

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – AUGUST 2019



Little Chute

ESTABLISHED 1848

August 2019

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

- The Board of Trustees worked on the following items in the month of August:
 - Received a report on the completed 2018 Financial Statements.
 - Approved the purchase of a new crack sealer.
 - Adopted a number of resolutions related to certified survey maps, a DNR grant, and Final Special Assessments for 2019's projects.
 - Discussed County Highway projects and priorities.
 - The Board held a joint hearing with the Plan Commission regarding an amendment to TID #7.
 - The Board made a number of 2019 budget adjustments to reflect operations and more accurate allocations across all accounts.
 - The Board decided to implement additional parking restrictions on portions of Gardenia Avenue and Tulip Trail to address resident concerns.
 - The Board authorized the Village to renew participation in the Connect Community Downtown program.
- Continued to work with staff on an effective resolution to a billing issue with Outagamie County Landfill.
- Continued to work with the Village of Kimberly on the Joint Library and an effort to separate the department.
- Held numerous meetings with developers regarding new development and expansions.
- Began discussions and negotiations for the FVMPD Professional Police Association successor agreement.
- Attended the League of Wisconsin Municipality Chief Executive workshop in Elkhart Lake.
- Participated in the RFP review for Banking Services.

TOP PRIORITIES FOR SEPTEMBER

- Work with the Finance Director and other Department Heads on finalizing the 2020-2024 Capital Improvement Plan (CIP) and the 2020 Budget process submittals from all departments. Present the CIP in early September with adoption slated for early October.
- Continue to work with the Village of Kimberly and the Board of Trustees on the future planning for the Joint Library.
- Continue to work with staff and developers on a number of promising projects for 2019 and 2020.
- Participate in a panel with the Department of Workforce Development regarding public sector employment.
- Finalize 2019 personnel review process and related documents.
- Begin to finalize succession related efforts for early 2020 transitions.

Clerk

HIGHLIGHTS

August proved to be very busy in the Clerk's office for operator licensing applications. The Clerk attended the Clerk's Conference in Madison. We are also looking into different options for the newsletter which we hope to mail out quarterly to all residents. We are also very busy planning our annual Employee Recognition picnic which is scheduled for September 13th. The election equipment will also be having its yearly maintenance software upgrades to assure it's ready for the busy 2020 election year.

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

- Shared data from social media sites
- Agendas/Minutes for meetings
- Continued maintenance of the Village Website and social media outlets
- Ongoing phone/supply ordering support
- Civic Center/Village Hall rentals
- Clerk attended annual conference

Goals for September:

- Agendas/Minutes for meetings (Regular Board, Plan, Utility, Joint Review Board)
- Fall Newsletter information gathering
- 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
- Plan and organize annual Employee Recognition picnic
- Organize employee flu shot clinic

CLERK’S OFFICE DATA FOR AUGUST

Village of Little Chute Website and Social Media Metrics - August 2019						
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Website Visits	11,183	11,180	0.03%	111,202	67,280	65.28%
Website Page Views	14,949	16,745	-10.73%	140,639	93,694	50.10%
Facebook Likes	3,660	3,000	22.00%	3,660	3,000	22.00%
Facebook Reach	67,582	163,698	-58.72%	554,781	240,164	131.00%
Village Hall Blog View	761	561	35.65%	5,008	4702	6.51%
Instagram Followers	504	390	29.23%	504	390	29.23%
Twitter Followers	377	295	27.80%	377	295	27.80%
Twitter Impressions	656	9,855	-93.34%	4,673	16,771	-72.14%

Community Development

HIGHLIGHTS

- Met with Commercial Developers regarding sites and TIF in village.
- Continued Inspections of homes, apartments and commercial projects.
- Met with potential annexation area owners.
- Discussions with architects regarding new projects.
- Met with architects regarding design standards.
- First amendment to TID 7 approvals.

TOP PRIORITIES FOR SEPTEMBER

- Meet with builders and owners about upcoming commercial projects.
- Meet with Engineers regarding Commercial/Industrial projects.
- Attend WEDC connect community roundtable in Columbus.
- Attend East Central sewer service area meeting.
- Attend League Assessors Conference.
- Meet with team at East Central regarding state required housing report.
- Continued Inspections of homes, apartments, industrial and commercial projects.
- Assist developers, surveyors, and realtors with zoning requirements.
- Complete TID 7 amendment submittals to DOR.

