



## **VILLAGE OF KIMBERLY, WI**

### **NOTICE OF REGULAR BOARD MEETING**

**DATE: Monday, November 6, 2023**  
**TIME: 6:00pm**  
**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, November 6, 2023, at the Village Hall. This meeting is open to the public and the agenda is listed below.

- 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 10/30/23 Meeting
- 6) Unfinished Business
  - a) None
- 7) New Business for Consideration and Approval
  - a) EMS Request to Purchase AED
- 8) Receive Minutes of various Boards and Commissions
  - a) Kimberly Public Library Board
  - b) Kimberly Water Commission
- 9) Reports
  - a) Chief of Police
  - b) Director of Public Works/Zoning Administrator
  - c) Community Enrichment Director
  - d) Library Director
  - e) Community Development Director
  - f) Administrator
  - g) Clerk-Treasurer

10) Public Participation

11) Adjournment

**Village Board VIRTUAL OPTION**

Nov 6, 2023, 6:00 – 6:30 PM (America/Chicago)

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

<https://meet.goto.com/841945373>

**You can also dial in using your phone.**

Access Code: 841-945-373

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(646\) 749-3129](tel:+16467493129)

**Get the app now and be ready when your first meeting starts:**

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

Any person wishing to attend the meeting, who because of 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 accommodations may be made.

**REGULAR MEETING OF THE KIMBERLY VILLAGE BOARD  
MINUTES  
OCTOBER 30, 2023**

President Kuen called the meeting to order at 6:01 pm. Appearing in person were President Kuen, Trustees Gaffney, Trentlage, Karner, Hammen and Hruzek, Trustee Hietpas was absent and excused. Also present were Administrator/Community Development Director Mahoney, Clerk-Treasurer Weyenberg, Director of Public Works/Zoning Administrator Ulman, Community Enrichment Director Femal (via telephone) and a member of the media (via telephone).

**President's Remarks**

Trick-or-Treating hours are from 5:00p-7:00p, please drive safely!

**Approval of Minutes from the 10-23-2023 Meeting**

Trustee Hammen moved, Trustee Trentlage seconded the motion to approve the Village Board minutes for 10-23-2023. The motion was carried by unanimous vote of the board.

**Unfinished Business:**

None

**New Business:**

**2024 Budget Draft-Administrator's Final Recommendations**

President Kuen made a recommendation to reallocate some funds and increase the property tax levy to 2.25%. After some discussion, the decision was made by the Board to make the property tax levy 3% and reallocate funds to the Debt Service Fund. These changes are not what is reflected in the published version in the Times Villager. The public hearing on November 20<sup>th</sup> will have the updated version. There was no action taken on this item.

**Public Participation**

None

**Adjournment**

Trustee Hammen moved, Trustee Karner seconded the motion to adjourn. The motion was carried by unanimous vote at 6:19pm

---

Jennifer Weyenberg  
Clerk-Treasurer

Dated 10/31/2023.

Drafted by ELZ

Approved by Village Board \_\_\_\_\_



## Village of Kimberly REQUEST FOR BOARD CONSIDERATION

<b>ITEM DESCRIPTION:</b> Purchase of additional AED for EMS
<b>REPORT PREPARED BY:</b> EMS Director Terri Smith
<b>REPORT DATE:</b> 10/25/23
<b>ADMINISTRATOR'S REVIEW / COMMENTS:</b>  No additional comments to this report _____MEM_____
See additional comments attached _____
<b>EXPLANATION:</b> <p>Kimberly EMS team was a recent recipient of a \$1,500 donation from the 2022 Community First Fox Cities Marathon proceeds for assisting with the event. The check was deposited into the EMS Donation Trust fund. When presented with the check, we were requested to submit a letter, along with a picture, to Community First Fox Cities Marathon committee, showing how the funds were allocated for equipment and/or supplies.</p> <p>Kimberly EMS has a goal for each member to be equipped with an AED as it is unknown which member will be available to respond when an AED is needed. We budget for one AED each year to help reach this goal. As of today, the EMS group is short one AED to reach this goal. With the donated funds plus an additional \$340 from the EMS Donation Trust, we would be able to reach our goal for the current membership number.</p> <p>The AED ordered this year took 10 months to come in. There are currently 2 available at the cost of \$1,840 each through Gold Cross.</p> <p>Kimberly EMS group would like to request \$1,840 from the EMS Donation Trust Fund to purchase an additional AED this year. Purchasing through Gold Cross provides volume discounts and replacement pads, at no charge, when used at an emergency.</p>
<b>FUNDING:</b> <p>The balance of the EMR Donations Trust Fund as of 9/30/23 is \$5,640.47 and there are no planned allocations pending. Funding is available for this purchase.</p>

**Recommended action:**

Approve the purchase of one additional AED from Gold Cross for the price of \$1840.00 with funds from EMS Donation Trust fund.

**ATTACHMENTS:**

1. **Cost estimate email from Gold Cross**

**From:** [Kimberly EMS](#)  
**To:** [Maggie Mahoney](#)  
**Cc:** [Kimberly FD](#); [Jennifer Weyenberg](#)  
**Subject:** RE: Request for Board Consideration for AED  
**Date:** Monday, October 30, 2023 8:12:48 PM

---

Below is requested information:

**From:** John Kuehl <jkuehl@goldcross.org>  
**Sent:** Tuesday, October 24, 2023 9:08 AM  
**To:** Kimberly EMS <kimberlyems@vokimberlywi.gov>  
**Subject:** RE: Kimberly EMS AED

1840.00

**From:** Kimberly EMS [<mailto:kimberlyems@vokimberlywi.gov>]  
**Sent:** Tuesday, October 24, 2023 8:53 AM  
**To:** John Kuehl <jkuehl@goldcross.org>  
**Subject:** Re: Kimberly EMS AED

How much do each cost? We budgeted for one this year and I will need submit requisition for 2nd one for village board to approve.

**Terri Smith**

**EMS Director**

**Kimberly Fire & Rescue**

515 W. Kimberly Ave

Kimberly, WI 54136

920-851-5187

kimberlyems@vokimberlywi.org

---

**From:** Maggie Mahoney <mmahoney@vokimberlywi.gov>  
**Sent:** Monday, October 30, 2023 10:01 AM  
**To:** Kimberly EMS <kimberlyems@vokimberlywi.gov>  
**Cc:** Kimberly FD <kimberlyfd@vokimberlywi.gov>; Jennifer Weyenberg <jweyenberg@vokimberlywi.gov>  
**Subject:** RE: Request for Board Consideration for AED

Hi Terri,

Please provide the estimate/email from Gold Cross stating the cost of the AED is \$1,840 to add to the request. Thanks, Maggie

---

**From:** Kimberly EMS <[kimberlyems@vokimberlywi.gov](mailto:kimberlyems@vokimberlywi.gov)>  
**Sent:** Tuesday, October 24, 2023 10:57 PM

**To:** Maggie Mahoney <[mmahoney@vokimberlywi.gov](mailto:mmahoney@vokimberlywi.gov)>; Jennifer Weyenberg  
<[jweyenberg@vokimberlywi.gov](mailto:jweyenberg@vokimberlywi.gov)>  
**Cc:** Kimberly FD <[kimberlyfd@vokimberlywi.gov](mailto:kimberlyfd@vokimberlywi.gov)>  
**Subject:** Request for Board Consideration for AED

Attached is a request for board consideration for Kimberly EMS to purchase an AED.

