

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – FEBRUARY 2018



Little Chute

ESTABLISHED 1848

February 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 – FEBRUARY 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.

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

- **KimLit's YAM AIR Art Party Tuesday, March 27, 2018 - 5:30pm to 7:30pm Kimberly Public Library** A YAM AIR Party!?!? Yes... you heard that right! YAM= Youth Art Month April is Youth Art Month, so we are kicking things off on Tuesday, March 27th by showing off the paintings the high school students worked on, inspired by Cristian's style of painting. AIR= Artist in Residence Cristian Andersson of Matchbook Studio, LLC (link is external) is working with Kimberly High School students in the month of March.
- **Evening Book Club: Salt to the Sea Monday, March 19, 2018 - 6:30pm to 8:00pm Little Chute Public Library** - The Evening Book Club meets on the third Monday of each month at 6:30 p.m. at the Little Chute Public Library This month's title will be Salt to the Sea. Winter 1945. WWII. Four refugees. Four stories. Each one born of a different homeland; each one hunted, and haunted, by tragedy, lies, war. As thousands desperately flock to the coast in the midst of a Soviet advance, four paths converge, vying for passage aboard the Wilhelm Gustloff, a ship that promises safety and freedom. But not all promises can be kept . . .
- **Tech Tuesdays: Little Chute Tuesday, March 20, 2018 - 1:00pm to 4:00pm Little Chute Public Library** - Tech Tuesdays are a service the library provides for our seniors or others who want a little extra technology help. Appointments are available each month. Just stop by the library or call at 788-7515 to set up a time today. Appointments will also be available at the Kimberly Library on March 13th.
- **Midweek Matinee: Murder on the Orient Express Wednesday, March 21, 2018 - 1:00pm to 3:00pm Kimberly Public Library** - Join us for a relaxing afternoon at the movies! March's feature is Murder on the Orient Express. A lavish trip through Europe quickly unfolds into a race against time to solve a murder aboard a train. When an avalanche stops the Orient Express dead in its tracks, the world's greatest detective -- Hercule Poirot -- arrives to interrogate all passengers and search for clues before the killer can strike again. Rated PG-13.
- **Master Gardener Presents: Veggies in the Flower Bed Monday, March 26, 2018 - 6:30pm to 7:30pm Little Chute Public Library** This free program (held the fourth Monday of each month from January thru October) will be held at our Little Chute location and does not require registration. As always, feel free to RSVP, invite friends and get connected, invite friends and RSVP in the Facebook event (link is external).
- **Family Movie: Ferdinand Tuesday, March 27, 2018 - 6:00pm to 7:30pm Kimberly Public Library** Inspired by the beloved book The Story of Ferdinand by Munro Leaf, Ferdinand tells the story of a giant bull with a big heart. After being mistaken for a dangerous beast, he is captured and torn from his home. Determined to return to his family, he rallies a misfit team on the ultimate adventure. Rated PG. Free popcorn.
- **Fox Valley Memory Project Memory Café Wednesday, March 28, 2018 - 1:00pm to 3:00pm Kimberly Public Library** - Memory Cafes welcome those experiencing early stage dementia, mild memory loss or cognitive impairment as well as family and friends of those affected. It's a great opportunity for lively discussions, information gathering, refreshments, camaraderie and lots of creative fun! Please be aware that our policy is that for safety reasons, everyone needs to attend with at least 1 partner. A collaboration of the Fox Valley Memory Project, Village of Kimberly Parks and Recreation, and Kimberly Little Chute Library
- **Wisconsin's Gangster Past with Chad Lewis Thursday, April 5, 2018 - 6:30pm to 8:00pm Kimberly Public Library** Put on your zoot suit and follow in the footsteps of America's most infamous gangsters as they turn Wisconsin into their personal crime vacation land. Filled with deadly bank

robberies, explosive shootouts, brutal murders, and daring kidnappings, this presentation lets the audience discover the grisly locations where the gangster history will never die.

