

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – JUNE 2020



Little Chute

E S T A B L I S H E D 1 8 4 8

June 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 – JUNE 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 monthly. 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
- Little Chute Fire Department
- Fox Valley Metro Police Department
- Kimberly/Little Chute Library
- Parks, Recreation and Forestry Department
- Department of Public Works
- Engineering Department
- Monthly Consolidated Financial Statement by Account – Added as a feature in June of 2020

Questions or Comments

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

James P. Fenlon
Village Administrator
108 W. Main Street
Little Chute, WI 54140
920-423-3850
james@littlechutewi.org

Village Administrator

HIGHLIGHTS

- The Board of Trustees worked on the following items in the month of June:
 - At the June 3rd meeting the Board received a presentation on the 2021-2025 Capital Improvement Plan, adopted an ordinance to streamline operator licenses, waived fees related to outdoor permits, accepted a grant from WEDC, affirmed a restated street and sidewalk assessment policy, declared intent to accept sales tax from Outagamie County, and approved the plan for the Little Chute Library.
 - At the June 17th meeting the Board received a presentation on a refinancing opportunity, authorized staff to pursue that refinancing, approved 2020-2021 liquor license, approved the 2021-2025 CIP, amended the 2020 budget, and approved a series of resolutions regarding polling places, the 2020 CMAR report, and adopted an ordinance related to prohibition of breeding animals for research purposes.
- 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. We are maintaining an active resource page for residents related to our COVID-19 response here: <https://www.littlechutewi.org/624/Response-to-COVID-19>
- Participated in a book reading event for the Kimberly Little Chute Public Library for publication in July.
- Provided input to a Sewer Service Amendment process that Outagamie County Landfill is attempting to achieve.
- Met/discussed numerous economic development opportunities with staff and developers.

TOP PRIORITIES FOR JULY

- Finalize efforts related to the annual TID reporting requirements for the other taxing jurisdictions. The annual meeting will be held on Wednesday, June 22nd.
- Continue to work with staff and various developers on projects of interest within the Village of Little Chute.
- Work with staff and business owners on the 2021 Pine Street parking lot project.
- Ensure the staff of the Village of Little Chute have 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.
- Work with the Village Board and Library Planning Committee to finalize efforts on creating a Library Board, establishing wages for 2021 and presenting a resolution to the Board for consideration on the topic.
- Present for Board of Trustee action:
 - Proceed with financing for 2020-2021
 - Finalize the 2020 special assessment
 - Conditional use hearing for the downtown Hotel
 - Discuss parking concerns, library efforts, Fox Cities Regional Partnership
 - Adopt an ordinance creating a library board and a resolution establishing a library
 - Finalize a single-family development project for board approval
 - Approve the installation of stop signs at Buchanan and Evergreen Drive
 - Present 2021 Budget Guidance
 - Set a public hearing for the vacation of Pine Street.

Clerk

HIGHLIGHTS

The upcoming elections continue to be a focus for the Clerk's Office. We are planning for the remaining elections, making sure safety procedures are in place. We processed a record number of absentee ballot requests and continue to see requests coming in. We completed Liquor and Operator License renewals for the year as well as organized the second annual Hot Diggity Dog luncheon, taking place June 30.

For the month of June, 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
- Processing of cancelations and refunds for Civic Center rentals
- Preparations for 2020 elections webinar training, upkeep of voter records, supply ordering
- Completed process of Liquor License Renewals
- Begin planning and design for Parks & Rec Fall Program Guide
- Prepare and mailed out 1000+ Absentee Ballots for August 11 election
- Operator License Renewals
- Second Annual Hot Dog Social

Goals for July:

- 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
- Send out Park & Rec Fall Program Guide
- Begin planning of DPW Fall newsletter
- Send out and process Absentee Ballots
- Preparations and planning for August Election

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

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Website Visits	13,235	24,908	-88.20%	68,992	86,114	-24.82%
Website Page Views	19,216	25,969	-35.14%	97,617	106,346	-8.94%
Facebook Likes	4,208	3,514	16.49%	23,979	20,195	15.78%
Facebook Reach	42,579	53,346	-25.29%	489,415	390,474	20.22%
Village Hall Blog View	363	679	-87.05%	2,296	3,772	-64.29%
Instagram Followers	616	471	23.54%	616	471	23.54%
Twitter Followers	422	370	12.32%	422	370	12.32%
Twitter Impressions	810	204	74.81%	5,511	2,631	52.26%

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.
- Open book Held on 6/23/2020
- Hearing held for Conditional Use Permit for Downtown Hotel

TOP PRIORITIES FOR JULY

- 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
- Update more permits/ Website
- Improve Site review process (on going project)
- Hold the Board of Review meeting on 7/14/2020
- Site Plan Review for Hotel and Finalized Conditional Use for the Hotel
- Land swap with St. John's Church
- Begin Work on Vacating portion of Pine St
- Meet with Local Businesses to Introduce Myself and to collect information on potential needs for the community/business

COMMUNITY DEVELOPMENT JUNE DATA

Community Development Department 2020 Permit Data				
	June-20	2020 Totals	2019 Totals	2018 Totals
Permits Issued	92	301	667	622
Property Complaints	2	14	31	61
Property/Field Inspections	80	345	912	929
Letters Sent	0	6	0	0
Action Corrected	2	2	13	44
Referred for Action	0	2	0	7
Ongoing	1	12	36	16

Community Development Department 2020 Permit Data				
	June-20	2020 Totals	2019 Totals	2018 Totals
Permits Issued	92	301	717	622
Permit Fees	\$42,727	\$182,067.00	\$108,776	\$257,754
Permit Value	\$14,080,927	\$29,853,498	\$35,228,147	\$47,343,017

Finance Department

HIGHLIGHTS

- Capital Improvement Plan was approved, posted to the website and letters sent notifying any residents that live on a street impacted by the plan.
- TID 4 and 5 30% Expenditure Audit fieldwork completed. This included pulling invoices coordinated by authorized project plans dating back to 2007 for TID 4 and 2013 for TID 5. Preparing for the fieldwork was a time intensive effort and appreciate staff assistance in retrieving dated records.
- Monitor and react to COVID-19 changing regulations, process and address unemployment claim notices and participate in Finance Director Statewide conference calls to share information/strategize options for impacts to budgets. Preparing eligible expense documentation for Cares Act Funding Routes to Recovery: Local Government Aid Grants.
- Successful completion of taxable Private Placement General Obligation Sale that resulted in Present Value Savings of 3.591% or \$60,757
- Finalize the Preliminary Official Statement, schedule Moody's rating call and other final details to ensure a successful sale of the 2020-2021 capital projects funded by debt
- Submitted the 2019 Comprehensive Annual Financial Report to GFOA for the Award for Excellence program, filed 2019 TID State Reports and 2019 State Video Provider Report
- 4,019 utility bills created, 127 service orders (Final Reads, High/Low Reads, Meter Installations) created/coordinated with MCO and 200 Landlord notices mailed for tenant delinquency notification, 884 ratepayers opted out of postcard billing, 1,587 ratepayers utilized PSN and 651 ACH for payments in June.

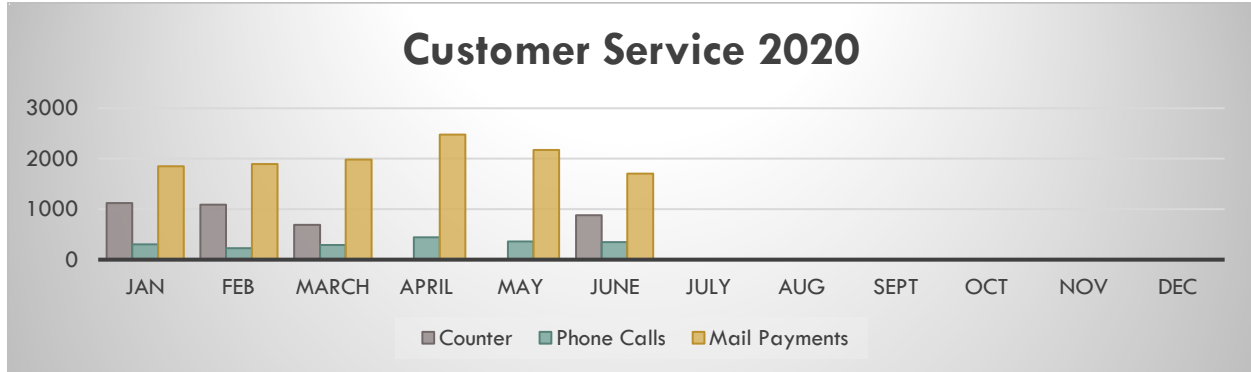
TOP PRIORITIES FOR JULY

- Finalize the Request for Proposal seeking firms interested in performing the Village's audit for 2020-2024
- Review staff progress on procedure manuals
- 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. Accounts Payable Clerk is gathering/coordinating data.
- TID 4 and 5 30% audit financial statement review and issuance
- Complete planning for annual Joint Review Board Meeting for TID Districts

CONTINUOUS IMPROVEMENT EFFORTS

- Payroll Clerk eliminated areas of duplicate record retention, implemented electronic review vs paper copy where can be implemented with current system
- Utility Billing Clerk eliminated duplicate source documents for refunding of an overpayment, changed to electronic filing vs printed copies of several reports, eliminated color copies where not needed in addition to cleaning files for optimal organization
- Accounts Payable Clerk updated COVID expense report spreadsheet adding items necessary for submittal including copies of canceled check or ACH payments

JUNE 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	\$12.3K	\$6.1K	\$.3K	\$0
% of customers paying online	NM	NM	42%	55%
Continuous improvement initiatives	NM	NM	25	10
Number of special assessment billings	277	296	67	125
Average number of monthly utility bills	4,076	4,052	4,033	4,050
Annual number of utility work orders	952	1,093	920	950
Annual tax certification letters	793	735	775	750
General obligation bond rating	Aa3	Aa3	Aa3	Aa2
# of auditor's compliance issues	NM	6	2	0
% of time monthly financials closed within 15 days	NM	NM	58%	90%
% of staff adequately trained/cross trained	NM	NM	70%	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	11	3	16	9	8	8	7	63	202	165	172	155	132
June 2020 Calls	0	3	2	4	1	2	2	0	14					



