

City of Chetek Common Council Meeting Agenda

Tuesday, February 11, 2020 - 6:00 p.m. – Council room, 220 Stout Street, Chetek, WI

AGENDA:

- Call to order
- Roll call – Scott Bachowski____, Earl Grover____, Terry Hight____, Mark Edwards____ Mayor Martin_____
- Prayer
- Pledge of Allegiance
- Approve agenda

PUBLIC COMMENT citizens may direct questions/comments to the council for items not on the agenda.
The council may have limited discussion, however; no action will be taken under public comments.

MAYOR COMMENTS

CONSENT AGENDA:

1. council minutes from January & city claims from January
2. Accept and place on file Department/Board reports as submitted - Library-January; Housing Authority -December; police report;
3. Resignations from boards/committees - none
4. Appointments to Boards & commissions: none
5. General licenses/permits: "Class B" liquor and Class "B" fermented malt beverage license application for ERR Properties, LLC - Reds Grill & Bar, 121 Lakeview Drive

OLD BUSINESS - none

NEW BUSINESS - the following items will be discussed by council and possible action taken

1. Public docks on Stout Street
2. Purchase of new squad for police department
3. Resolution 3-2020 adopting Wisconsin DOT equipment rates
4. Request to waive interest on billing for gravel purchase
5. Proposal for Lexipol - annual law enforcement policy manual & daily training

Adjourn

NOTE: Any person who has a qualifying disability as defined by the American With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the municipal clerk at (715) 924-4838 by 10:00 a.m. the Friday prior to the meeting, so that any necessary arrangements can be made to accommodate each request.

Minutes of the Common Council Meeting of the City of Chetek held on Tuesday, January 14, 2020, at 6:00 p.m. in the Council Chamber, 220 Stout Street, Chetek, WI

The meeting was called to order at 6:00 p.m. by Mayor Jeff Martin.

Present: Jeff Martin, Scott Bachowski, Earl Grover, Terry Hight, Mark Edwards

Motion by Grover, 2nd by Hight, to approve agenda. Carried.

Consent agenda - Council minutes from December, city claims from December, accept and place on file department/board reports as submitted: Police-2019 annual; Housing Authority-November; Library November & December; Community Center-December. Motion to approve -Edwards, 2nd by Bachowski. Carried.

Old business - none

New Business

Mike Miller, Whitehorse Construction, requested that the section of Ridgeway Street between 4th Street and 6th Street be paved and the alley behind his units. He is planning on building the remaining twin home units in 2020. Dan Knapp advised that he could add that portion of paving to the paving projects for 2020 as long as he installs the remaining laterals before the road is paved. Motion by Bachowski, 2nd by Grover, to approve the paving of Ridgeway after laterals are installed and the paving of the alley. Carried.

Hight motioned to approve the write off of uncollectible personal property accounts: Mama's cottage- \$44.48 and Estimator Appraisal- \$2.47. 2nd by Edwards. Carried.

Edwards motioned to approve the hiring of Advanced Engineering Concepts to complete a phase one environmental study on the 39-acre parcel on Knapp Street. 2nd by Grover. Carried.

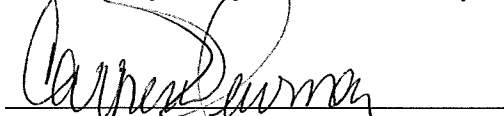
Resolution 2020-1 - authorizing the clerk as a representative to file applications for financial assistance with Rural Development for funding for a new wastewater treatment facility - motion to approve by Bachowski, 2nd by Hight. Carried.

Resolution 2020-2 - budget adjustments for 2019 budget - motion to approve Edwards, 2nd by Hight. Carried.

Bachowski motioned to approve the penalty fees for ordinance 90-406 - under Article X - snow and ice regulations. Fees shall be established in the amount of \$124 for the first offense and \$187 for the second offense. 2nd by Grover. Carried.

Hight motioned to approve the carryover of 53.50 hours of vacation time. 2nd by Grover. Carried.

Motion to adjourn by Bachowski, 2nd by Hight. Carried.


Carmen Newman, clerk/treasurer

Calhoun Memorial Library Board Meeting Minutes
January 7, 2020

Minutes of the Calhoun Memorial Library Board of Director's Meeting: January 7, 2020

The January board meeting was called to order at 9 a.m. on January 7, 2020, by President Jean Wacker, at Calhoun Memorial Library.

