

Village of Fall Creek
Minutes for Regular Village Board Meeting
October 14, 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, Karen Herbison, Bryan Kaatz, Josiah Kleven, Matt Mattoon, Curt Strasburg. Members Absent: None. Staff Present: Village Administrator/Public Works Director Jared McKee, Clerk/Treasurer Renee Roemhild, Library Director Charlene Conradi. Also Present: Library Board Members John Kuehn & Kim Gillett, 10 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 (Herbison/Strasburg) to adopt the agenda. PASSED, without negative vote.
6. **Recognition of Visitors/Citizen Input/Correspondence:**
 - Michelle Magadance Skinner introduced herself as a member of the E.C. County Board.
 - Richard Ziemann, 543 S State St, congratulated the Village Board, Library Board, and staff on the award of the \$4.25 million for the new library/municipal building and gave some words of advice to the Board.
7. **Approval of Minutes**
 - MOTION (Herbison/Mattoon) to approve the 9/9/24 Regular Board, 9/19/24 Finance, Personnel & Economic Development Committee, 9/26/24 Public Hearing & Plan Commission meeting minutes. PASSED, without negative vote.
8. **Financial Report**
 - MOTION (Aylesworth/Kaatz) to approve the 9/30/24 Budget Comparison report. Roll call vote: Herbison-yes, Kaatz-yes, Kleven-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aylesworth-yes. PASSED.
9. **Approval of Bills**
 - A. **Contractor's Pay Request:**
 - MOTION (Mattoon/Kleven) to approve Pay Request #2 for the Miami Ave Reconstruction Project in the amount of \$36,813.74 to Tanner Excavating. Roll call vote: Kaatz-yes, Kleven-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aylesworth-yes, Herbison-yes. PASSED.
 - MOTION (Kaatz/Mattoon) to approve Pay Request #2 for the Keller Park Ball Courts in the amount of \$25,024.00 to Tanner Excavating. Roll call vote: Kleven-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aylesworth-yes, Herbison-yes, Kaatz-yes. PASSED.
 - MOTION (Mattoon/Herbison) to approve Pay Request #5 for the Business Park Extension Project in the amount of \$30,180.00 to Tanner Excavating. Roll call vote: Mattoon-yes, Raap-yes, Strasburg-yes, Aylesworth-yes, Herbison-yes, Kaatz-yes, Kleven-yes. PASSED.
 - B. **Regular Monthly Approval of Bills:**
 - MOTION (Mattoon/Kleven) to accept the Invoice Listing and Payroll Pay Summary Reports of 9/10/24-10/14/24. Roll call vote: Raap-yes, Strasburg-yes, Aylesworth-yes, Herbison-yes, Kaatz-yes, Kleven-yes, Mattoon-yes. PASSED.
10. **Report of Village Administrator:** Administrator Jared McKee gave his monthly report highlighting the duties accomplished by each department since the last regular board meeting.
11. **Committee Reports:** None.
12. **Unfinished Business**

- A. Discussion of Expenditures from ARPA Money:** President Tim Raap stated the Board has previously discussed what projects to use the ARPA money for but now is the time to clarify those discussions and make a final decision.
- MOTION (Herbison/Strasburg) to use \$20,000 of the ARPA money for the commitment to Bloomer Broadband for bringing broadband to a major section of the Village and to use the remaining ARPA money for completion of the playground, pickleball/tennis courts and basketball court improvements at Keller Park. Roll call vote: Strasburg-yes, Aylesworth-yes, Herbison-yes, Kaatz-yes, Kleven-yes, Mattoon-yes, Raap-yes. PASSED.

