

*Village of Fall Creek*  
*Minutes of Regular Village Board Meeting*  
*April 11, 2016*

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, Wayne Steinke, Karen Strasburg, Aaron Wilhelm. Members Absent: Tina Jacobson. Staff Present: Police Chief Chad Dachel, Public Works Director Bryan Kaatz, Clerk-Treasurer Renee Roemhild. Also Present: Auditor Don Stabenow from Krause Howard, Dane Zook.
  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 (Mattoon/Steinke) to adopt the agenda as printed PASSED, without negative vote.
  6. **Act on Minutes**
    - MOTION (Mattoon/Wilhelm) to approve the 3/14/16 Regular Board meeting minutes. PASSED, without negative vote.
  7. **Citizen Input:** None.
  8. **Correspondence:** None.
  9. **Budget Comparison Report/Financial Considerations:**
    - MOTION (Steinke/Mattoon) to approve the 3/31/16 Budget Comparison Report. PASSED, roll call vote: Jenkins-yes, Mattoon-yes, Steinke-yes, Strasburg-yes, Wilhelm-yes, Goodman-yes.
  10. **Consider Bills:**
    - MOTION (Mattoon/Strasburg) to approve bills #22897-22952, V16101-16133. PASSED, roll call vote: Mattoon-yes, Steinke-yes, Strasburg-yes, Wilhelm-yes, Goodman-yes, Jenkins-yes.
  11. **Scheduled Speakers/Issues of Interest**
    - A. **Consider Summer Recreation Program and Keller Park Facilities:** Expected presenter did not arrive. No discussion and no action.
    - B. **Auditor Don Stabenow, Report on Audit for Year-Ended 12/31/2015:** Don Stabenow reported the year-end audit went well. He stated the General Fund has adequate fund balance and continues to be in good financial condition. The Water and Sewer Utilities are still struggling, but there has been marked improvement in the Water Fund since its rate increase in May of 2015.
- The Board skipped to agenda item 15.B. while the auditor was still present.
15. **B. Consider Financial Management Strategies, Including But Not Limited to, Refinancing Loans:** Clerk-Treasurer Renee Roemhild reported the loan applications discussed at the last meeting have been sent to the State Trust Fund loan program. Roemhild stated she took into consideration Trustee Bob Jenkins' concern over reduced General Obligation debt capacity that he voiced at the March meeting. Instead of requesting the WWTP refinancing be all G.O. debt, Roemhild split the application into two loans: 1.5 million as G.O. debt and .7 million as Sewer Utility Revenue Debt. This alleviates any concerns and results in actually more G.O. debt capacity than prior to the refinance. As discussed in March, this overall strategy includes refinancing of the TIF loans as well. No action needed until the State has completed their review of the applications.
12. **Police Department**
    - A. **Monthly Report:** Police Chief Chad Dachel presented the monthly report of cases/calls for service.

**B. Consider Bartender Operator License Application:**

- MOTION (Steinke/Mattoon) to deny Kortney Bauer application for a bartender/operator license on the recommendation of the Police Chief Dachel. PASSED, without negative vote.

**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 and Change Order:**

- MOTION (Jenkins/Steinke) approving pay request #6 with Heartland Contractors, Inc. for \$19,033.65. PASSED, roll call vote: Steinke-yes, Strasburg-yes, Wilhelm-yes, Goodman-yes, Jenkins-yes, Mattoon-yes.
- MOTION (Steinke/Wilhelm) approving the Certificate of Substantial Completion for Heartland Contractors, Inc which starts the one year warranty period for everything except the Borrow Pit Restoration. The guarantee period will run until January 6, 2017. A separate completion date will be established when the restoration work is completed this spring. PASSED, roll call vote: Strasburg-yes, Wilhelm-yes, Goodman-yes, Jenkins-yes, Mattoon-yes, Steinke-yes.
- MOTION (Steinke/Mattoon) approving change order #5 with Heartland Contractors, Inc. The change order adjusts the contract to reflect the final quantities of unit price work completed. It also includes the \$7,655.00 claim for extra excavation work completed on the Greenwood Pack site that the Village verbally authorized payment last fall. PASSED, roll call vote: Wilhelm-yes, Goodman-yes, Jenkins-yes, Mattoon-yes, Steinke-yes, Strasburg-yes, Wilhelm-yes.

**C. Consider Request from Packerland Broadband re: Underground Fiber Route:** Public Works Director Kaatz presented the proposed route that Packerland Broadband would take to install underground fiber to Greenwood Packaging. A street opening permit has been sent to Packerland Broadband.

**D. Consider Tree Removal in Randall Park:** Public Works Director Kaatz reported that Duane Cance of the Historical Society anticipates their expansion project will begin soon and there are some trees that need to be removed. Schaefer Tree submitted a bid of \$895.

- MOTION (Jenkins/Steinke) approving the bid from Schaefer Tree to remove trees in Randall Park for \$895. PASSED, roll call vote: Goodman-yes, Jenkins-yes, Mattoon-yes, Steinke-yes, Strasburg-yes, Wilhelm-yes.

