

VILLAGE OF BONDUEL
ADMINISTRATIVE COMMITTEE MEETING
TUESDAY, MAY 17, 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 March 15, 2022, Administrative Committee meeting as presented. Motion carried unanimously.

CLERK REPORT: The office will be closing early this coming Friday due to Maroszek having a prior appointment scheduled and the office being shorthanded right now. Ads have been placed for the Deputy Clerk position and a few resumes have been received already. Maroszek is keeping up with the daily tasks of both positions right now and has reached out to perspective companies about needed training.

NEW BUSINESS

F1. Discussion and possible recommendation on Village Personnel Policy Changes. Due to recent events with employees the Committee reviewed various areas of the Personnel Policy that were vague and needed more definition. Recommendations were made for changes to several areas. By consensus the Committee agreed to have Maroszek mock up the changes and leave the agenda item on for the next meeting.

F2. Discussion and review of 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.

F3. Discussion and possible action on selection of Administrative Committee meeting date and time. The Committee discussed the current time and date. Motion by Staszak, second by Court, to keep the Administrative Committee meetings the third Tuesday of the month at 4:30 p.m. and to adjust meetings as needed. Motion carried unanimously.

UNFINISHED BUSINESS

G1. Discussion and possible recommendation on employee annual evaluation form. The updated employee evaluation form was presented. Maroszek suggested that with recent events, maybe the Committee would want to add a line where the Committee Chairperson would sign the form after the department heads present the evaluations to the employee and to the committees. This would ensure

that the Committees did see the annual review for each employee. Motion by Court, Second by Hottenstine, to recommend to the Board the approval of the employee annual evaluation form with the addition of the Committee Chairperson signature line. Motion carried unanimously.

F4. Closed Session. Motion by Court, second by Hottenstine, to move to closed session for approximately five minutes to discuss the hiring process of the Deputy Clerk-Treasurer/Utility Clerk and transition plan. Inviting Clerk Maroszek to attend. [Pursuant to Wis. State Statutes, Chapter 19, General Duties of Public Officials, subchapter V, 19.85 exemptions (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.] Roll call vote was taken. Motion carried unanimously. Committee moved to closed session at 5:14 p.m.

Motion by Court, second by Hottenstine, to return to open session. Roll call vote was taken. Motion carried unanimously. Committee returned to open session at 5:34 p.m.

Motion by Hottenstine, second by Court, to adjourn. Motion carried unanimously. Meeting adjourned at 5:35 p.m.

Respectfully submitted,
Michelle Maroszek
Clerk/Treasurer