



Village of Poplar Grove – Board Meeting Memo

Kristi Richardson
Administration

9/30/25

****Subject:****

Hiring Policy

1. Background:

On June 11, 2025, the board repealed the Hiring Ordinance 2024-21. This ordinance was passed by the previous administration on December 11, 2024.

2. Current Status:

I have provided the original ordinance 2024-21 for your review.

3. Fiscal Impact:

Minimal fiscal impact – staff time and/or any legal services for review and resolution creation.

4. Legal Review (if applicable):

See about #3 in relation to legal services for review and resolution creation.

5. Recommendation:

- To pass as a formal policy by resolution versus an ordinance. If so, language would need to be adjusted.
- Section 1-6K-C – Hiring Process – does not specify a minimum amount a time per job posting.
 - Section 1-6K-C – Screening and Interviews – In the second bullet point is states, “A hiring committee **may** be formed,” – this policy should indicate whether a hiring committee should or should not be formed and under which hiring circumstances. For example, the appointment of a department head, versus a seasonal employee, bargaining or non-bargaining.
- Section 1-6K-C – Selection and Offer – the first bullet point should be reviewed by the Board as to which positions require board approval before hiring vs a report from the department head and/or hiring committee on an actual hire.

- Section 1-6K-D: Appointment and Employment #1 Appointment – I suggest modifying the language of this section. The use of the word “appointment” creates ambiguity since the village has positions of employment by appointment and positions hired via non-appointment.
- Section 1-6K-G: Implementation – last sentence on annual reporting hiring practices and outcomes at least once annually should be removed. This policy provides the approved hiring practices, and the board is notified of new hires as they occur.

6. Supporting Documents (if applicable):

X Attached – Repealed Hiring Ordinance 2024-21

☐ Not Applicable

****Signature:****

A handwritten signature in blue ink that reads "Kristi Richardson". The signature is written in a cursive, flowing style. Below the signature is a horizontal line.

Kristi Richardson – Village President