

Village of Fall Creek
Minutes of Finance & Personnel Committee Meeting
May 7, 2020

1. **Call to Order:** 6:07 p.m., virtual meeting at Zoom.us & physical meeting at Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek.
2. **Roll Call:** Members Present: Village President Tim Raap, Trustees Joyce Aldrich, Sheena Kaatz, Matt Mattoon. Members Absent: None. Staff Present: Clerk-Treasurer Renee Roemhild, Public Works Crew Jamie Kaeding. Also Present: 1 citizen.
3. **Certify Open Meeting Law Requirements Have Been Met:** A notice of the meeting and an agenda (including instructions if wishing to attend the virtual meeting) was posted in the three public places and local newspapers were notified.
4. **Adopt Agenda:**
 - MOTION (Aldrich/Mattoon) to adopt agenda as printed. PASSED, without negative vote.
5. **Consider Administrator/Public Works Position Including, But Not Limited To, Job Description, Advertisement, Hiring Process:** Committee Chairperson Tim Raap outlined the places job description examples were obtained from. A draft was then created from those examples and forwarded onto the HR legal consultant provided by our insurance company, who then created three documents: a job posting, job description, and recruitment flyer. The committee reviewed specific items in the documents, making a few minor adjustments.
 - MOTION (Mattoon/Aldrich) to recommend the Board list the position opening, using the documents with the adjustments as discussed. PASSED, without negative vote.
6. **Consider Bequeaths from Amandus E. Ziemann and Robert D. Ziemann:** Raap reported on receiving news of the generous bequeaths to the Village from Amandus Ziemann, and her son Robert Zeimann. Raap read the portion of the wills that designate what the funds should be used for: capital improvements such as mill dam repair, Keller Park, Library or Senior Citizen's building. The money is currently held in an account at Wells Fargo; the Village can request disbursement or choose to leave the funds there, in which case the Village may incur some administrative fees.
 - MOTION (Mattoon/Aldrich) to recommend transferring money to Village account to hold until a decision is made as to what to do with it. PASSED, without negative vote.
7. **Consider Specific Paving Projects re: State Trust Fund Loan for New Money:** Raap reviewed the projects that have been on the Village's Capital Plan for years, as well as discussing a need that was recently brought up. As interest rates are very low, doing some of the projects now would be a wise financial move for the Village. Not only would the interest rate be low for the new money but with the State Trust Fund's Loan Program, the Village would then qualify to refinance some current debt at a much lower interest rate, saving substantial money in interest costs.
 - MOTION (Raap/Mattoon) to recommend the Board designate the paving projects as the post office area, Keller Park parking lot, and the village hall/library parking lot. The hall/library parking lot project shall be pending discussion with the owners of property adjacent. If there are some hurdles for the property owners next to Village Hall, to then consider paving of Kopplin Road instead. PASSED, without negative vote.
8. **Consider Reduction in Alcohol Beverage Licensing Fees in Response to COVID-19 Pandemic:** Raap reported that area municipalities have been discussing the possibility of reducing alcohol beverage license fees for one year, in light of the difficulties placed on businesses due to Covid-19. He read the information from the League of Wisconsin Municipalities regarding the options available.

- MOTION (Aldrich/Mattoon) to recommend lowering the license fee for both on premise and off premise sale of intoxicating liquors and/or fermented malt beverages. Fees to be set at the minimum amount established by state statutes for the 2020/2021 licensing year due to COVID-19 pandemic. PASSED, with Raap voting no.
- 9. Consider Payroll Timecard Software:** Raap gave a point of information that the clerks have been doing a great job of working on processes to increase efficiency and in light of Covid19, many processes have had to become more digital. In that same spirit, research has been done on payroll timecard software that will increase efficiency and accuracy by downloading timecard information, rather than having to manually enter each employees time worked and paid-time-off. Options that would integrate with our current payroll software were reviewed, including feedback from several municipalities that use our same payroll software. The timecard software that received the best reviews was TimeClock Plus. The committee reviewed the quote from TimeClock Plus detailing one-time setup costs of approximately \$400 and yearly licensing costs of approximately \$400. Those prices reflect a \$549 discount if contracted by May 15th. Mention was made that in addition to the time savings, there would be additional savings in supplies as the timecard stock costs roughly \$100/year and over the years, we've had to do periodic replacement of the timeclock hardware for three machines.
- MOTION (Mattoon/Raap) to recommend the Board move forward with the plan to purchase payroll timecard software from TimeClock Plus before the discount expires. PASSED, without negative vote.
- 10. Consider Limitations on Employee Overtime:** Raap reported Trustee Matt Mattoon requested this item be placed on the agenda. Raap stated that since there have been questions regarding employee overtime, it may be good for the Village to research policies of other municipalities.
- MOTION (Raap/Aldrich) making the recommendation to begin research to see what we can learn from other municipalities about creating a proactive process for overtime approval. PASSED, without negative vote.
- 11. Adjourn:**
- MOTION (Aldrich/Raap) @ 7:15 p.m. PASSED, without negative vote.

Renee Roemhild, Clerk-Treasurer