

VILLAGE OF OREGON
SPECIAL PERSONNEL, PUBLIC SAFETY & PROTECTION
COMMITTEE MEETING
Monday, May 18, 2009
5:15 p.m.

Note Meeting Time

Village of Oregon
117 Spring Street
Oregon, WI 53575
Lower Level

1. Call to order
2. Roll call
3. Approval of Minutes
 - a) Regular meeting 1/26/09
 - b) FYI – February, March and April meetings cancelled
4. Public Appearances
 - a) Greg S. Gallmeier - Appeal denial of operator's license to serve fermented malt beverages and intoxicating liquor
 - b) Discussion re: Village Ordinance 9.07 Loud and Unnecessary Noise Prohibited – Hans Noeldner
5. Communications and Miscellaneous Business
 - a) Discussion and Possible Recommendation to Village Board to Rescind Ordinance #93-05 Creating a Procedure for Annual Review and Evaluation of Village Department Heads
 - b) Discussion and Possible Recommendation to Village Board re: Annual Renewal of Liquor Licenses
 - c) Distribution of Sample Public Officials' Handbook
 - d) Update on status of revising Employee Handbook
 - e) Discussion and Possible Recommendation to Village Board regarding Approval of Permit for Oregon Chamber of Commerce to be present in the fenced swimming pool area after posted hours for Summer Fest Event (Section 9.18(2) Municipal Code)
 - f) FYI - Class B Picnic License for Beer for Summer Fest Event Issued – Event Dates June 25th through June 28th
 - g) Discussion of Scheduling July Personnel Meeting
6. Police Chief's Report
 - a) Monthly Statistic Reports
 - b) Monthly Report on Serving as Interim Police Chief in Brooklyn
 - c) Status of 523 Janesville Street Garage and Property Clean-Up
 - d) Implementation of Neighborhood Watch Program

- e) Correspondence from Department of Transportation regarding approval of Highway Safety Funding regarding alcohol compliance checks
 - f) Enforcement of Bicycle Licenses
 - g) Update on Canine Fund Raising
7. Unfinished Business
- a) None
8. New Business
- a) FYI – Summary Activity Report from MacNeil Environmental, Inc. for Annual Safety Report
9. Future Assignments
- a) Inventory of Village Radios to be Replaced due to Dane County Upgrading System
 - b) Discussion of Village Board’s Involvement in Resignations and Advertising of Positions
 - c) Reviewing Ordinance Governing Village Administrator's Authority regarding Personnel Matters
 - d) Career Related Development Policy
 - e) Revision of Employee Handbook to include:
 - 1) Review of FMLA Policy
 - 2) Development of Time Off Policy for Employees who become fulltime
 - 3) Discussion of Establishing a New Policy to Regulate Out-of-State Travel for Training and Conferences
 - 4) Developing Policy to Reimburse Village Employees for Health Insurance Costs after Employee Initially Declined Coverage
 - f) Municipal Facilities Building Usage Policy and Community Room Rules
 - g) Discussion adopting policy similar to State’s Vacation Escrow Plan
 - h) Status of Establishing Employee Assistance Program
 - i) Update regarding Offer of Donation for Police Canine

Committee Members: Chair: Eric Poole; Phil Harms; Jerry Bollig

Notice is hereby given that a majority of the Village Board of the Village of Oregon is expected to be present at the special meeting of the Special Personnel, Public Safety and Protection Committee meeting scheduled for May 18, 2009 to gather information about subjects over which they have decision-making responsibility. This constitutes a meeting of the Village Board of the Village of Oregon pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such although the Village Board will not take any formal action at this meeting.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the Village Clerk at (608) 835-3118, 117 Spring Street, Oregon, Wisconsin, at least twenty-four hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

1. CALL TO ORDER. Chair Poole called the special Personnel, Public Safety & Protection Committee meeting to order at 5:00 p.m.
2. ROLL CALL. Present: Jerry Bollig arriving at 5:11 p.m., Eric Poole, and Phil Harms. Also present: President Steve Staton, Administrator Mike Gracz, Village Attorney Matt Dregne arriving at 5:05 p.m., Police Chief Doug Pettit, Trustee Randy Way, and Clerk Assistant Peggy Haag. Arriving later: Trustee Jon Lourigan at 5:10 p.m., and Trustee Darlene Groenier.
3. APPROVAL OF MINUTES.
Harms moved to approve the minutes of the meeting of October 27, 2008. Second by Poole. Motion carried 2-0.
Harms moved to approve the minutes of the meeting of December 22, 2008. Second by Poole. Motion carried 2-0.
4. PUBLIC APPEARANCES.
 - a) Discussion and Possible Recommendation to the Village Board re: Request for Liquor License – Oregon Community Sports Arena. Jeff Groenier, Chris Byrne, and Mike Johnson appeared in front of the Personnel Committee to answer questions the committee would have. This is a yearly license from July through June. Groenier stated OSCA would have four fundraisers a year. OSCA is talking to a Triple A Junior Team (an elite hockey league) interested in renting the ice. A requirement of that is to sell alcohol. They are also talking to a semi-pro adult league that would also require a liquor license. If this happens OSCA would talk to Chief Pettit and discuss how things would need to be handled. There would not be alcohol sales during youth events, just fundraisers, and other special events such as weddings or anniversaries. Harms asked about more than one event going on at a time. There was some discussion. Chief Pettit said the state wants to make sure there is a way of controlling the alcohol that remains in that area and who ever is managing the area would have to make sure nobody is leaving the area with alcohol or there is not an unsupervised youth going into the room with the alcohol. **Motion by Poole to recommend the Village Board approve liquor license for Oregon Community Sports Arena. Second by Harms 3-0. Motion carried 3-0.**
5. COMMUNICATIONS AND MISCELLANEOUS BUSINESS.
 - a) Review of Samples of Outside Employment Polices and Directing Staff to Prepare a Final Version for the February Committee Meeting. Gracz stated these are all fairly similar. Staff would probably use different sentences from different examples. Gracz will formulate and bring this back.
 - b) Update on Town of Oregon’s Use of Village’s Building Inspector – FYI Only. Mike Kleisch is still being used and at this point nothing is being formalized.
6. Police Chief’s Report
 - a) Monthly Statistic Reports including Motorcycle Use Data. There is not a report on the use of the motorcycle, but there is an invoice on the way. Chief Pettit discussed the top 10 police related calls adding to the increase in calls for service between 2007 and 2008. Traffic arrests and traffic incidents were the two largest items out of the 10,132 calls for 2008. There was discussion of other areas including operating under the influence and residential and business burglaries. Harms inquired about the first response officers who get to an accident before an EMT. Way stated it is helpful to have an officer there to in front of a house with the lights going when it is hard to find a residence.
 - b) Monthly Report on Serving as Interim Police Chief in Brooklyn. In response to a previous question, Chief Pettit does not wear a uniform in Brooklyn. Craig Sherven was working in Brooklyn prior to Bill Roberts’s retirement and Jeremy Hatfield and Matt Wagner have asked for part-time work in Brooklyn. They are working three shifts for the month of February. None of the hours they work cause over-time in Oregon. Poole asked if there has been a need for Pettit to come back to Oregon while in Brooklyn and he stated, “No”.

- c) Letter from Dane County Executive Kathleen Falk re: Request for Stimulus Package Funding for Radios. This is just an FYI.
 - d) Status of 523 Janesville Street Garage and Property Clean-Up. Initially the removal order was just for the house. Pettit asked at that time if the garage should be included and the response was just work on one thing at a time. If the Board would like the P.D. can start working on filing an order to get the garage and other debris off the lot. Poole asked to start that process and update next month.
 - e) Implementation of Neighborhood Watch Program. Jenny Leuzinger has been assigned this duty with Gerard Pehler.
7. Unfinished Business
- a) None
8. New Business
- a) None. Poole would like to have the vacant church downtown put on the agenda for next month.
9. Discussion with Village Attorney as a follow-up to Police Chief's Discussion with Committee Members regarding Supervision and Evaluation of Police Chief Position. Gracz said there is a memo Village Attorney Dregne drafted to make sure everyone is on the same page regarding the appointment of the chief, the management, who would be doing the evaluation and so forth. This is an FYI for the committee and Board.
10. The Personnel, Public Safety & Protection Committee may adjourn into closed session from time to time during the course of the meeting **pursuant to Wis. Stats. §19.85(1) (c) permitting a closed session** for considering performance evaluation data for conducting performance evaluations on the Village Administrator and Department Heads. **The Committee will adjourn the meeting from Closed Session. Motion by Harms, second by Bollig to adjourn into closed session. Poole –yes; Harms – yes; and Bollig - yes.**
11. Future Assignments
- a) Discussion and Possible Recommendation to the Village Board re: Village Ordinance 9.07 Loud and Unnecessary Noise Prohibited – Hans Noeldner
 - b) Inventory of Village Radios to be Replaced due to Dane County Upgrading System
 - c) Discussion of Village Board's Involvement in Resignations and Advertising of Positions
 - d) Reviewing Ordinance Governing Village Administrator's Authority regarding Personnel Matters
 - e) Career Related Development Policy
 - f) Review of FMLA Policy
 - g) Development of Time Off Policy for Employees who become fulltime
 - h) Municipal Facilities Building Usage Policy and Community Room Rules
 - i) Discussion of Establishing a New Policy to Regulate Out-of-State Travel for Training and Conferences
 - j) Discussion adopting policy similar to State's Vacation Escrow Plan
 - k) Status of Establishing Employee Assistance Program
 - l) Update regarding Offer of Donation for Police Canine
 - m) Developing Policy to Reimburse Village Employees for Health Insurance Costs after Employee Initially Declined Coverage
12. ADJOURNMENT. **Jerry Bollig moved to adjourn at 6:08 p.m. Second by Phil Harms. Motion carried 3-0.**

Submitted by,
Peggy S.K. Haag
Clerk Assistant III

Village of Oregon

4(a)

Georgia Johnson
Village Clerk

May 12, 2009

 **COPY**

Greg S. Gallmeier
224 Hotel St.
Brooklyn, WI 53521

Dear Mr. Gallmeier:

I am writing to you regarding your application for an "Operator's License to Serve Fermented Malt Beverages and Intoxicating Liquor". After completion of the standard police background check I have been advised by the Police Department that the application is being denied for the reason that during the search they found two active warrants in your name. I have been advised by the Police Department to deny your request and not to issue you an operator's license until you have taken care of the warrants.

You do have the right to appeal this denial to the Village's Personnel and Public Protection Committee. The next Personnel, Public Safety & Protection Committee meeting is scheduled for Monday, May 18, 2009 at 5:00 p.m. and this item will be on the agenda. If you have any questions you may contact me at 835-6282.

Very truly,



Georgia Johnson,
Village Clerk
Sent Certified/RRR

cc: Mike Gracz, Village Administrator
Doug Pettit, Police Chief

APPLICATION FOR OPERATORS LICENSE TO SERVE FERMENTED MALT BEVERAGES AND INTOXICATING LIQUOR IN THE VILLAGE OF OREGON

Application fee box with 'New' selected, fee of \$30.00, and receipt number 1027553.

Where are you [planning on] working? Hawthorns

TO THE VILLAGE CLERK OF THE VILLAGE OF OREGON, DANE COUNTY, WI

I hereby apply for a license to serve Fermented Malt Beverages and Intoxicating Liquors subject to the limitations imposed by Sections 125.32(2) and 125.68(2) of the Wisconsin Statutes...

