

1. **CALL TO ORDER.** Chair Staton called the regular Personnel, Public Safety & Protection Committee Meeting to order at 6:21 p.m.
2. **ROLL CALL.** Present: Steve Staton, Phil Harms and Jerry Bollig. Also present: Administrator Mike Gracz, Police Chief Doug Pettit, Board President Gerald Luebke, Jon Lourigan, Eric Poole, Mark Below, and Clerk Assistant/Deputy Clerk Peggy Haag. Renee Hoeft left by 6:30 p.m.
3. **APPROVAL OF MINUTES.**
 - a) Regular meeting 11/27/06. **Motion by Bollig to approve Regular meeting minutes from 11/27/06. Second by Harms. Motion carried 3-0.**
 - b) Special meeting 12/4/06. **Motion by Bollig to approve Special meeting minutes from 12/4/06. Second by Harms. Motion carried 3-0.**
4. **PUBLIC APPEARANCES.** None.
5. **COMMUNICATIONS AND MISCELLANEOUS BUSINESS.**
 - a) Discuss and Recommend to Village Board Terminating Stephen Swiggum's Employment with the Village and Authorizing Filling the Position. Hoeft stated there was a very similar situation a few years ago. The Village Attorney was very specific on how the motion was worded because it may have affected the long term disability carrier we had or retirement. Hoeft and Gracz would like to pull out those minutes before the Board meeting to make sure the motion is worded properly so we don't have problems with Stephen Swiggum's disability or retirement. **Motion by Bollig to recommend Village Board terminating Stephen Swiggum's Employment after consultation with Village Attorney. Motion carried 3-0. Bollig also made a motion to authorize the Director of Public Works to Fill the Position. Second Harms. Motion carried 3-0.**

(It was agreed to take certain items out of order to accommodate Hoeft leaving prior to the end of the meeting. For ease in reading, items appear the same as they appear on the agenda.)
 - b) Discussion regarding Village Board Trustees directing requests of staff through Village Administrator. Per Gracz's request if there is something requested for a Board meeting or agenda, Board members should direct requests through the Village Administrator to avoid confusion. There was a request made recently that both Gracz and Johnson were working on because they were asked by a board member and were not aware the other was working on it. This may need to go in with the code of conduct discussion. Board members should have their agenda requests in by noon on Thursdays. There was more discussion. This will be clarified in more detail at the February 5th Village Board meeting.
 - c) Status of Electric Vehicle Ordinance. Chief Pettit briefly stated that many local municipalities do not feel comfortable drafting an Electronic Vehicle Use Ordinance until the State of Wisconsin goes back and amends the law providing municipalities to have an ordinance. The DOT would not sign onto the legislation because they disagreed with many things. Nothing has changed since our last discussion, so if the Village wants people to be able to use these they need to pass an ordinance to set up where they can go, have inspections, licensing, etc. Pettit does not believe this is a great time to introduce this yet. If a resident would purchase a vehicle right now they would not be allowed to use them until the Village of Oregon passes an ordinance for them.
 - d) Discussion of Walking Tour Reaction. Regarding the discussion of Walking Tour reaction, Below suggested including comments/suggestions so that they can be evaluated during the downtown final plan.

It was discussed that it doesn't make financial sense to construct something at this time and possibly have to take it out because of the downtown construction at the Waterman Square area for example.

e) Discussion and Recommendation to Village Board Approval of Application for Economic Development Grant regarding Reserve Class B Liquor Licenses. Pettit called Roger Johnson from the State of Wisconsin and Johnson said to just use the City of Madison's application. It has been contested and has stood the test of time. **Motion by Bollig to approve application for Economic Development Grant regarding Reserve Class B Liquor Licenses as presented by Chief Pettit. Second by Harms. Motion carried 3-0.**

f) Discussion and Recommend to Village Board Approval of Speeder Car Rides on Rail Line April 28th and April 29th. This would take place during "Depot Days." Gracz said that everything they have discussed in the past still applies. If they want to use the rail line then they may need to cut the weeds back and must monitor the intersections. **Motion by Bollig to recommend the Village Board approve of Speeder Car Rides on Rail Line April 28th and April 29th. Second by Harms. Motion carried 3-0.**

g) Discuss and Recommend to Village Board Retaining Jeff Johnson as a Full-Time Public Works Crew Person. **Motion by Bollig to recommend to Village Board Retaining Jeff Johnson as a Full-Time Public Works Crew Person. Second by Harms. Motion carried 3-0.**

6. **FIRE CHIEF'S REPORT.** –No action taken.

Items 6a through 6g will be discussed at Special Personnel, Public Safety & Protection Committee Meeting from 5:00 PM – 5:30 PM on February 5th with Chief Bloom. This meeting will be held immediately prior to the Village Board meeting and Board members are encouraged to attend this special committee meeting.

