



## **MEETING MINUTES – VILLAGE BOARD (Special)**

**Date/Time: Thursday June 29<sup>th</sup> 2023 (6:00 P.M.)**

**Location: Village Office, 2990 South Pine Tree Road**

### **ROUTINE ITEMS TO BE ACTED UPON:**

1. Call to order/Roll Call - The meeting was called to order by Rich Heidel at 6:00 pm. Rich Heidel, David Dillenburg, Tammy Zittlow and Vanya Koepke were present. Tim Carpenter was excused.
2. Certification of the open meeting law agenda requirements and approval of the agenda – ACTION: To certify the open meeting law agenda requirements and approval of the agenda MOTION: Dillenburg SECOND: Zittlow VOTE: 4-0
3. Pledge of Allegiance - Those present recited the Pledge of Allegiance.

### **4. NEW BUSINESS**

**A. DISCUSSION AND ACTION - Motion to rescind a main motion** - Several Board members have officially asked that the previous June 20<sup>th</sup> action accepting the carpeting bid from Perock Flooring LLC (\$6,118.40) and the painting bid from CertaPro (\$6,786.30) be bought back before the Board. ACTION: To rescind the June 20<sup>th</sup> motion approving the carpeting bid from Perock Flooring LLC (\$6,118.40) MOTION: Dillenburg SECOND: Zittlow VOTE: 4-0 ACTION: To rescind the June 20<sup>th</sup> motion approving the painting bid from CertaPro (\$6,786.30) MOTION: Koepke SECOND: Heidel VOTE: 4-0

**B. DISCUSSION AND ACTION – Staff Resignation** – This item was added to the amended agenda on June 28<sup>th</sup>. Erica Berger has submitted her resignation as Deputy Clerk-Treasurer. ACTION: To accept the resignation of Erica Berger as Deputy Clerk-Treasurer, effective immediately, with her serving in a transitional role for 8 hours a week for the immediate future (\$35 per hour) MOTION: Heidel SECOND: Dillenburg VOTE: 4-0

**C. DISCUSSION AND ACTION – To abolish the position of Clerk-Treasurer** - The Board is being asked at this time to eliminate the position of Clerk-Treasurer, which is currently vacant at this time. Village Administrator Aaron Kramer said the Village's audits for the past decade have called for the separation of the positions. He also pointed out that the staffing in the Village's office will still be below what it was in 2017 with this move. Brian Ruechel (Accounting and Financial Services) also spoke in favor of the move. ACTION: To abolish the position of Clerk-Treasurer MOTION: Heidel SECOND: Zittlow VOTE: 4-0

**D. DISCUSSION AND ACTION – To create the position of Village Clerk** – Discussion was held on the job description and the salary range, and interview panel, which will consist of, at a minimum, the Village Administrator, one Board member and one Department head. The Board also agreed that applications will be taken through the end of July. ACTION: To approve the job description for the position of Village Clerk, with a salary range of \$60-80,000, and to post the position MOTION: Heidel SECOND: Zittlow VOTE: 4-0

**E. DISCUSSION AND ACTION – To create the position of Village Treasurer** - Discussion was held on the job description and the salary range, and interview panel, which will consist of, at a minimum, the Village Administrator, one Board member and one Department head. The Board also agreed that applications will be taken through the end of July. ACTION: To approve the job description for the position of Village Treasurer, with a salary range of \$60-80,000, and to post the position MOTION: Heidel SECOND: Zittlow VOTE: 4-0

**5. ADJOURN (6:56 PM)** – MOTION: Heidel SECOND: Zittlow VOTE: 4-0

Submitted by Aaron Kramer, Village Administrator