

*Village of Fall Creek*  
*Minutes of Finance, Personnel & Economic Development Committee Meeting*  
*September 19, 2023*

1. **Call to Order:** 6:00 p.m., Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek
2. **Roll Call:** Members Present: Village President Tim Raap, Trustees Karen Herbison, Sheena Kaatz. Members Absent: Trustees Ryan Aylesworth, Chester Goodman. Staff Present: Administrator/ Public Works Director Jared McKee, Clerk-Treasurer Renee Roemhild arrived later.
3. **Pledge of Allegiance**
4. **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.
5. **Adopt Agenda:**
  - MOTION (Herbison/Kaatz) to adopt the agenda. PASSED, without negative vote.
6. **Recognition of Visitors/Citizen Input/Correspondence:** None.
7. **Old Business:** None.
8. **New Business**

- A. **2024 Budget Work:** Administrator Jared McKee stated we are still waiting to receive some numbers for the proposed budget but will discuss what is currently available. He gave a detailed review of the Debt Service budget, going through the items line by line. President Tim Raap questioned the financing for the Randall Road project. McKee stated the Capital Projects Fund and Water Fund will be able to pay for their share of the cost, but Sewer Fund does not have enough cash to pay their entire portion. As there is authorization for interim financing, McKee said he plans on doing draws on the approved State Trust Fund loan for the *Property Owner* and *County* shares, and in the interim, will do a draw for *Sewer Fund* shortfall. He stated a decision will have to be made if the shortfall will be held as a loan or if it will be paid off by some other means.

Library Director Charlene Conradi presented the budget requests for the library, going through both proposed revenues and expenses. Conradi said they conducted a community survey and found that many felt the current library hours were not convenient and would like increased hours. Conradi stated that in light of that, their budget proposes an additional staff person to increase the library hours. Discussion took place on circulation numbers, weeding books, space needs, and increasing the collection.

Administrator McKee stated before going into closed session, he wanted to report on the recent time study that was done by the staff. He explained that the Administration and Public Works Departments have multi-faceted jobs doing tasks for more than one Fund (General Fund, Water Fund, Sewer Fund, Garbage Fund, Inland Lake Fund). The wages and some expenses have been cost-shared over those Funds based on a time study that was done many years ago. McKee said he felt it was time to redo the study to make sure allocations correctly reflect the time the employees spend working at their duties. McKee stated the new time study is now complete and there are some adjustments to the allocations needed based on the results, which will be reflected in the 2024 proposed budget.

- B. **Move to Convene in Closed Session Per Wis. Stat. 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation Data of Any Public Employee Over Which the Governmental Body has Jurisdiction or Exercises**

**Responsibility, namely, Discuss Individual Employee Performance. At the End of the Closed Session, the Board Will Be Going into Open Session to Conduct Further Business. Roll Call Vote on Motion to Convene into Closed Session.**

- MOTION (Kaatz/Herbison) @ 6:56 p.m. PASSED, roll call vote: Herbison-yes, Kaatz-yes, Raap-yes. Clerk/Treasurer Renee Roemhild left the meeting and President Tim Raap finished taking the minutes.

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

- MOTION (Herbison/Kaatz) @ 7:25 p.m. PASSED, roll call vote: Kaatz-yes, Raap-yes, Herbison-yes.

**9. Adjourn: @ 7:26 p.m.**

Renee Roemhild, Clerk-Treasurer & Tim Raap, Village President