

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – AUGUST 2017



Little Chute

ESTABLISHED 1848

August 2017

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.

New to the report this month, we have added an upcoming events section. This information is meant to drive more attendance at our programs while also hoping that we have a great distribution of information to residents. We will also be taking the event information submitted in this document and incorporating that into the village's official calendar on our website.

Department Overview

The report will track monthly activities for the following:

- Upcoming Events
- 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:

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

Upcoming Village Events

- October 4 – 1:00 pm – 3:00 pm, Little Chute Senior Activity Programs – Little Chute Public Library
- October 9 - 1:00 pm, Classic Movie Monday, Arsenic and Old Lace – Little Chute Public Library
- October 9 - 6:30 pm, Teen Writing Club – Little Chute Public Library
- October 10- 4:00 pm, Chapter Chat Youth Book Club, Escape from Mr. Lemoncello's Library- Kimberly Public Library
- October 10- 6:30 pm, Jim Gill Concert (youth performer) - Kimberly Public Library
- October 11 – 1:00 pm – 3:00 pm, Little Chute Senior Activity Programs – Little Chute Public Library
- October 11- 2:00 pm, Fox Cities Book Festival: Margaret Murphy – Awake Island – An Outdoor Adventure for Everyone - Kimberly Public Library
- October 11- 6:30 pm, Fox Cities Book Festival: Benjamin Percy – The Dark Net– Little Chute Public Library
- October 12- 2:00 pm, Fox Cities Book Festival: Victoria Houston– The Three Major Life Mistakes I've Made that Force Me to Write Fishing Mysteries– Kimberly Public Library
- October 12- 7:00 pm, Books and Brews Book Club: Ruby by Cynthia Bond – Seth's Coffee Little Chute.
- October 13- 11:30 am, Fox Cities Book Festival: Susan Amond Todd– There's no Place Like Home – Little Chute Public Library
- October 13- 1:00 pm, Fox Cities Book Festival: Sharon Lamers– Junny's Marie – Little Chute Public Library
- October 14- 10:30 am, Fox Cities Book Festival: Laura Vosika– Scotland Through the Eyes of the Author– Little Chute Public Library
- October 14- 12:00 pm, Fox Cities Book Festival: Chelsea Bobulski – Author Talk and Signing – Little Chute Public Library
- October 14- 10:00 am - 1:00 pm, Artist in Residence Pop Up Workshop, Kimberly Public Library
- October 14 – 6:00 pm – 8:00 pm, Family Glow Walk – Van Lieshout Park
- October 18 – 1:00 pm – 3:00 pm, Little Chute Senior Activity Programs – Little Chute Public Library
- October 23- 6:30 pm, Master Gardener Presents: Home Decorating for the Holidays
- October 25- 1:00 pm, Memory Café, Campfire Theme, Kimberly Public Library
- October 25 – 1:00 pm – 3:00 pm, Little Chute Senior Activity Programs – Little Chute Public Library
- October 28- 10:00 am - 1:00 pm, Artist in Residence Print Making Workshop, Kimberly Public Library
- October 31 – 5:00 pm – 8:00 pm, Trick or Treat – Village Wide

Village Administrator

HIGHLIGHTS

- Conducted preliminary budget 2018-2022 CIP meetings
- Presented the DRAFT Downtown Master Plan for comments and corrections
- Presented the results of the 2017 visioning session to the Board of Trustees, Plan Commission and Little Chute Business Association
- Worked to finalize numerous development agreements and future agreements, including a downtown senior housing project
- Presented DRAFT merit/bonus policy along with a wellness program to the Board of Trustees
- Present opportunities to go paperless for future board meetings to the Board of Trustees
- Renewed the 2017/2018 contract with WEDC for Connect Communities
- Hosted the Fox Cities Economic Development Professional Meeting at the Little Chute Village Hall

TOP PRIORITIES FOR SEPTEMBER

- Present at the Department of Workforce Development's public sector workshop
- Begin to finalize key budget and CIP decisions for presentation to the Board of Trustees in October
- Finalize the details and documents for a downtown senior housing – Potential action in October
- Finalize efforts related to ordinance changes for stormwater, a wellness program, a merit/bonus policy and technology required for paperless meetings.
- Finalize and adopt the Downtown Master Plan
- Work with both the American Legion and Little Chute Jaycees on efforts related to events in the Village.
- Continue efforts related to economic development, including the finalization of a commercial development agreement.

Clerk

HIGHLIGHTS

Where has our summer gone? Turning the corner as we approach winter, the Clerk’s office has been diligent in ensuring we are prepared. Our Civic Groups meetings gain momentum with back to school in September. After training in Canva we have much of the newsletter designed and it will be printed in December. If you do not receive the year end newsletter and would like to, please contact the Clerk’s office at 423-3851 and request to be added to the list. Our Village Clerk spent three days at Clerk’s training in Wisconsin Dells and was chosen to represent the Heart of the Valley in new election equipment procurement.

- Canva training
- Newsletter creation
- Clerk attended voting machine demonstrations
- Clerk’s conference
- Phone and supply ordering support
- Agenda and Minutes for 6 meetings
- Civic Center/Village Hall rentals
- Weekly Maintenance Reports
- Maintain the Village website and track social media statistics

TOP PRIORITIES FOR SEPTEMBER

- Continued design/proofing of newsletter
- Coordinate with Civic Groups for continued fob integration
- Acella training
- Phone and supply ordering support
- Agenda and Minutes for 7 meetings
- Civic Center/Village Hall rentals
- Weekly Maintenance Reports

JULY DATA

Village of Little Chute Website and Social Media Metrics						
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
- August 2017						
Website Visits	10,521	11,247	-6.5%	119,923	138,385	-13.3%
Website Page Views	14,194	13,374	6.1%	132,117	155,502	-15.0%
Facebook Likes	2,247	1,077	108.6%			
Facebook Reach	52,807	12,953	307.7%	457,150	157,359	190.5%
Village Hall Blog View	757	269	181.4%	4,802	3,897	23.2%
Instagram Followers	169	117	44.4%			
Twitter Followers	200	n/a	n/a			
Twitter Impressions	3,621	n/a	n/a			

Community Development

HIGHLIGHTS

- Filed final 2017 Assessment reports.
- Inspections on new homes throughout the Village.
- Inspections of commercial buildings on Stephen St, Allegiance and Spirit Courts.
- Final Approval of Freedom project for occupancy.
- Reviewed Little Chute School project.
- Assisted Village Departments with draft ordinance amendments.

TOP PRIORITIES FOR SEPTEMBER

- Final Approval of Freedom project for development agreement compliance.
- Attend Connect Communities roundtable event.
- Meet with developers about upcoming commercial projects.
- Continued Inspections of homes, apartments and commercial projects.
- Final Inspections at municipal garage project.
- Budget submissions to Finance and Administrator.
- Attend League Assessors Institute.

AUGUST DATA

Community Development Department 2017 Permit & Property Inspection Report			
	July-17	August-17	2017 Year to Date
Permits Issued	72	80	419
Property Complaints	4	4	29
Property/Field Inspections	80	161	680
Action Corrected	2	3	13
Ongoing	2	1	16
Community Development Department 2017 Permit Data			
	July-17	August-17	2017 Year to Date
Permits Issued	72	80	419
Permit Fees	\$17,443	\$20,198	\$76,320
Permit Value	\$3,385,000	\$2,909,256	\$14,064,943

