

Village of Fall Creek
Minutes for Regular Village Board Meeting
December 8, 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 Bryan Kaatz, Josiah Kleven, Matt Mattoon, Staci Moldenhauer, Curt Strasburg. Members Absent: Trustee Ryan Aylesworth. None. Staff Present: Village Administrator/Public Works Director Jared McKee, Clerk/Treasurer Renee Roemhild. Also Present: Village Engineers Gareth Shambeau and Justin Schuenemann.
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.
5. **Adopt Agenda:**
 - MOTION (Strasburg/Kleven) to adopt the agenda. PASSED, without negative vote.
6. **Recognition of Visitors/Citizen Input/Correspondence:** Village Engineer Gareth Shambeau thanked the Board for their business and introduced Engineer Justin Schuenemann, stating he will be working more on Village projects.
7. **Approval of Minutes:**
 - MOTION (Mattoon/Kaatz) to approve the 11/10/25 Regular Village Board meeting minutes. PASSED, without negative vote.
8. **Financial Report:**
 - MOTION (Kaatz/Strasburg) to approve the 11/30/25 Monthly Budget Comparison Reports. Roll call vote: Kaatz-yes, Kleven-yes, Mattoon-yes, Moldenhauer-yes, Raap-yes, Strasburg-yes. PASSED.
9. **Approval of Bills**
 - A. **Contractor's Pay Requests, Including Any Change Orders/Amendments**
 - MOTION (Mattoon/Kaatz) to:
 - approve Pay Request #5 of RJ Jurowski for a net due of \$265,192.50 and
 - approve Pay Request #4 of Tanner Excavating for a net due of \$182,726.64.Roll call vote: Kleven-yes, Mattoon-yes, Moldenhauer-yes, Raap-yes, Strasburg-yes, Kaatz-yes. PASSED.
 - B. **Regular Monthly Approval of Bills**
 - MOTION (Mattoon/Kleven) to accept the Invoice Listing and Payroll Pay Summary Reports of 11/11/25-12/8/25. Roll call vote: Mattoon-yes, Moldenhauer-yes, Raap-yes, Strasburg-yes, Kaatz-yes, Kleven-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:** None.
13. **New Business**
 - A. **Consider Amendments to 2025 Budgets:** McKee reported on the following proposed amendments to the 2025 budgets:

AMENDMENTS TO 2025 BUDGETS	From	Amendment	To
Fund #300 - Debt Service			
Revenues			
300-49000-412-241 DS-PYMT FROM TID2-BUS PK EXAND	62,897	627,482	690,379
Expenses			
300-58100-110-242 DS-GF PRN-PO SHARE MIAMI AVE	0	10,000	10,000
300-58200-110-242 DS-GF INT-PO SHARE MIAMI AVE	0	470	470
300-58100-412-241 DS-TD2-PRN-BUS PK EXPAND	39,293	610,717	650,000
300-58200-412-241 DS-TD2-INT-BUS PK EXPAND	23,614	16,765	40,379
Fund #400 - Capital Projects			
Revenues			
400-48500-000-000 CPF-FROM SALE OF LAND	0	155,389	155,389
400-49900-000-000 CPF-PROCEEDS FROM DEBT	0	532,282	532,282
Fund #450 – FC Library & Village Center			
Revenues			
450-43000-000-000 LVC-FFP GRANT DRAW	0	1,000,000	1,000,000
450-48000-000-000 LVC-DONATIONS, PLEDGES RECEIVED	0	700,000	700,000
450-48100-000-000 LVC-INTEREST ON INVESTMENTS	0	4,000	4,000
450-49000-000-000 LVC-TRANSFER FROM OTHER FUNDS	0	230,000	230,000
Expenses			
450-50100-000-100 LVC-FUNDRAISING EXPENSES	0	225,000	225,000
450-50100-000-200 LVC-MISC EXPENSES	0	400	400
450-50200-000-100 LVC-CIP-OPS-ARCHITECT & ENGINEERING	0	330,000	330,000
450-50200-000-200 LVC-CIP-OPS-CONSTRUCTION MGMT	0	74,796	74,796
450-50300-000-000 LVC-CIP-CONSTRUCTION	0	1,300,000	1,300,000
450-56700-000-000 LVC-CIP-ADMIN/LEGAL	0	2,000	2,000

- MOTION (Mattoon/Strasburg) to adopt the amendments as proposed. Roll call vote: Moldenhauer-yes, Raap-yes, Strasburg-yes, Kaatz-yes, Kleven-yes, Mattoon-yes. PASSED.
- B. Consider Capital Purchase:** Quotes for new portable radios for the police department were reviewed.
- MOTION (Mattoon/Strasburg) approving the purchase of new police radios and authorizing Administrator McKee to work with Chief Mumford to select the best model up to a cost of \$13,800. Roll call vote: Raap-yes, Strasburg-yes, Kaatz-yes, Kleven-yes, Mattoon-yes, Moldenhauer-yes. PASSED.
- C. Consider Appointment of Election Officials:** President Raap read the list of proposed election inspectors for 2026-2027 election season. They are as follows:

Party Affiliation	Election Officials for 2026-2027
Republican	Cesafsky, Jeanette
Republican	Kaatz, James
Republican	Kuehn, John
Republican	Mischke, Deb
Republican	Riemenschneider, Cheri
Republican	Rowe, Scott

Republican	Strasburg, Karen
Republican	Vold, Diane
Unaffiliated	Borofka, Jane
Unaffiliated	Fellenz, Terry
Unaffiliated	Goodman, Lisa
Unaffiliated	Hartung, Joe
Unaffiliated	Mattoon, Pamela
Unaffiliated	Millen, Diana
Unaffiliated	Raap, Tim
Unaffiliated	Thomson, Julie
Unaffiliated	Thomson, Ken
Unaffiliated	Walter, Betty

- MOTION (Kaatz/Kleven) to appoint the names listed as election inspectors for 2026-2027. PASSED, without negative vote.

D. Move to Convene in Closed Session Per Wis. Stat. 19.85(1)(g) Conferring with Legal Counsel for the Governmental Body Who is Rendering Oral or Written Advice Concerning Strategy to be Adopted by the Body with Respect to Litigation in Which it is or is Likely to Become Involved, Namely, Potential Litigation. 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.:

See motion at agenda item E.

E. 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: Possible Land Acquisition or Land Sale. 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.

- MOTION (Strasburg/Kleven) to move into closed session per 19.85(1)(g) and 19.85(1)(e) at 6:48 p.m. Roll call vote: Strasburg-yes, Kaatz-yes, Kleven-yes, Mattoon-yes, Moldenhauer-yes, Raap-yes.

F. Move to Return to Open Session and Action, if Any, on Matters Discussed in Closed Session.

- MOTION (Mattoon/Kaatz) to return to open session at 7:17 p.m. Roll call vote: Kaatz-yes, Kleven-yes, Mattoon-yes, Moldenhauer-yes, Raap-yes, Strasburg-yes. PASSED.
- MOTION (Mattoon/Moldenhauer) to put the vacant lots that were donated to the Beyond Words Campaign up for sale. Prices will be determined after consultation with the realtor. Roll call vote: Kaatz-yes, Kleven-yes, Mattoon-yes, Moldenhauer-yes, Raap-yes, Strasburg-yes. PASSED.

14. Committee Recommendations: None.

15. Possible Assignment to Committee: None.

16. Adjournment: at 7:18 p.m.

Renee Roemhild, Clerk/Treasurer