunset Park Splash Pad project

Trustee Trentlage moved, Trustee Gaffney seconded the motion to approve pay certificate #2 to Peters Concrete Company in the amount of \$146,644.04 for the Sunset Park splash pad project. The funding sources for this project are the Parks Improvement Trust (\$106,949.71) and Room Tax Trust (\$39,694.33). Motion carried by a roll call vote of the board, 7-0.

City of Appleton/Village of Kimberly Memorandum of Agreement for Weights and Measures Services

Trustee Karner moved, Trustee Hammen seconded the motion to approve the City of Appleton/Village of Kimberly Memorandum of Agreement Weights and Measures Services valid for one year, with the option to renew for additional one-year periods upon written mutual agreement. Motion carried by unanimous vote of the board.

Architectural Review for Blue at the Trail

Trustee Trentlage moved, Trustee Hammen seconded the motion to approve the architectural plans recommended for approval by the Plan Commission for Blue at the Trail. Motion carried by unanimous vote of the board. The plans include ranch and 2-story 2-unit homes along Tanha and Satori Trail.

Site Plan Reviews:

Cheeky Doughnuts, 710 W. Kimberly Ave

Trustee Gaffney moved, Trustee Trentlage seconded the motion to approve the Site Plan for Cheeky Doughnuts at 710 W. Kimberly Ave that was recommended for approval by the Plan Commission. Motion carried by unanimous vote of the board.

AllState Insurance, 1023 Truman Street

Trustee Hammen moved, Trustee Karner seconded the motion to approve the Site Plan for AllState Insurance at 1023 Truman Street that was recommended for approval by the Plan Commission with conditions. Motion carried by unanimous vote of the board.

Public Participation

Resident Jeff Asman spoke in support of Metro getting more officers.

Adjournment

Trustee Trentlage moved, Trustee Hammen seconded the motion to adjourn. Motion carried by unanimous vote at 5:30pm.

Jennifer Weyenberg
Clerk-Treasurer

Dated 08/27/24
Drafted by: ELZ
Approved by Village Board _____



Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Annual Compliance Maintenance Annual Reports (CMAR) & Resolutions

REPORT PREPARED BY: Danielle Block, Administrator/Director of Public Works

REPORT DATE: September 3, 2024

ADMINISTRATOR'S REVIEW / COMMENTS:

No additional comments to this report _____ DLB _____

See additional comments attached _____

EXPLANATION: Annually, as a requirement of the Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the WDNR, the Village must complete and file a Compliance Maintenance Annual Report (CMAR) for its wastewater collection system. This report provides a review of the system, operations, planning, and performance and aids the municipality in evaluating its effectiveness for future planning purposes.

The WDNR process requires the Village to adopt a resolution signifying the CMAR has been reviewed and accepted by the governing body.

In completing the 2022 and 2023 CMARs staff did not identify any concerns necessitating additional planning or operations modifications.

RECOMMENDED ACTION: Staff recommends approval of the 2022 and 2023 CMARs and corresponding Resolutions.

Compliance Maintenance Annual Report

Kimberly Sewage Collection System

Last Updated: Reporting For:
9/6/2024 **2022**

Financial Management

1. Provider of Financial Information Name: <input type="text" value="Danielle Block"/> Telephone: <input type="text" value="(920) 788-7500"/> (XXX) XXX-XXXX E-Mail Address (optional): <input type="text" value="dblock@vokimberlywi.gov"/>		
2. Treatment Works Operating Revenues 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ? ● Yes (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ No (40 points) If No, please explain: <input type="text"/> 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input type="text" value="2022"/> ● 0-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A (private facility) 2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? ● Yes (0 points) ○ No (40 points)		0
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
3. Equipment Replacement Funds 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input type="text" value="2022"/> ● 1-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A If N/A, please explain: <input type="text"/>		
3.2 Equipment Replacement Fund Activity		
3.2.1 Ending Balance Reported on Last Year's CMAR	\$ <input type="text" value="943,175.00"/>	
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+ \$ <input type="text" value="301.00"/>	
3.2.3 Adjusted January 1st Beginning Balance	\$ <input type="text" value="943,476.00"/>	
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+ \$ <input type="text" value="1,598,046.00"/>	

Compliance Maintenance Annual Report

Kimberly Sewage Collection System

Last Updated: Reporting For:
9/6/2024 2022

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 948,151.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 1,593,371.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Sanitary Sewer Interceptor Manhole Rehabilitation project carry over into 2022, Kimberly Avenue Sanitary Sewer reconstruction.

3.3 What amount should be in your Replacement Fund?

\$ 1,593,371.00

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Manhole Rehabilitation & Relining: Reline and repair manholes in the railroad corridor interceptor. Project carryover from 2021.	\$100,000	2022
2	Sunset Dr. - Replace/Reline Sanitary Sewer Main, replace private sanitary laterals found to be permitting infiltration. Require all sump pumps to discharge into storm sewer or mini-storm sewer system.	\$365,625	2023
3	Welhouse Dr. - Replace/Reline Sanitary Sewer Main, replace private sanitary laterals found to be permitting infiltration. Require all sump pumps to discharge into storm sewer or mini-storm sewer system.	\$621,000	2024
4	Schindler Dr. - Replace/Reline Sanitary Sewer Main, replace private sanitary laterals found to be permitting infiltration. Require all sump pumps to discharge into storm sewer or mini-storm sewer system.	\$415,000	2025
5	Paul Dr - Replace/Reline Sanitary Sewer main, replace private laterals found to permitting infiltration. Require all sump pumps to discharge into storm sewer or mini-storm sewer systems.	\$581,000	2027
6	Annual Sanitary Sewer Repairs - Repairs to deficiencies identified in prior years' annual televising program.	\$25,000	2023
7	Annual Sanitary Sewer Televising and Cleaning of 1/5th of the system, aiding in ensuring continuity of the system and planning short/long term improvement projects.	\$37,000	2022

5. Financial Management General Comments

Compliance Maintenance Annual Report

Kimberly Sewage Collection System

Last Updated: Reporting For:
9/6/2024 **2022**

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	394	
February	277	
March	301	
April	796	
May	457	
June	550	
July	398	
August	350	
September	343	
October	343	
November	445	
December	414	
Total	5,068	0
Average	422	0

6.1.2 Comments:

New vortex style pump impellers (warrantee) have reduced energy use and clogging. Clogging (wipes) may have caused higher energy consumption in the previous years (2020 and earlier).

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

Vortex impellers to reduce clogging due to non-degradable materials.

6.2.2 Comments:

None.

6.3 Has an Energy Study been performed for your pump/lift stations?

- No
- Yes

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Last Updated: Reporting For:
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Year:

By Whom:

Describe and Comment:

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Continued weekly monitoring of pump hours to identify increased pump time which can be an indicator of concerns to address.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Kimberly Sewage Collection System

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9/6/2024 2022

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Continue system wide Inflow & Infiltration reduction through the replacement and/or relining of mains, requiring private laterals to be improved to eliminate I&I sources outside of public mains. Continue installation of mini-storm sewers, requiring sump pump connections to eliminate ground water being discharged into the sanitary sewers. Continue Sanitary Sewer System cleaning and televising program to maintain function and identify future repair needs.

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Ch 470 Municipal Code

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2007-07-02

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

- Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

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- Equipment and replacement part inventories
 - Up-to-date sewer system map
 - A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
 - A description of routine operation and maintenance activities (see question 2 below)
 - Capacity assessment program
 - Basement back assessment and correction
 - Regular O&M training
 - Design and Performance Provisions [NR 210.23 (4) (e)]
- What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
 - Construction, Inspection, and Testing
 - Others:

- Overflow Emergency Response Plan [NR 210.23 (4) (f)]
- Does your emergency response capability include:
- Responsible personnel communication procedures
 - Response order, timing and clean-up
 - Public notification protocols
 - Training
 - Emergency operation protocols and implementation procedures
- Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]
 - Special Studies Last Year (check only those that apply):
- Infiltration/Inflow (I/I) Analysis
 - Sewer System Evaluation Survey (SSES)
 - Sewer Evaluation and Capacity Management Plan (SECAP)
 - Lift Station Evaluation Report
 - Others:

0

Annual Sewer Cleaning & Televising: Review televising to identify short- and long-range maintenance and improvement needs and goals.

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	20	% of system/year
Root removal	0	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	20	% of system/year
Manhole inspections	20	% of system/year
Lift station O&M	2	# per L.S./year
Manhole rehabilitation	10	% of manholes rehabbed
Mainline rehabilitation	1	% of sewer lines rehabbed

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Private sewer inspections % of system/year
 Private sewer I/I removal % of private services
 River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

Interceptor manhole rehabilitation project commenced in 2021, carried over into 2022. Annual cleaning and televising of approximately 20% of the sanitary sewer system was completed. Improvements along Kimberly Avenue sanitary line.

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="28.66"/>	Total actual amount of precipitation last year in inches
<input type="text" value="31"/>	Annual average precipitation (for your location)
<input type="text" value="31"/>	Miles of sanitary sewer
<input type="text" value="1"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="5"/>	Number of complaints
<input type="text" value="0.60"/>	Average daily flow in MGD (if available)
<input type="text" value="1.06"/>	Peak monthly flow in MGD (if available)
<input type="text" value="5.19"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.16"/>	Complaints (number/sewer mile)
<input type="text" value="1.8"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="8.7"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

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Last Updated: Reporting For:
9/6/2024 **2022**

<p>5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please describe:</p> <p>5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:</p> <p>5.4 What is being done to address infiltration/inflow in your collection system?</p>	<p>In 2022 Storm Sewer laterals were provided along portions of Sunset Drive. Resulting in dwellings connecting their sump pump discharge to the storm sewer system.</p> <p>The Village has an approved CIP in place to systematically replace older sewers and private laterals to reduce and eliminate I&I. The Village also has an ongoing mini-storm sewer program where private sump pumps are required to discharge into the mini-storm, further reducing illicit discharge of ground water into the sanitary sewer system.</p>
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Last Updated: Reporting For:
9/6/2024 **2022**

Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

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Last Updated: Reporting For:
9/6/2024 **2022**

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Village of Kimberly

Date of Resolution or
Action Taken:

2024-09-09

Resolution Number:

2024-11

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

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Last Updated: Reporting For:
9/6/2024 2023

Financial Management

1. Provider of Financial Information Name: <input type="text" value="Danielle Block"/> Telephone: <input type="text" value="(920) 788-7500"/> (XXX) XXX-XXXX E-Mail Address (optional): <input type="text" value="dblock@vokimberlywi.gov"/>		
2. Treatment Works Operating Revenues 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ? ● Yes (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ No (40 points) If No, please explain: <input type="text"/> 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input type="text" value="2023"/> ● 0-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A (private facility) 2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? ● Yes (0 points) ○ No (40 points)		0
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
3. Equipment Replacement Funds 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input type="text" value="2023"/> ● 1-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A If N/A, please explain: <input type="text"/>		
3.2 Equipment Replacement Fund Activity		
3.2.1 Ending Balance Reported on Last Year's CMAR	\$ <input type="text" value="1,593,371.00"/>	
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$ <input type="text" value="0.00"/>	
3.2.3 Adjusted January 1st Beginning Balance	\$ <input type="text" value="1,593,371.00"/>	
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$ <input type="text" value="916,475.00"/>	
	+	

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 396,765.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 2,113,081.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Sanitary Sewer Interceptor Manhole Rehabilitation project carryover into 2023. Sunset Drive Sewer Mainline and lateral reconstruction.

