

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – JANUARY 2018



Little Chute

ESTABLISHED 1848

January 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.

You will note upcoming village events also in this report. This information is meant to drive more publicity and participation at village programs while also hoping that we have a great distribution of information to residents. We will also be taking the event information submitted in this document and incorporating that into the village's official calendar on our website.

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

Upcoming Village Events

- **Book Babies Story Time - Kimberly Public Library** - Tuesday at 10 am from February 6 through March 27
- **Family Story Time - Little Chute Public Library** Wednesday at 10:00 am from February 7 - March 28
- **Family Story Time - Kimberly Public Library** Thursday at 10:00 am February 8 - March 29
- **Soda Pups Dog Agility Show - Kimberly Public Library** Friday, February 16, 2018 - 1:30pm to 2:15pm
- **Pooches & Pages: Read to a Therapy Dog - Little Chute Public Library**
 - Saturday, January 20, 2018 - 10:30am to 12:00pm
 - Saturday, February 17, 2018 - 10:30am to 12:00pm
 - Saturday, March 17, 2018 - 10:30am to 12:00pm
 - Saturday, April 21, 2018 - 10:30am to 12:00pm
- **Cheeseheads: The Documentary - Little Chute Public Library** Saturday, February 17, 2018 - 2:00pm to 5:00pm Chester Marcol, Packers Hall of Fame Kicker, will also be present to answer questions during the Q&A, sign autographs, and his book "Alive and Kicking" will be available for purchase.
- **Evening Book Club - Little Chute Public Library** Monday, February 19, 2018 - 6:30pm to 8:00pm
- **Midweek Matinee: Only the Brave - Kimberly Public Library** Wednesday, February 21, 2018 - 1:00pm to 3:00pm
- **Family Movie: Wonder - Kimberly Public Library** Thursday, February 22, 2018 - 6:00pm to 7:30pm
- **Master Gardener Presents: Organic Gardening - Little Chute Public Library** Monday, February 26, 2018 - 6:30pm to 7:30pm
- **Memory Café - Kimberly Public Library** Wednesday, February 28, 2018 - 1:00pm to 3:00pm

Village Administrator

HIGHLIGHTS

- Presented an overview of the 2015-2019 Strategic Plan and obtained feedback on 2020.
- Amended the Façade Program and started planning for other programs within the Downtown Master Plan.
- Attended meetings of the Town of Vandebroek with regards to Evergreen Drive.
- Present and approve Rock the Block and Bazaar After Dark events for 2018.
- Took organizational efforts on Landfill Siting efforts.
- Reviewed nominations for the Robert A. Nechodom Good Citizenship Award.

TOP PRIORITIES FOR FEBRUARY

- Present the Robert A. Nechodom Award to Gene and Virgie Janssen (Congrats!).
- Present the proposal for a Quiet Zone Study to the Board of Trustees.
- Continue efforts related to economic development, in particular preparing for 2018 projects.
- Continue to work with the Town of Vandebroek with regards to Evergreen Drive reconstruction.
- Finalize appointments and organizational efforts related to the Outagamie County Landfill.
- Finalize administrative efforts related to Civic Center renovations, updated Personnel Manual and prepare for 1st QTR 2018 efforts (training and wellness).

Clerk

HIGHLIGHTS

A new year brings new beginnings. This is especially true in the Clerk's office as we transition from our old to our new voting equipment. The state decommissioned our previous equipment which called for urgency at the local level. With help in funding coming from the County, our Board approved the purchase of the new voting equipment at the end of last year. Much of January was dedicated on setting up, being trained on and initializing the new equipment. A mock election was held to test the equipment, and Chief Election Officers participated as well. We look forward to utilizing our equipment for the February 20, 2018 Spring Election. Our first quarter of the new Communication Calendar has been completed. Just a reminder that if you would like your event posted, please email Julie@littlechutewi.org. The next large projects we are assisting with are the Village Market and our Downtown Plan.

