

General Government and Finance Committee – March 22, 2010 (Amended)

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, N.A. (Belgium Office), and Belgium Hardware and Beverage.

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

The meeting was called to order at 7:00 p.m. by President Kowalkowski. In attendance was *Trustee Ronald Weyker*. One seat remains vacant on this committee. Also in attendance were Frank Mayer – Building Inspector, Daniel E. Birenbaum – DPW & Water Superintendent, Jamie L. Cecil – Treasurer/Deputy Clerk, Jeffery Thiel, Atty. Gerald H. Antoine (7:06 p.m.)

Open Meeting Law Compliance Check:

This meeting is in compliance.

Pledge to Flag, Moment of Silence:

A motion was made by President Kowalkowski and seconded by Trustee Weyker to move to item 8) c) Performance appraisal/360 review process. This is to take place every six (6) months by employees. President Kowalkowski is to email a form to Trustee Weyker. Reviews are to take place on June 1 and December 1 annually.

Atty. Gerald Antoine entered the meeting (7:06 p.m.)

Approval of Minutes – February 24, 2010:

A motion was made by President Kowalkowski and seconded by Trustee Weyker to approve the minutes of February 24, 2010 as written. The General Government and Finance Committee was polled: ayes – Kowalkowski, Weyker; noes - none; abstain - none. Motion carried.

Announcement of Closed Session:

There will be a closed session during this meeting.

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:

- Closed Session. A motion was made by President Kowalkowski and seconded by Trustee Weyker to convene to Closed Session at 7:08 p.m. per WI Stats. 19.85 (1)(c) relative to

compensation and performance evaluation. The General Government and Finance Committee was polled: ayes – Kowalkowski, Weyker; noes – none; abstain – none. Motion carried.

- The Village Board reconvened to open session at 8:28 p.m.
- Road concern (meeting schedule). Concern was expressed that committee meetings did not have a set date. The General Government and Finance will be the fourth Monday and the Sewer and Water Committee will be the first Monday of the month
- Capital Plan Up-date. The Capital Projects Plan was reviewed. A motion was made by President Kowalkowski and seconded by Trustee Weyker to recommend to the Village Board the five (5) year Capital Plan Improvement Projects as amended with no borrowing until 2013. The General Government and Finance Committee was polled: ayes – Kowalkowski, Weyker; noes – none; abstain – none. Motion carried. President Kowalkowski is to speak to Daniel Birenbaum about the Gator.
- Purchasing Procedures. The field needs to bring more through the office for discounts. Danny and Neil need to provide a vendor list. Three (3) quotations should be *obtained when feasible*. Office supplies should be obtained through the office account. We need to leverage our purchasing and obtain discounts wherever possible. Chemical purchasing was discussed.
- Building Inspector Proposal (status). Clerk/Deputy Treasurer Mueller sent out 42 solicitations to bid to qualified Building Inspectors to bid services for the Village of Belgium.
- Leave approval. President Kowalkowski indicated that employee Katie Kowalewski had request and additional time off until August 2nd. Originally she requested off until June 14th, then July 12th. A letter is to be written, that President Kowalkowski is to sign, that would indicate that she needs to return on July 12th or the General Government and Finance Committee would seek other options. Clerk/Deputy Treasurer Mueller is to check to see what policies other municipalities have enforced. Part time status for the Administrative Assistant was discussed.
- Tax Refund Intercept Program. Treasurer/Deputy Clerk, Jamie Cecil, explained this program to the committee. It was thought to be a good idea to collect funds owed the Village. A motion was made by President Kowalkowski and seconded by Trustee Weyker to recommend approval to use the Tax Refund Intercept Program. The General Government and Finance Committee was polled: ayes – Kowalkowski, Weyker; noes - none; abstain - none. Motion carried.

Adjourn:

A motion to adjourn at 9:33 p.m. was made by President Kowalkowski and seconded by Trustee Weyker. The General Government and Finance Committee was polled: ayes – Kowalkowski, Weyker; noes – none ; abstain - none. Motion carried.

Respectfully submitted,

Lila M. Mueller, CMC
Village Clerk/Deputy Treasurer