

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – APRIL 2020



Little Chute

ESTABLISHED 1848

April 2020

Village Administrator Report to the Board of Trustees

Submitted to the Village Board of Trustees and the residents of Little Chute is a report of the various departments of the Village. The information contained herein is intended to keep the Board and public apprised of their government at work.

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – APRIL 2020

The information in this report is meant to provide a snapshot of Village operations for the month preceding. The goal is to provide statistics and measures that can be analyzed and viewed over time. These reports will be reported to the Board on a monthly basis. The reports will be added to the official files of the Village of Little Chute and be published on the Village's website at www.littlechutewi.org.

As we continue this effort, the style and metrics will be fine-tuned to better capture operational aspects that will serve staff, the board and public with a more robust understanding of operations. Ultimately, this information can be used to assist in policy and fiscal decisions on the future of Village operations. New in 2020, we will be including data and information from the Little Chute Fire Department, which will help show how our dedicated team of individuals serve the community.

If you have any questions or suggestions, please contact us!

Department Overview

The report will track monthly activities for the following:

- Village Administrator
- Clerk
- Community Development
- Finance Department
- Fox Valley Metro Police Department
- Kimberly/Little Chute Library
- Parks, Recreation and Forestry Department
- Department of Public Works
- Engineering Department

Questions or Comments

Should you have questions or comments with the information contained herein, please contact the Village Administrator:

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Village Administrator
108 W. Main Street
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Village Administrator

HIGHLIGHTS

- The Board of Trustees worked on the following items in the month of April:
 - At the April 1st meeting adopted a resolution to apply for a Community Development Grant from the Wisconsin Economic Development Corporation for a Downtown Hotel project, approved a resolution realigning polling locations for the April 7th election, approved bids for the 2020 public projects, approved a development agreement for a downtown hotel, and approved various COVID related personnel policies.
 - At the April 15th meeting approved Faith Technologies site plan for a new manufacturing and office facility, approved bids for a new playground at Van Lieshout Park, and adopted an ordinance changing the rate of compensation for all elected officials in Little Chute.
- Continued to work with staff on an effective resolution to a billing issue with Outagamie County Landfill.
- Worked with all departments and staff on ensuring that essential operations are preserved while safeguarding the public and staff from COVID 19.
- Worked with all departments and staff on maintaining an active resource page for residents related to our COVID-19 response here: <https://www.littlechutewi.org/624/Response-to-COVID-19>
- Held preliminary kick-off meetings for the 2021-2025 Capital Improvement Planning process with all department heads.
- Worked through two different façade grant applications.
- Met with the newly elected officials regarding an onboarding process.
- Kicked off the library planning process for the Little Chute Public Library.
- Met with the Town Chairman of Vandebroek to discuss opportunities for our communities to work together on a number of different opportunities.

TOP PRIORITIES FOR MAY

- Ensure the Little Chute Business Community has the information needed to respond to COVID 19 related changes.
- Ensure the staff of the Village of Little Chute has the tools and support they need to continue delivery of essential services in the face of COVID 19 matters.
- Continue working with County officials on resolving the leachate billing matter.
- Secure future training opportunities for staff on a number of different topics.
- Work with the Library Planning Committee to finalize efforts related to the Little Chute Library
- Present for Board of Trustee action:

<ul style="list-style-type: none"> - Reduction in Liquor License Fees - Resolutions for Stormwater Grants - Approve Mutual Aid Agreement for LCFD - Approve Boardwalk bid and related efforts - Approve the 2020-2022 FVMPD PPA Collective Bargaining Agreement - Approve an Intergovernmental Agreement with the City of Appleton 	<ul style="list-style-type: none"> - Approve a façade grant for a downtown business - Begin creating TID #9 in support of future development - Rescind the Quiet Zone 2020 project due to COVID related impacts - 2019 Audit for Board presentation - Discuss operations in relation to COVID 19 - Present a restated Special Assessment Policy
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Clerk

HIGHLIGHTS

April has been a very challenging month in the Clerk's office, as we were presented with a very unique situation; facilitating an election in the midst of the Covid-19 Pandemic and Stay-at-Home Orders from Governor Evers. We saw an extreme increase in absentee ballot requests, all needing to be processed in a timely manner and had to re-evaluate how to run an election without all of our seasoned poll workers while practicing social distancing guidelines. The election itself came into question, with Governor Evers changing the dates and requirements for absentee ballots, all of which was struck down the evening before the election was to be held. Yet despite all of these last-minute changes we were able to hold a very successful election thanks to the election inspectors, many staff and volunteers who moved voters through the process in a timely and safe manner. We closed out the election and began following Safer at Home Orders, with work from home options.

For the month of April, the Clerk's office completed our goals of:

- Shared data from social media sites
- Agendas/Minutes for meetings
- Continued maintenance of the Village Website and social media outlets
- Ongoing phone/supply ordering support
- Civic Center/Village Hall rentals, and processing of cancelations and refunds
- Process absentee ballots and preparations for election day
- Facilitated April 7 Spring Election and Presidential Preference Primary
- Closed out April 7 Spring Election
- Preparations for 2020 elections webinar training, upkeep of voter records, supply ordering
- Work with Public Works on spring newsletter, finalize and mail out
- Began process of Liquor License Renewals
- Updated Community Development page on village website with permit information

Goals for May:

- Agendas/Minutes for meetings
- Share data from social media sites
- Maintenance of the Village Website and social media outlets
- Ongoing phone/supply ordering support
- Civic Center/Village Hall rentals
- Begin planning for Summer Newsletter
- Preparations and planning for August Election
- Liquor License Renewals