- **Classic Movie Monday: Bringing Up Baby Monday, April 9, 2018 - 1:00pm to 3:00pm Little Chute Public Library** Enjoy a free afternoon at the movies each month for a favorite classic film! This month's film is Bringing Up Baby starring Cary Grant and Katherine Hepburn. While trying to secure a \$1 million donation for his museum, a befuddled paleontologist is pursued by a flighty and often irritating heiress and her pet leopard, Baby. Refreshments will be provided. Brought to you in partnership with Little Chute Park & Rec.
- **Books & Brews April 2018 Thursday, April 12, 2018 - 7:00pm to 8:30pm Seth's Coffee (106 E Main St, Little Chute)** Title: Lilac Girls Author: Martha Hall Kelly Books & Brews meets on the second Thursday of the month at 7:00 p.m. at Seth's Coffee in Little Chute. New members welcome... just read the book and show up!
- **Second Saturdays Saturday, April 14, 2018 - 10:00am to 1:00pm Little Chute Public Library** Second Saturdays are all about casual convo, coffee, community, art making, music and more! Chat with a friend, enjoy a special art project or be your sweet introverted self by curling up with the newspaper or working on our community puzzles. Bring your own project or play with our supplies or specific projects we have available. There are plenty of things to do for all ages! No registration or fees are required for Second Saturdays. Second Saturdays are also great days to check out some movies and books for the weekend, view and ask questions about the current exhibit that is on display.
- **Evening Book Club Monday, April 16, 2018 - 6:30pm to 8:00pm Little Chute Public Library** The Evening Book Club meets on the third Monday of each month at 6:30 p.m. at the Little Chute Public Library.
- **Midweek Matinee: The Post Wednesday, April 18, 2018 - 1:00pm to 3:00pm Kimberly Public Library** - Join us for a relaxing afternoon at the movies! April's feature is The Post. A cover-up that spanned four U.S. Presidents pushed the country's first female newspaper publisher and a hard-driving editor to join an unprecedented battle between the press and the government. Rated PG-13
- **Culinary Third Thursdays Thursday, April 19, 2018 - 6:00pm to 7:30pm Little Chute Public Library** Culinary Third Thursday themes vary each session, but happen every month at our Little Chute location. Generally, Chef Megan walks us through how to prepare a few dishes, allowing time for questions throughout, while giving tricks and pointers about preparing various foods. After the demos, class ends with tasting and socializing. You will bring home a few recipes, but also the confidence and knowledge for other similar pairings and your own future culinary exploits. Third Thursdays typically do not require registration. We welcome attendees as kitchen space allows.
- **Master Gardener Presents Monday, April 23, 2018 - 6:30pm to 7:30pm Little Chute Public Library** This free program (held the fourth Monday of each month from January thru October) will be held at our Little Chute location and does not require registration. As always, feel free to RSVP, invite friends and get connected on our Facebook page (link is external) or the event! (link is external)
- **Fox Valley Memory Project Memory Café Wednesday, April 25, 2018 - 1:00pm to 3:00pm Kimberly Public Library** - Memory Cafes welcome those experiencing early stage dementia, mild memory loss or cognitive impairment as well as family and friends of those affected. It's a great opportunity for lively discussions, information gathering, refreshments, camaraderie and lots of creative fun! Please be aware that our policy is that for safety reasons, everyone needs to attend with at least 1 partner. A collaboration of the Fox Valley Memory Project, Village of Kimberly Parks and Recreation, and Kimberly Little Chute Library.

Village Administrator

HIGHLIGHTS

- Presented the Robert A. Nechodom Award to Gene and Virgie Janssen (Congrats!).
- The Village Board approved the start of a Quiet Zone Study.
- Amended the Façade Program and started planning for other programs within the Downtown Master Plan.
- Finalized appointments and organizational efforts related to the Outagamie County Landfill and submitted required documentation to the State of Wisconsin.
- Scheduled 1st Quarter Training and 2018 Wellness opportunities for village staff.
- Approved the site plan for the Bridgewater Development.
- Hired a recruiting consultant to provide assistance in the recruitment of a new DPW Director.
- Finalized efforts related to Civic Center renovations (presentations coming in March).
- Attended the groundbreaking for the new Trigger Action Sports/CR Structures building at Randolph Drive in Little Chute.
- Worked with Kaukauna Utilities for a presentation and solution to the decorative lights in Downtown.

TOP PRIORITIES FOR MARCH

- Execute the training and host the health screenings for the 2018 Wellness program.
- Present policy recommendations related to Downtown Master Plan, namely incentive programs related to signage and rent incentives.
- Work with staff to finalize efforts for the Municipal Services Building (yard waste, salt storage and other amenities that need to be completed).
- Continue to work with the Town of Grand Chute with regards to Evergreen Drive reconstruction.
- Adopt ordinance language with efforts related to lead water laterals.
- Finalize language for a side agreement to contract language with the Fox Valley Metro Police Department Professional Police Association concerning uniform reimbursements.
- Finalize efforts related to the financing for the Fox Cities Exhibition Center.