13. New Business

- A. Wayne Grosskopf, Fall Creek Area Fire District Proposed 2025 Budget:** Fire District Village Appointee Wayne Grosskopf presented a draft of the District's proposed 2025 budget and the proportional split between the three municipalities.
- B. 2025 Proposed Budgets:** Administrator Jared McKee reviewed the proposed budgets as has been worked on for months, again highlighting the main changes from 2024. Much discussion took place on the need for more revenue in the utility funds. McKee reiterated the previous discussions regarding the need to raise the administrative portion of the garbage rates by \$1.00/month and stated if the Board wanted to pursue a short-form rate increase for the Water Fund, it would need to wait until next spring after the 2024 annual report has been filed with WI Public Service Commission. McKee provided a rate analysis study for the Sewer Fund. The options were discussed in detail, including reviewing how each option would affect the Village's rank on the *Municipal Revenue Comparison* which shows the level of municipal costs and use of those funds for like-sized municipalities in and touching Eau Claire County. With the proposed garbage and sewer rate increases, the annual cost municipal cost of living (which includes the water/sewer bill and the municipal share of property taxes) for a resident living in the Village of Fall Creek would go from 8th to 9th cheapest out of 21, when comparing to like-sized municipalities in the area.
- MOTION (Kaatz/Strasburg) to recommend the proposed budget be brought forward to the Public Hearing which shall be set for November 12th at 6:30 p.m. Motion includes authorization for staff to update the budget based on the proposed sewer rate increase as discussed. Roll call vote: Aylesworth-yes, Herbison-yes, Kaatz-yes, Kleven-yes, Mattoon-yes, Raap-yes, Strasburg-yes. PASSED.
 - MOTION (Kaatz/Aylesworth) amending the motion for the public hearing to be Monday, November 11th at 6:30 p.m. PASSED, roll call vote.
- C. Authorization to Switch Health Insurance Plan for Employees:** Due to the high increase in the health insurance premiums, McKee provided options for the Board's review.
- MOTION (Mattoon/Kaatz) giving authorization to the Village Administrator to switch health insurance carriers as discussed. PASSED, roll call vote.
- D. Consider Resolution Regarding Sewer Rates:** The need for the sewer rate increase was discussed while reviewing the proposed budgets. Raap stated passing a resolution would more clearly outline the reasons for the needed increase.
- MOTION (Mattoon/Aylesworth) to adopt RESOLUTION #2024-1014A Approving Sewer Rate Adjustments. Roll call vote: Herbison-yes, Kaatz-yes, Kleven-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aylesworth-yes. PASSED.
- E. Set Date for Financial Open House:** Raap suggested having an open house to give residents an easy opportunity to voice concerns and have one-of-one discussions regarding financial matters, including the utility rate adjustments.

- MOTION (Herbison/Mattoon) to set the date for an open house as Thursday, November 7th. PASSED, without negative vote.
- F. Update of Village Fee Schedule, Including, But Not Limited To, Dog License, Garbage & Sewer Rates:** In an ongoing effort to have all Village fees listed in one place, this update records some permit fees and schedule of deposits that were previously listed in Village ordinances. The update also includes the \$1.00/month increase in the garbage rates as previously discussed. The update does not include modifications to the sewer rates, with Board consensus being they would like to provide additional opportunity for public input before updating that part of the fee schedule.
- MOTION (Herbison/Kleven) to approve the updated Village Schedule of Fees. Roll call vote: Kaatz-yes, Kleven-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aylesworth-yes, Herbison-yes.
- G. Move to Convene in Closed Session Per Wis. Stat. 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation Data of Any Public Employee Over Which the Governmental Body has Jurisdiction or Exercises Responsibility, namely, Discuss Individual Employee Performance. At the End of the Closed Session, the Board Will Be Going into Open Session to Conduct Further Business. Roll Call Vote on Motion to Convene into Closed Session.:** Tabled.
- H. Move to Return to Open Session and Action, if Any, on Matters Discussed in Closed Session.:** Tabled.
- I. New Municipal Complex including Fall Creek Public Library & Administrative Offices**
- a. Accept Flexible Facility Grant from State of Wisconsin for \$4.25 Million:** Village President Tim Raap reported the Village of Fall Creek was awarded a Flexible Facilities Program Grant from the WI Department of Administration for \$4.25 million to build a new library and municipal complex.
- MOTION (Kaatz/Strasburg) to accept the grant award from the Wisconsin Department of Administration-Division of Energy, Housing and Community Resources and authorizing the necessary signatures acknowledging such.

Discussion followed regarding:

- Stipulations related to acceptance of the grant.
- Concern that we don't want a burden to be placed on the taxpayers.
- We still have the opportunity to scale down the project but expect the cost will not be less than \$6.1 million.
- The Library Board and the Village Board have done substantial preliminary work in an effort to control risk and facilitate a successful project.
- The company chosen for the capital fundraising campaign has a 100% success rate in meeting their goals. They have indicated, based on the results of the capital readiness campaign, that there is support for initiating a \$3.5 million capital fundraising campaign.
- We are hoping to have a successful fundraising campaign, in which case we would be able to have a better project to benefit the community for generations to come.

The above motion was voted on. Roll call vote: Kleven-yes, Mattoon-no, Raap-yes, Strasburg-yes, Aylesworth-yes, Herbison-yes, Kaatz-yes. PASSED.

- b. Provide Authorization and Designations for Administering Project Needs, Including but Not Limited to Grant Documents and Reporting:**

