

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – JUNE 2018



Little Chute

ESTABLISHED 1848

June 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:

James P. Fenlon
Village Administrator
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Little Chute, WI 54140
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Village Administrator

HIGHLIGHTS

- The Village's new Director of Public Works, Kent Taylor, started in early June and hit the ground running. We are excited to have Kent on the team!
- Review and approved documents related to the Fox Cities Sports Facility for the Village Board.
- Thanks to Tim Paulson and the Engineering team, the Village completed and filed our annual CMAR Report, which is the Compliance Maintenance Annual Report for wastewater treatment.
- Approved an application for a Façade Renovation loan for 820 Madison Street for Lasting Impressions by Mary LLC
- Worked with staff and developers on numerous development opportunities in the Village of Little Chute.
- The Village convened the Joint Review Board and presented at the Outagamie County Finance Committee related to TID creation and amendment.
- All village staff met in late June to discuss organizational updates, discuss operations and we were able to recognize employees for going above and beyond in the first half of the year.
- Started the recruitment process for the Finance Director position as a result of an impending retirement.

TOP PRIORITIES FOR JULY

- Work with the Board of Trustees to finalize an offer for the new Finance Director and have that individual ready to begin in early August.
- Work with the Wisconsin Economic Development Corporation staff on an event highlighting major developments in Downtown Little Chute on July 10th.
- Continue to work on numerous development opportunities across the village and finalize the creation of two new Tax Increment Districts (TID) and amend another TID.
- Work with staff to finalize a first draft of the 2019-2023 CIP while also begin formulating the 2019 Budget process, calendar and guidance.
- Host a presentation for staff related to the Deferred Compensation Program and plan the 2nd Quarter all-hands training.

Clerk

HIGHLIGHTS

With another election under our belts in June, we look forward to the Election for Partisan Office which will be held August 14th, 2018. July will surely bring many voters into the Clerk's office to cast their votes early and avoid the long lines which are sure to be evident in August. To request an absentee ballot please apply in-person or send your application to the Clerk's office at 108 W. Main St., Little Chute, WI 54140. You may download the application at <http://www.littlechutewi.org/DocumentCenter/View/30/Absentee-Ballot-Application?bidId>.

- Performed the Public Test
- Completed In-person voting
- Administered the Special Election for Partisan Legislative Office
- Delivered election results to the public and county
- Finished planning employee recognition picnic and sent out the invitations
- Village Market kickoff
- Completed the Board of Review meetings
- Sent/delivered liquor licenses to local business'
- Agendas and Minutes for 7 meetings
- Operator/Solicitor licensing
- Social media/website posting and monitoring
- Weekly Maintenance Reports
- Civic Center/Village Hall rentals

TOP PRIORITIES FOR JULY

- Clerk's Institute Training
- Send out absentee ballots
- In-person voting
- Post B-D Notice
- Complete the Communication Calendar for the quarter
- Prepare for Election for Partisan Office
- Facilitate the Employee Recognition Picnic
- Continue adding and editing Summer/Fall Newsletter
- Agendas and Minutes for 6 meetings
- Village Market assistance
- Operator/Solicitor licensing
- Social media/website posting and monitoring
- Supply ordering
- Weekly maintenance reports
- Civic Center/Village Hall rentals

CLERK'S OFFICE DATA FOR JUNE

Village of Little Chute Website and Social Media Metrics - June 2018						
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Website Visits	36,886	36,613	0.75%	104,166	96,899	7.50%
Website Page Views	36,410	32,100	13.43%	130,104	102,946	26.38%
Facebook Likes	2,747	2,147	27.95%			
Facebook Reach	60,829	74,796	-18.67%	300,993	358,706	-16.09%
Village Hall Blog View	521	569	-8.44%	2,836	3151	-10.00%
Instagram Followers	357	162	120.37%			
Twitter Followers	282	175	61.14%			
Twitter Impressions	5,367	2,495	115.11%	22,138	40,262	-45.02%

Community Development

HIGHLIGHTS

- Met with Commercial Developers regarding sites in village.
- Continued Inspections of homes, apartments, schools and commercial projects.
- Met with property owners about annexation on Holland Road.
- Attended Fox area Economic Development Professionals meeting.
- Board of Review hearing for 2018 Property Valuations.

