AGENDA
Village of Kewaskum
Administrative Committee Meeting
Monday, December 21, 2020 – 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, December 21, 2020 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 November 16, 2020 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)
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 to hire Karen Schweda for the Village Administrative Assistant position (possible recommendation)
    b. Discussion and possible action to accept the donation of welcome sign to replace the one damaged by a storm (possible action)
    c. Discussion and possible action to introduce the idea of a transportation utility (possible action)
    d. Motion to convene into Closed Session as follows (roll call vote required):
        i. Pursuant to Section 19.85(1)(c) Wis. Stats. considering employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of governing body. Specifically, to be discussed is the performance evaluation of village staff members. Present in Closed Session will be the Administrative Committee members, Village Administrator, Village Treasurer and Village Clerk.
        ii. You are further notified that following the Closed Session the Village Board will convene in Open Session pursuant to Section 19.85(2), Wis. Stats. to conduct the following business (roll call vote required)
    e. Discussion and possible recommendation to approve the 2021 Wage Summary (possible recommendation)
    f. Discussion and possible recommendation to approve the 2021 Seasonal & Part-time EMT Wages (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 2nd 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 18th day of December, 2020.

Cc:
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+S. Severance
+D. Spenner
+R. Knoebel
+R. Laubach
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+J. Hovland
+West Bend News
+Kewaskum Statesman
+WBWI/WBKV
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