

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – MAY 2018



Little Chute

ESTABLISHED 1848

May 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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Little Chute, WI 54140
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Village Administrator

HIGHLIGHTS

- At May 2nd's Regular Board meeting, the Board of Trustees approved the 2018 Daytona paving contract, Wayfinding Signage efforts across the village, possible resolution to the Mill Street Bridge project, and an updated landscaping effort for the Municipal Services Building.
- The Board also finalized selection for the new Director of Public Works, Kent Taylor, with a June start date. Welcome to the team Kent!
- Staff worked with the Downtown Senior Housing developer to work on an updated site plan.
- The Design Review Board met in May to approve improvement plans for 820 Madison Street.
- Village staff met to hold a lean event to review the process for the fall leaf pickup effort and identify any areas in which we can increase effectiveness and improve value to residents.
- Worked with staff and developers on numerous development opportunities in the Village of Little Chute in addition to efforts related to the creation and amendments to Tax Increment Districts.
- Hosted a Little Chute Business Association meeting.

TOP PRIORITIES FOR JUNE

- Ensure that staff is ready for the start of the new Public Works Director on June 11th.
- Review and approved documents related to the Fox Cities Sports Facility for the Village Board.
- Consider an application for a Façade Renovation loan for 820 Madison Street.
- Work with the Wisconsin Economic Development Corporation staff on an event highlighting major developments in Downtown Little Chute.
- Continue to work on numerous development opportunities across the village and formally begin the process to create two new Tax Increment Districts (TID) and amend another TID.
- Work with staff to finalize planning efforts related to the information obtained in the ongoing Quiet Zone Study.
- Host a presentation for staff related to the Deferred Compensation Program and plan the 2nd Quarter all-hands training.

Clerk

HIGHLIGHTS

The Special Election will be held on June 12th. Like last month, we are open for in-person voting through June 8th. Many people are unaware that although this election only pertains to certain Wards in Little Chute, the same work and preparation goes into running the election smoothly. We have a wonderful group of experienced election workers and are very thankful for all that they do.

- Set up and conducted the Special Primary Election
- Closed the Primary Election with the State and delivered election results to County
- Started in-person voting for the June 12th election
- Mailed absentee ballots
- Plan employee recognition picnic
- Village Market marketing and final placements
- Re-keyed Village Hall and Civic Center with new fobs
- Liquor License renewals
- Agendas and Minutes for 5 meetings
- Operator/Solicitor licensing
- Social media/website posting and monitoring
- Weekly Maintenance Reports
- Civic Center/Village Hall rentals

TOP PRIORITIES FOR JUNE

- Public Test
- In-person voting
- Administer the Special Election for Partisan Legislative Office
- Deliver election results to the county
- Agendas and Minutes for 2 Regular Board, 2 Committee of the Whole, Design Review Board, Plan Commission, Board of Review, Utility Commission and the Joint Review Board meetings
- Village Market kicks off June 14th
- Finalize plans for the employee recognition picnic
- Board of Review
- Begin the late Summer/Fall Newsletter
- Operator/Solicitor licensing
- Social media/website posting and monitoring
- Supply ordering
- Weekly maintenance reports
- Civic Center/Village Hall rentals

CLERK'S OFFICE DATA FOR MAY

Village of Little Chute Website and Social Media Metrics - May 2018						
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Website Visits	24,532	19,382	26.57%	67,280	60,286	11.60%
Website Page Views	26,243	20,532	27.82%	93,694	70,846	32.25%
Facebook Likes	2,665	2,041	30.57%			
Facebook Reach	44,977	31,266	43.85%	240,164	283,910	-15.41%
Village Hall Blog View	1027	517	98.65%	2,315	2,382	-2.81%
Instagram Followers	334	155	115.48%			
Twitter Followers	276	160	72.50%			
Twitter Impressions	4,318	1,902	127.02%	16,771	35,865	-53.24%

Community Development

HIGHLIGHTS

- Attended Strong Neighborhoods event.
- Met with Commercial Developers regarding sites in village.
- Continued Inspections of homes, apartments, schools and commercial projects.
- Met with property owners about annexation on Holland Road.
- Complete 2018 Assessment Roll and required notices.
- Attended Fox area Economic Development Professionals meeting.
- Attended Public Officials Conference.
- Open Book hearing for 2018 Property Valuations.