3.3 What amount should be in your Replacement Fund?

\$ 2,113,081.00

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
None reported			

5. Financial Management General Comments

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Kimberly Sewage Collection System

Last Updated: Reporting For:
9/6/2024 **2023**

Project Entry for #4 Future Planning was "erroring" out when entered online. Below is the project information:

1. Manhole Rehab and Relining \$100,000 2021,2022,2023
2. Sunset Drive - Replace and Reline San Sewer Main, provide sanitary laterals, require all sump pumps to discharge into storm sewer or mini-storm sewer system. \$365,625 2023
3. Welhouse Drive - Replace and Reline San Sewer Main, provide sanitary laterals, require all sump pumps to discharge into storm sewer or mini-storm sewer system. \$621,000 2024
4. Schnidler Drive - Replace and Reline San Sewer Main, provide sanitary laterals, require all sump pumps to discharge into storm sewer or mini-storm sewer system. \$415,000 2025
5. Paul Drive - Replace and Reline San Sewer Main, provide sanitary laterals, require all sump pumps to discharge into storm sewer or mini-storm sewer system. \$581,000 2027
6. Annual Sanitary Sewer Repairs \$25,000 2024
7. Annual Sanitary Sewer Televising and Cleaning 1/5th of the system \$38,000 224
8. Washington Street Utilities (3rd - Maes Ave) Replace and Reline San Sewer Main, provide sanitary laterals, require all sump pumps to discharge into storm sewer or mini-storm sewer system. \$398,000 2026
9. Roger Street Replace and Reline San Sewer Main, provide sanitary laterals, require all sump pumps to discharge into storm sewer or mini-storm sewer system. \$822,000 2028

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	634	
February	378	
March	589	
April	954	
May	544	
June	283	
July	244	
August	252	
September	251	
October	205	
November	401	
December	312	
Total	5,047	0
Average	421	0

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

Compliance Maintenance Annual Report

Kimberly Sewage Collection System

Last Updated: Reporting For:
9/6/2024 2023

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

Vortex impellers to reduce clogging due to non-degradable materials.

6.2.2 Comments:

None

6.3 Has an Energy Study been performed for your pump/lift stations?

No

Yes

Year:

By Whom:

Describe and Comment:

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Continued weekly monitoring of pump hours to identify increased pump time which can be an indicator of concerns to address.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Kimberly Sewage Collection System

Last Updated: Reporting For:
9/6/2024 2023

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Continue system wide Inflow & Infiltration reduction through the replacement and/or relining of mains, requiring private laterals to be improved to eliminate I&I sources outside of public mains. Continue installation of mini-storm sewers, requiring sump pump connections to eliminate ground water being discharge into the sanitary sewers. Continue Sanitary Sewer System cleaning and televising program to maintain function and identify future repair needs.

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Ch 470 Municipal Code

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2007-07-02

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

- Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

Compliance Maintenance Annual Report

Kimberly Sewage Collection System

Last Updated: Reporting For:
9/6/2024 **2023**

- Equipment and replacement part inventories
 - Up-to-date sewer system map
 - A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
 - A description of routine operation and maintenance activities (see question 2 below)
 - Capacity assessment program
 - Basement back assessment and correction
 - Regular O&M training
 - Design and Performance Provisions [NR 210.23 (4) (e)]
- What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
 - Construction, Inspection, and Testing
 - Others:

- Overflow Emergency Response Plan [NR 210.23 (4) (f)]
- Does your emergency response capability include:
- Responsible personnel communication procedures
 - Response order, timing and clean-up
 - Public notification protocols
 - Training
 - Emergency operation protocols and implementation procedures
- Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]
 - Special Studies Last Year (check only those that apply):
- Infiltration/Inflow (I/I) Analysis
 - Sewer System Evaluation Survey (SSES)
 - Sewer Evaluation and Capacity Management Plan (SECAP)
 - Lift Station Evaluation Report
 - Others:

0

Annual Sewer Cleaning & Televising: Review televising to identify short- and long-range maintenance and improvement needs and goals.

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	20	% of system/year
Root removal	0	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	20	% of system/year
Manhole inspections	20	% of system/year
Lift station O&M	2	# per L.S./year
Manhole rehabilitation	10	% of manholes rehabbed
Mainline rehabilitation	2	% of sewer lines rehabbed

Compliance Maintenance Annual Report

Kimberly Sewage Collection System

Last Updated: Reporting For:
9/6/2024 **2023**

Private sewer inspections % of system/year
 Private sewer I/I removal % of private services
 River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

Interceptor manhole rehabilitation project commenced in 2021, carried over into 2022 and 2023. Annual cleaning and televising of approximately 20% of the sanitary sewer system was completed. Sunset Drive reconstruction project completed in 2023.

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="21.82"/>	Total actual amount of precipitation last year in inches
<input type="text" value="33"/>	Annual average precipitation (for your location)
<input type="text" value="32"/>	Miles of sanitary sewer
<input type="text" value="1"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="4"/>	Number of complaints
<input type="text" value="0.63"/>	Average daily flow in MGD (if available)
<input type="text" value="1.37"/>	Peak monthly flow in MGD (if available)
<input type="text" value="7.06"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.13"/>	Complaints (number/sewer mile)
<input type="text" value="2.2"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="11.2"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

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Kimberly Sewage Collection System

Last Updated: Reporting For:
9/6/2024 **2023**

<p>5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please describe:</p>
<p>5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:</p>
<p>In 2023 Storm Sewer laterals were provided along Sunset Drive, resulting in dwellings connecting their sump pump discharge to the storm sewer system.</p>
<p>5.4 What is being done to address infiltration/inflow in your collection system?</p>
<p>The Village has an approved CIP in place to systematically replace older sewers and private laterals to reduce and eliminate I&I. The Village also has an ongoing mini-storm sewer program where private sump pumps are required to discharge into the mini-storm, further reducing illicit discharge of ground water into the sanitary sewer system.</p>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Kimberly Sewage Collection System

Last Updated: Reporting For:
9/6/2024 **2023**

Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

Compliance Maintenance Annual Report

Kimberly Sewage Collection System

Last Updated: Reporting For:
9/6/2024 **2023**

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Village of Kimberly

Date of Resolution or
Action Taken:

2024-09-09

Resolution Number:

2024-12

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

VILLAGE OF KIMBERLY

OUTAGAMIE COUNTY, WISCONSIN

RESOLUTION NUMBER 11, SERIES OF 2024

**WISCONSIN DEPARTMENT OF NATURAL RESOURCES
NR 208 – COMPLIANCE MAINTENANCE RESOLUTION**

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file a Compliance Maintenance Annual Report (CMAR) for its (wastewater collection system) under Wisconsin Administrative Code NR 208;

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the 2022 Compliance Maintenance Annual Report (CMAR);

WHEREAS, it is necessary to provide recommendation or an action response plan for all individual CMAR section grades of “C” or less and/or an overall grade point average of 3.00 or less;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees of the Village of Kimberly that the following recommendations or actions will be taken to address or correct problems/deficiencies of the wastewater collection system as identified in the Compliance Maintenance Annual Report (CMAR):

- (1) The Village received a grade of A (4.00) which is in the voluntary range.
- (2) The Village will continue its endeavor to reduce I/I in its collection system.
- (3) The Village will continue the rehabilitation and repair of the sanitary collection to provide reliable service to its residents.

Date introduced, approved and adopted: September 9, 2024.

VILLAGE OF KIMBERLY

SEAL

Charles A. Kuen, Village President

Jennifer Weyenberg, Village Clerk-Treasurer

VILLAGE OF KIMBERLY

OUTAGAMIE COUNTY, WISCONSIN

RESOLUTION NUMBER 12, SERIES OF 2024

**WISCONSIN DEPARTMENT OF NATURAL RESOURCES
NR 208 – COMPLIANCE MAINTENANCE RESOLUTION**

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file a Compliance Maintenance Annual Report (CMAR) for its (wastewater collection system) under Wisconsin Administrative Code NR 208;

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the 2023 Compliance Maintenance Annual Report (CMAR);

WHEREAS, it is necessary to provide recommendation or an action response plan for all individual CMAR section grades of “C” or less and/or an overall grade point average of 3.00 or less;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees of the Village of Kimberly that the following recommendations or actions will be taken to address or correct problems/deficiencies of the wastewater collection system as identified in the Compliance Maintenance Annual Report (CMAR):

- (1) The Village received a grade of A (4.00) which is in the voluntary range.
- (2) The Village will continue its endeavor to reduce I/I in its collection system.
- (3) The Village will continue the rehabilitation and repair of the sanitary collection to provide reliable service to its residents.

Date introduced, approved and adopted: September 9, 2024.

VILLAGE OF KIMBERLY

SEAL

Charles A. Kuen, Village President

Jennifer Weyenberg, Village Clerk-Treasurer



Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Papermill Run Terrace Treatment at 15 Floral Drive

REPORT PREPARED BY: Danielle Block, Administrator/Director of Public Works

REPORT DATE: September 6, 2024

ADMINISTRATOR'S REVIEW / COMMENTS:

No additional comments to this report _____ DLB _____

See additional comments attached _____

EXPLANATION:

The Village has received a request from the property owner at 15 Floral Drive to modify the rear yard turf treatment to rip rap. There is no Village ordinance precluding the use of rip rap within a private yard, however there is an ordinance restricting terrace treatments to turf only.

§ 430-11Terrace areas.

A.

Definition. The definition of "terrace" shall be as defined in § **445-2**.

B.

Noxious weeds; paving. All that part of the terrace not covered by a sidewalk in a residential area shall be kept free and clear of all noxious weeds *and shall not be paved, surfaced or covered with any material which shall prevent the growth of plants and shall be maintained as a lawn, except in areas specifically approved by the Village Board or its designee.*

C. a

Responsibility to maintain. Every owner of land in the Village whose land abuts a terrace is required to maintain, or have maintained by his/her tenant, the terrace directly abutting such land as provided in this section and elsewhere in this Code. Every owner shall keep mailboxes located on a terrace free and clear of snow.

The Village Board can grant approval of another type of treatment. Staff recommends approval of the rip rap treatment conditioned upon the following; a waterproof barrier placed approximately 4-5 feet from back of curb, along with the installation of drain tile to discharge into the storm inlet along Papermill Run. This design will ensure that the drainage into the road right of way is properly conveyed into the storm water system. See attachments for further detail.

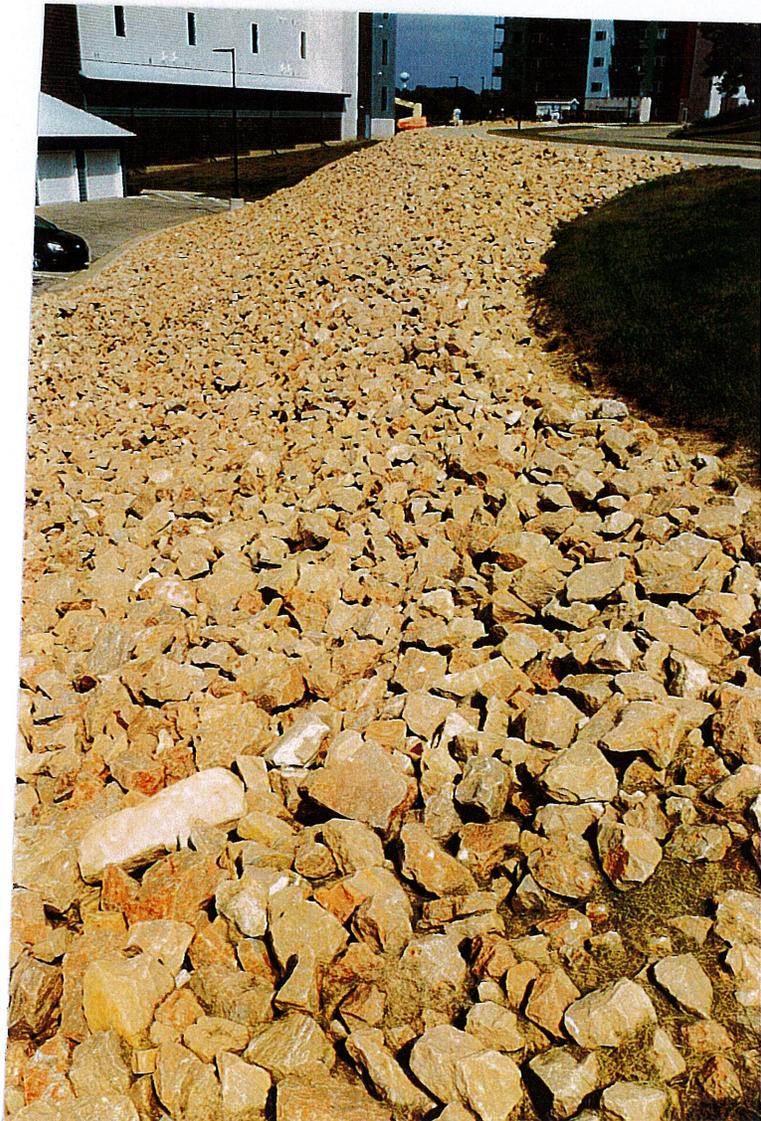
RECOMMENDED ACTION: Approve the modification of the rear-yard terrace along 15 Floral Drive from turf to rip rap for approximately 70 feet, contingent upon the proper drainage system being installed.



Map data ©2024, Map data ©2024 Google 20 ft

- THE AREA HIGHLIGHTED IN RED IS THE AREA BEING PROPOSED FOR RIP RAP ROCK, THE SPRUCE TREES AND BOULDERS WILL REMAIN AS ACCENT LANDSCAPING THROUGHOUT THE SLOPED HILLSIDE WITHIN THE RIP RAP ROCK.
- THE PROPOSED RIP RAP ROCK WILL MATCH THE EXISTING ROCK ACROSS THE ROAD.
- THERE IS NO SIDEWALK ALONG THE SOUTH SIDE OF PAPERMILL RUN AND ACCORDING TO RICK HERMAN AND CITY ENGINEER THERE WAS NEVER GOING TO BE A SIDEWALK BECAUSE OF NO DRIVEWAYS ALONG THE BACK OF PROPERTIES WHICH WAS SOME OF THE REASON FOR THE 10 FT WIDE SIDEWALK ALONG THE NORTHERN SIDE OF PAPERMILL RUN.





September 3, 2024

Village of Kimberly
Attn: Jennifer Weyenberg, Clerk-Treasure4r
Email: jweyenberg@vokimberlywi.gov

Re: Village of Kimberly
Linda Street Sanitary Sewer Mainline Relay
Certificate for Payment #3 - Final
McM. No. K0001-09-24-00112

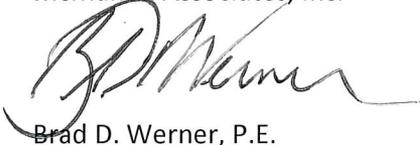
Dear Jennifer:

Enclosed herewith is Certificate for Payment #3 for the above referenced project. This Certificate is issued to Donald Hietpas & Sons, Inc. in the amount of \$30,588.58 for final payment for work performed through August 30, 2024.

Please process the enclosed, and forward payment to Donald Hietpas & Sons, Inc. Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.



Brad D. Werner, P.E.
Vice President / Sr Municipal Engineer

BDW:car

cc: Donald Hietpas & Sons, Inc.
Danielle Block, Administrator/DPW, Village of Kimberly

Enclosure: Certificate for Payment #3 - Final

CERTIFICATE FOR PAYMENT

VILLAGE OF KIMBERLY
 Linda Street Sanitary Sewer Mainline Relay
 Contract No. K0001-09-24-00112

Engineer: McMAHON ASSOCIATES, INC.
 1445 McMahon Drive
 PO Box 1025
 Neenah, WI 54956 / 54957-1025

DONALD HIETPAS & SONS, INC.
 1450 E. North Avenue
 PO Box 166
 Little Chute, WI 54140

Item	Description	Qty	Unit
1.	Mobilization / Bonding / Traffic Control	1	L.S.
2.	8 Inch Sanitary Sewer	1,100	L.F.
3.	Sanitary Manhole Complete	3	Ea.
4.	Sanitary Lateral Reconnection	26	Ea.
5.	Final Cleaning and Televising of the Mainline Sanitary Sewer	1	L.S.
6.	Sanitary Lateral Post Construction Televising	26	Ea.
7.	Concrete Removal and Trench Restoration	1	L.S.
8.	Calcium Chloride Application of Gravel Trench	1	Ea.

BID QUANTITIES		Unit Price	Total
1.00	\$5,000.00	\$5,000.00	\$5,000.00
1100.00	\$72.00	\$79,200.00	\$79,200.00
3.00	\$5,550.00	\$16,650.00	\$16,650.00
26.00	\$400.00	\$10,400.00	\$10,400.00
0.00	\$1,375.00	\$0.00	\$0.00
0.00	\$98.00	\$2,548.00	\$2,548.00
0.34	\$40,500.00	\$13,810.75	\$13,810.75
0.00	\$300.00	\$300.00	\$300.00
			\$155,973.00

CERT-PAYMENT 01		Qty	Total
1.00	\$5,000.00	\$0.00	\$0.00
1100.00	\$72.00	\$0.00	\$0.00
3.00	\$5,550.00	\$0.00	\$0.00
26.00	\$400.00	\$0.00	\$0.00
0.00	\$1,375.00	\$0.00	\$0.00
0.00	\$98.00	\$2,548.00	\$2,548.00
0.34	\$40,500.00	\$0.00	\$0.00
0.00	\$300.00	\$0.00	\$0.00
			\$3,923.00

CERT-PAYMENT 02		Qty	Total
1	\$1,375.00	\$0.00	\$0.00
26	\$2,548.00	\$0.00	\$0.00
			\$26,689.25

CERT-PAYMENT 03 FINAL		Qty	Total
0.66	\$26,689.25	\$0.00	\$0.00
			\$125,060.75

COMPLETED TO DATE		Qty	Total
1.00	\$5,000.00	\$0.00	\$0.00
1100.00	\$72.00	\$0.00	\$0.00
3.00	\$5,550.00	\$0.00	\$0.00
26.00	\$400.00	\$0.00	\$0.00
1.00	\$1,375.00	\$0.00	\$0.00
26.00	\$2,548.00	\$0.00	\$0.00
1.00	\$40,500.00	\$0.00	\$0.00
0.00	\$300.00	\$0.00	\$0.00
			\$155,673.00

Completed to Date:
 Retainage: \$125,060.75
 Subtotal: \$3,899.33
 Previous Application: \$121,161.42
Amount Due This Application: \$30,588.58

			\$3,923.00
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			\$26,689.25
--	--	--	--------------------

			\$155,673.00
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McMAHON

ENGINEERS ARCHITECTS

1445 McMahon Drive P.O. Box 1025
Neenah, WI 54956 Neenah, WI 54957-1025

Telephone: (920)751-4200
FAX: (920)751-4284

APPLICATION FOR PAYMENT

VILLAGE OF KIMBERLY
515 WEST KIMBERLY AVE.
KIMBERLY, WIS. 54136

PROJECT: 2024 LINDA STREET SANITARY RELAY
CONTRACTOR: DONALD HIETPAS & SONS INC
Contract No: K0001-09-24-00112
Project No: K0001-09-24-00112
Application No: ESTIMATE # 3
Application Date: 8/30/2024
Period From: 3/20/2024 to 8/30/2024

Application Is Made For Payment In Connection With The Above Contract.

