

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – MARCH 2019



Little Chute

ESTABLISHED 1848

March 2019

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 – MARCH 2019

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

- Through the month of March, the Board of Trustees discussed the Joint Library with the goal of identifying a more equitable situation as it relates to service delivery. The effort will continue into April 2019.
- The Board of Trustees approved an amendment to protective covenants on a parcel of real estate in the Industrial Park.
- Continued to work with staff on an effective resolution to a billing issue with Outagamie County Landfill. Staff hopes to have the matter resolved in April 2019.
- The Plan Commission moved recommendations to the Village Board forward on a parking matter and Creekview Park development.
- The Village of Little Chute donated a day of use at the Fox Cities Exhibition Center to the Chamber of Commerce so that they could host a career fair for Fox Cities Students. Village staff attended the fair to discuss municipal opportunities.
- Hosted meetings with local business leaders and community members to assess the market for additional hotel facilities in Little Chute. We expect to complete our effort on this topic (hotel study) in April of 2019.
- Hosted a wellness event at Village Hall for employees who participate in the Village health care program.

TOP PRIORITIES FOR APRIL

- Continue to work with the Village of Kimberly and the Board of Trustees on the future planning for the Joint Library.
- Begin recruitment for the Administrative Intern position for 2019. Look to have the position filled by May of 2019 so that the individual can get up to speed and make meaningful contributions to the organization in the summer of 2019.
- Host or schedule training for 2nd Quarter of 2019 for all village staff members.
- Work with staff and developers on a number of promising projects for 2019 and 2020.
- Finalize the work on administrative tasks related to training, personnel manual and lean/continuous improvement.

Clerk

HIGHLIGHTS

The Clerk's office had a busy month as we have seen an increase in operator license applications and room rentals. As spring approaches we are also gearing up for the Village Market and continue to look for vendors for our Tuesday markets. Our goals for March were:

- Mailing Absentee Ballots
- In person absentee voting
- Weekly maintenance reports
- Finalized and closed out the February Primary Election in Wisvote and with the State
- Continued maintenance of the Village Website and social media outlets
- Civic Center/Village Hall rentals
- Public Test of voting equipment
- Prepare Agendas and Minutes for meetings
- Ongoing phone and supply ordering support

TOP PRIORITIES FOR APRIL

- Conduct the Spring Election
- Delivering/sharing results to 3 school districts
- Village Market selections
- Liquor License renewals
- Agendas and Minutes for meetings
- Operator/Solicitor licensing
- Social media/website posting and monitoring
- Weekly Maintenance Reports
- Civic Center/Village Hall rentals

CLERK'S OFFICE DATA FOR MARCH

Village of Little Chute Website and Social Media Metrics - March 2019						
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Website Visits	11,142	10,899	2.23%	28,508	28,268	0.85%
Website Page Views	15,228	17,276	-11.85%	42,141	48,375	-12.89%
Facebook Likes	3,331	2,530	31.66%			
Facebook Reach	54,652	32,873	66.25%	191,945	106,094	80.92%
Village Hall Blog View	645	299	115.72%	1,853	1,047	76.98%
Instagram Followers	425	272	56.25%			
Twitter Followers	354	249	42.17%			
Twitter Impressions	213	1,564	-86.38%	1,047	7,072	-85.20%

Community Development

HIGHLIGHTS

- Met with Commercial Developers regarding sites and TIF in village.
- Continued Inspections of homes, apartments, schools and commercial projects.
- Met with consultants regarding building and subdivision projects.
- Attended Insight Development Conference.
- Met with developers regarding new projects.

TOP PRIORITIES FOR APRIL

- Meet with builders and owners about upcoming commercial projects.
- Meet with Engineers regarding Commercial/Industrial projects.
- Meet with developers regarding new projects.
- Continued Inspections of homes, apartments, schools and commercial projects.
- Assist developers and realtors with Zoning requirements.

COMMUNITY DEVELOPMENT FEBRUARY DATA

Community Development Department 2019 Permit Data			
	March-19	2019 Totals	2018 TOTALS
Permits Issued	27	71	622
Property Complaints	2	11	61
Property/Field Inspections	45	131	929
Letters Sent		0	0
Action Corrected		5	44
Referred for Action		0	7
Ongoing	3	11	16

Community Development Department 2019 Permit Data			
	March-19	2019 Totals	2018 TOTALS
Permits Issued	27	71	622
Permit Fees	\$3,105	\$15,253	\$257,754
Permit Value	\$552,442	\$1,929,496	\$47,343,017

