

Village of Fall Creek
Notice of Regular Village Board Meeting
June 12, 2017

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: Village President Chester Goodman, Trustees Tina Jacobson, Bob Jenkins, Matt Mattoon, Wayne Steinke, Karen Strasburg, Dane Zook. Members Absent: None. Staff Present: Public Works Director Bryan Kaatz, Police Chief Chad Dachel, Clerk-Treasurer Renee Roemhild. Also Present: Auditor Don Stabenow, 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 and newspapers were notified.
5. **Adopt Agenda:**
 - MOTION (Steinke/Mattoon) to adopt the agenda as printed. PASSED, without negative vote.
6. **Act on Minutes**
 - MOTION (Mattoon/Jacobson) to approve the 4/25/17 Special Board, 5/3/17 Finance Committee, 5/8/17 Regular Board, 5/24/17 Finance Committee, & 6/9/17 Community & Economic Development Committee meeting minutes. PASSED, without negative vote.
7. **Citizen Input:** None.
8. **Correspondence:** A thank you from the library for use of the hall for their swing dance fundraiser was read. Numerous letters from various Fall Creek 7th grade students were read. These letters requested consideration of such things as construction of a swimming pool, a dog park, an additional baseball field, a bike trail, etc. The board members were pleased to have students involved in this way and said they would respond to the letters directly.
9. **Budget Comparison Report/Financial Considerations:**
 - MOTION (Zook/Mattoon) to approve the 5/31/17 Budget Comparison Report and the Clerk-Treasurer's Monthly Report. PASSED, roll call vote: Jacobson-yes, Jenkins-yes, Mattoon-yes, Steinke-yes, Strasburg-yes, Zook-yes, Goodman-yes.
10. **Consider Bills:**
 - MOTION (Zook/Mattoon) to approve bills #23593-23650, V17166-17202. PASSED, roll call vote: Jenkins-yes, Mattoon-yes, Steinke-yes, Strasburg-yes, Zook-yes, Goodman-yes, Jacobson-yes.
11. **Scheduled Speakers/Issues of Interest**
 - A. **Auditor Don Stabenow, Report on Audit for Year-Ended 12/31/2016:** Auditor Don Stabenow reviewed the year-end 2016 audit stating the financial condition of the village as a whole is solid. The General Fund ended the year with adequate fund balance. The Water & Sewer Funds struggle more but were helped out by the recording of the contributed capital from the TIF District's installation of utilities in 2016. A noticeable improvement was the loan refinancings that closed early in 2017 which will save substantial debt service interest in the future.
 - MOTION (Strasburg/Steinke) to accept the auditor's report. PASSED, without negative vote.
 - B. **Holly Hakes of REALiving, Offering Services for Employee Achievement Program:** Ms. Hakes reported on services her company can offer to help employees be their best. They specialize in services for emergency personnel, offering crisis support when desired. No action was taken at this point in the meeting but the Board addressed the subject later under item #14.B.2.

C. Chris Nelson, Request to Reinstate Expired Conditional Use Permit to Convert 1/3 of Building at 125 E Lincoln Avenue into a 2-Bedroom Apartment: A letter was read from Chris Nelson requesting extension of his conditional use permit.

- MOTION (Zook/Steinke) to allow a one-year extension setting the new expiration date at 6/13/18, allowing Mr. Nelson to convert 1/3 of his building at 125 E Lincoln Ave into a 2-bedroom apartment. PASSED, with Strasburg voting no.

For the courtesy of those waiting, the Board moved down the agenda to item 15.F.

15. General Business

F. Consider Lions Club Requests for Fun Fest, Including But Not Limited To:

1. Large Gathering or Assembly Application:

- MOTION (Mattoon/Steinke) to approve for 7/6/17-7/9/17. PASSED, without negative vote.

2. Use of Keller Park for Ball Tournament:

- MOTION (Mattoon/Steinke) to approve. PASSED, without negative vote.

3. Waiver of All Keller Park Fees:

- MOTION (Mattoon/Steinke) to allow the waiver of fees. PASSED, without negative vote.

