

City of Whitewater Police Commission
Meeting Minutes
August 15, 2011

ABSTRACT / SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE POLICE
COMMISSION OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES,
WISCONSIN

- I. CALL TO ORDER, ROLL CALL: Police Commission President Jan Bilgen Craggs called the meeting to order at 6:03 pm.

MEMBERS PRESENT: Jan Bilgen, Dennis Knopp, Jim Olsen, Dave Haberman, Dr. Ken Kidd
MEMBERS ABSENT: None
- II. APPROVAL OF MINUTES FROM MAY 12, 2011 AND MAY 24, 2011: Minutes from the May 12, 2011 and May 24, 2011 meetings were approved by a unanimous voice vote on an Olsen/Knopp motion.

AYES: Bilgen, Knopp, Olsen, Haberman, Dr. Kidd
NOES: None
ABSENT: None
- III. CITIZEN COMMENTS- *No formal Police Commission action will be taken during this meeting although issues raised may become part of a future agenda. Participants are allotted a three to five minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens may speak to those issues at the time the Police Commission discusses that particular item.*

There were no citizen comments.
- IV. NEW BUSINESS
 - A. INTERIM CHIEF'S REPORT
 1. 2012 BUDGET PROCESS: Chief Otterbacher stated that the City has a revolving fund for squad cars, which will go before the Common Council on October 18th. She stated that the Department needs new squad cars and that the bills to repair the current cars are as much as a new car would cost. She stated that the Police Department budget review would be on November 1st. Olsen asked if the Department skipped buying a car in 2010 and Chief Otterbacher stated that the Department skipped buying cars for two years and would like to buy two this year.
 2. MID-YEAR REVIEW OF ORGANIZATIONAL GOALS: Chief Otterbacher stated that the reaccreditation was on for December, it should have been June, but with Chief Coan leaving she asked for an extension. Chief Otterbacher stated that the officers now handwrite citations, but with the Badger TraCS software the officers will be able to use their mobile computers to printout accident reports and citations. Chief Otterbacher stated that the Department was able to implement Badger TraCS through a shared grant with Lake Geneva Police Department and Delavan Police Department. Chief Otterbacher stated that eventually the information will be linked to the Department's database which will remove duplicated efforts. Chief Otterbacher stated that the FCC says that there are too many frequencies and they need to be cut in half and there are concerns because the City is not on the same frequency as the County. Chief Otterbacher stated with the current wideband system there is trouble with the southwest corner of the City and in buildings. Chief Otterbacher stated if the band is narrowed there may be some radio communication problems. Chief Otterbacher stated that the Department is working with Fire, Rescue, DPW and the UW Police Department on proposals for the City Council. Chief

Otterbacher stated the bare bones upgrade will be \$50-\$60,000, which includes upgrades to the radios. Chief Otterbacher stated a second proposal would include a second repeater and a voter at the High School, which would send the transmission to the repeater then to Police Department. Chief Otterbacher stated the second proposal would include upgrading radios, a repeater, and several voters including out by the lake. Chief Otterbacher stated there is an August 18th meeting with Fire, Rescue, DPW and the UW Police Department to formulate a PowerPoint to explain everything. Chief Otterbacher stated that the team goals are on target and another update will be given to her in December.

3. UPDATE ON CRIME PREVENTION SPECIALIST TEAM: Chief Otterbacher stated that about 400 notices were put out on vehicles that were secure and now on both secure and unsecure vehicles to let the owners know to keep them locked. Chief Otterbacher stated that more notices will be distributed when the University students arrive back in town.
4. MEETING WITH TAVERN OWNERS: The Crime Prevention Team set up a meeting with the tavern owners on August 22nd to partner before the start of school. Chief Otterbacher stated that in the past the Department has done a DVD training for bartenders.
5. UW-WHITEWATER MOVE-IN: Chief Otterbacher stated that the Department will make contact with problem houses and hand out a community living flyer. Chief Otterbacher stated on August 31st two bike patrol officers will be out working in a proactive way concerning inappropriate signs welcoming freshman. Chief Otterbacher stated the Department worked with the City Attorney and if there are complaints a ticket will be issued, if there are no complaints then the officer will just talk to the tenants. Chief Otterbacher stated that the Department made boards with citation information for the taverns listing the five most frequent citation arrests.

