



# HOLMEN POLICE DEPARTMENT

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## Village of Holmen Law Enforcement Committee October 1, 2019

The meeting of the Holmen Law Enforcement Committee was held Thursday October 1, 2019, in the Village Hall board room.

Chair Dawn Kulcinski called the meeting to order at 6:00pm.

Present at the meeting: Committee members Dawn Kulcinski, Doug Jorstad, and Rodney Stanek. Also in attendance were Administrator Scott Heinig, Chief Shane Collins and Village President Patrick Barlow.

**Approval of Minutes** Rodney Stanek and Doug Jorstad motioned to approve the minutes of August 1, 2019 meeting. The motion carried unanimously.

**Public Comment** None

**Present Monthly Activity** The Committee reviewed all monthly activity.

**Present Monthly Claims** The Committee reviewed monthly claims. Collins advised he had to replace the brakes and rotors on one of the 2018 Tahoe's which had 19,882 miles on the vehicle. This item was not going to be covered under warranty. Collins called Chevrolet customer service who again said this would not be covered under warranty. Collins advised he looked up the email of the CEO of Chevrolet and emailed her. A few hours later Collins received three phone calls back from the executive offices of Chevrolet. Collins advised we would be getting reimbursed the \$826.00 that is cost to replace the rotors.

**Municipal Court Update** No meeting was held.

### **Discussion Regarding Potential Change of Parking Fines and addition of Violations**

Collins advised Holmen has not changed their parking fees for a very long time. Collins advised he was looking at other cities in the area to compare and showed the committee this comparison. Collins advised Holmen has some parking violations we issue routinely and do not get compliance for. Collins advised most citations are currently ten dollars and these citations would go to twenty dollars. Collins advised the parking ordinance for truck, trailers, campers and rv's he would propose to move to fifty dollar citation. Collins advised this parking citation is one the police department enforces all year long and one that is violated every night. Collins advised the parking in a fire lane/hydrant should be raised from twenty five dollars to

fifty dollars along with the 48 hours abandoned violation. Collins advised if they tow an abandoned vehicle the department has to send out a certified letter to the owner and lien holder which cost the department twenty dollars for each letter. Collins also proposed to increase the handicap parking from one hundred dollars to two hundred dollars and to create a non-registered vehicle on a street violation with the fee amount being one hundred dollars. Collins advised there are a few areas in the Village people park non-registered vehicles on the street and this citation would help in these areas.

Collins also proposed to change the fine amount for late payment of these violations. Collins advised currently the fine will double after ten days with a letter being sent out to the owner. On the 28<sup>th</sup> day another letter is sent out to advise the owner their registration will be suspended in another seven days. On this seventh day staff suspends the vehicle's registration and a fifteen dollar fee is added on to the citation.

Collins advised the new late payment structure would be to double the citation at ten days and send a letter out. If payment is not received by the 28<sup>th</sup> day the fine would double again and a letter being sent out. If fine is still not paid within seven days a fifteen dollar fee will be added and the registration would be suspended.

The police department has about two hundred unpaid citations. Jorstad asked about making the fines higher and if the officers would use their discretion and not write as many citations. Collins advised he talked with all the officers and they agree our citations are too low for parking enforcement. Jorstad talked about the fines doubling twice which would make the handicap citation very expensive. Collins advised if they pay the citation within the ten days the fine is reasonable and that people should not be parking in handicap stalls if they do not have disability.

Stanek and Jorstad motioned to prepare and ordinance to change the parking amounts. The motioned carried unanimously.

**Discussion Regarding HVAC system at the Police Department to Address Humidity and Heating Issues**

Collins advised the police department building has developed mold in the training room area on the vents, in the ceiling and on some of the wall outlets. Collins advised there are high humidity levels in this area which carry over to other areas of the building. Collins advised he has been working with Zeigler's for several months to come up with a solution to fix this problem with Zeigler's trying several options that have not worked. Collins advised Zeigler proposes to put two dehumidifiers in the Police Department and would be adding a dial to the exhaust fan in the evidence room to adjust the air flow coming into the building. Collins advised this would cost \$9377.00. Jorstad asked if the dehumidifiers would be hanging on the walls in the training room. Collins advised he did not know but would get this information from Zeigler's. Jorstad asked if this would be the best solution to solve the humidity problem. Collins advised Zeigler stated this was the best solution to fix the issue. Jorstad asked if there was another way to fix this issue that might cost more money but would be a better solution. Collins advised he did not know and would talk to Zeigler's for more information.

Collins then advised the committee the server room at the department was reaching to high of a temperature that could start damaging the server. Collins advised the

server room was designed to have air circulating from the ceiling and then goes through an open vent in the server room and out the other side of the room. It has come to Collins' attention that this vent is blowing the warm air that is up in the ceiling through the server room, not cooling the room off. The temperature in the server room is staying around eighty degrees when it should be around seventy degrees. Zeigler advised to fix this issue they would need to re-route this air flow vent to close the warm air off coming in and to put in a mini split condenser unit like the one we had to install in the front lobby. Collins advised the price for this would be \$5301.00.

Collins advised along with Zeigler there would be a few other items that need to be done. Fireline would need to move a sprinkler head in the server room and Wettstein Electric would have to put in electrical outlets in the server room and the mechanical room. Also once we knew this problem was fixed we would need to bring Servpro in to make sure all the mold was cleaned up. The cost for Wettstein would be \$1185.00. The cost for Fireline would be \$762.00. The estimate for Servpro would be \$969.33. Collins advised the Servpro estimate could be more depending on what they find in the ceiling when they start cleaning.

Collins advised he would contact Zeigler's to clarify some of the questions the committee has for the November meeting.

**Adjourn** Doug Jorstad and Rodney Stanek motioned to adjourn. The motion carried unanimously. Meeting ended 6:25pm.

Minutes By Shane Collins, Chief of Police

