

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: Phil Harms, Eric Poole, and Jerry Bollig. Also present: Administrator Mike Gracz, Police Chief Doug Pettit, President Steve Staton, Trustees Darlene Groenier arriving at 5:05 p.m, Jon Lourigan arriving at 5:58 p.m. Randy Way arriving at 5:58 p.m., Senior Center Director, Alison Koelsch, arriving at 5:05 p.m., Public Works Director Mark Below arriving at 5:50 p.m. and Clerk Assistant Peggy Haag.
3. **APPROVAL OF MINUTES.** Harms moved, second by Bollig, to approve the minutes of the regular meeting of September 17, 2007. Motion carried 3-0.
4. **PUBLIC APPEARANCES.** None.
5. **COMMUNICATIONS AND MISCELLANEOUS BUSINESS.**
  - a) Discussion and Possible Recommendation to the Village Board re: Closing Senior Center from 8:00 AM to noon on December 24<sup>th</sup>. (All Village offices are closed as of noon on December 24<sup>th</sup>.) Gracz said meals are not being served December 24<sup>th</sup>. **Motion by Bollig, to recommend the Village Board approve closing the Senior Center from 8:00 a.m. to noon on December 24<sup>th</sup>. Second by Harms. Motion carried 3-0.**
  - b) Discussion and Possible Recommendation to the Village Board re: Increase starting rate of pay for Senior Center Assistant to the Director Position Candidate from \$14.06 to \$15.15 based on work and educational experience. Gracz said when the PAR study was done the Village of Oregon's salary plan allows the Board to hire a person at a higher rate of pay based on their background. This was also recently done for the Police Department. There is a person going through a background check now for the full-time position of Senior Center Assistant. Gracz said they are trying to work ahead on this. There is no problem on budgeting money for this because starting pay would still be less than what Suzie Utynek left at. **Motion by Harms to recommend the Village Board increase the starting rate of pay for Senior Center Assistant to the Director Position Candidate from \$14.06 to \$15.15 an hour based on work and educational experience. Second by Bollig. Motion carried 3-0.**
  - c) Discussion of moving Farmers Market to Oak Street Parking Lot in 2008 due to Downtown Construction Project. Hoeft and Below had stated prior to this meeting the Village Hall parking lot will be used for customer parking and a possible work trailer. The Hitching Park would not be an option for Farmers Market because it will be used as a detour route so the Oak Street parking lot is being looked at. Pettit said there really aren't a lot of options for moving this someplace else. There was some discussion of the downtown construction project. Harms stated the lot should be kept for customer parking and Village Hall employees and State employees should park elsewhere.
6. **POLICE CHIEF'S REPORT.**
  - a) Monthly Statistic Report. This report included the monthly statistical report showing September compared to August. This also shows radar assignment for September. Staffing will be coming to a level soon where traffic calming measures will be worked on more. In the 2008 budget an additional position is being requested to help in this area. Harms commented on traffic problems at Elm Street. Pettit said one of the crossing guards has brought that to Pettit's attention and it is Lieutenant Sherven intension to get an officer at that area to observe it.
  - b) School Resource Officer's Report. This report gives a week's worth of information from all school buildings in the school district. Most of the activity is occurring at the high school. This school year has gone well. Theft seems to be down. Staton stated traffic in the hallways and on the street seem to be

down as well. The new ordinance on truancy which goes as far as immediate fines for truancy against parents appears to have a positive effect on lowering that number.

- c) Downtown Parking Enforcement Summary. This was discussed with item 6a.
- d) Status of Property Condition at 523 Janesville Street. A month ago information was given to the building inspector the next step is to get voluntary compliance to enter this property and inspect it to see if it's habitable. Kleisch did contact the property owner this past week and was verbally refused entry into the property at 523 Janesville Street. The homeowner said there is no reason to do an inspection because he is going to tear the building down. He has said this before and it has not been done. He has one more attempt for voluntary compliance and then the matter will be turned over to the Village Attorney. There is a process to go through for court action to inspect the property and if found uninhabitable it will be torn down by court order. Poole wondered what the time frame would be after an attorney is involved. Pettit said it is hard to speculate but from the time the Police Department would get a court order for an inspection to the time of getting a judge to sign a paper to take the building down it could be a year.
- e) Discussion of Governor's Veto Adding Disciplinary Procedures for Law Enforcement Officers. In the Governor's original proposed budget there was a provision that would provide and appeal process to a police officer or firefighter that discipline has been heard by a police and fire commission. Currently if a police officer or firefighter is brought up on discipline charges for whatever reason and that officer or firefighter does not like the decision made, their only option is to appeal to a Circuit court. Circuit Court will review the case on the record. People have wanted to get this law for the past the last twelve years. This would give them another appeal process, allowing them to appeal their discipline from the police and fire commission to a state arbitrator overriding the Police and Fire Commission. The Governor vetoed this back into the budget. This means an officer or firefighter can appeal to an arbitrator, which takes the community standard away. If this was negotiated into a contract, this community would no longer have the ability to determine what proper conduct is for their police officers and firefighters. It would be up to a state arbitrator. Pettit's opinion on arbitrator is they rule 50%. They have taken this out of the community's hands. It is devastating in Pettit's opinion it has taken the best process in this country and turned it over to the power of the unions to manage the workforce. Pettit said every contract that comes up for renegotiation the union is going to ask for this provision and if it is voluntarily allowed it becomes a standard. Once this becomes a standard every other arbitrator will rule that in a binding arbitration. Pettit said contract negotiations are coming up and he knows that the WPPA will ask for this to be put in the contract. His advice to the Board is to make them arbitrate the matter.

