

Joint Public Safety & Finance and Personnel Committee

February 4, 2016

Call to Order: The meeting was called to order at 6:58pm by Public Safety Committee Chairperson Andy Ohlson.

Roll Call of Officers: Present from the Public Safety Committee were Chairperson Andy Ohlson and Trustee Wayne Lambrecht. Present from the Finance & Personnel Committee were Chairperson Vickie Boehnlein, and Trustee Clem Gottsacker. Absent from both committees was Trustee Dale Pfeifer. Also in attendance were Village Clerk Julie Lesar, and Deputy Clerk/Treasurer Kelly Brinkman. 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 of Allegiance to the American Flag, Moment of Silence: All in attendance stood for the Pledge of Allegiance and moment of silence.

Agenda Items:

- a. **Review Salary of Village Marshal Position** – Public Safety Committee Chair Andy Ohlson reported that after last week's Public Safety meeting, Village Marshal Jeff Burris resigned. In addition to the need to discuss filling the marshal position, the need to put consideration into the compensation for the position, and whether it is appropriate, also exists. Currently the Marshal salary is at \$3,250.00 per year for a minimum of 4.0 hours per week. The concern during the last interview process for the position, the applicants were put off by the compensation. The Marshal's salary has been at \$3,250.00/yr. for only a short time. Ohlson continued to say that he doesn't know what the correct amount is, but thought it should be discussed if applicants feel it's not enough.

Boehnlein remarked that she believes part of the problem was that the applicants didn't know that the position was a very part-time position at 4.0 hours per week. The village is required by law to have a marshal, but village residents have chosen not to have their own police force due to cost.

Ohlson noted that the one resource we have regarding what the salary should be, is from what people are telling the committee it should be. Lambrecht explained that he spoke with former Village Marshal Steve Footit to get his thoughts about the job itself, the pay, amount of time needed to be put in, expectations of the marshal, and what he believes it would take to get a qualified candidate with some law enforcement experience to come and stay for an extended period of time. Basically he felt that the expectations of the position and amount of time required to do the job properly are higher than what the village can pay. A number of those at the board table verified that former Marshal Footit put in far more than 4 hours per week. Lambrecht continued to report that although the position doesn't require it, Footit was unable to turn the marshal phone off and let it go to voicemail. His work ethic is to take the calls and address the issues immediately. Additionally, after taxes, Footit cleared just under \$200.00 per month. With a full-time job and kids, it wasn't worth the time away from family. Footit had added that someone outside of the community would not be vested in the position like someone from the Village of Belgium would be. So Lambrecht thought it would be beneficial if the verbiage of "village residency is preferred but not required" could be put in the job ad. Moreover, Footit thought the ideal candidate for the position would be someone who has recently retired who has the time and experience to make sound decisions and knows how to speak with people and handle difficult situations. Lambrecht added in his opinion, that if the Marshal's salary is increased, that the Deputy Marshal's salary wouldn't need to be changed. For as much time as Anzia puts in, the Marshal has significantly more of responsibility and burden to bear.

Boehnlein asked if both the Marshal and Deputy Marshal have a phone, and what determines which one gets the calls. Brinkman confirmed that each one has their own phone, and residents call which one they want. Lambrecht's feeling is that the marshal receives most of the calls, and Brinkman agreed that if she had a problem, she would go directly to the marshal. Boehnlein reported that initially there was only one phone so that the marshal and deputy marshal would take turns being on call each week. However, Anzia and Footit felt that it was a hindrance to swap the phone back and forth. It was her feeling that it was partially Footit's work personality and partially a misunderstanding from the time he was hired; but there's absolutely no reason why the marshal would need to answer phone ever. All are non-emergency calls, and the board only asks that they return the calls in a timely manner. We either need to completely revamp the position and expectations or we need to make it clearer what is currently

expected.

Lambrech commented that if the expectations are raised, the salary would need to be commensurate. The biggest thing would be to find someone for the Marshal position who knows how to talk with people, has the time, and is willing to put the time in. Lambrecht also reached out to another law enforcement officer who lives in the village and was interested in the position at one time, but he's no longer interested.