4. Temporary Class B Fermented Malt or Alcoholic Beverage License:

- MOTION (Steinke/Mattoon) for 7/6/17-7/9/17. PASSED, without negative vote.

5. Bartender Operator Licenses:

- MOTION (Steinke/Mattoon) to grant temporary bartender/operator license to Fred Strasburg and Steve Mickelson. PASSED, without negative vote.

6. Fireworks Permit - Request Permission from Village President Then Referred to and Issued by Fire Chief: Village President gave permission and referred to Fire Chief Jamie Kaeding who approved the permit.

- MOTION (Steinke/Mattoon) to approve fireworks on 7/7/17 or 7/8/17. PASSED, without negative vote.

7. Extension of Park Hours:

- MOTION (Strasburg/Steinke) to approve request to extend park hours until 1:00 a.m. on 7/7/17/ and 7/8/17. PASSED, without negative vote.

8. Request for Mud Volleyball Set-up:

- MOTION (Steinke/Mattoon) to allow request. PASSED, without negative vote.

12. Police Department

A. Monthly Report: Police Chief Chad Dachel presented the monthly report for cases/calls for service.

B. Accept Resignation of Police Officer:

- MOTION (Steinke/Jacobson) accepting the resignation from full-time police officer of Tyler Geske effective June 3, 2017. Tyler will remain a part-time employee at this time. PASSED, without negative vote.

C. Consider Staffing of Department, Possible Hire: Chief Dachel reported he has been accepting applications for a full-time officer.

13. Public Works Department

A. Monthly Report: Public Works Director Bryan Kaatz presented the monthly report on the public works and utility departments.

B. Update re: Test Drilling for Possible Well #3: Director Kaatz reported the test drilling didn't go as well as hoped. As reported earlier, the water quality at site 3A was good, but there was not enough quantity. Site 3B did not have enough quantity either. This test was to combine both sites for 24 hours to see if quantity could be obtained without negatively impacting the water level. Only one wellhouse would be built, the other site would have a pitless adapter. Problems resulted at site 3B as the upper formation was collapsing and

the bottom of the hole was reported as "dirty". That resulted in the Village Engineer recommending a further test well (3C), closer to the good conditions that were obtained at site 3A.

- MOTION (Steinke/Zook) to continue with the additional test drill to see if another location will yield better results. PASSED, without negative vote.

C. Update re: Ditch Along RR Tracks/Bike Trail on CTH K: Director Kaatz reported they will dig out the ditch, reshape it, put in rock, emat & seed.

D. Consider Crack Sealing Specific Village Streets:

- MOTION (Jenkins/Mattoon) approving the bid of Fahrner Asphalt Sealers in the amount of \$5,225 to crack seal Adams and Jackson Avenues in the Crystal Creek Subdivision. PASSED, roll call vote: Mattoon-yes, Steinke-yes, Strasburg-yes, Zook-yes, Goodman-yes, Jacobson-yes, Jenkins-yes.

E. Review Sewer Compliance Maintenance Annual Report & Consider Related

Resolution: Director Kaatz reviewed the annual report for the Board.

- MOTION (Steinke/Mattoon) adopting RESOLUTION #2017-0612A accepting the compliance maintenance report for 2016. PASSED, roll call vote: Steinke-yes, Strasburg-yes, Zook-yes, Goodman-yes, Jacobson-yes, Jenkins-yes, Mattoon-yes.

The Board recessed at 8:50 p.m. and reconvened at 9:00 p.m.

14. Committee Related

A. Community & Economic Development

1. Update on Real Estate Letter: Committee Chairperson Dane Zook reported 41 letters were mailed to local realtors encouraging them to think of Fall Creek when working with clients looking for a new home.

2. Update & Discuss Newsletter: Zook reported on positive feedback regarding the first newsletter.

- MOTION (Strasburg/Steinke) to continue with the idea of a quarterly newsletter. PASSED, roll call vote: Strasburg-yes, Zook-yes, Goodman-yes, Jacobson-yes, Jenkins-yes, Mattoon-yes, Steinke-yes.

3. Discuss Events to Promote Keller Park as a Destination Venue: Zook stated the committee will continue to review ideas and will bring a report to the Board at a later date.