COMMUNITY DEVELOPMENT AUGUST DATA

Community Development Department 2019 Permit Data			
	August-19	2019 Totals	2018 TOTALS
Permits Issued	74	429	622
Property Complaints	3	26	61
Property/Field Inspections	112	573	929
Letters Sent		0	0
Action Corrected		9	44
Referred for Action		0	7
Ongoing	3	22	16

Community Development Department 2019 Permit Data			
	August-19	2019 Totals	2018 TOTALS
Permits Issued	74	429	622
Permit Fees	\$12,189	\$74,154	\$257,754
Permit Value	\$1,740,252	\$27,870,663	\$47,343,017

Finance Department

HIGHLIGHTS

- 4,026 utility bills created, 93 service orders (Final Reads, High/Low Reads, Meter Installations) created/coordinated with MCO and 241 Landlord notices mailed for tenant delinquency notification
- 757 ratepayers opted out of postcard billing, 1,383 ratepayers utilized PSN and 682 ACH for payments in August.
- Ad-hoc Banking RFP finalists committee formed, interviewed four finalists and recommended First Business Bank for primary banking functions in conjunction with a BLC local relationship to the Village Board for approval at the September 4th meeting.
- Completed calculations timely on all remaining TID development agreements including documenting procedures for future reference.
- Facilitated August 8th close of the 2019 General Obligation Notes including set up of all applicable accounts and execution of various entries to the general ledger
- Created an enhanced user-friendly format for the 2020 -2024 CIP that was presented to the Village Board initial review on September 4th.
- Continued analysis of Outagamie Landfill Billing Procedures
- On-going work for the property insurance claim/FEMA claim July 20th Storm Event
- Filed franchise fee filing with the State to secure future funding due to mandated reduction in video franchise fee percentages included in the State Budget

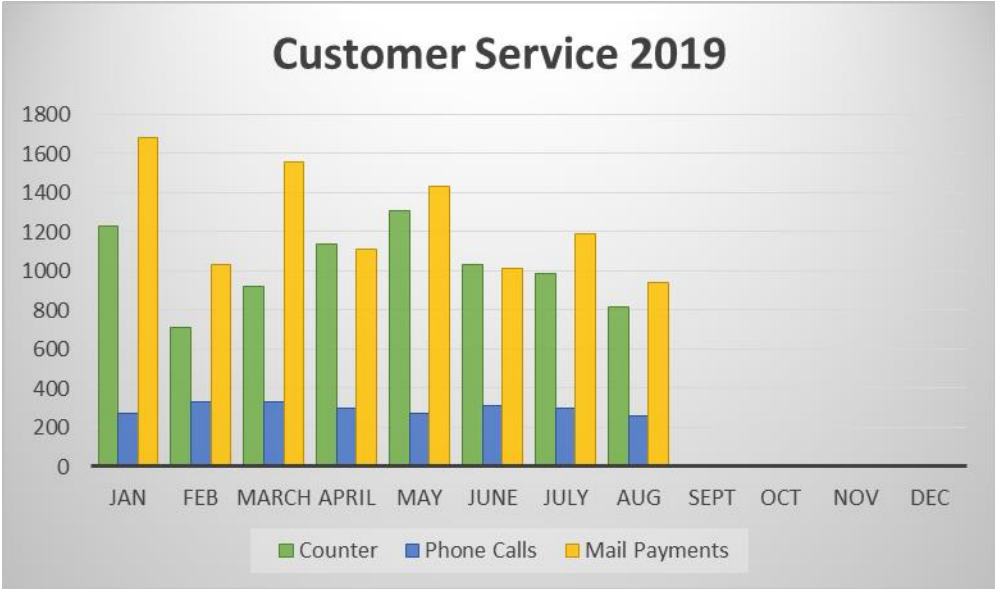
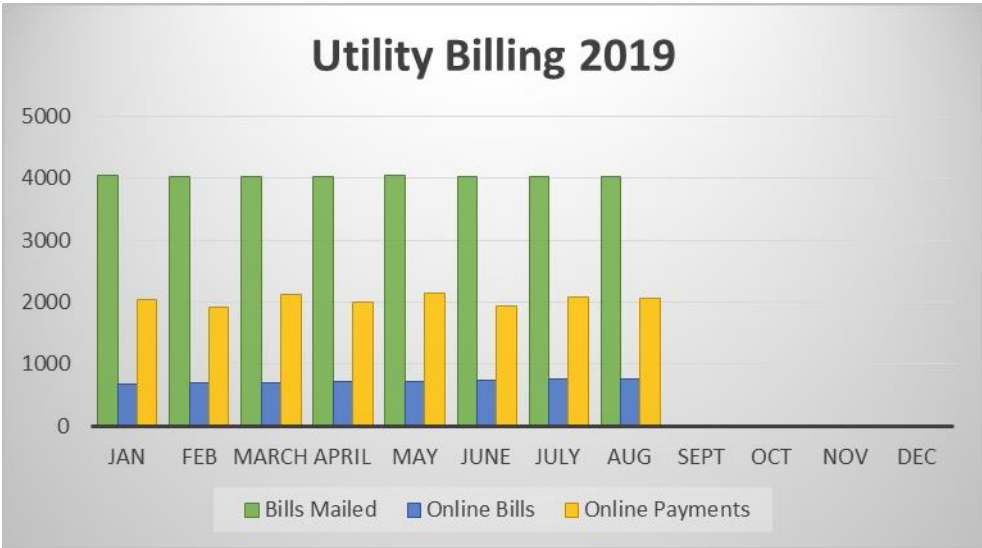
TOP PRIORITIES FOR SEPTEMBER