V. ADJOURNMENT TO CLOSED SESSION, TO RECONVENE IN APPROXIMATELY ONE HOUR PER WISCONSIN STATE STATUTE §19.85(1) (C) "CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY."

A. ITEMS TO BE DISCUSSED:

1. DISCUSSION AND REVIEW OF THE CHIEF OF POLICE CANDIDATE APPLICATIONS
2. FINALISTS FORUM QUESTIONS DISCUSSION

On a motion by Bilgen and a second by Olsen the Police Commission voted to adjourn to closed session. The motion was passed by unanimous voice vote and they adjourned at 6:15 pm.

AYES: Bilgen, Knopp, Olsen, Haberman, Dr. Kidd

NOES: None

ABSENT: None

VI. RECONVENE INTO OPEN SESSION TO: On a motion by Olsen and a second by Dr. Kidd the Police Commission voted to reconvene into open session. The motion was passed by unanimous voice vote and they reconvened at 8:30 pm.

AYES: Bilgen, Knopp, Olsen, Haberman, Dr. Kidd

NOES: None

ABSENT: None

- A. CONSIDER APPROVAL CHIEF OF POLICE FINALISTS LIST: Bilgen stated that any conditional offer would be subject to psychological and physical testing, criminal background, and drug testing. Bilgen stated that she wanted to read the names of the candidates, Mark Teunis of Palm Harbor, FL, Hunter Gilmore of St. Charles, IL, Gary Wiczovek of Yukon, OK, Harold Minch of Naples, FL, and Lisa Otterbacher of Whitewater, WI. Bilgen made a motion to

certify the list of candidates and proceed with the process. With a second made by Olsen the motion was passed by unanimous voice vote.

AYES: Bilgen, Knopp, Olsen, Haberman, Dr. Kidd
NOES: None
ABSENT: None

B. REVIEW OF CHIEF OF POLICE SELECTION PROCESS: Bilgen stated that there would be a community finalist forum on Friday, August 26th at 6:30 pm in the Community Room where the finalists will give a brief statement and answer questions that the Commission agreed to and there will be a greet and meet. Bilgen stated that on Saturday, August 27th the candidates will have a brief tour of the city, the University and the Police Department and interviews with the Police Commission. Bilgen stated that data will be gathered from the individuals that interact with the candidates on Friday and Saturday.

C. REVIEW OF CONSULTANT EXPENSES TO DATE: Bilgen stated that the consultant expenses to date were \$328.34. The items listed were to do with posting the position and background software fees. Bilgen asked for a motion to accept the expense report and Olsen made a motion with a second by Knopp. The motion was passed by unanimous voice vote

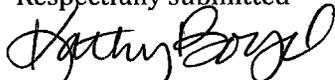
AYES: Bilgen, Knopp, Olsen, Haberman, Dr. Kidd
NOES: None
ABSENT: None

VII. ADJOURNMENT: Olsen entertained a motion to adjourn with a second from Dr. Kidd. The motion was passed by unanimous voice vote.

AYES: Bilgen, Knopp, Olsen, Haberman, Dr. Kidd
NOES: None
ABSENT: None

The meeting adjourned at 8:40 pm.

Respectfully submitted


Kathy Boyd
Support Services Manager

City of Whitewater Police Commission
Closed Session Meeting
August 15, 2011
6PM

Call To Order: Police Commission President Jan Bilgen Craggs called the closed session meeting of the Whitewater Police Commission to order at 6:15PM.

Members Present: Jan Bilgen Craggs, Jim Olsen Ken Kidd, Dennis Knopp, and David Haberman.

Also Present: Ed Moffett and Bob Roberts of Moffett and Associates.

The purpose of the Closed Session meeting was to review and discuss the Chief of Police Candidate Applications. The names of the top six candidates and their materials had been prepared for the commission to review. Prior to the meeting one of the candidates removed himself from the process. It was decided that the process would proceed with the five remaining candidates, a sixth would not be added.

A discussion was held to determine the list of questions that would be presented to the candidates at the Friday, August 26, 2011 public forum, and also during the private commission interviews on Saturday, August 27, 2011.

The meeting ended at 8:30PM

Respectfully Submitted,

David Haberman, Secretary