TOP PRIORITIES FOR JULY

- Meet with builders and owners about upcoming commercial projects.
- Assist in creating TID's 7, 8, and amendment to 6.
- Annexation petitions along Holland Road.
- Continued Inspections of homes, apartments, schools and commercial projects.
- Attend Economic Development Summit in Green Bay

COMMUNITY DEVELOPMENT JUNE DATA

Community Development Department 2018 Permit Data			
	June-18	2018 TOTALS	2017 TOTALS
Permits Issued	86	292	644
Property Complaints	8	38	37
Property/Field Inspections	87	370	1067
Letters Sent		0	0
Action Corrected	2	6	21
Referred for Action	1	3	0
Ongoing	5	29	16

Community Development Department 2018 Permit Data			
	June-18	2018 TOTALS	2017 TOTALS
Permits Issued	86	292	644
Permit Fees	\$110,770	\$177,629	\$114,330
Permit Value	\$12,996,556	\$36,456,366	\$35,708,279



HIRING/PROMOTIONS

- We recently conducted an assessment center for the police officer applicants. The candidates took a written test, physical ability test and then interviewed with an internal panel. We will be interviewing the top five or six candidates this week and those who continue in the process will interview with the police commission on July 17th. The plan is to hire one, if not two officers in early August. The second officer would be hired in anticipation of a vacancy created by promoting an officer to lieutenant.
- We have posted for internal applicants to fill the vacant lieutenant’s position. Applications are due July 17th.

ADMINISTRATION

- We are working on restructuring the department from an organizational chart perspective. The goal is make the work flow more efficient and the reporting requirements clearer. We will bring this before the village boards in mid-July.
- We are in our second week of working with our new Records Management System (RMS)/ Computer Aided Dispatch System (CAD). We are learning how to input and retrieve data form this new system. Overall, this system presents itself as being much more capable then the previous system. The new system was purchased by the county from Spillman Technologies.

FACILITIES

- We are looking at addressing our property storage options. We have a significant amount of property/evidence still being stored at the Combine Locks facility. We have to have this property removed from their facility by January 1, 2020.

PATROL

- Officers Gueli, Lambie and Uebelher were presented with village merit awards from Village Administrator Fenlon. Gueli and Lambie were awarded for going “Above and beyond” on cases that focused on quality of life issues and Uebelher was recognized for being awarded the 2017 Officer of the Year within the Metro P.D.

INVESTIGATIONS

- An armed robbery suspect (Garry Perry) from a 2017 Metro case was sentenced to seven years prison and six years’ probation with another four years prison and four years’ probation for a Appleton Police Dept. case. This case involved many hours of investigation and jointly working with Appleton P.D. as our cases ended up being connected.
- We had several sexual assault investigations come in, some requiring lengthy follow up and are still ongoing. One such case involved an arrest of an adult male for soliciting a minor for sex acts via the internet. This case involved an officer posing as a female juvenile online. This officer posted a fictitious identification online and the suspect initiated the contact. This is part of our participation in ICAC – Internet Crimes Against Children program.
- A suspicious death investigation from February is being closed since the Coroner’s Office has rules it a suicide.
- Our investigator did a walkthrough/security survey assessment at St Johns.
- We had two, recent fires at residential properties in which we required the assistance of the State Fire Marshall’s Office to assist us with our investigation in determining the cause of these fires.
- Staff is working on updating the Domestic and Electronic recording policy to coincide with new best practices dealing with Sexual Assault/Domestic violence investigations.

TRAINING

- An officer recently attended Cellebrite training. Cellebrite is a company that provides law enforcement with software, hardware and training that allows us to extract digital forensic information from electronic media devices such as personal computers, cell phones, tablets, etc.
- We have scheduled a few officers to attend CIT (Crisis Intervention Teams) training. CIT gives officers some tools to use when interacting with people who are in crisis and suffering from a mental illness. It is our philosophy that all patrol staff should have this training. The ones that are scheduled to attend are either new or haven’t had the opportunity to attend yet.
- On June 7th, our department hosted a suicide prevention training session at the Little Chute Village Hall. The training was presented by Mary Van Haute. The program focused on preventing suicide within the law enforcement profession. More law enforcement officers die by suicide each year compared with line-of-duty deaths.