Clerk

HIGHLIGHTS

We had well over the state average of voters even with the weather event that closed down our schools and some business' for our February election. Our residents welcomed the chance to be the first to use the new voting equipment and they were impressed. **Just a reminder that the Spring Election will be April 4th and the polls are open from 7 AM – 8 PM.** If you need to register please come by the Clerk's office and we will be happy to assist you. As always, we believe in opening the early voting once we receive our ballots. If you would like to avoid the lines on Election Day but aren't sure if early voting is open, please call us at (920) 423-3851.

TOP PRIORITIES FOR MARCH

- Pre-lat Testing
- Open early voting
- Send out Absentee Ballots
- Conduct Election Training
- Village Market initial selections
- Communication Calendar updates for the next quarter
- Agendas and Minutes for 6 meetings
- Supply ordering
- Operator/Solicitor licensing
- Social media/website posting and monitoring
- Weekly Maintenance Reports
- Civic Center/Village Hall rentals

Community Development

HIGHLIGHTS

- Attended connect communities meeting in Burlington.
- Met with Commercial Builders regarding sites in village.
- Continued Inspections of homes, apartments and commercial projects.
- Created annexation petitions, ordinances, and State documents for lands along Evergreen Drive.
- Created petition for annexing lands along Freedom Road.
- Attended Rock the Block and Bazaar after dark organizational meetings
- Working on 2018 Property Valuations.
- KU street lighting meeting

TOP PRIORITIES FOR MARCH

- Meet with builders about upcoming commercial projects.
- Valley Transit Strategic Plan committee meeting.
- Meeting with owners regarding requests for annexation petitions along Holland Road.
- Continued Inspections of homes, apartments and commercial projects.
- Working on 2018 Property Valuations.
- Ordinance public hearing on Regulation of private deed restrictions within business districts.
- Ordinances annexing lands from Vandebroek.

COMMUNITY DEVELOPMENT FEBRUARY DATA

Community Development Department 2018 Permit Data				
	January-18	February-18	2018 TOTALS	2017 TOTALS
Permits Issued	24	26	50	644
Property Complaints	2	2	4	37
Property/Field Inspections	51	56	107	1067
Letters Sent			0	0
Action Corrected			0	21
Referred for Action	1	1	2	0
Ongoing	1	1	2	16
Community Development Department 2018 Permit Data				
	January-18	February-18	2018 TOTALS	2017 TOTALS
Permits Issued	24	26	50	644
Permit Fees	\$3,450	\$15,837	\$19,287	\$114,330
Permit Value	\$4,911,678	\$6,668,997	\$11,580,675	\$35,708,279