Fox Valley Metro Police Department

- The department has been conducting background checks on liquor license applicants for the village.
- CIP purchases (new squad car and new building backup power generator) have been put on hold due to the economic impact uncertainty that the COVID-19 pandemic has had on government budgets.
- Recently I proposed the exploration and creation of an alternative justice, teen court program for both communities that we serve. My proposal was initiated based on a request from a Kimberly community group. The concept was presented to community members, village administrators and school district staff from both villages. The school districts did not seem in favor of the program because it either doesn't fall in line with their ideology of responding to student violators and/or there are not enough violations to quantify the creation of the program. The school districts requested more data be compiled regarding the number and types of violations that occur within the schools. Our Police School Liaison Officers are working on compiling this data for a potential, future meeting. I am of the opinion that even if we do not have many violations occurring in the schools, the program would still benefit many of our youth.

ACTIVITY / PERFORMANCE METRICS

Below is a table showing a three-month comparison of calls for service and incidents in Little Chute.

Of note, fireworks complaints were up 1,800%. Might have something to do with the July 4th holiday.



FOX VALLEY METRO POLICE DEPARTMENT

Month-to-Date CAD Call Detail

Month-To-Date CAD Received Calls

Call Nature	06/09/2020	05/11/2020	1 mo %	04/12/2020	2 mo %
	to 07/07/2020:	to 06/08/2020:	change:	to 05/10/2020:	change:
911 Misdiagnose	70	74	-5.4%	53	32.1%
Abandoned Vehicle	7	3	133.3%	2	250.0%
Abdominal A-Adam Response	0	1	-100.0%	0	N/A
Abdominal C-Charlie Response	0	1	-100.0%	1	-100.0%
Accident in a Parking Lot	3	2	50.0%	3	0.0%
Accident with Injury	2	0	N/A	0	N/A
Accident with Scene Safety	1	2	-50.0%	0	N/A
Alcohol Violations	0	1	-100.0%	0	N/A
Allergies D-David Response	0	0	N/A	2	-100.0%
Animal Bite	1	2	-50.0%	3	-66.7%
Animal Call	20	29	-31.0%	17	17.6%
Assist Citizen or Agency	50	52	-3.8%	44	13.6%
Back Problem C-Charles Response	1	0	N/A	0	N/A
Battery	1	1	0.0%	0	N/A
Bicycle Stop	1	0	N/A	0	N/A
Bleeding D-David Response	2	0	N/A	1	100.0%
Breathing Problem C-Charles	1	0	N/A	1	0.0%
Breathing Problem D-David	5	4	25.0%	2	150.0%
Burglary	2	0	N/A	0	N/A
Carbon Monoxide Alarm	2	2	0.0%	1	100.0%
Chest Complaint C-Charles	2	1	100.0%	0	N/A
Chest Complaint D-David	1	1	0.0%	3	-66.7%
Choking D-David Response	0	1	-100.0%	0	N/A
Civil Matter Assist	5	2	150.0%	3	66.7%
Civil Process	1	1	0.0%	5	-80.0%
Crime Prevention	66	25	164.0%	69	-4.3%
Damage to Property	3	8	-62.5%	7	-57.1%
Diabetic Issue A-Adam	1	1	0.0%	0	N/A
Diabetic Issue C-Charles	1	0	N/A	0	N/A
Diabetic Issue D-David	1	0	N/A	0	N/A
Disturbance	15	18	-16.7%	10	50.0%

Domestic Disturbance	3	4	-25.0%	2	50.0%
Drowning E-Edward Response	1	0	N/A	0	N/A
Drug Complaint	6	4	50.0%	7	-14.3%
Dumpster Fire	1	0	N/A	0	N/A
Emergency Committal	0	1	-100.0%	1	-100.0%
Fainting A-Adam	1	0	N/A	0	N/A
Fainting C-Charles	1	0	N/A	0	N/A
Falls A-Adam Response	1	7	-85.7%	2	-50.0%
Falls B-Boy Response	1	1	0.0%	0	N/A
Fire Alarm Commercial	1	2	-50.0%	2	-50.0%
Fire Oversized/Commercial Veh	0	0	N/A	1	-100.0%
Fire Unauthorized Burning	0	2	-100.0%	2	-100.0%
Fire Vegetation or Grass	0	1	-100.0%	1	-100.0%
Fire Vehicle Small	1	0	N/A	0	N/A
Fireworks Complaint	19	1	1,800.0%	0	N/A
Follow Up	18	12	50.0%	12	50.0%
Fraud Complaint	4	7	-42.9%	7	-42.9%
Garbage or Rubbish Fire	1	0	N/A	0	N/A
Harassment	11	6	83.3%	7	57.1%
Hazard in Roadway	21	18	16.7%	26	-19.2%
Heart Problem D-David	2	0	N/A	0	N/A
Jail GPS Checks	1	8	-87.5%	14	-92.9%
Juvenile Complaint	6	4	50.0%	3	100.0%
K9 Assist	1	0	N/A	0	N/A
Law Alarms - Burglary Panic	6	5	20.0%	5	20.0%
Lost or Found Valuables	14	12	16.7%	6	133.3%
Medical Assistance No Injury	1	2	-50.0%	2	-50.0%
Medical Pre-Alert	2	3	-33.3%	1	100.0%
Missing Person	2	0	N/A	1	100.0%
Motorist Assist	15	30	-50.0%	14	7.1%
Natural Gas or Propane Leak	0	0	N/A	2	-100.0%
Noise Complaint	5	9	-44.4%	12	-58.3%
Ordinance Violation	32	24	33.3%	31	3.2%
Overdose C-Charles	0	0	N/A	1	-100.0%
PNB D-David Response	0	0	N/A	1	-100.0%
PNB E-Edward Response	1	2	-50.0%	1	0.0%
Parking Enforcement	9	11	-18.2%	3	200.0%
Reckless Driving Complaint	22	24	-8.3%	14	57.1%
Residence Lockout	0	1	-100.0%	0	N/A
Retail Theft	1	2	-50.0%	0	N/A
Robbery	0	0	N/A	1	-100.0%

