

*Village of Fall Creek*  
*Minutes of Regular Village Board Meeting*  
*December 14, 2020*

1. **Call to Order:** 6:58 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 Ben Burch, Kelli Corbin, Bob Jenkins, Sheena Kaatz, Matt Mattoon, Karen Strasburg. Members Absent: None. Staff Present: Village Administrator/Public Works Director Jared McKee, Police Chief Chad Dachel, Clerk-Treasurer Renee Roemhild. Also Present: 3 citizens. Those noted in attendance include those attending via the virtual meeting.
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 (Strasburg/Mattoon) to adopt the agenda. PASSED, without negative vote.
6. **Act on Minutes:**
  - MOTION (Mattoon/Raap) to approve the 10/12/20 (amended) Regular Village Board, 10/26/20 Special Village Board, 11/9/20 Regular Village Board meeting minutes. PASSED, without negative vote.
7. **Citizen Input:** None.
8. **Correspondence:** None.
9. **Administrator Report:** Administrator/Public Works Director Jared McKee gave his monthly report.
10. **Budget Comparison Report/Financial Considerations:**
  - MOTION (Mattoon/Kaatz) to approve the 11/30/20 Budget Comparison Report. PASSED, roll call vote: Corbin-yes, Jenkins-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Burch-yes.
11. **Consider Bills:**
  - MOTION (Strasburg/Burch) to accept the Check Register Report for payment of bills #25701-25740, CC2117-2128, RDW1039-1040, RDS1038-1040, V20349-20401. PASSED, roll call vote: Jenkins-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Burch-yes, Corbin-yes.
12. **Scheduled Speakers/Issues of Interest:** None.
13. **Police Department**
  - A. **Monthly Report:** Police Chief Chad Dachel presented the monthly report of cases/calls for service.
  - B. **Consider Bartender Operator Licenses:**
    - MOTION (Raap/Mattoon) granting a bartender operator license to Cheryl Sandoval for the remainder of the 2020/2021 license year. PASSED, without negative vote.
14. **Public Works Department**
  - A. **Monthly Report:** Given above in Administrator's report.
  - B. **Consider RD Projects (McKinley, Klingbeil Lift Station, Painting Water Tower, Randall Project), Including Change Order & Contractors Pay Request:**
    - MOTION (Mattoon/Corbin) approving change order #3 of A-1 Excavating to extend the time of completion to Spring 2021. PASSED, without negative vote.
    - MOTION (Mattoon/Kaatz) approving pay request #5 of A-1 Excavating in the amount of \$128,870.54. PASSED, roll call vote: Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Burch-yes, Corbin-yes, Jenkins-yes.

- C. Discussion of Right-of-Way for Hwy K Bridge Project:** Xcel Energy addressed the board with a request for an additional gas line right-of-way on the boulevard in front of Keller Park. Their contractor exceeded their initial right-of-way and did not want to have to rebores. After considering multiple options, it was decided the Village's need to preserve the greenspace in the park for future use was of more importance.
- MOTION (Kaatz/Mattoon) requiring the job be redone in the way it was supposed to be done, as was the original plan. PASSED, without negative vote.

**15. Committee Related**

**A. Community & Economic Development:** No committee meetings. President Tim Raap updated the Board on some consultations with a developer on a site plan for a residential development. At this point, consideration has not been given to tearing down any buildings. In the Business Park, H&S Fence has poured concrete and construction is expected to begin soon so their building can be ready for spring. The surveyor is coming to correct the certified survey map.

**B. Finance & Personnel**

**a. Consider Agreement for Employee Assistance Program:**

- MOTION (Mattoon/Strasburg) to continue with program for one more year at a cost of \$2000. PASSED, roll call vote: Mattoon-yes, Raap-yes, Strasburg-yes, Burch-yes, Corbin-yes, Jenkins-yes, Kaatz-yes.

**b. Discuss Duties Within Public Works Department:** Raap reported the primary discussion from the committee meeting was on the time split of duties for the Administrator/PWD, as well as the goal to provide some relief to the public works crew for weekend coverage. No motion was made but the general consensus of the board was the 70% Administrator/30% Public Works Director split was good. While recognizing that McKee has been working more than 40 hours a week as a salaried employee, picking up some weekend coverage will mean taking some time off during the week.

**c. Discuss Duties and Responsibilities:** Noted above.

The Board moved ahead to agenda item #15.B.f.

**f. Consider Employee Wages for 2021:**

- MOTION (Raap/Kaatz) granting a 2% raise for full-time employees as outlined in the 2021 budget. Increases to take effect on the first paycheck issued in the new year. The Library Board determines raises for library personnel. PASSED, roll call vote: Raap-yes, Strasburg-yes, Burch-yes, Corbin-yes, Jenkins-yes, Kaatz-yes, Mattoon-yes.

**g. Consider Amendment to Budgets:**

- MOTION (Raap/Corbin) to amend the 2021 budget as follows:

**Special Revenue Funds**

Revenues	Increase	12,150	to	131,550
Expenses	Increase	12,150	to	131,550

PASSED, roll call vote: Strasburg-yes, Burch-yes, Corbin-yes, Jenkins-yes, Kaatz-yes, Mattoon-yes, Raap-yes.

**C. Parks & Recreation**

**a. Consider Eagle/Osprey Nest:** Committee Chairperson Matt Mattoon stated Xcel Energy has been contacted and informed of the Village's preferred location.

**D. Public Property & Health:** No report.

**E. Public Safety**

**a. Consider Police Policy Manual:** Police Chief Dachel stated they will be working on updating the policy manual.

- b. **Consider Police Department Staffing/Coverage:** Dachel stated they are looking to hire a full-time officer.

**F. Public Works & Streets/Sidewalks:** No report.

#### 16. General Business

- A. **Consider Parking Regulations at Village Hall, Possible First Reading of an Ordinance Amendment:** The need to limit parking around Village Hall was discussed. The matter was referred to the Public Works Committee.

- B. **Report on Inland Lake: Pond Progress Memo:** An update was read from the Fall Creek Pond Partnership Team.

The Board then addressed agenda item #15.B.d.

#### 15.B. Finance & Personnel

- d. **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/Kaatz) @ 9:15 p.m. to move into closed session, and inviting Administrator Jared McKee into the closed session. PASSED, roll call vote: Burch-yes, Corbin-yes, Jenkins-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes.

- e. **Move to Return to Open Session and Action, if Any, on Matters Discussed in Closed Session.**

- MOTION (Raap/Mattoon) @ 10:06 p.m. to return to open session. PASSED, roll call vote: Jenkins-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Burch-yes, Corbin-yes.
- MOTION (Raap/Mattoon) to extend the holiday bonus gifts and the merit bonuses as discussed in closed session. PASSED, roll call vote: Mattoon-yes, Raap-yes, Strasburg-yes, Burch-yes, Corbin-yes, Jenkins-no, Kaatz-yes.

#### 17. Adjourn:

- MOTION (Raap/Kaatz) @ 10:07 p.m. PASSED, without negative vote.

Renee Roemhild, Clerk-Treasurer