<http://policesuicide.spcollege.edu/SpeakerBios/VanHaute.htm>

SPECIAL EVENTS

- Our department provided traffic control and event safety for the Fourth of July fireworks celebration in Kimberly on July 3rd.

FOX VALLEY METRO JUNE DATA

June 2018						
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Total # of Incidents	818	1049	-22%	5648	5039	12%
Citizen Generated	450	674	-33%	1441	1655	-13%
Officer Initiated	290	366	-21%	1149	1062	8%
Citizen Contacts	198	166	19%	852	645	32%
Traffic Citations	118	92	28%	375	308	22%
Speeding	21	18	17%	62	40	55%
Seatbelt	9	12	-25%	44	63	-30%
OWI	11	5	120%	31	21	48%
Ordinance Summons	21	33	-36%	119	88	35%
UA Drinking	0	1	-100%	1	1	0%
Parking Tickets	54	31	74%	360	268	34%
Warrant Pick Ups	3	8	-63%	12	17	-29%
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Adult Criminal Referrals	35	26	35%	135	159	-15%
Juvenile Criminal Referrals	2	1	100%	32	66	-52%
Offense Reports (CAD)	738	952	-22%	5118	4445	15%
Narratives	80	97	-18%	530	594	-11%

Kimberly/Little Chute Joint Public Library

JOINT LIBRARY JUNE DATA

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

Category	Current	Current	Current	YTD	Previous	% Change
	Month KIM	Current Month LIT	Month Combined		Year Comparison	
Circulation	18934	12795	31,729	138,459	35574	-11%
Self Check included above	4117	3486	7,603	15,460		
	22%	27%				
Outreach Delivery			85			
Collections						
Title count	41489	41422	82,911		89306	-7%
Item count	43482	43004	86,486		93478	-7%
Computer Use	649	420	1,069	5,948	913	17%
Wireless						
Distinct clients	503	557	1,060	5,503	959	11%
Daily average	37	45	82			
Interlibrary Loan						
Items borrowed	3710	2340	6,050	35,304	5650	7%
Items loaned	2672	2959	5,631	34,017	4889	15%
Library Card Holders (quarterly)						
Adult						
Juvenile						
Total						
Overdrive Usage						
eBook uses	532	492	1,024	5,996	1,111	-8%
Audiobook uses	358	170	528	4,132	503	5%
Video			1	7	1	0%
RB Digital						
Magazine uses	12	3	15	238	20	-25%
Patron Visits						
New Counter KIM	8,125	6,383	14,508	54,955	9,340	55%
Programming						
Adults	3	5	8	13	7	
Children	9	13	22	35	16	
Teens	1	2	3	5	2	
Community (all ages)	2	1	3	4		
School Visits						
Outreach			1	1		
				0		
Program Attendance						
Adults	52	98	150	248	123	
Children	976	832	1,808	2640	1668	
Teens	40	19	59	78	50	
Community (all ages)	5	27	32	59		
Web Site Hits			10,920	59,974	10,939	0%
Social Media						
Facebook fans			1,599		1126	42%
Pinterest followers			164		328	-50%
Twitter followers			109		98	11%
YouTube views			25,500		23773	7%
Hoopla						
	September	October	November	December	January	February
Audiobook	27	30	30	40	86	95
Comics	0	0	0	4	22	9
Ebook	15	13	27	43	66	40
Movie	12	22	18	23	32	22
Music	11	9	14	16	19	16
Television	2	1	3	1	17	16
	March	April	May	June	July	Aug
Audiobook	111	105	101	127		
Comics	8	8	15	11		
Ebook	48	57	59	41		
Movie	34	23	16	27		
Music	24	33	20	18		
Television	8	14	15	20		

Parks, Recreation and Forestry Department

HIGHLIGHTS

- Approved and ordered the signs for the Village Wide Wayfinding Project
- Conducted mid-year reviews for all full-time staff in our department
- The Village Market began on Thursday, June 14 at 2:00 pm. This year's market operates from June 14 – September 13
- Assistance with setup and cleanup of Great Wisconsin Cheese Festival held at Doyle Park on June 1, 2 & 3
- Summer rec programs began week of June 11 – tot lot (Mon), one-day youth events (Tues, Wed & Thur), Tiny Tots Playtime (Mon), Basketball (Mon), Pee Wee Sports (Thurs), Tumbling Tykes (Fri), and Sports60 (Fri)
- Prep work for weekly programs - staff scheduling, needed supplies, craft projects, event activities, food/snack for programs, etc
- All recreation instructors received Bloodborne Pathogens training, and required staff received CPR/First Aide/AED training
- Planning for programs that will be in our fall/winter program book