Members present: Jean Wacker, Rachel Westberg, Kathy Hayes, Jeff Martin, Louise Brown and Nancy Nix. Also present was library director Carol Burnham. Missing was Evie Nelson.

The agenda was approved by motion of Nancy Nix, seconded by Rachel Westberg. Motion carried.

There were no public comments.

Minutes of the Dec. 3 meeting were presented to Board members in printed form. Motion by Nancy Nix, seconded by Jeff Martin to accept the minutes of the Dec. 3 meeting. Motion carried.

Treasurer Kathy Hayes presented the December expenditures, year to date budget, Act 150 and checking account report. Motion by Rachel Westberg, seconded by Jeff Martin, to approve December expenditures. Motion carried.

Library Director Carol Burnham presented petty cash, statistics, activities and Friends of the Library liaison reports in her director's reports.

Rachel Westberg, school representative, reported on Chetek-Weyerhaeuser school activities.

Jeff Martin updated the library board on city happenings and news as part of the city council representative report.

President Jean Wacker led discussion on areas of progress that have occurred with the ad-hoc committee meetings for the long-range library plan. There was consensus among the board to use the goals of each committee as part of the long-range plan and eventually tie those to a plan of action.

Burnham noted that the new library website is in beta testing and is nearly ready to go live.

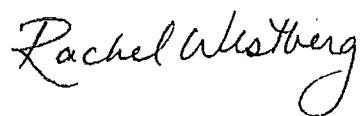
The board discussed the merits and issues surrounding becoming a "Fine Free" library. A motion was made by Nancy Nix, seconded by Louise Brown to have a "Fine-Free February." Anyone who returned late Calhoun Memorial Library materials in the month of February would have those fines forgiven. Motion carried.

Board members presented director Burnham with her evaluation, which was then discussed.

Agenda items for the Feb. 4 meeting include: fines-free policy and updates and the annual report review and approval.

Motion to adjourn by Nancy Nix, seconded by Louise Brown. Motion carried; meeting adjourned.

Respectfully Submitted,



Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 1/20/20 ending: 6/30/2020
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: Town of } Chetek
 Village of }
 City of }

County of Barron Aldermanic Dist. No. _____
 (if required by ordinance)

Check one: Individual Limited Liability Company
 Partnership Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number	
FEIN Number	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$ <u>500⁰⁰</u>
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>15</u>
TOTAL FEE	\$ <u>315⁰⁰</u>

Annual
6/17/1
50
250
15
315⁰⁰

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

ERR Properties LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Heidemann</u>	<u>Josh</u>	<u>Jose</u>	<u>944 25 1/2 St Chetek 54728</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Heidemann</u>	<u>Lisa</u>		<u>11</u>
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Heidemann</u>	<u>Josh</u>	<u>Jose</u>	<u>11</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Reds Grill + Bar Business Phone Number 924
 2. Address of Premises 121 Lakerview Post Office & Zip Code Chetek 54728

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Alcohol beverages will be stored in building on main floor, in basement, and seasonally in outside bar.

4. Legal description (omit if street address is given above): 121 Lakerview Drive

(a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No

(b) If yes, under what name was license issued? DIT Reds Inc.

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain Completed Yes No

7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
 If yes, explain. Owner/agent of Six Lakes Resort

8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain Yes No

9. (a) Corporate/limited liability company applicants only: Insert state WI and date Feb. 2020 of registration.
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain Yes No

(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? If yes, explain. Six Lakes Resort Yes No

10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] Yes No

11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No

12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <u>Josh Heidemann</u>	Title/Member	Date <u>1/23/20</u>
Signature <u>[Signature]</u>	Phone Number <u>319.215.9094</u>	Email Address

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>1/23/20</u>	Date reported to council / board <u>1/14/2020</u>	Date provisional license issued	Signature of Clerk / Deputy Clerk <u>Carrin Dewman</u>
Date license granted	Date license issued	License number issued	

B^h

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village City of Chetek County of Barron

The undersigned duly authorized officer(s)/members/managers of Red's Grill & Bar
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Red's Grill & Bar
(trade name)

located at 121 Lakeview Dr Chetek, WI 54728

appoints Josh Heidemann
(name of appointed agent)

