

PUBLIC WORKS/PUBLIC PROPERTY PARKS & RECREATION MINUTES

February 23, 2021 CTO 4:00pm

ROLL CALL: The following answered to roll call - Chair Bob Anderson and Trustee Patti Coughlin. Trustee Eric Anderson attended via online resources, joining at 4:21pm. Also present: Village Administrator Amy K. Huber via online sources, Village Clerk Daisha Nolan, Village President Darrell Kyle, Public Works Lead Nick Hofstader and back up Plow Operator Pat Coughlin.

REVIEW OF AGENDA: No Changes

MINUTES: A motion was made by Coughlin to approve the regular session minutes from January 26, 2021 as presented, seconded by B. Anderson. MCU

PUBLIC INPUT: None

NEW BUSINESS:

- 1. Operator's Report:** Nick Hofstader presented the Public Works report from the weeks of January 24, 2021 through February 14, 2021.
- 2. PW Hiring Update:** Paul Urbaniak accepted the position and began work on February 18, 2021.
- 3. Snow Plowing Update:** No changes to report.
- 4. Tool Purchasing:** This will be tabled to allow for further evaluation of needs at the garage between Nick and E. Anderson
- 5. Employee Handbook and Work Hours:** This will be referred to the finance committee for discussion.
- 6. Time Sheets and Weekly Reports:** We will continue to research ways to utilize the ATTO app to pull reports for specific job codes when needed.

CORRESPONDENCE: None

INFORMATION FROM THE CHAIR: The next meeting will be March 30, 2021. Committee members who have topics that they would like to have addressed were encouraged to contact the village office to have those added to upcoming agendas.

ADJOURNMENT: The committee adjourned at 4:24pm.

Respectfully Submitted,
Daisha Nolan, Village Clerk