

Village of Mount Horeb

138 E Main St

Mount Horeb, WI 53572

Phone (608) 437-6884/Fax (608) 437-3190

Email: mhinfo@mounthorebwi.info Website: www.mounthorebwi.info

POLICE COMMISSION

FEBRUARY 25, 2013

The Police Commission of the Village of Mount Horeb will meet on the above date at 5:30pm in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order- Roll Call
- 2) Public Appearances, if any
- 3) Consider November 29, 2012 minutes
- 4) Per Article 2.5 of the by-laws, the Commission shall elect a Chair and a Secretary at this, the first meeting of the year, for a one year term beginning on this date.
- 5) Consider items for future agendas
- 6) Adjournment

A quorum of the Village Board/Village committee members may be present at this meeting. Only noticed agenda items will be acted on by the governmental body specified above.

Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Alyssa Gross, Clerk, at 138 E. Main Street, Mount Horeb, WI (608) 437-6884.

Mt. Horeb Police Commission
Minutes of the February 25, 2013 Meeting

Call to Order.

Harley called the meeting to order at 5:30 P.M.

Roll Call.

Members present: Melissa Austin, Marlene Harley, Mike McNall, Randy Parker and Rollie Schraepfer.

Public Appearances.

None

Consider November 29, 2012 meeting minutes.

McNall moved to approve the November 29, 2012 minutes, which was seconded by Austin. Members Austin, Harley, McNall and Parker voted to approve. Schraepfer abstained.

Per Article 2.4 of the by-laws, the Commission shall elect a Chair and a Secretary at this, the first meeting of the year, for a one year term beginning on this date.

McNall moved that Harley and Parker should remain the Chair and Secretary, respectively, for the term February 2013-2014, which was seconded by Schraepfer. The motion was passed unanimously by the Commission members.

Items for future agendas.

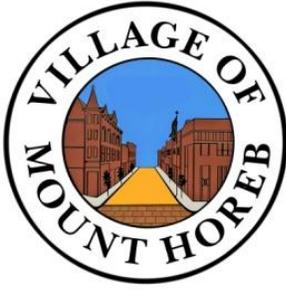
None

Adjournment.

Austin moved to adjourn, which was seconded by McNall and passed unanimously by the Commission members. The meeting adjourned at 5:34 PM.

Respectfully submitted,

Randall Parker



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POLICE COMMISSION

MARCH 26, 2013

The Police Commission of the Village of Mount Horeb will meet on the above date at 5:30pm in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order- Roll Call
- 2) Public Appearances, if any
- 3) Consider February 25, 2013 minutes
- 4) Consider procedures for promotion
- 5) Consider items for future agendas
- 6) Adjournment

A quorum of the Village Board/Village committee members may be present at this meeting. Only noticed agenda items will be acted on by the governmental body specified above.

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Mt. Horeb Police Commission
Minutes of the March 26, 2013 Meeting

Call to Order.

Harley called the meeting to order at 5:35 P.M.

Roll Call.

Members present: Marlene Harley, Mike McNall, Randy Parker and Rollie Schraepfer.
Member absent: Melissa Austin.

Public Appearances.

Police Chief, Jeff Velloff
Village Administrator, Dave Ross
Village Resident, Pat Tondreault
Village Resident, Morgan Tondreault

Consider February 25, 2013 meeting minutes.

McNall moved to approve the February 25, 2013 minutes, with a second by Schraepfer.
Members Harley, McNall, Parker and Schraepfer voted to approve the motion.

Consider procedures for promotion.

Harley indicated that there was a vacant Lieutenant position in the Police Department and that it would be appropriate to review the Commission By-Laws in order to determine how to fill it. Harley read 6.3 (a) and (b) of the "Promotions Within the Department" section of the By-Laws into the record.

Section 6.3 (a) states: "POLICY: It is the policy of the Commission to fill the vacancies in subordinate positions by internal promotion whenever the Commission and the Chief determine it is the best interest of the Mount Horeb Police Department.