Finance Department

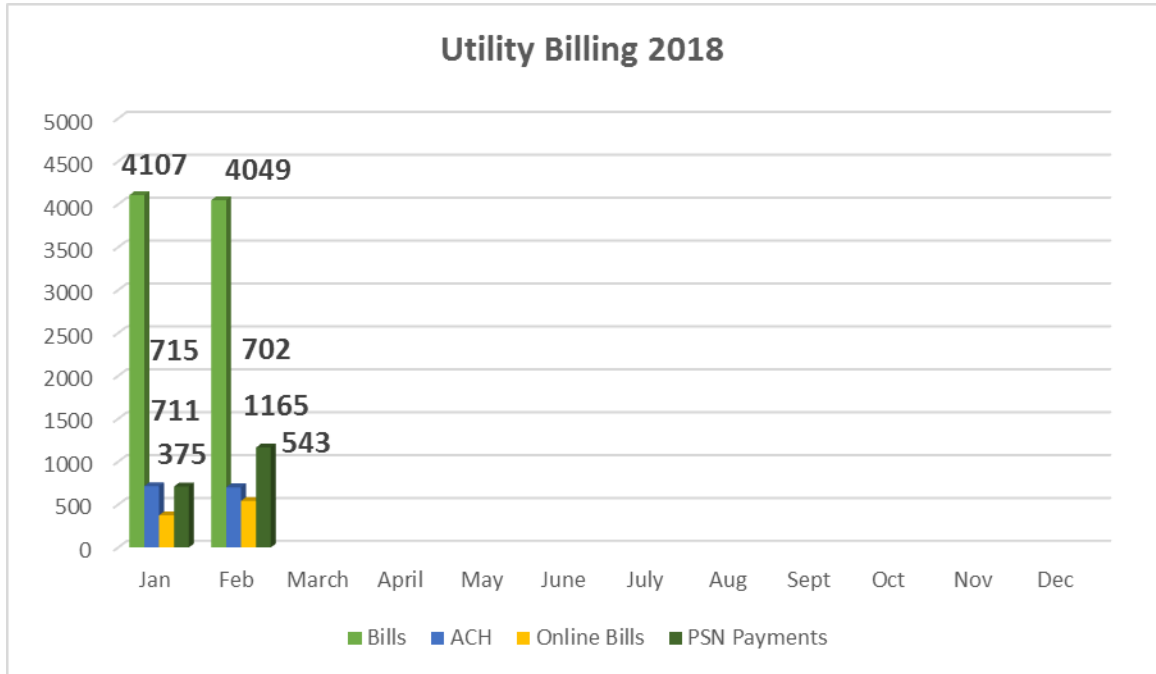
HIGHLIGHTS

- 4,049 Utility Bills created and 702 ACH payments processed by the Village.
- 58 Service Orders (Final Reads, High/Low Reads) for Utility Billing created and coordinated with MCO.
- 543 ratepayers opted out of postcard billing and 1,165 ratepayers utilized PSN for payments through February 28, 2018.
- 253 Landlord Notices were mailed for delinquency notification.
- 2,020 Property Tax Payments Processed. 84.831% of Property Tax Payments were processed at Village Hall. Property Tax Settlement completed with Outagamie County on February 20, 2018.
- Attend Ehlers Conference – February 8–9, 2018 (Finance Director).
- Attend February Utility Commission Meeting.

TOP PRIORITIES FOR MARCH

- Finalize Audit Preparation – Audit Scheduled for April 16-18, 2018.
- PSC Report Due April 1, 2018.
- Room Tax Commission Quarterly Meeting – Monday, March 19, 2018.
- Staff Vacations – March 21 – March 26, 2018 (Accountant), April 2 – April 10, 2018 (Utility Billing Clerk)
- Mail Harvest Trail Special Assessment Bills – Dated April 1, 2018.
- Dog License Renewals Due by March 31, 2018.

FINANCE DEPARTMENT FEBRUARY DATA





HIGHLIGHTS

- Officer Stahmann's ICAC case involving Garrett Header was in the USA Today on February 20th
- Officers are working with our licensed establishments to prevent them selling/serving alcohol to a resident who is a chronic alcoholic. This individual is using a lot department resources and Gold Cross ambulance resources.
- The officer hiring process continued with interviews and the Police Commission interview scheduled for March 6th.
- The department had eight (8) OWI arrests in February
- Implementation for the new Spillman CAD/RMS continued. The department coordinators, Officers Steeber and Officer Gueli, continued system setup for the department. Officer Steeber attended one hundred fifty (150) hours of training for implementation. Officer Gueli attended sixty-five (65) hours of training for implementation. Each Officer was required to watch five (5) hours of tutorial videos prior to their eight (8) hour in-person training. Our agency experts will attend more than fifty (50) hours of training. Each Telecommunicator was required to watch five (5) hours of tutorial videos prior to their eight (8) hour in-person training. Deployment of this project will continue through June.
- Updates the garage, new paint, cabinets and lighting, were completed. Thank You to Lt. Ulman, Lt. Wery and Lt. Slotke for all the hours you worked to update the garage. First time the garage was painted since the late 1980's. First new cabinets and organization since the early 1990's.
- Department conducted a number of Unified Tactics (UT) trainings. Officers continued to attend Legal Update training
- Lt. Wery continued his new Lieutenant training/field training
- The officer hiring process continued
- Case Highlights:
 - On Sunday, February 18th Officer Lambie and Officer Weisnicht discovered and underage drinking party at the Quality Inn and Suites. Ten underage consumption citations were issued.
 - Conducted a search warrant with LWAM on Wilson Street in Little Chute. A large quantity of marijuana (pounds) and cash (thousands) was confiscated.
 - Investigation continued on our thefts from vehicles at the YMCA and Dog Park. It is a multi-state theft ring. We are investigating this jointly with the City of Oak Creek, WI Police Department. Oak Creek Police arrested two suspects in these thefts from at least four (4) different states. Our departments have the majority of information collected on the suspects. The Department of Homeland Security declined to investigate this case. We are coordinating, with Oak Creek Police, and the four other states on this case.

