

# VILLAGE OF LITTLE CHUTE MONTHLY REPORT – APRIL 2018



## ***Little Chute***

ESTABLISHED 1848

April 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 – APRIL 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:

- Upcoming Events
- 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:

James P. Fenlon  
Village Administrator  
108 W. Main Street  
Little Chute, WI 54140  
920-423-3850  
[james@littlechutewi.org](mailto:james@littlechutewi.org)

# Village Administrator

## HIGHLIGHTS

- On April 4<sup>th</sup>, the Board Approved the new Sign Grant for the Central Business District
- The Board also approved the special event permit for the Bazaar After Dark and approved contracts for the 2018 street reconstruction projects.
- The Board of Trustees approved an Intergovernmental Agreement with the Town of Grand Chute with regards to Evergreen Drive reconstruction. That project is slated for 2019.
- The Board of Trustees honored the Chute-ing Stars and Little Chute High School Dance team and coaches with proclamations for their achievements in the previous season. Bravo!
- Adopted Ordinances related to annexations and an amended and restated room tax ordinance.
- The Board of Trustees approved the plan to renovate the Civic Center as budgeted in the 2018 CIP Plan.
- Held interviews for the Director of Public Works position and made arrangements for the new Chief of Police to begin in early May.
- Held Design Review Board meetings to approve two downtown murals.
- Executed both Bazaar After Dark and Rock the Block in late April, to much success on both efforts.

## TOP PRIORITIES FOR MAY

- Award the contract for reconstruction of Daytona Lane.
- Approve the 2018 Wayfinding efforts thanks to the leadership of the Parks Director.
- Work with the Board and candidate for Director of Public Works. Expected start date of the new Director is early June.
- Work on final efforts related to the Municipal Services Building.
- Execute a lean event/continuous improvement review of leaf pick-up with Village staff.
- Continue to work on numerous development opportunities across the village.

# Clerk

## HIGHLIGHTS

The Clerk's office is gearing up for a Special Primary for a Partisan Legislative office for State Senator, District One which will be held May 15th with the Special Election being held on June 12th. We are open for in-person voting and worked hard to ensure all absentee ballots were sent out in a timely manner. We continue to receive numerous special event applications along with applications for the Village Market and businesses have been diligent in returning their liquor licensing yearly renewals as well. Have you noticed that the Village has more presence on social media? If you haven't yet followed us on Twitter, liked us on Facebook, looked at our Blogs, checked out our YouTube page or noticed new things on the website, now is the time! Stay in touch with us and all of the exciting events taking place in our community.

- Set up three polling locations for the Primary Election
- Conduct the Primary Election
- Delivering/sharing results to 3 school districts
- Village Market selections
- Liquor License renewals
- Agendas and Minutes for 8 meetings
- Operator/Solicitor licensing
- Social media/website posting and monitoring
- Weekly Maintenance Reports
- Civic Center/Village Hall rentals

## TOP PRIORITIES FOR MAY

- Public Test
- In-person voting
- Administer the Special Primary for Partisan Legislative Office
- Deliver election results to the county
- Agendas and Minutes for 7 meetings
- Coordinate the employee picnic
- Contact vendors for Village Market
- Create advertising/marketing for the Village Market and Rock the Block
- Conduct weights and measures for Village Market vendors
- Send out liquor licenses to local businesses
- Operator/Solicitor licensing
- Social media/website posting and monitoring
- Supply ordering
- Weekly maintenance reports
- Civic Center/Village Hall rentals

**CLERK’S OFFICE DATA FOR APRIL**

<b>Village of Little Chute Website and Social Media Metrics - April 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>	14,060	12,637	11.26%	42,748	40,904	4.51%
<b>Website Page Views</b>	19,076	15,663	21.79%	67,451	50,314	34.06%
<b>Facebook Likes</b>	2,613	2,009	30.06%			
<b>Facebook Reach</b>	89,093	37,459	137.84%	195,187	252,644	-22.74%
<b>Village Hall Blog View</b>	241	383	-37.08%	1,288	2,065	-37.63%
<b>Instagram Followers</b>	304	139	118.71%			
<b>Twitter Followers</b>	264	152	73.68%			
<b>Twitter Impressions</b>	5,381	2,933	83.46%	12,453	35,865	-65.28%

# Community Development

## HIGHLIGHTS

- Attended Strong Neighborhoods event.
- Met with Commercial Developers regarding sites in village.
- Continued Inspections of homes, apartments and commercial projects.
- Created annexation petitions, ordinances, and State documents for lands along Evergreen Drive.
- Met with property owners about annexation on Holland Road.
- Working on 2018 Property Valuations.
- Met with realtor regarding lands between Freedom Rd and Buchanan Rd.
- Met with County Highway Commission.