Finance Department

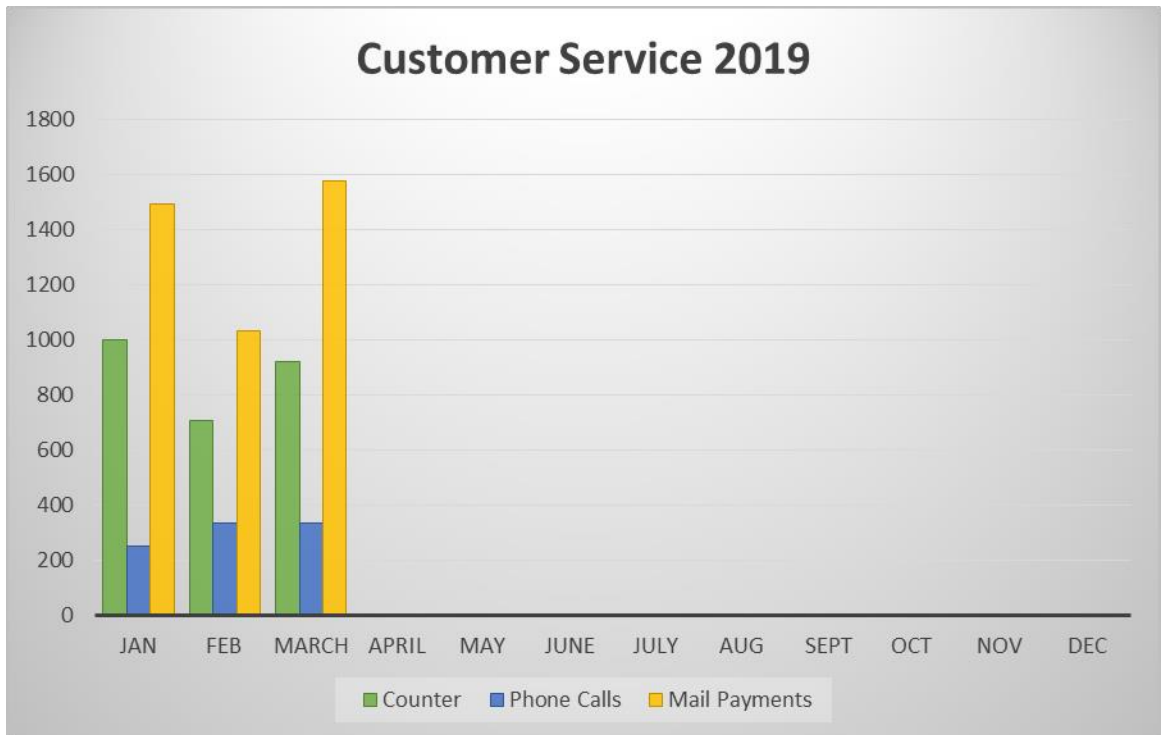
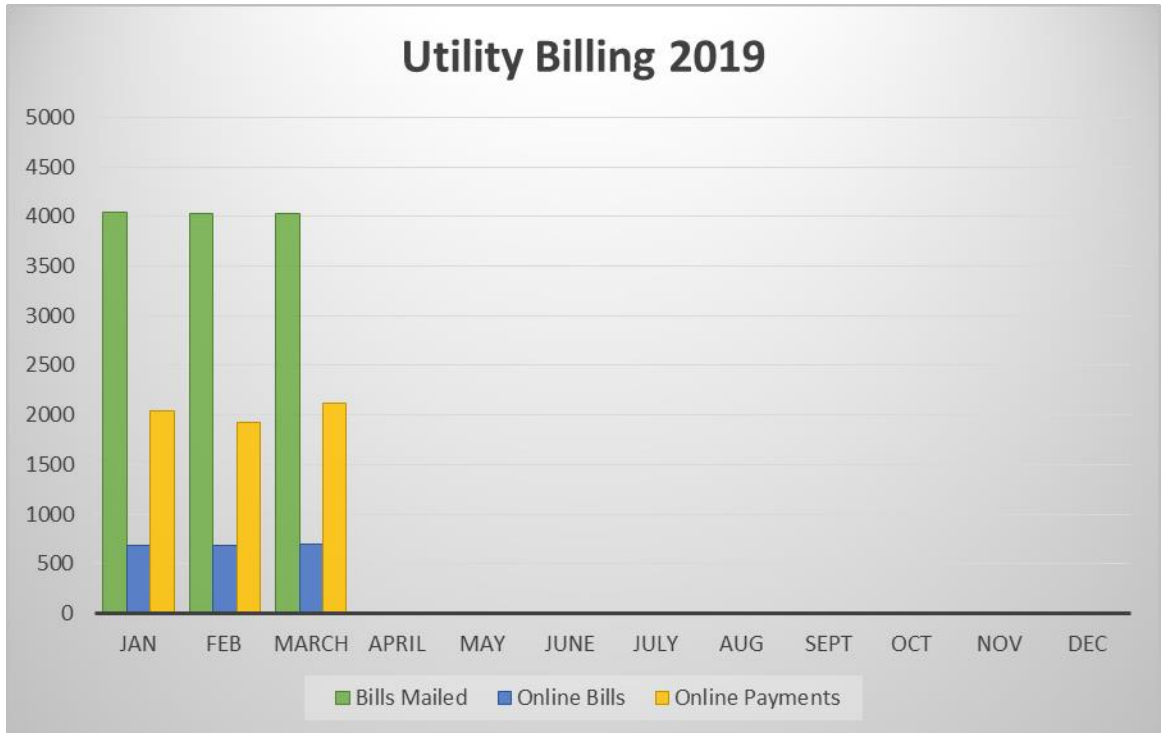
HIGHLIGHTS

