

**CITY OF EDGERTON
POLICE COMMISSION MEETING**

**EDGERTON CITY HALL
12 ALBION ST**

Wednesday, November 28, 2018 at 6:30 PM

1. Call to Order; Roll Call
2. Confirmation of Appropriate Meeting Notice posted on Wednesday, November 21, 2018.
3. Approve meeting minutes
 - A. October 17, 2018
 - B. November 14, 2018.
4. Discuss Police Chief hiring process.
5. Closed Session Pursuant to Wisconsin Statute 19.85(1)(c): "Considering Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over which the governmental Body has Jurisdiction of Exercises Responsibility". Discuss and consider interviews questions for Police Chief position.
6. Adjourn.

CC: City Administrator
Department Heads

All Council Members
Posted

Notice: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone (608) 884-3341

CITY OF EDGERTON
POLICE COMMISSION MEETING MINUTES
October 17, 2018

Chairman Terry Dickinson called the meeting to order at 6:30 pm. Commission Members present were Paul Davis, Terry Dickinson, Lisa Venske and Joe Zanter. Mike Draught was excused. Also present was Police Chief Tom Klubertanz, Consultant Fred Falk, City Administrator Ramona Flanigan, & Alderperson Matt McIntyre.

Chairman Dickinson confirmed the agenda was posted properly for this meeting.

MINUTES:

A Paul Davis/Joe Zanter motion to approve the September 26, 2018 Police Commission Meeting Minutes passed, all voted in favor.

CONSIDER POLICE CHIEF HIRING PROCESS:

Formation of a Sub Committee consisting of three members from law enforcement and three civilian members, along with Consultant Fred Falk. Members should have personnel and hiring experience. This Committee will screen all applicants and reduce to ten semi-finalists. The Committee will meet in Closed Session with the Police Commission members in attendance.

Suggested names were brought forth by Police Commission members and others present. Discussion was held on preferences and a list was formed. Terry Dickinson will make the initial contacts.

Applications for Police Chief are due by Friday, November 9th at 4:00 pm. The Sub Committee will meet shortly thereafter.

RESIGNATION:

One of the Edgerton Police Department Patrol Officers has resigned. Interim Chief Randy Meehan will contact the next applicant on the recent rank list to make offer of the position.

MEDIA COMMUNICATION POLICY:

It is noted that several Police Commission members have been contacted by the media for comment. All future requests shall be directed to Terry Dickinson.

Being no other business before the Police Commission, a Paul Davis/Lisa Venske motion to adjourn at 7:40 p.m. passed. All voted in favor.

Respectfully submitted,
Lisa Venske
Police Commission Secretary

CITY OF EDGERTON
POLICE COMMISSION MEETING MINUTES
November 14
November 14, 2018

Chairman Terry Dickinson called the meeting to order at 6:30 pm. Commission Members present were Paul Davis, Terry Dickinson, Mike Draught, and Lisa Venske. Joe Zanter was excused. Also present was Consultant Fred Falk, City Administrator Ramona Flanigan, Retired Chief Tom Klubertanz and Mayor Chris Lund.

Chairman Dickinson confirmed the agenda was posted properly for this meeting.

COMMISSION SURVEY:

The results of the surveys submitted by Commission members and shared with the Sub Committee were discussed. It was noted that the members of the Sub Committee were in complete agreement with the survey findings.

POLICE CHIEF HIRING PROCESS:

POLICE & FIRE COMMISSION WORKSHOP:

Lisa Venske reported on the workshop sponsored by the League of Wisconsin Municipalities held in Stevens Point on November 9th and the information provided as it pertained to the hiring process.

SUB COMMITTEE UPDATE:

Terry Dickinson and Lisa Venske attended the first meeting of the Sub Committee and reported to the Commission. Selection procedures and a timeline was discussed. All applications were reviewed and discussed by the Sub Committee.

APPLICANT INTERVIEW PROCESS:

- First round of interviews will be conducted by members of the Sub Committee with Commission Members also in attendance.
- Commission Members will conduct the next interviews and are asked to submit any particular interview questions. The Commission will meet to discuss and decide pertinent questions.
- Applicant Background and Reference check procedures were discussed.
- Potential Interview and Meeting dates were proposed.

CLOSED SESSION: Due to the content of the discussions, no Closed Session was necessary.

OTHER BUSINESS:

Due to the resignation of Officer Sime, Interim Chief Meehan has contacted the next applicant on the Patrol Officer Ranked List that was formed by the Commission in September. Scott Cowden was offered and accepted the position.

Being no other business before the Police Commission, a Paul Davis/Mike Draught motion to adjourn at 7:50 p.m. passed. All voted in favor.

Respectfully submitted,
Lisa Venske
Police Commission Secretary