TOP PRIORITIES FOR JUNE

- Meet with builders and owners about upcoming commercial projects.
- Assist in creating TID's 7, 8, and amendment to 6.
- Annexation petitions along Holland Road.
- Continued Inspections of homes, apartments, schools and commercial projects.
- Board of Review hearing for 2018 Property Valuations.
- More Ordinances annexing lands from Vandenbroek.

COMMUNITY DEVELOPEMENT MAY DATA

Community Development Department 2018 Permit Data			
	May-18	2018 TOTALS	2017 TOTALS
Permits Issued	64	206	644
Property Complaints	20	30	37
Property/Field Inspections	94	283	1067
Letters Sent		0	0
Action Corrected	2	4	21
Referred for Action		2	0
Ongoing	18	24	16
Community Development Department 2018 Permit Data			
	May-18	2018 TOTALS	2017 TOTALS
Permits Issued	64	206	644
Permit Fees	\$20,809	\$66,859	\$114,330
Permit Value	\$4,736,479	\$23,459,810	\$35,708,279

Finance Department

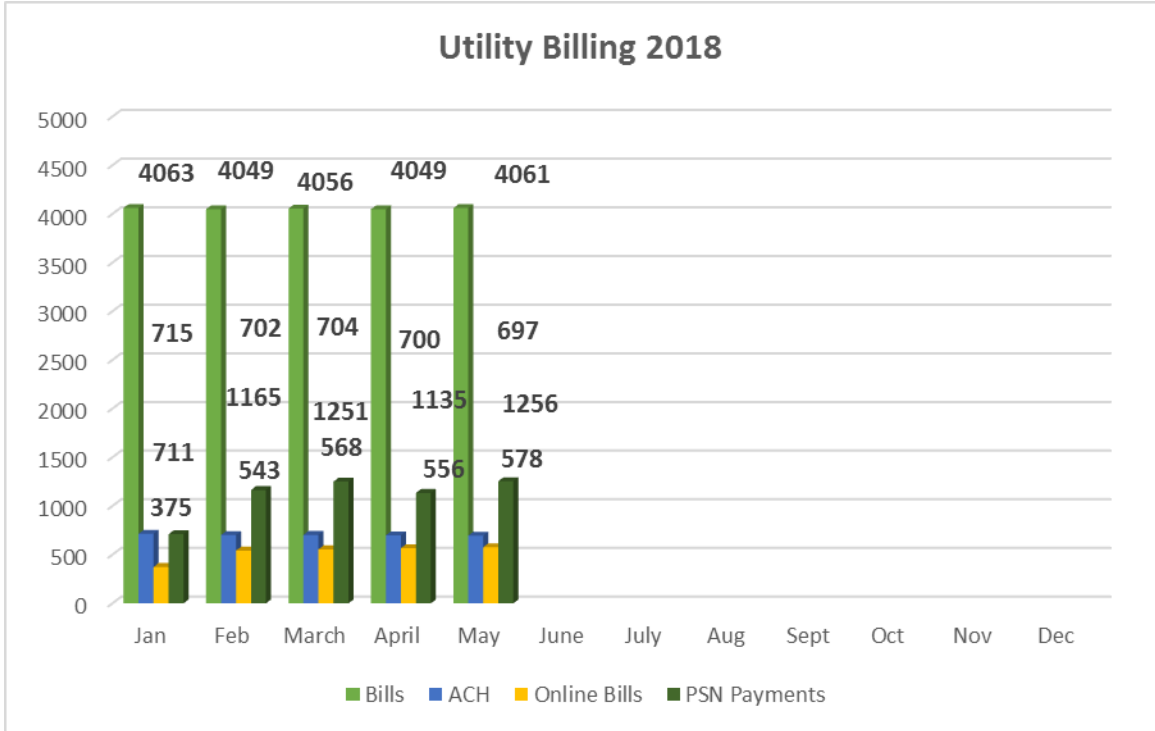
HIGHLIGHTS

- 4,061 Utility Bills created and 697 ACH payments processed by Finance Department.
- 82 Service Orders (Final Reads, High/Low Reads, Meter Installations) for Utility Billing created and coordinated with MCO.
- 578 Ratepayers opted out of postcard billing and 1,256 ratepayers utilized PSN for payments through May 31, 2018.
- 235 Landlord Notices were mailed for tenant delinquency notification.
- State of WI Reports due May 15, 2018
- PSC Report Due by June 1, 2018.
- Continue to finalize 2017 Audit Fieldwork.

TOP PRIORITIES FOR JUNE

- Complete 2017 Comprehensive Audited Financial Statements.
- File PSC Report by June 30, 2018.
- Approval process for TID 6 (Boundary and Plan) and new TID #7 and #8 (number of meetings in June).
- Utility Commission Meeting – June 19, 2018.
- File TID Reports with DOR for TIDS 4, 5, 6.

FINANCE DEPARTMENT MAY DATA





Fox Valley Metro Police Department

FOX VALLEY METRO JUNE DATA

Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Installation of kiosk fine payment software
- Friends donation button added to website/Friends registration online option
- Library assistant position interviews
- Final Block Plan completed for Kimberly started design work
- Joint discussions with Village Presidents
- Started Summer Saturdays in Little Chute
- Art Journaling Program launch (sold out)

TOP PRIORITIES FOR JUNE

- Kickoff Summer reading program
- Digital signage implementation
- Review/update Print, Copy, Scan, and Fax Policy
- Review and adopt Nov 2017 records retention schedule
- Promote WPLC author project
