

## UNAPPROVED MINUTES



### OFFICIAL NOTICE AND AGENDA

Kronenwetter Administrative Policy Committee (APC)  
Tuesday April 18, 2023 5:30 P.M.

#### 1. Call meeting to order

##### a. Roll Call

Committee Members Present: Ken Charneski, Lyn McCarthy, Kim Tapper

Committee Members Absent: Lee Pastika-excused and Jordyn Wadle-Leff-excused

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. Reports:

##### a. Treasurer's Report:

Treasurer Lisa Kerstner discusses she provided January and February reports, she states that February statement for General Checking shows that there is a 3.75% however it is actual 0%. She states that she was able to verify that all funds that the Village has are fully insured. Charneski states that the state insures an additional \$400,000 on top of the \$250,000 insured through FDIC. He asks how all our funds are insured since the village has a balance higher than that. Kerstner discusses the sweep accounts and how using them allows all the money to be fully insured through FDIC. Charneski asks if Kerstner could check with state to find out legitimacy of accounts, and to obtain a letter to prove what she found. Mahoney discusses the possibility of moving money to accounts that have higher interest rates and to have liquid assets. Charneski talks on Wood Trust transfer and how when money is moved from one Institution to another the Village President's signature is required to be on those documents. Charneski and McCarthy discuss looking into Verisign or a Signature stamp for quick approval items.

##### b. Village Attorney invoices January-March

No Discussion

#### 4. Old Business:

##### a. HR-006 discussion

Charneski directed to send redlined policy back to the board for approval.

##### b. HR-001 Administrator's input review

Mahoney discusses that he was unable to take a good look at the policy but wanted to get in touch with the Village Attorney to see if FSLA plays a role in the policy. Motion by Tapper/ McCarthy to delay action until next meeting. Motion passes 3:0 by Voice Vote.

#### 5. New Business:

##### a. TDS Sponsorship agreement

Motion by McCarthy/Tapper to recommend the board approve the TDS sponsorship agreement. Motion Passes 3:0 by Voice Vote.

##### b. RFPs for recruitment of consulting firm for hiring of a Village Administrator

Charneski asks if add is still running, add ended yesterday (April 18, 2023) he requested resumes be sent out to APC members for review.

##### c. Recognition of Chief McHugh for time served as Interim Village Administrator

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*Dan Recommends that this item goes to a closed session discussion. Motion by Charneski/Tapper to delay action. Motion passes 3:0 by Voice Vote.*

**d. Review and recommendation: Procedure for agenda item flow between committees to Village Board**

*Discussion on flow from staff to committee to board and back. Training will be conducted to instruct all on proper procedures.*

**e. Advantage Group Supplemental Benefits Proposal**

*No action*

**f. Employee Handbook status as a guide or authority:discussion**

*McCarthy discusses the discussion of when to get rid of a policy if the handbook discusses is and if the handbook is law or a guide. She states she found that you have to name it Adopt it and put it in the record before it becomes legal. Trustee Dumais states that the handbook is meant to be a guide between employee and employer.*

**g. Approval of April 5, 2023 APC minutes**

*No action*

**h. Rescind approval of Feb 8,2023 minutes**

*Motion by Charneski/Tapper to rescind Previously approved minutes. Motion Passes 3:0 by Voice Vote.*

**i. Approval of corrected Feb 8,2023 minutes**

*Motion by Tapper/McCarthy to approve corrected minutes. Motion passes 3:0 by Voice Vote.*

**6. Items for Future Agenda:**

*Compensation for Committee members*

**7. Adjournment:**

*Motion by McCarthy/Tapper to Adjourn. Motion Passes 3:0 by Voice Vote at 6:53pm*

Minutes Drafted By: Sarah Fisher; Account Clerk

Submitted on:06/20/2023:

Approved On: