

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – AUGUST 2018



Little Chute

ESTABLISHED 1848

August 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

- The Village's new Finance Director, Valerie Clarizio, was appointed and started in early August and is quickly getting up to speed in her new role. Welcome the team Valerie!
- 2019 Budget guidance and the official budget calendar were adopted. Preliminary work on the budget has been started by all village departments.
- Executed on the second phase of a micro-loan for Seth's Coffee so that they can add outdoor seating.
- The Village Board approved an amended site plan and development agreement for Cherryland's Best, approved an amended a development site plan for CR Structures/Trigger Action Sports development, approved moving forward on maintenance of the Grand Avenue/Main Street crosswalks and approved a recommendation to update traffic controls on CTH N north of I-41.
- Finalized the 2019-2023 CIP with staff.
- With the Heart of the Valley Chamber of Commerce, 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.

TOP PRIORITIES FOR SEPTEMBER

- 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

We would like to thank the residents of Little Chute for their 22% voting participation rate for the Partisan Office Primary election. As always, elections take up a large amount of time and resources in the Clerk's office so a number higher than the Wisconsin average is great. The next two months we will be preparing for the November election along with our other various duties.

- Continue in-person early voting
- Enter returned absentee ballots in voting system
- Public test of voting equipment 8-7-18
- Conduct August 14th Partisan Office Primary Election
- Report election results and ensure timely delivery to the county
- Agendas and Minutes for 5 meetings
- Village Market assistance
- Operator/Solicitor licensing
- Social media/website posting and monitoring
- Supply ordering
- Weekly maintenance reports
- Civic Center/Village Hall rentals

TOP PRIORITIES FOR SEPTEMBER

- Coordinate Communication Calendar
- Finalize the Village Market
- 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

CLERK'S OFFICE DATA FOR AUGUST

Village of Little Chute Website and Social Media Metrics - August 2018						
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Website Visits	11,180	10,521	6.26%	127,849	119,923	6.61%
Website Page Views	16,745	14,194	17.97%	165,816	132,117	25.51%
Facebook Likes	3,000	2,247	33.51%			
Facebook Reach	163,698	52,807	209.99%	579,506	457,150	26.76%
Village Hall Blog View	561	757	-25.89%	4,106	4702	-12.68%
Instagram Followers	390	169	130.77%			
Twitter Followers	295	200	47.50%			
Twitter Impressions	9,855	3,621	172.16%	40,805	45,897	-11.09%

Community Development

HIGHLIGHTS

- Met with Commercial Developers regarding sites in village.
- Continued Inspections of homes, apartments, schools and commercial projects.
- Completed Annexation on Holland Road
- Attended Economic Development Summit in Green Bay
- Assisted developers with Zoning changes and requirements.

TOP PRIORITIES FOR SEPTEMBER

- Meet with builders and owners about upcoming commercial projects.
- Continued Inspections of homes, apartments, schools and commercial projects.
- Inspector code training.
- League Assessor training.
- Budget submissions for 2019.
- Complete TID 6, 7, 8 valuation documents for submittal to the Department of Revenue.
- Assist Administration and Finance with valuation status.
- Assist Administration and Finance with real estate purchase.
- Assist developers with Zoning changes and requirements.

COMMUNITY DEVELOPMENT AUGUST DATA

Community Development Department 2018 Permit Data			
	August-18	2018 TOTALS	2017 TOTALS
Permits Issued	130	475	644
Property Complaints	3	43	37
Property/Field Inspections	111	580	1067
Letters Sent		0	0
Action Corrected	1	9	21
Referred for Action	1	4	0
Ongoing	1	30	16
Community Development Department 2018 Permit Data			
	August-18	2018 TOTALS	2017 TOTALS
Permits Issued	130	475	644
Permit Fees	\$10,712	\$196,089	\$114,330
Permit Value	\$1,372,869	\$38,881,813	\$35,708,279