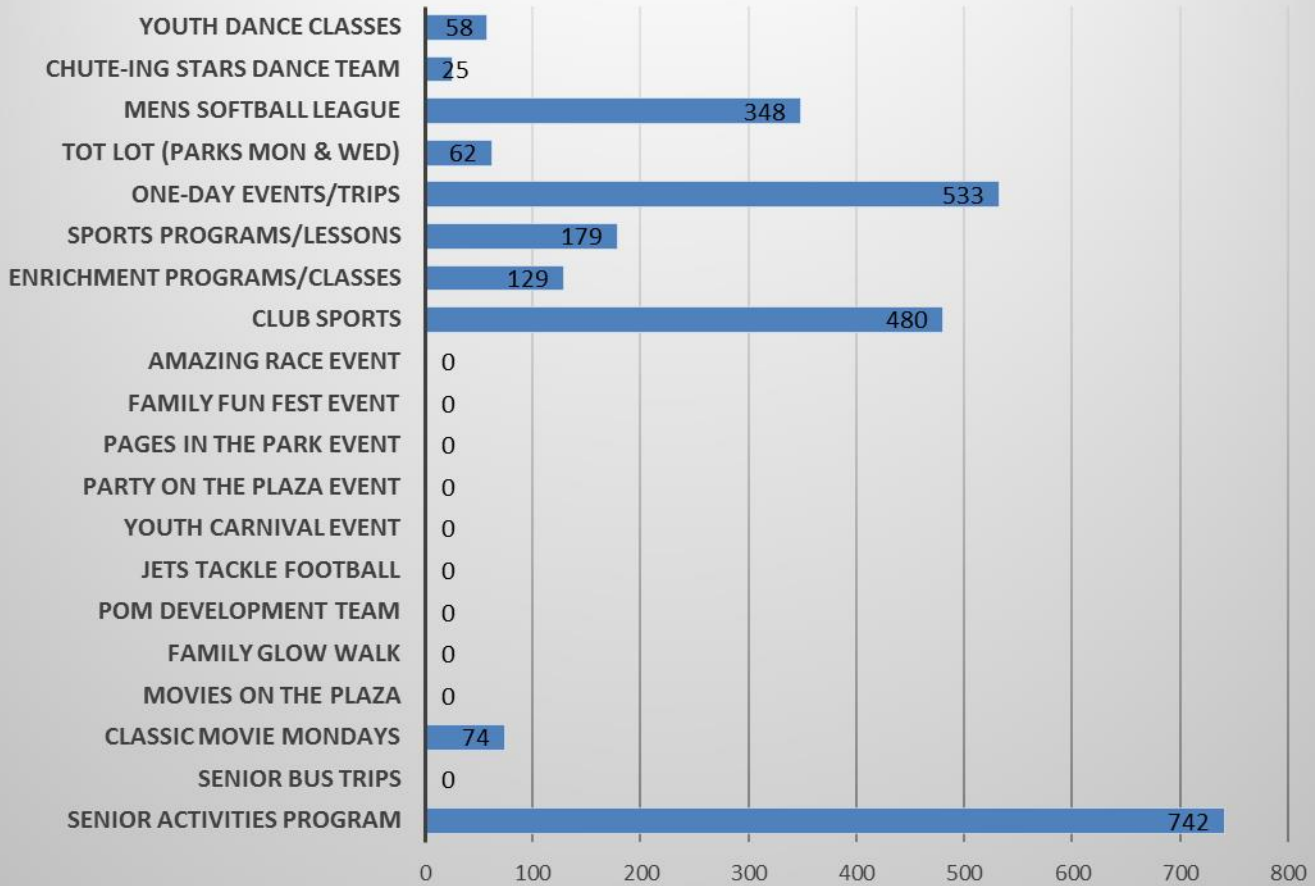


TOP PRIORITIES FOR JULY

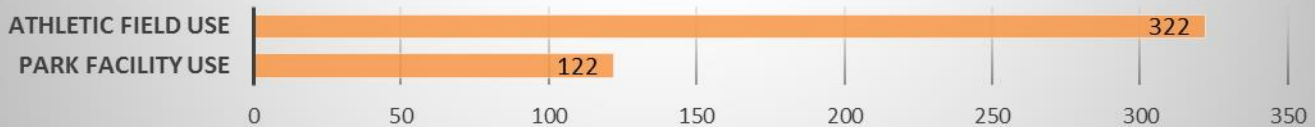
- Finalize a design for the Creekview Park Playground
- Host a Park Planning Committee Meeting on Tuesday, July 10
- Host the grand opening on July 18 for the Born Learning Trail with Heartland Businesses Systems and the United Way
- Create documents and a method for perspective donors to donate towards the Fox River Boardwalk Project.
- Continue to work and plan with businesses for a Wine Walk in downtown Little Chute on September 13 of this year
- Prep work for programs that begin in July as well as weekly programs running in July - staff scheduling, needed supplies, craft projects, event activities, food/snack for programs, etc.
- Finalize fall/winter program book; proof; send to print; sort/label at end of month for mailing to residents (registration starts August 1)
- Prep work for jets football program – contracts with officials & athletic trainer, organize new jets equipment storage area at park, contract away buses, etc.
- Prep work for Movies On The Plaza on July 18 & August 1 – final arrangements with company, coordinate plaza lights turn off with Kaukauna utility, power supplies, staff scheduling and kids games, carnival time popcorn truck setup, etc.
- Prep work for Youth Carnival in August - send sponsor letters, volunteers to work event with staff, confirm bookings with kids rides and the DJ, etc.



