

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – JULY 2017



Little Chute

ESTABLISHED 1848

JULY 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.

Department Overview

The report will track monthly activities for the following Departments:

- 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

- Closed on a microloan and façade loan for Main Event Steakhouse.
- Prepare the 2017 TID Presentation for July 19th with the Finance Director and Community Development Director (3:30 PM at Village Hall).
- Present 2018 Budget guidance for approval by the Board and for the village's Department Heads.
- Finalized the first DRAFT of the Downtown Master Plan.
- Worked with the Finance Director and the rating agency to reaffirm the Village's bond rating.
- Met with staff to consolidate the Strategic Planning Working group into a Lean Team that will advise the Administrator and staff on lean related efforts and matters relating to village operations.
- Began contract negotiations with the FVMPD Professional Police Association.
- On July 19th, the Board of Trustees agreed to a 2018 budget schedule, along with Budget guidance for all departments to work off of as they begin building their 2018 budget.
- On July 19th, staff presented an overview of Tax Increment Districts to the appointed Joint Review Board for 2016.

TOP PRIORITIES FOR AUGUST

- Work with Department Heads on preliminary budget meetings while also working with key staff on the 2018-2022 Capital Improvement Program.
- Present the DRAFT Downtown Master Plan to the Board of Trustees, Plan Commission and other groups.
- Continue working on numerous development related opportunities in the village, including finalizing a Downtown Senior Housing opportunity.
- Present the Board of Trustees options for a Merit based compensation policy in addition to a Wellness program to be started in the Village.
- Renew the 2017/2018 Connect Community Contract with WEDC as a focus on Downtown development.
- Tour Trilliant Food and Nutrition with the Board of Trustees.
- Work with the Board of Trustees on succession and organizational opportunities, including planning various recruitment strategies.

Clerk

HIGHLIGHTS

The Clerk’s office continues to find ways to keep up with technology while balancing cost. You might have noticed that our Agenda’s for board meetings are now easier to follow with the new bookmark feature, allowing you to go back or forward with just a click of the mouse. We also worked with Civic Plus to assist us with web design and a “year in review” helping us to understand what has been working and not working as our residents utilize the website. These efforts will continue as we train in Canva, which is a free graphic design software service. Be on the lookout for our new and improved winter newsletter!

Our goals for June included:

- Board of Review
- Election equipment procurement meeting
- 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 AUGUST

- Canva training
- Starting newsletter creation
- Clerk’s conference training
- 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 statistic

JULY DATA

Village of Little Chute Website and Social Media Metrics - JULY 2017						
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Website Visits	12,503	12,092	3.39%	109,402	127,138	-13.95%
Website Page Views	14,977	12,246	22.30%	117, 923	142,128	-17.03%
Facebook Likes	2,199	1,059	107.64%			
Facebook Reach	45,637	11,583	293.99%	404,343	144,406	180%
Village Hall Blog Views	894	660	35.45%	4,045	3,628	11.49%
Instagram Followers	166	114	68.6%			
Twitter Followers	186	n/a	n/a			
Twitter Impressions	2,014	n/a	n/a			

Little Chute+ CIVICPLUS

Top Level Information

Overall: How is your website doing

171,814⁺
Total Visits⁺

8,001⁺
Total Searches⁺

1:59⁺
Avg. Visit Duration



210,005⁺
Total Page Views⁺

163,356⁺
Total Unique Page Views⁺

2.3⁺
Actions Per Visit

Top Viewed Pages

36,388⁺
VIEWS⁺

Great Wisconsin Cheese Festival⁺

5,694⁺
VIEWS⁺

Parks, Recreation & Forestry Department⁺

5,584⁺
VIEWS⁺

Utility Billing⁺

5,459⁺
VIEWS⁺

Pool⁺

4,110⁺
VIEWS⁺

Job Postings⁺

3,882⁺
VIEWS⁺

Hours⁺

2016 GROWTH

Your website traffic increased by **30%** in 2016.⁺



59% of site traffic comes from a mobile device

Community Development

HIGHLIGHTS

- Inspections at Freedom project freezer warehouse.
- Inspections on new homes throughout the Village.
- Inspections on additions at Heartland.
- Inspections of commercial buildings on Stephen St, Allegiance and Spirit Courts.
- Conducting Open Book hearing.
- Completed 2017 Board of Review assessed value defense.
- Assisted Village Departments with draft ordinance amendments.

