

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – APRIL 2017



APRIL 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 – APRIL 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:

James P. Fenlon
Village Administrator
108 W. Main Street
Little Chute, WI 54140
920-423-3850
james@littlechutewi.org

Village Administrator

HIGHLIGHTS

- Hosted two open houses/visioning sessions related to the Downtown Master Plan and Logo/Branding related opportunities.
- Attended training related to municipal engineering in Madison, WI.
- Bid Opening for the Harvest Trail and Creekview grading project.
- Finalized the annexation of property from the Town of Grand Chute on behalf of the Outagamie County Landfill.
- Finalized documents and agreements with the Little Chute Diamond Club on an indoor facility.
- Finalized the Prairiewater development agreement, site plan and received the appropriate approvals from the WI DNR and US Army Corps of Engineers.
- Executed a citizen engagement opportunity through a poll on the logo discussion.
- Furthered discussions on FVMPD with our partner communities that should result in action in May 2017.
- Continued discussions on a number of other developments for 2017 action.

TOP PRIORITIES FOR MAY

- Present the results of the survey on options with regards to logo and branding.
- Award the 2017 paving project on Harvest Trail, with additional work on grading in Creekview Park.
- Provide the Board of Trustees to move forward on a new logo or refresh of the existing logo.
- Finalize agreements and other matters related to Bridgewater Development, including a certified survey map (CSM).
- Work with staff on a DRAFT Downtown Master Plan for presentation in late June or early July.
- Work with staff on personnel related matters, including creating a wellness plan.
- Work with staff on organizational efforts in numerous departments.
- Conduct the 2nd Quarter “All Hands” training on May 23rd at 8 AM.
- Continue working on numerous development related opportunities in the village.

Village of Little Chute Website and Social Media Metrics - APRIL 2017						
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Website Visits	12,637	13,948	-9.4%	40,904	40,617	0.7%
Website Page Views	15,663	20,079	-22.0%	50,314	68,225	-26.3%
Facebook Likes	2,009	970	107.1%			
Facebook Reach	37,459	14,516	158.1%	252,644	100,476	151.4%
Village Hall Blog Views	383	534	-28.3%	2,065	1,827	13.0%
Instagram Followers	139	76	82.9%			
Twitter Followers	152	n/a	n/a			
Twitter Impressions	2,933	n/a	n/a			

Clerk

HIGHLIGHTS

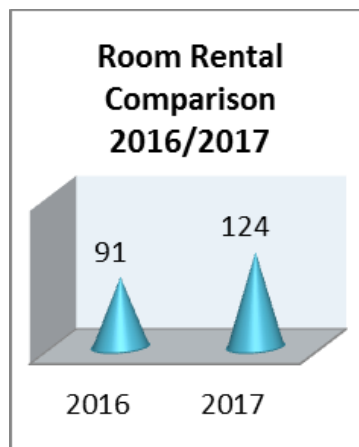
With another election under our belts, we are very proud of our team for coming up with ideas and implementing changes to support our election staff and voters. We received positive feedback from workers and residents and we look forward to even more change in the future. Thankfully, with the election being early in the month, we were also able to get out the summer newsletter and distribute liquor licensing information to Little Chute businesses. We expect to be busy throughout May and June as bartenders make their way to the Clerk's office to renew their bartender's licenses.

As a recap, the goals for April were:

- Set up preparation for the Primary Election
- Running the Primary Election
- Delivering/sharing of results to 3 school boards both personally and electronically
- Notice to bartenders/solicitors regarding license renewal by June 30
- Preparing and issuing liquor licenses to businesses
- Completing the Summer newsletter and sending for print
- Finalizing plans for the 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 MAY

- 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



Community Development

HIGHLIGHTS

- Attended Zoning Workshop in Shawano
- 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.
- Training for Inspection Certifications.

TOP PRIORITIES FOR MAY

- Analyzing personal property assessments.
- Assist property owners with assessed valuations.
- Meet with developers about upcoming commercial projects.
- Continued Inspections of homes and commercial projects.
- Inspections of Fire damage repair at Apple Storage.
- Inspections at municipal garage project.

