

Village of Fall Creek
Minutes of Special Village Board Meeting
December 26, 2019

1. **Call to Order:** 6:30 p.m., Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek
2. **Roll Call:** Members Present: Village President Chester Goodman, Trustees Joyce Aldrich, Bob Jenkins, Matt Mattoon, Tim Raap, Karen Strasburg, Dane Zook. Members Absent: None. Staff Present: Clerk-Treasurer Renee Roemhild, Public Works Crew Member Jamie Kaeding. Also Present: Two citizens.
3. **Certify Open Meeting Law Requirements Have Been Met:** A notice of the meeting and an agenda was posted in the three public places and local newspapers were notified.
4. **Adopt Agenda:**
 - MOTION (Mattoon/Strasburg) to adopt the agenda as printed. PASSED, without negative vote.
5. **Consider Process for Filling Upcoming Employee Vacancy-Job Description, Advertising, Temporary Help During Interim Period:** President Chester Goodman reported on the Finance & Personnel Committee meeting. Public Works Crew Member Jamie Kaeding talked about an immediate need for help with snow plowing.
 - MOTION (Mattoon/Zook) to advertise for interim part-time help, as needed, at a wage of \$15/hr with a minimum of 4-hours per call in. Commercial driver's license is required. Application closing date set as January 8 at 4:00 p.m. PASSED, without negative vote.

The proposed job description for a Public Works Director/Village Administrator was reviewed. Discussion on the varied duties took place, understanding it would be a difficult position to fill. However, with the increasing complexity of government requirements and the financial pressures of levy limits, it may be beneficial to have someone in a higher-level administrative role that can navigate those areas more effectively. Currently we outsource many duties to the Village Engineer. Saving some of those costs could help pay the increased wages a position like this would require.

The Finance and Personnel committee would like to see if this option could work. Trustee Zook stated if we start with the ad and don't get satisfactory responses, we could relook at the position. President Goodman stated it's not just one piece, it's multiple pieces. There are multiple needs in the Village. He is not saying the way things have been done is wrong, but this may be a way to help with the changing needs. The main responsibility of the position would be PWD, but there would be an added emphasis on Village Administration. As time goes on, the needs of the Village would define how the position evolves. Possible wages and advertising options were discussed.

- MOTION (Zook/Aldrich) to advertise for a Public Works Director/Village Administrator. Application closing date set as January 24. Salary dependent upon qualifications, starting at \$47,000. PASSED, roll call vote: Goodman-yes, Jenkins-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Zook-yes, Aldrich-yes.
6. **Consider Request for Capital Purchase:** PWC Jamie Kaeding reported on capital needs for the department: a welder and a plow truck with a wing.
 - MOTION (Mattoon/Strasburg) authorizing the purchase of a welder from Mississippi Welders Supply at an approximate cost of \$1700. PASSED, roll call vote: Jenkins-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Zook-yes, Aldrich-yes, Goodman-yes.
 - MOTION (Zook/Mattoon) to accept a range of \$20,000-\$40,000 for a used plow truck, directing it come back to the Board for final approval. PASSED, without negative vote.
 7. **Adjourn:** MOTION (Mattoon/Raap) @ 7:55 p.m. PASSED, without negative vote.