

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – DECEMBER 2018



Little Chute

ESTABLISHED 1848

December 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 – DECEMBER 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.

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
108 W. Main Street
Little Chute, WI 54140
920-423-3850
james@littlechutewi.org

Village Administrator

HIGHLIGHTS

- In December of 2018, the Board of Trustees adopted revised ordinances related to tobacco products and devices, approved site plans for two Industrial Park businesses, approved a development agreement with Trilliant Food and Nutrition. The Board also were presented with the 2017 financial audit, awarded utility contracts for 2019 projects, approved the 2018 audit contract and approved the 2018 meeting calendar.
- Continued work with a number of industrial and commercial developers regarding future opportunities in the Village of Little Chute.
- The Plan Commission held a hearing on a conditional use application and approved for recommendation a number of Certified Survey Maps for action by the Board of Trustees.
- Completed all personnel reviews and presented the results of the process and to the Board of Trustees.
- Met with the Little Chute Lean Team to discuss future opportunities for the organization in 2019.
- Held a staff meeting for a 2018 year in review and 2019 look ahead. We also were able to have a Christmas dinner with staff.
- Worked on a number of economic development proposals and inquiries as we concluded the year.

TOP PRIORITIES FOR JANUARY 2019

- Work with staff and the Board to approve a few agreements for economic development in the community. In addition, the Board will be discussing a traffic study in conjunction with County efforts along with other organizational planning efforts.
- Continue to work on numerous development opportunities across the village and finalize a number of documents related to those developments, including CSMs, rezoning and development agreement review/adoption.
- Work to finalize updates on the personnel manual for the organization while also working on a formal onboarding process.
- Host a Little Chute Business Association meeting on Tuesday, January 15th, 2019.
- Work with department heads on parking and other traffic concerns.

Clerk

HIGHLIGHTS

December is always a time to reflect on our year and learn from downfalls and celebrate our successes. A large focus of our year was elections as the Clerk's office prepared, facilitated and closed out six in 2018. Each election takes a minimum of two months to achieve so it was definitely a year of multi-tasking with our everyday responsibilities staying at the forefront. Great planning and time management kept us very successful. One example of something we learned is that with our election location at Village Hall, we could be more productive in getting voters in and out. This was due to not having enough election equipment at the polling place. Promptly, our Village Clerk was able to order an additional touch screen ballot printer which alleviated much of the backup for the future elections. Overall, we are very proud of the work accomplished this year and will continue to focus on finding ways to keep our residents informed.

- Proof/finalize Winter Newsletter and send to print for distribution
- Plan and facilitate the holiday party
- Close out election with County and State
- Agendas and Minutes for 5 meetings
- Schedule access for special events and meetings
- Maintenance reports
- Social media and website monitoring/posting/tracking
- Order supplies
- Room rentals for Civic Center and Village Hall
- Operator and Solicitor licensing

TOP PRIORITIES FOR JANUARY 2019

- Prepare for Spring Primary
- Agendas and Minutes for 6 meetings
- Schedule access for special events and meetings
- Maintenance reports
- Social media and website monitoring/posting/tracking
- Order supplies
- Room rentals for Civic Center and Village Hall
- Operator and Solicitor licensing

CLERK'S OFFICE DATA FOR DECEMBER 2018

Village of Little Chute Website and Social Media Metrics - December 2018						
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Website Visits	7,691	7,451	3.22%	164,463	154,184	6.67%
Website Page Views	11,004	13,755	-20.00%	221,627	191,178	15.93%
Facebook Likes	3,140	2,415	30.02%			
Facebook Reach	52,403	56,073	-6.55%	766,744	656,263	16.83%
Village Hall Blog View	1,204	462	160.61%	7,303	9,398	-22.29%
Instagram Followers	420	220	90.91%			
Twitter Followers	324	236	37.29%			
Twitter Impressions	4,376	4,301	1.74%	56,288	54,844	2.63%

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.
- Met with property owners on Karen Dr. about land acquisitions.
- Attended and assisted Plan Commission with numerous items.
- Attended Annual NEWBIA meeting.
- Met with Metro regarding a renter issue.