APRIL DATA

Community Development Department 2017 Permit & Property Inspection Report			
	March-17	April 2017	2017 Year to Date
Permits Issued	31	66	122
Property Complaints	3	4	13
Property/Field Inspections	72	82	254
Letters Sent			0
Action Corrected			2
Fwd to FVMPD			0
Ongoing	2	3	9

Community Development Department 2017 Permit Data			
	March-17	April-17	2017 Year to Date
Permits Issued	31	66	122
Permit Fees	\$8,097	\$9,055	\$21,527.00
Permit Value	\$1,877,756	\$1,811,993	\$4,358,017.00

Finance Department

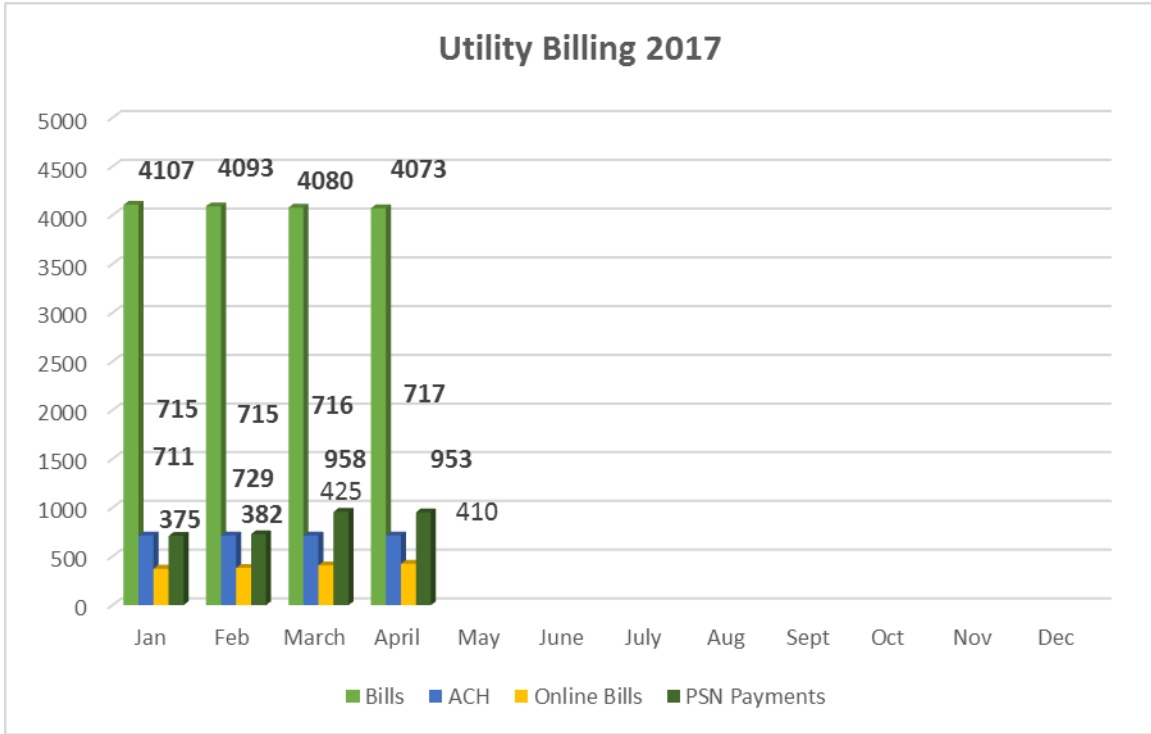
HIGHLIGHTS

- 4,073 Utility Bills created and 717 ACH payments processed by Finance Department.
- 52 Service Orders (Final Reads, High/Low Reads) for Utility Billing created and coordinated with MCO.
- 1000 ratepayers have registered on PSN, 425 ratepayers opted out of postcard billing and 953 ratepayers utilized PSN for payments through April 30, 2017.
- 276 Landlord Notices were mailed for tenant delinquency notification.
- 2016 Audit Fieldwork commenced April 24-28, 2017.
- RLF-ED, TID Certification and Room Tax Reports filed April 30, 2017.