ANSWER THE FOLLOWING QUESTIONS FULLY AND COMPLETELY. PLEASE PRINT CLEARLY

NAME OF APPLICANT: Grey S Gallmeier (First, Middle Name, Last)

ADDRESS OF APPLICANT: 224 Hotel St Brooklyn WI (Include Street, City & State)

Two previous addresses: 1) (2)

Date of Birth: 3-27-88 Social Sec. No: Drivers Lic. No: Expiration Date: 3-27-2015

Have you ever been convicted of any felony, misdemeanor or ordinance violation related to any laws of the State of Wisconsin or the United States? YES NO Date of such conviction: Name of Court: Nature of Offense:

Have you been convicted of violating any license law or ordinance regulating the sale of beverages or intoxicating liquors? YES NO Have you been convicted of any alcohol or drug related traffic offenses? YES X NO

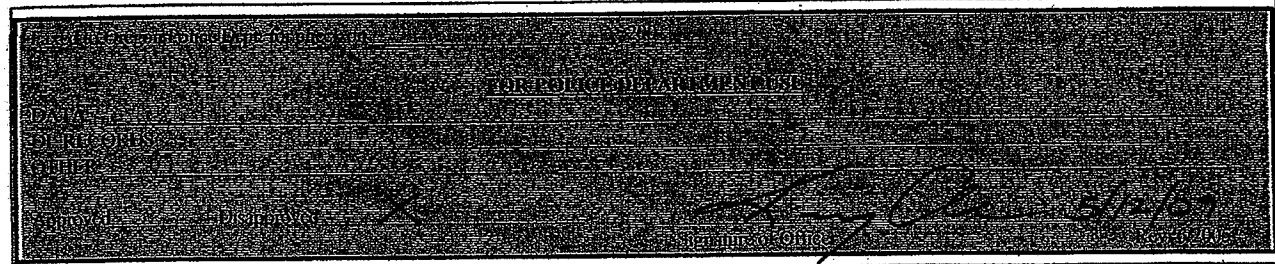
- 1. Check and attach copy of proof of successful completion of an approved Beverage Server's Training Course or; 2. Check here if you do not meet requirement 1 to apply for a 60 day provisional license and attach a copy of proof of enrollment in a approved Beverage Server's Training Course.

STATE OF WISCONSIN) COUNTY OF DANE)SS

being first duly sworn on oath says that he/she is the person who made and signed the foregoing application for an operator's license; that all the statements made by the applicant are true and correct.

Subscribed and sworn to before me this 8th day of May, 2009 Applicant's Signature

Notary Public, Dane County, WI My commission expires: 7-20-09



Denied: Gallmeier has two active arrest warrants for his arrest through Rock Co.

**APPLICATION FOR 60-DAY PROVISIONAL
(NON-RENEWABLE) LICENSE TO SELL OR SERVE
FERMENTED MALT BEVERAGE AND INTOXICATING LIQUOR
IN THE VILLAGE OF OREGON**

Fee: \$5.00
 Receipt No. 1.027553
 Date: 5/8/09

NOTE: Applicants must show proof of enrollment in a Beverage Servers Training Course or a certificate of completion from same.

I hereby apply for a license to serve or sell, from the date hereof, which shall expire 60 days after issuance or when a regular operators license as described in Section 125.17 (1) is issued (which ever occurs first) (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Sections 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereof and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me.

I hereby make this application as a supplement to my application for a Regular Two Year Operator's License dated this date and attached because:

Please check the number that applies to you.

- 1) I have not met the requirements of the Village of Oregon of either having held a Wisconsin Operator's License or completion of a Beverage Servers Training Course by a Vocational, Technical, and Adult Education District as per Section 125.17(6); OR
- 2) Waiting for records check by the Oregon Police Dept.

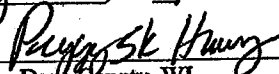
NOTE: Your license will be issued two regular business days from the date of application pending a records check by the Police Department.

STATE OF WISCONSIN)
 COUNTY OF DANE)SS

_____ being first duly sworn on oath says that I am the person who made and signed the foregoing application for an operator's license; that all the statements made by the applicant are true and correct and are a part of my sworn statement to obtain a 60-day provisional operator's license. I understand that failure to provide all required information shall be grounds for denial of this alcohol beverage license. I hereby authorize the Village of Oregon to perform a criminal background and drivers license check.


 Applicant's Signature

Subscribed and sworn to before me this 8th day
 of May, 2009


 Notary Public, Dane County, WI
 My commission expires: 7/26/09

Forward to Oregon Police Dept. for review To be approved within 2 business days from date of application Approved _____ Disapproved _____ Signature of Officer _____ Rev 6/2005

4(b)

PUBLIC PEACE AND GOOD ORDER 9.05(1)(a)

(a) A cap containing not more than one-quarter grain of explosive mixture, if the cap is used or possessed or sold for use in a device which prevents direct bodily contact with a cap when it is in place for explosion.

(b) A device designed to spray out paper confetti or streamers and which contains less than one-quarter grain of explosive mixture.

(c) A device designed to produce audible or visible effects or audible and visible effects, and that contains less than one-quarter grain of explosive mixture.

(d) A device designed primarily to burn pyrotechnic smoke-producing mixtures, at a controlled rate, and that produces audible or visible effects, or audible and visible effects.

(e) A cylindrical fountain that consists of one or more tubes and that is classified by the federal department of transportation as a Division 1.4 explosive, as defined in 49 CFR 173.50.

(f) A cone fountain that is classified by the federal department of transportation as a Division 1.4 explosive, as defined in 49 CFR 173.50.

(2) In this section, "fireworks" does not include:

(a) A toy snake which contains no mercury.

(b) A sparkler on a wire or wood stick not exceeding 36 inches in length that is designed to produce audible or visible effects or to produce audible and visible effects.

9.06 OBSTRUCTING STREETS AND SIDEWALKS PROHIBITED. No person shall stand, sit, loaf or loiter or engage in any sport or exercise on any public street, sidewalk, bridge or public ground within the Village in such manner as to prevent or obstruct the free passage of pedestrian or vehicular traffic thereon or to prevent or hinder free ingress or egress to or from any place of business or amusement, church, public hall or meeting place.

* 9.07 LOUD AND UNNECESSARY NOISE PROHIBITED. (1) GENERALLY. No person shall make or cause to be made any loud, disturbing or unnecessary sounds or noise as may tend to annoy or disturb another in or about any public street, alley or park or any private residence.

(2) OPERATION OF MOTOR VEHICLES. No person shall operate a motor vehicle so as to cause the tires thereof to squeal, the horn to blow excessively or the motor to race excessively.

9.08 LOITERING PROHIBITED. (1) LOITERING OR PROWLING. No person shall loiter or prowl in a place, at a time or in a manner not usual for law-abiding individuals under circumstances that warrant alarm for the safety of persons or property in the vicinity. Among the circumstances which may be considered in determining whether such alarm is warranted is the fact that the person takes flight upon

Amended: 5/15/06

FILE

Matthew P. Dregne

222 West Washington Avenue
Madison, WI 53701-1784
mdregne@staffordlaw.com
608.259.2618

6-20-08

BOARD
FYI
mk

June 19, 2008

Mr. Hans Noldner
133 West Lincoln Street
Oregon, WI 53575

Re: Response to your June 11, 2008 letter

Dear Mr. Noldner:

I write on behalf of the Village of Oregon to respond to your June 11, 2008 correspondence to the Village of Oregon Police Department. The Village understands your letter to be a request made pursuant to the Wisconsin Public Records Law.

Neither the Public Records Law (nor any other law I am aware of) requires the Village or the police department to respond to questions such as those set forth in your correspondence. The law requires the Village to provide access to or copies of records, assuming it has such records and there is no lawful reason to keep the records confidential.

Your correspondence asks for only one type of record (specifically training materials regarding recognition of illegal noise levels). The Village and the police department do not have any such records.

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0619081628

Madison Office

222 West Washington Avenue
P.O. Box 1784
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53701-1784
608.256.0226
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Suite 190
Brookfield, Wisconsin
53045-5801
262.439.2888
888.655.4752
Fax 262.794.0307
www.staffordlaw.com

June 19, 2008
Page 2

If our understanding of your request is not correct, please let me know.

Very truly yours,

A handwritten signature in black ink, appearing to read 'M. Dregne', with a stylized flourish at the end.

Matthew P. Dregne

MPD:lab

cc: Michael Gracz, Village Administrator
Chief Doug Pettit

Michael Gracz

From: Hans Noeldner [hans_noeldner@charter.net]
Sent: Monday, May 04, 2009 9:52 PM
To: Michael Gracz
Subject: Letter to Police Dept

Hi Mike

Copy of letter I sent to PD last June attached as promised.

Hans Noeldner
www.entropicjournal.blogspot.com
Oregon, Wisconsin
608-444-6190

"Wealth consists not in having great possessions, but in having few wants." Epictetus

Total Control Panel

[Login](#)

To: mgracz@vil.oregon.wi.us [Remove](#) this sender from my allow list
From: hans_noeldner@charter.net

You received this message because the sender is on your allow list.

11 June 2008

133 West Lincoln Street, Oregon, WI 53575

608-444-6190

To: Village of Oregon Police Department

CC: Georgia Johnson, Clerk, Village of Oregon; Chris Ligocki, Principal, Oregon High School

From: Hans Noeldner, Village resident

Re: Freedom of Information Request

I am requesting the following information regarding Wisconsin Uniform Municipal Court Citation and Complaint no.'s. N916904 and N916905, matters in which I have been charged with Criminal Damage to Property and Disorderly Conduct.

- (1) Are all patrol officers in the Oregon Police Department (OPD) familiar with the following laws regarding motor vehicle electric sound amplification devices (MVESADs)?
 - a. Village of Oregon Ordinance no. 9.07?
 - b. Wisconsin State Statute no. 346.94 (16) (a)?
 - c. The fact that this Wisconsin State Statute establishes an *objective, measureable* limit for such amplification devices?
- (2) Have any OPD patrol officers currently on staff received training in recognizing illegal noise levels from MVESADs? If so, how many? If there are training materials, please make a copy available to me.
- (3) Are OPD officers aware that chassis and body soundproofing plus engine noise and radio squawk make it very difficult for officers inside police cars to detect via their ears alone illegal noise levels from MVESADs?
- (4) Given the total deployment of patrol staff, approximately what percentage of the time do officers spend in the out-of-doors while on patrol? (I.e. including time spent on walking beats, but not counting time spent in the out-of-doors while investigating cases, issuing tickets, etc.)
- (5) Does the OPD own any equipment for detecting illegal noise levels from MVESADs? If so, what is it, and how and where is it used?

(6) Does the OPD have any specific programs for apprehending MVESAD offenders? (i.e. similar to the strategies OPD uses to apprehend speeding motorists)

(7) How many instances of illegal noise levels from MVESADs has the Oregon Police Department investigated during the period January 2007 through today?

- a. In how many instances did the OPD initiate the action?
- b. In how many instances did the OPD respond to a citizen complaint?
- c. How many individuals have been contacted and warned?
- d. In how many cases did the officer demonstrate to the warned individual what comprises an unlawful level of sound amplification?
- e. How many individuals have been issued citations, and to which laws have the citations referred?
- f. How many individuals have been fined, what have been the amounts, and what is the total sum which has been collected?
- g. Are said monies sufficient to cover the costs of MVESAD noise enforcement?
- h. In how many cases did OPD demonstrate to the convicted offender what comprises an unlawful level of sound amplification?
- i. Have any repeat offenders been ordered to remove the electric sound amplification device from their motor vehicle? If so, what has been done to ensure that said devices are rendered incapable of abetting subsequent illegal activities? (i.e. confiscated and destroyed as is sometimes done with firearms)

(8) Are demonstrations of legal versus illegal levels of sound amplification included in Drivers' Education classes in the Village of Oregon? If so, does the OPD participate?