Boehnlein pointed out that if a drastic change is made, it would impact the budget. Her concern, looking back a few marshals ago, is there was an issue, and the expectations and pay can be raised, but we're not necessarily going to get that return. Lambrecht feels that is where having a village resident would make an impact, because a resident would at least be vested in the community, and it's more than a pay check. With the number of law enforcement officers in the village, we may be lucky and have one apply. They, in his opinion, are the best candidates because they know how to deal with these type of situations; they have the experience, they know how to talk to people and it's second nature. Someone right out of college would most likely be overeager wanting to write tickets, and there would be a lot of complaints.

Ohlson referred back to Boehnlein having mentioned revamping the positions and asked if there was a sense that the Deputy Marshal was doing everything he can today, or if there was capacity for more? He questioned if a Marshal who knows how to delegate to the Deputy Marshal would be needed if it gets to be too much. And it had already been agreed upon that the phone doesn't need to be on all the time.

Lambrech responded that he believes they worked well together. Boehnlein clarified that former Marshal Steve and Deputy Marshal Leon worked well together; Steve was fabulous. She continued to say that she may be wrong about this, but Leon puts in the hours, and isn't necessarily super aggressive. He does patrol, is more than willing to give warnings or write tickets as needed, and is willing to talk to people. It appears to her that he doesn't want the responsibility to oversee and verify everything is followed up on properly, which is the management side of it. For this reason the Marshal is paid more. Gottsacker confirmed that indeed Leon has said repeatedly that he doesn't want the position. Boehnlein added that if the village gets a complaint and informs Leon that it's a violation, he'll go out and deal with it. He's not out there actively recognizing ordinance violations. Gottsacker noted that the ordinance book is very thick. Brinkman informed the committee that after the former Marshal turned in his equipment, she put it away in the Marshals' office cupboard. While doing so she found two binders containing selected ordinances for the Marshals listing commonly violated ordinances by subject, therefore they are not expected to know every ordinance. Boehnlein explained that if Leon were to be instructed on what to address, he'd do so. He follows through, but isn't going to take the initiative to just look into the ordinances. The board always agreed their goal isn't to penalize residents, but to keep order. If there is a resident blatantly violating ordinances after receiving warnings, then it's time to go from warning to citation.

Gottsacker reported that Leon brought up that he's been doing his job on his own for some time now, and that in his opinion if there is no snow for quite a few days, he doesn't issue a ticket for parking overnight as outlined in village ordinances. He asked the committees what their thoughts were on that. Lambrecht stated that he believes it's ridiculous to ticket cars when there's been no snow for weeks on end. If expecting snow, it would be prudent to ticket, but that is what a Marshal has to be able to assess and decide; when it is appropriate to enforce. Boehnlein concurred with Lambrecht and expressed that she views that as a discretion we'd expect from a good Marshal. The DPW staff has been given authority to ticket parking violators while plowing, which is the most critical point. There is the issue of wanting to prevent such a problem from occurring, but once the village really started working on the parking problem, it got a lot better. She further doesn't like to micromanage people's jobs. Unless complaints are being received from the DPW staff while plowing, it should be for the Marshal to use his or her judgment on how to best handle it.

Lambrech commented that it was former Marshal Footit's suggestion that the Marshal's take-home salary clear \$300.00 per month, which would be approximately \$5,500 - \$6,000 per year. If the right candidate were to apply, such a salary could be considered. Boehnlein queried if the Marshal's salary was set into ordinance like board meeting pay, or if the salary can be determined by the board? Brinkman reported that the salary is set by the board. If required to attend meetings, then they would have to be paid on the same scale as everyone else.

Lambrech added that he thought the Marshals should be required to attend board meetings to report to

the board like former Marshal Footit had done. Boehnlein affirmed that it is currently required that one of them be present at each Village Board Meeting. However, it appeared that the prior Marshal took advantage of the fact that Leon would be there. Lambrecht thought it peculiar that the Marshal wouldn't want to attend meetings, as it adds approximately \$500.00 - \$600.00 to annual pay.