TOP PRIORITIES FOR MAY

- 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 May1, 2017
- Finance Director attends LWMMI insurance conference May 11 – 12, 2017.
- CIP discussion with Village Board to determine size of bonding for Ehlers.

APRIL DATA





HIGHLIGHTS

- Operation #ArrestingHunger- eight agencies across the valley including Metro teamed up with the St. Joes food program to fight hunger in the Fox Valley. UPDATE:
 - Jan-Peanut Butter – Metro came in second out of the eight agencies
 - Feb-Jam/Jelly – Metro wins by a long shot
 - March-Tuna – Metro wins again, 1553lbs! Next closest was 522lbs!
 - April was the last month - Metro collected over 2300lbs of Pasta thanks in part to all three village halls, which secured another 1st place for FVMPD.
 - Cases of note:
 - Kimberly BP Gas Station Robbery investigation – This was a very involved investigation that required a great deal of interagency cooperation and, while it is still ongoing, an arrest was made very quickly and the threat of additional crimes being committed by the suspect was removed. Prior to the suspect being taken into custody, we provided businesses in the Kimberly Ave. corridor with a neighborhood notification which provided basic information on the robbery and included advice on steps they could take to protect themselves and be extra alert as we believed that that suspect was responsible for a string of burglaries and robberies in the area.
 - Kimberly Stabbing Suspect Jacob Woller (From December) - Took a plea deal and will be sentenced in June. Prison time recommended.
 - We are currently working a large fraud/theft case that is consuming a significant amount of our resources.
 - Follow up investigation on the overdose cases continues.
 - Worked/working on several special events: (Marty's Mustang Scamper, Cheesefest, Bike to the Beat, Metro Open House, Walk for Autism, Little Chute Prom)
 - Personnel update:
 - Department spring firearms/unified tactics training underway
 - Command Staff retreat – Completed work on 21st Century Task Force team's request, extensive discussion/planning for post de-merger; 2018 budget, Organizational Chart, Staffing plan.
 - Will be filling Investigator position which was initially left vacant to start 2017, workload is outstripping resources.
 - Metro joined a Regional Response Team which will be used to investigate Officer Involved Critical Incidents.
 - Some Metro team members have been trained, others are in the process.

TOP PRIORITIES FOR MAY

- Continued work on details of de-merger with Combined Locks

Fox Valley Metro Police Department

Monthly Report



April 2017

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Total # of Incidents	817	970	-16%	3117	3413	-9%
Citizen Generated	477	487	-2%	1793	1765	2%
Officer Initiated	340	482	-29%	1322	1645	-20%
Citizen Contacts	265	328	-19%	998	1096	-9%
Traffic Citations	103	168	-39%	443	594	-25%
Speeding	17	19	-11%	60	74	-19%
Seatbelt	18	39	-54%	84	120	-30%
OWI	8	12	-33%	29	49	-41%
Ordinance Summons	23	26	-12%	104	115	-10%
UA Drinking	3	0	#DIV/0!	5	6	-17%
Parking Tickets	26	16	63%	614	638	-4%
Warrant Pick Ups	4	3	33%	28	21	33%

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Adult Criminal Referrals	20	28	-29%	105	116	-9%
Juvenile Criminal Referrals	6	4	50%	31	11	182%
Offense Reports (CAD)	721	827	-13%	2688	2926	-8%
Narratives	96	143	-33%	429	487	-12%

Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Programming and Adult Services Job Description revised and position posted
- Library Assistant Candidates interviewed
- Revised bins process to reduce likelihood of injury from bending

TOP PRIORITIES FOR MAY

- Planning for 2017 Adult Summer Reading Program
- Develop promotional materials and training tools for new digital products
- Review contracts and vendors
- Review and revise Job Descriptions

