

VILLAGE OF OSCEOLA SPECIAL BOARD MEETING PROCEEDINGS

May 26, 2022

The Village of Osceola Board met for a Special Meeting on May 26th, 2022 at Village Hall. President Jeromy Buberl called the meeting to order at 6:03 p.m.

Present: Buberl, Van Burch, Bill Chantelois IV, Bruce Gilliland, Brad Lutz, Deb Rose, Holly Walsh
Staff present: Benjamin Krumenauer and Frances Duncanson

Others present: Remotely were Darrell Hofland and Chris Swartz of Public Administration Associates

Motion by Rose and seconded by Burch to approve the agenda

Ayes-7 Nays-0 Motion carried.

Discussion with Public Administration Associates on the process for hiring a new Village Administrator

Hofland presented the general search process and timeline. Duncanson will be the Village liaison until an interim Village Administrator is hired. The position announcement and profile were reviewed. It will be advertised in professional organizations in Wisconsin, Minnesota, Illinois, Iowa, Planning Associations, and University & Alumni Associations. July 1st is the due date for applications and PAA will evaluate candidates. Six to ten will be selected for the next step. Semifinalist will do video with about six-seven questions in six-seven minutes. PAA does the background check and reference reports and will talk to candidates with background questions. Finalists are selected and interviewed in Osceola. The Board will meet to approve an employment agreement. Mid-late September is a tentative start date for the new Administrator.

There are assessment tools for finalists. Finalists will meet with the Village Dept. heads. Community meet and greet socials are becoming less popular, but some still like to use it. Finalists names are released to the public if inquiries are made.

Discussion and possible action on issues pertaining to the hiring of a new Village Administrator

The salary range was discussed. Osceola being near the metro area influences what we pay. The draft ad has \$90,000-\$100,000 listed, and the Board consensus was to stick with that. Residency in close proximity to the Village is encouraged but not required.

Motion by Rose and seconded by Lutz to go in to closed session proceedings at 7:27 p.m. under WI §19.85 (c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This pertains to the possible appointment of an interim Village Administrator

Roll call vote: Ayes-Buberl, Burch, Chantelois, Gilliland, Lutz, Rose, and Walsh Nays-0
Motion carried

Motion by Rose and seconded by Walsh to come out of closed session proceedings at 8:28 p.m.

Roll call vote: Ayes-Buberl, Burch, Chantelois, Gilliland, Lutz, Rose, and Walsh Nays-0
Motion carried.

Motion by Buberl and seconded by Burch to offer Frank Pascarella the interim Village Administrator position as a contractor during the transition period with criteria as discussed in closed session

Roll call vote: Ayes-Buberl, Burch, Chantelois, Gilliland, Lutz, Rose, and Walsh Nays-0

Motion carried.

Motion by Buberl and seconded by Gilliland to offer the Village Office Assistant Carie Krentz a position increase to full time as discussed in closed session

Roll call vote: Ayes-Buberl, Burch, Chantelois, Gilliland, Lutz, Rose, and Walsh Nays-0

Motion carried.

Motion by Buberl and seconded by that during the interim period the Village Clerk receive an additional stipend as discussed in closed session.

Roll call vote: Ayes-Buberl, Burch, Chantelois, Gilliland, Lutz, Rose, and Walsh Nays-0

Motion carried.

Any other business as permitted by law There was none.

Village President Buberl adjourned the meeting at 8:33 a.m.