944 25 1/2 st Chetek, WI, 54728
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).
Six Lakes Resort at RV park

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? year

Place of residence last year 944 25 1/2 st Chetek

For: ERR Properties LLC
(name of corporation/organization/limited liability company)

By: [Signature]
(signature of Officer/Member/Manager)

And: Josh Heidemann
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Josh Heidemann, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 1.10.20 Agent's age 45
(signature of agent) (date)

944 25 1/2 st Chetek, WI 54728 Date of birth [Redacted]
(home address of agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 1-27-2020 by [Signature] Title Police
(date) (signature of proper local official) (town chair, village president, police chief)

CITY OF CHETEK

NOTICE IS HEREBY GIVEN that pursuant to Section 125.04(3)(g) of the Wisconsin Statutes, that the following have made application for the following license:

ERR Properties, LLC d/b/a Red's Grill & Bar - 121 2nd Street:
"Class B" Intoxicating liquor and Class "B" fermented malt beverage

Such application will be acted upon by the Chetek Common Council at the regular council **meeting to be held on Tuesday, February 11, 2020, at 6:00 p.m.** At this meeting, interested parties either for or against granting said licenses, will be heard.

Carmen Newman, Clerk/Treasurer

Emailed to Alert – 1/23/2020
For publication: Wednesday, January 29th, 2020

Publish at least one week prior to granting

Resolution # 3-2020

WHEREAS, the City of Chetek annually reviews fees for public works equipment for billing purposes;

WHEREAS, the municipality adopted the DOT rates in 2019 for reimbursement purposes for natural disasters;

WHEREAS, the City of Chetek feels adopting the DOT rates annually for public works equipment would keep the rates uniform for billing and reimbursement purposes;

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Chetek hereby adopts the 2020 Wisconsin DOT schedule of equipment rates as outlined in the Highway Maintenance Manual.

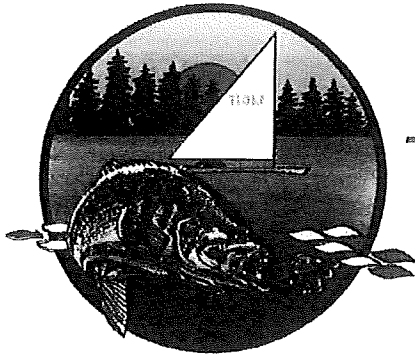
This Resolution shall take effect and be in force from and after its passage and publication.

CITY OF Chetek City Hall

By _____
Jeff Martin, Mayor

Attest: _____
Carmen Newman,
Clerk/Treasurer

Date passed: February 5, 2020



Chetek Police Department

P.O. Box 537 • 101 Moore Street • Chetek, WI 54728
Phone (715) 924-3686 • Fax (715) 924-2855
Administrative (715) 924-4711
Drug Tip Line (715) 925-DRUG (3784)
Chief Ron Ambrozaitis
Lieutenant Jessica Larson

January 30, 2020

Chetek City Counsel

Gentlemen

I currently have been seeking bids for a 2020 new squad. I have gotten bids from Swant Graber in Barron, and Don Johnsons in Cumberland. I have priced Ford, and Dodge SUV's and Pick-up's. Based on the bids I have received; I have chosen to go with Swant Graber in Barron on a 2020 Dodge Ram SSV (special service vehicle).

Base price will be \$29640. This vehicle at this time is the lowest priced squad on the market as far as SUV's and Pick-up's. Additional cost will be equipment purchases and swap over from old to new squads. I am currently in the process of obtaining the numbers I have plenty of funds for this purchase in my budget currently.

I will be replacing the 2016 Doge Charger, which I will be selling this outright. I have had good luck with this, getting a better price then going to auction.

I will not be placing the new squad into service until this fall of 2020. I do need to order the new squad soon for the fact that orders for new squads are filling up fast. I would like to place my order by March 1st.

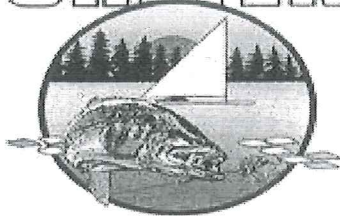
At this time, I am looking for the ok to go forward with this purchase. Any questions on this matter please feel free to contact me personally.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ron Ambrozaitis', written over a horizontal line.