Thank you for your cooperation. Please note that I have not submitted this Freedom of Information Request to harass the Oregon Police Department or blame it for illegal MVESAD noise in the Village of Oregon: this is entirely the fault of a small number of thoughtless (or intentionally rude) motorists. To the contrary, it is my sincere hope that my action will help to reveal the shortcomings of current approaches and thus serve as a constructive step

towards restoring the peace and quiet in our homes that all Village residents deserve.

5(a)

ORDINANCE 93 -5

ORDINANCE AMENDING ORDINANCE 87-6 ADOPTED 5/4/87
CREATING A PROCEDURE FOR ANNUAL REVIEW
AND EVALUATION OF VILLAGE DEPARTMENT HEADS

The Village Board of the Village of Oregon ordains as follows:

Section 1: Section 3.10 of the Municipal Code of the Village of Oregon is created to read as follows:

3.10 ANNUAL REVIEWS OF DEPARTMENT HEADS AND EMPLOYEES. An efficient public service is a responsibility of the Village Board under Wis. Stat. 61.34 (1). In order to achieve the highest level of public service at a fair and reasonable cost to the taxpayers of the Village, the Village Board has established a procedure and schedule for reviewing performance of Village department heads at a time and in a manner which will be meaningful to both in achieving their mutual goal of the government and good order of the Village. The annual review hereinafter set forth shall be conducted for all department heads. Wage, salary or other recommendations included in the annual review shall not be binding on the Village Board, but may be considered by the Board in adjusting wages of salaries and confirming or refusing to confirm appointments.

(1) DEFINITIONS. When used in this Section, the following terms have the meanings hereafter set forth.

(a) "Department Head" means and includes all appointed officials listed in Section 1.02 of this Municipal Code having positions subject to annual appointment by the Village Board.

(b) "Qualifying Period" means, in the case of a department head, eighteen (18) months.

(c) "Personnel Committee" means the Personnel, Public Safety and Protection Committee of the Village Board, or any successor committee performing the personnel oversight duties described in Section 2.11 (3) (d) 1-3 of this Code.

(2) ANNUAL REVIEW SCHEDULE. All Village department heads shall be evaluated at least annually in accordance with the following schedule:

January, February, March

(a) **Department Heads.** The Personnel Committee shall, during January, February and March of each year, conduct an annual review of each department head. The review shall be completed and reported to the Village Board and President prior to the third Tuesday in April (the date of the annual appointments, which take effect May 1, annually).

April

(b) **Personnel Committee Recommendation on Appointment of Department Heads.** On or before the third Tuesday of April annually, the Personnel Committee shall forward to the Village Board the Committee's review of each department head and written recommendations for confirming or not confirming re-appointment of each department head. The Village Board shall not act upon any re-appointment of an incumbent department head until such review and recommendation is received.

(3) ANNUAL REVIEW PROCEDURE: DEPARTMENT HEADS

The annual review procedure for department heads shall be conducted as follows:

(a) Step I. The department head shall submit to the Personnel Committee a written report which shall include at least the following:

1. the department head's written short-and long-term goals and objectives.

2. a brief discussion and summary of activities of his or her department during the past twelve (12) months.

3. any proposed or approved updates or changes in job description for department employees, including the department head.

4. recommendations for increase of hours in existing positions or for additional positions/staff.

5. recommendations for employee salaries or changes in existing salary structure with documentation and justification, including, but not limited to, comparison of like positions and duties and responsibilities using job descriptions, comparison by population, service area, etc.

6. progress report on short-term goals and objectives for past review period.

(b) Step II. Personnel Committee shall share information provided by department head with Village Board and accept, add to or recommend deletions to department head's goals and objectives.

(c) Step III. Personnel Committee shall inform department head of additions, recommendations or deletions to department head's report. Thereafter, Committee or a minimum of two (2) Village Board members shall conduct an oral interview of the department head, which shall include:

Annual Review and Evaluation of Village Department Heads Page 3

1. a review of department head's progress on prior period goals and objectives

2. a review of recommended changes in job descriptions and/or salary structures; increase in hours of existing positions or additional positions/staff

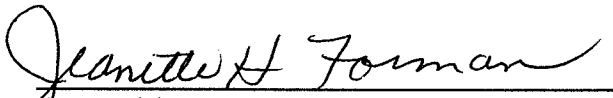
3. establishment of goals and objectives for next review period (year).

(d) Step IV. A signed, written review is forwarded to the department head for signature along with approval of the Personnel Committee as acknowledged by the signature of the chairman of the committee. Original signed copy of written review is placed in department head's personnel file and a copy is forwarded to the department head. Any disagreement on the final review shall be resolved by the Village Board.

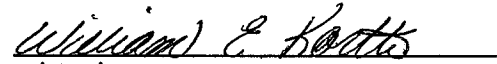
Section 2: This ordinance shall take effect upon publication and passage as provided by law.

Adopted this 6th day of July, 1993.

Attest:



Jeanette H. Forman
Village Clerk/Treasurer



William E. Kortte
Village President

5(b)

ALCOHOL RENEWAL LICENSE APPLICATIONS AS FOLLOWS:

The following individuals, limited liability corporation(s), closed corporation(s), and corporations have filed alcohol license applications with the Village Clerk of the Village of Oregon as follows:

Class "A" Beer: (fermented malt beverage)

Kwik Trip Inc., by Patricia R. Burgess, Agent, d/b/a Kwik Trip #302, 856 N. Main Street, Oregon, WI 53575

Kwik Trip Inc., by Stephanie A. Brady, Agent, d/b/a Kwik Trip #372, 916 Janesville Street, Oregon, WI 53575

Kwik Trip Inc., by Sheila M. Mickelson, Agent, d/b/a Kwik Trip #731, 135 N. Main Street, Oregon, WI 53575

Stop-N-Go of Madison Inc., Andrew J. Bowman, Agent, d/b/a Stop-N-Go #200, 856 Janesville Street, Oregon, WI 53575

"Class A" Combination: (fermented malt beverage and intoxicating liquor)

Bill's Food Center of Oregon Inc., by William W. Faust, Agent, d/b/a Bill's Food Center, 787 N. Main Street, Oregon, WI 53575

OWLS LLC., by Ross B. Berge, Agent, d/b/a Oregon Liquor, 1015 N. Main Street, Oregon, WI 53575

J.L. Richards Meats & Deli, by Richard C. Wisden, Agent, d/b/a J.L. Richards, 668 Janesville Street, Oregon, WI 53575

"Class B" Combination: (fermented malt beverage and intoxicating liquor)

Hack's Sports Page Inc., by Jerry Hackbart, Agent, d/b/a Hack's Sports Page, 126 Braun Road, Oregon, WI 53575

Oregon Bowl LLC, by Jack D. Henriksen, Agent, d/b/a Oregon Bowl, 214 Spring Street, Oregon, WI 53575

Oregon Family Restaurant LTD, by Shukri Shabani, Agent, d/b/a Oregon Family Restaurant, 768 N. Main Street, Oregon, WI 53575

Rosie's Main Tap Inc., by Samuel C. Ace, Agent, d/b/a Rosie's Main Tap, 121 S. Main Street, Oregon, WI 53575

Mulligan's Bar & Grill LLC, by Steven L. Alt, Agent, d/b/a Mulligan's Bar & Grill, 830 Oregon Center Dr., Oregon WI 53575

The Legend at Bergamont LP, by Jack Gaudion, Agent, d/b/a The Legend at Bergamont, 699 Bergamont Blvd., Oregon, WI 53575

Daniel T. Richter, d/b/a Señor Peppers, 113 S. Main St., Oregon WI 53575

Hawthorn's Dining & Celebrations LLC, by David Bookstaff, Agent, d/b/a Hawthorn's, 1150 Park St., Oregon, WI 53575

Union Sport Club LLC, by Jose A Razo, Agent, d/b/a Union Sport Club, 155 Braun Rd., Oregon, WI 53575

Class "B" Fermented Malt Beverage & "Class C" Wine:

BrouxNellie's Inc., by George G. DeBroux, Agent, d/b/a Brouxnellie's Diner, 101 S. Main Street, Oregon, WI 53575

Maria's Pizza Inc., by John Indelicato, Agent, d/b/a Maria's Pizza, 134 S. Main Street, Oregon, WI 53575

Keehn Beans Inc., by Michael A. Weidler, Agent, d/b/a/ Firefly Coffeehouse, 114 N. Main Street, Oregon, WI 53575

Class "B" Fermented Malt Beverage

Orcon LLC, by Jennifer White, Agent, d/b/a Pizza Pit, 130 N. Main Street, Oregon WI 53575

Oregon Community Sports Arena Inc., by Jeff Groenier, Agent, d/b/a OCSA, 100 N. Perry Parkway, Oregon WI 53575

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning JULY 1, 2009; ending JUNE 30, 2010

TO THE GOVERNING BODY of the: Town of } OREGON
 Village of }
 City of }

County of DANE Aldermanic Dist. No. _____ (if required by ordinance)

CHECK ONE Individual Partnership Limited Liability Company
 Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number: _____	
Federal Employer Identification Number (FEIN): _____	
LICENSE REQUESTED ▶	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100.00</u>
<input type="checkbox"/> Wholesale beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$ <u>500.00</u>
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$ <u>3.75</u>
TOTAL FEE	\$ <u>603.75</u>

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name)	Home Address	Post Office & Zip Code

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company ▶ MULLIGAN'S ~~RESTAURANT~~ BAR + GRILL LLC

Address of Corporation/Limited Liability Company (if different from licensed premises) ▶ _____

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>STEVEN ALT</u>	<u>5555 SHAMROCK LN FITCHBURG</u>	<u>53711</u>
Vice President/Member	<u>BRIAN ALT</u>	<u>2201 HEYWOOD CR FITCHBURG</u>	<u>53575</u>
Secretary/Member			
Treasurer/Member			
Agent	▶ <u>STEVEN ALT</u>		
Directors/Managers			

C. 1. Trade Name ▶ MULLIGAN'S ~~RESTAURANT~~ Bar + Grill Business Phone Number 835 6422

2. Address of Premises ▶ 803 OREGON CENTER DR Post Office & Zip Code ▶ 53575

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers? Yes No
4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 4500 SQ FT RESTAURANT + BAR / 20 STOOL BAR
5. Legal description (omit if street address is given above): 4/6 BAR TABLES / 2 DINING RMS + OUTDOOR PATIO / LOCKED STORAGE
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any municipality? If yes, complete reverse side Yes No
- b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side Yes No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. Yes No
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. Yes No
9. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown under Section A or B above? [phone (608) 266-2776] Yes No
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? Yes No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME
this 14 day of April, 2009

Stacey Hug
Notary Public
My commission expires May 2012

Steven Alt 4-14-09
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)

(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)

