

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 3/11/2024

Time: 6pm

In Attendance: Dean Babcock, Stephanie Monts, Craig Warner, Jessica Susor, Rob Myerholtz, Shelly Myerholtz, Jeremy Schroeder, Brittney Klockowski

- Previous committee meeting minutes approved.
- Ms. Susor reviewed information on Sunshine Laws and information regarding council members attending committee meetings (as a member of the public) and discussions after meetings. She plans to review further and put an email of information together to send to everybody. Mr. Myerholtz requested the Mayor's certification of Sunshine Law Training.
- Reviewed Budget vs Actuals for 2024 and Cash Flow Summaries for 2024 and 2023.
- Cemetery Sexton: Cemetery board is in favor of approving Harold as Sexton but are requesting an option to opt out if sexton/administrator does not work or Harold would leave the position. Stephanie broke down salary between general fund, streets and the allotted amount from the cemetery sexton position (45%, 45%, 10%) . Sexton and Administrator would still have separated job descriptions. Proposed to set Administrator/Sexton salary at \$63,000.
- Reviewed Northwood Door Quote for Half door: ***"Remove and set aside the existing wood door. Furnish and install 1 – 3'-0" x 6'-9" Masonite solid core birch wood dutch door with factory prefinish, 12" wood shelf, 11" mail slot with interior drop box, SL11 aluminum continuous gear hinge, Yale NexTouch code lock and dutch door latch bolt. Reuse the existing wood frame. Labor and material...\$2,365.00 Deduct \$315.00 from the price above for prefinish by others."*** Harold is ready to move forward with getting this completed for office safety. Recommendation to pay from Lands & Buildings, the quote will be available for review at the next council meeting. It was discussed that the door project falls within the Administrator's authority to move forward and fits into the Lands & Buildings budget. Mr. Myerholtz added that the quote should have been shared with the Safety Committee, Ms. Susor added that there will be some requests to add items to the Safety agenda for discussion, as well as other topics for other committees.
- Mayor made a suggestion to provide name plates for all board members (Cemetery Board, WSIB, Planning Commission, Parks & Rec), these are \$10/ea through Copy Shop.

Actionable Items

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

- Transitioning administrator position from hourly to salary
- Administrator's salary combined with sexton position salary.
- Clerk Office Dutch Door \$2,365