

VILLAGE OF BONDUEL
ADMINISTRATIVE COMMITTEE MEETING
TUESDAY, AUGUST 17, 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 Court, second by Hottenstine, to approve the agenda and to deviate from the order as necessary. Motion carried unanimously.

MINUTES: Motion by Hottenstine, second by Court, to approve the minutes from the June 15, 2021, Administrative Committee meeting as presented. Motion carried unanimously.

CLERK REPORT: Beginning to work through budget numbers for 2022. Board of Review will meet next week to schedule the open book sessions and final Board of Review meeting. Schmidt should be finishing up the assessments this week.

UNFINISHED BUSINESS

G1. Social Media Policy. The Committee reviewed the work related and personal use of social media guidelines within the policy. Motion by Hottenstine, second by Court, to recommend to the Board to approve the updated social media policy. Motion carried unanimously.

NEW BUSINESS

F2. Employee Appraisal Form. The Village has used two different appraisal forms in the past, a long and a short appraisal form. Last year the long form was used for the department heads and the short form for all other employees. All employees were also asked to complete a self-appraisal. Motion by Court, second by Hottenstine, to approve the use of the long appraisal form for all employees and to have all employees complete a self-appraisal. Motion carried unanimously.

F1. 2022 Administrative Budget. The committee reviewed the budget items line by line, projecting the 2021 expenditures and the 2022 recommended budget amounts. Motion by Hottenstine, second by Court, to move the 2022 Administrative budget to next meeting. Motion carried unanimously.

Motion by Hottenstine, second by Court, to adjourn. Motion carried unanimously. Meeting adjourned at 5:45 p.m.

Respectfully submitted,
Michelle Maroszek, Clerk/Treasurer