

**Minutes of the  
Special Board Meeting, Village Board of Trustee  
Wednesday, February 2, 2022, 7:00 PM  
Forreston Public Library Community Room**

Call To Order – The Call to Order is done by Trustee Ken Vinnedge at 7:00 PM. He states that Village President Metzger is unable to be there due to a work issue. He states the reason for the special meeting is to establish a hiring committee for the Village Clerk position and the skills required for the position.

On Roll Call by Clerk Drayton, Trustee Kalina, Norris, Cotter, Vinnedge, Busker, and Buss are in attendance as well as Clerk Drayton. Also in attendance are 2 people from the public, no names were given.

Trustee Vinnedge asks if there is any Public Comment. Speaker 1 from the public questions if Trustee Vinnedge is the President Pro Tempore. He states President Metzger called him and stated he could not make the meeting. He asked me (Ken Vinnedge) to run the meeting. Speaker 1 states that does not make him President Pro Tempore. If we do not have an ordinance in place stated he (Ken Vinnedge) is the President Pro Tempore, then the motion has to be made at the meeting to elect a President Pro Tempore for the meeting.

Trustee Buss motions to have Trustee Vinnedge act as President Pro Tempore for the meeting and is 2<sup>nd</sup> by Trustee Norris. On Roll Call by Clerk Drayton, Trustees Busker, Kalina, Buss, Cotter, and Norris all respond with Yeas. Trustee Vinnedge Abstains from the vote.

There is no other Public Comment

Trustee Vinnedge states we are here due to the resignation of Clerk Drayton and the need to create a Hiring Committee and Job Posting for the position. Clerk Drayton is asked when her last day is, she states Friday, February 18<sup>th</sup>. Her new position begins on Monday, February 21<sup>st</sup>. She also states she has told VP Metzger she is willing to work evenings and weekends until her replacement is found.

Trustee Vinnedge nominates Trustee Busker to lead the hiring committee. He states, this is part of her position for her job. Trustee Vinnedge then asks for additional Board members to serve. Trustee Norris and Kalina volunteer.

From the Public, the question is asked why 3 people? Every correspondence is then a meeting. Trustee Vinnedge states that is how we do things.

Trustee Vinnedge asks Clerk Drayton, what are the requirements for your position? Clerk Drayton states accounts payable, accounts receivable, and payroll. You need to be able to deal with the public calmly, be organized, and task oriented. As the Clerk, you must be bondable and a resident of the Village. There is brief discussion held as to appointing a clerk if they are outside of Village Limits and the steps to be taken if that is done.

Trustee Vinnedge motions to adjourn the meeting and is 2<sup>nd</sup> by Trustee Norris. All Board Members respond with Yeas.

The meeting is adjourned at 7:16 PM

Respectfully submitted by Clerk Drayton