

***Village of Fall Creek***  
*Minutes for Regular Village Board Meeting*  
*September 11, 2023*

1. **Call to Order:** 6:01 p.m., Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek
2. **Roll Call:** Members Present: Village President Tim Raap, Trustees Ryan Aylesworth, Karen Hurd, Matt Mattoon. Members Arriving Later: Trustee Sheena Kaatz. Members Absent: Trustees Chester Goodman, Karen Herbison. Staff Present: Village Administrator/Public Works Director Jared McKee, Clerk/Treasurer Renee Roemhild. Also Present: 6 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/Hurd) to adopt the agenda as printed. PASSED, without negative vote.
6. **Recognition of Visitors/Citizen Input/Correspondence:** The Board read correspondence that had been received.
7. **Approval of Minutes:**
  - MOTION (Mattoon/Aylesworth) to approve the 8/14/23 Committee of the Whole, 8/14/23 Public Hearing, Regular Village Board, & Inland Lake Annual Meeting, 8/28/23 Public Works, Public Safety & Property Committee, and the 8/31/23 Plan Commission meeting minutes. PASSED, without negative vote.
8. **Financial Report:**
  - MOTION (Mattoon/Hurd) to approve the 8/31/23 Budget Comparison Report. PASSED, roll call vote: Hurd-yes, Mattoon-yes, Raap-yes, Aylesworth-yes.
9. **Approval of Bills:**
  - A. **Contractor's Pay Request:** Administrator Jared McKee reviewed the contractor's pay request for the Randall Road & Utility Project and recommended approval.
    - MOTION (Mattoon/Hurd) to approve the pay request to Haas Sons in the amount of \$378,033.03. PASSED, roll call vote: Hurd-yes, Mattoon-yes, Raap-yes, Aylesworth-yes.
  - B. **Regular Monthly Approval of Bills**
    - MOTION (Hurd/Mattoon) to accept the Invoice Listing and Payroll Pay Summary Reports of 8/15/23-9/11/23. PASSED, roll call vote: Mattoon-yes, Raap-yes, Aylesworth-yes, Hurd-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:**
  - Community Relations, Recreation & Health Committee Chairperson Matt Mattoon reported the Village was awarded a WI DNR Stewardship Grant for playground and park improvements at Keller Park. The DNR will share costs 50/50 with the Village, up to an amount of \$54,888. The Village was previously awarded a grant of \$7,000 through the Green Bay Packers Foundation for this project as well.
  - In the absence of Public Works, Public Safety & Property Committee Chairperson Karen Herbison, Administrator McKee gave an update on that committee meeting.

The Board moved up to agenda item #13A because the presenter had other time commitments.
13. **New Business**
  - A. **Wayne Grosskopf, Fall Creek Area Fire District Proposed 2024 Budget:** Fire District Village Appointee Wayne Grosskopf presented a draft of the District's proposed 2024 budget, stating there was a small overall increase in their budget, but the Village's portion will increase about \$3,700 due to an increase in equalized value.

The Board returned to agenda item #12.A.

## **12. Unfinished Business**

### **A. 2<sup>nd</sup> Reading & Possible Adoption to Amend Ordinance Title 16 Zoning, re Dwellings in Commercial and Downtown Business Districts:**

- MOTION (Hurd/Mattoon) to hold the second reading and adopt the above amended ordinance, making it a part of the Code of the Village of Fall Creek. PASSED, Raap-yes, Aylesworth-yes, Hurd-yes, Mattoon-yes. The amendment basically clarified regulations regarding second-floor dwellings in C1 & Downtown Business zoning districts.

### **B. 2<sup>nd</sup> Reading & Possible Adoption to Amend Ordinance 267 Subdivision of Land, re: Dedication of Lands for Green Space:**

- MOTION (Mattoon/Aylesworth) to hold the second reading and adopt the above amended ordinance, making it a part of the Code of the Village of Fall Creek. PASSED, Aylesworth-yes, Hurd-yes, Mattoon-yes, Raap-yes. The amendment basically clarified the level of contribution of park land required of a developer and stated the Board could require a fee in lieu of land dedication.

The Board moved ahead to agenda item #13.H. before continuing on with the remaining items.

## **13. New Business:**

**H. Brickyard Road Extension:** McKee gave an overview of the progress in the TIF districts, including discussing the remaining lots to be sold. McKee stated there has been some interest, but most businesses were looking for smaller lots. If the Board were to divide the large parcels, extend the road and put in the utilities, McKee felt there would be more opportunities for gaining businesses. As the TID #2 Plan allows for those types of improvements, McKee recommended having the Village engineer work up a full plan with road and utility improvements and get a cost estimate so the Board would be better able to determine if they want to make the improvements in an effort to make the lots more marketable.