## TOP PRIORITIES FOR MAY

- Meet with builders and owners about upcoming commercial projects.
- More meetings with owners regarding requests for annexation petitions along Holland Road.
- Continued Inspections of homes, apartments and commercial projects.
- Complete 2018 Assessment Roll.
- Open Book hearing for 2018 Property Valuations.
- More Ordinances annexing lands from Vandebroek.

## COMMUNITY DEVELOPMENT APRIL DATA

Community Development Department 2018 Permit Data			
	April-18	2018 TOTALS	2017 TOTALS
Permits Issued	63	142	644
Property Complaints	3	10	37
Property/Field Inspections	82	189	1067
Letters Sent		0	0
Action Corrected	1	2	21
Referred for Action		2	0
Ongoing	2	6	16

Community Development Department 2018 Permit Data			
	April-18	2018 TOTALS	2017 TOTALS
Permits Issued	63	142	644
Permit Fees	\$14,099	\$46,050	\$114,330
Permit Value	\$3,676,290	\$18,723,331	\$35,708,279

# Finance Department

## HIGHLIGHTS

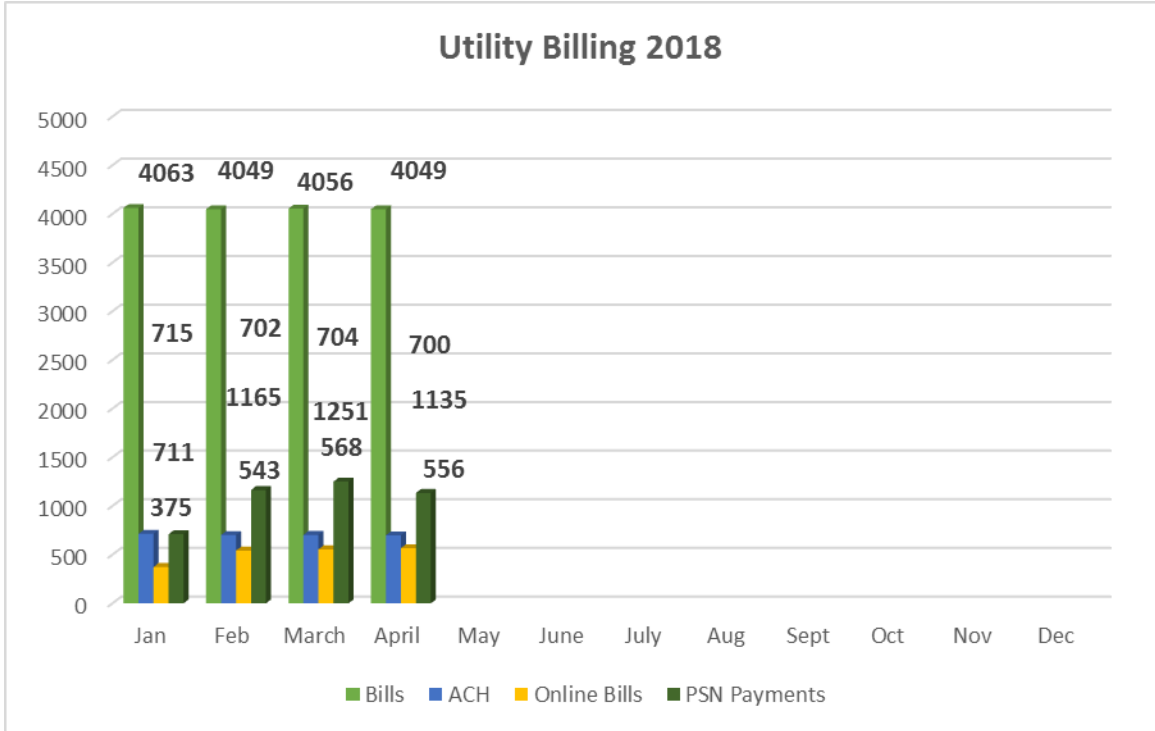
- 4,049 Utility Bills created and 700 ACH payments processed by Finance Department.
- 96 Service Orders (Final Reads, High/Low Reads, Meter Installations) for Utility Billing created and coordinated with MCO.
- 568 Ratepayers opted out of postcard billing and 1,135 ratepayers utilized PSN for payments through April 30, 2018.
- 210 Landlord Notices were mailed for tenant delinquency notification.
- TID Certification, Expenditure Restraint and Room Tax Report filed by May 1, 2017.

