

UNAPPROVED MINUTES



OFFICIAL NOTICE AND AGENDA

Kronenwetter SPECIAL Administrative Policy
Committee (APC)

Wednesday April 5, 2023 5:30 P.M.

1. Call meeting to order

a. Roll Call

Committee Members Present: Ken Charneski, Lyn McCarthy, Lee Pastika

Committee Members Absent: Kim Tapper and Jordyn Wadle-Leff

Staff Members present: Dan Mahoney, Interim Administrator; Sarah Fisher, Account Clerk

2. **Public Input (15 minutes):** *Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that there be a three-minute time period, per person, with time extension per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.*

NONE

3. Old Business:

a. FIN-003 and FIN-005

Charneski states that according to the statutes the Village Clerk should be reviewing Invoices then passes them to the Treasurer. Mahoney states that the invoices should be going to department heads first to be approved then to the Treasurer to be paid out. Motion by McCarthy/Charneski to delay action and have Interim Administrator Dan Mahoney review FIN-003 and FIN-004 and bring back to next APC meeting as well as make stated corrections to files and replace "handed" to "delivered" in text and make consistent though text invoices initialed and vouchers are signed. Motion Passes 3:0 by Voice vote.

McCarthy discusses changes space between one and two on second page. Last line the word that is suppose to be "all" fix to be all. Fix punctuation at the end of text. Motion by McCarthy/Pastika to recommend the board approve FIN-005 with discussed changes.

b. Onboarding Check List/Orientation for Village Board and Committee Members

Motion by Charneski/Pastika to delay action 90 days to test drive on Kelly Coyle. Motion passes 3:0 by Voice Vote

c. New Policy Waived Payment Policy

Motion by Charneski/ McCarthy to delay action. Motion passes 3:0 by Voice Vote

d. Ethics/Code of Conduct

Motion by McCarthy/ Pastika to recommend to the board to establish ethics commission. Motion passes 3:0 by Voice Vote.

4. New Business:

a. Resolution for DNR loan

Motion by Pastika/Charneski to defer action until Joint Board meeting. Motion Passes 3:0 by Voice Vote.

b. Review and Recommendation of Village Attorney RFPs

Motion by Pastika/McCarthy to recommend to the board Weld Riley for Village Attourney. Motion Passes 2:1 by Voice Vote.

c. Johnson Control Contract Renewal

No action

d. 03/01/2023 APC Minutes

Motion by Charneski/McCarthy to approve APC minutes. Motion passes 3:0 by Voice Vote.

e. 03/08/2023 APC Minutes

Motion by Charneski/McCarthy to approve APC minutes. Motion passes 3:0 by Voice Vote

f. 03/14/2023 APC Minutes

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Motion by Charneski/McCarthy to approve APC minutes. Motion passes 3:0 by Voice Vote

g. 03/23/2023 APC Minutes

Motion by Charneski/McCarthy to approve APC minutes. Motion passes 3:0 by Voice Vote

5. Items for Future Agenda:

Discussion on Financial advisor

6. Adjournment:

Motion by McCarthy/Pastika to Adjourn. Motion Passes 3:0 by Voice Vote at 7:23pm

Minutes Drafted By: Sarah Fisher; Account Clerk

Submitted on:06/20/2023:

Approved On: