



# AD HOC COMMITTEE MEETING MINUTES

February 27, 2024 at 6:00 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive Board Room (Lower Level)

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## 1. CALL MEETING TO ORDER

The meeting was called to order by Chairman Alex Vedvik.

### A. Pledge of Allegiance

Those in attendance recited the pledge of allegiance.

### B. Roll Call

#### PRESENT

Patrick Kilsdonk

Sean Dumais

Trenton Karch

Alex Vedvik

Kelly Coyle

Lyn McCarthy-Appearing by Phone

#### ABSENT

Ken Charneski

Craig Mortensen

#### STAFF PRESENT

Village Clerk Bobbi Birk-LaBarge

## 2. PUBLIC COMMENT

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 Public Comment will take no longer than 15 minutes with 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.

It was acknowledged that no written public comments had been received and no one came forward with comments during the meeting.

## 3. OLD BUSINESS

### C. Discussion and Possible Action: Review of Personnel and Policy Committee (PPC) Ordinance Draft

The committee proceeded to review the PPC Ordinance Draft, which was discussed in depth in the previous meeting. While the discussions centered around changes and clarifications to the draft, with input from various committee members, no significant alterations seemed necessary as the document appeared to align with previous discussions.

Recommend the VB dissolve APC and replace it with the personnel and policy committee and finance committee as amended in the packet. With exception to the Police and Fire Commission:

Motion by Coyle; Seconded by Karch to recommend to Village Board dissolution of the APC committee and a new personnel and policy committee and a new finance committee be created with the ordinance created in the packet as amended by discussion.

Motion carried 6:0 by roll call vote.

**D. Discussion and Possible Action: Review of Finance Committee (FC) Ordinance Draft**

Equivalent to the Police and Fire Commission review, the Finance Committee Ordinance Draft was considered with similar scrutiny. Amendments were suggested to clarify the intentions regarding the finance committee's role in handling budgetary and financial matters. It was noted that such clarifications would ensure that there would not be any overlapping responsibilities with the Utility Commission.

Motion by Coyle; Seconded by Karch to approve and send to the village board the dissolution of the APC, the creation of the personnel and policy committee, and the finance committee with the changes as noted.

Motion carried 6:0 by roll call vote.

**E. Discussion and Possible Action: Review of Utility Commission Ordinance Draft**

The conversion from a Utility Committee to a Utility Commission was critically evaluated, and amendments were made to clarify various terms and appointment procedures. A significant part of the discussion revolved around the restructuring with appropriate measures being recommended for ensuring smooth transitions and clear defragmentation between differing member term lengths.

Motion by McCarthy; Seconded by Karch to recommend to the Village Board that the Utility Committee be dissolved and that a new Utility Commission be created with the ordinance language included in the packet as amended.

Motion carried: 6:0 by roll call vote.

**F. Discussion and Possible Action: List of Changes to Be Made with Approval of Recommendations**

The committee reviewed a list of changes to be made in Village policy and ordinances if the recommendations were approved. The list included amendments needed to align with the recommended committee structure changes. It was decided that upon board approval, these amendments would be made.

Motion by Coyle, Seconded by McCarthy, to recommend to the village board this list of items that need to be changed, in Village policy and ordinances to implement the recommended committee structure and commission changes.

Motion carried 6:0 by voice vote.

**G. Discussion and Possible Action: Review of Process for Trustee Appointment to Commissions and Committees**

The role of the village president in appointing trustees to various commissions and committees was clarified, as well as the process involved therein. It was explained that a newly crafted sequence and hierarchy diagram would aid in understanding and enforcing it.

Motion by Vedvik; Seconded by Coyle to recommend to Village Board change as written in the packet and discussed.

Motion carried 6:0 by roll call vote.

**4. NEW BUSINESS**

**H. Discussion and Possible Action: Ad Hoc Committee - Committee Structure Recommendation Cover Letter**

Recommend to include the attached cover letter to the recommendations as previously voted on.

Motion by Karch; Seconded by Kilsdonk to share the cover letter with the village board.

Motion carried 6:0 by voice vote.

**5. PREVIOUS MEETING MINUTES FROM COMMISSIONS AND COMMITTEES**

**I. Approval of January 23, 2024 Ad Hoc Committee - Committee Structure Meeting Minutes**

Motion by McCarthy; Seconded by Coyle to approve the January 23, 2024, minutes as written.

Motion carried 6:0 by voice vote.

**6. CONSIDERATION OF ITEMS FOR FUTURE AGENDA**

Adjournment will be subject to the call of the chair.

Nominate new co-chair.

**7. ADJOURNMENT**

Motion by Karch; Seconded by Coyle to adjourn the meeting.

Motion carried 6:0 by voice vote.

The meeting was adjourned at: 7:34 PM.

Minutes By: Village Clerk Bobbi Birk-LaBarge

Minutes Approved on: