

Finance and Personnel Committee
October 5, 2015

Call to Order: The meeting was called to order at 5:30 pm by President Richard Howells.

Roll Call of Officers: Officers present were President Richard Howells and Trustee Dale Pfeifer. Trustee Clem Gottsacker was absent. A quorum was established. Also in attendance were DPW Director Daniel Birenbaum, Wastewater Superintendent Paul Bley, Treasurer Kelly Brinkman, Clerk Kaity Olsen, and DPW employee Pat Wester.

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

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

Approval of Minutes:

- **Finance and Personnel – September 16, 2015** – A motion was made by Howells and seconded by Pfeifer to approve the Finance and Personnel minutes of September 16, 2015. Ayes – Howells, Pfeifer; Noes – none; Abstain – none. Motion carried.

Agenda Items:

- **Closed Session:**
 - A motion was made by Pfeifer and seconded by Howells to convene to closed session at 5:32 pm per §19.85 (1) (c) – for the purpose of conducting performance evaluations of all Village of Belgium Department Heads. The trustees were polled: Ayes – Howells and Pfeifer, noes – none, abstain – none. Motion carried.
 - The committee reconvened to open session at 8:15 pm.
 - Actions: The committee evaluated all four department heads.
- **Review and Possible Action Regarding Assessor Proposals** – The Village received further quotes from Grota Appraisals and Associated Appraisal Consultants for completing a 20% walk through of the entire Village every year. Both quotes were fairly close but Grota offered more services with this cost. Trustee Gottsacker had checked the references for Grota and the Municipalities that work with them have been extremely happy with the service they provide. A motion was made by Howells and seconded by Pfeifer to recommend to the Village Board Grota Appraisals and our new assessors starting in January of 2016. Ayes – Howells and Pfeifer, noes – none, abstain – none. Motion carried. A motion was made by Howells and seconded by Pfeifer to recommend to the Village Board to have the assessment company perform 20% walk through of the entire Village on a yearly basis. Ayes – Howells and Pfeifer, noes – none, abstain – none. Motion carried.
- **Review of Cell Phone Policy and Reimbursement Policy for Non Village Issued Cell Phones** – The use of cell phones for Village business has increased over the past few years and currently there are two Department of Public Works employees that are using their personal cell phones for Village business. If we were to reimburse the employees for the use of their personal cell phones, those cell phones would then be subject to the open records law and if something were to happen to the phone the employee would be responsible for any damage. Howells would like to recommend that the Village provide smart phones for those DPW employees that do not have a Village cell phone. The cell phone policy will have to be rewritten as well for the handbook. A motion was made by Howells and seconded by Pfeifer to recommend to the Village Board the purchase of two additional smart phones for the DPW employees. Ayes – Howells and Pfeifer, noes – none, abstain – none. Motion carried.

Motion to Adjourn: A motion was made by Howells and seconded by Pfeifer to adjourn at 8:35 pm. Ayes – Howells, Pfeifer; Noes – none; Abstain – none. Motion carried.

Respectfully submitted,

Kaity Olsen
Village Clerk

Minutes Approved by Finance & Personnel Committee on 12/22/2015