Village of Little Chute Website and Social Media Metrics - April 2020

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Website Visits	12,104	12,222	-0.97%	43,869	40,730	7.42%
Website Page Views	19,858	16,824	15.28%	60,968	58,965	3.29%
Facebook Likes	3,991	3,390	15.05%	15,632	13,243	15.28%
Facebook Reach	68,926	63,608	7.7%	279,198	256,553	9.55%
Village Hall Blog View	312	645	-51.01%	1,546	1,853	-33.41%
Instagram Followers	591	436	26.23%	591	436	26.23%
Twitter Followers	411	358	12.89%	411	358	12.89%
Twitter Impressions	1285	213	83.44%	3,610	1,918	46.6%

Community Development

HIGHLIGHTS

- Met with Commercial Developers regarding sites and TIF in village.
- Continued Inspections of homes, apartments, and commercial projects.
- Discussions with architects regarding new projects.
- All Zoning related permits available online in fillable PDF format with descriptions and fee schedule
- Updated informational Brochures on residential fence, shed and detached garage permits
- Site Plans approved for two developments
- Implemented a Site Plan Tracker
- Dates set for Open Book and Board of Review

TOP PRIORITIES FOR MAY

- Meet with builders and owners about upcoming commercial projects.
- Work with developers regarding Commercial/Industrial projects.
- Continued Inspections of homes, apartments, industrial and commercial projects.
- Assist developers, surveyors, and realtors with zoning requirements.
- Continuing education classes with focus on Building Inspection
- Convert more forms/permits/applications to a fillable format
- Update more permits
- Improve Site review process (on going project)
- Hold a meet and adjourn for Board of Review

COMMUNITY DEVELOPMENT APRIL DATA

Community Development Department 2020 Permit Data				
	April-20	2020 Totals	2019 Totals	2018 Totals
Permits Issued	45	139	667	622
Property Complaints	8	9	31	61
Property/Field Inspections	41	207	912	929
Letters Sent	5	6	0	0
Action Corrected	1	2	13	44
Referred for Action	0	0	0	7
Ongoing	6	9	36	16

Community Development Department 2020 Permit Data				
	April-20	2020 Totals	2019 Totals	2018 Totals
Permits Issued	45	139	717	622
Permit Fees	\$8,672	\$30,878.00	\$108,776	\$257,754
Permit Value	\$1,426,633	\$3,560,849.00	\$35,228,147	\$47,343,017

Finance Department

HIGHLIGHTS

- Completed staff review of Comprehensive Annual Financial Report and awaiting audit firm second partner review for release of financials in May.
- State Report was filed on May 7, 2020. This report is used to determine aids the Village receives from the State. The report combines all governmental funds using the State prescribed format/account classifications required for filing. All proprietary funds are also reported individually. Successfully met report deadline of May 15, 2020.
- 4,026 utility bills created, 82 service orders (Final Reads, High/Low Reads, Meter Installations) created/coordinated with MCO and 227 Landlord notices mailed for tenant delinquency notification (up from 205 previous month), 854 ratepayers opted out of postcard billing, 1,648 ratepayers utilized PSN and 659 ACH for payments in April.
- Weight and Measures invoices completed and mailed; summer sewer calculation completed to be used for new residences
- Monitor and react to COVID-19 changing regulations, process and address unemployment claims while making sure Village is minimizing exposure with attorney recommended communication to seasonal staff, updating payroll procedures/working on system improvements
- Filed Expenditure Restraint and Room Tax Reports with State that were due May 1.

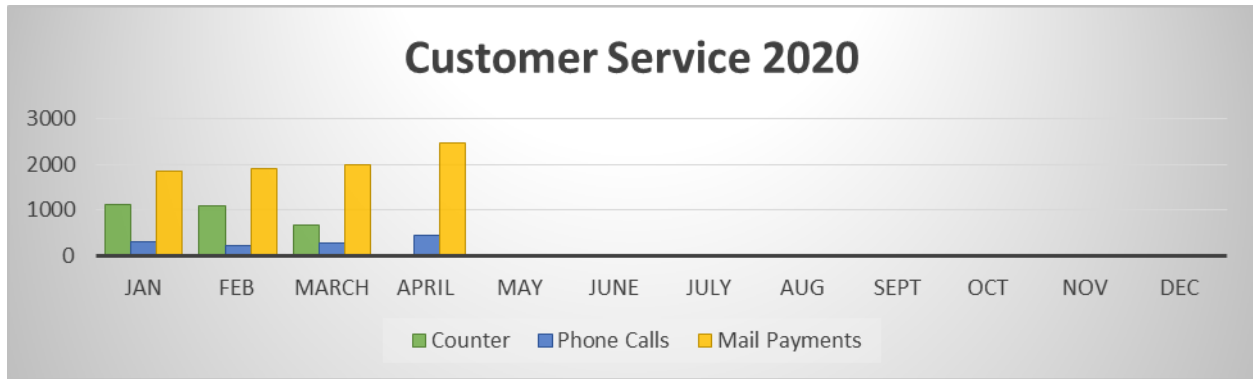
TOP PRIORITIES FOR MAY

- Capital Improvement Plan 2021-2025
- Continue cross-training for staff on critical functions and work on procedure manuals
- Debt issuance planning, release of Comprehensive Annual Financial Report including application for 2019 GFOA Award for Excellence Program
- Budget planning for 2021 including updated 2020 projection plus contingency planning for any revenue shortfalls
- Working on evaluation of cell/landline phone, internet, and copier/scanner devices to determine if duplication of any services exist along with potential to consolidate services for great cost efficiencies

CONTINUOUS IMPROVEMENT EFFORTS

- Thorough review of Weights and Measures Billing process: Assigned task to Customer Service Account Clerk from the Utility Billing Clerk so that we now have trained back-up. Review of Municipal Code for updates that are needed along with updating our procedures insuring billing according to approved timelines.
- Emphasis on cross-training for Utility Billing: Accounts Payable Clerk learned procedures for Industrial Billing and other portions of billing process not familiar with
- Reviewed April monthly reconciliation processes that staff was trained on in March. Follow-up to expand education so staff gains greater understanding to identify inconsistencies and ability to trouble shoot errors on their own
- Trained Customer Service Clerk on Special Assessment Monthly Reconciliation (Utility Billing Clerk as back-up)

