

VILLAGE OF LITTLE CHUTE MONTHLY REPORT – MARCH 2018



Little Chute

ESTABLISHED 1848

March 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

- **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

- Finalized recruitment efforts for the Chief of Police Position for Fox Valley Metro Police Department.
- Finalized recruitment planning efforts for the Department of Public Works Director.
- Hosted a village staff member wellness event at Village Hall.
- Finalized documents related to the financing package for the Fox Cities Exhibition Center.
- Adopted Ordinances related to lead services, restricting deeds on commercial properties and two separate annexations of territory.
- Approved a side agreement with the Fox Valley Metro Police Department Professional Police Association to streamline the way uniform reimbursements are handled.
- Finalized language for sign related grants in the Central Business District (to be adopted in April) along with other changes to the Façade Application.
- Attended the Governor's Conference on Tourism in Appleton, WI.

TOP PRIORITIES FOR APRIL

- Continue to work with staff, residents and business owners on economic development related matters.
- Finalize an agreement with the Town of Grand Chute with regards to Evergreen Drive reconstruction for 2019.
- Finalize an employment agreement for the new Fox Valley Metro Police Department's Chief of Police and conclude recruitment efforts for the Director of Public Works.
- Host the Bazaar After Dark event in Downtown Little Chute on April 28th with the Fox Cities Chamber of Commerce/Pulse Young Professionals Group.
- Award 2018 Street and Utility Reconstruction Contracts.
- Work with the Clerk's office to update the website as it pertains to the Downtown Master Plan and other updates related to Board action taken earlier in 2018.

Clerk

HIGHLIGHTS

The Clerk's office had a busy month which included hosting training for Election Inspectors and Chief Inspectors from all across Outagamie County. We also had our training for our new election equipment and held our public test for the April 3rd Spring Election and conducted in person voting. As Spring approaches we are also gearing up for the Village Market and the applications for vendors continue to flood in. Our goals for March were:

- Mailing Absentee Ballots
- In person absentee voting
- Weekly maintenance reports
- Finalized and closed out the February Primary Election in Wisvote and with the State
- Continued maintenance of the Village Website and social media outlets
- Civic Center/Village Hall rentals
- Public Testing and election training
- Prepare Agendas and Minutes for 6 meetings
- Ongoing phone and supply ordering support

TOP PRIORITIES FOR APRIL

- Set up three polling locations for the Primary Election
- Conduct the Primary Election
- Delivering/sharing results to 3 school districts
- Village Market selections
- Liquor License renewals
- Agendas and Minutes for 8 meetings
- Operator/Solicitor licensing
- Social media/website posting and monitoring
- Weekly Maintenance Reports
- Civic Center/Village Hall rentals

CLERK'S OFFICE DATA FOR MARCH

Village of Little Chute Website and Social Media Metrics - March 2018						
	This Month	This Month Last Year	% Change	Year to Date	Last Year to Date	% Change
Website Visits	10,899	10,521	3.59%	28,688	28,268	1.49%
Website Page Views	17,276	8,820	95.87%	48,375	34,651	39.61%
Facebook Likes	2,530	1,992	27.01%	7,510	5,758	30.43%
Facebook Reach	32,873	61,805	-46.81%	106,094	215,185	-50.70%
Village Hall Blog View	299	574	-47.91%	1,047	1682	-37.75%
Instagram Followers	272	139	95.68%	272	139	95.68%
Twitter Followers	249	145	71.72%	249	145	71.72%
Twitter Impressions	1,564	13,800	-88.67%	7,072	32,932	-78.53%

Community Development

HIGHLIGHTS

- Attended Valley Transit Planning meeting.
- Met with Commercial Developers regarding sites in village.
- Continued Inspections of homes, apartments and commercial projects.
- Created annexation petitions, ordinances, and State documents for lands along Evergreen Drive.
- Met with property owners about annexation on Holland Road.
- Working on 2018 Property Valuations.
- Public Art discussions.
- Attended Indevlopment conference.
- Met with realtor regarding lands between Freedom Rd and Buchanan Rd.
- Met with county about transfer of services.
- Attended wetland regulation seminar.

TOP PRIORITIES FOR APRIL

- Meet with builders and owners about upcoming commercial projects.
- Meeting with owners regarding requests for annexation petitions along Holland Road.
- Continued Inspections of homes, apartments and commercial projects.
- Working on 2018 Property Valuations.
- Ordinances annexing lands from Vandenbroek.