- Adding Printables (schedules, flyers & brochures) to website
- Develop staff training plan
- Mobile Print/Print release station installation July
- Staff evaluations
- Review subscriptions
- Equipment replacement plan
- ADA Shelving plan Little Chute
- Offline mode for Self Service
- Review Fine restrictions for computer use
- Marketing Plan
- Bin Study
- Sign Up Implementation
- Friends Annual meeting July 17

JOINT LIBRARY MARCH DATA

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

Category		Current	Current	Current	YTD	Previous	% Change
		Month	Month	Month			
		KIM	LIT	Combined	Combined	Year	
Circulation		12621	8635	21,256	106,730	19412	9%
Self Check included above		2188	1530	3,718	7,857		
		17%	18%				
Outreach Delivery				79			
Collections	Title count	41335	41338	82,673		91784	-10%
	Item count	43351	42923	86,274		95967	-10%
Computer Use		632	373	1,005	4,879	858	17%
Wireless	Distinct clients	401	457	858	4,443	849	1%
	Daily average	28	39	67			
Interlibrary Loan	Items borrowed	3703	2247	5,950	18,277	5209	14%
	Items loaned	2487	2716	5,203	16,803	4734	10%
Library Card Holders (quarterly)	Adult						
	Juvenile						
	Total						
Overdrive Usage	eBook uses	629	465	1,094	2,998	1,044	5%
April	Audiobook uses	378	155	533	2,066	485	10%
	Video	1	-	1	6	3	-67%
RB Digital	Magazine uses	12	3	15	119	28	-46%
Patron Visits	New Counter KIM	5,176	3,893	9,069	40,447	9,340	-3%
Programming	Adults	5	5	10	34	6	
	Children	2	-	2	36	7	
	Teens	-	2	2	3	2	
	Community (all ages)	-	-	-	2		
School Visits	Outreach	7	6	1	1		
Program Attendance	Adults	77	31	108	510	124	
	Children	128	-	128	1,042	207	
	Teens	-	18	18	18	7	
	Community (all ages)	-	-	-	83		
	1000 Books	4	2	6	9		
	Outreach	2,460	970	560	560		
Drop-In Programming	Literacy stations	1	2	3	9	2	
	Participation	150	152	302	868	294	
Web Site Hits				10,594	49,054	10,832	-2%
Social Media	Facebook fans			1,543		1,076	43%
	Pinterest followers			163		158	3%
	Twitter followers			109		93	17%
	YouTube views			25,426			
Hoopla		September	October	November	December	January	February
	Audiobook	27	30	30	40	86	95
	Comics	0	0	0	4	22	9
	Ebook	15	13	27	43	66	40
	Movie	12	22	18	23	32	22
	Music	11	9	14	16	19	16
	Television	2	1	3	1	17	16
		140.63	176.65	178.83	265.48	510.93	440.92
		2.10/circ	2.36/circ	1.96/circ	2.09/circ	2.11/circ	2.23/circ
		March	April	May	June	July	Aug
	Audiobook	111	105	101			
	Comics	8	8	15			
	Ebook	48	57	59			
	Movie	34	23	16			
	Music	24	33	20			
	Television	8	14	15			
		523.17	496.55	471.94			
		2.25/circ	2.07/circ	2.09/circ			

