

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – MAY 2017



Little Chute

ESTABLISHED 1848

May 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.

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – MAY 2017

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

- Presented results on the survey for the logo and branding outreach to the Village Board while providing the Board updated potential images to select as an updated logo.
- Continued working on the downtown master plan and a multitude of other economic development related efforts.
- The Village Board awarded the contracts for the Harvest Trail and Creekview grading project.
- Conducted an all hands training session that focused on organizational development.
- Presented information and had a discussion with the Board of Trustees on the Wheel Tax and future options for the special assessment policy.
- Adopted the CSM for the future Bridgewater development in northwest Little Chute.
- Hosted a conditional use public hearing with the Plan Commission for Kwik Trip.
- Attended an official groundbreaking for the Little Chute Diamond Club facility.
- Worked on opportunities and analysis for Fox Valley Metro Police Department.
- Finalize bonding strategy for the 2017 and 2018 CIP effort.

TOP PRIORITIES FOR JUNE

- Finalize the decision to move forward on an updated logo for the Village.
- Work with staff on a DRAFT Downtown Master Plan for presentation in late July or early August.
- Work with staff on personnel related matters, including creating a wellness plan and merit related policies.
- Continue working on numerous development related opportunities in the village.
- Attend the Urban Policy Forum discussion on the future of Wisconsin tax policy.

Village of Little Chute Website and Social Media Metrics - MAY 2017						
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Website Visits	19,382	23,579	-17.8%	60,286	171,567	-64.9%
Website Page Views	20,532	18,399	11.6%	70,846	209,510	-66.2%
Facebook Likes	2,041	1,008	102.5%			
Facebook Reach	31,266	14,516	115.4%	283,910	230,189	23.3%
Village Hall Blog Views	517	534	-3.2%	2,582	5,049	-48.9%
Instagram Followers	155	85	82.4%			
Twitter Followers	160	n/a	n/a			
Twitter Impressions	1,902	n/a	n/a			

Clerk

HIGHLIGHTS

May's crazy weather didn't stop our residents from coming to the Clerk's office for assistance. As expected, many bartenders and solicitors have come for their license renewal. This is a new process for the Clerks and the comments from the applicant's/license holders has been positive. They appreciate our new process of sending the license to their personal address after Board approval rather than having to make another trip to pick it up. This process also saves time for the employees as we are not tied up making several calls to the bartenders/solicitors as a reminder to come get their license. We anticipate these higher volumes to continue throughout the month of June. All of our liquor licenses have been completed and of the 29 current license holders, all have paid at least the initial fee for renewal.

Get ready for the Village Market's debut on June 15th! All of the vendors have been contacted and are ready to go. We look forward to spending time at the Market as available staff for any questions or concerns that may arise. We want our vendors and our residents to have a great experience so please join us each Thursday from 3 PM to 7 PM though out the summer months. As a recap, the goals for MAY were:

- Issuing the renewal of bartender's licenses
- Issuing operators liquor licenses
- Issuing solicitors renewals
- Assist with media/planning for June's Village Market
- Weekly Maintenance Reports
- Maintenance of the Village website and social media
- Civic Center/Village Hall rentals
- Agenda and Minutes for 6 meetings
- Ongoing phone and supply ordering support

TOP PRIORITIES FOR JUNE

- Issuing the renewal of bartender's licenses
- Issuing solicitors renewals
- Village Market kick-off
- Key to fob change over for our Civic Groups
- Weekly Maintenance Reports
- Maintain the Village website and track social media statistics
- Civic Center/Village Hall rentals
- Agenda and Minutes for 6 meetings
- Ongoing phone and supply ordering support

MAY DATA

	<u>Number of Visits</u>	<u>% Change From Previous Month</u>			
Village Website	19,382	53%			
	<u>Number of Likes</u>				
Village Facebook	2,041	2%			
	<u>Page Views</u>				
Village Blog	517	35%			
	<u>Followers</u>				
Village Instagram	155	12%			
	<u>Followers</u>				
Village Twitter	160	5%			

Community Development

HIGHLIGHTS

- Attended Workshop in Neenah
- Inspections at Freedom project freezer warehouse.
- Inspections on new homes on Tulip, Gardenia, West Main, West Florida, Buchanan and Harvest Trail.
- Inspections on additions at Heartland.
- Inspections regarding fire damage repair on Adams St. and Orchard Ln.
- Prepared documents for developers and title companies on upcoming developments.
- Met with or spoke to developers about upcoming commercial projects.
- Liquor license inspections

TOP PRIORITIES FOR JUNE

- Conducting Open Book hearing.
- Appear in defense of values at Board of Review hearings.
- Meet with developers about upcoming commercial projects.
- Continued Inspections of homes and commercial projects.
- Inspections of properties with liquor licenses.
- Inspections at municipal garage project.

APRIL DATA

Community Development Department 2017 Permit & Property Inspection Report			
	April 2017	May-17	2017 Year to Date
Permits Issued	66	67	122
Property Complaints	4	4	13
Property/Field Inspections	82	95	254
Action Corrected		2	4
Ongoing	3	2	N/A

Community Development Department 2017 Permit Data			
	April-17	May-17	2017 Year to Date
Permits Issued	66	67	122
Permit Fees	\$9,055	\$13,797	\$35,324.00
Permit Value	\$1,811,993	\$2,451,000	\$6,809,017.00

Finance Department

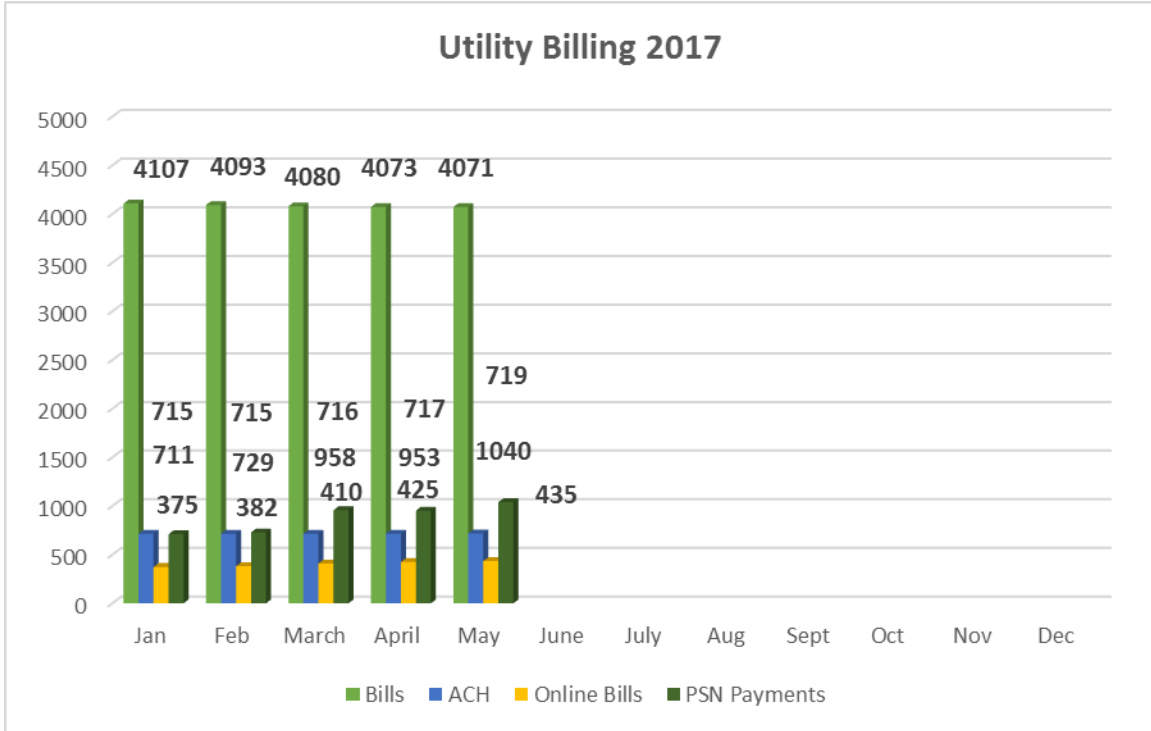
HIGHLIGHTS

- 4,071 Utility Bills created and 719 ACH payments processed by Finance Department.
- 80 Service Orders (Final Reads, High/Low Reads) for Utility Billing created and coordinated with MCO.
- 940 ratepayers have registered on PSN, 435 ratepayers opted out of postcard billing and 1040 ratepayers utilized PSN for payments through May 31, 2017.
- 268 Landlord Notices were mailed for tenant delinquency notification.
- 2016 Audit Process – Fieldwork continued May 15 and May 18, 2017.
- State of WI Reports due May 15, 2016 – State Form C.
- Expenditure Restraint filed May 1, 2017 (Village will not qualify for 2018 payment).
- Finance Director attended LWMMI insurance conference May 11–12, 2017.

