



AGENDA

Board of Trustees - Special Meeting

7:00 PM - Thursday, September 14, 2023

Village Hall, 620 W. Main St., Newburg, Wisconsin

Page

Documents related to agenda items are under review by the Village President and will be attached and posted by Wednesday, September 13, 2023.

CALL TO ORDER / ROLL CALL

- President Dave DeLuka - Trustee Bill Sackett - Trustee Mike Heili
- Trustee Mike Enright - Trustee Brooke Stangel - Trustee Kevin Kohn
- Trustee Paul Zimdars

PLEDGE OF ALLEGIANCE

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.", should be rendered by standing at attention facing the flag with the right hand over the heart. A person in uniform should instead remain silent and render the military salute. Veterans may choose either method. (4 USC Sec. 4).

PUBLIC FORUM

Members of the public are invited to address the Village Board regarding any topic of public concern. Those who wish to speak are asked to complete a written card to register with the clerk.

MEETING MINUTES

1. Meeting Minutes - August 2023. 5 - 9
[Meeting Minutes - BOT - 2023 08 24](#)

APPOINTMENTS

2. File 2023-XX [32] A resolution confirming the Village Presidents appointments to the Plan Commission. 11 - 13
[File 2023-XX \[32\] Resolution Confirming Appointees to Plan Commission Committee Assignment](#)

PURCHASE AUTHORIZATIONS

3. File 2023-XX [33] - A Resolution Authorizing the Purchase of Computer Hardware and Software Through Washington County. 15 - 28
[File 2023-XX \[33\] Resolution Authorizing the Purchase of Computer Hardware and Software Through Washington County](#)
[File 2023-XX\[33\] - Quote Attachement](#)

CLOSED SESSION NOTICE

This body may entertain a motion to adjourn into Closed Session pursuant to Sec. 19.85(1)(c), Wis. Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The board may provide notice that it will adjourn from closed session without reconvening in open session. This notice is effective for all agenda items nested within this Closed Session Notice.

4. Admininstrator / Clerk / Treasurer contract and transitional duties. Present in Closed Session will be Village Board, Interim Village Administrator, Interim Village Clerk, Village Admininstrator / Clerk / Treasurer, and Village Attorney.
Private file to be distributed at meeting.

5. Interim Village Administrator / DPW Director duties and performance. Present in Closed Session will be the Interim Village Administrator, Interim Village Clerk, Village Administrator / Clerk / Treasurer, and Village Attorney. 29 - 33
[2023 Village Administrator-DPW Job Description](#)
6. Interim Village Clerk & Treasurer duties and performance. Present in Closed Session will be Interim Village Administrator, Interim Village Clerk, Administrator / Clerk / Treasurer, and Village Attorney. 35 - 37
[2023 Clerk - Treasurer Job Description](#)
7. Compensation for newly established positions. Present in Closed Session will be Village Board, Administrator / Clerk / Treasurer Interim Village Administrator, and Interim Village Clerk.
Private file to be distributed at meeting.
8. Contract negotiations with interim Village Administrator. Present in Closed Session will be Village Board and interim Village Administrator.
Private file to be distributed at meeting.
9. Motion to return to Open Session pursuant to Section 19.85(2) Wis. Stats. to act on items from Closed Session.

SPECIAL MEETING BUSINESS

10. File 2023-XX [29] A Resolution Adopting Organizational Charts for Management of the Village. 39 - 41
[File 2023-XX \[29\] Resolution Adopting the Organizational Chart for Management of the Village](#)
[2023-09-05 Newburg Organizational Chart](#)
11. File 2023-XX [30] A Resolution Adopting a Job Description for the Position of Deputy Clerk / Deputy Treasurer. 43 - 46
[File 2023-XX \[30\] Resolution Adopting a Job Description for the Position of Deputy Clerk - Deputy Treasurer](#)
[2023 Deputy Treasurer-Deputy Clerk Job Description](#)
12. File 2023-XX [31] A Resolution Adopting a Job Description for the Position of Clerk / Treasurer. 47 - 51
[File 2023-XX \[31\] Resolution Adopting a Job Description for the Position of Clerk - Treasurer](#)
[2023 Clerk - Treasurer Job Description](#)
13. File 2023-XX [34] A Resolution Adopting a Job Description for the Position of Administrator / DPW Director. 53 - 59
[File 2023-XX \[34\] Resolution Adopting a Job Description for the Position of Administrator - DPW Director](#)
[2023 Village Administrator-DPW Job Description](#)
14. File 2023-25 - A Resolution Providing for Employee Pay Ranges Effective in 2024. 61 - 71

This item was reviewed in July and August 2023 and laid over. The effective date of the resolution will be updated to the date of adoption upon approval. There are three documents attached:

- 1) The pay ranges presently in effect.

2) *The pay ranges originally reviewed for consideration in July and August 2023.*

3) *An alternative listing of pay ranges that incorporates newly created positions, which may be substituted for the original file.*

[Current Pay Ranges - July 2023](#)

[2023-25 Resolution Employee Pay Ranges for 2023-24](#)

[File 2023-XX\[35\] Resolution Employee Pay Ranges for 2023-24](#)

ADJOURNMENT