

General Government, Finance and Personnel Committee

August 2, 2010

Call to Order: The meeting was called to order at 5:30pm by Committee Chairman Eric Wilkowski.

Roll Call of Officers: Officers present were Kevin Kowalkowski, President, Eric Wilkowski, Trustee. Absent was Robin Nierode, Trustee. A quorum was established.

Open Meeting Law Compliance Check: This meeting is in compliance with the Open Meetings Law of the State of Wisconsin.

Pledge to Flag, Moment of Silence: All in attendance stood for the Pledge of Allegiance and moment of silence.

Announcement of Closed Session: There will be a closed session.

Approval of Minutes: A motion to approve the May 3, 2010, Joint General Government & Finance Committee & Sewer and Water Committee meeting minutes was made by President Kowalkowski, seconded by Trustee Wilkowski. Approved unanimously. Motion carried.

A motion to approve the June 8, 2010, General Government & Finance meeting minutes was made by President Kowalkowski, seconded by Trustee Wilkowski. Approved unanimously. Motion carried.

Announcements/Input: None

Action Items: None

Miscellaneous Matters:

Hotel Licensure/Permit – Regency Inn. Held in abeyance until the next meeting.

Health Insurance – Rachel Eixenberger. Underwritten quotes from Trilogy and United Health Care will be obtained.

Village Marshal Temporary Schedule/Wages. The matter was referred to the Protection of Personal and Property Committee.

Brush Chipping. A motion was made by President Kowalkowski, seconded by Trustee Wilkowski to have Atty. Antoine draft a resolution for chipping when trees are taken down at a cost of \$200/hour. Approve unanimously. Motion carried.

IT Services. A motion was made by President Kowalkowski, seconded by Trustee Wilkowski to recommend to the Village Board the use of Patheon Consulting as an IT service provider subject to an acceptable referral from another municipality. Approved unanimously. Motion carried.

Laptops. A motion was made by President Kowalkowski, seconded by Trustee Wilkowski, to purchase two Latitude E6510 DELL laptop computers not to exceed a total of \$3,518. Approved unanimously. Motion carried.

Recording System/Voice Software. No action was taken.

Labor Attorney. Discussion took place. No action was taken.

Voicemail Policy. A motion to approve was made by President Kowalkowski, seconded by Trustee Wilkowski to recommend the Village Board adopt the Voicemail Policy as presented with the following revision: Revise 24 hours to one business day. Approved unanimously. Motion carried.

Administrative Assistant Schedule Approval. Katie Kowalewski had requested to work part-time hours through October 11, 2010. Approved unanimously. Motion carried.

Salaried Personnel Sick/Vacation Tracking. A motion was made by President Kowalkowski, seconded by Trustee Wilkowski to recommend the policy for approval to the Village Board subject to adding verbiage for emergency notice. Approved unanimously. Motion carried.

Pay Cycles. A motion was made by President Kowalkowski, seconded by Trustee Wilkowski to adjust the monthly pay cycle from monthly to biweekly beginning the first pay period in October 2010. Approved unanimously. Motion carried.

TIF Budget. Concerns were expressed over the actual and budgeted dollar amounts from prior years which were crossed out by Paul Corson. Paul Corson will be requested to attend the next meeting to explain the discrepancy.

Closed Session: A motion was made at 7:37p.m. by President Kowalkowski, seconded by Trustee Wilkowski to convene to Closed Session per WI Stats. 19.85 (1) (c) to review employee performance evaluation data.

- The General Government, Finance and Personnel Committee reconvened to open session at 8:33p.m.
- Action relative to Closed Session: None

Motion to Adjourn: A motion to adjourn at 8:34 p.m. was made by President Kowalkowski, seconded by Trustee Wilkowski. Approved unanimously. Motion carried.

Respectfully submitted,

Jamie Cecil
Deputy Clerk