

Village of Fall Creek
Minutes for Regular Village Board Meeting
April 14, 2025

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, Curt Strasburg. Members Arriving Later: Matt Mattoon. Staff Present: Village Administrator/Public Works Director Jared McKee, Clerk/Treasurer Renee Roemhild. Also Present: Auditor Dan Carlson, 4 citizens.
3. **Pledge of Allegiance**
4. **Certify Open Meeting Law Requirements Have Been Met:** A notice of the meeting including the agenda was posted at the three public places and local newspapers were notified. Trustee Matt Mattoon arrived.
5. **Adopt Agenda:**
 - MOTION (Strasburg/Herbison) to adopt the agenda. PASSED, without negative vote.
6. **Recognition of Visitors/Citizen Input/Correspondence:**
 - Vern Ming, 133 E Randall, made comments that he was dissatisfied with the Plan Commission's recommendation to rezone his property.
 - Kassia Kessler, an email was read with her concerns about campers parking on the public streets.
7. **Approval of Minutes**
 - MOTION (Aylesworth/Herbison) to approve the 3/10/25 Regular Village Board and 4/2/25 Public Hearing & Plan Commission meeting minutes. PASSED, without negative vote.
8. **Financial Report**
 - MOTION (Mattoon/Kaatz) to approve the 3/31/25 Monthly and Quarterly Budget Comparison Reports. Roll call vote: Herbison-yes, Kaatz-yes, Kleven-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aylesworth-yes. PASSED.
9. **Approval of Bills:**
 - MOTION (Mattoon/Aylesworth) to accept the Invoice Listing and Payroll Pay Summary Reports of 3/11/25-4/14/25. Roll call vote: Kaatz-yes, Kleven-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aylesworth-yes, Herbison-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. **Consider 2nd Reading & Possible Adoption of Amendments to Village Zoning Code, Title 16 Related To, But Not Limited To, Definitions, Commercial Districts, Schedule of Uses, and Signs:**
 - MOTION (Aylesworth/Kaatz) to approve the second reading and adopt the amendments to Village Code Title 16 in its entirety, making it a part of the Code of the Village of Fall Creek. Roll call vote: Kleven-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aylesworth-yes, Herbison-yes, Kaatz-yes. PASSED.
 - B. **Consider 2nd Reading & Possible Adoption of Amendments to Ordinances Related to Public Improvements to:**
 - a) **Repeal Chapter 206 Public Improvements & Chapter 300A Engineering Standards; and**
 - b) **Recreating & Amending Them, Including Them in Title 17, Contracts to be Renamed to Public Improvements:**

Discussion took place that the amendment basically would return the special assessment policy back to what it had been before the McKinley Avenue Project. President Tim Raap stated he did not vote in favor of the first reading because he thought consideration should

be given to special assessing part of the utility costs of a project as that is easier for a property owner to see the direct benefit to their property. Trustee Matt Mattoon stated the constituents have had more availability than ever before to look at the proposed changes and voice questions or concerns if they had any (because of the website postings and meetings that were held) and there has been no negative feedback. Raap reiterated what had been gone over in prior meetings: comparison of special assessment policies with like-sized, neighboring communities; municipal median household income and the corresponding relationship to financial capacity and assistance from State and Federal grant programs; the level of State aids received by area municipalities as a means to help pay for capital projects. All such factors went into consideration when preparing the proposed amendment.

- MOTION (Aylesworth/Mattoon) to approve the second reading and adopt the amendment to Village Code Chapter 206 Public Improvements in its entirety, making it a part of the Code of the Village of Fall Creek. Roll call vote: Mattoon-yes, Raap-no, Strasburg-yes, Aylesworth-yes, Herbison-yes, Kaatz-yes, Kleven-yes. PASSED.