Parks, Recreation and Forestry Department

HIGHLIGHTS

- Held Jets Football parent/player meeting with coaches and player registration on May 9
- Start of Men's Thursday Night Softball League on May 10 at Doyle Park (20 teams)
- Held Home Alone Sitter Course on May 12
- Held Youth Dance Program Revue on May 12 at LCHS Auditorium
- New and returning employees given required paperwork. Staff training/meetings held for staff on May 23.
- Prepared for upcoming Great Wisconsin Cheese Festival and assisted with setup.
- Assisted LC Diamond Club with creating schedules for their baseball and softball leagues.
- Emptied and filled the pool for the season. Trained and certified all pool seasonal staff.
- Submitted a WI DNR Stewardship Grant for the Fox River Boardwalk Project.
- Hosted an all seasonal staff training on May 23 for over 40 seasonal staff members.
- Completed the Heesakker Roof Project
- Received a donation from Nestle for the Creekview Park Playground project in the amount of \$6500

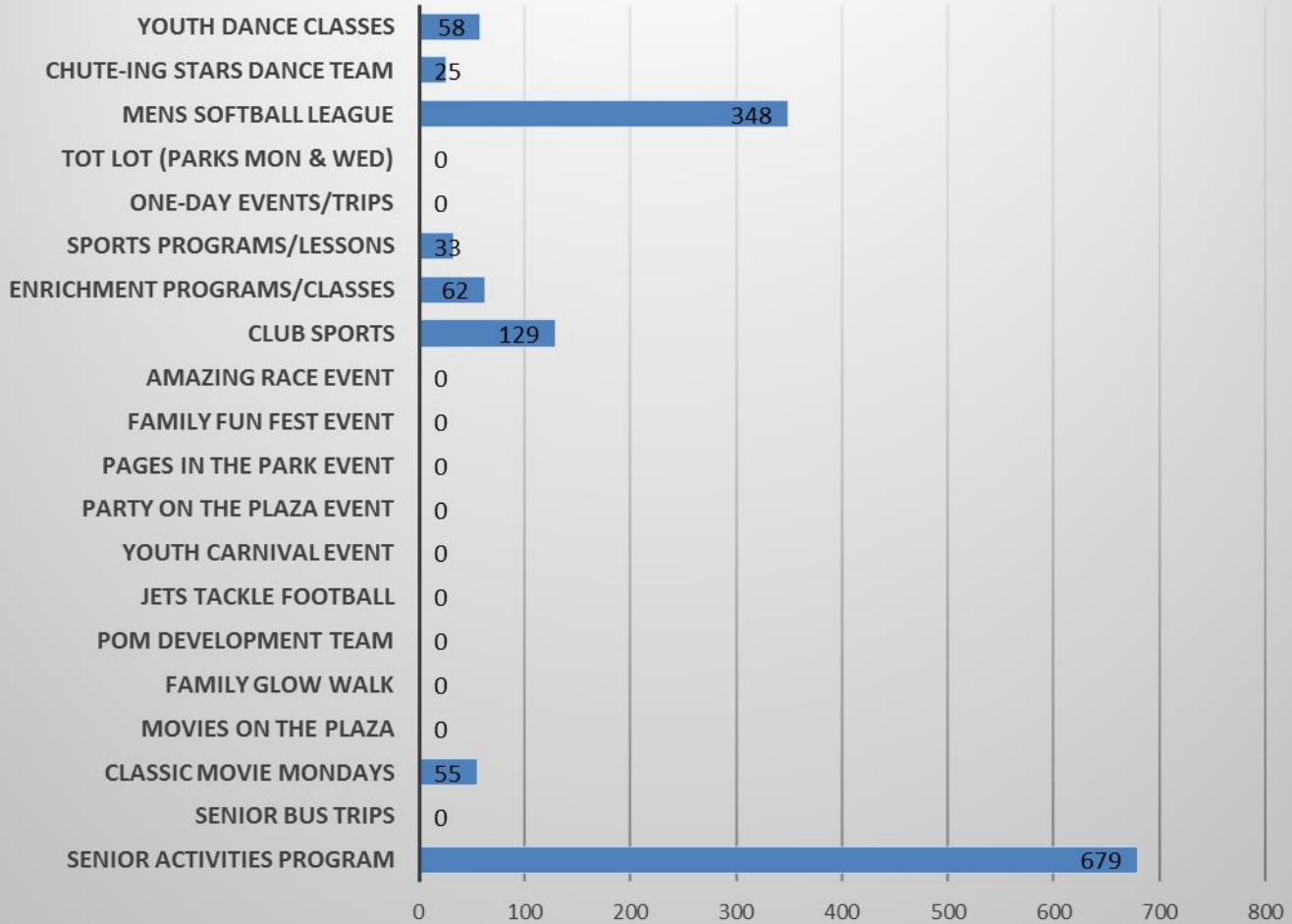


TOP PRIORITIES FOR JUNE

