

Village of Cottage Grove Police Commission

Minutes of Public Meeting

Wednesday, July 13, 2022

5:30pm

Municipal Services Building, Suite 1

210 Progress Drive

Cottage Grove, WI 53527

Present: Jeff Stadtmueller, Jess Robinson, Joanna Williams, Cara Musick and Chief Dan Layber.

Absent: Jennie Lueder and Lt. Matt Wagner

1. Call to Order at 5:31pm
2. Roll Call
3. Determined that agenda was properly posted, and that a quorum was present
4. Discuss and consider the minutes from January 12, 2022 meeting
A correction to remove the last paragraph of the minutes due to being a duplicate closing statement. Motion by Jess to make correction and resubmit. Second by Cara. Motion carried.
5. Discuss and consider current By-laws
Jeff asked the Chief to review page 10 of the bylaws regarding adding residency; to remove "must live within fifteen (15) miles of the jurisdictional boundaries of the Municipality to: "must reside within 30 minutes". This language will coincide with the language used in the Chief of Police Job Description and Officer Union contract. This update will allow for consistency.

Cara mentioned on page 6 of the bylaws did the commission want to change calendar days to business days. It was determined that no changes to this section of the bylaws.

Jeff proposed on page 3 of the bylaws under 2.02 MEETINGS The Commission shall meet at least two times per year. At least one meeting shall be held in August or September. Change to: The Commission shall meet at least two times per year. At least one meeting shall be held in August or September and one meeting shall be held in May for the election of officers.

Cara made a motion to move forward with the updates. Second by Joanna. Motion carried.

Chief Layber will make updates to the bylaws and present as an agenda item at next scheduled meeting for second voting process as determined in the bylaws for final motion.

6. Police Chief Job Description review: Under Requirements/Qualifications of Work to include completion of FBI Training, Advanced Police Management Training and Northwestern School of Police Staff and Command Training. Motion by Jeff to add these additional qualifications to Police Chief Job Description. Second by Jess. Motion carried.

Chief Layber provided the committee with an update on the Stoughton Police Chief hiring/process.

7. Motion by Jess and Second by Cara at 6:30pm. Motion carried; move into Closed Session Pursuant To Wis. Stat. Sec. 19.85(1)(C) To Consider Employment, Promotion, Compensation, Or Performance Evaluation Data Of Any Public Employee Over Which The Commission Has Jurisdiction Or Exercises Responsibility And Pursuant To Wis. Stat. Sec. 19.85(1)(E) To Deliberate And Conduct Specified Public Business Which For Competitive Or Bargaining Reasons Requires A Closed Session, In Particular To Discuss The Hiring Process As It Relates To The Chief Of Police Vacancy, In Which Discussion Will Reference Particular Individuals And Which Will Encompass Bargaining Strategy With Respect To Wages And Benefits For The Position.
8. Motion to return to open session by Cara. Second by Joanna. Motion carried.

Action taken from closed session:

Jeff a made a single motion to use the external process for hiring the Cottage Grove Chief of Police, and to notify the Village of Cottage Grove Administrator to move forward with the GovHR USA proposal. Second by Joanna. Vote was unanimous.

Motion to adjourn. Jeff made motion to adjourn. Second by Cara. Motion carried.

Meeting ended at 8:00pm

Minutes submitted by Joanna Williams, Secretary