

Village of Fall Creek
Minutes of Regular Village Board Meeting
December 14, 2015

1. **Call to Order:** 6:30 p.m. Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek
2. **Pledge to Flag**
3. **Roll Call:** Members Present: President Chester Goodman, Trustees Bob Jenkins, Matt Mattoon, Karen Strasburg, Aaron Wilhelm. Members Absent: Tina Jacobson, Wayne Steinke. Staff Present: Police Chief Chad Dachel, Public Works Director Bryan Kaatz, Clerk-Treasurer Renee Roemhild. Also Present: 4 citizens.
4. **Certify Open Meeting Law Requirements Have Been Met:** A notice of the meeting and an agenda was posted in the three public places & newspapers were notified.
5. **Adopt Agenda:**
 - MOTION (Jenkins/Wilhelm) to adopt the agenda as printed. PASSED, without negative vote.
6. **Act on Minutes:**
 - MOTION (Wilhelm/Strasburg) to approve the 11/9/15 Regular Board, 11/12/15 Special Board, and 11/30/15 Special Board meeting minutes. PASSED, without negative vote.
7. **Citizen Input:** A concerned citizen spoke regarding a religious organization going door-to-door in the Village. Richard Ziemann requested the board re-consider its hall and pavilion rental policies, especially when it comes to waiving the fee for community organizations, stating there is a legitimate value for the service provided and it should be recognized.
8. **Correspondence:** Information from the Local Government Center was read regarding training opportunities for the Board.
9. **Budget Comparison Report/Financial Considerations:**
 - MOTION (Jenkins/Strasburg) to approve the 11/30/15 Budget Comparison Report. PASSED, roll call vote: Jenkins-yes, Mattoon-yes, Strasburg-yes, Wilhelm-yes, Goodman-yes.
10. **Consider Bills:**
 - MOTION (Mattoon/Jenkins) to approve bills #22682-22735, V15405-15439. PASSED, roll call vote: Jenkins-yes, Mattoon-yes, Strasburg-yes, Wilhelm-yes, Goodman-yes.
11. **Scheduled Speakers/Issues of Interest**
 - A. **Brad Rob, Request for Use of Keller Park for Homestars Track & Field Day:**
 - MOTION (Mattoon/Jenkins) approving the use of Keller Park for Homestars Track & Field Day; date to be determined based on availability, probably in May 2016, allowing set-up the day before, with standard pavilion rental fees being charged. PASSED, without negative vote.
 - B. **Earthbound Environmental Services re: Compost Pick-up Service:** Zacharious and Jamie Pappas, representatives from Earthbound Environmental Services, spoke on their waste pick-up service they would like to offer in the Village. Their services include a combination of organics recycling, traditional recycling, and garbage collection. The Board was interested, but stated they were currently under contract for garbage hauling services with another company. Earthbound Environmental is welcome to offer a proposal when bids are let for a new contract next year.
12. **Police Department**
 - A. **Monthly Report:** Police Chief Chad Dachel presented the monthly report of cases/calls for service.
 - B. **Consider Memorandum of Understanding with Town of Ludington for Use of Village of Fall Creek Police:**
 - MOTION (Mattoon/Wilhelm) approving the memorandum of understanding with the Town of Ludington agreeing that the Fall Creek Police Department will provide certain

services to the Town of Ludington and be reimbursed for the cost of such. PASSED, roll call vote: Mattoon-yes, Strasburg-yes, Wilhelm-yes, Goodman-yes, Jenkins-yes.

13. Public Works Department

A. Monthly Report: Public Works Director Bryan Kaatz gave his monthly report on various matters concerning the public works and utility departments.

B. Consider Business Park East Project, Including Contractor's Pay Request & Possible Change Orders:

- MOTION (Mattoon/Jenkins) approving Change Order #3 in the amount of \$2,754 with Heartland Contractors for the Business Park East Project; change order is to furnish and install a transformer at the Business Park sanitary lift station. PASSED, roll call vote: Strasburg-yes, Wilhelm-yes, Goodman-yes, Jenkins-yes, Mattoon-yes.

C. Consider Wellhouse #1, Including Contractor's Pay Requests & Possible Change Orders:

- MOTION (Mattoon/Strasburg) approving Pay Request #3 in the amount of \$30,496.80 to B&B Electric for Pumphouse #1-Electrical & Controls. PASSED, roll call vote: Wilhelm-yes, Goodman-yes, Jenkins-yes, Mattoon-yes, Strasburg-yes.
- MOTION (Mattoon/Wilhelm) approving Pay Request #4 in the amount of \$7,914.00 to B&B Electric for Pumphouse #1-Electrical & Controls. PASSED, roll call vote: Goodman-yes, Jenkins-yes, Mattoon-yes, Strasburg-yes, Wilhelm-yes.
- MOTION (Mattoon/Wilhelm) approving Pay Request #2 in the amount of \$49,500.00 to Springlake Contracting for Pumphouse #1-General/Mechanical. PASSED, roll call vote: Jenkins-yes, Mattoon-yes, Strasburg-yes, Wilhelm-yes, Goodman-yes.
- MOTION (Mattoon/Strasburg) approving Final Pay Request in the amount of \$1,589.09 to Municipal Well & Pump for Pumphouse #1-Turbine Pump contingent upon the following documents being submitted: 1) Affidavit of Compliance with Prevailing Wage Rates, and 2) Final lien waivers from suppliers. PASSED, roll call vote: Mattoon-yes, Strasburg-yes, Wilhelm-yes, Goodman-yes, Jenkins-yes.
- MOTION (Jenkins/Mattoon) per approval from the Public Works Director, authorizing the President's signature on the Certificate of Substantial Completion for Municipal Well & Pump for the Pumphouse #1-Turbine Pump. Date of substantial completion is August 20, 2015 which is the date the equipment was installed and available for use. That date signifies the start of the one-year warranty period. PASSED, Strasburg-yes, Wilhelm-yes, Goodman-yes, Jenkins-yes, Mattoon-yes.