Scam	2	0	N/A	0	N/A
Seizure A-Adam Response	0	1	-100.0%	0	N/A
Seizure C-Charles Response	0	1	-100.0%	0	N/A
Sick A-Adam	3	1	200.0%	4	-25.0%
Sick C-Charles	3	5	-40.0%	3	0.0%
Sick D-David	1	0	N/A	1	0.0%
Spill Cleanup	0	3	-100.0%	0	N/A
Stroke C-Charles	1	0	N/A	0	N/A
Structure Fire Smoke or Flame	1	1	0.0%	0	N/A
Suicide A-Adam	0	1	-100.0%	0	N/A
Suspicious Incident	25	12	108.3%	9	177.8%
Suspicious Person	10	8	25.0%	4	150.0%
Suspicious Vehicle	8	9	-11.1%	10	-20.0%
Theft Complaint	8	5	60.0%	4	100.0%
Theft of Automobile Complaint	3	1	200.0%	1	200.0%
Traffic Enforcement	13	22	-40.9%	1	1,200.0%
Traffic Stop	127	64	98.4%	20	535.0%
Transport Accident B-Boy	1	0	N/A	0	N/A
Traumatic Injuries A-Adam	1	0	N/A	3	-66.7%
Traumatic Injuries B-Boy	0	1	-100.0%	1	-100.0%
Traumatic Injuries D-David	1	0	N/A	0	N/A
Trespassing	3	2	50.0%	3	0.0%
Unconscious D-David	2	0	N/A	1	100.0%
Unlocked or Standing Open Door	8	3	166.7%	7	14.3%
Vacant House Check	0	0	N/A	3	-100.0%
Vehicle Accident	17	12	41.7%	9	88.9%
Vehicle Lockout	4	5	-20.0%	5	-20.0%
Vehicle Pursuit	0	0	N/A	1	-100.0%
Violation of Court Order	2	5	-60.0%	2	0.0%
Wanted Person or Apprehension	1	0	N/A	3	-66.7%
Water Problem	1	0	N/A	0	N/A
Water Rescue	1	0	N/A	0	N/A
Welfare Check	25	34	-26.5%	26	-3.8%
Wire Down	3	1	200.0%	3	0.0%

Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Revised curbside pick-up plan.
- We continue updating and cleaning patron records in anticipation of new ILS in fall. Of 1,356 Little Chute accounts reviewed we can purge 1,228. 128 remain and require action. More lists will likely be generated for review. There is an opportunity to draw additional residents to our library.
- Finished Summer Program Planning/Beanstack set up and launched June 22. To date 182 Readers are registered, 35,421 minutes logged and 616 badges earned.
- Poetry contest winners selected and poems posted in businesses.
- Kimberly – Little Chute is the library with highest circulation in OWLSnet for the month of June

TOP PRIORITIES FOR JULY

- Continue to review and revise practices to serve during COVID-19 and prepare for possibilities of reopening with or without restrictions. Set up library for limited service. Possibly Revise staff scheduling to address curbside changes and prepare for tech appointment
- Launch book talk series and movie talks
- Collection development and digital services review
- Follow up on outdoor wifi access points and laptops for circulation grants
- Circulating hotspots, already started - trouble shooting and revise procedure and guide.
- Staff Training CarlX - all staff will complete 9 – 15 hours of training initially, additional training is likely.
- Promote Beanstack and other library services.