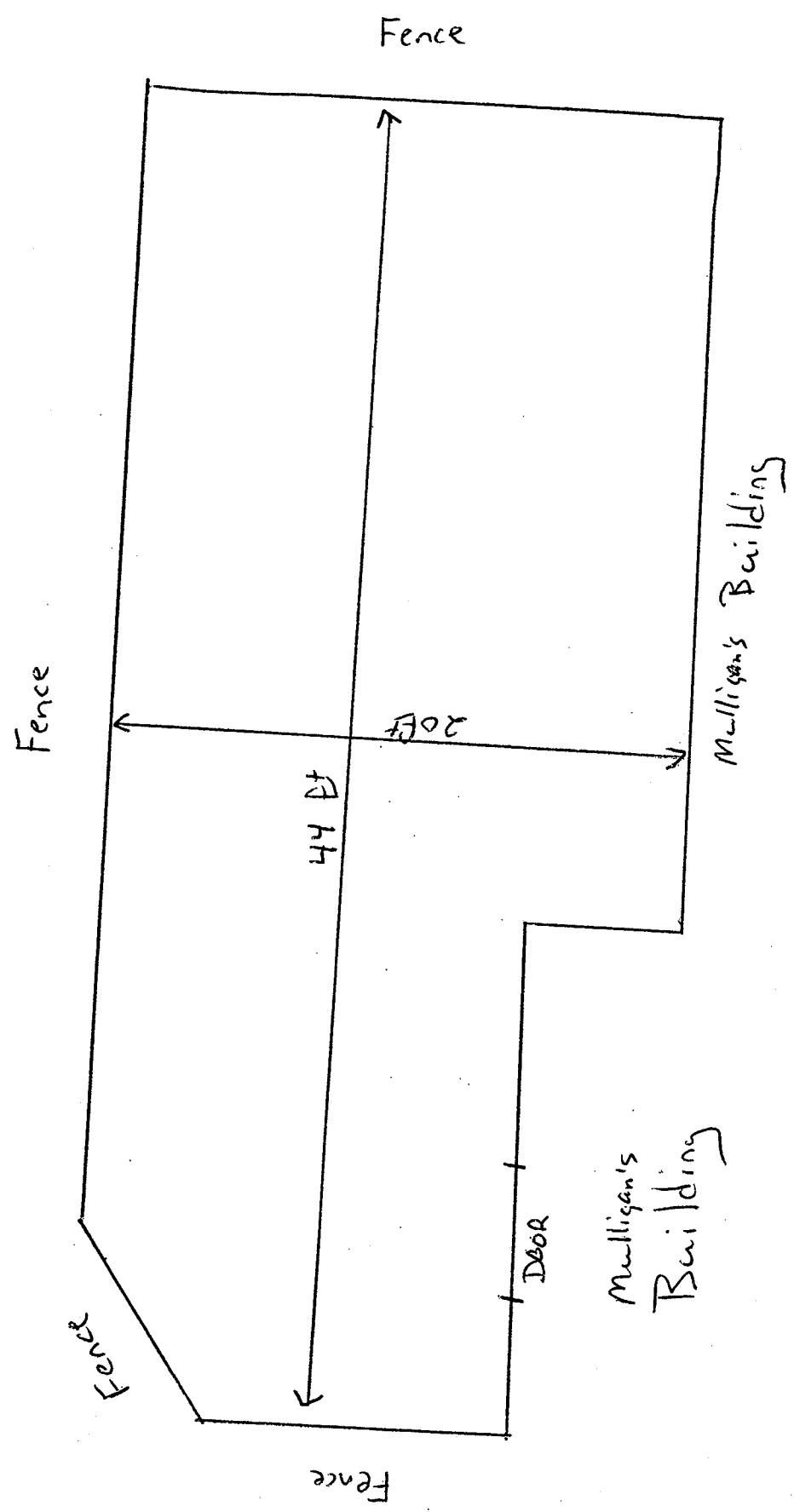
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

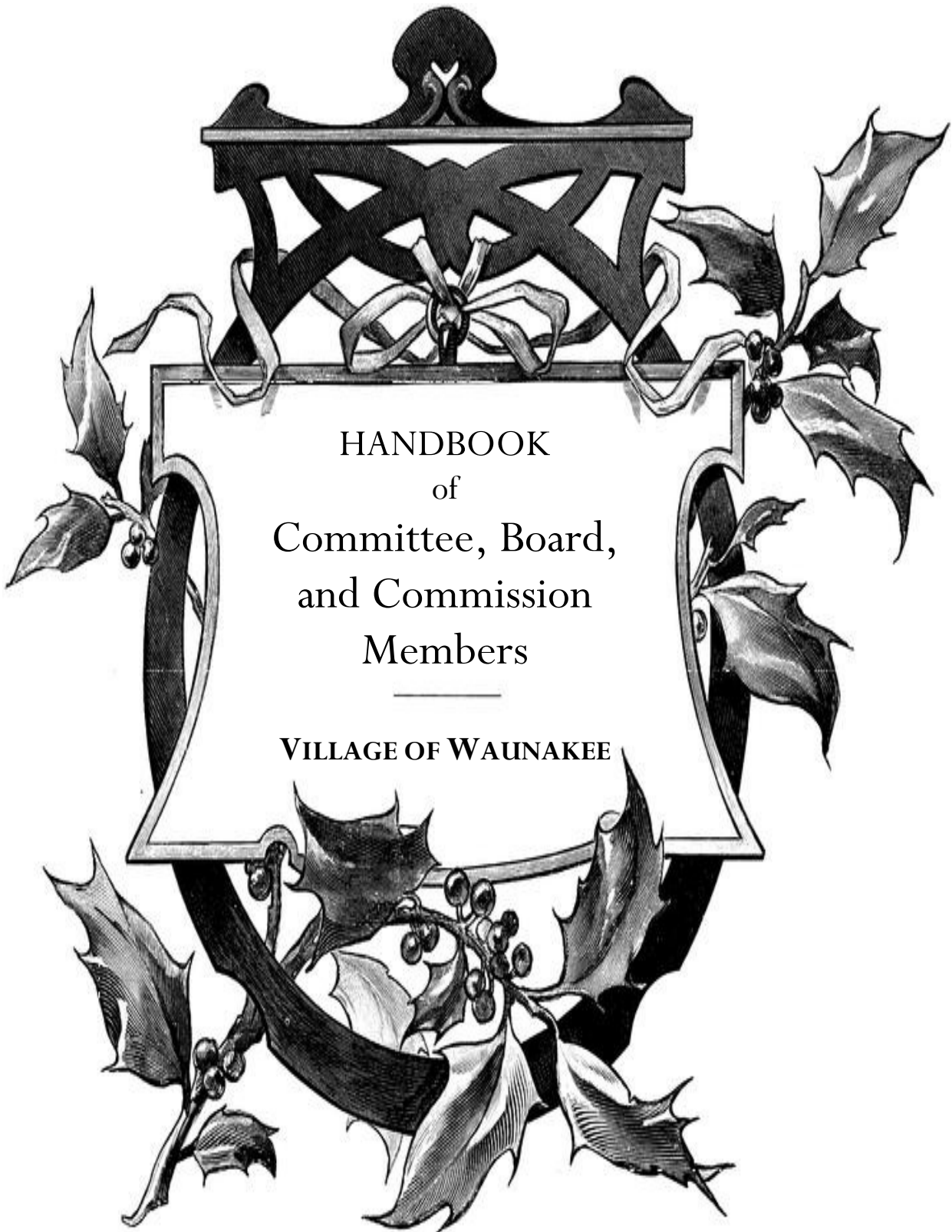
TO BE COMPLETED BY CLERK		
Date received and filed with municipal clerk <u>4-14-09</u>	Date reported to council/board	Date license granted
License number issued _____	Date license issued	Signature of Clerk / Deputy Clerk

• Not to scale.

- measurements are approximate.
- Fence height is 3ft high.
- Fence has no access doors.

N
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A decorative title frame featuring a central rectangular panel with a double-line border. The frame is adorned with holly leaves and berries, and a ribbon-like element at the top. The text is centered within the panel.

HANDBOOK
of
Committee, Board,
and Commission
Members

VILLAGE OF WAUNAKEE

HANDBOOK OF COMMITTEE, BOARD, AND COMMISSION MEMBERS

Purpose

The *Handbook for Committee, Board, and Commission Members* is compiled to provide an easily accessible reference guide. The handbook provides committee, board, and commission members with a basic understanding of Wisconsin laws for the operation of public bodies, provisions that generally apply to members of public bodies, and fundamental parliamentary rules and procedures.

A basic knowledge of the laws, provisions, and procedures affecting municipal bodies is essential. The committee structure in Waunakee is evolving, thus more decisions are being made on that level. Because many matters can be decided in committee and because committee recommendations are helpful to the Village Board, Village matters frequently will be referred to the appropriate body for action.

A listing and brief description of all Village committees, boards, and commissions is included in this handbook. The handbook can be referenced any time you have a question or concern regarding the responsibilities, composition, or scheduled meeting time of a Village governing body. Village governance is an evolving process, therefore changes and updates will be made as needed.

PERTINENT WISCONSIN LAWS

Open Meetings Law

The Village Board and municipal committees are subject to the Open Meetings Law. A meeting is defined as the convening of members of a governmental body for the purpose of exercising the responsibility, authority, power, or duties delegated to that body. A meeting is subject to the law whenever the governmental body meets for official purposes. A meeting does not include social or chance gatherings not intended to avoid the law. When one-half or more of the members of a governmental body are present, however, a meeting is “rebuttably presumed” to be for official purposes.

Public Notice. The heart of the Open Meetings Law is the requirement that all meetings of a governmental body be preceded by an official public notice. It is the Committee Chairperson’s responsibility to assure that public notice is provided. Public notice should be provided in the following manner:

- As required by state statutes;
- Notice shall set forth the time, date, place, and subject matter of the meeting, including any closed session; and
- Notice shall be made public at least 24 hours prior to the commencement of such meeting, or 2 hours under special circumstances.

Closed Session. Generally, meetings of governmental bodies must be held in open session. Nevertheless, meetings may be closed for a number of purposes:

- To deliberate after a quasi-judicial hearing;
- To consider the discipline of an employee of the Village;
- To consider other employment issues, such as promotion, performance, and compensation;
- To deliberate or negotiate the purchase of public properties, or conduct other business whenever competitive or bargaining reasons require a closed session;
- To discuss personnel issues that could adversely effect an employee’s reputation; and
- To confer with legal counsel, when pertinent.

Closed sessions that are planned in advance must be presented in the public notice. If the session was not planned in advance, the body must convene in open session and vote to go into a closed session. The presiding officer must announce the nature of the business in addition to the statutory provision that authorizes the closed session.

The discussion in closed session must be limited to the topics for which the meeting was closed. Additionally, the governmental body may not reconvene in open session until 12 hours after

completion of the closed session, unless the body indicates in its original public notice that it intends to return to open session.

Other Meetings. Governmental body members must be very careful when discussing Village Board or committee business with other members outside of a properly noticed meeting. Whenever a majority of the members of one governmental body plan to attend the meeting of another governmental body, public notice **must** be given that the majority of the body will be attending. This does not apply to the possible situation if a quorum of the Village Board is also the majority of another governmental body (e.g. a committee or board). A single public notice would give the public the fullest knowledge possible because it gives notice of the individuals from the Village Board whom will be present, as they make up the membership of the other governmental body.

For events in which a quorum of the Village Board may be present, a public notice is included on the agenda. The purpose of the notice is to inform the public that a quorum of the Village Board may be present, but that the Trustees will take no official action.

Penalties. Violations of the Open Meetings Law may be prosecuted by the district attorney, attorney general, or by a private individual, if the district attorney does not take the case. Members who violate the law are subject to a fine of between \$25 and \$300 which is to come out of their own pocket.

Policy. It is the Village's policy to conduct meetings in open session whenever possible, even if one of the closed meeting exceptions may apply. Closed sessions may be used only when necessary.

