

Special Village Board Meeting Minutes

April 30, 2024

1 - Order

President Weatherston called the Special Village Board meeting to order at 5:03 p.m. at the Caledonia Village Hall.

PRESENT: President Weatherston, Trustee Pierce, Trustee Martin, Trustee Wishau, Trustee Stillman and Trustee McManus (via videoconference) and Trustee Lambrecht

STAFF: Police Chief Christopher Botsch and Village Attorney Elaine Ekes

2 – Closed Session Items

The Village Board will take up a motion to go into CLOSED SESSION, pursuant to Wis. Stat. S.19.85(1)(c) and (e), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss the position of Village Administrator and proposals from professional search and recruitment firms.

Motion to go into closed session by Trustee Martin, seconded by Trustee Stillman. Motion carried by roll call vote:

Ayes: 7 – Weatherston, Pierce, Martin, Wishau, Stillman, McManus, Lambrecht
Nays: 0

3 – Open Session

A. The Village Board reserves the right to go back into OPEN SESSION, and possibly take action on the items discussed during the closed session, authorize the engagement of a firm to assist the Village in recruiting a new Village Administrator and to move to the remaining items on the agenda.

Motion to go into open session by Trustee Pierce, seconded by Trustee Martin. Motion carried unanimously.

B. Motion by Trustee Pierce to authorize the engagement of Professional Administration Associates to assist the Village in recruiting a new Village Administrator and to authorize the execution, by the Village President and Clerk, of a contract consistent with the proposal, seconded by Trustee Martin. Motion carried unanimously.

4 – Discuss and review Village Administrator job description

The Board discussed the job description for village administrator. By consensus the board felt the job description needed to be reorganized with more emphasis on the leadership responsibilities and supervision of the department heads/managers with other tasks being secondary. They felt the description contained too many HR tasks now that the Village has an HR Director. Trustee Wishau recalls that this job description was a draft that was never finalized by the committee working on it and is old and doesn't reflect the current organizational structure of the Village. Consensus was that the job description should be reviewed by the consultant and a revised draft description should be brought back before the board at its next meeting or sooner, if ready, for review at a special meeting

5 – Adjournment

President Weatherston adjourned the meeting at 6:00 p.m.

Respectfully prepared and submitted:

*Jennifer Olsen
Village Clerk*