



## AD HOC COMMITTEE ON COMMITTEE STRUCTURE

### MINUTES

September 26, 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, Craig Mortensen. Also present: Sean Dumais – Utility Committee Alternate. Staff Present: Kim Manley, Interim Administrator. Lyn McCarthy absent and excused.

**3.) Pledge of Allegiance.**

**4.) Public Comment.**

None.

**5.) NEW BUSINESS:**

**6.) OLD BUSINESS:**

**a.) Continue Discussion on Committees Structure, Function & Interaction.**

Discussion began amongst the members on the current functions of each committee and possible overlaps in the duties per the ordinance on each. After a lengthy discussion, the group felt that education was definitely needed for staff and the respective committee members to avoid things being passed on to another committee when it could go to the Village Board or where the Administrator or respective Department Head might already have the authority to deal with. Also, that seeing examples of different committee ordinances may be helpful to the committee members. Manley was asked to bring back to the Committee examples of a various committees and a utility commission for the group to review.

**7.) Discuss and Consider Approval Minutes of August 23, 2023**

Motion by Karch, seconded by Coyle to approve the minutes as written. Motion carried on a unanimous voice vote of the members present, 6-0-0.

**8.) Agenda items for next meeting.**

Continue discussion, examples of Finance Committee, Personnel Committee, Utility Commission and advertisement for internship draft.

Next meeting October 24, 2023 at 6 p.m.

**9.) Adjournment.**

Motion to adjourn by Coyle, seconded by Vedvik. Motion carried on a 6-0-0 voice vote of the Committee. Meeting adjourned at 7:38 p.m.

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