

# VILLAGE OF LITTLE CHUTE MONTHLY REPORT – OCTOBER 2018



## ***Little Chute***

ESTABLISHED 1848

October 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.

## VILLAGE OF LITTLE CHUTE MONTHLY REPORT – OCTOBER 2018

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](http://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

- On October 3<sup>rd</sup> Regular Board meeting, the Board of Trustees adopted the 2019-2023 Capital Improvement Plan.
- The Board of Trustees held numerous budget workshops in October focused on the 2019 Budget. In late October, the Board met with Village of Kimberly leaders to approve the 2019 budgets for our joint departments.
- A number of staff and board members attended the annual League of Wisconsin Municipality conference in the Wisconsin Dells.
- Continued work with a number of industrial and commercial developers regarding future opportunities in the Village of Little Chute.
- The Village of Little Chute purchased a vacant parcel to be utilized for a future storm water treatment facility.
- Began the process of 2018 evaluations for all employees, including administration. All employees had the opportunity to participate in 360 surveys.
- Hosted two training opportunities for staff, including Active Bystander Training in late October.

## TOP PRIORITIES FOR NOVEMBER

- Finalize the 2019 budget which will be presented for adoption on the 28th of November.
- Finalize 2018 personnel reviews for all staff.
- Close on a façade loan for a renovation at 820 Madison Street.
- Continue to work with developers and private businesses on economic development related matters.
- Begin preparing for end of the year efforts related to reporting, personnel and development related matters.

# Clerk

## HIGHLIGHTS

On October 1<sup>st</sup> the Clerk's office unofficially opened early voting. A week later, we started announcing on our social media platforms that we were here and ready for anyone that wanted to early vote. This is a great way to avoid the lines that were sure to be long for the November 6<sup>th</sup> election. Typically, the state mandate for early voting is two weeks prior to the election. Due to excellent planning and responding to the needs of our residents, we were able to service over 1,400 voters, which is close to 25% of our total registered voters.

- Facilitate in-person voting
- Mailed out daily absentee ballots and tracked returned ballots
- Public Testing of equipment
- Organize election day agenda and 26 workers
- Completed voting signage
- Set up for election day polling locations
- Communicate trick or treat information
- Continue working on the Winter Newsletter
- Complete social media postings and tracking
- Agendas and Minutes for 7 meetings
- Maintenance reports
- Supply ordering
- Operator and Solicitor licensing
- Village Hall scheduling (Civic Center closed for renovations)

## TOP PRIORITIES FOR NOVEMBER

- Facilitate the November 6<sup>th</sup> Election
- Enter all election day registrations and votes into our State system
- Organize and deliver all election materials and ballots
- Complete recording of results to county
- Continue working on the Winter Newsletter
- Complete social media postings and tracking
- Agendas and Minutes for 5 meetings
- Organize employee anniversary pizza party
- Supply/calendar ordering
- Operator and Solicitor licensing
- Village Hall scheduling (Civic Center closed for renovations)

## CLERK'S OFFICE DATA FOR OCTOBER

<b>Village of Little Chute Website and Social Media Metrics - October 2018</b>						
	<b>This Month</b>	<b>This Month Last Year</b>	<b>% Change</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>% Change</b>
<b>Website Visits</b>	11,464	9,714	18.02%	148,250	138,576	6.98%
<b>Website Page Views</b>	15,666	15,217	2.95%	198,673	163,008	21.88%
<b>Facebook Likes</b>	3,071	2,307	33.12%			
<b>Facebook Reach</b>	48,982	39,337	24.52%	664,979	537,996	23.60%
<b>Village Hall Blog View</b>	457	2,837	-83.89%	5,154	8,379	-38.49%
<b>Instagram Followers</b>	410	179	129.05%			
<b>Twitter Followers</b>	306	223	37.22%			
<b>Twitter Impressions</b>	4,972	1,549	220.98%	50,418	48,883	3.14%

# Community Development

## HIGHLIGHTS

- Met with Commercial Developers regarding sites and TIF in village.
- Continued Inspections of homes, apartments, schools and commercial projects.
- Met with Weights and Measures team.
- Met with local business regarding parking/zoning.
- Attended League Conference in Wisconsin Dells
- Attended and assisted Plan Commission with numerous items.