TOP PRIORITIES FOR FEBRUARY

- Pre-lat Testing
- Open early voting
- Send out Absentee Ballots
- Facilitate election
- Village Market Discussions/Marketing
- Agendas and Minutes for 5 meetings
- Supply ordering
- Operator/Solicitor licensing
- Social media/website posting and monitoring
- Weekly Maintenance Reports
- Civic Center/Village Hall rentals

CLERK JANUARY DATA

Village of Little Chute Website and Social Media Metrics - January 2018						
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Website Visits	9,179	8,046	14.08%	9,179	8,046	2.5%
Website Page Views	17,029	11,882	43.32%	17,029	11,882	20.8%
Facebook Likes	2,480	1,818	36.41%	2,480	1,818	36.41%
Facebook Reach	45,179	33,128	36.38%	45,179	33,128	36.38%
Village Hall Blog View	193	358	-46.09%	193	358	-46.09%
Instagram Followers	237	128	85.16%	237	128	85.16%
Twitter Followers	242	71	240.85%	242	71	240.85%
Twitter Impressions	2,848	7,624	-62.64	2,848	7,624	-62.64

Community Development

HIGHLIGHTS

- Met with developers about upcoming commercial projects.
- Met with Commercial Builders regarding sites in village.
- Continued Inspections of homes, apartments and commercial projects.
- Created and received two annexation petitions for lands along Evergreen Drive.
- Assisted owners with property tax inquiries.
- Mailed Statements of Personal Property to businesses.

TOP PRIORITIES FOR FEBRUARY

- Meet with developers about upcoming commercial projects.
- Continued Inspections of homes, apartments and commercial projects.
- Prepare details for 2018 Property Valuations.
- Attend Rock the Block and Bazaar after dark organizational meetings
- Attend connect communities meeting in Burlington.
- Ordinance on Regulation of private deed restrictions within business districts.
- Ordinances annexing lands from Vandenbroek

COMMUNITY DEVELOPMENT JANUARY DATA

Community Development Department 2018 Permit Data			
	January-18	2018 TOTALS	2017 TOTALS
Permits Issued	24	24	644
Property Complaints	2	2	37
Property/Field Inspections		0	1067
Letters Sent		0	0
Action Corrected		0	21
Referred for Action	1	1	0
Ongoing	1	1	16
Community Development Department 2018 Permit Data			
	January-18	2018 TOTALS	2017 TOTALS
Permits Issued	24	24	644
Permit Fees	\$3,450	\$3,450	\$114,330
Permit Value	\$4,911,678	\$4,911,678	\$35,708,279