The following documents are attached:

- Schedule Of Values
- Schedule Of Unit Prices
- Inventory Of Stored Materials

The Present Status Of The Account For This Contract Is As Follows:

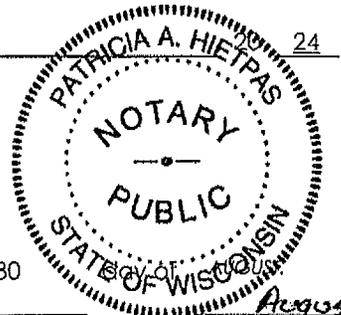
Original Contract	<u>\$ 155,973.00</u>	Completed To Date	<u>\$ 155,673.00</u>
Net Change Orders	<u>\$</u>	Retainage 0 %	<u></u>
Current Contract Amount	<u>\$ 155,973.00</u>	Subtotal	<u>\$ 155,673.00</u>
		Previous Applications	<u>\$ 125,759.16</u>

Amount Due This Application: \$ 29,913.84

The undersigned Contractor hereby swears, under penalty of perjury, that (1 All previous progress payments received from the Owner, on account of work performed under the contract referred to above, have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications For Payment under said contract, being Applications For Payment numbered 1 through _____ inclusive; and 2) All materials and equipment incorporated in said project or otherwise listed in or covered by this Application For Payment are free and clear of all liens, claims, security interests and encumbrances.

Dated 8/30/2024 24

DONALD HIETPAS & SONS INC
(contractor)



COUNTY OF _____
STATE OF _____

By Stuart Hietpas President
(name & title)

Before me on this 30 day of August 2024 personally appeared STUART HIETPAS

known to me, who being duly sworn, did depose and say that he/she is the PRESIDENT of the Contractor above mentioned; that he/she (title)

executed the above Application For Payment and statement on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission Expires: 11-23-2024

Patricia A. Hietpas
(Notary Public)

REQUEST FOR PAYMENT 8/30/2024											
ESTIMATE # 3 CONTRACT NO. R0001-09-24-00112											
PROJECT NAME: 2024 SANITARY RECONSTRUCTION LINDA STREET											
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED QUANTITY	UNIT PRICE	PREVIOUS REQUEST QUANTITY	PREVIOUS REQUEST AMOUNT	THIS REQUEST QUANTITY	THIS REQUEST AMOUNT	TOTAL COMPLETED TO DATE QUANTITY	TOTAL COMPLETED TO DATE AMOUNT		
1	MOBILIZATION/TRAFFIC CONTROL	1	\$ 5,000.00	1	\$ 5,000.00	0	\$ -	1	\$ 5,000.00		
2	8" SANITARY SEWER	1100	\$ 72.00	1100	\$ 79,200.00	0	\$ -	1100	\$ 79,200.00		
3	SANITARY MANHOLES COMPLETE	3	\$ 5,550.00	3	\$ 16,650.00	0	\$ -	3	\$ 16,650.00		
4	LATERAL RECONNECTION	26	\$ 400.00	26	\$ 10,400.00	0	\$ -	26	\$ 10,400.00		
5	CLEAN & TV SANITARY MAIN	1	\$ 1,375.00	1	\$ 1,375.00	0	\$ -	1	\$ 1,375.00		
6	SAN - LATERAL POST CONSTRUCTION	26	\$ 98.00	26	\$ 2,548.00	0	\$ -	26	\$ 2,548.00		
7	CONCRETE REMOVAL TRENCH REST.	1	\$ 40,500.00	1	\$ 40,500.00	0	\$ 26,689.25	1	\$ 40,500.00		
8	CALCIUM CHLORIDE APPLICATION	1	\$ 300.00	0	\$ -	0	\$ -	0	\$ -		
	TOTAL				\$ 128,983.75		\$ 26,689.25		\$ 155,673.00		
	RETAINED								\$ -		
	SUB TOTAL								\$ 155,673.00		
	PREVIOUS PAID								\$ 125,759.16		
	TOTAL DUE ESTIMATE 3								\$ 29,913.84		



Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Special Event Permit Request KHS Homecoming 2024

REPORT PREPARED BY: Holly Femal, Community Enrichment Director

REPORT DATE: 9/9/2024

ADMINISTRATOR'S REVIEW / COMMENTS:

No additional comments to this report _____

See additional comments attached _____

EXPLANATION:

Upcoming special events and details from Kimberly High School:

Wednesday, October 9th, 2024: Kimberly High School Homecoming Parade, 5:00 p.m. Parade route to begin at the JRG parking lot, south on John Street to Kennedy Avenue, Kennedy Avenue to the High School. Intersection closures and signage to be consistent with previous parade years. Awaiting receipt of the permit fee. Updated IRP has been received from PSL Lefeber. Pre-coordination between FVMPD and Kimberly Street Department will take place with the closure of CE and Railroad.

Friday, October 11th, 2024: Kimberly High School Homecoming Fireworks, 7:00 p.m. after the Papermaker football game. PSL Lefeber to coordinate with FVMPD and KFD. Clearance zone for event is identified.

Certificate of insurance is on file with the school district as well as Spielbauer Fireworks.

RECOMMENDED ACTION:

Approve all events as presented.

**Village of Kimberly
SPECIAL EVENT
PERMIT APPLICATION**



PERMIT FEE \$25.00

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility **please be very specific**. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. Please call (920) 788-7507 with questions regarding this special event permit.

Event sponsor: Kimberly High School Student Council

Event name: KHS Homecoming Parade

Check one: Parade Run/Walk Festival Tournament Other

Dates needed: Wed, Oct. 9th 2024

Times needed: 5:00 pm (Parade starts @ 5:15)
(Please include beginning and end times, if different times are needed on different dates please specify.)

Buildings, Parks, shelters, open space needed: _____

Will you be requesting street closure or use of street right of way? YES NO
If yes, what streets (submit mapped route and/or area requested)? _____

S. John to Kennedy N. to KHS

Will tents or other temporary structures be erected? no

Will you be having any kind of animals, performances or amusement rides? no

Will you be selling or serving alcohol? no Does your event include fireworks? no

Number of people attending: 500 Please be aware that portable toilets will be required if crowd size exceeds toilet capacity.

Other requests: PSL Lefebvre to coordinate w/ Metro Police & Fire Dept.

Indemnification Agreement

The applicant/organization shall indemnify, defend, and hold harmless the Village and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful misconduct of the Village. Applicant/Organization also understands and acknowledges that as required by the Village, liability insurance is the financial means to legally defend the Village and cover liability arising from the activity/event. I certify by my signature that I understand and agree to comply with this agreement & the insurance requirements and that I'm a qualified representative of my organization authorized to sign this agreement. I also certify the information is true and accurate.

Jackie Delean _____ J Delean _____ 8/29/24 _____
Officer of Sponsoring Organization - Name Signature Date

Address 1462 Kennedy Ave. Kimberly, WI

Work Phone (920) 423-4155 Cell Phone (920) 360-3878 Home Phone _____

RETURN FORM AND \$25.00 PERMIT FEE TO: Kimberly Parks & Recreation Dept., 515 W. Kimberly Avenue, Kimberly, WI 54136

Date Received: _____ Amount Received: _____ Received By: _____

**Village of Kimberly
SPECIAL EVENT
PERMIT APPLICATION**



PERMIT FEE \$25.00

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility **please be very specific**. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. Please call (920) 788-7507 with questions regarding this special event permit.

Event sponsor: Kimberly High School Student Council

Event name: KHS Homecoming Fireworks

Check one: Parade Run/Walk Festival Tournament Other

Dates needed: Fri, October 11th 2024

Times needed: 7:00 pm - After football game
(Please include beginning and end times, if different times are needed on different dates please specify.)

Buildings, Parks, shelters, open space needed: _____

Will you be requesting street closure or use of street right of way? YES _____ NO X
If yes, what streets (submit mapped route and/or area requested)? _____

Will tents or other temporary structures be erected? No

Will you be having any kind of animals, performances or amusement rides? No

Will you be selling or serving alcohol? No Does your event include fireworks? yes

Number of people attending: _____ Please be aware that portable toilets will be required if crowd size exceeds toilet capacity.

Other requests: PSL Lefebvre to coordinate w/ Metro Police & Fire Dept.

Indemnification Agreement

The applicant/organization shall indemnify, defend, and hold harmless the Village and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful misconduct of the Village. Applicant/Organization also understands and acknowledges that as required by the Village, liability insurance is the financial means to legally defend the Village and cover liability arising from the activity/event. I certify by my signature that I understand and agree to comply with this agreement & the insurance requirements and that I'm a qualified representative of my organization authorized to sign this agreement. I also certify the information is true and accurate.

Jackie Delean
Officer of Sponsoring Organization - Name

J Delean
Signature

8-29-24
Date

1662 Kennedy Ave
Address Kimberly, WI

Work Phone (920) 423-4115 Cell Phone (920) 360-3878 Home Phone _____

RETURN FORM AND \$25.00 PERMIT FEE TO: Kimberly Parks & Recreation Dept., 515 W. Kimberly Avenue, Kimberly, WI 54136

Date Received: _____ Amount Received: _____ Received By: _____



To: Village Board of Trustees
From: Daniel M. Meister – Chief of Police
Date: September 4th, 2024
Re: Fox Valley Metro Police Department
Monthly Report – September 2024

New and Noteworthy

PERSONNEL

Metro Anniversaries for September:

Police School Liaison Officer Jeffery Nett: 29 Years of Service

Police School Liaison Officer Brandon Stahmann: 18 Years of Service

TRAINING

Investigator Uebelher completed instructor training in the Pepperball system. This non-lethal system will enable officers to de-escalate conflict and resolve situations with a safer outcome for subjects and officers. Once the equipment is received, instructors will begin training prior to deployment in the field.



Pepperball.com



Officers completed summer firearms training sessions. Emergency vehicle operations training begins this

month.

Officers are attending rescue task force/active shooter training with other Outagamie County agencies.

BUDGET & FINANCE

The department's 2025 proposed budget was submitted to the VOLC finance dept. on August 23rd. The budget stayed within the 3% operational increase guidance.

OPERATIONS

Metro staff will be participating in a facility tour and safety walk-through at the new Festival Foods site.

ADMINISTRATION

The department has received notice that the Village of Combined Locks is terminating our property storage lease agreement effective January 1st, 2026. We are currently working on potential solutions to relocate several thousand pieces of property and evidence.

