

**MINUTES**  
**WEDNESDAY, MAY 25, 2016 5:30 PM**  
**PUBLIC SAFETY COMMITTEE**  
**OF THE VILLAGE OF LENA BOARD OF TRUSTEES**  
**MUNICIPAL BUILDING 117 E MAIN ST, LENA, WI 54138**

*(draft minutes – not approved by Committee)*

Call to order 5:30pm

COMMITTEE PRESENT: T. Hinds, L. Belongia, D. LeFebre

OTHERS PRESENT: Chief Harold.

Approval of agenda – motion to approve by Belongia, second by LeFebre. Motion carried.

Approval of minutes of March 16, 2016 – motion to approve by Belongia, second by Hinds. Motion carried.

**Police chief report:**

- An explanation was provided by the chief of the codes used in the monthly police report.
- Notification of Violation - Police Chief indicated that he found a “door hanger” form that can be used to notify residents of certain public nuisance violations, such as weeds, snow shoveling, etc ....
  - Forms are duplicate with one copy left at the residence and one copy filed with the village clerk. Time for compliance will depend on violation. Violations can be observed by a village employee and reported to the Chief who will deliver the Notification.
  - Chief will order 500 forms for \$265.
- Tuesday June 21, the Chief and Deputy Vanderblommen will be giving presentations on drinking and driving and drunk driving and distracted driving.
- Saturday June 25 will be a Bike Rodeo at the Lena Library. The Chief will be setting up a bike course.
- Capital Improvement Plan & Inventory - the Chief presented his worksheets on the police department inventory and the department’s capital needs. This will be forwarded to the finance committee for their review and incorporation into the village’s Five Year Plan. Chief indicated he may try to peruse a USDA Public Safety grant for police equipment. Current 2010 vehicle has 70,000 miles plus idling time.
- Budget update – reviewed current year’s expenditures vs budget of the police department. All expenditure items look good to date. Dept purchased a breathalyzer.

**Review of Ordinance**-renaming committee as Public Safety and its duties. The ordinance was reviewed to familiarize the committee members with the Public Safety areas of responsibility oversight as police, fire, municipal court, ordinances and regulation issues.

**Fire Dept** – fire chief was not in attendance.

- The department has been requested to provide an inventory and capital requirements for the village’s 5-year Capital Improvement Plan that is being worked on by the finance committee. Hopefully this will be done shortly.
- Fire dept. Bylaws – the department is planning on updating its Bylaws due to some staffing changes. A draft will be presented to this committee.
- Fire Dept. Contract with Municipalities – the 10-year contract with municipalities is to be reviewed to change the year from a July 1-June 30 year to a Jan 1-Dec 31 year in 2017 and to change the billing from annual to quarterly.

**Building Inspector Contract** – this item is being referred to the Finance Committee due to the proposed insurance requirements.

**Items for next agenda** – Fire Dept. Contract with Municipalities.

**Next Meeting Date** – June 28, 2016 6:00 pm

**Adjournment** – Meeting adjourned at 6:30 pm.

T. Hinds, Recorder