APRIL DATA

2017

Library Visits

Little Chute 4,369

Kimberly 4,971

WiFi Use

Little Chute 446

Kimberly 381

Computer Use

Little Chute 403

Kimberly 456

Circulation

Little Chute 8,819

Kimberly 11,333

Programs

Little Chute 11

Kimberly 7

Program Attendance 487

2016

Library Visits

Little Chute 4,255

Kimberly 6,101

WiFi Use

Little Chute 522

Kimberly 368

Computer Use

Little Chute 548

Kimberly 767

Circulation

Little Chute 8,802

Kimberly 12,623

Programs

Little Chute 15

Kimberly 18

Program Attendance 994

Parks, Recreation and Forestry Department

HIGHLIGHTS

- Submitted final permitting for the ADA Canoe/Kayak Launch. Began structural design of the bridge abutments.
- Received a low bid from Vinton Construction for the Creekview Park grading and landscaping plan in the amount of \$42,168.35
- Harold Nelson completed his internship with the Village of Little Chute on April 28.
- The maintenance crew set up soccer goals, lined baseball, soccer, and rugby fields, and opened park bathrooms for the season.
- Ordered 1,194 tee shirts for kids in our summer programs (department received sponsorship for all shirts from local businesses/groups).
- Entered rugby games, youth soccer games, and men's softball games into RecDesk program; printed field prep schedules for crew.
- Attended baseball club team tryout meeting with coaches 4/9 and checked out facility keys to coaches.
- Chute-ing Stars Competitive Dance Team meeting and tryouts held in mid-April; team of 22 dancers selected for new season.
- Held Arbor Day Ceremony with 4th grade students from LC Elementary on April 28 and planted tree by LC Civic Center. Ceremony included presentation of new Arbor Day flag from DNR, discussion on the many benefits of trees, and concluded with the all students receiving a tree samplings to keep.



