

# VILLAGE OF LITTLE CHUTE MONTHLY REPORT – JANUARY 2019



## ***Little Chute***

ESTABLISHED 1848

January 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 – JANUARY 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](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:

- 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

- The Board of Trustees approved the site plan for GLK Foods for the Oh Snap! Facility. In addition, the Board adopted an ordinance related to the downtown, approved a traffic study on CTH OO and French Road in partnership with Outagamie County and other communities.
- Approved a sign grant for Rustic Resque LLC for their new downtown location per the Downtown Strategy.
- Worked on a number of economic development proposals and inquiries, including meeting with a number of business owners on potential opportunities.
- Worked with the Board of Trustees on ensuring that the Finance Director position was filled and prepared for the start of Lisa Remiker-DeWall to begin as the new Finance Director in early February.
- Worked with other municipalities on continuous improvement/lean strategies and best practices.
- Participated in a round table discussion with other municipalities and stakeholders regarding private/public partnerships in the Fox Cities.
- Attended the League of Wisconsin Municipality/Urban Alliance meeting regarding the upcoming legislative session in Madison and the future of transportation funding.

## TOP PRIORITIES FOR FEBRUARY

- Work with staff and the Board to approve agreements for economic development or with other agencies to the benefit of the Village of Little Chute, including agreements with the Town of Vandebroek with regards to road improvements and fire protection.
- Continue to work on numerous development opportunities across the village and meet with developers regarding the projects.
- Host a Little Chute Business Association meeting on Tuesday, February 19<sup>th</sup>, 2019.
- Present findings of parking related concerns to the Board of Trustees and Plan Commission from the Industrial Park

# Clerk

## HIGHLIGHTS

As we turn the corner on winter and head into spring, it's a great feeling to know that warmer weather will soon be upon us. That same type of excitement was felt in the Clerk's office when it was announced that Little Chute was chosen for the new Badger Book project, the only one in Outagamie County. This unique project will have our resident voters use electronic poll books in the upcoming Spring Election in early April. The benefit to our voters is the amount of time saved by typing in the voter name and having the machine identify you, your registration status and the ward you are to vote in. Previously, you might remember heading to the station where you announced your name and address and two poll workers had to look up your information in a poll book. Predictably, this is the longest process of voting. With the new electronic poll books offering, our hope is to have purchased and be able to utilize the electronic poll books for the four elections coming up in 2020.

- Prepare for Spring Primary – Sent out all of the absentee ballots
- Village Market application packets created, edited and delivered
- Completed 3 months of the Village Communication Calendar
- Agendas and Minutes for 4 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 FEBRUARY

- Administer Election – Kaukauna School Board
- Facilitate in-person voting
- Continue planning/advertising for the Village Market
- 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

### CLERK'S OFFICE DATA FOR JANUARY

<b>Village of Little Chute Website and Social Media Metrics - January 2019</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>	8,948	9,179	-2.52%	8,948	9,179	-2.52%
<b>Website Page Views</b>	13,839	17,029	-18.73%	13,839	17,029	-18.73%
<b>Facebook Likes</b>	3,227	2,480	30.12%			
<b>Facebook Reach</b>	65,842	45,179	45.74%	65,842	45,179	45.74%
<b>Village Hall Blog View</b>	636	193	229.53%	636	193	229.53%
<b>Instagram Followers</b>	422	237	78.06%			
<b>Twitter Followers</b>	339	242	40.08%			
<b>Twitter Impressions</b>	140	2,848	-95.08%	140	2,848	-95.08%

# 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. and Freedom Road about land acquisitions.
- Attended and assisted Plan Commission with numerous items.
- Met with Kaukauna Planning regarding potential boundary agreement.

## TOP PRIORITIES FOR FEBRUARY

- Meet with builders and owners about upcoming commercial projects.
- Meet with developers regarding new projects.
- Meet with WEDC Main Street Kiel Roundtable.
- Meetings with Staff and DNR regarding MS4 review.
- Continued Inspections of homes, apartments, schools and commercial projects.
- Assist developers and engineers with Zoning requirements.
- LCBA monthly meeting.

