



ADMINISTRATION/PERSONNEL COMMITTEE  
MEETING NOTES OF OCTOBER 5, 2022

The meeting was called to order at 8:30 a.m.

Present: Lutke and Suppes  
Absent: Christensen  
Staff present: Fay, Larrea and Miller

Draft Budget – Preliminary Review

Larrea stated the \$10,000 for legal services is to obtain a PUD opinion, just so we don't shoot ourselves in the foot. Wages for the Zoning Administrative assistant is in the budget as an employee, not contractual, as well as Planner fees. Also, in the budget is 15,000 to review and possibly reformat the Zoning Ordinance by a professional planner. The Zoning Ordinance needs to be clear and concise and follow the law. In the Parks and Rec section a new line item has been added to track the Waterwheel Park project. Capital improvements include new doors for the bathrooms, and electronic locks for open and closing, which will allow the bathrooms to stay open later. Also included is signage for all of our parks for identification purposes. Two signs are currently being constructed; one coming into the Village and the other is for Suttons Park. Gates for Sutton Park are budgeted for to keep individuals out of the no parking area at Sutton Park. Maintenance costs for vehicles have decreased because they are fixed in house now. We are looking at approximately \$63,000 in future revenue in the DDA budget (\$30,000 this year.) Discussed at the meeting yesterday was a millage tax on the businesses to start the project of bathrooms if the businesses believe it is necessary. The DDA is the funding source, and passing a mill would generate about \$75,000 per year. Another option for the DDA revenue would be four-sided gas fireplaces placed downtown.

Status Update

The Elm Street stop sign survey started in September; results should be available at the next meeting. The Village is pricing templates for painting crosswalk. The Short-Term Rental Ordinance review is ongoing and the Planner has been hired to work on what the cap should be and how to deal with the STR licenses. We are looking at filling the two rain gardens on Broadway, and a third one on St. Mary's. We will work on a couple of rain gardens per year. Larrea is meeting with the Watershed Center today to look at the rain gardens, discussing the pros and cons of each. The graffiti at Bahle Park has been painted over and it looks great. Cameras are still needed there but there is no WIFI. Larrea stated that all of the Village infrastructure should be lit to help with prevent vandalism.

The meeting adjourned at 8:55 a.m.

Meeting notes submitted by Shar Fay, Clerk.

