

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – NOVEMBER 2017



Little Chute

ESTABLISHED 1848

November 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 – NOVEMBER 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 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
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Little Chute, WI 54140
920-423-3850
james@littlechutewi.org

Upcoming Village Events

- Wednesday, December 20 – Senior Activities Program
- Thursday, December 29 – Home Alone / Sitter Course
- Numerous dates in December – Chuteing Stars Team Practices
- Evening Book Club, Monday, December 18, 2017 - 6:30pm - 7:30pm ~ Little Chute Public Library - Join the library's Evening Book Club at the Little Chute Public Library to discuss a variety of fiction and non-fiction selections. This month's title will be available soon.
- Midweek Matinee, Wednesday, December 20, 2017 - 1:00pm - 3:00pm - Kimberly Public Library - Join us for a relaxing afternoon at the movies! We'll be showing a new-to-DVD movie. Title to be announced soon. Refreshments will be provided. Brought to you in partnership with the Kimberly Senior Citizens.
- The Book Sayers, Thursday, December 21, 2017 - 1:00pm - 2:30pm ~ Kimberly Public Library - Join The Book Sayers each month at the Kimberly Public Library to discuss a variety of fiction and non-fiction selections. This month's title will be available soon.
- Winter Break Family Movie: Despicable Me 3, Wednesday, December 27, 2017 - 10:00am - 11:30am - Kimberly Public Library Gru and the Minions are back! Enjoy this fun "three-quel" as Gru meets his long-lost charming and successful twin brother Dru who wants to team up with him for one last criminal heist. Rated PG. Free popcorn.
- Zoomalata Magic, Thursday, December 28, 2017 - 10:30am - 11:15am - Little Chute Public Library Enjoy 45 minutes of magic, laughter, balloons, and silly mayhem during this family fun magic show performed by the Amazing Zoomalata with special appearance by Sherman the Magic Bunny.
- Legos at Your Leisure, Friday, December 29, 2017 - 9:30am - 11:30am - Little Chute Public Library Stop by anytime between 9:30-11:30 a.m. for free play time with our awesome Legos, MagnaTiles, and Build-a-Road sets. All ages welcome. All items were purchased through a generous grant from the Great Wisconsin Cheese Festival (Cheesefest).
- Winter Reading Program: May the Force Read with You - Tuesday, January 2, 2018 (All day) to Saturday, February 3, 2018 (All day)
- Join in the fun of our all ages Star Wars-themed BINGO-style winter reading program! Stop by either location to pick up your BINGO card. Complete reading activities to earn a BINGO and receive a small prize and an entry into the grand prize drawing. Up to four BINGOs may be earned throughout the program; a blackout earns an extra prize entry. BINGOs may be turned in January 2-February 3. Read you must and have fun you will!
- Books & Brews: Thursday, January 11, 2018 - 7:00pm to 8:30pm Seth's Coffee (106 E Main St, Little Chute) Title: Orphan Train Author: Christina Kline
- Books & Brews meets on the 2nd Thursday of the month at 7:00 p.m. at Seth's Coffee at 106 E Main Street, Little Chute. New members welcome.
- Second Saturdays Yoga in the Stacks Saturday, January 13, 2018 - 8:00am to 9:00am Little Chute Public Library
- Learn and practice yoga with the talented Jessica Haessly of Yoga Story bright and early, before the library officially opens for business. Start off your weekend right! Stick around afterwards to read the paper, check out some movies for the weekend, relax with a coloring sheet or enjoy a cup of coffee all in the lovely atmosphere our Village of Little Chute Library provides.
- Second Saturdays Saturday, January 13, 2018 - 10:00am to 1:00pm Little Chute Public Library Second Saturdays are all about casual convo, coffee, puzzles, art making and more. Check out some movies or books for the weekend and enjoy a cup of joe inside our lovely library.