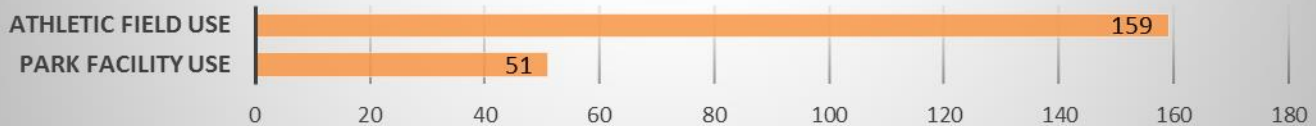
- Great Wisconsin Cheese Festival at Doyle Park held on June 1, 2 & 3; cleanup after event
- Daily prep work for recreation programs and special youth events that are held starting the first week of June
- CPR/First Aide/AED training for recreation instructors and pool staff
- Assist with planning for Village Market – first day is June 14
- Contract officials for fall jets football home games
- Planning for programs that will be in our fall/winter program book
- Finalize a design for the Creekview Park Playground
- Order the signs for the Village Wide Wayfinding Project
- Install the Born to Learn Trail with Heartland Businesses Systems and the United Way
- Work with all clubs to facilitate sporting events on all Village fields
- Conduct mid-year reviews with department staff
- Create documents and a method for perspective donors to donate towards the Fox River Boardwalk Project.
- The Village Market begins on Thursday, June 14 at 2:00 pm. This year's market operates from June 14 – September 13