- a) Monthly Statistic Reports
- b) Additional comments as necessary
- c) Discussion of Fire/EMS District's Response Time
- d) Fire Prevention Activities
- e) Paid-Retention Program
- f) Status of EMS Regionalization Study
- g) Status of Rutland's Request for Boundary Adjustment

7. **Police Chief's Report**

a) Monthly Statistic Reports. The Village is down two full time positions which is impacting the figures. There is also a bit on an increase because young officers like to do traffic enforcement. There was some discussion.

b) Recommendation to Village Board Accepting Police Officer Al Smith's Retirement. Pettit mentioned that he has been on the force for 15 years. **Motion by Harms Recommending to Village Board Accept the Retirement of Police Officer Al Smith. Second by Bollig. Motion carried 3-0.**

c) Status of Downtown Parking Enforcement. There was a summary of enforcing the downtown parking and Chief Pettit stated there has been voluntary compliance. An Officer told Chief Pettit there are typically about 15 cars in an area that they are checking and they have not found any violations. When the police department went around and told businesses they were going to be more actively watching parking they were able to get compliance just through verbal contact to various businesses.

d) Discussion and Recommendation to Village Board Consideration of Deputization Agreement with Dane County. The sheriffs have always deputized municipal police officers as part of their deputization process. There was pressure to change this because of liability. With a new sheriff coming in, this was revisited and Dane County's legal staff's opinion is that they change the deputization for municipal police officers on duty. The other significant change is that the liability of the officer's action if they were to be acting under their deputization would now extend to the municipality where they are employed. At some point the Board would have to agree and be signed by the Village President before this could come into effect. This will come back to the Personnel Committee with modifications.

e) Additional comments as necessary. None.

8. **NEW BUSINESS.**

a) Initial Discussion of Village Board's Code of Conduct and Ethics Code for Certain Village Officials. Staton is hoping that this can all be finished by May. It was discussed that all Board members should take a look at the code and mark their comments/changes on their copy and be ready to discuss the code at the February 5th Board meeting. Once that happens it can come back to the Personnel Committee and be discussed how to proceed. Gracz can get in touch with the Village Attorney and see what he thinks and talk to DeForest to see what is working and not working for them. Staton said if the bar is raised for the Board members then they will be raising the bar for the public on how they conduct themselves. There was some discussion. Bollig also suggested having a section for eligibility for Board members to serve since there has been an issue with the past few elections.

b) Discussion and Recommendation to Village Board Approval of position descriptions for Utility Billing Clerk II and Utility Billing Clerk I. Hoefft discussed that it was part of the new AFSCME union contract that the position of Utility Billing Clerk II be created at a pay rate of \$50 cents higher than the Utility Billing Clerk I pay rate for 2005. This position needed an additional increase in pay to stay competitive with the market. A Utility Billing Clerk II position description has now been drafted. **Motion by Harms Recommending to Village Board Approval of position descriptions for Utility Billing Clerk II and Utility Billing Clerk I. Second by Bollig. Motion carried 3-0.**

c) Discussion and Recommendation to Village Board Approval of Reclassification of Joy Hanson from Utility Billing Clerk to Utility Billing Clerk II effective January 1, 2006. **Motion by Bollig Recommending to Village Board Approval of Reclassification of Joy Hanson from Utility Billing Clerk to Utility Billing Clerk II effective January 1, 2006. Second by Harms. Motion carried 3-0.**

d) Consideration of having Village Labor Negotiator Attend Special Joint Meeting with Towns on January 31st concerning Fire/EMS District Union Negotiations. Gracz decided not to have the Labor Attorney at the January 31st meeting. The Fire Chief asked Gracz to come to the next meeting so they can listen to Gracz's opinion regarding labor negotiations representation.

9. **EXECUTIVE SESSION.** At 7:14p.m., **Bollig moved** to adjourn into closed session to **discuss Police Department personnel matters** pursuant to Wis. Stat. sec. 19.85(1) (c) permitting closed session for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. **Second by Harms. Roll call vote: Steve Staton, Phil Harms and Jerry Bollig. Motion carried.**

10. **FUTURE ASSIGNMENTS.**

- a) Discussion of Village Board's Involvement in Resignations and Advertising of Positions
- b) Consideration of Salary Adjustments for Management Positions

- c) Discussion and review of E-Mail Policy for Village Board members
- d) Reviewing Ordinance Governing Village Administrator's Authority regarding Personnel Matters
- e) Consideration of Creating School Zones in front of Schools
- f) Proposal to Create an Ordinance to Ban Outdoor Solid Fuel and Heating Units
- g) Village Administrator's Evaluation
- h) Review of Performance Evaluations Forms
- i) Career Related Development Policy
- j) Review of FMLA Policy
- k) Development of Time Off Policy for Employees who become fulltime
- l) Status of Property Condition at 523 Janesville Street
- m) Development of Electronic Mail Policy for Village Board Members and Development of Village E-Mail Policy
- n) Municipal Facilities Building Usage Policy and Community Room Rules
- o) Discussion of Establishing a New Policy to Regulate Out-of-State Travel for Training and Conferences
- p) Discussion regarding Noise Ordinance (5/22/06 Trustee Noeldner's request)
- q) Discussion adopting policy similar to State's Vacation Escrow Plan
- r) Status of Establishing Employee Assistance Program in 2007 Budget
- s) Follow-up regarding of pedestrian traffic in downtown (from September Meeting)

11. **ADJOURNMENT.** Bollig moved, second by Harms, to adjourn at 7:26 p.m. Motion carried.

Submitted by,
Peggy Haag,
Clerk Assistant / Deputy Clerk