APRIL DATA



PERFORMANCE MEASUREMENTS

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>Target 2020</u>
# months bank reconciliation completed timely	0	0	7	12
# of stale checks outstanding	NM	NM	57	5
Custodial credit risk	\$12.3	\$6.1	\$0	\$0
% of customers paying online	NM	NM	42%	55%
Continuous improvement initiatives	NM	NM	18	10
Number of special assessment billings	277	296	160	125
Average number of monthly utility bills	4,076	4,052	4,033	4,050
Annual number of utility work orders	952	1,093	940	950
Annual tax certification letters	793	735	775	750
General obligation bond rating	Aa3	Aa3	Aa3	Aa2
# of auditor's compliance issues	NM	6	1	0
% of time monthly financials closed within 15 days	NM	NM	50%	90%
% of staff adequately trained/cross trained	NM	NM	75%	100%

NM=New Measure

Little Chute Fire Department

Little Chute Fire Department - 2020 Calls for Service

	Structure Fire	CO Call	Mutual Aid	Auto Accident	Alarm Response	Misc.	Electric	Fire Pit Complaint	2020 Total Responses	2019 Total Responses	2018 Total Responses	2017 Total Responses	2016 Total Responses	2015 Total Responses
2020 SUMMARY	1	6	1	7	6	2	5	4	32	202	165	172	155	132
April 2020 Calls	0	3	0	0	2	0	3	2	10					



Fox Valley Metro Police Department

HIGHLIGHTS

- Keep staff safe from viral exposure and transmission
- Budget restraint
- Maintaining community engagement during pandemic

TOP PRIORITIES

- Staff
 - The department is at full staffing. The Community Service Officers have completed their initial training and are patrolling and taking calls for service in the villages. We are also working with our Community Development Director, Code Inspector and public works staff on developing a system of coordinating code violations and code complaints.
- Programs
 - The K-9 program is moving forward with meetings and conversations about getting the K-9 Foundation set up. I believe we have enough people to create a Foundation Board. The next steps will involve electing board officers and applying for 501 (c) (3) status.
 - I am also working with community residents, school and village staff in both villages for the purpose of exploring the idea of a teen court program.
 - An alternative justice, teen court is designed to divert our youth from the “stigma” of the traditional, criminal justice system and implement a more purposeful and meaningful program of accountability

FVMPD APRIL DATA - Below is a table showing a three-month comparison of calls for service and incidents in Little Chute. Overall calls for services are down – most likely due to social distancing and Safer at Home restrictions.



FOX VALLEY METRO POLICE DEPARTMENT

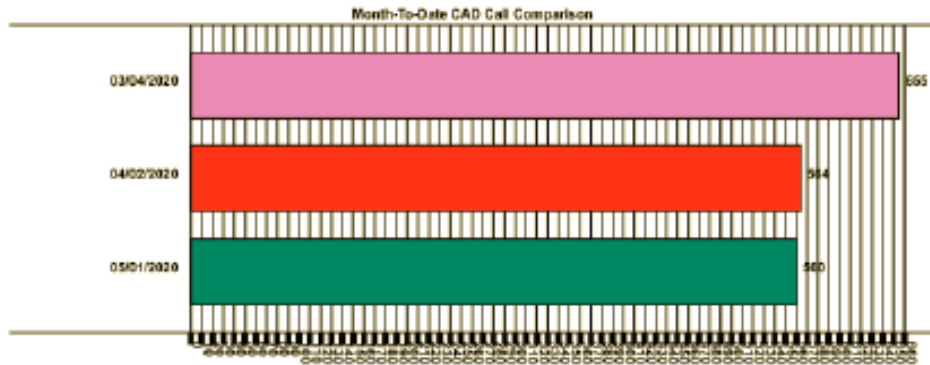
Month-to-Date CAD Call Detail

Month-To-Date CAD Received Calls

Call Nature	04/03/2020	03/05/2020	1 mo %	02/05/2020	2 mo %
	to 05/01/2020:	to 04/02/2020:	change:	to 03/04/2020:	change:
911 Misdiad	52	45	15.6%	54	-3.7%
Abandoned Vehicle	2	1	100.0%	1	100.0%
Abdominal C-Charlie Response	1	0	N/A	0	N/A
Accident in a Parking Lot	2	1	100.0%	2	0.0%
Alcohol Violations	0	2	-100.0%	2	-100.0%
Allergies D-David Response	2	0	N/A	0	N/A
Animal Bite	1	1	0.0%	2	-50.0%
Animal Call	17	13	30.8%	14	21.4%
Assist Citizen or Agency	49	43	14.0%	29	69.0%
Back Problem A-Adam Response	0	0	N/A	1	-100.0%
Back Problem C-CharlesResponse	1	0	N/A	0	N/A
Battery	0	0	N/A	1	-100.0%
Bleeding D-David Response	1	1	0.0%	0	N/A
Breathing Problem C-Charles	1	0	N/A	1	0.0%
Breathing Problem D-David	2	3	-33.3%	4	-50.0%
Breathing Problem E-Edward	0	0	N/A	1	-100.0%
Burglary	0	1	-100.0%	0	N/A
Carbon Monoxide Alarm	1	0	N/A	1	0.0%
Chest Complaint C-Charles	0	1	-100.0%	0	N/A
Chest Complaint D-David	3	2	50.0%	1	200.0%
Civil Matter Assist	2	1	100.0%	0	N/A
Civil Process	2	3	-33.3%	7	-71.4%
Crime Prevention	108	36	200.0%	30	260.0%
Damage to Property	9	7	28.6%	6	50.0%
Diabetic Issue A-Adam	0	1	-100.0%	0	N/A
Diabetic Issue C-Charles	0	0	N/A	1	-100.0%
Disturbance	7	12	-41.7%	14	-50.0%
Disturbance with a Weapon	0	0	N/A	1	-100.0%
Domestic Disturbance	2	6	-66.7%	2	0.0%
Drug Complaint	7	3	133.3%	3	133.3%
Emergency Committal	1	0	N/A	0	N/A