## COMMUNITY DEVELOPMENT JANUARY DATA

Community Development Department 2019 Permit Data			
	January-19	2019 Totals	2018 TOTALS
Permits Issued	22	22	622
Property Complaints	5	5	61
Property/Field Inspections	40	40	929
Letters Sent		0	0
Action Corrected	1	1	44
Referred for Action		0	7
Ongoing	4	4	16
Community Development Department 2019 Permit Data			
	January-19	2019 Totals	2018 TOTALS
Permits Issued	22	22	622
Permit Fees	\$4,205	\$ 4,205	\$257,754
Permit Value	\$142,895	\$ 142,895	\$47,343,017

# Finance Department

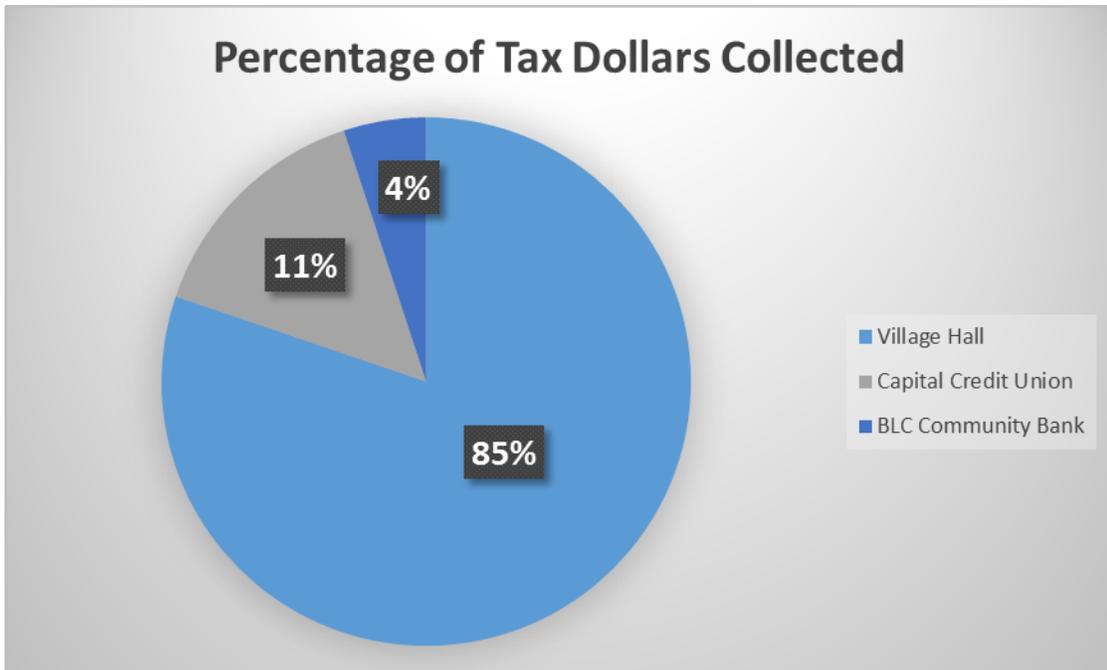
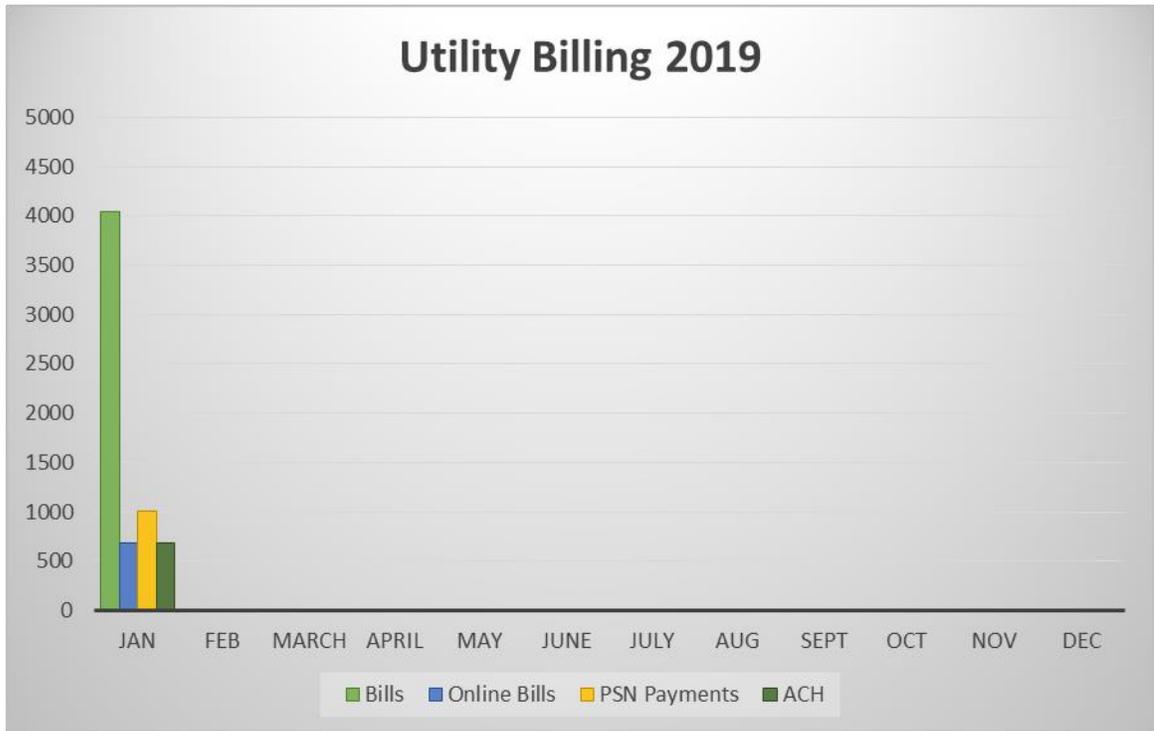
## HIGHLIGHTS