HIGHLIGHTS

- We submitted our opinions on workforce recruitment and retention to Administrator Fenlon
- We revised and updated our guidelines on patrol sending cases to investigations. This simplified and streamlined our process
- Assisted a Cub Scout troop in earning their forensics badge
- Penny Butts called regarding the death of her father-in-law. Butts told me that she received a frantic phone call from her mother-in-law that morning because she could not wake up her husband. Butts said that when our officers arrived on scene they “made a completely horrible situation better for our family.” Butts described Officer Brandt and Officer Boucher as compassionate and said “your police officers were amazing,” as they consoled family members and assisted them make arrangements. Butts said that Officer Brandt was respectful, taking his hat off inside of their home and by consoling her mother-in-law by putting his arm around her. Butts went on to say that Officer Boucher was “sweet” to her family members and kept things light through his self-deprecation as he poked fun at his own height.
- From Kimberly Village Trustee Peggy Weber, “Just wanted to let you know that your 'Metro's Most Interesting Cop' posts are genius!! What a great way to get your message out there!! Marketing at its best . . .”
- From James Weidert, “I'm writing to praise your officers and your department. I can honestly say that since moving to this community over ten years ago, FVMPD has been a huge bright spot in our lives. Your officers not only approached our project with enthusiasm but with really good ideas! Their involvement in one of our workshops and posts on your social media pages helped us get featured on the front page of the Post Crescent and raise hundreds of dollars immediately following the event. Even though this was a group effort, I'd like to single out the efforts and thank officers, Wery, Serres, and Lambie. Those guys are Henry's heroes and have made a big impact on his life before and during this project. Henry has known them since middle school and during his high school internship at FVMPD. They are truly first-rate role models our community can be proud of, and Henry considers them his friends. He wants to be just like them!”
- Updated the departments three-year training plan and new Lieutenant training plan
- There was a water drainage problem at Combined Locks where our evidence/property is stored. We purchased additional shelving units and other items to hopefully mitigate any future water drainage problems
- Worked with Director Moes, Dave Neuman, Officer Van Schyndel and Trustee Elrick on evaluating the former Stitches building for evidence storage
- Completed the department's in-house training plan for 2017 to include Firearms, Defensive and arrest tactics, Emergency Vehicle operation/pursuit, Rescue Task Force Concepts and Scenario Based Training.
- Began configuring Spillman (the new CAD and Records Management System) with a go live goal of June 2018.
- Annual hearing tests completed for all employees
- Case Highlights:
 - On Tuesday, February 6, 2018 at approximately 8:45 pm the Fox Valley Metro Police Department, along with members of the local LWAM “Drug” unit conducted a search warrant for drugs in the 500 block of Wilson St. in Little Chute. A large quantity of marijuana was found. Officers also found meth, psychedelic mushrooms and a large amount of US currency.
 - Officer Stahmann completed an ICAC investigation where a part-time Bayport High School wrestling coach Garrett Header, was arrested for Exposing a child to harmful material and representations depicting nudity.
 - The department participated in a joint prostitution sting with Appleton Police Department and the Outagamie County Sheriff's Department at a hotel in our jurisdiction. There were seven arrests from this joint operation
 - On January 12th, at approximately 9:00 AM, the FVMPD, along with members of LWAM conducted a search warrant for drugs in the 300 block of N. Sidney Street in Kimberly. Officers discovered evidence that the resident was manufacturing marijuana at the house.
 - Investigation continuing on our thefts from vehicles at the YMCA and Dog Park. It appears this is a multi-state theft ring.

TOP PRIORITIES FOR FEBRUARY

- Telecommunicator job responsibilities and priorities
 - Working on our data entry back log of one to two months
- Organizing and securing evidence storage at Combined Locks
- All Officers will receive in-house training in the area of Firearms and Defensive and Arrest Tactics at the Fox Valley Tech College, Public Safety Training Center as well as legal update

Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Completed annual report for DPI
- Completed space need assessment for Little Chute
- Increased limit on holds from 15 to 25
- Attended media training with Outagamie County
- Yoga in the Stacks Launch
- Artist on display in Little Chute Pat Dobburke
- Artist on display in Kimberly Mariana Russell
- Launched teen book club

TOP PRIORITIES FOR FEBRUARY

- Review BrainHQ service and Rock's Backpages database
- Replace barcode scanners to expedite registration and allow phone photo of card
- Complete RFID tagging in Kimberly
- Complete prep for RFID equipment installation on March 13
- Complete space needs assessment in Kimberly
- Prepare for strategic planning
- Prepare for Joint Board library review
- Prepare for summer reading program
- Prepare for mystery event
- Create Downtown art plan w/Village of Little Chute
- Author Visit Joe Rein March 15
- Launch short story club in cooperation w/ Hollanders and Tanners