- 4,036 utility bills created
- 63 service orders (Final Reads, High/Low Reads, Meter Installations) for utility billing created and coordinated with MCO.
- 700 ratepayers opted out of postcard billing, 1,432 ratepayers utilized PSN for payments and 684 ACH in February.
- 222 Landlord Notices were mailed for tenant delinquency notification.
- Fixed Assets for Utility Audit completed with no adjustments – fieldwork by auditors to continue in April
- Moved to electronic vacation approval process and simplified data collection process for customer service
- Weights and Measures invoicing completed
- Delinquent Personal Property Chargebacks completed

TOP PRIORITIES FOR APRIL

- Preparation of PSC Report with extended due date of May 1, 2019
- Year-end preparation for auditors with fieldwork scheduled April 11-13th.
- Back log of work for 2019 due to concentration on audit

MARCH DATA





HIGHLIGHTS

- Members of the department are undergoing training in CPR / first aid recertification, emergency vehicle operations and firearms qualification.

TOP PRIORITIES FOR APRIL

- Continue the review and updates of the department's policy manual
- Continue planning for our August 6th National Night Out event
- Participate in the April 27th, state-wide drug take back event.
- Planning for various future events such as Memorial Day Parade, Cheese Festival and Paperfest.

FVMPD MARCH DATA



FOX VALLEY METRO POLICE DEPARTMENT

One Month Detail - CAD Calls Received

Category / City	LITTLE CHUTE	Total
911 Assist:	1	1
911 Hangup:	28	28
Abandoned Veh:	6	6
Abdominal A:	1	1
Accident:	22	22
Accident Injury:	2	2
Accident P-lot:	1	1
Accident Spill:	1	1
Alarm Law:	2	2
Alcohol:	1	1
Animal Bite:	3	3
Animal Call:	12	12
Assist:	40	40
Back C:	1	1
Battery:	2	2
Bleed A:	1	1
Bleed B:	1	1
Bleed D:	1	1
Breathing C:	1	1
Breathing D:	1	1
CO Alarm:	1	1
Chest C:	1	1
Chest D:	1	1
Civil Matter:	2	2
Civil Process:	13	13

Crime Prevent:	55	55
Damage:	3	3
Disturbance:	8	8
Domestic:	7	7
Drugs:	8	8
Electrocution D:	1	1
Faint C:	1	1
Falls A:	2	2
Falls B:	3	3
Falls D:	1	1
Fire Burn Comp:	1	1
Fraud:	5	5
GPS:	26	26
Gas Leak:	3	3
Harassment:	7	7
Hazard:	13	13
Heart D:	1	1
Juvenile:	5	5
Lockout Home:	1	1
Lockout Vehicle:	2	2
Lost and Found:	2	2
Medical Assist:	1	1
Missing Person:	6	6
Motorist Assist:	15	15
Noise Complaint:	4	4
Open Door:	20	20
Ordinance:	10	10
Parking:	9	9
Reckless Driver:	18	18
Rescue:	4	4
Restrain Order:	1	1
Retail Theft:	1	1
Seizure D:	1	1
Sex Offense:	2	2
Sick A:	1	1
Sick C:	5	5
Sick D:	1	1
Stroke C:	1	1
Susp Incident:	15	15
Susp Person:	5	5
Susp Vehicle:	8	8
Theft:	8	8
Traffic Safety:	9	9
Traffic Stop:	183	183
Trauma B:	2	2
Trespassing:	1	1
Unconscious D:	2	2
Unknown B:	1	1
Violation Court:	2	2
Warrant:	5	5
Welfare Check:	33	33
Total:	675	675

Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- The staff training schedule is now completed to accommodate requirements from the village and many of the processes required for success in circulation duties
- Successful Money Mondays/Story time sessions
- Outagamie Waupaca Library System approved a Resource Sharing Policy amendment to allow for locally controlled collections (Lucky Day) as recommended by the AAC (member libraries).
- Meeting with LRNG/Southern New Hampshire University to discuss online credentialing through the library. We are now on the list as a potential site for the next expansion of this resource.

