

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – SEPTEMBER 2018



Little Chute

ESTABLISHED 1848

September 2018

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.

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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.

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
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Village Administrator

HIGHLIGHTS

- Finalized presentations for the Capital Improvement Plan and began presenting the document so that the document can be adopted by the Board of Trustees in October.
- The Village Board approved a rezoning recommendation from the Plan Commission, approved a initial resolution for Industrial Revenue Bonds for an industrial development, approved a collection of Certified Survey Maps to enable future development of industrial sites, and approved a residential development agreement for 62 new single family and duplex lots with initial value estimation in excess of \$20M.
- Hosted a Little Chute Business Association meeting with a number of great updates for Little Chute businesses.
- Continued work with a number of industrial and commercial developers regarding future opportunities in the Village of Little Chute.
- The Administrator participated in a public hiring panel hosted by the Department of Workforce Development.
- Conducted multiple exit interviews for staff that are ending employment with the Village of Little Chute.
- Attended the groundbreaking for the new Fox Cities Champion Center and the ribbon cutting for the Kwik Trip.
- Worked with Department Heads on the finalization of 2019 budget requests.

TOP PRIORITIES FOR OCTOBER

- Present the CIP for 2019-2023 to the Board of Trustees for adoption in October.
- Begin to finalize the 2019 budget which will be presented in the month of October with adoption in the month of November.
- Continue to work on numerous development opportunities across the village and finalize a number of documents related to those developments, including CSMs, rezoning and development agreement review/adoption.
- Host a final presentation from the consultant that has been working on the Quiet Zone effort.
- Finalize and host 3rd Quarter Training for all staff.

Clerk

HIGHLIGHTS

As autumn approaches, the Clerk's office is once again a buzz with election activity. Starting October 1, 2018 in-person voting will begin for the Partisan Election and Referendum which will be held on November 6th this year. September was a time for us to plan and begin some of our preparation for the busier months ahead. We started working on the Winter Newsletter, completed our Communication Calendar and because we obtained our ballots earlier than expected, were able to get out all of the absentee ballots to our residents.

- Coordinate Communication Calendar submissions and enter on the website
- Begin election preparation (spreadsheets etc.)
- Finalize the Village Market
- Send out absentee ballots
- Agendas and Minutes for 6 meetings
- Operator/Solicitor licensing
- Social media/website posting and monitoring
- Supply ordering
- Weekly maintenance reports
- Civic Center/Village Hall rentals

TOP PRIORITIES FOR OCTOBER

- Facilitate in-person voting
- Enter absentee ballots returned
- Public Testing of equipment
- Organize election day agenda and workers
- Complete voting signage
- Coordinate rooms set up for election day
- Communicate trick or treat information
- Continue working on the Winter Newsletter
- Complete social media postings and tracking
- Agendas and Minutes for 6 meetings
- Maintenance reports
- Supply ordering
- Operator and Solicitor licensing
- Village Hall scheduling (Civic Center closed for renovations)

CLERK'S OFFICE DATA FOR SEPTEMBER

Village of Little Chute Website and Social Media Metrics – September 2018						
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Website Visits	8,937	8,939	-0.02%	136,786	128,862	6.15%
Website Page Views	17,191	15,674	9.68%	183,007	147,791	23.83%
Facebook Likes	3,031	2,274	33.29%			
Facebook Reach	36,491	41,509	-12.09%	615,997	498,659	23.53%
Village Hall Blog View	591	740	-20.14%	4,697	5,542	-15.25%
Instagram Followers	400	173	131.21%			
Twitter Followers	298	212	40.57%			
Twitter Impressions	4,641	1,437	222.96%	45,446	47,334	-3.99%

Community Development

HIGHLIGHTS

- Met with Commercial Developers regarding sites and TIF in village.
- Continued Inspections of homes, apartments, schools and commercial projects.
- Met with local business regarding expansion plans.
- Met with local business regarding parking/zoning.
- Attended League Assessors Institute in Green Bay
- Met with engineers and surveyors regarding Altergott land.

TOP PRIORITIES FOR OCTOBER

- Meet with builders and owners about upcoming commercial projects.
- Continued Inspections of homes, apartments, schools and commercial projects.
- Meet with Weights and Measures team.
- Attend League Conference in Wisconsin Dells
- Assist Administration and Finance with valuation status.
- Assist developers and engineers with Zoning requirements.

