

Village of Fall Creek
Minutes of Regular Village Board Meeting
April 16, 2020

1. **Call to Order:** 6:45 p.m., virtual meeting at Zoom.us & physical meeting at Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek
2. **Pledge to Flag**
3. **Roll Call:** Members Present: Village President Tim Raap, Trustees Joyce Aldrich, Bob Jenkins, Sheena Kaatz, Matt Mattoon, Karen Strasburg, Dane Zook. Members Absent: None. Staff Present: Police Chief Chad Dachel, Public Works Crew Jamie Kaeding, Clerk-Treasurer Renee Roemhild. Also Present: 2 citizens.
4. **Certify Open Meeting Law Requirements Have Been Met:** A notice of the meeting and an agenda (including instructions if wishing to attend the virtual meeting) was posted at the three public places and local newspapers were notified.
5. **Adopt Agenda:**
 - MOTION (Mattoon/Aldrich) to adopt the agenda. PASSED, without negative vote.
6. **Act on Minutes:**
 - MOTION (Zook/Mattoon) to approve the 3/9/20 Finance & Personnel Committee and the 3/9/20 Regular Village Board meeting minutes. PASSED, without negative vote.
7. **Citizen Input:** Jamie Kaeding spoke as a citizen giving his opinion that the candidate who won the 4th most votes at the election should be considered to fill the upcoming vacancy in the Village Trustee position.
8. **Correspondence:** President Raap read a thank you from Tasha Newton, the Elementary School Art teacher, for allowing them to use Village Hall for their annual Art Show.
9. **Budget Comparison Report/Financial Considerations:**
 - MOTION (Mattoon/Zook) to approve the 3/31/20 Budget Comparison Report and the Clerk-Treasurer's monthly report. PASSED, without negative vote.
10. **Consider Bills:**
 - MOTION (Mattoon/Zook) to accept the Check Register Report for payment of bills #25340-25376, CC2025-2033, V20078-20106. PASSED, roll call vote: Jenkins-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Zook-yes, Aldrich-yes.
11. **Scheduled Speakers/Issues of Interest:** None.
12. **Police Department**
 - A. **Monthly Report:** Police Chief Chad Dachel presented the monthly report of cases/calls for service.
13. **Public Works Department**
 - A. **Monthly Report:** Public Works Crew Member Jamie Kaeding presented the monthly report regarding public works and utility departments.
 - B. **Consider Old Village Sirens:**
 - a. **Consider Update to Siren at Old WWTP:** Kaeding reported the new larger, more technologically advanced siren installed in 2018 provides better sound range than both the old sirens combined. At the time of installation of the new, a decision was made to continue to use the old siren at the WWTP only until it deteriorated to the point of requiring extensive repair. It is now at that stage. Estimated cost for parts and installation of the needed radio control unit is \$2970.
 - b. **Consider Removal of Pole & Siren at Old Well #2:** Kaeding presented a quote from Emergency Communications System for the removal of the pole & siren at old Well #2 in the amount of \$995. He stated the public works crew felt they could do the removal themselves.
 - MOTION (Zook/Kaatz) to not proceed with the repair of the old siren at the WWTP and to not contract out for removal of the pole & siren at Well #2. PASSED, without negative vote.

- C. Consider Work at Well #1 re: Removing Caustic Buildup on Main Pipe:** Kaeding reported caustic buildup in the main pipe bringing water from the well is building up with caustic and restricting the flow. This is a normal thing that happens there as the water at Well #1 is very hard.
- MOTION (Mattoon/Kaatz) to accept the bid from CTW Corporation in the amount of \$1600 to chemically clean out the pipe. PASSED, roll call vote: Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Zook-yes, Aldrich-yes, Jenkins-yes.
- D. Discuss Condition of Kopplin Road:** Kaeding reported there are issues with the condition of the roadway on Kopplin Road.
- a) the 1st quarter mile of the section of road shared with the Town of Lincoln (the section maintained by the Village): both sides have deteriorated badly, and
 - b) the northern most part of Kopplin Road (owned entirely by Town of Lincoln): has been damaged from dump truck use when hauling for the Village's McKinley Avenue project.
- a) MOTION (Aldrich/Jenkins) to research the cost of repairing the Village section of the road. PASSED, without negative vote.
 - b) Tabled until the research from a) above can be completed. Will then have info regarding which paving company will be doing the work. Also, since the dump truck traffic will start again this spring when construction work for finishing phase 2 of the McKinley Avenue project begins, it would be best to wait until that work is completed to assess the damages.
- E. Set Date for Spring Cleanup Days:**
- MOTION (Zook/Aldrich) to designate the week of April 27-May 1 as spring cleanup days. Residents should put brush on the boulevard and the public works crew will get to it as they are able. PASSED, without negative vote.