- January's specific art project/theme to be determined and will be added soon!
- Culinary Third Thursdays: Thursday, January 18, 2018 - 6:00pm to 7:30pm Little Chute Public Library
Culinary Third Thursday monthly themes vary. January's topic will be posted soon, so stay tuned! Enter in Little Chute Library main entrance and follow sign to civic center wing's kitchen area. Special thanks for our lovely friends at Produce with Purpose for donating some of the produce to make this event happen. We also very graciously thank Megan Martzahl for being the skill and knowledge behind this Third Thursday cooking night.
- Master Gardeners at KimLit January 2018: Gardening Tips & Tricks Monday, January 22, 2018 - 6:30pm to 7:30pm Little Chute Public Library This free program will be held at our Little Chute location and does not require registration. As always, feel free to RSVP, invite friends and get engaged in our Facebook event. Make gardening chores a breeze with tips and tricks from a Master Gardener. This high energy presentation will demonstrate dozens of new ways to use everyday items to care for indoor and outdoor plants while saving time, money and energy. A question and answer session will follow. Visit the Outagamie County Master Gardeners online, to learn more about all of their upcoming classes and programs.
- Fox Valley Memory Project-Memory Café Wednesday, January 24, 2018 - 1:00pm to 3:00pm Kimberly Public Library We're going wild in Kimberly! Join Lee Hammen, retired naturalist, for an interactive experience with native animals. Mr. Hammen will be joining our cafe and sharing 40 years of naturalist experience along with items to share and touch such as pelts, skulls, and other props. 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

- Held the final budget workshops for the 2018 Budget with and adopted the budget on November 29, 2017.
- Conducted interviews for the Director of Public Works position.
- Made revisions to the Downtown Senior Housing project agreements.
- Adopted two different development agreements, one for a 40k square foot industrial development and the other for a 200 plus unit multi-family development.
- Conduct trainings on Lean for team members and hold a Lean Team meeting.
- Began the 2017 personnel review process.

TOP PRIORITIES FOR DECEMBER

- Finalize the 2018-2022 Capital Improvement Plan.
- Finalize all staff reviews and present to the Village Board.
- Active Threat training for all staff at Village Hall.
- Take action on a number of annexation requests.
- Present an overview of the 2015-2019 Strategic Plan.
- Prepare for efforts in 2018 related to Downtown.
- Continue efforts related to economic development.
- Meet with the Town of Vandebroek with regards to Evergreen Drive reconstruction.
- Merry Christmas and Happy New Year!

Clerk

HIGHLIGHTS

We did it! “The Village of Little Chute Voices” channel has been created on YouTube. This is a great overview of Little Chute and we encourage all of our residents to subscribe to our channel for events and information in Little Chute. Another way to circulate information is through our Village Newsletter. The Newsletter will be sent in December as the budget for 2018 was approved by the Board in November.

Have you ever thought about running for the Village Board? Starting in December, you may stop in the Clerk's office and pick up the nomination paperwork. We will be accepting the paperwork back in our office through January 2, 2018.

- Complete, proof and edit newsletter and send for possible revisions
- Coordinate calendar and end of year purchases
- Launch new YouTube channel
- Attend Lean training
- WMCA District 7 Meeting
- Assist library with RFID project
- Operator license applications
- Social media/website posting and monitoring
- Weekly Maintenance Reports
- Civic Center/Village Hall rentals

TOP PRIORITIES FOR DECEMBER

- Pick up new election equipment from County
- Utilizing the election equipment training through County
- Send winter newsletter to print
- Finalize 3 annexations
- Agendas and Minutes for 5 meetings
- Complete Election Official training through WISVote (8 hour mandatory refresher training)
- Supply ordering
- Operator/Solicitor licensing
- Social media/website posting and monitoring
- Weekly Maintenance Reports
- Civic Center/Village Hall rentals
- Gather information for new Community Calendar

CLERK NOVEMBER DATA

Village of Little Chute Website and Social Media Metrics - November 2017						
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Website Visits	8,157	9,396	-13.2%	146,733	165,243	-11.2%
Website Page Views	14,415	14,454	-0.3%	177,423	184,202	-3.7%
Facebook Likes	2,372	1,151	106.1%	23,354	11,132	109.8%
Facebook Reach	62,194	19,419	220.3%	600,190	206,273	191.0%
Village Hall Blog View	557	276	101.8%	8,936	4,919	81.7%
Instagram Followers	196	123	59.3%			
Twitter Followers	229	n/a	n/a			
Twitter Impressions	1,660	n/a	n/a			

Community Development

HIGHLIGHTS

- Attended DOR Assessor training in Green Bay
- Attended International Commercial Code training.
- Prepared 3 sets of annexation documents for property owners on Evergreen Drive.
- Continued Inspections of homes, apartments and commercial projects.
- Attended LEAN training.
- Attended Bazaar After Dark Informational Meeting
- Met with developers on TID projects.
- Met with owners regarding annexation along Evergreen Drive.
- Presented Draft Ordinance on Regulation of private deed restrictions within business districts.

TOP PRIORITIES FOR DECEMBER

- Meet with developers about upcoming commercial projects.
- Meet with Commercial Builders regarding sites in village.
- Continued Inspections of homes, apartments and commercial projects.
- Prepare for 2018 Property Valuations.
- Adjust for amended procedures established by State Budget Act.
- Establish project completion % for end year review.