Fainting A-Adam	0	0	N/A	2	-100.0%
Fainting C-Charles	0	0	N/A	1	-100.0%
Falls A-Adam Response	2	0	N/A	3	-33.3%
Falls B-Boy Response	2	3	-33.3%	1	100.0%
Fire Alarm Commercial	2	1	100.0%	1	100.0%
Fire Unauthorized Burning	1	2	-50.0%	0	N/A
Fire Vegetation or Grass	1	1	0.0%	0	N/A
Fireworks Complaint	1	0	N/A	0	N/A
Follow Up	14	16	-12.5%	14	0.0%
Fraud Complaint	5	5	0.0%	10	-50.0%
Harassment	6	6	0.0%	7	-14.3%
Hazard in Roadway	27	15	80.0%	9	200.0%
Headache C-Charles Response	0	0	N/A	1	-100.0%
Heart Problem C-Charles	0	0	N/A	1	-100.0%
Jail GPS Checks	20	39	-48.7%	32	-37.5%
Juvenile Complaint	3	5	-40.0%	2	50.0%
Law Alarms - Burglary Panic	6	4	50.0%	5	20.0%
Lost or Found Valuables	7	7	0.0%	4	75.0%
Medical Assistance No Injury	1	1	0.0%	1	0.0%
Medical Pre-Alert	0	3	-100.0%	1	-100.0%
Missing Person	0	0	N/A	1	-100.0%
Motorist Assist	9	10	-10.0%	26	-65.4%
Natural Gas or Propane Leak	1	1	0.0%	1	0.0%
Noise Complaint	12	8	50.0%	3	300.0%
Ordinance Violation	27	7	285.7%	4	575.0%
Overdose C-Charles	0	3	-100.0%	1	-100.0%
PNB D-David Response	1	0	N/A	0	N/A
PNB E-Edward Response	0	1	-100.0%	1	-100.0%
Parking Enforcement	3	3	0.0%	6	-50.0%
Pregnancy C-Charles	0	0	N/A	1	-100.0%
Pregnancy D-David	1	1	0.0%	0	N/A
Reckless Driving Complaint	9	19	-52.6%	22	-59.1%
Robbery	1	0	N/A	0	N/A
Runaway Juvenile	1	2	-50.0%	0	N/A
Scam	0	2	-100.0%	0	N/A
Seizure A-Adam Response	0	1	-100.0%	0	N/A
Seizure B-Boy Response	0	0	N/A	1	-100.0%
Sex Offense	1	0	N/A	1	0.0%
Sick A-Adam	2	7	-71.4%	4	-50.0%
Sick C-Charles	5	0	N/A	2	150.0%
Sick D-David	1	1	0.0%	3	-66.7%

Stroke C-Charles	0	1	-100.0%	3	-100.0%
Structure Fire Smoke or Flame	0	2	-100.0%	0	N/A
Suicide D-David	0	1	-100.0%	0	N/A
Suspicious Incident	8	18	-55.6%	7	14.3%
Suspicious Person	4	3	33.3%	3	33.3%
Suspicious Vehicle	13	5	160.0%	8	62.5%
Theft Complaint	5	10	-50.0%	2	150.0%
Theft of Automobile Complaint	1	1	0.0%	1	0.0%
Traffic Enforcement	1	5	-80.0%	3	-66.7%
Traffic Stop	17	89	-80.9%	210	-91.9%
Traumatic Injuries A-Adam	3	0	N/A	0	N/A
Traumatic Injuries B-Boy	1	1	0.0%	1	0.0%
Trespassing	1	2	-50.0%	2	-50.0%
Unconscious D-David	1	0	N/A	2	-50.0%
Unlocked or Standing Open Door	10	10	0.0%	7	42.9%
Vacant House Check	3	0	N/A	0	N/A
Vehicle Accident	9	12	-25.0%	18	-50.0%
Vehicle Lockout	4	9	-55.6%	9	-55.6%
Vehicle Pursuit	1	1	0.0%	0	N/A
Violation of Court Order	2	4	-50.0%	1	100.0%
Wanted Person or Apprehension	2	3	-33.3%	8	-75.0%
Weapon Violation	1	0	N/A	2	-50.0%
Welfare Check	25	28	-10.7%	18	38.9%
Wire Down	3	2	50.0%	0	N/A



Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Upgraded programming to provide digital experiences and other options to participate without close contact. We use social media including, Facebook Live Events, and Zoom Webinars and meetings to accomplish this digitally.
- Created a plan and began material distribution through curbside pick-up. The process will have been utilized by 394 library users by May 1.
- Reviewed collection development strategy for dealing with extended periods of closure. Continue to provide and promote additional eContent options.
- We are updating and cleaning patron records in anticipation of new ILS in fall.
- Both communities held library planning meetings and are making progress.

TOP PRIORITIES FOR MAY

- Continue to review and revise practices to serve during COVID-19 and prepare for possibilities of reopening with restrictions or without restrictions.
- Library Planning
- Finish Summer Program Planning
- Collection development and digital services review

UPCOMING EVENTS

- Watch our Social Media and digital newsletter for program announcements.