- Budget draft for the Village Administrator
- TID cash flow projections over remaining life of the districts
- Finalize 2020-2024 Capital Improvement Plan
- Implementation of banking transitions
- Wisconsin Water Works Association Conference September 11 – Director, off-site CIVIC general ledger training September 12-13 and in-house training (trainer from Workhorse Software) on special assessments September 24th - all finance staff

CONTINUOUS IMPROVEMENT EFFORTS

- Transitioned to single daily deposit creating efficiencies
- Coordinated efforts with engineering to improve format of timesheets for uniform use by engineers creating time savings during payroll entry. Accounts set up in advance for upcoming construction projects.
- Cross-training for all staff allowing anyone to complete the daily general ledger update

AUGUST DATA



Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Transition to open holds in Little Chute
- Review and Update Volunteer Program
- YA computer lab in Little Chute
- Hiring Library Assistants
- Extension of library hours

TOP PRIORITIES FOR SEPTEMBER

- Creating a design timeline LC
- Program reviews SLP, 1000 Books, Volunteers
- Schedule Review
- Launch Adopt-A-Shelf program
- Training New Staff
- Review Strategic planning/marketing opportunities
- 2020/2021 Budget considerations
- Folks programs

UPCOMING EVENTS

- Baby Story Time, Tuesday, September 10, 2019, 10:00 AM - 10:45 AM, Kimberly Public Library - It's never too early to read to your child. Enjoy rollicking rhymes, sweet stories, and merry music during this story time session geared for babies birth-24 months. Playtime included afterwards. Older sibling helpers are welcome and are encouraged to bring along their own special stuffed toy or doll.
- Local History: About the POW Camp, Tuesday, September 10, 2019, 6:00 PM - 7:30 PM, Kimberly Public Library - Join author Bill Stokes as he discusses the local prisoner-of-war camp and what it meant to people in the area. Bill will also talk about the 50 years of research and writing he did on POW camps, which he used as background information for his recently published novel, Margaret's War. A discussion of the local POW camp will follow a brief reading from the book.
- Family Story Time, Wednesday, September 11, 2019, 10:00 AM - 10:30 AM, Little Chute Public Library - Discover a wide variety of splendid stories from classic tales to newer picture books during this seven-week session of story time for preschoolers and their parents/caregivers. Early literacy concepts such as letter recognition, counting, coloring, and shapes will be covered. Music and fun are added bonuses! Story Time repeats each week on Thursdays in Kimberly at 10 a.m.
- Family Story Time, Thursday, September 12, 2019, 10:00 AM - 10:30 AM, Kimberly Public Library - Discover a wide variety of splendid stories from classic tales to newer picture books during this seven-week session of story time for preschoolers and their parents/caregivers. Early literacy concepts such as letter recognition, counting, coloring, and shapes will be covered. Music and fun are added bonuses! Story Time is also held in Little Chute on Wednesdays at 10 a.m.
- The Afternoon Book Club: Charleston, Thursday, September 12, 2019, 1:00 PM - 2:30 PM, Kimberly Public Library - Join The Afternoon Book Club on the second Thursday of each month at 1:00 pm at the Kimberly Public Library to discuss a variety of fiction and non-fiction selections. All are welcome! September's title is Charleston by John Jakes. If you need a copy of the book, visit the front desk at either library location or place the title on hold at infosoup.org to get a copy before the discussion.
- Meet the Author: Nannette Jodar, Friday, September 13, 2019, 11:00 AM - 1:00 PM, Little Chute Public Library On May 30, 2008, Nannette Jodar received a diagnosis of Stage 4 Inflammatory Breast Cancer which metastasized to her surrounding lymph nodes up to her thyroid. "The worst of the worst of the worst types of cancer anyone could ever be diagnosed with" meant death. Two weeks after taking action and prayer, the tumorous "hot spots" were gone. Hear her survival story 11 years later.
- Evening Book Club: The Honey Bus, Monday, September 16, 2019, 6:30 PM - 8:00 PM, Little Chute Public Library - The Evening Book Club meets on the third Monday of each month. All are welcome! September's title is The Honey Bus by Meredith May. If you need a copy of the book, visit the front desk at either library location or place the title on hold at infosoup.org to get a copy before the discussion.

