

MINUTES FROM THE OCTOBER 10TH, 2019 – VILLAGE ADMINISTRATOR TEMPORARY AD HOC COMMITTEE MEETING

The Village Administrator Temporary AD HOC Committee met on Thursday, October 10th, 2019 at the Pulaski Village Hall – 585 E. Glenbrook Dr., Pulaski, WI 54162.

The meeting was called to order at 7:46 AM by Gordi Black – Chairperson, and the following members were present: Gordi Black, Sam McMahon, Jennifer Rybicki, and Chris Smith.

Also present: See attached attendance sheet.

MOTION BY SAM MCMAHON AND SECONDED BY JENNY RYBICKI to approve the 10/10/2019 agenda as presented. **MOTION CARRIED.**

MOTION BY CHRIS SMITH AND SECONDED BY SAM MCMAHON to approve the 9/26/2019 meeting #5 minutes as presented. **MOTION CARRIED.**

MOTION BY SAM MCMAHON AND SECONDED BY CHRIS SMITH to **OPEN** the floor for discussion. **MOTION CARRIED.**

DISCUSS PROCESS/CHANGES FOR VILLAGE OF PULASKI ADMINISTRATOR ORDINANCE REVISION

□ 4.14 (B) DUTIES:

- (5) Eliminate #5. Change 4.14 (B)(2) previously revised to now read: (2) Be responsible for coordination and operation of the administrative activities of all village departments and facilities. This shall include making or directing such studies as are necessary to insure the most economical, efficient operation of departments, services and programs. The Village Administrator may require reports from the various department heads when deemed necessary.
- (6) Combined now with #8, will now read: Oversee all aspects of personnel and benefits administration including evaluations, discipline, grievances, pay and wage recommendation, and health insurance claims. He/she is responsible for maintaining all personnel files for the Village. (This will now be 4.14(B)(5).)
- (7) Eliminate #7. Make sure this point is updated in the job description.
- (8) Combined with bullet point #6.
- (9) Combine with #10. This will now read: Prepare, in coordination with department heads, the proposed annual village budget for submission to the Committee of the Whole. Prepare such reports as the Village President and Village Board may require as to the current status of budgeted items and to review and report to the Village President and Village Board any variations in the status of the village budget. (This will now be 4.14(B)(6).)
- (10) Combined with #9.
- (11) Eliminate with the belief this is covered in #2.
- (12) Now to read: Keep informed concerning the availability of federal, state and county funds for local programs. Assist the Village of Pulaski in obtaining these funds. (This will now be 4.14(B)(7).)
- (13) Now to read: Review proposed, pending county, state and federal legislation and its effect upon the village, and inform the Village Board on legislative matters and further

appear on the village's behalf at all legislative and administrative hearings as deemed necessary. (This will now be 4.14(B)(8).)

- (14) Now to read: Regularly review and inform the Village Board of matters pertaining to the continual implementation of the Village's Comprehensive Plan. (This will now be 4.14(B)(9).)
- (15) Prepare news releases and provide information to the news media as necessary. (This will now be 4.14(B)(10).)
- (16) Perform such other administrative duties and have such other responsibilities not inconsistent with law as may be deemed necessary. (This will now be 4.14(B)(11).)

**MOTION BY CHRIS SMITH AND SECONDED BY SAM MCMAHON to CLOSE the floor for discussion.
MOTION CARRIED.**

DISCUSS OPEN COMMITTEE POSITION

MOTION BY SAM MCMAHON AND SECONDED BY CHRIS SMITH to recommend to the Village Board to not add a committee member, and keep the Village Administrator Temporary ADH HOC Committee at 4 members. MOTION CARRIED.

DISCUSS CURRENT VILLAGE OF PULASKI ADMINISTRATOR JOB DESCRIPTION

- Keep on Agenda. No discussion held today.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

PERSONS DESIRING TO BE HEARD

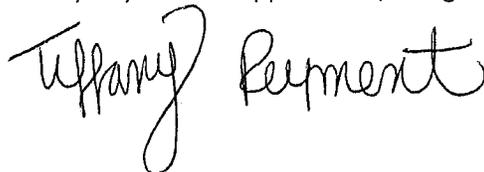
SCHEDULE THE NEXT MEETING

- The next meeting is scheduled for Tuesday, October 29th, 2019 at 7:45 AM to be held at the Pulaski Village Hall – 585 E. Glenbrook Dr. Pulaski, WI 54162.

**MOTION BY JENNY RYBICKI AND SECONDED BY SAM MCMAHON to adjourn the meeting at 8:48 AM.
MOTION CARRIED.**

Minutes by:

Tiffany Reymont – Support Staff, Village of Pulaski



ATTENDANCE SHEET

VILLAGE ADMINISTRATOR TEMPORARY AD HOC COMMITTEE MEETING

THURSDAY, OCTOBER 10TH, 2019 - 7:45 AM

PULASKI VILLAGE HALL

585 E. GLENBROOK DR. - PULASKI, WISC.

PLEASE PRINT

	<u>NAME</u>	<u>ADDRESS</u>	<u>E-MAIL</u>
1.	Jenny Rubicki		
2.	Chris Sauter		
3.	Brian Broyd		
4.	GORDI BLACK		
5.	Sam McMahon		
6.			
7.			
8.			
9.			
10.			