ARBOR DAY CELEBRATION

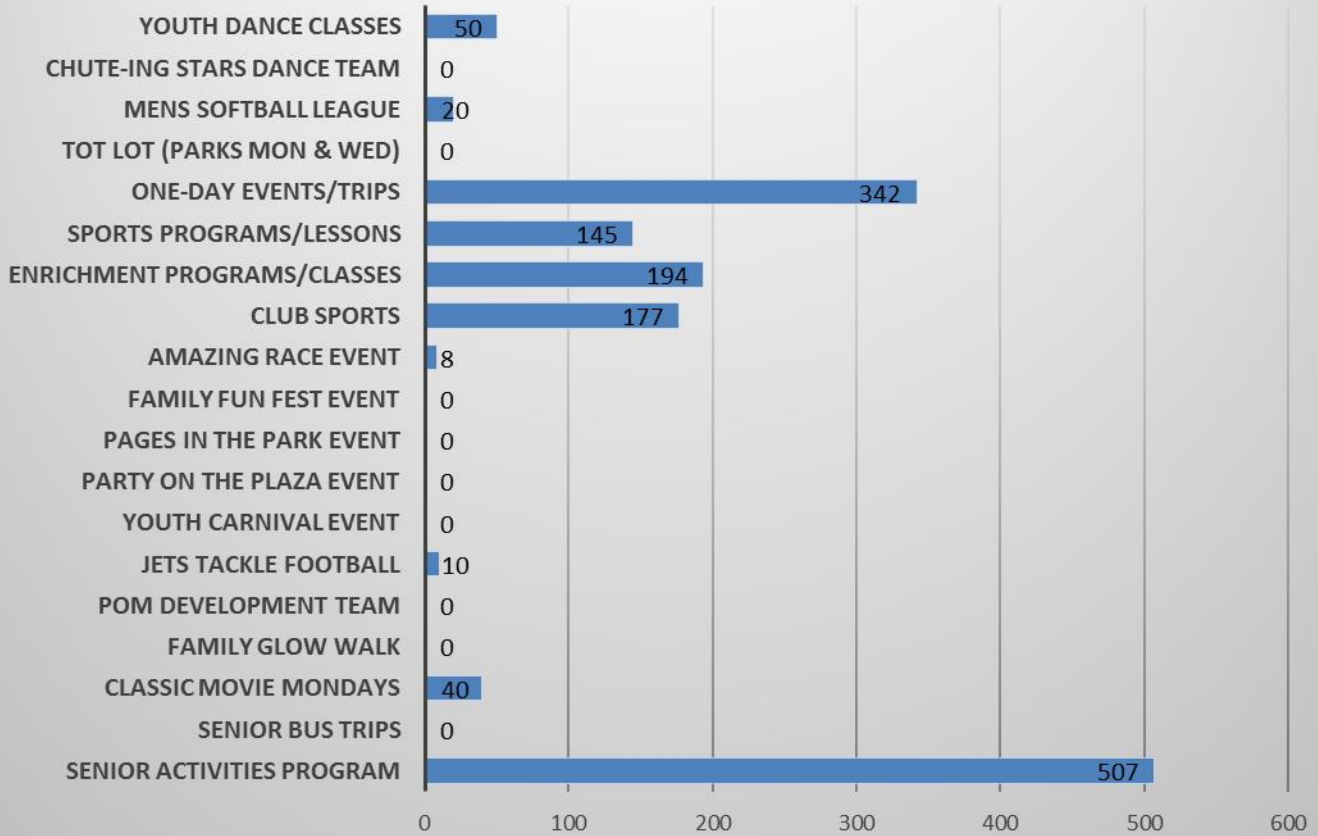
TOP PRIORITIES FOR MAY

- Develop a plan of action for determining the future of the Doyle Park Pool.
- Ground breaking for the Little Chute Diamond Club Facility at Van Lieshout Park.
- Set up and plan for The Great Wisconsin Cheese Festival.
- Drain, clean, and start up the pool systems the week of May 15.
- Receive estimates and select a contractor to perform the work for the ADA Canoe/Kayak Launch.
- Park Planning Committee Meeting on Tuesday, May 2.
- Assist LC Diamond Club with creating some of their schedules for their baseball and softball leagues.
- Hold babysitter/home alone class on Saturday, May 6 at LC Civic Center
- Prepare new employee paperwork packets and schedule staff training/meetings.
- Hold jets football parent/player meeting and registration Wednesday, May 10 evening.
- Prep work for start of Men's Class "C" Softball League on both diamonds at Doyle Park starting Thursday, May 11.
- Youth dance classes dance revue on Saturday, May 13.
- Setup/takedown inflatable bounce house for FVMPD Open House event on Wednesday, May 17.

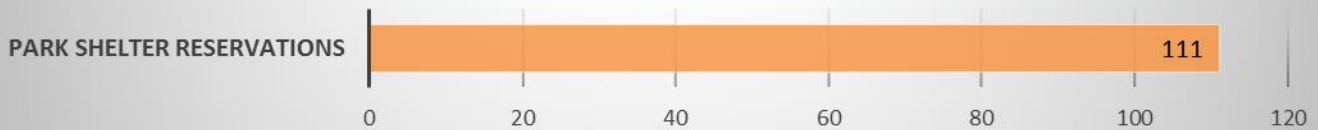


HEESAKKER PARK

2017 Year-To-Date PROGRAM REGISTRATIONS/PARTICIPATION



2017 Year-To-Date SHELTER RESERVATIONS



Department of Public Works

HIGHLIGHTS

- Worked on PASER rating of Village streets.
- Scott Wegand and Mike McClone attended CISEC storm water management erosion control seminar in Oshkosh.
- Wrote and sent out purchase order for new Wheel Loader - Volvo L90 from Airing Equipment out of DePere.
- Municipal Services Building: Walls are completed and steel work has started.