COMMUNITY DEVELOPMENT NOVEMBER DATA

Community Development Department 2017 Permit & Property Inspection Report			
	October-17	November-17	2017 Year to Date
Permits Issued	44	72	613
Property Complaints	0	2	35
Property/Field Inspections	84	136	983
Action Corrected	2	2	19
Ongoing			16
Community Development Department 2017 Permit Data			
	October-17	November-17	2017 Year to Date
Permits Issued	44	72	613
Permit Fees	\$8,320	\$6,645	\$110,095.00
Permit Value	\$17,596,548	\$902,270.00	\$35,541,231.00

Finance Department

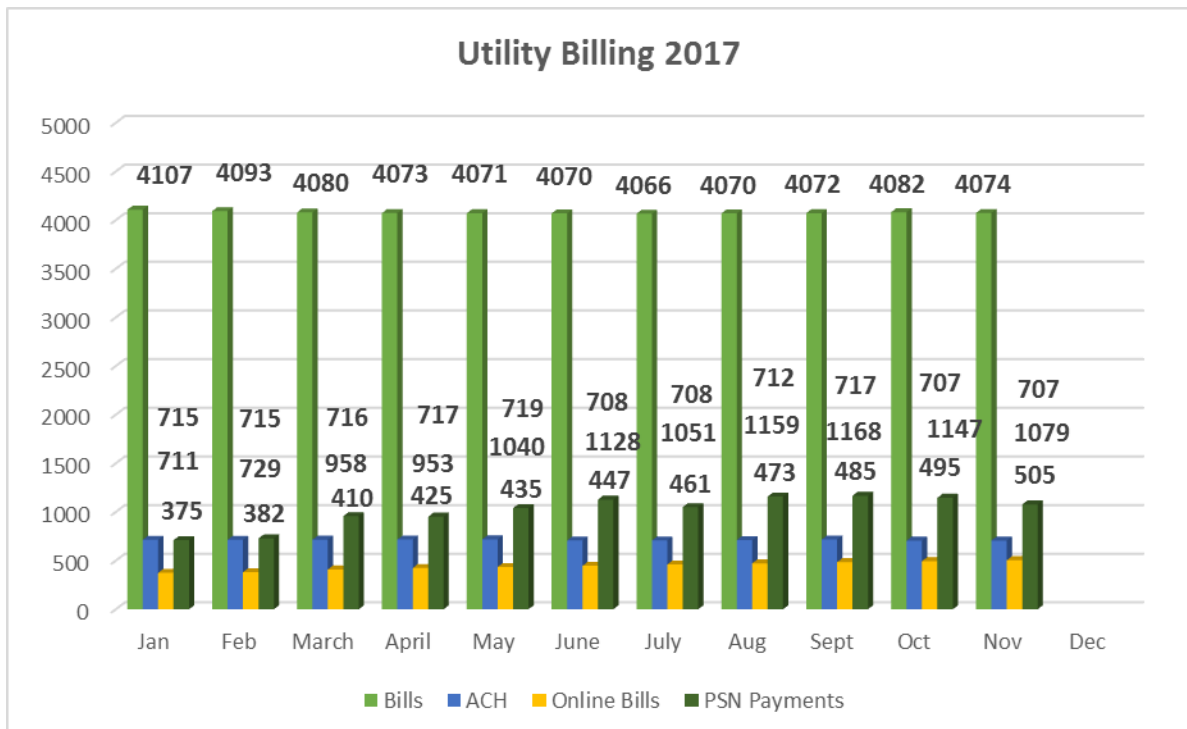
HIGHLIGHTS

- 4,074 Utility Bills created and 707 ACH payments processed by Finance Department.
- 81 Service Orders (Final Reads, High/Low Reads) for Utility Billing created and coordinated with MCO.
- 505 ratepayers opted out of postcard billing and 1079 ratepayers utilized PSN for payments through November 30, 2017.
- 250 Delinquency notifications. Notifications were not mailed in November to avoid confusion with the tax roll deadline of November 15, 2017.
- 2018 Budget Workshops held on November 1 and November 15, 2017.
- 2018 Budget Hearing and Adoption – November 29, 2017.
- Monthly Utility Staff Meeting and Utility Commission Meeting – November 28, 2017.
- RLF-ED Semi Annual Report filed by November 15, 2017.
- TID #1 Termination Audit filed by November 3, 2017.
- Finance Director and Deputy Treasurer-Utility Billing attend property tax receipting software training.
- Accountant and Utility Billing Clerk attend Lean Training – November 7 and 14, 2017.
- Employee sign-up for flex spending completed.

