

*Village of Fall Creek*  
*Minutes of Regular Village Board Meeting*  
*February 12, 2018*

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 Matt Mattoon, Wayne Steinke, Dane Zook. Members Absent: Trustee Tina Jacobson, Bob Jenkins, Karen Strasburg. Staff Present: Public Works Director Bryan Kaatz, Clerk-Treasurer Renee Roemhild. Also Present: 1 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 (Mattoon/Steinke) to adopt the agenda as printed. PASSED, without negative vote.
6. **Act on Minutes:**
  - MOTION (Mattoon/Steinke) to approve the 1/8/18 Parks & Rec Committee, 1/8/18 Regular Board, 1/17/18 Plan Commission, 1/17/18 Special Board, 1/31/18 Finance & Personnel Committee meeting minutes, as printed. PASSED, without negative vote.
7. **Citizen Input:** None.
8. **Correspondence:** President Goodman read an invitation to the Eagle Scout Court of Honor Ceremony for Bret Luedtke on March 17, along with a letter from Bret stating he is giving his leftover fundraising money for his eagle scout project in the amount of \$805.56 to the Village.
9. **Budget Comparison Report/Financial Considerations:**
  - MOTION (Mattoon/Steinke) to approve the 12/31/17 After Audit and the 1/31/18 Budget Comparison Reports and the Clerk-Treasurer's Monthly Report. PASSED, roll call vote: Mattoon-yes, Steinke-yes, Zook-yes, Goodman-yes.
10. **Consider Bills:**
  - MOTION (Zook/Mattoon) to accept the Check Register Report for payment of bills #24007-24066, V180017-180052. PASSED, roll call vote: Steinke-yes, Zook-yes, Goodman-yes, Mattoon-yes.
11. **Scheduled Speakers/Issues of Interest**
12. **Police Department**
  - A. **Monthly Report:** A written report from Police Chief Dachel was reviewed in his absence.
  - B. **Consider Capital Repair: Re-Routing Furnace Intake Pipes at Police Department:** Proposals were reviewed.
    - MOTION (Mattoon/Zook) approving the bid of Indoor Comfort at a cost not to exceed \$425, contingent upon verification of wording on bid. PASSED, Zook-yes, Goodman-yes, Mattoon-yes, Steinke-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 Well #3 & #4 Project, Including Contractor's Pay Request and Change Order:** Public Works Director Bryan Kaatz reported Sam's has finished drilling Well #4. The plan is to run both Well #3 & #4 each at a rate of 80 gpm, which will give us enough water. Water testing came back showing good nitrate results.

- MOTION (Mattoon/Zook) approving the pay request of Sam's Well Drilling in the amount of \$38,451.25. PASSED, roll call vote: Zook-yes, Goodman-yes, Mattoon-yes, Steinke-yes.
- MOTION (Steinke/Mattoon) approving Change Order #1 regarding a time extension. PASSED, roll call vote: Goodman-yes, Mattoon-yes, Steinke-yes, Zook-yes.

**C. Consider Quote for Village Hall Roof Repair:** Director Kaatz reported he checked references and got pictures of the membrane coating system from Miller's Roof Coatings. The Board requested he obtain a few more details.

- MOTION (Zook/Steinke) to table until have more info. PASSED, without negative vote.

**D. Establish Rate for PW Crew to Mow Private Property Due to Weed Ordinance:**

- MOTION (Mattoon/Steinke) to set the rate for the Public Works crew to mow private property at \$75 the first time each season and \$125 thereafter. PASSED, Mattoon-yes, Steinke-yes, Zook-yes, Goodman-yes.

**E. Consider Request for Training:**

- MOTION (Mattoon/Steinke) approving the request of Bryan Kaatz to attend the Wisconsin Rural Water Association Annual Technical Conference at the end of March. Cost is \$150 for the conference fee, plus lodging and meals. PASSED, roll call vote: Steinke-yes, Zook-yes, Goodman-yes, Mattoon-yes.

