

# VILLAGE OF LITTLE CHUTE MONTHLY REPORT – DECEMBER 2017



## ***Little Chute***

ESTABLISHED 1848

December 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 – DECEMBER 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](http://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:

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# Upcoming Village Events

- **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
- Now through 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!
- **Galactic Adventures Comic Con - Little Chute Public Library** Saturday, February 3, 2018 - 10:30am to 12:00pm - Dress up as your favorite Star Wars or sci-fi character and enjoy games, crafts, and activities for the whole family as we wrap up our winter reading program with this fun comic con-style event.
- **Book Babies Story Time - Kimberly Public Library** - Tuesday at 10 am from February 6 through March 27
- **Family Story Time - Little Chute Public Library** Wednesday at 10:00 am from February 7 - March 28
- **Family Story Time - Kimberly Public Library** Thursday at 10:00 am February 8 - March 29
- **Books & Brews February 2018 - Seth's Coffee (106 E Main St, Little Chute)** Thursday, February 8, 2018 - 7:00pm to 8:30pm Title: The Immortal Life of Henrietta Lacks Author: Rebecca Skloot 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 Yoga in the Stacks February - Little Chute Public Library** Saturday, February 10, 2018 - 8:00am to 9:00am Learn and practice yoga with the talented Jessica Haessly of Yoga Story

(link is external) bright and early, before the library officially opens for business. Start off your weekend right!

- **Classic Movie Monday: An Affair to Remember - Little Chute Public Library** Monday, February 12, 2018 - 1:00pm to 3:00pm
- **Teen Book Club: Windfall - Little Chute Public Library** Monday, February 12, 2018 - 6:00pm to 6:30pm Title: Windfall Author: Jennifer Smith
- **Chapter Chat: Fablehaven - Kimberly Public Library** Tuesday, February 13, 2018 - 4:00pm to 4:30pm Title: Fablehaven Author: Brandon Mull
- **Culinary Third Thursdays: February 2018 - Little Chute Public Library** Thursday, February 15, 2018 - 6:00pm to 7:30pm Culinary Third Thursday monthly themes vary. February's topic will be posted soon, so stay tuned! You can also get up to date information by signing up for our email newsletter [HERE](#) (link is external).
- **Soda Pups Dog Agility Show - Kimberly Public Library** Friday, February 16, 2018 - 1:30pm to 2:15pm
- **Pooches & Pages: Read to a Therapy Dog - Little Chute Public Library**
  - Saturday, January 20, 2018 - 10:30am to 12:00pm
  - Saturday, February 17, 2018 - 10:30am to 12:00pm
  - Saturday, March 17, 2018 - 10:30am to 12:00pm
  - Saturday, April 21, 2018 - 10:30am to 12:00pm
- **Cheeseheads: The Documentary - Little Chute Public Library** Saturday, February 17, 2018 - 2:00pm to 5:00pm Chester Marcol, Packers Hall of Fame Kicker, will also be present to answer questions during the Q&A, sign autographs, and his book "Alive and Kicking" will be available for purchase.
- **Evening Book Club - Little Chute Public Library** Monday, February 19, 2018 - 6:30pm to 8:00pm
- **Midweek Matinee: Only the Brave - Kimberly Public Library** Wednesday, February 21, 2018 - 1:00pm to 3:00pm
- **Family Movie: Wonder - Kimberly Public Library** Thursday, February 22, 2018 - 6:00pm to 7:30pm
- **Master Gardener Presents: Organic Gardening - Little Chute Public Library** Monday, February 26, 2018 - 6:30pm to 7:30pm
- **Memory Café - Kimberly Public Library** Wednesday, February 28, 2018 - 1:00pm to 3:00pm

# Village Administrator

As we turn the calendar over to 2018, I have asked all Departments to look back at 2017 and incorporate annual data numbers for your review in this report. A strategic initiative of the Village is community engagement and while engagement comes in many forms, one measurable way is through social media and the website. You will note that the Clerk's report for this month will provide a snapshot of the 2017 engagement efforts. In addition, following this report, you will see a comprehensive overview of web and social media metrics for 2017.

## HIGHLIGHTS

- Finalized the 2018-2022 Capital Improvement Plan.
- Finalized three separate annexation requests at the Board of Trustees level.
- Finalized and presented Department Head personnel reviews for the Board of Trustees.
- Finalized and adopted the 2018 and 2019 FVMPD PPA contract.
- Held active threat training for all staff at Village Hall.
- Held a retirement luncheon for Director of Public Works Jeff Elrick. Congratulations to Jeff on a long and successful career in public service. We wish him the best in retirement.
- Received nominations for the Robert A. Nechodom Good Citizenship Award

## TOP PRIORITIES FOR JANUARY

- Present an overview of the 2015-2019 Strategic Plan.
- Prepare for efforts in 2018 related to Downtown, in particular, begin amending the Façade Assistance program to incentivize redevelop and growth in the Downtown.
- Continue efforts related to economic development, in particular preparing for 2018 projects.
- Continue to work with the Town of Vandebroek with regards to Evergreen Drive reconstruction.
- Present and approve events for Rock the Block Little Chute and Bazaar After Dark Little Chute.
- Take action on the Landfill Siting efforts related to Outagamie County Landfill