- Friends of the Library, Tuesday, September 17, 2019, 6:00 PM - 7:00 PM, Kimberly Public Library –
- Midweek Matinee, Wednesday, September 18, 2019, 1:00 PM - 3:00 PM, Kimberly Public Library Join us for a relaxing afternoon at the movies! Our movie selection will be announced soon. Popcorn and soda/water will be provided. Brought to you in partnership with the Kimberly Senior Citizens.
- Police Car Story Time, Friday, September 20, 2019, 10:00 AM - 10:30 AM, Little Chute Public Library - Meet Metro Police Officer Brady Boucher and get an up close look at a police car!
- 4th Monday Craft (Morning), Monday, September 23, 2019, 10:00 AM - 12:00 PM, Little Chute Public Library
- 4th Monday Craft (Evening), Monday, September 23, 2019, 5:30 PM - 7:30 PM, Little Chute Public Library - Join us on the fourth Monday of the month for a fun, free craft! Stop back later to learn what this month's craft will be. Most crafts will be for all ages.
- Memory Café, Wednesday, September 25, 2019, 1:30 PM - 3:00 PM, Kimberly Public Library - Memory Cafes welcome those experiencing early stage dementia, mild memory loss or cognitive impairment as well as family and friends of those affected. It's a great opportunity for lively discussions, information gathering, refreshments, camaraderie and lots of creative fun! Please be aware that our policy is that for safety reasons, everyone needs to attend with at least 1 partner. A collaboration of the Fox Valley Memory Project, Village of Kimberly Parks and Recreation, and Kimberly Little Chute Library

MONTHLY STATISTICS REPORT - KIMBERLY-LITTLE CHUTE PUBLIC LIBRARY - AUGUST 2019

Category	Current Month KIM	Current Month LIT	Current Month Combined	YTD Combined	Previous Year Comparison	% Change
Circulation	13,969	11,241	25,210	194,103	26,962	-6%
Self Check (Included above)	6,082 44%	2,643 24%				
Collections						
Title count	39,755	40,059	79,814		83064	-4%
Item count	41,413	41,376	82,789		86611	-4%
Computer Use	765	526	1,291	7,961	1071	21%
Wireless						
Distinct clients	498	478	976	4,701	961	2%
Minutes per session	Daily average 34	37	71	429	32	122%
Interlibrary Loan						
Items borrowed	3,790	2,184	5,974	42,427	6837	-13%
Items loaned	2,016	2,662	4,678	39,974	6174	-24%
Patron Visits	5,707	4,526	10,233	70,840	9,982	3%
Programming						
Children	-	5	5	100	3	
Community (all ages)	6	4	10	97	9	
Program Attendance						
Children	-	508	508	7,219	360	
Community (all ages)	55	227	282	1,630	331	
Web Site Hits						
Page Views			7,084	43,092	4,799	48%
Social Media						
Facebook fans			2,075		1,652	26%
Pinterest followers			176		345	-49%
Twitter followers			121		111	9%
Hoopla						
	September	October	November	December	January	February
Audiobook	158	168	126	112	131	116
Comics	14	18	3	17	16	4
Ebook	52	52	61	51	64	46
Movie	15	24	15	25	29	23
Music	13	15	17	12	18	20
Television	10	11	13	11	8	11
	651.73	690.07	538.05	508	590	488.9
	2.49/circ	2.40/circ	2.29/circ	2.23/circ	2.22/circ	2.22/circ
	March	April	May	June	July	Aug
Audiobook	144	131	171	175	180	180
Comics	8	9	14	8	13	4
Ebook	40	53	66	79	63	83
Movie	19	21	10	27	21	36
Music	21	14	7	15	17	14
Television	18	21	22	11	12	16
	592.9	578.76	654.03	672	696	730.57
	2.37/circ	2.32/circ	2.26/circ	2.13/circ	2.27/circ	2.19/circ

Parks, Recreation and Forestry Department

HIGHLIGHTS

- Worked through the remaining storm damage. Began the FEMA process.
- Completed the Creekview Park trail project with MCC.
- Registration for fall/winter programs began on Thursday, August 1 – families can register online, in our office, or by mail
- Held annual Youth Outdoor Carnival at Legion Park 8/7 – over 800 people attended (event included numerous games & inflatables, prizes, balloon twister, DJ, and food)
- Jets Football season began on 8/12 – total of 74 players registered (equipment handout 8/12 AM, player meeting with coaches on 8/12 PM, practice started 8/13 PM)
- Held our annual Touch A Truck Event at Doyle Park on 8/13 – over 350 people attended (free event included exploring various vehicles, kids hats & tattoos)
- Planning for equipment, staff, and supplies for all our fall programs equipment starting the second week of September