#### 14. Committee Related

**A. Community & Economic Development:** No report.

**B. Finance & Personnel**

**1. Consider Village's Policy re: Employee Child-Rearing Leave:**

- MOTION (Steinke/Mattoon) approving the Committee's recommendation to adopt the Employee Child-Rearing Leave Policy & put it in the Personnel Policy. PASSED, without negative vote.

**2. Consider Village's Policy re: Overtime/Hours Worked over Scheduled:**

- MOTION (Mattoon/Steinke) to not change the definition of overtime; to keep the standard understanding of over 40 hours per week or 80 hours in a two-week period for the Police Department. PASSED, without negative vote.
- MOTION (Mattoon/Steinke) to amend the Personnel Policy to read that comp-time may be accumulated up to 40 hours. PASSED, without negative vote.

**3. Consider Village's Policy re: Employee Disciplinary Procedures:**

- MOTION (Steinke/Zook) to add the following paragraphs to the Personnel Policy and to distribute copies of the revised Personnel Policy to all employees.

**Grievance Procedure:** Employees should first discuss complaints or questions with their immediate supervisor. If a resolution cannot be obtained, the steps as outlined in the *Discipline and Grievance Procedure* shall be followed. A copy of the *Discipline and Grievance Procedure* as adopted by the Village Board on 9/12/11 may be obtained from the Village Clerk.

**Police Department:** Any discipline of police personnel (after the probationary period has been fulfilled) related to suspension, reduction in rank, or removal will be handled through the Police Committee following the procedures outlined in Wisconsin Statutes §62.13(5).

PASSED, without negative vote.

**C. Parks & Recreation**

**1. Consider Plan for Tree Replacement at Keller Park:**

- MOTION (Steinke/Zook) approving the quote from Schaefer Tree Removal for removing trees in Keller Park at a cost not to exceed \$2,195. The wood will be

hauled to Kyle Schiefelbein's as is cannot leave the County. PASSED, roll call vote: Zook-yes, Goodman-yes, Mattoon-yes, Steinke-yes.

2. **Consider EAB Plan re: Trees in Village Boulevards:** Committee Chairperson Matt Mattoon reported Rita Koch (forestry teacher at Vermillion College in Ely, MN) again helped the Village out by surveying and identifying ash trees in the village boulevards. There are 11 such trees. No trees are showing signs of infection of EAB at this time.

- MOTION (Steinke/Zook) to draft a letter and bring it back before the Board for approval. This letter will be sent to the affected property owners making them aware of Emerald Ash Borer and the Village's plan for dealing with it. PASSED, without negative vote.

#### **D. Public Property & Health**

1. **Update on Christmas Decorations for Street Lights:** Public Works Director Bryan Kaatz updated the Board on research and progress on the project so far. Estimated project cost is approximately \$5,500. The Fall Creek Area Foundation and the Lion's Club have stated they may be willing to help with this project. There will be a meeting to decide more particulars after Trustee Karen Strasburg returns from vacation.

#### **15. General Business**

- A. **Move to Convene in Closed Session Per Wis. Stat. 19.85(1)(g) Conferring with Legal Counsel for the Governmental Body Who is Rendering Oral or Written Advice Concerning Strategy to be Adopted by the Body with Respect to Litigation in Which it is or is Likely to Become Involved, Specifically, Claim Relating to Train Accident. At the End of the Closed Session, the Board Will be Going into Open Session to Conduct Further Business.**

- MOTION (Mattoon/Steinke) @ 8:15 p.m. and to invite Attorney Fred Morris and Clerk-Treasurer Renee Roemhild into the closed session. PASSED, roll call vote: Goodman-yes, Mattoon-yes, Steinke-yes, Zook-yes.

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

- MOTION (Mattoon/Steinke) @ 8:30 p.m. to return to open session. PASSED, roll call vote: Mattoon-yes, Steinke-yes, Zook-yes, Goodman-yes.
- MOTION (Steinke/Zook) to allow legal counsel to further investigate the claim. PASSED, without negative vote.

#### **16. Adjourn:**

MOTION (Zook/Steinke) @ 9:31 p.m. PASSED, without negative vote.

Renee Roemhild, Clerk-Treasurer