

VILLAGE OF BONDUEL
ADMINISTRATIVE COMMITTEE MEETING
TUESDAY, NOVEMBER 19, 2019

Chairperson Brenda Staszak called the meeting to order at 3:31 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 October 15, 2019 Administrative Committee meeting as presented. Motion carried Unanimously.

CLERK REPORT: The Election subgrant program money was received, the Village was given \$700; \$600 for computer upgrade and operating software; and \$100 for election training. Maroszek shared that all special assessments for the tax bills have been submitted to the County.

F1. Election Day Emergency Plan Update. Part of the Election Subgrant program is to have an up to date Election Day Emergency Plan. A Plan template was provided by the Wisconsin Election Commission. The committee reviewed the template provided and the most current Village Election Day Contingency plan. The Committee compiled a final draft of the emergency plan for the Board to review and approve. Motion by Wickman, second by Staszak, to recommend to the Board to adopt the updated Election Day Emergency Plan by resolution at the December Board meeting. Motion carried unanimously.

F2. Ordinance 115 Zoning Code Sec. 115-12 and Sec. 115-13. The Ad Hoc Ordinance committee reviewed the final sections of Chapter 115. With the timing of meetings, the Ad Hoc Committee recommended that the Administrative Committee review the updates first. The final approval of Chapter 115 by the Plan Commission will be on Monday, November 25. Motion by Wickman, second by Staszak, to recommend to the Board, at the December meeting, to repeal and recreate Chapter 115 Zoning Code with final approval from Plan Commission at the November meeting. Motion carried unanimously.

G1. Closed Session. Motion by Wickman, second by Staszak, to move to closed session for approximately five minutes to discuss annual employee reviews and salaries as related to the 2020 budget. Inviting Clerk Maroszek to attend. [Pursuant to Wis. State Statutes, Chapter 19, General Duties of Public Officials, subchapter V, 19.85 exemptions (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.] Roll call vote was taken. Motion carried unanimously. Moved to closed session at 3:58 p.m.

Motion by Wickman, second by Wenstadt, recommend to the Board the Office Assistant job description and advertisement to be posted in January 2020. Wickman added that the job advertisement should include the approximate hours of the position. Motion carried unanimously.

Motion by Wickman, second by Wenstadt, to return to open session. Roll call vote was taken. Committee returned to open session at 4:27 p.m.

Next meeting: Tuesday, January 21, 2020 at 3:30 p.m.

Motion by Staszak, second by Wickman, to adjourn. Motion carried unanimously. Meeting adjourned at 4:28 p.m.

Respectfully submitted,
Michelle Maroszek, Clerk/Treasurer