COMMUNITY DEVELOPMENT MARCH DATA

Community Development Department 2018 Permit Data			
	March-18	2018 TOTALS	2017 TOTALS
Permits Issued	29	79	644
Property Complaints	3	7	37
Property/Field Inspections		107	1067
Letters Sent		0	0
Action Corrected	1	1	21
Referred for Action		2	0
Ongoing	2	4	16

Community Development Department 2018 Permit Data			
	March-18	2018 TOTALS	2017 TOTALS
Permits Issued	29	79	644
Permit Fees	\$12,664	\$31,951	\$114,330
Permit Value	\$3,466,366	\$15,047,041	\$35,708,279



Fox Valley Metro Police Department

HIGHLIGHTS

- Lt. Wery participated in a criminal justice career fair and mock interviews at the University of Wisconsin-Oshkosh.
- We continue preparing for the Bazaar After Dark working with the event organizers and various village departments.
- The officer hiring process continues as our first candidate was hired by the Town of Brookfield Police Department. We started the background investigation on our next candidate.
- Officer Serres became a certified Standardized Field Sobriety Test (SFST) instructor.
- The department started planning and preparing for the departments open house in May during National Police Week.
- We assisted the MEG unit with a search warrant in the 200 block of N. Main Street in Kimberly. The result was a significant drug and cash seizure. Case Highlights:
 - Officer Gueli observed a vehicle matching a description from information he obtained that was possibly selling drugs in Sunset Ppark. Officer Gueli made contact and noticed an odor of marijuana which resulted in several summons for possession of THC/paraphernalia and a juvenile referral for possession of Methamphetamine. All parties were notified that we were going to recommend they be banned from Kimberly Parks.
 - The FBI is taking over this investigation. 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.
 - Drug overdose (heroin) in Kimberly. Female was revived using two (2) doses of Narcan. There was a follow up drug investigation.
 - Wesley Brown was arrested for Use of a Comp. to Facilitate a Child Sex Crime: #948.075, Child Enticement: #948.07, Representations Depicting Nudity: #942.09(4), Attempt 2nd Degree Sexual Assault of a Child: #948.02(2) this was the result of an ICAC investigation by Officer Stahmann.
 - Officer Lambie and Officer Grumann were called tonight (March 23rd) for a person high on meth thinking people were breaking into his room. While there an unrelated person was arrested on a warrant along with possession of THC and oxy. The person high on meth had nothing on him but had just been released from the hospital for being paranoid.

TOP PRIORITIES FOR APRIL

- Preparing for the hiring and arrival of our next Chief of Police
- Organizing and securing evidence storage at Combined Locks
- Continuation of Officer hiring process
- Preparation for all staff training on Spillman CAD/RMS
- Drug drop off in April
- Two registered sex offenders appealing for residency in Little Chute to the sex offender residency board

Kimberly/Little Chute Joint Public Library

HIGHLIGHTS

- Completed JDQs for compensation study
- Launched short story club in cooperation w/ Hollanders and Tanners
- First meeting of ILS merger discussion
- Moved New Materials in Little Chute for better viewing

TOP PRIORITIES FOR APRIL

- 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

JOINT LIBRARY MARCH DATA

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

Category		Current	Current	Current	Previous	% Change	
		Month KIM	Month UT	Month Combined	Year Comparison		
Circulation		12,906	9,311	22,217	43,514	25,261	-12%
Outreach Delivery			62	62			
Collections	Title count	41,481	41,445	82,926		98,474	-16%
	Item count	43,555	43,068	86,623		103,438	-16%
Computer Use		648	378	1,026	2,059	1,353	-24%
Interlibrary Loan	Items borrowed	3,718	2,367	6,085	12,155	6,456	-6%
	Items loaned	2,782	3,097	5,879	12,219	5,391	9%
Library Card Holders (quarterly)	Adult	4,717	3,650	8,367	8,367	8,369	0%
	Juvenile	1,842	1,244	3,086	3,086	3,002	3%
	Total	6,585	4,922	11,507	11,507	11,443	1%
Overdrive Usage Previous Month	eBook uses	549	399	948	1,933	903	5%
	Audiobook uses	331	158	489	1,001	398	23%
	Video	3		3	5	1	200%
RB Digital	Magazine uses	21	5	26	67	46	-43%
Patron Visits		6,199	4,484	10,683	21,307	10,413	3%
Programming	Adults	5	7	12	24	8	50%
	Children	14	7	21	34	14	50%
	Teens	-	1	1	1	1	0%
	Community (all ages)	1	1	2	2		
	1000 Books Outreach	-	-	-	2	2	-100%
Program Attendance	Adults	135	131	266	402	145	83%
	Children	331	235	566	914	1,610	-65%
	Teens	-	-	-	-	3	-100%
	Community (all ages)	66	17	83	83		
	1000 Books Outreach	1	2	3	3	8	-63%
Drop-In Programming	Literacy stations Participation	2	2	4	6	2	100%
		151	151	302	566	294	3%
Web Site Hits				9,634	19,735	9,855	-2%
Wireless	Distinct clients	420	500	920	1,801	749	23%
	Daily average	29	43	72	143	54	33%