- 4,046 Utility Bills created and 687 ACH payments processed by Finance Department.
- 49 Service Orders (Final Reads, High/Low Reads, Meter Installations) for Utility Billing created and coordinated with MCO.
- 678 Ratepayers opted out of postcard billing and 1,002 ratepayers utilized PSN for payments through January, 2019.
- 256 Landlord Notices were mailed for tenant delinquency notification.
- W-2's and 1099's issued.
- Tax Collection – 39% taxes were collected by January, 2019.

## TOP PRIORITIES FOR FEBRUARY

- Finalize Property Tax Settlement and Transfer to Outagamie County – February 20, 2019
- Finance Director to attend training on Civic Systems – February 18, 2019
- Preparation of PSC Report
- Year-end preparation for auditors.

## JANUARY DATA





## HIGHLIGHTS

- Although we are fully staffed, we have had two members out on family leave due to births in their family.
- Department members are attending a two-hour legal update training session being put on by the Outagamie County District Attorney's Office. The training consists of case law updates that impact our work
- I, along with Captain Slotke will be attending the Wisconsin Chiefs of Police annual winter conference in the Dells the second week of February. Some of the topics being presented include:
  - De-escalation concepts for law enforcement executives
  - Law Enforcement Death Review (LEDR)
  - Use of force incident reporting
  - Personnel matters, hiring practices
  - Employee wellness
  - Legal updates
- A complete review and update of the department's policy manual has been started. I anticipate this will take several months to complete.
- January 14<sup>th</sup> – 18<sup>th</sup> was statewide, adult school crossing guard appreciation week. Metro capped off the week with a recognition luncheon for all our crossing guards.
- The heating system in our garage broke down two weeks ago and had to be replaced.

## FVMPD JANUARY DATA

The department ended 2018 with a total of 12,334 calls for service. In 2017, Metro handled a total of 11,103 calls for service. Of that amount, 921 were related to the Village of Combined Locks. Based on those numbers, we experienced an increase of 1,231 calls for service. If we separate out the Combined Locks calls for service from 2017 (to show how just Little Chute and Kimberly compare) we would have had 10,191 calls for services in 2017 for our current villages. If we compare just Kimberly and Little Chute activity for 2017 vs. 2018, which would be an increase of 2,143 calls for service. That is about a 20% increase in calls for service for Metro. Being that is a significant increase, I am working on analyzing that information further to see what types of activity resulted in that increase.

