

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 8/11/2025 Time: 6:00 PM

In Attendance: Jessica Susor, Rick Easterwood, Craig Warner, Rob Myerholtz, Stephanie Monts, Brittney Klockowski

Committee Summary

- Village hall cleaning options were discussed from quotes given, and the recommendation is to go forward with a one time deep cleaning for now. Further cleanings will be discussed at a later date.
- The Ash Street extension was discussed and the recommendation is not to pursue vacating the extension. The committee would like Ash Street to be moved to Public Works to await quotes on stone fill.
- In regard to whether we should take down the shed on the nuisance property, there is not currently money remaining beyond projects that are currently slated for 2025 in that line item. Therefore, the recommendation is not to take down the building by Village means at this time. If the council would like the item can be added to future budget discussions.
- Kristi, the grant writer, accepted the extension offer and is including a broader scope of work to be utilized as well.
- Still in the planning phase of the storm water utility project with Northwestern Water Sewer.
- The EMS returned the dash cams that were purchased for the ambulances due to incompatibility. Rick is going to follow up and discuss a different style of dash cam for the ambulances. Dash cams were installed on the village trucks and a direct wire harness was purchased for the back hoe.
- The SIB loan was approved and we need to recommend an engineering firm to assist on the project. At this time Ben Black from Kleinfelder has not responded. The committee is recommending OHM who has sent a quote priced lower than Kleinfelder and has 2 connections that we are familiar with from past work with Pogemeyer.
- WSIA building maintenance agreement was discussed and the recommendation is to sign both the maintenance agreement and the resolution to transfer the equipment to WSIA.
- Other items discussed and still in planning phases include: individual bonds versus PEP insurance; employee handbook revisions; village staffing; wage schedules; and future hiring needs.

Actionable Items

- Vote on village hall one time deep cleaning.
- Vote to dismiss discussion on vacating Ash Street Extension and move the project to Public Works.
- Vote on utilizing OHM engineering for the SIB loan and associated street project.
- Vote to sign and pass the building maintenance agreement and resolution to transfer listed equipment to WSIA as a part of the transition to an independent 501c3 organization.

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