TOP PRIORITIES FOR MARCH

- 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
- Continuation of Officer hiring process
- Continuation of Unified Tactics (UT) training

Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Completed RFID hardware installation
- Replaced barcode scanners to expedite registration and allow phone photo of card
- Completed space needs assessment in Kimberly
- First Kimberly Library interior block plan completed

TOP PRIORITIES FOR MARCH

- Full participation in wage study for library staff
- Complete RFID tagging in Kimberly
- Continue to make software updates for self service
- Training staff on new equipment
- Prepare for Joint Board library review
- Create a plan for furniture in YA departments and Adult seating
- Prepare for summer reading program
- Prepare for mystery event
- Create Downtown art plan w/Village of Little Chute
- Prepare for launch short story club in cooperation w/ Hollanders and Tanners

JOINT LIBRARY FEBRUARY DATA

MONTHLY STATISTICS REPORT - KIMBERLY-LITTLE CHUTE PUBLIC LIBRARY - FEBRUARY 2018							
Category		Current Month KIM	Current Month LIT	Current Month Combined	YTD Combined	Previous Year Comparison	% Change
Circulation		11462	8424	19886	41183	20380	-2%
Collections	Title count	42139	41339	83478		93722	-11%
	Item count	44282	42941	87223		98061	-11%
Computer Use		515	384	899	1932	912	-1%
Interlibrary Loan	Items borrowed	3248	1983	5231	11301	5083	3%
	Items loaned	2524	2736	5260	11600	4751	11%
Library Card Holders (quarterly)	Adult						
	Juvenile						
	Total						
Overdrive Usage	eBook uses Audiobook uses Magazine uses	Overdrive Statistis Reports are now run on the 15th of the month. Future reports will be for previous month.					
Patron Visits		5651	4331	9982	20606	8410	19%
Programming	Adults	4	5	7	19	7	0%
	Children	9	6	15	28	17	-12%
	Teens		1	1	1	2	0%
	Community (all ages)	0	2	2	2		
	1000 Books	1	1	2	2	2	0%
Outreach							
Program Attendance	Adults	29	57	91	227	112	-19%
	Children	411	116	527	875	332	59%
	Teens	0	1	1	1	80	-99%
	Community (all ages)	0	84	84	84		
	1000 Books	5	2	3	3	8	-63%
Outreach							
Drop-In Programming	Literacy stations	3	3	6	8	4	50%
	Participation	36	46	82	346	310	-74%
Web Site Hits				8555	18656	8421	2%
Wireless	Distinct clients	366	468	834	1715	745	12%
	Daily average	28	43	71	142	66	8%
Social Media	Facebook fans			1446		1089	33%
	Pinterest followers			162		156	4%
	Twitter followers			111		88	26%
	YouTube views			24832		23105	7%
Hoopla		Septemb	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