Section 6.3 (b) states: "CANDIDATE POOL: Prior to commencement of the selection process, the Commission shall determine whether the vacant position shall be advertised to qualified internal candidates only or whether it will be advertised to qualified internal and external candidates. If an internal promotion process is undertaken and at any point there are not at least two candidates from within the Department who can be certified to the Chief for promotion, the Commission may open the process to candidates from outside the Department and include them with the remaining certifiable internal candidate."

Harley indicated the Commission would have to determine how many internal candidates would be interested. Parker asked Velloff if he knew how many Officers would apply. Velloff responded that one Officer indicated he was definitely interested, but others may also apply. Velloff stated that there was some hesitation by the other Officers because they wanted to stay in the union. Velloff also said that these Officers had the same concerns when the position was filled two years ago.

McNall stated that the Commission wants candidates whose primary interest is in becoming a Lieutenant, not the benefits. Velloff indicated that McNall may have misunderstood his comment. The Officers are interested in the job, but based on the current political climate in Wisconsin, they want to protect what benefits they now have.

Harley asked Veloff if someone promoted to Lieutenant could return to an Officer position, and if there was there a process to accomplish this. Veloff indicated that a promoted person could return to an Officer position if there was an opening. Harley also commented that all the eight Officers could apply because the job requires only 5 years of Officer experience and the ability to type 30 words per minute. Veloff responded that it was an old position description and it really did not require typing skills. The last time it was filled it was originally announced as a Sergeant, but was subsequently changed to a Lieutenant. Veloff indicated that potentially seven Officers might apply.

Schraepfer asked if Veloff was originally hired as a Lieutenant. Veloff responded affirmatively and indicated that the position was announced outside the Department. Schraepfer stated that he thought internal promotions were good, but asked if the village would benefit more from a broader recruitment. McNall mentioned that there may be times when external hires may not work out. Schraepfer asked about the probationary period for the position. Parker indicated that Section 6.4 (a) of the By-Laws required a 12 month probationary period. Schraepfer commented that if there is a probationary period, then it should not matter if the hire is internal or external. Parker indicated that an outsider may cause conflict with a close group of Officers, while the hire of a known quantity may be more helpful to the Department. Veloff agreed that the latter scenario would be preferable. Veloff also indicated that it is Department practice to hire part time Officers from the outside, which allows those people to get to know and earn the respect of their coworkers and, in some cases, provide an opportunity to become a full time Officer. Veloff indicated that when he was hired as the Department Lieutenant, he felt he had to prove himself to the subordinate Officers. He was the first one through the door when there was a situation and he would not have his Officers do anything he would not do.

Schraepfer commented that if the recruitment was internal, he would like it restricted to full time Officers. He felt that the part time Officers should prove themselves and become full time in order to be considered for higher level positions. Veloff commented that the position could be open to part timers, but none of them are interested at this time. McNall said that if the Department Officers could work with Veloff, who was hired from the outside, they should be able to work with someone hired from the outside for the current Lieutenant vacancy. Veloff responded that they would probably be more comfortable with a known commodity. Ross stated that if an outsider were hired, the Officers would have to deal with it. They would still be required to follow orders and effectively perform their duties. Ross also suggested that even if only one internal candidate applied, the process should move forward. If the Commission did not certify the person, then the recruitment could be opened to external candidates.

McNall said that as a business person he thought an internal promotion was good for morale and that it gave employees something to work for. Harley indicated that she would be OK with just one internal candidate if the Commission agreed. She also stated that the best case scenario would be to have at least two internal candidates. Schraepfer said that he liked the internal process because it provided an opportunity for Officers with proven job performance. Schraepfer again indicated that he thought recruitment should be restricted to full time Officers because the full time job should be considered the stepping stone to a higher level position. Both Parker and McNall stated that part timers should not be restricted from applying if they met the qualifications

of the position. Velloff indicated that he was comfortable with both full and part time Officers applying, but he did not see any interest in the position from the part time Officers at this time. Parker moved that the Commission announce the vacant Lieutenant position internally with the requirement that at least two had to apply in order to continue the recruitment within the Department. If not, the process would halted so that the position could be re-announced to include external candidates. McNall seconded the motion and the Commission voted unanimously to approve. Ross recommended that the position be posted with an application deadline date of April 8, 2013, which the Commission agreed.

