

Administrative, Budget and Personnel Committee

Meeting Minutes

April 5, 2016

Meeting was called to order at 6:31 p.m.

Scott Ploeg and Josh Endsley were in attendance of the meeting. Public attending Tom Steensma, Tim McKay, and Harold Andrus

We spoke on the contract we have with the Library. The question was brought up what time the cleaning crew needed to be out of the facility. As long as they are out by 7:00am that should be fine, unless the center is reserved for that day.

The question was asked who is pushing the rentals of the community center and how many rentals we have had. Harold asked about creating a tri-fold pamphlet that we could hand out in surrounding communities to try and get the word out. He is looking into this to find cost.

Harold asked how much do we pay out to keep the community building operating versus what we take in? I told him I would look into this to see what the average is for last year per month.

Harold questioned why he was not voted in for the open seat on the council. I told him that we were looking at a female trustee, but due to her not being eligible to take the seat we have left it open. I also explained to him that we didn't feel that he was a good fit with the current council that we have.

I showed them a rough draft of a new application that I would like the council to look over to see if this more generic version can work for trustees applying for the position.

We spoke on the newsletter that was brought before the council at last month's meeting and if the village won't cover the cost to create this we can do this out of our own pockets. This will help the community with knowing the upcoming events, and we feel that is important.

We spoke on the Freeport website. Who maintains it and when is it updated. I was informed that we send the minutes to Pixel Vine and we send them updated information and they are to maintain the website. Tom Steensma said he could help with that if we wish to go that route. I was told that we just need a password and we could maintain ourselves. I am checking in to this.

I had contacted AT&T to see what we could do to save money on the phone services that we have with them. Tom said that we could get an IP phone line, basically a magic jack line that would only cost us \$30 a month. With this, if calls are missed they still get sent to his cell phone with an app so no calls would be missed.

Tim McKay brought up if we had looked into a new lawyer for the village. He stated that our current lawyer isn't good at getting back with us and there are at least 4 ordinances that we had sent to him and we haven't gotten any results. We need to get someone that wants to help with legal counsel. I am looking into the bills to see if we have paid for him to do these ordinances and just haven't gotten them back or if we are just paying for the retainer fee every month. Tom suggested a name and we will be contacting him once I can get a hold of our current lawyer.

Tim had brought up the ORV ordinance and wants to know how we can enforce the younger children in the village to follow the guidelines. He sees many children without helmets and wants to know how to stop this.

I would like to make a recommendation for our summer help. It is set up at \$10.00 per hour.

The meeting was adjourned at 7:52 p.m.