## TOP PRIORITIES FOR MAY

- 2017 Audit Process – Fieldwork commenced May 8<sup>th</sup> – May 10<sup>th</sup>, Finalized May 23<sup>rd</sup> -24<sup>th</sup>, 2017.
- State of WI Reports due May 15, 2017 – State Form C.
- PSC Report Due by June 1, 2018.
- CIP discussion for TID 6 (Boundary and Plan) and new TID #7 and #8.



## FINANCE DEPARTMENT APRIL DATA





## FOX VALLEY METOR APRIL DATA

Fox Valley Metro Police Department						
Monthly Report						
April 2018						
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Total # of Incidents	984	817	20%	3748	3117	20%
Citizen Generated	522	477	9%	1841	1773	4%
Officer Initiated	371	340	9%	1553	1322	17%
Citizen Contacts	250	250	0%	1162	974	19%
Traffic Citations	104	110	-5%	478	447	7%
Speeding	13	17	-24%	56	61	-8%
Seatbelt	13	18	-28%	65	86	-24%
OWI	10	8	25%	36	29	24%
Ordinance Summons	44	27	63%	195	109	79%
UA Drinking	0	3	-100%	3	5	-40%
Parking Tickets	30	26	15%	718	617	16%
Warrant Pick Ups	5	4	25%	20	28	-29%
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Adult Criminal Referrals	18	20	-10%	89	105	-15%
Juvenile Criminal Referrals	3	6	-50%	12	31	-61%
Offense Reports (CAD)	901	708	27%	3372	2715	24%
Narratives	83	109	-24%	376	402	-6%

# Kimberly/Little Chute Joint Public Library

## HIGHLIGHTS

- Novelist installation
- Door Counter installation in Little Chute complete
- Promotion of Library Assistant to Adult services

## TOP PRIORITIES FOR MAY

- Preparing for the summer reading program
- Bin Study
- Sign Up Software implementation
- Kiosk Bill Pay
- Hiring and training Library Assistant positions from promotion
- Remote print and print vending installation

## JOINT LIBRARY MARCH DATA

MONTHLY STATISTICS REPORT - KIMBERLY-LITTLE CHUTE PUBLIC LIBRARY - APRIL 2018							
Category		Current Month KIM	Current Month LIT	Current Month Combined	YTD Combined	Previous Year Comparison	% Change
Circulation		12554	9520	22,074	85,474	21425	3%
Self Check included above		2213	1926	4,139	4,139		
		17%	20%	19%	5%		
Outreach Delivery							
Collections	Title count	41700	41565	83,265		96106	-13%
	Item count	43743	43170	86,913		100721	-14%
Computer Use		550	366	916	2,975	859	7%
Interlibrary Loan	Items borrowed	3667	2251	5,918	18,245	5843	1%
	Items loaned	2707	2997	5,704	17,304	4965	15%
Library Card Holders (quarterly)	Adult						
	Juvenile						
	Total						
Overdrive Usage	eBook uses	621	474	1,095	3,028	1,044	5%
March	Audiobook uses	335	197	532	1,533	475	12%
	Video	-	-	-	5	3	-100%
RB Digital	Magazine uses	11	12	23	90	28	-18%
Patron Visits	New Counter KIM	4,812	4,346	9,158	40,447	9,340	-2%
Programming	Adults	5	6	11	35	6	83%
	Children	10	3	13	47	7	86%
	Teens	-	1	1	2	2	-50%
	Community (all ages)			-	2		
	1000 Books	1	1	2	4	2	0%
Fox Cities Kidz	Outreach	-	-	1	1		
Program Attendance	Adults	93	69	162	564	124	31%
	Children	330	177	507	1,421	207	145%
	Teens	-	1	1	1	7	-86%
	Community (all ages)			-	83		
	1000 Books	5	3	8	11		
	Outreach	-	-	560	560		
	Literacy stations	1	1	2	2		
Drop-In Programming	Literacy stations	2	2	4	10	2	100%
	Participation	125	139	264	830	294	-10%
Web Site Hits				10,170	29,905	9,855	3%
Social Media	Facebook fans			1524		1,090	40%
	Pinterest followers			163		158	3%
	Twitter followers			110		93	18%
	YouTube views			25195			

