

Village of Fall Creek
Minutes for Regular Village Board Meeting
February 12, 2024

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 Ryan Aylesworth, Chester Goodman, Karen Herbison, Karen Hurd, Sheena Kaatz, Matt Mattoon. Members Absent: None. Staff Present: Village Administrator/Public Works Director Jared McKee, Clerk/Treasurer Renee Roemhild. Also Present: 4 citizens. Arriving Later: Library Board President John Kuehn, Library Director Charlene Conradi.
3. **Pledge of Allegiance**
4. **Certify Open Meeting Law Requirements Have Been Met:** A notice of the meeting and the agenda was posted at the three public places and local newspapers were notified.
5. **Adopt Agenda:**
 - MOTION (Mattoon/Kaatz) to adopt the agenda as amended. PASSED, without negative vote.
6. **Recognition of Visitors/Citizen Input/Correspondence:**
 - Sawyer Rockus, an eighth-grade student, requested permission to install a fish crib in the creek that will give the bluegills a place to hide. He reported on the details of the crib and his research to make sure he followed DNR regulations. The Board said it sounded like a good project and commended him for his efforts.
 - A request for donations for the graduation party for the Fall Creek senior class was read.
7. **Approval of Minutes:**
 - MOTION (Hurd/Herbison) to approve the 12/11/23 Community Relations, Recreation & Health Committee, 1/8/24 Regular Board and 1/16/24 Public Works, Public Safety & Property Committee meeting minutes. PASSED, without negative vote.
8. **Financial Report:**
 - MOTION (Goodman/Mattoon) to approve the 1/31/24 Budget Comparison Report. PASSED, roll call vote: Goodman-yes, Herbison-yes, Hurd-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Aylesworth-yes.
- A. **2023 Year-End Review:** Administrator Jared McKee gave an extensive review of the 2023 year-end financials, stating there could be some changes because the audit is not quite complete. Items highlighted included:
 - General Fund:**
 - Revenue:** *Property Tax Equivalent-Water* was down because our mill rate dropped due to the assessment revaluation.
 - Expenses:** Overall, we did a good job of staying under budget in most categories.
 - Net Change in Position:** Without considering the transfer to CPF, we had a net positive position of \$7,000 even with the unexpected/unbudgeted expenses for tree removal of \$12,000 and road repairs of \$10,000.
 - Special Revenue Funds:**
 - FC Library:** Stayed right within budget.
 - Inland Lake:** \$1,700 deficit for the year, but that was only due to the timing of donation revenue being recorded in 2022 and the expense being recorded in 2023.
 - Debt Service:** Ended the year in a good position, without having to transfer from CPF.
 - Capital Projects:**
 - Capital Projects Fund (CPF):** This fund shows the Randall Road project, including the interim loan that we took out for the County's cost-share. We expect to receive reimbursement from them in 2024.

Capital Equipment/Repairs Fund: Had a net gain for 2023 which will be used for next year's budgeted expenses.

Tax Increment Districts: TID #1 ended the year with a deficit balance but because we extended the life of the TID last year, we will be able to recover the needed funds. TID #2 ended the year with a \$36,000 gain, which will be used next year for the road/utility project.

Enterprise Funds:

Water Fund: Revenues include \$55,000 the developer (C&M Properties) paid in special assessments for the water mains/laterals on Randall Road. The utility ended the year in a positive position.

Sewer Fund: Revenues include \$38,000 C&M Properties paid in special assessments for the sewer mains/laterals on Randall Road. Sewer Fund finances were very, very tight but we were able to make it through the year without going into the red.

Garbage Fund: Ended the year with a positive balance that will be used for the 2024 budget.

B. Continuation of Randall Road Sewer Loan: McKee reviewed the Village's cash position in detail and reminded the Board of discussion that took place when considering the Randall Road project in January of 2023. At that time, we expected to have enough funds to pay for most of the project, with the exception of sewer utility costs. Some members were against doing the project if debt needed to be incurred. A later special board meeting and the February board meeting did allow the project to go forward so as to not lose the financial benefit of having the developer pay a large part of the costs for Randall Road. Approval was granted to take out a State Trust Fund loan and consider it interim financing; those sewer utility costs totaled \$140,000. The original cash expectations discussed in January of 2023 proved to be accurate and as installation of the sewer is now complete for the project, we are in need of dealing with the Sewer Fund's inability to cover their costs.