**E. Discuss Possible Snow Plow Purchase:** Public Works Director Kaatz reported that J & J Skidsteer would trade a plow even-up for black dirt. The Board agreed the trade would be beneficial to the Village and directed PWD Kaatz to investigate local costs to determine the appropriate value of the dirt.

**14. Committee Reports**

**15. General Business**

**A. Update re: Consideration of Capital Improvements, Including But Not Limited To, Village Hall Façade:** A drawing from Village Architect Wayne Dau was presented. Board members liked the drawing. No decision was made as cost information was not available yet.

The Board recessed at 8:30 p.m. and reconvened at 8:35 p.m.

**C. Move to Convene in Closed Session Per Wis. Stat. 19.85(1)(e) Deliberating or Negotiating the Purchasing of Public Properties, the Investing of Public Funds, or Conducting Other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session, Namely Negotiations and Strategies Regarding Specific Economic Development Opportunity. At the End of the Closed Session, the Board Will Return to Open Session to Conduct Further Business.**

- MOTION (Jenkins/Steinke) @ 8:35 p.m. and to invite Dane Zook and Renee Roemhild into the closed session. PASSED, roll call vote: Jenkins-yes, Mattoon-yes, Steinke-yes, Strasburg-yes, Wilhelm-yes, Goodman-yes.

**D. Move to Return to Open Session and Action, if Any, on Matters Discussed in Closed Session:**

- MOTION (Jenkins/Wilhelm) @ 9:10 p.m. PASSED, roll call vote: Mattoon-yes, Steinke-yes, Strasburg-yes, Wilhelm-yes, Goodman-yes, Jenkins-yes.

**E. Consider 1<sup>st</sup> Reading of Amendment to Village Ordinance § 52-7. Standing Committees:**

- MOTION (Mattoon/Steinke) to hold the first reading of the above ordinance. Amendment combines the Public Works and the Streets & Sidewalk committees, and creates the Community & Economic Development committee. PASSED, without negative vote.

**F. Consider 1<sup>st</sup> Reading of Amendment to Village Ordinance § 267-32.B., Certified Survey Map Fee:**

- MOTION (Mattoon/Steinke) to hold the first reading of the above ordinance. Amendment increases the certified survey map fee from \$10 to \$150, and includes 100% of the engineering review fees. PASSED, without negative vote.

**G. Consider 1<sup>st</sup> Reading of Amendment to Village Ordinance § 268-97.B.(2), Rezone Property Fee:**

- MOTION (Steinke/Jenkins) to hold the first reading of the above ordinance. Amendment increases the petition fee to rezone a property from \$75 to \$150. PASSED, without negative vote.

**H. Consider 1<sup>st</sup> Reading of Amendment to Village Ordinance § 268-96.B.(2), Conditional Use Permit Fee:**

- MOTION (Jenkins/Mattoon) to hold the first reading of the above ordinance. Amendment increases the petition fee for a conditional use permit from \$75 to \$150. PASSED, without negative vote.

**I. Consider 1<sup>st</sup> Reading of Amendment to Village Ordinance § 268-95.B.(2), Variance Fee:**

- MOTION (Steinke/Mattoon) to hold the first reading of the above ordinance. Amendment increases the petition fee for a variance from \$75 to \$150. PASSED, without negative vote.

**J. Consider Appointments - Village Board Standing Committees, Plan Commission, Zoning Board of Appeals, Library Board: President Goodman appointed the following:**

**Finance & Personnel**

Chester Goodman, ex officio  
Tina Jacobson, Chairperson  
Wayne Steinke  
Dane Zook

**Parks & Recreation**

Chair Matt Mattoon, Chairperson  
Bob Jenkins  
Wayne Steinke

**Public Property & Health**

Karen Strasburg, Chairperson  
Bob Jenkins  
Dane Zook

**Public Safety**

Bob Jenkins, Chairperson  
Tina Jacobson  
Matt Mattoon

**Public Works/Streets & Sidewk**

Wayne Steinke, Chairperson  
Tina Jacobson  
Karen Strasburg

**Community & Economic Dev**

Dane Zook, Chairperson  
Karen Strasburg  
Matt Mattoon

**Plan Commission (3-year term appointment, commencing May 1, term expiring 2019)**

Tom Williamson  
Curt Strasburg

**Plan Commission (1-year term appointment, commencing May 1, term expiring 2017)**

Dane Zook, Village Board Rep

Zoning Board of Appeals appointment tabled.

- MOTION (Jenkins/Mattoon) confirming the above appointments. PASSED, without negative vote.

**K. Consider Resolution Designating Public Depositories & Authorizing Withdrawal of Village Moneys:**

- MOTION (Mattoon/Steinke) approving Resolution #2016-411A designating public depositories and authorizing withdrawal of village moneys. PASSED, roll call vote: Steinke-yes, Strasburg-yes, Wilhelm-yes, Goodman-yes, Jenkins-yes, Mattoon-yes.

**L. Administer Oath of Office to Newly Elected Trustees:** Clerk-Treasurer Renee Roemhild administered the oath of office to Village Trustees Karen Strasburg, Wayne Steinke and Dane Zook.

**16. Adjourn:**

- MOTION (Jenkins/Steinke) @ 9:30 p.m. PASSED, without negative vote.

Renee Roemhild, Clerk-Treasurer