

**VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN**

**Minutes of the Finance & Personnel Evaluation Committee of  
May 5, 2020**

**1. Roll Call**

The meeting was called to order by Chairman Bartzen at 6:43 p.m.

Members present: Trustee Michael Bartzen, Trustee Lee Uecker, Trustee Scott Adkins, and Bill Wiesneski.

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

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

A motion by Wiesneski, seconded by Adkins to approve the March 3, 2020 meeting minutes as presented.

Motion carried 4-0.

**3. Operator Licenses**

None

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

A motion by Uecker, seconded by Wiesneski to recommend to the Village Board approval of the April Check Register and P-Card statement in the amount of \$2,628,346.54.

Adkins asked why the Public Works expenses appear in both the bills for payment for the Public Works Committee and the Finance Committee check register. Mr. Smith stated that all expenses must be approved through the check register, which goes through the Finance Committee.

Motion carried 4-0

**5. Operator License Policy**

The Finance and Personnel Committee again discussed the parameters of the new Operator's License Policy, which will outline which licenses would still go for review by the Village Board. Bartzen asked if the Finance Committee must review all felonies by law. Smith stated that some felonies require automatic denial so it is important that the Committee review all felonies. Bartzen stated that the letter from the employer must acknowledge any convictions found in the background check so the Committee has assurances that the employer is aware of these. Adkins asked if the Village would send the background to the employer. Bartzen clarified that he would like the candidate for the Operator License to discuss this directly with the employer.

A motion by Bartzen, seconded by Uecker to recommend to the Village Board approval of the Operator License Policy with the clarification that the letter of support from the employer must acknowledge any convictions found in the background check.

Motion carried 4-0.

**6. Quarterly Investment Report**

A motion by Bartzen, seconded by Adkins to recommend to the Village Board approval of the quarterly investment report.

Motion carried 4-0

**7. 2019 Surplus Allocation**

Bartzen stated that he wants to make sure the Village isn't caught short financially given the uncertainty related to COVID-19. Uecker agreed with this sentiment. Adkins asked if there was a rationale to the order of the items listed in the cycle gap spreadsheet. Smith clarified that the first two scheduled for work are listed first.

A motion by Uecker, seconded by Bartzen to recommend to the Village Board approval of the 2019 Surplus Allocation in the amounts of: \$300,000 for COVID-19 related expenses and \$205,000 to help cover the Public Works Garage cycle gap in the Capital Fund.

Motion carried 4-0

**8. Topics for Future Agendas**

None

**9. Adjournment**

A motion by Adkins, seconded by Wiesneski to adjourn the meeting at 7:04 p.m.

Motion carried 4-0.

Respectfully submitted,

Kelsey McElroy-Anderson  
Assistant Village Administrator