JOINT LIBRARY JANUARY DATA

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

Category		Current	Current	Current	YTD Combined	Previous	% Change
		Month KIM	Current Month LIT	Month Combined		Year Comparison	
Circulation		11970	9327	21297	21297	21361	0%
Collections	Title count	42276	41333	83609		93423	-11%
	Item count	44443	42925	87368		97840	-11%
Computer Use		596	437	1033	1033	806	28%
Interlibrary Loan	Items borrowed	3794	2276	6070	6070	5664	7%
	Items loaned	3099	3241	6340	6340	4990	27%
Library Card Holders (quarterly)	Adult						
	Juvenile						
	Total						
Overdrive Usage	eBook uses	590	395	985	985	1014	-3%
	Audiobook uses	338	174	512	512	416	23%
	Video	2		2	2		
RB Digital Magazines		20	21	41	41		
Patron Visits		5902	4722	10624	10624	9323	14%
Programming	Adults	4	8	12	12	7	71%
	Children	8	5	13	13	7	86%
	Teens	0	0	0	0	0	0%
	Community (all ages)	0	1	1	1		
	1000 Books	1	1	2	2	1	0%
	Outreach			1	1		
Program Attendance	Adults	57	79	136	136	68	100%
	Children	131	217	348	348	272	28%
	Teens			0	0	0	0%
	Community (all ages)	0	9	9	9		
	1000 Books	0	3	3	3	8	-63%
	Outreach			647	647		
Drop-In Programming	Literacy stations Participation	1	1	2	2	2	0%
		125	139	264	264	373	-29%
Web Site Hits	Page Views			10101	10101	9477	7%
Wireless	Distinct clients	446	435	881	881	755	17%
	Daily average	29	42	71	71	57	25%
Social Media	Facebook fans			1418		1081	31%
	Pinterest monthly views			163		154	6%
	Twitter followers			111		84	32%
	YouTube views			24671		22951	7%

