

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: Jerry Bollig arriving at 5:11 p.m., Eric Poole, and Phil Harms. Also present: President Steve Staton, Administrator Mike Gracz, Village Attorney Matt Dregne arriving at 5:05 p.m., Police Chief Doug Pettit, Trustee Randy Way, and Clerk Assistant Peggy Haag. Arriving later: Trustee Jon Lourigan at 5:10 p.m., and Trustee Darlene Groenier.
3. APPROVAL OF MINUTES.
Harms moved to approve the minutes of the meeting of October 27, 2008. Second by Poole. Motion carried 2-0.
Harms moved to approve the minutes of the meeting of December 22, 2008. Second by Poole. Motion carried 2-0.
4. PUBLIC APPEARANCES.
 - a) Discussion and Possible Recommendation to the Village Board re: Request for Liquor License – Oregon Community Sports Arena. Jeff Groenier, Chris Byrne, and Mike Johnson appeared in front of the Personnel Committee to answer questions the committee would have. This is a yearly license from July through June. Groenier stated OSCA would have four fundraisers a year. OSCA is talking to a Triple A Junior Team (an elite hockey league) interested in renting the ice. A requirement of that is to sell alcohol. They are also talking to a semi-pro adult league that would also require a liquor license. If this happens OSCA would talk to Chief Pettit and discuss how things would need to be handled. There would not be alcohol sales during youth events, just fundraisers, and other special events such as weddings or anniversaries. Harms asked about more than one event going on at a time. There was some discussion. Chief Pettit said the state wants to make sure there is a way of controlling the alcohol that remains in that area and who ever is managing the area would have to make sure nobody is leaving the area with alcohol or there is not an unsupervised youth going into the room with the alcohol. **Motion by Poole to recommend the Village Board approve liquor license for Oregon Community Sports Arena. Second by Harms 3-0. Motion carried 3-0.**
5. COMMUNICATIONS AND MISCELLANEOUS BUSINESS.
 - a) Review of Samples of Outside Employment Polices and Directing Staff to Prepare a Final Version for the February Committee Meeting. Gracz stated these are all fairly similar. Staff would probably use different sentences from different examples. Gracz will formulate and bring this back.
 - b) Update on Town of Oregon’s Use of Village’s Building Inspector – FYI Only. Mike Kleisch is still being used and at this point nothing is being formalized.
6. Police Chief’s Report
 - a) Monthly Statistic Reports including Motorcycle Use Data. There is not a report on the use of the motorcycle, but there is an invoice on the way. Chief Pettit discussed the top 10 police related calls adding to the increase in calls for service between 2007 and 2008. Traffic arrests and traffic incidents were the two largest items out of the 10,132 calls for 2008. There was discussion of other areas including operating under the influence and residential and business burglaries. Harms inquired about the first response officers who get to an accident before an EMT. Way stated it is helpful to have an officer there to in front of a house with the lights going when it is hard to find a residence.
 - b) Monthly Report on Serving as Interim Police Chief in Brooklyn. In response to a previous question, Chief Pettit does not wear a uniform in Brooklyn. Craig Sherven was working in Brooklyn prior to Bill Roberts’s retirement and Jeremy Hatfield and Matt Wagner have asked for part-time work in Brooklyn. They are working three shifts for the month of February. None of the hours they work cause over-time in Oregon. Poole asked if there has been a need for Pettit to come back to Oregon while in Brooklyn and he stated, “No”.

- c) Letter from Dane County Executive Kathleen Falk re: Request for Stimulus Package Funding for Radios. This is just an FYI.
- d) Status of 523 Janesville Street Garage and Property Clean-Up. Initially the removal order was just for the house. Pettit asked at that time if the garage should be included and the response was just work on one thing at a time. If the Board would like the P.D. can start working on filing an order to get the garage and other debris off the lot. Poole asked to start that process and update next month.
- e) Implementation of Neighborhood Watch Program. Jenny Leuzinger has been assigned this duty with Gerard Pehler.

7. Unfinished Business

- a) None

8. New Business

- a) None. Poole would like to have the vacant church downtown put on the agenda for next month.

9. Discussion with Village Attorney as a follow-up to Police Chief's Discussion with Committee Members regarding Supervision and Evaluation of Police Chief Position. Gracz said there is a memo Village Attorney Dregne drafted to make sure everyone is on the same page regarding the appointment of the chief, the management, who would be doing the evaluation and so forth. This is an FYI for the committee and Board.

10. The Personnel, Public Safety & Protection Committee may adjourn into closed session from time to time during the course of the meeting **pursuant to Wis. Stats. §19.85(1) (c) permitting a closed session** for considering performance evaluation data for conducting performance evaluations on the Village Administrator and Department Heads. **The Committee will adjourn the meeting from Closed Session. Motion by Harms, second by Bollig to adjourn into closed session. Poole –yes; Harms – yes; and Bollig - yes.**

11. Future Assignments

- a) Discussion and Possible Recommendation to the Village Board re: Village Ordinance 9.07 Loud and Unnecessary Noise Prohibited – Hans Noeldner
- b) Inventory of Village Radios to be Replaced due to Dane County Upgrading System
- c) Discussion of Village Board's Involvement in Resignations and Advertising of Positions
- d) Reviewing Ordinance Governing Village Administrator's Authority regarding Personnel Matters
- 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
- l) Update regarding Offer of Donation for Police Canine
- m) Developing Policy to Reimburse Village Employees for Health Insurance Costs after Employee Initially Declined Coverage

12. ADJOURNMENT. **Jerry Bollig moved to adjourn at 6:08 p.m. Second by Phil Harms. Motion carried 3-0.**

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