

Village Of Cambridge
Public Meeting
Personnel Committee Meeting
Monday, June 27, 2016
5:00 P.M.

Amundson Community Center, Senior Room

AGENDA

1. Call To Order/Roll Call
2. Proof Of Posting
3. Approval of Minutes from May 25, 2016 meeting
4. Public Appearances/Citizen Input
5. Discussion and Action regarding the Finance Officer/Administrator position
6. Any Other Business To Be Brought Before The Committee
7. Adjournment

NOTE:

1. Persons needing special accommodations should call 423-3712 at least 24 hours prior to the meeting.
2. A quorum of the Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. No matters shall be considered by said Village Board members nor shall any action be taken by said Village Board members at this meeting.
3. More specific information about agenda items may be obtained by calling 423-3712.

Lisa Moen, Village Clerk
Posted: 6-24-2016

**Village Of Cambridge
Personnel Committee Meeting
Wednesday, May 25, 2016**

MINUTES

1. Call To Order/Roll Call:

Chairperson Cunningham called the May 25, 2016 Personnel Committee meeting to order at approximately 5:00 pm.

Present: Chairperson Kathy Cunningham, Trustee Ted Kumbier and Trustee Duke Mihajlovic.

Also present: President Steve Struss and Treasurer/Deputy Clerk Nancy J. Zastrow.

2. Proof Of Posting

The agenda was posted at the Post Office, United Community Bank, Cambridge News Office, Upper and Lower level of the Amundson Center and posted on the website.

3. Approval Of Minutes From May 16, 2016

Trustee Kumbier moved to approve the April 16, 2016 minutes as presented. Chairperson Cunningham seconded the motion and carried.

4. Public Appearances/Citizen Input

There were no public appearances.

5. Discussion and Action regarding filling Treasurer/Deputy Clerk position

Treasurer/Deputy Clerk Zastrow has rendered her resignation effective June 17th. Zastrow brought several proposals on filling the position. Discussion followed.

Chairperson Cunningham stated she feels the village needs an Administrator. President Struss recommended a Treasurer/Administrator position.

After considerable discussion, it was determined to rename the position to Finance Officer/Administrator. The committee would like the applications to be a short turn- around time, wanting to fill the position quickly.

Zastrow will tweak the ad and send out to the committee for any additions or corrections and will then put on the website, League of Municipalities, Wisconsin Municipal Clerk Association and Municipal Treasurer Association of Wisconsin.

No formal action was taken.

6. Discussion and Review of Treasurer/Deputy Clerk job description

The current job description for Treasurer was reviewed. Zastrow will amend the job description to reflect the new title.

No formal action was taken.

7. Any Other Business to be brought before the Committee

There was no other business for the Personnel Committee.

8. Adjournment

Trustee Kumbier moved, second by Trustee Mihajlovic to adjourn the May 25th Personnel meeting at approximately 5:29 pm.

Respectfully submitted,
Nancy J. Zastrow