

## FINANCE/PERSONNEL MINUTES

July 8<sup>th</sup>, 2021

At 6:00 p.m. Clerk/Treasurer Mergen called the meeting to order and noted compliance with the open meetings law.

Members Present: Bauman, Allen

Members Absent: Arndt

Others in attendance: Owen Mergen, Steve Zach, Jeremiah Conley

Moved by Allen, second by Bauman, to adopt the agenda as posted. Motion Carried.

Moved by Allen, second by Bauman, to nominate Bauman to be the temporary Chairperson for the duration of the meeting. Motion Carried.

Moved by Allen, second by Bauman, to adopt the minutes of the 6/10/21 Finance/Personnel Committee meeting. Motion Carried.

### NEW BUSINESS:

- A. Consider making recommendations to the full board regarding the following:
  - a. Attorney Steve Zach presented the most recent proposed revisions to the Clerk/Treasurer and Director of Public Works Job Descriptions. Moved by Bauman, second by Allen, to recommend approval of proposed changes. Motion carried unanimously.
  - b. Moved by Allen, second by Bauman, to recommend a one-time pay bonus for Deputy Clerk/Treasurer Traci Stanford, in the amount of \$480.00, in response to her increased workload following the delivery of Clerk/Treasurer Owen Mergen's child. Motion carried unanimously.
  - c. Moved by Allen, second by Bauman, to recommend approval of all costs associated with Owen Mergen's attendance of the 2021 Municipal Clerks Association Annual Conference, August 25-27, 2021. Motion carried unanimously.
  - d. Moved by Bauman, second by Allen, to recommend approval of all monthly expenditures. Motion carried unanimously.
- B. Mergen and Conley presented information to the Committee regarding potential future expenditures that may be incurred by the village in future years. Informational discussion only, no action taken.

**ADJOURN:** Moved by Allen, second by Bauman, to adjourn at 6:57 p.m. Motion carried unanimously.

**Respectfully submitted,**  
Owen Mergen, Clerk/Treasurer