

Administrative and Personnel Committee
November 7, 2017

Meeting called to order at 6:35pm.

Present: Mollie Wilkins, Kathy Kunde, and Tom Steensma

Kathy Kunde discussed the Freeport Library's rental agreement and their payment of four years of rent to help offset the cost of the new Community Center roof.

The village has received a \$1,000.00 donation for the roof from Brad and Janet Endres.

The village has received a \$500.00 donation for the roof from Lane and Rosemary Cooper.

Monies received for the roof will be deposited into the Park/Community Center savings account and will be transferred to the General Fund when the bill for the new roof is ready for payment.

Kathy Kunde discussed the need for better documentation in the village office.

Kathy Kunde suggested village water bills may be run on a quarterly basis in the future, this will need to be further discussed in the Water Committee.

Tom Steensma said Chris Shepard is requesting Matt Thompson work up to 20 hours per week this coming winter for help with snowplowing. A Motion will be made during the upcoming Council Meeting for this.

Tom Steensma said that Bob Cole has been working at vacuuming leaves in the cemetery this autumn, and has done this work on other autumns as well.

Meeting adjourned at 7:45pm.