## 2017 WEBSITE AND SOCIAL MEDIA DATA

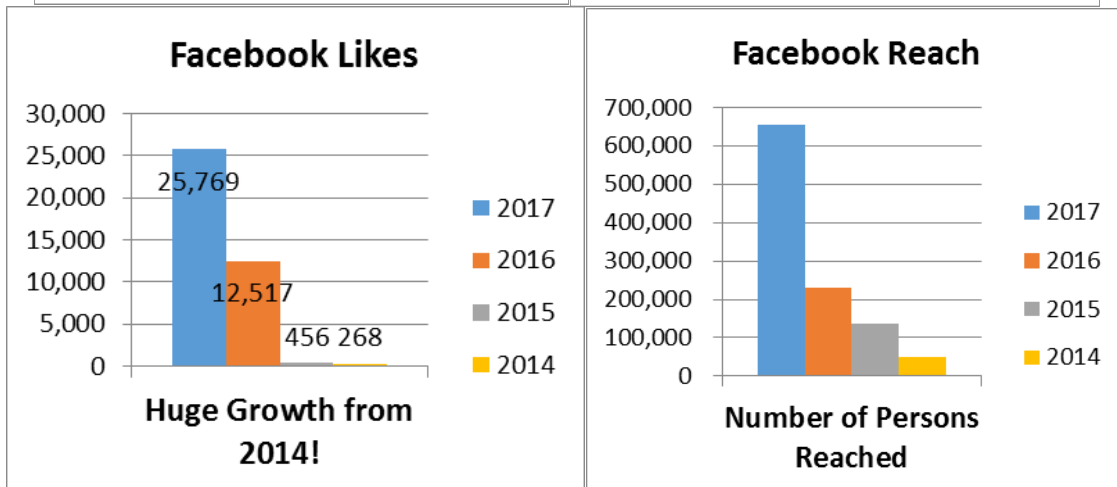
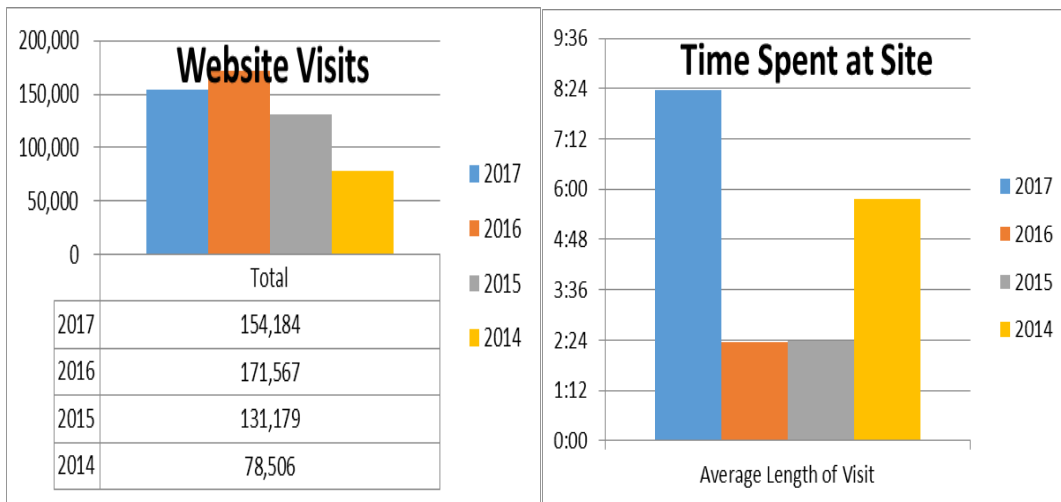
**The data captured below shows the website and all social media efforts for the village through 2017**

Website and Social Media Report - 2017																
	January	February	March	April	May	June	July	August	September	October	November	December	2017 TOTALS	2016 TOTALS	2015 TOTALS	2014 TOTALS
Village Website																
Visits	8,046	9,700	10,521	12,637	19,382	36,613	12,503	10,521	8,939	9,714	8,157	7,451	154,184	171,567	131,179	78,506
% Change	27%	21%	8%	20%	53%	89%	-66%	-16%	-15%	9%	-16%	-9%	9%	12%	17%	10%
Visit Length	3:21	3:50	3:30	2:30	12:00	1:28	2:53	3:35	4:50	4:23	4:50	5:20	8:22	2:21	2:23	5:46
% Change	12%	14%	-9%	-29%	2300%	-98%	97%	24%	35%	-9%	10%	10%	197%	3%	5%	0%
Page Views	11,882	13,949	8,820	15,663	20,532	32,100	14,977	14,194	15,674	15,217	14,415	13,755	191,178	209,510	186,141	150,844
% Change	9%	17%	-37%	78%	31%	56%	-53%	-5%	10%	-3%	-5%	-5%	8%	5%	9%	6%
Village Facebook																
Likes	1818	1,948	1,992	2009	2,041	2,147	2,199	2,247	2274	2307	2372	2415	25,769	12,517	456	268
% Change	31%	7%	2%	1%	2%	5%	2%	2%	1%	1%	3%	2%	5%	5%	0%	0%
Total Reach	33,128	120,252	61,805	37,459	31,266	74,796	45,637	52,807	41,509	39,337	62,194	56,073	656,263	230,189	137,934	48,386
% Change	39%	263%	-49%	-39%	-17%	139%	-39%	16%	-21%	-5%	58%	-10%	28%	8%	44%	41%
Popular Post	TBT	Final Four	TBT	Downtown	DPW, kids	Tennis cts completed	Youth Events	village market	water analysis	Throw back	Kiwanis Christmas Parade	Ice skating rink is ready				
Village Blog																
Page Views	358	750	574	383	517	569	894	757	740	2837	557	462	9,398	5,049	3,527	2,957
% Change	175%	109%	-23%	-33%	35%	10%	57%	-15%	-2%	283%	-80%	-17%	42%	7%	9%	-2%
Popular Post	No New Post	No New Post	No New Post	Monthly Report	Monthly Report	New Logo	No New Post	jets football	no new post	Rock the Block	no new post	no new post				
Village Instagram																
Followers	128	135	139	139	155	162	166	169	173	179	196	220	220	121	N/A	N/A
% Change	6%	5%	3%	0%	12%	5%	2%	2%	2%	3%	9%	12%	5%	15%	N/A	N/A
Popular Post	No New Post	Tree Chipping	early vote	Downtown	Lock System	Village Market	No New Post	windmill eclipse	village market	Windmill	no new post	no new post				
Village Twitter																
Followers	71	105	145	152	160	175	186	200	212	223	229	236	236	N/A	N/A	N/A
% Change	n/a	48%	38%	5%	5%	9%	6%	8%	6%	5%	3%	3%	12%	N/A	N/A	N/A
Impressions	7,624	11,508	13,800	2933	1902	2495	2014	3,621	1437	1549	1660	4301	54,844	N/A	N/A	N/A
% Change	n/a	51%	20%	-79%	-35%	31%	-19%	80%	-60%	8%	7%	159%	15%	N/A	N/A	N/A
Popular Post	Vote for LC	Vote for LC	Connecting Trails	Logo vote	Logo vote	New Logo	new logo unveiled	P&R Carnival	no new post	Ribbon Cutting	monthly report	New rec center				