D. Consider Industrial Park Storm Water Management:

- MOTION (Jenkins/Wilhelm) authorizing Heartland Contractors to fix the hole/retention pond in the Industrial Park to fulfill the Village's obligation to Greenwood Packaging to provide storm water retention; fill in the edges of the pond, make the remaining dirt flat using whatever budget dollars are remaining on the Business Park East contract. PASSED, without negative vote.

14. Committee Reports: Trustee Karen Strasburg reported on progress being made regarding the new community sign for Fall Creek Memorial Park.

15. General Business

A. Consider Capital Plans: Clerk-Treasurer Renee Roemhild reviewed the changes to the Capital Plans. There is a new format to both the Capital Projects Plan and the Capital Equipment/Repairs Plan. Both plans have been redone to provide the data in a more easily understood format that offers the benefit of seeing the historical data, while laying out the proposed plan for the future. Roemhild also requested the Board consider paying the Sewer Fund for equipment that was purchased with the Rural Development financing package, because funds were not needed from CER but the SF should not really be responsible for those costs.

- MOTION (Strasburg/Mattoon) authorizing the transfer of \$60,000 from Capital Equipment/Repairs to Sewer Fund. This money is to be used to make an additional payment on the Rural Development loan, thereby reducing the principal balance. PASSED, roll call vote: Wilhelm-yes, Goodman-yes, Jenkins-yes, Mattoon-yes, Strasburg-yes.
- MOTION (Jenkins/Wilhelm) approving both the Capital Projects and the Capital Equipment/Repairs Plan. PASSED, without negative vote.

B. Consider Capital Equipment/Repairs: Replacement of Village Hall Doors: Public Works Director Bryan Kaatz presented bids. No action was taken.

C. Consider Capital Equipment/Repairs: Bids for New Truck: PWD Bryan Kaatz presented bids.

- MOTION (Jenkins/Mattoon) accepting the lowest bid from Nels Gunderson Chevrolet in Osseo for a four-wheel drive double cab pickup in the amount of \$26,536 and authorization for the spray & bed liners with lifetime warranty from Osseo Plastics for \$425. Motion includes intention for Public Works Director to get rid of two trucks (1997 Ford F250 & 2001 Chevy 1500) via trade-in or out-right-sale, whatever manner turns out to be in the best interest of the village. PASSED, roll call vote: Goodman-yes, Jenkins-yes, Mattoon-yes, Strasburg-yes, Wilhelm-yes.

D. Consider Agreement with Krause Howard & Co. for Audit Services:

- MOTION (Strasburg/Mattoon) approving the contract with Krause Howard & Co. for audit services for the year ended 12/31/2015 for a fee not to exceed \$10,900. PASSED, roll call vote: Jenkins-yes, Mattoon-yes, Strasburg-yes, Wilhelm-yes, Goodman-yes.

E. Consider Employee Wages for 2016:

- MOTION (Jenkins/Strasburg) granting raises as outlined in the 2016 Budget; increases to take affect the first paycheck of the new year. Generally, the budget proposed a 1% raise for all regular employees except the Police Chief who had received an additional raise in February of 2015. PASSED, Mattoon-yes, Strasburg-yes, Wilhelm-yes, Goodman-yes, Jenkins-yes.

F. Consider Village Hall & Keller Park Rental Policies, Including Review of Resolution re: Fee Waiver: Fees were discussed, with the concensus being that an increase will be needed. Matter was referred to the Public Property and Health Committee.

- MOTION (Mattoon/Wilhelm) directing a letter be sent to Bible Baptist Church stating the Board would no longer be able to grant them a reduction in the hall rental and board room rental fees due to tight budgets and increased maintenance costs. PASSED, without negative vote.

G. Consider Equipment Breakdown Insurance Proposal:

- MOTION (Jenkins/Mattoon) accept the proposal from Spectrum Insurance for Equipment Breakdown insurance for an annual premium of \$846. PASSED, roll call vote: Strasburg-yes, Wilhelm-yes, Goodman-yes, Jenkins-yes, Mattoon-yes.

H. Consider Appointments - Village Attorney, Fall Creek Public Library Board: President Goodman appointed Mike Wagner to the Library Board to replace Sandy Peterson. Appointment for Village Attorney was tabled.

- MOTION (Jenkins/Wilhelm) confirming above appointment. PASSED, without negative vote.

16. Adjourn:

- MOTION (Jenkins/Mattoon) @ 10:15 p.m. PASSED, without negative vote.

Renee Roemhild, Clerk-Treasurer