Recent / Upcoming meetings:

Crossing Guard Meeting – 8/21

Safe routes to Schools Meeting (LCASD) – 8/28

Outagamie County Law Enforcement Executive Association Meeting: 9/4

Village Administrator Meeting – 9/5

Village of Kimberly Board Meeting – 9/9

Metro Police Commission Meeting – 9/10

Village of Little Chute Board Meeting – 9/18

Metro Command Staff Meeting – 9/19

SPECIAL EVENTS

The Metro K-9 foundation raised about \$9,000 from their annual golf outing in August.

Staff have met with the Fox Cities Marathon planning group for the multi-jurisdictional event that will be taking place on September 22nd. Metro will have officers assisting with traffic control.

Monthly Activity

Below is a three-month comparison for calls for service in the Village of Kimberly.





FOX VALLEY METRO POLICE DEPARTMENT

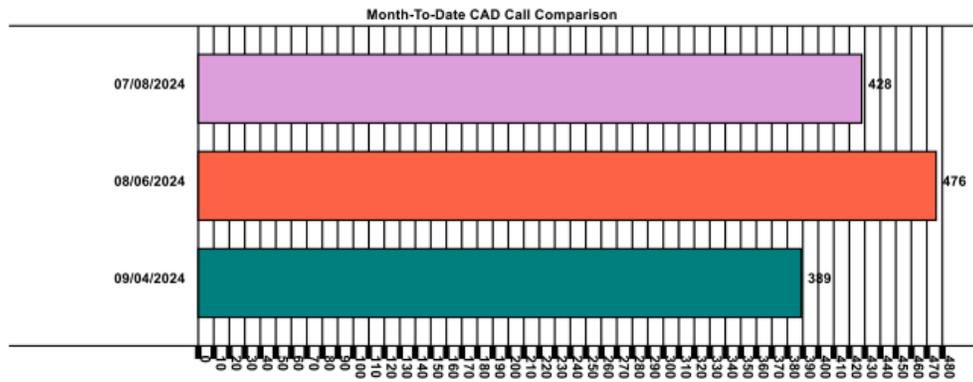
Month-to-Date CAD Call Detail

Month-To-Date CAD Received Calls

Call Nature	08/07/2024	07/09/2024	1 mo %	06/10/2024	2 mo %
	to 09/04/2024:	to 08/06/2024:	change:	to 07/08/2024:	change:
911 Misdial	25	39	-35.9%	19	31.6%
Abandoned Vehicle	3	1	200.0%	0	N/A
Abdominal C-Charlie Response	1	0	N/A	0	N/A
Accident in a Parking Lot	0	1	-100.0%	4	-100.0%
Accident with Injury	0	3	-100.0%	0	N/A
Accident with Scene Safety	1	0	N/A	0	N/A
Accident with Spill Cleanup	0	2	-100.0%	0	N/A
Alcohol Violations	0	4	-100.0%	0	N/A
Allergies C-Charles Response	2	0	N/A	0	N/A
Animal Bite	0	2	-100.0%	0	N/A
Animal Call	11	20	-45.0%	14	-21.4%
Assist Citizen or Agency	25	21	19.0%	19	31.6%
Back Problem A-Adam Response	0	1	-100.0%	0	N/A
Back Problem C-CharlesResponse	1	0	N/A	0	N/A
Bicycle Stop	0	2	-100.0%	0	N/A
Bleeding B-Boy Response	0	1	-100.0%	0	N/A
Bleeding D-David Response	0	0	N/A	1	-100.0%
Boat Stop	0	0	N/A	2	-100.0%
Breathing Problem C-Charles	0	0	N/A	1	-100.0%
Breathing Problem D-David	1	2	-50.0%	1	0.0%
Burglary	1	0	N/A	0	N/A
Carbon Monoxide Alarm	1	2	-50.0%	0	N/A
Civil Matter Assist	0	1	-100.0%	0	N/A
Civil Process	7	4	75.0%	7	0.0%
Crime Prevention	24	24	0.0%	15	60.0%
Damage to Property	3	1	200.0%	3	0.0%
Disturbance	8	11	-27.3%	6	33.3%
Domestic Disturbance	1	1	0.0%	1	0.0%
Drug Complaint	3	0	N/A	1	200.0%
Emergency Committal	0	1	-100.0%	1	-100.0%
Fainting A-Adam	0	0	N/A	2	-100.0%

Fainting C-Charles	0	1	-100.0%	1	-100.0%
Falls A-Adam Response	6	1	500.0%	1	500.0%
Falls B-Boy Response	5	2	150.0%	1	400.0%
Falls D-David Response	3	0	N/A	3	0.0%
Fire Alarm Commercial	4	6	-33.3%	3	33.3%
Fire Unauthorized Burning	0	0	N/A	1	-100.0%
Fire Vegetation or Grass	0	0	N/A	1	-100.0%
Fireworks Complaint	0	0	N/A	5	-100.0%
Follow Up	12	10	20.0%	15	-20.0%
Fraud Complaint	6	2	200.0%	1	500.0%
Graffiti Complaint	0	0	N/A	1	-100.0%
Harassment	3	3	0.0%	5	-40.0%
Hazard in Roadway	7	9	-22.2%	12	-41.7%
Jail GPS Checks	0	5	-100.0%	8	-100.0%
Juvenile Complaint	6	5	20.0%	2	200.0%
Law Alarms - Burglary Panic	2	2	0.0%	8	-75.0%
Lost or Found Valuables	1	8	-87.5%	5	-80.0%
Medical Assistance No Injury	4	0	N/A	9	-55.6%
Medical Pre-Alert	4	7	-42.9%	2	100.0%
Missing Person	0	1	-100.0%	0	N/A
Motorist Assist	5	13	-61.5%	8	-37.5%
Natural Gas or Propane Leak	0	1	-100.0%	0	N/A
Noise Complaint	0	4	-100.0%	5	-100.0%
Ordinance Violation	26	10	160.0%	13	100.0%
PNB E-Edward Response	0	1	-100.0%	0	N/A
Parking Enforcement	9	17	-47.1%	18	-50.0%
Parking Request	0	1	-100.0%	2	-100.0%
Reckless Driving Complaint	4	5	-20.0%	3	33.3%
Restraining Order Tracking	0	3	-100.0%	1	-100.0%
Retail Theft	1	0	N/A	0	N/A
Runaway Juvenile	1	3	-66.7%	3	-66.7%
Scam	2	1	100.0%	3	-33.3%
School Safety	7	0	N/A	0	N/A
Seizure A-Adam Response	1	0	N/A	0	N/A
Sex Offense	1	0	N/A	2	-50.0%
Sick A-Adam	2	3	-33.3%	3	-33.3%
Sick C-Charles	3	2	50.0%	2	50.0%
Sick D-David	0	0	N/A	1	-100.0%
Spill Cleanup	1	0	N/A	0	N/A
Stroke C-Charles	1	1	0.0%	0	N/A
Structure Fire Smoke or Flame	1	1	0.0%	0	N/A

Suicide A-Adam	2	0	N/A	0	N/A
Suspicious Incident	6	3	100.0%	12	-50.0%
Suspicious Person	4	4	0.0%	3	33.3%
Suspicious Vehicle	5	8	-37.5%	6	-16.7%
Testing Only	1	1	0.0%	0	N/A
Theft Complaint	6	6	0.0%	5	20.0%
Traffic Enforcement	7	9	-22.2%	0	N/A
Traffic Stop	66	124	-46.8%	118	-44.1%
Traumatic Injuries A-Adam	2	2	0.0%	1	100.0%
Traumatic Injuries D-David	1	0	N/A	0	N/A
Trespassing	1	2	-50.0%	1	0.0%
Unconscious D-David	2	3	-33.3%	1	100.0%
Unlocked or Standing Open Door	1	2	-50.0%	6	-83.3%
Vehicle Accident	5	7	-28.6%	5	0.0%
Vehicle Lockout	4	2	100.0%	2	100.0%
Violation of Court Order	1	1	0.0%	1	0.0%
Wanted Person or Apprehension	2	1	100.0%	1	100.0%
Water Problem	0	4	-100.0%	2	-100.0%
Welfare Check	27	24	12.5%	19	42.1%
Wire Down	0	1	-100.0%	0	N/A





Department Report

To: Village Board
From: Danielle Block | Administrator/Director of Public Works
Date: August 2024
Re: Administrator's Report

AUGUST HIGHLIGHTS

- Continued planning for the 2025-2029 Capital Improvement Planning process.
- Completed the investment of \$9.8M bond proceeds with American Deposit Management Co. (ADM).
- Completed the Village's 2025 insurance renewal process and attend the CVMIC Summer Conference.
- Posted job openings and began the recruitment process for the Community Development Director and Deputy Director of Public Works positions.
- Prepared and distributed the preliminary 2025 budget guidance for Department heads. Developed template documents and base estimates for the 2025 budget. See attachments.

TOP PRIORITIES FOR SEPTEMBER

- Coordinate with Clerk-Treasurer to complete the process of bond management with ADM.
- Continue work to coordinate the completion of the 2023 Audit.
- Complete the recruitment process for the Community Development Director, Deputy Director of Public Works and the Fire Chief.
- Work with the auditors to finalize the 2023 Water and General Fund Audits. Presentation of the audit to the Village Board and Water Commission in October.
- Develop an initial proposal for the 2025 budget and presentation to the Village Board.

UPCOMING EVENTS

- Presentation of the 2025-2029 CIP.
- Presentation of the draft 2025 Budget request.



Village of Kimberly 2025 Budget Guidance

1. Personnel line items for non-represented employees in 2024 were cross-referenced with BLS CPI data (federal), BLS CPI data Midwest Region and Wisconsin Employment Relations Commission (WERC). As evidenced by the July release of BLS CPI data (2.9% increase over the previous 12 months) ([Consumer Price Index - July 2024 \(bls.gov\)](#)) and BLS CPI Midwest Region data (3.7% increase over the previous 12 months) ([Consumer Price Index, Chicago-Naperville-Elgin area – July 2024 : Midwest Information Office : U.S. Bureau of Labor Statistics \(bls.gov\)](#)).

The WERC data illustrates for 11/1/2024 that CPI for bargaining agreements should be at 3.36% ([Wisconsin Employment Relations Commission](#) or [WERC Chart of CPI-U Percentages for Various CBA terms \(wi.gov\)](#)). It should be noted the FVMPD PPA contractual adjustment is at an effective increase of 1.5% in April and 2% in October of 2025. Preliminarily, I would propose a 3.0% cost of living adjustment (COLA) for all non-represented regular staff. This increase will have a budgetary impact on all personnel expenses and we will need to ensure that the increase is responsible and achievable. Should the proposed 3.0% increase be unattainable, the approach will be amended early in the 2025 budget process.

