

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 5/13/2024 Time: 6pm

In Attendance: Craig Warner, Jessica Susor, Stephanie Monts, Dean Babcock, Brittany Klockowski, Rob Myerholtz

- Approved prior meeting minutes.
- Credit card processing fees: Proposal to implement a standard fee for all credit card payments to account for credit card processing fees.
- Main St/Silver st. Road progress. Reviewed road budget and projects. We are w/ in budget to proceed with both projects.
- DOL salary threshold: New threshold being implemented by the state in July and another in January. Suggested to increase pay for fiscal officer/clerk on the first threshold and review in a year. Track overtime to determine how much is being paid vs. threshold. More research to be done by the committee.
- Cemetery Sexton/Administrator: Board has approved to move forward with sexton position combined with village administrator pending approval of the ordinance. Once approved pay would be retro'd back to May 6th.
- Fireworks: Reviewed updated agreement. Plan to require private property to set off fireworks, \$1M in insurance, licensed pyrotechnics operator.
- Social Media Policy: Reviewed policy as written.
- Background check policy: Reviewed village handbook along with policy drafted by Paul Skaff. Proposed changes that need to be made.
- Storm Water: There have been numerous calls to the mayor and members of council concerning stormwater and flooding. Discussed ways to expedite the process of having the county clean ditches. Reviewed JPX quote.

Actionable Items

Please provide a list of actionable items for the council agenda.

- Move Sycamore St stormwater quote from JPX to Public Works to review and discuss opportunities to lower the overall cost.
- Put together a personnel committee to review Grant Writer Applications and set up interviews.
- Pay Ordinance for Fiscal Officer/Clerk Salary increase to meet July threshold