

# *Village of Fall Creek*

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

*January 12, 2023*

1. **Call to Order:** 5:00 p.m., Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek
2. **Roll Call:** Members Present: Village President Tim Raap, Trustees Chester Goodman, Karen Herbison, Sheena Kaatz. Members Absent: Ryan Aylesworth. Other Board Members Present: Trustees Karen Hurd, Matt Mattoon. Staff Present: Administrator/ Public Works Director Jared McKee, Deputy Clerk Joan Drehmel. Clerk-Treasurer Renee Roemhild arrived later.
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:**
  - MOTION (Goodman/Kaatz) to adopt the agenda. PASSED, without negative vote.
5. **Old Business**
  - A. **Village Broadband:** President Tim Raap noted that at the 8/8/2022 Regular Board meeting Dean Mischke presented information regarding possible funding for broadband to areas that are under-served or unserved. It was assigned to this committee for further study. Administrator Jared McKee attended a regional meeting regarding the Broadband grants. He reported the Village is currently served by BrightSpeed and Astrea. They offer speeds of up to 1 gig so the Village would not be considered under-served. Trustee Karen Hurd reported she spoke with other providers and found they were not interested in coming into the Village. President Raap suggested having several Astrea customers within the Village test their speed as a basis to confirm if they can receive the gigs specified. Consensus of the committee was to put this topic on hold until it becomes feasible.
6. **New Business**
  - A. **Onboarding Training:** President Raap would like to see input from other board members before proceeding. Clerk-Treasurer Renee Roemhild arrived at this point, so Deputy Clerk Joan Drehmel departed.
  - B. **Proposed Randall Road Capital Project:** President Raap stated we talked about this on Monday at the regular board meeting. The initial thoughts expressed were that this was a good project, but the Board wanted more information before deciding for sure.

Raap reiterated the Board's request at Monday's meeting for more data regarding:

- 1) See the numbers:
  - a. If we did the project now, what would be the **Village's share of the cost.**
  - b. If we didn't do the project now and just allowed cuts in the road and utilities, what is the amount of **cost-share loss** because when we later decide to do the reconstruct, we wouldn't have the Developer's money to help pay for the cost.
- 2) Asset Management Plan/Village's Capital Plan:

At Monday's meeting, Administrator McKee reviewed his work to arrive at recommendations for updating the Village's Capital Plan, stating he would like the Finance Committee's input on setting the Village's priorities. This meeting is the time to do that and to receive a more detailed, formal presentation of the draft updates for the Plan.

McKee began by saying the Board should look at the project in steps, with the:

- 1) first discussion being whether the Board wants to do the project now or not, and

- 2) the second discussion will detail funding needs and options, recognizing that ***some funding options cannot be defined until the Board has made a decision on the first discussion***, as that decision is needed in order to adequately apply for grant funding.

For the discussion on whether to do the project now or not, McKee went through the data he compiled regarding Asset Management, highlighting on the data he added regarding the age of the utilities (as the Village previously had good documentation regarding the age of the streets). McKee stated it involved significant research to locate the age of the underground utilities; he was unable to find some data and will be asking prior Public Works Director Mike Wilhelm if he has recollections that may be helpful. McKee's presentation included a color-coded map and a detailed listing of the dates the water and sewer utilities were put in, as well as when streets were reconstructed. McKee stated he wished he would have been able to add complete data for utility failures (water breaks, sewer backups, etc.) over the life of those utilities to give a more complete picture, but could only do that for the years he has been here and the years the current public works crew were involved. Trustee Sheena Kaatz contributed data from prior Public Works Director Bryan Kaatz as to utility failures during his time as PWD. McKee stated this is valuable information and records will continue to be kept on this as it will help to better determine the "hot spots" that are requiring a lot of repair dollars.