2. Wisconsin Retirement System (WRS) rates were released on 6/20/2024. The Village and employee portions for General Employees will see an increased rate. The 2025 rate is 6.95% (an increase of 0.05% from 2024).
3. All other personnel costs will be attained by the Clerk-Treasurer and Administrator. The release of this data will be dependent on the State to approve health insurance and retirement contributions.
4. CIP requests should be consistent with foundational documents (Comp Plans, Park Plans, previous CIP, Strategic Plan, Board or Legislative Authority guidance). Outlay amounts for the 2025 budget should be reflective of the 2025-2029 CIP and Capital Improvement Policy Documents.
5. All budget request must be completed in Excel and submitted electronically. A template will be provided.
6. Budget requests must be accompanied by "Budget Goals" Worksheet. This will help Finance and Administration understand and prioritize requests from the current budget. Lastly, these will be used in Budget Workshops to inform Board of requests.
7. Discontinuation – This is also an option for programs, service or personnel and the worksheets should clearly identify any discontinuations.
8. Growth – Budget growth should be managed to the maximum extent. **A maximum 3.0% budgetary increase is in effect for 2025.** Budget increases should be managed to the maximum extent possible. If you are proposing increases, ideally you are also identifying offsets, efficiencies or other gains that can be explained within the Budget Worksheets.
9. Budget and Fees – If fees are a significant component to your budget, please update Administration as to the last time an increase or review was held. Any change to the fee schedule should include market comparisons. Special attention should be paid to the fees within any Department. A comprehensive Fee Schedule will be proposed during the 2025 Budget process for Board Review and Approval.
10. **Mission statement, accomplishments, goals and metrics will be required to be updated as appropriate and submitted to Administration along with any supporting documentation.**
11. Budget amounts will be completed in Excel and input through CVIC Systems MiBudget Software by the Administrator. Budget request sheets will be completed in Excel.

VILLAGE OF KIMBERLY
2025 BUDGET CALENDAR

<u>POLICY DATE</u>	<u>CALENDAR DATE</u>	<u>INFORMATION TO BE COMPLETED</u>
August		<i>Department Heads to Schedule Meeting w/ Village Administrator (Create 2025 Budget Needs)</i>
By Second Tuesday in August	27-Aug-24	Operating Budget Instructions/Template Available
First Tuesday in September	17-Sep-24	Operating Budgets Due to Administrator
	September 2024	Department Heads & Admin Review/Completion of Operating Budget
Fourth Friday in September	4-Oct-24	2025 Operating Budget Final Review by Village Administrator
First Monday in October	October 7, 2024	Tentative Budget Work Session with Village Board (Committee of the Whole) - Department Requests
Second Tuesday in October	October 8, 2024	Budget Work Session with the Water Commission
Second Monday in October	October 14, 2024	Budget Work Session with Village Board (Committee of the Whole) - Administrator Recommendations
Third Monday in October	October 21, 2024	Joint Department - Fox Valley Metro Police Department Budget Workshop (LC & K) Held in Little Chute with Virtual Option
At Least 15 Days Prior to PH	October 23, 2024	Publish and Post Budget Public Hearing Notice and Budget Summary in Times Villager
By First Monday in November	November 4, 2024	Budget Work Session with Village Board (Special Meeting) - Final Administrator Recommendations
First Tuesday in November	November 5, 2024	Approval of 2024 Operating Budget - Water Utility by Water Commission Special Meeting
By Second Monday in November	<u>November 11, 2024</u>	<u>Target Public Hearing & Adoption of 2025 Operating Budget by Village Board</u>

August 15 - Equalized Value Released by State
Health Insurance Open Enrollment is Sept 25- Oct 20



Department Report

To: Village Board
From: Danielle Block | Administrator/Director of Public Works
Date: September 2024
Re: Public Works Monthly Report

HIGHLIGHTS FOR AUGUST

- Nearing completion of street concrete patching. One minor patch remaining at Wilson & Third. No traffic closures required.
- Street sweeper collected about 29 yards of street sweepings in August.
- Welhouse Drive and Curtain Ave. terrace restoration, mini-storm hook ups, mailbox placement nearing completion.
- The Blue at the Trail paving project continues, concrete of mainline pavement in certain areas has been poured.
- The Street and Parks Facility Demolition and Construction mobilization, temporary power installations, perimeter fencing nearing completion.
- Took delivery of the new John Deere backhoe from Brooks Tractor.

TOP PRIORITIES FOR SEPTEMBER

- Priority completion of the Wisconsin Department of Natural Resources 2022 and 2023 Compliance Maintenance Annual Reports (CMAR).
- Completion of punch list and final close out items related to 2024 infrastructure projects. Summary of special assessment to be calculated and sent to Finance.
- Stump grinding and tree pruning to resume prior to leaf collection.
- Demolition of the Street and Parks Facility to progress. A sidewalk closure along Kimberly Avenue will be necessary. This is a temporary closure and will reopen once the demolition of the southern walls are complete and the site/excavation is complete.
- Installation of new traffic signals at Lincoln and Maes prior to the opening of Festival Foods. This began early September and will be completed very soon.
- Continue work with the maintenance team for facilities projects.
- Prepare the 2025-2029 Capital Improvement Plan with Administration and begin initial 2025 budget analysis.

UPCOMING EVENTS

- Presentation of the CIP and preliminary budget analysis.
- Several fall training events for the operators.

August Solid Waste Summary																
DATE	Ticket #	TRUCK	Automated Garbage Weight	COST	Business & Parks Dumpster Collection Weight	COST	Large Item Collection Weight	COST	Sweepings Weight	COST	Yard Waste Weight	COST	Tires Weight - Free Collection	Village Streets, Library, Complex Recycle Weight - No Charge	Estimated Leaves Collected - Yards	Total Cost
08/01/24	908915	32	12620	\$ 340.74		\$ -		\$ -		\$ -		\$ -				\$ 340.74
08/01/24	909108	38		\$ -		\$ -		\$ -	18460	\$ 516.88		\$ -				\$ 516.88
08/01/24	909109	4		\$ -		\$ -		\$ -	11300	\$ 316.40		\$ -				\$ 316.40
08/01/24	909143	32	7000	\$ 189.00		\$ -		\$ -		\$ -		\$ -				\$ 189.00
08/01/24	909145	38		\$ -		\$ -		\$ -		\$ -		\$ -				\$ -
08/01/24	909163	38		\$ -		\$ -		\$ -		\$ -		\$ -		Scale Use		\$ -
08/01/24	909183	38		\$ -		\$ -		\$ -		\$ -		\$ -		Scale Use		\$ -
08/02/24	909327	49	2180	\$ 58.86		\$ -		\$ -		\$ -		\$ -				\$ 58.86
08/02/24	909384	38		\$ -		\$ -		\$ -		\$ -	6660	\$ 119.88				\$ 119.88
08/02/24	909479	38		\$ -		\$ -		\$ -		\$ -	6580	\$ 118.44				\$ 118.44
08/02/24	909512	38		\$ -		\$ -		\$ -		\$ -	5380	\$ 96.84				\$ 96.84
08/05/24	910254	38		\$ -		\$ -		\$ -		\$ -	7460	\$ 134.28				\$ 134.28
08/06/24	910425	32	18740	\$ 505.98		\$ -		\$ -		\$ -		\$ -				\$ 505.98
08/06/24	910575	32	8300	\$ 224.10		\$ -		\$ -		\$ -		\$ -				\$ 224.10
08/07/24	910801	32	13880	\$ 374.76		\$ -		\$ -		\$ -		\$ -				\$ 374.76
08/07/24	911029	32	12260	\$ 331.02		\$ -		\$ -		\$ -		\$ -				\$ 331.02
08/08/24	911257	32	14820	\$ 400.14		\$ -		\$ -		\$ -		\$ -				\$ 400.14
08/08/24	911454	32	7220	\$ 194.94		\$ -		\$ -		\$ -		\$ -				\$ 194.94
08/09/24	911609	49	2160	\$ 58.32		\$ -		\$ -		\$ -		\$ -				\$ 58.32
08/09/24	911683	38		\$ -		\$ -		\$ -		\$ -	5720	\$ 102.96				\$ 102.96
08/09/24	911726	38		\$ -		\$ -		\$ -		\$ -	6160	\$ 110.88				\$ 110.88
08/09/24	911772	38		\$ -		\$ -		\$ -		\$ -	5240	\$ 94.32				\$ 94.32
08/09/24	911890	38		\$ -		\$ -		\$ -		\$ -	10260	\$ 184.68				\$ 184.68
08/13/24	912912	32	16680	\$ 450.36		\$ -		\$ -		\$ -		\$ -				\$ 450.36
08/13/24	913089	32	7920	\$ 213.84		\$ -		\$ -		\$ -		\$ -				\$ 213.84
08/14/24	913518	32	10480	\$ 282.96		\$ -		\$ -		\$ -		\$ -				\$ 282.96
08/15/24	913780	32	13300	\$ 359.10		\$ -		\$ -		\$ -		\$ -				\$ 359.10
08/15/24	913951	32	6980	\$ 188.46		\$ -		\$ -		\$ -		\$ -				\$ 188.46
08/16/24	914096	49	2800	\$ 75.60		\$ -		\$ -		\$ -		\$ -				\$ 75.60
08/16/24	914334	38		\$ -		\$ -		\$ -		\$ -	4900	\$ 88.20				\$ 88.20
08/20/24	915320	32	18460	\$ 498.42		\$ -		\$ -		\$ -		\$ -				\$ 498.42
08/20/24	915503	32	8440	\$ 227.88		\$ -		\$ -		\$ -		\$ -				\$ 227.88
08/21/24	915734	32	14420	\$ 389.34		\$ -		\$ -		\$ -		\$ -				\$ 389.34
08/21/24	915928	32	11320	\$ 305.64		\$ -		\$ -		\$ -		\$ -				\$ 305.64
08/22/24	916222	32	14940	\$ 403.38		\$ -		\$ -		\$ -		\$ -				\$ 403.38
08/22/24	916378	32	7040	\$ 190.08		\$ -		\$ -		\$ -		\$ -				\$ 190.08
08/23/24	916582	5		\$ -		\$ -		\$ -	7140	\$ 199.92		\$ -				\$ 199.92
08/23/24	916612	5		\$ -		\$ -		\$ -	8400	\$ 235.20		\$ -				\$ 235.20
08/23/24	916625	38		\$ -		\$ -		\$ -		\$ -	5940	\$ 106.92				\$ 106.92
08/23/24	916654	38		\$ -		\$ -		\$ -		\$ -	6380	\$ 114.84				\$ 114.84
08/23/24	916690	5		\$ -		\$ -		\$ -		\$ -	5360	\$ 96.48				\$ 96.48
08/26/24	917289	38		\$ -		\$ -		\$ -		\$ -	4800	\$ 86.40				\$ 86.40
08/26/24	917325	3		\$ -		\$ -		\$ -		\$ -	5280	\$ 95.04				\$ 95.04
08/26/24	917372	38		\$ -		\$ -		\$ -		\$ -	6240	\$ 112.32				\$ 112.32
08/26/24	917439	38		\$ -		\$ -		\$ -		\$ -	7720	\$ 138.96				\$ 138.96
08/26/24	917441	49		\$ -		\$ -	9860	\$ 266.22		\$ -		\$ -				\$ 266.22
08/26/24	917488	38		\$ -		\$ -		\$ -		\$ -	7760	\$ 139.68				\$ 139.68
08/26/24	917597	38		\$ -		\$ -		\$ -		\$ -	8560	\$ 154.08				\$ 154.08
08/26/24	917620	38		\$ -		\$ -		\$ -		\$ -	9040	\$ 162.72				\$ 162.72
08/26/24	917671	49		\$ -		\$ -	6520	\$ 176.04		\$ -		\$ -				\$ 176.04
08/27/24	917859	49		\$ -		\$ -	8900	\$ 240.30		\$ -		\$ -				\$ 240.30
08/27/24	917862	38		\$ -		\$ -		\$ -		\$ -	9580	\$ 172.44				\$ 172.44
08/27/24	917867	32	17280	\$ 466.56		\$ -		\$ -		\$ -		\$ -				\$ 466.56
08/27/24	917900	38		\$ -		\$ -		\$ -		\$ -	9680	\$ 174.24				\$ 174.24
08/27/24	917997	32	8680	\$ 234.36		\$ -		\$ -		\$ -		\$ -				\$ 234.36
08/28/24	918210	49		\$ -		\$ -	6360	\$ 171.72		\$ -		\$ -				\$ 171.72
08/28/24	918223	32	12840	\$ 346.68		\$ -		\$ -		\$ -		\$ -				\$ 346.68
08/28/24	918388	32	10180	\$ 274.86		\$ -		\$ -		\$ -		\$ -				\$ 274.86
08/29/24	918713	32	13680	\$ 369.36		\$ -		\$ -		\$ -		\$ -				\$ 369.36
08/29/24	918859	32	6740	\$ 181.98		\$ -		\$ -		\$ -		\$ -				\$ 181.98
08/30/24	919021	49		\$ -		\$ -	1120	\$ 30.24		\$ -		\$ -				\$ 30.24
TOTALS			140.87	\$ 8,136.72	0.00	\$ -	16.38	\$ 884.52	22.65	\$ 1,268.40	72.35	\$ 2,604.60	0.00	0.00	0.00	\$ 12,894.24
			Tons		Tons		Tons		Tons		Tons		Tons	Tons	Yards	