Boehnlein thought the idea of recommending a salary range to be based on a candidate's qualifications was best. If there is a candidate with potential to bring much more to the Marshal position, the option to offer a higher salary would be available. It's her feeling that with the job requirements and numbers of hours expected, it's a fair wage. However, if hiring someone who puts more into it such as former Marshal Footit, a greater salary would be wise. Lambrecht interjected that for Footit, it was less about the number of hours versus carrying the Marshal phone 24/7. Boehnlein replied that the phone issue can be dealt with. Calls for the Marshal could be routed to one or the other phone every other week. Brinkman reported that the phone system at Village Hall, to which there is an extension in the Marshal's Office, can forward calls to a cell phone when they're not in the office. If the official number to call was made to be the Marshal's Office, the system could be set to forward incoming calls to the Marshal one week and the Deputy Marshal the following. Boehnlein remarked that she found out that any phone message left at the Village Hall can also be automatically put into a sound file and sent to via email. We could feasibly have the Marshals not carry a phone at all, have all calls go to the Marshal's office, and then auto-forward to them via email. The main goal is to make sure residents don't have to wait 2 weeks to hear back from the Marshal's office. As long as one of the Marshals is responsible for responding to residents within the week, the Marshal can set the rotation schedule. For a salary of \$2,500.00 to \$3,500.00 per year, they were never expected to deal with it every day.

Lambrecht informed the committee that the issue they'll encounter with law enforcement officers is that if it's their week to be on duty, they can't just let the phone sit because they are trained to address situations immediately; they're problem solvers. It's a different mentality, and it's often more stressful for them to turn the phone off and let a message sit, than it is to leave it on and address it as soon as they can. Boehnlein inquired if it would be helpful to the Marshal to know that the week's calls are being handled by the Deputy Marshal? Lambrecht responded that if they have a solid working relationship and the Marshal is confident the Deputy Marshal will address the issue.

Brinkman asked Lambrecht if formal Marshal Footit felt 4 hours per week was sufficient to accomplish responsibilities of the position. Lambrecht answered that Footit talked about it more in terms of responsibility versus compensation and having the phone. Boehnlein expressed that she felt if the committee were able to find a workable solution, a couple of which were discussed, she didn't think that they'd even need to have a phone. Ohlson thought it best to tailor it to the candidate and how they want to handle it. Lambrecht agreed; and expressed that we could have a retiree who has the time and desire to work all day. If we get the right candidate, they'll do a lot with the position. It was his belief that we should consider raising the salary and having a range. He'd also like to see the "part-time" notation in the job ad changed to clarify the number of hours, and add verbiage stating that a resident is preferred but not required. The committee agreed to add a notation of (4-5 hours/week) after "part-time" in the job ad.

Boehnlein noted that we may have to cut some spending to cover the \$1,500.00 to \$3,500.00 difference between the new wage ranges versus the set budgeted 2016 wages. There is room for flexibility in the budget. Lambrecht inquired if for example, the new Marshal were to start at \$4,750.00 per year, do we review the Marshal like the full-time staff, build in pay increases, do we have pay steps, or how is it decided what their pay increase is to be? Brinkman interjected that one of the reasons she added the Village Marshal Position Summary & Job Responsibilities form to the packet, is because the very last sentence reads "The Marshal will receive an annual review by the chairperson of the Public Safety Committee. This review will be reported to the Village Board." Boehnlein conveyed that Trustee Jason Acevedo did it in the past, and 2015 it would've been her. However, there was a huge shift in staffing at Village Hall during that time, so it got neglected. She took full responsibility for the omission.

A motion was made by Ohlson and seconded by Lambrecht to recommend to the Village Board setting a salary range of \$4,000 to \$5,000 per year plus meeting pay for the Village Marshal position, and a range on the Deputy Marshal position of \$3,500 to \$4,500 per year plus meeting pay. Ayes – Ohlson, Lambrecht, Boehnlein, Gottsacker; Noes – none; Abstain – none. Motion carried.

