

**VILLAGE OF THIENSVILLE
SPECIAL BOARD OF TRUSTEES
MINUTES**

DATE: Monday, January 26, 2015

**LOCATION: 250 Elm Street
Thiensville, WI**

TIME: 4:00PM

I. CALL TO ORDER

President Mobley called the meeting to order at 4:00 PM.

II. ROLL CALL

President:	Van Mobley	
Trustees:	Kim Beck (excused)	Kenneth Kucharski
	Ronald Heinritz	David Lange
	Rob Holyoke	John Treffert
Administrator:	Dianne Robertson	
Finance Administrator:	Colleen Landisch	
/Asst. Administrator		

III. PLEDGE OF ALLEGIANCE

Trustee Holyoke led the recitation of the Pledge of Allegiance.

IV. MOTION TO ADJOURN TO CLOSED SESSION

MOTION by Trustee Holyoke, **SECONDED** by Trustee Beck to adjourn to closed session at 4:03PM pursuant to Chapter 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 regarding interview with Clerk/Administrative Assistant candidates.

1. Roll Call Vote

Ayes: Trustee Heinritz, Holyoke, Kucharski, Lange, Treffert and President Mobley.

Naes: None

MOTION CARRIED UNANIMOUSLY.

MOTION TO RECONVENE IN OPEN SESSION

1. Vote of Board to reconvene.

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to reconvene in open session at 6:00PM.

MOTION CARRIED UNANIMOUSLY.

V. BUSINESS

- A.** Review and recommendation regarding approving an employment offer to a candidate for the Clerk/Administrative Assistant

MOTION by Trustee Lange, **SECONDED** by Trustee Holyoke to extend a conditional offer to a Clerk/Administrative Assistant candidate. **MOTION CARRIED UNANIMOUSLY.**

Special Board of Trustees, Meeting Minutes
January 26, 2015, page two of two

B. Review and approval of job descriptions for Village employee positions

The Board reviewed the job descriptions presented by consultant Barbara Blumenfield. This item will be discussed at a future Committee of the Whole after all members are in attendance and all members have had the opportunity to review the job descriptions further.

VI. ADJOURNMENT

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to adjourn the meeting at 6:04PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted and approved by,

Dianne S. Robertson
Village Clerk