

VILLAGE OF BONDUEL
ADMINISTRATIVE COMMITTEE MEETING
TUESDAY, AUGUST 18, 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 the agenda and to deviate from the order as necessary. Motion carried unanimously.

Minutes: Motion by Wickman, Second by Staszak, to approve the minutes from the July 21, 2020 Administrative Committee meeting as presented. Motion carried unanimously.

Clerk Report: Update was given on Partisan Primary election and upcoming general election. The 2019 Video Service report has been filed with the State, this records all franchise fees paid to the Village from Packerland Broadband and is used to calculate the Video Service aid monies granted to the Village. Continuing to work on WEC and Roads to Recovery Covid-19 grant submissions.

F1. Employee Appraisal Form: Maroszek presented the employee appraisal forms used for last year's annual review. The committee discussed the employee self-appraisal form and having all employees complete the form. Motion by Wickman, Second by Hottenstine, to approve the use of the short appraisal form for the general employees and to use the long appraisal form for the department heads, all employees will complete the self-appraisal form for their reviews. Motion carried unanimously.

F2. New Voting Machines. Originally, the Village was to get new voting machines at the beginning of 2020, but due to licensing issues with the machines in Wisconsin, the machine purchase was pushed. The County is now looking to purchase machines for 2021. The Village will be going with an Insight Tabulator versus a touch screen. The tabulator counts all votes and alleviates manual hand counting at the end of the night. The cost of the machine is \$6,600, set up and deliver is an additional \$550, for a total of \$7,150. As of right now, the County will give each municipality \$1,000 toward the purchase of a machine. The County Administrative Committee is considering an additional \$300-\$500 for each municipality. The capital budget request for 2021 would be \$6,150. Motion by Wickman, second by Staszak, to recommend the

2021 capital budget request to the Municipal Operations Committee for the purchase of a new ICE (All-in-One) Tabulator voting machine for \$6,150. Motion carried unanimously.

F3. 2021 Administrative Budget. The committee reviewed all budget items line by line, projecting the 2020 expenditures and the recommended 2021 budget amounts. By consensus the Committee agreed to move the agenda item to next meeting.

Next meeting: Tuesday, September 15 at 4:30 p.m.

Motion by Wickman, second by Hottenstine, to adjourn. Motion carried unanimously. Meeting adjourned at 6:10 p.m.

Respectfully submitted,
Michelle Maroszek, Clerk/Treasurer