4. Discuss Welcome Baskets:

- MOTION (Steinke/Jacobson) to continue with the welcome basket preparation and distribution, allotting \$50 to be spent for this purpose. PASSED, roll call vote: Zook-yes, Goodman-yes, Jacobson-yes, Jenkins-yes, Mattoon-yes, Steinke-yes, Strasburg-yes.

5. Discuss Preparation & Strategy for Promoting Industrial Development:

Committee will research and put together informative packet.

6. Review Current Policy for Residential Development & Discuss Possible

Revisions to Ordinances re: Public Improvements Cost Sharing: Committee will research cost estimates for blacktop & utilities, will research policies and practices of other communities, and will come back with a report.

7. Discuss Procedure for Reviewing Meeting Items: Encouraged reviewing meeting items ahead of time.

B. Finance & Personnel

1. Consider Personnel Policy:

- MOTION (Zook/Strasburg) to accept the changes as discussed. PASSED, with Jenkins & Steinke voting no.

2. Consider EAP Program:

- MOTION (Mattoon/Steinke) to contract with REALiving at a cost of \$2000/year, beginning in 2018. PASSED, roll call vote: Goodman-yes, Jacobson-yes, Jenkins-yes, Mattoon-yes, Steinke-yes, Strasburg-yes, Zook-yes.

3. Consider Employee Annual Review Process:

- MOTION (Zook/Jacobson) approving the employee annual review process as presented. PASSED, with Jenkins voting no.

C. Parks & Recreation

1. Consider Solution for Nuisance Geese Population Affecting Village Parks:

- MOTION (Steinke/Mattoon) approving the purchase of 5 dog decoys at a cost of \$250. PASSED, roll call vote: Jacobson-yes, Jenkins-yes, Mattoon-yes, Steinke-yes, Strasburg-yes, Zook-yes, Goodman-yes.

2. Tree Replacements in Keller Park: Progress Update & Consider Program for Memorial Donations: Committee Chairperson Matt Mattoon reported on receiving a donation of \$500 from the Lions Club and a donation of a tree from John & Michelle Kuehn. The committee will research details on how to establish a program for memorial donations.

D. Public Property & Health

1. Consider Quote for Window Coverings in Village Hall: Committee Chairperson Karen Strasburg reported on a quote for blinds for the Clerk's Office. No action was taken.

E. Public Safety: No report.

F. Public Works & Streets/Sidewalks: No report.

15. General Business

A. Public Hearing re: Alcoholic Beverage License Applications: President Goodman opened the public hearing. There was no public comment, so the public hearing was closed.

B. Consider Alcohol Beverage License Applications:

- MOTION (Jenkins/Steinke) to grant the following licenses for the 2017/2018 license year. PASSED, without negative vote.

Combination Class B Beer & Liquor Retail License

(for the sale of fermented malt beverages AND intoxicating liquors for consumption on or off premises where sold)

- Chicken Chasers Bar & Grill LLC (Allan Roberts, President)
- James Gagnon (Big Jim's Sports Bar)
- Team Gizmo's LLC (Norma Dehnke)

Combination Class A Beer & Liquor Retail License

(for the sale of fermented malt beverages AND intoxicating liquors for consumption off premises where sold)

- Steven Schulz (Fall Mart)
- Korner Store, LLC (Pat Crownhart, Agent)

Class A Liquor Retail License

(for the sale of intoxicating liquors for consumption off premises where sold)

- Julia L. Richard (The Winking Owl)
- Kristi M. LaRosa (Kristi's Sweets & Treats LLC)

C. Consider Cigarette & Tobacco Products Retail License Applications:

- MOTION (Jenkins/Steinke) to grant a Cigarette & Tobacco Products Retail License for the 2017/2018 license year to Pat Crownhart (Korner Store LLC), Steven Schulz

(Fall Mart), and Team Gizmo's LLC (Gizmo's Bar & Grill). PASSED, without negative vote.