14. Committee Related

A. Community & Economic Development: No report.

B. Finance & Personnel

a. Consider Ordinances Re: Solid Waste/Garbage Collection:

- MOTION (Zook/Mattoon) to hold the first reading of above ordinance. PASSED, without negative vote.

b. Consider Ordinances re: §1-20 General Provisions, Citations, Schedule of Deposits:

- MOTION (Zook/Mattoon) to hold the first reading of above ordinance. PASSED, without negative vote.

c. Consider Request for Capital Purchase:

- MOTION (Strasburg/Aldrich) approving request to replace flooring in the police department at a cost not to exceed \$800. PASSED, roll call vote: Mattoon-yes, Raap-yes, Strasburg-yes, Zook-yes, Aldrich-yes, Jenkins-yes, Kaatz-yes.

d. Consider Legalities for Making Employment Positions Salary vs Hourly:

- MOTION (Mattoon/Aldrich) to pursue whatever is needed to amend the Village's employee compensation policy to allow for salaried positions. PASSED, without negative vote.

e. Consider Candidate Notification Letter: Raap reported a letter had been drafted to send to candidates we did not extend an employment offer to.

f. Consider Debt Service, Including Possible Capital Project & Loan Applications:

Raap reported on recommendations from the Finance & Personnel Committee meeting.

i. Sewer Fund: Loan #2017090-WWTP Utility Revenue

1. Consider Extra Annual Payment per 12/4/17 & 12/11/17 Minutes & Resolutions #2016-1010B & 2017-1211A

2. Consider Application for Refinancing to GO Debt:

- MOTION (Mattoon/Zook) regarding items #1&2 above: to use the budgeted money for the extra annual payment on loan #2017090 to reduce the principal balance and to

make application to the State Trust Fund Loan Program (STFLP) to refinance the remaining balance of \$300,000 for a term of 5 years at an interest rate of 2.5%. PASSED, roll call vote: Raap-yes, Strasburg-yes, Zook-yes, Aldrich-yes, Jenkins-yes, Kaatz-yes, Mattoon-yes.

- ii. **General Fund: Consider New Debt, Including Possible Capital Project:** In order to do the refinancing through the STFLP, they require new debt as well. Projects that have been listed on the Capital Equipment/Repairs Plan were reviewed.
 - MOTION (Strasburg/Mattoon) to apply for a new loan through the STFLP for a 5-year term at 2.5% interest for the purpose of paving projects, granting discretion to the Village President to determine any details necessary in order for the loan application to be filed as soon as possible so as to not lose the interest rate. The specific paving projects will be defined at a later meeting, unless the Village President needs to make the decision in order to get the loan application started. PASSED, roll call vote: Strasburg-yes, Zook-yes, Aldrich-yes, Jenkins-no, Kaatz-yes, Mattoon-yes, Raap-yes.
- iii. **Water Fund: Consider Payoff/Paydown of Various Loans:**
 - 1. **Loan #2017084-WF Share Liberty Street**
 - 2. **Loan #2017087-WF Share State Street**
 - 3. **Loan #2017083-WF Share Hwy 12**
 - MOTION (Zook/Aldrich) stating that at this time we are not going to consider refinancing these Water Fund loans. When the audit is complete giving us a better understanding of the Water Fund's financial resources, the item will be reintroduced if the loan interest rates are still low. PASSED, without negative vote.
- iv. **Tax Increment Financing Funds: Consider Refinancing:**
 - 1. **Loan #2017089-TID #2 Business Park East, Industrial Land, Site Prep, Ancillary Project Expenses:**
 - MOTION (Zook/Aldrich) to decline consideration of refinancing at this time, as it is not in the best interest of the Village to give up more G.O. debt capacity. PASSED, without negative vote.