Parks, Recreation and Forestry Department

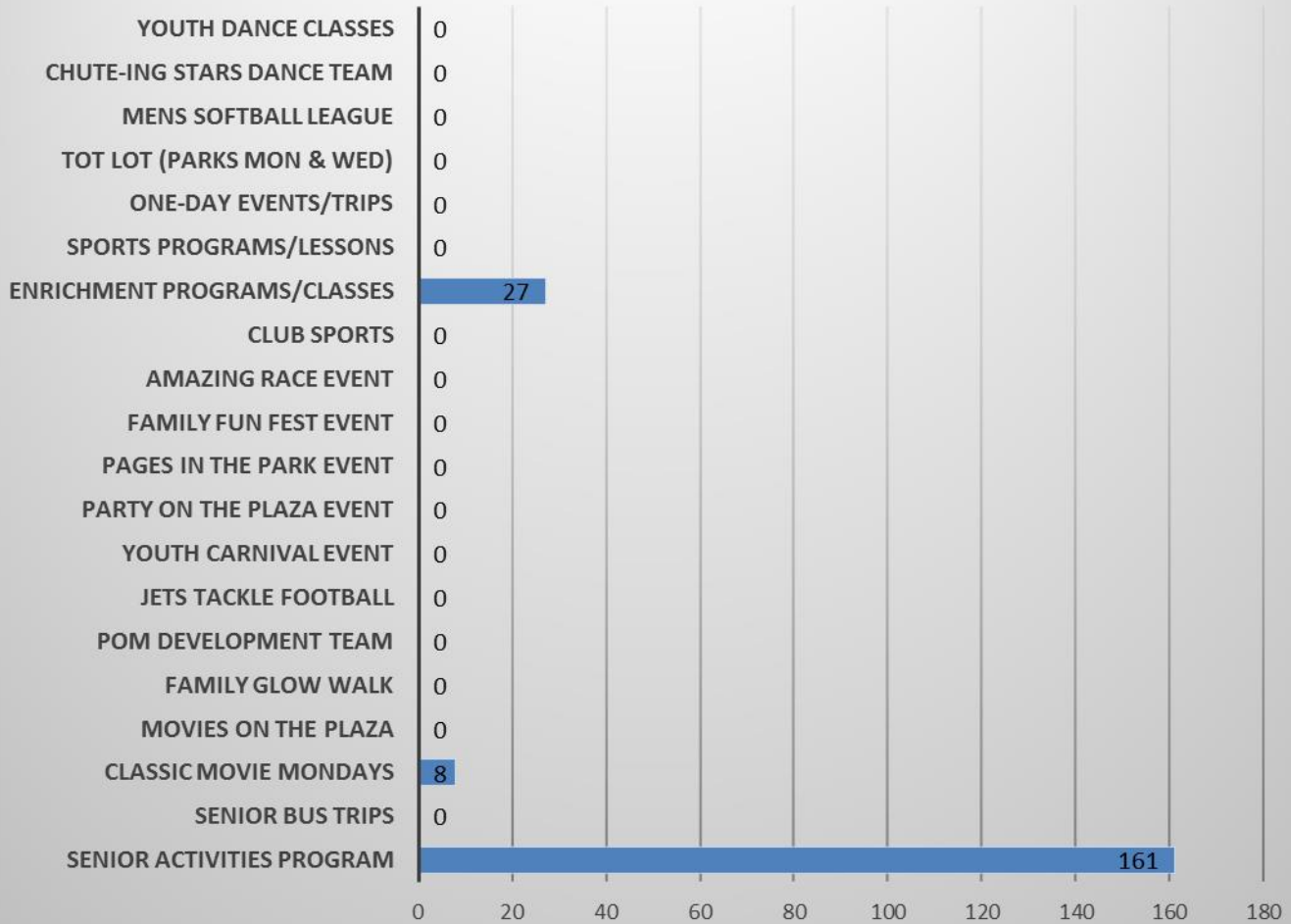
HIGHLIGHTS

- Began annual tree trimming program on terrace trees located in section A (North of 00 and West of Cty Hwy N)
- Moved items out of the Doyle Shed and Jets Shed to the Municipal Service Building and Van L Jet's Shed.
- Prepared and presented a proposal to the Village Board to operate a Summer Camp program at the Van Lieshout Recreation Center.
- Met with the 2018 pool managers to set up trainings and plan new offerings at the pool
- Applications for summer part-time jobs with department available starting 1/2/18 (application deadline 3/9/18)
- Final prep for Kids Yoga (started 1/8) & next session of Adult Yoga (started 1/8) – meet with instructors with final class lists and keys
- Registration for Winter/Spring Youth Dance Classes began on 1/15/18 (classes to start in February)
- Finalized programs, fees, schedules, descriptions, etc. for 2018 Spring/Summer Program Book; information sent for layout
- Chute-ing Stars Competitive Dance Team (5th thru 8th graders) performed at the Oshkosh West Dance Invite 1/6/18 where they took 1st Poms, 1st Kick, & 1st Jazz.
- Chute-ing Stars Competitive Dance Team (5th thru 8th graders) competed with 16 other middle school teams at the State JAM Competition 1/20/18 where they took 1st Poms and 1st Kick! This is their sixth year in a row as Poms Champions, and their second year in a row as Kick Champions!

TOP PRIORITIES FOR FEBRUARY

- 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
- Finish the section A of the tree trimming program.
- Advertise for summer part-time job opportunities with parks/forestry/streets, recreation, and the pool.
- Start the Maple Tree Tapping Program at Heesakker Park (weather depending).
- Plan for Spring/Summer/Fall Special events and programming.
- Send out applications to last year's Village Market vendors. Post applications online and begin advertising for new vendors in 2018.
- 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 6/2/18.
- Request to High School for use of football field for 2018 Jets Football home games.
- Request quotes for summer tee shirt program printing.