Department Report

To: Village Board
From: Danielle Block | Administrator/Director of Public Works
Date: September 2024
Re: Community Development Report

AUGUST HIGHLIGHTS

- Assisted Festival Foods in coordination for their development to open in the Fall of 2024.
- Presented Industrial Park Site Plans and Blue at the Trails concepts and floor plans to the Plan Commission.
- Began work with new Building Inspection Services contractor MSA. Developed process and procedures.
- Completed an analysis and adoption of new building permit and development fee schedule. Fees effective Wednesday, Sep

TOP PRIORITIES FOR SEPTEMBER

- Further analyze TID values for 2024 and remaining project estimates.
- Review current infrastructure project schedules and estimates for the 2025 budget request.
- Explore opportunities for marketing and development of Village-owned or vacant TID properties. Continued interest in the Kimberly Avenue mixed use lots.
- Present Aspire Phase 2 build out to the Plan Commission.
- Present the Blue at the Trail condominium plat to the Plan Commission.

UPCOMING EVENTS

- Grand Opening Celebration for Festival Foods on Thursday, September 19th at 5pm – 7pm.
- Budget review and analysis of TIDs.

August Building Permit & Fees Report					
Permit Category		Monthly Summary			
Category Prefix	Category Name	Value	Fees Collected Acct 01-44300-00	Number of Permits / Structures	Number Dwelling Units
Residential Building					
100	New Single Family	\$0.00	\$0.00	0	0
110	New Two Family	\$2,676,000.00	\$900.00	4	0
120	New Multi-Family	\$1,200,000.00	\$675.00	3	0
130	Residential Additions	\$0.00	\$0.00	0	0
140	New Accessory Buildings	\$0.00	\$0.00	0	
141	Addn Accessory Bldg	\$0.00	\$0.00	0	
150	Interior Alterations	\$0.00	\$0.00	0	
151	Exterior Alterations	\$0.00	\$0.00	0	
160	Decks/Patios	\$0.00	\$0.00	0	
170	Fences	\$19,026.52	\$60.00	4	
180	In-Ground Pools	\$0.00	\$0.00	0	
181	Above Ground Pools	\$0.00	\$0.00	0	
190	Raze Residential	\$0.00	\$0.00	0	
Sub-Total Residential Building		\$3,895,026.52	\$1,635.00	11	0
Commercial & Industrial Building					
200	New Buildings	\$0.00	\$0.00	0	
210	Additions	\$0.00	\$0.00	0	
220	Interior Alterations	\$0.00	\$0.00	0	
221	Exterior Alterations	\$180,000.00	\$220.00	1	
230	Signs	\$10,000.00	\$50.00	1	
240	Raze Com'l/Ind	\$0.00	\$0.00	0	
Sub-Total Commercial/Industrial Building		\$190,000.00	\$270.00	2	
Electric					
300	Residential Services	\$2,500.00	\$50.00	1	
310	Residential Alterations	\$3,900.00	\$90.00	3	
320	Commercial/Industrial Services	\$0.00	\$0.00	0	
321	Commercial/Industrial Alterations	\$8,500.00	\$160.00	1	
Sub-Total Electric		\$14,900.00	\$300.00	5	
HVAC					
400	Residential Heating	\$0.00	\$0.00	0	
401	Residential AC	\$0.00	\$0.00	0	
402	Residential - Both	\$0.00	\$0.00	0	
410	Com'l & Ind Heating	\$0.00	\$0.00	0	
411	Com'l & Ind AC	\$0.00	\$0.00	0	
412	Com'l & Ind - Both	\$0.00	\$0.00	0	
420	Other	\$0.00	\$0.00	0	
Sub-Total HVAC		\$0.00	\$0.00	0	
Plumbing					
500	Residential Laterals	\$0.00	\$0.00	0	
501	Residential Alterations	\$5,400.00	\$105.00	3	
510	Com'l & Ind Laterals	\$0.00	\$0.00	0	
511	Com'l & Ind Alterations	\$0.00	\$0.00	0	
512	Other	\$0.00	\$0.00	0	
Sub-Total Plumbing		\$5,400.00	\$105.00	3	
Permit Totals		\$4,105,326.52	\$2,310.00	21	0
			Fees Collected	Number	
Miscellaneous Fees					
UDC Seals			\$105.00	0	
Parkland Dedication Fee			\$0.00	0	
Grade Fee			\$225.00	3	
VoK Sanitary Sewer Connection Fee			\$3,000.00	3	
HOVMSD Sanitary Sewer Connection Fee			\$10,605.00	3	
Storm Water - Erosion Control Permits			\$0.00	0	
Admin Fee			\$0.00	0	
Erosion			\$0.00	0	
Storm Sewer Fee			\$0.00	0	
Total Miscellaneous Fees			\$13,935.00		
Total All Fees			\$16,245.00		



Department Report

To: Village Board
From: Holly Femal | Community Enrichment Director
Date: September 9th, 2024
Re: Community Enrichment Director's Report

AUGUST HIGHLIGHTS

PARKS

- This month we said “See you next summer” to all our seasonal Parks and Rec staff. A huge shout out to these students for navigating maintaining parks and providing customer service as we continue to work out of several campuses. Parks Crew: Aubree, Evan, Nick, Sydnee, Ava, Charlie and Cadence. Complex Support: Hallie, Abby and Maitea.
- In total, the Sunset Park and Roosevelt Park ball fields were reserved for over 700 individual uses throughout “Ball Season” – April – August. This fall we hope to provide some much-needed maintenance to the Sunset Park Youth Diamond to prepare for the 2025 season.
- The Verhagen Park playground site was prepped in August with the installation crew mobilizing in September. Thanks to the Street Department for manpower and equipment support to remove the old equipment and prepare the site for the installation team. We anticipate the new playground will be ready for enjoyment as soon as September 11th with significant site restoration to follow.
- The Sunset Beach splash pad is near completion. The system was tested x2 August 29th and 30th with a few tweaks needed yet. Signage was ordered with installation scheduled September 4th – ribbon cutting announcement to come soon with intention of “soft opening” for September. Parkitecture to provide operational cost estimates for 2025 budgeting process.
- In preparation for the 2025 budget, additional fee structures and policies are being studied in reference to tournament play and general usage of the village’s ball diamonds. Research summary and recommendations will be forthcoming. Goals of this study include cost recovery and protection of the village’s facilities.
- Master Planning for the Sunset Park Lower Diamond continued in August with a partnership meeting. At this time, the discussions are on hold as the partnership continues with a cost analysis and amenity prioritization process before proceeding further. More information to be forthcoming in late October.

RECREATION

- Fall Archery class registration is full, with classes to begin mid-September into mid-October
- Fall Flag Football registration is closed with games beginning in September. Teams are formed in partnership with City of Kaukauna Recreation.

