

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Finance & Personnel Evaluation Committee of
October 6, 2020**

1. Roll Call

The meeting was called to order by Chairman Bartzen at 6:25 p.m.

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

Also present: Village Administrator Jeremy Smith, Assistant Village Administrator Kelsey McElroy-Anderson, President LeDonne, Trustee Zoellick, and members of the Public.

2. Consideration and possible action on minutes

A motion by Adkins, seconded by Uecker to approve the September 1, 2020 meeting minutes as presented. Motion carried 4-0.

3. Comments from Citizens

Al Olmstead, N70W23957 Prides Road, Sussex, WI: Mr. Olmsted stated that he was a Trustee and during his time as a Trustee he knew his role and the difference between his role and that of the president. The President has elevated responsibilities and it should stay that way. He requested that the Committee give agenda item 7 deep thought.

Mike Knapp, N65W23945 Vista Lane, Sussex, WI: Mr. Knapp reiterated Mr. Olmsted's comments. When he was Village President he shuffled trustees between committees to broaden their understanding of Village operations and functions. Many committees do the appointment process this way.

Mike Carlson, W232N6633 Waukesha Avenue, Sussex, WI: Mr. Carlson concurred with the earlier statements. He stated that he believes in President LeDonne's leadership and asked who requested agenda item 7.

Rachel Ayulo, N56W24049 Holly Court, Sussex, WI: Stated that she voted for President LeDonne to reduce debt and support local businesses. All communities do the appointment process this way.

4. Operator Licenses

A. A motion by Bartzen, seconded by Adkins to recommend to the Village Board approval of an operator's license application to Rachel Koester, 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 September Check Register and P-Card statement in the amount of \$3,089,047.76. Motion carried 4-0

6. Ace Hardware Purchases

A motion by Bartzen, seconded by Adkins to recommend to the Village Board approval of the September Ace Hardware credit in the amount of -\$47.04. Motion carried 4-0

7. 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 to recommend the following steps for the appointment process:

1. Formal application, resume, and a question about why the citizen wants to join the Village Board. The opening shall be posted on the Village website and publicized in conformance with standard practices for job openings at the time.
2. An ad-hoc committee shall be formed to review the applications and interviews the candidates. The committee shall consist of the Village President and two Trustees. The two Trustees will be selected by volunteering, and at random if more than two are interested.
3. The ad-hoc committee recommends a candidate for confirmation by the Village Board.

B. Village Board Appointments to Committees

There was consensus to recommend to the Village Board no change to the ordinances as they relate to Village Board appointments to committees.

C. Citizen Appointments to Committees

There was consensus to recommend the following steps for the appointment process:

1. Formal application, resume, and a question about why the citizen wants to join the committee or commission. The opening shall be posted on the Village website and publicized in conformance with standard practices for job openings at the time.
2. The Village President shall review the applications, and is encouraged to select a Trustee to consult with throughout the process.
3. The Village President recommends a candidate for confirmation by the Village Board.

A motion by Bartzen, seconded by Uecker to direct staff to draft an administrative policy for items 7A and 7C for review by the Finance Committee in November.

Motion carried 4-0

8. Topics for Future Agendas

Trustee Bartzen requested an update on the final surplus available for allocation to cash capital at the next Finance Committee meeting.

9. Adjournment

A motion by Jarvis, seconded by Bartzen to adjourn the meeting at 7:48 p.m.

Motion carried 4-0.

Respectfully submitted,

Kelsey McElroy-Anderson
Assistant Village Administrator