# Clerk

## HIGHLIGHTS

The Clerk's office is responsible for many different things. One of our targets is social media maintenance and tracking. We are able to gain information on what we are doing right or something that we needed to be more successful at on a monthly basis. There is no doubt that many of you visited our website this year but interestingly enough we had less visitors then last year. Alternatively, one statistic worth noting is the length of time you visit our site. These comparison numbers tell us that you are able to access and find more pertinent information at once, or accomplish more at the website rather than accessing the site several times to find what you are looking for; four times longer than last year, going from just over 2 to over 8 minutes.



Our Instagram followers have almost doubled as did our Blog views. Last, we had a whopping 54,844 impressions on Twitter with 236 followers.

## TOP PRIORITIES FOR JANUARY

- Test election equipment
- Election equipment training through County
- Train election workers

- Facilitate mock election
- Submit EL-405 to Wisconsin Election Commission
- Complete tax exempt forms
- Agendas and Minutes for 5 meetings
- Supply ordering
- Operator/Solicitor licensing
- Social media/website posting and monitoring
- Weekly Maintenance Reports
- Civic Center/Village Hall rentals
- Enter events into the Community Calendar for the next 3 months

### CLERK DECEMBER DATA

<b>Village of Little Chute Website and Social Media Metrics - December 2017</b>						
	<b>This Month</b>	<b>This Month Last Year</b>	<b>% Change</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>% Change</b>
<b>Website Visits</b>	7,451	6,324	17.8%	154,184	171,567	-10.1%
<b>Website Page Views</b>	13,755	10,854	26.7%	191,178	209,510	-8.7%
<b>Facebook Likes</b>	2,415	1,385	74.4%	25,769	12,517	105.9%
<b>Facebook Reach</b>	62,194	19,419	220.3%	656,263	230,189	185.1%
<b>Village Hall Blog View</b>	462	130	255.4%	9,398	5,049	86.1%
<b>Instagram Followers</b>	220	121	81.8%			
<b>Twitter Followers</b>	229	n/a	n/a			
<b>Twitter Impressions</b>	1,660	n/a	n/a			



# Community Development

## HIGHLIGHTS

- Met with developers about upcoming commercial projects.
- Met with Commercial Builders regarding sites in village.
- Completed 3 annexations for property owners on Evergreen Drive.
- Continued Inspections of homes, apartments and commercial projects.
- Attended Rock the Block informational meeting
- Met with owners regarding annexation along Evergreen Drive.
- Assisted owners with property tax inquiries.
- Presented Draft Ordinance on Regulation of private deed restrictions within business districts.

## TOP PRIORITIES FOR JANUARY

- 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.
- Inspect 2017 Fire damage projects for progress.

## COMMUNITY DEVELOPMENT DECEMBER DATA

Community Development Department 2017 Permit Data				
	November-17	December-17	2017 TOTALS	2016 TOTALS
Permits Issued	72	31	644	541
Property Complaints	2	2	37	50
Property/Field Inspections	136	84	1067	n/a
Action Corrected	2	2	21	n/a
Ongoing			16	n/a
Community Development Department 2017 Permit Data				
	November-17	December-17	2017 TOTALS	2016 TOTALS
Permits Issued	72	31	644	541
Permit Fees	\$6,645	\$4,235	\$114,330	\$116,833
Permit Value	\$902,270	\$167,048	\$35,708,279	\$48,466,019

