

Village of Fall Creek
Minutes of Regular Village Board Meeting
September 14, 2020

1. **Call to Order:** 6:30 p.m., virtual meeting at Zoom.us & physical meeting at Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek
2. **Pledge to Flag**
3. **Roll Call:** Members Present: Village President Tim Raap, Trustees Kelli Corbin, Bob Jenkins, Sheena Kaatz, Matt Mattoon, Karen Strasburg. Members Absent: Trustee Joyce Aldrich. Staff Present: Village Administrator/Public Works Director Jared McKee, Police Chief Chad Dachel, Public Works Crew Jamie Kaeding, Clerk-Treasurer Renee Roemhild. Also Present: 4 citizens. Those noted in attendance include those attending via the virtual meeting.
4. **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 at the three public places and local newspapers were notified.
5. **Adopt Agenda:**
 - MOTION (Mattoon/Kaatz) to adopt the agenda. PASSED, without negative vote.
6. **Act on Minutes:**
 - MOTION (Mattoon/Raap) to approve the 7/27/20 Special Village Board, 8/5/20 Special Village Board, 8/10/20 Regular Village Board, 8/19/20 Special Village Board and 8/19/20 Plan Commission meeting minutes. PASSED, without negative vote.
7. **Citizen Input:** Sheena Kaatz spoke as a citizen requesting Village ordinances be put on the website.
8. **Correspondence:** None.
9. **Administrator Report:** Administrator/Public Works Director Jared McKee gave his monthly report highlighting the following:
 - Employee reviews have gone out
 - Submitted expenses to Routes to Recovery for reimbursement for Covid19 expenses
 - Held first department head meeting; will plan to do so twice a month
 - Kopplin Road project going on now
 - Working more at wastewater treatment plant
 - Budget process coming along
 - Working on TIF, recruiting businesses
 - OT/comp-time report
10. **Discuss Monthly Reports:** President Tim Raap questioned if it would be more efficient for running the meeting and more efficient for using employees' time to have one combined report presented by the Administrator for the departments. Discussion followed; will make decision when reviewing employee duties and responsibilities.
11. **Budget Comparison Report/Financial Considerations:**
 - MOTION (Raap/Mattoon) to approve the 8/31/20 Budget Comparison Report and the Clerk-Treasurer's monthly report. PASSED, roll call vote: Corbin-yes, Jenkins-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes.
12. **Consider Bills:**
 - MOTION (Raap/Mattoon) to accept the Check Register Report for payment of bills #25556-25607, CC2078-2092, RDW 1028-1032, RDS1029-1033, V20252-20292. Motion also approving payment of the bill for Ken Olson Drilling, approximately \$3500. PASSED, roll call vote: Jenkins-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Corbin-yes.
13. **Police Department**
 - A. **Monthly Report:** Police Chief Chad Dachel presented the monthly report of cases/calls for service.

B. Consider Request for Purchases in Excess of \$500:

- MOTION (Mattoon/Raap) approving the purchase of a replacement camera for the squad at a cost not to exceed \$4600 to be primarily paid for with Booze & Belts grant funds. PASSED, roll call vote: Kaatz-yes, Mattoon-yes, Raap-yes, Corbin-yes, Jenkins-yes. Trustee Strasburg left the meeting at 7:25 p.m. and returned at 7:30 p.m.
- MOTION (Raap/Kaatz) approving the purchase of a replacement camera for the P.D. office with adding an additional exterior camera for the Public Works department, at a total cost not to exceed \$2500 to be paid for out of Acct. #110-57110 Minor Capital Exp. PASSED, roll call vote: Mattoon-yes, Raap-yes, Strasburg-yes, Corbin-yes, Jenkins-yes, Kaatz-yes.
- MOTION (Mattoon/Kaatz) contingent upon approval of the Administrator's laptop as a Covid19 expense reimbursement, approving the purchase of two laptops (one for police department, one for public works) at a cost not to exceed \$2000. PASSED, roll call vote: Raap-yes, Strasburg-yes, Corbin-yes, Jenkins-yes, Kaatz-yes, Mattoon-yes.

C. Consider Bartender Operator License:

- MOTION (Raap/Strasburg) approving the bartender operator license application of Constance Raether for the remainder of the 2020/2021 license year. PASSED, without negative vote.

14. Public Works Department

A. Monthly Report: Public Works Crew Member Jamie Kaeding presented the monthly report regarding the public works and utility departments.

B. Consider RD Projects (McKinley, Klingbeil Lift Station, Painting Water Tower, Randall Project), Including Change Orders, Certificate of Substantial Completion, Contractor Pay Requests:

- MOTION (Raap/Mattoon) approving the contractor's pay request from Winona Mechanical for the Klingbeil lift station in the amount of \$8575.50. PASSED, roll vote: Strasburg-yes, Corbin-yes, Jenkins-yes, Kaatz-yes, Mattoon-yes, Raap-yes.
- MOTION (Raap/Strasburg) approving the contractor's pay request from Viking Industrial Painting for painting the water tower in the amount of \$195,225. PASSED, roll call vote: Corbin-yes, Jenkins-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes.
- MOTION (Kaatz/Mattoon) approving change order #1 for Viking Industrial Painting to deduct \$10,000 from the price as additional repairs warranting the use of the allowance were not necessary and to increase contract time for substantial completion. PASSED, roll call vote: Jenkins-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Corbin-yes.
- MOTION (Raap/Mattoon) approving the Certificate of Substantial Completion for Viking Industrial for the water tower painting project. PASSED, without negative vote.