Finance Department

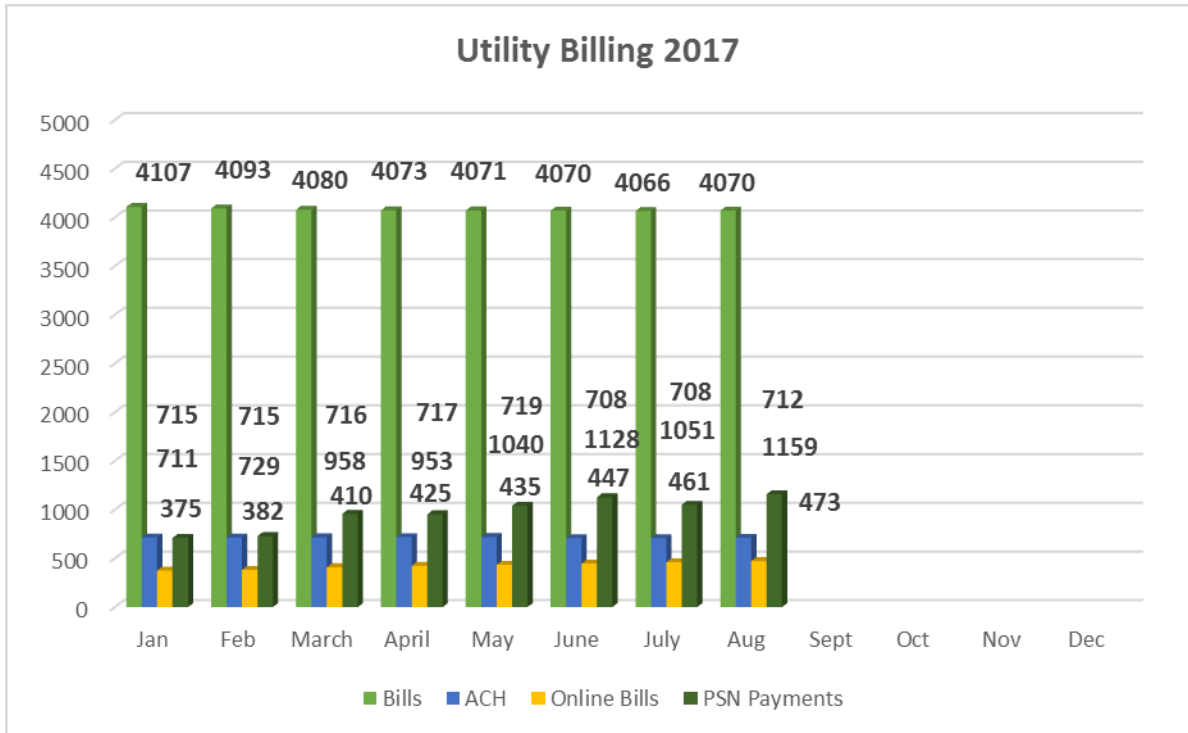
HIGHLIGHTS

- 4,070 Utility Bills created and 712 ACH payments processed by Finance Department.
- 97 Service Orders (Final Reads, High/Low Reads) for Utility Billing created and coordinated with MCO.
- 1,000 ratepayers have registered on PSN, 473 ratepayers opted out of postcard billing and 1159 ratepayers utilized PSN for payments through August 31, 2017.
- 287 Landlord Notices were mailed for tenant delinquency notification.
- 2018 Budget Development.
- 2018-2022 Capital Improvement Plan development.

TOP PRIORITIES FOR SEPTEMBER

- Draft 2018-2022 Capital Improvement Plan presentation September 2017.
- 2018 Budget Development.
- Civic Systems Symposium – Finance staff at Accounting Training.
- ETF Testing of Payroll Upload by September 15th.
- Month-end Close process implemented.
- Monthly Utility Staff Meeting and Utility Commission Meeting
- Attend Water Conference in the Wisconsin Dells with a Utility Commissioner.

AUGUST DATA





Fox Valley Metro Police Department

NO REPORT AVAILABLE

Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Began extended hours
- Ordered Self – Service Checkouts
- Poet on the Plaza, Shakespeare performance
- New Artist in Residence, Ben Rinehardt

TOP PRIORITIES FOR SEPTEMBER

- Fox Cities Book Festival Final Prep
- Complete Budgeting
- Establish Strategic Plan framework
- Review Adult Collections Turnover
- Plan Fall/Winter Programming