### FVMPD CALLS FOR SERVICE / INCIDENTS

	2017	2018
Village of Little Chute	5,966	6,817
Village of Kimberly	4,216	5,517
Village of Combined Locks	921	N/A
<b>TOTAL (All villages)</b>		
	<b>11,103</b>	<b>12,334</b>
<b>TOTAL (Little Chute &amp; Kimberly ONLY)</b>	10,182	12,334
Change	N/A	1,231
Change (not factoring in Combined Locks)	N/A	2,152
<b>Change (percentage) with Combined Locks activity</b>	<b>N/A</b>	<b>11.09%</b>
<b>Change (percentage) w/o Combined Locks</b>	<b>N/A</b>	<b>19.38%</b>

I was also asked to find data regarding any calls for service in Combined Locks since we no longer provide police services for that village. Reports from our records management system showed that in 2018 we had about 70 calls or incidents that could be considered in the village of Combined Locks. However, the bulk of those incidents were self-initiated traffic stops that occurred on Washington Ave. Washington Ave. is a border street in which Combined Locks is on one side and the village of Kimberly is on the other side of the street. In further reviewing the data, I found that out of all those incidents, we responded to two (2) calls in Combined Locks that were by way of a mutual aid request from the county.

# Kimberly/Little Chute Joint Public Library

## HIGHLIGHTS

- Scheduling and time tracking software is in use, in contact with software developer to improve tracking of Paid Time Off.
- Began inventory of collections, no significant loss has been found to date.
- Introduced Transparent languages online language learning tool, and MyHeritage.
- Created Young Adult Computer space.
- Now circulating a car jump starter.

## TOP PRIORITIES FOR FEBRUARY

- Continue catalog merger discussion, begin review of library circulation and catalog software options for 2020
- Complete staff training schedule
- Transition to open holds
- Complete DPI Annual Report
- Create and distribute community survey (January-February)

## UPCOMING EVENTS

Tuesdays 10am– Baby Story Time

Thursdays 10am – Family Story Time

February 12, Chapter Chat Youth Book Club “The City of Ember”

February 15, Steve Keller’s Traveling Snake Show

February 20, Midweek Matinee “A Star is Born”

MONTHLY STATISTICS REPORT - KIMBERLY-LITTLE CHUTE PUBLIC LIBRARY - JANUARY 2019							
Category		Current Month KIM	Current Month LIT	Current Month Combined	YTD Combined	Previous Year Comparison	% Change
Circulation		11,714	9,264	20,978	20,978	21,297	-1%
Self Check (Included above)		1,685	2,099				
		0	0				
Collections	Title count	39,632	39,552	79,184		83,609	-5%
	Item count	41,510	40,912	82,422		87,368	-6%
Computer Use		516	423	939	939	1,033	-9%
Wireless	Distinct clients	415	433	848	848	881	-4%
	Daily average	30	32	62	62	71	-13%
Interlibrary Loan	Items borrowed	3,675	2,189	5,864	5,864	6,070	-3%
	Items loaned	2,948	3,093	6,041	6,041	6,340	-5%
Overdrive Usage (Previous)	eBook uses	584	389	973	973	1,010	-4%
Overdrive Usage (Previous)	Audiobook uses	390	238	628	628	591	6%
RB Digital Magazines		6	3	9	9	no data	
RB Digital Audio		24	19	43	43	no data	
Patron Visits		4,830	4,492	9,322	9,322	10,624	-12%
Programming	Teen			-	-	12	-100%
	Children	6	8	14	14	13	8%
	Community (all ages)	7	6	13	13	-	0%
Program Attendance	Adults			-	-	136	-100%
	Children	375	203	578	578	348	66%
	Community (all ages)	99	58	157	157	-	0%
Web Site Hits	Page Views			7,976	7,976	10,101	-21%
Social Media	Facebook fans			1,786		1,418	26%
	Pinterest followers			172		163	6%
	Twitter followers			113		111	2%
Hoopla		September	October	November	December	January	February
	Audiobook	158	168	126	112	131	95
	Comics	14	18	3	17	16	9
	Ebook	52	52	61	51	64	40
	Movie	15	24	15	25	29	22
	Music	13	15	17	12	18	16
	Television	10	11	13	11	8	16
		651.73	690.07	538.05	508	590	440.92
		2.49/circ	2.40/circ	2.29/circ	2.23/circ	2.22/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	557	573	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

