

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Village Board Organizational Meeting of
April 21, 2021**

1. Roll Call

The meeting was called to order by President LeDonne at 5:30 pm.

Members present: Greg Zoellick, Lee Uecker, President Anthony LeDonne, Ron Wells, Benjamin Jarvis, Scott Adkins and Stacy Riedel.

Members excused: None.

Also present: Administrator Jeremy Smith, Attorney John Macy, Assistant Village Administrator Kelsey McElroy-Anderson, Administrative Services Director Samuel Liebert, Pauline Haass Public Library Director Adele Loria, Public Works Director & Village Engineer Judith Neu, Director of Police Services Captain Lisa Panas, Fire Chief Kristopher Grod, Finance Director Nancy Whalen, Park & Recreation Director Halie Dobbeck and members of the Public.

2. Discussion and Update on Legal, Risk management, and High performing Governance

Administrator Smith asked that Library Director Loria be able to give her update early, as she had a Library Board meeting later this evening. President LeDonne agreed to the request.

Pauline Haass Library Director Adele Loria introduced herself and gave her departmental update and overview of her duties, responsibilities and goals.

Attorney Macy gave a presentation on Open Meetings Law, Public Records Law, Ethics and conflicts of interest, making fair decisions as it applies to policymaking and applying laws and Liability protection.

Administrator Smith gave a presentation on High Performance Government in relationship to governing bodies and staff partnership.

3. Village Board Protocols and Policy

Administrator Smith gave an update and presentation on the Village Board Protocols.

Motion by LeDonne, seconded by Wells to accept the Village Board Protocols as presented. Motion carried 7-0

4. Trustee Committee Appointments

Administrator Smith stated that the Trustee Committee Appointments will be available at the regularly scheduled Village Board meeting on April 27.

5. Department Head Introductions

Assistant Village Administrator Kelsey McElroy-Anderson introduced herself and gave her departmental update and overview of her duties, responsibilities and goals.

Administrative Services Director Sam Liebert introduced himself and gave his departmental update and overview of his duties, responsibilities and goals.

Public Works Director & Village Engineer Judith Neu introduced herself and gave her departmental update and overview of her duties, responsibilities and goals.

Director of Police Services Captain Lisa Panas introduced herself and gave her departmental update and overview of her duties, responsibilities and goals.

Finance Director Nancy Whalen introduced herself and gave her departmental update and overview of her duties, responsibilities and goals.

Fire Chief Kristopher Grod introduced himself and gave his departmental update and overview of his duties, responsibilities and goals.

Park & Recreation Director Halie Dobbeck introduced herself and gave her departmental update and overview of her duties, responsibilities and goals.

6. Adjournment

Motion by LeDonne, seconded by Jarvis to adjourn at 8:05 pm.

Motion carried 7-0

Respectfully submitted,

Samuel E. Liebert
Administrative Services Director, Village Clerk/Treasurer