



Meeting Agenda & Minutes

Date: 2/11/2026

Location: Village Hall, Council Room

Type of Meeting/ Purpose (Regular, Special, Emergency): Property Personnel & Finance- Regular Meeting

Members Present: DJ Youngblood (Chair), Mark Hammer, Mayor Terry Lindeman

Members Absent: _____

Staff/ Officials Present: Christina Mambourg (Village Admin)

1. Call to Order

- Motion & Time Called to Order: _____
- Introduction of Guests (if any): _____

2. Guest Comments & Presentations

- Scheduled Guests/Presentation Topics:
- _____
- _____

3. Staff Reports

- Insert any new proposals, community feedback, or committee concerns:
 - Standing Item: _____
 - _____
 - _____

4. Administrator Report

- Insert any new proposals, community feedback, or committee concerns:
 - Standing Item- Budget Utilization: TBA in Mtg (Cap Ex & General).
 - _____

5. Old Business

- **Insert any progress on prior proposals, community feedback, committee concerns, motions etc.:**
- **Minutes from 10/15/25, 11/13/25, 12/11/2025 and 1/8/26 were approved/denied (circle one) on 2/11/26, ayes, neighs, abstain for: _____.**
- **GDCC HVAC:** Complete.
- **Uniforms:** Received and distributed to team.
- **Attach. Streets Committee request to fund gazebo parking lot paving in 2026 budget. Parks Board has also approved.**: Quote to outsource has been received after team concerns to pave in house. Request motion to recommend Council approval and contract accordingly.
- **Timecard System and proposed meal break punching enforcement:** Village Admin recommends manual punching of meal breaks before punching out each day be added to employee manual.
- **Columns at V Hall:** Scheduling repair for April 26'.
- **New IT Vendor:** Onboarded, now rolling out 9.64 law requirements and Network Assessment.
- **New Street Garage:** Surveying of the existing site continues, all lines marked, proposal form Joe Moine to Planning this Thursday. Preliminary design work for new site is being coordinated with electrical, mechanical, and structural engineers.
- **Tabled:** Basement waterproofing: Jetting in spring 26', will monitor in rainy season.

6. New Business

- **Insert any new proposals, community feedback, committee concerns, motions etc.:**
- *Attach.* **Review of pay study from Safety Committee**
- *Attach.* **Preliminary review of Budget Requests**
- *Attach.* **Proposed Employee Manual Revisions to Performance and Discipline + Procedures: Previously Tabled**, Informational review; Solicitor feedback is proposed changes appear consistent with related Policy and Procedural documents.
- *Attach.* **Proposed Employee Manual Additions to Office Operations & Employee Conduct: Previously Tabled**, will also review with Solicitor. Request recommendation to Council for approval.
- **Petty Cash: Previously Tabled**, Discussion with Fiscal Officer – pros and cons.
- **Staff breaks (at home and otherwise) with use of Village Vehicles: Previously Tabled**, Discussion of staff breaks (at home and otherwise) – pros and cons, continue this practice?
- *Attach.* **RFP Template for Prevailing Wage:** Report Solicitor feedback. Request motion to recommend to Council for acceptance.
- **Per resident feedback at Council 2/4/26, now posting all meetings for the week on Mondays to Facebook. Posting agendas to website as they become available. Make standard practice to send link to agendas to all Council members?**
- **All personnel changes will prompt Village Admin notification to Council. Any other Council notifications needed?**
- *Attach.* **Criminal Penalty Code Review:**
 - Presentation and discussion of the Code research and recommendation.
- **Safety Program**
 - Evaluating whether a more formalized, task- and equipment-specific safety framework would add value beyond our existing compliance measures.
 - *Attach.* Review Injury form revisions, will also review with Solicitor. Request motion to approve.
 - *Attach.* Review employee manual policy change, will also review with Solicitor. Request recommendation to Council for approval.
- **Include cameras in Council chambers for Council Meetings and Public Hearings?**
- **Flag poles:** Request motion to accept quote to purchase with Capital Expenditures budget in 2026, usable life is 5 years.
- **Informational, Enbridge Gas Line Replacement Project:** Village Project Requirements have been provided to engineer (see attached, no copies to Committee, available for verbal reading at meeting).
- **Informational, we are coming to term on Liability Insurance, Coverage:** Village Admin is researching providers. At latest, bid in Aug., award in Sep. and contract in Oct.

7. Public Comment

- Open floor for any members of the public who wish to speak (time limit may be applied as needed):
- _____
- _____

8. Adjournment

- **Confirm next meeting date: 2/12/2026 at 6:00 PM in Village Hall, Council Chambers**
 - **Motioned By / Second By / Vote:**
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