

Administration Committee Minutes

April 3, 2018

Present: Theresa Faunce, Shawna Hill, John Raymond, Chris Shepard, Mollie Wilkins

Meeting called to order at 6:30 PM

Chris Shepard requested pre-approval of \$100 to use from his annual uniform allowance.

Chris Shepard has requested the placement of a help wanted ad in the newspaper as soon as possible.

Reviewed and discussed formal complaints that have been recently filed.

2 dealt with village office security, 1 complaint about water service, 1 complaint about nuisance trespassing, 1 complaint about alleged favoritism from a village employee, and additional zoning concerns.

Discussed the possibility of new office communication locked mailboxes and their possible installation through the block wall.

Discussed the village office door code and Shawna has requested for it to be changed.

Discussed moving all committee meetings into the large hall from the village office to improve office security and better protect the privacy and any personal information for our village residents.

Discussed set-up of new google e-mail accts for the council members to ease transfer of documents, and communication and to be generic enough to pass on to the next trustees as members come and go.

Discussed need to update the village contact list.

Discussed need to have Kathy Kunde removed from the bank accts and to add Kelsey McKay.

Meeting Adjourned at 7:45 PM