## TOP PRIORITIES FOR NOVEMBER

- Meet with builders and owners about upcoming commercial projects.
- Attend Design Review Meetings.
- Attend ECWRPC Smart Communities, Smart Corridors @ Bridgewood Conference Center.
- Continued Inspections of homes, apartments, schools and commercial projects.
- Attend Department of Revenue meeting in Green Bay
- Assist developers and engineers with Zoning requirements.

## COMMUNITY DEVELOPMENT OCTOBER DATA

Community Development Department 2018 Permit Data				
	September-18	October-18	2018 TOTALS	2017 TOTALS
Permits Issued	48	25	548	644
Property Complaints	3	3	49	37
Property/Field Inspections	84	92	756	1067
Letters Sent			0	0
Action Corrected	2	2	38	21
Referred for Action	1	1	6	0
Ongoing	1	3	11	16
Community Development Department 2018 Permit Data				
	September-18	October-18	2018 TOTALS	2017 TOTALS
Permits Issued	48	25	548	644
Permit Fees	\$7,968	\$7,273	\$211,330	\$114,330
Permit Value	\$897,332	\$1,269,893	\$41,049,038	\$35,708,279

# Finance Department

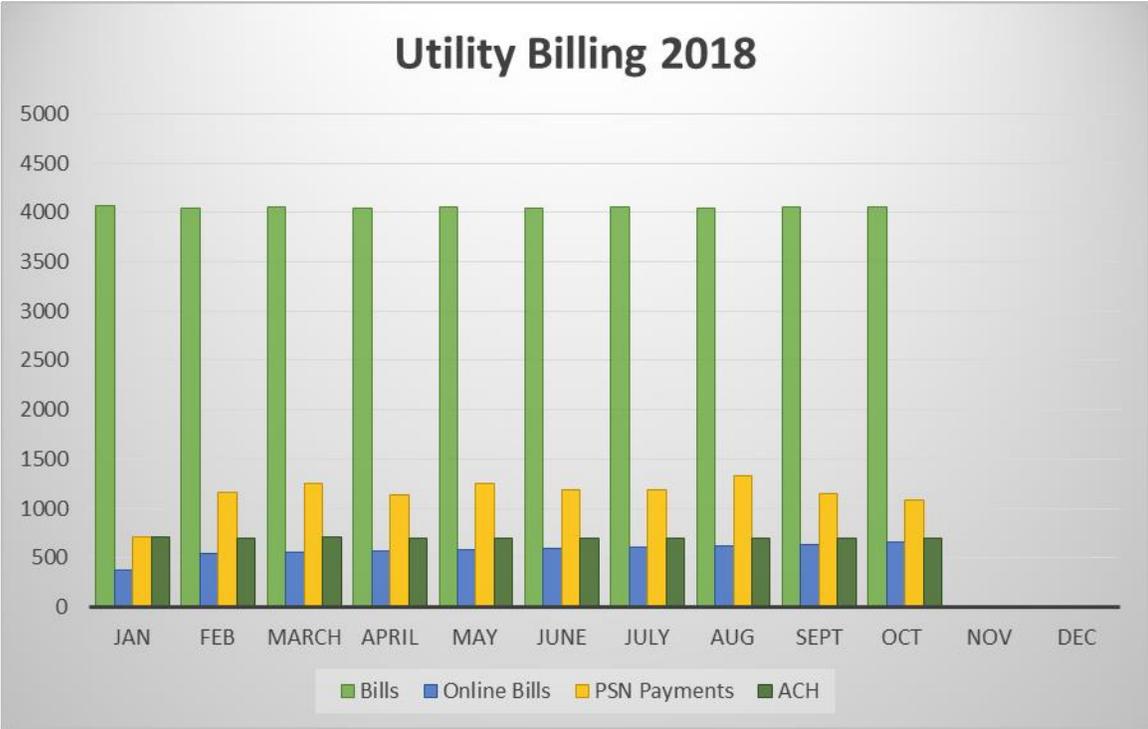
## HIGHLIGHTS

- 4,057 Utility Bills created and 700 ACH payments processed by Finance Department.
- 108 Service Orders (Final Reads, High/Low Reads, Meter Installations) for Utility Billing created and coordinated with MCO.
- 652 Ratepayers opted out of postcard billing and 1,083 ratepayers utilized PSN for payments through October, 2018.
- 735 Landlord Notices were mailed for tenant delinquency notification.
- Continued work to finalize 2017 Audit.
- Continued work on the 2019 Budget.

