

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – SEPTEMBER 2017



Little Chute

ESTABLISHED 1848

September 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 – SEPTEMBER 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.

You will note upcoming village events also in this report. This information is meant to drive more attendance at our 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

- October 4 – 1:00 pm – 3:00 pm, Little Chute Senior Activity Programs – Little Chute Public Library
- October 9 - 1:00 pm, Classic Movie Monday, Arsenic and Old Lace – Little Chute Public Library
- October 9 - 6:30 pm, Teen Writing Club – Little Chute Public Library
- October 10- 4:00 pm, Chapter Chat Youth Book Club, Escape from Mr. Lemoncello's Library- Kimberly Public Library
- October 10- 6:30 pm, Jim Gill Concert (youth performer) - Kimberly Public Library
- October 11 – 1:00 pm – 3:00 pm, Little Chute Senior Activity Programs – Little Chute Public Library
- October 11- 2:00 pm, Fox Cities Book Festival: Margaret Murphy – Awake Island – An Outdoor Adventure for Everyone - Kimberly Public Library
- October 11- 6:30 pm, Fox Cities Book Festival: Benjamin Percy – The Dark Net– Little Chute Public Library
- October 12- 2:00 pm, Fox Cities Book Festival: Victoria Houston– The Three Major Life Mistakes I've Made that Force Me to Write Fishing Mysteries– Kimberly Public Library
- October 12- 7:00 pm, Books and Brews Book Club: Ruby by Cynthia Bond – Seth's Coffee Little Chute.
- October 13- 11:30 am, Fox Cities Book Festival: Susan Amond Todd– There's no Place Like Home – Little Chute Public Library
- October 13- 1:00 pm, Fox Cities Book Festival: Sharon Lamers– Junny's Marie – Little Chute Public Library
- October 14- 10:30 am, Fox Cities Book Festival: Laura Vosika– Scotland Through the Eyes of the Author– Little Chute Public Library
- October 14- 12:00 pm, Fox Cities Book Festival: Chelsea Bobulski – Author Talk and Signing – Little Chute Public Library
- October 14- 10:00 am - 1:00 pm, Artist in Residence Pop Up Workshop, Kimberly Public Library
- October 14 – 6:00 pm – 8:00 pm, Family Glow Walk – Van Lieshout Park
- October 18 – 1:00 pm – 3:00 pm, Little Chute Senior Activity Programs – Little Chute Public Library
- October 23- 6:30 pm, Master Gardener Presents: Home Decorating for the Holidays
- October 25- 1:00 pm, Memory Café, Campfire Theme, Kimberly Public Library
- October 25 – 1:00 pm – 3:00 pm, Little Chute Senior Activity Programs – Little Chute Public Library
- October 28- 10:00 am - 1:00 pm, Artist in Residence Print Making Workshop, Kimberly Public Library
- October 31 – 5:00 pm – 8:00 pm, Trick or Treat – Village Wide
- NaNoWriMo Come Write In, Monday, November 2 - 6:00 pm, Kimberly Public Library
- Story Time: Celebrate Mo-Vember, Tuesday, November 3 - 10:00 am, Little Chute Public Library
- PJ Story Time: Rainbow Fish 25th Anniversary, Wednesday, November 6 - 6:30 pm, Little Chute Public Library
- NaNoWriMo Come Write In, Thursday, November 9 - 6:00 pm, Kimberly Public Library
- Books & Brews, Thursday, November 9 - 7:00 pm, Seth's Coffee (106 E Main St, Little Chute)
- Story Time: Celebrate Mo-Vember, Friday, November 10 - 10:00 am, Little Chute Public Library