Chief Ron Ambrozaitis
Chetek Police Department

CHETEK



City of Chetek

220 Stout Street | PO Box 194

Chetek WI 54728-0194

PHONE NO: 715-924-4838

Statement Date: 01/01/2020

STATEMENT

Melvin Miller
1887 7th Avenue
Chetek WI 54728

Customer No: 1648

*HE paid \$ 389.70
on 1/21/20*

Date	Invoice #	Description	Charge	Credit	Balance
11/14/2018	3614	Fee for purchase of Gravel from Dept of Public Works per ton- 43.3 ton	389.70	.00	389.70
01/01/2019	3708	Interest	5.85	.00	395.55
02/01/2019	3733	Interest	5.85	.00	401.40
03/01/2019	3748	Interest	5.85	.00	407.25
04/01/2019	3764	Interest	5.85	.00	413.10
05/01/2019	3790	Interest	5.85	.00	418.95
06/01/2019	3830	Interest	5.85	.00	424.80
07/01/2019	3875	Interest	5.85	.00	430.65
08/01/2019	3916	Interest	5.85	.00	436.50
09/01/2019	3964	Interest	5.85	.00	442.35
10/01/2019	4001	Interest	5.85	.00	448.20
11/01/2019	4031	Interest	5.85	.00	454.05
12/01/2019	4122	Interest	5.85	.00	459.90
01/01/2020	4144	Interest	5.85	.00	465.75

Hells we had hard times and had not forgotten this bill had it in our file and are try to catch up our bills. could you please take the interest off

Thank you

Melvin Miller

176.05

Balance Due: 465.75

Please make check payable to:

City of Chetek
220 Stout Street | PO Box 194
Chetek WI 54728-0194

Past due please pay promptly.

OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS	OVER 120 DAYS	OVER 150 DAYS
5.85	5.85	5.85	5.85	436.50



Prepared By: Karen James
Phone: (949) 325-1230
Email: kjames@lexipol.com

Quote #: Q-06826-3
Date: 12/16/2019
Valid Through: 3/2/2020

Overview

Lexipol is America's leading source of state-specific policy and training solutions that reduce risk, lower litigation costs and improve personnel safety in public safety agencies. The services proposed below are designed to guide your agency in providing up-to-date, legally defensible policy and training content to your personnel.

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Annual Law Enforcement Policy Manual & Daily Training Bulletins (12 Months)	USD 3,670.00	5%	USD 183.00	USD 3,487.00
	Subscription Line Items Total			USD 183.00	USD 3,487.00
				USD 183.00	USD 3,487.00
				Discount:	USD 183.00
				TOTAL:	USD 3,487.00

*Law Enforcement pricing is based on 5 Law Enforcement Sworn Officers.