TOP PRIORITIES FOR JANUARY 2019

- Meet with builders and owners about upcoming commercial projects.
- Meet with developers regarding new projects.
- Meet with WEDC Main Street Kiel Roundtable.
- Attend Design Review Meetings.
- Continued Inspections of homes, apartments, schools and commercial projects.
- Assist developers and engineers with Zoning requirements.
- LCBA monthly meeting.

COMMUNITY DEVELOPMENT DECEMBER 2018 DATA

Community Development Department 2018 Permit Data				
	December-18	2018 TOTALS	2017 TOTALS	Percent Change
Permits Issued	28	622	644	-3%
Property Complaints	8	61	37	65%
Property/Field Inspections	93	929	1067	-13%
Letters Sent		0	0	
Action Corrected	5	44	21	
Referred for Action	1	7	0	
Ongoing	2	16	16	

Community Development Department 2018 Permit Data				
	December-18	2018 TOTALS	2017 TOTALS	Percent Change
Permits Issued	28	622	644	-3%
Permit Fees	\$30,824	\$257,754	\$114,330	125%
Permit Value	\$5,891,897	\$47,343,017	\$35,708,279	33%

Finance Department

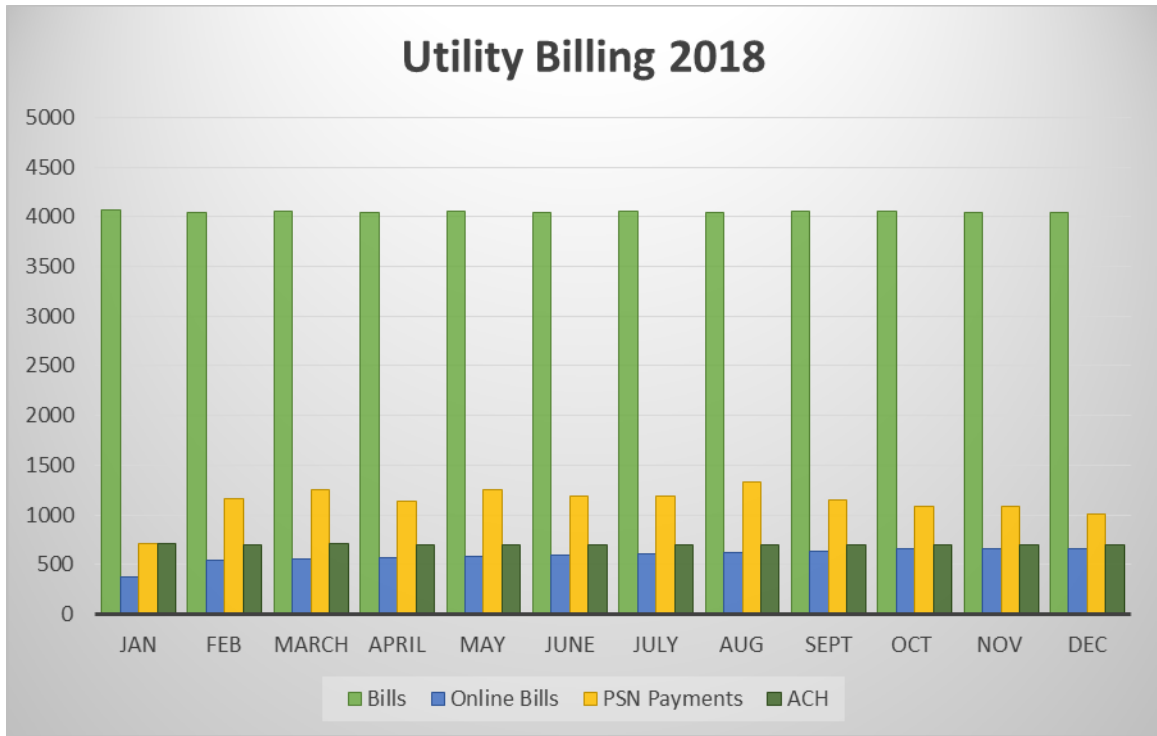
HIGHLIGHTS

- 4,039 Utility Bills created and 691 ACH payments processed by Finance Department.
- 66 Service Orders (Final Reads, High/Low Reads, Meter Installations) for Utility Billing created and coordinated with MCO.
- 663 Ratepayers opted out of postcard billing and 1,002 ratepayers utilized PSN for payments through December, 2018.
- 236 Landlord Notices were mailed for tenant delinquency notification.
- Tax Collection – 39% taxes were collected by December 31, 2018.