- Classic Movie Monday, Monday, November 13 - 1:00 pm, Little Chute Public Library
- Chapter Chat Book Club for Kids, Tuesday, November 14 - 4:00 pm, Kimberly Public Library
- The Book Sayers, Thursday, November 16 - 1:00 pm, Kimberly Public Library
- NaNoWriMo Come Write In, Thursday, November 16 - 6:00 pm, Kimberly Public Library
- Story Time: Celebrate Mo-Vember, Friday, November 17 - 10:00 am, Little Chute Public Library
- Pooches & Pages: Read to a Therapy Dog, Saturday November 18 - 10:30 am, Little Chute Public Library
- Evening Book Club, Monday, November 20 - 6:30 pm, Little Chute Public Library
- Midweek Matinee, Wednesday, November 22, 2017 - 1:00pm - 3:00pm, Kimberly Public Library
- Princess Bride Annual Anniversary Celebration, November 25, 10-1 Little Chute Library.
- NaNoWriMo Come Write In, Thursday, November 30, 2017 - 6:00pm - 8:00pm, Kimberly Public Library
- 1000 Books Graduation Ceremony, Thursday, November 30, 2017 - 6:30pm - 7:00pm, Kimberly Public Library

Village Administrator

HIGHLIGHTS

- The Village Board were presented and took positive action on the following: 2018-2022 Downtown Master Plan, Wellness Program, Jaycees Christmas Tree Lot on Windmill Plaza, storm water ordinance changes, technology for board meetings (tablets for Board members), Outagamie County's Hazard Mitigation Plan, approved a development agreement for LC Development LLC (30k square feet of commercial development) and concepts of the Legion's Veteran Memorial.
- Participated in a Department of Workforce Development Public Hiring Panel Discussion.
- Prepared for the retirement of Chief Erik Misselt – Congratulations Erik!
- Hosted a presentation by WEDC on the Foxconn project at Village Hall.
- Attended a board retreat for the Fox Cities Convention and Visitors Bureau.
- Continued work on the downtown senior housing development, among other economic development projects.

TOP PRIORITIES FOR OCTOBER

- Begin to finalize key budget and CIP decisions for presentation to the Board of Trustees in October, including joint budgets.
- Hold budget workshops on 2018 budget.
- Present downtown Senior Housing development agreement, site plan, design and conditional use to the Plan Commission, Design Review Board and Board of Trustees.
- Continue efforts related to economic development, including the finalization of various development agreements.
- Approve the 2018 Merit/Bonus policy for staff.
- Finalize recruitment for the Director of Public Works for interviews in November.

Clerk

HIGHLIGHTS

Our Village Clerk, Laurie Decker, was recently mentioned in a complementary thank you coming from the County Clerk, Lori O’Bright. Clerk Decker was chosen among her peers to represent the Fox Cities on the Election Equipment Procurement Team. After reading equipment manuals and watching live demonstrations on how the equipment functions, it was up to her and the other members of the team to decide which equipment was most beneficial for now and the future. This equipment will not only assist in preparation and delivery of election results, but also enhances the voter experience providing simplicity and security.

- Continued design/proofing of newsletter
- Coordinate with Civic Groups for continued fob integration
- Acella training
- Phone and supply ordering support
- Agenda and Minutes for 7 meetings
- Civic Center/Village Hall rentals
- Weekly Maintenance Reports

TOP PRIORITIES FOR OCTOBER

- Complete formatting of the newsletter
- Complete fob integration
- Agendas and Minutes for 7 meetings
- Ongoing website clean-up and page creation
- Social media posting and monitoring
- Phone and supply ordering support
- Weekly Maintenance Repots
- Civic Center/Village Hall rentals

SEPTEMBER DATA

Village of Little Chute Website and Social Media Metrics						
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
- September 2017						
Website Visits	8939	8552	4.5%	120,832	146,937	-17.7%
Website Page Views	15,674	14,002	11.9%	147,791	169,504	-12.8%
Facebook Likes	2,274	1,088	109%			
Facebook Reach	41,509	10,884	281.4%	498,659	168,243	196.4%
Village Hall Blog View	740	334	121.6%	5,542	4,231	31%
Instagram Followers	173	121	43%			
Twitter Followers	212	n/a	n/a			
Twitter Impressions	1,437	n/a	n/a			

Community Development

HIGHLIGHTS

- Marathon city connect communities meeting.
- Inspections of buildings on Cherryvale, Allegiance and Spirit Courts.
- League assessors institute in Delevan.
- Reviewed Final Little Chute School project for Zoning compliance.
- Continued Inspections of homes, apartments and commercial projects.
- Met with developers on TID 6 project.
- Approved zoning review of two commercial projects on Randolph Drive.
- Budget submissions to Finance and Administrator.