- b. Approve Publishing Employment Ad for New Village Marshal** – Ohlson noted that there were some wording changes to the ad to be made prior to board approval. Lambrecht inquired if an application deadline date would be listed as well. The committee agreed to set the deadline date to

February 29th which would be 3 weeks of publishing it in the Ozaukee Press. If needed, they would extend the deadline into March. A motion was made by Ohlson and seconded by Boehnlein to add verbiage “village residency is preferred but not required” and 4-5 hours per week after “Part-time” in the ad, along with an application deadline of 5:00pm on February 29th, 2016. Ayes – Ohlson, Lambrecht, Boehnlein, Gottsacker; Noes – none; Abstain – none. Motion carried.

- c. Review Meeting Pay Rate for Plan Commission Members** – Ohlson questioned if the Public Safety Committee members need to be involved with item c. Boehnlein replied that since it's a joint meeting, the Public Safety Committee members are entitled to vote should they wish. She explained that rather than calling a second meeting and incurring more cost, she thought it would be more efficient to get it all done in one meeting. Boehnlein then continued that she was not aware when meeting pay was changed years ago, that the Plan Commissions' was not. The Village has had a chronic problem filling Plan Commission seats of late, and it's her thought that \$20.00 per meeting isn't sufficient incentive for citizens to take time out of their schedules to come to the monthly meetings. Additionally, even though we have a less than full Plan Commission, they keep running into problems getting a quorum of 4 members to appear at each meeting. Boehnlein thought it may be beneficial to increase their salary in line with all other committees. As law doesn't allow elected officials to raise their pay in any way mid-term, trustee commission member Gottsacker's meeting pay wouldn't increase until or if he's reelected in April, and Boehnlein's wouldn't increase until or if she's reelected in April 2017. However, citizen members' pay can be raised immediately.

Lambrecht said he thought people do it because they want to, but didn't realize it was \$20 per meeting. Boehnlein agreed saying that she doesn't think anyone does it for the money. But she also thinks, especially if people have kids or are involved in other activities, knowing there's an incentive makes a difference in people showing up for meetings or whether they're willing to set aside an hour of their personal time to attend a meeting approximately 10 time per year. Lambrecht questioned if they approve building permits and if they will be intimately involved with the Main Street Project at all. Boehnlein informed the committee that they deal mostly with zoning and land use, land plats, and making recommendations to the Board regarding aesthetics of proposed houses and businesses. Lambrecht then asked if we know what other Plan Commissions make, to which Boehnlein reported that we do not at this point. Lambrecht expressed that he thought there's no reason the Plan Commission shouldn't be making what is made for a committee meeting. Brinkman reported that the committees are all sub-units of the Village Board, and the Plan Commission is a sub-unit of that board as well. Gottsacker stated that he would recommend \$40 per meeting as it is what the village's committees make, and the Plan Commission is kind of a committee. A motion was made by Gottsacker and seconded by Boehnlein to recommend to the Village Board to raise the meeting pay for Plan Commission members from \$20 per meeting to \$40 per meeting. Ayes – Ohlson, Lambrecht, Boehnlein, Gottsacker; Noes – none; Abstain – none. Motion carried.

- d. Approval to Purchase ¼ Page Ad in Ozaukee County Tourism Guide Together with Belgium Chamber of Commerce – Budgeted** – Boehnlein informed the committee that for the last two years, the village paid for half of a ¼ page ad in the Ozaukee County Tourism Guide with the Belgium Area Chamber of Commerce, for which we used room tax funds. The cost of a ¼ page ad is \$895.00, so the Village's portion would be \$447.50. A motion was made by Boehnlein and seconded by Ohlson to approve recommending to the full board paying for half of a ¼ page gold sponsor ad at \$447.50 to be paid from room tax funds. Ayes – Ohlson, Lambrecht, Boehnlein, Gottsacker; Noes – none; Abstain – none. Motion carried.

Motion to Adjourn: A motion to adjourn at 8:01pm was made by and seconded by. Ayes – Ohlson, Lambrecht, Boehnlein, Gottsacker; Noes – none; Abstain – none. Motion carried.

Respectfully submitted,

Kelly Brinkman
Treasurer/Deputy Clerk

Approved joint Public Safety Finance & Personnel Committee meeting 4/26/2016