TOP PRIORITIES FOR AUGUST

- File final 2017 Assessment reports.
- Final Approval of Freedom project for occupancy
- Meet with developers about upcoming commercial projects.
- Continued Inspections of homes, apartments and commercial projects.
- Review Little Chute School project.
- Inspections at municipal garage project.
- Budget submissions to Finance and Administrator.

JULY DATA

Community Development Department 2017 Permit & Property Inspection Report		
	July-17	2017 Year to Date
Permits Issued	72	339
Property Complaints	4	25
Property/Field Inspections	80	519
Action Corrected	2	10
Ongoing	2	5
Community Development Department 2017 Permit Data		
	July-17	2017 Year to Date
Permits Issued	72	339
Permit Fees	\$17,443	\$ 56,122.00
Permit Value	\$3,385,000	\$ 11,155,687.00

Finance Department

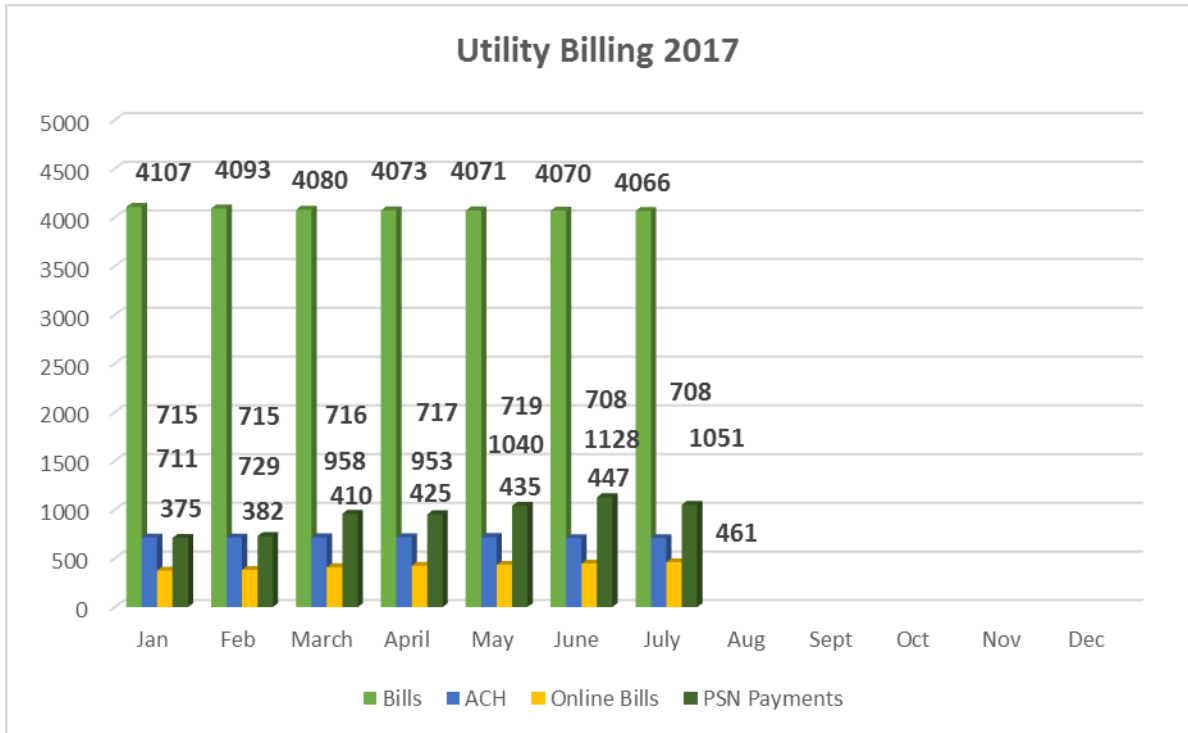
HIGHLIGHTS

- 4,066 Utility Bills created and 708 ACH payments processed by Finance Department.
- 116 Service Orders (Final Reads, High/Low Reads) for Utility Billing created and coordinated with MCO.
- 985 ratepayers have registered on PSN, 461 ratepayers opted out of postcard billing and 1051 ratepayers utilized PSN for payments through July 31, 2017.
- 295 Landlord Notices were mailed for tenant delinquency notification.
- Annual TID Meeting of Joint Review Board held at 3:30pm on July 19, 2017.
- Bond Sale Results and 2017A/2017B Offerings finalized on July 19, 2017.
- Audit Presentation by Kerber Rose on July 19, 2017.
- Budget Calendar and Guidance approved by Village Board on July 19, 2017.

TOP PRIORITIES FOR AUGUST

- Department Budget Meetings with Village Administrator.
- 2018 Budget Development.
- 2018-2022 Capital Improvement Plan in draft for Village Administrator review.
- Finance Director on vacation 8/26-9/4.
- ETF Testing of Payroll Upload by September 15th.
- Month-end Close process implemented.
- Monthly Utility Staff Meeting and Utility Commission Meeting at Heart of the Valley Metropolitan Sewerage District.

JULY DATA





HIGHLIGHTS

- Cheesefest 2017 went well with no major concerns, a bit quieter than some other years.
 - Data:
 - Juvenile tobacco arrests (1)
 - Disorderly Conduct (2)
 - Ordinance warnings (8)
 - Field interrogations (2)
 - Drugs (1)
 - Medical calls (2)
 - ID checks (13)
 - Fights prevented (1)
 - Miscellaneous (21)
 - **TOTAL CONTACTS: (51)**
 - Total Police Cost: **\$5,675**
- Final ALICE Training (active shooter) conducted at Little Chute High School.
- Fox Valley Metro assisted DCI and MEG on taking down a dangerous/violent wanted subject at the Quality Inn in Kimberly; he is facing life in prison on federal drug charges.
- Officer Stahmann conducted an ICAC (Internet Crimes Against Children) investigation and the perpetrator was taken into custody by another jurisdiction.
- Incidents of note:
 - Two felony OWI arrests on July 4th weekend.
 - Traffic Stop for speeding and left of center. Vehicle operator fled on foot. Search warrant for the car yielded a stolen handgun from Green Bay, marijuana and an unidentified white powdery substance. The driver was eventually located and taken into custody in Green Bay.

TOP PRIORITIES FOR AUGUST

- Continue to finalize planning for 2018 budget and staffing.

Fox Valley Metro Police Department

Monthly Report



July 2017

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Total # of Incidents	1051	1071	-2%	6090	6629	-8%
Citizen Generated	611	593	3%	2286	2235	2%
Officer Initiated	414	478	-13%	1476	1806	-18%
Citizen Contacts	281	336	-16%	1006	1203	-16%
Traffic Citations	38	132	-71%	355	598	-41%
Speeding	21	14	50%	60	59	2%
Seatbelt	15	42	-64%	78	179	-56%
OWI	11	12	-8%	34	37	-8%
Ordinance Summons	38	45	-16%	138	165	-16%
UA Drinking	0	1	-100%	1	14	-93%
Parking Tickets	20	19	5%	289	283	2%
Warrant Pick Ups	3	24	-88%	20	80	-75%
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Adult Criminal Referrals	23	14	64%	182	183	-1%
Juvenile Criminal Referrals	0	1	-100%	34	17	100%
Offense Reports (CAD)	936	947	-1%	5320	5759	-8%
Narratives	115	124	-7%	770	870	-11%

Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Promoted Angie Bishop to Adult Services position
- Approved extended hours
- Completed backlog of adult collection weeding
- Bandwidth upgrade (2x)

TOP PRIORITIES FOR AUGUST

- Establish Strategic Plan framework
- Review Adult Collections Turnover
- Prep for expanded hours (open at 9 am)
- Shakespeare and Star Wars program marketing
- Plan Fall/Winter Programming

JULY DATA

Library Visits	Little Chute 10,913
Little Chute 4,525	Kimberly 17,659
Kimberly 7,548	Programs
WiFi Use	Little Chute 9
Little Chute 440	Kimberly 8
Kimberly 456	Program Attendance 1,696
Computer Use	
Little Chute 401	
Kimberly 457	
Circulation	