- Finished installing the ice rink at Heesakker Park.
- Park, recreation, and pool seasonal staff were in the office to prep for the 2019 summer season.
- Worked with the DPW director, operations manager, foremen, and skilled laborers to revise the department work rules.
- Applications for summer part-time jobs with department available starting 1/2 (application deadline 3/1)
- Final prep for next session of Adult Yoga (started 2/9) – meet with instructors with final class lists
- Registration for Winter/Spring Youth Dance Classes began on 1/14 (classes to start in February)
- Finalized programs, fees, schedules, descriptions, etc. for 2019 Spring/Summer Program Book; information sent for layout
- Chute-ing Stars Competitive Dance Team (5<sup>th</sup> thru 8<sup>th</sup> graders) performed at the Oshkosh West Dance Invite 1/5 & Bay Port Dance Invite on 1/12. At both invites, our dance team placed 1<sup>st</sup> Poms, 1<sup>st</sup> Kick, & 1<sup>st</sup> Jazz.
- Chute-ing Stars Competitive Dance Team (5<sup>th</sup> thru 8<sup>th</sup> graders) competed with other middle school teams at the State JAM Competition 1/19 where they took 1<sup>st</sup> Poms and 1<sup>st</sup> Kick! This is their seventh year in a row as Poms Champions, and their third year in a row as Kick Champions!



