

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: Eric Poole, Phil Harms and Jerry Bollig. Also present: Administrator Mike Gracz, Police Chief Doug Pettit, Trustees Way and Groenier, Library Director Vicki Cothroll and Clerk Georgia Johnson.
3. **APPROVAL OF MINUTES.** Harms moved, second by Bollig, to approve the minutes of April 23, 2007. Motion carried.
4. **PUBLIC APPEARANCES.** None.
5. **COMMUNICATIONS AND MISCELLANEOUS BUSINESS.**
 - a) Discussion and Possible Recommendation re: Village Employees responding to Fire/EMS Calls. There is nothing new to report.
6. **FIRE CHIEF'S REPORT.** Chief Bloom was unable to attend tonight's meeting. Items listed will be moved to next agenda. Gracz noted that he will be talking to Chief Bloom about item #b and that will come to the June 18th Board meeting.
 - a) Discussion and Status of EMS Regional Study. Hold over to next month.
 - b) Discussion and Possible Recommendation to Village Board re: Town of Rutland's Request for a Boundary Amendment for the Oregon Area Fire/EMS District.
 - c) Monthly Report and Update regarding Fire/EMS Commission Matters.
7. **POLICE CHIEF'S REPORT.**
 - a) Monthly Statistic Report. Chief Pettit distributed additional statistics noting that even with the staffing levels, the officers are doing a good job and keeping up with assignments. There was some discussion.
 - b) 2006 Annual Police Department Report. The report was distributed at the last Board meeting. Pettit noted that due to staffing levels there was no report done last year but stated it provides good information and updates the activity level and staffing issues at the Police Department. There was discussion including how things were going at the schools with Officer Pehler and how the transition was going with the new judge.
 - c) Discuss Offer of Donation for Police Canine. Pettit noted he has been approached by the grandmother of Angela Drake to donate \$10,000 to start a canine program. This would assist the department with missing persons for tracking and also for drug detection. There is some concern with the cost of ongoing training of such a program, including the care for the canine as well as annual recertification requirements for both the dog and the handler. There was discussion. Pettit stated he felt it would be a good program, that there are officers that would be interested in becoming a canine handler, but there is concern about the ongoing costs. He noted this is a very generous donation, that generally local veterinarians are willing to contribute the cost of canine shots and so forth. Discussion continued. It was noted that in order to proceed the department would need a commitment from an officer and that certain concessions would have to be made in terms of the labor agreement.
 - d) Letters of Appreciation. Pettit referred to the letters of appreciation received from the Drake family.
 - e) Downtown Parking Enforcement Summary. Reference was made to the parking summary sheet. Pettit indicated that the officers found that for the most part the 2-hour parking time frame is being adhered to. There was some discussion.

8. **UNFINISHED BUSINESS.**

- a) Continuing Discussion of Election Staffing. Gracz noted staff is looking at closing the front office for elections in order that staff can fill in when necessary. He noted some of the recent problems being experienced with staffing due to the changes to election law. Staff will be looking into this further but wanted an idea from the Committee what its thoughts were. There was discussion including the problems with staffing, elections being scrutinized more and more, the new training requirements and so forth. The Committee did not have a problem with the idea and staff will continue to look into it and bring something back to the Committee at a future meeting.

9. **NEW BUSINESS.**

- a) Discussion and Possible Recommendation to Village Board re: Implementing Changes to the Library Traffic Pattern and Parking Lot. Cothroll stated this was discussed at a recent department head meeting at which it was suggested to implement a one-way driving pattern. Cothroll distributed a rough sketch of what is being proposed and noted this came up after an altercation in the parking lot took place. There was discussion including why the request is being made, where the book drop is located and whether that should be moved, the need to still allow for ingress off of Park Street because of the Senior Center's access needs, the need for sufficient signage, designating the travel lanes, whether to use speed bumps, the need to advertise the change and so forth. It was suggested to have a library architect look at the plan. Discussion continued. **Bollig moved, second by Harms, to recommend the Village Board authorize the changes to the Library traffic pattern and parking lot as set out in the memo. Motion carried.** [Lourigan arrived at approximately 5:40 p.m.]
- b) Discussion and Possible Recommendation to Village Board re: Requesting Dane County to Close Main Street for Memorial Day and Veterans Day Observances. Harms advised he has been contacted regarding the possibility of closing Main Street for the Memorial Day and Veterans Day ceremonies. The traffic and noise levels are such that it is difficult to hear the speakers and does not allow for many to congregate in that area. It would only be for about 45 minutes each day. Pettit stated it is blocked off for the Homecoming Parade and Summer Fest parade so could be done. The Village would have to apply to the Highway Department for a permit and provide an alternative route. Pettit stated it would require 4-5 officers' times which would mean some overtime and sufficient planning. There was discussion including that downtown businesses be advised of the closing, whether the downtown construction would be in progress next year and so forth. When asked if he supported the closing, Pettit stated he would but was not sure if the County would allow it since then the street would be closed four times a year rather than two. Following discussion, **Harms moved to recommend the Village Board authorize staff to contact the County regarding closing the downtown intersection for Memorial Day and Veterans Day observances for the time needed for the ceremony allowing an additional 15 minutes prior to and following. Second by Bollig. Motion carried.**
- c) Continuing Discussion and Possible Recommendation to Village Board re: Amending Meal Reimbursement Policy. Gracz noted this is a staff proposal in that the reimbursement policy has not been adjusted in years. In addition, the request is to allow the Village Administrator to approve any additional amounts for out of state conference meal charges. There was some discussion including what the Dane County policy is, the DeForest rates (which were included), what other communities allow was not readily available, and noting that the proposal is comparable to the State's allowances. **Bollig moved, second by Harms to recommend the Village Board approve the large city rates for in-state and out of state.** There was further discussion. It was noted there will be further information available at the June meeting. **Motion carried.**

10. **FUTURE ASSIGNMENTS.** There was some discussion. Poole requested items #b and #k be combined. Poole asked that item #d be taken care of prior to School starting and that item #j be put on next month's agenda. Hoelt noted the Board e-mail addresses have been set up and information will be provided regarding the use. All emails will then be saved on the Village hard drive. The email policy is being worked on and will be provided at the same time the addresses are provided. There was some discussion.

11. **ADJOURNMENT**. Bollig moved, second by Harms, to adjourn at just prior to 6:00 p.m. Motion carried.

Submitted by,
Georgia Johnson,
Village Clerk