TOP PRIORITIES FOR APRIL

- Fox Cities Reads Matthew Desmond April 12
- Increase public pc workstations
- Transition to open holds in Little Chute
- Continue review of library circulation and catalog software options for 2020
- Game cart debut for patrons to play video games at the library.
- Complete prep for Summer Library Program “A Universe of Stories”
- Spring Crafts Series

UPCOMING EVENTS

April 29 Picture book author Linda Vander Heyden of Neenah will visit the Little Chute Library on, in the evening to talk about two of her picture books: A Horse named Jack and Hannah’s Tall Order: An A to Z Sandwich.

6pm April 24 Life and Legacy Estate Planning, Attorneys Kevin Davidson and Tracy Gibson from The Estate Planning Group, LLC will host a free educational program. The program will discuss the basics of estate planning, including wills, trusts, and incapacity planning. The discussion will focus on what you should consider in your estate plan and how best to protect yourself and your family during your lifetime and after.

MONTHLY STATISTICS REPORT - KIMBERLY-LITTLE CHUTE PUBLIC LIBRARY - MARCH 2019							
Category		Current Month KIM	Current Month LIT	Current Month Combined	YTD Combined	Previous Year Comparison	% Change
Circulation		12,135	9,804	21,939	64,149	22,217	-1%
Self Check (Included above)		4,809	2,126				
		40%	22%				
Collections	Title count	39,386	39,575	78,961		82,926	-5%
	Item count	41,268	40,921	82,189		86,623	-5%
Computer Use		573	496	1,069	2,878	1,026	4%
Wireless	Distinct clients	451	481	932	1,763	920	1%
	Daily average	33	39	72	140	72	0%
Interlibrary Loan	Items borrowed	3,657	2,437	6,094	17,903	5,231	16%
	Items loaned	2,968	3,264	6,232	18,227	5,260	18%
Overdrive Usage (Previous	eBook uses	654	458	1,112	3,308	1,010	10%
Overdrive Usage (Previous	Audiobook uses	470	287	757	2,155	591	28%
RB Digital Magazines				39	144	no data	
RB Digital Audio		25	14	39	116	no data	
Patron Visits		5,086	4,136	9,222	28,423	10,683	-14%
Programming	Children	10	9	19	52		
	Community (all ages)	6	11	17	48		
Program Attendance	Children	196	180	376	1,881		
	Community (all ages)	81	189	270	736		
Web Site Hits	Page Views			7,259	14,127	9,634	-25%
Social Media	Facebook fans			1,818		1,480	
	Pinterest followers			173		163	
	Twitter followers			114		112	
Hoopla		September	October	November	December	January	February
	Audiobook	158	168	126	112	131	116
	Comics	14	18	3	17	16	4
	Ebook	52	52	61	51	64	46
	Movie	15	24	15	25	29	23
	Music	13	15	17	12	18	20
	Television	10	11	13	11	8	11
		651.73	690.07	538.05	508	590	488.9
		2.49/circ	2.40/circ	2.29/circ	2.23/circ	2.22/circ	2.22/circ

Parks, Recreation and Forestry Department

HIGHLIGHTS

- Met the goal of the Fox Cities Greenways Inc. to match a \$10,000 grant for the Fox River Boardwalk for a total of \$20,000.
- Piping was removed from the mechanical room at the Doyle Pool to be sandblasted and painted.
- Signed a proposal with Security Fence to install the Legion 3 fence. Village staff will perform site work and install foul poles.
- Mailing of letters to request sponsors of youth program tee shirts. Mailing of registration paperwork to men's softball team managers.
- Received program books from printer. Prepared 5,015 books for mailing with post office. Books delivered to LC residents 3/8.
- Reviewed applications, conducted Interviews, and offered positions for seasonal staff.
- Submitted Cheese Fest 2019 special events permit for approval at 4/17 board meeting
- Submitted Proclamation for May board meeting to recognize 2018-2019 season accomplishments of Chute-ing Stars Dance Team and the LCHS Dance Team.
- Prep work for Arbor Day ceremony on 4/26 (*coordinated with 4th grade teachers & local nursery, submit proclamation for event*).
- Prep work for Chute-ing Stars Dance Team tryouts (*dancer/parent information packet, season practice schedule, confirm facilities*).