13. New Business

- A. Clifton, Larson, Allen: Report on Audit for Year-End 12/31/2024:** Auditor Dan Carlson of Clifton, Larson, Allen addressed the Board reviewing the 2024 audit, stating they issued an unqualified opinion, which is the highest level of audit a municipality can receive. As Carlson reviewed the numbers, Raap asked him to expand on the situation that happens when a developer finishes a road/utility construction project and the assets are recorded on the Village books making it look like the utility had more revenue than it did, which has caused the Village to not qualify for the short-form rate increase application through the Public Service Commission of Wisconsin. Carlson stated that was correct and the same thing happens when the Tax Increment Financing District pays for improvements in the Business Park. The revenue must be recorded in the Water and Sewer Funds in the year it is contributed so it skews the numbers artificially making it look like the utilities did better than they did, because the contribution was not actually cash coming in that could be used for operating the utilities. Carlson continued by highlighting noteworthy items for each fund, including debt service.
- MOTION (Mattoon/Aylesworth) approving the 2024 audit. Roll call: Raap-yes, Strasburg-yes, Aylesworth-yes, Herbison-yes, Kaatz-yes, Kleven-yes, Mattoon-yes. PASSED.
- B. Request of Village of Fall Creek to Rezone Parcels #127-1074-030-40, #127-1074-030-30, #127-1113-040-00, #127-1113-050-00, #127-1113-060-00, and #127-1074-03-050 & 127-1074-03-060 (formerly #127-1074-030-20) from Two Family Residential to Single Family Residential:** Raap introduced the item clarifying the parcels being considered for rezone include a parcel that was recently split into two parcels via Certified Survey Map (CSM). During the review process of the CSM, it was questioned what could go on that lot, which can be a normal question when considering splitting a lot. Raap stated the discussion at that meeting recognized that all homes on that block were built as single-family, which then resulted in a motion being made to recommend the Board consider a rezone of the area. Raap stated the Plan Commission discussion noted that the Comprehensive Plan talks about consistent zoning and tries to avoid “island” zoning. Zoning Administrator Jared McKee explained that generally zoning is planned in a way to have “like properties” next to “like properties” as a means of protecting marketability and property values. For example, if there were two identical single-family homes for sale with one neighboring other single-family homes and the other neighboring duplexes, it is generally seen that the one next to the “like property” single family homes would have higher marketability and higher property value. Vern Ming, the owner of the lot that was recently split into two with a CSM, stated he felt rezoning his property would be unfair to him. Board discussion continued with commenting that they felt it was important to not have “spot” zoning, and they trusted the Plan Commission’s recommendation to rezone.

- MOTION (Kaatz/Mattoon) agreeing with the Plan Commission's recommendation and rezoning parcel numbers #127-1074-030-40, #127-1074-030-30, #127-1113-040-00, #127-1113-050-00, #127-1113-060-00, and #127-1074-03-050 & 127-1074-03-060 (formerly #127-1074-030-20) from R2 to R1. Roll call vote: Strasburg-yes, Aylesworth-yes, Herbison-yes, Kaatz-yes, Kleven-yes, Mattoon-yes, Raap-yes. PASSED.

C. Downtown Business District Sign Application:

- MOTION (Kaatz/Aylesworth) per the Plan Commission's recommendation, to approve the sign permit application for Crickets Pizza, 129 E Lincoln Ave. PASSED, without negative vote.

D. Downtown Business District Building Permit Application:

- MOTION (Aylesworth/Mattoon) per the Plan Commission's recommendations related to the application of Michael Brunson for 112 N State Street (the old fire hall building) to deny the request for replacement of exterior lights recommending downcast lighting instead, to deny the removal of the bell tower as that would not be in keeping with the desires of the Downtown District Guidelines for a historic building, and to approve the request for painting the overhead doors brown on the north section of the building. PASSED, without negative vote.

E. Consider Library/Village Center Project:

- Plan Review:** The plans for the Library/Village Center were reviewed with Raap stating this is the Board's last opportunity to make changes before the project goes out for bid. Bids are expected to be let the 1st of May with a bid opening expected for May 22nd. We will probably hold a special board meeting for awarding the bids shortly thereafter.
 - MOTION (Aylesworth/Herbison) to approve the plans as discussed, recognizing there may still be some changes as refining continues. PASSED, without negative vote.