COMMUNITY DEVELOPMENT SEPTEMBER DATA

Community Development Department 2018 Permit Data				
	August-18	September-18	2018 TOTALS	2017 TOTALS
Permits Issued	130	48	523	644
Property Complaints	3	3	46	37
Property/Field Inspections	111	84	664	1067
Letters Sent			0	0
Action Corrected	1	2	11	21
Referred for Action	1	1	5	0
Ongoing	1	1	31	16

Community Development Department 2018 Permit Data				
	August-18	September-18	2018 TOTALS	2017 TOTALS
Permits Issued	130	48	523	644
Permit Fees	\$10,712	\$7,968	\$204,057	\$114,330
Permit Value	\$1,372,869	\$897,332	\$39,779,145	\$35,708,279

Finance Department

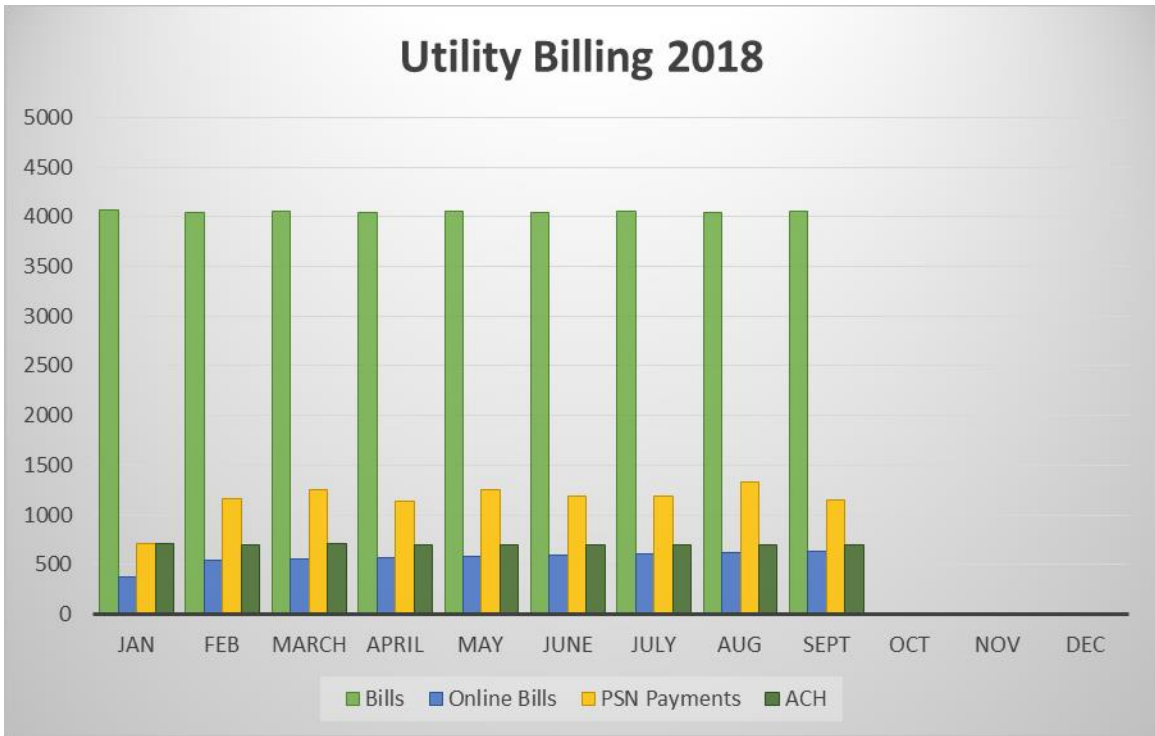
HIGHLIGHTS

- 4,057 Utility Bills created and 696 ACH payments processed by Finance Department.
- 88 Service Orders (Final Reads, High/Low Reads, Meter Installations) for Utility Billing created and coordinated with MCO.
- 626 Ratepayers opted out of postcard billing and 1,149 ratepayers utilized PSN for payments through September, 2018.
- 261 Landlord Notices were mailed for tenant delinquency notification.
- Continue work to finalize 2017 Audit.