Public Records Law

It is policy of the State of Wisconsin and the Village that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of its officers and employees. Providing the public with such information is an essential component of representative government. Thus, the Public Records Law is to be interpreted in every instance with a presumption of complete public access.

The Wisconsin State Statutes define "public record" as "any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority." Sec. 19.32(2), Stats. "Authority" includes any Village office, elected official, agency, board, commission, committee, or department. All handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes, and computer printouts that are produced or maintained by any Village officer, official, or employee as a function of the job is a public record.

If the Village or an individual representing the Village withholds a record or a part of a record, or delays granting access to a part of a record after a written request for disclosure is made, the requester is authorized to bring an action against a municipality asking the court for the release of the record. If the requester who brought the action prevails in court, there may be an award of reasonable attorney's fees, damages of not less than \$100 and other actual costs to the requester. These costs and fees are the liability of the Village, and not of an individual member.

Prohibited Acts

The following is a list of criminal restrictions and other prohibited acts placed upon persons serving as Village officers. You can reference this list in the *Handbook for Wisconsin Municipal Officers*.

1. A municipal officer or employee is prohibited from actually participating in the making of a contract in his/her official capacity if he/she has a direct or indirect pecuniary interest "or performs in regard to that this is a prohibition on official action, it can be avoided by having the officer abstain from voting on the contract or taking part.
2. A municipal officer may not knowingly accept money or anything of value for furnishing information or performing services pertaining to official duties which is greater or less than is fixed by law.
3. A municipal office may not knowingly accept personal passes or special privileges for traveling, transportation, or message communication from public utilities.
4. A municipal office may not resort to bribery by promising appointments or anything of value or using political pressure as a means of securing votes.
5. A Trustee may not sell, directly or indirectly, to any intoxicating liquor licensee in the Village, anything used in carrying on the licensee's business.
6. A Trustee who is licensed to practice law may not defend persons charged with violation of Village ordinances or the state criminal law.
7. A Trustee may not, as a member of the Board of Review, fraudulently fix values or omit taxable property from assessment.
8. A municipal officer is criminally liable for knowingly acting in excess of authority or in a manner forbidden by law.
9. A municipal officer acting under color of law may not deprive any U.S. citizen or person of rights, privileges, or immunities guaranteed by the Constitution or laws of the United States.
10. A municipal officer who participates in a meeting held in violation of the Wisconsin Open Meetings Law may be subject to a forfeiture of between \$25 and \$300. The Village cannot reimburse this forfeiture.
11. A Trustee may not sell any article, material, product, or merchandise to any Village employee except meals, public services, and articles needed for the health or safety of the employee.

Misconduct in Office

Any Village Trustee who: intentionally fails or refuses to perform a known mandatory, non-discretionary, ministerial duty of his/her office in a timely manner; or does not act which is in excess of lawful authority or which is known to be forbidden by law; or exercise a discretionary power in a manner inconsistent with the duties of office or employment or the rights of others and with intent to obtain a dishonest advantage for him/herself or another; or makes an entry in an

account, record book, report or statement, etc, which is in a material respect intentionally falsifies; or intentionally solicits or accepts for the performance of any service or duty anything of value which he/she knows is greater or less than is fixed by law is guilty of misconduct while in office. Sec. 946.12, Stats.

Conflict of Interest

No public officer or employee may use or permit the use of Village vehicles, equipment, materials, or property for personal convenience or profit, except when the services are available to the public generally or are provided as Village policy.

No public officer or employee may engage in any business transaction with the Village, or have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his/her official duties or will tend to impair his/her independence or judgment or action in the performance of official duties.

Any public officer or employee who has a substantial financial interest, including employment, in any business entity entering into, proposing to enter into or bidding on any transaction with the Village, or as part of his/her official duties will be making an official decision or recommendation significantly affecting a business competitor, client or regular customer, must disclose the interest to the membership of the Village Board to be recorded in the minutes of that body. Upon such disclosure, it is advised that the public officer or employee should abstain from voting on the matter and from participating in the discussion of the matter.

Public officers and employees should not represent private interests before the Village Board or Village agencies. Additionally, no public official or employee shall disclose confidential information concerning the property, government affairs of the Village, or use the information to advance the financial or other private interests. Gifts and favors should not be accepted when their receipt impairs independence of judgment or action in the performance of official duties.

GENERAL PROVISIONS FOR ALL COMMITTEES

Committees may conduct investigations, make detailed studies of pending proposals (ordinances, resolutions, etc.), keep in close contact with the work of the various municipal departments and officers, and otherwise perform detailed work that the entire governing body cannot feasibly accomplish, or which if handled by the entire board, would unduly prolong meetings. The action of a committee must have prior authorization of, or be subsequently ratified by, the Village Board.

Composition

The Village of Waunakee committees, boards, and commissions are selected annually in May. The Village President nominates the members of these bodies, and the board confirms the nominations. The Village Administrator, as established by ordinance, sits on several committees, boards, and commissions. The Village President also designates the Chairperson of each governmental body. No confirmation vote is required for the Chairperson. Committee appointments are for one year. Board and commission citizen appointments may have longer terms.

The Village committees, boards, and commissions are comprised of a mix of Village Trustees, the Village President, citizen representatives, and ex-officio, non-voting, Village employees. Standing committees in the Village consist of at least two members, one of which must be a Village Board member. The following standing committees are established by Village ordinance:

- Budget and Finance Committee
- Cable Television Committee
- Economic Development Committee
- Parks and Recreation Committee
- Personnel Committee
- Police Committee
- Public Works Committee
- Senior Services Committee

All trustees must serve on at least one standing committee. The Village President is an ex-officio member of each standing committee, and may be appointed to serve as a member of specific committees.

The Village President may appoint special committee or committees as advisable or as provided by Village Board resolution, stating the number of members and the subject, to perform duties as may be assigned from time to time.

Qualifications of Members

The Village does not have a comprehensive set of guidelines describing the qualifications of potential members. During the nomination and confirmation process, however, the Village President and Village Board do consider what assets the potential appointee can bring to the governmental body. Excluding intergovernmental committees, boards, and commissions, all members must be permanent residents of the Village.

Committee Chairperson Responsibilities

The Village President appoints committee chairpersons. The chairperson frames, leads, and acts upon the matters referred to the committee. The committee chairperson must ensure that decisions are made in a timely manner, yet be careful not to limit discussion or cut off fellow members. The chairperson should provide the designated Village employee with the committee's, board's, or commission's agenda at least one week prior to the meeting.

Scheduling the meeting date and time is the responsibility of the chairperson. The chairperson can designate an individual to record minutes and schedule/post notice of meetings. Meetings should be scheduled at a date and time that does not conflict with other official Village meetings and functions. The meetings should be posted or, when necessary, published in the official Village newspaper, in advance of each regular meeting. An agenda identifying the matters to be discussed at the meeting should also be posted at the front door of the Village Hall.

The length of meetings is left to the discretion of the chairperson, although meetings should be kept at or under two hours. The chairperson is required to document attendance and the arrival or departure of members that occur during the meetings. The chairperson also needs to identify any people in attendance that he/she had asked to attend.

Regardless of who is writing up the minutes, it is the responsibility of the chairperson to ensure that they are in the Clerk's office within forty-eight hours.

Compensation of Members

Committee, board, and commission members pay, excluding the Village President and Village Board, is \$25 per meeting. Board of Review meeting pay is set at \$30. Meetings must be attended in order to receive payment. Payment for meetings is based on an annual schedule. Double pay is granted for meetings, interviews, training, seminars, orientation, or Board of Review that lasts longer than four hours. Mileage for meetings and seminars outside of the Village is reimbursed at the current Village rate.

Members cannot go back and forth between meetings scheduled for the same time and expect to be paid for both. However, Water and Light Commissioners and Sewerage Commissioners will get paid for two separate meetings as long as there are two separate agendas with sufficient material to warrant two meetings.

The Village Payroll Clerk crosschecks the meeting minutes with attendance lists and other meeting forms. The Village Administrator will notify trustees immediately of any discrepancies. Omissions are forwarded to the Village Administrator who submits these records to the Personnel Committee for review. Any disputes go to the Village Board.

Ex-Officio Members

Ex-officio members of Village committees, board, and commissions, who are of non-voting status, consist of the Village Administrator and Department Heads. They serve in a staff liaison/assistant capacity.

Removal of Members

The Village Board retains the right to remove any member of a committee, board, or commission from that body whenever the removal is in the best interest of the Village. A member can be removed for cause, but only after a hearing is conducted by the Village Board and a majority of its members agree that removal is warranted.

Members of committees, boards, and commissions are required to attend a minimum of two-thirds of the meetings held in a calendar year. Failure to comply with this standard may result in the removal and replacement of the official found to be in noncompliance.

Duties of Committee Members

The following committee member duties are taken from the League of Wisconsin Municipalities *Handbook for Wisconsin Municipal Officers*.

Do . . .

- Listen to and understand each issue
- Be honest with committee members
- Contribute facts, figures, and feelings
- Stay tied to committee decisions

Don't . . .

- Be late
- Be unduly argumentative
- Be unduly negative
- Jump discussion track

ROBERT'S RULES OF ORDER

Parliamentary Procedures

The following guide to parliamentary procedures is included in the handbook to assist you in your committee, board, or commission proceedings. The materials presented below are excerpts from the latest edition of *Robert's Rules of Order*. Please refer to the handbook located at Village Hall or access the web page at <http://parli.com> with any questions.

Parliamentary procedure is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. The parliamentary procedure is important because it is a time-tested method of conducting business at meetings and other public gatherings.

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order
2. Roll call of members present
3. Reading/approving of minutes of last meeting
4. Officer's reports
5. Committee reports
6. Special orders—important business previously designated for consideration at this meeting
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. A member can:

1. Call to order
2. Second motions
3. Debate motions
4. Vote on motions

There are four basic types of motions. They include:

1. Main motions
2. Subsidiary motions
3. Privileged motions
4. Incidental motions

Motions are presented as follows:

1. Obtain the floor
 - a. Wait until the last speaker has finished
 - b. Address the chairperson by saying, “Mr./Ms. Chairperson”
 - c. Wait until the chairperson recognizes you
2. Make your motion—stated in the affirmative
3. Wait for someone to second your motion or for the chairperson to call for a second
4. Motions can be referred to a committee (a motion needs a second and is debatable); the motion should include
 - a. What committee
 - b. What the committee is to do
 - c. When the committee is to report to the members
5. If there is no second, your motion is lost
6. The chairperson restates your motion
 - a. The chairperson will say, “It has been moved and seconded that we . . .” thus placing your motion before the membership for consideration and action
 - b. The membership then either debates your motion or may move directly to a vote
 - c. Once your motion is presented to the membership by the chairperson it becomes “assembly property” and cannot be changed without the consent of the members
7. Expanding your motion
 - a. The time for you to speak in favor of your motion is at this point, rather than at the time you present it
 - b. The mover is always allowed to speak first
 - c. All comments and debate must be directed to the chairperson
 - d. Keep to the time limit for speaking if one has been established
 - e. The mover may speak again only after other speakers are finished unless called upon by the chairperson
8. Putting the question to the membership
 - a. The chairperson asks, “Are you ready to vote on the question?”
 - b. If there is no more discussion, a vote is taken
 - c. A motion to move the previous question may be adopted

A voice method of voting on a motion has been established by the Village of Waunakee. The chairperson asks those in favor to say “aye” and those opposed to say “no.” Any member may move for an exact count. Following the vote, the chairperson will announce the vote. For example, if a motion passes, the chairperson will announce, “The ayes have it. The motion is carried.”

