

VILLAGE OF BONDUEL
ADMINISTRATIVE COMMITTEE MEETING
TUESDAY, JANUARY 21, 2020

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 and to deviate from the order as necessary. Motion carried unanimously.

MINUTES. Motion by Wickman, second by Staszak, to approve minutes from the November 19, 2019 Administrative Committee meeting with noted correction. Motion carried Unanimously.

Clerk Report: Working on year-end items and preparing for annual audit. Office has been busy collecting property taxes and changing over all files for the new year.

F1. Adjusting Budget Timeline: The County has asked that the Village approve the final budget before December. The County's deadline for getting the property tax bills out is December 8th and it has been a tight turnaround for them. The Committee reviewed the budget schedule and adjust the dates. By consensus the committee agreed to have Maroszek update the timeline and bring it back to February meeting for approval.

F2. Wisconsin State Retirement Plan. Maroszek shared the basics of the plan, and presented a comparison of numbers between Wisconsin Deferred Compensation Program and Wisconsin State Retirement Program. The Committee would like more information from the state and to set up a time that WSR representative could meet with staff and the committee for questions. By consensus the committee agreed to have Maroszek obtain more information for the next meeting and possible dates for a meeting with a WSR representative.

F3. Elimination of office assistant position. By consensus the committee agreed to move the agenda item to the February meeting after the Board has considered the approval of the full time Deputy Clerk.

F6. Closed Session. Motion by Wenstadt, second by Wickman, to move to closed session for approximately five minutes to discuss of the Deputy Clerk position. Inviting 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. Committee moved to closed session at 4:09 p.m.

Motion by Wickman, second by Wenstadt, to return to open session. Roll call vote was taken. Motion carried unanimously. Committee returned to open session at 4: 44 p.m.

F5. Amending 2020 Budget to reallocate funds. Motion by Wickman, second by Staszak, to recommend to the Board to amend the 2020 Budget to reallocate \$8,889 from the Public Safety Police Chief wages and benefit budget lines to the General Government Clerk wages and benefit budget lines. Contingent on Municipal Operations reviewing the 2020 Budget and CIP Plan for the sewer and water utility portions. Motion carried unanimously.

F4. Full-Time Deputy Clerk Job Description. Minor changes were made to the Deputy Clerk job description. Motion by Wickman, second by Staszak, to recommend to the Board the updated job description for the full-time Deputy Clerk. Motion carried unanimously.

Next meeting: Tuesday, February 25, 2020 at 3:30 p.m.

Motion by Wickman, second by Wenstadt, to adjourn. Motion carried unanimously. Meeting adjourned at 4:55 p.m.

Respectfully submitted,
Michelle Maroszek, Clerk/Treasurer