



**AGENDA**  
**Village of Kewaskum**  
**Administrative Committee Meeting**  
**Monday, January 18, 2021 – 6:15 P.M.**

NOTICE IS HEREBY GIVEN that the next meeting of the Village of Kewaskum Administrative Committee, Washington County, Wisconsin is scheduled for Monday, January 28, 2021 at 6:15 p.m. at the Kewaskum Annex Building, 1308 Fond du Lac Avenue.

- I. Call to order and roll call
- II. Approval of minutes of December 21, 2021 meeting (possible action)
- III. Discussion and possible recommendation on the payment of the bills (possible recommendation)
  - a. Update on Unemployment Compensation
- IV. Unfinished Business – Actionable Items.
  - a. Discussion and possible recommendation on potential future branding (possible recommendation)
  - b. Discussion and possible recommendation on the 2021 Wage Summary and merit increase (possible recommendation)
- V. Unfinished Business – Discussion Only Items. These items have been tasked to the committee for development. As time permits the committee may or may not engage in discussion on these below items. When the item is near conclusion, it will be listed on the agenda differently indicating it could be acted on, passed and moved to a future Village Board Agenda.
  - a. Discussion on two goals from the visioning session (discussion only)
  - b. Discussion on implementing auditor recommendations (discussion only)
  - c. Discussion on updating the Employee Handbook (discussion only)
  - d. Discussion on the Purchasing, Vendor, Credit Card and Employee Reimbursement Policies (discussion only)
  - e. Discussion on Payroll Practices, Overtime and Impact on Shift Change (discussion only)
- VI. New Business
  - a. Discussion and possible recommendation on the review of the Routes to Recovery Grant Reimbursement Report (possible recommendation)
  - b. Discussion and possible recommendation on the 2021 schedule for capital planning (possible recommendation)
  - c. Discussion and possible recommendation on carrying over unused vacation time from 2020 to 2021 (possible recommendation)
- VII. Adjournment

Tammy Butz  
Village Clerk/Deputy Treasurer

It is possible that individual members of other governmental bodies of the Village may attend the above meeting. Pursuant to State ex.rel. vs. Greendale Village Board, 173 West 20 533,494 NW 2<sup>nd</sup> 408 (1993), such attendance may be considered a meeting of the respective governmental body. This notice is given so that members of other governmental bodies of the village may attend the meeting without violating the open meeting law.

Person with disabilities requiring special accommodations for attendance at the meeting should contact the Municipal Building at (262) 626-8484 at least one (1) day prior to the meeting.

AFFIDAVIT OF POSTING This agenda was posted in the office of the Village Clerk on the 15th day of January 2021.

Cc: +K. Scheunemann  
+S. Severance  
+D. Spenner  
+R. Knoebel  
+R. Laubach  
+J. Wright  
+J. Hovland  
+West Bend News  
+Kewaskum Statesman  
+WBWI/WBKV  
+T. Bishop  
+M. Groeschel  
+M. Heiser  
+J. Danaher  
+D. Aupperle  
+L. Kreis  
+J. Hundertmark  
+C. Bales  
+A Laatsch