# Finance Department

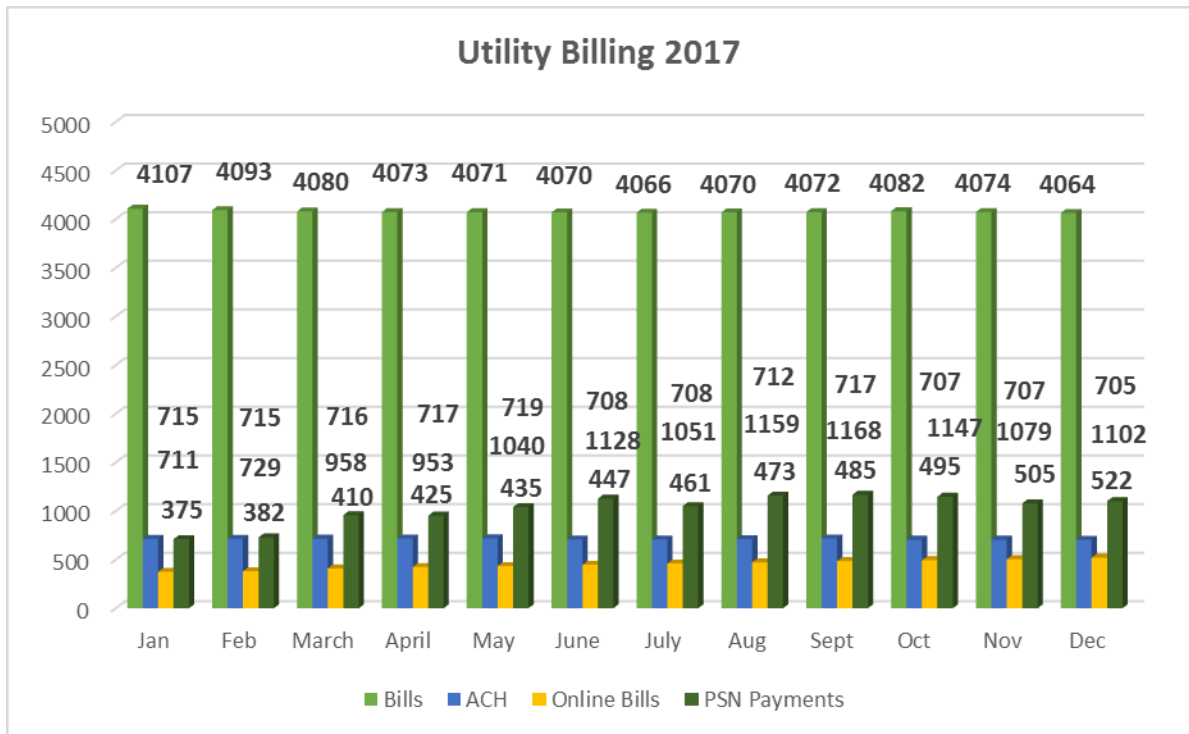
## HIGHLIGHTS

- 4,064 Utility Bills created and 707 ACH payments processed by Finance Department.
- 52 Service Orders (Final Reads, High/Low Reads) for Utility Billing created and coordinated with MCO.
- 522 ratepayers opted out of postcard billing and 1,102 ratepayers utilized PSN for payments through December 31, 2017.
- 242 Delinquency notifications.
- Tax Bills Mailed December 12, 2018.
- Total Property Tax Collections as of December 31, 2017 was \$8,311,438.80. Village Hall collected 82% or \$6,836,329.10.
- Mandatory State Reports Filed – Levy Limit, TID Worksheet and 2017 Statement of Taxes.
- Annual EMMA Disclosure filed by Ehlers.
- Room Tax Commission Meeting on Monday, December 18, 2017.

## TOP PRIORITIES FOR JANUARY

- Year-End Payroll Processing – W-2's, ACA, 941 and WRS.
- 1099 Filing.
- 2018 Budget and Payroll Files Updated.
- Finalize 2018 Budget and 2018-2022 Capital Improvement Program documents.
- Monthly Utility Commission Meeting on Tuesday, January 16, 2018.
- Meeting with Ehlers to analyze potential creation of two new TID's.

## FINANCE DEPARTMENT DECEMBER DATA





## HIGHLIGHTS

- De-merger with Combined Locks was completed on December 31, 2017
- Provided active threat presentation to Village of Little Chute employees
- Multiple training sessions for Officers Swingle and Van Schyndel from Telecommunicator Murphy on evidence/property management preparing for Telecommunicator Murphy's departure
- Worked with Director Breast on concerns raised by crossing guards at certain intersections in Little Chute
- Started our second year of Operation Lift Your Spirits with the Center for Suicide Awareness handing out bags that contain normal toiletries and essentials, in addition to a \$40 Walmart Gift card.
- The department made US News and World Report for our work with James and Henry Weidert on IntoWishinArts [www.IntoWishinArts.com](http://www.IntoWishinArts.com)
- The department received a thank you message from Steven Herbst for "all that you do in our community."
- The department and DPW had a joint department meeting to build on our relationships
- Officer Van Schyndel was recertified as a Cellebrite operator. This is for cell phone forensic examinations
- Telecommunicator staffing was reduced from two (2) full time, one (1) thirty (30) hour position and two (2) twenty (20) hour positions to two (2) full time and one (1) twenty-hour position due to budget cuts from the de-merger with Combined Locks.
- Working on multiple drug investigations with the MEG unit
- Completed multiple search warrants for phones and vehicles in drug investigations
- Little Chute Career Pathways painted pallets with the American flag and the thin blue line flag and sold them for \$25.00 each. Over \$500.00 was raised and used to purchase gift cards for officers to hand out to people in need over the holidays. This project was the brain child of Kyra Lefeber, daughter of Officer Randy Lefeber, with the assistance of Officer Tesch
- Telecommunicator Murphy's tenure with the department ended on December 29, 2017 due to the de-merger with Combined Locks
- Case Highlights:
  - Last evening LCFD responded to an alarm sounding @ Care Partners on Moasis Drive. As you are aware it was well below zero wind chill, upon arrival the staff at Care Partners had started the process of evacuating the residents of the facilities. With the help of FVMPD, LCFD assisted the evacuated residents to the Vanderloop Shoe Store across the road. The three FVMPD officers (Serres, Weisnicht and Uebelher) that assisted were phenomenal, it is truly a honor and privilege to work with such professional. The Village of Little Chute and Kimberly are truly blessed to have such top-notch professionals. Thank you, Mark Jansen, Chief, Little Chute Fire Department
  - Laurie Rogers was sentenced to 3 years prison and 7 years parole for Bank Robbery in Little Chute
  - Continuing investigation with DHS and WI Dept. of Revenue on a large identity theft case
  - Responded for a significant house fire at 502 Tampa Way on December 24th.
  - Welfare check from Atrium Care on December 23rd for a resident who left the facility and had not returned.