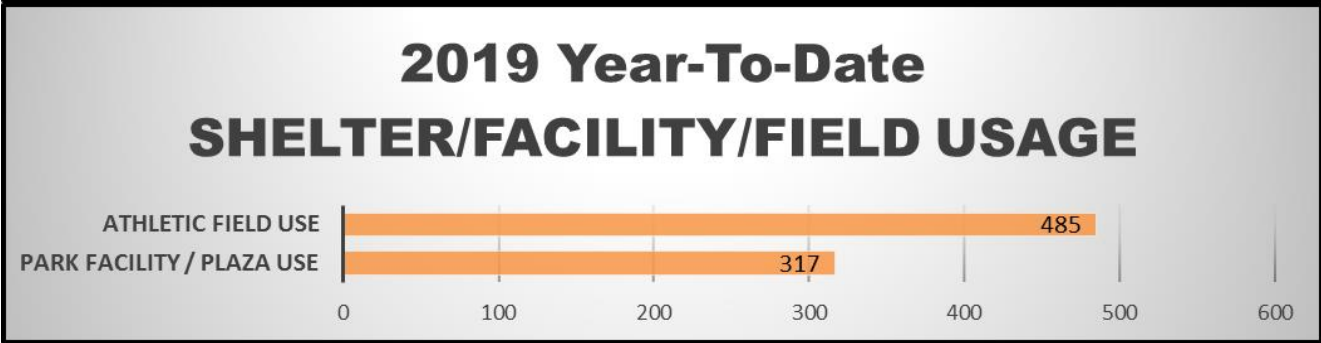
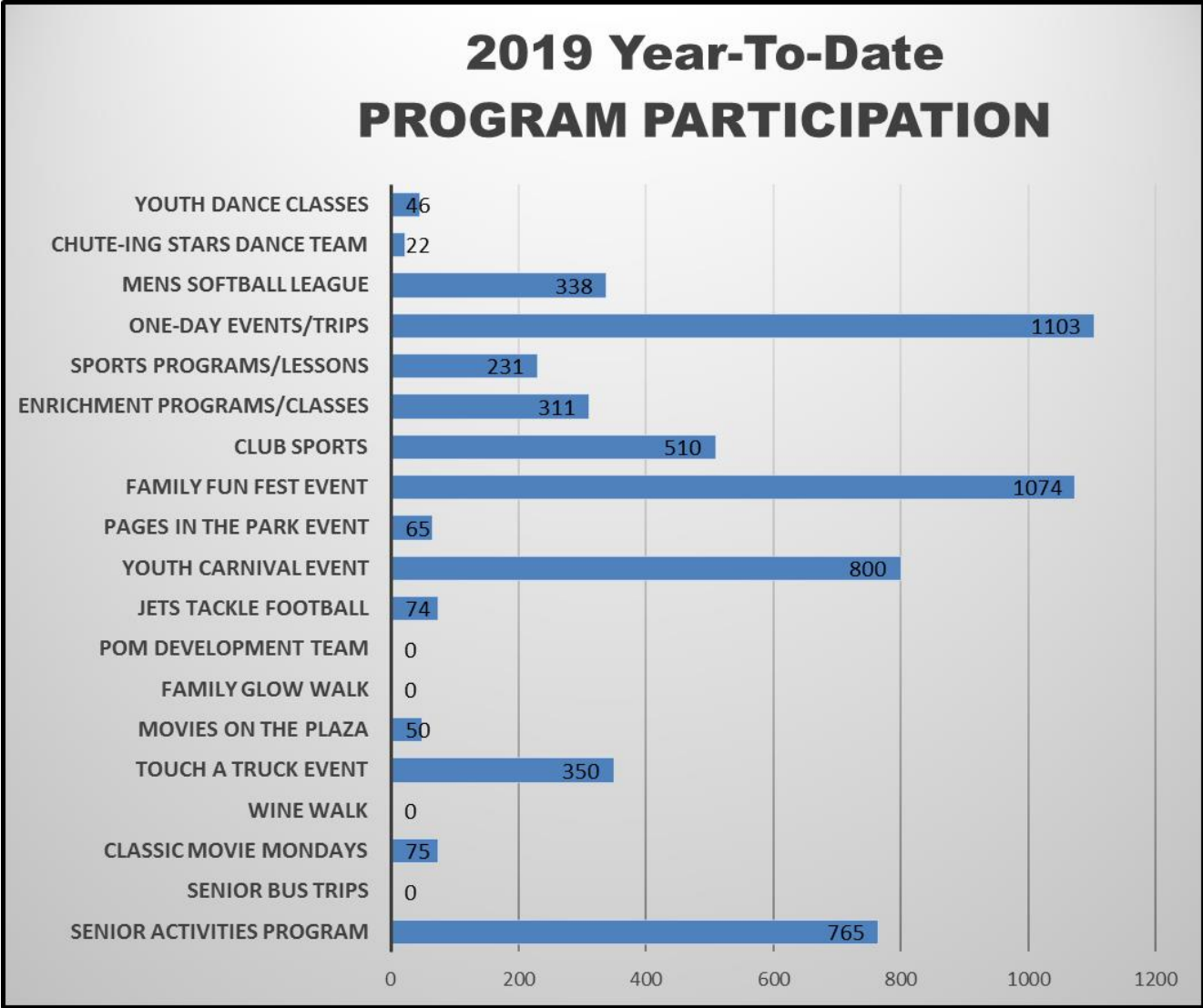