# Parks, Recreation and Forestry Department

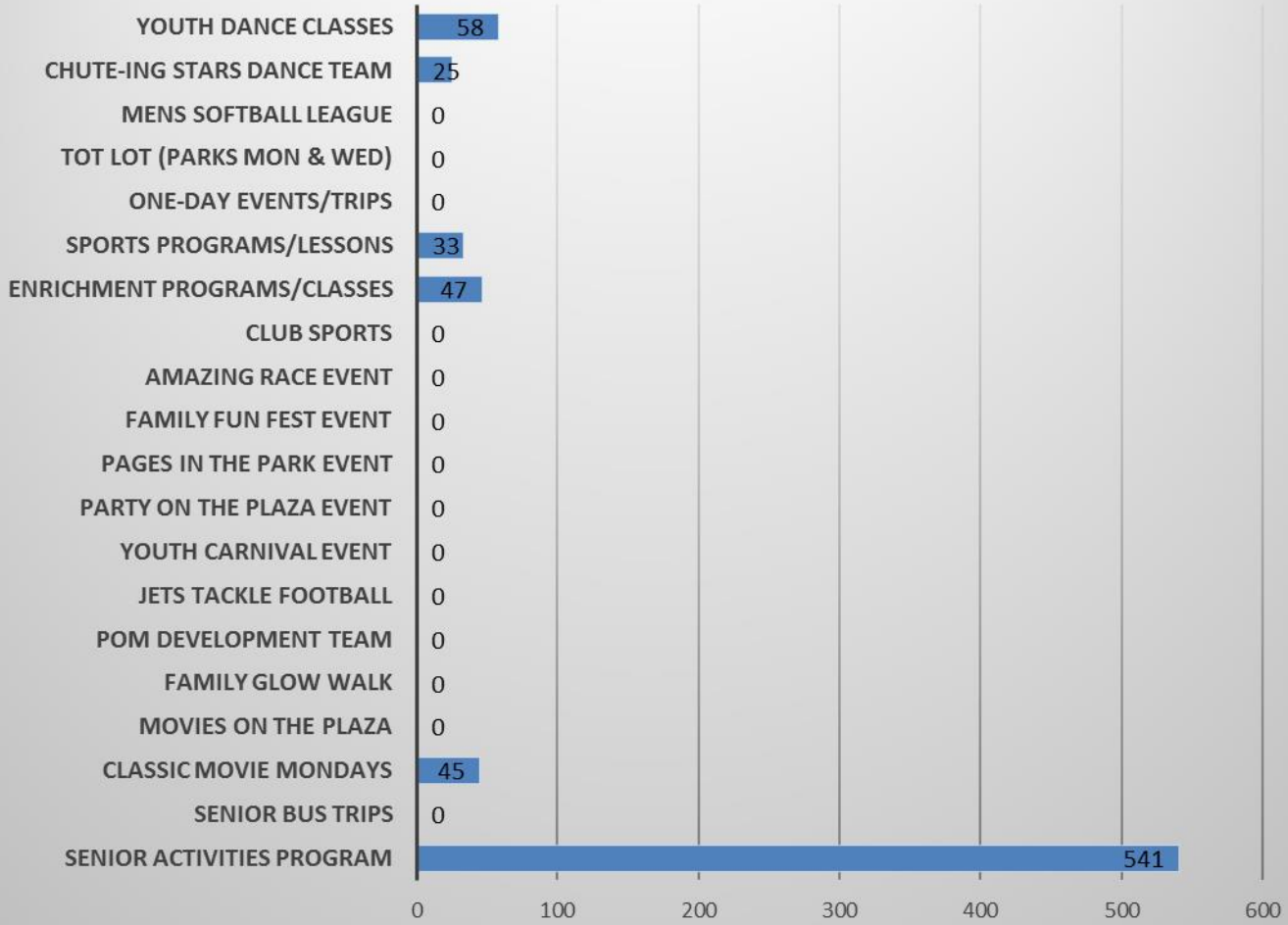
## HIGHLIGHTS

- Attended WPRA (Wisconsin Park Recreation Association) Spring Workshop in Wausau on 4/5.
- Chute-ing Stars parent & dancer meeting held 4/9, followed by dancer practices with team tryouts on 4/13; team roster out 4/16.
- Finalized youth tee shirt program order for all programs with sponsors received, meeting held with printer, complete order placed.
- Completed men's softball league schedules, and worked on youth baseball and softball schedules for LC Diamond Club
- Held Arbor Day Ceremony at Legion Park 4/30 with 4<sup>th</sup> graders from LC Elementary; speakers from DNR and Van Zeeland Nursery assisted with program; planted tree at park; each student received baby trees to take home to plant
- Park Bathrooms were opened for the season.
- First day of archery class will be on Thursday, April 12 at The Cage. The department has filled both the beginner and family classes.
- Received two grants for the Fox River Boardwalk project totaling \$1,250,000. Outagamie County and ATC approved a grant for \$600,000 and David and Rita Nelson from the Community Foundation donated \$650,000.

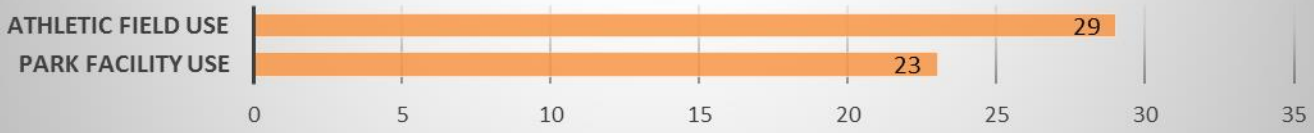
## TOP PRIORITIES FOR MAY

- Final planning for Jets Football parent/player meeting with coaches and player registration on May 9 (*schedule, physical forms & list, pre-concussion testing info, etc.*)
- Final planning for start of Men's Softball League on May 10 (*official contracts, small player schedules, scorebooks, lineup sheets, first aid kits, bats, balls, etc.*)
- Final planning for Home Alone Sitter Course on May 12 (*class packet to student, final roster, meeting with instructor, etc.*)