TOP PRIORITIES FOR JANUARY 2019

- Prepare W-2s, 1099s, and other year-end reports and filings.
- January tax settlement.
- Continue tax collection.
- Begin year-end preparation for auditors.

FINANCE DEPARTMENT DECEMBER 2018 DATA





Fox Valley Metro Police Department

HIGHLIGHTS

- We are creating a second, investigator (detective position) but not adding any staff. Officer Nick Uebelher will be transferring from patrol to investigations and training with our current investigation – Scott Van Schyndel. Eventually Uebelher will work a hybrid shift - most likely 10AM-6PM. An increase in complex investigation over the past years has prompted this change. This position will also be able to assist our patrol division with investigations during some of our peak activity hours. Our current investigator normally works 8AM-4PM.
- I have met with Public Works Director – Kent Taylor to discuss strategies for making some of our more problematic roadways safer. We drove to these sites and discussed signage issues and enforcement strategies. I will keep you updated as this topic progresses.

TOP PRIORITIES FOR JANUARY 2019

- Metro administration is starting to track data better to be able to show what we are working on, who is working on it and how much time it takes to do the work.
- A complete review and update of the department's policy manual.
- Continue to make the crossing guard program transition work smoothly.

FVMPD DECEMBER 2018 DATA

The department ended 2018 with a total of 12,334 calls for service. In February I will attempt to make a year-by-year comparison with the previous year's statistics.

01/03/19
14:13

FOX VALLEY METRO POLICE DEPARTMENT
Law Total Incident, by Agency, Reported Offenses

Page: 4770
1

Reported Offense	Total Incidents

Agency: FOX VALLEY METRO POLICE DEPT	7258
ACC ACCIDENT	227
ALC ALCOHOL	4
ALRM ALARM	55
ANML ANIMAL	117
ASLT ASSAULT	2
ASST ASSIST	393
AVEH ABANDONED VEH	29
BIKE BICYCLE STOP	4
BOMB BOMB THREAT	1
BURG BURGLARY	8
CALL 911 CALL	101
CH51 EMERGENCY COMM	2
CIVL CIVIL MATTER	10
CRIP CRIME PREVENTION	602
DC DISORDERLY CONDUCT	2
DEAD DEATH	1
DIST DISTURBANCE	150
DOM DOMESTIC	31
DRUG DRUGS/DRUG OVERDOSE	27
DTP DAMAGE TO PROPERTY	35
FIRE FIRE/HAZMAT/SPILLS	9
FRAU FRAUD	41
FWRK FIREWORKS	4
HARS HARASSMENT	59
HZRD HAZARD	79
JUV JUVENILE	50
LAF LOST AND FOUND	56
LOUT LOCKOUT HOME/VEH	41
MED MEDICAL	184
MISS MISSING PERSON	5
OPDR OPEN DOOR	61
ORD ORDINANCE	80
PARK PARKING	67
PNB PNB	14
SOFF SEX OFFENSE	15
SUIC SUICIDE	3
SUSP SUSP INCIDENT/PERSON/VEH	195
THFT THEFT/ROBBERY	92
TRAN TRANSPORT	1
TRES TRESPASS	7
TRSF TRAFFIC SAFETY	125
TRUA TRUANCY	3
TS Traffic Stop	1799
VIOL VIOLATION COURT	22
WEAP WEAPON	2
WELF WELFARE CHECK	246
WRNT WARRANT	15