AUGUST DATA

Library Visits

Little Chute 4,491

Kimberly 7,530

WiFi Use

Little Chute 417

Kimberly 476

Computer Use

Little Chute 488

Kimberly 581

Circulation

Little Chute 10,405

Kimberly 15,613

Programs

Little Chute 8

Kimberly 5

Program Attendance 703

Parks, Recreation and Forestry Department

HIGHLIGHTS

- Finished the landscape berm at the Heesakker parking lot located off of Sanitorium Road.
- Began the river borings and environmental work for the Fox River Boardwalk.
- Installed 5 memorial benches at Doyle, Island, and Heesakker Park.
- Presented the pool survey to the Park Planning Committee and Village Board for final approval.
- The seasonal part-time pool, parks, & recreation staff completed their work and left the 3rd week in August.
- Began taking registrations both in-house and online for all our Fall/Winter programs. As of September 7, over 50% of August's registrations were taken online.
- Held several special events including a Movie on the Plaza, Party on the Plaza, Rec Carnival, and the Community Band Concert on the Plaza.



PARTY ON THE PLAZA

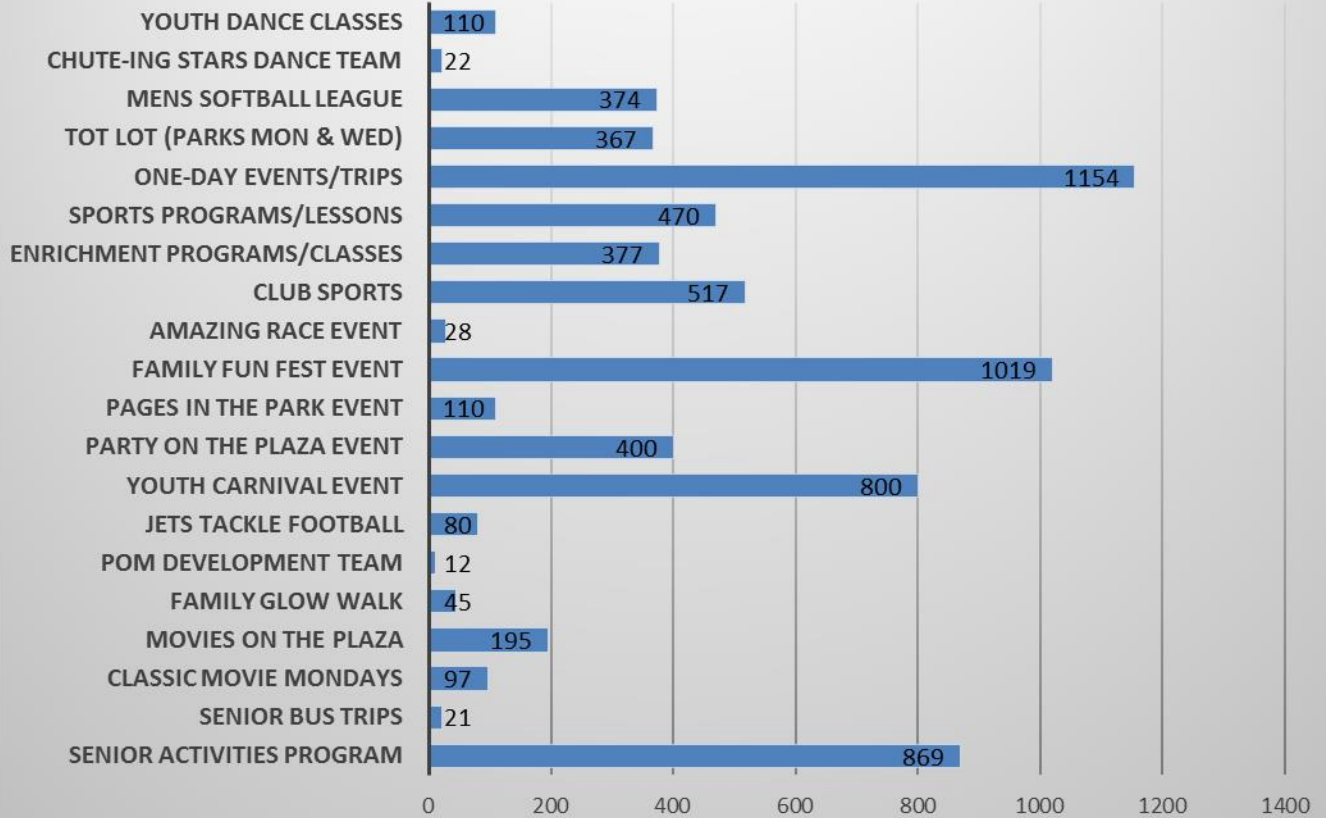
TOP PRIORITIES FOR SEPTEMBER

- Work with UW-River Falls to mail out the Pool Survey in September.
- Work with the finance department and parks & recreation staff on the 2018 operating budget.
- Begin work on the terrace tree plan for Harvest Trail. Draft a landscaping plan for tree plantings at Creekview Park.