Parks, Recreation and Forestry Department

HIGHLIGHTS

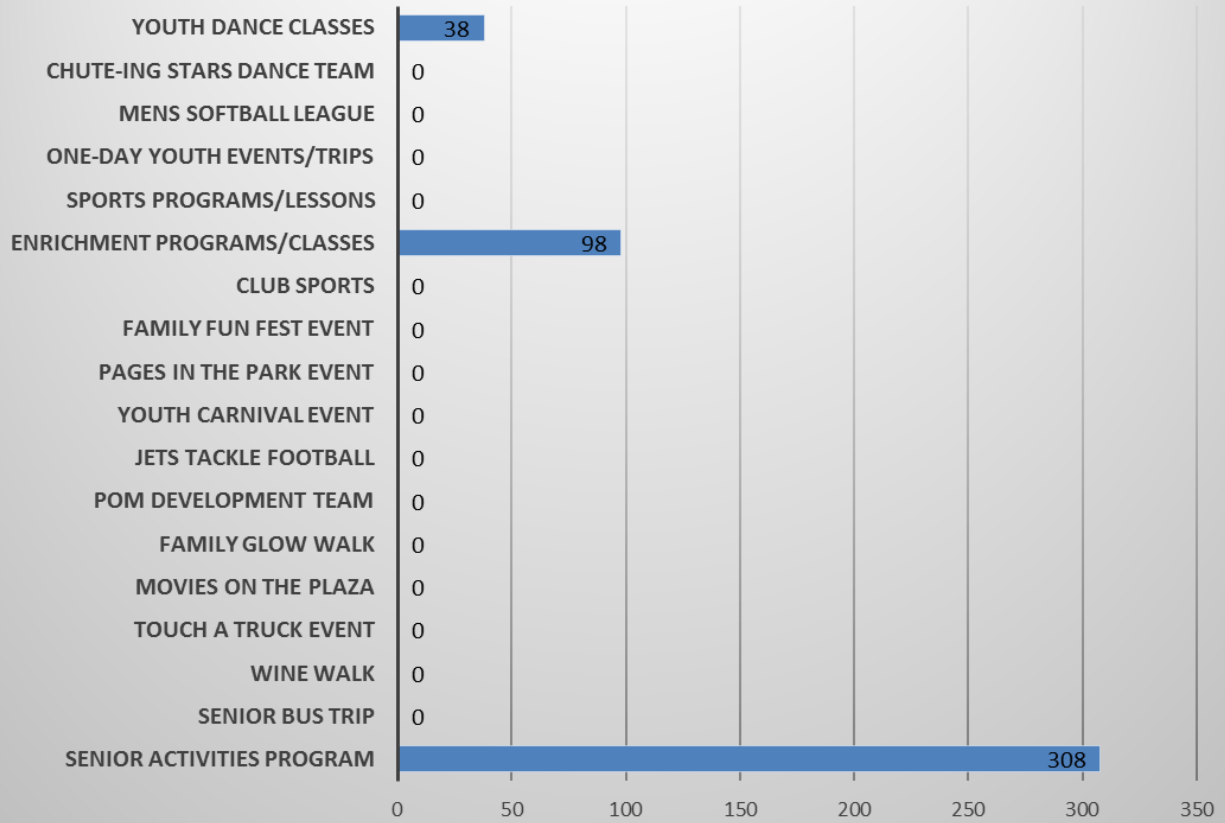
- Removed 60 ash trees located within the right-of-way on the east side of town.
- Bid opening for the Fox River Boardwalk on April 20. Michels Corporation was the low bid with a bid of \$3,140,100.
- Park Planning Committee recommended, and the Village Board approved the Van Lieshout Playground Design for 2020.
- Received FEMA proceeds for the July 20, 2019 storm event for categories A and B in the amount of \$91,278.87 and \$14,589.48.
- Al Dix Concrete installed the concrete pad at Creekview Park for the playground shade structure.
- Finalized youth tee shirt program order for all programs with sponsors received, phone meeting held with printer, complete order placed.
- Worked on a tentative Men's Softball flight A & B schedules with a delayed start of season.
- Shared an Online Nature Learning Site with families to learn more about trees and why they are important to us, as we cannot do our annual planting celebration with the 4th graders this year.
- Worked on tentative boys rookie schedule for the LC Diamond Club with a delayed start.
- Constant communication with families and rec instructors about program/facility cancellations, event postponements, rescheduling & refunds. Processed required refunds with finance dept.
- Continued scheduling of instructors for Free Virtual Tai Chi & Yoga Classes.
- Promoted our movie night voting poll to pick movies to show. Rescheduled our Movie In The Park Event from mid-June to late July.
- Completed a Jets Football registration packet to now contain all required documents and information that was normally shared/discussed at our annual spring meeting (which can't be held now) so families can start scheduling required testing and register when paperwork done.

