

**DISCLAIMER- THE FOLLOWING ARE DRAFT MINUTES FROM  
THE FINANCE COMMITTEE AND ARE  
SUBJECT TO CHANGE UPON APPROVAL OF THE VILLAGE BOARD**

**VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN**

**Minutes of the Finance & Personnel Evaluation Committee of  
January 5, 2021**

**1. Roll Call**

The meeting was called to order by Chairman Bartzen at 6:22 p.m.

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

Also present: Village Administrator Jeremy Smith, Assistant Village Administrator Kelsey McElroy-Anderson, Village President Anthony LeDonne, and members of the press and public.

**2. Consideration and possible action on minutes**

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

**3. Comments from Citizens**

None

**4. Operator Licenses**

None

**5. Check Register and P-card statements:**

A motion by Bartzen, seconded by Adkins to recommend to the Village Board approval of the December Check Register and P-Card statement in the amount of \$1,965,856.60. Motion carried 4-0

**6. Ace Hardware Purchases**

A motion by Bartzen, seconded by Uecker to recommend to the Village Board approval of the Ace Hardware purchases in the amount of \$1,185.60. Motion carried 4-0

**7. Ordinance 871 to move Citizen Committee appointment terms from May 1<sup>st</sup> to April 30<sup>th</sup> to July 1<sup>st</sup> to June 30<sup>th</sup>.**

Trustee Bartzen questioned if the appointments should be made even later to allow for more transition time for a new Village President. Trustee Adkins expressed concern about appointments potentially occurring in two separate months, noting that this could be confusing for the public. Trustee Bartzen asked if staff should post the openings on a specific schedule each year, and if existing appointees should complete the application. There was consensus to post the openings on March 1<sup>st</sup> each year and that existing appointees should apply. Each person only needs to apply once so the Village has the application on file. Staff will create one application for all appointments. Candidates will be able to check which committees, commissions, or boards they are interested in. The application will be available on the website throughout the year.

A motion by Bartzen, seconded by Uecker to recommend to the Village Board approval of Ordinance 871 as presented. Motion carried 4-0

**8. Resolution 21-01 designating public depositories and approving other financial institutions for investment**

A motion by Bartzen, seconded by Jarvis to recommend to the Village Board approval of Resolution 21-01 as presented. Motion carried 4-0

**9. 2020 Annual Identity Theft Red Flag Report**

A motion by Bartzen, seconded by Adkins to approve the 2020 Annual Identity Theft Red Flag Report as presented. Motion carried 4-0

**10. Meeting Recording and Records Retention Compliance**

There was discussion about the policy questions outlined in the staff memo. The consensus was to record Village Board and Plan Commission meetings and make them available on the Village website for three months. No commenting will be allowed on the recordings. Staff will explore more options for hosting the recordings, including options offered through the website vendor. This agenda item will be discussed again at the next Finance Committee meeting.

**12. Topics for Future Agendas**

None

**13. Adjournment**

A motion by Bartzen, seconded by Adkins to adjourn the meeting at 7:44 p.m.

Motion carried 4-0.

Respectfully submitted,

Kelsey McElroy-Anderson  
Assistant Village Administrator