



## Finance Committee

### Meeting Minutes

**Date:** February 17, 2021, 5:30 p.m.

**Location:** Village Hall/Fire Station  
113 Dougherty Ct.  
Ridgeway, WI 53582

**Members Present:** J Steen  
M Casper  
S Vosberg

**Staff Present:** L Phelan  
H Roessler

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#### 1. Meeting Opening

##### 1.a Call to Order and Roll Call

Meeting called to order by President Steen @ 5:30 pm

##### 1.b Confirmation of Open Meeting Law Compliance

L Phelan confirmed this meeting was properly noticed and posted on **February 12, 2021** at the Village of Ridgeway Fire Station, USPS-Ridgeway, Farmers Savings Bank-Main Street, Ridgeway and on the Village website.

##### 1.c Adoption of Agenda

Motion to adopt this meeting agenda, by M Casper, Seconded by S Vosberg.  
Motion carried.

2. Business

2.a Village Office Staffing

- Discussion regarding the clerk/treasurer position being vacated effective March 5, 2021.
- L Phelan and H Roessler will review, reformat and make any necessary updates to the job descriptions for the roles in the Village Office.
- Finance Committee will meet on Monday, February 22nd at 5:30 pm in the Library at the Community Center.
  - Budget information to be provided for the current positions
- Position vacancy to be posted and published following the next meeting
  - Potential application deadline of-4pm March 12, 2021.

3. Adjournment

Motion to adjourn at 6:58 pm, by S Vosberg. Seconded by M Casper. Motion carried.