

**VILLAGE COUNCIL SPECIAL MEETING
MINUTES
Village Hall Council Chambers
Wednesday, November 28, 2018**

1. CALL TO ORDER

President Nedrow called the meeting to order at 7:00 p.m.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Present: Scott, Sienkiewicz, Dumont, Duff, Malek, Yourke, Nedrow

Absent: Dumont

Others: None

MOTION by Malek, seconded by Duff, to excuse Dumont from tonight's meeting.

All in favor

Motion carried

4. CALL TO THE PUBLIC

Nedrow opened the call to the public. No one in attendance from the public. Nedrow closed the call to the public.

5. SUPPLEMENTAL STAFFING PLAN (DECEMBER 11 TO THE DATE A NEW ADMINISTRATOR STARTS)

Administrator Burd discussed the staffing plan. The supplemental staffing plan recommended by Treasurer Kondek and Administrator Burd is to utilize a previous staff member if necessary to assist until a new Administrator is in place. They are familiar with the procedures and would be utilized to cover during planned absences, unexpected absences and additional coverage as needed.

MOTION by Duff, seconded by Sienkiewicz, to hire the previous staff member for supplemental Village staffing.

ROLL CALL VOTE

AYES: Scott, Sienkiewicz, Duff, Malek, Yourke, Nedrow

NAYS: None

ABSENT: Dumont

Motion carried.

6. APPOINTMENT OF INTERIM CLERK

Administrator Burd discussed the appointment of interim Clerk. The Charter specifies that the same person can't be the Treasurer and Clerk. Since Treasurer Kondek is the interim Administrator he cannot be the Clerk. Treasurer Kondek and Administrator Burd recommend appointing Tabitha Linsenmeyer as interim Clerk effective December 11, 2018

until a new Administrator is hired. As interim Clerk Tabitha will be required to attend all Council meetings to satisfy the Charter requirements. Tabitha will also be required to administer the oath of office to any Board members appointed during this timeframe. She will certify any resolutions and ordinances and assist interim Administrator Kondek.

MOTION by Duff, seconded by Malek, to hire Tabitha Linsenmeyer as interim Clerk.

Discussion ensued

ROLL CALL VOTE

AYES: Scott, Sienkiewicz, Duff, Malek, Yourke, Nedrow

NAYS: None

ABSENT: Dumont

Motion carried.

7. ADJOURNMENT

MOTION by Sienkiewicz, seconded by Duff, to adjourn the meeting at 7:08 p.m.

All in favor

Motion carried

Nathan Burd, Village Administrator
Tammy Breece, Recording Secretary

Brian Nedrow, Village President