Finance Department

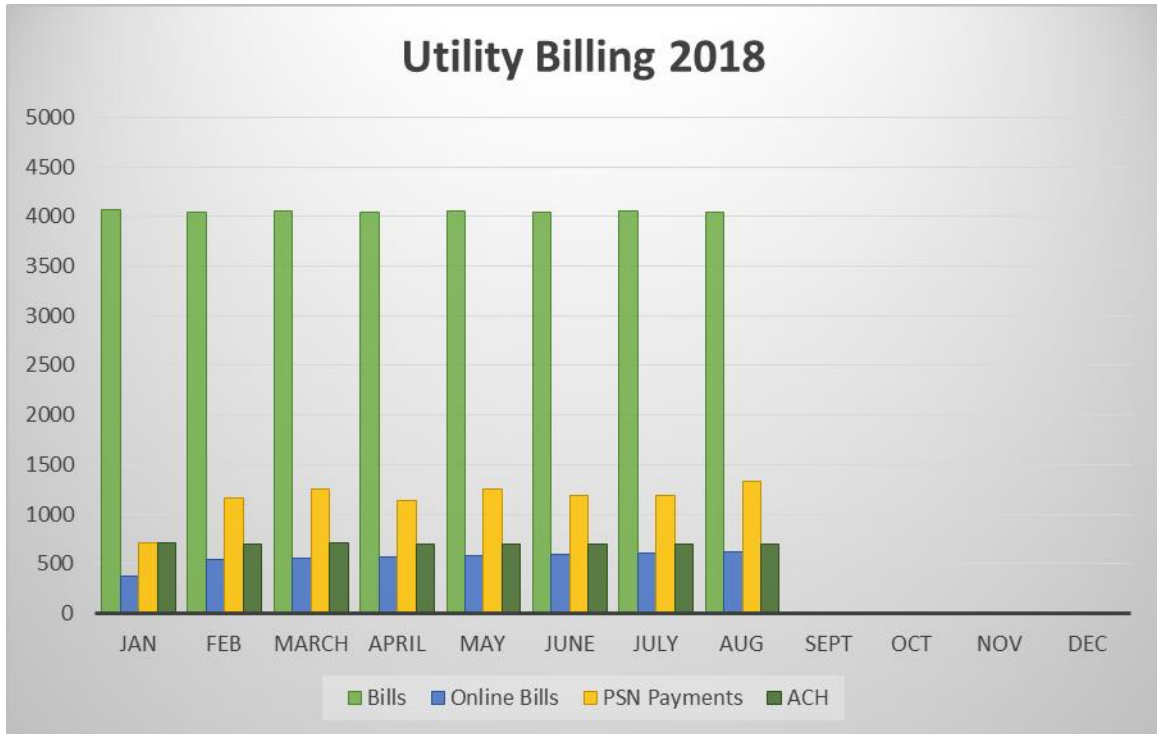
HIGHLIGHTS

- 4,048 Utility Bills created and 698 ACH payments processed by Finance Department.
- 112 Service Orders (Final Reads, High/Low Reads, Meter Installations) for Utility Billing created and coordinated with MCO.
- 615 Ratepayers opted out of postcard billing and 1,325 ratepayers utilized PSN for payments through August 31, 2018.
- 251 Landlord Notices were mailed for tenant delinquency notification.
- Continue work to finalize 2017 Audit.

TOP PRIORITIES FOR SEPTEMBER

- Complete 2017 Comprehensive Audited Financial Statements (Sept/Oct).
- Continue work on the 2019 Budget
- Finance Director will attend the Municipal Treasurer Conference on September 20th and 21st
- Two Finance staff members attended the Civic symposium on September 13th and 14th.

FINANCE DEPARTMENT AUGUST DATA





HIGHLIGHTS

- **HIRING/PROMOTIONS** - With the departure of full-time clerk Inge Murphy, we are in the process of filling that position. The goal is to fill the position by hiring a new, office manager. The new job description was authorized by the board last week. We are working on getting the pay structure approved and the position approved. The plan is post the job internally between both villages.
- **ADMINISTRATION** - On August 29th Chief Meister was a guest on the Fresh Take radio show with Josh Dukelow on WHBY radio. <https://www.whby.com/2018/08/30/fox-valley-metro-pd-chief-on-cooperation-in-law-enforcement/>
- **FACILITIES** - The backup generator for the public safety building recently had to have some repairs done to the tune of several hundred dollars. In speaking with staff and our custodian, it is my understanding that the generator is at or near the point of replacement. This is something we must start planning replacement for. It is estimated that a new system would cost between \$20,000 to \$30,000.
- **FLEET** - Our department currently used Ford Police Interceptors in our fleet. Ford has recently announced that they will be making some significant changes to the Interceptor by 2020. As such, they are manufacturing only a limited number of Interceptors for the 2019 model year. We must prepare for the possibility that we might have to purchase another make/brand of squad cars in the coming years.
- **PATROL** –
 - With the start of school, we have had extra patrol being conducted around the schools to enhance safety for the students.
 - In preparation for the start of school, the social media team produced a brief video about traffic safety in the school zones. The video consisted of an adult, school crossing guard showing the public how to drive in the school zones.
 - Our department was able to purchase a drug processing ventilation hood through a local grant. The device allows for our staff to open, test and package substances in a safe manner. The grant is through the Capital Credit Union Elevate Communities Grant. We were awarded \$5,000.00. The ventilation hood cost about \$3,500. The remaining funds are being used to purchase other testing and safety equipment associated with processing drugs for evidence.
- **INVESTIGATIONS**
 - Investigator Van Schyndel and Capt. Slotke transitioned into taking the lead on evidence/property management since Clerk Murphy had previously done this but has since left the department. They are also processing all evidence requests from the District Attorney's Office.
 - A full audit of our evidence room was conducted.
 - Three (3) officer candidate background checks were completed.
 - Sexual Assault Kit Initiative (SAKI) kits are coming back from crime lab and follow up being completed.
 - Scam/fraud case investigated from Kentucky PD
 - Numerous devices (over 20 done and more than 20 more to go) were digitally examined for a variety of cases to include child porn, child exploitation, stalking, sexual assault, scam/fraud, domestic violence and drugs.
 - Multiple sexual assault cases are being worked on.
 - There was a stalking case investigated which resulted in a search warrant for residence.
 - Child exploitation case resulting in search warrant for residence.
 - Two (2) electronic devices were forensically analyzed for Kaukauna PD
 - We had a drug overdose death investigation
 - We had a suicide death investigation case
 - A Multi jurisdiction fraud case was solved and closed with lots of high value items recovered.
- **TRAINING**
 - The two, new patrol officers are in about their third week of their 12-week field training process.
 - Department Unified Tactics training has begun.
- **SPECIAL EVENTS**
 - During August we participated in the Touch a Truck Event at Doyle Park and Cop on a Rooftop event at the Dunkin Donuts in Darboy.

As always, you can check out what we're doing by visiting our Facebook page:
<https://www.facebook.com/FoxValleyMetro>

FOX VALLEY METRO POLICE DEPARTMENT AUGUST DATA

The below table shows activity for August 2018. Some information is incomplete due to the transition from the old records system to the new one.

August 2018						
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Total # of Incidents				5648	5039	12%
Citizen Generated				1441	1655	-13%
Officer Initiated				1149	1062	8%
Citizen Contacts	284	212	34%	1438	1127	28%
Traffic Citations	105	87	21%	591	509	16%
Speeding	18	20	-10%	113	81	40%
Seatbelt	5	17	-71%	61	92	-34%
OWI	13	4	225%	49	30	63%
Ordinance Summons	25	25	0%	185	144	28%
UA Drinking	0	3	-100%	2	5	-60%
Parking Tickets	13	16	-19%	398	304	31%
Warrant Pick Ups				12	17	-29%
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Adult Criminal Referrals				135	159	-15%
Juvenile Criminal Referrals	1	6	-83%	33	72	-54%
Offense Reports (CAD)				5118	4445	15%
Narratives				530	594	-11%

Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Summer Reading Program 2018 has been completed. The library has been a busy place this summer, and it is great to see so many families excited about reading and enjoying the great programs that are offered. - Ann
- All staff training on Inter Library Loan. Staff was trained in placing orders and checking the status for items held by libraries outside the library catalog. This will help us provide immediate information to patron's information request in regard to orders.
- Little Chute Digital signage has been up for several months and staff are keeping programs updated weekly.
- Jon Wos facilitated a collaborative art project he will be donating to Kimberly when is has been completed. The piece is a grouted glass bookshelf. Several community members helped create the piece.
- Leif Larson donated a concept painting of the mural on S & S Trading. The piece is currently on display in the Little Chute Library.
- Little Chute bookshelves were moved to eliminate the accessibility issues from support columns. We completed the task with the help of a volunteer who also helped with wallpaper removal.
- Our library team performed exceptionally during a three day internet outage in Little Chute due to an equipment failure on the AT&T network. Patrons could not use our computers for internet but the team maintained circulation and services the best they could with help from the Kimberly Library. Several team members put in extra hours to clean up items that could not be checked in and shelved during the outage.

TOP PRIORITIES FOR SEPTEMBER

- 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 review and strategy development
- Winter programming planning, and Fall program finalization.
- Develop Annual training schedule.
- 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.
- Complete donation request for hotspot.
- Continue to lead Integrated Library System (Catalog and Database) merger discussions with Winnefox.
- Recruit members to the Friends of the Library.

JOINT LIBRARY AUGUST DATA

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

Category		Current	Current	Current	YTD	Previous	% Change
		Month KIM	Month LT	Month Combined	Combined	Year Comparison	
Circulation		16,109	10,853	26,962	197,919	26,018	4%
	Self Check included above	2794	2500	5,294			
		17%	23%		-		
Collections	Title count	41,640	41,424	83,064		85,328	-3%
	Item count	43,605	43,006	86,611		89,269	-3%
Computer Use	Sessions	674	397	1,071	8,106	1,069	0%
Wireless	Distinct clients	486	475	961	7,452	893	8%
	Daily average	35	29	64	64	60	7%
Interlibrary Loan	Items borrowed	4,062	2,275	6,337	48,512	6,082	4%
	Items loaned	2,938	3,236	6,174	46,429	5,274	17%
Overdrive Usage	eBook uses	682	497	1,179	7,175	1,209	-2%
Previous Month	Audiobook uses	276	161	437	7,629	512	-15%
	Video	2	1	3	4,641	2	50%
RB Digital	Magazine uses	9	2	11	268	13	-15%
Patron Visits		6,143	3,839	9,982	77,931	9,091	10%
Programming	Adults	2	4	3	22	12	-75%
	Children	1	2	-	47	8	-100%
	Teens	-	-	1	9	2	-50%
	Community (all ages)	-	1	1	7	1	0%
Program Attendance	Adults	44	35	79	706	122	-35%
	Children	60	300	360	3,955	237	52%
	Teens	-	-	-	100	5	-100%
	Community (all ages)	-	252	252	322	300	-16%
Web Site sessions				4,799	14,925	4,575	5%
Social Media	Facebook fans			1,652		1,340	23%
	Pinterest viewers			345		250	38%
	Twitter followers			111		109	2%
Hoopla							
	Audiobook	September	October	November	December	January	February
	Comics	27	30	30	40	86	95
	Ebook	0	0	0	4	22	9
	Movie	15	13	27	43	66	40
	Music	12	22	18	23	32	22
	Television	11	9	14	16	19	16
		2	1	3	1	17	16
	Audiobook	March	April	May	June	July	Aug
	Comics	111	105	101	127	127	136
	Ebook	8	8	15	11	13	11
	Movie	48	57	59	41	50	46
	Music	34	23	16	27	22	29
	Television	24	33	20	18	26	24
		8	14	15	20	13	18