Thank you,

**Terri Smith**  
**EMS Director**  
**Kimberly Fire & Rescue**  
515 W. Kimberly Ave  
Kimberly, WI 54136  
920-851-5187  
[kimberlyems@vokimberly.org](mailto:kimberlyems@vokimberly.org)

**MINUTES OF THE MEETING OF THE  
KIMBERLY PUBLIC LIBRARY BOARD  
October 16, 2023**

The meeting was called to order at 5:00pm by Library Board President Corinne Herro. The meeting was held in Meeting Room 1 in the Kimberly Public Library with an option to attend via Zoom.

Members present in Person: Corinne Herro, Dave Hietpas, Barbara Wentzel, and Phil Yunk, and Rose Vander Velden

Members present via Zoom: none

Members Absent: none

Others present in Person: Holly Selwitschka, Kimberly Library Director

**Motion by Hietpas, seconded by Wentzel to approve the minutes of the September 25, 2023 meeting. Motion carried by unanimous vote.**

**Motion by Vander Velden, seconded by Yunk to approve the current bills as written. Motion carried by unanimous vote.**

**New Business:**

- Policies on Material Selection and Programming tabled to November meeting.
- Copier Machine Revenue

**Motion by Hietpas, seconded by Vander Velden, to increase copier machine fees starting January 1, 2024 to 25 cents per black and white copy and fifty cents per color copy. Motion carried by unanimous vote.**

- Calendar of Holiday Closings

**Motion by Wentzel, seconded by Yunk to approve the Calendar of 2024 Holiday Closings as presented. Motion carried by unanimous vote.**

**Director Report:** Holly reviewed items from her director report including upcoming library closures, the uncertain timing of the generator installation, the recent installation of a new network switch which has made improvements to internet speed already even without the upcoming bandwidth expansion, updates on the Friends of the Library fundraisers and increased use of meeting room space from displaced senior citizens.

**Unfinished Business:**

2024 Budget Discussion: Holly related the direction provided by the Village Board at the department budget workshop then demonstrated how that might look in the next iteration of the budget proposal. The board asked the library to stay as close to 3% increase as possible. The library board approved of the revised budget plan but did not vote on it. There was a discussion about how to save money and after understanding the viable options, the board agreed that Hoopla would need to be discontinued. They asked Holly to start advertising that immediately. The will plan to vote on the budget proposal at the November meeting after Holly has had a chance to clean it up per direction and discussion provided by the library board. To meet the budget planning deadline of the Village, the Library Board will meet a week early in November.

**Items for the Next Meeting:** Review of Policies including Reconsideration of Library Materials as part of the Collection Development Policy, and Programming Policy.

**Motion by Yunk, seconded by Vander Velden to adjourn. Meeting was adjourned at 5:55pm.**

Submitted by: Holly Selwitschka, Library Director



**REGULAR MEETING OF THE KIMBERLY WATER COMMISSION**  
**MINUTES**  
**October 10, 2023**

Chairman Johnson called the meeting to order at 11:00 am. Commissioner Steinen, Hanson, and Hietpas appeared in person. Also attending the meeting were Administrator Mahoney, Water Superintendent Verstegen, Public Works Director Ulman, McMahon Associates Senior Construction Manager Jeffrey Kellner, and Utility Billing Clerk Firchow.

**Annual Election of Chairperson**

The Annual Election of chairperson was conducted. Chairman Johnson was nominated by Commissioner Stienen, Commissioner Hanson seconded the nomination. The nomination was carried by unanimous vote of the Commission.

**Approval of Minutes from the September 12, 2023, Meeting**

Commissioner Steinen moved, Hanson seconded the motion to approve the Water Commission minutes of the September 12, 2023, meeting. The motion carried by unanimous vote of the Commission.

**Unfinished Business**

None

**New Business**

**Bills and Claims, and Financial Statements for the month of August 2023**

Commissioner Steinen moved, Hietpas seconded the motion to approve the Bills and Claims, and Financial Statements for the month of August 2023. The motion carried by unanimous vote of the Commission.

**Change Order to V & T Painting, LLC in the amount of \$8,570.77 for the Tower #2 Water Tank Repainting**

McMahon Associated Senior Construction Manager, Jeffrey Kellner, reviewed the Change Order noting that this change results from the gray paint color, used for the smokestacks, being light and difficult to see. A change in color was ordered and the additional paint was specially ordered and took a week to arrive. A price was negotiated to cover the cost of downtime for the crew, and it was agreed that a per diem for food and lodging of \$7,500.00, plus the costs for additional paint and shipping of \$1,070.77, for a total cost of \$8,570.77, would be a reasonable amount to cover the additional expenses. Chairman Johnson inquired how other downtime was handled. Jeffrey Kellner reported that there is an allowance built in for downtime due to weather. Commissioner Hietpas inquired as to whom had selected the paint colors. Jeffrey Kellner and Administrator Mahoney reported that they had consulted and chose the colors. Administrator Mahoney informed the commission that a call was received reporting a car had been speckled with paint and they would have it washed and call back if needed.

Commissioner Steinen moved, Hietpas seconded the motion to approve the Change Order to V

& T Painting, LLC in the amount of \$8,570.77 for the Tower #2 Water Tank Repainting. The motion carried by unanimous vote of the Commission.

**Certificate of Payment #3 to V & T Painting, LLC in the amount of \$65,645.00 for the Tower #2 Water Tank Repainting**

Jeffrey Kellner noted that after this payment there will be another payment including retainage. Commissioner Steinen moved, Hanson seconded the motion to approve the Certificate of Payment #3 to V & T Painting, LLC in the amount of \$65,645.00 for the Tower #2 Water Tank Repainting. The motion carried by unanimous vote of the Commission.

**Review draft 2024 Kimberly Water Utility Budget**

Administrator Mahoney presented the draft 2024 detailed department requested budget, goals for 2024, accomplishments for 2023, and cost share estimates including how the cost shares are calculated. A Fund Balance spreadsheet with estimates was distributed and presented. Administrator Mahoney explained that the red text at the beginning of 2023 is the preliminary amount included in the 2022 audit, noting the audit has still not been completed and that this amount is used going forward is the estimate. The budget as presented does adequately cover all the proposed operating expenses and capital projects in 2024. When the budget was finalized for 2023, a portion of the street equipment replacement fund was zeroed out last year and revenue was overbudgeted. This has now been adjusted and will be back in the budget for 2024. Chairman Johnson asked how percentages were determined on the Account Allocation and Reimbursement Justification report. Administrator Mahoney reported that those percentages had been previously established, feels the numbers make sense, and will continue to review the percentages going forward. Superintendent Verstegen reported that next year's biggest challenge is the cost increase of chemicals, but the cost of salt has gone down. Discussion followed regarding what items that are mandated, the significant cost of the Welhouse Drive Reconstruction Project, Well #2 pull and inspection, SCADA system upgrade/replacement, Well #3 resin replacement, and hydrant/valve replacement costs. Commissioner Hanson asked if there was anything that could be sacrificed from capital budget in the event of unforeseen expenses. Superintendent Verstegen reported that the resin replacement could be held off, but this project will reduce HOV discharge and salt usage, and that the pull and inspection of Well #2 is mandated and would need to be completed. A special meeting of the Water Commission will be scheduled for October 24, 2023, at 11:00am for review and approval of budget.

**Reports**

**Midwest Contract Operations, Inc.**

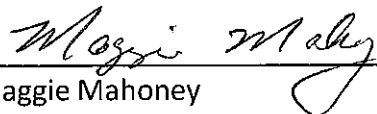
Superintendent Verstegen reported that Lincoln Street well is down for reservoir inspection, currently cleaning brine tanks, flushing in the Sunset/Welhouse area had some discoloration in the water resulting from the length of time Sunset was down and additional flushing was conducted.

