

**1. Call to Order & Roll Call**

The meeting was called to order by President Gary Grolle at 7:03 p.m. Upon Roll Call the following members were present: Trustees Present: Attorney Brian Schuk.

**2. Open Session:**

Attorney Brian Schuk prepared a draft organizational chart based on the recent Organizational Assessment and input by the Village President, which divides the Treasurer and Clerk Positions, and assign duties to new and existing Deputy positions. Clerk/Treasurer Howard pointed out that the study did not recommend a division of these positions.

He stated that the Board cannot discuss individual personnel in open session therefore the Board may be going in and out of closed session throughout this meeting.

**3. Closed Session:**

**Board Action**

A motion was made by Trustee Mushel and seconded by Trustee Aronson to: Go into Closed Session pursuant to Wis. Stat. sec. 19.85(1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, for the purpose of completing a reorganization of departments and staffing.

Upon Roll call, the vote was: 4 ayes, 0 nays, 1 absent; the motion carried and the Board convened into Closed Session at 7:15 p.m. and moved into the Conference Room. Clerk Howard was directed not to attend this Closed Session meeting.

**4. Reconvene in Open Session**

**Board Action**

A motion was made by Trustee Aronson and seconded by Trustee Mushel to reconvene into open session. Upon Roll call, the vote was: 4 ayes, 0 nays, 1 absent; the motion carried and the Board reconvened into Open Session at 8:56 p.m. Discussion ensued about the flow chart in open session. Attorney Schuk used a paper tablet to diagram to draw the proposed flow cart with a header to hire an Administrator. It was changed to Clerk/Administrator.

**5. Closed Session:**

**Board Action**

A motion was made by Trustee Aronson and seconded by Trustee Bernstein to: Go into Closed Session pursuant to Wis. Stat. sec. 19.85(1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, for the purpose of completing a reorganization of departments and staffing.

Upon Roll call, the vote was: 4 ayes, 0 nays, 1 absent; the motion carried and the Board convened into Closed Session at 9:08 p.m. and moved into the Conference Room. Clerk Howard was directed not to attend this Closed Session meeting.

**6. Reconvene in Open Session: None**  
**Board Action**

A motion was made by Trustee Mushel and seconded by Trustee Aronson to reconvene into open session. Upon Roll call, the vote was: 4 ayes, 0 nays, 1 absent; the motion carried and the Board reconvened into Open Session at 9:17 p.m.

**7. Closed Session: None**

**8. Reconvene in Open Session Regarding Organizational Assessment.**

a. **Develop Reorganizational Plan**  
**Board Action**

A motion was made by Trustee Mushel and seconded by Trustee Bernstein to accept the new layout of the structure of departments for the Village. Upon Roll Call, the vote was: 4 Ayes, 0 Nay, 1 Absent. Motion carried.

b. **Department Job Title/Job Description**

c. **Staffing appointments/contract**

**Board Action**

A motion was made by Trustee Bernstein and Seconded by Trustee Mushel to eliminate action of the agenda items 8b & 8c. President Grolle was directed to talk to the affected employees regarding expectations with the new design staffing structure. It was confirmed that all employees would be under the direct supervision of the Clerk/Administrator. The motion carried unanimously by Roll Call Vote: 4 ayes, 0 nays, 1 absent.

**9. Adjournment**

A motion was made by Trustee Bernstein and seconded by Trustee Aronson to adjourn the meeting at 9:26 p.m. The voice vote was unanimous and the motion carried.

Respectfully submitted,

Cynthia L. Howard  
Recording Secretary