

Village of Fall Creek
Minutes for Regular Village Board Meeting
January 12, 2026

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 Arriving Later: Trustee Ryan Aylesworth. Staff Present: Village Administrator/Public Works Director Jared McKee, Clerk/Treasurer Renee Roemhild, Police Chief Colin Mumford, Public Works Crewmember Jamie Kaeding. Also Present: 8 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.
5. **Adopt Agenda:**
 - MOTION (Strasburg/Moldenhauer) to adopt the agenda, moving 13I to before 13D. PASSED, without negative vote. Trustee Ryan Aylesworth arrived at 6:03 p.m.
6. **Recognition of Visitors/Citizen Input/Correspondence:** The following citizens spoke:
 - Jane & Dan Brown, 502 E Lincoln Ave, expressing dissatisfaction with plowing and snow removal in front of her business.
7. **Approval of Minutes:**
 - MOTION (Kleven/Kaatz) to approve the 12/8/25 Regular Village Board and 12/16/25 Plan Commission meeting minutes. PASSED, without negative vote.
8. **Financial Report:**
 - MOTION (Mattoon/Kleven) to approve the 12/31/25 Preliminary Monthly Budget Comparison Reports. Roll call vote: Kaatz-yes, Kleven-yes, Mattoon-yes, Moldenhauer-yes, Raap-yes, Strasburg-yes, Aylesworth-yes. PASSED.
9. **Approval of Bills**
 - A. **Contractor's Pay Requests, Including Any Change Orders/Amendments**
 - MOTION (Mattoon/Strasburg) to approve:
 - Pay Request #6 of RJ Jurowski for a net due of \$294,668.83
 - Pay Request #1 of GRD Masonry for a net due of \$200,000
 - Pay Request #2 of GRD Masonry for a net due of \$201,250
 - Change Order #7 for RJ Jurowski relating to GRD Masonry winter conditions.Roll call vote: Kleven-yes, Mattoon-yes, Moldenhauer-yes, Raap-yes, Strasburg-yes, Aylesworth-yes, Kaatz-yes. PASSED.

The Board advanced to agenda item 10 and then returned to agenda item 9B.
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. Police Chief Colin Mumford gave the annual report for the police department.
9. **B. Regular Monthly Approval of Bills**
 - MOTION (Mattoon/Moldenhauer) to accept the Invoice Listing and Payroll Pay Summary Reports of 12/9/25-1/12/26. Roll call vote: Mattoon-yes, Moldenhauer-yes, Raap-yes, Strasburg-yes, Aylesworth-yes, Kaatz-yes, Kleven-yes. PASSED.
11. **Committee Reports:** None.
12. **Unfinished Business:** None.
13. **New Business**
 - A. **Policy re: Snow Removal on Village Streets/Sidewalks:** President Tim Raap gave a quick background of policy discussions in 2021 & 2023. Administrator Jared McKee reviewed the current policy, as well as talking about the uniqueness of the Jane Brown property because it is the only business with angle parking. McKee reviewed the changes made to the policy a couple

of years ago due to complaints. At that time, the Board decided to discontinue hauling private snow that comes off parking lots, but instead only haul snow for zero-lot-line properties (properties where the building is built directly on the lot line). Other areas of the Village were discussed that have narrow boulevards, so the plowed snow ends up going onto the sidewalks. McKee stated there have been some unhappy people; he'd like the Board to again review and clarify the policy. Aaron Wilhelm addressed the Board with questions regarding plowing. Public Works Crewmember Jamie Kaeding discussed the snow plowing, saying he tries to turn his blade to give the most advantage to the property owner but the high snowfall we've had so far this year makes it inevitable that there is a lot of snow that must be moved off the streets. It is not a unique problem to Fall Creek. Business owner Amy Boettcher spoke with much gratitude for the good work the snowplow crews have done. Raap suggested the matter be brought back to committee to see if there are any fresh ideas regarding boulevards, sidewalks, aprons, sidewalks, etc.

- MOTION (Aylesworth/Moldenhauer) to send the matter to committee. PASSED, without negative vote.

B. Sign Permit Application in Downtown Business District:

- MOTION (Kaatz/Strasburg) to approve the sign permit request for Tilly's Coffee Shoppe at 102 E Lincoln Ave, Suite C, per the Plan Commission's recommendation and condition that the sign be placed no lower than 10 feet above the sidewalk. PASSED, without negative vote.

C. Library & Village Center Project: Color Scheme/Finishes: Raap reported on the color scheme and finishes as recommended by the Design Advisory Committee. Amy Boettcher and Michelle Kuehn from that committee were present to answer questions of the Board. McKee presented the updated renderings showing the proposed color selections.