**Public Participation**

None

**Adjournment**

Commissioner Steinen moved, Hietpas seconded the motion to adjourn. The motion carried by unanimous vote and the Commission adjourned at 11:39 am.

  
Maggie Mahoney  
Secretary

Dated October 10, 2023

Drafted by MMF

Approved by Water Commission on 10-24-23



To: Village Board of Trustees  
From: Daniel M. Meister – Chief of Police  
Date: November 2nd, 2023  
Re: Fox Valley Metro Police Department Monthly  
Report – November 2023

---

## **New and Noteworthy**

### **PERSONNEL**

A conditional offer of employment was made to a candidate for the vacant Community Service Officer (CSO) position. The candidate accepted the offer and started the process of the pre-employment testing (physical, drug screen, etc.). The candidate has since withdrawn from the offer due to the pay rate offered.

We have two other applicants that we will reach out to in an effort to fill this position.

### **TRAINING**

Some of our newer officers recently attended a 40-hour course of instruction in Crisis Intervention Teams training (CIT).

[https://www.nami.org/Advocacy/Crisis-Intervention/Crisis-Intervention-Team-\(CIT\)-Programs](https://www.nami.org/Advocacy/Crisis-Intervention/Crisis-Intervention-Team-(CIT)-Programs)



According to the Substance Abuse and Mental Health Services Administration (SAMHSA), CIT programs:

*“...improve the safety and effectiveness of law enforcement response to people experiencing behavioral health crises...”*

The department will also be conducting an eight-hour session on unified tactics training for all sworn staff this month. Topics include:

- TEMS (Tactical Emergency Medical Services).
- High risk traffic stops exercises.
- Scenario training to include active shooter response and de-escalation techniques.

## **GRANTS/ DONATIONS**

We were recently notified that the Fox Valley Metro Police Department is the recipient of \$1,500.00 from the Fox Cities Marathon proceeds. The monies were presented to us on November 3<sup>rd</sup>.

Over the summer the department applied for a grant through the *Great Wisconsin Cheese Festival* Board. We applied for funds to start a drone (Unmanned Aerial Vehicle – UAV) program. Last week we were notified that we were selected to receive just under \$15,000 to purchase the UAV and the necessary supporting equipment.

We plan to purchase the UAV this year and start the process of sending staff to the required training to become FAA certified drone pilots.

## **Monthly Activity**

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





# FOX VALLEY METRO POLICE DEPARTMENT

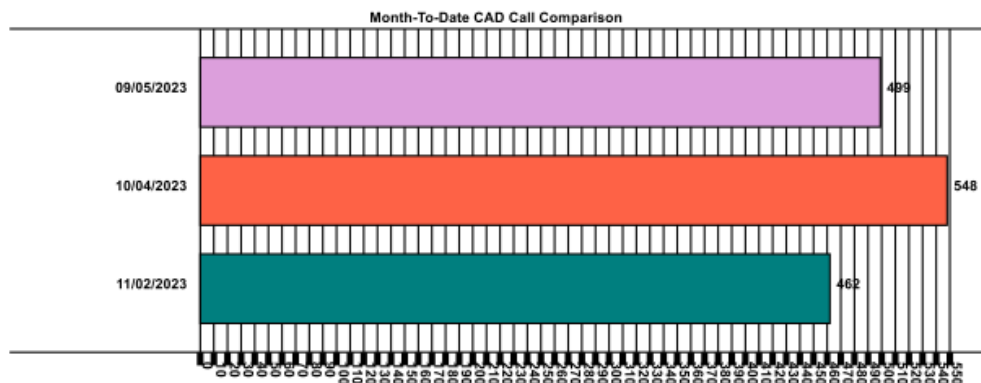
Month-to-Date CAD Call Detail

## Month-To-Date CAD Received Calls

Call Nature	10/05/2023	09/06/2023	1 mo %	08/08/2023	2 mo %
	to 11/02/2023:	to 10/04/2023:	change:	to 09/05/2023:	change:
911 Misdial	26	29	-10.3%	38	-31.6%
Abandoned Vehicle	5	0	N/A	0	N/A
Abdominal A-Adam Response	1	0	N/A	1	0.0%
Abdominal C-Charlie Response	1	0	N/A	0	N/A
Accident in a Parking Lot	2	4	-50.0%	3	-33.3%
Accident with Injury	0	1	-100.0%	2	-100.0%
Accident with Scene Safety	0	0	N/A	1	-100.0%
Accident with Spill Cleanup	1	0	N/A	0	N/A
Alcohol Violations	0	1	-100.0%	0	N/A
Allergies D-David Response	1	0	N/A	0	N/A
Animal Bite	0	3	-100.0%	2	-100.0%
Animal Call	10	18	-44.4%	17	-41.2%
Assist Citizen or Agency	27	23	17.4%	19	42.1%
Back Problem A-Adam Response	1	1	0.0%	2	-50.0%
Bicycle Stop	2	3	-33.3%	2	0.0%
Bleeding B-Boy Response	1	0	N/A	0	N/A
Bleeding C-Charles Response	0	1	-100.0%	0	N/A
Bleeding D-David Response	0	0	N/A	2	-100.0%
Breathing Problem C-Charles	1	1	0.0%	0	N/A
Breathing Problem D-David	0	4	-100.0%	3	-100.0%
Burglary	0	1	-100.0%	3	-100.0%
Burns A-Adam Response	1	0	N/A	0	N/A
Carbon Monoxide Alarm	1	1	0.0%	0	N/A
Chest Complaint C-Charles	1	1	0.0%	1	0.0%
Chest Complaint D-David	1	2	-50.0%	1	0.0%
Civil Matter Assist	1	0	N/A	1	0.0%
Civil Process	15	7	114.3%	7	114.3%
Crime Prevention	19	25	-24.0%	35	-45.7%
Damage to Property	5	5	0.0%	2	150.0%
Disorderly Conduct	2	1	100.0%	0	N/A
Disturbance	8	14	-42.9%	5	60.0%

Domestic Disturbance	2	0	N/A	1	100.0%
Drug Complaint	2	1	100.0%	1	100.0%
Emergency Committal	0	1	-100.0%	0	N/A
Fainting A-Adam	0	0	N/A	1	-100.0%
Fainting C-Charles	1	0	N/A	2	-50.0%
Falls A-Adam Response	0	0	N/A	4	-100.0%
Falls B-Boy Response	6	3	100.0%	5	20.0%
Falls D-David Response	0	2	-100.0%	4	-100.0%
Fire Alarm Commercial	1	4	-75.0%	4	-75.0%
Fire Alarm Residential	0	1	-100.0%	0	N/A
Fire Dept Public Relations	0	0	N/A	1	-100.0%
Fire Unauthorized Burning	0	1	-100.0%	0	N/A
Fire Vegetation or Grass	0	1	-100.0%	0	N/A
Fireworks Complaint	0	0	N/A	1	-100.0%
Follow Up	14	18	-22.2%	13	7.7%
Fraud Complaint	1	2	-50.0%	4	-75.0%
Harassment	4	0	N/A	0	N/A
Hazard in Roadway	6	4	50.0%	5	20.0%
Heart Problem C-Charles	0	1	-100.0%	0	N/A
Jail GPS Checks	14	13	7.7%	21	-33.3%
Juvenile Complaint	4	6	-33.3%	7	-42.9%
K9 Advisory Alarm	1	0	N/A	0	N/A
K9 Assist	0	1	-100.0%	0	N/A
Law Alarms - Burglary Panic	2	5	-60.0%	10	-80.0%
Lost or Found Valuables	5	7	-28.6%	3	66.7%
Medical Assistance No Injury	6	2	200.0%	5	20.0%
Medical Pre-Alert	9	3	200.0%	5	80.0%
Missing Person	0	2	-100.0%	0	N/A
Motorist Assist	5	5	0.0%	4	25.0%
Natural Gas or Propane Leak	2	0	N/A	3	-33.3%
Noise Complaint	2	5	-60.0%	3	-33.3%
Ordinance Violation	16	7	128.6%	10	60.0%
Overdose C-Charles	0	1	-100.0%	0	N/A
PNB E-Edward Response	1	3	-66.7%	2	-50.0%
Parking Enforcement	13	24	-45.8%	11	18.2%
Reckless Driving Complaint	5	6	-16.7%	3	66.7%
Restraining Order Tracking	0	0	N/A	1	-100.0%
Retail Theft	1	0	N/A	0	N/A
Runaway Juvenile	0	4	-100.0%	0	N/A
Scam	0	1	-100.0%	1	-100.0%
School Safety	37	49	-24.5%	3	1,133.3%