UPCOMING EVENTS

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

Parks, Recreation and Forestry Department

HIGHLIGHTS

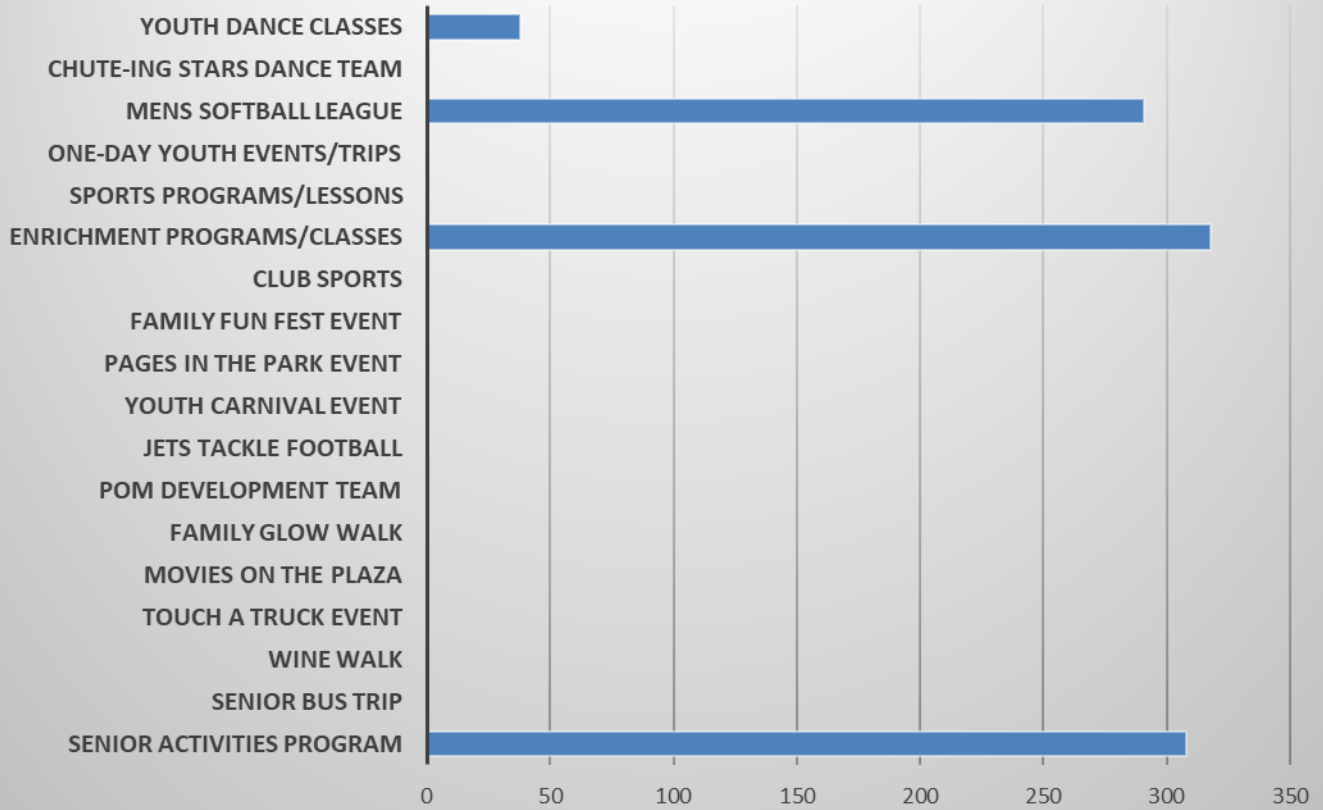
- Received the village wide tree planting proposals on June 12. Van Zeeland's Nursery was the low bidder in the amount of \$32,372.04 for 94 trees.
- Opened the Doyle Pool and Slide on June 7. The pool will be open to Little Chute residents only. Policies and restrictions are subject to change. We did close the pool from June 24-26 for a staff member that took a COVID-19 test. The test results were negative. We reopened the pool on June 27.
- Continued free Virtual Yoga Class offering on Wednesday evening in June – instructor fees covered this month by Ascension Medical Group.
- Men's Softball League (18 teams) began their modified season on Thursday, June 4 at Doyle Park.
- Little Chute Diamond Club began their modified season of team practices and league games at the beginning of June.
- Chute-ing Stars Dance Team virtual practices & tryouts held in June; team of 19 dancers selected from virtual tryout submissions.
- Rec staff assisted with park projects (when no rec programs offered) for 2 ½ weeks; received required bloodborne training 6/24; some recertified in CPR/FirstAide/AED 6/24.
- Communicated with families and rec instructors about program/facility cancellations, event postponements & rescheduling; processed program fee refunds as needed with finance department.
- Worked on planning for fall/winter programs (contact instructors, book facilities, etc.) and reviewed options for promoting programs.
- Prep work for programs that began the week of July 7 (staff scheduling, needed supplies, craft projects, event activities, food/snack for programs, etc.)