Parks, Recreation and Forestry Department

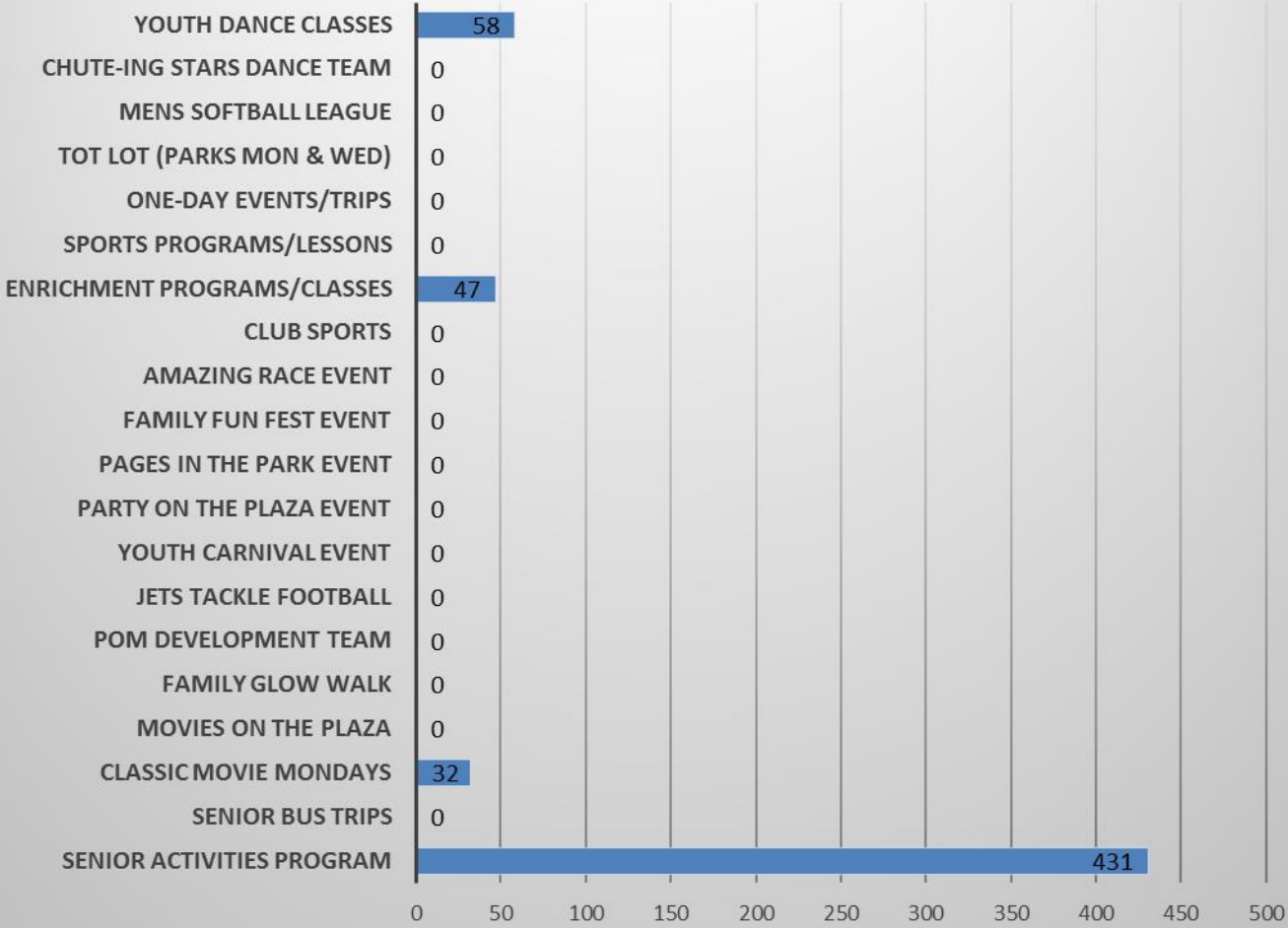
HIGHLIGHTS

- Mailing of letters to request sponsors of youth program tee shirts. Mailing of registration paperwork to men's softball team managers.
- Received program books from printer. Prepared 4,716 books for mailing with post office. Books delivered to residents March 13.
- Reviewed applications for summer help. Interviews held week of March 19. Positions offered to selected applicants.
- 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*).
- Submitted proclamations for April board meeting to recognize 2017-2018 season accomplishments of Chute-ing Stars Dance Team and the LCHS Dance Team.
- Finished the Village-Wide tree trimming program in section A.
- Continued planning for Rock the Block and Bazaar After Dark community events.
- Present items to the Village Board on the Doyle Pool and EAB Plan for Village Tree
- Opened registration for Spring and Summer Programs.
- Met with vendors and contractors to get quotes on 2018 projects and fleet purchases.

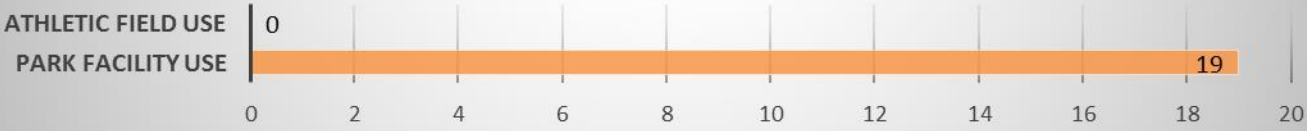
TOP PRIORITIES FOR APRIL

- Attend WPRA (Wisconsin Park Recreation Association) Spring Workshop in Wausau on 4/5.
- Hold Chute-ing Stars parent & dancer meeting 4/9, followed by dancer practices 4/10 & 4/12, then team tryouts on 4/13; post team roster 4/16.
- Finalize youth tee shirt program order (*shirts needed for each program, color selections, size selections, sponsor assignments, final order list for meeting with printer 4/12*).
- Work on schedules for Coed Squirt, Boys Tee, Boys Cub, Boys Rookie, and Boys Minor baseball programs & Girls Tee Softball program.
- Prep work for men's softball league (*schedules, rules, umpires, scorers, softballs, bats, field prep, etc.*)
- Hold Arbor Day Ceremony at Legion Park 4/30 (*discussion with students, flag from DNR rep, planting of large tree, handout tree sampling to students*)
