

1. **CALL TO ORDER.** Chair Staton called the regular Personnel, Public Safety & Protection Committee Meeting to order at 6:00 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, Trustee Jon Lourigan, Trustee Eric Poole, Mark Below, and Clerk Assistant/Deputy Clerk Peggy Haag.
3. **APPROVAL OF MINUTES.**
  - a) Regular meeting 1/29/07. **Motion by Bollig to approve Regular meeting minutes from 1/29/07. Second by Harms. Motion carried 3-0.**
  - b) Special meeting 2/5/07. **Motion by Bollig to approve Special meeting minutes from 2/5/07. Second by Harms. Motion carried 3-0.**
4. **PUBLIC APPEARANCES.** None.
5. **COMMUNICATIONS AND MISCELLANEOUS BUSINESS.**
  - a) Discuss and Recommendation to Village Board Accepting Susie Utynek's Retirement Effective April 27, 2007. She has been a valued employee for 14 years. Harms thought it would be a good idea to have a certificate of appreciation made. **Motion by Bollig to recommend to the Village Board to accept the Retirement of Susie Utynek's effective April 27, 2007 along with a certificate of appreciation. Second by Harms. Motion carried 3-0.**
6. **Police Chief's Report**
  - a) Monthly Statistic Reports. Chief Pettit handed out a report saying that things have stayed the same. There was some discussion regarding downtown parking and how the officers have been chalking and are not seeing anything to report. Harms mentioned a car that had been parked downtown for an excessive period of time. That may not always be caught, but Pettit stated in those cases it would be good if the police department would be called on things like that. There was some discussion. There was also talk about snow and calling a snow emergency. It was noted that Pettit would be the person to do that but at most municipalities do what the Village of Oregon already does, which is alternate side parking. Harms wanted to see something done about vehicles parked long periods of time for example doubling a ticket for parking more than 24 hours especially in the downtown area. Pettit stated that the Village of Oregon does not have a bond that allows the police department to do that. That has to be done by ordinance. When the Village of Oregon calls a snow emergency it might be good to consider an area downtown where there is no parking to allow for proper clean-up. Lourigan asked about ticketing and towing after a 24 hour period. Chief Pettit made a point that if cars were towed after 24 hours regardless if the Village of Oregon has the authority to do that, someone will come back and file a claim against the Village for damaging their vehicle. Chief Pettit does not like to tow vehicles unless he absolutely has to because of liability issues. For a future meeting it would be good to identify which areas would be included under the snow emergency. This information could be faxed to local television and radio stations. There was discussion about an article that will be in the Observer regarding the recent burglaries in the Village. There are commonalities in these burglaries which leads the police department to believe there are one or two people committing these crimes. The article is to inform people as to how to protect themselves against this. It is still unknown how the burglars would know if someone is not home which concerns Chief Pettit because if they happen to enter when someone is home it could escalate into something more severe. There was more discussion. Lourigan also asked if the Village of Oregon is having a lot of gas drive offs. Pettit confirmed this is happening and stated that a new form for the gas stations' staff has been provided so the police department can get better information. At this point the police department is not getting notified until a

few hours after the drive off. Pettit stated these go unsolved because they do not have enough information to work with.

b) Discussion and Recommendation to Village Board Consideration of Deputization Agreement with Dane County. Pettit said that there are about 10 municipal attorneys around the county working on this agreement. This agreement changes the deputization for municipal police officers with the Sheriff's Department because for the most part you are only deputized when the officer is on duty. The second change would be any potential civil litigation resulting in the officer's action even while working under their deputization is automatically transferred to the municipality not to the county. Pettit will bring this back when everybody is in agreement that they have the final version, which should be next month.