The committee reviewed and discussed in detail specific roads and utilities, trying to define how they would prioritize the needs. Raap said the determining factors that stand out the most to him are age and the failure rate, because the failures affect how much it costs to maintain the utility. Raap stated its common knowledge that everything ages in time, but it's worth recognizing that some things age worse than others based on things such as installation and frequency of use. Trustee Sheena Kaatz agreed that the level of use should be one of the top factors when determining priority. Members questioned if there was a difference in the materials that should be considered, with McKee responding that for the most part, the Village consistently put in iron pipe which is good pipe, although there are some small sections that have transite pipe. McKee stated transite pipe is also good pipe and does perform well, but it can become a health concern if there is a break. That being said, McKee said the factor that affects things more than the type of material is the quality of the installation, which shows itself in the failure rate.

The Committee agreed the primary factors to use when prioritizing were high failure rate, high traffic, and age. After further review of the needed projects, they settled on a recommendation of the following priorities: Randall Road, the remainder of the Raether Addition, then Victory or Wisconsin, followed by Roosevelt, Plum, and Birch Street. Public Works Crewmember Jamie Kaeding stated that during his time working for the Village there have been 8 water breaks, 7 of which were in the Raether Addition area (on Truman, Tyler, South White, & Randall.)

Trustee Chester Goodman wanted to make sure that we get the word out to the affected property owners of the prioritized projects after they are confirmed by the Board, and that we begin seeking funding opportunities in a timely manner, so we are ready to proceed when needed. There was some discussion that the Randall Road project is being moved to the top of the priority list because of gaining a Developer that wants to start

construction this spring, and wondered if that somehow made it unfair to the current residents that will be assessed for their share of the project. The response was that our ordinance clearly states the policy - that this becomes a political issue but is not a policy issue because the policy has been clearly stated in Village Code for many years. Furthermore, this is not the first time a capital project has been considered that had not been foreseen far in advance. That is a realistic result of having to adjust based on circumstances that come up. It comes down to that the Board's responsibility is to manage Village finances for the good of the entire Village, getting the best financial situation possible, and the responsibility of being a property owner is to be knowledgeable enough to know that special assessments can happen without notice being given years in advance. McKee stated that whatever decisions the Board makes, that there needs to be consistent messaging and consistent methodology for special assessments.

For the second part of the discussion, McKee presented detailed spreadsheets showing the numbers – the cost of the project, what would be the Developer's share and what would be the Village's share, how the Village's share is divided up between the appropriate funds of General Fund, Water Fund, & Sewer Fund. McKee continued with talking about the current availability of money in those funds respectively. McKee also reviewed what funds would be lost if the Village decided NOT to do the project at this time so would not be able to use the Developer's money to pay for portions of the south side of the project.

Trustee Matt Mattoon stated he felt we needed to put in new utilities in that area rather than cut into old pipes. President Raap stated timeliness for the decision is important if we are to get as much benefit for the Village as possible while having this opportunity with the Developer, not only in the cost sharing of the project if the Board so chooses but also in the opportunity to bid at the same time the Developer bids out their project, as they will have more quantity than the Village which is likely to gain better pricing that we may be able to piggyback off of.

- MOTION (Goodman/Kaatz) to recommend to the Board to do the rebuild project including on Randall Road; street, sidewalk, curb/gutter, & storm from State to Wisconsin, and full rebuild including underground utilities from Wisconsin to White. PASSED, without negative vote.

**C. Economic Development:** Raap reiterated that it's important to be involving Administrator McKee in any discussions so we will have consistent messaging.

**D. Move to Convene in Closed Session Per Wis. Stat. 19.85(1)(e) Deliberating or Negotiating the Purchasing of Public Properties, the Investing of Public Funds, or Conducting Other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session, Namely Economic Development. At the End of the Closed Session, the Board Will be Going into Open Session to Conduct Further Business:**

- MOTION (Kaatz/Goodman) @ 6:39 p.m. to move into closed session per 19.85(1)(e) as listed above, and to invite Trustee Matt Mattoon and Clerk-Treasurer into the closed session. PASSED, roll call vote: Goodman-yes, Herbison-yes, Kaatz-yes, Raap-yes.

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

- MOTION (Raap/Kaatz) @ 7:12 p.m. PASSED, roll call vote: Herbison-yes, Kaatz-yes, Raap-yes, Goodman-yes.
7. **Adjourn:** @ 7:14 p.m.

Joan Drehmel, Deputy Clerk  
Renee Roemhild, Clerk-Treasurer