There are two other motions that are commonly used that relate to voting:

1. Motion to table
2. Motion to postpone indefinitely

Robert's Rules of Order has the following to say about committees:

1. Can only do what the Village Board or ordinance has authorized
2. Can bring ideas before the Village Board in a report that includes a motion at the end
3. Committee reports include only the information with which the majority of the committee agrees

VILLAGE BOARD

Village of Waunakee government consists of the Village Board; the Village President; a variety of committees, board, and commissions; administrative and supervisory officers; and a municipal judge.

The elected officials are the Village President and six Trustees, who together comprise the Village Board. The Village Board acts as the legislative arm of the Village government. The Village Board's general statutory powers include the management and control of Village property, streets, municipal services, and finances. The Village Board has the authority to act for the public health, welfare, and convenience through licensing, levying taxes, making appropriations, and other necessary means.

The Village Board's regular meetings are held twice each month, scheduled for 7:30 p.m., on the first and third Mondays. Village Trustees are elected to a two-year term and paid \$3,000 per year. Because the position of Village President requires extra time and effort that may prove difficult to document, the compensation for Village President is \$6,000 per year. The Village Trustees and Village President cannot, during the term of office, collect salary in excess of the salary provided at the time of taking office.

The Village President is elected at-large for a two-year term in the spring of odd-numbered years. The Village President is a voting member of the Village Board and serves as its presiding officer. The Village President also signs resolutions, ordinances, and other legal documents. The Village President has the statutory responsibility of maintaining peace and good order and ensuring that ordinances are obeyed.

VILLAGE OF WAUNAKEE COMMITTEES

Finance Committee

The Finance Committee recommends financial related contracts and services, oversees Village financial policies, and prepares the annual operating and capital budget.

The Finance Committee consists of seven voting members. Three Trustees and four citizen representatives make up the voting body. The Finance Director serves as an ex-officio, non-voting member on the committee.

Meetings are scheduled for 6:00 p.m. on the third Monday of every month.

Cable Television Committee

The continuing regulatory jurisdiction of the Village over the cable television system serving the Village is exercised by the Cable Television Committee and by the Office of Broadband Telecommunications. The committee is responsible for: assuring the general health of broadband telecommunications in the community; assuring that all tariffs, rates, and rules pertinent to the operation of the cable television system in the Village are made available for inspection by the public; monitoring and reviewing programming provided over the cable television system; allocating funds, if necessary, to assist production and programming on the public access channel; resolving disputes and disagreements between subscribers and the Cable Television Grantee after investigation; and, conducting or causing to be conducted a market survey to determine the quality and quantity of service being provided.

The Cable Television Committee consists of seven voting members. One Trustee, four citizen representatives, one school district representative, and one Chamber of Commerce representative make up the voting body. The Cable Coordinator serves as an ex-officio, non-voting member on the committee.

Meetings are scheduled for 5:45 p.m. on the third Monday of every month.

Development Advisory Committee

On June 5, 2006 the Development Advisory Committee (DAC) was created by the Village Board of Trustees. The purpose of the DAC is to advise the Village Board of Trustees on economic and development issues within the Waunakee community.

The DAC consists of seven voting members. The Village President, two Trustees, and four citizen representatives make up the voting body. The Village Administrator and Village Engineer serve as ex-officio, non-voting members on the committee.

The DAC meets regularly on the 2nd Monday of every month. Meetings begin at 6:00 p.m.

Parks and Recreation Committee

The Parks and Recreation Committee was established to plan for and provide direction regarding the Village's park and recreation programs. Their responsibility includes making recommendations regarding the care, maintenance, and development of Village parks. The committee provides advice to the Village Board and Community Services Director about future recreational programs.

The Parks and Recreation Committee consists of seven voting members. Three Trustees and four citizen representatives make up the voting body. The Community Services Director serves as an ex-officio, non-voting member on the committee.

Meetings are scheduled for 5:30 p.m. on the first Wednesday of every month.

Personnel Committee

The Personnel Committee is responsible for advising the Village Board on Village personnel issues. The responsibilities include recommending the hiring of new employees, internal promotion recommendations, wage negotiations, and other personnel related matters.

The Personnel Committee consists of seven voting members. Three Trustees and four citizen representatives make up the voting body. The Village Administrator serves in an ex-officio, non-voting member on the committee.

Meetings are scheduled for 6:00 p.m. on the first Monday of every month.

Police Committee

The Police Committee provides counsel to the Police Department in administrative matters that relate to community concerns and public policy.

The Police Committee consists of seven voting members. Three Trustees and four citizen representatives make up the voting body. The Police Chief serves as an ex-officio, non-voting member on the committee.

The Police Committee meets as necessary.

Public Works Committee

The Public Works Committee advises the Village Board on recommended repairs, replacements, and additions necessary to properly maintain the Village's infrastructure. As the Village grows, the committee will study and review technical advancements in all phases of public works before making recommendations to the Village Board on replacement of outdated facilities and equipment. The committee works closely with the Village Engineer on current and future projects that are within the Village's jurisdiction.

The Public Works Committee consists of seven voting members. Three Trustees and four citizen representatives make up the voting body. The Village Engineer and Street Foreman serve as ex-officio, non-voting members on the committee.

Meetings are scheduled for 5:30 p.m. on the second Wednesday of every month.

Senior Services Committee

The Senior Services Committee is responsible for advising the Village Board on Village programs and services for the senior population. The mission of the Waunakee Area Senior Center is to provide services that promote positive attitudes toward aging. The Center will provide advocacy, programs and services that assist seniors to maintain their dignity and remain independent in their own homes and community. In addition to management responsibilities, the committee should also serve as an advocate on behalf of older adults in Waunakee.

The Senior Services Committee consists of six voting members. Two Trustees and four citizen representatives make up the voting body. The Senior Center Director serves as an ex-officio, non-voting member on the committee.

Meetings are scheduled for 4:50 p.m. on the third Monday of every other month.

Village Center Advisory Committee

The basic purpose of the committee is to give citizen input to staff and Board members on policies and procedures governing the Village Center.

The committee reviews and recommends direction on facility policies, procedures, hours of operation, fee structure and general budget preparation. They are charged with seeking input from and making recommendations that represent the opinions of the greater community as it pertains to the management and operation of the Village Center.

The chairperson and members shall be selected by the President and approved by the Village Board. The committee shall consist of seven members having the total characteristics: two Trustees, one member appointed by the Town of Westport, four members at large.

Other Committees

As deemed necessary, the Village Board or the Village President can authorize the establishment of ad hoc committees. The committee's duties or objectives are set forth at the time it is created by the Village Board. Committee members are appointed by the Village President and confirmed by the Village Board. The ad hoc committees are terminated at the completion of the committee's objectives.

VILLAGE OF WAUNAKEE BOARDS

Board of Appeals

The Board of Appeals hears requests for special exceptions or variances to the Village Zoning Ordinance. The board is a quasi-judicial body that decides appeals on decisions of administrative officials of the Village. Sec. 62.23 Wisconsin Statutes.

The Board of Appeals consists of five voting members. Five citizen representatives make up the voting body. Each citizen representative serves a three-year term. Two citizen representatives are appointed as alternates.

The Board of Appeals meets as necessary.

Board of Review

The Board of Review is a quasi-judicial body that hears and decides appeals of property assessments. The Village Board, by ordinance, specifies the manner of appointment and fixes the salaries of the members.

The Board of Review consists of seven voting members. The Village Clerk and six citizen representatives make up the voting body.

The Board of Review meets as necessary.

Library Board

The Library Board has general supervision and exclusive control over the operations of the public library. Sec. 43.54 and 43.57, Wisconsin Statutes.

The Library Board consists of five voting members. One Trustee and four citizens (one being the school district administrator or his/her appointee) make up the voting body. Each citizen representative serves a three-year term.

Meetings are scheduled for 5:30 p.m. on the second Monday of every month.

VILLAGE OF WAUNAKEE COMMISSIONS

Joint Planning Commission

The Joint Planning Commission was created as a result of the intergovernmental cooperation agreement between the Village of Waunakee and the Town of Westport. The Joint Planning Commission supervises, subject to the governing bodies of both the Village and the Town, the activities of the two municipalities that fall within the Joint Planning Area.

The Joint Planning Commission has the authority to approve extensions of sanitary sewer and water service in the joint planning area, in addition to the authority to approve the creation and maintenance of surface drainage/stormwater management facilities. This intergovernmental planning commission may also explore and recommend to both governing bodies an equitable plan for revenue sharing within the joint planning area.

The Joint Planning Commission consists of six voting members, three from each municipality. The Village members are the citizen representatives on the Village Planning Commission and are appointed to staggered, three-year terms. The Village Engineer serves as an ex-officio, non-voting member on the commission.

Meetings are scheduled for 6:00 p.m. on the second Tuesday of every month.

Planning Commission

The purpose of the Planning Commission is to help guide “appropriate” future development of the Village through the preparation, adoption, and amendments of the Village’s Master Plan, the Five-Year Capital Improvement Plan, and implementing regulations (e.g. zoning ordinances). The Planning Commission has various duties ranging from recommending updates to the Village’s Master Plan and zoning regulations to recommending rezoning of Village properties.

The Planning Commission consists of seven voting members. The Village President (required by law), two Trustees, and four citizen representatives make up the voting body. The Village Engineer and planning consultant serve as ex-officio, non-voting members on the commission.

Meetings are scheduled for 7:30 p.m. on the last Monday of every month.

Police Commission

The Police Commission is granted substantial statutory powers, duties, and responsibilities. Sec. 62.13, Wisconsin Statutes. The Commission has the authority to appoint, suspend, or remove the Chief of Police; approve all appointments made by the Chief; adopt, modify, and repeal rules governing the eligibility for appointment and promotion; approve competitive exams used for appointment and promotion; approve the list of those eligible for appointment and promotion; suspend the Chief or subordinates pending the filing and hearing of charges; hear charges against the Chief or

subordinates, make findings and determinations, and impose penalties; and hear appeals of disciplinary actions taken by the department.

The Police Commission consists of five voting members. Five citizen representatives make up the voting body. The Chief of Police serves as an ex-officio, non-voting member on the commission.

The Police Commission meets as necessary.

Utilities Commission

The Waunakee Utilities Commission is responsible for the entire charge and management of the Water and Light Utility and the Sewer Utility. The Commission shall have full authority to supervise the operation of the utilities under the general control and supervision of the Village Board. The Water and Light Utility is regulated by the State of Wisconsin Public Service Commission. The Sewer Utility is not a regulated utility.

The Waunakee Utilities Commission consists of six voting members. Two Trustees and four citizen representatives make up the voting body. The Trustees serve one-year terms, while the citizen representatives are appointed to staggered two-year terms. The Commission President and Secretary are chosen by the commission. The Utility Clerk is appointed and performs duties of a bonded cashier, keeps accurate books and accounts of the utilities, and other duties as directed by the commission.

Meetings are scheduled for 5:30 p.m. on the last Monday of every month.

