

Village of Belgium Public Safety
Monday, October 31, 2016
6:00 pm

Call to Order: The meeting was called to order at 6:00pm by Committee Chairperson, Gail Kowalkowski.

Call of Officers: Officers present were: Trustees Pete Anzia, and Gail Kowalkowski. A quorum was established. Also in attendance was Clerk Julie Lesar.

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.

5) Agenda Items

- a. **Approve meeting minutes - September 19, 2016:** Anzia made a motion to approve the minutes from September 19, 2016. Motion was seconded by Kowalkowski. Ayes – Anzia, Kowalkowski; noes – none; abstain – none. Motion carried.
- b. **Review and complete 2017 Budget for Public Safety:** Kowalkowski made a motion to approve the Public Safety budget as presented and ready for review at the Committee as Whole. Motion was seconded by Anzia. Ayes – Anzia, Kowalkowski; noes – none; abstain – none. Motion carried.
- c. **Review Marshal/Deputy Marshal job descriptions and make possible recommendation for revision to Village Board:** Three versions of the Marshal and Deputy Marshal job descriptions were reviewed. Version 1, Version 2, and Version 3. Kowalkowski suggested that version 1 from both Marshal and Deputy Marshal be excluded from the revision process. The Marshal and Deputy Marshal Version 1 and 2 will be consolidated into one document with the following additions: specify that if a personal vehicle is used for Village patrol a mileage reimbursement form may be submitted, cell phone voice mail greeting will convey a message that a response will be given within 24 hours of any message left by a resident. One general e-mail account will be setup for both Marshal and Deputy Marshal to access to respond to complaints. This e-mail will be checked daily. The Marshal will communicate with the Village Fire Chief regarding coverage needed at community-wide events. Village Marshal will attend all Village Board meetings. If he is unable to attend the Deputy Marshal should be contacted to attend. Both the Village Marshal and Deputy Marshal are required to attend Public Safety Committee meetings. Annual review will take place in January and completed by March of that same year. Kowalkowski made a motion to revise the Marshal and Deputy Marshal job descriptions as reviewed and to present the information for approval to the Village Board. Motion was seconded by Anzia. Ayes – Anzia, Kowalkowski; noes – none; abstain – none. Motion carried.
- d. **Discuss and review Village Complain form:** per discussion regarding the job description: one e-mail account will be setup for both Marshal and Deputy Marshal to access to address complaints submitted by residents. Meeting agendas will communicate with this e-mail.
- e. **Discuss and review Village Marshal Report requirements for meetings:** Kowalkowski restated that the Marshal is required to attend all Village Board Meetings and that both Marshal and Deputy Marshal are required to attend Public Safety meetings.

Motion to Adjourn: A motion to adjourn at 6:35 pm was made by Kowalkowski and seconded by Anzia. Ayes – Anzia, Kowalkowski, Noes – none; Abstain – none. Motion carried.

Respectfully submitted,

Julie D. Lesar
Village Clerk
Approved Village Board Meeting 12-12-2016