- Receive final approval from the State Historical Society for the Heesakker Kayak Launch
- Finish seeding/grading for Creekview Park.
- Finish restoration of the Doyle Park Tennis and Basketball Courts.
- Cut down all of the remaining trees on the tree removal list and grind the stumps.
- Work with the finance department on the operating and CIP budgets for 2018.
- Several Fall/Winter programs begin in September including Youth Soccer, Flag Football, Dance, the Senior Door County Trip, Pom Development and the Family Scavenger Hunt.

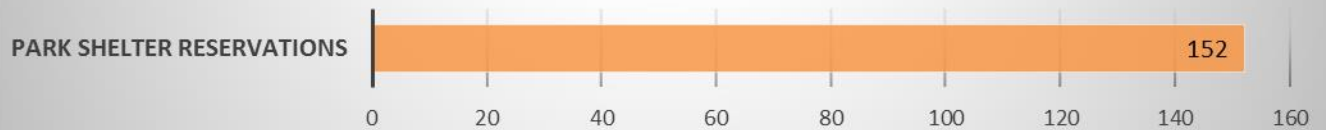


HEESAKKER LANDSCAPING

2017 Year-To-Date PROGRAM REGISTRATIONS/PARTICIPATION



2017 Year-To-Date SHELTER RESERVATIONS



Pool Comparisons

	2013	2014	2015	2016	2017 (78 days)
Attendance	10246	10266	13056	13295	11582
Daily Fees	\$ 14,085.00	\$ 14,877.55	\$ 20,425.45	\$ 21,059.00	\$ 18,373.15
Season Passes Sold	\$ 2,941.25	\$ 3,326.25	\$ 3,512.50	\$ 3,265.75	\$ 5,963.50
Swim Lessons Sold	\$ 9,270.00	\$ 14,985.00	\$ 11,628.00	\$ 15,032.15	\$ 14,407.50
Concessions Afternoon	\$ 7,882.70	\$ 7,920.25	\$ 10,402.65	\$ 11,538.79	\$ 11,369.51
Concessions Evening	\$ 1,279.25	\$ 1,162.36	\$ 1,302.56	\$ 1,743.35	\$ 1,740.55
Other	\$ 1,362.50	\$ 2,102.50	\$ 2,820.00	\$ 4,208.50	\$ 4,685.00
TOTAL	\$ 36,820.70	\$ 44,373.91	\$ 50,091.16	\$ 56,847.54	\$ 56,539.21

