

# ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 7/8/24 Time: 6pm

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

- 2024: Part-time maintenance position: Stephanie will figure out budget for part-time maintenance position for the remainder of the year. Would prefer to use the seasonal cemetery workers to do some maintenance work in the village. Fiscal officer will have a budget for this by the August 12th Admin Policy meeting.
- 2025: Proposal to create seasonal maintenance position that would include work at the cemetery. Fiscal Officer will have proposed budget for this by the August 12th Admin Policy meeting.
- Reviewed ordinance to realign money for Silver St and Main St road projects. Realignment gives the road paving budget a balance of \$130,300.00.
- Resolution for Silver St paving.
- Reviewed ordinance to amend appropriations for fiscal officer salary. The salary ordinance still states fiscal officer salary is \$43,889.00. \$45,000 to cover any variance and year-end carryover.
- Updating background check guidelines policies. Combining old documents with new.
- Waiting on Kleinfelder for a scope of the project for SIB.
- Proposed to use "Rural Business Development Grant" to repair Van Tassel near the grain elevator.
- Discussed some requests by the village administrator: Kubota needs new tires & box blade for grading alleys. Will have to be budgeted for next year.

## Actionable Items

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

- Part-time Maintenance Position-  
Option 1: Re-appropriate now, taking money from capital outlay (\$2,500), to hire seasonal maintenance employees. Harold would hire for seasonal maintenance until the end of the year.  
Option 2: Wait and Budget for PT maintenance position in 2025. \*Job description will be included.
- Resolution for Silver St - Morlock Quote
- Ordinance to realign appropriations for road paving
- Ordinance to amend appropriations for salary updates