Total Incidents for This Agency:	12334

Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- 12% increase in circulation over previous December, 5% increase overall.
- Completed adult nonfiction review of held titles
- Over 700 participated in all ages holiday make and take crafts between the two locations.
- New weekly email newsletter started, 432 current subscribers

TOP PRIORITIES FOR JANUARY 2019

- Introduce new scheduling and time tracking software
- Continue catalog merger discussion, begin review of library circulation and catalog software options for 2020
- Trial collection development software
- Complete staff training schedule
- Transition to open holds
- Create and distribute community survey (January-February)

UPCOMING EVENTS

- Saturday morning Yoga begins January 19
- Dementia Friendly Communities January 8
- Music and Movement January 15

Village of Little Chute Monthly Report – December 2018

MONTHLY STATISTICS REPORT - KIMBERLY-LITTLE CHUTE PUBLIC LIBRARY - DECEMBER 2018							
Category		Current Month KIM	Current Month LIT	Current Month Combined	YTD Combined	Previous Year Comparison	% Change
Circulation		10392	7941	18333	278179	16398	12%
Self Check included above		1332	1457	2789			
		13%	18%				
Collections	Title count	39671	39364	79035		83814	-6%
	Item count	41547	40790	82337		87646	-6%
Computer Use		541	336	877	11806	831	6%
Wireless	Unique Devices	422	406	828	10912	736	13%
	Daily average	28	28	56		53	6%
Interlibrary Loan	Items borrowed	3566	2102	5668	71515	4470	27%
	Items loaned	2467	2739	5206	68728	4959	5%
Overdrive Usage (Previous mo	eBook uses	469	353	822	11499	851	-3%
Overdrive Usage (Previous mo	Audiobook uses	382	203	585	6935	437	34%
RB Digital	Magazine uses	13	85	98	652	12	717%
Patron Visits		4450	3080	7530	110,902	9034	-17%
Programming	Adults	2	1	3	74	14	-79%
	Children	4	1	5	101	7	-29%
	Community (all ages)	7	5	12	7	6	100%
				0			
Program Attendance	Adults	23	3	26	1074	122	-79%
	Children	453	80	533	5381	230	132%
	Community (all ages)	437	421	858	1180	23	3630%
				0			
Web Site Hits				6408		6992	-8%
Social Media	Facebook fans			1745		1324	32%
	Pinterest followers			172		162	6%
	Twitter followers			112		110	2%
	YouTube views			25862		24334	6%
Hoopla							
		September	October	November	December	January	February
	Audiobook	158	168	126	112	86	95
	Comics	14	18	3	17	22	9
	Ebook	52	52	61	51	66	40
	Movie	15	24	15	25	32	22
	Music	13	15	17	12	19	16
	Television	10	11	13	11	17	16
		651.73	690.07	538.05	507.62	510.93	440.92
		2.49/circ	2.40/circ	2.29/circ	2.23/circ	2.11/circ	2.23/circ
		March	April	May	June	July	Aug
	Audiobook	111	105	101	127	127	136
	Comics	8	8	15	11	13	11
	Ebook	48	57	59	41	50	46
	Movie	34	23	16	27	22	29
	Music	24	33	20	18	26	24
	Television	8	14	15	20	13	18
		523.17	496.55	471.94	556.81	573.14	624.56
		2.25/circ	2.07/circ	2.09/circ	2.28/circ	2.28/circ	2.37/circ