TOP PRIORITIES FOR DECEMBER

- File Mandatory State Tax Report – Levy Limits, TID Worksheet and 2017 Statement of Taxes.
- Tax Collection to begin the week of December 11, 2017.
- Annual EMMA Disclosure completed by Ehlers.

FINANCE DEPARTMENT NOVEMBER DATA





HIGHLIGHTS

- The department is working with Culvers on a food drive for the Community Christmas Dinner
- Officer Gueli assisted Shopko with Black Friday shoppers. Recently, Shopko had problems with juveniles in the store and requested extra assistance.
- Officers completed moving all evidence processing and packaging supplies from Combined Locks back to Little Chute. Kimberly School District provided us with their box truck to move these items
- Relinquished the police wing in Combined Locks back to the Village of Combined Locks
- Provided active threat presentation to Village of Kimberly employees
- Multiple training sessions for Officers Swingle and Van Schyndel from Telecommunicator Murphy on evidence/property management preparing for Telecommunicator Murphy's departure
- Officers completed their physical fitness testing
- Department unified tactics (UT) instructors met and planned all the departments 2018 UT training
- Officer Oster is working with Holly Femal, Village of Kimberly, on protocols and procedures when the village hosts Memory Café. Memory Cafés are for those experiencing early stage dementia, mild memory loss or cognitive impairment, and for family and friends of those affected. It's a great opportunity for lively discussions, information gathering, refreshments, camaraderie, and lots of creative fun thrown in.
- Multiple officers working with a specific juvenile in Kimberly. The department responded to sixteen calls for service with this juvenile. Officer's spent a total of nine days (totaling the hours on these calls) with this juvenile. Officers are working with Outagamie County CPS and the juveniles school.
- Multiple phones forensically examined from multiple drug cases and identity theft case
- Assisted Greenwood Wisconsin Police Department with a victim follow up interview and evidence collection
- Case Highlights:
 - Officer Slinde and Officer Dissen responded for report of an oven fire with smoke and flames at 310 Tampa Way. Officer Dissen arrived on scene and saw Officer Slinde run inside the residence with a fire extinguisher. Officer Slinde exited after expending his extinguisher. Officer Slinde was having difficulty catching his breath and exhaling. Gold Cross Ambulance respond, to examine him for smoke inhalation. Little Chute Fire finished extinguishing the fire. I was advised by LCFD Assistant Chief Nechodom if not for officer Slinde's quick actions, the property damage would have been much more severe.
 - Investigators continue to conduct follow up on multiple victim juvenile sexual assaults
 - Prescription drug theft investigation at a care facility
 - Possession with intent to deliver investigations that resulted in arrests in the Village of Kimberly and the Village of Combined Locks.
 - Assisted on a drug search warrant in the Village of Kimberly that resulted in multiple arrests for possession of drugs with the intent to deliver. A ten-day abatement was initiated by the landlord.

TOP PRIORITIES FOR DECEMBER

- Telecommunicator job responsibilities and priorities
- Lieutenant promotion process panel interview and police commission interview
- Continued training of Investigator Swingle and Van Schyndel in evidence/property storage by Telecommunicator Murphy prior to her departure

Fox Valley Metro Police Department

Monthly Report



November 2017

	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Total # of Incidents	854	792	8%	9865	10307	-4%
Citizen Generated	490	490	0%	4545	4408	3%
Officer Initiated	314	301	4%	2856	3303	-14%
Citizen Contacts	239	206	16%	1990	2259	-12%
Traffic Citations	92	105	-12%	853	1008	-15%
Speeding	13	10	30%	113	111	2%
Seatbelt	7	13	-46%	134	266	-50%
OWI	9	9	0%	60	76	-21%
Ordinance Summons	44	34	29%	280	315	-11%
UA Drinking	0	2	-100%	3	26	-88%
Parking Tickets	16	9	78%	347	336	3%
Warrant Pick Ups	5	6	-17%	35	101	-65%
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Adult Criminal Referrals	23	32	-28%	281	298	-6%
Juvenile Criminal Referrals	4	4	0%	53	24	121%
Offense Reports (CAD)	749	718	4%	8693	9040	-4%
Narratives	105	74	42%	1172	1267	-7%

Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Reduced Process for ordering materials by 75%
- Began Training adult services in collection development
- Reviewed paperback shelving locations and began implementation in Little Chute
- Staff annual training in Blood borne Pathogens, Sexual Harassment and Active Threat

TOP PRIORITIES FOR DECEMBER

- Tagging Materials for RFID
- Review Security Policy
- Star Wars Exhibit
- Winter Reading Program

