

1. **CALL TO ORDER.** Chair Poole called the regular Personnel, Public Safety & Protection Committee Meeting to order at 6:03 p.m.
2. **ROLL CALL.** Present: Eric Poole, Phil Harms and Jerry Bollig. Also present: Village Administrator Mike Gracz, Police Chief Doug Pettit, Village Board President Steve Staton, Trustee Lourigan, Fire Chief Dave Bloom, and Clerk Assistant Peggy Haag.
3. **APPROVAL OF MINUTES.**
  - a) Special meeting 3/19/07. Motion by Harms to approve Special meeting minutes from 3/19/07. Second by Poole. Motion carried 3-0.
4. **PUBLIC APPEARANCES.**
  - a) Appeal by Emily Jean Huff regarding Denial of Operator's License- Recommendation to Village Board. Chief Pettit stated she seems to not understand what an ordinance violation is. All Emily Huff has to do is come in and amend the operator's license application; however she does not want to pay the additional fee to resubmit her application. Chief Pettit's understanding is that she is asking for a waiver of the fee. He also stated that he will take her at her word that she was unclear about whether or not she was convicted of falls under the definition on the operator's license application even though the application does say, "List any felony, misdemeanor or ordinance violation". Chief Pettit did explain that covers just about everything. Chief Pettit's recommendation from past experience would be to let her amend the application. She has paid the fee once and he feels it is fair to let her come in and amend the application and just go with the one application. **Motion by Bollig to the Board to allow Emily Jean Huff to amend her operator's license application letting the current fee stand. Second by Harms.** There was some discussion. **Motion carried 3-0.**
  - b) Request from Amy Clements on behalf of Easter Seals to Waive Permit Fee for Street Use Permit (FYI – was waived last year). Request was withdrawn.
5. **COMMUNICATIONS AND MISCELLANEOUS BUSINESS.**
  - a) Emergency Preparedness Newsletter (FYI Only)
6. **FIRE CHEIF'S REPORT**
  6. a) Discussion and Possible Recommendation to Villager Board re: Village's Commitment for EMS Regional Study. Chief Bloom stated this item last year had 15 communities identified doing a regional study for EMS and out of the 15 communities 8 have made a commitment to contributing \$5,000 for this. The Village of Oregon is one of those communities. RFPs went out for consultants. The RFP's came back with fees ranging between \$48,000 - \$74,000. Knowing there was a maximum of \$40,000 available, the two lowest bidders where asked if they could go any lower. The second lowest bidder could not reduce there amount. The hand out with Virchow Krause did come back and saying they can do this for \$40,000. The only change they made on the proposal is instead of doing individual interviews with directors they will do group interviews. Changing this reduced the number of hours they needed to lower the cost to \$40,000. The money is now being contributed by the committed communities to get this study started. **Motion by Bollig, to the Village Board to make the Village's financial commitment for the EMS Regional Study as proposed. Second by Harms. Motion Carried 3-0. (\$5,000 is budgeted in 2007 Budget in Fund Fire District Special Revenue)**
  - b) Discussion and Distribution of Mike Pohlman's Organizational Study: Study to be presented at the April 23<sup>rd</sup> 7:00 PM Fire/EMS Commission meeting. Poole stated this is going to be at the Fire and EMS Joint Board Meeting at 7:00 p.m. Poole was concerned about not being able to make this

meeting. There was discussion about who would be able to be there. Staton stated he would be. Chief Bloom stated that he could not comment on the study packet because he had just received it himself.

- c) Discussion of Village Employees responding to Fire/EMS Calls. Gracz stated there is at least one Public Works employee, Terry Wendt, who is an assistant fire chief in Evansville who has expressed an interest in responding to fire calls in Oregon because of low staff coverage during the day in the Village of Oregon. The question posed is, would the Village Board allow Village employees to respond to a call for the Fire/EMS District during work hours? Poole asked if this would be for both fire and EMS calls. Chief Bloom said ideally all of the time, but if it is restricted at least for a structure fire or an extrication. Gracz said this was done in Tomah but there was a policy set up with some restrictions to deal with certain issues. The committee is okay with thinking about this and bringing it back next month. There was also discussion of getting copies of other community's policies dealing with this. There was more discussion.