Seizure A-Adam Response	0	1	-100.0%	0	N/A
Seizure B-Boy Response	0	0	N/A	1	-100.0%
Seizure C-Charles Response	0	1	-100.0%	0	N/A
Sex Offend Registration	1	0	N/A	0	N/A
Sex Offense	2	1	100.0%	1	100.0%
Sick A-Adam	2	2	0.0%	1	100.0%
Sick C-Charles	4	1	300.0%	2	100.0%
Stroke C-Charles	0	3	-100.0%	4	-100.0%
Structure Fire Smoke or Flame	2	0	N/A	1	100.0%
Suspicious Incident	11	9	22.2%	9	22.2%
Suspicious Person	1	9	-88.9%	6	-83.3%
Suspicious Vehicle	5	11	-54.5%	8	-37.5%
Testing Only	0	0	N/A	2	-100.0%
Theft Complaint	3	3	0.0%	6	-50.0%
Theft of Automobile Complaint	2	1	100.0%	0	N/A
Traffic Enforcement	1	2	-50.0%	2	-50.0%
Traffic Stop	90	136	-33.8%	128	-29.7%
Transport Accident D-David	0	1	-100.0%	0	N/A
Traumatic Injuries A-Adam	1	0	N/A	1	0.0%
Traumatic Injuries B-Boy	1	0	N/A	0	N/A
Trespassing	1	0	N/A	0	N/A
Unconscious D-David	1	1	0.0%	1	0.0%
Unlocked or Standing Open Door	1	0	N/A	5	-80.0%
Vacant House Check	0	1	-100.0%	0	N/A
Vehicle Accident	9	10	-10.0%	8	12.5%
Vehicle Lockout	3	2	50.0%	3	0.0%
Violation of Court Order	2	0	N/A	0	N/A
Wanted Person or Apprehension	3	0	N/A	2	50.0%
Welfare Check	22	24	-8.3%	23	-4.3%
Wire Down	1	0	N/A	0	N/A







# Department Report

To: Village Board

From: Greg Ulman | Director of Public Works/Zoning Administrator

Date: November 6, 2023

Re: Public Works Monthly Report

---

## HIGHLIGHTS FOR OCTOBER

- We have a new street foreman, Bill DeJong's first day was October 17<sup>th</sup>, 2023.
- We have a new Equipment Operator, Eli Swanson started October 23<sup>rd</sup>, 2023.
- We are in the process of switching our trucks over into winter mode, we are ready for whatever snow we get this season.
- Best Stump Grinding completed their work of 216 ash tree stumps.
- The concrete crew poured the slabs for the generator at the municipal Complex, we are awaiting a hook-up date from our electrician.
- The street crews have been moving items into the temporary Little Chute location when time allows.
- We have two leaf trucks collecting leaves every day. We plan on making a full collection round though the Village every week.
- We were informed by our automated garbage truck manufacturer (Freightliner), that the manufacturing plant that installs the right-hand steering column (Fontaine), is backordered by up to 16 months. We are working to see if we can move up the build date.
- We collected 19 tons of street sweepings in October.
- The water tower painting project is done, Verizon Wireless is testing the new antennas that will be placed on top of the street department tower, due to FCC rules. Testing will be complete in mid-February and will be installed then.
- Utilities are being installed at The Blue Development and will be wrapping up soon.
- Festival Foods has started interior demolition of the old Shopko Building, with construction to begin in spring.

## **TOP PRIORITIES FOR NOVEMBER**

- WE Energies will be wrapping up the gas line main line upgrade project in the next few weeks and will have concrete poured or asphalt installed once boring is complete.
- After leaf season we are looking to vacuum out each storm catch basin in the Village to alleviate potential flooding this winter.
- Train new employees how to operate our snow and ice equipment, let by our new Foreman Bill.
- Have an all operations staff meeting on snow and ice equipment, safety procedures, and techniques.
- Install the holiday decorations on Kimberly Ave.

## **UPCOMING EVENTS**

- Help the Parks Department decorate Memorial Park for Christmas at the Pond.

