

VILLAGE OF COTTAGE GROVE  
MEETING

NOTICE OF PUBLIC

POLICE COMMISSION

Wednesday, August 17, 2022

5:30 p.m.

This meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/86934306421?pwd=Wnc4OEJhVzA0aXFSb3hHSjFyV2dNOT09> You can also participate via phone by dialing 1 312 626 6799 and use [Meeting ID](#) 869 3430 6421# When asked for your Participant ID, just press #, when asked for the [Passcode](#) enter 221. You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: [lkalata@village.cottage-grove.wi.us](mailto:lkalata@village.cottage-grove.wi.us). If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: [lkalata@village.cottage-grove.wi.us](mailto:lkalata@village.cottage-grove.wi.us)

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. Discuss And Consider The Minutes From The August 11, 2022 Meeting.

Documents:

[8-11-22 POLICE COMMISSION MINUTES.PDF](#)

4. Discuss And Consider Recruitment Profile For Chief Of Police.
5. Adjournment

This agenda has been prepared by Staff and approved by the Chair of the Village Police Commission for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

**Village of Cottage Grove Police Commission**

**Minutes of Public Meeting**

**Wednesday, August 11, 2022**

**5:30pm**

**Municipal Services Building, Suite 1**

**210 Progress Drive**

**Cottage Grove, WI 53527**

Present: Jeff Stadtmueller, Jess Robinson, and Cara Musick

Excused: Joanna Williams, Jennie Lueder and Police Chief Dan Layber

Guests: Lee Szymborski

1. Call to Order at 5:30 pm
2. Roll Call
3. Jeff Stadtmueller, Commission Chair, determined that agenda was properly posted, and that a quorum was present.
4. Discuss and consider the Minutes from July 13, 2022, meeting.

The Minutes were provided to the Commission members in their packets. Motion by Jess to approve the Minutes from July 13, 2022, as presented. Second by Cara.

Motion carried 3-0-0.

5. Lee Szymborski, from GovHR USA, was present to discuss the hiring process, and associated timeline, for the Cottage Grove Chief of Police. He met with some Village of Cottage Grove and Police Department staff earlier in the day. Lee provided an overview of the information he gathered from those conversations. The group discussed characteristics and attributes the Commission should consider for the purposes of creating a formal position announcement and recruitment profile. To continue moving forward in the hiring process, the next meeting will be set for August 17, 2022, at 5:30 pm via Zoom. The purpose of the meeting will be to review and finalize a draft recruitment profile.

Motion by Jess, second by Cara, for the Commission Chair, on behalf of the Commission, to work with Lee Szymborski, from GovHR USA, to finalize and complete the official Cottage Grove Chief of Police public position posting.

Motion carried 3-0-0.

6. The members discussed that the By-laws require that changes to the By-laws be approved at two (2) consecutive meetings. The group discussed and reviewed the proposed changes approved at the July 13, 2022, meeting. No additional changes or corrections needed.

Motion by Jeff, second by Cara, to approve as presented.

Motion Carried 3-0-0.

Motion to adjourn by Cara, second by Jess, at 7:07 pm.

Motion carried 3-0-0.

Minutes submitted by Jess M. Robinson, Commissioner