



CITY OF RIPON

100 Jackson Street Ripon, WI 54971-1396

**CITY OF RIPON
POLICE COMMISSION MEETING
Conference Room
City Hall
April 10, 2023
6:00 p.m.**

- 1) Call to order / Roll call
- 2) Approval of minutes from March 28th meeting
- 3) Citizen input
- 4) Further discussion of "Employee Evaluation" for Chief of Police
- 5) Interview candidate for "Eligibility for Hire" list
- 6) Other matters
- 7) Adjourn

CITY OF RIPON

POLICE COMMISSION MEETING NOTES

March 28, 2023

1. Call to order by President Jon Heatley @6pm

Roll Call

- President Jon Heatley-P
- Secretary Vince King- P
- Kevin Rosenau- P
- Arlo Reichter- P
- Steve Lewis- P
- Police Department: Chief Wallner & Troy Damsteegt
- City of Ripon: City Administrator Adam Sonntag, City Attorney Ludwig Wurtz, Mayor Theodore Grant

2. Approval of Minutes

- ✓ Steve Lewis – Motion
- ✓ Arlo Reichter- 2nd

3. Citizen Input: None

4. Consideration & Adoption of Rules & Regulations for City of Ripon Police Commission
Ludwig Wurtz & City Administration encouraged the community to adopt this. It was stated it is a “Good idea just to be open & transparent & give community a template on how to resolve any issues.”

- ✓ Motion to Adopt: Arlo Reichter
- ✓ 2nd: Kevin Rosenau

Discussion: Amend Frequency of meetings to Semi-Annual

- ✓ Friendly Amend by Jon Heatley
- ✓ Accepted by Arlo Reichter & Kevin Rosenau

Vote: Carried

5. Consideration of Employee Performance Evaluation of Chief

- ❖ Ludwig Wurtz stated, although not in handbook, we the board have the authority to adopt a procedure to evaluate the Chief.

City Administration: “This would be a good practice, and help be proactive to any potential issues that may occur in the future. Give the City Administration an idea of how the Chief is doing based on opinions of an independent body. This evaluation would need the consent of the Chief.

- ❖ Those involved would be the Police Commission, Mayor, City Administrator, & City Attorney
- ❖ Next Meeting will discuss further on a form.

6. Office Brett Meile, leaving the department.

- Possible interview on April 10th, 2023
- Received 6 applications for the position

2nd School Resource Officer approved by Ripon Area School District & City Council

7. Next Meeting April 10th, 2023, 6 pm

8. Call to Adjourn @ 7:01pm

- ✓ Motion: Kevin Rosenau
- ✓ Second: Steve Lewis

Respectfully submitted,

Secretary Vince King



RIPON POLICE DEPARTMENT

A SAFE ENVIRONMENT THROUGH POLICE AND CITIZEN INTERACTION

100 E Jackson St ♦ Ripon, WI 54971 ♦ 920-748-2888 ♦ Fax: 920-748-5347

March 31, 2023

To; Ripon Police Commission Members, City Administrator Adam Sonntag, and Mayor Ted Grant

Re; Annual Evaluation of Police Chief

During the last two meetings of the Ripon Police Commission, members had conversations about a process to do a yearly evaluation of the Chief of Police. I had brought this item up for discussion at a previous meeting, and was looking for input from members about this topic. I was aware that the previous Chief had not had any type of evaluation and I have not received one during my tenure as Chief. I also had previous discussions with City Administrator Sonntag concerning department heads within the City of Ripon and the future of evaluations as well.

At the last Commission meeting, this topic was put on hold during the discussion, to give me an opportunity to do further research on the topic and report to the commission with additional information. I was able to reach out to membership of the Wisconsin Chief of Police Association and ask about commonality of evaluations of Police Chiefs across the state, how they were assessed, and who performed those evaluations.

I received numerous responses to this question from Chiefs across the State. Most agreed that the Police Commission should not be performing the evaluation; there is no legal requirement for the commission to do that. However, of those that do receive evaluations, most noted that evaluations were completed by the City Administrator or City Manger. The evaluation was part of a process with the City Administrator and their evaluation of other city department heads.

Once that evaluation process is completed between the City Administrator and the Chief, the evaluation is then shared with the Police Commission, and reviewed in closed session with the Chief.

There are several reasons given as to why evaluations are conducted in this manner.

1. The City Administrator works closely on a day-to-day basis with police chief and has the knowledge of day-to-day operations, budgets, and personnel matters that are commonly reflected in the evaluation process.
2. The Police Commission would be the only entity that can discipline or discharge a Chief for cause, or demote or reduce pay. The Police Commission performing the evaluation could pull into questions any evaluation or discussion should they have to be placed in a situation where discipline may have to be evaluated involving the Chief of Police.

Page 2- Re; Annual Evaluation of Police Chief

I believe the discussion at the March 28th meeting on this topic with the Commission touched on the items above, specifically the need to have input from the City Administrator, the City Attorney, and Mayor on the evaluation process because of the close working relationship with the Chief. It makes sense from that standpoint, that the City Administrator should perform the evaluation, as he will be doing with other city department heads, and reporting that evaluation to the Commission for their review once completed. Any issues within the evaluation can be discussed, in closed session, with the Chief once that evaluation is complete.

I believe the Annual Evaluation of the Police Chief is an important employment review. However, based on this information now provided to you, I believe that evaluation should be completed by the City Administrator and not by the Police Commission.

I am certainly open for any further discussion on this topic.

Respectfully,

A handwritten signature in black ink that reads "Bill Wallner". The signature is written in a cursive, flowing style.

Chief William B Wallner