

Minutes of Special Session
Proceedings of the Village of Spring Green Board of Trustees
January 6, 2021 – 7:07 pm
Meeting held via Zoom & Teleconference due COVID-19 Health Emergency

1. **Call to order:** Gene Hausner, Village President called the special board meeting to order at 7:07 pm.
2. **Roll call of Village Board members:** Members present via Zoom & Teleconference were Robin Reid, Joel Marcus, Norm Miller, Jane Hauser, LuEtta Miller, Michael Broh, and Gene Hausner. Also, present via Teleconference: Wendy Crary, Valley Sentinel, Linda Schwanke, Damian Barta, and Ed Lilla.
3. **Approve Minutes:** Hauser moved and L. Miller seconded to approve the minutes of the December 16, 2020 Regular Board Meeting. Motion passed with all in favor.
4. **Review and approve agenda:** N. Miller moved and Reid seconded to approve the agenda as presented. Motion passed with all in favor.
5. **New Business:**
 - a. Reid moved and N. Miller seconded to approve the disbursements as presented. Motion passed with all in favor.
 - b. Reid explained the Personnel Committee's plan for creating an Administrator position with the idea of Wendy Crary being the Village Administrator & Clerk/Treasurer. Reid continued by informing those in attendance that Crary has been doing many of the tasks that an Administrator would be expected to do already. Reid commented that without Crary during this pandemic the village would have been in serious trouble. Crary informed the Village Board that during her employee evaluation she was asked to formulate a plan to alleviate the strain, pressure and accumulated comp hours the Village Office endures due to limited staff. Crary proposed the possibility of adding a Utility Clerk that would be responsible for completing all billing and receipting for approximately 900 accounts serviced by municipal water and sewer. If the position is created the individual would also perform administrative duties for the Public Works Department. Currently the Village Office staff performs all of the duties for the public utilities and assists the Public Works Department in addition to the Clerk/Treasurer's responsibilities for the village. Crary would still oversee the accounting of the utilities and perform all of the reporting and audit requirements. The Village Board discussed options for moving forward with the addition of an Administrator and a Utility Clerk. The consensus of the Village Board is for the Personnel Committee to formulate a plan for creating and implementing the Village Administrator and Utility Clerk positions. The committee will bring a proposal and job descriptions for review by the full board at an upcoming meeting. No action was taken regarding this matter.
6. **General Public Comment:** Damian Barta stated, "I just want to say that I love the way all of you interact and that it sounds like Wendy is a treasure for the village". Ed Lilla said, "I want to reiterate Damian's comments and I attended primarily out of concern but am relieved to hear the proposed changes for the village". There was no additional general public comment at this time.
7. **Adjourn:** Reid moved and L. Miller seconded to adjourn at 7:44 pm. Motion passed with all in favor.