TOP PRIORITIES FOR JULY

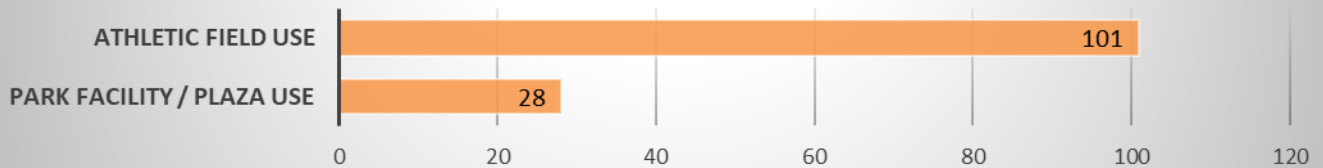
- Begin summer youth programming beginning on July 6
- Preconstruction meeting of the Fox River Boardwalk on Friday, July 10.
- Begin construction on the Van Lieshout Playground and Pour in Place Surfacing
- Host a Dive in Movie at the Doyle Pool sponsored by Unison Credit Union.
- Finalize fall/winter program book; proof; send to print by mid-July; schedule mailing to LC taxpayer's week of July 27
- Enter upcoming programs in RecDesk to prepare for start of program registration on August 3
- Prep work for weekly programs - staff scheduling, needed supplies, craft projects, event activities, food/snack for programs, etc.
- Prep work for Movie In The Park on July 28 – final arrangements with screen company, power supplies, staff scheduling, etc.
- Prep work for jets football program – remaining official contracts, new coach background checks, inventory all equipment, stickers on new helmets, cleanup storage area, etc.



2020 Year-To-Date PROGRAM PARTICIPATION



2020 Year-To-Date...



Department of Public Works

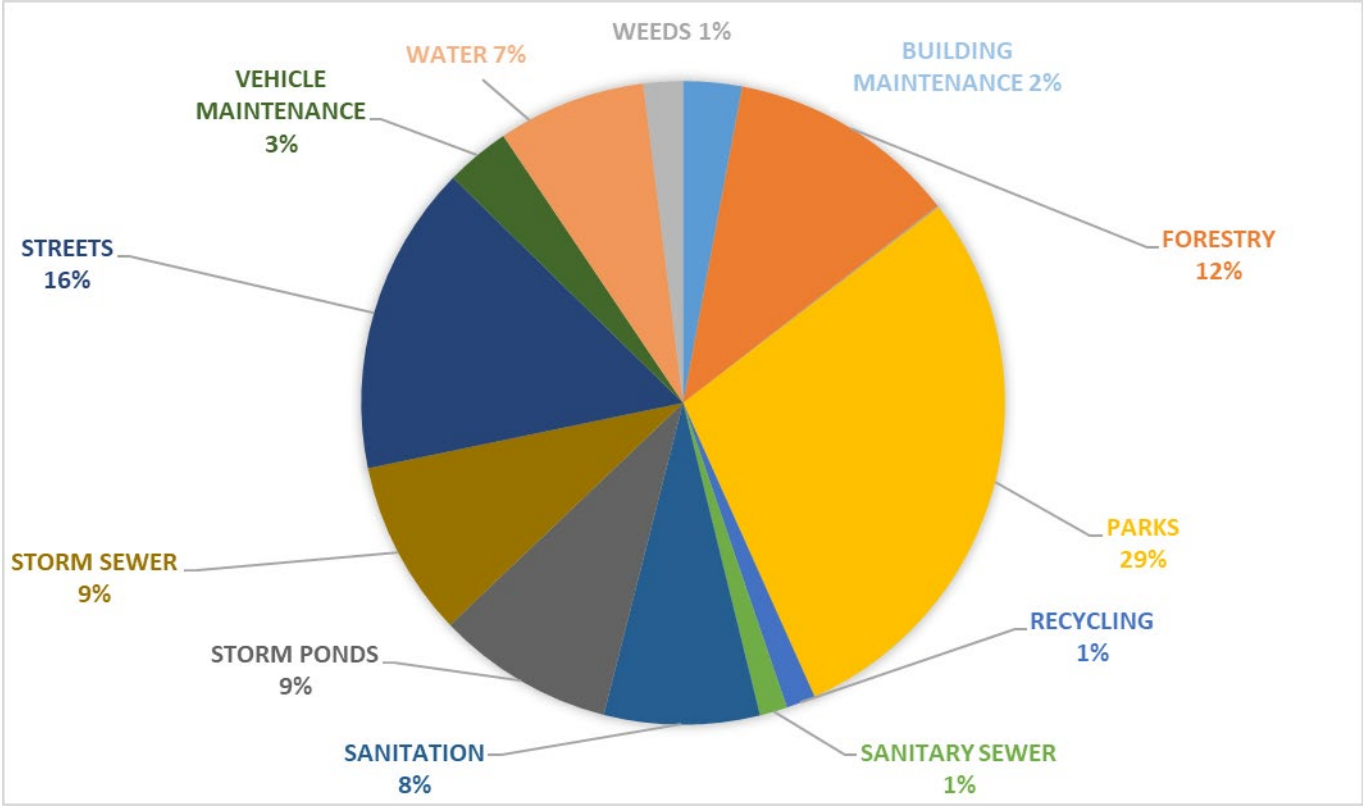
HIGHLIGHTS

- 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.
- Investigated backyard drainage concerns and located storm laterals as requested.
- Evaluated storm inlets and painted educational stencils stating – “Dump No Waste Drains to River”.
- Repaired silt fence at yard waste site.
- Storm Ponds – seasonal trapping of muskrats, restored residential storm corridor, removed goose fence Buchanan pond, out fall screening preparation, and pond dredging research.
- Early season pavement painting started.
- Rehabbed approximately 60 blocks of village sidewalks due to tree damage and water excavations.
- 2020 sign order completed for street signs.

