

Village of Fall Creek

Minutes of Finance, Personnel & Economic Development Committee Meeting

June 24, 2024

1. **Call to Order:** 5:00 p.m., Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek
2. **Roll Call:** Members Present: Village President Tim Raap, Trustees Karen Herbison, Josiah Kleven, Curt Strasburg. Members Absent: Trustee Ryan Aylesworth. Staff Present: Administrator/Public Works Director Jared McKee, Clerk/Treasurer Renee Roemhild. Also Present: Library Board President John Kuehn, Library Director Charlene Conradi, 1 citizen.
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 (Raap/Strasburg) to adopt the agenda. PASSED, without negative vote.
6. **Recognition of Visitors/Citizen Input/Correspondence:** None.
7. **Old Business:** None.
8. **New Business:** The committee reviewed the proposals based on the following criteria:
 - a) Executive Summary/Letter of Interest
 - b) Company Profile
 - c) Experience and Ability to Perform Services
 - d) Experience, Qualifications and References of Staff
 - e) Proposed Service
 - f) Project Schedule
 - g) Contract Documents
 - h) Proposed Cost

A. Review RFP for Construction Management Proposals: Proposals were received from four firms: Evolve Architects, Lien & Peterson Architects, River Architects, and River Valley Architects.

 - MOTION (Raap/Herbison) to interview Lien & Peterson and River Valley Architects. PASSED, without negative vote.

B. Review RFP for Architect & Engineering Services Proposals: Proposals were received from four firms: Hoeft Builders, Market & Johnson, Miron Construction, and R.J. Jurowski Construction.

 - MOTION (Herbison/Strasburg) to interview Market & Johnson and R.J. Jurowski. PASSED, without negative vote.
9. **Adjourn:** @ 6:05 p.m.

Renee Roemhild, Clerk-Treasurer