

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

Chairperson Brenda Staszak called the meeting to order at 4:30 p.m.

Staszak read a statement regarding the posting of the meeting.

Present: Brenda Staszak, Barb Wickman, and Kay Hottenstine.

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

MINUTES: Motion by Wickman, second by Hottenstine, to approve the minutes from May 4 and May 19, 2020 Administrative Committee meetings as presented. Motion carried unanimously.

CLERK REPORT: Working on the WEC Cares grant and the Roads to Recovery State Grant. The WEC Cares grant will be used for the lease of an extra voting tabulator for the upcoming elections. The Village will have some items to submit for the Roads to Recover Grant, but many of the acceptable reimbursements the Village does not have. The annual Workers Compensation audit was completed on July 16.

NEW BUSINESS:

F1. Amend Ordinance sec. 2-21 to include telephone/electronic communication for meeting participation. Committee discussed allowing members to attend meetings via telephone or electronic conference. Wickman suggested we ask Attorney Vande Castle on whether the meeting participation should be done to the ordinance or by resolution. Motion by Wickman, second by Staszak, to submit to Attorney Vande Castle on how the Village should proceed, and to provide the Village language to use to allow meeting attendance by telephone/electronic communication; moving the recommend change from the Attorney to the Village Board. Motion carried unanimously.

F2. Personnel Policy changes. The Village retirement plan will be changing as of January 2021, and the union has negotiated a new contract which has affected a few items in the Personnel Policy. Motion by Wickman, second by Hottenstine, to recommend to Board to amend the Personnel Policy to include the change to the retirement program, the additional week of vacation for employees who have worked 20 years, the additional holidays for union workers and the holiday overtime change for municipal operations workers. Motion carried unanimously.

F3. COVID-19 Leave Policy. During the State of Emergency, the Board gave direction on how to handle employees who were exposed or employees who did not feel well. Going forward there could be employees who have been exposed to the virus or actually get the virus. The committee discussed the U.S. Department of Labor, Families First Coronavirus Response Act, and the leave qualifications. Maroszek presented a sample policy from another municipality to use as the policy base. Motion by Wickman, second by Hottenstine, to recommend to the Board to adopt the COVID-19 leave policy, with the recommend guidelines from the Administrative committee and to follow the FFCRA paid leave requirements through December 31, 2020. Motion carried unanimously.

F4. COVID-19 Hazard Pay. Maroszek shared that some municipalities have paid their employees and poll workers extra or gave an incentive for working during the shutdown. The Village staggered shifts for the Municipal Operations staff and reduced work hours during that time period of approximately six weeks. The Committee agreed to look at a poll worker incentive in October. Motion by Wickman, second by Staszak, to give an extra three days of vacation time to those employees who worked their full-time hours during the shutdown, additional vacation hours can be used through the end of December 2021. Motion carried unanimously.

F5. 2021 Budget Guidelines. Motion by Wickman, second by Hottenstine, to recommend to Board to continue with 2021 budget schedule deadlines and a budget increase guideline of 2%. Motion carried unanimously.

Next Meeting: Tuesday, August 18 at 4:30 p.m.

Motion by Staszak, second by Hottenstine to adjourn. Motion carried unanimously. Meeting adjourned at 5:51 p.m.

Respectfully submitted,  
Michelle Maroszek, Clerk/Treasurer