Month	Cost/ton	\$52.00	\$54.00	\$36.00												
<b>\$0.00 Solid Waste Summary</b>																
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
10/03/23	814947	32	17840	\$ 463.84		\$ -		\$ -		\$ -		\$ -				\$ 463.84
10/03/23	815096	32	8280	\$ 215.28		\$ -		\$ -		\$ -		\$ -				\$ 215.28
10/03/23	815112	80		\$ -		\$ -		\$ -		\$ -	6240	\$ 112.32				\$ 112.32
10/04/23	815270	Scale Use		\$ -		\$ -		\$ -		\$ -		\$ -				\$ -
10/04/23	815309	80		\$ -		\$ -		\$ -	4280	\$ 115.56		\$ -				\$ 115.56
10/04/23	815339	80		\$ -		\$ -		\$ -	5440	\$ 146.88		\$ -				\$ 146.88
10/04/23	815356	32	14820	\$ 385.32		\$ -		\$ -		\$ -		\$ -				\$ 385.32
10/04/23	815386	80		\$ -		\$ -		\$ -	5480	\$ 147.96		\$ -				\$ 147.96
10/04/23				\$ -		\$ -		\$ -		\$ -		\$ -				\$ -
10/04/23	815431	80		\$ -		\$ -		\$ -	4560	\$ 123.12		\$ -				\$ 123.12
10/04/23	815521	80		\$ -		\$ -		\$ -	3860	\$ 104.22		\$ -				\$ 104.22
10/04/23	815537	38		\$ -		\$ -		\$ -		\$ -	7480	\$ 134.64				\$ 134.64
10/04/23	815544	80		\$ -		\$ -		\$ -		\$ -	1500	\$ 27.00				\$ 27.00
10/04/23	815560	38		\$ -		\$ -		\$ -		\$ -	8240	\$ 148.32				\$ 148.32
10/04/23	815556	32	10880	\$ 282.88		\$ -		\$ -		\$ -		\$ -				\$ 282.88
10/04/23	815567	80		\$ -		\$ -		\$ -		\$ -	3020	\$ 54.36				\$ 54.36
10/04/23	815591	38		\$ -		\$ -		\$ -		\$ -	7560	\$ 136.08				\$ 136.08
10/04/23	815595	80		\$ -		\$ -		\$ -		\$ -	2260	\$ 40.68				\$ 40.68
10/05/23	815812	32	13900	\$ 361.40		\$ -		\$ -		\$ -		\$ -				\$ 361.40
10/05/23	815972	32	6880	\$ 178.88		\$ -		\$ -		\$ -		\$ -				\$ 178.88
10/06/23	816278	38		\$ -		\$ -		\$ -		\$ -	9220	\$ 165.96				\$ 165.96
10/06/23	816399	38		\$ -		\$ -		\$ -		\$ -	7080	\$ 127.44				\$ 127.44
10/06/23	816455	38		\$ -		\$ -		\$ -		\$ -	6920	\$ 124.56				\$ 124.56
10/09/23	816814	49		\$ -	1460	\$ 37.96		\$ -		\$ -		\$ -				\$ 37.96
10/09/23	817124	49		\$ -		\$ -		\$ -		\$ -	3740	\$ 67.32				\$ 67.32
10/10/23	817389	80	8100	\$ 210.60		\$ -		\$ -		\$ -		\$ -				\$ 210.60
10/10/23	817464	32	17480	\$ 454.48		\$ -		\$ -		\$ -		\$ -				\$ 454.48
10/10/23	817482	Speedy 22		\$ -		\$ -		\$ -		\$ -		\$ -				\$ -
10/10/23	817608	Speedy 22		\$ -		\$ -		\$ -		\$ -		\$ -				\$ -
10/10/23	817636	32	8100	\$ 210.60		\$ -		\$ -		\$ -		\$ -				\$ 210.60
10/11/23	817877	32	13020	\$ 338.52		\$ -		\$ -		\$ -		\$ -				\$ 338.52
10/11/23	818078	32	9940	\$ 258.44		\$ -		\$ -		\$ -		\$ -				\$ 258.44
10/12/23	818382	38		\$ -		\$ -		\$ -		\$ -	8040	\$ 144.72				\$ 144.72
10/12/23	818384	32	12980	\$ 337.48		\$ -		\$ -		\$ -		\$ -				\$ 337.48
10/12/23	818418	38		\$ -		\$ -		\$ -		\$ -	7560	\$ 136.08				\$ 136.08
10/12/23	818487	38		\$ -		\$ -		\$ -		\$ -	7640	\$ 137.52				\$ 137.52
10/12/23	818531	38		\$ -		\$ -		\$ -		\$ -	7480	\$ 134.64				\$ 134.64
10/12/23	818541	32	6800	\$ 176.80		\$ -		\$ -		\$ -		\$ -				\$ 176.80
10/12/23	818574	38		\$ -		\$ -		\$ -		\$ -	7860	\$ 141.48				\$ 141.48
10/13/23	818818	38		\$ -		\$ -		\$ -		\$ -	7880	\$ 141.84				\$ 141.84
10/13/23	818851	38		\$ -		\$ -		\$ -		\$ -	8600	\$ 154.80				\$ 154.80
10/13/23	818904	38		\$ -		\$ -		\$ -		\$ -	8600	\$ 154.80				\$ 154.80
10/13/23	818932	38		\$ -		\$ -		\$ -		\$ -	8180	\$ 147.24				\$ 147.24
10/13/23	818950	38		\$ -		\$ -		\$ -		\$ -	8720	\$ 156.96				\$ 156.96
10/16/23	819418	49		\$ -		\$ -		\$ -		\$ -	13440	\$ 241.92				\$ 241.92
10/17/23	819850	32	18580	\$ 483.08		\$ -		\$ -		\$ -		\$ -				\$ 483.08
10/18/23	819992	32	8540	\$ 222.04		\$ -		\$ -		\$ -		\$ -				\$ 222.04
10/18/23	820235	32	15320	\$ 398.32		\$ -		\$ -		\$ -		\$ -				\$ 398.32
10/18/23	820423	32	11580	\$ 301.08		\$ -		\$ -		\$ -		\$ -				\$ 301.08
10/19/23	820659	32	14140	\$ 367.64		\$ -		\$ -		\$ -		\$ -				\$ 367.64
10/19/23	820812	32	7160	\$ 186.16		\$ -		\$ -		\$ -		\$ -				\$ 186.16
10/20/23	821193	38		\$ -		\$ -		\$ -		\$ -	8480	\$ 152.28				\$ 152.28
10/20/23	821223	38		\$ -		\$ -		\$ -		\$ -	7560	\$ 136.08				\$ 136.08
10/23/23	821634	38		\$ -		\$ -		\$ -		\$ -	8200	\$ 147.60				\$ 147.60
10/23/23	821672	38		\$ -		\$ -		\$ -		\$ -	8020	\$ 144.36				\$ 144.36
10/23/23	821692	38		\$ -		\$ -		\$ -		\$ -	8420	\$ 151.56				\$ 151.56
10/23/23	821728	38		\$ -		\$ -		\$ -		\$ -	8320	\$ 149.76				\$ 149.76
10/23/23	821759	49		\$ -		\$ -	10940	\$ 284.44		\$ -		\$ -				\$ 284.44
10/23/23	821776	38		\$ -		\$ -		\$ -		\$ -	8520	\$ 153.36				\$ 153.36
10/23/23	821855	38		\$ -		\$ -		\$ -		\$ -	13120	\$ 236.16				\$ 236.16
10/23/23	821889	38		\$ -		\$ -		\$ -		\$ -	13440	\$ 241.92				\$ 241.92
10/25/23	822478	32	14580	\$ 379.08		\$ -		\$ -		\$ -		\$ -				\$ 379.08
10/25/23	822622	49		\$ -		\$ -	5200	\$ 135.20		\$ -		\$ -				\$ 135.20
10/25/23	822644	32	10240	\$ 266.24		\$ -		\$ -		\$ -		\$ -				\$ 266.24
10/26/23	822841	32	12780	\$ 332.28		\$ -		\$ -		\$ -		\$ -				\$ 332.28
10/26/23	822983	38		\$ -		\$ -		\$ -		\$ -	5980	\$ 107.64				\$ 107.64
10/26/23	822993	32	6920	\$ 179.92		\$ -		\$ -		\$ -		\$ -				\$ 179.92
10/27/23	823148	38		\$ -		\$ -		\$ -		\$ -	11900	\$ 214.20				\$ 214.20
10/27/23	823191	38		\$ -		\$ -		\$ -		\$ -	8420	\$ 151.56				\$ 151.56
10/27/23	823300	38		\$ -		\$ -		\$ -		\$ -	11460	\$ 206.28				\$ 206.28
10/30/23	823742	38	7340	\$ 190.84		\$ -		\$ -		\$ -		\$ -				\$ 190.84
10/30/23	823782	38		\$ -		\$ -		\$ -		\$ -	7040	\$ 126.72				\$ 126.72
10/30/23	823790	80		\$ -		\$ -		\$ -	3760	\$ 101.52		\$ -				\$ 101.52
10/30/23	823815	38		\$ -		\$ -		\$ -		\$ -	7100	\$ 127.80				\$ 127.80
10/30/23	823826	80		\$ -		\$ -		\$ -	2780	\$ 75.06		\$ -				\$ 75.06
10/30/23	823846	38		\$ -		\$ -		\$ -		\$ -	7900	\$ 142.20				\$ 142.20
10/30/23	823868	80		\$ -		\$ -		\$ -		\$ -	1260	\$ 22.68				\$ 22.68
10/30/23	823880	38		\$ -		\$ -		\$ -		\$ -	7140	\$ 128.52				\$ 128.52
10/30/23	823894	80		\$ -		\$ -		\$ -	2780	\$ 75.06		\$ -				\$ 75.06
10/30/23	823918	38		\$ -		\$ -		\$ -		\$ -	7240	\$ 130.32				\$ 130.32
10/30/23	823993	80		\$ -		\$ -		\$ -		\$ -	1120	\$ 20.16				\$ 20.16
10/30/23	823998	38		\$ -		\$ -		\$ -		\$ -	6480	\$ 116.64				\$ 116.64
10/30/23	824021	80		\$ -		\$ -		\$ -		\$ -	1240	\$ 22.32				\$ 22.32
10/30/23	824033	38		\$ -		\$ -		\$ -		\$ -	6560	\$ 118.08				\$ 118.08
10/30/23	824061	80		\$ -		\$ -		\$ -		\$ -	760	\$ 13.68				\$ 13.68
10/30/23	824080	38		\$ -		\$ -		\$ -		\$ -	7840	\$ 141.12				\$ 141.12
				\$ -		\$ -		\$ -		\$ -		\$ -				\$ -
	</															



