



AD HOC COMMITTEE ON COMMITTEE STRUCTURE

MINUTES

August 29, 2023

1.) Call to Order.

The meeting was called to order by Secretary Kim Manley, Interim Administrator. Two citizens were present.

2.) Roll Call of Members Present.

Roll call was taken. Present: Trustee Kenneth Charneski, Trustee Kelly Coyle, Trustee Alex Vedvik, Trenton Karch, Patrick Kilsdonk, Lyn McCarthy, Craig Mortensen. Also present: Sean Dumais – Utility Committee Alternate. Staff Present: Kim Manley, Interim Administrator.

3.) Pledge of Allegiance.

4.) Election of Chair

Manley called for a motion to elect a Chair for the Committee. Motion by Kilsdonk, seconded by Coyle to elect Alex Vedvik as Chair. There being no other nominations for Chair a motion was made by Kilsdonk, seconded by Mortensen to close nominations. The motion to elect Vedvik as Chair carried on a 6-0-1 voice vote with Vedvik abstaining.

5.) Election of Vice-Chair

Chairman Vedvik called for a motion to elect a Vice-Chair for the Committee. Motion by Coyle, seconded by Charneski to elect Lyn McCarthy as Vice Chair. There being no other nominations a motion was made by Kilsdonk, seconded by Karch to close nominations. Motion to elect McCarthy as Vice-Chair carried on a 7-0-0 voice vote of the Committee.

6.) Election of Secretary

No action taken. Manley noted that a secretary will have to be selected when she is no longer able to attend the meetings.

7.) Public Comment.

Vedvik recognized Judy Akey who questioned what the intent of the Committee is and what did this Committee want to accomplish. She also suggested postponing this until a full-time Village Administrator was hired.

8.) Discuss and identify scope of this committee.

Discussion began amongst the members on the current functions of each committee. Vedvik felt that the Administrative Policies Committee (APC) was taking on too much and not necessarily things that it has within the scope of its duties. Felt that the number of meetings was a concern and the turn around when having to take things through the APC then Village Board was lengthy and excessive.

Charneski responded that the recent number of meetings was a result of working on the various policies and procedures the Village has along with review/edit of the employee handbook.

Coyle noted that there seems to be redundancy when a committee does its work to bring an item to its agenda then reviews and acts on it questioned why does it need to go to APC instead of going directly to the Village Board.

Manley noted that in talking to staff staff has felt "it was always done that way" so continued to do that. She questioned if this is more of an education process for staff and the committees to understand what does and does not need to go to APC versus Village Board.

Dumais also commented and cited examples where staff brought things forward to APC that really did not need to be there.

Vedvik than asked for input from other members of the committee.

Mortensen – Utility Committee and Plan Commission – spoke on the water utility issue and trying to get things done, timing and the feeling of redundancy having to go through multiple committees when one had already done all the work to research and made a recommendation for the Village Board.

McCarthy – Administrative Policy Committee – felt that there is a lot of back and forth – rehashing things that have already been reviewed by another committee.

Kilsdonk – Community Life, Infrastructure & Public Property Committee (CLIPP) – felt that the duplication of going to multiple committees is not efficient. Things could be more direct.

Karch - Community Life, Infrastructure & Public Property Committee (CLIPP) – there are inefficiencies with multiple committees reviewing the same item. Committee should look to identify these and work through them.

Discussion followed on what some of the inefficiencies were and if there were ways to get more information from staff and or the committee members, for example, on what they saw/see in the committee structure. Vedvik cited a good example of the water treatment plant process and the clean water fund loan having to go through the Utility Committee, then APC and finally Village Board. As an example, if the Utility Committee was a Commission it would have been more effective in handling this.

Motion by Karch, seconded Kilsdonk to identify committee inefficiencies and issues through the review of existing policy and feedback from committees and staff to then make an official recommendation to the village Board regarding changes to committee structure, procedure and ordinances(s) to address those issues. After further discussion, motion carried on a 7-0-0 voice vote of the Committee.

9.) Current Code of Ordinances Review for the following Committees:

- a.) Administrative Policy Committee**
- b.) Utilities Committee**
- c.) Community Life, Infrastructure and Public Property Committee**

No action – ordinances were provided for informational purposes only.

10.)Set date for next meeting.

Meeting date set for September 26, 2023 at 6 p.m.

11.)Agenda items for next meeting.

Continue discussion, examples of or comments from staff to share with committee. Members will take back to their respective committees for comments or examples and provide for next meeting.

12.)Adjournment.

Motion to adjourn by Charneski, seconded by Mortensen. Motion carried on a 7-0-0 voice vote of the Committee. Meeting adjourned at 7:15 p.m.

Respectfully Submitted By,
Kim Manley,
Interim Administrator/Acting Secretary