Parks, Recreation and Forestry Department

HIGHLIGHTS

- Ordered a new monument sign for Doyle Park.
- Successfully transitioned the crossing guard program to Fox Valley Metro Police Department.
- Met with the WI DNR, CORP of Engineers, and Kaukauna Utilities to work through permitting for the Fox River Boardwalk.
- Little Chute Community Band held their annual Christmas Concert at LCHS on Wednesday, December 5.
- Pom Development Team (3rd thru 6th graders) performed as elementary school level team during the Little Chute Holiday Dance Invite December 8 and took home 3rd place trophy.
- Chute-ing Stars Competitive Dance Team (5th thru 8th graders) performed two dance invites. December 1 Invite at Ashwaubenon – 1st in Pom, 1st in Kick, 2nd in Jazz; highest scoring Pom routine; tied for highest scoring Kick routine; also awarded champion of the day t-shirts. December 8 Invite at Little Chute -1st in Pom, 1st in Kick, 1st in Jazz; their pom routine also won highest score of the morning.
- Tree City USA 2018 application and required paperwork submitted for approval to our state forestry agency.
- Prep work for January – create youth dance classes in recdesk, update park shelter/facility rentals rev codes in recdesk (booking begins 1/1/19), update seasonal application, planning for next session adult yoga, planning for start of youth dance registration 1/14/19.
- Heesakker Park Deer Culling held from Monday, December 3 through Sunday, December 16 – total of 8 deer culled (7 doe/1 buck).
- Senior Activities Program held their holiday luncheon on Wednesday, December 19 followed by cards.
- Home Alone / Sitter Course held on Friday, December 28 - all 20 registered students received course certification.

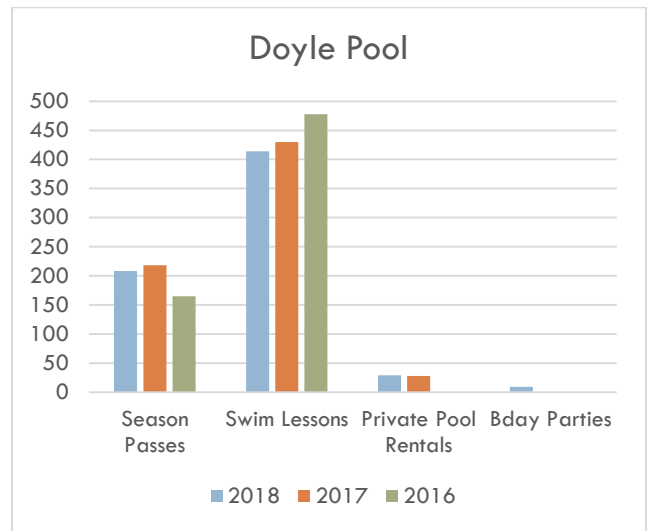
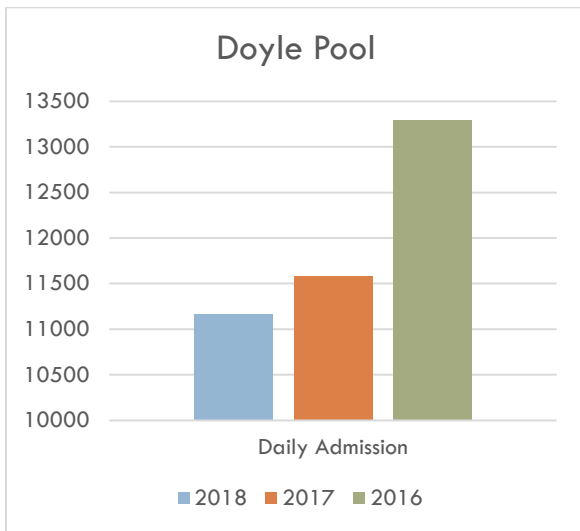
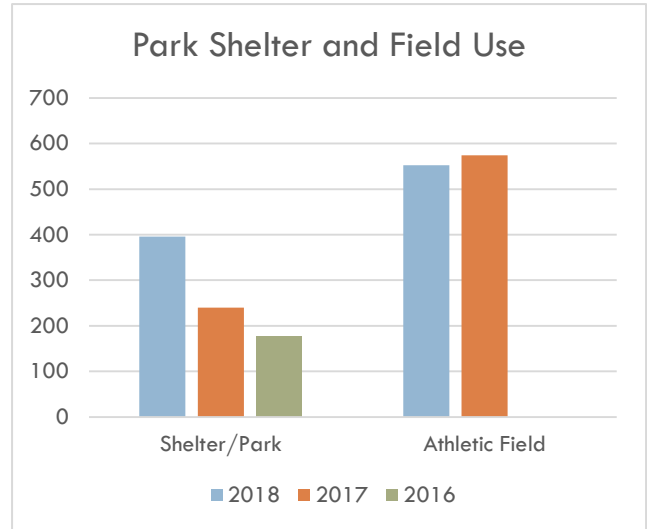
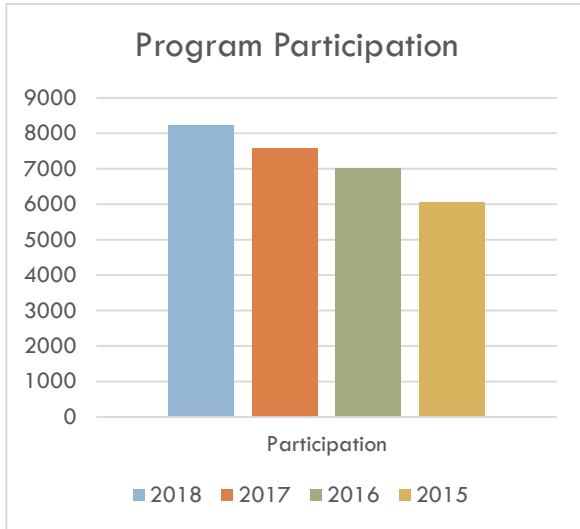


TOP PRIORITIES FOR JANUARY 2019

- Meet with more agencies for the Fox River Boardwalk.
- Finish installing the ice rink at Heesakker Park.
- Park, recreation, and pool seasonal staff will be in the office to prep for the 2019 summer season.
- Work with the operations manager, foremen, and skilled laborers to revise the department work rules.
- Prep work for spring/summer programs – meetings with staff and instructors, room scheduling, equipment needs, program fees, program descriptions, changes needed for program book, etc.
- Final planning for next session of Teen/Adult Yoga (starts 1/9) – signup deadline reminder posting, class list and attendance sheet to instructor, room verification, etc.
- Final planning for Winter/Spring Youth Dance Class registration – discussions with instructors, promote start of registration, review classes as registration begins for combining/additions as needed, etc.
- Chute-ing Stars Competitive Dance Team (5th thru 8th graders) to perform at Oshkosh West Dance Invite, Bay Port Dance Competition, and at State JAM Competition.



2018 MEASURES AND COMPARISONS



- Our program participation numbers increased in 2018 by 630 participants or 9% from 2017's numbers.
 - Since 2015 the Recreation Departments participation has increased by 2158 or 36%.
 - 16 new programs were created in 2018. Some of these include Indoor Archery, the Downtown Wine Walk, Touch-a-Truck, senior trips, and summer one day events.
- Facility reservation and use numbers increased in 2018 by 156 reservations or 65% from 2017's numbers. This is in large part due to the Van Lieshout Recreation Center, more programs at parks, and events on the Windmill Plaza.
 - Since 2015 reservations have increased by 219 or 124%.
- Pool daily attendance numbers decreased in 2018 by 416 people from 2017's numbers. This is a 3.6% decrease in attendance numbers.
- Athletic field rentals/use and Private pool rentals have only been tracked for 2018 and 2017.