TOP PRIORITIES FOR SEPTEMBER

- Empty and shut down the Doyle Pool and Slide.
- Preparation for the fall terrace tree, Creekview Park, and MSB tree plantings.
- Installation of the Creekview Park playground equipment and shade structure.
- Finish July storm clean up and work with the county and FEMA.
- Final prep for fall programs starting in September – youth soccer, teen/adult yoga, youth flag football, archery classes, fall dance classes, pom development team (soccer/flag coach background checks, soccer/flag schedules & team rosters, concussion forms to families, equipment to field, keys to instructors, ...)
- Final prep for downtown Wine Walk (order final amount of wine & cheese/fruit/chocolate samples needed, final info letter to businesses participating, delivery of items to businesses afternoon of event, ...)
- Planning for jets football banquet in October (confirm hall setup, food served & fees, mailing to parents and coaches, prep for sale of banquet tickets early October, etc.)
- Planning for family glow walk in October (special promotion of event, ordering of supplies, coordinating volunteers workers, etc.)
- Final budget documents for department turned into finance department



AUGUST DATA



Department of Public Works

HIGHLIGHTS

- Finished storm clean-up from July 20th storm.
- Continued to work on the 2019 Sidewalk Repair & Rehabilitation Program for the West side of the Village. Did 550 square feet of repair.
- Continued to prepare for 2020-2024 Capital Improvement Program (CIP) and 2020 Operations and Maintenance (O&M) Budget.
- Continued to collect Pavement Surface Evaluation and Rating (PASER) data. Prepare to enter data into the Wisconsin Information System for Local Roads (WISLR).
- Continued to streamline the newly introduced Work Order System with the crew.
- Made initial road salt purchase using the state contract for the season for delivery after October 1st.
- Did storm sewer repair on culver pipe on Randolph Drive, replaced storm inlet in Legion parking lot, and repaired storm inlet on Lori Lane.
- Installed no parking restriction signs in the Industrial Park.

