

**MINUTES
SPECIAL POLICIES & PROCEDURES BOARD**

JULY 22, 2020

The meeting was called to order by Chairperson Shawn Reinke at 5:30 p.m. Members present were Len Gilmore, Belinda Ludwig, Treasurer/Acting City Administrator; and Ron Mergen, Public Works Director/Acting City Administrator. Also present were Jennifer Welling Administrative Assistant/Zoning Administrator; and Paul Wegner, Police Chief.

Motion was made by Gilmore to approve the minutes from the July 8, 2020 Policies & Procedures Board meeting. Seconded by Reinke and unanimously carried.

FUTURE MEETING DATES

Motion was made by Reinke to set August 25, 2020 at 5:30 p.m. as an additional meeting date. Seconded by Mergen and unanimously carried.

FAMILY EMPLOYEE POLICY

Members reviewed the sample policies, which came through the LMC. It was noted that the City currently does not address the issue. Members were in favor of the conflict of interest statement in the proposed personnel policy more than the other sample policies; as if they were adopted the City would be in violation. This item was tabled.

TOBACCO ORDINANCES

Members reviewed the proposed ordinances noting this does not fit with any other Board. The points of the ordinance changes are to comply with the state law changes and a section that was left out of the codification process:

- Age 18 to 21 to purchase
- Enforcement was discussed, noting there will likely be no citations

Motion was made by Reinke to approve the tobacco ordinances and recommend such to the City Council. Seconded by Gilmore and unanimously carried.

COVID REPORT

Ludwig noted that the City would need to comply with the Governor's new mandate on wearing masks including:

- Signage and procedures in City Hall
- Masks have been purchased and will be available for staff and customers
- Vehicle requirements
- Types of masks versus face shields
- Updated preparedness plans

(Welling left)

POLICE DEPARTMENT POLICIES

The Board reviewed the following:

Carrying a firearm opinion and outside employment. Members reviewed Spooner's opinions. If an officer in outside employment is not carrying a City weapon, it is likely to expose the City to less liability. An officer is likely to carry the handgun of personal choice as they would feel more comfortable with it. Officers may carry their private handgun at work if they feel more comfortable with it. After a lengthy discussion, this item was tabled.

Chapter 7

- 700.01 added verbiage
- 700.03 delete the last sentence and add "or his designee"
- 700.04 change verbiage
- 700.05 Procedures A, B, C - changes as noted on Reinke's copy
- There was a discussion on dispatch and responsibility to notify
- 700.05 G sub. D change Chief of Police to designee and delete the last sentence after the word jurisdiction, add #1
- 700.05 J add #7 as per note

Chapter 8

- B an Investigation of complaint - it was noted this is all post board verbiage
- 800.01 B, C there was a lengthy discussion on this item noting the Brady – Giglio disclosure; this item was tabled.
- 800.01 C, D changed as noted on Reinke's copy by adding under 4 after notifications "consult with the City/County Attorney about"

Chapter 9

- 900.01 A – update Reinke's highlighting with Chapter 8 title
- Change E – L to subdivision of D
- 900.01 E – Reinke will think about wording.
- 900.01 F General Conduct C - there was a lengthy discussion on this item, is it covered by workers' comp and can we cannot discipline an employed for a work comp claim; this item was tabled. Reinke will work on wording.

At the next meeting the Board will start at **chapter ??, page ??** of the Police Policy Manual.

There being no further business, the meeting was adjourned at 7:45 p.m.