

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Finance & Personnel Evaluation Committee of
November 5, 2020**

1. Roll Call

The meeting was called to order by Chairman Bartzen at 6:00 p.m.

Members present: Trustee Michael Bartzen, Trustee Lee Uecker, Trustee Scott Adkins, and Ben Jarvis.

Also present: Village Administrator Jeremy Smith

2. Consideration and possible action on minutes

A motion by Adkins, seconded by Uecker to approve the October 6, 2020 meeting minutes as presented.

Motion carried 4-0.

3. Comments from Citizens

None

4. Operator Licenses

A motion by Adkins, seconded by Jarvis to recommend to the Village Board approval of an operator's license application to alexander Kavanaugh, subject to the standard conditions of operator license approval.

Motion carried 4-0.

A motion by Uecker, seconded by Adkins to recommend to the Village Board approval of an operator's license application to Stephanie Kendall, subject to the standard conditions of operator license approval.

Motion carried 4-0.

5. Check Register and P-card statements:

A motion by Bartzen, seconded by Adkins to recommend to the Village Board approval of the October Check Register and P-Card statement in the amount of \$2,455,090.24.

Motion carried 4-0

6. Ace Hardware Purchases

A motion by Uecker, seconded by Bartzen to recommend to the Village Board approval of the October Ace Hardware credit in the amount of \$1,257.34.

Motion carried 4-0

**7. Amendment to the Premise description for the Class A License for Meijer's N51W24952 Hwy K.,
Sussex WI License #20-011A to allow for Grocery Pick-up**

A motion by Bartzen, seconded by Uecker to recommend to the Village Board approval of the amendment to the premise description for the Class A License for Meijers N51W24952 Hwy K, from the store to the parking stalls for grocery pick-up as detailed in the submittal.

Motion carried 4-0

**8. Class B Beer and Liquor License granted for Quad Graphics, Inc. N61W23044 Harry's Way, Agent
Gary L. Chitwood.**

A motion by Bartzen, seconded by Uecker to table the item to the next meeting at the request of Quad Graphics.

Motion carried 4-0

9. 2020 Third Quarter Investment Report

A motion by Uecker, seconded by Adkins to approve the third quarter investment report. Motion carried 4-0

10. 2019 Surplus Allocation

A motion by Bartzen, seconded by Jarvis to allocate \$100,000 each to the three-park cash capital line items that have cycle gaps. Motion carried 4-0

11. Trustee and Citizen Appointments to Committees, Commissions, and Boards

Discussion followed on the items listed below.

A. Appointment to Vacancies on the Village Board

There was consensus that the policy followed what had been talked about at the previous meetings. Trustee Bartzen and Uecker moved that the term “The Interview Panel” replace the term “Village President” and the sentence be redrafted accordingly in the 7th bullet point of the Policy. Which was approved without objection.

B. Citizen Appointments to Committees

There was consensus that the policy followed what had been talked about at the previous meetings. Trustee Adkins wanted the policy to go further with respect to ensuring everyone had an opportunity to be on Committees. Trustee Bartzen stated he didn’t want to take away the power of the president and this followed what had been talked about.

Trustee Adkins and Uecker moved that the language be adjusted to reflect that one (1) or (2) trustees would be asked to volunteer which was approved without objection

A motion by Bartzen, seconded by Jarvis to recommend the policies as adjusted at the meeting be reviewed by the Village Attorney for final form and come back to the Committee. Motion carried 4-0

8. Topics for Future Agendas

Trustee Bartzen requested that the Committee look at moving back when citizen appointment terms are up to later in the year so there isn’t such a fast pace need to make these transitions after the spring elections.

9. Adjournment

A motion by Bartzen, seconded by Uecker to adjourn the meeting at 7:24 p.m. Motion carried 4-0.

Respectfully submitted,

Jeremy Smith
Village Administrator