TOP PRIORITIES FOR OCTOBER

- Attend WEDC Downtown Summit in Sheboygan
- Meet with developers about upcoming commercial projects.
- Meet with Commercial Brokers regarding sites in village
- Continued Inspections of homes, apartments and commercial projects.
- Final Inspections at Allegiance Ct. project.
- Attend International Commercial Code training.

SEPTEMBER DATA

Community Development Department 2017 Permit & Property Inspection Report			
	August-17	September-17	2017 Year to Date
Permits Issued	80	78	497
Property Complaints	4	2	31
Property/Field Inspections	161	83	763
Action Corrected	3	2	15
Ongoing	1		16
Community Development Department 2017 Permit Data			
	August-17	September-17	2017 Year to Date
Permits Issued	80	78	497
Permit Fees	\$20,198	\$18,810	\$95,130
Permit Value	\$2,909,256	\$2,977,470	\$17,042,413

Finance Department

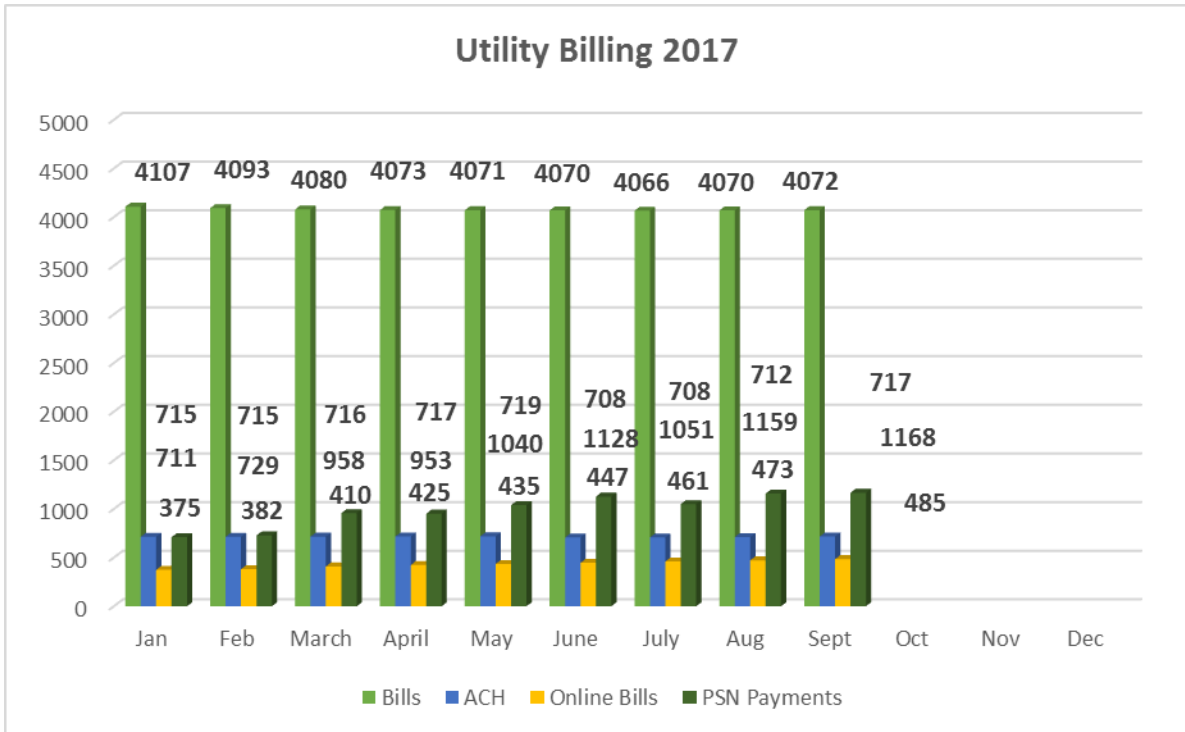
HIGHLIGHTS

- 4,072 Utility Bills created and 717 ACH payments processed by Finance Department.
- 82 Service Orders (Final Reads, High/Low Reads) for Utility Billing created and coordinated with MCO.
- 1,000 ratepayers have registered on PSN, 485 ratepayers opted out of postcard billing and 1168 ratepayers utilized PSN for payments through September 30, 2017.
- 332 Landlord Notices were mailed for tenant delinquency notification.
- 2018 Budget Development continues.
- 2018-2022 Capital Improvement Plan development continues. Initial Presentation – September 27, 2017.
- Finance Staff attended Civic Systems Symposium (Accounting & Utility Billing Software) – September 14-15, 2017.
- Finance Director attended Water Conference – September 20-21, 2017.
- Finance Director attended Hotel/Motel Tax Commission meeting on September 18, 2017.
- ETF Testing of Payroll Upload by September 15th Completed. (ETF has announced that this project has been delayed - quality issues. Estimate is July 2018.)

TOP PRIORITIES FOR OCTOBER

- 2018 Budget Development – Budget Workshops October 25, November 1, 2017.
- Monthly Utility Staff Meeting and Utility Commission Meeting
- TID #1 Termination Audit.
- Mail over 800 tax roll notices for Delinquent Utilities, Special Assessments and Accounts Receivable by October 15, 2017.
- Open Enrollment for Health Insurance – Employees and Annuitants (October 2 – 27).

SEPTEMBER DATA





Fox Valley Metro Police Department

HIGHLIGHTS

- Officers worked the Fox Cities Marathon. The marathon went well and we did not have any incidents in Kimberly or Combined Locks
- Officer Wery worked with Administrator Block and the Kimberly Area School District on volume level of the new sound system at Papermaker Stadium for Bulldog and Kimberly High School football games
- Worked on the 2018 budget
- Chief Misselt's last day of work was September 30, 2017
- Worked on the de-merger with the village of Combined Locks
 - Created family/soft interview room at Little Chute location