TOP PRIORITIES FOR JUNE

- Comprehensive Financial Statements for 2016 completed by June 30, 2017.
- Tax Incremental Reports filed by June 30, 2017. Joint Review Board set for July 19, 2017.
- Bond Sale authorized on June 21, 2017. Preliminary Official Statement Disclosure finalized by June 24, 2017.
- Amended Room Tax Report to be filed by June 30, 2017 based on new information provided by Fox Cities Convention & Visitors Bureau.
- Finalize 2018 Budget Calendar.

MAY DATA





HIGHLIGHTS

- Another successful Open House event. Luckily the weather system that was threatened stayed off to the West and everything went off without a hitch. (Even with less officers, we offered the same activities as in years past in part thanks to village help)
- Coffee with a Cop: We held our first coffee with a cop event of the year on May 24th at Seth's coffee, the turnout was good, and we had great conversation.
- Community Support Officer Lambie attended the Timber Rattler's Law Enforcement Night on May 18th with a squad car and handouts.
- Officers Wery/Stahmann/Lambie hosted a bike safety rodeo at Janssen elementary.
- May was Mental Health Awareness month and Fox Valley Metro participated with other area departments in raising awareness by having two squads temporarily deced as well as providing resource cards at the front desk along with ribbons.
- Cases of note:
 - Large fraud case in Little Chute: Fox Valley Metro served several warrants in a large embezzlement case (upwards of \$35,000) which victimized a local business. Several thousands of dollars-worth of property were recovered and a suspect charged.
 - Officer Gueli made an arrest for smash and grab thefts in parking lots on the north side of Little Chute. Officer Gueli sent out a state-wide notice and learned of similar incidents that were happening along highways. Through surveillance footage, he located a suspect vehicle and compared the information with another agency which led to an arrest of our suspect.
 - Defendant from State Street in Combined Locks plead guilty to Manufacture/Deliver Amphetamine, Manufacture/Deliver Heroin, Possession with intent-Heroin, Possession drug paraphernalia, and a charge read in of Maintain Drug Trafficking place. Property was also abated.
- Best Badge ceremony where numerous awards were given to FVMPD officers:
 - Tiffany Tesch – Patrol and Investigation
 - Dan Running, Scott Van Schyndel, Michael Lambie & Phil Serres – Teamwork
 - Laura Oster & Mark Wery – Teamwork
- Department Awards:
 - **Letter of Commendation** – Ed Slinde, Brady Boucher, Dan Thorson, Laura Oster, Mike Lambie, Jeremy Slotke
 - **Chief's Commendation** - Randy Lefeber, Austin Weisnicht, Mike Grumann, Nick Uebelher, Sam Gueli, Ed Slinde, Tiffany Tesch
 - **Distinguished Service Medal** – Dan Running, Scott Van Schyndel, Mike Lambie, Phil Serres
 - **Life-Saving Award** – Laura Oster, Mark Wery, Mike Gostisha, Jeremy Slotke
 - **Meritorious Service Medal** – Brady Boucher, Dan Running, Mike Lambie, Brandon Stahmann, Ed Slinde, Jeff Steeber, Mark Ulman
 - **OFFICER OF THE YEAR** – **Officer Brandon Stahmann**

TOP PRIORITIES FOR JUNE

- 2018 budget/organizational planning.

