

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 10/13/2025 Time: 6:00 PM

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

Committee Summary

- Approved minutes from the previous meeting (9/8).
- 2026 Budget cuts to get within the revenue include road paving, sheriff's contract, and part-time hours. The threshold currently is 14.75%.
 - Sheriff Contract: Discussion recommends decreasing the monthly rate by \$3,000 which equates to about 26 hours/week from the current 40 hours/week. These hours are patrol only, this does not affect 911 calls.
 - Road Paving: The original proposal was to cut the budget down to \$60,000; due to the recommendation of Sheriff's Hours the road paving budget is able to stay at \$75,000
 - Part-Time Hours: Discussion agreed with the proposal to decrease the part-time budget to \$45,000, which still allows for two part-time employees at about 27 hours each per week.
 - Grant Writer: Typical budget has been \$10,000 which has not been spent in full, discussion recommendation to decrease to \$5,000 if Kristi accepts a per grant contract. The additional \$5,000 can potentially be used to pay for the GIS software costs to come late in 2026 that will aid in future storm water- sewer projects.
 - Wish List Items:
 - A new John Deere has been declined, with the Machinery, Equipment & Furniture line item to be decreased while the Repairs & Maintenance line item is increased.
 - Cemetery Hours to 1,000 needs official approval from the board and the 800 removed from the wage schedule and just noted when setting the budget.
 - Road Carryover not necessarily honored but the budget will stay at \$75,000
 - Selling of two trucks and a new one with a v-blade has been declined
 - Cemetery lawnmower was reported in the previous minutes that it is pushed to 2027.
- Employee Reviews: Discussion included Mayor to do the reviews and provide a summary to Administrative Process to be able to determine a proper increase if necessary/recommended. Discussion also included setting a max budget as it relates to increases. Discussed employee evaluations being completed at the end of first quarter 2026.
- Brittney inquired about the status of the stormwater utility. Stormwater utility, income tax, levy will all be addressed in 2026 due to prioritizing the 2026 budget for the remainder of 2025.
- Income Tax Increase Research Review: adding 0.5% would generate an estimated additional \$141,755

Actionable Items

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- Final Reading for PEP Faithful Performance to include recommendation to go with \$100,000 coverage at \$750/year.
- First Reading for 2026 Appropriation Ordinance
- Grant Writer: Seek a per grant contract in 2026, Look for grants for Washington Street.
- Sheriff Contract Hours to Committee & Point Person to communicate changes to Sheriff's Office.