Parks, Recreation and Forestry Department

HIGHLIGHTS

- Began work on the new landscaping at the Heesakker parking lot located off of Sanitorium Road.
- Held the kickoff meeting with the City of Kaukauna and GRAEF for the environmental phase of the Fox River Boardwalk.
- Received 5 memorial benches to be placed at Doyle Park, Island Park, and Heesakker Park.
- Began work on a written Park Maintenance Plan for the Village's park system.
- Finalized fall/winter program book (proofed; sent to print; sorted/labeled; mailed to LC residents 7/31)
- Build upcoming programs into registration software program (registration begins 8/1)
- Prepared for fall jets football – revised schedule; booked field for home games; contracted officials, athletic trainer, etc.
- Held Movie on the Plaza on July 19 – games, concessions, movie (rain/wind caused us to move into community room at movie time); approx. 75 people attended
- Planning for youth carnival in August (order/purchase prizes, call for volunteer workers, schedule staff, plan activities, etc.)



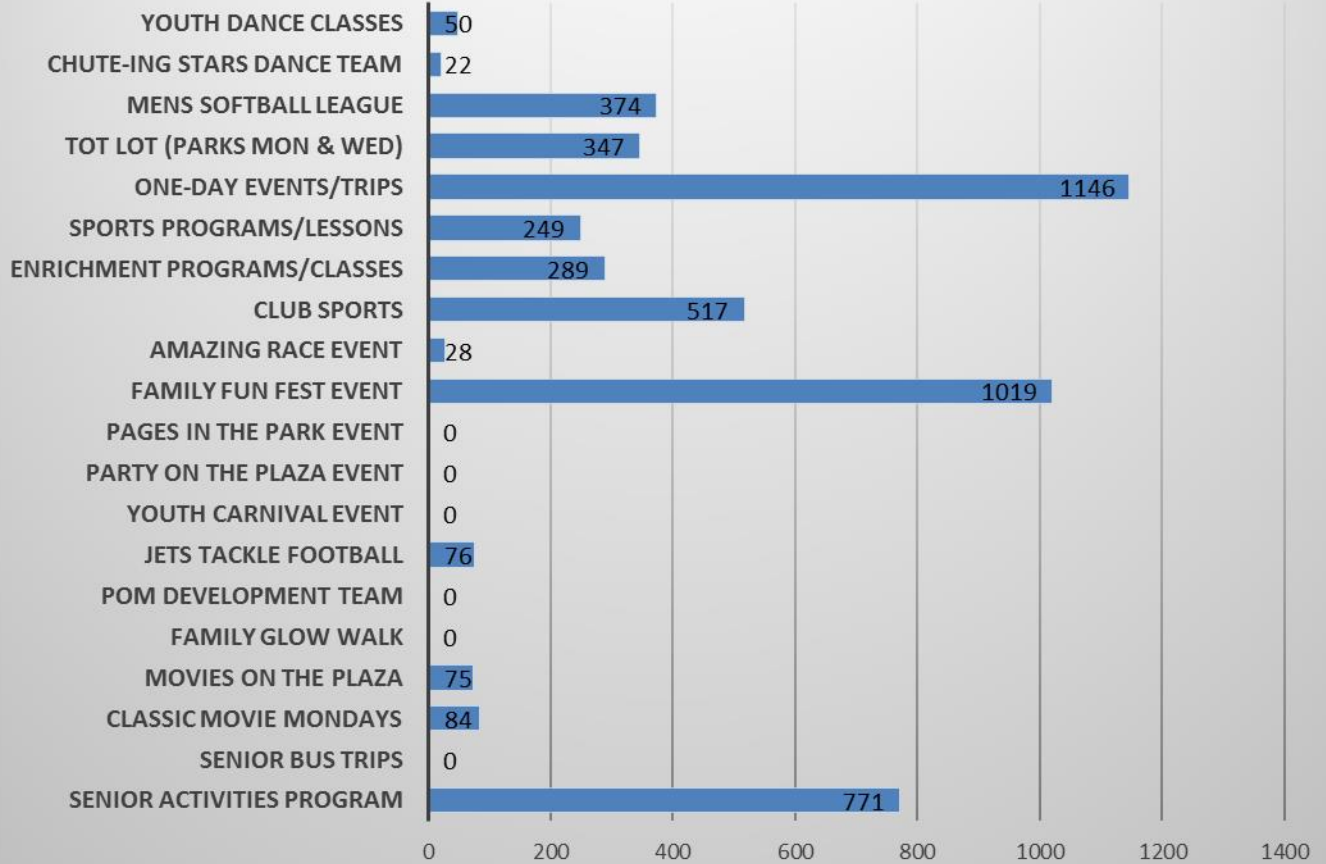
SUMMER PAINTING CLASS

TOP PRIORITIES FOR AUGUST

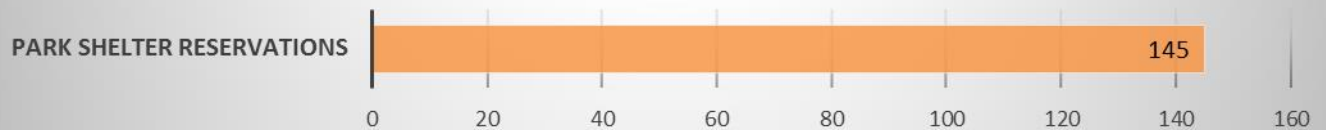
- Phase 1 of the Fox River Boardwalk to begin. AET to begin boring the week of August 14. GRAEF to begin surveying in August.
