

Tree Committee

April 1, 2015

Call to Order: The meeting was called to order at 7:10 pm by President Richard Howells.

Roll Call of Officers: Officers present were President Richard Howells and member Tom Peterik. Member Don Gotcher was absent. 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.

Approval of Minutes – March 4, 2015 – A motion was made by Howells and seconded by Peterik to approve the minutes from March 4, 2015. Ayes – Howells and Peterik, noes – none, abstain – none. Motion carried.

Agenda Items:

- a. **Tree Committee Document Management Project** – Peterik presented his draft of the Tree Committee document management project. The purpose of the project is to identify our current methods of document retention as well as identify where there are shortfalls. Currently the Village does not have a document retention tool to use with our computer software. There is a lack of continuity as board members change and there is also a lack of office staff available to manage a document retention program. The documents that were kept previously were limited and the accuracy of those documents is questionable. There was discussion regarding the retention and accessibility of electronic records. Howells mentioned that the tree committee needs to develop an outline for tree plantings so there is a document to retain. There was discussion regarding revisions and permanent files in electronic format. Howells commented that everything from the current administration is kept in electronic format. Peterik would like to know how the staff keeps track of future events. There was discussion regarding future purchasing of software programs to manage documents electronically.
- b. **EAB Project Street Tree Map** – Peterik contacted the Ozaukee Land Information Department and had them develop a couple of maps for the Village of Belgium. One map has street addresses listed on the properties and the other map has tax id numbers listed on the properties. Currently the maps are in 36" x 36" size. Howells would like to see them in a 48" x 48" size to allow us to see the addresses and tax id numbers better. Peterik will talk to Dan Birenbaum to see if he would like any copies. The county will provide one free gloss paper map but any others will cost us. The committee will show these to other office staff members to see if they want any copies or have any suggestions.

Motion to Adjourn: A motion to adjourn at 8:36 pm was made by Howells and seconded by Peterik. Ayes – Howells and Peterik, noes – none, abstain – none. Motion carried.

Respectfully submitted,

Kaity Olsen
Village Clerk

Approved by Tree Committee 05/06/15