Fox Valley Metro Police Department

Monthly Report



May 2017

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Total # of Incidents	873	1136	-23%	3990	4549	-12%
Citizen Generated	555	573	-3%	1001	1045	-4%
Officer Initiated	318	543	-41%	696	914	-24%
Citizen Contacts	221	374	-41%	495	606	-18%
Traffic Citations	113	183	-38%	219	304	-28%
Speeding	10	17	-41%	21	33	-36%
Seatbelt	21	62	-66%	51	84	-39%
OWI	12	6	100%	18	13	38%
Ordinance Summons	37	44	-16%	62	76	-18%
UA Drinking	0	4	-100%	0	5	-100%
Parking Tickets	21	15	40%	235	247	-5%
Warrant Pick Ups	3	23	-87%	9	31	-71%
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Adult Criminal Referrals	28	24	17%	133	140	-5%
Juvenile Criminal Referrals	2	3	-33%	33	14	136%
Offense Reports (CAD)	773	1010	-23%	3461	3936	-12%
Narratives	100	126	-21%	529	613	-14%

Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Adult Services candidate (currently employed by another library in the system) accepted offer and will begin July 10.
- Three new Library Assistants began training first week of June. Stop in an introduce yourself.

TOP PRIORITIES FOR JUNE

- Continue to train New Library Assistants
- Develop promotional materials and training tools for new digital products
- ALA conference exhibits review RFID solutions, self-service printing, and 24 hour library solutions. Review Book Bike options.
- Collection development in Little Chute
- Replace Canon Copiers at both locations

MAY DATA

2017

Library Visits

Little Chute 5,013

Kimberly 3,584

Wi-Fi Use

Little Chute 451

Kimberly 398

Computer Use

Little Chute 406

Kimberly 452

Circulation

Little Chute 8,476

Kimberly 10,936

Programs

Little Chute 12

Kimberly 6

Program Attendance 2,708

2016

Library Visits

Combined 8,623

Wi-Fi Use

Combined 783

Computer Use

Combined 965

Circulation

Combined 19,358

Programs

Combined 10

Program Attendance 182

Parks, Recreation and Forestry Department

HIGHLIGHTS

- Park Planning Committee met on May 2 and discussed village wide wayfinding and the Doyle Park Pool Action Plan.
- Approved a plan of action for the Doyle Park Pool including creating a community survey to mail out in September of this year.
- Certified 4 new staff as lifeguards and recertified 5 returning staff members.
- Ordered 5 memorial benches and 3 memorial trees to be placed in spots within Heesakker, Doyle, and Island Park.
- Assisted LC Diamond Club with creating schedules for their baseball and softball leagues.
- Held babysitter/home alone class with 22 children on Saturday, May 6 at LC Civic Center.
- New and returning employees given required paperwork. Staff training/meetings held for staff at end of May.
- Prepared for upcoming Great Wisconsin Cheese Festival.
- Held jets football parent/player meeting and registration on Wednesday, May 10 at LCHS Auditorium.
- Prepared for start of Men's Softball (softballs, bats, scorebooks, umpire & scorer tax forms, etc.); first night of play May 11. The league was full this year at 20 teams.
Held youth dance rehearsal on Friday, May 12 and youth dance revue on Saturday, May 13 at LCHS Auditorium.