D. Consider Bartender Operator License Applications:

- MOTION (Steinke/Jacobson) to grant a bartender operator license for the 2017/2018 license year to Chelsea Bauer, Carrie D'Lamatter, Tamara Davis, Mary Kuehn, Tracy Larson, Michelle Tiller, Rachele Connell, Natalie Hellegers, Holly Herman, Terry Johnson, Shelby Lone, Janice Rouleau, Kelly Winn, Kenneth Christenson, Brenda Dowiasch, Diana Fox, Suzanne Hagedorn, Christine Johnson, Jean Knudtson, Renee Lange, Heather Pieper, Rachel Roberts, Louret Broecker, Staci Werdier, Michael Dehnke, Norma Dehnke, Tania Roberts. PASSED, without negative vote.

E. Consider Garbage & Refuse Hauler License Applications:

- MOTION (Jenkins/Jacobson) to grant a *Garbage Hauler's* license for the 2017/2018 license year for weekly residential or commercial garbage pickup to Advanced Disposal Services Solid Waste Midwest LLC and to grant a *Refuse Hauler's* license to Advanced Disposal Services Solid Waste Midwest LLC, Express Disposal, Cooley's Statewide Scrap & Salvage, and Johnson Roll-off Service. PASSED, without negative vote.

G. Capital Equipment/Repairs: Consider Hall Façade Project, Including Internal Transfer for Financing, Change Orders, and Contractor's Pay Request:

- MOTION (Mattoon/Jacobson) authorizing the transfer of \$30,000 from the Capital Projects Fund to Capital Equipment/Repairs to complete the needed funds for the hall façade project. PASSED, without negative vote.
- MOTION (Strasburg/Zook) approving Change Order #1 & #3 for an additional cost of \$300. PASSED, roll call vote: Jenkins-yes, Mattoon-yes, Steinke-yes, Strasburg-yes, Zook-yes, Goodman-yes, Jacobson-yes.
- MOTION (Mattoon/Steinke) approving the Contractor's Pay Request #2 in the amount of \$107,654, contingent upon installation of lights on the flag pole. PASSED, roll call vote: Mattoon-yes, Steinke-yes, Strasburg-yes, Zook-yes, Goodman-yes, Jacobson-yes, Jenkins-yes.

H. Consider Election Voting Equipment:

- MOTION (Jenkins/Mattoon) approving the purchase of the DS200 and Express Vote voting equipment from Election Systems & Software in the amount of \$8,078, a one-time purchase price that includes training and a table for the equipment. PASSED, roll call vote: Steinke-yes, Strasburg-yes, Zook-yes, Goodman-yes, Jacobson-yes, Jenkins-yes, Mattoon-yes.

I. Consider Request for Waiver of Residency Requirement:

- MOTION (Strasburg/Jacobson) granting the request of Clerk-Treasurer Renee Roemhild for a waiver of the residency requirement. PASSED, without negative vote.

J. Ordinances: Consider 2nd Reading & Possible Adoption of Amendment to §7-1 Board of Review:

- MOTION (Zook/Mattoon) to hold the second reading and to adopt the above ordinance, making it a part of the Code of the Village of Fall Creek. The amendment addresses procedures and requirements for oath by telephone or written statement, and the composition of the members of the Board of Review. PASSED, roll call vote: Strasburg-yes, Zook-yes, Goodman-yes, Jacobson-yes, Jenkins-yes, Mattoon-yes, Steinke-yes.

K. Ordinances: Consider 2nd Reading and Possible Adoption of Amendment to Amend §60-5 Officers & Employees, General Regulations:

- MOTION (Mattoon/Steinke) to hold the second reading and to adopt the above ordinance, making it a part of the Code of the Village of Fall Creek. The amendment

consolidates assessor liability with Chapter 7, Boards, Commissions and Committees, specifically § 7-1. Board of Review. PASSED, roll call vote: Zook-yes, Goodman-yes, Jacobson-yes, Jenkins-yes, Mattoon-yes, Steinke-yes, Strasburg-yes.

L. Consider Appointments: Blue Ribbon Community & Design Implementation Committee: President Goodman appointed Kevin Meinholz.

- MOTION (Jacobson/Strasburg) to approve the appointment. PASSED, without negative vote.

16. Adjourn:

- MOTION (Jacobson/Steinke) @ 10:28 p.m. PASSED, without negative vote.

Renee Roemhild, Clerk-Treasurer