

Village of Fall Creek
Minutes for Regular Village Board Meeting
July 8, 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, Bryan Kaatz, Josiah Kleven, Matt Mattoon, Curt Strasburg. Members Absent: Karen Herbison. Staff Present: Village Administrator/Public Works Director Jared McKee, Clerk/Treasurer Renee Roemhild. Also Present: Library Director Charlene Conradi, Library Board Members John Kuehn, Marissa Kleven & Karen Strasburg, Village Engineer Gareth Shambeau, 2 citizens.
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 (Strasburg/Mattoon) to adopt the agenda. PASSED, without negative vote.
6. **Recognition of Visitors/Citizen Input/Correspondence:** None.
7. **Approval of Minutes**
 - MOTION (Aylesworth/Kleven) to approve the 6/10/24 Regular Board and 6/24/24 Finance, Personnel & Economic Development Committee meeting minutes. PASSED, without negative vote.
8. **Financial Report**
 - MOTION (Mattoon/Aylesworth) to approve the 6/30/24 Budget Comparison and quarterly financial reports. Roll call vote: Kaatz-yes, Kleven-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aylesworth-yes. PASSED.
9. **Approval of Bills**
 - A. **Contractor's Pay Request:**
 - MOTION (Kaatz/Aylesworth) to approve Pay Request #2 for the Business Park Extension Project in the amount of \$204,563.04 to Tanner Excavating. Roll call vote: Kleven-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aylesworth-yes, Kaatz-yes. PASSED.
 - B. **Regular Monthly Approval of Bills:**
 - MOTION (Mattoon/Aylesworth) to accept the Invoice Listing and Payroll Pay Summary Reports of 6/11/24-7/8/24. Roll call vote: Mattoon-yes, Raap-yes, Strasburg-yes, Aylesworth-yes, Kaatz-yes, Kleven-yes. PASSED.
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**
 - A. **Consider 2nd Reading and Possible Adoption of Title 5 Business Licenses and Registrations:** President Tim Raap stated the proposed amendment basically would allow the standard applications for bartender operator and temporary class B license requests to be approved by Village staff, rather than coming to the Village Board.
 - MOTION (Aylesworth/Kaatz) to hold the second reading and adopt the amendments to Title 5, making it a part of the Code of the Village of Fall Creek. Roll call vote: Raap-yes, Strasburg-yes, Aylesworth-yes, Kaatz-yes, Kleven-yes, Mattoon-yes. PASSED.
13. **New Business**
 - A. **Bartender Operator License Applications:** Not needed because of passing the above ordinance amendment.

