

VILLAGE OF BONDUEL  
ADMINISTRATIVE COMMITTEE MEETING  
TUESDAY, FEBRUARY 15, 2022

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 November 16, 2021, Administrative Committee meeting as presented. Motion carried unanimously.

CLERK REPORT: Maroszek shared with the committee that Katrina Thorne will be staying on with the Village as the Deputy Clerk. She has decided not to leave her position. The Caselle upgrade from Clarity to Connect took place this week, program is similar, but will be working with Caselle on getting training on updates. Tax collection is complete and will be finishing up the February settlement this week.

NEW BUSINESS

F1. DMV services offered by the Village. The Village offers vehicle renewals, title transfers and vehicle registrations for cars, trucks and motorcycles. Currently, the Village uses the Computer Vehicle Registration (CVR) program. On renewals the State gives the Village \$10, which CVR takes \$5. On transfers and registrations, the State gives the Village \$19.50, which CVR takes \$11.35. In addition to the per transaction fee, CVR has been charging the Village a \$25 monthly fee for their services. With this additional monthly fee, there are months the Village is not making money on DMV services. Maroszek is checking with another provider, Dealer Track, they charge the similar transaction fees, but do not have a monthly service fee. Maroszek has also reached out to CVR to see about eliminating the \$25 service fee. The Committee discussed the possibility of just getting rid of the DMV services completely, but decided even though it is not a huge money maker it a good service to offer the community. By Consensus the Committee agreed to move the agenda item to the next meeting when Maroszek has more information from CVR and Dealer Track to present to the Committee.

F2. Employee annual evaluation form. The annual evaluation form that the Village has been using in the past few years is very confusing and is difficult to complete. The Committee discussed coming up with a different form for the 2022 evaluations. Maroszek presented several samples obtained from other municipalities for the Committee members to review. By Consensus the Committee agreed to move the agenda item to the next meeting when all members could review the sample evaluations and have input on what they would like to see in the new evaluation form for the Village.

F3. Notary on operators' licenses. A couple years ago, the State of Wisconsin removed the need for a notary on the Liquor License applications. At that same time, it was noted that municipalities no longer needed to require a notary on their Operators' License application (Bartenders Licenses). This was brought up to the Administrative Committee at the time, and they did not want to remove the notary from the application. The State mandates the application for the Liquor License applications, but not the Operator's License application. The State does require certain information be on the Operator's license application, but each municipality creates their own application. Maroszek has checked with various municipalities on the notary requirement, and there are very few who still require it. Maroszek has also obtained samples of other applications to review. In looking into the removing the notary, Maroszek has also found that most municipalities no longer run the Operators' Licenses through their Boards, unless there is an issue with the background checks. Operator's Licenses are submitted to the Clerk, a background check is done by the Police Department, if the background check is good, the Operator's License is granted by the Clerk's office. The only time the license would go to the Board is if the background check is denied. The Committee discussed how this would save time for the Public Safety Committee and the Village Board in reviewing these applications. Motion by Staszak, second by Court, to have Maroszek work with Chief Krause on updating the Village Operator's License application to remove the notary, update the operator's license process and draft an update for the Village Ordinance to reflect the procedure changes for the next Administrative Committee meeting. Motion carried unanimously.

Motion by Court, second by Hottenstine, to adjourn. Motion carried unanimously. Meeting adjourned at 5:19 p.m.

Respectfully submitted,  
Michelle Maroszek  
Clerk/Treasurer