Department of Public Works

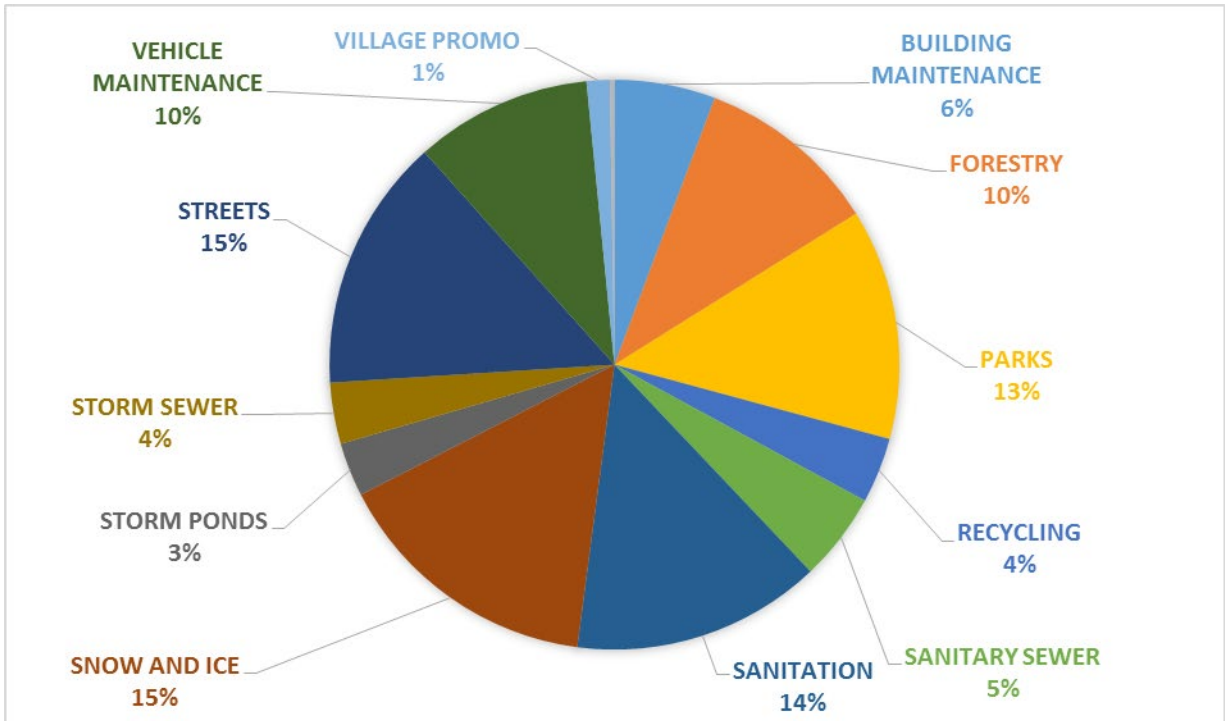
HIGHLIGHTS

- Closed yard waste site for the season.
- Installed “No Parking” signs on Freedom Rd. – North of Evergreen Dr.
- Recorded snow events in December 1st, 3rd, 23rd, 28th, 31st (salting only) and December 2nd and 31st (plow and salt).
- Erosion control checks took place on December 5th, 20th, and 28th.
- Received sixteen concerns of residents who did not shovel their sidewalk within 24 hours after the end of a snowfall.