Department of Public Works

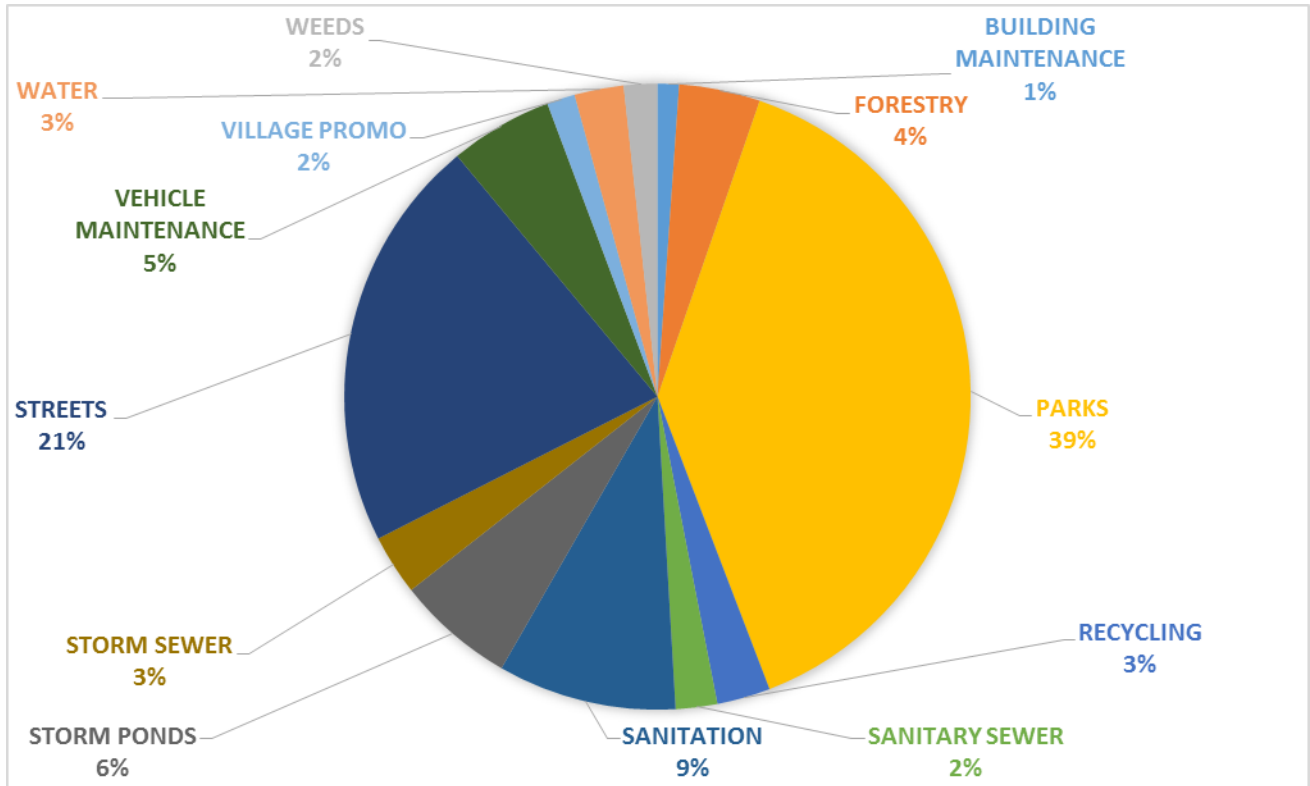
HIGHLIGHTS

- Municipal Services Building:
 - Parking lot paved
 - Office area completed
 - Started landscaping
- Finished PASER Rating
- Continue to work on budget/CIP