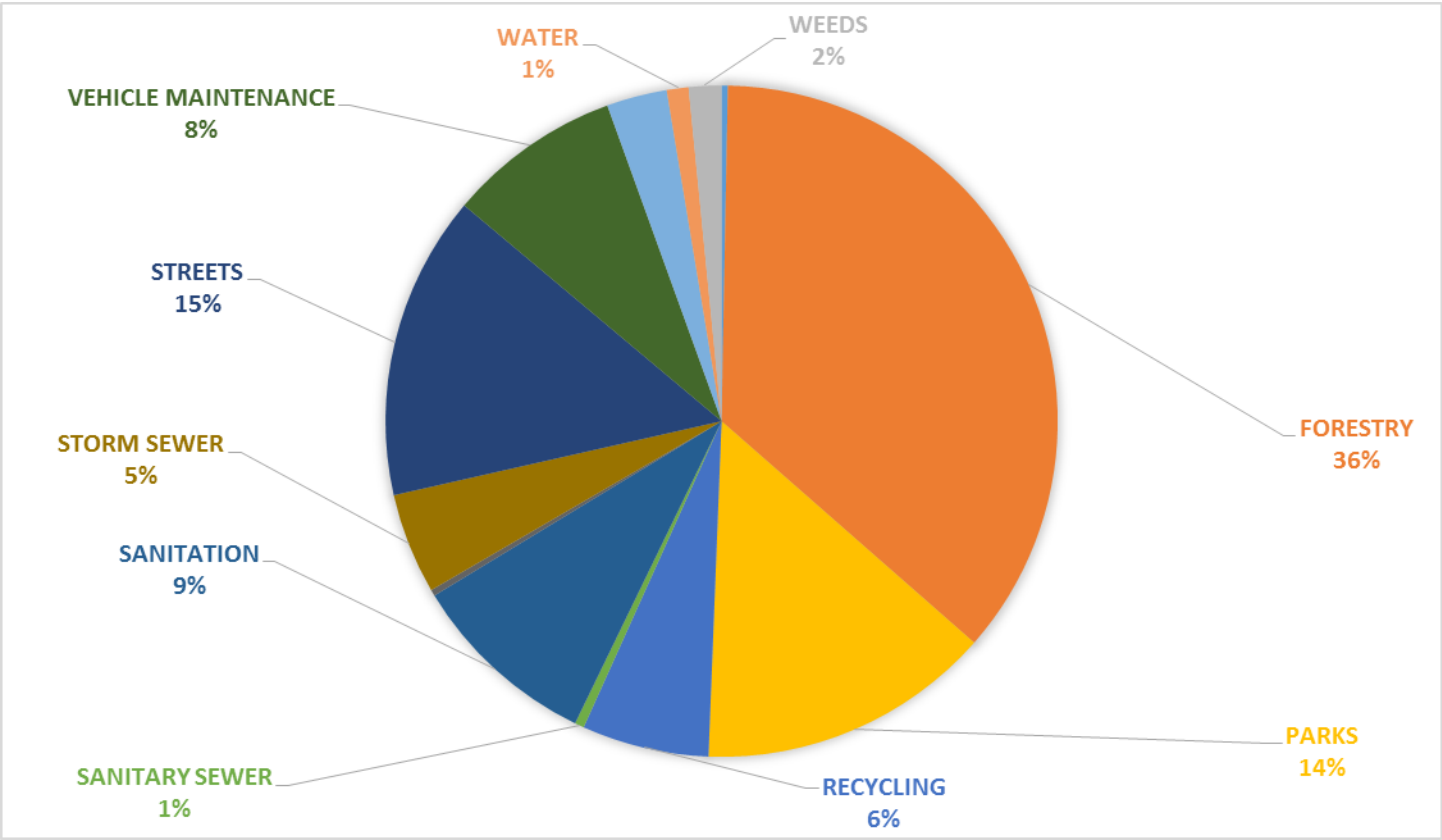


Village of Little Chute crew working on replacing the sidewalk on the Highway “N” (Community Bridge).

