

**Village of Kewaskum  
Administrative Committee  
Meeting Minutes  
February 21, 2022, 6:00 PM**

The Administrative Committee of Kewaskum, Washington County, Wisconsin, met in regular session in the Council Room of the Municipal Building, 204 First Street.

Committee Members Present: Hovland, Wright and Knoebel

Staff Members Present: Gitter, Butz, Bishop, Aupperle, Hundertmark, and Steiner

Hovland called the meeting to order at 6:00 p.m., followed by roll call and a reading of the Affidavit of Posting for the meeting.

Motion by Knoebel, seconded by Wright to approve the minutes of January 17, 2022, voice vote, motion carried; Hovland abstained.

**PAYMENT OF BILLS**

Motion by Knoebel, seconded by Wright to recommend payment of January 2022 Accounts Payable, voice vote, motion carried.

Motion by Wright, seconded by Knoebel to recommend approval of January 2022 payroll, voice vote, motion carried.

Hundertmark provided a report on Interim Tax Settlement.

Motion by Knoebel, seconded by Wright to recommend re-opening the Main Street special assessment and hold a public hearing, voice vote, motion carried.

Motion by Wright, seconded by Knoebel to recommend approval of the Vendor Maintenance Policy with revision of Administration Staff to Administrator, voice vote, motion carried.

Butz reported on preliminary Fund Balance Policy, no action taken.

Motion by Knoebel, seconded by Wright to adjourn at 6:33 P.M., voice vote, motion carried.

Tammy Butz  
Village Clerk/Deputy Treasurer

Approved: March 21, 2022