JOINT LIBRARY OCTOBER DATA

MONTHLY STATISTICS REPORT - KIMBERLY-LITTLE CHUTE PUBLIC LIBRARY - NOVEMBER 2017

Category		Current	Current	Current	YTD		
		Month KIM	Month LIT	Month Combined	Combined		
Circulation		10985	8096	19081	180430		
Collections	Title count	42091	41209	83300			
	Item count	44297	42835	87132			
Computer Use		670	364	1034	7327		
Interlibrary Loan	Items borrowed	3334	2098	5432	42317		
	Items loaned	2640	2994	5634	40072		
Overdrive Usage	eBook uses	482	369	851	8186		
	Audiobook uses	284	143	427	3774		
Patron Visits		5171	3920	9091	79951		
Programming	Adults	8	4	12	58		
	Children	2	6	8	77		
	Teens	2	0	2	13		
Program Attendance	Adults	74	48	122	878		
	Children	30	207	237	6392		
	Teens	5	0	5	722		
Drop-In Programming	Literacy stations Participation	1	1	2	913		
		100	92	192	1372		
Web Site Pageviews				4575	53079		
Wireless	Distinct clients	348	492	840	6740		
	Daily average	26	45	71	510		
Social Media	Facebook fans			1340			
	Pinterest followers			250			
	Twitter followers			109			
	YouTube views			24303			
Hoopla		July	August	September	October	November	
	Audiobook		5	9	27	30	30
	Ebook		1	20	15	13	27
	Movie		5	8	12	22	18
	Music		2	4	11	9	14
	Television		1	1	2	1	3
					Total Circ	290	

Parks, Recreation and Forestry Department

HIGHLIGHTS

- Worked with DPW Director, Operations Manager, and Street Foreman to hire Nathan Van Schyndel to fill the vacant skilled laborer position.
- Park Planning Committee met and discussed the Village Wayfinding Project, Park Evaluations, a resident's request for a bike trail, and updates on the department.
- Completed staff reviews
- Planted 38 trees in Creekview Park and 25 other trees through the tree terrace program.
- Attended Wisconsin Park & Rec Association state conference in Wisconsin Dells 11/7 through 11/10.
- Deer culling work – background checks on applicants, permits to approved hunters, listing of hunters and rules to FVMPD, place park closed ads in paper, facebook post regarding park closed for culling, no trespassing and park closed signage for crew to post in park.
- Chute-ing Stars Competitive Dance Team (5th thru 8th graders) competed in two dance invites. On 11/5 they competed in Hortonville and placed 1st in Pom, 1st in Kick, and 2nd in Jazz; also awarded highest score of day on side B, and ended the day by dancing under the spotlight. On 11/18 they competed in Wauwatosa and placed 1st in Pom, 1st in Kick, and 2nd in Jazz; also awarded highest score of the morning session and received special award of excellence for excellence in artistry for their kick routine.
- Prep work for youth dance program revue (kids ages 3 to 11) which will be held in December.