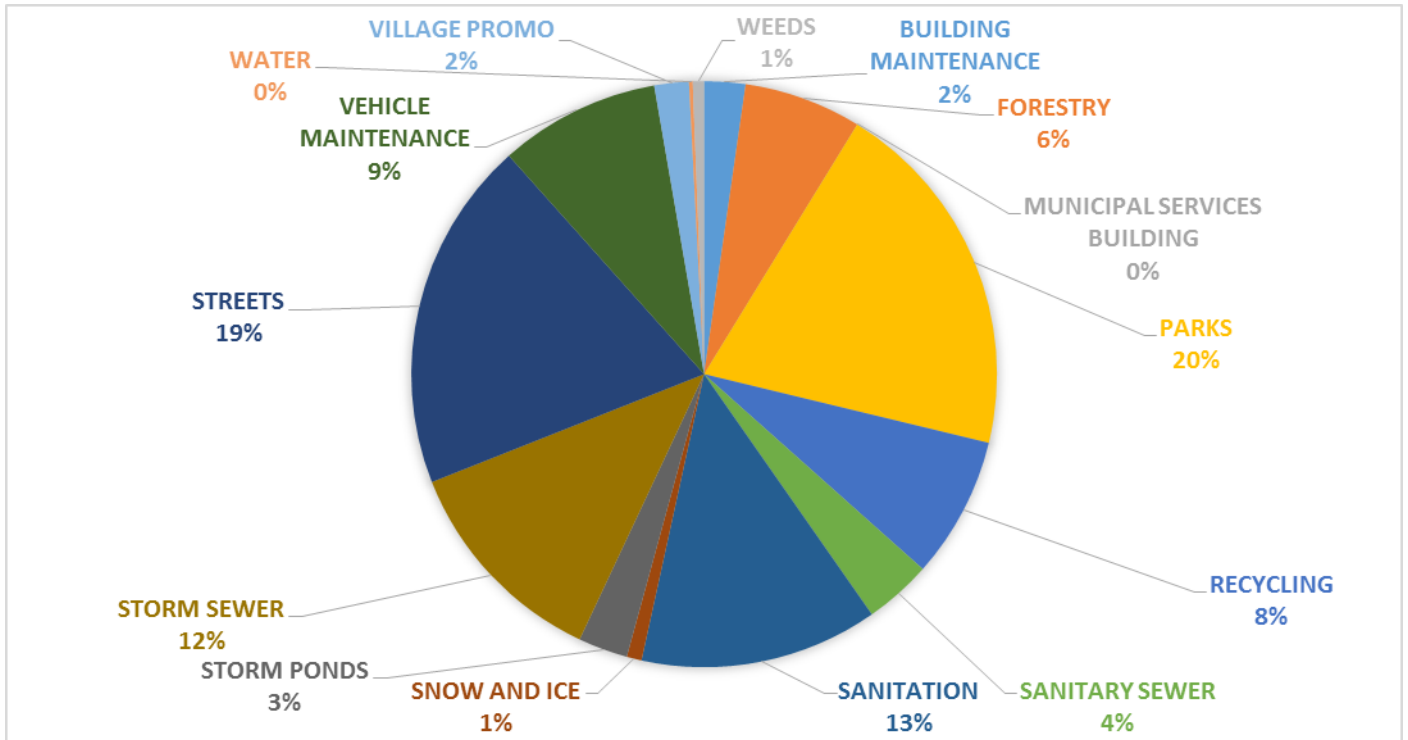
TOP PRIORITIES FOR MAY

- Complete PASER rating of Village streets.
- Municipal Services Building: Install roof and Start installing plumbing
- Award winner for a 2017 refuse truck and send out a purchase order.