Pettit handed out a press release regarding the burglaries. Over the weekend a warrant was executed for residents in the Village of Oregon. Two individuals were arrested. They are both on probation for burglary. The police department believes they are responsible for a number of burglaries in Oregon and other communities. It is Chief Pettit's belief these two individuals are not the only two involved in burglaries in Dane County. An Oregon officer made a traffic stop where the driver fled and stolen items were found in the vehicle, which makes officers believe perhaps this individual is involved in burglaries also. It is too early to know if they are involved with any of the business thefts.

## 7. UNFINISHED BUSINESS.

- a) Discussion and Possible Recommendation to Village Board re: Village Board Members E-Mail Policy. Gracz stated the Village Attorney's office made changes to the e-mail policy. Board members should not use the official Village e-mail accounts for personal business or for communicating between other Board Members. They can e-mail to staff and the public. Board members cannot e-mail each other because it could turn into a quorum. **Bollig moved to recommend the Village Board adopt the E-Mail Policy contingent on the attorney's approval. Second by Harms. Motion carried 3-0.**

8. **NEW BUSINESS.**

a) Discussion and Possible Action re: 2008 Village Positions

- 1) Student Employees. Staton said there are two students from the high school working for the Village of Oregon now with a job coach because of their disabilities which gives them a chance to work in the community and job skills. Once they turn 21 they are no longer eligible to go to high school. Dane County will help support them in positions after they leave high school if have positions prior to leaving high school. Staton would like to continue with two students every year at an hourly position one hour per day 5 days a week. Staton is also interested in creating one Village position after the student finishes high school for one hour a day 5 days a week. This person would go through the interview process and be hired as a permanent part-time employee. Pay would be minimum wage. There was discussion to make sure there would be justifiable work for this person. It was concluded there would be. Bollig wanted to know if the new position could be run past the employee union so there is not a grievance filed against the Village. Staff doesn't seem to think this will be an issue. Poole was wondering if this was in the budget and Gracz was not sure. **Motion by Bollig to recommend the Village Board authorize continuing with the current two student positions and to add one permanent part-time position at one hour a day, five days a week and to make sure this is in the 2008 budget. Second by Poole. Motion carried 3-0. (Note: The additional position is not in the 2008 Preliminary Budget and would cost \$2,036 in 2008.)** Staton suggested when this item goes to the Village Board to have a school representative discuss this in more detail. It was agreed that was a good idea.
- 2) New Police Officer. Chief Pettit is requesting an additional sworn position in the budget backfilling for a senior police officer. The current detective doesn't have time to follow up on cases. More staff hours are needed in investigation. The other part of duties for this officer would be traffic enforcement from speeding, stop signs violations, parking and coordinate traffic enforcing programs. Stoughton has a neighborhood association something like this could benefit Oregon. Hiring another officer will help investigations a lot and also with trafficking issues. **Motion by Harms to recommend the Village Board authorize Chief Pettit to start the hiring process of a new police officer starting July 1, 2008. Second by Bollig. Motion carried 3-0.** Bollig would like to see the previous year trends and along with year to date information. Staton requested the report list be in alpha order.
- 3) Staff Planner/Economic Development/Zoning Administrator. Gracz stated this would be discussed in more detail at the next meeting.
- 4) Personnel Director/Human Resources Manager. Staff reclassified the Deputy Clerk position. All of the Department Heads agree this is a good idea. There is a sample job description from the City of Fitchburg. Their position is called a Human Resource Manager. The goal is to hire a person as a 30 hour a week position and start the recruiting process as of January 1, 2008. **Motion by Harms to recommend the Village Board authorize the Village Administrator to start the hiring process for a Personnel Director/Human Resources Manager for the position to start January 1, 2008. Second by Bollig. Motion carried 3-0.** Bollig wants to know how the 2009 budget looks for filling this position.

9. **FUTURE ASSIGNMENTS.**

- a) Discussion of Village Board's Involvement in Resignations and Advertising of Positions
- b) Reviewing Ordinance Governing Village Administrator's Authority regarding Personnel Matters
- c) Village Administrator's Evaluation
- d) Review of Performance Evaluations Forms
- e) Career Related Development Policy
- f) Review of FMLA Policy
- g) Development of Time Off Policy for Employees who become fulltime
- h) Municipal Facilities Building Usage Policy and Community Room Rules

- i) Discussion of Establishing a New Policy to Regulate Out-of-State Travel for Training and Conferences
- j) Discussion adopting policy similar to State's Vacation Escrow Plan
- k) Status of Establishing Employee Assistance Program in 2007 Budget

10. **ADJOURNMENT**. Harms moved, second by Bollig, to adjourn at 5:59 p.m. Motion carried 3-0.

Submitted by,  
Peggy S.K. Haag,  
Clerk Assistant