

*Village of Fall Creek*  
*Minutes of Finance & Personnel Committee Meeting*  
*September 21, 2020*

1. **Call to Order:** 6:48 p.m., Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek.
2. **Roll Call:** Members Present: Village President Tim Raap, Trustees Sheena Kaatz, Matt Mattoon. Members Absent: Trustee Joyce Aldrich. Other Board Members Present (virtually): Trustee Bob Jenkins. Staff Present: Administrator/Public Works Director Jared McKee, Deputy Clerk Joan Drehmel.
3. **Certify Open Meeting Law Requirements Have Been Met:** A notice of the meeting, including an agenda and instructions if wishing to attend the virtual meeting, was posted in the three public places and local newspapers were notified.
4. **Adopt Agenda:**
  - MOTION (Mattoon/Raap) to adopt the agenda as printed. PASSED, without negative vote.
5. **Work on 2020 Proposed Budget:** The committee worked on the proposed budget. Administrator/Public Works Director McKee has met with department heads about their budgets. The committee discussed possible changes to capital equipment/repairs plan.
6. **Consider Duties and Responsibilities:** The committee discussed employee review process and job descriptions.
7. **Adjourn:**
  - MOTION (Kaatz/Raap) @ 8:05 p.m. PASSED, without negative vote.

Joan Drehmel, Deputy Clerk