

VILLAGE OF BONDUEL
ADMINISTRATIVE COMMITTEE MEETING
TUESDAY, MAY 18, 2021

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

Staszak read the statement regarding the posting of the meeting.

PRESENT: Brenda Staszak, Andrew Court and Kay Hottenstine.

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

MINUTES: Motion by Court, second by Hottenstine, to approve the minutes from the February, 15 and April 27, 2021, Administrative Committee meeting with noted change. Motion carried unanimously.

CLERK REPORT: Maroszek reported on the America Rescue Plan and recent guidelines. The Village is set to receive \$140,000 to be used on COVID and infrastructure improvements. There will be two payments made, the first payment will be received this spring and the second payment will be 12-months later. Maroszek will be attending the Municipal Clerks and Treasurers Institute the week of July 12-16. Maroszek received a full scholarship from the Municipal Treasurers Association of Wisconsin, which was sponsored by Ehlers.

NEW BUSINESS

F1. 2022 Village Budget calendar and number guidelines. Committee reviewed the budget calendar dates and discussed increase guidelines. Motion by Hottenstine, second by Court, to recommend to Board the 2022 Budget calendar and a budget increase guideline of 2%. Motion carried unanimously.

F2. Bonduel Municipal Code Sec. 2-83 – Ethical Standards and Regulations. Staszak reminded the Committee that the Village ethical standards and regulations are reviewed each year. Committee reviewed ordinance and did not have any questions.

UNFINISHED BUSINESS

G1. Social Media Policy. The Committee reviewed the samples presented at the April meeting and discussed the areas to include in the revised policy. Committee agreed on the purpose statement; monitoring, reporting and violations of social media activity; and the acknowledgement section. By consensus the Committee agreed to move the agenda item to the next meeting. Committee members will identify what guidelines to place under Work Related and Personal Use of Social Media.

Next Meeting: Tuesday, June 15, 2021 at 4:30 p.m.

Motion by Hottenstine, second by Court, to adjourn. Motion carried unanimously. Meeting adjourned at 5:06 p.m.

Respectfully submitted,
Michelle Maroszek, Clerk/Treasurer