## 7. POLICE CHIEF'S REPORT

- a) Monthly Statistic Reports. Chief Pettit handed out the monthly statistics for radar assignments in March for the Village of Oregon and the Town of Oregon statistics for traffic enforcement in March. The Village is short 3 positions and it has been hard filling time in the Town of Oregon. What is not shown is the stats this month are comparable for other activities, which should be available at the next meeting. There was some discussion about traffic and citations. Chief Pettit said Stoughton has one officer that is a full-time traffic officer. All he deals with is traffic related issues. There seems to be a positive response from residents about this. Pettit said the police department is still having issues with their speed trailer. It has been looked at by a few different companies and they can't find anything wrong. Lieutenant Sherven has a representative coming to the Village of Oregon to look at this item as it is being used. Chief Pettit said the trailer is not reliable right now. Harms asked who the Village shares the trailer with. It is being shared with the Town of Oregon and the City of Verona. He also wanted to know if the Village of Oregon Police Department has a contract with the Town of Oregon. They do, for 20 hours a month. This does not impact the Village of Oregon because the 20 hours a month is overtime. Harms was wondering when any of the police positions would be filled. Chief Pettit said that 2 will be hired as soon as possible. There was also discussion of the candidates and their qualifications. Poole asked if a report could be done showing number of officers and number of calls for service for the Village of Oregon compared to other communities in the area to see if the Village of Oregon is adequately staffed. The committee wondered what constitutes a call. Chief Pettit said a call for service is defined as any activity that it takes a police officer to perform. Harms wondered if there is an area that seems to be more of a problem maybe it needs to be identified and then there is justification for hiring an officer placing them to work on that specific area full or part time.
- b) Discussion and Possible Recommendation to Village Board re: Ordinance Amending Parking on North Perry Parkway. The police department did a survey of the residents that live on the west side of North Perry Parkway between Lincoln Street and Nygaard Street as to what they would be willing to live with and what they want to see to open the street up. There was discussion at a previous meeting about a no parking restriction during school hours and putting up temporary signs. Mailboxes are being blocked and there aren't ordinances to control this. The residents and the post office would like to see something done as soon as possible. Chief Pettit said there is not a state law regarding blocking mail boxes but there is a federal law related to interfering with delivery of mail so unless an ordinance is passed related to blocking a mailbox or a parking ordinance then the best thing to do is deal with it as a restricted parking area. Chief Pettit will have an ordinance drafted and bring it back to the May 7, 2007 Village Board Meeting.

- c) Discussion of Police Department Operational Issues Addressed Directly at Village Board Meeting. Chief Pettit has a concern about times when issues are put on an agenda and the police department is expected to respond to the issue and the police department doesn't know anything about the issue. He stated that it would be nice to have time to research the issue and be able to address the item in an informed way. If there could be a courtesy phone call or e-mail letting the police department know there is an issue to prepare so it can be addressed to the Board. For example, the issue on the reward for the burglaries, Pettit was unclear as to why it was on the agenda. It could have been left off the agenda if Chief Pettit was contacted because the burglars were apprehended. Staton said what Chief Pettit is trying to get across is "no surprises", which he agrees with because if something comes up and a person is not prepared it looks as though people don't know what is going on. Gracz said there will be a general discussion about goals and this topic can be added.
- d) Discussion of Resignation of Animal Control Officer, Gary Wackett. Chief Pettit said he received a letter of resignation from Gary Wackett. Wackett indicated in his letter that his responsibility as constable in the Town of Oregon and with his full time duties he just doesn't feel as though he is able to perform the responsibilities of animal control officer properly. He mentioned that the Village of Oregon used to have 2 animal control officers making it more manageable. It is done on an on call basis but he is also helping with specific complaints of animals, setting traps, and picking traps up. He doesn't feel he can give this the time he feels is necessary in dealing with this position, so he has decided to resign. The police department is trying to talk him into staying if they would be able to find another animal control officer to share the responsibility. Chief Pettit said that Wackett is an excellent animal control officer. He has worked with the Village of Oregon on and off for the past 20 years. Chief Pettit feels Gary Wackett could be talked into coming back if the Village is able to split that position with another animal control officer. There was some discussion about what the job description entails. It is very difficult to find people that are willing and able to do this. **Motion by Poole to reluctantly accept the resignation of Gary Wackett, animal control officer, as of April 30, 2007. Second by Bollig. Motion carried 3-0.**
- e) Additional comments as necessary. None.