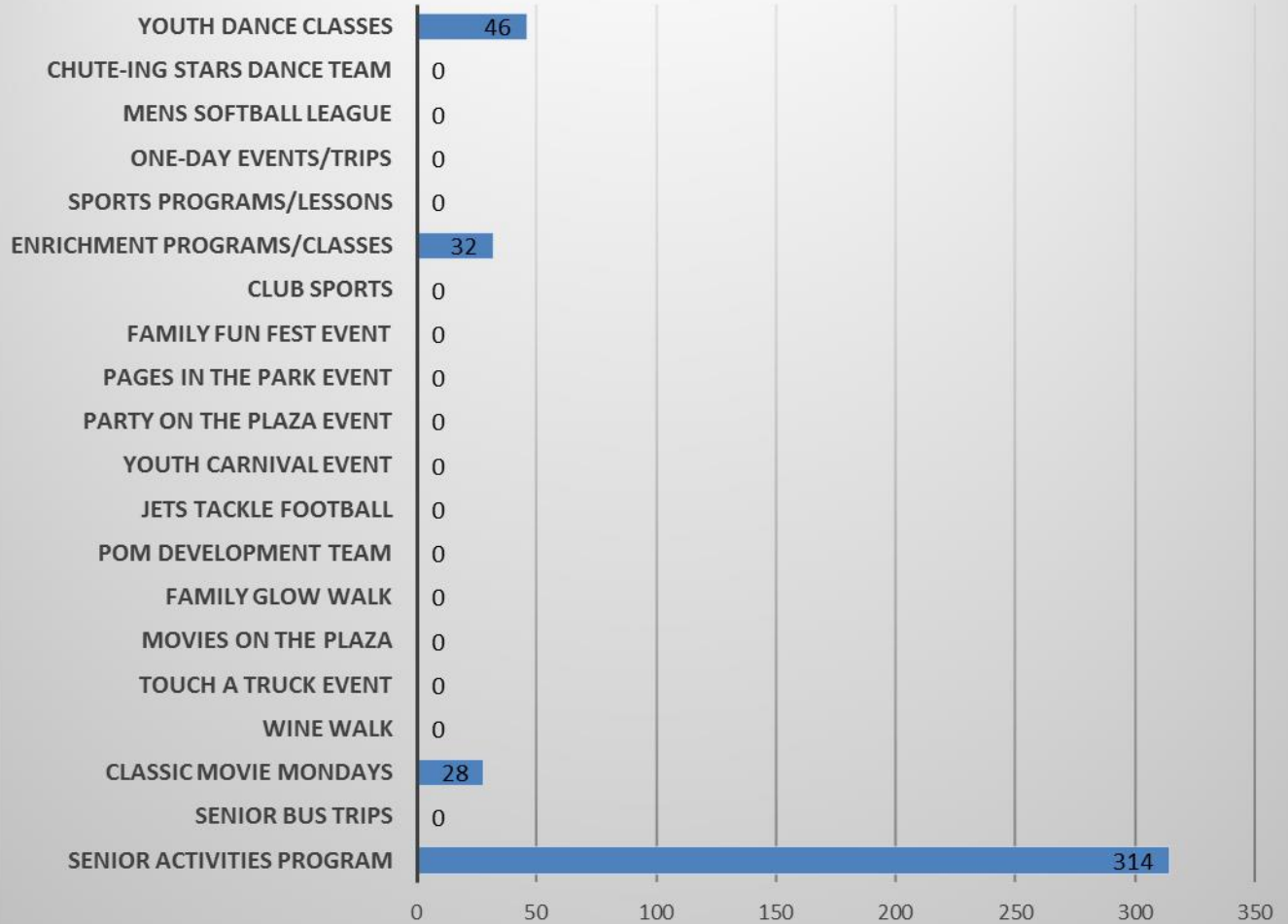
TOP PRIORITIES FOR APRIL

- Receive official grant agreements from the WI DNR for the Fox River Boardwalk.
- Pump, motor, filter basket, and piping to be installed at the Doyle Pool
- Send out requests for bids for the Creekview Park trail project.
- Fox-Wolf Watershed Clean up at Heesakker, Island, and Doyle Parks.
- Finalize youth tee shirt program order (*shirts needed for each program, color selections, size selections, sponsor assignments, final order list for meeting with printer 4/4*).
- Hold Chute-ing Stars parent & dancer meeting 4/8, followed by dancer practices 4/9 & 4/10, then team tryouts on 4/12; post team roster 4/15.
- Attend Wisconsin Park Recreation Association Spring Workshop in Appleton on 4/11 & 4/12.
- Prep work for men's softball league
- Work on schedules for Coed Squirt, Boys Tee, Boys Cub, Boys Rookie, and Boys Minor baseball programs & Girls Tee Softball program.
- Hold Arbor Day ceremony on 4/26 at Legion Park with 4th grade students from LC Elementary. Speakers include Village staff, rep from DNR, and staff from Van Zeeland Nursery.
- Prep work for Youth Dance Revue in May (*parent reminder, performance order, revue flyers, facility unlock time, mats moved to auditorium, order cookies for event, helpers, etc.*)

