

March 12, 2018

VILLAGE OF SULLIVAN
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The Special Board Meeting was called to order by President Kevin at 5:30pm on Monday, March 12, 2018 at the Village Hall, 500 Madison Avenue. The meeting is being held in compliance with Wisconsin Open Meetings Law. Board members present: Tammy Kevin, Tim Horton, Gary Kernodle, and Roberta Montague. Absent-Randy McHugh

Discussion/Action on:

Village Clerk/Treasurer and Deputy Clerk/Treasurer Hours

A Horton/Kernodle motioned on a voice vote for Deputy Penosky not to exceed 40 hours per week in March and April while help training Clerk Goeckner with closing for a couple hours in the morning for training. Deputy Penosky is to keep track of Training hours. While training Clerk Goeckner Deputy Penosky is to get paid \$20/hour and while doing her regular duties she is to be paid \$18/hour.

Village Hall Hours

When Clerk Goeckner is out of the office she is to schedule the time with Deputy Penosky to cover her.

Clerk/Treasurer Office Procedures

Clerk Goeckner will bring up the village's procedures for operator license applications at a future village board meeting.

Financial Procedures for Disbursements/Payroll/Claims for Payment

There will no longer be cover sheets for disbursements or payroll. Clerk Goeckner is now having department heads sign off on all invoices and code their invoices. She wanted to change the time of the month when disbursements are being done. The board wanted it to stay the same. Clerk Goeckner was confused where the amounts came from for the employee portion of health insurance. The board directed her to contact former Clerk Rupnow.

Personnel Manual Ordinance Amendments

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Clerk Goeckner will be changing the Ordinance Amendments to Resolutions. The board agreed that if the codification attorney is suggesting an ordinance that the village didn't ask for there should be no payment being made.

Legislative vs Administrative Roles

Clerk Goeckner asked the board what kind of administrative role does she play since she cannot make any decisions. The board would like the Clerk to come back with examples.

Open Meeting Law Information

None.

Adjourn

A Montague/Kernodle motion carried on a voice vote to adjourn the Special Village Board meeting at 6:39pm.

Heather Rupnow
Clerk/Treasurer
Posted: 01/16/2019