Parks, Recreation and Forestry Department

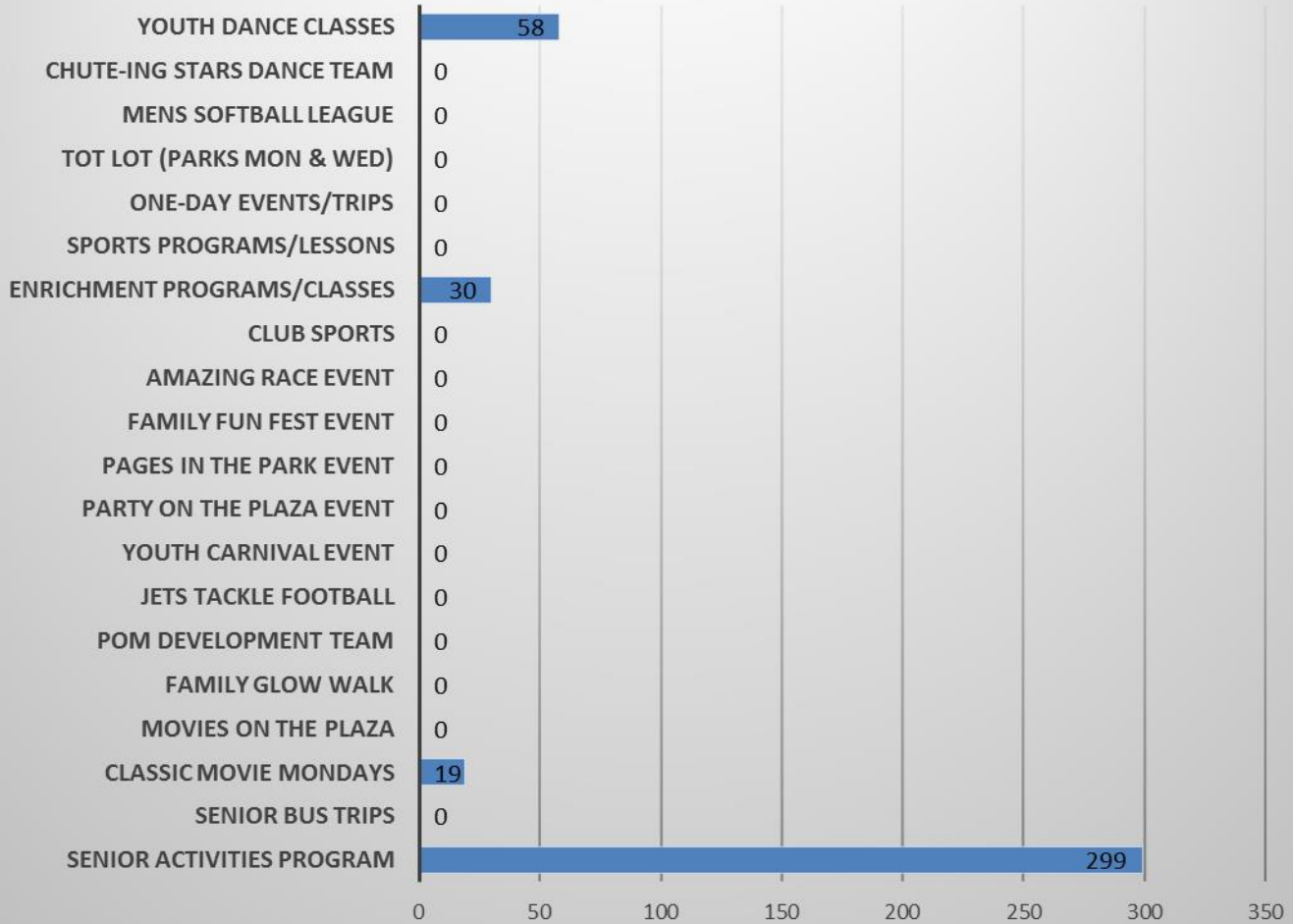
HIGHLIGHTS

- Director attended his second Certified Tree Management Institute class through the WI DNR.
- Coordinated with the engineering department on a plan for both public and private trees in the areas of the three road projects.
- Advertised for summer part-time job opportunities with parks/forestry/streets, recreation, and the pool.
- Maple Tree Tapping Program at Heesakker Park began. We had 3 registrations for this program.
- Sent out applications to last year's Village Market vendors and entertainers. Posted applications online and began advertising for new vendors and entertainers in 2018.
- Youth dance program classes started on February 15 – total of 5 classes taught on Thursday evenings for kids age 3 to 11.
- Finalized 2018 Spring/Summer Program Book and approved printing.
- Started entry of rec programs and descriptions in RecDesk software program to prepare for start of registration March 19.
- Attended Chute-ing Stars Dance Team Show Off with LCHS Dance Team on February 25; followed by Chute-ing Stars team awards gathering.
- Letters of intent to officiate mailed to men's softball officials.

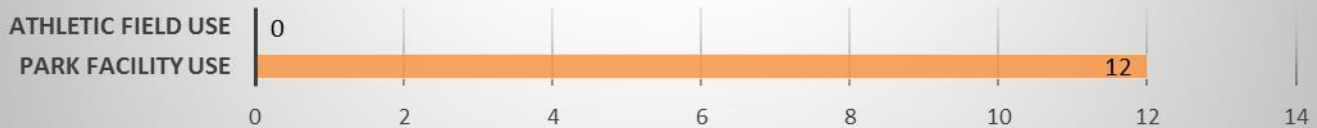
TOP PRIORITIES FOR MARCH

- Mail letters to businesses/organizations requesting sponsors of kids tee shirts for summer and fall rec programs
- Receive program books from printer then prepare for mailing with post office – deliver books to post office 3/13 for LC resident delivery 3/14.
- Finish tree trimming in section A by middle of the month.
- Review applications for summer help following 3/9 submittal deadline. Schedule interviews for later in month with selected applicants.
- Mail men's softball team managers the 2018 season registration paperwork.
- Prep work for Arbor Day ceremony in April (*coordinate with 4th grade teachers & local nursery, submit proclamation for event*).
- Prep work for Chute-ing Stars Dance Team tryouts (*dancer/parent information packet, season practice schedule, confirm facilities*).
- Submit Proclamations for April board meeting to recognize 2017-2018 season accomplishments of Chute-ing Stars Dance Team and the LCHS Dance Team.
- Enter all spring and summer programs into our RecDesk software.
- Plan for the Rock the Block event and the projects at Heesakker Park
- Work with the Little Chute Kiwanis on a potential plan for a Creekview Park playground.
- Present items to the Village Board on the Doyle Pool, EAB Plan for Village Tree, and the Fox River Boardwalk.
- Meet with vendors and contractors to get quotes on 2018 projects and fleet purchases.