 - Created evidence processing and packaging area at Little Chute location
 - Moving evidence packing and associated equipment/supplies to Little Chute location
- Department honor guard was in the Kimberly High School homecoming parade
- Patrol provided extra patrol at the start and end of school for the first week
- Patrol and Investigations provided extra patrol at Blaese Park for damage to property and smoking
- Gabriella Blaszczyk resigned to work at Schneider National
- Jacob Woller, stabbing suspect from Kimberly received a sentence of four years in prison, four years of extended supervision for 2nd Degree reckless injury
- Officer Swingle had a juvenile sexual assault investigation peer reviewed by twenty (20) professionals from Child Protection (CPS) and the Department of Family Services (DFS). The purpose of the review is to evaluate the interviewer as well as help others improve their own interviewing skills. It also helps with certification and credibility on the stand.
- Incidents of note:
 - Man, with a gun call at Milltown bar in Combined Locks. Suspect fled from the scene and was taken into custody by KKPD. Charged with felony eluding and felony OWI in Kaukauna, and charged with DC for actions at Milltown. Gun turned out to be pellet gun.
 - Subject with very lengthy criminal record was arrested for domestic disorderly conduct and domestic battery. Subject caused extensive damage to FVMPD squad car on way to jail and threatened to kill FVMPD and KKPD officer. Additionally, charged with domestic charges for previous incident, Felony damage to property (squad car) and two counts of Felony threats to LE.
 - Three sexual assault cases
 - Working one with Marathon County
 - One has multiple juvenile victims
 - Apprehended five juveniles for burglaries at Sunset Park and at Papermaker Stadium

TOP PRIORITIES FOR OCTOBER

- Work 2018 budget and staffing
- Start a promotional process to fill a Patrol Lieutenant vacancy
- Work on the 2018 schedule
- Reconfiguration and reclassification of clerical duties
- Continue work on de-merger

Fox Valley Metro Police Department

Monthly Report



September 2017

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Total # of Incidents	957	1069	-10%	8008	8673	-8%
Citizen Generated	593	557	6%	3499	3383	3%
Officer Initiated	372	509	-27%	2165	2698	-20%
Citizen Contacts	265	372	-29%	1497	1837	-19%
Traffic Citations	103	74	39%	648	793	-18%
Speeding	7	18	-61%	87	89	-2%
Seatbelt	13	47	-72%	108	246	-56%
OWI	4	9	-56%	42	54	-22%
Ordinance Summons	30	39	-23%	192	241	-20%
UA Drinking	1	3	-67%	2	17	-88%
Parking Tickets	13	19	-32%	315	309	2%
Warrant Pick Ups	2	7	-71%	27	93	-71%
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Adult Criminal Referrals	28	25	12%	240	240	0%
Juvenile Criminal Referrals	2	1	100%	42	18	133%
Offense Reports (CAD)	871	961	-9%	7042	7585	-7%
Narratives	86	108	-20%	966	1088	-11%

Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Budget completion
- Memory Café Kick Off
- Hiring 2 Library Assistants
- Approval of Student positions
- 2017 Book Festival
- Jim Gill Concert

TOP PRIORITIES FOR OCTOBER

- Tagging Materials for RFID
- Princess Bride Party
- Star Wars Exhibit Promotion
- Collection Development
- Facilities Review
- Additional Events to be scheduled in November include Cooking Demonstrations and Tech Tuesday Digital Literacy

Parks, Recreation and Forestry Department

HIGHLIGHTS

- Finished seeding Creekview Park
- Completed restoration around the Doyle Park Basketball and Tennis Courts
- Hired 2 new crossing guards and prepared for the school year
- WPRA ticket sales finalized; returned unsold tickets with payment
- Assigned registered players to flag football teams and created schedules
- Ran background checks on volunteer coaches for flag football and youth soccer
- Prep work for start of youth soccer, flag football, pom development, and youth dance classes
- Prep work for family glow walk event
- Prep work and supervision of senior bus trip to Door County (partner program with Village of Kimberly)
- Updated deer culling application paperwork, booked testing site, posted packet online



CREEKVIEW PARK

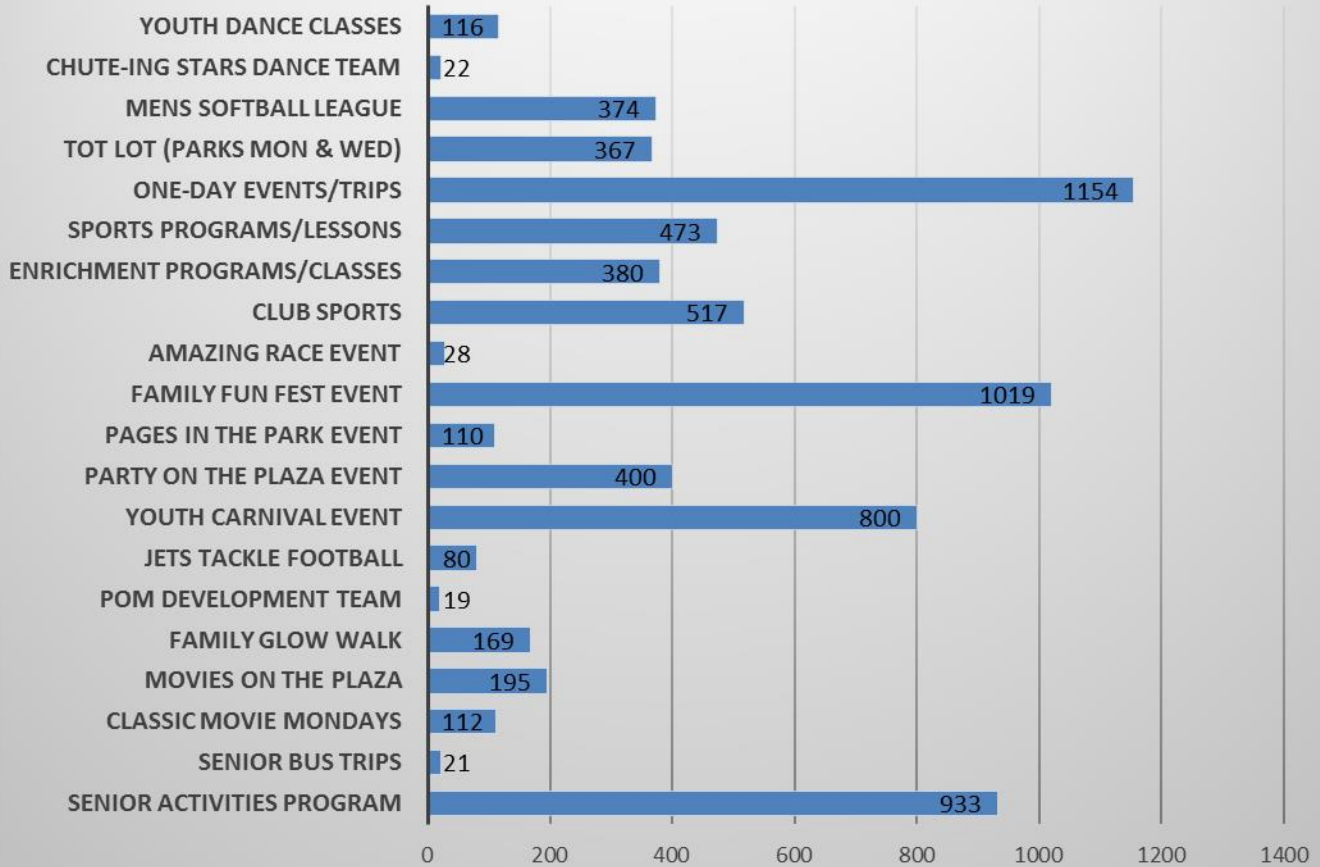
TOP PRIORITIES FOR OCTOBER

- Cut down all of the remaining trees on the tree removal list and grind the stumps
- Director to attend the Certified Tree Management Institute hosted by the WI DNR
- 3 staff will be attending a tree pruning workshop in Green Bay
- Plant 38 trees in Creekview Park and 25 other trees through the tree terrace program
- Hold the shooting proficiency testing for deer culling at the Combined Locks Archery range
- Work with all staff on the open house for the Municipal Service Building to be held on Oct 28.
- Work with the finance department and the village board on the operating and CIP budgets for 2018.
- Prep work for teen/adult yoga classes
- Prep work for annual Jets Football banquet
- Awards for youth soccer, flag football, and jets football players
- Finalize activities, handouts, and setup for Family Glow Walk
- Jets Football equipment hand-in
- Start of staff Popcorn Fridays (held twice a month)

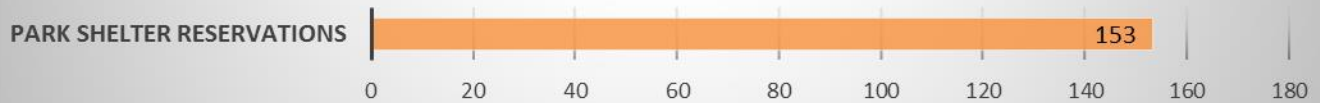


2016 FAMILY GLOW WALK

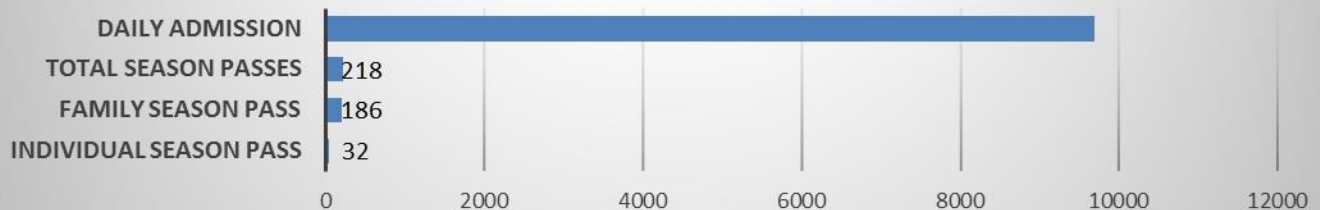
2017 Year-To-Date PROGRAM REGISTRATIONS/PARTICIPATION