## TOP PRIORITIES FOR NOVEMBER

- Continue work on the 2019 Budget.
- Prepare Tax Roll.
- Recruit an Accounting/Payroll Clerk to fill a vacant position.
- Process employees benefit enrollments/changes during the open enrollment period.

### FINANCE DEPARTMENT OCTOBER DATA





## HIGHLIGHTS

### ADMINISTRATION

- With the change of the both villages crossing guards coming back to Metro at the start of the new year, we are expecting a smooth/seamless transition. We are planning a meeting with the crossing guards sometime in December to go over the logistics of this change.
- Our new Administrative Manager is now on board with us. Kelly Vanden Heuvel came from the Little Chute Finance Dept. We are prioritizing her training to include familiarization with our records management system, payroll, accounts payable and open records laws.
- On October 31st I met with safety staff from Heartland Technology Group Inc. at their facility in Little Chute to discuss safety training, emergency response planning. I also conducted a walk-through of their rather large facility.

### FACILITIES

- If you have been to the police dept. lately you may have noticed some changes to our lobby. We have a video screen that now serves as sort of an informational kiosk. The screen has a looped slide show that presents a variety of information to the public while they might be waiting in our lobby.
- Just want to remind everyone that we now have a secure, medication disposal box in our lobby. The box was free through a grant from CVS Pharmacies. To date, we have collected over 20 lbs. of unwanted medications in the box.

### FLEET

- We are preparing to have the two, new squads upfitted with the necessary equipment. We hope to have them in-service by the middle of December.
- Kudos to Lt. Mark Ullman! Several squad cars needed new tires due to regular tread wear. Lt. Ullman was able to put together several sets of tires with all the full-sized spare tires from the squad cars and put them on the cars needing new tires. I would estimate we saved about \$2,200.00 by doing this.

### PATROL

- On Monday October 8th at about 9AM, our department responded to a report of an intruder/active shooter at Mapleview School in Kimberly. After a quick and dynamic response from our agency and five other law enforcement agencies, we determined that the alarm/report was false. The event was quite traumatic for the students and staff. Below is a picture of some "Thank you" cards we received from the students. One thanked us for coming on such short notice.
- On that note, to more effectively respond to active shooter type incidents, we have purchased and equipped our patrol rifles with new optics. These optics are better than the stock, "iron sights" for close quarter type incidents. Below is a picture of a rifle with the new optics installed.
- During the month of October officers completed their physical fitness testing which consisted of pushups, sit ups and a one and half mile timed run.

### INVESTIGATIONS

- Numerous drug complaints were investigated by Metro while working cooperatively with the Lake Winnebago Area Metro Drug Unit.
- Our investigator has conducted multiple digital forensic evidence extractions from various personal electronic devices and computers related to several child porn/child enticement cases.

### TRAINING AND SPECIAL EVENTS

- Investigator Van Schyndel went to WACCI (Wisconsin Association of Computer Crime Investigators) training, where he received advanced training on mobile and computer forensics, etc.
- Officers volunteered at Culvers on October 24th from 11AM to 7PM. Proceeds from the sales are going to the Lights of Christmas Program: <https://www.facebook.com/LightsOfChristmasOutreach/>
- We are also selling calendars at the PD from this program. Area law enforcement agencies are represented during each month on the calendar. Metro is featured in November of 2019. Calendars are \$20.00 each. I have intentionally darkened the photo of our department in the hopes of enticing more of you into purchasing the calendar to see our photo. We hosted a community-wide drug take back event on Saturday, October 27th at the Little Chute Village Hall. We collected about 44lbs. of unwanted medications during this event.
- Additional officers were working during Trick-or-Treat and handing out candy and treats in various areas in the community.

