

**Public Safety Committee**  
**May 14, 2016**

**Call to Order:** The meeting was called to order at 8:00 am by Public Safety Chairman, Gail Kowalkowski.

**Roll Call of Officers:** Officers present were Trustees Gail Kowalkowski, Pete Anzia, and Dale Pfeifer. A quorum was established. Also in attendance were Village Clerk, Julie Lesar, and Village Deputy Marshal Leon Anzia. Lesar left the meeting at 8:25 am.

**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:**

- **Establish protocol of response to citizen complaint.** Kowalkowski explained that currently there is not an establish protocol in place if a citizen has a complaint. Recently a complaint was submitted to the Village Office by a resident. Background information was gathered by the Clerk and due to the nature of the complaint; it was forwarded to the Village Attorney. The Public Safety Committee would like to revise the complaint form/process to formally state that all complaints go directly to the Village Marshal/Deputy Marshal as the first step of documentation. Kowalkowski made the motion to recommend revising the current Complaint Form to state that a violation of village ordinance is routed to the Village Marshal/Deputy Marshal. Also add to the complaint form a section to note a resolution by Village Marshal/Deputy Marshal. Motion was seconded by Pfeifer. Ayes – Kowalkowski, P. Anzia, Pfeifer; Noes – none; Abstain – none. Motion carried
- **Discuss response to citizen complaint of ordinance violation.** Kowalkowski explained that a citizen complaint was received regarding a sex offender violation. The complaint was reviewed by the Village Attorney. It was found that there was not a violation of the village ordinance as written. Kowalkowski made a motion to have the Village Attorney respond in writing to the complainant regarding complaint form received May 4, 2016 regarding ordinance violation. Motion seconded by P. Anzia. Ayes – Kowalkowski, P. Anzia, Pfeifer; Noes – none; Abstain – none. Motion carried
- **Review/update job description of village/deputy marshal.** Kowalkowski explained that the Village currently has three versions describing these duties. One set of documents was officially approved by Village Board on December 10, 2012. And one is a draft that was completed February 4, 2016. Kowalkowski asked Deputy Village Marshal Leon Anzia for his input. He stated that he has never seen any of these documents. Most of his training was received from former Village Marshal, Steve Footit. After reviewing the job duties document, L. Anzia state that he currently is completing the duties stated in the job description documents. He agreed that the document accurately reflects the position of Marshal/Deputy Marshal. L. Anzia added that there are some ordinance violations that he would not feel comfortable addressing. Kowalkowski pointed out that per Village Ordinance: § 55-5 Village Marshal, it is stated that "The Marshall, at all times, maintain the peace, dignity and good order of the Village and protect the public welfare of the community and its citizens and all persons therein in accordance with this and the laws of the State of Wisconsin and County of Ozaukee and ordinances of the Village of Belgium." L. Anzia stated that he would not feel comfortable having to approach someone that is in violation of the sex offender ordinance and having to ask them to leave their place of residence. He is not properly trained to handle this type of situation. Kowalkowski pointed out that the committee should establish whether or not it should be a requirement of the Village/Deputy Marshals to enforce all village ordinances. Pfeifer suggested these situations be referred to Ozaukee County Sherriff. Kowalkowski suggested getting clarification regarding how this type of situation is handled. Kowalkowski made a motion to have Village Attorney, Gerry Antoine review the Village ordinance to clarify which ordinances should be directly addressed by the Village Marshal or Deputy Village Marshal. Motion was seconded by P. Anzia. Ayes – Kowalkowski, P. Anzia, Pfeifer; Noes – none; Abstain – none. Motion carried.
- **Consider/Discuss sharing Sheriff's report with the Village Marshal -** Kowalkowski explained that currently the Village Board receives a copy of the monthly Ozaukee County Sheriff's report. She stated that this report would be a good tool for the Marshal/Deputy Marshal to have access to. She pointed out that in the month of April there were three service calls of concern to one address. It would be helpful for the Marshal to be aware of this type of activity. Kowalkowski made a motion to have the Ozaukee County Sherriff's

Report provided to the Marshal's Office each month. Motion seconded by P. Anzia. Ayes – Kowalkowski, P. Anzia, Pfeifer; Noes – none; Abstain – none. Motion carried.

- **Establish performance review for Marshal's office.** Kowalkowski read Ordinance § 55-5 Village Marshal.

*"The Village of Belgium hereby elects that the portion of § 61.19, Wis. Stats., relating to the election of a Village Marshal/Constable, and any other portions of the Wisconsin Statutes relating to election of a Village Marshal, shall not apply to the Village of Belgium."* Kowalkowski clarified that the Village appoints the Marshal.

*"The Village Marshal shall be appointed by the Village Board for a definite term or for an indefinite period, as the Village Board may decide. The Village Board may terminate any person so appointed for any cause determined sufficient by the Village Board. The Village Marshal shall receive such compensation as the Village Board may determine, and he/she shall assume responsibility for such deputies as may be appointed to assist him/her."*

*Duties: The Village Marshal shall have those duties and powers as provided in § 61.28, Wis. Stats., and as directed from time to time by the Village Board."* Kowalkowski pointed out that the Safety Committee will be recommending having the Village Attorney review these duties.

*"The Marshal shall, at all times, maintain the peace, dignity and good order of the Village and protect the public welfare of the community and its citizens and all persons therein in accordance with this chapter and the laws of the State of Wisconsin and County of Ozaukee and the ordinances of the Village of Belgium."* Kowalkowski asked L. Anzia if the current performance review addresses these duties he is entrusted to enforce. L. Anzia agreed that everything currently stated is accurate. She also inquired if he had ever had a performance review; L. Anzia replied that he did not. Kowalkowski would like to develop a performance review that is more in line with the duties for the Village/Deputy Marshal. Pfeifer stated that they, (Safety Committee) have never given performance reviews to the Village/Deputy Marshal. Kowalkowski stated that the newly hired Village Marshal will have a sixth month performance review upon hire, so this will need to be done. The committee agreed to table this agenda item until a later date.

- **Discuss training of new village marshal and input from Deputy Village Marshal** – Kowalkowski asked L. Anzia what he would like to see as far as training procedure. L. Anzia briefly reviewed the procedures he is currently following: making a presence in the Village during the morning school bus route and enforcing the winter parking ordinance. Kowalkowski asked how he was trained by Steve Footit, former Marshal. L. Anzia replied that he did a ride-along and he agreed to do a ride-along with the new Marshal in order to show him what will need to be done on patrol. There was further discussion of typical complaints, parking violations, and other ordinance violations in the past. It was stated that a work scheduled was provided by the Village Marshal to patrol parking during the winter months. No action was taken at this time.
- **Motion to Adjourn:** A motion was made by Kowalkowski and seconded by P. Anzia to adjourn at 8:47 am. . Ayes – Kowalkowski, P Anzia, Pfeifer; Noes – none; Abstain – none. Motion carried

Respectfully submitted,



Julie D. Lesar  
Clerk/Deputy Treasurer  
Approved joint Public Safety & Public Services Committee Meeting