TOP PRIORITIES FOR OCTOBER

- Complete 2017 Comprehensive Audited Financial Statements.
- Continue work on the 2019 Budget.
- Recruit an Accounting/Payroll Clerk to fill a vacant position.

FINANCE DEPARTMENT SEPTEMBER DATA





Fox Valley Metro Police Department
Monthly Report



September 2018

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Total # of Incidents			#DIV/0!	5648	5039	12%
Citizen Generated			#DIV/0!	1441	1655	-13%
Officer Initiated			#DIV/0!	1149	1062	8%
Citizen Contacts	309	246	26%	1747	1373	27%
Traffic Citations	124	104	19%	715	613	17%
Speeding	22	7	214%	135	88	53%
Seatbelt	13	13	0%	74	105	-30%
OWI	9	4	125%	58	34	71%
Ordinance Summons	27	28	-4%	212	172	23%
UA Drinking	1	1	0%	3	3	0%
Parking Tickets	11	16	-31%	409	320	28%
Warrant Pick Ups			#DIV/0!	12	17	-29%

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Adult Criminal Referrals			#DIV/0!	135	159	-15%
Juvenile Criminal Referrals	0	2	-100%	33	74	-55%
Offense Reports (CAD)			#DIV/0!	5118	4445	15%
Narratives			#DIV/0!	530	594	-11%

Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Hotspot has been acquired and is being tested
- Fall Planning complete
- 4 new Friends of the Library
- Kimberly New Display – Fox Valley Embroiderers Guild
- Kimberly Shelving Updates Complete

TOP PRIORITIES FOR OCTOBER

- Fox Cities Book Festival October 8 – 14
- Facilitate equipment replacement through OWLS according to plan. Equipment is typically replaced at warranty expiration. OWLS establishes specifications and orders directly through the vendor for best pricing. In addition to all network maintenance, OWLS provides additional support for all software and equipment within the warranty period at no additional cost to member libraries.
- Public Printing Equipment Staff Training and Public cues.
- Website/Social media Press Release review and strategy development.
- Winter programming planning
- Develop annual library staff training schedule. Review training checklist and documentation.
- Restructure Display Plan for 2019. We will be integrating community member and organizational displays in addition to artist displays. Displays will be curated and reflect our mission and services.
- Investigate digital signage options with automated changes through feeds. Determine placement of signage in Kimberly.
- Recruit members to the Friends of the Library.
- Renew Strategic Planning
- Aubrey and Ann to Wisconsin Library Association Conference October 24th – 26th
- Steve to League of Wisconsin Municipalities Conference Oct 25th - 26th
- Steve and Nina to LEAN for Government certification FVTC Oct 3, 10, 17, 24, 31 Nov. 14
- Collection Development
- Complete transit bin process study

JOINT LIBRARY SEPTEMBER DATA

MONTHLY STATISTICS REPORT - KIMBERLY-LITTLE CHUTE PUBLIC LIBRARY - September 2018

Category		Current	Current	Current	YTD	Previous	% Change
		Month	Current	Month		Year	
		KIM	Month LIT	Combined	Combined		
Circulation		11,290	8,341	19,631	217,550	19,426	1%
Self Check included above		1924	1404	3,328			
		17%	17%		-		
Collections	Title count	41,611	41,369	82,980		85,902	-3%
	Item count	43,599	42,806	86,405		87,383	-1%
Computer Use	Sessions	594	335	929	9,035	990	-6%
Wireless	Distinct clients	401	347	748	8,200	737	1%
	Daily average	18	26	44	108	58	-24%
Interlibrary Loan	Items borrowed	3,226	2,946	6,172	54,684	5,165	19%
	Items loaned	2,485	2,040	4,525	50,954	4,800	-6%
Library Card Holders (quarterly)	Adult	4951	3744	8,695	8,695	8400	4%
	Juvenile	1962	1279	3,241	3,241	3066	6%
	Total	6942	5053	11,995	11,995	11466	5%
Overdrive Usage	eBook uses	696	571	1,267	8,442	1,290	-2%
Previous Month	Audiobook uses	278	142	420	8,049	502	-16%
	Video	-	-	-	4,641	-	0%
RB Digital	Magazine uses	25	8	33	301	46	-28%
Patron Visits		4,682	3,222	7,904	85,835	9,053	-13%
Programming	Adults	5	5	10	32	9	11%
	Children	8	4	12	59	11	9%
	Teens	-	-	-	9	-	0%
	Community (all ages)	-	-	-	7	1	-100%
Program Attendance	Adults	61	40	101	807	808	-88%
	Children	499	95	594	4,549	7,812	-92%
	Teens	-	-	-	100	-	0%
	Community (all ages)	-	-	-	322	779	-100%
Web Site sessions				6,964	21,889	6,359	10%
Social Media	Facebook fans			1,665		1,294	29%
	Pinterest viewers			471		162	191%
	Twitter followers			111		39	185%

