

## Police Commission

### *Meeting Minutes*

**Village of Cross Plains**  
2417 Brewery Road, PO Box 97  
Cross Plains, WI 53528  
(608) 798-3241

Monday, June 17, 2019

5:30 pm

#### I. Call to Order and Roll Call

*The meeting of the Cross Plains Police Commission was called to order at 5:31 pm.*

*Present: Commissioner Ed Pelowsky, Carla Green, Mitch Hogan, Brian Bridges.  
Commissioner Darrell Parrish arrived at 5:41 pm.*

*Also present: Chief Tom Janssen, Village Administrator/Clerk Bill Chang, and Village  
President Jay Lengfeld.*

#### II. Public Comment

*There were no public comments.*

#### III. General Business

##### 1. Discussion and Possible Action to Elect Commission Officers.

*Motion by Pelowsky, seconded by Bridges, to elect Darrell Parrish as the Police Commission  
President. Motion carried unanimously.*

*Motion by Pelowsky, seconded by Bridges to elect Mitch Hogan as the Police Commission Vice  
President. Motion carried unanimously.*

##### 2. Review and Possible Action Regarding Police Chief Job Description and Posting.

*There was discussion by the Commissioners to add additional qualifications to the current Police  
Chief job description to be more in line with the posting for the position. The additional  
qualifications include, but are not limited to:*

- *Must have a Valid Wisconsin Driver's License*
- *Must possess or maintain Wisconsin Certification*

- *Associates degree required; bachelor's degree preferred*
- *7-10 years' experience*
- *5 years supervision experience*

3. Discussion and Possible Action Regarding Police Chief Position Recruitment Process

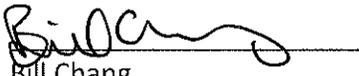
*There was discussion by the Commissioners to add qualifications to the job posting and suggestion to post the advertisement for approximately 30 days. The Commission directed the Chief of Police to write the first draft of the advertisement to bring back to the Commission for review at the next scheduled meeting. The Commission requested that the Village Board provide a salary range for hiring a new police chief to the Commission by the end of July. The next Police Commission meeting was set for July 10, 2019 at 6:00 pm.*

IV. Adjournment

*Motion by Pelowski, seconded by Bridges, to adjourn the meeting. Motion carried unanimously. The meeting was adjourned at 6:10 pm.*

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with the Open Meetings Law.

Respectfully submitted,

  
Bill Chang  
Police Commission Secretary  
Village Administrator/Clerk