2017 Year-To-Date SHELTER RESERVATIONS



2017 Year-To-Date POOL PARTICIPATION COUNTS



Department of Public Works

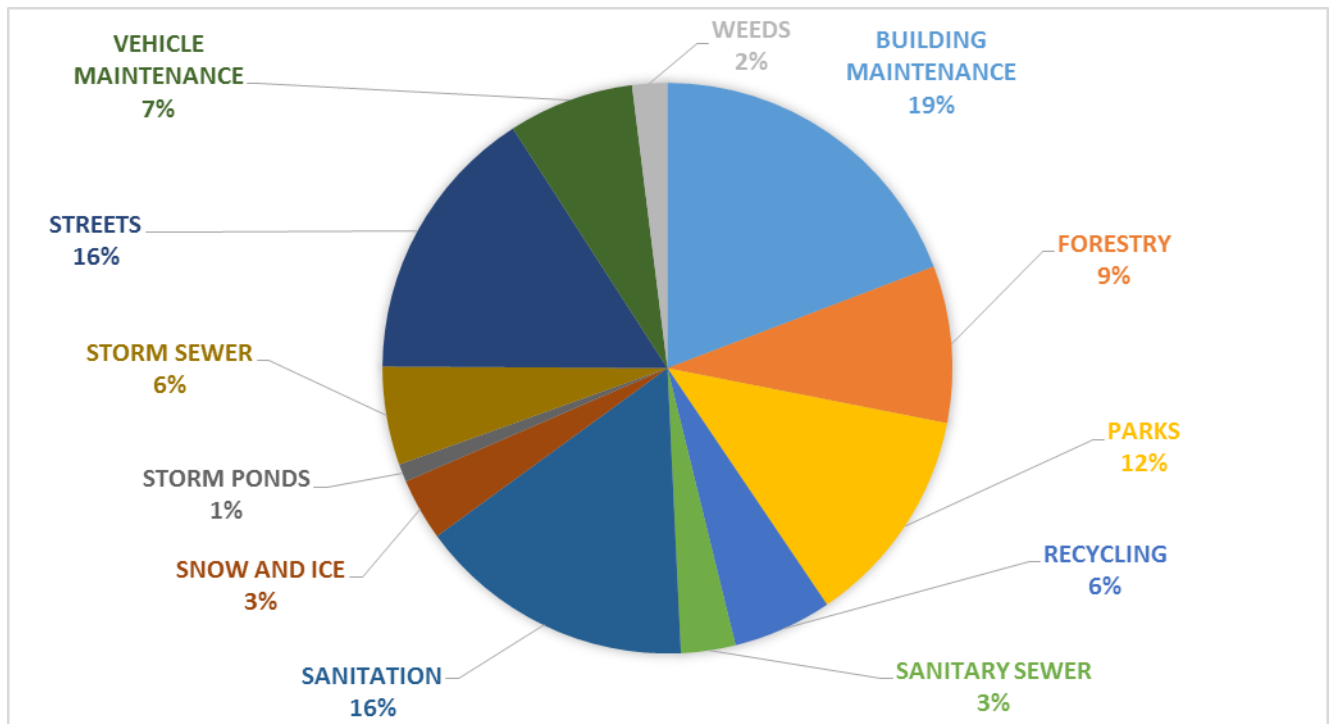
HIGHLIGHTS

- Congrats to Bill Gerrits retired after 34 years of service!
- Municipal Services Building:
 - Worked on moving in
 - Continued landscaping
 - Moved all equipment and vehicles over to the new site
 - Finished grading and planting lawn seed at the new site

