

Village of Richmond  
Ad hoc Special Meeting Notice  
Exploratory Committee to Research Hiring of a Village Administrator  
Meeting Minutes for January 19, 2015

Meeting was called to order by Scott Drabant

Board Members Present: Pete Koenig, Charlotte Hollenbach, Scott Drabant, Craig Kunz, Dave Kielpinski, Ram Wardanian

Election of a Chair: Scott Drabant asked for nominations to elect the chair. Dave Kielpinski nominated Pete Koenig as chair of the committee. With no other nominations, Scott Drabant closed the nominations. All were in favor of Pete Koenig as chairman of the committee. The nomination passed by unanimous voice vote.

New Business: Pete gave a brief history regarding how and why the last Village Administrator was hired.

- i. Discuss/establish hiring criteria:
  - a. Full time or part-time
  - b. Share a Village Administrator with another community
  - c. Ask HR Green if they know of someone who is available full or part-time
  - d. Ask Dave McArdle for information regarding an organization of retired Village Administrators.
- ii. Discuss/establish potential job description: Some felt the job description needs to be determined first. The job description used in the past needs to be reviewed and revised. These are some possibilities:
  - a. Responsible for efficiently managing the office and public works
  - b. Have a working knowledge of public works
  - c. Be the point person for the Village, reporting to the Village President
- iii. Discuss/establish potential duties: These are some possibilities:
  - a. Supervise office staff
  - b. Making sure all deadlines are met
  - c. Supervise public works especially with scheduling
  - d. Be available to talk to developers
  - e. Contact developers
  - f. Research and facilitate writing grants
- iv. Discuss/establish financial criteria/limitations: Some felt the financial impact needs to be determined first.
  - a. Need to find out what the current costs are before it can be determined if the Village can afford the Administrator
  - b. Ask HR Green for assistance
  - c. See what other Villages are paying
- v. Other germane/related issues:
  - a. Suggestion made that the person lives in the Village

Public Comments: Gary Tiritilli had a few questions regarding the current supervision of the office staff and the impact of hiring a Village Administrator. Also, how will this position handle new development in the Village?

Meeting summary/assignments: Research needs to be done regarding availability and cost. Pete will contact other Villages similar in to size Richmond to find out what they are doing. Pete will contact Dave McArdle for assistance.

The next meeting will be February 2, 2015 at 7pm in the Village Hall.

Motion to adjourn was made by Ram Wardanian, seconded by Dave Kielpinski. Motion was passed by unanimous voice vote.

Meeting was adjourned at 8:15pm.

Minutes by Debbie Tiritilli