Hoopla

	September	October	November	December	January	February
Audiobook	158	30	30	40	86	95
Comics	14	0	0	4	22	9
Ebook	52	13	27	43	66	40
Movie	15	22	18	23	32	22
Music	13	9	14	16	19	16
Television	10	1	3	1	17	16

	March	April	May	June	July	Aug
Audiobook	111	105	101	127	127	136
Comics	8	8	15	11	13	11
Ebook	48	57	59	41	50	46
Movie	34	23	16	27	22	29
Music	24	33	20	18	26	24
Television	8	14	15	20	13	18

Parks, Recreation and Forestry Department

HIGHLIGHTS

- Monument signs at Heritage Park, corner of Walgreens, and Fox Valley Tool and Dye were installed
- Compiled the forestry department tree planting list for the fall. There are 32 total trees being planted this year by our forestry crew
- Launched the fundraising for the Fox River Boardwalk Project
- Emptied and shut down Doyle Pool mechanical components
- Flag football schedules created and registered players assigned to teams
- Ran background checks on volunteer coaches for flag football and youth soccer
- Start of numerous fall programs - Indoor Archery, U6 & U8 Soccer, Flag Football, and Pom Development Team (no fall dance due to construction at civic center)
- Held our first annual Wine Walk on Thursday, September 13 – total of 60 participants enjoyed wine and cheese samples at ten downtown businesses
- Prep work for Family Glow Walk (order glow items & supplies, plan event stations, schedule volunteers & staff)
- Updated deer culling application paperwork, booked testing site, downloaded packet to website & did posting on facebook

