

## **General Government and Finance Committee** – June 22, 2009

The following media were noticed relative to this meeting per the Open Meetings Law of the State of Wisconsin: The Ozaukee Press, Port Washington, WI; The Milwaukee Journal-Sentinel (Ozaukee-Washington Desk), Milwaukee, WI; The Sheboygan Press, Sheboygan, WI. In addition, a copy of the agenda was also posted at the following locations within the Village of Belgium: Belgium Village Hall, Belgium Post Office, Port Washington State Bank (Belgium Office), Harris Bank (Belgium Office), and Belgium Hardware and Beverage.

### **Call to Order, Roll Call, Establishment of a Quorum:**

The meeting was called to order by 6:28 p.m. by Chairman Ronald Weyker. In attendance were President Kowalkowski and Trustee Thiele. A quorum was declared established. Also in attendance were Village Trustee Dale Pfeifer, Daniel E. Birenbaum – DPW & Water Superintendent, Jamie L. Cecil - Deputy Clerk-Treasurer, Mark Cecil, Roger Rachuba (approx. 7:05 p.m.), Carol Pomeday – The Ozaukee Press (6:59 p.m.), Ryan Mueller (8:15 p.m.)

### **Open Meeting Law Compliance Check:**

This meeting is in compliance.

### **Pledge to Flag, Moment of Silence:**

### **Announcement of Closed Session:**

There will not be a closed session this evening.

### **Announcements/Input:**

The following announcements and input will be discussed and possible action taken:  
None

### **Action Items:**

None

### **Miscellaneous Matters:**

The following actions will be discussed and possible action taken:

- **Roger Rachuba – website.** A motion was made by President Kowalkowski and seconded by Trustee Thiele to move item 8)a) to whenever the individual shows up. The General Government and Finance Committee was polled: ayes – Kowalkowski, Thiele, Weyker; noes –none; abstain – none. Motion carried.
- **Village cell phones.** Trustee Thiele has proposed that we do away with cell phones. It was suggested to have three a max of (3) phones – one for the DPW & Water Superintendent, one for the Sewer Superintendent, and one phone for traveling.
- **Recording system of meetings.** President Kowalkowski would like to see the Village obtain a recording system for the meetings for further accuracy. Multiple input would eliminate “hear say”. Trustee Weyker noted that he thought the minutes were too long.

He also indicated that Village Trustees may be hesitant on speaking up. Clerk-Treasurer Mueller noted that it may be hard to understand who is speaking if speakers do not identify themselves.

Carol Pomeday entered the meeting at 6:59 p.m.

A motion was made by President Kowalkowski and seconded by Trustee Thiele to take the recording system to a meeting of the full Village Board to gauge interest and if interested include in the budget for 2010. Government and Finance Committee was polled: ayes – Kowalkowski, Thiele, Weyker; noes – none; abstain – none. Motion carried.

Roger Rachuba entered the meeting at approximately 7:05 p.m. and set up his laptop for presentation.

- **Return to Roger Rachuba – website.** Roger had indicated that the Village of Belgium webpage needs sprucing up, recoding and marketing, marketing up-dates and Twitter involvement. Roger and his wife, Amy, have offered to up-date the Village of Belgium site at no cost to the Village. The next step would be coding of templates and bringing us back a product to review. He will bring this to the July Village Board meeting. A timeline would be two (2) months to develop a working model with final review to follow. Mr. Rachuba is aware that he needs to be in touch with Ronald Voigt, Register of Deeds, Ozaukee County, regarding the Village's website as he is Ozaukee County's webmaster.
- **Recycling Center Manager resignation:** Daniel Birenbaum indicated that Jeff Makovec resigned as one of the Recycling Managers. Mr. Makovec went to Daniel Birenbaum's house to tell him of his decision stated he needed more family time. President Kowalkowski asked Daniel to ask Robert Andrzejewski if he wanted to take over Mr. Makovec's hours until November 21. It was questioned if Allan Schlenvogt or one of the other DPW employees could serve as a back-up. We need a resignation in writing.

An issue with taking of metal from the Recycling Center was discussed. A copy of Ordinance #30-08 needs to be laminated and posted in several areas at the Recycling Center.

A motion was made by President Kowalkowski and seconded by Trustee Thiele that we accept the resignation of Jeff Makovec as part-time Recycling Manager and that the DPW Supervisor is to work with Al Schlenvogt and other DPW employees to work as alternates. If there is a problem Daniel Birenbaum is to report back to the committee. The General Government and Finance Committee was polled: ayes – Kowalkowski, Thiele, Weyker; noes – none; abstain – none. Motion carried.

- **Health Insurance:** Health Insurance renewal was discussed. Stephen L. Werner, C.L.U. will come in with quotations. Currently the employee pays 7.5% of their insurance premium. As this is a small group, experience and age plays a factor in rates. Another General Government and Finance Committee will take place on June 29<sup>th</sup> to review

options with Mr. Werner. Renewal date is August 1<sup>st</sup>. We need to finalize health insurance at the July 13<sup>th</sup> Village Board Meeting. Possibly another Village Board Meeting will be needed on July 6<sup>th</sup> to accomplish the deadline.

- **Closed Session:** Cancelled.
- **Performance appraisal forms/schedule:** President Kevin Kowalkowski recommended doing a 360 Peer Review. All reviews on each other employee. That would be one way of performing evaluations. To be done twice per year.

Trustee Thiele noted that he goes to his boss once per quarter to see if he is performing up to par. Openness is needed to help the team out.

The 360 Peer Review is more efficient and effective and helps build moral as well as foster a team environment. It teaches leaders how to be leaders.

A motion was made by President Kowalkowski and seconded by Trustee Thiele to table the new performance review format until a General Government and Finance Committee Meeting in September. Government and Finance Committee was polled: ayes – Kowalkowski, Thiele, Weyker; noes – none; abstain – none. Motion carried.

The General Government and Finance Committee stated that the employee performance appraisals should take place by early September based upon the current format for 2009..

Clerk-Treasurer Mueller noted that she would start working on the budget In August as she is on vacation in September.

Ryan Mueller entered the meeting at 8:15 p.m.

- **Job descriptions for the Clerk, Treasurer. Administrative Assistant, Org.:**

President Kowalkowski is seeking a Charter Ordinance Change to change the positions of Village Clerk-Treasurer and Deputy Clerk-Treasurer to Village Clerk/Deputy Village Treasurer and Village Treasurer/Deputy Village Clerk. Trustee Weyker noted that clerical workload needs to be balanced not necessarily changing the titles.

President Kowalkowski noted that by separating the positions is good modernization of a government. Growing modern communities are all separating positions.

This has to be budgeted to provide a streamlined process and efficiency. Streamlining would be according to duties. The division is a starting point with changing job titles. We need clear direction and job balancing.

Chairman Weyker is to contact the Village Attorney for drafting of an ordinance that would ensure that the Clerk (proposed Village Clerk/Deputy Treasurer) would be the lead person in the office.

Questions were heard from the audience relative to current and proposed processes and organization structure.

**Adjourn:**

A motion was made by Trustee President Kowalkowski and seconded by Trustee Thiele to adjourn at 9:19 p.m. The General Government and Finance Committee was polled: ayes – Kowalkowski, Thiele, Weyker; noes – none; abstain – none. Motion carried.

Respectfully submitted,

Lila M. Mueller  
Village Clerk-Treasurer