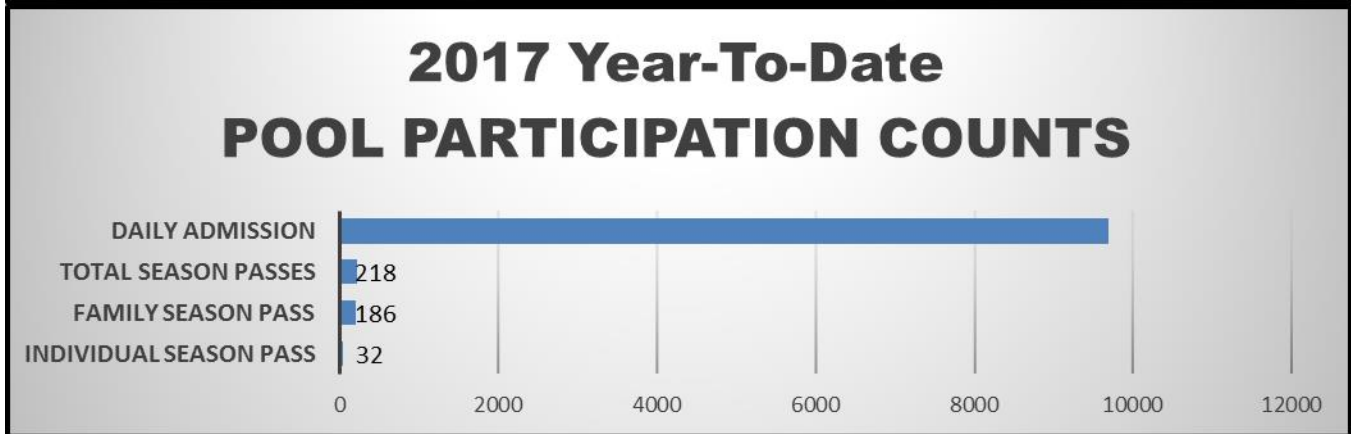
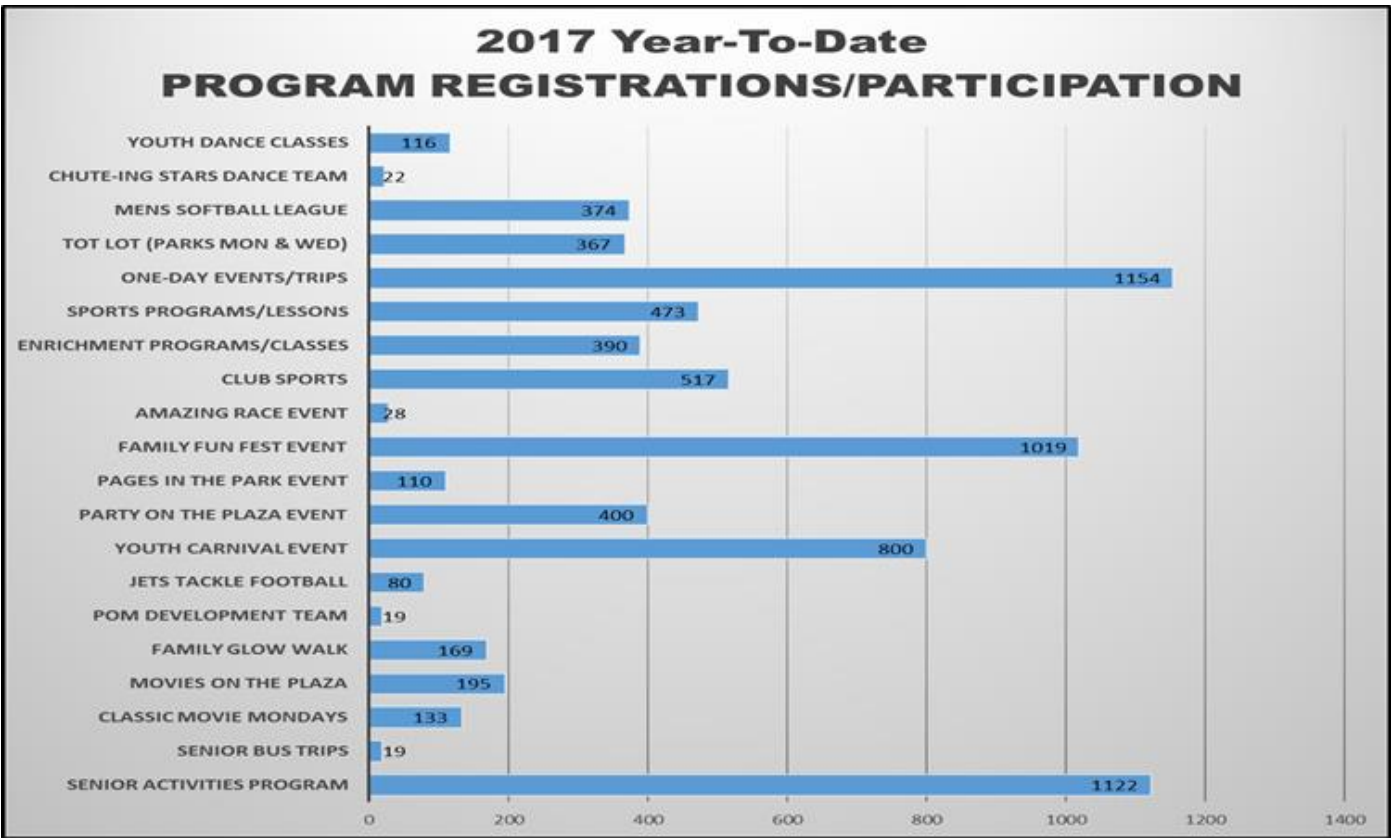
CSTARS WAUWATOSA INVITE

