

VILLAGE OF BONDUEL
ADMINISTRATIVE COMMITTEE MEETING
TUESDAY, NOVEMBER 16, 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 September 21, 2021, Administrative Committee meeting as presented. Motion carried unanimously.

CLERK REPORT: Maroszek shared with the committee a handout that she put together to help explain the revaluation of the Village as it relates to property taxes. The handout also breaks down the property tax bill including the tax jurisdictions and tax rate. This will be available to hand out to residents during tax collection. The Wisconsin Election Commission is requiring all municipalities to obtain a .gov domain or wi.gov domain. Maroszek is working with Corporate Network Solutions to get the domain set up.

NEW BUSINESS

F1. Deputy Clerk-Treasurer job description. The committee reviewed the deputy clerk-treasurer job description. A few items were removed and a couple items were elaborated on. Motion by Court, second by Hottenstine, to recommend to the Board the approval of the updated job description for the deputy clerk-treasurer. Motion carried unanimously.

F2. Advertisement for Deputy Clerk-Treasurer Position. The advertisement was reviewed. Changes were made to reflect the latest software programs and to include information on wages, benefit package and Wisconsin Retirement program. The committee will discuss posting the position once the resignation is received and a final employment date is determined. The committee also agreed that a cover letter, resume and references needed to be submitted for application of the position. Motion by Hottenstine, second by Court, to recommend to the Board the approval of the deputy clerk-treasurer advertisement. Motion carried unanimously.

Motion by Staszak, second by Court, to adjourn. Motion carried unanimously. Meeting adjourned at 5:12 p.m.

Respectfully submitted,
Michelle Maroszek, Clerk/Treasurer