

PUBLIC SAFETY COMMITTEE

August 29, 2016

The Public Safety Committee of the Village of Mt. Horeb met on the above date at 5:00 p.m. in the conference room of the Municipal Building, 138 E. Main Street, Mt. Horeb, Wisconsin. Chair Mark Rooney called the meeting to order at 5:00 p.m. All members were present.

Also present were Police Chief Jeff Velloff, Village Administrator Nic Owen, Village Attorney Bryan Kleinmaier, Village Clerk Alyssa Gross, Police Department Administrative Assistant Rachelle Rohe and citizen Fran Trainor.

MINUTES:

Grindle moved, Holum seconded, to approve the minutes from August 1, 2016. Motion carried.

PUBLIC COMMENTS:

None.

CONSIDER ALCOHOL LICENSING PROCEDURE:

Rooney began with an overview of the revised Alcohol Server Application. It was discussed to add the word "current" to the home address field and to correct some minor typos.

Gross confirmed that applicants generally obtain their certification via the online class before or at the time of submitting their Alcohol Server Application. When asked if she wanted to require employment status on the form, Gross stated she does not as it is not reflective of the decision process. It was discussed to add "if applicable" to the employment field on the Alcohol Server Application form.

Attorney Kleinmaier suggested all application forms incorporate the same language and to make Class A and Class B application forms consistent with the wording of the Alcohol Server Application.

Gross suggested that there be a tracking device regarding denial decisions where dates and reasons of denial are kept on file. It was also suggested that there be a stipulation regarding reapplication after denial and a one year timeframe was mentioned.

In regards to out-of-state background checks of applicants, it was decided that a more thorough out-of-state background check is warranted for applicants that provide previous addresses outside of Wisconsin. Any in-state applicants can be researched on CCAP. Chief Velloff advised that municipal offenses will not be accessible via CCAP or a third party criminal search entity and the data provided on a third party criminal search entity may not be 100% accurate. Chief Velloff further advised that there are many online options available with different fees and records limitations; this would require further research.

Increasing the application fee was also discussed. It was decided that all applicants will be treated the same and to cover the cost of the third party search access, the initial application fee should be

increased to \$50.00 with a renewal cost increased to \$20.00 for the 2-year certification. Gross stated that there is a cap on the 1-year application fee and she will research what that amount is. Rooney suggested a renewal fee of \$15.00 for 1-year certification and \$25.00 for a 2-year certification.

The application review process was also discussed. Rooney suggested a flowchart be created to assist the PSC members through the guidelines of the review process.

In summary, it was decided that a more thorough background check be required for any applicants with out-of-state addresses listed on the application form, raise the initial application fee to \$50.00 with Gross checking the cap on the 1-year application, Chief Veloff will research online out-of-state background check options, and Gross will implement a spreadsheet/database documenting denied applications. In addition, the language on all forms should be reviewed for consistency and typos on the revised application be corrected.

Eight Probationary Licenses are scheduled to be reviewed at the next PSC meeting.

Holum moved, Scott seconded. Motion carried.

CONSIDER HANDICAPPED PARKING STALL IN FRONT OF 204 W. MAIN STREET (FINK'S RESTAURANT):

Citizen Fran Trainor advised that there are parking issues in and around the 204 W. Main Street area. She asked that a handicap stall be created in front of the restaurant to accommodate patrons. She also advised that there is a 15-Minute Parking sign missing on Grove Street in front of the pharmacy (there is only one where there should be two) and asked Chief Veloff to look into this. Chief Veloff stated he could do so and that he could contact Public Works to add the handicapped stall sign in front of 204 W. Main Street.

McNall suggested looking at the state/DOT recommendations for handicap stalls in the downtown area to see if the Village should implement more handicap parking stalls.

McNall moved, Holum seconded adding a handicap sign and stall at that location. Motion carried.

CONSIDER STREET CROSSING AT SPRINGDALE AND EIGHTH STREET:

The safety issues regarding the Springdale/Eighth crosswalk were discussed with the major concern being that pedestrians crossing between the Realty office and the cemetery are not adequately visible to drivers/vehicles.

Chief Veloff advised that in speaking with a contact at DOT, when the roundabouts are engineered, crosswalk safety is always considered. DOT said the village could add an additional crosswalk but did not recommend it.

Grindle suggested adding orange flags to that intersection to increase pedestrian visibility. It was agreed by all that orange flags be added at Springdale and Eighth Street. Chief Veloff stated he would contact Public Works to request the flags be added.

McNall moved, Grindle seconded to add orange flags at that intersection. Motion carried.

CONSIDER MISUSE OF 911 ORDINANCE:

The ordinance has been drafted and is up for review by the Village Board. Chief Veloff was asked if there were any changes needed and he said no.

Holum moved, Grindle seconded. Motion carried.

CHIEF OF POLICE REPORT:

Chief Veloff briefed the committee on recent events occurring in the village. He further advised that the speed trailer readings at Eggum Road found that less than 1% of vehicles were exceeding 35 mph in a 25 mph zone.

SET NEXT MEETING DATE AND AGENDA:

The next Public Safety Committee Meeting was set for Monday, October 3, 2016, at 5:00 p.m.

Items for the agenda include:

- Consider alcohol licensing procedures and application.
- Review (8) probationary alcohol service applications.

ADJOURN:

Scott moved, McNall seconded, to adjourn at 6:38 p.m.. Motion carried.

Respectfully submitted, Rachelle M. Rohe, Mt. Horeb Police Department Administrative Assistant