# FVMPD OCTOBER DATA

FOX VALLEY METRO POLICE DEPARTMENT

CAD Calls by Day and Time

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Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
00:00-00:59	10	11	11	7	5	9	16	69
01:00-01:59	8	9	7	5	12	11	11	63
02:00-02:59	6	8	4	8	2	8	8	44
03:00-03:59	3	4	2	1	9	2	2	23
04:00-04:59	2	5	4	2	6	2	7	28
05:00-05:59	5	5	2	9	6	4	2	33
06:00-06:59	4	3	2	0	0	2	1	12
07:00-07:59	9	10	8	4	6	6	4	47
08:00-08:59	6	7	9	9	6	2	1	40
09:00-09:59	4	7	4	3	4	5	5	32
10:00-10:59	5	8	7	6	4	9	4	43
11:00-11:59	4	13	10	6	5	8	5	51
12:00-12:59	2	3	7	2	4	7	2	27
13:00-13:59	6	8	4	6	4	6	7	41
14:00-14:59	4	11	9	6	8	5	5	48
15:00-15:59	16	8	4	6	7	3	2	46
16:00-16:59	4	14	3	5	11	2	10	49
17:00-17:59	3	4	10	7	5	3	5	37
18:00-18:59	8	7	10	7	2	8	6	48
19:00-19:59	7	4	5	6	2	9	6	39
20:00-20:59	2	7	4	3	3	6	5	30
21:00-21:59	3	4	9	4	1	3	3	27
22:00-22:59	11	11	7	6	4	7	7	53
23:00-23:59	9	15	8	8	13	8	7	68
<b>Total by Day</b>	<b>141</b>	<b>186</b>	<b>150</b>	<b>126</b>	<b>129</b>	<b>135</b>	<b>131</b>	<b>998</b>

Reported Offense Total Incidents

Agency: FOX VALLEY METRO POLICE DEPT

ACC ACCIDENT	2
ALRM ALARM	49
ANML ANIMAL	10
ASST ASSIST	35
AVEH ABANDONED VEH	62
BIKE BICYCLE STOP	10
BURG BURGLARY	1
CALL 911 CALL	1
CH51 EMERGENCY COMM	19
CRIP CRIME PREVENTION	1
DIST DISTURBANCE	133
DOM DOMESTIC	28
DRUG DRUGS/DRUG OVERDOSE	5
DTP DAMAGE TO PROPERTY	5
FIRE FIRE/HAZMAT/SPILLS	8
FRAU FRAUD	1
HARS HARASSMENT	8
HZRD HAZARD	14
JUV JUVENILE	15
LAF LOST AND FOUND	13
LOUT LOCKOUT HOME/VEH	14
MED MEDICAL	8
MISS MISSING PERSON	40
OPDR OPEN DOOR	1
ORD ORDINANCE	17
PARK PARKING	15
PNB PNB	20
SOFF SEX OFFENSE	1
SUIC SUICIDE	3
SUSP SUSP INCIDENT/PERSON/VEH	1
THEFT THEFT/ROBBERY	38
TRES TRESPASS	25
TRSF TRAFFIC SAFETY	1
TS Traffic Stop	14
VIOL VIOLATION COURT	317
WELF WELFARE CHECK	8
WRNT WARRANT	50
	7