- Final planning for Youth Dance Revue on May 12 (*plan rehearsal night, order cookies, meeting with instructors, revue flyer, etc.*)
- Prepare paperwork and pay change forms for new and returning rec, pool and park staff; prepare for all staff meeting to be held May 23
- Coordinate emptying and filling the pool with Fox River Navigational System Authority.
- Complete and submit a grant request with the WI DNR through their stewardship program for the Fox River Boardwalk.
- Submit a grant with the FCVCB for the Fox River Boardwalk and begin to craft documents for private donations towards the project.
- Pool, Park, and Recreation seasonal staff will start in May. On May 23 we will be hosting an all staff training/meeting.
- Participate in a lean project on leaf pick up with other Village staff.
- Complete the roofing project on the Heesakker Shelter.

## 2018 Year-To-Date PROGRAM PARTICIPATION



## 2018 Year-To-Date SHELTER/FACILITY/FIELD USAGE



# Department of Public Works

## HIGHLIGHTS

- Made the gate operational for the yard waste site. Informed the public that the site is now gated and renewal of access cards are needed. Activated over 250 yard waste site access cards.
- Mailed out over 5,000 2018 Public Works and Engineering Departments newsletters to residents and area businesses.
- Held Pat Verhagen's retirement party April 27th at the Municipal Services Building. His last day at the Village was Monday, April 30th.
- Collected extra bagged garbage the last week of the month. The next collection will take place last week in December.
- On 4/14 we encountered snow storm Evelyn which brought us record accumulating snow totals (about 21").
- Free tire pick-ran Village wide and started curbside pick-up of yard waste.
- Helped with Bazaar After Dark setup.