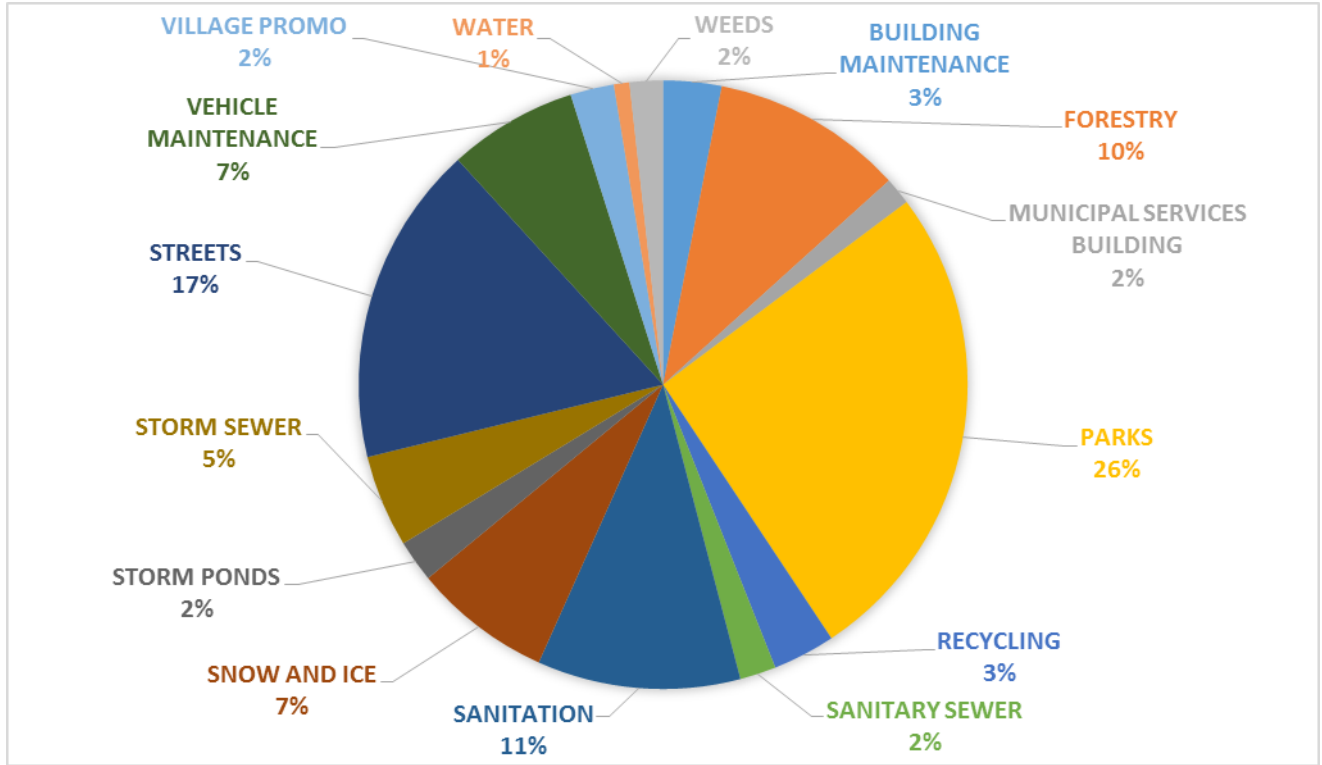
TOP PRIORITIES FOR OCTOBER

- Municipal Services Building Open House – October 28th.
- Finalize budget and CIP.
- Start the hiring process for the new Public Works/Parks/Forestry employee.
- Promote Jason Verbeten to Utility Foreman – Congratulations!

September 2017 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

- With a high number of private site development and utility projects being submitted in the past month engineering staff has been providing a significant effort to review and provide comment to allow fall construction to proceed.
- Training for storm water hydrology and hydraulics was provided by UW-Madison for continuing education to Kurt Geiger (staff engineer).
- Mike Mc Clone continues to expand his knowledge base by accepting to design Daytona Lane in AutoCAD for 2018 Paving Construction.
- With most of the Engineering staff working on design projects or providing review the sidewalk evaluation for 2018 construction fell on Tim Paulson to complete.

TOP PRIORITIES FOR OCTOBER

Design – Downtown Storm Sewer Project 2018

Progress on this project continues for the 42-inch diameter storm sewer by expanding the project to include an additional 400 lineal feet of pipe in Monroe Street. Field data collection and base mapping has been completed for this additional work. Preparation of preliminary plans is continuing with the additional field information added.

Design – Wilson Street & Daytona Lane Paving and Utility Projects 2018

Plan development continues for Wilson and Daytona with Kurt Geiger doing much of the work on Wilson and Mike Mc Clone accepting the design responsibilities for Daytona Lane. These plans continue to develop while providing assistance to the Department of Public Works for plan review, permitting, and inspection for driveway and private utility installation.

Capital Improvement Projects (CIP)

Engineering staff continues to work with the Finance Director to develop a cost effective approach for selecting projects for the next 5-year cycle.

Review of Street Plans for Private Development

Golden Gate Drive is almost ready for construction. Sanitary and Water extension Permits have been received with coordination for public easements and road right of way continuing with the developer. It is expected that utility construction will begin between four and six weeks.