2018 Year-To-Date PROGRAM PARTICIPATION



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



Department of Public Works

HIGHLIGHTS

- Nine snow events in the month of February – two of which were full plow programs and all others light snow or icing which were salt events.
- 180 ton of road salt was used in February.
- Charlie Vanden Heuvel and Jeff Elrick's retirement party was held at Hollander's on February 22nd. **Thanks to both employees for their many years of service.**
- Called out to areas of frozen mini storm sewers and helped maintain water break patches.
- 2018 street sign order placed.
- Keeping up with potholes and the downtown crosswalks.

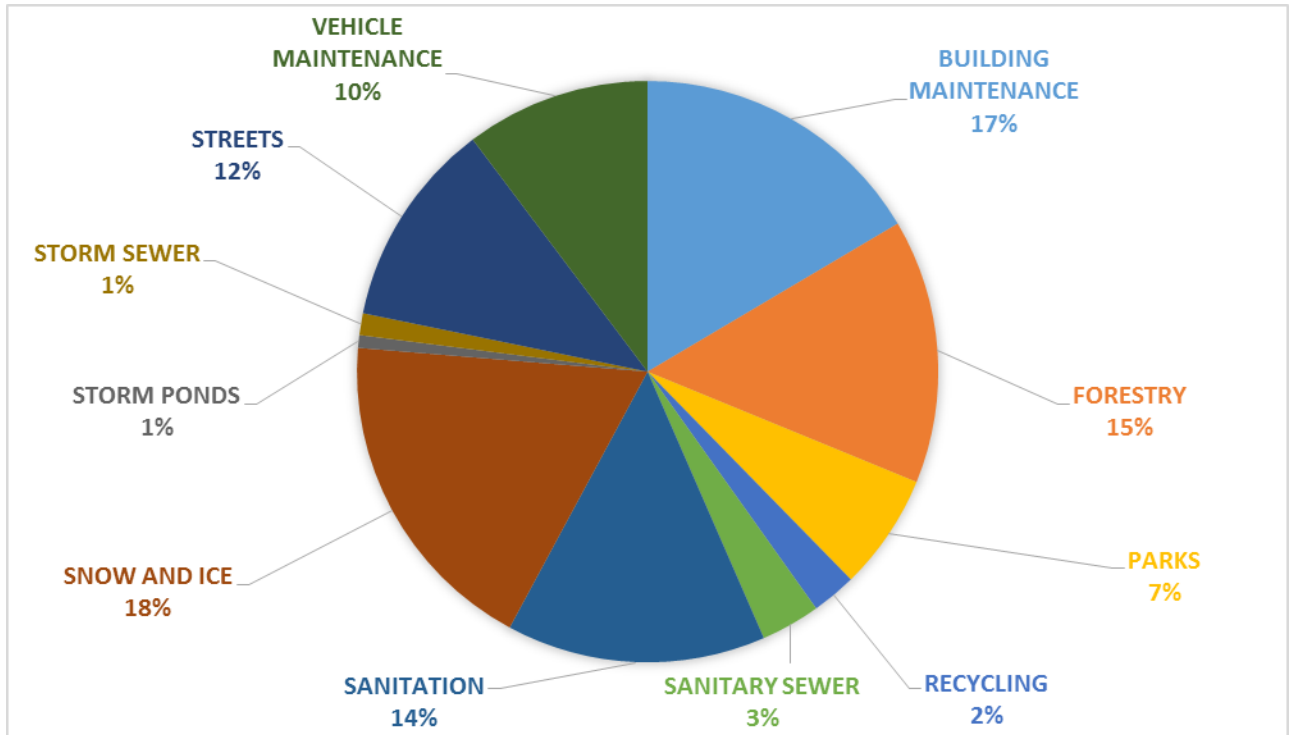
TOP PRIORITIES FOR MARCH

- Salt and plow the Village as needed to keep streets safe.
- Work on opening the yard waste site.
- Continue with preventative sewer maintenance with the jetter.