MAY DANCE REVUE

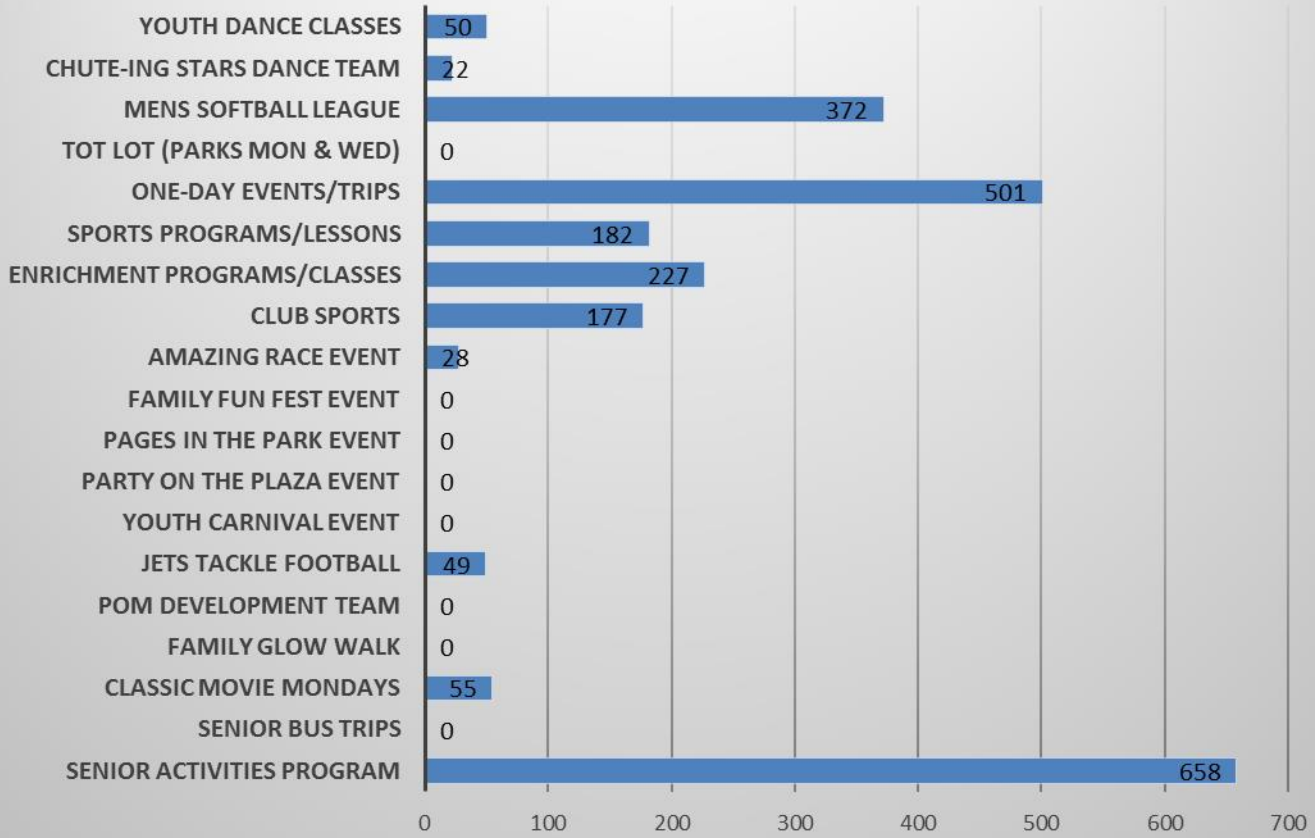
TOP PRIORITIES FOR JUNE

- Vinton will begin work on the Creekview Park grading project.
- Valley Sealcoat will sealcoat and colorcoat the Doyle Park Basketball and Tennis Courts
- Receive estimates and schedule work to be performed on the Heesakker Kayak Launch.
- Perform work on Legion 2 including tilling in infield mix, laser grading, and adding a top dressing.
- Village Market begins on Thursday, June 15 with a grand opening event.
- Open the pool on Sunday, June 4 for the summer.
- Receive estimates and select a contractor to perform the work for the ADA Canoe/Kayak Launch.
- Great Wisconsin Cheese Festival at Doyle Park held on June 2, 3 & 4
- CPR/First Aid/AED training for recreation instructors
- Community Band performs on the Village Plaza on June 7.
- Prep work for new Amazing Race event (logo for shirts, planning locations and tasks, rules, etc.)
- Daily prep work for recreation programs and special youth events that are held starting the first week of June
- Prep work for new youth tennis program to be held on Doyle tennis courts
- Planning for programs that will be in our fall/winter program book

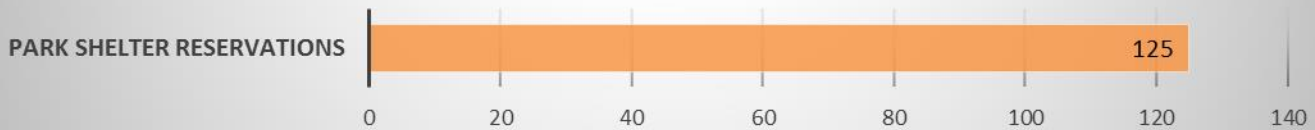


VILLAGE MARKET BANNERS ON
AA A 151

2017 Year-To-Date PROGRAM REGISTRATIONS/PARTICIPATION



2017 Year-To-Date SHELTER RESERVATIONS



Department of Public Works

HIGHLIGHTS

- Complete CMAR report (Compliance Maintenance Annual Report) for the DNR.
- Awarded Stepp Equipment the winning bid for a 2017 refuse truck and sent out a purchase order for it. Excepting delivery in December.
- On 5/26 rescued ducklings from storm inlet on Madison Street.
- Visited both St. John's and Little Chute Elementary School with the street sweeper for clean waterway education.
- Started sanitary sewer preventative maintenance – jetting north of “OO”.
- Municipal Services Building:
 - Installed roof
 - Started installing plumbing

