

**MEETING MINUTES FOR THE
SPECIAL VILLAGE BOARD MEETING
JULY 2, 2024, 5:30 P.M.
MUNICIPAL CENTER-130 NORTH HARRISON STREET**

1. **Call to Order:** The meeting was called to order at 5:44 p.m. by President Nickerson.

2. **Roll Call:** Dave Schroeder, Trustee Rewasiewicz, Trustee McCormack, Trustee Lampe, Trustee Hall, and President Nickerson.

Excused: Trustee Pellegrino

Also Present: Carol Schroeder and Donna Samuels.

3. **Discussion and/or Action:** Update on the Audit of the Village Clerk's Office and Other Items Regarding the Vacancy.

Trustee Hall, Trustee Lampe, and President Nickerson had a meeting with Deputy Clerk Treasurer Pauline Wigderson and Gail Tamez to see what has been done in the Clerk's office. Gail did look at the bills and accounts and she did confirm that there does not seem to be anything that the Board should be concerned about. Verified the checks are in order and there are no missing checks. The next election is August 13th and there are things that need to be done. As of today's date, we are current with absentee ballots having been sent out. The pre-lit testing was due by June 28th and of the election machines had not been completed. Gail called Waukesha County and got an extension to get the testing done. Gail and Pauline have completed the testing of the election machines. The former Clerk/Treasurer has turned in all of her keys, the backup passport, and verified where the passwords are and that they are current. Some reports are filed and some need to be completed. May minutes are completed, but June minutes are not. Tax exemption form needs to be completed by July 31st. The Personal Property Tax report must be completed and Trustee Hall will check with the Village Assessor to see if this has been completed.

We need to have a certified person to run the election on August 13th, the Village will need to find a person who can be trained and run the election. We need to make sure that the election notices are published and that we have someone covering hours during the absentee voting period. State Statute requires that the Village Hall is open until 5:00 p.m. on Friday, August 2, 2024 and we must have those hours covered. Discussions were had about how we are going to move through to the next phase for the Village. This should go to the Personnel & Policy Committee to see about getting a person for a Election Official for North Prairie. This should get the Village through the August Election and by the November Election we should have a new clerk.

4. **Discussion and/or Action:** How to Proceed with the Village Clerk/Treasurer's Vacancy and Maintain Village Operations while the Position is Open.

There was a Personnel & Policy meeting held just before the Special Village Board meeting. Trustee Hall did talk with the former Clerk to see if she would consider retaining the Clerk's position, what would her parameters be to return. Trustee Hall did ask the former Clerk if she could speak freely and open to the Board about this and the answer was yes. She would like the Village to investigate how citizen John Heintz Taylor got information that she believes is non-public information about the alleged court overpayment to the municipalities. She also would like a retraction of Trustee McCormack's email, she appreciates the information, but she felt that the accusation was that she had committed some sort of felony and that it is public record and could be requested in a open records request and the language was unwarranted. To also have a

meeting with Trustee Hall and Trustee McCormack to discuss what happened. She was instructed by the Village President to watch out for possible quorum issues and that is why her email was sent in a very generic way. Would like a commitment from the Board that they will receive some type of Human Resource training, She would also like to have PTO increased to 10 days so this week off would not be without pay. Trustee Hall did call Gail to see if they could have a conversation. Gail and Pauline feel that they just want to do their job. There has been practice in the office of Trustees wanting things done and not respecting the time to get things done or when one does something then another will come in and say no, do it this way. The Trustees need to figure out all employees time must be respected. It is not saying that they cannot come in and discuss an issue or ask to have things done, it must be done in a professional manner. If the Village Board is going to allow the former Clerk to return, the Board must have some parameters as well for this to happen. To be able to get qualified people we need to change our culture in the Village. We need to have a functioning Village government. A job description must be created for the Clerk/Treasurer position. There are two options to consider, re-instate the Clerk/Treasurer or look to hire a new Clerk/Treasurer. The Board needs to decide what they are going to do with the Clerk/Treasurer position. Trustee Schroeder asked what is the procedure to move forward. Do we accept the resignation and then re-hire her?

Motion by Trustee Schroeder, seconded by Trustee McCormack to accept the resignation letter from Virginia Keleher. Motion carried.

Trustee Hall would like to move forward with a hiring plan which would take 4 – 6 weeks. The Personnel and Policy Committee should interview the new candidates and work on what would be included in the hiring process. PTO, retirement, insurance, etc. There should be training for the new clerk. There should be a clerk on the hiring committee to help with the interviews. Gail and Pauline would be willing to help with the training of the new person, but those hours will have to be after their regular hours. The Village Board would like to find an Administrator, Clerk/Treasurer. North Prairie would need to approve an ordinance for an Administrator, as we don't currently do not have that. Trustee Hall would get a draft ordinance for the July Village Board meeting to get it approved. Whether or not an Administrator is hired at this time, the ordinance would be in place for future Boards to be able to hire an Administrator. The options could be to hire a part-time administrator have a full-time clerk, with no deputy clerk; a full-time administrator, clerk/treasurer, and a deputy clerk or a full-time administrator, clerk/treasurer with no deputy clerk. How should the Village Board proceed. Trustee Hall feels the best way to proceed at this time would be with a full-time administrator clerk/treasurer. Salary must be addressed. The Village needs to find a seasoned person in this position. We need to make sure that we can get someone who can thrive in the position. Should we put our pay range in the ad? If we don't, we may not get a quality candidate. An Administrator could run the day-to-day operations of the Village. The ad would run in the League of Municipalities, WMCA, Indeed, and a mailing to North Prairie residents, and some others as well. Adding all federal holidays as paid time off, a higher starting wage, insurance and retirement benefit.

Motion by Trustee Hall, seconded by Trustee Lampe to direct the Personnel & Policy Committee to begin the search for a full-time Village Administrator, Clerk/Treasurer, with a salary range of \$85,000 - \$100,000, with 10 days of paid time off, all federal holidays will be taken as paid time off, insurance and retirement stipend, pending the creation of a Village Administrator Ordinance. Motion carried.

5. Motion for Adjournment.

Motion by Trustee Hall, seconded by Trustee Lampe to adjourn the meeting at 7:49 p.m. Motion carried.