2018 Year-To-Date PROGRAM PARTICIPATION



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



Department of Public Works

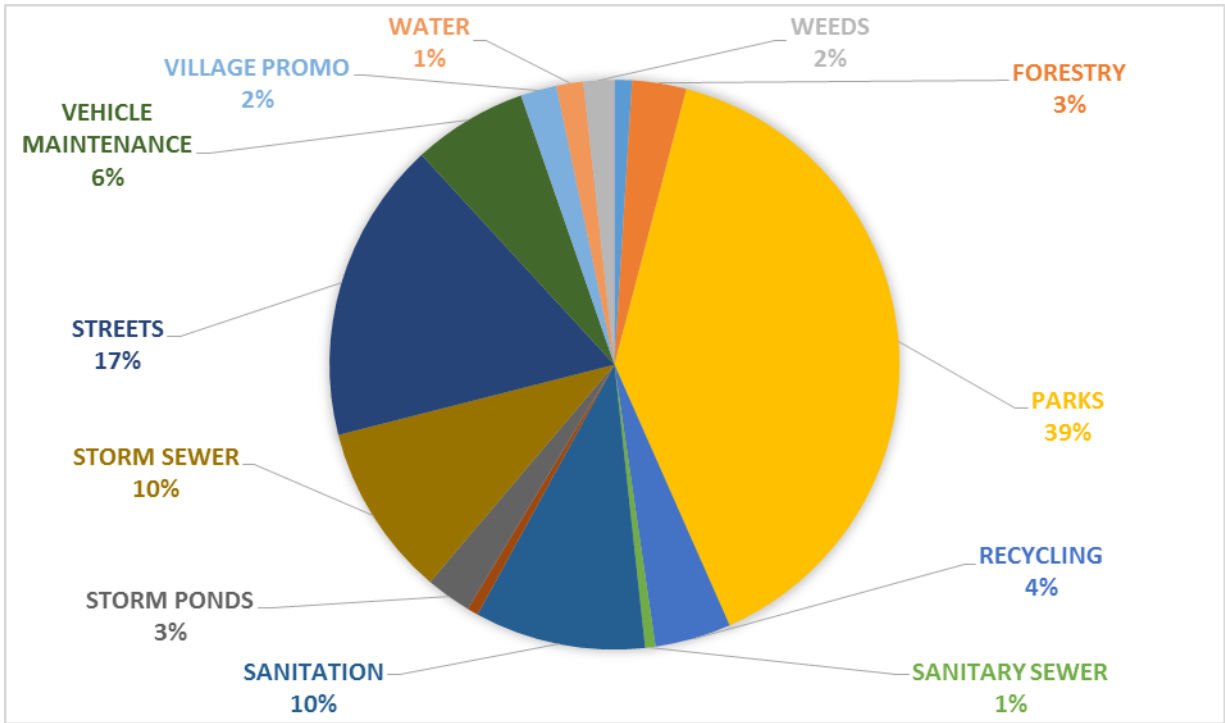
HIGHLIGHTS

- Activated over 600 yard waste access cards so far for the season.
- Hosted two lean training sessions at the Municipal Services Building. Leaf collection was discussed and different options were deliberated on how the Village staff could change the current procedure to save time.
- Started working on restoration of water breaks / snow plow damage along with fixing pot holes.
- Took and investigated fourteen noxious weeds concerns.
- Visited St. John's and Little Chute Elementary school 1st graders with sweepers for a program on clean water and equipment safety.
- Painted crosswalks and no parks in area parks.
- Employees were trained in: work zone safety and reasonable suspicion supervisory training.