Schraepfer asked Velloff to explain the recruitment process. Velloff indicated that he typically received the applications, interviewed the candidates and sent a list of their names to the Commission for the oral exam. Schraepfer suggested that it might be more effective to first hold the exam and then certify the candidates to the Chief. The Chief would then only have to interview the certified candidates. Velloff agreed. Velloff also indicated that the final candidate would also undergo a psychological test before the hire. Ross indicated that he would help write the exam questions for the Commission. The Commission agreed to meet on April 10, 2013 to review the exam questions in closed session with Ross and establish an oral exam date. Harley agreed to e-mail to the Commission members to verify the date and time.

Consider items for future agendas

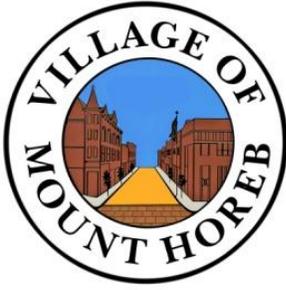
Review of exam questions for the Lieutenant position and establishment of a date for the exam.

Adjournment.

McNall moved to adjourn, which was seconded by Schraepfer and passed unanimously by the Commission members. The meeting adjourned at 6:33 PM.

Respectfully submitted,

Randall Parker



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POLICE COMMISSION

APRIL 10, 2013

The Police Commission of the Village of Mount Horeb will meet on the above date at 5:30pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order-Roll call.
- 2) Public Appearances, if any.
- 3) Consider March 26, 2013 minutes.
- 4) Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to discuss interview questions and matters relating to a promotion to the position of Lieutenant.
- 5) Adjourn to open session to confirm date and time to interview applicants for the position of Lieutenant.
- 6) Consider items for future agendas.
- 7) Adjournment.

A quorum of the Village Board/Village committee members may be present at this meeting. Only noticed agenda items will be acted on by the governmental body specified above.

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Mt. Horeb Police Commission
Minutes of the April 10, 2013 Meeting

Call to Order.

Harley called the meeting to order at 5:32 P.M.

Roll Call.

Members present: Melissa Austin, Marlene Harley, Mike McNall, Randy Parker and Rollie Schraepfer.

Public Appearances.

None

Consider March 26, 2013 meeting minutes.

Schraepfer moved to approve the March 26, 2013 minutes, which was seconded by McNall and passed unanimously by the Commission members.

Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to discuss interview questions and matters relating to a promotion to the position of Lieutenant.

Schraepfer moved to adjourn to closed session, which was seconded by Austin and passed unanimously by the Commission members. The meeting adjourned to closed session at 5:34 PM.

Adjourn to open session to confirm date and time to interview applicants for the position of Lieutenant.

At 7:57 PM McNall moved to adjourn to open session, which was seconded by Schraepfer and passed unanimously by the Commission members. The Commission agreed that the interview questions needed more discussion and that they would meet on April 18, 2012 at 6:00 PM to do this. Schraepfer moved to table discussion regarding the confirmation of setting the date and time of the interviews until after the April 18 meeting. The motion was seconded by McNall and passed unanimously by the Commission.

Items for future agendas.

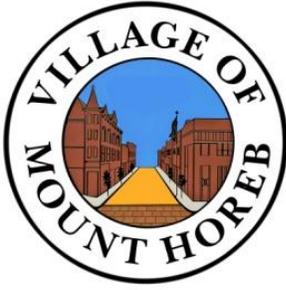
Further review of the interview questions for the Lieutenant position and establishment of a date for the interviews.

Adjournment.

McNall moved to adjourn, which was seconded by Schraepfer and passed unanimously by the Commission members. The meeting adjourned at 7:00 PM.

