

Village of Fall Creek

Minutes of Public Works, Public Safety & Property Committee Meeting

August 4, 2021

1. **Call to Order:** 5:30 p.m., Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek
2. **Roll Call:** Members Present: Chairperson Sheena Kaatz, Trustees Karen Herbison, Matt Mattoon, Tim Raap, Karen Strasburg. Members Absent: None. Staff Present: Administrator/Public Works Director Jared McKee, Clerk/Treasurer Renee Roemhild. Also Present: Trustee Karen Hurd.
3. **Certify Open Meeting Law Requirements Have Been Met:** A notice of the meeting and an agenda was posted at the three public places and local newspapers were notified.
4. **Adopt Agenda**
5. **Old Business**

A. Recommendation re: Ordinance Regulation/Enforcement re: Parking, Public Nuisances, Disorderly Property: Kaatz stated this is a follow up from the last meeting, but new concerns have been received which will be discussed tonight as well. Administrator/PWD Jared McKee offered a draft first reading as requested at the prior meeting to clarify the ordinance regarding parking.

- **MOTION (Raap/Mattoon)** approving the draft as presented and to send to Plan Commission for review, as is required per state statutes for all zoning ordinances. **PASSED**, without negative vote.

Discussion took place on parking of campers and recreational vehicles and the requirement for hard-surface for parking.

- **MOTION (Raap/Strasburg)** to do some research to see what other municipalities do re: backyard parking of recreation vehicles, the number of vehicles allowed, requirements for green space, etc. **PASSED**, without negative vote.

Kaatz reported on complaints received regarding a property in which it appears someone is living long-term outdoors in a tent. Current village code does not define the length of time a tent can be in place. Upon online research of other municipalities websites, Kaatz found a definition for “prohibited dwelling units” listing such things as a cellar, basement, unfinished home, garage, tent, recreational vehicle, trailer, or accessory building.

- **MOTION (Kaatz/Herbison)** for the Administrator/PWD to research and draft a more specific ordinance regarding temporary or make-shift housing, to bring it back to committee for review and then on to the plan commission as it will be a zoning ordinance amendment. **PASSED**, without negative vote.

B. Recommendation re: Emergency Response Plan Updates: Both the Village and the Fire Department emergency plans were reviewed. Discussion took place that in most cases, the Fire Department will be the command in charge due to the nature of the emergency. Administrator/PWD McKee will update the contacts in the Village’s plan.

6. **New Business**

A. Planning/Coordinating Speakers for Committee of the Whole and Research/Analysis of Possible Acceptance of Septage at Wastewater Treatment Plant: Kaatz stated the purpose of this agenda item was to get everyone on the same page, working as a team. While the topic was not initiated at this committee, the committee needs to be the one directing the research, coordinating together to be able to move forward. Kaatz relayed the importance of involving the Village staff because of

their knowledge and expertise in running our specific plant and involving outside experts/specialists who have experience in receiving septage. Discussion followed with the committee agreeing on a list of outside speakers to include:

- representatives from Wisconsin Rural Water Association: Executive Director Chris Groh and Wastewater Trainer/Technician Kay Curtin,
- a wastewater treatment operator who has experience in receiving septage,
- an engineer specializing in sewer plants who can bring trained knowledge on what type of modifications may be required to the plant, the quantity of septage our specific plant could take, and if there are ramifications/concerns or risks to the plant regarding receiving septage, and
- a septage hauler to talk about the cost/time/manpower required for the dumping.

Probable dates for the Committee of the Whole meeting are September 20 or 21. Kaatz will contact the preferred speakers inquiring on their availability. Any specific questions staff or board members would like asked should be directed to Kaatz who will prepare a “question check list” for the meeting.

7. Adjourn:

- MOTION (Mattoon/Strasburg) at 7:09 p.m. PASSED, without negative vote.

Renee Roemhild, Clerk-Treasurer