Total Incidents for This Agency: 1000

# Kimberly/Little Chute Joint Public Library

## JOINT LIBRARY OCTOBER DATA

### MONTHLY STATISTICS REPORT - KIMBERLY-LITTLE CHUTE PUBLIC LIBRARY - OCTOBER 2018

Category		Current	Current	Current	YTD	Previous	% Change
		Month KIM	Current Month LIT	Month Combined	Combined	Year Comparison	
Circulation		13141	9180	22321	239871	20787	7%
Self Check included above		1686	1901	3,587			
		13%	21%		-		
Collections	Title count	41261	40641	81902		83302	-2%
	Item count	43142	42088	85230		88157	-3%
Computer Use		646	342	988	988	1087	-9%
Wireless	Distinct clients	436	480	916	916	869	5%
	Daily average	32	34	66	66	69	-4%
Interlibrary Loan	Items borrowed	3982	2210	6192	6300	4845	28%
	Items loaned	2714	3200	5914	5914	4715	25%
Overdrive Usage (Previous month)	eBook uses	610	481	1091	13086	902	21%
Overdrive Usage (Previous month)	Audiobook uses	263	146	409	409	515	-21%
RB Digital	Magazine uses	72	22	94	8536	1	
Patron Visits		5071	3498	8569	13210	9071	-6%
Programming	Adults	12	8	20	20	14	43%
	Children	11	10	21	85856	15	40%
	Teens			0	0	3	
	Community (all ages)						
Program Attendance	Adults	194	114	308	367	283	9%
	Children	558	260	818	827	532	54%
	Teens			0	7	6	
	Community (all ages)						
Drop-In Programming	Literacy stations	3	3	6	6	4	50%
	Participation	296	161	457	1264	172	166%
eReader Help Sessions				5		6	-17%
Web Site Hits				7107	7429		
Social Media	Facebook fans			1678		1314	28%
	Pinterest followers			168		160	5%
	Twitter followers			115		107	7%
	YouTube views			25744		24134	7%

### Hoopla

	September	October	November	December	January	February
Audiobook	158	168	30	40		86
Comics	14	18	0	4		22
Ebook	52	52	27	43		66
Movie	15	24	18	23		32
Music	13	15	14	16		19
Television	10	11	3	1		17

	March	April	May	June	July	Aug
Audiobook	111	105	101	127		127
Comics	8	8	15	11		13
Ebook	48	57	59	41		50
Movie	34	23	16	27		22
Music	24	33	20	18		26
Television	8	14	15	20		13

# Parks, Recreation and Forestry Department

## HIGHLIGHTS

- Trained by WI DOT and Lunda to operate the Mill Street Bridge.
- Attended the LWM and WPRA Conference.
- Creekview Park playground was installed in cooperation with the Little Chute Kiwanis.
- Finished the Legion 3 Outfield Grading Project.
- Midwest Athletic Fields finished the Van Lieshout Infield renovation project.
- Village staff began installing the village wayfinding signs throughout the Village.
- Held Family Glow Walk at Van Lieshout Park on 10/6/18 – total of 127 participants walked decorated park trails to gather various glow items and participate in fun glow games.
- Fall Youth Soccer Program and Flag Football Programs finished their seasons in middle of month; all players received award ribbon on last day of their program.
- Held end-of-season Jets Football Banquet at Darboy Club on 10/21/18 (meal followed by awards). Collected football players gear on 10/22/18.
- Deer Culling Applications received and lottery draw for hunting weeks completed. Background checks on 14 selected hunters completed.
- Senior Bus Trip registrants information to host community for 10/12 Door County trip and for 10/23 Two Rivers trip.