- MOTION (Aylesworth/Kaatz) to approve the choices of the Design Advisory Committee. PASSED, without negative vote. The Board thanked them for their work.

The Board moved agenda item #13.H. up

H. 1st Reading of Ordinance Amendment Title 10 Motor Vehicles & Traffic, §10.2.4

Regulation of Streets: Raap reported on the Plan Commission's recommendation to address the problem of parking congestion in the Downtown Business District. Board discussion followed, also talking about the need to address reparking of vehicles.

- MOTION (Aylesworth/Kaatz) to approve the first reading with direction to add reparking to the second reading. PASSED, without negative vote.

I. List Library/Village Hall Property for Sale, Select Realtor, Etc.: Raap reviewed the financial considerations for the library/village hall project. Part of the Village's contribution was to come from the sale of our current Village Hall/Library. Expecting to be in the new building in September, it's now time to consider listing the property for sale. Discussion took place regarding the parking lot that is included with the current property. The nearby business has had the advantage of the proximity of the Village parking lot. We looked at redoing the parking lot a couple years ago, but due to the high cost decided to just patch it instead. There is cost for the maintenance and upkeep of the parking lot. Raap stated the Board will talk about listing price in closed session.

The Board moved to the Addendum, agenda item #12.K & L.

K. 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: Price for Sale of Library/Village Hall Property. 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 (Kaatz/Aylesworth) to move into closed session per 19.85(1)(e) at 8:27 p.m. Roll call vote: Moldenhauer-yes, Raap-yes, Strasburg-yes, Aylesworth-yes, Kaatz-yes, Kleven-yes, Mattoon-yes. PASSED.

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

- MOTION (Strasburg/Aylesworth) to return to open session at 8:48 p.m. Roll call vote: Raap-yes, Strasburg-yes, Aylesworth-yes, Kaatz-yes, Kleven-yes, Mattoon-yes, Moldenhauer-yes. PASSED.
- MOTION (Aylesworth/Kaatz) to move ahead with Amber Cernohous of Ultra Commercial Realty at the recommended price. Roll call vote: Strasburg-yes, Aylesworth-yes, Kaatz-yes, Kleven-yes, Mattoon-yes, Moldenhauer-yes, Raap-yes. PASSED.

I. Adoption of Police Policy Manual: Police Chief Colin Mumford reported he and Administrator McKee have been working on compiling a revised Police Policy Manual using templates prepared by Lexipol, a service that specializes in law enforcement policy. The cost for this service is fully reimbursed by the League of Wisconsin Municipalities.

- MOTION (Aylesworth/Kaatz) to adopt the new Fall Creek Police Department Policy Manual as presented by Police Chief Mumford. Roll call vote: Aylesworth-yes, Kaatz-yes, Kleven-yes, Mattoon-yes, Moldenhauer-yes, Raap-yes, Strasburg-yes. PASSED.

J. Amendments to Personnel Policy: Raap reviewed the proposed revisions, stating they were mainly due to the library board wanting to offer prorated sick, vacation, and holiday benefits to an employee who works under 30 hrs/week. Raap stated a revision being considered for later in the year (before renewal of health insurance benefits) relates to a contribution to an H.S.A. for employees who choose to opt out of the Village's health insurance program.

- MOTION (Mattoon/Aylesworth) approving the amendments as listed, with the change regarding the H.S.A. contribution to be brought back in September. Roll call vote: Kaatz-yes, Kleven-yes, Mattoon-yes, Moldenhauer-yes, Raap-yes, Strasburg-yes, Aylesworth-yes. PASSED.

K. Amendments to Schedule of Fees: Raap reported the County increased their dog license fees.

- MOTION (Kaatz/Kleven) to adopt the amendments to the Schedule of Fees. Roll call vote: Kleven-yes, Mattoon-yes, Moldenhauer-yes, Raap-yes, Strasburg-yes, Aylesworth-yes, Kaatz-yes. PASSED.

L. Capital Purchase: McKee reviewed the need for a new truck for the Public Works Department. Much discussion took place on the pros & cons of single vs. tandem axle.

- MOTION (Strasburg/Aylesworth) to purchase a single axle truck and request Administrator McKee to bring back proposals to the next meeting. PASSED, without negative vote.

M. Set Dates for 2026 Open Book and Board of Review:

- MOTION (Aylesworth/Kaatz) to set the dates for Open Book as Monday, April 13, 2026 from 2-4 p.m. and Board of Review as Wednesday, May 6, 2026 from 5-7 p.m. PASSED, without negative vote.

14. Committee Recommendations: None.

15. Possible Assignment to Committee: As assigned in agenda item #12A.

16. Adjournment: at 9:33 p.m.

Renee Roemhild, Clerk/Treasurer