## TOP PRIORITIES FOR JANUARY

- Telecommunicator job responsibilities and priorities
- Organizing and securing evidence storage at Combined Locks
- Supervisory field training for Lt. Mark Wery, promotion effective January 8th
- Beginning of 2018 UT (Unified Tactics) training cycle
- Work on new CAD/RMS implementation and training

# Kimberly/Little Chute Joint Public Library

## HIGHLIGHTS

- Completing RFID tagging in Little Chute
- Hired two High School Students
- Media Coverage of Star Wars Exhibit
- Selection of Fox Cities Reads Author
- Launch of Teen Book Club
- Winter Reading Program: May the Force Read with You - Kimberly and Little Chute Library

## TOP PRIORITIES FOR JANUARY

- Review wireless lending
- Complete RFID Tagging in Kimberly
- Complete prep for RFID equipment installation
- Complete Annual report

## JOINT LIBRARY DECEMBER DATA

### MONTHLY STATISTICS REPORT - KIMBERLY-LITTLE CHUTE PUBLIC LIBRARY - DECEMBER 2017

Category		Current	Current	Current	YTD	
		Month	Month	Month	Combined	
		KIM	LIT	Combined	Combined	
Circulation		9622	6776	16398	266069	
Collections	Title count	42299	44515	86814		
	Item count	41515	43131	84646		
Computer Use		531	300	831	9130	
Interlibrary Loan	Items borrowed	3068	1891	4959	53870	
	Items loaned	2489	2614	5103	49338	
Library Card Holders (quarterly)	Adult	4873	3730	8603		
	Juvenile	1892	1260	3152		
	Total	6765	4990	11755		
Overdrive Usage	eBook uses	524	368	892	10385	
	Audiobook uses	268	133	401	4638	
	Magazine uses	11	1	12	67	
Patron Visits		4557	3146	7703	119027	
Programming	Adults	6	5	11	80	
	Children	2	2	4	90	
	All Ages and Teen	2	3	5	24	
Program Attendance	Adults	174	26	200	1130	
	Children	122	130	252	8294	
	Teens	4	23	27	829	
Drop-In Programming	Literacy stations	3	2	5	997	
	Participation	137	128	265	2038	
Web Site Hits				6992	81087	
Wireless	Distinct clients	355	381	736	8239	
	Daily average	21	32	53	612	
Social Media	Facebook fans			1355		
	Pinterest followers			162		
	Twitter followers			111		
	YouTube views			24480		
Hoopla		August	September	October	November	December
	Audiobook	9	27	30	30	40
	Comics	0	0	0	0	4
	Ebook	20	15	13	27	43
	Movie	8	12	22	18	23
	Music	4	11	9	14	16
	Television	1	2	1	3	1

# Parks, Recreation and Forestry Department

## 2017 MEASURES

- Our program participation numbers increased in 2017 by 558 participants or 8% from 2016's numbers.
  - Since 2015 the Recreation Departments participation has increased by 1528 or 25%.
  - 45 programs have been created from 2016-2017. Some of these include the Party on the Plaza, Family Glow Walk, Youth Soccer, Youth Tennis Lessons, Yoga for Adults and Youth, more one-day events, and Senior Bus Trips with Kimberly.
- Facility reservation numbers increased in 2017 by 63 reservations or 36% from 2016's numbers. This is in large part due to more reservations and events on the Windmill Plaza.
  - Since 2015 reservations have increased by 101 or 73%.
- Pool daily attendance numbers decreased in 2017 by 1713 people from 2016's numbers. This is a 12% decrease in attendance numbers.
  - Even though there was a decrease in daily admission there was a large increase in season passes sold. In 2017 there were 218 season passes sold. This was a 32% increase from 2016.

