

# Village of Mount Horeb

138 E Main St/Mount Horeb, WI 53572/(608) 437-6884/Fax (608) 437-3190/vilmth@mhtc.net  
Website: [www.mounthorebwi.info](http://www.mounthorebwi.info)

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POLICE COMMISSION  
WEDNESDAY, JANUARY 7, 2009

The Police Commission of the Village of Mount Horeb will meet on the above date at 5:30pm in the meeting room of the Welcome Center, 300 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order – Roll call.
- 2) Consider December 10, 2008 meeting minutes.
- 3) Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to discuss interview questions and consider matters relating to the employment of a Police Lieutenant.
- 4) Return to open session.
- 5) Set date and time to interview applicants for the Lieutenant position.
- 6) Adjourn.

**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 CHERYL SUTTER, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-6884.**

Mt. Horeb Police Commission  
Minutes of the January 7, 2009 Meeting

Call to Order

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

Roll Call

Members present: Steve Holum, Bob Hunter, Mike McNall, Randy Parker and Shannon Paprocki.

Chief Veloff was also present at the meeting.

Consider December 10, 2008 meeting minutes.

Paprocki moved to approve the December 10, 2008 meeting minutes, which was seconded by Hunter 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 consider matters relating to the employment of a Police Lieutenant.

Hunter moved to adjourn to closed session, which seconded by Paprocki and passed unanimously by the Commission members.

Return to open session.

Hunter moved to return to open session, which was seconded by Holum and passed unanimously by the Commission members.

Set date and time to interview applicants for the Lieutenant position.

Chief Veloff submitted the following names to be considered by the Commission for certification:

Dennis Jenks  
Jon Orcutt  
Andy Rose

Parker will finalize the interview questions and send them to the Commission members.

Interviews will be conducted at the next Commission meeting, which is scheduled for Tuesday, January 20, 2009 at 6:00 PM. The first interview will be begin at 6:15 PM. McNall will coordinate sending written notices to the candidates regarding their interview times.

Adjourn

On a motion by Paprocki, seconded by Hunter and passed unanimously by the Commission members, the meeting adjourned at 6:50 PM.

Respectfully submitted,

Randall Parker

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POLICE COMMISSION  
TUESDAY, JANUARY 20, 2009

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) Consider January 7, 2009 meeting minutes.
- 3) Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to interview applicants for the Police Lieutenant position.
- 4) Reconvene to open session.
- 5) The Police Commission may take action on items discussed in closed session.
- 6) Adjourn.

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Mt. Horeb Police Commission  
Minutes of the January 20, 2009 Meeting

Call to Order

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

Roll Call

Members present: Steve Holum, Mike McNall, Shannon Paprocki and Randy Parker.

Member absent: Bob Hunter.

Consider January 7, 2009 meeting minutes.

Paprocki moved to approve the January 7, 2009 meeting minutes, which was seconded by Holum and passed unanimously by the Commission members.

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

Paprocki moved to adjourn to closed session, which seconded by Holum and passed unanimously by the Commission members.

Return to open session.

Paprocki moved to return to open session, which was seconded by McNall and passed unanimously by the Commission members.

The Police Commission may take action on items discussed in closed session.

Paprocki moved to certify the following candidates for the Police Lieutenant position:

Dennis Jenks  
Jon Orcutt  
Andy Rose

The motion was seconded by Holum and passed unanimously by the Commission members.

McNall agreed to call Chief Veloff with the names of the certified candidates.

Adjourn

On a motion by Paprocki, seconded by Holum and passed unanimously by the Commission members, the meeting adjourned at 7:52 PM.

Respectfully submitted,

Randall Parker

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POLICE COMMISSION  
THURSDAY MAY 28, 2009

The Police Commission of the Village of Mount Horeb will meet on the above date at 5:30pm in the meeting room of the Welcome Center, 300 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order – Roll call.
- 2) Election of Chairperson.
- 3) Welcome and introductory discussion with new Commission member Marlene Harley.
- 4) Consider January 20, 2009 meeting minutes.
- 5) Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to discuss interview questions and matters relating to the employment of part-time police officers.
- 6) Confirm date and time to interview part-time officer applicants.
- 7) Adjourn.

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Mt. Horeb Police Commission  
Minutes of the May 28, 2009 Meeting

Call to Order

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

Roll Call

Members present: Marlene Harley, Steve Holum, Bob Hunter, Shannon Paprocki and Randy Parker.

Election of Chairperson

Hunter nominated Paprocki with a second by Holum. All members voted for Paprocki as the new Chair.

Welcome and introductory discussion with new Commission member Marlene Harley

Marlene Harley was welcomed by the Commission members. Harley is a retired State Trooper with 25 years of law enforcement experience. Paprocki explained that the Commission is an independent body with authority to provide citizen oversight of the Mt. Horeb Police Department in matters relating to employment and discipline. It was established as an impartial body that does not report to the Police Chief or the Village President.

Consider January 20, 2009 meeting minutes

Holum moved to approve the January 20, 2009 meeting minutes, which was seconded by Hunter 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 consider matters relating to the employment of part time Police Officers

Holum moved to adjourn to closed session, which was seconded by Harley and passed unanimously by Commission members.

Return to open session

Holum moved to return to open session, which seconded by Hunter and passed unanimously by the Commission members.

