

1. **CALL TO ORDER.** Chair Poole called the 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, President Steve Staton, Trustees Darlene Groenier and Randy Way and Clerk Georgia Johnson.
3. **APPROVAL OF MINUTES.** Bollig moved, second by Harms, to approve the minutes of the special meeting of June 25, 2007. Motion carried.
4. **PUBLIC APPEARANCES.** None.
5. **COMMUNICATIONS AND MISCELLANEOUS BUSINESS.**
 - a) None.
6. **FIRE CHIEF'S REPORT.** Acting Chief Dave Bloom was present and gave an update on each of the items.
 - a) Discussion and Status of EMS Regional Study. Meeting has been re-scheduled to September 26th in McFarland.
 - b) Monthly Report and Update regarding Fire/EMS Commission Matters. Have completed the first phase and ready to move onto phase 2. Will replace 4 of the mobile radios—these are the radios that are being used County-wide. Will be applying for a 75%/25% grant. A joint Board meeting is scheduled for next week and may be approving a job description for a fire fighter I.D. tech position. The purchase of the new ambulance was approved at the last meeting and that was in the budget for this year.
 - c) District's 2006 Audit (available for review) For information Only. It was noted if anyone wants a copy of the audit they can contact Gracz and one will be provided.
 - d) Discussion and Possible Recommendation re: Village Employees responding to Fire/EMS Calls. (from April meeting). Bloom noted that he has talked to Gracz and Below about whether or not a Fire Department volunteer for another community that works for the Village could be utilized locally for structural fires. The experience would be beneficial to the Fire Department and the employee would only be used for those types of fires. There was discussion regarding how the employee would be paid, could reimburse the Village at a pay rate comparable to responders pay, whether there would be workers compensation costs to the Village, and whether the Union would have a problem with it. Gracz noted there was not a problem with the Union the last time this came up. Bollig questions what the other communities would contribute toward the cost. Discussion continued regarding how overtime would be handled if the employee was called out for snow plowing, whether the employee would need to step down as a Village employee if called out on Fire Department call, what effect on Village insurance, and the pay rate. Bloom noted that he has talked to the insurance company and it would be covered under the Fire Department's insurance. More research needs to be done regarding the overtime question. The Committee felt that any gray areas need to be cleared up before approving this request. Following discussion it was concluded to refer the matter to the Finance Committee meeting in October which will allow for time to get answers to the questions that came up regarding insurance and overtime and have a memo issued.
 - e) Discussion and Possible Recommendation to Village Board re: Amending Administrative Agreement with District for Ready Grant Program. Bloom asked that this be tabled to the next meeting noting that he will have more information by then. There was discussion regarding painting of the fire hydrants.

7. **POLICE CHIEF'S REPORT.**

- a) **Monthly Statistic Report.** Pettit referred to the traffic warnings issued on the statistical report noting there is a 67% increase between July and August. Additionally, thefts are up by 20% due to a recent rash of thefts on the west side and south side of the Village. Pettit report there is a group doing what is referred to as car shopping—taking items out of unlocked vehicles—anything that could be sold. The Police Department has had some surveillance going on and this has subsided somewhat. Not listed in the statistical report are the home burglaries that were going on a few months ago. The P.D. has been able to determine a pattern and will be hosting a neighborhood meeting regarding these types of thefts and instituting a program similar to the neighborhood watch program. The program will be implemented in the Scott Street and N. Wood Edge Drive areas first. Pettit also noted that graffiti has increased and this is something that will not be tolerated. There was some discussion. The second page consists mostly of the flooding calls. There was further discussion.
- b) **Update regarding Offer of Donation for Police Canine.** Regarding the offer to donate \$10,000 for a canine, staff has been checking into the program and it has been found that start up costs for such a program come to about \$67,000—for training, the dog, the equipment needed, and perpetual costs which would have to be absorbed. Currently this is not in the Police Department's 2008 budget requests. Pettit stated they will continue to review ways to come up with monies for a canine program but he does not feel taxpayer monies should be spent on this program. The program would cost about \$3,000-\$5,000 monthly. There was some discussion.
- c) **Downtown Parking Enforcement Summary.** Pettit referred to the parking summary noting that it shows they are not finding violators and requested direction from the Committee whether to continue their efforts in the downtown. There was discussion.
- d) **Discussion and Possible Recommendation to Village Board re: Property Condition at 523 Janesville Street.** Pettit stated the Police Department has exhausted all available efforts to get the property cleaned up. He stated he has talked to Attorney Dregne about this matter and Dregne's recommendations are on the last page of the summary sheet attached to the agenda. Pettit is looking to the Committee for direction on where to go from here. The Police Department is still getting complaints. Pettit stated he recommends Dregne's suggestion to get a Raise and Repair Order under State Stat. sec. 66.04. There was discussion. **Harms moved, second by Bollig, to recommend the Village Board authorize proceeding with action under Sec. 66.04 of the Wisconsin Statutes for the property located at 523 Janesville Street. Motion carried.**
- e) **Discussion and Possible Recommendation to Village Board re: Ordinance regarding Enforcement of School Zones (Ordinance #07-13).** Pettit stated this ordinance would clean up the current ordinance so that specific school zone locations do not have to be listed in the codebook and it was recommended by the Village Attorney. Following a discussion, **Bollig moved to recommend the Village Board adopt Ordinance #07-13 regarding enforcement of school zones. Second by Harms. Motion carried.**
- f) **Discussion and Possible Recommendation re: Creation of Speed Zone on North Alpine Parkway.** Pettit noted that before this can be done a traffic study has to be conducted and that is being worked on. The speed limit would be reduced from 35mph to 30 mph which is lower than that allowed under State Statute. There was some discussion. This will come back to the Committee when it has been prepared.