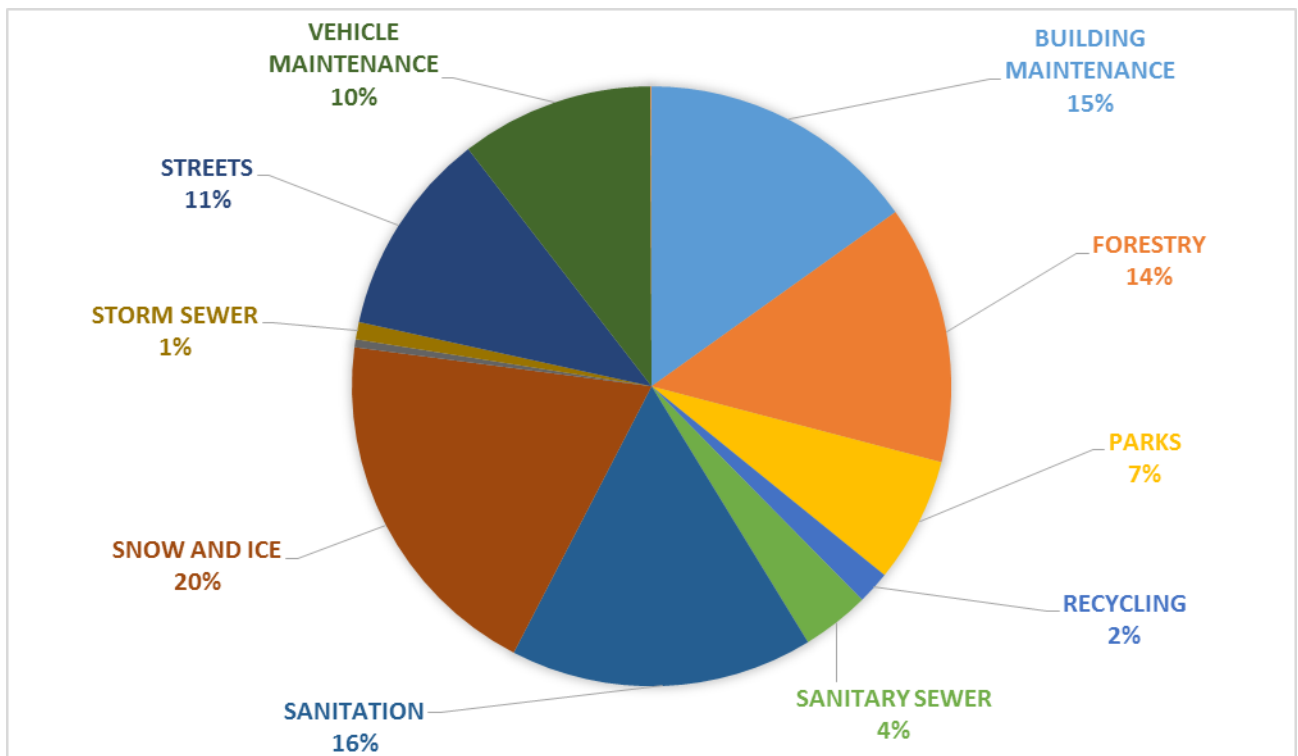


Jeff Elrick, Director of Public Works (left) and
Charlie Vanden Heuvel, Public Works/Parks/Forestry Employee (right)
Retirement Party at Hollanders - February 22nd

FEBRUARY 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

- The Final Engineer's Report for Harvest Trail Paving was completed, presented to the Village board and approved.
- With the village board's approval the railroad quiet zone study is moving forward and the contract is signed for the project to proceed.
- Plans for Paving and Utility Construction for 2018 continue to develop with 95% complete for design.
- Utility construction in Golden Gate Drive is completed. We are waiting to begin grading for the road pavement when the contractor is ready to proceed.

TOP PRIORITIES FOR MARCH

Wilson Street & Daytona Lane Paving and Utility Projects 2018

The Utility and Concrete Paving Projects for 2018 are going out for bid on March 15, 2018.

Golden Gate Drive

The contractor will begin as soon as possible but is waiting for good weather for grading and paving operations. I would expect that construction will proceed in April.

Quiet Zone Study

Engineering has received questions from the Village Consultant for this project to allow data collection for the traffic study. Engineering will provide plans and other information as needed to proceed.

New Hire – Engineering Technician

Engineering is looking forward to Rob Olkiewicz's first day on March 26th. Rob will be providing construction management administration for the upcoming construction season. He can also provide additional design capabilities and field survey to assist in developing base maps for our design projects.

