

JULY 2, 2013

LAW ENFORCEMENT COMMITTEE MEETING

1. 6:00PM Call to order Present: Chairman Anderson & Trustee Ebner
Also: Adm. Heinig & Chief McHugh
Absent: Trustee Jorstad
2. Motion Ebner, 2nd Anderson to approve the 6-4-13 minutes. Carried unan.
3. Public Comment None
4. Present Monthly Activity See Attached Summary Sheets

12 Assists to other Agencies for 6hrs, 15 minutes
2 Town of Onalaska, 6 Town of Holland, 2 Town of Farmington, 1 City of Onalaska, 1 LCSD

27 Assists from other Agencies to Village for 28hrs, 30 minutes.
5. Monthly Claims See Attached Sheet
6. Municipal Court Update No Meeting
7. Possible action and recommendation on Senior Executive Asst. Job Re-Classification
McHugh explained to Committee that the Police Secretary position has grown through the years into a highly trained office manager. Confidentiality, release of records, interactions with other law enforcement agencies, data entry, as well as general office duties have made the position much more complex in recent years. This job description is meant to address the duties that are being performed regularly by the Police Secretary.

Motion Ebner, 2nd Anderson to recommend the job description at Board meeting. Carried unan.

For Aug. LEC Discussion on budget, personnel, and capital outlay items for 2014.
8. 6:29PM Motion Ebner, 2nd Anderson to adjourn. Carried unan.

Minutes by,

Chief M McHugh 7-8-13