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## § 14-20. Administrative policy committee (APC).

- A. *Composition.* The administrative policy committee shall consist of five members. Two members shall be village trustees. Three members shall be citizen members. Three members of the administrative policy committee shall constitute a quorum.
- B. *Appointment.* The village president appoints members to the administrative policy committee, with consultation and confirmation by the village board.
- C. *Organization.* The administrative policy committee shall select a chairperson and vice chairperson annually as described in §§ 14-10 and 14-11.
- D. *Recordkeeping.* The administrative policy committee shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the village clerk.
- E. *Meetings.* The APC shall meet quarterly or more often as determined by the committee, chairperson, village board, or administrator.
- F. *Duties to be verbally enumerated.* It shall be the responsibility of the village administrator to see to it that the duties in subsection G, below, shall be verbally enumerated and reviewed by the committee through discussion annually at the May committee meeting after the chairperson and the vice chairperson are selected. In the absence of the village administrator, this duty shall fall to the village clerk.
- G. *Duties.* The administrative policy committee is composed of sworn public officials assigned the responsibility of providing recommendations to the village board, and/or recommendations or memos to other committees on issues regarding administration, finances, and human resources for the short-term and long-term good of the village and its citizens. The village board recognizes and respects the fundamental importance of our committee structure and the weight of the citizen-member responsibilities as well as the value of well-considered and researched committee recommendations. Therefore, it is determined that the performance of these itemized duties shall not in any way be obstructed, curtailed, or bypassed by anyone either directly or by omission, except as deemed necessary by a majority vote of the village board. This committee's duties shall be liberally construed to include review, research, and recommendations regarding the following:
  - (1) Personnel policies;
  - (2) Staffing levels and changes to position descriptions and wage scales;
  - (3) Changes to policies of the village as they relate to personnel or financial matters;
  - (4) Proposed annual budgets for presentation to the village board;
  - (5) The monitoring of revenues and expenditures through regular reports, including the annual audit;
  - (6) Acquisition or disposition of village-owned property;
  - (7) Operational and capital budgets of all the departments of the village, including the village water utility and the village sewer utility;
  - (8) Grant applications;
  - (9) Financial review of capital projects and contracted services as defined in village policy FIN-004;
  - (10) Recruitment process for the village administrator or a department head position when a vacancy occurs in any of those positions;
  - (11) Review of internal financial controls and auditor's recommendations; and
  - (12) Any other matter the village board or administrator may refer.

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(Ord. No. 10-04, 4-12-2010; Ord. No. 19-02, 2-12-2019; Ord. No. 21-08, 8-24-2021)


§ 14-21. - Community life, infrastructure and public properties committee (CLIPP).

- A. *Composition.* The community life, infrastructure and public properties committee shall consist of five members. Two members shall be village trustees. Three members shall be citizen members. Three members of the community life, infrastructure and public properties committee shall constitute a quorum.
- B. *Appointment.* The village president appoints members to the community life, infrastructure and public properties committee, with consultation and confirmation by the village board.
- C. *Organization.* The community life, infrastructure and public properties committee shall select a chairperson and vice chairperson annually as described in §§ 14-10 and 14-11.
- D. *Recordkeeping.* The community life, infrastructure and public properties committee shall keep a written record of its proceedings, to include all actions taken, a copy of which shall be filed with the village clerk.
- E. *Meetings.* The community life, infrastructure and public properties committee shall meet quarterly or more often as determined by the committee, chairperson, village board, or administrator.
- F. *Duties to be verbally enumerated.* It shall be the responsibility of the village administrator to see to it that the duties in subsection G, below, shall be verbally enumerated and reviewed by the committee through discussion annually at the May committee meeting after the chairperson and the vice chairperson are selected. In the absence of the village administrator, this duty shall fall to the village clerk.
- G. *Duties.* The community life, infrastructure and public properties committee is composed of sworn public officials assigned the responsibility of providing recommendations to the village board, and/or recommendations or memos to other committees on issues regarding community safety, quality of life, and recreation for the short-term and long-term good of the village and its citizens. It shall also provide recommendations relating to the maintenance and physical development of all municipal property, including parks, streets, and municipal buildings, for the short-term and long-term good of the village and its citizens. The village board recognizes and respects the fundamental importance of our committee structure and the weight of the citizen-member responsibilities as well as the value of well-considered and researched committee recommendations. Therefore, it is determined that the performance of these itemized duties shall not in any way be obstructed, curtailed, or bypassed by anyone either directly or by omission, except as deemed necessary by a majority vote of the village board. This committee's duties shall be liberally construed to include review, research, and recommendations regarding the following:
  - (1) Long-range and short-range plans in the areas of parks, streets, utilities, and municipal buildings;