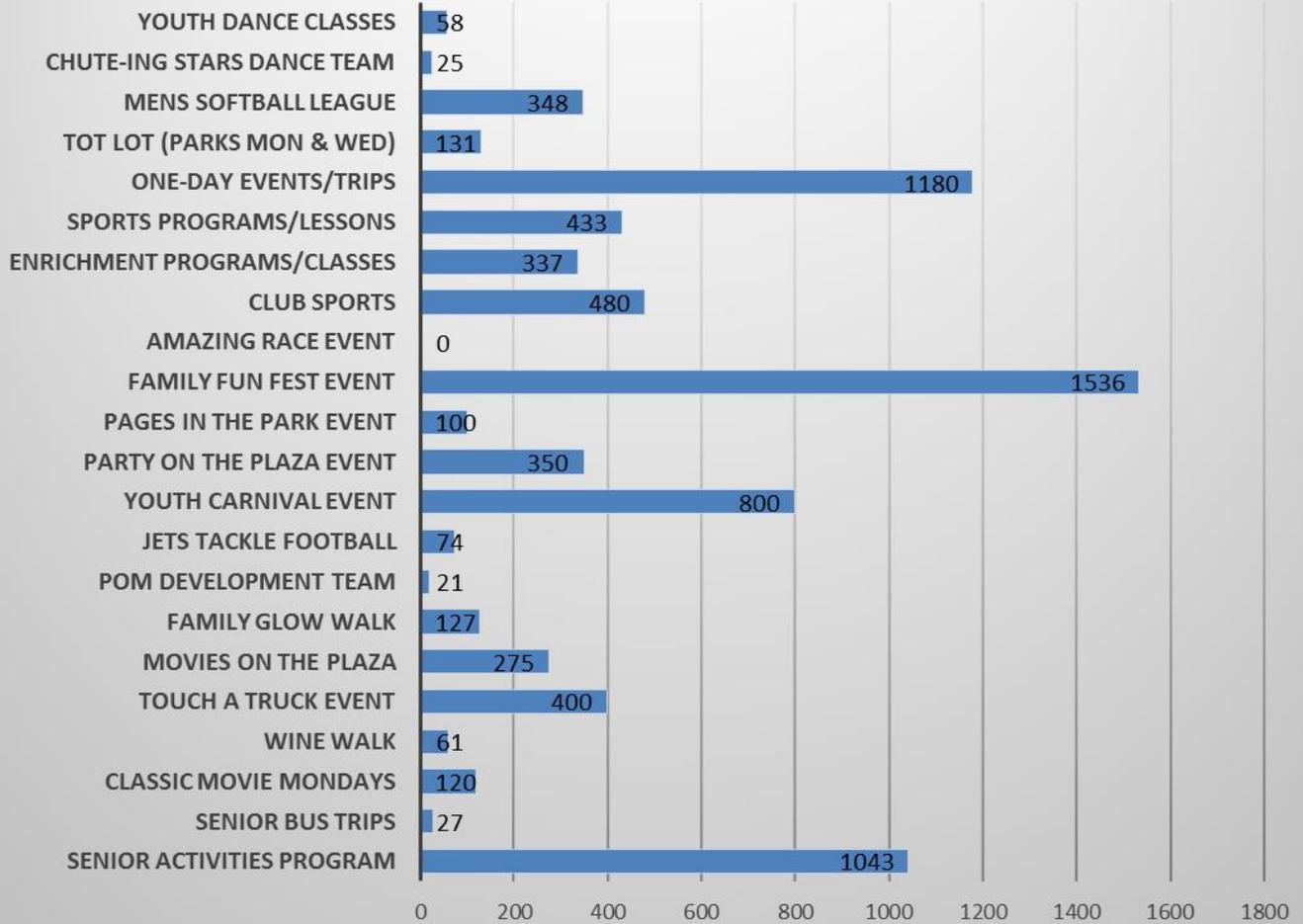


## TOP PRIORITIES FOR NOVEMBER

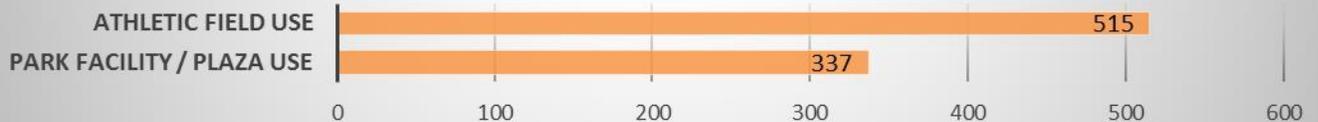
- Village staff to shut down bathrooms the first week of November.
- Train Village staff to shut down our irrigation systems at Van Lieshout, Doyle, Legion, and Heritage Parks.
- Enter into an agreement with GRAEF to begin our final engineering and permitting process for the Fox River Boardwalk project.
- Finish installing the village wayfinding signs.
- Complete staff review meetings with Parks, Recreation, Forestry and facility staff members.
- Begin planning and drafting RFPs for 2019 projects.
- Prep work for December deer culling (permits to hunters, list to FVMPD, park closed ads, facebook posts, no trespassing signs, park closed signs).
- Chute-ing Stars Dance Team (5<sup>th</sup> thru 8<sup>th</sup> graders) start their competitive dance season – events on 11/3/18 & 11/10/18.



## 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

- Welcomed Jasen Surin to the DPW, Parks and Forestry team.
- The Fall Leaf Pick-up for the Village of Little Chute has begun. The crew will typically completed one route of leaf collection throughout the Village per week.
- Finalized budget and CIP for 2019.
- Installed way finding signs, 80% complete.
- Municipal Services Crew helped out with the remodeling of the Civic Center.
- Mill Street Bridge is now secured and owned by the Village. Crew received training on how to operate the bridge.
- Started marking sanitary manholes outside of roadways for winter inspection and emergency jetting.
- Yard waste site has been very active. Averaged hauling out waste to dumpsite two/three times weekly.