C. Parks & Recreation

- a. **Consider Lighting at Keller Park Horseshoe Pits:** Parks & Rec Committee Chairperson Matt Mattoon presented several bids for replacing the lighting for the horseshoe pits at Keller Park.
 - MOTION (Zook/Kaatz) to accept the bid from B&B Electric in the amount of \$3450 to be taken out of the Capital Equipment/Repairs Fund. PASSED, roll call vote: Jenkins-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Zook-yes, Aldrich-yes.

D. Public Property & Health: No report.

E. Public Safety: Committee Chairperson Bob Jenkins reported he had discussions with the Village President during the month, requesting he use his authority with the emergency proclamation to authorize the Police Chief to begin advertising for an upcoming police officer vacancy.

F. Public Works & Streets/Sidewalks: No update but will be having a meeting soon for some pending items.

15. General Business

A. Consider 2nd Reading & Adoption of Amendments to Village Ordinances

a. Chapter 184 Nuisances:

- MOTION (Kaatz/Mattoon) to hold the second reading of above ordinance and to adopt it in its entirety, adding it to the Code of the Village of Fall Creek. PASSED, roll call vote: Zook-yes, Aldrich-yes, Jenkins-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes.

b. Chapter 199 Peace and Good Order:

- MOTION (Zook/Mattoon) to hold the second reading of above ordinance and to adopt it in its entirety, adding it to the Code of the Village of Fall Creek. PASSED, roll call vote: Aldrich-yes, Jenkins-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Zook-yes.

B. Consider 1st Reading of Village Ordinances

- a. **Chapter 223 Solid Waste:** Handled under agenda item 14.b.a.
- b. **§1-20 General Provisions, Citations, Schedule of Deposits:** Handled under agenda item 14.B.b.

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

- MOTION (Zook/Aldrich) to adopt RESOLUTION #2020-0416A designating public depositories and authorizing withdrawal of Village moneys. PASSED, roll call vote: Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Zook-yes, Aldrich-yes, Jenkins-yes.

D. Acknowledge Receipt of Resignation of Village Board Trustee: With the results of the recent election, Trustee Sheena Kaatz won a seat on the Village Board for a two-year term. She cannot hold two seats, therefore has submitted a resignation letter for the replacement position she was appointed to on 2/3/20. Resignation effective date is 11:59 p.m. on April 20th.

E. Consider Filling Vacancy for Village Board Trustee:

- MOTION (Aldrich/Strasburg) nominating Kelli Corbin for Village Trustee to fill the remainder of the term Sheena Kaatz just resigned from. Term commences 4/21/20 and expires 4/19/21. No other nominations given. PASSED, roll call vote: Mattoon-yes, Raap-yes, Strasburg-yes, Zook-abstain, Aldrich-yes, Jenkin-yes, Kaatz-yes.

F. Administer Oath of Office to Newly Elected & Newly Appointed Board Members: The oath of office was administered in the Clerk's Office earlier so it could be done in person.

G. Consider Appointments to Standing Committees, Special Committees: President Raap appointed the following:

Village Board Standing Committees

Community & Economic Dev

Karen Strasburg, Chairperson
Kelli Corbin
Sheena Kaatz

Finance & Personnel

Tim Raap, ex officio Chair
Matt Mattoon, Vice Chair
Joyce Aldrich
Sheena Kaatz

Parks & Recreation

Matt Mattoon, Chairperson
Bob Jenkins
Joyce Aldrich

Public Property & Health

Karen Strasburg, Chairperson
Bob Jenkins
Kelli Corbin

Public Safety

Bob Jenkins, Chairperson
Matt Mattoon
Karen Strasburg

Public Works/Streets & Sidewalk

Joyce Aldrich, Chairperson
Sheena Kaatz
Kelli Corbin

Other Committees

**Plan Commission
(3-year terms)**

Dale Reetz
Tom Williamson

**Plan Commission
Village Board Representative
(1-year term)**

Kelli Corbin

**FC Area Fire District
(3-year term)**

Norm Brunkow

**Zoning Bd of Appeals
(3-year term)**

Dale Reetz
Gwen Hoekstra

**Zoning Bd of Appeals
Alternates
(3-year term)**

Kevin Dallas
Val Beranek Callahan

**Police Committee
(5-year terms)**

Jeff Cipriano

MOTION (Mattoon/Aldrich) approving the appointments. PASSED, without negative vote.

16. Adjourn:

- MOTION (Jenkins/Mattoon) @ 9:20 p.m. PASSED, without negative vote.

Renee Roemhild, Clerk-Treasurer