

Administrative Committee Minutes

January 1st, 2019

Present: Shawna Hill, John Raymond, Tom Steensma

Meeting called to order at 6:30 PM

Old Business:

- Candy Wilson will stay part time and work up to 39hrs per week
- Working on realistic budget

New Business:

- Needing a new vacuum for the Village Community Center \$100
- Tom Steensma turned in his budget for 2019
- Would like to use GOVPAYNET as our credit card processor
- Talked about moving our meetings to the second week of each month to avoid running into holidays which would push our Village Council meeting to third week Monday each month
- Would like to set up interviews for 3 council application
- Would like to set up a budget for Village employee Connie Allbright set at \$150 per month

Public Input:

Tom Steensma says that the crystal flash gas pump meter is not working properly, asked if Shawna Hill will contact them and see what they are able to do.

Adjourn at 7:15pm