Parks, Recreation and Forestry Department

HIGHLIGHTS

- Began grading work at the Legion 3 Baseball Field.
- The municipal services crew removed over 20 stumps in the Village.
- All seasonal staff left for the season in parks, recreation, and the pool.
- Partnered with the library to host pages in the park.
- Hosted the Youth Carnival, Party on the Plaza, and Movie on the Plaza.
- Community Band held their final summer concert.
- Hired crossing guards for the upcoming school year and held our summer meeting in cooperation with the Village of Kimberly.
- Volunteers installed sidewalk around the south east corner of the Rec Center at Van Lieshout Park.
- Hosted our first ever dog swim at Doyle Pool on August 25.
- Registration for fall/winter programs began on Wednesday, August 1 – families can register online, in our office, or by mail
- Held annual Youth Outdoor Carnival at Legion Park 8/8 – over 800 people attended (event included numerous games & inflatables, prizes, balloon twister, DJ, and food)
- Held our second Movie On The Plaza event on Wednesday, August 8 (rescheduled from 8/1 due to bad weather) – over 125 attended
- Jets Football season began on 8/13 – total of 74 players registered (equipment handout 8/13 AM, player meeting with coaches on 8/13 PM, practice started 8/14 PM)
- Held our first Touch A Truck Event at Doyle Park on 8/14 – over 400 people attended (free event included exploring various vehicles, kids hats, games, and craft)
- Held our annual Party On The Plaza (joint program with library) on 8/15 – over 350 attended (free event included large games for families to play, culvers ice cream, live band, and craft)