## HIGHLIGHTS

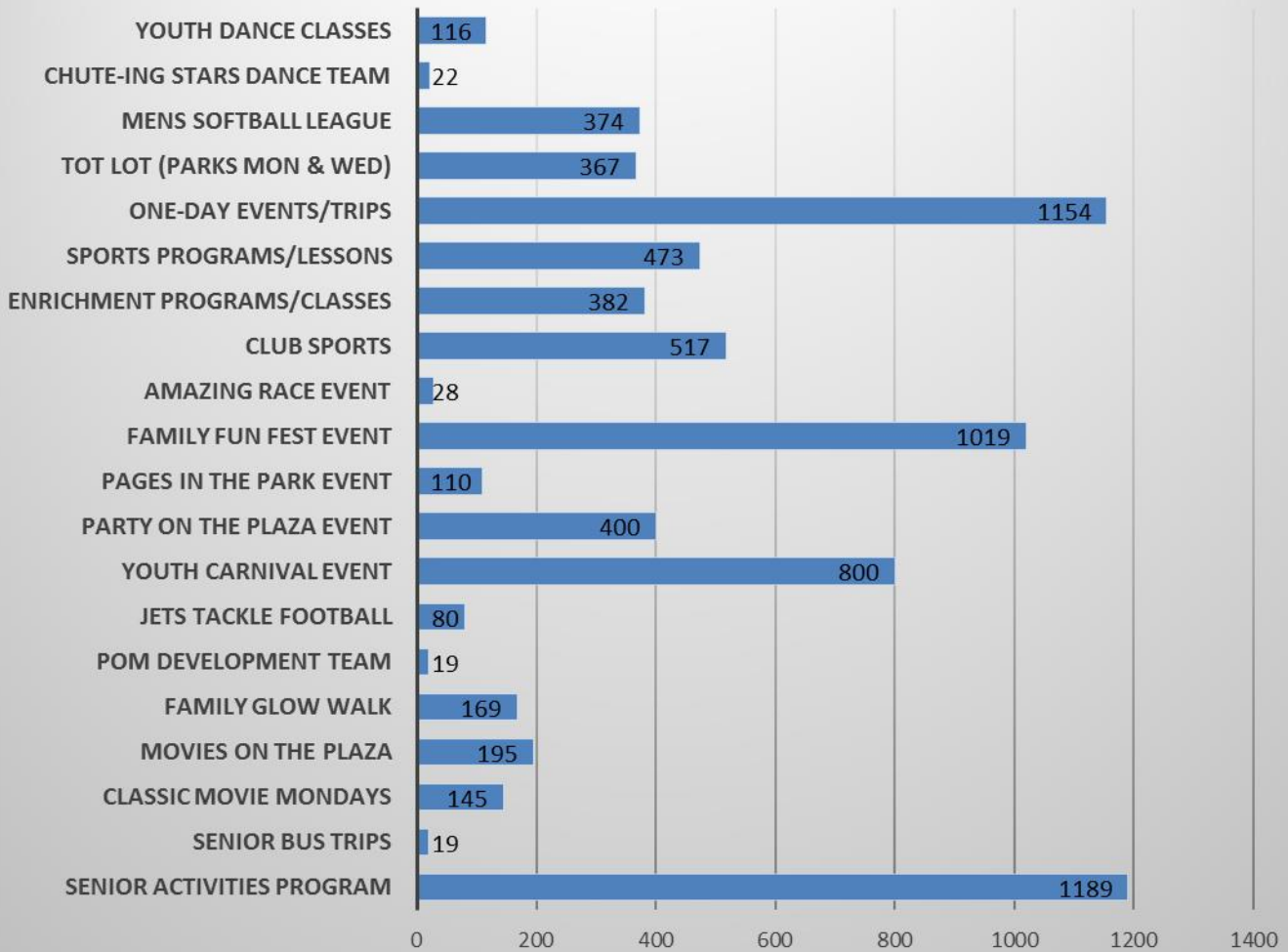
- Installed a new metal roof on the Legion Score Booth building to repair damage from the 2017 storm.
- Winter "seasonal snowman" painting class held on Sunday, December 3 (participants received step-by-step instruction on painting their own personalized snowman painting).
- Little Chute Community Band held their annual Christmas Concert at LCHS on Wednesday, December 6.
- Senior Holiday Celebration Bus Trip to Oshkosh held on Thursday, December 7.
- Senior Activities Program held their holiday luncheon on Wednesday, December 13 followed by cards.
- Youth Dance Program Revue, kids ages 3 to 11, held on Sunday, December 17 (all five youth classes performed their routine on the stage for family and friends).
- Pom Development Team, kids in 4<sup>th</sup> thru 6<sup>th</sup> grade, performed as elementary school level team during the Little Chute High School Holiday Dance Invite and took home 3<sup>rd</sup> place trophy.
- Chute-ing Stars Competitive Dance Team performed two dance invites. December 2 Invite at Ashwaubenon – 1<sup>st</sup> in Pom, 1<sup>st</sup> in Kick, 2<sup>nd</sup> in Jazz. Also awarded champion of the day t-shirts. December 9 Invite at Little Chute - 1<sup>st</sup> in Pom, 1<sup>st</sup> in Kick, 1<sup>st</sup> in Jazz.
- Home Alone / Sitter Course held on Friday, December 29 (all students received certification).
- Heesakker Park Deer Culling held from December 4 through December 17 – total of 5 deer culled.