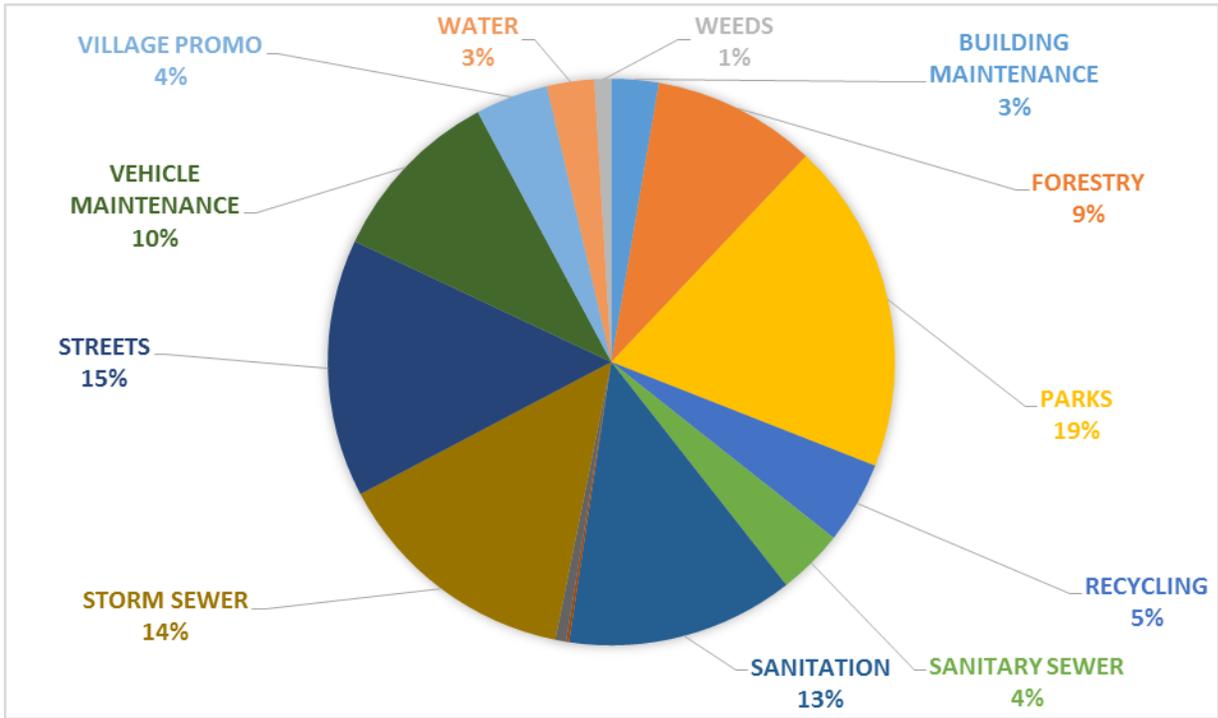
## TOP PRIORITIES FOR NOVEMBER

- Continue leaf collection. The Village crew will continue to collect leaves throughout the Village till the snow flies and sticks or until December 1st.
- Prepare fleet for upcoming snow collection. Review snow plow routes.
- Continue to place seasonal banners on street lights.
- Clean trash racks at storm ponds and prepare for rodent trapping.