No action was taken on the Change Order for A-1 at this time.

C. Consider Right-of-Way for "K" Bridge: McKee informed the Board he has received requests for right-of-way due to the upcoming project.

D. Consider Safe Routes to School Grant Award: Raap reported the West Central Wisconsin Regional Planning Commission filed a *Safe Routes to School* grant application last fall. The Village of Fall Creek and other area school districts and communities were included in that application, which has now been approved. The program works to encourage children to walk or bike to school by creating safer routes. The planning process will begin in the first half of 2021.

E. Consider Request for Purchase in Excess of \$500: Handled up above with the police department.

F. Consider Rental of Village Land:

- MOTION (Jenkins/Mattoon) to put it out for bid at a minimum of \$100 per acre, leaving the bid closing date up to the discretion of the Administrator/Public Works Director. PASSED, without negative vote.

15. Committee Related

A. Community & Economic Development

- a. **Consider Quarterly Newsletter:** Discussion took place that members felt the newsletter was a good place to inform the public. Trustee Strasburg will continue to pursue articles.

B. Finance & Personnel

- a. **Consider Amendment to Offer to Purchase to Remove Contingencies for Raether Property:**
 - MOTION (Kaatz/Mattoon) removing all contingencies from the offer to purchase the Raether property and giving authorization to Village President Tim Raap to sign closing documents. PASSED, without negative vote.
- b. **Consider Approval for Raether Property Land Preparation Expenses:** Raap reported on the need for a wetland delineation study and a certified survey to begin the process for planning development.
 - MOTION (Mattoon/Raap) approving expenses up to \$10,000 for any land preparation expenses for the Raether property. PASSED, roll call vote: Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Corbin-yes, Jenkins-yes.
- c. **Consider Citizen Committee for Ziemann Bequeath:** Raap reported the money has now been received and questioned how the Board wanted to get citizen input on how they would like the money spent.
- d. **Consider Replacement of Building Inspector (Retirement):**
 - MOTION (Raap/Kaatz) to pursue looking for an individual building inspector, rather than a firm. PASSED, without negative vote.
- e. **Consider Replacement for Village Architect (Retirement):**
 - MOTION (Raap/Mattoon) to pursue looking for a new architect. PASSED, without negative vote.
- f. **Discuss Budget 2021 Status:** Tabled.
- g. **Discuss Employee Job Descriptions, Duties & Responsibilities:** Tabled.
- h. **Discuss Updates to Purchasing Policy:** Tabled.

C. **Parks & Recreation:** No report.

D. **Public Property & Health:** No report.

E. Public Safety

- a. **Discuss Safer Trick-or-Treating Options:** Discussion took place due to the current safety concerns with Covid19, if the Board might want to offer a different option for trick-or-treating in the Village that may be a safer alternative to the traditional going door-to-door. No action was taken.

F. **Public Works & Streets/Sidewalks:** No report.

16. General Business

- a. **Consider and Start the Process for Board Trustee Replacement:** Raap reported Trustee Joyce Aldrich's health requires a time of healing and she is not currently able to fulfill the needs of the position. In speaking with her daughter, she has given the go-ahead to the Board to find a replacement. The Clerk-Treasurer was directed to put out a notice requesting interested persons submit their name; the Board will interview interested candidates at an upcoming special meeting.
- b. **Consider Garbage & Refuse Hauler License Applications:**
 - MOTION (Strasburg/Kaatz) granting a refuse hauler's license to GFL Environmental and Right Away Roll Off LLC. PASSED, without negative vote.
 - MOTION (Raap/Mattoon) granting a commercial garbage hauler's license to GFL Environmental for the remainder of the 2020/20201 license year. PASSED, without negative vote.
- c. **Consider Appointments: Replacement for Zoning Board of Appeals, Replacements for Library Board:** President Raap appointed Ben Burch to complete the term of Kevin Dallas on the Zoning Board of Appeals.

- MOTION (Strasburg/Mattoon) affirming above appointment. PASSED, without negative vote.
 - d. **Move to Convene in Closed Session Per Wis. Stat. 19.85(1)(e) Deliberating or Negotiating the Purchasing of Public Properties, the Investing of Public Funds, or Conduction Other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session, Namely, Negotiations re: Economic Development in Business Park. Roll Call Vote on Motion to Convene into Closed Session.**
 - MOTION (Raap/Mattoon) @ 9:50 p.m. PASSED, roll call vote: Mattoon-yes, Raap-yes, Strasburg-yes, Corbin-yes, Jenkins-yes, Kaatz-yes.
 - e. **Move to Return to Open Session and Action, if Any, on Matters Discussed in Closed Session:**
 - MOTION (Raap/Kaatz) @ 10:11 p.m. to return to open session. PASSED, roll call vote: Strasburg-yes, Corbin-yes, Jenkins-yes, Kaatz-yes, Mattoon-yes, Raap-yes.
 - MOTION (Raap/Kaatz) to pursue negotiations regarding land with land in TIF as discussed. PASSED, roll call vote: Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes.
- 17. Adjourn:**
- MOTION (Raap/Mattoon) @ 10:13 p.m. PASSED, without negative vote.

Renee Roemhild, Clerk-Treasurer