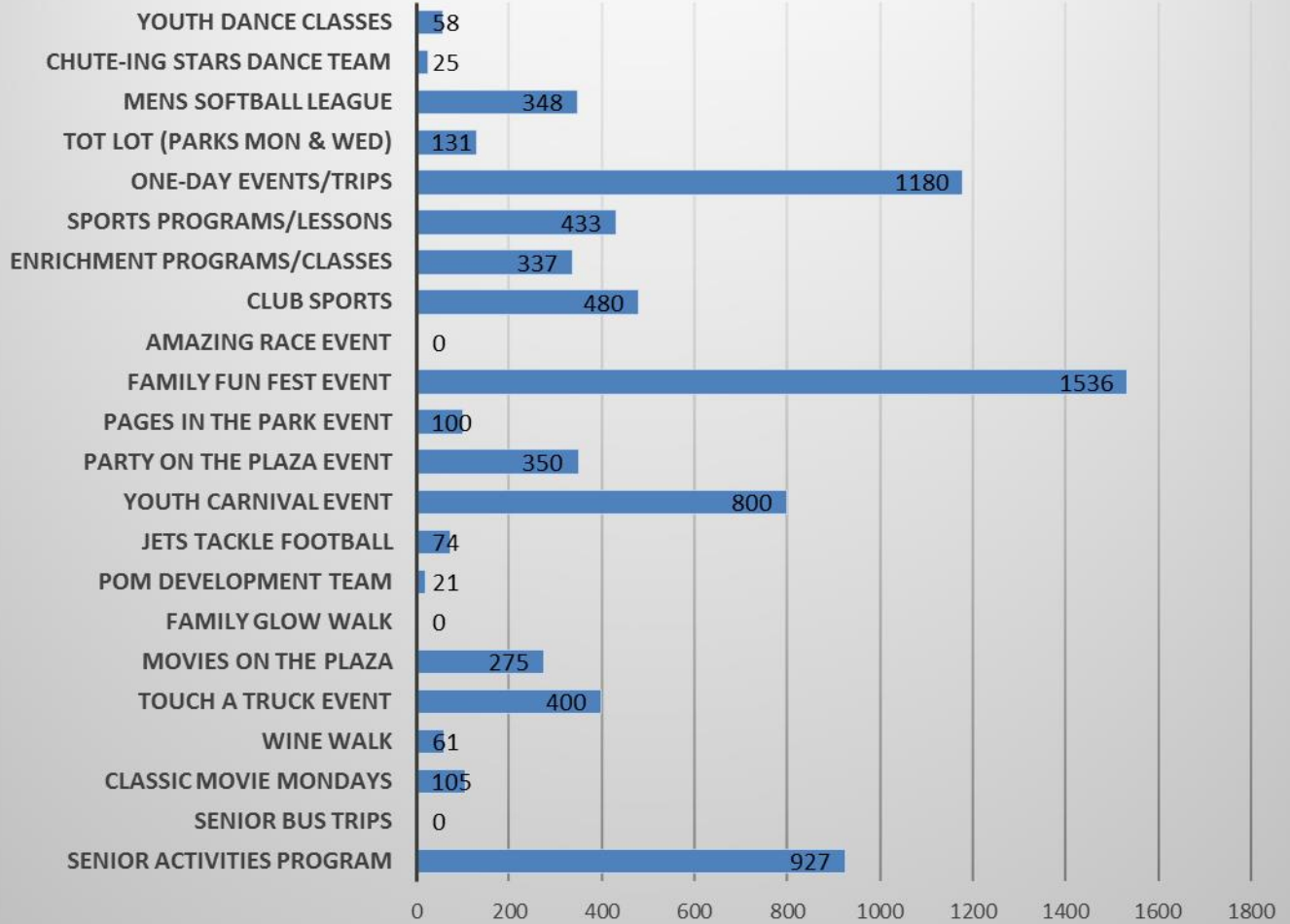


TOP PRIORITIES FOR OCTOBER

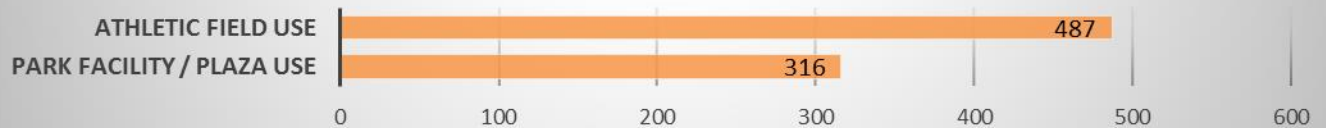
- Install the remainder of the wayfinding signs with Village staff
- Midwest Athletic Fields to begin work on Van Lieshout Baseball Field Infield Renovation Project
- Finish the Legion 3 Outfield Grading Project
- Install the Creekview Park Playground with the Little Chute Kiwanis
- Attend the LOWM Conference and WPRA Conference
- Train staff to operate the Mill Street Bridge
- Finalize and present the department budget to the Village Board.
- Final prep work for Jets Football Banquet (invites, ticket sales, meal choices, player awards, etc.)
- Final prep work for Family Glow Walk (event supplies list for crew and office, items to park, plan setup, plan check-in, plan cleanup)
- Awards for youth soccer, flag football, and jets football players
- Hold deer culling shooting proficiency testing for hunters
- Host the equipment hand-in for jets football player gear
- Senior Bus Trip prep for Door County trip and for Two River trip