MEETINGS

First Monday

6:00 p.m. Personnel Committee

7:00 p.m. Village Board

First Wednesday

5:30 p.m. Parks and Recreation

Second Monday

5:30 p.m. Library Board

6:00 p.m. Development Advisory Committee

Second Tuesday

6:00 p.m. Joint Planning Commission

Second Wednesday

5:30 p.m. Public Works Committee

Second Thursday

7:30 p.m. WWDDVS EMS District

Third Monday

4:50 p.m. Senior Services Committee (meets every other month)

5:45 p.m. Cable Television Committee

6:00 p.m. Finance Committee

7:00 p.m. Village Board

Last Monday

5:30 p.m. Utilities Commission

7:30 p.m. Planning Commission

7:30 p.m. Waunakee Fire District

As Needed

Police Committee

Police Commission

Board of Appeals

Board of Review

COMMITTEE APPLICATION FORM

Name: _____

Address: _____

(Street)

(City)

(State)

(Zip)

E-mail Address: _____

Committees:

- | | |
|--|--|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Personnel Committee |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Plan Commission |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> Police Commission |
| <input type="checkbox"/> Cable Committee | <input type="checkbox"/> Police Committee |
| <input type="checkbox"/> Development Authority Committee | <input type="checkbox"/> Public Works Committee |
| <input type="checkbox"/> Joint Plan Commission | <input type="checkbox"/> Senior Services Committee |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Utility Commission |
| <input type="checkbox"/> Parks & Recreation | <input type="checkbox"/> Village Center Advisory Committee |

Background: (related experience, skills, or qualifications) _____

Why are you interested in this committee? _____

TO THE VILLAGE BOARD OF THE VILLAGE OF OREGON:

9.18 UNAUTHORIZED PERSONS PROHIBITED IN SWIMMING POOL AND PARK AREAS. (1) No person other than an officer or agent of the Village shall be present in the swimming pool or fenced swimming pool area after regular posted hours or at any time other than when a lifeguard is required to be present.

(2) No person other than an officer or agent of the Village shall be present in any Village park or greenway after 10 p.m., except during a Village approved event.

I/We hereby request permission to be exempt from Sections 9.18(2) of the Village Code and be allowed in the Swimming Pool and fenced pool area Jaycee

Park until the hour of 2 a.m. on June 25th - 28th, 2009 dates for the purpose of Summer Fest Events

Dated this 13th day of May, 2009.

Oregon Area Chamber of Commerce
Organization
[Signature]
Signature of Person in Charge

PERMIT

Approved by the Oregon Village Board at a meeting held the _____ day of _____, 20____.

Village Clerk

6(a)

Village of Oregon
April 2009
Radar Assignment Data Sheet

N. MAIN ST.

Assignments	17
Average Speed	28.2
Average # of Vehicles	27
Traffic Stops	15
Citations	8
Warnings	9
Non-typical	17

S. MAIN ST.

Assignments	10
Average Speed	26.7
Average # of Vehicles	19.2
Traffic Stops	4
Citations	0
Warnings	4
Non-typical	4

JANESVILLE ST.

Assignments	17
Average Speed	27.9
Average # of Vehicles	38
Traffic Stops	11
Citations	3
Warnings	8
Non-typical	16

JEFFERSON ST.

Assignments	17
Average Speed	34
Average # of Vehicles	45
Traffic Stops	14
Citations	7
Warnings	10
Non-typical	28

E. NETHERWOOD ST.

Assignments	10
Average Speed	29.1
Average # of Vehicles	42.4
Stops	16
Citations	6
Warnings	10
Non-typical	17

N. OAK ST.

Assignments	11
Average Speed	27.9
Average # of Vehicles	60.5
Stops	7
Citations	1
Warnings	6
Non-typical	10

HIGHWAY 14

Assignments	14
Average Speed	58.2
Average # of Vehicles	22
Stops	13
Citations	7
Warnings	7
Non-typical	21

WOLFE ST.

Assignments	21
Average Speed	37.9
Average # of Vehicles	30.3
Stops	21
Citations	4
Warnings	18
Non-typical	20

S. PERRY PKWY.

Assignments	18
Average Speed	27.7
Average # of Vehicles	47.3
Stops	11
Citations	1
Warnings	10
Non-typical	22

W. NETHERWOOD ST.

Assignments	16
Average Speed	38.5
Average # of Vehicles	13.8
Stops	9
Citations	2
Warnings	7
Non-typical	14

E. RICHARDS RD.

Assignments	6
Average Speed	28.3
Average # of Vehicles	44.1
Stops	5
Citations	3
Warnings	2
Non-typical	6

LINCOLN RD.

Assignments	9
Average Speed	36.8
Average # of Vehicles	17.5
Stops	6
Citations	2
Warnings	4
Non-typical	7

PARK ST.

Assignments	3
Average Speed	30.3
Average # of Vehicles	23.3
Stops	0
Citations	0
Warnings	0
Non-typical	4

S. BURR OAK AVE.

Assignments	12
Average Speed	27.25
Average # of Vehicles	44.8
Stops	6
Citations	2
Warnings	4
Non-typical	15

N. BURR OAK AVE.

Assignments	8
Average Speed	31.3
Average # of Vehicles	48.6
Stops	3
Citations	0
Warnings	3
Non-typical	9

N. PERRY PKWY.

Assignments	6
Average Speed	24.3
Average # of Vehicles	40.8
Stops	3
Citations	1
Warnings	2
Non-typical	12

MARKET ST.

Assignments	8
Average Speed	29
Average # of Vehicles	17.5
Stops	8
Citations	4
Warnings	4
Non-typical	5

ASH ST.

Assignments	5
Average Speed	26.8
Average # of Vehicles	24.2
Stops	3
Citations	0
Warnings	3
Non-typical	3

LYNNE TRAIL

Assignments	3
Average Speed	26.6
Average # of Vehicles	27.4
Stops	0
Citations	0
Warnings	0
Non-typical	5

PLEASANT OAK DR.

Assignments	3
Average Speed	27.6
Average # of Vehicles	23.3
Stops	1
Citations	0
Warnings	1
Non-typical	4

KENNEDY DR.

Assignments	2
Average Speed	25
Average # of Vehicles	100
Stops	0
Citations	0
Warnings	0
Non-typical	17

NYGAARD ST.

Assignments	1
Average Speed	26
Average # of Vehicles	150
Stops	0
Citations	0
Warnings	0
Non-typical	4

BERGAMONT BLVD.

Assignments	2
Average Speed	28
Average # of Vehicles	30
Stops	1
Citations	0
Warnings	1
Non-typical	2

ALPINE PKWY.

Assignments	4
Average Speed	27.5
Average # of Vehicles	17.25
Stops	0
Citations	0
Warnings	0
Non-typical	3

Oregon Police Department Monthly Statistic Report				
Month:	April		Year:	2009
	March 09	April 09	% Change	+ -
Radar	222	224	.9	+2
Speeding	78	71	8.97	-7
OAR/OAS/No DL	21	11	47.6	-10
Seatbelt	4	2	50	-2
Stop Sign/Light	10	9	10	-1
OMVWI	10	10	0	0
Absolute Sobriety	0	0	0	0
Inattentive Driving	1	1	0	0
Reckless Driving	0	1	100	+1
Registration	10	4	60	-6
Other Cits.	8	16	100	+8
Traffic Warnings	246	197	19.9	-49
Traffic Accidents	8	4	50	-4
Parking Comp.	6	2	66.6	-4
Sex Offenses	2	1	50	-1
Battery	4	0	100	-4
Weapons Offense	0	0	0	0
Burglary	2	1	50	-1
Theft	5	14	180	+9
Stolen Auto	0	1	100	+1
Death Invest.	1	1	0	0
Domestics	8	5	37.5	-3
Drug Incidents	9	2	77.7	-7
Fraud/Forgery	2	3	50	+1
Worthless Checks	2	0	100	-2
Threats	4	3	25	-1
Fights/Disturbances	6	4	33.3	-2
Juvenile Complaints	23	18	21.7	-5
Annoy Phone Calls	4	6	50	+2
CDTP	10	8	20	-2
Neighbor problems	3	0	100	-3
Susp. Person/vehicle	24	30	25	+6
Noise complaint	1	6	500	+5
Child Abuse/Neglect	0	3	100	+3
Civil matter	4	3	25	-1
Preserve Peace	4	4	0	0
Trespassing	3	1	66.6	-2
Check Prop/Area	32	37	15.6	+5
Disorderly Conduct	10	8	20	-2

Resisting/Obstret.	3	0	100	-3
Carry Concealed	0	0	0	0
Curfew	0	0	0	0
Abandoned vehicle	0	0	0	0
Animal Calls	16	20	25	+4
Underage Drinking	0	4	100	+4
Smoking/Tobacco	4	0	100	-4
Liquor Law Viol.	2	0	100	-2
Arrested Adult	12	6	50	-6
Arrested Juvenile	0	0	0	0
Truancy	13	5	61.5	-8
Missing/Runaways	0	0	0	0
Armed Robbery	0	0	0	0
Found Property	1	8	700	+7
911 Hang up	17	18	5.88	+1
Alarms	24	12	50	-12
Detox. Runs	1	4	300	+3
Assist Fire/Police	26	23	11.5	-3
Assist EMS	27	39	44.4	+12
Assist Citizen	53	36	32	-17
Assist P/W	2	2	0	0
Records Checks	0	0	0	0
Foot Patrol	52	51	1.9	-1
Alternate Side	80	0	100	-80

**Town of Oregon
Traffic Enforcement Data
April 2009**

Date/Time	Officer	Location	Stops	Citations	Warnings
Mon. 6 th 6a-8a	Schaub	CTH A Hillcrest @ Sheil	2 1	0 1	2 0
Thurs. 9 th 6a-9a	Gilbertson	Hillcrest @ Sheil CTH MM	0 3	0 1	0 2
Tues. 14 th 3p-6p	Stropich	Hillcrest La. @ Sheil CTH MM	0 1	0 1	0 0
Fri. 17 th 4p-6p	Gilbertson	CTH A CTH MM	1 2	1 0	0 2
Mon. 20 th 6a-9a	Schaub	CTH A Sun Valley @ CTH D	1 1	1 1	0 0
Wed. 22 nd 4p-6p	Gilbertson	CTH D Hillcrest La. @ Sheil	2 0	0 0	2 0
Wed. 30 th 4p-7p	Clark	CTH A Glenway Rd.	0 0	0 0	0 0

***Hillcrest Lane monitored due to Constable Wackett's request for extra patrol**

Totals

Stops: 14
Citations: 6
Warnings: 8

Doug Pettit

From: Gerard Pehler [OFFICER@oregon.k12.wi.us]
Sent: Monday, May 04, 2009 8:21 AM
To: Brian Busler; Chris Ligocki; Christopher Telfer; Lori Rugotska; Leslie Bergstrom; Todd Bresser; Craig Sherven; Doug Pettit; Karey Clark
Subject: Weekly Update! 04-26-09 to 05-03-09!

Hello:

1. Received "Bomb Threat" at OHS. School District and Police procedures were followed. Complete investigation took place and no suspects at this time.
2. Informational report taken of dispute between Father and son, (OHS). Problem was resolved.
3. False fire alarm at OMS.
4. Inappropriate behavior case involving OHS student toward a teacher. Case will be sent to DA's office.
5. Informational case that occurred after school, OHS student acting inappropriately toward OHS teacher.
6. Theft from teacher at OMS, which occurred after school. Investigation continues.
7. Theft from locker room OMS student during track practice. Investigation continues.
8. Damage to rest rooms at OHS (writings, etchings, etc., on walls), investigation continues.
9. Nine RCI students were explained consequences of inappropriate behavior. (parents were notified)
10. Assisted with the Health classes at OHS, in visiting Oakhill Corrections Institute.
11. Assisted with the Intergenerational Prom and Junior Prom. Both went well.
12. Assisted with the Regional Track Meet for Special Olympics.