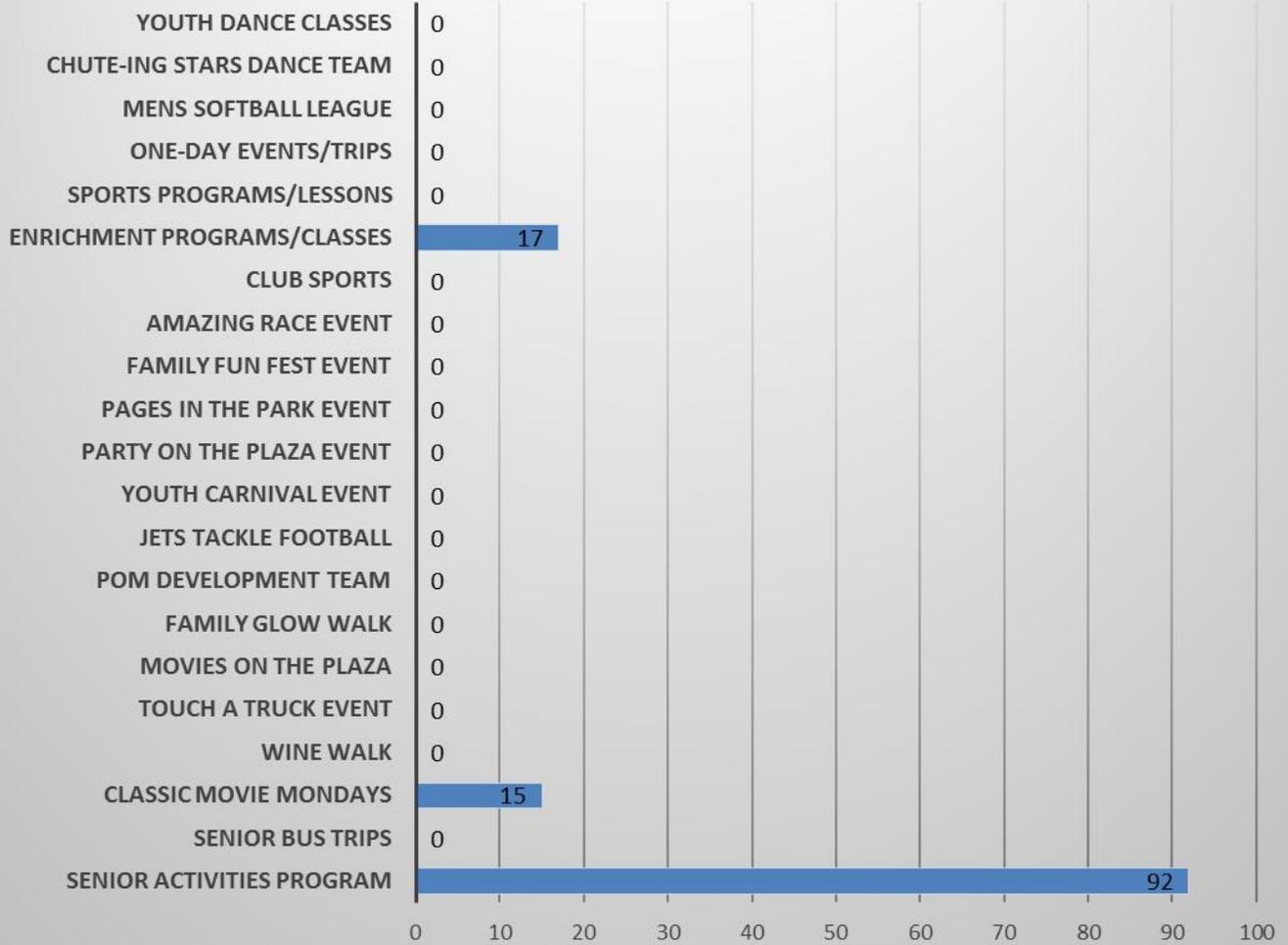
## TOP PRIORITIES FOR FEBRUARY

- Presentation on the annual deer culling within Heesakker Park to the Village Board.
- Finalize the IGA with the City of Kaukauna for the Fox River Boardwalk
- Receive official grant agreements from the WI DNR for the Fox River Boardwalk.
- Complete the design for the Mill Street Bridge historical preservation MOA.
- Begin work on the Doyle Pool Pump and Filter Basket project.
- Draft and finalize agreements with all of the clubs and Little Chute organizations that utilize our parks and athletic fields.
- Proof layout for Spring/Summer Program Book and make final changes before sent to print
- Final prep for Youth Dance Classes – finalize classes, move dance mats to facility, bleach mats, rosters for instructors
- Build all spring/summer programs into RecDesk for start of registration in March
- Request street closure permit from Wisc DOT for cheese festival parade and walk/run on Main Street 6/1
- Request to High School for use of football field for 2019 Jets Football home games
- Request quotes for summer tee shirt program printing