c) Discussion of Annual Inspection of Lockup Report (Will be Distributed at Meeting). Pettit stated there is a new jail inspector in the State of Wisconsin that works at the Department of Corrections. Bob Lee was the prior inspector and had this position for over 30 years. He had a different way of reacting to things than the current jail inspector. The new jail inspector came for his first inspection and did not like a lot of things about how the police department is handling their lock-up. Unfortunately, Chief Pettit stated all of these items could have been corrected if they knew they were supposed to be addressed. In five years of operating the facility the police department was never told that any of these items were an issue. Bob Lee did not get excited over these things because he knew how the lock-up facility was being used. It is operated as temporary holding facility. People are only put in there if they are going to hold them short term and then they are moved. If a person were a flight risk or suicidal they would just be taken straight up to Dane County. This new jail inspector's letter basically states that if these specific items are not taken care of, the facility will be shut down. Pettit stated that all of these items will be worked on. The biggest issue is a plumbing problem in the holding cell. Most things are quite simple to fix. Luebke wants to know why we are supposed to make it comfortable for a person that is going in the lock-up facility. Pettit said we haven't had hygiene products because people aren't held in there that long, but because the code says you have to have them the new jail inspector wants the police department to have them. Pettit's plan is to submit the necessary letter within 30 days.

d) Additional comments as necessary. None.

7. **NEW BUSINESS.**

a) Distribution and Overview of Salary Survey from City of Monona for Management Positions and Discuss Committee Direction to Staff for evaluation of Survey Results. Gracz went over a salary survey that the City of Monona had conducted for department heads and noted that there are a few Village positions that are out of line. The Village has \$7,700 budgeted for salary adjustments in the 2007 budget. Gracz asked the Committee members to think about whether they want the salaries to be at the average of the communities, the 75th percentile, or another possibility? If the Board looked at the average of all of the department heads and did something effective January 1, 2007, the Village of Oregon is looking at an approximate \$19,000 total adjustment. The major adjustment is for the Finance Director, the second would be for the Police Chief. Gracz said that he spoke with other administrators trying to recruit department heads in municipal government and it is becoming a challenge. He is stressing that he would like to keep the department heads in the Village happy versus trying to recruit. Pettit stated in looking at the department heads on this salary survey a lot of them are new to the position. When you go to replace a department head you aren't going to hire them for what you were paying the previous person when they started because that is not what market value is. Gracz said he would like to make it difficult for a department head to leave. Staton agreed. Gracz stressed that he would like to take care of this before the Board changes in April so that this process does not

need to start over again. Bollig suggested working on this at a department head staff meeting. Gracz will talk with the department heads and come back with a proposal.

8. **CLOSED SESSION.** The Personnel, Public Safety & Protection Committee may adjourn into closed session from time to time during the course of the meeting to **discuss Police Department personnel matters** pursuant to Wis. Stat. sec. 19.85(1) (c) permitting closed sessions 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. **Following each such closed session, the Committee may reconvene in open session. Motion by Harms to adjourn into closed session at 6:40 p.m. Second by Bollig. Motion carried 3-0.**
  
9. **FUTURE ASSIGNMENTS.**
  - a) Discussion of Village Board's Involvement in Resignations and Advertising of Positions
  - b) Discussion and review of E-Mail Policy for Village Board members
  - c) Reviewing Ordinance Governing Village Administrator's Authority regarding Personnel Matters
  - d) Consideration of Creating School Zones in front of Schools
  - e) Proposal to Create an Ordinance to Ban Outdoor Solid Fuel and Heating Units
  - f) Village Administrator's Evaluation
  - g) Review of Performance Evaluations Forms
  - h) Career Related Development Policy
  - i) Review of FMLA Policy
  - j) Development of Time Off Policy for Employees who become fulltime
  - k) Status of Property Condition at 523 Janesville Street
  - l) Development of Electronic Mail Policy for Village Board Members and Development of Village E-Mail Policy
  - m) Municipal Facilities Building Usage Policy and Community Room Rules
  - n) Discussion of Establishing a New Policy to Regulate Out-of-State Travel for Training and Conferences
  - o) Discussion regarding Noise Ordinance (5/22/06 Trustee Noeldner's request)
  - p) Discussion adopting policy similar to State's Vacation Escrow Plan
  - q) Status of Establishing Employee Assistance Program in 2007 Budget
  - r) Follow-up regarding of pedestrian traffic in downtown (from September Meeting)
  
10. **ADJOURNMENT.** There was a motion to adjourn at 6:48 p.m. Motion carried.

Submitted by,  
Peggy Haag,  
Clerk Assistant / Deputy Clerk