## TOP PRIORITIES FOR JANUARY

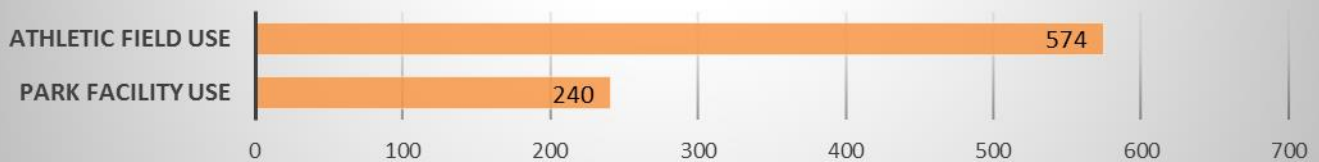
- Move items out of the Doyle Shed and Jets Shed to the Municipal Service Building and Van L Jet's Shed.
- Begin annual tree trimming program on terrace trees located in section A.
- Prep work for spring/summer programs – meetings with staff and instructors, room scheduling, equipment needs, program fees, program descriptions, changes needed for program book, etc.
- Final planning for Kids Yoga (starts 1/8) & next session of Adult Yoga (starts 1/8).
- Final planning for Winter/Spring Youth Dance Class registration.
- Begin taking reservations for all park facilities.
- Chute-ing Stars Dance Team to perform at dance invite at Oshkosh West and at State JAM Competition.



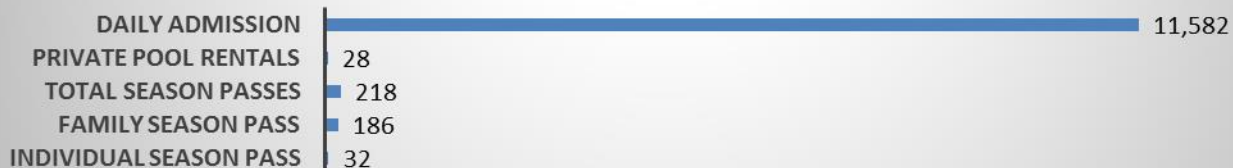
## 2017 YEAR END PROGRAM REGISTRATIONS/PARTICIPATION



## 2017 YEAR END FACILITY AND FIELD USE



## 2017 YEAR END POOL PARTICIPATION COUNTS



# Department of Public Works

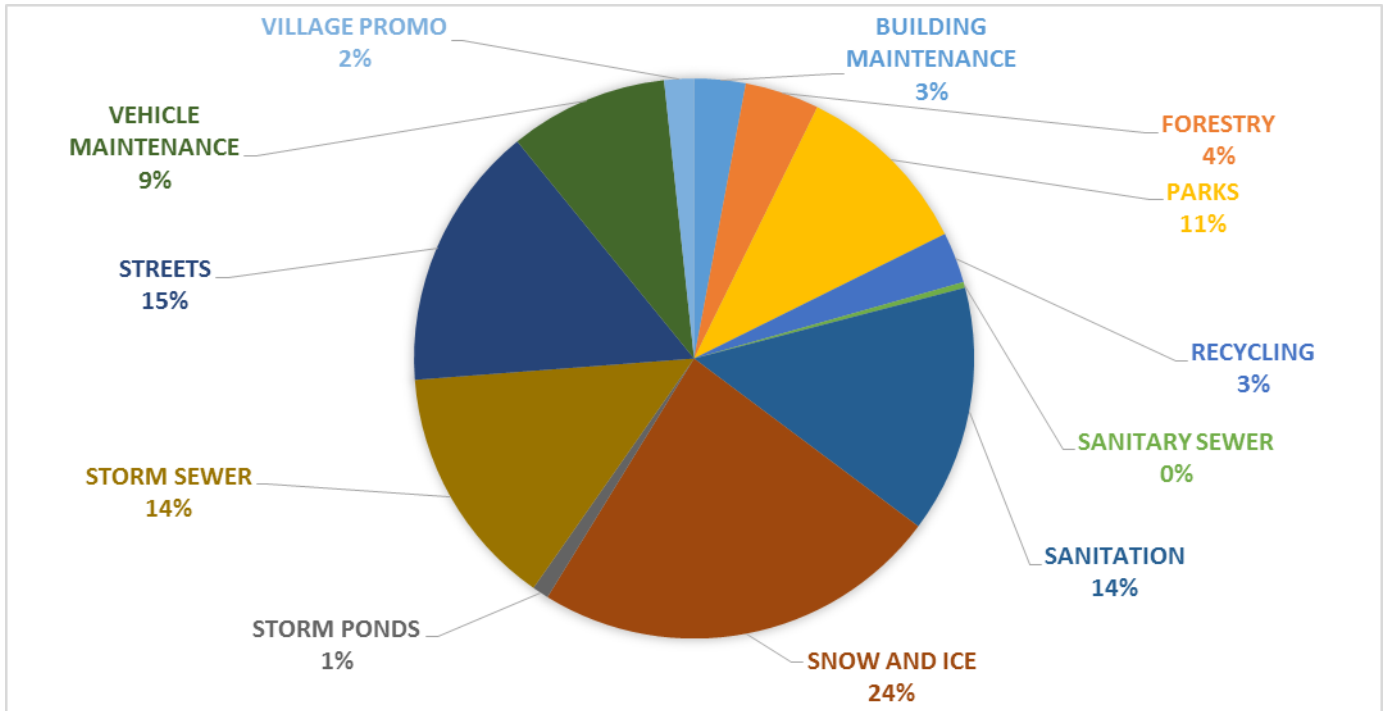
## HIGHLIGHTS

- Hired a new Public Works/Parks/Forestry employee – Tyler Nechodom.
- Hosted Metro, Public Works, Parks and Forestry joint informational meeting on Tuesday, December 12th at the Municipal Services Building.
- Jeff Elrick's, Director of Public Works, Retirement Luncheon was held on Thursday, December 14th. Celebrating Jeff's 35 years of service to the Village of Little Chute.
- Took delivery of new Peterbilt/Labrie side loader.
- Salted Village eight times and plowed two times.