Sincerely,
Gerard

Officer Gerard Pehler
School Resource Officer
Oregon High School
608-835-4445
OFFICER@oregon.k12.wi.us

Total Control Panel

[Login](#)

To: dpettit@vil.oregon.wi.us
From: officer@oregon.k12.wi.us

Message Score: 50
My Spam Blocking Level: Medium

High (60): Pass
Medium (75): Pass
Low (90): Pass

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Doug Pettit

From: Gerard Pehler [OFFICER@oregon.k12.wi.us]
Sent: Monday, April 27, 2009 8:23 AM
To: Brian Busler; Chris Ligocki; Christopher Telfer; Kyle Cherry; Lori Rugotska; Leslie Bergstrom; Todd Bresser; Craig Sherven; Doug Pettit; Karey Clark
Subject: Weekly Updates 04-12-09 to 04-26-09!

Good Morning:

1. Five Truancy citations OHS, one OMS.
2. Three Disorderly Conduct citations issued to OHS students. (all separate cases)
3. Informational reports taken at OHS involving two students suspected of having AODA issues. Investigation resulted and school consequences issued.
4. Theft from boys locker room at OHS, investigation continues.
5. Crossing guard for person who called in sick.
6. Informational report taken of parental rights, etc., involving OHS student and grandparents.

While I was on vacation 04-20 to 04-24.

1. Citation to OMS student fro AODA issues.
2. Report of students on top of OMS after school etc. Extra patrol will be administered.
3. Theft report taken at OHS, from boys locker room, investigation continues.

Continue to receive phone calls assisting parents and students on AODA issues.

Sincerely,
Gerard

Officer Gerard Pehler
School Resource Officer
Oregon High School
608-835-4445
OFFICER@oregon.k12.wi.us

Total Control Panel

[Login](#)

To: dpettit@vil.oregon.wi.us
From: officer@oregon.k12.wi.us

Message Score: 50
My Spam Blocking Level: Medium

High (60): Pass
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Doug Pettit

From: Gerard Pehler [OFFICER@oregon.k12.wi.us]
Sent: Monday, May 11, 2009 10:14 AM
To: Brian Busler; Chris Ligocki; Christopher Telfer; Lori Rugotska; Leslie Bergstrom; Todd Bresser; Craig Sherven; Doug Pettit; Karey Clark
Subject: Weekly Updates! 05-03-09 to 05-10-09!

Hello:

1. Investigation completed where student at OHS tampered with "liquid" belonging to another student. Case is being sent to DA's office.
2. Informational incident off school grounds, involving RCI and OMS students.
3. Three separate theft cases involving OMS students. Two occurred during OMS track meet and one happened during PHY Ed classes. Investigation continues.
4. Disorderly Conduct citation issued to OMS student for acting inappropriately.
5. Bus "incident" involving two OMS students is still being investigated.
6. Damage to Property (writing on restroom walls) at OHS.
7. "Annoying" phone call complaint, OHS student who received several messages from unknown person.
8. Threats to injure themselves report involving OHS student. Appropriate agencies contacted.
9. Trespass to School citation issued to ex-student from OHS.
10. Informational report of inappropriate information received at OMS.
11. OMS student acting inappropriately, school consequences issued.
12. Theft case, items taken from locker room after school at OHS, investigation continues.
13. Assisted OHS student who locked keys in their vehicle.

Assisted with the NINA Fun Run at PVE and NKE. (Neighbors In Need of Assistance)

Sincerely,
Gerard

Officer Gerard Pehler
School Resource Officer
Oregon High School
608-835-4445
OFFICER@oregon.k12.wi.us

Total Control Panel

[Login](#)

To: dpettit@vil.oregon.wi.us
From: officer@oregon.k12.wi.us

Message Score: 30
My Spam Blocking Level: Medium

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Medium (75): Pass
Low (90): Pass

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Wisconsin Department of Transportation

www.dot.wisconsin.gov

6(e)

Division of State Patrol
Bureau of Transportation Safety
4802 Sheboygan Ave.
P O Box 7936
Madison, WI 53707-7936

Telephone: 608-266-0402
FAX: 608-267-0441

April 24, 2009

Chief Douglas Pettit
Oregon Police Department
383 Park St
Oregon, WI 53575

COPY

RE: Oregon Police Dept YA CARD Enforcement 2009
Highway Safety Project # 0939-41-98

Dear Chief Pettit:

I'm pleased to inform you that your Highway Safety Project, # 0939-41-98, entitled "Oregon Police Dept YA CARD Enforcement 2009", is approved based upon its potential for improving traffic safety in Wisconsin.

Funds: Highway Safety Funds are approved in the maximum amount of \$6,818.00 for reimbursement, only if funds are available.

Reimbursement:

- Reimbursement will be based upon the documented expenditures that do not exceed each approved budget item.
- BOTS must receive all reimbursement claims and deliverables in compliance with the Highway Safety Project Agreement.
- Claims will not be reimbursed when there are delinquent deliverables.

Dates: The approved project period begins April 24, 2009, and ends September 30, 2009, and only those costs incurred during this period are eligible for reimbursement.

Amendment: If you need to change any of the terms of the approved agreement, please contact your Regional Program Manager, Andrea Loeffelholz. Your Program Manager will assist you in preparing any required documentation.

A copy of this agreement is enclosed for your records. My staff and I appreciate your continued efforts to improve traffic safety in Wisconsin and look forward to working with you.

Sincerely,

Major Daniel W. Lonsdorf, Director
Bureau of Transportation Safety

Enc.

cc: Blinda Beason
Andrea Loeffelholz
Det. Jennifer Leuzinger (Project Reporting Forms will be sent via email)
R.J. Lurquin



OREGON POLICE DEPARTMENT

383 Park Street
Oregon, Wisconsin 53575-1494
Non-Emergency: (608) 835-3111
Fax: (608) 835-5625



Sample Letter

VILLAGE OF OREGON
Est. 1883

DOUGLAS H. PETTIT
Chief of Police

May 14, 2009

Kwik Trip
856 N. Main Street
Oregon, WI 53575

COPY

Dear Business Owner:

The Village of Oregon Police Department will be using alcohol compliance checks to enforce liquor sales laws in the Village of Oregon. We believe that helping you to avoid law violations, such as selling alcohol to underage people, will help us to avoid the problems that come with underage drinking.

The following tools will help ensure that your staff knows the law.

- Copies of the F.A.B. ID Checking Guide (Fake, Altered, and Borrowed) can be obtained from the Department of Transportation.
- A driver's license checking guide can be obtained through a private vendor by calling 1-800-227-8827 (photo examples of proper id's).
- A Department of Revenue informational packet is enclosed with this letter.

Underage young adults will come into your business during the next few months to try to buy alcohol beverages. Officers will be working with these individuals. Staff caught selling alcohol to underage buyers will be issued a citation through the Village of Oregon Municipal Court. Reports on compliance check operations become public data under Wisconsin State law, therefore the identity of businesses checked and the outcome of each check can be obtained and published by the news media.

Selling alcohol is a legitimate business that plays a valid role in our community. We pride ourselves in being a friendly and proactive police department. Selling alcohol is a privilege that has very specific responsibilities attached to it. We ask that you fulfill those responsibilities. This is our request for cooperation in a necessary effort by our community to reduce the availability of alcohol to our youth. Please work with us to ensure your business' compliance with underage sales laws.

Thank you for understanding and participating in the community efforts to keep alcohol from underage drinkers and help make our community healthier and safer.

If you would like further information, please call Detective Jennifer Leuzinger at (608)835-3111.

Sincerely,

Chief Douglas Pettit

Enclosure

8(e)

MacNeil Environmental, Inc
PO Box 229
Coleraine, MN 55722
1-800-642-6730

MACNEIL ENVIRONMENTAL, INC.
ENVIRONMENTAL/OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PROGRAM
SUMMARY ACTIVITY REPORT

CLIENT:	Village of Oregon
DATE:	April 16, 2009
CONDUCTED BY:	Michael R. Broll, Account Manager
CONTACT:	Ms. Georgia Johnson
TELEPHONE:	608-835-6282

ACCOUNT MANAGER VISIT 17.1
EXECUTIVE SUMMARY

MOCK-OSHA INSPECTION

- ◆ MEI surveyed Village facilities for hazards commonly cited in OSHA and DCOM inspections. Please refer to the attached pages for results of this survey.

BLOODBORNE PATHOGENS PROGRAM REVIEW

- ◆ The Village provides training to Village personnel via MEI. The Village should continue offering this training to meet OSHA's requirement of providing training to new employees upon hire and before their exposure begins.
- ◆ MEI recommends that the Village assure that new employees (that fall into one of the "occupationally exposed" groups) hired throughout the year receive the required pre-exposure training in a timely manner.
- ◆ Hepatitis B vaccination records are kept by the Village.

Environmental/Occupational Health & Safety Management Program
2008 - 2009 SCHEDULING TOOL

CLIENT:	Village of Oregon
DATE:	April 16, 2009
CONDUCTED BY:	Michael R. Broll, Account Manager
CONTACT:	Ms. Georgia Johnson
TELEPHONE:	608-835-6282

Proposed 2008 – 2009 MEI Account Manger Visits:

FALL (17.1)	WINTER (17.2)	SPRING (17.3)
9-08	4-09	

ACTIVITY TO SCHEDULE	DATE	TIME	COMPLETED?
LAB STANDARD / SCIENCE SAFETY AUDIT & TRAINING	NA		<input type="checkbox"/>
TECH Ed / AG SAFETY AUDIT & TRAINING	NA		<input type="checkbox"/>
ART SAFETY AUDIT & TRAINING	NA		<input type="checkbox"/>
FACE SAFETY AUDIT & TRAINING	NA		<input type="checkbox"/>
FOOD SERVICE SAFETY TRAINING	NA		<input type="checkbox"/>
BLOODBORNE PATHOGENS TRAINING	TBD		<input type="checkbox"/>
PUBLIC WORKS SAFETY TRAINING	TBD		<input type="checkbox"/>
ASBESTOS PERIODIC SURVEILLANCE #1	NA		<input type="checkbox"/>
ASBESTOS PERIODIC SURVEILLANCE #2	NA		<input type="checkbox"/>

wall and not the aggregate of wall area in an entire room.

- ◆ No artwork is allowed to hang from ceilings, as combustible materials on the ceiling provide a quick path of travel for fire and block a room occupant's route of egress in an emergency situation.
- ◆ Draperies, curtains, decorative banners, etc. must be flame-resistant
- ◆ MEI recommends that all chemical/cleaning containers be properly labeled with product name and hazard warnings. This includes janitorial supplies.

FINDINGS / RECOMMENDATIONS:

- 1 The OSHA directive requiring the use of safety needles applies only to situations in which Village personnel are administering a shot to another person, not to students administering their own shots.
- 2 The Village provides training to its personnel. MEI will provide the training during an upcoming visit. The Village should continue offering this training to meet OSHA's requirement of providing training to new employees upon hire and before their exposure begins.
 - MEI recommends that the Village assure that new employees (that fall into one of the "occupationally exposed" groups) hired throughout the year receive the required pre-exposure training in a timely manner.
- 3 Sharps containers should be disposed of on a regular basis
- 4 MEI can provide upon request with a "New Employee Bloodborne Pathogen Training Packet" that can be used to train new employees between MacNeil Environmental's training dates.
- 5 The Village maintains the Hepatitis B vaccination records regarding who has had the vaccination and has been offered and received/declined the three shot series. MEI reminds the Village that employees who are offered the shot series must sign the declination / acceptance form.
- 6 All Village employees will use a disinfectant to clean up spills. A reminder: Bleach water mixtures are only good for 24 hours. Use 10 parts water to 1 part bleach.