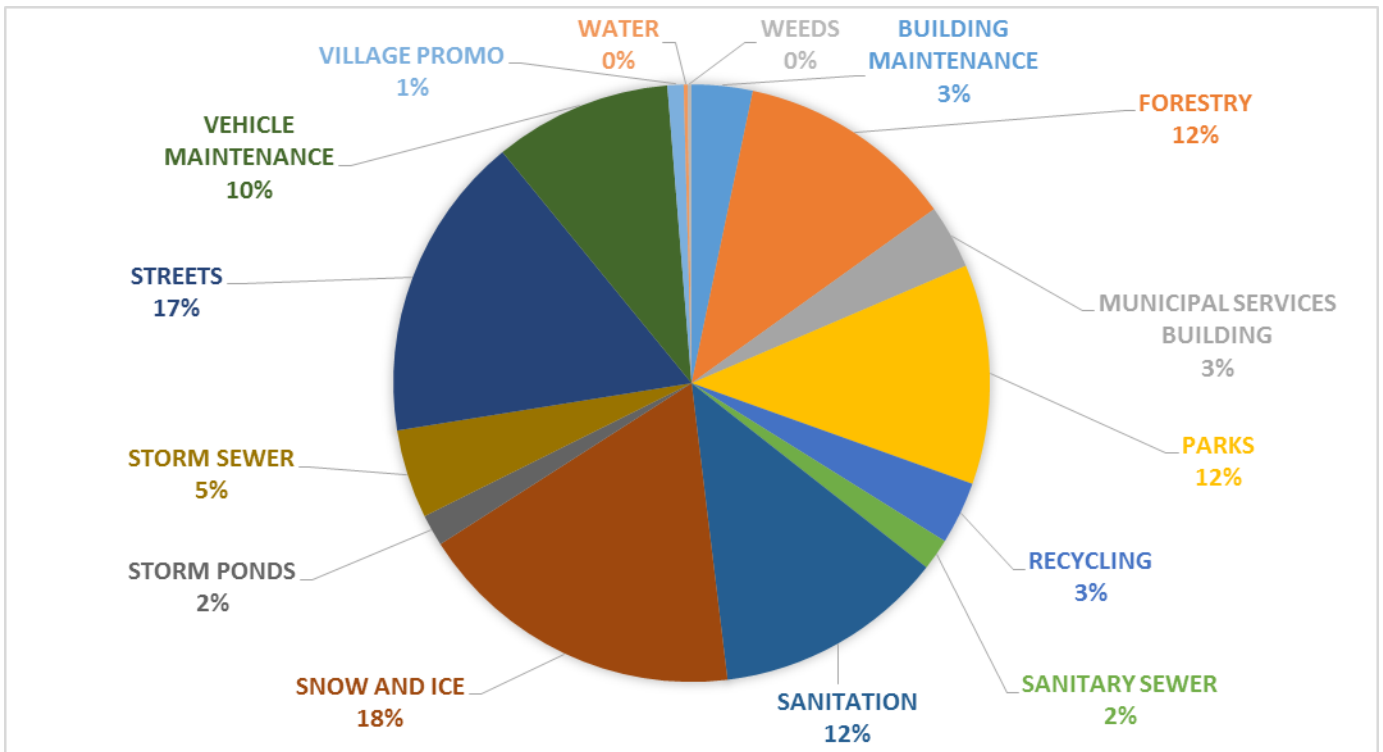


Pictured above - Inside View of Municipal Services Building.

OVERVIEW OF HOURS WORKED IN MARCH 2017 FOR PUBLIC WORKS



Hours Worked Year to Date



Engineering Department

HIGHLIGHTS

- Harvest Trail concrete paving project went out for bid on April 10th. Bids were received and read on April 27th at 2:00 PM. Board approved Vinton Construction Company with the bid at the May 3rd Village Board meeting.
- Concrete paving restoration is complete for the Industrial Park and Legion Park Storm Sewer Project.
- Cost estimates were provided to finance for the 2018 road and utility projects (Wilson Street, Carol Lynn Drive & Hayes Street).
- Created new maps of industrial and business parks; troubleshoot loading layers into ArcOnline.
- Updated voting districts layers and maps in GIS. Plotted large maps for Village Clerk.

TOP PRIORITIES FOR MAY

- Hold preconstruction meeting with Vinton Construction Company in regards to the Harvest Trail 2017 concrete paving project. Provide a walk through with residents who are involved with the project. Have a meeting with residents to discuss the option of having a sidewalk installed along with the concrete paving.
- Field data collection for the 2018 road and utility projects for Wilson Street.
- Updating water distribution system in GIS.

