

# Meeting minutes- Admin Committee 3/9/2023

Attendance: Amanda Rydel, Megan Mittlestadt, Sonya Zebro, Lukas Montgomery, Don Rose, Brittany Halvorson

Meeting was called to order at 12:02 PM

## 1) Employee Handbook Updates from Reviewer

The department heads have met with the HR rep. She will go through and make her recommendations.

## 2) 2023 Project Initiatives Plans (Development, Sledding Hill)

The meeting discussed various initiatives for the 2023 housing market, including a potential development project, as well as a sledding hill. It was discussed that interest rates are currently on the rise, but the housing market still has a shortage. Plans for a sledding hill were discussed, including the need to determine a location, construction and material needs, a warming house, risks, community involvement, and maintenance. It was also mentioned that the Boy Scouts were interested in being involved in the project. It was agreed that a working session should be scheduled for 11:45-12:45 on Thursday, March 16th.

## 3) Farmers Market

Megan reached out to Jacob Peterson, and he was absolutely wanting to do it again. The plan is to touch base with Jacob this coming Sunday. The group discussed the various needs for a successful Farmers Market. They discussed the need for adequate space, a variety of vendors and food options, the possibility of closing the street for parking during the market and centering the market near the power box. They also discussed the importance of promotion and marketing before and during the event.

## 4) BBB update

Amanda reported that Tony from the Blu Group said right now they're working with the Village on the website. They're wrapping up two other big projects and he anticipates kickoff for the branding part of things March 20th.

## 5) Clerk Report

The Clerk reports we are doing well financially. There is one missing transaction that she is unable to figure out at this time but has reached out to the IRS to get clarification on what this payment was for. Clerk then gave a sneak peak to committee at some up the new upgrades for the Village website with the integration of HeyGov app.

**Brittany Halvorson Village Clerk/Treasurer March 10<sup>th</sup>, 2023**