

Village of Fall Creek
Minutes for Regular Village Board Meeting
July 10, 2023

1. **Call to Order:** 6:06 p.m., Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek
2. **Roll Call:** Members Present: Village President Tim Raap, Trustees Ryan Aylesworth, Chester Goodman, Karen Herbison, Sheena Kaatz, Matt Mattoon. Members Absent: Trustee Karen Hurd. Staff Present: Village Administrator/Public Works Director Jared McKee, Clerk/Treasurer Renee Roemhild. Also Present: 7 citizens.
3. **Pledge of Allegiance**
4. **Certify Open Meeting Law Requirements Have Been Met:** A notice of the meeting and the agenda was posted at three public places and local newspapers were notified.
5. **Adopt Agenda:**
 - MOTION (Mattoon/Goodman) to adopt the agenda as printed. PASSED, without negative vote.
6. **Recognition of Visitors/Citizen Input/Correspondence:**
 - Vern Ming, 133 E Randall Rd, asked that the list on the agenda be more detailed so members of the public could see what the Board would be approving.
 - President Tim Raap stated there was a letter received from a person interested in purchasing a piece of property from the Village, for which the property is already under contract for a phased approach. Raap stated we would provide that information back to the requestor. Board members concurred.
 - Trustee Sheena Kaatz stated she received correspondence regarding the pond, with lots of comments about how great the fountain looks and citizens wanting to make sure we are following up with our Pond Plan in terms of care. Raap stated a good place to talk about that would be at the upcoming Inland Lake annual meeting.

Administrator Jared McKee noted that we do describe on our agendas what we are talking about. The Village procedure for considering ordinance amendments is to have two public readings, which is more than is required by State Statutes. When a topic is first brought up and is in the “draft” stage, detail has not yet been determined at that point. But as soon as a proposed amendment has been passed by the Board as a first reading, a copy of the proposed amendment is posted at the three public posting places and on the Village website to give easy access to anyone who is looking. This is done typically the day after the first reading and is far ahead of the meeting in which the Board considers the second reading and possible adoption of the amendment.

7. **Approval of Minutes:**
 - MOTION (Mattoon/Herbison) to approve the 6/12/23 Regular Board and 6/28/23 Plan Commission meeting minutes. PASSED, without negative vote.
8. **Financial Report:**
 - MOTION (Mattoon/Goodman) to approve the 6/30/23 Budget Comparison Report. PASSED, roll call vote: Goodman-yes, Herbison-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Aylesworth-yes.
9. **Approval of Bills:**
 - MOTION (Mattoon/Aylesworth) to accept the Invoice Listing and Payroll Pay Summary Reports of 6/13/23-7/10/23 and the additional bill to Eau Claire Energy Cooperative. PASSED, roll call vote: Herbison-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Aylesworth-yes, Goodman-yes.

10. Report of Village Administrator: Administrator Jared McKee gave his monthly report highlighting the departmental duties accomplished since the last regular board meeting.

11. Committee Reports: None.

12. Unfinished Business

A. 2nd Reading & Possible Adoption to Amend Ordinance Title 2 Government and Administration:

- MOTION (Goodman/Mattoon) to hold the second reading and to adopt the above ordinance in its entirety, making it a part of the Code of the Village of Fall Creek. Basically, it is listing the wages of the Board as had been listed in the prior ordinance and defines a deadline regarding material to be presented at a meeting. PASSED, roll call vote: Kaatz-yes, Mattoon-yes, Raap-yes, Aylesworth-yes, Goodman-yes, Herbison-yes.

13. New Business

A. Consider Appeal to Denial of Bartender Operator License Application: Raap stated there is a protocol that is followed for Police Chief Mumford's review of an application for a bartending license. Raap said that Mumford wanted to stick with the protocol for consistency's sake, but also voiced he was in favor of the Board allowing an applicant the opportunity to appeal a decision. Applicant Patti Lange has done that in a letter to the Board. She and her employer were also present, if there were any questions. Raap and Trustee Matt Mattoon thanked them for coming in.

- MOTION (Herbison/Aylesworth) to grant a bartender operator license for the 2023/2024 license year to Patti Lange. PASSED, without negative vote.

B. Bartender Operator License Applications:

- MOTION (Herbison/Mattoon) to grant temporary bartender operator licenses for the time period of 7/20/23-7/23/23 to Norman Brunkow, Kara Luedtke, Lois Salinas, Eileen Zanko, and bartender operator licenses for the 2023/2024 license year to Shannon Beilke, Julia Alger, Steven Schulz. PASSED, without negative vote.

C. Consider Plan Commission Recommendation to Deny the Building Permit Application for Downtown Business District:

- MOTION (Mattoon/Kaatz) to deny the permit application of Toby Biegel for 102/104 E. Lincoln Ave. as recommended by the Plan Commission, and to waive the fee for a resubmittal to Plan Commission. PASSED, roll call vote: Mattoon-yes, Raap-yes, Aylesworth-yes, Goodman-yes, Herbison-no, Kaatz-yes.

D. Consider Refuse Haulers License Application :

- MOTION (Aylesworth/Mattoon) to grant Refuse Hauler's license for the 2023/2024 license year to Johnson Roll-off Service. PASSED, without negative vote.

E. 1st Reading to Amend Ordinance Title 3 Public Records & Finance re: Claims Against Village, etc.: Administrator McKee presented information from the League of Wisconsin Municipalities and the Towns Association on an alternate method for approving financial

claims, stating he recommends this as a more efficient procedure that will be better overall for the Village. Currently, we hold as many checks as possible for the Board meeting, which can sometimes result in late payments. McKee stated the expense has already been incurred at that point so the bill would have to be paid anyway, so there is not really an advantage to holding the check. With the alternate procedure, the Board would still get a listing of the checks each month and would be able to monitor the budget in the same way it currently does.

- MOTION (Mattoon/Aylesworth) to hold the first reading of the above ordinance. PASSED, without negative vote.

F. 1st Reading to Amend Ordinance Title 10 Motor Vehicles & Traffic re: Grass, Leaves, Snow Blown in Streets, etc.: McKee reported the grass and leaves being blown over the curb, and the snow being pushed into the street has been problematic. He said we currently haul

snow away haul snow away in the Downtown Business District from properties that have a zero setback area but will no longer haul snow that comes from an internal parking lot.

- MOTION (Goodman/Herbison) to hold the first reading of the above ordinance. PASSED, without negative vote.

G. 1st Reading to Amend Ordinance Chapter 199 Peace & Good Order re: Age for Purchase & Possession of Cigarettes, etc.: McKee stated this was just to get our ordinance up to date.

- MOTION (Aylesworth/Herbison) to hold the first reading of the above ordinance. PASSED, without negative vote.

H. Consider Approval of Police Department Body Cam Policy: Raap stated this was in the Administrator's report that there was a grant in order to buy body cams, and we need to have a policy to use it.

- MOTION (Goodman/Aylesworth) to approve the policy as presented. PASSED, without negative vote.

I. Consider Amendment to Village Schedule of Fees: The amendment basically specifies fees for yard/lawn abatement and snow abatement.

- MOTION (KaatZ/Herbison) to approve the amendment to the Village Schedule of Fees. PASSED, roll call vote: Raap-yes, Aylesworth-yes, Goodman-yes, Herbison-yes, Kaatz-yes, Mattoon-yes.

14. Committee Recommendations: None.

15. Possible Assignment to Committee: None.

16. Adjournment: @ 7:45 p.m.

Renee Roemhild, Clerk/Treasurer