



# AGENDA

## LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall  
DATE: Wednesday, August 26, 2020  
TIME: 6:00 p.m.

Virtually attend the August 26, 2020 Committee of the Whole meeting at 6 PM by following the link here:  
<https://www.gotomeet.me/JamesFenlon/august-26th-committee-of-the-whole>

Call-in Information: +1 (224) 501-3412 Access code: Code: 833-933-221

For further details please refer to additional information immediately following the agenda

### REGULAR ORDER OF BUSINESS

- A. Invocation
- B. Roll call of Trustees
- C. Roll call of Officers and Department Heads
- D. Public Appearance for Items Not on the Agenda
  
- E. Minutes of Regular Board Meeting of August 19, 2020
  
- F. Discussion/Possible Action — Little Chute Elementary School and Boys and Girls Club use of Little Chute Civic Center – Fall 2020
  
- G. Discussion—Covid-19 Updates
  
- H. Call for Unfinished Business
  
- I. Items for Future Agenda
  
- J. Adjournment

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 108 West Main Street, (920) 423-3852, [email: Laurie@littlechutewi.org](mailto:Laurie@littlechutewi.org). Prepared: August 24, 2020



### **Information for the Committee of the Whole Meeting – August 26<sup>th</sup>, 2020 – 6:00 PM**

The Village of Little Chute is taking precautions related COVID-19 as it relates to Village Board meetings. On March 16<sup>th</sup>, 2020, the Wisconsin Attorney General released guidance for local communities related to Open Meetings and the use of technology while still complying with Wisconsin's Open Meeting laws. You can find Wisconsin Department of Justice guidance here: [DOJ Guidance on Open Meetings](#).

Until further notice, the Village of Little Chute will be providing the following means for residents to interact, engage, and participate in Village Board proceedings. The proceedings of all Village of Little Chute public meetings are recorded and available for review.

1. Virtually attend the August 26<sup>th</sup> Committee of the Whole Meeting at 6:00 PM by following the link here: <https://www.gotomeet.me/JamesFenlon/august-26th-committee-of-the-whole>
2. Call-in Information: United States: [+1 \(224\) 501-3412](tel:+1(224)501-3412) Access Code: 833-933-221
3. If you are experiencing connectivity issues or have questions on the options above, please contact James Fenlon at [james@littlechutewi.org](mailto:james@littlechutewi.org)
4. The Board Room at Village Hall will be open, but board members and staff have the option to attend virtually. We urge residents to participate in our meetings by utilizing the virtual options above.
5. If you have questions or comments regarding the agenda or potential items on the agenda, we urge you to contact Board or staff members regarding your concerns. You can find Board Member contact information here: <http://www.littlechutewi.org/59/Meet-the-Village-Board>
6. If you have questions or comments regarding the agenda, you can also contact the Village Administrator, James Fenlon, at [james@littlechutewi.org](mailto:james@littlechutewi.org) or 920-423-3850.
7. If you have questions or comments regarding the agenda and want to contact a Village of Little Chute Department Head, you can find a complete staff directory here: <http://www.littlechutewi.org/directory.aspx>

## 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 sharrow 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**

By: \_\_\_\_\_  
Michael R. Vanden Berg, Village President

Attest: \_\_\_\_\_

Laurie Decker, Village Clerk

Village of Little Chute  
**INFORMATION FOR VILLAGE BOARD CONSIDERATION**

**ITEM DESCRIPTION: Civic Center Use by LCEM/Boys and Girls Club**

**PREPARED BY:** James P. Fenlon, Administrator *JPF*

**REPORT DATE:** August 14<sup>th</sup>, 2020

**EXPLANATION:** Over the last number of weeks, we have had conversations with LC Elementary School and the after school care provider, Boys and Girls Clubs of the Fox Valley, with the use of the Civic Center to allow for more distancing/space in order to carry out the school year. Attached to this memo are letters from the LCES Principal and a letter from the program leadership staff of Boys and Girls Club.