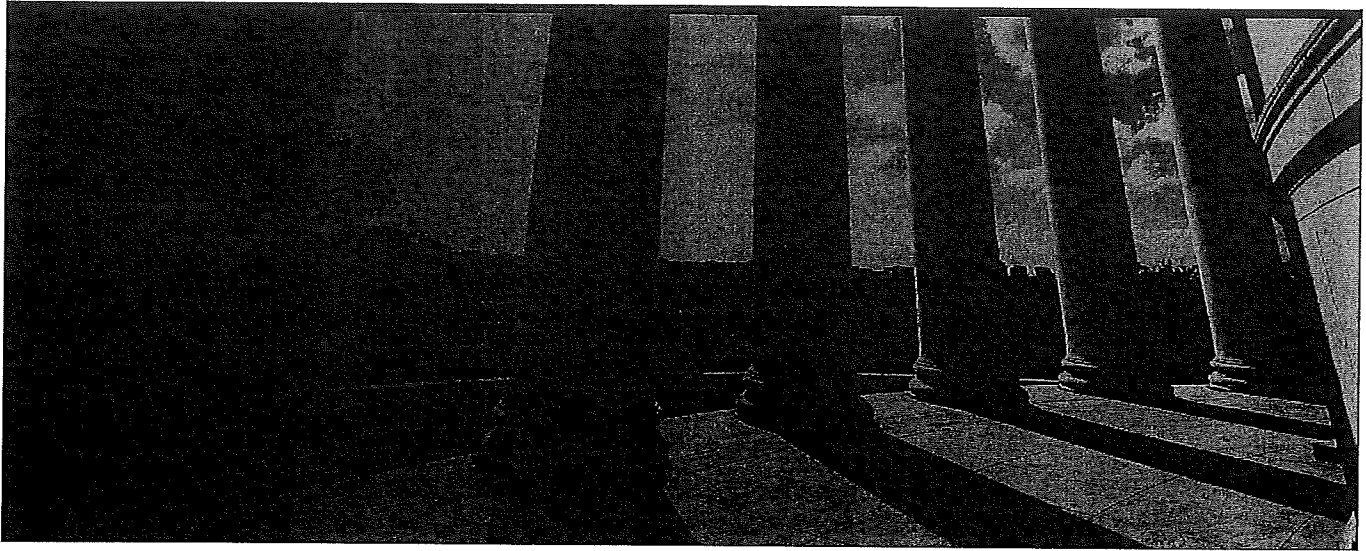
Discount Notes

5% WCPA member annual subscription discount.

Annual cost = \$2009 based on # of officers



SOLUTIONS PROPOSAL



PREPARED FOR:
Chetek Police Department
Chief Ron Ambrozaitis
chief@cityofchetek.wi.gov
(715) 924-3686

PREPARED BY:
Karen James
kjames@lexipol.com
(949) 325-1230

2801 Network Boulevard, Suite 500
Frisco, Texas 75034
(631) 786-8643
www.lexipol.com

Executive Summary

Public safety agencies today face challenges of keeping personnel safe, reducing liability and maintaining a positive reputation. Add to that the dynamically changing legislative landscape and evolving best practices, and even the most progressive, forward-thinking agencies can struggle to keep up.

That is why Lexipol is pleased to present the Chetek Police Department with a proposal for a customized policy management, update and training solution.

Our program is designed to save you time and money while protecting your personnel. Our team of public safety lawyers and policy experts continually monitor national and Wisconsin-specific policy changes. We then use these updates to help provide the content and training your department needs to minimize risk and effectively serve your community.

AGENCY GOALS

The Chetek Police Department is looking for a way to access comprehensive policies to limit agency risk and enhance personnel safety. By using Lexipol, you will achieve peace of mind knowing your policies are up-to-date and legally defensible. The incorporated policy training component reinforces your staff's understanding of policies and provides individual training acknowledgement.

Once you have high-quality policies in place, you want to be sure your personnel use them. The Lexipol program offers online access to your agency's policies through a web-based platform and mobile app. This flexibility allows your personnel to easily reference policies and complete training in the field. Using Lexipol's program will provide the Chetek Police Department with:

- Policies that reflect up-to-date industry standards and best practices
- Content specific to the laws and practices of Wisconsin
- Daily scenario-based training that reinforces your agency's policies
- Timely updates in response to new legislation and case law

THE LEXIPOL ADVANTAGE

Lexipol was founded by public safety experts who saw a need for legally defensible policy content that was continually monitored and updated based on legislative changes. Since the company launch in 2003, Lexipol has grown to represent more than 3,000 public safety agencies across the United States.

Lexipol is the only company with public safety professionals, attorneys and subject matter experts working together to provide essential policies and policy management tools, from continuous updates to mobile access to daily training. Our legal and content development teams follow a rigorous multi-step process to evaluate content for new policies and policy updates, reviewing thousands of pieces of legislation each year.

Agencies that use our policy service have clear, effective policy manuals that reflect the true values and philosophy of their agency. Proven benefits of using the Lexipol system include reduced risk and cost associated with litigation, reduced time spent developing and maintaining policy, and an

increased ability to focus resources on other agency priorities. We look forward to working with the Chetek Police Department to realize these same benefits.

Scope of Services

Policy Manual

Legally defensible, up-to-date policies are the foundation for consistent, safe public safety operations and are key to lowering liability and risk. Lexipol's comprehensive policy manual covers all aspects of your agency's operations.