2018 Year-To-Date PROGRAM PARTICIPATION



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



2018 TO-DATE POOL PARTICIPATION COUNTS (32 DAYS OF OPERATION)



Department of Public Works

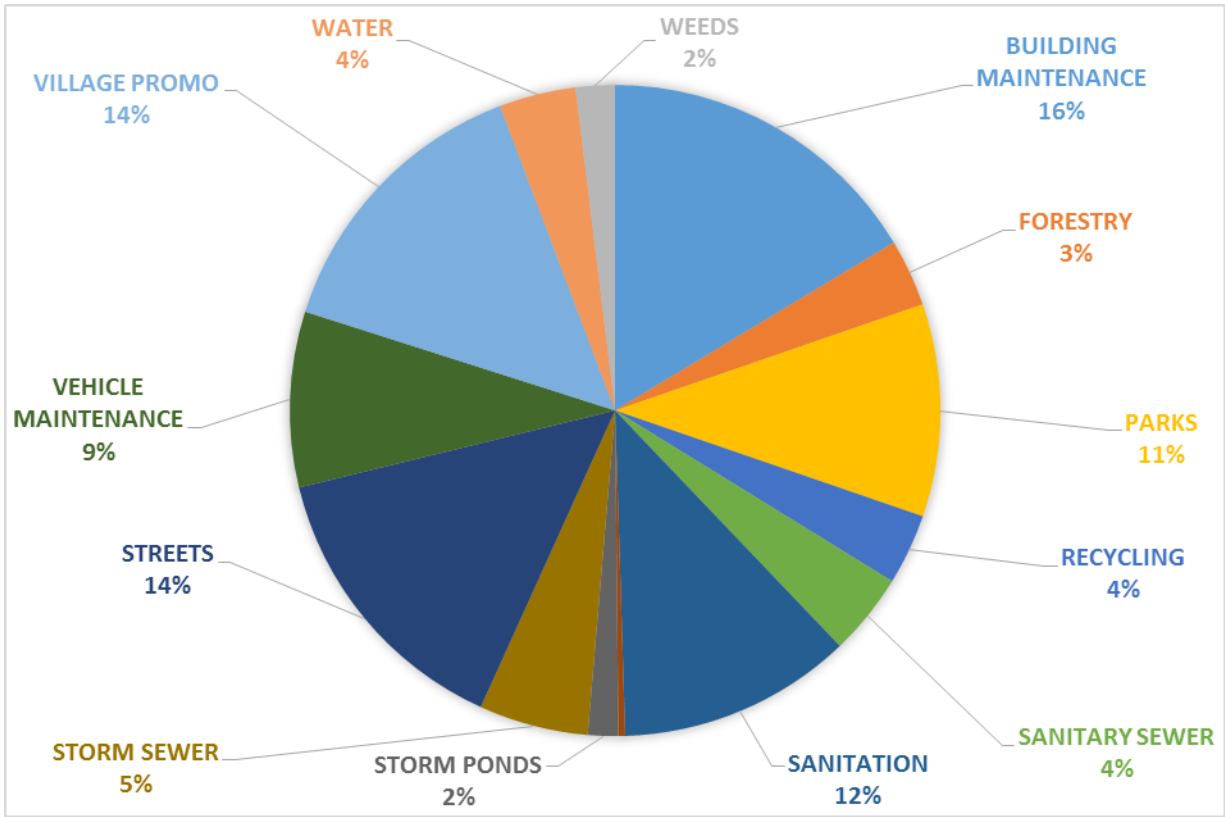
HIGHLIGHTS

- Activated over 700 yard waste access cards so far for the season.
- Welcomed Kent Taylor as the new Department of Public Works Director.
- Mailed letter to residents who are on the Capital Improvement Program to have road reconstruction within the next five years.
- Sent out salt bids for the upcoming snow season.
- 50% of Municipal Services crew had first aid and CPR training.
- Salt bin structure moved from old site to Municipal Services Building
- Village storm ponds were inspected.
- Crew started 2018 sanitary sewer preventative maintenance.
- Submitted the Municipal Separate Storm Sewer System (MS4) Report to the DNR.