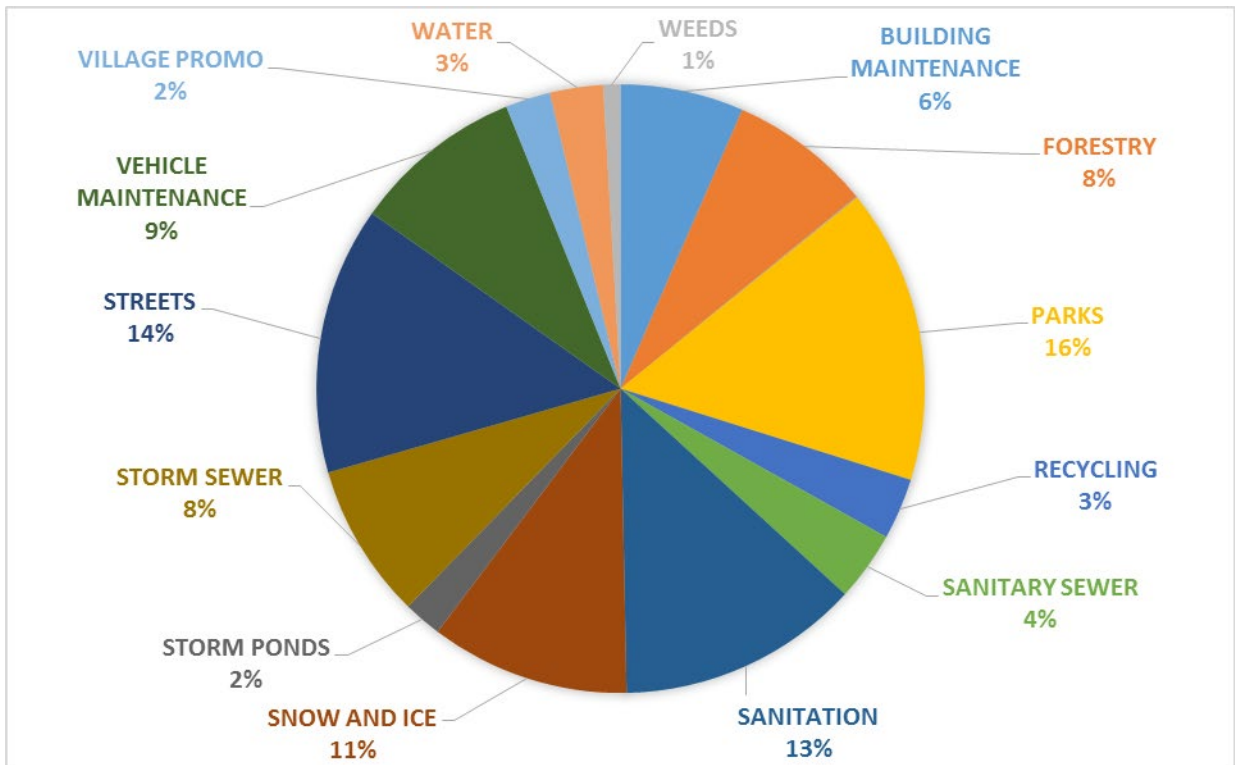
TOP PRIORITIES FOR JANUARY 2019

- Review the DPW/Parks/Forestry Work Rules handbook.
- Finish Fleet Management Plan.
- Start to gather information for the MS4 report for the Village.
- Start to work on updating the annual DPW/Engineering Newsletter.

DECEMBER 2018 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 & Park Avenue Asphalt Paving – Street Reconstruction** - With the completion of the design for the 2018 December Utility Projects the work for the summer paving projects is moving forward at an increased pace.
- **Bohm Drive Water Main Reconstruction** - Permitting has been received for this water main relay project and a Contractor selected for this work.
- **Northeast Sanitary Sewer Extension** - The erosion control permit has been received for this sanitary sewer extension project that will serve the new residential development, North Little Chute Estates.
- **Buchanan Road Water Main Extension** - Permits have been received for this water main relay project and a Contractor selected for this work.
- **Village of Little Chute Staff Engineer** - We have received a qualified applicant for the staff engineer position and have interviewed this individual.

TOP PRIORITIES FOR JANUARY 2019

- **Evergreen Drive Concrete Paving** - Continue design work for storm sewer and concrete pavement for Evergreen Drive from French Road to Holland Road. This project will be contracted separately from the Park Avenue Asphalt Paving due to different pavement types and funding sources.
- **Bohm Drive Water Main Reconstruction** - A preconstruction meeting was held on January 7th and the project is scheduled to start in late March or early April depending on weather conditions.
- **Northeast Sanitary Sewer Extension** - Bids were received for this project and a contractor has been selected to perform this work. A preconstruction meeting was held on January 7th and work is scheduled to begin on January 14th. The contractor is scheduled to complete the pipe installation by February 1st.
- **Buchanan Road Water Main Extension** - A preconstruction meeting was held on January 7th and the project is scheduled to begin immediately after the construction of the northeast sanitary sewer extension. The contractor schedule indicates that the pipe installation will be completed after February 1st. This construction is not needed to provide water service to North Little Chute Estates but is needed to provide a looped water system.
- **2018 Reconstruction Projects – Hayes, Wilson, Downtown Storm Sewer** - Engineering is 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.
- **Village of Little Chute Staff Engineer** - A second interview will be provided to our candidate and hopefully resulting in an offer letter being provided. As bidding approaches it is urgent to fill this position soon in order to complete our designs within the first quarter of the year.