8. **UNFINISHED BUSINESS.**

- a) **Discussion and Possible Recommendation to Village Board re: Village Board Members E-Mail Policy.** Reference was made to the E-mail policy attached and Bollig asked if the Village Attorney has reviewed it. If the policy is adopted, Village Trustees will eventually be provided e-mail addresses. It was noted this will be on the October 8th Board agenda so there is time for the attorney to review it. **Bollig moved, second by Harms, to recommend the Village Board adopt the E-Mail Policy contingent on the attorney's approval. Motion carried.**

9. **NEW BUSINESS.**

- a) Discussion and Possible Recommendation to Village Board re: Adopting Open Records Request Policy. Johnson noted this is a requirement under State Statute and is something that should be posted in the Clerk's Office and on the web page. The fee listed is the same as the fee for copying in the Village's fee schedule and is reviewed annually. There was discussion regarding the fee for audio or visual tapes. Pettit noted their department charges a much higher fee because of the amount of time involved in copying the tape which is within the reasonable rate. It was concluded to leave the fee for the audio/visual tapes off the form. Pettit noted that the Village cannot require a requester to submit a written request and there was discussion. It was concluded to change the form to include the words "but not required" in the second paragraph and change the wording regarding the audio/visual tapes to "must be ordered through the individual department". **Bollig moved to recommend the Village Board to adopt the open records request policy with the changes as discussed. Second by Harms. Motion carried.**

- b) Discussion and Possible Recommendation to Village Board re: Having One Current Student Employee Become a Permanent Employee and Having Two Students in 2008 Budget per President Staton's Request. Staton noted that previously the Village approved two positions for students from the High School, students with disabilities, to work an hour a day 5 days a week. Now that the students will no longer be students there needs to be a change. Staton noted he would like to see one position become a permanent employee—one student worker that could continue working for the Village after High School and still maintain the two student positions currently in place. Staton feels that there needs to be responsibility in the local community for the students in our School District to have a job in the community. Staton went over the program noting that the special education teacher that coordinates this program has met with the Chamber of Commerce about the program to line up other employers in the community. This would expand what we currently have by one position. There was discussion including the number of hours, whether the students would be supervised, minimum wage is paid, the position does not allow any benefits in that it is only 5 hours per week, once the students reach a certain age they are no longer eligible under the program through the school and this would allow that student to continue to work for the Village and so forth. Bollig asked what the financial impact would be and there was discussion. Bollig had concerns with the position being a "permanent" position. It was noted that once a student hits the age of 21 they can no longer work in that program. By creating the permanent position, when the student is no longer eligible under that program, the student can continue to work as a Village employee. Discussion continued. It was concluded to send this to the Finance Committee with a memo addressing the concerns expressed regarding the financial impact.

- c) Discussion and Possible Recommendation to Village Board re: 2008 Election Needs and Expenses. Gracz stated this covers personnel issues and financial issues so it needs to be discussed at both levels. There was discussion regarding holding off on this matter tonight and discussing it during the budget meetings and it was agreed.

10. **FUTURE ASSIGNMENTS.** There was no discussion.

11. **ADJOURNMENT.** Bollig moved, second by Harms, to adjourn at 5:57 p.m. Motion carried.

Submitted by,
Georgia Johnson,
Village Clerk