- Prep work on all baseball and soccer fields to get ready for high school, middle school, and club spring sports.
- First day of archery class will be on Thursday, April 12 at The Cage. The department has filled both the beginner and family classes.
- Open park bathrooms for the week of April 15.
- Begin set-up work and maintenance on the Doyle Pool.
- Finalize the location and layout for the Born Learning Trail that is being donated by Heartland Businesses Systems and the United Way at Doyle Park.

2018 Year-To-Date PROGRAM PARTICIPATION



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




Department of Public Works

HIGHLIGHTS

- Two snow events in the month of March.
- Trained several employees on jetter operations and drivers for the garbage trucks.
- Finished repairing old and making new class one barricades.
- Worked on opening the yard waste site.
- Started running the sweepers as the weather allowed.

TOP PRIORITIES FOR APRIL

- Salt and plow the Village as needed to keep streets safe.
- Make the gate operational for the yard waste site. Inform that public that the site is now gated and renewal of access cards are needed.
- Mail out over 5,000 2018 Public Works and Engineering Departments newsletters to residents and area businesses.



**DEPARTMENT OF PUBLIC WORKS &
ENGINEERING DEPARTMENT
2018 ANNUAL NEWSLETTER**

Yard Waste Site

The yard waste site will be open for the season soon - April 16th. It is located at the bend in the road between Eisenhower Drive and Nixon Street next to the new Municipal Services Building site at 1401 E. Elm Drive. This will be the yard waste site's permanent location. There has been no charge over the past few years for previous yard waste card holders to gain access to the site. However, the site is now at its permanent location and will be gated. Renewal of your yard waste access card will now be needed to enter.


