

APPROVED

OWEN-WITHEE POLICE COMMITTEE MEETING MINUTES

DATE: Tuesday, May 5th, 2020

LOCATION: Owen Library 414 N. Central Ave, Owen WI 54460

TIME: 6:00pm

CITY OFFICIALS PRESENT: Pam Jaffke, Bob Wilczek, Ken Martine, Clerk Michelle Kind
Everett Lindgren, John Frankewicz, Randy Shelton, and Ellen Niemi-via zoom

CITY OFFICIALS EXCUSED:

ATTENDANCE LIST: Police Chief/Ibarra, & CDC/Tim Swiggum

COMMUNITY ATTENDACE: Nicole Rogers-Sentinel Rural News-via zoom, and Cindy Cardinal-
OW Enterprise. Note we had 10 total participants including 1 Media present in person, 2 people via
Zoom.

A quorum being present, the meeting was called to order at 6:01pm.

Minutes

Motion by Frankewicz/Wilczek to approve the minutes for the 03-24-20 meeting— see attached. Motion carried.

Police Report

Chief Ibarra presented the March Police Incident Report – see attached.

Chief noted Officer Brandner will be leaving us and going to Marthon County as of May 31st.

Disbursements

Motion by Martine/Lindgren to approve the payment of the disbursements for \$569.23-see attached.
Motion carried.

Paid Time Off

Lengthy discussion held regarding the area Police Dept's Paid Time Off. This included all PTO from sick, vacation, personal, & Holiday's as well as Comp time and Overtime.

Motion by Martine/Wilczek to recommend for approval that the Handbook be updated to read the following PTO Schedule for the O-W Police Dept. Motion Carried.

Vacation will be earned on January 1st of each year. Unused Vacation hours can be rolled over to the following year for a maximum of 40 hours. Any amount over 40 hours needs to be used or will be paid out by last payroll of the year or 12/31 whichever is sooner.

1 year - 40 hours
2 years – 80 hours
7 years – 120 hours
15 years – 160 hours
25 years – 200 hours

Personal Floating days: Three (3) Shifts per year earned on January 1st of each year

Sick Pay: Eight (8) hours per month will be earned on the 1st of every month.
Up to 90 days of Sick Time can be accumulated to cover for Short Term Disability.
After maximum accumulation of 90 days, the employee shall be paid out at the last check or by December 31st for the balance of all unused sick leave over the maximum.
The City will require medical certification of absence beyond 3 days of sick time used.

Holiday Pay: The City will pay 7-1/2 Holidays of eight (8) hours pay for the following six (6) holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas Day. These holidays may be observed on alternative day if they fall on weekend. Example, holiday is on a Saturday so observed on Friday, holiday on a Sunday so observed on Monday.

The City will pay four (4) hours holiday pay for the following holidays: Christmas Eve, New Year's Eve, and Good Friday.

On top of the Holiday pay of 8 hours, Officers that work the Holiday will also receive overtime pay at 1-1/2 hours for their entire shift even if that extends to 12 hours.

Comp Time/Over Time stays from last meeting at: "Overtime can be transferred to Comp Time at the same 1-1/2-time rate. Up to 80 hours of Comp time can be accumulated during the year, however only 40 hours will be rolled over into the following year. The hours need to be used or will be paid out by last payroll of the year or 12/31 whichever is sooner."

Motion carried.

Ordinance/Resolution Review:

Lengthy discussion held regarding the Resolution and Ordinance received by Attorney Wolfgram for Owen and Attorney Wachsmuth for Withee. The split should have been 65% Owen/ 35% Withee. Wilczek provided a call breakdown for 2019 to present and verified the calls are 1/3 Withee and 2/3 Owen, respectively.

The Committee discussed the costs associated with the plan for Administration of payroll, Accounts Payable, Accounts Receivable, Human Resources and Audit of the double bookwork needed. Liability of Owen as well as Withee. Building rent, maintenance, utility costs. Cost of upgrade of the OWPD offices needed when we move to the new building.

A Contract option with pros and cons were then discussed as an alternative to the Resolution and Ordinance solution.

Motion by Lindgren/Martine to table the Ordinance. Motion carried.

Motion by Lindgren/Wilczek to table the Resolution. Motion carried.

Suggested Items for Future Agendas

Part time Police Officer at 30 hours budget, Review of Ordinance/Resolutions or by Contract for Owen and Withee.

Jaffke adjourned the meeting at 7:51pm.

Next regular meeting is scheduled for Tuesday, June 2nd, 2020

Respectfully submitted,
Michelle Kind, Clerk/Treasurer WCMC