- Finalize surveys with the Park Planning Commission and Village Board for the community pool survey.
- The Doyle Park Pool's last day of operation is on Sunday, August 20.
- Last week of seasonal park maintenance staff is the week of August 21
- Work with the finance department and parks & recreation staff on the 2018 operating budget.
- Begin work on the terrace tree plan for Harvest Trail. Begin drafting a landscaping plan for tree plantings at Creekview Park.
- Registration for fall/winter programs begins on Tuesday, August 1.
- Prep work for remaining August rec programs - staff scheduling, needed supplies, craft projects, event activities, food/snack for programs, etc.
- Prepare for start of jets football. Organize equipment 8/4. Equipment handout 8/7 AM. Meeting with coaches and players 8/7 PM. First team practice 8/8 PM.
- Finish planning for our annual youth outdoor carnival at Legion Park (staff, game/inflatable stations, signage, concession items, supplies, etc.). Event to be held August 9.
- Planning for fall programs – youth flag football, youth soccer program, youth dance instruction, painting class, teen/adult yoga (equipment, staff, supplies, etc.)



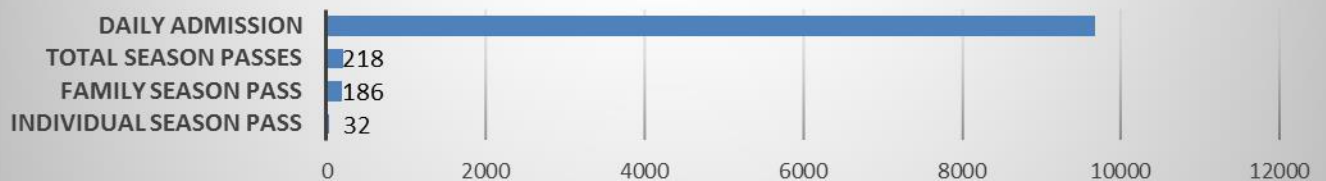
2017 Year-To-Date PROGRAM REGISTRATIONS/PARTICIPATION