2018 Year-To-Date PROGRAM PARTICIPATION



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



Department of Public Works

HIGHLIGHTS

- Eight snow events in the month of January two of which we plowed and six were treated with salt. Sidewalks cleared and salted for each event.
- Changed out and eliminated 300 gallon Polycarts. 300 gallon polycarts were eliminated due to wear and tear on Village vehicles.
- Helped FVMPD with construction work for their evidence storage facility.
- Held meeting with Municipal Services team to discuss weekend duty and special events.
- Called out to areas of frozen mini storm sewers and helped maintain water break patches.
- Continued with preventative sewer maintenance with the jetter.

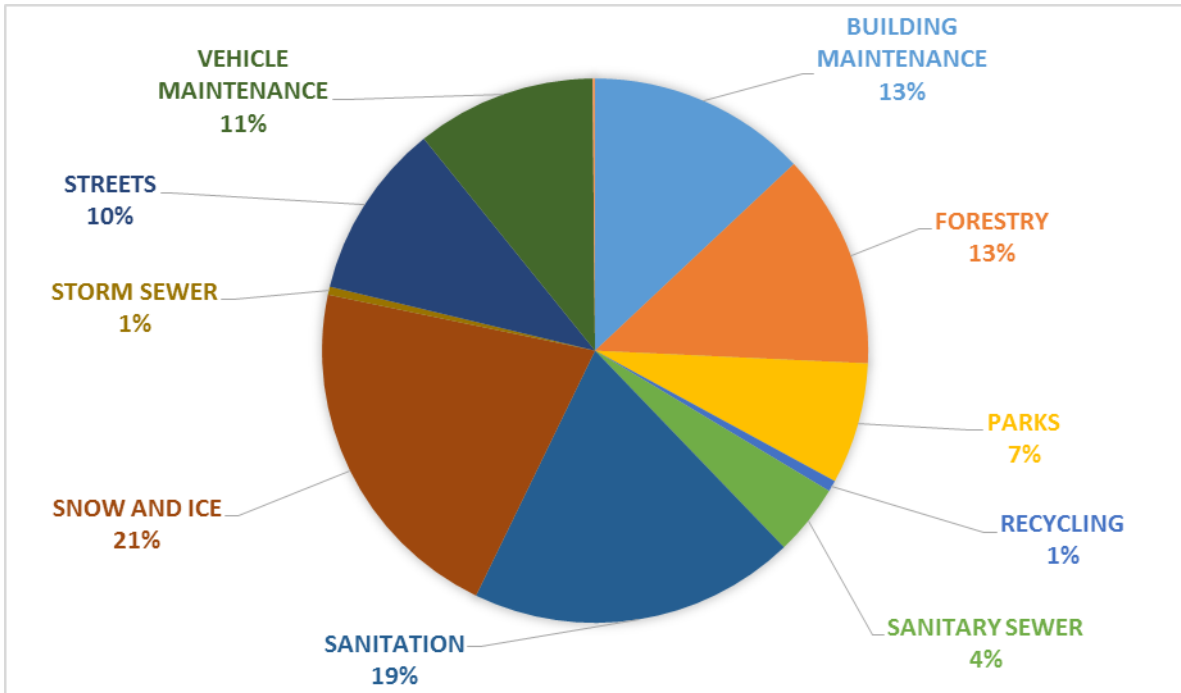
TOP PRIORITIES FOR FEBRUARY

- Salt and plow the Village as needed to keep streets safe during the winter months.
- During cold weather organize the Municipal Services Building.
- Continue with preventative sewer maintenance with the jetter.