- Registration continues for the Adult Field trip to Warrens Cranberry Fest – trip scheduled for September 28th pending a full bus.
- Registration is open for a Fall Babysitting class and Fall KidStage.
- End of season analysis was completed for the Rec Baseball program. Most participants indicated the season was just about right for length but were disappointed with the amount of rain outs we experienced. The majority of survey respondents indicated that the village’s customer service was a “5 out of 5”, 92% indicated their child enjoyed their time in the program and 80% indicated their child made a new friend this summer as part of the program. Feedback on the 12U program indicates we will need to look for new partnerships for opposing teams for the 2025 season and that playing with Menasha wasn’t perceived as a positive partnership by the Kimberly participants.
- Beach season came to a close this month. The end of season staff survey provided insights for 2025 planning including: Staff indicated they felt fairly compensated for their positions at the beach, they would like to see more training dates in the future, and the feedback was shared loud and clear that the goose population at the beach needs to be addressed for the 2025 season. We hope to partner with Little Chute and Ashwaubenon for winter–break guard training – the Red Cross recently changed the recertification cycle for guards from bi-annual to annual. We hope to recertify as many returning staff as possible over winter break to avoid any beginning of the season shortages in 2025 due to this rule change.

A few end of season beach stats computed in preliminary analysis and planning for next season:

ADMISSIONS	INFANT	YOUTH	ADULT	SENIOR	SEASON	PROMO
2023	613	6368	4692	205	998	120
2024	520	5187	3635	549	846	70

- The 2024 Bark at the Beach season was held August 19th – 30th with no rain out dates this year! In total we hosted 625 doggy admissions and recorded \$3,400 in revenue between day pass and season pass admissions for the season. We had 172 season pass holding dogs compared to 210 season pass holding people for “human season” at Sunset Beach.

EVENTS AND OUTREACH

- We are gearing up for the 2024 Great Pumpkin Walk on October 18th with food truck commitments in, registration for pumpkins open here: <https://kimberly.recdesk.com/Community/Program/Detail?programId=370>
- We are also gearing up for fall special events including the ROCKS run, Fox Cities Marathon, KHS Homecoming parade and fireworks, ROCKS movie night in Sunset Park, Treaty Park Craft Fair, and the Fall Electronics Recycling Event.
- Fall KimTalk has officially hit mailboxes, the digital version can be viewed here: <https://www.vokimberly.org/wp-content/uploads/2024/08/Fall-2024-Final.pdf>

TOP PRIORITIES FOR SEPTEMBER

- Finally cut a ribbon on the splash pad!
- JRG ROCKS Run – September 18th
- Fox Cities Marathon – September 22nd

- NEWPRO Tour – Kimberly Splash pad: The Northeast WI region of Parks professionals will be touring the Kimberly splash pad as part of our September meeting – the group will also tour Little Chute and Kaukauna’s pads – September 26th
- Verhagen Park playground ribbon cutting – date TBD pending completed install
- Grand Opening of Kimberly’s Festival Foods – September 19th ceremony
- Memorial Bench Install at Papermill Run Trail
- Close out Heart of the Valley Scavenger Hunt in partnership with Little Chute and the Heart of the Valley Chamber.



Department Report

To: Village Board
From: Holly Selwitschka | Library Director
Date: September 2024
Re: Library Report



AUGUST HIGHLIGHTS

- The library circulated 14,748 items in August with an additional 2,347 digital checkouts in Libby
- 7,326 people visited the library in July.
- August is a quiet month for programming, but still we offered 10 programs for multiple age groups with 250 people in attendance
- The library was present at Metro PD's National Night Out, offering a bookmark craft and free book distribution
- The library offered a course on making sour-dough bread to 40 people in attendance
- The library received a donation of a guitar to add to the Library of Things collection. Ukuleles will be available for checkout after fall ukulele courses are completed. We have 5 instruments to circulate to adult patrons.

TOP PRIORITIES FOR SEPTEMBER

- Budget planning
- Return to regular programming. Highlights include a hallway display of election rights from WI State Historical Society, a baby clothes swap, a Master Gardeners program on composting, return to fall story times and family programming, and local author visit from Tammy Borden.
- Friends of the Library Fall Meeting Tuesday, September 10

UPCOMING EVENTS



On Display: Risking Everything: A Freedom Summer Traveling Exhibit

September 3-27: Learn about the summer that changed voting to this day. Display will be available throughout the month of September. Exhibit on loan from the Wisconsin Historical Society.



Fall Baby Clothes Swap.... It's community swap time!

Bring in a plastic bag of gently used baby clothes (premie-2T) in exchange for a ticket. Then, come in on the swap day to get something new to your child. Limit of 5 tickets per person.

Donation days are September 2nd-30th (during open hours).

Swap days are October 2nd and 3rd (during open hours and while supplies last). The first day of swapping is reserved for those with tickets. The second day is open to everyone.

Ongoing... Kimberly Reads The Pulitzer: The 2024 Reading Challenge

Kimberly Reads: The Pulitzer. Read 8 of the last 12 Pulitzer Prize winners in fiction. Readers will get a punch card to track their progress. Anyone who gets 4 punches by 9/16/24, will get entered into the midway prize drawing.



LitFix Book Club Meets the 1st Thursday of each month @10am; In Person @ the Kimberly Public Library. September: "All the Light We Cannot See" by Anthony Doerr

Libby Tech Support: Getting Started with Free e-books and e-audiobooks Thursday September 5 @2-3pm; Get started with FREE digital books by dropping in during our tech support hours to get started with the Libby app. Bring your tablet and/or smart phone.

Pop in Pesto Making (and Tasting) Monday September 9 @3pm; Our Storybook Gardens are bursting with basil, so we are making pesto! Stop in the library on Monday, September 9 starting at 3:00 pm and see our expert chef Sally demonstrate how easy it is to make pesto and enjoy a free sample!

Baby Stay and Play Story Time Tuesdays in September 10 – October 22 @10-10:45am; Enjoy sweet stories, rollicking rhymes, and merry music perfect for babies up to 24 months and their parents/caregivers. Playtime included afterwards.

Fall Friends of the Kimberly Library Meeting Tuesday, September 10 @1:00pm; Everyone is welcome! Learn how you can support library programs and services.

Grandpa/Grandma & Me Book BINGO Tuesday, September 10 @4:00-4:45pm; Bring your grandparent(s) or special older adult and have fun playing Book BINGO together! Great for kids in 4K-5th grade.

Family Story Time Wednesdays @10:00-10:30am September 11 – October 23; Enjoy classic and newer picture books plus music and learning games during this fun story time geared for preschoolers and their parent/caregiver. No food during story time, please.

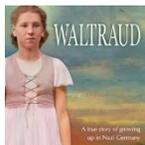
Writer's Group – 2nd Thursday of each month at 10am-Noon The writing group is for fun; no critiques are done, just support. At each meeting, members spend time writing from a prompt then share what they've written. There is no pressure to read your writing out loud, just encouragement.

Senior Movies – 2nd Thursdays @12:30pm Come for the popcorn. Stay for the movie! The senior movie matinee begins at 12:30PM in the Evergreen Room. Call the library at 920-788-7515 to get the movie title.

Composting: How to Do It and Why You Should Thursday September 12 @4:30-5:30pm; Adding compost to your soil can do much to improve a flower or vegetable garden. Making your own is simple once you know a few basic guidelines. Master Gardener Tom Wentzel will be at the Kimberly Library to lead you through the guidelines of composting and separate fact from fiction. No registration required.

After School Movie: Inside Out 2 Friday September 13 @4:00-5:30pm; Disney and Pixar’s “Inside Out 2” returns to the mind of newly minted teenager Riley just as headquarters is disrupted by something entirely unexpected: new Emotions! Joy, Sadness, Anger, Fear and Disgust aren’t sure how to feel when Anxiety and friends show up. Rated PG. Free popcorn.

Short Story Group Discussions - September 17 @9-10am Short Story Group reads a classic and a contemporary short story then meets once a month to discuss what they read.



Author Visit and Book Signing with Tammy Borden Tuesday, September 17 @5:30-6:30pm Join us as author Tammy Borden talks about writing her book, *Waltraud: A True Story of Growing Up in Nazi Germany*.

Book Sayers Book Club – 3rd Thursdays @1pm Book Sayers is an afternoon book club that meets the third Thursday of every month. September 19: “The White Lady” by Jacqueline Winspear. New Members are Welcome! Ask at the desk for a copy of the book.

Teddy Bear Picnic Story Time Friday September 27 @ 10-10:30am; “If you come to the library today, you’re in for a big surprise because today is the day the teddy bears have their picnic!” Bring your special stuffed friend and enjoy teddy bear stories and songs plus a craft and a special surprise at the end. For preschoolers and their parents or caregivers.

Memory Café, a collaboration of the Fox Valley Memory Project - 4th Wednesday of each month from 1:30-3pm; As part of a community collaboration, from July to the end of the year, the library will co-host Kimberly’s Memory Café monthly in person at the **HEART OF THE VALLEY YMCA**. Memory Cafes are for those experiencing memory loss and their loved ones. For safety, all participants must attend with a partner.

Friday Reads - Every Friday @ 11am; Virtual on Facebook Live – Hear about great book recommendations from Librarians Jill and Julie every week on facebook, then come into the library to check out the best ones!

WHAT'S COMING IN *October...*

Photography Classes for
Tweens & Teens



Ukulele Jam
Sessions for Adults



Adult Fall Craft
Workshop



FOKL

Timber Tap Beer
Tasting Fundraiser



Wild Robot
Book Party





Department Report | Clerk-Treasurer

To: Village Board

From: Jennifer Weyenberg | Clerk-Treasurer

Date: September 9, 2024

ONLINE SERVICES

The Village uses PSN to process online and in-office credit card payments. Our annual review with PSN was held in late August and our year-in-review showed the following:

- Usage in our online services grew from 7,620 payments to 8,372
- 57% of customers use their website for payments, 13% have regularly scheduled payments, and 23% are setup for auto-pay
- We have saved an estimated \$2,775 the past year in postage with eBills

We have agreed to serve as a test site for the new credit card swipe terminals in partnership with PSN. Our new terminals should be here later this fall.

ELECTIONS

Voter participation was 37% for the August 13th Partisan Primary. Both election inspectors and voters used the Badger Books efficiently and everyone seems comfortable as we head into the November election. Of the votes that were cast on Election Day, 45% were done using the Express Vote (commonly called “touch screen”) rather than traditional fill-in the oval paper ballots. The village currently has 3 Express Vote machines and this is where we usually have voters waiting in line. I have requested to borrow an additional Express Vote from the Outagamie County Clerk’s office for the November election to help with this issue.

TRAININGS

The fall season is always filled with many training opportunities. The Clerk-Treasurer attended the Municipal Treasurer Association training in late August, our Deputy Clerk will attend the annual CIVIC systems conference next week, and our Clerk of Courts will attend their annual conference in the Dells.