Discussion took place on the desire to make the community room space larger. There is an option of 1) deciding to do that before the bids are let to avoid the risk of a higher priced change order or 2) waiting until later in the project to make that decision after more information is gained on our funding situation as we see how the capital campaign to raise more funds goes. Raap pointed out that the Architect said it is not a difficult change to make later in the design.

 - MOTION (Mattoon/Strasburg) to table the discussion on consideration of a community room expansion until more information is available. PASSED, without negative vote.
- WI Economic Development Corporation Vibrant Spaces Grant:** Raap stated we were awarded a \$50,000 Vibrant Spaces grant from the Wisconsin Economic Development Corporation. These funds will be used to enhance the outdoor spaces at the library/village center.
- Financing Options:** Financing for the project was discussed in detail. McKee stated the estimated cost before bid for the project is a little over \$8 million. He reviewed the financial status as of this point in the project: along with the \$4.25 million from the Flexible Facilities Program grant, there is already about \$1.5 million committed in the capital campaign and we haven't officially launched the campaign yet. The funds that will be donated through the campaign may be received over a span of three years so there will be a need for interim financing. Available options and the current interest rates were reviewed.
 - MOTION (Aylesworth/Mattoon) to go out for financing \$3 million for a term of 20 years. Roll call vote: Aylesworth-yes, Herbison-yes, Kaatz-yes, Kleven-yes, Mattoon-yes, Raap-yes, Strasburg-yes.

F. Keller Park:

a) Consider Award of Bid for Ball Court Color Court System:

- MOTION (Kaatz/Kleven) to award the bid to K&S Driveway Guys in the amount of \$44,712.39 for the resurfacers and painting of the playing surface, out of bounds, and

playing lines for the basketball, pickleball, and tennis courts. Roll call vote: Herbison-yes, Kaatz-yes, Kleven-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aylesworth-yes. PASSED.

- b) Crow's Nest Modifications:** Raap reported Fall Creek Youth Sports has requested permission to replace the storage building at Keller Park. They have received funding and will pay for any additional costs they are unable to cover with donations. There will be no cost to the Village.

- MOTION (Mattoon/Aylesworth) to approve the tear down of the old Crow's Nest and authorize the construction of a new storage building. PASSED, without negative vote.

- G. Resolution Regarding Allocation of Waived Wages:** Raap explained the resolution was to clarify the use of budgeted funds that had been designated for Village Board wages that would be left over if any members requested waiving their wages. The resolution defines that those left over budget dollars would be reallocated to the Beyond Words fundraising campaign for the new Library/Village Center.

- MOTION (Aylesworth/Kaatz) adopting RESOLUTION #2025-0414A regarding allocation of the used budget due to waived wages. Roll call vote: Kaatz-yes, Kleven-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Aylesworth-yes, Herbison-yes.

- H. Appointment, i.e. Library Committee:** President Raap made the following appointments to the library board for three-year terms: Marissa Kleven and Mary Anderson.

- MOTION (Mattoon/Herbison) confirming above appointments. PASSED, without negative vote.

14. Committee Recommendations: None.

15. Possible Assignment to Committee

- A. Keller Park ADA Compliance:** Raap explained we needed to make a decision about where to put sand, wood chips, and sidewalk near the playground equipment.

- MOTION (Aylesworth/Kaatz) to send the matter to the Community Relations, Recreation & Health Committee. PASSED, without negative vote.

16. Administer Oath of Office to Newly Elected Board Members: Clerk/Treasurer Renee Roemhild administered the oath of office to Village President Timothy Raap and Village Trustees Josiah Kleven, Matt Mattoon, and Staci Moldenhauer.

17. Adjournment: @ 8:07 p.m.

Renee Roemhild, Clerk/Treasurer