2018 Year-To-Date PROGRAM PARTICIPATION



2018 Year-To-Date SHELTER/FACILITY/FIELD USAGE



2018 TO-DATE POOL PARTICIPATION COUNTS (84 Days of Operation)



Department of Public Works

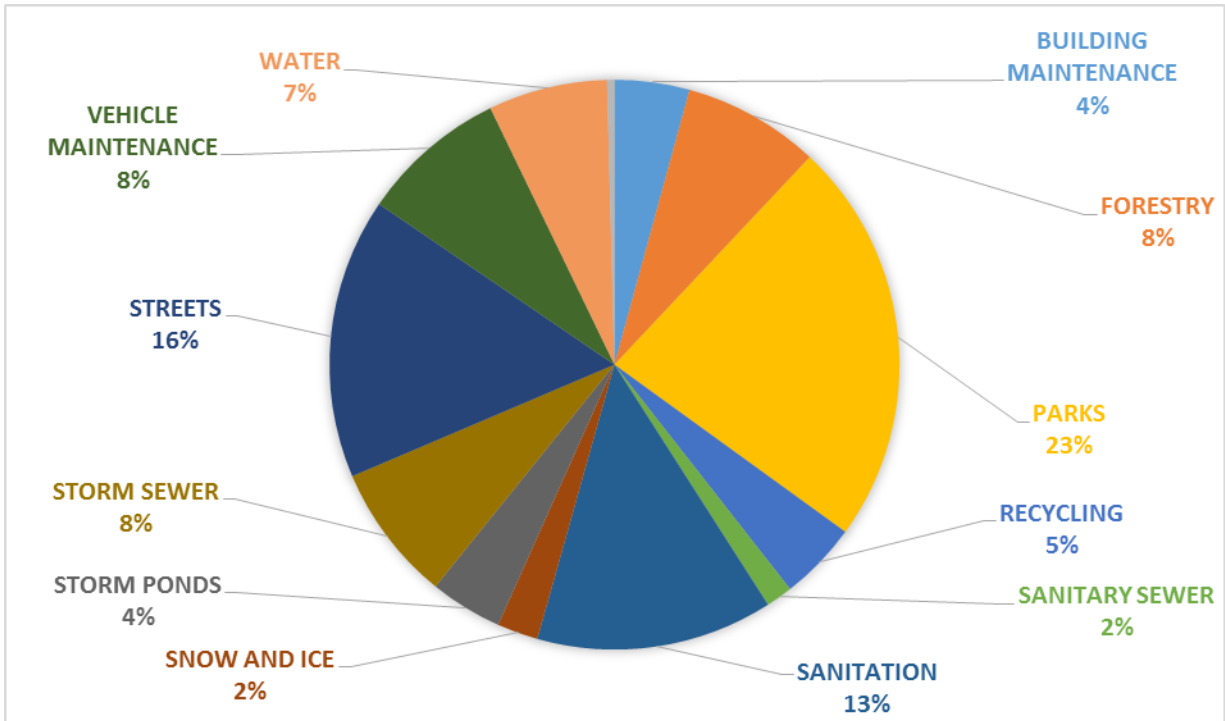
HIGHLIGHTS

- Continue to develop a fleet management program.
- Posted open Public Works, Parks, Forestry crew position. Deadline to accept applications was September 28th.
- Started storm water management program.
- Prepared fleet for fall leaf collection.
- Hydrant flushing was completed by MCO.
- Jason Verbeten, Casey Verbruggen, Scott Wegand and Nate Van Schyndel competed in the snow plow roadeo in Green Bay.
- Tim O'Brien completed a class on trouble shooting Allison transmissions.
- Village crew assisted building maintenance to build walls for renovation of Civic Center.

