

**VILLAGE OF GERMANTOWN
SPECIAL VILLAGE BOARD MEETING MINUTES
June 12, 2017**

CALL TO ORDER: The meeting was called to order at 5:34 p.m. by Village Clerk Goeckner.

MOTION (Warren/Zabel) to appoint Trustee Baum as President Pro Tem, carried.

ROLL CALL: Trustees Baum, Campbell, Miller, Myers, and Zabel. President Wolter will be late (arrived at 5:52 p.m.) Trustees Hughes, and Kaminski were absent and excused. Also Present: Administrator Schornack, Attorney Sajdak and Clerk Goeckner

NEW BUSINESS:

- A. Review and Selection of Firm to Conduct Search for Village Administrator**
MOTION (Zabel/Warren) to hire PAA LLC, (Public Administration Associates) to recruit the next Village Administrator. Discussion: Their guarantee, cost of \$11,500 plus materials, costs of other firms, thorough information provided, firm in business the longest of those who provided proposals, other firms who applied, PAA process of recruitment. Further discussion of parts of the process: video interviews, meet and greet, Village may want to request changes to process, liking some things and not others, options of services provided by others, pros and cons of each firm, contract language for PAA and option of Village handling process themselves. **Carried.** PAA would like to meet with Village right away to place ad and proceed with time schedule. (President Wolter arrived 5:52 p.m.)
- B. Discussion and Action on Hiring Interim Village Administrator**
President Wolter started discussion on options for an Interim Administrator. He and Trustee Zabel met previously and asked an internal person and they were okay with doing it if it was truly needed. Also have ability to go with someone that has been offered by recruitment firms and the option of Village Attorney and their firm. Trustee Zabel asked DPW Director Ratayczak to come forward. Director Ratayczak stated position was presented to him to keep things rolling in the position. Assumes there wouldn't be any major changes in staffing etc., or current processes to change and would proceed as it had been with Administrator Schornack. Would put additional work to the Engineer. If it goes on for 12 months may present an issue. Other Directors very good at their jobs and have not heard any bad comments when his name was passed around. Trustee Zabel confirmed he was willing to commit to time frame and had enough staff. Discussion of cost to Village to take on the position. President Wolter suggested allowing Director Ratayczak time to consider this and then meet in closed session at the June 19th meeting. He further explained he liked choosing Director Ratayczak because he has staff to spread out the work, he is a team player to make sure he can take things on without bringing someone new on that everyone has to get used to. There are standard operating procedures that need to be learned, he's not looking to make changes, just keeping things on the road and Board just there if Administrator has to make decisions within something that has to be stepped into to guide the next step. Not as much in favor of outside person, or a number of people for position, wants one person in charge. Would vote for putting Director Ratayczak in position and shorten that and get him back to his normal duties. Discussion of expectations of an interim administrator, how much work per week, never knowing when something will come up, not an emergency but you have to pull people together right

NEW BUSINESS continued:

away and bring them in. Getting into budget soon, have to work with Kim and Trustee Zabel for budget. Too many things going on in this community to not have a full-time person in that office. Needs to be just one person and one of Department Directors from inside. Someone who knows the 'Germantown Way'. Concern it will take a considerable amount of time in addition to what he is used to. **MOTION (Baum/Zabel) to table this item until the June 19th meeting, carried.**

There being no further business, the meeting adjourned at 6:08 p.m.

Barbara K. D. Goeckner MMC/WCPC
Village Clerk