- B. Consider Request for Variance on the Number of Animals Allowed per Village Code §6.1.5.:** The request from Kathryn Quesnell was read. Discussion took place on variances that had been granted in the past, along with the types of restrictions that were customarily placed on them.
- MOTION (Mattoon/Aylesworth) to grant the request of Kathryn Quesnell, 424 S White St, to allow housing a third dog. Variance is granted for current animals only; if an animal passes away or otherwise moves from the premises, the variance ceases. If complaints are received, the variance will be reconsidered. Roll call vote: Strasburg-yes, Aylesworth-yes, Kaatz-yes, Kleven-yes, Mattoon-yes, Raap-yes. PASSED.
- C. Finalize Funding and Grant Application for Library:** Recognition was given for the hard work put in by the library board and staff in preparing the WI DOA Flexible Facilities Program grant application. The scoring rubric was discussed, expecting the award process to be highly competitive but feeling Fall Creek will score very well. Awards are expected on or before October 1st.
- MOTION (Kaatz/Aylesworth) giving authority to Village President Tim Raap to sign the grant application. Roll call vote: Kaatz-yes, Kleven-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aylesworth-yes. PASSED.
- D. Consider Resolution Regarding Funding for a New Fall Creek Public Library:** A resolution outlining the financial needs and expectations should the Village of Fall Creek be awarded the \$4.25 million grant was read. Due to the good show of community support for the project and the preliminary estimate from Crescendo Fundraising Professionals regarding anticipated donation revenue, the resolution outlined an affirmation by the Village Board to continue to seek funding sources and if needed, fund up to \$1.8 million to see the project to completion.
- MOTION (Mattoon/Strasburg) to adopt RESOLUTION #2024-0708A regarding funding for a new Fall Creek Public Library. Roll call vote: Kleven-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aylesworth-yes, Kaatz-yes. PASSED.
- E. Consider Architect & Engineering Services for Proposed Library Building:** Discussion took place outlining the firms who submitted proposals, as well as the process completed by the Finance, Personnel & Economic Development Committee to narrow down the field to two firms. Those firms were then evaluated in detail to assess their experience, company and staff profiles, ability to perform within the timeframe defined by the grant, and proposed cost.
- MOTION (Mattoon/Aylesworth) to proceed with Lien and Peterson Architects and to authorize Village President Tim Raap and Administrator/Public Works Director Jared McKee to begin contract negotiations and they will bring it back to the Board for approval. PASSED, without negative vote.
- F. Consider Construction & Management Services for Proposed Library Building:** Discussion followed the same pattern as listed above.
- MOTION (Kaatz/Mattoon) to proceed with R.J. Jurowski Construction and to authorize Village President Tim Raap and Administrator/Public Works Director Jared McKee to begin contract negotiations and they will bring it back to the Board for approval. PASSED, without negative vote.
- G. Keller Park Playground Equipment:** Raap reported we are still waiting on some paperwork but now have the go-ahead from the State. The proposed layout for the playground equipment was reviewed.
- MOTION (Kaatz/Aylesworth) authorizing Matt Mattoon to get updated prices and proceed with the grant application to get the reduced prices. PASSED, without negative vote.
- H. Resolution Designating Public Depositories:**

- MOTION (Mattoon/Kleven) to adopt RESOLUTION #2024-0708B designating public depositories and authorizing withdrawal of Village moneys. Roll call vote: Kleven-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aylesworth-yes, Kaatz-yes. PASSED.
- I. Consider 1st Reading of Amendment to Title I General Provisions:** McKee reported the amendment basically removes the listing of fees from the ordinance. They will instead be recorded in the Schedule of Fees, so all fees are listed in one place.
- MOTION (Mattoon/Aylesworth) to hold the first reading of amendments to Title 1. PASSED, without negative vote.
- J. Update Village of Fall Creek Schedule of Fees:** Updates to the Schedule of Fees were discussed.
- MOTION (Kaatz/Mattoon) to adopt the Schedule of Fees, as discussed. Before voting, discussion took place that the violation for parking a vehicle in the street during snow removal times (per §10.2.4.D.) should be increased to \$50. Since the motion had already been stated without that amendment, it was decided a new motion should be made if they wanted to include that change. Roll call vote: Mattoon-yes, Raap-no, Strasburg-no, Aylesworth-no, Kaatz-no, Kleven-no. FAILED.
 - MOTION (Kaatz/Mattoon) to adopt the Schedule of Fees as discussed and with making the additional change regarding no parking for snow removal to \$50. Roll call vote: Raap-yes. Strasburg-yes, Aylesworth-yes, Kaatz-yes, Kleven-yes, Mattoon-yes
- 15. 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 Conducting Other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session, Namely, Discussion re: Competitive/Bargaining Reasons. At the End of the Closed Session, the Board Will be Going into Open Session to Conduct Further Business.**
- MOTION (Mattoon/Aylesworth) @ 7:56 p.m. Roll call vote: Strasburg-yes, Aylesworth-yes, Kaatz-yes, Kleven-yes, Mattoon-yes, Raap-yes. PASSED.
- 16. Move to Return to Open Session and Action, if Any, on Matters Discussed in Closed Session.**
- MOTION (Aylesworth/Kaatz) to return to open session @ 8:08 p.m. Roll call vote: Aylesworth-yes, Kaatz-yes, Kleven-yes, Mattoon-yes, Raap-yes, Strasburg-yes. PASSED.
- 14. Committee Recommendations:** None.
- 15. Possible Assignment to Committee:** None.
- 16. Adjournment:** @ 8:10 p.m.

Renee Roemhild, Clerk/Treasurer