A few observations from Board comments and staff comments:

1. Having the club utilized dedicated entrance on Monroe versus the main entrance seems to make sense from a safety perspective.
2. There will be disruption during the week of the election related to set-up and post-election work (obviously sanitized/cleaned prior to use for the election). It may mean that the week of the election the Club will not have access to the Civic Center.
3. Based upon information from the contractor that cleans the Civic Center (currently two hours on M-W-F) that they would recommend three hours five days a week due to the traffic. That increased scope was estimated to be \$900/month in addition to our current contract. That is an unbudgeted expense and would have to be accounted for by either the Club or the School District.
4. Use of space in the Civic Center has been limited to staff meetings and elections since March. That space will likely remain unused for the remainder of the year due to COVID-19. Part of staff review on this has been that the LCASD/BGC are looking to provide the safest space possible for the upcoming school year. Since our spaces are sitting empty (under-utilized) and the district/club are moving forward with education/programming, our goal was to identify ways to support their effort as best we could.
5. Library Director Thiry shared this with me on the topic: "I could see that having the B & G Club in the Civic Center could be a very good thing for us and do not have any significant concerns. I am willing to work with them to establish some boundaries and work with them in collaboration. It would be wise to be prepared for the potential of additional wear and tear a B&G program may have on the facility, it may also require some extra cleaning. On the other hand, it may be just wonderful and require little extra maintenance. I have toured some libraries who shared space with B&G in the past and recall that it was a positive arrangement. "
6. It is clear from the letters from the district/club that they would like to utilize the space. While there are various challenges presented by allowing the space to be utilized, we do not see any adverse or negative consequences to the use of the space assuming the concerns/observations above are taken into consideration.

**RECOMMENDATION:** Discuss the potential use of the Civic Center for the Fall of 2020 by the LCASD/Boys and Girls Clubs of the Fox Valley. If the Board of Trustees does see fit to approve the use, please provide direction on the observations above (cost of custodial, entrance use, electoral considerations).



August 24, 2020

James Fenlon and the Village of Little Chute  
RE: Boys & Girls Club of Little Chute Elementary

Dear James,

The Boys & Girls Clubs of the Fox Valley has a mission to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, responsible, and caring citizens. Throughout the course of the COVID-19 pandemic we have continued to carry out our mission in the safest way possible for our youth and staff. The afterschool program at The Boys & Girls Club of Little Chute Elementary School is no exception.

The following precautions will be taken to prevent the spread of COVID-19: youth and staff will go through a daily screening process prior to being admitted to Club, including a temperature check, and all youth and staff will be required to wear a face covering. As an additional precaution we will be serving youth in cohorts to limit exposure and daily measures are being taken to disinfect areas used by Club Members and staff.

We have been having consistent conversations with the school district to ensure the utmost safety practices are being upheld. The challenge that we are faced with is the difficulty of being able to operate out of spaces that will be able to be properly cleaned and sanitized before the Club afterschool program operates. While discussing this concern, we were made aware of a potential space outside of the school to serve youth.

The Civic Center would allow us to serve up to 95 youth safely each day afterschool from 3:00 – 6:00 pm on Monday, Tuesday, Thursday, and Friday and from 1:00 – 6:00 pm on Wednesdays to coincide with early release days. We would begin each afternoon by, in partnership with the elementary school, walking the students to the Civic Center and operating our program there. We would ensure the youth receive a healthy snack each evening and participate in homework help and youth development programming. We would look for the Village of Little Chute's support in ensuring proper cleaning and sanitizing takes place either before or after our program takes place each evening.

We appreciate the consideration taken from the Village of Little Chute to allow us to continue to serve the youth in the Little Chute community who need our support, now more than ever. Please do not hesitate to reach out to me directly with any questions that may arise as you consider this request.

Rachel Schroeder  
Senior Director of Youth Development Services  
[rschroeder@bgclubfoxvalley.org](mailto:rschroeder@bgclubfoxvalley.org)

# Memorandum

To: Mr. James Fenlon and the Village of Little Chute

From: Marc Vandenhouten, Little Chute Elementary School Principal

Date: August 24, 2020

Re: Boys & Girls Club After School Program



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Over the past few weeks, I have been having regular conversations with Mrs. Rachel Schroeder and Mr. Josh McQuillan of the Boys and Girls Club about the before and after school programs previously held at Little Chute Elementary. Our conversations focused on offering the highest quality service to our students and parents while also ensuring the highest safety standards possible.

As we started having conversations for the upcoming school year in our COVID-19 environment, we came to the unfortunate conclusion that we would not be able to offer a before-school program on-site. We made this decision because we could not thoroughly clean and sanitize these locations before our school day started.

With the afterschool program, we were hoping to have several classrooms available for students to use. The challenge that we're currently facing is that we're looking at the possibility of adding one or two more sections of students for the upcoming school year. With these additional classrooms being used, it will be difficult for us to fully clean and sanitize the areas to our standards prior to the after school program starting.

While discussing these concerns with Mrs. Schroeder and Mr. McQuillan, the idea was suggested to explore an off-site location that wouldn't be used to the elementary school's extent during the school day. This would allow for the locations to be cleaned and appropriately sanitized prior to students arriving.