TOP PRIORITIES FOR DECEMBER

- Present the results of the Pool Survey to the Village Board.
- Complete the remaining projects in the Van Lieshout building and begin marketing for shelter rentals beginning on January 2nd.
- Deer Culling in Heesakker Park from December 4 – December 17.
- Final planning for Winter Painting Class – reminders to registrants, class list to instructor, room setup and keys, check-in
- Final planning for Senior Holiday Celebration Bus Trip – order and pickup needed food, reconfirm bus, final roster, name tags, bus parking, check-in,
- Final planning for Youth Dance Program Revue (ages 3 to 11) – order cookies, revue flyers, final plan for auditorium, move dance mats, rehearsal night, revue timing & help
- Prep work for Home Alone / Sitter Course – materials to all students, class list to instructor, room setup and keys, check-in
- Pom Development Team (4th thru 6th graders) to perform as elementary school level team during the Little Chute High School Holiday Dance Invite – attend performance
- Chute-ing Stars Competitive Dance Team (5th thru 8th graders) to perform at dance invite in Ashwaubenon and in Little Chute – attend Little Chute performance



DECEMBER PAINTING CLASS



Department of Public Works

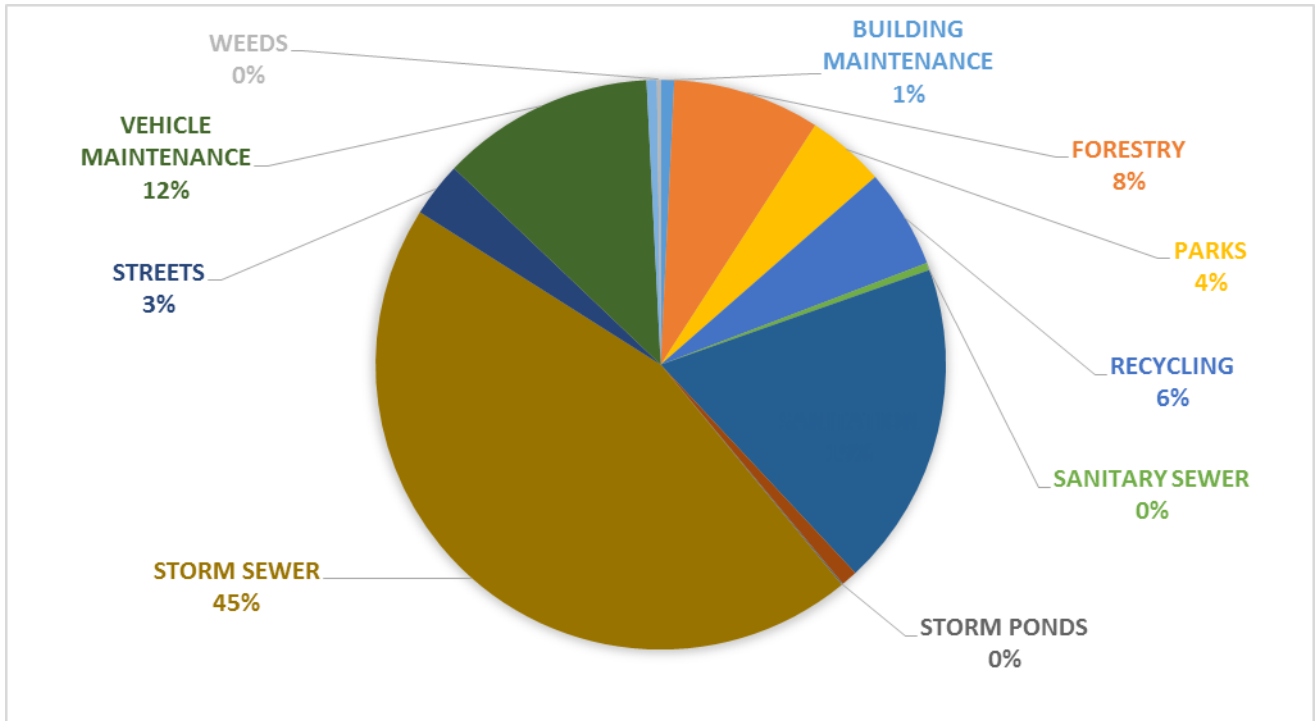
HIGHLIGHTS

- Hired the new Public Works/Parks/Forestry employee – Nathan Van Schyndel.
- Continued to organize the Municipal Services Building.
- 45% of the crew's manpower was picking up leaves in November.
- Thanks to Culvers of Little Chute/Darboy for donation of a value basket and sundae to all the snow plow drivers.
- Prepped snow equipment.
- Changed out seasonal banners.