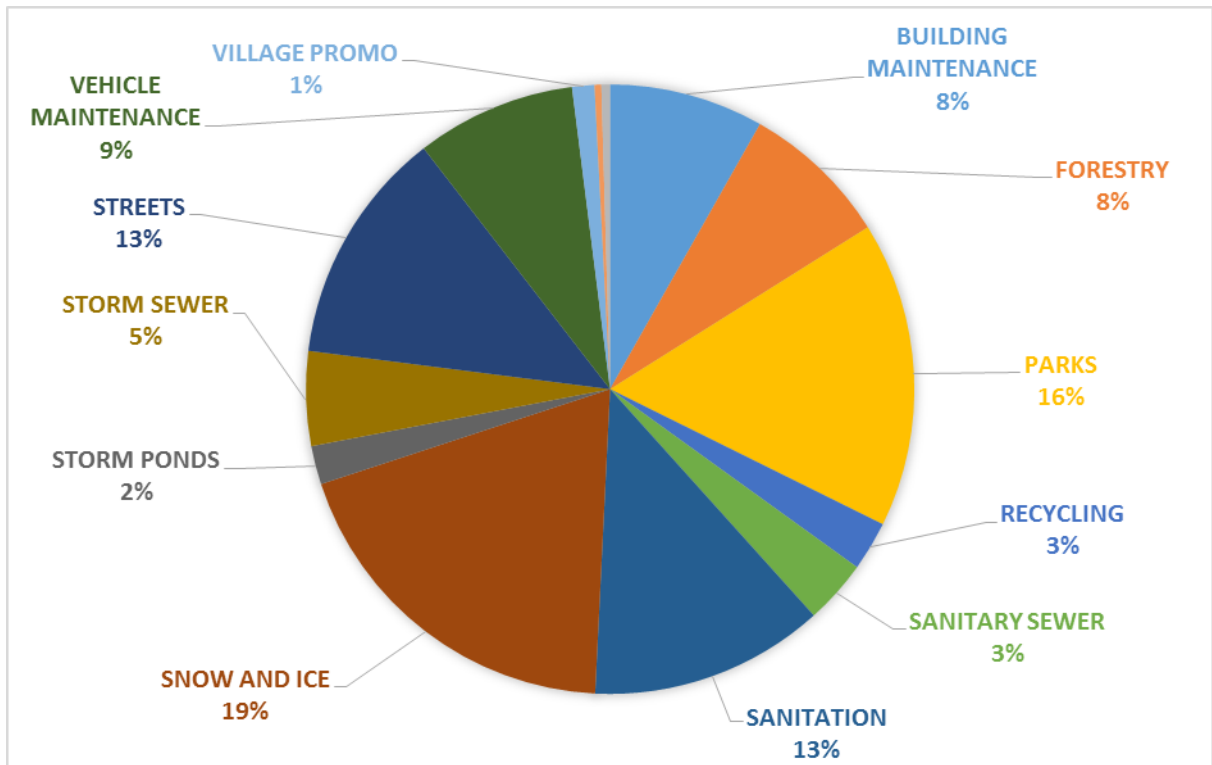
TOP PRIORITIES FOR JUNE

- Welcome Kent Taylor as the new Department of Public Works Director.
- Continue to activate yard waste access cards.
- Send out salt bids for the upcoming snow season.
- Mail letter to residents who are on the schedule to have road reconstruction within the next five years.

April 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

- Wilson Street & Hayes Street Paving and Utility Projects 2018** - A utility preconstruction meeting was held with the contractor on May 16th, for Hayes Street, Wilson Street and the Downtown Storm Sewer Project. An on-site informational meeting was held for Hayes Street residents on May 21st with a separate meeting for Daytona and Wilson Street residents on May 30th. These meetings were provided to discuss the process of utility and road construction and what property owners could expect this summer. The attendance by residents was very good and was well received with a steady flow of information being provided to the residents and property owners at both meetings.
- Daytona Lane Concrete Paving Project 2018** - Paving contract for Daytona Lane was awarded to Vinton Construction. Signed contract documents have been received.
- Golden Gate Drive** - Compaction testing for the road sub-base clay material is completed and has passing tests were provided. Placing stone aggregate will begin in June.
- Quiet Zone Study** - The Village consultant continues to provide updates for their information acquisition from stakeholders. They are in the process of developing a cost effective plan using preapproved methods to create a Quiet Zone for the Village.
- Private Development Projects** - Private utilities and new development are being received at a fast pace. New construction is increasing along with field inspections within the right-of-way.



Utility Construction begins on Hayes Street.

TOP PRIORITIES FOR JUNE

- Wilson Street & Hayes Street Paving and Utility Projects 2018** - Utility Construction should be completed for Hayes Street by the end of June. Wilson Street Utilities should be underway by the end of June. Updates to the schedule will be provided when received.
- Evergreen Drive Field Data Collection** - Now that construction is underway engineering design staff has taken to the field to setup bench locations for accurate field data collection. While this occurs our summer intern staff are locating property corners, dipping sanitary and storm structures for invert elevations in preparation of survey data collection.
- CIP Letter** - To be mailed to residents to acknowledge new work.
- GIS Utility Revision** - Engineering staff continues to update the utility data base to improve accessibility and reliability of our information for public utilities. This is an ongoing process that will take much of the summer to accomplish. Our summer interns are also assisting in this effort by verifying field information matches our database. Engineering is also working with MCO Water Utility to obtain accurate information so we can match their database as well.