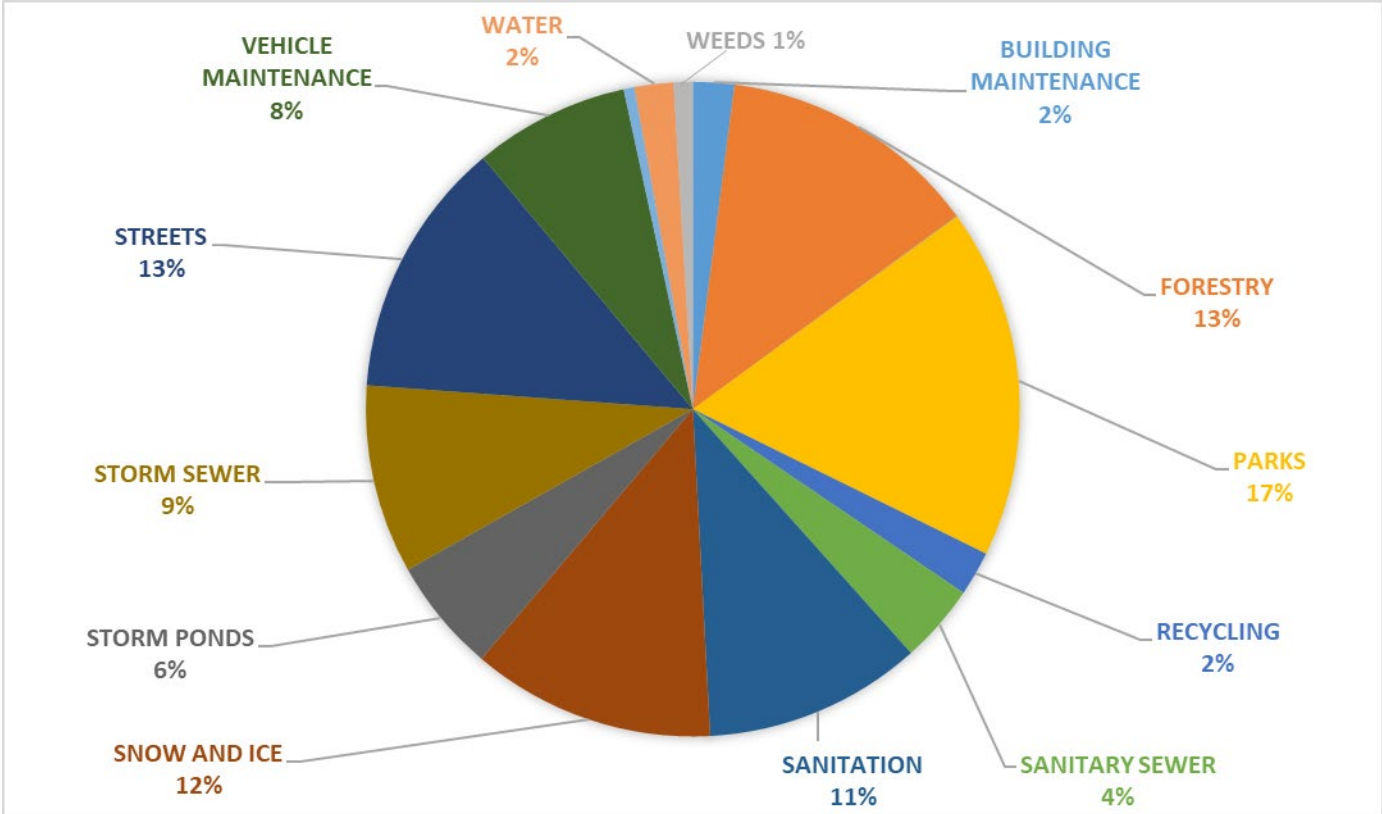
TOP PRIORITIES FOR JULY

- Continue to evaluate the Village storm water ponds.
- Update preventive maintenance plans for sanitary and storm sewers.
- Update the Fleet Management Plan.
- Continue to prepare for 2020 follow-up meeting with WDNR regarding the Village MS4 permit.
- Track down and repair sanitary sewer inflow and infiltration (I&I).
- Continue 2020 sidewalk replacement / road crack sealing and painting street lines.
- Chip seal the following streets – Taylor, Washington, Van Buren, and Harrison.

MAY 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 Utility Contractor continues work on Homewood Court with the work completed for the month of June provided in tables below. No work was completed on Carol Lynn Drive for the month of June.