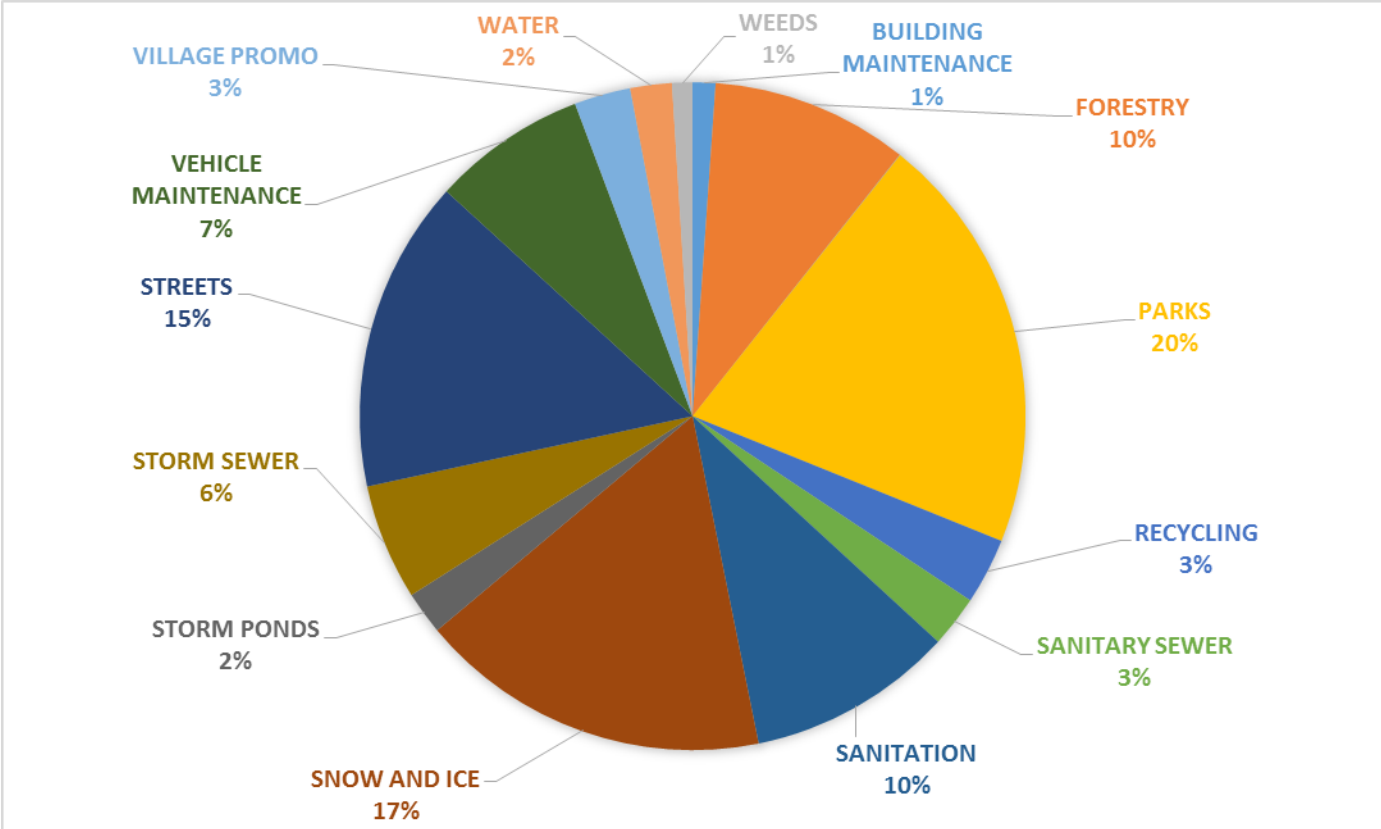
TOP PRIORITIES FOR SEPTEMBER

- Update the 2020-2024 Capital Improvement Program (CIP) and 2020 O&M Budget.
- Inspect 13 Illicit discharge storm water outfalls from 2009 McMahon Report in response to WDNR 2019 MS4 evaluation Report.
- Plan for Fall 2019 Operations Meeting (Leaf Pick-up) – September 17th at MSB.
- Continue to replace trip hazard sidewalks (Sidewalk Replacement Program).
- Place the following items up for auction on the Wisconsin Surplus Auction Site – Old Leaf Vacuum, Cub Cadet Mower, 300 gallon polycarts, and wheel balancing machine.
- Send four crew members and Village Mechanic to American Public Works Association Snowplow Roadeo Show and Winter Maintenance Supervisor Training.
- Check/collect hydrogen sulfide (H₂S) level data in the sanitary collection system.
- Repair collapsed 12” storm sewer pipe on Lilac Lane.
- Update Road Surface PASER data for 2019 Department of Transportation submittal.
- Use Sewer Jetter to clean and evaluate sanitary collection system around Holland Road.
- Perform storm water, erosional control, and permit inspections.

AUGUST 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

- **Evergreen Drive Storm Sewer & Concrete Paving** - The utility contractor has completed their work to allow the paving contractor full access to project area. Milling of the existing asphalt was completed in August.
- **Park Avenue Asphalt Pavement Reconstruction** – Grading operations were completed in August.
- **Quiet Zone Improvements** – Base mapping and the 60 percent plan set has been completed for the proposed railroad crossings to implement the quiet zone. Our consultant has prepared the Notice of Intent so that construction can begin next spring.
- **Summer Interns:**
 - Claudia De Valk, University of Wisconsin - Platteville
Double major in Environmental Engineering and Mathematics
Expected Graduation Date: May 2020
 - Connor Krah, University of Wisconsin - Eau Claire
Materials Science & Engineering
Expected Graduation Date: May 2020
- Our summer interns listed above did a great job improving our GIS storm and sanitary sewer database. Many errors were identified regarding invert elevations and were corrected by their diligent work. They were able to work independently and assist with gathering information for next year's construction projects. We wish them the best of luck with their final year of college and with the start of their careers.
- **CIP Preliminary Estimates for 2020 thru 2024 Projects** – Engineering staff continue to refine construction estimates for additional sidewalk and multiuse trails expected to be constructed within the next five years.

TOP PRIORITIES FOR SEPTEMBER 2019

- **Evergreen Drive Concrete Paving & Park Avenue Asphalt Paving** - By mid-September paving is expected to begin. With the amount of gapping for driveways and intersections it is anticipated that by mid-October most of the paving work should be completed. Let's hope for continued good weather.
- **Park Avenue Asphalt Pavement Reconstruction** – Paving is expected to be completed by the end of the first week in September.
- **New Project Data Collection** – The one man total station has allowed all of the field information to be collected from the field for all 2020 projects. We hope to complete gathering information from the field for all 2021 projects by the end of September.
- **Evergreen Drive Phase 2 & 3** – Grant applications were completed and submitted with a review meeting with ECRPC and WisDOT on September 18th to award the funding.
- **Budget** – Engineering staff has submitted for review our draft 2020 departmental budget request. We will continue to provide information to the Finance Department for refinement.
- **Design for 2020 Projects** – Engineering has begun to create base maps for next year's construction projects we hope to begin design work by the end of the month. We are in the process of creating schedules for the 2020 projects.