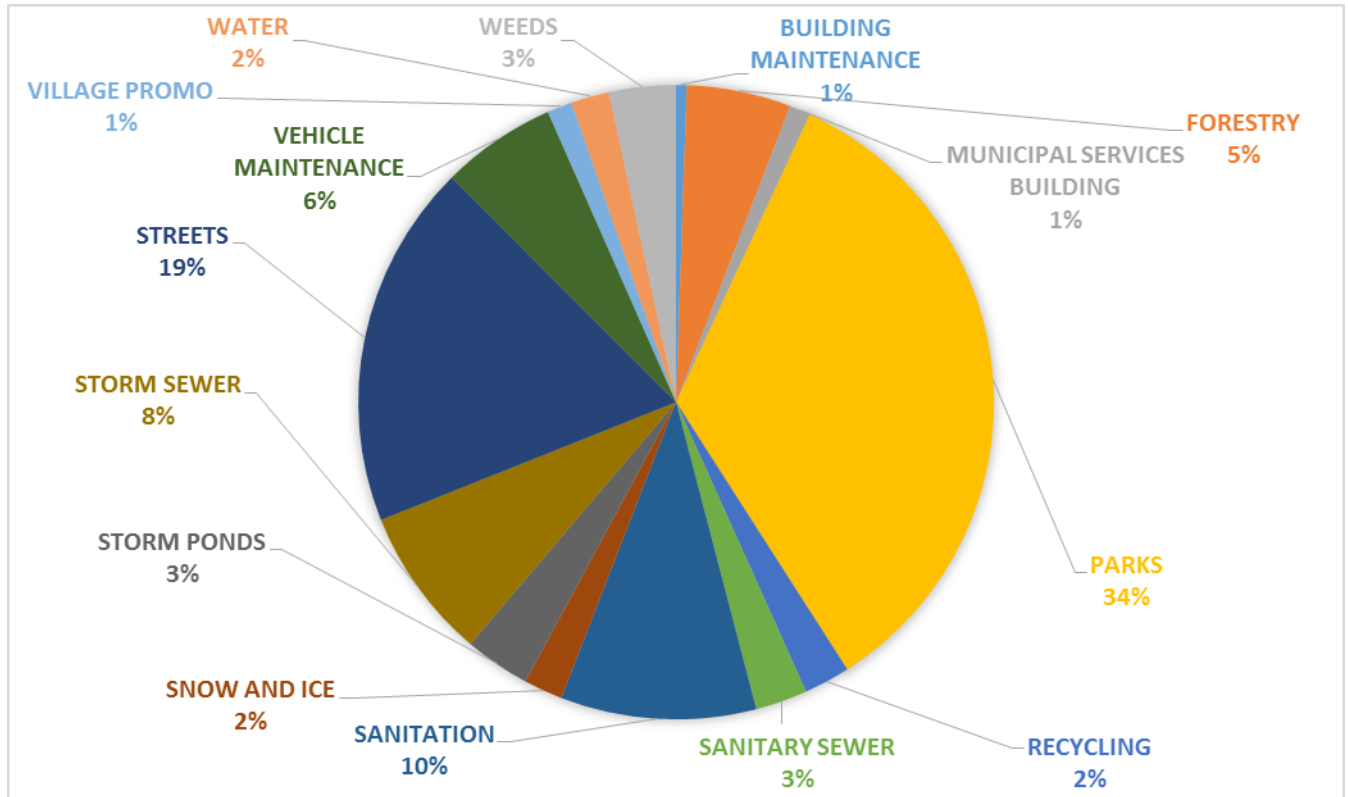
TOP PRIORITIES FOR JUNE

- Completed PASER rating of Village streets.
- Municipal Services Building:
 - Complete Dry Wall