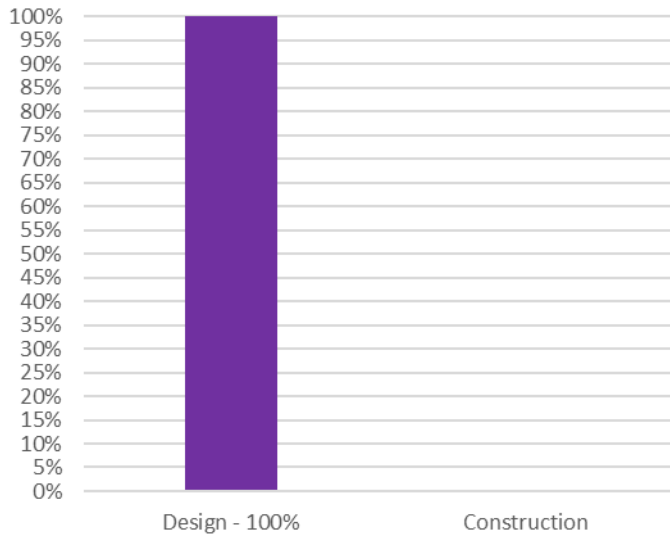
SANITARY		Installed	Abandoned/Remove
Abandon Sanitary Manhole	EA		1
WATER		Installed	Abandoned/Remove
8 Inch Main	LF	112.00	1,035.00
8" Water Valves		1	
Fire Hydrants	EA		1
1 1/4" Poly Water Lateral	LF	780.00	
STORM		Installed	Abandoned/Remove
12 Inch and Smaller Storm Sewer	LF	1,603.60	695.00
15 to 30 Inch Storm Sewer	LF	224.00	300.00
6 Inch PVC Storm Lateral	LF	806.00	
Manholes/Inlets/Catch Basins	EA	16	6

- Goals – The Engineering Department did review our goals at mid-year so that we can maintain our schedule for this work. We have made advances to our GIS database program but progress to our water main database was slowed by our Consultant due to manpower issues. These issues have been resolved and water main improvements are again underway.

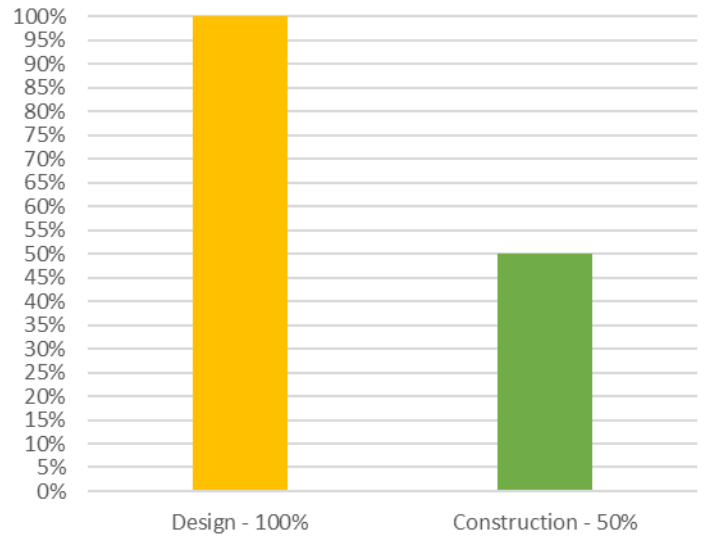
TOP PRIORITIES FOR JULY

- Carol Lynn Drive & Homewood Court Utilities – Carol Lynn Drive & Homewood Court Utilities - Revised Utility Schedule - The contractor has indicated that they will be starting water main work on Carol Lynn Drive after the Fourth of July weekend. A second utility crew is scheduled to begin work on Carol Lynn Drive the week of July 20th. Utility work is expected to be completed on Homewood Court after the first week in July. The Paving Contractor is scheduled to begin excavation for the new road/pavement on August 17th. The Utility Contractor is currently on schedule to provide the Paving Contractor access to the work site.
- Downtown Storm Sewer Extension – Design work has begun to provide conveyance of storm water from the Hotel Site to the regional storm water management basin (Buchanan Pond). This work will continue to provide for a late summer or early fall bidding and contract award.
- Other active work projects - We have collected the field work for the 2021 Capital Improvement Projects and base map preparation is in process for this work. We continue to make progress on showing lateral locations in GIS for the storm and sanitary sewers. Work has also begun on improving our data base for the Village water main and associated laterals.
- Moasis Water Main Reconstruction – A preconstruction meeting is scheduled for July 28th. After the preconstruction meeting 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.

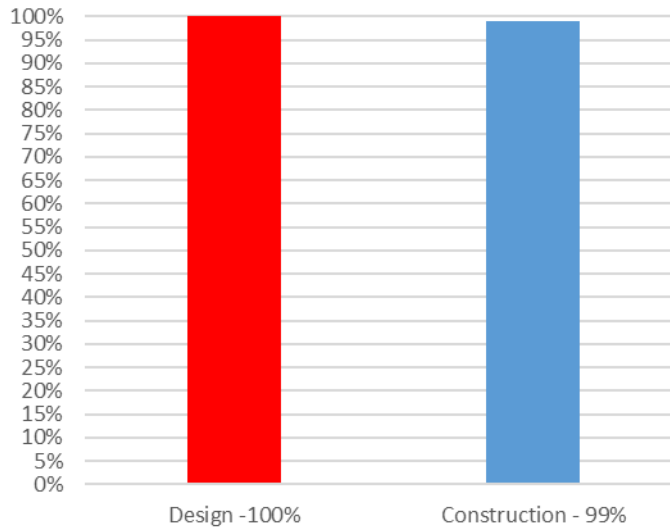
Moasis Drive Water Main



Homewood Court



West Evergreen Drive



Carol Lynn Drive