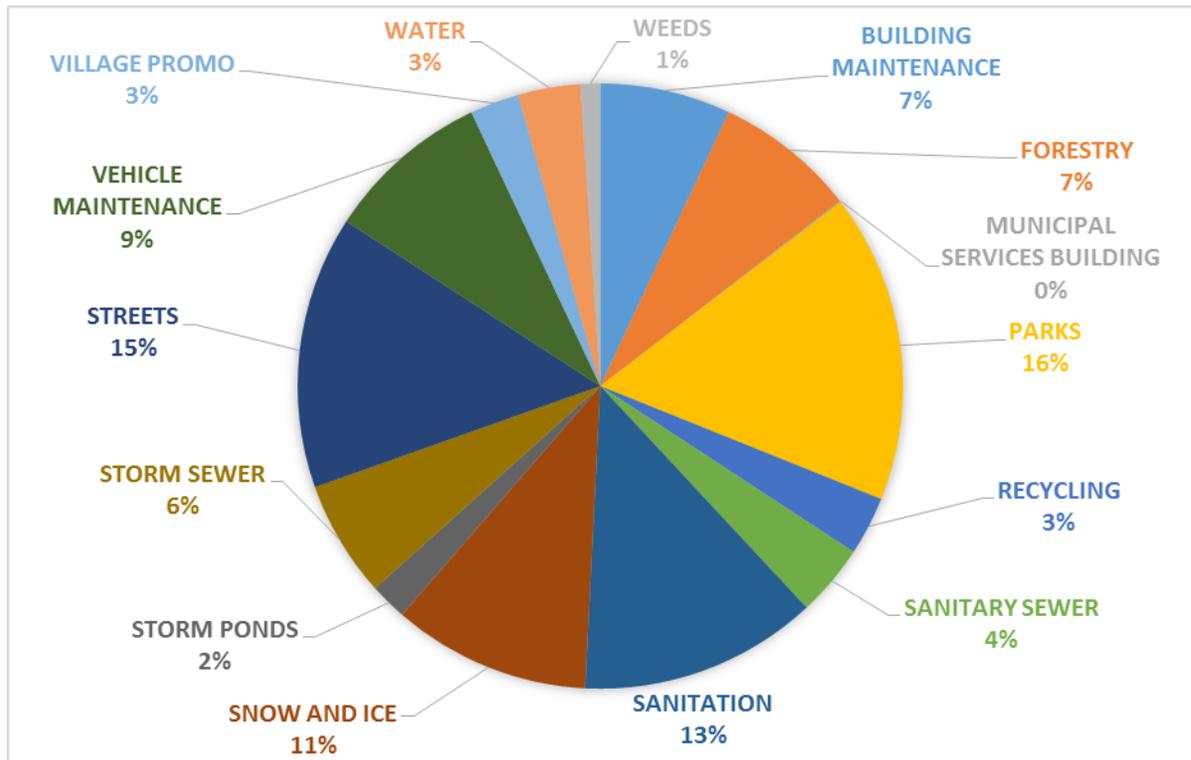


Todd Bruyette, Street Foreman, collecting leaves with the leaf vacuum.

## OCTOBER 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

- **Evergreen Drive Concrete Paving** - Design has begun for this project but is in the preliminary stage.
- **2018 Bohm Drive Water Main Reconstruction** - Design will be completed in November and will go out to bid in early December.
- **Northeast Sanitary Sewer Extension** - A sanitary sewer easement was recorded and field work completed for the proposed sanitary sewer extension that will serve the new residential development (North Little Chute Estates). Design will be completed in November and will go out to bid in early December.
- **Buchanan Road Water Main Extension** - Design will be completed in November and will go out to bid in early December for this project.
- **Village of Little Chute Staff Engineer** - Our candidate for this position has declined our offer because of promotion by current employer. We will continue our search to fill this position.
- **2019 Park Avenue – Street Reconstruction - Continue** with design and develop specifications and bid form for Park Avenue Street Reconstruction Project.

## TOP PRIORITIES FOR NOVEMBER

- **Evergreen Drive Concrete Paving** - Continue design work for storm sewer and concrete pavement for Evergreen Drive from French Road to Holland Road.
- **2018 Bohm Drive Water Main Reconstruction** - Bid Project in December for spring construction.
- **Northeast Sanitary Sewer Extension & Buchanan Road Water Main Extension** - Obtain permits, and bid projects for January construction for sanitary sewer and water extensions to service a new residential development (North Little Chute Estates).
- **Quiet Zone** - Move forward with this initiative by signing consultant's proposal for additional services.
- **2018 Reconstruction Projects – Hayes, Wilson, Downtown Storm Sewer** - We are waiting to receive final pay applications for these projects in order to compare actual costs to the Final Engineer's Report for assessed costs to property owners. A recommendation to adjust costs will be provided after this comparison is made.

