

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 4/14/25 Time: 6:00pm

In Attendance: Rob Myerholtz, Craig Warner, Brittney Klockowski

Committee Summary

- The committee would like to recommend getting a quote from a cleaning service for Village Hall. The suggested stipulations for the quote include a service that is insured and bonded, local if possible, and will give both bi-weekly and once-monthly cost estimates for comparison.
- Received information from Brittney about app options for community communications. The committee is currently waiting to hear back from Stephanie Monts on how notifications work with our current website.
- Reviewed the facilities maintenance agreement that had been edited by Paul Skaff. The committee agreed to have the liaison present the document to WSI at the next board meeting for discussion.
- The committee discussed the amount of seasonal employees that have been hired through the cemetery, and is recommending that discussions about hiring through the Village be postponed until the fall.
- In discussing the Weston Mailbox Policy that has been sent to Paul Skaff for recommendations, the committee discussed the lack of ability to research claims against the Village. With that said, the committee would like to recommend getting a quote to add outward facing dash cams to all Village owned vehicles excluding mowers.
- Discussed the Professional Development Policy that has also been sent to Paul Skaff for recommendations. The committee will revisit the topic at the next administrative process meeting with a focus on options for potentially reappropriating for the current year and budgeting for the future.
- Discussed financial options for the storm sewer project on Sycamore Street. Recommending that the project go forward with payment from the general fund.
- A larger conversation started about potential projects for the future that would be better discussed at the community development committee.

Actionable Items

- Discuss and vote on Village Hall cleaning service.
- Discuss and vote on the addition of dash cams to Village vehicles.
- Vote on Sycamore Street storm sewer project being started and funded through the general fund.
- Vote to move future planning conversations regarding transportation, local land owners, and business development options to Community Development for planning purposes.