

VILLAGE OF BONDUEL
ADMINISTRATIVE COMMITTEE MEETING
TUESDAY, AUGUST 20, 2019

Chairperson Brenda Staszak called the meeting to order at 3:30 p.m.

Staszak read a statement regarding the posting of the meeting.

Present: Brenda Staszak, Randy Wenstadt, and Barb Wickman.

AGENDA: Motion by Wickman, second by Wenstadt, to approve agenda as presented and deviate from the order as necessary. Motion carried unanimously.

MINUTES. Motion by Wickman, second by Wenstadt, to approve minutes from the July 16, 2019 Administrative Committee meeting as presented. Motion carried unanimously.

Clerk Report: Michelle expressed concern with tension in office among staff. Committee recommend it be discussed at Village Board meeting in closed session.

F1. Ordinance 26.9 Driveways. Municipal Operations wants to add language to the driveway ordinance to include the number of driveways permitted on a parcel. Motion by Wenstadt, second by Wickman, to recommend to the Board to repeal and recreate Ordinance 26.9 to include the number of driveways permitted. Motion carried unanimously.

F2. Ordinance to include maintenance of Terrace area. Municipal Operations would like to add verbiage about the right-of-way abutting an owner's property, referred to as the terrace area. Motion by Wickman, second by Wenstadt, to recommend to the board the creation of Ordinance 26-14 Terrace areas. Motion carried unanimously.

F3. Employee Appraisal Forms. Committee reviewed the detailed and simplified evaluation forms. Maroszek will create a direction sheet on filling out the detailed evaluation form. Motion by Wickman, second by Wenstadt, to utilize the detailed evaluation form for the Department Heads and to use the simplified evaluation form for all other employees. All employees will also fill out the self-appraisal form for the evaluations. Motion carried unanimously.

F3. New Voting Machine. Maroszek explained the new voting machine options and costs to the committee. New voting machines were to be purchased later this year and were to be used for the 2020 elections. The new machines have not been certified with the State of Wisconsin Election Commission and will not be in time to purchase for 2020. The County has decided to push the purchase of the new machines until 2021. By consensus the committee agreed to remove the item from agenda.

F5. 2020 Budget. Maroszek explained the budget worksheets to the committee. The budget numbers will be filled in by the September meeting and reviewed at that time. By consensus the committee agreed to move item to the September meeting.

Motion by Wickman, second by Wenstadt, to combine agenda items G1. Development of ethics committee and complaint process, and G2. Ordinance 2-83 Ethical Standards and regulations. Motion carried unanimously.

G1. & G2. Ethics Committee and Ordinance. Wickman presented the draft of the revised ordinance to include the ethics board. Motion by Wickman, second by Wenstadt, to recommend to the board to repeal and recreate Ordinance 2-83 to include the ethics board. Motion carried unanimously.

The Committee discussed the penalty and bond fees for violation of the ethics standards. With the development of the Ethics Board, the committee agreed that the Ethics Board would determine the penalty. By consensus the committee agreed to remove the item from the agenda.

Next meeting: Tuesday, September 17 at 3:30 p.m.

Adjourn. Motion by Wenstadt, second Wickman to adjourn. Motion carried unanimously. Meeting adjourned at 5:19 p.m.

Respectfully submitted,
Michelle Maroszek, Clerk/Treasurer