OCTOBER 2023 Building Permit & Fees Report					
Permit Category		Monthly Summary			
	Category Name	Value	Fees Collected Acct 01-44300-00	Number of Permits / Structures	Number Dwelling Units
<b>Residential Building</b>					
100	New Single Family	\$0.00	\$0.00	0	0
110	New Two Family	\$0.00	\$0.00	0	0
120	New Multi-Family	\$0.00	\$0.00	0	0
130	Residential Additions	\$0.00	\$0.00	0	0
140	New Accessory Buildings	\$21,000.00	\$80.00	2	
141	Addn Accessory Bldg	\$0.00	\$0.00	0	
150	Interior Alterations	\$14,000.00	\$40.00	1	
151	Exterior Alterations	\$48,421.00	\$105.00	3	
160	Decks/Patios	\$1,000.00	\$15.00	1	
170	Fences	\$14,000.00	\$15.00	1	
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	
<b>Sub-Total Residential Building</b>		<b>\$98,421.00</b>	<b>\$255.00</b>	<b>8</b>	<b>0</b>
<b>Commercial &amp; Industrial Building</b>					
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	\$0.00	\$0.00	0	
230	Signs	\$5,100.33	\$25.00	1	
240	Raze Com'l/Ind	\$0.00	\$0.00	0	
<b>Sub-Total Commercial/Industrial Building</b>		<b>\$5,100.33</b>	<b>\$25.00</b>	<b>1</b>	
<b>Electric</b>					
300	Residential Services	\$3,000.00	\$60.00	1	
310	Residential Alterations	\$3,900.00	\$85.00	2	
320	Commercial/Industrial Services	\$0.00	\$0.00	0	
321	Commercial/Industrial Alterations	\$25,000.00	\$0.00	1	
<b>Sub-Total Electric</b>		<b>\$31,900.00</b>	<b>145</b>	<b>4</b>	
<b>HVAC</b>					
400	Residential Heating	\$5,000.00	\$25.00	1	
401	Residential AC	\$4,600.00	\$19.00	1	
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	
<b>Sub-Total HVAC</b>		<b>\$9,600.00</b>	<b>\$44.00</b>	<b>2</b>	
<b>Plumbing</b>					
500	Residential Laterals	\$0.00	\$0.00	0	
501	Residential Alterations	\$46,871.00	\$235.00	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	
<b>Sub-Total Plumbing</b>		<b>\$46,871.00</b>	<b>\$235.00</b>	<b>3</b>	
<b>Permit Totals</b>		<b>\$191,892.33</b>	<b>\$704.00</b>	<b>18</b>	<b>0</b>
			<b>Fees Collected</b>	<b>Number</b>	
<b>Miscellaneous Fees</b>					
UDC Seals			\$0.00	0	
Parkland Dedication Fee			\$0.00	0	
Grade Fee			\$0.00	0	
VoK Sanitary Sewer Connection Fee			\$0.00	0	
HOVMSD Sanitary Sewer Connection Fee			\$0.00	0	
Storm Water - Erosion Control Permits			\$0.00	0	
Admin Fee			\$0.00	0	
Erosion			\$0.00	0	
Storm Sewer Fee			\$0.00	0	
<b>Total Miscellaneous Fees</b>			<b>\$0.00</b>		
<b>Total All Fees</b>			<b>\$704.00</b>		



# Department Report

To: Village Board  
From: Holly Femal | Community Enrichment Director  
Date: November 6<sup>th</sup>, 2023  
Re: Community Enrichment Director's Report

---

## OCTOBER HIGHLIGHTS

### PARKS

- Continuing Education:
  - Parks Lead Wyngaard attended a two-day playground maintenance training facilitated by Epply Institute but held at the CVMIC headquarters. He was awarded continuing education credits as a result of his attendance and has an increased awareness of tips and tricks to maintain our aging playground infrastructure and keep our updated structures operating as they should.
  - Parks Operator Hardin attended a hybrid CDL Training at NWTC. This hybrid course allowed him to complete some coursework from home and some coursework in person behind the wheel. He met all requirements of the program and was able to pass his certification test. He is now in possession of a CDL with Tanker Endorsement. Just in time for it to snow.
- Trail progress continues on the Papermill Run Trail extension.
  - Work completed on the project in October was a balance between pouring concrete and waiting for the stormwater pond to be completed before being able to complete the trail.
  - CED and Engineer Warner met on site with Clint LaRue of Fox Valley Metal Fab, Inc. This company will be fabricating and galvanizing a railing system along the ramping/landing stretch of the trail leading from under the Washington Street Bridge up to Prospect Street. The railing system is a custom build and won't be ready for installation until the week of Thanksgiving according to our last update.
  - After completion, the Village is able to request reimbursement from the awarded 2018 Outagamie County Greenways Grant focused along the Fox River Corridor in the sum of \$300,000 as well as the awarded 2023 Outagamie County Greenways Grant in the sum of \$15,000.
  - Village of Kimberly is actively working with Loop the Locks partners and Outagamie County Greenways on planning a future celebration of the larger Loop being completed in thanks for the forward thinking of the Outagamie County Greenways board in inspiring this regional connection throughout the Heart of the Valley.
- The village is no longer using Coca-Cola Distribution for our Sunset Beach concession stand due to inconsistent deliveries, lack of sales, and high prices. Alternatively, the village began using

Holiday Wholesale for all food and beverage sales at the beach for the 2023 season. As a result, Coca-Cola distributing is picking up their cooler from the beach. The Village has purchased a refrigerator for the beach's concession stand so we may continue to purchase from whomever we see fit. CED did attend a trade show to learn more about Badger Wholesale as another vendor alternative, though this company does not deal in many of the items we sell at the beach.

- The parks staff continue to turn off the water throughout the parks and prepare our park spaces for winter as it approaches swiftly.
- We continue to actively work with Lee Recreation Products on planning for the 2024 installation of the new Verhagen Park playground – budget is certainly a challenge when planning this structure.
- The FCCVB has launched a 50% match grant for kayak rental programs. The Village of Kimberly is discussing with other local municipal leaders along the river to see if a unified company could serve all launches. More to come.
- The baseball diamond is receiving some fall maintenance to set us up for success in spring. Kimberly Athletics is funding in field mix placement and laser grading of the infield, Kimberly Parks is funding and placing new warning track material.

## **RECREATION**

- Archery and Flag Football classes concluded before the snow started flying. Babysitting Certification was held while Kimberly schools were off, and KidStage Willy Wonka is off and running.
- Clue – the scavenger hunt concluded at the end of the month. We highlighted new businesses with this hunt to encourage people to try something new in the area (all while solving a fake crime).

## **EVENTS AND OUTREACH**

- October 7<sup>th</sup>, Treaty Park hosted the 2<sup>nd</sup> Annual Craft Fair and Car Show facilitated by the Kimberly Recreation Association. This year's event hosted almost double the number of craft vendors from the previous year with 64 paid reservations.
- On October 20<sup>th</sup>, Memorial Park hosted the 3<sup>rd</sup> annual Great Pumpkin Walk event around the pond. The event hosted around 60 pre-registered pumpkin art displays, 8 business/sponsor booths, three food trucks, and three local business partners in the surrounding commercial spaces around the park. We were also lucky enough to have amazing weather again this year which helped bring in over 1,000 people to the event!
- On October 23<sup>rd</sup>, village staff in partnership with McMahan & Associates hosted a Public Information Meeting as a required step in the process of receiving WisDOT TAP funds for the Kennedy/Marcella multi-modal trail scheduled for 2024 construction. Attendees present included individuals associated with 4 different parcels along the project boundary.
- Leaf Man has started on his daily social media adventures again this year, letting people know where he will be the coming day to collect their leaves!
- CED is in the final term of serving the Fox Cities Greenways Inc board and assisting with planning the annual meeting in January 2024. Greenways is actively looking at ways to connect the Loop the Locks Trail Network with the Loop the Lake Trail Network through a series of new trails along the Fox River.

- CED continues to serve on the High Cliff Connection committee with positive momentum happening in Harrison and Menasha getting the Fox Cities one step closer to High Cliff with off road accommodations.
- CED served on an RFP analysis committee concerning an EPA grant awarded to Calumet and Outagamie Counties. A consulting firm was chosen, and work can proceed in the coming three years to select and analyze brownfields throughout Outagamie and Calumet County.

## **TOP PRIORITIES FOR NOVEMBER**

- We called the North Pole; Santa is ready to come to Kimberly again for the 2023 Christmas at the Pond event – Save the Date for December 3<sup>rd</sup> from 5-7 p.m. The Street and Parks crews will again spend time in November decorating Memorial Park getting it ready for the big event. We have hopes of adding 1 or 2 outlets in the park for a few of our current evergreen trees that don't have an outlet by them.
- Final edits will be completed on the Winter Issue of the KimTalk with hopes we hit mailboxes before Thanksgiving.
- We are gearing up for the annual Village Staff holiday party prepping for another fun event with food donations, door decorating, and giving tree elements continuing into this year's festivities.
- We will be ordering our ice rink liner from a new location this year per recommendation from local park and rec partners. Instead of buying an actual ice liner from a company in Illinois we will be purchasing a feed cover from a company in Chilton with free shipping and overall paying less than ½ of what we did for the 2022/2023 skating season.





# Department Report

To: Village Board  
From: Holly Selwitschka | Library Director  
Date: November 2023  
Re: Library Report



## OCTOBER HIGHLIGHTS

- We handed out solar eclipse glasses from NASA and 100 Science Kits that were donated by WI Science Festival
- We engaged tweens and teens with nine age-specific programs including a slime camp, craft activities, and a Halloween Teen Escape Room.
- A new evening book club for adults was started
- We invited a local paranormal investigation team to talk about their work in the Fox Valley. They determined that the Village Hall/ Library has 2 friendly ghosts named Mike and Judy.
- We co-hosted a book launch celebration with Fox Cities Book Festival with an evening of Latin music, dancing, and tacos at Poplar Hall. It was well-attended, and the next community read title was announced: "Infinite Country" by Patricia Engel.
- Friends of the Library hosted two fundraisers bringing in approximately \$2,600 to reinvest in the library.
- To make the budget restraints work, the library board voted to discontinue Hoopla digital materials service and raise printing costs starting January 1.

## TOP PRIORITIES FOR NOVEMBER

- We are hosting a Toys for Tots drive throughout November and also trying a Little Free Pantry inside the library to help families in need this holiday season.
- The library celebrates Mo-vement, a play on words of Mo Willems, a popular children's author and creator of beloved storybook characters Elephant and Piggy. Story times celebrate the work of Mo Willems all month long.
- Holiday closing in November on Thanksgiving and the day after, November 23 & 24, open Saturday, October 25
- Continue to accommodate displaced senior center card players and also accommodate displaced library patrons as Appleton Public Library makes another temporary move.



## UPCOMING EVENTS



### **2023 Toys for Tots Drop Off at Kimberly Public Library – October 2 – December 8**

Hope Marches On! In partnership with Toys for Tots and The Salvation Army-Fox Cities, the Kimberly Library is collecting new -in-box and unwrapped toys for families this holiday season. Help us make children smile.

**Tiny Art Show: An Adult Community Art Show** - Starting Wednesday, November 15 It's time to paint your tiny masterpiece. Prompt: Adults of all skill levels are invited to paint their happy place. This could be a person, place, thing, event, feeling, memory, etc. The show will be judged [for fun] by Richeson School of Art and Gallery in Kimberly.

Canvas pick up for the 2024 Tiny Art Show begins on Nov. 15th. Please return all canvases for inclusion in the show by January 3rd.

The Tiny Art Show runs from Jan – Feb 2024. Pick up your masterpiece the first week of March.



**It's Mo-Vember! Celebrating the Books of Mo Willems** – Mondays November 6, 13, and 20 @10am Come have Mo fun at the library! Author Mo Willems has created fun characters such as Elephant & Piggy and Pigeon. This story time series will feature a few of Mo's books each week along with a craft related to the story.

**Puzzle Patch-Stock Up on Puzzles for Winter** – Monday, November 6 @9am-6pm Our overflowing little free library of jigsaw puzzles is coming out of storage to get you ready for winter and the holiday season of puzzling with family. Help us make room for hibernation by stocking up on puzzles during this special event. Enjoy hot apple cider while you browse.

**Power of Positive Parenting-Spend Less Time Battling Behavior** – Tuesday, November 7 @4:30pm Evergreen Room; During this free program, parents will learn the five key principles of positive parenting that form the basis of Triple P. Triple P is a program brought to you in partnership with Children's of Wisconsin and the Child Abuse and Neglect Prevention Board.

**Crafternoons: Drop in Craft Circle (for adults)** – Wednesday, November 8 @1-3pm Work on your current knitting, stitching, beading, painting, felting (or other) project at this informal craft circle. Coffee provided. This program takes place on the second Wednesday of each month from 1:00-3:00PM. The first meeting is November 8th. Stay as long or as little as you want.

**Egyptology Craft Workshop** – Tuesday, November 14 @4-5pm Kids ages 9-12 are invited to our afterschool Egyptology craft workshop. Learn about ancient Egypt and how to write your name in hieroglyphics on your very own clay tablet. Registration is required and opens on October 16.

**Senior Movies** – 2<sup>nd</sup> 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.

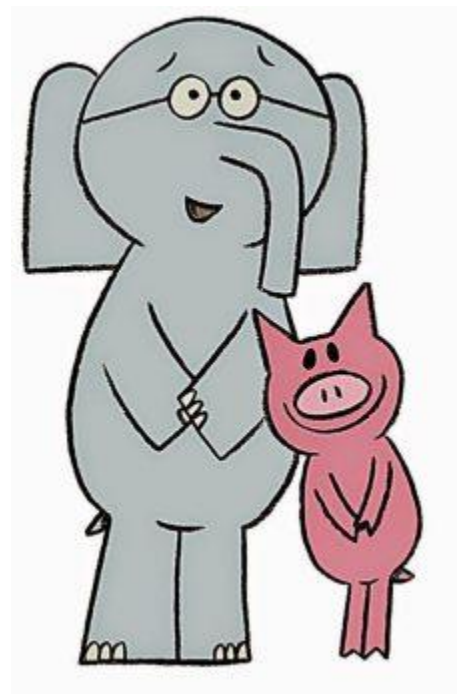
**LitFix Book Club** – Typically, the 1<sup>st</sup> Thursday of each month @10am; In Person @ the Kimberly Public Library. October 5: “The Light We Carry” by Michelle Obama

**Writer’s Group** – 2<sup>nd</sup> Thursday of each month at 10am

**New Evening Book Club for Adults** – Tuesday, November 28 @5-5:45pm Join us for this new adult book club in the EVENING. Come after work in your scrubs. Come with an afterwork snack. Take a break from your kids. All adults welcome. October 28th at 5:00-5:45PM  
Where: Meeting Room 1, Kimberly Library Reading: The Midnight Library by Matt Haig (Copies available for new book club members at the desk.)