If you purchased a card in the past and would like to renew the card do the following:

- bring in your old card (all white – size of credit card)
- \$5 (cash or check payable to the Village of Little Chute)
- proof of residency (driver's license with current address or water bill)
- vehicle(s) information (make, model, color, year, license plate #)

Take the above information to Little Chute Village Hall, 108 W. Main St., 2nd Floor – Department of Public Works. Office hours are Monday – Friday 8:00 am to 4:30 pm. If your card was misplaced the fee would be \$15 (\$10 for a replacement card and \$5 reactivation). **New yard waste site users for 2018 will be charged \$20 for the first year and then a \$5 renewal fee for the next year.**

Please note that the same rules apply as they did when you first purchased your card. The site can be accessed daily during daylight hours. Lawn clippings, garden waste and leaves only. Brush/twigs the size of your hand is allowed. For larger brush items please call the Parks and Recreation Department at (920) 423-3869 to be put on a list for curb side pickup of your brush.

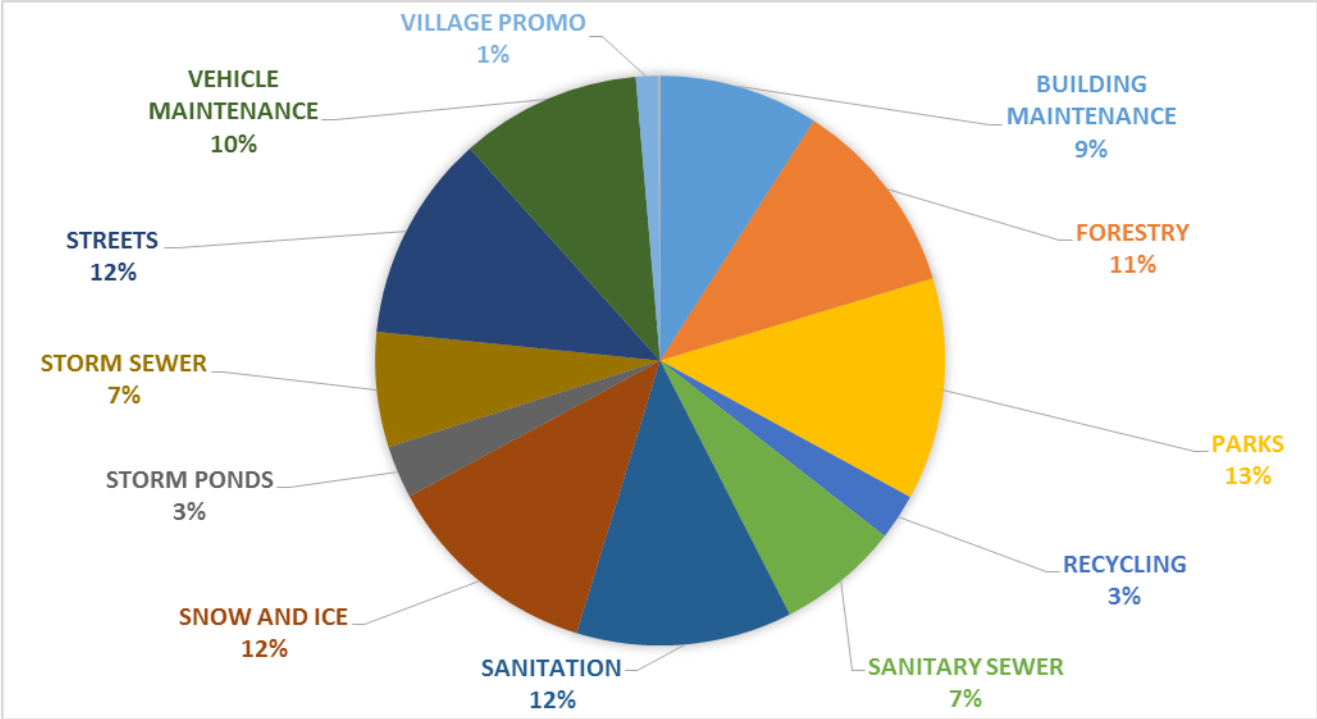
Enter the yard waste site through the left driveway entrance using the access control card and exit through the right. Gate will automatically open as your vehicle approaches it to exit. Place the yard waste within the retaining wall and dispose of the containers/bags in which you brought the yard waste into the garbage polycart. Keep this site clean, any misuse of site or violation of rules may result of closure of the site. Any questions, (920) 423-3865.



