

**RESOLUTION 2012-37
7-16-12**

**RESOLUTION BY THE ADMINISTRATION, PERSONNEL, POLICY, AND
LEGAL COMMITTEE APPOINTING AN INTERIM VILLAGE ADMINISTRATOR
AND ESTABLISHING A SALARY RATE**

WHEREAS, the current Village Administrator has resigned the position,

WHEREAS, the Village Board believes it is in the best interest of the Village to appoint an Interim Village Administrator

NOW THEREFORE, the Village Board of the Village of Sturtevant, Racine County, Wisconsin does hereby resolve:

1. The Village Board appoints Mary Cole as the Interim Village Administrator effective July 23, 2012.
2. Mary Cole will still remain the Village Clerk.
3. That Interim Village Administrator's salary shall be an annual salary of \$70,000 or \$33.65 per hour, effective July 23, 2012.
4. The Village Board will review the Interim Village Administrator's job performance, and the Village Board will decide in six months whether to remove the interim title or to consider other options.
5. That funds for Mary Cole's compensation shall be drawn from the salary accounts of both Village Clerk and Village Administrator.
6. That the Transition Plan which is attached hereto and incorporated as Exhibit A as adopted.

Adopted this 17th day of July, 2012 by the Village Board of Sturtevant, Racine County, Wisconsin.

Village of Sturtevant

By _____
Steven Jansen, President

Attest _____
Mary Cole, Village Clerk



2801 89th Street, Sturtevant Wisconsin USA 53177

INTEROFFICE MEMORANDUM

DATE: July 9, 2012
TO: Honorable Village President and Village Trustees
FROM: Mark Janiuk and Mary Cole
SUBJECT: VILLAGE ADMINISTRATOR TRANSITION PLAN

TRANSITION PLAN

1. The Village Board would appoint Mary Cole as Interim Village Administrator.
2. Mary Cole will remain Village Clerk.
3. Mary Cole will transfer routine clerk duties and a large amount of counter time to Gary Bell, the accounting clerk. The accounting clerk position can absorb these duties.
4. The office lay out may need to change to move Clerk's desk away from the counter and Gary Bell closer to the counter.
5. There may need to be additional part time clerical help, additional assistance from attorneys, consultants, RCEDC, Crispell-Snyder and others.
6. The Village Board will review Interim Administrator's job performance in three months.
7. The Village Board will decide in six months whether to remove the interim title or to consider other options.

INTERIM VILLAGE ADMINISTRATOR COMPENSATION

1. Village Clerk's 2012 annual salary is \$38,646 or \$18.58 per hour.
2. Current part time Administrator's 2012 annual salary is \$45,901 or \$36.78 per hour.
3. Interim Administrator 's salary should be set at \$70,000(annual salary) or \$33.65 per hour.
4. Justification for salary is as follows:
 - A. Clerk's current salary is low and should be in the \$50,000 range.
 - B. Interim Administrator will continue to perform the duties of the clerk as well as take on duties of administrator.
 - C. Annual salaries for village administrators for villages of this size are in the \$65,000 to \$80,000 range.
 - D. Salary for current administrator when last working full time was \$75,000 (back in 2009).
 - E. Annual salary for Sturtevant's police chief is \$66,456.
 - F. Annual salary for interim village administrator in Mount Pleasant is \$94,000.
5. There would be \$14,547 of unused salary (on an annual basis) which could be used for: part time clerical help, additional assistance from attorneys and consultants, conferences and training.
6. For the remaining 5 months of 2012, the unused salary will be about \$6,000.
7. There will be costs associated with the departure of the current village administrator such as unused vacation pay out and sick days pay out.