

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 9/9/24 Time: 6pm

In Attendance: Craig Warner, Dean Babcock, Jessica Susor, Brittany Klockowski, Jeremy Schroeder, Stephanie Monts

- DOL salary January threshold was addressed: The hours worked indicate that the fiscal officer/clerk wouldn't need to meet the January threshold set by the DOL. However, since that threshold won't be met, it would be necessary to change the status from Exempt Salary to Non-Exempt Salary in the job description section of the handbook.
- Purchasing Policy threshold reviewed: \$10,000 for all departments. Recommended to review with insurance to update bonds, and better reporting to council on project purchasing.
- Reviewed the background check policy draft that has been updated, which was combining a previous acknowledgement document provided by Paul Skaff with an old version of Background Check guidelines.
- 2025 budget: Discussed draft appropriations, focusing on General fund, including possible increase in sheriff protection, PT seasonal help for the Administrator, Public Works request for \$75k for streets. Admin Policy will do a final review at the October meeting before beginning 3 readings, all departments need to submit their wish lists/budget requests by this meeting.
- Harold is following up on some questions regarding the insurance and bus garage repairs.
- Street Lighting Fund: Public Works requested to look into the amount available for street light projects. Fiscal Officer will research this and provide information to the Public Works chairperson.

Actionable Items

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

- Approve changes to Employee Handbook in relation to updating Fiscal Officer Exempt Salary to Non-Exempt
- Recommendation for Council to not raise Fiscal Officer salary to the next threshold set by the Dept of Labor
- Approve updated Background Check Policy