

## **RESOLUTION 2026-07**

### **A RESOLUTION ESTABLISHING INTERIM ADMINISTRATIVE AND OPERATIONAL AUTHORITY RESPONSIBILITIES IN THE ABSENCE OF A VILLAGE ADMINISTRATOR AND DEPARTMENT OF PUBLIC WORKS DIRECTOR**

**WHEREAS**, the Village of Waldo previously employed a Village Administrator and previously maintained Department of Public Works supervisory oversight responsibilities; and

**WHEREAS**, the Village Administrator position is currently vacant following the retirement of the prior Administrator; and

**WHEREAS**, the Village Board has determined not to immediately fill the Village Administrator position; and

**WHEREAS**, the Village currently does not employ a Department of Public Works Director; and

**WHEREAS**, the absence of these positions has created uncertainty regarding day-to-day administrative and operational decision-making responsibilities; and

**WHEREAS**, the Village Board finds it necessary and in the best interests of the Village to establish interim operational authority and administrative procedures to ensure continuity of Village services and operations;

**NOW, THEREFORE, BE IT RESOLVED** by the Village Board of the Village of Waldo, Wisconsin, as follows:

#### **SECTION 1. PURPOSE**

The purpose of this Resolution is to establish interim administrative and operational authority responsibilities necessary for the continued day-to-day operation of the Village during the absence of a Village Administrator and Department of Public Works Director.

#### **SECTION 2. INTERIM ADMINISTRATIVE AUTHORITY**

The Village President, in coordination with the Clerk/Treasurer, is authorized to oversee routine administrative operations of the Village, including:

1. Coordination of routine Village business operations;
2. Direction and coordination of routine office workflow and administrative matters;
3. Coordination with vendors, contractors, consultants, and service providers;
4. Response to routine resident concerns and operational matters;
5. Execution of administrative functions necessary to carry out actions previously approved by the Village Board;
6. Emergency coordination necessary to protect public health, safety, and welfare.

Nothing in this section shall authorize the creation of policy, execution of contracts not otherwise authorized by the Village Board, or expenditures exceeding limits established by this Resolution or Wisconsin law.

### **SECTION 3. INTERIM PUBLIC WORKS OPERATIONAL AUTHORITY**

The Village President, in coordination with appropriate Village staff, is authorized to oversee routine Department of Public Works operational matters, including:

1. Coordination and assignment of day-to-day operational activities;
2. Scheduling of routine maintenance and repair work;
3. Coordination of utility, street, park, and public infrastructure maintenance;
4. Coordination with contractors and service providers regarding operational matters;
5. Authorization of emergency repairs necessary to maintain essential public services or protect public health and safety.

### **SECTION 4. EXPENDITURE LIMITATIONS**

#### **A. Routine Operational Expenditures**

Routine operational expenditures previously approved within the adopted Village budget may be authorized up to \$2,500 per individual expenditure.

#### **B. Emergency Expenditures**

Emergency expenditures necessary to protect public health, safety, welfare, or prevent substantial property damage may be authorized up to \$10,000 per occurrence.

#### **C. Board Approval Required**

Any expenditure exceeding the limits established in this Resolution, or otherwise requiring Village Board approval under Wisconsin Statutes or Village ordinance, shall require prior Village Board approval whenever reasonably practicable

### **SECTION 5. PERSONNEL MATTERS**

Nothing in this Resolution shall authorize the Village President or Clerk/Treasurer to independently hire, terminate, discipline, establish compensation for, or otherwise take formal personnel action regarding Village employees unless specifically authorized by separate Village Board action or existing Village policy.

### **SECTION 6. REPORTING REQUIREMENT**

Actions taken pursuant to this Resolution shall be reported to the Village Board at the next regular Village Board meeting whenever reasonably practicable.

**SECTION 7. RETENTION OF BOARD AUTHORITY**

Nothing in this Resolution shall be construed to delegate powers reserved to the Village Board under Wisconsin Statutes, Village ordinances, or other applicable law.

**SECTION 8. INTERIM NATURE OF AUTHORITY**

The authority established by this Resolution is interim in nature and shall remain in effect until the earliest of the following:

- 1. Appointment of a Village Administrator and/or Department of Public Works Director;
- 2. Rescission or amendment of this Resolution by the Village Board.

**SECTION 9. EFFECTIVE DATE**

This Resolution shall take effect immediately upon adoption.

Adopted this 11<sup>th</sup> day of May 2026.



Travis Thomas, Village President

Attest: Lisa Gillette  
Lisa Gillette, Clerk/Treasurer