

Village of Palmyra

AGENDA ITEM REQUEST FORM

Committee/Board:	Village Board
Topic:	Compliance notices
From:	Laurie Mueller
Department:	Clerk's office
Presenter:	Laurie Mueller
Date of Committee Action (if required):	
Date of Village Board Action (if required):	March 2, 2026

Information

Subject: Government mandated compliance notices for group benefits

Background Information/Rationale: There are over 10 different notices that the Village is required to send to our employees at different times throughout the year. The compliance requirements are getting increasingly extensive and difficult. I have gotten quotes from 2 different companies. Our agent from R&R insurance reviewed both quotes with me. The other quote was more expensive and did not have what we needed.

Key Issues for Consideration: Noncompliance by the Village could result in fines and penalties.

Fiscal Impact (If any): \$799/year I am proposing to use funds left in the Clerk's budget from 2025 by doing a budget amendment. This is not really just a clerk's expense but because this wasn't budgeted for in 2026 this is where the funds can come from. Then in 2027 I will budget for it out of the proper account(s).

Requested Action by Committee/Board: Approve a quote from Medcom in the amount of \$799 for the compliance agreement. This company has attorneys on staff to make sure the documents are updated and that we are compliant every year with these notices.