

# *Village of Fall Creek*

## *Minutes of Finance, Personnel & Economic Development Committee Meeting*

*July 12, 2021*

1. **Call to Order:** 5:31 p.m., Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek.
2. **Roll Call:** Members Present: Village President Tim Raap, Trustees Karen Herbison, Karen Hurd, Sheena Kaatz. Members Arriving Later: Ben Burch. Staff Present: Administrator/Public Works Director Jared McKee, Clerk-Treasurer Renee Roemhild. Also Present: 1 citizen.
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 (Hurd/Herbison) to adopt the agenda as printed. PASSED, without negative vote.
5. **Old Business:** None.
6. **New Business**
  - A. **Administrator Duties & Responsibilities:** President Raap explained the process the previous and current boards went through to establish a job description and contract for the Administrator/Public Works Director position, as well as the work done to update job descriptions for all positions. Discussion followed.
    - MOTION (Hurd/Herbison) to postpone the discussion of the administrator duties and responsibilities for three months until the committee meets again. Hurd requested a roll call vote: Raap-no, Burch-no, Herbison-yes, Hurd-yes, Kaatz-no.
  - B. **Police Department Coverage/Service Level:** Due to the open full-time position, it was thought to be a good time to assess the level of coverage/service in the Village. In the past, there has been 2 full-time officers and 1 part-time officer. The committee reviewed the coverage/service and pay scale of other municipalities, as well as considering the probable impact of decreasing coverage. Committee consensus was to keep the coverage as is.
    - MOTION (Herbison/Burch) recommending to the Board no change in the police department level of coverage/service. PASSED, without negative vote.
  - C. **Policy Regarding Placing Delinquent Accounts on Tax Roll and Writing Off Bad Debt:** Administrator/PWD McKee explained the previous policy was to place a special charge on the tax roll for delinquent accounts of \$100 or more. Amounts less than \$100 remained as bad debt until written off. This is normal accounting practice. McKee recommended reducing the cutoff amount to \$25 or \$50 in order to recoup more money.
    - MOTION (Burch/Kaatz) recommending the Board approve Resolution #2021-0712A Establishing Policy for Handling Delinquent Accounts and Establishing Authority Levels to Write-Off Accounts Receivable, and to set the threshold at \$25. PASSED, without negative vote.
  - D. **Writing Off Delinquent Accounts:** McKee explained Resolution #2021-0712B authorizes the write-off of delinquent amounts for closed accounts prior to November 2020, when the prior threshold of \$100 was in effect. Total amount to be written off is \$886.75.
    - MOTION (Kaatz/Burch) recommending the Board approve Resolution #2021-0712B Write-Off Accounts Receivable in the amount of \$886.75 for closed accounts prior to November 2020. PASSED, without negative vote.

**E. Policy Regarding Payment to St. Paul's Lutheran Church for Folding Newsletter:**  
St Paul's Lutheran Church has assisted in folding village newsletters with their folding machine. The church has not asked for a payment. It was suggested to include a thank you to the church in the newsletter.

- MOTION (Hurd/Kaatz) to table the agenda item indefinitely. PASSED, without negative vote.

**7. Adjourn:**

- MOTION (Kaatz/Burch) @ 6:27 p.m. PASSED, without negative vote.

Renee Roemhild, Clerk-Treasurer