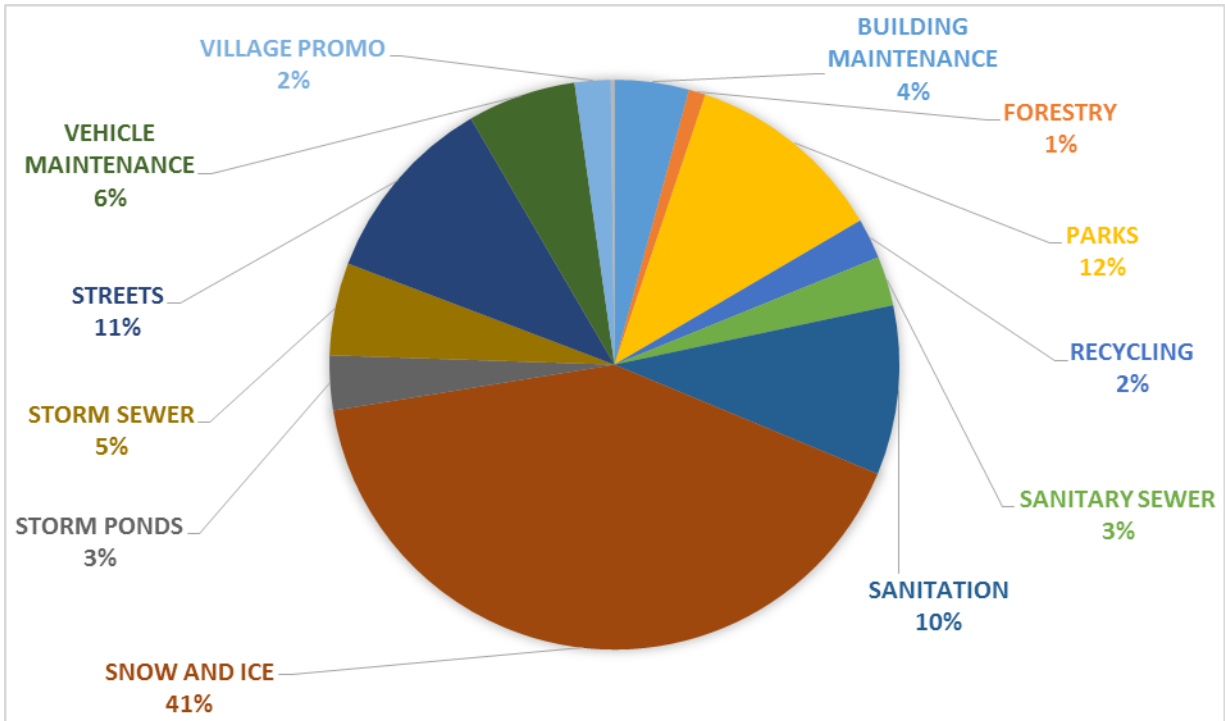
## TOP PRIORITIES FOR MAY

- Continue to activate yard waste access cards.
- Summer part-time help will start.
- Pavement painting, jetting, sanitary lift pump replacement for Doyle Park, and excavation rehabilitation.