- MOTION (Hurd/Aylesworth) to keep the State Trust Fund Loan, use the Sewer Fund Capital Cash to pay down \$75,000 on it and make annual payments on the remaining balance until it is paid off. PASSED, roll call vote: Herbison-yes, Hurd-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Aylesworth-yes, Goodman-yes.

9. Approval of Bills:

- MOTION (Goodman/Mattoon) to accept the Invoice Listing and Payroll Pay Summary Reports of 1/9/24-2/12/24. PASSED, roll call vote: Hurd-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Aylesworth-yes, Goodman-yes, Herbison-yes.

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

11. Committee Reports: None.

12. Unfinished Business: None.

13. New Business: The Board moved to agenda item 13.B. before 13.A.

B. Library Building Committee Report: Administrator McKee stated the library reported last year at budget time of their need for more space. Since then, the Library Building Advisory Committee has been working with John Thompson of IFLS (Indianhead Federated Library Service) and contracted with Lien & Peterson to come up with a proposal for a new library building with shared village hall & office space. Library Board President John Kuehn spoke about the Library's Strategic Plan and the facility assessment that was completed to define the needs. Based on IFLS standards, the FCPL fell short on square footage, circulation space, meeting rooms, and there were some

safety issues. Due to the space needs, remodeling the current facility is not an option. Looking at current needs and future trends for the expected growth of the community, they are proposing a building that is about 3 times the size of the current building. They are getting ready to form a Capital Campaign Committee to look at the feasibility of whether the community would be able to support the expected cost of the project.

- A. Inland Lake Protection & Rehabilitation District Quarterly Discussion:** Trustee Ryan Aylesworth reported on some happenings from the Eau Claire River Watershed Coalition.
- C. Memorandum of Understanding re: Use of FC Police by Town of Ludington:** McKee stated we have had an agreement for years to provide law enforcement services to the Town of Ludington, if needed. It is very rare that the service has been used, but the Town of Ludington would like to have an agreement in place.
- MOTION (Goodman/Herbison) to approve the memorandum of understanding with the Town of Ludington for police services as presented. PASSED, without negative vote.
- D. Update of Lease with Fall Creek Historical Society:** McKee reported the amendment was to include the storage shed/old restroom as part of the leased buildings.
- MOTION (Goodman/Kaatz) to approve the supplemental lease with the Fall Creek Historical Society, as presented. PASSED, roll call vote: Kaatz-yes, Mattoon-yes, Raap-yes, Aylesworth-yes, Goodman-yes, Herbison-yes, Hurd-yes.
- E. Update on Brickyard Street Project, Including Amendment to Engineer's Agreement:** McKee reported on the wetland delineation report and the engineer's cost estimate of \$1,070,000 for extending the street and utilities in the Industrial Park. McKee said there would also be a need to subdivide the land into lots.
- MOTION (Kaatz/Mattoon) approving the Amendment to the Engineer's Agreement with Ayres Associates Inc to provide services for a boundary survey and subdivision plat. PASSED, roll call vote: Mattoon-yes, Raap-yes, Aylesworth-yes, Goodman-yes, Herbison-yes, Hurd-yes, Kaatz-yes.
- F. Bartender Operator License Applications:**
- MOTION (Kaatz/Herbison) to approve a bartender operator license for Karlee Olson for the remainder of the 2023/2024 license year. PASSED, without negative vote.

14. Committee Recommendations: None.

15. Possible Assignment to Committee

- A. Amendment to Village Code Title 7: Garbage:** Matter was referred to the Public Works, Public Safety & Property Committee.

16. Adjournment: @ 7:35 p.m.

Renee Roemhild, Clerk/Treasurer