2017 Year-To-Date SHELTER RESERVATIONS



2017 Year-To-Date POOL PARTICIPATION COUNTS



Department of Public Works

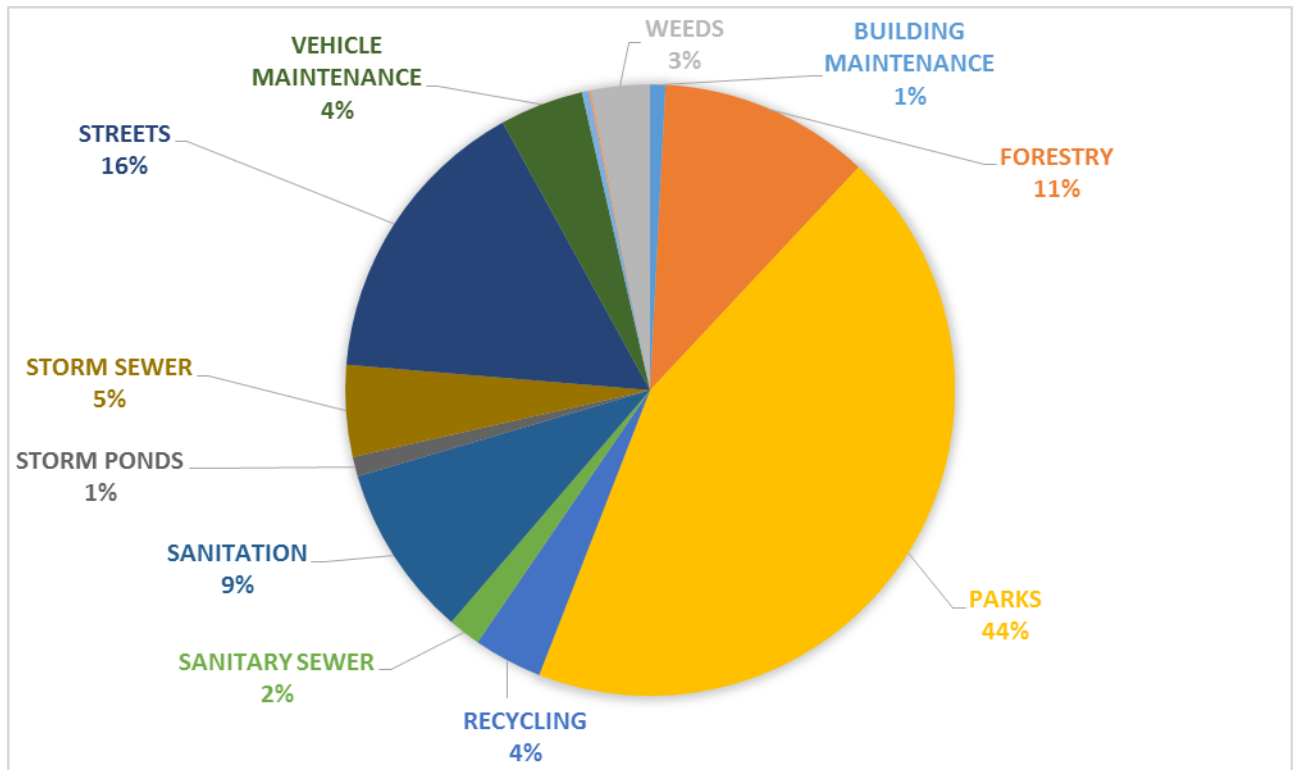
HIGHLIGHTS

- Municipal Services Building:
 - Office walls painted
 - Finish pouring concrete inside all of the building
 - Base coat paved