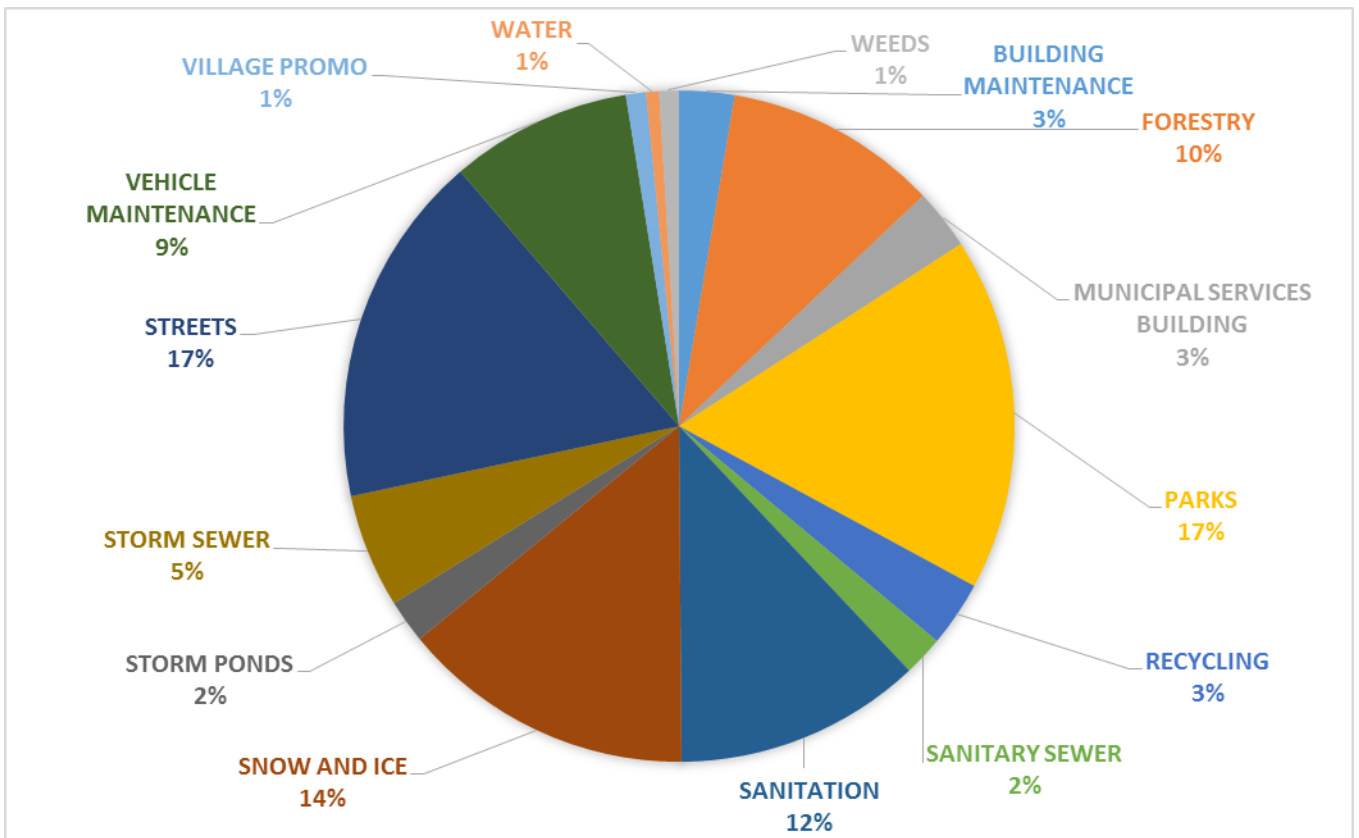


Rescued ducklings from storm inlet on Madison St.

OVERVIEW OF HOURS WORKED IN MARCH 2017 FOR PUBLIC WORKS



Hours Worked Year to Date



Engineering Department

HIGHLIGHTS

- Worked on field data collection for the 2018 road and utility projects for Wilson Street.
- Held preconstruction meeting with Vinton Construction Company in regards to the Harvest Trail 2017 concrete paving project.
- Provided a walk through meeting with residents of Harvest Trail on May 31st.
- Created new codes for data collector and associated symbols for downloading field data into AutoCAD.

TOP PRIORITIES FOR JUNE

- Field survey easement for downtown storm sewer design (McKinley to Civic Center).
- Begin data entry to update storm sewer system for correct location, pipe size, invert elevations and direction of flow. Start in northwest corner of Little Chute.
- Harvest Trail Concrete Paving to begin construction, work to start on June 19th.
- Prepare base map to start design for downtown storm sewer and Wilson Street.
- Asphalt binder to be installed for Crosswind Estates, second phase.



Crosswind Estates Paving