5. NEW BUSINESS.

- a) Discussion and possible recommendation to Village Board re: Revised Clerk Assistant II and Clerk Assistant III Job Descriptions. Gracz stated that Becki Reilly's position will be filled keeping it confidential but probably not at the same pay rate. This will be coming back to the May meeting. There is some juggling going around in the front office. One of the critical things also pertaining to item c is to have as many people trained on elections and being back ups. Peggy and Tracey have stepped up by doing some of those things. Renee summarized in the letter included in the packet both Tracey and Peggy have taken on other responsibilities Mary Jo Lease used to do and were then transferred to Becki Reilly. Gracz and Hoelt think it is appropriate to do this reclassification. The job description has been updated for Clerk Assistant III. Bollig wanted clarification on the plan for rehiring Becki's position. Gracz stated her position used to be the Deputy Clerk. The new position may not be named the Deputy Clerk and the pay rate will most likely be different. There was also discussion about the budgeting of this position. Gracz wanted to expand on item 5c as part of item 5a. After the Governor's race there was a struggle to find pole workers. Even before that, there were issues after the last Presidential election. All of these new federal laws were passed. It has gotten very complicated. The Village of Oregon has lost poll workers because of how complicated it has become. There is discussion of having more permanent Village employees trained in election work. It has been discussed for example for the Presidential election to close the front office and have

those people work the election to cover the polls. To be prepared for large elections it is felt that permanent employees need to be trained for elections or to be a back up. **Motion by Harms to recommend the Village Board revise Clerk Assistant II and Clerk Assistant III job descriptions as presented. Second by Bollig. Motion carried 3-0.**

- b) Discussion and possible recommendation to Village Board on Clerk Assistant II reclassification to Clerk Assistant III. **Motion by Bollig to the Village Board to reclassify the Clerk Assistant IIs to Clerk Assistant IIIs position (effective 1-1-07). Second by Harms. Motion carried 3-0.**
- c) Initial Discussion of Election Staffing. This was discussed as part of item 5a.
- d) Discussion of Village Employees responding to Fire/EMS Calls. Discussed under item 6. Added as 6c.

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) Village Administrator's Evaluation
- f) Review of Performance Evaluations Forms
- g) Career Related Development Policy
- h) Review of FMLA Policy
- i) Development of Time Off Policy for Employees who become fulltime
- j) Status of Property Condition at 523 Janesville Street
- k) Development of Electronic Mail Policy for Village Board Members and Development of Village E-Mail Policy
- l) Municipal Facilities Building Usage Policy and Community Room Rules
- m) Discussion of Establishing a New Policy to Regulate Out-of-State Travel for Training and Conferences
- n) Discussion regarding Noise Ordinance (5/22/06 Trustee Noeldner's request)
- o) Discussion adopting policy similar to State's Vacation Escrow Plan
- p) Status of Establishing Employee Assistance Program in 2007 Budget
- q) Follow-up regarding of pedestrian traffic in downtown (from September Meeting)

10. **ADJOURNMENT.** There was a motion to adjourn by Bollig at 7:15 p.m., second by Harms. Motion carried 3-0.

Submitted by,  
Peggy Haag,  
Clerk Assistant II