

Village of Fall Creek
Minutes of Regular Village Board Meeting
May 11, 2020

1. **Call to Order:** 6:34 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, Kelli Corbin, Sheena Kaatz, Matt Mattoon, Karen Strasburg. Members Arriving Later: Trustee Bob Jenkins. Staff Present: Police Chief Chad Dachel, Public Works Crew Jamie Kaeding, Clerk-Treasurer Renee Roemhild. Also Present: 6 citizens. Those noted in attendance include those attending via the virtual meeting. The number present on-site did not go over the Governor's regulation to limit gatherings to no more than 10 persons.
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/Kaatz) to adopt the agenda. PASSED, without negative vote.
6. **Act on Minutes:**
 - MOTION (Mattoon/Aldrich) to approve the 3/18/20 Public Safety Committee, 3/19/20 Special Board, 3/23/20 Special Board, 4/16/20 Finance & Personnel Committee, 4/16/20 Regular Village Board, and 4/21/20 Public Safety Committee meeting minutes. PASSED, without negative vote. Trustee Bob Jenkins arrived at 6:38 p.m.
7. **Citizen Input:** Tanya Roberts spoke stating the library is now starting limited curbside service. They have received very detailed instructions from the Department of Public Instruction as to how to do that. Also, the DPI has given them a step-by-step plan on how to "open up" when the Governor's safer-at-home order expires. She expects it will be into summer before the Library is at full service. Roberts requested the Board proceed with caution when determining their plan for "re-opening" events for the Village.
8. **Correspondence:** President Raap read correspondence requesting Village assistance for a food drive & soliciting donations for local business donations, and read responses from residents regarding the survey in the newsletter.
9. **Budget Comparison Report/Financial Considerations:**
 - MOTION (Mattoon/Kaatz) to approve the 4/30/20 Budget Comparison Report and the Clerk-Treasurer's monthly report. PASSED, roll call vote: Corbin-yes, Jenkins-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aldrich-yes.
10. **Consider Bills:**
 - MOTION (Mattoon/Zook) to accept the Check Register Report for payment of bills #25377-25432, CC2025-2037, RDS 1017, RDW 1018, V20107-20153. PASSED, roll call vote: Jenkins-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aldrich-yes, Corbin-yes.
11. **Scheduled Speakers/Issues of Interest:** None.
 - A. **Consider Request of Suzette Hanson Jackson re: Special Assessment Financing for Additional Work on the McKinley Avenue Project:** Suzette and Robert Jackson addressed the Board stating stormwater runoff from a neighboring property has resulted in safety issues and created damage to their home. Explaining the problem could be solved by an adjustment in the grade of their driveway, to channel the water away from their home, they requested the Board allow the replacement of their driveway be added to the McKinley Avenue project. They were not seeking the Village pay any portion of the cost, but rather requested help in financing the cost by allowing it to be special assessed.

- MOTION (Mattoon/Corbin) due to the extenuating circumstances that perhaps the approval of the neighbor's building permit could have better ensured that stormwater not run onto another's property, to allow the means of special assessments for financing the replacement of the driveway, pending legal confirmation this is an acceptable use of special assessments. PASSED, roll call vote: Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aldrich-yes, Corbin-yes, Jenkins-yes.

12. Police Department

- A. Monthly Report:** Police Chief Chad Dachel presented the monthly report of cases/calls for service.
- B. Consider Waiver of Training Reimbursement & Employment Agreement Stipulations:** Chief Dachel stated Officer Tyler Geske turned in his resignation. Dachel asked the Board to waive certain requirements listed in the personnel policy and the employment agreement because Officer Geske worked for the Village prior to this position (both in a full-time and part-time capacity).
- MOTION (Kaatz/Aldrich) to waive the requirements set out in the personnel policy and the employment agreement for Tyler Geske, based on his combined years of service. PASSED, roll call vote: Mattoon-yes, Raap-yes, Strasburg-yes, Aldrich-yes, Corbin-yes, Jenkins-yes, Kaatz-yes.
- C. Consider Bartender Operator License Application:**
- MOTION (Mattoon/Aldrich) granting a bartender operator license application for the remainder of the 2019/2020 license year to Sebastian Beilke. PASSED, without negative vote.