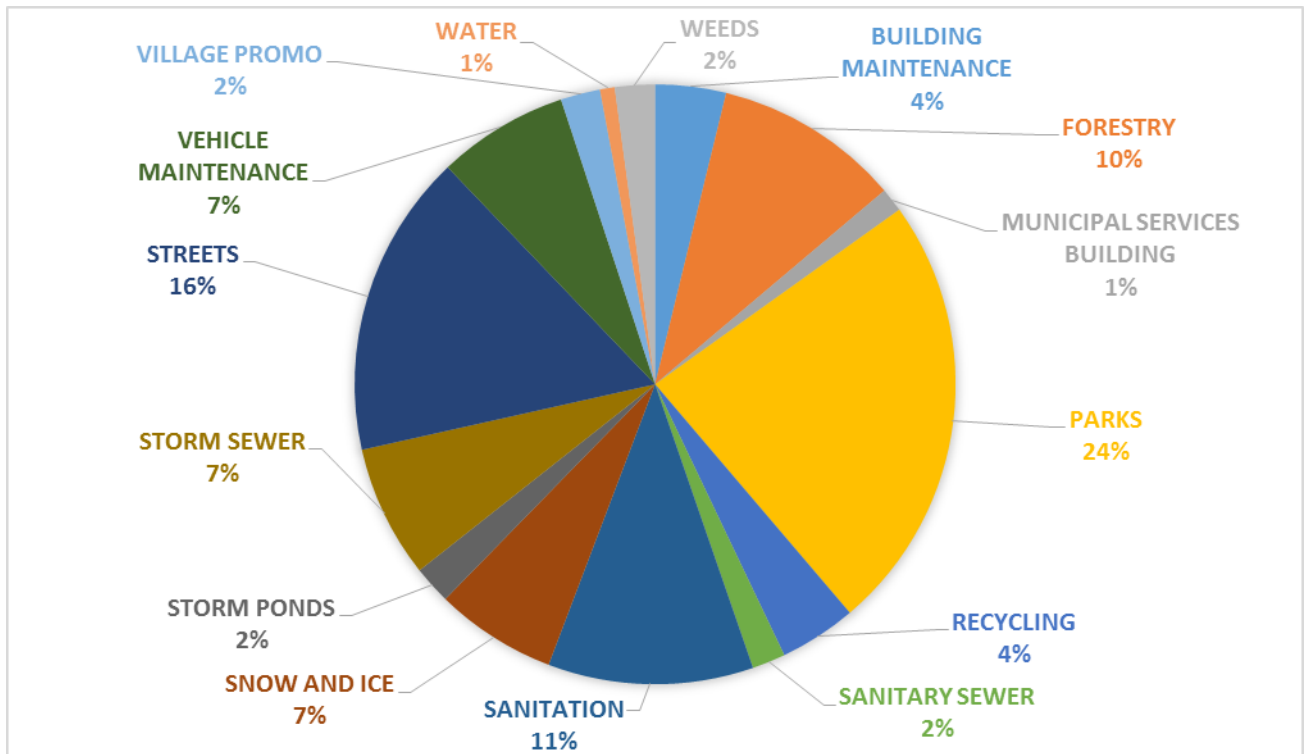
TOP PRIORITIES FOR DECEMBER

- Host Metro, Public Works, Parks and Forestry informational meeting on Tuesday, December 12th at the Municipal Services Building.
- Take delivery of new Peterbilt/Labrie side loader.
- Jeff Elrick's, Director of Public Works, Retirement Luncheon on Thursday, December 14th. Celebrating 35 years of service to the Village of Little Chute.
- Crew travel their snow plow routes in preparation of snow fall and have snow plow informational meeting.

October 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

- A preliminary design for layout, grading and storm sewer has been provided for Evergreen Drive as an exhibit for meetings with the Town of Vandenbroek.
- Engineering is currently developing a preliminary cost opinion for the construction of Evergreen Drive from French Road to Freedom Road.
- The final pay application for the 60-inch storm sewer project for the Village of Little Chute Industrial Park has been received and approved for final payment.
- Engineering has reviewed and approved private development plans for Kwik Trip, Addition for Wally Krueger, Big D Development (Shade Today Storm Water Management), and Street Plans for Golden Gate Drive (Bridgewater Development).

TOP PRIORITIES FOR DECEMBER

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

Plans for 2018 continue to develop and Engineering is at the point of scheduling an informational meeting for spring and summer construction with residents located adjacent to these projects. We are anticipating this meeting would be held on the first Wednesday of January.

Plans, Specifications, Bid Documents, and Preliminary Engineer's Report will be completed by February 2nd to allow time for publication of notice to hold Public Hearing on February 21st.

- **Review of Street Plans for Private Development**

Engineering has completed review of pending private development plans. Any new plans will be reviewed on a case by case basis until new Public Works Director can take over this task.

