

MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 19, 2020

Call to Order: President Vanden Berg called the Regular Board Meeting to Order at 6:00 p.m.

Roll call of Trustees

PRESENT: Michael Vanden Berg, President
Brian Van Lankveldt, Trustee
Don Van Deurzen, Trustee
Larry Van Lankvelt, Trustee
Skip Smith, Trustee
Bill Peerenboom, Trustee
James Hietpas, Trustee (late arrival)

Roll call of Officers and Department Heads

PRESENT: James Fenlon, Village Administrator
Dave Kittel, Community Development Director
Lisa Remiker-DeWall, Finance Director
Chris Murawski, Village Engineer
Adam Breest, Director of Parks, Recreation and Forestry
Steve Thiry, Library Director
Dan Meister, Fox Valley Metro Police Chief
Kent Taylor, Director of Public Works

EXCUSED: Laurie Decker, Village Clerk
Tyler Claringbole, Village Attorney

Public Appearance for Items Not on the Agenda

None

Consent Agenda

Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member or member of the public. Any removed items will be considered immediately following the motion to approve the other items.

1. Minutes of the Committee of the Whole Meeting of August 12, 2020
2. Disbursement List
3. Adopt Resolution No. 33, Series 2020 Changing the Polling Locations for the November 3, 2020 General Election
4. Adopt Resolution No. 34, Series 2020 Outlot 4 Little Chute North Estates

Moved by Trustee L. Van Lankvelt, seconded by Trustee Peerenboom to Approve the Consent Agenda as presented

Ayes 6, Nays 0 – Motion Carried

Other Informational Items—July Fire Monthly Report and July Report

Public Hearing—1215 Buchanan St.

Moved by Trustee L. Van Lankvelt, seconded by Trustee Peerenboom to enter Public Hearing

Ayes 6, Nays 0 – Motion Carried

Director Kittel advised that the Public hearing is for rezoning of 1215 Buchanan Street. Administrator Fenlon followed up with the Plan Commission meeting that we do not move forward with rezoning but issue a Conditional Use Permit, so the Village has some control over any future use. Director Kittel stated that a buffer area will be provided for neighboring properties even if a conditional use permit is issued. Trustee Smith asked hours of operation for the new business.

A representative for the business advised the hours of operation are 8:00-5:30 and the maximum is three families at a time. A question was asked about parking stalls, and they will have 19 stalls and it is more than they need. The business is Moving Parts Therapy which is currently located in Darboy.

Moved by Trustee Smith, seconded by Trustee B. Van Lankveldt to exit the Public Hearing

Ayes 6, Nays 0 – Motion Carried

Action—1215 Buchanan Zoning Change Request

Moved by Trustee Peerenboom, seconded by Trustee L. Van Lankveldt to Deny the Zoning Request and the fee paid for the zoning change will be applied to the Conditional Use Permit fee.

Ayes 6, Nays 0 – Motion Carried

Discussion/Action—Special Event Permits

a) Little Chute Library Make Your Story Count: A Walking Art Gallery on September 12, 2020

Ms. Aubrey Laux went over the event and advised the board that they will adhere to social distancing requirements and staff will be wearing masks and be behind have plexiglass for safety. Masks and hand sanitizers will also be available. Trustee Van Deurzen asked what happens if it rains, Ms. Laux advised there is rain date of September 19.

Moved by Trustee L. Van Lankveldt, seconded by Trustee Van Deurzen to Approve the Little Chute Library Make Your Story Count: A Walking Art Gallery on September 12, 2020 Event permit

Ayes 6, Nays 0 – Motion Carried

b) Gold Star Luminary Event on September 27, 2020

Moved by Trustee L. Van Lankveldt, seconded by Trustee B. Van Lankveldt to Approve the Gold Star Luminary Event on September 27, 2020 Event permit with social distancing measures taken.

Ayes 6, Nays 0 – Motion Carried

c) Little Chute Homecoming Parade on October 9, 2020

Moved by Trustee Smith, seconded by Trustee B. Van Lankveldt to Approve the Little Chute Homecoming Parade on October 9, 2020 with social distancing measures taken.

Ayes 6, Nays 0 – Motion Carried

d) Little Chute Christmas Parade on November 30, 2020

Moved by Trustee Peerenboom, seconded by Trustee L. Van Lankveldt to Approve the Little Chute Christmas Parade on November 30, 2020 with social distancing measures taken or cancelled if necessary.