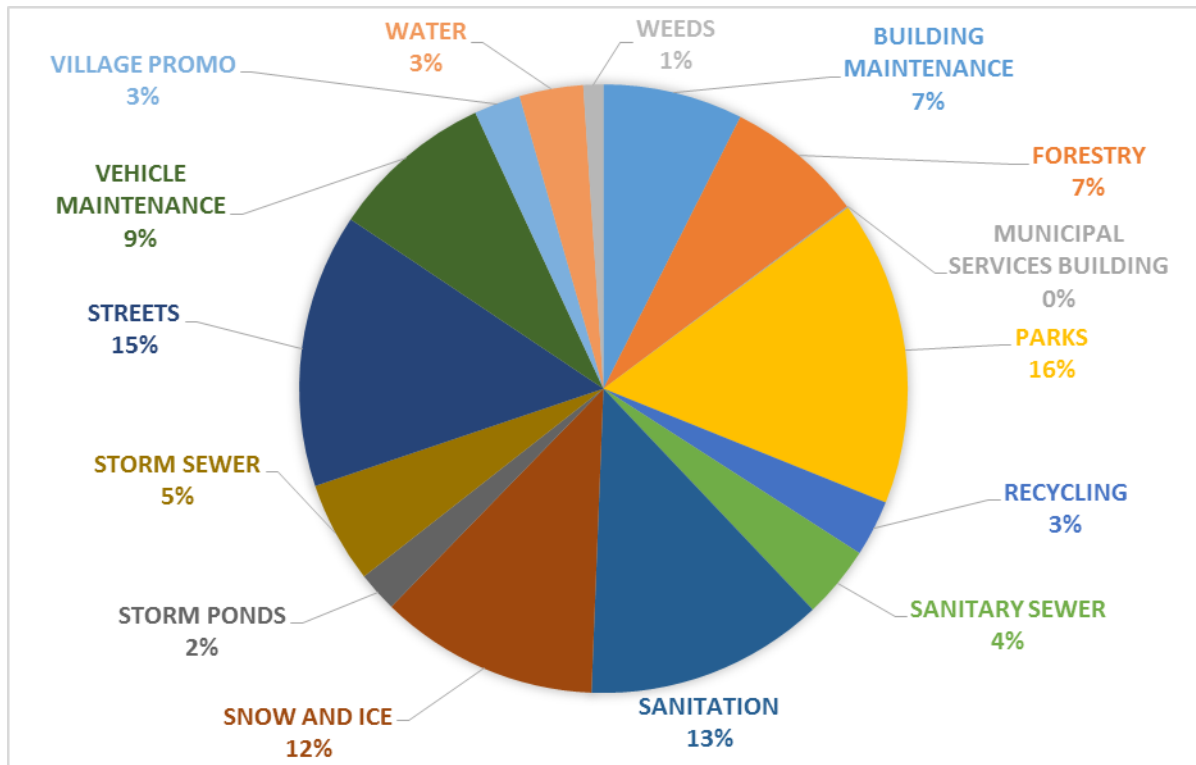
TOP PRIORITIES FOR OCTOBER

- Posted open Public Works, Parks, Forestry crew position last month. Have interviews and hire new crew member.
- Start leaf collection. Goal is to do a complete route of Village streets weekly.
- Prepare fleet for upcoming snow collection.
- Finalize budget and CIP for 2019.

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



Hours Worked Year to Date (Includes Full & Part-time Hours)



Engineering Department

HIGHLIGHTS

- **Downtown Storm Sewer Project** - Restoration for paving and grass areas has been completed. Now that the parking area at 741 Depot has been restored, the fencing can be installed. Fencing contractor is scheduled to complete this work within the next few weeks. Project is substantially complete.
- **Downtown Crosswalk – Main & Grand** - Reconstruction project was completed on the crosswalks at the Main Street and Grand Avenue intersection.
- **Daytona Lane, Wilson Street & Hayes Street Paving Projects 2018** - Sidewalk, apron, and terrace restoration has been completed. Projects are substantially complete.
- **Quiet Zone Presentation** - A presentation was provided to the Village Board on September 26, 2018 by the Village Consultant and the Village Engineer.
- **Evergreen Drive Design** - The field survey information has been collected for Evergreen Drive from French Road to Freedom Road. Base map preparation and design have begun.
- **Certified Survey Map** - Certified Survey Map (CSM) #7620 was completed and recorded for parcels currently owned by the Village of Little Chute north of Simon's Cheese.
- **2019 Bohm Drive – Water Main** - The field survey work for this project is completed and base mapping and design have begun.
- **Sanitary Sewer Easement** - A sanitary sewer easement was completed for the future sanitary sewer extension that will serve the new development, Little Chute North Estates.
- **Village of Little Chute Staff Engineer** - The Engineering Department is in the process of accepting applications for the vacant Staff Engineer position with the intent of filling the position as soon as possible.

TOP PRIORITIES FOR OCTOBER

- **Evergreen Drive Design** - Continue design work for storm sewer and concrete pavement for Evergreen Drive from French Road to Holland Road.
- **2019 Bohm Drive – Water Main** - Continue design work and specifications for the watermain relay project on Bohm Drive.
- **2018 Sanitary and Water Extension** - Conduct field survey, obtain permits, and complete design for the sanitary sewer and water extensions for the new development, Little Chute North Estates.
- **2019 Park Avenue – Street Reconstruction** - Continue with design and develop specifications and bid tabulation for the Park Avenue Street Reconstruction Project.

