

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Finance & Personnel Evaluation Committee of
November 2, 2021**

1. Roll Call

The meeting was called to order by Chairman Jarvis at 6:20 p.m.

Members present: Trustee Benjamin Jarvis, Trustee Stacy Riedel, Trustee Scott Adkins, and Member Michael Carlson

Also present: President Anthony LeDonne, Trustee Greg Zoellick, Trustee Lee Uecker, Financial Advisor with PFM Dave Anderson, Village Administrator Jeremy Smith, and Assistant Village Administrator Kelsey McElroy-Anderson.

A quorum of the Village Board was present at the meeting.

2. Consideration and possible action on minutes

A motion by Jarvis, seconded by Carlson to approve the October 5, 2021 meeting minutes as presented.

Motion carried 4-0

3. Comments from Citizens

None

4. Operators Licenses

None

5. Check Register and P-card statements:

A motion by Jarvis, seconded by Carlson to recommend to the Village Board approval of the October Check Register and P-Card statement in the amount of \$1,356,823.39.

Motion carried 4-0

6. Ace Hardware Purchases

A motion by Jarvis, seconded by Carlson to recommend to the Village Board approval of the August Ace Hardware purchases of \$611.10.

Motion carried 4-0

7. Update on Restaurants at the Mammoth Lofts

Chaz Hastings presented an update to the committee in regards to his Restaurant at the Mammoth Lofts. Mr. Hastings plans to open Tequila in December and the pizza restaurant will likely open one month later. No action was take on this agenda item.

8. 3rd Quarter Investment Report

A motion by Jarvis, seconded by Adkins to recommend to the Village Board for approval of the 3rd Quarter Investment Report.

Motion carried 4-0

There was no objection to reviewing agenda items 9, 10, 11 and 12 together.

9-12. Resolution 21-16, 21-17, 21-18, and 21-19

Dave Anderson, Financial Advisor with PFM, presented refunding options for Village bonds.

A motion by Jarvis, seconded by Adkins to recommend approval to the Village Board of Resolution No. 21-16, a Resolution providing for the Sale of Approximately \$6,500,000 Water System Revenue Refunding Bonds; Resolution No. 21-17, a Resolution providing for the Sale of Approximately \$1,260,000 General Obligation Refunding Bonds; Resolution No. 21-18, a Resolution authorizing the redemption of the General Obligation Refunding Bonds, Series 2013, Dated March 5, 2013; and Resolution No. 21-19, a Resolution authorizing the redemption of the General Obligation Corporate Purpose Bonds, Series 2013, Dated May 1, 2013.

Motion carried 4-0

13. Community Development Director Job Description

A motion by Jarvis, seconded by Adkins to recommend approval to the Village Board of the Community Development Director job description as presented. Motion carried 4-0

14. Finance Director retirement-transition plan update

Mr. Smith provided an update on the budget request to use Village surplus to hire a Finance Director in 2022 that will overlap with the Village's current Finance Director who plans to retire in 2022. No action was taken on this item.

15. Future Topics

Member Carlson would like to talk about employee retention at a future committee meeting.

16. Adjournment

A motion by Jarvis, seconded by Adkins to adjourn the meeting at 7:56 p.m. Motion carried 4-0

Respectfully submitted,

Kelsey McElroy-Anderson
Assistant Village Administrator