TOP PRIORITIES FOR MAY

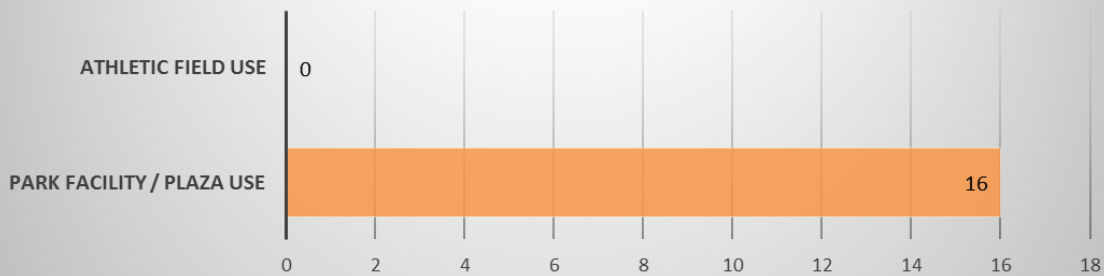
- Award the low bid for the Fox River Boardwalk to Michels Corporation in the amount of \$3,140,100.
- Plant 2 trees at Doyle Park in honor of Arbor Day with the Bank of Little Chute.
- Receive FEMA proceeds for the July 20, 2019 storm event for categories G and Z.
- Finalize plans 2020 Doyle Park Pool and Slide operations.
- Complete and sign the contracts for the Fox River Boardwalk.
- Install the dugout covers at the Legion 3 softball/baseball field.
- Solicit requests for proposals for village wide tree plantings with WI DNR grant.
- Replace and upgrade the security cameras located at Well #1 and the Doyle Pool.
- Continue scheduling of instructor for Free Virtual Yoga Classes; creation of Facebook events for classes; reminder posts.
- Constant communication with families and rec instructors about program/facility cancellations, event postponements, rescheduling & refunds. Process required refunds with finance dept.
- Discussions/planning/analyzing of summer recreation programs and Badger Bounce Back Plan phases.
- Assist LC Diamond Club with schedule planning if/when youth season can be held.



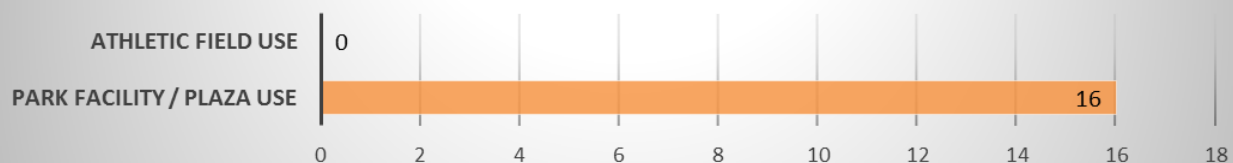
2020 Year-To-Date PROGRAM PARTICIPATION



2020 Year-To-Date SHELTER/FACILITY/FIELD USAGE



2020 Year-To-Date...



Department of Public Works

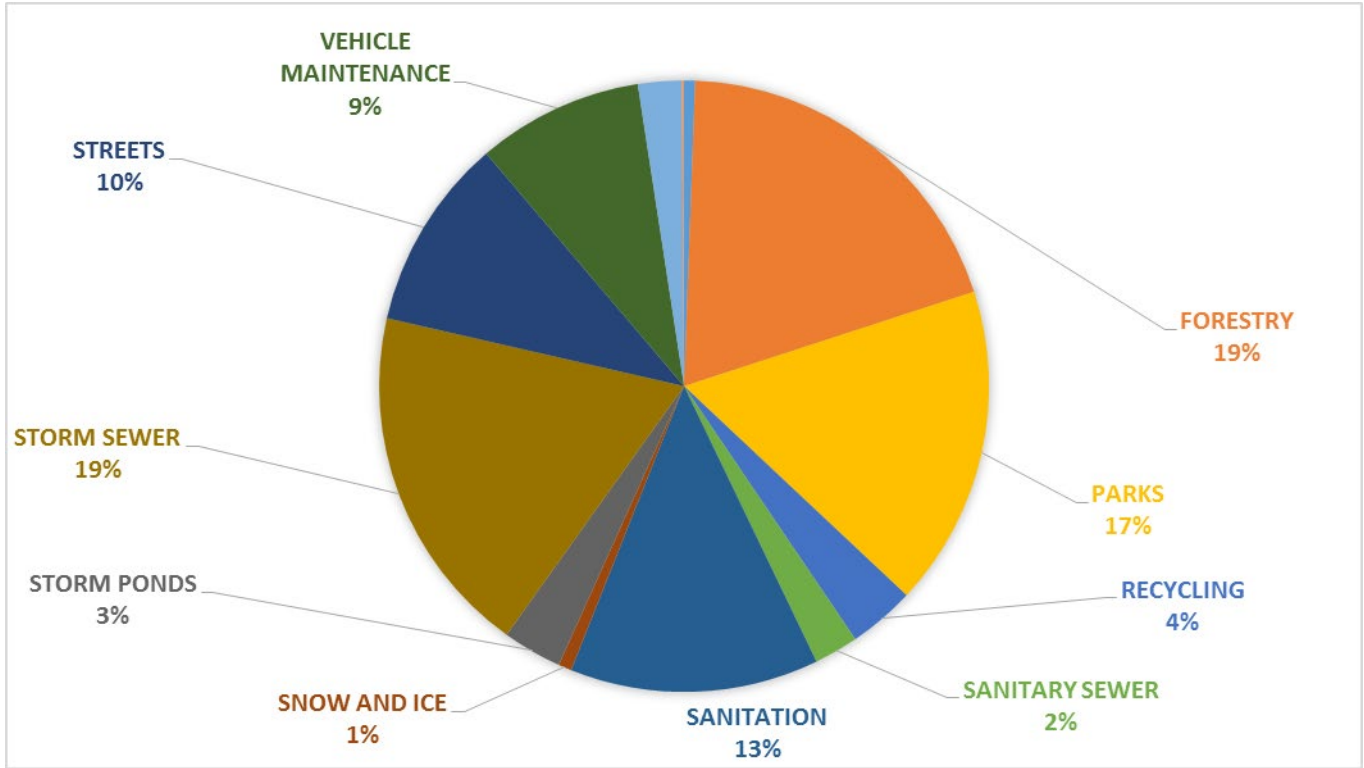
HIGHLIGHTS

- All erosion control and storm water permits were monitored.
- Continued to work to find resolution regarding Outagamie County Landfill leachate entering the sanitary collection system.
- Posted Village Fleet Mechanic position and held interviews.
- Prairie burns for six of the village's storm ponds will be postponed till the fall or Spring 2021.
- Seasonal trapping of muskrats on storm ponds continues.
- Opened-up yard waste site to 2019 card holders. New access cards are being processed through the mail.
- Investigated backyard drainage concerns and located storm laterals as requested.
- Spring clean-up of leaves, garden debris, and grass clippings was held.
- 2020 Spring DPW Newsletter was distributed to all Village residents.
- Constructed poll worker barriers for spring election.

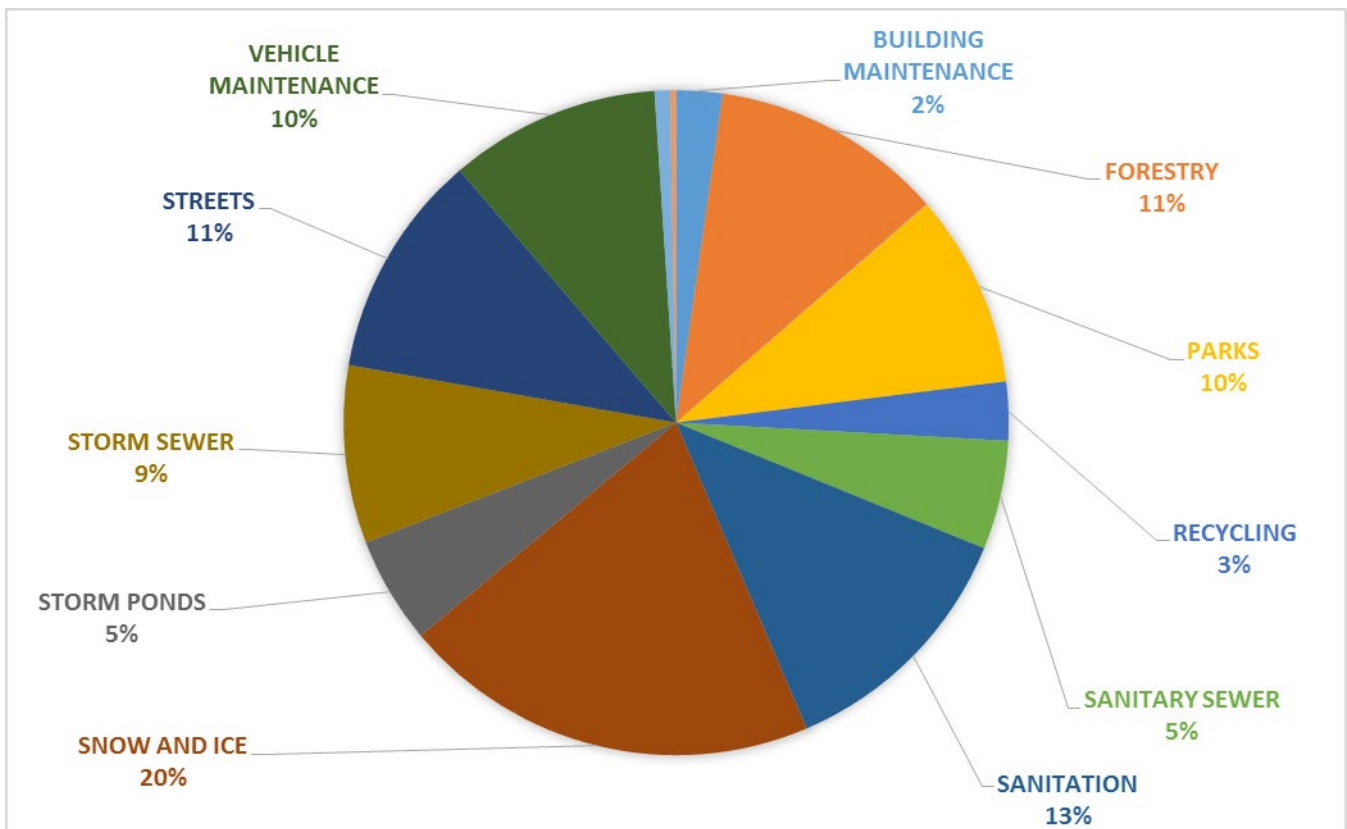
TOP PRIORITIES FOR MAY

- Continue to develop specifications for DPW projects, CIP and operations.
- Continue to evaluate the Village storm water ponds.
- Continue with white goods (metal) and bulky item collection for May. March and April were suspended to COVID-19.
- Update preventive maintenance plans for sanitary and storm sewers.
- Update the Fleet Management Plan.
- Continue to prepare for Spring 2020 follow-up meeting with WDNR regarding the Village MS4 permit.
- Start work on painting street lines.
- Start 2020 sidewalk replacement
- Start road crack sealing
- Inspect Village rail spur with the Canadian National Railroad (CN)
- Track down and repair sanitary sewer inflow and infiltration (I&I)
- Prepare 2019 Compliance Maintenance Annual Report (CMAR)

APRIL Department of Public Works & Parks Department Hours Worked (Includes Full & Part-time Hours)



Year to Date Department of Public Works & Parks Department Hours Worked (Includes Full & Part-time Hours)