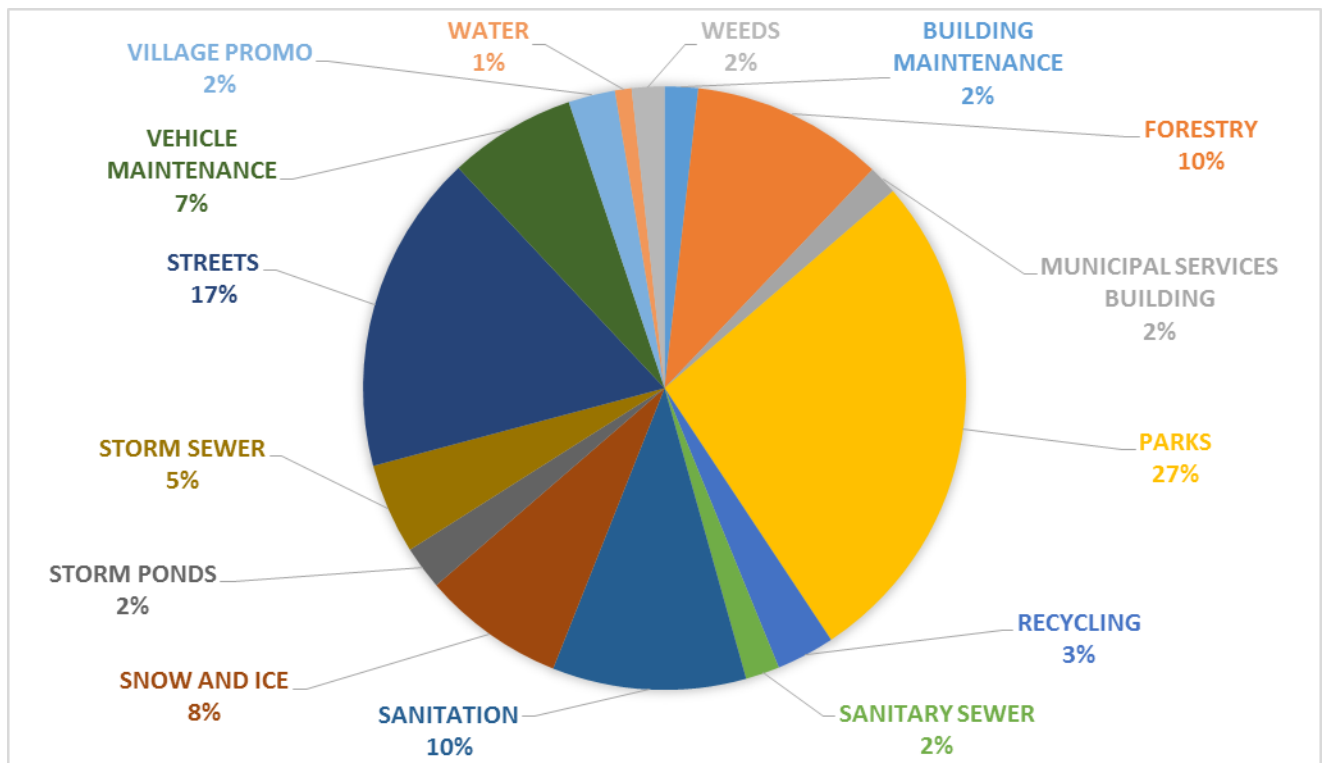
TOP PRIORITIES FOR SEPTEMBER

- Municipal Services Building:
 - Work on moving in
 - Continue landscaping
 - Finalize budget and CIP
 - Hire new employee(s)

August 2017 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

- Harvest Trail Paving Project is completed with only small punch list items remaining.
- PASER Training was attended by Engineering Staff to assist in evaluation of existing pavement conditions of Village Streets.
- Preliminary cost analysis for various paving and utility projects was completed to assist in determining project order for 5-year CIP.
- Field work was completed for the redesign of Daytona Lane and downloaded into AutoCAD for base map creation.

TOP PRIORITIES FOR SEPTEMBER

- **Sidewalk Evaluation for 2018**
One-third of the village sidewalks are being evaluated to determine the amount that will be replaced in the next couple of years. The area currently being evaluated is located on the west side of the Village.
- **Design – Downtown Storm Sewer Project 2018**
Progress on this project continues with the ultimate size of the pipe being 42-inches in diameter and will provide storm water conveyance to a water quality treatment facility for new development within the downtown area.
- **Design – Wilson Street Paving and Utility Project 2018**
Engineering staff has determined that Wilson Street storm water can be included in the tributary area of Buchanan Pond. This design is currently in progress.
- **Capital Improvement Projects (CIP)**
Engineering staff has been working with the Finance Director to develop a cost effective approach for selecting projects for the next 5-year cycle. This effort has led to evaluation of asphalt streets that have poor pavement conditions but have newer public utilities installed. A cost analysis comparison is currently underway to determine options in extending the life cycle for these conditions prior to full street reconstruction.
- **Review of Street Plans for Private Development**
New development continues in northwest corner of the Village and plan review is currently underway for Golden Gate Drive. This street and public utilities will provide access and services for a multi-family development. Utility Construction is anticipated to start in the fall of 2017.