Respectfully submitted,

Randall Parker



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POLICE COMMISSION APRIL 18, 2013

The Police Commission of the Village of Mount Horeb will meet on the above date at **6:00pm** in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order- Roll Call
- 2) Public Appearances, if any
- 3) Consider April 10, 2013, minutes
- 4) Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to discuss interview questions and matters relating to a promotion to the position of Lieutenant.
- 5) Adjourn to open session to confirm date and time to interview applicants for the position of Lieutenant.
- 6) Consider items for future agendas
- 7) Adjournment

A quorum of the Village Board/Village committee members may be present at this meeting. Only noticed agenda items will be acted on by the governmental body specified above.

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Mt. Horeb Police Commission
Minutes of the April 18, 2013 Meeting

Call to Order.

Harley called the meeting to order at 6:00 P.M.

Roll Call.

Members present: Melissa Austin, Marlene Harley, Mike McNall, Randy Parker and Rollie Schraepfer.

Public Appearances.

None

Consider April 10, 2013 meeting minutes.

McNall moved to approve the April 10, 2013 minutes, which was seconded by Austin and passed unanimously by the Commission members.

Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to discuss interview questions and matters relating to a promotion to the position of Lieutenant.

At 6:05 PM McNall moved to adjourn to closed session, which was seconded by Austin and passed unanimously by the Commission members.

Adjourn to open session to confirm date and time to interview applicants for the position of Lieutenant.

At 7:30 PM Schraepfer moved to adjourn to open session, which was seconded by Austin and passed unanimously by the Commission members. The Commission members agreed to hold the interviews on April 30, 2013 in the Municipal Building. Harley will e-mail Commission members to verify the time and place of the interviews. The applicants will be scheduled at twenty minute intervals with the first interview at 6:20 PM. Harley will coordinate scheduling the interviews with the Chief.

Items for future agendas.

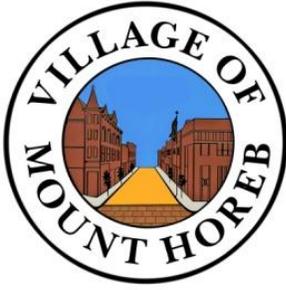
None.

Adjournment.

McNall moved to adjourn, which was seconded by Austin and passed unanimously by the Commission members. The meeting adjourned at 7:48 PM.

Respectfully submitted,

Randall Parker



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POLICE COMMISSION

APRIL 30, 2013

The Police Commission of the Village of Mount Horeb will meet on the above date at **6:00pm** in the Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order- Roll Call
- 2) Public Appearances, if any
- 3) Consider April 18, 2013, minutes
- 4) Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to interview candidates for the position of Lieutenant.
- 5) Adjourn to open session
- 6) Consider items for future agendas
- 7) Adjournment

A quorum of the Village Board/Village committee members may be present at this meeting. Only noticed agenda items will be acted on by the governmental body specified above.

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Mt. Horeb Police Commission
Minutes of the April 30, 2013 Meeting

Call to Order.

Harley called the meeting to order at 6:03 P.M.

Roll Call.

Members present: Melissa Austin, Marlene Harley, Mike McNall, Randy Parker and Rollie Schraepfer.

Public Appearances.

None.

Consider April 18, 2013 meeting minutes.

Schraepfer moved to approve the April 18, 2013 minutes, which was seconded by McNall and passed unanimously by the Commission members.

Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to interview candidates for the position of Lieutenant.

At 6:05 PM McNall moved to adjourn to closed session, which was seconded by Austin and passed unanimously by the Commission members.

Adjourn to open session.

At 8:15 PM McNall moved to adjourn to open session, which was seconded by Austin and passed unanimously by the Commission members. The Commission certified the following as qualified for the position of Lieutenant: Nathan Gretzinger, Jon Orcutt and Patrick Piper. Harley agreed to provide this information to Chief Veloff, who will contact the candidates for further consideration.

Items for future agendas.

None.

Adjournment.

Schraepfer moved to adjourn, which was seconded by McNall and passed unanimously by the Commission members. The meeting adjourned at 8:20 PM.