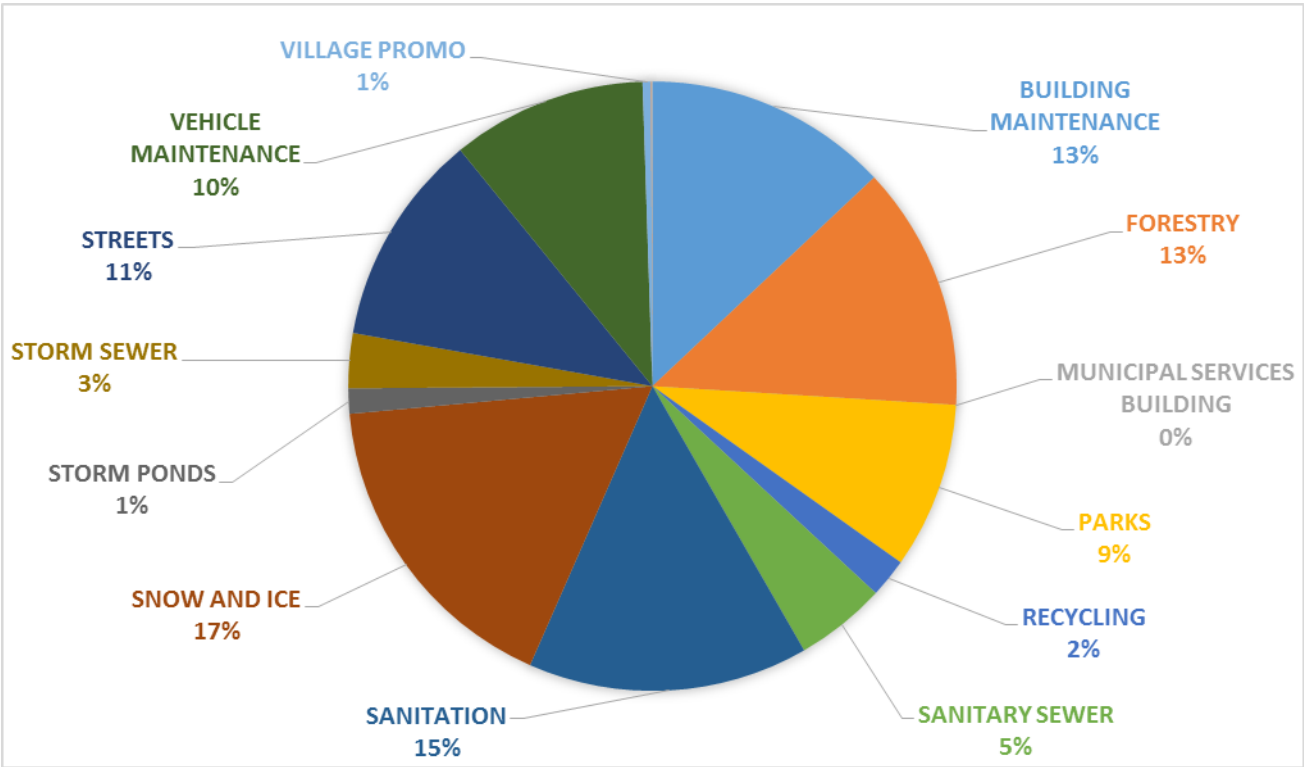
In This Issue:

- Yard Waste Site
- Garbage and Recycling Guidelines
- Consumer Confidence Report
- Snow and Ice Control Policy
- And More!

MARCH 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

- Wilson Street & Daytona Lane Paving and Utility Projects 2018 - The Utility and Concrete Paving Projects for 2018 went out to bid on March 15, 2018.
- Hired Engineering Technician Rob Olkiewicz. His first day was March 26th. Rob is providing additional design capabilities for this year's Daytona paving project.
- 2018 Construction Projects - Plans for Paving and Utility Construction for 2018 are complete.

TOP PRIORITIES FOR APRIL

Wilson Street & Daytona Lane Paving and Utility Projects 2018

Award contracts for paving and utilities.

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.

Private Development Projects

Private utilities and new development are being received for review. New construction is increasing along with field inspections within the right-of-way.