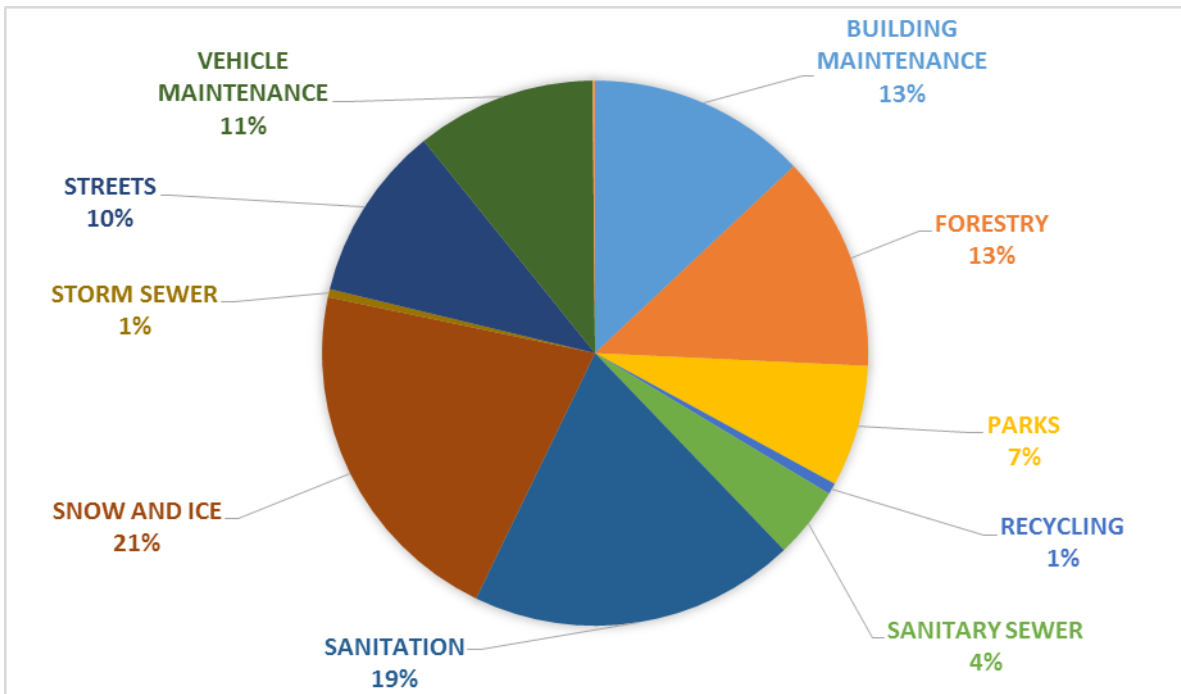


A Village Team Member Helping Keep the Roads Safe

January 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

- A preliminary design for layout, grading and storm sewer has been provided for Evergreen Drive as an exhibit for meetings with the Town of Vandebroek. Engineering attended the Town of Vandebroek Plan Commission Meeting on 1-10-18 with the Village President and the Village Administrator.
- Engineering has completed a preliminary cost opinion for the construction of Evergreen Drive from French Road to Freedom Road.
- Plans for Paving and Utility Construction for 2018 continue to develop and Engineering is currently at 85% complete with the design. An informational meeting was held on January 3rd with residents and property owners to discuss the upcoming construction.
- The Final Engineer's Report for Harvest Trail Paving was completed for final review.
- The start of Golden Gate Drive has begun. A pre-construction meeting was held on January 4th for this project.

TOP PRIORITIES FOR FEBRUARY

Wilson Street & Daytona Lane Paving and Utility Projects 2018

Engineering would like to hold a Public Hearing for the 2018 Construction Projects for Utilities and Paving. This would include contract documents, specifications, construction plans and the Engineer's Preliminary Report. Coordination with McMahon continues to include their design for Hayes so it can also be included in this bid package. Notification for this meeting will appear in the Times - Villager on January 24th.

Golden Gate Drive – 2018 Utilities

Utility construction continues, it is expected with good weather that sanitary sewer and water main will be completed in February. Storm sewer would follow at the end of February or early in March.

Quiet Zone Study

With the village board's approval the railroad quiet zone study is moving forward and the contract is expected to be signed for the project to proceed.

Final Engineer's Report for Harvest Trail Concrete Paving

The Final Engineer's Report for Harvest Trail Paving was completed and will be presented to the village board for approval.

