

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Finance & Personnel Evaluation Committee of
December 6, 2022**

1. Roll Call

The meeting was called to order by Trustee Jarvis at 6:25pm

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

Absent: Trustee Stacy Riedel

Also present: Village Administrator Jeremy Smith, Village Clerk Jennifer Moore, President LeDonne, Trustee Lee Uecker, and members of the public.

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

2. Consideration and possible action on minutes

A motion by Jarvis, seconded by Adkins to approve the November 1, 2022 meeting minutes as presented.

Motion carried 4-0

3. Comments from Citizens: None

4. Check Register and P-card statements:

A motion by Jarvis, seconded by Carlson to recommend to the Village Board approval of the November Check Register and P-Card statement in the amount of \$1,417,194.90.

Motion carried 4-0

5. Ace Hardware Purchases

A motion by Jarvis, seconded Adkins by to recommend to the Village Board approval of the November Ace Hardware Purchases in the amount of \$1,074.86.

Motion carried 4-0

6. Operator Questions

After discussion the committee requested staff to bring requested changes to the January meeting.

7. Enterprise System Purchase

A motion by Jarvis, seconded by Carlson to recommend to the Village Board approval of a contract with Civic Systems to implement, support, and host Caselle software for a one-time implementation cost of \$179,050, which includes a 10% contingency. The annual support fee, which is prorated based on the go-live date, will be \$31,340.

8. Employee Handbook Updates

A motion by Jarvis, seconded by Adkins to approve the changes to the Personnel Policy and Procedures Manual.

9. Future Topics

10. Adjournment

A motion by Jarvis, seconded by Adkins to adjourn the meeting at 7:14pm

Motion carried 4-0

Respectfully submitted,
Jeremy Smith
Village Administrator