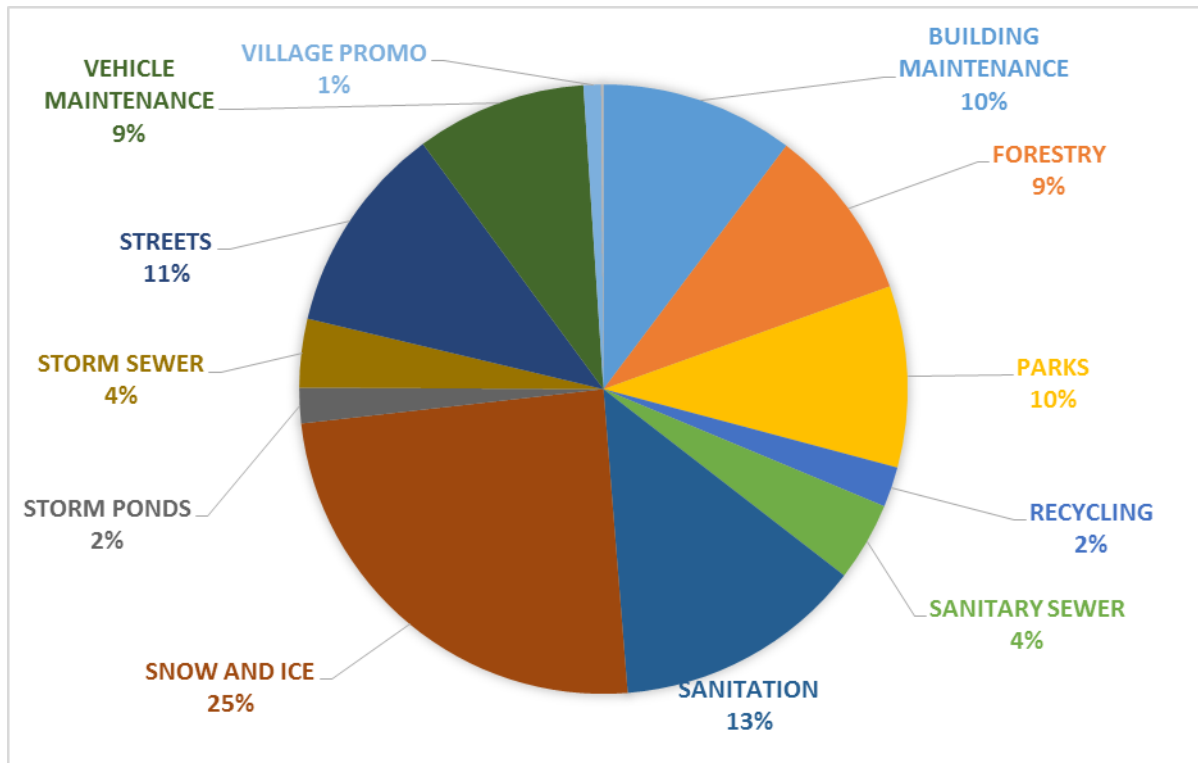


**Happy retirement Pat! Thanks for your service to the Village.**

### April 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

- **Wilson Street & Hayes Street Paving and Utility Projects 2018** - Awarded contracts for paving and utilities for Wilson & Hayes Streets. Donald Hietpas & Sons was awarded the utility contract and Vinton was awarded the concrete contract.
- **Golden Gate Drive** - The contractor has begun grading operations subbase is being prepared for compaction testing.
- **Quiet Zone Study** - Engineering has received questions from the Village Consultant for this project to allow data collection for the traffic study. Engineering will provide plans and other information as needed for consultant to proceed.
- **Private Development Projects** - Private utilities and new development are being received for review. New construction is increasing along with field inspections within the right-of-way.

## TOP PRIORITIES FOR MAY

- **Daytona Lane Paving Project 2018** - Award contract for paving project for Daytona Lane.
- **Wilson Street & Hayes Street Paving and Utility Projects 2018** - To complete preconstruction meeting by May 16th with utility contractor and conduct resident construction walk thru on site by May 21st. Utility Contractor to begin work by May 28th.
- **CIP Letter** - To be mailed to residents to acknowledge new work.
- **GIS Utility Revision** - Engineering staff is currently working on updating the utility data base to improve accessibility and reliability of our information for public utilities.
- **Summer Interns** - The Village of Little Chute's Engineering Staff is extremely happy that two seniors will be assisting with the design of new infrastructure and construction inspection for this summer's work. We look forward to their arrival the third week in May.

### DeLeah Willman

Senior at UW-Platteville  
Major: Civil Engineering  
High School: Sheboygan North H.S.  
Hometown: Sheboygan, WI

### Josh Le Noble

Senior at University of Wisconsin – Madison  
Major: Civil Engineering  
High School: Appleton Xavier  
Hometown: Kaukauna, WI  
Expected Graduation: December 2018