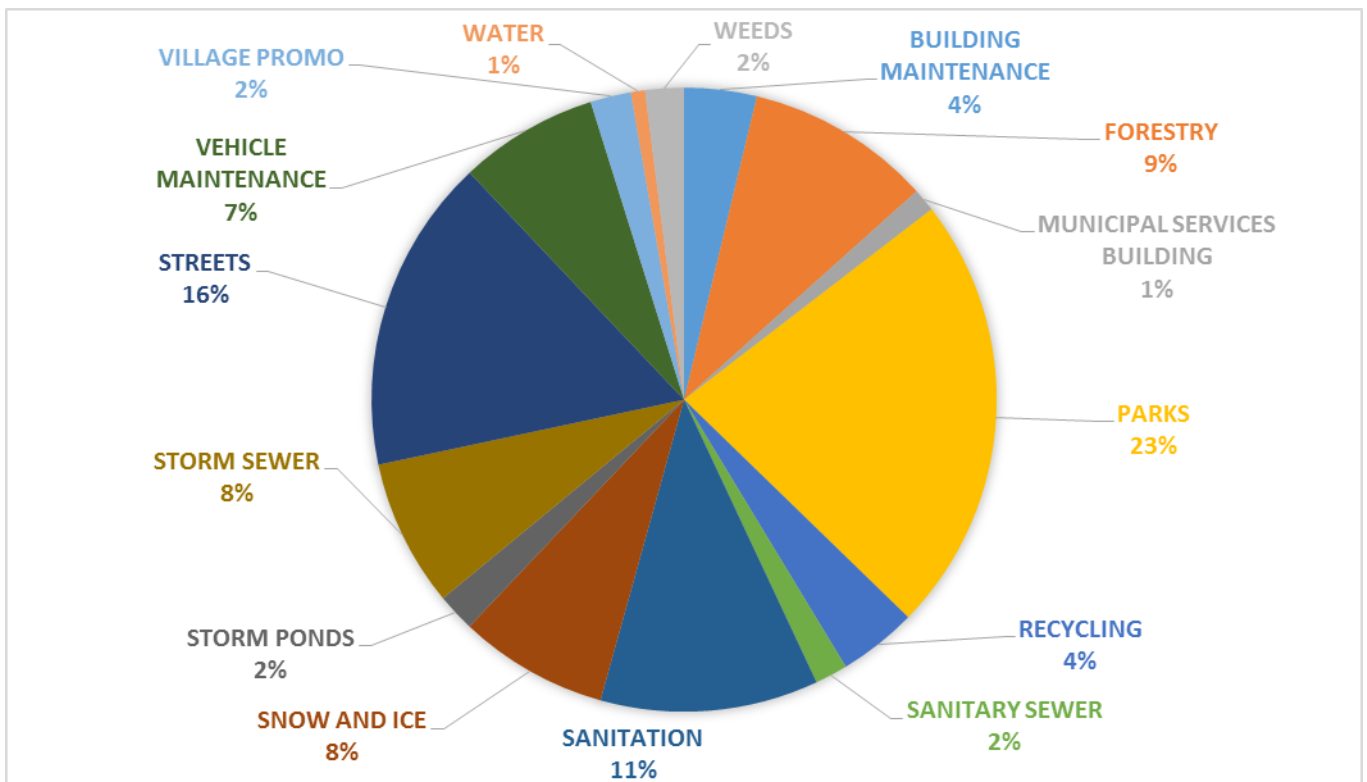
## TOP PRIORITIES FOR JANUARY

- Change out and eliminate 300 gallon Polycarts. 300 gallon polycarts were eliminated due to wear and tear on Village vehicles.
- Continue with preventative sewer maintenance with the jetter.
- Salt and plow the Village as needed to keep streets safe during the winter months.
- During cold weather organize the Municipal Services Building.
- Continue tree trimming terrace trees.

## December 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 will attend the Town of Vandenbroek Plan Commission Meeting on 1-10-18 to provide technical support and to answer any questions that may arise.
- Engineering has completed a preliminary cost opinion for the construction of Evergreen Drive from French Road to Freedom Road.
- Plans for 2018 continue to develop and Engineering is at 60% complete with the design and an informational meeting held on January 3rd for spring and summer construction with residents in attendance for these projects. The meeting was successful with few questions after the presentation.
- The start of Golden Gate Drive is expected to begin soon. A pre-construction meeting was held on January 4<sup>th</sup> for this project. As soon as the WDNR permit for Erosion Control is received the project may begin for public utilities (storm, sanitary, and water).

## TOP PRIORITIES FOR JANUARY

### **Wilson Street & Daytona Lane Paving and Utility Projects 2018**

In February Engineering would like to hold a Public Hearing for the 2018 Construction Projects for Utilities and Paving. This would include contract documents, specifications, construction plans and the Engineer's Preliminary Report. Coordination with McMahon continues to include their design for Hayes so it can also be included in this bid package.

Engineering will be assisting the Department of Public Works with regards to technical issues, permitting, and responding to resident questions until a full time Director can be hired. Mike Mc Clone will also be assisting in these efforts. Tim Paulson will help prepare compliance reports that are required in the first quarter of 2018.