- More than 155 policies researched and written by public safety attorneys and subject matter experts
- Policies based on State and federal laws and regulations as well as nationwide best practices
- Content customized to reflect your agency's terminology and structure

Daily Training Bulletins (DTBs)

Even the best policy manual lacks effectiveness if it's not backed by training. Lexipol's Daily Training Bulletins are designed to help your personnel learn and apply your agency's policy content through 2-minute training exercises.

- Scenario-based training ties policy to real-world applications
- Understanding and retention of policy content is improved via a singular focus on one distinct aspect of the policy
- Each Daily Training Bulletin concludes with a question that confirms the user understood the training objective
- Daily Training Bulletins can be completed via computers or from smartphones, tablets or other mobile devices
- Reports show completion of Daily Training Bulletins by agency member and topic

Policy Updates

Lexipol's legal and content development teams continuously review state and federal laws and regulations, court decisions and evolving best practices. When needed, we create new and updated policies and provide them to your agency, making it simple and efficient to keep your policy content up to date.

- Updates delivered to you through Lexipol's web-based content delivery platform
- Changes presented in side-by-side comparison against existing policy so you can easily identify modifications/improvements
- Your agency can accept, reject or customize each update

Web-Based Delivery Platform and Mobile App (Knowledge Management System)

Lexipol's online content delivery platform, called KMS, provides secure storage and easy access to all your policy and training content, and our KMS mobile app facilitates staff use of policies and training completion.

- Ability to edit and customize content to reflect your agency's mission and philosophy
- Efficient distribution of policies, updates and training to staff
- Archival and easy retrieval of all versions of your agency's policy manual
- Mobile app provides in-the-field access to policy and training materials

Reports

Lexipol's Knowledge Management System provides intuitive reporting capabilities and easy-to-read reports that enhance command staff meetings and strategic planning.

- Track and report when your personnel have acknowledged policies and policy updates
- Produce reports showing completion of Daily Training Bulletins
- Sort reports by agency member, topic and other subgroups (e.g., shift, assignment)
- Reduce the time your supervisors spend verifying policy acknowledgement and training completion




RICE LAKE POLICE DEPARTMENT

Steven G. Roux
Chief of Police

Tracy A. Hom
Captain

34 S. Wilson Ave. • Rice Lake, WI 54868

Date: January 23, 2020
To: City of Chetek Mayor and City Council
From: Chief Steven G. Roux, Rice Lake Police Department 

Ref: Letter of Support – Lexipol Policy Manual

Chief Ambrozaitis contacted me recently to get my opinion of the Lexipol Policy Manual as he was aware our department has used this product for several years.

Around 2013, our department began to seriously look for a product to assist us in updating our outdated policy manual as it was apparent the old method of keeping our policies current was not working. We were unable to keep up with the many changes or know that our policies were adequate and we didn't have a lot of available time to dedicate to policy writing.

We were aware of a company called Lexipol which provides an electronic, up-to-date platform for policy management. They provide a manual of draft policies which the department has full control to edit to fit their agency. The draft policies are based upon state, federal and case law as well as what would be considered "best practice" for each policy. Additionally, policies which are not provided by Lexipol can be easily added by the department.

One challenge our department faced was the process to get from "draft" to "final". This is a common problem with most agencies and completion timeline is based upon the department's capabilities to get each policy reviewed/approved. It took our department well over one year to get our policy manual completed because of the number of overall policies for which we needed for our department.

Lexipol charges an annual fee which is based upon the number of officers the department employs. The program is not inexpensive, but the benefits are quite significant. Some of the great features of Lexipol include:

- 1) They provide timely updates whenever a policy is recommended to be changed, added or deleted to the manual based upon a law change or other necessary reason. Therefore, the policy administrator doesn't have to spend a lot of time with policy research;
- 2) It is not just a policy manual, but it's also a great training tool. It provides daily training bulletins (DTBs) which are short hypothetical scenarios which teach and test staff of the various department policies. By completing DTB's, officers can receive 8 of their 24 hours required annual training hours through the Department of Justice Training and Standards to maintain their certification.
- 3) They provide great customer service when questions or issues arise; and
- 4) It is a unique product, developed and maintained by attorneys which reduce agency and officer liability exposure.

In closing, the purchase of Lexipol was one of the best decisions we've made as a department and I wouldn't hesitate to recommend them to any law enforcement agency seeking to improve their department policy manual. Feel free to contact me if our department or I can be of any further assistance.