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 RD Projects (McKinley, Klingbeil Lift Station, Painting Water Tower), Including Contractor Pay Requests:**
- MOTION (Mattoon/Aldrich) to pay Winona Mechanical for pay request #1 for the Klingbeil Lift Station project in the amount of \$19,175.75. Roll call vote: Raap-yes, Strasburg-yes, Aldrich-yes, Corbin-yes, Jenkins-yes, Kaatz-yes, Mattoon-yes.
- C. Discuss Condition of Kopplin Road**
- a. Portion of East/West Road That's Shared with Town of Lincoln-Consider Resurfacing:** Raap explained the Village border splits the section of Kopplin road that runs east/west; Village owning the south traffic lane, Town of Lincoln owning the north traffic lane. For clarity of maintenance purposes because it's difficult to maintain only one "lane", an agreement was made years ago designating maintenance of the west section of both lanes to the Village, the east section of both lanes to the Town of Lincoln. Kaeding reported the west section of the road has deteriorated past the ability to patch. It has become a safety issue; the shoulders are crumbling. Proposals for reconstruction have been requested, but not all bids have been received yet. No action, at this time.
- b. Portion of North/South Road Owned by Town of Lincoln-Consider Damage:** Last meeting, a letter was read from Lincoln Town Chairman Bob Dewitz stating the dump trucks hauling for the Village's McKinley Avenue reconstruction project damaged the southerly part of Kopplin road that runs north/south. Kaeding reported on discussions with Chairman Dewitz, relaying that if the Village hires a contractor as discussed in the agenda item above, perhaps the Town of Lincoln would do something to their portion of the shared road as well, requesting the Village pay part of that cost in reimbursement for this damage. Otherwise, the Town of Lincoln could make the repairs and bill the Village. Kaeding felt it best to wait for action on this agenda item, until more is decided regarding the above agenda item.

14. Committee Related

- A. Community & Economic Development**

- a. **Point of Information-Spring Newsletter Went Out:** Newspaper went out the beginning of May.
- b. **Point of Information-Preparation of Next Newsletter:** Committee Chairperson Karen Strasburg requested submittal of ideas or articles.

B. Finance & Personnel

- a. **Consider Extension of Emergency Declaration/Proclamation re COVID-19:**
 - MOTION (Strasburg/Mattoon) to extend the date of the state of emergency within the Village of Fall Creek until 11:59 p.m. on June 8th. PASSED, roll call vote: Strasburg-yes, Aldrich-yes, Corbin-yes, Jenkins-yes, Kaatz-yes, Mattoon-yes, Raap-yes.
- b. **Consider Administrator/Public Works Position Including, But Not Limited To, Job Description, Advertisement, Hiring Process:** Raap reviewed the process leading up to this point. Applications for a Public Works Director/Administrator position were received until late January, with candidates being interviewed in February. In reviewing the needs of the Village at a special board meeting in March, the Village Board decided it would be more beneficial to the Village to rework the job description to reflect a heavier emphasis on the Administrator duties; such as grant writing, economic development, TIF administration, strategic financial planning, etc. Outsourcing for these needs has become too costly, and in some cases, opportunities that could have been beneficial for the Village have been missed.

It meant going back to the drawing board, doing more research and contacting other municipalities to get examples of duties. A draft job description was developed, and then forwarded on to Lisa Bergerson, an HR legal consultant from the League of Wisconsin Municipalities Mutual Insurance. This was a free service being offered to clients for the first time. The Finance & Personnel Committee met after receiving a response back from Ms. Bergerson consisting of three documents: a job posting, job description, and recruitment flyer. The committee reviewed the documents, made some changes, and is now recommending the Board proceed with listing the position. Raap reported the HR lawyer also provided recommendations on places to advertise the job opportunity. Discussion took place regarding the starting salary.

- MOTION (Raap/Aldrich) to move ahead with the Administrator/Public Works Director position, accepting the recommendations of the Finance & Personnel Committee and posting the position at the recommended places. Posting to list a starting salary range of \$65,000-\$75,000. PASSED, voice vote with Jenkins voting no.
- c. **Consider Bequeaths from Amandus E. Ziemann and Robert D. Ziemann:** Raap reported the Village received notice of a generous bequeath from Amandus Ziemann and Robert Ziemann. He read the portion of the will outlining what the money should be spent on: capital improvements such as mill dam repair, Keller Park, Library or Senior Citizen's building.
 - MOTION (Kaatz/Mattoon) to fill out paperwork for a disbursement of the funds, get it in the Village account, and later have the discussions on how to spend the money in a way that will honor the wishes stated. PASSED, roll call vote: Aldrich-yes, Corbin-yes, Jenkins-no, Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes.
- d. **Consider Specific Paving Projects re: State Trust Fund Loan for New Money:** Raap reviewed the estimates that have been received to-date for paving projects. Projects being considered include: parking lot at Keller Park, parking lot at Village Hall, village-owned parking lot at the post office, some paving projects at Keller Park such as the tennis courts, basketball court, etc. These projects have been on the Village's Capital Equipment/Repair Plan for many years. A project recently added into the considerations is paving of Kopplin Road.