Confirm date and time to interview part-time Officers

There was a general discussion regarding the current part time Officer recruitment because there are only three candidates. Paprocki indicated that she would talk to the Chief about expanding the area of competition to state wide and re-announcing the positions. Paprocki would also ask the Chief if he wanted the Commission to place a hold on the interview process if he decided to re-announce. Holum recommended that Paprocki also ask if the old certification list was still viable. Did the Chief contact the remaining names (Trinrud, Nankee, Zoch & Wedig) on the list to see if they were still interested?

The Commission tentatively scheduled June 4, 2009 as the part time Officer interview date should the Chief indicate a need to hire new staff as soon as possible. Paprocki agreed to make copies of the interview questions and benchmarks for the Commission.

Adjourn

On a motion by Harley, seconded by Hunter and passed unanimously by the Commission members, the meeting adjourned at 6:23 P.M.

Respectfully submitted

Randall Parker

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## POLICE COMMISSION THURSDAY JUNE 4th, 2009

The Police Commission of the Village of Mount Horeb will meet on the above date at 5:30pm in the meeting room of the Welcome Center, 300 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order – Roll call.
- 2) Consider May 28, 2009 meeting minutes.
- 3) Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to interview part-time police officer candidates and discussion to approve and add to the certified list.
- 4) Return to open session.
- 5) Discussion regarding current certified part-time officer list and the potential need for additional applicants to enhance future availability.
- 6) Adjourn.

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Mt. Horeb Police Commission  
Minutes of the June 4, 2009 Meeting

Call to Order

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

Roll Call

Members present: Marlene Harley, Steve Holum, Bob Hunter, Shannon Paprocki and Randy Parker.

Consider May 28, 2009 meeting minutes

Harley moved to approve the May 28, 2009 meeting minutes, which was seconded by Hunter and passed unanimously by the Commission members.

Adjourn to executive closed session as allowed by WI State Statute 19.85(1)c to interview part time Police Officer candidates and discussion to approve and add to the certified list.

Hunter moved to adjourn to closed session, which was seconded by Holum and passed unanimously by the Commission members. The Commission adjourned to closed session at 5:33 P.M.

Return to open session

Harley moved to return to open session, which seconded by Holum and passed unanimously by the Commission members. The Commission returned to open session at 7:35 P.M.

Discussion regarding current certified part-time officer list and the potential need for additional applicants to enhance future availability

The Commission interviewed three candidates for part-time officer: Frank Warner, Tyler Stephens and Jeffrey Kirchman. The Commission certified Warner and Stephens. Paprocki will inform Chief Veloff of the certification.

Paprocki stated that she discussed the recruitment process with Chief Veloff after the May 28<sup>th</sup> Police Commission meeting. During that discussion, Veloff indicated that he announced the part time officer vacancies without considering the current certification list because it was almost year old and may not be very productive. Regarding the fact that the announcement was circulated only in Dane county, Veloff agreed that in the future he would broaden the area of competition to include surrounding counties. Veloff also agreed that he would not rank future certification recommendations to the Commission.

After a general discussion on recruitment matters, the Commission determined that Veloff must contact the remaining names on the current certification list before it expires on June 17 to see if they are still interested in part-time employment. The Commission also determined that prior the next recruitment Veloff should meet with them to review the steps in the process. Paprocki indicated that she would talk to Veloff about these issues.

Adjourn

On a motion by Hunter, seconded by Harley and passed unanimously by the Commission members, the meeting adjourned at 7:41 P.M.

Respectfully submitted

Randall Parker

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POLICE COMMISSION  
MONDAY JUNE 15, 2009

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) Review June 4, 2009 meeting minutes.
- 3) Vote to recertify current list of certified part-time officers.
- 4) Adjourn.

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Mt. Horeb Police Commission  
Minutes of the June 15th, 2009 Meeting

Call to Order

Paprocki called the meeting to order at 5:31 P.M.

Roll Call

Members present: Bob Hunter, Steve Holum, Marlene Harley and Shannon Paprocki.

Member absent: Randy Parker.

Consider June 4th, 2009 meeting minutes.

Hunter moved to approve the June 4th, 2009 meeting minutes, which was seconded by Holum and passed unanimously by the Commission members.

Vote to recertify current list of certified part-time officers.

Hunter moved to approve the current certified list of part-time officers for an additional year, which was seconded by Holum and passed unanimously by the Commission members.

Adjourn

On a motion by Harley, seconded by Holum and passed unanimously by the Commission members, the meeting adjourned at 5:38 PM.

Respectfully submitted,

Shannon Paprocki

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POLICE COMMISSION  
MONDAY, OCTOBER 26, 2009

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) Review June 15, 2009 meeting minutes.
- 3) Agenda items for next meeting.
- 4) Adjourn.

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Mt. Horeb Police Commission  
Minutes of the October 26, 2009 Meeting

Call to Order

Paprocki called the meeting to order at 6:01 P.M.

Roll Call

Members present: Marlene Harley, Bob Hunter, Shannon Paprocki and Randy Parker.

Member absent: Steve Holum.

Consider June 15, 2009 meeting minutes

Harley moved to approve the June 15, 2009 meeting minutes, which was seconded by Hunter and passed unanimously by the Commission members.

Agenda items for next meeting.

The Commission members agreed that the next meeting should focus on a review and discussion of the Bylaws for possible revision. The next meeting will be held in January 2010 at a date yet to be determined.

Adjourn

On a motion by Harley, seconded by Hunter and passed unanimously by the Commission members, the meeting adjourned at 6:09 P.M.

Respectfully submitted

Randall Parker