Ayes 6, Nays 0 – Motion Carried

Discussion/Potential Action—Flow Meters

Director Taylor went over the staff recommendation to purchase or lease three meters to be used to totalize flow in the sanitary collection system requested by the Utility Commission. Trustee Smith questioned the maintenance of the meters; Director Taylor advised they would be smart meter technology and the calibration is relatively easy. Trustee Smith and Director Remiker-DeWall were not in favor of doing any leasing as the cost would be higher. Director Remiker-DeWall advised that the cost would be a sewer utility cost as it is not a budgeted item.

Moved by Trustee Smith, seconded by Trustee Peerenboom to Approve the purchase of the Laser Flow Meters and allow the Administrator and the Finance Director to find the funding needed

Ayes 6, Nays 0 – Motion Carried

Discussion/Action—Site Plan Review for North Evergreen Pond Homes

Director Kittel presented the updated Site Plan for North Evergreen Pond Homes and advised that Plan Commission has already approved, and all conditions requested by them were met.

Moved by Trustee Smith, seconded by Trustee B. Van Lankveldt to Approve the Site Plan for North Evergreen Pond Homes

Ayes 6, Nays 0 – Motion Carried

Discussion/Potential Action—2021 Health and Other Insurance Benefits Options

Director Remiker-DeWall provided information for 2021 Health Insurance Benefit options. No action taken at this time.

Action—Washington Street Bike and Pedestrian Plan Pavement Painting

Director Taylor went over the plan to paint bike and pedestrian walkways on Washington Street. A question was asked if it would take away parking at The Heiting Place, Director Breest advised they could add a sharrows where cars are parked so as to not limit parking and will add signs to advise that the road is shared by bikes and cars.

Moved by Trustee B. Van Lankveldt, seconded by Trustee Vanden Berg to Approve the repainting of the bicycle/pedestrian lane as requested with a sign stating that the road will be shared with cars

Ayes 6, Nays 0 – Motion Carried

Action—2020-2024 Audit Contract Award

Moved by Trustee Peerenboom, seconded by Trustee B. Van Lankveldt to Award the 2020-2024 Audit Contract to KerberRose

Ayes 6, Nays 0 – Motion Carried

Discussion/Action—Site Plan Review for Cobblestone Hotel

Director Kittel presented the updated site plan for Cobblestone Hotel with changes as previously requested. This plan has also been approved by Fox Valley Metro and the Little Chute Fire Department. Trustee Peerenboom asked if we could add signs for truck routes in the area and Director Kittel advised that will be done.

Moved by Trustee Peerenboom, seconded by Trustee Smith to Approve the Site Plan for Cobblestone Hotel

Ayes 7, Nays 0 – Motion Carried

Discussion/Action—Design Review for Cobblestone Hotel

Moved by Trustee Smith, seconded by Trustee Van Deurzen to Approve the Design Review for Cobblestone Hotel

Ayes 7, Nays 0 – Motion Carried

Discussion/Potential Action—Covid-19 Personnel Manual Changes

Administrator Fenlon advised the board that changes may need to be made to the Personnel Manual regarding the Covid-19 comp time needed for the rest of the year 2020. Trustee Hietpas advised he would be in favor of this if it was temporary. The board then approved Administrator Fenlon to make a temporary policy change for the calendar year and revisit as necessary.

Discussion—Covid-19 Updates

Director Breest gave a brief overview for the indoor programming coming up in the fall and advised that all instructors and all participants would have to wear masks, have possible temperature checks and with a max of 10 in all programs except the dance program which is closer to 20. All programs that aren't held outdoors will be held in the Rec Center.

Administrator Fenlon went over updates for the Village such as installation of glass barriers, technology for video streaming and touchless faucets. Some of these items may be reimbursed through the Cares Act if they are Covid related items that were not in the budget. Administrator Fenlon also advised that the elementary school may need space for after school programs run by the boys and girls club and are checking to see if the Civic Center would be an option; The majority of the Trustees were not against pursuing this and getting further details but would like the school to use a separate entrance.

Department and Officers Progress Reports

Departments and Officers provided progress reports to the Board

Call for Unfinished Business

None

Items for Future Agenda

None

Adjournment

Moved by Trustee Smith, seconded by Trustee Van Deurzen to Adjourn the Regular Board Meeting at 8:41 p.m.

Ayes 7, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

Attest: 
Laurie Decker, Village Clerk

By:


Michael R. Vanden Berg, Village President