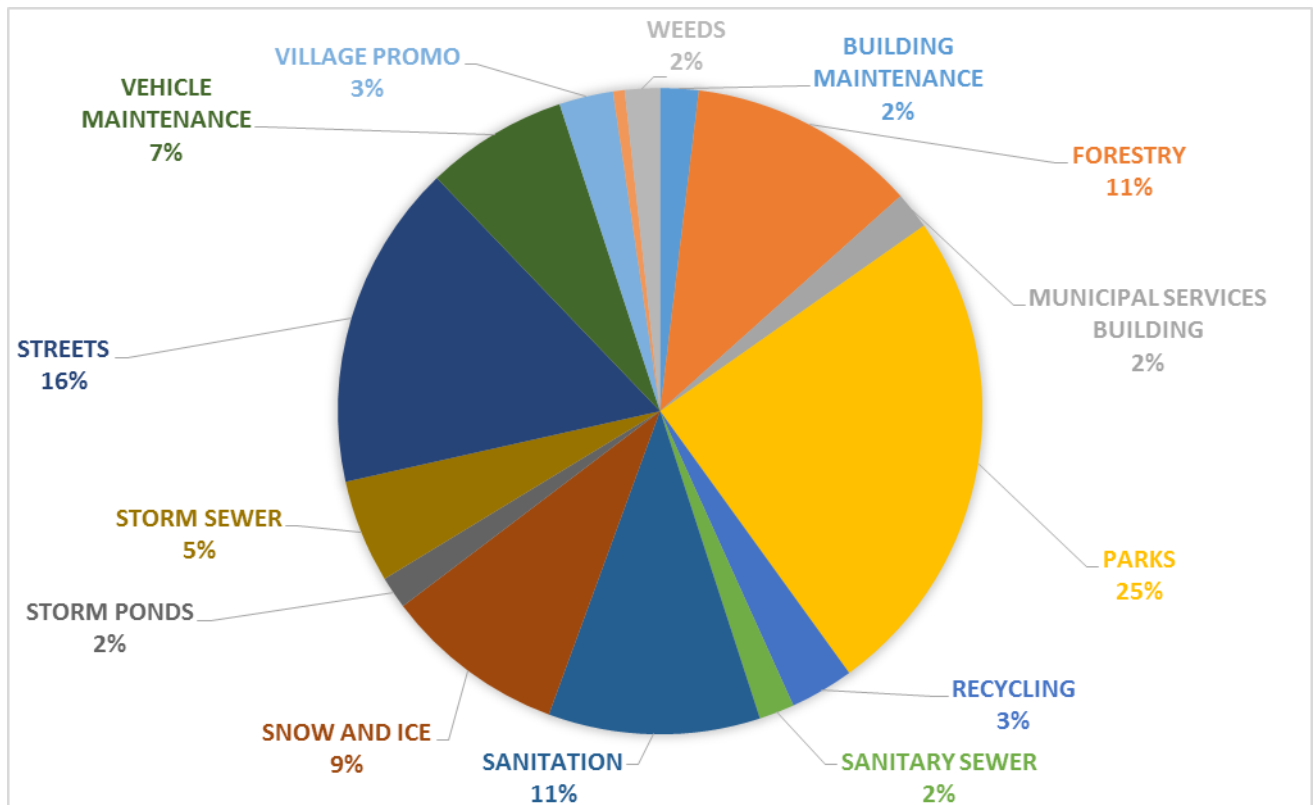
TOP PRIORITIES FOR AUGUST

- Municipal Services Building:
 - Repair storm damage to roof from storm in June
 - Install electrical/gas/water service
- Finish PASER Rating
- Capital Improvement Plan/Budget

OVERVIEW OF HOURS WORKED IN JULY 2017 FOR PUBLIC WORKS



Hours Worked Year to Date



Engineering Department

HIGHLIGHTS

- CIP Cost Estimates – Randolph Drive and Hartzheim Drive.
- ECWRPC – TIP grant application for 2022 construction (Evergreen Drive).
- GIS storm sewer geodatabase continued revision.
- Harvest Trail Street paving installation.
- Collect / record information from 2016 utility and paving construction.

TOP PRIORITIES FOR AUGUST

- **Construction - Harvest Trail Paving Project**
The street paving is completed for Harvest Trail and the contractor continues to make progress by installing the sidewalk and driveway aprons. The remainder of the concrete work will be finished in August with restoration of the terrace to begin by mid-month.
- **Design – Downtown Storm Sewer Project 2018**
The Downtown Storm Sewer design is progressing. The fieldwork and base mapping have been completed and staff is currently working on the layout and pipe sizing for this project. By extending the storm pipe to connect to a water treatment facility redevelopment will be possible for selected downtown parcels.
- **Design – Wilson Street Paving and Utility Project 2018**
The field work and base mapping for Wilson Street has been completed. Revisions to the technical specifications for storm sewer, sanitary sewer, and water main has begun and will run parallel with plan set development. Staff is currently looking at possible design options that may allow Wilson Street storm water and other previously developed downtown parcels to be included in the tributary area to Buchanan Pond.
- **Capital Improvement Projects (CIP)**
Engineering staff is working with the Finance Director to develop a cost effective approach for selecting projects for the next 5-year cycle. To assist in this effort, additional training will be provided to select engineering staff to allow Paser evaluation and priority selection for future paving projects.