Respectfully submitted,

Randall Parker



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POLICE COMMISSION

MAY 14, 2013

The Police Commission of the Village of Mount Horeb will meet on the above date at **6:00pm** in the Welcome Center meeting room, 300 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order- Roll Call
- 2) Public Appearances, if any
- 3) Consider April 30, 2013, minutes
- 4) Adjourn to executive closed session as allowed by WI State Statute 19.85(1) (c) to discuss interview questions and matters relating to the certification of candidates for the position of Patrol Officer.
- 5) Adjourn to open session to confirm date and time to interview applicants for the position of Patrol Officer.
- 6) Consider items for future agendas
- 7) Adjournment

A quorum of the Village Board/Village committee members may be present at this meeting. Only noticed agenda items will be acted on by the governmental body specified above.

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Mt. Horeb Police Commission
Minutes of the May 14, 2013 Meeting

Call to Order.

Harley called the meeting to order at 6:00 P.M.

Roll Call.

Members present: Melissa Austin, Marlene Harley, Mike McNall, and Randy Parker.
Member absent: Rollie Schraepfer.

Public Appearances.

None.

Consider April 30, 2013 meeting minutes.

Austin moved to approve the April 30, 2013 minutes, which was seconded by McNall and passed unanimously by the Commission members.

Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to discuss interview questions and matters relating to the certification of candidates for the position of Patrol Officer.

At 6:03 PM Parker moved to adjourn to closed session, which was seconded by McNall and passed unanimously by the Commission members.

Adjourn to open session to confirm date and time to interview applicants for the position of Patrol Officer.

At 6:25 PM McNall moved to adjourn to open session, which was seconded by Austin and passed unanimously by the Commission members. The Commission agreed to hold interviews on May 23, 2013 with applicants being scheduled at 20 minute intervals. The meeting will start at 6:00 PM with the first interview at 6:15 PM. Harley will contact Chief Veloff to schedule the applicants.

Consider items for future agendas.

None.

Adjournment.

McNall moved to adjourn, which was seconded by Austin and passed unanimously by the Commission members. The meeting adjourned at 6:30 PM.

Respectfully submitted,

Randall Parker



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POLICE COMMISSION

MAY 23, 2013

The Police Commission of the Village of Mount Horeb will meet on the above date at **6:00pm** in the Welcome Center meeting room, 300 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order- Roll Call
- 2) Public Appearances, if any
- 3) Consider May 14, 2013 minutes
- 4) Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to interview candidates for the position of Patrol Officer.
- 5) Adjourn to open session.
- 6) Consider items for future agendas
- 7) Adjournment

A quorum of the Village Board/Village committee members may be present at this meeting. Only noticed agenda items will be acted on by the governmental body specified above.

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Mt. Horeb Police Commission
Minutes of the May 23, 2013 Meeting

Call to Order.

Parker called the meeting to order at 6:13 P.M.

Roll Call.

Members present: Marlene Harley, Mike McNall, Randy Parker and Rollie Schraepfer.
Member absent: Melissa Austin.

Public Appearances.

None.

Consider May 14, 2013 meeting minutes.

McNall moved to approve the May 14, 2013 minutes, which was seconded by Schraepfer and passed unanimously by the Commission members.

Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to interview candidates for the position of Patrol Officer.

At 6:15 PM Schraepfer moved to adjourn to closed session, which was seconded by McNall and passed unanimously by the Commission members.

Adjourn to open session.

At 8:40 PM McNall moved to adjourn to open session, which was seconded by Schraepfer and passed unanimously by the Commission members. The following candidates were certified by the Commission as eligible for the position of Patrol Officer: Clint Dretske, Terry Evans, Jon Fenrick, Kyle Giese, Ryan Price and Jennifer Schaaf. Harley will contact Chief Velloff with the certification list.

The Commission agreed to supplement the current Part Time Patrol Officer certification list with these names. Harley will provide this information to Chief Velloff.

Consider items for future agendas.

None.

Adjournment.

Parker moved to adjourn, which was seconded by Harley and passed unanimously by the Commission members. The meeting adjourned at 8:45 PM.