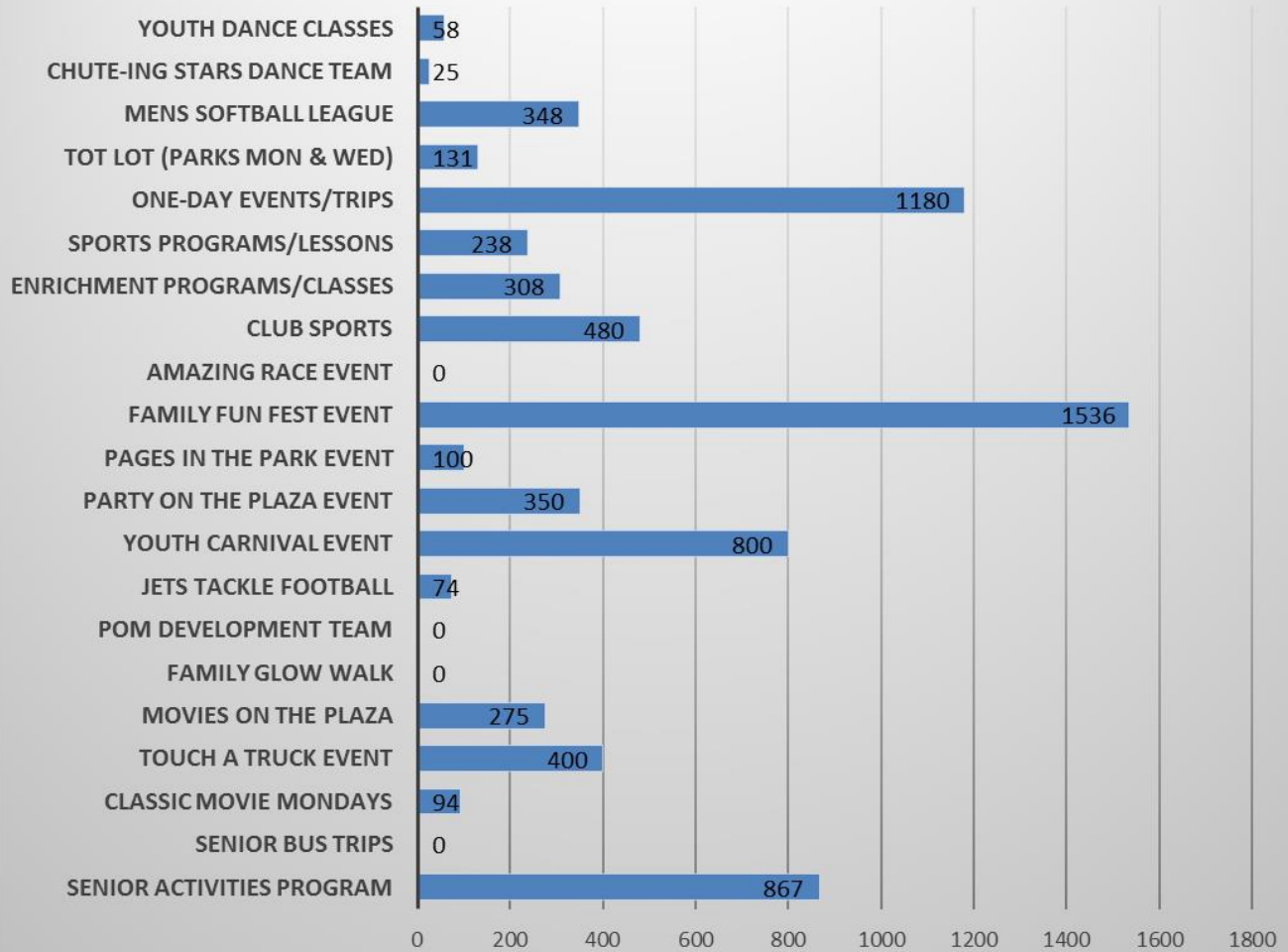


TOP PRIORITIES FOR SEPTEMBER

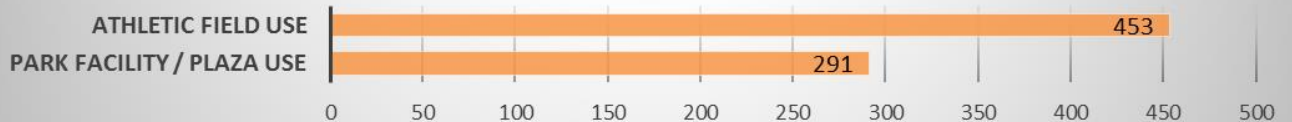
- Install the new monument sign outside Fox Valley Tool and Die and retro fit two other monument signs through the Village Wayfinding Plan.
- Midwest Athletic Fields to begin work on Van Lieshout Baseball Field Infield Renovation Project in late September.
- Compile the municipal tree planting list for October.
- Plan and prepare for the Creekview Park Playground Installation scheduled for October 3.
- Final prep for fall programs starting in September – teen/adult yoga, pom development team, youth soccer, youth flag football (schedules, rosters, concussion forms, equipment, ...)
- Planning for jets football banquet in October (confirm banquet hall and meal, 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.)