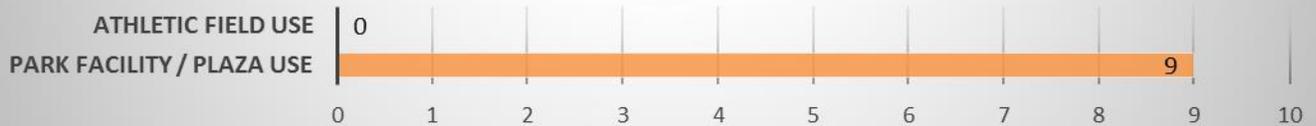


## JANUARY DATA

### 2019 Year-To-Date PROGRAM PARTICIPATION



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



# Department of Public Works

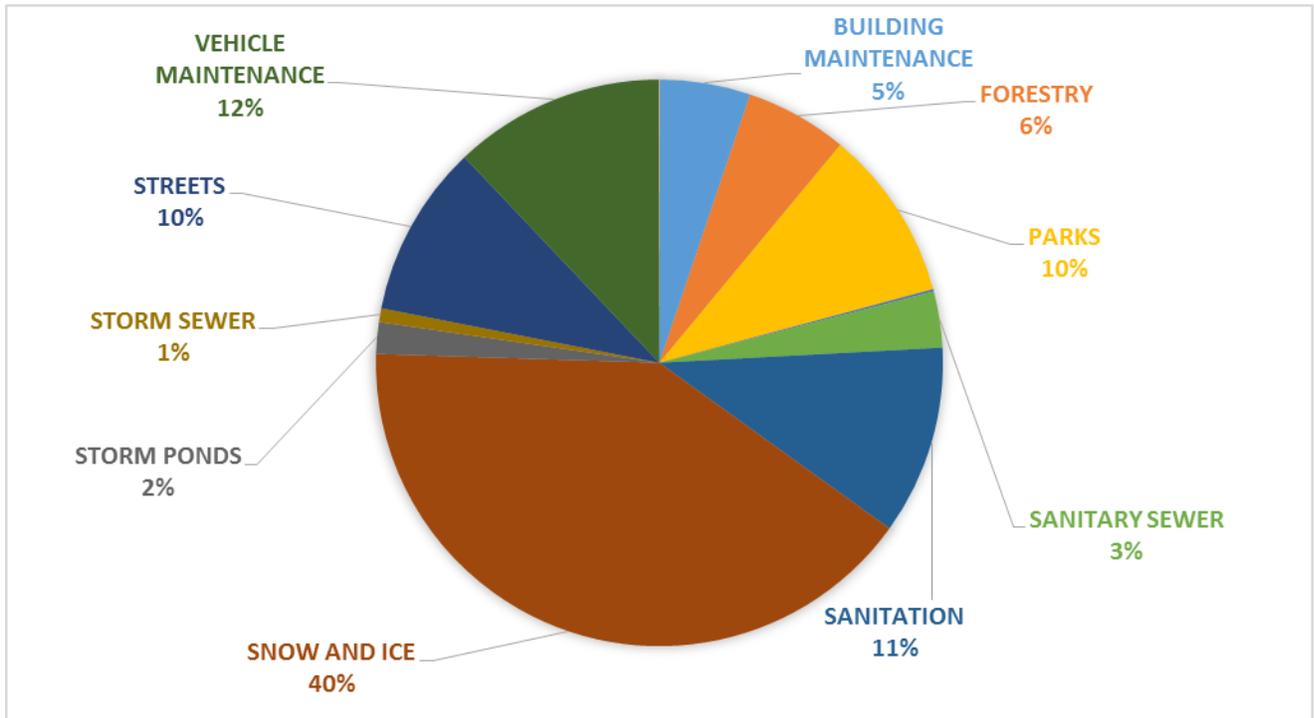
## HIGHLIGHTS

- Recorded plow and salting events in January 1st, 4th, 7th , 19th , 22nd, 23rd, 29<sup>th</sup> with salting events taking place on January 2nd, 17th and snow removal events taking place on the 3rd, 25th, 31<sup>st</sup>.
- Reviewed the DPW/Parks/Forestry Work Rules handbook. Will bring in front of the Village Board for discussion in February.
- Completed sign inventory on Village street signs.
- Removed Village owned structure on Hwy. "N".
- Open stormwater position description is complete.

## TOP PRIORITIES FOR FEBRUARY

- Meeting with DNR representative for review of the Village's MS4 Permitting Program. The MS4 permit helps municipalities reduce polluted storm water runoff by implementing storm water management programs with best management practices. There will be a follow-up meeting in the Spring with site visits.
- Continue to keep the Village safe by plowing and salting Village streets.
- Finish Fleet Management Plan.
- Advertise for open stormwater position.

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



# Engineering Department

## HIGHLIGHTS

- **2018 Reconstruction Projects – Hayes, Wilson, Downtown Storm Sewer** - Engineering has meet with the Contractor to compare installed work quantities in order to compare actual costs to the Final Engineer's Report for assessed costs. Final pay applications are expected in February.
- **Evergreen Drive Concrete Paving & Park Avenue Asphalt Paving – Street Reconstruction** - Work for the summer paving projects is moving forward at an increased pace. Bidding is expected to be completed in the first quarter of 2019.
- **Bohm Drive Water Main Reconstruction** - The Contractor has provided a schedule for this work and is expected to be completed on time.
- **Northeast Sanitary Sewer Extension** - The Contractor has started to construct the sanitary sewer but due to weather conditions the project has been delayed. This delay is not effecting development or other municipal projects and will not affect the project cost.
- **Buchanan Road Water Main Extension** - This work will commence directly after the Northeast Sanitary Sewer Extension is complete.
- **Village of Little Chute Staff Engineer** - The Village of Little Chute's offer for employment was accepted by Mark Van Der Wegen.

## TOP PRIORITIES FOR FEBRUARY 2019

- **Evergreen Drive Concrete Paving** - An intergovernmental agreement has been approved for the portion of work outside of the Village Corporate limits. This will allow for reconstruction of the full intersection at W. Evergreen Drive and Holland Road.
- **Bohm Drive Water Main Reconstruction** - This project remains unchanged and work is scheduled to start in late March or early April depending on weather conditions.
- **Northeast Sanitary Sewer Extension** - The contractor is scheduled to complete the pipe installation by February 28th. The creek crossing is expected to be completed by February 18th.
- **Buchanan Road Water Main Extension** - The creek crossing for this project is expected to be completed by February 18th. The pipe installation is expected to be completed in early March.
- **2018 Reconstruction Projects – Hayes, Wilson, Downtown Storm Sewer** - A recommendation to adjust assessment costs will be reviewed in February with adjusted values ready in March.
- **Village of Little Chute Staff Engineer** - Mark Van Der Wegen first day of employment with the Village of Little Chute was February 4, 2019. He is currently working on reconstruction plans for W. Evergreen Drive Concrete Paving Project.