Engineering Department

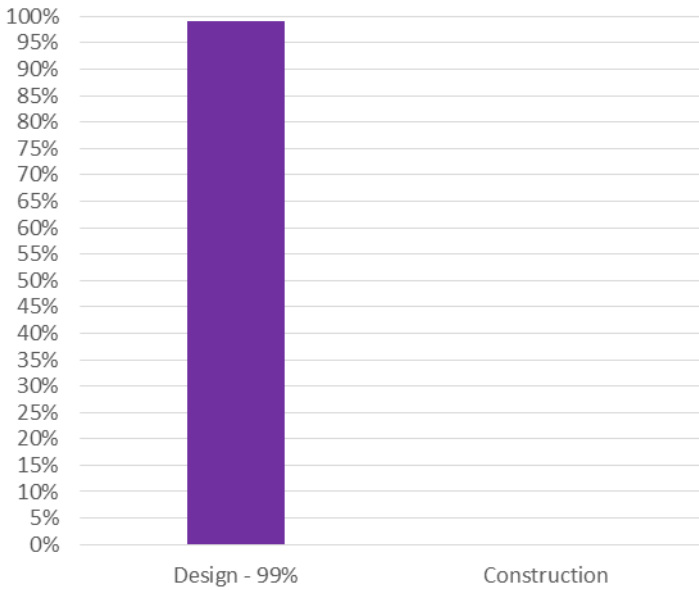
HIGHLIGHTS

- Carol Lynn Drive & Homewood Court Utilities – The contract for this project was completed in April and a virtual preconstruction meeting with the contractor was held on April 30, 2020. The Contractor provided their schedule and was also informed of the project requirements for notifications to residents or any changes in plan or schedule as the project proceeds.
- Carol Lynn Drive & Homewood Court Concrete Paving – Vinton was informed that they are the successful bidder and they have informed the Village that they are able to start as soon as the utilities are completed. Contract documents are being prepared for a mid-July start.
- Moasis Water Main Reconstruction – Dorner, Inc. was also provided contract documents for this project.
- Our contractors have yet to indicate any difficulties in completing this year's projects on time. Therefore, we will work with residents, business owners, private utilities, and contractors to provide as little interruption with people who are home to allow them to maintain their daily routines.

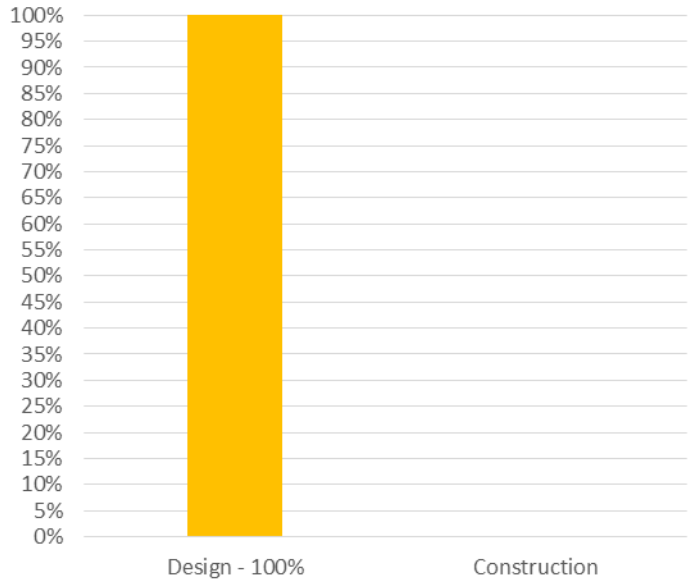
TOP PRIORITIES FOR MAY

- Carol Lynn Drive & Homewood Court Utilities – A public informational meeting was held on May 7, 2020 to provide residents and property owners an opportunity to ask questions for the upcoming work. The meeting was attended by many residents even though social distancing was required. The many who attended were informed of the construction start date of May 11th on Homewood Court and May 26th on Carol Lynn Drive.
- Moasis Water Main Reconstruction – Dorner, Inc. is in the process of signing the contract and have recently indicated an August start. Although later than anticipated Dorner, Inc. has indicated that they will complete the project in accordance with the project deadline. A preconstruction meeting will be held as soon as the contract documents are completed. After the preconstruction a public on-site informational meeting can be held with business owners and residents to communicate when the project will commence and what can be expected.
- Engineering staff have many other tasks that need to be completed in the month of May. Our highest priority is to complete estimates in greater detail for the 2021 and 2022 Capital Improvement Projects. We will also be applying 2020 bid unit prices to all 5-years of our Capital Improvement Projects to allow us to provide the best estimate possible by using the most recent information. Identifying additional projects beyond 2025 is also a high priority for Engineering staff.
- Contractors have also been on-site to complete warranty work. Contractors have been working to complete this work and other punch list items by the end of April.
- Engineering continues to provide storm water management review for private development sites as well as continuous improvement of our GIS database for public utilities.
- In mid-April we will be submitting information to the WDNR for a grant to construct Vandenbroek Pond. If we are awarded a grant we hope to obtain near \$150,000 to assist our construction effort for this project. As we move later into the month of April our priorities will focus on construction activities and design work for 2021.

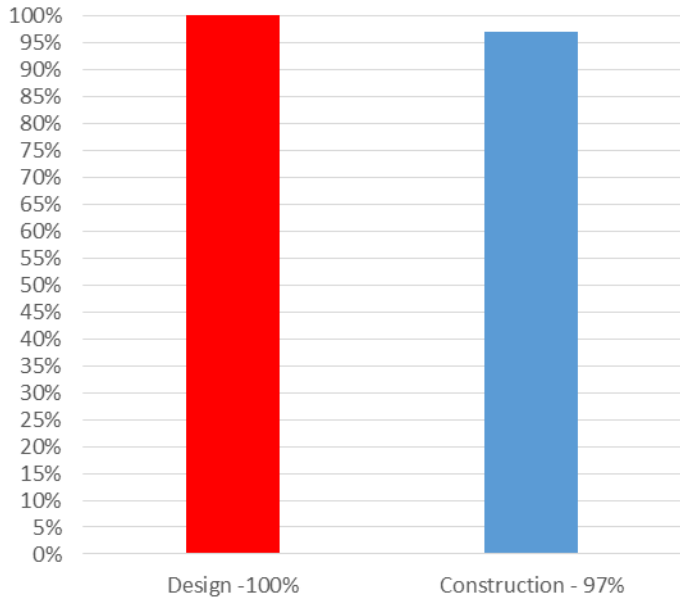
Moasis Drive Water Main



Carol Lynn Drive



West Evergreen Drive



Homewood Court