- (2) Research related to the acquisition or disposition of property;
- (3) Operational and capital properties and infrastructure budgets of the community development, public works, parks, police, and fire departments;
- (4) Grant applications in terms of the scope of the committee;
- (5) Policies and procedures regarding the use, maintenance, or improvements of public property;
- (6) Requests for proposals and bidding documents for capital infrastructure projects;
- (7) Recreation opportunities, such as park programming, bike and pedestrian paths, community events, and any other matters regarding general quality of life within in the village;
- (8) Community outreach, and citizen involvement, and any matter of resident complaints or concern;
- (9) Police department, fire department, streets and public works operations;
- (10) Village inspection services;
- (11) Village forestry and agricultural programs;
- (12) Traffic and pedestrian safety matters;
- (13) Refuse collection activities;
- (14) Long- and short-range planning, preparation, and procedure for the village emergency operation plan; and
- (15) Any other matter the village board or administrator may refer.

(Ord. No. 19-02, 2-12-2019; Ord. No. 21-08, 8-24-2021; Ord. No. 21-23, 11-23-2021)

**Editor's note—** Ord. No. 19-02, adopted February 12, 2019, amended the Code by repealing former § 14-21, which pertained to the properties and infrastructure committee (PIC), and adding a new § 14-21.

<b>POLICY ID:</b> GEN-012		<b>TITLE:</b> <i>Complaints to the Village</i>	
<input checked="" type="checkbox"/> <b>ORIGINAL</b> <input type="checkbox"/> <b>REVISION</b> <b>EFFECTIVE DATE:</b> <i>Immediate</i>		<b>APPROVED BY VILLAGE BOARD:</b>  <i>Village Clerk</i>	<b>DATE:</b> 05/23/22 & 01/23/23
<b>APPLIES TO:</b>		<input checked="" type="checkbox"/> <b>FLSA EXEMPT</b>	<input checked="" type="checkbox"/> <b>FLSA NON-EXEMPT</b>
<input checked="" type="checkbox"/> <b>REPRESENTED EMPLOYEES</b>		<input checked="" type="checkbox"/> <b>Non-REPRESENTED EMPLOYEES</b>	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

**Purpose** – As part of the Village’s Mission Statement, the Village Board has determined that the Village will meet service demands through high-quality customer service, innovation, a positive work environment, and a commitment to excellence. Therefore, complaints of the Village should be handled administratively by Village staff. The Community Life Infrastructure and Public Property Committee will review them to ensure that if policy changes need to occur, the elected officials of the Village can address them promptly.

**Policy** – Village staff will log any verbal or written complaint received by the Village related to non-Police or Fire associated matters. Village staff will address the complaints promptly to the best of their ability and within the adopted policies, ordinances, and state statutes.

Village staff shall place a copy of that log on the regular schedule of the Community Life, Infrastructure, and Public Property (CLIPP) for review and discussion by the committee. The committee will review the complaints and summarize the actions that staff took administratively to address the complaints. Suppose the committee feels that a change in the policies, or ordinances of the Village needs to occur. In that case, they shall either place the item on a future CLIPP agenda or recommend that staff take the thing to another committee of the Village for recommendation by that committee to the Village Board. For example, water quality complaints would go to the Utility Committee of the Village, Tax Assessments would go to the Board of Review, etc.

