

*Village of Fall Creek*  
*Minutes of Finance & Personnel Committee Meeting*  
*January 23, 2020*

1. **Call to Order:** 6:30 p.m., Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek
2. **Roll Call:** Members Present: President Tim Raap, Joyce Aldrich, Matt Mattoon, Dane Zook. Members Absent: None. Also Present: Trustee Karen Strasburg. Staff Present: Police Chief Chad Dachel, Public Works Crew Jamie Kaeding & Josh Kaeding, Deputy Clerk Joan Drehmel. Also Present: Heidi Boxx and Josh Boxx of Boxx Sanitation, Mark Vinal of Advanced Disposal, Kurt Redfern of Express Disposal, and 7 citizens.
3. **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.
4. **Adopt Agenda:**
  - MOTION (Zook/Aldrich) to adopt the agenda as printed. PASSED, without negative vote.
5. **Meeting with Garbage Hauler's Regarding Process for Municipal Garbage Services:** President Raap recapped the findings that resulted in the Board's decision to have a single garbage hauler with the Village administering the billing for the service. In order to have time to research this option, the Village extended the contract with Advanced Disposal for one year, with the intent to meet again with the garbage haulers to get a clear idea of options for the bid documents.

The Committee commented on questions and concerns they have heard from the public in regards to this switch.

The representatives from the garbage services discussed things to consider on the bid specs including size of container for garbage and recycling, establishing a schedule, term of contract, house count, inclusion of new construction during the year, use of automated trucks and where the bins will be located for pick up, keeping options simple to keep costs down. President Raap thanked them for their input.

  - MOTION (Zook/Aldrich) recommending using the information gathered to work on the bid specs at a future committee meeting. PASSED, without negative vote.
6. **Consider Public Works Director/Village Administrator Position, Including Review of Applications Received To-Date:** President Raap noted the deadline for the applications is January 24, 2020, and the committee currently has 5 applications to review. He reminded committee members to keep the copies of the applications private. He didn't expect a result from this meeting but would like to discuss the job description. He also asked for feedback from the Public Works Department. Jamie Kaeding said they were concerned about how much time would be designated towards the public works department and how the workload would be divided. They do not prefer temporary help to take up the slack.

Chief Dachel asked how the Village came to the decision to advertise for a public works director/administrator, and if there was a need for an administrator. He would like to be included in the discussion to know how this will affect the police department's budget and management.

President Raap said the committee felt an administrator would benefit the Village in areas like current financial constraints, economic development, grants for capital projects and residential developments, and the day-to-day management of departments.

Trustee Zook commented it was not the intent of the committee to alienate any department. He felt a small municipality would benefit from an administrator with federal, state and local reports and requirements that come up like the recent DNR lead and copper project.

Chief Dachel questioned the administrator's role in economic development. Trustee Zook commented that it isn't a simple matter to get businesses in the industrial park. There are numerous steps to go through and the process requires knowledge that the Village does not have on its own.

President Raap had contacted the League of WI Municipalities who has a free human resources service that also suggested considering an administrator. President Raap felt an administrator would help address the more complex financial issues the Village will be faced with. The public works department workload will be a big part of the job and their input is appreciated in establishing it. Another committee meeting will be required to further the process.

- MOTION (Zook/Aldrich) to table the agenda item. PASSED, without negative vote.

7. **Consider Amendment to Personnel Policy #6 Performance Evaluation:** The personnel policy does not currently reference specific details of the Performance Evaluation, and President Raap asked that it be added in. The added verbiage explains the process and deadlines, and states that completed performance evaluations will be forwarded to the Finance & Personnel Committee for review. He explained the process is an opportunity for the employee to show how they have reached personal goals and progressed in their position. It was not intended to be strictly used for consideration of raises. Chief Dachel suggested rewording some of it to better fit each department. President Raap said employees could bring suggestions to a committee member to be considered for discussion.

- MOTION (Mattoon/Zook) to recommend including the additional verbiage regarding the performance evaluation into the personnel policy. PASSED, without negative vote.

8. **Consider Amendment to Personnel Policy #20.H. Education/Training:** The personnel policy currently states:

Therefore if the Village incurs costs over \$100 for the employee's training, and the employee does not remain in their position for at least one year from the date of the training, the employee shall reimburse the Village for the total costs on a prorated basis, determined by the number of days employed following training.

This was originally written into the policy because the Village was incurring expenses for employee training and then the employee left for a job elsewhere. It became an issue after the recent resignation by an employee who had worked for the Village for 11 years. The Committee felt the policy should be amended to give consideration for long-term service.

- MOTION (Zook/Mattoon) to rescind the training invoice issued to Bryan Kaatz. The Committee will meet again to consider amending the policy regarding #20.H. Education/Training. PASSED, without negative vote.

9. **Consider Request for Clarification on Process to be Followed When Someone Requests an Item Be Placed on Agenda:** This was referred to committee from the 12/9/19 Regular Board Meeting. The Clerk-Treasurer asked for clarification so that she knows what items should go to the department for explanation, or on an agenda at the committee or board level for consideration. Committee discussed how requests come in, whether it goes to board first and then is referred to committee, and a cut-off date for items to be added to an agenda.

- MOTION (Zook/Mattoon) to recommend establishing a cut-off date for items to be added to the agenda 2 days before a committee meeting, and by Wednesday of the week before the regular board meeting. PASSED, without negative vote.

10. **Adjourn:**

- MOTION (Zook/Mattoon) @ 8:19 p.m. PASSED, without negative vote.

Joan Drehmel, Deputy Clerk