



# Village of Mount Horeb

138 E Main St

Mount Horeb, WI 53572

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

Email: [mhinfo@mounthorebwi.info](mailto:mhinfo@mounthorebwi.info) Website: [www.mounthorebwi.info](http://www.mounthorebwi.info)

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## POLICE COMMISSION

March 17, 2014

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 September 10, 2013 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) Consideration of change to by-laws pertaining to Section 6.1 Appointment of the Chief
- 6) Consideration of change to by-laws pertaining to Section 7.3 Complaint Process
- 7) 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
- 8) Adjourn to open session to confirm date and time to interview applicants for the position of Patrol Officer
- 9) Consider items for future agendas
- 10) 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 March 17, 2014 Meeting**

**Call to Order.**

Harley called the meeting to order at 5:40 P.M.

**Roll Call.**

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

**Public Appearances.**

None.

**Consider September 10, 2013 meeting minutes.**

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

**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.**

Harley informed the Commission members the by-laws required elections of the Chair and Secretary at this meeting. Harley nominated Parker as Secretary, which was seconded by McNall. The Commission unanimously elected Parker as Secretary. Harley nominated Schraepfer as Chair, which was seconded by Parker. The Commission unanimously elected Schraepfer as Chair.

**Consideration of change to by-laws pertaining to Section 6.1 Appointment of the Chief.**

Harley indicated that the Village Board revised its policy requiring the Chief to be a Village resident based on a change in the State Statutes. Harley stated that in order to be consistent with Village policy and the State Statutes, the by-laws would also have to reflect the change by eliminating the last sentence of Article VI, Section 6.1 (d), which reads as follows: "The Chief of Police must be a resident of the Village of Mount Horeb. If the selected candidate is a non-resident, the candidate shall establish permanent residence within six (6) months of the date of hire." Schraepfer moved to approve the elimination of this sentence, which was seconded by Austin and passed unanimously by the Commission members.

**Consideration of change to by-laws pertaining to Section 7.3, Complaint Process.**

Harley indicated the following language should be added to Article VII, Section 7.3(f): "The written request shall include the specific State Statute or Departmental Rule the Complainant alleges the Officer(s) to have violated." Harley stated the language change was necessary because without it, the Commission would have to determine what statute or rule was violated. Typically, a complaint process requires the Complainant to state what statute or rule was violated and the Commission to determine whether or not a violation occurred. Harley suggested that in order assist the Complainant in identifying what statute or rule may have been violated, the Chief's response to the initial complaint could cite the statute or rule that justified the Officer's action. Harley indicated that she discussed this with the Chief and he said that he would try. After further discussion, it was agreed that if the Complainant approached the Commission for additional clarification regarding the statutes or rules, that person would be referred to the Chief or the Village Administrator.

Schraepfer recommended that the words "Village Ordinance" also be included in the by-law change. Parker recommended that the following language be added: "The written request shall include the specific State Statute, Village Ordinance or Department rule, policy or procedure the Complainant alleges the Officer(s) to have violated." McNall moved to approve this language change, which was seconded by Austen and passed unanimously 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 Schraepfer 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 Patrol Officer.**

At 6:08 PM McNall moved to adjourn to open session, which was seconded by Harley and passed unanimously by the Commission members. Harley indicated that she and Chief Veloff talked about possible interview dates and determined that the second week of April would be good. The Commission members established April 15 as the interview date with interviews at 20 minute intervals starting at 6:00 PM. Schraepfer agreed to provide this information to Chief Veloff and reserve the Conference Room of the Village Municipal Building.

**Consider items for future agendas.**

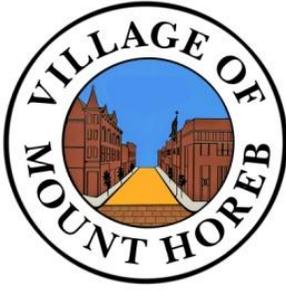
None.

**Adjournment.**

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

Respectfully submitted,

Randall Parker



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## POLICE COMMISSION

APRIL 15, 2014

The Police Commission of the Village of Mount Horeb will meet on the above date at **5:45pm** 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 17, 2014 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.

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 April 15, 2014 Meeting

**Call to Order**

Schraepfer called the meeting to order at 5:49 P.M.

**Roll Call**

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

**Public Appearances, if any**

None.

**Consider March 17, 2014 meeting minutes**

McNall moved to approve the March 17, 2014 meeting 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 interview candidates for the position of Police Officer**

At 5:50 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 8:17 PM McNall moved to adjourn to open session, which was seconded by Harley and passed unanimously by the Commission members. All candidates interviewed were certified for the position of Police Officer. They are Brandon Crawley, Ashley Hellenbrand, Michael Hennell, Jacob Myrland and Dustin Thompson. Schraepfer indicated that he would email the names to Chief Veloff.

**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 8:22 P.M.

Respectfully submitted

Randall Parker



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## POLICE COMMISSION SEPTEMBER 23, 2014

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 15, 2014 minutes
- 4) Consider items for future agendas
- 5) 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 23, 2014 Meeting

**Call to Order**

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

**Roll Call**

Members present: Mike McNall, Randy Parker and Rollie Schraepfer.

Members absent: Melissa Austin and Marlene Harley.

**Public Appearances, if any**

Mt. Horeb Police, Chief Jeff Veloff indicated he hired Ashley Hellenbrand from the recent Police Officer List, but she resigned after a week and a half to work for the Shorewood Hills Police Department. Chief Veloff asked the Commission to keep her name on the list in case she wanted to come back in the future. The Commission agreed with this request. Chief Veloff stated that Mike Hennell was hired as a part time Officer in September and is doing well.

**Consider April 15, 2014 meeting minutes**

McNall moved to approve the April 15, 2014 meeting minutes, which was seconded by Schraepfer and passed unanimously by the Commission members.

**Consider items for future agendas**

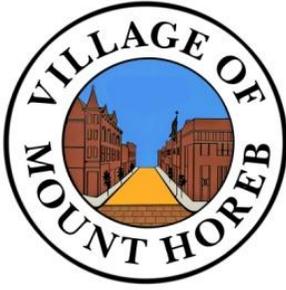
None.

**Adjournment**

Parker moved to adjourn, which was seconded by McNall and passed unanimously by the Commission members. The meeting adjourned at 6:10 P.M.

Respectfully submitted

Randall Parker



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## POLICE COMMISSION DECEMBER 30, 2014

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 September 23, 2014 minutes
- 4) Consider items for future agendas
- 5) 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 December 30, 2014 Meeting

**Call to Order**

Schraepfer called the meeting to order at 6:08 P.M.

**Roll Call**

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

Members absent: Mike McNall.

**Public Appearances, if any**

None.

**Consider September 23, 2014 minutes**

Parker moved to approve the September 23, 2014 meeting minutes, which was seconded by Harley and passed unanimously by the Commission members.

**Consider items for future agendas**

None.

**Adjournment**

Parker moved to adjourn, which was seconded by Austin and passed unanimously by the Commission members. The meeting adjourned at 6:10 P.M.

Respectfully submitted

Randall Parker