

**VILLAGE OF PARDEEVILLE  
FINANCE & PERSONNEL COMMITTEE  
MEETING REVISED AGENDA  
Village Hall – 114 Lake Street, Pardeeville  
Friday, September 8, 2023 at 2:00 PM**

- I. Call to Order
- II. Roll Call
- III. Agenda Approval
- IV. Minutes Approval
- V. OLD BUSINESS:
  - A. Ambulance loan - Resolution approving borrowing on a general obligation promissory note in a sum not to exceed \$335,000.00 from Bank First, N.A. for a term of seven (7) years and authorize Village President and Village Clerk/Treasurer to sign any and all necessary loan documents
  - B. Roosevelt Street lot #89
- VI. NEW BUSINESS:
  - A. Investment of Funds – 2024
  - B. CLOSED SESSION under WI Stats. Sec. 19.85 (1) (c) for considering employment, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
    - 1. Deputy Clerk
  - C. RETURN TO OPEN SESSION to formally dispose of any issues discussed in closed session.
- VII. Adjourn

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Kayla Lindert, Clerk/Treasurer  
Posted: 09/07/2023

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The Village Hall is accessible to the handicapped. If you require additional assistance, please contact the Village Office no later than 48 hours prior to the meeting date. Phone 608-429-3121. If members are present from other recognized Boards, Commissions, or Committees which may constitute a quorum, the meeting is presumed to be for the above-stated agenda/purpose. An updated agenda may be posted 24 hours before meeting time.

**VILLAGE OF PARDEEVILLE  
FINANCE & PERSONNEL COMMITTEE  
MEETING MINUTES  
Village Hall – 114 Lake Street, Pardeeville  
Tuesday, August 8, 2023 at 5:00 PM  
DRAFT: NOT APPROVED**

**Call to Order** – Chair Babcock called the meeting to order at 5:00 PM

**Roll Call** – All trustees present except Trustee Griepentrog. Also present was Administrator/DPW Salmon, Clerk/Treasurer Lindert, President Haynes, Trustee Henslin, Paul Maguire, Adam Salmon, Brian Yahnke, Jesse Mowery, Sidney Kastein, and Trustee Taylor. Trustee Griepentrog arrived at 5:02 PM. Dialed in Aaron Torgerson at 5:51 PM and Trustee Engelmann arrived at 5:45 PM and went directly into closed session being held.

**Agenda Approval – Motion to approve agenda with exception agenda item D to moved down after closed session Pufahl/Babcock. Motion carries unanimously**

-Haynes clarified reasoning for this

**Minutes Approval – Motion to approve minutes as presented Pufahl/Griepentrog. Motion carries unanimously.**

**NEW BUSINESS:**

**Roosevelt Street lots**

- Chair Babcock opened up reason for agenda item and history behind it. Salmon stated Village president wanted this on agenda and clarified with direction needed.

-Discussion on combining and easement. Griepentrog referenced auctions and getting the most money out of it. Babcock brought up the church nearby.

-Discussion on equipment accessing from E. Chestnut St.

**-Motion to sell publically lot 89 as it is and recommend to full Village Board Pufahl/Griepentrog. Motion carries unanimously.**

**Updated Capital budget report – Bobcat Expense in July**

- Salmon stated reason for agenda item and referenced excel included in packet. It is also a part of the budget spreadsheet and showed budgeted vs. actual numbers and year to date numbers. No further questions at this time.

**Crossing Guard Position**

**-Motion to rehire Robert Lueptow and recommend to full Village Board Pufahl/Griepentrog. Motion carries. Babcock did not vote.**

**Office/Front Counter Person – additional position to make 5 – moved to after closed session**

- Village president stated reason for agenda item. Babcock asked Village president questions

**-Motion to recommend to full Village Board to approve LTE/the front counter person through December 31, 2023 Babcock/Pufahl. Motion carries unanimously.**

**Summer Hire in Parks – Mowing/Trimming and Watering around the Village**

- Salmon stated reason and need for agenda item and possibly bringing to budget for 2024. Babcock asked how many hours are spent at Chandler Park in one week. Salmon answered with 24-32 hours weekly. Babcock stated he would be in favor of this, but generic position might be best. Also stated how it was done in the past with a part-time hire and how the parks were their only job. Pufahl agrees and stated other jobs they could do that are also on Salmon's list. Babcock directed Lindert what he would like for budget season 2024.

**-Motion to visit this additional hiring of an LTE or FTE dedicated to park maintenance in 2024 budget season Babcock/Griepentrog. Motion carries unanimously.**

**CLOSED SESSION under WI Stats. Sec. 19.85 (1) (c) for considering employment, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**

**-Babcock read committee into closed session at 5:26 PM**

**-Motion to adjourn into closed session Pufahl/Griepentrog. Motion carries unanimously.**

- 1. Staffing structure for the Village**
  - i. Village Administrator/Director of Public Works**
  - ii. Clerk/Treasurer – with role of Office Manager**
  - iii. Deputy Clerk/Administrative Assistant**
  - iv. Water/Sewer Operators Wage (Info. Only)**

**RETURN TO OPEN SESSION to formally dispose of any issues discussed in closed session.**

**-Motion to return to open session at 5:59 PM Babcock/Griepentrog. Roll call vote. All voted yes. Motion carries unanimously.**

**-Motion to move closed session items to full Village board Griepentrog/Pufahl. Motion carries unanimously.**

**Adjourn - Chair Babcock adjourned meeting at 6:03 PM**

Kayla Lindert, Clerk/Treasurer

Approved:

**VILLAGE OF PARDEEVILLE  
FINANCE & PERSONNEL COMMITTEE  
MEETING MINUTES  
Village Hall – 114 Lake Street, Pardeeville  
Monday, August 21, 2023 at 4:00 P.M.**

Call to Order – Chair Babcock called the meeting to order at 4:00 PM

Roll Call – Chair Babcock, Trustee Henslin, Trustee Pufahl, President Haynes, Salmon, DPW/Utilities Manager, Lindert, Clerk/Treasurer/Office Manager

Agenda Approval – **Motion to approve agenda Pufahl/Henslin. Motion carries unanimously**

Minutes Approval – **Motion to review minutes of the August 8<sup>th</sup> committee meeting at the next scheduled F&P meeting Pufahl/Haynes. Motion carries unanimously**

NEW BUSINESS:

CLOSED SESSION under WI Stats. Sec. 19.85 (1) (c) for considering employment, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

**-Motion to go into closed session Pufahl/Babcock. Roll call vote. Motion carries unanimously.**

-Committee read and went into closed session at 4:04 PM

1. Interview applicants for the Utility & Billing Clerk Position

RETURN TO OPEN SESSION to formally dispose of any issues discussed in closed session.

**-Motion to return to open session at 6:04 PM Haynes/Babcock. Roll call vote. All voted yes. Motion carries unanimously.**

**-Motion to recommend #1 choice to full Village Board Pufahl/Henslin. Motion carries unanimously**

Adjourn – Chair Babcock adjourned meeting at 6:05 PM

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Kayla Lindert, Clerk/Treasurer  
Approved: