

Village of Fall Creek
Minutes of Finance & Personnel Committee Meeting
December 14, 2020

1. **Call to Order:** 5:45 p.m., virtual meeting at Zoom.us & physical meeting at Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek.
2. **Roll Call:** Members Present: Village President Tim Raap, Trustees Ben Burch, Sheena Kaatz, Matt Mattoon. Members Absent: None. Staff Present: Administrator/Public Works Director Jared McKee, Clerk-Treasurer Renee Roemhild. Also Present: Trustees Kelli Corbin and Karen Strasburg. Those noted in attendance include those attending via the virtual meeting.
3. **Certify Open Meeting Law Requirements Have Been Met:** A notice of the meeting, including an agenda was posted in the three public places and local newspapers were notified.
4. **Adopt Agenda:**
 - MOTION (Mattoon/Kaatz) to adopt the agenda as printed. PASSED, without negative vote.
5. **Discuss Duties Within Public Works Department:** Discussion took place regarding the time split of duties for the Administrator/PWD to review how his first five months have been spent in relation to what was estimated at the time of hire. The 70% Administrator/ 30% Public Works has turned out to be pretty accurate. Also discussed was the goal to provide some relief to the public works crew for weekend coverage.
6. **Discuss Duties and Responsibilities:** Discussed above.
7. **Move to Convene in Closed Session Per Wis. Stat. 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation Data of Any Public Employee Over Which the Governmental Body has Jurisdiction or Exercises Responsibility, namely, Public Works, Police and Administrative Year-End Review and Duties & Responsibilities. At the End of the Closed Session, the Board Will Be Going into Open Session to Conduct Further Business. Roll Call Vote on Motion to Convene into Closed Session.**
 - MOTION (Raap/Burch) @ 6:35 p.m. to go into closed session. PASSED, roll call vote: Kaatz-yes, Mattoon-yes, Raap-yes, Burch-yes.
8. **Move to Return to Open Session and Action, if Any, on Matters Discussed in Closed Session**
 - MOTION (Raap/Burch) @ 6:50 p.m. to return to open session. PASSED, roll call vote: Mattoon-yes, Raap-yes, Burch-yes, Kaatz-yes.
9. **Adjourn:**
 - MOTION (Kaatz/Mattoon) @ 6:51 p.m. PASSED, without negative vote.

Renee Roemhild, Clerk-Treasurer