

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 3/10/2025 Time: 6:00pm

In Attendance: Jessica Susor, Rob Myerholtz, Craig Warner, Stephanie Monts, Rick Easterwood, Paul Skaff, Doug Marion, Ron Dallas, Howard Lashaway, Jeremy Schroeder, Brittney Klockowski

Committee Summary

- Spoke with Paul Skaff about the WSI transfer process and the suggested documentation. Paul is reviewing the drafted facility use agreement; suggested the WSI articles be amended; and is recommending a resolution be passed at the fund's depletion for official transfer of equipment. Regarding the utilities for the ball fields and concession stand, council is recommending that WSI remain responsible for the utilities for the remainder of the year, 2025, as planned with the village taking over the payments after. It is also being suggested that the village pay for the port-a-pots at the ball fields as a part of our park's system starting with the 2025 season.
- On the topic of board liaisons the committee is offering a couple options for council to consider when voting. Options include no change in the current system, the board gets to choose, or keep the same with flexibility for scheduling in which agreements can be made between the boards and the liaisons.
- Jeremy Schroeder gave a presentation for an open-source app option through OJ Tech as a potential option for the village in the future.
- In discussing job descriptions and wage schedules, the committee will continue to review potential systems for employee evaluations and expansion in the future. For the upcoming spring-mowing season the committee is recommending hiring one additional temporary seasonal position at the current pay standards. The committee will revisit the topic of hiring throughout the season to assess the village's needs accurately for future decisions.
- An insurance check came in specified for "replacement" of the broken leaf vac at \$14,500 with an option for additional \$3,000 if the actual cost of replacement exceeds the \$14,500. The administrator is currently looking for options and will report the findings at the public works committee meeting.

Actionable Items

- Amend Baseball/Softball Program Fund revenue to \$0 and Amend Appropriations for the remaining Fund Balance.
- Amend Appropriations in Parks & Rec for Portapots.

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

- Draft a resolution for the equipment transfer to WSI.
- Vote on liaisons.
- Vote on hiring 1 additional seasonal worker to be utilized through the end of Fall busy season.