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

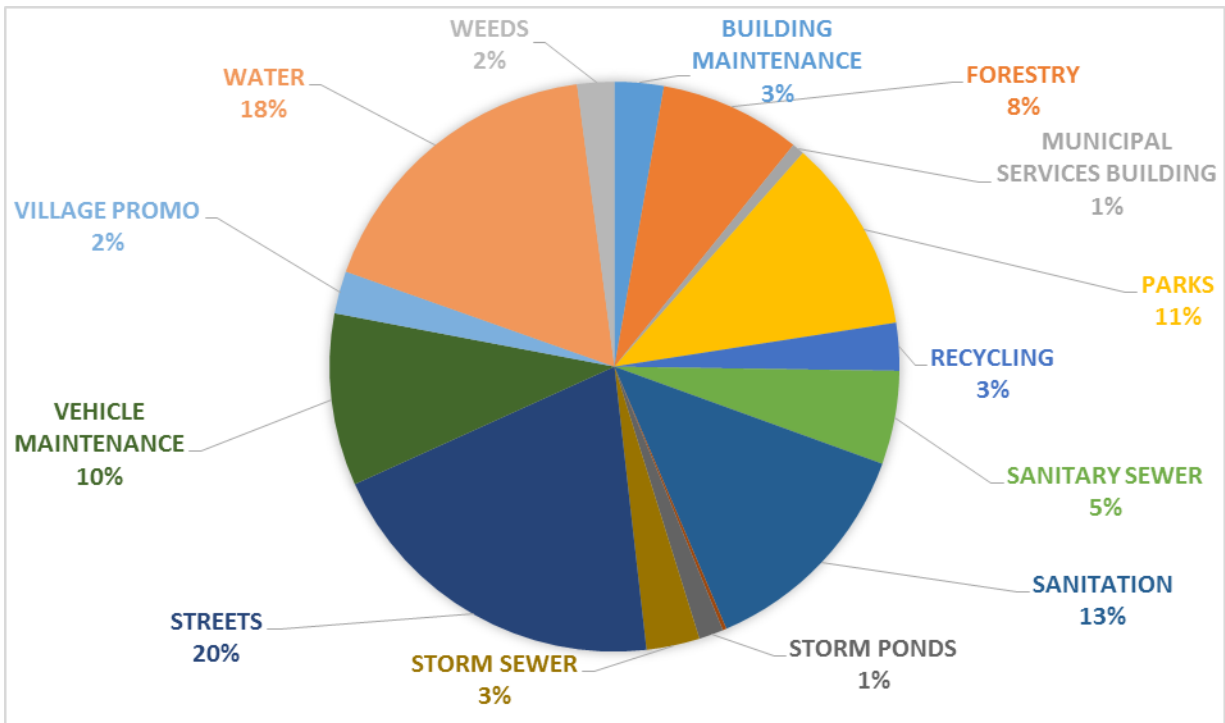
HIGHLIGHTS

- Marty Janssen, Operations Manager and the three working foreman Todd Bruyette, Vincent Lamers and Jason Verbeten, attended a Leadership Skills for Supervisors Conference.
- On 8/28 the Village received a large rainfall (over 2 inches). Had some flooding in areas and a water main break on Moasis Drive at Taylor.
- Started crack sealing streets. Will continue in September.
- Painted cross walk and other pavement markings in school zones in preparation of the first day of school.