**Memory Café, a collaboration of the Fox Valley Memory Project** - 4<sup>th</sup> Wednesday of each month from 1:30-3pm; In Person at the Kimberly Public Library/ Municipal Center Complex Community Room 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 – Surpassed 1,000<sup>th</sup> book recommendations!



**Happy Mo-Vember!**



# Department Report

To: Village Board  
From: Maggie Mahoney, Community Development Director  
Date: November 6, 2023  
Re: Community Development Report

---

## HIGHLIGHTS FOR OCTOBER

- Blue at the Trails Development:
  - Grading and graveling project continued.
  - Revision to number of single-family housing units was approved. Site plan pending.
  - Discussion continued with developer on possible revisions to developer agreement. The Village and Blue teams met on October 11 and the Blue team will review project timelines and benchmarks to consider for an agreement revision. As of the date of this memo those updates have not been received.
- Rivers Edge Subdivision:
  - Developer and attorney agreed to additional incentive required add an additional year and adjust the benchmarks for final three years of the agreement. Staff will provide these updates to Village attorney to draft the revised agreement, to be considered by the Board at a future meeting – tentatively December 4.
- USACE: Information continued to be gathered and reviewed in preparation of the agreement in principal.

## TOP PRIORITIES FOR NOVEMBER

- Blue at the Trails Development:
  - Help with site plan process for the single family homes.
  - Continue discussions regarding riverfront scenic overlook along trail.
- Research and planning for Community Development Authority with goal of scheduling meeting when 2022 audit is completed an updated proformas are available.
- Continue to work with developers on their requested revisions to developer agreements and bring vetted proposals to the Board for consideration.



# Department Report

To: Village Board  
From: Maggie Mahoney, Administrator  
Date: November 6, 2023  
Re: Administrator's Report

---

## HIGHLIGHTS FOR OCTOBER

- Budget 2024:
  - Budget working sessions with the Village Board on October 6, 23 and 30. Department Budget requests will be presented to Board on October 9.
  - Joint meeting with Little Chute Board on Fox Valley Metro Police Department Budget on October 16.
  - Water Commission reviewed budget on October 10 and 24 to recommend to Village Board for approval.
- Continued search for Street & Park Operator-Entry vacant positions. Deputy Clerk/Administrative Assistance Advanced and Street Foreman positions filled.
- Streets and Parks Facility Project:
  - Continued meetings with S.E.H. on project.
  - Preparation of the Senior Center with internet and further planning in relocation. Timeline to complete move pushed back 1-2 weeks from November 1 to possibly coincide with municipal complex generator installation.
- STP-Urban Grant Program 2024-2029 cycle application (BIL funding) submitted by deadline (October 27) for reconstruction of Kennedy Ave/Marcella St. project.
- Water Utility:
  - Village Water Tower Project: The logos/painting on the second tower was completed in October. At the time of this memo a walk through is pending and the contractor is removing their materials and cleaning the area.
  - Attended webinar put on by League of Wisconsin Municipalities on PFAS Settlement with 3M and Dupont on October 31. Will follow up with Superintendent Versteegen and Attorney Koehler regarding a potential claim.
- Restricted Crossing U-Turn (RCUT) project at CTH CE and Railroad Street completed.

- On-site field work for 2022 audit on Oct 30 and 31. Anticipate final audit report for the Board in December.

## **TOP PRIORITIES FOR NOVEMBER**

- Budget 2024:
  - Public Hearing for 2024 budget on November 20.
- Streets and Parks Facility Project:
  - Project cost discussion with consultant at upcoming Board meeting – likely November 13. Review of current plans and possible changes, their costs, feasibility and timeline. This conversation is needed before moving forward with the 90% plans.
  - Continue Village project team meetings with S. E. H. for the Streets and Parks Facility project.
  - Relocate Streets & Parks administrative staff, possibly to coincide with generator installation in mid-late November.
  - Leased location for temporary operations:
    - Air Handler installation.
- Municipal Complex Generator: The underground conduit was installed and the concrete pad was set in October. Installation is likely to occur in mid-late November but is still to be determined at the time of this memo. Staff will provide updates at future meetings.
- Complete draft of revised Facility Rental/Use Policy to present to the Board in early December to go into effect January 1, 2024.

## **UPCOMING EVENTS**

- WCMA sponsored training on Wisconsin Department of Revenue updates for Act 12. I will present a summary of those updates to the Board with budget.
- 6<sup>th</sup> Annual Wisconsin City Manager Association (WCMA) Women’s Leadership Seminar in Green Lake, WI November 30 – December 1, 2023.



# Department Report

To: Village Board  
From: Jennifer Weyenberg | Clerk-Treasurer  
Date: November 6, 2023  
Re: Clerk-Treasurer Report

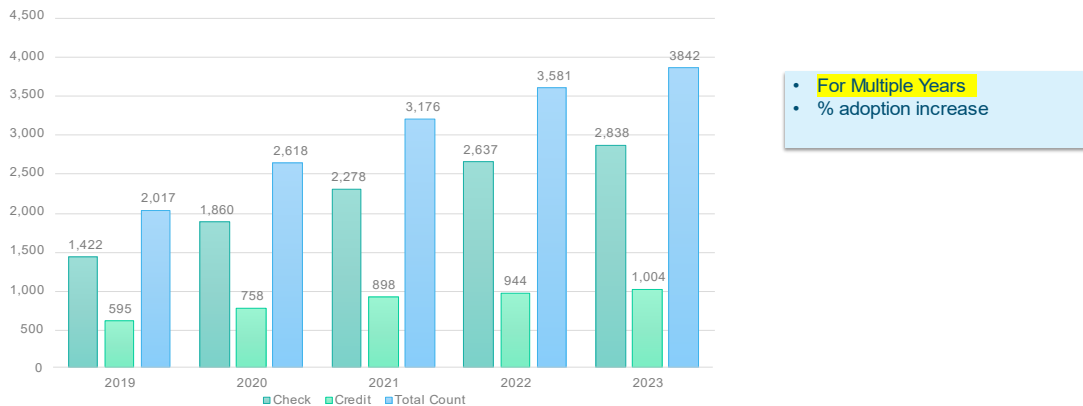
## HIGHLIGHTS

Open Enrollment for benefits closed October 20th and changes have been processed. We also completed the nondiscrimination test which is required by Employee Benefits Corporation. Because Flex Spending Plans receive tax advantages, benefits provided under these plans must not excessively benefit highly compensated employees. The village passed the test and can renew the plan for 2024.

The annual Payment Service Network (PSN) review was on October 16th. PSN is the vendor we use to accept payments online, run credit card transactions in the office, and set-up auto pay for water billings. Usage for the past year increased to 3,842 transactions and continues to be a valuable tool for the village. PSN estimates we have saved at least \$2,416.68 annually in postage with eBills.

## Usage Footprint

Usage by Year



The auditors from Erickson & Associates were onsite October 30th-31st.

### Monthly Required Tasks Completed:

- \*Receipt quarterly General Transportation Aids
- \*Bill 4<sup>th</sup> Quarter Metro Contract
- \*File EBC Non-Discrimination Test
- \*Publish Public Hearing Notice for Budget