Respectfully submitted,

Randall Parker



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POLICE COMMISSION August 20, 2013

The Police Commission of the Village of Mount Horeb will meet on the above date at **6:00pm** in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order- Roll Call
- 2) Public Appearances, if any
- 3) Consider May 23, 2013, minutes
- 4) Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to discuss interview questions and matters relating to the certification of candidates for the position of Patrol Officer.
- 5) Adjourn to open session to confirm date and time to interview applicants for the position of Patrol Officer.
- 6) Consider items for future agendas
- 7) Adjournment

A quorum of the Village Board/Village committee members may be present at this meeting. Only noticed agenda items will be acted on by the governmental body specified above.

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Mt. Horeb Police Commission
Minutes of the August 20, 2013 Meeting

Call to Order.

Harley called the meeting to order at 6:04 P.M.

Roll Call.

Members present: Marlene Harley, Mike McNall, Randy Parker and Melissa Austin.
Member absent: Rollie Schraepfer.

Public Appearances.

None.

Consider May 23, 2013 meeting minutes.

McNall moved to approve the May 23, 2013 minutes, which was seconded by Harley and passed unanimously by the Commission members.

Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to discuss interview questions and matters relating to the certification of candidates for the position of Patrol Officer.

At 6:05 PM McNall moved to adjourn to closed session, which was seconded by Austin and passed unanimously by the Commission members.

Adjourn to open session.

At 6:10 PM Harley moved to adjourn to open session, which was seconded by Austin and passed unanimously by the Commission members. The Commission agreed to tentatively schedule interviews on September 10, 2013 at 6:15PM and 6:45 PM for the remaining candidates from the last recruitment for Police Officer. The Commission also agreed that an alternate date of September 17, 2013 could be used for the interviews if September 10th was not possible. Harley will contact Chief Veloff with the date and schedule.

Consider items for future agendas.

Discussion of future Police Department staffing needs with Chief Veloff.
Review of the Complaint Procedure with Village Administrator, Dave Ross.

Adjournment.

Parker moved to adjourn, which was seconded by McNall and passed unanimously by the Commission members. The meeting adjourned at 6:23 PM.

Respectfully submitted,

Randall Parker



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POLICE COMMISSION SEPTEMBER 10, 2013

The Police Commission of the Village of Mount Horeb will meet on the above date at **6:00 pm** in the Welcome Center meeting room, 300 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order- Roll Call
- 2) Public Appearances, if any
- 3) Consider August 20, 2013, minutes
- 4) Adjourn to executive closed session as allowed by WI State Statute 19.85(1) (c) to interview candidates for the position of Patrol Officer.
- 5) Adjourn to open session.
- 6) Consider items for future agendas
- 7) Adjournment

A quorum of the Village Board/Village committee members may be present at this meeting. Only noticed agenda items will be acted on by the governmental body specified above.

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Mt. Horeb Police Commission
Minutes of the September 10, 2013 Meeting

Call to Order.

Harley called the meeting to order at 6:00 P.M.

Roll Call.

Members present: Melissa Austin, Marlene Harley, Mike McNall, Randy Parker and Rollie Schraepfer.

Public Appearances.

None.

Consider August 20, 2013 meeting minutes.

McNall moved to approve the August 20, 2013 minutes, which was seconded by Austin and passed unanimously by the Commission members.

Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to interview candidates for the position of Patrol Officer.

At 6:02 PM Schraepfer moved to adjourn to closed session, which was seconded by McNall and passed unanimously by the Commission members.

Adjourn to open session.

At 7:10 PM Schraepfer moved to adjourn to open session, which was seconded by Austin and passed unanimously by the Commission members. The following candidates were certified by the Commission as eligible for the position of Patrol Officer: Eric Dunham and Jacob O'Connell. Harley will contact Chief Velloff with the certification list.

The Commission agreed to supplement the current Part Time Patrol Officer certification list with these names. Harley will provide this information to Chief Velloff.

Consider items for future agendas.

None.

Adjournment.

McNall moved to adjourn, which was seconded by Harley and passed unanimously by the Commission members. The meeting adjourned at 7:02 PM.

Respectfully submitted,

Randall Parker