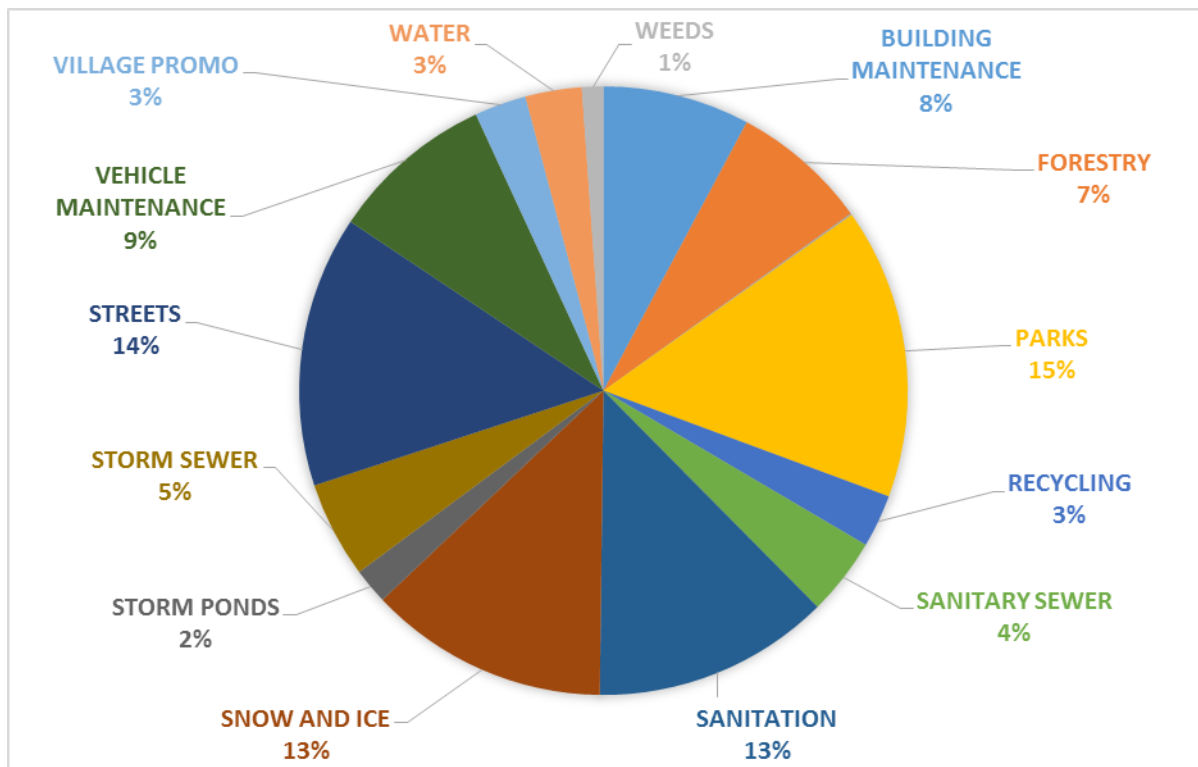
TOP PRIORITIES FOR SEPTEMBER

- Continue to develop a fleet management program.
- Purchase final two vehicles in the 2018 CIP Budget.
- Posted open Public Works Parks Forestry crew position. Deadline to accept applications will be September 28th. For more information visit <http://wi-littlechute2.civicplus.com/jobs.aspx> or call (920) 423-3865.
- Start storm water management program.
- Prepare fleet for fall leaf collection.
- September 10th-11th - Kent Taylor, Director of Public Works, and Scott Wegand attended a two day stormwater conference “Certified Municipal Stormwater Inspector”. The conference focused on stormwater permit compliances.
- Residential tire pickup from September 17th to 20th. Up to four residential tires per household.

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

- **Daytona Lane, Wilson Street & Hayes Street Paving Projects 2018** - Vinton Construction has completed road concrete paving operations on all three 2018 project streets.
- **2019 Bohm Drive – Water Main** - The field survey work for this project is completed and base mapping has begun.
- **Evergreen Drive Design** - The field survey information has been collected for all of Evergreen Drive from French Road to Freedom Road. Base map preparation has also begun.
- **Certified Survey Map** - A Certified Survey Map (CSM) for a parcel currently Owned by the Village of Little Chute is completed and is ready to be recorded.

TOP PRIORITIES FOR SEPTEMBER

- **Downtown Crosswalk – Main & Grand** - A favorable bid was received and approved by the Village Board to move forward with construction. Work is expected to be completed by September 17th with normal traffic re-established by this date.
- **Quiet Zone Presentation** - A presentation will be provided to the Village Board on September 26, 2018 by the Village Consultant to discuss what will be necessary to move forward in order to create a Village wide quiet zone.
- **Daytona Lane, Wilson Street & Hayes Street Paving Projects 2018** - Sidewalk and apron restoration is on schedule with substantial completion expected by September 21st.
- **Downtown Storm Sewer Project** - Storm sewer construction is complete and restoration efforts for paving and grass areas are expected to be completed by the end of September.
- **2018 Village of Little Chute Staff Engineer** - The Engineering Department is thankful for the dedication and effort of our Staff Engineer Kurt Geiger who devoted much of his time in the design and reconstruction of existing streets and public utilities. Kurt has accepted a position with a private consulting firm in Fond du Lac. We wish Kurt the best of luck with his career!