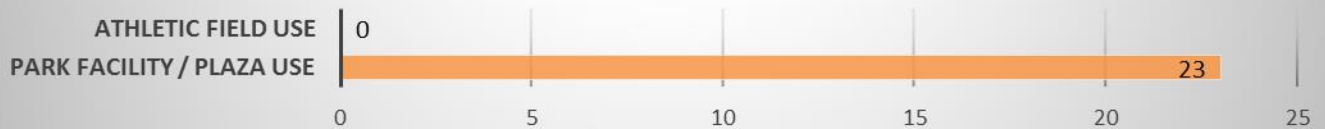


MARCH DATA

2019 Year-To-Date PROGRAM PARTICIPATION



2019 Year-To-Date SHELTER/FACILITY/FIELD USAGE



Department of Public Works

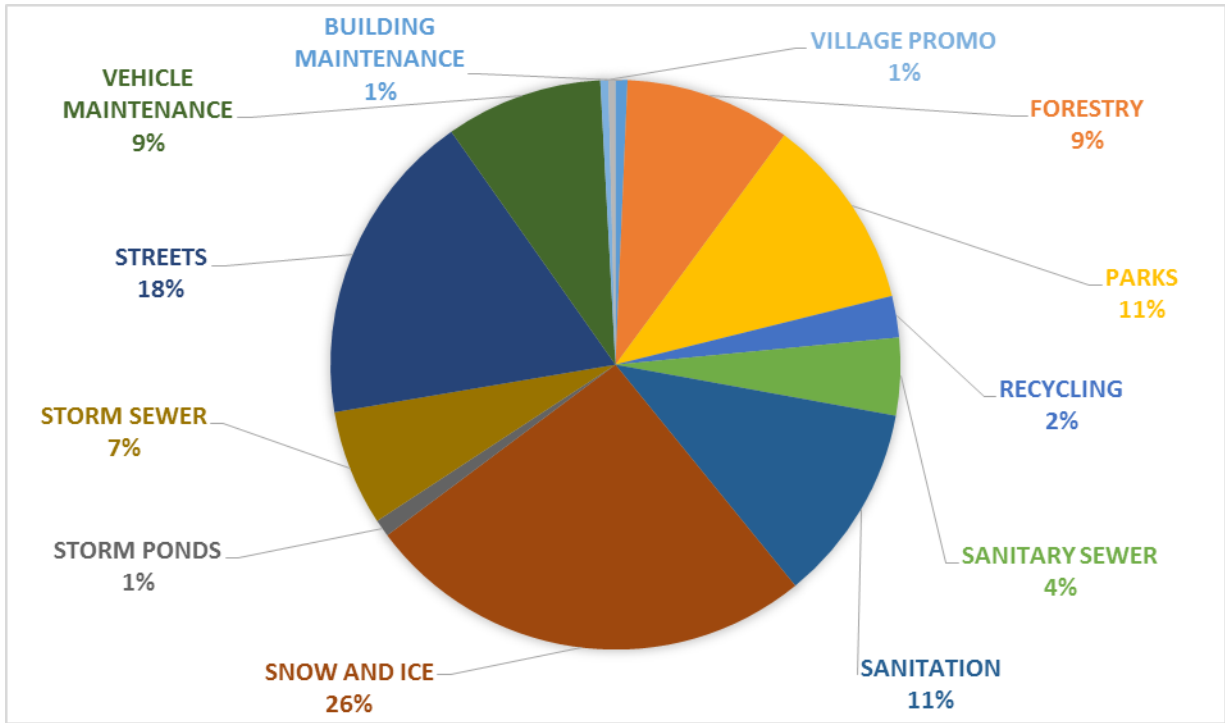
HIGHLIGHTS

- Recorded plow and salting events on March 2nd. Salting only took place on March 9th. And snow removal only took place on March 10th.
- Advertised and interviewed for the Environmental Permitting Specialist position. This position will report directly to the Director of Public Works. Experience in the disciplines of stormwater permit compliance and inspection of; commercial/industrial facilities, construction projects, municipal operations, pollution prevention, illicit discharge detection and elimination, public education and involvement, construction and post construction inspection. Additional duties include permitting of; right-of-way street use, land use, construction of utilities, reporting of CMAR, CMOM, MS4, SARA III, and site plan review.
- Filled the 2019 MS4 Permit with the Department of Natural Resources.
- Street sweeper has reappeared on the schedule for routine sweeping.

