

Administrative, Budget and Personnel Committee

Meeting Minutes

May 3, 2016

Meeting was called to order at 6:32 p.m.

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

We talked about the Lawyer once again. I had spoken with him last month about coming to our meeting May 5th to familiarize himself with the council. I have tried to contact him since and have not got a response. If he doesn't show to the meeting on the 5th we need to decide how to move forward. He did send us the 3 ordinances that he did for us and need to vote on these at the upcoming council meeting.

We talked about the upcoming audit which we need to vote on at the upcoming council meeting to get the audit setup. Also, we want to have Walker & Fluke give training on quick books to help keep the books in line. We will need to get pricing for this before setting this up.

We went over what we are spending for Consumers and AT&T bills. We still need to look into getting the phone bills down. Josh brought up looking into solar power for the street lights. We could save ~\$700 a month if we could use solar power.

We went over the Freeport Milling bill once again. We need to get this taken care of ASAP once we get the lawyer situation cleared up. Josh said that he has spoken with Dan Fighter about this and he just wants this to get resolved. Again, why did this get started, and how do we take care of this?

We talked about the Munn Manufacturing Resolution. We need to vote on setting up a date and time for a meeting to vote on this. We will need to send out the notice of the meeting to all those that need to be aware of it.

We have a policy written to have a Community Center Coordinator, but can't find a signed copy, so we are assuming this was never voted on or put in place. We would like to put up posting around the village for this position.

Tom Steensma brought a resume for David Newman, who he would like us to consider for help when Tom is off for maternity leave, as his wife is due anytime. He is already trained and can fill in for Tom immediately.

Tim McKay bought a stand-alone black and white printer/copier/scanner/fax machine and would like to be reimbursed for this and leave in the clerk's office for use. Tom said he found printer cartridges for \$65.00 that would print 2500 pages.

We spoke on Freeport Clean up days. We will need to find a new trash company to bring in the dumpsters. How do we police what and who is putting trash in the dumpsters? We would like to set this up after the fire barn auction, which is set for June 4th, 2016.

The meeting was adjourned at 8:00 p.m.

