

VILLAGE OF BONDUEL  
ADMINISTRATIVE COMMITTEE MEETING  
TUESDAY, APRIL 27, 2021

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, Andrew Court and Kay Hottenstine.

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

MINUTES: No Minutes from February meeting, will approve minutes at next meeting.

CLERK REPORT: Maroszek shared that by State Statute an individual may run for more than one office at a time. An individual can only hold one office at a time. Unfortunately, the Village cannot change this in the ordinances since it is a state mandated item.

NEW BUSINESS

F1. Renewal of Village Insurance policy with LWMMI. Committee reviewed the renewal information from LWMMI. Automotive policy went up due to the addition of the new Fire Department Rescue Pumper purchased last year. All other insurance items stayed relatively the same. Motion by Staszak, second by Hottenstine, to recommend to the Board the approval of the 2022 Insurance Renewal with LWMMI. Motion carried unanimously.

F2. Policy adoption and number system. Currently, the policies of the Village are approved by the Board and filed. Through the years each department has had policies approved and many times the staff is not aware of the policies. Maroszek has been working with other department heads and would like to create a numbering system for all policies. For all policies passed, they would be given a number similar to how the Village handles resolution numbering. A sample policy was given to the Committee as a visual. Maroszek will work with departments to get old policies numbered and cataloged. Motion by Hottenstine, second by Court, to assign all policies of the Village a number using the year and date, along with an adopted and/or revised date located on the bottom of the policy. Motion carried unanimously.

F3. Social Media Policy. The Spring Election brought up many questions about the use of social media by Board members and candidates. The Village has a social media policy, which was originally drafted in 2016. The existing policy is simple and needs to be updated to address personal and work-related use of social media. Maroszek has asked the clerk list for examples of social media policies from other municipalities. From the examples received, all have similar topics that are addressed. Maroszek would like the committee to review the Village's current policy and the sample policies for areas that the committee feels are important to include in a policy. By consensus the Committee agreed to move the agenda item to the next meeting, where the Committee will work to develop a revised version of the social media policy.

F4. Videotaping and posting of Village Board meetings. In the Spring Election, there were a few posts on the internet, for the Village to videotape or live stream the Village Board meetings. Maroszek has checked with the Village website administrator on what would be needed to tape and post Village Board meetings. Video equipment would need to be purchased for the taping, which could be a video camera, a web camera or a laptop/iPad. Maroszek also sent out a clerk list request to see how many municipalities are video recording meetings and what platform they are using to post the videos. Not many municipalities are video recording, and the ones that do are larger Villages or Cities with more staff. All of the municipalities that responded are using YouTube to post meetings because it is a free platform. The committee discussed the extra equipment and resources that would be needed to offer video recordings. At this point the committee agreed by consensus no to pursue the idea of videotaping and posting the Village Board meetings and to remove the agenda item.

F5. Corporate Network Solution Labor contract for 2022 budget. In the past the Village has purchased a labor contract for a block of hours with Corporate Network Solutions for IT services. The last block of 100 hours was purchased in 2017 for \$11,000. This block of time is used by all departments and staff for computer services. With the upgrade of the server and COVID related computer questions, the block of hours is getting low. The Village will need to look at purchasing another block in the 2022 budget. Maroszek will reach out to CNS to get pricing for the block of hours. By consensus the committee agreed to move the agenda item to the August meeting when the committee works on budget numbers for 2022.

F6. Selection of Administrative Committee meeting date/time. Motion by Court, second by Staszak, to hold the Administrative Committee meetings on the third Tuesday of each month at 4:30 p.m. Motion carried unanimously.

Next Meeting: Tuesday, May 18, 2021 at 4:30 p.m.

Motion by Hottenstine, second by Court, to adjourn. Motion carried unanimously. Meeting adjourned at 5:09 p.m.

Respectfully submitted,  
Michelle Maroszek, Clerk/Treasurer