- MOTION (Raap/Mattoon) to designate the scope of the projects as Keller Park parking lot, Village Hall parking lot, post office parking lot. If we run into any problems that may delay part of those projects, to add the paving of Kopplin road into the scope instead. PASSED, voice vote with Aldrich and Jenkins voting nay.
 - e. **Consider State Trust Fund Loan Applications and Resolutions Pertaining to Such**
 - i. **Borrowing \$80,000 for Resurfacing of Roadways, Parking Lots and Park Projects:** Raap reviewed the strategies discussed at the March & April Finance & Personnel Committee meetings and the Village Board meetings, stating this new money will be used for necessary projects, as described above.
 - MOTION (Mattoon/Kaatz) to adopt RESOLUTION #2020-0511A regarding a State Trust Fund Loan application in the amount of \$80,000 for the purpose of financing resurfacing of roadways, parking lots and park projects. The loan is for a 5-year term at an interest rate of 2.5%. PASSED, roll call vote: Corbin-yes, Jenkins-no, Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aldrich-yes.
 - ii. **Borrowing \$300,000 for Partial Refinancing of BCPL Loan #020170190:** Raap reported due to using funds to reduce the loan amount and refinancing the balance for a shorter term at a lower rate, the Village will save approximately \$60,000 in interest costs over the life of the loan.
 - MOTION (Mattoon/Strasburg) to adopt RESOLUTION #2020-0511B regarding a State Trust Fund Loan application in the amount of \$300,000 for the purpose of partially refinancing BCPL Loan #020170190. The loan is for a 5-year term at an interest rate of 2.5%. PASSED, roll call vote: Jenkins-no, Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aldrich-yes, Corbin-yes.
 - f. **Consider Reduction in Alcohol Beverage Licensing Fees in Response to COVID-19 Pandemic:**
 - MOTION (Kaatz/Aldrich) due to the hardship placed on business owners from Covid-19, to accept the recommendation of the Finance & Personnel Committee to reduce the alcohol beverage licensing fees to the minimum allowed by the State for the upcoming license year (July 1, 2020 to June 30,2021). PASSED, without negative vote.
 - g. **Consider Payroll Timecard Software:** Raap reported on the efficiencies discussed at the Finance & Personnel Committee meeting regarding electronic software for payroll time recording: savings in personnel costs to analyze & enter timecards, as well as savings in supply costs for timecard stock and replacement of timeclock hardware.
 - MOTION (Mattoon/Corbin) accepting the bid of TimeClock Plus in the amount of \$813 for licensing, activation, and support services for electronic payroll timecard software. PASSED, roll call vote: Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aldrich-no, Corbin-yes, Jenkins-no.
 - h. **Consider Limitations on Employee Overtime:** Raap reported on discussions at the Finance & Personnel Committee wanting to see if there are ways to improve the procedure, to check with other municipalities as to their policies. No action other than a general recommendation to move forward with research and discussion.
- C. **Parks & Recreation:** No report.
- D. **Public Property & Health:** No report.
- E. **Public Safety**
- a. **Consider Police Department Staffing:** Committee Chairperson Bob Jenkins reported on the recent committee meeting and stated they will be conducting interviews for a full-time police officer next week.
- F. **Public Works & Streets/Sidewalks:** Committee Chairperson Joyce Aldrich reported on the recent committee meeting.

- a. **Consider Stormwater Management at Fall Creek Post Office (Village-owned Parking Lot):** When repaving the parking lot, as approved above, the grade will be redone to provide better stormwater runoff.
- b. **Consider Construction of Bike Path at Crystal Creek:** Public Works department is working on getting cost estimates.
- c. **Consider Request re: Options for Assisting with Semi-Truck Traffic at Freedom Street:** Research is being done regarding the request to widen the entrance for Freedom Street coming off Lincoln Avenue for safety reasons.

15. General Business

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

a. Chapter 223 Solid Waste:

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

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

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

B. Consider Appointments: Library Board: President Raap appointed Tanya Roberts to a 3-year term on the library board.

- MOTION (Strasburg/Mattoon) confirming above appointment. PASSED, without negative vote.

Before adjourning, Raap noted a point of information, commending all departments for doing extra work: from the election and efficiencies in the Clerks Office, to the Public Works crew stepping up and handling things so well with a short staff, to the Police Department doing the flooring & painting improvements in their office and the extra work to try to foster good working relationships with all the businesses in town.

16. Adjourn:

- MOTION (Mattoon/Kaatz) @ 10:12 p.m. PASSED, without negative vote.

Renee Roemhild, Clerk-Treasurer