- MOTION (Kleven/Strasburg) giving signature authority to Village President Tim Raap, Village Trustee Ryan Aylesworth, Village Administrator Jared McKee, and Clerk/Treasurer Renee Roemhild and giving authorization to administer the grant and project paperwork for the construction of a municipal building that houses a new library and village administrative offices. PASSED, without negative vote.
- c. Approve Architect Contract with Lien & Peterson:**
- MOTION (Mattoon/Kaatz) approving the contract with Lien & Peterson Architects in the amount of \$455,000 for architectural services for constructing a new library and village administrative building and giving the President and Administrator signature authority and permission to make small edits as they deem necessary. Roll call vote: Mattoon-yes, Raap-yes, Strasburg-yes, Aylesworth-yes, Herbison-yes, Kaatz-yes, Kleven-yes. PASSED.
- d. Approve Construction Management Contract with RJ Jurowski:**
- MOTION (Mattoon/Strasburg) approving the contract with RJ Jurowski Construction for construction management at risk services for new library/municipal building and giving the President and Administrator signature authority and permission to make small edits as they deem necessary. Roll call vote: Raap-yes, Strasburg-yes, Aylesworth-yes, Herbison-yes, Kaatz-yes, Kleven-yes, Mattoon-yes. PASSED.
- e. Approve Capital Campaign Contract with Crescendo:** Raap reported Crescendo Fundraising Professionals were hired to complete the Campaign Readiness Study. This would be the next step to contract for the actual fundraising campaign.
- MOTION (Mattoon/Strasburg) approving the contract with Crescendo Fundraising Professionals in the amount of \$289,000 for managing a fundraising campaign and providing consulting services to secure gifts and pledges for the construction of a new library/municipal building.

Comments made were as follows:

- The contract calls for a per month charge, not a lump sum, so if Crescendo does not perform as expected, the contract can be ended.
- Even though feeling confident in the feasibility of a successful campaign and in the performance record of this company, there is still concern over not wanting a burden to fall on taxpayers if we don't get the pledges anticipated. Recognition was voiced that showing positive support for the project is the best way to help facilitate a successful fundraising campaign that will help reduce any possible burden on the taxpayers.
- With the award of the \$4.25 million dollar grant, the net cost to the taxpayer for a project that will provide a huge asset to the Village has already been reduced incredibly. A successful capital campaign will further reduce any possible burden to the taxpayers.
- The Village will likely need to get a loan for bridge-financing to pay for some construction costs until any revenues that are pledged are received.
- There are a lot of moving parts, such as considering the revenue that can be gained from the sale of the current facility. It could be put toward this project but we don't know how much money that will be or how long it will take to sell.

The above motion was voted on. Roll call vote: Strasburg-yes, Aylesworth-yes, Herbison-yes, Kaatz-yes, Kleven-yes, Mattoon-yes, Raap-yes. PASSED.

f. Site Selection: Raap stated there has been no change in the plans regarding the proposed location. John & Michelle Kuehn were very generous in offering a donation of part of their land, contingent on the project going forward. The proposed site is about three acres along the north side of HWY 12 and west of the creek. We have begun some of the preliminary work, such as a wetland delineation report; it turned out very well with the site falling in the ordinary high-water mark. An environmental study will be done. We are hoping to be able to lower the speed limit going down the hill because the site would now house a library/greenspace area. Options for getting connected to Village sewer were discussed. Trustee Mattoon said he thought the site was dangerous for kids going to the library but was very thankful for the donation of land. He felt if the speed limit was lowered going down the hill it would make the location a safer choice. Sidewalk and concrete barriers will be used. We have a speed limit of 30 mph in front of our current facility and people jet across the street all the time. Having a parking lot off of Hwy 12 will be an improved safety measure.

- MOTION (Kaatz/Strasburg) to select the John & Michelle Kuehn section of land as the site for the new library/municipal building. Roll call vote: Aylesworth-yes, Herbison-no, Kaatz-yes, Kleven-yes, Mattoon-no, Raap-yes, Strasburg-yes. PASSED.

J. Consider Application for License for Large Gatherings or Assemblies, Including Request to Waive Application Fee:

- MOTION (Kaatz/Mattoon) to approve the license application for a large gathering for the Rae Lynn Schultz Benefit to be held at the Fall Creek Area Fire District Station on November 2nd and to waive the application fee. PASSED, without negative vote.

14. Committee Recommendations

A. Consider Request for Conditional Use Permit for Vacant Lot North of 226 N State St for Broadband Infrastructure: Trustee Ryan Aylesworth recused himself.

- MOTION (Mattoon/Herbison) to approve the request of BTC Communications for a conditional use permit to construct a hut/broadband infrastructure on Lot 4, Block 9 of the Railroad Assessor's Plat based on the Plan Commission's recommendation and with the following conditions:
 - 1) Hard surface parking is required for all parking areas; must be for commercial use as approved by the Zoning Administrator.
 - 2) Screening fence is not required as long as there is no outdoor storage. If outdoor storage, screening fence will be required.
 - 3) Match front & side setbacks of adjacent lot (226 N State St):
25' setback in front, 10' setback side.

PASSED, without negative vote and with Aylesworth abstaining.

B. Consider Downtown Business District Building Permit Application: Trustee Matt Mattoon recused himself.

- MOTION (Strasburg/Kaatz) approving the building permit application of Marsha Pilgrim for a façade update to 122 S State Street. PASSED, without negative vote and will Mattoon abstaining.

C. Consider Downtown Business District Sign Application:

- MOTION (Mattoon/Kaatz) approving the sign permit application of Dallman Insurance for 140 S State Street. PASSED, without negative vote.

15. Possible Assignment to Committee: None.

16. Adjournment: At 8:21 p.m.

Renee Roemhild, Clerk/Treasurer