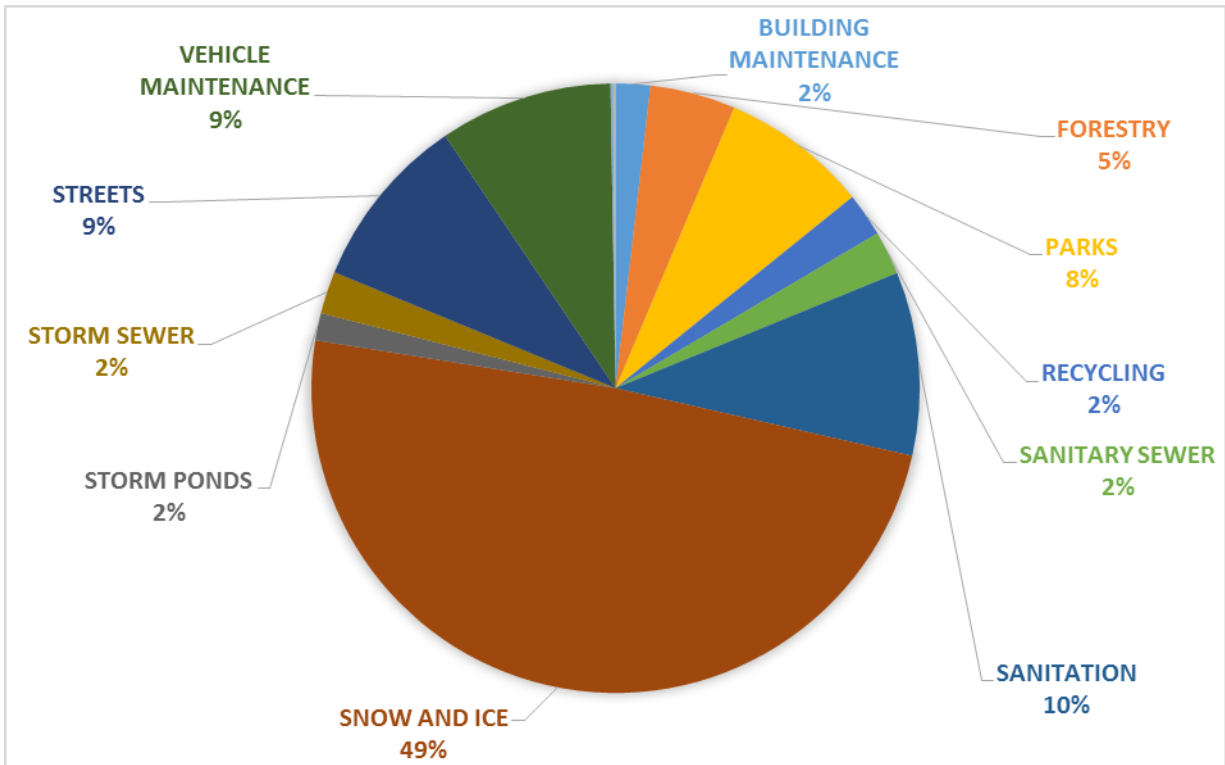
TOP PRIORITIES FOR APRIL

- Welcome Mike McClone to the Department of Public Works team as the new Environment Permitting Specialist. He has been with the Village since 1995. His most recent role was with the Engineering Department as a Land Surveyor / Engineering Technician.
- Continue to update Pavement Surface Evaluation and Rating Report (PASER) for the Wisconsin DOT. This report is a 1-10 rating system for road payment conditions.
- Finalize Outagamie County Landfill leachate analysis.
- The 2019 Public Works / Engineering Department Annual newsletter was delivered to all tax paying residents within the Village. An electronic version can be found on the Village's website.
- Yard waste site opens April 15th. Curbside collection of bagged yard waste will start April 10th.

MARCH Department of Public Works & Parks Department Hours Worked (Includes Full & Part-time Hours)



Year to Date Department of Public Works & Parks Department Hours Worked (Includes Full & Part-time Hours)



Engineering Department

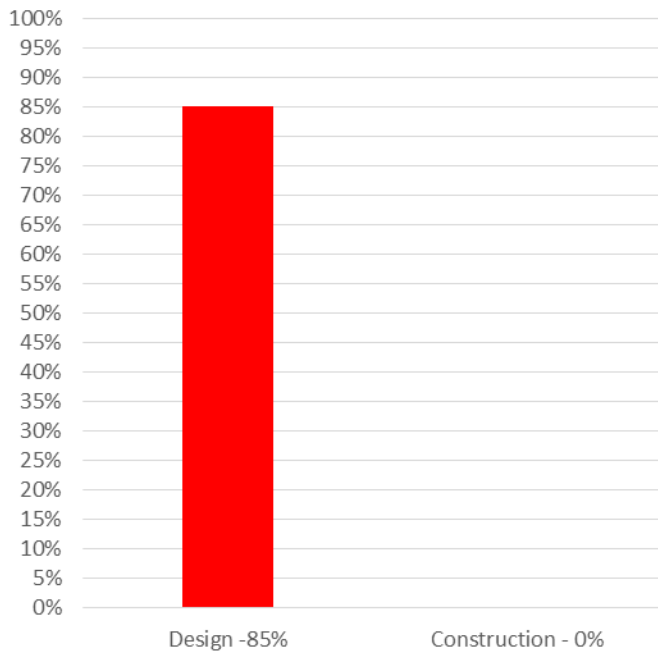
HIGHLIGHTS

- **2018 Reconstruction Projects – Hayes, Wilson, Downtown Storm Sewer** - The final pay application has been approved for utilities with the majority of the contract being approved and paid for regarding concrete paving. Only a couple of punch list items remain to complete the paving contract.
- **2018 Daytona Lane Reconstruction project** - This project is complete and the final pay application has been approved.
- **Evergreen Drive Concrete Paving & Park Avenue Asphalt Paving – Street Reconstruction** - The design for the storm sewer and the pavement vertical alignment is complete. The plans are at the 80 percent complete stage and ready for April's project informational meeting.
- **Bohm Drive Water Main Reconstruction** - A pre-construction meeting was held in March for the Bohm Water Main Reconstruction Project.
- **Northeast Sanitary Sewer Extension** - This sanitary sewer has been installed in March and is ready for use.
- **Buchanan Road Water Main Extension** - This water main has been installed with the return of a safe water sample and is ready for use.

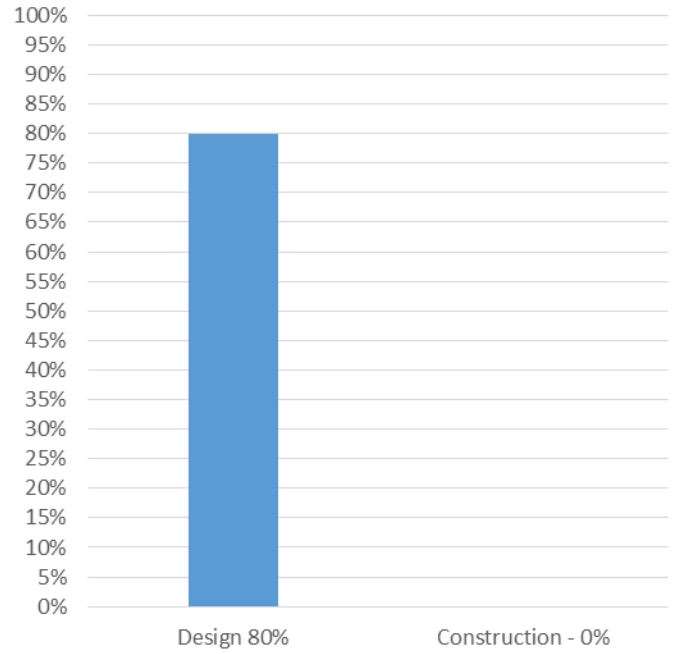
TOP PRIORITIES FOR APRIL 2019

- **Evergreen Drive Concrete Paving & Park Avenue Asphalt Paving** - The informational meeting for these projects has been scheduled for April 3rd. Bidding is scheduled to begin April 18th with the bid opening on May 9th. The Park Avenue Public Hearing is scheduled for April 17th.
- **Bohm Drive Water Main Reconstruction** - Work is scheduled to start the first week in April and is expected to be completed by the end of the month.
- **Northeast Sanitary Sewer Extension** - Restoration is scheduled to be completed as soon as soil conditions allow. The contractor has been instructed to complete this task at the earliest date possible.
- **Buchanan Road Water Main Extension** - Restoration is scheduled to be completed by the end of May.
- **2018 Reconstruction Projects – Hayes, Wilson, Downtown Storm Sewer** - A recommendation to adjust assessment costs has been completed and the amended resolution is expected to be approved by April 17th.
- **Quiet Zone Improvements** - The Village Consultant is expected to submit the notice of intent for the proposed improvements to allow the creation of a Quiet Zone in Little Chute. Construction plans are in development with Village staff providing additional survey information as needed.

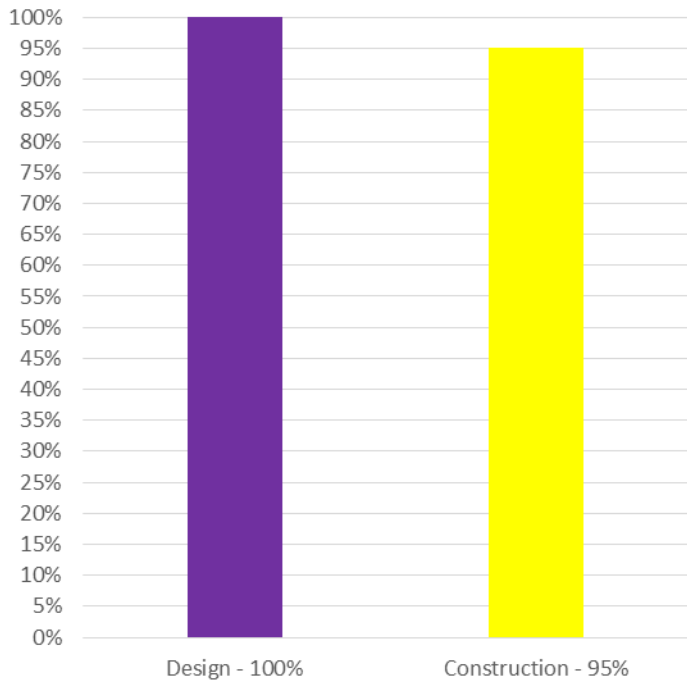
West Evergreen Drive



Park Avenue Asphalt Pavement



Northeast Sanitary Sewer Extension



Buchanan Road Water Main Extension