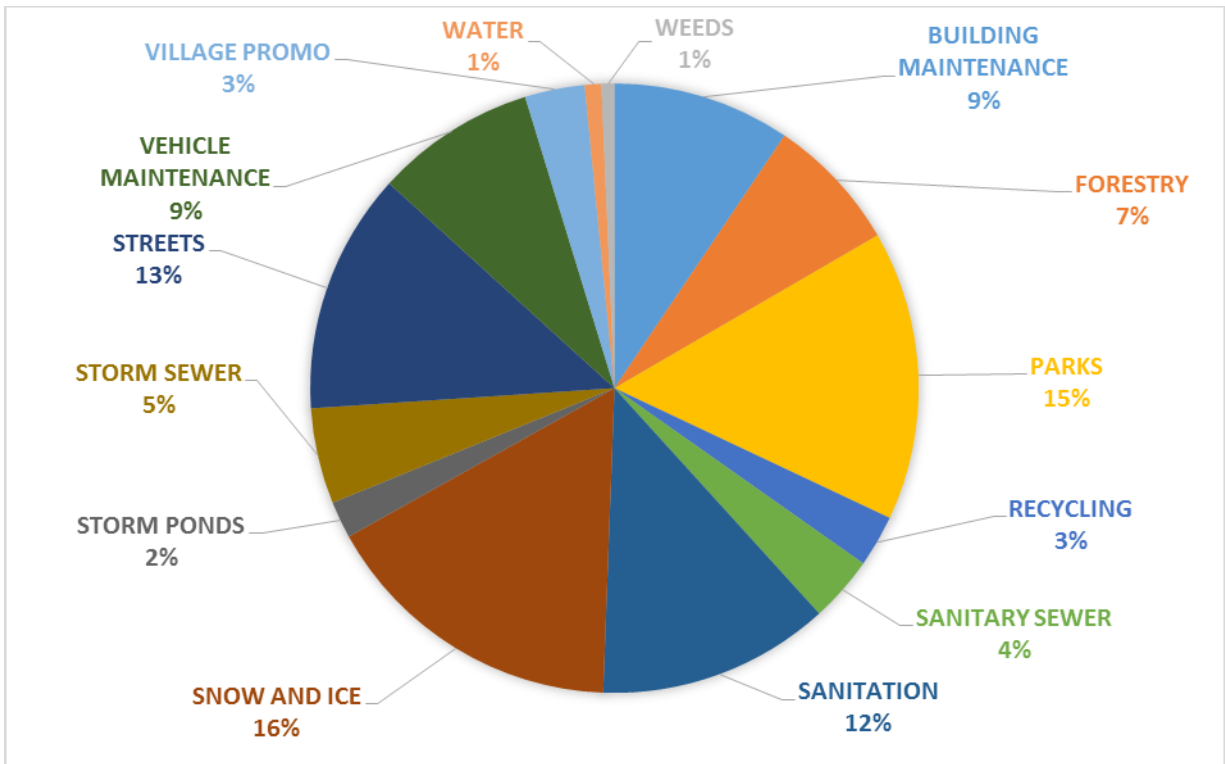
TOP PRIORITIES FOR JULY

- Work with the Parks Recreation and Forestry department to purchase 2018 approved fleet.
- Complete the Pavement Surface and Evaluation and Rating (PASER) report for the five year Capital Improvement Plan.
- Director will meet with all Municipal Services crew and continue to learn the infrastructure systems.
- Development a fleet management program.

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



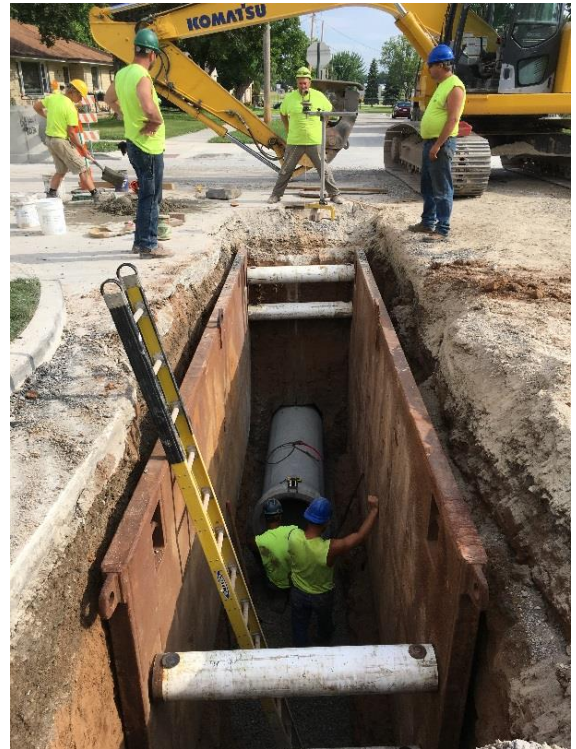
Hours Worked Year to Date (Includes Full & Part-time Hours)



Engineering Department

HIGHLIGHTS

- **Wilson Street & Hayes Street Paving and Utility Projects 2018** - Utility construction on Wilson Street has completed sanitary, storm and water main line work. Sanitary main and water services have been completed on Hayes Street. Sanitary lateral pipe bursting has begun on Hayes Street.
- **GIS Utility Revision** - Engineering staff continues to update the utility data base to improve accessibility and reliability of our information for public utilities. Our summer interns are collecting utility locations in the field to input altered information into GIS systems. Engineering is working in unison with Public Works and MCO to revamp the water utility database to better suit the needs of the Village and Public and hopes to provide new capabilities.
- **Golden Gate Drive** - Stone aggregates have been placed and graded to proper elevations. Paving is expected upon the completion of the private building development.
- **Capital Improvement Plan** - Estimates and analysis has begun for selection of year 5 utility and street construction efforts.
- **Quiet Zone Study** - The Village consultant organized a meeting between stake holders to discuss facility improvements in order to create a railroad quiet.



Storm Sewer installation on Wilson Street.

TOP PRIORITIES FOR JULY

- **Wilson Street & Hayes Street Paving and Utility Projects 2018** - Hayes Street storm sewer main, storm laterals and sanitary laterals are expected to be completed in July. Updates to the schedule will be provided when received. Vinton Construction is projecting to start construction on Hayes Street near the end of July and proceed to Wilson Street and Daytona Lane subsequently.
- **Downtown Storm Sewer** - Storm sewer work is anticipated to begin near the end of the month of July.
- **Evergreen Drive Design** - The surveyed data from French Road to Holland Road will begin to be analyzed with base map creation to be followed by preliminary design between French Rd and Holland Rd. Concurrently topographical information will continue to be collected east of Holland Rd.
- **GIS Tree Inventory** - Pursue and implement an application for tree inventory to modify and maintain database.