- MOTION(Mattoon/Aylesworth) to proceed with the agreement for engineering services as described, at an estimated cost of \$91,100. PASSED, roll call vote: Hurd-yes, Mattoon-yes, Raap-yes, Aylesworth-yes.

**B. Resolutions Authorizing Fall Creek Area Fire District Funding:** McKee presented the resolutions that would need to be passed by the Village and the Lincoln & Ludington Townships due to the increased cost of fire protection services. Since the Fire District Board has not passed the budget yet, McKee stated no action was needed at this time.

**C. Michael Benrud, Consider Sketch Plan Per §267 Subdivision of Land:** President Tim Raap reported the proposed sketch plan of Michael Benrud for a residential development west of Water Tower Road was reviewed by the Plan Commission. Raap said the Plan Commission recommended preliminary acceptance of the general layout that consisted of narrower rural roads, no sidewalks, and allowing private sanitary systems (not hooking up to the Village sewer system). Raap reported the Plan Commission had some concerns and recommended the Village Board request more information regarding a cost comparison on private wells vs. Village water service and on the size of the cul-de-sacs, regarding whether there would be adequate room for large emergency vehicles to turn around and for dealing with snow plowing. Trustee Sheena Kaatz arrived at 7:18 p.m. Board members talked about aspects of the Village's Comprehensive Plan, how it can be good to have different kinds of properties within the Village's portfolio and that there may be a market for larger, less-dense lots.

- MOTION (Hurd/Aylesworth) agreeing with the Plan Commission's recommendations giving a preliminary approval of the general concept that includes narrower rural roads, no sidewalks, and private septic systems, and requesting the cost comparison for water service and additional information on the size of the cul-de-sacs. PASSED, voice vote with one dissenting vote.

- D. Matt Bartow, Keller Park Ballfield Update and Recognition of Donations:** Matt Bartow presented a financial review and a detailed overview of the project, stating many people came together with donations or volunteer labor to make the project a great success. The Board expressed thanks to all who donated or volunteered for the project and thanked Mr. Bartow for managing the project and his work on the project, saying it is a wonderful addition to the Village.
- E. Façade Clarification for Downtown Business District Building Application at 102/104 E Lincoln Ave:** McKee stated this was just a point of information that the property owner requested a change in colors on his building application. The Plan Commission reviewed and agreed.
- F. Resolution Approving Jurisdictional Transfer of County Trunk Highway “AF” from Eau Claire County to the Village of Fall Creek:**
- MOTION (Hurd/Mattoon) to adopt RESOLUTION #2023-0911B basically approving and requesting that County Trunk AF from State Street to South White Street be transferred to the Village of Fall Creek. PASSED, roll call vote: Kaatz-yes, Mattoon-yes, Raap-yes, Aylesworth-yes, Hurd-yes.
- G. 1<sup>st</sup> Reading to Amend Ordinance re: Comprehensive Plan:** President Raap stated the Plan Commission reviewed the Village’s Comprehensive Plan, including having a public hearing on the proposed amendments.
- MOTION (Mattoon/Aylesworth) to hold the first reading of an ordinance that will adopt the amended Comprehensive Plan. PASSED, without negative vote.
- I. Audit Services for Year-End 2023:**
- MOTION (Hurd/Mattoon) to approve the agreement with Clifton, Larsen, Allen for audit services for year-end 12/31/2023. PASSED, roll call vote: Mattoon-yes, Raap-yes, Aylesworth-yes, Hurd-yes, Kaatz-yes.
- J. Bartender Operator License Applications:**
- MOTION (Kaatz/Hurd) granting a bartender operator license for the remainder of the 2023-2024 license year to: Lee Davis, Ayden Johnson, Mary Beth Lone, Colin Mattoon, Savana Pugmire, and Tanner Yarrington. PASSED, without negative vote and with Trustee Mattoon recusing himself.
- K. Amendment to Village Schedule of Fees:**
- MOTION (Mattoon/Hurd) approving the amendment to the Schedule of Fees. PASSED, without negative vote.

**14. Committee Recommendations**

- A. Keller Park Ballfield Gate:** McKee reported both the Lion’s Club and the Homeschool Track & Field group have asked for a gate in the outfield of the new baseball field to make the green space more usable. McKee stated the Public Works, Public Safety & Property Committee discussed the request and recommended approval.
- MOTION (Aylesworth/Hurd) to approve the installation of the gate. PASSED, without negative vote.

**15. Possible Assignment to Committee:** None.

**16. Adjournment:** @ 8:14 p.m.

Renee Roemhild, Clerk/Treasurer